

President Noble convened the meeting of Hanover Borough Council on Wednesday Evening, January 25, 2017, 7:00 PM, in the Hanover Municipal Building, 44 Frederick Street, Hanover, Pennsylvania as advertised.

The meeting began with the Pledge of Allegiance to the Flag of the United States of America, followed by a moment of silence. On roll call the following answered as present: Mr. Baumgardner, Mr. Funke, Ms. Libertini, Mr. Marcoccio, Mr. McLin, Mr. Noble, Mr. Roth and Mr. Shea; Mayor Adams; Solicitor Yingst; Manager O'Rourke and Secretary Neiderer. Mr. Angel and Mr. Reichart were absent.

It was moved by Mr. Shea, seconded by Mr. Roth to approve the minutes of Hanover Borough Council from December 28, 2016 as presented. Motion carried.

It was moved by Mr. McLin, seconded by Mr. Roth to approve the payment of the bills. Motion carried.

It was moved by Mr. Shea, seconded by Mr. Roth to approve the report of the Mayor and the Report of the Fire Chief. Motion carried.

It was moved by Mr. McLin, seconded by Mr. Shea to approve the reports of the following Borough Administrators:

Reports of the following Borough Administrators:

- a.) Report of the Borough Manager
- b.) Supervisor of Public Works
- c.) Superintendent of Water & Wastewater Treatment
- d.) Supervisor of Water Treatment Plant
- e.) Supervisor of Water Distribution
- f.) Supervisor of Water Meter Department
- g.) Engineering Department
- h.) Library Director

Motion carried.

CITIZENS WITH ITEMS OF BUSINESS TO BE BROUGHT BEFORE COUNCIL

None was presented.

REPORTS OF THE STANDING COMMITTEES

Finance & Personnel Committee – Mr. McLin

It was moved by Mr. McLin, seconded by Mr. Funke to ratify the action of the Borough Officers in making the following investments with People's Bank for a period of 31 days, December 31, 2016 to January 31, 2017 at a variable interest rate of 0.73%:

<u>Funds</u>	<u>Investments</u>
General Fund	\$5,549,500.00
Sewer Fund	\$1,322,300.00
Guthrie Memorial Library Fund	\$0.00
Regional Wastewater Treatment Fund	\$478,000.00
Market House Fund	\$33,000.00
Liquid Fuels Fund	\$47,300.00

REPORTS OF THE STANDING COMMITTEES

Finance & Personnel Committee – Mr. McLin

<u>Funds</u>	<u>Investments</u>
Equipment Fund	\$54,100.00
Local Services Tax Fund	\$330,700.00
Business Privilege Tax Fund	\$368,200.00
Sewer Projects Fund	\$0.00
Library Projects Fund	\$18,800.00
Hanover Recreation Endowment Fund	\$297,000.00
Water Revenue Fund	\$4,300,000.00
Water Projects Fund	\$186,500.00
Hanover Recreation Board Fund	\$42,800.00
Library Endowment Fund	\$1,664,600.00
2013 Water Bonds	\$0.00
2013 Sewer Bonds	\$80,000.00
2013 General Bonds	\$165,000.00
2015 Water Bonds	\$6,483,973.33
Total	<u>\$21,437,800.00</u>

Motion carried.

It was moved by Mr. McLin, seconded by Mr. Funke to approve Resolution No. 1178 entitled **A RESOLUTION OF THE BOROUGH OF HANOVER, YORK COUNTY, PENNSYLVANIA AMENDING RESOLUTION NO. 1121 “PROVIDING A SECHDULE OF FEES FOR PERMITS, LICENSES, AND SERVICES PROVIDED BY THE BOROUGH OF HANOVER, YORK COUNTY, PENNSYLVANIA.”** Motion carried.

