

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

SPECIAL MEETING

December 3, 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
Daniel Flint, Community Development
Nancy Dietel, Finance Director
Frank Williamson, Chief of Police/
Public Safety Director
Rodney Mumma, Chief, LA Fire Dept
John Eby, Planning and Zoning Coordinator
Christopher Yohn, EMS Captain
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 who went through the budget by item to see which direction the Board wanted to take.

REVENUES:

Public Works - Leaf Mulch

Mrs. Dietel presented to the Board the idea of selling mulch. Right now residents are charged for delivery but not for the mulch itself. This would be a new revenue item. Commissioner BLACK expressed he thought it was a great idea to sell the leaf mulch. He also liked the idea of opening the facility for contractors to drop off yard waste for a fee of \$200 per year.

Ambulance Memberships and Donations:

Mrs. Dietel explained to the Board that the ambulance membership fees would not be raised for 2009, but rather the hope is that donations would increase. Commissioner BLACK asked if we would not receive any donations would we still be fine and Mrs. Dietel replied in the affirmative. Donations are not usually that much.

EXPENDITURES

ADMINISTRATION

Meeting Meals

Mrs. Dietel explained to the Board that meeting meals for township meetings will be cut for 2009.

Newsletter

Mrs. Dietel discussed with the Board that the cost of the newsletter could be cut if we posted the newsletter on the website for the residents to access. This would take care of the postage and printing of the newsletter. Commissioner CHRIST replied that he would rather have residents opt out of the newsletter since there are some residents who do not use computers. Vice President BUCHER brought forth the idea of possibly doing a semi-annual newsletter to cut back on the costs.

Training:

Mrs. Dietel brought before the Board the idea of cutting back on training. Commissioners attend a Spring and Fall conference annually. The Commissioners discussed possibly attending one conference per year. Discussion ensued.

Employee Activities

Mrs. Dietel explained that this was left out of the budget for 2009. Commissioner BLACK asked how the employees feel about the Holiday party and the Employee Picnic. Discussion ensued.

INFORMATION SERVICES

Database Redesign and Disaster Recovery Planning

Mrs. Dietel explained that this was something that was taken out only because it is something that could possibly be taken off. It was decided to keep the disaster recovery plan since it is

\$2,500. This is something that was suggested by our IT Department, but if something were to happen how does the township explain to the public.

MUNICIPAL BUILDING

Salary - Labor, Change to Part-Time

Mr. Vernau explained that this would be a reduction in time from 40 hours per week to 20 hours per week. This is for the maintenance department and an employee from Public Works would be able to fill in with items that need to be taken care of around the building. The Commissioners agreed to cut back the the hours to 25 hours per week instead of 20 hours per week in order to help offset the loss in health benefits. Discussion ensued.

FLEET MAINTENANCE

Minor Equipment - Shop Tool Box Replacement

Mrs. Dietel explained to the commissioners that the current tool box is 20 years old and that some of the drawers do not open and some drawers are unable to be locked. The Commissioners felt that this is something that needs to remain in the budget.

PUBLIC SAFETY

Gold's Gym

Discussion regarding Gold's Gym membership ensued and it was decided to remove this from the 2009 budget due to the fact that there are now in house facilities.

5% Police Contribution - Police Pension

Discussion regarding the contribution took place and it was decided to leave it in the 2009 budget.

Security Monitor for EMS

Mrs. Dietel explained that this is a needed piece of equipment for EMS so they can see who is at the back door. This would be a monitor and intercom system for the EMS office so if someone comes to the door they can see who it is. This was discussed that it would remain in the 2009 budget.

COMMUNITY DEVELOPMENT

Salary Part-Time Counter Person

Discussion regarding the part-time employee in Community Development and it was decided to keep this position in the budget for 2009.

Salary Building & Zoning - Plan Reviewer

Discussion regarding this position took place and the Board decided that if this employee can continue working for FEMA that the salary for this position would remain in the budget for an 8 month period of time for 2009. Extensive discussion ensued.

PUBLIC WORKS

Minor Equipment - Tailgate Lift

Discussion regarding this item took place and the Commissioners decided that this is a safety issue and that the lift should be kept in the 2009 budget.

Highway Building - A/C in Bathroom

Discussion occurred regarding air conditioning in the Public Works building bathroom and there has never been a/c in restroom at the building and it would be nice to have an a/c restroom/locker room area. It would also help with moisture. It was decided to keep this out of the budget for 2009.

LOWER ALLEN COMMUNITY PARK - PARKS & RECREATION

July 4th Picnic

Discussion occurred regarding the 4th of July picnic and the Commissioners decided to remove this from the budget for 2009.

Maintenance, Grounds Fertilization

Discussion regarding this item occurred and it was decided to implement a fee for the users of the fields.

Repair and Maintenance Buildings - CPYSL Carpet

The Commissioners decided to increase the rent \$50.00 for use of the room by CPYSL.

2009 BUDGET DISCUSSION

Mrs. Dietel presented to the Board that after all the decisions on the different items had been made that there still remained a deficit of \$445,908. She explained to the Board that an increase of .5 mill would equal out to \$615,000. Discussion ensued.

Mrs. Dietel will do up a Budget Overview of all the items and will have that for the Commissioners.

ADJOURN

The Special Meeting of the Board of Commissioners adjourned at 9:30 pm.

ATTENDANCE REGISTER

An Attendance Register is made part of this record.