

West Hanover Township
7171 Allentown Blvd. Harrisburg, PA 17112
www.westhanover.com

Board of Supervisor Workshop Minutes
Monday, February 19, 2019

1. Mr. Miller called the meeting to order at 7:05 pm. This was followed by the Pledge of Allegiance and Invocation. Mrs. Zimmerman held a moment of silence for Bob Jones, a former supervisor and resident who has passed away. All Supervisors were present for the meeting.
2. **PUBLIC HEARINGS:**
This part was taken by a Court Stenographer from GLFM Reporting. This was presented by Ms. Hardman.
 - a. 2018-11 Temporary Signs - Motion: Mrs. Zimmerman moved, seconded by Mr. Steinmeier to adopt Ordinance 2018-11 as presented. The motion was unanimous.
 - b. 2018-12 SALDO record plans – Motion: Ms. Connors moved, seconded by Mrs. Zimmerman to adopt Ordinance 2018-12 as presented. The motion was unanimous.
 - c. 2018-13 Financial Security Automatic Renewal – Motion: Mr. Steinmeier moved, seconded by Ms. Connors to adopt Ordinance 2018-13 as presented. The motion was unanimous.
3. **Meeting Minutes:** *Motion: Mrs. Zimmerman moved, seconded by Ms. Connors to approve the regular meeting minutes of February 19 2019 with the requested revisions from Mrs. Zimmerman and Ms. Connors. The motion was unanimous.*
4. **Correspondence**
 - Notice: Verizon FIOS, rate change for late payments
 - Kiwanis Bridge/ East Hanover Township.; timeline update of Bridge Project.
5. **Public Comment:**
 - Mark Chiles, Townes of Hershey – asked a few questions regarding the invoice was for the fire hydrants. It is a monthly bill for the public hydrants. The Township pays this monthly.
6. **Presentations, Staff & Board Reports:**
 - a. CPR certifications for nine (9) employees
 - b. Certification for Janet, PCCA cert with 1.5 hours continuing education.
 - c. Parks Minutes 12/19/18
 - d. PSAB Minutes 01/03/19
7. **Treasurer's Report:**
 - a. Gross Payroll - Motion: Mr. Megonnell moved, seconded by Ms. Connors to approve the gross payroll for February 1, 2019 in the amount of \$39,346.45. The motion was unanimous with Mrs. Zimmerman abstaining.
 - b. Vouchers Pre-paid - Mr. Megonnell made mention that the towing and storage fees for Engine 36-1, that were invoiced from Triple K Fleet were already reimbursed via insurance. Motion: Ms. Connors moved, seconded by Mr. Megonnell to approve the vouchers pre-paid to meet due dates in the amount of \$50,258.36. The motion was unanimous.
 - c. Vouchers Pre-paid from Fire Tax - Motion: Mr. Megonnell moved, seconded by Ms. Connors to approve the vouchers pre-paid from the fire tax in the amount of \$12,183.24. The motion was unanimous.
8. **Old Business:**
 - a. Status Update – Townes of Hershey / Stormwater & Road issues – There is not any new news to report.

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- b. Status Update – Lexington Woods fire Hydrant turnover – Mr. Wakefield stated that their firm has been working with the Township. They will need to have the metes and bounds determined for public access to the hydrants. Mr. Wakefield asked if the Board of Supervisors would permit HRG to draw up a PLAT for the area around the hydrants that will become ROW. Mr. Megonnell asked for clarification that there is not anything to purchase, it is just the land survey? Mr. Wakefield replied yes, then we can present the the Land Survey for ROW to the board of Lexington Woods. Motion: Mr. Megonnell moved, seconded by Mr. Miller to cap HRG at \$2,500 for the land survey around the fire hydrants for the metes and bounds. This is solely for Lexington Woods, all other developments will follow suit after Lexington Woods has completed. The motion was unanimous.
- c. Buck's Tavern – The Township is working with Salzmann & Hughes on the language to make this legal for sale. Mr. Wakefield noted that we will need to do the sealed bids. Mr. Rosario said that he had talked with HRG and the corner pins are in. The Township will be liquidating this property. Our plans are to present the final documents at the next meeting for advertisement.
- d. Resolution 2019-34 Appointment of SA members & Compensation – This Resolution will appoint both Jeff Bowra and Michael Kreiser to the Sewer Authority Board, with payment of \$100 per meeting. This Resolution only includes those named and does not apply to the remainder of the board. Motion: Mr. Steinmeier moved, seconded by Mr. Megonnell to adopt Resolution 2019-34 as presented. The motion passed 4-1 with Mrs. Zimmerman opposed.
- e. Resolution 2019-19 Modified Zoning Hearing Board Compensation – this Resolution has been updated to remove any mention of the Sewer Authority and their compensation. Motion: Mr. Megonnell moved, seconded by Mr. Steinmeier to adopt Resolution 2019-19 Modified Zoning Hearing Board Compensation as presented. The motion was unanimous.

