

PENN TOWNSHIP BOARD OF SUPERVISORS
100 Municipal Building Road
Duncannon, PA 17020-1100

Brian Peters, Chairman Brian Maguire, Vice-Chairman Joseph Landis, Supervisor

Minutes of July 28, 2016, Budget Workshop

The Penn Township Board of Supervisors (PTS) met in the Municipal Building on Thursday, July 28, 2016, at 7:00 PM. Chairman Brian Peters, Vice-Chairman Brian Maguire, and Supervisor Joseph Landis were in attendance. Other personnel present were Helen Klinepeter (Secretary) and Elizabeth Goodhart (Treasurer/Recording Secretary). Chairman Peters called the meeting to order with the Pledge of Allegiance and a moment of silence. He announced that the meeting was being recorded to aid in the preparation of the minutes. A list of visitors is on file in the Township office.

HIGHWAY BUDGET

The budget report includes actual expenses from 2013 through June 30, 2016 as well as budgeted amounts for 2017.

John Gerner asked how hiring a full-time Roadmaster rather than a part-time Roadmaster/part-time Township Manager will help the township's financial situation. Chairman Peters stated the salary for a full-time Roadmaster is less than a part-time Roadmaster/part-time Township Manager.

CeCe Novinger questioned the amount budgeted for 01.432.10 (Snow/Ice Removal Contractors). The amount was incorrect and will be updated. Ms. Novinger also questioned the amount budgeted for 01.432.20 (Snow/Ice Supplies). This amount has increased since we can no longer purchase anti-skid from Bruner's Island at a very low cost.

Mr. Gerner mentioned the tools that were loaned to the township by the previous Roadmaster and asked if we need to replace them. Chairman Peters stated the new Roadmaster will be responsible for this task.

Ms. Novinger questioned the amount budgeted for 01.437.375 (Equip/Machinery Maintenance). The Secretary stated the previous Roadmaster wanted this new category for the boiler inspection.

Henry Holman III questioned the amount budgeted for 01.437.37 (Vehicle Repairs/Maintenance). He asked if the new Roadmaster will be able to do vehicle repairs. The Chairman stated the new Roadmaster is very mechanical.

John Gerner referred to a list of questions he submitted to the township. The Chairman stated the Roadmaster will need to do a road assessment to prepare a 3, 5, and 10-year plan. Mr. Gerner asked why there is a \$240,000 balance in Liquid Fuels and how the township plans to use those funds. He was informed this is to be used for future paving projects. The Secretary explained that the maintenance of the roads, e.g., tar and chip, is paid from the General Fund, and the Liquid Fuels Fund is used for paving. She stated a portion of the unused Liquid Fuels money is put into a CD to be used for a larger project when needed. The Chairman stated the new Roadmaster will be developing a plan for maintenance of the roads. He also stated the road crew will continue to do as much of the work as possible in order to reduce our costs.

Mr. Gerner asked about a bridge that needs to be replaced. Secretary Klinepeter stated this bridge is #2 on PennDot's list of local bridge projects and is scheduled to be rehabilitated rather than replaced. She stated the township will be required to pay a portion of the costs.

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Mr. Gerner stated the township specified FB-3 as the paving material in its road repaving contracts during the past two years. He said there is only one company who uses the FB-3 which eliminates quotes from other companies. He asked if the benefit of the material justifies the higher cost due to lack of competition. The Chairman stated the new Roadmaster has already mentioned the new materials but also understands budget constraints.

The Secretary asked if the Board wants to update the amount for 01.430.42 (Highway Training). This amount was changed to \$400.

CAPITAL RESERVE BUDGET

The Secretary highlighted a few items on the draft budget and stated there are no planned expenses from the Capital Reserve during 2017.

Mr. Gerner asked if there are plans to determine long term expenses to be paid from the Capital Reserve Fund. The Chairman stated we are looking into this for the office and are planning to update systems over the next few years. We will also be investing in a new township webpage.

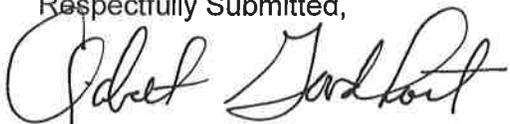
LIQUID FUELS BUDGET

The Secretary highlighted a few items on the draft budget. Mr. Gerner asked if line painting is scheduled to be done. The Secretary stated there is money in the budget for this. Chairman Peters stated the Roadmaster can document which roads need line painting during his survey of the roads.

ADJOURNMENT

With no further business to be conducted, the PTS voted unanimously to approve a Peters/Landis motion to adjourn at 8:38 PM.

Respectfully Submitted,



Elizabeth Goodhart
Treasurer/Recording Secretary