

**SPRINGETTSBURY TOWNSHIP
BUDGET WORKSHOP #2**

**OCTOBER 9, 2013
APPROVED**

The Board of Supervisors of Springettsbury Township held a Budget Work Session on Wednesday, October 9, 2013 at 7 a.m. at the Offices of Springettsbury Township at 1501 Mt. Zion Road, York, PA.

MEMBERS IN

ATTENDANCE: Bill Schenck, Chairman
Don Bishop
Mike Bowman
Julie Landis

MEMBERS NOT

IN ATTENDANCE: George Dvoryak

ALSO IN

ATTENDANCE: John Holman, Township Manager
Jack Hadge, Finance Director
David Wendel, Parks and Recreation Director
Betty Speicher, Director of Human Resources
Dori Bowders, Manager of Administrative Operations
Sandra Ratcliffe, Deputy Finance Director
Andy Hinkle, MIS
Jean Abreght, Stenographer

A. Call to Order

SCHENCK Chairman Schenck called the meeting to order at 7 a.m. and certified that a Quorum was present with four members.

B. Recreation

1. Recreation Budget

WENDEL David Wendel presented the 2014 Preliminary Budget for the Parks and Recreation Department. He reviewed the Operating Budget and reported the return on investment with a snapshot review of the service levels during 2013.

- 5,732 individuals participated in structured programs. Health and Fitness and Youth Programs are the highest interest and levels of registration.
- Community events included Sounds of Summer, Saturday in the Park, Holiday Tree Lighting.
- Partnership development included monetary support from 101 partners totaling \$103,000.

- Cost recovery efforts were very successful primarily due to the partnerships, support from the business and civic organizations and churches.
- Annual report will include results of survey of Sounds of Summer programs.

WENDEL Mr. Wendel noted that the Operating Budget request is \$481,000, slightly less than the 2013 budget, which is reflective of the expenditures. Budget is dependent upon registrations, but is on pace to recover approximately 50 percent of the Operating Budget. He noted that the level of participation had decreased slightly due to the economy and spending in discretionary income.

SCHENCK Chairman Schenck questioned Mr. Wendel how he goes about his primary marketing.

WENDEL Mr. Wendel responded that he frequents a number of restaurants and businesses in Springettsbury and makes many phone calls. He stated that it involves a determination of which businesses and organizations would be a good fit for specific events.

LANDIS Ms. Landis asked about the Jump Street Grant.

WENDEL Mr. Wendel responded that the PA Council of the Arts Jump Street Grant is one that Springettsbury had received for a number of years and it fluctuates from year to year. During 2013 the amount was \$2,000. In addition, applications for grants had been submitted to several foundations.

LANDIS Ms. Landis questioned whether Brickers has exclusive rights with respect to food concession.

WENDEL Mr. Wendel responded that they have a long-standing relationship with Brickers making French Fries, but there is no formal agreement giving them exclusive concessioner rights to either event. In the earlier years they had a variety of independent concessioners on site, and it was difficult to manage. There were some questions as to the accuracy of their commissions. Brickers provides a greater variety, and their commissions are timely and accurate. In addition, they support events monetarily as a partner.

LANDIS Ms. Landis noted that she had been informed that a local business owner, who would like to bring a stand in, had been told they were not allowed to do so because Brickers had exclusive rights.

HOLMAN Mr. Holman stated that would not be correct. The owner would contact Mr. Wendel to see what they would want to provide at an event, and he would look into it and get back to the business.

LANDIS Ms. Landis asked what would happen if there would be a conflict and they are selling similar items.

WENDEL Mr. Wendel noted that he receives requests to participate in the events every year. Brickers has an established relationship which has been very beneficial to the township, and he wanted to continue that relationship. Because of that he had not permitted any other concessioner to participate. The township is attempting to recover as much of the costs as possible at the events, and Brickers is a willing partner and provides \$4,500 or \$5,000 as part of that process. He was more inclined to have Brickers rather than another concessioner that would provide a similar service but receive less dollars. They meet the need and he did not think it was necessary to explore any other options.

