

WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS
7171 ALLENTOWN BOULEVARD, HARRISBURG, PA 17112
MONDAY, JULY 21, 2014

CALL TO ORDER

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

ROLL CALL

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

APPROVAL OF MINUTES

Regular meeting --July 7, 2014- Mrs. Zimmerman pointed out corrections to her comments made regarding the redistricting of precincts on page 6. *Mr. Steinmeier moved, seconded by Mr. Harman to approve the regular meeting minutes of July 7, 2014 as amended with corrections. Motion passed unanimously.*

Workshop meeting July 7, 2014- *Mrs. Zimmerman moved, seconded by Mr. Harman to approve the regular meeting minutes of July 7, 2014. Motion passed unanimously.*

CORRESPONDENCE

Mr. Megonnell briefly reviewed the correspondence items and informed the public that all correspondence is available for review.

Mr. Megonnell acknowledged Cameron Cassel who is working on a project to obtain his Eagle Scout Award and welcomed him to the meeting.

PUBLIC COMMENT: None

PRESENTATIONS, STAFF/BOARD REPORTS

Mrs. Zimmerman had a question regarding the EAC meeting minutes referencing the Winslett development Stormwater basins that will be retrofitted into rain gardens. She asked why the EAC will not reviewing the new plans. Mr. Rosario explained that they will not review the plans because there is a direct negotiation between the developer and DEP for the permits to be reviewed.

Mr. Megonnell asked Mr. Harman for an update on the paving project. Mr. Harman stated that EJ Breneman paved over two manholes. Public Works fixed the problem, and the Township will be reimbursed by EJ Breneman for time and materials.

Fire Company

Kyle Miller, Fire Company President/Fire Police Captain- Mr. Miller provided the Board with an update on the Fire Police for the past month. The Fire Police have five active members who logged

30 event hours and 8 hours of training. Mr. Megonnell commented that he heard that the State Police are very happy with the assistance that they have provided in the Township. Mr. Miller stated that the Fire Company has a Hero's for Warriors Benefit ride scheduled for August 23rd; information is available on the website. Planning for the haunted hayride has begun; the dates will be October 17-18 and October 24-25. The PEMA loan has been submitted and the Fire Company is waiting to hear back from the state. The preconstruction and final design meeting for the Heavy Rescue has been scheduled for August 25-27; Chief Shatto, Chief Kerstetter, and Mr. Miller will be attending the meeting. Mrs. Zimmerman asked that all training certifications be forwarded to the Township so files can be updated. Mr. Steinmeier asked for clarification on the invoices from Glick for repairs to Engine 36-1. Mr. Miller explained that valves and pumps needed to be repaired, and that price also included the Chapter 19 testing. Mr. Megonnell brought up that all change orders for the Heavy Rescue need be reviewed by Mr. Rosario. Mrs. Zimmerman thanked the Fire Company for filling up the dunk tank for the summer recreation program. She asked Mr. Miller to see if the Fire Company would like to operate the concession stand at the Community Festival as a fund raiser; Mr. Miller will check and get back to her.

Tim Shatto, Fire Chief- Chief Shatto stated that unfortunately the Fire Company will be unable to operate the concession stand because 12 members will be participating in fire prevention activities at the Community Festival. Engine 3's radiator broke and the repair will probably cost \$2,500.00; he commented that routine maintenance for the pumps and valves cost on an average \$1,500.00 to \$3,500.00. Mr. Megonnell asked if the Fireman's Relief Fund could cover the repairs. Chief Shatto explained that the Fireman's Relief Fund can only cover equipment, tools, and training related to the safety of the fireman. Two firemen will receive Life Saving Awards at the annual banquet. They responded to a cardiac arrest call right behind the fire station; by using an AED and performing CPR they were able to revive the resident. Chief Shatto briefly reviewed the number of emergency responses, training events, and community events for the past month. Three new students will be moving into the fire station by end of the summer, they will all be attending HACC. There will be a total for six fire fighters living at the fire station in the fall. Recently there was a garage fire near the fire station; Chief Shatto explained that from the time of the 911 call until water was being place on the fire was approximately four minutes. He reiterated that having live in fire fighters allows immediate response to emergencies. Regarding the trip to Pierce Manufacturing for the preconstruction and final design meeting, a form will be sent from Pierce to the Board for signature which will allow change orders to be authorized by the Fire Company. Chief Shatto explained that some change orders will be for small design changes while others may be for major changes. There may be 50-60 minor change orders. Mr. Rosario commented that all change orders should come to him since he is the Township Manager and reports directly to the Board of Supervisors. He stated that he is ultimately responsible for the finances of the Township and that there are no other resources to fund this project. Mr. Megonnell asked if the two firemen who will receive Life Saving Awards will be recognized by the State. Chief Shatto explained that they will receive a medal from the Fire Department but nothing from the State. Mr. Megonnell suggested that they attend a Board of Supervisors meeting so the Board can extend their appreciation. Mr. Megonnell asked for an update on the parking lot light problem. Mr. Rosario stated that he is still waiting to hear from Kolva to rectify the problem.

