

The Special Meeting for the Moore Township Board of Supervisors (BOS) was called to order on Wednesday, October 27, 2021 by Vice Chair David Shaffer at 5:00 PM. The meeting was conducted at the municipal building. Members present were Vice Chairman David Shaffer, Supervisor Richard Gable, and Township Manager Nicholas Steiner.

Schiavone Farm Sediment Erosion Project Change Order

Mr. Steiner said the county came in with a few changes extending the distance by about 300 ft for the grass waterway. The contractor also had to take down additional trees. They are requesting a change order of \$34,090.50. The new contract would be \$157,120.50 which is still below the other two bids. He spoke to Attorney Backenstoe and sees no reason it would be inappropriate to move forward with this change order.

Mr. Gable made a motion to approve the change order for Semmel Excavating to add an additional \$34,090.50 onto the original estimate

Mr. Shaffer seconded the motion

Public comment

None

Motion carried with all Supervisors present voting aye

Security Cameras

This past spring, the Board approved putting security cameras at the yard waste site. Mr. Steiner, Chief Gary West, and Mr. Craig Hoffman spoke to two companies with very similar estimates. These prices also include a camera for the kennel and a camera for the police conference room. Funds are available in the current year for these projects. . They wanted to get approval for the additional cameras and to move forward with Simplistic. He thinks they get more bang for the buck with Simplistic noting his estimate includes a license plate reader. Both work with police departments and are both available to help with reviewing and recovery. Each proposal includes an upgrade of the DVR to handle additional channels. The Simplistic quote is \$5,498.47 and for AACE is \$5,228.00, about a \$270 difference. In talking to the two of them, they felt Simplistic would be a better option. They did a full look of our existing systems identifying potential issues and thinks Simplistic has a better solution if they connect cameras at the Recreation Center to the system. Chief West said the Simplistic DVR was 32 channels whereas AACE was a 16 channel DVR. Mr. Shaffer asked if they have monitors. Mr. Steiner said they have TVs with the images.

Mr. Gable made a motion they award the contract to Simplistic Computer Solutions for cameras at yard waste, kennel, and Police Department at a cost of \$5,498.47

Mr. Shaffer seconded the motion

Public comment

None

Motion carried with all Supervisors present voting aye

Seip Property Appraisal

Mr. Gable explained the Seip property on 2900 Glase Road is going out for public auction November 13. Last meeting, they were approved to get an appraisal and contacted Key Realty and received an appraisal on the property.

Mr. Gable made a motion to bid on the Seip property up to, and not to exceed, the appraised value

Mr. Shaffer seconded the motion

Public comment

None

Motion carried with all Supervisors present voting aye

2022 Budget Workshop

Mr. Steiner explained changes he made to the budget. It is recommended every three years they close the Quickbooks company file and start new company files. This year, he created new company files for all the funds and separate company files for the Preservation and Recreation C/Ds. He also pulled out the smaller accounts from the General Fund company file and created separate company files. It was difficult to distinguish between the budgets of the overall General Fund and smaller funds due to the way Quickbooks operates. Each of those smaller accounts will now have their own separate budgets. For example, currently there is a single line in the revenue and single line in expenditures for Community Days, Edelman School, and DARE account within the General Fund file. Now, there will be a separate file where there are single revenue lines but separate expenditure lines for more specific categories under each account.

Pension is now budgeted by department rather than a single pension expense line. Employer taxes were also integrated into departments rather than single bulk expenditure lines. Electricity and postage previously estimated between departments is now under single municipal building categories. IT is now broken out between departments. Mr. Steiner also re-coded a lot of revenue and expenditure items.

Mr. Steiner started with the General Fund. He is projecting .7% overall earned income tax revenue from the 2021 projected. It sounds low, but he has three years' worth of coding earned income under current year, prior year, and prior years collected. Additional revenue includes the 2021 LSA grant, a Grow NORCO grant for two thermal cameras for Police Department, and a small SMT grant for an AED was included.

Instead of giving rebates, the insurance companies are dropping premiums or leveling. The health/prescription insurance is decreasing by about \$50 per employee. The dental is increasing \$1.09 per month for an individual plan, \$3.42 for a family. Vision stays the same. General insurance for property, cyber, and vehicle went up about 5%. Brown & Brown has seen increases around 3-4% noting some have had a hard time getting cyber insurance. Part of the increase is the increase in new vehicles at the Township and fire department with neither getting rid of vehicles. They also increased the square footage values for existing property, but it didn't cause any changes. Next year, the insurance may be driven upward as the fire department hasn't increased the replacement values of their equipment in years.

