

**FRANKLIN TOWNSHIP
BUDGET MEETING MINUTES**

October 27, 2021, 6:00 PM

Call to Order

Roll Call

(x) Wenrich (x) Galbraith (x) Buckwash (x) Christensen (x) Decker

(x) Williams

Chairman Mark Wenrich called the meeting to order at 6:07 PM There were no audience members present. Chairman Wenrich announced that prior to the meeting, the Board of Supervisors (BOS) interviewed Kevin Cummings for the vacant seat and would like to appoint him to the Planning Commission (PC). Kevin Cummings will need to accept the position.

A motion was made by Chairman Wenrich to appoint Kevin Cummings to the Planning Commission.

Second by Supervisor David Christensen

Discussion-there was no discussion.

The motion passed with Chairman Wenrich, Supervisor Christensen and Supervisor David Buckwash voting in favor.

Opposed: Supervisor Naomi Decker

Abstained: Supervisor Brian Galbraith

The BOS will officially announce the appointment at the BOS meeting on November 10, 2021. Kevin Cummings can attend the PC meeting on November 9, 2021.

STATE HIGHWAY BUDGET

Treasurer Pam Williams presented the updated State Highway Budget and stated the line items that were changed at the previous meeting on October 7, 2021, were reflected in the updated State Highway Budget. Treasurer Williams stated there was a \$3,080.18 difference in Net Income that was placed in line 439.61, Construction Projects. She said adding it to this line item does not add into the Total Expense line and therefore is a neutral number. Due to that, Treasurer Williams added it to line 438.74, Capital Purchases-Equipment as it had been done in 2020.

Treasurer Williams also asked the BOS if monies can be transferred from the General Fund to the State Highway Fund if equipment, etc. such as some of the items Roadmaster Andy Gibb had discussed was to be purchased or would it just come out of the General Fund. It was decided that General Funds would just be used because you wouldn't be able to account for it in the Liquid Fuels annual reporting.

A motion was made by Chairman Wenrich to approve the 2022 State Highway Budget with the one change that reflects the current year in the header.

Second by Supervisor Buckwash

Discussion-there was no discussion.

The motion passed

RECREATION BUDGET

Treasurer Williams stated that the Recreation Budget balanced as of the last meeting and that the BOS stated they wanted to complete the General Fund Budget before committing any further funds to the Recreation Fund based on Parks & Recreation Chairperson Terry Hoffman's presentation. Chairman Wenrich said any additional monies could be added later. It was noted that Terry had a very good presentation put together for a five-year plan.

A motion was made by Chairman Wenrich to approve the 2022 Recreation Budget.

Second by Supervisor Christensen

Discussion-there was no discussion.

The motion passed.

GENERAL FUND BUDGET

Health Insurance

Treasurer Williams reported that UPMC is terminating their health insurance in this area and that our renewal is effective 12/1/21. She stated she supplied a copy of the options the broker provided for the township and that the BOS will need to select a new provider. Robert King and Eric Nace participate in the insurance plan, but Andy and Traci do not. Last year, the employees were asked what they preferred comparing deductibles and co-pay amounts, and their preference was a lower deductible. Supervisor Galbraith explained the options with the BOS. It was noted that the one option was written up incorrectly with the employees paying more than what they currently do now. They currently pay 10% as an employee and the township pays 90%. Treasurer Williams will have the broker correct these percentages.

A motion was made by Chairman Wenrich to select the Capital Blue Cross Gold PPO 2000/0/20 Carrier Network as the health insurance provider effective 12/1/21.

Second by Supervisor Christensen

Discussion-there was no discussion.

The motion passed.

Emergency Management Budget Request

Treasurer Williams stated the request contains a letter and pictures and is the same as his 2019 budget request. Discussion ensued on this request.

Purchasing Additional Police Hours

Chairman Wenrich referred to the spreadsheet provided from NYCRP listing the number of increased calls from 2016-2019; it was noted that 2020 was probably not a true picture due to the pandemic. The township has not purchased additional police hours for many years and discussion took place on whether additional hours were needed. Supervisor Decker said NYCRP advocates for this every year and that she didn't think we should purchase more than five additional hours. She asked if we are covering our need now and said that she thinks it's increased this year because of Rt. 15. Supervisor Christensen said that NYCRP prefers us to be at 90%. Treasurer Williams reviewed the hours and costs and stated we are currently at 7.5 units or 75 hours. Chairman Wenrich checked with NYCRP Chief Lash to verify the cost of five additional police hours which is \$22,500 per year or \$1,875 per month. It was decided to start with a five hour increase and if needed, increase it more in the coming years. The current Net Income was discussed regarding what we had to work with within the budget.

