

**WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS
7171 ALLENTOWN BOULEVARD, HARRISBURG, PA 17112
MONDAY, NOVEMBER 9, 2015**

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-Absent

Adam Klein, Chairman
Don Steinmeier, Secretary-Treasurer

PUBLIC COMMENT: None

OLD TOPICS: None

NEW TOPICS

2016 Budget- Mr. Rosario stated that the proposed 2016 budget is balanced and that there will be no salary increases for staff. There will be no new part time staff hired for public works or parks and recreation. Mr. Rosario reviewed the cost to have Light-Heigel as the third party administrator for codes and property maintenance. He stated that it is more effective than hiring a full time codes administrator. Mr. Steinmeier brought up the proposed part time receptionist positions for the township office. He suggested that only one part time person be hired and work from 10:00am to 3:00pm. Mr. Megonnell asked if there are any road projects budgeted for 2016. Mr. Harman stated that there are no major road projects budgeted. He explained that small projects will be completed and will be paid with liquid fuels funding. Mr. Rosario reviewed small projects/purchases for parks and recreation and public works. Funds have been budgeted to purchase supplies for an emergency evacuation center. Mr. Megonnell suggested that grant opportunities be explored for additional funding. Funds have been budgeted to complete the retro reflectivity sign project which was PennDOT mandated. Mr. Megonnell asked how many more signs need to be upgraded. Mr. Harman commented that he thinks that 75% of the signs have been upgraded. Chairman Klein commented that he is pleased that there is a balanced budget, however he suggested that next year Mr. Rosario begin the budget process earlier in the year. Chairman Klein stated that he would like the compensation section of the budget return to salary “step” scale that had been used in prior years.

Mr. Steinmeier stated that earlier in the year that that board directed Mr. Rosario to run an employment ad for the codes administrator position. There was discussion regarding the position, level of experience, and requirements. Mr. Rosario explained that applicants that have a commercial certification can inspect both commercial and residential projects. Applicants that have residential certification can only inspect residential.

Linda Turns, 8000 Rabbit Lane- Ms. Turns asked for clarification regarding the expense of mowing/landscaping. She stated that the parks and recreation department pays for all mowing/landscaping in the township. She suggested that the fire company and township office should pay for the services provided at their locations.

There was discussion regarding the bid process and fees regarding the mowing contract for the township. Mr. Steinmeier said that in 2015 some bidders questioned the fees that were submitted by other bidders. Mr. Rosario explained that Mrs. Fesig handles the mowing bid process and procedures. Mr. Rosario stated that he budgeted \$5000.00 for the upkeep of the township office gardens.

Mr. Megonnell asked Mr. Rosario if he contacted Solicitor Yost regarding the fee regulations for Right-to-Know requests. Mr. Rosario said that he has not contacted Solicitor Yost but will do so this week.

Mr. Harman informed the board that the 2016 F-350 has been delivered; Truck #1 will be ready for sale in the next week. He said the information for the chassis for the 2016 CAT truck will be on the November 16th agenda for board review and approval.

Mr. Steinmeier asked if white lines will be painted on Devonshire Heights Road. Mr. Harman said that the lines will be painted tomorrow, weather permitting.

Chairman Klein asked who performed the yellow line painting in the township. Mr. Harman said that Alpha Space Controls was the contractor. Chairman Klein received a complaint regarding no cones posted and paint damage to a car. Mr. Harman said residents can contact Alpha Space Controls if their cars received paint damage.

Chairman Klein commented that he is glad to see that the state police are ticketing violators who fail to stop at the stop sign by Mt. Laurel Church on Piketown Road.

Mr. Steinmeier commented that the purchasing procedure graph figures on page 8 are incorrect. He suggested that Mr. Rosario contact PSATS for the correct figures.

Mr. Steinmeier stated that earlier in the year the board discussed budgeting funds for the West Hanover Citizens Helping Handing Group. He commented that no funds are in the budget. Mr. Rosario said there are no funds available to donate to the volunteer organization.

Chairman Klein asked the board to review the proposed budget this week and email any questions or suggestions to Mr. Rosario. The motion to authorize the 2016 budget with be on the November 16th meeting agenda.

OTHER BUSINESS: None

ADJOURNMENT: 7:05 PM