The Police contract has a 3% increase with Public Works at 2.5% for wages and salaries. A 3% increase was applied to the manager, police secretary, planning/zoning secretary, and part-time employees. He thinks the auditing amount will be around \$3,000 but budgeted \$5,000 in case it's higher. He forwarded the RFP information to the Board for review along with Attorney Backenstoe. He needs to get the RFP advertisement out this month to be opened in December and awarded at the re-organization meeting. The tax collector salary decreased as they set the salary at \$42,000 via resolution instead of 4% commission. The municipal building includes \$30,000 for repairs noting an issue with outdoor façade in the back of the

building. A contractor was supposed to do the work last year, but they haven't been able to reach him. An estimate for all sides came out to over \$100,000, but \$30,000 should be enough for small repairs in the back of the building. \$18,000 was budgeted for a generator as they still didn't update the generator. Mr. Hoffman is doing more research and putting together specs. In addition to each vendor not having the same specs, there was also the issue of who is going to provide the oil. A number of vendors said the existing generator could work, so Mr. Hoffman is going to do additional research. Mr. Hoffman talked to Mr. Dalcin who wants to do a couple tests on the generator to make sure it's getting enough propane to get maximum output. The General Code project is also budgeted with Mr. Steiner noting they're progressing and finishing phase one. He thinks the project should be completed in 2023.

The Police Department pension is increasing about \$15,000 in 2022 with the overall pension cost being about \$217,000. This is an ongoing concern moving forward as salaries increase. Mr. Gable said they do receive state aid for part of that. Mr. Steiner confirmed noting state aid this year was not as much as expected, and it decreased in 2021 compared to 2020.

Firemans Relief income and expenditure was budgeted, but they have yet to receive this year's allocation due to the association not being in compliance with an audit finding. The Relief Association needs to have an agreement with the fire company indicating ownership of equipment. Usually, funding comes in September and October. He was concerned the report was filed late, but it had to do more so with the audit finding recommendation. Mr. Gable noted this isn't the first time it has happened. He asked for a report related to the ARP funding but is still awaiting a response. Mr. Steiner noted they need to show us the income in 2019 and 2020. Everything is based on 2019 year. The difference between revenue in 2019 versus 2020, 2019 versus 2021 is what the Township is able to allocate. As far as the Township is concerned with ARPA lost revenue, the Township does not have any lost revenue. At first, they thought it was based on each fund, but Treasury advised it is based on total municipal funding.

For Zoning and Planning, legal fees are based on prior years. Mr. Harhart doesn't anticipate a fee increase. Mr. Gable said Zoning Hearing Board (ZHB) may have a change because Attorney Tom Caffrey is running for judge. Mr. Jeff Ayers said the ZHB spoke amongst each other. In the event Attorney Caffrey wins his election, they are going to ask for a recommendation from Attorney Caffrey. Some of the members would like to bring in two or three attorneys to interview. They will ask for the rate of pay and submit who they would like with rate of pay to the Board of Supervisors. He also noted the stenographer is also leaving. Mr. Steiner said the legal fees depend more on the court cases, so that's why he based it off the trends for the last few years.

A separate department was included for recycling collection and includes the FRCA cost which was a 2.5% increase in 2022.

Public Works has three employees who could retire right now. There's one who will likely retire the end of winter. One of the employees is counted as working a quarter of the year rather than the full year. Mr. Steiner doesn't think they will replace that employee due to operational efficiencies and Mr. Brandon Biery now full time. They would also like to give Mr. Biery an opportunity to prove he can work full-time with the Public Works Department. Mr. Gable asked if he's working on his CDL. Mr. Hoffman said he just took a test online for his pre-trip. At some point in 2022, he would need to take a class to get his CDL. It would be a junior license, and he would have to wait six months to get the full license. Under the current system, you need to wait two days after receiving a permit to take a test. Mr. Steiner said it has been a group effort to get him his license. Public Works Director is budgeted at \$70,200, but the Board needs to decide. A part-time worker is budgeted to do roadside mowing during the summer months. This should also be the last year of payments for the loader.

