

**WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS  
7171 ALLENTOWN BOULEVARD, HARRISBURG, PA 17112  
MONDAY, AUGUST 19, 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 invocation.

**ROLL CALL**

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

Adam Klein, Chairman  
Don Steinmeier, Secretary-Treasurer

**APPROVAL OF MINUTES**

Regular meeting – August 5, 2013

*Mrs. Zimmerman moved, seconded by Mr. Steinmeier to approve the meeting minutes of August 5, 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 comment/discussion:

**FROM:** PA Liquor Control Board **RE:** Annual License Fees - Chairman Klein commented that there are more liquor licenses in the Township then listed on the report. Ms. England said we receive fees twice per year.

**FROM:** Dauphin County Conservation District **RE:** Community Assistance Visit- Mrs. Zimmerman asked Mr. Rosario to confirm that he has to have all records from 2008 for permits and variances. Mr. Rosario confirmed he must have all records from 2008.

**FROM:** Penn State Agriculture & Environment Center **RE:** Greening the Lower Susquehanna – Solicitor Yost asked if EAC received a copy of the letter. Mr. Rosario confirmed they received a copy and he also handed out literature at the Community Festival to residents.

**FROM:** Dauphin County Association of Township Officials **RE:** Annual Township Convention – Mrs. Zimmerman and Mr. Steinmeier will attend. Chairman Klein will check his schedule.

Mrs. Zimmerman commented that the E-update from Senator Toomey has a lot of information that residents may be interested in reading. She said that Senator Toomey is supporting putting limits on Congressional spending power and has introduced a plan to expand Gettysburg National Military Park.

**PUBLIC COMMENT: None**

**PUBLIC HEARING/MEETING: None**

**PRESENTATIONS, STAFF/BOARD REPORTS**

Ms. England informed the Board that the Township Fire Marshall and Assistant Fire Marshall are working with their counterparts in South Hanover Township to set policies to have each Township assist each other when a Fire Marshall is out of town or unable to respond to a call. The policies will be presented to all Boards for review and approval.

Mrs. Zimmerman informed Chairman Klein that the Board conducted a Township building inspection and that why there is a report from Charles Kolanda the Codes Administrator.

Mrs. Fesig, Parks & Recreation Coordinator, informed the Board she will have a Community Festival report for the September 3<sup>rd</sup> Board meeting. She thanked all the volunteers and fire police for their help.

**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 August 16, 2013	\$1,131,579.26
Total Liquid Fuels Balance as of August 16, 2013	\$296,235.28
Total Capital Reserve Fund Balance as of August 16, 2013	\$2,454,382.68

B. Deposit Activity since August 5, 2013 \$52,565.35

It was the consensus of the Board to table the approval of payroll due to lack of a quorum.

Mr. Steinmeier reported the vouchers prepaid to meet due dates was \$2,377.99. ***Mrs. Zimmerman moved, seconded by Mr. Steinmeier to approve the vouchers prepaid to meet due dates in the amount of \$2,377.99. Motion passed unanimously.***

Mr. Steinmeier reported the total for the vouchers to be approved is \$76,191.87.

Mrs. Zimmerman asked for clarification for the invoice for Kerry's Lawn & Garden for a chain saw. Mrs. Fesig said they purchased it for use in the parks. Mrs. Zimmerman commented on the Township contribution to South Central EMS. She said she experienced their service first hand this past weekend and said the service they provide is outstanding.

***Mrs. Zimmerman moved, seconded by Mr. Steinmeier to approve the vouchers in the amount of \$76,191.87. Motion passed unanimously.***

Mr. Steinmeier reported the total for the vouchers to be approved and paid from Fire Tax is \$3,898.54. *Mrs. Zimmerman moved, seconded by Mr. Steinmeier to approve the vouchers to be paid by Fire Tax in the amount of \$3,898.54. Motion passed unanimously.*

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

## **OLD BUSINESS**

Resolution 2013-42, Appointment to Water & Sewer Authority Board- Chairman Klein stated the Water & Sewer Authority will be interviewing the two candidates on Tuesday and will make a recommendation to the Board of Supervisors.

*Mr. Steinmeier moved, seconded by Mrs. Zimmerman to table Resolution 2013-42, Appointment to Water & Sewer Authority Board. Motion passed unanimously.*

## **NEW BUSINESS**

Motion – Consent Items: Section 607. (4): Elizabeth England, Charles Kolanda, Dan Rosario

*Mr. Steinmeier moved, seconded by Mrs. Zimmerman to approve participation in the Urban Stormwater and MS4 Compliance Webinar on September 10<sup>th</sup> for Elizabeth England, Charles Kolanda, and Dan Rosario. Motion passed unanimously.*

Motion - Health Insurance Renewal- Chairman Klein stated there was a presentation at a workshop this evening regarding renewal of the health insurance plan but two member of the Board were absent.

*Mr. Steinmeier moved, seconded by Mrs. Zimmerman to table the renewal of the health insurance plan. Motion passed unanimously.*

Motion - 2013 Gaming Grant Application, Heavy Rescue 36-1 Replacement

Fire Company President Kyle Miller informed the Board that the second quote that was received for the Heavy Rescue was approximately \$50,000.00 higher than the quote received by Pierce. Mrs. Zimmerman commented they did an excellent job on the preparation of the grant. Mr. Miller thanked Ms. England for her help with the grant. Chairman Klein reviewed source of funds for the project.

*Mrs. Zimmerman moved, seconded by Mr. Steinmeier to approve the 2013 Local Share Municipal Grant Application for Heavy Rescue 36-1 Replacement in the amount of \$343,191.00 and approve its submission to the County. Motion passed unanimously.*

Motion – Ordinance 2013-07, No Parking, Bradford Blvd. Traffic Circle

Bill McCahan, Chairman of the PSAB, thanked Fire Marshall Bruce Hetrick for bringing this problem to the attention of the PSAB. Cars are parking on the outer rim of the Bradford Blvd. traffic circle, which creates an obstacle for emergency vehicles negotiating the circle. The PSAB is recommending that both sides of the entire circle be marked as No Parking. Chairman Klein suggested that Public Works install signs that are the appropriate size for the neighborhood.

***Mrs. Zimmerman moved, seconded by Mr. Steinmeier to approve the advertisement for Ordinance 2013-07, making the traffic circle at Bradford Boulevard and Buckley Drive a no parking area and scheduling the enactment for Monday, September 16, 2013. Motion passed unanimously.***

Motion – Bid 2013-03 Rec Center Renovation, Change Order B-5

Change Order B-5 is for the installation of vinyl baseboard at the new wainscoting and repairing several areas in the social hall and installation of FRP paneling (backsplash material) behind the 3-bay sink. Mrs. Zimmerman commented that these additions should have been in the original plan.

***Mrs. Zimmerman moved, seconded by Mr. Steinmeier to approve Change Order #B-5 for Bid 2013-03, Rec Center Renovation, in the amount of \$928.20. Motion passed unanimously.***

Motion – Personnel Policy Amendment

This proposed personnel policy amendment would allow for employees to donate earned and unused vacation or sick time to another employee. Mrs. Zimmerman suggested that comp time be eligible for donation as well. There was discussion that employees should be required to keep a certain percentage of their vacation and sick time for their personal use. Solicitor Yost brought up the idea of placing the donated time in a pool rather than an employee donating their time to a specific person. Ms. England said that if there was a pool, who would make the decision of who would get the hours? She also brought up the potential for complications regarding HIPPA regulations if a pool was set up.

***Mrs. Zimmerman moved, seconded by Mr. Steinmeier to adopt the Leave Donation Policy (including comp time) as part of the Personnel Policy Manual, distribute it to all current employees for execution and retain in each personnel file. Motion passed unanimously.***

Motion – Fire Station 1 Landscaping revision

Mrs. Zimmerman stated that she met with Mr. Brulo regarding the project. She spoke with the Fire Company who thinks they will need overflow parking about six times per year. There was discussion that a gravel road could be created and parking could be on either side. Mrs. Zimmerman suggested that Public Works could cut the road and fill with stone. The Township has mowed the area, and there was discussion if the lot needs to be reseeded. Neither Mrs. Zimmerman nor the Fire Company has visited the lot since the grass has been cut so they are not sure if reseeding is necessary.

*Mrs. Zimmerman moved, seconded by Mr. Steinmeier to table the quote from Chad Heisey in the amount of \$660 for the reseeding of the native grass area at Fire Station 1. Motion passed unanimously.*

## **OTHER BUSINESS THAT MAY COME BEFORE THE BOARD**

Mr. Steinmeier would like the Board to meet and discuss personnel policies for future employees. Chairman Klein suggested that Mr. Steinmeier can present his suggestions at the workshop that will be held on August 27<sup>th</sup>.

## **PUBLIC COMMENT**

David Smith, 739 Walnut Run Court- Mr. Smith is one of the owners of Bright Beginnings Child Development Center located on 98 South Clover Lane. He commented that many of the parents had concerns of the correctional facility at Greenlawn. Their concerns were based on that they had to find out about the facility by reading about it in the newspaper instead of receiving information from the Township. He said the Director of the center contacted Ms. England who was very helpful in providing information that she could relay to the parents. He said his facility is very secure and is locked down at all times, however very close to Greenlawn. He asked why the addition of the correctional facility was not announced at a Township meeting.

Chairman Klein stated that this facility is not what the Township wants, however the facility conforms to the Township Ordinance.

Mr. Smith asked if the facility at Greenlawn will be as secure as the facility next door. Chairman Klein said that the new facility must comply with the Township Zoning Ordinance.

Mr. Steinmeier commented that there is an approved plan to construct a 100 bed facility on Route 39, in front of the Bible Baptist Church. He said he recommends that any resident who opposes these facilities should contact the Pennsylvania Department of Corrections and file a complaint. Mr. Steinmeier suggested that residents attend the Comprehensive Plan Public Hearing that will be held on September 10<sup>th</sup>.

Mrs. Zimmerman asked Mr. Rosario for the number of residents that will be at the Greenlawn facility. Mr. Rosario stated there will be 39 residents and 6 staff members.

Mark Chiles, 228 Brookridge Court- Mr. Chiles asked if the results of the Community Vision Survey results will be released at the Comprehensive Plan Public Hearing.

Mr. Rosario stated that the results are on the Township website. The Public Hearing will be to discuss the "hot issues" of the survey and changes that may occur in the Township as well as re-mapping areas of the Township.

## **SUPERVISORS COMMENTS**

Mrs. Zimmerman commented that a lot of residents have asked her why the Township does not have large recycle containers with lids similar to Derry Township. She said she contacted Waste Management and that they can include them as part of our contract however there would be a price increase. She said that any size container can be used as long as a recycle sticker is on the container.

Mrs. Zimmerman reminded everyone of the tire recycling program sponsored by the EAC which will be held on September 13<sup>th</sup> and 14<sup>th</sup>.

Mr. Steinmeier thanked all the volunteers who helped at the Community Festival. He said the Festival was great.

**ADJOURNMENT: 7:35 pm**