

UPPER MERION TOWNSHIP BOARD OF SUPERVISORS
BUDGET WORKSHOP MEETING
OCTOBER 28, 2014

The Board of Supervisors of Upper Merion Township met for a Budget Workshop Meeting on Tuesday, October 28, 2014, in the Township Building. The meeting was called to order at 7:00 p.m., followed by a pledge to the flag.

ROLL CALL:

Supervisors present were: Greg Philips, Erika Spott, Greg Waks, Bill Jenaway and Carole Kenney. Also present were: Dave Kraynik, Township Manager; Sally Slook, Assistant Township Manager; Nick Hiriak, Director of Finance, Scott Widenhofer, Director, Information Technology.

CHAIRPERSON'S COMMENTS:

Chairperson Waks reported there was no executive session prior to this meeting.

PROPOSED 2015 OPERATING BUDGET FOR INFORMATION TECHNOLOGY

Mr. Widenhofer, Director, Information Technology Department, provided an overview of the Information Technology budget for 2015. Highlights as follows:

- Personnel Services: salary items all reflect a 5% increase due to the 2014 salary not reflecting the 2.75% increase by not having a settled agreement at the time, as well as reflecting the 2015 increase of 2.25%.
- All corresponding FICA taxes and pension contributions have similar increases due to the same explanation in bullet above.
- Operating supplies remain at \$7,100, no change over 2014.
- Professional services: telephone decreased 16.8% or \$990. Recent change in ISP should realize savings in the future.
- Software maintenance: increase of 3.7% or \$3,000 due to annual percentage increase from software vendors and some products becoming due for annual maintenance.
- Hardware maintenance decreased 15.5% or \$4,090 due to the replacement of certain pieces of equipment and server virtualization.
- Miscellaneous: equipment depreciation charge increase of 57.5% or \$22,758 for the allocation to the equipment replacement fund.
- Training and education: decrease of 40% or \$2,000 due to the purchase of training credits.

PROPOSED 2015 CAPITAL BUDGET FOR INFORMATION TECHNOLOGY

Highlights as follows:

- Redundant firewall
- From goals and objectives devices to be used for the safety and codes department for entering and updating in the field
- Miscellaneous: remaining work on document management for some document imaging archiving for minute books and Zoning Hearing Board decisions which will help save buying additional storage space at Iron Mountain
- Equipment replacement will be presented to Board as needed

Mr. Jenaway asked if there is a future point in time when it will be necessary to replace a significant amount of hardware infrastructure. Mr. Widenhofer it would probably start in 2016. He explained the process of replacing units in the township building and sending the used units to the wastewater treatment plants.

Mr. Waks asked for clarification on the used units, and Mr. Widenhofer responded they are used computer switches which still work fine.

Mr. Jenaway asked about a worst case scenario if the switch were to break tomorrow and what kind of replacement time would be necessary. Mr. Widenhofer responded he could have it up and running in three days and he might even have a spare.

Mr. Philips asked for more details on replacement of core networking equipment. Mr. Widenhofer responded that involves the equipment in the computer room such as Cisco switches.

Mr. Philips asked if there is anything in the budget for replacing just PC's and regular computers. Mr. Widenhofer responded in the affirmative and indicated that would be Priority #3 for replacement schedule for servers and PC's.

PROPOSED 2015 OPERATING BUDGET FOR PUBLIC WORKS PLANNING

Mr. Ed O'Brien, Director, Public Works, provided an overview of the Public Works Operating Budget for Public Works Planning. Overall highlights as follows:

- Overall budget for this division shows an increase of 6% over 2014. Fifty percent (50%) of this increase is found in the Personal Services area of accounts. Note: Amounts shown for all other salary impacted accounts indicate significant increases due to the submission of the 2014 budget

requests prior to the granting of salary increases by the Board. Therefore, all salary related numbers are shown with 2014 and 2015 approved salary increases included.

- Operating Supplies: office supplies decreasing 6.3% or \$100 and operating supplies decreasing 14.3% or \$250 based on the last four years for that account.

Mr. Philips asked if the decrease is due to going “paperless.” Mr. O’Brien responded in the affirmative and said it is also due to personnel reduction.

