

**Upper Milford Township  
Board of Supervisors  
Township Building, Old Zionsville, PA 18068  
November 3, 2011 at 7:00 P.M.  
WORKSHOP MEETING MINUTES**

<b>APPROVED</b> 11/17/2011
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**ATTENDANCE:** Supervisors; Steve Ackerman, Dan Mohr, Rob Sentner, Manager; Dan DeLong, Solicitor; Eric Strauss, and Secretary/Treasurer; Joni McPike.

**CALL TO ORDER:** 7:00 p.m.

**PUBLIC INPUT:**

Joel Kleckner – 4002 Miller Road - expressed his thanks to the Township and first responders for the job they did with keeping things going with the recent storm. Hats off to them for a job well done.

**OLD BUSINESS**

**1. Webcasting – Follow up report;**

Supervisor Ackerman mentioned a memo the Board received dated 11/3/11 from Secretary McPike, updating the Board on webcasting implementation for the Township; Manager DeLong summarized that staff had met with Joe Marks of Applied PC Solutions to discuss what we needed to get started. Overall the basic minimum equipment needed, the Live Stream feature, and Training and Tech support would be about \$1,700.00. The Board discussed what they felt would be necessary to get going, and re-directed staff to go back and talk with Joe about not being set up as live capture, but to just be recorded and placed on the website for viewing. Supervisor Ackerman further mentioned that the meeting agendas and minutes could be posted to the website for viewing as well.

James Krippe – 5129 Mill Road - mentioned he had a laptop he would be willing to donate to this project, but it would need to be updated. The Board thanked him for his offer.

**2. Yeakel's Mill Road Bridge Bids;**

Supervisor Ackerman read aloud the memo dated 11/3/11 from Manager DeLong; the bids were opened today, November 3<sup>rd</sup>, 2011 at 10:00 a.m. Bid tabulation is as follows;

- Eastern Highway Specialists .....\$153,717.70
- Descco Design & Construction, Inc.....\$156,993.08
- Nyleve Bridge Corporation.....\$162,147.60
- Baseline Contracting, Inc.....\$176,964.65

Manager DeLong stated when this project was developed the Township was looking at estimated costs of \$72,000.00. It is the recommendation of Manager DeLong for the Board to table this award until he has time to evaluate our options. The Engineer has qualified the Bids and agrees to Manager DeLong's recommendation.

Supervisor Ackerman further stated that the bridge is not in danger of falling down, and is fully structural, sound and safe per PennDot and the inspectors that inspect the bridges. The Township has done all that is needed and the bridge is a one lane bridge which puts the traffic in the middle which has over 26 ton rating capacity.

**3. Halloween Storm;**

Manager DeLong stated that he was informed by the county that this storm was not going to be deemed an emergency event and therefore we will not get any subsidy for recovery of our costs. The Road crew did an excellent job, and they will continue to work this week and into next following weeks to make sure the roads are safe and to clear the debris off the pavement. The Township opened Churchview Park parking lot as a secondary drop off site for branches and trees. Both sites are open Monday – Saturday 8:00 a.m. to dusk. (until further notice) No commercial entities will be permitted.

**4. Budget Review;**

Supervisor Ackerman stated that the Board has reviewed the budget documents since presented to them from the last Board meeting, and suggested that they go through it starting with the revenues; Manager DeLong proposed some ideas regarding increasing some revenue items such as raising rental rates for the Municipal Center Auditorium; the Board were in favor of this option; Increasing street light assessments; raising the assessment to \$10.00 for each assessed property owner. Some discussion was held as to the benefit that the street lights have to everyone in the Township, verses assessing only those properties that have the street lights, and putting the expense back into the general fund. The Board will look at changing this structure in the coming year; however they did agree for the coming year, to raise the assessment to \$10.00 for this revenue. Manager DeLong also proposed that \$94,000.00 of the reserve fund can be transferred to the general fund and still maintain the 10% budgetary reserve. The Board is not in favor of dipping into the reserve fund to help balance the budget. Supervisor Sentner posed a question in relation to raising some revenue; about renting out the ball fields; Manager DeLong stated he has not heard from the Recreation Committee about any plan to rent the ball fields. Resident Krippe addressed the Board about reviewing our building permit fees and the costs involved; The Board replied that the building and zoning department should not make money; it just about breaks even, and by design is supposed to pay for itself. The Board discussed the costs and savings involved about closing the Township Parks and are in agreement to further explore the option of closing the parks next year in the winter months; January, February, March and December, with keeping in mind scheduling details of UMYA.

Supervisor Ackerman proceeded next to the expenses and touched on these areas; Wage freezes across the board and held to the 2011 numbers for personnel; Supervisor Sentner stated he is waiving his supervisor salary for this year; Financial Administration; no adjustments noted to projected budget amounts; Tax Collection; is already adjusted due to going to the new county wide tax collection system; Legal fees; adjustment noted to budget; Clerk/Secretary; no adjustments noted; Engineering; no adjustments noted; General Government Buildings and Plant; some discussion was held about yard waste and the costs involved; adjustments noted to budget amounts for Maintenance and Repairs both Garage and Old Garage; Fire and Ambulance; discussion was held until they get to the contribution portion of the budget; Protective Inspection; adjustment noted to the Building Code Program wages; Planning & Zoning; in addition to wages for zoning & planning, adjustments noted to Codification; some discussion was held about the need for this item, Manager DeLong expressed that there is a need to organize the Township ordinances, and while we still have personnel that know the Township. He also stated he received a quote for \$4,300.00, which then was the adjustment noted for this item; Recycling/Yard Waste Program; adjustment noted with brief discussion to the yard waste site being open; Highway Maintenance General Services; adjustments noted to Highway General Expense, Purchase of Hand Tools, and Equipment Rental; adjustments noted to these items; Snow and Ice Removal; no adjustment noted; Traffic Signals and Signs; adjustment noted with brief discussion in relation to the Fed's deadline dates to replace the signs, and possible purchase of generators vs battery backup systems; Maintenance of Highways and Bridges; wages noted to 2011 numbers, no other adjustments noted for these items; Highway Construction and Rebuilding; adjustments noted with discussion on the Yeakels Mill Road Bridge Rehab project as a deferral with upgrades as minimally necessary; Culture – Recreation Administration; wages noted to 2011 numbers, Cultural Donations; adjustment noted; Recreation; adjustment noted; Parks; no adjustments noted; Libraries; noted to minimum of \$5.00 Per Capita; Insurance; no adjustments noted; Employee Benefits; no adjustments noted; Donations- Fire Departments and Ambulance; noted to 2011 budget amounts; Supervisor Sentner stated that the donations be increased from 2011 budget amounts; Open Space Fund Contribution; adjustment noted. Supervisor Ackerman stated with the adjustments that he noted 15,000.00 in the red with out a cash balance forward in the amount. Supervisor Sentner stated to leave the Fire Companies at \$48,500.00. As Manger DeLong was instructed to go back and make the noted adjustments, the Board recommended for advertising a special Board of Supervisors meeting to be scheduled for Thursday, November 10, 2011 at 7:00 p.m. for the purpose of reviewing and further discussing the budget so the Board can move to adopt it as a tentative budget for public

review at their regularly scheduled workshop meeting on Thursday, November 17, 2011 at 7:00 p.m.

**NEW BUSINESS:** - none

**ANY OTHER BUSINESS:** - None

**EXECUTIVE SESSION:**

The Board of Supervisors went into executive session from 8:31 P.M. until 8:36 P.M. to discuss Real Estate issues.

**ADJOURNMENT:** 8:36 PM.

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Steve Ackerman, Chairman

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Date Approved

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Joni D. McPike, Secretary / Treasurer

Attest: