

COLLEGE TOWNSHIP COUNCIL
Informal Budget Workshop
November 1, 1984
4:00 pm

An informal budget workshop for the College Township Council was held on November 1, 1984 at 4:00 pm in the College Township Municipal Building.

Members present: Gale L Dargitz, Max E Hartswick, Fred E Smith,
Herbert W Stewart, Dolores A Taricani - Chairman

Others present: C Thomas Lechner - Manager
Beulah L Houser - Administrative Assistant
Robert L Hayden - Treasurer

Taricani called to order the informal budget workshop at 4:05 pm and explained to those present that the purpose of the workshop is to discuss the proposed Township budget for 1985.

Lechner distributed a document entitled "Budget & Actual & Proposed Revenues & Expenditures by Category & Account Numbers for 1984-85". He also distributed an attachment of nine references for the report.

Hayden stated that the total revenues proposed for 1985 is \$853,425 which is up from the 1984 amount of \$758,319. He stated that the Township received approximately \$31,000 in 1984 which was unplanned and which will also be nonrecurring. Included in this amount was contributions from businesses, a contribution of \$5000 from the IDA, a change in retail licenses and non-resident earned income tax.

In reviewing the budget, Lechner explained that in regard to expenditures, he would mention only the items that are first time items, ones that have significantly changed or ones that have been deleted.

Under item 400.42, Conventions, the amount of \$1920 has been budgeted and the significant increase is for the PSATS conference if Council chooses to attend. Item 400.46 is for an insurance survey which is a first time expenditure since 1981. The survey done in 1981 has been an invaluable tool to the Township for the base of insurance. Lechner recommended that the survey be done again to update the Township on adequate insurance coverage. The \$4200 for "Other Services" (400.46) is for an Ordinance Codification which the total cost will be \$8400 over a two-year period. It is estimated that it will cost \$500 per year thereafter for maintenance.

Item 400.52 budgets \$5000 for Contributions to institutions which is undesignated at this time. Item 402.33 allows a ten percent increase for the Manager's travel allowances. The decrease in the ICMA Convention is due to the location of the 1985 convention. An increase to \$3700 in item 403.22, Postage, is due to the anticipated postage increase scheduled for July.

A decrease in Public Utility Services - Heating Fuel (409.36) is due to the new overhead doors installed downstairs in the Township Building and also the thermostats have been set to automatically reduce the temperature of the building ten degrees for evening hours.

Under 410.45, Contracted Services, the \$183,800 budgeted is less than the 1984 amount due to the recommendation from the Borough for police services. Regarding the Dog Enforcement Officer, Stewart inquired how the Officer is paid. Lechner replied that the Officer is paid hourly for the service.

Item 411.38, Fire Hydrant Rentals, an increase is due to the installation of another 12 fire hydrants.

Item 430.21, Materials and Supplies - General, is an account that can vary greatly from year to year. The amount of \$7000 has been budgeted for 1985 which will include some snow fence which was dropped from the 1984 budget.

Under 430.33, Motor Pool Charges, \$7000 has been budgeted for 1985. The amount of \$3000 budgeted for 1984 was much too low. The year-to-date amount expended is \$6688. Lechner explained that Motor Pool Charges includes gasoline, oil and other ingredients needed to operate the vehicles.

Lechner pointed out the increase to \$16,380 under 432.24 for salt and also the increase to \$2240 for anti-skid materials. He mentioned that the Township plans to use more anti-skid materials in 1985 and the supply is very low.

Account 433.36, Electricity, shows a significant increase primarily because of the five new lights to be installed. An increase under 433.45 is due to an anticipated annual maintenance contract with Tel-Power.

Account 454.14, Wages under Parks & Recreation, is budgeted to allow some of the labor pool for Parks & Recreation. The amount of \$6255 has been budgeted for Capital Construction and Materials for Parks & Recreation (454.60).

In regard to Miscellaneous Expenses, 486.00, Hospitalization/Dental, Lechner explained that he would like to incorporate a dental program for Township employees.

Lechner referred to the reference section of the report. He addressed Reference 2, Account 450, Community Services, and explained that Community Services refers to senior citizens, libraries and Parks & Recreation.

Lechner pointed out items in Reference 3 which show significant increases. They were as follows: Salaries and Wages, \$185,046 to \$199,040; Professional Services, \$11,500 to \$17,600; Transportation, \$6025 to \$10,020; Dues, Memberships, etc., \$1650 to \$3085; Capital Construction, \$500 to \$6255; Building Improvements, \$5800 to \$8000; Capital - Machine & Equipment, \$12,800 to \$55,220; and Contributions to Institutions, \$0 to \$5000.

