

LOWER PAXTON TOWNSHIP  
BOARD OF SUPERVISORS

Minutes of Workshop Meeting held October 27, 2015

A workshop meeting of the Board of Supervisors of Lower Paxton Township was called to order at 6:13 p.m. by Chairman William B. Hawk, on the above date in the Lower Paxton Township Municipal Center, 425 Prince Street, Harrisburg, Pennsylvania.

Supervisors present in addition to Mr. Hawk were: William C. Seeds, Sr., William L. Hornung, Gary A. Crissman, and Robin L. Lindsey.

Also in attendance was George Wolfe, Township Manager; Tim Houck, Finance Director; Jeff Kline, Public Works Director; Lynn Wuestner; Acting Parks and Recreation Director; Lt. Mark Zerbe, Acting Public Safety Director, Esten Rusten, GHD Engineering, and Watson Fisher, SWAN

**Pledge of Allegiance**

Mr. Seeds led in the recitation of the Pledge of Allegiance.

**Public Comment**

No comments were provided.

Status report regarding the design of the addition to the  
Public Works building addition

Mr. Wolfe noted as part of the General Improvement Fund, it is planned to start construction of the Public Works addition. He noted that he has asked Mr. Rusten to provide an update for budget numbers and possible design work. He noted that he originally asked Mr. Rusten to come to the workshop meeting in November and he then moved it up after the Board scheduled this additional meeting.

Mr. Rusten distributed drawings of the proposed addition to the Board members. He noted that the first drawing shows the new garage and administrative additions to the current building. He noted that it will be a metal building with a garage area and a masonry structure next to it housing the administrative space.

Mr. Rusten pointed out the existing garage and administrative area and showed where the new building will be in location to what is there at this time. He noted that there will be some demolition work to open the area up into a training/lunch room with locker facilities and office

area. He noted that he has also added a storage area. He noted that the second set of plans shows the elevations.

Mr. Crissman questioned where the main entrance would be for anyone visiting the building. Mr. Rusten pointed to the area. Mr. Crissman questioned if there is sufficient area for the receptionist to be located. Mr. Rusten answered that there is a window in an office located next to the vestibule where the receptionist would have her office and the door to the rest of the facility would be locked.

Ms. Lindsey questioned Mr. Kline if this plan provides enough room for all the equipment that needs to be housed. Mr. Kline answered that it will be, plus providing some additional room at this time. He noted that it is a big bay. Mr. Rusten noted that the large trucks will park diagonally and smaller trucks will park in front.

Ms. Lindsey questioned what would happen in the old section where the trucks are currently parked. Mr. Kline answered that it will be used for trucks. He noted that all the small trucks are crammed into the other side and other locations, but the apparatus will stay in that location.

Mr. Rusten showed the elevation drawings. Mr. Wolfe noted, as you look at these drawings, if you are standing in center field of the new baseball field looking south, that is what you will see, one garage door. He noted one of the residents concern is if they will have to see public works activity and all they will see is the side of the building which is the bottom drawing. He noted that there are no doors and or windows. Mr. Crissman questioned what they are looking at currently. Mr. Kline answered that it is a shorter version of that.

Mr. Seeds questioned if they could see it through all the trees. Mr. Wolfe answered that we have cut down trees. Mr. Seeds noted that there are still some trees that remained. Mr. Kline answered that there will be more trees planted once the project is done. He noted that the house behind the facility can see the building.

Ms. Lindsey questioned if it will be half brick. Mr. Rusten answered that the top portion will be a metal building and the bottom will be brick, similar to what is there now but a little more updated.

Mr. Rusten noted that the hatched areas are new and the other is the existing building. He noted that the middle drawing is what you will see from the parking area.

Mr. Rusten pointed out that the location for the vehicle wash building will be in an island area between the Public Works Facility and the Sewer Authority Facility with the intent that they both could use it. He noted that it is 28 foot by 50 foot wash facility. He noted that they would drive in from the sewer side. He noted that they are looking at various scenarios for equipment but we have not quite determined that yet, probably bidding it as an alternate.

Mr. Seeds questioned if you have to treat the wash water. Mr. Rusten answered that it goes to the sanitary area that will pull off the oils and it will be treated. Mr. Seeds questioned if there will be an oil separator in the building. Mr. Kline answered yes.

Ms. Lindsey questioned if you will keep the old washing bay area. Mr. Kline answered yes.

Mr. Seeds questioned if it is a manual operation with plates and baffles. Mr. Kline answered that it is similar to the one that are in the existing building now. He noted that it is pumped out every so often. He questioned if it would be an automatic wash. Mr. Kline answered that it they are looking into that.

Mr. Wolfe noted that the Board borrowed \$4 million for this project. He noted that we added the County payment of \$148,000 for the land and also received \$160,000 from Dauphin County Local Share grants. He noted that we added about \$300,000 so we had \$4.3 million for the project. He explained that the earth moving contract which is being paid out of the bond funds is \$1 million. He noted that we have \$3.3 million available for building construction at this time.

Mr. Seeds noted that the Sewer Authority would also use the facility and would the police cars be washed in that facility as well. Mr. Kline answered that they could. He noted that they will also keep the other car wash as well. He noted if we go with the automatic wash, it would be much easier for them to use the new facility. Mr. Wolfe noted that there is one wash bay that everyone uses and it will remain and staff can continue to wash vehicles there.

Mr. Seeds questioned who washed the vehicles. Mr. Kline answered that the police do their own vehicles. Mr. Wolfe noted that everyone washes their own vehicle. Mr. Seeds questioned if it is cost effective for people to wash the vehicles or use an automatic system. Mr. Kline noted that is part of what we are looking into. Lt. Zerbe noted years ago we had someone who washed cars. Mr. Seeds noted if you are in uniform and on duty you could mess up your

uniform washing a vehicle. Mr. Kline noted that any car can go through the proposed new system as the size does not matter. Mr. Seeds noted if it is automatic there would be a size issue. Mr. Wolfe answered no, any vehicle could use the new system. Mr. Hornung noted that it does not have brushes it has nozzles. Mr. Rusten noted that we toured a facility for the turnpike at White Marsh and it was awesome. He noted that they have a switch on the door for car or trucks. Mr. Wolfe suggested that we not get hung up on this at this time as we will probably have to bid it as an alternate as we may not have funding available in the current budget allocation to do it. He noted that we will have to plan on it as a project addition in 2017 and look for funding for it. He noted as part of this project we will do all the mechanical runs for electric, water, drainage, etc.

Mr. Seeds suggested that it would cost more to do it later. Mr. Wolfe answered no. He noted when we bid this, the contractor doing the metal building will sub out the wash facility and there are third party vendors who provide this as a package. He noted that we could build it our self or the project contractor could bid it, but it might be cheaper if we do it ourselves as there would be a markup if we do it as part of the main construction project. Mr. Seeds noted that once it is in as a manual wash in a year or two we try to make it an automatic wash... Mr. Wolfe noted that it won't go in as a manual wash, he noted that we either do the whole thing or not at all.

Ms. Lindsey questioned if we have to have it as the one township was fined by DEP. Mr. Wolfe answered that we have a MS4 issue, but we could list it in the 2016 budget or as part of Phase II project in 2017, or the Board could borrow additional funding to apply to this project in the upcoming bond issue, but at this time we are at \$3,567, 520.

Mr. Seeds questioned if it is cost effective to pay for the automatic wash. Mr. Rusten noted that the way he has the costs broken out, the \$60,000 for the wash equipment represents the undercarriage wash and two hand wash stations. He noted that the subtotal before contingencies is \$3,243,200 with a 10% contingency bringing the total to \$3,567,520. He noted that it includes the vehicle wash building and hand wash equipment. He noted by the time you start the project it could be \$300,000 more or less, the reason for the 10% contingency amount. He noted that the alternate shows the automatic portion of the wash facility which is \$50,000 for the arches, the tubing that goes out over the vehicles. He noted that the worst case is \$3.6 million.

Ms. Lindsey questioned how much would the fine be for not having the facility. Mr.

Wolfe answered there is no answer to that question. He noted that we are having our first inspection in November and we will be showing them what we have planned. He noted that we are an MS4 municipality and we have to have Best Management Practices (BMP) and one is enclosed facilities to wash our equipment. He noted that we are not the only one who does not have enclosed facilities; 95% do not have automatic wash facilities yet. Ms. Lindsey questioned if DEP just happened to pick on that Township. Mr. Wolfe answered yes.

Mr. Crissman noted with having a contingency of \$300,000, and renovating the existing building, anytime you do reconstruction or changes there is always an unknown. He questioned if Mr. Rusten attempted to perceive what may be behind hidden walls that we are not anticipating. Mr. Rusten answered that there is always more that can be done, but he has been looking at this project for five years. He noted that he has been on the phone a lot with his mechanical, plumbing, fire suppression, and electrical person today. He noted that he worked to shave the numbers down to get to reality as opposed to an estimate for the design. He noted that he feels very confident with these numbers. He noted that is what the contingency money is for. Mr. Crissman noted that he only budgeted for \$300,000 and if you come back and say you need \$500,000, he would be the first one to have an issue with that. He noted if it is too conservative he would rather want to know it now. Mr. Rusten said he could live with that number.

