

**WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS
7171 ALLENTOWN BOULEVARD, HARRISBURG, PA 17112
MONDAY, NOVEMBER 12, 2012**

WORKSHOP SESSION: 6:00 PM

CALL TO ORDER – 6:00 p.m.

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

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:

Mr. Megonnell brought up the suggestion of the Township imposing a hotel occupancy tax as a means to increase revenue. Ms. England stated that only the County can implement an occupancy tax.

Mrs. Zimmerman showed the Board a flyer she received from the Susquehanna Township EMS, Inc. offering their ambulance services to residents, this is the second request she has received. It was discussed that South Central EMS provides ambulance service to Township residents and that we should ask Susquehanna Township EMS to not solicit the Township. Chairman Klein suggested that Ms. England contact Susquehanna Township EMS and ask them to remove Township residents from their database.

Discussion – 2013 Budget, Part 4, Public Investment and Miscellaneous Fund Budgets- Ms. England provided a brief overview of Part 4 as well as a review of the 2013 fund budget summaries for the Board. She explained that the fire hydrant and streetlight funds are pass through accounts. It was the consensus of the Board to approve Part 4 of the 2013 budget.

Discussion – 2013 Budget, Part 1, Previous Year Actuals and Estimated 2012 Actuals- Ms. England provided a brief overview of Part 1. Actual revenue and expense trends were discussed. There was discussion regarding various line items which included: fire police expenses, solid waste charges, vehicle expenses, and fuel costs. Mr. Harman brought up the mold problem in the lower level of the Township building. Mrs. Zimmerman suggested that the Board tour the Township building to review its overall condition. Mr. Megonnell and Chairman Klein asked Ms. England to review some variance figures that are incorrect due to formula errors.

Discussion – 2013 Budget, Part 2, Revenue, Tax Levy, Fee Schedule- Ms. England reviewed the proposed revenue for 2013. She explained the County wide tax collection service is working well

and 2013 revenue will be increased due to better collection. Ms. England reviewed the line by line revenue as well as the proposed resolutions for real estate tax levy rates, street light assessment rates, and schedule of Township fees. The Board discussed the proposed resolutions. Resolution 2012-49 2013 Tax Levy and Resolution 2012-50, 2013 Fee Schedule will be placed on the November 19th meeting agenda for formal approval.

Discussion – 2013 Budget, Part 3, Compensation- Ms. England reviewed the proposed 2013 compensation which is a 2.93 COLA and step increase. Part time employees for park and recreation and public works were reviewed. There were several suggestions from Board members and discussion regarding various ideas for compensation. The Board's final agreement on compensation was for a 3% COLA and a ½ step increase. Ms. England will make the changes to the budget. Resolution 2012-48, will be placed on the November 19th meeting agenda for formal approval.

Discussion – 2013 Budget, Part 5, Expenses- Ms. England and the Board reviewed the proposed expenses for 2013. There was discussion regarding sending out RFP's for professional services. Chairman Klein asked for the amount the Township pays annually to HRG for professional services. Mrs. Zimmerman brought up adding funds to the budget for a vacuum cleaner for the Township office. It was the consensus of the Board to add this expense not to exceed \$200.00; Ms. England will make the change to the budget. Authorization to advertise the 2013 budget for public inspection will be placed on the November 19th meeting agenda for formal approval.

OTHER WORKSHOP ITEMS/INFORMATION: Ms. England presented the Board with the Gaming Application Questions for the Township presentation on November 15th. The grant applications are as follows: (1) SR 39/ Devonshire Heights Intersection (2) Fire Station Debt (3) SR 39/I-81, Exit 77 Debt (4) Rescue 36-1. The Board briefly reviewed the proposed questions. Mr. Brulo, Township Engineer, will address the SR 39/ Devonshire Heights Intersection project. Ms. England reviewed the fire station debt reduction principal and interest debt service schedule. She will compile information for Exit 77 application. Chairman Klein will speak on behalf of the Township for the first three grant applications. Fire Company representatives, Mr. Miller and Mr. Shatto, will present the Rescue 36-1 grant application.

Ms. England briefed the Board on the plumbing incident that occurred in the lower level office. The problem is being addressed.

ADJOURNMENT: 8:20 PM