Call to Order:

The South Hanover Township Board of Supervisors’ Tuesday, March 22, 2011 meeting was called to order at 7:30 p.m.

Supervisors Present:
Robert Cassel – Chairman, Dan Collins – Vice-Chairman, Edward Mimnagh – Secretary, Richard Cassel and Scott Plouse.

Also Present:

Public Present:
Isaac Sweeney, James Henke, Paul Zimmerman, Paul McNamee, Aura Hill, Jeff Reitz, Russ Palmer, Jason Gutshall, Mike Spivey, Jeannette Archer Simons and Ed Carney.

Public Comment:

None.

Approval of Minutes:

Motion: A motion was made by Edward Mimnagh seconded by Scott Plouse to approve the March 8, 2011 Meeting Minutes as presented. A 5-0 vote was taken.

Engineer’s Report:

KELLOCK RUN PUMP STATION

Joseph Strauch stated that he is currently reviewing revised drawings and the March 16, 2011 response letter from Mr. Reitz, of Light-Heigle. Mr. Plouse informed the Board of the recently scheduled, March 28, 2011 Workshop Session to discuss the design issues related to the revised Kellock Run Pump Station Plans.

Mr. Strauch further stated that the project has been found to be consistent with the South Hanover Township Subdivision and Land Development Ordinance, Chapter 22, Part 8, Special Provisions Applying in Flood-prone Areas. Motion: A motion was made by Scott Plouse seconded by Dan Collins to approve and sign the Kellock Run Pump Station – Municipal Floodplain Consistency Letter. A 5-0 vote was taken.
SEWER INSPECTION & REHABILITATION PROJECT BIDS
Joseph Strauch noted that of the four bids submitted prior to bid opening - February 16, 2011, the apparent low bidder was Sewer Specialty Services, Inc. with a bid of $47,367.50. Based upon a review of the bid documents including supplemental bid items and the low bidder’s qualifications, the recommendation is that the Board move forward to award the contract. Discussions ensued on various solutions on how best to proceed with the Township Sanitary Sewer Inspection and Rehabilitation Project as well as the eminent need to repair the Swatara Creek Force Main. **Motion:** A motion was made by Scott Plouse seconded by Edward Mimnagh to authorize Gannett Fleming to issue an Intent to Award and Notice of Award for the Township’s Sewer Inspection & Rehabilitation Project to Sewer Specialty Services, Inc., contingent upon satisfactory review of all bonding and insurance requirements. In addition, the Board authorizes Gannett Fleming to issue the Notice to Proceed upon receipt of all approved bonding, insurances and an executed agreement. **A 5-0 vote was taken.**

MILTON HERSHEY SCHOOLS – VENICE SITE – REVISIONS TO CURRENT PLAN
Joseph Strauch noted that current plan revisions for the MHS – Venice Site results in less impervious coverage and he has no exception to those changes. Mr. Strauch added that he is comfortable with how they have addressed existing stormwater problems.

Other Business from the Engineer:
Joseph Strauch requested permission to prepare bid documents for 2011 Street Projects to include the following:
- Victor Street
- Third Street
- Sunny Lane
- Small section of Hillymede tying into last year's work

Manager’s Report:

ACT 44 MUNICIPAL PENSION PLAN – POLICY & PROCEDURES
Penny Pollick informed the Board that Act 44 Municipal Pension Plan – Policy & Procedure needs adopted if the Township wants to seek out a different plan for pension funds. John Davidson reviewed Act 44 which requires or obligates the Township to have a policy and procedure in place for obtaining a professional pension plan.

ADOPT RESOLUTION 5-2011
**Motion:** A motion was made by Edward Mimnagh seconded by Dan Collins to adopt Resolution No. 5-2011- Adopting a Policy & Procedure for obtaining a Pension Plan. **A 5-0 vote was taken.**

DEP – ACT 537 PLAN PRINTING
Penny Pollick informed the Board that DEP was provided with the third required copy of the Act 537 Plan. Subsequently, a bill was submitted by Brinjac Engineering charging the Township $830.00 for said copy.