Mr. Crissman questioned if we have to make any decisions tonight. Mr. Wolfe answered no. Mr. Seeds noted that he wants to know if it is cost effective to use the automatic wash. He questioned if it would save a lot of man-hours. Mr. Kline answered that is exactly where it will save money. Mr. Rusten noted that he and Mr. Kline have looked into this a lot over the last month as they looked at the cost of labor and time and the amount of water used. He noted that he found that both facilities are very similar in water usage using the same amount of water. He noted that the automatic looks like it is using a lot of water but it is all about the pressure noting that they can do a complete undercarriage wash in three minutes and there is a chemical wash, soap, and rinse. He noted time-wise they can get six to ten trucks through it in a short period of time with not much waiting time. He noted if someone is hand washing a vehicle it may take a half hour using a wand, and then you have guys in line waiting.

Mr. Seeds questioned which one does a better job, noting that it depends on the employee.

Mr. Hornung noted that it is hard for an employee to do a good undercarriage wash and that is where all the corrosion occurs from the salt and chemicals. He noted that we will wash trucks more often which will help prolong the life of the trucks and it will also provide labor savings. He explained that he salts his driveway very heavy and his cars only last three to four years due to the corrosion from the salt. He noted that it rusts his car away.

Mr. Kline noted that the equipment will be washed more frequently if it is only taking three minutes to do it, otherwise we have to schedule the vehicles to get washed on a rainy day. Mr. Seeds noted that it only takes three minutes to wash a vehicle in the automatic system versus a half hour for a manual wash. Mr. Kline noted that it depends on the person and we have more vehicles as well. He noted that someone from the Parks Department could wash their vehicle through the automatic bay. He noted that we could wash the administrative cars more and it will get used more.

Mr. Seeds questioned if it is cost effective to spend the extra money. Mr. Wolfe noted what is important at this time is to build a facility that will last 25 plus years. He noted that we don't have enough money to build this as we have \$3.3 million with an engineer's estimate of \$3.6 million. He noted if we bid this and Mr. Rusten is good with his numbers we will have to cut \$300,000 out of the project or we have to find additional funding. He noted that he is not asking for that decision tonight, he is only providing an update at this time.

Mr. Seeds noted that you are talking the same amount of money, but if the automatic wash can do it in three minutes and a person does it in a half hour; the person would probably use more water. Mr. Kline noted that there are many nozzles on the arches so it could make up some of that water. He noted that he found when they had their demonstration it was quick and they had five arches for their vehicles.

Mr. Seeds questioned how much maintenance would it take. Mr. Wolfe answered that we are not there yet, but we are asking these questions. He noted that we are only halfway through the design process.

Mr. Hornung noted that the biggest concern at this time is the funding.

Mr. Wolfe questioned Mr. Rusten what his schedule was at this time for the project. Mr. Rusten answered that he is looking to have the bid documents by the end of the year so he can have a packet for the Board to review in the beginning of January. Mr. Wolfe noted that the

Board will have three months to analyze the project for how it is funded and the numbers will be finalized. Mr. Rusten noted that he projected these numbers like he would for the bid document estimates. He noted that the numbers are very close.

Mr. Wolfe noted that you will see this in workshop session before the end of the year.

Mr. Seeds questioned Mr. Kline if he is okay with the current plan. Mr. Kline answered yes. Mr. Seeds questioned if the employees would be happy. Mr. Kline answered yes.

Mr. Hornung questioned if something had to be cut, in what area this could be done. He noted if we had to cut \$200,000 where would it be. Mr. Kline answered that it would have to be cut out of the car wash. Mr. Hornung questioned if anything could be cut from the inside. Mr. Kline answered if you gut out the facilities now you would have to finish it. Mr. Wolfe noted that he was trying to explain that the car wash facilities are packaged units, so as long as we get the water, electric and sewer run to the right location, the Township can bid it and get a similar price as opposed to getting it through a general contractor. He noted for the building repairs that are necessary, when you bid a building project you can tap on the building repairs, and get economies of scale there. He noted that the logical thing to pull out and do later would be the vehicle wash.

Mr. Seeds questioned if we are under the gun with DEP to put this in. Mr. Wolfe noted that we need to move forward with this. Mr. Kline noted that we will find out next month during our MS4 inspection. He suggested if we show we have something going, that is a kudo. Ms. Lindsey noted that they might ask when we plan to put it in. Mr. Kline answered that is true.

Mr. Hornung questioned if there are grants out there for this. Mr. Wolfe answered that there are grant funds for Chesapeake Bay improvements and it would also be a good amount of money in the local grant share range as they like projects that can be done within a 12-month period. He noted the Board will be talking about a bond issue and you could add some funds for this as well.

Ms. Lindsey noted that there are funds for existing garage renovations. Mr. Wolfe noted when you are talking about \$3.6 million and you are at \$3.3 million, if you bid it right now, we would have to make a decision on something. Mr. Kline suggested that the existing renovations include the floor drains. Mr. Kline noted on the new side, they will be tied together so the existing will need to be upsized. Mr. Rusten noted that it may have been pulled. He noted with

the new one we will have to extend it. He noted on the east side where the mechanics work, it will be done in the future. Mr. Rusten noted that most of that number is fire suppression as we have to sprinkle the entire facility.

Ms. Lindsey noted that the roof leaks. Mr. Kline answered that it may have to be done separately.

Mr. Crissman questioned when we will see this again. Mr. Wolfe answered, the December workshop.

Mr. Hornung questioned when we will discuss the projects for the strategic plan. Mr. Wolfe answered that we did that already and we will do more this evening.

Mr. Seeds noted that none of the stuff on the list is set in stone. He noted to complete the budget we need to make decisions about some of the items on the list. Mr. Wolfe answered that you already have. Mr. Seeds explained that he has been pushing for an increase to the Fire Equipment Capital Plan. Mr. Wolfe noted that it is under discussion later on this evening. Mr. Crissman questioned if you are asking the Board to redo the Strategic Plan. Mr. Seeds answered no, we have to make decisions on the items so we know where we are going for the budget. Mr. Crissman noted that we have it laid out by year. Mr. Seeds answered yes and no. Mr. Wolfe noted that we are going to talk about the general fund and then funding long-term capital projects which is the Fire Equipment Capital Fund.

Mr. Seeds noted that Mr. Wolfe has the \$50,000 increase in 2017. Mr. Wolfe answered that the Board determined that last year. He noted that he has added additional discussion for that latter in the agenda. Mr. Seeds noted that we need to determine if we will move up some of the items on the list. Mr. Crissman noted if we do that we have to redo the strategic plan. Mr. Seeds noted that we don't have to re-rank them only move them up. Mr. Crissman noted that would be re-ranking something; he noted if you are taking something in position 30 and moving it up to position seven, that is re-ranking. Mr. Seeds answered that it is not, it is only moving up the year the funding occurs.

Ms. Lindsey suggested following the agenda.

### Presentation of the 3<sup>rd</sup> Quarter General Fund Key Indicator Report

Mr. Wolfe noted that you have seen the General Improvement Fund and the Authority in draft form. He noted that he plans to look at the operating General Fund budget for 2016, the second look at that budget and following that we will look at long-term capital projects. He noted that he would like to talk about 2016; however, before he can do that he would like to show the Board where we are now by reviewing the 3<sup>rd</sup> Quarter Key Indicator Report.

Mr. Wolfe noted that he will provide a general synopsis of the full report.

Mr. Wolfe noted that the General Fund had revenues and expenditures of \$20,985,300; State Aid revenues and expenditures of \$1,233,749; General Improvement Fund expenditures of \$4,042,500; Friendship Center Operating Fund revenues of \$2,191,893 and expenditures of \$2,191,855; LPTA Operating Fund budget revenues of \$13,915,451 and expenditures of \$13,930,921; and LPTA expenditures for capital projects of \$11,104,000.

Mr. Wolfe noted that the 2015 beginning balances for the General Fund was \$6,787,392; and the General Improvement Fund had \$8,299,007, all going for capital improvement projects. He noted that the Fire Equipment Capital Fund balance was \$1,183,933; LOSAP fund balance was \$447,459; the Friendship Center Capital Fund had a balance of \$60,695; and the Operating Fund balance of (\$246,713). He noted that the LPTA Fund balance was \$33,389,919. He noted that he would not focus on the last two funds tonight as they are not funded by the General Fund. He noted that the Pension fund balances were \$34,546,222.

Mr. Wolfe noted that prior to 2008 – growth in revenues and expenditures as the Township addressed increasing demands for municipal services – the “great recession” - caused reductions in municipal services in response to diminished revenues, and from 2011 to 2014 – there were moderate rebound in revenues, but not to pre-recession levels, and continuation of a conservative approach to municipal spending. He noted that we have not seen a tremendous rebound in the community, but he suggested that we are starting to see it now.

Mr. Wolfe noted in 2012, the Township issued \$2,000,000 in new debt for municipal capital projects; in 2012; the Township received a PA Infrastructure Bank (PIB) loan in the amount of \$750,000 for road maintenance and improvement projects. He noted in 2013, the Township issued \$4,000,000 in new debt for capital projects, and in 2014, the Township issued

\$7,000,000 in new debt for capital projects.

Mr. Wolfe noted that the General Improvement Fund expenditures over the past 5 years: 2014 - \$1,901,190; 2013 - \$1,619,479; 2012 - \$2,078,509; 2011- \$1,071,041; 2010 - \$1,070,034 for a 5-Year Total: \$7,740,253.

Mr. Wolfe noted at the beginning of 2015, the General Fund balance was \$6,787,392, and by policy, 25% of the \$20,985,300 budgeted for expenditures is \$5,246,325. He noted at the end of the 3<sup>rd</sup> quarter of 2015, the fund balance was \$9,320,593. He noted that it is still too early to tell how the year will end.

