

**RYE TOWNSHIP  
SUPERVISORS' BUDGET MEETING  
October 2, 2008**

**PRESENT:** Chairman Ronald Evans, Vice-Chair, Robert Lightner, Daisy Lightner, Secretary/ Treasurer. Corporal Shoop was present for approximately ten minutes at the onset of the meeting, but left the building when he received a radio call.

**ABSENT:** Sharon Cole Engdahl was out of town.

The meeting was held at the municipal building and called to order at 7:00 PM. Chairman Ron Evans convened the meeting with the pledge of allegiance to the flag. A quorum of the Board was established. The meeting was tape recorded to aid with the preparation of minutes.

**CITIZEN PARTICIPATION:** Since no citizens were present, no citizen participation was offered.

**BUDGET WORKSHOP:** The Secretary/Treasurer provided the Board with a budget preparation schedule to follow to assure the 2009 budget is adopted at the last regular meeting of the year 2008, which is scheduled for December 22, 2008.

The Secretary/Treasurer also provided the Board with a budget worksheet and an updated fund balance report for the General and the Solid Waste Funds, which shows the MTD-month to date and YTD-year to date figures for 2008 and the 2005 Fee Schedule Resolution.

The Board began their discussion with the revision to the current **Fee Schedule** adopted in 2005. An item by item review was completed with the following revisions:

Mailing Fee: Actual postage plus handling fee of.....	\$ 3.00
Photo copies, (per page) .....	\$ .20
Letterhead confirmation, compliance letters,(banks, etc.) .....	\$12.50
Certification of Ordinance & Resolutions .....	\$ 4.00
Zoning Ordinance .....	\$25.00
Zoning Map .....	\$ 5.00
Subdivision and Land Development .....	\$20.00
Miscellaneous Ordinances (per page) .....	\$ .20
Act 537 Plan .....	\$30.00
Comprehensive Plan .....	\$25.00
Copy of Accident Report .....	\$25.00
Copy of Incident Report .....	\$25.00
Criminal Report(up to five pages) .....	\$30.00
Criminal Report(over five pages) .....	\$30.00 plus .75 per page
Temporary Use Driveway Permit .....	\$45.00
Driveway Permit .....	\$40.00
Annual license including inspection .....	\$200.00
Thirty (30) days .....	\$25.00
Annual solicitor's license .....	\$60.00

Applications for Zoning appeals and variances.....	\$500.00
Demo pmt up to 250 square feet .....	\$ 15.00
Demo pmt up to 500 square feet .....	\$ 30.00
Demo pmt over 500 square feet .....	\$ 40.00
Zoning pmt up to 250 square feet .....	\$ 25.00
Zoning pmt up to 500 square feet .....	\$ 40.00
Zoning pmt over 500 square feet .....	\$ 75.00
In-home business .....	\$ 65.00
Cell Tower zoning inspection & permit .....	\$100.00
Underground tanks .....	\$ 20.00
Certificate of Use .....	\$ 30.00
Temporary Use Permit (issued by the Supervisors) .....	\$ 25.00
Permit Renewal .....	\$ 25.00
Permanent Advertising sign (12 square feet & under) .....	\$ 20.00
Permanent Advertising sign (Over 12 square feet) .....	\$ 35.00
New Cellular, radio, communication towers (\$10.00 per \$1,000 estimated value; minimum \$100.00 Plus cost of zoning permit listed above	
Co-location antennas on existing towers .....	\$250.00
Plus the cost for permits of any structures, such as equipment, storage sheds	
To open or cut Township roads or shoulders .....	\$ 70.00
FEE in Lieu of Dedication .....	\$700 per proposed dwelling unit

Lightner made a motion and Evans seconded to authorize the Secretary/ Treasurer to advertise the revised Fee Schedule for adoption at the October 27, 2008 supervisors' meeting with the new fee rates effective as of January 1, 2009. Motion carried.

Lightner made a motion and Evans seconded to schedule and advertise a special budget meeting on October 20, 2008 at 7:00 PM. Motion carried. The Secretary/Treasurer will check the date with Supervisor Cole Engdahl and advertise appropriately.

