

FRANKLIN TOWNSHIP WORKSHOP & BUDGET MEETING MINUTES 10/15/18

Call to Order

Roll Call

(x) Cummings (x) Sprigg (x) Decker (x) Ryan (x) Stonesifer

(x) Williams

Chairman Kevin Cummings opened the meeting at 6:30 PM

The minutes from the 9/25/18 Budget Meeting were approved. Eric made a motion and Naomi seconded the motion. The motion passed.

Eric made a motion to decline the SPCA of York County 2019 Animal Care and Housing Agreement. Dave seconded it and the motion passed.

GENERAL FUND

Pam stated that last year, we left the budget numbers in the income from taxes lines the same as the previous year. Mike asked if there were going to be any changes to the way per capita taxes are collected and Pam said no. Pam stated Realty Transfer Tax receipts were higher so far this year and that is due to the real estate transactions. The BOS decided to leave all the income lines from taxes the same as the 2018 budget numbers.

Pam stated the cable franchise fee line is the exact revenue through August of 2018. It has been higher since the beginning of the year presumably along with the new contract. The 2019 budget was increased to \$30,000 from \$21,000 in 2018 for 321.80, Cable Franchise.

For 331.11, Fines-Vehicle, the budget number for 2019 was reduced from \$35,000 to \$26,000. The projected income from 331.11 for 2018 is \$24,804. Dave said it is possible they may go up since the disbursement procedures have been corrected.

Eric asked Brian if he had received an updated and complete Conditional Use Hearing Application from Sherman; he had supposedly dropped it off this morning. Eric wondered if it was a complete application, so the BOS could set the date tonight for a hearing next month. Both Sherman and Galbraith were to hand in completed Conditional Use Hearing Applications by tonight so hearing dates could be set at tonight's budget meeting for next month. The BOS agreed these are last minute submittals. Mike stated Brian should look at these sites and look at the topographical map that Phil has to refer to. Mike said the professionals assisting the residents should be looking at the ordinances, as well as the steep slope ordinance. The forms should be accurate, and all information should be completed by the resident as they are the one signing the form. Brian should not add any information for them.

The question was asked how we will know if it is steep slope if it's not checked first by Brian. Discussion was held on whether an application is complete if we accepted and deposited the checks. Should the checks be held or if it's not complete, reimburse and return the funds? The BOS agreed that the application form needs to be reworked. Brian will check both Sherman and Galbraith tomorrow for steep slope.

Pam stated the State Shared Revenue amounts for PURTA, Municipal Pension and Firemen's Relief are exact revenues that have been received as well as 356.02. Game Comm/Gaming Board.

Pam stated that 361.35, SEO Fee Reimbursement and 362.44, Septic Applications and Testing offset to 408.12, Sewer Enforcement Officer. Mike said 362.44 was higher this year due to the abnormally wet weather. Solicitor Reimbursements were a little higher this year as solicitor invoices are now notated as to whether they are to be billed out and to whom which helps with recovering funds. For 361.40, Site Inspection Fees (RAS), Mike asked Brian if Bob still has anything in the pipeline. Pam stated that 389.10, Dividend Liability and 389.20, Dividend Workers Comp are also actual numbers for 2018. 389.30, Other Misc. Revenues were increased due to the gift cards that were purchased to buy radios for Laurin because none of the credit cards limits were high enough. The company would then not take the gift cards as payment, so they were refunded and are shown in actual Jan—Aug 2018 and 2018 Projected amounts. The only changes to Income was a \$9,000 increase in 321.80, Cable Franchise and a \$9,000 reduction in 331.11, Fines Vehicle which zeroed out. The Total Income is \$1,026,992.

Pam stated Auditor Fees is budgeted for 2019 for the year two price of the three-year contract. 403.30, Outside Collection Fees was dropped to \$8,000 for 2019 from \$11,500 in 2018. Mike asked if the percentage of commission made by the Tax Collector from the taxes are to cover needed supplies. Naomi said the township used to support the former tax collectors supply expenses. The question was asked if she collect taxes for any other municipality and if so, are the supply expenses split between the two municipalities. The BOS asked that Pam check on this.

