

**WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS
7171 ALLENTOWN BOULEVARD, HARRISBURG, PA 17112
TUESDAY, SEPTEMBER 11, 2017**

WORKSHOP SESSION

CALL TO ORDER – 6:00 p.m.

Vice Chair; Ms. Zimmerman called the workshop to order at 6:00 pm.

ROLL CALL

Harold Harman, Supervisor
Kyle Miller, Supervisor
Gloria Zimmerman, Vice Chairman

Adam Klein, Chairman - Absent
Don Steinmeier, Secretary-Treasurer

PUBLIC COMMENT: None

OLD TOPICS:

1. Speed Humps

Vice Chair: Zimmerman asked the Board about Speed Humps on Manor Drive?
What are we doing about them?

Supervisor's Harman and Miller strongly recommend we not pursue speed humps as a traffic control measure.

PSAB is not in favor of speed humps either. Supervisor's recommend State Police be informed of the issues at hand on Manor Drive and Old Jonestown Road. Township Manager will contact State Police.

2. Traffic signage

What can be done along Florence Drive to slow drivers down? Can we put up a sign "children at play" to notify drivers?

Township Road Master Mr. Harman said he can put a couple of signs along Florence Drive.

NEW TOPICS

1. Review a change in Zoning and Planning operational procedure:

Township Manager Mr. Rosario presented to the Board of Supervisors Sub-Division and Planning Commission procedure of submitting plans to Tri-County for formal review prior to Township Board of Supervisor approval to release accordingly. Ms. Hardman Zoning and Planning Administrator provided a memo dated September 11, 2017 which informs the Board of the process we should follow and recommends we follow our Ordinance accordingly

Board of Supervisors had no issue with this procedural change recommended by Ms. Hardman.

2. 2018 Proposed Budget – Part 1 (executive summary): The following round table items were discussed / reviewed:
- Budget presented before Board this evening is a balanced draft budget with \$70k on the table. Township Manager informed the Board the budget is not final because we are awaiting Commercial Insurance package, and we are in the process of getting cost to run public sewer into Park and & Recreation.
 - The budget does not have any salary increases for 2018 due to closeness of balanced budget.
 - Mr. Harman noted in public works budget line item # 43000.384 to remove 25k for new truck? Mr. Rosario informed Mr. Harman and the Board this amount was removed from this line item and is reflected in the surplus of our budget presented. The \$25K indicated in this line item is for the next payment of Public Works 2016 International truck purchased.
 - Mr. Harman noted typo in the comments page 19 of 26 for line item # 43000.130. Remove “2 full time”. Mr. Rosario noted this was a typo on his part. Correction will be made.
 - Mr. Harman questioned salary line item # 41400.130 found on page 18 of 26. Does this include Janet and Tara Salary? Mr. Rosario responded yes it does.
 - Mr. Harman also questioned if part time employee salary is included in line item #41400.130 found on page 19 of 26? Mr. Rosario responded yes two part time salaries are included.
 - Mr. Harman noted to move Peggy salary into Public Works Budget. Board agreed with Mr. Harman suggestion.
 - Mr. Steinmeier asked for a copy of overtime paid out be given to BOS for 2017. Mr. Rosario verified the Road Crew has spent \$18,737.91 to date. Township budget is \$30k.
 - Round table discussion was had to speak about PennDOT roads not being plowed open. Township has been doing the roads owned by State. Mr. Harman will reach out to State to inform them of the need to take care of their roads located within West Hanover Township respectfully.
 - Mr. Harman facilitated round table discussion of his plan to oil and chip roads to save them. These projects will be paid from highway aid funds.
 - Round table discussion was had to talk about street signs.
 - Mr. Harman suggested a fulltime receptionist. Round table discussion was had. Mr. Steinmeier recommended bring reception hours from 9 am to 3pm Monday to Friday. Mr. Rosario will review the costs associated with this recommendation and get back to the Board respectfully.
 - Mr. Harman voiced concern of Township getting involved on private property Stormwater projects. Round table discussion was had by Board. Mr. Rosario informed the board this project is an MS4 mandate and is an unfunded mandate.
 - Round table discussion was had on the Code Department. We did advertise in the patriot news & CAPCOG. Light Heigel will remain our Codes Department Staff. 2018 fee per hour will be \$60.00 per hour.
 - Round table discussion was had on the Zoning and Planning fee collect procedure (41400.315 & 41400.317change for 2018.
 - Park & Recreation round table discussion on line item # 45000.310, \$10k was placed in the budget for HRG assistance with projects for park and recreation.
 - Ms. Zimmerman questioned cleaning contract to be reinstated for P&R. add to budget line of Park and & Recreation
 - Park and Recreation line item 45400.384 round table discussion was had on rental of tents or canopies
 - Park and Recreation Lenker Park extension & Evacuation Center project round table discussion about \$80k under line item 45400.700

- Ms. Zimmerman inquired about P&R Fulltime Maintenance Man work hours with Don Holmes P&R Director. Mr. Rosario will follow-up with Mr. Holmes.
- Round table discussion was had on P&R lawn care.
- Mr. Steinmeier spoke about our long term care plan with the board. Round table discussion was had.
- Board requested Manager contact Janice Creason at the County to see if Township should handle extra compensation on duplicate taxes.
- Round table discussion on blight properties. Board wants staff to tighten the time frame for compliance. Mr. Rosario will speak with Marty

ADJOURNMENT: 7:35 PM