

**SPRINGETTSBURY TOWNSHIP
WORK SESSION – BUDGET**

**NOVEMBER 2, 2016
APPROVED**

The Springettsbury Township Board of Supervisors held a Work Session on Wednesday, November 2, 2016 at 6:30 p.m. at the offices of Springettsbury Township located at 1501 Mt. Zion Road, York, PA.

MEMBERS IN

ATTENDANCE: Mark Swomley, Chairman
George Dvoryak
Blanda Nace
Bill Schenck
Kathleen Phan

ALSO IN

ATTENDANCE: Benjamin Marchant, Township Manager
Barbara Lindeman, Director of Finance
Jean Abreght, Stenographer

1. CALL TO ORDER

SWOMLEY Chairman Swomley called the meeting to order.

2. PROPOSED BUDGET REVIEW

A. 2016-17 Budget Analysis and Proposal Report

MARCHANT Mr. Marchant reported that all of the changes made during the previous budget meeting had been made. One item of importance had been suggested that some allowance for repairs and maintenance for the township building, as well as plans for preliminary architectural design for the police facility be added to the budget under Capital for those purposes. The items had been included in last year's budget and would be using \$899,000 from the Fund Balance.

Consensus of the board was to budget \$50,000 for repair and maintenance to the township building, and \$50,000 toward an architectural design for the Police Department.

MARCHANT Mr. Marchant stated that for the purpose of the budget, they have confidence that the numbers are accurate and representative of what is being planned for 2017. He and Ms. Lindeman plan to place the budget on the township website with the narrative explanations, including the YAUFRR budget in an understandable full picture format. He added that they plan to re-format last year's budget on the website.

DVORYAK Mr. Dvoryak expressed concern with the use of \$899,000 from the Fund Balance. He suggested additional review should be done to bring that amount down, such as savings from the new payroll system, savings through YAUFRR now taking care of functions formerly handled by Springettsbury Township; staffing projections in Community Development, and the request for the new street sweeper.

MARCHANT Mr. Marchant noted that he would not be comfortable presenting a budget that is not balanced based on existing revenues and existing expenditures. However, the 2016 budget had been approved with the use of \$900,000 in reserves. \$1.5 million in revenue over expenditures came in that was unanticipated.

SWOMLEY Chairman Swomley noted that it was the third year in a row for the same discussion.

MARCHANT Mr. Marchant commented that the street sweeper had been requested over the past several years and noted that it had outlasted its expected life. It barely does the job and is repaired on a continuous basis.

PHAN Ms. Phan commented that this might be the year where the new street sweeper is needed for the MS4 regulations.

SWOMLEY Chairman Swomley added that it is important that the street sweeper pick up the fines, which cause sedimentation in the storm drains.

MARCHANT Mr. Marchant commented on the Community Development Department's requests. However, there are a number of justifications for providing a higher level of plan review service, code enforcement, doing the Comprehensive Plan in house, as well as other cost savings.

MARCHANT Mr. Marchant noted that he and Ms. Lindeman had discussed the establishment of a budget policy if one had not been established to date.

SCHENCK Mr. Schenck responded that there is a minimum fund balance established by percentage. It was acted upon by Resolution.

MARCHANT Mr. Marchant indicated that the status is at a 25% fund balance of General Fund, which is a very healthy fund balance of unrestricted funds.

SCHENCK Mr. Schenck commented that this year he was comfortable with not raising taxes.

DVORYAK Mr. Dvoryak mentioned an item he had discussed in previous meetings, which is an audit of the Mercantile Tax within the township. First, a review if the businesses in the township are paying, and if so, are they paying the correct amount.

NACE Mr. Nace noted that it had been budgeted for 2016; about \$25,000.

SWOMLEY Chairman Swomley noted that they didn't want to hone in on businesses and try to get a penny, just to verify compliance.

NACE Mr. Nace indicated there is a Pennsylvania Mercantile Tax Collectors Association.

SCHENCK Mr. Schenck commented that the Capital Improvement Fund would indicate about \$217,000.

MARCHANT Mr. Marchant indicated it would be shown on a separate line, which is a narrative device rather than a budgetary device.

LINDEMAN Ms. Lindeman recapped the board's direction, summarized.

- The 50/50 the architectural engineering services and repair work.
- Pulling the Capital out.
- Delete the YAUFRR in the revenue
- Check on the Audit report in the website too.
- Verify the percentage for the Resolution for the Fund Balance.

3. PUBLIC COMMENTS

There were no Public Comments.

4. ADJOURNMENT

SWOMLEY Chairman Swomley adjourned the meeting at 7:40 p.m.

Respectfully submitted,

Doreen K. Bowders
Secretary

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