

HDZ

**HILLTOWN TOWNSHIP BOARD OF SUPERVISORS
REGULARLY SCHEDULED WORKSESSION
Monday, December 14, 1992
7:30PM**

The Worksession Meeting of the Hilltown Township Board of Supervisors was called to order by Chairman William H. Bennett, Jr. at 7:35PM and opened with the Pledge of Allegiance.

Also present were: Kenneth B. Bennington, Vice-Chairman
Jack C. Fox, Supervisor
Bruce G. Horrocks, Township Manager
George Egly, Chief of Police
Eric D. Applegate, Code Enforcement Officer

Chairman Bennett announced the Supervisors met in Executive Session prior to this meeting, to discuss legal matters and to interview candidates for the part-time Zoning Officer position.

A. MANAGER'S REPORT - Mr. Bruce G. Horrocks, Township Manager -

1. Mr. Horrocks asked the Board to entertain a motion to allow the Township to transfer \$4,000.00 from the Debt Service Fund to the General Fund, which is after the 1992 payment to Debt Service.

Motion was made by Supervisor Fox, seconded by Supervisor Bennington, and carried unanimously to allow the Township to transfer \$4,000.00 from the Debt Service Fund to the General Fund.

2. Mr. Horrocks presented two Resolutions for the Board's consideration. Resolution #92-40 is for the release of \$45,006.00 from the 1989 Bond Fund for the acquisition of Public Works motor vehicles. This was the truck purchased in June of this year. These monies were authorized to come from the Bond Issue. The General Fund did in fact pay for this vehicle, and carry it through the entire second half of the year.

Motion was made by Supervisor Fox, seconded by Supervisor Bennington, and carried unanimously to adopt Resolution #92-40, authorizing the release of \$45,006.00 from the 1989 Bond Fund for the acquisition of Public Works motor vehicles.

Resolution #92-41 is for the release of \$33,915.56 from the 1989 Bond Fund for the acquisition of Capital Projects for Parks. Mr. Horrocks explained the total on that payment was significantly higher, approximately \$70,000.00 during 1992, however the Township is only requesting a release of \$33,915.56.

Motion was made by Supervisor Fox, seconded by Supervisor Bennington, and carried unanimously to adopt Resolution #92-41, authorizing the release of \$33,915.56 from the 1989 Bond Fund for the acquisition of Capital Projects for Parks.

3. Mr. Horrocks outlined the legal requirements involved with hiring an outside auditor. The Township was granted a decision by Judge Clark on December 1, 1992, which meets the requirements of the Second Class Township Code. If the Board so desires to hire an independent outside auditor, it has been approved. One quote has been received from an outside auditor, and the Board must decide which direction the Township would be interested in taking, as there are two options available.

Since the Supervisors will be discussing the 1993 Budget later in the meeting, Chairman Bennett suggested this matter be addressed at that time. The Board was in agreement.

B. CORRESPONDENCE - Mr. Bruce G. Horrocks, Township Manager -

1. The Township has received lengthy correspondence from the Department of Environmental Resources concerning Waste Management's latest permit notification. This issue was briefly mentioned at the last Supervisor's meeting. Mr. Horrocks explained it is basically a re-permitting process that Waste Management is required to follow, and does not allow for any new items to go to the transfer facility.

2. Further correspondence has been received from the United States Postal Service regarding Line Lexington's postal facility. Possible space for this facility has been located in an existing commercial strip at Hilltown Pike and Rt. 309.

3. Additional correspondence was received concerning a previous request by Mr. Louis Walch regarding his property located at 1511A and 1511B Rt. 152. Following the Board's direction, Mr. Horrocks had requested more information and better proof from Mr. Walch concerning his request. The letter received today, which is signed and notarized, is from Mr. Harry Overbaugh, who advised he installed two electric meters at the property owned by Mr. Walch on Rt. 152, apartments 1511 A and B, in the year 1949.

