

**WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS
7171 ALLENTOWN BOULEVARD, HARRISBURG, PA 17112
MONDAY, DECEMBER 2, 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. He informed the public there was an Executive Session held at 6:30 pm to discuss personnel issues.

ROLL CALL

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

Adam Klein, Chairman
Don Steinmeier, Secretary-Treasurer

APPROVAL OF MINUTES

Regular meeting – November 18, 2013 - Mr. Megonnell moved, seconded by Mr. Harman to approve the meeting minutes of November 18, 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: House of Representatives **RE:** Bill Summary HB 1060 – Chairman Klein commented that the prevailing wage threshold will increase and that there is an additional \$220 million a year in Liquid Fuels allocations statewide for local roads and bridges by the 5th year.

FROM: PA Department of Agriculture **RE:** 11th Annual Public Officials Day, PA Farm Show- Public Officials Day will be held on Thursday, January 9, 2014. Mr. Megonnell and Mrs. Zimmerman plan to attend on behalf of the Township.

FROM: PSATS **RE:** News Bulletin- Mr. Megonnell brought up the article regarding training opportunities for Township officials. He asked if the re-elected Board members are NIMS certified. Ms. England will forward the website information to Mr. Steinmeier and Mrs. Zimmerman so they can complete the online NIMS course.

PUBLIC COMMENT: None

PUBLIC HEARING/MEETING: None

PRESENTATIONS, STAFF/BOARD REPORTS

Ms. England informed the Board that Dauphin County Infrastructure Bank could loan out \$4.3 million to fund five projects around the county. The Dauphin County Board of Commissioners approved the borrowing amount and in 2014 they expected to approve up to five infrastructure projects for low-interest loans.

Ms. England informed the Board that the front door will be repaired on Tuesday. A new hinge will be replaced on the existing door at a cost of \$840.00.

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 November 27, 2013	\$831,349.66
Total Liquid Fuels Balance as of November 27, 2013	\$112,919.64
Total Capital Reserve Fund Balance as of November 27, 2013	\$1,472,488.62

B. Deposit Activity since November 18, 2013

	\$61,973.42
--	-------------

Mr. Steinmeier reported the gross payroll of November 29, 2013 totaled \$27,990.25. ***Mr. Megonnell moved, seconded by Mrs. Zimmerman to approve the payroll of November 29, 2013 in the amount of \$27,990.25. Motion passed 4-0 with Mr. Harman abstaining.***

Mr. Steinmeier reported the vouchers prepaid to meet due dates was \$27,194.17. ***Mr. Megonnell moved, seconded by Mrs. Zimmerman to approve the vouchers prepaid to meet due dates in the amount of \$27,194.17. Motion passed unanimously.***

Mr. Steinmeier reported the total for the vouchers to be approved is \$41,914.40. ***Mrs. Zimmerman moved, seconded by Mr. Harman to approve the vouchers in the amount of \$41,914.40. Motion passed unanimously.***

Mr. Steinmeier reported the total for the vouchers to be approved and paid from Fire Tax is \$3,109.65. ***Mr. Megonnell moved, seconded by Mr. Harman to approve the vouchers to be paid by Fire Tax in the amount of \$3,109.65. Motion passed unanimously.***

PLANNING COMMISSION REPORTS AND PLANS

Proposed Ordinance Amendment, Work Release

Mr. Rosario, Zoning Administrator, briefly reviewed the timeline of the Ordinance Amendment 2013-09 text changes to Chapter 195-103.T.U.V. Mr. Rosario performed a Township Analysis on the current Ordinance and reviewed the Board's proposed changes to the existing Ordinance. He found that increasing the distance to residential units to 2,000 feet would prohibit any further expansion of Work Release, Halfway House or Detention Centers within the Township, and would not be permitted by MPC regulations. This action would create an "Exclusionary Zone" which is not permitted and open the Township up for legal action for this infraction of the MPC and owner rights for a business that is permitted by right in the CH district. There was discussion regarding the recommendations of the Dauphin County Planning Commission (DCPC) who does not support the proposed text amendment.

