**South Manheim Township Board of Supervisors**  
**Regular Monthly Meeting Minutes**  
**Date:** Wednesday, June 4, 2025  
**Time:** 6:00 p.m.  
**Location:** South Manheim Township Municipal Office

**Attendees:**

* Supervisor John Brennan
* Supervisor Chris Ingaglio
* Supervisor Christy Joy
* Secretary Kelly Handling
* Road Master Corby Lewis
* Solicitor Shane Hobbs

*A complete list of additional attendees is maintained on file at the municipal office.*

**1. Call to Order**

Chairman Brennan called the meeting to order at 6:01 p.m., followed by the Pledge of Allegiance.

**2. Approval of Minutes**

A motion was made by Supervisor Ingaglio, seconded by Supervisor Joy, to approve the minutes of the regular meeting held on May 14, 2025, as presented. The motion carried unanimously.

**3. Road Report**

Road Master Lewis presented his monthly report, which is attached becoming part of the **office copy** of the minutes.

* **Seal Coat Prepping/ Patching:** Wet weather has prevented the road crew from doing seal coat prepping and patching. They were able to help Wayne Township do some paving.
* **File Room Addition:** Road Master Lewis contacted Keystone Purchasing Network (KPN) and System’s Design Engineering (SDE) for an estimate to review and edit the bid documents for the File Room addition. He is setting up a date to meet w/ KPN but has not heard back from SDE.
* **2016 F 350:** Road Master Lewis noted that the Township won the bid for the 2016 F 350 from Upper Macungie Township. Chairman Jack Brennan signed paperwork authorizing Road Master Lewis to sign any documents necessary to complete the purchase.
* **1427 Summer Hill Road:** Road Master Lewis reported that he had spoken to the owners of 1427 Summer Hill Road, and they have given permission to remove the bushes which are hindering sight distance at the intersection of Hickory and Summer Hill Road.
* **West Deerview Water Line Issue:** Road Master Lewis reported that the landowner, Elizabeth Chismar, is still awaiting estimates from her contractors. Road Master Lewis will reach out to Ms. Chismar to encourage progress as the matter needs resolution.

**4. Receipts & Treasurer’s Report**

The May 14, 2025 Report of Receipts showed the following:

* General Fund Checking Receipts: $49,887.32
* PLIGIT Invest. Receipts (Earned Income): $49,919.08

The Treasurer’s Report as of May 14, 2025, indicated the following balances:

* General Fund Checking: $ 28,700.58
* General Fund Investment: $1,624,433.55
* Liquid Fuels Investment: $331,834.60

**Total Balance in All Accounts:** $1,984,968.73

**May 2025 Interest Earnings:**

* General Fund Checking (Mid-Penn): $50.70
* General Fund Investment (PLGIT): $5,679.74
* Liquid Fuels Account (PLGIT): $1,168.55

A motion to approve the Receipts and Treasurer’s Report was made by Supervisor Ingaglio, seconded by Supervisor Joy. The motion carried unanimously.

**5. Correspondence**

The Board reviewed the following correspondence:

