

Minutes
Swatara Township Budget Meeting II
October 17, 2017
6:00 p.m.

1. Call to Order: Budget Meeting 1 was called to order by President Troxell at 6:00 p.m. on Tuesday, October 17, 2017 at the Township Administration Building, 599 Eisenhower Boulevard, Harrisburg, Pa. 17111.
2. Pledge of Allegiance: President Troxell led the audience in the Pledge of Allegiance.
3. Invocation: President Troxell gave the invocation.
4. Roll Call: Commissioners Troxell, Connolly (arrived at 6:16), Boudier, Chiavetta, Milakovic, Moyer and Varner were present. Also present: Township Manager LeBlanc, Assistant Manager Kaufman, Director of Planning and Zoning Ihlein, Police Chief Reider, Tax Collector Donato, Finance Director Fosselman.
5. Motion to Approve Agenda: Commissioner Chiavetta motioned to approve the Agenda, seconded by Commissioner Boudier. Motion carried unanimously.
6. Consideration of the Minutes of the October 12, 2017 Budget Meeting: Commissioner Chiavetta motioned to approve the Minutes of the October 12 Budget meeting; seconded by Commissioner Boudier. Commissioner Moyer posed a question regarding the stormwater Capital Improvement Project to which Manager LeBlanc responded that the list of projects is an attachment to the Budget minutes. Motion carried unanimously.
7. Visitors Requests and Comments: no visitors present.
8. Consideration of Letter of Commitment for Green Light Go Grant: Commissioner Milakovic motioned for the Board to authorize issuance of a letter that commits \$48,970 of 2018 budget funds to match a Green Light Go grant should Swatara Township be awarded said grant. Commissioner Boudier seconded and the motion carried.
9. Codes Budget - Director of Planning and Zoning Ihlein and Finance Director Fosselman: Mr. Ihlein reminded the Board that the Codes Department is comprised of 3 permanent staff, 1 full time temporary employee, and 1 part time staff person. The Commissioners were asked to consider hiring 1 full time permanent person (which could be the fulltime temporary person should he decide that he would like to remain on staff).

The only other significant request is to fund the start of updating the comprehensive plan (estimated cost of the project is \$100,000 - \$120,000). The current plan was completed in 1995 and is sorely in need of being revisited. Mr. Ihlein stated that practically speaking the project would not commence until the middle of the year therefore only \$50,000 - \$60,000 would be needed to be earmarked in the 2018 budget. Staff would also apply to several funding sources for grant money to help defray the cost of the project.

Commissioner Moyer asked if the Act 537 Plan would be addressed as a part of this project. Manager LeBlanc responded that previous Boards were reluctant to do so because the cost for residents to hook up to the sewer years ago was \$28,000+. Commissioner Moyer expressed the opinion that the Swatara Sewer Authority should negotiate with developers to have the line installed as there are some small lots that have malfunctioning septic systems.

Discussion returned to the need for additional staff. Manager LeBlanc distributed a list of the staff in various departments and where additional staff will be needed.

Commissioner Milakovic pointed out that while the new hires are listed in red, many of the positions are already in existence or are being proposed due to an anticipated retirement. There are actually only 3 completely new positions being requested in the general fund budget: Assistant Director of Finance (succession planning), part-time seasonal park ranger, Facilities Maintenance Technician (likely to be filled by a highway/recreation employee with the former position being backfilled). A Stormwater Technician position that would be funded from the Stream Preservation Fee.

10. Administration Budget – Manager LeBlanc and Finance Director Fosselman: Commissioner Chiavetta asked Finance Director Fosselman if he is budgeting for 9 Commissioners. Mr. Fosselman stated that he can only budget for the guaranteed number of Commissioners which is five.

