

TOWNSHIP OF DERRY
BOARD OF SUPERVISORS BUDGET MEETING MINUTES
OCTOBER 31, 2017

CALL TO ORDER

Chairman John W. Foley, Jr., called the October 31, 2017, budget meeting of the Township of Derry Board of Supervisors to order at 5:35 p.m. in the meeting room of the Township of Derry Municipal Complex, 600 Clearwater Road, Hershey, PA. He advised that all public meetings are recorded for providing accurate notes. After the Pledge of Allegiance, a roll call was conducted.

IN ATTENDANCE:

SUPERVISORS

Marc A. Moyer, Chairman
John W. Foley, Jr., Vice Chairman
Justin C. Engle, Secretary
Matthew A. Weir
Susan M. Cort

ALSO PRESENT:

James Negley, Township Manager
Jill Henry, Assistant Township Manager
Chuck Emerick, Director of Community Development
Lauren Zumbrun, Economic Development Manager
Thomas Clark, Director of Public Works
Garth Warner, Chief of Police
Scott Stein, Hershey Fire Company
Matthew Mandia, Director of Parks and Recreation
Laura O'Grady, Hershey Library
Terry Weinhold, Manager of Accounts Payable & Receivables
Cheryl Lontz, Manager of Payroll and Employee
Julie Echterling, Recorder

Public in Attendance:

The following were in attendance: Charles Huth, Rich Gamble, and Dave Holte.

INTRODUCTION OF 2017 PROPOSED BUDGET:

Mr. Negley stated the 2018 General Fund operating budget increased .88% from 2017 and doesn't include a request for a tax increase. The General Fund (operating) budget recommended totals \$17,809,467; an increase of \$151,645 over 2017. The 2018 Budget has a part-time information technology position being upgraded to a full-time position. This budget includes a 3% increase for non-uniform, Police Officers, and management employees. He stated the projected year-end balance for the General Fund is \$2,273,516. He discussed the expenditures for the Board of Supervisors which includes consulting fees. He spoke about the Debt Services 2018 Budget. He stated the Debt services and General Fund budget would be \$23,744,939, which is up \$236,438 from 2017.

He showed the Board a chart showing how with the proposed increase in millage only one Township is lower than Derry Township. He stated for every \$1.00 in real estate taxes paid by residents only \$.07 is Derry Township and \$.67 is for the School District. He thanked the Staff for all their hard work on the budget.

FIRE DEPARTMENT:

Mr. Stein stated the budget is consistent from last year. They have moved into their new building. He stated they are diligent about their expenses. He spoke about the increase in Firemen's Relief Fund up to \$97,000 (3%) and how these revenues are generated. The overall department budget is down 1% from 2017. He spoke about the work of the volunteers, responding to calls and the fundraising.

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ADMINISTRATION:

Mrs. Henry stated the Board of Supervisorø budget is down 3% from 2017. She spoke about the need for wireless microphones and the safety issue with the cords in the room. This would be a \$8,200 expenditure. She discussed the following items for the 2018 Administrative budget:

- Personnel ó increase of 7% -moving a part-time Technology Assistant to full-time for 2018.
- Additional funds were budgeted for the updating of the codification of ordinances.
- Increase of 2% for Building Operations and Maintenance for the change in custodial services.
- \$4,600 budgeted for installing push button door openers for one of the front doors to become ADA complaint.
- There were no capital requests in the 2018 budget for Administration.

COMMUNITY DEVELOPMENT:

Mr. Emerick stated there was an overall 1% decrease in their budget. There was a decrease in health and prescription insurance premiums and a reduction in Zoning Hearing Board legal fees and Advertising. Revenues are budgeted lower in 2018 due to an anticipated decrease in building permit revenue and in the number of Zoning Hearing Board petitions. He stated there will not be an increase in end user fees. He spoke about the fourth installment lease payment for the 2015 Ford Escape in the capital budget. They also requested a copier to replace their 2011 copier/scanner which has been planned. Two replacement field use laptops for Code Enforcement Officers are requested for 2018.

