

WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS
7171 ALLENTOWN BOULEVARD, HARRISBURG, PA 17112
MONDAY, APRIL 17, 2017

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

Kyle Miller, Supervisor

Donald Steinmeier, Secretary-Treasurer

Gloria Zimmerman, Vice Chairperson

APPROVAL OF MINUTES

Regular Meeting –April 3, 2017- *Mr. Steinmeier moved, seconded by Mr. Miller to approve the regular meeting minutes of April 3, 2017. Motion passed unanimously.*

Workshop Meeting –April 3, 2017- *Mrs. Zimmerman moved, seconded by Mr. Harman to approve the workshop meeting minutes of April 3, 2017. Motion passed unanimously.*

CORRESPONDENCE

FROM: Waste Management **RE:** Recycling Services Agreement- Mrs. Zimmerman asked for clarification regarding the termination of the agreement. Mr. Rosario explained that Waste Management is terminating the contract with the township for the “Recycle America” program. The township received funds for the amount of recycle materials collected.

PUBLIC COMMENT

Matt Snyder, Millstone Development- Mr. Snyder addressed the board regarding some issues in Phase 3 in the Millstone Development. In the common area where the children play the sidewalk needs to be graded and the trenches are not finished. Mr. Snyder stated that someone will hurt themselves if the trenches are not repaired. The final grading of the road has not been completed and trees have not been planted. Mr. Rosario will visit the community to review the condition of the development and the items listed on the improvement guarantee. After his review Mr. Rosario will contact HRG to discuss the issues. A letter will be sent a letter to Keystone Custom Homes regarding the outstanding issues.

PUBLIC HEARING/MEETINGS

Resolution 2017-34; Transfer of Liquor License, Sheetz, Inc. - Refer to Transcript

Mrs. Zimmerman moved, seconded by Mr. Harman to adopt Resolution 2017-34; Transfer of Liquor License, Sheetz, Inc. Motion passed 4-0, with Chairman Klein abstaining.

Conditional Use Hearing, #17.002, 7720 East Appalachian Trail- Refer to Transcript

Mr. Miller moved, seconded by Mr. Harman to approve Conditional Use Application #17.002, 7720 East Appalachian Trail. Motion passed unanimously.

PRESENTATIONS, STAFF/BOARD REPORTS

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 April 14, 2017	\$3,168,275.46
Liquid Fuels Balance as of April 14, 2017	\$847,381.06
Capital Reserve Fund Balance as of April 14, 2017	\$645,271.69

B. Deposit Activity since April 4, 2017

	\$101,581.17
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Mr. Steinmeier reported the gross payroll of April 14, 2017 totaled \$33,094.95. ***Mr. Miller moved, seconded by Mrs. Zimmerman to approve the payroll of April 14, 2017 in the amount of \$33,094.95. Motion passed 4-0, with Mr. Harman abstaining.***

Mr. Steinmeier reported the vouchers prepaid to meet due dates were zero.

Mr. Steinmeier reported the total for the vouchers to be approved is \$58,499.34. ***Mr. Harman moved, seconded by Mr. Miller to approve the vouchers in the amount of \$58,499.34. Motion passed unanimously.***

Mr. Steinmeier reported the total for the vouchers to be approved and paid from Fire Tax is \$7,704.55. ***Mr. Harman moved, seconded by Mrs. Zimmerman to approve the vouchers to be paid from Fire Tax in the amount of \$7,704.55. Motion passed unanimously.***

PLANNING COMMISSION AND ZONING REPORTS: None

OLD BUSINESS

Discussion- Classic Communities, Stormwater and Road Issues- Mr. Rosario, Mr. Harman, Mr. Miller, Ms. Letavic and members of the HOA walked the site to review the outstanding items on the improvement guarantee checklist. Ms. Letavic will review the list and provide cost estimates at the May 1st meeting. Mark Chiles thanked the board members, township staff, and Ms. Letavic for attending the site visit.

NEW BUSINESS

Motion – Consent Items: Section 607. (4): Improvement Guarantee, Maintenance Guarantee, and Phasing Schedule for Winslett Phase 5- Mr. Rosario briefly reviewed the recommendations from HRG for Winslett Phase 5. There was brief discussion regarding how the sewer project for Holiday Park will affect Phase 5. Mr. Steinmeier commented that the final design has not been completed by HRG so he is not sure how the sewer lines will affect Phase 5.

Mrs. Zimmerman moved, seconded by Mr. Harman to approve the Improvement Guarantee, Maintenance Guarantee, and Phasing Schedule for Winslett Phase 5. Motion passed unanimously.

Resolution 2017-35, Appointment of EAC Member

Mrs. Zimmerman moved, seconded by Mr. Miller to adopt Resolution 2017-35, Appointment of EAC Member. Motion passed unanimously.

Motion-Parks & Recreation Center Room Dedications- Don Holmes, Parks & Recreation Director, briefly reviewed the recommendations from the Parks & Recreation Board regarding room dedications.

