

November 1, 2011 - Antrim Township Board of Supervisors

MINUTES OF THE ANTRIM TOWNSHIP BOARD OF SUPERVISORS

WORKSESSION MEETING

November 1, 2011 7:00 p.m.

The Antrim Township Board of Supervisors held a budget worksession meeting on Tuesday, November 1, 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, Brad Graham; Township Administrator and Mary Klein; Township Secretary. Chairman Sam Miller and Supervisor Curtis Myers were absent from the meeting.

Visitors: Pat Heraty.

Vice Chairman Byers called the worksession meeting to order at 7:19 p.m.

Mary Klein, Township Secretary addressed the Supervisors regarding employee raises. She supplied them with a spreadsheet showing the employee salaries with a 2% raise and with a 3% raise. She stated she needs direction from the Supervisors about how to budget for raises. Supervisor Young stated he would like to give raises again this year based on merit and not just give an across the board raise to everyone. The Supervisors present all agreed to budget everyone for a 3% raise but raises will be given based on merit so some employees could get more than 3% and some may receive less than 3%.

Secretary Klein also addressed the Supervisors regarding the different health plan options she received from Benecon where we could potentially save money by instituting deductibles and making co-pay changes to the health plan and prescription plan coverage. She also directed them to an article that was in the Township News magazine regarding saving money on health insurance that we received today and she made copies for each Supervisor to read. She noted that since she just received the magazine today she didn't have a chance to read the article yet. Ms. Klein provided the Supervisors with two different spreadsheets showing the different plan options and the cost savings we could realize with each different plan. She went through the three different health plan options and two different prescription plans that Benecon provided to us. She gave the savings we could realize if the annual deductibles that we would institute for each plan would be included in the Health Reimbursement Account (HRA) and the savings without including the deductibles in the HRA. She noted that with including the annual maximum deductibles in the HRA by selecting health plan option #1 and prescription plan option #2 would result in no savings and would actually cost us more. However, she noted without including the annual maximum deductibles in the HRA plan would result in an annual savings of \$11,784.60. She noted that with including the annual maximum deductibles in the HRA by selecting health plan option #2 and prescription plan option #2 we could see an annual savings of \$17,264.48. She also noted this same option without including the deductibles in the HRA would result in an annual savings of \$26,514.48. The deductibles for health plan option #2 would be \$250.00 for single coverage and a \$500.00 maximum deductible for family coverage and the office visit copays would increase from our current plan of \$15.00 for a regular office visit to \$20.00, \$15.00 for a specialist visit to \$40.00 and \$40.00 for an ER copay, if not admitted, to \$100.00. She also noted that the copays for prescription plan #2 would change from our current plan the 30-day supply of a brand drug would increase from \$20.00 to \$30.00, the 30-day supply of a brand name non-preferred drug would increase from \$20.00 to \$50.00, the mail order copay for a 90-day supply of a brand drug would increase from \$40.00 to \$60.00 and the mail order copay for a 90-day supply of a brand name non-preferred drug would increase from \$40.00 to \$85.00. The retail 30-day supply and mail order 30-day supply copays would stay the same with prescription plan #2.

Ms. Klein noted that the most significant savings could be realized by selecting health plan option #3 and prescription plan option #2, however the deductibles are much higher with a \$500.00 annual deductible for single coverage and a \$1,000.00 maximum annual deductible for family coverage, however the office visit copays for a regular physician and specialist are actually lower than our current plan and the ER visit copay is only \$10.00 higher than the current plan. After reviewing the different health plan and prescription plan options, Supervisor Young commented that he is in favor of making a change here because we could potentially save \$28K. Secretary Klein commented that she thought by instituting deductibles and making changes to the prescription plan that our savings would have been more significant. Secretary Klein also mentioned that it might be a good idea to get input from staff to see what changes they would be more comfortable with based on their individual medical needs. Vice Chairman James Byers said he was not really in favor of making a change because the savings weren't as much as he thought they would be. Secretary Klein advised the Supervisors that if they are going to make a change to the current health plan and prescription plan that it would have to be decided at the November 22nd regular meeting because we would have to notify Benecon by then so they could implement the changes and send new ID cards to the employees.

Brad Graham, Township Administrator addressed the Supervisors regarding the Sewer Fund budget at this time. Under the revenue section he noted that based on the figures provided to him by Rose Knable, Utility Billing Clerk that he budgeted \$2,215,000.00 for Sewer Use Charges. He also stated that he budgeted \$150K for Sewer tap fees since the actual YTD for 2011 is around \$140K. He stated the total revenue 2012 budget projections at this point are \$2,478,100.00. Mr. Graham next reviewed the Sewer Fund expense items. He noted under Computer Software that he budgeted \$16K for ESRI and Global Data. He directed the Supervisors to page 5 – fund code 08-429-250 Plant Repair & Maint he budgeted for the following items:

1. General repairs
2. UV lamp changes
3. Diffusers
4. Filter Cloths for Presses – a new set to have on hand
5. Roof repairs
6. Spare mixer

Also under fund code #08-429-251 Line Maint & Repair he budgeted for the following items:

