Call to Order:

The South Hanover Township Board of Supervisors’ Tuesday, August 9, 2011 meeting was called to order at 7:30 p.m.

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

Staff Present:
Penny Pollick - Township Manager, John Davidson -Township Solicitor, Art Heilman -Township Treasurer and Connie Honeycutt -Administrative Bookkeeper.

Public Present:

CHAIRMAN CASSEL NOTED THAT AN EXECUTIVE SESSION WAS CALLED TUESDAY, AUGUST 2, 2011 AT 8:30 P.M. TO DISCUSS A REAL ESTATE PURCHASE.

Public Comment:
Richard Myers, 11 Ardmore Drive, informed the Board of the flooding he has endured with the heavy rains and questioned why the curbing on Ardmore stops just before the storm drain that was installed in front of his property. Mr. Myers stated that the Township installed catch basins but they do nothing to collect the run off.

Kevin Gillespie, 13 Ardmore Drive, noted that the road slants but the curbing stops just before the last two properties which are at the lowest point and the run off funnels onto said properties. Both gentlemen claim to have suffered property damage as a result of the flash flooding.

Chairman Cassel directed the Township staff to review the original plans for the Ardmore Drive street improvements.

Gus and Kathie Smith, 730 Knight Drive, requested that the Board consider creek bank remediation as two dozen trees are fully exposed and the surrounding area completely washed out. Mr. Smith added that if the area is backfilled it will help prevent further erosion and creek bank damage.

Penny Pollick informed the Board of the recent collapse of the road bed over the Knight Drive culvert due to the heavy rains and flash flooding. Ms. Pollick noted that DEP can issue a temporary permit if the repairs can be made within 30 days. The Engineer is presently investigating the damage and needs to know how much the Board intends to repair; the culvert alone or all the erosion as well. It was also noted that the pipe will need to be stabilized because if it lifts up out of the road any higher it may impede water flow and flood other areas.
Motion: A motion was made by Vice-Chairman Collins seconded by Edward Mimnagh to declare Knight Drive a disaster emergency in order to expedite the measures necessary for repair. **A 5-0 vote was taken.**

Approval of Minutes:

Motion: A motion was made by Vice-Chairman Collins seconded by Edward Mimnagh to approve the July 26, 2011 meeting minutes as presented.

Manager’s Report:

2011 – 2012 GAMING GRANT APPLICATION
Paul McNamee updated the Board on the continuation of the gaming grant rounds for the new administration offices and fire station. Mr. McNamee stated that the deadline for submission of the application is September 1, 2011 and a Resolution should be included showing the Township’s commitment to the project. Mr. McNamee added that a public presentation will be held in November; estimated completion date for the project is June 2013.

RESOLUTION NO: 9-2011 – AUTHORIZING CONTINUATION OF NEW MUNICIPAL COMPLEX
Motion: A motion was made by Vice-Chairman Collins seconded by Edward Mimnagh to adopt Resolution No: 9-2011 authorizing continuation of the new Municipal Complex project. **A 4-1 vote was taken.** Scott Plouse voted no as he does not feel comfortable having a dollar amount included in the Resolution.

PAYCHEX PAYROLL SERVICE
Penny Pollick presented the Board with the Paychex Payroll Service – Services Agreement and Policies & Procedures. Ms. Pollick stated that she also contacted Diana Reed for an estimate on quarterly taxes as this is the only problematic task related to payroll.

- Diana Reed Proposal – quarterly payroll tax reports plus year end reconciliations and W-2’s - $1,150.00 for the Township and $450.00 for the Sewer Authority.
- Paychex Proposal - $3,662.40 – Annual Service Charge.

John Davidson noted his cursory review of the Paychex proposal which gives the Township the right to a 30-day cancellation notice if not satisfied. Mr. Davidson added that there are a number of choices to make for additional services which may not be included in the annual charge.

Motion: A motion was made by Vice-Chairman Collins seconded by Edward Mimnagh to contract the services of Paychex Payroll Service as quoted in the July 22, 2011 proposal. **A 2-3 vote was taken. Motion failed.**

Motion: A motion was made by Edward Mimnagh to contract Diana Reed to do the quarterly taxes. **Motion was withdrawn.** Further consideration will need to be given to this matter before reaching a final decision.

