

HILLTOWN TOWNSHIP
BOARD OF SUPERVISORS
BUDGET MEETING
DECEMBER 6, 1989

The December 6, 1989 advertised Budget Meeting was called to order by Chairman Robert H. Grunmeier at 7:30 P.M.

Members present were: Robert H. Grunmeier, Chairman
Betty J. Kelly, Vice Chairperson
William H. Bennett, Supervisor

Others present were: Kenneth Bennington, Supervisor-Elect
James H. Singley, Township Manager
Gloria G. Neiman, Township Secretary
Chief George C. Egly, Chief of Police
Thomas Buzby, Roadmaster

GENERAL FUND ACCOUNT - EXPENDITURES

01-400-113: Salaries - Supervisors -- Motion was made by Mr. Bennett and seconded by Mrs. Kelly to approve \$8250 for three Supervisors' salaries including semi-annual road inspection; motion carried unanimously.

01-400-115: Auditing Services -- Motion was made by Mrs. Kelly and seconded by Mr. Bennett to approve a maximum \$600 for each auditor (\$1800 total); motion carried unanimously.

01-401-121: Salary Manager -- deferred at this time.

01-401-125: Assistant Township Manager -- deferred.

01-401-120: Office Supplies -- \$5,000 (placed on competitive bid) -- APPROVED.

01-401-260: Office Equipment -- \$2,500 -- Mr. Bennett questioned kind of typewriters (not word processors); Mr. Bennington noted that previous cost of \$41,000 was to stock new township building -- APPROVED.

01-401-265: Equipment Repairs -- \$1,000 -- APPROVED.

01-401-270: Maintenance Agreements -- \$4,000 (new account) -- Approved.

01-401-301: Other Expenses -- \$1,200 -- Mr. Bennington questioned types of expenses -- court costs and related expenses, out-of-town meetings, etc. for Administration and Supervisors -- APPROVED.

01-406-350: Insurance/Property -- \$60,000 -- deferred.

01-406-352: Liability Insurance (Police Professional and Public Official's Liability Policies) -- \$24,000. Motion was made by Mr. Bennett to lower this amount from \$24,000 to \$21,000; motion seconded by Mrs. Kelly and carried unanimously.

01-407-120: Wages - Consultant (George Bock \$30/hr.) Motion was made by Mr. Bennett to lower amount from \$1,500 to \$500; motion seconded by Mrs. Kelly and carried unanimously.

01-407-200: Equipment (additional computer terminals and wiring) -- Mr. Bennington questioned the need for 5 terminals; Mr. Bennett suggested they be purchased gradually. Motion was made by Mr. Bennett to lower the request from \$3,000 to \$2,000; motion seconded by Mrs. Kelly and carried unanimously.

01-407-210: Supplies (paper for computers) -- \$1,000 -- APPROVED.

01-408-313: Engineering Services (engineering consultant work and attendance at required meetings). Motion was made by Mr. Bennett to lower the request from \$24,000 to \$22,000; motion seconded by Mrs. Kelly and carried unanimously.

01-409-120: Wages - Custodial -- \$23,000 -- deferred.

01-409-230: Heating Fuel (cost for heating all municipal buildings) -- \$10,000 -- APPROVED.

01-409-361: Electricity (for physical plants). Motion made by Mr. Bennett to lower cost from \$20,000 to \$18,000; motion seconded by Mrs. Kelly and carried unanimously.

01-409-362: Electricity/Other (traffic signals, flashers) -- \$5,000 -- APPROVED.

01-409-363: Electric Repairs (traffic signals, flashers) -\$2,500 -- APPROVED.

01-409-240: Waste Disposal (disposal for township building). It was suggested that disposal company empty tank on an "as needed" basis; township would telephone them when required. Motion was made by Mr. Bennett to lower the request from \$4,700 to \$3,000; motion seconded by Mrs. Kelly and carried unanimously.

01-409-367: Trash Collection (for dumpster disposal at Rt. 113 and Diamond Street and 13 W. Creamery Rd.) --\$1,800 -- APPROVED.

01-409-373: Maintenance and Repair (including materials for repairs to old building) -- \$2,000 -- APPROVED.

01-409-731: Equipment (ladders, buffing machine, display cabinet, meeting easels and outside containers). Chairman Grunmeier suggested a water fountain be installed in the main lobby; Mr. Bennington also suggested a clock be ordered for the meeting room; Chief Egly stated that a clock is being supplied. Mr. Bennington also suggested a stage or platform be provided for review of plans in meeting room. Motion was made by Mr. Bennett to lower the request from \$5,000 to \$3,500 including the cost of a water fountain; motion seconded by Mrs. Kelly and carried unanimously.

01-410-120: Salary - Chief -- deferred.

