

WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS
7171 ALLENTOWN BOULEVARD, HARRISBURG, PA 17112

Monday, May 21, 2018
Executive Meeting 6:15 pm – lower level

1. **Call To Order:**

Mr. Miller called the meeting to order at 7:05 pm, followed by the Pledge of Allegiance and Invocation.

2. **Roll Call:**

Mr. Kyle Miller, Chairman; present
Mr. Jay Megonnell, Vice Chairman; present
Mr. Don Steinmeier, Secretary/ Treasurer; present
Mrs. Gloria Zimmerman, Supervisor; present
Ms. Stacey Connors, Supervisor, present

3. **Approval of Minutes**

Motion: Mrs. Zimmerman moved, seconded by Ms. Connors to approve the workshop meeting minutes of May 7, 2018. The motion was 4-1 with Mr. Megonnell abstaining as he was absent from the workshop.

Motion: Mrs. Zimmerman moved, seconded by Mr. Megonnell to approve the regular meeting minutes of May 7, 2018. The motion was unanimous.

4. **Correspondence:**

- a. Bridge Replacement Advance Notice
- b. Certificate of Completion PSATS – Daniel Rosario
- c. Townships Today, Quarterly Newsletter
- d. Keystone Collections 1st Quarter , 2018 Report

5. **Public Comment (Please limit comments to 3 to 5 minutes)**

a. Terry Kullman, Lexington Court. Mr. Kullman wanted to know the status of the private vs. public fire hydrant issue. It was replied that it is on tonight's agenda.

b. Richard Enck, Hillside Road. Mr. Enck said that there is miscommunication of Houck Manor Sewer. He showed pipe in different sizes to address the residents concern. Mrs. Zimmerman asked him if the Sewer Authority is aware of the size differences, he replied they have been told.

c. Becky Griffiths, Tiverton Lane. Mrs. Griffiths had a question regarding the property that abuts the Townes of Hershey, what are the Townships regulations on abandoned houses? The property has looked the same since before they had moved in.

d. Sameer Khan & six (6) fellow DECA Participants. They greeted the Board of Supervisors and wanted to thank them for the experience of a lifetime. Their performance qualified them as finalists and two members of the DECA team qualified at the final. There were over 19,000 delegates that attended from around the world. The DECA Participants believe that this experience has given them a solid foundation into the business sector. The experience was priceless, and has shown

them the ultimate heights the club has to offer. There were various seminars, international students and they left proud of their achievements. Mrs. Zimmerman told the students that the WES Business Association offers scholarships and they should look into it.

6. **Public Hearing/Meetings:** These were presented by Ms. Hardman. This section's notes were taken by GLFM Reporting.

A. Ordinance 2018-05, Transient Retail Business - Ms. Connors thanked Ms. Hardman for all of her hard work with this Ordinance.

B. Ordinance 2018-06, Fee in lieu of / Driveway Profile

C. Conditional Use 18-02, AVID Hotel – Ms. Hardman stated that the developer will still need to mitigate wetlands via the Army Corps process. They are looking for approval with three conditions for the Land Development. This approval is only for the Conditional Use of the project.

7. **Presentations, Staff/Board Reports**

Mr. Miller read through the list of meeting minutes and reports. He reminded everyone that the next National Night Out meeting is June 15th at South Hanover.

- a. Public works reports for the weeks of 05/07/18 & 05/14/18
- b. Sewer Authority minutes April
- c. Parks & Rec meeting minutes – February and April
- d. EAC meeting minutes – April 10th & May 8th
- e. National Night Out Meeting Minutes – May.

8. **Treasurer's Report** – Mr. Steinmeier read the following information.

Fund Balances (Fund balances are presented for reference only and are not intended as an audited figure.)

General Fund Balance as of May 18, 2018	\$4,162,001.83
Liquid Fuels Balance as of May 18, 2018	\$780,199.98
Capital Reserve Fund Balance as of May 18, 2018	\$653,809.00

Deposit Activity since May 7, 2018	\$37,249.67
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Payroll, May 11, 2018	Net: \$ 24,943.19	Gross payroll: \$36,383.32
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Motion: Mr. Megonnell moved, seconded by Ms. Connors to approve the payroll of May 11, 2018. The motion was unanimous.

Vouchers prepaid to meet due dates	\$49,971.52
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Motion: Mrs. Zimmerman moved, seconded by Ms. Connors to approve the vouchers prepaid to meet due dates in the amount of \$49,971.52. The motion was unanimous.

