

# **FRANKLIN TOWNSHIP WORKSHOP & BUDGET MEETING MINUTES 10/18/17**

Kevin opened the meeting by announcing a workshop meeting that would then proceed to a budget meeting at 7:00 PM

## **DRAFT ORDINANCE AMENDMENTS/ZONING ORDINANCE AMENDMENTS EMAIL**

The supervisors reviewed a copy of an email from Bret on the Draft Ordinance Amendments/Zoning Ordinance Amendments. The changes since spring is that everything regarding accessory housing/granny flats was removed as YCPC disagreed with the draft. Also, the language to increase the density allowed in Open Spaces was changed.

Kevin made a motion to table discussion on this issue until the November BOS meeting.

## **SALDO AND LAND DEVELOPMENT ORDINANCES**

The emails from Bret and Phil regarding land development were then discussed by the supervisors. Dave said he was asked to have the board go into executive session on this matter which they did but no decision was made.

Kevin stated the goal of the workshop meeting was to review SALDO, the land development ordinance and the township zoning ordinance wording in fairness to everyone. They received new information and have more questions than answers. The board decided to table the discussion. Kevin made the motion to table the discussion. Dave seconded the motion and the motion passed.

Kevin gave credit to Supervisor Decker when this ordinance was being passed, because on record, she noted that she felt they were moving too quickly on this issue.

## **MINUTES**

Kevin made a motion to approve the minutes of the last workshop/budget meeting on 9/17/17. Naomi provided Pam with the township name missing in an Adams County district that was referenced in the minutes and corrected a statement on page three. Kevin seconded the motion and the motion passed.

## **PENSION**

Eric/Mike stated that the recommendation for the pension is to raise the percentage to 1.25%, add the spousal/death benefit and the early/age 62 retirement option. This is what the staff was promised in the past. Eric said that Diane Calhoun explained that what may have happened is when the township first signed up, there was a lot of money spent up front before the state aid took effect and the board may have been instructed to wait to see what their state aid contribution was before adding the death benefit and early retirement option, then there was no follow-up.

Currently, the pension plan is not costing us anything and we have been depositing excess state aid back into our account. Eric went over the 457 Plan that we can also offer to our employees and stated it is like a 401K and the township would not contribute at this time. This is for the employees to deposit monies into as an “additional” retirement fund and can be offered to full-time and part-time employees and it is very flexible. There is a \$200 administrative fee per year to be paid by the township. Putting these options into place will not affect us financially until 2020. The percentage is retroactive back to the year we enrolled in the plan.

Eric made a motion to adopt the pension recommendations of increasing the percentage to 1.25%, adding the spousal/death benefit and early/age 62 retirement to take effect January 1, 2018. Kevin seconded it and the motion passed.

The board said they wanted Pam to start distributing the 457 Plan information so the employees can start looking at this information.

### **HEALTH INSURANCE**

Eric went over the health insurance information and stated there will be a slight increase to the employees and it will be an increase of \$ ??? to the township. Discussion was held on the projected numbers for the rest of the year and the budgeted amount for 2018. Pam stated the projected number for 2017 is less as Gary was not employed at the township as of mid-February 2017.

Eric made a motion to renew with Capital Blue Cross, the same plan and the same tier. Kevin seconded it and the motion passed. Kevin thanked Eric for his work on the health insurance.

### **BUDGETS**

#### **RECREATION**

Pam stated unless the board had any changes, the Parks and Recreation Budget should be complete. The board said they’ll wait to adopt/finalize it until the General Fund Budget is finalized.

#### **STATE HIGHWAY**

Pam stated that line 438.62, Road Maint. Project is updated with \$22,500 for the W. Greenhouse Road Bridge and \$9,500 for the engineering fees for this bridge. Pam also corrected the projected number for 2017 for Liquid Fuels Funding, line 355.01. Pam said she did come across a few notes for the 2018 State Highway budget. She said she didn’t previously remember talking about the bins for stone and salt storage. Mike said his lowest estimate for those is \$10,000 for eight bins. He said they’re going to only do two at this time since they want to get the rest of the park infrastructure done and possibly do two at a time from then on, depending on the budget. They also have to make sure they’re not compromising the SWM. They’ll probably put two on the north side of the recycling building and six bins on the back of the building.

Mike said the truck price was \$81,390 and with a few changes our new total with a couple of changes is \$82,140.

The contractor is purchasing the truck for us instead of us purchasing the truck as he can get a better deal than we could. They will also service the truck. \$62,642 will be the price of the accessories. Kevin thanked Mike for his work as Roadmaster. Kevin made a motion to finalize/adopt the State Highway budget. Mike seconded it and the motion passed.

## **GENERAL BUDGET**

Eric stated initially, we're within 7% of our income and 12% under expenses. Dollar-wise, we're \$20,000 to the good. Kevin said we got a lot done in 2017. We still do not have a budget from the fire companies. Kevin said Mike Whitzel stated the split for the fire state aid is still a 75/25 split. Mike W. also said there will be one budget for 2018. Kevin said we can budget it for one company but we still need to clarify that they're going to receive it as one company. Mike said we need a letter from the State Attorney General that he is going to accept the merger. Eric asked if we are behind on getting real estate taxes in. Mike asked if we ever started keeping track of it in the office. Pam stated she started keeping track of it but the information is not consistently provided to her.

The board said they're in agreement with the Total Taxes, Total Licenses & Permits, Fines, Interest and Intergovernmental lines. The board was also in agreement with the Total State Shared Revenue line. Pam stated the Police Pension Contribution is now handled differently beginning this year. Instead of us receiving the money, sending it to NYRCP and invoicing them, everything is done through NYRCP. She is going to double-check with Diane at NYRCP if we have to continue to budget for 355.05, Police Pension Contribution.

In the General Government Charges section, 361.40, Site Inspection Fees (RAS) was decreased to \$2,000. Bob Shelley is no longer working for the township and left around the middle of June 2017. This brought the Total General Government Charges, Line 361 to \$36,600.

The board questioned what the \$160.00 was in line 362.40, Hang Up Calls, in the Actual and Projected 2017 columns. Pam researched this and it is the revenue received from the NYRCP for 2016 Hang Up Calls. The 2018 Budget number for this line was kept at zero. The Total of line 362.00, Public Safety Service Charge was approved.

The total of line 380-389, Miscellaneous was approved. Line 391.00, Sale of Assets, was changed from zero to \$3,000. This was increased due to the items listed for sale on the web site and possible sale of items in 2018.

Total Income was approved less the changes of \$10,000.

We currently have a waiver for MS4. Mike said we have to actively do things moving in the direction of the plan. We have to make the 10% improvement to keep it going such as getting the farmers together, mowing from 50 feet, etc. Kevin stated the MS4 should apply to all residents fairly. Mike suggested having a town meeting with farmers and the engineer in the coming year.

Pam asked a question concerning this issue and the sewage pumping. Naomi suggested the pumping should possibly be township wide instead of by only certain districts. There seems to be confusion between the ordinance and the engineer in who is to pump. Could this also be counted as MS4 actions?

The Total of 408.00., Professional Fees was dropped by \$8,000. 408.11, SD/LD Engineer Fees was dropped from \$20,000 to \$17,000 and 408.16, General Engineering was changed from \$25,000 to \$20,000.

For 409.00, Municipal Buildings, Pam went over a few notes she had that applied to this part of the budget. The note was a reminder to discuss heat pump/AC, roof painting and ADA compliance. Kevin confirmed there is approximately \$43,000 in the Capital Reserve Account and Pam said her understanding is that money was set aside for building/ADA improvements. Pam said in the summer, the AC can't keep up with the rising heat and humidity outside. The board discussed getting another service provider for the heat pump/AC.

It was mentioned once you do one thing for ADA, you have to do it all. Kevin mentioned having a unisex restroom. Mike and Eric said if we do the restrooms, we need to look at the rest of the building such as the conference room and/or extending the building. Discussion was held on how and where we could extend. It was agreed that money needs to be allocated to increase this fund. Kevin said if there is a surplus at the end of reviewing the 2018 budget, we should allocate money to Capital Improvements. The money in the Capital Reserve Fund is designated for building improvements/ADA improvements. The balance of Capital Improvements is approximately \$7,000. The money that was used this year was for improving the fuel tank area. The Total 409.00, Municipal Buildings was approved as well as the total for 410.00, Police. The only thing not included in the police lines was the increase for 2018 which Dave will provide to Pam and she will include. Pam also stated that line 410.30, Police Pension Contribution will cancel out if we do not have it in 2018.

The total for 411.00, Fire was approved. The board requested line 411.57, Fire Truck, Franklinton-Principal be removed as that was a one-time purchase. Eric and Mike said the workman's comp insurance was supposed to be going down by \$15,000. 412.56, Ambulance Contracted Services was increased to \$10,000. The total line for 412.00 Ambulance was approved at \$10,000.

For 413.00, Code Enforcement, 413.18, Construction Code Officer-RAS was reduced to \$2,000. 413.32, BCO Salary was increased from zero to \$2,000. The board asked that Outsource be added to this line title. This line was increased because Land and Sea will be taking over temporarily after Nancy retires and before Brain takes his BCO training/certification. Pam asked if BCO work would be budgeted and tracked separately from Zoning and Codes Enforcement. Discussion was held on if this is a two or three year certification. Mike asked if BCO work was already included in Land and Sea's fee schedule. Eric asked if we could utilize another BCO from another township. Dave asked about asking Nancy if she would come in three to four hours per week. Mike will contact Land and Sea. 413.34, BCO Training was increased from \$200.00 to \$375.00. Total 413.00, Code Enforcement was increased by \$2,175.00 and was approved. The question was asked if 413.37, Code Enforcement Officer Salary needs to be increased for enforcement and recouping fees/reimbursements from the township. We should be recouping our engineering and attorney fees also.

The next budget meeting was scheduled for 11/1/17 at 6:30 PM The following day Pam contacted all Supervisors' due to a conflict for her on the 1<sup>st</sup> and the meeting was rescheduled to **11/2/17 at 6:30 PM** Discussion was held on finalizing and advertising the 2018 budget.

Concerning the report from Bryan on Old Cabin Hollow Road, Mike spoke to Bryan, Bret and Phil on trying to collect the associated fees for a blatant violation. They agree we should write a citation to this individual for non-compliance from the beginning to try to recoup our costs back to the citizens. Mike asked the board to approve those measures be taken and the zoning officer can then take action to start bringing this property into compliance. There are no penalties, just reimbursement of fees for the time used to the township and associated costs. Kevin asked who violated the Cease and Desist order that Bryan issued. Was it the homeowner or the contractor? If it was the contractor, they should be barred from doing any other work in the township. Kevin stated we should have a conversation with Bret on this. Mike said it should be recorded that there are no fines and that it's just reimbursement of fees/township time in case it would go to court for some reason. There was no vote on this.

The meeting was adjourned at 9:11 PM with the motion made by Kevin and seconded by Dave.

Pam Williams  
Treasurer