

**WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS  
7171 ALLENTOWN BOULEVARD, HARRISBURG, PA 17112  
MONDAY, JANUARY 27, 2014**

**CALL TO ORDER – 7:00 p.m.**

Chairman Klein called the meeting to order at 7:00 PM.

Wyatt Zimmerman a member of Boy Scout Troop #68 led the Pledge of Allegiance and gave the invocation. Wyatt is the Assistant Chaplin in his Scout Troop and participated in the meeting to help earn his Communication Merit Badge.

**SWEARING IN CEREMONY – FIRE/POLICE**

Chairman Klein performed the swearing in ceremony. Members sworn in included: Jason Barnes, John Kissinger, Larry Knapp, Bill McCahan, and Kyle Miller.

**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 6, 2014 – Mrs. Zimmerman moved, seconded by Mr. Megonnell to approve the meeting minutes of January 6, 2014. Motion passed unanimously.

Workshop meeting –January 13, 2014 – Mrs. Zimmerman moved, seconded by Mr. Megonnell to approve the workshop meeting minutes of January 13, 2014. 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: Dauphin County Commissioners RE: Local Government Forum for Elected Officials** – Mr. Megonnell asked if the February 10<sup>th</sup> workshop could be rescheduled so the Board can attend the forum. There are currently two items on the workshop agenda; Ms. England suggested that the Chesapeake Bay Pollution Reduction Plan Presentation could be rescheduled to a workshop on February 18<sup>th</sup> and the PA Game Commission Presentation could be rescheduled to the March workshop. Ms. England will RSVP for the Board to attend the forum.

**FROM: PA Council of Governments RE: Newsletter-** Mrs. Zimmerman commented on the article regarding workplace manners “What Happened to Good Manners? Workplace Incivility”. She suggested that a copy be posted on the office bulletin board. She reminded everyone that the IRS mileage rate for 2014 is \$.56 a decrease from \$.56.5 in 2013.

## **PUBLIC COMMENT**

Linda Turns, 8000 Rabbit Lane- Ms. Turns asked why various Boards are no longer meeting at the Township building. She thinks that all Township Boards should meet at the Township building and not at different buildings. She commented that residents are used to all meetings being held at the Township building. There was discussion that the various Boards want to meet at their respective buildings. Chairman Klein commented that the Boards decide where they want to meet.

**PUBLIC HEARING/MEETING: None**

## **PRESENTATIONS, STAFF/BOARD REPORTS**

Sr. Van "Gopher" Annual Report-Claire Zeiters- Ms. England informed the Board that Mrs. Zeiters was unable to attend this evening's meeting. Mrs. Zimmerman commented that the report Mrs. Zeiters prepared was very thorough and suggested that an article be placed in the spring newsletter thanking all the van program volunteers.

Park & Rec Annual Report – Dixie Fesig- Mrs. Fesig addressed the Board regarding expenses and revenue for 2013. Mr. Megonnell pointed out a correction on page 8 regarding the engineering expenses. Mr. Steinmeier brought up the number of bus trips in 2013. Mrs. Fesig commented that 2013 was a bad year for bus trips; she had to cancel thirteen out of sixteen scheduled trips. There was discussion regarding promoting trips with other Township recreation departments. Mrs. Fesig stated that she will be cross promoting all trips scheduled for 2014. Chairman Klein thanked Mrs. Fesig for preparing her annual report.

Mr. Megonnell asked who is cleaning the recreation center. Mrs. Fesig said the currently her maintenance staff is handling the cleaning since they are not maintaining the parks at this time of the year. She would like to have a cleaning service in place for March 1<sup>st</sup> since the parks will be open and require maintenance. Mrs. Fesig stated she has funds allocated in the 2014 budget for cleaning of the recreation center once a week. She approached Jeanette Zimmerman, who cleans the Township building, and requested a quote. Mrs. Fesig asked if an addendum could be added to the Township building contract to have Jeanette clean the recreation center. There was discussion if the job needs to be placed out to bid. It was decided to have Mrs. Fesig provide the Board with a list of duties/requirements of the job for the February 18<sup>th</sup> meeting.

Mr. Megonnell said he received a comment from a card club member that air is coming in the windows in the room in which they meet. Mrs. Fesig has had the contractor come in and caulk all the windows in the building that were not previously caulked.

Mr. Megonnell asked why the Public Works daily report was missing a few days. Mr. Harman stated that Mr. Mumma who completes the report was out sick for a few days. Mr. Megonnell requested the Mr. Harman review the report prior to submission to the Board.

