

**WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS
7171 ALLENTOWN BOULEVARD, HARRISBURG, PA 17112
MONDAY, MARCH 7, 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 22, 2016- *Mr. Steinmeier moved, seconded by Mr. Harman to approve the regular meeting minutes of February 22, 2016. Motion passed unanimously.*

Workshop meeting – February 22, 2016- Ms. Riley pointed out a correction regarding Mrs. Fesig obtaining quotes for equipment for the evacuation center. Mr. Rosario asked Mrs. Fesig to obtain quotes not Mr. McCahan.

Mr. Harman moved, seconded by Mrs. Zimmerman to approve the workshop meeting minutes of February 22, 2016 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 item was brought up for comment/discussion:

FROM: Pennsylvania Liquor Control Board **RE:** License Fee Distribution- Mrs. Zimmerman commented that Double K is not listed on the license fee distribution list. Chairman Klein stated that license fees are received bi-annually by the township and that their license fee will be distributed later in the year.

PUBLIC COMMENT: None

PRESENTATIONS, STAFF/BOARD REPORTS

HRG-Hoffman-Smith Culvert Project- Erin Letavic provided a summary of the project. As a result of Tropical Storm Lee the Hoffman culvert and Smith culvert will be replaced and fully funded by the CDBG-DR project. The project has received approval from PADEP and DCCD. Ms. Letavic reviewed the timeline of the project which begins with the advertisement for bids on March 8, 2016. The approximate date of completion is November 14, 2016. There will be a short term road closure due to the project. Ms. Letavic reviewed the work involved regarding the replacement of the culverts.

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 March 4, 2016	\$1,870,267.88
Liquid Fuels Balance as of March 4, 2016	\$635,207.31
Capital Reserve Fund Balance as of March 4, 2016	\$633,815.46

B. Deposit Activity since February 23, 2016 \$110,355.84

Mr. Steinmeier reported the gross payroll of March 4, 2016 totaled \$27,840.67. *Mrs. Zimmerman moved, seconded by Mr. Kurtz to approve the payroll of March 4, 2016 in the amount of \$27,840.67. Motion passed 4-0, with Mr. Harman abstaining.*

Mr. Steinmeier reported the vouchers prepaid to meet due dates were \$102.00. *Mrs. Zimmerman moved, seconded by Mr. Kurtz to approve the vouchers prepaid to meet due dates in the amount of \$102.00. Motion passed unanimously.*

Mr. Steinmeier reported the total for the vouchers to be approved is \$188,245.72. *Mrs. Zimmerman moved, seconded by Mr. Kurtz to approve the vouchers in the amount of \$188,245.72. Motion passed unanimously.*

Mr. Steinmeier reported the total for the vouchers to be approved and paid from Fire Tax is \$2,343.02. *Mrs. Zimmerman moved, seconded by Mr. Harman to approve the vouchers to be paid by Fire Tax in the amount of \$2,343.02. Motion passed unanimously.*

Mr. Kurtz asked the number of codes books that were updated. Mr. Rosario stated that thirty five copies were ordered. Mr. Steinmeier commented that approximately \$120,000.00 was spent to purchase road salt. Mr. Harman stated that the salt shed is fully stocked.

PUBLIC HEARING/MEETINGS

Crossroads 2025-Comprehensive Plan Update- Refer to transcript.

PLANNING COMMISSION AND ZONING REPORT: None

OLD BUSINESS

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

Discussion- Townes at Hershey Road, Pond Issues-Mr. Rosario stated that he will be sending a notice of violation to the district justice.

Insurance Quote for Township Volunteers- Mr. Rosario reviewed the quote that was received from AIG to cover township volunteers. The list of requirements for each volunteer includes: (1) A volunteer application must be on file with the township. (2) Volunteers operating township vehicles must authorize the township to complete a PennDOT driver record check and (3) Volunteers must provide the township with a Pennsylvania State Police and a Pennsylvania State Child Abuse clearance forms. Mr. Kurtz asked for clarification regarding the limits for accident medical

expenses which is listed at \$50,000.00. He asked if three volunteers are involved in an accident is it \$50,000.00 per volunteer or per accident. Mr. Rosario said that he will contact the insurance company for clarification. The use of chainsaws, mowers, and heavy equipment was brought up and discussed. There was lengthy discussion regarding the coverage and exclusions of the proposed policy. Mr. Kurtz suggested that the board needs to adopt a policy for the township of what duties can be completed by volunteers. He said the policy is for minimal coverage and that the township needs to be aware of any other potential liabilities. Mr. Harman stated that under no circumstances that volunteers should use any heavy equipment. Mrs. Zimmerman asked if Mrs. Fesig has reviewed the proposed policy. Mrs. Fesig said she has not seen the policy. Chairman Klein asked Mrs. Fesig to compile a list of general duties performed by parks and recreation volunteers. Mr. Steinmeier suggested that the board adopt the policy this evening and if necessary it can be amended at a later date.

Chairman Klein moved, seconded by Mr. Steinmeier to adopt the Insurance Policy for Township Volunteers at an annual cost of \$1,102.00. Motion passed unanimously.

Chairman Klein asked that Mrs. Fesig and Mr. Harman compile a list of duties that would be performed by volunteers in their departments.

HR Resolutions-Comprehensive Review of Township HR Policies & Procedures- Mr. Rosario said that he is still waiting for a proposal from Eckert Seaman.

Mrs. Zimmerman brought up the ongoing problem with the parking lot lights at the fire station. She commented that the lights are continually on throughout the day. The computer program was to be changed, however the problem has not been resolved. She suggested that the computer program be turned off and a dusk to dawn timer be installed. Mr. Rosario said he thought that the issue had been resolved. He stated that he will follow up with the fire company.