Supervisor Bennington asked for some background on Mr. Walch's original request. Mr. Horrocks explained the property is being re-financed, and the finance company is requesting correspondence verifying that the two family dwelling is legitimate in the eyes of the Township. Prior to this, two other letters had been received from previous tenants of this property, verifying that the property has been utilized as a two family dwelling since 1947. Supervisor Bennington felt this latest information was sufficient to grant Mr. Walch's request. Supervisor Fox believes that the signed and notarized letter received today would be sufficient proof. Supervisor Fox also requested that Mr. Walch complete a Tenant Identification Form, as required by Ordinance.

Motion was made by Supervisor Bennington, seconded by Supervisor Fox, and carried unanimously to recommend acceptance of the information available, and to approve the request of Mr. Louis Walch recognizing that his property located at 1511A and 1511B Rt. 152 had been a two family dwelling before Zoning.

4. Chairman Bennett received correspondence and a copy of a Resolution adopted by Quakertown Borough Council, asking for Hilltown Township's support in opposing Suburban Cable's rate increases. The resolution shows a history of cable television rate increases from 1987 through 1993, which works out to a 91% increase, with an average of 15% per year. Quakertown Borough is encouraging any Suburban Cable served municipalities to consider passage of a similar resolution. Chairman Bennett will copy the information for the remaining Board members, and suggested that the Supervisors may take action on this issue at the next meeting. There have been rumors circulating about Suburban Cable raising their rates an additional \$2.00 per month. Apparently, cable television companies are attempting to raise the rates before April 1, 1993, when it appears the Federal government will regulate cable companies. Mr. Horrocks explained this is the reason Suburban Cable is increasing their rates, and they are laying the blame on the required changes by new Federal regulations. After reading several newspaper articles about this rate increase, Mr. Horrocks noted that Suburban Cable is also offering a reduced fee and a reduced increase schedule for all fixed income households and senior citizens. Supervisor Bennington commented Suburban Cable also has the possibility of increasing rates, on a tier basis, even though ESPN and CNN are included in basic cable. The two tier system would cost consumers to subscribe to the second "tier", in addition to the basic cable rate. Supervisor Bennington realizes the Township is locked into a contract with Suburban Cable, however he is very unhappy with the latest rate increase proposal.

C. CONFIRMED APPOINTMENTS:

1. Mr. Claire Keller - Spur Road Realty - Mr. Keller is one of the owners of Spur Road Realty, and is before the Board this evening to present his proposal. Spur Road Realty purchased the former Tubular Products building approximately two years ago, and has been seeking tenants to utilize the entire building. Unfortunately, their pursuit of tenants has been unsuccessful after two years. Mr. Keller advised Mr. Leon Clemens of Clemens Tire and Auto has recently moved in, though he is not able to utilize the entire building. The Planning Commission, at their meeting last month recommended approval of a permit for Clemens Tire and Auto to move into the building, with some conditions. One of the conditions is that if Spur Road Realty were able to lease additional space, the Planning Commission might prefer submission of a land development plan, or a waiver of land development plan

1405-
Page 4
Board of Supervisor's Worksession
December 14, 1992

submission by the Board of Supervisors. Mr. Keller noted the building was constructed in three sections. Since the applicant is unable to find tenants to utilize the entire building, Mr. Keller would like to lease portions of the building to three separate tenants. Mr. Keller has contacted Labor and Industry who suggested constructing demising walls between the various sections of the building, and Mr. Keller is requesting the Board's approval to do that.

