

UPPER MERION TOWNSHIP BOARD OF SUPERVISORS
BUDGET WORKSHOP MEETING
OCTOBER 29, 2013

The Board of Supervisors of Upper Merion Township met for a Budget Workshop Meeting on Tuesday, October 29, 2013, in the Township Building. The meeting was called to order at 7:00 p.m., followed by a pledge to the flag.

CHAIRPERSON'S COMMENTS:

Chairperson Waks reported there was no executive session prior to this meeting. He reported this is the second of four scheduled Budget Workshop meetings.

ROLL CALL:

Supervisors present were: Erika Spott, Greg Waks, Bill Jenaway, and Carole Kenney. Also present were: Dave Kraynik, Township Manager; Judith A. Vicchio, Assistant Township Manager; Nick Hiriak, Director of Finance, Scott Widenhofer, Director, Information Technology. Supervisor Philips was absent.

PROPOSED 2014 OPERATING BUDGET FOR INFORMATION TECHNOLOGY

Mr. Widenhofer, Director, Information Technology Department, provided an overview of the Information Technology budget which increased \$37,262 or 5.7% for 2014. Overall highlights include:

- Total Personnel Services increased \$5,769 or 1.3%
- Operating supplies decreased \$600 or 7.8%
- Professional Services decreased \$8,167 or 5%
- Miscellaneous increased \$40,260 or 91.7% (includes equipment replacement)

Specific highlights include:

- Health and Accident Insurance increased \$5,823 (7%) due to premium increases
- Office supplies decreased \$150 (60%).
- Miscellaneous and Petty Cash accounts have been eliminated.
- Small tools and minor equipment decreased \$300 (100%)
- Access maintenance decreased \$4,450 (48%) (Park and Recreation maintenance for software transferred to Park and Recreation Department)
- Software maintenance has increased \$2,000 (2 ½%)
- Network maintenance decreased \$4,500 (13%)
- Dues and subscriptions decreased \$200 (100%)

- Training and education decreased \$1,000 (16.7%)

PROPOSED 2014 CAPITAL BUDGET FOR INFORMATION TECHNOLOGY

Highlights as follows:

- Capital Network equipment – \$25,500 requested
- Firewall
- From Goals and Objectives devices to be used for the Safety and Codes department for entering and updating in the field.
- Document Imaging software – will begin archiving some of the important documents
- Replacement of core networking equipment - \$40,000
- Replacement servers and PC's - \$35,000
- Replacement of building cameras and similar devices
- Replacement of software - Windows server licenses.
- Data Protector modules for backup of data
- Replacement of miscellaneous projects – computer room fire suppression needs to be upgraded
- Total Capital request for \$225,000.

Mrs. Kenney asked if purchases are made through COSTARS.
Mr. Widenhofer responded in the affirmative.

PROPOSED 2014 OPERATING BUDGET FOR PUBLIC WORKS PLANNING

Mr. Ed O'Brien, Director, Public Works, provided an overview of the Public Works Operating Budget for Public Works Planning. Overall Highlights as follows:

- Total Personnel Services increased 1%
- Operating Supply account series decreased almost 7%
- Total Professional Services decreased almost 6%
- Total Miscellaneous decreased 97.8%

Specific highlights as follows:

- Personnel Services overtime increased \$50 (10%)
- All other accounts in the personnel section are basically flat with the exception of the Health and Accident insurance and the Workers Compensation.
- Operating Supplies series – Office Supplies decreased \$100 (almost 6%)
- Small tools and minor equipment decreased \$100 (100%) – it was determined to eliminate this account as well as the Miscellaneous account.

- Professional service - Engineering and Architectural services increased \$7,800 (11.5%)
- Telephone Equipment and Charges decreased \$276 (14.7%)
- Signs/Mailings/Postage decreased \$300 (37.5%)
- Miscellaneous series of accounts - Seminar Registrations decreased \$50 (25%).
- Equipment purchase decreased \$75 (50%)
- Equipment Depreciation Charge increased \$16,605 (110%)
- Liquid Fuel Expense account - reimbursement from the State for Liquid Fuels money estimated in 2014 for \$525,840 which is 30.7% less than 2013. This would be for resurfacing program for 2014.

PROPOSED 2014 OPERATING BUDGET FOR TRANSPORTATION

Overall highlights as follows:

- Overall increase of 4% for Transportation
- Personnel services increased 1.2%
- Operating supplies decreased 8.6%
- Professional services decreased 1.4%
- Miscellaneous increased 46.3%.

Specific highlights as follows:

- Personnel Services account - snow removal overtime decreased \$9,116 (16.6%)
- All other accounts are basically flat with the exception of the Health and Accident insurance with an increase of \$24,782 (7.1%) and Workers Compensation increase of \$1,451 (4.4%)
- Operating Supplies – Guard Rail/Material increase of \$800 (400%)
- Road Maintenance Material decreased \$17,000 (44.7%)
- Miscellaneous decreased \$250 (33.3%)
- Professional service – Snow/Ice control decreased \$15,000 (37.5%)
- Signs/Mailings/Postage decreased \$25 (25%)
- Equipment rental decreased \$1,500 (25%)
- Equipment Depreciation Charge increased \$141,065 (110%) – that is the requested increased funding for the equipment reserve fund.
- Annual Resurfacing decreased \$22,500 (47.4%)
- Education and Training decreased \$250 (12.5%)

PROPOSED 2014 OPERATING BUDGET FOR VEHICLE MAINTENANCE

Overall highlights:

- Vehicle maintenance decreased 19.4% due to one less mechanic position.

- Personnel Services decreased almost 27%.
- Total miscellaneous increased 94.6%.
- Other Personnel Services decreased \$859 (34.9%)
- Emp. Share FICA decreased 29.8%
- Health Accident Insurance decreased \$7,662 (15%).

Prompted by Mr. Jenaway's comment with regard to fire and EMS maintenance, a discussion followed about possible options to consider since the third mechanic is not being filled.

Highlights continued:

- Office Supplies increased \$25 (25%)
- Operating Supplies decreased \$750 (37.5%)
- Fuel/Oil vehicles, Uniform Rentals, Safety Items are decreasing \$600 (25%)
- Professional Services Debris and Waste Removal decreased \$100 (100%)
- Utilities decreased \$350 (50%) Equipment maintenance decreased 7% or \$300 and again this one request in line with historic norms for that type of expenditure.
- Miscellaneous series, the equipment depreciation charge increased 108% or little short of \$20,000
- Dues and subscriptions decreased 50% or \$50 based on past year's spending for that expense.
- Equipment purchase decreased 12.5% or \$250. There were no special needs requested by the maintenance superintendent.

PROPOSED 2014 OPERATING BUDGET FOR PARK & SHADE TREE

Overall highlights:

- Overall 7% decrease from 2013
- Total Personnel Services decreased 11.6%
- Operating supplies decreased 7%
- Professional services decreased 2.5%
- Miscellaneous up 106.2%.

Specific highlights:

- Other Personnel Services decreased \$1,302 (24.3%)
- Salary – Other decreased almost \$76,000 (19.4%)
- Emp. Share FICA decreased \$5,911 (11.5%)
- Beautification awards increased \$75 (14.3%)
- Miscellaneous decreased \$200 (100%)

- Small Tools and Minor Equipment decreased \$48 (17.5%)
- Signs/Mailings/Postage decreasing \$100 (100%) – account will be eliminated due to inactivity for the past several years.
- Equipment Rental decreased \$300 (60%)
- Equipment Maintenance decreased \$9,942 (32.3%)
- Equipment Depreciation Charge increased \$31,640 (110%)
- Education and Training decreased \$50 (25%)
- Equipment Purchased decreased \$100 (18.2%)

PROPOSED 2014 OPERATING BUDGET FOR BUILDING MAINTENANCE

Overall highlights:

