

**WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS
7171 ALLENTOWN BOULEVARD, HARRISBURG, PA 17112
MONDAY, NOVEMBER 21, 2011**

CALL TO ORDER – 7:00 p.m.

Mr. Klein called the meeting to order at 7:00 PM followed by the Pledge of Allegiance and the invocation. Mr. Klein informed the audience that there was an Executive Session held this evening to discuss legal issues.

ROLL CALL

Adam Klein, Chairman
Linda Turns, Secretary/Treasurer
Gloria Zimmerman, Supervisor

Jay Megonnell, Vice-Chairman-Absent
Chris Scott, Supervisor

CORRESPONDENCE:

Mr. Klein briefly reviewed the correspondence items and informed the public that all correspondence is available for review.

PUBLIC COMMENT:

Jeanine & Gavin Albright, 8009 Kiwanis Road- Mrs. Albright, Baseball Association President, would like to have recycle bins placed in the parks so the baseball teams can recycle their waste. Gavin would like to do a recycling program as a community project. Mr. Scott informed the public of the recycling program of bottle caps that he and his wife have started. They are making a donation of \$500.00 to the EAC, which will allow recycling containers to be purchased and placed in the parks. He suggested that the EAC can work directly with the Baseball Association to implement the program. He stated that recycling in the Township has increased by 30% in the past year. Mrs. Zimmerman asked about the recycling program at the high school. Gavin said that there are recycle bins in each class room and there is a Recycling Organization. Mr. Scott informed the residents that Waste Management prefers to receive bottles with caps removed, which allows for easier recycling. Mrs. Albright offered assistance with any recycling program that will be implemented in the parks.

Mark Chiles, 228 Brookridge Court- Mr. Chiles asked about clarification of removal of bottle caps when recycling bottles. Patti Estheimer, EAC Chairperson, explained that if Waste Management received bottles with caps on, they need to manually remove the caps which increase the cost of recycling to the Township. Mrs. Estheimer reviewed the general guidelines of recycling. Mr. Chiles asked for an update on the Townes @ Hershey, Phase 1. Solicitor Yost stated that he has been directed to contact the developer, he will also review all documents involved in Phase 1. Mr. Klein said that the Board is moving forward to a resolution, any construction is on hold until spring.

Patti Estheimer, EAC Chairperson- Mrs. Estheimer updated the Board regarding the EAC working with Parks & Recreation to implement recycling in the parks and at Township events. Mrs. Fesig, Parks & Recreation coordinator is going to apply for a grant from DEP to obtain recycle containers in the parks. The EAC will work with Parks & Recreation and the Baseball Association to begin a recycling program. The EAC has also contacted Waste Management to request a donation of six cardboard recycling boxes to the Township.

Mark Chiles, 228 Brookridge Court-Mr. Chiles asked that if sidewalks and curbs in the Townes @ Hershey, Phase 1 are not up to Ordinance code who will have to pay for the repairs? Solicitor Yost said there would be no further discussion until the Township has had contact with the developer.

Don Steinmeier, 11 North Fairville Avenue- Mr. Steinmeier thanked Mrs. Estheimer and the EAC for all the work they do with recycling programs. He brought up the possibility of the compost center being moved from North Fairville Avenue to the Water & Sewer Authority property. He suggested that Harold Harman and Mark Salisbury meet to discuss the possible change in location. Mr. Steinmeier brought up the issue regarding the drainage issues at Florence and Bayshore Drive as a result of the recent storms. He suggested that the Township and the WSA work together to resolve the problems. Ms. England stated a walk through on site is scheduled for next week. There are many county and state regulations for this project. Mr. Steinmeier asked if the Board had any issues that they would like to be brought up at the HATS meeting that he will attend in December. He has received comments from residents regarding the intersection of Devonshire Heights Road and Route 39 by Hanoverdale Church. Many residents believe that a traffic signal should be installed. He stated that traffic projects take a lot of time being approved by Penn Dot. He will bring this concern up at the meeting as well as request an update on the status of the turning lanes at Routes 22 & 39.

