

EAST FALLOWFIELD TOWNSHIP
BUDGET MEETING
September 27, 2016 Approved minutes
5:31 PM

Members Present

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

Township Staff Present

Lisa Valaitis, Township Secretary
Pani Martin, Township Treasurer

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

Chairman Steve Herzog called the meeting to order at 5:31 pm.

2. Discussion

2017 Budget Updates – Pani Martin presented the following budget updates:

Account 1350.20 – State Supplemental Pension Assistance, also known as MMO calculations went down. This account offsets account 1410.45 – Police Pension Plan.

Account 1407.30 – Computer Network Expense was reduced by \$1,000 to be more in line with what costs have been. Total budgeted amount for this account is now \$3,500.

Account 1410.45 – Police Pension Plan, based on MMO calculations, is estimated to be closer to \$90,000.

Account 1413.25 – Police Repairs and Maintenance increased from \$1,500 to \$2,000 to be more in line with costs. Ms. Martin stated this account is for building repairs and maintenance. Chief Porter stated he installed a new hot water heater, which accounts for most of this year's costs. Chief Porter will supply a list of building repairs and maintenance needed in the next year to the Board.

Account 1442.30 – PA UCC Permit Fees has been reduced from \$1,000 to \$500 to be more in line with costs.

Expected Upcoming Changes – Pani Martin discussed the following upcoming budget changes:

The Public Works Department is requesting to replace a pickup truck next year. Ms. Martin is waiting on budget numbers from Tag Gathercole.

A representative from Herbert MacCombie's office will present an update on MS4 budget requirements at the October 11, 2016 Workshop. Ms. Martin will update the MS4 / Stormwater Management budget numbers after the presentation.

Updates on insurance premiums will be available in the next month or two.

The Liquid Fuels allocations for 2017 should be in any day.

Pani Martin asked the Board what work they want to do before putting the budget out for public review. Pani Martin stated it would be best to have the budget finalized before the temporary assistant treasurer starts. Pani Martin stated she needs Board direction on the budget. They also discussed the budget meeting schedule.

Discussions.

Request for Proposals - Steve Herzog stated putting out Request for Proposals (RFP's) for some Township services would be a good idea. Pani Martin stated it takes time to collect proposals and she will be going out on maternity leave in November. Steve Herzog stated we should make a point to do it next year. Pani Martin agreed.

Earned Income - Ed Porter asked Pani Martin to explain why she increased earned income by \$100,000. Pani Martin said earned income is difficult to project and she uses a formula. She said she is predicting \$1,555,000 for next year. Ed Porter asked if the 2015 number is actual. Pani Martin stated yes. Steve Herzog asked how the earned income projections will be affected by changing from the modified accrual basis of accounting to the cash basis of accounting. Pani Martin will reach out to Dave Barrett (auditor) to find out what the impact is.

Township Manager Salary - Ed Porter asked if the \$100,000 salary for the township manager was calculated in the revenues over expenditures total. Pani Martin stated yes it was included in that total.

Account 1406.65 – Copier Rent - Steve Herzog asked if this account is just for the copier in the Township office. Pani Martin stated yes it is just for the office copier. Steve Herzog asked from whom we rent the copier. Pani Martin stated it is rented through Rothwell and we just signed a contract for it last year.

Police Department - Steve Herzog asked if the police salary is based on the 3% they are getting now. Chief Porter stated that is correct. Ed Porter asked if next year's salary is based on eight full time officers. Chief Porter stated that is correct and the new officer would be a Patrol C.

Hiring for Summer Grass Cutting - Pani Martin stated this account is for two part-timers set at 24 hours a week for almost 20 weeks. She said she checked with the Teamsters and Tag Gathercole to ensure these positions are allowable. Steve Herzog stated this would free up the Public Works Department's full-timers to do roadwork. There was a discussion about how the part-timers would take out the equipment and what they would be trained on. There was a discussion about what is being mowed in the Township. Pani Martin said that some of the developments made agreements in which common ground was deeded to the Township. The Township is responsible for mowing that grass. Ed Porter discussed finding areas that do not need to be mowed or could be mowed less often. Steve Herzog requested that Tag Gathercole provide a list of all areas the Township is responsible for mowing.

Police Department Sell Back of Sick Hours - Ed Porter asked Pani Martin how she calculates the Police Department sick sell back. Chief Porter stated the Police Department notifies Pani Martin by email. Chief Porter stated officers might sell back up to 60 hours of sick time. Chief Porter estimated there are three or four officers that participate.

Excess of Revenues over Expenditures - Ed Porter asked Pani Martin if she is comfortable with the excess of revenues over expenditures. Ms. Martin stated she is confident but there is not a huge buffer. Ed Porter stated there are a few buffer areas in the budget. Steve Herzog stated we have uncertainty with the Police Department contract being in negotiations.

Police Department - Ed Porter asked Chief Porter what his pitch was to West Marlborough Township and Newlin Township. Chief Porter stated that he asked those townships what police service they had, if they were happy with their service, and if they would be willing to contract with our police department. Chief Porter stated those townships were happy with the police coverage they currently have. Chief Porter talked about an opportunity in South Coatesville. There was a discussion about the East Fallowfield Police Department providing coverage to other local municipalities. The Board talked about estimating the service level and determining if this would be financially beneficial.

Scheduling Budget Meetings - Pani Martin discussed the future budget schedule. She stated that the October 11, 2016 budget meeting is the last meeting advertised. The Board discussed what other meeting dates to advertise. Steve Herzog and the Board agreed to only advertise the October 25, 2016 budget meeting at this time.

3. Adjournment

MOTION: Steve Herzog made a motion to adjourn the budget meeting at 6:07 pm. Ed Porter seconded.

VOTE: 4-0

Respectfully Submitted,

Lisa Valaitis,
Township Secretary