- Overall increase for Building Maintenance is 1.7%
- Total Personnel Services increased 1.8%
- Operating supplies decreased 6.1%
- Miscellaneous increase of 12.8%

Specific highlights:

- Health/accident insurance increased \$3,600 or 7%.
- Workers Compensation increased \$181 or 4.4%
- Other Personnel Services decreased \$154 or 11% (request takes into account a smaller number of employees qualifying for the wellness renewal program.
- Operating supplies decreased \$150 or 1%
- Repair and maintenance supplies decreased \$1,250 or 14.3%
- Uniform rental decreased \$100 or 13.3% or \$100 (reflects the new uniform pricing contract)
- Telephone expense decreased \$5,479 or 14.6% (request reflects the reduction in the number of overall building land lines and increased usage of email versus land lines to make phone calls).
- Liability insurance increased \$65 or 4.9%
- Equipment depreciation charge increased \$31,640 or 110%
- Education and training decreased \$50 or 25% (one less employee that would be attending training)
- Equipment purchase increased \$3,200 or 3,200% (budget reflects the purchase of a commercial grade carpet cleaner to enable present maintenance staff to clean the carpeting and furniture in the Township building)

TROUT RUN OPERATING BUDGET

Overall highlights:

- Trout Run overall budget decreased 4.5% broken
- Personnel Services decreased 12.8% (one employee resigned this year and position was not filled)
- Operating supplies increased 8.1%
- Total professional services basically flat
- Total miscellaneous increased 5.5%.

Mr. Jenaway asked if the reduction of one employee created any overtime issues, and Mr. O'Brien responded in the negative.

Specific highlights:

- Tuition reimbursement increased \$200 or 20% (the request reflects the staff increasing their taking of continuing education opportunities in 2014 – Mr. O'Brien noted all employees who have state certifications have to do continuing education and this applies to all wastewater divisions).

Mrs. Kenney asked about the frequency of the continuing education requirements. Mr. O'Brien responded employees have three years to obtain continuing education credits. Some employees like to do it early and others like to space it out.

- Plant labor decreased \$61,910 or 14.7% (due to O&M worker position that is not being filled)
- Pension decreased \$3,714 or 14% (same reason as above)
- Lab expenses increased \$20,000 or 25%
- Fuel/oil vehicles increased \$399 or 16%
- Repairs and equipment increased \$2,311 or 12.5% (due to a higher degree of maintenance on plant equipment as it ages.
- Equipment rental decreased \$350 or 46.7%
- Consulting engineer decreased \$772 or 30.9%
- Vehicle maintenance decreased \$970 or 25% (due to not having a lead mechanic)
- Education/training increased \$150 or 23.1% (due to plant management taking continuing education and course work next year).
- Dues and subscriptions decreased \$50 or 20% or \$50

MATSUNK OPERATING BUDGET

Overall highlights:

- Total is a flat budget increase of 0.3%
- Personnel services increased 1.4%
- Operating supplies increased 0.5%
- Professional services decreased 0.9%

- miscellaneous account decreased 13%

Specific highlights:

- Health/accident insurance increased \$7,846 or 7%
- Other personnel services decreased \$675 or 17.8% (request reflects reduction in the number of employees qualifying for wellness incentive)
- Tuition reimbursement is decreased \$150 or 15%
- Small tools and minor equipment decreased \$39 or 26%
- Safety items decreased \$43 or 9.6%
- Uniform rental decreased \$42 or 6%
- Vehicle maintenance increased \$341 or 26.4%
- Consulting engineer decreased \$400 or 16%
- Utilities - gas decreased \$2,324 or 13.4% (more efficient control equipment was installed in the chemical room this past year)
- Training/Education decreased \$640 or 51.2% (anticipated reduction in continuing education courses in plant management)

COLLECTION SYSTEM OPERATING BUDGET

Overall highlights:

