

**Upper Makefield Township Board of Supervisors**  
**October 23, 2012 Special Meeting Minutes**

The October 23, 2012 Special Meeting of the Upper Makefield Township Board of Supervisors was called to order by Chair Dan Rattigan at 7:47 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 Interim Township Manager David R. Nyman, Finance Director Sandy Wenitsky, Assistant to the Manager Judy Caporiccio, Police Chief Mark Schmidt and Water/Sewer Engineer Tom Zarko.

**PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE:**

Mr. Rattigan led in the recitation of the Pledge of Allegiance which was followed by a moment of silence.

**ANNOUNCEMENTS:**

Mr. Rattigan made the following announcements:

- The Board met in Executive Session October 18, 2012 to discuss personnel.
- The Board met in Executive Session tonight to discuss a land acquisition matter.
- The Next Board of Supervisors meeting is November 13, 2012 at 7:30 pm.

Mrs. Ryan requested that the Board hold a joint meeting with the EAC at 6:30 pm prior to the November 13, 2012 meeting.

**WATER/SEWER FUND DISCUSSION:**

Mr. Nyman provided an overview of the Heritage Hills Water/Sewer Fund and Dutchess Farms Water/Sewer Fund. Members of the Board provided comment throughout the presentation.

Mr. Tom Zarko led discussion on the proposed Capital Improvement Projects for the 2013 budget.

Mr. Breeden questioned the Engineering fees.

Mr. Baldwin noted that with the complexity and age of the infrastructure that we should maintain the expenditure at \$45,000.

Mr. Breeden suggested that with the projected fund balance that a fee rate reduction might be considered.

Mr. Cino noted that with no current reserve plan in place, it would be short-sighted to reduce fees.

Mr. Cino asked if we were considering any projects that would result in odor reduction.

Mr. Zarko will evaluate that concern and get back to the Board.

Mr. Zarko was also asked to update the 5 year capital plan and develop one for Dutchess Farms as well.

Mr. Cino requested Mr. Zarko to provide the Board with his recommendation for a realistic capital reserve for Dutchess Farms as well.

**MISCELLANEOUS FUND DISCUSSION:**

Mr. Nyman presented a draft of the following funds: Fire Fund, Building Construction Fund, Riparian Restoration and Preservation Grant Fund, Tree Fund, Emergency Services Fund, Grading Escrow Fund. Members of the board provided comment and input.

Mr. Nyman noted that the funds budgeted for Riparian Restoration are not for any specific project, but provides the Board with the amount available for potential projects.

Ms. Ryan suggested that some of the Tree Fund could be put toward replacing some of the trees at Brownsburg Park that have died as well as some of the trees proposed to be removed in Washington Crossing. The consensus of the Board was to request the EAC to develop a plan.

**PARK AND RECREATION FUND DISCUSSION:**

Mr. Nyman provided an overview of the Park and Recreation Fund and the Park and Recreation Capital Fund. Members of the board provided comment and input.

Mr. Nyman explained that the Capital Construction request of \$20,000 in the Park and Recreation Capital Budget was for soccer field remediation over the next several years, pending evaluation of the current test field remediation effort.

Ms. Ryan applauded the Park and Recreation Board for their efforts to economize on this effort.

**OPEN SPACE FUND DISCUSSION:**

Mr. Nyman reviewed the Open Space Fund with the Board, which provided input and comment.

Mr. Nyman noted that the funds budgeted for the acquisition of Open Space are not for any specific acquisition, but provides the Board with the amount available for potential acquisitions. He also reminded the Board that they have \$568,983 available through the Bucks County Municipal Open Space program.

**REVISED GENERAL FUND:**

Mr. Nyman then presented a revised draft of the General Fund, incorporating changes recommended by the Board of Supervisors at the first Budget Workshop meeting and noting that it was a balanced budget. Discussion followed regarding various revised line items in the General Fund budget.

**REVISED CAPITAL FUND**

Mr. Nyman provided a draft of the revised Capital Fund, which included revisions recommended by the Board of Supervisors. Discussion followed regarding various line items in the Capital Fund.

Mr. Nyman provided the Board with several bank proposals for borrowing enough money to fund the capital projects proposed, which would allow the Board to preserve the Capital Reserve Fund.

Mr. Breeden suggested purchasing a used truck rather than a new one.

Mr. Baldwin noted that you cannot be sure of maintenance and upkeep on a used vehicle, and since we keep trucks for over 20 years, we should purchase a new one.

Ms. Ryan noted that with the age of the truck being replaced, not replacing it and having it break down in a storm would be a real problem.

Mr. Cino noted that he supported the proposed capital purchases, but rather than taking a loan and paying interest, we make the purchases from the Capital Reserve Fund with the intention of transferring the total expenditure and possibly more from the General Fund cash balance near the end of the year (2013). He questioned the possible impact on the Township's credit rating should we acquire more debt.

Ms. Ryan added that we could borrow money later if it became necessary.

Mr. Breeden suggested that instead of spending the funds now on a wish list that the Board might consider a tax refund.

Mr. Nyman noted that the proposed capital items have been part of planned capital expenditures, and he did not consider them to be "wish list" items.

Mr. Breeden reminded the Board of a study done previously considering the privatization of the Public

Works department and suggested that with the amount of expenditures proposed for Public Works, that should be revisited.

Mr. Nyman noted that the Budget would be presented at the November 13, 2012 meeting for preliminary adoption and would then become available for public inspection. It was the consensus of the Board to consider the budget presented and reviewed tonight. Mr. Breeden agreed, noting that he still had concerns regarding the Public Works costs and spending down the Capital Reserve Fund but was willing to go along with the rest of the Board.

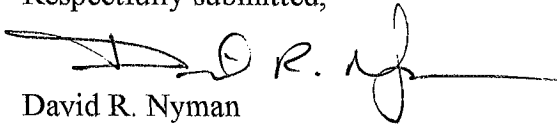
**PUBLIC COMMENT:**

There was no public comment.

**ADJOURNMENT:**

The meeting was declared adjourned at 9:08 p.m. following a motion by Mr. Baldwin, seconded by Ms. Ryan.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "D. R. Nyman", with a long horizontal line extending to the right.

David R. Nyman

Interim Township Manager

Approved: November 13, 2012