01-410-121: Salary - Lieutenant/Detective (5¼% increase per contract) --\$39,035 -- APPROVED.

The Board recessed for an executive session: 8:45 PM - called back to order.

01-410-122: Salary - Sergeants -- Request for additional personnel -- deferred.

01-410-125: Salary - Detective -- deferred.

01-410-131: Salary - Officers -- deferred.

01-410-140: Salary - Clerical -- deferred.

01-410-163: Holiday Pay (12 per year) - Officers -- deferred.

01-410-164: Vacation Pay (per contract) \$3,000 -- APPROVED.

01-410-170: Academic Allowance (per contract) \$1,050 -- APPROVED.

01-410-174: Education (mandated by State) \$5,000 -- APPROVED.

01-410-183: Overtime (per contract) \$50,000 (Chief Egly agreed this amount would be necessary) -- APPROVED.

01-410-191: Cleaning Allowance -- \$4,850 -- APPROVED.

01-410-200: Police Drug Enforcement Account -- \$130 -- APPROVED.

01-410-205: Project D.A.R.E. -- \$2,500 (offset by revenues) --APPROVED.

01-410-213: Test Team -- \$1,000 -- APPROVED.

01-410-238: Uniforms (for personnel) -- \$6,000 -- APPROVED (Mr. Bennett questioned whether this could be let out on contract; Chief Egly advised that Perkasio Uniform is a nearby business).

01-410-260: Small Tools/Minor Equipment -- \$12,000 (Mr. Bennington noted he would like to omit the Optical Comporator cost of \$1495; discussion followed regarding omission of the Comporator or the new camera cost of \$1,000; Chief Egly stated he would omit the camera) -- Motion was made by Mr. Bennett to reduce the amount to \$11,000; motion seconded by Mrs. Kelly and carried unanimously.

01-410-301: Other Expenses (Police Chief) -- \$500 -- APPROVED.

01-410-333: Travel Exenses (training seminars) -- \$4,000 -APPROVED.

01-410-420: Dues, Memberships, Subscriptions -- \$2,000 -APPROVED.

01-410-451: Kennel Services (stray dogs) -- \$500 -- APPROVED.

01-410-740: Capital Purchase -- \$86,000 (Discussion followed regarding replacement of Detective's vehicle; equipment for photo lab \$5,000; and cost of dispatch center/taping system \$12,000. Mr. Bennington asked that the detective's car and dispatch taping system be omitted; discussion ensued; Mr. Bennington revised his request to include two new cars (one for Det. Leyden and one police vehicle. Motion was made by Mr. Bennett to change the budget request from \$86,000 to \$30,000 to include two new patrol cars (one marked and one unmarked); and to transfer the three other items (dispatch center, scales, and equipment for photo lab), totaling \$50,000, to the Bond Issue request; motion seconded by Mrs. Kelly and carried unanimously.

01-411-542: Foreign Fire Insurance Tax Distribution -- \$45,000 (monies received from state and allocated to fire companies) -- APPROVED.

01-411-543: Other Contributions (Civic Organizations) -- \$1,000 -- APPROVED.

01-414-110: Salaries - Zoning Hearing Board (\$25 per meeting to Board members) -- \$1,200 (payment made to those members actually attending meetings; only one payment per meeting regardless of number of cases held that night) -- APPROVED.

01-414-120: Zoning Officer - deferred.

01-414-310: Solid Waste Study -- \$500 -- APPROVED.

01-414-311: Consultant - Special -- \$27,000 (including costs for update of Zoning, Subdivision Ordinances and Comprehensive Plan and codification of ordinances). Mr. Bennett stated he would approve as is at the present time; although codification could be deferred to next year if necessary. Mr. Singley remarked that the codification of ordinances will be of help and will eliminate time now necessary to research information. Discussion followed regarding time necessary for zoning update and consultant's fees -- deferred.

01-414-312: Consulting Services -- \$45,000 -- deferred.

01-414-313: Engineering - Plan Review (offset by Revenue Acct.)
-- \$15,000 -- APPROVED.

01-414-314: Legal Services (solicitor; court stenographer; transcripts) Discussion followed regarding whether Solicitor bills for each hearing or by meeting; Mr. Singley advised he is paid for each hearing \$200 + \$25 for advertising. After further discussion regarding payments made for 1989, this item was APPROVED.

01-415-200: EMS - Supplies (Emergency Management Coordinator)
-- \$1,000 -- APPROVED.

01-426-331: Motors - Operating -- \$24,000 (gasoline, oils, grease, anti-freeze). Motion was made by Mr. Bennett to reduce this item from \$24,000 to \$22,000; motion seconded by Mrs. Kelly and carried unanimously.

