

## Manor Township Supervisors Meeting

Tuesday, September 6, 2022

7:00 p.m.

Chairman Brandon Clark called the meeting to order in the Manor Township Municipal Building at 950 West Fairway Drive, Lancaster, Pennsylvania on Tuesday, September 6, 2022 at 7:00 p.m. Chairman Clark introduced the Board of Supervisors and led those in attendance in the Pledge of Allegiance.

Members Present: Brandon Clark, Allan Herr, John Wenzel, Missy Phelan, George Mann  
Staff Present: Ryan Strohecker, Adrienne Kautz, Mark Harris, Lieutenant Kim Geyer  
Visitors Present: See Attached Sign-In Sheet

### Public Comment

David Milisock, 102 Spring Meadow Lane, he is very pleased with the Township and how certain issues have been addressed.

### Consent Agenda

**Previous Month Minutes, Financial Report and Accounts Payable, Traffic Commission; Police Report; Public Works Director Report; Township Manager's Report; Blue Rock Fire Rescue Report; and Building Permit Report** – Chairman Clark entertained a motion to approve the previous month minutes, financial reports and pay all invoices on the accounts payable report and all reports presented. George Mann so motioned, Allan Herr seconded and the motion carried unanimously.

**Old Business** – None to Report.

### New Business

#### Police Officer Hire - -Scott Smith

Lieutenant Kim Geyer stated that earlier this year the Police Department started looking for additional Police Officers. The Police Department only had eight applicants who had applied for this position. Within these applicants there was only one that has met all of our expectations. Mr. Smith has an amazing attitude towards job dedication. His former employers and character references stated that he is a hardworking, dedicated and a quick thinker.

Chairman Clark entertained a motion to hire Scott Smith. John Wenzel so motioned, Missy Phelan seconded and the motion carried unanimously.

Ms. Phelan also commented how great of a job Corporal St. Clair does at hosting the National Night Out held at Leisure Lanes.

Mr. Herr also commented that he recently had the opportunity to do a “ride along” with Officer Steve Haas, unfortunately it was an eventful night, however Mr. Herr saw the dedication and the professionalism of our Police Officers.

Administration Resignation – Joanne Reiner

Chairman Clark entertained a motion accept the retirement resignation of Joanne Reiner retroactively to August 31, 2022. George Mann so motioned, Allan Herr seconded and the motion carried unanimously.

Administration Position – Michelle Smith

Chairman Clark entertained a motion to hire Michelle Smith as Bookkeeper. Allan Herr so motioned, George Mann seconded and the motion carried unanimously.

Administrative Hire-Peg Hess

Chairman Clark entertained a motion to hire Peg Hess effective September 26, 2022, John Wenzel so motioned, George Mann seconded and the motion carried unanimously.

Financial Security Release – Steve and Karen Herman

Chairman Clark entertained a motion to fully release the remainder of the financial security totaling \$16,600.87 leaving a balance of \$0. Allan Herr so motioned, Missy Phelan seconded and the motion carried unanimously.

Financial Escrow Reduction Request – 491 Central Manor Road

Chairman Clark entertained a motion to reduce the financial security for 491 Central Manor Road as proposed in the Rettew letter dated August 8, 2022. George Mann so motioned, John Wenzel seconded and the motion carried unanimously.

2023 Minimum Municipal Obligation (MMO'S)

Chairman Clark entertained a motion to approve the MMO's as provided. Allan Herr so motioned, John Wenzel seconded and the motion carried unanimously. Mr. Strohecker commented that not only did the MMO's go down significantly from 2022, but both plans are fully funded at 100%.

MS4 Pollutant Reduction Plan Update – MS4 Project

Mr. Strohecker commented that with regards to the Public Works Department, this project is a showcase for the Township. The Public Works Department did this project completely on their own. They used some of the American Rescue Plan funding to purchase a mini excavator which did all of the work for the department. This project cost the Public Works Department around \$16,000.00 which was mostly because of the sand that was used for the basin.

Mr. Harris stated that in 2018 we had to submit a report to the Pennsylvania Department of Environmental Protection Agency targeting how Manor Township was going to reduce the amount of sediment, phosphorus and nitrogen that are going into our streams. This is part of a particular BMP, which we submitted as part of one of the mechanisms that we would reach

that is required by the state. Manor Township has a detention basin that is located in the rear of Springdale Farms. It is considered a regular retention basin where water flows off the streets into the basin, where it would go across the ground into a pipe where it the water would dump into the Little Conestoga Creek. The Public Works looked at this detention basin to see how it would retain and infiltrate more water reducing the phosphorus, nitrogen, and sediment. Our obligation is to reduce sediment by 80,000 pounds by year. This particular detention basic will reduce sediment by 21,000 pounds per year, nitrogen will be over 1500 pounds per year, and phosphorus is 24 pounds per year. Each one of these thresholds is roughly a third of what our total obligation is.

