

**TOWNSHIP OF LOWERMAKEFIELD
BOARD OF SUPERVISORS
SPECIAL BUDGET MEETING
MINUTES – OCTOBER 28, 2014**

A special Budget Meeting of the Board of Supervisors of the Township of Lower Makefield was held in the Municipal Building on October 28, 2014. Chairman Dobson called the meeting to order at 6:30 p.m.

Those Present:

Board of Supervisors: Dobby Dobson, Chairman
 Dan McLaughlin, Vice Chairman (joined the meeting in progress)
 Pete Stainthorpe, Secretary
 Kristin Tyler, Treasurer

Others: Terry Fedorchak, Township Manager

POLICE BUDGET

Chief Coluzzi stated that in 2014 they applied for and was successful in obtaining the grant which gave the Township an unanticipated \$50,000 for 2014 and \$30,000 for 2015. There is no match funds required from the Township. This is reimbursement for officers salaries. Mr. Fedorchak advised that the budget shows \$55,000 for 2014 and \$28,000 for 2015.

He also advised that a State Grant was received in the amount of \$20,000 for equipment and was used for the lighted message boards.

Negotiations were also done with Smith and Weston for new weapons to replace some presently in service at a cost of \$18,000. Mr. Dobson asked how Smith and Weston justify this. Chief Coluzzi explained they do this through advertising that Lower Makefield uses their product. He also noted the weapons only last a few years and need to be changed out. When firearms are taken out of service they are returned to Smith & Weston if issued by that company. Others which are taken out of service or no longer needed for evidence are melted down.

Discussion was held regarding the use of issued weapons and private weapons and Chief Coluzzi explained the policy.

Chief Coluzzi explained the various mandatory training which is required. This is done several times throughout the year. The Township does have trained personnel to do its recertifications.

Chief Coluzzi was asked the life of a police vest and he advised they have a life of 5 years. Every five years they are replaced and there are federal funds available for this.

There was discussion about the canine unit. Chief Coluzzi noted the dogs are now 7 years old and will need to be replaced. Fundraising has taken place over the last several years and raised approximately \$27,000. In 2015 they will be replacing a dog and train another which will cost about 50% of the money raised. The problem is that when the unit was started all the dogs were the same age.

The new radio system is still in process. Money for this was through a loan from the county

With respect to the budget, Chief Coluzzi advised there was a contract negotiation which included a 4% increase. The 2015 budget is \$186,000 over last year, \$183,000 of which is due to this contract.

Referring to Police Department Expenditures, Chief Coluzzi advised the budget is quite thin with no new programs. He noted there are ongoing threats against law enforcement security has been strengthened and have initiated a new card program to gain access into the police department. This will be expanded into other areas next year at a cost of \$10,000 which is included in the capital budget.

Older vehicles are being rotated out. When they are no longer useful they are put on municibid. Last year these sales brought in \$8,700.

Mr. Stainthorpe asked if they have decided on one type of vehicle and Chief Coluzzi advised they have decided on the Charger. They will try to split the fleet between SUVs and regular vehicles.

Mr. Shiller asked if there are special K-9 units that need to be rotated in since they are obtaining more dogs. Chief Coluzzi explained they are not increasing the number of dogs. They are aging out the dogs. There maybe an additional dog which is being trained until a dog is retired. There is no plan to increase the number of K-9 dogs. He advised that the vehicles need to be specially outfitted for canine which is very expensive. Therefore they try to keep these vehicles in service as long as possible.

Chief Coluzzi advised in 2014 five new vehicles were purchased. In 2015 they are looking to purchase only three, two marked and one unmarked.

Mr. Benedetto stated that in minutes in 2014 he thought it was determined only one new vehicle would be purchased in 2015.

At 6:45 p.m. Mr. McLaughlin joined the discussion.

Mr. McLaughlin advised that last year it was noted in 2015 three vehicles would be needed.

Item 410-490 Mobil Phones, Chief Coluzzi advised these are accessories for the radio system. It was agreed to reduce this amount from \$10,000 to \$9,000 for 2015 budget.

