

Patterson Township Board of Commissioners

Special Meeting

October 8, 2018

The Patterson Township Board of Commissioners held a special meeting on Monday, October 8, 2018 at 5:30 pm at the Municipal Complex, 1600 19th Avenue. The purpose of this special meeting was advertised to discuss the budget and zoning, along with any other general business. Following the call to order, roll call showed Commissioners Policaro, Inman, Bradow, Mahosky, and Hoover present.

Minutes: The minutes and the deletion of the electronic recorded minutes of the meeting held on Thursday, September 13, 2018 were presented for approval. Motion was made by Mr. Mahosky; seconded by Mr. Hoover approving as presented. Passed unanimous.

Solicitor's Report: Mr. Fawcett presented the following report:

Mr. Fawcett reviewed the proposed special exception under the R-2 Zoning District for medium density housing. This would be a special exception, where the requestor will need to go to the Zoning Hearing Board to present the proposal to obtain approval for the housing development as long as they met the criteria set forth. The criteria of the special exception was presented and reviewed. Mr. Fawcett advised to move forward a motion would be necessary to amend the ordinance. Prior to adoption it would need to go before the Patterson Township Planning Commission and the Beaver County Planning Commission. After the feedback is received and reviewed, a Public Hearing will need to be held on the amendment to the ordinance and then the Board could vote on it at that time.

Commissioner Hoover questioned the requirement for the minimum of a one car integral garage. Mr. Fawcett explained most developments require this in order to deter vehicles from parking on the road or in driveways. Commissioner Inman questioned the minimum lot size. Mr. Fawcett explained the lot size is what the contractor requested at previous meetings. Commissioner Mahosky questioned the requirement to implement sidewalks and street lighting. Mr. Fawcett explained nothing has currently been included and would need to research if there are any provisions to require installation of sidewalks. Commissioner Hoover agreed he would like to see the inclusion of sidewalks as part of the provisions. Mr. Fawcett questioned the necessity for a street light provision. Commissioner Inman advised street lighting has previously been the township's responsibility. A discussion was held regarding the possibility of underground utilities. Mr. Fawcett advised he will follow up with the contractor as to his intentions.

Commissioner Mahosky questioned the necessity of a holding pond. Mr. Fawcett explained the contractor will need to comply with the townships storm water ordinance and state regulations.

Committee Reports: Parks/Recreation/Finance – Mr. Fawcett brought to the attention of the Board a prior issue, in regards to the budget, when previously applying for a bond they asked to see the budget and their comment was the township is running a deficit each year. Further explaining there is a consequence to balancing the budget with carryover money and suggested the Board may want to keep this in mind with the Budgeting discussions.

Mrs. Keller requested Mr. Fawcett to provide the Board any recommendations regarding a potential mutual aid with Patterson Heights Public Works Department. Mrs. Keller stated Patterson Heights reached out late on Friday to see if there would be a possibility of our municipalities Public Works Departments working together. Mr. Fawcett commented an intergovernmental agreement in where Patterson Township would potentially take over their Public Works. Commissioner Hoover questioned if an agreement could be made where we would maintain their roadways and collect leaves for a certain fee and any major issue would be on a per hour basis. Mr. Fawcett explained an intergovernmental agreement could be drawn up according to how the municipality requests. Commissioner Inman expressed this was set up in the past and there was no advantage to the township.

Commissioner Policaro discussed the police contract negotiations with White Township. At a Board Meeting for White Township the police contract was accepted for four years of police services.

Commissioner Hoover questioned if anyone had any questions on Mr. Fawcett's comments on how we have been doing the budget and how we should be doing the budget. Commissioner Inman stated he is fine with the way the budget has been done. Commissioner Hoover expressed his concern that we are budgeting for the amount of revenue being generated and the expenditures are increasing; if we budgeting for more expenditures than what we are anticipating collecting we are not putting the township in a good position.

Commissioner Policaro requested Mrs. Keller to review the budgetary items proposed for cost cutting.

