

West Hanover Township  
7171 Allentown Blvd. Harrisburg, PA 17112  
[www.westhanover.com](http://www.westhanover.com) 717.652.4841  
[www.zoom.us](http://www.zoom.us)

**THURSDAY, FEBRUARY 4, 2021**  
**Board of Supervisors Meeting 7:00 PM**

1. Call to Order, followed by the Pledge of Allegiance and the Invocation.
  
2. **Approval of Minutes:** Motion: Mr. Steinmeier moved, seconded by Mr. Megonnell to approve the meeting minutes of January 21, 2021 as written. The motion was unanimous.
  
3. **Correspondence:** J.Brookes public sewer hookup opinion.
  
4. **PA State Police Monthly Update:** PA State Police, Troop H wants to say thanks for having us every month. Thank you for all the help regarding the snow removal throughout the Township. Barracks has resumed proactive work. January 2020 had a total of 275 calls, with 100 requiring a report. Our numbers for West Hanover Township are in line with both East and South Hanovers numbers. We are on track with numbers from last year. Mrs. Zimmerman said that she appreciates your help and thank you for your service. Mr. Megonnell said that there is a PSAB meeting on the first Monday of the month, starts at 7 pm. Mr. Steinmeier requested additional police presence on Route 22. The PA State Police agreed that enforcement can be increased along Route 22.
  
5. **Public Comment:** Richard Enck, Hillside Avenue, had a question regarding the new electrical rates and the outdoor lighting at several buildings. He also had raised questions on re-appointing for the ms4 Authority Board and his concerns on missed meetings by a board member.
  
6. **Presentations, Staff & Board Reports:**
  - A. Presentation & Acceptance: 2019 Independent Audit presented by Nicholas Shearer, Hamilton & Musser. He went through the included items by page. Page 1 of the Independent Auditor's Report includes a description of the financials, management responsibilities and the auditor responsibilities.  
  
Page 2 is the Independent Auditor's opinion; it is rated the highest rating any Township can get. The following section is the management discussion and analysis section, including goals and activity during the current year.

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Page 20 includes the Financial Balance Sheet of all Township Funds including a separate column for the component unit of the Sewer Authority. Total assets for the Township total of \$34 million and total liabilities of \$9 million. This leaves the Township with 25 million of net position of which \$7 million are unrestricted funds.

This is followed by the Statement of Activities, or the income statement of the township. The Statement shows that the Township's functions and programs are funded by general property taxes, with a majority through Real Estate Taxes. The Township showed a slight loss of \$82,000 at the end of 2019.

On Page 22 of the document, shows the Balance sheet for Governmental Funds measured on the modified accrual method, gives you a better picture of the short-term finances of the Township. Total assets were \$17 million, liabilities were \$8 million, and total fund balance was \$9 million with \$5.4 million being unrestricted.

Page 24 of the Statement of Revenue and Expenditures goes into greater detail of the revenue and expenses of the township measured on the modified accrual method. It shows revenue of \$5.3 million and expenditures of \$5.6 million, totaling a slight loss of \$313,000. This operating loss was made up in other areas such as the issuance of capital leases agreements and insurance proceeds. The ending net change was \$26,000 in the positive. Non-major funds are what caused the most significant change in the operating loss.

Page 26 shows the Fiduciary funds of the Township. This includes the Township's pension plan, senior van fund, and tax collector account.

The following pages are the Notes to the Financial Statements show the accounting policies of the Township and dives deeper into the numbers on the face of the financial statements.

One financial statement note I would like to highlight is Note 13 on page 54 emphasizing that the Township is operating in an environment that has been economically impacted by the COVID-19 pandemic. Overall, the impact of COVID-19 was minimal, and based on conversations with management, there appears to be very minimal impact to the 2020 financial status of the Township. Hamilton & Musser will be starting the 2020 audit in a few months.

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As part of the audit Hamilton & Musser also evaluates the appropriateness and effectiveness of the Township's internal controls and report to the Board as needed. Overall showing no big concerns. Thank you, Michael Gossert, for allowing us into the Township and Tara Rex for the work in preparing, very organized and easy to find financial information needed. Mr. Steinmeier thanked Nick Shearer for the report and said it seems the Township is in good order.

*MOTION: Mr. Miller moved, seconded by Mr. Stienmeier to accept the 2019 Independent Audit as presented by Hamilton & Musser. The motion was unanimous.*

B. Presentation & Acceptance: Digital Records Storage with searchable text Mr. Gossert said that there was money set aside in the 2021 budget to start the digital storage of our records. This will reduce the number of boxes downstairs, give the employees easier and quicker access to data without having to dig through years of boxes.

