

The Workshop Meeting for the Moore Township Board of Supervisors (BOS) was called to order on Wednesday, October 12, 2022 by Chairman Daniel Piorkowski at 5:00 PM. The meeting was conducted at the municipal building. Members present were Chairman Daniel Piorkowski, Vice Chairman David Shaffer, Supervisor Michael Tirrell, and Township Manager Nicholas Steiner.

Approve Payment of Seal Coat Projects

Mr. Tirrell made a motion to approve the payment for the seal coat projects in the amount of \$123,519.64 to AMS

Mr. Shaffer seconded the motion

Public comment

None

Motion carried with all Supervisors present voting aye

Seasonal Snowplow Driver Rate

Mr. Albert Hawk is a seasonal employee working as needed in between school bus routes. He is interested in snowplowing for the Township. Mr. Steiner thought his rate of \$18.50 per hour should be increased for plowing snow to \$20 per hour. He thinks this was the rate in prior seasons. Mr. Tirrell said that is the rate for the road masters set by the auditors.

Mr. Shaffer made a motion for the seasonal snowplow rate to be \$20/hour for 2022-23

Mr. Tirrell seconded the motion

Public comment

None

Motion carried with all Supervisors present voting aye

2023 Budget

Beginning with the General Fund, Mr. Steiner projects an earned income tax increase of .06%. He thinks these projections are conservative. The real estate transfer tax was higher than usual this and last year. The housing market is expected to cool, so he took a conservative approach to this amount. Based on the conversation with the Supervisors, he increased this amount to \$200k for 2023. With regard to permits, Mr. Jason Harhart indicated rates are in line with surrounding communities with the exception of one fee at one municipality.

Mr. Steiner included the 2021 LSA reimbursement in 2023. The expense and reimbursement for LSA grants applied for in 2022 were included in 2023. Expenses incurred to pay for equipment up front and to pay municipalities for joint grants is included. The amount received by the municipalities to help purchase the equipment and the state grant reimbursement is included in revenue. Grants for police body cams, tasers, and bullet proof vests as well as an electronic recycling event is included in expenses and revenue.

Surplus rebates from health insurance are not expected to occur in 2023. Health/Prescription insurance is increasing about 12%. In 2021, the Township did not see an increase from 2020. In 2022, the Township rates decreased from 2021. Claims this year were unusually high. The deficit will be made up by the increased premium.

Revenue includes the remaining ARPA funds and a prior year balance carryover for the Church Rd culvert project and payment of asphalt. In 2023, asphalt will be moved from Liquid Fuels to the General Fund because to give the Township greater flexibility with how roads can be constructed. A corresponding move is the Freightliner and F550 payments will be moved to Liquid Fuels.

Mr. Tirrell asked about the revenue projected from the snack stands. Mr. Steiner did an average of past three years to get \$18,000. Mr. Tirrell said \$12,000 is a better number. He doesn't see them renting more fields than the current year noting Garcia Cup is now every three years.

Regarding expenses, dental and vision will stay the same. Workers' compensation for paid staff will increase about 6.8%, and volunteer fire decreased 3%. Mr. Steiner projected 5% increase for short term disability and life insurance until he gets information. General liability including property and vehicle increased 30% largely due to fire department updating replacement values on equipment. To offset the increase, the deductible for their vehicles will be \$2,500. Mr. Steiner is also waiting on finalized costs for cyber insurance. The insurance will be spread out differently among the departments noting he mapped out from the insurance binder the department responsibilities rather than use percentages applied in the past.

Non-contract employees pay was increased 3%. The Public Works contract is 2.5% and the police is 2.75%. The last couple years, they still applied 3% to non-contract employees. These positions include police chief, police secretary, public works director, zoning officer, zoning secretary, and township manager. For pensions, non-uniform employees receive \$3/hour up to 40 hours per week. The last time it was increased was January 2018. Prior to that, the amount was increased every year or every other year by small increments. In the 2023 budget, the amount is increased from \$3 to \$4. This amount is established by resolution at the beginning of the year. Mr. Piorkowski commented this increase may be long overdue.

The budget includes electronic locks for the municipal complex. Any time there is a turnover of elected officials, the locks should be changed. While keys are handed in, there's a chance duplicates are made. With electronic locks, a fob can be coded to allow entry into certain doors. They could also be given to regular service vendors, such as the cleaning person, or MTAA allowing access to certain areas on certain days and times. Estimates were included in public works, police, zoning, manager, and general building. Mr. Hoffman noted improvements to the police intercom system were also included. It is about \$3,500 per lock, but the existing doors could be retrofitted. If doors are replaced, they can be detached and affixed to new doors. In addition, they would need to update the regular locks in the event power goes out and generator doesn't work. Mr. Tirrell asked if they looked into cost of re-coring versus electronic locks. Mr. Steiner thinks it would be significantly cheaper to re-core, but there's a security component to the electronic locks.

The auditing section includes the ARPA consultant as well as the CPA. Special engineering is for the cost of architect or civil engineer for preliminary work if the Board decides to move forward with looking into a new or renovated building. After conversations, this amount was reduced. The municipal building includes an expense item for general repairs.

Police Department includes increases to handguns and accessories. Ammunition will be purchased every year instead of as needed due to supply issues. They also plan to replace the handguns and shotguns. Excluding the police secretary, pension is increasing about \$15k. Funding for upgraded computer equipment is included.

