**FRANKLIN TOWNSHIP**

**WORKSHOP & BUDGET MEETING MINUTES**

 **10/16/19**

**Call to Order**

**Roll Call**

**( ) Stonesifer (x) Cummings (x) Decker (x) Ryan (x) Wenrich**

**(x) Williams**

Vice-Chairman Kevin Cummings opened the meeting at 6:00 PM There were no audience members present.

**Other Business**

Road Crew Applications

Kevin asked if Ron May is retiring 12/31/19 and Pam confirmed that is his plan. The road crew applications and interviews were discussed as well as if a closing date for applications was needed. Pam stated time consideration should be given for the required testing and the upcoming holidays, so the successful applicants have time to learn the job requirements. Pam also said the advertisements for the positions ran on 9/26/19 and 10/3/19. Discussion was held on if a cutoff was needed and it was decided there would be no cutoff date; we would continue to accept applications ongoing. It was decided to place this on the agenda for the next BOS meeting on 11/13/19 and to pick a date to begin interviewing at that time. Mike said when we’re accepting applications, a copy of the driver’s license should be made.

Health Insurance

Discussion on health insurance is deferred until the next meeting when Eric is present.

Veteran’s Day Holiday

Teresa gave this to Pam to address as Other Business for tonight. When the Columbus Day holiday was taken from the employees, the BOS had agreed to give the employees Veteran’s Day as a holiday. It was decided to place this on the agenda for the 10/24/19 Workshop meeting. The BOS would like a copy of the minutes or section that reflect the discussion on establishing Veterans Day as a township holiday when Columbus Day was removed to review for the 10/24 meeting. Pam will notify Teresa.

Heavenwood Security Requirement Reduction

Teresa gave Pam a letter requesting a security requirement reduction for Heavenwood to be discussed tonight. The last reduction was on February 11, 2019 when it was reduced to

$52,639.51. They are now asking that it be reduced to $25,000.16. Pam stated Phil agreed with the reduction.

Pam explained that she had asked BELCO for a revised Letter of Credit for the first reduction that was made but we have never received anything. She asked Phil if that would have any effect on this request for a security reduction. Phil said it wouldn’t and that it was just an update to the records. It was decided to place this on the 11/13/19 BOS meeting agenda so that the engineer is available for input.

HR Resolutions

Teresa gave Pam a copy of the HR Resolutions information for discussion so that if it was decided to utilize this company, the cost could be figured into the 2020 budget. Kevin said he thought Eric’s input was needed for this as he made the original contact to this company.

Discussion was held on a proposed 11/6/19 budget meeting. Pam said that if the budget is not completed at that time, it was proposed to meet prior to the beginning of the 11/13/19 BOS meeting to complete the budget. It was decided to place this item on the 11/6/19 budget meeting. Pam reviewed the rates that were provided in an email from HR Resolutions.

Mike asked if Teresa’s complaint was going to be answered and if HR Resolutions was going to be hired to address the complaint. Mike stated there were 30 days from the time the complaint is handed in to act according to Labor & Industry laws. Mike also asked if any of the BOS replied to Teresa. Kevin was checking into what the solicitor said via email on this subject. Kevin thought the solicitor said that Rick Hoffman was not an employee of the township; Mike stated he is an agent of the township. Mike addressed his concern that the township did not reply to this complaint, has not yet contacted an HR company, has not replied the complainant nor contacted the person who the accusation is against. Kevin said Bret and Eric have had most of the discussion concerning this issue. Mike stated he was not privy to any of this information because he had to leave the meeting early. Mike contacted the Chairman after the meeting and was told an “HR firm was going to be hired but nothing was going to be said to Rick because it would make the situation worse”. Kevin confirmed Eric sent an email on 9/27/19 of an update of this personnel issue.

A **motion** was made by Mike for Franklin Township to immediately hire an HR person to answer the complaint from the employee’s statement/complaint.

**Seconded** Kevin Cummings

**Motion passed**

Kevin will notify Eric to contact HR Resolutions to be hired to address a complaint submitted by an employee. Kevin said he did feel strongly that this procedure does need to be put in place.

**BUDGET MEETING**

Pam sent out the minutes from the 9/26/19 Budget Meeting via email. It was decided to defer the approval of the minutes to the 11/6/19 Budget Meeting. Pam went over the handout titled Information Requested for Franklin Township Budget Meeting which was information the BOS had requested she follow up on. Pam stated she didn’t have the number available for equipment as the web site was down and she had not yet gotten a return call from Josh.

The Liquid Fuels/State Highway monies in the bank are as follows:

*Members 1st Checking*-$206,398 is the balance but most of the checks from the October payments have not cleared. Deducting that amount of $189,974 leaves a cash balance of $16,424.10. This includes a transfer from the General Fund of $25,000. The balance at *M & T* is $2,508

The expenses for the Road Mower totaled $1,625.77 YTD There were two invoices just notated as road tractor repairs without a detailed explanation. Pam said one amount was $766.51 and the other for $401.26 Mike said they are the seals on the tractor, and they go bad every other month. Mike asked about an expense of $815 that is listed as shovel. Pam will check on this amount for the next budget meeting.

