

## **Special Meeting Minutes of December 16, 2013**

### **Board of Supervisors**

Chairman Thomas McCaffrey called the West Brandywine Township (WBT) Board of Supervisors Special Meeting of December 16, 2013 to order at 7:50 p.m. and led those present in the Pledge of Allegiance. Roll call of the Board of Supervisors (BoS) by Secretary/Treasurer Linda Formica noted Chairman McCaffrey, Vice-Chairman William Webb and Supervisor Josef G. Obernier in attendance. Also present were Public Works Director Thomas Eells, Police Chief Walter Werner and Codes Enforcement Officer Dale Barnett.

#### **Special Public Notification**

*An executive session was held this evening at 7:00 p.m. to discuss the findings for the Independent Accountant's Report.*

#### **Old Business**

##### *1. Discuss proposed 2014 Budget*

- a. Bob Stevenson from Kimmel, Lorah & Associates, appointed Auditor for the Township, discussed costs of funds and made recommendations to the Board to delete all small funds and create a base of funds that is more audible and manageable from an Auditor and Administrative standpoint. Discussion ensued on what accounts to keep and what is not necessary.
- b. Doug Smith asked the Auditor about costs for the Funds.
- c. Ed Pristernik asked about a getting a different accounting software package. Mr. Stevenson stated they have been talking to the Township about a different software package. Doug asked if a report will be provided to the Township. Mr. Stevenson stated yes. Further discussion ensued on various costs for the software package.
- d. Vice-Chairman Webb thanked the staff for getting the budget together.
- e. Vice-Chairman Webb suggested that one way of decreasing expenses from overtime is to make employees salaried or taking comp time for hours passed the 40 hour week instead of overtime. He would also like to see the Police Department use a part-time officer to work holidays instead of a full time officer. Chief Werner informed Vice-Chairman Webb that this is a contract issue and would have to be worked out at

contract time. Vice-Chairman Webb would also like to see a co-pay on insurance. He also believes the non-uniform should be treated the same as uniform.

- f. Supervisor Obernier stated that although he suggested this when putting together the budget, salary vs. hourly cannot be figured at this meeting.
  - a. Chairman McCaffrey does not think it is wise to go to salary and that PA Law states that you get paid for the hours worked. If you do not work hours, you do not get paid. Vice-Chairman Webb asked why there is an “exempt” and a “non-exempt” portion in the policy. Chairman McCaffrey stated that it is an “at will” state, there is no requirement for sick time, vacation, or to pay time and a half for holidays. He believes that it is very flexible to have people who are hourly because you can have them there as long as you need, and when you don’t need them, you can cut back, rather than be salary when they are paid whether they are there are not.
- g. Supervisor Obernier questioned the section referring to dental and eye glasses, that they are zeroed out for next year. Is this being removed? Linda Formica informed him that these were combined into the health care insurance because they come on the same bill together.
- h. Supervisor Obernier questioned the section referring to diesel fuel and why it has dropped by two-thirds and where it went. Discussion ensued on where the funds were put.
- i. At the request of Vice-Chairman Webb, Supervisor Obernier asked Ed Pristernik to meet up after the budget meeting.
- j. Supervisor Obernier asked if admission/amusement taxes will be collected from the Golf Zone and Hurricane Hill. Codes Officer Dale Barnett informed the Board that he heard back from Hurricane Hill stating that they plan to resist this tax. Dale will forward the letter to the Board for their review. Supervisor Obernier asked why the amusement tax permit was removed from the website. Dale informed him it was because the information was incorrect. It will be addressed by the Tax Collector.
- k. Chairman McCaffrey asked why under Administration there is a liability increase. He was informed that everything was put under one category. Chairman McCaffrey stated this is incorrect to do. Further discussion will have to take place with the department heads.
- l. Supervisor Obernier asked if cemetery inspections will be done. Dale Barnett informed him that this will begin in January and he is in the process of notification.
- m. Vice-Chairman Webb asked, in reference to the Open Space Escrow Fund, what are the total outstanding debts for this. Discussion ensued on this. Linda Formica will get the information to Vice-Chairman Webb. Public Works Director informed the

Board that he and Linda are getting resistance from the County about improvements that can be done at the Henderson tract that have not been done and why the Township is not moving on putting a trail in, which will be right in the middle of a field that the farmer is farming. Chairman McCaffrey said to ask the County Commissioners to allow the Township to postpone this because someone is actively farming the area and the Township does not want to put the farmer out of business by bisecting his field with a walking trail.

2. An Audit was done that had to do with medical expenses and credit card usage that involved Ronald Rambo. Ed Pristernik asked what the time frame was for this audit. It was from 2009, 2010, 2011, and 2012 with a portion of it being 2007 and 2008. Discussion ensued.
3. Vice-Chairman Webb asked that the Township look into getting an Ipad or some sort of electronic reader for the Board that would have all the information in it as opposed to the books prepared for each meeting. Supervisor Obernier agreed. Doug Smith suggested a drop box link on the server that would allow you to pull it up at home and have access to it instantly. Chairman McCaffrey suggested an email box for just Township.
4. Doug Smith asked about the reduction for Parks & Recreation. Linda Formica sent two requests to the Park & Rec for budget information but did not respond.
5. Ed Pristernik asked if the Municipal Authority will continue to use Township staff for services. Supervisor Obernier stated that beginning January, Ron Rambo will be sending out the bills with DNB collecting the fees. Linda stated that she asked Ron via email if he wanted the address changed from 198 Lafayette to 199 Lafayette and he told her not at this time. Chairman McCaffrey suggested that this be in writing.
6. Ed Pristernik questioned Tax Collection – EIT. A brief discussion ensued.

Chairman McCaffrey finalized with stating there is no necessity for development for the community to survive, bedroom communities can survive. Commercial and industrial development brings in the traffic, the air pollution, potential for thefts, etc. Supervisor Obernier added that you do not need public sewer everywhere. Chairman McCaffrey stated that on-site sewer and on-site water are not bad. Bedroom communities are not bad; they keep the atmosphere and spirit that people move here for.

## **Adjournment**

There being no further business before the Board, Supervisor Obernier motioned to adjourn the meeting at 9:18 p.m., Vice-Chairman Webb seconded the motion. Board Members Obernier, Webb and McCaffrey voted aye.

Linda Formica  
Secretary/Treasurer