



Manheim Township UCC Board of Appeals 2025  
1840 Municipal Drive, Lancaster PA, 17601  
Organizational Meeting Minutes  
January 16, 2025 - 7:00 PM

**Members Present:**

Jeff Bohlen, Chair	Charlie Yohe, Vice-Chair
Keith Good	Connie King
Jim Mehaffey	

**Others Present:**

Tim Stoltzfus, BCO|Secretary  
Carol Gifford, BOC Liaison

**2025 Annual Organizational Meeting:**

- Chair Jeff Bohlen called meeting to order at 7:00 PM.
- Roll call completed by secretary.
- Introduction to the Board of BOC liaison, Carol Gifford.
- Secretary reviewed the application for an appeal to the Board for relief from IRC Section R302.1 that was withdrawn 2 days prior to the scheduled public meeting. Board engaged in discussion related to the applicable requirement(s).
- Secretary reviewed the process the Township is willing to participate in with applicants seeking to operate a care facility for 5 or fewer individuals in a single-family dwelling without the installation of a residential sprinkler system. These requests for a reasonable accommodation rather than a hearing before the UCC Board of Appeals are considered on a case-by-case basis and can be approved when appropriate.
- Board discussed the pending adoption of the 2021 family of I-codes in July of 2025 and the nuance of application of the code as amended in Pennsylvania.

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- Chair Jeff Bohlen called for discussion and election of Chair and Vice-Chair. Jeff and Charlie indicated willingness to continue in their roles. Jim Mehaffey made a motion to re-elect Jeff Bohlen as Chair and Charlie Yohe as Vice-Chair. Motion seconded and approved unanimously.
- Reviewed 2025 BOA directory and made changes as applicable.
- Reviewed 2025 scheduled meeting 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.

**2025 Meeting and Hearing schedule:**

➤ January 16, Org. Meeting	➤ July 17
➤ March 20	➤ September 18
➤ May 15	➤ November 20

- Chair called for meeting minutes from 2024 organizational meeting to be reviewed/approved. Charlie made a motion to approve, Jim seconded the motion, minutes approved unanimously.
- Chair requested any new business be brought up for discussion. No new business introduced.
- Chair made a motion to adjourn meeting, Charlie seconded, motion approved. Meeting adjourned at 7:43 PM.

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Regards,

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

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

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