

**CAMP HILL BOROUGH COUNCIL
MINUTES OF THE PRE-BUDGET MEETING
2145 WALNUT STREET, PROSSER HALL
CAMP HILL, PA 17011
October 5, 2011**

President McLemore called the public meeting to order at 5:03 p.m. Present were:

Deborah Donahue, *via phone*
Donald Edwards, Jr.
Richard Guerin
Burke McLemore
Peter Robelen
Carl Schultz, *arrived at 5:10 p.m.*
Aubrey Sledzinski

Also present Police Chief Ammons, Fire Chief Simpson, Finance Director Raymond Madden, Borough Manager Gary M. Kline and Borough Secretary Anne Shambaugh.

PUBLIC COMMENT

There was no public comment at this time.

MANAGER'S REPORT

Mr. Kline presented Council with a packet of information regarding the 2012 Budget including the following list of proposed Capital Improvement Projects/Items for consideration:

Bucket Truck - \$95,000

Mr. Kline stated the Borough's *Bucket Truck* was recently un-inspectable and needs to be replaced. Currently the Borough is partnering with Sam Garmin for the use of his bucket truck at a cost of \$60/hour. Mr. Kline stated the Borough could replace the truck or continue to partner with Mr. Garmin. He stated he is unsure how long the arrangement will be available.

Mr. Guerin asked if the *Bucket Truck* or *Street Sweeper* was a higher priority. Mr. Kline stated the *Street Sweeper* is worth approximately \$55,000 (Borough paid \$120,000 five years ago) and the decision is whether to trade it in now or continue to use this model. Mr. Kline stated there are two (2) models available – the same model for \$155,000 or an upgraded model for \$214,000.

Mr. Kline stated the upgraded model has a larger base, is heavier, and should be less maintenance.

Mr. McLemore recommended the Borough inquire about purchasing a used bucket truck from Herre Bros. since they are liquidating all of their assets. All council members agreed to this suggestion.

Honda Generator - \$1,100

Mr. Kline presented the *Honda Generator* which would be used by the Public Works Department while working throughout the Borough. Mr. Guerin asked is the model is gas operated and Mr. Kline stated yes. All council members agreed to include this item in the budget.

Landscape Box Attachment - \$8,000

Mr. Kline stated after further discussion with the Public Works foreman this request is being withdrawn.

Mr. Edwards asked if this equipment would have been used for field maintenance and Mr. Kline stated he did not believe so. Mr. Guerin asked if all field maintenance was outsourced and Mr. Kline stated it is to Tomlinson Bomberger.

Pick-Up Truck - \$40,000

Mr. Kline stated a new truck would replace the existing Dodge which has higher maintenance costs. Mr. Sledzinski asked if it would be used to plow snow and Mr. Kline stated it would.

Mr. Schultz asked about the depreciation associated with the purchase and inquired whether the Borough should look at a used vehicle. Mr. Kline stated the Borough can purchase the truck on a state contract which would be much less than normal cost. He stated if the truck is not purchased on a state contract it would have to be bought through the bid process.

Mr. Guerin asked if the Borough would be purchasing the dump truck included in the 2011 budget this year and Mr. Kline stated we will if we can find the right specifications. If not, the request will be moved to 2012.

All members agreed to include in the 2012 Budget.

Street Sweeper - \$165,000 (\$55,000 trade-in value)

Mr. Edwards stated this is the most used piece of equipment the Borough owns and Mr. Kline stated it is the most visible.

Mr. McLemore asked if economies of scale would be achieved with the larger unit and Mr. Kline stated with a larger unit there would be fewer "dump" trips. Mr. Schultz asked if the Borough should lease the unit rather than purchase it outright.

Mr. Sledzinski stated the Borough used to contract for this service four (4) times a year and the quality was awful. He stated if another "sweeping" was needed beyond the 4, the cost was very high. Mr. Schultz asked if there was a benefit to having two (2) sweepers and Mr. Kline stated he did not think there was.

Mr. Kline stated he did not know if the larger unit would be cost-effective over the smaller unit. He stated he would contact Frank Chulik to get additional information on the cost and the possibility of leasing a machine.

Street Paving - \$600,000

Mr. Kline stated this is a continuation of the street paving program implemented in 2008. He stated approximately 200 homes are along the proposed streets and with the sidewalk and sewer lateral work associated with the paving project, this is the maximum area to successfully manage.