## 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 17, 2014	\$1,348,472.20
Total Liquid Fuels Balance as of January 17, 2014	\$112,947.95
Total Capital Reserve Fund Balance as of January 17, 2014	\$975,153.11

B. Deposit Activity since January 6, 2014

\$64,277.96

Mr. Steinmeier reported the gross payroll of January 10, 2014 totaled \$31,100.44. *Mr. Megonnell moved, seconded by Mrs. Zimmerman to approve the payroll of January 10, 2014 in the amount of \$31,100.44. Motion passed 4-0 with Mr. Harman abstaining.*

Mr. Steinmeier reported the vouchers prepaid to meet due dates was \$200.76. *Mr. Megonnell moved, seconded by Mr. Harman to approve the vouchers prepaid to meet due dates in the amount of \$200.76. Motion passed unanimously.*

Mr. Steinmeier reported the total for the vouchers to be approved is \$44,930.99. *Mr. Megonnell moved, seconded by Mr. Harman to approve the vouchers in the amount of \$44,930.99. Motion passed unanimously.*

Mr. Steinmeier reported the total for the vouchers to be approved and paid from Fire Tax is \$5,725.45. *Mr. Megonnell moved, seconded by Mrs. Zimmerman to approve the vouchers to be paid by Fire Tax in the amount of \$5,725.45. Motion passed unanimously.*

Mr. Steinmeier reported the electronic transfer from the Building Fund to PLGIT to cover principal and interest is \$120,000.00. *Mr. Megonnell moved, seconded by Mrs. Zimmerman to approve a transfer from the Building Fund to PLGIT in the amount of \$120,000.00. Motion passed unanimously.*

**PLANNING COMMISSION REPORTS AND PLANS: None**

### OLD BUSINESS

Motion – Municipal Building Roof Replacement Scope of Work. Table.

### NEW BUSINESS

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

Resolution 2014-31, Appointment of Planning Commission Member- Ms. England informed the Board that there are no applicants at this time.

*Chairman Klein moved, seconded by Mr. Megonnell to table Resolution 2014-31, Appointment of Planning Commission Member and refer to the Planning Commission. Motion passed unanimously.*

Resolution 2014-32, Appointment of Zoning Hearing Board Alternate -Ms. England informed the Board that there are no applicants at this time. Chairman Klein encouraged the Board to reach out to any residents they may know who are interested in serving on a Township Board.

***Chairman Klein moved, seconded by Mr. Megonnell to table Resolution 2014-32, Appointment of Zoning Hearing Board Alternate and refer to the Zoning Hearing Board. Motion passed unanimously.***

Resolution 2014-33, Appointment of Township Towing Contractor

***Chairman Klein moved, seconded by Mr. Megonnell to approve Resolution 2014-33, appointing Ritchey's Towing as the Township Towing Contractor. Motion passed unanimously.***

Resolution 2014-34, Restated Pension Plan Document- Ms. England informed the Board that every five years the Township is required to update the plan document in accordance with the IRS. Revisions to the document were made and approved in the fall of 2013 however Principal requires that the approval needs to be by resolution.

***Mr. Steinmeier moved, seconded by Mr. Megonnell to approve Resolution 2014-34, Restated Pension Plan Document. Motion passed 4-0, with Mr. Harman abstaining.***

Resolution 2014-35, Official Bond Limits

***Mr. Megonnell moved, seconded by Mr. Steinmeier to approve Resolution 2014-35, setting the bond limits for the Manager, Secretary/Treasurer, Assistant Secretary/Treasurer, and Administrative Assistant. Motion passed unanimously.***

Resolution 2014-36, Appointment of Water & Sewer Authority Board Member- Chairman Klein informed the Board that the resident selected to serve on the Water & Sewer Authority has declined the appointment due to a conflict. There are no other applicants at this time. Mr. Steinmeier commented that the Water & Sewer Board has a possible applicant; however they have not received an application at this time.

***Mr. Megonnell moved, seconded by Mr. Steinmeier to table Resolution 2014-36, Appointment of Water & Sewer Authority Board Member. Motion passed unanimously.***

Motion – Appointment of Deputy Tax Collector- Tom Stewart, Tax Collector, explained his request that the Board to appoint Mrs. Zimmerman as the Deputy Tax Collector. As a Deputy Tax Collector she is authorized to receive and collect taxes with the same authority as the elected Tax Collector.

