

# TOWNSHIP OF DERRY BOARD OF SUPERVISORS MEETING

Tuesday, December 6, 2011  
600 Clearwater Road, Hershey, Pennsylvania 17033

## **CALL TO ORDER**

The December 6, 2011 Township of Derry Board of Supervisors meeting was called to order at 7:10 p.m. by Chairman E. Christopher Abruzzo.

## **ROLL CALL**

### ***Supervisors Present:***

E. Christopher Abruzzo, Chairman  
Sandy A. Ballard  
Kelly C. Fedeli, Vice-Chairman  
Marc A. Moyer, Secretary  
Todd Pagliarulo

### **Also Present:**

Matt Bonanno, HRG, Township Engineer  
Thomas Clark, Director of Public Works  
Barbara S. Ellis, Director of Hershey Public Library  
Chuck Emerick, Assistant Community Development  
Jill Horner, Assistant Township Manager  
Matthew J. Mandia, Director of Parks and Recreation  
James N. Negley, Township Manager/Township Treasurer  
Patrick M. O'Rourke, Chief of Police  
Terry M. Weinhold, Manager of Accounts Payable & Accounts Receivable  
Jon A. Yost, Township Solicitor  
Brenda Van Deursen, Recorder

**Public Present:** Skip Memmi, Elvira Ebling, Ben Montgomery, Boy Scout Troop 203, Scott Snoke, Jill trootman, Alan Loesch, Rich Gamble

**Chairman Abruzzo advised that all public meetings are recorded for providing accurate minutes.**

Chairman Abruzzo announced that the Board of Supervisors met in executive session to discuss land, legal, and personnel issues.

**OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD** - No one came forward.

## **APPROVAL OF MINUTES**

Chairman Abruzzo called for a motion to approve the Minutes of the November 22, 2011, Board of Supervisors Meeting. Supervisor Pagliarulo made a motion to approve the Minutes as written. Vice-Chairman Fedeli seconded. ***The motion carried, 5-yes 0-no.***

## **NEW BUSINESS**

**A1 Presentation of Pennsylvania State Association of Township of Supervisors Award to Nate Pfeifer, a Life Scout from Troop 203, for his Eagle Scout Project benefiting the**

**Hershey Public Library.**

**Supervisor Ballard** announced that Troop 203 was selected as a whole in recognition of Nate Pfeifer's project at the Library in a statewide competition to recognize youth organizations. There were four selected.

**Brenda Wilt, Pennsylvania State Association of Township Supervisors (PSATS), and Associate Editor of the Pennsylvania Township News** – Ms. Wilt thanked the Derry Township Board of Supervisors for allowing her to make the award presentation. PSATS began the Youth Award Contest in 1993 to recognize the valuable contribution youth organizations make to their communities. Each year, the Association honors four deserving groups with a \$500 prize and a Certificate of Excellence. Groups are nominated by their respective County Associations of Township officials. Also present, representing the Dauphin County Association of Township officials is Alan Loesch, the supervisor for Jefferson Township near Halifax. Mr. Loesch is the newly elected President of the County Association.

Ms. Wilt presented a 2011 PSATS Youth Award to Boy Scout Troop 203 from Derry Township for its project to benefit the Friends of the Hershey Public Library. The troop, led by Eagle Scout candidate Nate Pfeifer, worked with the Library Friends to design and build wooden workstations to make it easier for the volunteers to collect, sort and recycle donated books throughout the year in preparation for the annual book sale, which is their large fund raiser. The scouts also took a portion of a reference desk that had been removed during remodeling and turned it into a large sorting table. The Friends are benefiting greatly from these modifications.

The Township Supervisors Association joins Derry Township and the Dauphin County Association in commending Boy Scout Troop 203 for this outstanding community service project. Ms. Wilt presented a check for \$500 and a Certificate of Excellence to the Troop. Nate Pfeifer accepted the award.

**Chairman Abruzzo** commented how proud the Board is of all of the scouts in Derry Township. Nate Pfeifer's presentation to the Board was very well done and he convinced them of the worthiness of this project. The Board was very impressed with his presentation. We congratulate Nate and the boys of Troop 203. Supervisor Ballard shared that Troop 203 also assisted Mr. Mandia's staff with planting the buffer along the stream at the pool parking lot.

**Nate Pfeifer** – Nate presented his Troop Master, Mr. Ed Svirebely with the check for \$500 and the Certificate of Excellence awarded to them from PSATS. This money will go toward buying new backpacks and backpacking equipment for the Troop. Nate thanked PSATS for their generous awards and Ms. Ballard for her help, funding, and suggesting to him to apply in this contest. He also thanked Ms. Ellis for her help with funding and the whole Board for nominating him for this award and being such a huge help to his project. Scout Master Svirebely also thanked the Supervisors, Matt Mandia, and PSATS for the award.

