PUBLIC BOARD MEETING MINUTES

November 13, 2025

Vice Chairman Ruman called the meeting to order at 7:12 p.m.

ATTENDANCE:

Supervisors Present:	Steven Harlacher – Chairman(remote) Ron Ruman – Vice Chairman George Margetas – Supervisor
Staff Present:	Kelsey Paul – Parks & Recreation Director Keith Whittaker – Finance Director Clif Laughman – Fire Chief John Snyder – Police Chief Kelly Kelch – Township Manager Rainer Niederoest – Township Engineer Steve Maleskar – Sewer/Stormwater Engineer Elizabeth Gangloff – Solicitor Laura Mummert – Stenographer Rich Shaw – Public Works Director
Staff Abesent:	Rachelle Sampere – Zoning & Codes Officer

CALL TO ORDER:

A. The Pledge of Allegiance was recited.

B. Vice Chairman Ruman announced an executive session took place prior to the meeting to discuss personnel matters.

PUBLIC COMMENT:

A. Mr. Frederick Sessa, 1303 West College Avenue, came to express his concerns for his neighbor, Stanley Firestone. He inquired to the Board why he can run a business from his home, but Mr. Firestone cannot. He also asked why Mr. Firestone cannot have vehicles or large campers in his front yard area. Manager Kelch answered Mr. Sessa's questions, and also gave a brief history of what has been happening with Mr. Firestone and the Township.

APPROVAL OF MINUTES:

A. The minutes of the October 23, 2025, Public Hearing were provided for approval. Motion to approve the Public Hearing Minutes of October 23, 2025, as presented.

MOTION: G. Margetas
SECOND: S. Harlacher
MOTION PASSED UNANIMOUSLY

B. The minutes of the October 23, 2025, Public Meeting were provided for approval. Motion to approve the Public Meeting minutes of October 23, 2025 as presented.

MOTION: S. Harlacher
SECOND: G. Margetas
MOTION PASSED UNANIMOUSLY

OPEN FLOOR DISCUSSION:

A. None

OLD BUSINESS:

A. 2298 HEATHER ROAD STORMWATER EASEMENT ENCROACHMENT REQUEST: Ms. Angela Lawson was in attendance to explain her request to the Board and answer any questions. A motion was made to approve a request from Angela Lawson of 2298 Heather Road to encroach into the 10' wide stormwater easement along the side property line for the installation of a shed on a stone pad. The proposed encroachment would be for one corner of the shed pad at approximately 30 square feet into the stormwater easement. If the encroachment is authorized by the Board of Supervisors, the property owner must sign an easement agreement to be recorded at the Recorder of Deeds' office memorializing the agreement prior to obtaining a permit for the shed and stone pad installation. Manager Kelch also informed Ms. Lawson that there will be a fee associated with this easement request. Ms. Lawson confirmed she was aware of this fee and would pay it.

MOTION: G. Margetas
SECOND: S. Harlacher
MOTION PASSED UNANIMOUSLY

NEW BUSINESS:

A. ORDINANCE 25-07 ZONING ORDINANCE AMENDMENT REQUEST: Motion to approve Ordinance 25-07, amending the code of West Manchester Township and the "Zoning Map of West Manchester Township" to add a residential development

overlay zone. This would pertain to parcels located in the regional commercial zone along Town Center Drive in the Township.

MOTION: G. Margetas
SECOND: S. Harlacher
MOTION PASSED UNANIMOUSLY

B. T-895 REVISED PRELIMINARY SUBDIVISION AND LAND DEVELOPMENT PLAN FOR STEVE & KAREN WASHINGTON TAXVILLE ROAD – Motion to approve a revised preliminary subdivision and land development plan of a 29.88-acre parcel to create eleven (11) single-family detached dwelling lots located at the corner of Taxville Road and Baker Road in the Rural Residential Zone. The development proposes a combination of gravity and forced (grinder pumps) for public sanitary sewer collection for 10 new residential lots. The Board of Supervisors conditionally approved this plan with the following outstanding conditions and waivers for T-895:

