



Board of Supervisors

Budget Work Session

~ Notes ~

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Tuesday, September 20th, 2016

2:00 PM

Public Meeting Room

Meeting called to order 2:00pm

In Attendance: Barbara N. Lyons, Chairman, Rick Colello, Vice Chairman, Ken Snyder, Ryan Manion; Stephanie Mason, Township Manager, Ken Wallace, Finance Director, Autumn Canfield, Special Projects Coordinator, Richard John, Director of Operations, Kaci Milligan, Business Analyst, Sinclair Salisbury, Director of Code Enforcement, Ed Ebenbach, Vice Chairman Ways & Means and Joe Delikat, Ways & Means.

Absent- Shawn Touhill

Correspondence from Northampton Township requesting funding for the Senior Center that five Doylestown residents take part in. Mrs. Mason could not recommend the funding with only five residents using the center. Ms. Manion motioned to not approve the funding. Mr. Colello seconded. Motion carried unanimously.

Under changes in the Fair Labor Standard Act, the Township is faced with changes in status for two employees. Mrs. Lyons suggested the simplest method would be to bring the employees at risk up to the salary level newly required. Mrs. Mason indicated if any employee is above the limit, comp time is taken at straight time, not time and a half. No need to act on the matter at this moment.

The next budget work session will be October 4th at 5pm.

A Power Point Presentation took place:

Preliminary report on 2016 Budget: The earned income tax is doing well. Real estate tax is on track. State aid is still coming in. The Police are running true to budget. The Administration and Public Works are accomplishing a lot of projects.

Capital Expenditure Forms- Review of the Cap X Forms submitted by the Department Heads were reviewed, discussed and disposed of accordingly.

The Park and Recreation Board requested money for an update for the Park Recreation and Open Space Comprehensive Plan that was originally done in 2007. Two proposals were given. The first would cost \$15,000 and be done in house with Judy Stern Goldstein, Doylestown Township Planning Consultant and Karen Sweeney serving as the Park and Recreation professional. The second proposal is to apply for a DCNR grant in the spring. The match would be 50% but the overall spending would be cut to 10,000. With this option, an outside Park and Recreation professional would need to be sought as Ms. Sweeney would not be able to serve as an in-house professional. Mrs. Mason recommended putting an application in for the grant. Mr. Colello was

in favor of the second proposal. Ms. Manion motioned to apply for the grant, Mr. Snyder seconded. Motion carried unanimously.

Road Drainage Project- This is a mandated item which \$50,000 is needed. This is part of a larger scope of work. Sandy Ridge Road was brought up due to poor drainage. The Old New Rd project has to do with stream crossing. The projects were low priority but were moved up on the list because they need to be done if roads are going to be paved in the next four years. There is a lot of erosion with the stream crossing. Mr. Colello motioned to keep the item in the budget, Mr. Snyder seconded. Motion carried unanimously.

The pre-fab storage project is down to the last 2 or 3 stages. The project will be done in house. The wall and roof structure still need to be put up and enclosure work is needed. The project should be complete by the end of 2017. All the expenses are not yet clear so there may be some push over into 2018. Overall the pre-fab storage has been a large savings in public work storage. Mr. Snyder motioned to keep the item in the budget at \$45,000. Mr. Colello seconded. Motion carried unanimously.

The Code Enforcement office requested \$13,000 for plan scanning. Mr. Salisbury explained that this item would be beneficial and would complete the process started last year of scanning old records of building permits and property files. Oversized plans were not scanned last year. The large scale plans still need to be scanned. This scanning would give instant access to these file electronically. The project would be beneficial to both the Code Department and residents looking for information. The Scantech Company would come and pick up documents to be scanned and transport them to their facility for the work to be done. There is a guarantee of security as part of their process. Mr. Colello motioned to keep the item in the budget. Ms. Manion seconded. Motion carried 3-0-1 with Mrs. Lyons abstaining.

Storm Water - It was requested that the Stormwater budget for engineering costs be increased by \$35,000 to go from \$25,000 to \$60,000. Ample amounts of work need to be done in 2017 to prepare for the Notice of Intent for permit renewal due in September 2017. This work will prepare the Township for larger highly recommended projects to be done in 2018-2023 to comply with permit requirements. Mr. Snyder questioned the availability of grant money but at this time, there is none the administration is aware of that applies to our needs. Mr. Ebenbach recommended a session with Mario Canales, Township Engineer, to explain what is changing and the potential outcome of the stormwater mandates. Mrs. Lyons expressed the Board is aware and they agree with the importance. Mr. Snyder motioned to keep increase the budget item. Mr. Colello seconded. Motion carried unanimously.

