

**WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS
7171 ALLENTOWN BOULEVARD, HARRISBURG, PA 17112
MONDAY, FEBRUARY 1, 2016**

CALL TO ORDER

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

Chairman Klein stated that an Executive Session was held this evening at 6:00pm to discuss legal and personnel issues.

ROLL CALL

Harold Harman, Supervisor

Adam Klein, Chairman

Steve Kurtz, Supervisor

Donald Steinmeier, Secretary-Treasurer

Gloria Zimmerman, Vice Chairman

Chairman Klein issued the oath of office to the following Fire Police Members: Carl R. Headerer, John Kissinger, and Bill McCahan.

APPROVAL OF MINUTES

Regular meeting – January 19, 2016- *Mrs. Zimmerman moved, seconded by Mr. Steinmeier to approve the regular meeting minutes of January 19, 2016. 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.

PUBLIC COMMENT: None

PRESENTATIONS, STAFF/BOARD REPORTS

Parks & Recreation- Mrs. Fesig, Parks & Recreation presented the following information to the board:

- 2015 budgeted and actual expenses
- 2015 budgeted and actual revenue
- 2015 programs and activities

Mr. Steinmeier provided a facility rate schedule from East Hanover Township to Mrs. Fesig for her review.

Mrs. Fesig brought up that volunteers are not allowed to operate township equipment or vehicles. Mr. Rosario confirmed that the township insurance policy doesn't cover volunteers. Mr. Steinmeier asked for clarification regarding insurance coverage for the fire company. Mr. Rosario stated that the fire company is covered by SWIF for worker's compensation insurance. Mrs. Fesig said that years ago the township had insurance that covered volunteers. Mr. Harman commented that years ago the public works department operated all the heavy equipment on volunteer projects. He stated

that the volunteer organizations brought in their own chain saws and weed trimmers. Mr. Harman asked about the health issues of volunteers and that the township could be liable if volunteers are injured while helping on a project. Chairman Klein suggested that Mr. Rosario contact local municipalities to find out how they provide insurance coverage for volunteers. Jeff Holt, Parks & Recreation Chairman suggested that for community events coverage can be added for the date of the event.

Senior Van- Mrs. Zeiters thanked the board for their continued support of the van program. She reviewed the following information:

- The senior van completed 3054 trips in 2015.
- Total donations for 2015 totaled \$10,568.37, with \$4,036.00 being donated from the Dine to Donate program sponsored by Perkin's restaurant.

There was discussion if there is a need for a third van. Mrs. Zeiters said that at this time there isn't a need for a third van. She stated that she has set up a business account with Enterprise Rental in case there is a need to rent a van.

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 29, 2016	\$1,845,066.00
Liquid Fuels Balance as of January 29, 2016	\$262,893.51
Capital Reserve Fund Balance as of January 29, 2016	\$633,400.04

B. Deposit Activity since January 19, 2016 \$20,146.63

Mr. Steinmeier reported the gross payroll of January 19, 2016 totaled \$29,186.59. *Mrs. Zimmerman moved, seconded by Mr. Kurtz to approve the payroll of January 19, 2016 in the amount of \$29,186.59. Motion passed 4-0, with Mr. Harman abstaining.*

Mr. Steinmeier reported the vouchers prepaid to meet due dates were \$12,988.97. *Mrs. Zimmerman moved, seconded by Mr. Kurtz to approve the vouchers prepaid to meet due dates in the amount of \$12,988.97. Motion passed unanimously.*

Mr. Steinmeier reported the total for the vouchers to be approved is \$48,836.76. *Mrs. Zimmerman moved, seconded by Mr. Harman to approve the vouchers in the amount of \$48,836.76. Motion passed unanimously.*

Mr. Steinmeier reported the total for the vouchers to be approved and paid from Fire Tax is \$1,132.93. *Mrs. Zimmerman moved, seconded by Mr. Harman to approve the vouchers to be paid by Fire Tax in the amount of \$1,132.93. Motion passed unanimously.*

PLANNING COMMISSION AND ZONING REPORT: None

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

Discussion- Townes at Hershey Road, Pond Issues- Mr. Rosario stated that he has no updates on the outstanding issues due to the weather conditions.

NEW BUSINESS

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

Motion- Park Use Agreement, Baseball/Softball Association- Mr. Steinmeier stated that he is opposed to the \$2,500.00 reservation fee; he said the fee should be \$1,000.00 not \$2,500.00. Mr. Steinmeier commented that no other townships in the area charge this fee to their baseball associations. Chairman Klein commented that the reservation fee allows for exclusive use of the township ball fields and helps to offset expenses to maintain the ball fields.

Chairman Klein moved, seconded by Mr. Kurtz to approve the 2016 Park Use Agreement between the Township and the Baseball/Softball Association. Motion passed 4-0, with Mr. Steinmeier voting nay.

Motion- Park Use Agreement, Central Dauphin School District- Chairman Klein stated that the Park Use Agreement is the same as the 2015 agreement. Mr. Steinmeier commented that the school district is only charged a \$300.00 reservation fee and the baseball/softball association is charged a \$2,500.00 fee.

