

**TOWNSHIP OF LOWER MAKEFIELD
BOARD OF SUPERVISORS
SPECIAL BUDGET MEETING MINUTES
MONDAY, NOVEMBER 10, 2003**

A Special Budget Meeting of the Board of Supervisors of the Township of Lower Makefield was held in the Municipal Building on Monday, November 10, 2003. Mr. Hackman called the meeting to order at 10:05 am noting the purpose of the meeting is to discuss the 2004 Budget.

Those present:

Board of Supervisors: Scott Fegley, Supervisor (absent)
Grace Godshalk, Chairman
Wesley Hackman, Vice-Chairman
Frank Fazzalore, Secretary/Treasurer
Pete Stainthorpe, Supervisor

Others: Terry Fedorchak, Township Manager
Heidi Sheridan, Finance Director
Donna Reardon, Public Works Department
Kenneth Coluzzi, Chief of Police

General Fund Summary

Mr. Fedorchak discussed several things that will effect the 2004 budget. He stated we started the year with \$100,000 more than anticipated, plus the Township is due to receive \$500,000 above the budgeted amount in 2004 for transfer taxes as a result of two large office building sales. Without that revenue influx during 2003, the 2004 budget's bottom line would be much different.

Mr. Fazzalore commented that revenues are down 3.5% and expenditures are up 5%. He stated that the Township couldn't run the budget that way in the future.

The Board discussed the budget line item for hiring a part-time park ranger. Mr. Fazzalore asked which department the ranger would be paid from. Ms. Sheridan stated the ranger's salary would be paid 50% from police budget and 50% from Park and Recreation budget, and the ranger would report to the Chief Coluzzi. The Board voted to eliminate the park ranger from the 2004 budget.

Mr. Hackman stated he reviewed the 2004 budget and would vote to approve the budget as written. He stated that the Board should be concerned with capital items.

General Fund Expenditures

Mr. Fedorchak stated the 2004 General Fund Expenditures are similar to the expenditures for the 2003 budget. He noted that the department heads would spend less in 2003 than the approved limits.

Mr. Fazzalore stated he is not concerned about the 2004 budget, but is concerned about the 2005 budget. Mr. Hackman discussed implementing a Township wage tax and asked how long would it take to institute a personal wage tax in the Township. Mr. Fedorchak said that even if a wage tax were instituted in 2004, the Township would not see any benefit until at least April 2005 because the tax would not be paid on a monthly basis. Mrs. Godshalk stated that she is against a wage tax.

Mr. Fedorchak asked the Board if they would like him to discuss increasing from the General Fund from 19 to 21 mills with Mr. Garton, due to the financial effects of the Police arbitration award. The Board replied yes.

Mr. Fazzalore suggested ways of increasing revenue to the Township in the future. He suggested increasing the Cable Franchise Tax for 2005. Mr. Fazzalore also suggested that the Township take over garbage collection. The Township would bid out garbage collection services, awarding the bid to one contractor who would provide services for the entire Township and the Township would collect a fee from the Garbage Company. Mr. Fazzalore discussed two additional scenarios where the Township could generate revenue, but both scenarios are not guaranteed. Mr. Fedorchak pointed out that he has been involved in bidding out a community's garbage service to a single provider, and that it can prove to be more trouble than what it is worth.

Mr. Fedorchak stated he is looking into increasing revenue by raising the building code fee structure to match the state if the Board would like him to pursue. The Board agreed that they would like Mr. Fedorchak to pursue.

Mrs. Godshalk noted that the Supervisor elect, Steve Santasiero has 30-days from the beginning of his term to make changes to the 2004 budget.

Police Budget

Mr. Fazzalore stated that fees collected by the Police Department are down. Chief Coluzzi said the alarm fee he proposed to the Board was voted down, which would have generated substantial fees. Mr. Fazzalore stated overtime is too high. Chief Coluzzi stated that he projects that overtime will be \$15,00 higher in 2004. He stated the increase in overtime is due to Lindenhurst traffic detail, Hurricane Isabel and a string of residential break-ins, responding to the public's demand for more police coverage for those events.

The Board discussed the Police budget and where the Police Department could cut the budget. Chief Coluzzi stated that the Police Department is understaffed as is and much of the overtime is due to lack of a needed additional officer.

The Board instructed Mr. Fedorchak to look into an alarm fee ordinance and raising the mills on the Police Budget. The Board approved the Police Budget as written.

Public Works

Ms. Reardon suggested the Township have residents bag their own leaves in biodegradable bags and the Township would still pickup the leaves. She stated this would save time and money. The Board noted that this would be a radical change in service and perhaps not well received by the residents. The Board discussed the Public Works Budget and approved the budget as written.

Capital Reserve Fund

Mr. Fedorchak stated he put large approved and anticipated projects in the Capital Reserve Fund. The Board discussed the Capital Reserve Fund and agreed certain items should be moved from Capital Reserve to the Open Space Budget. The Board agreed to remove \$200,000 from Capital Reserve for the Senior Center and put \$200,000 more into the Fire Station, now totaling 1.7 million.

The Board discussed the 9-11 Memorial. Mrs. Godshalk asked why the Garden of Reflection can't be incorporated, bid out the project and build the memorial themselves separate from the Township to avoid prevailing wage. The Board agreed that Mr. Fedorchak would talk with Mr. Garton about incorporating the Garden of Reflection/9-11 Memorial.

Mr. Fazzalore asked that \$1,300,000 for the memorial be reduced to \$1,000,000 less \$58,000 the Township has already spent on engineering fees and the item be moved to the Park and Recreation Department budget. Mr. Fazzalore asked that \$785,000 for Prospect Farm be moved to the Open Space budget. The Board agreed to Mr. Fazzalore's requests.

Mrs. Godshalk suggested the Board increase the Park and Recreation fees in 2004, due to increasing operational costs and the need to provide more playing fields. She suggested the fees double to help cover the costs. A discussion followed. Mr. Hackman suggested the BOS raise the fees to \$10 or \$12 instead. The Board agreed to increase the resident's fee from \$8 to \$15, and the non-resident's fee from \$15 to \$30, and to reflect the additional revenue anticipated in the 2004 Budget. Mr. Fedorchak stated that the BOS would have to pass a Resolution in December to put the new fee rates into effect.

The Board unanimously agreed to adopt the 2004 Preliminary budget the Board of Supervisors meeting on November 17, 2003.

There being no further business, Mr. Hackman moved, Mr. Fazzalore seconded and it was unanimously carried to adjourn the meeting at 12:10 p.m.

Respectfully Submitted,

Frank Fazzalore, Secretary/Treasurer

