**South Manheim Township Board of Supervisors**
**Regular Monthly Meeting Minutes**
**Date:** Wednesday, July 2, 2025
**Time:** 6:00 p.m.
**Location:** South Manheim Township Municipal Office

**Attendees:**

* Supervisor John Brennan
* Supervisor Chris Ingaglio
* Supervisor Christy Joy-(attended via phone)
* 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 6:00 p.m., followed by the Pledge of Allegiance.

**2. Approval of Minutes**

A motion was made by Supervisor Ingaglio, seconded by Supervisor Brennan, to approve the minutes of the regular meeting held on June 4, 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.

* **Road Maintenance:** The road crew has been cutting shoulders and preparing for the road project. One round of mowing has been completed. In response to a request from Landingville Borough, Park and Canal Streets were mowed; Landingville will be billed $100/hr. per employee. Bushes at the intersection of Hickory and Summer Hill were removed enhancing visibility.
* **Stump Grinder:** As requested, Road Master obtained a price quote of $12,500.00 for a stump grinder through John Deere.
* **2016 F 350:** The 2016 Ford F-350, previously approved, was purchased from Upper Macungie Township.
* **West Deerview Water Line Issue:** Tony Lipshaw informed Road Master Lewis that a contractor has been secured to repair water line damage near the Chismar property. Work is expected to begin late July or early August.
* **LSA Grants:** Road Master Lewis reported that the Township is applying for grants for the following equipment:
* JCB Hydradig with attachments
* 2025 Ford F-350 4x4 with service body
* 2026 Mack BR64 Tandem Axle

Supervisor Brennan suggested the Township obtain letters of support from South Schuylkill Unified and the state representative.

* **File Room Addition:** A quote from System’s Design Engineering ranged from $5,000-$7,500 to review and complete the bid documents for the addition. Road Master Lewis is also working with KPN for an additional quote.

**4. Receipts & Treasurer’s Report**

The July 2, 2025 Report of Receipts showed the following:

* General Fund Checking Receipts: $13,319.51
* PLIGIT Invest. Receipts (Earned Income): $58,004.93

The Treasurer’s Report as of July 2, 2025, indicated the following balances:

* General Fund Checking: $ 13,857.16
* General Fund Investment: $1,635,627.65
* Liquid Fuels Investment: $333,003.15

**Total Balance in All Accounts:** $1,982,487.96

**June 2025 Interest Earnings:**

* General Fund Checking (Mid-Penn): $51.90
* General Fund Investment (PLGIT): $5,676.07
* Liquid Fuels Account (PLGIT): $1,130.67

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

**5. Correspondence**

A list of correspondence is attached, becoming part of the **office copy** of the minutes.

**Correspondence # 13 Discussion:** A letter from Senator Dave Argall relaying a resident’s concern regarding the intersection of Berne Drive and Summer Hill Road was reviewed. The resident believes the addition of stop signs on Summer Hill Road would alleviate his safety concerns. The Board noted that three (3) of the four roads converging at this intersection-North Berne Drive, South Berne Drive, and the western portion of Summer Hill Road, are state owned and maintained roads. The eastern segment of Summer Hill Road is a Township maintained road and is equipped with a stop sign. Given the majority of the intersection falls under PennDOT’s jurisdiction, including all the roads without stop signs, the Board determined the issue will be referred to PennDOT for further evaluation. A letter will also be sent to Senator Argall.

**Per Capita Exemptions**: Upon motion of Supervisor Ingaglio, seconded by Supervisor Brennan, the four (4) requests for exemption from the 2025 Per Capita tax were approved. A list of names will be kept on file in the Municipal Office.

**6. Solicitor’s Report**

* **Fire Escrow Ordinance:** Solicitor Hobbs prepared and forwarded the advertisement to Secretary Handling today. The ordinance will be ready for consideration and vote at the August 2025 meeting.
* **McMullen Release of Escrow:** It was clarified that it is Cody McMullin who is requesting the release of escrow. Solicitor Hobbs will contact Attorney Matt Rossi and request that he review the language in the agreement and the requirements for release of funds.
* **616 Berne Drive (Complaint 1-**24): Solicitor Hobbs sent a letter dated 6/16/25 to the property owner demanding the owner demonstrate substantive remedial measures to correct the zoning violations within forty-five (45) days from the date of the letter.
* **1922 Wynonah Drive:** A summary trial has been set for 7/24/25 for sewage violations at 1922 Wynonah Drive. Solicitor Hobbs and a sewage enforcement officer from System’s Design Engineering will attend.

**7. Planning and Zoning Commission**

* Minutes to the June 9, 2025 Planning Commission meeting were reviewed.
* **Felty Subdivision**: Upon motion of Supervisor Ingaglio, seconded by Supervisor Brennan, the Request for Planning Waiver and Non-Building Declaration for the Felty subdivision was approved and signed. This motion unanimously carried.

