

PINE GROVE TOWNSHIP SUPERVISORS

175 OAK GROVE ROAD, PINE GROVE, PA 17963

NOVEMBER 1, 2018 BUDGET MEETING MINUTES

CALL TO ORDER – Chairman Kosack called the November 1, 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. Diane Tobin was present for part of the meeting.

PUBLIC COMMENT – Diane Tobin, representing the Joint Treatment Authority, said she had a request for the Supervisors for 2019 road planning. Chairman Kosack said they would take her request now.

Tobin requested the Township allow the Joint Treatment Authority to incorporate paving a portion of the sewer plant parking lot into their 2019 paving projects as an alternate bid item which the Joint Treatment Authority would pay for. As Township Roadmaster, Stump said the Township would add the Joint Treatment Authority parking lot to the 2019 paving bid.

OLD BUSINESS

2019 Proposed Budget – Ferguson reviewed individual line items of the 2019 proposed budget with the Board of Supervisors and discussion was held on the following items.

Revenue

- ▶ **301.00 Real Estate Taxes** – A discussion was held on the status of delinquent taxes, the tax exemptions given to disabled veterans, and unfunded state mandates.
- ▶ **342.58 Insurance Dividends** – Ferguson noted the Township will be receiving two years dividends in 2019 on the insurance premium from the HDH Group policy we switched to in 2016.
- ▶ **354.10 CFA Multimodal Grants** – Ferguson said the revenue from the grant for Swopes Valley Road Bridge #1 will be \$364,893 and the corresponding expense in that amount is under #439.000, Highway Construction/Rebuilding.
- ▶ **392.30 Interfund Transfer - Cap Reserve** – The Board agreed to balance the budget money will be transferred from Capital Reserves Fund, the necessary amount will be entered in this line item. Discussion was held on the new equipment fund to be set up in the Capital Reserves Fund. \$434,017 was budgeted for the matching amount to the CFA Multimodal Grant for the expense of the Swopes Valley Road Bridge project (**439.000 Highway Construction/Rebuilding**).
- ▶ **392.35 Interfund Transfer - Liquid Fuel** – Ferguson said the \$435,000 for expenses is comprised of \$300,000 for the 2019 Road Project (**439.000 Highway Construction/Rebuilding**) and \$135,000 from the Liquid Fuels equipment fund for partial payment of a new mower (**409.700 - Capital Purchases**).

Expense

- ▶ **439.000 Highway Construction/Rebuilding** – Ferguson said the total expense of the Swopes Valley Road Bridge #1 project scheduled for 2019 is \$799,000 (\$364,983 from The CFA Multimodal Grant and \$434,017 from the Township Capital Reserve Fund). Ferguson noted the total expense for Highway Construction/Rebuilding also includes a transfer of \$300,000 in from Liquid Fuels Fund for the 2019 Road Project.
- ▶ **408.310 Engineer - Professional Service** – Ferguson said DEP has found something in the soil samples for the Swopes Valley Road Bridge #1 project that requires the Township to do a historical review before the project can continue. Ferguson said the preliminary estimate for Environmental Assessment is \$7,500, the Historical Assessment Phase 1A is \$16,000 (Phase 1B if needed would cost additional), and the cost for Benesch is \$1,500. Ferguson said the \$80,000 expense amount for Engineer - Professional Service includes the \$25,000 for the Bridge Historical Study, \$45,000 for Township work (which is offset by fees paid for plan reviews), and \$10,000 for revisions to the zoning ordinance and engineering fees on the work for Old Forge Bridge Road and Oak Grove Road Bridge projects in 2019.
- ▶ **Wages** – The Board of Supervisors agreed Ferguson should calculate the cost of living increase (2.8%) into the wages of full time employees for the next budget meeting.
- ▶ **409.370 - Building Repair & Maintenance** – Ferguson said we have received a quote of \$988 to strip and wax the hallway floors upstairs and downstairs, repairing the front door was discussed.

2019 Proposed Budget

Expense, cont.