404.11, Solicitor Fees were increased from \$30,000 in 2018 to \$45,000 for 2019. Dave stated any additional zoning work will increase these fees. A discussion was then held on whether to change zoning or abolish zoning. Kevin stated that just to move one piece of zoning through, it took him many hours of work personally and that from the standpoint of the board, the time commitment must be considered. Cottage Industry and Granny Flat zoning was discussed as to whether they were settled or continued. Zoning changes and rules must be implemented carefully and accurately to be fair to across the board. The steep slope zoning changes were discussed.

405.12, Secretary Salary was raised from \$36,774 in 2018 to \$37,440 for 2019. 405.12, Secretary Extra Duty was raised from \$2,500 in 2018 to \$4,000 for 2019. This builds in any increase decided on. Pam stated \$36,774 divided by 2,080 is \$17.67 per hour. Pam said she thought the secretary extra duty lines were higher due to training and a learning curve when Teresa first started. Mike said it should be just be meeting time now. Mike said he also sees Pam working more as Teresa's workload is increasing. Mike said Teresa is just getting more

and more work and that she also cannot get time to work on the files, odd problems, etc. Mike stated that Pam's workload also is increasing due to sewer requirements, tax verifications, etc.

Brian reported that there are quite a few things left from Bob Shelly. Brian is going to call him and go over them with him on the phone to see what can be closed out or what is done and if a Certificate of Occupancy can be issued.

405.13, Meetings and Conventions was increased from \$200.00 in 2018 to \$300 in 2019. 405.15, Treasurer Salary was raised from \$17,950 in 2018 to \$19,250 for 2019. This builds in any increase decided on and any additional hours worked. 405.34, Advertising & Printing was raised from \$2,000 in 2018 to \$4,000 for 2019. Pam is going to check if the postage was included in this line or 405.23, Postage, for the newsletter. Mike asked if 405.48, Internet Fees/Web Design will stay the same. Mike stated that it has been said that the web site needs updated. The web site design was just updated this year. Pam said she didn't think the design should be updated again. She feels the reason people are having trouble finding things is because when the original content was given to Sam from SOHO by Nancy to be put on the web site, not all the information was provided to be placed on the site from the beginning such as ordinances, forms, etc. Then, when the web site was redesigned, the existing content was transferred over. Kevin asked if an intern could be utilized. Eric is going to check with a professor from Messiah. It was decided that some of this work such as scanning and uploading ordinances could be done by our township staff. Pam stated that if there are changes that need to be made or updates, we need to be communicating that to Jason from Stamm Solutions and working with him. Pam said she had backed off on working on the web site because it was her understanding that Teresa was supposed to do it and that is what the BOS wanted. 405.75, Office Equipment, was raised from \$2,000 in 2018 to \$3,000 for 2019.

408.16, General Engineering was raised from \$20,000 in 2018 to \$25,000 for 2019. Mike asked if any of that would go to Liquid Fuels for Water Street. Pam stated that she has been placing the W. Greenhouse and Water St. expenses in 408.35, Engineer and SEO, Other so they were segregated which would make them easier to pull out when needed vs. putting them in General Engineering. The engineer had a lot of work on Century Lane but only 10% could be charged to Liquid Fuels. He has also done a lot of work on culverts. 408.33, Professional Fees, Other was raised from \$500 in 2018 to \$1,000 for 2019. Mike said there are two compaction tests that will have to be done in 2019.

409.20, Supplies, Bldg. was decreased from \$1,000 in 2018 to \$500 in 2019. 409.25, Repair & Maintenance was decreased from \$5,000 in 2018 to \$2,000 for 2019. Mike asked about the bathroom renovations. Discussion was held on if this was coming from Capital Improvements or the \$10,000 previously set aside to do the bathrooms. There was a discussion on electric for lights for the Michigan jug handles on Rt. 15. That is not slated until 2020. 409.36, Trash Collection was reduced to zero for 2019 from \$1,800 in 2018. 409.37, Bldg. Repairs & Maint. Supply was increased from \$500 in 2018 to \$750 for 2019. 409.38, Grounds Maintenance was reduced from \$650 in 2018 to \$300 for 2019. 409.72, Capital Improvements, was reduced from \$13,322.63 in 2018 to zero for 2019. Pam said she stated that the excess amount was put into Capital Improvements last year to balance income and expenses.

