

READING TOWNSHIP BOARD OF SUPERVISORS
SPECIAL MEETING
September 15, 2016

A special meeting of the Reading Township Board of Supervisors was held at the Township Building and called to order at 6:10 pm by Kevin Holtzinger, Chairman. Marcia Weaver, Vice-Chairperson, and Donald Kauffman, Supervisor, were present and Chairman Holtzinger presiding over the meeting. Marcia Weaver took the minutes for the meeting.

Others in attendance included Gary Bullock, Emergency Management Coordinator; Emmert Hartzell, Finance Committee, Hampton Fire Company; Kim Dissinger, Director of Public Works and Jason Grim, Road Foreman.

The purpose of the workshop meeting was to review department requests for preparations of the 2017 budget.

Public Comments

There was no public attendance at the advertised meeting.

2016 Budget

Mr. Dissinger wants to use liquid fuels money for a new salt shed because the cost is now expected to exceed the \$50,000 that was originally budgeted. He estimates the cost now to be approximately \$57,000. Ms. Weaver stated that \$29,000 had been removed from the Building Maintenance Capital Reserve CD upon its maturity in June, as previously budgeted, and placed in the General Fund for this purpose. These funds were to be combined with \$21,000 from the General Fund to build a new salt shed this year. Mr. Dissinger stated he also wants a way to track salaries.

2017 Budget

Liquid Fuels (State) Fund

Mr. Grim presented a "Liquid Fuels Fund Proposal & Analysis Report" showing the estimated costs of \$57,000 for the salt shed and a new service truck payment of \$20,000 for 2016, although these costs were not requested or budgeted for the 2016 Liquid Fuels Fund. For 2017, the report shows an estimated \$155,000 for the Hampton Alleys Overlay Project and a second service truck payment of \$20,000. For 2018, the report shows an estimated \$300,000 for the Church Road Project and a third service truck payment of \$20,000.

General Fund

Ms. Weaver provided the Board with a budget time table and two General Fund reports that included a "Budget vs. Actual Report" and a "Balance Sheet Previous Year Comparison Report".

- **Public Works**

Mr. Grim presented a "Proposed Budget Report" totaling approximately \$748,612. This amount also included the salt shed and Hampton Alleys Overlay Project. Their biggest priorities are the Hampton Alleys Overlay Project, a new service maintenance truck, and the Church Road Project. Mr. Dissinger stated that both the sod loader and the grader have been leaking fluid for years. He was asked by Chairman Holtzinger to obtain quotes for these repairs. Mr. Dissinger stated he does not like the idea of having seasonal employees and wants the seasonal help to be permanent part-time help.

- **Emergency Management**

Mr. Bullock requested that he carry over the same budget amounts in 2016 for his 2017 budget.

- **Hampton Fire Company**

Emmert Hartzell reported the fire company now has a 3-member finance board. Less than 30% of the population responds to their requests for contributions. Utilities run approximately \$24,000/year. The 10 Week Club and Fun Night have run their course and they will no longer have those events. They are unable to find anyone willing to do the wedding receptions anymore.

- **Police Department**
No requests were received from the Police Department.
- **Administration**
No request were made from Administration

Lease Agreements

Adams County currently pays rent of \$1,400 per month for the Magistrate's Office. The Church Lease Agreement expired, however they have not asked for another extension and they continue to pay \$400 each month for rent. The congregation is also responsible for all utilities. Ms. Weaver suggested they have a month to month agreement rather than every 6 months. No increases in the rent amounts were discussed.

Capital Reserve CD Accounts

Current Balances

Office Equipment	\$ 5,977
Building Maintenance	\$ 8,854
Police Vehicle	\$10,163
Public Works Equip.	\$15,130
Emergency Management	<u>\$ 3,062</u>
	\$43,186

Contributions to the Capital Reserve CD Accounts are pending further consideration at this time.

2017 Contributions

Contributions are pending further consideration at this time.

Non-Union Wages

The wages are pending further consideration at this time.

Mr. Dissinger inquired why Reading Township wasn't advertising and represented in the East Berlin Area Community Center's newsletter. He had no suggestions for an ad when asked by Chairman Holtzinger. Mr. Dissinger stated he was only given a 1% wage increase last year. He was told he would have over \$28,000 to spend for seasonal employees and he wanted to know what happened to the other \$3,000. Ms. Weaver replied that the amount he had to spend was \$25,000 and the additional amount included the employers cost of Social Security, Medicare and Workers Compensation on the \$25,000 and that is why the amount of \$28,863.00 was budgeted in 2016 for seasonal employees. Mr. Kauffman and Mr. Dissinger left the meeting.

Public Comments

There was no public attendance at the advertised meeting.

Adjournment

The meeting was adjourned at 7:45 pm on a motion by Chairman Holtzinger and seconded by Ms. Weaver; motion carried.

Respectfully Submitted,

Marcia V. Weaver
Secretary/Treasurer/Vice-Chairperson