Vice-Chairman Fedeli shared an idea regarding designating one of the Board of Supervisor's meetings during the year for Scout night. In one night, all the troops could get their Citizenship requirement and we could pay tribute to a lot of the scouts in Derry Township. She is opened for any feedback regarding this.

**B1 Dauphin County Earned Income Tax (EIT) Collection Act 32 Update.**

**Skip Memmi, Member of the Dauphin County Tax Collection Committee** – Mr. Memmi shared that two years ago he represented Derry Township on the Dauphin County Tax Collection Committee.

We are about ready to implement the process of collecting taxes on January 1, 2012. He updated the Board with the following:

- There are 52 taxing authorities within the Dauphin County Tax Collection Committee (TCC).
- For the last two years, they have been meeting monthly to formulate the policies, plans and procedures and the tax collector who will do the actual work.
- Beginning January 1<sup>st</sup>, Keystone Tax Collections will now be the collector for the EIT for the year 2012 and moving forward under the direction of the Tax Collection Committee.
- All prior taxes including the completion of the 2011 EIT collections and delinquent taxes will still be collected by our present system, Derry Township Tax Association.
- The County office will be located near the Colonial Parking Shopping Center off of Jonestown Road and Colonial Road. It will be manned five days a week by staff of Keystone Collections.
- There is a link from the County website to Keystone Collection website and from the Tax Collection Committee website to Keystone website showing all the requirements and processes.
- Act 32 changed the law. Employers were able to collect and remit, but they weren't required. Now all employers must collect the EIT and remit it the Dauphin County Tax Collection Committee. There are legal penalties for failing to do so.
- There are about 20,000 employers in Dauphin County and several seminars were held to educate them on the process.
- The Local Services Tax (LST) for is still to be collected by the Derry Township Tax Association. Some municipalities opted in to have Keystone collect their LST at a fee. Derry Township and the School District chose to have the Association continue to do that. It will require two separate invoices, one from Keystone and one from the Association.
- The Dauphin County Tax Collection Committee established a segregated bank account instead of using the same bank as Keystone. They did this to assure they are managing our citizens' money in the best way possible. Susquehanna Bank was awarded the contract and they will be the repository of the funds for Dauphin County Tax Collection Committee.
- Keystone is collecting for 11 Counties across Pennsylvania.
- Employers who have multiple businesses in different jurisdictions can chose one jurisdiction to submit the taxes to and that one jurisdiction will have to remit.
- The TCC retains the interest in the accounts where the money is deposited. Whatever interest earnings there are will go to offset the operations of the TCC, etc.
- We have put in place a Whistleblower Policy and an Ethics Program for all the members of the TCC. The members of the Committee are not covered under your officers insurance; therefore, they will be retaining insurance to cover the Committee members from liability.
- Retained Z&A to be the auditors for 2010, 2011, and 2012.
- There is a requirement under the policies of the auditors' standards to have the controls of an organization audited to make sure they meet the standards. Will retain one firm to perform this audit.

Mr. Memmi will be back before the Board sometime in January-February timeframe with a budget for next year's operation of the Tax Collection Committee. He will also come back in a couple of months to report how things are going.

**CORRESPONDENCE** – No correspondence to share.

### **BOARD/COMMITTEE INFORMATION**

**Supervisor Ballard** – Ms. Ballard reported that the Comprehensive Working Group has closed the survey process as of December 1<sup>st</sup>. Asst. Manager Horner posted the survey results on our website.

This Committee will be meeting tomorrow and one of their main goals for next year is to bring the survey results to community groups. She asked Ben Montgomery to draw the final raffle ticket. Ben drew out Kelly's name for an annual family membership to the Gym, Granada, or the Rec Center.

**Vice-Chairman Fedeli** – Ms. Fedeli reported that the DTMA staff met with FEMA and it went very well. FEMA was impressed with DTMA's documentation. We are hoping to get reimbursed for 100% of our costs. We are continuing to work with residents who experienced sewer backup in September to remediate some of those concerns. We are also educating them on preventative measures for the future.

## **REPORTS**

**Patrick M. O'Rourke, Chief of Police** – Chief O'Rourke reported that as of December 1<sup>st</sup> they are 99% paperless. This past Saturday, they held their annual Benefit Hockey Game. The proceeds benefit the Children Left Behind by officers killed in the line of duty. We are just about at \$10,000 in the proceeds.

**Thomas Clark, Director of Public Works** – Mr. Clark reported they finished brush collection today in all the subdivisions except the Village. Tomorrow they will go through the Village for a second time. Next week, they will be collecting from Waltonville Road, Bullfrog, Sandhill, Fishburn, and Governor and will need to run traffic control patterns in order to do that.

**Barbara Ellis, Hershey Public Library** – Ms. Ellis reported that they are preparing for January 1<sup>st</sup> with their new line up of programs. She has already been approached for another Eagle Scout project for next year.

