

Oldmans Township Committee
Budget Meeting Minutes
January 26, 2012

A Budget Meeting of the Oldmans Township Committee was held on January 26, 2012. Meeting was called to order by Mayor Miller at 4:30 PM. This meeting was held in compliance with the Sunshine Law. All joined in the Pledge of Allegiance.

Members present: William Miller, Harry Moore and George Bradford.

- Resolution 2012-36 Cancellation of Stale Checks
Based on recommendations by the Township Auditors, two checks were issued (2009 - \$7.46/2010 - \$584.00) which were never cashed and would need to be cancelled. Mr. Moore made a motion to approve, Mr. Bradford seconded and all agreed.
- Resolution 2012-37 Cancellation of Balance of Capital Ordinance 2008-08 (Public Works Equipment)
An encumbrance amount remained (\$2,500.28) and based on a recommendation from the Township Auditor, the encumbrance should be cancelled. Mr. Bradford made a motion to approve, Mr. Moore seconded and all agreed.
- Resolution 2012-38 Appointing Contact Person for the JIF Employment Practices Liability Helpline
Currently Mayor Miller and Susan Miller (former Municipal Clerk) were listed as contacts and with Sue Miller's retirement a new contact must be made. Mr. Miller recommended current clerk – Melinda Taylor. Mr. Moore made a motion to approve, Mr. Bradford seconded and all agreed.
- David Weeks Application for Membership to Pedricktown First Aid & Rescue Squad. After Committee review of Mr. Week's application, Mr. Moore made a motion to approve, Mr. Bradford seconded and all agreed.

New Municipal Complex

Builder's Risk- Ms. Taylor submitted the Builder's Risk Application to JIF today for their approval and issuance.

Construction Update – Mr. Tedesco, Township Engineer, met with Fabbri Builders who wants to bring in construction equipment within the next two weeks. Building permits have been submitted to the Township, are under review and should be ready Feb. 1st. The builder also wants to place a temporary construction trailer on the site. There is now a physical address for the new municipal complex: 40 Freed Road. It was decided to hold a groundbreaking ceremony on February 9th (12:00 noon) with a weather date of February 10th. Both the builder and architect wish to attend the ground breaking ceremony. Mr. Miller will contact the County for the use of ceremonial shovels. Mr. Tedesco will ask Fabbri Builders to submit a payment schedule which includes the amount and the anticipated date.

Beginning in April there will be bi-weekly meetings with the architect, builder and Mr. Tedesco. All Committee Members are invited to attend, but Mr. Bradford will attempt to make the majority of meetings as the Township Committee representative. Mr. Miller requested that Fabbri Builders submit their worker's paystubs on a weekly basis. The architect is responsible for the verification and not the Township, but in order to have a paper trail for auditing purposes, Mr. Miller would also like copies for the Township. There was some discussion about the color scheme for the new building. It was recommended that the architect submit a total of three color schemes for the Committee to choose. Mr. Cordy Taylor has volunteered his time to assist in the IT portion of the new building. Mr. Miller has been in contact with Comcast for possible hookup to new building as well as for the benefit of the residents in the area.

Public Works Dept.

Mr. St. John will be retiring the end of March. Mr. Nipe does not believe a full-time replacement is needed; the majority of work is done April through November. Mr. Miller would like a job description for advertisement by mid-February. Mr. Hackett explained that there is approximately \$9,200 set aside in the 2012 budget to cover a part-time worker (20 hours/week at \$11/hour – to end of year). The current rate is \$15.60; if the rate is moved to \$15.00/hour, the budget line item would need to be increased by \$2,500. Mr. Bradford made a motion, seconded by Mr. Moore to proceed with advertising for a replacement for Mr. St. John, all agreed.

Currently Mr. Kenny Cole is a substitute snow plow operator. Mr. Miller recommended adding Jimmy Robinson as an additional substitute at \$15.00/hour. There would only be two Township employees plowing the streets. Mr. Cole and Mr. Robinson would be used as substitutes in case one of the Township employees was not able to plow. Mr. Moore made a motion to approve, seconded by Mr. Bradford and all agreed.

Best Practices

In order to comply with the State's Best Practice Guidelines, the Township is to have a joint public meeting with the School Board. Mr. Miller would like to schedule one for March, possibly the same night as the regularly scheduled School Board Meeting and held at the school. Possible topics include review of school budget, new municipal building construction update, shared service opportunities and school election.

2012 Budget Review – Volunteer Organizations

Mr. Hackett recommended that by the end of the year, the two fire companies would be under one command structure. He could combine line items on official budget document, but could keep separate accounting internally. After discussion among the Committee it was agreed that the two Fire Companies and Ambulance Squad be one line item for the budget.

There was also discussion about the need for both brush trucks. Mr. Hackett indicated that in conversations with the Fire Chief of Logan, mutual aid has been covering the use of a brush truck and Logan Fire was willing to sell theirs. Station 2 holds the title to their brush truck, not the Township, and it has been out of service since 2007.

Mr. Hackett stated that unless there is an emergency, he would like to wait until April/May to introduce any capital ordinances. He would like to have the budget finalized first. The proposed budget for 2012 is less than the 2011 budget. He is using the same State aid figures as last year for this year's budget. Surplus has decreased by approximately \$25,000. There is extra money coming from Ryan Homes – permit fees – which supports the Construction Dept., but that will be ending soon. Mr. Hackett is recommending that the Township increase to whatever the cap is approved at to fund money back into surplus. The State revised the timeline for budget approval.

Unfit Buildings

Mr. Moore is concerned with the number of buildings in the Township which have become uninhabitable. Mr. Miller stated that the property owner is responsible for removal, but if it is determined that the building is unfit, the Township can proceed with demolition and place a lien against the property. Mr. Moore will compile a list of possible unfit properties. The Committee will need to talk with Jeri Goff and Mr. Hoffman about the legalities of proceeding with demolition.

Payment of Bills: Mr. Bradford made a motion to approve the payment of the bills, Mr. Moore seconded and all agreed.

Public Comment:

Pam Holmes - Concerned about potential sale of brush truck. The brush truck has been used in the past as an escort for the ambulance during snow storms. They had to be escorted three times in 2011.

Susan Marple - Question directed to Mr. Hackett regarding one command center.

Mr. Hackett - Explained that he and Mr. Miller met with the Divs. Of Fire Safety and that was one of their recommendations. The two fire companies would form their own command structure between them.

Mr. Miller - One command structure would be more efficient and better policies and procedures. The staff would be shared.

Mr. Hackett - Is requesting a list from all volunteer organizations listing members' names, addresses, home base, other volunteer duties, and first priority for response.

Mr. Moore - Would like to add copy of driver's license to list for JIF purposes.

John Evans - Brush truck was purchased by Fire Company, not Township. He recommends keeping one brush truck, not getting rid of both.

Melody Reese - Questioned whether the Township dump truck with plow could be used as an escort.

Mr. Miller - Currently the Township doesn't dispatch the dump truck as an escort due to plowing schedule.

Public Comments Closed

Mr. Moore notified that public that there is a new law regarding street signs – they must be upper/lower case and based upon the street speed limit, the size of the print.

Mr. Nipe explained that the Township must have a plan in place by the end of the month for replacement of street signs. The Township has chosen to replace the street signs on an as needed basis as the signs fade/wear out. One sign has already been replaced.

Mr. Moore questioned the Township's policy on attending classes and/conventions in regard to attendance. He would like the personnel policy to clarify what happens if an employee/committee person signs up to attend a class but is then absent. Is the class/convention fee to be repaid by the employee/committee person?

Mr. Moore also talked about the flooding situation on Perkintown Road in front Dan Lynn Farms. The homeowner is pumping out his basement onto the road which has caused flooding. Bill Davis from the County Road Dept. has inspected and worked on a resolution. Mr. Moore also spoke with Mr. Davis about the flooding on Railroad Ave. by school property as that floods also.

There being no further business, on motion by Mr. Moore, seconded by Mr. Bradford and all agreed to adjourn meeting at 6:15 PM.

Respectfully Submitted,

Melinda Taylor
Acting Municipal Clerk