

**WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS
7171 ALLENTOWN BOULEVARD, HARRISBURG, PA 17112
MONDAY, FEBRUARY 22, 2016**

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

Adam Klein, Chairman

Steve Kurtz, Supervisor

Donald Steinmeier, Secretary-Treasurer

Gloria Zimmerman, Vice Chairman

APPROVAL OF MINUTES

Regular meeting – February 1, 2016- *Mrs. Zimmerman moved, seconded by Mr. Harman to approve the regular meeting minutes of February 1, 2016. Motion passed unanimously.*

CORRESPONDENCE

Chairman Klein briefly reviewed the following correspondence items and informed the public that all correspondence is available for review.

FROM: Pennsylvania Department of Transportation RE: Turnback Annual Maintenance, March 2016- The township will receive \$22,920.00 in liquid fuels funding.

FROM: Pennsylvania Department of Environmental Protection RE: Act 101 Recycling Program Performance Grant for 2013- The township will receive a grant in the amount of \$10,422.00 which reflects 967.8 tons of residential and commercial recycling in the township.

PUBLIC COMMENT: None

PRESENTATIONS, STAFF/BOARD REPORTS

Property Maintenance Reports

728 Piketown Road- Mrs. Zimmerman asked for clarification regarding the demolition date for this property. The February 3rd report lists March 2016 and the February 12th report lists May 2016. Mr. Rosario will follow up and report back to the board.

7490 Allentown Boulevard- Mrs. Zimmerman asked how this matter can be closed when the building has not been brought up to code. Mr. Rosario explained that it is a tenant/landlord dispute and the township does not get involved with civil issues.

55 Oak Grove- Chairman Klein asked for further clarification of the complaint. Mr. Rosario stated the complaint was filed due to unlicensed vehicles on the property. Chairman Klein asked who filed the RTK request. Mr. Rosario stated the resident filed the RTK request.

Mrs. Zimmerman asked for clarification of the employees from Light Heigel who are working for the township. Mr. Rosario stated the Ron is responsible for the building inspections and Marty is responsible for the property complaints.

Jonestown Road Bridge Project-HRG

The bridge is co-owned by Lower Paxton Township and West Hanover Township. Chris Bauer and Michelle Madzellan from HRG provided a brief overview of the proposed project. The project is in the final design phase. The tentative construction start date is in the summer of 2017 with a completion date in the summer of 2018. Mr. Bauer presented and reviewed the proposed bridge and road alignment for the project. The cost is approximately \$1,188,000.00 and will be funded by 80% federal funds, 15% state funds, and 5% local funds for all project costs. The local funds match of 5% was split evenly between Lower Paxton Township and West Hanover Township and is funded through a Dauphin County Local Share Gaming Grant. The Jonestown Road Bridge will be closed during construction. Traffic will use a long term detour on Allentown Boulevard, Blue Ribbon Avenue, and Jonestown Road. During construction, Jonestown Road will be closed to all through traffic and local traffic access will be maintained at all times. HRG is asking that both townships put detour information on their websites and in their newsletters to inform residents. Mrs. Zimmerman asked if there is a keystone on the bridge. Mr. Bauer confirmed that there are two keystones on the bridge. Mrs. Zimmerman asked that both Lower Paxton and West Hanover receive a keystone. Poster boards of the project will be on display at the township building for residents to review. Comment cards will be available at the township office for residents to complete if they have comments or suggestions regarding the project.

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 February 19, 2016	\$1,848,621.65
Liquid Fuels Balance as of February 19, 2016	\$263,004.59
Capital Reserve Fund Balance as of February 19, 2016	\$633,614.64

B. Deposit Activity since February 2, 2016

\$135,588.71

Mr. Steinmeier reported the gross payroll of February 5, 2016 totaled \$39,741.93. *Mrs. Zimmerman moved, seconded by Mr. Kurtz to approve the payroll of February 5, 2016 in the amount of \$39,741.93. Motion passed 4-0, with Mr. Harman abstaining.*

Mr. Steinmeier reported the gross payroll of February 19, 2016 totaled \$37,434.95. *Mrs. Zimmerman moved, seconded by Mr. Kurtz to approve the payroll of February 19, 2016 in the amount of \$37,434.95. Motion passed 4-0, with Mr. Harman abstaining.*

Mr. Steinmeier reported the vouchers prepaid to meet due dates were \$30,535.26. *Mrs. Zimmerman moved, seconded by Mr. Harman to approve the vouchers prepaid to meet due dates in the amount of \$30,535.26. Motion passed unanimously.*

Mr. Steinmeier reported the total for the vouchers to be approved is \$133,781.63. *Mrs. Zimmerman moved, seconded by Mr. Harman to approve the vouchers in the amount of \$133,781.63. Motion passed unanimously.*

Mr. Steinmeier commented that approximately \$72,000.00 was for road salt. Mr. Harman said that road salt is \$93.40/ton delivered.

Mr. Steinmeier reported the total for the vouchers to be approved and paid from Fire Tax is \$10,248.39. *Mrs. Zimmerman moved, seconded by Mr. Harman to approve the vouchers to be paid by Fire Tax in the amount of \$10,248.39. Motion passed unanimously.*

PLANNING COMMISSION AND ZONING REPORT

Motion- Authorization to send to TCPC #16.001, Reserve at Manada, Phase II- Mr. Steinmeier commented that the developer needs to pay \$192,500.00 in FILO fees prior to recording the final land development plan for Phase II. Mr. Rosario said that the developer is aware that FILO fees must be paid prior to recoding the plan.

