

P.O. Box 1, Pocopson PA 19366  
Office: 610.793.2151 Fax: 610.793.1944  
[www.pocopson.org](http://www.pocopson.org)

**Board of Supervisors Work Session Minutes**  
**Wednesday, September 19, 2019**  
**6:30 PM**

This meeting was a Work Session for the 2020 budget. In attendance were Supervisors Balsama, DiMonte and Stumpo, Public Works Director Mark Knightly, and Treasurer Peggy Lennon.

Public in attendance: 0

Stumpo opened the meeting at 6:35 PM.

***General Fund***

Based on projections through 9/1/2019, the Township's actual receipts are within 4% of the 2019 budget. Expenses also track closely, with one exception: Line 404: Solicitor/Legal Services. Significant one-time expenses in early 2019 will cause this line to come in at least 150% over budget.

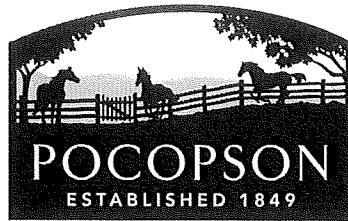
Discussion of various items in the draft 2020 Budget ensued.

Section 407: Sage Business will provide a proposal for new desktops for the office and a new laptop for Public Works, along with necessary software, set-up, etc., that will be needed when support for Windows 7 ends in January 2020. Other than the laptops purchased in 2016 for use by the Supervisors, the PCs are a mix of 6 to 8+ year old technology. Replacement is the only option as these devices will not run Windows 10.

Line 411.510 (page 5): Based on actual Act 172 property tax refunds, this number will be reduced from \$4,000 in 2019 to \$1,600 in 2020.

Line 456.420 (page 6): Board agreed to keep annual library funding at \$18,000 and to continue with this year's allocation of 60% to Kennett, 40% to West Chester. The request from Kennett Library for a more significant donation to their capital campaign was acknowledged, with the Board agreeing that the Township's own capital expenses in 2020 related to a new Township building preclude an increased contribution to the libraries.

Lines 471.100 and 472.100 (page 6): The last five annual budgets have included loans (for various amounts and terms) for renovation/construction of a new Township office building. Based on the funds that are now on hand, it appears that a loan will not be needed for construction of new building on the Barnard House property. Therefore the 2020 budget will not include a general obligation bond or note for facilities.



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Section 492 (page 7): The Board members agreed to the following planned transfers:

- Line 492.013: Transfer \$100,000 to Highway Aid account to supplement state Liquid Fuels funding which supports road maintenance, chip sealing and paving, and salt.
- Line 492.444: For several years, the actual amount of Real Estate Transfer tax collected has been transferred to the Capital Reserve account. In 2019, 50% of the transfer tax was budgeted for transfer, with the other 50% going to Facilities. Based on a projected balance of \$540,000 in Capital Reserve at the end of 2019, the Board decided not to transfer any additional funds into Capital Reserve in 2020 and to instead earmark the entire real estate transfer tax to Facilities.
- Line 492.494: Based on a 2019 ending balance in the General Reserve account of \$87,000, the Board decided not to transfer any additional funds into General Reserve in 2020.
- Line 492.555: Board approved \$5,000 transfer to the Historical Committee budget should it be needed to support the plan to open the Schoolhouse to the public in 2020
- Line 492.747: Board will transfer \$850,000 to Facilities account in 2020 (which follows budgeted transfers in 2018-2019 of \$1,450,000). This should allow the Township to finance design and construction of the new Township building (estimated \$2.0 million) with zero loans.

Even with significant transfers to other accounts, the General Fund is expected to have an Ending Balance of \$450,000+ as of the end of 2020.

### ***Highway Aid***

Line 392.013: Income reflects \$100,000 transfer (see Line 492.013 above)

Sections 438, 439: Recommended projects approved by the Board in 2020 include:

- Chip seal Haines Mill Road, Marlboro Road, Waterglen Drive, and Ballintree Lane
- Pave Tullamore subdivision and (after chip sealing) Haines Mill Road
- Reconstruct a portion of W. Creek Road; a PennDOT grant application is pending for this project

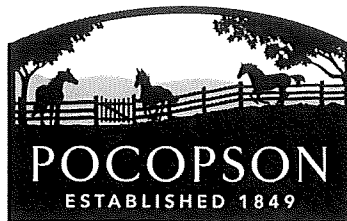
Highway Aid account will finish 2020 with \$250,000+, sufficient to continue a robust paving program in future years if accompanied by annual transfers of \$75-100,000.

