



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

**2012 Organizational Meeting Minutes**

**January 19, 2012 - 7:00 PM at the Municipal Office Building**

**Members Present:**

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

**Others Present:**

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

**Absent:**

**Maryann Marotta, AIA - Chairperson**

**2012 Annual Organizational Meeting:**

- 1. There was no Application for Appeal received.**
- 2. Welcome new board member Barbara Bieganski.**
- 3. Updated Board of Appeals (BOA) Directory for 2012.**
- 4. Elected Maryann Marotta as chairperson. Motion made by Steve Kelley and seconded by Paul Frazee. Motion passed 3 to 0 with one abstention. Elected Steve Kelley as vice chairperson of the BOA. Motion made by Paul Frazee and seconded by Keith Good. Motion passed unanimously.**
- 5. Verified members have door access proximity cards. Barbara Bieganski will be issued a new card.**
- 6. Schedule of 2012 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.**

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**2012 Meeting schedule:**

- January 19
- March 15
- May 17
- July 19
- September 20
- November 15

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.

9. Distributed, discussed and made corrections to 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.

10. Distributed and discussed UCC SS 403.121 Board of Appeals

11. 2009 I Codes will remain in effect until 2015 as decided by the UCC Review & Advisory Board.

12. There was no new business.

13. Meeting adjourned at 7:47 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)