

1. **CALL TO ORDER**

Chair Mark Stevenson called the meeting to order at 7:04 p.m. Other Supervisors present were Barbara Spencer, Andy Merritt, Ben Pisoni and Todd Kirsten. Staff present was Susan Steele, Township Manager. Residents & others in attendance: Fred Henry and Jay Rovansek

2. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

3. **CITIZEN COMMENTS**

There were no citizen comments.

4. **MINUTES**

- ***MOTION: Mr. Kirsten moved to revise the 7/24/14 minutes by noting that a typographical error was made in the spelling of "recommendation" and then moved to approve the July 24, 2014 minutes as amended. Mr. Merritt, seconded; Vote 5-0-0; Motion Carried.***

5. **BILLS LIST FOR AUGUST 14, 2014.**

Supervisor Spencer questioned Comcast's bill at the maintenance building in the amount of \$133.38. Ms. Steele explained the bill was for internet service as well as one phone line. Ms. Steele further stated Comcast is in the process of transferring the "free" residential modem which was originally at the Township Municipal Building to the maintenance building.

- ***MOTION: There being no other questions or concerns Ms. Spencer moved to approve the bills list of 8/14/14. Mr. Kirsten, seconded; Vote 5-0-0; Motion Carried.***

6. **TREASURER'S REPORT DATED 8/14/14 FOR ALL TOWNSHIP ACCOUNTS THROUGH JUNE, 2014**

Ms. Steele stated the following amounts were in the Township accounts as of 6/30/14:

General Checking	\$403,765.21
Payroll Checking	\$ 2,109.55
P Card Account	\$ 3,139.07
Liquid Fuels Account	\$155,658.13
Open Space Account	\$369,048.13
Equipment Reserve Account	\$ 45,126.60
Building Improvement Account	\$154,170.07
Parks Reserve Account	\$ 28,005.59
Operating Reserve Account	\$ 8,355.56
Total Available Funds as of 6/30/14	\$1,169,377.91

Ms. Steele also stated this indicates an increase of \$191,241.08 over what was available in the accounts as of 5/31/13.

- ***MOTION: Mr. Merritt moved to approve the Treasurer's Report of 8/14/14. Ms. Spencer, seconded; Vote 5-0-0, Motion Carried.***

7. **MOTION TO APPROVE SEWER PLANNING MODULE OF GAY FISHER SUBDIVISION**

Mr. Fred Henry presented the sewer planning module for Gay Fisher's subdivision on Houtz Lane. Ms. Steele explained that there is for a home that is presently located on a portion of the property that is to be subdivided. Ms. Steele stated this home, however, when given to Ms. Fisher was not given with any of the land. Now the entire parcel is undergoing a foreclosure process with Ms. Fisher wanting to carve out around 1.5 acres for herself around her house. The remaining acreage will be subdivide into another lot. At this time, Ms. Steele stated the Applicant is not asking for the subdivision plan to be approved—only the sewer planning module—for the secondary on-lot septic site. A short discussion was held including were there safeguards in place to prevent this type of thing happening again and had the Township Solicitor been consulted regarding who presently holds title to the land. Ms. Steele said the Township Solicitor had been consulted and Barco still holds title on the property.

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Secretary

As to the safeguards in place by the County, she did not know as all recordings are done at the County level and at the time of this transaction, the owner of the property was also a county employee.

- **MOTION:** *Mr. Kirsten moved to approve Gay Fisher's sewer planning module. Mr. Pisoni, seconded; Vote 5-0-0; Motion Carried.*

**8. PRESENTATION AND DISCUSSION ON FY 2014 BUDGETING REVENUE ERROR:**

Ms. Steele presented a powerpoint presentation to address the supervisors' concerns of 7/24/14: What safeguards could be put in place so this would not happen again and what effect this error would have on operating, cash carryover and reserves. In an attempt to address these questions, Ms. Steele presented how budgeting and its timeline was done prior to her arriving as manager. Prior to her arrival in 2010, the Manager prepared a spreadsheet which indicated for example in 2015, the manger would have presented the supervisors with a spreadsheet which showed the FY 2013 actuals, FY 2014 budgeted, FY 2014 YTD and a proposed FY 2015 proposed for each line item. No other documents were required. The budgeting process timeline during her tenure was that there was no supervisors' retreat or performance reviews with three October budgeting workshops and a public hearing scheduled for the first regular meeting in December. Ms. Steele stated that since 2010 she has prepared around 42 documents including spreadsheets, the line item budget, line item narratives, executive summary, performance reviews, and beginning in FY 2014 a program budget showing the cost of each program or service. The timeline has consisted of a supervisors' retreat, up to four budgeting workshops conducted and then the public hearing for the first regular meeting in December. Last year it was pretty much the same however the supervisors moved the public hearing up 30 days which left the manager with two days to develop and finalize the Executive Summary, a line item budget per fund, and prepare a program budget. Ms. Steele stated she needs at least 10 working days between the final spreadsheet approval by the supervisors and the date it is due for publication which is 21 days. Since staff will be using their accumulated vacation time for 2013 and 2014 between August and December, she asked if the budgeting calendar could be revised to move back the public hearing to December as it was prior to 2014. There was much discussion by supervisors with the final direction to the manager as follows:

1. Documentation to Prepare for the Budget—

One spreadsheet generated by the Quickbooks system showing in one column FY 2013 Actuals, the next FY 2014 Budgeted, the third FY 2014 YTD, and in the final column the FY 2015 proposed.

