

West Hanover Township
7171 Allentown Blvd. Harrisburg, PA 17112
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Board of Supervisor Meeting Minutes
Monday, November 5, 2018

1. The meeting was called to order at 7:01 pm, followed by the Pledge of Allegiance and Invocation.
2. Roll Call:
Connors, Stacey – present
Megonnell, Jay – present
Miller, Kyle –present
Steinmeier, Don – present
Zimmerman, Gloria – present
3. Approval of Minutes - regular & workshop October 8th–. **Motion: Mrs. Zimmerman moved, seconded by Ms. Connors to approve the regular meeting & workshop minutes of October 8, 2018. The motion was unanimous.**

Approval of Minutes - workshop October 15th– **Motion: Mr. Megonnell moved, seconded by Mr. Steinmeier to approve the workshop meeting minutes of October 15, 2018 with the change noted. The motion was 4 – 1 with Ms. Connors abstaining.**
4. Approval of Minutes - regular October 15th– **Motion: Mrs. Zimmerman moved, seconded by Mr. Megonnell to approve the regular meeting minutes of October 15, 2018. The motion was unanimous.**
5. Correspondence: Mrs. Zimmerman said that the required testing for the Fire Department was well done; please pass this information along to Mr. Smedley. Mr. Megonnell asked if we could buy and sell now that we are a member of the NASP? There was notice of a continuance hearing for the Zoning Hearing Board for December 13th at 6:30 pm. The Board also recognized another Waste Management complaint that was similar to others received thus far.
6. Public Comment: none
7. Presentations, Staff & Board Reports: Included in these are the Sewer Authority minutes for September 18th. Mr. Enck asked if the fish killed in the pond was looked into? It is under the public comment on the second page. Mrs. Zimmerman said that we could send a letter to the Sewer Authority asking them to have DEP check it out. Mr. Steinmeier said that there was supposedly a problem with raw sewage, but none could be found. Mr. Megonnell said that if the algae growth is too heavy, it can deprive the fish from oxygen. **Motion: Mr. Megonnell moved, seconded by Mrs. Zimmerman to write a letter to the Sewer Authority to pursue with DEP to see what is wrong with the pond. The motion was unanimous.**
Parks & Recreation meeting minutes were included for July, August and September. Ms. Hardman attended a land use briefing at the West Shore Country Club on October 25th. The property maintenance log is included; nothing crazy – cats, dogs, high grass and chickens. The Public Works daily report for October 15 – 31. Mr. Rosario had an IEC update with three credits received.
8. Treasurer's Report
Mr. Steinmeier read the fund balances and deposit activity as of November 1, 2018.

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Motion: Mr. Megonnell moved, seconded by Ms. Connors to approve the gross payroll of October 26, 2018 in the amount of \$34,491.48. The motion was unanimous.

Vouchers pre-paid to meet due dates in the amount of \$172,253.82. Mr. Megonnell asked Mr. Holmes how many chairs they purchased? Mr. Holmes replied that they purchased 55 padded chairs. They had currently had 155 chairs and if there was a big event, they were unable to schedule any other events. ***Motion: Mrs. Zimmerman moved, seconded by Ms. Connors to approve the vouchers pre-paid to meet due dates in the amount of \$172,253.82. The motion was unanimous.***

Motion: Mr. Megonnell moved, seconded by Mrs. Zimmerman to approve the vouchers pre-paid from Fire Tax to meet due dates in the amount of \$5,508.05. The motion was unanimous.