Chairman Klein moved, seconded by Mrs. Zimmerman to authorize sending the final land development plan for the Reserve at Manada, Phase II to TCPC. Motion passed unanimously.

OLD BUSINESS

Motion- Scope of Work, Pedestrian Path Master Plan, Tabled 3/16/2015

Motion- Authorization to Advertise Ordinance 2015-02, ECHO Housing, Tabled 4/20/2015- Mr. Rosario presented a draft of Section 195-100 ECHO Housing for the board to review. Mr. Steinmeier commented that additional EDU's may be needed on properties depending on the size of the temporary home. Mr. Rosario stated that is addressed in Item D. The board will review and finalize the Ordinance at a future meeting.

Discussion- Townes at Hershey Road, Pond Issues-Mr. Rosario stated that he has not received all certified mail receipt cards. Once all cards are received, Classic Communities has five days to set up a meeting or he will issue a notice of violation.

HR Resolutions-Comprehensive Review of Township HR Policies & Procedures- Mr. Kurtz said that at the PSATs workshop he attended they reviewed HR policies, procedures, and labor laws in detail. He thinks that the board should move forward in obtaining two more quotes from other human resource companies. Mr. Rosario will obtain additional quotes and they will be reviewed/discussed by the board at a future workshop or meeting.

NEW BUSINESS

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

Resolution 2016-32, Appointment of Alternate Representative to CapCOG

Chairman Klein moved, seconded by Mrs. Zimmerman to adopt Resolution 2016-32, Appointment of Alternate Representative to CapCOG. Motion passed unanimously.

Discussion- HRG, Jonestown Road Bridge Project- Presented under “Presentations, Staff/Board Reports”.

Discussion-Community Rating System- Mr. Rosario explained that The National Flood Insurance Program's (NFIP) Community Rating System (CRS) is a voluntary incentive program that recognizes and encourages community floodplain management activities that exceed the minimum

NFIP requirements. Participation in the program would require staff to attend a federal training program. Currently there are two properties in the township that would meet the requirements of this program. It was the consensus of the board to wait until it is a mandated program for the township to participate.

OTHER BUSINESS THAT MAY COME BEFORE THE BOARD

Mr. Rosario informed the board that Mr. Von Neida would like to attend the PMPEI course on zoning administration. The course consists of three sessions and costs \$35.00.

Chairman Klein moved, seconded by Mrs. Zimmerman to approve attendance for Brian Von Neida to the PMPEI course on March 8th, 15th, and 22nd. Motion passed unanimously.

Solicitor Yost informed the board that a resolution to accept a portion of Devonshire Heights Road will be on a future agenda. He explained the resolution states that the township will accept additional road right-of-way for the Devonshire Heights/Route 39 project.

Mr. Steinmeier stated that we are paying taxes on the township property located by the sewer authority. He said he thinks the township should be exempt from the taxes. Solicitor Yost said that because the land is not being used for a public purpose taxes need to be paid. Mr. Steinmeier asked Solicitor Yost to contact Dauphin County and ask them to review the property to see if it can be classified as tax exempt.

Mr. Kurtz asked Mr. Rosario to contact Waste Management to see if they will schedule a date to pick up Christmas trees. Due to the winter storm in January some trees were not picked up.

Mr. Steinmeier stated he received a request from a resident requesting a speed bump be installed on Avondale Terrace. Mr. Rosario commented that this request was presented to the board last year. He explained that if there are speed bumps on the road it is difficult for the snow plow to clear the snow. Speed bumps also affect the flow of stormwater. Mr. Rosario stated that he has received other requests from residents, but due to the cost it is not feasible to install and maintain speed bumps throughout the township.

Mr. Rosario informed the board that he is waiting for a quote to install a keyless lock system for the front door. He explained that visitors would need to be buzzed in by receptionist in order to gain entry to the office. Chairman Klein commented that there are no township offices in the area that require visitors to be screened by a receptionist. There was discussion regarding individuals that have come into the office that have made staff feel vulnerable. Mr. Rosario wanted to go on record to say that if anyone comes in the building and harms him, he will go after the township for restitution. Mr. Harman asked why the recreation center has a door lock system, but the township office does not. Mr. Steinmeier commented that he is not in favor of the system at the recreation center, he said it is always malfunctioning. Mr. Steinmeier commented that anytime there is a problem, the state police should be called and a report be generated. Mr. Rosario will obtain additional quotes and this issue will be discussed at a future meeting.

Mr. Steinmeier commented that Governor Wolfe has defunded the public employee's retirement commission. Their job was to recommend funding to the auditor general's office. He said there may not be any funding to local government for pension contributions. Mr. Steinmeier stated if there is

no state funding, the pension program will cost the township a lot of money. Mr. Harman stated that the township only contributes 3% annually to the employee pension program, so state funding has no impact on what the township contributes.

Mrs. Zimmerman commented that she and Mr. Steinmeier attended the elected officials meeting on February 16th. She said it was very informative, but poorly attended.

Mr. Rosario stated that he is waiting for information from Murray Insurance regarding adding insurance to cover township volunteers.

Mr. Rosario informed the board that he placed an employment ad for the codes administrator position on the PA Building Code website and the CapCOG website. There is no cost to place employment ads on both sites.

PUBLIC COMMENT: None

SUPERVISORS COMMENTS

Mr. Harman thanked the township staff for doing a great job.

Chairman Klein thanked the road crew for doing a great job on the most recent storm.

ADJOURNMENT: 8:05 PM