

**WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS
7171 ALLENTOWN BOULEVARD, HARRISBURG, PA 17112
MONDAY, OCTOBER 13, 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

Revenue- Mr. Rosario informed the Board that he will provide a detailed line item budget for their review at a future workshop; he provided a summary sheet for review and discussion. All accounts were reviewed and Mr. Rosario explained the current revenue as of September 30th and his proposed expectations for the 2015 budget. He needs to meet with the Township accountant for clarification on some funds; he will update those accounts for the next workshop. Mr. Rosario explained to the Board that all developers that contribute FILO funds to the Township will establish separate sub accounts for their contribution. The policy will allow projects to be linked to the specific developer and will simplify in the tracking of how funds are spent. There was discussion regarding the Township fee schedule. All fees will remain the same for Building Codes and Zoning Permits. All Highway Occupancy and Road Opening Related permit fees will be set at \$50.00, with the exception of the following: (1) Emergency Permit Card remains at \$10.00 (2) Additional Above Ground Facilities permits will be \$5.00 (3) Crossing and subsurface crossing will remain at \$80.00. The Parks & Recreation Board will meet on October 15th, Mr. Rosario will ask them to review their fees and submit any changes for the rental of the recreation center and Township parks. The SEO fees will remain the same for 2015.

Public Improvement Projects- Mr. Rosario commented that he needs to meet with the Township accountant to see if certain projects can be classified as a project and paid from Capital Reserve. If so, the line item of Capital purchases will decrease in Administration, Public Works, and Parks & Recreation. Mr. Rosario will update the proposed projects for the next meeting.

Expenses- The Board suggested that the Solicitor expense line item be budgeted at \$40,000.00 for 2015. The case with TWL Realty is still in the court system and therefore will continue to incur costs; this figure also includes the cost for the Township Solicitor. Expenses for Administration will increase slightly due to the proposed installation of fluorescent bulbs and individual HVAC wall units in each office of the building. Mr. Rosario will confirm with the Township accountant to see if certain projects can be classified to be paid from Capital Reserve. The Codes Department is

requesting to purchase a scanner which would allow documents to be archived electronically, therefore eliminating the storage of the large amount of plans. The Zoning Department would split the cost of the scanner since they would scan plans as well. The Public Works Department would like to replace Truck #4 due to age and the number of repairs that were needed in the last year. Mr. Harman said that the plow for his truck has been added to the proposed budget. There was discussion about selling the spreader that was purchased last year, Mr. Harman will contact local Townships to see if they are interested. There was discussion that the Parks & Recreation Maintenance men will assist with plowing. There was discussion of the need for a part time employee to assist with flagging as needed. Mr. Rosario commented there are a number of storm sewer inlets that will need to be replaced/repared to remain compliant with the County's MS4 requirements. There was discussion regarding the budget for repairs of tools and machinery. Mr. Harman commented that you can't predict vehicle repairs and that the department is diligent in keeping up with day to day maintenance of the vehicles. The roof replacement project at the recreation center was discussed. Mr. Megonnell commented that the parking lot at Fairville Park needs to be seal coated due to the deterioration of the pavement. He also requested that the log cabin be replaced; the original cabin has deteriorated and is beyond repair. There was discussion that Fairville Park needs to have funds allocated to improve the quality of the park and its facilities. Mr. Steinmeier asked for clarification regarding the line item for employee benefits; he asked what benefits are covered. Mr. Rosario explained that long term disability, short term disability, long term care, life, medical, dental, vision, pension, and social security are covered under this line item.

There was discussion about the cost of the Maltese sign for the Fire Company and the dollar amount that the Board member liaisons to the Fire Company can authorize for purchases.

Mr. Steinmeier commented that the state is subsidizing 90% of the pension for the Township. The Township is only paying approximately \$6,000.00 per year for the pension.

Feedback on General Information and Compensation- There were no comments or suggestions to Sections 1 & 3 from the Board.

OTHER BUSINESS

Mr. Rosario informed the Board that the residents in Westford Crossing would like to have a small Halloween parade for the children of the neighborhood for 10-15 minutes prior to the start of trick or treat on October 30th. They are requesting that Regent Road be closed. He asked the Board for their feedback. Mrs. Zimmerman suggested that he contact Kyle Miller, Fire Police Captain, to request for fire police assistance.

Mr. Megonnell reminded everyone of the Dauphin County Planning Outreach seminar on November 6th. Mr. Megonnell, Mr. Steinmeier and, Mrs. Zimmerman will attend, he asked that Mr. Rosario handle the registration.

Mr. Megonnell asked Mr. Rosario if he has received a response from the resident at 305 South Oak Grove Road. Mr. Rosario commented that he has not received any response to the letters that he sent on behalf of the Township.

Mr. Megonnell brought up the issue of whose responsibility it is to assign mailing addresses in new developments. He suggested that since the fire company is the first responders that they should assign the addresses. Mr. Rosario commented that Zoning Officer has always assigned mailing addresses, however he will happily turn that responsibility over to them.

Mr. Rosario brought up the issue of closing the Township office on October 14th due to excessive fumes from the roof repair project. Chairman Klein commented that he does not like the Township building to be closed. He suggested that staff should have went to the recreation center and put a sign of the door directing residents to that location to conduct any business. Mr. Steinmeier commented that the Township has no laptops for staff to use if they are unable to work at the Township office.

Mrs. Zimmerman informed the Board that Marilyn Caldarelli is upset with the Water & Sewer Authority and Yingst Homes. Mrs. Caldarelli called the office and said she is going to attend the October 20th meeting. Mrs. Caldarelli said that there is language in the May 21, 2012 minutes that she thinks is unprofessional; she wants the minutes to be changed.

Mr. Megonnell asked when the Board voted on October 6th to close the Township office for Election Day if this is only for the upcoming November election or for all Election Days. Mrs. Zimmerman commented that the vote was only for the November election. She suggested the Board make a decision for the spring election after the November election to see if there are any changes to the precincts or locations. Mr. Rosario asked for clarification that this is a paid day off for the Township office staff; Mrs. Zimmerman confirmed that it is a paid day off for full time employees. The Public Works Department will be off on December 1st as a flex day.

Mr. Rosario reminded the Board that on October 24th there are three public meetings regarding the proposed traffic light at the intersection of Devonshire Heights Road and Route 39. The meetings will be held at the Recreation Center; meeting times are 10:00am, 2:00pm, and 7:00pm.

Mr. Rosario informed the Board that prior to the Planning Commission meeting on October 23rd there will be a Comprehensive Plan meeting at 5:30pm.

ADJOURNMENT: 7:50 PM