

Board of Supervisors Budget Meeting, Wednesday August 12, 2015

A budget meeting of the Board of Supervisors was conducted on Wednesday, August 12, 2015 commencing at 9:00 a.m. Chairwoman, Mrs. Silvernail called the meeting to order. Present were Supervisors, Mr. Greenfield, and Mr. Taylor and Township Accountant, Joe Drozd, and members of the community.

Mr. Drozd stated that items from General Fund, Act 209, and Liquid Fuel comparisons of 2015 budget versus actual as of June 30, 2015 contain property taxes at 93% collected, lower than budgeted building fees, less developer contributions, lower costs for audit fees and bookkeeping fees, lower legal fees, lower payroll costs, lower insurance costs, including workers comp, high costs for reimbursable expenses, higher costs for special projects that relate to the Sadsbury Village Enhancement & Route 30 study. Zoning costs are higher. The general expense budget for first 6 months was lower than budgeted, also with lower MS-4 Study costs. The Act 537 Planning budget for first 6 months is \$16,250 and the actual expense was \$26,187 with the annual budget being \$32,500. Maintenance and supplies and electric service is lower than budgeted for the first 6 months. For the first six months, patrolman salary, roadway work wages, roadway work materials, and snow removal wages/materials were less than budgeted. The building inspector costs and the storm sewers and drains expense was higher than budgeted for. Some items in the Capital Projects for 2015 were completed or purchased. The non-color copier was purchased, the portable breath tester was purchased through a grant, the code recodification and the line stripping projects are open. The drainage repair on Wick Drive and the drainage problem on Stovepipe Hill Road have been completed.

Mr. Simmons, the Public Works Foreman stated that he received a quote from Stephenson Equipment for a weekly rental of a road side mower for \$2,100.00 plus hauling charges. Mr. Simmons stated Compass Road and Old Mill Road should be mowed at least once. Mr. Taylor stated that for safety reasons, roadside mowing should be done.

Ms. Silvernail made a motion, seconded by Mr. Taylor to permit the rental of a roadside mower from Stephenson Equipment, Inc. at a cost of \$2,100.00 plus delivery charge disclosed up-front and not to exceed \$2,700.00. With there being no questions from the public, the Board voting "aye", the motion passed.

Mr. Taylor stated that Keystone Valley Fire Company has a used snow blower that they would like to sell for \$600.00. He feels it would be something the Township could use at an affordable cost.

Mr. Taylor made a motion, seconded by Mr. Greenfield, to purchase a used snow blower from Keystone Valley Fire Department for \$600.00. With there being no questions from the public, the Board voting "aye", the motion passed unanimously.

Mr. Simmons stated he received a quote from Superior Play Systems for \$27,736.89 to install 5,000 12"x12" Bounce Back Inc. Traction Tile and equipment. Mr. Simmons stated the tiles are a superior surface compared with asphalt because he has looked at courts in other parks, and all of them have cracked and have not worn well over the years.

Ms. Silvernail stated the Park and Rec received money from Greg Vietri for fee in lieu of. Ms. Silvernail suggested to hold off for a couple months to pay for renovations to the basketball court.

Mr. Simmons stated his hope is to next year install benches and this will keep cars off the surface of the basketball court. Ms. Silvernail instructed Mr. Simmons to put this in his budget for next year.

Mr. Taylor stated when looking at Skiles Road, the water run-off is coming from Beacon Light Road. It looks like old drain pipes cannot deal with all the water and this will have to be factored in to fix it correctly.

Ms. Silvernail wants to coordinate a meeting with Dennis O'Neil from Mr. MacCombie's office and a member of the Board to look at Skiles Road and get quotes. It needs to be fixed correctly.

Mr. Drozd stated the money is in the Liquid Fuels Account to do the repairs to Skiles this year.

Ms. Silvernail would like it put on the September Board of Supervisors Meeting Agenda to begin the repairs in October.

Mr. Jarad Dalmas from The Keystone Valley Fire Department presented their projected operating budget for the year 2016. Projecting to replace the 21 year old rescue truck at a cost of \$450,000 to \$480,000, they will be applying for a Fireman's grant for this project. The commercial boiler at Pomeroy station needs to be replaced at a cost of \$17,000. The finances are stable for this year with a surplus of \$44,000 with some additional expenses to come from the surplus.

Todd Bowers met with our web master, Gail Pietrzyk who suggested the Township install SiteLock Website security. It provides additional security against malware attacks that threaten to compromise the website. She is recommending this for all her sites as the increase in threats has risen dramatically in the last six months and expect more in the future.

