

**CAMP HILL BOROUGH COUNCIL
MINUTES OF THE BUDGET WORKSHOP (1 of 3)
2145 WALNUT STREET, PROSSER HALL
CAMP HILL, PA 17011
October 21, 2015**

The workshop began at 7:00 p.m. Present were:

Borough Council

Steve Brodie
Terri Edwards
Richard Guerin
Peter Robelen
Carl Schultz
Leigh Twiford
Richard Woodard

Borough Employees

Anne Shambaugh, Borough Manager
Sam Robbins, Assistant Manager & Public Works Director
Raymond Madden, Finance Manager
Nate Sterling, Sewer Billing & Recording Secretary

Police/Fire

Mark Simpson, Mayor & Fire Chief

Ms. Shambaugh stated this budget workshop was to review and discuss items found within the General Fund section of the draft version of the proposed 2016 budget. She made note that projected 2015 General Fund would show a \$436K deficit due to the unbudgeted purchase of a new fire engine for the Camp Hill Fire Department. She stated that without that purchase the projected 2015 General Fund budget would show \$250K under budget.

Before detailed discussion on line items began Mr. Schultz asked Ms. Shambaugh about how much savings the Borough should have on hand. Ms. Shambaugh responded that the Borough tries to maintain a zero balanced budget and noted that now that the street sweeper was paid off the only debt the Borough had was for the bonds for the Siebert Park Stadium and the bonds through the Sewer Fund.

Ms. Shambaugh mentioned there was a new proposed income item of \$45K in the General Fund for fees for deliveries of yard waste to the composting facility at Public Works. Mr. Robbins had proposed a fees including an annual pass to Borough residents of \$25 per season, residential day passes for \$9 and selling a limited number of annual commercial passes at \$500 per company, and a commercial day pass for \$60. Council questioned the need for the fees and Ms. Shambaugh stated a major reason was because the grinder that the Borough borrows has been broken twice already due to debris in the compost material and the Borough has to pay the cost of the repairs to the grinder. Mr. Brodie felt that the composting facility should remain a free service to residents and also felt that the commercial contractors would just pass along their fees to the residents hiring them. Mr. Brodie also inquired about the possibility of the Borough providing at cost-construction fees to residents requiring their sidewalks and curbing repaired for the annual street paving projects. The consensus was that due do prevailing wages, etc. it likely was not possible for the Borough to be able to assist in that manner but it could be investigated.

Ms. Shambaugh explained how the General Fund transfers \$1.2M annually to the Capital Improvement Fund for the annual street and infrastructure repairs and then opened discussion on “wish list” items starting with a \$250K for the demolition of Schaeffer Elementary School and the creation of green space. It was noted that the School District had bid cost of \$175K for the project.

Mr. Brodie mentioned a new technology involving the gasification of waste water that creates energy to be returned to the electrical grid as an alternative to the traditional sewer treatment plants. He was hoping to be able to investigate it further but felt it could be a great fit for the Borough.

Ms. Shambaugh resumed discussion on “wish list” items including the following:

- Costs involved with the setup of the permitting for use of the compost facility including fees for a gate and for hiring a gate attendant.
- Hiring of an Admin Assistant to be split between Public Works and Administration Office (split there between Recreation & Codes Enforcement). Mr. Guerin questioned if the need for this position has been evaluated and recommended by the Personnel, Policy, and Procedures subcommittee to which Ms. Twiford had responded that it had not been.
- Hiring of an entry level Police Officer (with only 50% of the salary being required in 2016 due to an estimated hiring date of July 1, 2016) as was recommended by Chief Hockenberry and the Public Safety subcommittee. Mr. Guerin inquired about the possibility of hiring two part time officers instead as an alternative. One response given was that the uniform/equipment costs would be cheaper for one officer. There was also brief discussion about the anticipated return of Officer Cornelious and discussion on the purchase and need for new radio systems (which was also discussed later in the meeting).

Mr. Schultz inquired if a more detailed breaking out legal and professional services (such as engineering) as well as each administrative employee’s salary could be broken out in the budget.

Ms. Shambaugh resumed discussion on “wish list” items including the following:

- Costs of replacement/reimbursement of Mr. Miller’s for uniform & equipment damaged during duty. Currently he has been providing his own uniform. Mr. Brodie suggest rather than purchasing the uniforms a uniform delivery service could be used such as Cintas or Dempsy.
- Hiring of one additional Public Works laborer employee to establish a work force total of 9 members with the following departmental allocations: 6 from the General Fund; 2 from the Sewer Fund; and 1 from the Parks & Recreation Department. Later in the meeting Ms. Shambaugh stated the cost of the salary and benefits for the new Public Works employee would be approximately \$88K.
- New portable radios for the Camp Hill Police Department and (new/used) vehicle radios were requested for use in the Public Works fleet. There was much discussion on this request regarding portable vs. vehicle radios, what/when the new radio standard was going to be and if Public Works would be able to use the old police department radios. Mr. Robbins stated he was interested in radios for the public works vehicles (especially

for snow and emergencies) as opposed public works employees having portable radios. The consensus was to wait to further discuss this request with Chief Hockenberry.

- Tractor as discussed prior for use on the playing fields and for mowing.
- Compost turner for \$15K to assist in the composting process and produce a better mulch.

At this time Mr. Brodie questioned why Ms. Shambaugh had not included some additional wish list items requested by the Public Works Department specifically a new street sweeper recommended by Mr. Robbins that would be able to clean streets more effectively after following the leaf pick-up vehicles. Ms. Shambaugh responded that she had not been formerly presented with that specific request and she had used some discretion as Borough Manager as to what item to include for the Public Works Department. She also advised those present that the Public Works departmental budget was already 30% over and they were asking for approximately \$650K in new items of which in her opinion should not all be purchased in the same budget year. There was additional discussion on these items. Mr. Robbins clarified the difference the compost turner would make compared to the way mulch was being produced currently with a wheel loader and explained the benefits of the tractor. Mr. Guerin asked Mr. Robbins if he would rather have the new Public Works employee or some of the new equipment he was requesting assuming that by having the items requested it would be able to save time and man hours with having the current staff level. Mr. Robbins responded he would rather have the new equipment if he had to choose. He also provided a short list of additional wish list items:

- Phone system for the Public Works building which could be a used system that was an improvement over the existing system for approximately \$1.5K.
- Plow Blade for the Gator Vehicle for \$2.3K.
- Snow Plow upgrade for a Public Works truck for \$6.5K.
- Oil Water separator for the Public Works vehicle bay for \$4.5K.

Next Ms. Shambaugh explained that the costs of snow plowing would be moved from the Liquid Fuels Fund over to the General Fund. This was a past practice when the funds in the Liquid Fuels account could not cover the costs of salt and snow plowing such as occurred in the winter of 2014 & 2015. She also confirmed that Council was not in favor of implementing the fees and costs associated with permitting at the composting facility as proposed by Mr. Robbins.

The following requests from the Parks & Recreation were mentioned by Ms. Edwards:

- Online Registration software for the Recreation camps & programs as discussed prior.
- Funding for tree removal and maintenance in the Borough parks. Mr. Robbins stated that Public Works does not have the height reach with the vehicles and equipment for this to be done safely or effectively through the department.

Mr. Guerin explained the request to reallocate the \$15K typically designated for the annual Plein Air Festival towards the cost of postage for the Siebert Park Stadium Maintenance Fund mailer since the Plein Air Festival was not expected to be held in 2016.

Lastly, there was brief discussion on keeping a placeholder in the budget starting at \$175K for the demolishment and creation of green space at the Schaeffer Elementary School property.

Mr. Robelen requested an Executive Session be held to discuss personnel matters at 9:15 p.m.

There being no further items to discuss, the meeting adjourned at 10:22 p.m.