- Professional Service: other professional services decreasing 25% or \$50 due to reduction in the number of staff requiring random drug & alcohol testing.
- Info Tech Maintenance: Increase of 6% or \$1,321. Board approved staff salary increases were not known at the time of 2014’s budget preparation.
- Advertising, printing and binding: decreasing by 40% or \$200. Request reflects average charges to this account over the last four years.
- Miscellaneous: dues and subscriptions increasing 7.1% or \$100 due to increase in AICP dues for two staff members.
- Equipment purchase decreasing 100% or \$75. Intend to eliminate account due to lack of use.
- Equipment depreciation charge: increase of 57.5% or \$9,118.

PROPOSED 2015 OPERATING BUDGET FOR TRANSPORTATION

Highlights as follows:

- Overall budget increase for this division is 5.1% increase over 2014.
- Personnel Services: snow removal overtime increase of 18.7% or \$8,587 based on average of the past four years.
- Amounts shown for all other salary impacted accounts indicate significant increases due to the submission of the 2014 budget requests prior to the granting of salary increases by the Board. Therefore, all salary related numbers are shown with 2014 and 2015 approved salary increases included.
- Operating Supplies: office supplies decreasing 33.3% or \$100. No special needs anticipated in 2015.
- Stormwater material increase of 50% or \$5,000. Stormwater outfall testing lab fees have been added to this account. All township stormwater outfalls (over 250) must be tested beginning in 2015.

Mr. Philips asked how often the outfall testing is done. Mr. O’Brien responded once per year.

- Miscellaneous: decreasing 50% or \$250. Request reflects reduced spending in this account during the prior year.

- Professional services: traffic signal consultant increasing 50% or \$500. Increase based on the number of traffic engineering studies required for signal permit changes (i.e., South Gulph and Henderson).
- Debris removal decreasing 23.5% or \$2,000. Request more in line with the average of charges to this account over the past two years.
- Traffic signal service decreasing 17.6% or \$1,500. Request based on the average charges over the past four years.
- Miscellaneous: equipment depreciation charge increase of 57.5% or \$77,420. Increase reflects request to increase funding to the Equipment Reserve Fund.
- Annual resurfacing increasing 55.3% or \$13,827. Request is based on the average charges over the past few years. Since more funding provided by Liquid Fuels it is hoped the township will be able to resurface more township streets if money is available. This pays for engineering costs (soft costs).
- Equipment purchase increasing 81.8% or \$1,800. Increase in budget to accommodate the need to replace snow chains and replace the vibrating blacktop plate.

Mr. Waks asked about the total amount of “soft costs” for the annual resurfacing. Mr. O’Brien responded it is approximately \$38,827. Mr. Kraynik commented in 2013 \$44,700 was spent and YTD it is at \$49,394. He said he initially questioned why it was coming in less than the last two years and the reason is there will be less curb cuts for next year.

Mr. Philips asked for additional clarification about “soft costs” and the engineer’s role in the process. Mr. O’Brien responded the engineer handles all the PennDOT coordination and filings because Liquid Fuels requires certain resurface procedures to be undertaken and the engineer, currently T&M Associates, handles that aspect of the work.

Mr. Philips asked if the engineer also does the inspection. Mr. O’Brien responded in the affirmative.

With regard to street light supplies which was \$21,000 in 2013, Mr. Philips asked how many street lights the township maintains in Upper Merion Township. Mr. Kraynik responded 220. Mr. Philips asked if the township is going to all LED, and Mr. O’Brien responded in the affirmative. He said when lights are replaced LED’s are installed.

PROPOSED 2015 OPERATING BUDGET FOR VEHICLE MAINTENANCE

Highlights as follows:

- Vehicle maintenance increasing 7.2% from 2014.

