

UPPER MILFORD TOWNSHIP  
BOARD OF SUPERVISORS  
TOWNSHIP BUILDING, OLD ZIONSVILLE, PA 18068  
OCTOBER 24, 2012 AT 6:00 P.M.  
SPECIAL WORKSHOP MEETING MINUTES

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**ATTENDANCE:** Supervisors; Daniel Mohr, Robert Sentner, George DeVault;  
Manager, Daniel DeLong; Solicitor, Marc Fisher;  
Secretary/Treasurer, AnnaMarie Zeravsky

**CALL TO ORDER:** 6:00 P.M.

**ANNOUNCEMENTS:**

Supervisor Mohr announced that the meeting was an advertised workshop meeting of the Board of Supervisors for the purpose of reviewing and considering a proposed 2013 budget and for any other reason that the Board saw fit.

**SPECIAL BUSINESS: -**

1. Board of Supervisors 2013 Budget Discussion

Manager DeLong stated that he provided the Board with visual representation of the revenues for the Township, a 2010 survey of Municipal Contributions to their fire departments, and the projected wage increases for various other municipalities. He added that the Township is collecting the maximum amount for the Earned Income Tax and the only tax that has room to change is the property tax. Supervisor Sentner said that it seems to him that the Township's revenues are decreasing year after year and it seems that the Township is using reserve funds to get by. Manager DeLong confirmed that the Township was subsidizing the general fund with reserve funds starting back in 2010. Supervisor DeVault said that seeing everything for the first time, he is realizing that revenues are not keeping up with expenses. There is a long list of projects that need to be done and there is not enough money to do it. Supervisor Sentner confirmed with Manager DeLong that the only revenue that is within the Township's control to change is the property tax. Manager DeLong feels that home sales will be impacted because the Real Estate Transfer Taxes will be going up to seven point eight percent, which the Township will not see any of the three point eight percent increase. Supervisor Sentner said the Township has two choices, do nothing and let the infrastructures fail or make a plan to find a way to start fixing the problems. Supervisor DeVault asked about the old administration building. Within the budget are the expenses for that building and on the wish list is a new HVAC system. He asked if it made sense to sell off part of that property. Manager DeLong said that there is no way to sub-divide the property. Supervisor DeVault wants to know

how much longer the Post Office will be renting the building if there is always talk about getting rid of smaller post offices. Supervisor Sentner said that the building is definitely not a revenue maker but we should just be thankful that someone does rent it. Manager DeLong mentioned that Penn Dot rents part of that property too. It definitely is a benefit to the Township residents to keep Penn Dot there. Manager DeLong stated that the Township is receiving on the higher side of the per square footage rate for rent from the post office as compared to other post office rentals. Manager DeLong also mentioned that the post office is set to have a meeting, early next year, to discuss the future of that particular post office. Supervisor DeVault asked how easy it is for the post office to get out of their lease that goes through to 2016. Manager DeLong thinks it is a 6 month notice. Supervisor DeVault asked what the property would be worth to consider selling the property. Manager DeLong said that if the Township would sell the property, the Township would then have to figure out a place for the salt shed and the maintenance garage. Supervisor Sentner said it would cost more to build something new than we would ever get for the property. Supervisor Sentner also said mentioned cutting cultural donations but that doesn't even add of to a whole lot of money; there is not a whole lot to cut. He feels people don't realize how little they pay for township property tax. Supervisor Sentner asked what amount Manager DeLong feels the Township should be putting away to fix the aging infrastructure. Manager DeLong said that if the Township would want to complete the projects over a five year period, it would be two hundred fifty thousand dollars a year. Supervisor Sentner confirmed that the total property tax that the Township collects for the year is only one hundred sixteen thousand which means if the Township used only the township property tax for the next two years, the Township could do one box culvert. Manager DeLong said if that would be the only funds used, then yes. Manager DeLong stated that the only project that the Township has even close to being started is the Yeakels Mill Bridge project and any other project would be a minimum of one hundred eighty days out because of permitting requirements. So any other work would be started would be next summer anyways. Manager DeLong said that he is confident that with some capital reserve fund, the Yeakels Mill Bridge Project could be fit into the budget and keep everything bare minimum. The truck fleet is more than sufficient, the Township does not have a swimming pool, and the Township does not have many expenses related to the parks. Supervisor Sentner said that he was looking at other municipalities' millage rate within the county. Upper Macungie being the lowest with no property tax, however they have many other sources of income. Hanover Township being the second lowest, however they have the airport to gain them revenues. Upper Milford is third lowest with no other significant sources of income. Supervisor Sentner added that other municipalities have other sources of income funding them and that is the reason they can keep their rates lower. Resident Phil Casey stated that

