

November 7, 2019

The East Lampeter Township Board of Supervisors met on Thursday, November 7, 2019 at 7:15 pm at the East Lampeter Township Office: 2250 Old Philadelphia Pike, Lancaster, PA 17602 for the Township Budget Workshop. The meeting was called to order by Chairman Corey Meyer. In addition to Mr. Meyer, supervisors present were: Mr. John Blowers, Mr. Dave Buckwalter, Mr. Ethan Demme and Mr. Glenn Eberly. Also, present was Township Staff: Charlie Thomas, Public Works Director, Steve Zerbe, Chief of Police, Kevin Hostetter, Director of Finance, and Tara Hitchens, Zoning/Planning Director.

Ms. Hitchens presented the budget from all funds for 2020 as follow:

- The Township anticipates ending 2019 with a surplus of approximately \$155,000.00 which is a \$120,000.00 over what we anticipated last year. Greater then what was anticipated at this time last year.
- Two major real estate tax appeals resulted in an almost \$2 Million decrease in assessed value. However, construction continues throughout the Township which in turn has provided for an overall increase of \$10 Million since this time frame in 2019. Construction is anticipated to continue through 2020.
- Although there is development within the Township, we are not seeing a significant increase in transfer tax revenue. The Township is seeing permits for remodeling, additions of dwellings and structures, thus a figure equal to that in 2019 is proposed for 2020.
- The resident and non-resident earned income tax has leveled out. It is anticipated that there may be slight increases over the year.
- Admission tax is noted with a small decrease for 2020. As it has been found, weather significantly affects this revenue stream, as was the case in 2018 and part of 2019. Staff is hopeful that with the completion of the Cartoon Network that is associated with Dutch Wonderland, potential expansion of SkyZone, and the movement of Stitches back to the Wyndham Host that there may be a small boost in the admission tax.
- Other revenue sources all remain the same.
- Expenditures exceed revenue by \$502,220.00 for next year as this budget is presented to the Board tonight. Options for tax increases have been noted in the narrative for the Board to show the percentage increase, millage increase and the net financial increase that results.
- Comparisons to other neighboring municipalities has also been provided for your information. Even with the deficit, the proposed budget remains compliant with the Township Policy of 18% as it is at 24%.

- 42% of the proposed 2020 deficit is due to a 27<sup>th</sup> pay period, an anomaly that occurs every 11 years. This results in \$211,000.00.
- A few expenses that the Township management is suggesting is increasing the Police Department by one officer to a total of 38. The first 12 months of compensation would all come from Fund 4 which is the Police Forfeiture Fund. This would allow for one officer to complete truck inspections through the MCSAP program. Which is a revenue-based program.
- In addition the police department is requesting two CSAs (Civilian Service Aids). These positions would process prisoners, take phone calls, deal with walk ins, allow platoons to function at full capacity, and could serve as a delay in expanding the police force.
- Public Works is asking for no additional employees this year however Mr. Thomas did want it to be known that over the next five years he will need three additional people.
- In the Financial Department Mr. Hostetter is requesting one additional full time Administrative Assistant. The compensation for this position is included in the clerical wages line item of the proposed 2020 budget.
- Employee Benefits: as market premiums increase for Health Care the Township's has gone down for the second year in a row. In order to manage premiums and employee portion paid participation in the wellness program is encouraged. There will be an increase in Deductible for 2020, as required by the Federal Government which will increase the amount contributed to the HSA's for employees.
- Police are currently contributing 5% to their pension plan. Non-uniformed are contributing 1% that may change in 2020, depending on the results of the investments thus far.
- Our MMO minimum municipal obligation was expected to increase by \$2,000 for police but the Township received a greater amount from the State and thus saw no increase.
- OPEB- Township started addressing this in 2017 for officers' retirement and health benefits – The actuarial numbers state that \$11.7 Million would be needed to fully fund the program should every officer leave their position and not find other employment after retirement. Currently, just one employee is collecting from this and that has been paid through the general fund. Presently, there is over \$2 Million within the account. The Board should consider other investment options for these funds.
- The auditing charges are doubled in the 2020 budget due to the 2018 & 2019 audits that needs to be completed.
- In 2019 authorized \$37,000 to the County Library System, that remains in the 2020 budget.