LANDIS Ms. Landis asked how many applications he received but turned down because of the money Brickers offers.

WENDEL Mr. Wendel responded that concessioners contact him my phone, and he encourages them to submit an application. He will advise them of the relationship with Brickers and other secured concessioners.

BISHOP Mr. Bishop recalled that in the early days of Saturday in the Park, there were some significant problems with concessioners promising to attend, then changing their mind at the last minute and not showing up, which had put Mr. Wendel in a bind.

WENDEL Mr. Wendel responded that he was correct. He noted that one benefit of working with a large business like Brickers is that they have the ability and willingness to come out for 16 concerts and take losses on the nights where there is a threat of rain and still come back the next time. Smaller concessioners can't afford to do that.

LANDIS Ms. Landis asked how many years Brickers had been a concessioner for the events.

WENDEL Mr. Wendel responded it had been nine or 10 years.

2. Subdivision Recreation Fund Budget

WENDEL Mr. Wendel reported that the Subdivision Recreation Fund has very limited dollars; however, it had benefitted many projects significantly over the years such as Phase II of Springettsbury Park, improvements at Penn Oaks Park, the Master Plan and the Comprehensive Plan. With very limited residential development, the fund had not increased for use in projects that had been presented over the last few years. Mr. Wendel presented the list:

- Creative Playground – Refurbishment to include power washing and sealing the structure; \$10,000. Priority I hazards were identified and removed. Priority II hazards to be addressed. Playground needs almost daily maintenance keeping screws and nails in place.
- Future parks to be considered include 11 parks, 150 acres of the Walter’s property and Pasch property; preservation area off Pleasant Valley Road.
- Replacement and maintenance of playground equipment, resurfacing basketball courts, roller/hockey rink.

LANDIS Ms. Landis commented that she had observed a lot of activity on the basketball courts. She had received several calls from residents whose children were not able to get onto the courts because of the groups. She added that she was not sure if those playing were all Springettsbury residents. She asked how that could be regulated to be more fair for time allowable for other children. She noted that this is the central location where all the action happens and there is no other place for the children to go.

WENDEL Mr. Wendel responded that during the summer months the township partners with CK8 Sports, which is an organization that conducts a number of programs such as Youth and Adult Flag Football and the Summer Youth Basketball League. These are programs that they want to do but could not without the partnerships. The Summer Youth Basketball League is comprised of approximately 90 teams and over 900 participants. It is probably the biggest basketball league in York County and perhaps in South Central Pennsylvania. They play Monday through Friday in the evenings and the league is comprised of individuals both who do and do not reside in Springettsbury.

LANDIS Ms. Landis questioned what would be available to the tons of children who want to play.

WENDEL Mr. Wendel responded that during the summer months they can play both in the mornings and afternoons and on weekends. Additionally there are nine other park locations that have basketball courts located within the neighborhoods throughout Springettsbury Township, all within walking distance.

LANDIS Ms. Landis questioned what times the leagues play Monday through Friday?

WENDEL Mr. Wendel responded that the courts are used from 5 p.m. until 10 p.m.

HOLMAN Mr. Holman added that there are a large number of Springettsbury Township children that play in the CK8 league. It is a township-sponsored program.

3. Recreation Capital Fund Budget

WENDEL Mr. Wendel reported that one of the projects that had been discussed over the years is making all the parks ADA Compliant, which is a mandated law. It is the responsibility the township has for the users of all facilities. Steady progress had been made to the point where nearly all the parks are ADA Compliant. When Stonewood is finished, Camp Security and Augustus Schaefer Park in Pleasureville will be the remaining parks where accessibility will need to be addressed. Fayfield Park is the only park that is not complete as far as accessibility is concerned with sidewalks around the perimeter, which he had budgeted for 2014. The township requires developers to provide sidewalks whether it is in front of a home or a business, and Mr. Wendel believes that the same should apply with the parks, particularly the neighborhood parks located in residential areas. That was one item he included in the budget. There are other projects that he did not highlight because he believed the removal and replacement of the Creative Playground is priority for 2015.