This project was a very unique project to the Public Works as we never did anything like this before. This area that goes into the basin is 38 acres of land and of those 38 acres, 15 are considered impervious, which mean surfaces included are streets, houses, patios, pools, anything that doesn't allow water to be infiltrated into the ground. The Public Works goal was to take that 15 acres of stormwater runoff to meet our goals.

The first thing Public Works did in February/March was dig the whole basin out because there was overgrowth. Then this Summer we came in and dug out approximately 18 inches of the existing basin. The Public Works department created a mixture that was designed by Rettew, a mixture of 50% leave compost and incorporated construction sand into it. The water will come into the detention basin, and it will go into the infiltration part of the basin. Then it comes into the berm, once it gets to the height of the berm it will go over the berm and into the wetlands. The Public Works designed and created the wetlands in this detention basin, this basin is spring fed. The Public Works created a series of kidney shape islands, the idea is that the water will meander through the basin before to exiting out of the basin. They also created a lagoon, once the water gets to a certain height in the lagoon it is slowly released into the Little Conestoga. The Public Works had to buy specific plants that can go into wetlands. Mr. Harris commented that is really rewarding to him. The Public Works Department didn't have to have an engineer to lay it out, the Public Works department were able to do the project in house.

Mr. Wenzel commented that this is a new technique for the Public Works. Mr. Wenzel asked how did the Public Works know this technique existed and how did you learn to do, it seems very involved.

Mr. Harris commented that Public Works met with Rettew and explained what the department was looking for. Rettew did design the plan and the Public Works read the prints and created it.

Sale of Agricultural Conservation Easement – 3351 Charlestown Road – No action is required.

Sale of Agricultural Conservation Easement – 3311 Anchor Road – No action is required.

Sale of Agricultural Conservation Easement – 1170 Breneman Road – No action is required.

LCSWMA – Fee Rebate Information letter - No action is required.

Act 14 Notification – University Drive Stream Restoration - No action is required.

Act 14 Notification – PPL Electric Utilities, Corp. - No action is required.

Blue Rock Fire District 2023 Budget

Mr. Wenzel made comments towards the budget. Mr. Wenzel asked why we have a negative net income \$997,048.

Mr. Herr stated that there is a new fire truck that is on order. It has been on order for a while, with the total cost of that is roughly \$1.2 million. With everything else moving the way it is, this item looks like it will be on next year's budget. The Fire District and Fire Commission has authorized Blue Rock to purchase some of the equipment and tools so it can be purchased at today's pricing in lieu of waiting until the truck is actually here. This is where the despair in numbers come into play. When the original pricing came it was much higher then and as a commission we rejected it all the bids. Blue Rock Fire went back to the company who were specking the truck out and negotiated some items out that Blue Rock Fire did not think was needed or changed some of the items.

Mr. Wenzel stated that the Board and the Fire Commissioner are very cost-conscious people. Mr. Herr did note that Wayne has not increased his budget for the last five years. Blue Rock Fire has employed someone who is very good at grant writing and changed personnel things. Mrs. Smith has been doing some of the accounting book work for the fire district. She and Mr. Strohecker are very good at keeping up with our expenses and where the budget is.

Mr. Strohecker did comment with regards to the budget, Millersville Borough does contribute about 17 ½ % to the overall budget. Manor taxes the Manor Township residents to cover our portion which is approximately 83 %.

Mr. Wenzel commented that Manor Township and Millersville Borough work together well. It's a good Board.

Mr. Herr did state that the Highville Station, which is right next to the Landfill, this building was never designed to be a fire station there has been some structural items that are needing to be addressed. The building is owned by LCSWMA but Blue Rock as a fire district is required to do the maintenance on it. Mr. Herr indicated that down the road the building would be replaced by a new building on land that is owned by LCSWMA. LCSWMA has asked Blue Rock Fire to provide them with what their needs would be, so they can take it their next boarding meeting. LCSWMA indicated that they are very supportive of the transition.

Chairman Clark entertained a motion to approve the 2023 BRFR budget as presented, John Wenzel so motioned, George Mann seconded and the motion carried unanimously.

With no further business to discuss, Chairman Clark entertained a motion to adjourn the meeting. Allan Herr so motioned, George Mann seconded and the motion carried unanimously. The meeting adjourned at 7:40 p.m.

Respectfully Submitted,

J. Ryan Strohecker  
Secretary-Treasurer

Recording Secretary  
Adrienne Kautz