Subdivision and Land Development Ordinance (SLDO):

1.	*§121-18 Dedication and acceptance of improvements. All improvements shall be deemed to be private and only for the benefit of the specific project until such time as the same have been offered for dedication and formally accepted by the Board of Supervisors. No responsibility of any kind with respect to improvements shown on the final plan shall be transferred until the improvements have been formally accepted. All requests for dedication shall follow the current procedures of the Township of West Manchester.*
2.	*§121-21 As-built plans. Upon completion of all required improvements and prior to the issuance of occupancy permits, the applicant shall submit an as-built plan showing the location, dimension and elevation of all public improvements... Two copies of the plan shall be submitted to the Township, which shall distribute 1 copy to the Township Engineer and retain 1 copy for the Township files.*

Sanitary Sewer Ordinance (Chapter 109):

1.	Taxville & Baker Road Sanitary Sewer Plan & Profile, Sheet 11 §109-15 a. *Provide hydraulic calculations for the low pressure system extension.* Calculations shall show a minimum of two feet per second of velocity will be achieved in the low pressure sewer main. Calculations show the maximum velocity. Provide confirmation that when only one pump is running that a minimum of two feet per second of velocity will be achieved in the low pressure sewer main.

	Per E-OIne's "Low Pressure Sewer System Using Environment One Grinder Pumps" manual, Table 3, the maximum daily number of grinder pump cores operating simultaneously for 1 pump and 2-3 pumps are 1 and 2 respectively. With this, the pipe size from Lot 11's grinder pump to where Lot 10's lateral connects shall be 1 ¼" as only one pump is able to run in this pipe segment. The pipe size from where Lot 10's lateral connects to where Lot 9's lateral connects shall be 1 ½" as only 2 pumps will run simultaneously per E-One's guidelines. This will allow for higher velocities in these segments of the low pressure sewer system and minimize the solids accumulation due to low velocity. Refer to Table 7 in Per E-One's "Low Pressure Sewer System Using Environment One Grinder Pumps" manual for the velocities and friction head loss based on pipe sizes and pumps running simultaneously.

Required Agency Approvals: (HRG Comment Letter 10-2-2025)

1.	Provide a letter from the York County Conservation District approving the Erosion and Sedimentation Control Plan. (§113-18.E.5)
2.	Provide a copy of the NPDES permit (§113-18.E.5)
3.	It appears that there are proposed wetland impacts across the project site. Provide all necessary chapter 105 permits (§113-18.E.5)

Administrative Items to be Completed Prior to/Upon Plan Approval (HRG Review Memo 10-2-2025)

1.	All Land Disturbance Activity shall not be initiated until a Stormwater Management Permit has been issued. (§113-23)
2.	The applicant shall schedule all required inspections (§113-24)
3.	Applicant shall schedule a pre-construction meeting with the Township, Township Engineer, and Township Stormwater Engineer prior to the start of any construction. (§113-24)
4.	Applicant shall be responsible for scheduling all required inspections with 48-hours' notice. (§113-24)
5.	Upon completion of all required improvements and prior to release of the performance bond., the applicant shall submit an as-built plan. (§113-25)
6.	Provide a signed and executed operation and maintenance (O&M) agreement. (§113-27)
7.	Provide a financial security estimate. (§113-28)
8.	Provide an improvement guarantee. (§113-28)
9.	The applicant shall pay all required fees. (§113-29)

Adjustments to the Plans:
Dawood believes several recommendations for improving the plans are warranted. The rest are consistent with §121-22 which states, "the standards and requirements contained in this article shall apply as minimum design standards for subdivisions and/or land developments. Whenever other Township ordinances or regulations impose more restrictive standards and requirements than those contained herein, the more restrictive shall apply."

