

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

Board of Supervisor Meeting Minutes
Monday, January 6, 2019

1. Mr. Miller called the meeting to order at 7:04 pm. This was followed by the Pledge of Allegiance and Invocation.
2. **Nominations for Chair:** Mr. Steinmeier nominates Kyle Miller; who respectfully declines. Mr. Megonnell nominates Stacey Connors; who accepts. Motion: Mr. Megonnell moved, seconded by Mr. Miller to name Stacey Connors Chair***. The motion was unanimous with Ms. Connors abstaining.

Nominations for Vice-Chair: Mr. Steinmeier nominates Jay Megonnell; who respectfully declines. Ms. Connors nominated Kyle Miller; who accepts. Motion: Ms. Connors moved, seconded by Mrs. Zimmerman to name Kyle Miller as Vice-Chairman. The motion was unanimous with Mr. Miller abstaining.

Nominations for Secretary/Treasurer: Mrs. Zimmerman nominates Donald Steinmeier; who accepts. Motion: Mrs. Zimmerman moved, seconded by both Mr. Megonnell and Ms. Connors. The motion was unanimous with Mr. Steinmeier abstaining.

3. Approval of Minutes:

- a. *Motion: Mrs. Zimmerman moved, seconded by Mr. Megonnell to approve the regular meeting minutes of December 16, 2019. The motion was unanimous.*

4. Public Comment:

- Richard Enck, Hillside Road. Said that there was an electric provider solicitor without permits. He is totally connected to the public sewer.

5. Presentations, Staff & Board Reports included reports of EAC minutes, Sewer Authority minutes, Property Maintenance Log, Public Works Log, Chief's Report and the Houck Public Sewer Connections. There were not any comments on these.

6. The Treasurer's Report was read by Mr. Steinmeier with fund balances as of Friday, January 3, 2020.

- a. *Motion: Mr. Miller moved, seconded by Mr. Megonnell to accept the gross payroll in the amount of \$38,062.95 for January 3, 2019. The motion was unanimous with Mrs. Zimmerman abstaining.*
- b. *Motion: Mr. Miller moved, seconded by Mr. Megonnell to approve the vouchers prepaid in the amount of \$142,053.40 for the Administration, Parks and Public Works departments. The motion was unanimous.*
- c. *Motion: Mr. Megonnell moved, seconded by Mr. Miller to approve the vouchers prepaid in the amount of \$15,782.41 for Fire Tax. The motion was unanimous.*

7. Old Business:

- a. Townes of Hershey, SW & Road Issues – No new information.
- b. Lexington Woods Hydrant turn over – No new information.

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- c. Corrective Action Motion – Mr. Miller said that there was some confusion with the documents, and this can be tabled. Motion: Mr. Miller moved, seconded by Mr. Steinmeier to table this. The motion was unanimous.

8. New Business:

- A. Resolution 2020-01. Motion: Mrs. Zimmerman moved, seconded by Mr. Miller to appoint Diana Reed & Associates as the Township accounting firm for 2020. The motion was unanimous.
- B. Resolution 2020-02. Motion: Mr. Megonnell moved, seconded by Mr. Steinmeier to elect Salzmann Hughes as the Township Solicitor for 2020. The motion was unanimous.
- C. Resolution 2020-03. Motion: Mr. Miller moved, seconded by Mr. Steinmeier to appoint HRG as the Township Engineer for 2020. The motion was unanimous.
- D. Resolution 2020-04. Motion: Mrs. Zimmerman moved, seconded by Mr. Miller to appoint Hamilton & Musser as Township auditing firm for 2020. The motion was unanimous.
- E. Resolution 2020-05. Motion: Mrs. Zimmerman moved, seconded by Mr. Miller to appoint Brian & Carrie McFeaters as Sewage Enforcement Officers (SEO) and Nelson Zeigler as alternate. The motion was unanimous.
- F. Resolution 2020-06. Motion: Mrs. Zimmerman moved, seconded by Mr. Miller to establish the bond limits for the Township Manager and the Secretary/Treasurer at \$300,000.00 and the Assistant Secretary/Treasurer at \$400,000.00. The motion was unanimous.
- G. Resolution 2020-07. There had been confusion over the need to run for this office. This position does not require one to “run” for office and is chosen by the Board of Supervisors. The Board would like Mr. Hartman to be asked if he will take the position again. Motion: Mr. Megonnell moved, seconded by Mr. Miller to table this until we have spoken to Mr. Hartman. The motion was unanimous.
- H. Resolution 2020-08. Motion: Mrs. Zimmerman moved, seconded by Mr. Miller to appoint Donald Steinmeier as the Secretary/Treasurer and Tara Rex as the Assistant Secretary/Treasurer. The motion was unanimous.
- I. Resolution 2020-09. Motion: Mr. Miller moved, seconded by Mr. Megonnell to appoint Harold Harman as Roadmaster and Chris Mumma as Assistant Roadmaster. The motion was unanimous.
- J. Resolution 2020-10. Motion: Mr. Miller moved, seconded by Mr. Megonnell to appoint Donnie Holmes as Parks Director and Jeannette Zimmerman as Assistant Parks Director. The motion was unanimous with Mrs. Zimmerman abstaining.
- K. Resolution 2020-11. Motion: Mr. Miller moved, seconded by Mr. Steinmeier to appoint Janet Hardman as the Zoning Administrator. The motion was unanimous.
- L. Resolution 2020-12. Motion: Mrs. Zimmerman moved, seconded by Mr. Miller to appoint Daniel Rosario as the Township Manager. The motion was unanimous.