It was moved by Mr. McLin, seconded by Mr. Shea to approve Resolution No. 1179 entitled **“A RESOLUTION CONFIRMING THE INVESTMENT POLICY OF THE BOROUGH OF HANOVER, YORK, COUNTY, PENNSYLVANIA.”** Motion carried.

It was moved by Mr. McLin, seconded by Mr. Funke to approve Resolution No. 1180 entitled **“AMENDING RESOLUTION NO. 985 ENTITLED “A RESOLUTION OF THE BOROUGH OF HANOVER, YORK, COUNTY, PENNSYLVANIA, TO ESTABLISH FEES FOR RESIDENTIAL AND COMMERCIAL REFUSE COLLECTION.”** Motion carried.

It was moved by Mr. McLin, seconded by Mr. Funke to ratify the action of the proper officers of The Borough in approving the following Real Estate Tax Lien Filings by the Hanover Borough Tax Collector Holly Liska and exonerating the Tax Collector from further efforts to collect the aforesaid taxes:

- a. The Real Estate Taxes listed on the “Return of Uncollected Real Estate Taxes for the Year 2016” including 131 bills totaling \$99,542.06 face value.

REPORTS OF THE STANDING COMMITTEES

Finance & Personnel Committee – Mr. McLin

- b. The Real Estate Taxes listed on the “Return of Uncollected Real Estate Taxes for the Year for the year 2015” including one (1) bill totaling \$7.16 face value.

Motion carried.

It was moved by Mr. McLin, seconded by Mr. Funke to exonerate Per Capita Tax Collector Holly Liska, 207 Third Street, Hanover, PA from the collection of the following uncollected Per Capita Taxes listed on the January 2017 reports:

	<u>No. Bills</u>	<u>Amount</u>
a. 2016 Full Per Capita Taxes	556	\$2,780.00
b. 2016 Interim Per Capita Taxes	22	\$ 110.00
c. 2015 Interim Per Capita Taxes	43	\$ 215.00

Motion carried.

It was moved by Mr. McLin, seconded by Mr. Shea to charge Delinquent Hanover Borough Tax Collector York Adams Tax Bureau, York, Pennsylvania with the collection of the following uncollected Per Capita Taxes listed on the January 2017 report from Hanover Borough Tax Collector Holly Liska for all persons who have been given more than the legal time limit for payment of Per Capita Taxes but have failed to do so:

	<u>No. Bills</u>	<u>Amount</u>
a. 2016 Full Per Capita Taxes	1,485	\$7,420.00
b. 2016 Interim Per Capita Taxes	37	\$ 185.00
c. 2015 Interim Per Capita Taxes	90	\$ 450.00

Motion carried.

It was moved by Mr. McLin, seconded by Mr. Roth to charge 2017 Real Estate Tax Collector Holly Liska, 207 Third Street, Hanover, PA with the collection of 2017 Real Estate Tax in the amount of \$5,553,236.89 and authorizing the issuance of Tax Warrants for same with the payment of ninety-five hundredths (0.95%) percent commission on the collection of each tax bill collected. Motion carried.

It was moved by Mr. McLin, seconded by Mr. Funke to charge 2017 Per Capita Tax Collector, Holly Liska, 207 Third Street, Hanover, PA with the collection of Per Capita Tax in the amount of \$48,805.00 and authorizing the issuance of Tax Warrants for same with the payment of 25¢ commission on the collection of each tax bill collected. Motion carried.

It was moved by Mr. McLin, seconded by Mr. Funke to authorize the proper officers of The Borough of Hanover to enter into agreements for rental of stalls at the Hanover Market House:

	<u>Name</u>	<u># Stalls</u>	<u>Term</u>	<u>Amount</u>	<u>Description</u>
a)	William Kimmey, Jr.	1 stall	1 year	\$ 305.00	Glassware
b)	Historical Society	1½ stalls	1 year	\$ 457.50	
c)	Eichelberger Perf. Arts	1½ stalls	1 year	\$ 457.50	
d)	K & K Coffee	2 stalls	6 months	\$ 470.00	

Motion carried.