Mr. Wolfe noted that the General Fund revenues were \$16,432,504 and expenses were \$13,899,303, producing a net gain of \$2,533,200. He noted that the General Fund revenues were 25% higher in the 3<sup>rd</sup> quarter of 2015, compared to 2014, primarily due to the Real Estate Tax rate increase and greater than expected Earned Income Tax and Real Estate Transfer Tax receipts. He noted that the General Fund expenses were 5% higher in the 3<sup>rd</sup> quarter of 2015, compared to 2014. However, the overall General Fund budget for expenditures in 2015 is 10% higher than 2014.

Mr. Wolfe noted that the municipalities are required to use Liquid Fuels Tax receipts for local roads with the beginning balance on 1/1/15 - \$161,130, with revenues - \$1,240,878; expenditures - \$558,763 providing a balance on 9/30/15 of \$843,244. He noted that salt and anti-skid had expenditures of \$391,889 and exceeded budget by \$140,000 due to the extreme winter weather.

Mr. Wolfe noted that journal entries for the Fire Equipment Capital Fund were made in the 3<sup>rd</sup> quarter, with a beginning balance on 1/1/15 of \$1,183,933, revenues of \$204,596; zero expenditures with a balance on 9/30/15 of \$1,388,529. He noted that the Board members are going to want to talk about the Fire Equipment Capital Fund.

Mr. Wolfe noted as of 9/30/15, 12 members were receiving a monthly LOSAP benefit. He noted that the beginning balance on 1/1/15 was \$447,459 with revenues of \$86,068 and expenditures of \$14,830 providing a balance on 9/30/15 of \$518,698.

Mr. Wolfe noted that the General Improvement Fund for one-time capital projects was budgeted at \$4,042,500. He noted that the beginning balance on 1/1/15 was \$8,299,007. He noted that revenues are \$241,497 with expenditures of \$1,816,471. He noted that the balance on

9/30/15 was \$6,724,033 noting that most expenditures are done in the last two quarters of the year.

Mr. Wolfe noted that the Township maintains two pension plans, a plan for police officers and a plan for full-time, non-uniformed employees. He noted at the end of the 3<sup>rd</sup> quarter, the two plans had combined assets of \$34,847,995. The police plan experienced an annualized return of -2.1% and the non-uniformed plan's annualized return was -3.1%.

Mr. Wolfe noted for operations at this time, we have done well in 2015 and he hopes to carry that through to a balanced budget in 2016 subject to unidentified additions that the Board will address later in the meeting.

#### Preparation of the 2016 fiscal year budgets

Mr. Wolfe noted that he has some answers to questions raised the last time the Board looked at when reviewing this budget. He noted that he is only talking about the General Fund to include Public Safety - Police, Fire, EMS, & Emergency Preparedness; Public Works – roads, storm sewers, municipal properties, and the compost facility; Parks and Recreation; Community Development/Sanitation/Health; and Administration/Finance/Personnel

Mr. Wolfe noted that the General Fund has \$22,095,974 in revenues and \$22,225,973 in expenditures; increasing slightly with a shortfall of \$129,999.

Mr. Wolfe noted that Liquid Fuels Fund is balanced at \$1,403,880 and the General Improvement Fund has expenditures of \$9,170,176 for stormwater and the expansion of the Public Works Building.

Mr. Wolfe noted that the Fire Equipment Capital Fund has revenues of \$204,350 and expenditures of \$2,200,000. He noted that there will be \$1.6 million in that account. He noted that the fire fighters will be coming to the November workshop meeting to discuss moving forward with Phase IV of the Plan to buy one engine for Linglestown, one engine rescue for Colonial Park and one aerial for Paxtonia. He noted that the last time this was discussed they wanted three aerial units and now they are down to one. He noted that the maximum cost for the three items is estimated to be \$2.2 million. Ms. Lindsey noted that we will get money back when they sell the old equipment.

Mr. Wolfe noted that the LOSAP has revenues of \$80,520 and expenditures of \$30,000. He noted that the proposed 2016 Spending Plan is \$61 million not including pension funds.

Mr. Wolfe noted that the last time you received this information the General Fund was not balanced by 1.1% and now we are down to .6% with revenues at \$22,095,974 and expenditures at \$22,225,973. He noted that it should be easy at this point to balance the budget, subject to any significant changes that the Board may have.

Mr. Wolfe noted that the annual expenditures for operations from 2008 through the 2016 budget, annual expenditures for municipal operations have increased by a total of 16.8% or 1.87% per year. He noted that Consumer Price Index for North East urban areas has increased 13.1% from 1/1/08 to 6/30/15, on average 1.75% per year.

Mr. Wolfe noted to address municipal needs, the Supervisors increased the real estate tax rate in 2015. An increase of .4 mills was included in the 2015 General Fund Budget, which was based on a total millage rate of 1.7 mills. He noted that the 2016 General Fund budget was prepared using this millage rate. He stated that the Board will discuss future tax increases for future projects later in the meeting.

Mr. Wolfe noted that the State Aid Fund is per the Pennsylvania Liquid Fuels Tax Act 655 of 1956 and is a sub-component of the General Fund and provides funding for maintenance and construction of local roads. He noted in 2016, the State Aid Fund is expected to be \$1,403,880 in both revenues and expenditures. He noted that it will take the roadway paving to over \$700,000 in 2016.

Mr. Wolfe noted that the Fire Equipment Capital Plan covers 9 pieces of primary apparatus for the Township's 3 fire companies and in 2016 will begin with a Fund balance of nearly \$1.4 million, with an additional \$204,350 to be added during the year, taking the fund balance to \$1.6 million. He noted that 2016 expenditures from the fund could total \$2.2 million. Mr. Hornung questioned how long would it take for the equipment to be delivered from the time that it is ordered. Mr. Wolfe answered if you pay in advance you get a reduced rate. He noted that this will be the fourth time the Township has purchased three units at once, and every time we have done deficit purchasing where the General Fund has loaned the Fire Equipment Capital Fund money. He noted that Mr. Seeds has questioned if the \$204,000 annual contribution is enough or should it be increased. He noted that the firefighters will ask permission to proceed to

purchase the new apparatus and also to increase the annual amount. Ms. Lindsey noted that we talked about increasing it last year. Mr. Wolfe noted that it is laid out for a \$50,000 increase in 2017 in the strategic plan.

Mr. Wolfe noted that the General Improvement Fund is used by Lower Paxton Township for one-time capital projects and for 2016, it is budgeted at \$9,170,176 with \$4 million for the Public Works addition and the remaining for stormwater projects.

Mr. Wolfe noted that the largest source of revenue is the Earned Income Tax (EIT), expected to generate \$7.6 million; the Real Estate Tax is expected to generate \$5 million, and the Local Service Tax is expected to generate \$1,250,000.

Mr. Wolfe noted that the Township levies no other taxes that are paid by residents on an annual basis. He noted that the Real Estate Tax rate is 1.7 mills and is expected to generate \$5 million, 22.6% of the General Fund. He noted that 20% of the Real Estate Tax (nearly \$1 million) funds volunteer fire services providing only \$4 million in Real Estate Tax revenue for municipal operations in 2016.

Mr. Wolfe noted that the average real estate tax in Dauphin County is 2.541 mills that excludes two with no real estate tax and four with millage rates above 10 mills. He noted that Lower Paxton Township is at 1.700 mills. He noted that the LPT Real Estate Tax for a house with an assessed value of \$200,000 is 1.7 mills with 1.337 mills (general) at \$267.40; .322 mills (fire protection) at \$64.40; and .041 mills (library service) at \$8.20 for a total of \$340.00. He noted that the Lower Paxton Township property owners will pay real estate taxes at the rate of 23.7882 mills; to Central Dauphin School District at 14.8622 mills, Dauphin County at 7.226 mills, and Lower Paxton Township at 1.7 mills.

Mr. Wolfe noted the answers to questions provided by the Board previously concerned tablets for the police officers as opposed to in-car computers. Lt. Zerbe noted that Ricky, from Appalachia indicated that it is not feasible to do that due to resolution issues. Ms. Lindsey questioned why. Lt. Zerbe answered that he did not know as that is not his field. Ms. Lindsey noted that we talked about officers being able to take the tablets in and out of the car with them. She noted if someone sits in the passenger side they are penned in. She explained that she put \$30,000 in the budget for tablets and found that it was reduced to \$11,000 for the lap top computers. Lt. Zerbe noted that it is cheaper to replace the laptops but that is what we are

looking to do now. She noted that she would like more information on this as she does not buy that. Mr. Crissman noted that Ricky provided his opinion as that is his expertise. Mr. Houck suggested that it has something to do with the software from Dauphin County. Mr. Seeds questioned if anyone is using tablets. Ms. Lindsey suggested that someone is using them. Lt. Zerbe suggested that they use them on the West Shore. Ms. Lindsey noted that Derry Township is using the Tuff Books. Lt. Zerbe noted that they are super expensive. Mr. Wolfe noted that it is a laptop. Ms. Lindsey noted that the officers can take them in and out of the car. He noted that they are issued per vehicle as opposed to per officer, and we permanently affix the computers to the cars. Ms. Lindsey suggested that there was another tablet that they are using that started with a "D". Lt. Zerbe noted when Chief Bair was working there was a module that we tried that is on the dashboard so you don't have that concern, but it was a touch screen and the technology was not there.

Ms. Lindsey noted that she is concerned because she has been in the police car and they are penned in. She noted that it is a hazard and if they would get hit...Lt. Zerbe noted that the laptops are mounted on a metal pedestal. Ms. Lindsey noted the lap tops must make it very close for the Field Training Officer to sit in the car. She suggested that it would be easier for an officer to take the tablets in and out. Lt. Zerbe noted that it is a great idea but Ricky said that the resolution would not work.

Mr. Hornung questioned if there has ever been an issue with the laptops mounted in the cars with a person stuck in the car and it created some harm to an officer. Lt. Zerbe answered no. Mr. Hornung questioned why can't we buy more laptops and have them take them in and out of the vehicles rather than go to a tablet. Mr. Wolfe answered that the laptops that we purchase are not the types that you would want to haul in and out. He noted that the tuff books would be more suited but they are three times more in cost. Mr. Hornung noted if you have a laptop that you transport back and forth, and if you had to replace the laptop three times before you would get to the price of a Tuff books it makes sense to use the laptops. Mr. Wolfe answered that is what we are doing. Mr. Hornung questioned if we replace the laptops that often. Lt. Zerbe answered as needed. Ms. Lindsey noted that the Tuff book she saw online was \$2,400. Lt. Zerbe noted that the laptops are \$2,800. Mr. Hornung noted if you never had an incident he would have a problem spending the money for the cost ratio and if your risk is so small he can't see it.

Ms. Lindsey questioned Mr. Hornung if he has been in a police car to see how they are penned in. Mr. Hornung answered that he does not care. He noted that it is not that he does not care about the person, but if there has never been an incident then he has a hard time justifying it. He noted that he likes that we spent the money on the dog as this would be very helpful as people have been shot at and they even shot the dog. He noted that is huge as there was a high risk there. He noted before he would spend money on a low risk item he would rather have Lt. Zerbe come back with a higher risk. He noted that he would rather spend the \$30,000 on a higher risk item as opposed to a potential problem.

Mr. Seeds questioned if there would be a problem if there was an accident with the air bag. Lt. Zerbe noted that we have not had an accident in a police car where an air bag was deployed. He noted that he did not know if that would be an issue as it is mounted in the front seat area and if you were in an accident you could get banged up. He noted that the Board is welcome any time to look at the installation. He noted that we have had the laptops for quite a while and it may be worth looking into, but at this time, according to Ricky, it won't work.

Ms. Lindsey noted that PSD Johnson had put tablets in the strategic plan and that is why she questioned it. Mr. Crissman suggested that maybe he did not pursue it the entire way, thinking that it was a good concept. Mr. Wolfe noted that he will ask Ricky for an answer to the question. Ms. Lindsey noted if it is a software change then maybe we can look into that.

Mr. Hawk noted if it won't accomplish the need then it wouldn't make sense. Lt. Zerbe noted that there could be other solutions as he knew nothing about this until he started to plan the budget. He noted that there may be other options. Mr. Crissman questioned if it is something that you want. Lt. Zerbe answered if it improves the officer's safety and their comfort, it is a good thing, but it is not a top priority.

Mr. Seeds noted that it is a wonder that a car manufacturer has not come up with a way to build it into the car. Mr. Hornung questioned how many do you need. Mr. Wolfe noted that they are in all the patrol and traffic safety vehicles.

Mr. Seeds questioned if we are looking at body cameras. Lt. Zerbe noted that we looked a body cameras about five years ago. Mr. Seeds questioned how much that would cost. Lt. Zerbe answered that he did not know. Mr. Wolfe questioned if that is something you want to jump into,

to be the first in Dauphin County. Mr. Crissman questioned if this is something you want or something you need. Lt. Zerbe noted that it is not needed at this time. Mr. Wolfe suggested that we will have more discussions on this in the future. Mr. Seeds noted that we have them in the vehicles. He noted if someone is pulled over the camera is on the officer and the vehicle. Lt. Zerbe noted if they happen to be arrested and put in the back of the car, then the camera focus on whoever is in the back of the car.

Mr. Wolfe noted that the camera recording itself is now public content, until the point where a criminal investigation begins, the remaining footage is available under the Right-to-Know request. He noted that we don't have the ability to redact the criminal investigation portion and we had two requests that could have been litigated; however the attorney who was making the request found that his client did not want to proceed further with our denial of the record. He noted that we will get hit at some point in time and we will deny it because we can't redact it. He noted that it will be another thing we will have to invest in eventually.

Ms. Lindsey questioned if we are doing anything about replacing the in-car video equipment. Lt. Zerbe answered that we discovered that we could get another year of warranty. He noted that we had one defective module in a camera when it was installed but other than that we have not had one problem with a camera so far. He noted that we can get another full year warranty on the equipment that will take us up to mid-2017.

Mr. Wolfe noted that there was a question on the allocation of funds for the School Resource Officer. Lt. Zerbe answered that it was a mistake and it should have been \$35,000.

Mr. Wolfe noted that there was a question on police retirements. Lt. Zerbe answered that the narrative was incorrect and it was fixed.

Ms. Lindsey questioned how many police officers do we have. Lt. Zerbe answered that we have 52 officers. He noted that the compliment should be 57 officers. He noted that he made an offer to a female candidate who will start the academy in January of 2016 contingent on her passing a psychological examination and physical, so that will bring us back to 53 officers. Ms. Lindsey questioned if the 52 included Lt. Zerbe. Lt. Zerbe answered yes.

Mr. Seeds questioned who retired. Lt. Zerbe answered Carl Chortanoff. He noted that he injured his ankle. Mr. Wolfe noted that it was a workers compensation action that was settled today. He noted that he has less than 20 years' service with the Department.

Mr. Wolfe noted that the Board also had a question as to why police arbitration was in the administration budget under special legal services as we are not in a negotiating year. He answered that the Township has an arbitration scheduled in 2016 in regards to discipline.

Mr. Wolfe noted that there was a question in regards to the Susquehanna Municipal Trust narrative. He noted that it was correct for the numbers as we did get the new number for 2016 and it reduced the total budgeted cost, but the narrative was okay.

Mr. Wolfe noted they were the questions he received from the Board. He explained that Ms. Wuestner is present to speak for the Parks and Recreation Budget, Jeff Kline for Public Works and State Aid, Lt. Zerbe for the Police Department, and Tim Houck for Administration. He noted that they are present to address any concerns for the 2016 budget.

Mr. Crissman suggested that the Board ask each director what is new and different in their budgets. He noted that he does not need to rehash the budgets. Mr. Hawk noted that he has no problem with that.

#### Parks and Recreation

Mr. Wolfe noted that part of the tax increase in 2015 for the strategic plan was an annual allocation of an additional \$175,000 for park maintenance activities for the five-year plan. He noted that is for each year of the strategic plan. He noted that Ms. Wuestner will explain how she is spending those funds.

Ms. Lynn Wuestner noted in June she reviewed the different park systems with Mr. Kline, and today it was decided that three different park systems will be replaced. She noted that the equipment was ordered as it needed to be ordered by November 15<sup>th</sup> as the grant program expires on that date. She explained that the grant of 50% off the original costs for the playground equipment was offered by Game Time. She explained that they have been feverishly designing new playgrounds to include Brightbill Park at an estimated cost of \$37,000; noting that it includes equipment for seven to 12 year olds and littler ones as well. She noted the Kohl Park playground is no longer in existence noting that it was along the walking path that is in the

middle of nowhere. She explained that she, Mr. Kline and a designer from Game Time, held numerous meetings in order to determine what new playground equipment should be ordered.

Mr. Hornung questioned if the reason they offer the 50% off was due to a change in the law or liability. Ms. Wuestner answered that it is an end of the year grant program, a sale. She noted that due to the Township's relationship with Game Time and Bidding Recreation, a local firm, they were able to take advantage of the lower prices. She noted that the Kohl Playground and pavilion are going to be brought down to the flat green area by the parking lot. She noted that Public Works has done a tremendous landscaping job in that area and it is beautiful. She noted that since all the old equipment was gone, it made sense to order new equipment, especially since staff received numerous phone calls asking when the new playgrounds would be built. She noted that the area is much more used due to the dog park and the pavilion was very old. She noted that the playground and pavilion have been redesigned. Mr. Seeds questioned if the pavilion will be at the same location. Ms. Wuestner answered no as it will all be closer to the parking lot.

Ms. Wuestner noted the Forest Hills playground is very outdated and needs to be replaced. She noted that the \$20,000 plus funds will be going to all new playground features as the area was rundown and needed work. She noted that the Brightbill Park playground will be replaced and moved forward toward the pavilion out of the swamp. She noted it would be nice to have the entire area but the trees have grown up as it was intended for additional parking lot. She noted that she had Bidding Recreation lay out that new system, with a larger pavilion as it is a heavily used park. She noted with the addition of Heroes Grove it will be a good combination. She explained that there will be three new playground packages at those parks and two new pavilions, one at Kohl and one at Brightbill Park.

Mr. Seeds questioned if this will be built with fee-in-lieu funds and the \$175,000. Ms. Wuestner answered yes, noting that this is the \$175,000 funds from the 2015 Strategic Plan. She noted that the fee-in-lieu funds totaled about \$25,000 for the Forest Hills Project. She noted that she would be spending a total of \$117,000, \$92,000 from the 2015 Strategic Plan.

Ms. Lindsey questioned if there is other park equipment that needs to be replaced. Ms. Wuestner answered that we started this so late and that was all she could get done this years.

Mr. Wolfe noted that the Township will have to make an investment in Possibility Place and we are getting pricing for the rubberized floor at about \$130,000 to include installation. Mr. Crissman noted that it would come out of the 2016 budget. Mr. Wolfe suggested that it could be partially funded with the left over 2015 funds. Mr. Crissman noted that we could obligate the left over funds to this project to be done in 2016.

