

**WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS
7171 ALLENTOWN BOULEVARD, HARRISBURG, PA 17112
MONDAY, JANUARY 3, 2011**

CALL TO ORDER

Solicitor Yost opened the meeting.

REORGANIZATION OF THE BOARD OF SUPERVISORS

Election of Chairman of the Board of Supervisors- Mr. Ostermayer nominated Ms. Turns, Mr. Megonnell nominated Mr. Klein. There were no other nominations. Solicitor Yost closed the nominations. Mr. Yost called the vote for Ms. Turns; there were two votes for Ms. Turns. Solicitor Yost called the vote for Mr. Klein. There were 3 votes for Mr. Klein. The nomination of Mr. Klein passed 3-2.

Election of Vice Chairman of the Board of Supervisors- Mr. Scott nominated Mr. Megonnell for Vice Chairman. There were no other nominations. The nomination passed unanimously.

Election of Secretary/Treasurer of the Board of Supervisors (Also Res. 2011-01) – Mr. Scott nominated Ms. Turns. There were no other nominations. The nomination passed unanimously.

Mr. Klein called the meeting to order with the Pledge of Allegiance followed by the invocation.

ROLL CALL

Adam Klein, Chairman	Jay Megonnell, Vice Chairman
Linda Turns, Secretary/Treasurer	Chris Scott, Supervisor
Bill Ostermayer, Supervisor	

CORRESPONDENCE

Mr. Klein briefly reviewed the correspondence.

FROM: Kathy Kepler RE: 12/11 Bus Trip- Mrs. Fesig, Park & Recreation Director, spoke to Lowees Tours, and the tour escort and they all believe that the trip was handled professionally. The group stayed later in New York to make up for the time lost by arriving late. Ms. England informed the Board that letters were sent to all participants on the trip explaining that there would be no refunds issued.

FROM: Elizabeth England, Township Manager **TO:** Skip Memmi, Dauphin County DCED
RE: 2009 Gaming Grant, Fire Station project, quarterly report- Ms. Turns asked the amount of money spent by the Township on this project. Ms. England stated that it is less than \$10,000.00, she included a spreadsheet for all Township funds spent in the packet to Mr. Memmi.

FROM: PSATS **RE:** News Bulletin- Mr. Scott asked Mr. Leonard if the Chapter 102 changes to erosion and sediment control will help eliminate what happened with the Harper Drive project. Mr. Leonard stated that Chapter 102 will require permits as before, however the threshold for requiring permits has dropped. It will require smaller projects to obtain permits; Harper Drive required a permit due to the size of the project. The goal of the changes is to improve stormwater quality and protect the environment. Mr. Scott thanked the EAC and Board members for all the efforts put forth on the work for the Township's ordinance.

PUBLIC COMMENT

Don Steinmeier, 11 N Fairville Avenue- Mr. Steinmeier wished the Board good luck in the New Year. He reported to the Board that the Water & Sewer Authority met on December 29th and accepted the offer from the Board to purchase the 1.57 acres of land at the sewer plant for \$37,500.00. The vote to accept the offer was 3-2, Solicitor Yost will draw up a legal agreement between the Board of Supervisors and the Water & Sewer Authority.

PUBLIC HEARING/MEETINGS: None

PRESENTATIONS, STAFF/BOARD REPORTS:

Ms. England informed the Board that the Project Status Report listed as 2010 is actually the 2011 report and includes all the new projects the Board approved through the budget.

Mr. Scott informed Ms. England that he has spoken with the HRG staff member regarding the server requirements and they are in agreement of the Township's requirements. Mr. Scott believes that the server work will begin late next week.

APPROVAL OF MINUTES

Workshop meeting – December 20, 2010- *Mr. Megonnell moved, seconded by Ms. Turns to approve the workshop meeting minutes of December 20, 2010. Motion passed unanimously.*

Regular meeting – December 20, 2010- *Ms. Turns moved, seconded by Mr. Megonnell to approve the regular meeting minutes of December 20, 2010. Motion passed unanimously.*

TREASURER'S REPORT

Ms. Turns reported the following fund balances:

A. Fund Balances (Fund balances are presented for reference only.)

General Fund Balance as of December 29, 2010	\$1,239,893.89
Total Liquid Fuels Balance as of December 29, 2010	\$222,843.56
Total Capital Reserve Fund Balance as of December 29, 2010	\$1,866,633.80

B. Deposit Activity since December 20, 2010

\$60,653.15

Ms. Turns reported the gross payroll of December 31, 2010 totaled \$31,196.51 *Mr. Ostermayer moved, seconded by Mr. Megonnell to approve the payroll of December 31, 2010 in the amount of \$31,196.51. Motion passed unanimously.* Ms. Turns reported the vouchers prepaid to meet due dates were \$2,150.94. *Mr. Ostermayer moved, seconded by Ms. Turns to approve the vouchers prepaid to meet dues in the amount of \$2,150.94. Motion passed unanimously.* Mr. Scott reported the total for the vouchers to be approved was \$71,628.78. *Mr. Megonnell moved, seconded by Mr. Ostermayer to approve the vouchers in the amount of \$71,628.78. Motion passed unanimously.*

Mr. Scott brought up a coding error that was found in the November financial statement, which he discussed with Ms. England. Ms. England stated that it was an income coding mistake; Verizon franchise fees of \$15,231 which should be coded to business licenses was coded in error to rent of Township land. This will be fixed on the December financial statement.

