

**WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS
7171 ALLENTOWN BOULEVARD, HARRISBURG, PA 17112
TUESDAY, JANUARY 3, 2012**

SWEARING-IN CEREMONY

Mr. Harman, Mr. Klein, and Mr. Steinmeier were sworn in by District Justice Lowell Witmer.

CALL TO ORDER

Solicitor Yost opened the meeting.

REORGANIZATION OF THE BOARD OF SUPERVISORS

Election of Chairman of the Board of Supervisors- Mrs. Zimmerman nominated Mr. Klein, Mr. Megonnell seconded the nomination. There were no other nominations. Mr. Steinmeier closed the nominations. The nomination passed unanimously.

Election of Vice Chairman of the Board of Supervisors- Mrs. Zimmerman nominated Mr. Megonnell, Mr. Steinmeier seconded the nomination. There were no other nominations. Solicitor Yost closed the nominations. The nomination passed unanimously.

Election of Secretary/Treasurer of the Board of Supervisors (Also Res. 2012-01) – Mrs. Zimmerman nominated Mr. Steinmeier. Mr. Steinmeier nominated Mrs. Zimmerman; Mrs. Zimmerman declined the nomination. Mr. Klein seconded the nomination of Mr. Steinmeier. Mrs. Zimmerman closed the nominations. The nomination passed unanimously.

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

ROLL CALL

Harold Harman, Supervisor
Jay Megonnell, Vice Chairman
Gloria Zimmerman, Supervisor

Adam Klein, Chairman
Don Steinmeier, Secretary-Treasurer

APPROVAL OF MINUTES

Regular meeting – December 19, 2011- *Mr. Megonnell moved, seconded by Mr. Harman to approve the regular meeting minutes of December 19, 2011. Motion passed 4-0 with Mr. Steinmeier abstaining.*

CORRESPONDENCE

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

FROM: Elizabeth England, Township Manager **TO:** Eric Bugaile, Carol Buskirk, Neil Shatto
RE: Elected Auditor Position- Mr. Megonnell stated the meeting will be held at 5:30p on January 4th not at 7:00p as previously announced on December 19th.

PUBLIC COMMENT: None

PUBLIC HEARING/MEETINGS: None

PRESENTATIONS, STAFF/BOARD REPORTS

Patti Estheimer, EAC Chairperson- Mrs. Estheimer wished the Board a successful year and welcomed Mr. Harman and Mr. Steinmeier. She reminded the Board and residents that Christmas tree recycling will be held on December 7th and 14th from 9am to 12pm at the compost center. She asked if anyone knows the owner of the Hummingbird nursery to contact her as there is a number of Christmas trees that were not sold that can be recycled.

TREASURER'S REPORT

Mr. Steinmeier reported the following fund balances:

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

General Fund Balance as of December 29, 2011	\$1,560,123.41
Total Liquid Fuels Balance as of December 29, 2011	\$ 312,448.14
Total Capital Reserve Fund Balance as of December 29, 2011	\$1,618,399.64

B. Deposit Activity since December 19, 2011 \$44,696.52

Mr. Steinmeier reported the gross payroll of December 30, 2011 totaled \$30,802.92 ***Mr. Megonnell moved, seconded by Mrs. Zimmerman to approve the payroll of December 30, 2011 in the amount of \$30,802.92. Motion passed unanimously.*** Mr. Steinmeier reported the vouchers prepaid to meet due dates were \$50,264.68. ***Mr. Megonnell moved, seconded by Mrs. Zimmerman to approve the vouchers prepaid to meet dues in the amount of \$50,264.68. Motion passed unanimously.*** Mr. Steinmeier reported the total for the vouchers to be approved was \$15,408.67. ***Mrs. Zimmerman moved, seconded by Mr. Megonnell to approve the vouchers in the amount of \$15,408.67. Motion passed unanimously.***

PLANNING COMMISSION REPORTS AND PLANS: None

OLD BUSINESS: None

NEW BUSINESS

Motion – Consent Items: Section 607. – NIMS ICS 100 required training; What Every Township Supervisor Needs to Know- Mr. Harman will attend the training.

Mrs. Zimmerman moved, seconded by Mr. Megonnell to approve Mr. Harman's attendance to What Every Township Supervisor Needs to Know training. Motion passed unanimously.

