

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 August 25, 2016, Budget Workshop

The Penn Township Board of Supervisors (PTS) met in the Municipal Building on Thursday, August 25, 2016, at 7:20 PM. Chairman Brian Peters, Vice-Chairman Brian Maguire, and Supervisor Joseph Landis were in attendance. Other personnel present were Park & Recreation Chairman Karen Tilkens, Police Chief Richard Pickles, 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.

PARK & RECREATION BUDGET

Chairman Peters stated the PTS contribution to the park is \$7,500/year. The Chairman stated he would like to meet with Karen Tilkens to discuss her idea for a walking trail with exercise stations and a dog park. The Chairman stated they should investigate grants for this purpose.

Jim Renner suggested building an office space outside. Chairman Peters stated there is room in the township building that can be used for office space. The Chairman stated we should look at updating the park restrooms. He also suggested the Park & Rec Board create 2-, 3-, 5-, 6-year plans.

Vice-Chairman Maguire asked why there was \$.00 revenue in 05.367.501 (Park Fundraiser). The Secretary stated they were unsure of how much they would raise. Chairman Peters stated he would like to see a two-day yard sale throughout the township and the borough.

Karen Tilkens would like to arrange a bus to transport seniors from Kinkora to the Park & Rec senior lunch. The Chairman instructed the Secretary to check into our liability insurance. He also recommended the Park & Rec Board create a Facebook page.

CeCe Novinger asked what falls under 05.454.300 (Outside Services), which is the landscaping vendor.

Chairman Peters instructed Karen Tilkens to estimate the cost to expand the concession stand.

POLICE BUDGET

The Secretary stated the total police revenue should read \$232,536 and includes the contract funds from Duncannon Borough.

Chairman Peters asked Chief Pickles how we keep from exceeding the 2016 budget if we do not receive the final quarterly payment of approximately \$42,000 from the borough. The Chief stated we should revert back to 8-hour shifts and we would save \$43,000. The Chairman asked if we should continue to cover the borough if we do not receive the 4th quarter payment. Chief Pickles stated since CPT Karlsen left, the Police budget was doing good but the extra was shot towards the end. Supervisor Landis asked if we can legally cover the borough if they do not make the final payment. Chairman Peters asked the Chief what happened to the reserve that the Police had after CPT Karlsen's termination. The Chairman stated there should be extra money in the budget. However, that reserve has been reduced. Chief Pickles stated the reason is due to 12-hour shifts. He stated the reserve is not gone, but it will be gone by the end of the year.

Minutes Of August 25, 2016, Budget Workshop

Page 2 of 3

Henry Holman III asked if the Board has a goal for the amount invested in CD's. The Chairman stated he was informed that a township of our size should have one million dollars. Chairman Peters stated the Economic Development Committee is working on bringing business into the township to increase our revenues.

Chairman Peters stated we may need a small tax increase in order to continue 24x7 police coverage. The Chairman stated he would eventually like to see a smaller number of full-time police officers rather than numerous part-time officers which would reduce our training costs. Chief Pickles stated we can continue 24x7 police coverage if we make some adjustments. He stated we could save \$19,840 by changing from 12-hour shifts. The Chairman asked him if the Police would exceed their budget in October, and the Chief stated they would not but changes must be made immediately. Chairman Peters asked the Chief how changing to 8-hour shifts would save money. The Chief said if he and the CPL each take an 8-hour shift by themselves, saving 80 hours/week. He stated a part-time officer could work the third 8-hour shift. The Chairman asked Chief Pickles if he could work a 12-hour shift Monday, Tuesday, and Wednesday and the Corporal work a 12-hour shift Thursday, Friday and Saturday. The part-timers could work the remaining 12-hour shifts. The Chief said that would work if you want to stay with 12-hour shifts. Supervisor Landis stated by working 12-hour shifts, the residents would become familiar with the officers. He stated it would be better if the officers work a regular shift of consecutive days rather than having an officer work one day this week and not work until a week or more later. The Chief stated it would be the same with 8-hour shifts. The Chairman stated the township incurs additional expenses with officers who work only one day in a two-week period, i.e., worker's comp, unemployment, etc.

Mr. Holman asked if the Board has checked with other police departments as to whether they offer 24x7 coverage and the costs associated with it. Supervisor Landis stated that many of the smaller municipalities are moving to State Police coverage, but stated that is a last resort. He also mentioned the possibility of a regional police force.

Ms. Novinger asked about the amount budgeted for Communications. The Chief stated this was for the new radios if we do not receive the grant.

The possibility of raising taxes was discussed. The Chairman stated we should ask the public if they are willing to pay more taxes to continue 24x7 police coverage. The Secretary stated ½ mil tax increase would be \$111,000. Duncannon Borough has scheduled a meeting for Monday, August 29, 2016, to discuss the police contract.

NEW BUSINESS

Susquenita School District

Supervisor Landis stated the township has a police agreement with the school district. After discussion with Solicitor Allshouse, he stated we will have a separate contract with them, but will continue to use the old contract until the new one is signed.

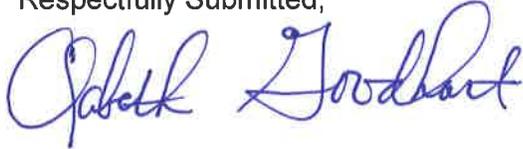
Minutes Of August 25, 2016, Budget Workshop

Page 3 of 3

ADJOURNMENT

With no further business to be conducted, the PTS voted unanimously to approve a Peters/Maguire motion to adjourn at 8:57 PM.

Respectfully Submitted,



Elizabeth Goodhart
Treasurer/Recording Secretary