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 July 18, 2014	\$1,275,259.48
Total Liquid Fuels Balance as of July 18, 2014	\$407,696.54
Total Capital Reserve Fund Balance as of July 18, 2014	\$1,354,417.56

B. Deposit Activity since July 7, 2014

\$51,745.45

Mr. Steinmeier reported the gross payroll of July 11, 2014 totaled \$30,268.71. *Mr. Steinmeier moved, seconded by Mr. Megonnell to approve the payroll of July 11, 2014 in the amount of \$30,268.71. Mr. Harman and Mrs. Zimmerman abstained. There was not a majority vote available, therefore Solicitor Yost suggested that the Board member with the least conflict may change their vote in order to approve payroll. Mrs. Zimmerman changed her vote to yes. Motion to approve payroll passed 3-0-1.*

Mr. Steinmeier reported the vouchers prepaid to meet due dates was \$1,072.95. *Mrs. Zimmerman moved, seconded by Mr. Harman to approve the vouchers prepaid to meet due dates in the amount of \$1,072.95. Motion passed unanimously.*

Mr. Steinmeier reported the total for the vouchers to be approved is \$78,978.58.

Mr. Megonnell asked for clarification of payment to Certified Testing Labs, Inc. for \$1,105.00. Mr. Rosario explained that it was for soil testing at Triple K as instructed by HRG. Mr. Rosario approved the testing per HRG's recommendation, however HRG later decided they could monitor the site, however the testing had already been completed.

Mr. Megonnell commented on the large amount of drainage material that was purchased. Mr. Harman stated that all supplies were used for drainage work completed by the Township.

Mr. Harman moved, seconded by Mrs. Zimmerman to approve the vouchers in the amount of \$78,978.58 Motion passed unanimously.

Mr. Steinmeier reported the total for the vouchers to be approved and paid from Fire Tax is \$14,686.31. *Mr. Harman moved, seconded by Mrs. Zimmerman to approve the vouchers to be paid by Fire Tax in the amount of \$14,686.31. Motion passed unanimously.*

PLANNING COMMISSION REPORTS AND PLANS

Discussion-Easement and Fence-362 Fort Stewart Drive-Mr. Rosario explained that the resident applied and obtained a permit to install a fence on her property. Upon review of the application he noted on the permit that there must be a minimum of 20 feet from the rear property line due to a drainage easement that cannot be disturbed. The resident would like to install a 4 foot tall fence within the drain easement but is proposing a minimum of 8 foot drive thru gates for access and pickets not to impede water flow. The resident contacted the developer, Yingst Homes, who on her behalf is requesting that the Board allow the fence to be installed on the drainage easement. There was general discussion among the Board and Solicitor regarding this request and the purpose of drainage easements. Solicitor Yost commented that if the Board makes one exception, then they must allow other residents with similar requests. There was discussion that the HOA approved this request, however they need to understand that residents need to contact the Township for all permits. Mr. Rosario plans to schedule a meeting with all HOA's in the Township to review Township and MS4 regulations. Solicitor Yost suggested that certified letters be sent to the HOA's after the meeting to confirm that they attended the meeting and understand Township requirements.

Mr. Harman moved, seconded by Mr. Steinmeier to not allow the resident at 362 Fort Stewart Drive to install a fence on the drainage easement. Motion passed unanimously.

OLD BUSINESS

Final Closeout Documents, 2013 Township Paving Project-Tabled on June 16, 2014

NEW BUSINESS

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

Motion- Authorize Advertisement of Bid for Township Building Roof Repair- Solicitor Yost asked if the prevailing wage was increased. Mr. Rosario will confirm the prevailing wage with HRG prior to placing the ad.

Mrs. Zimmerman moved, seconded by Mr. Harman to approve advertisement of Bid 2014-07, Township Building Roof Replacement, subject to the correct amount of prevailing wage. Motion passed unanimously.

Motion- Personnel Policies and Procedures Manual- There was a brief discussion regarding the Personnel Policies and Procedures Manual.

Mr. Steinmeier moved, seconded by Mrs. Zimmerman to accept the Personnel Policies and Procedures Manual. Motion passed 3-1, with Mr. Megonnell voting nay.

Motion-Authorization to Hire Part Time Park & Recreation Facility Assistants-There was discussion regarding the hiring of staff for the open position. Mr. Harman asked where the funds are coming to hire the as needed park and recreation administrative assistant. Mr. Rosario stated that the funds will come from the unused payroll funded budgeted to the Zoning department.

Mrs. Zimmerman moved, seconded by Mr. Steinmeier to hire Kimberly Wallace as a part time, as needed, Parks and Recreation Administrative Assistant for \$12.00 per hour. Motion passed 3-1 with Mr. Harman voting nay.

Mrs. Zimmerman moved, seconded by Mr. Harman to hire Drew Fillo as a part time Parks & Recreation Maintenance Employee for \$12.00 per hour. Motion passed unanimously.

Mrs. Zimmerman moved, seconded by Mr. Harman to hire Timothy Patrick as a part time Parks & Recreation Maintenance Employee for \$12.00 per hour. Motion passed unanimously.

Motion-Authorization to Hire Part Time Zoning and Planning Administrator- Mr. Steinmeier suggested that the Board authorize hiring one part time Zoning and Planning Administrator and one Zoning and Planning Administrator for an as needed basis. Mr. Rosario explained that both candidates would need to go training programs to become certified. He explained that it is a state law that in order to do plan reviews you must be licensed. There was discussion that if the Township pays for the Zoning and Planning Administrator's training they should commit to a number of years of service to the Township. Solicitor Yost suggested that a contract be drawn up between the Township and the employee. Mr. Rosario will be meeting with local engineering firms to discuss the possibility of using an outside firm for inspections and plan reviews. There was

lengthy discussion regarding third party firms. Mr. Steinmeier commented that in the past when the Township used third party firms it was very expensive and there were some problems.

Mr. Megonnell moved, seconded by Mrs. Zimmerman to hire Brian VonNeida as a part time Zoning and Planning Administrator for \$25.00 per hour. There will be a contract between the Township and Mr. VonNeida regarding training and length of service. Motion passed unanimously.

Mr. Steinmeier moved to hire Joseph Costello as a part time, as needed, Zoning and Planning Administrator for \$25.00 per hour.

There was brief discussion if Mr. Costello was interested in working as needed. Mr. Steinmeier stated that he would contact Mr. Costello and report back to the Board.

Mr. Megonnell moved, seconded by Mr. Harman to table hiring Joseph Costello as a part time, as needed, Zoning and Planning Administrator for \$25.00 per hour. Motion passed unanimously.

Motion-Authorization of Polling Places- Jerry Feaser, Director of Dauphin County Elections, addressed the Board regarding the redistricting plan for the Township. He reviewed the precinct map and where the residents will vote. There was general discussion regarding the new precincts and polling locations. Mr. Feaser explained that voters will be notified by mail with a new voter registration card and information on their precinct and polling place. There will be two open houses held for residents to attend. The first open house will be held at the Recreation Center on September 26th from 6:00p-9:00p and the second one will be held at the Township Building on October 1st from 6:00p-9:00p. There will be an article in the Township Newsletter addressing the changes.

Mrs. Zimmerman moved, seconded by Mr. Steinmeier to approve new polling locations within the Township as a result of voting redistricting. Motion passed unanimously.

