

LOWER PAXTON TOWNSHIP
BOARD OF SUPERVISORS

Minutes of Workshop Meeting held August 16, 2016

A special budget workshop meeting of the Board of Supervisors of Lower Paxton Township was called to order at 5:03 p.m. by Chairman William L. Hornung, on the above date in the Lower Paxton Township Municipal Center, 425 Prince Street, Harrisburg, Pennsylvania.

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

Also in attendance was George Wolfe, Township Manager; Steve Stine, Township Solicitor; Jeff Kline, Public Works Director; Dave Spotts, Public Safety Director; Amanda Zerbe, Community Development Manager; Terry Bauknight, Park and Recreation Manager; Lynn Wuestner, Friendship Center Director; and Watson Fisher, SWAN.

Pledge of Allegiance

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

Public Comment

No public comment was provided.

Review of the Budget Standard Operating Procedure and the
Fund Balance Standard Operating Procedure

Mr. Wolfe noted that the Township has a Standard Operating Procedure (SOP) for budget preparation. He noted that the SOP was developed ten years ago and staff has recently met to update the budget procedures. He noted that this is a draft of the budget procedure that will be presented to the Audit Committee in the very near future. He noted that there were minor changes from what the original document is. He explained that it should be reviewed since it is budget time and we are preparing budgets for our General Fund, Friendship Center Operating and Capital Funds, Fire Equipment Capital Fund, Length Of Service Awards Program Fund, General Improvement Fund, Lower Paxton Township Authority is preparing its Operations and Capital projects budget; and two pension plans. He explained that it is not just one budget but

multiple budgets that you will be working on. He explained that we tend to begin the budget process on or before September of every year but have started as early as June when we were having issues that were part of the great recession. He noted that we are having our first meeting now, with the Board of Supervisors and staff. He noted that staff has been working about a month on development for what you have before you tonight. He noted that it is an initial preliminary draft budget that we will be working on this evening as we don't plan on reviewing it line item by line item.

Mr. Wolfe noted as we go through the process we do have to develop a document that will be advertised to the public, a required 20-day inspection period set forth in the Pennsylvania Second Class Township Code. He noted that the Lower Paxton Township Authority will meet individually to adopt its budget. He explained that the Board of Supervisors adopts its budget and sets its rate of taxation at its last business meeting in December, the third Tuesday in December.

Mr. Wolfe noted that the budget is adopted by resolution and also set rates of taxation by resolution.

Mr. Wolfe noted that he also attached the Fund Balance SOP which is party to the budget. He noted that you are required by this policy to maintain 25% of budgeted General Fund Operating revenues in an unassigned account for unexpected purposes. He noted that we are in excess of that now, but if at any time the Board falls below this minimum threshold, as it did once in the past, the Board will increase revenues or decrease expenditures or a combination of both.

Review of the 2nd Quarter Key Indicator Report

Mr. Wolfe noted that you have a detailed Key Indicator Report and this will be a summary report presented in a power point manner.

Mr. Wolfe noted that the 2016 Municipal Budgets are as follows: General Fund – \$22,695,974 (balanced); Liquid Fuels Fund - \$1,403,880 (balanced); General Improvement Fund - \$9,253,926 (expenditures); Fire Equipment Capital Fund - \$304,350 (revenues) & \$2,200,000 (expenditures); LOSAP - \$80,520 (revenues) & \$30,000 (expenditures); Friendship Center Operating Fund -\$2,234,174 (revenues) & \$2,216,265 (expenditures); Lower Paxton Township Authority Operating Fund (LPTA) - \$15,309,951 (revenues) & \$15,052,514 (expenditures);

LPTA Capital Fund - \$9,319,000 (expenditures), with a 2016 Spending Plan of \$62 million, not including pension funds.

Mr. Wolfe noted that the historical trends are as follows: Prior to 2008 – growth in revenues and expenditures as the Township addressed increasing demands for municipal services. He noted from 2008 to 2010 – the “great recession” caused reductions in municipal services in response to diminished revenues, and in 2011 to 2014 – moderate rebound in revenues, but not to pre-recession levels, and continuation of a conservative approach to municipal spending.

Mr. Wolfe noted that the 2016 beginning balances were as follows for 2016: General Fund balance of \$8,058,326; General Improvement Fund of \$4,665,679; Fire Equipment Capital Fund balance of \$1,183,033; LOSAP fund balance of \$487,935; Friendship Center Capital Fund balance of \$28,066 and the Operating Fund balance of (\$199,514); LPTA Fund balance of \$35,096,612; and Pension fund balances of \$35,329,651.

Mr. Wolfe noted for the General Fund at the beginning of 2016, the General Fund balance was \$8,058,326. He explained by policy, 25% of the \$22,695,974 budgeted for expenditures is \$5,673,994. He noted as of 6/30/16, the fund balance was \$9,852,411.

Mr. Wolfe noted that the Municipal Debt is as follows: 2012, the Township issued \$2,000,000 in new debt for municipal capital projects; 2012, the Township received a PA Infrastructure Bank (PIB) loan in the amount of \$750,000 for road maintenance and improvement projects; 2013, the Township issued \$4,000,000 in new debt for capital projects; 2014, the Township issued \$7,000,000 in new debt for capital projects; and in 2016, the Township issued \$4,000,000 in new debt for improvements to stormwater facilities and systems. He noted that these funds will take the Township through to 2018 to complete its capital improvements for storm water facilities.

Mr. Hornung questioned the work that is being done on Earl Drive MS4 project, where is that money coming from. Mr. Wolfe answered from the bond monies. He noted that we are also trying to get grant revenues for it as well.

Mr. Wolfe noted the General Improvement Fund expenditures over the past 7 years is as follows: 2015 - \$4,288,541; 2014 - \$1,901,190; 2013 - \$1,619,479; 2012 - \$2,078,509; 2011-

\$1,071,041; 2010 - \$1,070,034; 2009 - \$1,273,680; with a 7-Year Total of \$13,302,471. He noted that the Sewer Authority over the same period of time spent \$70 million.

Mr. Wolfe noted that the General Fund budget is balanced with revenues and expenditures at \$22,695,974. He noted that that the Second Quarter General Fund revenues were \$11,605,141 and expenses were \$9,811,055, producing a net gain of \$1,794,085. He explained that the General Fund revenues were 2% higher in the Second Quarter of 2016, compared to 2015, primarily due to the Real Estate Tax increase. He noted that the General Fund expenses were 4% higher in the Second Quarter of 2016, compared to 2015. However, the overall General Fund budget for expenditures in 2016 is 12% higher than the previous year.

Mr. Wolfe noted that State Aid Fund (Liquid Fuels) is a sub-component of the General Fund providing for maintenance and construction of local roads. He noted the budget had \$1,403,880 revenues & expenditures with a beginning balance on January 1, 2016 of - \$150,165. He noted that the fund had revenues of \$1,446,531 and expenditures of \$450,329 resulting in a 2nd Quarter balance of \$1,146,457. He noted that the Township received about \$40,000 more than expected in State Aid.

Mr. Wolfe noted that the Fire Equipment Capital Plan covers nine primary apparatus for three fire companies. He noted that the beginning balance on January 1, 2016 was \$1,389,033. He explained that there were revenues of \$305,051 with expenditures of \$2,343,960 leaving a deficit of \$649,876 at the end of the second quarter. Mr. Crissman questioned if we paid for the three pieces of equipment. Mr. Wolfe answered that we paid for all three units.

Mr. Wolfe noted that the Length of Service Awards Program (LOSAP) provides a defined benefit stipend to qualifying volunteer firefighters and/or fire police officers. He noted that 11 members receive a monthly benefit and in the beginning of 2016 the balance was \$487,935. He noted that revenues for 2016 are \$80,520 with expenditures of \$18,905, providing a balance on June 30, 2016 of \$560,314. He noted that the LOSAP is operating in a quasi-pension mode and working very well. He noted if we had kept the fund as a Township investment fund we would probably be in the red at this time. Mr. Crissman questioned what our projected increase in numbers is over the next couple of years. Mr. Wolfe answered that he does not have that information with him, but it is available.

Mr. Wolfe noted that the General Improvement Fund is for one-time capital projects and this year's budget was \$9,253,926. He noted that the beginning balance in January was \$4,665,679, with bond revenues of \$4,534,665 and expenditures of \$912,869 resulting in a June 30, 2016 balance of \$8,287,475. He noted that the primary expenditures from this account come in the third and fourth quarter of the year. He noted that the Capital Projects are as follows: Public Works addition - \$4 million; Stormwater Management - \$1.7 million; Bridge Replacements - \$1.9 million; Friendship Center Priority Project - \$470,000; and Park Improvements - \$600,000. He suggested that the Friendship Center Priority Project will probably go to bid in bits and pieces starting in the next two weeks.

Mr. Wolfe noted that the Friendship Center is an "enterprise" entity; receiving it revenues from user charges fund expenditures. He noted that the 2016 Operating Fund expects \$2,234,174 in revenues and \$2,216,265 in expenditures. He noted that the 2nd Quarter revenues were \$1,308,396 and expenditures were \$1,040,748, resulting in a gain of \$267,648. He noted that the Operating Fund is expected to generate annually \$170,000 for the Capital Reserve Fund. He noted that the Township transferred \$292,374 from the General Fund; composed of a \$100,000 annual contribution, \$25,000 for Senior Center expenses, and \$171,743 to smooth debt. He noted that the membership charts a continued growth in memberships, not members. He noted that part of the growth is due to the way memberships are accounted with healthcare membership where a membership equals one person. He noted that the membership numbers are healthy at this time.