It was moved by Mr. McLin, seconded by Mr. Roth to authorize the Budget Modification for the former Black Rock Landfill Groundwater Monitoring Program with Hydro Terra Group in the amount of \$22,034 for 2017. Motion carried.

It was moved by Mr. McLin, seconded by Mr. Funke to grant the following requests for tuition reimbursement for college courses successfully completed under the agreement that the employee must remain employed for a period of three (3) years following completion of their respective degree:

REPORTS OF THE STANDING COMMITTEES

Finance & Personnel Committee – Mr. McLin

<u>Name</u>	<u>Amount</u>	<u>Degree</u>	<u>Institution</u>
Bryan G. Spickler	\$ 630.00	Fire Administration	Columbia Southern
Jose A. Gonzalez, Jr.	\$1,695.50	Criminal Justice Admin.	University of Phoenix
Falyn H. Morningstar	\$2,111.00	Environmental Engineering	HACC

Motion carried.

It was moved by Mr. McLin, seconded by Mr. Funke to grant the following tax exonerations for Borough properties with pending County exonerations:

	<u>Name</u>	<u>Map/Parcel</u>	<u>Address</u>	<u>Borough Tax</u>
a.	Borough of Hanover	07-042600-C0001	219 Baltimore St	\$465.67
b.	Borough of Hanover	07-042600-C0002	219 Baltimore St	\$241.48
c.	Borough of Hanover	07-042600-C0003	219 Baltimore St	\$ 91.64
d.	Borough of Hanover	07-042600-C0004	219 Baltimore St	\$397.48
e.	Borough of Hanover	07-042600-C0005	219 Baltimore St	\$132.44
f.	Borough of Hanover	07-042600-C0006	219 Baltimore St	\$150.74
g.	Borough of Hanover	16-0082C0-00000	Clearview Road	\$ 0.28

Motion carried.

Planning & Traffic Committee – Mr. Roth

It was moved by Mr. Roth, seconded by Mr. Marcoccio to approve the Final Land Development Plan for Christopher G. Trone for the property located at 10 W. Elm Avenue (Parcel # 0251 and 0252) to construct efficiency apartments. Property will be known as The Villas on West Elm Ave. (South). Plans drawn by Edward Mort, Professional Land Surveyor with Group Hanover Inc., 213 Carlisle Street, Hanover, PA bearing project number 141541 dated January 7, 2015. There was discussion and clarification that this is the former Lincoln Bus Lines property. Mr. Funke recused himself from voting on the motion. Motion carried.

It was moved by Mr. Roth, seconded by Mr. Shea to approve the curb cuts (entrances and exits) on the proposed parking lot plan for property located at 125 Carlisle Street, as per approval of the Hanover Borough Planning Commission on January 4, 2017. The present entrance off Railroad Street will be changed and a new exit unto Gail Street will be added. Owner of property is Pratt Family Trust. Property is being converted from a private residence to a commercial business. Plans sealed by Gerald D. Funke, Professional Land Surveyor with Group Hanover, Inc., bearing project number 163380, dated 12/19/2016. Mr. Funke recused himself from voting on the motion. Motion carried.

It was moved by Mr. Roth, seconded by Mr. Funke to direct the Hanover Borough Planning Commission to develop specifications for installation and placement of sidewalk pavers in the public right of way and creating an ordinance for same to amend the Hanover Borough Code Section 316-4 entitled "Sidewalk, Curb and Gutter Construction." Motion carried.

Public Service & Communications Committee – Mr. Shea

It was moved by Mr. Shea, seconded by Mr. Roth to approve the request of The Allied Veterans Council of Hanover to hold the Annual Memorial Day Parade Monday, May 29, 2017, formation 7:30 AM; parade start 8:30 AM; parking restricted the entire parade route; street reopening 10:30 AM. Motion carried.

