

BUDGET MEETING #4 11 16 16

The meeting was called to order by Chairman Kevin Cummings at 6:00 PM

The minutes from the 10/26/16 budget meeting were approved. Kevin made a motion to approve the minutes and Eric seconded it. The motion passed.

A motion was made and seconded to approve the 11/3/16 budget meeting minutes but then the motion was withdrawn. It was decided to table the 11/3/16 budget meeting minutes until the next BOS meeting to give time for everyone to properly review them.

FIRE COMPANY BUDGETS

The discussion began with line item 411.54, Fire Company Contracted Services. Pam stated it has been the same amount for 2015 & 2016 with the budgeted amount being \$45,000. The money is split 55% to Franklinton and 45% to Citizens via two payments per year. Dave Sprigg asked if this was in addition to the principal and interest we pay on the fire truck. Pam confirmed that it was and stated this is also in addition to the Fireman's Relief Fund monies. Kevin mentioned that he reached out to Andy Ritter and they confirmed they do not contribute directly to EMS. Kevin asked what the reason was that we always gave to EMS when other townships did not other than to be pro public safety. Our 2015 & 2016 budgeted amount to EMS, line item 412.56, was \$37,000 although Pam stated they were requesting \$40,000 for 2017. Naomi asked if the fire companies would still be separate for 2017 or if they would be combined/merged. Eric stated they are not yet combined as they have submitted separate budgets.

Dave asked what the amount would be for Franklinton with a 55% split and it was confirmed it would be \$24,750. Dave also asked what line item 411.57 is and Pam confirmed that was the other pumper that was bought with our contribution of \$35,000 in 2016. Kevin asked if 471.30 & 471.31 was the outstanding amount and Pam stated it is what we pay each year. Dave said a rough estimate of what we have contributed to Franklinton Fire Company for this year was approximately \$130,942 which includes our contributions, principal & interest for the fire truck, workman's compensation insurance, etc. Dave stressed the point he was making was that the only thing identified in Franklinton Fire Company's budget is the \$25,000 in income (our donation). Kevin stated he spoke to a citizen who is active in events that take place there and discussed the food purchases to projected. The citizen expressed that the fire company is looking at their profit without considering the cost of the expense of the food.

The discussion shifted to Citizen's Fire Company. Kevin stated they're getting 45% of our contribution which is \$20,250. Kevin said they're asking for \$25,000 plus monies towards the rebranding due to the merger. Dave Sprigg stated he is against contributing to the rebranding. A citizen in attendance stated they just bought two Explorers and that they are being driven for personal use.

Dave said he hesitates to do anything until it is known what is happening with the merger. Kevin said they have filed the 501.3c paperwork to become one company. He expressed his concern with their debt ratio and said that the board has been asking continuously for financial information and we have not yet received it. Kevin said that once the merger happens the ratio of assets to liabilities will be a concern. He stated he doesn't have a problem with the amount Citizen's is requesting due to rising costs but he is not in favor of contributing to the rebranding. The benefit of the merger to the community was discussed. Kevin said as an observer, it may be due to their number of volunteers, their debt ratio and that in the future, one company at a new facility may be in the best interest of the community.

Eric asked where the Fireman's State Aid amount is shown on their budget. Pam confirmed that money was split 75% to Franklinton and 25% to Citizens. Kevin said that when he had attended the meetings on the merger, there was an attorney working for them that had handled many mergers and seemed very knowledgeable on mergers. Kevin also discussed the parcels of land that is owned by the fire company. Kevin stated he heard at one of those meetings that the Franklinton Fire Company gets 50% of their money from fundraising.

A donation of \$22,500 was decided on for Citizen's Fire Company. Kevin calculated the amount Franklinton Fire Company would receive using the same ratio. Dave expressed that he is not comfortable with Franklinton because of their lack of adequately showing revenues on their proposed budget. Dave said there is approximately \$130,000 that is not showing up as revenue. The board stated they'd like to see an annual report from Franklinton. It was decided to split the \$45,000 at the same ratios as 2016, 55% to Franklinton and 45% to Citizens.

