



Dickinson Township
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BOARD OF SUPERVISORS BUDGET MEETING
OCTOBER 8, 2013

PRESENT: BOB WRIGHTSTONE, JONATHAN REISINGER, J.R. BARRETT - SUPERVISORS;
Laura Portillo, Manager; Larry Barrick, Assistant Manager/Zoning & Codes Enforcement Officer;
Denise Gembusia, Secretary/Treasurer.

VISITORS: James V. Mascaro, Kurt Williams, Ross Morris, Greg Bretzman, Jane Mitchell.

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Chairman Wrightstone called the meeting to order at 5:30pm. After observing a moment of silence for a local soldier killed in Afghanistan, Chairman Wrightstone led the audience in the pledge of allegiance.

OPENING ANNOUNCEMENTS

There were no opening announcements.

APPROVAL OF AGENDA

Supervisor Barrett motioned to approve the agenda as submitted. Chairman Wrightstone seconded the motion and it passed unanimously.

APPROVAL OF MINUTES

No minutes were presented for approval.

CONSENT AGENDA

Vice Chairman Reisinger motioned to approve the consent agenda to pay bills. Supervisor Barrett seconded the motion and it passed unanimously with the following item approved:

1. Pay Bills

It was noted that the consent agenda also included a proclamation of Halloween night (Trick-or-Treat) for Thursday, October 31, 2013 from 6:00pm until 8:00pm. Vice Chairman Reisinger motioned to approve the additional item of the consent agenda. Supervisor Barrett seconded the motion and it passed unanimously with the following item approved.

2. Proclamation of Halloween night (Trick-or-Treat) for Thursday, October 31, 2013 from 6:00pm until 8:00pm.

CHAIRMAN'S REPORT

Chairman Wrightstone had no report.

PUBLIC INPUT (non-agenda items)

There was no public input.

BUSINESS

1. **Sale of Mountain Creek Warehouse Project by Trammell Crow to Dermody.**
 - Amendment Agreement
 - Performance Security
 - Release of Performance Security

Manager Portillo explained that there is a scheduled substitution of ownership for Mountain Creek Distribution Center slated for settlement on October 15, 2013. In order for the sale to be properly processed, three things need to occur. First, the Board needs to approve in concept the amendment to the current improvement agreement the Township has in place with Trammell-Crow, to substitute the buyer, Dermody, for the seller. This agreement is to be finalized at the October 15, 2013 settlement.

Additionally, the Board needs to approve the form of financial security being offered by the buyer and direct the Township Manager to accept said financial security at the October 15, 2013 settlement. Currently, the Township holds security from Trammell-Crow in the form of a bond. Dermody is proposing an irrevocable letter of credit in the amount of \$1,843,908.53 for the land development plan and will provide cash security of \$1,768.00 for the subdivision plan.

Lastly, the Board needs to affirm that after the October 15th settlement, any remaining financial securities and obligations in the hands of the seller, Trammell-Crow, are released by the Township. This is currently in the developer's escrow fund.

Chairman Wrightstone motioned to approve in concept the amendment to the current improvement agreement the Township has in place with Trammell-Crow, to substitute the buyer for the seller, which is to be finalized at settlement currently scheduled for October 15, 2013. The motion was seconded by Vice Chairman Reisinger and passed unanimously.

Supervisor Barrett motioned to approve the form of financial security being offered by the buyer and directed the Township Manager to accept the financial security at settlement. The motion was seconded by Vice Chairman Reisinger and passed unanimously.

Chairman Wrightstone motioned for the Township to release any remaining financial securities and obligations in the hands of the seller after the scheduled October 15, 2013 settlement is completed. The motion was seconded by Vice Chairman Reisinger and passed unanimously.

2. **2014 Draft Budget Review.**

Manager Portillo presented the Board of Supervisors with the draft 2014 budget. She began by reviewing the current balances within each of the separate township funds. Based on Board discussions from previous meetings, Manager Portillo recommended maintaining 6 months of expenses (approximately \$600,000.00) in the general fund checking account and moving \$400,000.00 into other accounts, specifically moving \$50,000.00 to the capital reserve account and \$350,000.00 to the F&M money market account, which has a higher interest rate than the general fund checking account. She also suggested moving the balance of the Orrstown savings account, approximately \$857,466.00, into the F&M money market account.

