

**WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS
7171 ALLENTOWN BOULEVARD, HARRISBURG, PA 17112
MONDAY, JANUARY 4, 2016**

Mr. Klein opened the meeting.

REORGANIZATION OF THE BOARD OF SUPERVISORS

Mrs. Zimmerman nominated Mr. Klein for Chairman. There were no further nominations. Motion passed unanimously.

Mr. Harman nominated Mrs. Zimmerman for Vice Chairman. There were no further nominations. Motion passed unanimously.

Mrs. Zimmerman nominated Mr. Steinmeier for Secretary/Treasurer. There were no further nominations. Motion passed unanimously.

CALL TO ORDER

Chairman Klein called the meeting to order with the Pledge of Allegiance followed by a moment of silence for Carol Hess, a senior van volunteer who passed away, and the invocation.

ROLL CALL

Harold Harman, Supervisor	Adam Klein, Chairman
Steve Kurtz, Supervisor	Don Steinmeier, Secretary-Treasurer
Gloria Zimmerman, Vice Chairman	

APPROVAL OF MINUTES

Regular meeting – December 21, 2015 *Mrs. Zimmerman moved, seconded by Mr. Steinmeier to approve the regular meeting minutes of December 21, 2015. Motion passed 4-0, with Mr. Harman abstaining.*

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: Steven A. Moore, Pennsylvania Department of Transportation **TO:** Donald Steinmeier, Secretary **RE:** Safety Improvement Project Scheduled at I-81 Exit Ramps- Mr. Steinmeier explained that construction to the I-81 Exit Ramps in the township is anticipated during the 2016 construction season.

PUBLIC COMMENT: None

PUBLIC HEARING/MEETINGS: None

PRESENTATIONS, STAFF/BOARD REPORTS: None

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 December 29, 2015	\$1,954,233.45
Total Liquid Fuels Balance as of December 29, 2015	\$430,616.23
Total Capital Reserve Fund Balance as of December 29, 2015	\$633,246.16
B. Deposit Activity since December 22, 2015	\$16,793.46

Mr. Steinmeier reported the gross payroll of December 24, 2015 totaled \$28,088.09. *Mrs. Zimmerman moved, seconded by Mr. Kurtz to approve the payroll of December 24, 2015 in the amount of \$28,088.09. Motion passed 4-0 with Mr. Harman abstaining.*

Mr. Steinmeier reported the vouchers prepaid to meet due dates was \$0.00.

Mr. Steinmeier reported the total for the vouchers to be approved is \$81,063.03. *Mrs. Zimmerman moved, seconded by Mr. Harman to approve the vouchers in the amount of \$81,063.03. Motion passed unanimously.*

Mr. Steinmeier reported the total for the vouchers to be approved and paid from Fire Tax is \$0.00.

PLANNING COMMISSION REPORTS AND PLANS: None

OLD BUSINESS

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

Motion- Authorization to Advertise Ordinance 2015-01, ECHO Housing, Tabled 4/20/2015

Discussion-Townes at Hershey Road, Paving of Tiverton Lane and Pond Issues- Mr. Rosario commented that the Notice of Violation has been sent. Chairman Klein asked that he stay on top of the outstanding issues.

NEW BUSINESS

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

Resolution 2016-01, Appointment of Secretary/Treasurer and Assistant- Mr. Steinmeier was appointed as Secretary /Treasurer at the beginning of the meeting. *Chairman Klein moved, seconded by Mr. Harman to adopt Resolution 2016-01, appointing Mr. Steinmeier as Secretary/Treasurer and Lisa Riley as Assistant Secretary/Treasurer. Motion passed unanimously.*

Resolution 2016-02, Appointment of Solicitor- *Chairman Klein moved, seconded by Mrs. Zimmerman to adopt Resolution 2016-02, appointing the firm of Yost and Davidson as Township Solicitor. Motion passed unanimously.*

Resolution 2016-03, Appointment of Township Engineer- *Chairman Klein moved, seconded by Mr. Steinmeier to adopt Resolution 2016-03, appointing the firm of Herbert, Rowland, and Grubic, Inc. as the Township Engineer. Motion passed unanimously.*

Resolution 2016-04, Appointment of Township Roadmaster – *Mrs. Zimmerman moved, seconded by Mr. Steinmeier to adopt Resolution 2016-04, appointing Harold Harman as Township Roadmaster. Motion passed 4-0 with Mr. Harman abstaining.*

Resolution 2016-05, Appointment of Auditing Firm- *Mr. Steinmeier moved, seconded by Mrs. Zimmerman to adopt Resolution 2016-05, appointing the firm of Hamilton & Musser PC as Township Auditors. Motion passed unanimously.*

Resolution 2016-06, Appointment of SEO and Alternate *Mrs. Zimmerman moved, seconded by Mr. Harman to adopt Resolution 2016-06, appointing Brian S. McFeaters as Township SEO and Nelson L. Zeigler as the Alternate. Motion passed unanimously.*

