

MINUTES OF THE BUDGET WORKSHOP MEETING OF THE LOWER SOUTHAMPTON BOARD OF SUPERVISORS HELD WEDNESDAY, NOVEMBER 8, 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
Ted Krimmel, Chief of Police
Bill Oettinger, Fire Marshal
Matt Gilbert, Park & Recreation Director
Christina Lynn, Township Administrative Assistant

Budget meeting called to order at 6:30 pm

Police Department

Chief Krimmel explained that he would like to add a thirty-first officer to the department – they have not had a manpower increase in twenty years. This hire would be above replacing a retiring police officer. Chief Krimmel explained that he would like the department to have the Pennsylvania Law Enforcement Accreditation Commission – several other Townships have this accreditation and we are behind. This thirty-first officer would help the Department achieve this accreditation. Chief Krimmel said that with the courthouse now being in Penndel, this new hire would be put out on the street if needed while another officer is out of the Township for court. Another addition Chief Krimmel would like to make next year is a part-time Evidence Clerk. Chief Krimmel explained that he would hire back a retired officer for this position and he would work twelve hours a week, \$17 per hour, and there would be no benefits. Chief Krimmel discussed why this position would be helpful.

Chief Krimmel said Court Salary line item was increased for next year because of changes in the new Police contract as well as the relocating of the courthouse. Discussion ensued about the scheduling of court days. The judge schedules traffic cases while the officers are on duty; however, criminal days are Tuesday and Wednesdays only. An officer may have to go in on a day off if a criminal case is being heard. Mr. Wesley asked how the new twelve-hour shift is working out. Chief Krimmel said it is going well – there is no over-time with it unless an officer is hurt.

Chief Krimmel went over the Minor Equipment line item. The increase was in case we do not get the RDA grant. Discussion ensued about the type of equipment the Police want to purchase. Under the Computer Expense line item, Chief Krimmel said that a new computer will be needed if they are going for the accreditation. In addition, the Chief said the detectives' laptops need to be replaced.

Chief Krimmel would like to hire a professional trainer for defense and handcuff training. The cost is \$1,200 for the year. The department would also be able to use the trainer's facility during the year to keep skills sharp. Mr. Koutsouradis asked if the trainer will be used often enough. Chief Krimmel answered yes – the officer needs continuous training. Ms. Kaplan asked if one of our officers could do the training. Chief Krimmel answered that he does have officers that do training and the \$1,200 fee includes the use of the facility.

Under Capital Equipment, Chief Krimmel explained the increase for next year is because some of their equipment must be replaced.

Fire Marshal

Bill Oettinger said his budget mostly stays the same each year. For 2018, he added an additional \$1,000 for Fire Prevention materials. Mr. Oettinger said the fire companies have been asking for more assistance and he has been handling all fire prevention materials for the last two years. Mr. Oettinger explained that he has to increase Supplies/Postage line item by \$10,000 next year because AEDs batteries and pads throughout the Township need to be replaced – they are about six years old. Mr. Oettinger said that within a few years, he will have to go to the RDA for grant money for the replacements. Mr. Oettinger said his office handles the AEDs even though the Police use them too. Mr. Oettinger explained that the Rescue Squad purchases the AEDs and he reimburses them.

Mr. Oettinger said for 2017 budget, he put in for a part-time inspector but never hired one. Mr. Oettinger would like to hire a part-time inspector in 2018 to assist with fire hydrant tests, fire prevention, etc.

Public Works

Mr. McMenamain said the Public Works budget is mostly salaries, FICA, and benefits – most of the payroll is paid out of several funds.

Mr. McMenamain said Tree Removal line item was increased to \$20,000 for next year. Mr. McMenamain explained there are a lot of dead trees on all of the Township properties. Many were already removed but we have to do more.

Mr. Wesley asked if the RDA does not give us a grant for the new Public Works vehicles, what fund pays for the vehicles. Mr. McMenamain answered that it would come out of the Capital Budget, which he will go over with them next week.

Mr. McMenamain went over the Shop Supplies/Vehicle Parts line item. Mr. McMenamain said that they are keeping a close eye on this line item going forward. We are over budget for it this year due to minor accidents/repairs. Mr. McMenamain said it is being stressed to the employees to be more careful. Mr. McMenamain said that this year there has been a lot of work on the Police vehicles, stripping of vehicles, etc. Mr. McMenamain said this expense should come down next year because of new equipment.

Mr. Koutsouradis asked Mr. McMenamain what the Storm, Sewers & Drains line item means. Mr. McMenamain answered that it is for replacing grates – we cannot use sewer because it is storm water.

State Liquid Fuels – Fund 35

Mr. McMenamain explained that we have not been using this fund for paving so we could build it back up. Mr. McMenamain said that they budgeted \$35,000 for Snow Removal in 2017 but only have used \$14,000 so far. Mr. McMenamain said the salt bin is full currently and the cost of salt has gone under \$50 per ton for next year.

Mr. McMenamain said Street Signs line item will stay the same. Mr. Koutsouradis asked if the Township can make our own signs. Mr. McMenamain said yes.

Mr. McMenamain said Traffic Signal Repairs is staying the same. The insurance company is doing a great job in getting payments from insurance companies so the Township is recouped quicker.

Mr. McMenamain said they are putting in \$120,000 in Road Improvements just in case we do not get money from RDA.

Mr. McMenamain said the next Budget Work Shop will be on Wednesday, November 15, 2017 and the Admin, Capital Reserve, and Operating Reserve will be discussed. Mr. McMenamain reminded the Supervisors that we will have to pass the Preliminary Budget at the next meeting so we have time to advertise it for twenty days and pass the Final Budget at the December 6, 2017 meeting.

Ed Shannon, Secretary

THE BOARD OF SUPERVISORS APPROVED THESE MINUTES AT THEIR MEETING HELD ON WEDNESDAY, NOVEMBER 15, 2017.