Fred came to the meeting. Fred thought this was a zoning and ordinance workshop and the board was going to consider the payment for the Circle Drive project. Pam stated the bid amount and the amount we were invoiced is okay. Pam asked the board if she was to pay this out of the State Highway fund and put it in the non-project account since it is not a project. Pam said when she inquired with Josh about making it a project, he said he'd have to come out and go over the paperwork to determine if it could be a project. Pam said if we get a project assigned, the amount can just be moved from non-project to project.

Pam said Josh said he misstated that PA Dot did an inspection on the Water St. Bridge. Josh took pictures in case the township wanted to make it project. The only inspection we have on the Water St. Bridge is from the structural engineer.

Naomi asked if the elevation was checked on the Circle Drive culvert and if we know if it is functioning the way it's supposed to. Fred said he had not yet had an inspector out there yet as he was trying to combine it with another trip. Matt from William Hill will be going out to inspect it. Fred said the box was installed with a grate to be put in at the same elevation as the road and they shot the elevation at that time. Fred said the elevation was okay when the box was installed. The bill needs to be paid and there is a bond if there are any problems.

Kevin made a motion to pay the bill with State Highway funds with consideration that it be verified with Josh that it is okay to pay with State Highway funds. Dave seconded it and the motion passed. Kevin signed four copies and Fred gave us two copies along with three copies of the bond.

There was some communication by email about the Brandon Fox plan. Dave said the outstanding question was about a date. Apparently Bret had one date and Nancy had another. Fred said the pins had been set around the pond according to the plan. Todd said the pins fell in the water; that there were no pins in the ground. They wanted to make the lot size the minimum size for zoning and the pond was to be kept on the rear property. The line goes right around the pond. Fred said there was no room for offset and Fred also said he asked Todd to redo the plan so it didn't show pins where there were none. Kevin read a paragraph from an email from Brett. All the rest of the pins were set. Pam will let Nancy know it is okay to file the Brandon Fox plan but to make sure all of the fees have been paid.

Mike gave Fred an application for a road occupancy permit. Mike also asked Fred for an estimate for work they're going to do for a cable installation at the corner of County Line Rd. and Scotch Pine Rd. Fred said according to the plan there will not be any excavation; they'll only be trenching in the right-of-way at the corner of County Line Rd. & Scotch Pine Rd. No money is needed for road restoration but Fred said the township may want to ask for \$2,000 in escrow to ensure the grading is completed once the trenching is done.

For EMS, Eric said Scott McClintock stated Dillsburg doesn't contribute. The question was asked why Carroll Township does not contribute and we contribute \$37,000. Eric said we get 16% of the calls and Carroll gets 38%. The company is requesting \$85,000 from Carroll Township but Carroll is not contributing anything per Kevin and Eric. EMT's are provided by Holy Spirit so there is no cost to us for EMT's. Dave Sprigg brought up a concern that he was aware of where the EMT's could not get a patient down a flight of steps with a life threatening condition. A Northern York County policeman had to assist to get the patient down the steps. \$37,000 has been contributed for 2015 and 2016 and Pam confirmed it went from \$35,000 in 2014 to \$37,000 in 2015. Discussion was held on the amounts EMS collects from insurance and how much they write off. Naomi stated she knew of a citizen billed from both ambulance companies when she never was provided a service from one of them.

Dave talked about a township charging fees in relation to fire and EMS services to assist with the costs. The board will look at this ordinance and see if it's something Franklin Township would like to adopt. The board decided to wait until they got through the rest of the budget and work backwards towards that number.

Pam stated that expenses exceed income by \$129,274 after initially going through the line items in the general budget. Pam stated that the income from Fines-Vehicle, 331.11 and Violations-Criminal, 331.12, was reduced for 2017.