Mr. Seeds noted that he saw a figure of \$40,000 to do that flooring. Ms. Wuestner answered that it was \$130,000. She noted that she just got that number this week, noting that the installation is between \$30,000 and \$40,000, but the cost of the flooring is between \$80,000 and \$85,000. Mr. Seeds questioned what the cost was when it was originally installed. Mr. Wolfe answered that the Township did not do that work.

Ms. Lindsey questioned how long it has been down. Ms. Wuestner answered that it was ten years. Ms. Lindsey questioned the lifespan of the flooring. Mr. Kline answered that is what he was told. Mr. Crissman noted that it is used very heavily. Mr. Wolfe noted that it is a semi-porous rubber and we are in a winter climate and the frost action on it is terrible.

Ms. Wuestner noted that the new product by Game Time is a porous material and has a longer life expectancy because they double layer the roughly used areas. She noted that they also have a leak under the spray system that public works need to repair. She noted once they do that the floor will have to be replaced anyway. She noted that we could spend the rest of the \$175,000 towards this. Mr. Crissman questioned where we will be at the end of December in terms of dollars. Mr. Wolfe suggested that we may expend everything we budgeted. Ms. Wuestner noted at this time we are at \$92,000.

Mr. Seeds questioned if we are looking at alternatives for the flooring. Ms. Wuestner answered that this material is different. Mr. Wolfe noted that wood chips would be the cheaper alternative. Mr. Crissman noted that the company that is doing the flooring is the same company that we are getting all the equipment at the other parks from. He suggested that it is good as we are building a good bond with the other company which means they won't take advantage of us and once they are done they will want to use us for their marketing. Mr. Wuestner noted that they are local and we have used them for years.

Mr. Kline noted that the problem with Possibility Place is that it was purchased by an outside group and we have trouble finding parts for repairs so it would behoove us to stick with

the same company in every park. Mr. Seeds noted that it was the Leathers Company. Ms. Wuestner noted that they wanted to charge \$2,000 to come and tell us what we needed to do.

Mr. Crissman questioned if Mr. Weaver is done with his sewer work for the Forest Hills Park. Ms. Wuestner answered that he will have to rip out what they just put in.

Mr. Seeds noted that it needs some painting at Possibility Place. Mr. Kline noted before it is painted, there are a lot of wood fixtures that rotted, noting that it is more work to replace as they are tucked in behind other pieces and if something goes bad that was put up first getting to it to replace it is very difficult. He noted that they did a great job in building the place.

Ms. Wuestner noted that there is wear and tear from significant usage and elements. She noted that the Rotary and other organizations are ready to have a volunteer day to paint or do whatever; however, we have to fix the physical features first. Mr. Seeds questioned if the Rotary adopted Possibility Place. Mr. Crissman answered no as initially the Lion's Club joined in on the end of the project. He noted that the Rotary has participated in work days but it is time to have some of it replaced.

Mr. Seeds questioned if we could get some organizations to adopt some facilities to maintain them. Ms. Wuestner noted that the Rotary and Boys Scouts have done a lot of work. Mr. Crissman noted that CASA has also helped out.

Mr. Hornung questioned what we use for flooring, wood chips. Mr. Kline answered yes. Mr. Wolfe noted that Possibility Place was built to be ADA accessible and wood chips don't make it. He noted that there is a similar place in Elizabethtown that has wood chips but it is not handicap accessible.

Mr. Hornung questioned if just portions of the flooring could be replaced. Mr. Wolfe noted what is there now is a mat that was laid but he does not see the two working together. Mr. Hornung noted that politically if we are going to address putting new parks in some of this area we better have some answers for the Hodges Heights people. He noted that you are putting in new equipment in Forest Hills and not upgrading the equipment on Conway Road; there will be some allegations. He noted that we need to do something and he has no answers as it is a difficult situation on top of a land fill and it is not a good option. He noted that we discussed looking at other land and without having a plan in mind to fix the issue, to do the other updates will cause some issues.

Ms. Wuestner noted that she has been working with the neighbors as they have been coming to the Parks and Recreation Board meetings. She noted that they have looked into other tracks of land; they are getting information and she is also talking to Fine Line Homes. She noted that there is movement on it and they having been attending the meetings. She noted that they know we are there for them and it is a good thing. She noted that the Parks and Recreation Board respect the people from Hodges Heights and are working together. Mr. Crissman noted that we need a plan to share with them.

Mr. Kline noted that out of the four parks we have talked about, three of them are community type parks. He noted that they are not neighborhood parks, the only one is Forest Hills and we have to use the fee-in-lieu funds for that park. Mr. Kline noted that he has been to the Hodges Heights meetings. Ms. Wuestner noted that we are showing them time and effort toward their concerns. Mr. Crissman noted that we had these discussions with Mr. Luetchford a year ago in regards to the pavilion and tennis courts. He noted as long as they know there is a plan to work on this to come up with something that is good. Ms. Wuestner noted that the Parks and Recreation Board is looking for land; they had two meetings and we all shared ideas and she received direction from Mr. Wolfe about some land suggestions. She noted that they know we are moving forward and working on it. She noted that they asked when we find land who will pay for it.

Ms. Lindsey questioned if the residents are okay with leaving that park, noting that they had signs stating that they wanted to stay on the landfill ground. Ms. Wuestner answered that they will never be okay but they are better. She noted that they understand that it will not work putting a new playground on the land fill property. She explained that she told them that the Township would not approve her purchasing \$50,000 in equipment only to have it fall over in five years. She noted that they want a park there, yes, but they realize there are issues.

Mr. Crissman noted that there is a budget of \$175,000 for each year for this strategic plan. He noted that is where the money will come from.

Mr. Hornung questioned if the Parks and Recreation Board has discussed using private money for advertising at the parks. Mr. Wolfe answered not yet as he needs to do more work on that before he brings it to the Board. Mr. Hornung noted the other day there was a tournament at one of the parks and the entire fence was lined with advertisements. He noted that someone made

some money off of what we should have made money. He noted that it went to a good cause, but our cause is also good. He noted that there was not one single empty space on that fence at a baseball game. He suggested that it was at Paxtonia fields. Ms. Wuestner noted that is not allowed. Mr. Hornung noted that the signs were only put up for the tournament. He noted that they were nicely done and had to be ten foot banners; around 20 of them, nicely done. He noted that it could provide for extra money to spend somewhere.

Mr. Crissman noted that we have asked the Parks and Recreation Board to support corporate sponsorships as we had someone who was willing to pay for Freddie the Frog. Mr. Hornung noted that he would like to have that happen quickly.

Ms. Wuestner noted in 2016 the big projects that she has received pricing for are the tennis courts at Koons, Brightbill, Forest Hills Park and basketball courts at Forest Hills to include the fencing. She noted with the increase in the number of pickle ball players that we have the company that will do the courts for tennis will also line all the courts for pickle ball. She noted there is a DCNR grant for ADA accessible playgrounds that she will attend a workshop for in a week, and plan to apply for the grant before January 14<sup>th</sup>. Mr. Seeds suggested that it would be a great possibility that we would get that. She noted that community parks that are ADA accessible are the high priority for the grant. She noted if we get 50% and another \$60,000 there is extra money for more work.

Mr. Seeds noted that the softball fields at Koons Park that have been in transition for the past three or four years. He questioned if we can see that the project is completed. He noted that the building need roofs and doors. Ms. Wuestner noted that it needs a roof and windows. Mr. Kline explained that he spoke to the president and he claims that they plan to finish it. He noted that it was the vice-president that took on the project. Ms. Wuestner noted when they hand in their request for field permits in January we could say we will complete the permits when we get an idea when the organization plans to finish the job.

Ms. Wuestner noted if you have not been over to Heroes Grove the fencing is down and it is beautiful. She noted that we are waiting for the electric which may be five to six weeks out. She noted in George Park, the Public Works staff did a great job with the sidewalk from Nyes Road to the pavilion to the back parking lot. She noted that the Edna Mae George beautification project was complete with the installation of a bench with the gardens in the location of the old

police substation. Mr. Kline noted that the entire area was sodded. Mr. Crissman questioned what the final numbers were for the Edna Mae George Memorial. Ms. Wuestner answered that it was \$3,400. She noted that she has not received any of the bills yet.

Mr. Seeds questioned what is going on with the skate park, is there paint missing from the side of it. Ms. Wuestner answered yes.

Ms. Lindsey noted that Mr. Kline and Ms. Wuestner just came on board a couple of months ago and they have done a lot and she thanked them for their efforts. Ms. Wuestner noted that it is easy to work with Mr. Kline and we have good committees and boards to work with as well.

#### Public Works

Mr. Kline noted that the budget stayed pretty much the same, replacing some vehicles but we can always use stormwater money, he noted that we are chipping away at it. Mr. Crissman noted that it is a major financial commitment to tackle and we are not alone.

Mr. Seeds questioned if there is money for next year for stormwater. Mr. Kline answered yes. He noted that next year's money will probably be spent on one project. He noted it would be Houcks Road from Gilligan's to Devonshire Road, and Smith Street as well.

Mr. Seeds noted in the administrative budget, there is a part-time receptionist for field operations and he questioned what that is for. Mr. Wolfe answered that is in the Sewer Department garage. He noted that it is in the Administration budget as a reimbursement for services.

#### Police Department

Lt. Mark Zerbe noted that he kept everything in line with how it was last year as he did not want to start anything new with a new Public Safety Director coming on board. He noted that a few service contracts increased and now we have to pay more for the blood alcohol testing as we must now use a forensic lab, costing roughly \$9,000 a year. He noted that there will be more hiring's as he is trying to get to the 57 approved compliment. He noted that he exhausted this year's list and he will have to start the process over again. He noted that he hopes to get four good people out of the 2016 list. He noted that we are currently doing promotional tests.

