

TOWNSHIP OF LOWER MAKEFIELD
BOARD OF SUPERVISORS
BUDGET DISCUSSION
MINUTES – NOVEMBER 17, 2021

A meeting of the Board of Supervisors of the Township of Lower Makefield to discuss the Budget was held in the Municipal Building on November 17, 2021. Ms. Blundi called the meeting to order at 6:30 p.m. and called the Roll.

Those present:

Board of Supervisors: Suzanne Blundi, Chair
James McCartney, Vice Chair
John B. Lewis, Secretary (joined meeting in progress)
Frederic K. Weiss, Treasurer

Others: Kurt Ferguson, Township Manager
David Truelove, Township Solicitor
Andrew Pockl, Township Engineer
Kenneth Coluzzi, Chief of Police
James Majewski, Director of Planning & Zoning

Absent: Daniel Grenier, Supervisor

2022 BUDGET DISCUSSION

Mr. Ferguson stated Public Comment regarding the 2022 Preliminary Budget will occur at the regular 7:30 p.m. Board of Supervisors meeting. Information as to how to log on is on the Township Website.

Mr. Lewis joined the meeting at this time.

Mr. Ferguson showed a slide of the 2022 Final Budget Summary which was discussed at the last meeting. He stated the Budget contemplates as part of the Sewer sale paying off the Sewer and Golf Debt, which will result in a savings of approximately \$4.1 million. A tax cut of a half mill is proposed. There is an estimated 2022 Year-End Fund Balance of just under \$3.2 million. The Road Loan Program had been discussed previously, and that will result in an additional paving allocation of \$1.5 million. There will be an overall Paving Plan encompassing fifty-nine roads and 11.4 miles of paving. It is proposed to hire a Fire Services Director, a Planner, a full-time Pool Manager, and an Administrative Assistant in the Park & Rec program. The Planning Department will be re-organized into the Community

Development Department, and they will upgrade the Code software. It is also proposed to upgrade the Township Website, and video and camera capabilities for public meetings; and that money will predominantly be provided through the Cable Franchise Agreement which will be discussed later this evening at the regular meeting.

Mr. Ferguson stated the Budget also contemplates repairing the Community Park tennis courts and over 4,400 linear feet of Township trails. Repair of the trails has been done every year; and there is a Three-Year Plan for that, which is also in the Budget. Mr. Ferguson stated carry-over projects include completion of the Multi-Use Trail and the Big Oak Road signalization project. He stated we have created a new Three-Year Traffic Light Maintenance Plan to repair traffic lights throughout the Township. Mr. Ferguson stated the purchase of four Police cars and four Police motorcycles is proposed as well as the renovation of the second floor of the Township Building which would all be provided through American Rescue Plan funding.

Mr. Ferguson stated a Golf Course with a positive operational balance of over \$831,000 is contemplated with provisions to repay the General Fund for assistance to the Golf Course over the last number of years. He stated as noted earlier, repaying the Golf Course Debt is proposed as well as setting aside funds for long-term Capital Recreation and Golf Course needs.

Mr. Ferguson stated there would still be over \$1.7 million in the American Rescue Plan Fund which would be predominantly reserved for various stormwater improvement programs, adding that we have several years to spend that money. He stated the Sewage Proceeds Account would still have over \$20 million left in it.

Mr. Ferguson stated none of what is presented in the Budget in terms of spending is coming from the Sewer sale proceeds. He stated there is a \$3 million deposit which was received in December of last year that is still there to be used to boost our Fund Balance, which was one of the goals that was discussed with regard to getting our Bond Rating restored. He stated other than paying the Debt and the consultants, no other Sewer sale proceeds are contemplated for projects in the Budget.

Ms. Blundi stated the Budget has been on the Township Website for over two weeks.

Mr. McCartney asked if the funds for the Pool Manager's salary will be mostly from membership fees. Mr. Ferguson stated part of the pay and benefits for certain Park & Rec employees is assigned to the Park & Recreation millage and some of it is assigned to the Pool. He stated if it is estimated that the full-time Pool Manager will be spending nine months specifically on Pool-related items so that 75% of that person's time would be assigned to the Pool and 25% of their time assigned to the Park & Rec Budget. He stated after a year or so, if that needs to be re-allocated to ten months or something different, they would be fluid with that. Mr. Ferguson stated as noted at the last meeting, it is getting increasingly difficult to fill the position of Pool Manager; and people in those positions tend to go where it is warm all year long. He stated as the long-time seasonal Pool Managers in our area retire, it is hard to find replacements. He stated a lot of the work with regard to the Pool starts in February with hiring, background checks, and other things which had not been done in previous years including drug testing, full background checks, etc. He stated it is difficult when you cannot get in a Pool Manager until April so that the rest of the staff has been strained to handle those tasks. He stated this is the primary reason for hiring a full-time Pool Manager.

Mr. McCartney asked what the function of the full-time Planner would be and how that will benefit the Township. Mr. Ferguson stated we have four staff members in the Planning Department who are working on not only large-scale developments, but also day-to-day Permits. He stated at the last meeting he had estimated that there would be approximately 2,300 Permits for the year; however, that was an underestimation, and the number will be over 2,500 Permits.

Mr. Ferguson showed a slide which compared the number of Planning staff in Lower Makefield to the Planning staff in other area Municipalities. He stated in 2019, Northampton had about 2,400 Permits and Middletown had 2,000 Permits. He stated Solebury has residents who have high expectations of service; and even though they have only 9,000 residents, they staff the Planning Department to accommodate those needs. He stated by adding the Planner and bringing the staff to five, he does not feel that is disproportionate; and he still feels they will be low.

Mr. Ferguson stated the proposal for the Planning Department is to repurpose the existing Code Enforcement Officer to be the Building Code Official and to have the Building Inspections company report to him. He stated that individual also does certain Zoning Permits and Sewer Lateral Permits that are being done by others as well.

The Planner would facilitate some of the project reviews, and coordinate with the engineering office for reviews and Escrows. Mr. Ferguson stated currently his own Administrative Assistant is responsible for Financial Securities, Escrow Releases for projects, etc. because there is not staff in the Planning Department to accommodate that. Mr. Ferguson stated the new Planner would handle the technical reviews and turning Permits around. He added that we would want to be able to turn around all Permits in five to ten days, and currently it is difficult to do that as there are about 2,500 Permits with Mr. Majewski and his Administrative Assistant doing all of that. He stated Middletown does 2,500 Permits a year and has a staff of eight compared to our four.

Mr. Ferguson stated hiring a Planner would also allow Mr. Majewski to take a macro-approach to stormwater, Grant writing, etc. He added that all the other Department call on Mr. Majewski as well including Park & Rec and Public Works, and this will allow him to serve more in an oversight role. He stated the primary driver of having a Planner is to be able to serve the Township's Permitting needs in an efficient way.

Mr. Ferguson showed a slide comparing our Park & Rec facilities and staff numbers compared to surrounding Municipalities. He noted the number of Park facilities in Lower Makefield as well the fact that we have a Pool, an indoor facility, a Dog Park, and a Nature Preserve with four staff members. He stated the proposal is to add two more full-time staff members, and he feels it is warranted given the acreage of the Parks and everything that we have.

Mr. Ferguson stated the purpose of the proposed hires is to get our staff to a point to accommodate the growth we have seen. He stated we have added a Community Center, a Dog Park, additional programming, and there are increased regulatory requirements for preparing staff for the Pool, but we have never really expanded the staff; and it is the same thing for the Planning Department.

Mr. McCartney stated it was indicated they would like to get to five to ten business days for Permit turn-around time, and he asked where we are now; and Mr. Ferguson stated it is ten to fifteen days. Mr. McCartney asked if there is push-back from contractors now, and Mr. Ferguson stated there is on occasion. He added that the new Inspection Company is able to provide a "deeper bench" as far as staff going out on inspections, and for the most part the complaints have gone away. Mr. Ferguson stated we are also now

required to provide Sewer Lateral Inspection Permits, and we are doing fifty to sixty of those a month. He stated this is required of the 537 Plan; and even with the sale of the Sewer system, we will be required to continue to do those. He stated everyone is stretched trying to give the best service possible.

Mr. McCartney asked where other Municipalities which have a larger staff are running with turn-around time on their Permits; and Mr. Ferguson stated it would be five to ten days, which he feels is a general benchmark for serving the public.

Mr. Ferguson noted the slide comparing Park & Rec staff; and he noted that while Middletown also has a staff of four, they do not have a Pool, and one of the proposed hires would facilitate our Pool.

Mr. Lewis stated his concern with the hiring of a Planner is because the Township is almost nearly built out, and there is only one large scheduled development. He stated a lot of work that a Planner would be tasked with is already handled by Mr. Majewski. He asked if there is a number for the average time it takes for a Building Permit; and Mr. Ferguson stated they have done 2,500 various Permits, and they are not all Building Permits. Mr. Ferguson stated years ago there were a lot of consulting firms who had Planners, and they were just basically reviewing large Development Plans similar to what Remington Vernick does from an engineering perspective; however, that is not what he is talking about, and what he is talking about is someone who would assist with day-to-day issues including Permits for decks, sheds, Sewer laterals, etc. Mr. Ferguson stated while Mr. Majewski is handling a lot of this, Mr. Ferguson feels it is beyond the capability of one person to be overseeing this level of work including the occasional larger Development Plan.

Mr. Ferguson stated for a Township of this size, the Planning Department is the smallest one he has ever seen. He stated it is the day-to-day tasks that are problematic and not the review of the large Development projects. Mr. Ferguson stated there are times when Mr. Majewski will have twenty-five voice mail messages on his phone in one day; and the ability to have a responsive staff qualified to answer some of these questions will allow Mr. Majewski's role to be a macro-role so that he can oversee things and not need to do many of these things that can take a considerable amount of time.

Mr. Lewis asked if consulting arrangements were considered which could help with overflow, and he asked if a cost-benefit analysis was done of those options. Mr. Ferguson stated he did not do a cost-benefit analysis because for the most part most of the Planning positions that consultant firms had no longer exist. He added that he is not looking for a consultant to do large Plan reviews, and he is looking to have a permanent, forty-hour-a-week person in the office to do work on day-to-day issues and not just specific larger project reviews.

Mr. Lewis asked if we will save anything from existing Contracted Service if we hire the Planner; and if so, how much would that be. Mr. Ferguson stated there would not be a savings, and it would be to reduce the workload of existing staff.

Mr. Lewis stated there is an entry in the Budget that requests \$75,000 to update the Permitting software, on-line request approval of Building Permits. He asked if that has a work flow functionality within that. Mr. Ferguson stated it would be more efficient to process and it would also have complaint software; however, that still does not preclude the requirement of staff needed to facilitate those items. Mr. Ferguson stated Mr. Majewski can discuss the functionality of that software and how it helps, if that is what Mr. Lewis is asking. Mr. Lewis stated in the past we have had significant issues with “through-put” in the Building Department response time; and many years ago it was significantly worse, but this has improved. He stated he is asking if we have the software that drives the process in terms of allowing people to request on-line and get a work-flow process with it, and if that potentially would save us the cost of hiring an additional person. He stated his other question is how far out we are with Permits since he has been advised that we are ten to fifteen days when others are five to ten; and he is asking if it is ten, fifteen, five, seven, eight, or nine. He stated if he understood what the wait times are and the trade-offs for that, it could be better communicated that hiring this person was because we did not want residents to have wait five days for a Building Permit or that it could be reduced by a certain amount of time.

Mr. Ferguson stated he cannot have Mr. Majewski working seven days a week; and he does not feel that we can continually rely on the staff we have, while willing to put in those hours, could function like that all of the time. He stated this is the issue with such a lean staff.

Mr. Majewski stated they have been looking into different companies who have software; and primarily they have Permitting-type software which does Building Permits and also has the capability of doing numerous other types of Permits and Licenses that we have. He stated currently our Permit time is ten to fifteen days, although some can go to thirty or forty-five days because they “somehow slip through the cracks.” He stated the Permit software they have been looking into has the work-flow feature so that when something comes in it will automatically assign the task to whomever has to review it. He stated they could need Zoning review, Building review, engineering review, as well as administrative review in-house in the Township to see if there is anything special such as being in the floodplain, Historical District, or what needs to be done for a new home in a development where Fees are collected, etc. He stated with the work-flow feature, they will be able to be more efficient.

Mr. Majewski stated there have been times when people have contacted the Township indicating that they submitted a Permit eight weeks ago and had not heard back. Mr. Majewski stated the Township is supposed to respond back within three weeks maximum, and we should not have to rely on people having to call the Township to find out what the status of their Permit is.

Mr. Majewski stated another feature of what they are looking into is that it will automate some of the work that the staff has to do such as typing all of the information from the Permit since most of the Applicants will type in their own information; and there is a feature with a “decision tree” on the type of Permit that leads the Applicant into submitting the proper information and uploading the proper Plans, reports, and insurances that are necessary for the staff to review and issue a Permit.

Mr. Majewski stated other features of the software have to do with Code Enforcement, and there will be a portal that will be on the Township Website, and residents can do a Permit or submit an issue, complaint, or question electronically; and that will be routed through the Township to whoever would be deemed the appropriate person to respond. Mr. Majewski stated currently they take complaints on a piece of paper, and there is not a tracking system other than a spreadsheet.

Mr. Majewski stated there is one person doing Code Enforcement for the entire Township, where most other communities have two to four Code Enforcement people making sure that things are being properly addressed. He added that as Mr. Ferguson stated with regard to the need for an extra person, the Planner would also assist with Code Enforcement duties.

Mr. Majewski stated that currently when the Code Enforcement Officer goes on vacation or is out sick, he has to get involved with Code Enforcement or we have to pay our consultants which they would prefer not to do if it can be helped.

Mr. Lewis stated while the title may be “Planner,” it seems that it does not fit a traditional Planner role in terms of what is being expected of this person.

Mr. Ferguson stated it is not the traditional role in terms of the way consultants have done planning in terms of reviewing large Plans when they come in; however, it is not inconsistent with the role that Staff Planners have had within local Governments. He stated most Towns do not just have large scale projects, and the Planner function is a hybrid position of many different things including Code Enforcement, Plan Review, coordination, stormwater, etc. He stated it is not typical of the way a consultant Planning firm has functioned over the last ten years, but it is consistent with Towns that have had a Staff Planner as part of their staff.

Mr. Lewis stated before hiring a person, he feels they would want to know exactly where the process breakdowns are; and it seems that our throughput time is an issue with Building Permits and our tracking is an issue with Building Permits. He stated those seem to be very base level Administrative tasks that the software in theory could resolve and potentially reduce our costs to serve residents. He stated potentially the role of Planner may be more of an Administrative Assistant or a clerk which would reduce the cost. He stated he feels they could fix the process in terms of what is expected and make sure it is automated as much as possible.

Mr. Ferguson stated they have a staff of two Administrative Assistants and two decision makers. He stated we have one Code Enforcement Officer and a Director of Planning; and with the volume of things we are doing, even if things are more efficiently run through updated software, there are still decisions and follow-up that needs to be done. He stated when they considered all of this, they worked to create a job description that would include a variety of different gaps that were seen, and this job would be under the header of “Planner.” Mr. Ferguson stated that person will also be a Planner in that if Development Plans come in, they would be doing Zoning reviews and working with the engineering firm on these large-scale reviews including in-fill development.

Mr. Lewis stated \$50,000 was included for Website enhancements, and he asked if the Electronic Media Advisory Council was consulted about what the proposed enhancements would be. Mr. Ferguson stated a certain

amount of money was budgeted, but it did not include a specific outline although the Department Heads have ideas as to what they would like to see in terms of functionality and information. He stated an RFP has not been drafted as far of the scale and scope of that at this point.

Mr. Lewis asked if the Township staff has developed a list of the most frequent citizen interactions by phone, e-mail, Website, and in-person. He asked if the primary goal with the Website re-design is to provide citizens with access and the ability to complete public business without visiting or calling the Township. Mr. Ferguson stated the primary goal is to update what we believe is an antiquated Website. He stated we have not done a full-staff engagement because we are so lean on staff. Mr. Lewis asked what makes the Website antiquated.

Ms. Blundi stated the Electronic Media Advisory Council has issued a report that they feel the Website is out of date. Dr. Weiss stated he is the Liaison to EMAC, and they have had two meetings recently to address the Website specifically; and they pointed out numerous weaknesses. He stated with the help of Dave Kelliher and Josh Waldorf, they are putting something together. Hopefully at their next meeting, they will provide the Board with more specifics.

Mr. Ferguson stated the goal is to set aside money so that an RFP can be developed. He added that the updates to the Website could be considerably less, but this is being set aside to allow us to move forward with the Electronic Media Advisory Council and the Department Heads to develop an outline of a series of improvements that could be made to the Website.

Mr. Lewis stated obviously the Website does have some flaws, and he stated the search function is not working effectively and part of that is how data is stored. He stated the reason he was questioning this was because the investment that we make should have a return on investment for the citizens. He stated to the extent that we can allow citizens to conduct their business on-line and have one access point to execute all of their business with the Township, including potentially even payment, we reduce the cost to serve the citizens, reduce the amount of questions that we get from them, and improve their general experience with the Township. He stated if they are considering things that are citizen-relationship management systems that seem to overlap what they are talking about in the Permitting software, there is an overlap of functions. He stated he feels it is important before we make an investment or issue an RFP, to develop a generalized strategy for what exactly we are looking to drive in terms of value for the community.

Mr. Lewis stated we have a Community Pass system currently which is very effective in many ways, but has some issues associated with it. He asked how that would fit into the strategy of how to address people and allow them access to Government services on-line. He asked if there is a plan to think about how Community Pass would work as well.

Mr. Ferguson stated at this point there is no specific plan. He stated he has asked that \$50,000 be budgeted so we can develop what is needed for the Website, and what would make sense and be the most efficient way to address all of these issues. They would develop an RFP to meet the desired goals of all of those involved in the most efficient way.

Mr. Lewis asked what is the estimated unfunded Other Post Employment Benefits liability that we anticipate now and at the end of 2022. Mr. Ferguson stated he does not have that number in front of him. Mr. Lewis asked if they have thought about a plan to address that unfunded liability for this Budget. Mr. Ferguson stated that has been paid for out of the medical insurance line that is in the Budget, which is what most Municipalities do.

Mr. Lewis noted Unfunded Pension Liabilities, and he asked if we were in the 80's when this was last reviewed with the Auditor. Mr. Ferguson stated the Police Pension is around 78%, and the non-Uniform Pension is around 89%. Mr. Lewis asked, given that the Pension investments can earn a market rate of return, why are we not fully funding our Pension liability so that we make sure that does not grow over time and the money that we have in the \$20 million is such that it is not earning a sterile rate of return.

Mr. Ferguson stated the \$20 million is for a future discussion next year. He stated in terms of budgeting year-to-year to fund the Pension Plan, the Pension Plan has many layers of controls on it including our own actuary and the Auditor General where they come up with the funding needed to pay the current pensioners and do the census to determine what the long-term cost would be. He added that in the event that there was a shortfall, that the actuary and Auditor General deemed would put us in distress, they would require us to increase what the annual Minimum Municipal Obligation would be. Mr. Ferguson stated communities have various levels of distress if they are unfunded, but our distress level is zero. He stated he did not contemplate putting money into either of those Pension Plans since we have been deemed healthy and adequate by both the actuary and the State Auditor General.

Mr. Lewis stated there has been discussion previously, and Mr. Ferguson would appreciate the difference in the rate of return that funding a Pension liability would be versus just what we can invest in as a Second Class Township.

Ms. Blundi asked that the discussion be limited to the Budget and not for potential spending of the Sewer money should it go through. Mr. Lewis stated it does directly relate to the Budget as it is a line item.

Mr. Ferguson stated he would not consider what Mr. Lewis has brought up because over-funding a Pension that is essentially deemed healthy does not have a direct economic benefit to the Township. He stated if there was an under-funding of the Pension, the actuary and the Auditor General would tell us that we need to increase the level of MMO over a period of time. He stated the point of the MMO every year is to make sure it is adequately funded. Mr. Lewis stated the MMO is a minimum base line.

Mr. Lewis asked what items were not included in the Budget that were requested by the Department Heads. Mr. Ferguson stated he works with the Department Heads throughout the year to go over long-term needs. He noted the fact that there is a Three-Year-Trail Plan and a Three-Year Road Plan. He stated every year the Public Works Director, Mr. Hucklebridge, discusses what equipment he would need and when; and those items were put in based upon what the funding of the Township is to provide those items. He stated while there may be long-terms goals from the Public Works Director and the Recreation Director, his job is to work with the Department Heads to determine what the needs are as far as highest and greatest need and to include those in the Budget.

Mr. Lewis stated obviously there were things presented to Mr. Ferguson that he deemed not highest needs. Mr. Ferguson stated the Department Heads were given a certain threshold as far as what was available, and they provided to him what fit within those boundaries.

Mr. Lewis noted the office phone system, and he asked if we are still on an old-style PBX system or have we moved to voice over IP. Mr. Ferguson stated we are on an old system. Mr. Lewis asked if they have considered moving to voice over IP. He added that we have already made an investment in the Office 365 and potentially there is an opportunity to use Microsoft Teams and reduce costs significantly. Mr. Ferguson stated they did not explore that this year.

Mr. Lewis stated he has gotten staff concerns about the condition of the Township Building's HVAC system, and he asked if there is a plan to replace or modernize that. Mr. Ferguson stated the current cost for that is approximately \$1.4 million, so there is not a plan in place for that under the current funding structure to be able to do that. He noted the issues with the system which is antiquated, and it will require an entirely new system at some point in the future; but it was not contemplated in this Budget.

Mr. Lewis stated they know that this is a potential contingent liability. He asked if they know how much we are losing in terms of energy efficiency every year, and he asked if that is something that could be handled with the COVID money. Mr. Ferguson stated they could not use the COVID money for that as that is not an allowable use for Rescue Plan Funding.

Mr. Lewis asked with regard of the Fire Director, how much of the proposed Fire Director's work is being done by other staff or contractors in the existing situation such as fire inspections. Mr. Lewis stated if we hire a Fire Director, we would potentially save some costs in other areas of the organization. Mr. Ferguson stated most of those items are not being addressed by staff which is part of the issue. He stated annual Commercial fire inspections are being done by a part-time person, and that would be incorporated into the Fire Services Director position; and he would estimate that savings to be about \$20,000.

Mr. Lewis stated when there was discussion with the volunteer Fire Company representatives, we learned that the number one issue they face is attracting new volunteers. He stated looking at the position description for the Fire Services Director, it seems that solving that problem is not the primary role of the Fire Director's duties. Mr. Lewis showed the direct mail piece that he received about volunteering for the Yardley-Makefield Fire Company. Mr. Lewis stated the Board heard that they were ten volunteers short, and he asked if there has been discussion about developing a marketing plan to work with the Yardley-Makefield Fire Company and fund them getting additional volunteers.

Mr. Ferguson stated he has had discussions with them for three years. He added it is not just the need for ten additional volunteers which would help, but the problem is that there are times of day when there are shortfalls since volunteers could be working. He stated he has had ongoing discussions with the Fire Company, and they have done a number of things including offering financial incentives and other things. He noted the report he provided from the Bucks

County Planning Commission which indicates that this problem is going on everywhere. He stated there are some Townships that currently have no volunteers or only one or two.

Mr. Ferguson stated the job description that was put together for the Fire Services Director is not to minimize the need to assist with volunteers, and there are many things that will be needed to be done by this individual in terms of facilitation, considering where there are shortfalls and gaps, expanding mutual aid, reporting to the Township regarding concerns, fire-related inspections, and Commercial reviews.

Mr. Lewis asked with regard to mutual aid, since there is the potential that we are providing support for other communities, have we talked to the County about coordinating resources with the County since this is an issue throughout Bucks County. Mr. Ferguson stated he believes that would involve the County hiring full-time, paid firefighters; and there is not a County volunteer fire force. He stated the goal of hiring a paid Fire Services Director is to do everything possible to avoid having to go to a paid Department. He stated other area Townships now have combination Departments. The goal of this position is to be ahead of a potential problem where we are so short on volunteers that we cannot get to a fire call. Mr. Ferguson stated one of the responsibilities of the Fire Services Director would be to talk with the County and look for opportunities beyond just working with neighboring Departments and see if there could be a regional volunteer force. He stated there may also be other Towns which have shortfalls at times that we do not, and we may be able to do expanded Mutual Aid Agreements. Mr. Ferguson stated it would not be reasonable to assume that volunteers would have time to consider all of these issues to the extent that the Township would expect, and what is being proposed is a full-time person to explore all of these possibilities.

Mr. Lewis asked how many yard waste drops have been budgeted for 2022, and Mr. Ferguson stated he believes it is nine days. Mr. Lewis asked how much it would cost to give another nine days, and Mr. Ferguson stated it would be about \$2,400 a day. Mr. Lewis asked if there is a reason why they have not looked into expanding the number of days. Mr. Ferguson stated there are staffing limitations, and they also have to pay to have material that comes in to be removed. Mr. Ferguson stated there are other tasks that need to be done by this staff including working on inlets and road repairs; and since they have increasingly moved to having work done on

Saturdays, overtime needs to be paid. Mr. Ferguson stated he feels that the overtime would be better directed on roads and inlets, etc. versus additional recycle yard day collections.

Mr. Lewis noted General Fund Revenue on page 2 where there are declines in Administrative Fees, but there are increases in Zoning Permits, Vacant Property Registrations, and Electrical Permits. He asked if this just movement between different Funds meaning that we are re-allocating Revenue into different areas. Mr. Ferguson stated he is not re-allocating Funds, and he asked Mr. Lewis if he has a specific question. Mr. Lewis stated this is Department 361 - Accounts 320, 331, 336, 337, and 351 which have significant increases. He stated the dollar amounts are not large, but there seem to be changes. He stated Plot Plan Review Fees are increasing, and he asked if that is development related. He also noted Zoning Permits and Electrical Permits which seem driven by what we anticipate as continued re-development in the community. Mr. Ferguson stated he does not believe that is necessarily true, and he believes that a lot of those Fees are smaller-sized projects that have been driven in large part by residents making improvements to their homes and properties versus large-scale developments.

Mr. Lewis stated there is a dramatic increase in Engineering Fees in Fund 01 – Department 400, Account 313, and he is asked what is driving that. Mr. Ferguson stated this indicates Engineering Fees of \$125,000; and there are different expenses including the Road Program, stormwater projects, etc.

Ms. Blundi asked Mr. Lewis if he was almost done with questions as it is getting close to 7:30 p.m. when the regular meeting is to start. Mr. Lewis stated he has additional questions on the Budget. Ms. Blundi stated they will end the Budget Meeting at this point as there are a number of people already present for the regular meeting for the Police promotions and new Police hires; and additional questions on the Budget can be considered when the Budget is considered during the regular meeting.

The meeting was adjourned at 7:29 p.m.

Respectfully Submitted,



John B. Lewis, Secretary