Mrs. Zimmerman moved, seconded by Mr. Harman to approve the Park Use Agreement between the Township and Central Dauphin School District. Motion passed unanimously.

Motion-2016 Park/Facility Application- Mrs. Fesig stated that the fees are the same as 2015.

Mrs. Zimmerman moved, seconded by Mr. Harman to approve the 2016 Park/Facility Application. Motion passed unanimously.

Motion-2016 Recreation Center Rental Application- Mr. Steinmeier commented that he would like the Parks & Recreation Board to consider lowering the residential fee rental rates for 2017. He also suggested that the security deposit should be changed from \$250.00 to \$100.00. Mrs. Fesig said the security deposit is set at \$250.00 in case there is property/equipment damage. Mrs. Fesig said that her staff contacted twenty local facilities to obtain rental rates. She commented that there were very few facilities that were cheaper than West Hanover. Mr. Steinmeier suggested that a service fee be charged instead of a security deposit. He said the service fee would cover the clean-up charge.

Mrs. Zimmerman moved, seconded by Mr. Harman to approve the 2016 Recreation Center Rental Application. Motion passed unanimously.

Motion-Recreation Center Storage Addition- Andrew Williams from Williams Holding Group addressed the board regarding the proposed storage room addition. The proposed plan includes the addition to be a wood frame structure with a rubber roof and concrete floors. The exterior would be brick to match the existing building. He explained that the existing vents dictate the type of roof. Mr. Williams said that he can proceed with a scope of work if the board is in agreement. He said

that the project will need to be put out to bid. Mr. Rosario commented that the township has applied for a gaming grant in the amount of \$50,000.00 for this project. If awarded the County would contribute \$30,000.00 and the township would contribute \$20,000.00. Mr. Kurtz asked for an estimated cost of the project. Mr. Williams stated it would be approximately \$110,000.00. It was the consensus of the board to move forward with the project and have Mr. Williams complete a scope of work.

Resolution 2016-31, Appointment of Parks & Recreation Board Member

Mrs. Zimmerman moved, seconded by Mr. Harman to adopt Resolution 2016-31, Appointment of Parks & Recreation Board Member. Motion passed unanimously.

Motion-Authorization to Hire Two Part-Time Receptionists- Mr. Rosario reviewed the candidates that he is recommending for the part time receptionist positions. The positions are from 8:00am-12:00pm and from 12:00pm-4:00pm. The rate of pay is \$12.00 per hour. Mr. Steinmeier stated that he is opposed to the proposed positions. He said that it is not justifiable to hire receptionists for a 40 hour per week schedule, he said the position only requires a 25 hour per week schedule. Chairman Klein suggested that the position can be reviewed in a few weeks and the scheduled hours can be lowered if necessary.

Mrs. Zimmerman moved, seconded by Mr. Kurtz to hire Kathleen Lynch and Sharmaine Harman as part-time receptionists at \$12.00 per hour for 20 hours per week. Motion passed 4-1 for Kathleen Lynch with Mr. Steinmeier voting nay. Motion passed 3-1 for Sharmaine Harman with Mr. Harman abstaining and Mr. Steinmeier voting nay.

Motion-Cell Tower Lease Renewal, 7171 Allentown Boulevard

Mrs. Zimmerman moved, seconded by Mr. Steinmeier to approve cell tower lease renewal with Crown Castle for 7171 Allentown Boulevard. Motion passed unanimously.

Motion-HR Resolutions-Comprehensive Review of Township HR Policies & Procedures- Chairman Klein explained that HR Resolutions submitted a proposal to conduct a review of the township's HR policies and procedures. He said that the board is going to request additional information to review.

Chairman Klein moved, seconded by Mr. Harman to table the proposal from HR Resolutions. Motion passed unanimously.

OTHER BUSINESS THAT MAY COME BEFORE THE BOARD

Mrs. Zimmerman brought up the house for sale on Pheasant Road and Piketown Road. She commented that the home needs to be demolished. She asked Mr. Rosario to contact the realtor and find out if they are informing potential buyers that the home needs to be demolished.

PUBLIC COMMENT

Jay Megonnell, 7440 Fishing Creek Valley Road- Mr. Megonnell commented that Waste Management sent robo calls on Monday stating that Monday's trash pick-up would be moved to Tuesday. The trash was not picked up on Tuesday and in the evening they sent a robo call stating

that trash pick-up would be moved to next week. He suggested the board contact Waste Management and tell them know that once they reschedule trash pick-up is should not be altered.

He reminded Mr. Harman that the CoSTARS salt contract is due by March 15th. Mr. Harman stated that he has already submitted the contract.

SUPERVISORS COMMENTS

Mrs. Zimmerman thanked Mr. Harman and the public works employees for doing a great job plowing during the snow storm. Mr. Harman said that his crew works together to keep sixty two miles of roads clear for the residents.

Mr. Steinmeier also thanked Mr. Harman and the public works employees. He said that he received many positive comments from residents as well.

ADJOURNMENT: 7:49 PM

Chairman Klein reopened the meeting and stated that the February 16th board meeting will be rescheduled for February 22nd. He asked Mr. Rosario to advertise the meeting date change.

ADJOURNMENT: 7:50 PM