

**SOUTH STRABANE TOWNSHIP
BOARD OF SUPERVISORS BUDGET MEETING**

October 7, 2019

APPROVED MEETING MINUTES

1. CALL TO ORDER

The October 7, 2019 Budget Meeting of the South Strabane Township Board of Supervisors (Board) came to order at 6:00 p.m. in the Mae C. Reynolds Meeting Room of the Municipal Building (550 Washington Road).

The following were present:

Board of Supervisors Rich Luketich, Chairman, Bob Weber, Vice Chairman; Bracken Burns; Thomas Moore; and Laynee Zipko.

Also Present Township Manager Brandon Stanick; Assistant to the Township Manager Patrick Conners; and Financial Analyst Marie Coffman

No visitors were in attendance.

2. PUBLIC COMMENT

Vice-Chair Weber stated the Board allocates a period of time during this item for those individuals who would like the opportunity to address the Board on any matter. Each person addressing the Board is asked to limit their comments to a maximum of three (3) minutes.

There were no Public Comments.

3. REVIEW OF PROJECTED REVENUES AND COMPREHENSIVE FEE SCHEDULE

Township Manager Stanick discussed the budgetary strategy for the 2020 fiscal year highlighting goals of transparency and establishing a Capital Fund which would include public works projects and municipal infrastructure. He also highlighted the desire to establish a 5-year capital improvement plan and increased municipal savings for large purchases. He stated that all three respective pension accounts (Police, Fire, Non-Uniform) would be separated in order to allow for a more comprehensive analysis. He highlighted that all departmental health care expenditures will be presented per department to better understand the full costs associated with providing services.

Township Manager Stanick continued by discussing the establishment of an Act 101 fund which will allow the Township to focus on recycling programming and will assist in various sustainability initiatives. He highlighted that Staff will continue to standardize accounting procedures with overarching goals of clarifying language and improving internal record keeping. He reported that

concerning the Budget, a more analytical approach will be taken moving forward with increased illustrations and graphs to assist in financial evaluation.

Township Manager Stanick reported it is a goal to establish escrow accounts for various applications including planning and site review as well as zoning variances. Mr. Burns inquired if the Township could accrue interest while the escrow is on file. Township Manager Stanick highlighted that any generated interest would be minimal and be the Applicant's.

Assistant to the Township Manager Connors then discussed the 2019 fee schedule highlighting various areas which may be altered for 2020. He highlighted park and ballfield rentals as areas for increased revenue growth moving forward. Mr. Weber stated he would like Staff to evaluate what surrounding municipalities are charging for field rentals (baseball and multi -purpose). Assistant to the Township Manager Connors also discussed increasing fees associated with no-lien letters, and dye test applications. He highlighted the fire inspection and sign review fees are under evaluation. It is also a desire of Administration to consolidate and simplify many of the tables in the current fee schedule. He concluded by reporting that a proposed 2020 fee schedule would be presented at an upcoming budgetary meeting.

Township Manager Stanick discussed the line items associated with municipal revenues including real estate, local enabling, per capita, real estate transfer, and mercantile taxes. He reported that overall revenues are projected to be similar year over year in 2020. Mr. Burns inquired why code and violation revenues were substantially lower in 2019 when compared to 2018. Township Manager Stanick stated that he would look further into the matter. Mr. Burns also inquired about potential grant funding opportunities. Township Manager Stanick outlined various Grant programs that the Township routinely applies for and stated a more comprehensive list can be provided to the Board. He then briefly discussed the need to update Community Park's Master Plan which was originally adopted in 2001.

Township Manager Stanick then reported on building permit revenues, highlighting that this specific revenue source is difficult to predict. Mr. Weber inquired regarding landlord occupancy permit fees. Township Manager Stanick stated that it is an annual fee paid to the Township. He highlighted that letters and informational forms are now sent to landlords annually, as well as improved coordination efforts to document rental properties between Code Enforcement and Administration to improve compliance. Chair Luketich inquired regarding fire hydrant fees. Township Manager Stanick stated that he would need to investigate the matter further. He next discussed Act 13 and gaming funds highlighting that Police Department overtime wages are currently being supplemented with Act 13 revenues. Mr. Weber inquired regarding Fire Relief funding. Township Manager Stanick reported that the Township transfers associated Fire Relief funds to the Volunteer Fire Department per state law.

4. NEXT BUDGET MEETING

Township Manager Stanick reported the next Budget Meeting would take place on Monday October 14th at 6:00 p.m. He highlighted that topics of discussion will include Public Works,

Code Enforcement, and Police Department expenditures. He stated that Chief Hilk, Public Works Director Grego, and Code Enforcement Officer Barnes will be in attendance.

5. ADJOURNMENT

Mr. Weber moved to adjourn the meeting. Mr. Moore seconded the motion. The motion passed on a unanimous voice vote and the meeting adjourned at 7:02 p.m.

Respectfully submitted,

Brandon J. Stanick
Township Manager