

Board of Supervisors' Special Budget Work Session – Tuesday, September 23, 2014

A special budget work session of the Board of Supervisors was conducted on Tuesday, September 23, 2014 commencing at 9:00 A.M. Chairwoman, Ms. Silvernail called the meeting to order. Present were Supervisors, Mr. Greenfield and Mr. Taylor, and Township Auditor, Mr. Drozd.

The moment of silence and Pledge of Allegiance were waived.

Mr. Drozd stated that the comparison of the 2014 General Fund budget versus the actual shows that the Earned Income Tax, Local Services Tax, property transfer tax, and Per Capita taxes were higher than budgeted for. The Liquid Fuels monies received were higher than projected by the State in the report sent to the Township in November 2013. Building permit fees are down, while Lafayette Square permit fees due at the time of permit issuance for additional units at \$1,332.00 per unit was not received. Additional police contributions received \$5,300. Lower legal fees as follows: lawsuit cost \$13,700 & settlement \$22,800, zoning related, \$1,700, reimbursable \$5,000, lower liens \$31,400 and higher legal fees in general \$7,500. Payroll costs lower due to not hiring part-time employee until recently \$28,600, lower capital 6,400 and lower insurance \$29,800, other administrative costs lower \$5,600. Maintenance costs are higher consisting of generator repairs \$5,600, replacement camera \$2,900, and lights for building \$515.00. Wages for the police and Police Chief are lower by \$29,200, and lower secretary wages by \$9,300, lower capital by \$13,100, lower gas \$2,800, and other costs lower \$3,800. Zoning Officer costs lower by \$4,700. As expected, costs for the Public Works Department are higher by \$11,700 due to additional snow removal material, snow removal wages, higher fuel costs, additional equipment purchases and new phones.

Mr. Drozd stated the Sewer Fund Revenue, as of August 31, 2014 has not changed since June, 2014 and is holding its own at \$38,318.00. There have been no West Caln connections to sewer system. Due to Pennsylvania American Water Company changing its' billing system, there is a timing issue in payment. The total sewer expenses paid as of August 31, 2014 are \$94,099.00.

While discussing the Capital Projects that were budgeted for 2015, it was decided that the non-color copier could be put off until 2016, and the computer for the business office could be tabled for the moment. Mr. Simmons will contact Vietri Electric for a price on a surge protector for the Township Building. Chief Ranck will let Mr. Drozd know what year he would like to budget for the Cody System, workstation, desk chairs, and cabinets. With regards to the Park Project corrections by HA Thompson, the swings and monkey bars at Sadsbury Park will be removed. Mr. Simmons will get a quote for a soft landing material for the swings at Bert Reel Park. Mr. Simmons will also get quotes for the next budget meeting for replacing the basketball court, poles and four benches. Regarding the Sadsbury Village Enhancement project, \$30,000 was spent this year and \$302,000 since the inception of the project, due in part to PennDOT's many changing restrictions on various items.

Mr. Greenfield asked Chief Ranck to do a comparison of traffic stops, fines, and use of ENRADD from last year. Chief Ranck stated that revenue is down because there is no one to do truck details since Officer Smith left the force.

Mr. Drozd stated that the unionized employees will be receiving a 3% wage increase per their contract. This includes the Public Works Department and the Police Department. The CPI for last month is 1.3%. Ms. Silvernail asked Mr. Drozd to calculate the administrative staff wage increase at 1.3% and also at 3% for the next budget meeting.

The Part-time person has been hired and the staffing levels are set for the next year, and Courtney Sarbaum, Township Treasurer, stated that since the Police Department does not need help, the administration office will use the part-time person to concentrate on sewer collection.

Mr. Greenfield asked the Chief to determine how much time officers spend on clerical work in the office and if they could benefit from a part time clerical person. Chief Ranck will discuss with Sergeant Imhoff on time spent on paperwork.

Mr. Simmons stated the Public Works Department was slightly undermanned the past winter for snow removal. Mr. Simmons would like to have a pool of part-time plow drivers to call on, subject to weather conditions, to cut down on over-time. This pool would only be used strictly for major events; these employees would not be permanent, but part-time temporary employees. Mr. Taylor will help Mr. Simmons coordinate what needs to be done to get the job done.

