

FERGUSON TOWNSHIP BOARD OF SUPERVISORS

Budget Special Meeting
Wednesday, November 9, 2022
1:00 P.M.

ATTENDANCE

The Board of Supervisors of Ferguson Township held a Special Budget Meeting on Wednesday, November 9, 2022, as a hybrid meeting. In attendance were:

Board:	Laura Dininni, Chair	Staff:	Centrice Martin, Township Manager
	Lisa Strickland, Vice Chair		Jaymes Progar, Assistant Township Manager
	Patty Stephens		Ryan Hendrick, Officer in Charge
	Jeremie Thompson		Dave Modricker, Director of Public Works
			Eric Endresen, Director of Finance
			Jenna Wargo, Director of Planning and Zoning

Others in attendance included: Rhonda Demchak, Recording Secretary

I. CALL TO ORDER

Ms. Dininni called the Wednesday, November 9, 2022, Board of Supervisors Special Budget meeting to order at 1:00 p.m.

Ms. Martin thanked and welcomed everyone to the Special Budget meeting and noted that the meeting had been advertised in accordance with the PA Sunshine Act as a hybrid meeting with an option to attend online utilizing zoom and the main meeting room for any public members to participant. Persons attending the meeting as members of the public and wanted to participate were asked to state their name, municipality, and topic. Members of the public are to be muted during the meeting and must be acknowledged by the Chair. Board members are asked to indicate their name when motioning or seconding a motion so that the minutes are accurate. Ms. Martin took Roll Call and there was a quorum.

II. CITIZENS INPUT

There were none.

Ms. Dininni thanked and acknowledged the staff for their hard work on the budget.

Ms. Martin began the meeting by giving special gratitude to the team at Ferguson Township. Ms. Martin thanked Mr. Modricker for his thoroughness and efforts to ensure that she has a better understanding. Ms. Martin applauded Angela Kalke the Human Resources Administrator for her commitment and efforts for hiring 12-14 full-time employees and 5 seasonal employees in the past year. Ms. Martin thanked Mr. Endreson for the countless hours he has given to assist her with understanding the budget. Ms. Martin expressed appreciation to Ms. Wargo for her servant leadership. Ms. Martin thanked Mr. Progar for his technical skill and insight. Ms. Martin thanked retired Chief Albright for his 30 years of service to the Township and for assisting with the transition from Assistant Manager to Manager. Ms. Martin acknowledged Sergeant Hendrick for stepping into the role of Officer in Charge. Ms. Martin thanked Faith Norris for her unwavering service to the Township. Ms. Martin thanked Lindsey Biddle, Communications Coordinator for attending the meeting to ensure the communications are actually recorded.

III. PRESENTATION OF THE DRAFT 2023 ANNUAL OPERATING BUDGET

- a. Overview of Major Initiatives; Changes to Fund Balance; and Projections for 2023 Expenditures – Centrice Martin, Township Manager and Eric Endresen, Director of Finance

Ms. Martin reviewed the following amendments to the budget:

1. Add \$700,00 to 32.354.030 for TASA Grant to offset the \$700,000 for construction of the PGM bike and pedestrian safety project.
2. Utilize "Northland Mobility Committed Fund" Committed Funds with a "deduction" of \$400,000 for Account 439.610 Capital Construction to offset the cost of Blue Course Drive from Martin Street to Circleville Road for project base repair and surface profiling.
3. Staffing Request – 7 FTE, 2 PT Requests
 1. IT Specialist
 2. HR Director
 3. Finance Assistant/Account Receivable
 4. Economic/Community Development Planner
 5. Public Works Administrative Assistant
 6. (2) Stormwater Worker
 7. (2) PT Stormwater Data Collection Analysis
4. Increase 410.750 (Capital Equipment-Police) by \$25,000 from \$221,000 to \$251,000 to increase (2) Ford Hybrid amount to \$90,000 and \$15,000 to electronic, accessories, and marking for (2) SUV's

Ms. Martin reviewed the following FY 2023 Goals:

- Information Technology – IT Strategic Plan; IT Specialist position; IT governance policies
- Human Resources – HR Business Partner Model: Strategic Plan, Onboarding, Recruitment and Retainment
- Finance – accounts receivable position, polices, procedures, process
- Park Hills Drainageway Improvements; Northland Mobility Implementation for project on Blue Course Drive; Pine Grove Mills Bike and Safety Project, Streetlights Improvement

Ms. Martin reviewed the changes that were made from 2013-2023. Increase in population, residential, mixed use, student housing; Increase in development; Transition in Leadership; Transitioned from 1 to 2 Unions Contracts to manage.

Ms. Martin reviewed the common local government challenges:

- Ransom and malware attacks
- Aging infrastructure – Approximately 100 linear road miles
- Addition of infrastructure – Stormwater maintenance with unfunded mandates
- Outdated systems and processes – Paper-based workflow

Ms. Martin reviewed the following major projects:

- Fund 32 – \$1.6 million – Pine Grove Mills Mobility
- Fund 32 - \$900,000 – Northland Mobility Project
- Fund 32 - \$2 million – Park Hills Drainageway Improvements
- Fund 34 - \$885K - Suburban Park – Phase 1
- Fund 34 - \$772,000 – Cecil Irvin Park – Phase 2

Ms. Martin reviewed Grants & Alternative Funding.

Ms. Martin reviewed the General Fund Balance and stated that it is healthy. Ms. Martin reviewed considerations with pros and cons.

