

**WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS  
7171 ALLENTOWN BOULEVARD, HARRISBURG, PA 17112  
TUESDAY, OCTOBER 27, 2009**

**WORKSHOP SESSION**

**CALL TO ORDER – 6:20 p.m.**

Mr. Hartman called the meeting to order at 6:20 PM. There was an executive session prior to the workshop.

**ROLL CALL**

Larry Hartman, Chairman  
Linda Turns, Secretary/Treasurer  
Deb Curcillo, Supervisor-Absent

Adam Klein, Vice-Chairman  
Rick Mullen, Supervisor

**PUBLIC COMMENT: None**

**OLD TOPICS: None**

**NEW TOPICS**

Discussion – 2010 Budget, Part 5, Service Delivery – Discussion began with a review of the 2010 General Fund Expenditures. There were comments on the following line items: Board of Supervisors budget includes salaries, court costs, advertising, and memberships. Administration has cut costs for communication and repairs and maintenance. Parks and Recreation is up due to adding a part time position since Public Works is no longer handling park maintenance. All other Park and Recreation line items decreased. Engineering costs are down due to the Board requesting Scopes of Work for projects. Costs are down for the Municipal building due to decreases in electricity use; however a 25% increase in electricity cost has been factored in due to expected rate increases. Codes have cut all line items with the exception of vehicle expense because four new tires will be needed for the vehicle in 2010. Fewer training classes will be attended by the Codes Officers and there is no longer a part time position in the Codes department. There was discussion regarding the Municipal Domestic Agreement with the Humane Society. The Board wanted to know if the services that they provide are worth the cost of \$11,000.00 per year. Ms. England will include in the November 2<sup>nd</sup> Board packet a report from the Humane Society detailing the number of strays that were dropped off at the shelter. Planning and Zoning has an overall decrease of 9.15%. Mr. Hartman asked if the department is breaking even, Ms. England stated no due to the fact the zoning office does a lot of work that is not fee based.

There was discussion regarding the Capital reserve fund balance and what is the purpose of the fund versus the purpose of the General Fund. The Board asked Ms. England to confirm the guidelines that must be followed if the 2010 Board of Supervisors decides to re-open the budget. Ms. England stated that the 2<sup>nd</sup> Class Township Code specifies that the Board can re-open the budget with the following requirements: The Board can only change upward 10% in the aggregate or up to 25% of any major category. The revised budget must be made public for 10 days with final adoption by February 15, 2010. The pros and cons of reopening the budget in 2010, was discussed at length.

Salaries and benefits for the Public Works department are budgeted at a cost of \$466,000.00 for 2010. The Board raised many questions regarding the department. Ms. England suggested that the Board review all the projects. The Board has requested an Executive session to meet with the RoadMaster to review the staffing

requirements to ensure effective management for the Township. Ms. England will contact the RoadMaster to set up the Executive Session after confirming a suitable date with the Board.

The Capital Improvement Schedule was reviewed by line item. The following projects have been removed from the schedule:

| <u>Code</u> | <u>Department</u>        | <u>Project Description</u>         | <u>Budgeted Cost</u> |
|-------------|--------------------------|------------------------------------|----------------------|
| 40500       | Administration           | Capital Contribution to Senior Van | \$4,500.00           |
| 40500       | Administration           | MAS 90 job costing module          | \$2,600.00           |
| 41400       | Planning & Zoning        | GIS Data Signage                   | \$12,000.00          |
| 41400       | Planning & Zoning        | GIS Plan Scanning                  | \$8,000.00           |
| 41400       | Planning & Zoning        | GIS Monumentation for Surveying    | \$25,000.00          |
| 41500       | Emergency Mgmt           | Dry Hydrant/Suction Install        | \$10,000.00          |
| 43000       | Public Works             | Engineering-Salt Shed Dome         | \$25,000.00          |
| 43000       | Public Works             | Engineering-Bioretenion            | \$20,000.00          |
| 43000       | Public Works             | 3 Gas Furnaces for workshop        | \$11,000.00          |
| 43000       | Public Works             | Garage Door replacement            | \$7,500.00           |
| 43000       | Public Works             | Spray on insulation                | \$25,000.00          |
| 43900       | Construction of Highways | Manor Drive-sight deficiency       | \$16,000.00          |
| 43900       | Construction of Highways | Engineering-Sterling Rd West       | \$50,000.00          |

Ms. England will make the above changes to Part 4 and will provide a revised copy to the Board for their review and approval.

Questions arose regarding the Exit 77 Fund. The Township has a 1.4 million dollar line of credit with Fulton Bank for the project. Contributions from developers will be received by the Township upon competition of the project. The Board has requested a list of all contributions to the Exit 77 Fund, Ms. England will provide this information in the November 2<sup>nd</sup> Board meeting packet. Upon completion of the Exit 77 project and receipt of developer contributions, any balance due on the loan would come from the Capital Reserve Fund. Ms. Turns suggested that we apply for a grant to help pay the loan.

Other Workshop Items/Information – None

**ADJOURNMENT – 8:05 pm**