

WEST MANHEIM TOWNSHIP BOARD OF SUPERVISORS

WORK SESSION

Tuesday, September 17, 2013 - 7:00 p.m.

The Public Work Session was called to Order by Chairman Hartlaub at 7:00 p.m., followed by the Pledge to the Flag and Invocation.

ROLL CALL: Present were Supervisors Hartlaub, Woerner, Parr and Gobrecht. Supervisor Staaf was absent. Also present were Solicitor Linus Fenicle, Mike Knouse from C. S. Davidson, Inc. and Manager Kevin Null.

VISITORS: Visitors register attached.

APPROVAL OF AGENDA: The Agenda was approved, with the addition of the West Manheim Township Rec. Park Report, Item 9 (C) Engineers Report, and the discussion of the 2014 Budget Review as Item 9 (D), in a motion by Supervisor and seconded by Supervisor Parr. Motion carried.

APPROVAL OF MINUTES: The Minutes of the Regular Meeting of September 5, 2013 were approved as submitted, in a motion by Supervisor Woerner, seconded by Supervisor Gobrecht and carried.

West Manheim Township Rec. Park

Christine Gienski, Chair, West Manheim Twp Park and Recreation Board reviewed the Rec. Board report as submitted to the Board. Copies of the Park and Recreation Board report were distributed to Supervisors and Staff (copy in Township files). She said that per the Park and Rec Board Ordinance member Dave Kuhn's (Vice Chair) and her position expire in December. She asked if they would need to submit resumes to The Board of Supervisors for the December meeting to be considered for another term, or do they need to submit a letter of interest in reapplying? There is currently one vacant board position. She suggested they consider having an advertisement placed in the newspaper regarding the vacant positions.

Supervisor Woerner said he would recommend they both submit a letter of interest.

APPROVAL OF DISBURSEMENTS: The Disbursements from all Funds were approved, as listed, in a motion by Supervisor Staaf, seconded by Supervisor Woerner and carried.

CORRESPONDENCE:

A. "Thank You" from Guthrie Memorial Library

The Board received a "Thank-you" letter from the Guthrie Memorial Library for the \$6,000.00 donation from the Township for the Fair Share Contribution Request.

DISCUSSION ITEMS:

A. St. David's United Church of Christ, 1-Lot Final Plan

Gerry Funke, GHI, Engineers and Surveyors, was present on behalf of the owner. He said they are asking for approval of the Final Subdivision Plan.

**West Manheim Township Board of Supervisors
September 17, 2013 (Cont'd)**

Mike Knouse, C.S. Davidson said the applicant has completed all the requirements.

In a motion by Supervisor Gobrecht, and seconded by Supervisor Parr, the Board of Supervisors approved the Final Subdivision Plan. *The motion carried.*

B. Resolution 2013-11 to Adopt HIPAA (Health Insurance Portability and Accountability Act) Privacy Policy

Kevin Null, Township Manager said as part of the provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the requirements for transmitting certain health information, and to protect patient privacy the Township is adopting Resolution 2013-11.

In a motion by Supervisor Parr, and seconded by Supervisor Gobrecht and carried the Board voted by unanimous roll call vote to adopt Resolution 2013-11 for the HIPAA (Health Insurance Portability and Accountability Act) Privacy Policy.

C. Engineers Report

Mike Knouse presented a written report of C. S. Davidson, Inc. dated September 13, 2013. He reviewed the following action items from staff report:

A. ARLE Grant - Contract Change Order No. 1 – Shiloh Paving & Excavating, Inc. - Baltimore Pike/Fuhrman Mill Intersection Improvement:

He said as a follow up to his September 5, 2013 Engineer's Report, he received PennDOT's approval for coordination of the two existing traffic signals with the two proposed with the ARLE project. He has formalized the changes (as previously reviewed) into a formal change order for the Boards consideration. (Written copies were distributed to Supervisors and Staff (copy in Township files).

In a motion by Supervisor Gobrecht, seconded by Supervisor Parr and carried, the Board authorized Contract Change Order No. 1 - in the amount of \$17,738.75 for Shiloh Paving & Excavating, Inc.

D. 2014 Draft Budget Review

Kevin Null, Township Manager reviewed each line item of the handouts provided to the Board of Supervisors for the 2014 proposed draft budget.

Supervisor Woerner requested they look for any way to reduce the budget by 5%. He stated that we are in good financial condition and have come in under budget for the last 3 years and need to find a way to reduce the mil rate and burden on our residents.

In a motion by Supervisor Gobrecht, and seconded by Supervisor Parr and carried the Board approved the first draft report of the 2014 budget.

**West Manheim Township Board of Supervisors
September 17, 2013 (Cont'd)**

NEXT SCHEDULED MEETINGS: Supervisors Regular Meeting - Thursday, October 3, 2013 at 7:00 p.m. with Supervisors Caucus at 6:00 p.m. Work Session Meeting - Tuesday, October 15, 2013 at 7:00 p.m. with Supervisors Caucus at 6:00 p.m.

Supervisor Hartlaub asked if there were any visitors present that wished to address the Board.

Dave Barber, Kenlee Circle, Hanover, Pa. asked about the procedure for reappointment of the Park and Rec Board members and thanked Supervisor Woerner and the Board for looking to reduce the tax burden on the residents.

ADJOURNMENT: The Work Session Meeting was adjourned at 8:10 p.m. in a motion by Supervisor Parr, seconded by Supervisor Woerner and carried.

Respectfully submitted,

Laura Gately
Secretary