Mike Glaser, Higher Information Group, said that a lot of municipalities within the State are doing this. Mr. Glaser said that they are currently doing a lot of work with the District Attorneys. He said this alleviates the concern of the courthouses not being open and the lack of current access to documents. He said that in the case of the World Trade Center, over 1,000 businesses disappeared in the blink of an eye. Doing so allows you to reclaim wasted space and gives greater accessibility to the documents. Mr. Gossert said that the Township did have an incident where we lost years of documents that were downstairs.

Legally, the documents will be in pdf-A format, which stands for archival, meaning they cannot be altered. Mr. Stinnett said that in April 2019, Municipalities weren't allowed to get rid of their paper after scanning, but now the laws accept it as long as they are the correct format.

Mr. Stienmeier thinks this is long overdue, and has been tossed around for years. Mr. Megonnell asked about the cost. Mr. Gossert replied that Higher Information Group will stop when close to the threshold we give; allowing us to budget for the following year.

*MOTION: Mr. Megonnell moved, seconded by Mrs. Zimmerman to accept the Digital Records Storage as pdf-A including searchable text with a monetary limit of \$20,000 as designated in the Budget. The motion was unanimous.*

C. Staff & Board Reports

These are for reference / discussion only and included the Public Works daily report and the Property maintenance report.

**7. Treasurer's Report:**

A. Monthly Deposits for January \$54,594.39

B. Expenditures:

(a) PAYROLL, JANUARY 29, 2021 MOTION: *Mr. Miller moved, seconded by Mr. Megonnall to accept the gross payroll of January 29, 2021 in the amount of \$37,306.40. the vote was 4-1 with Mrs. Zimmerman abstaining.*

(b) Vouchers pre-paid via paper check

- *MOTION: Mrs. Zimmerman moved, seconded by Mr. Megonnell to approve the paper checks pre-paid for the Administrative, Parks and Public Works in the amount of \$9,473.82. The motion was unanimous.*
  
- *MOTION: Mrs. Zimmerman moved, seconded by Mr. Megonnell to approve the paper checks pre-paid from the Fire Tax in the amount of \$6,410.44. The motion was unanimous.*
  
- *MOTION: Mr. Megonnell moved, seconded by Mr. Miller to approve the paper checks pre-paid for all other departments in the amount of \$26,225.99. The motion was unanimous.*

(c) Vouchers via ACH transfer & Vendor Sites

- *MOTION: Mr. Miller moved, seconded by Mrs. Zimmerman to approve the ACH Transfers and Vendor Site payments in the amount of \$158,061.21. The motion was unanimous.*

**8. Old Business:** None

**9. Other Business:** None

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**10. New Business:**

A. 2021 Mowing Bid Package MOTION: Mr. Megonnell moved, seconded by Mr. Miller to authorize the advertisement for the 2021 mowing contract with bid awarding at the march 4<sup>th</sup> Board of Supervisors meeting. The motion was unanimous.

B. 2-year project to control Japense Knotweed Mr. Gossert believes this is a very reasonable cost for the project. Mr. Megonnell said there are at least three locations where it is curretnly growing within the Township.

MOTION:Mr. Megonnell moved, seconded by Mr. Steinmeier to authorize the Environmental Advisory Council to move forward with their 2-year control measures for Japanese Knotweed as presented.

C. Resolution 2021-28 Dale Zimmerman Recognition for 41 years Outstanding Service Mr. Gossert wanted to ensure that with Dale Zimmerman's passing, he was remembered for his great service throughout the years.

MOTION: Mr. Miller moved, seconded by Mr. Megonnell to approve resolution 2021-28 to officially recognition of dale zimmerman's outstanding service during his 41 years at west hanover township. The motion was unanimous.

D. Resolution 2021-29 Tom Stewart four-year term for Planning Commission MOTION: Mr. Megonnall moved, seconded by Mr. Miller to approve resolution 2021-29 to re-appoint tom stewart to seat #7 for a 4-year term on the planning commission. The motion was unanimous.

E. Resolution 2021-30 Mike Geppert, five-year term for the Authority Board MOTION: Mrs. Zimmerman moved, seconded by Mr. Miller to Table resolution 2021-30 to appoint mike geppert to seat #5, allowing the MS4 Authority time to review this. The motion was unanimous.