PLANNING COMMISSION REPORTS AND PLANS: None

OLD BUSINESS: None

NEW BUSINESS

Motion – Consent Items: Section 607. – Weiser Subdivision, Improvement Guarantee Reduction 1

Ms. Turns moved, seconded by Mr. Megonnell to approve the reduction of the Improvement Guarantee 1 for Weiser Subdivision by \$1,300.00 from the amount of \$7,040.00 leaving a balance of \$5,740.00. Motion passed unanimously.

Resolution 2011-01, Appointment of Secretary/Treasurer and Assistant- *Ms. Turns moved, seconded by Mr. Ostermayer to approve Resolution 2011-01, appointing Ms. Turns as Secretary/Treasurer and Ms. Riley as Assistant Secretary/Treasurer. Motion passed unanimously.*

Resolution 2011-02, Appointment of Solicitor- *Ms. Turns moved, seconded by Mr. Scott to approve Resolution 2011-02, appointing the firm of Yost and Davidson as Township Solicitor. Motion passed unanimously.*

Mr. Ostermayer would like a resolution that the Appointment of Solicitor be put out for bid. Mr. Klein stated that because it is a professional service it doesn't need to be put out for bid, but the Township can place a request for proposals.

Mr. Ostermayer moved, seconded by Mr. Megonnell for a request for proposals for the Appointment of Solicitor. Motion passed 3-2.

Resolution 2011-03, Appointment of Township Engineer *Ms. Turns moved, seconded by Mr. Megonnell, to approve Resolution 2011-03, appointing the firm of Herbert, Rowland and Grubic, Inc., as Township Engineer. Motion passed unanimously.*

Mr. Ostermayer moved, seconded by Mr. Megonnell for a request for proposals for the Appointment of Township Engineer. Motion passed 4-1.

Resolution 2011-04, Appointment of Roadmaster *Ms. Turns moved, seconded by Mr. Ostermayer to approve Resolution 2011-04, appointing Harold Harman as Township Roadmaster. Motion passed unanimously.*

Resolution 2011-05, Appointment of Auditing Firm. *Ms. Turns moved, moved, seconded by Mr. Ostermayer, to approve Resolution 2011-05, appointing the firm of Hamilton & Musser PC as Township Auditors. Motion passed unanimously.*

Resolution 2011-06, Appointment of SEO. *Ms. Turns moved, seconded by Mr. Ostermayer, to approve Resolution 2011-06, appointing Light-Heigel Inc. as Township SEO. Motion passed unanimously.*

Resolution 2011-07, Appointment of Accounting Firm *Ms. Turns moved, seconded by Mr. Ostermayer, to approve Resolution 2011-07, appointing the firm of Diana M. Reed & Associates PC as the Township Accountant. Motion passed unanimously.*

Resolution 2011-08, Manager and Treasurer Bond Limit *Ms. Turns moved, seconded by Mr. Scott, to approve Resolution 2011-08, setting the bond limits for the Manager, Secretary/Treasurer, Assistant Secretary/Treasurer, and Administrative Assistant. Motion passed unanimously.*

Resolution 2011-09, Appointment to Vacancy Board *Ms. Turns moved, seconded by Mr. Ostermayer, to approve Resolution 2011-09, appointing Brian Jacobean to the Vacancy Board. Motion passed unanimously.*

Resolution 2011-10, Appointment of EAC members *Mr. Megonnell moved, seconded by Mr. Ostermayer to cut the seats from seven to five for the EAC.*

Mr. Klein stated to amend the Ordinance the Township will need to make the change to the Ordinance and advertise the proposed Ordinance change. Solicitor Yost stated that this can be done, but it can't be acted upon this evening, it will need to be done at a future date if the Board desires. Mr. Scott brought up the cost to advertise the proposed Ordinance change, legal fees involved, and the fact that EAC members are volunteers.

Mr. Megonnell rescinded the motion to cut the seats from seven to five for the EAC.

Mr. Ostermayer moved, seconded by Mr. Megonnell to nominate Graham Snyder for Seat #1. Motion passed unanimously.

Mr. Megonnell moved, seconded by Mr. Ostermayer to leave Seat #2 vacant. Motion passed 4-1.