Mr. Wolfe noted that the Lower Paxton Township Authority is an "enterprise" entity, providing sanitary sewer service. He noted that it has an Operating Fund budget of \$15,309,951 (revenues) & \$15,052,514 (expenditures). He noted that the Capital Fund budget is \$9,319,000 (expenditures). He explained that the Authority borrowed \$25 million in 2016. He noted that 2nd Quarter revenues are \$7,964,460 with 2nd Quarter expenditures of \$6,665,604. He noted that 2nd Quarter capital expenditures are \$1,995,289 resulting in an Operating/Capital fund balance of \$34,400,179. He noted that the LPTA spends around \$10 million yearly to upgrade the sanitary sewer system and it is expected to continue to do this up to 2035. He noted that there is a very aggressive and expensive reconstruction process on going. He noted that the budget meeting for the Authority will be held next week and a more detail discussion will occur at that time. He

noted that the list of ongoing capital projects is as follows: PC 1GDA/B - project complete, final amount of \$4,405,299; BC 3A & 3B - \$6,436,297 has been spent to date; BC 4A, B, & C – contract of \$7,617,740 with \$3,138,975 spent to date; and PC 4C/E – contract of \$8,459,359 with \$622,576 spent to date. He noted that although it is a lighter contract load, they are working in harder places such as Jonestown Road and Old Jonestown Road. He noted that we are working in areas that are harder to do such as schools, busy highways, etc.

Mr. Wolfe noted that is where we are at the end of June and he does not see any significant financial issue to point out at this time and the budget appears to be in good financial shape. He noted that we are progressing with the capital projects for both the Township, Authority, and Friendship Center.

Mr. Hornung noted that the Earned Income Tax (EIT) keeps going down. Mr. Wolfe noted in 2013 it was \$6.8 million; 2014 it was \$6.7, and in 2015 it was \$7 million. Mr. Hornung noted that it went down in 2016. Mr. Wolfe explained that we budgeted \$7.4 million and at the end of the Second Quarter for 2015 compared to 2016, it is slightly down but it could just be a timing issue in regards to payments.

Mr. Hornung questioned if the issues with EIT have been straightened out as far as receiving the funds in a timely manner. Mr. Wolfe noted that the EIT in Pennsylvania is a better mess than what it was, but it is still a mess. He noted that EIT is paid to the municipality that you live in but it is collected where you work. He noted that it creates a host of problems. He noted that we have gone to county-wide collection providing for some improvement but it is not a great system.

Mr. Hornung noted when Capital Area Tax Collection Bureau closed there should have been some funds left for us. Mr. Wolfe noted that we will not see those funds. Mr. Hornung questioned if Keystone has an account that keeps growing. Mr. Wolfe explained that there are all sorts of regulations for how they collect and distribute the funds. Ms. Lindsey noted that they don't cash checks for a while. She noted that she pays quarterly and sometimes they hold her check for over a month before they cash it.

Mr. Crissman noted in the old days we use to meet with the representative from the tax bureau and he questioned if we should do that again. Mr. Wolfe noted that there is a County Tax Collection Board. Mr. Hawk noted that Mr. Houck is the main representative and he is the

alternate. He noted that they meet monthly. Ms. Lindsey questioned if Mr. Houck attends the meetings. Mr. Wolfe answered that he goes to the meetings. Mr. Crissman noted that he would like to have a representative from Keystone come to a workshop meeting to explain the process. Ms. Lindsey noted that she spoke with a representative at the PSATS Conference and she told me that the checks are cashed the day they are received. She explained that she left her know that they are not and the rep from Keystone got back to her the next day as her check hadn't been cashed for three weeks. She explained that it was received close to the April deadline. She noted that there are issues there as they don't cash the checks. Ms. Lindsey noted that she would like to talk to them as well.

Mr. Seeds noted that they have an office in the Vartan Building on Progress Avenue.

Mr. Wolfe noted that he will arrange to have them come to a workshop session.

Review of the 2015 to 2019 listing from the Township's Strategic (financial) Plan

Mr. Wolfe noted that the Board adopted a Strategic Plan in 2014. He explained that he wanted to review where we stand on this plan as there are 38 spending items for this plan.

Mr. Wolfe noted that the plan included hiring four additional police officers with two budgeted for 2015 and two in 2017. PSD Spotts noted when he took over in November of 2015 the authorized strength at that time was 57 police officers, there were five vacancies approved and budgeted by the Board. He noted that he had a resignation in December of 2015 and in January he hired one officer but then he had another retirement the end of January of 2016. He noted this past July and August he had two resignations and in August he hired three new officers so we are still at five vacancies. He noted that he just finished the interviews today and have four candidates in process that may or may not survive the process. He noted that three have Act 120 already. He suggested that we will have additional separations in service before the year is over and will likely have retirements in 2017. He noted that he is starting the hiring process again and hopes to get to 57 officers and try to get to 59. He noted that he budgeted for 57 officers for 2017 and he will try to hit that target number in 2017.

Mr. Hornung questioned how many officers may retire or leave in 2017. PSD Spotts answered that between the rest of this year and 2017, there is a potential to lose a total of eight officers, but we are likely to lose four or five.

Mr. Wolfe noted that further down the list is a succession plan due to retirements. He noted that a portion of your work force in other departments are past retirement age and it is a significant portion. He noted that this is an issue for further discussion.

Mr. Hornung questioned if we would be hiring additional officers above the approved number of 57 in 2017. PSD Spotts answered that he is looking to maintain the authorized strength of 57 officers in 2017.

Mr. Hornung questioned if there is anything the Board can do to help get more police officers hired. PSD Spotts answered that the Board can't do anything. He noted that he will start the hiring process again. He explained that we were very successful when we expanded our reach as we sent officers out to recruit at colleges and police academies. He noted that we will expand that effort again and he will make a concerted effort to recruit minority candidates this year. He noted that we were not very successful but we didn't have a lot of time to plan. He noted that we will expand our recruitment activities next year.

Mr. Crissman questioned when you expanded for the last hiring is that how you were able to capture the officer from Baltimore. PSD Spotts answered yes. He noted one of the persons who is currently under consideration is a New York City Police Officer. He noted that we are expanding our reach with social network and police networking sites as well as making personal visits at police academies in the area other than HACC.

Ms. Lindsey questioned if we are doing our own testing or are you involved with the consortium. PSD Spotts answered that we tested independently last year because we could not wait. He noted that they just tested last week and we may be in the boat again as we were not able to fill our vacancies. He suggested that we will be testing independently again for 2017. He noted that the timing does not work for the Department at this time.

Mr. Wolfe noted that the Board has funded stormwater projects through 2018.

Mr. Wolfe noted that we hired an additional enforcement officer and the public works building improvements are underway. He noted that the hiring of a public work operations supervisor is still an unmet item. Mr. Hornung questioned why. Mr. Wolfe answered that the board did not want to fill this position, so he has held off.

Mr. Wolfe noted that the investment and information technology have made considerable improvements in IT, basically in hardware and software over the last two years. He noted that we moved from Windows XP to the new system.

Mr. Wolfe noted for the Wolfersberger Project, we are just about done filling the front 50 acres of the park. He noted that we have invested in park equipment and facilities to include ADA improvements, tennis courts and play equipment. Ms. Bauknight answered that we are still in the process of installing the playground equipment with the tennis courts being around \$65,000 and playgrounds are expected to expend another \$75,000. Mr. Seeds questioned when the tennis courts will be finished. Ms. Bauknight answered that we are very close to finishing them at Koons Park as all that needs to be done is the line painting. She noted the contractor is trying to get the school tennis courts done first.

Ms. Lindsey questioned what parks have the new equipment this year. Ms. Bauknight answered that we will be getting new equipment at Kohl's, Lingle, and Forest Hills Parks. Ms. Lindsey questioned if we did Brightbill Park last year. Ms. Bauknight answered that Brightbill Park was not done. Mr. Wolfe noted that we looked at it and determined that it was in better shape than the other locations so it was put off for now.

Ms. Lindsey questioned what you do with the old equipment. Ms. Bauknight answered that we must dispose of it due to liability issues. Mr. Kline noted that the Public Works Department will get rid of the equipment as we get money for it.

Ms. Lindsey noted once the parks are all done next year then what needs to be replaced. Ms. Bauknight answered that it will be continual, as they age, we will go with the oldest or most needed. Mr. Wolfe noted that we still have the Possibility Plan floor that needs to be replaced. He noted if we don't get grants we will have to do it. Mr. Seeds questioned if the Brightbill tennis courts are done. Ms. Bauknight answered that they are.

Mr. Hornung noted that this is an area where they could use more money if it was available. Mr. Wolfe answered yes, but we are doing okay and not asking for additional funding. He noted that this is \$75,000 over and above what you typically spend.