- ▶ **409.700 Capital Purchases** – Stump said this number should be reduced to \$50,000. Ferguson said this line item includes \$12,000 for the new plow and \$38,000 for the balance of the new mower.
- ▶ **410.250 Police - Contracted Services** – Ferguson said the minimal amount projected by the Regional Police Study was entered into the budget, but the latest figures received are double that amount. Discussion was held on possible grant amounts, types of tax revenue, and a public meeting planned for December to discuss a proposed regional police force. The Board said the figure for police services may need to be adjusted and still needs to be voted on.
- ▶ **411.241 Fire Police Operating Supplies** – Stump said they had to throw away most of the flares stored in the open shed because they were damp. Ferguson said Greg Pijar reported they were getting their flares from the state police, but the Emergency Management Coordinator would like to have access to flares. The Board did not budget any money for this line item but agreed flares could be purchased for the Emergency Management Coordinator when needed.
- ▶ **454.000 Rec Area Accounts** – Discussion was held on using funds from the Recreation Area bank account to repay the General Fund bank account for Recreation Area expenses during a fiscal year. Ferguson will check the Municipal Planning Code for restrictions on funds received from developers for fees in lieu of recreational land.
- ▶ **487.196 Employee Health/Dental Insurance** – Ferguson noted the increase on this line item and other employee benefits was because of the proposed addition of a full time road crew employee. Discussion was held about requiring an employee's spouse, who has insurance available at their job, to take that insurance instead of using the Township insurance.

NEW BUSINESS

Opening Township Building for Voting & Setup – Stump confirmed he will open the Township building on Saturday morning for the voting machines delivery and on Election Day Tuesday he will open and close the building.

Personnel

- ▶ Wage – Part-Time Road Crew Employee with CDL – Stump moved to set a wage for a part-time road crew employee with CDL at \$15 per hour. Lengel seconded the motion, all were in favor and motion carried 3 to 0.
- ▶ Employee Work Gear – The Board agreed to purchase boots and other protective equipment for a part-time employee who will continue working into the winter weather due to a staff shortage. Stump moved to approve a \$50 gift card for an employee who is on sick leave, Kosack seconded the motion; all were in favor and motion carried 3 to 0.

2018 Budget

- ▶ Kyocera Color Copier Replacement – Kosack moved to authorize the purchase of a Lexmark color copier from Fraser AIS at a cost of \$3,170.01 with the trade-in of the current Kyocera copier. Stump seconded the motion, all were in favor and motion carried 3 to 0.
- ▶ Road Foreman Computer – Kosack moved to authorize the purchase of a Toughbook computer (American Computer, \$1,927) and printer for the Road Foreman, Stump seconded the motion; all were in favor and motion carried 3 to 0.

Tractor Supply Business Credit Account – Ferguson said the road crew would like to have a charge account at Tractor Supply and brought her an application to complete. Ferguson said the only charge account is a credit card and it requires an individual's name etc. Ferguson said she is not willing to have her name on another Township credit card. Discussion was held and Board members declined putting their name on the application; Stump and Lengel said Ferguson should call the Tractor Supply corporate office because they are sure there is a government charge account that would not require an individual's name on it.

Petty Cash Increase – Ferguson asked for an increase in the petty cash on hand. Stump moved to increase petty cash to \$300, Lengel seconded the motion; all were in favor and motion carried 3 to 0.

PUBLIC COMMENT

Diane Tobin shared a comment prior to leaving the meeting at approximately 7:40 PM. Tobin said at a Pine Grove Borough meeting she questioned Borough Council if they are still charging Township residents more for public water than Borough residents. Tobin said Council members confirmed Township residents pay more for water than Borough residents; not only on the base rate, but on all rates. Discussion followed about this being a matter for the PUC (Public Utilities Commission).

ADJOURNMENT – Stump moved to adjourn the meeting at 8:40 PM, Kosack seconded the motion; all were in favor and motion carried 3 to 0.

Respectfully Submitted

Kathy Ferguson
Township Manager

Approved by the Township Board of Supervisors on December 12, 2018.