Vouchers to be approved and paid from Fire Tax	\$3,574.63
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Motion: Mrs. Zimmerman moved, seconded by Mr. Megonnell to approve the vouchers prepaid from Fire Tax to meet due dates in the amount of \$3,574.63. The motion was unanimous.

9. Planning Commission & Zoning Reports

- A. 18.002 West Hanover Elementary School S/LD. This plan was presented by Ms. Hardman. The Elementary School is located at 7740 Manor Dr. Ms. Hardman gave the dates that HRG, the County, and Planning commission have approved the plan as presented. The plan includes six (6) waivers and four (4) conditions. ***Motion: Mrs. Zimmerman moved, seconded by Mr. Steinmeier to approve Plan 18.002 West Hanover Elementary School with the six (6) waivers and four (4) conditions, as presented. The motion was unanimous.*** Mr. Michael Huxta stated that he has enjoyed working with the Township staff and engineers on this project, and they have made it pretty seamless.
- B. Motion – Affirmation of David Templin to the Zoning Hearing Board. Ms. Hardman presented to the Board that Mr. Templin has been an alternate and has agreed to serve as a permanent member. ***Motion: Mrs. Zimmerman moved, seconded by Mr. Steinmeier to affirm David Templin as seat #5 on the Zoning Hearing Board. The motion was unanimous.*** Ms. Hardman stated that the Zoning Hearing Board is still short one alternate member; Mr. Megonnell suggested the newsletter to advertise the opening.
- C. Discussion – Transient Food Truck – The question for a food truck is whether or not a permit would be required. Ms. Hardman stated that our Ordinance states that a transient permit must renew every thirty days, but the Township has a resolution that says every year. She pointed out several other inconsistencies between the Ordinance and Resolution regarding transient permits. Mr. Steinmeier wants all food trucks to have their own liability insurance. ***Motion: Mr. Megonnell moved, seconded by Mrs. Zimmerman to table this discussion until a workshop session. The workshop is scheduled for Monday, June 11th at 8 pm. The Parks & Rec board will attend the workshop. The motion was unanimous.***

10. Old Business

- A. Motion: Townes of Hershey, Takeover Agreement – Mr. Yost said that we have to respond to the Bonding Company with our Township comments on the draft agreement provided to us. ***Motion: Mr. Steinmeier moved, seconded by Ms. Connors to approve moving forward with the takeover agreement as presented. The motion was unanimous.***
- B. Motion: Mount Laurel Woodland Estates request to become paved public roadway. Andrew Hammon, East Appalachian Trail. He stated that the road paving would improve the quality of their lives and the residents have taken serious consideration to this matter. Mr. Megonnell was interested the current maintenance of the roads. The residents replied that they all (mostly) contribute their money to buy gravel, remove leaves/debris from roads, and plowing in the winter. They stated that there is more traffic and the USPS and FedEx cannot even get back to some houses. Mr. Hammon stated that the residents have put aside \$12,000 for material and Drainage for work over the summer. He stated that they can't put their own ditches in, the amount of roadwork has gotten ahead of the community. Jean said that the road is currently millings and gravel. She is pretty certain there is already the Right-of-Way on their deeds. Mr. Rosario stated that HRG's estimate was \$2.2 Million dollars – to cover construction, ROW, taking of land, storm septic, houses within setbacks, etc. He also stated that if their community is not 100% for this, it will not move forward. Mrs. Zimmerman said that many of those homes were built as cottages for summer living. Mr. Hammon said that they really need help with drainage in particular. Mr. Miller asked the residents if they have done any research on programs for stone roads. Mr. Steinmeier said that Dauphin County also has many roadway issues. He said that if we adopt Mount Laurels Woodland Estates roads, there are 3-4 other large developments with private roads; they will expect us to adopt their roads. Jeannette Zimmerman said that she lives on a private road too. Her community is responsible for their own lane, maybe twelve houses; and they take care of it. ***Motion: Ms. Connors motioned, seconded by Mrs. Zimmerman to table this until a scheduled workshop. The workshop date is set for Monday, June 11th at 6 pm. The motion was unanimous.***

- C. Motion/Discussion – Amendments to SALDO regarding fee in lieu. Ms. Hardman stated that she is waiting on Mr. Yost to give her legal opinions on some of the items. Mr. Yost replied that we need to make sure that the Comprehensive Plan and the Ordinance match. Ms. Hardman asked for further clarification on what needs to be in the agreement. Mr. Yost said that it seems like a good proposal. He stated we can use a supplemental agreement to waive certain things if the money is to be used for something different. Ms. Hardman asked if Parks had added the definitions for Linear, Community and Neighborhood parks. She was hoping the Comprehensive Plan would take each of our current parks and identify it. Ms. Hardman said she would draft the ordinance and present it to the Board.
- D. Motion: Resolution 2018-40, Sewer Authority Pension Enrollment – Mr. Rosario said that during a recent pension audit, The State Auditor General recommended to cleanly remedy the several items were in error. At the Sewer Authority, there are two employees that are in forfeiture, this amount will be credited to the Sewer Authority. The Sewer Authority pays 100% of their pension, there are no funds from the Township towards their pension. The Township employees in forfeiture will be handled the same, but we may have to return some money to the State. The Auditor General also recommended adopting a resolution to allow the Sewer Authority immediate Pension enrollment. ***Motion: Mr. Megonnell moved, seconded by Ms. Connors to approve Resolution, Sewer Authority Pension Enrollment, as presented. This Resolution is retro-active to 2016. The motion was unanimous.***
- E. Motion: Set hearing date for the Parks & Recreation Comprehensive Plan – Mr. Rosario said that the current Comprehensive Plan before them can be advertised from May 30 – June 30 with a public hearing on July 2, 2018. Mrs. Zimmerman asked if the changes will be completed by then. If changes are not complete by the 30th, we will need a new motion to have a new 30-day review period and hearing date. ***Motion: Ms. Connors moved, seconded by Mrs. Zimmerman to set the hearing date for the Parks & Recreation Comprehensive Plan for July 2, 2018. The motion was unanimous.***
- F. Motion: Release to public for 30-day review period – Mr. Rosario said that the current Comprehensive Plan before them can be advertised from May 30 – June 30 with a public hearing on July 2, 2018. Mrs. Zimmerman asked if the changes will be completed by then. If changes are not complete by the 30th, we will need a new motion to have a new 30-day review period and hearing date. ***Motion: Ms. Connors moved, seconded by Mrs. Zimmerman to set the 30-day review period for May 30 – June 30th. . The motion was unanimous.***
- G. Discussion: Public vs. Private Hydrants – Mr. Miller said that he would like the Board to meet with the affected HOA/ Businesses at a workshop. ***Motion: Mrs. Zimmerman moved, seconded by Ms. Connors to table this until the workshop. The workshop is scheduled for June 11th @ 7 pm. The motion was unanimous.***

11. New Business

- A. Motion - Public Works part-time summer help – Mr. Miller said that Mr. Harman, Township Roadmaster, wrote a letter stating that he has one employee that is leaving and one retiring. He asked for two part time summer helpers. Mrs. Zimmerman said that this is not an issue, we used to hire summer help all the time. Mr. Rosario stated that each part time person could have 25/hours a week at \$13/hour. ***Motion: Mr. Megonnell moved, seconded by Ms. Connors to approve Public Works to hire two part time employees for \$13/hour with a maximum of 25/hours per week. The motion passed unanimously.***
- B. Motion – Yearly Subscription to Boardbook – There was a brief discussion on the subscription and what it offers. ***Motion: Mrs. Zimmerman moved, seconded by Mr. Steinmeier to approve the yearly subscription to Boardbook. The motion was unanimous.***
- C. Discussion – Blight Declaration 7317 Devonshire Heights Road – Mr. Rosario he has a letter that Mr. Marty Sowers has prepared to have the Board of Supervisors declare the property blight. It can then be leveled and the Township

could take ownership. The Township will send regular and certified mail, and advertise in the paper for 30 days. Mr. Yost said that the legislation is still pretty new, so not a lot of Townships' have had to declare and lien property's yet.

12. Other Business That May Come Before The Board

- ❖ Mr. Megonnell would like to set up a road trip to include the roads in Mount Laurel Woodland Estates. The Board of Supervisors decided on a workshop for July 9th @ 630 pm. Following the road trip, the board will reconvene at the Township building to discuss. There was discussion regarding how the residents could find funding and if they could get funding.

13. Public Comment (Please limit comments to 3 to 5 minutes) - none

14. Supervisor Comments

- ❖ Mr. Megonnell wished everyone a nice Memorial Day. He said there is a big parade in Linglestown on Monday. Mrs. Zimmerman said we should take the Township car to be in the parade.
- ❖ Mr. Steinmeier updated the Board on the WES Business Association meeting on May 10th. There was talk about unfunded mandates and if the proposed resolution could happen. He would like to see this already in place.

15. Adjournment

Motion: Mr. Megonnell moved, seconded by Ms. Connors to adjoin the meeting at 9:01 pm. The motion was unanimous.