

**NEW HANOVER TOWNSHIP
BOARD OF SUPERVISORS
WORK SESSION
APRIL 10, 2017**

A work session of the New Hanover Township Board of Supervisors was held on Monday, April 10, 2017 at the New Hanover Township Municipal Building, 2943 North Charlotte Street, Gilbertsville, PA 19525. Present were Supervisors Philip Agliano, Andrew Kelly, Charles Garner Jr., Marie Livelsberger and Kurt Zebrowski. Township Manager Jamie Gwynn, Township Solicitor John Mahoney, Planner Adam Supplee, Engineer Dennis Leh and Eileen Pogany were also in attendance. Chairman Philip Agliano called the meeting to order at 6:30 PM.

Review of Agenda – Jamie Gwynn stated that the motion on behalf of the McGee Tract is being removed from the regular meeting agenda. Solicitor Mahoney stated that a line item is added to consider the hiring for the Public Works Laborer II position.

Fee Schedule – revised in consultation with the solicitor and Township Engineer to adjust charges for Subdivision/Land Development charges and tie in with the new Subdivision/Land Development application. Sketch plans will be presented to the Planning Commission rather than being reviewed in staff meetings. Minor subdivisions are proposals containing 1-3 lots. Escrow fee calculations have been adjusted. Non-residential submission fees have been adjusted. Administration fees and service fees have been added for specified items. James Wozniak provided input on building and zoning fees stating that most have remained the same but with an increase in permit applications for pools, adjustment to alterations and renovations, increase in zoning hearing fees, and an increase in Board of Appeals applications. Jamie Gwynn stated that he surveyed neighboring municipalities and will continue to review results but suggest the changes be adopted in the interim. Charles Garner Jr. thanked everyone for their efforts and suggested that the fee schedule be reviewed annually.

**NEW HANOVER TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING
APRIL 10, 2017**

The regular monthly meeting of the New Hanover Township Board of Supervisors was held on Monday, April 10, 2017 at the New Hanover Township Municipal Building, 2943 North Charlotte Street, Gilbertsville, PA 19525. Present were Supervisors Philip Agliano, Andrew Kelly, Charles Garner Jr., Marie Livelsberger and Kurt Zebrowski. Township Manager Jamie Gwynn, Township Solicitor John Mahoney, Planner Adam Supplee, Engineer Dennis Leh and Eileen Pogany were also in attendance. Chairman Philip Agliano called the meeting to order at 6:42 PM and led in a Salute to the Flag.

ANNOUNCEMENTS:

Solicitor John Mahoney announced that the Board had met in executive session and had discussed litigation, labor negotiations, and collective bargaining.

Chairman Philip Agliano 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. He asked that everyone be courteous during the meeting. There was no one taping the meeting.

UPCOMING TOWNSHIP MEETINGS – announced by Eileen Pogany – all meetings begin at 6:30 PM

April 11 – Environmental Advisory Board

April 12 – Planning Commission

April 19 – Sewer Authority

May 03 – Recreation Committee

May 22 – Board of Supervisors

SPECIAL PRESENTATIONS - State Representative Marcy Toepel, 147th District
Mrs. Toepel stated that she represents eleven municipalities and that this week is local government week with April 12 being designated as Local Government Day. She presented a Resolution enacted March 22, 2017 in recognition of the local government in New Hanover Township.

Bill Bushnell announced that the Representative's office is coordinating with the Township to offer a free paper shredding event to take place at the Recreation Center on Saturday, May 13, 2017 from 9:00 AM to 12 noon, rain or shine.

DEPARTMENT REPORTS

Finance Department – Kaleena Breitbarth reported that ceiling lights have been replaced in the township office exceeding budgeted amount for line item no. 409. Line item 408.310 for transportation improvements at Rt. 663 and Swamp Pike was corrected to \$957.00.

Marie Livelsberger stated she is interested in knowing how much the Township is spending on overdue payments.

Marie Livelsberger **moved** to authorize payments be made for amounts due between now and the next meeting date consistent with the approved budget and subject to guidance on individual payments as may be requested by Township staff or Board members. Motion was **seconded** by Kurt Zebrowski and **carried 5-0**.

Police Department - Police Department - Chief McKeon reported 360 calls for service, continued traffic control, 6 assists to other departments, 3 DUI's, 15 criminal investigations with 1 arrest, 8,607 patrol miles estimated at a cost of \$1,188.84 continued vehicle maintenance and no citizens' complaints.