<u>2018-2019 Budget Savings</u>	<u>Savings Amount</u>
• Generator – changed from weekly cycling to monthly	Nominal
• Commercial Insurance Package	\$346
• Workers Compensation	\$2,349
• Auditor	\$8,750
• Postage Saver – savings on bulk mailings	\$0.07 per bulk letter
• Tracer Program – reduction in annual premium	\$1,947
• Bonds	\$874
• Permit Fees	Additional Income TBD
• Magistrate Hearings Scheduling	TBD

2019 Necessary Budget Expenditures

- Ballistic Vests
- 2 New PCs
 - Assistant Chief Bathgate
 - Tina Seery

2019 Budget Considerations

- Building Loan Refinance – potential savings of \$11,000 to refinance to include money needed for the Fire Department Roof with a 15 year loan.
- Payroll Outsourcing – would cost approximately \$2,400.00 per year
- Accounting Software Change – savings would vary per year depending on if payroll is kept in house; \$546 for 1st year; \$1096 for years 2 and 3
- Cell Phones & Tablets – elimination of the police department phone and two tablets with an upgrade to the public works phone would save approximately \$772 per year
- Health Care / Vision – still pending

- Sewer Billing Outsourcing – for Beaver Falls to process the billings we would be charged an extra \$1.00 per meter read, we are currently charged \$0.50. The savings are estimated at \$23,000.00.
- Staffing
 - Office
 - Public Works
 - Police
- Fire Call Payments – to see if the Fire Department and/or the Board would prefer to have a flat rate vs. rate per call. Average payment over 4 year period is \$4,245.
- Recycling Cans – will need to purchase

Grant Opportunities Pursued

- DCNR Grant – Parks and Recreation
- Recycling Grant – Public Works
- OSFC Grant – Fire Department

Potential Grant Opportunity

- Bureau of Justice - Police

Commissioner Policaro commended Mrs. Keller on pursuing potential ways to save the township. Mrs. Keller advised these were items requested from the Board to be researched and compiled.

Commissioner Policaro questions the Board on the possibility of refinancing the building. Commissioner Mahosky advised there would be a onetime payment of \$5,500 for preparing the paperwork, but would save the township approximately \$11,000 which he believes is worth looking into. Commissioner Inman advised he would need to see this offer in writing prior to approving. Motion to authorize the secretary to look into the total numbers to refinance the building made by Commissioner Mahosky, seconded by Commissioner Hoover. On a roll call vote, motion passed unanimously.

Commissioner Hoover opened discussion for the outsourcing of payroll and sewer billing, questioning how this could save the township money; the current office staff is a full time secretary, a full time accounting clerk and a part time sewer billing clerk. Commissioner Hoover questioned the Board, with the reduction of payroll and sewer billings could there be a reduction in a full time employee or a part time employee. With the outsourcing of payroll, there is no need for the processing of payroll checks, taxes, quarterly taxes, and W-2's, how much time would that remove from the office staff responsibilities, could a reduction in staff be possible. The outsourcing of payroll was quoted by \$2,400 by Ron Ramer, the Payroll Center provided a per item rate sheet when calculated out is estimated to be approximately \$2,200 per year but would be a fluctuating rate. Commissioner Mahosky questioned the effects on the office if there were no sewer billing clerk. Secretary Keller explained there would no longer be the influx of residents in the office for sewer billing; we would be losing a receptionist to answer phones and greet residents coming in to apply for permits or miscellaneous information. Commissioner Policaro questioned how much time is spent processing payroll. Secretary Keller explained payroll is run bi-weekly, every other Monday, with taxes needing to be paid the following bi-weekly Wednesday. There are quarterly taxes due which seems to take a few days to calculate and submit. Commissioner Policaro reiterated by outsourcing this function, the processing of payroll, the processing of taxes along with the process of W-2s will be taken care of. Commissioner Policaro questioned as to the savings of the sewer billings. Secretary Keller advised she used 2017 numbers to obtain a year's worth of information. The meter reads will not change much as we have the same number of houses in the township. The additional \$1.00 per meter read Beaver Falls would charge to process