PUBLIC HEARING/MEETINGS: None

PRESENTATIONS, STAFF/BOARD REPORTS: None

APPROVAL OF MINUTES

Regular meeting – November 7, 2011- *Ms. Turns moved, seconded by Mr. Scott to approve the regular meeting minutes of November 7, 2011. Motion passed unanimously.*

Workshop meeting-November 7, 2011 -*Ms. Turns moved, seconded by Mr. Scott to approve the workshop meeting minutes of November 7, 2011, with the corrections per Mrs. Zimmerman's request. Motion passed unanimously.*

Workshop meeting-November 14, 2011 *Ms. Turns moved, seconded by Mr. Scott to approve the workshop meeting minutes of November 14, 2011. 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 November 18, 2011	\$1,160,614.20
Total Liquid Fuels Balance as of, November 18, 2011	\$383,978.83
Total Capital Reserve Fund Balance as of November 18, 2011	\$1,748,671.86

B. Deposit Activity since October 4, 2011

\$38,454.99

Ms. Turns reported the gross payroll of November 18, 2011, totaled \$27,879.46. *Mr. Scott moved, seconded by Mrs. Zimmerman to approve the payroll of November 18, 2011 in the amount of \$27,879.46. Motion passed unanimously.* Ms. Turns reported the vouchers prepaid to meet due dates was \$1,553.35. *Mr. Scott moved, seconded by Mrs. Zimmerman to approve the vouchers prepaid to meet due dates in the amount of \$1,553.35. Motion passed unanimously.* Ms. Turns reported the total for the vouchers to be approved is \$77,537.46 *Mr. Scott moved, seconded by Mrs. Zimmerman to approve the vouchers in the amount of \$77,537.46. Motion passed unanimously.*

PLANNING COMMISSION REPORTS AND PLANS: None

OLD BUSINESS:

Motion – Approve Fire Company 2012 Budget- Mr. Miller, President of the Fire Company, was present to review the cuts made to the proposed fire company 2012 budget. Cuts of approximately \$33,000 were made in the following categories: insurance, advertising, uniforms, office equipment, building expenses, and vehicle and equipment improvements. Mr. Miller stated that expenses for the new fire station will have to be reviewed periodically since there is no historical data. There was discussion regarding depletion of the cash reserve account due to higher than expected expenses. Mrs. Zimmerman asked for clarification regarding the type of furniture that needs to be purchased. Mr. Miller stated that the training and bunk rooms need to be furnished as well as a table for the conference room table. Mrs. Zimmerman said that the Board of Supervisors, Township Manager, and Fire Company Board and Trustees need to meet to discuss Chapter 19, which requires the fire company to do an audit. There was discussion about the requirement of an audit and if Mr. Miller had contacted any accountants for pricing.

Ms. Turns moved, seconded by Mr. Scott to approve the proposed Fire Company 2012 Budget, with no fire tax increase. Motion passed unanimously.

Mrs. Zimmerman asked Mr. Miller for a copy of the fire company bi-laws.

NEW BUSINESS:

Motion – Consent Items: Section 607. (4): None

Motion – Townes @ Hershey Road Phase 1 Maintenance Guarantee- No formal action taken at this time.

Motion – Authorize Advertisement of 2012 Budget –Ms. Turns asked what the procedure is if the Board would like to make a change to the proposed budget once it has been advertised for the twenty days. Ms. England explained that if the change is less than 10% of the aggregate then nothing has to be done, however if the change is more than 10% the budget will need to be re-advertised for twenty days. Mr. Klein stated that it is a balanced budget with no tax increase.

Ms. Turns moved, seconded by Mr. Scott to tentatively approve the 2012 budget and authorize advertisement of its availability for public review for a period on no less than twenty (20) days prior to final approval on December 19, 2011. Motion passed unanimously.

Resolution 2011-70, Tax Levy Authorization

Mr. Klein explained the tax rates and stated the only change is a decrease in streetlight millage assessment.

Ms. Turns moved, seconded by Mr. Scott to adopt Resolution 2011-70, Tax Levy Authorization. Motion passed unanimously.

