

This meeting was publicly advertised in the NP Reporter, listed on the Township website and posted in the Township building lobby.

**1. Call to order.**

The October 22, 2019, Special Meeting of the Board of Commissioners was called to order at 6:15 PM by Vice President of the Board, Denise Hull.

**2. Pledge of Allegiance**

Vice President Hull led the pledge of allegiance.

**3. Roll Call**

Roll call was taken by Ms. Zadell, Township Manager. The following individuals were in attendance:

Denise M. Hull	Vice President
Katherine D. Carter	Commissioner
Martha A. Simelaro	Commissioner
Ruth S. Damsker	Commissioner
Sandra Brookley Zadell	Township Manager
Megan Weaver	Assistant Township Manager
David Brill	Finance Director

**4. Public Comments & Concerns (limit of five minutes per individual)**

There was no public comment.

**5. Review of updated items since October 13, 2020 Meeting**

Ms. Zadell highlighted several changes and updates since the last budget workshop meeting on October 13, 2020.

**Insurance Rates**

Ms. Zadell reported that the Township received the health insurance numbers from DVIT. The numbers provided by DVIT were an 11.5% decrease from our current numbers. She mentioned that DVIT is using fund reserves for rate stabilization. The Trust who is led by other managers, understands that Townships have been negatively impacted by COVID. In addition, if the Township agrees to a 2-year guarantee that we will stay with the trust, then the Township will save any additional \$72,000. Ms. Zadell reported that because of the updated insurance numbers, the General Fund deficit was reduced to \$778,000.

**Sumneytown Pike Bridge**

Ms. Zadell mentioned that the only other change that needed to be updated from the October 13, 2020 budget workshop was the line item for the Sumneytown Pike Bridger over the Wissahickon. She

received the cost estimate back from the Township engineer and the budget for this line item will need to be increased from \$200,000 to \$295,000.

Ms. Zadell presented a list of "what ifs." The list included areas where the Board could decide to make potential cuts and what the financial impact for each item would be. The list included the following cuts for discussion: eliminating the proposed Public Works staffing increase, reducing Finance Payroll/Utility Accountant transition from 2 months down to 1 month, eliminating the increased staffing request for the Fire Marshal EMC positions, Reducing the non-uniform raises from 3.5% to 2.5%, eliminating the Police Department's additional officer, Delaying the GIS Sewer Modeling until 2022, delaying the Financial Transparency Model until 2022.

#### Finance Payroll/Utility Accountant/Part-time Position

Mr. Brill explained the budget for the Finance Department staffing includes succession planning for next year as well as the addition of a part-time finance position would be to help with the administrative work in the finance department such as filing and calendar deadlines.

After discussion, the Board members agreed to keep the Finance Payroll/Utility Accountant for 2 months and leave the Part-time Position in the 2021 budget.

#### Proposed Public Works staffing increase

Ms. Zadell explained that this was the staffing increase that was anticipated for 2020 but was delayed. It would be adding 1 additional full-time employee to the Public Works Department.

After discussion, the Board members expressed that they would like to set the goal of street sweeping 4xs year in 2021 and re-evaluate the staffing after. They decided to eliminate this from the Public Works budget until they have a better understanding of the department's efficiency at the current staffing level.

#### Proposed Additional Police Officer

Ms. Zadell explained that the Board could decide to eliminate the proposed full-time police officer. Sandra recommended that the Board consider what other Township are doing in terms of comparable staffing levels. There was significant discussion on the staffing trends for other Townships and how UGT compares. After discussion, the Board decided to hold off on making a decision.

#### Proposed Fire Marshal EMC positions

Ms. Zadell recommended that the Board keep the staffing level at status quo for 2021. This would allow for review of a staffing model. After discussion, the Board agreed to eliminate this from the proposed 2021 budget.

### **6. Capital Reserve Fund/Plan Review**

Ms. Zadell directed the Board members to their Capital Plan Fund sheet for review. Ms. Zadell explained that the sheet breakdown for each project is listed by department and then shows the funding source.

Facility Renovations

There was discussion on the meeting room renovations and reception area security. All the Board members agreed that the safety of the front desk reception area was a necessity and a priority. Ms. Hull expressed her concern for the Public Meeting room not being conducive to larger meetings and would still like to explore the potential for modifying the room. Ms. Zadell recommended that the Board could reduce the budgeted amount to \$100,000. The security upgrades would be completed first and any remaining funds can be used for exploring solutions for the public meeting room.

#### Public Works Capital Items

Ms. Zadell explained that the Public Works Director looked at the roadway budget and was able to scale back the road paving program. It would be scaled back on the milling/paving but not the micro surfacing. The proposed budget includes Moyer Blvd and Broad Street, the tennis courts and gravel lot. The Township road paving funding would be partially funded with Liquid Fuels State Aid in the amount of \$443,000. Ms. Zadell explained that the micro surfacing line item would need to be increased after discussion with the Township engineer. She explained that Lansdale uses different micro surfacing product that would increase the cost and provide a better result. Ms. Zadell also explained that the micro surfacing extends the life of a road by 5 years and is more cost effective at \$3 versus \$70 square yard for milling and paving.