SCHENCK Chairman Schenck commented that Mr. Wendel had the Creative Playground fully budgeted with installation and labor.

WENDEL Mr. Wendel responded that he had presented an option from the manufacturers that was used to replace the existing playground. The second option related to a community build for which approximately \$100,000 could be saved.

SCHENCK Chairman Schenck commented he thought a community build brings ownership to a community.

WENDEL Mr. Wendel noted that he had observed a community build in York City over the summer. He commented that there might have been a group of 50 volunteers and some were individuals from the Department of Conservation and Natural Resources, which funds some of these projects with grants. He had shown plans for the Creative Playground to a representative from DCNR to have the wooden structures removed. They have financially supported some of the development of new replacement structures, and that option may provide some additional grant funding.

SCHENCK Chairman Schenck reiterated that for 2014 he was only requesting sidewalk.

HOLMAN Mr. Holman suggested that Community Development be moved up on the Agenda.

D. Community Development

1. Community Development Budget

- LANG** Patricia Lang noted that there had not been much change in the items for which money is spent. The change that occurred is in the amount of money coming into Community Development. She had reviewed some statistics generated at the county level, which indicated a 72 percent decrease in the number of projects completed in Springettsbury due to the economy. Several projects are ready to move forward including Triplet Springs and the York Valley Inn property.
- SCHENCK** Chairman Schenck asked about the contracted services line item.
- LANG** Ms. Lang responded that contracted services included the update to the Comprehensive Plan, and they are underway with the contract with URS. Historic resources are included within that project as well. She hoped that the expense of the Comp Plan would not be as high as the last edition. The update should include an update of all of the issues already addressed as well as where to place the resources. She added that during 2013 contracted services included the Zoning Officer and the Codes Officer. She since had completed her Code Officer certification.
- SCHENCK** Chairman Schenck questioned whether the state would be able to supply some funding for the Comprehensive Plan.
- LANG** Ms. Lang responded that the state funding primarily benefits municipalities that work cooperatively or jointly.
- SCHENCK** Chairman Schenck questioned the issue of enforcement. He asked if gaps in enforcement were due to a lack of staff or the approach of enforcement.
- LANG** Ms. Lang responded that they do not have the staff to go out and make sure that residents do what they should be doing. They rely on people reporting other people. The workload is enough to keep the staff busy so that they rarely have the opportunity to go out to investigate. They do cite people who are reported to them, and enforcement is always to get compliance. It's not to issue a ticket or raise money but rather to raise awareness. They have one qualified Code Enforcement Officer, Fred Nestlerode.
- LANDIS** Ms. Landis questioned how the township is reimbursed for contracted grass cutting when residents are in violation.
- LANG** Ms. Lang responded that the bill is sent to the property owner. She noted the surprising number of homes in the community that are in foreclosure, which causes the township to deal with an out-of-town bank.
- HADGE** Mr. Hadge added that the bill is paid by the Finance Department and it goes in as an expenditure credit to the contract services account. During 2013 they received

between \$3,000 and \$4,000 in return money. Conversely the township may have spent approximately \$10,000.

HOLMAN Mr. Holman stated that the money that is not paid is placed as a lien on the property and eventually the township is reimbursed when the property is sold.

LANDIS Ms. Landis questioned the \$1,000 item noted for historic preservation.

LANG Ms. Lang responded that amount is the general allowance provided to the Historic Preservation Committee for their administrative work; anything they might want to do as an outcome of the forum. There is a certain authority given to them by the board.

LANDIS Ms. Landis commented that within all of the current activity, what line item or area would include additional preservation work.

LANG Ms. Lang responded that it would be included in the outside resources in contract services. The rest of it is within the staff salaries, which are paying for staff time to put together what was done to date.

HOLMAN Mr. Holman clarified that under the Comprehensive Plan, Historic Preservation is an element of that plan.

BISHOP Mr. Bishop mentioned PennDOT's work on Exit 18, which had displaced significant businesses. He asked whether Community Development would have anything in place to assist business owners with displacement.

LANG Ms. Lang commented that several businesses are experiencing a take of their property. They have spoken with them about their properties and in some instances the property being taken by the state is an interruption and a change in their operation but is not causing them to close down. A specific property that is losing a portion of its operation is Nello Tire. They want to stay in the community, and Ms. Lang had been assisting them with negotiations with the state and how to move forward. In addition, they had talked with Kmart, actually owned by Sears Corporation with status of the property. They will experience a loss of some of their parking.

BISHOP Mr. Bishop noted that was one of the issues he was aware of in terms of there are some individuals looking for other facilities in Springettsbury Township, and he hoped that her department would be in a position to provide extra help.

LANG Ms. Lang responded that the Tuesday morning meeting is designed for individuals to come in who are thinking of purchasing property. They are really pleased with the assistance and direction they are given. If someone calls they will absolutely

sit down with them and discuss where they might locate, the zoning and whether it would be appropriate for them.

HOLMAN Mr. Holman added that when PennDOT calls the township and advises that something is happening, staff will respond to potential property uses.

LANG Ms. Lang mentioned that the Economic Development group did call recently. When they have clients who are searching for property, they are advised what the township would have to offer and assist them through the process.

LANDIS Ms. Landis questioned how many businesses will be affected with the Exit 18 project.

LANG Ms. Lang responded that there are a lot in that corner. Nello Tire is the first one that is losing a big piece of property; however, they are staying in that location. The Kmart property, Rutters and Ollie's will be affected.

C. Administration and Finance

1. Board of Supervisors

HOLMAN Mr. Holman began the discussion with the fact that the Board of Supervisors had not changed any from 2012. The board has the option to change the compensation of the Board of Supervisors. Materials and Supplies include any costs that apply to the board. Training and Development will include two new board members coming on the board. He recommended leaving the \$2,500 for Training including classes offered by PSATS.

SCHENCK Chairman Schenck noted that the actual year-to-date expenses for Materials and Supplies was \$1,032.97. He asked whether additional materials or supplies would be needed over the previous year.

HOLMAN Mr. Holman responded that he had kept \$3,000 in the budget for costs for the two new board members.

SCHENCK Chairman Schenck commented on the Supervisors' compensation, which is based on population. Any additional compensation can only be applied to the newly-elected officials. That would apply to the two new board members coming on in 2014.

BISHOP Mr. Bishop stated that he thought the compensation should always attempt to be at the top of that.

SCHENCK Chairman Schenck stated that if no change is made for many years and then made, it appears that it's a huge increase. He was in favor of an increase.

HOLMAN Mr. Holman indicated if the board was in favor of an increase, he would prepare a necessary Resolution. He noted he would simply transfer some funds from salaries and wages.

BISHOP Mr. Bishop agreed and stated he had no problem with it.

BOWMAN Mr. Bowman indicated it would be better done a little bit at a time.

SCHENCK Chairman Schenck noted there would be no net change to the budget. He asked Ms. Landis if she agreed.

LANDIS Ms. Landis responded that she was okay with it, but she questioned that it would only affect the newly-elected officials.

SCHENCK Chairman Schenck responded that any increase must be approved before a board member takes office.

HOLMAN Mr. Holman stated that he would provide a Resolution for approval during the October 24th meeting, and in addition he would review the Second Class Township Code.

2. Manager's Office

HOLMAN Mr. Holman reported that the Manager's Office has an overall reduction from the 2013 budget of approximately \$29,000. Salaries and Wages include himself, Mrs. Bowders, Speicher, Gibb, Ms. Eby, Mr. Hinkle and interns. Based on some of the changes made they were able to lower the proposed budget to \$415,000. Additional reductions were made in Materials and Supplies, Rental Lease (copiers) and Training and Development.

LANDIS Ms. Landis questioned the Capital Equipment item.

HOLMAN Mr. Holman responded that he had been anticipating the replacement of the Dodge Intrepid. However, he had discussed the vehicle with the fleet mechanic and Mr. Hodgkinson, and it is anticipated that it would be usable for another year. However, he wanted to have the funding in place as a reminder of its intended replacement.

LANDIS Ms. Landis asked about the use of the vehicle.

HOLMAN Mr. Holman responded that it is used by Administrative personnel for trips to the bank, for taking office training locally, Lancaster or Harrisburg. It is a 2000 Dodge Intrepid with a book value of \$3,000. Mr. Holman added that the vehicle can be used by anyone in the township building. The policy is that a vehicle is

available to take training because there is no reimbursement for mileage of a personal vehicle.

LANDIS Ms. Landis questioned whether reimbursement for mileage could take place if that vehicle were not replaced.

HOLMAN Mr. Holman responded that it was handled this way due to the price break that the township receives on fuel. He noted that the vehicle is used for Code Enforcement as well.

BOWMAN Mr. Bowman asked whether a police car that had been taken out of service could be used.

HOLMAN Mr. Holman responded that when a police department vehicle is taken out of service, they are well over the 100,000 mile mark. The mileage on the Intrepid is nowhere near what a police vehicle has after three or four years.

3. Finance Department

HADGE Mr. Hadge reported that overall the budgets had been reduced by the Manager. Basically there was no change in his budget other than the fact that a new staff member was hired in September. There are two important items about Finance for 2014. They had been working on computerizing the Fixed Assets, which continue as an on-going project. Additionally, an Investment Policy and a Fund Balance Policy are in place. The next major financial statement is the Debt Management Policy Statement which he is creating in two parts. Part I is being submitted to the Manager, and the second portion should be completed by month end. That includes what was borrowed in 2010 because the Build America Bonds were part of it. The Internal Revenue Service had supplied a list of requirements, all of which have been implemented, and working with Concord Public Finance, it was important to dot all the I's. Standard and Poor's indicated the township had fulfilled some substantive statements of how the financial system operates in Springettsbury Township. They are very interested in this having raised our rating in April, and due to all the difficulties that had taken place in other municipalities. Within the next few months, he believed a cornerstone will be in place of the three major financial policy statements. In conclusion Mr. Hadge noted that his budget is very tight with \$4,500 proposed for 2014.

4. Tax Collection

HADGE Mr. Hadge reported that the Tax Collector is paid on a commission basis, four times a year based upon the transmittals that are submitted.

HOLMAN Mr. Holman noted that the four times are based on the same timeframe as the Supervisors are paid.

HADGE Mr. Hadge noted that \$1,000 is carried over to cover her Bonding. This is a cooperative bonding arrangement with the county.

5. Professional Services

HOLMAN Mr. Holman reported that there was a reduction in Professional Services for 2014 for \$234,000. Reductions were made in auditing services, architecture and engineering services, but no changes are expected in legal services or other specialized services. He noted the reason for the larger expenditures in specialized services related to some actuarial and land appraisals.

6. Management Information Systems

HINKLE Mr. Hinkle reported that he focuses on using the COSTARS contract and the GSA Contracts. One of the major increases in his budget is Capital Equipment in the amount of \$78,500. He explained that the telephone system is three years old and the contract will be up for renewal in 2014. He had negotiated with some of the other contractors extending the year-to-year contract for three years, which raises the amount in 2014 but will save about \$7,000.

BISHOP Mr. Bishop commented that the payment is made for three years in advance.