Mr. Megonnell moved, seconded by Mr. Ostermayer to leave Seat #3 vacant. Motion passed 4-1.

Resolution 2011-11, Appointment of Park & Rec Board members *Mr. Megonnell moved, seconded by Mr. Ostermayer, to approve Resolution 2011-11, appointing Linda Turns, seat #7 to a five year term on the Park and Recreation Board. Motion passed unanimously.*

Resolution 2011-12, Appointment of Planning Commission members *Mr. Ostermayer moved, seconded by Ms. Turns to nominate Judd Payne for Seat #2 to a four year term on the Planning Commission.. Motion passed 3-2.*

Mr. Ostermayer moved, seconded by Ms. Turns to nominate Rick Bolt for Seat #3 to a four year term on the Planning Commission. Motion passed 4-1.

There was discussion that Charles Jackson, Seat #5, no longer wishes to serve on the Planning Commission; however the Board has not received a letter of resignation. Staff will prepare a letter of resignation to be delivered to Mr. Jackson for signature.

Resolution 2011-13 Appointment of PSAB Citizen At Large *Ms. Turns moved, seconded by Mr. Ostermayer to approve Resolution 2011-13, appointing Robert Garland as Citizen at Large on the Public Safety Advisory Board for the 2011 Calendar year. Motion passed unanimously.*

Resolution 2011-14, Appointment of Water and Sewer Authority members *Ms. Turns moved, seconded by Mr. Ostermayer, to approve Resolution 2011-14, appointing Ken Tyndale, seat #5, to a five year term on the Water and Sewer Authority. Motion passed unanimously.*

Resolution 2011-15, Appointment of Zoning Hearing Board members *Ms. Turns moved, seconded by Mr. Ostermayer, to nominate Ralph Tucker for Seat #5 to a five year term on the Zoning Hearing Board.*

There was no volunteer application or other information about the candidate. There was no discussion about the alternate seat appointment. The Board wanted to get more information about Mr. Tucker.

Ms. Turns moved, seconded by Mr. Ostermayer to table Resolution 2011-15. Motion passed unanimously.

Resolution 2011-16, Appointment of SCEMS Representative *Ms. Turns moved, seconded by Mr. Megonnell, to approve Resolution 2011-16, appointing Bill McCahan to a one year term on the South Central EMS Board. Motion passed unanimously.*

Resolution 2011-17, Appointment to Capital Tax Collection Bureau *Ms. Turns made a motion to appoint Larry Hartman to serve a one year term as representative to the Capital Tax Collection Bureau.*

Ms. England stated that Mr. Hartman informed her that he no longer wishes to serve as the representative to the Capital Tax Collection Bureau.

Mr. Megonnell moved, seconded by Mr. Ostermayer, to approve Resolution 2011-17, appointing Adam Klein to serve a one year term as representative to the Capital Tax Collection Bureau. Motion passed unanimously.

Resolution 2011-18, Appointment to Dauphin County Tax Collection Committee *Mr. Megonnell moved, seconded by Mr. Scott to approve Resolution 2011-18, appointing Ms. Turns to the Dauphin County Tax Collection Committee. Motion passed unanimously.*

Mr. Scott moved, seconded by Mr. Ostermayer to approve Resolution 2011-18, appointing Mr. Megonnell as the Alternate to the Dauphin County Tax Collection Committee. Motion passed unanimously.

Resolution 2011-19, Appointment to CapCOG *Ms. Turns moved, seconded by Mr. Ostermayer, to approve Resolution 2011-19, appointing Jay Megonnell to serve a one year term as representative to the Capital Area Council of Governments. Motion passed unanimously.*

Ms. England stated that the annual dinner meeting will be held on January 17, 2011. Mr. Megonnell and Ms. Turns will attend.

Resolution 2011-20, Compensation for Zoning Hearing Board *Ms. Turns moved, seconded by Mr. Ostermayer, to approve Resolution 2011-20, establishing the compensation for the Zoning Hearing Board and the Water & Sewer Authority. Motion passed unanimously.*

Resolution 2011-21, Appointment of Depository for Township funds *Ms. Turns moved, seconded by Mr. Ostermayer, to approve Resolution 2011-21, designating Fulton Bank as the official depository for Township funds and Susquehanna bank as the official depository of investment funds. Motion passed unanimously.*

Resolution 2011-22, Authorization of Official Signatures *Ms. Turns moved, seconded by Mr. Scott, to approve Resolution 2011-22, authorizing any two of the following individuals to sign checks and conduct business at Fulton Bank: Chairman, Vice Chairman, Secretary/Treasurer, and Assistant Secretary/Treasurer. Motion passed unanimously.*

Resolution 2011-23, Authorization to pay in advance *Ms. Turns moved, seconded by Mr. Ostermayer, to approve Resolution 2011-23, authorizing invoices to be paid in advance of regular Board meetings in order to meet due dates and/or avoid penalties. Motion passed unanimously.*

Resolution 2011-24, Meeting dates for 2010 *Ms. Turns moved, seconded by Mr. Ostermayer, to approve Resolution 2011-24, the meeting dates for 2011. Motion passed unanimously.*

Resolution 2011-25, 2011 PSATS Delegates *Mr. Scott moved, seconded by Mr. Megonnell, to approve Resolution 2011-25, establishing Ms. Turns as the voting delegate for the 2011 PSATS convention.*

Mr. Scott moved, seconded by Ms. Turns to designate Mr. Megonnell as the alternate for the 2011 PSATS convention. Motion passed unanimously.