- Total is a flat budget increase of 0.2%
- Personnel services increased 1.5%
- Operating supplies increased 1.2%
- Professional services increased 1.5%
- Professional service decreased 2.4%
- Miscellaneous decreased 26.7%

Specific highlights:

- Health/ accident insurance increased \$12,731 or 7%
- Overtime increased \$2,500 or 5.9%
- Fuel oil vehicles increased or \$1,745 or 9.2%
- miscellaneous decreased \$50 or 100%
- Small tools and minor equipment decreased \$50 or 33.3%
- Equipment rentals increased \$900 or 90% (request includes new copier rental contract)
- Computer maintenance decreased \$7,000 or 100% (request reflects elimination of software licensing for the sewer modeling software).
- Vehicle maintenance decreased \$7,578 or 18.6% (direct impact of mechanics position not being filled)

- Education and training decreased \$392 or 39.2% (anticipated reduction in continuing education courses for the division management to maintain their certifications.

SRA ADMIN/MISC/DEBT OPERATING BUDGET

Mr. Hiriak stated this part of the budget has four sections of personnel, operating, professional, and miscellaneous with an overall increase of 5.6%. Highlights as follows:

- Personnel services account for shares in salaries, mostly administrative personnel and the decreases are due to the retirement of the township manager as well as the pending retirement of the assistant township manager.
- Operating Supplies - only one item for office supplies/postage. This is the cost to process sewer bills. Some of this is contracted out with a 5-year bid; currently in year three.
- The remaining expenses are the water reads that are taken at \$15,000
- Professional services - small items are all at a zero percent change
- Miscellaneous – SRA Capital increased \$140,000 or 50% for a total of \$420,000
- Reimbursement to the General Fund is due to benefits and salaries.
- Contingencies decreased to \$25,000

Mr. Jenaway asked for clarification on the overall net staff reductions. Mr. Kraynik responded there are three: lead mechanic, Parks and Maintenance Superintendent, and one laborer in one plant.

Mrs. Kenney asked if there has been a corresponding increase in overtime in any of those cases. Mr. O'Brien responded in the negative. Mr. Kraynik noted most of the Public Works overtime is directly related to storm events.

PUBLIC WORKS – PLANNING CAPITAL

Highlights as follows:

- Information Technology: \$3,500 for continuation of GIS implementation.
- Consulting Services: \$5,000 for professional services for updating Subdivision/Land Development Ordinance

TRANSPORTATION CAPITAL

Highlights as follows:

- Traffic equipment: \$110,000 for 2014 for a Priority #9 to replace metal street light poles on Town Center Road. Safety issues have been documented in other communities due to metal pole failures.

A discussion followed about the use of black poles and if there is an additional cost compared to the metal poles. Mr. Waks suggested checking to see if the cost is comparable.

Mr. Waks asked about the age of the poles, and Mr. O'Brien responded about 25 to 30 years old.

Mr. Jenaway mentioned a township in New Jersey that has started using poles with an attached solar panel for generating power. He suggested also checking the prices on the solar poles.

Mr. Waks noted while traveling he saw a solar-powered flashing stop sign. He said this might be helpful to get the attention of drivers who drive through stop signs. Mr. O'Brien commented he spoke with Sgt. Andy Andreyko about this matter and he suggested Beidler and Valley Forge Roads would be a good place to try one. Mr. Kraynik asked if there is any appreciable increase in expense. Mr. O'Brien responded about \$1,800.

Mr. Waks suggested discussing this further at a workshop meeting.

Highlights continued:

- Miscellaneous equipment: \$50,000 for a Priority #6 installation of GPS tracking system in all Township snow equipment enabling completed snow routes to be viewed on the Township's website and on UMGA-TV. Mr. O'Brien indicated McMahon Associates provided a demo to show the interaction of this system and suggested it might be worthwhile to have the township manager view the demo, and, if he agrees, possibly place it on the agenda at a future workshop meeting.

