

**LOWER PROVIDENCE TOWNSHIP
BOARD OF SUPERVISORS 2018 BUDGET WORKSHOP
SEPTEMBER 25, 2017**

Attendance:

- a. The following members were in attendance: Chairwoman Colleen Eckman, Supervisors Jason Sorgini, Patrick Duffy, Peter MacFarland and Jill Zimmerman.
- b. Also in attendance were: Donald Delamater, Township Manager; Geri Golas Assistant Township Manager; Mike Mrozinski, Community Development Director, John Primus, Public Works Director; Susan Law, Accounting Manager; Stanley Turtle, Chief of Police; Lt. Michael Jackson; Karl Lukens, Parks & Recreation Director; Bill Roth, Special Projects and Technology Director, and Denise Walsh, Community Relations Coordinator.

1. Budget Discussion

A) Parks and Recreation

- i) Department Director Karl Lukens presented an overview of the department's recreation and park maintenance staff, followed by a presentation of proposed 2018 Capital Projects and a review of the 2018 Operating Budget.
- ii) Proposed projects include parking lot improvements at the ARA fields; fencing improvements at all parks and some basins; a new play structure at Dell Angelo Park; backstop replacement at Eskie Park, and upgrades to the Hoy Park fishing pier.
- iii) Mr. Lukens noted challenges with the Operating Budget are increasing salaries/wages, loss of Audubon School for Camp Perkiomy, and decline in sponsorship contributions.
 - (1) Mr. Lukens said he was told by Methacton School District officials that Audubon and Woodland Elementary Schools are not available for camp and that there was a slight chance of the use of Arcola Intermediate School. Worcester School is available, but is too far out of the Township. He will look into the use of St. Teresa of Avila School.
- iv) In response to Supervisor Duffy's question, Mr. Lukens said that the budget for events and staffing is separate from the Parks and Recreation capital fund.
- v) Supervisor MacFarland asked Mr. Lukens to provide more detail on the allocation of hours for special events for the parks maintenance staff. He described the work before, during and after events.

B) Public Works

- i) Department Director John Primus outlined his proposed 2018 Capital Projects, 5-Year Road Reconstruction Plan, and 2018 Operating Budget.
- ii) Capital requests include a large dump truck with snow plow and salt spreader; an SUV for use by the director (his current pickup truck will become part of the PW fleet); gunite work on Grange Avenue Bridge; and a storage tank for reclaimed oil used at the PW garage.
 - (1) Mr. Primus said the dump truck will be replacing the current 1993 one. He said there was a 10-year period where none were replaced. The goal is to have an all-aluminum body fleet.
 - (2) Supervisor MacFarland asked how the need for gunite work is determined. Mr. Primus said that there is a lot of galvanized pipe that is failing throughout the Township. The department is alerted by residents or the problem is discovered when crews are doing inlet work.

- (3) Supervisor Sorgini asked if there were any county funds available for the Grange Avenue Bridge work. Mr. Delamater will follow up.
 - iii) Portions of the following roadways are proposed for improvement in 2018: Level Road, Sandpiper Road, Tomstock Road, Brimfield Road, and Township Line Road.
 - (1) Mr. Primus noted that the work on Township Line Road, which borders Skippack Township, will be coordinated with Skippack Township because of water company work on the roadway.
 - iv) Supervisor MacFarland noted that the 2018 Operating Budget contained some one-time expenses.
 - v) Mr. Delamater noted that removal of dead trees will continue to be an expense because of ash borer and other infestations.
 - vi) In response to a question about work hours allocation, Mr. Primus explained that the department's two mechanics are responsible for maintenance of all administration and police vehicles, as well as Public Works equipment.
- C) Special Projects and Technology
- i) Department Director Bill Roth presented his 2018 Operational Budget requests, Capital Budget requests and details on major capital items.
 - ii) Operational Budget different from 2017 include moving the Township email to the Cloud; upgrading to Office 365 license; purchasing additional police Records Management System (RMS) user licenses; and police Power DMS support (application that supports the police accreditation process).
 - (1) Chairwoman Eckman asked about the economic development consultant 2018 budgeted amount. Mr. Roth said it had been reduced to reflect actual costs.
 - (2) Supervisor MacFarland clarified that some expenses in the 2018 Operational Budget are one-time costs.
 - (3) It was noted that many items in the Technology Budget are police related. Supervisor Eckman asked whether police technology should be a separate account. There was discussion about the many challenges that the increasing use of technology will pose in the future,
 - iii) Capital requests include scheduled laptop replacements; server replacement; storage device replacement; SQL server upgrade; and marquee replacement.
 - (1) Mr. Roth noted that a new marquee would have the capability for color and graphics.
- D) Human Resources
- (1) Assistant Township Manager presented an overview of the 2018 Insurance, Compensation, and Pension Funding. She noted that positive news was received from DVIT for workers' compensation, coming in \$30,000 less than 2017. She also said that 2018 pension state aid (\$399,178) had come in higher than estimated. Ms. Golas said final renewal rates for health insurance will not be available until the end of October.
 - (a) There was a discussion about exploring self-insuring but the risk of medical costs was a factor.
- E) Police
- i) Chief Turtle presented the Police Department 2018 Capital Request and Personnel Requests. He outlined the 2018 Police Operating Budget.
 - ii) Capital requests include replacement of two police vehicles; replacement of mobile video recorders; and AED replacement.

- (1) He noted that the municipal building is aging and that upgrades are needed in the police area.
- (2) There was discussion about body cameras for officers. Chief Turtle said at this time there are still issues with Right-to-Know and wiretap laws at the state level that need to be resolved. He anticipates that eventually the body cameras will be an accreditation requirement.
- iii) Chief Turtle said he is requesting one officer and one civilian support staff in 2018. His future staffing goal for the department is 34 sworn personnel, with six-man patrol units.
 - (1) Chief Turtle noted that the department has the potential to lose five long-term personnel in the near future. He said transition planning is underway.
- iv) Chief Turtle provided a graphic showing 2017 Year-to-Date Calls. He said the calls are on pace with last year and that a new call tracking system probably accounts for the increase compared to 2016.
- v) Supervisor Duffy asked if the proposed building upgrades could be phased-in over time. Chief Turtle said that security cameras and the building's overall security system are priorities, but other improvement could be part of larger conversation about the future of the building.

F) Community Development

- i) Department Director Mike Mrozinski presented his 2018 revenues and expenditures. He noted that revenues are in line with the past few years and are trending slightly upward. He outlined new construction with the potential to impact the 2018 budget, but said it was difficult to predict the timing of the development. He said expenses, as well, are in line with 2017. He does not foresee any workload issues in 2018.
- ii) Mr. Mrozinski noted a few items for consideration in 2019 and beyond: A new GIS/mapping system, rental inspections and electrical inspections.
 - (1) Mr. Delamater said that the Township should look at a Comprehensive Plan update in the future. Mr. Mrozinski estimated that it would cost \$15,000 to \$20,000.
- iii) There was discussion about the current Business License Inspection program. Mr. Mrozinski said there has been a drop in the number of businesses completing the registration/renewal process and paying the \$100 fee. At present, there is no enforcement or late fees collected. The Board requested that information on the number of no-impact, home-based businesses and those not registered/renewed be provided.

G) Administration and Finance

- i) Accounting Manager Sue Law reviewed the 2017 General Fund Cash Balance, 2018 Proposed Budget Expenditures and 2018 Capital Projects.
 - (1) She noted that the deficit budgeted for the 2017 General Fund Cash Balance is decreasing but there are still concerns with the General Fund.
 - (2) The 2018 General Fund Proposed Budget at this point includes deficit spending of \$342,139
- ii) It was noted that significant debt service payment are coming due between 2022 and 2024, freeing up funds to secure additional debt or for capital expenses.
- iii) It was decided to place the 2018 budget on the Board's November 2, 2017 agenda for tentative approval and authorization to advertise and on the December 7, 2017 agenda for consideration for adoption
- iv) There was discussion about the contribution to the Lower Providence Volunteer Fire Company. There was consensus to increase the contribution from \$100,000 to \$150,000 with

the understanding that the Township and Fire Company will work together to form a comprehensive partnership to develop a sustainable plan for financial support.

- v) There was discussion about the Casselberry House and the major repairs that are needed. It was decided to invite Historical Society members to meet with Township officials at a staff-solicitor meeting.
- vi) Mr. Delamater discussed upgrades needed for the Administration Building and the possibility of an operational needs study to develop a concept plan. This was favorably received by the Board.

Respectfully submitted:

Donald Delamater, Secretary