Call to Order:

The South Hanover Township Board of Supervisors’ Tuesday, March 11, 2014 Meeting was called to order at 7:32 p.m.

Supervisors Present:
Robert Cassel – Chairman, John Connelly – Vice-Chairman, Edward Mimnagh – Secretary- Absent, Scott Plouse – Supervisor-Temporarily Detained and Thomas Scott– Supervisor.

Staff Present:

Public Present:
Ron Bouch, Aura Hill, Dan Collins, Henry Shipman, Scott Albrecht, Kathleen Wallace, Russ Palmer and Andrew Dresher

Public Comment:
Mr. Henry Shipman, 3 Timberline Place, inquired about the sidewalk in Gingrich Glen from Earl Drive to Shetland Drive and down to the bridge. Mr. Shipman would like to know if any progress has been made. Solicitor Davidson will look at the plans for Gingrich Glen to see if the plan states when the sidewalks must be installed.

Approval of Minutes:
Motion: A motion was made by Vice Chairman Connelly, seconded by Thomas Scott, to approve the February 25, 2014 Meeting Minutes as presented. A 3-0 vote was taken. Mr. Plouse was not present for this vote.

Manager’s Report:

U.D.V.F.CO. – OPEN DISCUSSION
Andrew Dresher reported there was nothing for discussion. Chairman Cassel inquired to Mr. Dresher about the meeting the Building Committee held. Chairman Cassel was interested in knowing whether the preliminary plans were forwarded to the Architect. Paul McNamee informed Chairman Cassel the Architect does have them and there would be a meeting to discuss the plans.

Penny Pollick informed the Board included in their meeting packets was a list of all duties for the Public Works Department and the need for a fourth full-time employee. Mrs. Pollick stated the Public Works
Foreman, Greg Walters, and the Assistant Foreman, Cory O’Brien, were in attendance to answer any questions they may have. Mr. Scott asked Mr. Walters and Mr. O’Brien if the tree trimming is only done in the right of way of a property? Mr. Walters and Mr. O’Brien explained if the tree is on any utility lines, they will cut the tree down if they can get to it safely, if not, they then contact the utility company to take care of the matter. Vice Chairman Connelly inquired if the Public Works Employees started filling out the time management daily paperwork. Mr. Walters stated yes they had. Vice Chairman Connelly explained why the Board would like to see these forms filled out; because if for any reason the Township has to go back in time to a day, they can see what actually happened on any particular day. Vice Chairman Connelly stated this is very helpful for a work force environment, but does not want the employees to feel burdened by this. Mr. O’Brien stated one of the reasons the department would like another full time employee is for safety issues. Mr. O’Brien gave the Board an example as to when they are filling a pot hole on a road and have no flagger present, one day an accident is going to happen. Mr. O’Brien also stated that Trevor Spivey has called off from his other job to help the Township several times this winter with the snow plowing.

Mrs. Pollick also informed the Board the two Candidates for the Planning Commission were present and will answer any questions the Board might have for them. Scott Albrecht, 16 Eastfield Road, applied for the position. Mr. Albrecht lived in the Township for seven years and was inspired to apply because his father in-law is on the Planning Commission for Lower Paxton. Mr. Albrecht has had some insights on what a planning commission’s responsibilities are. Kathleen Wallace, 36 Hanshue Road, also applied for the position. Mrs. Wallace lived in the township for four years. Mrs. Wallace is interested in getting involved with activities within the community. Mrs. Wallace stated she talked with several past Planning Commission Members and believes she will be an asset.