There are also several items in the Planning Commission's recommendation for approval for Clemen's Auto Body, that Mr. Keller is seeking relief from. The Planning Commission had suggested that 48 off-street parking spaces be required, plus one space for each employee. Mr. Clemen's does not require that much parking in relation to the amount of building space he will be occupying. Mr. Keller is seeking relief from this requirement for several reasons. A large sum of money has been put into the facility for repairs and renovations, and also, Spur Road Realty has experienced hefty mortgage payments with this site. Spur Road Realty is not looking at this project as a profit maker, though they were looking forward to leases generating funds to cover most of the expenses, however that has not happened to date. The applicant is not seeking tenants with many employees since that might create a parking problem. Mr. Clemens will have possibly five employees. One potential tenant has shown an interest and would not be employing many people to work there every day. Basically, this potential tenant would be out performing service work during normal business hours, and would only need space to store materials and equipment.

Supervisor Fox asked for clarification of the term "demising walls". Mr. Keller replied Labor and Industry defined a demising wall as a concrete block wall. Mr. Keller presented a sketch plan showing the lay-out of the building, and pointed out Mr. Clemen's portion of the building. Labor and Industry suggested adding a wall which would give all tenants common access to the rest room area. The reason there is one common rest room area is because, in this particular area, there is not public sewer along Rt. 309. If the applicant's tenants had a limited number of employees, it would certainly be a workable situation. When Tubular Products owned the building, there were never more than 50 employees. Supervisor Fox asked how many employees the potential tenant might employ. Mr. Keller advised the potential tenant would be utilizing the lower area of the building and presently has a total of five employees. Of those five employees, three would strictly be doing repairs on the road a majority of the time. The business sells trash compacting machines to supermarkets and other stores, who generate large amounts of cardboard trash. The business also services and sells rebuilt machines. There may be a few employees actually in the building from time to time, for the purpose of re-building machines. Mr. Keller did not bring the prospective

1402

Page 5
Board of Supervisor's Worksession
December 14, 1992

tenant's application with him this evening, because he first needed to determine the Board's feeling on having more than one tenant in the building.

Mr. Keller's future goal is to combine this facility with the neighboring Indian Valley Camping Center, and at that time, realizes a Site Development plan would certainly be necessary. However, that goal would not take place any time in the near future.

Chairman Bennett commended the work done on the building by the applicant to date, since the building was quite an eyesore at one time. Mr. Keller stated one of their goals was to "clean up" the neighborhood, which they feel they have done to some degree. However, they were not anticipating tenants being so difficult to find.

The site is 2.6 acres total. The entire building totals approximately 25,000+ square feet. If divided by walls, Mr. Keller believes one section will be approximately 10,000 sq. ft., one section will be approximately 7,000 square feet, and the remaining section will be approximately 9,000 square feet. Supervisor Fox commented parking must be made available for the employees of any tenants on the site. Mr. Keller replied there is parking available, however he is not certain of how much space would be given up by a site development plan, if curbing or road improvements were to be required. This would certainly take away from some of the usable parking space. Supervisor Fox asked if curbing currently exists. Mr. Keller replied that there is no curbing on either side, and explained that the roadway is higher than the building on one side, including a guardrail. Mr. Keller is not suggesting that parking be allowed on Spur Road under any circumstances.

Supervisor Fox commented the potential tenant might have five employees, however since he sells materials, parking will be required for customers. Mr. Keller replied the potential tenant would not actually handle retail sales from the building. The applicant is purposely not seeking any retail store businesses as tenants, due to the anticipated parking requirements. The applicant is seeking tenants whose businesses conform to a Light Industrial use, and hopefully, a business which does not employ many employees.

Mr. Keller is requesting waiver of land development requirements, and approval to allow more than one tenant to lease portions of the building, in an effort to generate more capital to continue the clean up process on the site.

Without requiring a land development plan, Supervisor Fox asked Mr.

1407

Page 6
Board of Supervisor's Worksession
December 14, 1992

Applegate how the Township can be sure the site would be safe with regards to fire codes, etc. Mr. Applegate noted he has never been inside the building, and has no idea what currently exists. Supervisor Fox felt there must be some way that the Township can be assured that the building conforms to safety standards, if submission of a land development plan is not mandated. In view of what the applicant has accomplished to date, it is Chairman Bennett's personal opinion that it would be a matter of good faith to trust the applicant to continue to develop the property. In the recent past, Supervisor Fox commented, this Board allowed a business to go in without submission of a land development plan, and in that case, the applicant dug his own well, even though public water was available. This occurred because the applicant received no direction, and had no one to answer to.

