

MINUTES OF THE BUDGET WORKSHOP MEETING OF THE LOWER SOUTHAMPTON BOARD OF SUPERVISORS HELD WEDNESDAY, SEPTEMBER 27, 2017 AT 6:30 PM IN THE ADMINISTRATION BUILDING, 1500 DESIRE AVENUE, FEASTERVILLE, PA 19053

Roll Call: Keith Wesley
Joseph McFadden
Edward Shannon
Kim Koutsouradis
Deborah Kaplan

Staff: John McMenamin, Township Manager
Joseph Galdo, Finance Director
Dennis Stranz, Librarian
Linda Pupkiewicz, Assistant Director of Library
Ted Krimmel, Chief of Police
Matt Gilbert, Park & Recreation Director
Carol Drioli, Zoning Officer
Christina Lynn, Township Administrative Assistant

Budget meeting call to order at 6:30 pm

Library Fund - 4:

Dennis Stranz went over the Library's accomplishments for 2017, so far:

- Hotspots – free internet connection
- E-help – patrons receive assistance in using devices at front desk
- Book-a-Librarian – one-on-one time with a librarian for assistance with various topics
- Make: Space – front lobby area for exhibits, craft projects, etc.
- Youth Services Librarian – created many programs for children including book clubs, Lego club, etc.
- Partnering with local schools – Tawanka held an event in the library after hours with tours, games

Mr. Stranz said, as far as budget goes, not much change this year. Mr. Stranz went over the areas in the budget where there is a change:

1. Personnel – Mr. Stranz said the cost of benefits for 2018 decreased but the Library is lacking staff. Mr. Stranz explained that in 2015, the Library was able to offer 362.5 staffed hours per week and, in 2018, the Library will only be able to offer 340.5 staffed hours per week. The Library would like to add a Webmaster for five hours per week, a part-time Reference Librarian for 10 hours per week. If they add these positions, the staffed hours will increase to 359.5 per week.
2. Laptop – Mr. Stranz would like to purchase a laptop for the Library for the staff to use. Mr. Stranz explained that computers must be purchased through the County or the County will not service them.
3. Increase maintenance budget – Mr. Stranz explained this increase would be for the constant HVAC problems at the Library.
4. Marketing budget – Mr. Stranz would like to add a \$500 marketing budget line to use for the Library's publicity effort – advertising, professional printing, mailings.

Linda Pupkiewicz explained that the Library now offer museum passes. The Friends of the Library purchased them. Ms. Pupkiewicz explained that a person can check one pass out at a time (just like a library book) to various museums and then be able to enter the museum free.

Mr. Koutsouradis asked Mr. Stranz if the Library has any big projects planned. Mr. Stranz said yes. Ms. Pupkiewicz said they are working on a five-year plan in 2018.

Mr. McMenamain stated that the Township will be giving the Library \$585,000 in 2018.

Library Capital Reserve - 25:

Mr. McMenamain explained that the Library building is getting older. The HVAC has to be replaced. Mr. McMenamain said that last year we put \$10,000 in Capital Reserve; this year we are proposing another \$10,000. Discussion ensued about the HVAC system. Mr. McMenamain said we need to replace most of the units and relocate one unit to the roof. Mr. McMenamain explained that it is projected that the Library will spend \$20,000 for HVAC.

Street Lighting Fund - 2:

Mr. McMenamain said that the millage (.83) is not changing. Mr. McMenamain explained that they have placed \$25,000 line item 392.100 as a placeholder in 2017. There is no need to transfer any money this year. Mr. McMenamain went over the expenditures with the Supervisors – so far, they are lower than normal. This could be because the LED lights do not have as many repairs. Mr. McMenamain said the amount budget for Maintenance – Repair Calls was lowered from \$29,550 to \$28,750. They do not want to deduct too much just in case.

Fire Protection Fund - 3:

Mr. McMenamain said the Foreign Fire Insurance Tax saw a decrease – this comes from the state. This fund goes into the Fire Companies Relief Funds.

Mr. McMenamain said they are proposing for 2018 a 2% increase (\$135,000) for each Fire Company but they are watching that. If money from the 1.25 millage increases, we can bump that up. Mr. McMenamain explained that we are trying to keep it even, so the Fire Companies can budget.

Hydrant Fund - 6:

Mr. McMenamain said there is no money going in to this fund and the rate has been steady. The Township is paying Aqua \$909 per year for hydrant maintenance for the last 4 years. Even after 2018, Mr. McMenamain said there will still be over \$8,000 in the fund.

Rescue Squad – 7:

Mr. McMenamain said the millage is .43. Mr. McMenamain said they are proposing a 2% increase (\$1,800) for the Rescue Squad. Mr. McMenamain said we are trying to keep this fund flat.

Mr. McMenamain said the next Budget Work Shop will be on Wednesday, October 11, 2017 and the Zoning, Sanitation, Sewer, and Sewer Capital Funds will be discussed.

Ed Shannon, Secretary

THE BOARD OF SUPERVISORS APPROVED THESE MINUTES AT THEIR MEETING HELD ON OCTOBER 11, 2017.