9. Planning Commission & Zoning Reports –

- A. Temporary signs – Ms. Hardman was given directive to put something together; this is just to look for feedback from the Board of Supervisors. Mr. Miller said that this is to review for a future motion. Ms. Connors asked if TRAILER SIGN is defined. It was recommended to make sure it is either currently defined or to define it.
- B. SALDO – the adjustments that have been made to the S/LD are to remove the confusion on the current terminology. This is also BOS review for a future motion.
- C. Authorize HRG to move further with the Lakeside Project – Mr. Rosario said that the last conversation we had six of the eight residents on board, we now have 100% participation. The Board is to authorize HRG to design the project, with a start date of 2019. He stated that Public Works will do a bulk part of the work. Mr. Miller said there is a lot of research to be completed. Richard Enck asked about the pipes by the Bahret's home, it goes across their property into the stream, will their piping change to handle the extra? Mr. Miller said that he knows they are increasing the piping, the open pit will be filled and piped to the culvert. At the end of the property, the piping that was installed in 2013, there is repair work from washouts. Mr. Rosario said that when the project is completed, the individual property owners will be responsible for each of their own portions of the Stormwater (recorded O&M agreements). Ms. Connors asked for Ms. Hardman to check into the one lot to make sure we already have access because of the existing piping. Mrs. Zimmerman said that if the Township is planting trees, what is the initial agreement? How long is the township maintaining the trees? One year and then they fall on the homeowners' responsibility. Preliminary/ Final / Utility Coordination/ wetland research will all be covered in HRG's \$41,200.
Motion: Mrs. Zimmerman moved, seconded by Mr. Steinmeier to approve HRG to move forward with this project in the amount proposed of \$41,200. The motion was unanimous.

10. Old Business –

- a. Progress Report – Townes of Hershey. Mark Chiles stated that two weeks ago they came out w/equipment. They removed all the cattails, deforestation and got it down to clay. He said that last week they started to bring in topsoil – which is an earth, sand and manure mixture from an hour and a half away. When Mr. Chiles spoke with a supervisor, they said that the concrete work will not be done on Tiverton until this work is completed, in case any damage occurs.

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- b. 2019 Budget Advertisement – **Motion: Mr. Steinmeier moved, seconded by Mr. Megonnell to advertise the 2019 Budget for public review. The motion was unanimous.**
- c. Resolution 2018-47 Formal Adoption of Stop Signs – **Motion: Ms. Connors moved, seconded by Mrs. Zimmerman to formally adopt the stop signs at the Tiverton / Manor / Northstar intersection. The motion was unanimous.**
- d. 2018 Staffing Changes – Tara & Eileen. This was discussed at great length during executive session. Mr. Miller read the memo explaining the details.

Motion: Mrs. Zimmerman moved, seconded by Mr. Steinmeier to approve using Peggy Marks Salary balance to make the necessary adjustment to staffing assignments as presented by Township manager with no impact to 2018 budget balance. This motion was unanimous.

Motion: Mrs. Zimmerman moved, seconded by Ms. Connors to approve the retroactive pay for Eileen and Tara at \$2 per hour each for three weeks (10/15 – 11/02) of work, totaling \$225.00 each. This money is included in the above calculations. This motion was unanimous.

- e. 2019 Staffing Changes – These changes would allow for two part time receptionists to be hired and also to pay for the additional salaries for Eileen and Tara (not previously budgeted). There is no impact to the 2019 balanced budget. **Motion: Mrs. Zimmerman moved, seconded by Ms. Connors to approve the 2019 Staffing changes as presented. The motion was unanimous.**

11. New business:

- a. Consent Items: Section 607(4) – PA Construction Codes Academy for Janet Hardman and Sharmaine Harman. This is February 27, 2019 and costs \$125 each. Motion: Ms. Connors moved, seconded by Mrs. Zimmerman to approve the training for Ms. Hardman and Mrs. Harman. The motion was unanimous.
- b. Resolution 2018-44 – Sewer Authority to opt out of the Township Pension Program, effective January 1, 2019. **Motion: Mrs. Zimmerman moved, seconded by Ms. Connors to approve Resolution 2018-44 for the Sewer Authority to opt out of the Township Pension program, effective 01/01/19. The motion was unanimous.**
- c. Resolution 2018-45 Approval and Awarding of CD's for 2019 – Mr. Miller asked Mr. Rosario if the bids were in any order. No. Mr. Rosario said that the Township has three CD's. Mr. Rosario read the RFP's from the six banks. He said that currently Mid Penn Bank has had our CD's. Their term is December 21, 2018 – December 20, 2019. Mr. Megonnell thought Centric Bank seemed the best option for all three of the CD's. **Motion: Mr. Megonnell moved, seconded by Mrs. Zimmerman to approve the 2018-2019 term for all three CD's for Centric Bank. The motion was unanimous.**
- d. Clothing allowance amounts – Currently the employee manual states part-time employees are eligible for \$100. We have been giving \$200 for pants/shoes per calendar year. It is recommended