The Board began their review of **THE SOLID WASTE FUND**. The two main sources of revenue generated by the Fund are a small amount of interest and the collection charges paid by residents for trash collection fees.

They reviewed and discussed each expense account in the Solid Waste Fund beginning with account number 09.403.310 to and including 09.492.30. The following items were noted:

1. Remove the account 403.400 because we no longer send fines to CTCB  
Remove account 427.318 Contracted services for 2009.
2. Increase the costs for collection of delinquent accounts
3. Increase the salary accounts by 4- 4.25% depending on how things shake out when total expenses are known.
4. The Secretary/treasurer will calculate the health insurance costs with an overall 5% increase.

5. Secretary/Treasurer computed the Solid Waste fund's percentage of expense for the non-uniform pension and the health insurance premiums at 20%. It was noted the 2009 MMO for the non-uniform pension decreased therefore, the expense account decreased accordingly.
6. The expense for tipping fees was increased due to anticipated fuel increases.
7. Diesel fuel currently is \$4.12 per gallon. The garbage truck uses 40 gallons of fuel per week, 52 weeks per year. This amount was increased to \$8,500.
8. Delete the word GAS and add the word FUEL to account 427.231.
9. Tipping fees were calculated at 17 tons per week, which is slightly high.
10. Spring/Fall Clean up expense remains the same.
11. Decrease the printing to \$350.00.
12. Increase the vehicle repair to \$ 4,000. Evans said the recaps purchased this year appear to be functioning well. The Truck will need new recaps. Add the word TIRES to account number 427.374.
13. Since the Board anticipates contracting out for services in 2010, the \$10,000 normally transferred to the Capital Reserve fund in anticipation of the purchase of a new garbage truck will not be necessary. No monies will be transferred to the Capital Reserve Fund beginning next year.

It was the consensus of the Board that the Secretary/Treasurer research the insurance costs and calculate the salaries and attempt to balance the Solid Waste Budget without an increase in the residential and commercial trash rates for 2009.

The Board began their review of the **GENERAL FUND**. The Secretary/treasurer placed tentative amounts in the tax revenue accounts and a few other accounts and asked the Board to review the amounts for approval or revisions for each line item. They reviewed and discussed each **revenue account** in the General Fund beginning with account number 01.301.10 to and including 01.492.65. The following items were noted:

1. The Secretary/Treasurer estimated that local real estate tax accounts could be increased only by approximately one-half a percent due to the lack of new home permits and the slow economy and possibly more delinquencies, (.5%).
2. The franchise fee 01.321.80 was left at \$1,000.00 per year. The Board decided to keep the same fee as last year. The Board discussed charging a fee to Comcast Communications. The Solicitor will be consulted.
3. Police fines account # 01.330.02 was set at \$3,500, but could be increased slightly if needed to balance the budget. Ordinance violations remain at \$200.00.
4. Sewage reimbursement 01.354.04 and sewage permit fees 01.362.44 will remain the same with no larger developments proposed at this time.
5. Since the certificate of use fee was increased to \$30 and these certs are required for any building project that requires a third party inspection building permit, the account was increased to \$500.00.

6. State Pension Aid was down in 2008 because of the termination of Samuel Leonard. An employee must work six months of the year to qualify to receive monies for state funding. The amount will increase for next year with the addition of full time employee John Ritter, Jr.
6. Discussion ensued on whether to count on additional revenue for account # 01.356.02, Game Commission monies in lieu of taxes. An additional \$7,785 of revenue was once again received in 2008. It was the consensus of the Board to increase the account to \$7,000.00 with the option of adding additional income if needed to balance the budget.
7. 01.362.52 Carroll Township snow plowing was discussed. An increase in costs would be considered due to the increase in salt and fuel.
8. Delete the line 01.387.154 DISABILITY PAYMENTS TURNBACK. This was related to a situation with a former employee & payback of disability.
9. Delete the line item: TRANSFER FUNDS TO PARK AND REC.