Lechner referred to Reference 4 and stated that it is a summary of the COG budget as it relates to College Township. Increases mentioned were in the Accounts 456.45 - Library, 414.45 - Planning, and 454.70 - Park Forest Pool & Pools Capital. Dargitz mentioned that the increase Pools Capital is due to the Capital improvements made to Welch Pool last year which are being paid over a period of time.

Reference 5 refers to Road and Stormwater Maintenance Projects. Lechner addressed the Squirrel Drive item under Contracted Projects. He mentioned that it is reincorporated into the budget this year at a slightly higher cost than last year. He also referred to Item 4, Orchard Road, which is a major extended project only in the discussion stage. He has budgeted \$10,000 for an engineering feasibility study. He stated that the road should be widened or relocated and that the Township has

tremendous stormwater problems in that area. Another solution would be to abandon the road. In either case, the stormwater problem has to be addressed.

Lechner mentioned the following House Projects which he has incorporated into the budget: preliminary work on Mary Street; stormwater control on Pikeview and Clover Road; stormwater control and tar and chipping the berm on Spring Street; stormwater control and tar and chipping the berm on the east side of Norle Street; repair laterals on First Avenue; stormwater control and tar and chipping the berm on Villa Crest Drive; repair the berm on a section of Trout Road; tar and chip a 1100' section of Dreibelbis Street; construct a berm with tar and chipping on Trout Road; tar and chip cartway on sections of Summit Road; tar and chip cartway on Pennsylvania Avenue and Mobile Avenue; and preventive maintenance which includes sealing cracks and selective tar and chipping.

Reference 6 refers to Parks & Recreation projects. Lechner stated that this is the first time he has addressed Parks & Recreation in this manner and it is primarily due to the excellent report which was submitted to Council. Lechner pointed out a \$90 error in the "Labor \$" total under Capital Construction. The correct amount should be \$3700. Hugh Clarke and Bob Booz were representing the Parks & Recreation Committee.

Lechner referred to Reference 7, Capital Equipment. Account 403.74 addresses the computer proposal which was presented to Council by Bob Hastings of the State College Area School District.

Under the General Category, Reference 7, \$5000 has been allocated for landscaping of the parking area surrounding the Township Building. Lechner pointed out that this is probably only half of the total amount to finish the landscaping. He stated that the remainder would probably be allocated in next year's budget. The amount of \$3000 has been designated for interior modification to the foyer entrance of the Township Building. Also presented in the General category is \$5000 for a used Township vehicle. The present Township vehicle is deteriorating very rapidly. It is a 1973 model which the Township purchased in 1976.

Under the Maintenance category, \$7800 has been budgeted for a 2-bay, 32' x 40', unheated pole shed to store equipment; \$500 for an E-2, 2000 gallon storage tank to store tar. Also budgeted is \$2000 for a black top saw. The Township is presently renting a saw from one of the major construction companies when it is needed. This sometimes presents a problem because it usually requires some waiting time before it is available. Five thousand two hundred dollars has been budgeted for a used rubber tire roller.

Also under the Maintenance category, \$8000 has been budgeted to lease a Case 580 C backhoe (total cost: \$35,000 on a five year lease); \$4200 for a "T" truck (total cost: \$21,000 on a five year lease); and \$2500 for a snow plow.

Reference 8 refers to significant budget changes by line item which relate to the first report discussed by Council.

Reference 9 addressed Tax Sources for Second Class Townships. Lechner indicated that under the proposed budget the millage rates would be as follows: General Fund, 5½ mills; Parks & Recreations, 2 3/4 mills; Equipment, 2 mills; Contingency Fund, 1 mill; and Libraries, 2 mills.

Lechner stated that he feels that the Township should be setting aside money for building improvements and renovations.

Council decided to meet on Monday, November 5, at 4:00 pm in the Township Building to further discuss the proposed budget.

Taricani informed Council of a proposal for rezoning in Harris Township. She mentioned that she is unaware of any definite facts at this time and plans to get further information for Council to study the matter.

A representative from the Centre County Home Health Service was present for the entire workshop. She stated that she was told that this was the meeting she should attend to present information on the Health Service. Since this was a scheduled budget workshop, the representative did not have a chance to present her information to Council. Taricani apologized to her for the mistake and informed her that Lechner would be in contact with her to inform her of a time and date to present her proposal to Council.

Some discussion between Council occurred after the representative from the Centre County Home Health Service left the meeting. Lechner was asked to find out what other Townships are providing to the Centre County Home Health Service.

The meeting adjourned at 6:03 pm.

Respectfully submitted,

C Thomas Lechner
Secretary

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