

November 10, 2016  
6:00 PM

The Budget Workshop of the Township Board of Supervisors was called to order by Chairman Kehoe for the purpose of discussing potential Capital Project budgeting.

ATTENDANCE

Phil Kehoe, Chairman  
Carl Kuhl, Supervisor  
A.W. Castle, III

Catalina Araiza, Manager  
Holly Wood, Assistant Secretary  
Karen Lowery, Recording Secretary

Mr. Kehoe thanked Dennis Nailor and John Stamy for joining us at this meeting. Ms. Araiza provided a list of proposed Capital Projects. Certain projects were listed for future thought, but the ones for 2017 have been earmarked.

Item 1 – Capital Projects Fund – Township HVAC Replacement, Phase 1 (\$125,000)

Ms. Araiza explained there are 4 phases to this process. Mr. Kuhl asked if the roof insulation would be evaluated. Mr. Kehoe asked if the roof is walked once or twice a year to be sure drains are clear and there isn't debris. Mr. Stamy said that is already done. Mr. Kehoe agreed Phase 1 should be done and the roof should be looked at.

Item 1 – General Fund – Comprehensive Plan Update (\$15,000)

Mr. Kehoe said this needs to be done. Mr. Kuhl mentioned a grant from the county. The Cumberland County Planning office staff has offered their assistance through this process. Mr. Kuhl feels a questionnaire needs to be sent out to see what the residents want. Mr. Castle agreed the Comprehensive Plan needs done.

Mr. Kehoe added that a full comprehensive plan/strategic plan for the township should be done. He understands that the Planning Commission is working on the comprehensive plan, but this is mainly the zoning aspect. Would it be worth pricing a planner? Mr. Kuhl added that 2 of the 3 engineering firms interviewed has planners available, but he feels this would be a big dollar item. Ms. Araiza has spoken with Kirk Stoner about this and doesn't think it would cost that much. Mr. Kehoe added that we could proceed when an engineer is approved.

Item 4 – General Fund – Capital Improvement Plan/Asset Management System (\$15,000)

Ms. Araiza suggested using this to create a ten year plan for the entire township by the end of 2017. Mr. Kehoe mentioned a work order system. Ms. Araiza said that Mrs. Wood had started this process.

Mr. Kuhl asked if this would include the Fire Company's equipment replacement

schedule. Mr. Kehoe stated that the Fire Company has ownership of the vehicles. Mr. Farrell add that if the replacement of the doors was a line item, they have recently been repaired and are not in need of replacement at this time.

Item 5 – General Fund – Website Complete Redesign and Upgrade (\$5,000)

Mr. Kehoe stated that he would prefer the budget amount to be \$5,000 instead of \$10,000. He would prefer residents not being able to request items through a contact form. He feels that personal contact is important. Mr. Kuhl added that there is no modern way to contact the citizens and some people like to use forms to contact businesses. Mrs. Wood explained that we are in the process of obtaining a quote from the company we are currently using and we did express our interest of being able to reach out to the residents as well.

Item 1 – Recreation Fund – Landscaping and Mowing (\$30,000)

Mr. Kehoe explained that quotes for mowing the parks are being obtained. Outsourcing the mowing would free up about 8 weeks of labor, allowing the road crew to work on other items. Mr. Kuhl agreed with this as long as there is enough work to do to replace the mowing time.

Item 3 – Recreation Fund – Recreation and Playground Equipment Upgrades (\$40,000)

Ms. Araiza provided a high estimate of \$40,000 to upgrade the playground equipment at Monroe Acres Park. Mr. Kehoe suggested that all of the parks be assessed to identify any broken equipment and set a goal to have any issues repaired by April 14, 2017. He added that a prioritized list of equipment needing repairs or replacement should be provided to the Supervisors with a plan to fix any issues.

Item 2 – Sewer South Fund – Infiltration and Inflow Project – Phase 1 (\$40,000)

Mr. Kehoe stated that this is a place marker. We need to be organized with an engineer and then prepare a real project scope so we are ready to start working on this.

Item 1 – Township Equipment Fund – New 550 Dump Truck (\$86,900)

Mr. Kehoe stated the truck has already been ordered for 2017.

Items 1-4 – Liquid Fuels (Roads) (\$202,000)

Mr. Kehoe stated that the list consists of typical yearly projects from Liquid Fuels. He feels there should be more work planned for 2017. We need to capture the bigger plan for the roads. Mr. Nailor asked if he is looking for smaller jobs like culvert pipe replacement because he hasn't planned that work yet. Mr. Kehoe suggested that a full list of projects be created for the next four to five years and then we can get organized as to what needs to be worked on.

ADJOURN

**Mr. Kehoe adjourned the special meeting at 7:00 PM**

Respectfully submitted,

Karen M. Lowery  
Recording Secretary