

EAST FALLOWFIELD TOWNSHIP
BUDGET MEETING
August 9, 2016 Approved minutes
5:30 PM

Members Present

Steve Herzog, Chairman
Ed Porter, Vice Chairman
Wilson Lambert, Member

Township Staff Present

Lisa Valaitis, Township Secretary
Pani Martin, Township Treasurer

Township Solicitor

Mike Crotty

1. Call to order, moment of silence, and pledge of allegiance.

Chairman Steve Herzog called the meeting to order at 5:30 pm.

2. Discussion

2017 Budget Overview: Pani Martin discussed high level overview updates to the 2017 budget including the following:

Pani Martin reported the Vehicle Code Violations Account (1331.10) is down \$1,500 per this year's trend.

Pani Martin stated that the Legal Service Other Account (1404.20) was initially budgeted at \$7,000 for police negotiations. Pani Martin stated the Board is hoping police negotiations will happen this year rather than next year. She asked the Board if she should leave some money budgeted for next year in this section for ongoing union issues and questions. Steve Herzog instructed Pani Martin to keep the budgeted amount the same because there is no guarantee that police negotiations will be completed this year.

Pani Martin asked the Board if they would like a separate line item added in the budget for Conditional Use / Zoning Hearing Board Legal Fees. Ms. Martin state that legal fees under Conditional Use and the Zoning Hearing Board are not recoupable expenses. The Board discussed building it in to the cost. The Board discussed putting this line item in as a cushion.

Pani Martin informed the Board that the Township will have to adopt a new floodplain ordinance this year or next year. She stated she isn't sure if the legal fees will be incurred this year or next year. Pani Martin asked the Board which year and what category to budget these legal fees. Pani Martin will ask Mike Crotty to provide an estimated legal cost for the floodplain ordinance.

Pani Martin stated she looked into what she had planned out for the remainder of the year under the Office Supplies Account (1406.30). Ms. Martin estimated office supplies for the remainder of the year to be \$2,000. She stated the budgeted lap top purchase is under the Office Supplies Account Pani Martin stated she is planning to purchase the laptop this year. The laptop is for Lisa Valaitis to take notes during meetings. She said there should still be some money left in the budget that could be used for a new sound system. Ms. Martin stated that residents at meetings have actively complained about their ability to hear. The Board discussed the option of purchasing a new sound system. Steve Herzog stated residents' main concern is hearing the Treasurer's report. The Board decided to have Pani Martin use the microphone to present the Treasurer's report.

Pani Martin asked the Board for direction on the Document Digitization Account (1406.31). She asked if the Board is going to earmark \$30,000 and move it to Capital Projects because the Board decided to hold off on the document scanning project until going through the record retention process. As a result, the document scanning project could be pushed to next year. There was a discussion on potential ways to go through the current records and the record retention process. Pani Martin briefly discussed the Record Retention Manual. They also discussed what documents need to be kept permanently. There was a discussion about possibly hiring a part-time employee to help

with the record retention project. Tag Gathercole spoke about the area in the Township building where the old documents are stored. Pani Martin stated the goal of the project is to get documents scanned and stored either on cloud storage or a local drive.

Pani Martin stated that the Township Newsletter Account (1406.37) was reduced by \$150 because postage was estimated to be \$900.

Pani Martin reported that the DSL / FiOS Internet Service Account (1407.10) was dropped to \$1,000 per Board request.

Pani Martin said in the Police Vehicle Repair & Maintenance Account (1412.05), she added \$3,000 based on trending. She stated she did not consult Chief Porter on this yet. She said unless Chief Porter requests a new vehicle next year, it will have been four years since the police purchased a new vehicle. The cost of vehicle repair and maintenance has been increasing as a result of not purchasing a new vehicle. Pani Martin said in January she started a spreadsheet that tracks every vehicle part and maintenance repair. The spreadsheet will be able to show which vehicles are costing the Township the most. The Road Crew's repair labor hours are not included.

Pani Martin reported she increased the Shop Supplies / Office Account (1431.01) by \$500 to be more in line with the trend.

Pani Martin stated she decreased the General Roads account (1434.00) by \$4,000 to rebalance the budget. This was done to make up for all the aforementioned increases and decreases. Ms. Martin said the General Roads Account was an account that was created for road related expenses that don't fit into the Liquid Fuels budget.