At previous meetings, the Board had discussed funding the first year of the road maintenance plan projects from the F&M money market account. A plan needs to be established in order to be able to fund future road projects from the general fund. Manager Portillo presented a 4-year

projected road maintenance cost schedule based on the Engineer's plan and the Assistant Manager's assessment of project priorities. Two roads, Ball Park Drive and West Yellow Breeches from North Dickinson to Stuart Road, would be paved in 2014 to order to preserve the road since the township already expended funds for maintenance on these roads. The total cost for the two projects was estimated at \$309,000.00. A brief discussion over road maintenance schedules and North Dickinson School Road's condition ensued. The Board suggested Manager Portillo add Torway Road to the 2014 projects for an estimated expenditure of \$159,000.00 and expressed their desire to see a more aggressive approach to road repairs for the next 5 years.

Manager Portillo reviewed the capital budget, noting that the current balance is approximately \$28,000.00. She suggested replacing the Ford 450 in 2014 with a Ford 550 that has a plow package. This equipment purchase was estimated at \$90,000 and could be purchased using liquid fuels funds through a three-year lease. Manager Portillo reviewed the proposed 2014 liquid fuels budget, explaining that the estimated allocations for 2014 total \$180,000.00.

The proposed fire tax budget and requested allocations for 2014 were reviewed. Citizen's Fire Company requested amount did not change from the 2013 budget amount of \$36,000.00. Union Fire Company asked for a small increase, from \$22,050.00 in 2013 to \$23,152.00 in 2014. Manager Portillo recommended the requested allocation since Union Fire Company responds to Interstate-81 calls. Penn Township's requested allocation of \$23,000.00 did not change from the previous year. However, they are requesting \$25,000.00 toward the possible purchase of a tanker. At the time of budget creation, Penn Township had not turned in any other documentation regarding the possible tanker purchase, which is why the draft budget reflects no allocation for the tanker. It was recently discovered that Penn Township did, in fact, purchase the tanker. Manager Portillo recommended using fire reserve funds if the Board decides to honor the request. She also noted that Yellow Breeches EMS requested \$10,000.00 for paid personnel in 2014. This amount would be double the current allocation. Manager Portillo noted that there has been no increase in call volume and no box area changes for Yellow Breeches EMS. Staff recommended keeping the allocation for paid personnel at \$5,000.00 for the 2014 budget. Manager Portillo said that she asked each Fire and EMS Company to provide her with an apparatus replacement schedule to help budget for equipment requests.

Jane Mitchell thought the Fire Companies and EMS Companies should present a plan on how they plan to spend the allocation money.

There was a brief discussion over the millage rate and whether or not to reinstate the fire tax back to 0.168 mils from the current millage rate of 0.084 mils. At the current millage rate, an additional \$69,000 will need to be pulled from the general fund to cover the Fire and EMS allocations. If the millage rate were reinstated to 0.168 mils, only \$15,900 would need to be used from the general fund.

Payroll was discussed, noting there were no anticipated increases in salaried staff's pay. The Township currently does not have a Road Master. One employee has been taking on the job responsibilities and showing a lot of initiative. Manager Portillo requested an increase of \$2.35 per hour starting on January 1, 2014 if the employee's year-end evaluation is satisfactory. Chairman Wrightstone suggested a merit raise for Manager Portillo. Supervisor Barrett suggested a merit raise for the Assistant Manager and the Treasurer as well. Chairman Wrightstone commented that he was satisfied with the Manager's pay rates for her staff.

The Board complimented the work of the Engineer and the newly appointed Sewage Enforcement Officer. Chairman Wrightstone suggested looking into opportunities to save money on Solicitor expenses.

SUPERVISORS' REPORTS

Supervisor Barrett noted that his draft zoning ordinance group held their third meeting and have another meeting scheduled for mid-November. He discussed ECHO housing with Vice Chairman Reisinger, who noted that his group is almost finished with the draft zoning map.

ADJOURNMENT

Vice Chairman Reisinger motioned to adjourn the meeting at 7:26pm. Chairman Wrightstone seconded the motion and it passed unanimously.

Respectfully submitted,



Denise Gembusia
Secretary/Treasurer

