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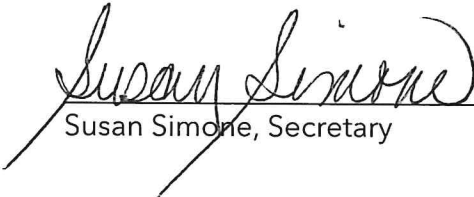
**Board of Supervisors Budget Work Session
Wednesday, August 17, 2022, 5:30 p.m.**

Attendance: Supervisors - Elaine DiMonte, Ricki Stumpo, and Raymond McKay; Mark Knightly, Public Works Director; William Cloak, Treasurer Support Staff, Barsz, Gowie, Amon & Fultz.

Public in attendance: 0

1. **Call to Order:** DiMonte called the Work Session to order at 5:30 p.m.
2. **Public Comment Non-agenda Items:** no public comment.
3. **2023 Proposed Budget/General Fund Revenue/Expenses/Board Discussion:**
 - Secretary distributed a proposed budget calendar with a timeline that includes Public Works and Secretary pre-meeting with Treasurer Support Staff to identify proposed capital expenditures, expenses to date, and projected public works and administration expenses for 2023.
 - DiMonte reported that Peter Barsz is not able to attend this evening. The year-to-date (August) figures were not yet available. The purpose of this initial meeting is for information gathering purposes. Pocopson Township initiates budget prep a month sooner than many municipalities due to target approval in November versus December.
 - Cloak concurred with Barsz's comments and that there are still bank statements outstanding for this month. He confirmed the reconciliation of bank accounts will be completed by Jennifer Whiteman on or about September 8th or 9th factoring in the Labor Day holiday. McKay asked if all tax revenue will be in by that time as well.
 - Board members and Township personnel noted that the document Cloak distributed for the Work Session had irregularities in calculations on some line items such as compensation under the 2022 Adopted Budget column. Cloak indicated that the figures were pulled from QuickBooks. DiMonte expressed concern that the numbers need to be clarified before further 2023 budget planning work is done. DiMonte and the Board asked Cloak to research the discrepancies, revise the document accordingly, and redistribute to the Board, Secretary, and Public Works Director prior to the September Work Session. Cloak indicated a corrected version would be provided the week of August 22nd.
 - DiMonte listed areas of focus which need prioritization during budget prep: utilities, West Creek Road repairs, employee insurance coverage, EMS increase, Hallelynn Subdivision, Kennett Library Capital Campaign Contribution, zoning billing, zoning and building inspection fees, stormwater management ordinance and fees:
 - ◇ Treasurer must get a handle on the utility bills by vendor as there are multiple accounts and facilities. Cloak asked if the Township could consolidate electric meters. Secretary indicated that PECO has responded on that point and will only consolidate if 5 or more meters. The Barnard House has 4. Knightly noted that back flow testing should be budgeted.
 - ◇ Knightly offered that employee health insurance is the greatest concern. The current coverage is not adequate, and employees are required to pay a significant portion out of pocket.

- ◇ Identify a capital donation to the Kennett Library as well as the annual donations to both West Chester and Kennett libraries.
 - ◇ EMS contribution increase is 4%. McKay and Stumpo agreed to reach out to the County with regard to increasing the fire and ambulance contribution. Pocopson is the second lowest contributor within the multi-municipal commission with Newlin Township being the lowest.
 - ◇ DiMonte provided a brief overview of conversations with the Township Solicitor regarding the Hallelynn Subdivision on South Wawaset Road. Because of the length of time this Subdivision has remained unfinished, the Solicitor is working to identify the escrow funds and tasks to be completed.
 - ◇ The 2023 proposed budget should reflect an increase in zoning and building inspection fees. DiMonte asked Stumpo to work with the Secretary regarding the most recent invoice for the Dorff Zoning Hearing Board as there are a number of concerns including submission of the invoice at the conclusion of the matter rather than submission of monthly statements. Stumpo will reach out to the zoning hearing board chair as well. Secretary indicated that letters will go out next week to consultants regarding their proposed 2023 fees.
 - ◇ Township submitted a grant application for the West Creek Road Project, but the grants will not be awarded until November. Cloak will defer to Barsz as to the mechanics of showing the project in the 2023 budget. Cloak offered that a loan or line of credit is usually obtained within a month or so of applying.
 - ◇ No capital expenditures required for the new township building for 2023.
 - ◇ Installation of a generator for the new administration building should be included in the budget.
 - ◇ Expenses for maintenance and repair of the Barnard House should be included in the 2023 budget. McKay offered that the funds should be such for repairs to facilitate the efforts of Friends of Barnard Station. DiMonte is in support of these efforts, but it may be necessary to prioritize budget items given the totality of the circumstances if the Board is to hold the line on taxes.
 - ◇ Knightly offered that funds will be needed for inlet work on Lenni Drive as well as patchwork for various road surfaces. Remodeling of the Denton Hollow Road Office to a working garage will be included for 2023.
4. **Adjournment:** at 6:53 p.m., DiMonte moved, Stumpo seconded, to adjourn the meeting.



 Susan Simone, Secretary



 Elaine DiMonte, Chairwoman