The fire department hasn't requested additional funding or proof for additional funding from the Township, so the contribution remained the same.

Planning and Zoning is running out of space and don't have keys for many of the filing cabinets. As files move into the public meeting room, cabinets will need to be locked. The budget includes funding for new filing cabinets.

The employee expected to retire in Public Works this year did not. Next year, he plans to retire by June. The salary for full-time recreation employees is split between Public Works and Recreation rather than included in just Public Works. The budget includes the opportunity for one of the seasonal workers to work full-time. Instead of part-time seasonal workers in 2023, there would be one full-time employee at the Recreation Center with another full-time employee helping as needed. Mr. Piorkowski thought they wouldn't replace anybody if they had a retirement. Mr. Steiner explained the retired employee would be replaced by a position at a lower pay scale. There could be one or two employees retiring by the end of 2023 or in 2024. A new trailer for about \$23,000 to replace the 2005 trailer is included. This trailer would haul the roller and skid loader. The Church Rd project and MS4 projects are budgeted at \$600,000. \$200,000 for asphalt to pave inhouse is included for 2023. They spent about \$140,000 in 2022.

For the Rec Center, funding was included for mulch around the fitness areas and asphalt on Lower Road, section to the pavilion lot, and other areas needing patching. Funds were also included for security cameras and infrastructure improvements for the cameras, minor repairs to the woodshed, and the resurfacing of the basketball courts. They could add two pickleball courts to one of the basketball courts if they move back the fencing. The basketball hoops also should be replaced. \$1,500 is included for Playground in the Park. The fertilizer treatment was kept the same as 2022. They plan to treat fewer areas but are anticipating fertilizer price increases. The Board asked to reduce the field treatment line item. Trail bridge repairs, backhoe attachment, and pole barn listed in the Rec Commission request was not included in the preliminary budget following conversations between Mr. Steiner and Mr. Hoffman. The security cameras were budgeted higher than the Rec Commission request based on estimates received by Mr. Steiner and Mr. Hoffman. Alternative holes for disc golf were not included as it wasn't in the Rec Commission request.

Historical includes annual pest control, electricity, and the items requested by Historical Commission. All the items marked 2022 were included in 2023. The splits between General Fund and Edelman School account reflect the Historical request. Schoolhouse signs should be finished before the end of 2022. Floor supplies, electrical wire fixtures, metal shield around the stove, and pipe for the stove were included in 2023. Ms. Charmaine Bartholomew and Mr. Jesse Longley represented the Historical Commission. They provided updated floor estimates including labor and material excluding sanding and finishing. They also asked if the Board would consider sealing the area underneath the floor with concrete as it currently only has shale to help with critter issues. It is estimated at \$2,000 to level the shale and place two inches of concrete. Additional changes discussed will be added to the Historical expense line items in the General Fund.

Under Conservation and Natural Resources, the Land & Environmental Protection Board (LEPB) open house invites and advertisements were included in addition to the Bushkill Stream Conservancy donation.

A conversation was had whether open space earned income tax funds can be used for maintenance of recreational areas not purchased with the funds following passage of Act 15. The Board decided to keep the recreation maintenance and admin for those properties within the General Fund.

The Enterprise account budget includes anticipated enterprise fees and balance carryover to replace the swing set at McCandless playground per the Rec Commission request. The commission did not request expenses out of the Topfer account. They requested funding for baseball lights to come out of the Haupt account. Mr. Steiner recommended the Rec Commission work with the Community Days Committee to find grants for a permanent band stand.

The commonwealth is estimating the Township will receive \$477,843 in Liquid Fuels funds. This is higher than that received in the current year. The budget relies on prior year balance of \$55,000. The vehicle payments were budgeted out of Liquid Fuels including an early payoff of the F550. He and Mr. Hoffman were planning to then pay off the Freightliner in 2024 to save on interest. Asphalt was moved to General Fund. Seal coating addresses maintenance areas one and three. The roads include N. Oaks, Derhammer, Bigley (between Glase and Scenic), Alpine, Vista, S. Mink (between SR946 and Scenic), Applebutter, Hillcrest, Crestview, and Horseshoe. They may also include center line painting going forward as roads are repaired. It's relatively cheap as the company usually completes the work by region. Funding for guiderail was included. They plan to update guiderails on roads being fixed and seal coated going forward. Trach Rd and portions of Bigley might be candidates to be vacated following drive around between Mr. Steiner, Mr. Hoffman, and the engineers on stone roads. Mr. Hoffman said they are looking at different surfaces for stone roads to decrease the amount of maintenance needed.

The Land Preservation Fund includes same percentage increase for earned income as General Fund. Proceeds from the sale of Schiavone farm is included in revenue. The LEPB budget requests were added for Schiavone Park. Professional services to install electrical was also included. Conservation and Natural Resources includes funding for easements, soft costs, open space plan update, and remaining grass waterway project expenses in the event the project does not close out the end of the year.

The budget will be adjusted based on the conversations and presented at the November meeting. The budget could then be voted on at the December meeting.

ADJOURNMENT

Mr. Shaffer made a motion adjourn the meeting at 7:38 PM

Mr. Tirrell seconded the motion

Public comment

None

Motion carried with all Supervisors present voting aye

Respectfully submitted,

Nicholas C. Steiner
Township Manager

Not intended to be word for word, but a synopsis of the meeting.