

**NEW HANOVER TOWNSHIP
BOARD OF SUPERVISORS
WORK SESSION
JUNE 26, 2017**

A work session of the New Hanover Township Board of Supervisors was held on Monday, June 26, 2017 at the New Hanover Township Municipal Building, 2943 North Charlotte Street, Gilbertsville, PA 19525. Present were Supervisors, Charles Garner Jr., Marie Livelsberger and Kurt Zebrowski. Andrew Kelly was absent. Township Manager Jamie Gwynn, Township Solicitor Andrew Bellwoar, Planner Adam Supplee, Engineer Dennis Leh and Eileen Pogany were also in attendance. Chairman Philip Agliano called the meeting to order at 6:35 PM.

Review of Agenda – Jamie Gwynn stated that there is a corrections to the agenda to correct the total amount of Bill List #19 to \$384,841.69.

Review Bill List – There were no comments.

Montgomery County Farmland Preservation – Danielle Weiden, Sr. Farmland Preservation Administrator of the Montgomery County Agricultural Land Preservation Board (Farm Board), was present to introduce herself and to petition the Board of Supervisors to assist in the purchase of the Davis property, located at New Hanover Square and Big Road, for permanent preservation. The County is suggesting the Township contribute 15% of the recommended offer for the property.

Employee Handbook – Manager Jamie Gwynn explained that the current personnel handbook is outdated and that there are no substantial changes suggested, but several changes are meant to clarify the language. He asked that the suggestions be considered and invited comments and additions or deletions from the Board.

Presentation - Judge Saylor was present to administer the Oath of Office for Justin Lathrop as a full-time police officer as recommended by Chief McKeon. Officer Lathrop was congratulated and welcomed by the Board of Supervisors.

REGULAR MEETING

The regular monthly meeting of the New Hanover Township Board of Supervisors was held on Monday, June 26, 2017 at the New Hanover Township Municipal Building, 2943 North Charlotte Street, Gilbertsville, PA 19525. Present were Supervisors Philip Agliano, Charles Garner Jr., Marie Livelsberger and Kurt Zebrowski. Andrew Kelly was absent. Township Manager Jamie Gwynn, Township Solicitor Andrew Bellwoar, Engineer Dennis Leh and Eileen Pogany were also in attendance. Chairman Philip Agliano called the meeting to order at 6:56 PM and led in a Salute to the Flag.

ANNOUNCEMENTS:

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. There was no one taping the meeting.

UPCOMING TOWNSHIP MEETINGS - announced

July 11 – Environmental Advisory Committee

July 12 – Planning Commission

July 19 – New Hanover Township Authority

July 24 – Board of Supervisors - Historical School House (3189 Reifsnnyder Road)

SPECIAL PRESENTATIONS - None

DEPARTMENT REPORTS

- A) Finance Department – Mary Ann Nagel reported that an Aging Report had been prepared and provided to the Board of Supervisors. She added that letters had been sent to accounts greater than 90 days overdue and that several payments have been received. Consideration is being given to seek assistance from the firm of Portnoff to assist in collection of overdue balances.
- B) Police Department – Chief McKeon reported that the department had 10 assists to other departments and received 13 assists, had issued 174 traffic citations, issued 7 parking tickets had 5 DUI arrests, had 24 criminal investigations with 6 adults arrests, continue with traffic patrol and had no citizens' complaints.
- C) Public Works Department – Dennis Flynn reported that the Wagner and Evans Road project has been completed and provided an overview of scheduled projects including oil and chip and fog sealing to be done during the summer months. He also advised that the department has received 1500 tons of millings from the Perkiomen Valley High School project which will be used to improve gravel roadways.
- D) Recreation Department – Connie Garner reported that the "Touch a Truck" event was a very successful, that several family nights are scheduled for the pool, repairs to the pool are being made, that preparations are being made for the Fall Frolic and also that tickets for the Reading Phillies game are available at the Recreation Center.
- E) Sewer Authority – Gregory Rapp stated that clearing of the West Branch Interceptor continues in preparation for laying of the pipe, his department is tackling I & I issues.