- Personnel Services: amounts shown for all salary impacted accounts indicate significant increases due to the submission of the 2014 budget requests prior to the granting of salary increases by the Board. Therefore, all salary related numbers are shown with 2014 and 2015 approved salary increases included.
- Operating supplies: uniform rental increasing 13.3% or \$100. Second year of three year uniform rental contract.
- Operating supplies decreasing 28% or \$350. Request more in line with historic norms.
- Safety equipment and supplies decreasing 33.3 or \$50. Request reflects reduction in personnel in this Division.
- Professional Services: Debris and waste removal – trash has been charged to Transportation Division over the past couple of years. This account to be eliminated.
- Decrease of 100% or \$350. As with Debris and Waste Removal account based on the limited charges to this account over the past couple of years it is recommended that the account be eliminated.
- Equipment maintenance decreasing 25% or \$1,000 which reflects average of charges to this account over the past four years.
- Miscellaneous: equipment depreciation charge increasing 56% or \$10,778. Increase reflects request to increase funding to the Equipment Reserve Fund.
- Equipment purchase decreasing 42.9% or \$750. No special needs requested for 2015.

PROPOSED 2015 OPERATING BUDGET FOR PARK AND SHADE TREE

Highlights as follows:

- Overall 3% increase mostly found in personnel services and miscellaneous accounts
- Personnel services: overtime decreasing 23% or \$1,956. Request is the average of the last four years of charges to this account.
- Other personnel services: decreasing 19.6% or \$796. Request takes into account the number of staff eligible for a non-use of sick time during 2014.
- Operating supplies: repair and maintenance supplies increasing 50% or \$2,200. Increase is slated to purchase wood carpeting for improving the safety of park playground equipment patrons.
- Fuel oil vehicles increasing 11.1% or \$2,000. Request based on fuel use average during the past four years.
- Small tools and minor equipment increasing 13.9% or \$32. Request reflects historic norms for this account.

Mr. Philips asked for more details about the wood carpeting. Mr. O'Brien responded it is a special roll out carpet (wood chips) to protect children against

falls and serious injuries. Mr. Philips noted most playgrounds have the rubberized material.

- Professional Services: telephone and equipment charges increasing 23.3% or \$208 due to change in allocation formula developed by the IT Department.
- Info Tech Maintenance increasing 6% or \$661. Board approved staff salary increases were not known at the time of 2014's budget preparation.
- Vehicle maintenance decreasing 23.8% or \$4,335. Request based on 2014 usage of Vehicle Maintenance Division services
- Miscellaneous: equipment depreciation charge increasing 57.5% or \$17,365. Increase reflects request to increase funding to the Equipment Reserve Fund.
- Education and training decreased 33.3% or \$50. Request reflects charges to this account decreasing with the number of divisional staff.

PROPOSED 2015 OPERATING BUDGET FOR BUILDING MAINTENANCE

Highlights as follows:

- Overall increase for Building Maintenance is 3.3%.
- Personnel services: overtime increase of 8.7% or \$400. Request is the average of the last four years of charges to this account.
- Amounts shown for all salary impacted accounts indicate significant increases due to the submission of the 2014 budget requests prior to the granting of salary increases by the Board. Therefore, all salary related numbers are shown with 2014 and 2015 approved salary increases included.
- Operating Supplies: uniform rental increasing 15.4% or \$100. Second year of three year uniform rental contract.
- Repair and Maintenance Supplies decreasing 6.7% or \$500. Request reflects historic norms for this account.
- Professional Services: building maintenance increasing 3.8% or \$1,175. Request reflects additional maintenance activities being performed due to the age of the Township Building.
- Miscellaneous: equipment depreciation increasing 54.5% or \$6,373. Increase reflects request to increase funding to the Equipment Reserve Fund.
- Equipment purchase decreasing 97% or \$3,200. Budget request reflects no specific purchases requested for 2015. Mr. Kraynik noted there was one big item this year for the carpet cleaner, but not further requests are currently anticipated.

LIQUID FUEL PROPOSED 2015 BUDGET

Highlights follows:

- Liquid Fuels – Resurfacing: Increase of 20% or \$105, 262. (Total amount in fund is \$631,102). Request reflects estimated allocation of Liquid Fuel monies to the Township for road resurfacing in 2015. Mr. Kraynik noted this is primarily for snow removal and road resurfacing.

