

The Board's Minutes of the East Donegal Township Board of Supervisors
Special Meeting
Held on October 22, 2019

A special meeting of the Board of Supervisors of East Donegal Township was held on Tuesday, October 22, 2019 at 4:30 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 Murphy 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 and Jodi Diaz, Finance Officer.

Old Business.

Resolution 2019-11, Resolution For Plan Revision For New Land Development, Bridle Path-Section 3

A motion was made by Mr. Jones, and seconded by Mr. Esbenshade, to adopt Resolution 2019-11 approving, and submitting to DEP for its approval, a revision to the Township's Official Sewage Facilities Plan, the Sewage Facilities Planning Module for Bridle Path, Section 3.

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

New Business.

Discussion of 2020 Township General Fund Budget

Mr. Murphy stated that the special meeting was being held to discuss the preparation of the 2020 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 2020 Budget. It's anticipated that a preliminary budget will be approved for public review at the November 7, 2019 meeting of the Board and that adoption of the budget would occur at the December 5, 2019 meeting of the Board. Should revisions require additional time for consideration, the budget must be adopted before the end of the year. The draft preliminary budget present for this meeting does not reflect an increase in the current Township tax rate of 3.1165 mills.

Over 79% of the revenue for the General Fund comes from taxes collected. It's projected that property taxes will generate \$2,134,500.00. Taxes collected under the authority of the Local Tax Enabling Act will generate an additional \$1,485,000.00. The

draft budget projects total revenues to be \$4,558,950.00.

On the expenditures side, Mr. Butler provided an overview of the Planning/Zoning and UCC Code Enforcement expenditure categories of the preliminary draft budget. Overall there's a decrease in these categories due to the completion of the permit software purchase and the update to the Township Code of Ordinance in 2019.

Mr. Underwood explained a proposal to review the fee schedule for zoning and construction permits to better reflect actual costs to the Township.

Mr. Butler presented the projected expenditures in the Public Safety categories of the budget. The Police line items in the draft General Fund budget reflect the budget prepared and approved by the Susquehanna Regional Police Commission. The contract cost to the Township for 2020 is \$1,623,737.00. This represents almost 59% of the member municipalities' contribution to the Commission. However, it's a \$21,881.00 decrease from the Township's 2019 contractual obligation.

Under the Fire line items, an additional \$61,200.00 has been added to reflect the Township's donation toward payment of loan secured for the most recent engine purchase. The 2019 budget did not include a donation specific to the engine loan due to the donation being made late 2018.

There was general discussion regarding funds placed in the Township's Emergency Services Capital Reserve Fund. Although not specifically earmarked for fire services, funds from the Emergency Services Capital Reserve Fund were used to provide a down payment on the most recent engine purchase. The draft budget provides for a \$50,000.00 transfer from the General Fund to the Emergency Services Capital Reserve Fund, however, the Board agreed that the amount should be increased to \$100,000.00.

Mr. Butler presented the line items within the Public Works categories. The significant equipment purchase is a new pick-up truck to replace the current SUV. It's proposed that the SUV will be sold to the Susquehanna Regional Police Department.

Public Works projects include stormwater management improvements to Coffee Goss Road to be done in conjunction with the Bridle Path residential development, stormwater improvements to the Longwood Square detention basin, design of the Evans Run floodplain restoration project to be done in cooperation with Marietta Borough, and the paving/improvement of Taylor Street.

Although not part of the General Fund, Mr. Butler provided the Board with the list of project to be done utilizing Highway Aid Fund monies. These include base repair to be done to Gibble Road, Kraybill Church Road and Trout Run Road. In addition, oil and chip treatment is proposed for Gibble Road, Kraybill Church Road, Trout Run Road and Chelmsford Drive. The estimated costs for these projects total \$232,500.00.

Mr. Butler identified projects proposed within Township parks. However, the Township

Park Commission has not prepared its recommendation to the Board yet. The list of projects includes the preparation of a Park Master Plan for the Chickies Creek Day Use Area. The \$40,000.000 budgeted for the project may be covered, in part, by a grant that has been applied for. Other 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. Funds have also been budgeted for continued work to address the farmhouse located in Chickies Creek Day Use Area.

Mr. Butler indicated that the preliminary draft budget presented incorporates a 2% pay rate increase for Township employees. No additional employees are budgeted to be add in 2020. It was noted that health insurance premiums are to decrease by 1.3% in 2020. There was a brief discussion regarding employee contributions to pension and health benefits.

Other noted expenditures included the replacement of the current computer server and the upgrade of software. Mr. Butler indicated that the 2007 server software will no longer be supported by Microsoft and updates to protect against viruses and hacks would no longer be available. In addition, the draft budget included the replacement of the Public Works garage roof and the completion of the wash bay within the Public Works storage shed.

The Board discussed contributions that are made to outside organizations. The Board suggested increasing the contribution to the Milanof-Schock Library to \$37,000.00. To address the funding issues raised by Northwest Emergency Medical Service, the Board agreed to implement an increase of \$4,700.00 as a first step. The draft budget also increases the amounts to be given to the Maytown Historical Society and the American Legion for the Memorial Day parade activities.

The Board briefly discussed the financials of the Summer Playground Program and the Music In The Park Program. The Board suggested that the advertising of the Music In The Park program be evaluated to reduce frequency and cost.

The total anticipated expenditures of the preliminary draft 2020 Budget totaled \$4,682,743.00 and reflects an decrease of \$603,947.00 in expenditures from the adopted 2019 budget.

Mr. Butler informed the Board that the anticipated expenditures exceed the anticipated revenue by \$123,793.00. It's expected that this discrepancy will increase as further information is gathered and changes are made to reflect the Boards discussion. The Board expressed a desire to use 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 7, 2019 meeting of the Board of Supervisors.

Adjournment

A motion was made by Mr. Esbenshade and seconded by Mr. Jones to adjourn the special meeting at 6:35 PM.

Respectfully Submitted,
Jeffrey L. Butler, Township Secretary