Mr. Crissman questioned when we can anticipate the announcement of the grants that we applied for Possibility Place. Mr. Wolfe answered that the one grant is not due to September 1st and the announcement is normally in March of the following year. He noted that we did apply

for a Community Development Block Grant for Possibility Place and we should hear on that one before the end of the year. He noted that application was for \$175,000. He explained that he is hoping to get an indication on the first grant so he would not have to submit the second grant. He noted in Local Share Applications, the Board has 100% to 150% more than you will be receiving. He noted that he was hoping to find something else to pay for the Possibility Place flooring.

Mr. Wolfe noted that the replacement of in-car computers has been done in part as the Police Department found a unique way to keep what we have. PSD Spotts noted that Lt. Gramigni did some great work with the vendor and got them to extend the warranty for three additional years. Mr. Wolfe noted that was for the in-car videos. PSD Spotts noted for the in-car computers, instead of going with the ruggedized computer, we found a different mounting bracket that is more secure so the problems that we were having with the breaking hinges is no longer a problem. He noted that he will budget to replace a few a year instead of all of them at one time. He suggested that he may be able to budget it out of normal operating costs.

Ms. Lindsey questioned if you are still using the large laptops. PSD Spotts answered yes. Ms. Lindsey noted with the new brackets does it make it easier for the passenger to sit in the car. PSD Spotts answered that it does not give us any more space. Ms. Lindsey noted that we discussed getting smaller laptops. PSD Spotts explained that we looked at tablets but the records management system does not support table technology at this time. He noted that it is on their list of upgrades but we have no timetable for when it will be available. He noted that it is on his radar screen for future improvements.

Mr. Wolfe noted that we have added the canine service to the Police Department. Mr. Seeds questioned how that is working. PSD Spotts answered good as the dog tracked a burglar last week. He noted that it was a rough start with the dog but now it is better and we are getting calls for mutual aid. Mr. Seeds questioned if the dog is used in the schools for searches. PSD Spotts answered that we work with the schools but when we go into the schools it is a mutual aid request to bring in more than one dog as one dog cannot search that large of a building. He noted that we ask for assistance from a lot of different sources such as Pennsylvania State Police, Derry Township, City of Harrisburg, Dauphin and Cumberland County Sheriffs. He noted that we bring

in multiple dogs to do a drug sweep. Mr. Seeds noted that we do the same for them as well. PSD Spotts answered yes.

Mr. Crissman noted when you search Central Dauphin and Central Dauphin East you have to do them at the same time. PSD Spotts noted that he is happy with the dog. He noted that there were some issues that he heard about before he came on board but there are no issues with the dog now. He noted that we are getting contributions but it does not count the amount of money that was budgeted. Ms. Lindsey noted that we borrowed services for years so we can give back to other municipalities. PSD Spotts noted that it is part of our role in the greater community to help out.

Mr. Wolfe noted that the Fire Equipment Capital Plan added \$100,000 to that, taking the annual contribution from \$200,000 to \$300,000 a year. He noted the he does not know what PennDOT is doing with the Nyes Road/Devonshire Road intersection. He noted that it is a \$2 million project which the Township has committed \$200,000 to. He noted that we have hired two public works laborer, one was hired in 2015 but we have not prepared the 2017 budget for an additional person. Mr. Kline noted that it is less since an employee retired but he will be replaced.

Mr. Wolfe noted that the Board has been putting the increased Liquid Fuels allocation into roadway paving and Mr. Kline will tell you that it is not enough. Mr. Hornung noted that we increased it an extra \$600,000. Mr. Wolfe noted that the increase in Liquid Fuels is to come in over time. He noted that we won't have that complete amount until 2018. Mr. Kline noted that it has increased about 6% each year. Mr. Hornung questioned what we are getting now. Mr. Kline answered that next year's amount is projected to be \$1.4 million. Mr. Kline noted that it is not all used for paving. He projects to get \$1.5 million in 2017, but he has budgeted \$810,000 for paving in 2017. He noted that it will come out to \$715,000 for this year as we were able to pave five streets. He noted that four of the five were totally rebuilt. He noted that is where we are now for most of our streets. Mr. Hornung noted that the work that Mr. Kline's people are doing is a high quality product. He noted that we may do less, but the quality of work is better. He noted that he hears that from the people.

Mr. Hornung noted that we purchased a program that was supposed to go around and check out the roads. He questioned if we use that program. Mr. Kline noted that he is not using

it as this time. Mr. Hornung questioned why. Mr. Wolfe suggested manpower. Mr. Kline noted that some things got lost in translation and he is trying to put it back together. Mr. Hornung questioned if you want to use it or will we abandon it. Mr. Kline noted that when he sees it in full action, he may want to use it if he finds it helpful. He noted that we fell behind a couple of years as no data has been updated into the system. Mr. Hornung noted that the argument was that it would increase the life of our existing roads. Mr. Wolfe noted that the argument was that it would allow you to properly direct your maintenance dollars. Mr. Hornung suggested that it would be used to improve the life of the existing roads. Mr. Wolfe noted that it would get the life expectancy out of the dollars spent. Mr. Kline explained that it graded the roads. Mr. Wolfe noted that the situation now is that Mr. Kline can go out and through a rock at many roads that needs to be completely rebuilt. Mr. Kline noted that unfortunately it was in part due to the recession. He noted that the Township is getting bigger and roads deteriorate quicker since there is much more traffic. He noted that we fell behind a little in the early part of this century as we were keeping up doing overlays or putting an inch and a half of road surface but we can't do that anymore. We can only do that once or twice on a road and now the base is so torn up that we have to do cold in place that costs a little more. He stated that we are looking at other ways to cut down on that. He noted that process digs the road up and puts it right down as the base and then we overlay that. He noted the base preparation part costs the money. He noted for Marblehead Street we did an overlay this year as it was a stormwater project two years ago. He explained that we just now are getting back to topping it but we don't need to base it as it was based as part of the stormwater project. He noted that the other four streets that we paved are all on the south side. He noted that Galion Street was a mess, and Arlington by the cemetery to Locust Lane was bad. He stated that we paved Fritchey Street coming off of I-83 and Fairfield Street. He noted that is all we were able to do for the amount of money we had. He noted that he wants to look at ways to do this work in a less expensive manner but many roads will have to be built from scratch.

Mr. Hornung questioned if the program is worthwhile. He noted if it is not that is fine. Mr. Kline answered that he does not know what that program can do that we can't do. Mr. Wolfe noted that it is the Board's desire to have a more detailed ability to value the asset. He noted that Mr. Blain wanted to know what it is worth and how much we have to pay and when. He noted

that you can inventory it, which is what we started with, pictures taken on conditioned assessment and supposedly determining a life cycle from that. Mr. Hornung noted that he remembered Mr. Blain pushing the project but he also remember Mr. Robbins pushing it as well, saying that it would help to extend the life and reduce the replacement costs for the life of the roadways. He noted that is what he remembers. Mr. Wolfe noted that it won't extend the life of the pavement, it should allow you to properly allocate your expenditures. Mr. Hornung noted that they used to use crack seal. Mr. Wolfe noted that it is good in certain usage. Mr. Kline noted that it will buy you some time. Mr. Hornung suggested that was why we were taking pictures to identify where crack sealing would be more appropriate or redoing the roads was a better alternate. He noted that it was bought at a time that we were struggling during the recession; we bought the program for \$70,000 and put it in effect. He questioned if Mr. Wolfe and Mr. Kline come to the conclusion to scrap the program then that is what it is. He noted that he wished he had one tenth of the money that he spent on trying new programs, but if you don't try them you will never find the one that really works. He noted that he is not upset that you are scraping it but he wants to know if you believe in, and if you don't, we can scrap it and move on. Mr. Wolfe suggested that we are not there yet.

Mr. Seeds noted that he remembers Mr. Robbins telling us that you don't want to just cover over some roads, we need to fix storm problems, so we need to do the program that will tell us where it is best to spend the money. He noted, in addition to the initial \$70,000, there was a \$30,000 for programing ever year after that to keep it up to date. Mr. Wolfe answered that we have not done that. Mr. Seeds suggested that maybe we shouldn't do it. Mr. Wolfe answered that we don't know yet. Mr. Kline agreed. Mr. Crissman noted that we need Mr. Kline to continue with his assessment and then get back to the Board with a recommendation.

Mr. Wolfe noted that the succession plan due to retirements has not been touched yet.

Mr. Wolfe noted that George Park is probably 90% done as we did trails and paths last year. Mr. Kline agreed. Mr. Seeds questioned if we had \$1.5 million in different phases to complete the work from the original plan. Ms. Bauknight answered that there are more things on the list to include a Skateboard Park, basketball and tennis courts, volleyball court, fencing and lighting, maybe an additional hockey rink and more walking trails. Mr. Wolfe noted that we still have to do more things at George Park. Mr. Seeds questioned if we need to revisit that. Ms.

Bauknight noted that they are listed as future projects and she intends to look at it. Mr. Seeds suggested that she should have the Parks and Recreation Board look at it and come back with a recommendation. Mr. Crissman suggested that she should do a reprioritization of what needs to be done, and then you will know the dollar amounts that need to be put into the park. He suggested that would be a good goal to get done. Ms. Bauknight noted that she has park tours set up with Mr. Wolfe and Mr. Kline to do this very thing.

