

**EAST HANOVER TOWNSHIP ANNUAL ORGANIZATIONAL MEETING  
8848 Jonestown Road, Grantville, PA 17028  
January 2, 2007**

The East Hanover Township Annual Organizational Meeting was called to order at 7:00 P.M. by Temporary Chairman Marie Beaudet. In attendance were Supervisors Marie Beaudet, Keith Espenshade, David Marshall, and George Rish. Supervisor Tom Shut was absent

Myles Kauffman, Solicitor; Roger Phillips, Engineer; Charles Longreen, Director of Public Works; Barry Ludwig, WWTP Operator; and Deborah Casey, Secretary/Treasurer, were also present.

The meeting was audio taped. The tapes are strictly for the use of the Secretary/Treasurer for clarification during preparation of the minutes.

**Chairman of the Board of Supervisors**

As Temporary Chairman of the Board of Supervisors, Ms. Beaudet opened the nominations for Chairman of the Board.

- **Mr. Marshall made a motion to appoint Ms. Beaudet as Chairman. Mr. Espenshade seconded the motion. The motion was approved 4 in favor, 0 opposed.**

The meeting was turned over to Chairman Beaudet.

**Vice Chairman of the Board of Supervisors**

- **Mr. Marshall made a motion to nominate Mr. Espenshade as Vice Chairman. Mr. Rish seconded the Motion. The motion was approved 4 in favor, 0 opposed.**

**ADOPTION OF RESOLUTION 2007-01**

The Fire Police shall have the police powers necessary to perform their duties when functioning at any event conducted by any volunteer fire company. When a Fire Police Officer happens upon any accident or emergency situation, he may, of his own volition, control traffic and crowds where his services are needed. In the event of a local emergency, the Emergency Management Coordinator shall have the authority to designate these persons as Special Police as needed until the emergency is terminated. However, if the Special Fire Police are to perform other non-emergency duties, they shall have prior authorization by the Township Board of Supervisors.

- **Mr. Rish made a motion to adopt Resolution 2007-01. Mr. Espenshade seconded the motion. The motion was approved 4 in favor, 0 opposed.**

**Legal Counsel**

Current legal counsel is Myles Kauffman at a rate of \$12,000.00 per year as a retainer; \$160.00 per hour beyond the scope of representation at Board meetings and business relating thereof; and \$1,725.00 for court appearances.

- **Mr. Espenshade made a motion to appoint Myles Kauffman as solicitor. Mr. Marshall seconded the motion. The motion was approved 4 in favor, 0 opposed.**

#### **Solicitor to Zoning Hearing Board**

Current legal counsel is Caldwell & Kearns at \$100.00 per hour.

- **Mr. Marshall made a motion to retain Caldwell & Kearns as solicitor to the Zoning Hearing Board. Mr. Rish seconded the motion. The motion was approved 4 in favor, 0 opposed.**

#### **Engineering Firm**

Current engineer is Pickering, Courts & Summerson as per fee schedule. The fee schedule remains the same as 2006.

- **Mr. Marshall made a motion to appoint Pickering, Courts & Summerson as the Municipal Engineer. Mr. Espenshade seconded the motion. The motion was approved 4 in favor, 0 opposed.**

#### **Codes and Zoning Officer and UCC Inspector**

The current Codes and Zoning Officer and UCC Inspector is Light-Hegel & Associates. The rate is per fee schedule.

- **Mr. Marshall made a motion to appoint Light-Hegel as Codes and Zoning Officer and UCC Inspector per the fee schedule. Mr. Rish seconded the motion. The motion was approved 4 in favor, 0 opposed.**

#### **Sewage Enforcement Officer**

The current SEO is Light-Hegel. The rate is per fee schedule which is a reduced rate from 2006.