Sewage Facility Planning- \$ 25,000 is requested for a 3M study of the Chestnut Valley Dr. area. The Lang property connected to public sewer. DEP is requiring the Township to do a 3M study in the area as it is sitting on a public sewer line. Ms. Mason spoke with Joe Nolan from CKS engineering for an estimate. The given price could come down depending on what DEP requires for the study. Any excess money could be used for 3M studies for areas identified by PWSAB as potentially needing sewers. Mr. Colello motioned to put the money in budget. Ms. Manion seconded. Motion carried unanimously.

A request for \$40,000 for a new vehicle for the Manager was placed. The vehicle would be leased in 2017 and financed over three years. The current vehicle is a 2004 and has had issues recently will stalling. The budget will reflect the 2017 cost of the lease payment and not the full

\$40,000. Mr. Colello motioned to keep the item in the budget and Ms. Manion seconded. Motion carried unanimously.

A new Pick Up truck for the amount of \$53,000 for the Road Superintendent was requested. The vehicle would be leased over three years with the 2017 cost reflected in the budget. The current truck would be moved down the line in the fleet and one of the current trucks would go to auction. Mr. Colello motioned to keep the item in the budget. Mr. Snyder seconded. Motion carried unanimously.

A request for a replacement backhoe from 2003 at the cost of \$126,000 was made. The machinery is used very frequently in the Township in various projects. In the past, machines being replaced have been sent to auction or traded in. The Township typically does relatively well in these transactions. Ms. Manion motioned to keep the item in the budget. Mr. Colello seconded. Motion carried unanimously.

Road surface and restoration, and guide rail work- The mandated project would cost \$900,000 for the road surface and restoration aspect and \$25,000 for the guide rail. The plan for 2017 is to pave Doylestown Hunt which equates to 4.63 miles of road. Last year, the road program finished at \$847,000. It is recommended an additional \$100,000 be added to the budget to cover problems that can occur during road work. In June, the budget went through an analysis of road inventory and came up with the cost of \$900,000 for the next five years. This program has to be funded in some way. Mr. Colello noted an alternative would be to extend the program to six years instead of five. Mr. Ebenbach brought up the concern about the old assumption of paving three miles of roads each year. However, the roads were not built linearly, but in clumps. This creates bubbles of larger portions of roads that need to be fixed. The bubbles have to be dealt with whether it is in a five year time frame or six year time frame. The suggestion to table the requested item until a clearer picture of how to address the road program was available was made. Mrs. Lyons suggesting to bring the cost of the road program in to the bond issue for the building and the bridge. The item was tabled until the October 4th meeting. Something will be done in regards to roads and the bubble the Township is experiencing, but the Board is not sure yet sure of the appropriate action. This project was tabled for future discussion.

A request for \$2,000 to properly equip the new Public Works shop was made. The Board tabled the item until more detailed information could be provided but ensured that the shop would have the needed equipment.

Police Department Patrol Motorcycle- Donations have been received for the cost of the motorcycle for \$24,000. It is possible that another donor may be willing to give the difference needed of \$16,000. Confirmation of the second donor is still needed. There is also a request of \$15,510 to pay for body cameras. It is possible the second donor may want to donate to the cost of the body cameras instead of the motorcycle. Since the second donor is not confirmed, Mr. Colello motioned for the price of both the body cameras and the difference in the cost of the motorcycle be added to the budget as a worst case scenario. Ms. Manion seconded the motion. Motion carried unanimously.

The Police Department also requested \$11,800 for a polygraph equipment and polygraph examiner training. There is a potential to make a small amount of revenue as our trained polygraph examiner would be able to provide services to other municipalities who might need it. It is not suggested that the service could make up the entire cost of the machine and training but

may offset it somewhat. Ms. Manion motioned to keep the item in the budget. Mrs. Lyons seconded and motion carried unanimously.

Kids Castle request was previously approved. Ms. Manion motioned to keep the item in the budget. Mr. Colello seconded. Motion carried unanimously.

A request for funds in the amount of \$1.2 million plus our portion of \$24,579 was made for a TAP grant. The money would be paid by the Township and then reimbursed with the Township is responsible for \$24,579. Ms. Manion motioned to approve to keep the money in the budget. Mr. Colello seconded and motion carried unanimously.

For the Neshaminy Greenway Phase III project, \$425,000 is requested for 2017. Ms. Manion motioned to keep this item in the budget. Mr. Snyder seconded. Motion carried unanimously.

A request for \$25,000 was made for a Laserfiche document management set up. This would replace our current document management system. This system provides for a higher functionality and easier search capabilities. A concern for the responsible party for coordinating and managing the system after installation was raised. There is a maintenance fee and our IT consultant would ensure the program runs properly. In house, there is an employee who has headed paperless projects in the past and has the experience to ensure the program is run properly by staff. There was a suggestion to wait on the new document management until the building renovations was done, however the two are mutually exclusive. Ms. Mason recommended leaving the money in the budget and if the Township is ready to move on the program, the money will be there. Mr. Colello made a motion to put the money in the budget but in the meantime, Township staff needs to get more information together regarding the program, how it will be used and who will coordinate it. Mr. Snyder seconded the motion. The motion carried 3-0-1 with Ms. Manion voting nay.

In regards to the building renovation and bond issue, the cost of the money will be a budget item, however the cost is not yet known. It has been discovered that doing a single phase project, rather than a two phase project is more cost effective. This entails finding another space for the employees to work while the renovations are being done. PFM, Public Financial Management, is willing to help through the process but cannot do anything until they are engaged by the Township. The cost for 2017 will reflect the cost of a financial advisor as well as architectural costs and need to include the bridge. The item will be tabled for now until numbers can be placed in the budget to reflect the cost. Baker Engineering was awarded the bid for the bridge which will cost \$159,000 in 2017. In 2018, construction will take place and cost approximately \$1,345,000.

The police are requesting one marked and one unmarked police car. Each will be on a three year lease costing \$12,500 per vehicle per year. Ms. Manion made a motion to approve keeping the cars in the budget. Mr. Colello seconded the motion. Motion carried unanimously.

It was requested that the staff be able to apply for a grant due September 30th as part of the Green Light Go grant program. The grant has a 20% match that the Township would be responsible for. The grant would cover traffic signal maintenance that would be in the budget anyway. If the grant was awarded, the Township would only have to pay \$13,200 versus the \$54,000 normally budgeted. Ms. Manion motioned to approve application to this grant program. Mr. Snyder seconded the motion. Motion carried unanimously.

Staffing needs for 2017-

It is requested to a full time Social Media Coordinator. Mrs. Lyons questioned whether or not the position needs to be full time. Ms. Manion fears advertising as part time would lead to not finding someone with an adequate skill set. Mr. Snyder questioned how we measure the success of the position. It was discussed the outreach can be measured with hits and likes as well as increased attendance at events that are advertised. Mr. Colello said he was uncomfortable as there would be no monetary return on a position like this. He expressed that information cannot just be forced on residents; they have to want to have it. If they are interested, they will look for the information. Mr. Peters, attending the meeting as a resident, was concerned that a position such as this does not have a return to the residents. Mr. Snyder asked if there was way to pilot the program and measure the difference before and after the position. Ms. Mason suggested an internship position as a pilot program. The position could offer ten to twenty hours a week and could be grown as need be. Mr. Colello motioned to not put the position into the 2017 budget. Motion failed. Ms. Manion motioned for the position to be made an internship. Mr. Snyder seconded the motion. Motion carried 3-0-1 with Mr. Colello voting nay.

It is requested that the current part time budget analyst be made full time. Currently, the position is worked 25- 30 hours a week. While the work done in the position proves to be effective and useful, the Board is not comfortable making the position full time due to the cost associated. There are many questions that would need to be answered regarding employment status, salary, benefits, etc. At this time, it is perceived to be most valuable as a part time position with the current hours worked. Mr. Colello made the motion to keep the position of Budget Analyst as a part time position. Ms. Mason asked if there was a possibility to revisit the subject in June of 2017 at the meeting for the 2018 budget. Mrs. Lyons indicated that yes the Board would be willing to review it again. It was indicated it would have to be costed out. Mr. Snyder seconded the motion. Motion carried unanimously.

Outline of the performing arts schedule- The bottom line is that the Township is ahead \$2,690 + change. The net overall is \$26,362.82 which includes one-time sales, and donations.

The first numbers of the five year overlook of the budget was distributed but will not be discussed until the October 4th meeting. It is noted that there is a pull back from transfers from the general fund to the road program as it is assumed money will be coming from the road tax.

In this forecast, the deterioration of the general fund has slowed down but taking care of the road program as it is set at \$925,000 will cause problems without increasing the dedicated road tax.

With no other business, meeting adjourned at 3:57pm.

Minutes respectfully submitted by

Autumn Canfield
Special Projects Coordinator