

*Draft-Subject to Change*  
**FRANKLIN TOWNSHIP**  
**WORKSHOP & BUDGET MEETING MINUTES**  
**9/25/18**

**Call to Order**

**Roll Call**

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

**(x) Williams**

Chairman Kevin Cummings opened the meeting at 6:30 PM Dave Sprigg was not in attendance due to illness. There were no audience members present.

**RECREATION**

Pam explained how the budget spreadsheets were laid out and that the 2019 proposed budget numbers are the same as 2018 budget until each line item/account is discussed and decided on for the 2019 budget. The Recreation budget was reviewed by line item/account.

No donations were received by customers this past year. Interest income is only received on the checking account. Mike asked if there was a donation by Maull Corp. Mike said there will be no proceeds from the Sale of Recyclable material for Parks and Recreation. The 2019 budget for 364.50, Sale of Recyclable Material will be zero.

Pavilion rentals were discussed, and Kevin asked if we will receive \$1,000 more this year to meet the \$3,000 budgeted for 2018. \$300 will be received from the Dillsburg Soccer Club but that will go in 367.21, Dillsburg Soccer Club. Mike said all the rentals for this year are on the books. Discussion was held on the last two years pavilion rental history. Mike added that pavilion rentals may be down due to the inclement weather this year. Mike thought he read that groups of over 50 people must come before the Board of Supervisors, BOS, and not the Parks and Recreation committee for reserving pavilions. Discussion was held on increasing the pavilion rental fees and making the fee higher for non-residents.

Gingrich's have paid \$2,000 in Recreation Fees in 2018. Mike said there will be two more this year for \$5,000 from Hoffman and Spiece. The budget number for Recreation Fees will stay at \$1,000.

Pam stated she did reduce the 2019 budget number for 367.25, Trees-Ponderosa, based on the last two years past actual revenue. There are also benches that can also be dedicated. Plaques are \$150 so it was decided to leave this line at \$300.

Discussion was held on if we want to keep the Contribution from GF line, 392.01, at \$17,500. Mike stated that the Kubota 2600 mower is in the garage and that is the mower that is used to go through the muddy areas in the park. It is 27 years old and the front axle is completely locked up. He said we will have to repair this to trade it in; he currently has it in for a diagnosis and a quote to repair, but we will need a new mower. Mike said the mowers were never rotated just like the trucks. Mike estimated it will cost approximately \$14,000-\$15,000 to purchase a new mower. The question was asked which budget the purchase of a new mower is going to come from, Parks and Recreation or General Fund. It was decided to leave 392.01, Contribution from the General Fund line at \$17,500. This brought the Total Income line to \$22,110. All other income lines were kept the same.

Mike said Parks & Rec asked him to get two loads of stones for the old path at the turf parking.?? Mike would like the BOS and the Parks and Recreation committee to talk about how it should be done as he is not comfortable with the way he's currently being asked to do it as stormwater management must be considered. Mike thought it would take about \$600 in stone to complete the project. Also, where the fill pile was at Ponderosa, the Parks and Recreation committee would like that dug out and stone placed there for additional parking. 454.20, Electrical Work was a one-time cost for lights this year; this line was kept at \$300 for 2019. Park and Recreation fees were designated to pay for the bleachers. Parks and Recreation is over their budget but still has monies in their bank account. Discussion was held on the amount spent in 454.21, Parts/Mower and how much should be put into repairing the mower. If we were going to sell it out right, we would have to fix it. Mike checked on line for the value of the mower if we would fix the front and sell it out right; it was approximately \$3,000.

454.10, Supplies was changed to \$1,250. Mike talked about how expensive some of the supplies are, especially the paper towels because the dispensers are so old. Discussion was held on if we should get new dispensers. The question was asked if pavilion fees are paying for all the park expenses involved such as cleaning, supplies and payroll for the road crew employees to empty trash and clean restrooms if it is rented two weekend days in a row. The road crew employees are on overtime when they are completing these tasks on the weekend. The township may have to revisit pavilion rental fees as it appears we are almost breaking even or it's costing the township on pavilion rentals. Parks and Recreation must set those fees then approval is needed by the BOS. Kevin will attend the next Parks and Recreation meeting to discuss the income vs. expense for pavilion rentals. Residents that have paid in advance for 2019 would need to be notified if the fees change.

Eric asked if the bill for the radiator for the mower was received yet as 454.21, Parts, Mower is very low. This line was kept at \$1,500.

454.23, Waste Disposal was discussed. Pam stated she added September through December of 2017 to January through August of this year to arrive at the 2018 projected number. With the new contract with Waste Management, the question was asked if we aren't supposed to be getting free trash service at the township and the parks. Mike will contact Tom Stang tomorrow concerning the township service. Naomi brought up that her son is getting billed from Waste Management and never signed up for service. Mike spoke with Tom Stang about this and left him know that some residents who opted out are getting multiple billings that are then resulting in the bills going to collections. Mike gives the residents Tom's personal number.

