



**Minutes of the Manheim Township UCC Board of Appeals**  
**2009 Organizational Meeting**

**March 9, 2009 - 7:00 PM @ Municipal Office Building – Room 115**

**Members Present:**

Steven Kelley, AIA - Chairman  
Lori Dropik, PE  
Paul Frazee, AIA  
Keith Good  
Maryann Marotta, AIA

**Secretary to the Board**

Donald C. Forry, Director of Code Compliance

**2009 Annual Organizational Meeting:**

1. Updated Board of Appeals (BOA) Directory for 2009
2. Re-elected Steve Kelley as Chairman of the BOA. Motion made by Paul Frazee and seconded by Keith Good. Motion approved unanimously.
3. Issued new door access proximity cards and Township Directories.
4. **Schedule of 2009 UCC BOA Meeting Dates Issued**
  - February 16 - Rescheduled to March 9, 2009
  - April 20
  - June 15
  - August 17
  - October 19
  - December 21

All meetings will be held at the Municipal Office Building bimonthly on the third Monday at 7 p.m. in accordance with the above schedule.

\*Appeals concerning One & Two Family Dwellings must be heard within 30 days of the filing date in accordance with PA Act 157 which amended the Pennsylvania Uniform Construction Code.

5. The UCC BOA meetings and hearings are required to be advertised in accordance with the PA Sunshine Law. Don Forry confirmed advertisements were placed in the Lancaster Newspapers Legal Notices.
6. BOA deliberations for rendering a decision on an appeal shall be done in private and not in a public setting.
7. UCC document issued to BOA members describing the BOA operating guidelines. The BOA shall hear and rule on appeals, requests for variances, and requests for extensions of time. An application for appeal shall be based on a claim that (1) the true intent of the act or Uniform Construction Code has been incorrectly interpreted, (2) the provisions of the act or Uniform Construction Code do not fully apply, or (3) an equivalent form of construction is to be used. Other factors may be considered as described in the UCC.
8. *Manheim Township Application for Appeal* form was distributed to BOA members. Based on the Uniform Construction Code, the appellant may request a decision based on the submittal and review of documents and written briefs or request a public hearing.

Meeting adjourned at 7:40 p.m.

Please let me know if there are any corrections which need to be made to these minutes

Respectfully Submitted,



Donald C. Forry  
Secretary to the UCC Board of Appeals

EC: UCC Board of Appeals Members (5)  
Township Commissioners, Carol Simpson and Nancy Keebler  
Michael Rimer, Township Manager  
UCC Board of Appeals file (paper copy)