Mr. Seeds questioned how many people you are looking to hire in 2016. Lt. Zerbe answered four. Mr. Hornung questioned how many people could retire. Lt. Zerbe answered that

seven could retire but only four are firm about retiring at this time. Mr. Hornung questioned when we start that process to replace them. Mr. Wolfe answered that we can't replace what we already lost. He noted that we are losing them faster than we can replace them noting that it is a long process to go through and we are having a tremendous number go through the process that don't work out. Lt. Zerbe noted that we have refined the background process and we are really picky. He noted that we have had a lot of washouts noting that he is happy with the four new officers that were hired this year. He noted that we look for good people, not just people who are certified under MPOETC that have special training. He noted that we want good people who will be Lower Paxton police officers. He explained that they conduct the fitness tests first noting that it doesn't cost us anything more than manpower. He noted if they fail the test, they do not move on to the written tests that cost about \$12 a test. He noted after that we conduct oral interviews, backgrounds and many times they wash out in the backgrounds.

Mr. Seeds questioned if the number of applicants is down. Lt. Zerbe answered yes. Mr. Seeds questioned if that has a lot to do with things going on. Lt. Zerbe answered that he thinks it's a societal thing. He noted that we are getting high quality people but the quantity to choose from is less and we are pickier in the backgrounds. He noted if we have seven people we will be lucky to get one out of that number.

Mr. Seeds questioned if you are having a terrible time hiring minorities; noting that you hired two females this year. Lt. Zerbe answered that is true. Mr. Crissman noted that it is amazing how people feel they can hide things from you. He noted that things will pop up in their backgrounds. Lt. Zerbe noted that there are items in people's background that would amaze you. Mr. Wolfe noted that we have open positions, we have exhausted the hiring list; we have to start the entire process over. He noted that we are six months away from making any offers to anyone. Lt. Zerbe noted that the last three hires were from a list of 50 and we only got four.

Mr. Hornung question if we could do anything to encourage those who are ready to retire to stay a little longer. Mr. Wolfe answered no as it would have to be provided by the bargaining unit. Mr. Hornung noted that we could bargain it. Mr. Wolfe answered that is true but whatever you bargain stays. He noted when you asked people to take an early retirement it was a onetime deal.

Lt. Zerbe noted that police work is a young-man's job and as you get up in age they will tell you that they are not the same person they used to be. Ms. Lindsey suggested that the 12-hour shift is hard as well. Mr. Hornung noted that older officers have more wisdom and it provides an edge on the other side of the coin. He questioned how short we are at this time. Lt. Zerbe answered four and after we hire the girl we will be three short with the possibility of seven officers retiring. He noted that you will not fill a ten spot vacancy very well. Mr. Hornung noted if they have to go to a six month academy, you are a year away from hiring and getting someone on the road. He noted that it would not be easy to run the Department ten short. He noted that you may want to try to figure out how to deal with this. Lt. Zerbe noted that there are certain specialty positions that we barely have such as community policing. He noted that the warrant officer is being used as a detective and in patrol and we are short in traffic safety. He noted that you make do with what you have. Mr. Hornung noted when you are ten short, you have a guy who is working 50 hours instead of 40 hours and the fatigue factor can enter into the safety factor of the officer.

Mr. Seeds questioned if we are competitive with other departments for pay and benefits. Lt. Zerbe answered yes.

Ms. Lindsey questioned if the police go to the Police School at HACC to recruit. Lt. Zerbe answered yes noting that they go to the Montgomery Police Academy and Andrew Brady who was hired by the Department came from that police academy.

Mr. Crissman noted with the replacements for vacancies in 2016, we have \$250,000, will that cover it. Lt. Zerbe answered yes. Mr. Crissman noted that he wanted to make sure we budgeted properly for this.

Ms. Wuestner noted that she is having a hard time getting people to pass background checks for part-time employees. Mr. Crissman noted that things have changed in the last years as he can't believe what comes up in these background checks.

Mr. Seeds suggested that some of the things might be from when a person was a teenager. Lt. Zerbe noted that we account for those things. He noted that many disqualifiers are set within the last ten years for instance, a certain drug use within the last ten years or in high school. Mr. Crissman noted that a person has a right to have their record expunged from the courts.

Mr. Wolfe wanted to thank Lt. Zerbe for doing a great job in the past four to five months and he has kept it running and done it short-handed.

Mr. Seeds questioned if Mr. Kline is buying a vehicle, a SUV. He questioned if it is a new one. Mr. Kline answered yes. Mr. Seeds questioned why he was buying a new one and not a hand-me-down. Mr. Kline answered that there are none available. Mr. Seeds questioned who it would be for. Mr. Kline answered that he would use it but it would be a vehicle that is not dedicated to plowing. He noted in many instances all the vehicles are used for plowing and there is nothing available to use, and it would be used to take five or more people to training. Mr. Wolfe noted that we do not turn down used vehicles at the Township.

Ms. Lindsey questioned if the black F350 is what Linglestown is purchasing. Mr. Kline answered no. Ms. Lindsey questioned if the three trucks are for sale. Mr. Kline answered yes. He questioned if the fire company purchase is done. Mr. Wolfe answered yes and they will be in to purchase it next week. Ms. Lindsey questioned if staff will be putting the vehicles on the on-line auction. Mr. Kline answered yes. Ms. Lindsey questioned what the white truck was. Mr. Kline answered that it was the sweeper that we replaced this year. Ms. Lindsey questioned if we could have traded that in. Mr. Kline answered yes but they didn't want to give us much for it. Ms. Lindsey questioned if we could get more by auction. Mr. Kline answered yes.

Ms. Lindsey questioned under the Community Development budget it states that it shares the engineering field technician salary of \$30,000. She questioned if that position works for both departments. Mr. Wolfe answered yes and in 2015 we split it between the two departments.

Ms. Lindsey questioned that West Hanover Township pays for the Compost facility. Mr. Wolfe answered that they bulk load into our facility and they pay for that service.

#### Administration

Mr. Houck noted that the Realty Transfer Tax is higher, as there are all kinds of property being sold. He noted that it is not anyone big property. He noted that we budgeted \$850,000 and he changed the estimate to \$1.2 million and we are at \$1.25 million in September. He noted that he budgeted \$1.3 million for 2016 as we don't know how that will go. He noted that he does not know the exact size of the properties that are being sold but we have received a check every month all year long.

Mr. Houck noted that the current Earned Income Tax (EIT) is up as well. He noted that we were having problems with the collector as they weren't consistent in saying that we should expect money and then it didn't come in. He noted that he and the finance person from Swatara Township and the School District met with Skip Memmi in May where he tried to get people to come in and talk about the new act. He noted that everyone else stated that their income tax increased 10% but we noted that ours was down. He noted that magically, since then, more funds have been coming in. He questioned if some of the money was going to the City of Harrisburg as it listed a Harrisburg address. He noted that this was to be taken care of by the new PSE Code that the State requires every employer is to use. He noted that Keystone stated that they are caught up, but regardless whatever it was we are way higher than what we were last year. He noted that he was a little conservative in budgeting \$7.6 million for 2016.

Mr. Crissman noted that the Real Estate Transfer Tax is easy to track but we are not certain for the EIT due to the collection agency and where they are sending the funds. He questioned if we need to speak to someone from Keystone about this. Mr. Houck noted when Zelenkofske Axelrod was doing the audit last year they found that the EIT reports received with every settlement for the current numbers were way down. He noted that they have since caught up with their work as they explained that they implemented new technology and are staying on top of it better.

Mr. Crissman questioned if we are going down the same road that we did before the new act was put in place. Mr. Houck answered that there was so much money out there from the past. He noted that we are still getting money from Cap Tax and Berkheimer, the old collectors and some is ten or 12 years old. He noted that they are going after the delinquent funds. Mr. Crissman questioned if we should meet with Keystone. Mr. Houck noted that we have a County Tax Collection Committee. Mr. Crissman noted that that Board sets the policy but he would like to speak to those who make it work. Mr. Wolfe suggested that Mr. Hawk should answer that question. Mr. Houck noted that we have been fairly consistent since early summer and stayed high.

Mr. Seeds noted that Mr. Hawk could bring that up at a meeting. Mr. Hawk noted that he could do that. Mr. Houck noted that we already did and he thinks that is what helped to turn things around. Mr. Hawk noted that he will do that at the next meeting. Mr. Houck noted that we

finally turned things around and now it is consistent for Swatara, Lower Paxton and Central Dauphin.

Mr. Hornung noted that the telltale sign that CAP Tax was in trouble was with the amount of money they were holding that they couldn't distribute. Mr. Houck noted that they are not allowed to do that as they must turn it around at the end of the month. He noted within one or two weeks they must send the money out and it must be fully reconciled at the end of each month. Mr. Hornung questioned if they have any money at the end of the month. Mr. Houck answered that they are not supposed to but there is still some money from last year that they finally got caught up on. He noted that he spoke with someone who was certain that they were backed up on bills and not processing as fast as they should have. He noted that they got caught up and it has been pretty consistent since then. He noted that sometimes they concentrate more on the LST and then on the EIT. He noted that LST was a little less than what he expected at the end of September but we got a lot in October. Mr. Crissman noted that he would like to hear from Keystone what the peaks and valleys are and what is their operation doing that causes that as opposed to an even flow. Mr. Houck when the legislature acted, they didn't make everything as uniform across the board with all the other collectors. He noted that they did not require certain things they should have, so getting money out of other collectors noting that the funds are collected where you work, but remitted to where you live. He noted that now that there are less collectors and the more they work together, the better it is, especially between Berkheimer and Keystone. Mr. Crissman noted that he needs to hear them say it. Mr. Wolfe noted that Mr. Hawk and Mr. Houck have found that there is a lot of talk and there is no way to get an answer that you will be satisfied with. Mr. Crissman noted that it has been a nightmare system since day one. He noted that County-wide collection hasn't improved it locally. Ms. Lindsey noted that she pays Keystone quarterly and they hold her check weeks before they cash it. Mr. Houck noted that you can look at their computers and be impressed with their technology but there are many external factors that impact this as well. He noted that the West Shore Tax Bureau was behind and they finally got caught up. He noted that it keeps improving but he would like to see more consistency.