Mr. Waks indicated Carla Showell-Lee and Don Herbert might also be interested for use in alternative programming.

- Other Heavy Equipment: For 2016 - \$55,000 Skid Steer Loader with high output hydraulic excavator/loader used for small jobs and in tight areas.

Mrs. Kenney asked if this would be a shared item. Mr. O'Brien responded it would be shared by Matsunk, Parks and Recreation and Transportation.

- Bridge maintenance:
 - Allendale Road Bridge (Priority #1): \$850,000
 - Church Road Bridge (Priority #2) \$300,000
- Concrete SVC
 - (Priority #3) Henderson Road and DeKalb Pike Sidewalk Installation Projects – funding request includes CMAQ Grant 20%

match for the DeKalb portion of the project. Total engineering and construction costs for the North Henderson Road portion of the project will be the Township's responsibility at this time estimated to be \$350,000 with an additional \$100,000 for design, bidding, and construction management services. When completed the projects will provide for sidewalks that connect the King Manor Route 100 Station to the Township Building.

- (Priority #7) Funding for ADA Transition Plan at \$50,000. This will identify areas of the Township right-of-ways that are not up to current ADA standards and will be addressed in critical specific order.

Mr. Kraynik asked who would do the planning. Mr. O'Brien responded it would be done "in house" initially and that would be to determine where ADA ramps are needed. He mentioned another municipality where a committee was formed representing those with disabilities who worked with staff on this project.

Mr. Kraynik asked if the \$50,000 would be to create the plan or for implementation. Mr. O'Brien responded that would be for consulting help with such things as design. Mr. Jenaway stated the Planning Commission could establish a focus group and actually develop a primary portion of the plan to get the project underway and then possibly have a consultant review it.

- Guardrails: \$5,000 for parts needed to upgrade guiderails, post and end treatments.
- Traffic Control devices: \$11,000 for battery back-up program for US 202 and Town Center, North Gulph Road and Goddard Boulevard.

Mr. Jenaway asked about the new light at Wawa. Mr. O'Brien responded that could be added in the future.

- Stormwater projects: \$575,000
 - \$550,000 for Tannery Drive for \$550,000
 - \$25,000 for Charles Street drainage investigation for \$25,000 for a total of \$575,000 in stormwater projects.

Mr. Jenaway asked about the issue with the tree stump. Mr. O'Brien responded there were actually two tree stumps removed by Peco.

- Township garage: (Priority #10) for \$5,000 to replace worn tile floors in offices.
- Other buildings:

- \$120,000 for Rehabilitation of Mancill Mill Road Salt storage structure per Township Engineer's estimate. Going out to bid shortly and currently under staff review.
- Traffic equipment: \$118,000
 - \$100,000 for 2014-2018 as a contingency item to replace control cabinets, poles, etc. due to traffic accidents
 - Traffic Signal Rewire – (five year plan) to rewire signals due to the decrease of insulation on the conductors, weathering over the years, excessive splices, and patched cables from years of operation.
 - Traffic Signal Poles for \$16,000 – replace traffic signal pole and its foundation on US 202 and Allendale Road.
 - \$2,000 to relocate the pre-emption at Allendale and Elliott for the fire company. Trees block the pre-emption in the summer.
- Replace Snow Equipment: \$10,000 to replace and maintain snow removal equipment (new snow plows, v-box spreaders, tail gate spreaders, plow frames, hydraulic and brine spraying equipment components)
- Replace other Heavy Equipment: \$25,000 for Asphalt Roller (current one is 20 years old).
- Replace Major Components: \$10,000 for miscellaneous repairs
- Replace Vehicles:
 - \$116,000 replace Unit #449, 1996 – 10 wheel dump truck (two vehicles are out of service; BOS approved at their last meeting the purchase of a Leaf Compactor for which the township received a grant. (Mr. O'Brien noted he would like to replace #449 with a vehicle with a cab chassis that would be able to utilize the leaf compactor.

