

**NEW HANOVER TOWNSHIP
BOARD OF SUPERVISORS
WORK SESSION
MARCH 28, 2016**

A work session of the New Hanover Township Board of Supervisors was held on Monday, March 28, 2016 at the New Hanover Township Municipal Building, 2943 North Charlotte Street, Gilbertsville, PA 19525. Present were Supervisors Douglas Muller, Ralph Fluharty, Andrew Kelly, Philip Agliano and Charles Garner Jr. Township Manager Kevin Tobias, Solicitor Wendy McKenna, Engineer David Leh, and Eileen Pogany were also in attendance. Chairman Douglas Muller called the meeting to order at 6:33 PM.

REVIEW AGENDA – Charles Garner Jr. stated he is confused by the agenda having been revised twice which has made it difficult for him to come to the meeting prepared. Mr. Tobias stated that the revisions were due to adding additional agenda items. Mr. Garner suggested that items needing to be added to the agenda should be added during the meeting rather than revising the agenda and asked that action and non-action items be listed separately; i.e. grass cutting bid award, upcoming dates for Board of Supervisors meetings, appointment to Zoning Hearing Board, uniform contract settlement. Chairman Muller stated that he was aware of certain add-ons and that the agendas are prepared one week prior to the meeting.

REVIEW BILL LIST - Charles Garner Jr. questioned an invoice amount of \$1,806.20 to Bergey's Inc. and was told it was to replace worn-out tires on the grader; questioned the invoice in the amount of \$3,732.70 to E.J. Brenneman and was told it was to purchase street signs and to replenish the Township's inventory and would likely be an annual expenditure; questioned an expenditure of \$12,330 to Seven Oaks Finding Group and was told it was for research being done by Ross Snook with regard to Gibraltar Quarry application; and questioned a fee of \$5,418.36 paid to Aqua Water and was told it was for hydrant fees. Douglas Muller asked that explanations be provided for Township consultants' billables.

PUBLIC HEARING FOR FLOODPLAIN ORDINANCE

Solicitor McKenna opened a public hearing at 6:50 PM explaining that the proposed Ordinance is to update the Township's ordinance to comply with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act; she proceeded by highlighting certain portions for the benefit of the public and listed the Township exhibits 1 thru 7 to be made part of the record. Hearing was closed at 6:58 PM and action for anticipated adoption was deferred to the regular meeting.

EXECUTIVE SESSION –will take place following the regular meeting agenda items.

**NEW HANOVER TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING
MARCH 28, 2016**

The regular monthly meeting of the New Hanover Township Board of Supervisors was held on Monday, March 28, 2016 at the New Hanover Township Municipal Building, 2943 North Charlotte Street, Gilbertsville, PA 19525. Present were Supervisors Douglas Muller, Ralph Fluharty, Andrew Kelly, Philip Agliano and Charles Garner Jr. Also present were Township Solicitor Wendy McKenna, Engineer David Leh, and Eileen Pogany. Chairman Douglas Muller called the meeting to order at 7:03 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 – announced by Eileen Pogany

April 06	Recreation Committee- 2373 Hoffmansville Road	6:30 pm
April 13	Planning Commission -2943 N. Charlotte Street	6:30 pm
April 20	Sewer Authority- 2990 Fagleysville Road	6:30 pm
April 25	Board of Supervisors – tentative	6:30 pm

PRESENTATION OF CURRENT BILLS

Bill List #6 –dated 03-16-16

General Fund 01	\$ 62,048.14
Fire Tax Fund 03	\$ 5,418.36
Sewer Operating Fund 08	\$ 27,272.58
Sewer Capital Fund 10	\$ 0.00
Trans. Impact Fund 13	\$ 0.00
Capital Fund 19	\$ 154,009.24
State Liquid Fuels Fund 35	\$ 13,085.87
Escrow Fund 41	\$ 17,883.59
Recreation Fund 96	<u>\$ 3,246.44</u>

Total \$ 282,964.22

Chuck Garner **moved** to approve payment of bill list #06 in the amount of \$282,964.22 and advance the treasurer the monies for utilities and payroll for the coming month. Ralph Fluharty **seconded** the motion and it **carried 5-0**.

MINUTES – Ralph Fluharty **moved** to approve the February 22, 2016 Work Session and Regular Meeting Minutes. Andrew Kelly **seconded** the motion and it **carried 5-0**.

TREASURER’S REPORT – No report at this time.

DEPARTMENT REPORTS:

Finance Department – Cindy O’Donnell reported that the 2015 audit is complete in draft form and that the final audit is expected to be complete in 2-3 months. She also reported on liquid fuels receipts, reimbursement for snow emergency 2016 and suggested that the township pay bills one time monthly.

Code Enforcement – Jim Wozniak reported that he had issued permits for seven new homes and twenty-one other miscellaneous building permits. He stated that Middle Creek Road will be closed at certain times for improvements construction and that he prepared a draft update of the Flood Plain Ordinance which is expected to be adopted later in the meeting.

