

PINE GROVE TOWNSHIP SUPERVISORS

175 OAK GROVE ROAD, PINE GROVE, PA 17963

NOVEMBER 19, 2018 BUDGET MEETING MINUTES

CALL TO ORDER – Chairman Kosack called the November 19, 2018 meeting to order with the Pledge of Allegiance at 6:30 PM. Also in attendance were Vice-Chairman Howard Lengel, Supervisor Ray Stump, and Township Manager Kathy Ferguson.

PUBLIC COMMENT – No public was present.

OLD BUSINESS

2019 Proposed Budget

Expenses

- ▶ **410.250 Police - Contracted Services** – Ferguson said more adjustments will be made to the proposed costs for a Regionalized Police Force. Kosack said he stated in an earlier meeting that he wants the decision for the police to go on the ballot for the public. Stump and Lengel were not in favor of putting it on the ballot. Lengel said the open meeting on December 4th will explain everything. Discussion followed on the issue and Stump said the expense amount should be reduced from \$420,000 to \$380,000; the Board agreed.
- ▶ **Tax Assessment** – Ferguson reviewed the types and limits of taxes the Township can levy on the residents (Second Class Township Taxation Manual – June 2018). Ferguson reported on the income from the Local Services Tax (LST) which the Township levies and uses to support the fire companies. Ferguson noted in 2017 revenue of \$55,734 was received to be used for local services. Ferguson said in 2017 the Township paid over \$65,000 to the fire companies' in the form of workers' comp insurance, vehicle insurance, and donations. Ferguson noted the LST revenue has nothing left to use for police contracted services. Discussion followed on tax levies and revenue per mills. The Board of Supervisors agreed to increase the real estate tax by 2.5 mills to equal a total of 4 mills real estate tax levied by the Township in 2019.
- ▶ **Wages** – Stump said they may not need the fourth full time road crew employee. Ferguson said she budgeted for one full time at \$15.75 per hour as requested. The Board said they could take that out; no decision was made. Ferguson said she budgeted for a 2.8% COLA increase for full time employees and \$50 per meeting for the Zoning Hearing Board.
Kosack said he would like to do performance bonuses again this year. Stump said he feels if an employee's working spouse has insurance with their employer, they should take it instead of the Township paying for their insurance. A lengthy discussion followed with Kosack saying the employees would need prior warning and Ferguson saying the insurance annual renewal time is October 14th. Kosack asked Ferguson if there is a way to compare with other townships in the state. Ferguson said PSATS completed a wage survey which included limited insurance information which may help; she will print reports if available. No decision was made to change the health insurance benefit.
- ▶ **409.370 - Building Repair & Maintenance** – The Board approved a quote of \$988 from Blyth's Cleaning Services to strip and wax the hallway floors upstairs and downstairs.
Lengel said on the outside of the basement wall in the back the plaster is falling off; there is a veneer you can get to put over the outside. The Board agreed it is something that needs to be done.
- ▶ **409.700 Capital Purchases** – Ferguson corrected this number to \$187,000 which includes \$14,000 for a new snow plow and \$173,000 for a new tractor/mower (\$135,000 from Liquid Fuels Fund / \$38,000 from General Fund).

2019 Proposed Budget, cont.

Expenses, cont.

- ▶ **408.310 - Engineer Professional Services** – Ferguson said at the last meeting we only budgeted the base numbers for the Swopes Valley Road Bridge Environmental Assessment Fees and after talking to Ryan Fasnacht, she feels we should budget for the entire amount of \$43,420. The Board agreed saying we already committed to doing the bridge; the amount for this line item was increased to \$98,000.

Revenue

- ▶ **301.00 - Real Estate Taxes** – Ferguson said with a 4 mill real estate tax for 2019 agreed upon by the Board earlier in the meeting, the budgeted amount for this line item would be \$380,000.
- ▶ **392.30 - Interfund Transfer - Cap Reserve** – Ferguson said to balance the budget a transfer of \$372,565 from Capital Reserves is necessary. The total funds from Capital Reserves is \$806,565 and includes \$434,000 to match the grant funds for the Swopes Valley Road Bridge project.

Kosack moved to advertise the 2019 Proposed Budget for public review and adoption at the December Township meeting. Stump seconded the motion, all were in favor and motion carried 3 to 0. Ferguson said she is also advertising the Township will use certified public accountants for the 2018 audit and noted the Township is in the last year of their contract with the current firm; a new agreement must be considered next year.

2018 Budget

- ▶ **Recreation Area Expenses** – Ferguson provided a spreadsheet to the Board listing 2018 revenue from developer's payment of fees in lieu of recreation space which was added to the Recreation Area bank account (\$3,000) and expenses for the Recreation Area in 2018 (\$4,100). Ferguson reviewed information in the Pennsylvania Municipalities Planning Code (MPC) on designated uses for funds received from developers. Ferguson said the MPC states the Township may use funds for "providing, acquiring, operating, or maintaining park or recreational facilities". After discussion, Ferguson recommended if Supervisors want to utilize funds from the Recreation Area bank account, the Treasurer could give Supervisors revenue and expense information every year end at a Township meeting for them to decide how much to transfer into the General Fund account as reimbursement.
Stump moved to transfer \$4,100 from the Recreation Area bank account to the General Fund savings account for 2018 expenses. Lengel seconded the motion, all were in favor and motion carried 3 to 0.
- ▶ **Employee Background Checks** – Kosack said any full time or Recreation Board employees should have a background check done because of the playground. Kosack said he will get the information to the office to do the checks.

Tractor Supply Charge Application – Ferguson said she called different numbers for Tractor Supply that she found on the corporate website, tried the on-line application for a business account, and she didn't find any way to get a charge account without giving her Social Security number, personal income information, etc. The Board discussed Ferguson not having the right application and Ferguson provided the business application showing it requires the EIN number and personal information of the contact person. Stump said he and Lengel will explore it further with the manager of Tractor Supply.

NEW BUSINESS

2018 Fire Company Training Reimbursement – Ferguson asked the Board to waive the 2018 application deadline for reimbursement of new recruit training expenses because it was the first year and the Township office only recently provided them with forms to use. Stump moved to approve extending the deadline for approving reimbursement of new recruit training expenses for one year from when the form was available (11/07/18). Lengel seconded the motion, all were in favor, motion carried 3 to 0.

Denied Zoning Permit Fees – Ferguson said the Township policy has been to refund zoning permit fees if the permit is denied and the applicant does not appeal the decision to the Zoning Hearing Board. The Board discussed the policy and noted the Zoning Officer works on the permit if it is approved or denied.

Denied Zoning Permit Fees

Kosack moved to authorize effective January 1, 2019, approved or denied, the zoning permit fee is paid and not refundable. Stump seconded the motion, all were in favor and motion carried 3 to 0.

PUBLIC COMMENT – No public was present.

ADJOURNMENT – Stump moved to adjourn the meeting at 7:50 PM, Lengel 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 12, 2018.