01-426-332: Motors - Repair -- Mr. Bennett suggested reducing this item from \$30,000 to \$28,000; Mr. Bennington noted he would prefer maintaining two separate accounts for police and highway. Mr. Singley noted that Account #01-426-332 for Motors - Repair (Police) \$14,000; and a new account would be established -#01-426-333 for Motors - Repairs (Highway) \$14,000 - APPROVED.

01-426-700: Capital Purchase -- no request.

01-430-122: Salary - Road Superintendent -- deferred.

01-430-140: Salary - Road Crew - deferred.

01-430-183: Overtime -- \$15,000 -- APPROVED.

01-430-238: Uniforms -- \$1,500 (per contract) -- APPROVED.

01-430-250: Repair/Maintenance Supplies -- Motion was made by Mr. Bennett to reduce the request from \$15,000 to \$5,000; motion seconded by Mrs. Kelly and carried unanimously.

01-432-122: Salary - Road Superintendent (snow removal) -deferred.

01-432-140: Salary - Road Crew (snow removal) -- deferred.

01-432-245: Supplies (rock salt) -- under Highway Aid Account

01-432-300: Contracted Services (snow removal) -- \$500 -APPROVED.

01-432-301: Other Expenses (meal money during emergencies) -- \$600 -- APPROVED.

01-432-400: Damages (replacement of property damaged during snow removal) -- \$100 -- APPROVED.

01-433-245: Traffic Signs - Supplies -- under Highway Aid

01-433-246: Traffic Markings -- under Highway Aid

01-438-300: Other Services & Charges -- under Highway Aid

01-438-384: Machinery Rental (rental of equipment during breakdowns) -- \$500 -- APPROVED.

01-451-530: Park & Recreation Board -- account eliminated.

01-452-140: Parks - Wages (part-time employment for summer programs) -- \$4,000. Discussion followed regarding possible reduction to \$2,500; matter will be discussed with Park & Recreation Board -- deferred.

01-452-210: Supplies (for recreation programs) -- Motion was made by Mr. Bennett to reduce this request from \$2,500 to \$2,000; motion seconded by Mr. Grunmeier and carried unanimously.

01-452-600: Capital Repairs (renovation of old municipal building) -- \$50,000. Motion was made by Mr. Bennett to divert this item from the General Fund to the Bond Issue account; motion seconded by Mrs. Kelly; Mr. Bennington suggested that gas meters at old municipal building be locked; motion carried unanimously.

01-454-210: Park Supplies (repairs to park areas) -- \$2,500 -- APPROVED.

01-454-740: Parks - Capital Projects (tennis courts; basketball court) -- \$85,000 -- Motion was made by Mr. Bennett to transfer this item to the Bond Issue account; motion seconded by Mrs. Kelly and carried unanimously.

01-456-100: Samuel Pierce Library -- \$9,000 -- APPROVED.

01-471-100: Bond Issue - 1986 (payment for '86 issue of Water & Sewer Authority per amortization voucher) -- \$138,179 -- deferred.

01-480-010: Miscellaneous (tax rebates, township functions) -- Motion was made by Mr. Bennett to reduce this request from \$5,000 to \$3,000; motion seconded by Mrs. Kelly and carried unanimously.

01-492-200: Transfer to Street Lighting Fund - no request.

01-492-300: Transfer to Fire Hydrant Fund - no request.

01-492-400: Transfer to Capital Improvement Fund - no request.

01-492-500: Transfer to Highway Aid Fund - no request.

01-492-600: Transfer to Police Pension Fund - no request.

01-492-650: Transfer to Non-Uniform Pension Fund - no request.

01-492-900: Transfer to Payroll Fund - no request.

9:40 P.M. - recess.

9:45 P.M. - Meeting called to order.

02-301-100: Real Estate Taxes - Current Year - will ask for a review of new assessments on present frontage -- deferred.

02-341-130: Interest - Street Light Tax Account -- \$50.00 -- APPROVED.

02-392-100: Transfer from General Fund -- if needed -- APPROVED.

02-399-000: Fund Balance Forward -- \$500 -- APPROVED.

02-403-114: Salary - Tax Collector (per commission rates) -- \$200 -- APPROVED.

02-434-361: Operating Expense (cost of street lights) -- \$4,350. The Board approved transfer from Street Light to General Fund; eliminating the checking account.

03-301-010: Fire Hydrant Tax -- \$1,800 -- APPROVED.

03-341-140: Interest - Fire Hydrant Tax Account -- \$100 -APPROVED.

03-399-000: Fund Balance Forward -- \$3,300 -- APPROVED.

03-403-114: Salary - Tax Collector (per commission rates) -- \$100 -- The Board approved transfer from Fire Hydrant to General Fund; eliminating the checking account.

03-411-363: Fire Hydrant Service (maintenance and rental of hydrants) -- \$3,000 -- APPROVED.