REPORTS OF THE STANDING COMMITTEES

Public Service & Communications Committee – Mr. Shea

It was moved by Mr. Shea, seconded by Mr. Roth to approve the request submitted by the YWCA of Hanover to hold their 5K Race Against Racism on Saturday, April 29, 2017 from 6:00 AM to 11:00 AM on the Hanover Rail Trail and Moul Field Recreational Complex with use of electricity at a charge of \$50.00 and access to bathrooms at a charge of \$50.00 as per their special event permit application and certificate of insurance, provided the area is policed for litter following the event, the bathrooms are cleaned before and after the event. (*\$50.00 for bathrooms is refundable upon satisfactory inspection following the event*). Motion carried.

It was moved by Mr. Shea, seconded by Mr. Roth to approve the request of the Hanover Chamber of Commerce to hold their annual Dutch Festival on Saturday, July 29, 2017 in the downtown area as per their Special Event Permit Application and payment of applicable fees, with certificate of insurance naming The Borough of Hanover as additional insured for the event. Motion carried.

It was moved by Mr. Shea, seconded by Mr. Roth to approve the Special Event Permit Application submitted by the Hispanic American Center of Hanover for their 10th annual Kid’s Day Celebration to be held Saturday, April 29th, 2017 at Wirt Park from 6:00 AM to 6:30 PM, with electricity and use of a large dumpster, closing the parking lot on Gail Street, provided the necessary fees are paid to cover all Borough labor and refuse costs, a certificate of insurance is submitted naming The Borough of Hanover as additional insured, and the area is policed for litter following the event.

It was moved by Mr. Shea, seconded by Mr. McLin to approve the following special event permit applications for Main Street Hanover in the downtown area, with charges for all four (4) Center Square quadrant closures at a rate of \$75.00 per event date, and provided the area is policed for litter following the events (*insurance certificate was submitted with applications*):

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Charge</u>
Main Street Mini Golf	May 13, 2017	11:00 AM to 5:00 PM	(no quadrant closure)
Chalk It Up	June 17, 2017	7:30 AM to 2:00 PM	\$75.00
Sip and Stroll Spring	June 17, 2017	12:00 PM to 7:00 PM	
Sip and Stroll Fall	Sept. 30, 2017	12:00 PM to 7:00 PM	\$75.00
Second Saturdays	Various in 2017	6:00 AM to 10:00 PM	\$75.00

There will be 2 weeks notice given for the Second Saturday events.

Motion carried.

MAYOR’S REPORT

Mayor Adams thanked all members of Council and staff for all their hard work and dedication.

OTHER MATTERS

New Business

It was moved by Mr. McLin, seconded by Mr. Funke to approve the followings re-appointments to the Library Board Governors for a three (3) year term beginning February 1, 2017:

<u>Library Board of Governors</u>	<u>Name</u>	<u>Term</u>
Mayor’s Appointee	Barbara Eisenhart	2/1/17 – 1/31/20

OTHER MATTERS

New Business

Motion carried.

It was moved by Mr. McLin, seconded by Mr. Funke to approve the appointment of Mr. Gary Bond, 977 McCosh Street to the Hanover Borough Zoning Board for the remainder of a three (3) year term ending December 31, 2018. Motion carried.

It was moved by Mr. McLin, seconded by Mr. Funke to approve the appointment of Mr. Vance Stabley as alternate member of the Hanover Borough Zoning Hearing Board for the remainder of a three (3) year term ending December 31, 2017. Motion carried.

Communications

President Noble thanked Law Security for their donation of Fire Alarm Monitoring Costs in the amount of \$324.00 annual cost for the Hanover Borough Municipal Building.

Mr. Noble reminded Council & Staff of the Council Meeting and Joint Bid opening scheduled for Wednesday, February 1st, 2017 at 5:00 PM.