Final budget will consist of:

Manager breaking down this spreadsheet into a line item budget

Preparing an Executive Summary

Preparing a Line Item Narrative for Each Line Item

No Program or Fund Budget

2. Timeline:

A budget will be prepared for the September 9 retreat

The public hearing remains at November 20, 2014

Light regular meetings can be used as budgeting workshops if needed

Ms. Spencer asked if a new budgeting calendar could be provided. Ms. Steele said she would go through the scheduled staff vacations against the new directives and then send out a tentative revised budgeting calendar for supervisor review.

Ms. Steele then went through the presentation on what effects, if any, the budgeting revenue error would have on township operations, cash carryover and cash reserves. Ms. Steele said it would have no effect on operations, suggested the supervisors look at a target of \$225,000 for cash carryover instead of the \$164,000 budgeted as this cash carryover covers Township expenses for the first six months of the year, and as to cash reserves she never makes these transfers until at the end of the year. Ms. Steele said the Township revenues were about even with what they have been for the last five years. The supervisors' discussed the matter, were pleased the error would not affect operations or cash carryover keeping it at \$164,000 as budgeted, and then asked the issue of cash reserves be brought to them. They also directed Mr. Kirsten, as the Township's representative to COG's Finance Committee, to ask why COG's contributions are not quarterly meaning due in March, June, September and December as requiring two payments be made prior to any taxes coming in (May of each year) puts the Township in a bind as well as why in FY2014 they billed out three payments by the end of July. Mr.

Stevenson asked Ms. Steele to get to the supervisors the transfer tax numbers and amounts in 2013 and 2014. Mr. Kirsten asked Ms. Steele to get the supervisors the information regarding what it costs for the Township when the elected tax collector is an employee vs. when the tax collector is not. Mr. Kirsten also asked the Manager to get to him information regarding real estate delinquencies. Ms. Steele said she would research and then send everyone this information. All supervisors asked Ms. Steele to get to them the information as to when the Township paid COG contributions in 2013 vs. in 2014.

**9. MANAGER'S REPORT:**

Centre Region Council of Governments Program Plan: Mr. Stevenson presented to Mr. Kirsten his written comments to be given at the COG Finance Committee Meeting on 8/21/14. No further comments were made or presented to Mr. Kirsten.

Manager's Performance Review: Scheduled for 6:00 p.m. the date of the supervisors' retreat. Mr. Stevenson asked Ms. Steele to convert the present performance review form from Adobe into Word, send out her comments along with a blank Word form to each of them, and then each supervisors should get back to him by 9/3 their filled out reviews.

Firearms in Parks: The Supervisors directed Ms. Steele to speak to the Township Solicitor and ask her to prepare a memo brief on the Township's present ordinance regarding same, her recommendations, and process to repeal any ordinance.

Ira Lane Recycling Center: The Supervisors asked Ms. Steele to follow-up with Centre County Recycling as to:

1. What days they do their weekly pick-ups at the Township
2. Why they cannot add a third recycling bin
3. If it would be more convenient, Centre Recycling could come to a meeting either at the Township or at their business to discuss the matter.

Vacations: Listed for the supervisors all of staff's vacations for the remainder of the year.

**10. SUPERVISORS' REPORTS:**

Mr. Merritt: Asked Ms. Steele if there is anything new on the Musheno tax matter. Ms. Steele stated she had written the letter as directed by the supervisors to the old property owner but there had been no response.

Ms. Spencer: Asked Ms. Steele if she had heard from the Port Matilda Fire Company. Ms. Steele stated she had not.

Mr. Stevenson: Asked Ms. Steele when the municipal building letter of intent discussion is scheduled for continuation. Ms. Steele responded by stating she has it set for the last meeting in August. She went on to add that the Planning Commission was in the process of drafting their recommendations per the supervisors' instructions. Mr. Stevenson asked if Danelle or DJ would be available for the 8/28 meeting to personally present the PC's recommendations to the supervisors. Ms. Steele said she would see if Danelle was available. DJ she said would be. Mr. Stevenson then asked the supervisors their thoughts on the letter of intent matter. There was a short discussion which will be continued at the August 28 meeting. Mr. Stevenson also asked Ms. Steele to get a copy of the *Township News* regarding social media to Josh Stine's mother.

Mr. Kirsten: Asked Ms. Steele to place a moment of silence for the victims of 9/11 on the supervisors' 9/11 agenda. Also inquired why the piano keys at the crosswalk had not been painted yet. Ms. Steele said staff is waiting for Patton Township to have the time to bring their line painting equipment over to the Township and then they will be painted. Mr. Kirsten volunteered to prepare the Fall Newsletter.

Mr. Pisoni: Mentioned he had attended the COG Public Safety meeting and there were concerns expressed that the \$100,000 being paid to CPI to train firefighters is not being utilized by any other fire department outside of Alpha. Mr. Pisoni said he would keep the supervisors advised as discussions continued.

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Secretary

11. **ADJOURN:** There being no further business the meeting was adjourned at 9:19 p.m.

- ***MOTION: Motion to adjourn made by Mr. Kirsten, seconded by Ms. Spencer; Vote 5-0-0, Motion carried.***

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