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- M. Resolution 2020-13. Motion: Mr. Miller moved, seconded by Mrs. Zimmerman to re-appoint Ronald Lawson for seat #3, David Templin for seat #5 and Lucy Kepp for Alternate seat #6 on the Zoning Hearing Board (ZHB). The motion was unanimous.
- N. Resolution 2020-14. There was discussion if we had the ability to approve who the Sewer Authority appoints. Mr. Wakefield replied that the Township may put whoever we wish on their Board. Motion: Mr. Megonnell moved, seconded by Mr. Miller to appoint Gloria Zimmerman to the Sewer Authority Board. The motion was unanimous with Mrs. Zimmerman abstaining.
- O. Resolution 2020-15. Motion: Mrs. Zimmerman moved, seconded by Mr. Miller to re-appoint Rebecca Schwartz for seat #6. The motion was unanimous.
- P. Resolution 2020-16. Motion: Mr. Miller moved, seconded by Mr. Miller to re-appoint Stacey Connors for seat #4, Richard Mula for seat #5 and to appoint Elizabeth Bezszy Iko to seat #3 for the Planning Commission. The motion was unanimous with Ms. Connors abstaining.
- Q. Resolution 2020-17. Motion: Mrs. Zimmerman moved, seconded by Mr. Miller to re-appoint the following members to the Environmental Advisory Committee – seat #1 Marcel Smullen, seat #3 Jay Megonnell, seat #5 John Miele. The motion was unanimous with Mr. Megonnell abstaining.
- R. Resolution 2020-18. There was talk that if Mr. Megonnell was able to keep the secretary position then he could take the position. Motion: Mrs. Zimmerman moved, seconded by Mr. Miller to appoint Jay Megonnell to the PSAB Citizen-at-Large position. The motion was unanimous with Mr. Megonnell abstaining.
- S. Resolution 2020-19. Motion: Mr. Megonnell moved, seconded by Mr. Miller to appoint Todd Hoffman as the SCEMS Representative and Bill McCahan as the SCEMS Alternate Representative. The motion was unanimous.
- T. Resolution 2020-20. Motion: Mrs. Zimmerman moved, seconded by Mr. Megonnell to appoint Daniel Rosario as the Delegate to the Dauphin County Tax Collection Committee and Donald Steinmeier as the Alternate Delegate. The motion was unanimous with Mr. Steinmeier abstaining.
- U. Resolution 2020-21. Motion: Mr. Miller moved, seconded by Mrs. Zimmerman to appoint Lucy Kepp as the Representative for CAPCOG and Jay Megonnell as the Alternate. The motion was unanimous with Mr. Megonnell abstaining.
- V. Resolution 2020-22. Motion: Mrs. Zimmerman moved, seconded by Mr. Megonnell to appoint Donald Steinmeier and Janet Hardman as WES Business Representatives. The motion was unanimous with Mr. Steinmeier abstaining.
- W. Resolution 2020-23. Motion: Mrs. Zimmerman moved, seconded by Mr. Miller to set the compensation for the Zoning Hearing Board at \$25 per hearing date attended, paid on a quarterly basis. The motion was unanimous.
- X. Resolution 2020-24. There was discussion on why Fulton wasn't listed if we still used them, but it was clarified that we are no longer using them to deposit funds. Motion: Mrs. Zimmerman moved, seconded

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- by Mr. Miller to name Mid Penn Bank as the Township's Depository for funds. The motion was unanimous.
- Y. Resolution 2020-25. Motion: Mr. Steinmeier moved, seconded by Mr. Miller to set the authorization of authorized signatures to the following four individuals: Stacey Connors, Kyle Miller, Donald Steinmeier, Tara Rex. The motion was unanimous.
- Z. Resolution 2020-26. Motion: Mr. Miller moved, seconded by Mrs. Zimmerman to authorize the ability to pay invoices in advance in order to meet due dates. The motion was unanimous.
- AA. Resolution 2020-27. Motion: Mr. Steinmeier moved, seconded by Mr. Miller to establish the 2020 Township Holidays as the following – January 20, February 17, May 25, July 3, September 7, October 12, November 11, November 26-27, December 25 and January 1, 2021. The motion was unanimous.
- BB. Resolution 2020-28. Motion: Mrs. Zimmerman moved, seconded by Mr. Miller to establish the 2020 Board of Supervisors Meeting Dates as the following – January 6 & 21, February 3 & 18, March 2 & 16, April 6 & 20, May 4 & 18, June 8 & 22, July 6 & 20, August 3 & 17, September 8 & 21, October 5 & 19, November 2 & 16, December 7 & 21 and January 4, 2021. Public workshop is scheduled for the first, second and third Mondays at 6 pm on an as-needed basis. The motion was unanimous.
- CC. Resolution 2020-29. Motion: Mr. Steinmeier moved, seconded by Mr. Miller to table the Authorization for Towing & Storage until new rates are available. The motion was unanimous.
- DD. Resolution 2020-30. Motion: Mr. Miller moved, seconded by Mr. Megonnell to appoint the following PSATS Delegates: Jay Megonnell, Stacey Connors, Kyle Miller, Donald Steinmeier, Gloria Zimmerman, Township Manager, Township Codes Officer, Township Zoning Officer. The motion included the Voting Delegates as Donald Steinmeier as the Delegate and Stacey Connors as the Alternate. The motion was unanimous.
- EE. Resolution 2020-31. Motion: Ms. Connors moved, seconded by Mrs. Zimmerman to appoint Kyle Miller as the Fire Company Liaison and Jay Megonnell as the Alternate Liaison. The motion was unanimous with Mr. Miller and Mr. Megonnell both abstaining.
- FF. Resolution 2020-32. Motion: Mr. Miller moved, seconded by Mr. Megonnell to establish the mileage rate for use of a personal vehicle to conduct Township business to be equal to the rate set by the current IRS guidelines. The motion was unanimous.
- GG. Resolution 2020-33. Motion: Mr. Miller moved, seconded by Mr. Megonnell to re-adopt the Dauphin County & WHT Emergency Operations Plan (EOP). The motion was unanimous.
- HH. Resolution 2020-34. Motion: Mrs. Zimmerman moved, seconded by Mr. Miller to appoint Stacey Connors for the two-year term, expiring on 12/31/21, on the Personnel Committee. They appointed Donald Steinmeier to the one-year term, expiring on 12/31/20, on the Personnel Committee. The motion was unanimous with Ms. Connors and Mr. Steinmeier abstaining.
- II. Ordinance Revision: Motion: Mr. Megonnell moved, seconded by Mr. Miller to table the authorization to run the advertisement to amend the Open Burning Ordinance. The motion was unanimous.

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- JJ. Resolution 2020-36. Motion: Mrs. Zimmerman moved, seconded by Mr. Miller to elect Michael P. Robertson for a six-year term and Thomas C. O'Neill for a two-year term for the Elected Auditors. Mr. Rosario said that there were scheduling conflicts and they will meet prior to the next BOS meeting. The motion was unanimous.
- KK. Brookview Phase 3 Road Dedication. Motion: Mr. Megonnell moved, seconded by Mr. Steinmeier to table this until all items have been satisfied. At this time we are still awaiting as-builds. The motion was unanimous.
- LL. Final IG Release Brookview Phase 3. Motion: Mr. Miller moved, seconded by Mr. Steinmeier to approve the final IG Release for Brookview Phase 3 as recommended by HRG. Yingst will use the release of funds for the 18-month Maintenance Guarantee for the Road Dedication. The motion was unanimous.
- MM. Keystone Collections / WHT Agreement. Mr. Wakefield stated that it needs to be done. Mrs. Zimmerman said that she prefers if Ms. Hardman would have seen it. Motion: Mr. Miller moved, seconded by Mr. Steinmeier to approve the Keystone Collections Agreement as presented. The motion was unanimous.

9. **Supervisor comments**

Gloria Zimmerman – Mrs. Zimmerman said that it was a pleasure to see Harold Harman. He is looking better.

Jay Megonnell – Mr. Megonnell said that Harold was looking good. He said that the next BOS meeting is on January 21st due to the Holiday. Mr. Megonnell said that on Monday 20th the Board will be attending the COG Dinner. He said that there will be a short executive session prior to the close of the meeting.

Donald Steinmeier – Mr. Steinmeier said that it was good to see Harold. He said that Waste Management has changed what is allowed to be recycled.

Kyle Miller – Mr. Miller said Happy New Year

The Board adjourned to hold the short Executive session @ 9 pm. The Board reconvened at 9:20 pm.

Motion: Mr. Miller moved, seconded by Mr. Megonnell to adjourn the meeting at 9:20 pm. The motion was unanimous.