our billings would include the fire truck fund billing as well. Commissioner Mahosky questioned how Beaver Falls would feel in regard to processing the delinquents. Secretary Keller advised she spoke with Mr. Riggio from the Beaver Falls Water Authority and he advised this would not be an issue. Commissioner Hoover explained he believes the savings to the township would be higher than estimated by outsourcing the sewer billings and payroll by making part time clerk position and a full time secretary position; which adds additional savings to the pensions, health care, vacation, and comp time costs. Commissioner Inman proposed going with a part time secretary as well or possibly change the hours of the office to 9:00 am to 2:00 pm. Commissioner Policaro requested a listing of municipalities who are currently utilizing their services. Chief Stanislawski added the police department is posting the delinquent residents where money is used from the police budget which would be an additional savings. Commissioner Policaro added the Beaver Falls Water Authority is now requesting a police officer to accompany their employee when water shut offs are necessary. Commissioner Inman stated the water authority would still require an officer to accompany them for shut offs. Commissioner Inman requested for someone to follow up with Patterson Heights as he believes they have been dissatisfied with the service.

Commissioner Bradow explained he agreed with Commissioner Hoover in regards to spending. He advised he had given the Commissioners a letter regarding the 1st Class Township Code which state the Finance Commissioner is responsible to overlook the spending of each Commissioner and when it reaches a certain threshold then the appropriate Commissioner is to be notified. He continued explaining this is something that has not been done as long as he has been on the Board.

Commissioner Mahosky stated he would like to pursue outsourcing both the payroll and sewer billing step by step. Commissioner Policaro recommended an agreement to be drawn up by the Beaver Falls Municipal Authority to be presented to the Board for review. Commissioner Hoover questioned if a discussion was held with Mr. Ramer regarding the issuing of checks; where Mr. Ramer would review the employee timecards, calculate the wages, taxes, create and submit paychecks, create and submit checks to the state of Pennsylvania, Social Security, and give the checks back to the township for distribution and generate checks for other expenditures and provide a monthly report in the amount of \$2,400. Commissioner Hoover questioned if a discussion was held with Mr. Ramer in regards to processing accounts payable checks. Secretary Keller explained she had only spoken to him in regards to processing the payroll. Commissioner Hoover stated he believes Mr. Ramer would expand and include the accounts payable if the Board would like to pursue that avenue as well. Commissioner Policaro stated he would prefer the accounts payable to remain in house.

Commissioner Inman expressed he is disappointed in making all these cuts with the Board not paying attention to where the township is. Also stating that come election time he will make sure everyone knows his position. Commissioner Inman continued stating we are not in a position where we need to make any of these cuts or changes as our current practices have worked well. Commissioner Policaro replied every year costs go up and questioned when this township is going to start looking for cost saving measures. Commissioner Inman stated he reviewed the proposed budget where there is a 2% increase for all employees and questioned why the secretary is receiving 9.5%. Secretary Keller responded explaining upon her hire the Board had approved a \$1,000 increase in order to compensate for the decreased starting wage; last year she had waived the \$1,000 increase due to budgetary concerns at that time, this year she not wishing to waive the increase. Secretary Keller explained the line item concerning her salary is the 2% increase including the \$1,000 the Board had promised. Commissioner Policaro agreed the \$1,000 is owed to the secretary. Commissioner Inman proposed keeping the office open from 9:00 am to 2:00 pm therefore cutting all hours. Commissioner Inman stated the secretary was brought in at the same

salary the prior secretary was making. Secretary Keller advised that is not true as she was brought in at a lesser salary. Commissioner Hoover advised the position was interviewed for with a financial package offer to Mrs. Keller, she accepted the financial package and the Board had an opportunity to vote for or against that financial package. Whether you voted for or against the package, it is in place which is what we have to work with right now. Commissioner Hoover continued that the secretary hiring rate should not even be a discussion at this point. Commissioner Policaro agreed, commending Mrs. Keller on deferring the money last year as the money was needed to balance the budget.

Commissioner Hoover motioned to have the secretary contact Mr. Jim Riggio at the Beaver Falls Municipal Authority to draw up a formal agreement for the outsourcing of the sewer billing so the Board can review it and the cost savings associated with it. Commissioner Policaro requested the agreement be extended for 60 days for a decision to be made. Commissioner Hoover and Commissioner Mahosky agreed to the 60 day extension. Commissioner Bradow seconded the motion. Motion passed - 4 ayes; Hoover, Bradow, Mahosky, Policaro; 1 naye; Inman.