Discussion was held on if the township wants to bring the seasonal mowers back for next summer. Pam said she spoke with Andy about this and he would prefer one part-time person up to 32 hours per week that could mow, trim weeds, check the bathrooms and empty the trash at the park instead of two seasonal mowers. Mike said if the Water St. project is done, it is probably only a two-week project. Pam said Andy told her he didn’t recommend bringing one of the seasonal employees back. Mike felt that the road crew should be able to complete the mowing next year as they will not be doing a big project, pipes, etc. Mike said he didn’t recommend bringing the seasonal mowers back next summer. The BOS all agreed. Pam will notify Andy of the BOS decision and ask him to notify them.

Pam said we are buying a lot of gas for the Park mowers. She asked if that expense should be coming out of the Parks & Recreation fund, the gasoline account in the General Fund under the Highways section or another account. It was decided to put it in the account line for gasoline under the Highways section of the General Fund. Discussion was held on the purchase of the mower and why Parks & Recreation chose the mower to be purchased. Pam explained the account line the purchase of the mower was placed in. Mike explained that several bids were received for the purchase of a mower. Mike said he questioned the Parks and Recreation committee about the mower that they decided to purchase.

**STATE HIGHWAY**

Pam explained the updated 2020 allocation for Liquid Fuels is $230,887.56 which is $4,816.44 less than what was included for the State Highway Budget at the 9/26/19 meeting. $4,816.44 will need to be reduced from the 2020 budget for it to balance. Discussion was held on if it should be taken out of 438.14 Highway Wages; 436-Storm Sewers & Drains; 438.62-Road Maint.-Project or 438.74-Capital Purchases-Equipment. Costs for Water St. were discussed, and Mark asked if there was now a reduced amount for the structure which was discussed at the last budget meeting, could we take it out of 438.62 and budget less in the project line. Mike said the Roadmaster must determine the costs for everything involved in Water St. Mike asked how much has been spent on engineering costs for Water St. Pam suggested possibly splitting it up between two accounts. Mike suggested deducting it all from 438.20-Oil & Chip.

It was agreed to reduce 438.20-Oil & Chip from $21,000.00 to $16,183.56 for 2020 to account for the $4,816.44 reduction. Pam will prepare the finalized State Highway budget for the 11/6/19 budget meeting for approval.

**PARKS & RECREATION**

Pam stated the Parks & Recreation budget was mostly finalized at the 9/26/19 budget meeting but want to make sure there were no further issues that needed addressed by the BOS. Pam will prepare the finalized Parks & Recreation budget for the 11/6/19 budget meeting for approval.

**GENERAL FUND**

**Income**

Pam explained how the Projected 2019 was calculated. It was agreed to wait until the 11/6/19 budget meeting when Eric is here to discuss Health Insurance. All income accounts remained the same except the account lines listed below:

301.10-Real Estate Tax-Current Year-From $160,000 in 2019 to $162,000 in 2020

310.10-Realty Transfer Tax-From $60,000 in 2019 to $70,000 in 2020

310.51 LST Tax-Current Year-From $20,000 in 2019 to $26,000 in 2020

310.65 Administrative Tax Fund Refund-From $0 in 2019 to $1,000 in 2020

321.80 Cable Franchise-From $30,000 in 2019 to $33,000 in 2020

331.12 Violations-Criminal-From $5,000 in 2019 to $3,500 in 2020

341.01 Interest Income-Checking-From $50 in 2019 to $200 in 2020

341.03 Interest Income-Savings-From $450 in 2019 to $1,950 in 2020

Pam stated she is in the process of contacting our banks for better interest rates and looking at CD’s. Discussion was held on the State Shared Revenues. Pam is going to double-check on the Act. Jan-Aug 2019 for 355.07-Fireman’s Relief Fund and 355.25-Municipal Pension State Aid She is also going to check on the Act. Jan-Dec 2018 for 361.31-Plan Submission Fees.

361.32 Engineering Fee Reimbursement-From $20,000 in 2019 to $15,000 in 2020

361.34 Hearing Fees-From $4,000 in 2019 to $2,500 in 2020

361.40-Site Inspection Fees (RAS)-this line will be zero as it was the line used for inspections performed by Bob Shelly which is now done by Land & Sea. Mike stated that this line item makes the township responsible for a site inspection fee on anything built under zoning in Franklin Township. Naomi asked how we would know if they did or didn’t do the inspection. The agent works for the township and is a licensed representative. If there would be a problem, we could go back on the agent.

It was agreed to remove 361.50-Sale of Ordinances and 361.53-Sale of Township Maps lines from the budget worksheet.

362.44-Septic Applications & Testing-From $5,000 in 2019 to $3,000 in 2020

389.20-Divident-Workers’ Comp.-From $6,000 in 2019 to $9.000 in 2020

391.33-Sale of Assets-Discussion was held on sale of the truck, cut off pipe that was sold and the question was asked which fund those monies were placed into. Pam will check on that and have that information available for the next meeting.