Ms. Silvernail made a motion, seconded by Mr. Taylor, to install SiteLock Website security for \$89.99 yearly per Ms. Pietrzyk's recommendation. With there being no questions from the public, the Board voting "aye", the motion passed unanimously.

Ms. Silvernail stated the server room was supposed to have a ventilation system installed. Where the server is now is more of a utility room with water, electric, and the water heater. Mr. Bowers stated the server should be taken out of the utility room and put in a more secure area such as the copy room. Mr. Bowers stated he also has an estimate from Amazon for 2 Tripp Lite Smart 1500VA/900W battery back-up towers for the server at a cost of \$330.86. Mr. Drozd stated that the speed on our computers is not what it should be.

Ms. Silvernail made a motion, seconded by Mr. Greenfield, to purchase 2 TrippLite Smart 1500VA/900W battery back-up towers for the server at a cost of \$330.86 from Amazon.com. With there being no questions from the public, the Board voting "aye", the motion passed unanimously.

Ms. Silvernail made a motion, seconded by Mr. Greenfield, to purchase 5 surge protectors from Amazon for a total of \$324.75 to protect the phone/internet, MDC, police office, and camera system. With there being no questions from the public, the Board voting "aye", the motion passed unanimously.

Mr. Bowers stated the security camera in the hall way has gone bad. The Gilbertson Group can replace the camera for a cost of \$279.00 including labor.

Ms. Silvernail made a motion, seconded by Mr. Taylor, to purchase a HD262 Honeywell IR D/N color mini dome from the Gilbertson Group at a cost of \$279.00 including labor. With there being no questions from the public, the Board voting "aye", the motion passed unanimously.

Ms. Silvernail stated the security camera system should be moved to the police department due to security reasons. Mr. Bowers obtained a quote from the Gilbertson Group to move the system out of the Treasurer's office and into the Police office and replace the failing recorder to update the system to view on Township computers for a cost of around \$2,200.00. Mr. Drozd stated that if the Township is not purchasing a new server, the money to do this is available.

Ms. Silvernail made a motion, seconded by Mr. Taylor, to move the security system out of the Treasurer's office into the police office and replace the failing recorder to update the system to view on Township computers for a cost of \$2,200.00. With there being no questions from the public, the Board voting "aye", the motion passed unanimously.

Mr. Simmons stated it is time to renew the maintenance agreement for the generators with Modern Group. One agreement is for the Township Building for \$1,295.00 for 1 major and 3 minor inspections per year. The other agreement is for the pump station for \$1,500.00 for 2 major and 2 minor inspections per year.

Ms. Silvernail made a motion, seconded by Mr. Taylor, to renew the maintenance agreement with Modern Group for \$1,295.00 for 1 major and 3 minor inspections per year on the Township Building and for \$1,500.00 for 2 major and 2 minor inspections per year on the pump station. With there being no questions from the public, the Board voting "aye", the motion passed unanimously.

Mr. Simmons stated the current trailer the Township owns is unsafe for the uses they need it to perform. Mr. Simmons received a quote from Burkholder Mfg. Inc. for an aluminum Tandem Axle Skidsteer Trailer – 80" wide by 18" Long for \$8,275.00. Mr. Drozd reported that if you combine the snow blower with the street sweeper, the money is technically there.

Ms. Silvernail made a motion, seconded by Mr. Taylor, to purchase under State Contract Pricing from Burkholder Mfg. Inc. an aluminum Tandam Axle Skidsteer Trailer 80" wide x 18" long at a cost of \$8,275.00. With there being no questions from the public, the Board voting "aye", the motion passed unanimously.

Ms. Silvernail stated to put on the agenda for the September Board of Supervisors meeting to place the old trailer out to bid.

Mr. Bowers also stated another quote from Stephenson Equipment, Inc. factors in \$19,000 for a 96" sweepster backhoe mounted pickup broom with a \$500.00 installation fee. Mr. Drozd suggested that Mr. Bowers get an estimated total cost for next year's budget.

Mr. Simmons stated the auger needs to go in the shop for repairs and he doesn't know the cost. His guess would be around \$300.00 to \$600.00. The 1988 truck is in for inspection and needs parts.

Ms. Silvernail made a motion, seconded by Mr. Greenfield, to have the Auger and motor repaired not to exceed \$2,000.00. With there being no questions from the public, the Board voting "aye", the motion passed unanimously.

