



**Manheim Township UCC Board of Appeals 2024  
Organizational Meeting Minutes  
January 18, 2024 - 7:00 PM**

**Members Present:**

**Charlie Yohe (Chair)  
Keith Good**

**Jeff Bohlen (Vice-Chair)  
Connie King – Membership Pending Approval**

**Others Present:**

**Tim Stoltzfus, BCO | Secretary**

**2024 Annual Organizational Meeting:**

- Meeting was opened at 7:00 PM
- Roll call
- 2 applications for appeal were submitted in 2023 regarding IRC Section R101.2 Scope, for the installation of Residential sprinklers in single family dwellings when operated as a care facility for 5 or fewer individuals. Discussed decision to administratively approve the applicants request to not install sprinklers as reasonable accommodation pursuant to the Fair Housing Act. Applicant withdrew both applications. The applicant also installed a whole house central station monitored fire alarm system and documented compliance with Fire Safety measures under 55 PA Code §6400 related to evacuation plans, exiting, unobstructed egress, etc.
- Reviewed the board directory and discussed the 12.31.23 expiration of Connie King's term. Connie has agreed to serve another 5-year term. Approval of her membership on the board is pending approval by the Board of Commissioners and expected to be formalized soon. Connie has agreed to abstain from voting until approval is formalized.
- Board discussed whether to re-elect current Chair and Vice Chair or elect new persons. Charlie Yohe and Jeff Bohlen agreed to switch positions.

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- Motion made by Keith Good for current Chair and Vice-Chair to switch positions by electing Jeff Bohlen as Chair and Charlie Yohe as Vice-Chair. Motion seconded by Jeff Bohlen. Motion passed unanimously.

- Reviewed 2024 UCC BOA meeting and hearing dates:

All meetings and hearings will be held at the Municipal Office Building bimonthly on the third Thursday at 7 p.m. in accordance with the official advertisement in the Lancaster Newspaper. Single family home and townhouse appeals must be heard within 30 days of receipt of appeal.

**2024 Meeting and Hearing schedule:**

- |                            |                |
|----------------------------|----------------|
| ➤ January 18, Org. Meeting | ➤ July 18      |
| ➤ March 21                 | ➤ September 19 |
| ➤ May 16                   | ➤ November 21  |

- Tim Stoltzfus detailed that no changes have been made to the UCC Board of Appeals application since the beginning of 2022 when the application was updated to incorporate appeals of Property Maintenance and Rental Housing Ordinance 2021-16. Tim will send out copies of the application to the board.

- Charlie Yohe requested confirmation that board members are legally protected by the Township while executing their duties as members of the board. Tim will follow up with the board later.

- Old Business – Motion made by Charlie Yohe to approve minutes from organizational meeting on January 1, 2023. Motion seconded by Jeff Bohlen. Motion passed unanimously.

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- There was no additional business.
- Motion to adjourn by Keith Good, Seconded by Jeff Bohlen. Motion passed unanimously.
- Meeting was adjourned at 7:40 PM

Regards,

**Tim Stoltzfus**  
**Secretary to the PA UCC Board of Appeals**

**EC: UCC Board of Appeals Members (6), Commissioner Carol Gifford**