

West Hanover Township
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Thursday, July 15, 2021
Board of Supervisors Meeting Minutes
Present in-person: 8
Present via zoom.com: 5 residents

1. **Call to Order, followed by the Pledge of Allegiance and the Invocation. All Supervisors were present except for Vice Chairman, Kyle Miller.**

2. **Approval of Minutes**

Supervisor Megonnell requested that in the June 17, 2021 minutes under New Business, Item J be changed to reflect that Supervisor Zimmerman did not abstain from the Septic Pumping Extension Request vote but voted no.

Motion: Supervisor Megonnell moved, seconded by Secretary/Treasurer Steinmeier to approve the meeting minutes of July 15, 2021 once the above-mentioned change was made.

3. **Feasibility Study Presentation by Kimmel Bogrette Architecture + Site: Martin D. Kimmel, AIA, NCARB, Co-Founder & President**

Mr. Kimmel had a detailed presentation of three options they are looking into:

Option A: Renovate/Expand Existing Township Building with New Public Works Building at Sewer Authority Site

Option B: New Township Building at Buck's Tavern Site and New Public Works Building at Sewer Authority Site

Option C: New Township Building and New Public Works Building on Sewer Authority Site

Cost estimates for all options were provided. Township Manager Gossert asked the Board to digest the information over the next few weeks/months and then make a decision on how we want to proceed, no vote is necessary at this time.

4. **Correspondence:** None

5. **Public Comment:**

Kathy Pierich, 315 Nagle Court – Kathy expressed her unhappiness with the Waste Management contract regarding trash bag tag customers being required to purchase 12 at \$72. She feels the

way the Township communicates with the residents have changed and needs to be better. Chairperson Connors said that to receive a paper copy of the quarterly newsletter, residents can call here to the Township Building and be placed on the mailing list. Kathy asked that when the next trash/recycling contract is entered into that we consider the seniors in the Township.

Richard Enck, 7112 Hillside Avenue – Richard said that he doesn't feel there is enough research being done on the history of some properties that are being issued building permits.

Mike Kreiser, 483 Hershey Road – questioned that Phase 1 of Kimmel Bogrette's Feasibility Study clearly mentioned getting residents, staff and stakeholders involved. They did not do that. Township Manager Gossert explained that Phase 1 was to identify what sites the Township owns that would support the operations and administration of the Township. The next step will be the pre-design and that will include the Township Committees (Environmental Advisory Council, Parks & Recreation Board, etc.), staff and public.

6. Presentations, Staff & Board Reports: Read by Chairperson Connors

A. June 2021 Zoning Report

B. June 17 - July 8, 2021 Property Maintenance Report

Supervisor Megonnell stated there are some addresses on the report but no other information. It looks like when the PDF document was created it messed something up. Supervisor Megonnell said he will check it out.

C. June 21 - July 9, 2021 Public Works Report

Supervisor Megonnell said it looks like the report is now given weekly, not daily and he would like to see it go back to a day-by-day report.

7. Treasurer's Report: Read by Secretary/Treasurer Steinmeier

A. Monthly Deposits: \$82,245.95

B. Expenditures:

1. Payroll for July 2, 2021, 2021: Net \$34,104.28 and Gross \$44,980.49

Motion: Supervisor Megonnell moved, seconded by Chairperson Connors to approve the gross payroll of July 2, 2021 in the amount of \$44,980.49. The motion was passed 3 – 1 with Supervisor Zimmerman abstaining.

2. Vouchers pre-paid via paper check: \$36,735.86

Motion: Supervisor Zimmerman moved, seconded by Supervisor Megonnell to approve the vouchers pre-paid via paper check in the amount of \$36,735.86. The motion was unanimous.

3. Vouchers pre-paid via ACH transfer & Vendor Sites: \$66,582.63

Motion: Supervisor Megonnell moved, seconded by Supervisor Zimmerman to approve the vouchers pre-paid via ACH transfer & Vendor Sites in the amount of \$66,582.63. The motion was unanimous.

8. **Old Business:** None

9. **Other Business:** None

10. **New Business:**

- A. Authorization to accept Harold Harman's retirement letter.

Motion: Supervisor Megonnell moved, seconded by Supervisor Zimmerman (who noted Mr. Harman's last day will be December 1, 2021) to accept Harold Harman's retirement letter. The motion was unanimous.

- B. Authorization to move forward with the re-organization plan as presented during Executive Session.

Township Manager Gossert highlighted the plan.

Motion: Supervisor Megonnell moved, seconded by Secretary/Treasurer Steinmeier to move forward with the re-organization plan as presented during Executive Session. The motion passed 3 -1 with Supervisor Zimmerman abstaining.

- C. Authorize promotion of Eileen LaForce to position of Office Manager/Executive & Board Secretary

Motion: Supervisor Zimmerman moved, seconded by Supervisor Megonnell to authorize the promotion of Eileen LaForce to Office Manager/Executive & Board Secretary. The motion was unanimous.

- D. Authorization to reassign Tara Rex to Building Codes/Public Works Administrative Assistant

A discussion took place regarding the duties that Tara will be performing. Supervisor Zimmerman requested an audit of the finances before the Finance Director takes over.

Motion: Supervisor Megonnell moved, seconded by Secretary/Treasurer Steinmeier to authorize the reassignment of Tara Rex to Building Codes/Public Works Administrative Assistant. The motion was passed 3- 1 with Supervisor Zimmerman voting no.

- E. Authorizing the Issuance of Notice of Intent to Award the bid for full depth reclamation up to base course for the streets within Houck Manor and Holiday Park

Township Manager Gossert reported that bids were opened, and Recon was the lowest bidder, just shy of \$250,000. Supervisor Megonnell asked if Road Master Harold Harman had seen the information and when would the project start. Township Manager Gossert said, yes, Mr. Harman agreed, and the estimated start date would be mid-September.

F. *Motion: Supervisor Megonnell moved, seconded by Secretary/Treasurer Steinmeier to authorize the Issuance of Notice of Intent to Award the bid for full depth reclamation up to base course for the streets within Houck Manor and Holiday Park to Recon. The motion was unanimous.*

G. Financial Security Reduction/Release: 409 Brookview Court

Motion: Supervisor Megonnell moved, seconded by Supervisor Zimmerman to approve the release of the financial security in full as recommended by HRG letter dated June 18, 2021, conditioned upon all outstanding invoices being paid.

H. Financial Security Reduction/Release: 7140 Sterling Road

Motion: Secretary/Treasurer Steinmeier moved, seconded by Supervisor Megonnell to approve the release of the financial security in full as recommended by HRG letter dated June 9, 2021, conditioned upon all outstanding invoices being paid.

I. Financial Security Reduction/Release: 7120 Sterling Road

Motion: Supervisor Megonnell moved, seconded by Secretary/Treasurer Steinmeier to approve the release of the financial security in full as recommended by HRG letter dated June 18, 2021, conditioned upon all outstanding invoices being paid.

J. Financial Security Reduction/Release: West Hanover Township Sewer Authority, Houck Manor

Motion: Secretary/Treasurer Steinmeier moved, seconded by Supervisor Megonnell to approve the release of the financial security in full as recommended by HRG letter dated June 22, 2021, conditioned upon all outstanding invoices being paid.

K. Authorization to have Higher Information Group handle West Hanover Township's IT needs

Township Manager Gossert stated that the Township's contract with Runwell is about to expire and he reached out to Higher Information Group (HIG) for a quote, and they are \$100-\$150 less per month.

Motion: Supervisor Megonnell moved, seconded by Secretary/Treasurer Steinmeier to approve HIG to handle West Hanover Township's IT needs.

11. West Hanover Volunteer Fire Company Briefing: Matt Senft

Chairperson Connors said before Public Comment she sees that Matt Senft of the WHT Volunteer Fire Company is present and did he have anything to report for the fire company.

Matt Senft stated that they have responded to a number of calls on I-81 and PennDOT is milling the concrete. There are always rain-related accidents.

Chairperson Connors asked if there was an increase in calls regarding fireworks and Matt replied that there were no fireworks related calls in the last several months.

Supervisor Zimmerman stated that she received a phone call recently and the caller said a fire truck was going 60 MPH in a 35 MPH area and she told them that the fire truck was probably responding to a fire call.

Township Manager Gossert mentioned that he attended the Pre-Gaming Grant Submission Meeting and is looking at paying off the \$455,000 remained of the Firehouse mortgage, there is no pre-payment penalty. He is also considering using the funds for the Feasibility Study architect fees and the addition of lights at the baseball field.

Matt asked if there was any information from the Comprehensive Building Study regarding the structural condition at Station 3. Due to settlement of the building, there is a large crack that you can see to the outside from inside the building. The new fire truck is housed there. Township Manager Gossert reported that it is being investigated and he is awaiting the report and cost estimates. He also said that he had a conversation with the fire company about doing a land swap with the Mt. Laurel Church of God where they would use the current fire company site as a parking lot and the fire company would build a new station on their current parking lot across the street.

Secretary/Treasurer Steinmeier asked how we are doing with recruits. Matt said that we are doing better than a lot of the areas around us. The COVID crisis boosted our daytime manpower by 2-3 people. Supervisor Zimmerman suggested we may need to offer a stipend after so many years of service. Several Townships around us offer monthly incentives.

12. Public Comment:

Richard Enck, 7112 Hillside Avenue – Richard said that on July 9 and July 11 we got almost 5” of rain. He doesn’t think it’s right to make the residents pay for items that are caused by the builder.

13. Parks & Recreation Upcoming Events: Read by Chairperson Connors

- July 22 - First Aid/CPR Class 4:30 pm - 8:30 pm
- August 10 - Movie Night Wall-e 7:30 pm EAC and Manada Conservancy presentation
- August 19 - Senior Luncheon
- August 21 - Craft Show @ Houck Manor 8 am - 1 pm RAIN DATE: 8/28/21
- August 27 & 28 - Lions Club Chicken BBQ @ Flying J Travel Plaza

14. Supervisor Comments:

- A. Supervisor Gloria Zimmerman: No comments
- B. Supervisor Jay Megonnell: Asked if we are participating in National Night Out on August 3. The response was no we are not this year.

The Vouchers pre-paid via paper checks was approved but he asked what the \$1,950 to Etnoyer Well Drilling was for related to Parks and Recreation. Township Manager Gossert said he would get an answer for him.

Double K AKA Lighthouse is gone, has been demolished.

There is a house at 225 Piketown Road that has knotweed growing at the stream where it goes into Beaver Creek. The homeowners should be approached about it. Township Manager Gossert said he will investigate it.

Keep your vehicles locked. His truck was robbed, and three guns were stolen. State Troopers said they are hitting the area.

- C. Secretary/Treasurer Steinmeier: He said he was at the Senior Lunch at the Recreation Center and they did a wonderful job. There were about 100 attendees.

He asked that Public Works check the stop signs when they are out on the roads to be sure they are visible. There is one at Bucks Tavern that is covered by weeds.

People are still using Route 22 as a drag strip. He sees it almost every day. Bill McCahan, who was in attendance, mentioned that traffic traveling westbound on Route 22 has been significantly higher. He also said that on I-81, mile markers 78 to 72 are very slow and crowded.

- D. Chairperson Stacey Connors: Thank you to everyone for participating in the meeting. There are eight residents in the building and five on Zoom. This is the largest group we've had in over a year.

She encouraged the residents to come out to a meeting or call the Township office with any concerns you may have.

15. Adjournment:

Motion: Supervisor Megonnell moved, seconded by Secretary/Treasurer Steinmeier. The motion was unanimous.