Mrs. Kenney asked for clarification of the \$160,000 cost of Unit #449. Mr. O'Brien responded it was priced out with COSTARS.

Mrs. Kenney asked what is done with the old vehicle. Mr. O'Brien responded it is placed on the auction website mainly for parts.

Mrs. Kenney asked if all of these vehicles are gas powered or diesel-powered. Mr. O'Brien responded that [Unit #449] is diesel powered. He indicated he asked the division superintendent to look into CNG versus diesel and price it out. CNG is about 20-25% more expensive and there are no vehicle maintenance facilities equipped to work on these vehicles. It could be done with a major upgrade to the garage. Mr. O'Brien noted the turnpike personnel were

talking about putting in a 24-hour CNG filling station off of US 202 and the township would be able to use it, but it is not built as yet.

A discussion followed about the maintenance issues associated with CNG, particularly during a snow event. Mr. Kraynik noted staff has attended a number of CNG informational sessions and are definitely looking at the most practical, efficient way to start getting into the area. The major concern is the bigger equipment and how it would be repaired.

VEHICLE MAINTENANCE CAPITAL

- Miscellaneous Equipment: \$6,000
 - MODUS Code Reader – this equipment reads the information codes from the car and truck computers to determine problems with the vehicle without having to outsource for diagnosis.
- Township Garage: \$180,000
 - Begin pricing changes to the Maintenance Garage for maintaining CNG vehicles. Maintenance garage would be outfitted with new exhaust system, natural gas automated sensors and lighting renovations to comply with code. Explosion proof electric would also be needed.
 - Painting project for \$25,000 for a painting project. Pressure wash and repaint garage (has not been done in 20 years).
 - Evaporative Cooler for \$10,000. Garage temperatures have reached 89 degrees during the summer months. Cooler provides a comfortable air conditioned environment. (Possible D.V.I.T grant assistance)

A discussion followed during which Mrs. Spott stated this line item should be given a greater priority. Mr. Kraynik indicated he would take a look at prioritizing that item.

- Replace Miscellaneous Capital Projects
 - Major Component Replacement for \$55,000: 4-year plan to replace failed shop equipment and non-functioning equipment as needed to maintain proper operation of the Vehicle Maintenance division.
 - Upgrade Fleet Fueling System – Mr. O'Brien indicated this is just a contingency. He is looking into the GPS and asset management software modules in coordination with the IT Director.
- Replace Vehicles:

- Replace Truck #437 for \$50,000 (Mr. O'Brien noted he does not have favor this as an immediate purchase and would favor waiting another year. The mileage of the current vehicle is 40,000 miles.

PARK AND SHADE TREE CAPITAL

- NorView Farms: \$35,000
 - Replace decaying poles that carry the electric to the farm for \$25,000
 - Remodel staff bathroom and locker room at \$10,000
- Compost Site: \$100,000
 - Replace Wildcat Leaf Composter. Machine attachment which turns the leaf windrows is over 25 years old with high hours and obsolete parts. Looking to pursue a grant that will offset the purchase.
- Replace Vehicles: \$35,000
 - Replace truck #431 which is a 1997 model truck and will be 17 years old.

BUILDING MAINTENANCE CAPITAL

- Major Components: \$30,000
 - Interior Lighting Upgrade Project – Phase 1: replace interior office, Library and conference room lighting with LED energy efficient fixtures.
- Painting/Carpeting/Wallpaper: \$15,000
 - Carpet replacement in police department, library and office areas as needed.
- HVAC: \$4,000
 - Corrosion inhibitor pump and biocide pump to cooling tower. Units being serviced manually but does not maintain proper range to prevent corrosion and biological growth due to water consistently flowing out of the unit. Installing automatic system will retain chemicals at proper range preventing corrosion and biological growth.
- Township Building: \$110,000
 - Reconditioning stucco parapet walls on top of the Township Building for \$75,000. Stucco is cracking and flaking off losing its ability to shed water, included in this project will be to secure all flashing.
 - Restroom renovations for upper level (second floor) to make them ADA compliant for \$35,000.

- Equipment Replacement: \$25,000
 - Replace Meeting Room tables/furniture, chairs and tables in Freedom Hall, Valley Forge and Henderson rooms are showing signs of wear. Current wood tables will be replaced by plastic, lighter tables that are more durable.
- Replace major components: \$53,000
 - Major component replacement for failed mechanical components throughout the Township Building and non-functioning equipment with more modern and efficient equipment maintaining proper operation as needed.
 - Replace Computer Room A/C System for \$35,000

TROUT RUN CAPITAL

- Major Components: \$110,000
 - Funding Major Component repairs to plant process equipment (clarifiers, trickling filters, sludge thickeners) and other major areas. Major treatment units are 15 to 20 years old. Project allows unanticipated repairs to major treatment units and systems, and assist staff in maintaining NPDES Permit requirements.
- Rehabilitation: \$294,250
 - Painting metal surfaces of the primary and secondary clarifiers, solids contact tank and sludge thickener tank.
- Roof and Windows: \$77,500
 - Roof replacements for Chemical/Blower building, and Press room/operation building.
- Trout Run Priority #4:
 - Pump/motor rebuilds.
 - Driveway and parking lot repaving
- Equipment Replacement: \$925,000
 - Replacement of Sodium Bisulfite/Hypochlorite Tanks at \$75,000 which are past life expectancy. Rotary press project is a carryover from 2013 at \$850,000
- Replace major components: \$60,000
 - Mowing equipment, flow meters, LED conversion, trash pump, portable air monitor, chlorine leak detector, sampler, auto dialer, and chlorine/solids analyzer.

MATSUNK CAPITAL

- Major Components: \$120,000
 - Major component repairs: project allows unanticipated repairs to major treatment units and systems, and assist staff in maintaining NPDES permit requirements.
- Rehabilitation: \$347,150
 - Plant Painting Project for \$300,000 which is similar to Trout Run
 - Construction Inspection for \$47,150 which is a carryover of funds to cover the costs for construction inspection of the rotary press installation project currently underway. This amount is encumbered under P.O. 130020.
- Roof and window: \$50,000
 - Roof Replacement Project for \$35,000 for roof replacement on the influent pumping station and the blower building. Roofs on both buildings are approximately 30 years old, have reached the end of their life expectancy and are out of warranty. They are starting to see leakage now.
 - Window/Door Replacement at \$15,000 to complete second phase of the project. Existing hopper style windows and aluminum entry doors are over 30 years old and failing due to the inherent environmental conditions of the sludge dewatering building.
 - Matsunk for \$40,000
 - Snail Shell Removal Engineering Evaluation at \$30,000 for snail shell removal before they get into the treatment process.
 - Blower for the Chemical Building at \$10,000 to remove and replace the old roof mounted heater/blower with a blower to be used as part of the building's ventilation system.
- POTW Construction
 - Embankment Stabilization for \$200,000
- Equipment Replacement
 - Replace Communication Equipment at \$10,000.
- Replace miscellaneous for \$96,000.
 - Replacing H-Frame in Sub-Station at \$90,000. Project replaces the existing 45 year old H-frame wooden structure in the electrical sub-station. Wooden timbers used to mount the high voltage equipment are in disrepair and need to be replaced with a pad mounted switch and fusing.
 - Replace Walk Behind Mower at \$6,000. Existing walk behind mower is over 10 years and requires intense maintenance to keep operational.
- Replace other heavy equipment: \$80,000

- Replace Sluice Gates on the influent side of Chlorine Contact Tank #2. Gates are used to isolate half the tank for maintenance and cleaning. Leaking gates greatly increase the time it takes to drain and is virtually impossible to keep dry if painting or re-coating is needed.
- #2Trickling Filter Pump Motor Replacement at \$60,000. The motor is approximately 39 years old.