Ms. Lindsey questioned if the residents have asked for ball courts at George Park. Ms. Bauknight answered that they haven't asked her. Ms. Wuestner answered mostly the walking paths. She noted when we finished the work that we did, having the connector for the greenway, people were happy walking from Nyes Road. She noted that it is designed to go up all the way around but it would not be as expensive as three tennis courts or basketball courts and walking is very popular. She noted those are the things that people want.

Mr. Wolfe noted the next item was the enhanced use of the TV channel. He noted that we have not done that yet. Ms. Lindsey stated that it definitely needs to be done.

Mr. Wolfe noted that that the Colonial Road/Devonshire Road intersections work is beginning as we are in the process of authoring HRG to obtain funding for improvements of the existing signals.

Mr. Wolfe noted that we are implementing the MS4 program through stormwater improvements.

Mr. Wolfe noted we need to figure out what we are going to do with Spring Creek Road. He noted that it will not last much longer. Mr. Kline noted that the road is shrinking as the bank is eroding. Mr. Hornung questioned what we are going to do. Mr. Kline suggested that we should make it a one-way street. He noted that it would be a very costly venture to reinforce the bank as it is needed for a long stretch. Mr. Hornung questioned if the next step is for the Board to make a decision and he questioned if we should discuss that at a workshop. Mr. Wolfe noted that there are two groups to be concerned about, those who live off of it and those who use it. He noted that you have to convince the first group first and then deal with the complaints from the second group. Mr. Wolfe noted that we will put it on road tour. Mr. Hornung noted if we already know that we need to do something, and we can't fix it... Mr. Wolfe noted that it is not that you

can't fix it, it is just how much do you want to spend to fix it. He noted that we only have three option: close it, make it one-way, or fix it. He noted that we would need an estimate to fix it.

Mr. Hawk noted when he works the polls he gets more questions at that poll on that road than any other poll.

Mr. Hornung questioned if there is a fourth choice. He noted that we either fix it or make it one way. He questioned if fixing it is an option, and it is just a matter of money, then we need a rough estimate. He questioned are we talking a million or two million or five million. Mr. Kline answered that it would depend on the extent of the fixing. He noted that you could go out and redo the road now, and it might last for a few years but as the bank is shrinking the road will get worse. Mr. Hornung noted that is not a good option. Mr. Kline noted that is why he has held off putting an overlay on it. Mr. Hornung noted that it would be a waste of money.

Mr. Hawk noted if you make it one-way how do you get out. Mr. Kline answered you would use Dowhower Road, as there are three houses in the middle. Mr. Wolfe noted that going home will be easy but getting to work will be harder. Ms. Lindsey noted that many people who use that road don't live on it. Mr. Hornung noted that we need an estimate soon.

Mr. Seeds noted that we have three options, close it. Mr. Kline noted that is not one of the options. Mr. Seeds questioned if we can give it to the people. Mr. Hornung noted that we can't do that. Mr. Seeds noted that making it one way is the other option. Mr. Kline answered that you either make it one way or rebuild it from ground up. Mr. Hornung questioned if it could be two way for a certain distance and then make it one way. Mr. Wolfe noted that you have Dowhower Road and East Park Drive and there is nothing in between. Mr. Hawk noted that it has become a dumping ground for refrigerators, stove and old tires. Mr. Kline noted that we do have a problem with that.

Mr. Hornung questioned if we would need to acquire right of way to redo the road. Mr. Kline noted that it is our road. Mr. Wolfe suggested that the bank is probably 33 foot deep. Mr. Kline noted that he would have to check. Mr. Hornung noted that you would have to go into the other side of the road to widen the road. Mr. Kline noted that bank is straight up. Mr. Wolfe noted that you would have to go downhill into the stream and you would need permits, etc. Mr. Kline stated that it is a shame that there are three houses that are on that stretch of Spring Creek or it could be abandoned at that point. Mr. Wolfe noted that it might be cheaper to buy the

houses. Mr. Wolfe noted that he would get some costs for the road repair. Mr. Seeds noted that we could make it a trail.

Mr. Crissman noted that we need to have a cost in order to provide options to the people. He suggested that we need a cost to make the road one way or purchase the three properties. Mr. Kline noted that he can get the cost to make the road one way or repair it.

Mr. Hornung noted that he would like to look at it on road tour but he would like to have some costs before that. Mr. Wolfe noted that he will see if we can get a cost estimate before road tour.

Mr. Wolfe noted that the Greenway Committee really wants to do the sidewalk on Nyes Road but it doesn't seem to be going anywhere at this time. Ms. Lindsey noted that the School District does not want to help.

Mr. Hornung questioned if Mr. Wolfe has gotten the appraisal for Mr. Chianos' land yet. Mr. Wolfe answered that he has to get an appraisal first. Mr. Hornung questioned if the Greenway Committee and Parks and Recreation Board would be in favor of purchasing that land. He questioned if we should put that on road tour, not walk it, but get over to that area. Mr. Seeds suggested that it is a good idea. Mr. Crissman suggested that everyone probably has walked that area. Ms. Lindsey noted that we did that the last time on road tour. Ms. Bauknight noted that we did not get out and walk it but we drove by slowly on Locust Lane. Ms. Lindsey noted that we drove it from Lexington Avenue to Locust Lane. Mr. Crissman noted that we did not cross over Locust Lane. Ms. Bauknight noted that you have to walk it, you can't drive it.

Mr. Wolfe noted that the traffic signal equipment upgrade was to begin in 2018 and 2019 but we had new boxes installed with the adaptive traffic signal program. Mr. Kline noted that we had five upgraded on Colonial Road and some on Union Deposit Road.

Mr. Wolfe noted that the early retirement proposal was a lower priority and there has been nothing done.

Mr. Wolfe noted that the implementation of ADA improvements has had some movement with the Sewer Department and Public Works as they have been doing curb ramps at intersections for any road projects. Mr. Kline noted that Galion Street had nine improvements with ramps.

Mr. Wolfe noted that the George Park pathway had ADA improvements as well. He noted that the Possibility Place Playground surface will be an additional ADA improvement.

Mr. Wolfe noted that the reverse 911 is still on the list of things to look at. He noted that Heroes Grove is done for Phase I and they are looking for funding for Phase II, and the Jonestown Road Bridge is about two thirds of the way through design.

Mr. Wolfe noted that the Comprehensive Plan update is in the hands of the Planning Commission having a \$50,000 grant from the Dauphin County Local Share Program. Ms. Zerbe noted that they are finalizing the RFP for consulting services for plan preparation. Mr. Crissman questioned if we will receive an update at some time. Ms. Lindsey stated that she thought that the Planning Commission did not need any help. Ms. Zerbe suggested that the discussion was that they needed to hire someone to do a portion of it.

Mr. Wolfe noted that Item 30 is to equip police officers with tazers and PSD Spotts will talk with you later about that.

Mr. Wolfe noted that nothing has been done on Mountain Road at Blue Ridge Avenue.

Mr. Wolfe noted that Mateer Field is ours to use for now. Ms. Bauknight answered that the lease is \$3,600 a year, plus utilities that are about \$800. Mr. Wolfe noted that it is a year-to-year lease. Ms. Lindsey suggested that it was a three year lease. Ms. Bauknight answered that we are in the second year of the lease. She questioned if they might give the fields to the Township. Ms. Bauknight answered that she did not know, but we talked about when it comes time to renegotiate the lease, that they would allow us to put a trail head in to include parking. Ms. Wuestner noted when the lease was set up, their community association was inactive; however they have now become active again. She noted that will have a big role in what we do with our lease after it is up next year.

Mr. Hornung questioned if they will renew it. Ms. Wuestner answered she did not know, but she noted that we are providing baseball fields for them and money for the utilities. She suggested that they may not be interested in selling it anymore. Mr. Seeds questioned if they did sell it how they would split the funds. Mr. Hornung noted that they usually have some type of agreement for that. Ms. Wuestner noted that they now have officers for their association. Mr. Hornung noted when it was suggested to sell the park, many new members joined the association as the money gets split among the members. Ms. Wuestner suggested that the new members are

trying to reactive the organization. Ms. Bauknight noted that Joe Victor is the current president. Ms. Lindsey noted that he does not live in the area, but he inherited his father's home that is located in this area. Ms. Bauknight explained to start the Oak Park Trail at Mateer Field you would have to cross his property and he is not willing to do that. Mr. Seeds noted that he is one of the persons we would have to deal with if we purchase the trail.

Mr. Crissman questioned who the individual was in the insurance business that belongs to this group. Ms. Lindsey answered John Gephart. Mr. Crissman questioned if he is still involved in this group. Ms. Bauknight answered that she did not recognize the name. Ms. Lindsey suggested that he sits on the committee but is not an officer.

Ms. Lindsey noted that she drove by Mateer Park on Sunday night and there is some big equipment parked there. She questioned if it is Township equipment. Mr. Kline answered no. Ms. Lindsey questioned if we are renting the park from the organization, whose equipment is parked on the land. Mr. Kline questioned if it could be Pennsy Supply who is doing the work on Fritchey Street. Ms. Lindsey requested Mr. Kline to look into that.

