

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 September 29, 2016, Budget Workshop

The Penn Township Board of Supervisors (PTS) met in the Municipal Building on Thursday, September 29, 2016, at 7:05 PM. Chairman Brian Peters and Supervisor Joseph Landis were in attendance. Vice-Chairman Brian Maguire attended until 9:00 PM. Other personnel present were Police Chief Richard Pickles, Roadmaster Kenneth Chubb, 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.

LIQUID FUELS BUDGET

The Secretary stated we will receive Liquid Fuels of \$148,323 in 2017. She stated the skid-loader with broom and trailer can be leased to own over three (3) years which would be \$35,245 for GL 35.430.74. With the current amounts, the expenses will exceed the revenue by approximately \$5,000.

Henry Holman III asked the life expectancy of paving vs. tar and chip. The Roadmaster stated with the FB3, you may need to tar and chip within 3-5 years.

Lee Wright asked about the skid loader. The Roadmaster stated he was more concerned with the safety of using a skid loader rather than a backhoe.

HIGHWAY BUDGET

CeCe Novinger questioned the amount for 01.430.364, Sewage – Highway Garage. The amount was corrected to \$720. Ms. Novinger questioned the amount for 01.437.246, Fuel – PTMA. The Secretary stated this is the fuel for the generator, and the description for this GL should be changed from diesel to gas.

Lee Wright questioned the amounts for 01.439.376, Garage Imp, and 01.439.720, Hwy Bldg Repair and Mtn.

Ms. Novinger questioned 01.430.740, Machinery and Equip. Purchase. The Roadmaster stated this is for a compressor. Mr. Holman asked if the proposed use for the compressor is safe. Mr. Chubb stated it is safe if used correctly.

After continued conversation, it was determined that many rows of the spreadsheet have shifted down a line. The Secretary will correct the spreadsheet and provide updated reports.

Roadmaster Chubb stated his statements of repairs that are needed are not a reflection of former road crew workers.

POLICE BUDGET

Chairman Peters stated due to the uncertainty of the police contract with Duncannon Borough, Chief Pickles was instructed to prepare several versions of the 2017 police budget as follows:

1. Includes the Borough; 24x7 coverage
2. Excludes the Borough; 24x7 coverage within the township

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3. Excludes the Borough; part-time coverage of 16 hours/day plus 40 hours/week for Chief (two shifts/week would not be covered)
4. Excludes the Borough; part-time coverage of 16 hours/day with the Chief working one shift (one shift/day would not be covered)

Chairman Peters asked if there are funds to purchase a new police vehicle. The Chief said he was hoping to buy two vehicles at the end of 2016 with remaining budget funds. Supervisor Landis asked the Chief if he has looked into leasing vehicles. The Chief said they had checked into it but did not find any benefit.

Stanley Mutzabaugh asked if the new police contract was reviewed. The Chairman stated it is still being reviewed by the Solicitor.

Ms. Novinger asked if there will be another budget meeting to discuss revised budget reports. She was informed the budget will be discussed at the next PTS meeting.

OFFICE BUDGET

Chairman Peters stated the township has been in discussion with Perdix Fire Company. He stated a second meeting was requested and we are waiting for a response. Since we have no idea if Perdix will be reinstated during 2017, the budget was prepared without them.

Since the 2015 EMS donation was made in 2016, the Secretary asked if we will be making the 2016 donation before the end of 2016 or if it will be made in early 2017.

Secretary Klinepeter stated the fire hydrant tax and the street light tax are collected to pay for those items. The street light tax has not been providing enough revenue to cover the street light expenses. She stated a street light tax increase to \$.35/linear foot would provide an additional \$1,673.00, and an increase to \$.36/linear foot would provide an additional \$1,721.16. She stated this tax has not been increased since 2007.

Mr. Holman asked about the fire hydrant tax and was informed the township pays this to Duncannon Borough. Mr. Holman stated the PTMA has a bulk order from the Borough and asked if we are paying this twice.

Mr. Wright asked about GL 01.355.080, Alcoholic Beverage Tax. He was informed this is the liquor licenses issued within the township.

A few amounts were discussed and updated as needed.

Chairman Peters mentioned there is interest in the business park and along SR 11/15. He said a full detail car wash is looking at this area. He also stated that another municipality adds a highway tax to all home sales. The Chairman stated depending on several unknown items, a tax increase may be needed.

The Secretary stated she did not include any wages for the Township Manager position. She also stated the legal services was increased which includes the HR attorney.

Ms. Novinger asked why there is no amount listed for the Tax Collector bond. Secretary Klinepeter stated this is paid every four years.

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Secretary Klinepeter questioned the amount budgeted for 01.411.540. Chairman Peters stated if the Perdix Fire Company is reinstated in the township, we must decide if the budgeted \$65,000 donation will be split between the Duncannon Fire Company (DFC) and Perdix or if each receives \$65,000 which would mean a tax increase or cash a CD. The Chairman stated he asked the Secretary to look into a fire tax. If we would have a fire tax, both fire companies would submit their expenses to the township who would process the payments, giving the township full accountability of all expenses. Chairman Peters stated the budget will include the \$65,000 donation to the DFC. If Perdix is reinstated, the donation will be revisited.

Ms. Novinger questioned the amount for GL 01.405.140, Wages-Treasurer. The Secretary will recalculate the amount. She also questioned the amount for GL 01.409.370, Municipal Bldg. Repair and Mtn, of \$15,000. The Secretary stated this will cover building renovations needed if the Borough is dissolved and brought into the Township.

Chairman Peters stated even though he would like to have a Township Manager, he did not include the funds in this budget.

The Secretary stated she increased the amount for the maintenance of the traffic signal based on the cost of the service call we had during 2016. The Chairman stated we should increase this amount to \$2,500.

Secretary Klinepeter stated the worker's compensation amount does not include Perdix Fire Company. If we reinstate Perdix, we must include coverage for cancer. There is only one insurance company who offers this coverage. The Secretary stated she will be checking to see if this coverage can be covered by a fire tax.

ADJOURNMENT

With no further business to be conducted, the PTS voted unanimously to approve a Peters/Landis motion to adjourn at 9:46 PM.

Respectfully Submitted,



Elizabeth Goodhart
Treasurer/Recording Secretary