

**West Donegal Township Supervisors  
Regular Meeting  
October 13, 2014**

The regular meeting of the Supervisors was held at 7:00 p.m. at the Township Municipal Building. Chairman Roger Snyder called the meeting to order with the following Supervisors in attendance: Ralph Horne, John Yoder, Clair Hilsher and Doug Hottenstein. Also in attendance were Township Manager Gene Oldham, Chief of NWRPD Mark Mayberry, Township Roadmaster Jeff Templin and Zoning Officer Wayne Miller.

- I. **Call to Order**
- II. **Pledge of Allegiance, Silent Prayer, Tape Announcement**
- III. **Roll Call of Supervisors** – all Supervisors were present.
- IV. **Approval of the September 8, 2014 Meeting Minutes (September workshop was cancelled).** – Motion by Supervisor Yoder/Supervisor Horne to approve. Motion carries.
- V. **Public Comments** – There were none.
- VI. **Reports** – Motion by Supervisor Yoder to approve/Supervisor Horne seconds. Motion carries.
- VII. **Presentations** – Township Manager Oldham makes a presentation regarding the bridges on Bainbridge Road. He hands out surveys that need completed by the board members that indicate what the roads are used for. These bridges, the one near Masonic Homes and the other one next to Conoy Church will also need replaced. This will not take place until 2016.
- VIII. **Action Items** –
  - A. **Approve/Reject the following Change Orders for Newville Road Bridge:** 1. **Change Order #2 for the cost of installing the shielding under the bridge in the amount of \$7,452.75.** 2. **Change Order #3 for the increase in material and production costs for the beams in the amount of \$8,378.00.** 3. **The extension of Rettew's contract until December 31, 2015 to cover the completion of the construction phase.** Motion made by Supervisor Horne to approve numbers 1-3/Supervisor Yoder seconds. Motion carries. Township Manager Oldham gives an update regarding the bridge. The old bridge is scheduled to be removed October 31, 2014 and finish in the early morning hours on November 1, 2014. The goal is to get the abutments set this year with the new bridge to be installed in the Spring of 2015.
  - B. **Approve/Reject the following for the Final Subdivision Plan for Agrifrost, LLC, 156 West Harrisburg Avenue, Rheems, WDT 14-04.** Supervisor Yoder makes a motion to approve the following requests: to waive Section 200-13 – Preliminary Review Process - to allow submission of a Final Plan, Section 200-21.A – Plan Scale – to allow a scale of 1" = 100', to defer the following: Section 200-24 – Wetland Study until a Land Development Plan is submitted for either lot, to approve the Sewage Module Planning Exemption for the new lot. ERSA has granted one EDU of capacity for the lot, to approve Final Subdivision Plan for Agrifrost, LLC, prepared by Penn Terra Engineering, Inc., Project No. 13135 subject to the Township Engineer's letter of September 9, 2014 and the Solicitor's letter of April 24, 2014 and LCPC comments of August 26, 2014. Supervisor Horne seconds. Motion carries.
  - C. **Approve/Reject the following for the Final Land Development for Maytown Road – 2<sup>nd</sup> Building, 282 Maytown Road, WDT 13-15.**
    1. Supervisor Yoder makes a motion to approve the following waiver requests: **Section 200-35.S.8 – Access Drive Separation, Section 200-35.C.1 – Curb Installation. Waiver was limited to the south curb and center landscape island, Section 200-19 – Traffic Impact Study, Section 190-22.D – Basin Bottom Slope, Paving specification for the 1<sup>st</sup> Building to allow the paving thickness to conform to Section 200-35.S.10.** Supervisor Horne seconds. Motion carries.
    2. **Defer the following** – Supervisor Horne makes a motion to approve to defer **Section 200-36.C.1 – Curb along Maytown Road deferred until the Board of Supervisors call for installation.** Supervisor Yoder seconds. Motion carries.