Regarding overtime it was noted that for 2015 \$220,000 is proposed. Based on budget projections 2014 will end \$62,000 over budget. Mr. McLaughlin asked if overtime is being accrued. Mr. Fedorchak stated they are not accruing overtime but salaries. Salaries will increase \$110,000 over the next three years. Mr. McLaughlin felt that overtime has been consistent over the last few years. He asked if there is an offset in revenue for this overtime. Mr. Fedorchak advised the \$270,000 is a gross number and is in part offset by reimbursement. This reimbursement is projected to be \$80,000. Chief Coluzzi clarified that there is no increase in the number of hours for overtime. The increase is due to the increase in salaries.

Mr. Benedetto asked about the reduction of officers who were not replaced. Chief Coluzzi advised they will be replaced before the end of 2014.

With respect to overtime, it was noted the reimbursement rate charged is \$65.00. Chief Coluzzi explained this is what is charged private concerns for events. Mr. McLaughlin asked if this has been increased based on the new contract. After discussion it was agreed this should be raised 3.5% and should be automatically raised when salaries are increased.

Discussion was held regarding the animal control officer. Chief Coluzzi explained this line item includes her salary as well as equipment. Although no salary increase is contemplated for 2015 there is no reduction in salary either. The amount budgeted represents a cutback in equipment. In 2013 the animal control officer was given a \$1,000 salary increase. Mr. Benedetto understood this increase was to have been 5%.

Mr. Dobson also noted there is an Eagle Scout project to rebuild the cages, etc. for animal control.

It was agreed this category would stay at \$27,470.

Chief Coluzzi advised that uniforms is a contract item and also has been increased due to two new officers. Mr. McLaughlin asked the process for obtaining a new uniform and Chief Coluzzi explained the steps the request needs to go through. Obtaining a new uniform is not automatic and must be justified. This line item also includes clothing and cleaning allowances per the contract. After discussion it was agreed this amount could be reduced from \$73,950 to \$70,000.

The fuel budget is proposed to be on line with the end of 2014 projection of \$95,000. Mr. Fedorchak asked Mr. Kall to address this item.

Mr. Kall advised the budget was prepared when gas was \$3.25 and now the price is \$2.75. This is a significant savings for each account. After discussion it was agreed police diesel and gasoline fuel line item could be reduced from \$95,000 to \$85,000. Mr. McLaughlin stated the police budget is tight but very good.

Mr. Benedetto asked if the number for police is correct and expressed concern about having outgrown their space. Chief Coluzzi stated they outgrew space years ago but are managing. He explained renovations that have been made to accommodate their needs.

Mr. McLaughlin noted they never put in this in long range planning noting that eventually police and administration will need new space.

Mr. Menard advised that for the 20 – 25 year capital program they took every building in the Township, identified how old it is and broke it down into parts so they can see what potential costs will be.

Mr. Benedetto felt in a short range plan they could reconfigure space at the new community center to move some offices, such as Park & Rec over there and give police department more space in this building. He is unsure of the arrangement with the tax collector but could possibly move her over to the other building as well.

Mr. Stainthorpe advised that legally the tax collector doesn't have to be in the Township building. This is a convenience for the residents. Mr. Fedorchak advised the board has made free office space for the tax collector. He noted she receives a fee per bill which is less than other collectors, but also gets free office space. He advised that Ms. Cecchine did approach him a few weeks ago and mentioned she could use an increase in compensation. She is to put something in writing which he can bring to the Board. Ms. Tyler asked how her compensation is fixed. Mr. Fedorchak advised it is a fixed amount per bill plus free office space.

Mr. Benedetto felt they should try to reconfigure how the Township is using the space at the new community center. It was noted it makes sense to put Park & Rec in that building. Ms. Tyler also noted that the former office of Hank Hoffmeister is empty and when documents and files are scanned there will also be the present storage room available.

Mr. McLaughlin asked about committee meetings being held across at the new building and booking of the space. Mr. Fedorchak stated Park & Rec will handle this. It was agreed there should be a presence in the new building. Mr. Stainthorpe stated if Park & Rec is moved that would solve the need to hire someone to run the new building. Mr. Benedetto stated they are at barebones staffing and inquired if Donna Liney goes across to the new building should someone be brought in part time.

