**FRANKLIN TOWNSHIP**

**WORKSHOP & BUDGET MEETING MINUTES**

 **9/26/19**

**Call to Order**

**Roll Call**

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

**(x) Williams (x) Gibb**

Chairman Eric Stonesifer opened the meeting at 6:00 PM There were no audience members present.

Pam explained how the budget spreadsheets were laid out. She explained the 2018 Actual column was for the entire year and the 2019 Projected column was for Jan-Aug of 2019. The 2020 proposed budget numbers are the same as 2019 until each line item/account is discussed and decided on for the 2020 budget. The State Highway budget was reviewed by line item/account.

**STATE HIGHWAY**

**Income**

The 2020 income lines were reviewed and stayed the same. The Liquid Fuel allotment this year is $230,887.56 Recyclables for 2019 were put in the 391-Sale of Fixed Assets but money is typically not budgeted for this line. The Total Income line came out to $235,704.00.

**Expenses**

The 2020 expense lines were reviewed and stayed the same except the accounts/line items listed below:

432.24-Anti-Skid Material was increased from $4,000 in 2019 to $5,000 for 2020

432.26-Salt was increased from $7,000 in 2019 to $8,000 in 2020

Eric asked Andy if he needed more of either of these and Andy said if anything, probably Anti-Skid. All agreed this is an unpredictable number.

433.14-Traffic Control Devices was increased from $300 in 2019 to $500 in 2020

433.24-Road/Street Signs & Posts was increased from $1,000 in 2019 to $1,300 in 2020

Andy said a lot of the street signs need replaced; very faded. He would also like to replace the black and white signs with the green and white signs as these are easier to read, more noticeable and the numbers are bigger. The barricades with flashers will also have to remain up on Water St. until the bridge is completed.

436-Storm Sewers/Drains was increased from $0 in 2019 to $12,000 in 2020

For 2019, many of the expenses in this line were for culvert expenses prior to bridge and paving work. Pam has been putting the pipe, wingwalls and any stone being used on the culvert repair in this line for W. Greenhouse, County Line and Lost Hollow roads to keep track of what is used on the projects. The paving part would most likely go under 438.61-Road Maint-Non-project if it is work that is not for a PA Dot approved project. Discussion was held on where permit expenditures would go. Andy stated the higher the quantity of pipe that is bought, the more discount you can get. Andy said he estimated $20,000 for replacing/repairing culverts for 2020. The roads that are planned on the project list would take priority.

Mike asked how much was towards projects. Pam stated the approximate amount of $11,000 in 2018 was when culverts were being done prior to Century Lane being replaced. For 2019, expenses for culverts done prior to work on W. Greenhouse Rd., County Line Rd. and Lost Hollow Rd. were included. Mike said Scotch Pine Rd., Gameland Rd., and Glenwood Rd. culverts were also done in 2019. Water St. culverts will have to be included for 2020.

437.25, Repairs and supplies was kept the same for 2020 as in 2019. It was also agreed to

 keep recording all repairs/supplies in Liquid Fuels/State Highway vs. the General Fund

 for inspections, oil/lube, supplies and equipment repair, outshop expenses and repair of

 tools and machinery. Mike said if a new truck is purchased, it would reduce some of

 costs.

Andy stated he has a list of roads (14) that need line painting done also and a double coat should be applied. Mike said there is a black binder book in the Roadmasters office that has the road measurements in. Pam said that there is a line in the General Fund, 438.24, Materials-Highway that road paint could be put in if we exceed the amount budgeted for paint in Liquid Fuels.

438.14-Wages/Highway Maintenance was decreased from $55,000 in 2019 to $19,500 for 2020

438.20-Oil & Chip was increased from $0 in 2019 to $21,000 for 2020. Andy said he has a

 couple roads that he would like to oil/chip as they are past crack sealing. Andy said

 Whiskey Spring could be done because it is structurally sound but beyond sealing

 cracks. Kevin mentioned Chainsaw from the peak down to the bend to Greenhouse on

 the right side appears to need done. Naomi mentioned when Josh was here, he said

 there is value in oil/chip. Andy said it does buy time until you can pave roads. Oil/chip

 was running about $2.40 a yard this year which is 25% of paving. Roads that are on

 the project list would not have oil/chip done. Andy went over his list with the BOS.

 Andy also discussed spraying around guiderails, parking lots, sidewalks, etc. This

 takes a different license but also insurance unless it’s contracted out.

438.62-Road Maintenance/Project stayed the same for 2020 at $131,657 due to planning of the

 Water St. bridge replacement. The actual column contains expenses from W.

 Greenhouse that designated project monies didn’t cover. Josh instructed Pam to put the

 overflow in 438.62.

438.74-Capital Purchases-Equipment- Pam & Andy will look at the number available for equipment. Andy would like to see a used roller (app. $10,000) purchased as well as a plate tamper ($2,500). Also, a utility bed ($20,000) and a handheld blower ($300).

To replace the 2001 dump truck is approximately $90,000 with plow and spreader. Discussion was held on purchasing a new truck next year. Andy would like to purchase tools he estimates at $5,000. The road mower we currently have is a 2012. A new one is almost $12,000. Andy went over prices for different types of road mowers. Mike discussed all parts that have been replaced on the mower and stated different parts replaced have been due to structural damage vs. mechanical. Pam stated there is also a Capital Purchases line, 430.70 in the General Fund as well as a line for Small Tools & Equipment, 430.26. Andy stated the township has no metric sockets and we do some of our own mechanical work which Eric pointed out that Andy is saving us some money by doing that. Rental of equipment was also discussed.

Discussion was held on the planned cost vs. the actual cost of paving for County Line and Lost Hollow Roads. Water Street and the permits for it were also discussed. Andy said the biggest concern there is the right-of-ways. Mike already talked with Mr. Peacock from York County about acceptable structures for that opening and low-volume roads. Mike thought the Water St. project would be approximately $180,000 of Liquid Fuel funds. The cost would also depend on the scope of the project. Andy asked about permit costs, and Mike said GP-7 permits were for anything under 100 acres drainage and a GP-11 permit was for anything over. The cost of a GP-7 is around $3,000 and the cost for a GP-11 is approximately $8,000-$16,000. These permits are for waterways only. Discussion was held on a notification memo we received about work being completed surrounding Franklin Township and the state of Franklintown Road.

Last year, the planned cost of Water St. included $150,000 from the General Fund for the one-foot buildup of the road. The budgeted number for the Water St. bridge structure from Liquid Fuels for 2019 was $131,657. Naomi asked about the training Mike received for low-volume roads and what it was about. Mike said they must find a structure that does not exceed the

right-of-way for Water St. Mike explained the type that would need to be used for that opening and the criteria that would need to be met. Mike suggested Andy should attend the low-volume road training. A traffic study also needs completed.

It was decided to keep 438.62, Road Maintenance/Project the same for 2020, $131657, as the plan is to complete Water St. in 2020 dependent on if the township gets the permit and if not, switch gears to the next project. Pam went over Mike’s proposed five-year plan from Mike’s clearing report. Kevin expressed some concerns over getting the permit and expiring if the project gets delayed.

439.61-Construction Projects had an incorrect number in the Projected 2019 column. The

 correct number is $33,948. The Net Income (Loss) line was at $61,638.93.

To balance the State Highway budget, the deficit was taken off 438.14, Wages-Highway Maintenance. Pam stated there is more cash on hand then the amount of money in the budget.

Pam will provide the amount of money we have available for equipment and the actual cash in the State Highway funds for the next budget meeting.

Kevin asked if the Federal Surplus program has been updated. Pam stated that Bob and Laurin must sign the forms yet then they will be submitted.

**RECREATION**

**Income**

The 2020 income lines were reviewed and stayed the same.

**Expenses**

The 2020 expense lines were reviewed and stayed the same except the accounts/line items listed below:

454.24-Water Testing-this account was increased to $1,000 from $700 in 2019 based on the 2019 Projected column

454.25-Gen. Maintenance/Repair-this line was decreased to $2,400 from $2,700 in 2019

Pam explained that the Act. Jan-Aug. 2019 column has the mower cost in but to calculate the Projected 2019 column, she removed the mower cost.

454.28-Capital Improvements-this line is being kept at $3,186 due to cases the Parks &

 Recreation committee would like to purchase as well as new park signs

To balance the Recreation budget for 2020, the Contribution from the General Fund, line 392.01 was kept at $12,086 for 2020.

**HEALTH INSURANCE**

Eric recommended that the township shouldn’t go with UPMC insurance. He said they are triple-tiered plans, have more networks and are hard to understand. Eric said this plan tries to push you to their preferred providers. Eric is going to get more information on the plan for the next meeting. Pam said she did survey the employees except one and they stated their doctors are UPMC doctors.

Eric asked Pam if there was a reason the broker didn’t give us information/quote from Highmark. Pam will ask her for Highmark. Eric directed Pam to ask the broker for a copy of the rate grid by age and the full plan/benefit summary for UPMC with a $1,000 deductible. Eric will email Pam exactly what information she should request.

The BOS decided not to enter into a contract with the SPCA. Pam stated the trash contract will expire in July of 2020 and she suggested to Teresa that this issue be placed on the first regular BOS meeting in January as researching and getting additional quotes/bid may take time.

Pam also brought up that Teresa said the BOS wanted to discuss the Recycling building tonight. Pam provided copies of the advertisement that was drafted. The BOS said the advertisement should be rewritten and be very specific that the only use would be recycling. Pam read a few lines from the contract. The board discussed just buying the building if there is no organization willing to perform recycling services. Recycling by our contracted trash hauler was discussed.

The next budget meeting was scheduled for 10/16/19 at 6:00 PM

The meeting was adjourned at 8:30 PM with the motion made by Eric and seconded by Kevin

Pam Williams

Treasurer