

PLUMSTEAD TOWNSHIP BOARD OF SUPERVISORS

November 13, 2018

Meeting Minutes

The public meeting of the Plumstead Township Board of Supervisors was held on Tuesday, November 13, 2018 at 7:30 p.m. at the Plumstead Township Municipal Building, 5186 Stump Road, Plumsteadville, PA

Present:

Brian Trymbiski

Chair

Nick Lykon

Secretary

Daniel Hilferty

Asst. Secretary/Asst. Treasurer

Jonathan J. Reiss, Esq.

Township Solicitor

Timothy Fulmer, P.E.

Township Engineer

Carolyn McCreary

Township Manager

Absent:

Peter Busillo

Vice Chair and Treasurer

Darren Carroll

Member

Mr. Trymbiski called the meeting to order at 7:30 p.m. followed by a moment of silence and the Pledge of Allegiance.

CALENDAR AND ANNOUNCEMENTS:

The EAC meets on November 14. The Planning Commission meets on November 15. The Historic Advisory Committee meets on November 19. The Board of Supervisors Worksession scheduled for November 29 is cancelled. Mr. Trymbiski welcomed Cub Scouts Troop 6 to the meeting along with their Troop leaders. The Scouts are working on their Build a Better World merit badge.

PUBLIC COMMENT: None

ENGINEER'S REPORT: Timothy Fulmer, P.E.

- 1. Airgas Land Development:** Kellie McGowan, Esq. and Ted Grewe with Airgas spoke to the Board about the proposed land development. This plan involves a 52,000 SF building explanation in the rear of the existing building with the existing access remaining unchanged. Ms. McGowan noted the plan has received multiple review letters and was before the Planning Commission on two separate occasions, receiving a recommendation for preliminary/final approval at the October meeting. Ms. McGowan reviewed the waivers requested in her 09/27/18 correspondence to the Township, noting the applicant is agreeable to a capital contribution valued at 50% of the waived roadway improvements. Mr. Grewe stated they are requesting three (3) EDUS, but it was determined only two (2) will be needed. **Motion** by Mr. Hilferty, seconded by Mr. Lykon to grant preliminary/final approval of the land development plan conditioned on receipt of the capital contribution of 50% of the value of the waived roadway improvements, improvements made to the roadside swale subject to the Township Engineer's review, stabilization of the steep slope, the requirement of a traffic impact study noted on the record plan if there is a change in use or additional expansion, a capital contribution of 50% of the value of 3% of the plantings required as part of the reforestation, and subject to the 10/11/18 C. Robert Wynn Associates review letter, the 10/29/18 Stubbe Consulting

LLC review letter, the 10/29/18 Gilmore & Associates review letter and the assignment of two (2) EDUs. With no additional comment, all voted in favor 3-0.

2. **EDU Request – Applebutter and German Rds.:** Mr. Fulmer reminded the Board this is a two-lot subdivision, and the Board previously considered the request for EDUs. He noted the Board granted final approval for the subdivision, and the planning module was approved by PADEP. Jason Smeland, owner of the property spoke to the Board about his request for connection to the public sanitary sewer system, stating he is since both lots can be served by on-site septic systems connecting them to the public sewer system will not increase density. **Motion** by Mr. Lykon, seconded by Mr. Trymbiski to allocate two (2) EDUs conditioned on the plan being amended to show connection to the public sanitary sewer system, the planning module being revised and submitted to the Township and Bucks County Water & Sewer Authority (BCWSA), and receiving approval from PADEP. Mr. Lykon stated he believes this plan is in compliance with the BCWSA settlement agreement. Mr. Hilferty expressed concern about any precedent that would be set if the connections are approved when on-site septic is a viable alternative. With no additional comment, all voted in favor 3-0.
3. **Carriage Hill:** Mr. Fulmer advised the Board the Township received a letter from John VanLuvanee, Esq. on behalf of the developer requesting the Board direct its professionals to inspect the improvements for which financial security is being held. He stated this would involve the Township’s lighting consultant, arborist, water engineer and his office. **Motion** by Mr. Hilferty, seconded by Mr. Lykon to authorize the inspections by the Township professionals and share any punchlists produced with the HOA. With no additional comment, all voted in favor 3-0.

SOLICITOR’S REPORT: Jonathan Reiss, Esq.

1. **Zoning Hearing Board Application – 4095 Ferry Rd.:** Mr. Reiss reviewed the details of the application for the property, noting the applicant is appealing the decision of the Zoning Officer denying their application for a commercial facility use (D2) in the neighborhood commercial zoning district. He stated the Zoning Officer sent a letter the business owner when the location of the business was brought to his attention. The business opened without obtaining a zoning permit, and therefore does not have a certificate of occupancy. The applicant is also seeking a use variance in the event the Zoning Hearing Board upholds the determination of the Zoning Officer. Mr. Trymbiski suggested the Township send a letter in support of the application, but did not receive consensus from the other Board members. The application will be heard by the Zoning Hearing Board with no Township input, and render a decision based on the testimony provided.

ADMINISTRATIVE REPORT: Carolyn McCreary, Township Manager:

1. **WalkWorks Grant Application:** Ms. McCreary presented Resolution 2018-32, which if adopted would authorize the Township to submit the grant application for the Plumsteadville Village planning and require a \$1,250 match. **Motion** by Mr. Lykon, seconded by Mr. Hilferty to adopt Resolution 2018-32. With no additional comment, all voted in favor 3-0.
2. **Towing Contract:** Ms. McCreary reviewed the details of the Township’s solicitation for quotes for the 2018-2019 winter storm towing. She noted two of those contacted responded, two did not respond to the request, one stated that were unable to provide the service at this time. **Motion** by Mr. Hilferty, seconded by Mr. Lykon to award the towing contracts to Jim Jacobs Towing & Garage and Michael’s Garage. Towing will be \$175.00, storage is \$50.00 and the removal of portable basketball nets from Township roads will be \$100.00. With no additional comment, all voted in favor 3-0.

- 3. Old Easton Road Bridge:** Ms. McCreary reviewed the details of the bids received for the replacement of the bridge in Dyerstown. She stated all bids were submitted electronically through PENNBID, and there were seven (7) bidders. Bids ranged from \$1,658,222 to \$2,249,000. She stated the bids were being reviewed for completeness and accuracy with a recommended award being planned for the 11/27 Board of Supervisors public meeting.
- 4. Summer Hill Well:** Ms. McCreary informed the Board the recent testing of well no. 7 showed elevated radionuclides similar to well no. 6. She stated staff is obtaining quotes to place a system on the well in order to avoid having to take it offline if the next round of testing showed the same levels.
- 5. December meetings:** Ms. McCreary asked the Board about their availability for the scheduled meetings in December, noting the budget could be adopted as early as the December 11 meeting. She stated last year the Board's second meeting was one week later due to the Christmas holiday, which would mean the Board may possibly meet on December 18 to avoid having to meet on December 27. Board consensus was to hold the second meeting on the 18th only if needed.

Ms. McCreary stated she had two items for Executive Session involving real estate and personnel.

2019 BUDGET PRESENTATION:

Ms. McCreary provided the Board with a detailed line-by-line budget for all the Township funds, and supplemented that information with a PowerPoint presentation to provide a broader picture of the Township's financial structure and some of the key components that affect the budget, particularly involving the General Fund. She reviewed the timeline in the budget process, noting it began in July with a details review of the first two quarters of this year's financial activity. She reminded the Board they also reviewed the proposed infrastructure projects in August, and capital projects/expenditures in September. The presentation also included details of the Township's real estate tax millage and how it is allocated, an analysis of General Fund revenues and expenditures, highlights if the 2019 proposed expenditures in all funds and a comparison of Township operations and finances in 2009 compared with the 2019 proposed budget. Ms. McCreary reviewed details of each of the Township's funds, taking questions from the Board concerning projected revenue, expenditures and level of reserves. She pointed out the budget she is proposing is based on the same millage rate of 14.94 as the prior year, noting the millage was increased by 1 mill for general purposes as part of the 2018 budget. She stated that the proposed operating expenditures in the 2019 General Fund budget are 1.2% higher than the 2018 budget. However, when you factor in one-time expenditures relating to the buildings it is increasing by 6.8% over the 2018 budget. She noted that based on the current YTD revenue and calculating what percentage of total it represents using 2017 revenue at the same time and at year end she is estimating earned income revenue of \$3.36 million with transfer taxes estimated to be \$550,000 based on YTD activity. Ms. McCreary noted she has adjusted permit revenue based on YTD activity, noting new construction has decreased in the Township. She stated that all departments continue to work towards providing efficient and cost effective operations, evaluating changing service providers when appropriate like trash/recycling removal. Ms. McCreary reported the largest single expenditure area in the budget is the Police Department, which is budgeted at \$3,330,254 and represents 51% of the proposed expenditures. She stated that 95% of the department's budget is for wages/benefits and insurance requirements like property, Police professional liability and workers' compensation. She reminded the Board that the capital relating to the Police Department is paid out of the Local Services Tax Fund and totals \$154,850 with two new vehicles being proposed to replace older ones in 2019. She

outlined the other department's expenditures and increase or decrease over the prior year, noting that the Public Works Department continues to comprise 14% of the budget with Administration (including the buildings) comprising 10% of the budget. Ms. McCreary described the trend in real estate tax revenue, pointing out that the Township's assessed valuation had increased by only .9% since this time last year. She reviewed the allocation of the current real estate tax millage. She noted that 55% of the real estate taxes collected by the Township are for debt service, the majority relating to past open space referendums approved by the voters, 7% for the two (2) volunteer fire companies, 3% for ambulance service and 1% for future open space acquisitions as the bond proceeds have been depleted. She stated that one mil generates about \$218,660 in revenue. She pointed out that the Township's real estate taxes represent 9% of the total real estate taxes paid by a property owner, with 77% going to the School District and the remaining 14% to the County. Ms. McCreary closed her presentation by explaining the options to the Board concerning the advertisement of the budget, noting it could be authorized for advertisement as presented, or authorized for advertisement with changes per the Board's discussion this evening. The Board discussed the use of reserves to offset certain expenditures including using Mr. Trymbiski's suggestion to use the walking path/sidewalk capital contributions to offset expenditures in the Capital Fund along with Mr. Hilferty recommending using \$23,000 from the Park & Recreation Fund to offset the Township's required match for the Gardenville Fields project. Mr. Lykon recommended the Board consider allocating a greater portion of the Public Works Director's salary to the Water Fund and a portion of the Township Manager's based on her oversight of the operations and employees. Mr. Hilferty expressed concern about creating more of a shortfall in the Water Fund, which could result in a rate increase. Ms. McCreary stated this allocation would represent about \$58,700. She stated this could be allocated, but not used until the operations of the Water Fund were reviewed after two quarters. She reminded the Board the last rate increase was in 2017 and per the prior Board's direction rates are evaluated every couple of years to avoid a large increase. Mr. Lykon distributed documentation supporting his estimation of what the earned income tax revenue should be budgeted for in 2019, stating if the calculation is made based on 2017 activity there would only be a projected 1.4% increase between 2017 and 2018. It was determined Mr. Lykon's estimation was \$54,107 more than what is in the proposed budget. Mr. Trymbiski suggested amending the budget to allocate the reserves as described, allocating personnel costs as described into the Water Fund, and leaving the earned income tax revenue as proposed since the difference in the two calculations was not significant. **Motion** by Mr. Lykon, seconded by Mr. Trymbiski to authorize the advertisement of the 2019 proposed budget as amended. With no additional comment, all voted in favor 3-0.

PAYMENT OF BILLS: **Motion** by Mr. Hilferty, seconded by Mr. Lykon to approve the bills list and addendum dated 11/13/18 subject to audit. With no additional comment, all voted in favor 3-0. The amounts on the bills list are as follows: General Fund - \$159,525.20 and addendum of \$255.00, Water Fund - \$25,035.04, Capital Reserve Fund - \$135,335.39, State Liquid Fuels Fund - \$4,118.71, Developer's Escrow Fund - \$4,927.41, Construction Escrow Fund - \$2,350.00, Zoning Hearing Board Escrow Fund - \$1,691.16

APPROVAL OF MINUTES: **Motion** by Mr. Hilferty, seconded by Mr. Lykon to approve the minutes of the 10/23/18 meeting. With no additional comment, all voted in favor 3-0

OLD BUSINESS:

North Wales Water Authority: Ms. McCreary sought and received Board consensus for the Solicitor to review the proposed agreement to interconnect the Carriage Hill and Patriots Ridge residential developments to the Forest Park water treatment facility. She explained once the agreement was reviewed comments would be shared with the Executive Director of the Authority.

NEW BUSINESS: None

PUBLIC COMMENT: None

ADJOURNMENT: **Motion** by Mr. Lykon, seconded by Mr. Hilferty to adjourn into Executive Session at 10:33 p.m. With no additional comment, all voted in favor 3-0.

Respectfully submitted,

Carolyn McCreary, Township Manager

Date Approved