Commissioner Inman explained at a previous work place an outsourcing of payroll was utilized where they were required to hand deliver everything and they wrote the payroll checks and did the W-2s but that was all and at that time they payed approximately \$4,500 for only 3 employees. Commissioner Policaro questioned if any other bids were solicited aside from Mr. Ramer. Secretary Keller explained several companies were contacted by only Mr. Ramer and the Payroll Center turned in quotes. Commissioner Hoover questioned if Mr. Ramer is expecting the timecards to be hand delivered. Secretary Keller responded stating a follow up with Mr. Ramer would be necessary. Commissioner Hoover expressed concern due to someone being required to provide the compile and provide information and the possibility of the checks being picked up by someone in the township, if the checks are mailed that will delay the time in paychecks being received. In outsourcing this piece, with a full time administrative staff (two people in this office) and a part time sewer clerk, where a motion has been made to outsource the sewer billing, where the calculation of payroll, creation of W-2s, calculation of taxes, issuing of checks comes from the two remaining full time employees. By taking a substantial piece of the responsibilities away, what does that do to the staffing in the office? To outsource the payroll the township would be paying \$2,400; if there is no change to the staffing, there is no savings to the township.

Commissioner Hoover explained the possibility of supplying the hours electronically, eliminating the need for delivery. Commissioner Mahosky agreed he is very much in favor if the hours can be submitted this way. Commissioner Hoover motioned to appoint Ron Ramer to perform our payroll responsibilities at a rate of \$2,400 per year at \$200 per month. Commissioner Mahosky questioned Secretary Keller on how much burden this places on her. Secretary Keller explained there is a time savings to not process the W-2s, the taxes, and deductions and to just provide the hours. She continued stating this is just presented as an option for the Board to consider and does not have a preference on whether the payroll is kept in house or outsourced, stating it is the Boards decision. Commissioner Mahosky seconded the motion. Commissioner Policaro requested to have a written agreement effective January 1, 2019 with a 60 day clause in order for the Board to review. Motion passed; 4 ayes (Hoover, Mahosky, Bradow, Policaro), 1 naye (Inman).

Commissioner Policaro brought up for discussion the School Crossing Guard explaining he has sat at the school and had not seen more than one or two children being walked to the school with an adult. He continued explaining Blackhawk School District pays for half of the crossing guard's wages, however, stating this is no longer a necessary position as children do not walk to school any longer. Commissioner Policaro recommended the Board discuss the elimination of this

position with Blackhawk School District Board. Commissioner Hoover stated the Crossing Guard is currently making \$16.62/hour and an entry level police officer's starting wages are currently \$15.57/hour; where a crossing guard is making more than a part time police person. Commissioner Hoover explained the Chief of Police along with the Assistance Chief of Police had conducted a study to verify if any children were crossing without an adult, and one child was found to cross without an adult. Commissioner Bradow explained he had seen more than a half dozen children crossing without an adult and feels that if we are keeping one child safe it is worth the wages the township is responsible to pay. Chief Stanislawski recommended to meet with the crossing guard and the school board to possibly renegotiate the wages; as she is not under any contract requiring a set wage. The budgeted wage for the year is \$4,550 where the township is reimbursed for half the wages from the school district. Commissioner Hoover agreed with the police chief's recommendation; questioning the Board if a letter should be sent to the school board asking to sit down and negotiate a wage structure. Commissioner Policaro recommended freezing the wages. Commissioner Mahosky stated he would also like to see the township get in touch with the school district. Chief Stanislawski recommending someone to sit down with the crossing guard and explain the rationale behind the wages, she would be understanding as to why the Board is taking the approach. Commissioner Inman motioned to freeze the wages of the School Crossing Guard for the year 2019; Commissioner Hoover seconded the motion for discussion. Commissioner Hoover questioned whether a discussion should be held with the Blackhawk School Board or just freeze the wages. Commissioner Inman responded that the township sets the wage and the school pays half so he is certain they would go along with freezing the wages. Motion passed; 4 ayes (Hoover, Mahosky, Inman, Policaro), 1 naye (Bradow).