1.	Though the number of homes created by the parent parcel is just under the applicable 12 or more of the Pennsylvania Uniform Planned Communities Act, Dawood recommends that a Homeowners Association be formed to provide for the maintenance of the private force main and associated sewer easement as indicated on note number 30 on sheet 1 of 15 in the plan set. This agreement should be reviewed by the Township Solicitor. (Dawood Review Memo #5, Revision 1 – 9/5/2025)
2.	The accepted sewage planning mailer for this LD plan indicated a public sewer extension is planned for the 11 additional homes and the plans attached to the mailer show the same. A revised mailer should be submitted reflecting the private nature of the force main. **The Applicant has submitted a revised mailer for Township's signature and distribution to PA DEP.**

General Comments:

1.	All administrative items shall be addressed prior to plan recording (payment of all invoices, etc.)
2.	All approved preliminary subdivision and land development plans, shall be submitted in electronic format (i.e. PDF)
3.	Any retaining walls constructed must be done under an approved building permit and must be inspected by the Township's third-party building code inspection agency, Code Administrators, Inc. Please submit a building permit.
4.	Lot 11 shows the sewer lateral crossing a wetland. Note that this may require a permit from PA DEP. 9/2/2025 – The updated LD plans received reflect the sanitary sewer force main crossing and an easement encroaching the wetland. The crossing may require a permit from PA DEP. Dawood recommends revising the plans to move the sanitary sewer easement so that it avoids the wetland.

The following waivers were granted by the Board of Supervisors at their November 13, 2025 public meeting:

W1.	§121-23.C Improvements to existing streets. The request is not to be required to make improvements to Taxville Road or Baker Road.
W2.	§121-25 Sidewalks and curbs. The request is to not be required to install curbs and sidewalks along the entire frontage of the subject property.

MOTION: R. Ruman
SECOND: G. Margetas
MOTION PASSED UNANIMOUSLY

C. T-858 COTTONTAIL SOLAR 2 (HOKES 1) DECOMMISSIONING FINANCIAL SECURITY ESTIMATE – Motion to approve decommissioning financial security estimate for the Cottontail Solar 2 (Hokes 1) project in the amount of $763,463 which is the future value of the net decommissioning cost in 25 years, from 2024. Dawood Engineers has reviewed this estimate and recommends the Board of Supervisors accept this decommissioning value. As required by §150-357.4.O.3 this estimate should be revisited in 5 years.

MOTION: G. Margetas
SECOND: S. Harlacher
MOTION PASSED UNANIMOUSLY

D. T-859 COTTONTAIL SOLAR 1 (BAIR) DECOMMISSIONING FINANCIAL SECURITY ESTIMATE – Motion to approve decommissioning financial security estimate for the Cottontail Solar 1 (Bair) project in the amount of $966,289 which is the future value of the net decommissioning cost in 25 years from 2024. Dawood Engineers has reviewed this estimate and recommends the Board of Supervisors accept this decommissioning value. As required by §150-357.4.O.3 this estimate should be revisited in 5 years.

MOTION: G. Margetas
SECOND: R. Ruman
MOTION PASSED UNANIMOUSLY

E. T-860 COTTONTAIL SOLAR 8 (HOKES 2) DECOMMISSIONING FINANCIAL SECURITY ESTIMATE – Motion to approve decommissioning financial security estimate for the Cottontail Solar 8 (Hokes 2) project in the amount of $568,880 which is the future value of the net decommissioning cost in 25 years from 2024. Dawood Engineers has reviewed this estimate and recommends the Board of Supervisors accept this decommissioning value. As required by §150-357.4.O.3 this estimate should be revisited in 5 years.

MOTION: S. Harlacher
SECOND: G. Margetas
MOTION PASSED UNANIMOUSLY

F. 2026 GENERAL FUND BUDGET: Presentation of the Final Draft of the 2026 Budget. Director Whittaker announced that the budget is balanced and there will be no tax increase for 2026. Motion to approve advertising for the adoption of the 2026 General Fund Budget at the December 18, 2025, Board meeting. Director Whittaker also announced a draft copy would be available at the Township office for any person wishing to view during open business hours.

MOTION: G. Margetas
SECOND: S. Harlacher
MOTION PASSED UNANIMOUSLY

G. AUTHORIZE ADVERTISEMENT FOR RE-ORGANIZATIONAL MEETING AND AUDITOR'S MEETING: Motion to approve authorizing staff to advertise the Re-Organizational meeting for 2026 as January 5th at 7:30 a.m. and to authorize the advertisement of the Township Auditor's meeting as January 6th at 4 p.m.

