

**WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS  
7171 ALLENTOWN BOULEVARD, HARRISBURG, PA 17112  
MONDAY, OCTOBER 25, 2010**

**EXECUTIVE SESSION: 5:30 PM**

**WORKSHOP SESSION: 6:00 PM**

**CALL TO ORDER – 6:00 p.m.**

Ms. Turns called the workshop to order at 6:00pm

**ROLL CALL**

Linda Turns, Chairman  
Chris Scott, Secretary/Treasurer  
Bill Ostermayer, Supervisor

Jay Megonnell, Vice Chairman  
Adam Klein, Supervisor

**PUBLIC COMMENT: None**

**OLD TOPICS: None.**

**NEW TOPICS:**

Discussion – 2011 Budget, Part 4, Public Investment, Capital Projects- Ms. England went through Part 4 line by line and gave a brief description of each proposed project. The following questions were brought up for discussion:

- 40500-Administration- Mr. Scott has reviewed the specs for the network server replacement and stated that he can provide the server at cost for around \$5,000 and installation would be \$2,500. He will contact HRG to review the proposed project. The project cost was changed to \$7,500. Regarding the Windows 07 upgrade, he believes that the price is reasonable. Mr. Scott asked what would be covered under the proposed website upgrade. Ms. England stated the upgrade would include design, migration, and staff training. The current website has had a lot of problems, it was brought up that the website is an important tool for the Township. Mr. Scott stated that website upgrade is a fair price. The capital contribution to the senior van fund is a contribution from the Township to be held for when a new van is needed. It is not anticipated that they will receive any funding from Dauphin County in 2011 since no funding was received in 2010. There was discussion regarding the time frame for when a new van is purchased. Ms. England stated that vans are normally replaced every two years when they reach 70,000 miles. There was conversation regarding the mileage and the donation amount.

*Mr. Scott moved, seconded by Mr. Ostermayer to reduce the Capital Contribution to the Senior Van program to \$2,000 from \$4,500 for the Capital Improvement Schedule for 2011. Motion passed unanimously.*

- 40900-Township Building& Plant-There was discussion regarding the paving of the upper and lower parking lots.

***Mr. Klein moved, seconded by Mr. Scott to remove the paving of the Township building upper and lower parking lots from the Capital Improvement Schedule for 2011. Motion passed unanimously.***

- It was brought up that the cost for restroom facilities replacement was high and there was discussion regarding the necessity of this proposed project. The current restrooms are ADA compliant.

***Mr. Ostermayer moved, seconded by Mr. Scott to remove the Township building restroom facilities replacement project from the Capital Improvement Schedule for 2011. Motion passed unanimously.***

- 41100-Fire Police- Since the Board decided not to apply for a grant for a new fire police vehicle, a new vehicle will be purchased and the cost budgeted over four years. It was brought up the specifications of the vehicle. Ms. Turns suggested that the Fire Police make a presentation to the Board regarding the vehicle specs.

- 41300-Codes Enforcement-SUV for Codes- Ms. England stated that the current vehicle is a 2002 Ford Escape that has 55,000 hard miles on it. It has been repaired as necessary. The Board discussed the issues of repairs and the necessity of replacement of the vehicle.

***Mr. Scott moved, seconded by Mr. Ostermayer to remove the SUV for Codes from the Capital Improvement Schedule for 2011. Motion passed unanimously.***

- 41400-Planning & Zoning- The GIS Data-Signage Inventory is a Penn DOT mandated program that is required by January 22, 2012. There was discussion regarding the proposed GIS- Plan Scanning and Data Development and GIS Monumentation for Surveying and Engineering. It was decided the cost estimates were good.

***Mr. Scott moved, seconded by Mr. Megonnell to approve the GIS- Plan Scanning and Data Development and GIS Monumentation for Surveying and Engineering Capital for the Improvement Schedule for 2011. Motion passed unanimously.***

- 41500-Emergency Management-There was discussion regarding the fire station project. At the time the Board is still waiting on the agreement between the Township and the Fire Company from Solicitor Yost. The debt issue was brought up for discussion and the possible funding options.

Ms. England reminded the Board that the Township's grant hearing will be held on November 10<sup>th</sup> from 7:30p-8:00p at Dauphin County Gaming Advisory Board. Ms. England asked that all Supervisors attend the hearing. In the past the County has been impressed by the strong representation by the Township and the Board.

- 42900- WSA Operation-The Scope of Work for the Act 537 Amendment was approved in 2010 by the Board. Ms. England stated for projects that are in process but may extend into 2011 she included the full cost in the budget, because it is impossible to estimate what will be paid in the current year and what will be charged in 2011.

- 43000-Public Works-Ms. England reported that Mr. Harman requests that the Board remove the three gas furnaces for the workshops from the budget. Fire station #2 has donated a furnace and oil tank to Public Works. The furnace has been installed and he would like to try to use the oil furnace and wood stove for one winter to see if they would be adequate to heat the workshop. Mr. Megonnell brought up the ceiling installation that is in the budget for 2012 be moved to 2011 since the project needs to be completed in 2011.
- 43600-Storm Sewers and Drains- Houck Manor Drainage, Houck Manor Minor and Stofko/Fairville/Getty Drainage were discussed.
- 43800-Maintenance of Highways-There was discussion regarding micro sealing and oil n chip. It was brought up if the residents on East Application Trail were interested in having the dirt road worked on or should it remain in its current condition. It was decided to make no changes unless a resident brings a request to the Board's attention.
- 44600-Storm Water Management MS4- HRG inspects all drainage facilities in the Township for any illicit discharge each year.
- 45400-Parks - Picnic tables for Fairville Park was approved for 2010, but never purchased. Houck Memorial has some drainage problems that need to be repaired. All projects would be funded through FILO funds.

Ms. England will make changes per the Board's request and have an updated Public Investment, Capital Projects packet available for the next Board packet.

Discussion – 2011 Budget, Part 2, Revenue- Ms. England made the statement that we have very little control over revenue. She reminded the Board that when you budget on income you budget very conservatively and when budgeting for expenses you budget very liberally. Ms. England went line by line and explained each account and the projected revenue for 2011. There was discussion on certain line items and questions which Ms. England addressed and explained past year's figures. She explained that the estimated 2010 actual figure is a result of the 9/30/2010 actual figures plus the 4Q 2009 actual revenue. Planning & Zoning and Codes are completely dependent upon the residential and commercial building market. Inter operating transfers in the past have had different funds paid for specific items, for example Highway Aid could only pay for items related to the construction of highways, there has been a change in accounting reporting of those activities, we can no longer show the income nor expense for those funds in the general fund. In 2011 we now must show them in the specific fund which will be: LST fund, Capital Reserve Fund, Operating Reserve Fund, and Highway Aid. This will have no effect on the balance of the budget but it does reduce the bottom line of the budget down. The senior van fund is a different type of fund and will not be treated this way; it is a pass through account. Therefore the 2011 revenue is projected at \$2,628,343.00 down from \$3,056,167.24 in 2010. The small funds are treated as savings accounts.

Discussion – 2011 Budget, Part 5, Expense- Not discussed

Discussion – 2011 Budget, Part 3, Compensation -Not discussed

Other Workshop Items/Information -NONE

**ADJOURNMENT: 7:45 PM**