
**LIMERICK TOWNSHIP - BOARD OF SUPERVISORS
BUDGET WORKSHOP MEETING MINUTES**

**NOVEMBER 6, 2010
9:00 A.M.**

A Budget Workshop Meeting of the Limerick Township Board of Supervisors was held on Saturday, November 6, 2010, in the Public Meeting Room of the Limerick Township Municipal Building with Kenneth W. Sperring, Jr., Chairman, presiding.

Members Present: Supervisors D. Elaine DeWan, Thomas J. Neafcy, Jr., Joseph St. Pedro, Kara Shuler (arrived at 9:55 A.M.), and Kenneth W. Sperring, Jr.

Others Present: Daniel K. Kerr, Township Manager; Beth F. DiPrete, Asst. Twp. Mgr./Finance Director/Treasurer; and William J. Albany, Chief of Police.

Call To Order: Mr. Sperring called the meeting to order at 9:03 A.M. No members of the general public were in attendance.

Mr. Kerr offered the Board a review of the Workshop Agenda.

Mr. Kerr and Ms. DiPrete offered a 2010 review for the Board which included a look back at the 2010 Adopted Budget, trends and observations which occurred during the year, and a projection of year end fund balances. In particular, it was noted that an originally projected \$614,362.00 use of reserve funds for the beginning of 2010 will be reduced to approximately \$475,000.00. This was accomplished through additional cost cutting measures over the course of the year, and a slight increase in revenue from Real Estate Transfer Taxes. It was noted that this effort came about with no reduction in services and no increase in taxes.

A review of the 2011 Budget Message was then offered which includes a note that a conservative review approach is being maintained. The Board will be given a look at the status quo operational Budget which will show the current level of services for 2011 with same staffing operational costs. The current status quo Budget for the General Fund and Parks and Recreation, without adding in unfunded capital requests is \$791,075.00.

Chief Albany then offered a review of the Police Department as well as requests for the 2011 Budget. The Chief asked the Board to consider replacement of three patrol vehicles and a new Class C Officer. Chief Albany reviewed for the Board his squad staffing proposal put forth a few years ago which shows a current deficit of approximately five Officers based on current call volume. Discussion ensued relating to benefits for the full time Police Officer vs. part time Civilian. The Chief was asked to put together for the Board duties of a part time civilian assuming it was a retired Police Officer and if that position would reduce overtime costs.

Ms. DiPrete and Mr. Kerr then reviewed the Public Works Department, the current Public Works staffing, and costs projected for the 2011 Budget. Discussed was the need for additional staff based on the increased work load with both the parks and Township properties. Additional staffing is also needed with normal and winter road maintenance because of additional road miles recently dedicated. Discussion ensued relating to the benefits of part time vs. full time staffing for that position. Discussion was offered on Mr. Bradford's capital funding requests for

new trucks and equipment. The Board asked for additional information relating to lease options versus buying the equipment, as well as a prioritization schedule for current requests and future needs of the department. Also discussed were the 2011 Road Program and the current funding deficit. Discussion ensued relating to the merits of the Oil and Chip Program proposed by Mr. Bradford and cost of a full paving overlay of roads. The Board was in agreement that the funding to be allocated for 2011 would be limited to the funds to be received from Liquid Fuels of \$338,000.00. Mr. Bradford was told to return with a prioritized list of road projects based on the funding limit of that fund. The Board was inclined to approve some use of reserve funds for next year's Road Program depending on the revised list from Mr. Bradford.

A review of the proposed Parks and Recreation Budget was then offered. Topics discussed were current 2010 program and changes proposed for 2011. Discussed was the department's attempt to self fund over the past three years, but the effort has only returned about half of the costs. Efforts to increase program offerings to raise more revenue have come with increased departmental costs as well. Object of 2011 is to scale back to larger single events which perform well and focus on summer camps which have shown to be very successful. Also discussed was over use of fields and need to begin a program to install new grass turf on the fields. The proposal to shut down Field #2 for the season to accomplish this was reviewed along with proposed upgrades to Linfield Sportsman Park.

Discussion then ensued on the Code and Zoning Department, and in particular, the projected decline in revenue of approximately 15% anticipated for next year. Discussion was held relating to the various job duties of various individuals within that department. There are no unfunded or capital requests for this department. A discussion on the Community Planning Department then took place and in particular, the lack of Land Development Applications. It was noted that this trend is anticipated to continue for at least the next two years. The slowdown in development applications also forecasts that permit applications and revenues will also be down as well. The only capital request of this department is a long range planning study which would outline a Township wide trail and sidewalk network.

Discussion then turned to the Sewer Department and how the general operations are funded completely through service charges and not tax revenues. Discussion ensued of the proposed capital projects, and in particular, the King Road Pump Station upgrades. Also discussed was a proposal to purchase a new F50 pick-up truck to be used for pump station repairs and a new utility truck. The Board asked for additional prioritization and use of both vehicles for further discussion.

Discussion then dealt with the current staffing within the Administration/Finance Departments and the ongoing cost of services. Capital requests discussed included monies for additional shelving in the basement for long term file management, fire proof cabinet to hold all Minutes and Ordinance Books, continued cost for the scanning and hardware system, and \$1 Million for

an upgrade to the Public Works facility. The Board held on any funding requests pending a final review on the impact of these projects on reserve funds.

A review of the Projected Status Quo Summary by Fund in addition to projections for the Capital and Reserve Funds was presented to the Board for their consideration. No further specific decisions were offered, and at 12:20 P.M. the Board decided to go into Executive Session regarding personnel and real estate matters.

There being no further business, **motion was made** by Mr. Neafcy and seconded by Ms. DeWan to adjourn the meeting.

Respectfully submitted,



Daniel K. Kerr
Township Manager

