

October 18, 2011 - Antrim Township Board of Supervisors

MINUTES OF THE ANTRIM TOWNSHIP BOARD OF SUPERVISORS

WORKSESSION MEETING

October 18, 2011 7:00 p.m.

The Antrim Township Board of Supervisors held a budget worksession meeting on Tuesday, October 18, 2011 in the Antrim Township Municipal Building, 10655 Antrim Church Road, with the following present: Vice Chairman James Byers, Supervisors Fred Young III, Rick Baer and Curtis Myers; Brad Graham; Township Administrator and Mary Klein; Township Secretary. Chairman Sam Miller was absent from the meeting.

Visitors: There were none.

Vice Chairman Byers called the worksession meeting to order at 7:06 p.m.

The discussion started with a review of the General Fund revenue items. Brad Graham, Township Administrator stated he hasn't done anything yet with the revenue items but he wanted to know if the Supervisors had any concerns or comments about any of the revenue items. Vice Chairman James Byers stated he would like to see us get rid of the amusement tax. It was discussed that instead of taking the amusement tax out of the Township code, we would just set the tax at 0%.

Mr. Graham directed the Supervisors to page 6 of the General Fund budget worksheet printouts and stated that the items he is proposing to budget under Computer Software Support include the ESRI program updates and Document Managing software. Mr. Graham also mentioned the Codification, Updates and Mapping and that we budgeted \$35,000.00 this year but we won't be spending this money because we haven't done any code updates yet. He said he will be budgeting \$6,000.00 for updates that we will have next year. There was a mention at this time about page 8 of the budget worksheet printouts about the Legal Fees category and whether we could hide the line items that we no longer use. Mary Klein, Township Secretary stated that she could hide those line items on the report.

Mr. Graham also mentioned Engineering Services and that he put money in the 2012 budget for a traffic study at Exit 5. He stated that he had a conversation with Penn-Dot about this and there is a meeting scheduled here at the Township building on Monday morning with Todd Rock, Bob Thomas and Penn-Dot to talk about traffic issues at Exit 5. Mr. Graham invited any of the Supervisors that wish to attend the meeting to be here at 9:00 a.m. on Monday morning. Mr. Graham noted the Comprehensive Plan and that it shows alternate northbound exit ramps and a possible Single Point Urban Interchange (SPUI) to bring everything off on one side. Mr. Graham mentioned line item #01-408-313 Special Projects Engineering and that he has budgeted for several projects that will need to be done next year. These projects include the Enoch Brown Box culvert, the Hykes Road repaving and sewer line project with an approximate engineering cost of \$200K, Township building renovations where we may do the design specs in-house and the Martin's Mill Bridge renovation project where we are receiving a \$245K earmark and possibly an additional \$740K grant. There was a mention at this time regarding the sewer line connection to the Township building. Mr. Graham stated that the engineering for this was already done this year but the project won't be bid out until next year. Mary Klein, Township Secretary mentioned the MMB renovation project and said the engineering fees for this have been coming out of the park engineering fund code. Mr. Graham stated he will move this budget amount to the park engineering fund code.

Mr. Graham also mentioned the budget amounts for the Township building renovations and that he put \$350K in the Capital Outlay Municipal Building line item and amounts in Capital Purchases for furniture. Ms. Klein noted that for this year the Township building renovations were budgeted out of the Capital Reserve fund.

There was a discussion at this time about the budgeted amounts for Fire Contributions. The Supervisors discussed budgeting \$75K for the Rescue Hose, \$10K for Marion Fire Company and increasing the amount for Medic II to \$25K. Mr. Graham also noted that he budgeted an amount in EMA expenses because the current EMA Coordinator has asked us to cover the cost of his pager. Mr. Graham also mentioned the Community Prevention and Awareness line item contains the amount of the donation to the Franklin County Drug Task Force.

Mr. Graham addressed the Highway Maint/Gen Svcs category at this time. He noted that we would like to replace truck #17 with an F-550 that is bigger than the current one we have. He also noted adding a new truck to handle the additional roads that have been dedicated. Supervisor Baer stated that truck #17 would last us a couple more years and maybe we should consider buying a new truck for the park and use park funds to purchase it. Vice Chairman Byers said he is okay with replacing truck #17 and he thinks we should use the smaller trucks to handle plowing the developments so we don't need to purchase a new truck. There was also discussion about keeping truck #23 and replacing the plow on truck #17. Mr. Graham noted he budgeted funds under snow removal supplies for quick disconnects for the plows so that we can get the plows off the big trucks on/off easier.

Mr. Graham also noted fund code 01-433-310 Traffic Lights Expense and stated that he initially budgeted funds for 2012 to have timing devices installed at Exit 5 that would have satellite links for the clocks in the traffic lights so that all the lights would be synched if there is a power outage. However, he noticed we still have funds left in this year's budget and he will probably have them installed this year instead.

