
PINE GROVE TOWNSHIP SUPERVISORS

175 OAK GROVE ROAD, PINE GROVE, PA 17963

OCTOBER 3, 2017 BUDGET MEETING MINUTES

CALL TO ORDER - Vice-Chairman Jeffery Zimmerman called the October 3, 2017 meeting to order with the Pledge of Allegiance at 6:06 PM. In attendance were Supervisor Ray Stump, and Township Manager Kathy Ferguson. Chairman Bruce Kosack was absent.

NEW BUSINESS

2018 Proposed Budget – Ferguson reviewed the budget she prepared with the Board of Supervisors, with discussion on the following line items:

Revenue

- ▶ **301.00 Real Estate Taxes** – Reinstating the property tax in Pine Grove Township was discussed; enacting a possible 1 mill tax for 2018 to bring in approximately \$95,000 in revenue for roads and bridges.
- ▶ **342.20 Rent of Buildings** – Zimmerman suggested more tables are added to the large pavilion, the amenities added to both sides and it could be rented to two parties at the same time. Zimmerman said there would be a rate for Pavilion A, Pavilion B, and a rate for the whole pavilion. Ferguson said she will submit it to the Recreation Board to consider.
- ▶ **354.10 CFA Multimodal Grants** – Ferguson said Old Forge Road and Oak Grove Road have been added to the State's Transportation Improvement Program for 2018 as part of a bridge bundling program and will be replaced by PennDOT. Ferguson said she signed off to turn the files from Benesch over to PennDOT. Discussion followed on the Swopes Valley Road Bridge.
- ▶ **362.40 UCC Permit Fees** – Ferguson discussed open UCC permit applications with the Board and possible solutions.
- ▶ **362.44 Sewage Enforcement Fees** – Ferguson said our current Act 537 Plan definitely requires on-lot septic systems to be pumped every three years. Ferguson said she discussed it with the Joint Treatment Authority Business Manager and it is the Township's responsibility to enforce the requirement.

Zimmerman said it is not required under the Act, it is a recommendation; it is not a law that we must impose an ordinance for them to be pumped every three years. Zimmerman said he feels the Township does not need the program and the budget should stay at \$5,000. Discussion followed.

- ▶ **364.50 Sale of Recyclable Materials** – Ferguson said Kosack wants to hold the same program we had this year; \$2,000 was budgeted.
- ▶ **396.01 Repayment of Township Authority Loan** – Zimmerman said the agreement should be finalized before the end of this year; this item was tabled.
- ▶ **392.35 Inter-fund Transfer Liquid Fuels** – Ferguson said Stump recommended \$400,000 for the roads; she and Kosack projected \$200,000 would be needed in 2018 for design, engineering, and legal aspects of the Swopes Valley Road Bridge Project.

Zimmerman said he wants the total available in Liquid Fuels Fund put in the budget as an Inter-fund Transfer. Ferguson said it would be approximately \$805,000 with the 2018 allocations. A discussion followed on keeping Equipment Money in Liquid Fuels Fund, transfers into the General Fund budget and financing sources for the Swopes Valley Road bridge; the line item was tabled.

Expenses

- ▶ **408.310 Engineer Professional Services** – This line item was discussed and Ferguson will check updated estimates from Benesch.
- ▶ **409.370 Building Repair & Maintenance** – Ferguson said she received an estimate of \$4,000 to replace the front door, Fidler recommended painting the garage.
- ▶ **409.700 Capital Purchases** – \$21,000 to include a laptop, tablet, and record keeping software system that would include permits for zoning, UCC, SEO, road signs, complaints and other items as well. Zimmerman would like to review the specs Ferguson said she would email him the information.

- ▶ **411.317 & 411.318 Fire Company (Ravine & Suedburg)** – Zimmerman recommended increasing the donation amount to the fire companies to \$13,500.
- ▶ **411.460 Fire Company Education** – Zimmerman said the fire companies get grant money for education from Fireman’s Mutual Fund. One of the negatives to getting new volunteers is if the money for the year is expended, the new volunteer has to pay for the training which is quite expensive. Zimmerman proposes an allocation for the training of a new volunteer to get their certification as a fireman; to be paid when receipts are given to the Township when the Mutual Funds are expended. Zimmerman said the Fire Marshal should be the one to authorize the reimbursement before it comes to the Township for payment. The amount was tabled for more discussion.
- ▶ **Recreation Area** – Zimmerman said he will contact the Recreation Board chairman about their proposal for the Recreation Area field and also about renting the large pavilion to two events at the same time.

Next Budget Meeting will pick up at Public Works line items.

PUBLIC COMMENT – Zimmerman said he is not going to let the on-lot septic system inspections go, it is a huge item. Stump said he also does not want to do it. Ferguson said as Township Manager she is responsible for giving the Board information on these things, they have to make the decision on it.

Discussion followed on what the Township Manager’s responsibilities and accountabilities are. Zimmerman reiterated that the Township Manager is only accountable to the Board of Supervisors and is not responsible for answering resident complaints. Zimmerman said the Township Manager is required to direct a complaint to the right person and is responsible for that person to answer it.

ADJOURNMENT – At 7:43 PM Zimmerman moved to adjourn the meeting, Stump 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.