

The Board's Minutes of the East Donegal Township Board of Supervisors  
Special Meeting  
Held on October 18, 2018

A special meeting of the Board of Supervisors of East Donegal Township was held on Thursday, October 18, 2018 at 4:00 PM in the East Donegal Township Municipal Building, 190 Rock Point Road, Marietta, PA 17547.

The meeting was called to order by Supervisor John Murphy.

Supervisor Esbenshade led with a Prayer and Pledge to the Flag.

Roll call of Supervisors: Present were John E. Murphy, Jr., Chairman; Allen D. Esbenshade, Vice Chairman; Tom Jones, Supervisor and Jeffrey Butler, Township Manager. Also attending were Craig Underwood, Township Zoning Officer/Building Code Official, Jake Bair, Director of Public Works/Roadmaster and Jodi Diaz, Finance Officer.

New Business.

Banks for Deposit of Township Funds

A motion was made by Mr. Jones, and seconded by Mr. Esbenshade, to approve the members of the Board of Supervisors as authorized signers on the following accounts established at Northwest Bank:

- General Fund, two signatures required
- Trash and Recycling Fund, two signatures required
- Park & Recreation Fund, two signatures required
- Marietta Water Fund, two signatures required
- Subdivision Escrow Fund, two signatures required

Vote: Mr. Jones, yes; Mr. Esbenshade, yes; and Mr. Murphy abstained.

Discussion of 2019 Township General Fund Budget

Mr. Murphy stated that the special meeting was being held to discuss the preparation of the 2019 Township Budget for the Township's General Fund and asked Mr. Butler to lead the discussion.

Mr. Butler highlighted the proposed timeline for consideration and adoption of the 2019 Budget. It's anticipated that a preliminary budget will be approved for public review at the November 1, 2018 meeting of the Board and that adoption of the budget would occur at the December 6, 2018 meeting of the Board. Should revisions require additional time for consideration, the budget must be adopted before the end of the year.

Mr. Butler presented a preliminary draft of the projected revenues for the 2019 Budget.

This draft projected an increase of 2.9% in revenue from the adopted 2018 budget, without an increase in the current tax rate of 3.1165 mills.

On the expenditures side, Mr. Butler indicated that the preliminary draft budget presented incorporates a 3% pay rate increase for Township employees and a 3.3% increase in the amount budgeted for employee insurances. No additional employees are budgeted to be add in 2019.

Mr. Underwood provided an overview of the Planning/Zoning and UCC Code Enforcement expenditure categories of the preliminary draft budget. Mr. Underwood explained that a significant portion of both these expense categories was dedicated to the purchase of permit management software. Mr. Underwood explained that the current in-house developed permit tracking system has been expanded to its practical limit. The Township's IT consultants have indicated that we are at a point that it would be more economical to pursue purchase of propriety software than to continue to modify our current tracking system. The software proposed for purchase, C.S. Graphx is widely used locally by other municipalities. The cost for purchase of the software is \$16,000.00.

Mr. Underwood also noted that the codification of ordinance amendments adopted after 2012 will continue into 2019. It's anticipated to cost \$7,000.00 to complete the work.

Mr. Bair presented a list of projects proposed for 2019. These included equipment purchases, completion of a truck wash bay, roadway projects and park improvements.

The most significant equipment purchase proposed for 2019 is a new backhoe. The proposed budgeted amount for the purchase is \$110,000.00.

The preliminary draft budget includes \$20,000.00 for the build-out of the new public works storage building. This would include a truck wash bay.

It's proposed that only one roadway project would be funded through the Township's General Fund. The proposed East High Street project would include improvements to the east side of the square and would extend east to the area of the cemetery. Improvements would include new sidewalks, curbs, roadway reconstruction and stormwater facilities.

This improvement was intended to be undertaken in 2018. However, due to design issue with existing conditions, the project is moved to 2019. To reflect this change in schedule, it's proposed that the amount budgeted for 2018 be moved to the Township's Capital Reserve Fund this year. Therefore, the 2019 preliminary draft budget proposes that \$500,000.00 be transferred from the Capital Reserve Fund to fund the project.