Ed Swagzdis of 425 Buchert Road complimented the police on performing their duties with no citizen complaints.

Public Works Department – Dennis Flynn reported that paving will begin May 15, 2017 for sections of Swamp Picnic, Wagner, Hildebrandt, and Evans Roads. Double oil/chip will take place on sections of New, Lee, Swamp Creek, Evans, Houseman, Stone, and Kulps Roads. Fog seal will be applied to Turnbury Road, Wilshaw Way, Ernest Place, Thomas Circle, Casmar Way, and Cassard Circle.

Recreation Department – Connie Garner announced the upcoming recreation events: April 15 egg hunt, May 13 fishing derby, May 20 food truck fest. She also advised that reservations are being accepted for summer camp and pool passes, pavilion and barn rentals.

Sewer Authority – Greg Rapp reported that he is interviewing for part-time office help and also for an operator. He stated that the severe wet weather caused a lot of work for the treatment facility requiring the staff to equalize flow to the unused portion of the plant. Charles Garner Jr. asked if I&I is being metered and was told that metering began the end of last year and that next year's budget will be increased for I&I monitoring and remediation.

Zoning Department – James Wozniak reported that he has received a variance request for two separate uses for the property at 2406 N. Charlotte Street, previously a gasoline/service station, and is asking if the Board of Supervisors would like to send representation to the Zoning Hearing scheduled for May 25, 2017. Applicant is interested in establishing an office building and a take-out food service. Charles Garner Jr. stated that he thinks the Board may want to be involved but would like more detail prior to making a determination; Mr. Wozniak was asked to keep the Board apprised.

BOARDS, COMMISSION AND COMMITTEE REPORTS

Environmental Advisory Board – Ross Snook reported that he had consulted with DEP's Colin Wade regarding sampling of monitoring wells and soil samples around the pit identified to contain contaminants and which have had some positive results and may require remediation; Township will received copies of reports.

Engineer's Report – David Leh reported that he has received revised plans for the Woodfield Development and has approved the escrow tabulation for use in establishing the amount of the performance bond for the developer's agreement.

Planner's Report – Adam Supplee reported that he is working on the MS-4 five-year renewal which is upcoming in December and will be monitoring outfalls during dry weather. He stated he is reviewing plans for the Wagner Road Tract and expects to be receiving revised plans for

the New Hanover Town Center. He mentioned that the Township's codified code has been posted on line.

Solicitor's Report – John Mahoney, Esq. reported that financial security agreements have been negotiated for the Woodfield Subdivision.

Manager's Report – Jamie Gwynn reported that the codified code has been completed and posted on the Township's website. He stated that the code is an amazing tool and can be printed out in sections from the website and will also be available at the Township office for review or for purchase. A revised fee schedule has also been posted. Paving of Holly Drive is expected to take place on May 22. Website design has been completed and the site is being developed with Mr. Robert Wood supplying interesting tidbits of information about the Township. Master Traffic Ordinance is being updated and a draft No Parking Ordinance will be provided for review at the upcoming Board meeting. Update on the Jays Lane issues will be provided next meeting.

CONSENT ITEMS

Kurt Zebrowski **moved** to approve of minutes of the March 27, 2017 with clarification of certain language. Charles Garner Jr. **seconded** the motion and it **carried 5-0**.

OLD BUSINESS – None

NEW BUSINESS

- DePallo, Peter – Charles Garner Jr. **moved** to approve the escrow release request in the amount of \$1,500. Marie Livelsberger **seconded** the motion and it **carried 5-0**.
- HVAC maintenance service – IT Landis. Kurt Zebrowski **moved** to enter into a preventative maintenance service agreements for the municipal administration building in the amount of \$1,015, for the recreation center in the amount of \$1,095 and for the sewer authority building in the amount of \$1,895. Service agreements are on various cycles with a \$6,000 savings anticipated over the period of one year. Philip Agliano **seconded** the motion. Charles Garner Jr. questioned whether prices are quoted separately and was told they are. The motion carried 4-1.
- **Resolution 17-15** – Open Records Access Policy - Jamie Gwynn explained that the policy is flexible, easy to understand and names the Township Manager as the Right-to-Know Officer. Charles Garner Jr. **moved** to adopt Resolution 17-15, motion was seconded by Kurt Zebrowski and **carried 5-0**.
- Green Leaf Landscaping, LLC mowing service – Charles Garner Jr. **moved** to approve the proposal of Green Leaf Landscaping, LLC at a base bid of \$505 per mowing occurrence, not to exceed \$13,130 for the 2017 season anticipating 26 mowings. It was noted that the Public Works Department does not have sufficient man power to

accomplish the mowing needed during the summer season. This bid was the lowest and is a \$14,000 less than the prior year. Philip Agliano **seconded** the motion. Charles Garner Jr. stated that he thought there was to have been discussion prior to going out for bids. The motion **carried 5-0**. Ralph Fluharty of 2120 Little Road asked if the bids were apples for apples and was told that all was in order.

- Line Striping Service– Charles Garner Jr. **moved** to reject line striping service bids due to the failure of all bidders to comply with bid submission requirements and in the best interest of the Township. Marie Livelsberger **seconded** the motion and it **carried 5-0**.
- Oil/Chip and Fog Seal Project - Charles Garner Jr. **moved** to approve the bid from Martin Paving, Inc. to complete the 2017 projects at a base bid of \$169,800. Kurt Zebrowski **seconded** the motion and it **carried 5-0**. Jessica Schneider of Jasper Farmer Road, Celeste Bish and Ralph Fluharty asked questions regarding the roads to be paved.
- **Resolution 17-16** fee schedule amendment - Charles Garner Jr. **moved** to approve/adopt Resolution 17-16 adding and modify fees and escrows for various services. Motion was **seconded** by Philip Agliano and **carried 5-0**.
- New Hanover Township Police Department – Andrew Kelly **moved** to approve the settlement agreement reviewed in Executive Session which will conclude contract negotiations and to authorize the Board Chairman to execute the agreement on behalf of New Hanover Township. Charles Garner Jr. **seconded** the motion and it **carried 5-0**.
- Public Works Employee – Charles Brinckman – Charles Garner Jr. **moved** to hire Mr. Brinckman for the position of Laborer II at an hourly rate of \$17.50 per hour. Marie Livelsberger **seconded** the motion and it **carried 5-0**.
- **Resolution 17-17** Courtside development improvements – Philip Agliano **moved** to approve completing improvements at Courtside Avenue and adopting Resolution 17-17. Kurt Zebrowski **seconded** the motion and it **carried 5-0**. Resolution adoption provides added authority for the Township to pursue acquiring funds due to the Township and the Authority.

PUBLIC COMMENT

Celeste Bish of 2504 Finn Road asked if the Board members had received a proposal for a recreation facility submitted by Gene Yerger and was advised that they had received it.

Political signs –Brian Hemmingway approached the Board asking for permission to post political signs on Township property and rights-of-way. He provided a written communication naming himself, Molly Bauer, Brendon Foose and Sean Malloy. He acknowledged that he is aware that the signs must be removed on the third day following the election. Charles Garner Jr. asked the solicitor for an opinion on whether the Township is obligated to allow the signs.

Solicitor Mahoney suggested the Township allow the signs to be posted based on freedom of speech legislation. Andrew Kelly **moved** to allow the placement of the political campaign signs on township property provided that each named individual provide written assurance they will remove the signage in accordance with Township Zoning Ordinance regulation following the election and that each of the named individuals provide the identity and contact information. Philip Agliano **seconded** the motion. Those persons expressing concerns included: Celeste Bish, Edward Swagzdis and Ross Snook offering their opinion that if some candidates were permitted all should be permitted, Connie Garner stated that signs have not been permitted in Township parks. Dennis Flynn stated signs would create problems with maintenance and mowing, Russell Oister agreed that signs may cause maintenance issues, Chief McKeon expressed concerns regarding visibility and obstructions at certain locations and added that he does not want the Police Department to be asked to follow up on signs disappearing. The motion was withdrawn. Charles Garner Jr. made a motion to allow the placement of political signage on Township property by all candidates provided that the candidate for whom the signage is to be placed provides appropriate identification, placement is in accordance with the zoning ordinance and providing contact information where the candidate can be reached promptly if needed is provided. Philip Agliano **seconded** the motion and the motion was rejected on a vote of three to two. A roll call vote was taken:

Kurt Zebrowski voting No
Marie Livelsberger voting No
Chuck Garner Jr. voting Yes
Philip Agliano voting No
Andrew Kelly voting Yes

Brian Hemmingway stated that he thought signage was a good way to meet people.

BOARD ANNOUNCEMENTS – Philip Agliano stated that the next Board of Supervisors meeting will be held May 22, 2017 at 6:30 PM.

ADJORNMENT – Meeting was declared adjourned by **motion** of Kurt Zebrowski at 8:22 PM.

Jamie L. Gwynn, Township Manager/Secretary