

**NEW HANOVER TOWNSHIP
BOARD OF SUPERVISORS
WORK SESSION
MARCH 9, 2015**

A work session of the New Hanover Township Board of Supervisors was held on Monday, March 9, 2015 at the New Hanover Township Municipal Building, 2943 North Charlotte Street, Gilbertsville, PA 19525. Present were Supervisors Douglas Muller, David Brown, Ralph Fluharty, and Philip Agliano. Andrew Kelly was absent. Township Manager Kevin Tobias, Solicitor Paul Bauer, and Eileen Pogany were also in attendance. Chairman Douglas Muller called the meeting to order at 6:35 PM.

Review of Agenda – no comments

Review of Bill List – David Brown questioned the billing from Hosier Lawn and Landscaping for snow clearing and salting in the Kingston Hill Development. Paul Bauer advised that the matter will be discussed in executive session and could also be addressed during settlement of the bond issue. Mr. Brown also asked about the purchase of lockers and was told that two lockers were for the police department and ten lockers were for the public works employees.

RECREATION MASTER PLAN MEETING

John Hoover and Adam Supplee presented an update of their progress on the Recreation Master Plan. They provided maps of the Township showing the geography, potential recreation sites and recreation sites in surrounding communities. They have reviewed comparisons of recreation opportunities nationwide provided by the National Parks and Recreation. They provided a layout of playing fields for the combined Layfield and Wassmer Parks, to scale, showing the possibility of providing 10 fields with area for 100 parking spaces per field; provisions for stormwater drainage will need to be constructed since the area is very flat. Mention was made that the area could accommodate an indoor facility which could be situated in an area the size of two fields as shown on their plan and which could be used year-round; the Spooky Nook indoor facility located in Manheim PA was cited as an example. They explained that the Township is growing very fast with populations trends showing most residents are either teens and younger or folks fifty years of age and older and suggested that the Township needs to catch up with the population in order to enable recreation opportunities for a high quality life. More community input is desired and a commitment was made to distribute questionnaires throughout the community and also to participants in recreation programs including sports teams beginning to meet early spring. Ralph Fluharty mentioned that the Steering Committee and various other committees in the Township should be given the opportunity to review and comment on the plan and was advised that timing is an issue and that a commitment had been made to complete the project by March 31 to enable submission of a DCNR grant application. Paul Bauer suggested that the Township could also float a bond to cover expenses rather than count on receiving a DCNR grant which would allow more time to receive public comment and explore the possibilities of making the planning a regional effort. Douglas Muller asked that pricing for various playing surfaces and alternatives be provided for consideration and stated that he felt the project is heading in the right direction. Additionally, he added that the Board is interested in having the best plan possible and would be willing to extend the completion deadline in order to have what is needed to be included; Adam Supplee stated that they are committed to making the best plan possible, a plan everyone could be proud of.

Work session meeting adjourned to regular meeting session at 7:25 PM.

**NEW HANOVER TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING**

The regular monthly meeting of the New Hanover Township Board of Supervisors was held on Monday March 9, 2015 at the New Hanover Township Municipal Building, 2943 North Charlotte Street, Gilbertsville, PA 19525. Present were Supervisors Douglas Muller, Ralph Fluharty, David Brown, and Philip Agliano. Andrew Kelly was absent. Also present were Township Manager Kevin Tobias, Township Solicitor Paul Bauer and Eileen Pogany. Chairman Douglas Muller called the meeting to order at 7:30 PM and led in a Salute to the Flag.

ANNOUNCEMENTS – Chairman Douglas Muller announced that the following items are available on the counter in the rear of the meeting room: attendance sign-in forms for the official record of who is in attendance, agendas for the public, a notebook containing meeting procedures, a notebook containing approved minutes from prior meetings, and a notebook containing prior meeting bill lists. He added that the Board of Supervisors will give an opportunity for public comment prior to any official action, that non-agenda items from the floor will be addressed after all business items are completed, and that one person speaks at a time with a five minute time limit at the discretion of the Chairperson. No one stated that they were taping the meeting.

UPCOMING TOWNSHIP MEETING

March 11	Planning Commission	6:30pm
March 18	Sewer Authority at WWTP - Fagleysville Road	6:30pm
April 1	Recreation Committee at Recreation Center	6:30pm
April 9	Zoning Hearing Board – Gibraltar Rock	6:30pm
April 13	Board of Supervisors	6:30pm

PRESENTATION OF CURRENT BILLS

Bill List #04–dated 02/20/15

General Fund 01	\$ 68,492.52
Fire Tax Fund 03	\$ 0.00
Sewer Operating Fund 08	\$ 66,596.88
Sewer Capital Fund 10	\$ 0.00
Trans. Impact Fund 13	\$ 2,832.11
Capital Fund Fund 19	\$ 0.00
State Liquid Fuels Fund 35	\$ 20,816.05
Escrow Fund 41	\$ 19,184.90
Recreation Fund 96	<u>\$ 8,873.07</u>

Total \$186,795.53

Ralph Fluharty **moved** to ratify payment of bill list #04 in the amount of \$186,795.53. David Brown **seconded** the motion and it **carried 4-0**.

