

**WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS
7171 ALLENTOWN BOULEVARD, HARRISBURG, PA 17112
MONDAY, OCTOBER 6, 2014**

WORKSHOP SESSION

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

2015 Budget- Mr. Rosario began the workshop by reviewing Part 1, General Budget Information. He explained he reduced the information in this section from the 2014 budget. He briefly reviewed the implementation of the use of purchase orders. Mr. Rosario brought up the three roof projects that need to be completed at the recreation center. He asked for clarification if the jobs can be bid separately. Solicitor Yost commented that the jobs can't be split since it is one building. There was discussion regarding that bids over \$25,000 require Board approval, however the Board reserves the right to reject any and all bids with no explanations. Mr. Rosario stated that this is new verbiage added to the purchasing procedures. Solicitor Yost commented on the requirements for the purchase range of \$1,000 to \$24,999, he stated that the figure is beyond state regulations. He asked if this will hold up the purchase by having to wait for Board approval. Mr. Rosario explained that three quotes can be easily obtained and that he wants the Board to be included in all purchases. Census data, building and zoning permits activity and millage rates were briefly reviewed.

Mr. Rosario briefly reviewed Part 3, Compensation Plan for the Board. He explained that in past years the trend was a 1%-3% salary increase with PSATS information being taken into consideration. There was discussion regarding the information that PSATS provides for Townships to review. Mr. Rosario brought up the current part time employees pay rate and suggested that it remain at \$12 per hour, with the exception of Bill Sheriff who works at the Compost/E-Cycling center. He recommended that Mr. Sheriff's hourly wage be increased to \$12 per hour beginning in 2015. Part time employees will work approximately 1300 hours; full time employees will work over 1500 hours. Mr. Steinmeier commented that full time employees are eligible for the pension plan. He asked if part time employees work over 30 hours per week do they need to be added to the health insurance plan due to Obama Care. Solicitor Yost will follow up on Mr. Steinmeier's question. There was brief discussion regarding part time employees and seasonal part time employees (summer recreation camp counselors). Mr. Rosario is recommending a 2% salary increase for full time employees in 2015.

Mr. Rosario stated that the SEO's fees will not increase for 2015; he asked how the Board would like to proceed regarding the janitorial and window cleaning services. Mrs. Zimmerman said those

services are approved annually. She commented that cleaning supplies should be provided by the Township; currently the contractor is paying for all cleaning supplies. Mr. Rosario said he will add money to the budget to include cleaning supplies. Mr. Megonnell asked what is the difference is between the 2014 pay increases and the proposed 2015 increases. Mr. Rosario will email the information to the Board.

Mr. Rosario requested the Board's comments/changes to Part 1 & 3 on October 10th. The workshop on October 10th will cover Parts 2, 4, and 5.

Solicitor Yost reminded the Board if there is going to be discussion of individual employees it needs to be done in an Executive Session. Mr. Megonnell suggested an Executive Session follow the workshop on October 13th.

OTHER BUSINESS: None

ADJOURNMENT: 6:45 PM