

NOVEMBER 4, 2015  
WAYNESBORO, PA 17268  
BUDGET MEETING

Waynesboro Borough Council's fifth meeting for the 2016 budget began at 7:00 p.m.

Present were:

Council Members – Benjamin Greenawalt, Delmos Oldham, Darrel Potts, C.  
Harold Mumma, Hans Bader and Michael Cermak

Prospective Council Members – Niccole Rolls and Chad Rooney

Mayor Richard Starliper

Borough Staff – Jason Stains, Borough Manager  
Sam Wiser, Salzmann Hughes (Borough Solicitor)

Solicitor Wiser announced that Council held an executive session prior to this meeting (at 6:30 p.m.) to discuss a personnel issue regarding a uniformed employee.

Councilman Greenawalt made a motion to approve the Disability Retirement Agreement and General Release with a uniformed employee and authorize the Council President to execute said document as presented. Councilman Oldham seconded; the motion passed unanimously.

Mr. Stains introduced Josh Kilmer and Brian Hutchison of The Kilmer Group. Pursuant to Council's request, Mr. Kilmer was present to discuss a proposal for insurance for the Borough. They currently represent 120+ public entities throughout Pennsylvania (townships, boroughs, authorities and schools) and have been doing so for 35+ years. He reviewed services his agency would provide to assist the Borough in controlling their insurance costs and workmen's compensation claims in the future.

Mr. Kilmer proposed taking over the Borough's workmen's compensation policies on January 1<sup>st</sup>. Then, if the Borough is pleased with the services provided in the first six (6) months, they could entertain Kilmer writing their remaining policies in July. If Council is interested in moving forward, a Letter of Authority would need to be authorized (preferably at the next public meeting) to name Kilmer as the Borough's agent for workmen's compensation.

The regular budget meeting commenced and discussion was as follows:

- Mr. Stains noted that he still needs to complete the Street Light Fund, and he is looking into the Mt. Vernon Terrace Fund to determine if it can be dissolved.

### CAPITAL RESERVE FUND

- Looking to have \$1,500 in Interest, \$26,654 in Transfers from the General Fund, with Total Revenue for 2016 at \$28,154.
- Have not budgeted for, nor were there any requests from department heads for, any expenditures during the year.
- Mr. Stains noted that he would like to continue raising funds in the Capital Reserve Fund to purchase a new street sweeper (when the one they recently purchased needs to be replaced, and if Liquid Fuels funding is no longer available).

### COMMUNITY DEVELOPMENT BLOCK GRANT FUND

- Council already approved the budget for the CDBG Program (Receipts for FY2015 will be \$133,650).
- Budgeted \$76,716 for ADA Barrier Removal at Borough facilities (early estimates are that the needed work will cost approximately \$100,000).
- Budgeted \$32,877 for Blight Demolition at 137 W. Main Street – still have not received the written quote of \$15,000 for demolition. A modification can be made later next year if Council so desires.
- Budgeted \$24,057 for Administrative costs.

### DOG PARK FUND

- Didn't spend any money this year. Had some private donations of equipment, which was installed this year. Had "less-than-great attendance" at the Dog Swim because of rain, but raised \$310. Also sold dog licenses for the Dog Park in the amount of \$75.
- Budgeted \$500 for Miscellaneous Expenditures, in case anything breaks. A dog fountain has been installed on one side, and one should be installed on the other side as well.

### DRUG FORFEITURE FUND

- Beginning balance for 2016 will be \$20,765. Money received in this account is what is taken in and disseminated among the municipalities. \$19 in Forfeiture Money was brought in in 2015 and \$514 in Reimbursement Money, for a total of \$533 in revenue.
- Expenses include Materials and Supplies of \$364, Training of \$1,158 and some Miscellaneous Expenditures of \$2,000, for a deficit of \$2,989.
- Hoping to get \$25 in Forfeiture Money in 2016 and Reimbursement Money of \$500 again. Has talked with the Chief about trying to stay around the same amount in expenditures next year. Mr. Stains noted that that money is fairly restricted as to what it can be spent on.