She also pointed out line 391, Depletion/Prior Year Cash Account which was used last year to balance the budget did not have any monies in that line for 2017. She said the account definition states "proceeds of general fixed asset disposition" and the board decided that it didn't apply to using it to balance the budget. 404.11, Solicitor Fees were up for 2016 and the budget number was increased for 2017. Dave said he thinks some of that expense in 2016 may have been Bret still reviewing old files and also the long meetings. 409.25, Repair and Maintenance of Municipal Buildings was increased for 2017 with consideration being given to the bathroom renovation and the HVAC system. The board said they will have Nancy contact the Vo-tech school about the HVAC system. Pam stated the bid for the bathroom renovation was \$9,875 in June of 2015. Pam said she thought Capital Improvements should include the bathrooms. 409.72, Capital Improvements was reduced \$5,000 to be \$10,000 total and will include the bathrooms. 409.25, Repair and Maintenance was reduced \$5,000 for a total of \$5,000. 413.18, Construction Code Officer was increased to \$15,000 in 2017 from \$10,000 in 2016. It was decided to make 361.40, Site Inspection Fees (RAS) and 413.18, Construction Code Officer-RAS both \$15,000. These two lines should zero each other out. It was agreed that 310.10, Realty Transfer Tax could be budgeted \$60,000 for 2017.

For 404.11, Solicitor's Fees were reduced to \$30,000. Kevin stated another township he's been in contact with makes their motions contingent on the solicitors review and they don't have the solicitor there for every meeting. Pam asked about increasing 310.21, E.I.T.-Current Year and 310.22, E.I.T.-Prior Year based on 2015 and 2016 actual numbers. It was decided to set 310.21 at \$350,000 and 310.22, \$250,000. Discussion was held on Tax Collector deposits and what the township should be doing in tracking these deposits. There needs to be a checks and balances process. Pam said she told Nancy to order her a book for next year to cross reference when taxes are paid and payments come in from Rhonda. Faye from Carroll Township went over with the process that they use with Pam. It was decided to keep 331.11 and 331.12 at what was previously budgeted. Eric asked if 355.25, Municipal Pension State Aid and 487.159, Retirement should be the same. 361.33, Zoning Permit Fees was reduced for 2017 initially. It was decided to budget 361.33 at \$3,000. It was decided to increase 361.34, Hearing Fees to \$4,000. Pam stated she thought 362.41, Building Permits could be increased. The board decided to increase it to \$4,000 for 2017. It was agreed to make 389.20, Dividend-Workers' Comp \$6,000. 362.45, Occupancy Permits was increased \$100 for a total of \$600. For 402.11, Auditor Fees, Pam stated she did check with SEK and we can enter into a one year agreement with them for \$5,900. For 403.30, Outside Collection Fees, the board agreed to budget \$11,500 for 2017. 405.20, Office Supplies, was reduced \$500 for a total of \$2,000. The board agreed they have given Pam some extra duties.

For 409.32, Telephone, cell phones and land line charges are included in this line. It was decided to budget it \$3,500 for 2017. 405.14, Training was discussed and the board stated that included training for grant writing and notary services. 408.11, SD/LD Engineer Fees should offset to 361.32, Engineering Fee Reimbursement. They are both budgeted \$20,000 for 2017. Discussion was held on fees for 408.16, General Engineering and what we pay for vs. what we bill out for. It was decided to budget \$25,000 for 2017. Water St. Bridge charges are in 408.35, Engineer & SEO-Other.

This was done to keep them separate until it was decided if these were general fund or state highway fund charges. The board said plan recording fees should include Nancy's wage compensation and mileage for her going to the courthouse to record the plans. Currently, this is not done. This would have to be set on the fee schedule for the 2017 reorganization meeting. Nancy will have to come up with an average and then we can add it to the new receipt and fee schedule.