411.54, Fire Co. Contracted Services was discussed. There will be no split of the monies next year due to the merger. Discussion was held on fire taxes that are proposed in some municipalities to fund paid drivers as there aren't enough volunteers stepping up. Fire fees per lot and fire fees for land development were also discussed. The merged company is supposed to present their budget next month and the question was asked how other municipalities will be donating. Pam stated the 411.55, Fireman's Relief Fund Projected 2018 number was the amount of revenue received for this year.

413.32, BCO Salary Outsource was reduced to zero for 2019. 414.12, Zoning Board Solicitor was higher this year due to appeals and lawsuits. Pam stated we are getting hearing fees for Zoning and Conditional Use, but they are combined into 361.34, Hearing Fees when received. The BOS stated there will be a separate application for Conditional Use Hearings and Zoning and these fees will be looked at and possibly raised for 2019. 414.12 was raised from \$1,700 in 2018 to \$4,000 for 2019.

414.13, Zoning Officer Salary was raised from \$11,000 in 2018 to \$15,000 for 2019. Pam stated 414.16, Steno Expense was inflated at the beginning of the year as many of the 2017 bills weren't received until the beginning of 2018. It was decided to stop reviewing the budget and address the Conditional Use and Zoning form.

Mike stated Franklin Glen had a retention pond blowout with the pipe and manhole. They were given a five-day notice to correct it. Phil is going to send them another letter tomorrow. Also, South Middleton Township is placing a 14,000 lb. weight restriction on Whiskey Spring Rd. over the mountain. They would like to post signs on our side and Mike will talk to SM officials tomorrow. Mike said they will be signing an agreement. Mike said he thought a sign should be posted on Rt.15 so they know ahead because otherwise they'll just be running their trucks on our roads.

Mike passed out a few samples of applications. Mike said office staff could probably complete a draft if they know what the BOS wants. Discussion was held on the different parts of the form and the fact that they should be separate; a Conditional Use application and a Zoning application. Eric said he thought there should be a Conditional Use for Steep Slope separate with the steep slope checklist included. Dave said he thought the ZHB Case # should be kept on the form for reference and the title should change on the front page. Discussion was held on who sends the certified letters to the adjoining property owners. Mike read the ordinance which states the township notifies the adjoining property owners. Dave suggested if this application is for Conditional Use for steep slope, the applicant should have to check a certain section and then an instruction should be included as to which section to go to next. It was suggested to include a Signature line and a statement that it's true and accurate & they have received the ordinance information. It was decided to keep it on one form. Teresa should have it electronically and Eric is also going to get a digital copy and work with it.

The Franklinton line is now correct with ambulance, fire, trash, etc. Mike has also been getting calls on driveway permits for the South Middleton side of County Line Rd. Mike said he is not clear on where our township begins and ends on County Line Rd., He suggested that we have it surveyed, and signs put on our side to designate it's Franklin Township.

Mike is going to talk to the South Middleton official about it tomorrow when they discuss the weight limit on Whiskey Springs Rd. Three counties meet at the end of County Line Rd. in the center of the cul-de-sac.

Pam asked if the BOS was going to consider letters of interest for the seat on the Planning Commission tonight and the BOS said they were to just receive the letters by tonight.

For Health Insurance, Eric said the increase was approximately 13% and 10% of that is age related. The township could change but it would be higher deductibles. Highmark is 4.7% and \$2,400 less than our renewal fee for our current plan of \$7,183. Their plan has the same benefits, but customer service is undesirable. It was decided to renew the current plan as is. Kevin make a motion and Dave seconded it. The motion passed.

Lorin Stough was present to obtain a driveway permit. Kevin made a motion to grant Lorin Stough a second driveway permit on Capitol Hill Rd. Eric seconded it and the motion passed.

The next budget meeting was scheduled for 10/30/18 at 6:30 PM

The meeting was adjourned at 9:20 PM with the motion made by Kevin and seconded by Mike. The motion passed.

Pam Williams
Treasurer