The Recreation budget was broken down into recreation administration, Recreation Center, and park departments. \$3,000 was included for a gagaball pit. The Board needs to look further into what a gagaball pit is, but they will keep it in and determine whether or not to move forward in the coming year. Five picnic tables were also included. Mr. Shaffer asked about the idea of only needing two part-timers at the Recreation Center from June to August. Mr. Steiner said they have a hard time getting employees for the whole Rec Center year, so they would try to get college kids. Mr. Hoffman said Mr. Biery can do most of his work. Mr. Shaffer asked what these kids would do, and the answer was cut grass. Mr. Gable and Mr. Hoffman said most municipalities do it that way. Mr. Hoffman said it might take three guys one day to mow the whole Rec Center and maybe one guy the next day where the two others would be working on other projects. Mr. Biery could then be pulled off to help do paving. Mr. Gable asked if Mr. Biery's wages were included in Public Works, and Mr. Steiner said yes. Mr. Shaffer said when it is outside that time frame, how is all the work getting done. Mr. Hoffman has been sending one person to help mow and sends additional help if there's a larger project. Mr. Steiner said they're still waiting for the new mower which would make mowing a lot quicker. Mr. Shaffer said if they can get two retired people from May to November, they can have them mow. When they aren't mowing, they would stay home. He said that would be ideal with Mr. Hoffman agreeing. Mr. Steiner said it may not be necessary. They're doing prep everywhere from March to May. It isn't a problem if they send one person over to the park to help. Mr. Hoffman said they're taking more of a group effort to get all the projects completed. Mr. Shaffer asked for the pay rate, and Mr. Steiner said they were thinking \$15-\$20 per hour. Mr. Steiner included funds for Playground in the Park. Mr. Mike Tirrell also requested funds to replace windows in the baseball stand. They budgeted to continue the fertilizing treatment with an expanded the area. Trails expansion is also included along with repairs of existing sections of the trail. Funds are available for security cameras. Conversion of field lights to LEDs is also included. Any water related fees are also included under the Recreation Center.

Parks include expense for Schiavone Park. Mr. Steiner wasn't sure if electricity or portable toilets could come out of the preservation fund. Mr. Shaffer said anything that is improvements or maintenance can come out of the fund. Mr. Steiner wasn't sure if that would qualify as improvements or maintenance, but Mr. Shaffer will call Attorney Backenstoe to clarify.

Donations to library is included in addition to donations to Bushkill Stream Conservancy and Meals on Wheels. The Historical department includes expenses from the General Fund going towards the Edelman Schoolhouse noting there is a separate budget for the account. The Historical Commission asked for \$5k to build the original outhouse, \$2k for floor restoration, and \$3k for masonry work. The request was for more to come out of the General Fund, but Mr. Steiner took the bulk out of the Edelman School account instead.

The Edelman School Account generated about \$3600 from Oktoberfest. Mr. Gable said they made \$2,200 profit. Mr. Steiner budgeted \$1.5k for Oktoberfest expenses, \$500 for electrical fixtures, \$800 for historical signs, \$2k for floor restoration, and \$4k for general carpentry work. A line is included for any balance carried over to cover the expenses. Mr. Gable said they anticipate this being the last year for major items. The outhouse is just going to be a wooden building. Someone asked if a portable toilet would be included inside, but the commission decided it would be more trouble.

Mr. Romano asked if they cannot do the portable toilets out of the Preservation Fund, if it would be a problem being in the General Fund. Mr. Steiner said no noting it is currently in the General Fund. They also discussed removing the portable toilet from Schiavone for winter and closing the gate. Mr. Gable asked if there's concern with ice fishing, and Mr. Hoffman is concerned with ice skating. Mr. Ayers said

the Township should think about erecting signs for no ice skating. Mr. Romano said that could be a seasonal sign they put up with Mr. Steiner noting he thinks there's a sign with no swimming. Mr. Gable asked if Schiavone is plowed, and Mr. Hoffman said no. Mr. Shaffer said they could close the gates in winter. Mr. Romano said they could close it December 1 to March 1 with Mr. Gable and Mr. Steiner saying they can close it the same time the Rec Center is closed for winter.