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to change to policy manual to match the current amounts allotted. **Motion: Ms. Connors moved, seconded by Mrs. Zimmerman to approve matching the employee manual to the current amount of \$200 for part-time employees. The motion was unanimous.**

- e. Deposit of cell tower land rental fees into the Capital Reserve; earmarked for Public Works – Mrs. Zimmerman said we should ask for \$1,700/ month; it would result in an extra \$2,400.

Motion: Mrs. Zimmerman moved, seconded by Mr. Megonnell to ask to up our land rental fees to \$1,700/month. The motion was unanimous.

Motion: Mr. Megonnell moved, seconded by Ms. Connors to table the motion until we receive a response from Verizon. The motion was unanimous.

- f. Bid award for LED lighting at Lenker Park – Mr. Holmes said that the Parks & Recreation Board recommends Shaedler Yesco. Mr. Megonnell asked if they like the style of lights and what they can do? Mr. Holmes said that they had brought a specialist out with them for the appointment. He said that we are purchasing the light heads and self-installing. **Motion: Mr. Megonnell moved, seconded by Ms. Connors to award Shaedler Yesco for the LED lighting at Lenker Park in the amount of \$4,701.95. The motion was unanimous.**
- g. Discussion: next steps for the vacant apartment at Buck's Tavern – Mr. Rosario said that as of October 31, we no longer have a tenant in the manor house. We have officially recorded the S/LD and are at a crossroads to plan for the future. Does the BOS want another tenant? Or would they prefer to get an appraisal for the “new” lot? Mr. Holmes said that they can use it for storage for Parks. Mrs. Zimmerman asked if a final walkthrough was completed; was it left in good condition? Mr. Megonnell wanted to know if notice was given. Mr. Holmes said that they had touched base at the end of the lease and decided to move on. Mr. Rosario asked if we should winterize it? Mrs. Zimmerman said she is not in support of the Township being a landlord. Mr. Megonnell said that the house must be checked on daily. Mr. Holmes agreed to the daily checks on the unit. Mr. Rosario will check with our insurance company.
- h. Resolution 2018-53 Transfer of funds from the 2018 Budget to the 2019 Budget “earmarked” for Parks – This is to create a paper trail for accounting purposes, and was previously approved at prior BOS meeting. It will transfer from line item #45400.700 to the 2019 budget in the amount of \$70,000. This should be contingent upon a spreadsheet for accounting of the funds. **Motion: Mr. Megonnell moved, seconded by Mrs. Zimmerman to approve Resolution 2018-53 as presented. The motion was unanimous.**
- i. Resolution 2018-55 – Net proceeds of Tavern – This is after items such as the appraisal, closing costs, etc. have been paid. **Motion: Mr. Megonnell moved, seconded by Ms. Connors to approve Resolution 2018-55 to “earmark” the net proceeds of the Tavern for Parks and Recreation use only. The motion was unanimous.**