Manager LeBlanc informed the Board that she is requesting up to \$17,850 to purchase 100 new chairs for the hearing room because many of the existing chairs broke and were removed from service. A request was also made to trade in the admin and code department vehicles and lease 3 new SUVs that are all the same make, model and color. This would allow residents to recognize township employees when they are serving violation notices etc. regardless of what car they are driving. A new line item being requested is “Other Pay” which would provide for longevity pay to admin staff and a salary bump when Codes staff pass various exams and are awarded inspection certifications.

Another new line item that will appear in the admin, recreation, fire and emergency services and highway budgets is Stream Preservation Fee. That program applies to all entities thus the township will be billed for the admin complex, parks, fire companies, and compost facility.

11. Police Budget – Chief Reider and Finance Director Fosselman: Chief Reider informed the Board that he reviewed the 5 Year Plan that was formulated by former Chief Umberger and confirmed that most of the tenets of the plan have been met. Items remaining to be accomplished include converting the part time secretary into a fulltime position (additional \$65,000 in wages and benefits) and making the Lab Technician a civilian position. Dave Horner, Lab Technician, has a base salary of \$96,000 and will make over \$100,000 in 2017. If he is converted to a civilian employee the salary would be \$45,000 and his former position would not be backfilled; the Union stated they will not fight this action. Chief Reider is not asking for any new positions but does want to backfill positions that will become vacant due to retirements. Chief Reider does not plan to fill the Deputy Chief position; he prefers having working lieutenants.

The big request from the Police Department is for \$130,000 to fund overtime for the proposed Swatara High Enforcement Action Team (HEAT). This group would be comprised of existing staff thus keeping costs down. The lead officers from each platoon would serve on it and would focus on working with the community and targeting known high crime areas.

Chief Reider is deferring the acquisition of body cameras because the ACLU is planning to file suit against the use of said equipment.

The acquisition of two vehicles are being proposed (an F150 truck and a patrol SUV).

Chief Reider plans to use booking fund money (\$107,000) to purchase 15 new radios at \$6,900 each. If Dauphin County does not provide money to purchase more units officers will not be

allowed to take a radio home.

Commissioner Moyer questioned the increased cost for crossing guards. Finance Director Fosselman responded that the rate went up roughly \$2,000.

12. Tax Collector Budget – Tax Collector Donato and Finance Director Fosselman: Tax Collector Donato stated that he feels the Clerical End of Year estimate is too high. Mr. Donato also expressed the opinion that the discount period payments will continue to be high. Years ago escrows were at 50% but are much lower now.

Mr. Donato is asking for \$16,000 for part-time staff, an increase of \$1,000.

The Board was told that the township is charged for 1/3 of the cost of stamps. Commissioner Moyer commented that he would prefer for the township to be billed by the percentage of revenue generated for each entity (school, county, township).

Tax Collector Donato informed the Board that House Bill 16 requires all tax collector's names to be banned from being shown on tax bills, checks, and bank accounts. Therefore, the tax office will need to purchase a new stamp (to stamp checks etc.) and new checks. The cost will be around \$300.

The Tax Office also needs a new computer and a larger printer. The existing printer was a hand-me-down that no longer works.

13. Visitors Requests and Comments: no visitors present.
14. Any Stormwater Violations: no violations brought to the attention of the Board.
15. Any Other Business to Come Before the Board?
- Finance Committee Chairman Chiavetta announced that the Budget meeting scheduled for October 18th is cancelled. This will provide Finance Director Fosselman with sufficient time to load all of the numbers into the proposed budget. Staff will then review the overall numbers to ensure that the proposed budget is balanced. The Board of Commissioners will review and modify the proposed 2018 budget as they deem necessary at their November 1st meeting.
 - Chief Reider invited the Commissioners to stop by the Police Department at 9:00 a.m. tomorrow morning to bid Joe Erbel farewell after his last meeting on the Civil Service Commission.
16. Commissioners Requests and Comments: None
17. Adjournment: Commissioner Chiavetta motioned for the meeting to adjourn; Commissioner Milakovic seconded and the meeting adjourned at 7:45 p.m.