### ***General Reserve***

Line 392.494: No transfer in 2020 (see Line 492.494 above).

### ***Capital Reserve***

Line 392.444: No transfer in 2020 (see Line 492.444 above).



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Line 430.741: The Board approved the recommended purchase in 2020 of a new Dodge small dump truck with plow and spreader at an estimated cost of \$100,000. Once the new vehicle is acquired, the 2011 Ford F550 truck will be sold through Municibid with the proceeds deposited into the Highway Aid account.

### ***Township Facilities***

Line 387.748: \$50,000 Keystone Grant for window/door replacement at the Barnard House expires March 31, 2020. The Board has not yet decided the scope of work for this building, which will determine whether or not it is grant-eligible.

Line 392.747: Income reflects \$850,000 transfer in 2020 (see Line 492.747 above).

Line 393.13: Facilities Loan Proceeds has been zeroed out for 2020.

### ***Section 409:***

Line 409.620: \$175,000 has been budgeted for new doors and windows at the Barnard House.

Line 409.650: New line items have been added under the subheading "409.650 New Township Building" to cover the professional fees and capital construction costs of a new office building at 650 S. Wawaset Road.

Line 409.658: \$2 million expense assumes that construction of the new building will be completed in 2020.

Line 409.715: Minor work (e.g., overhead door added to office building) on the Denton Hollow Road property to be made after it is vacated by office staff (late 2020 or early 2021) will be included in the 2021 budget.

Presuming that the new building is built and paid for in 2020, the Facilities account should finish 2020 with \$100,000+.

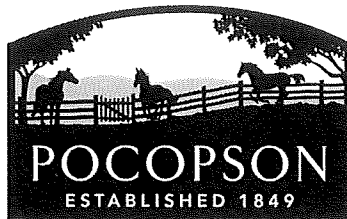
### ***Route 52 Intersections***

This account has been in a holding pattern for a few years as a planned turning lane at the intersection of Route 52 and Locust Grove Road is not feasible because of a gas line that can't be moved. In lieu of the original plan, the Board approved improvements at the intersection of Route 52 and Parkersville Road (near Locust Grove Road, so there is a nexus with the originally intended project).

Line 439.313b: \$100,000 is the estimate for design, engineering and construction of this project, to include removing the concrete island at the entrance to Parkersville Road.

### ***Parks, Recreation & Trails***

Line 452.374: PRT Committee and Public Works continues to look for an abandoned bridge to use as an extension of Overlook Trail.



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Line 452.777: Public Works used millings left over from road repairs to resurface several trails at minimal cost to Township (labor only).

Line 454.720: PRT has received conceptual approval from the Board for a dog park to be installed in 2020. A vendor will be selected in early 2020. Public Works is getting an estimate for resurfacing/painting of the basketball court, to include new backboards.

#### ***Historical Committee***

Line 459.372: Substantial work was completed in 2019 without the budgeted transfer of \$10,000. A transfer of up to \$5,000 in 2020 is designated to assist with the remaining capital projects at the Schoolhouse (stucco repair, relocation of HVAC) if needed. The Historical Committee anticipates completion of the Schoolhouse (so that it can open for programming) in late 2020.

#### ***Open Space Tax***

Section 461: The Board will designate \$50,000 to serve as a possible match to County open space funds preservation. This is not a commitment to participate, but is meant to preserve the Board's flexibility to act should an opportunity arise.

**Budget Adoption Schedule:** The Board plans to adopt the 2020 Budget at their November Regular Meeting after the required 20-day public review period.

**Adjournment:** At 8:05 p.m., DiMonte moved, Stumpo seconded, to adjourn the meeting; motion carried.

Peggy Lennon, Treasurer

Ricki Stumpo, Chair