Mr. Sledzinski asked where the storm water drains fit into the project. Mr. Kline stated the drains are addressed on a case by case basis. He stated the drains are replaced with the same size or larger. Mr. Kline stated he received an inquiry from Mr. Guerin earlier in the day regarding the size of the new storm water drains and believes the difference is the new "bike safe" grates which have a tighter web so bike tires do not get stuck. Mr. Guerin stated he would inquire exactly which drains the resident was asking about.

Mr. Schultz asked if more money was allocated to the paving project could additional streets be paved. Mr. Kline stated the management of the program in conjunction with the sidewalks and sewer lateral televising only allows for approximately 200 households to be paved each year. He stated as the project moves into the more densely populated areas, fewer streets will be paved each year.

Mr. Edwards asked about Deanhurst Avenue and Mr. Kline stated possibly in 2013.

All members agreed to include in the 2012 Budget.

Sewer Televising/Repair - \$100,000

Mr. Kline explained the sewer televising and repair work is in conjunction with the street paving project. The Borough televises the sewer main and laterals for the streets to be paved. If problems exist, the Borough can repair the mains prior to paving.

Mr. Schultz asked where the storm sewer work is allocated and Mr. Kline stated the storm sewers are addressed in the Public Works section of the General Fund.

Mr. Kline explained a third party televises the mains and laterals and provides the Borough with a detailed report and disc. Mark Malarich reviews the data and provides the Borough a list of the sewer laterals and mains that need to be repaired or replaced. Residents will receive a letter if they have a deficient lateral. Mr. Schultz asked what the hit rate on problem laterals was and Mr. Kline stated about 10 laterals out of every 200 televised.

All members agreed to include in the 2012 Budget.

Traffic Signal Generators - \$15,000

Mr. Kline stated this request was previously discussed by Council to purchase in 2011. Chief Ammons stated it would benefit the Borough to have these items before the winter weather begins. Council concurred and instructed Mr. Kline to find the necessary funds to purchase these items before end of year 2011.

Paving with East Pennsboro - \$8,458

Mr. Kline explained East Pennsboro Township approached the Borough to partner on the paving of Brentwater Road in 2012. Mr. Kline stated the \$8,458 was the cost for materials with the East Pennsboro Public Works department doing the paving.

Mr. Kline asked if Council wanted to wait until we bid the 2012 paving to compare the prices with this request and Mr. McLemore stated that was not necessary.

All members agreed to include in the 2012 Budget.

Roof on Administration Building - \$67,390 for admin and \$51,660 for police

Mr. Kline stated the roof on the administration building has been patched several times but it continues to develop new leaks.

Mr. Sledzinski asked what they would replace the existing roof with and Mr. Kline stated a flat rubber surface.

Mr. Schultz asked when/who built the roof and if a warranty still exists. Mr. Kline stated it was built in 1996 and the warranty does not exist. Mr. Schultz asked if the Borough could continue to spend a few grand each year and get away with the patches. Mr. Edwards stated he believed it was better to replace the roof when you can rather than when you have to.

Mr. McLemore asked if it would be smart to replace the administration side in 2012 and the police side in 2013. Mr. Sledzinski stated he would replace it all now while Mr. Guerin stated it would be difficult to say yes to spending \$130,000 on a roof.

No decision was made on the roof.

Generator - \$85,000

Mr. Kline stated the three (3) times the generator was needed in 2011 it did not work. He stated if you asked whether the generator or the roof was more important, the answer is the generator.

All members agreed to include in the 2012 Budget.

Carpet - \$25,000

Mr. Guerin asked if the carpet was really needed. Mr. Kline stated the building is showing its age on the inside and outside and these things will need to be addressed over the next several years. He stated Council might want to replace the “divider doors” in Prosser Hall before replacing the carpet. Mr. Kline stated the carpet was not a high priority.

Pool Concession Stand Design - \$10,000

Mr. Kline stated he is having trouble getting the final figures, etc. from the architect.

Mr. McLemore asked if there is a problem with the current concession stand and Mr. Kline stated the existing area would be converted into the lifeguard area and a new concession stand with the seating area would be built. He stated the new area could be “rented” for parties, etc. at the pool.

Mr. Kline reminded council money was set aside for the construction of the concession stand in the 2011 budget. Mr. Guerin asked if the design was completed in 2012 when would construction begin. Mr. Kline stated the construction would begin in September 2012 when the pool closed for the season.