TROUT RUN OPERATING BUDGET

Highlights as follows:

- Trout Run budget request increased 5.5%.
- Amounts shown for all salary impacted accounts indicate significant increases due to the submission of the 2014 budget requests prior to the granting of salary increases by the Board. Therefore, all salary related numbers are shown with 2014 and 2015 approved salary increases included.
- Tuition Reimbursement decreasing 16.7% or \$200. Employees did not utilize this funding as anticipated in 2014.
- Operating Supplies: chemicals decreasing 29.9% or \$21,305. Decrease due to moving biosolids processing chemical needs to the Sludge Removal account.
- Lab Expenses decreased 20% or \$20,000. Request reflects PCB and Local Limits Testing being completed in 2014. Not necessary to do these next year.
- Small Tools and Minor Equipment increasing by 19% or \$32. Request reflects average budget request for the past several years.
- Professional Services: sludge removal increasing 39.5% or \$65,088. Request reflects chemical expenses for biosolids moved from the chemical account to this account. Also, new rotary presses are removing more solid material.
- Utilities – Electric increasing 7.6% or \$16,996. Request based on actual usage during 2014.
- Consulting Engineer decreasing 27.7% or \$478.
- Miscellaneous: education and training decreasing 6.3% or \$50. Decrease reflects estimate of the cost of continuing education coursework for the plan manager.
- Equipment Purchase increasing 10.2% or \$65. Request reflects average of charges applied for these activities over the past four years.

MATSUNK 2015 OPERATING BUDGET

Highlights as follows:

- Total increase of 5.3% increase.
- Personnel services, specifically tuition reimbursement decreasing 29.4% or \$250. Employees did not utilize this funding as anticipated in 2014.

With regard to salary items, Mr. Waks emphasized employees are not receiving salary increases for two years in this budget. He explained when the 2014 budget was presented the non-uniformed employee agreement had not yet been finalized and as a result a 2.75% increase was not taken into account in the 2014 budget. Mr. Waks reiterated employees are only receiving money for one year. [note: for 2015 it is a proposed increase of 2.25%]

- Operating Supplies: chemicals decreasing 25% or \$10,348. Decrease due to moving biosolids processing chemical needs to the Sludge Removal account.
- Lab expenses decreasing 10% or \$10,000. Request reflects PCB and Local Limits Testing being completed in 2014. Not necessary to do these next year.
- Uniform rental increasing 14% or \$92. Actual pricing with second year of our contract with new vendor.
- Professional Services: sludge removal increased 32.8% or \$48,212. Request reflects chemical expenses for biosolids moved from the chemical account to this account.
- Consulting engineer decreasing 16.7% or \$350. Request is based on anticipated use of engineer for operations issues.
- Vehicle maintenance decreasing 77.5% or \$1,229. Reflects reflects actual maintenance needs for the plant pickup truck during 2014.
- Miscellaneous: education and training decreasing 18% or \$110. Request reflects the average of charges applied for these activities over the past four years.
- Equipment Purchase decreasing 16.1% or \$458. Request reflects the average of charges applies for these activities over the past four years. a

COLLECTION SYSTEM 2015 OPERATING BUDGET

Highlights as follows:

- Overall increase of 3.1%.
- Overtime increased 11.1% or \$5,000. Request reflects spending at historic norms for this account.

Mr. Jenaway asked for more information about overtime. Mr. O'Brien responded the \$5,000 brings it up to what it has been in the past. Overtime is basically for call outs, mostly weather related or sewer line main issues.

Mr. Jenaway asked for the total overtime figure. Mr. O'Brien responded approximately \$50,000.

- Operating Supplies increasing 9.1% or \$500. Request reflects historic norms.
- Uniform Rental increasing 30.2% or \$417. Reflects actual pricing for second year of contract.
- Professional Services: telephone equipment charges increase 17.7% or \$1,067 based on actual cost of 2 smartphones and 3 on-call phones. Most of the increase here as you can see we have two smart phones and we do have three on call cell phones.
- Vehicle maintenance decreasing 36.5% or \$11,552. Request reflects reduction in service usage during 2014 along with the purchase of a new Sewer-line Televising Truck replacing existing worn out vehicle in the fall of 2014.
- Equipment rentals decreasing 15.8% or \$300. Request reflects average charges over the past four years.
- Miscellaneous: equipment purchase decreasing 11.3% or \$32. Request reflects average charges over the last four years.

