

**WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS  
7171 ALLENTOWN BOULEVARD, HARRISBURG, PA 17112  
TUESDAY, JANUARY 22, 2013**

**CALL TO ORDER – 7:00 p.m.**

Chairman 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 –January 7, 2013 -Mrs. Zimmerman pointed out a correction to the minutes regarding the type of sign by the Public Works shop.

*Mrs. Zimmerman moved, seconded by Mr. Megonnell to approve the meeting minutes of January 7, 2013 as amended with the correction. Motion passed unanimously.*

Workshop meeting-January 14, 2013

*Mrs. Zimmerman moved, seconded by Mr. Megonnell to approve the workshop meeting minutes of January 14, 2013. Motion passed unanimously.*

**CORRESPONDENCE**

Chairman 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:** PSATS RE: Citizen Communication Award- Ms. England reported that the Township has been awarded second place in the State Association’s 45<sup>th</sup> Annual Township Citizen Communication Contest. Chairman Klein congratulated the staff on winning the award.

**FROM:** Manada Conservancy RE: February 7 Program- Debra Kirkpatrick will speak on “The importance of using native plants to create sustainable landscapes for beauty and function.” Mrs. Zimmerman commented that Ms. Kirkpatrick is a past member of the Township’s EAC.

**PUBLIC COMMENT: None**

**PUBLIC HEARING/MEETINGS: None**

**PRESENTATIONS, STAFF/BOARD REPORTS:**

Pennsylvania State Police-Corporal Kline- Corporal Kline provided a brief report to the Board regarding incidents that have occurred in the Township in the past three months. He commented that

the number of incidents are relatively low and are not serious in nature. Yesterday a trooper on patrol noticed a suspicious person at the vacant Getty Mart. The trooper investigated and ultimately arrested the individual who was trying to steal the A/C unit. Residents requested that the State Police be on alert to apprehend truck drivers who violate the Township Ordinance regarding truck restrictions. Corporal Kline will address truck enforcement in the Township at the next patrol officer's meeting.

Senior Van "Gopher" Report-Claire Zeiters- Mrs. Zeiters thanked the Board for their support of the senior van program. She gave the Board an update on the Gopher program for 2012. The Lions Club and Fulton Bank continue to make donations to the van program. The "Dine to Donate" program with Perkins restaurant has been successful, raising approximately \$4,110.00 in 2012. The purchase of the new van has greatly reduced the van program bank account. Mrs. Zeiters is going to contact WHT Elementary School to see if the students will collect and donate Turkey Hill caps to the van program as a community service project. The Board thanked Mrs. Zeiters and the volunteers for all their service to the community and residents.

Park and Rec Department Report- Dixie Fesig- Mrs. Fesig briefly reviewed expenses and revenue, programs, and projects for 2012. Park expenses were up due to: gas/heating at the recreation center, repairs due to storm damage, and maintenance issues at the recreation center. Mrs. Zimmerman commented that this is a "learning year" for the recreation center regarding the gas and heat. She thanked Dixie and the program instructors/participants for their generosity in providing Thanksgiving and Christmas baskets for needy families in the Township. Mr. Megonnell commented on the vehicle expense. Mrs. Fesig explained that the recreation department borrowed a dump truck from Public Works, which needed some repairs and the cost of gas was expensive. The Ford Escape was painted in addition to repairs to the vehicle. There was discussion of obtaining a vehicle to use in place of the dump truck. It was discussed that a pick up truck is more suitable for the department. Mr. Harman stated that he is working on securing a truck for Park & Recreation use. Mrs. Fesig reviewed the list of local businesses that donate and sponsor to the various programs throughout the year. The Board thanked Mrs. Fesig for all her hard work.

Ms. England informed the Board that HRG has completed the Community Block Grant application on behalf of the Township.

Mr. Megonnell commented that the Board of Auditors met on January 8<sup>th</sup>. He thanked the Board for not taking a salary.