Mrs. Zimmerman moved, seconded by Mr. Harman to approve dedicating the Social Hall to the Hoffman Family and the Activity Room to Fire Company 36. Motion passed unanimously.

Motion-2017 Recreation Center Fee Schedule- Mr. Holmes briefly reviewed the updated fee schedule for room rentals at the recreation center. Price adjustments have been made along with the addition of new services/rental options. The fire company can use the social hall anytime at no charge when the hall is not rented. Mr. Steinmeier requested a report showing rental revenue by room. Mr. Holmes stated he has prepared a review of the 1st quarter revenue and expenses and will review it with the board this evening. All West Hanover residents will receive 10% off total rental fees and fire company members will receive a 20% off total rental fees. Mr. Steinmeier suggested offering "Recreation Memberships" to residents. The membership fee would include additional discounts for room and park rentals as well as discounts for community events. He said this program would help generate additional revenue for the parks and recreation department.

Mrs. Zimmerman moved, seconded by Mr. Steinmeier to approve the updated 2017 Recreation Center Fee Schedule. Motion passed unanimously.

Motion-HRG Scope of Work for 2017 Comprehensive Recreation, Parks and Open Space Plan Update- Mr. Holmes addressed the board regarding the proposal from HRG to prepare the 2017 COMP plan. The cost of the project is approximately \$48,310.00; A. P. Williams has granted permission for the township to use their FILO contribution for the project. The scope of work will include: Public input, recreational facilities inventory and analysis, demographic analysis, maintenance and operations analysis, personnel analysis, and park master plans. Mr. Holmes hopes to have the COMP plan completed this year in order to budget for projects in 2018.

Mr. Miller moved, seconded by Mr. Harman to approve the scope of work for the 2017 Comprehensive Recreation, Parks and Open Space Plan Update from HRG in the amount of \$48,310.00. FILO funds from A. P. Williams will pay for this project. Motion passed unanimously.

OTHER BUSINESS THAT MAY COME BEFORE THE BOARD

Mr. Holmes presented and reviewed the first quarter parks and recreation report to the board. He reviewed the following: room/park rentals, karate/yoga/zumba revenue, and community events expenses and revenues. The cost for advertising has been reduced due to the monthly newsletter that is emailed to residents. Mr. Holmes has been working with East Hanover and South Hanover township to make sure programs do not occur on the same date. He commented the baseball association is preparing for the upcoming season and things are running smoothly.

Mrs. Zimmerman thanked Mr. Holmes and Mrs. Zimmerman for all their hard work over the past few months. She commented that their commitment shows in the quarterly report; there is an increase in resident participation and revenues.

Mr. Holmes explained that Sheetz, Inc. will pay the township \$2,475.00 for trees that can't be planted at the new store location. The funds will pay for the Boy Scout tree project cost which is approximately \$650.00. Brent Brubaker the project manager for Sheetz approved the remaining funds can be used at the discretion of the township for other projects. Mr. Holmes stated the Boys Scouts are going to be planting trees as part of the riparian buffer project at Houck Manor Park and he requested the remaining Sheetz funds be used for that project.

Mrs. Zimmerman moved, seconded by Mr. Miller to authorize remaining Sheetz funds be used to fund the riparian buffer project at Houck Manor Park. Motion passed unanimously.

Mr. Holmes stated there are currently two part time seasonal maintenance employees. He said there is a need for a full time maintenance employee and he requested board approval to offer one of the part time employees a full time position. Mr. Holmes reviewed a list of projects and maintenance items that need to be completed. The two part time seasonal maintenance employees will work as summer camp counselors and one budgeted part time office assistant is only working an average of 1 day per week. Mr. Holmes stated these budget cuts would offset the cost of a full time employee. Mr. Steinmeier brought up the benefit costs for full time employees. He stated the parks and recreation department has to increase revenues and decrease expenses before hiring additional full time staff. Chairman Klein stated the board will have to discuss the full time position request.

PUBLIC COMMENT

Mark Chiles, 228 Brookridge Court- Mr. Chiles brought up the article in the Patriot regarding the community police reports. He commented that West Hanover was ranked number ten on the list. Chairman Klein stated he contacted the reporter for clarification on number of calls and the reasons for the calls. Megan Law registrations were the reason for the high number of calls. There was discussion that the article was misleading.

SUPERVISORS COMMENTS

Mrs. Zimmerman had the following comments:

- The egg hunt was well organized.
- Family Paint Night is Friday, April 21st
- Senior Luncheon is Thursday, April 20th.

Mr. Steinmeier had the following comments:

- He thanked Mr. Holmes and Mrs. Jeanette Zimmerman for preparing the quarterly parks and recreation report.
- Depending on the amount that the township will have to pay for state police services, taxes may need to be raised.

Chairman Klein commented that the egg hunt was well attended and very organized.

ADJOURNMENT: 8:05 PM