

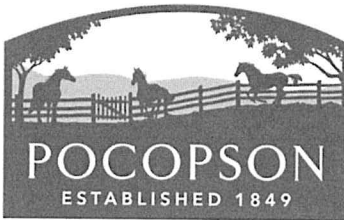
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## Board of Supervisors Work Session Wednesday, August 18, 2021, 6:30 p.m.

Attendance: Supervisors - Ricki Stumpo, Elaine DiMonte, and Raymond McKay; Mark Knightly, Director, Public Works; Amanda Gattuso, Treasurer Support Staff.

Public in attendance: 0. No public comment received from the public.

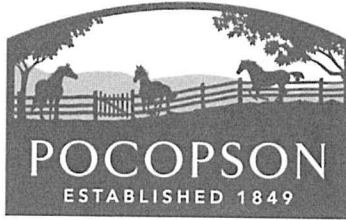
1. **Call to Order:** Stumpo called the work session to order at 6:30 p.m.
2. **Public Comment Non-Agenda Items:** none.
3. **2022 Proposed Budget/General Fund Revenue/Expenses/Board Discussion:** Gattuso provided collateral material and requested guidance on how the Board would like to begin the discussion as it is somewhat early in the budget cycle given that not all the numbers are in from July. Knightly and the Board agreed it is early, but just the same, given the construction underway for the new township building there are budget particulars that may need to be addressed. Gattuso indicated that for the work session, she would like to touch on the following budget items: new township building; planning process for COVID-19/ARP funds (most likely a separate budget); parks and recreation; insurance; and, input from township committees. Gattuso also provided a budget calendar as a guide for future work sessions, public meetings, and legal advertising.
  - a. Collateral material - Gattuso reviewed a spreadsheet with account names broken out by individual funds. The 2<sup>nd</sup> column is blank at this time for the 2022 proposed. Columns included 2017 to 2020 and will include July 2021 to date when data is available. DiMonte asked for clarification on the real estate tax revenue update. Gattuso noted that the revenue figures will be in by August 31<sup>st</sup>. Collateral material also included the 2021 budget for ease of reference. A separate spreadsheet was provided for the new township building construction project. Gattuso suggested and the Board agreed that the budget planning calendar include preliminary meetings with Township personnel prior to the next work session with the Board. The calendar provided by Gattuso is suggesting adopting the proposed preliminary budget during the October 25<sup>th</sup> regular public meeting and adopting the final budget during the November public meeting. Using the 2021 budget, DiMonte rolled-out the work session discussion with focus on items as noted below in "b. through p."
  - b. New township building construction project - DiMonte commented that GKO Architects reported that BSS Contractors note that there may be a cost overrun of \$50,000 to \$80,000 due to the cost of materials. Gattuso indicated that there is room in the PLGIT funds to make the adjustment. McKay voiced concern that there would be an expression of overrun so soon in the project given that it is just underway and that there are reports nationwide of reduction in material costs. Knightly offered that a cost overrun figure is likely and should be in place. DiMonte asked and the Secretary confirmed a change order for Gilmore & Associates is included on the August 23<sup>rd</sup> public meeting agenda. DiMonte spoke to the township security system vendor in July regarding a proposal and is waiting for confirmation on the revised system components. Secretary asked and the Board confirmed that a reach-out to the township IT vendor would be appropriate to obtain a proposal for a telephone system. Gattuso indicated that there's still work to be done in reviewing the ARP