Ms. Hull expressed her concern for micro surfacing cul-de-sacs. The surface is very rough initially and residents often complain about tracking it into their homes. After discussion, the Board decided to eliminate micro surfacing the cul-de-sacs for 2021. Ms. Zadell noted that this would be a \$10,000 cost savings for 2021 but Cul-de-sacs will need to be repaved more frequently if they are not micro surfaced.

Mr. Brill noted the delta of the road program changes. The Township is reducing the milling/paving cost by \$268, 450 by eliminating 2 neighborhoods. The cost would be \$520,950 and of that \$443,000 will be funded by the state liquid fuels. In addition, the budget would be increase by \$55,000 for new micro surfacing product but decreased by \$10,000 for eliminating the cul-de-sacs.

Ms. Zadell mentioned that she needs to check with our Township engineer for the W. Prospect Bridge over septa. The Township is still waiting for bridge inspection report. She noted that this item is funded from the capital reserve.

#### Parks & Recreation Capital

##### Jacks Lane

Ms. Zadell made the recommendation to the Board to investigate the potential of grant funding and then budget in 2022 for the funds needed to match it. There was Board discussion that this is a project that needs to be done but 2021 does not seem like an appropriate year to take on this project. The Board agreed to add \$5,000 for professional services and cut the budgeted amount of \$175,000 for Jacks Lane.

##### Center Street lighting

Ms. Zadell explained that North Wales received a grant to spruce up Center Street and discussed the Township considering adding lights to UGT's side. The Board had follow up questions about this project that the staff would take to DVIT, the Park and Recreation Direction and the Township Solicitor for follow up.

In review of the capital projects, the Board unanimously agreed to cut or delay the following projects until 2022: IT Financial transparency Interface, the Police/Public Works gate and fence, and the GIS Modeling.

#### Additional Staffing Discussions

Ms. Hull asked if the Board could wait on making the decision on the raises. She does not feel like the employees who worked hard during COVID should be penalized and not receive their normal increase.

#### 7. Operational Items Review

Ms. Zadell directed to Board the Fund Summary sheet that was provided. Under the Operating Funds, the General Fund Balance is \$11.19 million, and the estimated ending balance is \$10.4 million. The WWTP & Collection System has a \$37 Million starting balance and a \$36 Million to ending balance. Mr. Brill added that in terms of cash, they have \$7.5 million to start and \$8.5 million to end.

Ms. Zadell noted that as of now, the Township is no putting money in the capital reserve fund and \$887,000 from capital reserve that will not be replenished.

Mr. Brill and Mrs. Zadell discussed the planned stormwater projects noted that on the capital plan sheet, budgeted for \$370,000. In a typical year, \$50,000-80,000 worth of stormwater projects are performed. Ms. Zadell recommended that the scope of these projects could be reduced leaving in \$100,000 and putting \$200,000 to transfer to capital reserve fund.

#### Community contributions Discussion

Ms. Hull prepared a PowerPoint presentation for Community Contributions for 2012-2021. She highlighted a huge jump in the Library's request for funding. Ms. Hull did additional research on other Townships that have community contributions to the Library as a percentage of Total General fund expenditures. It appears that all Township have a different method of providing funding to their respective libraries. The Board members expressed that they are lacking line items and detail for how the Library is using the Township's contribution. The Board members discussed the library funding with Mrs. Carter expressing concern that the Library's request for additional funding continues to increase significantly each year.

Ms. Damsker advocated for funding the library as it is an important asset to the community.

Ms. Zadell reminded the Board that the Township also funds approximately \$8,000 in the P&R for the Library's museum passes.

Ms. Carter and Ms. Simelaro are not in agreement with providing an additional \$25,000 to the library as requested. The Board members decided to continue the conversation at their October 29<sup>th</sup> Budget work session meeting.

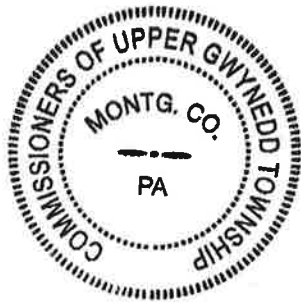
Ms. Zadell said that the Township will prepare the budget with a status quo for the community contributions that are given to the NWB Library and Nor Gwyn Baseball.

Mr. Brill state that given the changes that the Board agreed to this evening, the deficit is reduced to roughly \$89,000.

8. Questions & Answers

There were no additional questions from the Board or Public.

Meeting Adjourned



Respectfully Submitted,

Sandra Zadell  
Township Manager/Secretary

**Approved November 23, 2020**