- **Mr. Marshall made a motion to appoint Light-Heigel as SEO at the new fee scheduled received December 28<sup>th</sup>. Mr. Rish seconded the motion. The motion was approved 4 in favor, 0 opposed.**

#### **Independent Auditor**

The current auditor is Brown, Schultz, Sheridan, Fritz. The 2007 fee is not to exceed \$8,000.00

- **Mr. Rish made to appoint Brown, Schultz, Sheridan & Fritz as independent auditors at a cost not to exceed \$8,000.00. Mr. Espenshade seconded the motion. The motion was approved 4 in favor, 0 opposed.**

#### **Vacancy Board Chairman**

- **Mr. Rish nominated Keith Oellig as Vacancy Board Chairman. Mr. Espenshade seconded the motion. The motion was approved 4 in favor, 0 opposed.**

#### **Voting Delegate to the PSATS Convention**

The Pennsylvania State Association of Township Supervisors Convention will be held April 22– 25 at the Hershey Convention Center. Each Township is permitted to send one voting delegate and an alternate-voting delegate.

- **Mr. Rish nominated Chairman Beaudet as the voting delegate. Mr. Marshall seconded the nomination. The nomination was approved, 4 in favor, 0 opposed.**

#### **Alternate Delegate to the PSATS Convention**

- **Mr. Espenshade made a motion to nominate Mr. Shutt as the alternate delegate. Mr. Rish seconded the motion. The motion was approved 4 in favor, 0 opposed.**

#### **Non-Voting Delegate to the PSATS Convention**

- **Mr. Rish made a motion to nominate Mr. Marshall as the non-voting delegate to the PSATS Convention. Mr. Espenshade seconded the motion. The motion was approved 4 in favor, 0 opposed.**

#### **Planning Services - DCPC**

The Dauphin County Board of Commissioners and the Dauphin County Planning Commission will provide municipal planning advisory services on a monthly basis to each municipality that subscribes. Currently the initial \$1,000 of this service is subsidized by the County with no charge to the municipality.

- **Mr. Espenshade made a motion to appoint the Dauphin County Planning Commission to provide planning services to the Township. Mr. Marshall seconded the motion. The motion was approved 4 in favor, 0 opposed.**

#### **Municipal Domestic Animal Protection 2007 Agreement**

The Humane Society of Harrisburg provides municipal domestic animal protective services to the Township. For this service, the Township will reimburse the Society as per the 2007 agreement not exceed \$3,900.00 and non-acceptance of the weekend emergency services.

- **Mr. Marshall made a motion to accept the Municipal Domestic Animal Protection agreement. Mr. Rish seconded the motion. The motion was approved 4 in favor, 0 opposed.**

#### **Computer Services**

The current Computer Services are provided by Crytzer Computer Services. There are no changes in fees.

- **Mr. Marshall made a motion to appoint Crytzer Computer Services. Mr. Espenshade seconded the motion. The motion was approved 4 in favor, 0 opposed.**

#### **Appointment of Employees and Compensation**

Secretary/Treasurer	Deborah Casey	\$42,000.00
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- **Mr. Espenshade made a motion to appoint Mrs. Casey as Secretary/Treasurer. Mr. Marshall seconded the motion. The motion was approved 4 in favor, 0 opposed.**

## **BOARDS, COMMISSIONS AND COUNCILS**

### **Resolution 2007-02 - Appointing the Members to the Zoning Hearing Board**

The resolution is to appoint the following Township residents to the Zoning Hearing Board; Anna Staver, term expiration 12/31/08; Jolyn Stoy, term expiration 12/31/07; and Shirley Allison as alternate, term expiration 12/31/08. Jeff Rettig term expired 12/31/2006.

- **Mr. Rish made a motion to reappoint Jeff Rettig to the Zoning Hearing Board with a term that expires 12/31/2009. Mr. Marshall seconded the motion. The motion was approved 4 in favor, 0 opposed.**
- **Mr. Rish made a motion to adopt Resolution 2007-02. Mr. Marshall seconded the motion. The motion was approved 4 in favor, 0 opposed.**

### **Planning Commission**

No terms have expired.