Mr. Hornung suggested if one of the Supervisors need to go to one of their association meetings in order to continue to use the fields don't be afraid to have a Supervisor attend one of their meetings. He noted that it is important to the community. Mr. Crissman noted if he sees John Gephart tomorrow he will talk to him to find out what he may be able to share with him. Mr. Hornung noted that we don't want to lose the lease on that land. Ms. Lindsey noted that our Public Works employees have done wonders with maintaining the entire park. She noted if we were to purchase it someday we would probably upgrade the parking lot. Ms. Bauknight suggested with their receiving the income on the lease they would not want to change the agreement.

Mr. Seeds questioned Mr. Kline, if he had a job that he had left over bituminous material could it be used there. Mr. Kline answered that it is only stone at this point and would have to be prepared to be paved. Mr. Crissman noted the more we do the more it enables the association to do nothing and just collect the checks. Mr. Kline noted that we have backed off on some of the things we were going to do because of not owning it. He noted that we had taken the playground equipment down and it was suggested that we put something back up and he said no. Mr. Crissman noted that it goes back to what Mr. Stine stated about making improvements on private

property. He noted that we are in violation of doing this. Mr. Wolfe answered for Mateer Park, we are leasing the land so we can do this.

Mr. Wolfe noted that the recodification of Township Ordinances is scheduled for 2018. He noted that the Linglestown Alleys are scheduled for 2019, and Red Top Road Bridge may be getting underway for the design phase in the near future with the Township's share being \$200,000.

Mr. Wolfe noted the Wolfersberger Park development has not been started but we are completing the fill.

Mr. Wolfe noted that we have purchased equipment for the Compost Facility. Mr. Kline explained that staff applied to expand the Compost facility about a year and a half ago. He noted that we received a permit and it is bigger than it was and we have filled most of it so far. He noted that we still have more to put in. He noted that we are legal to do the work we are doing.

Mr. Wolfe noted that the last item is the expansion of the parking lot at Koons Park by purchasing property owned by Mike Carl. Mr. Seeds noted that he would like to look at it again on road tour. He noted that there are problems with parking during the different sports seasons. He suggested purchasing the land from Mike Carl for additional parking. Mr. Wolfe noted that it would be somewhat dependent on the development of the Wolfersberger Park as it was planned to take some of the fields from Koons Park and move it to the new park. Mr. Seeds noted that he is in opposition to that. Mr. Crissman noted that you are one voice. Mr. Seeds suggested that there was no change to the Little League baseball fields and softball. He noted that parking will continue to be a problem until we acquire more land as they park in the streets, etc.

Mr. Wolfe noted that the preliminary cost for the items contained within the plan that were recommended for 2016 involved a change in the real estate millage rate of 1.94 mills and the Board raised it to 1.95 mills. He noted since we are not planning to continue with hiring a new Public Works employee in 2017 as previously proposed, staying with the current numbers, the rate increase from 1.95 mills to 2.08 mills won't be necessary in 2017. He noted as we discuss the proposed 2017 budget at this time, it would be prepared without any increase in real estate tax.

Presentation of 2017 draft budgets (tables only – no narratives at this time)

Mr. Wolfe noted that we will be discussing the General Fund budgets at this time which includes the proposed budget tables for 2017. He noted that they provide the year-end for 2013, 2014, and 2015, plus the 2016 budget and estimate of year-end. He noted that the year-end estimate was prepared based upon the June Key Indicator Report. He noted that we are only half way through the year and it is difficult to predict the year-end at this point. He noted that staff has prepared the General Fund budget. He explained that unlike most years at this point in time, the budget is balanced. He noted that the General Fund for 2017 has revenues of \$23,089,050, with expenditures of \$22,734,872. He noted that we are in the black in the amount of \$354,178. He noted that we are in the black on a budget that has been prepared not adding anything new. He noted anything new will bite into that amount. He explained that the Department Heads will tell you their bottom numbers for 2017.

Friendship Center

Ms. Wuestner noted that she will speak to the Friendship Center (FC) as we have year-end numbers for the FC. She noted if you look at the income and expense of the balance budget as it pertains to the current year the revenue is ahead and expenses are behind. She noted with the General Fund being ahead we are not far off from being balanced. She noted that we are sitting with a 2017 budget of \$2,310,593 with expenses of \$2,318,985. She noted that we are about \$8,000 off at this point. She noted that she struggles with the year-end numbers due to the split of Parks and Recreation and Ms. Bauknight being pulled out of our budget this year. She noted that we did not replace one full-time position but brought in a couple other part-timers and the full-time managers salaries have been increased to bring them up to scale.

Mr. Wolfe noted when we set up the FC first time around and did the division between Parks and Recreation and FC, the Township didn't properly account for management time. He noted that we put more in the General Fund but it wasn't the proper split. He noted this time around we did the proper split, so it will have a negative impact on the FC's budget as we move into 2017. He noted that the allocation will be correct this time.

Mr. Seeds questioned if it is working or was it a mistake. Ms. Wuestner answered that it is working as she and Ms. Bauknight are side-by-side. She noted that anything outdoors belongs

to the Parks and Recreation and anything indoor is the FC. Mr. Seeds questioned if it is better. Ms. Wuestner answered that it is better as far as administration. Mr. Wolfe suggested that you need to give us another year as this is a very deeply intertwined thing to completely unwind in what has only been six months. He noted that we are doing it and it has been working well, but it has been hard for both managers. Mr. Seeds questioned if it is costing more money. Mr. Wolfe suggested that it is costing less.

Mr. Hornung noted the reason we suggested this is because it was too much for one person to handle and one person could not do a good job for both things. Mr. Seeds noted in his mind, the parks were going downhill and he is hoping to see, as we put more money into it and more people are involved that it will show an improvement. Mr. Wuestner noted that she would agree 150% with that because we are focusing on park improvements. She noted if you look at Kohl Park it will be very nice as the moving of the pavilion and the new playground took some thought and work from Ms. Bauknight. She noted that she is glad that extra funds were allocated for the parks. She noted that she can focus on the FC, especially marketing, outreach, and customer service. Ms. Lindsey noted that you now have the time to do this.

Mr. Wolfe noted that we will be providing a more detailed presentation on individual line items but we are not ready to do it at this time. He noted that the 2017 budget for operations for the FC is looking good at this time.

Mr. Hornung noted that we are trying to get the climbing wall going. Mr. Wolfe suggested that it should be going out to bid in the next two weeks.

Ms. Wuestner noted with the changing of staff and renovations that may be coming in the near future, the budget is over by \$8,000, but there are so many unknowns. She noted that we are in the second year of free classes which has been positive and memberships have increased. She noted that we are covering our costs with instructors with the people who are paying for classes. She explained that it is a win-win situation and marketing has done well.

Ms. Wuestner noted that we have to upgrade our software but that is on hold until we decide what is going on with the building itself. Mr. Hornung noted that it is going in the right direction.

Public Works and State Aid

Mr. Jeff Kline noted that he does not bring in much revenue but the state aid is projected to be \$1.5 million in revenues. He noted the General Fund stayed the same but there is a slight increase in wages and salaries.

Ms. Lindsey questioned Mr. Kline if he had enough staff at this time. Mr. Kline answered at this time he does but he may take another look at that after next winter. Ms. Lindsey questioned if anyone will be coming up for retirement. Mr. Kline answered yes, maybe one within the next two years.

Mr. Seeds questioned if Mr. Kline had a new employee for stormwater. Mr. Kline answered that we do and he has done a great job. Mr. Wolfe noted that would be Randy Allen. Mr. Hornung noted since he came from Dauphin Engineering he is very familiar with Lower Paxton Township.

Mr. Kline noted that he has totally immersed himself in the stormwater situation and is a huge help.

Mr. Wolfe noted that Mr. Kline will be very happy when the building project is done. Mr. Kline noted that it takes up a lot of his time. Mr. Crissman questioned if we are on schedule. Mr. Kline answered yes. Mr. Wolfe noted that he will put it on road tour.

Mr. Hornung questioned when Davis will start the plantings for the buffer screening. Mr. Wolfe answered that we will meet about that tomorrow with HRG and Davis Landscaping. Mr. Seeds noted that they don't need much of a buffer, there is only one spot that is sparse. Mr. Hornung noted the sooner we get it done, the sooner the people will calm down. Mr. Kline answered that it won't happen much before September.

Ms. Lindsey questioned when they will start using the ballfields. Mr. Kline answered yesterday.

Community Development

Ms. Zerbe noted that it is still a little sluggish from what the Township was used to seeing years ago but it is a little improved from 2015. She noted that we are at a huge increase for zoning permits, doing well over 400 in 2016. She noted that land development is down. Mr. Wolfe questioned how many stormwater permits have you done. Ms. Zerbe answered 215. She

noted that the biggest change you will see is the reduction in the amount for the engineer. She explained that we made a decision to use Jason Hinz from HRG as he had a different classification and attends all of the meetings and reviews all of the plans at a greatly reduced rate from Andrew Kenworthy. Ms. Lindsey questioned if we are not using Mr. Kenworthy at all. Ms. Zerbe answered that he oversees Mr. Hinz's work. Mr. Kline noted that he is using Mr. Hinz as well. Ms. Lindsey noted that we still get billed if Mr. Kenworthy looks at the work. Ms. Zerbe noted that it may only be for an hour's work. Mr. Wolfe noted that we are doing so many activities with HRG at this time with the building, subdivision and land development reviews with Ms. Zerbe, stormwater review with Mr. Allen. He noted that we are using Mr. Hinz and Ms. Letavic and they do bill out at a lesser rate than Mr. Kenworthy as he is their boss. He noted that he deals with Mr. Kenworthy frequently but we are now getting comfort level with younger professionals working for HRG.