9. New Business

- a. Resolution 2019-33 Re-adoption of the Dauphin County & West Hanover Township Emergency Operations Plan (EOP) – Mr. Bill McCahan said that he had changed a few dates and telephone numbers; no actual data and the County wants a new Resolution for the update. Motion: Mr. Megonnell moved, seconded by Ms. Connors to adopt Resolution 2019-33 as presented. The motion was unanimous.
- b. Moody's Annual Report – Ms. Connors said that she saw the county population, but doesn't see the Township population. Mr. Rosario said it is in a different spot and has us listed as 10,511 residents as of July 2017.
- c. 2-day Excel Seminar – Motion: Ms. Connors moved, seconded by Mrs. Zimmerman to approve Tara Rex to attend the two-day Excel seminar in Harrisburg, PA on April 15-16 for a cost of \$128. The motion was unanimous.
- d. Septic Extension Request – Mr. Jeff Zimmerman: Mr. Zimmerman lives by himself and was unaware of the ability to ask for an extension. His extension would be two years from his original date of expiration. His new expiration date would be June 9, 2020. Mrs. Zimmerman noted that he is not any relation to herself. Motion: Ms. Connors moved, seconded by Mrs. Zimmerman to extend Mr. Zimmerman's septic pumping expiration to June 9, 2020. The motion was unanimous.
- e. 2019 PA Recreation & Parks Society Convention (PRPS) – Mr. Megonnell asked where it was located. Mrs. Jeannette Zimmerman said it is in the State College area, but her mom lives nearby so there will not be any hotel charges. Motion: Mr. Steinmeier moved, seconded by Ms. Connors to approve Jeannette Zimmerman to attend the 2019 PRPS Convention in State College on April 2 -5th for a cost of \$390. The motion was unanimous.

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- f. Hummel Landscape 2019-02, reduction request #1 – Motion: Mrs. Zimmerman moved, seconded by Ms. Connors to release \$91,275 from their current Improvement Guarantee, at HRG's recommendation. This will leave a remaining balance of \$16,453.50. The motion was unanimous.

10. Other business

- a. Computer upgrades/ windows 7 – Mr. Rosario said that windows programming will no longer support windows 7 as of January 1, 2020. He said that most of the Township's computers run on this currently. Some computers are at least five years old and are not recommended for upgrade, but replacement. Mr. Rosario said that all updates, support, etc. will no longer be supported and you would become more susceptible to online security issues. He said that you are also no longer able to purchase hard copies of the software, they all must be directly purchased from Microsoft.

Option #1 would be to replace all Township computers to run on windows 10.

Option #2 would be to replace only the oldest computers, while upgrading the guts on the rest. This would buy the Township two years before those upgraded would need to be replaced.

Mr. Chiles said that this is what I do for a living; while Microsoft is a subscription base only, you can get group/municipal discount service. He stated that all security updates will start stopping as of July 2019. He recommends that the Township replaces all PC's. Mr. Chiles said that within our Township, we have Ingram Micro that supplies computer systems and services. They may be willing to give a deal.

It was recommended for Mr. Rosario to talk with Diana Reed to find surplus money to purchase the new PC's so that it does not affect the bottom line of the budget.

Bill McCahan warned the audience, that you should never fall victim to phone calls stating your current windows 10 software has expired. They are a scam.