Resolution 2016-07, Appointment of Accounting Firm- *Mr. Steinmeier moved, seconded by Mr. Harman to adopt Resolution 2016-07, appointing the firm of Diana M. Reed & Associates PC as the Township Accountant. Motion passed unanimously.*

Resolution 2016-08, Manager and Treasurer Bond Limit- *Mr. Harman moved, seconded Mr. Steinmeier to adopt Resolution 2016-08, setting the bond limits for the Manager, Secretary/Treasurer, Assistant Secretary/Treasurer. Motion passed unanimously.*

Resolution 2016-09, Appointment to Vacancy Board- *Mr. Harman moved, seconded by Mr. Kurtz to adopt Resolution 2016-09, appointing Brian Jacobeen to the Vacancy Board. Motion passed unanimously.*

Resolution 2016-10, Appointment of EAC Members- Chairman Klein reviewed the nominations for the board. Chairman Klein nominated Mr. Megonnell. Patti Estheimer, Chairperson of the EAC suggested that the board keep the current volunteer in seat #6 and appoint a new volunteer to seat #7. *Mrs. Zimmerman moved to nominate Mr. Megonnell for seat #6 and Mr. Acri for seat #7. Mr. Harman seconded the nomination. Motion passed unanimously.*

Mrs. Estheimer asked the board to clarify the motion. Chairman Klein clarified the motion. Mrs. Estheimer stated that Mr. Nicoldi held seat #7. Mr. Megonnell commented that he if there are only two seats available and both volunteers wanted to continue to serve on the EAC he would decline his nomination for seat #6. Chairman Klein suggested that the board make a motion to revisit Resolution 2016-10 and rescind the prior motion.

Mr. Harman moved, seconded by Mr. Kurtz to rescind all nominations.

Chairman Klein moved, seconded by Mr. Harman to adopt Resolution 2016-10, appointing John Acri to Seat #6 and Robert Nicolodi to Seat #7 for a three year term on the EAC. Motion passed unanimously.

Resolution 2016-11, Appointment of Parks & Recreation Board Member- *Chairman Klein moved, seconded by Mr. Harman to adopt Resolution 2016-11, appointing Wade Cope to Seat #7 for a five year term on the Parks & Recreation Board. Motion passed unanimously.*

There were no other volunteer applications for the Parks & Recreation. Chairman Klein suggested that the Parks and Recreation Board provide recommendations to the Board of Supervisors for nominations for Seat #4 for a three year term on the Parks & Recreation Board.

Resolution 2016-12, Appointment of Planning Commission Members -*Mr. Steinmeier moved, seconded by Mrs. Zimmerman to adopt Resolution 2016-12, appointing Jim Zeiters to Seat #4 and Richard Mula to Seat #5 for a four year term on the Planning Commission. Motion passed unanimously.*

Resolution 2016-13, Appointment of PSAB Citizen At Large- *Chairman Klein moved, seconded by Mr. Harman to adopt Resolution 2016-13, appointing Robert Garland as Citizen at Large on the Public Safety Advisory Board for the calendar year 2016. Motion passed unanimously.*

Resolution 2016-14, Appointment of Water and Sewer Authority Member-*Chairman Klein reviewed volunteer applications. Mr. Steinmeier commented that the Water and Sewer Authority didn't have an opportunity to interview all the volunteers that submitted applications. Chairman Klein suggested that the board table the appointment until the Water and Sewer Authority can interview all applicants. Mr. Steinmeier said that in his personal opinion Mr. Tyndale has done a good job as a member of the Water and Sewer Authority. Mr. Steinmeier nominated Mr. Tyndale for Seat #5. Mr. Kurtz suggested that the Water and Sewer Authority interview the remaining applicants and make a recommendation to the Board of Supervisors. The Water and Sewer Authority will meet on January 20th and will conduct interviews and the Board of Supervisors will make an appointment at the February 1st meeting. Chairman Klein moved, seconded by Mr. Kurtz to table Resolution 2016-14, Appointment of Water and Sewer Authority member. Motion passed unanimously.*

Resolution 2016-15, Appointment of Zoning Hearing Board Member- *Mr. Steinmeier moved, seconded by Mr. Harman to adopt Resolution 2016-15, reappointing Mary Ann Yahn to Seat #4 and Beth Carricato to Seat #5 for a five year term on the Zoning Hearing Board. Motion passed unanimously.*

Resolution 2016-16, Appointment of SCEMS Representative- *Mrs. Zimmerman moved, seconded by Mr. Harman to adopt Resolution 2016-16, appointing Todd Hoffman to a one year term on the South Central EMS Board. Motion passed unanimously.*

Resolution 2016-17, Appointment to Dauphin County Tax Collection Committee- *Mr. Kurtz moved, seconded by Mr. Harman to adopt Resolution 2016-17, appointing Mr. Steinmeier as the delegate on the Dauphin County Tax Collection Committee for the 2016 calendar year. Motion passed unanimously.*

Mrs. Zimmerman moved, seconded by Mr. Harman to adopt Resolution 2016-17, appointing Mr. Kurtz as the alternate delegate on the Dauphin County Tax Collection Committee for the 2016 calendar year. Motion passed unanimously.