SRA ADMIN/MISC/DEBT OPERATING BUDGET

Mr. Hiriak stated this section of the sewer budget is used to account for the Sewer Funds share of salaries/wages and benefits of the Administration Department and in most cases are 25% of the salary and benefits. Their increases are in line with what has been previously stated about the 2014 salary and benefit items not reflecting the 2.75% increase by not having a settled agreement at the time, as well as reflecting the 2015 increase of 2.25%.

Additional highlights:

- Operating Supplies: consists of a single item for sewer bill processing which is increasing \$1,000 over last year and is driven by actual costs for sewer bill printing and postage for mailings.
- Professional Service: all controllable accounts remain at a 0% change.
- Miscellaneous Building Maintenance/Utilities: increase of 2.9% and request reflects SRA share of Township Building operating costs.
- SRA Capital: increase of 33% or \$140,000. This account represents a total of \$560,000 that is raised through the \$2 quarterly increase for capital.
- This is the last year of the 5 year increase for capital.

- Lease Agreement: increase of 100% or \$480,000. Reflects increase of \$7/quarter. Sewer rate increase done in 2014 and is transferred to the UMMUA for capital construction projects.
- Contingencies: decrease of 38.5% or \$25,000. There is \$150,000 in the account in case there are issues to deal with. Request reflects the amount of items charged to this account over the past several years.

Mr. Jenaway observed in looking at other over time numbers it appears even with a drop in staffing there is minimal overtime increases, if not flat, in looking at all the departments combined. Mr. Hiriak agreed.

Mrs. Spott mentioned the issue of the goats has resurfaced. Mrs. Spott indicated a Park and Recreation board member has been in touch with Eco-goats and there is currently a down period which provides an opportunity to potentially bring the goats in and take care of the invasive vine issues over at Bob White Park.

A discussion followed about the prospects for a trial project with the herd of Eco-goats.

Mrs. Spott commented this would help with the sustainability plan.

PUBLIC WORKS- 2015 PLANNING CAPITAL

Highlights as follows:

- Stormwater management project for \$175,000 (Priority 1). Mr. Kraynik stated one of the reasons this was not done in 2014 is the study will be driven by the approach taken by the Municipal Utility Authority (MUA) when they pick up the stormwater aspect.

Mr. Waks asked when the MUA will come before the Board of Supervisors requesting that their Authority be expanded. Mr. Kraynik responded this was discussed at the last Authority meeting. He indicated this matter would be placed on a workshop agenda possibly in December and at the latest in January 2015.

- Professional services for updating the Township Comprehensive Plan (Priority 2) at \$50,000.

TROUT RUN – 2015 CAPITAL

Highlights as follows:

- Funding major component repairs to plant process equipment for \$80,000 (Priority #1)
- Roof/Window for \$85,000 (Priority #2)

- Garage door replacements for \$45,000 and roof replacement for press building for \$30,000
- Sidewalk/concrete and lastly the sidewalk/concrete repairs for \$10,000. This was a recommendation of the Township Safety Committee.

MATSUNK – 2015 CAPITAL

- Major Components capital repairs to essential plant equipment for \$65,000 (Priority #1)
- Rehabilitation to replace H-Frame Structure in Sub-Station for \$100,000. Wooden timbers used to mount the high voltage equipment are in disrepair and need to be replaced (Priority #2)

Mr. Philips asked if it would make sense to do a study of equipment to find out what should be replaced. Mr. O'Brien responded the Authority engineer comes in and inspects the pumping stations at both plants every other year and that is how the capital program is developed.

Mr. Philips stated his point was if something is 50 years old replace it before it fails. Mr. O'Brien responded staff does a good job maintenance-wise knowing how things are and it seems like the more sophisticated things get the more apt they are to fail.

Mr. Philips stated he is looking at this from the standpoint that eventually the Board needs to be looking at total replacement of the sewer plants. He said a plan should be in place for replacing some of this equipment because of their age.

Mr. O'Brien commented the one thing he would be concerned about is some underground sewer lines that go back to the early 1900's.

Mr. Philips said that is his point that he would rather see a capital plan based on items like that. Mr. O'Brien responded that can be done.

