

HILLTOWN TOWNSHIP BOARD OF SUPERVISORS
2016 BUDGET WORK SESSION MEETING
MONDAY, OCTOBER 12, 2015
5:30 PM

The advertised 2016 Budget Work Session of the Hilltown Township Board of Supervisors was called to order by Chairman John B. McIlhinney at 5:35 PM and opened with the Pledge of Allegiance. Also in attendance were Vice-Chairman Kenneth Bennington, Township Manager Richard Schnaedter, Chief of Police Christopher Engelhart, and Township Treasurer Lorraine Leslie. Supervisor James Groff was absent.

1. PUBLIC COMMENT ON AGENDA ITEMS ONLY: None.
2. YEAR 2016 PROPOSED BUDGET – Discussion/Questions/Comments: The narrative prepared by Ms. Leslie was discussed with the following items noted:

General Fund:

The medical, dental, and prescription insurances are all in the budget at 10% increases. Final numbers were given today as follows: prescription – 7% increase, medical – 3% increase, and dental will stay the same. The budget as presented will be adjusted down. It should save somewhere in the vicinity of \$90,000.00. Ms. Leslie stated she checked with Board of Assessments this afternoon and she still does not have an updated number. The most important item is that the Debt Service Budget ceases to exist and 1.25 mills is moved to General Fund which will help pay back the \$170,000 that was taken from General Fund to pay off the loan. Supervisor Bennington asked for Ms. Leslie to re-do the sheet and drop off 2012 actual numbers and print in 2015 Budget numbers. Ms. Leslie stated the Public Works contract still needs to be discussed as well as the Administrative salaries. The police salaries are budgeted as per their contract. The General Fund budget includes \$150,000 for the road department's hopeful list for paving. The narrative prepared by Ms. Leslie was discussed with the following items noted:

Fire Fund:

The Fire Fund is typically the same as always. The Fund covers Hilltown's insurance and Fire Hydrant rentals and retains \$4,000.00 for the beginning of 2017.

Park and Recreation Fund:

The Park and Recreation Fund continue at 2/10 of a mill and cover the basic operating costs of the existing parks.

Street Light:

There is more money than they need in the Street Light Fund so Ms. Leslie suggested that the Street Light Tax is put in abeyance for a year. Chairman McIlhinney asked if there is a mechanism that has to be done to accomplish this. Ms. Leslie stated it has to be taken off the tax bills. Within that year, Mr. Bob Wynn is suggesting that the rates be reviewed; make sure they have all the developments that they should have, etc. Ms. Leslie also noted that she will check with the Township Solicitor to see if there is anything that has to be done.

Capital Projects:

The Capital Projects budget will need a transfer from General Fund in the amount of \$125,000.00 to Capital Projects in order to accomplish all the items as follows: \$50,000.00 for new carpeting, \$20,000.00 for repaving the parking lot alongside of the building once the dumpsters are removed, and \$3,400.00 for a new computer server for the Administration. In addition, there is \$84,250.00 included for Police items. Supervisor Bennington questioned the carpeting being included in the 2015 budget. Township Manager Schnaedter stated that budget amount was used for the air conditioning unit. Chief of Police Chris Engelhart discussed the following items:

1 Chevrolet Tahoe	\$42,000.00
In-car Video System	\$ 6,000.00
2 Vascar Timing Devices	\$ 3,600.00
2 Tasers	\$ 2,900.00
1 Desktop Computer	\$ 1,000.00
1 Computer Server	\$ 3,750.00
Body Worn Cameras	
Video Storage	\$ 5,000.00
Truck Scales	\$20,000.00

It was noted that the 2012 Tahoe will be given to the detective position and the 2002 vehicle will go into reserve. Chairman McIlhinney stated Mr. Buzby's truck should be used to haul around the scales since it has four wheel drive and also has the hydraulic piece. Chief Engelhart stated, in regards to the vascar timing devices, were purchased in the eighties, and now everything is electronic and they don't match up perfect. It was clarified the \$5,000.00 video storage is from the cameras that were donated. Ms. Leslie stated a check in the amount of \$250.00 was received from Wally Rosenthal as a donation towards the body worn cameras. Ms. Leslie stated additional items listed including Scheduling Management System, DNA Project, Leads On-Line are incorporated in the budget already. The Squad Room & Patrol Offices Remodel in the