he doesn't feel the sky is falling. The budget is currently balanced with some excess; come November, there could be new administration, meaning that the economy could pick up. If the economy picks up then Mr. Casey feels that the EIT income would increase. He feels that the economy picking up would generate more income than raising the property tax. Mr. Casey stated that even though there are projects projected, the budget is balanced. Mr. Casey feels that the Township has a much better approach on the budget than in years past and the economy will ultimately improve the revenues much more than the property tax. Supervisor Sentner confirmed with Manager DeLong that our Earned Income Tax collection has not dropped throughout the past few years and it hasn't grown either. Supervisor Sentner asked Manager DeLong how much money from the Capital Reserve would have to be used to do Yeakels Mill Bridge. Manager DeLong stated that one hundred thousand of capital reserve money would be used and one hundred fifty thousand would remain in the capital reserve fund. Supervisor Sentner recommends not doing cultural donations for some organizations within the 2013 budget. However, Supervisor Sentner asked if the Township could offer the organizations to use the Township facilities for free of rent for them to hold some type of event to raise funds. Manager DeLong said that that is always at the Boards discretion. Manager DeLong stated that all of the cultural donations listed are requested. He mentioned that Meals on Wheels spends double the amount that was ever donated to them within the Township. Barry Williams from UMYA stated that they are not going to be submitting a request for a donation. Supervisor Sentner said that everyone knows how he feels about the Library contributions. Supervisor DeVault stated that he wants to see the contribution to the library be left in the 2013 budget and Supervisor Mohr agreed. Supervisor Mohr said that the Township definitely can not cut contributions to the fire companies and Ambulance Corps. Supervisor DeVault agreed that the Township is getting a great bargain for their services. Supervisor Sentner said that when the Township is donating twenty four thousand to one fire company and thirty seven thousand to a library, there is just no comparison. Manager DeLong stated the donation to the fire companies' capital reserve is not really cutting it for the fire companies and they are unable to replace equipment. Supervisor Sentner said that not only does the Township have aging infrastructures but the fire companies have aging equipment. Supervisor Sentner said that basically the Supervisor's have two choices; one is to muddle along which is an option because of the accelerated EIT and then hope that the election brings improvements. Supervisor Sentner said that his recommendation is that we should come up with a plan for what everything is going to cost and then wait to see what comes next year with the economy. If things don't pick up, then Supervisor Sentner feels the Supervisors need to look into a tax increase to fund the projects. Supervisor Sentner wanted to discuss the list that Manager

DeLong came up with of projects that need to eventually be taken care of but are not in the current draft budget. Supervisor Sentner said he feels that the Township needs to start working towards getting Yeakels Mill Bridge started. He asked Manager DeLong if the Township building roof needs to be replaced. Manager DeLong stated that it could probably wait another year but when it rains, you can smell the musty scent. Supervisor Sentner said that the HVAC system at the old municipal center is not going to happen. He also said that the sign at the new municipal center is also not going to happen however he feels that we should at least get some pricing. Supervisor Sentner feels the Township needs to spend the money on the property management software. He asked Manager DeLong if the fifteen thousand dollars estimate was accurate. Manager DeLong stated that he feels it is a starting point because he is not sure how it fits in with the current system. Supervisor Sentner asked if old permits would be able to go into the new system or if it would only be new permits. Manager DeLong stated that he feels it makes sense to get the newer old permits into the new system. It would be nice to get the old permits in to the new system but it is not necessary. It will be necessary to get all of the new permits in when the state mandates the septic management program. Supervisor Sentner said that resurfacing the municipal center parking lot is definitely out for now. Sentner mentioned the relocation of the municipal center entrance is an important issue. He then asked Manager DeLong if only a portion of the Yeakels Mill Bridge project money would be part of the 2013 budget. Manager DeLong said that a portion of it would be in the budget and the Board would commit to use some capital reserve funds. He also mentioned that the bidding wouldn't actually come in until September of 2013, while we are prepping for the 2014 budget which will help to get a better handle on things for 2014. Supervisor Sentner mentioned if the municipal center projects and Yeakels Mill Bridge money are not both within the same budget, he feels we can do a budget without a tax increase. He then asked Manager DeLong how they could get both projects within the same budget and Manager DeLong stated that it couldn't be done. Essentially, Manager DeLong stated that the Supervisors are pushing the Yeakels Mill Bridge project to 2014 but are committing to it in the 2013 budget. Supervisor Sentner mentioned again about the new software and that it will save the Township money in the long run. Supervisor Mohr asked where the money from the property that the Township owns on Mill and Shimerville Road, would go if it would sell. Manager DeLong stated that the money would go into the general fund however he does not see the economy turning around anytime soon to put the Township in the position to look into selling the property anytime soon. Manager DeLong asked if the Supervisors want to use any of the capital reserve fund. Supervisor Sentner said that he feels ten percent is a good amount to use, which would be sixty thousand dollars. Supervisor DeVault and Supervisor Mohr both agreed with Supervisor Sentner. Manager DeLong then asked if the Supervisors

want to move forward to replace Yeakels Mill Bridge in late 2013. All Supervisors agreed to move forward with Yeakels Mill Bridge. Manager DeLong asked if the Board of Supervisors had a desire to raise taxes or a commitment to not raise taxes. Supervisor Sentner stated that he would like to come up with a plan as to what it will take over the next five years to complete the projects listed, for next year's budget and if things don't turn around then there is no choice. Supervisor Sentner stated that he is for not raising taxes and along with that, he feels all cultural donations are gone. Supervisor Mohr stated that he is for not raising taxes because he is an optimist and is hoping the economy picks up.

**MOTION:**

Supervisor Sentner made the motion to direct staff to send a letter to both fire companies asking for a list of their five year plan as well as have Manager Daniel DeLong and Public Works Coordinator, Steve Ackerman to finalize their five year plan. Supervisor DeVault then seconded the motion. Any questions or comments, all in favor, and the motion carried.

Supervisor DeVault also stated that once the budget is more defined, he would like it to be made public. The sooner this can be made available to the public, the residents can see what the Township is up against. Supervisor Sentner agreed that once the Supervisors are comfortable with the budget, it will be made public. Supervisor DeVault asked if there is regular communication with the fire companies. Supervisor Sentner said that he would like to eventually start having regular meetings with the fire companies. Supervisor Sentner said that the sooner the residents see what the fire companies, the Supervisors, the public works department, and the staff is up against, they will see how much there are getting for so little money. Resident Barry Williams asked why the Township can't just sell off the property at Mill and Shimerville Road. Supervisor Mohr said that the Supervisors do plan to sell the property but it is a lousy time to do it. Barry Williams asked if it would make sense to sell the property at a loss to help fund the 2013 budget. Manager DeLong stated that the Township has over one hundred thirteen thousand dollars into that property and received a thirteen thousand dollar bid. Mr. Williams asked if the Supervisors thought the property will ever sell. Supervisor Sentner mentioned that the property does have public sewer now which will hopefully make a difference. Manager DeLong said he does not feel that it would be right to sell the property for less than fifty thousand.

**PUBLIC INPUT:** - None

**OLD BUSINESS:** - None

**NEW BUSINESS:** - None

**ANY OTHER BUSINESS:** - None

**EXECUTIVE SESSION:** - None

**ADJOURNMENT:** 7:15 P.M.

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Daniel J. Mohr, Chairman

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Date

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AnnaMarie L. Zeravsky, Secretary/Treasurer