**Solicitor’s Report:**

**HERSHEY TRUST – VENICE NORTH – REIMBURSEMENT AGREEMENT**

Solicitor Davidson presented the Board with the draft Reimbursement Agreement for the rezoning of Venice North, which Hershey Trust already signed. Solicitor Davidson informed the Board the Hershey Trust will reimburse any fees already incurred and any going forward. Chairman Cassel pointed out if we have any issues ahead of time that might be reimbursable, we can discuss with the Hershey Trust before they occur to see if they will be covered. Vice Chairman Connelly offered the services of the Perking Point to hold meetings and hearings if the school is not available. **Motion:** A motion was made by Vice Chairman Connelly, seconded by Thomas Scott, to enter into the Reimbursement Agreement with the Hershey Trust Company. **A 4-0 vote was taken.**

**SEWER LIENS**

Mr. Davidson reported filing nine sewer liens on properties that have been delinquent for at least seven months. A few of the properties are in foreclosure, so filing the lien will protect the Township.

Solicitor Davidson also informed the Board Scott Wyland, Solicitor for Swatara Township Authority, contacted him about the Inter-Municipal Agreement. The Authority is waiting on the final construction costs and an approval letter from DEP so the contract can be completed.

**Treasurer’s Report:**

**2013 - CASH BASIS FINANCIAL REPORTS**

Art Heilman presented the Board with the Cash Basis Financial Reports for 2013. He noted this is not the final financial audit, just cash statements. Mr. Heilman pointed out several items throughout the statements:
General Fund: Income is larger than expenditures, which caused the Township to have good results for 2013. The Township received $632,710.13 from FEMA for reimbursements. The Township also received $190,643.63 above the estimated amount for Earned Income Tax. Mr. Heilman also noted the expenditures were under budget because of items not purchased or projects not evoked or completed such as not developing a Comprehensive Plan, Act 537 update, and the purchase of a Public Works vehicle. Mr. Heilman also pointed out the Workers Compensation Policy was over budget by $11,863.00, caused by the mandated cancer coverage for all volunteer fire fighters. Mr. Heilman also informed the Board that for 2014, we are already over budget in the snow and ice category.

Sewer Revenue: Mr. Heilman stated the sewer rental fees were higher than budgeted and the Township also did not move forward with the I and I program at $70,000.00. Chairman Cassel talked about the depreciation of the sewer system, how old the lines are and the Board needs to be concerned for the future. Mr. Heilman also pointed out to the Board the last two months of wastewater treatment bills have been high. This will put us over budget for 2014 if this continues.

Fire Protection: Mr. Heilman stated this fund is in good shape and has a balance of approximately $80,000.00, which is one year of expenses.

Street Light Fund: This fund’s expenses are more than the income and will continue to need support.

NEW MUNICIPAL COMPLEX - RECREATIONAL LAND USE – REVIEW PROPOSALS FROM RETTWEW AND NAVARRO & WRIGHT

Mr. McNamee presented the Board with a contract from Navarro & Wright for the Master Plan of the recreational land at the new Municipal Complex. Their cost for this service is $27,500.00. Mr. McNamee also asked the Board to approve for Rettew Associates to work hand in hand with Navarro & Wright to prepare the Master Plan and development of the land. Rettew’s cost for this service will be $19,550.00. Chairman Cassel asked if the intention is to use the Park and Recreation Escrow monies for this: yes. Chairman Cassel questioned if the escrow monies can be used for the planning portion of the land or if it must be the construction of the land. Mr. Heilman stated about $42,000.00 of the escrow money must be used by April or May or we will lose it. Solicitor Davidson will look into this matter to make sure the escrow monies can be used for this or if the monies can be earmarked or allocated. Mr. Heilman requested monthly invoices from Rettew to keep this project under budget. Motion: A motion was made by Vice Chairman Connelly, seconded by Thomas Scott, to enter into the Agreements with Rettew Associates and Navarro & Wright for the Master Plan of the recreational land at the Municipal Complex. A 4-0 vote was taken.