Charles Garner Jr. asked about the time frame for completion of the West Branch Interceptor and was told that it is anticipated to be complete by December.

- F) Zoning Department – James Wozniak reported 37 building permits during the month with 8 new home starts and fees collected in the amount of \$25,398. He added that the property maintenance code is currently being amended from the 2006 version to the 2015 update which includes a weed ordinance.

BOARDS, COMMISSION AND COMMITTEE REPORTS

Environmental Advisory – Ross Snook reported that the Board had met on June 13. He reported on his contact with DEP Collin Wade regarding the Hoff VC site which tested negative for pesticides and heavy metals: additionally, he was informed that the plume has not changed. He advised that, according to the PA Bulletin, the NPDES discharge levels are being reduced. He stated that the Boy Scouts are assisting the EAB members with collecting samples from identified outfalls and that the Boy Scouts are also building butterfly houses. Jamie Gwynn thanked the EAB and Boy Scouts for collecting samples for testing from the outfalls.

Planning Commission – Susan Smith reported that residents are being encouraged to attend Township meetings.

Recreation Committee – Matthew Brietbarth reported that July is National Parks and Recreation month and that the Pottstown Health and Wellness Organization is sponsoring a contest which could provide funds for park improvements; he encouraged public participation.

ENGINEER'S REPORT – David Leh reported that Windlestrae improvements are being completed and expect that the project will be ready for dedication by fall of this year. He stated that he is reviewing a revised plan for the FDEV subdivision. Charles Garner Jr. asked if the Windlestrae roadways are private or Township roadways and was told that it is a mix of both.

PLANNER'S REPORT – reported on working toward meeting annual MS-4 requirements and discussed pro-active documentation for the Subdivision and Land Development Ordinance.

SOLICITOR'S REPORT – Andrew Bellwoar, Esq. reported that he has acquired a title report for Jays Lane and that the original developer is defunct; he will report on the ownership of the roadway next month.

MANAGER'S REPORT – Jamie Gwynn reported that the target date for the Township's new website is August, that he is planning to partner with local restaurants on the website, and that a document on demand will allow for key word searches.

CONSENT ITEMS

Approval of Minutes – Kurt Zebrowski **moved** to approve the May 22, 2017 meeting minutes. Charles Garner Jr. **seconded** the motion and it **carried 3-0** with Philip Agliano abstaining since he had not been in attendance

Approval of Bill List #6 – Marie Livelsberger **moved** to approve the June 26, 2017 bill list in the amount of \$384,841.69. Kurt Zebrowski **seconded** the motion and it **carried 4-0**.

Approval of Recreation Director Reimbursement in the amount of \$619.07 was approved by **motion** of Marie Livelsberger, **seconded** by Kurt Zebrowski and **carried 3-0** with Charles Garner Jr. abstaining.

OLD BUSINESS - None

NEW BUSINESS -

Special Fire Police–Robert Ward – Philip Agliano **moved** to appoint Robert Ward to the rank of Special Fire Police for the New Hanover Volunteer Fire and Rescue Services. Charles Garner, Jr. **seconded** the motion and it **carried 4-0**.

Paul W. Moyer & Sons - Marie Livelsberger **moved** to approve the Paul W. Moyer & Sons, Inc. escrow release request #4 for Country Meadows in the amount of \$55,779.07 as recommended by David Leh who added that there is \$496,000 remaining. Kurt Zebrowski **seconded** the motion and it **carried 4-0**.

Lifeguard hiring–Hickory Park Pool - Marie Livelsberger **moved** to approve the hiring of Madison Rhodes, Sabrina Bergey and Benjamin Wise for the seasonal position of lifeguard at \$9.00 per hour. Kurt Zebrowski **seconded** the motion and it **carried 4-0**. Jamie Gwynn confirmed that the rate of pay is \$9.00 per hour.

Michael O'Brien – Kurt Zebrowski **moved** to approve the hiring of Michael O'Brien for the part-time position of Wastewater Treatment Operator III beginning at \$15.00 per hour. Charles Garner Jr. **seconded** the motion and it **carried 4-0**.