Resolution 2012-01, Appointment of Secretary/Treasurer and Assistant- *Mrs. Zimmerman moved, seconded by Mr. Megonnell to approve Resolution 2012-01, appointing Mr. Steinmeier as Secretary/Treasurer and Ms. Riley as Assistant Secretary/Treasurer. Motion passed unanimously.*

Resolution 2012-02, Appointment of Solicitor- *Mr. Steinmeier moved, seconded by Mr. Megonnell to approve Resolution 2012-02, appointing the firm of Yost and Davidson as Township Solicitor. Motion passed unanimously.*

Resolution 2012-03, Appointment of Township Engineer

Mrs. Zimmerman asked about RFP's from other firms. Ms. England stated that the Board did not request an RFP for Township Engineer, however the Board can request RFP's if they so desire. Mrs. Zimmerman stated she believes it is a good idea to compare prices of other firms.

Mrs. Zimmerman moved, seconded by Mr. Harman to table Resolution 2012-03, appointing the firm of Herbert, Rowland and Grubic, Inc., as Township Engineer. Motion passed unanimously.

Mrs. Zimmerman moved, seconded by Mr. Megonnell to put out a RFP for Township Engineer. Motion passed unanimously.

Resolution 2012-04, Appointment of Roadmaster- *Mr. Steinmeier moved, seconded by Mr. Megonnell to approve Resolution 2012-04, appointing Harold Harman as Township Roadmaster. Motion passed 4-0 with Mr. Harman abstaining.*

Resolution 2012-05, Appointment of Auditing Firm- *Mrs. Zimmerman moved, seconded by Mr. Megonnell, to approve Resolution 2012-05, appointing the firm of Hamilton & Musser PC as Township Auditors. Motion passed unanimously.*

Resolution 2012-06, Appointment of SEO- *Mrs. Zimmerman moved, seconded by Mr. Harman to approve Resolution 2012-06, appointing Brian S. McFeaters as Township SEO. Motion passed unanimously.*

Resolution 2012-07, Appointment of Accounting Firm- *Mr. Steinmeier moved, seconded by Mr. Harman, to approve Resolution 2012-07, appointing the firm of Diana M. Reed & Associates PC as the Township Accountant. Motion passed unanimously.*

Resolution 2012-08, Manager and Treasurer Bond Limit- *Mrs. Zimmerman moved, seconded Mr. Megonnell to approve Resolution 2012-08, setting the bond limits for the Manager, Secretary/Treasurer, Assistant Secretary/Treasurer, and Administrative Assistant. Motion passed unanimously.*

Resolution 2012-09, Appointment to Vacancy Board- *Mr. Steinmeier moved, seconded by Mr. Harman to approve Resolution 2012-09, appointing Brian Jacobeen to the Vacancy Board.*

Mr. Megonnell moved, seconded by Mrs. Zimmerman to approve Resolution 2012-09, appointing Larry Hartman to the Vacancy Board.

Chairman Klein stated there would be a roll call vote on each motion.

The first motion passed 3-2 appointing Brian Jacobeen to the Vacancy Board on a roll call vote, with Mr. Megonnell and Mrs. Zimmerman voting nay.

Resolution 2012-10, Appointment of EAC members- Mrs. Zimmerman suggested that all applicants be sent to the respective Commissions/Boards for their review and comments and then recommendations returned to the Board of Supervisors. There was general discussion regarding this suggestion. Ms. England explained that on certain Commissions/Boards that without an appointment this evening there will not be a quorum and therefore hearings and plans may be delayed resulting in legal ramifications for the Township. Carol Buskirk who resigned from the Planning Commission, addressed the Board and indicated that she made a recommendation for her replacement on the Planning Commission. She said she discussed this recommendation with the EAC.

Mr. Megonnell moved, seconded by Mr. Harman to approve Resolution 2012-10, appointing Audrey Crichton to seat #4 for a three year term on the EAC. Motion passed unanimously.

Mr. Steinmeier moved, seconded by Mr. Haman to approve Resolution 2012-10, appointing John Miele to Seat #5 for a three year term on the EAC. Motion passed unanimously.

Resolution 2012-11, Appointment of Planning Commission members

Mr. Megonnell moved, seconded by Mr. Klein to approve Resolution 2012-11, appointing Timothy Albright to seat #4 for a four year term on the Planning Commission. Motion passed unanimously.

Mr. Steinmeier moved, seconded by Mr. Klein to approve Resolution 2012-11, appointing Jim Zeiters to Seat #5 for a four year term on the Planning Commission. Motion passed unanimously.

Resolution 2012-12 Appointment of PSAB Citizen At Large *Mrs. Zimmerman moved, seconded by Mr. Steinmeier to approve Resolution 2012-12, appointing Robert Garland as Citizen at Large on the Public Safety Advisory Board for the 2012 Calendar year. Motion passed unanimously.*

Resolution 2012-13, Appointment of Water and Sewer Authority members *Mr. Steinmeier moved, seconded by Mr. Megonnell, to approve Resolution 2012-13, appointing Matt Cichy, seat #1, to a five year term on the Water and Sewer Authority. Motion passed unanimously.*

Resolution 2012-14, Appointment of Zoning Hearing Board members

Mr. Megonnell moved, seconded by Mr. Harman to approve Resolution 2012-14, appointing Ron Lawson as Alternate 1 for a three year term on the Zoning Hearing Board. Motion passed unanimously.

Mr. Steinmeier moved, seconded by Mr. Haman to approve Resolution 2012-14, appointing Rick Caranfa to Seat #1 for a five year term on the Zoning Hearing Board. Motion passed unanimously.

Resolution 2012-15, Appointment of SCEMS Representative- *Mrs. Zimmerman moved, seconded by Mr. Steinmeier to approve Resolution 2011-15, appointing Bill McCahan to a one year term on the South Central EMS Board. Motion passed unanimously.*

Resolution 2012-16, Appointment to Dauphin County Tax Collection Committee

Mr. Megonnell moved, seconded by Mrs. Zimmerman to approve Resolution 2012-16, appointing Mr. Steinmeier as the delegate on the Dauphin County Tax Collection Committee. Motion passed unanimously.

Mr. Megonnell moved, seconded by Mr. Steinmeier to approve Resolution 2012-16, appointing Mrs. Zimmerman as the alternate delegate on the Dauphin County Tax Collection Committee. Motion passed unanimously.

Resolution 2011-17, Appointment to CapCOG- *Mrs. Zimmerman moved, seconded by Mr. Steinmeier to approve Resolution 2012-17, appointing Jay Megonnell to serve a one year term as representative to the Capital Area Council of Governments. Motion passed unanimously.*

Ms. England suggested to the Board that they appoint an alternate representative who is not a Board member as CapCOG meetings are held on the same nights as Board of Supervisors meetings.

Mrs. Zimmerman moved, seconded by Mr. Steinmeier to appoint Thomas Stewart to serve a one year term as the alternate representative to the Capital Area Council of Governments. Motion passed unanimously.

Resolution 2012-18, Compensation for Zoning Hearing Board *Mrs. Zimmerman moved, seconded by Mr. Megonnell, to approve Resolution 2012-18, establishing the compensation for the Zoning Hearing Board and the Water & Sewer Authority. Motion passed unanimously.*

Resolution 2012-19, Appointment of Depository for Township funds *Mr. Megonnell moved, seconded by Mr. Steinmeier, to approve Resolution 2012-19, designating Fulton Bank as the official depository for Township funds and Mid Penn bank as the official depository of investment funds. Motion passed unanimously.*

Resolution 2012-20, Authorization of Official Signatures- *Mrs. Zimmerman moved, seconded by Mr. Steinmeier, to approve Resolution 2012-20, authorizing any two of the following individuals to sign checks and conduct business: Chairman, Vice Chairman, Secretary/Treasurer, and Assistant Secretary/Treasurer. Motion passed unanimously.*

Resolution 2012-21, Authorization to pay in advance -*Mrs. Zimmerman moved, seconded by Mr. Megonnell to approve Resolution 2012-21, 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 2012-22, Meeting dates for 2012- Mrs. Zimmerman asked for clarification on the meeting date for the elected auditors. Ms. England clarified the date listed is correct for 2013.

Mrs. Zimmerman moved, seconded by Mr. Megonnell to approve Resolution 2012-22, the meeting dates for 2012. Motion passed unanimously.

Resolution 2012-23, 2012 PSATS Delegates- *Mr. Klein moved, seconded by Mrs. Zimmerman to approve Resolution 2012-23, establishing Mr. Megonnell as the voting delegate for the 2012 PSATS convention and Mr. Steinmeier as the alternate for the 2012 PSATS convention. Motion passed unanimously.*

Mr. Steinmeier brought up that PSAT's is sponsoring a luncheon on Sunday May 6th for Managers and Secretaries. He would like the office staff to have opportunity to attend if they so choose. The cost of the luncheon would be paid by the Township.

Mr. Steinmeier moved, seconded by Mr. Harman to authorize Township office staff to attend the PSAT's luncheon on May 6th; cost of the luncheon will be paid by the Township. Motion passed unanimously.

Ms. England will register four Supervisors for the PSAT's convention.

Resolution 2012-24, Establishment of Township Holidays *Mr. Harman moved, seconded by Mr. Steinmeier to approve Resolution 2012-24, setting the Township holidays for 2012. Motion passed 4-0 with Mr. Harman abstaining.*

Ms. England brought up if the Board wanted to make any changes due to the primary and presidential election. Mrs. Zimmerman stated if the office is closed then another holiday would have to be eliminated. There was general discussion regarding this idea. The Board will address this at a later date.

Mr. Steinmeier moved, seconded by Mr. Klein to approve Resolution 2012-24, setting the Township holidays for 2012. Motion passed 4-0 with Mr. Harman abstaining.

Resolution 2012-25, Re-Adoption of Emergency Operation Plan- *Mrs. Zimmerman moved, seconded by Mr. Megonnell to approve Resolution 2012-25, the Emergency Operation plan. Motion passed unanimously.*

Motion – Accept Resignation, Park & Rec. Board

Mrs. Zimmerman moved, seconded by Mr. Megonnell to accept the resignation of Pat Cassel, from the Park & Rec. board. Motion passed unanimously.

Mr. Steinmeier stated he spoke with Park & Rec. chairman Mike Geppert who is requesting the Board not appoint a member until the Park & Rec. board can review the applicants.

Resolution 2012-26, Appointment of Park & Rec. Board member

Mr. Megonnell moved, seconded by Mrs. Zimmerman to table Resolution 2012-26, Appointment of Park & Rec. Board member. Motion passed unanimously.

Mr. Megonnell moved, seconded by Mr. Steinmeier to send all resumes to the Park & Rec. Board for review. Motion passed unanimously.

Motion – Approve 2012 Insurance Package- Our general insurance package costs have increased mainly due to the addition of the new Fire Station and the Rec. Center. The Worker's Compensation policy has decreased primarily due to a reduction in our Experience Modification.

Mrs. Zimmerman moved, seconded by Mr. Megonnell to approve the execution of our insurance agreements with Selective Insurance for 2012, and; the premium distribution percentage with the Water and Sewer Authority. General Package =40.33% for WSA and 59.67% for Township; Worker Comp = 15.25% for WSA and 84.75% for Township. Motion passed unanimously.

OTHER BUSINESS THAT MAY COME BEFORE THE BOARD:

Mrs. Zimmerman asked Ms. England to inform the staff that they are to give her phone number to any residents who call and would like to speak to her regarding Township issues. She brought up a message that she received regarding a drainage problem on Bolton Drive. This problem has been ongoing for many years and needs to be resolved as soon as possible. She discussed the problem with Mr. Harman who will contact the residents affected to resolve the problem.

Mrs. Zimmerman provided an update to the Board regarding purchasing bunk room furniture for the fire station from IFR. She has been able to get substantial discounts on bunk beds and bureaus. She will be meeting with IFR on Friday at 9:30am along with the fire company representatives. She was also able to get a quote for a copier in the amount of \$3,300; the original cost estimate was \$4,500. She invited Board members to attend if possible. Mrs. Zimmerman asked for Board approval to spend not more than \$10,000 from the building fund for furniture. Mr. Klein suggested that the fire company be invited to the workshop on January 9th so Mrs. Zimmerman can make a presentation after the meeting with IFR. Mr. Megonnell or Mr. Steinmeier will attend the meeting at IFR.

Mr. Steinmeier brought up that the Water & Sewer Authority is going to request that the Board of Supervisors waive the building permit fees for the treatment plant upgrade. Ms. England stated that information will be presented to the Board once the permit fees have been determined by the codes officer this week.

Mr. Harman brought up the problem of trucks turning around in the fire station parking lot. He is requesting that the Board approve installation of four “Do Not Enter” signs at the fire station.

Mr. Klein moved, seconded by Mr. Megonnell to approve installation of four “Do Not Enter” signs at the fire station. Motion passed unanimously.

PUBLIC COMMENT: None

SUPERVISORS COMMENTS:

Mrs. Zimmerman welcomed Mr. Harman and Mr. Steinmeier to the Board.

Mr. Megonnell welcomed Mr. Harman and Mr. Steinmeier to the Board. He reminded residents that when driving with windshield wipers on it is a law to have your headlights on as well. He has witnessed many motorists in the past few weeks in violation of this law.

Mr. Steinmeier thanked the public for reelection to the Board after a sixteen year layoff. He hopes the Board will work together to solve storm drainage, traffic, and recycling issues this year. He thanked the EAC for all their work in the Township.

Mr. Megonnell reminded everyone to recycle their Christmas tree.

ADJOURNMENT: 7:55 PM