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amount of \$35,000.00 was discussed. Chief Engelhart stated the building is going on 27 years old and the squad room and the patrol offices are the most heavily used. The squad room remodel would include a new kitchenette, relocating the refrigerator, relocating a storage closet, and new furniture. The patrol offices remodel would include new work station counters, file cabinets, furniture, and installing wall cabinets to save space and provide additional storage. It was noted the flooring does not need to be replaced; just cleaned up. Chairman McIlhinney stated the Board will review the request. Supervisor Bennington requested Chief Engelhart get back to them with a minimal cost estimate with the necessities for the improvement to do their job and they can make a determination. Chief Engelhart stated the Police Department stopped the practice of officers being picked up for and taken home after shifts. All officers now drive their personal vehicles to work and many of them from beyond the immediate area of the Township, and as a result, they come to work in civilian clothes, or partly in uniform, rather than in full uniform. Chief Engelhart is requesting the Board of Supervisors reconsider allowing officers that live within the Township (or Silverdale Boro) or on the immediate border of the Township to take vehicles home between shifts. This would allow those officers to respond to calls for service in a more timely fashion during shift changes as they would be required to be in full uniform when coming in or going home from shifts. This would currently only impact six officers and would also help temporarily address the lack of available locker room space. Chairman McIlhinney and Supervisor Bennington stated it makes sense but they will have to think about it. There may be hard feelings from other officers who live two or three miles away. Supervisor Bennington stated if this allowed, the \$35,000.00 in improvements may be able to be scaled back because there will be less officers using the facility to change. Chief Engelhart stated the \$35,000.00 in the budget does not address the locker room. Chairman McIlhinney stated they will meet with Chief Engelhart at the police station and review the rooms and discuss the proposal. Chief Engelhart stated he has been informed of Officer Kerry Karte's intention to retire in April 2016 and is requesting authorization to hire a recruit officer in February 2016. Chief Engelhart stated he has just been through this process and the sooner the better before the recruits are taken. The recruits have already been through the Academy and just need to be trained once they get here to get on-the-job experience. Chief Engelhart stated there were no females in the group that were interviewed. There are facilities for females, but no changing area. Chief Engelhart stated the intern from last year has requested to continue on a volunteer basis with the Department for a couple of hours a week, but he would like to request a part-time civilian position for approximately 20 hours a week/\$20.00/hr. to continue the work that the intern would be doing. Supervisor Bennington stated he would like to see if there is another

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intern out there before he would consider hiring somebody else part time. Chairman McIlhinney stated he will wait to further explore the issue. Chief Engelhart is requesting increases in the budget for meetings and training and uniforms. Ms. Leslie noted there is \$5,500.00 in the budget for meetings and training. Chief Engelhart confirmed many schools that were free for mandatory training now cost the department due to State budget cuts. A meeting was scheduled with Chief Engelhart and the Board of Supervisors on November 9, 2015 at 6:00 pm to review the police department remodel and cost estimates.

Recreation Capital Reserve Fund:

The Recreation Capital Reserve Fund includes \$25,000.00 to repave the parking lot at the Civic Field as well as \$230,000.00 for the matching share of the grant for Forest Road Park should the money get acquired from the County. Also included is \$20,000.00 for engineering fees (for Bob Wynn) should the actual construction of the park begin in 2016. Chairman McIlhinney stated before paving the parking lot at the Civic Field, it should be looked at to see how much larger it can be made towards the front so the aisles can be wider. Supervisor Bennington agreed. Manager Schnaedter stated, last year, there was talk about running water and sewer to the building before the parking lot is paved. Manager Schnaedter stated Community Day was very successful but the building is virtually unusable. Chairman McIlhinney stated if the water and sewer is not going to be brought in for them, then they should think about raising the budget. Ms. Leslie stated they can bring water in but there is no sewer there. Chairman McIlhinney stated there is plenty of land there to have a viable septic system working there. Chairman McIlhinney stated the possibility of running a lateral for future sewer lines that man run up through there before paving the parking lot and put the water line in before it gets too cold.