1. Do nothing – Proceed as usual. Complete current projects and work towards goals. Control expenditures year-to year.
2. Budget Cuts – Austerity. Cut the budget today and defer projects until funds replenish. Save now, pay later.
3. Step-Down Approach – Prioritize completion of current projects and infrastructure maintenance. Assess Scope of work for future projects and find alternative sources of funding.
4. Raise Taxes – Prioritize increased funding for future projects.
5. Budget Cap on Specific Funds.

b. Discussion of General Fund Revenues – Eric Endresen, Director of Finance

Mr. Endresen reviewed the Revenue and Expenditure Summary by Fund on pages 28 and 29 of the [proposed budget](#). Mr. Endresen reviewed the General Funds that started on page 47.

Ms. Martin requested information regarding the decrease in the 310.021 Earned Income Tax. Mr. Endresen stated that they count January and February of the following year as an accrual to see how much will be collected.

c. General Fund

i) Public Safety – Ryan Hendrick, Officer in Charge; Centrice Martin, Township Manager

Sergeant Hendrick thanked the Board for their continued support for law enforcement and thanked the staff as well.

1. Police–Sergeant Hendrick’s introduced the police department budget, reviewed expenditures, accomplishments, and statistics that started on page 97.

Ms. Strickland asked if bigger speed monitors like the one in Lemont should be purchased. Sergeant Hendrick noted that it is a great tool but would need to strategically plan. Ms. Strickland requested that this be included in the next CIP.

Ms. Dininni flagged 410.750 Non-Capital Equipment on page 109.

2. Fire Protection – Mr. Endresen reviewed the budget that started on page 110

Ms. Dininni stated that she is unsure about the contribution to Warriors Mark but is sure about the contribution to Port Matilda. Ms. Dininni suggested having a strategic conversation about these contributions. Ms. Strickland suggested flagging the item and having it noted as a contribution that can be made outside of the fire area as a donation request.

3. Ambulance Services – Mr. Endresen reviewed the budget that started on page 111.

4. Emergency Services – Mr. Endresen reviewed the budget that started on page 119.

5. Health and Welfare - Mr. Endresen reviewed the budget that started on page 119.

ii) Finance – Eric Endresen, Director of Finance

1. Finance – Mr. Endresen reviewed the budget that started on page 70.

2. Tax Office – Mr. Endresen reviewed the budget that started on page 76.

3. Debt Service Interest; Taxes; Benefits; Insurance; and Contingency – Mr. Endresen reviewed the budget that started on page 172.

4. Inter-Fund Transfers – Mr. Endresen reviewed the budget that started on page 150.

Ms. Strickland asked about the TIF calculation because it was recalculated in 2018. Mr. Endresen noted it was 60% for a long time, but past Manager Pribulka moved it to 40%. Ms. Martin asked if there was a clarification from the county. Ms. Martin will discuss with Mr. Endresen.

iii) Centre Region Council of Governments – Centrice Martin, Township Manager

1. COG Administration; Building Capital; and Contingency – Ms. Martin reviewed the budget that started on page 79.

2. Centre Regional Planning Agency & CCMPO - Ms. Martin reviewed the budget that started on page 117.

3. Transit System - Ms. Martin reviewed the budget that is on page 133.

4. Parks & Recreation – Ms. Martin reviewed the budget that started on page 134.

Ms. Dininni requested to flag this item for further review.

5. Library Services - Ms. Martin reviewed the budget that is on page 142.

6. Senior Citizens - Ms. Martin reviewed the budget that is on page 143.

Ms. Dininni and Ms. Strickland requested to flag this item for further review. Mr. Thompson stated that he heard Ferguson Township had the most participation.

iv) Special Revenue Funds – Eric Endresen, Director of Finance

1. Street Light Fund - Mr. Endresen reviewed the budget that started on page 153.

2. Hydrant Fund - Mr. Endresen reviewed the budget that is on page 156.

3. General Obligation Fund - Mr. Endresen reviewed the budget that started on page 172.

v) “Small” Funds – Eric Endresen, Director of Finance

1. Agricultural Preservation Fund – Mr. Endresen reviewed the budget that is on page 175.

Ms. Dininni requested to flag this item for a policy review.

2. Pine Grove Mills Street Light Fund - Mr. Endresen reviewed the budget that is on page 287.

3. Park Improvement Fund – Mr. Progar reviewed the fund on page 289.

Ms. Dininni suggested that there be a workshop with the Parks Committee and the Board prior to budget. Ms. Dininni asked if the master plans for all the parks could be placed on-line. Ms. Dininni suggested that 454.000 Bike Racks for Spin Bike Program be moved under Suburban Park Projects. Ms. Dininni asked if the bike rack at Fairbrook Park that is never used, be taken to Suburban Park where there is not one.

Ms. Dininni inquired about 454.020 Suburban Park Projects – Offsite Trail Connection. Ms. Martin reported that this needs to be removed because this is completed but will get confirmation.

Ms. Dininni requested to flag 454.110 Songbird Sanctuary Parks Projects.

A discussion ensued regarding Cecil Irvin Park Projects, and instead of flagging the item, Ms. Dininni suggested adding it to an agenda in January or February.

vi) Fiduciary Funds – Eric Endresen, Director of Finance

1. Police Pension Fund - Mr. Endresen reviewed the budget that is on page 293.
2. Non-Uniform Pension Fund - Mr. Endresen reviewed the budget that is on page 297.
3. Tom Tudek Memorial Trust Fund – Mr. Endresen reviewed the fund that starts on page 301.

Ms. Dininni asked to flag the Tom Tudek Memorial Trust Fund to lay the foundation to begin to coordinate the efforts.

IV. CONSENT AGENDA

There was no agenda.

V. ADJOURNMENT

With no further business to come before the Board of Supervisors Budget Special Meeting, Ms. Stephens moved to **adjourn** the meeting at 4:01 p.m. The motion passed unanimously.

Respectfully submitted,



Centrice Martin, Township Manager
For the Board of Supervisors

Date approved by the Board: 12-06-2022