A motion was made by Chairman Wenrich to increase our police hours another ½ a unit/five units/five hours at \$22,500 or less.

Second by Supervisor Christensen

Discussion-there was no discussion.

The motion passed.

SPCA

The SPCA agreement was reviewed. The township currently doesn't participate with this or any similar type of organization. Discussion was held on whether the police, dog warden, etc. pick up stray dogs and cats or write tickets for stray animals. Chairman Wenrich said he would check with Chief Lash. Treasurer Williams said that we currently have the number for the PA Dog Warden on our website. It was decided not to participate in the SPCA agreement.

GENERAL FUND BUDGET INCOME

Discussion continued on the General Fund (GF) Budget. Treasurer Williams explained how the GF budget spreadsheet was laid out, what each column was and how it was calculated. Supervisor Decker asked what line reflected our current millage rate of .06%; it is line 301.10, Real Estate Tax-Current Year and line 301.20, Real Estate Tax-Prior Year. Treasurer Williams stated that the 2021 Projected Column of most of the taxes was calculated using actual numbers from January through September of 2021 then adding actual numbers from October through December of 2020. Supervisor Galbraith pointed out that EIT taxes decreased and that will be part of the calculation when determining "lost revenue" to use monies from the American Rescue Funds Act (ARPA). Discussion ensued on this topic and the presentation by Cory Johnson, CPA/Partner with Zelenkofske Axelrod LLC, Certified Public Accountants. Treasurer Williams will send the contract to Solicitor Shaffer to review to discuss at the next Board of Supervisors (BOS) meeting.

Chairman Wenrich began by reviewing Line 301.20, Real Estate Tax, Prior Year which was increased from \$3,000 to \$4,000. Line 310.51, LST Tax-Current Year was increased from \$20,000 to \$30,000. Discussion was held on the 2021 Projected Income.

Line 322.30, Cable Franchise was increased from \$38,000 to \$41,000. Line 331.11, Fines-Vehicle was increased from \$27,000 to \$30,000. Line 331.12, Violations-Criminal was decreased from \$3,500 to \$2,500.

Treasurer Williams reviewed the remaining income lines. She suggested reducing some of the interest income lines for checking and savings and increasing the interest line for the CD's. Line 341.01, Interest Income, Checking was decreased from \$200 to \$50. Line 341.03, Interest Income-Savings, was decreased from \$1,950 to \$50. Line 341.04, Interest Income-CDs was increased from \$0 to \$2,700. Chairman Galbraith mentioned ensuring that the CD renewing in December is placed into a five-year CD. Each year, one will mature and be placed in a five-year CD.

Line 355.25, Municipal Pension State Aid was increased from \$15,000 to \$19,000. Line 361.31, SEO Fee Reimbursement was decreased from \$4,000 to \$2,000. Line 362.44, Septic Applications and Testing was increased from \$3,000 to \$12,000.

EXPENSES

Treasurer Williams began reviewing the Expense line items. Dues and Subscriptions were discussed as last year the BOS (all but Naomi) had decided they no longer wanted their subscriptions to the Township News. Supervisor Decker said that hers could also be cancelled. Line 400.13, Dues and Subscriptions, Supv. was decreased from \$1,000 to \$200.

Auditor Fees were discussed, and Treasurer Williams said the last contract was three years. Line 402.11, Auditor Fees was increased from \$6,450 to \$6,750.

Treasurer Williams explained that Tax Collector Rhonda Harpster buys ink cartridges at BJ's with her member card and pays tax. Treasurer Williams stated she reminded Rhonda again, and in the past, that she is not supposed to pay sales tax. Supervisor Christensen said her personal business and township business shouldn't be commingled. Chairman Wenrich said she should complete a PA Exemption Certificate and not pay sales tax. Treasurer Williams said Roadmaster Gibb said he thought you could put a PA Exemption Certificate on file and when you check out let them know if it's being paid for under the PA Exemption Certificate for the township or if it's personal. Treasurer Williams also said she could find out what type of cartridge it is and order it from Office Basics.

Line 403.30, Outside Collection Fees was increased from \$10,000 to \$14,000.

Treasurer Williams stated that line 405.12, Secretary Salary for Jan through June 2021 would have been the previous Secretary and from August 16 on would be the current Secretary. Line 405.12, Secretary Salary was decreased from \$48,568 to \$40,568. The part-time Secretary position that is currently being advertised was discussed but Treasurer Williams stated there have been no responses to date.

Supervisor Decker stated that the current Secretary, Traci Kauffman is doing a good job. She also stated that Traci is catching up on more of the work that was outstanding and felt that once she gets caught up, the Treasurer workload may decrease. Treasurer Williams noted that township files have not been purged for many years. She gave an example of the sewer records and how they're filed by year which causes a problem because anytime they're looking for information on the sewer records for a property, it's an issue because they're filed by year. Also, many are labeled as a street name and lot number with no address which then requires you to pull the Subdivision Plan to get that information. She stated this becomes a very timely process. Supervisor Galbraith asked Treasurer Williams how long she planned to work for the township, i.e., five or ten years? Discussion ensued on what her intention was concerning how long she would continue working, the need for an additional part-time employee and allowing enough time to train that person. Treasurer Williams stated that if the township office were in "tip top" shape records wise and that they were just behind from being out with COVID sickness and could catch up, that would be different. She noted another part-time employee could even do minutes while the Secretary learns how and takes time to purge records. Discussion was held on scheduling another Budget Meeting prior to the 11/18/21 meeting. It was decided by the BOS that the Secretary and Treasurer salaries would not be discussed further until the Reorganization Meeting.

Line 405.23, Postage was increased from \$1,000 to \$1,500 due to the postage increase. Line 405.34, Advertising and Printing was increased from \$4,000 to \$6,000. Line 405.35, Treasurer's Bond was increased from \$1,750 to \$2,100 due to the increase in the limit made in 2020.

Discussion was held on providing a cell phone stipend for the Secretary.

The BOS decided to check with Secretary Traci Kauffman first to see how much she is using her cell phone for Township business.

The following changes were made under 408.00, Professional Fees:

Line 408.11, SD/LD Engineer Fees increased from \$17,000 to \$20,000

Line 408.16, General Engineering increased from \$25,000 to \$33,000

Line 408.33, Professional Fees Other decreased from \$2,000 to \$1,000

Line 408.35, Engineer/SEO-Other decreased from \$15,000 to \$13,000

Under Municipal Buildings, line 409.26, Small Tools & Equipment was decreased from \$1,250 to \$750. Line 409.37, Bldg Repairs & Maint. Supply was increased from \$1,500 to \$3,000. Line 409.47, Heating Oil was increased from \$1,000 to \$1,500. Line 409.72, Capital Improvements was increased from \$20,000 to \$25,000.

Discussion ensued on Pest Control. Treasurer Williams stated that the Secretary will have three quotes for the BOS to review at the next BOS meeting. Discussion was held on new carpeting and painting of the paneling.

The Police Contract Service, line 410.10 will be increased by \$22,500 which brings it up to \$377,353.12. The 2022 Fire Company Worker's Compensation is the actual number that we are to pay next year as well as the Fireman's Relief Fund. Discussion ensued on the amount requested by the NYCFR; \$610,000 between three townships. Supervisor Christensen said the NYCFR is looking at applying for a state grant. Chairman Wenrich said to see what Solicitor Shaffer reports on as far as using some of the ARPA funds. Supervisor Decker said that accountability is an issue and that when we give them funds, they should have to come to the BOS and explain and get approval for spending the funds. Discussion was held on the fire truck that we're paying for, and it was noted the loan ends in 2023. The question was asked if we should buy another piece of equipment towards the amount of funds we would donate to them.

Training costs for the fire company were discussed, i.e., required training for electric cars; the price of fire equipment, the condition of the building at Franklinton, etc. Supervisor Christensen stated that the township must consider how we are going to fulfill our obligation and make our contribution. Discussion was held on a "fire tax" vs. increasing the millage rate; that vacant, agricultural, residential, and commercial should contribute differently, etc. and who would manage the monies. The idea of increasing the millage, creating a separate line item, and putting that money in a separate fund then making the monies available but requiring the fire company come to the township to request the funds was considered. An idea of setting up a trust was also discussed. Supervisor Christensen mentioned and the BOS said that when the fire company responds to calls that aren't in our township and not in the townships that are contributing, that call should be billed out. Supervisor Decker stated she thought a Workshop Meeting should be held to further discuss these issues.

Line 413.52, BCO Salary-Outsource was increased from \$0 to \$10,000. This is due to splitting the Building Code Officer (BCO) and Zoning Officer (ZO) salaries since we have two companies splitting the duties. Conversation was held on our agreement with Barry Issett and Associates and ZO Jeff Gardner.

The situation with a Zoning Permit being issued for the RV on Capitol Hill Rd. was discussed. Concern was expressed as to whether some things may be slipping through the cracks.

The next Budget Meeting will be held on November 18, 2021, at 6:00 PM

A motion was made by Chairman Mark Wenrich to adjourn the meeting at 9:18 PM.
Second by Supervisor Dave Christensen
Discussion: There was no discussion.
The motion passed.

Pamela Williams

Pamela Williams-Treasurer/Asst. Secretary