***Mr. Megonnell moved, seconded by Mr. Harman to appoint Gloria Zimmerman as Deputy Tax Collector for West Hanover Township. Motion passed 4-0, with Mrs. Zimmerman abstaining.***

Motion - Reimbursement for Tax Collector Qualification Class- Mr. Steinmeier asked for an update regarding a contract between the Township and the Tax Collector. Ms. England explained that it is the same as the existing contract; any changes to the contract must be made by February 15<sup>th</sup> of the election year. There were no changes to the contract so the rent and compensation are the same as the previous tax collector. The Board has allocated \$500.00 in 2014 budget for meetings, conferences, and training under the Tax Collection code.

***Mr. Megonnell moved, seconded by Mr. Harman to approve reimbursement in the amount of \$250 to Tom Stewart, Tax Collector, for completion of the Municipal Tax Collector Qualification course. Motion passed 4-0, with Mrs. Zimmerman abstaining.***

Motion-Emergency Evacuation Center-Mr. McCahan, Emergency Management Coordinator, addressed the Board regarding the recommendation of 628 Walnut Avenue be designated as an Interim Emergency Evacuation Center. Mrs. Zimmerman suggested that Fire Station #1 be designated as the Interim Emergency Evacuation Center. Mr. McCahan explained there is no room available at Fire Station #1, and that the Red Cross recommends not mixing evacuees with first responders. Mrs. Zimmerman suggested contacting Central Dauphin High School or local churches. Mr. McCahan explained that the Red Cross has a contract with Central Dauphin High School to use as a long term shelter; the Township only needs to provide interim shelter until the Red Cross shelter opens. Mrs. Zimmerman asked Mr. McCahan if he has spoken to Mrs. Fesig regarding this issue. There was lengthy discussion regarding the use of Fire Station #1. The PSAB is requesting that the Park and Recreation Board and Staff work with the Emergency Management Coordinator to develop a plan for the operation and staffing.

***Mrs. Zimmerman moved, seconded by Mr. Harman to table the designation of a Township Emergency Evacuation Center until the Board can meet to review with the PSAB. Motion passed unanimously.***

Motion – Park Use Agreement, West Hanover Baseball/Softball Association- Mrs. Zimmerman suggested possibly being able to leave one field open on a weekend in case there is a request for public rental. Chairman Klein recommended that Mrs. Fesig contact the president of the baseball association to see if this is possible. Mr. Steinmeier stated that he met with the Park and Recreation Board in 2013 and he is totally opposed to the \$2,500 reservation fee. He commented that other local municipalities do not charge the baseball associations. Mrs. Fesig said that the \$2,500 fee is for exclusive use of the ball fields from March to October; it is not to offset the maintenance cost of the fields. There was a lengthy discussion regarding the agreement. Linda Turns, Park and Recreation Board member, asked the Board to send the park use agreement to their Board for review.

***Chairman Klein moved, seconded by Mr. Steinmeier to send the park use agreement to the Park and Recreation Board for their review. The Park and Recreation Board will report back to the Board of Supervisors with their comments and recommendations. Motion passed unanimously.***

Motion – Park Use Agreement, Central Dauphin School District-Mr. Steinmeier asked why the \$500 security deposit fee was removed. It was discovered that pages 7-9 are missing from the contract that was presented to the Board for their review. Mrs. Fesig will provide the complete contract to the Board for their review.

***Mrs. Zimmerman moved, seconded by Mr. Harman to table the Park Use Agreement with Central Dauphin School District. Motion passed unanimously.***

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

Ms. England informed the Board that Keystone Corrections has appealed to the Court of Commons Pleas regarding the Zoning Hearing Board decision. She asked the Board if they would like to hire

Bernadette Hohenadel from Nikolaus & Hohenadel as legal counsel to represent the Township.

*Mrs. Zimmerman moved, seconded by Mr. Megonnell to hire Bernadette Hohenadel as legal counsel for the Township in the case against Keystone Corrections. Motion passed unanimously.*

Ms. England submitted her 30 day notice of resignation as Township Manager. Her last day of employment will be February 28<sup>th</sup> and she will use all accrued leave prior to that date.

Mrs. Zimmerman asked Ms. England the cost and place of purchase of the carpet remnant for the lower level storage room. Ms. England said the remnant was purchased at Carpet and Tile Mart at a cost of \$309.00

**PUBLIC COMMENT: None**

### **SUPERVISORS COMMENTS**

The Board of Supervisors thanked Ms. England for service to the Township.

Mr. Steinmeier informed the Board that he attended the Dauphin County Tax Collection Committee meeting last week. Keystone Collections collected 97 million dollars in earned income tax in 2012-2013.

Mr. Steinmeier informed the Board that the Water & Sewer Authority is considering hiring a collection agency to collect delinquent fees.

**ADJOURNMENT: 8:15 pm**