

MINUTES
FINANCE COMMITTEE
OCTOBER 31, 2016

The Penn Township Finance Committee met on Monday, October 31, 2016 at 7:00 P.M. Present were Chairman Brown and Commissioners Felix, Heilman, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Township Engineer Bortner, Police Chief Laughlin, Fire Chief Cromer, WWTP Superintendent Mahone, and Township Secretary Hallett. The committee convened for the sole purpose of discussing and reviewing the 2017 operating budget.

Chairman Brown explained the purpose of this evening's meeting is to review the budget, there will be no budget adopted at this time. Manager Rodgers began discussion by pointing out changes to the budget since the Commissioners last reviewed it. She is projecting \$114,000 more in revenue than the previous draft. She said the department heads did what they were asked and prepared their budgets with only required operating expenses and no additional wish list items. The budget is currently showing an additional engineering employee to fill the MS4 Coordinator position. There is also an additional employee in the recycling budget. The increase in the recycling workload warrants this position. Commissioner Heilman asked Manger Rodgers to prepare a breakdown of salary and benefits for a fulltime employee versus a part-time employee. There was discussion about the MS4 Coordinator position compared to contracting with an engineering firm. The position will remain in the budget for the time being.

Police Chief Laughlin reviewed the proposed police budget. Chief Laughlin explained the areas of the police budget showing an increase over the 2016 budget, including general expense which reflects the reimbursement to South Western School District for the crossing guards. There is a \$500 increase for minor equipment in order to purchase a new black and white laser printer. The police protection and police headquarters show a minimal increase in 2017, primarily from health insurance and contractual salary increases.

Commissioner Felix discussed problems with the police radios making contact with Adams County. We offer mutual aid in Adams County and will need the ability to communicate with them. The cost of enhancing the radios will be \$500 apiece and will need to be done on a total of nine radios. This expense is not in the budget at this time and no one knows for certain when the enhancements will need to be made, it could be in 2017 or it could be later.

Commissioner Felix discussed the possibility of purchasing in-car dash cameras in 2017. This expense is not included in the proposed budget and would cost around \$50,000. He believes more and more departments are going with these cameras for the protection of their police officers. He asked the Committee for permission to have the Public Safety Committee investigate this and use money from the 2014 Construction Fund to pay for it if they determine the cameras are a good idea. Commissioner Brown asked that they also research body cameras. There was discussion about the two different types of cameras. The Public Safety Committee will investigate both types of cameras and a presentation will be made. If the Public Safety Committee decides to move forward with purchasing cameras they will be paid for out of the 2014 Construction Fund.

Fire Chief Cromer reviewed the proposed fire budget. He pointed out several areas of increase having to do with expenses related to the Penn Township Volunteer Emergency Services. He said gas prices have been down so he lowered the budgeted amount for this in 2017. \$800 more is budgeted for physicals and immunizations in 2017 because several of the firefighters need physicals for their CDL's. Chief Cromer went over the major equipment to be purchased in 2017. Gear to outfit one firefighter (\$2,000), Misc. equipment (\$2,500), fire hydrant replacement (\$4,500), hose (\$5,000), mower and trimmer for the PTVES building (\$3,500), and mattresses (\$3,600).

Jeff Waltman reviewed the proposed budget for Emergency Management. He is asking for three portable computers (\$4,441) and he'd like to set up an emergency operation center (\$5,000). He would need three phone lines, a fax machine, copier and wi-fi access for the operation center.

Engineer Bortner reviewed the proposed engineering budget. The budget reflects one additional employee to fill the MS4 Coordinator position.

Engineer Bortner reviewed the proposed public works budget. There are no proposed changes in staffing for the public works department. Gasoline expenditures are lower than 2016 to reflect the lower fuel prices. General expenses were increased to comply with DEP regulations concerning street sweeping. Storm sewer projects for 2017 include the gabion basket project on Bowman Road (\$50,000) and maintenance of Township owned stormwater management ponds (\$50,000).

Engineer Bortner reviewed the proposed highway aid budget which is currently balanced. He said the state's contribution to highway aid has been increasing over the past several years and we haven't used all of the funds, so there is a large cash carryover. Money was added to the budget for installing additional street lights (\$65,401). We will need to get Penn DOT approval to pay for the street lights out of highway aid. If all of the proposed projects are paid from highway aid the cash carryover next year will be around \$100,000. The proposed projects are Little Bridge storm sewer replacement (\$50,000) and Flickinger Road culvert replacement (\$175,000). There is \$495,000 budgeted for rebuilding projects, including Center Street, Little Knoll development and South Hills development. Commissioner Klunk suggested the Center Street project be paid out of the Public Works Improvement fund and the Committee agreed. The Committee recommended Engineer Bortner move forward with getting his proposed projects approved through Penn DOT so they can be paid from Highway Aid.

WWTP Superintendent Mahone reviewed the proposed solid waste collection and disposal budget. The budget reflects a fulltime recycling center employee instead of the current part-time employee. The majority of the increase in expense for this position will be in insurance. There is a decrease in refuse collection expense based on the projected sale of two hundred thirty thousand bags. There is an increase in refuse disposal based on a projected three thousand four hundred fifty tons of trash being collected. This also includes a \$3 per ton increase from the York County Solid Waste Authority. We have a two year supply of bags on hand so there will be no expense for purchasing bags in 2017.

WWTP Superintendent Mahone reviewed the proposed sewer budget, which is currently balanced. There is a \$1,055,000 transfer from the sewer capital reserve fund budgeted for projects. The proposed project is the installation of the Barnhart Drive sewer line to the waste water treatment plant that will eliminate the Industrial Park pumping station. This is currently in design and may not get to the installation stage in 2017. The sewer budget also shows \$95,000 for the design of a UV disinfection system, \$23,000 for a new lawn mower with snow blower attachment and \$8,600 for a lateral push camera.

Manager Rodgers reviewed the proposed general fund budget. The budget shows no tax increase at this time. Manager Rodgers began by going over the revenue. She pointed out that we continue to receive reassessments and revenue may decrease. The sewer transfer was eliminated this year because it's not justified in the budget. The total projected receipts are \$10,378,806 which is slightly down from 2016. Projected cash on hand is \$1,350,000.

Manager Rodgers reviewed the proposed general fund expenditures. There was discussion about travel and training. There was discussion about the tax collector's wages. The maximum amount we can pay her is \$10,000 and we've added \$3,000 for her to collect the Local Service Tax. Manager Rodgers offered an alternative option of paying the York Adams Tax Bureau to collect the Local Service Tax for us. The Committee asked Manager Rodgers to get a quote from York Adams Tax Bureau.

There is one proposed zoning project; the ordinance update (\$30,000). Manager Rodgers said this could be paid out of the 2014 Construction Fund and the Committee instructed her to do so and remove it from the budget.

There are two proposed recreation projects; master plan for the parks (\$30,000) and nature trail (\$50,000). The nature trail was discussed. Manager Rodgers said someone could quiet title the property at this point because it was never maintained by the Township.

The Committee discussed the Hanover Library contribution. The amount budgeted is the requested \$119,116 and the Committee instructed Manager Rodgers to lower it to \$70,000. This is a \$5,000 increase over the 2016 contribution.

There will be another Finance Committee meeting to discuss the budget on November 17, 2016 at 7:00 P.M.

The meeting was adjourned at 9:30 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary