

EAST MANCHESTER TOWNSHIP
Board of Supervisors
Special Meeting
October 3, 2023

Present: Chairman David L. Naylor, Supervisor Dean E. Kohr; Manager/Secretary/Treasurer Kristie Masemer; Public Works Director Shane Haugh; Accountant Jennifer Cox; no citizens attended the meeting.

At a special meeting held at the Township building, Chairman Naylor called the meeting to order at 9:00 a.m. and dispensed of all formalities. Supervisor Darryl Albright is out of town on storm restorations. Chairman Naylor handed the meeting over to the Township Accountant, Jenn Cox.

Jenn began with an email from Township Solicitor, Andrew Miller.

No. 1 – the ARPA money is obligated to the Phase I building project and will be spent by the end of this year so it should not be considered for Phase II.

No. 2 – The Auditor required us to place the Locust Pt. Rd line item on the balance sheet because the Township controls the assets as well as some other items. Supervisor Kohr clarified that the liabilities listed are a result of the developer projects.

No. 3 – Capital Reserve Funds – we do have 3 million reserved for the building project for 2024.

No. 4. – We should be keeping 40% as an Operating Reserve in case of disasters, pandemics, and changes in laws that could have an impact on the budget. This would equate to around 2 million dollars. Chairman Naylor states that we are fiscal conservatives, so this is wise to do. We have been planning this project and “saving” for around 6 years now by not fully spending our capital line items and letting the excess carry over. Supervisor Kohr would like to see the trends for the incoming taxes. Transfer taxes have typically been pushed into Capital Expenses to be reserved, averaging about half a million looking at the trends. It appears from the trends and from the COVID pandemic that the Township was not affected as significantly as some other municipalities. Incoming taxes shown on the current budget are around 1.9 million dollars. Looking at the trends throughout the years, the actual revenue received appears to be higher.

Supervisor Kohr asks Chairman Naylor about the police budget and how that was determined. -Cost of living is going up and accounting for more officers to East Manchester Twp will be considered.

Public Works proposed equipment is already accounted for 2024 and priced out. Discussion ensued about future equipment purchases being considered after 2024.

Chairman Naylor has two questions for Jenn: Question 1: Should we move forward on this project? – Absolutely. We already have the design done and if we’re not going forward its money lost. Also, the building continues to fail and bills for the repairs keep coming so we are just constantly putting “lip stick on a pig”.; Question 2: Do you think we have the funds for the project? – Yes, however I believe we should not deplete the Township reserves and use a combination of a loan and Township money because you cannot rely on a prediction of incoming money. We should get quotes and look at what is being offered.

Supervisor Kohr: Replacing the roof could be around \$100,000; replacing all electrical where the electricians are finding burning wires can easily be half a million; what will we find in that process; mold? Asbestos? The morale of employees is going down due to continually working in an unsafe and old run-

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down building. Scanning files electronically? -Already tried it. Can't find documents in the scan system. Even if the files go away, we will need more staff eventually with continued development. Very behind in technology. Is there room to grow? -For now, we need the file space, but then if it went electronically, we have additional staff space.

Chairman Naylor would like a PowerPoint to be transparent for a regular meeting based off this meeting. Supervisor Kohr says he can make the PowerPoint presentation. Manager Kristie notes if we keep 40% Operating Reserve, we will get a lower interest rate per recommendation from the Township Solicitor. Chairman Naylor agrees and states it would be wise to ensure operating funds.

Motion by Supervisor Kohr authorizing staff to place an RFP for borrowing in the range of \$750k – \$1.5 million for a term of 10 years for the Township Phase II building, which is just exploratory. Seconded by Chairman Naylor. All members voted aye; motion carried.

Chairman Naylor asks should we wait? Supervisor Kohr and Shane – Doing this now is important because we have already seen that waiting for Phase II to be in 2024 has a 4% increase, however, we do have reserve funds carrying over to Phase II from Phase I from Lobar. The longer the Township waits, the more behind in efficiency and technology we get, and the costs will just keep increasing.

Both board members noted that taxes will not be raised with this project

Both board members to Shane – Can you please make a 5-year equipment schedule to assess any replacements or major repairs. Capital Equipment Schedule vs. Unforeseen expenditures such as disasters. -No problem.

From Chairman Naylor: Finding a grant writer who does not get paid until we get a grant award should be in our sights. Additionally, with this new build/renovation, we should begin live streaming the meetings. - Agreed.

Motion by Chairman Naylor authorizing Shane Haugh to remove the freestanding township building sign due to dangerous clear sight distance due to the busier road and complaints from the neighbors, however, Shane should confirm from the Township Solicitor the legality of on-site advertisement requirements of meetings. Seconded by Supervisor Kohr. All members voted aye; motion carried.

Motion by Chairman Naylor, second by Supervisor Kohr, to adjourn. All members voted aye; motion carried. The meeting was adjourned at 10:57 a.m.

Respectfully submitted,

Kristie Masemer
Secretary/Treasurer/Manager