Unfinished Business

President Noble distributed and read the following "State of the Borough" address:

*"Hanover Borough January 2017
- Situation -*

After a year on the job as President of the Hanover Borough Council, the following are my observations and recommendations for the future:

Observations:

The Borough is way too vertically integrated to be competitive and healthy as an organization and on the cutting edge. We as an organization need to become more effective. The Borough is close to being maxed out on its ability to grow. So, in order to be viable in the future we need to be able to cut the cost of operating or we will find ourselves in a downward spiral which we cannot dig out of. We cannot raise taxes or increase fees enough to offset the inability to grow. If we think we can, we will be sadly mistaken and begin to drive residences and businesses out of the Borough. We have for the most part a dedicated work force. However, they do not or do not want to understand the situation that is fast approaching. If we will not or refuse to redirect their efforts and do not make them part of the solution, then we can all be in for a big surprise in the not-too-distant future. The labor unions that we deal with also need to understand the issues that are upon us. They need to take the above comments into consideration as we do collective bargaining in the future. Salary demands, health care, and other benefits are accelerating the downward spiral. So, the unions need to be a part of the solution as well.

Other major items that need to be funded in 2017 and beyond:

- 1. We have a 70 million dollar debt service to manage.*
- 2. The Sheppard Myers Dam decision 4 to 7 million dollars and identify other water sources.*
- 3. Library building deficiency issues to be identified and corrected.*
- 4. Infrastructure issues: water lines, sewer lines, streets, which have not been properly funded for years needs to be addressed.*
- 5. Storm water requirements 'MS4' dictated by EPA to be funded.*

Recommendations:

OTHER MATTERS

Unfinished Business

We must take a business approach to solve these issues. We need to get out of the 'mind set' of everything that needs to be done, must be done with Borough employees and equipment. We have to be honest with ourselves as to what is the real cost in-house versus out sourcing. We will need to reorganize the operation to keep from duplicating people and equipment. Get out of the silo approach. The office operation needs to be modernized and streamlined. Forms need to be eliminated and redesigned. Old duplicated files need to be eliminated. We need to make the hiring freeze permanent, that includes replacements as well as new hires, until we have reorganized and become more efficient. We need to rely on our committee approach to approving new and replacement equipment purchases. They must be presented not as 'WANTS' but justified by serious consideration of alternatives and not pass through without committee scrutiny and approval. We need to consolidate Borough facilities. We have too many locations and some old and inefficient structures. We must develop the master plan and communicate to all, get buy-in, and all be pulling in the same direction. Council and staff goal should be: 'to provide excellent service at affordable and fair cost to our citizens and businesses.'

We have made some progress during 2016, the following areas have been addressed:

- 1. Reduced the workforce.*
- 2. Implemented new code enforcement procedure.*
- 3. Agreed on new fire museum plan.*
- 4. Identified unused Borough owned properties for disposition.*
- 5. Began along with the state a study of our police department operation.*
- 6. Began a study of Sheppard Myers Dam and additional water sources.*
- 7. Began a study of the Library structure issues.*
- 8. Completed Phase I of the Water Filtration Plant upgrade and started Phase II.*
- 9. Began study of garbage and recycling operation.*
- 10. Approved merger of fire and EMS operation with Penn Township.*
- 11. Began a 5 year plan for each department*
- 12. Progress made on reducing the rate of growth of insurance costs.*
- 13. Demonstrated that we can handle emergencies well, i.e., water line breaks and blizzards.*

Summary:

I realize that a lot of what I am suggesting is a cultural change! A cultural change is not easy to attain; however, we really have no alternative. I know by working together we can build an organization that will lead us into the future.

R. Daniel Noble, President, Hanover Borough Council."

President Noble asked for any comments or discussion. There were none.

Adjournment

It was moved by Mr. Funke, seconded by Mr. Shea to adjourn the meeting at 7:25 PM. Motion carried.

Respectfully submitted,


Dorothy C. Neiderer
Borough Secretary