Department Head Salaries Discussion: Ed Porter commented that on the description of the Treasurer – Salary and Wages Account (1401.10), the words "Office Manager" should be added. Ed Porter stated that is Pani Martin's official title and she is a department head. He said when he looks at the department head increases, Pani Martin's position is less than a 1% salary increase between the years 2014-2017. The Road Foreman Salary and Wages Account increased 1.27% between the years 2014-2017. The Police Chief's salary increased 9.31% between the years 2014-2017. There is a huge increase for one department head's salary versus the other two department heads. Steve Herzog commented that Tag Gathercole did not get a raise for two years due to being under union contract negotiations. Steve Herzog also stated there was a personnel change in the Treasurer / Office Manager Position. There was a discussion about raises. Steve Herzog stated they have been doing 3% raises across the Board. The Board approved the addition of "Office Manager" to Account 1401.10 Treasurer – Salary and Wages.

Mike Crotty, Township Solicitor, arrived at 6:00 pm.

Mortonville Road Discussion: Pani Martin reported that she recently posted on Facebook regarding Strasburg Road closing in West Bradford Township. There have been 19,000 views to the post. Ms. Martin reported that many comments on the post are regarding the Township's plans to fix Mortonville Road. She reported she fielded some Facebook comments based on recent Board of Supervisor meeting discussions about Mortonville Road. Ms. Martin asked if the Board is leaning towards reopening the road one way without fixing it. Or would the Board like to increase the tax millage between 1 – 1.5 mill to cover the \$400,000 - \$500,000 needed in matching funds for a grant and engineering fees to fix Mortonville Road for good? The Board discussed the various options for handling Mortonville Road. Ed Porter asked Tag Gathercole what his thoughts were on reopening Mortonville Road one way. Tag Gathercole stated opening Mortonville Road one way would help residents deal with the Strasburg Road closure in West Bradford Township. Tag Gathercole stated he thinks Mortonville Road would be okay being opened one way. Mr. Gathercole stated the cracks haven't gotten worse. He said there is about 30 – 40 feet that would have to be one way. Ed Porter discussed some of the problems with Mortonville Road. He said he'd be in favor of opening the road one way if it can be confirmed the road would be safe. Mr. Porter also discussed stopping the erosion at the stream level and inlets to slow down the damage to the road. Tag Gathercole discussed clearing out the clogged inlets. Ed Porter discussed possibly using a wire netting or mesh to keep the leaves out of the inlets/drains. Steve Herzog stated the first step is to open one lane. Then we need to determine how to fix the road. Steve Herzog suggested repairing it in stages. The Board discussed the option of increasing the tax for just one year to raise money to cover the cost of repairing the road and reducing the tax the following year.

Pani Martin asked the Board if they had any additional direction to give her. She asked if the budget is in line with what the Board wants. Steve Herzog stated the Township is not in the position as last year, however there are probably still areas to cut. He said he is not seeing any red flag areas.

2017 Roads / Liquid Fuels: Ed Porter asked Tag Gathercole if he can identify what roads would be put towards Liquid Fuels for 2017. Tag Gathercole will get the list of roads to Pani Martin for the budget. Tag Gathercole said the low estimate for 2017 is \$146,000 and the high estimate is \$168,000 for the following roads: Glenrose Road,

Allegheny Drive, Somerset Drive and Edwards Drive. The Board requested detail of roads to be repaired to be included in the 2017 budget. Ed Porter discussed the issue of tracking money that is budgeted for specific items but the money is actually used for something else.

Prior Year Trash Removal Fee Revenue: Ed Porter asked about the twelve years of trash fee revenue in the budget. Mike Crotty explained that when the trash fee revenue is collected by Portnoff, they take a percentage of what is collected and it stays on the Township's books. Pani Martin stated trash revenue collected for prior years must be recorded on the books and would only be removed if no revenue is collected for a certain year. Ed Porter stated to stick with only budgeting back ten years to avoid over budgeting revenue.

Buddy Rhoades stated that he has asked several times for microphones at the meetings because it is difficult to hear when the Supervisors or office staff speak. Mr. Rhoades said he would call the State and the Disabled Veterans in regard to this issue.

Wilson Lambert spoke briefly about Pani Martin going out. He discussed a retired former secretary / treasurer from Valley Township as a possible temporary replacement for Pani Martin while she is out.

3. Adjournment

MOTION: Steve Herzog made a motion to adjourn the budget meeting at 6:24 pm. Ed Porter seconded.

VOTE: 3-0

Respectfully Submitted,

Lisa Valaitis,
Township Secretary