COLLECTION SYSTEM CAPITAL

- miscellaneous equipment for \$50,000 to update the Sanitary Sewer Maps G.I.S. Database and get them digitalized.
- Sewer Lines/Laterals at \$400,000.
 - Replace Sanitary Sewer Lines Construction/Replacement of Deteriorated Sanitary Sewer Lines. Many sanitary sewer lines in the Township are over 60 years old.
 - Sanitary Sewer Interceptor Upgrades in the Abrams and Matsunk drainage basins at \$150,000
- Abrams PS at \$45,000
 - Replace Flow Meter to Trout Run at \$45,000. Meter is non-functioning. Purpose is to measure the flow to Trout Run. The flow cannot be split without this meter functioning properly. The flow has been shifted to Matsunk pretty much all the time except for some maintenance items; it has been a real operations issue with Matsunk.
- Balligomingo Pumping Station at \$25,000
 - Repair the Gabions and area around the Pumping Station which are deteriorating due to a change in the path of the Gulph Creek flow.
- DeKalb/Ross Road PS at \$40,000
 - Replacement of pumps at Ross Road to upgrade capacity recommended by the Authority Engineer.
- King Manor at \$40,000
 - Replace worn out pump and upgrade the flow rate back to normal capacity. Pump is worn, becomes clogged and is in need of backflushing.
- Sinkhole Repairs at \$250,000
 - Contingency account only used if needed.
- Roof/Window at \$80,000
 - Roof Replacement Project will replace the flat roof at Abrams that is approximately 23 years old, flat roof at Balligomingo that is approximately 26 years old, and the shingle roof at King Manor Pumping Station that is approximately 23 years old.
- Replace Vehicles at \$240,000

- Replace Truck #722 for \$65,000 – Vehicle is approximately 17 years old and used to carry heavy equipment (manhole frames, lids, bricks to repair manholes) along with transportation of easement maintenance equipment to and from job sites.
- Replace Truck #727 for \$175,000 – (TV Inspection Vehicle). Vehicle is approximately 19 years old and used for televising sanitary and storm sewers, inspecting sewer lines for damage and maintenance requirements. Incidents of infiltration and exfiltration can be addressed quickly therefore reducing the potential for sinkhole formation and PADEP permit violations. Electronic technologies associated with this vehicle are outdated and repair parts are becoming obsolete.

Mr. O'Brien explained that a spread sheet was prepared by fund by priority for the two funds involved in the Capital (General Fund and SRA). What the supervisors have seen so far are all the things the different division managers would like in their priorities; however, in looking at the overall fund everyone's priorities have to be taken into account for all the listed projects. The spread sheet has a General Fund tab and an SRA tab which shows the account numbers, the division, the budget request, the division, the department priority, the township manager's priority and the Board of Supervisors priority. Mr. O'Brien felt the spread sheet might be something the supervisors would be interested in and could be used in future discussions if it would be helpful.

Mr. Kraynik commented that the Capital is the more challenging of the budgets because there are a number of worthwhile projects. He asked the supervisors to keep this in mind during the consideration of various financing scenarios. He noted the most urgent and comprehensive capital is for Public Works.

Mr. O'Brien summarized by saying what he discussed at this meeting does not include the equipment replacement. There are 28 projects for the General Fund and that total is a little short of \$3.2 million. The SRA has 20 projects with a projected value of just short of \$2 million for a total of \$5.5 million for both funds.

Mr. Waks stated he would like to see a one-page pie chart indicating the reserves and how much in the reserves is allocated specifically to various projects. Mr. Hiriak indicated he will provide that at the next meeting.

ADJOURNMENT:

There being no further business to come before the Board, it was moved by Mr. Jenaway, seconded by Mrs. Kenney, all voting "Aye" to adjourn the workshop meeting at 9:08 p.m. None opposed. Motion approved 4-0.

DAVID G. KRAYNIK
SECRETARY-TREASURER/
TOWNSHIP MANAGER

rap

Minutes Approved:

Minutes Entered: