

**West Donegal Township
Board of Supervisors Meeting
November 13, 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; and Township Solicitor, Josele Cleary. Chief of NRLCPD, Mark Mayberry was absent.

I. Call Meeting to Order

II. Pledge of Allegiance, Silent Prayer, Tape Announcement

III. Roll Call of Supervisors – All present

IV. Approval Minutes – Moved by Supervisor Yoder, seconded by Supervisor Dunn to approve the October 23, 2017 Workshop Meeting Minutes. Motion carried.

Chairman Snyder introduced Boy Scout Troup 51 from Elizabethtown who was present to work on their Citizenship & Community Merit badge.

V. Presentations

Elizabethtown Library – Debra Drury gave an overview of the library and services it provides as well as an update on finger printing services. She stated they have seen an increase in relational services. It was noted the library is in need of additional funding.

VI. Public Comments – None

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

VIII. Consent Items

Moved by Supervisor Yoder, seconded by Supervisor Hottenstein to approve Consent Items A-D:

- A. Approve Change Order No. 1 from Farhat Excavating, LLC in the amount of \$1,600.00 for additional culvert membrane for the Hess Road Culvert.
- B. Approve Change Order No. 2 from Farhat Excavating, LLC in a deduct of \$800.00 for 2A aggregate not required on the project.
- C. Approve the Final Payment to Farhat Excavating, LLC in the amount of \$11,229.97 for the Hess Road Culvert upon receipt of documents.
- D. Approve the release of escrow for the Forrey Stormwater Management Plan, WDT 17-03, in the amount of \$37,290.00 retaining no funds as the project is complete.

Motion carried.

IX. Action Items

- A. Supervisors consented to authorize Solicitor Cleary to draft a resolution to prohibit the location of a Category 4 casino facility within the Township for action at the next Board of Supervisors meeting.
- B. The Supervisors presented the 2018 General Fund and 2018 Capital and Small Funds budgets for review. After a discussion, the Supervisors added an additional \$7,500 for the Elizabethtown Library for a total of \$37,500, and reduced the proposed contribution to the Chamber of Commerce from \$10,000 to \$7,000.

Moved by Supervisor Yoder, seconded by Supervisor Dunn to advertise the 2018 General Fund and 2018 Capital and Small Fund budgets. Motion carried.

- C. It was noted since this is a reassessment year, the Township has to realign its millage rate to be income neutral. This rate is 1.54 mills. However, a slight increase is proposed to 1.6 mills. Moved by Supervisor Yoder, seconded by Supervisor Dunn to approve the 2018 millage rate of 1.6 mills and approve the preparation of the required resolution.
- D. Moved by Supervisor Yoder, seconded by Supervisor Dunn to approve the property maintenance fine payment plan of \$50.00 per month for 17 months (total \$864.50) for Robert & Deb Schmitt of 911 Turnpike Road. If a payment is missed, the Solicitor will be notified to take appropriate action. Motion carried.
- E. Moved by Supervisor Dunn, seconded by Supervisor Yoder to approve the 2018 meeting dates. Motion carried.

X. Discussion Items

- A. A review of the Masonic Village PILOT, Payment in Lieu of Taxes, Agreement schedule was shown.
- B. There will be an elected officials' meeting on Wednesday, January 31, 2018; location to be determined.
- C. Timber Villa, Access Road – It was noted a Zoning Hearing Board decision from 1995 was located which outlined the access road was for emergency use only. Solicitor Cleary stated the Township could send a polite letter, which Supervisors instructed Manager Oldham to do, to the homeowners association outlining the 1995 decision. The homeowners association has a right to appeal the decision or appeal to modify the decision.
- D. Rheems AA Grant Application – Supervisor Dunn stated there are grant opportunities available to assist Rheems AA with their recreation projects. A committee will be assembled and a meeting will be set up in December to discuss possible funding programs.
- E. Manager Oldham stated the Township insurance carrier is offering a safety grant. The township will be applying for cones, barricades, and work area signs
- F. David Miller and Associates will be holding an open house on December 6th if any Supervisor would like to attend.
- G. Procedures for the replacement of supervisor was held as there will be a vacancy on December 4th with the resignation of Supervisor Yoder. Solicitor Cleary stated the position does not have to be advertised but any interview has to be at an advertised public meeting and the position filled within 30 days or it goes to the vacancy board. Potential candidates must be a registered voter, have been a resident of the township for at least one continuous year, and would serve for two years until the next municipal election. It was noted the vacancy would be posted on the website, Facebook, and through the email blast seeking interested individuals until December 15th.
- H. Manager Oldham handed out examples of False Alarm Ordinances. He stated there have been numerous fire false alarms lately; three in one day at one property. He would like the Supervisors to consider a False Alarm Ordinance and fee.
- I. Manager Oldham stated the Rheems sign at the quarry is missing and has been reported to the Police Department.

- XI. Zoning** – Code Officer Miller stated a property owner paid the citation for their sidewalk being out of compliance; however, the sidewalk is still not fixed. It was suggested to write a letter stating the township can levy a fine for every day the homeowner is out of compliance and to try to determine if there are extenuating circumstances. Mr. Miller also noted a vacant property on Newville Road has had part of the porch roof collapse. He will send the homeowner a letter notifying them of the unsafe conditions.

There will be a vacancy on the Planning Commission in January due to a member being elected to the Board of Supervisors. Resumes received for consideration were handed out for review.

- XII. **Executive Session** – None
- XIII. **Bills Payable (Final Unpaid List)** – Moved by Supervisor Yoder, seconded by Supervisor Hottenstein to approve the bills payable. Motion carried.
- XIV. **Adjourn** – Moved by Supervisor Yoder, seconded by Supervisor Dunn to adjourn the meeting at 8:28 pm. Motion carried.

Prepared by Jennifer Rabuck for

Philip Dunn, Secretary