## **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 January 18, 2013               | \$925,195.61   |
| Total Liquid Fuels Balance as of January 18, 2013         | \$301,244.47   |
| Total Capital Reserve Fund Balance as of January 18, 2013 | \$2,155,625.50 |

B. Deposit Activity since January 7, 2013 \$28,715.21

Mr. Steinmeier reported the gross payroll of January 11, 2013 totaled \$31,095.98. ***Mr. Megonnell moved, seconded by Mrs. Zimmerman to approve the payroll of January 11, 2013 in the amount of \$31,095.98. Motion passed 4-0 with Mr. Harman abstaining.***

Mr. Steinmeier reported the vouchers prepaid to meet due dates was \$3,843.26. ***Mr. Megonnell moved, seconded by Mrs. Zimmerman to approve the vouchers prepaid to meet due dates in the amount of \$3,843.26. Motion passed unanimously.***

Mr. Steinmeier reported the total for the vouchers to be approved is \$102,932.00. ***Mr. Megonnell moved, seconded by Mr. Harman to approve the vouchers in the amount of \$102,932.00. Motion passed unanimously.***

Mr. Steinmeier reported the total for the vouchers to be approved and paid from Fire Tax is \$4,028.07. ***Mrs. Zimmerman moved, seconded by Mr. Megonnell to approve the vouchers to be paid by Fire Tax in the amount of \$4,028.07. Motion passed unanimously.***

Mr. Steinmeier reported that the Water & Sewer Authority General Obligation Bond is \$118,565.41. ***Mrs. Zimmerman moved, seconded by Mr. Harman to approve the Water & Sewer Authority General Obligation Bond in the amount of \$118,565.41, contingent upon the Water & Sewer Authority Board approval. Motion passed unanimously.***

Mr. Steinmeier reported the electronic transfer from the Building Fund to PLGIT to cover principal and interest is \$150,000.00. ***Mrs. Zimmerman moved, seconded by Mr. Harman to approve a transfer from the Building Fund to PLGIT in the amount of \$150,000.00. Motion passed unanimously.***

## **PLANNING COMMISSION REPORTS AND PLANS: None**

## **OLD BUSINESS**

Motion - Rec Center Roof Repairs – Chairman Klein provided a brief overview of the proposed project.

***Mr. Megonnell moved, seconded by Mr. Steinmeier to fix the barrel roof of the Rec Center utilizing the recovery process by Houck Services, a COSTARS vender, in the amount of \$24,860 paid from the FILO fund. Motion passed unanimously.***

Resolution 2013-03, Appointment of Township Engineer- Chairman Klein stated that the Township received presentations and proposals from three engineering firms.

***Chairman Klein moved, seconded by Mr. Megonnell to nominate all three engineering firms for appointment and conduct a roll call vote. Motion passed unanimously.***

*The roll call vote was as follows:*

*Mr. Harman-HRG*

*Mr. Klein-HRG*

*Mr. Megonnell-Rettew*

*Mr. Steinmeier-HRG*

*Mrs. Zimmerman-Rettew*

***Resolution 2013-03 was adopted on a 3-2 vote appointing the engineering firm of Herbert, Rowland, and Grubic, Inc. as the Township Engineer for the calendar year 2013.***

Resolution 2013-14, Appointment of Zoning Hearing Board members-Table

No applications have been received at this time. Mrs. Zimmerman suggested that a small article be placed in the Paxton Herald to inform the Township of the Board opening. Chairman Klein asked that if any residents know of suitable candidates to direct them to the website for an application. Ms. England stated the reorganizational meeting was not held due to illness and lack of a quorum. There are two alternate members available should a hearing need to be held until the vacancy is filled.

Ordinance 2013-01, Chapter 165, Solid Waste- Mr. Megonnell asked if this Ordinance advertisement should be combined with the Outdoor Burning Ordinance. Ms. England commented that each Ordinance must be advertised separately. Mr. Megonnell commented that the Outdoor Burning Ordinance may be tabled for some time until revisions are completed.