12. Other Business:

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- a. Septic pumping extension request – 7536 Fishing Creek Valley Road. If approved the new septic pumping date will be October 3, 2024. **Motion: Mrs. Zimmerman moved, seconded by Ms. Connors to approve the septic pumping extension request as presented. The motion was unanimous.**
 - b. Discussion /Motion: hoarder house on Devonshire Heights Road. – There was a lot of discussion about house, Mrs. Zimmerman had mentioned it earlier. Mrs. Spiedel (legal owner) has passed away. The estate will be sold, and the property will be leveled and auctioned off. Motion: Ms. Connors moved, seconded by Mrs. Zimmerman to rescind the order for Jon Yost to move forward with the eminent domain process. The motion was unanimous.
 - c. Update: Devonshire Heights Road / RT 39 update – Mr. Rosario said that the project is underway and the road is all torn up. He said that Mother Nature is not cooperating and it appears that the DETOUR ROUTE can go underwater. We reached out to HRG and the EMA. We can put smaller stones on top of the construction entrance for the residents to get safely back and forth. Mr. Rosario notified the PSP and the EMA Chief of South Central Ambulance.
 - d. Discussion Waste Management update – The Board asked for Mr. Stang to attend an additional executive session (legal matters pertaining to a contract) to further work things out. The letter from Waste Management is not satisfying to the Board and they would like additional help for the residents.
 - e. Lexington woods, fire hydrant agreement, Mr. Rosario asked where the agreement is at in the process? Jon is still researching, including the original plans, etc. not ready to make a deal.
 - f. Mrs. Zimmerman said that she has received complaints on Slepian; if you turn back and go towards Umberger, there is a little opening that the kids are hanging out and drinking. She would like it mentioned to the PSP.
 - g. Mr. Megonnell wanted to commend the EMS and Firemen that responded to a lifesaving event that occurred on our trick-or-treat evening; October 25th. He would like for all men and women involved to receive a recommendation thanking them. Mrs. Rex also wanted to thank them when they saved her brother's life a little over a year ago. Without their quick response, hard work and dedication, he would not be here today.
13. **Public Comment:**
Nina L., Meadow Lane. Nina would like to know where we are at with Waste Management. Her community is worried about winter and they are still having issues. She said that they are having a HOA meeting on Wednesday and was hoping to be able to bring information to her community. The Board said that we conducted a public workshop and has had Mr. Stang at some meetings, Waste Management has offered a few things, but we are looking for a little more. The main issue seems to be with communities that have townhomes/condos (not being able to drag trash around the large number of connected units, not fitting through doors of the unit, etc.) and the elderly (cannot move them due to size, some elderly have fallen when moving them, etc.). Mr. Chiles said that any changes would not become effective until July 2019. Mr. Chiles asked if the ADA was in the current contract. YES. Mr. Megonnell said that if someone is disabled,

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leave their information with the Township. Mr. Rosario said that anyone who has a legal parking ADA placard can bring it in with their address. The Township will make a copy of the information and forward it to Waste Management. Ms. Connors asked if anyone has noticed a decrease in the trash blowing around? YES.

Richard Enck, Hillside Ave.: he had questions about the very cheap Comcast service; 56 cent invoice. Mr. Miller said that the Fire Company is considered a 501C3, and they receive very basic service. Mr. Enck also said that the Bridge was open on Thursday.

14. Supervisors comments:

Mrs. Zimmerman would like to acknowledge Eileen LaForce in the audience. Thank you for coming tonight. She encouraged all residents to vote early and vote often.

Mr. Holmes said that for the Election, the Community Center will be serving sandwiches and hot dogs, baked goods and the soup sale. Mr. Megonnell asked if Parks was equipped with containers this year. YES. Mr. Holmes said that Sunday is Veterans Day, the Lions Club is sponsoring the free meal for veterans from 4-8 pm. Thursday is the senior lunch; which will include BINGO with prizes and desserts. He said that there are many upcoming events throughout the holiday season.

Mr. Megonnell said that Mount Laurel Church will be serving breakfast tomorrow morning. He also encouraged residents to vote. Mr. Megonnell also said that the Township is looking to create a TASK FORCE with residents to join to prepare for our own MS4 program.

Ms. Connors said that it is incredibly important to get out and vote.

Mr. Steinmeier said that Janet Hardman attended a MS4 program with him on October 29th. He said that all properties in Lower Paxton are covered in an upcoming MS4 mandate where each home will pay \$128. He said that churches, farmers and nonprofits are not exempt; and shopping areas could pay as much as \$36,000 per year. He said that this program they are using is based on impervious coverage. Mr. Enck stated that York County did it county-wide; why didn't Dauphin County do the same?

15. Adjournment

Motion: Mr. Megonnell moved, seconded by Ms. Connors to adjourn the meeting at 8:34 pm. The motion was unanimous.