Mr. Crissman questioned Ms. Zerbe if she was satisfied with HRG's work. Ms. Zerbe answered that Mr. Hinz is fantastic as he knows the ordinances inside and out. She noted that Mr. Kenworthy had not worked in the Township before but Mr. Hinz has a good knowledge of the Township. Mr. Kline noted that is true all across the board and he is very satisfied.

Ms. Zerbe noted that building is still down from what it used to be. She noted that Stray Winds Farm and Shadebrook are starting to build. She noted that Stray Winds Farms plans to build 60 houses but she is not sure what Shadebrook will be doing. She noted that Stray Winds Farms has been phenomenal but Shadebrook is not building as much.

Ms. Lindsey questioned what type of buildings are being constructed for Stray Winds Farms. Ms. Zerbe answered that they are selling the single family homes just as fast as they are selling the multi-family homes. She noted that Ryan Homes is the primary builder.

Mr. Wolfe passed out copies of how the Community Development Department is reaching out to the citizens in regards to municipal regulations and the resident's responsibility. He noted that they were at National Night Out and had this sheet available for the public at that time. Mr. Seeds noted that it is good information and he thanked Ms. Zerbe for it. Mr. Hornung noted that we should put this on the website. Mr. Wolfe answered that he will.

Police Department

PSD Spotts noted that the 2017 budget is based on reaching the sworn staff and maintaining all other staff. He noted that there is a slight decrease in the anticipated revenue for the Police Department from what was projected in 2016. He noted that he based his projection on what has occurred over the past few years for revenues. He noted that there are still two line items that he is waiting to put some final information in, the total budget request is \$3,000 less than the 2016 approved amount. He noted that he wants to maintain that at a very minimal increase.

Mr. Crissman questioned if you see any major items coming up. PSD Spotts answered no but it will depend on the next agenda item. He noted that negotiations are ongoing, and there is a tentative figured plugged in for raises. He noted in terms of allocation to the fire companies there is a slight increase in that it is based upon the anticipated tax revenues and the mileages dedicated to that. He noted the Fire Marshal, Emergency Management and EMS budgets all stay the same from 2016 to 2017.

Mr. Seeds noted that it was brought up earlier that we were going to talk about tazers. Mr. Wolfe answered that you are not there on the agenda yet.

Ms. Lindsey questioned if we are okay with the crossing guards. PSD Spotts answered that we met with the school district as the Montessori School post has a vacancy but they have always crossed their own people. He noted that we will provide them training and equipment and let them do it themselves. Ms. Lindsey questioned why we are not going to hire a crossing guard at Paxtonia School if we are short there. PSD Spotts answered that we had a crossing guard at Linglestown Elementary and their sole function was to let the school buses out, being there for five minutes, so they indicated that they will have all their drivers come out and turn right so we don't need that position. He noted that the Montessori School always crossed their own people as there were no Central Dauphin walkers at that spot. He noted that we received preliminary confirmation from the School District that there will be no walkers again this year. Ms. Lindsey noted that we are down to two crossing guards. Mr. Seeds questioned if there are two guards at Linglestown. PSD Spotts answered that the Linglestown Middle School will have a crossing guard but the elementary school will not. He noted that we have staggered posts and offered it to one of the guards who will move from one post to the other. He noted that we will have two

people covering three posts. He explained that the walkers are not what they used to be. Mr. Hornung noted that they are now traffic directors.

Mr. Seeds questioned how do you know if the parents will drive them or make them walk. PSD Spotts explained that we rely on what the School District is telling us. He noted that the school district provides busing for all students as no one has to walk to school. Mr. Crissman noted if they are a bus driven child the school district provides a bus. He noted if a child chooses to get on the bus or not that is a parent's decision. He noted up until snow days occur, he had a bus with five kids on it, but after it snowed they all got on the buses to go home.

Mr. Seeds noted for a child who normally is driven and picked up by a parent, if the parent doesn't show up, do they walk home. He noted what if they cross the road and gets hit... Mr. Wolfe noted that there is no legal requirement to have crossing guards at every intersection. He noted if people want to walk they can walk. He noted that we only put crossing guards at high volume intersections and we don't have them anymore. Mr. Seeds questioned what if it is requested by the school district. PSD Spotts noted that they can make the request and then the Board would have to decide if they would approve it. He noted that we have not had a request to add a crossing position in quite a while. Mr. Crissman noted that it would come from the School District. He noted as long as the one guard says yes we will be in good shape for this coming school year.

Mr. Seeds noted that we went through the discussion to hire the crossing guard company, and now you are saying that we will be down to two guards, why would anyone be interested in a contract with us for two people. PSD Spotts noted that the bottom line is that it is a business venture for them. He noted if the Board decides to look at that sometime in the future they may tell us that they are no longer interested. He noted that he can't answer for what a 3rd party vendor may or may not say about what their level of interest is. He noted for now, the Police Department is set to maintain the program.

Mr. Hornung noted that Lower Paxton Township is probably pivotal and the more that they can get in this area, even though they are not looking at it for just two people, rather once they build up some history, they will get more and more and more and be able to open a center in this area. PSD Spotts noted the fact that All City has Swatara Township as a client would indicate that they would have a residual interest in the future.

Mr. Hornung noted that the drugs that are going on in this area seem to be escalating noting when something is personal it seems to be a lot worse than what it may be, but he questioned if the drug problem is getting worse or less. PSD Spotts answered in terms of opioid type drugs, the mid-state area is seeing levels that he has never seen in his entire career. He noted that it is getting worse as part of the problem is that we are one of the major distribution points for Philadelphia heroin and it is some of the purest in the nation. He noted that for some of the other drugs, not so much, as they are cyclical in nature, they gain popularity but there is other stuff coming our way that hasn't hit us hard yet, such as hard fentanyl and federal cocaine mixes. He noted that they will get here probably sooner rather than later. He noted that the police officers have started to carry naloxone in the cruisers to reverse opioid overdoses. He noted that we have membership in the Dauphin County Drug Task Force and we have been working more cases in the Township and are doing more things than we have that he would not want to discuss publicly. He noted that we have stepped up in terms of what we are doing for drug enforcement.

Mr. Hornung questioned if we are being too careful on our budget. PSD Spotts answered that it is not a budget issue. Mr. Hornung questioned if we need more manpower. PSD Spotts answered the he would like to get the Police Department to 57 staff and then do a proper evaluation as we keep losing and then gaining. He noted that he wants to get to full staff and then start doing a more in-depth analysis which he has not been able to do to this date. He noted in the future he will have a better answer for that question.

Mr. Hornung noted that we get your monthly statistics now and he questioned if we received that information before. Ms. Lindsey noted that she does not remember getting it before. PSD Spotts answered that he started doing it this year and he posts it on the Crime Watch portal for all the citizens to see. He noted that it provides some general information for what is going on. Mr. Wolfe noted that the annual report compares year to year.

Mr. Hornung noted that he posted the monthly report at the store. He noted if a customer gets a ticket they think that we are writing up everyone. PSD Spotts noted that we give more warnings and equipment cards than citations. He noted that he keeps the information as proof for what is going on. He noted that he shares it with his managers as well so when people come in to complain we now have proof. He noted that he wanted to commend him on the article that was in the newsletter. PSD Spotts stated that it was very well received by our community.

Mr. Crissman questioned, knowing what you know and what you can't share, is there anything the Board needs to do in terms of what we can say or encourage our community to do. Mr. Hornung questioned if we should capitalize on the support that the community is providing to the Police Department, such as hot lines that would help to promote... PSD Spotts answered that we have a hot line on our web site. He noted that he will consider that a little bit. He noted that this Thursday he is sitting on a panel to discuss opioid overdoses at Harrisburg Area Community College for Dauphin County. He noted that he has some ideas about what he wants to say about community. He noted if it is your friend or family member that has an opioid problem, cooperate with the Police and identify who the dealers are. He noted that they want the help for their loved ones but they think if they cooperate that somehow it will cause problems for their loved ones. He noted in the way the immunity law works right now with reporting, not really. He noted that the drug dealers are not shielded and we need to go after them.

Mr. Seeds noted that parents need to be parents and not their children's best friends. He noted that many drugs are taken out of medicine cabinets. PSD Spotts noted that we empty the drug drop off bin that is located in the Police Department lobby about once a week and no more than two weeks. He noted that hundreds and hundreds of pounds of drugs are destroyed. He noted if you have it in your cabinets and don't need it, bring it in. He noted that the Drug Enforcement Agency (DEA) destroys the drugs for us by burning them.

Parks and Recreation

Ms. Terry Bauknight noted that she does not expect an increase in the fee in lieu over what it was this year. She noted that the income for the leagues and playgrounds expects to be the same in 2017. She noted that the Community Engagement Community is starting to build a fund and will soon receive their first request for funding from the Friendship Center. She noted that we go out and seek sponsorships for such things as the concerts. She suggested that the new playgrounds and pavilions will allow for an increase in pavilion rentals as we do over 350 of them a year. She noted that we spoke earlier about the transition for administration positions and how they will be split between the two budgets. She noted that we already spoke about the parks as we see the aging in the fences, court surfaces, and parking lot surfaces that need to be improved. She noted that she hopes to be able to address these issues in future budgets.