For 432.14, Snow & Ice Wages, it was decided to raise that to \$22,000 for 2017. 410.30, Police Pension Contribution & 355.05, Municipal Pension State Aid have to be the same to zero each other out. The budgeted amount for 2017 is \$15,585 based on what was received in 2016. 432.24, Supplies/Equip./Calcium was reduced \$1,000 for a total of \$3,000 for 2017. 437.22, Oil & Lubricants and 437.24, Supplies Equip. Repair/Outshop were both reduced to \$1,500 and \$7,000 respectively. 437.28, Repairs of Tools & Machines was reduced from \$500 to \$350 for 2017. Discussion was held on 438.14, Highway Maint. Wages in the general fund and it was decided to put the \$37,000 back to the State Highway Fund in 438.14 and keep paying those highway wages like we do now. 438.14 in the General Fund will be budgeted \$25,000 for 2017. Highway Wages-Non-Project was reduced \$500 to \$22,500 for 2017. 438.51, Miscellaneous Expense was reduced to \$300. 452.14, Wages-Park & Recreation was reduced to \$15,215 for 2017. Civic Contributions were all kept the same for 2017. 481.30 Unemployment Compensation-ER includes unemployment being paid in 2016. Discussion was held on how this employee is collecting unemployment. Eric said the paperwork probably came here and if it wasn't completed and/or disputed, the compensation would be paid. The board said the correspondence for this employment claim should have come to them for approval or disapproval. Discussion was held on whether it would be worth it to dispute this now. Discussion was held on 484.36, Sick Pay was set at \$2,000. 492.02 Recreational Fund was set at \$17,500 for 2017. This is the amount agreed to when the budget was completed for the 2017 Recreation budget.

Kevin spoke with Andy Ritter from Carroll Township. Kevin relayed that a valid point in considering contributions to EMS is that they still charge for memberships and the ambulance transport plus the citizens are paying for the EMS contributions. Carroll gives \$95,000 to the fire companies and EMS doesn't receive anything. The budgets submitted by the fire companies showing the contributions they receive were compared to what Carroll Township says they give them. Carroll was contributing to Moneghan but now they are not. They will be contributing some of that to the merger. Our estimated surplus from 2016 was discussed. The question was asked if 391.00-Depletion/Prior Year Cash Acct is where the surplus from the previous year is placed. Discussion was also held on options with fire, EMS & police if there is money left over. Dave said our police calls have gone up 41% in October because of theft and service calls. Dave expressed that leftover monies should be kept for our township roads. Pam stated there is approximately \$43,000 in Capital Reserve. This fund is set up for future capital reserve projects. Kevin read an excerpt from the Code of 2nd Class Townships regarding the Capital Reserve Fund. Discussion was held on moving excess funds to the Capital Reserve account. The budget is different than the actual bank account balances. The board agreed they do not want to raise taxes. Discussion was also held on the Water St. Bridge.

Kevin stated we have an engineer's report that says this bridge is safe. The EMS contribution of \$37,000 was reduced to \$2,711 and the budget was balanced for 2017. It was determined there would be an \$11.00 surplus that would be put into 438.14, Highway Maint. Wages in the General Fund.

The board reviewed the Resolution in Support of the York Area Metropolitan Planning Organization (YAMPO) Police on US Route 15. The board agreed it was too vague and open ended. A motion was made by Kevin not to sign the resolution. Dave seconded it and the motion passed. Pam will prepare a letter notifying YAMPO for Kevin's signature.

Naomi relayed that Ron Gingrich told her the soccer club has decided to go ahead on their own with the additional land purchase. Naomi also said she relayed to Mr. McKay that we have bridges to repair and replace and do not have the money to contribute. It was decided to not engage in any dialogue with the DASC concerning this issue as we have no monies in our budget to contribute to the purchase. Pam will prepare a letter notifying YAMPO for Kevin's signature.

The board then reviewed the receipt template that Pam created. Pam also showed the board Nancy's proposed templates. Nancy said she would like a separate zoning receipt and an administrative receipt. The board said they did not see the need for that. The board said that they agreed that the account numbers should be on the receipt. Pam said she needed to add a line for Escrow and also will have to put a line in for the compensation/mileage for trips to the courthouse. Pam said she wants to review it with Nancy. Kevin thanked Pam for adding the account numbers and her work on the receipt. Eric said it could be adopted ASAP and to make sure they're printed on carbon copies. It will be on the agenda for the next supervisors meeting. Pam said she will finalize the budget, give copies to the Supervisors, notify Nancy to advertise and put copies out for public review. A date will need to be set for a short meeting to approve the final budgets once the advertisement period is over.

An executive session was held with no action or decisions to be made. Dave made a motion to adjourn the meeting. Eric seconded the motion. The motion carried and the meeting was adjourned.

Pam Williams, Treasurer