- \$8,000 to Leola Pool for 2019, this was kept in for 2020 however Upper Leacock Township is in the process of negotiating an agreement with Brandywine YMCA for the pool.
- \$380,000 in for Success Fees to be paid for funds granted to the Township for the implementation program the Route 30 Streetscape projects
- The police depart is looking to purchase 4 vehicles in 2020 replacing existing vehicles. Three from the General Fund and one vehicle, a pickup truck, from Fund 4.
- Police department is looking to restock their ammunition in 2020 at a cost of \$21,000 for qualifying purposes.
- One speed monitoring devices are being requested at \$5,000. After discussion, the Board requested two of these devices be placed in the budget.
- \$10,000.00 for LEMSA is calculated in to the 2020 budget. \$12,000.00 was request by the Board for 2020.
- Per the agreement for Fire Company funding \$200,000 will be moved to the Fire apparatus for 2020.
- Public Works is looking to purchase a pickup truck with a dump bed, spreader and plow to be used here at this campus as well as the parks at a cost of \$64,000.
- The current pavement sealer is 10 years old and recently started on fire, thus a replacement is being requested in the 2020 budget at a cost of \$20,000.
- \$72,000.00 in the 2020 budget for resurfacing of parkland parking areas.
- Computer licenses have increased significantly in 2020. \$8,000 on the admin side and \$15,000 on Police Department side. \$10,000 for the Accident Recreation software. Currently software is 8 years old and no longer compatible with the County hardware.
- The Township has to move forward with the ACT 537 OLDS ordinance. Mr. Hitchens said she has worked on the ordinance and resolution and it will need to be enacted in 2020.
- The Bridgeport Mobility Study had quite a number of hiccups. Reaction from Lancaster City, Issues with PennDOT's ECMS, Primary consultant moving companies, but will be completed in 2020.
- Street Light Fund – program remains rates are the same
- Forfeiture Fund – Chief went through the items that will be purchased through this fund
  - Pickup truck

- 12 months of the 38<sup>th</sup> officer
  - Voluntary DNA Program
  - \$60,000 for half of the new impound yard
- Fund 5 previously discussed in the general discussion
- Stormwater Fund 07 –attempting to implement a Fee program in the Township. Fee rate will be an average of \$550 per residential unit. Major expenditures:
    - PRP projects
    - \$12,000 for replacement or relining stormwater pipes within the township
    - Stormwater coordinator is budgeted for 2020
    - Stormwater Technician became full time at the Township back in September
    - \$40,000 for investigation of the Storm Pipes
    - Approximately \$165,000.00 in the budget for a stormwater pipe that needs to be installed at the Greenfield Road at Amtrak.
    - Street sweeping
    - Items not budgeted that will need to be added
      - Postage
      - Printing
      - Lockbox fees
      - Software setup
- In 2017 the Board agreed to \$10,000 towards the assistance with the Lancaster Farm Land Trust. \$5,000 of it was used to have six plans completed. Looking to keep the other \$5,000 in there for 2020.
- Revenue anticipated for 2 billing cycles in 2020 is \$700,000
- Sewer Funds – the quarterly fees and the tapping fees are expected to remain the same for 2020. Expenditures for I & I program were not completed in 2019 and thus will be budgeted for in the 2020 budget (\$100,000).
- Fund 30 Capital Reserve
    - Campus improvements - \$50,000 for design, land development and stormwater. This is for the campus over all for the next 10 plus years. Phase one would include half of the construction of the impound yard for \$60,0000
    - As part Tanger’s conditional use \$250,000.00 to set aside for the adaptive system. System is almost ready to activate.
    - Received the Green Light Go Fund for the signaling improvement at Strasburg Pike and Millstream Road with total cost of \$11,500 and grant award of \$9,200.
    - Smart Growth Transportation Grant sought for trail connection between Strasburg Pike and Oakview Road as part of the Route 30 Streetscape, matching funds have been proposed in the 2020 budget.
    - Matching funds for the RACP and PennDOT Multi-modal, and CFA Multi-modal grant awards are shown within this fund.

- The roof in the Township building needs to be repaired and/or replaced. \$200,000 to 230,000 is the expected price.
- Fund 35 –Highway Aid
  - Resurfacing of Township Roads with oil and chip \$171,000.00
  - Resurfacing of Millport, Booth, Hostetter and Woodland \$163,000.00
  - New Dump Truck with \$100,000 from this fund and the remainder, \$41,000 from Capital
  - Salt and line painting which does need to be moved to the general fund in the future to allow for more road maintenance in the future.
- Fund 18 – Tax Increment Financing
  - Put in place in 2018 with a payment in 2019 and 2020 and bank fees

After a discussion, the Board directed Township management to make the following changes to the proposed 2020 budget:

1. Increase LEMSA by \$2,000
2. Fund OPEB at 75% for 2020 and request the same level of support from Upper Leacock Township
3. Provide funds in budget for two speed monitoring devices
4. Do not raise taxes for 2020

The Board also requested that:

5. Audits be completed in a timelier manner
6. Anticipated fire apparatus expenditures in the future be provided
7. Staff research the possibility of having the vehicle fleet through Enterprise in the future

Mr. Buckwalter made a motion to adjourn the meeting at 9:10 pm. Mr. Demme seconded the motion and it was passed by unanimous voice vote.