Resolution 2011-71, Fee Resolution- Ms. England reviewed the schedule of fees. There is a \$5.00 increase to several zoning permits. These are the only fee changes for 2012. Mrs. Zimmerman asked if our fees are in accordance with other Townships. Ms. England confirmed that our fees are in line with other Townships.

Ms. Turns moved, seconded by Mr. Scott to adopt Resolution 2011-71, Fee Resolution. Motion passed unanimously.

Motion – Authorize Advertisement of CPA firm for 2011 Audit – Ms. England explained that in accordance with Section 919 of the PA Second Class Township Code, at least thirty (30) days prior to the Board of Supervisors organizational meeting or thirty days prior to voting on appointing a CPA to conduct the Township audit and replace the elected Township Auditors, the Board of Supervisors shall advertise the intent to hire a CPA firm to replace the elected auditors.

Ms. Turns moved, seconded by Mr. Scott to authorize the advertisement announcing the intent to appoint a Certified Public Accounting firm to conduct the annual audit for fiscal year 2011 at the reorganization meeting on January 3, 2012. Motion passed unanimously.

Motion – Award Auditor RFP- At the October 17, 2011, regular meeting the Board authorized the preparation of an RFP for auditing services for the calendar years of 2011, 2012, and 2013, in accordance with Article IX, Section 917 of the Pennsylvania Second Class Township Code. RFP's were sent to six local firms with four proposals received.

Mr. Scott moved, seconded by Ms. Turns to award the Audit RFP to Hamilton & Musser PC for the annual audit for calendar year 2011, 2012, and 2013, with the intent to appoint them as the Township Auditor at the reorganization meeting on January 3, 2012. Motion passed unanimously.

Motion – Bid 2011-07, Rebid salt contract- There was an error in the CapCOG bid for road salt, which necessitated a rebid. The price provided by the low bidder, Cargill Inc, is \$63.24 per ton. This price is slightly less than the previous bid and \$3.46 higher per ton than last year.

Ms. Turns moved, seconded by Mrs. Zimmerman to accept the low bid for the CapCOG Road Salt contract for the winter season 2011-2012 from Cargill Inc, at a delivered price of \$63.24 per ton. Motion passed unanimously.

Motion – Approve Fire Hydrant application- Ms. England explained the application for the installation of a public fire hydrant at the L&M Motel. This hydrant was included on the approved plan. It is unclear as to the exact location of the hydrant from the work order sketch included with the application. Staff proposes including a more detailed the sketch which was approved by the PSAB to ensure proper location.

Ms. Turns moved, seconded by Mr. Scott to approve the PAWC fire hydrant application at the site for the new L&M Motel as shown on the detailed sketch plan. Motion passed unanimously.

Resolution 2011-72, Pension plan amendment- Mr. Scott asked for clarification that the letter from Principal was reviewed by Solicitor Yost. Mr. Yost confirmed that this is a standard letter. This amendment to the pension plan changes the contribution rate from 14% of participant’s annual compensation to 10% of participant’s annual compensation.

Ms. Turns moved, seconded by Mr. Scott moved, seconded by to adopt Resolution 2011-72, Pension Plan Amendment. Motion passed unanimously.

OTHER BUSINESS THAT MAY COME BEFORE THE BOARD:

Ms. Turns asked for clarification of the utility costs at 628 Walnut Avenue in the 2012 budget. Ms. England explained that Part 5, page 10 confirms that utility costs were increased by \$6,000.00 to cover the utility expenses.

PUBLIC COMMENT:

Mark Chiles, 228 Brookridge Court- Mr. Chiles asked if the millage based tax assessment will remain for streetlights. Mr. Klein confirmed that it will remain the same.

SUPERVISORS COMMENTS:

Mrs. Zimmerman wished everyone a Happy Thanksgiving.

Ms. Turns reminded everyone that the Historical Society will hold the Christmas Carol Sing and Burning of the Yule Log on December 9th at 6:00pm, and breakfast with Santa will be held on December 10th.

ADJOURNMENT: 7:55 pm