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- guidelines for broadband and security to determine if these components can be paid out of the ARP funds.
- c. Parks and recreation - Secretary had previously provided an Excel Workbook with spreadsheets showing number and type of park permits issued since 2010. Rates for reserving park facilities have not been adjusted since 2010. A separate spreadsheet shows reservation fees collected from 2018 to present. Board agreed that setting rates is a task for the Board and asks the Secretary to provide a working spreadsheet with an increase in rates for reserving park facilities. Board agreed that the calculations should include the current schedule that includes free use of the park pavilion and park facilities for Pocopson Township residents seeking to use same for personal use. Board acknowledged that a number of improvements have been completed at the park, including the installation of an automated gate at the request of the residents, for approximately \$8,000.00 for which there is a monthly wi-fi fee of \$98.00 to program the time for the gate to open and close.
  - d. Committees - Gattuso asked if Supervisors will serve as liaisons to the committees to identify proposed 2022 budget allocations. Stumpo commented that the committees, generally, do not have input, other than the Historical Committee. Board agreed that Gattuso should reach out to Don McKay, Historical Committee Chairman, regarding the proposed budget for programming at the Locust Grove Schoolhouse. Knightly indicated that there are a number of trail tasks proposed for 2022 that should be budgeted. By example, professional survey services, maintenance, and a trail connection for the BVA trail. The Overlook Trail/Bridge Project should remain a budgeted item. The Open Space Tax continues for 2022 in the form of required loan payment.
  - e. Route 52 intersections/roads - Secretary and Gattuso commented that it is important to identify funds that are in escrow from previous subdivision approvals versus proposed funds for intersection improvements. Knightly indicated previous discussions with regard to a scope of work for the island at Parkersville Road and Route 52 as proposed for the 2022 budget. He commented that the Public Works Department is working on base repair for West Creek Road. Board agreed that they will continue to monitor the intel and updates on use of the ARP funds in hopes that a portion of it may be allocated for roads.
  - f. Township facilities - Knightly indicated funds will be needed to put a garage door on 740 Denton Hollow Road once the office moves to the new township building. There is concern that the soft costs for architect and engineering may be too low. Stumpo asked that the budget for the new township building be set aside with a budget page in order to clearly set out the expenses. McKay commented that improvement work for the Barnard House was set aside for the time being so as not to interfere with the physical site work for the new township building. He did offer, however, that gutter work for the Barnard House in 2022 will be a critical improvement in order to continue to protect the structure.
  - g. Capital reserve - no purchase of vehicles proposed for 2022. The tractor and trailer budgeted for 2021 might not be delivered until 2022. There will be a request to

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- budget an oil machine for the chip/seal road work. The old oil machine will be offered for sale.
- h. General reserve - budget allocations appear consistent.
  - i. Highway aid - Knightly commented that he met with Treasurer Peter Barz and provided updated numbers for the liquid fuel projections. He will continue to meet with Barz regarding paving and chip/seal projects, oil, and stone proposed purchases.
  - j. Insurance - Gattuso offered examples of health insurance programs used by other municipalities for their employees. McKay commented that it is important to address the needs of the employees in terms of out-of-pocket expenses and deductibles. He agreed that the Board should review proposed options to help employees defray health insurance costs.
  - k. Compensation - Gattuso asked the Board for guidance as to proposing compensation. DiMonte indicated that previously, the Board would identify a percentage increase to the Treasurer and work from there. The Board agreed to build-in additional hours and possibly benefits for the administrative assistant as the proposed budget is a guideline.
  - l. Library contribution - Board agreed that the contributions to both libraries should remain the same.
  - m. MS4 - Knightly requested that the 2022 budget include proposed expense for McCormick Taylor to complete the required inspections, including but not limited to inspecting the outfalls, as part of their tasks in completing the paperwork and filing with the DEP. Having the engineering firm complete the work will save time and allow for accurate reporting. Board agreed and asked Knightly to obtain a proposal from McCormick Taylor. Gattuso noted that preliminarily, it looks like ARP funds can be used for MS4/Stormwater Management tasks.
  - n. Zoning map and omnibus zoning amendment - Secretary will obtain costs for implementation of a revised zoning map in accordance with the proposed omnibus zoning amendment.
  - o. Fire and ambulance - McKay reported that it is not yet known if the EMS Commission will propose an increase in the 2022 contribution.
  - p. Property taxes and EIT - Gattuso commented that the Township appears to be on track through the end of July in terms of what was budgeted for 2021.
4. **Other Business:** no other business.
5. **Adjournment:** at 7:43 p.m. Stumpo moved, McKay seconded to adjourn.

  
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Susan Simone, Secretary

  
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Ricki Stumpo, Chairwoman

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