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# **PINE GROVE TOWNSHIP SUPERVISORS**

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

**OCTOBER 24, 2017 BUDGET MEETING MINUTES**

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**CALL TO ORDER** - Chairman Bruce Kosack called the October 24, 2017 meeting to order with the Pledge of Allegiance at 6:06 PM. In attendance were Vice-Chairman Jeffery Zimmerman, Supervisor Ray Stump, Township Manager Kathy Ferguson, and Fire Marshal Greg Pijar (brief time via speakerphone).

## **PERSONS TO BE HEARD**

**Greg Pijar, Township Fire Marshal** - Zimmerman said Pijar was scheduled to be here tonight, but he was deployed for two weeks to Charleston, South Carolina on a PEMA project for Hurricane Maria. Zimmerman said Pijar was planning to answer any questions the Board had on the Fire Department Training Reimbursement Policy.

Zimmerman said the purpose of the program is volunteer recruitment, the training reimbursement is meant for fire and rescue initial certification. Zimmerman explained the fire company would pay for the new recruit training and receive reimbursement for the cost from the Township after submitting the proper certification and receipts. Zimmerman said the Fire Marshal is who would enforce the policy and the policy is very clear what is required for the reimbursement.

Kosack asked what the cost would be. Zimmerman said it would cost between \$1,800 and \$2,000 per year for each recruit. Zimmerman said he was going to suggest \$4,000 for the first year for budget purposes; one volunteer a year for each fire company.

*"Pijar was called and placed on speaker phone."* The Board discussed details of the policy with Pijar and the call was ended.

Kosack moved to adopt the Pine Grove Township Fire Department New Recruit Policy, Stump seconded the motion, all were in favor and motion carried 3 to 0.

## **OLD BUSINESS**

**Zoning Service Proposals** – The Board briefly discussed zoning services, agreed to table action on the proposals, and budgeted the same amount as last year.

## **NEW BUSINESS**

**Larson Design Services** – Ferguson said Larson Design is no longer offering sewage enforcement services after December. Ferguson added that Jeremy Bentz who was employed by Larson is starting his own business and would like to attend a Township meeting to offer his services to the Township. The Board agreed to have Bentz on the agenda at the November 14<sup>th</sup> budget meeting.

**Schuylkill County Hazard Mitigation Plan (HMP)** – Ferguson said the County is having a meeting on November 9<sup>th</sup> to update the Schuylkill County HMP and municipalities must provide representation at the meeting to participate in the County plan. The Board agreed Kosack or Ferguson would attend.

**Executive Session** – The Board adjourned into Executive Session at 6:42 PM on personnel. The meeting resumed at 6:52 PM, no decisions were made.

**Benesch Proposal for Swopes Valley Road Bridge** – Ferguson said Benesch has a proposal for preliminary field work on the bridge that could be done this year. Zimmerman said the Township should request Benesch keep the 2017 fee schedule for this project through 2018 because that is how we are budgeting it. The Board noted they had made a motion to move forward with the Swopes Valley Road bridge project at a previous meeting and they approve this proposal.

Ferguson said Benesch needs to know if the Township plans to use any Liquid Fuels Fund monies for the bridge project; if we do, it will add approximately \$20,000 to the project cost for geotechnical testing and PennDOT approvals. Zimmerman moved to not use any Liquid Fuels Fund for the Swopes Valley Road Bridge project in order to save an estimated \$20,000. Stump seconded the motion, all were in favor and motion carried 3 to 0.

**2018 PROPOSED BUDGET** – The Board of Supervisors and Township Manager discussed the following budget items:

## **REVENUE**

- ▶ **396.01 Township Authority Loan** – Zimmerman said the money loaned to the Authority was taken from Capital Reserves and it needs to be shown coming back into the accounts. Discussion was held if it would be received in 2017 or 2018, no adjustments were made to the budget.
- ▶ **301.00 Real Estate Taxes** – Reinstating the property tax in Pine Grove Township was discussed with enacting a possible 1 mill for 2018 to bring in approximately \$95,000 in revenue for roads and bridges. The Board left \$95,000 in the budget to review later.
- ▶ **342.58 Insurance Dividends** – Ferguson said this is a new line item for the dividends we will start receiving this year on our insurance premiums since we switched from PIRMA to HUB International with the Glatfelter Agency two years ago.
- ▶ **321.80 Cable TV Franchise** – Kosack noted it only covers cable TV broadcast services, not internet and other services; we need to be careful when we renegotiate our contract. Ferguson said the contract ends in 2018 and we should have a consultant represent us.
- ▶ **391.10 Sales of Fixed Assets** – Zimmerman said the fees involved with selling the Water Authority, will be covered by SCMA. Zimmerman said on November 14<sup>th</sup> before the budget meeting, Ferguson should get the cash balance in the Authority's account and that revenue should be put in the budget under Sale of Fixed Assets. Zimmerman said we have three numbers coming in this year from the Township Authority; sale of the assets, the interest (from August through Dec), and the liquid assets of the Authority. Zimmerman said he had expected two of the numbers from DiNicola for the meeting tonight, but didn't receive them. Discussion was held on how to place the figures into the budget, Ferguson said the budget may have to be amended next year depending on when the money is received. Zimmerman said he doesn't want to put a tax on the residents and then find out we didn't have to do that because of the money coming in from the sale of the Authority.

## **EXPENSES**

- ▶ **409.370 Building Repair & Maintenance** – Ferguson gave a quote to the Board for replacing the broken front door with a similar door that includes handicap accessibility. Ferguson also gave a quote to the Board for changing some interior office doors in order to move an office and create a safety exit from the front office. \$15,000 was budgeted for the new front door and painting the garage building, Kosack said Ferguson should get estimates for the other work.

**NOTE** - At 7:34 PM Supervisor Zimmerman left the meeting. Chairman Bruce Kosack noted "Supervisor Zimmerman left angry, because of talking about security for the office employees."

- ▶ **454.700 Rec Area - Capital Purchases** – Ferguson explained to the Board how money in the Recreation Area bank account can be used in the budget. Putting the Recreation Area lawn care, mowing, etc. out for bid in 2018 was discussed, no decision was made.
- ▶ **487.197 Employee Life Insurance** – Stump moved to approve an increase of Life Insurance to \$50,000 for eligible employees (total cost of \$500 per year). Kosack seconded the motion, all were in favor and motion carried 2 to 0.
- ▶ **487.198 Employee Short Term Disability Insurance** – Kosack moved to approve a change effective this year to PSATS Plan C (total cost of \$500 per year), for increased Disability Insurance benefits for eligible employees. Stump seconded the motion, all were in favor and motion carried 2 to 0.
- ▶ **439.000 Highway Construction/Rebuilding** – Stump said 2018 plans are to work on ten roads (12 miles total). Stump said the following roads are scheduled to be tarred and chipped in 2018: Pleasant Hill, Camp, Stanhope, Mexico, Nut Grove, and Brookside and an overlay of wearing course will be put on the following roads in 2018: Pine Hill, Mountain (2 sections), and Long Stretch.

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

**ADJOURNMENT** – At 7:57 PM Stump moved to adjourn the meeting, Kosack seconded the motion; all were in favor and motion carried 2 to 0.

**Respectfully submitted,**

**Kathy Ferguson, Township Manager**

**Approved by the Board of Supervisors on December 13, 2017.**