



**Minutes of the Manheim Township
Uniform Construction Code Board of Appeals**

2011 Organizational Meeting

January 20, 2011 - 7:00 PM at the Municipal Office Building

Members Present:

**Steven Kelley, AIA - Vice Chairperson
Paul Frazee, AIA
Keith Good**

Others Present:

Donald C. Forry, Secretary to the Board - Director of Code Compliance

Absent:

**Maryann Marotta, AIA - Chairperson
Ken Hornbeck**

2011 Annual Organizational Meeting:

- 1. There was no Application for Appeals received.**
- 2. Updated Board of Appeals (BOA) Directory for 2011.**
- 3. Informed BOA of new member Ken Hornbeck.**
- 4. Elected Maryann Marotta as chairperson. Motion made by Steve Kelley and seconded by Keith Good. Elected Steve Kelley as vice chairperson of the BOA. Motion made by Keith Good and seconded by Paul Frazee. Both motions were approved unanimously.**
- 5. Verified members have door access proximity cards. Ken Hornbeck will be issued a new card.**
- 6. Schedule of 2011 UCC BOA Hearings:**

All hearings will be held at the Municipal Office Building bimonthly on the third Thursday at 7 p.m. in accordance with the schedule provided below.

January 20, 2011

2011 Meeting schedule:

- January 20
 - March 17
 - May 19
 - July 21
 - September 15
 - November 17
7. 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. Therefore, special hearings will be scheduled if an application for appeal concerning *One & Two Family Dwellings* is submitted earlier than 30 days before the regular scheduled meetings.
 8. UCC BOA meetings and hearings were advertised in accordance with the PA Sunshine Law. Don Forry confirmed that advertisement was published in the Lancaster Newspapers Legal Notices.
 9. UCC BOA deliberations for rendering a decision on an appeal shall be done in a public setting in accordance with the PA Sunshine Act; however, executive sessions may be called to discuss case specifics.
 10. Issued and discussed the *Manheim Township Application for Appeal* form. Based on the UCC, an appellant may request a decision based on the submittal and review of documents or request a public hearing.
 11. There was no new business.
 12. Meeting adjourned at 7:42 p.m.

Please let me know if there are any corrections which need to be made to these minutes, or if you have any questions.

Respectfully Submitted,



Donald C. Forry,
Secretary to the UCC Board of Appeals

EC: UCC Board of Appeals Members (5)
Township Commissioners, Michael Flanagan and Rick Casselberry
Michael Rimer, Township Manager
UCC Board of Appeals file (paper copy)