

PINE GROVE TOWNSHIP SUPERVISORS
175 OAK GROVE ROAD, PINE GROVE, PA 17963
OCTOBER 18, 2005 BUDGET MEETING MINUTES



CALL TO ORDER

Vice Chairwoman Diane Tobin called the October 18, 2005 meeting to order at 6 PM. Attending were Supervisors Allen Aungst, Herman Clemens and Jerry Wise. Also present were Secretary / Treasurer Kathy Ferguson and Judith Lehman.

Tobin stated that she had to leave the meeting at 6:45 PM to attend another meeting and that Larry Zimmerman would be joining the meeting soon.

PUBLIC COMMENT – Judith Lehman asked for a copy of the budget worksheet the Board was going to be working with and upon the consent of the Board, Ferguson provided her with a copy.

Liquid Fuels Fund Budget items were reviewed with the following items discussed:

- ♦ Ferguson said the notice of the state allocations for 2006 had not yet been received and the Board decided to use last year's revenue figures for now and adjust it later when the notification is received.
- ♦ The Board decided to budget \$22,000 of Liquid Fuels money for salt and cinders in 2006 and \$21,775 for part of the Road Maintenance Operating supplies budget.

(Larry Zimmerman joined the meeting at 6:23 PM.)

- ♦ Liquid Fuels Budget is a proposed \$140,775.

General Fund Budget Revenue items were reviewed with the following discussions:

- ♦ Real estate transfer tax was budgeted at \$35,000.00.
- ♦ Earned Income tax revenue was budgeted using Ferguson's projected figures for 2005 receipts.

(Tobin left the meeting at 6:45 PM; Zimmerman chaired the remainder of the meeting.)

- ♦ Zimmerman said he feels they should change the EMS tax to \$52 for 2006; after discussion the Board projected revenue of \$37,000 from increasing this tax to \$52 and discussed setting an income exemption level of \$5,000. Zimmerman said every year they would receive applications of people to approve for the exemptions. Ferguson suggested they use the exemption affidavit that employers file with Berkheimer for those who do not expect to earn over the exemption amount during the year; Berkheimer checks it against their records at the end of the year to verify they did not earn over the limit. Ferguson also said there is an amendment to the EMS tax in process that would set the exemption limit at \$12,000. The Board asked Ferguson to check with Berkheimer for a more accurate number of people employed in the Township to verify their estimated revenue.
- ♦ Interest income was discussed. Ferguson said she would have to check the minutes to see if a motion had been made to move interest from the Capital Reserves Funds to the General Fund and used in the operating budget. Aungst asked if all interest income should be pulled out of the various accounts and put in the General Fund to cover expenses if we need it. Zimmerman said the idea with the money in the bank is to use the interest to supplement our revenue so we don't have to tax; it should come

**PINE GROVE TOWNSHIP SUPERVISORS
OCTOBER 18, 2005 BUDGET MEETING MINUTES - PAGE 2**

out of the accounts at least once a year and be added to the General Fund. Zimmerman said they could make a motion at the next meeting to have all the interest moved to the General Fund every December 31st so it would always be in the budget year. Aungst asked Ferguson if she could put the interest in the General Fund on a monthly basis. Ferguson said they are talking about several accounts in three financial institutions and it would involve wire transfers etc. Ferguson also said they can't use all of the interest income from all of the accounts in the Capital Reserves Fund; one PLGIT account has Landfill Trust money in it, two PLGIT accounts belong to the fire companies, the accounts in Sovereign include Recreation Board money and \$165,000 in escrow for Pine Hill. Ferguson said they could use approximately \$17,000 of interest from the newest account with Sovereign, the one million dollar account, and move it into the General Fund. Ferguson noted that each fund should have its own budget. Zimmerman asked what interest they could use in the budget and Aungst said there is \$1,550,000 in the two Sovereign accounts and estimated the interest income at \$60,000.