Commissioner Hoover questioned the secretary as to the savings associated with switching the accounting software. Secretary Keller explained we are billed \$2,080 annually for our current system; by switching to QuickBooks it would save over \$1,500 in the first year and \$2,080 over the following two years as we would only have to update the system every three (3) years if we outsourced the payroll and are not purchasing the Payroll portion. If the Board decided to keep the payroll in house the savings for the first year are approximately \$546 with the following two years savings at approximately \$1,000 due to the Payroll needing updates every year. Commissioner Hoover recapped stating currently the Board has made a motion to outsource the payroll to Ron Ramer; currently the township is paying \$2,080 annually for the software we currently use, in the event that we switch to QuickBooks we would be paying \$550 per year. Secretary Keller added we would require training which has been quoted at \$90.00 per hour. Commissioner Hoover explained we could potentially lose year one's savings in training costs but going forward we would be saving \$1,500; therefore, possibly not have a saving in year one due to the cost for training. Secretary Keller advised the biggest portion of time may be getting everything loaded into QuickBooks and could not provide a guess on how much training time would be needed. Commissioner Hoover motioned effective January 1, 2019 we transfer to QuickBooks with an expected savings of \$1,500 per year; seconded by Commissioner Bradow. Passed unanimously.

Commissioner Hoover opened up discussion on the current cell phones and tablets owned by the township. He questioned the Police Chief on what the phone is used for and what effect eliminating the phone would have on the department. Chief Stanislawski explained the phone is currently utilized to reach out to individuals we don't want to have personal cell numbers. In checking the history, the last time the phone was used was in June 2018. Commissioner Hoover questioned why the officers are not utilizing the township phone verses their personal cells. Chief replied the township cell remains at the station 99% of the time; all officers use their personal cell phones; with unlimited talk, text and data they opt to utilize their own phones. If an officer needs

to make a phone call they are able to hit *67 to block the number from the caller, it will show unavailable. Commissioner Hoover questioned if the officers have the ability to shield their personal numbers when making calls, what other reason would they have for keeping the cell phone in the township. Chief explained the cell phone is used for investigations with drugs or other illegal acts. Commissioner Hoover questioned if the cost for the phone could be paid out of the drug fund monies. Chief replied it would need to be approved by the District Attorney. Commissioner Hoover explained he sees no value to the cell phone other than drug activity or something of that nature. Chief proposed possibly changing to a talk and text phone which would cost approximately \$35 per month which would potentially have a small savings. Commissioner Hoover explained we could cut the plan and purchase a straight talk phone off the shelf at Walmart, purchase a calling card and upload it onto the phone; a card may need to be purchased every 90 days in order to keep the phone active. Chief Stanislawski also advised you can bring your own phone to the plan, therefore using the phone we currently have and transfer it over. Secretary Keller expressed she did not believe the minimal \$20 savings is worth the added work to keep the phone active, with someone being required to go and purchase the cards, track the cards, and upload them every month.

Commissioner Hoover questioned the usage of the tablets, stating a system was purchased allowing us to map the township showing our sewer lines, fire hydrants, water lines, and roadways. Commissioner Hoover questioned if the software is being used today. Commissioner Inman advised we are required to utilize this for MS4. Commissioner Inman explained the Public Works Foreman has a tablet and would utilize it in the field, the secretary has a tablet which is most likely not being utilized at all, and he has a tablet which he is using. Commissioner Inman suggested rather than trading in his tablet for \$30, he would like to purchase it. Commissioner Hoover stated he believed that would be a conflict of interest. Commissioner Mahosky questioned how many tablets we have. Secretary Keller advised there are currently four (4); a new tablet was purchased for the Public Works Foreman, the old tablet, which has been inactivated and could be turned in, one is in the secretary's office and the last one Commissioner Inman has. Commissioner Mahosky and Commissioner Policaro agreed eliminating the tablets is not worth the savings.

Commissioner Hoover explained there is not enough information on the Health Care/Vision plans right now to make a decision. Secretary Keller advised the rates will not be out until the end of October. A quote has been received from ALOM, as they are a self-insured provider. If we would switch from our current provider to ALOM, the employees would have the option of selecting the plan they prefer, either Highmark or UPMC; currently employees are designated one plan.

