

BOARD OF SUPERVISORS MEETING for FIRST BUDGET WORKSHOP OCTOBER 21, 2014

Minutes of the Pequea Township Board of Supervisors meeting held October 21, 2014 at 9:00 a.m. at the Pequea Township Municipal Building, 1028 Millwood Road, Willow Street, PA 17584.

PRESENT AT THE MEETING:

Board of Supervisors
Harry Lehman, Chairman
Rob Reidenbach, Vice-Chairman
Cynthia Evans-Herr, Supervisor

OTHERS PRESENT:

Sandra D. Graham, Twp. Secretary
Lori Ann Leitch, Twp. Treasurer
Bruce Frymyer, Roadmaster
Brian Groff, Employee Insurance Broker
Jason Topper & Andy Strausner, WWFC
Chief Fiorill, Southern Regional Police Dept.

ANNOUNCEMENTS

- Public Meetings may be both audio and video recorded.
- The purpose of the special meeting held today is for a budget workshop. In addition, other business items needing consideration, discussion and/or official action will be addressed.
- This special meeting has been properly advertised in the *Lancaster Newspapers*.

OLD BUSINESS

1. Appoint Secretary - Chairman Lehman moved to appoint Sandra Graham Secretary effective October 21, 2014. Vice Chairman Reidenbach seconded the motion. Supervisor Evans-Herr abstained from voting as she was not part of the hiring process. Chairman Lehman and Vice Chairman Reidenbach voted in favor.
2. Appoint Assistant Treasurer - Chairman Lehman moved to appoint Sandra Graham Assistant Treasurer effective October 21, 2014. Vice Chairman Reidenbach seconded the motion. Supervisor Evans-Herr abstained from voting as she was not part of the hiring process. Chairman Lehman and Vice Chairman Reidenbach voted in favor.
3. Appoint Open Records Officer - Chairman Lehman moved to appoint Sandra Graham Open Records Officer effective October 21, 2014. Vice Chairman Reidenbach seconded the motion. Supervisor Evans-Herr abstained from voting as she was not part of the hiring process. Chairman Lehman and Vice Chairman Reidenbach voted in favor.
4. Appoint Alternate Street Light Tax Collector- Chairman Lehman moved to appoint Sandra Graham Alternate Street Light Tax Collector effective October 21, 2014. Vice Chairman Reidenbach seconded the motion. Supervisor Evans-Herr abstained from voting as she was not part of the hiring process. Chairman Lehman and Vice Chairman Reidenbach voted in favor.
5. Resolution # ____ -2014 Naming _____, Treasurer OR _____, Assistant Treasurer as Chief Administrative Officer as of October 21, 2014 for the purpose of carrying information to the Department of the Auditor General, and to administer funds with the Principal Financial Group. Chairman Lehman moved to pass **Resolution # 412-2014** naming Lori Leitch, Treasurer OR Sandra Graham, Assistant Treasurer as Chief Administrative Officer as of October 21, 2014 for the purpose of carrying information to the Department of the Auditor General, and to administer funds with the Principal Financial Group. Vice Chairman Reidenbach seconded the motion. Supervisor Evans-Herr abstained from voting as she was not part of the hiring process. Chairman Lehman and Vice Chairman Reidenbach voted in favor.

NEW BUSINESS

1. Brian Groff - Employee Insurance Broker, Brian Groff recommended keeping the current plan in place with Geisinger Health Systems. Although the rate has increased by 50% it was the lowest he attained when shopping around. Supervisor Evans-Herr inquired about tobacco user cessation programs that may offer a premium discount. Brian will follow-up with Geisinger. Chairman Lehman moved to stay with the current plan. Supervisor Evans-Herr seconded the motion. All voted in favor.
2. Comfort Aire Heating & Cooling 2014-2015 Maintenance Proposal- Supervisor Evans-Herr moved to approve a one year service contract for service on two HVAC systems twice per year. Chairman Lehman seconded the motion. All voted in favor.
3. Phone Traffic Study- Vice Chairman Reidenbach discussed participating in a free phone study that will determine the volume of calls received. This will help set hours for part-time secretary. All were in favor, no motion was necessary.

ADDENDUM

1. Chairman Lehman moved to accept the resignation from Jill Kennedy effective October 17, 2014 Vice Chairman Reidenbach seconded the motion. All voted in favor.

FIRST BUDGET WORKSHOP FOR 2015 PROPOSED BUDGET

The workshop opened with discussions on the Fire Companies budget. Chief Jason Topper anticipated giving cost of living increases each year. He expressed concern they would fall behind as was the trend several years ago. Chairman Lehman mentioned the 50% increase in our healthcare premium as well as \$27,000.00 paid for worker's compensation but acknowledged Chief Topper's concern. It was concluded the estimated \$60,000.00 budget amount would increase 1.5% to 60,900.00.

Income - The Real Estate Transfer Tax was adjusted based on a five year average and consideration was given to increase the estimate due to the various developments underway. Supervisor Reidenbach proposed \$66,000.00 and all were in agreement. Similar reasoning was discussed for the Cable Franchise Fee and the budget was adjusted slightly higher to \$62,000.00.

Expenses - Training was set at \$1,000.00. Lori Leitch expressed interest in attending grant writing seminars and Chairman Lehman mentioned the importance for time management training for township staff as well as the board of supervisors. Supervisors were in favor.

Roadmaster, Bruce Frymyer discussed the road construction plan. The necessity for extensive road repairs was realized but will be costly. Mr. Frymyer will attend a class in order to qualify for "low volume traffic and gravel roads" grants. In summation, the money spent now to repair roads will minimize expenditures in the future. His goal is to be in maintenance mode rather than corrective mode with the roads. The estimated budget was set at \$422,364.64. Also, Mr. Frymyer will attend a training course to receive his herbicide applicator's license at the cost of \$200.00.

Lori Ann Leitch, Treasurer explained the benefits of purchasing a computer laptop for office use and to take home when anticipating bad weather, \$1,000.00 was allotted. On a different note Lori obtained an estimate of \$600.00 for floor waxing in the township building.

Chief Fiorill of the Southern Regional Police Department reviewed his budget worksheet. He discussed two preliminary options; Option A - \$519,162.65; current operating staff and Option B - \$530,501.04; one additional officer. Option A was used for budget purposes.

Income Account Budget Amount Changes

Real Estate Transfer Tax	GL Account # 310.100	(+) \$4,112.56
Cable Franchise Fee	GL Account # 321.800	(+) \$1,000.00

Expense Account Budget Amount Changes

Telephone Cost	GL Account # 402.522	(+) \$600.00
Laptop	GL Account # 407.210	(+) \$1,000.00
Floor Waxing	GL Account # 409.250	(+) \$600.00
Police	GL Account # 410.001	(-) \$10,260.39
(Fire Co)Twp. Donations	GL Account # 411.500	(+) \$900.00
Road Crew Training	GL Account # 430.426	(+) \$200.00
Road Construction	GL Account # 439.661	(+) \$374,133.64

The first workshop draft of the budget will be updated by Township Treasurer, Lori Ann Leitch and copies prepared for the Supervisors to review for the Second Budget Workshop to be held on Tuesday, November 4, 2014 at 9:00 a.m.

MEETING ADJOURNED: The meeting adjourned at 11:30 a.m.

Respectfully submitted,

Sandra D. Graham, Township Secretary