3. **Signatures by the Township on the Storm Water Management Agreement and Declaration of Easement after signatures by the Developer.** -- Motion by Supervisor Horne to approve/Supervisor Hottenstein seconds. Motion carries.
  4. **Signatures of the Township on the deed for right-of-way transfer along Maytown Road, SR 743.** -- Motion by Supervisor Yoder to approve/Supervisor Horne seconds. Motion carries.
  5. **The construction escrow amount of \$57,025.10 to be provided via Letter of Credit, cash or bond.** -- Motion by Supervisor Yoder to approve/Supervisor Horne seconds. Motion carries.
  6. **Final Land Development Plan for Maytown Road – 2<sup>nd</sup> Building, prepared by Robert Gabriel & Associates, Inc., subject to the Township Engineer’s letter of September 13, 2014, the Solicitor’s letter of August 19, 2014, and LCPC comments of December 24, 2013.** -- Motion by Supervisor Yoder to approve/Supervisor Horne seconds. Motion carries.
- D. **Approve/Reject the authorization on behalf of Wenger Feeds for the Solicitor to prepare the following:**
1. **Vacation of alley from West Harrisburg Avenue to Libhart Alley.** 2. **Ordinance to amend the Zoning Ordinance and Zoning Map for zoning change of Wenger Feeds’ property from Commercial to Industrial Zone and advertise a public hearing for December 8, 2014.** 3. **Township staff to forward the petition and the proposed street vacation request to LCPC and the Township Planning Commission for review and recommendations.** Motion by Supervisor Yoder to approve/Supervisor Hottenstein seconds. Motion carries.
- E. **Approve/Reject the release of remaining escrow of \$3,617.98 for Ironstone Homes, 4990 Bossler Road, now that all items are completed and the as-built plan has been received. No escrow will be held on the project WDT 13-16.** -- Motion by Supervisor Yoder to approve/Supervisor Horne seconds. Motion carries.
- F. **Approve/Reject the release of \$12,515.00 in escrow for Levi Stoltzfus at 1595 Maytown Road retaining \$4,800.00 for the project WDT 13-10.** -- Motion by Supervisor Horne to approve/Supervisor Hottenstein seconds. Motion carries.
- G. **Approve/Reject the authorization of the Solicitor to prepare an agreement allowing the release of remaining escrow prior to the completion of the Storm Water Management for Levi Stoltzfus, 1595 Maytown Road. Permit signatures as required upon preparation of documents.** -- Motion by Horne Yoder to approve/Supervisor Hilsher seconds. Motion carries.
- H. **Approve/Reject authorization of the Township to sign the Agreement regarding snow removal as received from Contractors for 2014/2015 snow removal operations.** – This was tabled until the next meeting.
- I. **Approve/Reject the updated PIRMA Intergovernmental Contract for the Donegal-Elizabethtown Area Appeals Board.** -- Motion by Supervisor Yoder to approve/Supervisor Horne seconds. Motion carries.
- J. **Approve/Reject the authorization of the advertisement of an ordinance to dissolve the Elizabethtown Area Regional Authority. This function will become part of the Regional Elected Officials Meetings that are held the fifth Thursday of any month. Three members of the Board must attend the October 30, 2014 meeting to be held at Mount Joy Township at 7:00 p.m. for final passage.** Motion by Supervisor Yoder to approve/Supervisor Horne seconds. Motion carries.
- K. **Approve/Reject escrow reductions for Kenneth Homes – Ketterline Subdivision on Bossler Road as follows: 1) Lot 1 reduction of \$17,292.08 in cash escrow retaining \$0 funds as the lot is complete and 2) Lot 3 reduction of \$5,212.06 of cash escrow retaining \$ 4,312.27 for items yet to be completed for the lot.** Motion by Supervisor Horne to approve/Supervisor Hottenstein seconds. Motion carries.
- L. **Approve/Reject the purchase of a Canon large format color copier/printer scanner for the Zoning Department in the amount of \$8,120.00.** – This item is tabled until the next meeting.

- M. **Approve/Reject authorization to revise the 2014 budget to provide an increase of \$100,000 transferred from the General Fund to the Capital Reserve Fund and further to direct the transfer of the \$100,000 from the General Fund to the Capital Reserve Fund.** - Motion by Supervisor Horne to approve/Supervisor Hottenstein seconds. Motion carries.
- N. **Approve/Reject a month to month rent arrangement for ERSA if their use of the lower level extends beyond December 31, 2014.** -- Motion by Supervisor Horne to approve/Supervisor Yoder seconds. Motion carries.
- O. **Approve/Reject a revised cost estimate for Stoney Brook Phase 1B in the amount of \$1,252,701.11. The revision is based on Contractor's bid numbers and includes remaining \$20,215.00 from Phase 1A. Approve the release of Phase 1A escrow when Phase 1B Letter of Credit is received at the Township.** -- Motion by Supervisor Yoder to approve/Supervisor Horne seconds. Motion carries.
- P. **Approve/Reject the expenditure of \$6,900 from the Capital Reserve Fund for doors and remote operators for the new pole building.** -- Motion by Supervisor Horne to approve/Supervisor Hilsher seconds. Motion carries.
- Q. **Approve/Reject the Change Order of Hanover Engineering Associates in the amount of \$3,620.26 for additional services for the preparation of the Act 537 Plan.** -- Motion by Supervisor Horne to approve/Supervisor Hottenstein seconds. Motion carries.

#### IX. Discussion Items

- A. **Newville Road Bridge project.** – This was already covered earlier.
- B. **Williams' property clean-up is now complete.** – A neighbor stated that it looks much better.
- C. **Henderson property emptied pool and closed gates to pool area.** – This has been completed.
- D. **Flashing lights for Rheems Fire Department entrance. There was a verbal request by Chief Stanford. Design fee \$3,000 - \$4,000. Construction cost estimated at \$18,000.** – The Board is going to approach Mount Joy Township regarding splitting the cost of this between West Donegal and them.
- E. **Generator Bid Opening October 15, 2014 at 11 a.m.** – Township Manager Oldham noted that he is delaying this until December due to questions that arose at the pre-bid meeting that he could not answer and needs help clarifying some things.
- F. **HVAC – Repair of walls, baseboard and painting, in contract or separate.** -- The board would like these items included in the contract.
- G. **Budget preparation for 2015.** – The board reviewed this but will go into this more in depth at the Workshop later this month.
- H. Supervisor Yoder makes a motion to authorize the Township Manager to sign a 5 year service contract for the elevator under the U.S. Communities System for \$155/year. Supervisor Horne seconds. Motion carries.
- X. **Executive Session** – There was no executive session.
- XI. **Bills Payable (Final Unpaid List)** – Motion by Supervisor Horne to approve paying the bills/Supervisor Hottenstein seconds. Motion carries.
- XII. **Adjourn** – Motion made by Supervisor Horne to adjourn/Supervisor Yoder seconds. Motion carries. Meeting adjourns at 9:00 pm.

Prepared by April Miller for

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J. Clair Hilsher, Secretary