Mr. Graham mentioned Line Painting Services and noted that we are going to do the lower half of the Township this year and he will be budgeting to do the north half of the Township next year. Mr. Graham also mentioned Highway Maintenance and that he has budgeted for next year under Capital Purchases to replace tires on a couple of the vehicles. There was a discussion at this time about putting money in next year's budget to purchase a vehicle lift for the Township mechanic. It was noted that we put \$50K in as part of the budget discussion last year for the vehicle lift and we took it out because the Township mechanic said he isn't sure if he really wants one.

Mr. Graham mentioned the Highway Const/Rebuilding category and there are several items he budgeted for under Construction Capital Outlay:

1. Enoch Brown Road culvert
2. W. Weaver Road culvert
3. Willowdale Road culvert
4. Lehman Road paving since the box culvert will be done this year
5. Antrim Church Road North – overlay
6. Colonial Drive – has some concerns
7. Trolley Road – there's only one farm here so he is recommending that we tar & chip it
8. Rogers/Roberts Road – overlay

Mr. Graham stated he has taken the direction that we want to hold off on paving next year and do more maintenance type items. Vice Chairman Byers said he would like to look at Antrim Church Road North

and have some traffic counts done to see if it warrants doing an overlay. Mr. Byers also stated he thinks we should pull back a little this next year and do maintenance projects.

Mr. Graham addressed the Park category at this time and noted some recommendations we received from the Park Committee. Mr. Graham stated they would like to purchase some more disc golf tees. He also noted some items under the Martin's Mill Bridge expense for tree trimming, signage stating swimming is prohibited and masonry work at the pavilion to close up or remove the fire place. He also noted that he budgeted under the ATCP expenses to do some masonry work underneath the barn and he will get an estimate for this. It was also noted about utilizing the barn for storage of equipment. Mr. Graham also noted Capital Purchases and that he budgeted for a bat-wing mower that would be pulled by the tractor and would speed up the mowing process at the park. Mr. Graham also noted several items under Capital Outlay for next year:

1. New pavilion at the North end of the ATCP - \$52K
2. Dog Park - \$25K
3. Comfort Facility appliances – \$6K
4. Field Irrigation – no prices for this yet
5. Plan for tree replacement – trees that have been lost due to the drought

Supervisor Young stated that he thinks the field irrigation needs to take priority and we need to get prices on how much this is going to cost.

Mr. Graham also mentioned he budgeted amounts under Capital Outlay for the Shared Use Trail to get estimates for Right-of-Ways and paving to complete the trail.

Mr. Graham discussed fund code 01-456-320 Libraries and mentioned the annual contribution of \$5K we normally give to the Besore Library and the renovation commitment that we promised to them up to \$80K if they receive new matching donations.

Mr. Graham noted that we are still working on the Worker's Comp and employee benefits items.

Mr. Graham discussed the Sewer fund budget at this time. He noted page 4 and amounts were budgeted for Document Management software, the ESRI program, Global Data and Operator 10. He noted we might be able to drop the Operator 10 software but we are still checking into this. Mr. Graham mentioned the Plant/Repair and Maintenance Supplies line item and he is budgeting for additional UV repairs because the ballast and controller have already been replaced but there are other repairs that need to be done where we have already received an estimate of \$30K from Trojan, the manufacturer. He also noted that Carl Rundquist, Public Works Director is getting prices for replacement cloths for the press. Mr. Graham also mentioned some lift station repairs that we would like to budget for next year because there are a couple of lift stations with issues. He noted that Carl would like to install some flow meters to track the usage to determine where the problems are so we can address them. He also mentioned we would like to budget to replace floats, have I & I work done and repair some of the exhaust fans. Mr. Graham also mentioned that under Small Tools he is budgeting for safety climber equipment with a tripod for the utilities guys to use when going down into the lift stations. He also noted an item under Project Engineering for a sewer line repair on Shanks Church Road which relates to page 7 under Capital Outlay to repair the line. Mr. Graham explained that the sewer line comes together in the spare lot at Melrose Meadows and is an 8" force main from lift station #5 that goes into an 8" gravity line. He noted that typically you don't put the same size force main into the same size gravity line because it is creating manhole backups. Mr. Graham also noted that some of the lift station work will come out of the ATMA's Repair & Improvement fund. He also noted that the generator at lift station #3 has died and we will be getting a new one and the renovation project will begin soon. He

also stated that the generator that was budgeted for this year at the Sewer Plant will be purchased before the end of the year.

A Young/Baer motion passed 4-0 (Miller was absent) to adjourn the budget worksession meeting at 9:36 p.m.

Respectfully submitted,

Mary A. Klein

Secretary