COLLECTION SYSTEM 2015 CAPITAL

- Replace Sanitary Sewer Lines/Replacement of Deteriorated Sanitary Sewer Lines that are found through televising.
- Sanitary Sewer interceptor upgrades in certain drainage basins. Future pipe capacity deficiencies were located during a 2005 flow study. Potential problem segments require upgrading to prevent undesirable hydraulic conditions causing possible overflows (Priority #2).

Mr. Philips asked if certain areas have been identified, Mr. O'Brien responded that is part of the 2005 report. He said they were looking for "hot spots," but essentially areas that were very close to capacity during rain storms

or causing backups. Mr. O'Brien said it is time for another study.

Mrs. Kenney asked if it is known what percentage would be the most critical of all the miles of township sewer pipes. Mr. O'Brien responded he could furnish Mrs. Kenney with a copy of that report.

TRANSPORTATION 2015 CAPITAL

Highlights as follows:

- Bridge Maintenance for \$970,000 - Designated bridges have been inspected and need work (Priority #1).

Mr. Waks asked if there is any possibility of funding from the recent transportation bill. Mr. O'Brien indicated the Assistant Township Manager has been looking into grants. The Transportation Authority engineer has also been involved.

- 2015 Stormwater projects for \$805,000. This includes Tannery Drive (Remington & Vernick) for \$550,000; Charles Street drainage investigation (Remington & Vernick) for \$25,000; James Street construction as per T&M report (remove damaged section only) for \$20,000; Geerdes Boulevard storm drain reconstruction for \$200,000; Drew Court stormwater pipe for \$10,000 which totals the \$805,000.

Mr. Philips asked for more information about North Prince Frederick Street which is proposed for 2016. Mr. O'Brien responded this was part of the T&M Associates report with regard to the three areas around that particular area where there were stormwater issues (across Valley Forge Road).

VEHICLE MAINTENANCE 2015 CAPITAL

Highlights as follows:

- MODUS Code Reader for \$6,000. This equipment reads the information codes from the car and truck computers to determine problems with the vehicle. (Priority 1)

Mr. Waks asked what the anticipated long-term savings would be with this equipment. Mr. O'Brien responded that depends on what is in stock to do a repair right away versus outsourcing.

A discussion followed about pros and cons of keeping vehicles past their warranty.

- Evaporative Cooler for \$10,000. Cooler provides a safer working environment for mechanic staff due to the significant reduction in heat

stress related issues (Priority 2). This was approved last year as part of the 2014 budget, but it was never purchased.

A discussion followed about the timing to accomplish this purchase. Mr. Hiriak pointed out if it does not get done this year it will be carried forward since the funding has already been approved.

PARK AND SHADE TREE 2015 CAPITAL

Highlights follow:

- Roof and window for \$200,000 to replace roof, gutters and downspouts for the Township Operations Building (maintenance garage). Park and Shade is assuming this item for budget purposes; however, it houses the transportation staff, trucks, equipment and vehicle maintenance (Priority 1).

Mr. Jenaway asked what needs to be done to get through the winter so as not to incur any damage. Mr. O'Brien responded the area where the roof leaks is not on any electric and they are not getting anything more than a few streams of water now.

Mr. Philips asked what kind of roof it is now. Mr. O'Brien responded it is an old membrane roof (rubber roof) about 30 years old.

Mr. Philips asked about the type of replacement roof that is being considered. Mr. O'Brien responded they would like to replace it with one of the roofs we have here [Township Building] with a 20 year warranty.

- Norview Farms for \$191,000. Replace telephone poles that carry the electric to the farm, three driveway entrance poles and street lights (\$25,000) the farm (Priority 2). These have been inspected and need to be replaced. Remodel staff bathroom and locker room for \$10,000 (Priority 3).
- Replace a retaining wall behind the new barn for \$44,000. The retaining wall is in place to avoid a mudslide from happening causing damage to the barn. This was something the safety committee found during their inspection.

Mrs. Kenney asked if the retaining wall needs to be totally replaced. Mr. O'Brien responded an engineer would have to evaluate.

- Replace lights at the farm for \$110,000 (Priority 5). The lighting at the farm currently is not energy efficient. The Township is currently in the process of seeking a grant.

- Replace the “Rooster” statue at the farm entrance on Henderson Road. The current cosmetic damage is beyond repair. Damage is caused by weather and age of the statue.

