

FRANKLIN TOWNSHIP
BUDGET MEETING MINUTES
September 23, 2020

FINAL

Call to Order

Roll Call

(x) Wenrich (x) Buckwash (x) Decker (x) Galbraith (x) Christensen

(x) Williams (Roadmaster-Andy Gibb by phone)

Chairman Mark Wenrich opened the meeting at 6:00 PM There were no audience members present. Mark discussed the meeting agenda, specifically, the State Highway budget, with which the meeting began. Mark stated we had to reconcile an approximate \$18,600 deficit with the starting numbers for the 2021 State Highway budget. Pam stated this is due to receiving less money in our state Liquid Fuels funding for 2021.

Pam explained how the budget spreadsheets were laid out. She explained the 2019 Budget column and the Actual column for Jan-Dec of 2019 as well as the 2020 Budget and Actual column for Jan-Aug of 2020. She explained how the Projected 2020 column is determined and that the 2021 proposed budget numbers are the same as 2020 until each line item/account is discussed and decided on for the 2021 budget. The State Highway budget was reviewed by line item/account.

STATE HIGHWAY

Income

Supervisor Brian Galbraith asked a question about the funds that Franklin Township has and what kinds of funds they are, i.e., checking, money market, etc. Pam said they are basic accounts and that changing the investments to different vehicles have been discussed but that she hasn't had any time in the last year to research this much further. Pam informed him about the current bank accounts and of checking into PGLIT (PSAT's recommended). Discussion ensued on which accounts are accessed regularly and which we use as "storage" as well as where we can invest. Supervisor Galbraith has paid close attention to the Treasurer's Report month to month and volunteered to research this further.

The 2021 income lines were reviewed and stayed the same. The Liquid Fuel allotment this year is \$212,288.38 vs. \$235,560.84 for 2020. Recyclables for 2021 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 \$212,341.38.

Expenses

The 2021 expense lines were reviewed and stayed the same except the accounts/line items listed below:

432.24-Anti-Skid Material was decreased from \$5,000 in 2020 to \$4,000 for 2021.

432.26-Salt was decreased from \$8,000 in 2020 to \$7,000 in 2021. Andy said we are currently are full and haven't filled last years quota. He agreed to decreasing those lines for 2021. All agreed this is an unpredictable number.

433.14-Traffic Control Devices stayed the same; \$500 in 2021.

433.24-Road/Street Signs & Posts stayed the same; \$1,300 in 2021.

Andy said he hadn't gotten to ordering much for street signs this year yet but wants to for the remainder of the year and next.

436-Storm Sewers/Drains was decreased from \$12,000 in 2020 to \$8,000 for 2021.

Andy said we could probably go to \$6,000-\$7,000.

437.25, Repairs and Supplies was kept the same for 2021 at \$8,500 as in 2020. 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.

437.30, Tires, stayed the same for 2021 at \$1,800.

438.14-Wages/Highway Maintenance stayed the same at \$19,500 for 2021.

438.20-Oil & Chip stayed the same at \$16,183.56 for 2021. For 2021, Andy is thinking of doing Range End Rd. and Capitol Hill Rd.

438.22-Stone increased to \$5,000 for 2021 from \$4,000 for 2020. Andy said a fair amount of stone was used in 2020 on dirt roads and roads that have been neglected.

438.61-Road Maint./Non-Project- stayed the same for 2021 at \$7,000.

438.62-Road Maintenance/Project stayed the same for 2021 at \$131,657 due to planning of the Water St. bridge replacement.

438.74-Capital Purchases-Equipment- stayed the same for 2021 at \$15,000. Andy has not been able to purchase a roller yet because he can't find one.

Andy said he didn't have any paving projects in mind yet because he was waiting to see what was being done with Water St. In previous years, 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 and 2020 was \$131,657.

439.61- stayed the same for 2021 at \$9,500.

Pam stated there is more cash on hand then the amount of money in the budget. Some discussion ensued on Water St.