Tom Stang will be at the next BOS meeting on October 10. Mike called the call center for Waste Management and they said they never received an "opt out" list. Tom Stang said the call center did receive this list.

454.24, Water Testing was decreased to \$700 as Mike stated the fees are set and there will be no other additional fees. 454.25, General Maintenance/Repair is high, and Mike stated the bill for the radiator is probably in this line. Mike said he may have coded it incorrectly or Pam said she may have input it in the incorrect account line. Pam suggested that she and Mike could go through this line and if there are any mower charges in it, they could be changed to 454.21, Parts Mower. Mike said he will notate it as parts/mower going forward if it applies to the mower. Mike said his opinion is to keep 454.25, General Maintenance /Repair at \$2,700 because if new mowers are purchased, there will be less maintenance and repair for at least the first three years.

454.28, Capital Improvements, was left at \$6,000. Discussion was held on renovating the old boy scout bunk houses.

It was decided that 454.37 Memorial Tree Expenses will stay the same. Mike said we will have to also buy benches at some point in the future. Discussion was held on companies donating benches. Kevin suggested that Mike ask Waste Management if they would be interested in donating any benches.

Electric will have a small increase as there will be more electricity used since the new pole has been installed. It has been in for only half this year. 454.38, Equipment Rental is high because the road crew did a lot of work for the light installation and equipment needed to be rented. This line was raised to \$500.

452.66, Professional Fees was increased to \$1,585 from \$800 for 2019. There may be Engineering Fees for Parks and Recreation next year. Mike said he is already doing some of this work now.

All other lines were left the same. This brought the Total Expense line to \$22,110.

It was decided to wait until our next budget meeting to discuss Health Insurance.

### **STATE HIGHWAY**

The income lines were reviewed. The Liquid Fuel allotment for 2019 is \$235,704. This is an increase from last year of \$3,167.69. Pam stated we're getting more interest on checking since we also have the M&T bank account. Mike said there would be no Sale of Fixed Assets for 2019. The truck and bed will be sold this year. All other income lines were left the same. The Total Income line came out to \$235,757.

There were some repairs made to the 2014 Case Wheel Loader this year, but Mike said there wouldn't be any in 2019. This line was budgeted at zero for 2019.

Mike discussed cinders and salt and said there is 110 tons in the bin and that is good for four rounds in the township but not enough for all season. Mike went over what was spent on anti-skid and salt in the previous three years. Cinders are used in the developments and on the hill routes. Last year, more salt was brought in than cinders. Putting down salt without cinders uses less time and materials than salt and cinders mixed. Cinders are clogging side ditches and there is a lot of cleanup involved. It takes three piles of cinders (22 tons) to equal the volume of one pile of salt. We will not use cinders in developments anymore as it creates more work at the end of the season to clean up. Some of the roads that are "cold stretches", it is better to just use salt as it does not always have to be reapplied the next day. Mike asked that both account lines, 432.24, Anti-Skid Material and 432.26, Salt be left the same as we are coming off an abnormal year but said that we'll be using less cinders than in the years before. PADOT is projecting a winter with a lot of moisture.

433.24, Road/Street Signs and Posts was lowered to \$1,000 from \$1,300. 436, Storm Sewers and Drains had expenses charged to it this year, but Mike said this was an unusual year for these expenses with Glenwood Rd. We do not need to budget in this line for 2019.

Mike talked about having antiquated equipment in our yard and that we will have to replace the backhoe in the next five years. When this backhoe breaks, it will not be able to be repaired as it is so rusted from being stored in the salt bin. However, this will not be replaced next year. Mike said our repair bills should be going down in the next five years as equipment is now on a schedule for replacement. 437.25, Repairs & Supplies was kept the same as 2018.

For 438.14, Wages, Highway Maintenance, Pam said she used Jan-Aug 2018 actual and Sept-Dec 2017 to get the projected. Mike said that he also hopes to lower that with the liberal leave policy. This line was raised from \$40,000 in 2018 to \$55,000 for 2019. 438.20, Oil & Chip will be zero for 2019. Mike said we must upgrade our roads and make serious improvements vs. oil/chip.

438.22, Stone was reduced to \$4,000. The stone for the W. Greenhouse Road bridge replacement is included in the price of the project. For the Water St. bridge replacement, the total price for trucking, paving and asphalt is \$84,590. This is to bring the road up for the bridge. The structure, guiderails, etc. will be \$103,000. Stone cost will be \$6,440. General Fund monies will need to be allocated for this. This cost is without machine time to put it in and grade it, etc. When that is added in, it brings the total to \$194,030. This total is without labor at prevailing wage. The township does not have the amount of manpower to do this project on its own. West Greenhouse Rd. is deferred until next year. \$258,000 is projected for the Water St. bridge and should all be coming from liquid fuels monies. Mike requested that the BOS allocate the rest of the funds through the general fund if needed. Pam stated we have three accounts with \$250,000 plus in them. Pam checked the bank statement for the Members 1<sup>st</sup> State Highway account and informed the board that there was \$20,734 left in the bank account. In the M& T State Highway account, there is a balance of \$109,060. Kevin asked if wages were paid out of state highway and Pam confirmed they were for road maintenance non-project work and snow.

438.61, Road Maintenance, Non-Project, was reduced to \$7,500 for 2019 from \$15,000 in 2018. This is for anytime the road crew is on the road cleaning out side ditches, road mowing, etc. Mike said he didn't foresee any problems next year. 438.62, Road Maintenance, Project was budgeted at \$131,657 for 2019.

438.74, Capital Purchases-Equipment will be less next year as the new truck was purchased this year. Mike said the board had discussed purchasing a roller; \$15,000 was left in this line. 439.61, Construction Projects should not have anything more than the tiles for next year. The work on Franklinton Road and County Line Road would not be feasible to do next year. This was left at \$9,500 in case anything would occur.

The structure will be paid this year for the W. Greenhouse Rd. bridge. Mike said we've been notified asphalt prices will be skyrocketing. There will be approximately \$155,000 remaining for the Water St. bridge that is not in the 2019 State Highway budget. Kevin figured about \$50,000 would be left for the remainder of 2019 to do any kind of road work we didn't budget for and was asking if that was an adequate number. He would rather see us use every possible dime of liquid fuels money vs. paying out of the General Fund. \$29,734 was the amount Mike figured up as having left in 2018 after all the expenses were figured in.

The BOS wants to be accountable for all expenses and doesn't want to raise taxes. The township must plan long term with increased road expenses. Discussion was held on possibly looking into low interest loans (PIB) in the future. Mike said as a point of interest, roads sink one inch a year and maybe more in a wet weather pattern like we have been having. Mike said even a leveling with a new wearing course on County Line Rd. is approximately \$90,000. Kevin said financial restrictions may make us do an oil/chip on a road vs. raising and redoing the road.

The BOS said to place the \$6,157 excess in the 438.62, Road Maintenance-Project line. With the current budget, we will have \$131,657 in 438.62 for project expenses for 2019. If this budget works out as designed, we'll have this amount of money to utilize for projects.

Eric stated if we renew the health insurance plan we have now, it will cost the township approximately \$7,000 more than last year. Health Insurance will be discussed at the next budget meeting.

Eric suggested everyone go through the general fund budget and make notes on it for the next meeting. Eric stated the budget is in good shape for 2019 and we have a very good starting point. Mike reminded the board that we have to be making deposits to the Capital Improvement Fund too. Kevin said we should think about dividing any surplus as follows: one-third towards the project, one-third towards wages and one-third towards capital improvements. Discussion was held on how MS4 would affect us if we were currently participating in that.

The BOS approved sending a letter to Kyle Goss who was elected as an Auditor but never followed through with getting sworn in, etc. to fulfill his duties. The township needs confirmation if Kyle is interested or not.

Dave Buckwash and Leonard McLaughlin are interested in going to zoning training on 10/26 in Lancaster for \$35.00 per person. Eric Stonesifer made a motion to allow them to go to training and Kevin seconded it. The motion passed.

Concerning the handbook, Mike asked about a question Teresa had on time off. For vacation and sick time for new hires, is the policy if it's not used up, you lose it? Mike thought it was for any new hires and Eric thought it was for employees from a certain point forward. The board said they would need to look at how it was decided upon in the new handbook. Mike asked for the approval of the board to sell the truck on Municibid. The board agreed to sell it.

Mike said he had gotten information on hiring seasonal workers. You can work a seasonal worker however long it's needed if they are only doing what they were hired to do and what their job description says (such as mowing). If a seasonal worker works more than 40 hours, they are paid overtime. The township can decide the rate they're going to pay them.

The next budget meeting was scheduled for 10/16/18 at 6:30 PM

***This has been changed to 10/15/18 at 6:30 PM***

The meeting was adjourned at 8:50 PM with the motion made by Kevin and seconded by Mike. The motion passed.

Pam Williams  
Treasurer

Questions from 9/25/18 Budget Meeting:

**RECREATION**

-MAUELL paid \$100 to rent Century Lane Park pavilions #1 & #2 for \$100 on 7/2/18. This was recorded in 367.14, Pavilion Rentals

-The repair for the Scag mower radiator by Thoman's was not in the Projected column of the budget number through August as it had not yet been paid. The total bill was \$849.70. \$581.70 was put in 454.21, Parts, Mower and \$268.00 for Labor was put in 454.25, Gen Maintenance/Repair.

-Dillsburg Soccer does pay \$300 for the Dillsburg Tournament in October. I sent them an invoice on 10/11/18 for this year.