

FINANCE AND ADMINISTRATION COMMITTEE  
NOVEMBER 20, 2017  
SPECIAL MEETING

Present: S. Byrne, R. Carlson, D. Helm, S. Powell, B. Clark, T. Sander

A. Review of Draft 2018 Budget

Mr. Carlson called the meeting to order at 5:30 p.m.

Mr. Clark stated the Finance Committee reviewed the revenue portion of the budget at the last committee meeting. Mr. Clark began review of highlights in the Operating Budget. He projected the 2018 revenue total in the General Fund and Liquid Fuels fund as \$5.9 million. He stated the projected expenses in the current draft will be approximately \$4.9 million. Mr. Clark stated one item not showing in the budget draft yet is the MS4 requirement of approximately \$60,000. Council Budget: Mr. Clark noted the expenditures in 2017 and 2018 include professional services for the TRID, which is a one-time expenditure. He stated funds are set aside for youth programs such as the Penncrest AM Prom expenditures. Manager's Budget: Mr. Clark stated there are no significant differences in 2017 and 2018. He stated the health and benefit costs are spread over 7 people. He stated the Township does not have the formal renewal information on employee health insurance. Mr. Byrne asked if there is an incentive if an employee chooses to opt out of the benefits. Mr. Clark answered in the affirmative. Mr. Clark stated the legal services in the budget are primarily the retainer and monthly legal billings for the Solicitor. He stated the Township spent less last year than budgeted. Engineer's Budget: Mr. Clark explained the Township no longer has a salaried Engineer. He stated this budget was over extended in 2017 partly due to the MS4 compliance analysis and permit application. He stated the 2018 fees should be less. Mr. Clark stated the building and grounds line items difference is due to Roosevelt School maintenance and repairs. He stated the two properties on the Smedley property had maintenance work done in 2017. Mr. Clark stated there are two part-time positions in the Fire Marshal budget. Alan Mancill is the Fire Marshal and Bob Drennen, Emergency Management Coordinator. He explained they both bill the Township on an hourly basis. Mr. Clark stated the fees for fire company fuel and the fire hydrant fees stay consistent. Code Enforcement Budget: Mr. Clark stated there is one full time employee and one as-needed part-time employee. He explained there are third party inspectors including: Chili's Inspection Services which inspects and reviews all building permits, Linn Architects, who reviews all Mall permits and a third party electrical inspector. Mr. Clark stated there is slightly more income in permit fees than is paid out in inspection fees. Zoning Hearing Board Budget: Mr. Clark stated the fees include Solicitor expenses, Court Reporter expenses and Legal Advertising. Emergency Management Budget: Mr. Clark stated \$100,000 has been set aside from the \$1.8 million paid by Sunoco. He stated the estimated fees from Accufacts for 2017 are \$5,000. Planning Commission Budget: Mr. Clark stated the costs are minimal. Animal Control Budget: Mr. Clark stated the Brandywine Valley SPCA will bill residents for shelter services for a lost animal that is claimed by the owner. He stated dead animal removal from public streets is done by the Township Public Works

department and PADOT. Health Services Budget: Mr. Clark stated Lori Devlin does the food establishment inspections at approximately 60 facilities and public bathing place inspections of about 10 facilities. The income is derived through Food and Pool Licenses. Recycling Budget: Mr. Clark stated recycling is being picked up once per week. The current contract cost is \$67.50 per unit and this fee will go up to match the per-unit cost in 2018. Public Works Budget: Mr. Clark stated there is a lower salary expense due to retirements and hiring new personnel at lower starting salaries. Mr. Clark stated the overtime budget in 2017 was \$29,000, but they only used \$13,000 of this budgeted amount. He explained the expenditure for salt was also less. He explained the guide-rail replacement being done in 2017 will be covered by Sunoco due to road crossing by the pipeline along with a third party insurance claim due to a motor vehicle accident. Mr. Clark stated the Capital Equipment Purchases is projected at \$152,000. He explained in 2017 the Township budgeted \$300,000 for road resurfacing projects. He estimates the 2018 budget amount to be \$325,000. He stated he recommends a raise in the amount to \$330,000 or \$350,000. Parks and Recreation Budget: Mr. Clark stated there are no major changes planned for 2018. He stated the Penn State Campus will likely not be available in the future for the Community Day event. He stated Pat and the Parks & Recreation Committee are looking into alternative activities and events. Library Budget: Mr. Clark stated the Library's overall budget is \$509,000. He stated the Township contributes through the General Fund \$325,000, and the dedicated tax revenue is an additional \$117,000. He stated the balance is supported by donations. He stated there is ongoing building restoration with the replacement of windows being completed in 2017. Debt Service Expenses: Mr. Clark stated this includes broker fees and credit card fees. General Government Expenses: Mr. Clark stated this includes insurance for the Township and the Volunteer Fire Companies. Misc. Expenses: Mr. Clark explained if needed, Council can transfer funds from the Contingency appropriation to cover unexpected additional expenses within the overall budget.

There being no further business, the meeting was adjourned at 6:35 P.M.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Sharon Browne". The signature is written in black ink and is positioned above the typed name.

Sharon Browne, Recorder