

**LOWER PROVIDENCE TOWNSHIP
BOARD OF SUPERVISORS BUSINESS MEETING
NOVEMBER 3, 2016**

Call to Order: Chairman Sorgini called the meeting to order at 7:30 p.m.

Pledge of Allegiance

Roll Call:

- a. The following members were in attendance: Chairman Sorgini, Supervisors Eckman, Duffy, MacFarland and Zimmerman.
- b. Also in attendance were: John Rice, Township Solicitor; Alison Rudolf, Interim Township Manager; Mike Mrozinski, Community Development Director; Tim Woodrow, Township Engineer; Susan Law, Accounting Manager; John Primus, Director of Public Works; Denise Walsh, Community Relations Coordinator; and Stanley Turtle, Chief of Police.

Chairman Sorgini announced that prior to the meeting the Board met to discuss legal, Real Estate and personnel matters.

1) Consent Agenda

- A) **MOTION:** Supervisor Zimmerman made a motion to approve the consent agenda items 1(a) and 1(b), including moving the meeting minutes of October 20, 2016 into the record. Supervisor Eckman seconded the motion. The motion *passed* 5-0

2) Presentations

- A) Presentation of annual donation checks:
 - i) Supervisor Eckman made a presentation to Lower Providence Senior Center
 - ii) Supervisor Eckman made a presentation to Lower Providence Community Center Ambulance.
 - iii) Chairman Sorgini made a presentation to the Lower Providence Volunteer Fire Company
 - iv) Supervisor Duffy made a presentation to the Visiting Nurses Association.
 - v) Supervisor MacFarland made a presentation to the Victim Services Center of Montgomery County

3) New Business

- A) Budget presentation and authorization to advertise the proposed 2017 Budget
 - i) Alison Rudolf reported that the staff had been working on the budget since the summer and that earlier in October they had a workshop meeting with the department heads and the Board of Supervisors to review their budget requests. She reviewed the proposed 2017 Budget (attached).
 - ii) **MOTION:** Supervisor Duffy made a motion to authorize advertisement of the proposed 2017 Budget. Supervisor MacFarland seconded the motion.
 - (1) Chairman Sorgini stated that advertising an annual budget without a tax increase is a credit to the hard work of the staff and a testament to the commitment of the Board to continue to provide high quality services in Lower Providence Township while still being fiscally prudent.

The motion *passed* 5-0.
- B) Authorization to advertise for 2017 Township Boards and Commissions vacancies and 2017 Professional Consultants.
 - i) Alison Rudolf reviewed the terms that will be expiring at the end of 2016. She asked for approval to advertise for any interested residents to apply for consideration to be appointed to

one of the board vacancies. She also stated that this is when the Township has historically advertised for professional consultants who may wish to submit proposals.

- ii) **MOTION:** Supervisor Eckman made a motion to authorize the advertisement for 2017 Township Boards and Commissions vacancies and 2017 Professional Consultants.

Supervisor Zimmerman seconded the motion.

- (1) Supervisor MacFarland asked for the clarification on the timeline between advertising and appointment. Ms. Rudolf said that the appointments would be made at the January reorganization meeting and that the advertisement would be done shortly so the Board would have between then and the January meeting to make a decision.

The motion *passed* 5-0.

4) Announcements

- A) The Sewer Authority will meet on November 9 at 7:30 p.m.
- B) The Parks and Recreation Board meeting will be held November 15 at 7 p.m.
- C) The Planning Commission meeting will be held November 16 at 7 p.m.
- D) The 8th Annual Community Tree Lighting will be held Friday, December 2 at 6:30 p.m. at the Township Complex
- E) The Caring & Sharing holiday food drive is underway. Items can be dropped off at the Township Building weekdays from 8 a.m. to 4:30 p.m. Details on the tree Lighting and the Caring and Sharing programs can be found at www.lptrec.com.

5) Comments

- A) Supervisor Duffy thanked the library volunteers and staff for putting on a fantastic Comedy Night fundraiser at Chadwick's. He stated that approximately 150 people were in attendance and that the Library is considering holding similar events in the future. He urged residents to check out the library's website for additional information

6) Adjournment

- A) **MOTION:** Supervisor Zimmerman made a motion to adjourn the meeting. Supervisor Duffy seconded the motion. The motion *passed* 5-0. The meeting adjourned at 7:55 p.m.