SWATARA CREEK PARK – INSTALLATION OF LIGHTS
Penny Pollick noted that Mark Dean of the Park & Recreation Board submitted a proposal to have four donated light fixtures installed at the Swatara Creek Park game fields at an estimated cost of $16,585.00. Chairman Cassel noted that the current Ordinance does not allow the parks to be open after dark and the estimate for the installation is over the bid requirements. John Davidson stated that the Park & Recreation Board would need to make recommendation to the Board to amend the current Ordinance for park rules to specify which parks and which activities. The Township Zoning Officer will have to determine the zoning requirements as the park is in the flood plain.
Solicitor’s Report:

MEADOWS OF HANOVER – DEED OF DEDICATION – LOT 82A1

Motion: A motion was made by Edward Mimnagh seconded by Scott Plouse to accept the Meadows of Hanover – Deed of Dedication of Lot 82 A1. A 5-0 vote was taken.

John Davidson noted Milton Hershey Schools – Hershey Trust request for a reduction in the amount of Financial Securities withheld. In addition, the Letter of Credit is due to expire August 30, 2011. The Engineer has to determine if all improvements have been completed as action must be taken at the August 23rd meeting.

Chairman’s Report:

NEW MUNICIPAL COMPLEX

Vice-Chairman Collins presented his position in regards to how to proceed with the design phase of the Municipal Complex project. Mr. Collin’s cost estimate is based on the two-building design using the lower road option. Motion: A motion was made by Vice-Chairman Collins to proceed with the design of the Municipal Complex Project with the following stipulations:
- Not to exceed 19,500 square feet.
- Not to exceed a budget of $6 million.
- Not to exceed borrowing $3.5 million.
Edward Mimnagh seconded the motion for purposes of discussion.

Paul McNamee noted the following steps for continuation of the project:
- The Schematic Drawings completed
- Sketch Plans will then be presented to Planning Commission
- Plans will then go back to the Board for design developments
- Approval of Land Development/Construction Documents

Mr. McNamee stated that at each point of the project, construction cost would be updated. Mr. McNamee also assured the Board that there would be many start and stop points within the project for discussions and considerations to be made. Mr. McNamee further stated that the driving decision is to keep the fire station directly off of Rt. 39.

Further discussion ensued among the Board with varying opinions expressed regarding the cost associated with the construction of a new building. Edward Mimnagh stated that the Township is already committed to the project and he would like to continue on a reasonable and orderly path towards the progress of the building. Edward Mimnagh further stated that although some people are not in favor of a new building because taxes may go up, another group would like to see a functional location to hold activities. Scott Plouse reiterated his concern for indicating the square footage and a specific dollar amount tied to the motion. Motion was withdrawn.

Paul McNamee stated that he needs direction from the Board on the parameter of square footage in order to direct the Architect and Engineer to proceed with the design program. Motion: A motion was made by Vice-Chairman Collins seconded by Edward Mimnagh to proceed with the design phase of the Municipal Complex Project not to exceed 19,500 square feet. A 4-0-1 vote was taken. Richard Cassel abstained.

KEVIN STOEHR – APPOINTMENT TO THE PUBLIC SAFETY ADVISORY BOARD

Chairman Cassel noted that South Hanover Township has a Resolution limiting the number of members appointed to the Public Safety Advisory Board to nine. However, since there are currently fourteen members the Resolution will have to be amended. Motion: A motion was made by Edward Mimnagh seconded by Scott Plouse to appoint Kevin Stoehr to the Public Safety Advisory Board. A 5-0 vote was taken.
Motion: A motion was made by Scott Plouse seconded by Edward Mimnagh to approve the appointment of Charles Fruhwirth to the Special Fire Police. A 5-0 vote was taken.

Executive Session:

AN EXECUTIVE SESSION WAS CALLED AT 9:10 P.M. TO DISCUSS A REAL ESTATE ACQUISITION. THE BOARD RECONVENED AT 9:24 P.M.

Other Business from Board Members:

Richard Cassel complimented Penny Pollick on her recent statements in the Patriot News article on Union Deposit.

The Board expressed their gratitude to the Public Works Crew for their hard work during the recent heavy rains and flash flooding.

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 = $202.50
- Fire Protection Fund = $782.12
- General Fund = $44,535.73
- Grant Fund = $5,000.00
- Hydrant Fund = $1,895.34
- Payroll = $24,736.27
- Sewer Revenue Fund = $3,414.17
- Street Light Fund = $1,775.42

Adjournment:

Motion: With no further business, a motion was made by Richard Cassel seconded by Edward Mimnagh to adjourn this meeting at 9:26 p.m. A 5-0 vote was taken.

Connie L. Honeycutt