All members agreed to include in the 2012 Budget.

Copier/Scanner - \$10,000

Mr. Kline stated this is a vital piece of equipment to the administration office and needs to be replaced. Mr. McLemore asked if it was cheaper to buy the equipment rather than lease and Mr. Edwards stated it is more cost effective to purchase this type of equipment.

Council instructed Mr. Kline to do some research regarding a purchase versus lease option.

Track Feasibility Study - \$10,000

Mr. Kline stated this project was included based on previous discussions with the Parks and Recreation Committee.

Mr. Guerin stated he knows a resident who can provide the Borough with a ball-park figure to replace the track. Mr. Schultz asked if this is an expense we would like to split with the School District. Mr. Edwards stated it is but the School District may not be in a position to provide any funding.

Mr. Guerin stated other schools will not use the track for meets and Mayor Simpson confirmed all meets are held at other schools.

No decision was made on the track study.

Phone System - \$10,000

Mr. Kline stated this item would be nice to have but is not a priority. Mr. Guerin stated the School District recently upgraded their phone system at a cost about 9 times this estimate. Mr. McLemore stated their cost was much higher due to the number of phones in each building/site.

Item not be included in the 2012 Budget.

Updated Study for Willow Park - \$10,000
Installation of Willow Park Items - \$30,000

Mr. Kline stated the Borough received a grant to complete the assessment of Willow Park and the refurbishment of the stream several years ago. Based on recent discussions, it seems the Borough should have the study updated for any changes/modifications prior to beginning the work.

Mr. Kline stated he would contact the engineer (Skelly & Loy) and see if they would review the plan and make any modifications.

Mr. Kline stated this is a continuation/completion of the work previously started by CHEDG. He stated council will be asked to purchase a new gazebo, flag pole and water fountain at next week's council meeting. He stated the \$30,000 recommended for 2012 will be to install the new gazebo, new lighting for the path and plaza and a sign on the plaza.

Mr. McLemore asked Chief Ammons to get pricing to install some cameras near the gazebo so it is not vandalized like the existing gazebo has been and Chief Ammons agreed to get that information.

Mr. Kline explained that CHEDG has money to order and place the donor plaque as well as some money for the water fountain. Mr. Kline stated Messers. Prenskey, Besch and McGearly recently purchased benches for the plaza and they will be placed within the next few weeks.

Contributions to Programs/Projects

Mr. Guerin stated when he met with CHEDG they cancelled meetings for the remainder of the year. He stated they are not certain if the Plein Air Festival will continue because the individuals who planned the event last year are burned out and not interested in continuing the efforts into 2012.

Mr. Guerin also stated Ms. Yearick requested the Borough not fund her position with the Cumberland County Re-Development Authority in 2012. He stated she believed CHEDG should be working to find businesses to move into the Borough.

Mr. Edwards stated CHEDG has started a number of projects that are now the responsibility of the Borough to administer and complete.

Mr. Kline stated he believes the projects are too large for CHEDG to manage with the volunteer base they have. Mr. McLemore stated Council needs to assist CHEDG with these projects. Mr. Robelen asked if there are any other art associations who would be willing to take over the Festival in 2012. Mr. Edwards said several organizations were approached but all said no.

Mr. Schultz asked Chief Simpson what the overall budget for the Fire Department was. Chief Simpson stated about \$500,000 a year. Mr. Schultz stated the Borough's contribution is a little less than 20% of their overall budget. Chief Simpson stated the Fire Company also gets money from the Volunteer Fire Fighters Relief Association each year.

Council instructed Mr. Kline to remove the contribution for Ms. Yearick, increase the Plein Air contribution to \$10,000 and keep the Library and Fire Company contributions the same.

At this time, Mr. Guerin had to leave the meeting and Ms. Donahue was no longer on via teleconference.

INFRASTRUCTURE

Mr. Kline explained a temporary sidewalk was built at the corner of N 29th Street and the Bypass for pedestrians to use while the construction was being completed on the N 27th Street underpass. Mr. Kline stated the contract requires the sidewalk to be removed when the project has been completed.

He explained he has received several calls requesting the sidewalk be left in place after the construction has been completed. Both Chief Ammons and Mr. Kline stated they were concerned if the sidewalk was left in place pedestrians would continue to cross 11/15 at N 29th Street rather than using the underpasses.

Council instructed Mr. Kline to have the sidewalk removed in accordance with the contract.