HINKLE Mr. Hinkle noted that one of the items they are reviewing is the web filter. On a year-to-year basis the fee is \$3,000, but with a three-year contract it is \$5,000, but it will be paid all at once in 2014.

HOLMAN Mr. Holman noted there will be considerable savings. He stated that within the Capital Equipment there is a \$5,000 item which covers additional memory storage. Mr. Holman noted that Mr. Hinkle's Job Description as MIS Specialist will be adjusted for him to be the Security Officer for HIPPA. He is familiar with MIS, testing the systems and identifying who can get in or cannot get into the system. Mr. Holman reported that he will be the HIPPA Privacy Officer. There will be a systematic testing of the system, which will be handled by Mr. Hinkle who has been trained to do so.

LANDIS Ms. Landis asked if the \$1,000 budget would be enough for training.

HINKLE Mr. Hinkle responded that it should be. He will be focusing more on current projects in 2014. One of those projects is the GIS System, which involves Community Development and Administration.

LANDIS Ms. Landis asked Mr. Hinkle for a status on uploading the audio of board meetings to the website. She recalled the comment on looking for additional storage. She asked whether that had anything to do with her request for audio storage.

HINKLE Mr. Hinkle responded that the additional storage had nothing to do with the audio request.

LANDIS Ms. Landis asked Mr. Holman for the status.

HOLMAN Mr. Holman responded that the Board has to direct him on what they would want done. It would be a policy decision on behalf of the board.

LANDIS Ms. Landis asked Mr. Hinkle how difficult it would be to implement that with the systems in place, if the board were to decide to move forward with it.

HINKLE Mr. Hinkle responded that he would have to review the proposal again as it had been some time since he had seen it. He thought there was enough storage.

7. Debt Service

HADGE Mr. Hadge stated that the debt service strictly related to the \$3.5 million with Fulton Bank and covers the interest only.

HOLMAN Mr. Holman noted that by the end of 2014 that bond will have been retired, and in 2015 it will be refinanced.

8. Contributions

HOLMAN Mr. Holman stated that normally there is an item of \$37,000 for Martin Library. However, in addition to that, the York County Rail Trail Authority had requested a possible donation, and Martin Library had requested an allocation of \$40,000 as opposed to the normal \$37,000. He noted that he needed direction from the board.

SCHENCK Chairman Schenck commented that there are Capital needs in Springettsbury parks that need funding. The Rail Trail is a great thing, but anything given toward the Rail Trail takes money from the need in Springettsbury's parks. Chairman Schenck indicated he would approve providing some in-kind help if Public Works was available.

BISHOP Mr. Bishop agreed if some in-kind contribution could be made that might be possible to do.

HOLMAN Mr. Holman noted that if that was something the board would want to do then he would contact them to see if it would be appropriate.

BOWMAN Mr. Bowman indicated he would keep the library contribution at \$37,000.

LANDIS Ms. Landis asked whether that money goes to the downtown library or stay in Springettsbury Township.

SCHENCK Chairman Schenck responded that it goes into their general fund and they determine what to do with it.

HOLMAN Mr. Holman commented that Mr. Hadge holds \$2,000 in interest that goes to the Springettsbury library to help offset the costs of operating the York Academy of the Arts.

SCHENCK Chairman Schenck stated that the Martin Library support would remain at \$37,000.

HOLMAN Mr. Holman reiterated that the board would like Mr. Hodgkinson and me to meet with the Rail Trail people to see whether they would like the township to provide any services for the Rail Trail.

SCHENCK Chairman Schenck noted that the board was indicating approval. He noted that there were several additional items on the Agenda; however, those items would be held until the next budget workshop.

E. Public Comment: Budget

SCHENCK Chairman Schenck called for any public comment. There were none.

F. Adjournment

SCHENCK Chairman Schenck adjourned the meeting at 9 a.m.

Respectfully submitted,

John Holman
Secretary

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