

**West Donegal Township
Board of Supervisors Meeting
August 14, 2017**

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

I. Call Meeting to Order

II. Pledge of Allegiance, Silent Prayer, Tape Announcement

III. Roll Call of Supervisors – All present

IV. Approval of the July 10, 2017 Meeting Minutes – Moved by Supervisor Yoder, seconded by Supervisor Dunn to approve the July 10, 2017 Meeting Minutes. Motion carried.

V. Presentations

A. Elizabethtown Chamber of Commerce gave an overview of the Chamber and West Donegal Township's partnership with the Chamber.

VI. Public Comments – Derek Lehman, 91 Greenbriar Drive – Mr. Lehman stated that as the township expands and grows he's concerned about noise regulations as trees are taken down. Secondly, he stated a stop sign at Crimson and Greenbriar is missing. There used to be three, now there are two. He believes that since it is a 4 way intersection that maybe two are missing. Lastly, he would like to see some sort of speed table in his neighborhood as the development is completed and for safety concerns. He believes that motorist will use Greenbriar as a shortcut when the development is finished.

Tom Dabbs, 1220 Turnpike Road – Mr. Dabbs asked what the estimated time for the bridges (on Bainbridge Road) is until they are opened. It was noted the old singing bridge should be open by the end of August and the bridge near Masonic should be open by the end of September.

VII. Reports - Moved by Supervisor Yoder, seconded by Supervisor Dunn to approve the monthly reports. Motion carried.

VIII. Consent Calendar

Moved by Supervisor Yoder, seconded by Supervisor Dunn to approve consent items A-I as stated below:

- A. Approve the Change Order No. 2 for Rock Road Construction in the amount of \$590.00 for adjustments to driveways along Maytown Road.
- B. Approve Payment No. 2 and 3 in the amount of \$33,004.19 for Rock Road Construction for the Maytown Road project. This completes the project subject to the Hanover Engineering letter, dated August 2, 2017.
- C. Approve the Change Order No. 1 to Kinsley Construction in the amount of \$17,191.61 for work on the Bossler Road widening project.
- D. Approve the Change Order No. 2 to Kinsley Construction in the deduct amount of \$5,945.80 for the Bossler Road widening project. This brings the contract to the amount approved at the July 10, 2017 Board of Supervisors' meeting.
- E. Approve the payment for Pennsy Supply, Inc. in the amount of \$105,291.56 for the Landis Road overlay project.
- F. Approve the payment of \$34,785.11 to Pennsy Supply, Inc. for the Hauenstein Road Project.

- G. Approve the payment of \$91,706.86 to Pennsy Supply, Inc. for the Amosite-Bossler Road base repair project.
- H. Approve the 2018 Minimum Municipal Obligation for the West Donegal Township Non-uniformed Employee Pension Plan for budgeting purposes.
- I. Approve the transfer of \$100,000 from the General Fund to the Capital Reserve Fund and revise the budget accordingly for the \$100,000 increase.

Motion carried.

IX. **Actions**

- A. Moved by Supervisor Yoder, seconded by Supervisor Dunn to approve the Pollution Reduction Plan (PRP) and the Chesapeake Bay Pollution Reduction Plan (CBPRP), approve the program manual and authorize submission to the Department of Environmental Protection, approve the application fee of \$500.00, and authorize Manager Oldham to sign the necessary documents. Supervisors Yoder, Dunn, and Snyder vote Aye. Supervisors Hottenstein and Hilsher vote Ney. Motion carried.
- B. Moved by Supervisor Yoder, seconded by Supervisor Hottenstein to approve the heating proposal for the equipment building of \$13,680.00 from Susquehanna Mechanical. Motion carried.
- C. Moved by Supervisor Yoder, seconded by Supervisor Dunn to approve sending the Agreement for pipe replacement and swale construction to Joseph Whitman and Heather Hitzer, Bossler Road, for their review and signature and Township signature on return. Motion carried.
- D. Moved by Supervisor Yoder, seconded by Supervisor Hilsher to approve Resolution 6/2017 regarding the destruction of documents at the September shredding event. Motion carried.
- E. Moved by Supervisor Dunn, seconded by Supervisor Hottenstein to approve the issuance of letters by the Solicitor to property owners in District 3 regarding on-lot pump outs. Motion carried.