To obtain an Occupancy Permit from License and Inspections, Mr. Keller noted, a complete inspection by their office must take place. Mr. Keller can assure the Board that he wishes to do this project to Township standards, however he understands Supervisor Fox's concerns.

Chairman Bennett mentioned the one electrical service which currently exists in the building, and noted plans are underway to install three separate electrical meters to service the building instead. Mr. Keller would like to remove PP&L's pole, since the electrical service presently running into the building is much greater than what that building requires to operate three separate businesses. Because Tubular Products did a lot of welding, and had overhead cranes and compressors, that electrical service was required, however it is no longer necessary.

Again, Supervisor Fox asked how the Township can insure that the building is done right, if a land development plan is not submitted. The Township has a Code Enforcement Officer whose job it is to enforce the building codes and insure that everything is done properly. Mr. Applegate stated as long as the applicant obtains a building permit which is in effect while the building is under construction, this might be permissible. Perhaps, Mr. Horrocks suggested, the Township Engineer could pre-review the site, though not as a land development, to make some suggestions to the Board of Supervisors as well. Supervisor Fox's concern is that the electrical work is done properly. Mr. Keller advised he is supervising any work that is done at that building.

Supervisor Bennington did not have a problem with the applicant's request, as long as a building permit is obtained for any changes that will be made and inspections take place by the Code Enforcement Officer. Mr. Keller noted PP&L suggested that the applicant remove the pole and the former electrical service. The applicant has already begun the project in an attempt to place the

electric service underground, with PP&L's supervision. Mr. Keller was not aware that a permit was required for that, however he was told about it at last month's Planning Commission meeting. Supervisor Fox explained this is an example of the problems which might occur when an applicant does not submit a land development plan and is able to go forward with construction. Many times the applicant does not realize and is not aware of certain requirements. If Mr. Keller was proposing an addition to the building, he would naturally have applied for a permit, however since the building itself was not being changed, he began the electrical work without a permit.

Motion was made by Supervisor Fox, seconded by Supervisor Bennington, and carried unanimously to grant relief from land development submission to Spur Road Realty and to require that any changes being made to the building must be so noted on building permit applications, submitted before work begins.

D. DIRECTOR OF PUBLIC WORKS REPORT:

In the absence of Mr. Buzby, Director of Public Works, Supervisor Bennington read the Public Works Report for the period of November 1 through November 28, 1992, which is on file at the Township office.

E. POLICE CHIEF'S REPORT - Chief George Egly -

The Police Chief's Report for November, 1992 was read by Chief Egly and is one file at the Township office.

For the Board's information, Chief Egly presented a monthly comparison of the Police Report showing figures from 1991 vs. figures from 1992.

F. CODE ENFORCEMENT OFFICER'S REPORT - Mr. Eric D. Applegate, Code Enforcement Officer -

The Code Enforcement Officer's Report for the month of November 1992, was read by Mr. Applegate and is on file at the Township office.

Mr. Applegate wondered if the Board had the opportunity to review the on-going zoning complaints, and asked for their recommendations.

Chairman Bennett mentioned the violation against Tax Map Parcel #15-18-12, owned by Mr. Corruzzi, which is the site of the former Glanzman Auto Body property. Currently, Mr. Applegate advised, a notice of violation was filed against the property owner which was never appealed. The next step for Mr. Applegate would be to file

1409
Page 8
Board of Supervisor's Worksession
December 14, 1992

the case in District Court. To do so, Mr. Applegate will need the Board's authorization. Chairman Bennett asked when Mr. Applegate was last in contact with the property owners. Mr. Applegate did not recall the exact date, however he believes it was some time ago. Chairman Bennett asked if these were the same people who were supposed to appear before the Zoning Hearing Board well over one year ago. Mr. Applegate replied it was the tenant of this property which was to appear before the Zoning Hearing Board approximately three years ago.

