

Board of Supervisors' Special Budget Work Session – Thursday, July 18, 2013

A special budget work session of the Board of Supervisors was conducted on Thursday, July 18, 2013 commencing at 9:00 AM. Chairwoman, Ms. Silvernail, called the meeting to order at 9:10 AM. Present were Supervisor Ms. Horan and the Township's accountant, Mr. Drozd.

The moment of silence and Pledge of Allegiance were waived.

Ms. Silvernail turned the meeting over to Mr. Drozd who stated that the purpose of this work session is to see where the Township stands year-to-date versus the approved budget and to discuss outstanding projects.

Mr. Drozd then highlighted several budgetary items from the Township's General Fund:

- Real Estate Tax Collection at June 30th at 77% for 2013 (vs. 89% at the same time last year)
- Police Department Fines and Forfeitures showing a substantial increase, evidencing the more efficient functioning of the Department
- Charges for services, including building permits and transfer taxes, have increased showing the economy is improving
- Developer contributions are up as well; \$4,300 of the increase represented by business contributions to the Police Department
- Actual expenses have been less than budgeted year-to-date
- Fire Department consolidation expenses have tracked as expected

Mr. Drozd commented that there were a couple of FEMA/PEMA projects for which extensions for completion were granted until September. If they are not completed, the monies will have to be returned. David Simmons, Road Crew Foreman, will speak with Dennis O'Neill at MacCombie Engineering and have an update for the Board of Supervisors at the August 6th Board of Supervisors Regular Monthly meeting.

Discussion turned to pending Capital Projects that were budgeted for 2013. Mr. Drozd will update the 5-Year Capital Projects List for distribution to each department. Respective lists should be reviewed and updated based on best available information prior to the next work session in September.

Mr. Drozd moved on to the Sewer Fund. Revenue at June 30, 2013 is down by \$117K over prior years. Receivable are at \$163K. An updated lien list for all of the Township's outstanding receivables will be requested from Lamb, McErlane and provided to the Board and to Mr. Drozd.

Expenses in the Sewer Fund track to the budget with the exception of the Amtrak Right-of-Way issue.

The expansion of the pump station and the flow meter/pit at Stottsville will need to be discussed with Jamie MacCombie.

The Act 537 Plan may be a carryover to next year as there are a couple of pending issues, including establishment of the western sewer district.

The Village Enhancement project is moving forward and is captured in next year's budget with the expectation that related expenses will be covered by state and federal funds.

Ms. Silvernail advised that this is a contract year for the Police Department and that she met with the union on Tuesday, July 16, 2013. The Board will review the union's proposal and prepare a counter offer.

The Road Foreman presented the Board with two (2) estimates for tree work on Greenbelt Drive. Brandon's Tree Service was the lower of the two (2) figures. Ms. Silvernail and Mr. Simmons agreed to meet to have a look at the trees in question and mark the trees that need to be removed. Ms. Silvernail made a motion, seconded by Ms. Horan to accept the quote by Brandon's Tree Service with a cost not to exceed \$3,500.

Prior to the next budget meeting, each department needs to outline their budgetary needs for the coming year and include a short explanation as to why each is needed. The Township Engineer, Jamie MacCombie, should review the needs for the sewer budget and provide same list for potential sewer projects.

Other agenda items that were discussed included a list of items from H.A. Thomson from the recent liability audit. The Board was provided with the list and will review. Mr. Drozd advised that he will need to have estimates for budget planning purposes for any substantial/large items or projects.

The Board was also provided with a proposal from Code Inspections, the Township's current building inspection provider, to perform Zoning Services. Both functions used to be handled by Building Codes Inspector, but were separated at some point in the past. Code Inspections proposal would reduce the per hour cost of Zoning by more than 30%. The Board will review the proposal as a part of this year's budget process.

The final item for discussion was an old Park and Recreation bank account that consisted of monies raised by the Park Committee through donations. This matter will be looked into by Ms. Horan.

With there being no residents in attendance, there were no comments from the public. Ms. Silvernail made a motion, seconded by Ms. Horan, to adjourn the meeting at 10:55 AM.

Respectfully Submitted,

Courtney Sarbaum
Assistant Secretary