

UPPER MERION TOWNSHIP BOARD OF SUPERVISORS  
BUDGET WORKSHOP MEETING  
NOVEMBER 3, 2016

The Board of Supervisors of Upper Merion Township met for a Budget Workshop Meeting on Thursday, November 3, 2016, in the Township Building. The meeting was called to order at 5:00 p.m., followed by a pledge to the flag.

ROLL CALL:

Supervisors present were: Greg Philips, Greg Waks, Bill Jenaway, and Carole Kenney (arrived late). Also present were: Dave Kraynik, Township Manager; Sally Slook, Assistant Township Manager; Nick Hiriak, Director of Finance. John Waters, Director, Safety/Codes. Supervisor Erika Spott was absent.

PROPOSED 2017 FIRE AND RESCUE SERVICES OPERATING BUDGET

Mr. John Waters, Director, Safety and Codes Enforcement and Fire Marshal, provided an overview of the proposed 2017 Fire and Rescue Services Operating Budget reflecting 0.8% increase. Highlights as follows:

- No change under Personnel Services
- Operating supplies increase of 3.1%
- Fuel/Oil Vehicles decrease of 21.4%
- Fireman's Relief Fund decrease of 0.1% or \$277
- Hydrant maintenance is budgeted at \$130,000
- Professional Services is budgeted at \$14,000

Mr. Philips asked for more details about hydrant maintenance. Mr. Waters responded hydrants are rented from both Pennsylvania American Water and Aqua PA and the township is billed monthly. These utilities come out twice a year to service the hydrants.

Mr. Philips asked if the township receives a report from the utilities. Mr. Waters responded in the negative.

PROPOSED 2017 FIRE AND RESCUE SERVICES CAPITAL BUDGET

Highlights as follows:

- 2017 Total Capital Request:
  - \$67,580 – loan payment for 800 mhz radios
  - Replace Pipeline 49 for \$570,000
  - Replace ambulance 317-3 for \$210,700

- Replace mobile data computers for \$30,000
- Pager replacements for \$5,000
- 400 mhz replacement for \$4,000
- \$10,000 contingency fund for emergency repairs
- Consulting services for \$10,000

Mr. Jenaway pointed out according to the consultant's plan which will be discussed later this evening there are no suggested [apparatus] purchases for capital operations for 2017 or 2018. He said the supervisors need to hear from the consultants before spending \$780,700. Mr. Jenaway indicated there is a gap here and either the consultants did not see something our people saw or vice versa.

Mr. Waters mentioned the Fire Board recommends an additional \$120,000 for the purpose of hiring a full-time Fire and EMS Chief. This request represents yearly salary only.

Mr. Waters stated currently the Upper Merion Fireman's Relief Association reimburses the township for the Workers Comp premium for the Fire and Rescue Services Group. The Relief Association is asking that this practice be changed.

Mr. Waters indicated Lafayette Ambulance requested and the Fire Board recommended that the old ambulance be retained when the new ambulance comes in next year. If one of the first line ambulances goes off line they will have the reserve ambulance as a backup. Normally this apparatus would be traded or sold.

A discussion followed with regard to the background for the Relief Association paying the Workers Comp premium.

Mr. Philips asked the age and mileage of the vehicle to be retained, and he was informed it is a five- year old gas vehicle with about 50,000 to 60,000 miles.

## PROPOSED 2017 OPERATING BUDGET FOR SAFETY AND CODES

Mr. Waters discussed the proposed 2017 Operating Budget for Safety and Codes. Reflecting a 1.9% increase.

- Tuition reimbursement: decrease of 2.7%
- Fuel/Oil Vehicles: decrease of 14.3%
- Purchase Codes: 0.0% due to off year for purchasing new code editions
- Other Professional Services: 17.5% increase costs associated with Traisr program
- Telephone increased 79.7%
- Equipment purchase increased 170.0%

- Education/Training increased 100.0%

### PROPOSED 2017 CAPITAL BUDGET FOR SAFETY AND CODES

Mr. Waters discussed the 2017 Capital Budget for Safety and Codes. Highlights as follows:

- No new capital equipment
- Equipment Replacement - Replace 359 Ford Explorer– 13 year old vehicle for \$51,000 (placeholder)
- Replace 322 Chevy small pickup– 13 year old vehicle \$42,000 (placeholder).