With no further discussion on the General Fund revenues, Chairman Evans moved the discussion to the **General Fund-Expenses**. The Board began their review with account #01.400.11 and continued to account # 01.457.52. The following items were noted:

1. 01.400.11- Elected Officials' Salary was increased slightly to allow for payment for special board meetings when deemed necessary.
2. 01.404.310 - Legal expenses were discussed. With due discussion legal expenses were estimated at \$15,000, with the ability of the Secretary/Treasurer to decrease to the amount to balance the budget. There should be no negotiation expenses in 2009.
3. 01.404.341- ZHB legal fees were increased to \$1,000. This item also includes the fee also for the legal transcriptionist.
4. The Administrative expenses for the office are all in line this budget year. No major purchases are anticipated for 2009. However, once again the Secretary/Treasurer noted that at some time within the next 4-5 years, the accounting and software program will need to be updated from a dos based program to a windows based program at a cost of over \$10,000.
5. 01.405.10 Administrative salaries, which includes the Secretary/Treasurer and the part time administrative, were discussed. The Board directed the Secretary/Treasurer to estimate the administrative salaries for 2009 with at approximately a 4% increase for budgetary purposes.
6. Remove the OFFICE OVERTIME line item since the Secretary/Treasurer is salaried and the part timer does not work enough of hours.
7. 01.405.310 – Keep the same amount. The Board wants to focus on beginning the codification this year with the completion of the Zoning and SDDL ordinance updates.
8. 01.405.331 – Office Travel expense includes the Secretary/Treasurer and the Zoning Officer's mileage expense.

9. 01.408.310 – Engineering Services. Discussion ensued on the Trout Lane drainage concern, Idle Road concern and the completion of the ordinance updates. It was the consensus of the Board to meet with Burget Associates and perhaps complete a portion of the engineering for Trout Lane drainage project in this calendar year to spread the expense over two years. Daisy indicated she would contact Joe Burget for a proposal, of if needed, a meeting with one supervisor to discuss the proposed project. NOTE- RFP's for engineering services for next year is under consideration.
10. 01.409.230 – Bldg Heat/Air Fuel- increased to \$6,000.00.
11. 01.409.373 – Bldg Repairs- Board discussed the repair of the garage heater. An estimate of approximately \$4,000 will be added to the Capital Construction account. Ron indicated he would check vendors for the cost of the heater.
12. 01.409.600 –The Board discussed pavement of the front parking lot. The Secretary will ask the road crew to measure the lot. PennDot can provide an estimate for paving and stone. The road crew would provide the labor. Paving would be bid.
13. The police salary was set with a 4% increase per the arbitration contract.
14. 01.410.231 – Police Vehicle Gas was increased by \$500.00 due to fuel costs.
15. 01.430.740- Road Equipment Capital Purchase – no large purchase is anticipated.
16. 01.432.232 - Add the word SALT & CINDERS to Account title. Salt costs rose from \$54.00 per ton to \$76.95 per ton. Anti-skid delivered rose from \$11.93 per ton to \$16.00 per ton. The guys could haul anti-skid from the Silver Spring quarry at Pennsy for \$11.15 per ton in the new dump. Evans suggested that perhaps savings could be realized if Mark Weber would haul on his triaxle versus Pennsy hauling. The Secretary/Treasurer is checking into membership in Capital Region COG, which provides savings on anti-skid etc. to its 30+ members.
17. 01.436.215 – \$4,000. The completion of a drain pipe under the driveway of Ron Watts on Idle Road is scheduled for completion yet this year. Bob indicated he would talk with the road crew about scheduling this & a pipe installation at Deans Gap culvert. An easement agreement also must be signed with Mr. Watts permitting this work on his property. The Trout Lane drainage project would be budgeted in the Liquid Fuels Fund.
18. 01.457.540 – The Board will review the Rec budget when received.
19. The Board discussed transfer of monies to Capital Reserve - future land purchases.
20. The next regularly scheduled budget meeting is Thursday, November 6<sup>th</sup> at 7:00 PM. The Board decided to hold a special budget meeting on October 20, 2008 at 7:00 PM. The Secretary/Treasurer will check the date with Supervisor Cole Engdahl prior to advertisement.

**ADJOURNMENT OF THE MEETING:** With no further discussion at this late hour, Lightner made a motion and Evans seconded to adjourn the budget meeting at 9:51 pm. Motion carried unanimously.

Respectfully submitted,

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Daisy Lightner  
Secretary/Treasurer