### **Environmental Advisory Council**

Inactive status.

### **Public Safety Advisory Council**

No appointments at this time.

### **LDARPG**

Charles Longreen is the current representative.

- **Mr. Marshall made a motion to reappoint Charles Longreen as the LDARPG representative. Mr. Espenshade seconded the motion. The motion was approved 4 in favor, 0 opposed.**

### **Meeting Schedule for 2007**

All meetings will begin at 7:00 PM in the Municipal Building. The meetings will be held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month with the exception of the 2<sup>nd</sup> meeting in May, which will be held on Wednesday, May 16<sup>th</sup>, and the 1<sup>st</sup> meeting in November, which will be held on Wednesday, November 7<sup>th</sup> due to the elections.

- **Mr. Rish made a motion to adopt the Meeting Schedule for 2007 as printed on the agenda. Mr. Marshall seconded the motion. The motion was approved 4 in favor, 0 opposed.**

### **Adoption of Fee Schedule – Resolution 2007-03**

Chairman Beudet read the fee schedule. The schedule is available at the Municipal Building for review.

- **Mr. Marshall made a motion to adopt Resolutions 2007-03. Mr. Rish seconded the motion. The motion was approved 4 in favor, 0 opposed.**

**Depository of Township Funds**

Funds deposited with Fulton Bank

- |   |                    |
|---|--------------------|
| Fire Company Fund                       | Public Sewer Fund  |
| Park and Recreation Fund                | Street Light Fund  |
| Payroll Fund                            | State Liquid Fuels |
| Park and Recreation Development Account |                    |

Funds deposited in PLIGIT Accounts

- |  |                                       |
|--|---------------------------------------|
| State Liquid Fuel Tax Fund and State Turnback Fund |                                       |
| General Fund                                       | Operations & Maintenance Capital Fund |
| Sewer Project                                      |                                       |

Funds deposited with Jonestown Bank

- General Fund
- Sewer Operation and Maintenance

Funds deposited with the Pennsylvania Municipal Retirement System

Pension Fund.

- **Mr. Rish made a motion to approve the depositories. Mr. Marshall seconded the motion. The motion was approved 4 in favor, 0 opposed.**

**Establishment of the Treasurer’s Bond**

Treasurer’s Bond will be set at \$1,000,000.00.

- **Mr. Rish made a motion to establish the Treasurer’s Bond at \$1,000,000.00. Mr. Espenshade seconded the motion. The motion was approved 4 in favor, 0 opposed.**

**Mileage Compensation**

The legal limit for mileage compensation has been set by the IRS at \$0.485 per mile. This will be assessed only when a personal vehicle is used for Township business.

- **Mr. Marshall made a motion to establish mileage compensation at \$0.485 per mile. Mr. Rish seconded the motion. The motion was approved 4 in favor, 0 opposed.**

The Reorganization Meeting ended at 7:28 PM

**REGULAR MEETING**

The regular meeting was called to Order at 7:29 PM with the Pledge to the Flag

**APPROVAL OF THE MINUTES FROM DECEMBER 19, 2006**

**Mr. Marshall made a motion to approve the December 19, 2006, minutes as written. Mr. Rish seconded the motion. The motion was approved 4 in favor, 0 opposed.**

**TREASURERS REPORT**

Expenditures:

General Fund	\$ 20,757.89
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Operations and Maintenance	\$ 4,128.23
Street Light	\$ 191.65
Park and Rec	\$ 623.53
Total	\$ 25,701.30

Rebecca Roberts has requested a refund of the Recreation Fee which she paid for her subdivision plan. She feels that since her plan has not yet been recorded that the fee is not yet payable.

