

**WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS  
7171 ALLENTOWN BOULEVARD, HARRISBURG, PA 17112  
TUESDAY, FEBRUARY 21, 2012**

**CALL TO ORDER – 7:00 p.m.**

Mr. Klein called the meeting to order at 7:00 PM followed the Pledge of Allegiance and 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 – February 6, 2012- *Mr. Megonnell moved, seconded by Mr. Steinmeier to approve the regular meeting minutes of February 6, 2012. Motion passed unanimously.*

Workshop meeting – February 13, 2012- *Mr. Harman moved, seconded by Mr. Steinmeier to approve the workshop meeting minutes of February 13, 2012. Motion passed unanimously.*

**CORRESPONDENCE**

Mr. Klein briefly reviewed the correspondence items and informed the public that all correspondence is available for review. The following items were brought up for discussion:

**FROM:** Patti Estheimer, EAC Chair **RE:** Request for Recycling meeting- Mrs. Zimmerman suggested that Mr. Megonnell attend the meeting.

**FROM:** Elizabeth England, Township Manager **TO:** EAC, Park & Rec Board, Planning Commission, PSAB **RE:** Request for Joint Workshops – Ms. England informed the Board there is a request to switch the dates for Park & Recreation and the Planning Commission. PSAB has confirmed that they will attend the workshop.

**FROM:** Hamilton & Musser, Township Auditor **RE:** Fire Tax Fund Audit- Mrs. Zimmerman stated the estimated cost of an audit is \$3,000.00. Mr. Klein suggested this proposal be discussed at the March 12<sup>th</sup> workshop.

**PUBLIC COMMENT: None**

**PUBLIC HEARING/MEETINGS: None**

**PRESENTATIONS, STAFF/BOARD REPORTS:** Ms. England informed the Board that Mr. Harman and Mr. Brulo will meet with FEMA on Friday, February 24<sup>th</sup> to tour the Township where damage occurred as a result of Tropical Storm Lee. Mr. Steinmeier asked if FEMA has issued a timeline for reimbursement. Ms. England stated no reimbursement timeline has been established.

## 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 February 17, 2012	\$1,368,510.36
Total Liquid Fuels Balance as of February 17, 2012	\$312,507.61
Total Capital Reserve Fund Balance as of February 17, 2012	\$1,619,711.85

B. Deposit Activity since February 7, 2012 \$23,046.18

Mr. Steinmeier reported the gross payroll of February 10, 2012 totaled \$27,295.82. ***Mr. Megonnell moved, seconded by Mrs. Zimmerman to approve the payroll of February 10, 2012 in the amount of \$27,295.82. Mr. Harman abstained, motion passed unanimously.*** Mr. Steinmeier reported the vouchers prepaid to meet due dates was \$1,808.94. ***Mr. Megonnell moved, seconded by Mrs. Zimmerman to approve the vouchers prepaid to meet due dates in the amount of \$1,808.94. Motion passed unanimously.*** Mr. Steinmeier reported the total for the vouchers to be approved is \$87,041.58. ***Mr. Harman moved, seconded by Mr. Steinmeier to approve the vouchers in the amount of \$87,041.58. Motion passed unanimously.*** Mr. Steinmeier reported the total for the Emmaus Bond Pool Loan is \$135,536.30. ***Mr. Megonnell moved, seconded by Mrs. Zimmerman to approve the Emmaus Bond Pool Loan in the amount of \$135,536.30. Motion passed unanimously.***

## PLANNING COMMISSION REPORTS AND PLANS

### #11.008 P/LD/SB Manada Hill Apartments (Action by 3/23/12)- Tabled 2/6/2012

There was discussion that various Township commissions and boards had questions and concerns regarding the proposed plan. It was the consensus of the Board to invite the applicant, Zoning Officer, PSAB, EAC, and Planning Commission to attend a workshop to discuss any issues.

***Mr. Klein moved, seconded by Mr. Megonnell to table #11.008 P/LD/SB Manada Hill Apartments until the workshop on March 12, 2012. Motion passed unanimously.***

It is the intention of the Board to vote on the plan at the March 19, 2012 meeting.

**OLD BUSINESS: None**

## NEW BUSINESS

### Motion Consent Items: Section 607. (4):

Tim Albright, EAC Conference- There was general discussion regarding the request of the conference attendance and travel reimbursement.

***Mrs. Zimmerman moved, seconded by Mr. Steinmeier to approve Tim Albright to attend the EAC Conference on March 3, 2012 and be reimbursed for mileage. Motion passed unanimously.***

Brookview Phase II, Improvement Guarantee Reduction #2

***Mrs. Zimmerman moved, seconded by Mr. Megonnell to approve the reduction of the Improvement Guarantee for Brookview Phase II by \$62,985.00 from the current amount of \$252,263.85, leaving a balance of \$189,278.85. Motion passed unanimously.***

Sagewicke Phases II & XA Improvement Guarantee Reduction #6 (Final); Sagewicke Phases II & XA Maintenance Guarantee (Inside & Outside curb-to-curb)

***Mr. Steinmeier moved, seconded by Mr. Harman to approve the reduction of the Improvement Guarantee for Sagewicke Phases II & XA by \$9,560.75 leaving a balance of \$0.00 contingent upon posting an 18 month maintenance guarantee for both inside and outside curb-to-curb in the total amount of \$33,570.00. Motion passed unanimously.***

Super 8 Motel, Improvement Guarantee Reduction #3 (Final); Super 8 Motel, Maintenance Guarantee Recommendation

***Mr. Steinmeier moved, seconded by Mrs. Zimmerman to approve the reduction of the Improvement Guarantee for Super 8 Motel by \$9,982.40 leaving a balance of \$0.00 contingent upon posting an 18 month maintenance guarantee in the amount of \$13,346.85. Motion passed unanimously.***

Motion – Consent to Hire Part-time Codes Administrator- Upon notification from Harold Arndt, Codes Officer of his retirement effective February 24, 2012 the Board decided to hire a part-time Township employee to provide Codes Enforcement services. At the February 6, 2012, Executive Session the Board interviewed three candidates for the part-time position. The Board unanimously agreed to extend an offer of employment to Charles Kolanda and he has accepted the offer.

***Mr. Megonnell moved, seconded by Mr. Harman to approve the employment of Charles Kolanda as part-time Codes Administrator for approximately 20 hours per week not to exceed 999 hours per year at a salary of \$35.00 per hour. Motion passed unanimously.***

Motion – Authorize Advertisement, Ordinance 2012-02, Fire Marshall- There was discussion among the Board if the amount of compensation for the Fire Marshall and Assistant should be listed in the Ordinance. Ms. England stated the compensation can be set by Resolution if it is not specified in the Ordinance. This would allow the compensation amount to be changed without changing the Ordinance. Solicitor Yost suggested if the compensation is listed that the Ordinance read that the compensation can be changed by Resolution. The Board decided the compensation for the Fire Marshall would be \$500.00 per year and \$250.00 per year for the Assistant. Ms. England will update the Ordinance to reflect the amount of compensation and ability to modify by Resolution.

***Mrs. Zimmerman moved, seconded by Mr. Steinmeier to table the authorization to advertise Ordinance 2012-02, Fire Marshall. Motion passed unanimously.***

Motion – Authorize Advertisement of Bid 2012-04, Janitorial Services

***Mrs. Zimmerman moved, seconded by Mr. Megonnell to authorize the advertisement of Bid 2012-04, Municipal Cleaning and Janitorial Services. Motion passed unanimously.***

Motion – Accept Resignation, Planning Commission member

***Mr. Megonnell moved, seconded by Mr. Steinmeier to accept the resignation of Judd Payne from the Planning Commission. Motion passed unanimously.***

Resolution 2012-32, Appointment of Planning Commission member- Ms. England informed the Board that the Planning Commission is requesting to review the applicants interested in the vacant seat. Mr. Steinmeier said the Jim Zeiters has recommended Joe Snyder. Jim Zeiters said he would like the Planning Commission to review all applicants at the meeting being held on February 23<sup>rd</sup>. The Planning Commission will make a recommendation to the Board of Supervisors.

***Mr. Klein moved, seconded by Mr. Megonnell to table Resolution 2012-32, Appointment of Planning Commission member, and send applications to the Planning Commission for their review and recommendations. Motion passed unanimously.***

Motion – Award Bid 2012-01, Mowing and Landscaping- On January 17, 2012, the Board authorized the advertisement of bids for the Mowing and Landscaping contract. Nine bid packets were issued to interested parties. Two bids were received and publicly opened on February 15, 2012. Dixie Fesig and Ms. England reviewed the proposals for completeness based on bid requirements. The low bidder is Way's Lawn Care.

***Mrs. Zimmerman moved, seconded by Mr. Harman to award Bid 2012-01, Mowing and Landscaping, to the low bidder, Way's Lawn Care. Motion passed unanimously.***

Resolution 2012-33, Compensation for Fire Marshall and Assistant

***Mr. Klein moved, seconded by Mr. Megonnell to request withdrawal of Resolution 2012-33, Compensation for Fire Marshall and Assistant. Motion passed unanimously.***

**OTHER BUSINESS THAT MAY COME BEFORE THE BOARD: None**

**PUBLIC COMMENT:**

Mark Chiles, 228 Brookridge Court- Mr. Chiles asked Solicitor Yost for an update on the punch list for Townes @ Hershey Road, Phase 1. Solicitor Yost stated the Township has entered an agreement with the developer to have all outstanding issued resolved by April 30<sup>th</sup>. Ms. England will forward a copy to Mr. Chiles.

Neil Shatto, 1452 Mumma Road- As a trustee on behalf of the fire company, he thanked Mr. Megonnell and Mrs. Zimmerman for their work in having the Township take over the responsibility of paying fire tax invoices for the fire company. He asked that the letter be sent as soon as possible so we can move forward with the transition of the Township paying the fire tax invoices. This will help reduce the CPA fees incurred by the fire company. Ms. England confirmed the letter would be in Wednesday's mail.

Richard McNeal, 631 Walnut Avenue- Mr. McNeal suggested that the fire company close one fire station. This would cut down on costs, equipment, and allow more volunteers at two stations.

**SUPERVISORS COMMENTS:**

Mrs. Zimmerman explained to Mr. Heisey that Way's Lawn Care was the low bidder and therefore awarded the mowing contract.

Mr. Steinmeier extended an invitation to the Planning Commission to attend the March 12<sup>th</sup> workshop.

**ADJOURNMENT: 7:45 pm**