Resolution 2016-18, Appointment to CapCOG- *Mr. Harman moved, seconded by Mr. Kurtz to adopt Resolution 2016-18, appointing Tom Stewart to serve as the representative to the Capital Area Council of Governments for 2016. Motion passed unanimously.*

Resolution 2016-19, Appointment to W.E.S. Business Association- *Chairman Klein moved, seconded by Mr. Harman to adopt Resolution 2016-19, appointing Mrs. Zimmerman as representative and Mr. Steinmeier as the alternate representative to the W.E.S. Business Association for the 2016 calendar year. Motion passed unanimously.*

Resolution 2016-20, Compensation for Zoning Hearing Board and Water & Sewer Authority Board *Chairman Klein moved, seconded by Mr. Harman to adopt Resolution 2016-20 establishing the Zoning Hearing Board and the Water & Sewer Authority shall receive \$25.00 per hearing/meeting. Motion passed unanimously.*

Mrs. Zimmerman asked if the Water & Sewer Authority receive \$25.00 per meeting. Mr. Steinmeier yes per this Resolution, however officially they get paid an additional \$75.00 per meeting for the positions that they hold on the board. Mr. Steinmeier said they receive a total of \$100.00 per meeting. She said perhaps the board should revisit that additional compensation.

Resolution 2016-21, Appointment of Depository for Township Funds- *Mrs. Zimmerman moved, seconded by Mr. Harman to adopt Resolution 2016-21, designating Fulton Bank as the official depository for Township funds and Mid Penn bank as the official depository of investment funds. Motion passed unanimously.* It was clarified that Mrs. Marks makes the daily deposits at Fulton Bank.

Resolution 2016-22, Authorization of Official Signatures- *Mr. Steinmeier moved, seconded by Mr. Harman, to adopt Resolution 2016-22, authorizing any two of the following individuals to sign checks and conduct business: Chairman, Vice Chairman, Secretary/Treasurer, and Assistant Secretary/Treasurer. Motion passed unanimously.*

Resolution 2016-23, Authorization to pay in Advance- *Mrs. Zimmerman moved, seconded by Mr. Harman to adopt Resolution 2016-23, authorizing invoices to be paid in advance of regular board meetings in order to meet due dates and/or avoid penalties. Motion passed unanimously.*

Resolution 2016-24, Establishment of Township Holidays *-Mr. Steinmeier moved, seconded by Mr. Kurtz to adopt Resolution 2016-24, setting the Township holidays for 2016. Motion passed 4-0, with Mr. Harman abstaining.*

Resolution 2016-25, Meeting dates for 2016- *Mrs. Zimmerman moved, seconded by Mr. Harman to adopt Resolution 2016-25, the meeting dates for 2016. Motion passed unanimously.*

Resolution 2016-26, 2016 PSATS Delegates- *Chairman Klein moved, seconded by Mr. Harman to adopt Resolution 2016-26, 2016 PSATS Delegates. Mr. Steinmeier will be the voting delegate and Mrs. Zimmerman will be the alternate voting delegate at the 2016 PSATS convention. Motion passed unanimously.*

Resolution 2016-27, Appointment of Fire Company Liaison- *Mr. Steinmeier moved, seconded by Mr. Kurtz to adopt Resolution 2016-27 appointing Mrs. Zimmerman as the liaison and Mr. Harman as the alternate liaison for the Board of Supervisors to the Fire Company. Motion passed unanimously.*

Resolution 2016-28, Mileage Reimbursement-*Mrs. Zimmerman moved, seconded by Mr. Kurtz, to adopt Resolution 2016-28, establishing the mileage reimbursement rate as set by the IRS. Motion passed unanimously.*

Resolution 2016-29, Appointment of Elected Auditor- *Chairman Klein moved, seconded by Mr. Steinmeier to adopt Resolution 2016-29, appointing Jay Megonnell to Seat #3, for a two year term as an Elected Auditor. Motion passed unanimously.*

OTHER BUSINESS THAT MAY COME BEFORE THE BOARD: None

PUBLIC COMMENT

Tom Stewart, 7795 Manada Creek Drive- Mr. Stewart commented that CapCOG suggests that there be an alternate representative in case the first representative can't attend the monthly meeting. The board said that they will see if any other volunteers are interested in being the alternate representative for CapCOG.

SUPERVISORS COMMENTS

Mrs. Zimmerman thanked Lisa Riley for getting the packets ready for the meeting.

Mr. Steinmeier welcomed Mr. Kurtz to the board, and commented that the best is yet to come.

Chairman Klein congratulated Mr. Kurtz and Mr. Steinmeier to their election to the board.

ADJOURNMENT: 7:30 PM