Commissioner Hoover questioned Commissioner Policaro if the staffing in the police department where it needs to be with four (4) full time officers or should it be three (3) full time officers and supplement with part time officers; questioning what kind of savings would that generate. Commissioner Policaro expressed his opinion that the department could get by with three (3) full time officers and the remainder with part time officers. Commissioner Hoover questioned what kind of savings would that generate; pension, healthcare, overtime. Commissioner Policaro estimated a savings of approximately \$50,000 annually. Commissioner Policaro stated he does not want to see anyone lose their job, but if it is not necessary, why are we doing it. Commissioner Hoover reiterated does it matter, if you are capable of providing the level of service, is it the best means for the tax dollars that we collect to employ full time officers. Commissioner Policaro advised with the contracts with Patterson Heights and White Township, four full time police officers would be necessary due to vacations, sick days, etc. He continued explaining if we had not renewed the contract with White Township this would have been different; same as the police

cars, we would not need three. Continuing, he believes the department needs to remain the same at this time.

Commissioner Hoover questioned Commissioner Inman regarding the staffing of the Public Works Department. Commissioner Inman replied for the amount of work, he does not see how cuts could be made. The Public Works Department just completed a big project at Mr. and Mrs. Moskovitz' property, they completed the storm water project at Country Club Estates, along with safety issues. Commissioner Inman stated he would like to see three full time employees.

Commissioner Hoover questioned the Police Chief on the staffing in the police department. Chief Stanislawski advised the contract was signed with White Township for the years 2019 at \$53,000, 2020 at \$54,590, 2021 at \$56,227 and 2022 at \$57,914. Combined with White Township and Patterson Heights the year 2019 those two contracts will generate \$68,500 into the police budget, in 2020 it will be \$70,590. In 2021, Patterson Height contract will end. Chief Stanislawski recommended the possibility of downsizing through attrition, as he has five years left. Chief Stanislawski agreed with Commissioner Policaro stating if the White Township contract had not been secured it would have been a significant cut out of the budget. Chief Stanislawski explained the original intent with the pricing of the contracts was to cover the cost of the fourth full time officer and somewhere along the way the numbers no longer cover the wage. Commissioner Hoover expressed concern explaining that even though the contracts are generating \$68,500 in 2019 and \$70,590 in 2020, those revenues are not covering the cost of one full time police officer. Chief explained he currently has four full time officers and five part time officers, requesting to keep the staffing the same as it has been easier to cover shifts which has defrayed a lot of overtime cost.

Commissioner Hoover commended Chief Stanislawski for the cuts that he has implemented, continuing that he is doing a great job with the budget for 2018 and asked that he continue to do the same in 2019. Chief Stanislawski advised this is his goal and that a letter has been resubmitted to the court asking if the officers' hearings go beyond three days that they be scheduled for hearings when they are working, which is helping to defray the court costs. Chief Stanislawski continued to review the line items of the police budget; the uniform line item was increased due to the need for new ballistic vests with each estimated to be \$850 each and the department needing nine (9) costing an estimated total of \$7,650.00. A grant is being looked into to possibly defray some of the vest costs. The vehicle fuel line item was increased slightly due to the increase in fuel prices and the request to have officers patrol the townships more frequently. An increase to the communication item due to the county wanting departments to switch to digital radios possibly next year which have an increased cost associated; this would be for three vehicles and all the portable radios. Professional Liability had a reduction of \$400. The Beaver County Humane Society cost has increased. Computer Supplies and Maintenance has increased due to the Assistant Chief needing a new PC. Commissioner Hoover questioned the need for a computer in the front office of the police station. Chief Stanislawski advised this is a necessary computer.

Commissioner Hoover brought up the staffing in the township office with the sewer billing and the payroll outsourcing needing reviewed effective January 1, 2019.

Commissioner Hoover brought up for discussion the possibility of a fixed payment for the call out fee to the Fire Department verses payments per call; an average of \$4,245 for the past four years. Commissioner Hoover questioned the Board as to how they would like to proceed, advising he would discuss the option with the Fire Chief if the Board would like to proceed with a fixed rate. Commissioner Inman questioned the possibility of eliminating the Fire Department; stating by