- ♦ Sewage permits fees were discussed and Ferguson explained that payments are received from residents and posted under the liabilities because they are paid directly back to Fisher Engineering and Light-Heigel; the Township has no real expense or income from the sewage permits.
- ♦ The Board discussed the amount of recycling revenue and Ferguson said that Dan Grow suggested the Township continue to host the County Fall clean up next year and invite Washington Township and Pine Grove Borough to each man the site for a day and share the profits three ways. The Board agreed to Grow's suggestion and adjusted the expected revenue for 2006 to \$800.
- ♦ Reimbursement for the Ravine street lights from the Landfill was discussed and Zimmerman said he felt the Landfill would reimburse us this year also.
- ♦ Ferguson noted the miscellaneous revenue amount was money received from FEMA for flood damage in 2004 and insurance money for the damage to the HVAC unit.
- ♦ Ferguson noted the interest income from the Capital Reserve Fund should be budgeted under "Interfund Transfers In", line item 392.30, instead of under interest income. Ferguson noted there is only one interest bearing account in the General Fund and estimated the interest from that account at \$2,000. The Board agreed to change the Interest Income line item 341.00 to \$2,000 and budget interest from the Capital Reserves Fund on line item 392.30 at \$58,000.
- ♦ Fuel Tax Refund was discussed. Ferguson said only fuel purchased at Gooseberry Farms needs to have the tax claimed for a refund. Zimmerman asked why the guys are buying more fuel at Gooseberry if they are not claiming the tax refund for us; he said we have told them year after year we don't want that done. Zimmerman said every year they tell the road crew to buy at Hess's because then we don't have any paperwork. Ferguson noted there is a \$10 a month fee from Hess to use their card; she will have to check if it is because we are only buying a small amount of gas there. Zimmerman said if they buy gas at Hess's, the road crew has to punch in a code and they don't want to walk into the store. Ferguson noted in comparing the prices, she has found that Hess is usually cheaper. Aungst said we should be getting it where we get the best price, but he thinks we should buy some from local owned businesses. Zimmerman said that was the intention but our Roadmaster isn't doing anything to help us. Aungst said we can say they have to purchase fuel at Hess's, period.

Zimmerman said then we aren't spreading it around like we wanted it done. After further discussion, the Board agreed to budget \$1800 for the fuel tax refund.

**PINE GROVE TOWNSHIP SUPERVISORS
OCTOBER 18, 2005 BUDGET MEETING MINUTES - PAGE 3**

- ♦ Zimmerman said the Roadmaster should be in on the budget, he's the one spending the money. Aungst said he should be here and asked if Ferguson should give him a note to tell him to be at the next two meetings. Wise said from what he sees they are over on the budget for blacktop. Zimmerman said the Roadmaster is not watching anything and Aungst said we have never really pushed living on the budget. Zimmerman said we are lacking because we didn't tell him in the beginning of 2005 that you have to watch the budget and not have it all spent by June and have nothing to do or you will be laid off. Aungst suggested they tell her to put in the note that he should curb all his expenses for the rest of the year because he is way over budget. The Board directed Ferguson to notify the Roadmaster the Board would like him to be present at the next two budget meetings and he should curb all expenses for the balance of the year because he is over budget. Zimmerman said that doesn't mean they are not working and Aungst said there is a lot of work to be done without putting down blacktop. Aungst said now would be a good time for them to use up some of their comp time. Zimmerman asked how many hours the guys have in comp time, hopefully by now they don't have any. Ferguson said she wasn't sure without checking the records, but she thought Heinbach had accumulated upwards of 10 weeks of comp time, vacation time, etc combined. Ferguson said Geist has very little time left, Fidler and Fessler have 150 to 200 hours each. Zimmerman said what he's worried about is the hours aren't used up and we are coming into the time of the year when they are going to start getting more. Aungst agreed this is a soft time for work needs for four people. Zimmerman said he thinks they need a separate meeting on the road crew.
- ♦ The General Fund Revenue budget figures totaled \$552,500.

(Aungst left the meeting at 8 PM.)

- ♦ The Board directed Ferguson to estimate a 3% increase in wages for budget purposes for the next meeting.

ADJOURNMENT

At 8:10 PM Zimmerman moved to adjourn the meeting, Clemens seconded the motion and all were in favor; motion carried 3 to 0 and meeting was adjourned.

PRINTED FROM WWW.PINEGROVETOWNSHIP.COM

Respectfully submitted,

Kathy Ferguson, Secretary / Treasurer

Approved by the Board of Supervisors November 9, 2005.

PRINTED FROM WWW.PINEGROVETOWNSHIP.COM