

**WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS
7171 ALLENTOWN BOULEVARD, HARRISBURG, PA 17112
MONDAY, FEBRUARY 3, 2014**

CALL TO ORDER

Chairman Klein called the meeting to order at 7:00 PM followed the Pledge of Allegiance and the invocation.

ROLL CALL

Harold Harman, Supervisor-Absent	Adam Klein, Chairman
Jay Megonnell, Vice Chairman	Don Steinmeier, Secretary-Treasurer
Gloria Zimmerman, Supervisor	

APPROVAL OF MINUTES

Regular meeting – January 27, 2014- Mr. Steinmeier pointed out a correction to the comment he made regarding the earned income tax collected by Keystone Collections.

Mr. Steinmeier moved, seconded by Mr. Megonnell to approve the regular meeting minutes of January 27, 2014, as amended with the correction. 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 Planning Commission RE: Outreach Meeting- Mrs. Zimmerman asked that the information be forwarded to the Planning Commission.

FROM: South Central Emergency Medical Services RE: Employee Appreciation Banquet-Mr. Megonnell commented that the Fire Company banquet is being held on the same night.

PUBLIC COMMENT: None

PUBLIC HEARING/MEETINGS: None

PRESENTATIONS, STAFF/BOARD REPORTS- Mrs. Zimmerman thanked the Water & Sewer Authority for submitting their meeting minutes.

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 31, 2014	\$1,352,534.62
Total Liquid Fuels Balance as of January 31, 2014	\$112,947.95
Total Capital Reserve Fund Balance as of January 31, 2014	\$975,153.11

B. Deposit Activity since January 21, 2014

\$28,795.18

Mr. Steinmeier reported the gross payroll of January 24, 2014 totaled \$29,595.30. *Mr. Megonnell moved, seconded by Mrs. Zimmerman to approve the payroll of January 24, 2014 in the amount of \$29,595.30. Motion passed unanimously.*

Mr. Steinmeier reported the vouchers prepaid to meet due dates was \$28,223.21. *Mrs. Zimmerman moved, seconded by Mr. Megonnell to approve the vouchers prepaid to meet due dates in the amount of \$28,223.21. Motion passed unanimously.*

Mr. Steinmeier reported the total for the vouchers to be approved is \$92,817.99.

Mr. Megonnell informed the public that \$57,679.16 was for road salt, \$4,220.78 was for anti-skid, and \$1,260.73 was spent on snow plow parts.

Mr. Megonnell moved, seconded by Mrs. Zimmerman to approve the vouchers in the amount of \$92,817.99. Motion passed unanimously.

Mr. Steinmeier reported the total for the vouchers to be approved and paid from Fire Tax is \$2,189.78. *Mr. Megonnell moved, seconded by Mrs. Zimmerman to approve the vouchers to be paid by Fire Tax in the amount of \$2,189.78. Motion passed unanimously.*

PLANNING COMMISSION REPORTS AND PLANS

Ordinance 2014-02, Chapter 195 Signs – Advertise Public Hearing- Mr. Megonnell asked for clarification of the type of signs that have multiple triangles suspended on a rope/string. Mr. Rosario, Zoning Administrator, explained that they are considered a flag sign and are covered under one permit.

Mrs. Zimmerman moved, seconded by Mr. Steinmeier to authorize advertisement and set the public hearing date of March 3, 2014 for Ordinance 2014-02, Chapter 195 Signs. Motion passed unanimously.

OLD BUSINESS

Motion – Municipal Building Roof Replacement Scope of Work- Mr. Brulo briefly reviewed the current problems with the roof and the proposed project. The Board included funds in the 2014 budget to replace the existing rubber roof. Houck Services recently evaluated the roof and provided a report that included three scenarios to repair the roof. There was general discussion regarding the condition of the roof and Mr. Steinmeier brought up his concern of possible inferior structures. Solicitor Yost agreed that an inspection should be done to find any deficiencies prior to replacing the roof. Mr. Brulo briefly reviewed the services that HRG would provide regarding the design/engineering, contract administration, and construction observation. Due to the projected cost the project must be placed out to bid. Mr. Megonnell asked Mr. Brulo's option regarding the skylights. Mr. Brulo suggested either replacing the skylights with new double dome skylights with integral fall protection screens or removing the skylights, closing the deck openings, and installing new lighting in the meeting room. The Board discussed the three scenarios presented by Houck and the cost of each one.

Mr. Megonnell moved, seconded by Mrs. Zimmerman to accept the scope of work from HRG for the design/engineering, bidding documents, contract administration, and construction observation of the Municipal Building roof replacement project in the amount of \$16,600. Motion passed unanimously.

Mr. Megonnell moved, seconded by Mrs. Zimmerman to replace the skylights with new double dome skylights with integral fall protection screens. Motion passed unanimously.

Resolution 2014-31, Appointment of Planning Commission Member- It was the consensus of the Board to table Resolution 2014-31, Appointment of Planning Commission Member, and refer to the Planning Commission for their input.

Resolution 2014-32, Appointment of Zoning Hearing Board Alternate- It was the consensus of the Board to table Resolution 2014-32, Appointment of Zoning Hearing Board Alternate, and refer to the Zoning Hearing Board for their input.

Resolution 2014-36, Appointment of Water & Sewer Authority Board Member- Mr. Steinmeier commented that the three of the four members of the Water & Sewer Authority Board know the applicant and the entire WSA Board is in favor of appointing Mr. Kreiser.

Mr. Steinmeier moved, seconded by Mr. Megonnell to approve Resolution 2014-36 appointing Michael Kreiser to Seat #3 for a five year term on the Water & Sewer Authority. Motion passed unanimously.

Motion - Emergency Evacuation Center- Mrs. Zimmerman suggested that the PSAB should attend a Park & Recreation Board meeting to explain the procedure and requirements to set up a shelter. She disagrees that there is no room for evacuees to shelter at Fire Station 1. Chairman Klein commented that 628 Walnut Avenue should be the main Emergency Evacuation Center and that 7624 Jonestown Road should be the secondary location.

Chairman Klein moved, seconded by Mr. Megonnell to have Mrs. Fesig coordinate a meeting with the PSAB and the Park & Recreation Board to develop a plan for the operation and staffing of the Emergency Evacuation Center. Motion passed unanimously.

Motion – Park Use Agreement, Central Dauphin School District. Table.

NEW BUSINESS

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

Motion – Advertisement of Bid 2014-03, Rabbit/Manor Culverts –Chairman Klein explained that the engineering/design of the project is complete and ready to be bid. The advertisement will be in the Patriot News on Sunday, February 9 and Thursday, February 13, 2014.

Mrs. Zimmerman moved, seconded by Mr. Steinmeier to authorize the advertisement of Bid 2014-03, Rabbit/Manor culvert project. Motion passed unanimously.

Motion – Dauphin County Conservation District Memo of Understanding- The Memo of Understanding (MOU) outlines areas of responsibility for three specific Minimum Control Measures (MCM's): MCM 1-Public Education and Outreach, MCM 2-Public Participation, MCM 4-Construction Site Stormwater Management and in addition it details general MS4 responsibilities.

Mrs. Zimmerman moved, seconded by Mr. Steinmeier to approve the Memorandum of Understanding with the Dauphin County Conservation District and authorize its execution. Motion passed unanimously.

Resolution 2014-37, Appointment of Interim Manager- Chairman Klein explained that the Board met with Mr. Rosario who has agreed to accept the appointment of Interim Manager. Mr. Rosario will be compensated accordingly for assuming the responsibility of Interim Manager.

Mrs. Zimmerman moved, seconded by Mr. Steinmeier to approve Resolution 2014-37 appointing Daniel Rosario to serve temporarily in the position of Interim Township Manager. Motion passed unanimously.

Resolution 2014-38, Appointment of Pension Administrator

Mr. Steinmeier moved, seconded by Mrs. Zimmerman to approve Resolution 2014-38 appointing Daniel Rosario, Interim Township Manager, as the Pension Administrator for the West Hanover Township Non-Uniform Pension Plan. Motion passed unanimously.

Motion – Donation of Computer Equipment- Mr. Tom Stewart, Tax Collector, has purchased a computer and printer/scanner/fax for the Tax Collector office. He would like to donate this equipment to the Township for use specifically by the Tax Collector.

Mr. Megonnell moved, seconded by Mrs. Zimmerman to accept the donation of computer equipment in the amount of \$763.17 for the Tax Collector's office. Motion passed unanimously.

OTHER BUSINESS THAT MAY COME BEFORE THE BOARD

Mrs. Zimmerman asked Ms. England if she has done any work on sign project for Fire Station 1. Ms. England commented she has worked on the project but it is not complete.

Ms. England informed the Board that the work has been completed in the lower level of the Township building.

Mr. Megonnell commented that he attended the MS4 seminar held last week. He thanked Mr. Brulo for attending and Mr. Rosario for coordinating and conducting a successful seminar.

PUBLIC COMMENT: None

SUPERVISORS COMMENTS

Mr. Megonnell asked if Ms. England has a contact number for Asplundh who is doing tree trimming in the Township. They are telling residents that they can pick up the wood that they

have trimmed, however residents are picking up the wood on other resident's property.

Mr. Steinmeier commented that he is concerned that the Township is having problems getting volunteers to serve on Boards and Commissions. He said everyone needs to put the request for volunteers out to the community.

Mr. Megonnell suggested that the request for volunteers be placed in the Township newsletter. Mr. Steinmeier said that the last newsletter had a full page article requesting volunteers and an ad had been placed in the Paxton Herald.

Mr. Megonnell reminded everyone to recycle; he commented it is a great benefit to the Township.

ADJOURNMENT: 7:40 PM