Mr. Drozd stated that on the Capital Budget 5 Year Budget there are items that need to be addressed by the Township Engineer, such as a major rehabilitation of the bridge over Buck Run. Mr. Simmons stated the bridge is still holding up and feels that overweight trucks are going over the bridge even though PennDOT has re-signed the bridge weight limit. It will be verified with the Township Engineer if there are any major road repairs that need to be allotted for. Mr. Simmons stated there are drainage issues on Skiles Road, but they can probably wait for next year. Mr. Simmons will have information at the next meeting concerning several options to handle road-side mowing, which needs to be done 2 times a year. Mr. Simmons said Township roads need stripping and this is normally contracted out. Mr. Drozd asked about security cameras in Bert Reel Park. It was determined that the cameras will be moved to 2016 to be discussed next year. Ms. Silvernail stated the Comprehensive Plan is finished. The work on the Open Space will be finished by the end of the year; it is suggested to budget for adoption in 2015. Ms. Silvernail also stated there will be no updates or studies done in the next year. Sadsbury Fire Company and Keystone Valley Fire Department funding will be paid on a quarterly basis.

The next budget meeting will be scheduled for Tuesday, October 28, 2014 at 9:00 a.m.

Chief Ranck reported that there are two officers who want to purchase long rifles through payroll deduction.

Ms. Silvernail made a motion, seconded by Mr. Taylor, to allow Officer Amber Smith, and Officer Rob Herzog each to purchase a long rifle through payroll deduction. Each officer will guarantee payment in the event they do not remain on staff at the Sadsbury Township Police Department. With there being no questions from the public, the Board voting "aye", the motion passed unanimously.

Ms. Silvernail stated that Berkheimer Tax Collectors has requested a Confidentiality Resolution naming a person or position that is authorized to request and/or receive information pertaining to taxes for the Township.

Ms. Silvernail made a motion, seconded by Mr. Greenfield, to appoint Courtney Sarbaum, Township Treasurer, as the person who is authorized to receive monthly reports for PCT & RET for the Township. With there being no questions from the public, the Board voting "aye", the motion passed unanimously.

Ms. Silvernail stated the Township has received a renewal maintenance agreement for Signal Service. Mr. Drozd reported that the Township approved a 3 year contract with Higgins until January 31, 2017. Ms. Silvernail stated that nothing should be done with the contract renewal from Signal Service.

Ms. Silvernail stated the CCATO Fall Convention at the Mendenhall Inn will be held on November 6, 2014.

Ms. Silvernail made a motion, seconded by Mr. Greenfield, to make a reservation for 6 dinners at the CCATO Fall Convention held at the Mendenhall Inn on November 6, 2014. With there being no questions from the public, the Board voting "aye", the motion passed unanimously.

Ms. Silvernail stated Kato Tech has asked the Township to sign a service agreement for insurance purposes. Ms. Sarbaum stated that without this document, our computers cannot be serviced.

Ms. Silvernail made a motion, seconded by Mr. Greenfield, to sign a service agreement for Kato Tech for insurances purposes. With there being no questions from the public, the Board voting "aye", the motion passed unanimously.

Ms. Silvernail stated a resident has requested to donate his time and services to remove hazard deadwood from the large swamp white oak in the Bert Reel Park. This resident is a Certified Arborist as well as a tree care Industry of America Certified Tree Care Safety Professional. The resident assures that all work will be done to current industry standard as outlined in American National Standards Institute pruning standards. He would like to do the work on Saturday as he is doing this on his free time. Ms. Silvernail stated to do this, the police or Public Works Department would have to cordon off the area and the resident would have to sign a hold harmless agreement. Mr. Taylor will e-mail the resident to get his plan.

With there being no further business, Ms. Silvernail made a motion, seconded by Mr. Greenfield, to adjourn the meeting. With there being no questions from the public, the Board voting "aye", the motion passed unanimously.

Respectfully Submitted,

Linda Shank
Secretary