

**West Donegal Township  
Board of Supervisors Meeting  
December 12, 2016**

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: Doug Hottenstein, Philip Dunn, John Yoder, and J. Clair Hilsher. Also in attendance were Zoning Officer, Wayne Miller, Township Manager, Gene Oldham, Township Roadmaster, Todd Garber, Office Manager, Jennifer Rabuck, and Mark Mayberry, Chief of NRLCPD. Township Solicitor, Josele Cleary was absent.

- I. **Call Meeting to Order**
- II. **Pledge of Allegiance, Silent Prayer, Tape Announcement**
- III. **Roll Call of Supervisors** – all of the Supervisors were present.
- IV. **Approval of the November 14, 2016 Meeting Minutes** – Moved by Supervisor Yoder, seconded by Supervisor Dunn to approve the November 14, 2016 meeting minutes. Motion approved unanimously.
- V. **Public Comments** – Ralph Horne, 1498 S Market Street – Mr. Horne asked where the Township stood in regards to the conditions of the property located at 521 Turnpike Road which he previously spoke about. He also requested littering signs to be posted on Newville Road and inquired as to the Townships position regarding the curb and sidewalk project on Maytown Road.

It was noted that the property has been cleared of the scrap metal and junk. Manager Oldham stated that staff met with the owners of the properties on Maytown Road who have agreed to grant right of ways and easements for the two affected properties in exchange for the Township paying for the curb and sidewalk. Chief Mayberry stated that it is illegal to litter. If they see someone littering they will arrest them. If there is evidence within the litter or someone can obtain a license plate they are to contact the police department but he doesn't believe that posting a sign will make a difference.

Marie Martin, 996 W Ridge Rd – Thanked the Supervisors and staff for their hard work this year. She also stated that she appreciates the way that staff and the Board speak to the people of the town.

- VI. **Reports** – Moved by Supervisor Yoder, seconded by Supervisor Dunn to approve the monthly reports. Motion approved unanimously.
- VII. **Action Items**
  - A. Moved by Supervisor Yoder, seconded by Supervisor Hottenstein to approve a waiver request of Section 200-13 – Preliminary Plan Processing for Lot 3 of the Conewago Industrial Park WDT 16-16. Motion approve unanimously.
  - B. Moved by Supervisor Yoder, seconded by Supervisor Dunn to approve the meeting dates for Boards and Commissions for 2017. Motion approved unanimously.
  - C. Moved by Supervisor Yoder, seconded by Supervisor Hottenstein to approve the proposal from David Miller/Associates for the pipe crossing permit on Hess Road south of Furnace Hill Road. Motion approved unanimously.
  - D. Moved by Supervisor Yoder, seconded by Supervisor Dunn to approve the increase in vacation to 20 days for Wayne Miller in lieu of a raise in 2017. Motion approved unanimously.
  - E. Moved by Supervisor Yoder, seconded by Supervisor Dunn to approve a change in the employee healthcare deduction from 24 pays to 26 pays. The amount deducted per pay will remain the same. Motion approved unanimously.
  - F. Moved by Supervisor Yoder, seconded by Supervisor Dunn to approve the 2017 Northwest Regional Lancaster County Police Commission budget. Motion approved unanimously.

- G. Moved by Supervisor Yoder, seconded by Supervisor Dunn to approve the 2017 Township Budgets as presented. Motion approved unanimously.
- H. Moved by Supervisor Yoder, seconded by Supervisor Dunn to approve Resolution No. 4 of the Township of West Donegal to levy taxes upon all taxable real estate property within the Township for general Township purposes and for fire protection for 2017 at a rate of 2 mills. Motion approved unanimously.
- I. A motion to approve/reject three (3) candidates for the PIRMA Board of Directors and authorize a proxy response was tabled.
- J. Manager Oldham stated that the Maytown Road plan has been submitted to Penn Dot for the Highway Occupancy Permit which could take a little bit of time. He distributed to each of the Supervisors a draft reimbursement agreement between the Township and Elizabethtown Borough. Action does not need to be taken tonight, but it will in January. To keep the project moving on our end, he would like the Supervisors to authorize that Hanover Engineer prepare the right of way plats and the solicitor prepare the agreements for the easements for the installation of the stormwater and grading.

Moved by Supervisor Yoder, seconded by Supervisor Dunn to authorize Manger Oldham to work with Hanover Engineering to prepare the plats and with the Solicitor to prepare the legal documents. Motion approved unanimously.

- K. The Township received two snow plowing contracts: 1) Kevin Frey, who held the same rate as last year; 2) Eric Tichy who raised his rate to \$175 per hour if plowing and \$100 per hour if just hauling snow. If the Supervisors are in agreement the Township will prepare those agreements as in the past.

Manager Oldham also noted that Barry Shearer, who plowed for the Township in the past, would be interested in working as a part time employee plowing at a rate of \$30.00 per hour with no benefits. Todd stated that he came to the \$30.00 per hour rate by taking his old rate charged to the Township and removing the equipment cost.

Moved by Supervisor Yoder, seconded by Supervisor Hottenstein to authorize Manager Oldham to prepare the snow plowing contracts with Kevin Frey and Eric Tichy at the rates presented and also to hire Barry Shearer as a part time winter employee to plow snow. Motion approved unanimously.

#### VIII. Discussion

- A. Stonemill Drive speeding issue – Chief Mayberry stated that the police department has been issuing tickets in this area to drivers who have been caught driving over the posted speed limit.
- B. Poplar Lane parking issue – It was noted that Zoning Officer Miller and Assistant Zoning Officer Craddock have spoken with the homeowner and the homeowner is no longer parking in that particular area which should alleviate the issue.
- C. Trash/recycling notification to residents for 2017 – It was mentioned that a postcard was mailed to all residents of the Township notifying them of the trash and recycling changes occurring at the beginning of the year.
- D. Reminder that the January meeting of the Board will be on the 3<sup>rd</sup>.
- E. EAWA appointment of an individual to the Authority – the Township is still looking for someone to serve on the Elizabethtown Area Water Authority.
- F. Recycling Grant – the Township received notice that DEP has approved the Act 101 Recycling Program Performance Grant in the amount of \$7,933.00. The grant reflects 993.8 tons of residential and commercial materials recycled in 2014. These funds should be distributed in early 2017.
- G. Act 172 of 2016 Tax Credits for Municipal Volunteers of Fire Companies and Nonprofit Emergency Medical Services Agencies are permitted – Discussion regarding Act 172 of 2016 was held.

IX. **Zoning**

Code Enforcement/Zoning Officer Miller stated that there is a property in the Township that has bushes and trees that restrict their neighbor from seeing to exit their driveway creating a very dangerous situation on Rt 743. It was discussed that Zoning Officer Miller should approach the homeowner and see if they would trim the bushes and trees and the Township would haul the clippings away.

X. **Executive Session** – There was no executive session

XI. **Bills Payable (Final Unpaid List)** – Moved by Supervisor Yoder, seconded by Supervisor Hilsher to approve the bills payable. Motion approved unanimously.

XII. **Adjourn** – Moved by Supervisor Yoder, seconded by Supervisor Dunn to adjourn the meeting at 7:48 pm. Motion approved unanimously.

Prepared by Jennifer Rabuck for

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Philip Dunn, Secretary