## HIGHWAY AID FUND (LIQUID FUELS)

- Received notification from the state that we will receive \$269,341. There is over \$500,000 in this account from prior years.
- Turnback Funds will be \$5,600, which is the standard amount received each year.
- Shouldn't lose much funding from removal of the small portion of Cemetery Avenue (which was approved by Council at their last meeting), as several streets in the Brimington Development were recently added.
- Looking for revenues of \$275,541 for 2016.
- \$31,662 is budgeted for Purchase of New Vehicles under Expenditures – the majority of this is the loan repayment for the street sweeper and \$10,500 for a bucket truck (another \$10,500 will come out of the Street Light Fund ... he will forward that budget to Council by the beginning of the next week).
- \$27,000 for Salaries (Cleaning Streets and Gutters); \$12,000 for Salaries (Leaf Collection); Total Salaries and Miscellaneous Expenses for the Streets and Gutters is anticipated at \$40,800.
- Total budget in 2016 for Snow and Ice Removal is expected to be \$30,500.
- Added \$18,000 under Miscellaneous General (Street Signs and Markings) for Alpha Space Control to do line painting again in 2016. They quoted \$18,000 in 2015, but came in under that price. The quote for 2016 also includes all the parking spaces, turn arrows at intersections, stop bars, etc.
- \$14,000 for Maintenance of Traffic Signals (for PA PERCS' regular maintenance). Mr. Stains noted that another company (recommended by J. C. Bar) was utilized to synchronize communications for the new light at Main/Sunnyside, and they proved to be less expensive. Will keep exploring their services.
- \$8,500 for Vehicle Maintenance – reduced from last year. A lot of the money spent in the past was because of repairs needed for the old street sweeper.
- \$15,000 for Maintenance and Repair (Street Repair) and \$10,000 for Materials and Supplies – added \$27,000 to Capital Expenditure of \$81,579 for reconstruction of the alley from Main Street to Alley #1 North (next to the Library). The remaining balance is for whatever is necessary. Budgeted \$180,000 for Street Repair in 2015, but none of that was touched. In the midst of conducting income surveys for streets to be presented to DCED for approval for CDBG funding. Recommended that the Street Committee and Engineering Department begin identifying streets to be considered (N. Potomac Street, Fifth Street and W. Third Street have been brought to the Borough's attention). As \$180,000 (unspent in 2015) will stay in the Liquid Fuels Fund, Council can modify the budget at any time to add a street for repaving. Questions arose regarding if these funds could be used for repair/replacement of the brick crosswalks in Center Square and/or repaving of Second Street. Mr. Stains noted that may be a possibility.
- Mr. Stains noted that there is no time constraint on the use of Liquid Fuels Fund balances; it keeps "rolling over".

## PENSION FUND

- Receive \$268,110 every year from the state. General Fund Contributions will be \$4,218 to the Pension Fund, with Total Revenues at \$272,328. The MMO (Minimum Municipal Obligation), which was recognized by Council at the September meeting, will be \$100,094 to the Police Pension and \$67,881 to the Non-Uniformed Pension.

## SPECIAL STREET FUND

- Approved last year through 2017 (although several tax modifications still need to be made) - Total Revenues of \$361,025 and Total Expenditures of \$320,486, with \$316,644 remaining with PENNVEST. Are in the process of closing that out, and anticipate receiving some more (approximately \$77,000) administrative funds when that is completed and released by the state.

## POOL FUND

- Planning for Membership Fees of \$54,000 – brought in \$53,444 in 2015.
- Daily Admissions for 2015 were \$87,000; budgeted for \$80,000 in 2016.
- \$3,000 for Pool Concession Rental – need to check the YTD figure per the current contract.
- \$1,500 for Splash Hops/Theme Thursdays – seems to be gaining popularity.
- \$2,000 for Swimming Lessons – hope to bring revenue back up in 2016. Brought in \$1,700 in 2015.
- Total Departmental Earnings are budgeted at \$148,800.
- \$25,000 (profit from 2014 and 2015) needs to be transferred from this account to Pool Capital Reserve Fund.
- Mr. Stains noted that the Recreation Board is not looking to raise fees in 2016, as that was done the last two (2) years. Fees are still the most affordable community pool in the area.
- Upon questioning, Mr. Stains noted that Bank of America has contacted him regarding new equipment for credit card transactions. Looked into charging a transaction fee, however has been told that it violates the contract(s) with the bank.
- \$8,501 for Manager's Salary – same, however not sure if current Manager is planning to return for 2016. If a new manager is hired, depending on his/her experience, the salary may be lowered somewhat.
- \$73,000 for Personnel Wages – came in at \$71,547 for 2015. The Manager did a good job of keeping staff busy and cutting staff if the weather was bad.
- Took out Salaries for Swim Lessons, as that comes out of regular Personnel Wages.
- Most projected expenses will be the same to Maintenance and Repair (Land and Building) in the amount of \$18,683 – those would consist of painting the exterior of the building, media change for the large pool (\$9,000-\$10,000), and the remaining amount will be for repairing the raised pieces of concrete on the upper section of the patio. In addition, the Recreation Board will continue looking at

beginning a capital campaign for the pool ... one of the “wish list items” will be a gazebo with a roof.

- The pool cover was taken out of this budget. The original pool cover was \$80,000+, but the price for a new one in 2016 is \$26,000. Mr. Stains noted that he hopes the 2016 season will be profitable and there would be a little more money for the Pool Capital Reserve Fund. We won't know until the cover is removed after this winter if it will be able to be used again; but if the pool has to go without a cover for one (1) winter, it won't be a major issue (just additional work will be required). If it needs to be uncovered, the pool would be emptied. The WBA allows the Borough to fill (and top off) the pool at no cost.
- \$2,050 for Major Capital Addition – is the picnic tables the Maintenance staff will build during the winter months, as this will cost less than buying them. The current metal/fiberglass tables are beyond repair. Mayor Starliper suggested checking with the Rouzerville Lions Club who may make a donation.

#### WATER AND SEWER CAPITAL RESERVE FUNDS

- These are monies coming to the Borough from the WBA. Are looking at approximately \$25 in Interest, with a beginning balance of approximately \$150,000 in the Water Capital Reserve Fund. The WBA will be transferring \$8,996 into the account.
- The WBA will be transferring \$25,000 into the Sewer Capital Reserve Fund, for an ending balance of \$174,907.
- These funds are used when purchasing maintenance trucks that are used for water and sewer projects. In addition, depreciation of the hi-lift and backhoe are also factored into the WBA's donation to these funds, so that monies are constantly added to the balance to ensure it is available when vehicles need to be replaced.

Mr. Stains noted that he will provide information on the Street Light Fund to Council early next week. He also needs to determine if the Mt. Vernon Terrace Fund can be rolled over or must be budgeted for each year. There is currently approximately \$6,000 in the account, which is why it is being looked at for transfer into the Borough's Clearing Account.

Mr. Stains noted that he has had conversations with several councilmen regarding the General Fund. One suggestion was that the money for an additional police officer be used to do some paving or light projects. He reported on the LED seminar he attended recently – he has provided DEP with the Borough's electric bills for street lights, and they will be running those to show what kind of savings could be realized by going to all LED lights throughout the community. The closest community with test lights is Shippensburg (on Byrd Street). He suggested that interested individuals view those. No pricing is available yet, but it will be forthcoming.

Discussion continued regarding whether or not an additional police officer should be included in the General Fund budget. Councilman Cermak commented, for safety reasons, “there is no way we're cutting the cops ... no way”. Councilman Bader noted

that Washington Township just cut several. Councilman Greenawalt added that they are already “down 2” and if 2 more retire, “that is how you save money ... you hire new ones and replace them with less pay”. Councilman Oldham commented that even with 2 down, the amount of overtime this year was minimal compared to other years ... and they are still doing a good job. After more discussion, Councilman Potts stated that there is a balanced budget before Council at this time and it does include one (1) additional police officer. He recommended that Council stay with that proposed budget. Councilman Oldham noted that Chief Sourbier was adamant at the Street Committee meeting that we need brighter lighting downtown, so he thought some of that money could be used for street lighting and/or streets.

Mr. Stains noted that the tentative budget will be on the agenda for the 11/18 meeting for action (in whatever form it is going to be). It will then be advertised for public display and on the agenda in December for final approval. A budget must be approved before December 31<sup>st</sup>.

Councilman Greenawalt asked about the status of the code inspection agency proposals. Mr. Stains noted it will be on the agenda for 11/18 as well, but the committee had made recommendations for Council’s approval – those will then be sent to the companies interested in doing business here.

Discussion followed regarding the need for a budget meeting on 11/11. Mr. Stains suggested coming in early on 11/18 (prior to the Council meeting). He noted that the only item in the Street Light Fund budget would be the only 50% of the bucket truck (\$10,500); and he can’t budget for street lights (LED) until information is received back from DEP.

Councilman Greenawalt asked if anyone has input on the leasing proposal by Enterprise. Mr. Stains noted that some of the department heads have concerns – if we would lease out the entire fleet and decide to get out of the lease in the future, we would have to buy what we are leasing or replace our fleet (which would be a major undertaking). Concern regarding insurance costs was also mentioned.

Councilman Oldham asked the status of RFP’s for tree trimming services. Mr. Stains replied that he has been busy with the budget and hasn’t had an opportunity to work on those.

Councilman Cermak commended Mr. Stains for doing a good job with the budget. Mayor Starliper agreed.

It was the consensus of Council that there will be no budget meeting on 11/11.

Respectfully Submitted,

Melinda S. Knott  
Borough Secretary