***Mr. Megonnell moved, seconded by Mrs. Zimmerman to approve the advertisement of enactment of Ordinance 2013-01 amending Chapter 165, Solid Waste, to reflect the new requirements regarding leaf waste. Motion passed unanimously.***

Ordinance 2013-02, Chapter 85, Outdoor Burning-Table

**NEW BUSINESS**

Motion-Consent Items: Section 607. (4): Brookview Phase 1, Improvement Guarantee Reduction #2 (Final), Brookview Phase 1, Maintenance Guarantee; Brookview Phase 3 Improvement Guarantee Reduction #1; Brookview Joint Permit Work (Bridge) Improvement Guarantee Reduction #2 (Final); Triple K Fleet Service, Improvement Guarantee Reduction #1

***Mr. Klein moved, seconded by Mr. Steinmeier to approve the reduction of the Improvement Guarantee #2 (Final) for Brookview Phase 1 by \$92,978.90, leaving a balance of \$0.00. Motion passed unanimously.***

***Mrs. Zimmerman moved, seconded by Mr. Megonnell to approve posting an 18 month maintenance guarantee in the amount of \$32,367.38 for Brookview Phase 1. Motion passed unanimously.***

Ms. England informed the Board that the streets in Brookview Phase 2 will be dedicated to the Township at the February 4, 2013 meeting.

***Mr. Steinmeier moved, seconded by Mr. Harman to approve Improvement Guarantee Reduction #1 for Brookview Phase 3 by \$322,565.00 from the amount of \$501,987.20 leaving a balance of \$179,422.20. Motion passed unanimously.***

***Mr. Steinmeier moved, seconded by Mr. Harman to approve the reduction of the Improvement Guarantee #2 (Final) for Brookview Joint Permit Work (Bridge) by \$548,616.80 leaving a balance of \$0.00. Motion passed unanimously.***

The maintenance guarantee will be provided as part of Phase 4 in accordance with the Improvements Agreement of the joint permit work.

***Mr. Megonnell moved, seconded by Mr. Harman to approve Improvement Guarantee Reduction #1 for Triple K Fleet Service by \$85,465.00 from the amount of \$108,394.00 leaving a balance of \$22,379.00. Motion passed unanimously.***

Motion – Authorization to Advertise Bid 2013-02, Drainage Project- Chairman Klein provided a brief overview of the proposed project. The project includes the following: (1)Walnut South at the Recreation Center (2) Devonshire Heights at the back of Fire Station 2 property (3)Devonshire Heights at the Shifflet farm (4) Devonshire Heights at the Moore Property and (5) Berkstone Drive from #257 north and under Jonestown Road. He also reviewed the project schedule.

***Mr. Megonnell moved, seconded by Mr. Steinmeier to authorize the advertisement of Bid 2013-02, Storm Drainage project. Motion passed unanimously.***

Motion – Authorization to Advertise Bid 2013-03, Rec Center Renovation -Chairman Klein provided a brief overview of the proposed project and schedule.

***Mrs. Zimmerman moved, seconded by Mr. Megonnell to authorize the advertisement of Bid 2013-03, Rec Center Renovation project. Motion passed unanimously.***

Motion – Scope of Work Paving Bid- The following roads are part of the 2013 budgeted paving project: Terrann, Hollow, Sandy Hollow, and Manor from Sandy Hollow to Jonestown Rd. HRG has supplied a scope of work for the proposed project which includes: Completing the final design, bid documents, and contract administration.

***Mr. Steinmeier moved, seconded by Mr. Megonnell to accept the scope of work for the 2013 paving project in the amount of \$25,000 to be funded from the Capital Reserve Fund. Motion passed unanimously.***

Ordinance 2013-03, Chapter 187, Vehicles and Traffic- Chairman Klein provided a brief overview of the addition and changes the Ordinance.