- b. Office Rehab vs. New Build – Mr. Rosario said that we have a few options for the building. He asked if we should subdivide this property, keeping the cell tower property? He said that HRG would have to do a survey, as we now have a pond/wetlands just inside the wooded area that didn't exist five years ago. Mr. Rosario said he is not sure how much of this lot is buildable anymore. Mrs. Zimmerman said that the Township owns property near the Sewer Authority and Fire Company. We have a variety of ideas. Mr. Rosario said that we could always move to the lower level of the Community Center temporarily if needed. He wanted to let the Board know that he is looking to put together a package for the Board displaying the options. Mr. Steinmeier said that in 2000, Earl Hoffman wanted to donate a large sum of money to expand and renovate our building; but we never moved forward with it. Mr. Rosario said that he had retained previous quotes a few years ago for only "lipstick and rouge" and those were +/- \$270,000.
- c. Fire engine 36-3. This unit is twenty years old and needs to be replaced with a new Engine. Mr. Miller said the Fire Company is not asking for any decisions tonight; he wanted to reach out to Pierce to see if a lease / purchase would be possible. This new Engine would cost approximately \$900,000. It was asked why we needed a 2,500 gallon tank for the Engine? Mr. Miller said that when it is used up the mountain, where fire hydrants are not as common, it provides adequate water for incidents. Ms. Connors noted that the paperwork stated a purchase deadline of February 28th for the current pricing; otherwise the price would increase \$22,000. Mr. Miller stated that this was a 2018 quote, the committee had asked for an extension and Pierce agreed to extend that pricing until the end of February. Mrs. Zimmerman asked if everything was included. Mr. Miller said yes. Mr. Steinmeier asked if we had the money in the budget. Mr. Steinmeier asked why we would spend \$900,000 on a new fire truck if all of those people in Houck Manor and Holiday Park needed sewer? Ms. Connors said that the Fire Engine benefits the ENTIRE Township, while the public sewer only

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benefits those within the two specific communities and those who have already hooked up to sewer has covered those costs themselves.

Mr. Megonnell asked how old the current truck is? Mr. Miller said 20 years. Mr. McCahan said that fire tax has not been raised in a long time. He said that to equip a new firefighter with gear and training, it is about \$5,000. Mrs. Zimmerman asked about low interest loans? Mr. Rosario said that there are DCIB Loans that we could run for 7-10 years.

Mr. McCahan said that 10-12 years ago, a rescue would cost \$424,500. It now costs one million dollars to duplicate. Mr. Rosario asked if he should do a RFP for financing? Mr. Wakefield replied yes. Mrs. Zimmerman and Mr. Miller supported the lease/purchase idea. Mr. Miller said that Pierce is costar and does financing.

Mr. Rosario said that the Township has still not heard back from GLICK on our damaged engine. He said that if the frame is bent, it will probably get totaled. Mr. McCahan said that he attended the arraignment for the truck driver was today. The driver's company plead guilty. The driver wanted a postponement, which was denied. The driver was told that he has put a huge burden on the Township Residents and we want him off the road and will not ease up.

Bill McCahan said that last Wednesday, South Central EMS was hit at mph while stopped on Laudermilch Road with all lights on.

11. Public Comment

- Mark Chiles, Townes of Hershey - He said that Ingram Micro are good neighbors and can give us a complete turn key solution for the computers.
- Rich Enck, Hillside Avenue – He stated that at the Sewer Authority meeting, the bids are coming in about \$210,000 cheaper than expected.

He asked about the Town Hall meeting for the following day. The Supervisors said that with the impending weather, it may not happen. Ms. Connors said that the Governor already closed all non-essential personnel. If there is weather, you should check the door, facebook, and website.

12. Parks Comments:

- February 21st is the Senior Lunch
- February 25 & 26th is AARP driving class; 55+
- March 6th Chicken or Ham Pot Pie Community Dinner
- March 5th Philly Flower Show Bus Trip – SOLD OUT
- March 5th from 9am -1pm, Andrew Lewis' office is offering senior citizens income tax returns for free.
- Casino night is coming up.

13. Supervisors Comments:

- Mr. Megonnell
 - Where is the Township with the sound system quotes? Mr. Rosario said that we are still waiting on two other quotes.
 - Requested a brief Executive Session following the meeting
- Ms. Connors
 - The Governor's budget address did include a fee for Townships without their own Police Forces on a sliding scale based on per capita.

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- Mr. Steinmeier
 - Is again requesting the dusk to dawn light at the intersection of Sarhelm and xx.
 - Said that Fire Companies are battling for volunteers and are offering different incentives for their volunteers including Pension offerings.

14. Motion: Mr. Megonnell moved, seconded by Mrs. Zimmerman to adjourn the meeting at 8:50 pm. The motion was unanimous.