Mr. Steiner said there was about \$50,000 more than they usually carry over in the Highway Aid Funds from 2020 to 2021. This year, they should have more than enough for snow removal carried over. They are going to carry over prior year funds to purchase a skid loader. He and Mr. Hoffman discussed purchasing a skid loader and a paver. Mr. Steiner spoke to the manager at East Allen about applying for a joint LSA grant next year to purchase a larger paver. For next year, Mr. Hoffman said a skid loader would help significantly when combined with our existing equipment. Mr. Gable said it was on the agenda in the past to purchase with a milling machine and brush on the front, but a prior road superintendent was against it. Mr. Hoffman said it would have saved a lot of time with the amount of work they did on Dell with Mr. Gable noting the brush would have helped cleaning intersections. Mr. Steiner said the plan is to purchase this skid loader as they do more in-house paving. They also have \$15,000 for a plow. Mr. Hoffman said the 2020 Freightliner was not purchased with a plow. Mr. Steiner was initially told they had a truck that wouldn't pass inspection to justify purchasing this new truck. They're still using the old truck, so the old truck still has the plow. Mr. Hoffman said the plows have been around since the early 90s, and they need to start updating as they spend a lot of time working on them. It's also getting difficult to find parts. They are about eight weeks out to get a plow, so we'd have to order this winter. There's also \$5k budgeted for tack coat and crack seal material as well as \$3k for guiderails. They budgeted \$60k for paving projects and about \$140k for seal coat projects. S. Cigar, N. Oaks, and Bigley would be oil and chipped in 2022. Mr. Hoffman said it would be cheaper to seal coat after they patched the rough portions of the road. Mr. Steiner said they're hoping to be high on the seal coat estimate so they could pave more or purchase more guiderails. Mr. Hoffman said if they don't have a hard winter, there's more room for paving noting they got hit pretty hard this past winter. Mr. Steiner said they have \$30k for stone as well noting they may not need that. Mr. Hoffman said they pull the shoulders in using existing stone during the spring. They put stone out if needed and roll them. They did 80-90% of the stone roads with stone. If they don't use the \$30k for stone, they'll use it for blacktop. The winter will determine how much work will need to be done on the stone roads. Mr. Steiner said they saved time and money pulling the shoulders in with Mr. Gable noting Mr. Gordon Derhammer has been saying this for year. Mr. Hoffman said they had Mr. Jesse Longley on the grader for two weeks. Much of the stone expense was a result from the rainstorms.

Mr. Steiner projected \$250k on the sale of Schiavone but based on sales lately that is a low estimate. There is about \$700,000 per year received for earned income tax. As far as expenses, he included \$7k for fish, trees, and shrubs; \$4k for water treatment; and \$50k for a pavilion. Mr. Shaffer said they're not sure if a pavilion will happen, but they want to plan for it. Mr. Steiner included advertising and postage in the preservation fund because the efforts are for purposes of preserving properties. Mr. Romano had to request funds from the General Fund in the past, but Mr. Steiner said he budgeted out of the Preservation Fund last year. Mr. Gable said the law changed which allowed them to expend funds on more items. Mr. Shaffer said they're looking to do a survey for free, so the \$5k is likely high. Mr. Romano and Mr. Shaffer explained there is a thought they might use survey monkey with Mr. Steiner hoping they contract with a company who knows how to conduct surveys to get the best answers. Mr. Romano said they would like to send out most of the questions from the original survey to see how it compares to fifteen years ago. Mr. Steiner doesn't know what the original questions were, but he thinks they may end up spending more time answering questions they don't need answers for because they now have a program. He assumes those questions had to do with establishing a program. Mr. Romano said they were to

establish an open space plan and the idea is to ask questions to see if there should be adjustments to the open space plan. Mr. Steiner thinks there should be questions regarding the existing open space plan noting he doesn't think some board members know enough about the plan. Different people have different ideas of what it does or what it means. Mr. Shaffer and Mr. Romano said it's a work in progress. Mr. Steiner asked if Heritage or Wildlands can help provide some direction. Mr. Shaffer said they contacted Heritage who did it originally, but the consultant doesn't do it anymore. \$250k was budgeted for open space easements, and Mr. Steiner also included the Kerbacher farmland preservation in the budget. Mr. Romano asked confirmation that won't go through the county, and Mr. Steiner said the county will pay for the \$10k in appraisal costs, but the Township will pay for preservation. The fund is sitting at about \$3.1 million. Mr. Steiner said it seems like a lot of the properties are smaller. Mr. Shaffer asked if that amount included the Herd and Gum property sales, and Mr. Steiner confirmed it does.

