

**CAMP HILL BOROUGH COUNCIL
MINUTES OF THE BUDGET WORKSHOP (2 of 3)
2145 WALNUT STREET, PROSSER HALL
CAMP HILL, PA 17011
October 28, 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

Borough Employees

Anne Shambaugh, Borough Manager
Sam Robbins, Assistant Manager & Public Works Director
Raymond Madden, Finance Manager
Audrey Logar, Recreation Director
Chris Miller, Codes Enforcement Officer
Nate Sterling, Sewer Billing & Recording Secretary

Police/Fire

Doug Hockenberry, Police Chief

Ms. Shambaugh stated this budget workshop was to review and discuss items found within the minor funds (all funds other than the General Fund). She led discussion going fund by fund:

Cemetery Fund

Ms. Shambaugh briefly explained the trust fund affiliated with the Camp Hill Cemetery and that the plots are tradable/transferable by the owners and the Borough makes \$900 each for sales of the remaining available columbarium sections and internment fees (which a higher on weekends as it requires additional fees for overtime labor costs of the Public Works employee involved).

Liquid Fuels Fund

Ms. Shambaugh briefly described the way the Liquid Fuels Fund is used and funded annually by the Commonwealth. She anticipated receiving only approximately \$23K for 2016 which was a lower amount than prior years. As discussed at the last meeting the line item for snow removal (including road salt) would be moved into the General Fund for 2016 in order to cover expenses. Ms. Shambaugh proposed paying the additional usual expenses from this fund such as fees for traffic lights, etc. but to also let the Liquid Fuels Fund build up funds to again pay for snow removal fees in future years.

At this time there was brief discussion among Mr. Brodie, Mr. Schultz and Chief Hockenberry regarding the installation and establishment of crosswalks with blinking indicator lights. A quote was obtained from Mr. Sam Garman from ATS with an estimated cost of \$5.2K per intersection. The consensus was to designate \$16K for the installation of “blinking crosswalks” at the following three locations: intersection of 21st & Walnut; intersection of 21st & Logan (near

Eisenhower Elementary); within Market Street (located near The Cornerstone Coffeehouse). The expense for the crosswalks would be included in the line item for street signs and markings.

Pool Fund

Ms. Shambaugh was requesting some to do the following special repair items within the 2016 at a total cost of \$20K:

- Repair the pool floor which was peeling to prevent leaking
- Repair rain gutters and up doors on Pool House building
- Replace and upgrade pumps on the water slides to the correct size

There was also brief discussion on being able to hire additional staff for Don's Snack Shack as well as the management positions including discussion on whether there should be a separate manager for the swimming pool and the snack bar or if it should remain one person as well as who would be trained in ServSafe (in addition to Ms. Logar).

Capital Improvement Fund

Ms. Shambaugh explained the annual transfer of \$1.2M from the General Fund to the Capital Improvement Fund to finance project such as the street paving projects. She stated a \$200K was applied for improvements to Willow Park with the assistance of Mr. Mehaffey. Also discussed was the paving plan for next year which Ms. Shambaugh stated would only include the streets planned to be paved in 2015 (but were not paved due to budget limitations), as well as the inclusion of their proper ADA ramps. The paving plan also included paving the access road by the Public Works building as requested by Mr. Robbins. There was also discussion on working with HRG to have all the roads in the Borough laser x-rayed to determine what deficiencies and utilities were located beneath the surface. Ms. Shambaugh believed this process could be done for the entire Borough for \$25K and there were additional services that could be added if the Borough was interested such as tracking the network of street signage and analyzing slopes.

Storm water repair issues were also discussed. Mr. Schultz felt that the line item for storm water repairs currently set at \$900K could be reduced to \$500K as the Borough was still in the process of working with engineers to determine all of the areas of storm water issues and the repair costs.

Business and Community Development items were discussed. Requests included funding of \$50K to an individual or firm to run the downtown business development as well as \$25K towards bicycle-friendly initiatives and an extra \$50K for other projects.

At this time some miscellaneous items were discussed including the following:

- The purchase of a large flatbed truck and large container to be able to pick up higher volumes of leaves.
- The warranty repair work on the D-Zone at the stadium scheduled for June 20, 2016.
- The security fencing and gate for the basketball court as discussed prior with additional discussion on two possible locations of the access gate for the card reader. The

consensus was to include enough money in the budget to cover the cost of either method and a decision could be made at a later date.

- The policy use a bucket truck service versus the Borough purchasing a used bucket truck.
- The cost of a pavilion and lighting at Fiala Field for \$45K.
- The cost of installing and monitoring a security camera at Beverly Park, which after brief discussion seemed to still be cost prohibited.
- Additional discussion on the cost of the demolition of Schaeffer Elementary and the creation of greenspace.

Sewer Fund

Ms. Shambaugh provided figures on the status of the sewer fund in relation to the annual revenue, the fund balance, the interest and expenses. She stated a change for 2016 would be to include all of the sewer billing clerk's salary into the Sewer Fund since that position now did less now to support tasks and activities affiliated with the General Fund. Also, there were still two Public Works employee department man-hour equivalents covered in the Sewer Fund as well. Ms. Shambaugh stated the proposed budget called for \$240K in expenditures related to required upgrades and repairs including smoke testing in the area of the Athol pump station all under the recommendation of Mr. Mehaffey. Also included was the purchase of a new truck chassis, hook body, and flusher unit package. This truck would be able to help in the flushing of the sewer lines as required by part of the agreement with Hampden Township as well as be able to attach different modules to assist with other Public Works tasks.

There was some additional discussion on the street sweeper situation. Mr. Brodie asked Mr. Robbins to explain the difference in the functionality of the current street sweeper owned by the Borough versus the kind Mr. Robbins was requesting. Mr. Robbins stated we currently own a mechanical sweeper made by Five-Star and when it frequently breaks down it can only be taken to them to be repaired. He was requesting a regenerative air sweeper that would be able to clean the streets effectively even after leaf pickup. Mr. Brodie asked if Mr. Robbins could look into finding any used models with a lower cost.

Lastly a motion was made regarding the appointment of Mr. Eric Clark to the Shade Tree Commission.

- Motion made by Ms. Twiford, seconded by Mr. Brodie, to appoint Mr. Eric Clark to the Shade Tree Commission. Motion passed unanimously.

It was determined that another budget workshop should be held again on Wednesday November 4th at 7:00 p.m. with the possibility of a final budget workshop on Tuesday November 10, 2015.

There being no further items to discuss, the meeting adjourned at 8:35 p.m.