Mr. Crissman noted that he only focuses on EIT because when you look at our three sources of revenue it is very important. Mr. Hawk noted that he will bring it up at the next meeting.

Mr. Houck noted that the budget as it stands is \$129,999 underfunded and it could come from prior years cash or if we get another \$200,000 from Reality Transfer Tax or EIT, then it takes it all away. He noted that the IT budget is higher but Appalachia provided a list of items that need to be done. Mr. Wolfe noted that the Board allocated more funds in the Strategic plan. He noted that they will be doing server upgrades, wireless for Public Works, and those things should last at least three to five years. Mr. Wolfe noted that we are not where we should be but we are much better than we were this time last year. Mr. Crissman noted that he is sure that we exhausted the \$75,000 that was allotted for this year and there is another \$75,000 budgeted for next year.

Mr. Houck noted that the MMO for pensions came in a little below what it was this year. He noted that it will go up a little in 2017 as we are not getting the returns from the managers as we have seen in the past.

Mr. Seeds noted that he found a few typos' in the administrative narrative. He noted that 01-4001-406.01, noting that it states 2014. He noted that 01-4400-429.02 and 04 lists 2013. He noted that the other ones are under Community Development. He noted that one has a \$50,000 difference, 01-3130-320.05, for Building Permit, he noted that it list 100 permits at \$1500, with a total of \$200,000, but it should be \$150,000. He noted that 01-3130-320.18 lists \$50 for inspection for 20 variances at a total of \$10,000 for variances. Mr. Wolfe noted that is about right. Mr. Seeds noted that 320-27, zoning permits, it has \$25 each at \$8,500. He questioned if that was correct. Mr. Wolfe answered that is correct as everyone who comes in gets a zoning permit. Mr. Seeds noted that stormwater management permits are \$50, at \$50,000. Mr. Wolfe answered that is correct.

Ms. Lindsey noted under trash removal at the public works, it says dumpsters are emptied 15. She questioned if that is 15 times. Mr. Kline questioned if 15 should be in there as most of them are dumped when we call, but there is one dumpster that is emptied once a week. He noted that he would look into this.

### Strategic Plan discussion regarding additional capital spending

Mr. Wolfe noted that he would like to refer to the back page of the strategic planning document. He noted that Mr. Hornung prepared a document that he would like to speak to tonight that summarizes where we are. He noted if we do anything above what was presented to the Board as part of the 2016 balanced budget you will have to find additional revenue sources or reduce something in the current budget to do things that is on the list, one that was made up of things that were discussed over the last month. He noted that it has been reduced to a potential newsletter article.

Mr. Hornung noted that we had a lot of success the last time the Board did this as far as explaining to the people these are the things that we are looking at doing and it was well received in the community as they understood that it was not just another tax increase, that is, if we decide to do a tax increase. He noted that there was a specific purpose for the tax increase. He explained that he wanted to get this out to the public quickly since the next newsletter would come out after a tax increase could be imposed. He noted that it does not matter to him if the Board wants to change the article.

Ms. Lindsey noted that she agrees with Mr. Hornung and because we educated the people last year we did not hear any complaints. She noted that the people knew what that money was going for and they were happy to see what it was going for. She noted that it is good as Mr. Hornung hit the items that we have talked about in the past couple of months.

Ms. Lindsey questioned when we will know about the Local Share Grants. Mr. Wolfe answered in March of next year. He noted that he has his hearing in November to explain the Township grant applications on the 23<sup>rd</sup>. He noted they will make a recommendation after they hear all the testimony's to the Gaming Commission.

Ms. Lindsey noted that we applied for three grants, what are they. Ms. Wolfe answered that they are for a sound wall for compost facility, the Comprehensive Plan and Nyes Road Greenway.

Mr. Seeds questioned how many did the Board sponsor, nine. He noted that only two are for the Township. Mr. Wolfe answered that there are three. Mr. Seeds questioned what the Nyes Road application is for. Mr. Wolfe answered that it was for the sidewalk from the school to the

park. Mr. Seeds questioned if Mr. Wolfe must speak for all the applications. Mr. Wolfe answered that he only speaks for the three, noting that the others are on their own. Mr. Seeds noted that the Board rated all the applications, and he questioned if he will be asked about the rating process. Mr. Wolfe answered that he gets asked about that every year. He tells them that the Board's letter speaks for itself.

Mr. Hornung noted that he would like to make some changes to the letter. Mr. Crissman noted that he has also made some minor changes as well. Mr. Hawk noted that he has some changes as well. Mr. Hornung noted that he wants to take out "only \$20" phrasing.

Mr. Wolfe noted before we wordsmith, is the Board sure that it wants to run this article. He noted if you do, you have taken the next step to a tax increase. Mr. Crissman noted if we are doing that then this is what we need to do. He questioned if the Board members are in agreement that they want to do a tax increase. Ms. Lindsey noted that the things that are on the list are things that need to be done. Mr. Seeds questioned what the tax increase is for. Ms. Lindsey stated the things that are on the paper.

Mr. Hornung noted that he tried to make it open-ended, listing all the projects. Mr. Crissman noted if we are raising taxes this is where the increase is going. He suggested that it is excellent. He noted that the budget will be balanced but if we are going to improve anything we need to raise taxes. Mr. Wolfe noted if we are borrowing for future stormwater improvements and use additional tax dollars to pay that additional borrowing, he suggested, for this list, with reasonable allocations, you are looking at a \$600,000 to \$900,000 increase which would take the mileage rate from 1.7 mills to about 2 mills. Ms. Lindsey noted that we are still below the local average.

Mr. Crissman noted if we are willing to raise taxes and have an open meeting, we will need to have Mr. Houck or someone do quick calculations to know what each item will cost. He suggested that we should prioritize the projects, know the approximate costs, and what the tax increase would be so the citizens sitting in the meeting will have an idea.

Mr. Hornung questioned if you want this in the article now. Mr. Crissman answered no, just to be prepared for the meeting. Mr. Hornung noted that it was in the letter but he had to cut some of it out. Mr. Wolfe noted that the stormwater to include the borrowing and amortization for the new debt would be \$150,000. He noted that the additional fire companies would be

\$50,000 to \$100,000. Mr. Crissman noted that we don't need that in the article but we need to know what each item will cost to determine what it would cost if we did all the things on the list and what it would cost in taxes. He noted if we can't afford to do all eight items, can we afford to do six. He suggested that we need to prioritize the projects. He questioned if we want to ask the community at the meeting to have them prioritize the projects based on the amount of money we have to pay for the projects. He noted that he would like a plan ready for the meeting.

Ms. Lindsey noted that she would like to know what the numbers are that Mr. Wolfe had for each project. Mr. Wolfe noted that the maximum for storm sewers would be \$150,000; FECP, \$100,000; SCEMS; \$50,000; Wolfersberger Park, he has no number for that; road paving, \$200,000. Mr. Crissman noted that he did not want to go there yet as he suggested combining bullet four and six; roadway paving and improvements; Mr. Wolfe noted that they are completely different items and he needs to explain what the difference is. He noted that roadway improvements are projects that would party with PennDOT such as the Franklin Street solution, funds for Nyes Road at Devonshire, or funds for Devonshire/Colonial and Crums Mill Roads.

Mr. Hawk noted that the Township has not allocated sufficient funds for roadway paving and he does not like the wording. Mr. Wolfe noted if everyone provides him their changes he can put a married document together. Mr. Hawk noted if we list that we failed to do it, it sends a message... Mr. Crissman noted that it appears that everyone is on board with the concepts. Mr. Seeds noted if we list these we have to do them. Mr. Crissman noted that you missed the purpose for the meeting, noting that we need to find out from the community what they want.

Mr. Seeds noted if SCEMS sees that you have put them on the list then you have to give them an increase. Mr. Crissman noted that it may be the lowest priority and we don't have the total dollars to do it. Mr. Hornung noted that this is a potential spending. Mr. Crissman noted that we won't list the dollar amounts only showing areas of concern that we are considering and we want the community to give up further input on it.

Mr. Hornung noted that these are potential increases to the budget for desired capital projects, he noted that it does not state that we are doing all of these projects. He noted that we could discuss whether we want it to be put in or out and then come up with a tax increase or do we say this is how much we are willing to increase taxes, and prioritize the projects and stop at that number.

Mr. Crissman noted if they all totaled \$800,000 is the Board willing to raise taxes for \$800,000. He suggested that the answer is no, but these are the eight issues of concern so if we prioritize them, are we not asking the community to provide their input as well.

Mr. Seeds noted if you go from \$1.7 mills to \$2 mills you are raising taxes about \$900,000. Mr. Crissman suggested that the Board is not willing to raise the taxes that high. He questioned Mr. Seeds if he was willing to raise taxes \$800,000. Mr. Seeds noted that it depends. Mr. Hawk noted if you go from 1.7 mills to 1.9 mills you are raising it a little over \$600,000. Ms. Lindsey noted that Mr. Wolfe stated that every point is equal to \$300,000.

