

Manor Township Supervisors Organizational Meeting

Monday, January 6, 2025

7:00 p.m.

Chairman Allan Herr called the meeting to order in the Manor Township Municipal Building at 950 West Fairway Drive, Lancaster, Pennsylvania on Monday, January 6, 2025 at 7:00 p.m. Chairman Herr introduced the Board of Supervisors and led those in attendance in the Pledge of Allegiance to the Flag.

Members Present: Allan Herr, Missy Phelan, John Wenzel, George Mann, and Jim Keck

Staff Present: Chief Colin Cleary, Ryan Strohecker, Peg Hess

Visitors Present: See Attached Sign-In Sheet

Allan Herr appointed George Mann as Temporary Chairman.

Elect Chairman – John Wenzel made a motion to appoint Allan Herr as Chairman of the Board of Supervisors for 2025. Missy Phelan seconded, and the motion carried unanimously.

Elect Vice-Chairman – George Mann made a motion to appoint Jim Keck as Vice-Chairman of the Board of Supervisors for 2025. John Wenzel seconded, and the motion carried unanimously.

Appoint Secretary-Treasurer – Jim Keck made a motion to appoint Ryan Strohecker as Secretary-Treasurer for 2025. George Mann seconded, and the motion carried unanimously.

Establish Treasurer's Bond Amount - \$5,000,000 – Missy Phelan made a motion to establish a Treasurer's Bond in the amount of \$5,000,000 for 2025. John Wenzel seconded, and the motion carried unanimously.

Resolution 1-2025 – Planning Commission-Jan Provanzo – Jim Keck made a motion to adopt Resolution 1-2025. George Mann seconded, and the motion carried unanimously.

Resolution 2-2025 – Planning Commission-Don Mann – Missy Phelan made a motion to adopt Resolution 2-2025. George Mann seconded, and the motion carried unanimously.

Resolution 3-2025 – Planning Commission-Dan Fisher – George Mann made a motion to adopt Resolution 3-2025. John Wenzel seconded, and the motion carried unanimously.

Resolution 4-2025 – Zoning Hearing Board-Jeffrey Klugh – Jim Keck made a motion to adopt Resolution 4-2025. George Mann seconded, and the motion carried unanimously.

Resolution 5-2025 – Zoning Hearing Board-Mike DeBerdine – Missy Phelan made a motion to adopt Resolution 5-2025. Jim Keck seconded, and the motion carried unanimously.

Resolution 6-2025 – Park & Recreation Board-Maher Hattar – Jim Keck made a motion to adopt Resolution 6-2025. George Mann seconded, and the motion carried unanimously.

Resolution 7-2025 – Park & Recreation Board-Courtney Barry – Missy Phelan made a motion to adopt Resolution 7-2025. John Wenzel seconded, and the motion carried unanimously.

Resolution 8-2025 – Auditor Resolution – Missy Phelan made a motion to adopt Resolution 8-2025. Jim Keck seconded, and the motion carried unanimously.

Resolution 9-2025 – SEO Resolution – John Wenzel made a motion to adopt Resolution 9-2025. Missy Phelan seconded, and the motion carried unanimously.

Other Board Appointments – Chairman Herr entertained a motion to approve the following appointments: Solicitor-Morgan, Hallgren, Crosswell & Kane P.C.; Assistant Solicitor/Special Counsel-Goodman & Kenneff, Stevens & Lee; Labor and Personnel Counsel-Campbell, Durrant Beatty, P.C.; General Engineer-Rettew; Subdivision Land Development Engineer-Rettew; Alternate Subdivision Land Development Engineer-Buchart Horn & David Miller Associates; Storm Water Engineer-Rettew; Alternate Storm Water Engineer-Buchart Horn & David Miller Associates; Storm Water Official & Authorized Staff Representative of the Board of Supervisors-Ryan Strohecker; Township Authorized Representative to Zoning Hearing Board Cases-Ryan Strohecker; Traffic & Planning Engineer-Rettew; Special Projects Engineer-Rettew & David Miller Associates; Septic Pump Hauler-Sonlight Services; Vacancy Board-Brandon Clark; Manager-Ryan Strohecker; Public Works Director-Mark Harris; Assistant Public Works Director-Henry Hank; Zoning Officer-Nate Taggart; Assistant Zoning Officer-Ryan Strohecker; Delegate to the State Convention-Allan Herr; Representative to Lancaster Inter Municipal Committee-Ryan Strohecker; Representative to Intergovernmental Insurance Cooperative Board-Ryan Strohecker; Representative to Blue Rock Fire District, 2 year term-Allan Herr; Traffic Commission-Mark Harris, Chief Cleary, Missy Phelan; Right-To-Know Officer-Ryan Strohecker; Assistant Right-To-Know Officer-Chief Cleary; Penn Manor Municipal Representative Lancaster County Tax Collection Bureau-Ryan Strohecker; Building Code Official-Commonwealth Code Inspection Services Inc.; LASA Representative-5 year term-Barry Smith and UCC Board of Appeals Appointments Committee-3 year term beginning August 1, 2023-July 31, 2026-Jason Stevens; Emergency Management Coordinator-Duane Hagelgans; Disruptive Conduct Appeals Board-Allen Herr, Ryan Strohecker, Colin Cleary. George Mann so motioned, Jim Keck seconded, and the motion carried unanimously.