Upon motion of Supervisor Brennan, seconded by Supervisor Ingaglio, the Steven Felty Subdivision was approved contingent upon the payment of any outstanding fees. This motion unanimously carried.

* **McMullin Annexation**: Upon motion of Supervisor Ingaglio, seconded by Supervisor Brennan, the McMullin Annexation was approved.
* **Russial /Seltzer Subdivision/Annexation:** The current plan which was recently granted preliminary plan approval, calls for the subdivision of a portion of the Russial lot to create a new building lot. Another area of the Russial lot is to be subdivided and annexed to the Seltzer property. However, surveyor, Dave Humenansky explained that the buyer of the newly created building lot backed out. Therefore, the Russials would now like to subdivide only one lot from their property and annex the entire subdivided lot to Seltzer. There will be no new building lots created. Mr. Humenansky questioned whether he has to submit a whole new plan or if he can simply submit a final plan showing the updated changes. Solicitor Hobbs suggested perhaps they could submit a modification to the plan request or waiver from the Board of Supervisors.

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

The ZEO report of System’s Design Engineering, for the period of May 18, 2025, through June 14, 2025, was reviewed.

The June 2025 UCC Administrative report of Light-Heigel was received and reviewed.

Upon motion of Supervisor Brennan, seconded by Supervisor Ingaglio, carried by all, these reports were accepted as presented. A copy of these reports are attached, becoming part of the **office copy** of the minutes.

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

The June 2025 sewage report of System’s Design Engineering was reviewed and accepted upon motion of Supervisor Brennan, seconded by Supervisor Ingaglio, carried by all. A copy of this report is attached becoming part of the **office copy** of the minutes.

The Summary Trial notice for 1922 Wynonah Drive was discussed under the Solicitor’s Report.

**10. Unfinished Business**

* **Act 537 Plan:** Resident Joe Haggerty explained that the alternative analysis was completed and is posted on PCMA’s website. He expressed interest in attending the meeting with DEP alongside Jamie Lorah and Township officials.
* **Complaint 1-24-(616 Berne Drive):** discussed under the Solicitor’s Report.
* **762 Cheyenne Drive:** Solicitor Hobbs reported that he reached out to Children and Youth but was unable to confirm if there are children living in the home. Solicitor Hobbs reviewed some options, noting the Board could instruct him to take the matter to the Court of Common Pleas. Supervisor Ingaglio noted that he would like to see a definitive plan for this property as well as 2148 Montana Drive (Complaint 3-24) for the next meeting.
* **Complaint 3-24 (2148 Montana Drive):** There was no update from Marty Sowers. Supervisor Ingaglio noted that he wants to see a definitive plan for the next meeting.
* **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. As no new date has been sent, this item will be removed from the agenda pending further action.
* **Building Code Appeals Board:** Upon motion of Supervisor Ingaglio, seconded by Supervisor Brennan, James Moore, Lehigh Engineering, was appointed as member to the South Manheim Township Building Code Appeals Board. This motion unanimously carried.

**11. New Business**

* **Complaint 2-25:** Received and reviewed a complaint related to the intersection of Hickory Road and Berne Drive. This intersection involves three converging roads: Berne Drive, Hickory Drive, and Meadow Drive. Meadow Drive and this segment of Berne Drive are state-owned and maintained. Hickory Drive is a Township road, and a stop sign is installed and maintained at this location. Currently, there are stop signs posted on Hickory Drive and Meadow Drive, however, there is no stop sign on Berne Drive which allows southbound traffic on Berne Drive to proceed across the intersection onto Meadow Drive without stopping. The resident is concerned that this presents a risk for collision, After a brief discussion, the Board asked that a letter be sent to PennDOT and Senator Argall, as the majority of the intersection is state owned and maintained.
* **Complaint 3-25:** The Board received and reviewed complaint 3-25 alleging run-off and an uprooted tree due to neighboring timbering activity. Upon motion of Supervisor Brennan, seconded by Supervisor Ingaglio, Steve Moyer, ZEO was given authorization to investigate. This motion unanimously carried.

**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 $33,000 from the PLGIT Investment Fund account to the General Fund Checking account. Motion carried unanimously.

**13. Public Participation**

* **Kenneth Wolfe, Burma Road:** Mr. Wolfe raised concerns about property damage from Township mowing and trimming operations, including damage to raspberry bushes and bent property stakes. Additionally, Mr. Wolfe alleged that the mower drove a piece of wood into the air which he believes may hit the cab of passing tractors. He also stated the road crew hits every tree, damaging them. Mr. Wolfe agreed to meet Road Master Lewis at the property the next day, July 3, 2025, at 7:30 a.m. to review the situation.

**14. Adjournment**

There being no further business, a motion was made by Supervisor Ingaglio, seconded by Supervisor Brennan, to adjourn the meeting at 7:26 p.m. The motion carried unanimously.

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