**Expenses**

The BOS had asked Pam to have available the buyback/purchase price of the Recycling building for this meeting. The purchase price is $19,952. Mike said he thought it was $19,100. Pam said they may have subtracted the Balance DEP Share of $700 from the $19,952. Naomi thought someone was supposed to be checking into whether there was any emergency management grant that could be obtained for. The BOS decided they didn’t want to be tied to grant money again.

The Net Gain for Income was calculated at $13,675. The Total Income Line came out to $1,042,542 after reviewing each line item. Discussion was held which line the expense for the Recycling building would be placed into. Pam said it would be placed in 409.72-Capital Improvements under Municipal Buildings.

All expense accounts remained the same except the account lines listed below:

400.13 Dues & Subscriptions-Supv.-From $1,300 in 2019 to $1,500 in 2020

400.14 Meetings & Conventions-Supv.-From $800 in 2019 to $400 in 2020

Naomi stated she is not attending the York County Associations Convention of 2nd Class Twps.

400.15 Planning Commission Salary-From $500 in 2019 to $800 in 2020

Pam reviewed the third-year price from SEK for 402.11-Auditor Fees. She did say a decision would have to be made near the end of next year if we are going to retain SEK or get quotes from other firms.

403.11 Tax Collector-Commissions-From $8,500 in 2019 to $9,000 in 2020

Pam noted the Real Estate Income was higher so the commissions would be higher. Mike noted that for 403.20-Tax Coll Supplies, we need to make sure that other municipalities are paying their fair share for training, etc.

403.30 Outside Collection Fees-From $8,000 in 2019 to $10,000 in 2020. The percentage charged is 1.85%.

404.11 Solicitor Fees-From $45,000 in 2019 to $40,000 in 2020. Mike stated this could be lowered due to reduction in time as steep slope is completed and some suits have been settled.

405.15 Treasurer Salary-From $19,250 in 2019 to $20,600 in 2020 as projected is at $20,515

405.34 Mileage-From $700 in 2019 to $900 in 2020

408.11-SD/LD Engineer Fees-Discussion was held on this line. Pam explained that this is a bill we must pay to pay Barton & Loguidice. If any charges can be charged to Escrow and there are Escrow monies for that SD/LD, the Escrow funds reimburse the General Fund. The question was asked if Lexington has Escrow monies. Pam stated they did not and there has never been any in Escrow since she started here. She bills them and they have been paying. Mike said to contact the engineer to find out how much Lexington should have in Escrow.

408.12 Sewer Enforcement Officer-From $9,000 in 2019 to $7,000 in 2020. With the new SEO, Teresa is sending Mr. Morrow the fee schedule to line his fees up with our fee schedule as the one he previously submitted did not. Andrew will be the back up once Vince retires. Mike suggested that the fee schedule be sent without the amounts in it. Pam said she thought it was already sent but would inform Teresa to do that if it had not yet been sent.

408.16-General Engineering-Discussion was held on the amount of engineering costs the township is paying for General Engineering. Pam clarified that the 10% doesn’t come out of this account line for projects. She segregates those expenses to 408.35-Engineer & SEO-Other for future reference. Mike stated Franklin Glen is in this account line.

Mike said Water St. will require another permit and the township paid for a design that is not going to be used. Kevin brought up that anything pertaining to our Engineer on our agenda should be moved up on the agenda. Pam suggested putting the subdivision, engineers report, etc. more towards the beginning. However, anyone representing the fire company for example could go first so they wouldn’t have to wait. Discussion was held on the NYCFR budget and if we have received it. Fire fees, fire taxes, fire equipment turnover and lack of volunteers were discussed. Kevin said the preliminary NYCFR budget is approximately $600,000 and it does include a Manager salary (paid driver during the day). The fire company board should be the board to recommend a fire tax. Mike stated in the future, he feels that road crews may be utilized as they are already on duty during the day, have compensation, etc.

408.20 Zoning-Engineering-From $2,000 in 2019 to $1,000 in 2020.

408.33 Professional Fees Other-From $1,000 in 2019 to $5,000 in 2020

408.35 Engineer & SEO Other-Approximately 10% of this can be transferred to Liquid Fuels for projects. Pam stated that Water St. is also included in the Act. Jan-Aug. 2019 numbers. Pam reviewed the County Line, W. Greenhouse Rd., and Water St. engineering fees YTD.

In 2018, Water St. engineering costs were approximately $25,000. In 2019, Act. Jan – Aug. The question was asked if the township should look for an engineering firm that has more experience in structural engineering vs. civil engineering. Kevin suggested that the board have a meeting with the Barton & Loguidice management representative to discuss the costs and skills necessary to complete these types of projects. Mike talked about how difficult the permit process is and how that can greatly increase engineering fees. Naomi stated that our residents are also being charged high engineering costs for reviews, etc. Mike said it goes by your acreage or if it is SD/LD and has set fees on the fee schedule. Kevin asked that the BOS further discuss holding a meeting with Barton & Loguidice at the 10/24/19 CUH meeting when Eric is present.

The next budget meeting was scheduled for 11/6/19 at 6:00 PM

The meeting was adjourned at 9:28 PM with the motion made by Kevin and seconded by Mark.

Respectfully submitted,

Pam Williams

Treasurer