1. Right-of-Way clearing
2. Manhole rehab
3. I & I surveillance

Mr. Graham noted that Carl Rundquist, Public Works Director has indicated he is more in favor of replacing lines instead of doing re-lining and we will need to do more camera work to determine the problems. Mr. Graham also noted fund code 08-429-252 Lift Station Maint & Repair where he budgeted for doing minor renovations to some of the lift stations rather than doing replacements if feasible. He also noted that he budgeted for fans for the wet wells to get them operating properly. He also mentioned fund code 08-429-260 Small Tools where he budgeted for safety climber equipment with a tripod and they are working on getting a price for this. He directed the Supervisors to page 6 of the printouts and noted that under Project Engineering he budgeted for the Sewer line repairs to Shanks Church Road between the two phases of Melrose Meadows. He also estimated an amount for the Hykes Road sewer line.

He also mentioned that we are running below budget for the electric at the Sewer Plant. He directed the Supervisors to page 7 of the printouts and noted several items that he budgeted under Capital Purchases. He budgeted for an oxygen meter at the Sewer Plant and flow meters to monitor the flows between the lift stations. He also noted that he also budgeted the safety climbs here but he needs to cross them out of the other line item #08-429-260 Small Tools. He also noted line item #08-429-710 Capital Outlay and he budgeted for a building for the Headworks at the Sewer Plant to protect the Headworks from weather temperatures and precipitation. Mr. Graham also noted the Debt Principal for the General Obligation Loan and that he hasn't entered those figures into the budget yet. Mary Klein, Township Secretary added that those payments will probably be around \$1M. Mr. Graham summarized that by adding the \$1M for the General Obligation Loan to the budget, then the total expenses will be \$2,199,650.00 and the total revenues will be \$2,478,100.

Mr. Graham now directed the Supervisors to the General Fund budget printouts. He first reviewed the revenue items and noted that he added Real Estate taxes to put in a 1 mil property tax if they would chose to put this in the budget for next year. He also noted that we had estimated the Realty Transfer Taxes and budgeted \$300K for 2011 but we are currently only at \$153K. He noted the Earned Income Taxes that we budgeted \$1.250M but we are currently at \$1.5M. He also noted the Amusement Taxes and that we are at \$9K so far this year but he budgeted zero for next year based on the Supervisors request to eliminate this tax next year. Mr. Graham noted Interest Income and we will have to budget lower next year because the rates are going down. He also noted that he will have to check with Lynda Beckwith, Park Liaison on the DCNR Park Grant to see if any of these funds will be received next year. He directed the Supervisors to page 3 of the printouts and he updated the Engineering Review Fees because of where we are currently at and he budgeted \$40K for next year. Mr. Graham summarized the revenues and stated the total current estimate for next year is \$1,997,217.00.

Mr. Graham now directed the Supervisors to the expense items. Mr. Graham noted under Computer Software he budgeted for ESRI/GIS \$39K and for document management software and he is estimating the amount for this because we have not yet received prices. He noted that with everything we have going on that we may not want to take on anymore next year and maybe we would hold off on one of these items. He mentioned the engineers are going to do an update on the Sewer system at an estimate of \$10K and he is more in favor of doing the ESRI. Mr. Graham stated that with doing the document management there will be more staff commitment and we might need to hire someone on a contract basis to set it up. Supervisor Young added that he thinks we really need to do the document management software.

Mr. Graham directed the Supervisors to page 7 of the printouts and noted that he budgeted some for codification but we are not ready to do the full updates. Supervisor Baer commented on the computer system and thinks we need to do the GIS. He directed the Supervisors to page 8 of the printouts and noted under Engineering Services he budgeted \$10K for General Engineering and \$15K for the traffic study at Exit 5. Under Special Projects Engineering he budgeted for the Enoch Brown Road box culvert, the Hykes Rd Repaving/Sewer, the Township Building renovations and the Martin's Mill Bridge renovation. Mr. Graham noted that he needs to put in an amount for the Willowdale box culvert. Supervisor Baer asked if we could do this in conjunction with the manhole repair because the road will have to be closed. Mr. Graham directed the Supervisors to page 9 of the printouts and noted under Capital Outlay Municipal that he budgeted for the Township building renovations and the Township building sewer connection.

Mr. Graham directed the Supervisors to category 411 Emergency Services and noted that he thought we should possibly look at budgeting \$5K because he had a conversation with the police chief in town and the number of calls where they come to the Township to respond to calls. There are only a small number of these calls that they cannot respond to and the ones they do respond to are life safety issues

not law enforcement calls. He wanted to know if the Supervisors would be interested in making a contribution to the Borough to help defray these costs. Vice Chairman Byers said this is why the Borough has a mutual aid agreement with the Pennsylvania State Police. Supervisor Young added that if we do this then where does it stop? In theory he supports this but he thinks it opens the door and this year it could be \$5K, then next year \$10K and then who knows how high this amount could go. Supervisor Baer added that he thinks we are just asking for trouble if we start making a contribution to the Borough. Supervisor Young said he doesn't think it should be put into the budget unless the full Board supports it. Mr. Graham also noted the Fire Contributions that he put in the budget for Rescue Hose and Marion Fire companies based on what we contributed this year.

Mr. Graham mentioned the Drug Task Force annual contribution. Supervisor Young mentioned that at the Drug Task Force breakfast he asked a question because the municipalities were asked to contribute to adding a new employee to the Drug Task Force. Supervisor Young stated he asked if the County could put this in their budget for next year. He said County officials were upset that he even asked this question because law enforcement and police services are not to be provided by the County. County officials explained to Mr. Young that originally the Drug Task Force was set up for each municipality that doesn't have their own police force. Vice Chairman Byers added that he doesn't think the District Attorney should be the main driving force and it should go through the sheriff's office. Administrator Graham asked if he should include an extra amount in the budget for adding a new employee to the Drug Task Force. Vice Chairman Byers said he thinks this should be funded by the Pennsylvania State Police, the sheriff or the County.

Mr. Graham directed the Supervisors to the road categories at this time and mentioned that he took out the replacement of truck #23 based on discussions at the last worksession meeting. He also noted on page 13 of the printouts under Construction Capital that he budgeted amounts for the Enoch Brown Road culvert, the W. Weaver Road culvert, which we may not do once we see how the amounts come out and with putting it back into the Engineering costs, the Willowdale culvert, Lehman Road paving and the Antrim Church Road overlay.

Mr. Graham addressed the Park items that he is budgeting for next year to include:

1. Disc Golf baskets
2. Barn masonry repairs
3. Barn – lower level storage
4. Tree replacement
5. Eagle Scout Projects - \$2K

Supervisor Young added that Eagle Scouts are supposed to learn how to coordinate and be a project manager and he thinks they should seek out their own donations. It was noted that the most recent Eagle Scout that wants to do a project will be doing a solar powered flag pole at the Martin's Mill Bridge park and it is totally self funded. Supervisor Young thinks we should look at what we currently have committed and budget for this next year.

Mr. Graham went through a pending list of Park Committee items they would like to see done that includes:

1. Sand lot volleyball
2. Sustainable plantings – wildflower or vegetation in areas that won't be developed
3. Security at the park
4. Additional picnic shelters – Mr. Graham noted this is already in

5. Horse manure signs
6. Thank You signs
7. Barn Foundation
8. Back wall
9. Repair to door

Mr. Graham mentioned some long term items that the Park Committee would like to have considered:

1. Water Trail
2. Community Gardens
3. Gift Catalog
4. Dog Park

Pat Heraty, who is a member on the Park Committee and was present at tonight's meeting, explained that the Gift Catalog would include items such as plaques, etc. that if someone wanted to make a donation in someone's name that they could select something from the catalog.

Mr. Graham directed the Supervisors to page 14 Capital Outlay for the park where he included the following items in the budget for next year:

1. Pavilion for the north end of the park
2. Dog Park
3. Comfort Facility Appliances
4. Field irrigation
5. Field maintenance equipment

Mr. Graham mentioned that we would like to do a lease to bid out the concession stand where we would go through the bidding process and one vendor would pay the Township to run the concession stand. He noted we received a request from a softball association to use a field almost every weekend next year. Supervisor Young mentioned he would like to see us do a sand lot volleyball court. Vice Chairman Byers said his concern with all these park projects is that the road crew always seems to get involved and it takes them away from their road duties. Mr. Graham mentioned the barn and we would like to get the lower level ready for storage of equipment. Mr. Graham also mentioned the tree trimming at the Martin's Mill Bridge Park can be put on hold for now. He also mentioned signage to put down at the bridge and masonry work that needs to be done at the pavilion. Mr. Graham mentioned the Engineering line item and that he budgeted for a general amount plus the \$90K that he budgeted for the Martin's Mill Bridge renovation will probably come down based on the meeting we had about the project. Mr. Graham also mentioned Capital Purchases that includes an amount for the purchase of a bat-wing mower and Capital Outlay for the Shared Use Trail to complete it.

Mr. Graham also mentioned the Library contributions that include the annual contribution of \$5K and then the renovation commitment of \$80K that was approved this year. It was noted that the renovation commitment contribution will only be for funds raised after we approved this contribution and not before and will include funds collected thru August 2012.

It was discussed about paving the parking lot out at the ATCP to include the drive going to the restrooms and the lower lot.

Mr. Graham summarized the General Fund expenditures and said they come to \$3,267M but this does

not yet include payroll and benefits. He is estimating payroll to be around \$737,418.00 which would bring the General Fund expenditures to almost \$4M. Mr. Graham noted that the income was just under \$2M so we are going to need to cut back on the expenses. It was mentioned that possibly we could cut back on the park costs.

Mr. Graham announced that he has a couple of Executive Session items to address.

A Young/Baer motion passed 3-0 (Miller & Myers were absent) to adjourn into Executive Session at 9:56 p.m.

The Executive Session ended at 10:29 p.m.

With all items being addressed the worksession meeting adjourned at 10:29 p.m.

Respectfully submitted,

Mary A. Klein

Secretary