

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

SPECIAL MEETING

November 17, 2008

The following were in ATTENDANCE:

BOARD OF COMMISSIONERS

John T. Titzel
Lloyd W. Bucher
Peddrick M. Young, Sr.
H. Edward Black
Dan Christ

TOWNSHIP PERSONNEL

Thomas Vernau, Manager
Jan Faust, Assistant Manager
John Eby, Planning and Zoning Coordinator
Nancy Dietel, Finance Director
Frank Williamson, Chief of Police/
Public Safety Director
Daniel Flint, Community Development
Rodney Mumma, Chief, LA Fire Dept
Gary Frazer, Dept Head, Highway Dept.
Robert Nailor, Highway Dept.
Kenneth Rocuskie, Highway Departments
Jim Chianos, Parks Department
Danna Lutes, Township Secretary

President TITZEL called the Special Meeting of the Board of Commissioners of Lower Allen Township to order at 7:00 p.m. He announced Proof of Publication was available for review.

AUDIENCE PARTICIPATION

President TITZEL asked if anyone in the audience would like to address any item that appears on the Agenda.

There was no response

BUDGET DISCUSSION

President TITZEL turned the meeting over to Mrs. Dietel and Mr. Williamson to review some items from the November 3, 2008 budget meeting. Mrs. Dietel explained that her and Mr. Williamson had worked on an idea of instead of hiring 2 new PSO's this year that if they hired a Planner/Trainer who was also an EMT there could be a cost savings. Mr. Williamson went on to

explain to the Commissioners the reasons why he would prefer to hire a Planner/Trainer this year instead of the 2 new PSO's. Mr. Williamson explained that in hiring the Planner/Trainer that he feels that the Public Safety Department is moving forward since the Planner/Trainer would be able to have contact with each department in Public Safety. There are also compliance guidelines that need to be met and the Planner/Trainer would be able to take this on. Extensive discussion regarding the total costs of the PSO's and the Planner/Trainer ensued.

The second issue for discussion was the financing of a Ford F-250 for the police department. Discussion ensued.

COMMUNITY AND HUMAN RESOURCES, IS, MUNICIPAL BUILDING, and FLEET BUDGET DISCUSSION

Mrs. Faust began her discussion by talking about the Community and Human Resources Department. A couple of items that stood out during which increased expenses in this department is the ID Card System used at the new building. Mrs. Faust pointed out some items they would like to have in the budget for 2009. Shirts for Wendy Hayden since she works at township events and does not have any township shirts. They would also like to purchase a tent to use at different events instead of borrowing from Public Safety. Wendy Hayden needs a cell phone since she works with Park staff. There are three employees who are reaching milestones in 2009 so an increase in the employee recognition area is going to be necessary. Discussion ensued. Mr. Vernau explained to the Commissioners that the cell phone for Wendy Hayden would not increase the townships costs since we already have a phone for her to use. It would just reallocate the cost from Administration to Community and Human Resources.

FLEET

Mrs. Faust informed the Commissioners that the increase in the Fleet budget is due the price increase of items. Mrs. Faust explained that an increase of a part-time parts runner for the Fleet Department. This position would be for 22.5 hours per week to help run for parts and pick up/drop off vehicles, shop cleaning, and vehicle cleaning. Since this is a part-time position there would be no benefits paid out. Discussion ensued.

The second item needed in the budget for Fleet is the need for a Shop Tool Box. This has been in past budgets and has been put off, but is definitely needed this year.

INFORMATION SERVICES

Mrs. Faust discussed the budget items for Information Services. This year the township will be in the planning phases of a Disaster Recovery Plan in the case that something would happen. No expenditures will be made this year just planning. Mrs. Faust also explained that the Sophos Endpoint Software will be purchased this year so this will be taken out of the 2009 budget. The database redesign is also an item that needs to be addressed in 2009.

FACILITIES

Mrs. Faust reminded the Commissioners that we are still maintaining two buildings at this time. She explained that accounting has devised a system for tracking expenses by building. Mrs. Faust explained that regarding supplies there are more supplies needed and used in the new building even though our janitorial service is being helpful to keep costs down.

Personnel

Mrs. Faust began with discussion regarding sharing a person from the Public Works Department to take care of HVAC and other skilled maintenance items. This would mean 1/3 of this individuals salary would be budgeted to 409, but would not mean an increase in personnel. By doing this we will be able to have things done in-house instead of bringing in contractors thus increasing costs. Outside contractors would still be needed for some maintenance and repairs. Mrs. Faust discussed budget items for the maintenance and repair of the buildings. She went over Service Agreements for the elevator, pests, AED, Fire Alarm System, Sprinkler System and Security Systems. She also discussed Janitorial Services and Grade and/or planting of 3 steep slopes at 2233 Gettysburg Road. Discussion ensued.

COMMUNITY DEVELOPMENT

Mr. Flint discussed some items out of the ordinary in the 2009 budget. Those being a request for additional funds for \$6,000 increase for the plan reviewer and 2 inspectors. Due to increased certification of the employees the increase in pay is needed. Mr. Flint discussed the CD Inspectors Field Tablets which were to be acquired in 2008 but were not so those would need to be purchased in 2009, but 1 is being requested for 2009. The next item is the Village of Lisburn Study and that was approved at a prior Board of Commissioners meeting. A consultant has been selected. The final item was the recodification of updated ordinances. This is something that is done on an annual basis. Everytime there is an ordinance change there is a change in the codification as well.

PUBLIC WORKS

Mr. Frazer discussed the budget items for the Public Works department. First item of discussion is the Pick-up Truck Trailgate Lift. This assists in loading the truck with heavy items. The Planer Attachment for Bobcat was the next item for discussion. Currently the township rents a planer when the do paving notches and other jobs on the streets. Mr. Nailor assisted in the discussion regarding what a planer is used for and informed the Board that it would be very beneficial. Discussion ensued.

Street Signs - New and Replacement

Mr. Frazer explained that this is an item that was in the budget last year. This is for new and replacement of street signs throughout the township. Discussion ensued.

Traffic Calming

Mr. Flint discussed that this line item is put in there for traffic calming studies in the township. This is not site specific it is used for in the event a study would be requested. Discussion ensued.

Two Overhead Door Operators

Mr. Frazer explained that these are needed in the wash bay and the last time it was replaced was 18 years ago. The other operator is need on the front door in the shop because they have been experiencing problems with the current opener.

Card Reader for Three Doors

Mr. Frazer discussed the need to have a card reader for three doors at the Public Works facility. The current doors have a combination push button lock system.

GENERAL RECREATION

Mr. Frazer lead the discussion regarding the requested needs by the Recretation and Parks Board.

Wass Park Pavilion Electricity and Lighting

This is an item recommended by the Recreation and Park Board.

Beacon Hill & Pete's Field ADA Walks

Pete's Field would require 120x6 ft. and Beacon Hill would require 210x6 ft of ADA walkway. This is a Community Development grant. This money is needed for the engineering part of the work.

Highland Estates Water Fountain

This item will be removed from the budget for 2009. This was a request from the Recreation and Parks Board.

Wass Park/Shireman Manor Trail

Mr. Flint explained to the Board what we have a grant for \$26,000 and is a 50/50 grant. These funds will need to be used in 2009. This trail is approximately 1,200 feet.

Wass Park Basketball/Tennis Fence/Court Lights

It was discussed that this is a need in the park to decrease the possibility of vandalism. Although this has not been a problem, it would help deter it. The need for Tennis Court fence for the area. It is old and falling apart. Public Works feels this is an area that needs addressed.

MSC Park - Design

Mr. Flint explained to the Board that we have applied for a 50/50 planning grant for the design of the park. The township would pay \$15,000.

Radar Site - Wildflower Planting

Mr. Flint explained that wildflowers would be planted so that this area would not be mowed. It would be an area that would be planted one time and that is it.

Pickup Truck Replacement

Mr. Frazer explained that this is a replacement pick-up truck for LACP which was purchased in 1994. The current truck is rusted and there are issues regarding passing inspection.

LOWER ALLEN COMMUNITY PARK

Replacement of 15 picnic tables.

Currently these tables are at Fernlawn Pavilion and are approximately 20 years old and in bad shape. The purchase of new tables would be to our advantage because individuals rent that pavilion and there are only about 6 tables that are usable there. To assure that the tables are not taken out of the pavilion they will be concreted in.

Upper Restroom - New Water Fountain

Mr. Frazer explained that the water fountain was broken off this past summer. It is the original fountain which serves the Fun Fort area. The replacement fountain would be a flush mount fountain with a heavy duty stand and would be ADA accessible. A hose can be attached to the side to rinse off the deck area.

600 sq.ft. carpet for CPYSL Office

This office is rented out. The carpet has been in there for approximately 25 years and it is worn out and has holes in it. The requested amount would include padding and installation which Mr. Frazer and Mr. Chianos believe can be done in-house.

Slit Seeder

Mr. Chianos explained to the Board the need for a new Slit Seeder. This will be replacing the 1984 old seeder out at the park which replacement parts can not be bought for. This is used to push seeds into the ground. The current one is missing pieces. The new slit seeder will be able to be transported to other parks in the township.

ADMINISTRATION

Mr. Vernau discussed the budget items for Administration.

Employee Holiday Gifts:

Currently employees are receiving \$10 gift card for a grocery store. Mr. Vernau felt that this is an item that could be swapped out for someone to come to the building and administering the flu shots. Mrs. Faust suggested that perhaps a provider could come in to do that and there could be an administration fee.

Donations:

Mr. Vernau that these are various donations for different requests throughout the year.

The Commissioners requested Mrs. Dietel and Mr. Vernau look at what can be done with the budget but to keep in mind the desire of the Board to keep up with technology, keep any equipment and personnel needed to maintain level of service, and not to look into expanding any services at this point.

ADJOURN

The Special Meeting of the Board of Commissioners adjourned at 10:20 pm.

ATTENDANCE REGISTER

An Attendance Register is made part of this record.