Mr. Edwards provided all members with a copy of the items he would like to see included in the Budget.

Mr. Kline asked if the Salary and Wage information included in the packet could be reviewed.

Mr. Kline stated there are three (3) types of employees: Public Works which is a union, the Police officers which are also union and the remainder of the staff. He stated in the past, the administrative staff has been given the same salary increases as the union employees to ensure everything was consistent.

Mr. McLemore asked about the healthcare costs and Ms. Shambaugh explained she attended a meeting on Tuesday and the Borough's increase for 2012 is 7% - well below the average increase of 13%.

Mr. Schultz asked if there are benchmarks for salaries and benefits and Mr. McLemore stated that was done when each of the union contracts were negotiated.

Mr. Kline stated the salary increases and health benefits cannot be altered for the union employees except during contract negotiations.

At this time, Mr. McLemore needed to leave the meeting.

Mr. Kline stated historically the pension contributions have been waived by Council and for 2011 no decision was made. Mr. Kline stated Council needs to make a recommendation on whether to have non uniform employees contribute to the pension. Mr. Kline pointed out that the union employees will not have to contribute because that is not within the union contracts and would be a grievable item. Mr. Kline stated approximately 6 employees would have to contribute for all the employees.

Mr. Robelen stated he did not believe it made sense to change the pension contribution for any of the employees at this time. He also stated he did not want to challenge the contribution because based on the meeting with PMRS the Borough could lose State Aid. Mr. Sledzinski stated he agreed and would not recommend any contribution to the pension be made in an effort to protect the State Aid available. Mr. Edwards stated his recollection of the meeting was the same – if employees contributed to the pension plan the State Aid would be reduced. He agreed he was not willing to support a change to this at this time.

Mr. Kline asked what percent increase should be included in the budget for non-union employees.

Mr. Edwards stated the economy is very tight and most employers are not giving raises. He stated a majority of the industry is also not giving raises as a result of the economy.

Mr. Kline stated there are 6 employees who are not part of a union contract. Mr. Robelen stated it does not make sense to withhold increases for these employees. He stated mistakes were made in previous administrations and the staff is paying for those mistakes now.

Mr. Kline stated PPP would like to implement performance evaluations in the future. Mr. Robelen stated it is too late for performance evaluations to be completed and tied to salary for 2012. He stated he is in favor of doing that for 2013. Messers. Robelen, Sledzinski and Schultz stated they would support a 3.75% salary increase for 2012 with any increases for 2013 being tied to performance.

Mr. Robelen asked if a salary survey was available to see how the salaries compare to surrounding municipalities and Mr. Kline stated he would inquire and get information.

Per previous discussions, Mr. Edwards requested \$45,000 be included for the additional items for Willow Park and all concurred. Mr. Edwards stated he guessed at the \$800,000 estimate for the track and bleachers at Siebert Park. Mr. Kline suggested taking Mr. Guerin's suggestion and working with the resident on getting a ball-park estimate for these projects and then opening negotiations with the School District on possible cost-sharing. All council members present concurred.

Mr. Edwards asked about putting money aside for storm water repairs in the future. Mr. Kline stated the committee has not made a recommendation for a dollar amount at this time. Council agreed some money needs to be set aside for the storm water repairs.

Mr. Edwards stated the ad-hoc committee will be reviewing the rental policies and procedures as well as fees for the upcoming year for rentals of Borough properties. Mr. Schultz asked if there would be a distinction between for-profit and non-profit organizations. Mr. Edwards stated all policies would be reviewed and recommendations would be made to Council.

Mr. Schultz asked about seeing totals for salaries, operating expenses and Capital projects and Mr. Kline stated he would get those figures together.

Mr. Kline reminded Council a second bond would be issued in 2012 and monies for some of these projects may be included in that total.

Mr. Schultz asked about the sewer fees for 2012 and how that would affect the budget. Mr. Kline stated those fees and expenses are covered separately in the Waste Water Fund. Mr. Kline asked Mr. Schultz if the Health and Sanitation Committee meeting should be rescheduled since Mr. Schultz will be out of the country. Mr. Sledzinski stated he would prefer for Mr. Schultz to be present at the meeting.

There being no further business to discuss,

- Motion made by Ms. Sledzinski, seconded by Mr. Edwards, to adjourn. Motion passed unanimously at 6:59 p.m.

Respectfully submitted,

Anne Shambaugh