Motion- Authorization to Advertise Ordinance 2015-02, ECHO Housing, Tabled 4/20/2015

NEW BUSINESS

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

Resolution 2016-32, Accept a portion of Devonshire Heights Road

Mrs. Zimmerman moved, seconded by Mr. Steinmeier to adopt Resolution 2016-32, Accepting a portion of Devonshire Heights Road. Motion passed unanimously.

Motion – Authorization to Advertise Bid 2016-01, Mowing and Landscaping- The public works department will mow the following locations: (1) Township building, (2) fire station, (3) the vacant lot between the fire station and the Zink property, and (4) the cemetery on Jonestown Road. They will also maintain the flower beds at the township building. Mrs. Fesig asked for clarification that the public works department will handle the weed & feed treatment at the fire station. Mr. Harman confirmed that the public works department will complete the weed & feed treatment. The contract will consist of mowing of the township parks.

Mrs. Zimmerman moved, seconded by Mr. Kurtz to authorize advertising Bid 2016-01, Mowing and Landscaping contract. Motion passed unanimously.

Discussion -Township Building Front Door Access Control- Chairman Klein suggested that this topic be tabled so that the board can research other options. Mr. Steinmeier stated that he is opposed to installing any type of security system to the front entrance of the building. Chairman Klein commented that the board should address the security concerns of the building, but not by adding a front door security system. Mrs. Zimmerman commented that the township building is a public building paid for by taxpayers and that front door should not be locked. She suggested that a security camera could be installed. Mr. Steinmeier stated that he thinks it is a waste of tax payer's money to install a front door security system. ***Mr. Steinmeier moved, seconded by Mrs. Zimmerman to not install a front door access system.*** Chairman Klein asked Mr. Rosario to look into additional security measures. Mr. Harman brought up that the recreation center has a door security system and he thinks that something should be done for the township building. He said that his tax dollars paid for the recreation center. Mrs. Zimmerman commented that the board approved the installation of the security system when the recreation center was renovated.

Discussion - Township Garage Roof Replacement- Mr. Rosario reviewed the original quote from Houck Services, Inc. for \$8,870.00 and the revised quote for \$8,425.00 to replace the garage roof. He priced a new 36' x 24' building from Home Depot which could cost approximately \$19,000.00 to include material, labor, footer, and foundation. Mrs. Zimmerman asked how the project will be funded. Mr. Rosario stated that there were funds budgeted in building maintenance and funds that were not spent for the basement HVAC project. Solicitor Yost stated that three quotes must be obtained for the project. Mr. Rosario will obtain the additional quotes for the roof replacement and a new building and will present them to the board at a future meeting.

OTHER BUSINESS THAT MAY COME BEFORE THE BOARD

195-100 ECHO Housing Cottages Draft- Mrs. Zimmerman asked for clarification that there is a maximum of (4) four occupants related by blood, marriage, or adoption to the occupants of the principle dwelling. Mr. Rosario confirmed that (4) four occupants can reside in one ECHO cottage. Mr. Steinmeier commented that residents with a lot of acreage may want to put two ECHO cottages on their property. Mr. Rosario stated that the Ordinance only allows for one ECHO cottage on the principle dwelling. Mr. Steinmeier said that allowing only one cottage may be an issue. There was discussion regarding some of the requirements of the proposed Ordinance. The board will review the draft and will discuss at the next meeting.

Mr. Rosario presented the request from Life Point Church requesting the closure of the entrance of Hillcrest Avenue for through traffic between South Fairville Avenue and Candlewood Drive on March 19th from 12pm to 4pm.

Chairman Klein moved, seconded by Mrs. Zimmerman to authorize the temporary closure of Hillcrest Avenue on March 19th from 12pm to 4pm. Motion passed unanimously.

Mr. Rosario informed the board that the second phase of the Reserve at Manada Hill will need to get a new permit from PennDOT due to the change of the church's driveway. This information will come before the board at a future meeting.

Mrs. Zimmerman stated that the township historical society will receive a keystone from the bridge on Jonestown Road. She asked if the board wants a logo put on the new bridge. It was the consensus of the board to not have any logos on the new bridge.

PUBLIC COMMENT

Tom Butler, 234 Brookridge Court- Mr. Butler asked for clarification that a notice of violation for Classic Communities will be sent to the district justice. Mr. Rosario confirmed that a notice of violation will be sent to the district justice. Mr. Butler said that he received an email that Classic Communities was purchased by another company. Mr. Butler asked when the township will accept Tiverton Lane as a township road. Chairman Klein stated the process takes between twelve and eighteen months. Mr. Butler thanked the board for all their help with resolving the issues in the Townes at Hershey Road.

SUPERVISORS COMMENTS

Mrs. Zimmerman thanked Elijah Yearick for all his work with the Comprehensive Plan, she said he did an excellent job. She commented the meetings were not always well attended by township residents.

Mrs. Zimmerman said that Mr. Megonnell wants the board to know that he is attending the police academy sponsored by Lower Paxton Township for the next few weeks so he won't be able to attend board meetings.

Mr. Steinmeier brought up that the board needs to consider having the parks and recreation be responsible for their banking. He said as the parks and recreation department grows that the board should discuss this idea with the township accountant. Chairman Klein commented that Mr. Steinmeier's suggestion is not a good idea. Mr. Kurtz stated that he would never vote for the parks and recreation department to be responsible for their banking. Mr. Kurtz said they do not generate that much money from that department.

Mrs. Zimmerman said it would be nice to know how much it costs to run the recreation center. She commented that utility bills are sent directly to the township building and that the parks and recreation board would like to have copies.

ADJOURNMENT: 8:15 PM