***Mr. Megonnell moved, seconded by Mr. Steinmeier to adopt Ordinance 2013-03, Chapter 187, Vehicles and Traffic. Motion passed unanimously.***

Resolution 2013-28, Dauphin County Emergency Operations Plan

***Mrs. Zimmerman moved, seconded by Mr. Megonnell to adopt Resolution 2013-28, Dauphin County Emergency Operations Plan. Motion passed unanimously.***

Motion – Park Use Agreements- There was discussion regarding the agreement between the baseball/softball association and the Township. Mr. Steinmeier asked if the Board would consider lowering the reservation fee from \$2,500.00 to \$1,500.00. Mrs. Zimmerman reminded the Board that last year the baseball/softball association did what they wanted with the warning field and did not follow the instructions of the Board. Mrs. Fesig said the Park & Recreation Board recommends that the reservation fee remain at \$2,500.00. The baseball/softball association has exclusive use of the ball fields from March through November. The Township has spent over \$20,000.00 at Houck Memorial for repairs, upgrades, and maintenance. The Township also pays for the electric and mowing at the parks. Mrs. Fesig stated that she has been approached by other organizations to rent the ball fields. There was discussion regarding the current program. Mr. Megonnell believes that the reservation fee should remain at \$2,500.00.

***Mr. Megonnell moved, seconded by Mrs. Zimmerman to approve and authorize the execution of the Park Use Agreement with both the West Hanover Township Baseball/Softball Association and the Central Dauphin School district for calendar year 2013. Motion passed unanimously.***

Motion – Authorization to Advertise Bid 2013-01, Mowing and Landscaping

***Mr. Megonnell moved, seconded by Mr. Harman to authorize the advertisement of Bid 2013-01, Mowing and Landscaping services. Motion passed unanimously.***

**OTHER BUSINESS THAT MAY COME BEFORE THE BOARD-**Ms. England informed that Board that Mr. Harman has been proactive in helping to solve the transportation issues for the park and recreation department. He has found a 2003 ambulance for sale from South Central EMS for \$2,000.00; the vehicle is a Ford F-150 truck. Mr. Harman is proposing the Township purchase the vehicle and it be used as the public works sign truck and a give the current sign truck to the parks and recreation department.

***Mrs. Zimmerman moved, seconded by Mr. Steinmeier to purchase the 2003 Ford vehicle from South Central EMS for \$2,000.00 and have Public Works give the 2008 Ford Truck to the parks and recreation department. Motion passed unanimously.***

**PUBLIC COMMENT**

Tom Stewart, 7795 Manada Creek Drive- Mr. Stewart commented that the baseball association attended the park and recreation board meeting last week and requested an additional field for the 2013 season. Mr. Stewart said as a park and recreation board member he believes that the \$2,500.00 reservation fee is not too high.

Mark Chiles, 228 Brookridge Court- Mr. Chiles commented that he believes that the \$2,500.00 reservation fee is not a lot of money for exclusive use of the ball fields. He believes that the fee is more than reasonable.

Mrs. Fesig, Park and Recreation Coordinator- Mrs. Fesig brought up that the recreation center will be under renovation for the May election. Ms. England stated that as part of the project bid, it will specify that the social hall must be available for Election Day.

## **SUPERVISORS COMMENTS**

Mrs. Zimmerman apologized to the Board that she has not delivered the invitations to the Fire Company Dinner/Wounded Warrior Program that will be held on February 23<sup>rd</sup> at the at the Local 520 Plumbers/ Pipefitters Hall. She will make sure that all Board members receive the invitations.

Chairman Klein stated an Executive session was held prior to the Board meeting to discuss legal issues.

Mr. Steinmeier attended the Dauphin County Tax Collection Committee meeting last week. They voted to have bi-monthly meetings instead of monthly meetings. They are having problems with Huntington Bank regarding interest rates; the Interest rates are going to go down on current account. Dauphin County Tax Collection Committee may send out RFP's to find a new bank that can provide a higher interest rate.

**ADJOURNMENT: 8:15 pm**