PARKS AND RECREATION:

Mr. Mandia spoke about the quality of life services offered through Parks and Recreation. He stated revenues have plateaued and they are looking for creative ways to increase revenues. The revenues are budgeted at \$935,450 up 3%. He spoke about the custodial services contract and the increase in the expenses projected for 2018. Based on the current and projected usage, \$60,000 was budgeted for other contracted services. This includes contingency consulting for \$20,000 and capital campaign fee for \$10,000. He discussed the following equipment/lease payments: Lease payments \$149,203, replace AED & Trainer Device for \$4,000, and purchase a Ventrac mower for \$6,245. He spoke about the age of the current mower and how it used. He stated the presented budget excludes the new Recreation Center development. He stated no Capital is being requested in 2017. He thanked the Board for their support.

LIBRARY:

Mrs. OøGrady stated revenues are budgeted at 11% less for 2018. She spoke about the automated systems which have had a direct impact on revenues. She stated their budget is \$1,252,295 with an additional \$30,000 for capital. She spoke about the following items:

- Wages are budgeted 7% higher than 2017 because of the retirement of the previous director.
- Workerø Compensation is anticipated 28% higher based on information received from the insurance company.
- Custodial Services are increasing based on the change of companies.
- Computer/software upgrades- \$10,000 ó Network and Patron access upgrades.
- Lescanec Library Legacy - \$20,000 ó work with design consultants and architect for interior redesign

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POLICE:

Chief Warner stated the 2017 Police budget is \$7,218,372 an increase of 3%. He stated they have 40 full-time officers and 20 support staff (both full-time and part-time) with no additional staff being requested for 2018. He discussed the following expenditures which are budgeted with a decrease: Booking center costs, Forensic & Safety, Advertising/Recruitment, Employee Assistance Program and Humane Society. He discussed the following expenditures being budgeted with an increase: Equipment calibration, contracted custodial services and Crimeview service contract. He discussed the following expenditures: \$28,052 in lease payments for three vehicles, \$22,500 to replace 4 portable radios, and \$9,100 to replace worn carpeting, patrol and communications area.

PUBLIC WORKS:

Mr. Clark stated the budgeted revenues are down 2% for 2018 because a lot of projects were completed in prior years including 2017. He discussed the increased expenses for upgrades to the department's PC's, ship scan tool upgrade, support for vehicle diagnostics, and radio upgrades. He discussed the following expenditures:

- \$57,450 to replace a dump truck and a Ford 350
- \$9,600 repair of the large vehicle shop lift ó safety issue.
- \$43,000 Tarco leaf picker (contingent upon grant)
- \$100,000 (financed for 10 years) Bullfrog Valley/Sandhill project

FIVE YEAR CAPITAL PLAN SUMMARY:

Mrs. Lontz spoke about the five-year capital plan she provided to the Board. The plan included an estimated ending balance for 2017 and an estimate for 2018. She stated currently there is a \$449,796 deficit in this budget for 2018, which doesn't include any of the Recreation Center potential debt. She spoke about previous estimates put into the budget where actual numbers have come in higher and were adjusted accordingly. She discussed the two options for the deficit of raising taxes or taking the monies out of the general fund.

Mr. Negley spoke about drawing down on the \$1.4 million for the planning of the Recreation center and the \$33,000 of interest that could be in 2018 budget. Supervisor Engle asked about the timeline for the Recreation Center. Mr. Mandia stated there is a potential of going further on the Recreation Center for 2018. Supervisor Engle spoke about the Board of Supervisor budget and Mr. Negley noted Supervisors make less than \$5,000 a year. Mr. Negley spoke about Middletown Road and other projects that fall under the Board of Supervisor's budget.

PUBLIC COMMENT:

Mr. Zeigler was glad to see Bullfrog Valley Road plan in the budget and hopes to see the stormwater done before the road. Mr. Clark discussed DTMA and spoke about their stormwater plan for the area. Mr. Negley spoke about the five-year plan and how it is helpful with Standard's and Poor ratings.

Mr. Negley spoke about the requirements for displaying the budget to the public and a vote could happen at the first meeting in December. Supervisor Engle asked about discussing the transportation study. Supervisor Moyer suggested putting it on the agenda for the next meeting.

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OTHER BUSINESS:

There was no other business offered before the Board.

ADJOURNMENT:

Supervisor Moyer made a motion to adjourn the meeting at 6:46 p.m. Supervisor Engle seconded the motion. **Motion carried 5-0.**

SUBMITTED BY:

Justin C. Engle
Township Secretary