Mr. Jenaway referred back to the discussion regarding the Fire and Rescue Services budget and asked if there was any analysis or reconciliation among their budgets to see if there are variances that seem extreme or if they are out of line with one another. Mr. Waters responded in the negative.

### PROPOSED 2017 OPERATING BUDGET FOR THE POLICE DEPARTMENT

Police Chief Tom Nolan discussed the proposed 2017 operating budget for the Police Department. Highlights as follows:

- Overall budget increase of 8.1%
- Salary/wages for professional staff: increase of 6.1% or \$400,872
- Fuel/oil vehicles decreased 6.3%
- Uniforms increased 18.5%
- Radio maintenance decreased 3.1%
- Computer maintenance increased 23.8%
- Dues/memberships/subscriptions increased 10.7%
- Education/training increased 23.6%

With regard to dispatch radios, Mr. Jenaway asked if any notification has been received from the county regarding the billing. Mr. Kraynik responded a 2016 bill has not been received as yet.

### PROPOSED 2017 CAPITAL BUDGET FOR THE POLICE DEPARTMENT

Chief Nolan discussed the 2017 Capital Budget for the Police Department. Highlights as follows:

- Capital (not equipment replacement) increased \$56,800
- Total equipment replacement \$612,012
- Total Capital request of \$668,812

### Top three priorities

- (1) Bodie Hits DNA for \$32,000
- (2) Anti-Terror/Anti-Crime/Less Lethal/Civil Disorder Equipment for \$11,500
- (3) Body Worn Camera Pilot Program for \$5,000

### Top three equipment replacement priorities

- (1) 800 mhz radios - \$86,012 payment for county supported loan (year 2 of 5)
- (2) Replace unit 45 (from 2015 budget) for \$219,000
- (3) Police Department renovations for \$75,000 and \$20,000 install new backstop on outdoor range to allow for easy trap cleaning

Mrs. Kenney asked for clarification about the \$32,000 estimate for Bodie Hits DNA. Chief Nolan responded the initial request of \$64,000 was cut back and the department will pick and choose how much is submitted next year.

Mrs. Kenney asked about the counties included in the Bodie Hits service Upper Merion is currently using. Chief Nolan responded Bucks County and the Montgomery County Police Chiefs are permitted to join as well.

Of the Police Departments priority projects, Mr. Philips asked how many are repeats from last year. Chief Nolan responded the body cameras, Bodie Hits and additional equipment and vehicles are repeats. He said the one big one that has not been funded is upgrade of the Communications Center which is being kept piecemeal in an effort to keep costs down.

With regard to the additional officer requested for next year, Mr. Jenaway asked if this would be a recurring theme for the next couple of years. Chief Nolan responded a plan has been developed for the next five years for anticipated needs.

Mr. Philips stated each department comes with a capital budget and it would be helpful in tracking progress to have a listing of items that are new priorities and those that are left over from last year.

### PROPOSED 2017 OPERATING BUDGET FOR PARK AND RECREATION

Mr. Dan Russell, Director, Park and Recreation, stated the 2017 operating budget for Park and Recreation shows a 2.9% increase or \$96,120. Highlights as follows:

- Salary/Wages Clerical increased 13.6% or \$25,200

- Salary/Wages part-time decreased 26.1% or \$94,513 due to reallocating aquatics manager salary into pool salary
- Salary/Wages – Part-time – Pool increased \$28.3%
- Operating Supplies increased 2.3% due to increase in supplies needed for front desk of community center
- Programs – Special Events increased 14.3%
- Building maintenance increased 30% or \$18,000
- Equipment maintenance increased \$18,000
- Heating and A/C contract decreased 92.3% or \$60,000
- Programs – instruction classes increased 22.7% or \$109,000

A discussion followed regarding the restructuring of memberships and revamping of rate categories.