Consideration of a motion to approve the following *job descriptions*: Administrative Department–Administrative Assistant; Finance Department-Finance Clerk; Parks and Recreation Department–Parks and Recreation Director; Police Department–Administrative Clerk; Public Works Department-Laborer II, Laborer I, Operator, Foreman, and Public Works Director; and Municipal Authority- administrative Assistant, Wastewater Treatment Operator II, Wastewater Treatment Operator I, Assistant Superintendent and Superintendent. Jamie Gwynn explained that there are lightly modified changes suggested from the descriptions approved in June 2016 and that two new descriptions have been added. Marie Livelsberger and Charles Garner Jr. inquired if job descriptions included pay scales and it was the decision of the Board to defer action until next month's meeting in order to allow more time for review.

Kaleena Breitbarth reimbursement for two courses related to her master's degree program in accounting in the amount of \$6,632.61 was deferred to be discussed in executive session.

Officer David Fugelo consideration to approve Officer Dave Fugelo's request to enter into a master's degree program in Criminal Justice at St. Joseph's University was deferred for discussion in executive session.

ICMA Conference – Jamie Gwynn requested permission to attend the conference and for approval of expenditure of funds for registration expense which exceeds the line item in the 2017 budget. Kurt Zebrowski **moved** to approve the request and stated that the cost of this conference should be included in the 2018 budget. Charles Garner Jr. **seconded** the motion and it **carried 4-0**.

Junk Yard License – Kurt Zebrowski inquired about a junk yard at 1895 Swamp Pike and was told the area is primarily being used for storage at the present time. Charles Garner Jr. **moved** to approve the annual junk yard licenses for William Horner at 3071 Fagleysville Road and David Faust at 1895 Swamp Pike, **seconded** by Marie Livelsberger and **carried 4-0**. Andy Bellwoar, Esq. confirm that license renewal is required by the Board of Supervisors. Gregory Maskrey of Jane Lane asked if there is a renewal fee and was told there is a \$500. renewal fee.

PrimePoint HRMS & Payroll Services – Jamie Gwynn explained the PrimePoint system stating that it is a sophisticated system which includes human resource management and time and labor management and would save the Township administrative time and would produce accurate records. The Township has been paying \$3,700 per year for the prior 3 years and will be paying \$4,700 this year with JetPay. PrimePoint annual fee would be a minimal increase at \$4,832.30 with a one-time additional fee of \$2,870. Supervisors had questions with respect to cost of maintenance, contract obligations, installation of hardware, references, and cost of swipe cards for the employees. **Motion** convert to the PrimePoint payroll system was made by Charles Garner Jr., **seconded** by Philip Agliano and **carried 4-0**.

Resolution 17-19 – consideration for approval to assist the Montgomery County Farmland Preservation in the purchase of an agricultural conservation easement on the Davis farm, Big and New Hanover Square Roads, by contributing a total of \$20,855. Philip Agliano stated that the Township has never contributed previously and asked that the matter be deferred until the property owner has accepted an offer. Kurt Zebrowski suggested that the Farmland Preservation Bureau be notified that the Township is interested and Charles Garner Jr. stated that he believes approval would set a good precedent and would be at a cost to the Township of approximately \$1,000. per acre. Jamie Gwynn suggested budgeting be included in the Open Space Fund in the future.

Traffic Signal - Charles Garner Jr. **moved** to award the Swamp Pike and Sanatoga Road/Fagleysville Road Traffic Signal Project contract for the total base bid of \$158,121.00 to Armour Sons Electric, Inc., 23 East Cabot Boulevard, Langhorne, PA 19047. Marie Livelsberger **seconded** the motion and it **carried 4-0**.

PUBLIC HEARING

Ordinance 17-05 - Public Hearing to consider a motion to adopt Ordinance 17-05 convened at 8:08 PM to amend Chapter 22, Subdivision and Land Development of the Code of Ordinances,

to revise, add or delete language in sections 301, 402, 502, 602, 702 and 705. Susan Smith, Chairperson of the Planning Commission of 568 Buchert Road stated that she is in agreement with the updates. Hearing closed at 8:09 PM. Charles Garner Jr. **moved** to adopt Ordinance 17-05, **seconded** by Kurt Zebrowski and **carried 4-0**.