Police Department – Chief Kevin McKeon reported that the department had responded to 320 calls, had six assists from outside departments, assisted other departments eleven times, had fourteen accidents, ten of which were non-reportable, had twenty criminal investigations with seven arrests and had no citizen complaints.

Public Works Department – Dennis Flynn stated that he had listed several items for sale on municipi-bid. He asked for permission to purchase a paint sprayer and stated that purchase is more economical than renting, asked for permission to purchase a 20’ skid loader trailer for a price of \$8,500, asked for permission to hire a full time employee and possibly two part-time employees; hiring requests were deferred to executive session. The Board requested specifications be provided prior to authorizing purchase of trailer and paint sprayer. Philip Agliano **moved** to authorize the advertising the sale of the e-vac, the landscape trailer and bundle of filters on. Motion was **seconded** by Andrew Kelly and **carried 4-1**.

Recreation Department – Connie Garner reported that the egg hunt and coloring contest had gone well and that she had received many positive comments about the event. She stated that the “Touch the Truck” event is scheduled displaying police, fire and various pieces of public works department equipment along with offering donated snack items. She mentioned the upcoming fishing derby and that all leases for use of park properties have been signed and returned.

Manager’s Report – Kevin Tobias reported on the resolution of issues concerning detention ponds at Layfield Park, reported total loss of an administrative vehicle involved in a traffic accident and a payout of \$5,300 from the Township’s insurance company, reported on a \$3,000 settlement with National Uniform and is negotiating with the current uniform company to reduce the current contract to a three year contract rather than the five year contract, is working with the bond companies with regard to phases 2 and 4 for Kingston Hill, prepared a rough draft of a defined contribution pension plan, prepared a summary of implementations of the master recreation plan, obtained rough estimates for construction of the walking path through the Wassmer tract, undertook an assessment to bring all facilities into ADA compliance, added several roadway to the list qualifying for liquid fuels reimbursement, received bid from

Armstrong for \$27,950 for grass cutting, compiled a draft policy to address issues during snowplowing.

Charles Garner Jr. inquired as to when installation of the traffic light at Fagleysville and Swamp Pike is expected and was advised by Mr. Tobias that he is waiting for the appointment of the Township's solicitor to move forward with this project and obtaining needed easements. Mr. Garner asked why the manager is obtaining estimates for the walking path at Wassmer Park at this time and stated that the Recreation Committee should be involved in the planning and that it is a huge undertaking and the Township has other priorities needing attention at this time. Mr. Tobias stated that he was hoping to secure rough estimate to be prepared for grant application and funding. Mr. Tobias stated that a roofer has been scheduled to inspect the municipal building roof and provide an estimate for repairs. Mr. Muller stated that the Recreation Committee needs to be involved in planning at Wassmer Park; Andrew Kelly stated that he is interested in seeing the Township move forward with implementing the master plan and that research is needed.

SOLICITOR'S REPORT – Robert Brant and Associates L.L.C – by Wendy McKenna – written report submitted; no questions.

ENGINEER'S REPORT – Gilmore and Associates by David Leh. Mr. Leh stated that he had attended a pre-construction on-site meeting for Phase I of the Zavitsanos tract; clearing has begun and blasting will be taking place. Mr. Leh also stated that he has received a 2-lot subdivision plan for a property located at 294 Erb Road.

BUSINESS FOR DISCUSSION OR ACTION:

Appointment of Solicitor: Need motion to appoint Township Solicitor - deferred

Resolution No. 05-16 setting the wages and salary rates for non-uniformed personnel effective January 1, 2016 - to be discussed during executive session.

Resolution No. 15-16 setting the wage and salary for the Recreation Director effective January 1, 2016 - to be discussed during executive session.

Resolution No. 16-16 setting the wage and salary for the Bookkeeper effective January 1, 2016 - to be discussed during executive session.

Ordinance No. 16-01 Floodplain Ordinance - Charles Garner, Jr. **moved** to enact Ordinance No. 16-01 adopting the revised Floodplain Ordinance. Motion was **seconded** by Douglas Muller and **carried 5-0**.

Appointment of Russell C. Oester – Douglas Muller **moved** to appoint Russel C. Oester of 2418 New Hanover Square Road to fill the unexpired term of Scott Rath on the New Hanover Township Authority Board stating that he had attended several meetings of the Authority. Ralph Fluharty **seconded** the motion and it **carried 5-0**.

Kingston Hill Bonds – Andrew Kelly **moved** to accept the offer from Lexon in the amount of \$368,795.09 to complete Phase II improvements and to negotiate a contract with Metropolitan

Management to complete Phase IV improvements. Charles Garner Jr. **seconded** the motion and it **carried 5-0**.

Bella Vista (N.H.T.P.C. #636-7) Charles Garner Jr. **moved** to approve release of Escrow request #6 final in the amount \$6,122.66 as recommended by the Township Engineer. Philip Agliano **seconded** the motion and it **carried 5-0**.