Discussion-Purchase Orders – Mr. Rosario commented that due to the volume of purchasing in the Township he is suggesting the use of purchase order forms. He briefly reviewed the process for the Board and will follow up with the departments. Mr. Megonnell said that it is a good idea.

Discussion-Electricity Quote- Mr. Rosario informed the Board that he has started the project of shopping for electricity prices. The current contract will expire in December of this year, he will report back to the Board when rates have been received.

OTHER BUSINESS THAT MAY COME BEFORE THE BOARD

Mrs. Zimmerman commented that residents are hitting golf balls at Skyline Commons Park and as a result there has been some property damage. She suggested adding to the park rules sign that the hitting of golf balls in the park is prohibited. It was the consensus of the Board to revise the current park rules sign. Public Works will change the sign.

Mr. Steinmeier commented that there may be a vacancy on the Water & Sewer Authority Board for next year; a current member commented that they will not seek reappointment. Mr. Rosario commented that there is one vacancy on the Planning Commission and three vacancies on the Parks

& Recreation Board. Mr. Steinmeier asked that an article be placed in the Township Newsletter requesting volunteers for Township Boards.

Mrs. Zimmerman asked Mr. Rosario when the parks and recreation maintenance men will start. Mr. Rosario stated that he will contact Mrs. Fesig to confirm their start date. He said that they will be trained in flagging so they can help Public Works when necessary. Mr. Rosario will inform the Mr. Fillo and Mr. Patrick that they have been hired.

Solicitor Yost said that Verizon is establishing small cell sites at Central Dauphin High School. Verizon is requesting that McNees, Wallace & Nurick represent them. Since the Township was represented by McNees, Wallace & Nurick for the cell tower project at the Public Works facility they wanted approval of the Board to represent Verizon.

Mrs. Zimmerman moved, seconded by Mr. Harman to grant a waiver for McNees, Wallace & Nurick to represent Verizon in the project for the cell sites at CD High School. Motion passed unanimously.

Mrs. Zimmerman asked for an update on the cell tower at the Public Works building. Mr. Harman said Verizon is waiting for PP&L to run the electricity to the site.

Mr. Rosario informed the Board that he will attend a pre-application meeting for the 2014-2015 Gaming Grants on July 30th. There was discussion regarding what projects the Board will submit for grant applications. It was the consensus of the Board to submit grant applications for Fire Station Debt Reduction in the amount of \$500,000 and Exit 77 Debt Reduction in the amount of \$300,000.

Mr. Rosario informed the Board of the following employee meetings: July 23rd, Health Insurance and July 29th Pension meeting.

Mr. Rosario provided an update for the Board on the water issue at the Recreation Center. Espenshades pulled the pump on the second well, tested it, and installed a water tight well cap. Documentation was submitted to DEP. Mr. Steinmeier asked if Mr. Rosario has contacted Pennsylvania American Water regarding the number of residents interested in connecting to public water. Mr. Rosario said that he is going to wait until September because he is still waiting to hear from residents.

PUBLIC COMMENT

Tim Shatto, 1468 Mumma Road- Mr. Shatto suggested that the Board be very careful when shopping for electricity providers, he commented that PP&L provides a good service. He informed the Board that Swatara Township, where he is employed, does not have a Parks and Recreation Director, and the two employees who maintain the parks work for the Public Works department. The Parks and Recreation Board organize the programs. The employees maintain the parks, provide building maintenance, and work in Public Works in the non-summer months. He suggested that the Board look at other municipalities for ideas.

SUPERVISORS COMMENTS

Mrs. Zimmerman reminded everyone that August 16th is the Community Festival.

Mr. Steinmeier asked who is placing the no parking by order of police signs on the roads behind the elementary school. Mr. Harman stated that EJ Breneman is putting up the signs.

Mr. Harman stated that there is a resident near Alden Drive and Fern Drive who has a pool without a fence. Mr. Rosario will have Mr. Kolanda look into the violation.

Mr. Megonnell asked Mr. Harman to complete some road repairs on Piketown Road.

Mr. Megonnell commented that Simon Straw, a lifelong resident of the Township, recently passed away.

ADJOURNMENT: 8:50 PM