F. Septic Pumping Extension Request 1253 Piketown Road Mr. Gossert thought it seemed like an unusual request, as they were just pumped. Mr. Stinnett took a look at the ordinance, which mandates that the extension must be given within the six months prior to expiration.

MOTION: Mrs. Zimmerman moved, seconded by Mr. Megonnell to deny the septic pumping extension request for 1253 piketown road. This is due to the Township Ordinance which limits the extension request to the 6 months prior to expiration date only. The motion was unanimous.

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G. Improvement Guarantee Reduction #2, Hummel's Landscape, Inc. Mr. Gossert said that the process has changed and he asks that the motion be contingent upon all bills being settled prior to the release of the funds.

*MOTION: Mr. Miller moved, seconded by Mr. Megonnell to authorize the financial security release of \$16,453.50, leaving a balance of zero, contingent upon all engineering fees settled prior to the release of the funds. The motion was unanimous.*

H. West Hanover Township Fire Police request for Portable Arrow Sign This is a request from the Fire Police to be mounted on the back of the truck. It is a portable arrow panel, which will be quite beneficial, especially when answering calls on the highway. Mrs. Zimmerman said that they have a lot of calls they show for on Interstate 81.

*MOTION: Mr. Megonnell moved, seconded by Mr. Steinmeier to authorize the Fire Police to purchase a portable, mountable arrow board to the Fire Police unit as presented in their request dated January 27, 2021. The motion was unanimous.*

I. Final inspection at the Townes of Hershey Mr. Stinnett said that this is a formality of the MPC to release any remaining escrow. He said they will be looking to dedicate the roads to the Township. Mr. Steinemeier asked if this was the final process for Townes of Hershey? Mr. Stinnett replied that assuming everything passes, yes this is the final process. Mr. Miller said that HRG, Mr. Harman and himself walked the roads throughout the development already.

*MOTION: Mrs. Zimmerman moved, seconded by Mr. Steinmeier to authorize HRG to complete the final inspection for the Townes of Hershey. The motion was unanimous.*

J. Resolution 2021-32 Adopting of Public Streets: Olde Mill Road and Cobblestone Drive

*MOTION: Mr. Stienmeier moved, seconded by Mr. Miller to approve Resolution 2021-32 as presented for the formal adoption of Olde Mill Road and Cobblestone Drive. The motion was unanimous. .*

K. 2021 West Hanover Township Retainer Agreement with HRG

*MOTION: Mr. Miller moved, seconded by Mr. Steinmeier to authorize the Retainer Agreement between West Hanover Township and HRG. The motion was unanimous.*

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L. Amendment to WHT Non-Uniform Pension Plan

*MOTION: Mr. Steinmeier moved, seconded by Mr. Miller to authorize the amendment to the West Hanover Township non-uniform pension plan as presented. The motion was unanimous.*

11. **Public Comment:** None

12. **Supervisor Comments:**

A. Gloria Zimmerman – Be careful and smart, wear a mask and respect others. Check in on the elderly, make them a meal.

B. Jay Megonnell – agrees with Gloria. He has been staying home a lot. Mr. Megonnell wants to remind residents NOT to throw snow into the streets. Mr. Megonnell asked for the Fire Police to have a spot in the budget. They used to be included but have been removed. Mr. Gossert said that he will be sure to add them to the 2022 Budget. Mr. Megonnell wanted to remind his fellow Board Members that PSATS is in April.

C. Kyle Miller – He and two fire members flew out to do the final inspection on the new pumper the Township purchased. It is a modern replica of what is up on the mountain now. The rig should be arriving at GLICK tomorrow and should take about a month for them to mount all the equipment. The new unit should be in service mid to late March 2021. Mr. Miller said they will be looking to sell the old firetruck, with a formal request forthcoming. He said that we will need to get a municipal plate, and one for the rescue. Mr. Miller said that on Tuesday, the family of the sole survivor from the accident by Aroogas, gave a speech thanking the Fire Company for their life saving efforts of the young man. He is staying with his mom, and is still in a lot of pain, but doing very well. The family is very appreciative of the Fire Company.

D. Donald Steinemeier – Please do not rush through snow blowing or shoveling; be careful of heart attacks. There is more snow coming, please be careful.

E. Stacey Connors – Thank you to public works, who did a fantastic job plowing the roads. She received compliments multiple times from throughout the township. She really appreciates their hard work. Ms. Connors also wanted to state that they met briefly in executive session prior to this meeting.

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13. **Adjournment:** Mrs. Zimmerman moved, seconded by Mr. Miller to adjourn the meeting at 8:10 pm. The motion was unanimous.