There was general discussion regarding membership in PSATS.

Ms. Turns moved, seconded by Mr. Megonnell to table approval of the voucher for payment of PSATS dues for 2011. Motion passed unanimously.

Resolution 2011-26, Establishment of Township Holidays *Ms. Turns moved, seconded by Mr. Ostermayer, to approve Resolution 2011-26, setting the Township holidays for 2011. Motion passed unanimously.*

Resolution 2011-27, Mileage Reimbursement rate

There was discussion regarding mile reimbursement for staff and use of company vehicles. Ms. Turns asked if staff attends training does the Township also pay mileage. Ms. England stated that depending on time and location of training staff may use their personal vehicles, if a Township vehicle is not available. Mr. Megonnell stated that mileage reimbursement should be brought before the Board for approval. Mr. Scott stated that if the Township approves training which will allow the staff to better assist residents that they shouldn't have to pay for transportation. He also commended the staff for the excellent job of managing funds in 2010.

Mr. Megonnell moved, seconded by Mr. Scott, to approve Resolution 2011-27, establishing the mileage reimbursement rate as set by the IRS. Motion passed unanimously.

Resolution 2011-28, Re-Adoption of Emergency Operation Plan *Ms. Turns moved, seconded by Mr. Ostermayer, to approve Resolution 2011-28, the Emergency Operation plan. Motion passed unanimously.*

OTHER BUSINESS THAT MAY COME BEFORE THE BOARD

Ms. England informed the Board of the invitation from Ron Marsico to attend the Swearing in Day reception at the Capital on Tuesday from 2p-4p. Mr. Klein will attend.

SUPERVISORS COMMENTS:

Mr. Scott asked Mr. McCahan for an explanation of his memo to Mr. Brulo regarding the signage for the Harper Drive Turnaround. Mr. McCahan explained that the signage that has been installed by PennDot is inadequate. He reviewed the signage that PennDot has provided and his suggestions for new signage. He is requesting that a PennDot representative attend the next PSAB meeting to address the situation. There was discussion of the cost to the Township of new signage; Mr. McCahan suggested that the Board contact Senator Piccola for assistance.

Mr. Ostermayer asked Mr. Harman if the ditch on Appleby Road is going to be black topped. Mr. Harman confirmed that it would be black topped next summer.

Mr. Ostermayer asked Ms. England for an update regarding the illegal dumping incident at the compost center. Ms. England stated that Mr. Arndt has filed a citation with the District Justice.

Mr. Ostermayer stated that Mrs. Pinkerton who lives on Piketown Road contacted him today to let him know that someone dropped a cigarette from a car and started a leaf fire on Piketown Road. Ms. England stated that she contacted the Township office as well.

Mr. Megonnell reminded everyone to recycle their Christmas trees. The compost center will be accepting Christmas trees on January 8th and 15th, at no cost to Township residents. He also reminded everyone that the 55+ Club program begins tomorrow at 10:00a at the Recreation center.

Mr. Klein announced the meeting of the 4 H's (East Hanover, South Hanover, West Hanover, and Hummelstown) on Wednesday at 6:00pm at the Hummelstown Municipal Building. The local West Hanover Republican Committee will be looking for anyone interested in running for Supervisor or School Board. They will be holding their endorsement meeting that evening as well. He invited anyone who may be interested to attend.

Ms. Turns asked Mr. Leonard about the situation of parking at American Pie. She was informed that they can't get a permit to park in PennDot's right of way until Exit 77 is completed. Mr. Leonard confirmed that is what he was told from a PennDot representative. She asked if there is a Township ordinance paving requirement. Mr. Leonard stated that everything to the west of the building is PennDot owned and therefore the Township has no jurisdiction of that land. Ms. Turns is concerned with mud that will get on the Township roads.

Mr. Ostermayer told Mr. Leonard that he received a complaint of clear cutting being done in the wetlands across from the school on Fishing Creek Valley. He said there are four beavers that have been spotted causing the damage.

ADJOURNMENT: 8:05 PM

Mr. Ostermayer, moved seconded by Ms. Turns to adjourn the meeting. Motion passed unanimously.