PSATS – DIRECT ENERGY – SERVICE AGREEMENTS – POOL #2 & POOL #3
Penny Pollick requested permission from the Board to enter into a Service Agreement with PSATS for electricity through On Demand - Direct Energy. Ms. Pollick noted that beginning April of 2011 PP&L will have a new default rate of 11.22 cents per KWH. On Demand – Direct Energy will be charging approximately 8.5 cents per KWH a potential savings range from $2,975 to $6,800 per year.
Motion: A motion was made by Dan Collins seconded by Scott Plouse to enter into a Power Supply Service Agreement – Pool #2 through PSATS with On Demand – Direct Energy for a 13 month contract effective April 2011 through May 2012. A 5-0 vote was taken.

VERIZON CELL PHONE PROPOSAL
Penny Pollick informed the Board that Verizon does not provide demonstration of cell phones although would offer a 14-day money back guarantee, less a $35.00 restocking fee. Penny Pollick further stated that Dr. Mimnagh will also be receiving a cell phone with emailing capabilities. Edward Mimnagh remarked, “Excuse me?” Motion: A motion was made by Dan Collins seconded by Scott Plouse to approve the request to change the Township cell phone plan to Verizon Wireless with phones not to be furnished until staff is satisfied with their choices. A 5-0 vote was taken.

REVISIONS TO PROPERTY MAINTENANCE CODE ORDINANCE
Zoning Officer, Michael Spivey presented the Board with the following items of concern based upon his review of the proposed revisions to the Property Maintenance Code Ordinance:
- Deletion of the section failure to comply; if the Codes Official has the authority to issue a Stop Work Order, why eliminate the section which provides a monetary fine for violating said Stop Work Order?
- Snow and ice removal; recommend adding a sentence to this section making it unlawful to place snow or ice on any public street or road.
- Grass clippings; recommend removing last sentence unless it is the intention of the Board to purchase or annually lease equipment necessary for the Public Works Department to begin leaf collection operations.

John Davidson stated that the minor revisions can be made without re-advertising. The Revisions to the Property Maintenance Code Ordinance including Mr. Spivey’s additions will be adopted at the April 26, 2011 meeting.

Solicitor’s Report:

RIDGEWOOD – DEVELOPMENT AGREEMENT
John Davidson has reviewed the Draft Ridgewood Development Agreement incorporating all provisions from the Conditional Approval Letter and Settlement Agreement. It was also noted that plans have to be submitted in digital and written format. During a brief discussion, the Board commented on the following items:
- John to verify current references on plan to the number of lots noted.
- Potentially lengthy time to extend phases of plan; plan is in accordance with what the MPC permits.
- Reference is made to the “fee-in-lieu of ” curbing to be paid prior to the second phase of the development, would securities be included in financial security or bond posted until payment is made; Engineer could include cost of improvements and reduce financial securities when payment is made.
- No occupancy permit for any dwelling units will be issued until upgrades at Kellock Run Pump Station are completed; Jim Henke requested using the EDU allotment for lots in the Grandview Estates in order to begin construction in the Ridgewood Development. John Davidson noted that an agreement can be drafted and approved to adjust the EDU allotment to allow for such development and put a hold on the Grandview Estate lots until there is sufficient capacity.

Motion: A motion was made by Scott Plouse seconded by Edward Mimnagh to Amend item #6 of the Ridgewood Development Agreement that (some) allocated permits of Grandview Estates be transferred to Ridgewood Development. A 5-0 vote was taken.
WILLOW CREEK FARMS – DEVELOPMENT AGREEMENT
John Davidson noted that the Boards’ recommended changes to the Draft Willow Creek Farms Development Agreement have been agreed to by the Developer and the Final Agreement should be back to the Board for the next meeting.

NAVARRO & WRIGHT – CIVIL ENGINEERING AGREEMENT
Paul McNamee presented the Board with a brief overview of the Navarro & Wright – Civil Engineering Agreement which incorporates the same format as the KCBA Agreement in order to integrate the same terms and conditions for both agreements to avoid an overlap of services and responsibilities. Mr. McNamee stated that his main goal in reviewing the proposal is to coordinate the services of the Architect and Engineer.
Mr. McNamee met with Mr. Collins to review his questions on the agreement.
1. Who is responsible for what document?
   - Civil Engineer – Design Work / Sketch Plan / LDP / Approvals from PC & Board / Utilities & Permitting
   - Architect – Site Work / Building Work / Construction Documents as a whole
   - Township – Ownership of Plan Documents / Right to Terminate / Right to Refuse Paying
2. §2.4 of the agreement the word “All” to be changed to “such”
3. Surveying will be tied to GPS coordinates
Motion: A motion was made by Dan Collins seconded by Scott Plouse to approve the Navarro & Wright – Civil Engineering Agreement. A 5-0 vote was taken.

Paul McNamee gave a brief update on the progress of the Municipal Complex Project thus far noting meetings with Board Members, Fire Company Members and the Park & Recreation Board thus starting the programming part of the project.

Mr. McNamee noted the integration of the site to implement a traffic signal in conjunction with future plans that will impact usage.

Mr. McNamee stated that the Red Horse Squadron at Indiantown Gap, currently involved with the Grantville Fire Station, would like to provide assistance on the Township’s project as training for their staff on site work. Mr. McNamee added that Federal authorization would be required at no cost to the Township. The Squadron does a fine job and would follow plans to do portions of the site work lowering rough grading expenses for the Township. Motion: A motion was made by Dan Collins seconded by Scott Plouse to authorize Paul McNamee to begin the process to request the services of the Red Horse Squadron to assist in the rough grading of the New Municipal Complex Site. A 5-0 vote was taken.

Chairman’s Report:

PAUL MCNAMEE – CONSULTING PROPOSAL
Chairman Cassel noted that Hershey Schools has interest in expanding sewer lines though South Hanover Township into East Hanover Township for further construction of the Manada Complex. Chairman Cassel further stated that Paul McNamee will be sitting in on the agreement proceedings.

DAUPHIN COUNTY LOCAL SHARE MUNICIPAL GRANT AGREEMENT 2011-7 (MUNICIPAL COMPLEX)
Motion: A motion was made by Scott Plouse seconded by Edward Mimnagh to approve the Dauphin County Local Share Municipal Grant Agreement 2011-7 for the Municipal Complex. A 5-0 vote was taken.

NEW ROOF FOR MUNICIPAL BUILDING
Chairman Cassel stated that although the Township is planning for the Municipal Complex the current building is in need of a new roof as it will remain occupied by the Maintenance Staff. A brief discussion
ensued on how best to coordinate plans to construct the new roof. Penny Pollick is to contact local roofing contractors for estimates.

**KNIGHT DRIVE CULVERT**
Chairman Cassel noted that the Knight Drive culvert is in severe need of repair. During a brief discussion it was noted that Greg Walters should be directed to acquire estimates on the slip lining of the culvert.

**Executive Session:**

AN EXECUTIVE SESSION WAS CALLED AT 9:04 P.M. TO DISCUSS SEVERAL REAL ESTATE MATTERS AND INSTRUCTION WAS GIVEN. THE BOARD RECONVENED AT 9:45 P.M.

**Other Business from Board Members:**

None.

**Approval of Payroll and Invoices:**

**Motion:** A motion was made by Scott Plouse seconded by Edward Mimnagh to approve payroll and invoices for payment. **A 5-0 vote was taken.**

Invoices were paid from the following accounts with their totals:

- Engineering Escrow Fund = $1,132.00
- General Fund = $8,957.94
- Grant Fund = $2,401.82
- Hydrant Fund = $1,946.91
- Payroll = $15,323.77
- Sewer Revenue Fund = $28,200.59

**Adjournment:**

**Motion:** With no further business, a motion was made by Scott Plouse seconded by Richard Cassel to adjourn this meeting at 9:46 p.m. **A 5-0 vote was taken.**

Connie L. Honeycutt