

**WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS  
7171 ALLENTOWN BOULEVARD, HARRISBURG, PA 17112  
MONDAY, APRIL 2, 2012**

**WORKSHOP SESSION: 6:00 PM**

**CALL TO ORDER – 6:00 p.m.**

Mr. Klein called the workshop to order at 6:00pm

**ROLL CALL**

Harold Harman, Supervisor  
Jay Megonnell, Vice Chairman  
Gloria Zimmerman, Supervisor

Adam Klein, Chairman  
Don Steinmeier, Secretary-Treasurer

**PUBLIC COMMENT: None**

**OLD TOPICS: None**

**NEW TOPICS**

Discussion – Fire Tax Capital Reserve Fund, credit card usage- Don Poole, Treasurer of WHTFC, provided a brief overview of the fire tax reimbursement issue. Currently, there are not enough funds in fire tax to cover the full amount of invoice submittal. There is \$35,095.33 pending in fire tax reimbursement. The fire company is requesting that the Board of Supervisors consider using Fire Tax Capital Reserve funds to cover the pending fire tax reimbursement until fire tax funds are received. Tim Shatto, Fire Chief, addressed the Board regarding the current financial situation as well as repairs that are needed to apparatus. He explained the vehicle maintenance program that is currently in place to maintain the safety and upkeep of all fire company apparatus. Repairs to the apparatus and the Ford explorer will cost approximately \$10,000.00. There was discussion regarding expected donations from the annual fire company mailer. The fire company is projecting a net profit of \$14,000-\$15,000 from the mailer. Matt Miller, Fire Chief, addressed the Board regarding the fire company budget and expenses reimbursable through fire tax. Mr. Shatto stated that the fire company is going to form a strategic planning committee, which will develop a plan to provide a level of service to the township residents with the funds that are available. He informed the Board that the rescue truck, the apparatus that responds to most emergencies, will eventually need structural repairs. It is estimated that the repairs will cost approximately \$75,000.00 to \$100,000.00. Mr. Shatto hopes that state or federal grants will become available to help with the necessary repairs. Mr. Steinmeier brought up that he hopes the fire company can continue to operate the company on the annual budget. There was discussion regarding surrounding local fire companies and funding that they receive. Mr. Shatto explained that expenses are kept to the bare minimum to stay in line with the budgeted funds.

Ms. England stated that the township will receive fire tax funds on Tuesday.

Mr. Poole provided a brief overview of the credit card proposal. Mr. Shatto addressed the necessity of issuing individual cards to members who are responsible for various departments within the company. He stated that each card will be closely monitored against the current purchase order

system that is in place. The fire company will report monthly to the Board regarding the monitoring of the credit card account.

***Mrs. Zimmerman moved, seconded by Mr. Megonnell to allocate \$15,000.00 from the Fire Tax Capital Reserve account to be applied to outstanding invoices submitted for fire tax reimbursement. Motion passed unanimously.***

***Mrs. Zimmerman moved, seconded by Mr. Steinmeier to approve the acquisition of Fulton Bank Visa credit cards to be used by authorized fire company personnel for items associated with the operations of the fire company. The fire company will provide monthly reports to the Board of Supervisors. Motion passed unanimously.***

Mr. Megonnell brought up that he would like a meeting to be scheduled with the Board of Supervisors, the Fire Company, and PA American Water to discuss the fixed monthly service charge for the 6 inch meter at the fire station. Mrs. Zimmerman, Mr. Steinmeier, and Mr. Shatto agreed to attend the “Meet and Greet with Congressman Charlie Dent” on April 9<sup>th</sup> at the PA American Water plant in Hummelstown.

A decision will be made after the meet and greet regarding scheduling a meeting with PA American Water.

Discussion – Changes to Parking Lot project- Mr. Brulo provided an overview of the parking lot condition. Public Works has begun removing sections of the parking lot and will base repair as well. His recommendation is to mill out the existing paving where it is cracked (the majority of the lot) and remove it. He explained the reason for the recommendation is if 2-3 inches of paving is placed on top of the current pavement, the cracking will be covered, but will eventually move back to the top within a few years. He presented and reviewed four options for paving to the Board. He stated that base repair is need on portions the lot regardless of what option the Board may be chose. Mr. Harman suggested that Public Works spot pave the parking lot, and cancel the parking lot paving project. Mr. Megonnell stated that there have been township roads in worse condition than the parking lot. He doesn't think money should be spent on paving the parking lot.

***Mr. Harman moved, seconded by Mr. Steinmeier that Public Works will spot pave the township building parking lot. The parking lot will be removed from the 2012 paving project bid and materials and supplies for the parking lot paving project will be paid from the Capital Reserve fund. Motion passed unanimously.***

**OTHER WORKSHOP ITEMS/INFORMATION: None**

**ADJOURNMENT: 7:05p**