Chairman Herr entertained a motion to adjourn the 2025 Board of Supervisors Organizational Meeting. George Mann so motioned. Jim Keck seconded, and the motion carried unanimously. The Organizational Meeting adjourned, and the Supervisors Regular Meeting started at 7:20 p.m.

Public Comment – Chief Cleary expressed appreciation to Jones Firearms for their generous \$7,500 donation to the police force. Jones Firearms has since closed and wanted to thank the police for their dedication.

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 Herr entertained a motion to approve the previous month minutes, financial reports and pay all invoices on the accounts payable report and all reports presented. Jim Keck so motioned, George Mann seconded, and the motion carried unanimously.

Old Business

New Business

Resolution 10-2025 - Meeting Dates – Chairman Herr entertained a motion to adopt Resolution 10-2025. George Mann so motioned, Missy Phelan seconded, and the motion carried unanimously.

Resolution 11-2025 – Bank Depositories – Chairman Herr entertained a motion to adopt Resolution 11-2025. Jim Keck so motioned, George Mann seconded, and the motion carried unanimously. Missy Phelan recused herself from the vote due to her employment.

Resolution 12-2025 – Police Pension – Chairman Herr entertained a motion to adopt Resolution 12-2025. Jim Keck so motioned, John Wenzel seconded, and the motion carried unanimously.

Briefing Item- Phase 1 Final Subdivision and Land Development Plan- Bender Mill Rd
Presentation from Bill Swiernik, David Miller & Associates, on Phase 1 Preliminary plan for approval of 40 units which is an extension of Dublin Drive. All lots will be served by public sewer and water. An open space is a component of Phase 1. A stormwater management basin will be constructed. Since the preliminary approval, the property to the west of Christian Drive has been acquired by the Applicant to help provide better environmental output of stormwater. They will have discharge flow into a swale on this property before discharging into the creek. Layout of roadways, the units, and the grading are still consistent with the preliminary plan already approved. An NPDES Permit has been acquired and reviewed and accepted by Columbia Water and LASA. There was limited additional comments from Rettew which are being addressed. Construction starts as soon as possible. An ongoing discussion is being had regarding the grading along the west side of Christian Drive where a sidewalk will be and will be addressed in a future phase. Chairman Herr entertained a motion to move this to an action item. George Mann so motioned. Jim Keck seconded, and the motion carried unanimously. Chairman Herr entertained a motion to conditionally approve the Phase 1 Plan for Bender Mill Rd based on the November 21, 2024 Rettew Letter. George Mann so motioned, John Wenzel seconded, and the motion carried unanimously.

Letter of Credit Reduction- 500 Shultz Rd

Chairman Herr entertained a motion to accept the letter of credit reduction as presented in the December 18, 2024 Rettew letter. Jim Keck so motioned, Missy Phelan seconded, and the motion carried unanimously.

Time Extension Request- Legacy Crossing

Chairman Herr entertained a motion to accept the time extension letter from RGS Associates dated December 10, 2024. George Mann so motioned. Jim Keck seconded, and the motion carried unanimously.

Consent Agreement- Tim Barley

Chairman Herr entertained a motion to approve the consent agreement with Tim Barley as presented. John Wenzel so motioned. Missy Phelan seconded, and the motion carried unanimously.

With no further business to discuss, Chairman Herr entertained a motion to adjourn the meeting. Jim Keck so motioned, George Mann seconded, and the motion carried unanimously. The meeting adjourned at 7:45 p.m.

Respectfully Submitted,



J. Ryan Strohecker
Secretary-Treasurer

Recording Secretary
Peg A Hess