Bill List #05--dated 03/6/15

General Fund 01	\$ 47,402.34
Fire Tax Fund 03	\$ 3,755.00
Sewer Operating Fund 08	\$ 18,149.14
Sewer Capital Fund 10	\$ 0.00
Trans. Impact Fund 13	\$ 0.00
Capital Fund Fund 19	\$ 0.00
State Liquid Fuels Fund 35	\$ 20,816.05
Escrow Fund 41	\$ 391.29
Recreation Fund 96	\$ 2,662.45
Total	\$ 72,954.22

David Brown **moved** to approve payment of bill list #05 in the amount of \$79,954.22 and advance the treasurer the monies for utilities and payroll for the coming month. Douglas Muller **seconded** the motion and it **carried 4-0**.

MINUTES - Action to approve the minutes of the **February 9, 2015** Work Session and Regular Meetings was made by **motion** of Philip Agliano, **seconded** by Ralph Fluharty and **carried 4-0**.

DEPARTMENT REPORTS:

Finance Department – Cindy O'Donnell reported that Barbara Aikens of Reinhart & Co. is performing the field work on the 2014 audit and is expected to be completed March 18, 2015. She also provided a Budget Amendment Report, Cash Balance Report and Budget vs. Actual Report. Following an explanation of the recommendations for budget adjustments, Ralph Fluharty **moved** to amend the General Fund from \$372,126.62 to \$402,976.62 and to amend the Capital Road and Equipment Fund from \$238,998.00 to \$306,147.00 with funds to be taken from Township reserves. Philip Agliano **seconded** the motion and it **carried 4-0**.

Douglas Muller asked that cash balance and a schedule of the investments in certificates of deposit be provided to the Board showing the rates of interest being earned and asked that long term investments be monitored.

Peter Lukens of 911 Henning Road asked, on behalf of the Open Space Committee, about the cash balance available from the Open Space Fund and was told at \$126,000 is available at this time.

Code Enforcement – James Wozniak stated that six permits for new homes had been issued during February. He added that he has met with electrical contractors with regard to installation of the emergency generator. Providing the generator is operational, it has been determined to be adequate for the Township's needs; a concrete pad will need to be poured and a switch installed in the mechanical room and is not expected to be a major expense.

Mr. Wozniak reported that he has met with an architect with regard to sizing of HVAC units to be relocated from the municipal building roof to the ground and that an fee of \$350. was provided as an estimate for the determination of the architect with regard to adequacy of the current

units. Douglas Muller **moved** to approve the expenditure of \$350. to evaluate the existing HVAC units to be moved to the ground. Philip Agliano **seconded** the motion and it **carried 4-0**. It was determined that the roof repair and mechanical contracts will likely need to be bid separately.

Security upgrade for municipal office – Mr. Wozniak reported that a ¼” Lexan panel could be attached to the curtain across the counter which would prevent someone from crossing over the counter, estimated cost is \$400. A hallway door to separate the manager’s office and meeting rooms from the foyer could be installed at an estimated cost of \$1,300 - \$1,600 depending on the quality of the door; 3 key pad locks were also suggested. A window and mail slot, estimated at a \$500. cost for the recreation building on Hoffmansville Road was recommended to enable better communications and safety for the Recreation Director. Douglas Muller **moved** to approve an expenditure not to exceed \$3,100. for the upgrades to the municipal office and the recreation center. Philip Agliano **seconded** the motion and it **carried 4-0**.

Police Department – Chief McKeon reported that the department had 253 call, 7 assists to other departments, continued traffic enforcement, 14 non-reportable accidents and 4 reportable accidents, 22 criminal complaints with 5 arrests, continued police vehicle maintenance, sold one Tahoe and added there were no citizen complaints.

Public Works Department – Dennis Flynn reported that the Township was blanketed by 18.5 inches of snow, the department completed 10 salt runs, filled potholes, performed drainage and equipment maintenance. He stated that the Township has no salt, that there is no availability of salt for purchase at this time, and that roadways are being treated with anti-skid where needed. He said the major issues currently is drainage, potholes and anticipated flooding. He plans on submitting his priority list for paving of roadways early in April. The \$95,000 cost of the new paver originally approved will be costing an additional \$7,000 due to its’ requiring an additional part. Mr. Flynn stated that his department is in need of two computers since he is unable to send e-mails and estimates the cost to be approximately \$2,386. Mr. Flynn also requested permission to hire Michael Smith full-time in the Public Works Department and also hire a seasonal employee plus a part-time employee, and offering an hourly rate of \$13 - \$14.50, explaining that Public Works has added the mowing for the parks and additional personnel is needed in order to have two crews working simultaneously during the summer. Chairman Muller asked Mr. Flynn to come up with plan to work closer to his 2015 budget and stated that next year Mr. Flynn will be involved in the during the 2016 budget process and will be able to produce a true, cleaner budget. A reimbursement arrangement will be worked out for the mowing done at the sewer treatment facility by the public works department.

Recreation Department – Connie Garner reported that a Valentine’s party had been held at the recreation center and that it resulted in parents requesting a weekly scheduled play time in the gym. She advised that 37 tables have been reserved for the craft show scheduled to take place on Saturday, March 14, that a bus trip to American Girl in New York is scheduled for March 21, an egg hunt is schedule for March 28, Yoga classes are scheduled for the month of April at a cost of \$5., yard sale at the Fire Company property on Swamp Pike is scheduled for April 18, and a possible bus trip to the Yankees stadium in August. She advised the Board that the bus trips were not budgeted for but that the cost will be fully covered by the persons traveling with the bus.

Manager's Report – Kevin Tobias reported that he had received a request regarding education benefit reimbursement from Officer Fugelo. Chief McKeon stated that he will speak to Officer Fugelo and that the request should come through him. Education reimbursement is offered following successful completion with a “C” or better grade and providing it pertains to police activities. The LED changeable letter sign for the municipal building has not been budgeted for and will not be replaced this year. Three emergency AED devices may be provided through the proceeds from a fund raiser by a Township physical therapy office; one for the municipal office, one for the recreation center and one for the Hickory Park Pool. Township insurances are due for renewal on May 1, and he continues to solicit quotations. He also reported having information regarding the Montgomery County Farmland Preservation program.

SOLICITOR'S REPORT – Bauer & Associates, LLC – Paul Bauer announced that the Gibraltar Rock Zoning Hearing has been continued and will be held on April 9, beginning at 6:30 PM. He added that several issues will be discussed in executive session following the regular meeting which include the default of THP, litigation regarding a code enforcement issue, discussion of charges associated with the employee uniform contract of 2009. He advised that PA Act 192 has been passed regarding fire arms possession in public places and that Township Ordinance No. 94-6 will need to be amended to delete Section 5. A draft copy of a Resolution providing guidelines for purchases by Township personnel and establishing certain parameters will be distributed to the Board for consideration.

BUSINESS FOR DISCUSSION OR ACTION:

Open Space Board was represented by Peter Lukens who stated that the former New Hanover Meadows project is being offered for sale and that there may be an opportunity to purchase parcels of land to provide additional protection for the heron rookery; the Township may be interested in annexing an area to Hickory Park. Paul Bauer stated he would make a contact to inquire as to the status and any possible opportunities. He stated that the committee discussed the possibility of purchasing the tract of land for sale along N. Charlotte Street North of the YMCA and were unsuccessful in obtaining a purchase price from the bank. Mr. Bauer will inquire about any opportunity for purchase and also the price.

BUSINESS FOR ACTION ON 90 DAY TIME LIMITATION WAIVERS – Philip Agliano moved to grant 90-day waivers to N.H.T.P.C. Nos. 563 and 782 as listed below:

N.H.T.P.C. #563	McGee	40 Lots	03-20-2015
N.H.T.P.C. #782	Westwood MacGuire	65 units	03-24-2015

Motion was **seconded** by David Brown and **carried 4-0**.

COMMENTS FROM THE FLOOR

Charles Garner of 2449 Wagner Road asked what type of insurance the Township was soliciting for and was told general liability, casualty, workers' compensation etc.

Celeste Bish of 2504 Finn Road asked if a meeting with Gibraltar Rock had been held and was told it had not.

Adjourned to Executive Session at 9:20 PM

Executive Session convened at 9:35 PM

Regular Meeting reconvened at 10:25 PM with Philip Agliano making a **motion** to approve payment of the \$3,000. to Dennis Flynn at the successful completion of his probationary period. Douglas Muller **seconded** the motion and it **carried 4-0**.

Adjournment

Douglas Muller **moved** to adjourn at 10:30 PM and the meeting was declared adjourned.

Kevin Tobias, Township Manager/Secretary