Mr. Simmons stated the 2009 Ford Truck lost its plow and a replacement was reimbursed with insurance. Currently there is no plow for that truck. Mr. Simmons also stated that the 2009 truck is in much worse shape than the 2006 truck. Mr. Simmons stated they need chains for the backhoe to cost around \$1,000. Ms. Silvernail directed Mr. Simmons to get quotes for the next meeting.

Mr. Drozd stated there are better collections in Sewer and the staff has caught up with the billings to co-inside with the billings from Pennsylvania American. There are more credit card fees.

Ms. Silvernail stated the prepayment penalty on the Sewer Bond was a deal killer in selling the sewer system.

Sergeant Imhoff received information from Mark Meshurle that the computers are backed up to an I Drive Account to a Government Agency that will keep the back-up for 30 days.

The Township server was replaced last year. The slowness is a switch problem and the switch should be replaced. It is highly recommended that the access point for the wireless be moved.

Ms. Silvernail made a motion, seconded by Mr. Greenfield, to replace 100 megabyte switch to a gig switch at a cost of \$400.00 and also replace the access point for the wireless at a cost of \$100.00. With there being no questions from the public, the Board voting, "aye", the motion passed unanimously.

Mr. Drozd stated that at the next budget meeting, he wants both departments to tell what their 5 year needs are and estimate price for each. The next meeting is not to look at numbers, but what should be budgeted for.

Sergeant Imhoff stated the 2004 Durango needs to be taken out of service and the department needs to order a new car. Should a new vehicle be ordered now and budget for next year? They are looking at a Ford Utility at approximately \$29,000 or a Chevy Tahoe at approximately \$55,000. There would be an additional cost of \$1,600 to outfit the car. Ms. Silvernail stated this needs to be looked into and to know what the continuing needs will be.

Mr. Drozd stated there is \$20,300 budgeted for fire contribution to Sadsburyville Fire Company. Ms. Silvernail stated that at some point the Township will get where it can't afford two fire companies. It is budgeted for this year. At this time, Keystone Valley covers 20% of the Township and the Township will pay \$38,700 for 2016. If Keystone Valley would take over the entire Township, the contribution to Sadsburyville Fire Company would have to be re-evaluated.

Mr. Drozd stated the state was going to take the Park & Recreation bank account due to no activity. That money was taken and put in the Township General Fund Account and the accounting records show it as a contribution. Mr. Simmons suggested that money could be used to asphalt the walking trail at the park.

Mr. Drozd is also working with escrow accounts. Ms. Silvernail suggested to set up a meeting with the bank to know what the procedures are. There are about 15 escrow accounts that we need to decide to hold, keep, or give back.

DVHC Trust needs to know by September 1, 2015 if there will be any changes to the current coverage for health care. There will be no changes.

Mr. Drozd stated an E-mail came today asking for a response to the Affordable Health Care Act. Will ask DVHC to handle this.

Mr. Drozd stated there are bills due before the next Township Board Meeting and if they are held to the Board meeting, there will be late fees involved. Ms. Silvernail stated to pay the bills before the late fee penalty and they will be totaled among the invoices approved at the next Board meeting.

Mr. Taylor asked Mr. Drozd if direct deposit is such a problem and with the pay schedule as it is now, people have to estimate their time. Mr. Drozd stated there is a cost involved in direct deposit but he will look into it.

Ms. Silvernail stated at the next budget meeting we will discuss further about direct deposit and the pay schedule.

Ms. Silvernail stated there are some records at the Township office that are over 10 years old. Ms. Silvernail will check with Vince Pompo what can be destroyed.

Mr. Taylor stated the Township could look into sponsoring a shredder event.

Ms. Silvernail stated the Township received a letter dated August 4, 2015 from the Attorney representing a client in the Township stated a water leak in the basement of the property resulting in a second quarter sewer billing of \$2,290.50. The letter is asking for relief of the sewer bill. Ms. Silvernail stated that the Township has already paid Pennsylvania American for the treatment of waste for the second quarter and would recommend that no credit be given.

Ms. Silvernail made a motion, seconded by Mr. Taylor, not to give a credit for the leak in the basement of a Township residence, since the Township has paid Pennsylvania American for the usage of the second quarter and according to the past actions of the Board of Supervisors. With there being no questions from the public, the Board voting, "aye", the motion passed unanimously.

Ms. Silvernail said a letter should be drafted to the attorney handling this for his client.

The date for the next budget meeting is September 22, 2015 at 9:00 a.m.

Ms. Silvernail reminded all departments to have their preliminary budget items ready for the next meeting.

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