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# **PINE GROVE TOWNSHIP SUPERVISORS**

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

**NOVEMBER 15, 2016 BUDGET MEETING MINUTES**

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**CALL TO ORDER** - Chairman Bruce Kosack called the November 15, 2016 meeting to order with the Pledge of Allegiance at 6:30 PM. In attendance were Vice-Chairman Jeffery Zimmerman, Supervisor Ray Stump, and Township Manager Kathy Ferguson.

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

## **OLD BUSINESS**

- ▶ **Flooring Quotes** – The Board reviewed the three quotes for vinyl plank flooring from Martin’s Flooring, Allwein Carpet One, and McNulty’s Building Supply Inc. Zimmerman moved to approve the \$9,515 quote from Martin’s Flooring for vinyl plank floating floors in all the previously carpeted areas. Stump seconded the motion; all were in favor and motion carried 3 to 0.
- ▶ **Reed’s Lock Quotes** – A brief discussion was held on the quote from Reed’s for a key fob system for the doors and the non-duplicating Medeco key system. Stump moved to approve the quote from Reed’s Lock of \$1,996.61 to install a Medeco Key Control system. Zimmerman seconded the motion, all were in favor and motion carried 3 to 0.
- ▶ **2016 Budget Amendments** – Ferguson discussed the budget appropriations needed to cover expenses for the air quality remediation and the HVAC repairs in the Township building. Zimmerman made a motion to amend the 2016 Budget by transferring \$25,000 from General Fund line item #408.310 Engineer-Professional Services to line item #409.379 Building Repair & Maintenance. Stump seconded the motion, all were in favor and motion carried 3 to 0. Stump made a motion to amend the 2016 Budget by transferring \$10,000 from General Fund line item #409.340 Advertising, Printing to line item #409.370 Building Repair & Maintenance. Kosack seconded the motion, all were in favor and motion carried 3 to 0.

## **NEW BUSINESS**

**2017 Proposed Budget** – Discussion was held on the following General Fund items:

- ▶ **Bridges** – Zimmerman said the past several years budget the CFA Grants were put in the revenue and expenses for the total amount; last month he recommended changing it because it is not reality. Zimmerman said it was put in the budget that way originally because it is up to the existing Board how they want to pay for the difference, whether it be Liquid Fuels Fund, Capital Reserves Fund or General Fund. Zimmerman said getting the grants may not happen this year so it was unfair of him to say we had to show an expense of \$503,000 in a budget year when we don’t even know if we are going to end up with the grant money. Zimmerman said he would like to rescind his recommendation from the last budget meeting and the \$1,679,905 should go in line 354.10 for the CFA Multimodal Grants revenue. Ferguson disagreed saying the \$1,679,905 is not the actual revenue expected from the grants; a better way to do it would be for the Board to decide each year where the Township would draw their matching funds from and budget that amount to come up to the estimated cost of the bridges. Ferguson said the Board needs to keep in mind that Liquid Fuels Fund reports are also affected by budget decisions. Further discussion was held about budget amendments and the Board decided to rescind Zimmerman’s recommendation and show the total bridge expense under the CFA Multimodal Grant revenue line item.
- ▶ **354.10 CFA Multimodal Grants** – This line item was returned to the original amount of \$1,679, 905.
- ▶ **392.35 – Inter-fund Transfer Liquid Fuels** – This line item was changed to \$148,000 to remove the \$503,972 budgeted for matching funds for the CFA Multimodal Grants. Discussion was held on the \$30,000 budgeted for truck repairs and the amount was decreased to \$15,000. This adjustment was made to the transfer from Liquid Fuels Fund and the line item is now \$133,000.

**2017 Proposed Budget, cont.**

- ▶ **430.251 Highway Vehicles Repair** – A decrease of \$15,000 was made to this line item for the truck repairs.
- ▶ **405.112 Office Full Time Wages / 405.115 Office Part Time Wages** – Zimmerman questioned these line items. Ferguson said a line item was added to reclassify the assigned DCED chart of account number for the full time office wages and an additional amount was budgeted for a part time office person for help in the office during vacation times and to archive more of the old records. Zimmerman asked if we out-source the website if that would eliminate the part time person. Ferguson said she works on the website on a volunteer basis, she has not charged for any of her time and the new site is ready to go. Zimmerman said he does not want to get into having an additional position. Discussion was held and no changes were made to this line item.
- ▶ **430.115 Temp / Seasonal Wages** – Zimmerman asked why this number was increased to \$15,000. Stump said it is used for temporary snow plow drivers and flaggers and was increased because the road crew can do a lot more work when they have flaggers. No change was made to this item.
- ▶ **409.700 Capital Purchases** - \$15,000 for the flooring expense was moved from this line item into Building Repair & Maintenance.
- ▶ **409.370 Building Repair & Maintenance** - \$15,000 for flooring expense was added to this line item with additional funds for insulating the Township office building and other maintenance.
- ▶ **415.220 Emergency Management Supplies** – Ferguson said the emergency food supplies will expire and need to be replaced and Nestle did not make their annual donation this year. Zimmerman suggested making the amount zero and applying to the Williams Company for a grant for non-perishable food and potable water. Ferguson said she would apply for the grant but we need to have some supplies on hand; the Board agreed to budget \$400 for supplies.
- ▶ **354.12 Emergency Disaster Relief** – Ferguson said she has been working with a PEMA rep to close out the expense worksheets for the 2011 flood and we can balance the budget with the PEMA payment of those expenses. Ferguson said she expects the Township will receive about \$178,000 from PEMA in early 2017. After discussion, \$178,000 was added to this revenue line item and the Board agreed the budget was complete.

**Zimmerman moved to advertise the 2017 budget for available for public review and adoption of the budget at the Township meeting on December 14, 2016. Stump seconded the motion, all were in favor and motion carried 3 to 0.**

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

**ADJOURNMENT** – At 7:48 PM Kosack moved to adjourn the meeting, Stump 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.**