04-341-180 to 04-400-700: Capital Improvement Fund -- all Capital Fund Accounts to be revised - deferred.

05-341-350: Interest - Highway Aid Fund -- \$3,000 -- APPROVED.

05-355-050: Fuel Taxes/State Highway Aid (Commonwealth Allocation - \$148,995; Turnback Allocation - \$15,050) -- \$164,045 -- APPROVED.

05-392-100: Transfer from General Fund -- when needed.

05-399-000: Fund Balance Forward -- \$15,000 -- APPROVED.

05-430-122: Salary - Road Superintendent -- under General Fund.

05-430-140: Salary - Road Crew -- under General Fund.

- 05-430-183: Overtime -- under General Fund.
- 05-432-122: Salary - Road Superintendent -- under General Fund.
- 05-432-140: Salary - Road Crew -- under General Fund.
- 05-432-245: Supplies (cinders and rock salt per contract) -- \$10,000 -- APPROVED.
- 05-433-245: Traffic Signs - Supplies -- \$5,000 -- APPROVED.
- 05-433-250: Traffic Line Striping -- \$4,000 -- APPROVED.
- 05-438-245: Supplies (Stone for highway repair; black top; asphalt per contracted prices) -- \$30,000 -- APPROVED. Roadmaster, Thomas Buzby, stated that the following roads would be seal coated in the coming year: Broad Street; West Creamery; Skunk Hollow Road; Orchard Road; Progress Drive; Keystone Drive; Welcome House Road; and Pinewood Drive.
- 05-438-300: Other Services and Charges -- \$60,000 -- APPROVED.
- 05-438-384: Capital Purchases (large lawn mower and trailer) -- \$25,000. Motion was made by Mr. Bennett to transfer this item to the Bond Issue; motion seconded by Mrs. Kelly and carried unanimously.
- 05-492-100: Transfer to General Fund (offset by salaries paid out of General fund. Motion was made by Mrs. Kelly to increase the amount from \$48,045 to \$60,000; motion seconded by Mr. Bennett and carried unanimously.
- 07-341-600: Interest Earnings (on Police Pension monies) -\$1,500 -- APPROVED.
- 07-355-120: Foreign Casualty Insurance Premium (monies received from State allocations) -- \$60,000 -- APPROVED.
- 07-392-010: Transfer from General Fund -- when needed.
- 07-399-000: Fund Balance Forward -- \$15,000 -- APPROVED.
- 07-410-160: Pension (Paid to PMRS) -- \$61,500 -- APPROVED.
- 07-410-200: Audit Expenses -- no request.
- 08-341-650: Interest - Non-Uniform Pension Fund -- \$750 -APPROVED.
- 08-355-120: Foreign Casualty Insurance Premium Tax (Allocation from State for Non-Uniform Pension) -- \$35,000 -- APPROVED.

- 08-392-010: Transfer from General Fund - when needed.
- 08-399-000: Fund Balance Forward - no balance.
- 08-406-160: Pension (payment to PMRS for non-uniformed employees' pension) -- \$35,750 -- APPROVED.
- 08-406-200: Audit Expenses -- nothing.
- 11-301-100: Real Estate Fire Tax (3 mills @ \$32,000 per mill) -- \$95,400 -- APPROVED.
- 11-341-100: Interest Fire Fund -- \$1,500 -- APPROVED.
- 11-301-200: Fire Tax - Prior Years -- \$2,000 -- APPROVED.
- 11-399-000: Fund Balance Forwarded -- \$15,000 -- APPROVED.
- 11-411-100: Fire Contributions -- \$90,000 - deferred.
- 11-411-200: Emergency Reserve -- \$23,000 (depending on contributions) -- APPROVED.
- 12-341-100: Escrow Interest -- \$300 -- APPROVED.
- 12-838-100: Escrow Received -- \$15,000 (in and out account) -- APPROVED.
- 12-399-000: Balance Forward -- \$2,000 -- APPROVED.
- 12-480-100: Escrow Releases -- \$15,000 -- APPROVED.

RESIDENT'S COMMENTS:

1. Jack Fox, Hilltown Pike - Mr. Fox questioned amount of money needed for the proposed recycling program. Chairman Grunmeier stated that the residents would be charged. Mrs. Kelly stated that she is presently working on the recycling program with the help of Mr. Singley and Mr. Raudenbush, County Recycling Coordinator.

2. Ron Allen asked if there would be an account set up for the acquisition of open space. Mr. Bennett replied that this could be included in the Bond Issue. Mr. Singley stated that the Bond Issue will be discussed at a future budget meeting.

The Board agreed to hold another budget meeting on Wednesday, December 13, 1989 at 8:00 P.M.

There being no further business, a motion of adjournment was made by Mr. Bennett at 10:15 P.M.

Respectfully submitted,



Gloria G. Neiman
Township Secretary