MOTION: G. Margetas
SECOND: R. Ruman
MOTION PASSED UNANIMOUSLY

H. RESOLUTION 25-14 APPOINTMENT OF CPA FOR 2025 AUDIT: Motion to approve Resolution 25-14, appointing Maher Duessel, CPA, a form of certified or competent public accountants to replace the elected auditors and to make examination of all the accounts of West Manchester Township for the fiscal year of 2025.

MOTION: G. Margetas
SECOND: S. Harlacher
MOTION PASSED UNANIMUSLY

I. RESOLUTION 25-15 LOCAL SHARE ASSESMENT GRANT: Motion to approve Resolution 25-15, designating Steven Harlacher and Kelly Kelch as official(s) to execute all documents and agreements between West Manchester Township and Commonwealth Financing Authrority for the Local Share Grant for the Potomac Avenue Drainage Improvement project.

MOTION: G. Margetas
SECOND: R. Ruman
MOTION PASSED UNANIMOUSLY

J. RAINBOW CIRCLE PHASE 3 STORMWATER PROJECT BID AWARD: Motion to approve awarding Wexcon, Inc. the bid for the Rainbow Circle Phase 3 Stormwater Project in the amount of $112,435.00.

MOTION: G. Margetas
SECOND: S. Harlacher
MOTION PASSED UNANIMOUSLY

ADMINISTRATIVE REPORTS:

A. RECREATION DIRECTOR: Director Paul's report was reviewed. No further questions.
B. FINANCE DIRECTOR: Director Whittaker's report was reviewed. Director Whittaker announced that the Township passed their insurance audit. He also shared that the Township will receive dividends from its Workman's Compensation provider at the end of the year. No further questions.
C. FIRE CHIEF: Chief Laughman's report was reviewed. No further questions.
D. POLICE CHIEF: Chief Snyder's report was reviewed. Chief Snyder thanked Chief Laughman, the fire department and school district for taking over the Secret Santa program that was done by the police in the past. No further questions.
E. TOWNSHIP MANAGER: Manager Kelch's report was reviewed. Manager Kelch announced that the court appealed the case between the Township and Mr. Campbell in our favor. At this point, he feels the case will be closed. No further questions.
F. TOWNSHIP ENGINEER: Engineer Niederoest report was reviewed. No further questions.
G. SEWER/STORMWATER ENGINEER: Engineer Cummings report was reviewed. There were no questions.
H. ZONING OFFICER: Officer Sampere's report was reviewed. No further questions.
I. SOLICITOR: Solicitor Herrold's report was reviewed. There were no questions.
J. PUBLIC WORKS DIRECTOR: Director Shaw's report was reviewed. Director Shaw said leaf collection was going well. He also announced the yellow lines were painted on Sunset Lane. No further questions.

STORMWATER MANAGEMENT/MS4

Zoning Officer Sampere noted that the Township's MS4 Storm Water Inspector is available Monday through Friday 8 a.m. to 4:30 p.m. to answer any questions related to storm water management.

BILLS: Motion to pay bills as presented:

FUNDS	**CHECK NO.**	**AMOUNT**
General Fund	37745-37833	$ 663,877.11

Liquid Fuels	1745-1752	$	18,507.02
Sewer Fund	6730-6753	$	193,876.81
Payroll #23 Pay Ending 11/1/25	Paytime Vouchers	$	158,357.15

MOTION: G. Margetas
SECOND: S. Harlacher
MOTION PASSED UNANIMOUSLY

ADJOURNMENT:

A. Vice Chairman Ruman thanked staff for their hard work on the budget preparations. Chairman Harlacher and Supervisor Margetas echoed that with their thanks.

Motion to adjourn the meeting at 7:43 p.m.

MOTION: G. Margetas
SECOND: S. Harlacher
MOTION PASSED UNANIMOUSLY