Mr. Bair indicated that other roadway improvement projects are proposed to be undertaken and funded from the Township's Highway Aid Fund. These include

improvements to Long Lane and Koser Road. In addition, oil and chip surfacing is proposed to Ashley Drive, Engle Tollgate Road, Oak Road, Carmany Road and Trout Run Road. Winter road salt purchases will also be funded by the Township's Highway Aid fund.

It was discussed that Ashley Drive would be an attempt to address residential neighborhood street with the oil and chip treatment. This is an attempt to prolong the life of these streets in the most economic manner.

Mr. Bair identified projects proposed within Township parks. These projects include the replacement of the backstop on field #4 in Fuhrman Park and the grading of the infield surface of field #3 in Fuhrman Park. Play swings are proposed to be added to Fuhrman and Longwood Square Parks. In addition, it's proposed that fencing along the Fuhrman Park basketball court.

Mr. Butler stated that funds have been budgeted for continued work to address the farmhouse located in Chickies Creek Day Use Area. This work would be an effort to implement the resident curator program discussed by the Township Park Commission and Board of Supervisors.

The Board briefly discussed the financials of the Summer Playground Program and the Music In The Park Program. The Board didn't recommend any significant to the programs.

Mr. Butler reviewed the currently budgeted amounts for fire services with the Board. He explained that the 2018 loan payment for the recently purchased fire engine will be paid using funds approved with the 2018 budget. Therefore, the 2019 preliminary draft budget does not include this payment. However, he reminded the Board that the additional \$61,000.00 will be part of the 2020 budget discussion.

The Board expressed an interest in maintaining the donation amount to the Fire Departments at the 2018 level. However, it was suggested that additional funds be budgeted for transfer to the Township's Emergency Services Capital Reserve Fund. There was general discussion regarding how that additional funding could be accomplished. It was suggested that a policy of matching funds raised by the Fire Department be implemented. Such a policy would provide a cap to the match at \$50,000.00.

Chief Ed Haugh provided an overview of the budget presented by the Susquehanna Regional Police Department. The Department's budget reflects the pay increases and expense increases associated with the pending new contract with the police officer's union. This costs increases, along with the changes to the allocation of costs among the member municipalities, the cost to the Township increases by 27.8%, or \$357,618.00.

The Board posed a number of questions regarding costs increases and the pending police contract. Chief Haugh indicated increases in benefit costs and additional

personnel increase Department cost. The specific terms of the pending contract, currently being review by the Police Commission's attorney, could not be discussed until executed.

Mr. Butler highlighted expenditures contained in the budget that address donations or contributions to outside entities and provided the current 2018 budgeted amounts for these items. The Board expressed a desire to maintain donation or contributions at the 2018 levels.

Mr. Butler presented the total of the anticipated expenditures of the preliminary draft 2019 Budget. This draft reflected the projects discussed and reflects an increase of \$139,434.00 in expenditures from the adopted 2018 budget.

Mr. Butler informed the Board that the proposed expenditures exceed the anticipated revenue by \$131,146.34. It's anticipated that this discrepancy will increase as further information is gathered regarding 2019 expenditures. The Board expressed a desire to used Township reserves to cover any anticipated shortfall in lieu of increasing the Township's taxing rate.

Mr. Butler stated that the draft preliminary budget will be revised based on the additional information gathered from the meeting and the receipt of refined cost estimates. It's anticipated that the final preliminary budget will be prepared for the November 1, 2018 meeting of the Board of Supervisors.

Chairman Murphy indicated that the Board will go into an executive session to allow him, as the Township's representative on the Commission, to discuss details of the collective bargaining agreement negotiations between the Police Commission and police officer's union.

#### Adjournment

A motion was made by Mr. Esbenshade and seconded by Mr. Jones to adjourn the special meeting at 6:45 PM.

Respectfully Submitted,  
Jeffrey L. Butler, Township Secretary