Mr. Hornung questioned who is in charge of marketing for events. Ms. Bauknight answered Barb Guarente. Mr. Hornung questioned if she works for the Township. Mr. Wolfe answered yes. Ms. Bauknight noted that she works part time for the FC and Parks and Recreation. Mr. Seeds noted that she does a great job. Ms. Bauknight noted that she made many contacts at National Night Out.

Mr. Crissman questioned Ms. Bauknight how long she has been on the new job. Ms. Bauknight answered six months. Mr. Crissman questioned how it is going. Ms. Bauknight noted that she can't wait until winter. She noted that she is working day-to-day at this time. She explained that Brightbill basketball is done and we are getting to the end of the outdoor volleyball leagues.

Mr. Crissman questioned PSD Spotts if the Police Department does anything like the library does such as return a book with no penalty. He questioned if we do a weapon turn in. PSD Spotts noted while it may or may not be a good idea in terms of the crime level as it has not been his focus in terms of where we are at this time, he would keep it in mind for future planning. He noted that sometimes it has worked well and sometime it has not.

Mr. Hornung noted all the directors are doing a great job. Ms. Lindsey noted that they are all new to their posts and for what has happened in the past ten months, they are doing a great job. Mr. Wolfe noted that the people you have here tonight have never been to a Board budget meeting before.

Mr. Hornung noted that you have done a great job and Mr. Wolfe will tell you the better job you do, it is much easier for the Board and staff. He noted that, in the past, some people had hidden agendas and it was not good. He noted that you handled yourself very professionally and we are excited about what you are doing as it makes the Supervisors very optimistic about 2017.

Mr. Hawk noted that the better you folks look, the better we look and it is amazing as we are out in the streets a lot and you can't believe the number of people who come up to us and say that they are glad they live in Lower Paxton Township and tell us to keep up the good work. He noted that we have fantastic staff and we are proud of all you do for us.

Mr. Hornung noted that it is hard to imagine that we have as many people living in the Township as lives in the City of Harrisburg especially for how much goes on in Harrisburg and

how little goes on in Lower Paxton. He noted if it wasn't for your work it would be very different.

Mr. Crissman noted that his comment is one of honesty, integrity and that, we as a team that makes the budget work and makes the Township function in a highly successful manner. He thanked them for being part of the team.

Mr. Hornung noted if you need to use a Board member for a particular situation to represent the Board don't be afraid to ask. He noted if we can help run it by Mr. Wolfe first and we will do so.

Review of proposed modifications to the 2016 General Fund Budget for the Police Department

PSD Spotts noted last month he mentioned that he was working on a Strategic Plan and he has completed that work and would like to discuss that with the Board at this time. He noted that it can be accomplished within the current budget. He explained that he spent most of this year with five vacancies and because of that he has a unique set of circumstances where we have a fairly substantial sum of money that will be unencumbered and not used before the end of the year. He noted that that he is not asking for extra money.

PSD Spotts noted that his Strategic Plan can be worked with the current authorized staffing levels, trying to get up to 57 officers. He noted that he is not asking for an increase in numbers. He noted that there is no significant increase in cost for the things that he is planning; it will be normal operating items.

PSD Spotts noted that the plan provides for meaningful new or revamped resources to enhance safety, interactions and responsiveness within our community. He noted that it is a clear commitment to quality services which is what the mission statement of the Township is all about; and it demonstrates clear commitment to provide the needs of the employees.

PSD Spotts noted that the four functional areas that he is looking to improve on are: evidence control and custody, information technology infrastructure and functionality, tactical operations capability, and motorcycle unit performance. He noted that this is done to remedy a lack of what appears to be an inadequate replacement and updating strategy for the equipment that has occurred for a long time.

PSD Spotts noted that for evidence control and custody he would like to make improvements for electronic signature capture, noting that it will save so much paper and personnel time as we have the capability in the evidence system but we don't have the equipment to do it. He noted if we collect 20 pieces of evidence at a crime scene that is 20 different signatures. He noted that we want to get image capture upgrades that will provide the ability to take digital and video images. He noted that we are currently using outdated equipment with limited capabilities. He noted that the processing and protection upgrades for the development of fingerprints are needed in the equipment that we have. He noted that the mobile collection capabilities is essentially nonexistent other than a brief case that an officer may carry. He noted that he would like to get some electronic gear in the field to collect and make a one-time entry, entering it out in the field and not having to bring it back to the office and reenter it a second time.

PSD Spotts noted for the Information Technology issues he is looking to improve the onsite and remote surveillance capabilities and that is for the security at this building and at the impound lot at the Public Works where we currently have no video capabilities whatsoever. He noted that he is looking to improve the onsite and remote access control as it is controlled by the vendor completely and we have no control over it. He noted that we do not have the ability to change access control at the station and it is not a good way to do business. Mr. Hornung questioned if someone was let go, they may still be able to access the building and that is what you are looking to change. PSD Spotts answered that we have to call the vendor and have them disable the fob. He noted if they don't do it for a day or to, yes that is the issue and it is an issue if we didn't collect the fob. He noted that the nice thing for the surveillance and access control is that it would not only be for the Police Department but also for the Administration as well. He noted that it is secure but at this time the access control can be cloned with a \$40 scanner that you can buy off the internet. He noted, as the Township grows, we can expand the system to match needs and it is non-proprietary so if we don't like the vendor the software will still work.

Mr. Seeds questioned in regards to the on-site surveillance is that just for the Administration Building and Public Works. PSD Spotts answered that it will not be a complete system at the Public Works building but it will be scalable to include the impound lot, to be able to prove we had a secure chain of custody for vehicles we house at that location. Mr. Seeds noted

that we have had some discussion in the last few months in regard to putting cameras at the roundabout at the Linglestown Square for the clock and we were looking at doing a Township policy on where to have cameras noting that we could have them in our parks. PSD Spotts noted that the technology for this system is scalable, noting that he could add 100 extra cameras for traffic and parks. He noted that he met with the Appalachian staff and they guarantee that it will be seamless with the other IT upgrades that we have done. He noted that it will fit what they do and work with their equipment to get things that work.

Mr. Seeds questioned if he would look at that or not. PSD Spotts answered that those improvements are already in-house and the upgrades are being made but he is looking, and if he gets approval, he will take care of it but other upgrades would be able to work within the system. Mr. Wolfe noted the short answer is what you are asking about for Linglestown is not in this proposal. PSD Spotts noted that it is not but it could be included downstream. Mr. Seeds noted that we were to discuss a policy for where and if it is financially viable to have cameras at that site. PSD Spotts noted that the system that he is looking at will be able to handle future expansion if that is the way the Board decides to go.

PSD Spotts noted that the tactical operations capabilities would include the upgrade of rifles, shotguns, and ability to respond to a hybrid targeted violence and rescue task force operation with our current tactical operations for active shooter. He noted that he is looking to conduct energy weapons. Mr. Seeds questioned what that is. PSD Spotts answered Tasers.

Mr. Seeds noted that the former director did not want Tasers. He questioned if PSD Spotts was in favor of it. PSD Spotts answered that he is in favor of the use of Tasers and Conducted Energy Devices (CED) and that is what he is looking at. He noted that Taser has 95% of the market at this time. He explained that it is a toolbox use of force approach which is the training standard that is in existence today. He noted that it is the minimum standard to have multiple use of force options available. He noted that Puerto Rico recently signed a consent decree with the Department of Justice because they did not have enough use of force options available to them, and in light of paying out a lot of money in civil penalties, they signed a consent decree. He noted that the National Institute of Justice Research Program talked about how Tasers can reduce injuries to suspects and officers. He noted on a routine basis our police officers are calling to get mutual aid from other agencies to get a Taser on the scene when there

is a combative subject. He noted that we don't have them and everyone else in the mid-state does.

Mr. Seeds questioned if every officer would have one or just the shift supervisor. PSD Spotts answered that it would be more than just the shift leaders. He noted that all the officers working would have a Taser available, but it is a training issue. He noted that we are good to go with the training and the policy but it would be an intermediate use of force option, not a first line use of force option. He noted that this is something that is long overdue for our Department.

Ms. Lindsey noted that we spoke to this about two years ago and were told that the guys did not want them. PSD Spotts stated that based on his interaction with the officers, he does not think that is an accurate statement. He noted that there are some members who are not in favor of them, but the vast majority of the Department understands the viability of having a use of force option. Mr. Wolfe noted that community policing has changed dramatically in two years.

Ms. Lindsey stated that we were told that they didn't want them because as part of the training they would have to be tased. She noted that she did some research and found out that it is not true. PSD Spotts noted that many Departments require a police officer to be tased but it is not an absolute to be certified to be able to use it. He noted that it is not a requirement for Taser's International Training Curriculum. Mr. Wolfe noted when Tasers were initially rolled out to Police Departments in the late 1990's they were tazing everyone. PSD Spotts answered that he has been tased more than once during training. He noted that he doesn't want to take any more hits. He noted that it was a training requirement of his agencies. Mr. Wolfe noted that agencies are now going away from that philosophy. PSD Spotts noted that it will not be a requirement to be certified for our Department. Mr. Seeds noted that no one wants to know what it is like to be shot so why would you want to know how it feels to be tased. PSD Spotts answered that it will not be a requirement. He noted that he can speak one-on-one with any Board members if they want more information on this.

Mr. Hawk questioned if using a Taser will effectively disable a person without killing them. PSD Spotts answered when a Taser is appropriately delivered it will temporarily incapacitate a person only as long as the current is being discharged which is five seconds. He noted having been hit three times, as soon as the current is off, you are fully functional. He noted that it is not like you see in the movies where the person is disoriented for minutes. He noted the

moment it was turned off he was fine, but it was effective when he was shot. Mr. Seeds noted that during those few seconds the officer has to move in and cuff them. PSD Spotts noted that are training issues but he doesn't want to get into too much detail. He noted that they are all addressed in the training and he has been through multiple agencies and pioneered the use of Tasers at Mechanicsburg. He noted that we are good to go at Lower Paxton Township and he does not questioned their effectiveness.

Mr. Hawk noted that it must be a tremendous benefit to the police officers to disable and then take the next step.

Mr. Seeds questioned, if we had Tasers, how many times do you think the Department would have used them in the past year. PSD Spotts answered that the history of both prior agencies where they were implemented, they were used frequently the first time, and at Mechanicsburg we pointed them at people and 75% of the time they surrendered and we never had to use them. He noted that at a prior department the officers had a target acquisition with multiple laser sightings and a murder suspect did not fight us because we had two Taser's on him. He was told that if he moved the police officers would use it.

PSD Spotts noted that the last thing he would like to discuss is the motorcycle unit performance as he would like to add an additional motorcycle to the fleet. He noted that he would like to increase the number of trained motorcycle operators and enhance the usage in traffic, patrol and special events. He noted that Harley Davidson has two late-model low mileage police bikes we could purchase for a terrific deal. He noted that he would sell the oldest unit and keep the newest one. He noted that we currently have two units at this time. Mr. Seeds questioned if they were donated. PSD Spotts answered that he did not know. Mr. Wolfe answered no as they were a low cost purchase from Harley Davidson noting that they were to buy them back at purchase price. PSD Spotts noted for the cost of buying one motorcycle we will end up with three that are very late model and low mileage. He noted for the two units that they are holding, one has 7,000 miles and the other has 2,200 miles.

Mr. Hornung questioned what the advantage of using motorcycles is. PSD Spotts answered that they can go a lot of places that cars can't, and if you saw at National Night Out the community loves it.

PSD Spotts noted that some of his final thoughts are what he is proposing is complementing changes and upgrades that are already in progress for a comprehensive approach to the operation. He noted that he is working to enhance the motorcycle patrol unit. He noted that everything he is proposing, we have in-house instructors available to do the training and we can accomplish it with the current budget and staff. He noted all he needs to hear from the Board is that he can go ahead and do it. He noted that you asked me last month what our level of preparedness is for things and I told you we had a plan, and we are working on improvements, and this is the improvements. He noted if you let me do this we will be a much better department than what we are today.

Mr. Seeds questioned if the officer gets the same salary if they ride a motorcycle or riding a car. PSD Spotts answered yes. Mr. Seeds questioned if it has to be a volunteer on their part. PSD Spotts answered yes, but we have six more officers who want to be certified. Mr. Seeds questioned if we pay for their certification. PSD Spotts answered that we have an in-house instructor.

Mr. Hornung noted that he is okay with this. Ms. Lindsey questioned what we have to do. Mr. Wolfe answered nothing, just say go ahead and do it. Mr. Seeds questioned if you will be using funds that are left over in this budget. Mr. Wolfe answered no, it is a reallocation from one line item to another. He noted that we don't do that, but given the magnitude of these items, he thought that PSD Spotts needed to discuss this with the Board before we did it. PSD Spotts stated that he can get all this done and end up in the black with his budget for 2016. Mr. Wolfe noted that he is okay with it and it seems the Board is as well.

Continued discussion regarding the Supervisor's Strategic (vision) Plan

Mr. Wolfe noted that Board members have their own personal strategic plan that they have been working on this past year, to include stormwater, formation of a stormwater authority, finishing Wolfersberger Park, roads and bridges, Hodges Height Park, senior housing, regional destination for recreation facilities, and redoing business properties for long term goals. He noted that the short-term goals are the Comprehensive Plan, staff succession plan, senior housing, Linglestown 250th Anniversary and enhancing the use of media. He noted that he planned to

have an update on items that individual Board members were working on. He noted that Ms. Lindsey has one she wants to discuss.

Ms. Lindsey noted that the people met in regards to the Hodges Heights Park on a recent Saturday and Jim Seidler was in attendance. She noted that she would let Ms. Bauknight provide the information as she received a recent email from Victor Banks. She noted that four families were in attendance at that meeting.

Ms. Bauknight noted that we discussed keeping Hodges Heights Park as passive and having the active recreation supplied at Kings Crossing. She noted that they don't want to give up their park as they have asked for picnic tables that were stolen to be replaced, a ramp to their pavilion, grills, trees, and benches. She noted that they also asked about improving their play equipment which would be a significant investment. She noted that they wanted electricity to the pavilion which Mr. Kline is looking into. She noted that there is electricity nearby from the old tennis court lights.

Mr. Hawk noted that their reason is that it is close to home and within walking distance.

Ms. Lindsey noted that they already have grills so they just need to be replaced. She noted that the table was stolen and they wanted a couple benches. She noted that she spoke to Mr. Wolfe and he said that we can't plant trees. Mr. Wolfe noted that the landfill closure plan does not allow us to put any other vegetation in the landfill other than grass. He noted that we could install a ramp, putting electric in is no big deal, although there are no plans for the continued use of the facility. He noted that putting a picnic bench in is not a problem. He noted that trees are a problem and trying to maintain the baseball field over time is problematic. He noted that the ultimate desire at staff level is to sunset the facility and provide something else. He noted if you desire to keep it somewhat operational for a little bit you can keep the pavilion open with some grills, a ramp, and electric service as they are not high ticket items.

Mr. Hornung questioned if the pavilion is starting to sink, and can it be fixed. Mr. Wolfe answered that we have, noting that there was a concrete floor and you put a deck over it.

Mr. Seeds noted that we made a decision two or three years ago not to put any more money into the park and to put it somewhere else. Ms. Lindsey noted that we can't find any land. She noted that you are not putting a lot of money into it as they have grills and you would be replacing the ones that are there. She noted that they had a picnic table but someone stole it and it

is not their fault. She noted if you can put another one in, they are small ticket items compared to buying land for \$375,000. She noted that there is no land in the area. She noted if these small ticket items will keep them happy for a little bit, it is hardly anything. Mr. Seeds noted that he is okay with it. Ms. Lindsey noted that the electric is there but they need to figure how to hook it up. Mr. Seeds noted that he is not in favor of installing a new playground. Mr. Kline suggested that is what started this whole thing. He noted that we did not want to put money into it. Ms. Lindsey noted that she does not see putting in new playground equipment but if you can put a table, and grills and do the electric.

Ms. Bauknight stated that she does not think it is a good idea to put in a new playground.

Ms. Lindsey noted if we can give them a couple of these little things that is a start to pacify them for a while.

Mr. Wolfe noted if you are going to do that you should do it from the standpoint that Mr. Banks or Hodges Heights Community will try to keep it open for a while longer, but eventually you will have to migrate this park to someplace else. Mr. Crissman noted that the park needs to be sunset.

Ms. Lindsey noted that she does not see putting playground equipment or anything else, only replacing these few things. Mr. Seeds noted that he is okay with that. Ms. Lindsey noted that there is no land and that is when she suggested using Kings Crossing Park but they feel because they have always had a park to walk to, a normal person would have to travel a mile or two to get to that park. She noted that they don't understand that. She suggested that we are talking about \$1,500 in expenses to do this. Mr. Crissman questioned when you say you can't have trees or playground equipment are they going to come back and tell us they want that as well. Ms. Lindsey noted that we should tell them up front this is what we can offer and that we can't offer anymore because of the land fill being underneath it. Mr. Crissman noted that the goal is to sunset the park. Ms. Lindsey noted that after speaking with Mr. Wolfe she now knows they can't plant trees. She noted that we will replace the bench, picnic table, grills, install a new ramp and look for electric service at the pavilion. Mr. Seeds noted that we are in agreement to this. Mr. Hornung noted that you need to prepare them mentally that we will eventually sunset the park. Mr. Crissman noted that we need to plant the seeds of sunset. Ms. Lindsey requested

Ms. Bauknight that when she gets in contact with the residents, to please get back to her and she will keep in contact about this.

Mr. Hornung questioned if we could continue this after the business meeting but he was not sure that we can as it was not advertised.

Ms. Lindsey questioned if we could continue it after we are done with the business meeting agenda items. Mr. Hornung answered yes.

Ms. Lindsey noted that Mr. Seeds can speak to the stormwater meeting he attended today and Mr. Crissman can speak to the senior housing project. Mr. Wolfe answered that we can do that.

Adjournment

With there being no other business, Mr. Hawk made a motion to adjourn the meeting. Mr. Seeds seconded the motion and the meeting adjourned at 7:35 p.m.

Respectfully submitted,

Maureen Heberle
Recording Secretary

Approved by,

William B. Hawk
Township Secretary