1. Kelly Handling, Tax Collector-tax collector’s remittance reports for 1st and 2nd ½ May 2025;
2. Seven (7) Township Residents-Upon motion of Supervisor Ingaglio, seconded by Supervisor Joy, seven (7) residents’ requests for exemption from the 2025 South Manheim Township Per Capita tax were approved. This motion unanimously carried. A list of names will be kept on file in the Municipal Office.
3. Nicholas K.-email offering free SEO audit for website;
4. Senator Argall-May 30, 2025, e-newsletter;
5. Susan Smith, Sch. Cty. Planning-announcement that planning is underway for the 9/11 National Memorial Trail: Anthracite Connector and invitation to participate in a public survey;
6. Rep. Jamie Barton- “Capitol Report,” May 30, 2025 e-newsletter;
7. Denise McGinley-Gerchak, Elite Revenue-list of registered bidders for private sale (table auction) scheduled for 6/16/25, 1 p.m. and request to notify their office if there have been any landlord license revocations pursuant to municipal ordinance, against any of the bidders;
8. Senator Argall-May 14, 2025, e-newsletter regarding a concealed carry seminar to be held 5/21/25;
9. Shaun Vincent-inquiry as to who provides water and sewer at 2561 Wagonwheel Drive;
10. Senator Argall-May 16, 2025, e-newsletter;
11. Rep. Jamie Barton- “Capitol Report,” May 16, 2025, e-newsletter;
12. PA Economy League- “Main Street Meets the Mountains: Harnessing the Recreation Economy,” lunch and networking event to be held 6/4/25, 12:00 p.m.;
13. PA Dept. of Labor and Industry-sample of their free safety training and educational programs;
14. LTAP- “Asphalt Roads Maintenance Pilot,” virtual class, May 23, 2025;
15. Matt Johnson, Reading & Northern Railroad-detour info. for the June 2025 project in Landingville;
16. Greg Kurtz, Advanced Code-request to meet with Township Supervisors to review their proposed services and fee schedule;
17. PSATS- “PSATS CDL Monthly Member Update,” May 2025 e-newsletter;
18. Senator Argall-May 21, 2025, e-newsletter regarding “The Good, the Bad, and the Ugly”, Ice Cream & Conversation, May 28, 2025, 5 p.m.;
19. LTAP-upcoming in-person class, “Bridge & Culvert Inspection for Muni 6 PDHS”
20. Senator Argall-May 23, 2025, e-newsletter;
21. Rep. Jamie Barton- “Capitol Report,” May 23, 2025 e-newsletter;
22. **Lynette Moyer, Sch. Haven Library-request that we post notice that they are looking for a library representative from South Manheim Township;**
23. LTAP-drop-in class, “Difficult Conversations in Municipal Workplaces”;
24. Daniel Yelito, NEPA-notice that the Summer, Fall, Winter & Spring 2025/2026 LTAP in-person class season is underway and request that the Township reach out to Mr. Yelito if they’d like to host an in-person class;
25. PSATS Education-information on the Secretary/Manager summit, June 17th & 18th 2025;
26. PA DCED-May 2025 e-newsletter;
27. STIC- “Innovation in Motion,” May 29, 2025 e-newsletter;
28. Sch. County Assessment Bureau-assessment change notice listing;
29. PSATS- “PSATS News Bulletin,” May 2025 newsletter;
30. St. Clair & Associates-payroll service, increase in monthly fee;
31. PCMA-holding tank pump slips for March and April 2025;
32. Sch. County Assessment Bureau-notice that parcel 28-8-13 constituted a breach in the Clean & Green Agreement. South Manheim will receive a deposit of the distribution rollback penalty amount of $1.36.
33. Vision Government Solutions-2026 Preliminary Value Notifications for Fair Road & Woodland Drive NW and NE corner;
34. **South Sch. Unified-information on their upcoming Open House to be held June 5, 2025, 7:00 p.m., Hale Board Room at the SHASD Main Office. Request to invite people to attend.**
35. Sch. Action Network-notice of upcoming partner event-Manayunk Canal Reopening Community Event, Venice Island Performing Arts & Recreation Center, 7 Lock St., Philadelphia, PA.
36. NEPA- “NEPA Newslines,” June 4, 2025, e-newsletter;
37. PSATS UC Group Trust- “UC Update,”-June 2025 e-newsletter;
38. PSATS- “PSATS Morning News”, - April 3, 2025 –May 13, 2025.

**6. Solicitor’s Report**

* **Fire Escrow Ordinance:** Solicitor Hobbs presented a draft Fire Escrow Ordinance for the Board’s review at the May 2025 regular meeting. A motion was made by Supervisor Ingaglio to advertise that the Fire Insurance Escrow Ordinance will be considered for adoption at the July regular meeting. Supervisor Joy seconded the motion. Motion carried unanimously.
* **McMullen Release of Escrow:** At the May regular monthly meeting, Solicitor Hobbs reported that Attorney Matt Rossi reached out to him regarding a release of escrow funds related to Mr. McMullen’s property in the Hill View Drive subdivision. There was some confusion over which lot Attorney Rossi was referring to (lots 1, 2, or 3) and whether it was a lot owned by Cody or Brett McMullin. It was noted that Brett McMullin had submitted an annexation for lots 1 and 2, and that if the release was related to either lot 1 or 2, the matter would have to be tabled until the annexation was complete. The matter was tabled until the Township receives clarification on the specific lot and ownership.

**7. Planning and Zoning Commission**

* There was no business to discuss under the Planning and Zoning Commission.

**8. Zoning Enforcement Officer’s Report**

The ZEO report of System’s Design Engineering, for the period of April 20, 2025, through May 17, 2025, was reviewed. Upon motion of Supervisor Ingaglio, seconded by Supervisor Joy, carried by all, this report was accepted as presented. A copy of this report is attached, becoming part of the **office copy** of the minutes.

**9. Sewage Enforcement Officer’s Report**

The PCMA report of PIRs as of April 30, 2025, was reviewed and accepted upon motion of Supervisor Joy, seconded by Supervisor Ingaglio, carried by all. A copy of this report is attached becoming part of the **office copy** of the minutes.

**10. Unfinished Business**

* **Act 537 Plan:** There was no new update.
* **Complaint 1-24-(616 Berne Drive):** At the May meeting, it was noted that although Steve Moyer, ZEO had prepared a civil complaint as authorized by the Board, he recommended that a final letter with a definitive date for completion be sent by the Solicitor prior to filing the complaint. Solicitor Hobbs will send a letter requiring the property owner to make substantial progress on the clean-up of the property w/in 30 days and final completion of the clean-up w/in 60 days.
* **762 Cheyenne Drive:** Marty Sowers, Light-Heigel, reported that the property owner did not show up for the hearing at the district justice’s office. Therefore, a guilty verdict was issued. Mr. Sowers noted he would continue to issue citations until the property owner makes the repairs or until the Township takes the “next step.” He noted that he would like to speak to Solicitor Hobbs and the District Attorney’s office about what options the Township has. Solicitor Hobbs noted that if the owner does not pay, he could file with the Court of Common Pleas. Solicitor Hobbs also noted that the property was deemed unsafe by Marty Sowers. Supervisor Brennan asked that Solicitor Hobbs contact Children and Youth as there are children living in the home and there is concern for their safety. Secretary Handling will call PCMA to determine if water is still being supplied to both 762 Cheyenne and 2148 Montana Drive (Complaint 3-24).
* **Complaint 3-24 (2148 Montana Drive):** Marty Sowers of Light-Heigel reported that a citation was issued, and he had confirmed with Judge Serina’s office that the status is, “awaiting plea.” He noted that the DJ’s office sent a first-class mail summons, then a certified summons with no response. The DJ’s office is preparing to issue a warrant for failure to respond.
* **Solar Fee Schedule:** After reviewing the language in the Solar Ordinance and current fee schedules for accessory use, special exceptions, and land development plans, it was determined that a separate fee schedule for the solar ordinance was not necessary. New submittals will be processed through existing applications and fee schedules.
* **Complaint 1-25:** The Sch. Conservation District had requested Steve Moyer, ZEO, attend a site visit at1480 Summer Hill Road due to a complaint related to earth moving and pipes. The scheduled May 12, 2025 meeting was postponed at the Complainant’s request. No new date has been set.

**11. New Business**

* **Auburn Fire Company:** Upon motion of Supervisor Joy, seconded by Supervisor Ingaglio, carried by all, a donation of $600.00 to the Auburn Fire Company was authorized.
* **Building Code Appeals Board:** Secretary Handling reported that James Moore, PE of Lehigh Engineering, would be willing to serve on the Township’s Building Code Appeals Board to fill a vacancy. Supervisor Ingaglio noted that a Township resident w/ relevant experience might be interested. The matter was tabled until Supervisor Ingaglio determines if the resident is interested and has the necessary qualifications.
* **Advanced Code Consultants:** Advanced Code Consultants attended the April 2025 regular monthly meeting of the Board of Supervisors to introduce their services and express their interest in working with South Manheim Township. After a brief discussion, a motion was made by Supervisor Joy, seconded by Supervisor Ingaglio, appointing Advanced Code Consultants, as Uniform Construction Code (UCC) Administrators (Building Code Enforcement) for the Township utilizing the current building UCC fee schedule. This motion unanimously carried. It was noted that Light-Heigel will continue to serve as UCC Administrators (Building Code Enforcement), as well.
* **Stump Grinder-**Supervisor Ingaglio suggested the Township consider purchasing a stump grinder, noting stumps can cause safety hazards. Road Master Lewis will obtain quotes.

**12. Approval and Payment of Bills**

A motion was made by Supervisor Brennan, seconded by Supervisor Ingaglio, to approve all bills for payment and authorize the transfer of $7,000 from the PLGIT Investment Fund account to the General Fund Checking account. Motion carried unanimously.

**13. Public Participation**

* **Dave Mengel-2556 Wagon Wheel Drive:** Mr. Mengel questioned whether the South Manheim Township Board of Supervisors had any real control over Plum Creek Municipal Authority (PCMA). Supervisor Brennan explained that they are their own entity and that there are documented court cases related to “meddling” in municipal authorities. Mr. Mengel questioned whether the Board of Supervisors could remove members of the PCMA Board, since they appointed them. Supervisor Joy noted it’s very hard to remove members in PA. Mr. Mengel noted that one of the members of the PCMA Board did not attend meetings for five (5) months, noting there was no quorum and that he had reviewed the website but could not find any policy. The Board noted that the matter of attendance would fall under PCMA’s policies and suggested he ask them their policy. Mr. Mengel stated that the PCMA Board instituted a voluntary water conservation policy last July, noting the “wording on the conservation issue changed the day after they did not have a meeting.” The Board of Supervisors encouraged Mr. Mengel to take the issue up with PCMA directly.
* **Paul James Ernst-59 Old Jefferson Lane**: Mr. Ernst stated he was a long-term resident, and this was his first time at a Board of Supervisor’s meeting. He explained that he often reads the minutes and noted that he had read that someone was complaining about noise, particularly shooting, and requesting a noise/quality of life ordinance. He explained that he lives here specifically so he can shoot. He expressed his opinion that there’s a lot of people who live here who don’t want a noise ordinance, noting “we’re rural America, we’re here for a reason..” Mr. Ernst thanked the Township for everything they do. The Board thanked him for coming.
* **Jean Mintz**- Ms. Mintz stated that she believed a meeting was to be held between herself, Road Master Lewis, and Joanne and Ken Wolfe. Road Master Lewis confirmed that he had met with Joanne and Ken to discuss tree trimming. Ms. Mintz inquired about the water issue and pipe extension previously discussed at the May meeting, mentioning that Joanne had indicated the road crew would be filling in a certain area. Road Master Lewis clarified that he had identified the area to be filled to the Wolfe’s, emphasizing that it was not classified as wetlands. Supervisor Brennan noted that, according to the discussion at the May meeting, it was agreed that Road Master Lewis, Ms. Mintz, and the Wolfes would all meet to review the water and pipe extension matter. Any decisions resulting from that meeting would be documented in writing and signed by all involved parties. Road Master Lewis added that Ken Wolfe has his contact information and encouraged them to reach out so they could coordinate the meeting and ensure alignment moving forward.

**14. Adjournment**

There being no further business, a motion was made by Supervisor Brennan, seconded by Supervisor Joy, to adjourn the meeting at 7:31 p.m. The motion carried unanimously.

**Respectfully Submitted,**  
Kelly Handling  
Secretary/Treasurer