

## **Upper Makefield Township Board of Supervisors October 14, 2013 Special Meeting Minutes**

The October 14, 2013 Special Meeting of the Upper Makefield Township Board of Supervisors was called to order by Chair Dan Rattigan at 7:06 p.m. In attendance were the following members of the Board of Supervisors: Chair Dan Rattigan, Vice Chair Bud Baldwin, Treasurer Mary Ryan, Member Larry S. Breeden and Member Tom Cino. Also in attendance were Township Manager Sally Slook, Assistant Township Manager Judy Caporiccio, Finance Director Sandy Wenitsky and Police Chief Mark Schmidt. Public Works Superintendent Bob Johnson and Planning & Zoning Director David Kuhns.

### **PUBLIC COMMENT**

There was no public comment.

### **CAPITAL RESERVE FUND**

Ms. Slook provided an overview of the draft Capital Reserve Fund. Discussion and comment followed regarding various line items in the Capital Fund.

Ms. Slook then reviewed the Upper Makefield Township Five-Year Capital Plan for the Departments of Public Works, Police and Administration. Mr. Johnson, Chief Schmidt and Mr. Kuhns answered questions related to their respective five-year capital plans. Members of the Board provided comment and recommendations. Further discussion followed concerning funding the capital plan, and the Board decided to maintain a balance in the General Fund of 25% of expenditures which is recommended by the GFOA (Government Finance Officers Association), which equates to \$1.4 million. The Board then directed the Township Manager to transfer an additional \$727,000 from the General Fund to fully fund the five-year capital improvement plan in the Preliminary 2014 Budget.

### **OPEN SPACE FUND DISCUSSION**

Ms. Slook then reviewed the Open Space Fund. Members of the Board provided comments throughout the presentation and discussed making an additional principal payment toward current debt service on the existing loan. The Board then directed the Township Manager to take the remaining balance of the General Fund excess monies and apply that amount toward the additional principal payment.

Further discussion followed concerning crediting future open space purchases towards the remaining \$2 million left on the referendum. The Board directed the Township Manager to consult with the Township Solicitor on the proper process to achieve this goal.

The Board then directed Township Manager to investigate options for refinancing the open space loan.

### **WATER/SEWER FUND DISCUSSION**

Ms. Slook provided an overview of the Heritage Hills Water/Sewer Fund and Dutchess Farms Water/Sewer Fund and said the Water/Sewer Engineer Mr. Zarko will provide a more detailed presentation of the Water/Sewer Funds, the Water/Sewer Capital Funds and the Five-Year Capital Fund at the October 15, 2013 regular meeting of the Board of Supervisors. Members of the Board provided comment throughout the presentation and asked that Mr. Zarko include in his discussion an explanation of the bill rate and confirmation of the five-year capital improvement plan figures.

### **PARK AND RECREATION FUND DISCUSSION**

Ms. Slook provided a review of the line items of the Park and Recreation Fund and the Park and Recreation Capital Fund. She noted that the capital expenditures at Brownsburg Park include

continued field remediation and construction of basketball and/or tennis courts consistent with the Master Plan. Also included are matching funds with Upper Makefield Youth Baseball for the construction of dugouts at Lookout Park.

**MISCELLANEOUS FUND DISCUSSION**

Ms. Slook presented a draft of the following funds: Fire Fund, Building Construction Fund, Riparian Restoration and Preservation Grant Fund, Tree Fund and Emergency Services Fund. Members of the Board provided comment and input. The Board requested that Ms. Slook ask the Township Auditor if the excess funds in the Building Construction Fund could be used to pay down the open space loan.

The Board then discussed the non-union employee salary increase for 2014, which Ms. Slook budgeted at 3 percent, and directed the Township Manager to reduce the increase to 2 percent. Mr. Breeden objected to the 2 percent increase in the absence of a lower healthcare premium.

Ms. Slook noted that the 2014 Preliminary Budget will be presented at the November 7, 2013 Board of Supervisors meeting and would then be available for public inspection.

**ADJOURNED**

The meeting was adjourned at 9:24 pm.

Approved: November 7, 2013