Chairman’s Report:

LANDMARK HOMES – ENGINEERING SERVICES REQUESTED FOR SWM – GRANDVIEW LOT 48

Chairman Cassel questioned Mr. Shradley if the storm water management for Lot 48 will exceed the 40% coverage required by ordinance. Mr. Shradley stated they will exceed due to the pool they would like to have installed. Mr. Shradley stated this is not a zoning issue, just a storm water issue. Mr. Shradley informed the Board the owners are talking about installing a pervious driveway to eliminate the impervious excess. Mr. Plouse questioned if this will affect the whole Sub Division Plan for Grandview Estates: no, it is done per lot Motion: A motion was made by Thomas Scott, seconded by Vice Chairman Connelly, authorizing the Engineer to review the storm water management plan for Lot 48 of Grandview Estates, with Landmark paying all associated costs. A 4-0 vote was taken.
SPECIAL FIRE POLICE SERVICES – SOUTH HANOVER ELEMENTARY SCHOOL “MINI-THON” – FEBRUARY 28TH

Motion: A motion was made by Scott Plouse, seconded by Vice Chairman Connelly, approving the services of Special Fire Police for the South Hanover Elementary School Mini-Thon on February 28, 2014. A 4-0 vote was taken.

PUBLIC WORKS – EXCAVATION & TRENCHING/COMPETENT TRAINING
Chairman Cassel requested all employees of the Public Works Department attend the April 29th training being held in State College. The fee is $50 per person. Vice Chairman Connelly questioned what will be done for coverage on that day. Mrs. Pollick informed him that we have a good repor with the surrounding townships and if necessary, they will help us out. Motion: A motion was made by Scott Plouse, seconded by Thomas Scott, to send the four employees for the Excavation and Trenching Training in State College on April 29th. A 4-0 vote was taken.

Executive Session:
AN EXECUTIVE SESSION WAS CALLED AT 8:40 P.M. TO DISCUSS A PERSONNEL MATTER AND ASSIGNMENTS WERE MADE. THE BOARD RECONVENED AT 9:00 P.M.

Other Business from Board Members:
Mr. McNamee presented the Board with revised building layout options of the new Municipal Complex to review. Mr. McNamee suggested the Board take time to review them and give feedback. Chairman Cassel suggested the Board review the plans, send all questions to Mr. McNamee before the next meeting so he can be prepared to answer any questions.

Chairman Cassel stated the Planning Commission appointment will be announced at the next meeting.

Mr. Plouse questioned Solicitor Davidson about the letter received from Derry Township regarding the new rate for Wastewater Treatment charges. The letter had a typing error stating they would charge $5.00 per gallon instead of $5.00 per thousand gallons. Mr. Plouse suggested a letter be sent to Derry Township re-iterating the correct rate.

Mr. Plouse asked Mrs. Pollick as to the progress made in acquiring generator maintenance proposals. Mrs. Pollick stated she is waiting on Mr. Walters to give her more information. Mr. Plouse instructed Mrs. Pollick to provide him copies of proposals received earlier.

Mr. Plouse questioned what the status of the communication systems at the pump stations are. Mrs. Pollick informed Mr. Plouse they are both installed and Mr. Walters is testing them.

Chairman Cassel questioned Mrs. Pollick about the street lights that are burned out. Mrs. Pollick informed the Board they have been reported to PP & L. Mrs. Pollick also stated the pot holes on Hoernerstown Road have been reported to PennDot. Chairman Cassel inquired what our next step is if the lights do not get fixed.

Approval of Payroll and Invoices:
Motion: A motion was made by Vice Chairman Connelly, seconded by Thomas Scott, to approve payroll and invoices for payment. A 4-0 vote was taken. Invoices were paid from the following accounts with their totals:
- Engineering Escrow Fund = $3,905.05
- Fire Protection Fund = $3,590.72
- General Fund = $99,598.06
- Grant Fund = $5,000.00
- Hydrant Fund = $2,231.60
- Payroll Totals = $21,970.41
- Sewer Revenue Fund = $36,368.01
- Street Light Fund = $2,880.25

**Adjournment:**  
**Motion:** A motion was made by Thomas Scott, seconded by Vice Chairman Connelly, to adjourn this meeting at 9:09 p.m. **A 4-0 vote was taken.**

Terri Young