eliminating the building this would eliminate the \$40,000 we have to borrow to fix the roof. Commissioner Inman stated we average three fire calls per year. By contracting the City of Beaver Falls and pay them what we receive for the Foreign Fire Insurance, therefore saving money in our personal fire insurance. Commissioner Inman stated he is concerned about staffing for our fire department, as they don't always have enough people to answer the calls. Commissioner Policaro advised discussion on eliminating the Fire Department is the same as the discussion on eliminating the School Crossing Guard. Commissioner Inman advised under the First Class Township Code we are able to do this as they were established by us anyway and by eliminating our Fire Department we would not have to purchase a new fire truck, equipment and we could sell the building. Commissioner Hoover stated he believes this township has a responsibility to provide public safety to the residents, as we look at all cost cutting measures, we have had an extensive discussion on the Crossing Guard, were no action was taken on that as Commissioner Bradow stated due to the safety of our children. There was discussion on the elimination of full time Police Officers, there was no action taken on this due to public safety for the residents. To hear that we would consider eliminating the Fire Department is alarming. Commissioner Inman advised we would not be eliminating the Fire Department, we would have someone else provide the service.

Commissioner Hoover provided the possible options of placing a maximum allotment on the call out fees or propose a flat rate. He also advised this may be the time to consider the elimination of the call out fees and put into place some type of incentivized tax reduction. A discussion was held on the criteria for the tax reduction. Commissioner Hoover recommended this item to be tabled until the criteria for the tax reduction be explored. Commissioner Policaro requested Commissioner Hoover to discuss these options with the Fire Department to see how they feel.

Commission Hoover questioned if we should be looking into LED lighting. Commissioner Inman advised we have been changing the street lights over to LED for several years. Commissioner Hoover questioned the lighting in the township building, the road department buildings, and the fire department building. Commissioner Bradow questioned an agreement that was put in place where the fire department is to pay a portion of the utilities. Commissioner Hoover explained the fire department pays the township a portion (15%) of the rental income to compensate the township for the utilities.

Commissioner Hoover questioned exploring the possibility of an agreement with Patterson Heights similar to what we currently have with the police department, in order to plow the roads, collect their leaves, etc., for a fee that makes sense to the township. Commissioner Mahosky advised he would like to see a fee set up for each service provided as opposed to a contract. Commissioner Inman advised the public works employees do not currently have the time to dedicate to this. Commissioner Inman advised he did not see this as being an advantage for the township.

Commissioner Hoover questioned Commissioner Inman on exploring the county using the sewer line on Route 51 to transport sewage from Brady's Run into our pump station; are they being charged a fee for doing such? Commissioner Inman advised there is an agreement in place with the Municipal Authority which states we would take over the maintenance of the sewer line if we were permitted to use the line, therefore we cannot charge the county for any use.

Commissioner Hoover questioned exploring the COSTARS purchasing card with a rebate. Secretary Keller advised she is still obtaining more information on this program.

Commissioner Hoover questioned exploring the COSTARS Fleet card. Secretary Keller advised this option was explored and found to cost the township more money.

Secretary Keller questioned if the Board had questions on the Budget Comparison Report that was provided for review. Commissioner Inman questioned the line item for the auditor's fees in the general fund as the bid for the auditor fee is \$8,750 and the budget is only showing \$7,000. Secretary Keller explained this fee is split between the general fund and the sewer fund. Commissioner Inman questioned if the law required the full amount be shown and then the sewer fund would reimburse the township. Secretary Keller explained historically a check from both the sewer fund and the general fund were used to pay the auditor, but can adjust the budget accordingly. Commissioner Inman questioned what the unappropriated fund equity in the general fund is. Secretary Keller explained this is the amount of money needed to carry over in order to balance the budget. Commissioner Inman stated he believes there should be more carry over than the \$66,034 showing in the report and has been historically. Secretary Keller explained, the direction the Board provided last year was to decrease the amount of needed carryover money in order to balance the budget which is what is trying to be accomplished. Commissioner Hoover expressed he believes this is the right direction.

Commissioner Policaro questioned if we could have the first reading ready for the November meeting. Secretary Keller advised she would prepare the report for the first reading and asked the Board to provide any changes the Commissioners feel are necessary in their perspective budgets in order to make the changes for the November meeting.

There being no further business to be brought before the Board, motion was made by Mr. Hoover to adjourn. Seconded by Mr. Mahosky the meeting adjourned at 8:43 p.m.

Respectfully submitted:

Rebecca A. Keller
Township Secretary

Copy: Kenneth G. Fawcett, Esq.
Larry Lennon, Jr., P.E.
Board of Commissioners