Ms. Lindsey noted that raising the mileage to 1.8 mills would provide for an additional \$300,000, noting that 1.9 mills would provide for \$600,000.

Mr. Hornung noted that his limit is .2 tenths. Mr. Hawk noted that it would keep it under 2 mills. He noted that Mr. Wolfe asked the Board members to send their changes to him. Mr. Wolfe noted if you get it to him by Thursday he can have it in the packet for the weekend. Mr. Crissman suggested that the concept is excellent. Mr. Hornung noted that you can make any changes you want and he did not think that it would be good to only put his name but the entire Board.

Ms. Lindsey questioned how you would get this to the residents. Mr. Wolfe answered that it would be put in the newsletter. Mr. Crissman noted that he would not want it to be put in the newsletter until the Board has a plan. Mr. Wolfe noted if you are okay with the General Fund so without these items, you have a balanced budget, we will advertise that as we are legally bound to do that. He noted that you have until the third Tuesday in December or the last day in December to act on the budget. He suggested one way or the other we could have a late November/early December public meeting just on this. He noted that he could have this advertised and it could go out in the newsletter. Mr. Seeds questioned when the newsletter will go out. Mr. Wolfe noted that he would have to check on this.

Mr. Hornung apologized to Ms. Lindsey as he told her that she could write the letter for the newsletter. Mr. Wolfe noted that he can put both letters in the newsletter. Mr. Hornung noted that he decided because of what happened last year that we had to do something.

Mr. Hawk questioned if Mr. Hornung wants his name at the bottom of the letter as he may get all the phone calls about it. Mr. Hornung answered that it should come from the Board

of Supervisors. Mr. Crissman agreed. He noted that we need a plan for this meeting. Mr. Hornung explained that it would be hard for the Board to compose a letter without having something to start with.

Mr. Seeds noted that he is not arguing for or against it but the people on social security are not getting anything extra for next year. He noted that you will hear that from the people. Mr. Crissman noted that it matters. He noted if you have 100 people in a meeting room and 98 of them are all senior citizens, they will state that they can't afford anything on that list, then we will have to make the decision that they don't want us to do anything more and keep the taxes the way they are. He noted if we invite the community to come in and provide its opinion that is why he likes prioritizing the projects with a little red dot or something similar. He questioned if it would be a good representation of the community. He noted if 100 people come in and not one person puts something next to SCEMS then he will be hard pressed to go back to Chief Campbell and tell him that he has funds for more money. Mr. Seeds noted that Chief Campbell did not ask for more funds. Ms. Lindsey noted in a roundabout way he mentioned using it for his payroll. She noted when you look at how often the resident use the ambulance and what the other two municipalities use, we are behind. Mr. Crissman noted that he does not want to get bogged down on that issue as it was only used as an example. Mr. Hornung noted that the profit contribution from Lower Paxton Township to SCEMS's operation is huge.

Mr. Seeds questioned if having the meeting is a good idea. Mr. Crissman questioned if Mr. Seeds did not want community input. Mr. Seeds noted that the only one who will show up will be the people who are against it. He noted that no one for a tax increase will show up. Mr. Hawk suggested that Mr. Seeds is right. Ms. Lindsey noted that we did not have a meeting last year when we increased taxes and we didn't have any issues. Mr. Hornung suggested that no one will show up. Mr. Crissman suggested that it is important that we ask the community as we are serving the community. He noted that we need to let the community tell us what they want us to do. Ms. Lindsey noted that they don't know what needs to be done. She noted we are the people who know what needs to be done. Mr. Crissman noted that we have identified these areas of what needs to be done, so as your elected representative, we have identified these eight issues as being extremely important, and in order to do them, we will have to raise taxes. He noted that the bottom line is do what the citizens want the Board to do, and if you do, which ones you want us

to do. Ms. Lindsey noted that last year we did not have a meeting with any input, we put it in the newsletter and we had no issues with it. Mr. Crissman noted that we can do that.

Mr. Hawk noted that \$300,000 a year impacts a property \$20. Ms. Lindsey answered that is on a \$200,000 assessed home.

Mr. Hawk noted that he is faced with two increases next year, a possible tax increase and in his church giving. He noted that he has already accommodated for it by cutting back on magazine subscriptions. Mr. Crissman noted that Mr. Hawk's social security is not going up. Mr. Hawk noted that there are some things that you can do to make up the increase.

Ms. Lindsey noted for a \$200,000 assessment, that is a large house, and she questioned if many of the senior citizens are living in that type of house and would their homes be assessed that high. Mr. Hornung noted if a bunch of people come in and say they don't want a tax increase, we can ask them if they don't want to support an increase to SCEMS or whatever to help them make their decision. He suggested that maybe that might change their minds. He noted that we will have to make those decisions for how much we need to increase the taxes. Ms. Lindsey noted that we could be deliberating and maybe no one will show up other than Mr. Fisher. Mr. Crissman noted that the key is that we invited the community to provide input and we are doing everything in the open.

Mr. Crissman questioned what Mr. Fisher thought of the meeting. Mr. Fisher answered that he does not see anything wrong with having a public meeting but he agrees that probably the people who would come would be negative to the tax increase. He suggested that the people who understand the need to raise taxes to do the items on the list will not come.

Mr. Seeds questioned when we will have someone from Hampton Township to discuss their stormsewer authority. Mr. Wolfe answered after we finished the budget. Mr. Seeds noted that it should be included with this discussion as to the right way to pay for it. He questioned if it is better to tax people more or to do it through an authority. Mr. Hornung noted that it is a very complicated discussion. He noted that there are so many options. Mr. Hawk noted in conversation with John Thomas, they charge \$13.25 a quarter for stormwater and they folded it into their sewer authority. Mr. Hornung noted that it is very complicated and he has a hard time putting it all together. Mr. Hawk noted that they have the Naval Depot that is a major contributor to the authority. Mr. Seeds noted that we have the people telling us to fix it but they don't want to

help pay for it.

Mr. Crissman requested Mr. Wolfe to clean up the letter and when we meet next Monday night we can think through the process to determine if we should do a meeting asking some people what they may do. He questioned if they would come to a meeting to make a decision, if we have an open meeting or choose to do our own deliberations and decisions. Mr. Hornung suggested that is a good idea.

Mr. Wolfe noted if you are going to ask people, it is not just one advertised meeting, but the Board needs to do a significant outreach program with multiple meetings at multiple locations as we are almost 50,000 people and if you get over 100 people that is nothing.

Mr. Seeds noted that he is in favor of providing the capital fund with more money. He suggested that we should do a .15 millage rate increase for next year and then the following year another .15 millage rate increase that would bring it up to 2.0 rate. He noted that it would work out to an 8% to 9% increase per year. Mr. Crissman noted that rather than deciding how much money we want to raise it, it would make more sense to decide to rank the projects by importance and get to the dollar amount that it can live with.

Mr. Hornung noted that there are two ways to do it. Mr. Crissman noted that he does not want to say how much he is willing to raise taxes and then try to fit the projects in. He noted that he would rather determine which projects are really important to the community and then it would be easier for him to justify for how much he has to spend as a road may be in total disrepair or whatever.

Mr. Seeds suggested that we don't have to do any of these projects. He noted that we can live with the budget as it is now. Mr. Crissman noted that we are not doing anything included in this article. Mr. Seeds noted that we are doing somethings according to the strategic plan. Ms. Lindsey noted that these are all extra items. Mr. Hornung noted that nothing in his letter is in the strategic plan. Mr. Wolfe noted that they are all extras. He noted that everything on the back of the strategic plan is not in the plan. He noted that everything in the approved strategic plan is included per the plan. Mr. Wolfe noted that these are new priorities. Mr. Seeds noted that it moves some of these things up in the process. He noted instead of borrowing more money for stormsewer, if we raise taxes we may have it after a period of time if you raise the taxes enough. He noted then we would not have to borrow funds. Mr. Wolfe noted to that you would have to

raise taxes a much bigger amount than what we are talking now. Mr. Seeds noted that is a discussion we need to do as we have many ways to solve the problems. He noted that we need to decide how to do them and how much money it will cost and should we raise taxes. He suggested that it would be a good model to follow. Ms. Lindsey noted that she is fine with that.

Mr. Wolfe noted that next Monday he will not try to keep the Board long. He explained that the people in opposition to the public works project plan to attend the meeting. He noted that he needs a decision on this newsletter article by Monday to put in the newsletter.

Mr. Crissman noted that we did not get done with all the costs per project but he questioned if he could have that for Monday night. He suggested that it will help with the major decision to meet or not to meet. He noted that we will have to decide which projects are the most important in priority order and look at the total dollars to determine how much we want to tackle by raising taxes. He noted that we don't have time to do that next week. He suggested the first decision is whether to have the meeting or not.

Mr. Wolfe noted that is all he has.

Mr. Seeds noted for the budget document, he thinks there is a duplication for section 3130-489, as there is a duplication of \$489,000, listed twice. Mr. Crissman questioned what line item. Mr. Seeds answered 01-4146-462.01 under Community Development. 01-4160-46. Mr. Wolfe noted if it is in the narrative he can change it but it won't affect the bottom line any way as the main thing is the tables. Mr. Seeds noted that it is the total Community Development expenses and it is listed twice.

### **Adjournment**

Mr. Crissman made a motion to adjourn the meeting, and Mr. Hawk adjourned the meeting at 8:55 p.m.

Respectfully submitted,

Maureen Heberle  
Recording Secretary

Approved by,

William L. Hornung  
Township Secretary