Grass Cutting – Douglas Muller asked why the Township had received only one bid and was told that the request for bids had been advertised in Penn Bid, Town and Country newspaper, Township web site and that various vendors had been contacted by telephone. Charles Garner Jr. and Andrew Kelly stated they were disappointed that the Township had not received more bids for the mowing of thirty-nine acres. Douglas Muller directed that the mowing be rebid with bid openings taking place within two weeks and that the Public Works Department perform any necessary cuttings until a bid has been awarded. Ralph Fluharty stated that he would like to see the mowing outsourced and would like the Public Works Department to focus on roadways.

Meeting Dates - Discussion regarding frequency of Township meetings resulted in a decision to continue scheduling on the 4th Monday of each month for the remainder of 2016.

BUSINESS FOR ACTION ON 90 DAY TIME LIMITATION WAIVERS – Andrew Kelly **moved** to grant 90-day extensions of time for N.H.T.P.C. Nos. 709, 714, and 786 as follows. Motion was **seconded** by Charles Garner Jr. and **carried 5-0**.

N.H.T.P.C. #709	Trotter's Gait	54 lots	04-19-2016
N.H.T.P.C. #714	James Carroll Ph II	3 lots	04-23-2016
N.H.T.P.C. #786	DePallo	2 lots	04-19-2016

Douglas Muller **moved** to grant a 60-day extension of time for N.H.T.P.C. No. 766 as follows. Motion was **seconded** by Andrew Kelly and **carried 5-0**.

N.H.T.P.C. #766	Woodfield	296 lots	04-22-2016
-----------------	-----------	----------	------------

CORRESPONDENCE – Kevin Tobias announced the following correspondence received in his office:

NHT Authority Minutes of January 20, 2016
New Hanover Township Recreation Committee Minutes of February 3, 2016
Montgomery County Municipal Waste Plan
Request for no parking signs 2549 Willow Brook Lane by Connie Hunter
Request for 4 Way Stop – Intersection of Garnet Drive and Dotterer Road
Acknowledgement of Girl Scout Gold Award – Erin V. Smith 2312 Cassard Circle
Montgomery County Board of Commissioners – Farmland Preservation Farm Applicants
Use of Board Room – PA. Game Commission Hunter Safety Course May 2nd and 3rd.

OLD BUSINESS

Bob Sprague, representing Saras Partnership, explained that they have encountered an issue with Planning Module approval by the DEP. They would like to move forward with construction stating that a delay will cost them \$25,000 monthly. Douglas Muller stated that the developer needs to meet conditions of final plan approval and that if the Township professional consultants

and Township Code Enforcement officer are satisfied, the developer *could* be permitted to move forward. There was no action on this item.

FROM THE FLOOR – Kurt Zebrowski, reporting for the Pottstown Regional Planning Commission, stated that the counsel is interested to compiling a calendar listing recreation committee activities and would like to include New Hanover Township's activities on the calendar. He stated that Pottstown is interested in becoming a hub for a fibro-optic cable company located in New York and would like support of New Hanover Township; Douglas Muller stated that he would like to see a map of projected coverage area. He mentioned that Douglass Township is very interested in traffic impacts anticipated resulting from the construction of the New Hanover Town Center and was told by David Leh that the traffic study is being updated and that the results will be shared with Douglass Township. Mr. Zebrowski also stated that the Natural Lands Trust organization is interested in visiting the Township's Deep Creek Park and the Community Park this fall to perform a stewardship study and check for invasive species of vegetation. The Township could ask to be removed from the study or if they decide to be included, would welcome members of the Open Space Committee to accompany them on the visit.

Chairman Muller recessed the regularly scheduled Supervisor's meeting at 8:45 PM to take a short five minute break. Mr. Muller then reconvened the board at 8:50 PM to meet in an Executive Session to discuss personnel.

After a discussion on various matters, Chairman Muller adjourned the Executive Session and reconvened the Board of Supervisor's meeting at 10:10 PM

Resolution #05-16- Supervisor Garner **moved** to approve, motion was **seconded** by Supervisor Fluharty and **carried 5-0**.

Resolution #15-16- Supervisor Agliano **moved** to approve, motion was **seconded** by Chairman Muller and **carried 4-0**. Supervisor Garner abstained.

Resolution #16-16 – Supervisor Garner **moved** to approve, motion was **seconded** by Supervisor Kelly and **carried 4-0**. Supervisor Agliano abstained.

The Manager was directed to advertise for a Special Meeting of the Board on Monday (4/4) or Tuesday (4/5) for the purpose of conducting interviews for the position of Township Solicitor.

Supervisor Garner **moved** to accept the \$3,000.00 offer from National Uniforms to buy out the remaining uniform contract, motion was **seconded** by Supervisor Agliano and **carried 5-0**.

Supervisor Kelly **moved** to adjourn the meeting at 10:15 PM