Mrs. Kenney asked about the food vendor. Mr. Russell responded this is being discussed at the staff level. He said the vendor did not exceed his projection and it was relatively close. Mr. Russell said it would be in the township's best interest to do another RFP to get more interest in the vendors and management of the concession stand.

#### PROPOSED 2017 CAPITAL BUDGET FOR PARK AND RECREATION

Highlights as follows:

- No equipment replacement
- Total Capital – not equipment replacement is \$619,250
- (1) Upper Merion Township Building Park – township was awarded DCED grant for the restoration and dredging of the basin/pond in rear. The grant will reimburse 80% of the project. Total project cost: \$100,250 – Reimbursement: \$85,213 – Township share: \$15,037
- (2) Bob White Park Green Goats project for \$15,000

Mr. Waks asked how the green goat project worked out last summer. Mr. Russell responded it worked out very well. He said there was a huge difference in the actual area that needed to be cleared and from a public relations standpoint it was very well received. Mr. Russell noted there is a need for some volunteer help to physically remove some poisonous weed which would be harmful to the goats. It was noted the goats would not be able to return unless that weed is removed.

- (3) improvements needed at swimming pool \$339,000

A discussion followed about putting the work out to bid.

- summary of the top three projects --a total capital cost of \$454,250.

Mr. Philips pointed out in the top three projects none of the parks were addressed. He asked about repairs for the rubber matting. Mr. Russell responded they started replacing the rubber matting with the worst park which was William Walker. They also addressed the ADA concern there as well. With the recently completed park master plan other parks were identified and the exact need for each one is listed. Mr. Russell indicated it is not necessary to look at funding for all of the playgrounds. An impromptu meeting was held with a couple members of the park board this past Tuesday to plan on how to proceed.

Mr. Kraynik asked if the \$18,750 under the heading of Parks Equipment budgeted for capital is for playground surfacing. Mr. Russell responded they would like to get at least another playground done.

Mr. Philips asked about the township park. Mr. Russell responded some repairs were made two years ago but it is now at a point where the whole thing will need to be done. It is one of 8 or 9 parks in that category.

Mr. Philips said his main concern is the surfaces and would like a push to address this issue.

Mrs. Kenney asked about the policy for keeping the lights on at the community center. Mr. Russell responded the lights seen when driving by are all parking lot lights. The only lights that are on inside are on the emergency generator and some emergency lights in certain rooms. All other lights are shut off in the evening. Most of the lights are on sensors.

Mrs. Kenney asked about the progress on the automatic door for ADA. Mr. Russell responded the electrician has completed all his work and is awaiting parts. It is anticipated the project will start next week.

Mr. Jenaway asked about the profit/loss statements for the pool and community center. Mr. Russell handed out the statement showing the revenue and operating expense. Mr. Jenaway said he would make a comment on the statement at the next business meeting indicating the accounting for the year.

A discussion followed about pool staff.

Mr. Waks asked how many members of the pool last summer are now members of the community center. Mr. Russell responded he could find out.

Mr. Philips asked about programs for kids so parents who are working can send their children to programs and not take time out from work. Ms. Suryadevara responded that is one of the things they are working on for the upcoming year. Now that the community center opens up at 5 a.m. there is a lot more flexibility. The current thinking is to do some spring break camps.

Mr. Russell mentioned help is needed to promote the idea of the school district busing their kids to the community center for after school programs.

A discussion followed about ways to promote this option with the school district. Mr. Waks suggested putting this back on the agenda for the joint meeting.

ADJOURNMENT:

It was moved by Mr. Philips, seconded by Mr. Waks, all voting "Aye" to adjourn the meeting at 6:42 p.m. None opposed. Motion approved 4-0.

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DAVID G. KRAYNIK  
SECRETARY-TREASURER/  
TOWNSHIP MANAGER

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Minutes Approved:  
Minutes Entered: