

West Hanover Township
7171 Allentown Blvd. Harrisburg, PA 17112
www.westhanover.com 717.652.4841

**Board of Supervisor Workshop Meeting Minutes
Monday, November 30, 2020**

Ms. Connors called the workshop to order at 5:30 pm.

Governor Mandates – Starting tomorrow, December 1, 2020, ALL buildings will be shut down to the public. Employees will still be working in the buildings. Mailboxes, drop boxes, etc. have already been placed outside. This will apply to the following departments: PW, parks, administrative.

Hopefully at the meeting on 12/07/20 the advertisement and preliminary budget can be approved. Budget numbers are year-to-date as of 09/30/20. October and November have not been entered into the accounting software. Exit 77 has had its last payment made and the remainder of the funds will cover the first fire truck payment, with approximately \$21k leftover. Also discussed was Light-Heigel and the possible change in how they provide services.

We discussed a new phone system; making it easier to talk to other departments. This would also be very helpful if we are working in an extended shut down / work from home. It gives you the ability to make a call using the app and it will show the township number to the recipient.

We discussed having some of the accounting that Diana Reed CPA currently does move to in house. We will talk more about this down the road.

Digitalization of all current and past Township records. There is money set aside in the budget, \$65k for scanning of documents onto a cloud based program that employees can access.

Professional cleaning of the Administration, Parks and Public Works buildings: We would like to add a professional cleaner for at least the common areas, perhaps once a month. Does not need expended because its in the budget.

Contribution to South Central. We had discontinued this practice, but Mr. Gossert had meeting with their director. It is easier for South Central to receive grant if we all participate.

Planning & Zoning trends are very much the same, with no changes forecasted.

EMA always in budget, never spend money on it.

SEO services are based on current development and the inspection program.

Solid waste line item, most goes to LP compost

PW biggest portion of budget. 1.1m looking at here – buying a new 10-wheel truck with Liquid Fuels in March. Mr. Gossert is asking for the plow, bed & spreader to be paid for with funds from the GF.

2020 sidewalks / storm sewers.... Reimbursements from MS4

Mr. Megonnell asked how much does Harold have left in the budget for overtime? Mr. Harman has \$14-15k for winter maintenance.

Mr. Steinmeier asked if Mr. Gossert has met with Mr. Harman regarding regular paving/ oil & chip, road plans? Mr. Gossert said there will be an infrastructure improvement plan, vehicle improvement plan.

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Parks & Recreation. Mr. Gossert met with Donnie Holmes. They discussed several items including FILO money – what they would like to do with that. Mr. Megonnell asked if they are looking at any new vehicles? Items they would like to get completed in 2021 include fitness equipment at Lenker Park (financed with FILO funds) and a parking lot / walking trail at Fairville Park.

Recreation programs are based on volume. They were significantly stunned this year because of COVID, but there weren't expenditures, so the purchases also reflected this.

Total insurances and employee benefits are easy numbers to budget from.

Looking at 2021 –

LST money is to be used for Fire/ EMS/ Traffic Signals/ Streets, etc. Presently we get about \$180k/year. Currently the fund is around \$900k. It never gets used. Mr. Gossert recommends a revenue line item in the budget and use it for those expenses.

2nd recommendation. Move about \$250k to the General Fund to pay off those pieces of equipment we are currently financing. We are not making interest in the bank and this still leaves you about \$600-650k in the account. Mr. Gossert asked for a consensus. Ms. Connors and Mrs. Zimmerman both support it.

Light-Heigel is asking for a decision Monday, December 7, 2020. Will we maintain how we are working with them / or if we want to hand it all over to them and then charge an administrative fee.

We have a solid revenue budget for 2021.

Professional services dropped a bit, as MS4 will be directly taking some of those expenses.

The meeting adjourned at 6:30 pm.