

East Bradford Township Board of Supervisors Special Meeting Minutes September 10, 2020

A special meeting of the East Bradford Township Board of Supervisors (BOS) was held on September 10, 2020 for the purpose of discussing the 2021 Budget. In an effort to minimize public exposure to COVID-19 and maintain social distancing, the meeting was held via Zoom teleconferencing. A public notice was published in the Daily Local News on September 7, 2020.

Board members present:

Vincent M. Pompo, Esquire, Chair
John Snook, Vice Chair
J. Patrick Davis, Member

Board members absent: None

Staff/Professionals present:

Randy Behmke, Director of Public Works
Mandie Cantlin, Township Manager/Secretary
Mark Lucas, P.E., Township Engineer
Michael Lynch, Director of Finance
Rich Phifer, Property and Recreation Director

Staff/Professionals absent:

Andrea Campisi, Director of Planning and Zoning
Rich Hicks, Building Code Official/Fire Marshal/Codes Enforcement Officer/Deputy Zoning Officer

No guests were in attendance.

CALL TO ORDER: The meeting was called to order at 11:30 a.m. by Chair Pompo.

PUBLIC COMMENT: No comments were received during the meeting and no comments were received in advance of the meeting.

BUSINESS

1. 2021 Budget – The Board was in receipt of the most current drafts of the General, Capital, and Open Space budgets. Ms. Cantlin distributed a memo highlighting several broad topics and trends. The preliminary draft of the General Fund Budget has a projected deficit of about \$339,000 (this includes a \$550,000 transfer to the Capital Fund). The Board and staff discussed several of the significant budget categories:
 - a. Bridges and infrastructure (Reference Capital Fund 438). Several projects are slated for 2021:
 - Ashbridge Street culvert - \$500,000
 - Highland Road culvert - \$250,000
 - Cann Road culvert - \$40,000
 - Ravine Road Repair - \$10,000

After discussion, the Board agreed to:

- Reduce the Ashbridge Street culvert allocation by \$50,000 to \$450,000. Mr. Lucas and Mr. Behmke will be visiting similar projects this month to determine whether the proposed repair appears to be a viable solution. If it is not, the 2021 and 2022 budgets will be adjusted.
- Leave the Highland Road culvert project in the 2021 Budget for \$250,000.
- Push the Cann Road culvert repair to 2022.
- Leave the Ravine Road bridge repair in the budget for \$10,000.

- b. Vehicles and equipment (Reference Capital Fund 430.740). There are seven pieces of equipment and/or vehicles that are due for replacement (and one new item) in 2021 (listed in order of priority):

- Trackless mower - \$180,000
- 2003 International dump truck- \$170,000
- Tow-behind air compressor - \$21,000 (new item)
- Exmark 0-turn mower - \$14,000
- 2013 utility pick-up truck - \$65,000
- 2000 John Deere gator - \$15,000
- 2013 pick-up truck - \$55,000

After discussion, the Board agreed to:

- Leave the first three items in the budget (trackless, dump, and air compressor) for a total of \$371,000.
- Push the remaining items (mower, pick-ups, and gator; \$149,000) to 2022.

- c. Staffing (Reference General Fund 402, 405, 407.300, 430). In anticipation of some internal adjustments to provide for finance support and augment park and stewardship staffing, a placeholder for a new public works employee was included in the initial draft. However, after discussion, the Board agreed that there are too many unknown factors to budget for a position. Therefore, if a new position is needed mid-year, the Board will consider a budget amendment at that time.

- d. Technology (Reference Capital Fund 407.700, 409.700). Ms. Cantlin will be obtaining additional information this month with regards to technology. Therefore, the Board can consider this further in October.

- e. Parks and recreation (Reference General and Capital Funds 454). There are several projects – planned or in the pipeline – for 2021:

- Trail connecting East Bradford Elementary to Copeland School Park (through the campus) (covered by the General Fund)
- Shaw's Bridge kayak launch
- Tennis court resurfacing
- Strode's Barn restoration planning
- Plum Run corridor engineering

After discussion, the Board agreed to:

- Keep the East Bradford Elementary trail connection in the budget.
- Budget \$15,000 for the Shaw's Bridge kayak launch (and anticipate \$10,000 on the revenue side for grant funding). This should be enough to cover engineering. The remainder of the project would be pushed to 2022 (another \$15,000).
- Keep the tennis court resurfacing in the budget for \$40,000.
- Discuss the Strode's Barn restoration further in October, once Mr. Phifer has additional information.
- Keep the Plum Run project in the budget (\$140,000; mostly offset by grants).

- f. Planning and codes (General Fund 414.400, 416 and Capital Fund 430.600). There are several planning/code related efforts that are anticipated in the draft budget:

- Increase in costs associated with code update efforts
- Historic design guidelines (will likely be offset by grant funding in 2022)
- Early investigation into accommodating a stockpiling location at the Township camps

The Board agreed to leave these items in the budget. Ms. Cantlin suggested postponing the Open Space, Recreation, and Environmental Resources Plan update effort until 2021-2022.

- g. Ambulance Support (General Fund 412). Mr. Davis asked to increase the contribution to Good Fellowship Ambulance from \$12,500 to \$15,000.

Mr. Lynch will input the changes discussed into the budget and staff will summarize the cause/rational for notable changes to individual line items in the General Fund in preparation for October.

In closing, Mr. Lynch shared his observations and recommendations. The property tax millage was increased in 2020 to 1.5 mills. No property tax increase is planned for 2021. He continues to recommend a minimum .25 mill property tax increase for both 2022 and 2024 to stabilize the current budget condition, subject to annual monitoring and evaluation. Mr. Lynch recommends an increase in Capital Reserve funding. The most recent five-year phase-in strategy included an 27% annual increase in capital reserve funding (from the General Fund) in the amount of \$150,000 (from \$550,000 to \$700,000). However, under the current economic conditions increased funding of the Capital Reserve Fund does not appear doable. Mr. Lynch asked the Board to consider a capital infusion of \$1M to \$1.5M from the Capital Investment Fund to the Capital Reserve Fund.

EXECUTIVE SESSION: The Board met in executive session along with staff from 1:45 p.m. to 2:15 p.m. to discuss real estate matters.

ADJOURNMENT / CONTINUANCE: At approximately 2:15 p.m. the Board unanimously agreed to adjourn the meeting. There was no discussion and no public comment and the motion passed unanimously.

Mandie Cantlin, Secretary