

SALFORD TOWNSHIP BOARD OF SUPERVISORS

Work Session Meeting

February 3, 2016

Chairman Lynch called the meeting of the Board of Supervisors to order at 7:30 PM with a Pledge of Allegiance. Present were:

Barb Lynch, Chairman
Nate Yothers, Vice Chairman
Jim Styer, Supervisor
Stephen P. Imms, Jr., Esquire

Karen Landis, Secretary
Doug Hedrick, Road Superintendent
Wayne Mensinger, Zoning Officer

PUBLIC COMMENT:

Jim Styer commended Doug Hedrick on the recent snow removal. Barb Lynch also commented on the assistance received from both Walter Boileau and Curt Klingerman.

Barb Lynch announced the passing of resident Jim Wellington. Jim held many titles over the years. Public comment on how active and helpful Jim was with both the Fire Company and Township and will be missed.

APPROVAL OF JANUARY 20TH MINUTES – revisions received from Barb Lynch; Jim Styer also inserted revisions. **Motion 16-043** by Yothers, second by Styer – motion carried 3 – 0.

APPROVAL OF ACCOUNTS PAYABLE INVOICES – **Motion 16-044** by Lynch, second by Yothers – motion carried 3 – 0.

NEW BUSINESS:

A. FIRE MARSHALL ROLES & RESPONSIBILITIES – were circulated from Nathan Yothers for BOS review. The three (3) major areas (Enforcement, Investigation and Fire Prevention/Safety) were discussed and whether this should be a volunteer or compensated position. Barb requested comparing surrounding municipalities. Barb commented on proceeding in two ways: 1) the current list clearly defines roles and responsibilities, or 2) look at surrounding municipalities to determine if this should be moved to a paid position. Consensus was the 3 major areas is sufficient.

B. CODIFICATION REVIEW PROCESS – the 1st joint meeting of Planning Commission/BOS is scheduled February 17th, Barb Lynch suggested this codification review process be discussed with PC on how best to move forward. Discussion on the task force to include Planning Commission to review Zoning Ordinance and SDLDO, while others (TBD) review other ordinances not related to zoning, subdivision and land development. February 17th joint meeting (7:30-8:30 PM) to begin SDLDO review for codification.

OLD BUSINESS:

- A. **2016 BUDGET AMENDMENT** - in order to accommodate full time administrative assistant position the approved 2016 budget required amendment to reflect salary and benefits. **Motion 16-045** by Lynch, second by Yothers authorizing approving **Resolution 16-1760** amending 2016 General Fund budget. Motion carried 2 - 1. Styer opposed.
- B. **TOWNSHIP BUILDING RENOVATIONS** - preliminary sketch plan and estimate to renovate existing building were included from Tim Clemmer. Areas of discussion included: post office lease, floor plans, environmental study, location, new construction versus renovation, alternative renovations of lesser cost. Barb and Nate requested a detailed breakdown of the preliminary estimate calculation. It was suggested to meet with architect and contractor(s) prior to the next BOS work session (March 2nd, 6:30 PM) to discuss other options, obtain information and answer questions. Barb commented the post office lease expires in May 2016 and should discuss how to proceed.
- C. **PARK BOARD PROJECTS** - 2016 projects plan submitted from Park Board. Frank Jarrett reviewed projects and estimated costs. The usual purchase order process will be followed when ready to proceed. Park Board looking to confirm the BOS had no issues with the proposed projects. There being no objections, Barb requested a timeline for each project. Frank to provide a timeline for March 2nd work session and posting to website.
- D. **CAPITAL RESERVE TRANSFERS** - a summary of accounts by fund and capital reserves was presented. Karen Landis explained the difference between funds, balances and how transfers are made between funds. Barb questioned why the WB Homes escrows were not being replenished per the agreement. Proposed and approved inter-fund transfers to capital reserve funds were discussed for timeline. In order to not "ear mark" reserve funds for specific items, it was agreed to combine the Township Facilities and Capital Contingency Fund into 1 broader fund renamed Capital Improvement Reserve Fund. Capital Reserve transfers to be approved at February 17th business meeting.
- E. **RETIREMENT PROGRAM** - Jim Styer explained the proposed retirement program to assist employees to invest for retirement on tax deferred basis. The proposed plan is not a defined guaranteed benefit plan and adds no additional cost to the township. Jim recommended a joint meeting between Finance Committee, BOS and PMRS representative to gain a better understanding of the process. PMRS representative to attend March 2nd work session meeting for a short presentation.

NEXT MEETING (FEBRUARY 17TH) AGENDA:

- a. Public Hearing – Ordinance #172
- b. Joint Meeting – Planning Commission & BOS
- c. Discuss Floodplain Ordinance
- d. Codification Review Task Force
- e. PA Turnpike Acquisition
- f. Adoption of Floodplain Ordinance (March 2)
- g. Zoning Improvements (March 2)

PUBLIC COMMENT:

Barb McMonagle commented on open space properties and requested BOS consider again the DCNR grant application for a conservation easement on the Halteman property.

Barb Lynch advised FEMA reimbursement money is potentially available from the winter storm.

Jim Styer questioned outstanding sewer issues and cell towers.

ADJOURNMENT – There being no further business, **Motion 16-046** by Yothers, second by Lynch adjourned the meeting at 10:00 PM. Motion carried 3 – 0.

APPROVED: FEBRUARY 17, 2016

MOTION: 16-048 BY: YOTHERS SECOND BY: STYER VOTE: 3 - 0

(TOWNSHIP SEAL)

