

## Manor Township Supervisors Meeting

Thursday, November 5, 2020

7:00 p.m.

Chairman George Mann called the meeting to order in the Manor Township Municipal Building at 950 West Fairway Drive, Lancaster, Pennsylvania on Thursday, November 5, 2020 at 7:00 p.m. Chairman Mann introduced the Board of Supervisors and led those in attendance in the Pledge of Allegiance to the Flag.

Members Present: George Mann, Allan Herr, Jay Breneman, Brandon Clark, John Wenzel  
Staff Present: Ryan Strohecker, Adrienne Kautz, Mark Harris, Nate Taggart, Chief Todd Graeff  
Visitors Present: See Attached Sign-In Sheet

**Previous Month Minutes** – Chairman Mann entertained a motion to approve the previous months minutes. Brandon Clark so motioned. Allan Herr seconded and the motion carried unanimously.

**Financial Report and Accounts Payable** – Chairman Mann entertained a motion to approve the financial reports and pay all invoices on the accounts payable report. Brandon Clark so motioned. John Wenzel seconded and the motion carried unanimously.

**Public Comment** – No public comment.

### Old Business –

Petition for Text Amendment – Dwell Time for Billboards - Mr. Strohecker commented that this was newly added to the agenda. Over the past two months attorneys from Barley and Snyder have been here talking about a change to the sign time for billboards (dwell time). They officially submitted a petition to the Township to consider that Text Amendment. The standard procedure for this township is if the Board is willing they would accept the petition tonight by way of motion. The Board would accept the petition to be considered and then forward the petition onto the Planning Commission and the Lancaster County Planning Commission for review, before it comes back to the Board of Supervisors for a vote. Brandon Clark made a motion that we acknowledge the receipt of the request and the Township will forward it onto Manor Township Planning Commission and the Lancaster County Planning Commission for review. Jay Breneman seconded and the motion carried unanimously.

### New Business –

Briefing Item-Lot Add-On Plan for 2045 Prospect Road-Tim Trostle of Strausser Surveying & Engineering is proposing a very simple Lot Add-On plan at the corner of Prospect Road and Route 999 at the Southwest Corner. The Keagy's own all three of these lots so basically they are moving some lot lines. There was an issue with sewage, this has been taken care with the

help of Dave Lockard and the Township. We have met every review comment that Rettew has had. This is information that has gone back to them, but we have not received a review back from them as of yet. It is a very simple plan with making two smaller lots into a large lot that just continues on. One of the lot lines we would make a straight lot line rather than up a corner over and out, cutting it right in half. Parcel A (according to the plan) is going to be added to his original home of .177 acres. The other property is .177 acres, so its an even swap between two deeded properties. Mr. Trostle is asking for approval on the conditions that we meet Rettew's final review comments. Chairman Mann asked if we have a motion to move the item to an Action Item. Brandon Clark made a motion. John Wenzel seconded and the motion carried unanimously.

Motion to conditionally approve the lot add-on plan for 2045 Prospect Road based on the September 30, 2020 Rettew letter. Jay Breneman motioned to approve. Brandon Clark seconded and the motion carried unanimously.

Briefing Item-Final Subdivision Plan for 1121 Letort Road – Steve Gergely of Harbor Engineering here with Jack Chamberlin the owner of the property. The property at 1121 Letort Road is 39 acres in size and it is a landlocked property. The property currently has two homes on it, one to the East side and one to the West side. The one to the West side is Mr. Chamberlin's existing dwelling. There is a creek, Wissler's Run, that bisects the property. Mr. Chamberlin is proposing to subdivide his property into two with each house on its own individual lot. The property to the East on the East side of the creek would be about 10 acres in size. Mr. Chamberlin's lot would be about 29 acres in size. No improvements are being proposed as part of this new construction, no stormwater water management, just simple a subdivision. We are following the natural boundary of the property created by the creek. Mr. Gergely is asking for two modifications. One is for Plan Scale to present the scale of 1 inch = 100 feet so we can get the property onto one plan sheet for legibility. The other modification is for the lots to not to have frontage onto a public street. Since both properties are landlocked and do not have access to a public street. There is not a way to do this, each house does have a driveway through adjoining properties. There are existing driveways recorded for each of those lots. Mr. Gergely received a recommendation from the Planning Commission to move it to an Action Item for approval. Mr. Gergely commented that they do not any issues with the Rettew letter. Mr. Wenzel asked how many houses? Mr. Gergely responded with two houses, one on the East side and one on the West side.

Chairman Mann made a motion to move the item to an Action Item. Brandon Clark made a motion to approve. Allan Herr seconded and the motion carried unanimously.

Motion to conditionally approve the final subdivision plan for 1121 Letort Road based on Rettew letter dated October 1, 2020 and Planning Commission letter dated October 14, 2020. Brandon Clark motioned to approve. John Wenzel seconded and the motion carried unanimously.

Additional Waiver Request – 2004 Franklin Road-Cameron Renehan representing the Mike Nissley poultry barn project. We were here last month and did seek additional approval for the land development plan. Since then we did get additional clarification from Rettew on what the actual requirement was. Rettew had commented about needing to show replacement area of the existing septic system on the property. The misunderstanding was Mr. Renehan thought the comment was related to the new project in which there was not any septic system proposed, but it was regarding the current dwelling that is on site that has a current a septic system. Since we are not proposing any changes to the existing house or the existing septic system, we are not proposing any new septic facility. The waiver is to provide a replacement area on the property. Mr. Strohecker commented that last month we had an unusual approval process, we talked about the waiver in detail. By doing the approval tonight with the Rettew letter, it cleans everything up, all the information is included. You are amending what was approved last month, the letter includes everything that was talked about it. Jay Breneman recused himself from the vote.

Motion to conditionally approve the final land development plan for 2004 Franklin Road based on the Rettew letter dated October 28, 2020. Allan Herr motioned to approve. Brandon Clark seconded and the motion carried unanimously.

Financial Security Reduction Request – 1024 Breneman Road

Motion to conditionally approve reducing the financial security to an amount of \$7,651.13 as recommended on October 22, 2020 Rettew letter. Brandon Clark motioned to approve. Jay Breneman seconded and the motion carried unanimously.

Financial Security Reduction Request – 530 Central Manor Road

Motion to conditionally approve reducing the financial security to an amount of \$455.50 as recommended on October 21, 2020 Rettew letter. Allan Herr motioned to approve. Brandon Clark seconded and the motion carried unanimously.

Financial Security Reduction Request – 2760 Charlestown Road

Motion to conditionally approve reducing the financial security to an amount of \$660.00 as recommended on October 28, 2020 Buchart Horn letter. Brandon Clark motioned to approve. Allan Herr seconded and the motion carried unanimously.

Blue Rock Fire District 2021 Budget Proposal

Motion to approve the Blue Rock Fire District 2021 budget as presented. Jay Breneman motioned to approve. John Wenzel seconded and the motion carried unanimously.

LASA Sewer Agreement Renewal – Mr. Strohecker commented that many years ago we contracted with LASA to handle all the operations, maintenance, and billing of our two sewer systems, Crossgates and West Lancaster. That agreement with them has been going very well, we are happy to not be dealing with our sewer system. This would be Amendment #3, none of the pricing structure changed there was some modifications to update the agreement to what we are currently doing. The finances stay the same.

Motion to approve the Amendment #3 to the LASA agreement. Allan Herr motioned to approve. Brandon Clark seconded and the motion carried unanimously.

Resolution 19-2020 – Application to the PA Municipal Assistance Program - Mr. Strohecker commented that this program is giving the Police Chief the ability to apply through the grant process to receive body cameras.

Motion to approve Resolution 19-2020-Application to the PA Municipal Assistance Program. Allan Herr motioned to approve. John Wenzel seconded and the motion carried unanimously.

Resolution 20-2020 – Destruction of Documents

Motion to approve Resolution 20-2020 Destruction of Documents. Brandon Clark motioned to approve. John Wenzel seconded and the motion carried unanimously.

Rail Trail Gap Study Final Document – Mr. Strohecker commented that we had officially started the process back in March 2019 of a steering committee made up of about 9-11 individuals. They were to take a look at the gap between the start of the Enola Grade River Trail and the start of the Northwest River Trail whether it was feasible to be able to connect the two. The study was funded in part by LCSWMA (\$25,000.00) and Lancaster Conservancy, that get their money from the state (\$25,000.00), so the Township did not outlay any money towards it. We received a final document that states it is officially over. The committee was looking at two alternatives. One was connecting the trails up and down River Road, with some type of connector with the straightest route possible. The second option was the PPL route which was a little off course from the two trails. The study identified potentially feasible short-term route, it would be a marking or delineation on River Road for bicycles and potentially walkers to be able to connect the trail. So essentially they would be able to come out at our Enola Grade trail onto River Road and walk up River Road to the start of the Northwest River Trail. There are still a lot of hurdles that would need to overcome to accomplish this. This would be in the short term (5 or 10 years) to the connect the two which might be the easiest thing to do. If you look at the other two trails while River Road access trail was the most feasible, there were a lot of obstacles to overcome. This really pushes the trail pretty far out, not sure if it is doable, however it will not be doable in the near future. At this point we would be looking at some road delineation via PennDot. PennDot has been working on the bridges and from the Township perspective PennDot has starting to do some bridge replacements and we have been trying to lay the groundwork to make those wider so people can pass on them.

Presentation of Manor Township 2021 Draft Budget – Mr. Strohecker presented the 2021 Draft Budget. We are taking a look at the major accomplishments with the 2021 balanced budget. The Township does not see a need for a tax increase and has zero debt. In 2021 we are looking at doing some really unique innovative MS4 projects involving our Stormwater basins. This really saves our residents on taxpayer dollars. Secondly, we are looking at adding some police promotions in the department next year through the budgetary process. The Township is looking to get some officers

trained and ready for the future. Between tonight and adoption of the budget in December we may ask you to do the promotion in December to get them rolling earlier.

The general fund revenue pie chart was presented. This represent the revenues, about 75% of our revenue comes from three different revenue sources: our transfer tax, our realty taxes, and earned income tax. We rely heavily on these three taxes to make up our revenue. Next year revenues will come in slightly under \$6 million. We are projecting a net loss next year of 1.03% of 2020. A large part of is directly related to the earned income tax. Our transfer tax and realty tax have looked very well. Earned income tax is going to take a hit next year.

The employee compliment is not going to change from 2020 to 2021. We are losing two employees but that is because we budgeted for them this year, we never hired them. We are keeping the compliment identical to the way it's been. The Township will have 38 full time, 2 part-time and have some seasonal employees. We are budgeting for an increase of 3% for our uniform and increase of 3% for non-uniform.

For the Capital Fund budget, the numbers were skewed but remember 6 million was put in there specially for income that we will receive from the state for the bridge. This also 6 million that shows up in our expenses, its money in and money out. Some of the highlights are MS4 basin improvements, car computer, radio replacements, LEADS, body cams and vehicle replacements, Public Works 11' mower and single axle dump truck, South Centerville Road engineering improvements and Safe Harbor Trestle Bridge rehabilitation.

The 2021 Highway Aid Fund Budget there is not going to be much of a change for 2021. We are looking at a net loss of \$43,795.00. The reason why we are justifying that is because we are budgeted for a net loss, but we are actually going to have a net gain. The Township is just going to shuffle that loss over to 2021. We will do a little bit more of roadwork then we would normally do, that is why it is represented.

There has not been any real change with other township funds from 2020. The sewer fund, which we are trying to sell it off to LASA. We would like to use that money to build up a planned building Maintenance Building. There is nothing planned in our deferred revenue fund, there are some projects that are coming online, mainly the Barley Farm, we could see some money in there. The Township is going to transfer \$100,000.00 into the General Fund. That Fire Tax has been building up reserves that this will be the second year in a row that we have transferred money into our General Fund. The loss that we are looking at and planning for in the 2021 in the general fund was about \$130,000.00 will already be made up because we are expecting to get a second stimulus check through the CARES Act through Lancaster County right around \$168,000.00. That check alone will make up any kind of deficit that we would see.

Training Approvals-Administration, Police and Public Works

High Impact Supervision and Police Supervisory In-Service Training- Brandon Clark motioned to approval all training request as submitted. Jay Breneman seconded and the motion carried unanimously.

Reports – Traffic Commission, Police, Public Works, Township Manager, Blue Rock Fire Rescue, Building Permit – Allan Herr made a motion to approve all reports and recommendations as submitted. John Wenzel seconded and the motion carried unanimously.

Executive Session – Employee Matter – Chairman Mann excused the Board to discuss an employee matter.

Brandon Clark entertained a motion to adjourn the meeting. Allan Herr seconded and the motion carried unanimously. The meeting adjourned at 8:15 p.m.

Respectfully Submitted,

J. Ryan Strohecker  
Secretary-Treasurer

Recording Secretary  
Adrienne Kautz