Open Space Fund:

The Open Space Fund remains suspended during the 2016.

Stormwater System Reserve Fund:

The Stormwater System Reserve Fund budget has \$45,000.00 for the Rickert Road Culvert should that project be undertaken.

Road Equipment Fund:

\$230,000.00 is budgeted for the replacement of one truck at \$150,000.00, one snow plow at \$10,000.00, and would like to start looking for a used loader at approximately \$70,000.00 for one that is in decent shape.

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State Highway Aid Fund:

\$479,000.00 is expended from PennDot for additional paving projects including: Tice Lane, Endslo Lane, Quarry Road cul-de-sac, and Harvest Lane if he can get them all done.

Operating Reserve Fund:

The Operating Reserve Fund remains the same for 2016. If additional funds become available in 2016 a transfer can be made at that time.

Supervisor Bennington had the following questions: 01-342-100 Building Rentals - \$3,000.00, and what building was the rent from. Ms. Leslie stated it is from Kathy Watson. When is the next cycle for CDBG? Ms. Leslie stated she thought it was every three years. Manager Schnaedter stated he would look into it but they do not have areas that would be eligible for the grant. The last grant that they received was for handicapped sidewalks but they are not eligible any longer. 01-362-410 Building Permits in the amount of \$225,000.00, does that include the fact that Toll Brothers is going to be doing all their building in that development in 2016? Ms. Leslie stated she put in 40 units because that was what they are expecting to do but she kept it on the low side. Ms. Leslie stated many of the revenues she kept on the low side. In Legislative Bodies, Salaries and Wages, is the new increase there? Ms. Leslie confirmed the increase was there. Supervisor Bennington asked if he is still included in the Medical Insurance even though he does not take it or is the \$28,615.00 just for two. Ms. Leslie stated it is for one. Ms. Leslie stated the \$1,500.00 budget for the Senior Center is in the Park and Rec Budget and the \$42,000.00 ambulance services is in General Fund. Chairman McIlhinney pointed out that the budgeted amount is going to the volunteer ambulance services. Supervisor Bennington asked if the salaries and wages of the public works include the new man. Ms. Leslie stated the contract still has to be worked out. Ms. Leslie stated the public works overtime is on the low side because they are being hopeful. Ms. Leslie stated the rest of the budgets are standard.

Chief Engelhart stated the radios will be up and running next Sunday and the bill will be paid off in full.

Ms. Leslie stated as some of the numbers change, she will update the pieces of the budget as needed; the Board will authorize the advertisement of the budget at the November 23, 2015 meeting, and be adopted the first meeting of December.

Supervisor Bennington stated he is okay with all of Mr. Buzby's roadwork that is listed.

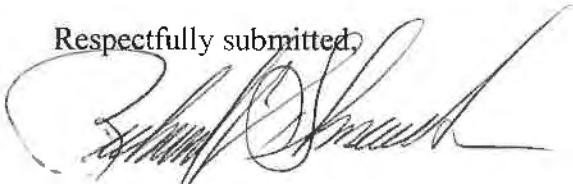
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Ms. Leslie stated she hopes the assessment number goes up when the County gets to it.

Manager Schnaedter stated, again, that the Hilltown Community was terrific, the fireworks were very good as well, and they will come in early next year for their request.

4. PUBLIC COMMENT: None.
5. SUPERVISOR'S COMMENTS: None.
6. PRESS CONFERENCE: No members of the press were present.
7. ADJOURNMENT: Upon motion by Supervisor Bennington, seconded by Chairman McIlhinney, and carried unanimously, the 2016 Budget Work Session meeting of October 12, 2015 was adjourned at 6:18 PM.

Respectfully submitted,



Richard C. Schnaedter
Township Manager/Secretary

(*NOTE: These minutes were transcribed from notes and recordings and should not be considered official until approved by the Board of Supervisors at a public meeting).