RECREATION

Income

The 2021 income lines were reviewed and stayed the same.

Line Item 367.14-Pavilion Rental-income is down due to less rentals during COVID-19.

Line Item 367.21-Dillsburg Soccer Club-no money will be received from them due to the cancellation of the tournament due to COVID-19.

Line Item 392.01-Interfund Transfers was tabled.

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

Discussion ensued on whether Line Item 405.34-Advertising and Printing should be increased due to signage and what line item mulch was placed in. The price of hand dryers for the park restrooms was also discussed.

Discussion was held on line item 392.01-Interfund Transfers and pricing for a new roof vs. painting the roof (depending on the roof materials). It was stated that the committee does a good job with assessing what work needs done with their park “walk-arounds” and is being kept “on top of” more than ever.

To balance the Recreation budget for 2021, the Contribution from the General Fund, line 392.01 was kept at \$12,086 for 2021 until the General Fund budget is completed.

GENERAL FUND

Income

Pam stated that much of the beginning of the Income section of the General Fund is from tax receipts. For the Projected column, it's calculated on what has been received year-to-date and September-December receipts for the preceding year.

The 2021 income lines were reviewed and stayed the same excepted as noted below:

301.20-Real Estate Tax-Prior Year-increased from \$2,000 in 2020 to \$3,000 in 2021.

Discussion was held on York Adams Tax Bureau collecting our delinquent taxes as well as what's included in Fines Vehicle and Violations-Criminal.

Pam reminded the BOS that much of the State Shared Revenue does not come in until September or October.

Supervisor Naomi Decker explained that line item 356.02, Game Comm/Gaming Brd. income comes from that part of Franklinton Rd. which goes through the state game lands and we get a payment from the PA Game Commission.

Pam explained that some of line item 367.32-Engineering Fee Reimbursement is down due to getting behind with billing/Escrow when she was doing both jobs (mainly Secretary work and training). Also, some of these Charges for Services, 360-369 are down due to COVID-19.

Discussion ensued on the differences between line item 361.35, SEO Fee Reimbursement vs. line item 362.44, Septic Applications and Testing and whether either of these needed changed.

Pam explained that we're now collecting the monies up front and her opinion was that any variances were due to how it's being collected.

HEALTH INSURANCE

Pam explained that what they received is information on different health plan options and an email from our broker and went over the information. The email contains that broker's suggestions. The current plan is going up 13% over last year.

Supervisor Galbraith said if we're down to the two UPMC Plans possibly the employees should be asked what they would prefer as far as a higher bi-weekly deduction or higher co-pays and deductibles. Discussion was held on the different options.

Chairman Mark Wenrich asked about the update for the sound system and Pam provided that update. Pam reminded the BOS about the email Kerri sent regarding the “facelift” issues for the building.

Chairman Wenrich brought up for discussion keys, security systems, passwords, etc. Mark stated his opinions was that we should be able to track coming and going of people into the

building, cameras and that there is no security in the township. Keyless entry was discussed. It was suggested to get three estimates for each aspect: keyless entry, three cameras/recording and monthly monitoring and then a quote for the package of all three together. Pam suggested Danatech as a potential security company. It was suggested that the garage and shop be included for the cameras/security also. Supervisor Christensen will get three quotes for keyless entry, three cameras/recording and monthly monitoring both as separate quotes and package quotes.

Supervisor Decker said that things that are non-emergent should be placed on the agenda first such as the pest control. The BOS should decide whether to further research this. Naomi stated that each Supervisor must be contacted, and a response be provided by each for a consensus before proceeding. Supervisor Galbraith brought up signing contracts. The BOS agreed that they should first see the contracts and one of them should sign all contracts. Pam stated that one of the BOS should inform Kerri of those instructions.

The next budget meeting was scheduled for 10/21/20 at 6:00 PM
The meeting was adjourned at 8:14 PM with the motion made by Chairman Wenrich and seconded by Supervisor Buckwash.

Pam Williams-Treasurer