X. **Discussion Items**

- A. Moyer property survey – Manager Oldham stated the survey of the property is complete and property markers have been placed. Solicitor Cleary stated noted 2nd Class Township Code states a township cannot pay more than an appraisal for a property. Supervisors consented to acquire an appraisal of the property.
- B. High Street parking issue – Discussion regarding the parking issue was held. Manager Oldham will look at the road again and prepare a sketch.
- C. Bossler Road/Oak Road stop sign – Manager Oldham stated it is hard to see at this intersection. There have been accidents, the latest involving a tractor trailer and a bicyclist. He would like to install a stop except right turn sign. The Supervisors will look at the situation.
- D. Timber Villa letter from Solicitor – Solicitor Cleary stated the development plans mention different things but does not state emergency use only. As this is a private road, not dedicated to the township, the development can use the road as they see fit.
- E. Poplar Lane stormwater basin – The Reed property basin was surveyed and the majority of the basin is on the Rittenhouse property. The homeowner received two proposals to repair the stormwater basin. The pipe outlet has been grouted and the contractor can make additional repairs to make it look better. However, the homeowner is asking if they have to pay the whole amount and complete the work right away as there is a financial burden. Discussion regarding the basin was had. It was noted the work could continue until next year. It was also agreed upon to have the stormwater basin quantified to see what the shared cost would be between the two homeowners.
- F. Door locks for Municipal Building – The side door lock system has failed and cannot be repaired. Manager Oldham received two separate quotes from Neff's Security, 1) Side Door and Office Door,

\$4,600.00 2) Front Door \$4,200.00. It was agreed to have the Side Door and Office Door completed now.

- G. Fire Department meetings – Manager Oldham noted he would like to meet in early September as budget season is approaching. He will notify the parties involved.
- H. Regional Elected Officials Meeting August 31 at 7:00 pm at the Mount Joy Township new municipal building.
- I. Shredding Event at West Donegal Township on September 9, 2017 from 8 am – Noon.
- J. PA DEP's approval for the Township's Act 101 Recycling Performance Grant in the amount of \$12,934.00 for 2015.
- K. Sidewalk Compliance – Labor Day was the deadline for sidewalk maintenance to be completed. There are 58 properties which have not complied. After discussions, it was agreed to send a reminder letter stating the Board of Supervisors authorized issuing enforcement proceedings for everyone who hasn't taken action by Labor Day. If no response then file citations and the \$40.00 permit fee will no longer be waived.

Moved by Supervisor Yoder, seconded by Supervisor Hottenstein to authorize the filing of citations, after the Labor Day deadline, for property owners who haven't complied with sidewalk compliance. Motion carried.

XI. **Zoning**

Code Enforcement/Zoning Officer Wayne Miller stated he has three concerns. 1) A home on High Street has a car sitting on the road for a few months which is out of inspection; 2) On High Street there is a home with two RV's, trailers, and mowers in the front of the property; 3) A home in Bishop Woods has several cars in the driveway with no plates and some on jack stands. Bishop Woods's homeowners association would govern the jack and rubbish but the Township has authority over the unlicensed vehicles. The Supervisors consented to Mr. Miller sending enforcement notices.

XII. **Executive Session** – Manager Oldham requested an executive session for personnel reasons.

XIII. **Bills Payable (Final Unpaid List)** – Moved by Supervisor Yoder, seconded by Supervisor Dunn to approve the bills payable. Motion carried.

Executive Session	8:20 pm
Reconvene	8:50 pm

Moved by Supervisor Yoder, seconded by Supervisor Hottenstein to revise Pam Craddock's wages to \$47,500 or \$22.84/hour in recognition of her abilities and BCO certification. Motion carried.

Chairman Snyder read the resignation letter of Manager Oldham setting a date of December 21, 2017.

Moved by Supervisor Yoder, seconded by Supervisor Hottenstein to accept Gene Oldham's letter of resignation effective December 21, 2017. Motion carried.

Moved by Supervisor Yoder, seconded by Supervisor Hottenstein to advertise at PSATS, PA Municipal League - Municipal Job Junction, and other sources for the position of Township Manager. Motion carried.

XIV. **Adjourn** – Moved by Supervisor Hottenstein, seconded by Supervisor Yoder to adjourn the meeting at 8:55 pm. Motion carried.

Prepared by Jennifer Rabuck for