The ARP Fund will receive another \$493,724.67 next year. The state has been depositing into the Disaster Account, and Mr. Steiner needs to transfer it to the ARP Fund. He also noted the Disaster Account also receives funds from the Game Commission that needs to be transferred to the General Fund. Mr. Gable explained that's for taxes that would normally be received for state game lands in Moore Township. Mr. Steiner said the state must have updated their SAP system with the Disaster Account when it was created for disaster funding. Mr. Steiner budgeted the Zelenkofske Axelrod fees, \$10k for an online payment system, \$50k for an electronic sign, \$28k for police laptops and related IT costs to replace desktop computers in the event they need to work remotely, and \$500k for stormwater management. This would include the MS4 projects. He also had Mr. Hoffman look at other culverts failing throughout the Township, especially dual culverts. They may try to leverage additional funds through the Dirt and Gravel Road program to get those programs accomplished. He thinks Keystone had \$375k estimate for just the MS4 projects, so that would leave over \$100k for culvert projects. It's difficult with the timing of materials to determine what the timeframe would be for these projects. There's very limited things these funds can be used for and unfortunately they have stormwater infrastructure needing to be upgraded and fixed. He was also thinking about adding funds for the fire department if they do have lost revenue. Mr. Gable said they think it will be around \$100,000, but it's a rough estimate. Mr. Steiner said they can add it for budgeting purposes and will have the consultant review their application. There's a lost revenue formula online, but Mr. Steiner isn't sure if that is just for municipalities. Mr. Gable said their bingo revenues and gun raffle were the only things he asked for information on. Mr. Steiner said the consultant will ask for their entire revenue because if they receive grant revenue, that will count in total revenue. Mr. Gable said they told him they haven't. Mr. Steiner said he will add the \$100k for the fire department.

For the Enterprise Fund, the Rec Commission asked for \$4k to make fenced in warmup areas. Mr. Gable asked if MTAA is going to help, and Mr. Steiner said the MTAA is expected to split the costs. From the Topfer Account, they asked for \$10k for dugouts at Laubach. He isn't sure if that was split with MTAA as well. Mr. Gable said their request includes income from MTAA snack stand income. Mr. Steiner took the total from the Topfer Account as they have the money there. He isn't sure what they mean by MTAA income from snack stands. They might think there's a separate account for the funds received from the snack stand. Mr. Gable said they're supposed to be a 50/50 split from snack stand, but MTAA takes their expenses out including coats, trophies, etc and then they split the funds in half. Mr. Steiner took the full amount from Topfer as the accounts have been sitting. They didn't request funds for the baseball lights. Keystone's estimate was well over \$200k, so he isn't sure if the Rec Commission is abandoning the project. Mr. Gable thought Coca Cola would install them no charge if they sold Coca Cola products. Mr. Steiner provided Mr. Tirrell a letter stating he is allowed to apply for the grant through Coca Cola. He hasn't heard anything about that grant since.

The Community Days Account includes estimates of funds they'll bring in and expenses related to bands, movie nights, and bingos. This year, the Township was approved for \$5k Hotel Tax Grant. He thinks these funds can go toward the bands. Mr. Steiner thought the grant would be more so for things like Edelman School, but Mr. Gable read through it and didn't think anything would qualify for Edelman School. Mr. Steiner discussed the budget with Ms. Rebecca Miklas noting the budget will be more fine-tuned as we now have the costs broken down. He's hoping it will ultimately help organize those expenses.

The Municipal Grant Account has had \$22.21 sitting in the account. It is interest from when the account had funds. It isn't accruing additional interest, so he budgeted to transfer those funds to General Fund.

Mr. Steiner will add \$100k to the ARP Fund for the fire department. Mr. Shaffer will look into adding the electricity or portable toilets to the Preservation Fund. Mr. Shaffer and Mr. Gable thinks everything looks good. Mr. Steiner will make these changes, put together a financial statement, and have the full budget presented next week. If they have any changes, they need to let Mr. Steiner know. It will be advertised and made available to the public. It will then be voted upon at the December regular meeting. They would still have a meeting at the end of December to close out the bills, but they wouldn't have to worry about the budget.

OPEN TO THE FLOOR

Mr. Ayers asked if he can get a copy of the budget when it is finally approved. Mr. Steiner explained it will be available for public inspection after next meeting. If anybody wants a copy, he can provide it. He will also likely post it to the website.

ADJOURNMENT

Mr. Gable made a motion adjourn the meeting at 6:18 PM

Mr. Shaffer 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.