Ordinance 17-06 – public hearing to amend Chapter 16, Parks and Recreation, of the Code of Ordinances to revise, add or delete language in sections 103, 105, 106, 109, and 113 began at 8:10 PM. Revisions include permission for general public to carry firearms in public township parks but disallows firing of firearms. Ordinance also addresses use of alcohol in parks and parking regulations. Hearing closed at 8:11 PM. Kurt Zebrowski **moved** to approve adoption of Ordinance 17-06, **seconded** by Marie Livelsberger and **carried 4-0**.

NEW BUSINESS - resumed

Property Maintenance Code- consideration of a motion to authorize an advertisement to amend Chapter 5, Code Enforcement, Part 3, Property Maintenance Code, of the Code of Ordinances, to amend the International Property Code edition year in Section 1 and 2 and to add language related to grass, weed and vegetation removal in Section 2 on properties of 25,000 square feet or less. Marie Livelsberger **moved** to authorize advertising of the amendment, **seconded** by Philip Agliano and **carried 4-0**.

Amendment to Code of Ordinances – approval of a motion to authorize an advertisement for the consideration of an ordinance to amend Chapter 1, Administration and Government, Part 3 Appointed Officials of the Code of Ordinances, to revise language in Section 7 specifically to allow purchases to be made in accordance with the approved budget; removing the requirement for the Township Manager to be a qualified voter in order to serve as Township Secretary; and removing the requirement to submit employment applications to the Board of Supervisors was deferred to allow more time for review by the Board of Supervisors.

Resolution 17-20 – consideration for a motion to approve Resolution 17-20 to amend the New Hanover Township Non-Uniformed Employee Handbook was deferred to allow more time for Board of Supervisors review.

PUBLIC COMMENT

Edward Swagzdis asked that public comment be included in minutes – he was advised that there were no public comments made during the May, 2017 meeting.

Shawn Malloy of 2496 Tracy Lane stated that he believes Ross Snook bills to the Township are outrageous and that he and Brian Hemmingway have researched documents and have not been able to verify that Mr. Snook is a licensed geologist nor that he is a Hazardous Waste Expert, that he served as a Navy Seal or has jumped out of airplanes as, he believes, Mr. Snook has stated. Mr. Malloy believes Mr. Snook has committed fraud, may be subject to a criminal investigation and suggested he be removed as a member of the Environmental Advisory Board. Mr. Malloy cautioned Mr. Snook and the Board that they may not wish to respond without legal representation. Celeste Bish of 2504 Finn Road stated that she has not heard Mr. Snook profess to be a licensed geologist and that prior supervisor Douglas Muller

had hired Mr. Snook. Mr. Snook responded by saying he has a military background, that he has done good for the Township and that he is honest and wishes to thank everyone for understanding.

BOARD ANNOUNCEMENTS

Kurt Zebrowski – no comments.

Charles Garner Jr. – Charles Garner Jr. stated that he had attended the June Planning Commission meeting at which a presentation of the New Hanover Town Center was given and at which time Ben Goldthorp stated he had been before the Planning Commission fifteen times. Mr. Garner believes that due to the size of the project, a presentation should also be given to the Board of Supervisors especially since new members on the Board have little knowledge of the project. Mr. Garner Jr. also stated the Touch a Truck event had been a great event and that it demonstrates a partnership between the Township and the fire company; his hope is that events will be promoted and grow and will not be divisive.

Marie Livelsberger welcomed Mary Ann Nagel and thanked her for providing an aging report to the Board.

Philip Agliano thanked all for covering for him in his absence at the May 22, 2017 meeting.

Regular meeting adjourned to executive/personnel session at 8:30 PM.

Regular Meeting resumed at 9:16 PM.

Announcement was made that there are no decisions nor action to be taken.

ADJOURNMENT –

Meeting adjourned by motion at 9:18 PM.

Jamie Gwynn, Township Manager/Secretary