Next Business Meeting: November 17, 2016
December 1, 2016



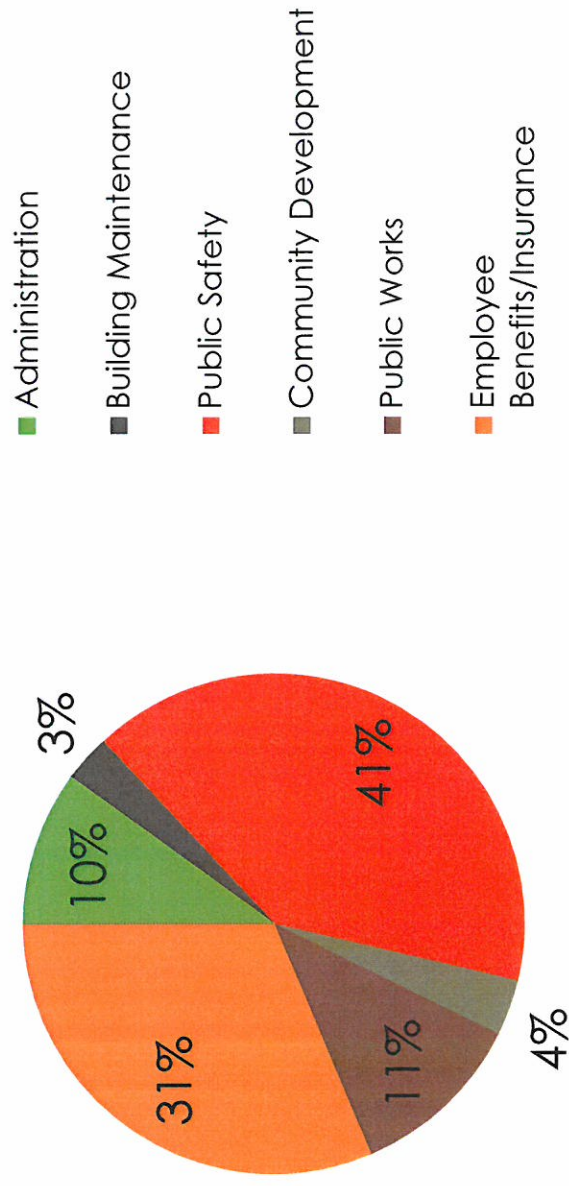
2017 Budget Review

2016 General Fund Cash Balance

- Budgeted Beginning Cash Balance \$2,854,705
- 2016 Projections:
 - Beginning Cash Balance \$3,059,076
 - Ending Cash Balance \$3,273,327
 - Projected Surplus \$ 216,251

2017 Proposed Budget General Fund Expenditures

2017 Proposed Budget



2017 General Fund Proposed Budget Summary

| | |
|--------------------------|----------------------|
| Beginning Fund Balance | \$3,273,327 |
| 2017 Revenues | \$9,931,762 |
| 2017 Expenditures | <u>-\$10,271,360</u> |
| End of Year Fund Balance | \$2,933,729 |
| Deficit Spending 2017 | -\$ 339,598 |

Proposed 2017 Budget Real Estate Tax Rates

| | | |
|---------------------------------|--------------|----------------|
| ○ Average Assessment Currently: | \$167,402 | |
| ○ Millage Rates Current: | | Avg. Tax Rate. |
| ○ General Fund | 0.905 | \$151.50 |
| ○ Library Fund | 0.345 | \$57.76 |
| ○ Debt Service Fund | 0.276 | \$46.21 |
| ○ <u>Park & Rec Fund</u> | <u>0.241</u> | <u>\$40.35</u> |
| ○ Total | 1.767 | \$295.82 |
| ○ (Residential Assessment) | | |

Capital Projects – Fund 30

| | 2016 Budget | 2016 Projected | 2017 Proposed |
|----------------------|-------------|----------------|---------------|
| Fund balance forward | \$192,754 | \$175,957 | \$27,596 |
| Revenue | \$1,129,158 | \$891,180 | \$295,880 |
| Total funds | \$1,321,912 | \$1,067,137 | \$323,476 |
| Expenditures | \$1,128,697 | \$1,039,541 | \$315,280 |
| Ending fund balance | \$193,215 | \$27,596 | \$8,196 |

Capital Projects – Fund 30 2017 Requets

| | |
|----------------------------|-----------|
| ○ Technology Upgrades | \$18,000 |
| ○ Website Redesign | \$25,000 |
| ○ Radio Equipment Upgrade | \$35,780 |
| ○ 3 Police Vehicles | \$100,500 |
| ○ Backhoe | \$111,000 |
| ○ Waterline Project Refund | \$25,000 |

Park & Recreation Operating Fund Revenue-Fund 31

| | |
|--|--------------|
| ○ Millage Funding (0.241 Mills) | \$389,299 |
| ○ Recreation Fees | \$448,360 |
| ○ Contributions | \$38,400 |
| ○ Transfer from General Fund | \$25,061 |
| ○ Interest | <u>\$550</u> |
| ○ Total Revenue | \$901,670 |
| ○ (General Fund support of Employee Benefits, Vehicle Repairs & Office Costs ~ \$130,000) | |

Park & Recreation Operating Fund Expenditures

| | |
|------------------------------|-----------------|
| ○ Salaries/Benefits/Supplies | \$474,820 |
| ○ Mowing Service | \$54,681 |
| ○ Programs/Tickets | \$326,969 |
| ○ Events | <u>\$45,200</u> |
| ○ Total | \$901,670 |

Library Fund 04

- **Millage: 0.345**
- **Total Real Estate Tax Revenue \$557,345**
- **Total Library Contribution \$557,345**

Debt Service Fund 20 Budget Revenue Sources

| | |
|------------------------------------|------------------|
| ○ Real Estate Taxes (0.276 mills) | \$445,876 |
| ○ Lease Golf Course | \$100,000 |
| ○ Transfer from Library | <u>\$102,934</u> |
| ○ Total | \$648,810 |

Debt Service Expenditures-Fund 20 Principal and Interest

| | |
|---|------------------|
| ○ 2006 Note (Library) 2022 | \$102,934 |
| ○ 2006 Note (Refinanced GW Purchase) 2022 | \$ 75,798 |
| ○ 2008 Note (Refinanced GW Purchase) 2024 | \$302,254 |
| ○ 2010 Note (Old PIB-Truck) 2020 | \$ 40,035 |
| ○ 2013 PD/Truck/Server (Loan A) 2023 | \$ 50,158 |
| ○ 2013 Roads (Loan B) 2023 | \$ 56,440 |
| ○ 2017 PD 3 Unmarked Vehicles Lease | <u>\$ 12,000</u> |
| ○ Total | \$639,619 |

Liquid Fuels Funded Loans

Fund 21

| | |
|----------------------------------|------------------|
| ○ Balance Forward | \$19,064 |
| ○ Transfer from Highway Aid Fund | <u>\$175,000</u> |
| ○ Total Revenue | \$194,064 |
| ○ 2014 Loan | \$113,486 |
| ○ 2014 and 2015 Road Projects | |
| ○ 2015 Loan | \$15,157 |
| ○ Chipper/Dump Truck | |
| ○ 2016 PIB Loan | <u>\$65,421</u> |
| ○ 2016 Road Projects | |
| ○ Total Expenses | \$194,064 |

Highway Aid Fund-Fund 35

| | |
|-----------------------------|------------------|
| ○ Fund Balance Forward | \$309,489 |
| ○ Estimated State Funds | <u>\$737,174</u> |
| ○ Total Revenue | \$1,046,663 |
| ○ Equipment | \$7,000 |
| ○ Snow and Ice | \$110,000 |
| ○ Traffic and Street Lights | \$55,193 |
| ○ Road Supplies | \$35,000 |
| ○ Road Paving | \$651,891 |
| ○ Debt Payment Transfers | <u>\$175,000</u> |
| ○ Total Expenses | \$1,034,084 |

Unrestricted Capital-Fund 39

| | |
|---|-----------------|
| ○ Balance Forward | \$865,379 |
| ○ Backhoe | \$111,000 |
| ○ Radio Replacement Payment | <u>\$35,800</u> |
| ○ \$179,000/5 yrs./0% (2 nd payment) | |
| ○ Ending Fund Balance | \$718,579 |

Tree Fund – Fund 40

| | |
|-------------------|----------------|
| ○ Balance Forward | \$133,944 |
| ○ Expenses | <u>\$6,000</u> |
| ○ Ending Balance | \$128,304 |

Self Insurance-Fund 55

| | |
|------------------------------|-----------------|
| ○ Balance Forward | \$1,270,774 |
| ○ Interest/Dividends | \$33,850 |
| ○ Medical Insurance Benefits | \$65,101 |
| ○ Management Fees | \$4,500 |
| ○ Gain on Investments | <u>\$30,000</u> |
| ○ Ending Balance | \$1,265,023 |

Equipment Replacement-Fund 70

- **Proceeds-Sale of Assets \$5,000**
- **Transfer to Capital Projects \$5,000**

2017 Budget Schedule

- **Advertise proposed budget for inspection (20 days) November 3, 2016. Alternate date November 17, 2016**
- **Limits on changes once advertised.**
- **Consider for adoption December 1, 2016. Alternate date December 15, 2016.**

Questions