**Mr. Rish made a motion to approve the expenditures as presented excluding Ms. Roberts request. Mr. Espenshade seconded the motion. The motion was approved 4 in favor, 0 opposed.**

#### REBECCA ROBERTS REQUEST

- Mr. Marshall asked if she was withdrawing her plan. It was noted that there was no request for the withdrawal of the plan.
- Mr. Espenshade felt that the Township needs to respond to Ms. Roberts in writing. It should be made clear to her that if the fee is refunded, it will be a contingency that will need to be met before the plan can be recorded. If she wants to withdraw the plan, it needs to be in writing. Discussion continued on the refund.
- Mr. Rish felt that if she is withdrawing her plan, then she could get the money back, but if not, she has already chosen to pay the fee so it should not be refunded.
- Solicitor Kauffman will prepare a letter to be sent to Ms. Roberts.
- **Mr. Espenshade made a motion to release the funds for the Recreation Fee along with a letter of clarification from Solicitor Kauffman. Mr. Marshall seconded the motion.** Keith Oellig had concerns about returning the money and someone then buying the property thinking that everything is taken care of. It was noted that the lot can't be sold until the lot is created through the recording of the plan. Discussion was held on possible sale of the property before the plan is recorded. **The motion was approved 4 in favor, 0 opposed.**

#### Receipts

General Fund	\$ 15,038.88
Operations & Maintenance	\$ 427.50
Street Light	\$ 41.80

#### Available Funds

General Fund	\$ 577,912.15
Operations & Maintenance	\$ 382,229.11
Street Light	\$ 5,032.73
State Fund	\$ 334,056.53
Public Sewer Fund	\$ 600,281.46
Park and Rec Fund	\$ 119,405.75
TOTAL	\$2,018,917.73

## **SIGNIFICANT CORRESPONDENCE**

The Correspondence is available for review during normal office hours.

## **REPORTS**

### **PLANNING COMMISSION – DAVID CRAIG**

The Board of Supervisors has the draft of the December Planning Commission meeting minutes.

### **PUBLIC WORKS – CHARLES LONGREEN**

Mr. Longreen presented his report for the month of December. The report is available for review at the Municipal Building.

### **PA PERCS AGREEMENT**

Mr. Longreen recommended that the Board approve the agreement since there has not been a new agreement since 1997. He suggested that once the new lights are installed by Penn National then the maintenance agreement could be put out for bid.

- **Mr. Espenshade made a motion to enter into the agreement for municipal service for traffic control signals with Pennsylvania Percs, Inc. at the rate in the agreement. Mr. Marshall seconded the motion. The motion was approved 4 in favor, 0 opposed.**

Mr. Longreen noted that he received a call from a representative of St. Johns Church requesting a meeting with at least one of the Supervisors, the Township Engineer, and himself on January 16<sup>th</sup> to discuss its expansion project for the Church. Mr. Phillips, Mr. Smith and Mr. Longreen have committed to the meeting. Chairman Beaudet noted that the Board has not made a practice of attending these types of meetings. None of the Supervisors will attend the meeting. Mr. Marshall felt that after the meeting, the group can come before the Board to present its proposal.

Mr. Longreen noted that he received a letter of resignation from Barry Ludwig, WWTP Operator effective January 12, 2007.

- **Mr. Marshall made a motion to accept Mr. Ludwig's resignation. Mr. Espenshade seconded the motion with regrets and thanked Mr. Ludwig for his services. Mr. Rish thanked Mr. Ludwig for his service to the Township and wished him good luck in his new position. The motion was approved 4 in favor, 0 opposed.**

### **LDARPG – CHARLES LONGREEN**

No report.

### **GRANTVILLE VOLUNTEER FIRE COMPANY – WAYNE ISETT**

- Officers have been elected for 2007.
- The appreciation banquet will be held on February 2<sup>nd</sup> at the Holiday Inn.
- More fund raisers will be added in 2007

### **PUBLIC SAFETY ADVISORY COUNCIL – JOHN NELLIGAN**

- The Council will be meeting in March.
- There are no open issues.