A discussion followed during which various options were discussed including the suggestion that one or two businesses might be interested in sponsoring the rooster.

Mr. Jenaway asked if the vendor for the nursery is looking to do any modifications that would result in any type of capital improvements. Mr. O’Brien indicated he was not aware of any capital improvements that would be necessary. Ms. Slook on a related matter said the Township Planner indicated that parking might be reviewed for next year to provide more efficient parking for the whole farm, but for the garden there are no capital improvements needed.

With regard to the light replacement, Mrs. Kenney asked why it involves such a high expenditure. Mr. O’Brien responded currently there are no LED lights there at all inside or outside and it is not just a matter of buying bulbs, but the fixtures have to be replaced. Mr. Philips asked if that would include the garden center as well. Mr. O’Brien responded in the affirmative, although the house would not be included.

Mrs. Spott stated a couple of years ago the Park and Recreation Board discussed the safety aspects of people driving right up to and parking next to the ice cream store. While some ballards were installed they are not substantial enough to stop someone from crashing into that area. The Township Planner indicated they would still meet the parking requirements under our code if a couple of those up front close in parking spaces were eliminated. It was also suggested to section the area off with something more stable like railroad ties and creating a seating area with tables to make it a more social space. Mr. O’Brien indicated he would talk to appropriate staff to see what can be done.

Mrs. Spott also asked to have signage on the building for patrons to turn their engines off so that people eating ice cream would not be asphyxiated with fumes. Mr. O’Brien responded that would be easy to have a “No Idling” sign installed.

A discussion followed about an ice cream eating area.

BUILDING MAINTENANCE 2015 CAPITAL

Highlights as follows:

- Township Building improvements for \$100,000 (Priority 1). Make repairs to building concrete structures and sealing of windows on Library side of building. Project will greatly reduce water infiltration into the building

during heavy wind-blown rain storms.

Mr. Philips asked for more details on the improvements involved. Mr. O'Brien responded this past spring the Board of Supervisors approved a project to do some concrete repairs in front of the Township Building. At that time the contractor was asked to take a look at the roof because every time rain came from one direction or another leak issues occurred on either the library or administration side of the building. The contractor provided an extensive report with photos and it was determined that many concrete repairs are necessary over the parapets.

Mrs. Kenney asked about the roof that was installed about four years ago. Mr. O'Brien responded the roof is not the problem, but rather the concrete structures underneath the roof. The roof membrane is doing what it is supposed to do. The leaks are not coming from the membrane, it is coming from the concrete that over time has cracked and has little hairline openings. The rain finds a path of least resistance once it gets inside the building and that is why these leaks show up in various places.

Without seeing it firsthand, Mr. Philips expressed some doubt that the parapets are leaking and coming underneath the roof membrane. Mr. O'Brien indicated he could provide the report with pictures.

Mr. Jenaway asked if there are any mold issues developing as a result of the leakage. Mr. O'Brien responded in the affirmative and said there is a Priority 4 item in the building maintenance budget to clean HVAC ductwork. This has been done every three or four years because of people having some issues, but this can be brought to the Board of Supervisors on an individual basis as is done with the reserve funds.

- Replace interior office, Library and conference room lighting with LED energy efficient fixtures (Priority 2). This is the third year of a three year program to replace all lighting with LED.

Mrs. Kenney asked about previous discussions to repair and refurbish the bathrooms. Mr. O'Brien responded the bathrooms can last and just need to be cleaned up a bit and the doors repaired for the coming year. He mentioned the Priority 3 item to remove all wallpaper and paint all walls in the Administration Department.

Mr. Jenaway asked for an update on salt supplies for the coming winter. Mr. O'Brien indicated the salt is fully stockpiled.

Mr. Jenaway asked about backup providers for plowing, and Mr. O'Brien responded they are still under contract.

ADJOURNMENT:

It was moved by Mr. Jenaway, seconded by Mr. Philips, all voting "Aye" to adjourn the meeting at 8:46 p.m. None opposed. Motion approved 5-0.

DAVID G. KRAYNIK
SECRETARY-TREASURER/
TOWNSHIP MANAGER

rap
Minutes Approved:
Minutes Entered: