



## BOARD OF COMMISSIONERS

**BUDGET MEETING – 6:00 p.m. AGENDA-MINUTES Tuesday, October 16, 2018**

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**1. CALL TO ORDER:**

Attendees: Commissioner Christina (Tori) Morgan, President  
Commissioner Glenn Block, Vice President  
Commissioner David L. Bond, Assist. Secretary  
Commissioner Matthew J. Mulqueen  
Commissioner Mark Pinsley  
Renee Bickel, Township Manager  
Randy Cope, Director of Twp. Operations  
Chief Glen Dorney, SWT Police  
Brooke Neve, Director of Finance  
Tracy Fehnel, Executive Assistant

**2. PLEDGE OF ALLEGIANCE**

- 3. NOTIFICATION:** All public sessions of the South Whitehall Township Board of Commissioners are electronically recorded. The electronic record is kept until the minutes of the meeting are approved and destroyed if a request is not made to retain the electronic version at that time.

Township Manager Renee Bickel started off by giving a brief overview of accomplishments in 2018 and some of the challenges we will face as we move into 2019.

**4. COURTESY OF THE FLOOR**

- 5. 2019 BUDGET** - Finance Director, Brooke Neve presented the following regarding the 2019 Budget below:

**a. State Highway Aid Fund Review**

Grant Revenue for 2019 is \$729,418.

Proposed 2019 Budget - Total Expenses for State Highway Aid are: **\$924,950** vs. YTD Budget 2018 \$824,000, for an increase of \$100,950.

Salt – Increase of \$25,000  
Added in Small Tools/Minor Equipment – \$2,200  
Traffic Maintenance – Decrease of \$25,000  
Street Construction – Decrease of \$34,000  
Added Line Item for Bridge Maintenance - \$30,000

Major Machinery and Equipment – Increase of \$102,750. (2018 \$7,000 vs. ~~\$109,570~~)

Included in the \$109,570 in order of priority are:

1. (14) Honda Traffic Signal Generators	\$15,750	
2. Salt Shed Door	\$10,000	
3. (1) Tow-Behind Air Compressor	\$24,000	
4. Arrow Board (message board)	\$18,000	
<del>5. Blacktop Reclaimer</del>	<del>\$42,000</del>	
For a total of:	<b>\$109,750</b>	<b>\$67,750</b>

BOC decided #5 Blacktop Reclaimer, Amount \$42,000, was removed from above list.

Brooke explained that our expenses are more than our revenue. We are covering our deficit with our Estimated Cash Carryforward of \$356,659, which should leave an unappropriated reserve of \$161,127

Q: Do we have a lease plan for capital equipment? No, because currently there are no capital purchases at this point that would be on a payment plan.

No additional Qs regarding State Highway Aid.

**b. Refuse/Recycling Fund Review**

President Morgan explained that there are areas in the Township where residents are not happy with the service provided by Mascaro. Over the last year their service has changed—it has become sloppy. There are still problems with hand dumping and co-mingling of the recyclables. Renee said our contract does not require a mechanical arm. Commissioner Block said that whomever we decide to go with, we will need to fine tune the contract to take care of all these kinds of issues, along with the penalties. Renee said we will start with this bid sometime in June of next year, which is a very competitive bid.

Tori said that at the end of the day, if they cannot maintain staff or the quality of service, that is their problem, not ours. We are the residents paying for a service. It was pointed out that Chris is no longer doing the day-to-day operations at Mascaro. Dane Chapman is now handling the day-to-day operations.

Q: Toters – Commissioner Bond said there are a lot of bad toters out there. They need to be replaced if the truck cannot use them. He went on to say that new residents should be able to get a new toter at no cost, which we need to deliver, free of charge—we will pick up old one and drop off new one. The Board was in agreement with this.

Also, if someone calls up and says their toter was damaged and it is legitimate, we should give them a new one—said both Commissioners Morgan and Block. The Board was in agreement with this.

In the new contract there should be a clause if the hauler damages the toter, they should be responsible to replace it, not the resident.

Per Brooke Neve, the cost of toters is included in the "General Government Supplies".

Solid Waste Revenue increased by \$7,000. 2018 \$1,981,000 vs. 2019 \$1,988,000

Grant Revenue increased by \$7,762. 2018 \$91,187 vs. 2019 \$98,949

Deficit of **\$189,975**. Commissioners Block/Bond said we cannot continue to run at a deficit. Commissioner Mulqueen agreed, but said let's hold off until we go over the entire budget and then we can make decisions that need to be made.

Finance Director Brooke Neve said that historically we have not had a deficit in this fund. It was the year we started with the line item "Special Allocation". Township Manager Renee Bickel said we can adjust that. Let's note for the record that we did adjust it somewhat this year. We did not use the same allocation that we used last year.

Commissioner Bond feels the "Special Allocation" is a legitimate expense. You are going to have clean up after storms and things of this nature.

On another note, Commissioner Block said there is "Estimated Cash Carryforward" in the amount of \$366,505. He also agreed with Commissioner Mulqueen to let's see where we stand with the overall budget and then make decisions.

Some other items touched on briefly are as follows:

Leaf collection decreased \$15,000. 2018 \$65,000 vs. 2019 \$50,000

Randy said this is only for equipment.

Professional Services decreased by \$8,800. \$2018 \$10,000 vs. 2019 \$1,200

Portnoff was taken out of this.

Legal services increased \$20,000. 2018 \$5,000 vs. 2019 \$25,000

Advertising increased \$400.

Contracted Services (Mascaro) increased \$6,243. 2018 \$1,762,024 vs. \$2019 \$1,768,267

Bad Debt Expense decreased \$944. 2018 \$70,524 vs. 2019 \$69,580

SUMMARY: Proposed 2019 Budget

Total Revenue	\$2,110,689
Total Expense	<u>\$(2,300,664)</u>
<b>NET</b>	<b>\$(189,975)</b>
Estimated Cash Carryforward	\$366,505
Transfer to Capital	0
Transfer to General	<u>0</u>
<b>Unappropriated Reserve</b>	<b>\$176,529</b>

In closing – No changes to the Refuse Fund.

**c. Contributions**

Outside Entities Contribution Requests approved by Board as follows:

Clifford Park Seniors	\$750
Meals on Wheels	\$6,000
LV Active Life (Lehigh County Seniors)	\$750
Cetronia Senior Citizens	\$750
Treatment Trends	\$1,500
Parkland Elementary Wrestling Club	\$750
CACLV	0
Pocono Wildlife Rehab & Education Center	<u>\$300</u>
Total Contributions	<b>\$10,800</b>

Contribution – Emergency Services and Governmental Entities approved by Board as follows:

*Macungie Ambulance Rehab Unit	\$500
*North Penn Goodwill Service	\$1,000
*Tri-Clover Fire Company	\$25,000
Lehigh County Child Abuse Investigator	\$4,000
Cetronia Ambulance Corps	<u>\$30,000</u>
Total Contributions	<b>\$60,500</b>

*\*To come out of Fire Fund*

**d. General/Capital Overview**

6. **EXECUTIVE SESSION** – None.
  7. **ADJOURNMENT** – At 7:41P a MOTION was made by Commissioner Block, which was seconded by Commission Mulqueen to adjourn. All in favor; none opposed.
  8. **APPROVED: November 7, 2018** – A MOTON was made by Commissioner Mulqueen, which was seconded by Commissioner Bond, to approve the October 16, 2018, Budget Meeting Minutes. All in favor; none opposed.
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