Mr. McLaughlin asked Mr. Fedorchak if he felt staffing is at barebones. Mr. Fedorchak stated for the most part they are.

Mr. Dobson asked Chief Coluzzi if there will be any retirements next year. Chief Coluzzi advised there may be one.

Mr. McLaughlin asked if there are incentives for early retirement. Mr. Fedorchak will put something together for the Board and present it within the next 30 to 40 days. Chief

Coluzzi felt this would be an incentive, noting two officers took advantage of it the last time it was provided.

Mr. Fedorchak stated the new police contract also has features for early incentives by extending the service increment benefit. Chief Coluzzi explained these expire before the end of the contract and hopes people eligible will take advantage of this.

Mr. Fedorchak explained in the case of the service increment you give a significant boost to the retirement benefit. The amount depends on the length of service so they can receive up to \$500 more per month if they retire within the certain time limit. At 25 years they would max out their pension. It was noted there are 6 officers now over 25 years. Mr. Fedorchak emphasized they need to craft the early retirement benefit in a way that the Township can afford. He is working with the actuary on this.

Mr. Schiller asked about flexibility with health benefits and Mr. Fedorchak advised this was done in the past and extended for 60 months and only 3 people took advantage. He stated they have enough incentives available which are attractive enough for the next five years in order to get 3 or 4 officers.

Discussion was held regarding Traffic Signal Repairs. Chief Coluzzi advised this is the cost for maintenance which is mandatory. Ms. Tyler asked about a grant which is due November 15th and Chief Coluzzi advised the Township is not eligible for the same.

It was agreed this category would be reduced from \$34,000 to \$30,000.

Mr. Fedorchak noted that updating the traffic signal lights to LED has saved \$24,000. Mr. Fedorchak stated he wants to have the street lights changed to LED as well.

After discussion it was agreed to reduce Miscellaneous from \$20,000 to \$19,500.

Vehicle Parts & Supplies – Mr. Kall advised these costs have risen. Every 10,000 miles the Charger or Impala needs new brakes.

Recap of Police Budget:

- Three new vehicles will be purchased
- Add 3 ½% to rate charged for private events. Amount should be increased annually in line with contract salary increase percentage
- Animal Control Officer salary remains the same
- Uniforms and Equipment is reduced to \$70,000
- Diesel & Gasoline Fuel is reduced to \$85,000
- Vehicle Parts and Supplies is reduced to \$45,300
- Education/Training remains at \$27,950
- Traffic Signal Repairs reduced to \$30,000
- Miscellaneous reduced to \$19,500
- Mobile Phones reduced to \$9,000

PUBLIC WORKS BUDGET

Kevin Kall reported that with the efficiencies created will save approximately \$80,000. They have cut outside labor cost by reducing the number of outside leaf collectors. Currently use 8 leaf collection trailers. In the past they used 7 Township owned plus two contractors. Contractors charge \$1,000 to \$1,500 per day. This is the first year contractors are not being used. Mr. McLaughlin stated leaf collection is a fee in the tax and should be increased as costs go up to the Township.

Mr. Fedorchak advised that Mr. Menard is going to put together a multiyear public works capital program. The leaf collection assessment also includes recycling.

Discussion was held regarding leaf collection program. Mr. Kall explained that in 2013 leaf collection was discontinued due to snow and was picked up again in spring 2014 which added to 2014 costs.

This year they started two weeks earlier, using 3 to 5 trucks and working more efficiently. Historically leaf collection started between November 7 and November 11.

Public Works Capital Replacement program was reviewed. In 2015 looking to replace 2 ton dump truck at a cost of \$190,000 and purchase a new 40' bucket truck.

The tub grinder will last another 5 years but needs parts. In 2018 they are looking to replace the tub grinder at a cost of \$900,000.

Regarding basin maintenance, Mr. Kall advised the contractors are not being used. The public works department now maintains these on their own. This process has been streamlined. After discussion it was agreed to reduce basin maintenance, personal services from \$70,000 to \$60,000.

Mr. Kall advised that Britton industries removed 15,000 yards of mulch at no charge. Cost to Township for cleanup was only \$10,000. Leaves were taken off Patterson Farm free of charge which was a savings of \$10,000.

During the winter of 2014/2015 snow removal was reduced from 12 hours to 8 hours to clear the Township roads. The number of state roads has now been reduced from 8 to 6. Equipment has been sold in the amount of \$27,000, including \$8,700 in the sale of police cars. 1,000 tons of salt have been purchased through the buck's county consortium.

There was discussion on the use of sale and brine and Mr. Kall explained brine is preventative and sale reactive.

Mr. Kall advised that the administrative building' heating system was converted to gas which should be a substantial savings.

After discussion it was agreed to reduce Dept. 409 – Item 360 Utilities from \$52,500 to \$50,000.

Regarding recycling, Mr. Stainthorpe noted that personal services are approximately a 30% increase. Mr. Kall explained that due to the amount of recycling received the yard has been closed for the last several months to contractors. This in turn reduced personnel services. This item was reduced from \$42,600 to \$39,000.

Mr. Kall reviewed the highway maintenance categories. Questions were raised about the amount budgeted for diesel and gasoline in light of the drop in costs. Mr. Kall stated that delivery charges have not changed. He also noted that diesel has not dropped as much as gasoline.

It was agreed that Dept. 430, Item 232 be reduced from \$55,000 to \$50,000.

Regarding Snow and Ice Control, Mr. Kall noted looking at the trend what is proposed is in line with an average winter.

The Board reviewed the Public Works Capital Replacement Program proposed for 2015 through 2023. Mr. Kall has been working on this with Mr. Menard. Most vehicles are going out two life cycles – 14 years for an average vehicle and 17 – 18 years for a larger vehicle. In 2015 they are looking to purchase a bucket truck. Presently they are contracting tree work for \$60,000. \$10,000 to \$20,000 could be saved annually with a bucket truck. Mr. Fedorchak stated he wants more details on the cost and ROI. This item is not included in the 2015 budget.

Mr. Kall advised that \$27,000 worth of equipment was sold on Municibid. They also purchased a 7 year old tag along trailer for \$9,000. New this equipment would cost \$40,000. They also recently purchased another trailer which retailed for \$12,000. He has the opportunity to purchase a 10 year old leaf collection device for \$15,000. By purchasing this equipment he would have opportunity to remove another \$60,000 off the 10 year plan. Motion made to purchase leaf trailer for \$15,000. Motion seconded and carried. With this purchase \$60,000 is removed from the 10 year plan.

Discussion was held on purchase of equipment and Mr. Kall explained by purchasing through Municibid they do not have to go through the bid process.

Mr. Menard stated that looking at the leaf vacuum machine it doesn't have an engineer so it is easier and less costly to maintain. Therefore they get the savings out of this by buying used vs. new.

Mr. Kall advised they are looking to purchase new street sweeper. Mr. Fedorchak asked if there could be some analysis whether it would be more cost effective to contract out. Mr. McLaughlin agreed they should price outsourcing. Mr. Kall stated that by having this they would be able to clean parking lots, etc. at cost. He noted they also do work for Yardley Borough at \$135.00 per hour. Mr. Fedorchak noted that the time spent on the

street sweeper is logged so they know exactly how many hours it was used for the last three years.

After discussion it was agreed that for 2015-2017 capital purchases the BOS will consider purchasing two 2-ton dump trucks, two 10-dump trucks and one bucket truck. No decision will be made on street sweeper until analysis is provided. Mr. Menard suggested keeping the street sweeper and bucket truck in subject to analysis. Mr. Fedorchak stated he recommends that the Township borrow to cover the additional \$1 million plus needed to finish the Community Center. The Board can add the cost of the Public Works capital purchases to this note.

Brief discussion was held on financing and Mr. Menard stated that the loan should be based on the usefulness of the truck, not 20 years.

Recap of Public Works Budget:

- Building Maintenance/Utilities reduce from \$52,500 to \$50,000
- Recycling/Personal Services reduce from \$42,600 to \$39,000
- Basin Maintenance/Personal Services reduce from \$70,000 to \$60,000
- Highway Maintenance/Vehicle – Diesel & Gasoline reduce from \$55,000 to \$50,000

There being no other business the meeting adjourned at 8:50 p.m.

Respectfully submitted



Terry Fedorchak, Assistant Secretary