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# **PINE GROVE TOWNSHIP SUPERVISORS**

**175 OAK GROVE ROAD, PINE GROVE, PA 17963**

**OCTOBER 4, 2016 BUDGET MEETING MINUTES**

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**CALL TO ORDER** - Chairman Bruce Kosack called the October 4, 2016 meeting to order with the Pledge of Allegiance at 6:30 PM. In attendance were Vice-Chairman Jeffery Zimmerman, Supervisor Ray Stump, Township Manager Kathy Ferguson, Cynthia Hummel and Larry Hoffman.

**PUBLIC COMMENT ON AGENDA ITEMS** – No comments were received.

## **OLD BUSINESS**

**Tractor Supply Grand Opening** – Ferguson said the Supervisors have been invited to the November 5<sup>th</sup> Grand Opening for Tractor Supply to cut the ribbon. The Board agreed to participate and Zimmerman said an invitation should be extended to the Planning Commission.

**Township Air Quality** – Kosack said there is definitely something wrong with the air in the building, he has come in, worked here for several hours, experienced problems with his eyes and had to see his doctor. Zimmerman said without tests showing something is wrong we could spend thousands more dollars.

Discussion was held on testing done by a second company, Air Care Restoration, who did remediation work at the County courthouse. The Board agreed to consider the results of the air testing and remediation quotes from Air Care Restoration.

**UCC Agreement Revisions** – Zimmerman said he read the agreement and sees no revisions that are required to discuss; he will not be able to attend the UCC Inter-Municipal meeting. The Board agreed no revisions are needed. Ferguson said she has some revisions that she will bring to the inter-municipal meeting on October 20<sup>th</sup>.

## **NEW BUSINESS**

**Zoning Hearing Board Recommendations** – Zimmerman said the Board received a letter from the Zoning Hearing Board recommending some amendments to the Zoning Ordinances for upcoming zoning issues that were discussed at their meeting on September 22<sup>nd</sup>. Zimmerman said the issues are all new in the last several years and we should get recommendations from our Solicitor. Zimmerman moved to authorize Solicitor DiNicola to review and comment at the October 12<sup>th</sup> Township meeting on the recommendations from the Zoning Hearing Board regarding zoning amendments. Kosack seconded the motion, all were in favor and motion carried 3 to 0.

**2017 Proposed Budget** – Ferguson gave the Board of Supervisors her proposed balanced budget for 2017, noting it does include \$95,000 of estimated real estate tax revenue and using \$42,000 from anticipated ending balance of 2016 funds. Ferguson said she reduced costs where she could and no changes were made to wages.

- **430.115 Highway Temp/Seasonal Wages** – Stump said he feels it should be increased to \$10,000 because of the need for flaggers. Discussion was held on the Township Manager's oversight of the expenditure for this line item. Ferguson said a job description for this position would help.
- **Part-Time Office Help** – Kosack asked Ferguson if she has enough time in the office for all the things like the ordinance codification that she is doing. Ferguson said no, she does not have enough time to do everything and said the codification is only one thing that she has been forced to put to the side. Kosack said she should present a number for part time help at the next budget meeting.
- **301.00 Real Estate Taxes** – The Board changed this item to zero for the purposes of reviewing the budget without considering revenue from real estate tax.
- **341.00 Interest Earnings** – Zimmerman recommended an increase of \$500.
- **387.00 Contributions - Private Source** – Ferguson said there is a projected amount of \$1,700 from the landfill gas revenue and \$5,000 grant from Williams Company for contributions to the Recreation Area or Emergency Management supplies.

**2017 Proposed Budget, cont.**

- › **396.00 Anticipated Balance Prior Year** – Zimmerman said this line should not be used in the budget because it is not actual revenue, it was money from previous year’s revenue and Capital Reserve. The Board agreed and the line item was removed.
- › **400.460 Mtgs., Conferences, Education** – Due to increased costs of seminars and new members on different Boards who may want to take classes, this item was increased by \$400.
- › **409.340 Advertising, Printing** – Ferguson said this was increased to include the costs of the advertising and printing for the ordinance codification; part was paid this year and part will be paid next year.
- › **409.370 Building Repair & Maintenance** – Ferguson said she included \$2,000 for a new non-duplicating key system for the Township buildings. Zimmerman recommended getting an estimate from Reeds Locks for a keyless system including the Recreation Area bathroom. Ferguson said she had a quote of \$5,000 to replace all the flooring on the first floor of the Township building; with vinyl plank flooring in the halls and carpet in the other areas. Zimmerman said he recommends having no carpeting in the building. Zimmerman said to get prices from McNulty’s for the floating vinyl plank flooring. Ferguson said she would like to see repairs done to the outside walls in the back of the building. Discussion followed on the following maintenance issues – landscaping, painting, pressure washing the outside of the building, cracked sidewalks, etc. No decision was made.
- › **411.317 / 411.318 Fire Company Donations** – A brief discussion was held on the fire companies; no change was made to the donation amount.
- › **430.740 Highway Capital Purchases - Equipment** – Ferguson said she added this line item for purchasing new road equipment and put in \$103,000 towards a new truck with funds transferred from Liquid Fuels Fund. Stump said the 2004 Freightliner needs a complete new wiring harness which they no longer make and the cost of the new truck will be more than \$103,000. Stump said the road crew needs a new shoulder machine and they could get one for the new truck for about \$20,000. Stump said the new truck with the box is about \$121,000 and with the shoulder machine the total would be about \$140,000. Zimmerman said four years ago, we needed a new John Deere tractor and a new mower head; we didn’t get the new tractor and he hasn’t heard anything about needing new mowing equipment. Zimmerman said Stump needs to come to the next budget meeting with some hard numbers for the truck, Stump agreed.

Further discussion was held on remaining Revenue budget amounts, no additional changes were made.

**PUBLIC COMMENT** – No public comment was received.

**ADJOURNMENT** – At 8:23 PM Kosack moved to adjourn the meeting, Zimmerman seconded the motion; all were in favor and motion carried 3 to 0.

**Respectfully submitted,**

**Kathy Ferguson, Township Manager**

**Approved by the Board of Supervisors on December 14, 2016.**