### **EMERGENCY MANAGEMENT – JOHN NELLIGAN**

- The Board will be receiving the 2006 Annual Report in the near future.
- There have been over 360 hours of volunteer time between Mr. Nelligan, Dale Powell, the Deputy Coordinator and Ron Johnson. This does not include the hours spent in training or the monthly meetings with Dauphin County.

### **WWTP – BARRY LUDWIG**

- Average effluent results for the month of December, CBOD, 2.3; suspended solids, 7.3; ammonia, 0.13; phosphorus, 1.05; fecal coliform 13.
- A new electric hoist was received for pulling the diffusers.
- There were some nuisance alarms.
- There were 2 grinder pump alarms at Funck's EXXON.
- There was a sewer main break near the Rest Stop. There are no issues with DEP regarding the break.

### **ENGINEERS REPORT – ROGER PHILLIPS**

- The engineer's report is on file at the Municipal Building for review.
- Draft copies of the Stormwater Ordinance and the Grading Permit should be available for review in the near future.
- The traffic signal shop drawings have been reviewed for the 2 signals that will be put up on Bow Creek at the I81 interchange. No construction will begin until a PennDOT permit is issued.
- A revised plan was received from Ray Funck for the EXXON. He is in the process of reviewing the plan. Discussion was held on the grinder pump since there are continual problems with it. It was noted that the Township owns the grinder pump through an agreement. Mr. Rish asked that the grinder pump agreement be reviewed to see if it can be changed.

### **UNFINISHED BUSINESS**

#### **STORMWATER MANAGEMENT - THOMPSON**

Still being reviewed.

David Craig asked how the Act 537 Plan was progressing. Mr. Phillips noted that Component 3 which deals with Partridge Hills and Englewood is around 75% complete. The second part is taking a look at the other areas of the Township. The mapping is being worked on. The Consent Order does not require that the entire Township be reviewed.

## NEW BUSINESS

### **BUILDING RENTAL (WITHHOLD DEPOSIT AND CANCEL ANY FURTHER RENTALS)**

Mr. Marshall noted that on Thanksgiving, the building was rented to an individual. After the rental, the doors were not locked and the side doors open. The same individual rented it for Christmas and there were the same problems with the doors. There were also some Park and Rec items missing, damage to the blinds in the room, and water in Mr. Longreen's office that came from the bathrooms. Mr. Marshall recommended that the individual not be permitted to rent the building in the future since they do not take care of it, and that the security deposit not be returned. None of the Supervisors were contacted regarding problems locking the doors.

- The individual has not yet been contacted about the problems. The Thanksgiving deposit was not returned, but held for the Christmas rental.
- Solicitor Kauffman noted that a cost would need to be generated to determine if the Security Deposit would cover the damages.
- Mr. Marshall's concern was that the doors were left wide open and that someone could get into the building.
- Mr. Espenshade did not have a problem holding the deposit if a cost is generated and a letter written to the individual indicating what the problems were.
- **Mr. Espenshade made a motion to withhold whatever amount of the deposit that is required to cover the damages once an estimate is generated, and a letter is written explaining what the problems were and the cost relating to those problems. It should be explained that it happened both at Thanksgiving and Christmas and the Board feels that the building should not be rented to them anymore. Mr. Rish seconded the motion. The motion was approved 4 in favor, 0 opposed.**
- Mr. Marshall felt that the building should not be rented on Thanksgiving and Christmas. If there are problems, then someone would have to interrupt their holiday to come to the building to deal with the situation.
- Mr. Rish suggested not renting the building on those holidays be incorporated in to the new policy and rental agreement that will be created.

