

**EAST HANOVER TOWNSHIP BOARD OF SUPERVISORS MEETING
8848 Jonestown Road, Grantville, PA 17028
June 15, 2010**

The meeting of the East Hanover Township Board of Supervisors was called to order with the pledge to the Flag by Chairman Keith Espenshade at 7:00 P.M. Present were Supervisors Dave Marshall, John Nelligan, and Tom Shutt. Supervisor Rish was absent.

Scott Wyland, Solicitor; Norman Ulrich, Engineer; Charles Longreen, Director of Public Works; 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.

There was an Executive Session held at 6:00 PM to discuss a legal issue.

APPROVAL OF THE MEETING MINUTES FROM JUNE 1, 2010

Mr. Marshall made a motion to approve the minutes as written. Mr. Shutt seconded the motion. The motion was approved 4 in favor; 0 opposed.

APPROVAL OF THE MEETING MINUTES FROM THE SPECIAL MEETING HELD JUNE 3, 2010.

It was noted the draft minutes had just been received and action will be taken at the next meeting.

TREASURER'S REPORT

Expenditures:

General Fund	\$ 103,511.74
Operations and Maintenance	\$ 5,506.42
Park and Rec	<u>\$ 9,340.08</u>
Total	\$ 118,358.24

Mr. Nelligan made a motion to pay the bills as submitted. Mr. Marshall seconded the motion. The motion was approved 4 in favor, 0 opposed.

Mrs. Casey asked for approval to transfer \$20,000.00 from the Gaming Fund to the PLGIT Emergency Services Fund. This is in the budget.

Mr. Marshall made a motion to transfer \$20,000.00 from the Gaming Fund to the PLGIT fund. Mr. Nelligan seconded the motion. The motion was approved 4 in favor, 0 opposed

Receipts

General Fund	\$ 14,174.82
WWTP	\$ 4,489.00
Street Light	\$ 1,825.12
Pak and Rec	\$ 1,060.00

Available Funds

General Fund	\$ 683,083.19
Operations & Maintenance	\$ 260,094.34
Street Light	\$ 7,426.58
State Fund	\$ 441,653.21
Public Sewer Fund	\$ 3,485.98
Gaming Fund	\$ 905,289.95
Park and Rec Fund	\$ 72,365.03
TOTAL	\$2,373,398.28

CORRESPONDENCE

The correspondence is listed as a handout and is available for review during normal office hours.

ART MORRIS – UTILITY SOLUTIONS & JEAN PUGH – PA LEAGUE OF CITIES

Eric Epstein noted 2 guests were present, Jean Pugh from the PA League of Cities and Art Morris from Utility Solutions, to discuss options for the Township with the rate cap going off next year. In August, Met-Ed and the PUC will be present at the 1st Board meeting of the month to discuss some options, reliability and service issues.

JEAN PUGH – PA LEAGUE OF CITIES

Ms. Pugh noted she worked for the PA League of Cities and Municipalities. Her responsibility is Director of Business programs. With 2 other staff members, they oversee different types of services and programs the League offers to enhance municipal government and save money. PLCM is also a sponsor of purchasing programs. The electricity program is another that was set up to help municipalities save money in light of the pending rate cap removals. The MUA is an umbrella of municipal utility lines. It is under the PA cities and municipalities, but is actually a separate entity. It is set up as a separate entity to meet the local procurement requirements. The programs are advertised and publicly bid. Utility Solutions is a consultant to the PA League of Cities since they don't have the expertise in utilities. The electricity program has been publicly advertised and RFP's have been received. With Utility Solutions help, the PA League of Cities has selected Constellation Energy for the program. In 2008, the work started on the process of procuring electricity since it was known the rate cap would be removed.

- Ms. Pugh provided the Board with a summary of the program. It is available at the Municipal Building for review.
- There is no obligation to sign anything to get a quote. You don't sign anything until you agree to a contract.
- This is a State wide program and there are over 80 municipalities that have saved money through it.
- Lower Paxton Township acted as the lead agency for the procurement process since the PA League of Cities is not a local government.
- If the Township should choose to go with the program, Ms. Pugh recommended adopting a resolution to join the MUA. This would assure the Township would come under the umbrella of procurement.

ART MORRIS – UTILITY SOLUTIONS

Mr. Morris noted his company has been under contract with the PA League of Cities since 1997. The rates have skyrocketed and the rate cap will disappear. He discussed an electric bill. There is a distribution cost, generation charge, transmission service charge, a competitive transmission charge (CTC), and a gross receipts tax. Starting in January of next year, you will continue to get a bill from Met-Ed. Depending on how you get your energy, they will only bill you on your distribution and gross receipts tax. They will always serve you since they are responsible for delivery and maintaining the wires. What you will shop for is the actual cost of electricity. You can stay with Met-Ed or you can go with someone else. The PA League of Cities program is the most formal of the programs in that it was vetted through a public process. There are 89 municipalities that are participating in the program. Many are with PPL since their cap went off the beginning of the year. There are a number with Met-Ed who have signed up and more that have signed the Letter of Authorization (LOA). The LOA simply gives Constellation Energy your basic usage information so that they can price you with no obligation. What you will be shopping for is the generation cost, the transmission service charge rider and the CTC charge. Some of these costs will disappear in 2011. What will not disappear is what is called NOUGs - Non Utility Generation Quotes who have contracts with the utility company. They have a right to continue to collect. There will be a lot of people coming in to get your business. If you join the PA League of Cities program, you will have protection. Make sure you have someone in house who is comfortable with understanding of the bills as you make your selection. Mr. Morris discussed some companies prices and noted prices will vary by how much is used, when it is used, the size of account and the rate category you are in.

- Mr. Epstein asked for identification of municipalities enrolled in the program and any Met-Ed municipalities who have signed the LOA. Mr. Morris noted Derry Township, Lower Paxton, Lancaster, Middletown, and Elizabethtown have already signed up. He did not have any information with him on Met-Ed customers. The prices were high and have dropped pretty low. The chances of the rates staying this low are not likely. The question is when they will start going up.
- Solicitor Wyland asked if an individual municipality can solicit through the PA League of Cities program different prices for different time periods or is it a discount on what the current prices are. Mr. Morris noted the price will depend on the day you get the price. They can give you a 1 to 4 year program and will give you prices for the 4 terms and you can select which one you want.
- Solicitor Wyland asked if you are going for a price quote on your own individual circumstance, how is that pre-bid already. Mr. Morris noted there were 25 municipalities that participated initially. Prices were obtained for all the different accounts each one had. The selection was made on who had the lowest bid. If your are convinced to use a broker, let Constellation price independently from the existing contract.
- Ms. Pugh noted the intergovernmental cooperation agreement that was signed between the League, the MUA, and Lower Paxton Township was done with legal counsel. She provided a letter the solicitor provided citing all the legal

authorization for participation. The program is sort of like a COSTARS program. There was a lead agency that bid it and then everyone can piggyback on it.

- Mr. Morris noted the League has spent a lot of time to create the program to help the municipalities. Further information can be provided upon request.
- Keith Oellig asked if the private sector could get involved in the program. Mr. Morris noted they could not, it is for local governments, school districts, authorities, etc. There are other private sector programs. Residential customers will have the choice to go with another supplier. Discussion continued.

REPORTS

PARK AND RECREATION –STEVE ESPENSHADE

- The Public Works Department is just about finished with putting the concrete vault in for the well. Marion Fence has finished its work. The soccer field has been redone.
- The Summer Rec program has begun. There are approximately 45 children signed up.
- July 10th is the Outdoor Yard Sale.
- There is a proposal for Biting for items the Park and Rec Board wants to purchase for the Sports Complex. This will be taken out of the subdivision fee account. It is for player benches and picnic tables. Two of the tables are handicap accessible.
- **Mr. Nelligan made a motion to authorize the purchase of four 2115 players benches in the amount of \$1,612.00; ten No. 796HD picnic tables in the amount of \$8,391.50; and two of No. 1308, the HD accessible picnic tables in the amount of \$1,870.56 which totals \$11,874.06. Mr. Shutt seconded the motion.** Mr. Longreen asked if the equipment would be put out or stored. Steve Espenshade noted we would like to store them. There is some room at the storage shed at the complex and there might be some room in the small building. The storage discussion continued. **The motion was approved 4 in favor, 0 opposed.**
- Mr. Espenshade noted he has called a special meeting for the Park and Rec Board on June 22nd at 7:00 PM.
- **Mr. Nelligan made a motion to authorize the Park and Rec Board to have a special meeting on June 22nd at 7:00 PM. Mr. Marshall seconded the motion.** It was noted the meeting would be held to discuss items to be purchased for the Sports Complex. **The motion was approved 4 in favor, 0 opposed.**
- Mr. Espenshade invited the Supervisors to attend the meeting for input.
- Chairman Espenshade noted a proposal was received for the design and specifications for a Park Concession Stand, Pavilion and storage area at the Sports Complex. This is on the land development plan. The proposal is from Yingst Engineering to spec the building and provide drawings. The cost is \$1,400.00 and would be paid out of the Subdivision Fee fund.
- **Mr. Marshall made a motion to employ Yingst Engineering for the design and specifications for a park concession stand, pavilion and storage area**

for the Youth Sports Complex. Mr. Shutt seconded the motion. The motion was approved 4 in favor, 0 opposed.

PUBLIC WORKS DEPARTMENT – CHARLES LONGREEN

- Mr. Longreen noted there was a break in at the storage shed at the Youth Sports Complex. A padlock was installed to keep the shed secured until it can be repaired. The incident was reported to the State Police. Someone took an ax or hatchet to break in. A field liner was stolen.
- Mr. Longreen noted he has received plans from PennDOT for Allentown Blvd. He would like the Board, the engineer and himself to sit down and review them. The plans are to be put out to bid in September. He and Mr. Ulrich have briefly looked at them. After review by the Board, a letter can be sent to PennDOT as to what they agree or don't agree with. The Board will review the plans after the meeting and any action that would need to be taken will be done so at the July 6th meeting.

ENGINEERS REPORT – NORMAN ULRICH

- The Roadway Drainage Facilities Study is complete and submitted to the Board and Mr. Longreen.
- The first draft of the Township's Standards, Construction Specs and Details has been forwarded to Mr. Longreen for review.
- Mr. Ulrich and Mr. Longreen reviewed the final version of the Driveway Ordinance and it will be forwarded to the Board for its review and possible adoption.

WATER AND SEWER COMMITTEE – DAVE MARSHALL

- Mr. Marshall noted the regular June meeting was the Special Meeting for Partridge Hills and Englewood which was attended well. The minutes will be posted on the website and approved at the next meeting.

EFMR MONITORING GROUP – ERIC EPSTEIN

- Mr. Epstein commented he is scheduled on June 25th to attend the Tri-County Planning Commission meeting to follow up on the request that was made at their last meeting regarding the intersection at Rt. 22 and Rt. 743. This needs to be done to move this project up on the list and to keep it in the public eye. There are also the I81 issues which has a meeting coming up.
- Chairman Espenshade noted he has followed the I81 corridor issues and has spoken with Mr. Epstein about the Township being involved since it impacts the Township with emergencies, rest stops, the casino, etc. The meeting is scheduled for July 8th and he would like Mr. Epstein to attend the meeting.
- Mr. Nelligan noted the emphasis of the study is on the western edge of I81 and felt it was important for us to be involved.
- **Mr. Nelligan made a motion to allow Mr. Epstein to attend the July 8th meeting representing the Township.** It was noted such issues as the 2 rest stops, the casino, etc. would be brought up to make the study group aware of what the Township is dealing with. **Mr. Marshall seconded the motion.** Mr.

Marshall noted they should be aware there used to be a rest stop in Pine Grove that has been closed, which puts an extra burden on our rest areas. Mr. Nelligan noted we are also the FEMA route for 83 which feeds our section of 81. **The motion was approved 4 in favor, 0 opposed.**

UNFINISHED BUSINESS

KETTERLINE SUBDIVISION

Chairman Espenshade noted the plan was accepted for review at the last meeting. There are waivers that have been requested which have been reviewed by the Board.

- David Bitner was present to represent the plan. He noted originally it was planned that the developer was going to install the trees. He does not want to install the trees at this time so an escrow will be set up for the trees.
- **Mr. Marshall made a motion to accept the waivers; Section 402.3.1; Section 402.3.4; Section 402.4.15; Section 609.1; and Section 610.1. Mr. Nelligan seconded the motion. The motion was approved 4 in favor, 0 opposed.**
- Chairman Espenshade asked if there were any other conditions. Mr. Ulrich noted LTL's letter outlined a couple of things that are outstanding. The waivers have been approved which will need to be listed on the plans. Certifications will also need to be done. There will need to be a developer's agreement for the trees with an escrow. Because the amount of the escrow is so small, they could post a cash escrow and forgo the developer's agreement. His recommendation is to approve the plan conditioned upon LTL's letter dated May 18th.
- **Mr. Nelligan made a motion to approve the Ketterline Subdivision Plan contingent upon the comments of LTL Consultants letter dated May 18, 2010. Mr. Marshall seconded the motion. The motion was approved 4 in favor, 0 opposed.**

NEW BUSINESS

2009 GRANTS – APPROVAL FOR PROJECTS

Mr. Ulrich noted he met with Mr. Longreen to discuss the projects that would be the responsibility of the engineering firm. One of the projects that needs to get started on is the shoulders on Bow Creek Rd. so that it can be put out to bid. Other projects are the Meadow Ln./Laudermilch Rd. intersection improvements and Crooked Hill Rd. over the Manada Creek bridge replacement.

- Andy Stein noted the only comment he has is that the Board and Mr. Longreen are comfortable with the scopes of work and costs before approval since there have been issues in the past. If the Board has enough information from the documents, would it consider it a complete document or would they want more detail which would require a follow up.
- Mr. Nelligan felt we might want to get approval on the Bow Creek shoulder.
- Mr. Stein noted we could do a preliminary approval pending on more details from LTL so that Mr. Longreen can review them.
- Mr. Ulrich explained his report and asked if Mr. Longreen had a chance to look over the documents. Mr. Longreen noted he did not since he did not receive it

until today but the main project he wanted to get started was the shoulders on Bow Creek Rd. The other projects can be decided on after the Board reviews the scope of work.

- Mr. Stein noted the grants were approved as submitted. It is just a level of who is doing what, to what detail, and the cost.
- Chairman Espenshade suggested the Board act on the shoulders on Bow Creek Rd. and at the next meeting, discuss the other projects and ask questions.
- **Mr. Nelligan made a motion to authorize LTL Consultants to proceed with the scheduled work as described in their June 14, 2010 letter on the work to be done for engineering and design services for the Bow Creek Rd. shoulder upgrades. Mr. Marshall seconded the motion. The motion was approved 4 in favor, 0 opposed.**

MAILING TO ENGLEWOOD AND PARTRIDGE HILLS

Mr. Marshall noted there was a Special Meeting for the residents of Englewood and Partridge Hills. One thing that was heard loud and clear is that people aren't sure where the sewer line is going to be and the elevations in relation to their homes and how do they communicate to their plumber or contractor to install a sewer line. The Township is faced with the problem of telling the residents where their sewer lines are going to be. He spoke with Chris Hannum of LTL and Solicitor Wyland regarding the issue and it was suggested we might want to do a mailing to all the residents that would be hooked up which would show the elevation of the proposed sewer line along the road frontage of their house. They would have something in writing to provide to their plumber/contractor to find out what they would have to do to hookup. He spoke with Ms. Sweigart regarding the approximate cost and it would be between \$3,600.00 and \$4,000.00 to providing the mailing to the residents.

- Mrs. Casey asked if the cost included the actual mailing or would the Township staff be doing the mailing. Mr. Marshall did not know but thought it probably did not cover the cost of postage or the actual stuffing of the envelopes. This will be clarified with Ms. Sweigart.
- Mr. Marshall noted the other alternative was to have representatives of LTL come to the Township building and meet with the residents to answer their questions. The problem with that is he did not know how many people would know how to read the blueprint and would they remember it when they leave. If we give it to them in writing with a map, it would be better.
- More details will be obtained and this will be on the agenda for the next meeting.
- Discussion continued. Mr. Shutt felt if we are going to spend that kind of money for the preparation of the information, what's another couple hundred dollars to have LTL do the mailing. Chairman Espenshade noted he wanted to know if the mailing was included in the cost or not.
- Solicitor Wyland suggested the Board could give approval to do the project and include the mailing in the scope of the work for a price not to exceed \$4,000.00 and if that was not Ms. Sweigert's intention not to do the mailing, then you could revisit the issue at the next meeting.

- Mr. Marshall suggested having LTL do the mailer at a cost not to exceed \$4,500.00 with the postage included. Mr. Shutt suggested the cost be \$3,600.00 plus the mailing.
- Mr. Nelligan noted if LTL does the mailing, if there are any mess ups, we can't be held accountable for them.
- **Mr. Marshall made a motion to have LTL do the mailer at a cost not exceed \$4,500.00 including postage. Mr. Nelligan seconded the motion.** Tom Gordon, who is one of the residents the letter would be mailed to, asked how many households the letter would be mailed to. Mr. Marshall noted it would be a little over 100. Mr. Gordon noted it would cost around \$40.00 per letter and he hoped it would be a thick one since if it isn't, someone is making an awful lot of money off of telling me what my elevation will be. He felt it was an awfully expensive venture. Mr. Stein noted it is the expense of the CAD operator to do individual lots and put the elevations in. The master plan has to be broken down and the information put in. It would be about 2 days work. Mr. Gordon felt it was the Board's decision, but from a property owner's standpoint he wants something simple and not a whole lot of detail. Discussion continued. Bonnie Housel commented she wanted not only the elevation, but the number of feet deep. Mr. Marshall noted that information would be provided. Discussion continued on cost. Mr. Stein felt it is pretty unprecedented for a Township to provide this information to its residents. They are taking on the extra expense and time to provide this information. It was agreed. Mr. Shutt felt the money will be well spent to provide the information to the residents. He did not want the mailing to be held up because of the cost of the mailing. **The motion was approved 4 in favor, 0 opposed.**

PROCESS FOR CONCERNS – ENGLEWOOD AND PARTRIDGE HILLS

Mr. Marshall noted this was another concern from the Special Meeting. There needs to be a way for the residents to communicate to the Township questions and concerns. Calling on the phone and discussing concerns with Township staff is not going to help the residents or Township. He discussed the issue with Mrs. Casey and we came up with an idea that any concerns residents have about the sewer system would be put into writing by either an e-mail or letter form from the resident to the Township. The staff would disseminate the information to the appropriate person. The Board of Supervisors would be copied on everything.

- Mr. Nelligan suggested giving the residents a special telephone number to call and record their concerns. The Board would field the calls and then get back to the individual.
- Mr. Epstein commented having a specific telephone number to call in is a good idea, but it takes a lot of time to transcribe the messages. There is also the problem that sometimes people don't list their names, address, or contact number. He suggested that a form letter could be generated and posted on the website, and perhaps a FAQ form to provide to residents. His concern with a phone line is the amount of time someone would spend transcribing the calls.
- Mr. Marshall commented if someone calls in and talks with staff, is there anything lost in miscommunication. If it is in a written form, it would not be lost. He felt

there was no way to do this without some sort of problems. Discussion continued.

- Mrs. Casey felt if the Township is going to do this, a phone line is not the way to go. It would take staff having to pick up the calls and transcribe them word for word. People don't speak clearly and many times don't give their name. She felt the e-mail or letter is the better way to go.
- Bonnie Housel thought that at the Special Meeting, LTL was going to provide an 800 number for questions or concerns. Mr. Stein noted that was thrown out as an option for communication but felt the Board would not want LTL handling the questions.
- Mr. Ulrich felt if the Township would create a form for a resident to fill out and create a FAQ, it might deflect some of the concerns. LTL could review the forms and distribute them to the appropriate person. The advantage of having it in writing is to show how it was handled and the response. It was noted a form could be added to the website.
- Mr. Marshall commented as Supervisors, we can't put the Secretaries into the position of having to field calls since they can't answer the questions.
- Discussion continued. Mr. Epstein suggested going with the written format so there is a formal document. He did not want people to be able to contact the Solicitor or Engineer directly since it would cost the Township more money. The written format also gives the Township protection since it would give the date and time of the correspondence.
- It was suggested that something be put in with the mailer regarding contacting the Township with concerns or questions.
- This is tabled until the first meeting in July. Mr. Stein felt most of the concerns will have to be dealt with the residents own plumber/contractor.
- Chairman Espenshade noted the Board had the special meeting and the questions asked surprised him. He felt most of the questions were answered adequately. Mr. Stein noted most of the site specific questions are on the homeowner and not the Township. The Township did promise a process for communication and later on, once under construction, a process for dealing with complaints. Discussion continued.
- The mailer will be sent out and the process for concerns is tabled until the next meeting.

OTHER BUSINESS FROM THE BOARD

Chairman Espenshade noted Mr. Rish is on vacation which is why he is not at the meeting.

Mr. Nelligan noted the Public Safety Advisory Council will be meeting on June 28th and not June 21st as the agenda stated.

Mr. Marshall noted on July 8th there will be a Special Meeting for the Act 537 Plan.

BUSINESS FROM THE PUBLIC

Keith Oellig commented the School district is doing renovations at the Conewago School. He does not know if a red light will be required at the intersection, but if it is, could gaming funds pay for it. Mr. Epstein commented that Mr. Oellig should contact him and he will work with him on the issue. Discussion continued.

Nelligan made a motion to adjourn the meeting. The meeting was adjourned at 8:53 PM.

Respectfully submitted,

Deborah A. Casey

cc: Keith Espenshade
John Nelligan
Dave Marshall
Thomas Shutt
George Rish
Hawke, McKeon & Sniscak
Curt Cassel

Charles Longreen
Planning Commission
Light-Heigel & Associates
Posted
Zoning Hearing Board
LTL Consultants
Eric Epstein