



Upper Uwchlan Township
Board of Supervisors,
Draft 2020 Budget Workshop
November 12, 2019
4:00 p.m.
Minutes
Approved

In attendance:

Guy Donatelli, Chair
Sandy D'Amico, Vice-Chair

Supervisor Elect Jenn Baxter

Shanna Lodge, Assistant Township Manager
Gwen Jonik, Township Secretary
Jill Bukata, Treasurer
John DeMarco, Police Chief
Mike Heckman, Director of Public Works
Steve Poley, Foreman

Guy Donatelli called the Workshop to order at 4:03 p.m., led the Pledge of Allegiance and offered a moment of silence. No one planned to audio or video record the Workshop. He announced Jamie Goncharoff would not be in attendance, and that an Executive Session was held November 4, 2019, regarding personnel.

Mr. Donatelli moved to Open Session, to accommodate the citizen in attendance.

Open Session

Lou Lanzalotto made comments regarding lighting the baseball fields at Hickory Park. He'll acquire quotes for discussion in January. He commented on safety of the location of the Park Road Trail crosswalk near Moore Road. Shanna Lodge will review this with the traffic engineers.

Resolutions

Guy Donatelli moved, seconded by Sandy D'Amico, to adopt Resolution # 11-12-19-11 which appoints Shanna Lodge as Acting Township Manager, Pension Plan Administrator, Trustee for the Delaware Valley Workers Compensation Trust, Insurance Trust and Health Trust, and as the Township's Alternate Representative for the Chester County Tax Collection Committee. The Motion carried unanimously.

Guy Donatelli moved, seconded by Sandy D'Amico, to adopt Resolution # 11-12-19-12 which appoints Jill Bukata as the Township's Representative for the Chester County Tax Collection Committee. The Motion carried unanimously.

Policies

Balanced Budget Policy. Jill Bukata advised the Township has always had a balanced budget but did not have a formal policy. This Policy provides guidance and ensures that there's a common understanding among the elected officials, staff and the community concerning what a structurally balanced budget is, and the Township's intent to maintain it from year to year. It demonstrates a commitment to long-term financial planning and sound fiscal policy. Such a Policy is recommended by the Government Finance Officers Association. Guy Donatelli moved, seconded by Sandy D'Amico, to adopt the *Policy For Maintaining A Structurally Balanced Budget*. The Motion carried unanimously.

Contribution Policy. Shanna Lodge advised that on occasion, the Board of Supervisors is asked to make contributions to non-profit organizations which serve the residents of the Township and this Policy will serve as a general guideline for approving or disapproving requests from outside agencies for contributions by the Township, using public funds. Sandy D'Amico questioned whether the Township had ever made a contribution that would be negated by this Policy and the answer was no. Guy Donatelli moved, seconded by Sandy D'Amico, to adopt the *Contribution Policy*. The Motion carried unanimously.

Township Manager's Report

Shanna Lodge provided an update of the Park Road reconstruction and trail project, from Hickory Park to Marsh Creek State Park. The trail is 90% complete, with a few outstanding landscaping and punchlist items. Jenn Baxter asked about a resident's concern regarding stormwater runoff. Shanna Lodge, Cary Vargo and the Contractor met with the resident and addressed all concerns.

The Township building construction is a few weeks behind schedule with site work, the trailer has been removed as the construction office has been moved inside, the windows will be installed late this week, the existing parking areas may have to be fully repaved (\$30,000+) as the condition of the base isn't consistent throughout and is deteriorating.

PaDEP approval has been received for the Minor Act 537 Revision Plan, for the Byers Road sanitary sewer extension, and Vantage Point Retirement Living received Sewage Facility Planning Module approval.

The Upland Farms house mold remediation project is going well and is almost complete. The house will then be re-assessed for mold, followed by asbestos and lead stabilization.

Draft 2020 Budget

General Fund. Jill Bukata provided a brief overview of the budget, proposed very conservatively, as in the past. The draft budget includes excellent cash reserves, \$700,000 in liquid funds, medical plan costs are stable, salary increases across all departments, minimal increase in pension plan costs, increased earned income tax revenue, salaries for a new Township Manager, a new Codes Administrator as Al Gaspari plans to retire in 2020, and a new part-time police officer, and new debt (\$370,000 obligation). Guy Donatelli inquired whether debt could be paid down with the additional earned income tax revenues this year. Jill Bukata advised there was potential to pay down the street sweeper.

The Capital Fund budget proposes improvements at Upland Farms Park -- adaptive reuse of the barn, phased improvements and connecting both house and barn to public sewer (\$93,000 estimated), engaging a construction management company for the barn construction projects; upgrading Hickory Park parking lot lighting for safety, and possibly the basketball and tennis courts. The baseball field lighting has a lower priority because it won't extend the season significantly, concerns with glare impacting turnpike traffic, impact to neighboring residences. Updated quotes are needed for all lighting, due to changes in technology, and the need to upgrade the electrical service throughout the Park. The pavilion at Hickory Park needs repair or replacement (\$50,000) and installation of security cameras. Other capital fund projects include: engineering a tot lot for Fellowship Fields, for potential construction in 2021; completing the Township building construction and purchasing office furniture; replacing a police department SUV and motorcycle; replacing Public Works equipment, such as the 1993 truck; heating and electrical service for the recently constructed public works garage; repair/replacement of traffic lights; and purchasing a trail-size vacuum truck for maintenance of the Park Road trail.

Water Resource Protection Fund. Jill Bukata advised the next phase of the water resource protection program will be to further educate the public and business leaders. We need to spend

more money on storm water infrastructure installation - repair – replacement, separate from the road work, and we don't have the manpower to do so. The Board had previously discussed implementing a fee specifically for water resource protection measures. A consultant would work with us to establish a fee, most likely based on the amount of impervious coverage on a property. With separate manpower and funding, paving projects wouldn't fall behind. Perhaps establish a water resource protection crew beginning with a foreman the first year, to educate and assess, and add 1-2 personnel in subsequent years.

At the conclusion of this discussion, Guy Donatelli moved to publish the Draft 2020 Budget. Sandy D'Amico seconded and the Motion carried unanimously.

Open Session

Gwen Jonik noted that the Hankin Group was sponsoring a Toys For Tots collection in the lobby of 415 Eagleview Boulevard, and the Census Bureau is recruiting census takers for the 2020 Census – information is posted on the Township website and in the Office lobby.

Adjournment

There being no further business to be brought before the Board, Guy Donatelli adjourned the Workshop at 5:35 p.m.

Respectfully submitted,

Gwen A. Jonik
Township Secretary