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**Board of Supervisors Work Session Minutes**  
**Monday, October 19, 2015**  
**7:00 PM**

This meeting was the first Work Session for the 2016 budget. In attendance were Supervisors Brutscher, Leonard and Stumpo, Public Works Director Mark Knightly, and Treasurer Peggy Lennon.

Public in attendance: 9

Leonard opened the meeting at 7 PM.

**Public comment:** None

**Any other business which may come before the Board:**

Motion: Leonard moved that the Board authorize the Solicitor to review the bid package prepared by the architect for the Barnard House Construction project for corrections, as the package is a significant amount of paperwork.

Stumpo stated that she disagreed with this motion because the plan as of Friday 10/16 was to have the Board review the package first and discuss it at the 10/26 meeting. Stumpo has not reviewed the bid package because it is quite a large set of documents, one of which she had received just that morning. Leonard noted that the Solicitor's office was only being asked to review the bid package for corrections.

Brutscher seconded the motion; motion approved by Leonard and Brutscher, Stumpo voting no.

**2016 Budget:** Various line items in all budgets (General Fund; Highway Aid; General Reserve; Capital Reserve; Township Facilities; Route 52 Intersections; Parks, Recreation and Trails; Historical Committee; Open Space Tax) were reviewed. Particular emphasis was paid to projected real estate and earned income taxes for 2015 and 2016 (sections 301 and 310 in General Fund) and Interfund Operating Transfers (section 492 in the General Fund).

Line items for further discussion at the second budget session scheduled for Wednesday, 10/28 include:

1. Wages P/T Admin Staff (General Fund line 405.115): Additional hire may be recommended by October administrative study performed by outside contractor.



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2. Founders Day (General Fund income line 367.888, expense line 457.220): How to account for additional staff time commitment by Public Works
3. General Obligation Bond/Note Principal and Interest (General Fund lines 471.100, 472.100): What is the likelihood that the proceeds from a loan application started in 2015 would be available in this calendar year? What amount would be borrowed for improvements to the Barnard House, and what amount would be covered from existing funds? Currently budgeted as loan term of 20 years fixed, loan amount of \$750,000, estimated interest rate of 2.604%.
4. Highway Aid projects (Highway Aid lines 438, 439): Agree to continue aggressive paving program in addition to costly maintenance work?
5. Transfer to General Reserve (General Reserve line 392.494): Agree to add \$15,000 to bring balance closer to Township Code-mandated limit of 5% of income?
6. Transfer to Capital Reserve: (Capital Reserve line 392.444): Agree to transfer actual real estate transfer tax collected in 2016 to this account? (Recognizing need to purchase new truck in early 2017 at estimated cost of \$145,000.)
7. Barnard House Improvements (Facilities line 409.620): Related to #3 above
8. Park Capital Improvements (Parks, Rec & Trails line 454.720): Fee in Lieu of Recreation is limited to active recreation only. As of 9/1/2015 may be used for maintenance but not prior years
9. Open Space Loan Principal (Open Space Tax line 471.200): How aggressively to pay down principal once prepayment penalty disappears in October 2016? Will consider various scenarios at October 28 meeting.

Meeting was adjourned at 8:25 p.m.

Peggy Lennon, Treasurer

Barney Leonard, Chair