Mr. Megonnell asked if the Ordinance was changed from 2,000 feet to 1,000 feet from a residential unit if the DCPC would support the text amendment. Mr. Rosario explained that 1,000 feet would do the same as 2,000 feet. Solicitor Yost suggested that the Board table this issue until further research can be completed regarding the distances to child care centers and schools. Mr. Steinmeier suggested the alternative is to create a special district similar to the IE district. There was discussion of the conditional use which would require two hearings. Solicitor Yost will research the concerns of the Board.

Mrs. Zimmerman moved, seconded by Mr. Steinmeier to table Ordinance Amendment 2013-09, text changes to Chapter 195-1003.T.U.V.

Mr. Steinmeier brought up that there is a possibility of three work release facilities in the Township. Ms. England asked if the Board would like to table the proposed Ordinance Amendment until the January 13th workshop in order for Solicitor Yost to complete his research.

Mrs. Zimmerman moved, seconded by Mr. Steinmeier to amend the motion to table Ordinance Amendment 2013-09, text changes to Chapter 195-1003.T.U.V. until January 13, 2014. Motion passed unanimously.

Mr. Rosario will contact DCPC for feedback regarding perimeter distance.

OLD BUSINESS: None

NEW BUSINESS

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

Motion - Tree Trimming along Appleby Road

Mr. Harman provided a brief overview of the proposed project. He explained that phone wires surround the trees and the Public Works department cannot safely remove them. Once the trees are trimmed the Public Works department will cut below the phone wires. The tree company is responsible for the chipping of the leaves, branches, and brush which will remain for use at the Public Works facility.

Mr. Megonnell moved, seconded by Mr. Steinmeier to award the removal of dead trees along Appleby Road to Garland Tree Worx at the low quote of \$1,450. Motion passed 4-0 with Mr. Harman abstaining.

Motion - Financial investments for 2014

Chairman Klein stated that RFQ's were sent to 8 financial institutions. Five bids were received which he briefly reviewed. The current investments are located at Mid Penn Bank, who offered the highest interest rate on Township investments at 0.55%.

Mr. Megonnell moved, seconded by Mrs. Zimmerman to authorize the purchase of Certificates of Deposit in the total amount of \$1,330,985.78 for a 12 month period to mature in December, 2014, from Mid Penn Bank at an interest rate of 0.55%. Motion passed unanimously.

Motion –Intent to Appoint CPA Firm as Auditors

Chairman Klein briefly reviewed the advertisement for a CPA Firm to conduct the 2013 audit.

Mr. Megonnell moved, seconded by Mrs. Zimmerman to authorize the advertisement announcing the intent to appoint a Certified Public Accounting firm to conduct the annual audit for fiscal year 2013 at the reorganization meeting on January 6, 2014. Motion passed unanimously.

Report - Volunteer vacancies for 2014

Ms. England informed the Board that she received a resignation letter today from Tim Albright who holds Seat #4 on the Planning Commission. His resignation is effective December 31, 2013; the balance of his term was until December 31, 2015. In addition to the vacancy on the Planning Commission there is a vacancy on the Water & Sewer Authority Board. Mrs. Zimmerman suggested that an ad be placed in the Paxton Herald to invite Township residents to become volunteers. Mr. Rosario asked the Board to reconsider reappointing Mr. Rogers as Alternate #2 to the Zoning Hearing Board. Mr. Rosario stated that he that he has contacted Mr. Rogers several time to attend hearings but Mr. Rogers is never available. The Board will send Mr. Rogers a letter regarding his interest to remain an Alternate on the Zoning Hearing Board.

Chairman Klein moved, seconded by Mrs. Zimmerman to approve an ad to be placed in the Paxton Herald requesting volunteers for Township Boards and to send a letter to Mr. Rogers. Motion passed unanimously.

Report – Elected Auditor Vacancy

Ms. England explained that at the municipal election this year there were two vacancies on the Board of Auditors that appeared on the ballot: Seat #1 for the balance of the term ending December 31, 2015, and Seat #3 for a full six year term ending December 31, 2019. Carol Buskirk was elected, through write-in votes, to both positions. She has formally accepted Seat #3 for a full six year term. This leaves the two-year term vacant. Mr. Megonnell asked Neil Shatto if he was interested in the two year term. Ms. England explained that the Board will be able to appoint a resident at the reorganizational meeting on January 6th.

Motion – Traffic Signal Contract for 2014

Mr. Megonnell commented that he is glad to see that CM High rates remain the same from last year.

Mr. Megonnell moved, seconded by Mr. Steinmeier to approve the CM High contract for Traffic Signal Maintenance for 2014 for a total of \$3,000. Motion passed unanimously.

Motion – Rabbit & Manor Culvert Project, Additional Engineering

Two culverts that run underneath Rabbit Lane and Manor Drive must be replaced. There is a conflict with the location of a UGI line under Manor Drive that was discovered which must be relocated. The Township Engineer will complete the DEP permitting for relocating the pipe and include this information in the contract bidding documents. The Township contractor will expose the gas line during construction and UGI will relocate their line below our new culvert. The Township contractor will then backfill and continue with the installation of the new culvert.

Mr. Steinmeier moved, seconded by Mrs. Zimmerman to accept the supplemental scope of work from HRG for additional engineering of the Rabbit and Manor culvert replacement project in the amount of \$2,500 to deal with the conflict of the UGI line at the Manor Dr. culvert. Motion passed unanimously.

Motion – Municipal Building Roof Replacement Scope of Work

Mr. Megonnell said he would like to table this item. He spoke with Houck Roofing who said they are under contract to inspect and maintain the roof and they are not aware that the roof is leaking. Mr. Megonnell would like Houck to come out and evaluate the roof situation. There was discussion that the one of the problems is that water lays on the roof and is not draining properly.

Mr. Megonnell moved, seconded by Mr. Steinmeier to table the scope of work from HRG for the design/engineering, bidding documents, contract administration, and construction observation of the Municipal Building roof replacement project and have Houck Roofing come out and evaluate the roof situation. Motion passed unanimously.

OTHER BUSINESS THAT MAY COME BEFORE THE BOARD

Ms. England handed out information to the Board for the workshop meeting on December 12th to review the Township Sign Ordinance.

Mrs. Zimmerman asked if the Fire Station Bid sign bid has been completed since the budget is now complete. Ms. England has not finished the bid packet for the Fire Station sign.

Ms. England asked the Board if they want to discuss the financing of the Heavy Rescue at the December 12th workshop. Mrs. Zimmerman said the Fire Company has a plan and would like to meet with the Board to review. Ms. England will add the Fire Company to the workshop agenda.

Mr. Megonnell asked if the triangle signs that businesses place on their property are considered signs and require a permit. Mr. Rosario stated that the triangle signs do require a permit and are defined as a flag signs.

Mr. Steinmeier brought up the dilapidated property that is located near Devonshire Heights Road off Oak Grove Road. He has spoken with both the Codes and Zoning Officers who have repeatedly posted the property but someone removes the sign. Mr. Rosario explained that the Township has tried to serve a notice of violation and has contacted the post office to stop delivery of mail. Mr. Rosario stated the property was up for sheriff's sale, but at the last minute the 2011 taxes were paid. There was discussion as to what the Township can do to resolve the problem. Mr. Rosario will work with Solicitor Yost to try to resolve this ongoing problem. Mr. Steinmeier brought up that 821 Pheasant Road and 176 Florence Drive are both in foreclosure and have no heat or electricity. Solicitor Yost said the Township will have to check for code violations. Mr. Rosario will look into the properties at 821 Pheasant Road and 176 Florence Drive

Mr. Megonnell brought up that the cracks on Picketown Road are getting bigger; he said this is the fourth time that he has brought up this problem. He said the road was microsealed in 2010 and should not need repair. Mrs. Zimmerman said the road near Fairville Park is in need of repair. Mr. Harman will try to get the cracks patched and sealed by winter.

PUBLIC COMMENT

Tom Stewart, 7795 Manada Creek Drive- Mr. Stewart thanked the Township staff for all their help in getting an address and installation of a mailbox for the tax collection office.

SUPERVISORS COMMENTS

Mrs. Zimmerman apologized for not wishing everyone a Happy Hanukah which was celebrated on the same day as Thanksgiving.

ADJOURNMENT: 8:05 pm