**Terry M. Weinhold, Manager of Accounts Payable & Accounts Receivable** – Ms. Weinhold reported that the 2010 Liquid Fuels Audit will be performed this Friday at 9:00. This is an audit that the Auditor General's office performs to make sure we are following all the requirements in using the liquid fuels money from the state. Manager Negley said the audit is conducted to make sure that purchases and expenses were paid out of the appropriate fund.

**Matthew J. Mandia, Director of Parks and Recreation** – Mr. Mandia reported they are planning to open the section of trail between Bullfrog Valley Pond and Stoney Run Drive the end of this week or the beginning of next week. The section between Stoney Run Drive to Shank Park will remain closed until the macadam work is done.

Mr. Mandia has been in contact with some of the youth sports organizations in the community and by all indications, their registrations are increasing for this spring.

**Matt Bonanno, Township Engineer** – Mr. Bonanno and Mr. Emerick were directed by the Board to look at the detention basin study and develop a plan of action. Mr. Bonanno reported they met on Monday morning. They propose to begin collecting the major detention basins by starting with aerial photography and apply that with data available to show contours. They will need to identify known problem areas and known basins. All of this information will develop a starting point for the map. They will go back through the subdivision and land development plans that are on file in the Township to collect additional basins and smaller stormwater facilities that you wouldn't be able to see. They will also be looking for maintenance and ownership. All the data will be put in a database and that database will then be web based so that anyone in the Township with access can use that data. The Township would do an annual courtesy inspection and document it. If there are issues with any of the basins, a form letter would go out to the property owner responsible for maintenance of the basin, letting them know what needs to be done.

Mr. Emerick added that they are looking for costs to do this work. After they get the costs, they will report back to the Board. Also, our new stormwater ordinance now requires BMPs that go all the way down to a homeowner's property, within certain limits. We have about eight of these facilities that exist in the Township that need to be logged into a data system.

Chairman Abruzzo directed them to keep this process moving so we can notify the appropriate owners to take care of the detention basins. Mr. Emerick said he will draft a form letter to inform residents to maintain their basins and clean out the inlet.

Chairman Abruzzo mentioned two problem areas: Java Avenue and Princeton. We should take a close look at these areas and determine the cause. Mr. Bonanno had suggested requesting resident photographs now while it's fresh so that we can log and document and get some historic records.

**Chuck Emerick, Assistant Director** – Mr. Emerick reported that there is a Bobcat vehicle sitting at 228 Hockersville Road. They are waiting for the asbestos study results and then they can get started on the project. He spent an hour with the owner to no avail.

Chairman Abruzzo asked Mr. Bonanno for an update on the stormwater project. Mr. Bonanno said it is scheduled to start January 5<sup>th</sup> in the Village area – northern side of Cedar and Areba areas.

**Jill Horner, Assistant Township Manager** – Asst. Manager Horner reported that she met with a team of representatives from FEMA last week. They looked over all of our projects and expenses and said that all were able to be considered. In the next couple of weeks they will be sending a representative out to take a look at some of our sights and projects.

Chairman Abruzzo asked if Ms. Horner knew their timeline. She believes we could expect reimbursement a few weeks after we complete the project and submit for payment. We have 18 months from last week to finish permanent projects. Asst. Manager Horner heard that we could get reimbursed 75% from FEMA and 25% from the State. Chairman Abruzzo asked her to check with them for a timeline for reimbursement so that we have an idea for planning purposes.

**James N. Negley, Township Manager/Township Treasurer** – Manager Negley reported that today there was a bid opening for our used fire apparatus. We received two bids and two of the pieces did not get any bid. Manager Negley will present the bid award for the one piece of apparatus at the next meeting. Chairman Abruzzo asked what fund the money would go into. Manager Negley explained that the money will go to pay the debt service on the new apparatus for associated fees that belong to the loan. Supervisor Ballard asked if we have to accept the bids. Manager Negley said the bid we received is acceptable.

**APPROVAL OF ACCOUNTS PAYABLE (\$500,675.40) AND PAYROLL (\$287,848.58).**

Supervisor Moyer moved to approve accounts payable in the amount of \$500,675.40 and payroll in the amount of \$287,848.58. Supervisor Ballard seconded. ***The motion carried, 5-yes 0-no.***

**VISITOR/PUBLIC COMMENTS**

**Richard Gamble, Hockersville Road** – Mr. Gamble made a special trip from Coatesville to be here to be part of Nate's recognition. As a member of the community he wanted to personally thank him. Mr. Gamble was disappointed that more people did not come out to thank him and support him.

Chairman Abruzzo recognized Ben Montgomery another Boy Scout. Ben is from Troop 200 and he is working on his Communication and Merit Badge. Supervisor Ballard mentioned that he was Captain of the football team this past year as well as a future Eagle Scout recipient.

**ADJOURNMENT**

Supervisor Moyer moved to adjourn the meeting at 8:00. Vice-Chairman Fedeli seconded.

SUBMITTED BY:

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Marc A. Moyer  
Township Secretary

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Brenda Van Deursen  
Recording Secretary