### **EXTENSION OF THE FULTON LOAN**

Mrs. Casey noted that the Fulton Loan has matured; however, all the PENVEST payments have not yet been received. She spoke with Scott McManamon, Vice President of Financing at Fulton and he indicated that there would be no problem getting an extension until the final PENNVEST payment is received. Mr. McManamon will be out of the office until January 8<sup>th</sup> and he will contact Mrs. Casey upon his return. Mrs. Casey is not sure how long of an extension will be required.

- **Mr. Marshall made motion to extend the loan at the Fulton bank until such time that the PENNVEST payment is received. Mr. Espenshade seconded the motion.** David Craig asked if the PENNVEST payment will make up the difference. Mrs. Casey noted it would. **The motion was approved 4 in favor, 0 opposed.**

### **OTHER BUSINESS FROM THE BOARD**

Chairman Beaudet noted that Light-Hegel has submitted a fee schedule to provide services for the operation of the WWTP after Mr. Ludwig leaves. Light-Hegel can provide licensed operators. This would be in the interim until a new operator can be hired.

- Discussion was held on the rates and how many hours would be involved.
- Mr. Phillips noted that a licensed operator is the only person who can make any process control decisions at the plant. It is imperative to have someone in place to make those decisions after Mr. Ludwig leaves.
- **Mr. Espenshade made a motion retain Mr. Schrepler from Light-Hegel at the rates in the Light-Hegel facsimile until further action can be taken. Mr. Marshall seconded the motion. The motion was approved 4 in favor, 0 opposed.**

**There will be an Executive Session held after the meeting to discuss legal and employee issues.**

### **BUSINESS FROM THE PUBLIC**

Richard Schock commented on the fee resolution that was passed. Some of the items required the payment of a court reporter. He felt that the fee of a court reporter is to be shared by the applicant and Township.

Mr. Schock did not understand why Funck's has a grinder pump since the location is high enough to use gravity flow. Mr. Longreen noted that when the main line was put in, it was to go under the Texas Eastern pipeline. That was not permitted by Texas Eastern so it had to over the top of the line and therefore the waste could not be gravity fed.

Larry Suhr asked why all the zoning fees are \$250.00 with the exception of the curative amendment which is \$2,500.00. Chairman Beaudet noted that other Township's fees were looked at and the curative amendment fee was the highest.

Mr. Suhr noted that a lot of people are using the Park right now because of the warm weather. The bathrooms are locked this time of the year and he suggested that a portable toilet be put back into the Park. Discussion was held on the subject. It was suggested that the Park and Rec Board discuss the issue at its next meeting. David Craig suggested that the restrooms at the Park could be heated. Mr. Longreen noted that power was available to install heat but the building is not insulated.

Keith Oellig commented that at the last LDARPG meeting, the intermunicipal agreement was discussed. He asked if the Township had received a copy of it. Mrs. Casey noted that no agreement had been received. Mr. Oellig commented that Rick Hoover has been the secretary he felt that there may be a lack of interest on Mr. Hoover's part. Mr. Oellig suggested that the Board find out what Mr. Hoover's interest is as far as LDARPG is concerned. Mr. Oellig also noted that an alternate LDARPG representative was not appointed. Mr. Espenshade felt that it was not the Board's responsibility since LDARPG

has its own governing body. Discussion was held on the intermunicipal agreement and the holdup for receiving a revised agreement. Mr. Oellig would like to see what Mr. Hoover's interest is. Mr. Rish will contact Mr. Hoover.

David Craig noted that LDARPG has a set of by-laws that should be reviewed before contacting Mr. Hoover.

**Mr. Rish made a motion to adjourn the meeting. Mr. Marshall seconded the motion. The meeting was adjourned at 8:42 P.M.**

Respectfully submitted,

Deborah A. Casey

cc: Marie Beaudet  
David Marshall  
Keith Espenshade  
George Rish  
Thomas Shut  
Myles Kauffman  
Barry Ludwig

Charles Longreen  
Planning Commission  
Light-Hegel & Associates  
Posted  
Zoning Hearing Board  
Pickering, Courts & Summer son