Motion was made by Supervisor Fox, seconded by Supervisor Bennington, and carried unanimously to direct the Code Enforcement Officer to file a complaint in District Court against the owners of Tax Map Parcel #15-18-12.

G. HILLTOWN FIRE CHIEF'S REPORT/EMERGENCY MANAGEMENT REPORT - Mr. Robert Grunmeier, II -

Concerning Emergency Management, Mr. Grunmeier advised he and Mr. Tuttle will be attending a quarterly training session on Wednesday, December 16, 1992 at the Emergency Services Training Center. Also, Mr. Grunmeier asked if the revised Emergency Management Plan for Hilltown Township was sent to Bucks County. Mr. Horrocks replied that it was.

Mr. Grunmeier read the Hilltown Fire Chief's Report for November, 1992, which is on file at the Township office.

Mr. Grunmeier requested a copy of the requirements for approval for Our Lady of Sacred Heart Church and School concerning the sprinkler system. The written decision from the Code Hearing has not yet been received, however when it is, Mr. Horrocks will forward this information to Mr. Grunmeier.

Mr. Grunmeier was approached by the residents of the Hawk Ridge Development regarding the Santos Subdivision. Their concerns were a private roadway, which they consider a "tractor path". Mr. Grunmeier visited the site, and feels that the existing "private road" would not be acceptable for emergency vehicles, at present. Supervisor Fox noted a formal plan has not yet been submitted for the Santos Subdivision.

As of January, 1993, Mr. Grunmeier will no longer be the Fire Chief of Hilltown Fire Company. Mr. Grunmeier appreciates all the cooperation and backing he has received from this and previous Boards. Mr. Jim Gill, the current Deputy Fire Chief will take over the Fire Chief position of the Hilltown Fire Company in January.

Mr. Grunmeier invited the Board of Supervisors and the Fire Commission to view Hilltown Fire Company's Quick Response Unit.

1410

Supervisor Bennington asked Mr. Grunmeier to explain the box problem on Callowhill Road and Rickert Road which occurred this past weekend. Mr. Grunmeier explained that a call was received concerning Callowhill and Rickert Roads. This intersection is called 61 Box, which is the local box of the Hilltown Fire Company. For some reason, the intersections and addresses, etc. on those particular roads are constantly changing. At the time of the incident, Mr. Grunmeier was able to reach Supervisor Bennington to discuss the matter. Mr. Grunmeier felt there should be some type of system so that Hilltown Township, as a governing body, can monitor these changes. At present, if the Hilltown Fire Company submits a set of box cards, and someone else submits a set of box cards, which happen to overlap, the box cards continue to be added to the computer. Mr. Grunmeier felt the Board should designate an individual or group to review and control new card submissions to insure that it coincides with the actual fire district map. Due to this problem, that particular area of the Township basically went without fire protection coverage this past weekend.

Supervisor Fox asked if Mr. Grunmeier had any suggestions on how this could be accomplished. Mr. Grunmeier suggested one person or group of people would to be assigned this job. Correspondence on Hilltown letterhead would then have to be sent to the Bucks County radio room, stating that any fire districts or any box assignments in Hilltown Township must be approved through this office. Mr. Grunmeier felt this would alleviate a very confusing situation.

Supervisor Fox commended Mr. Grunmeier for the fine work he has done as Chief of the Hilltown Fire Company these many years. The Board shared Supervisor Fox's sentiments and thanked Mr. Grunmeier for his service.

H. RESIDENT'S COMMENTS:

1. Mr. John Snyder, of the Hilltown Fire Company, announced that Santa Claus will be making tours on a fire truck throughout the Township on Saturday, December 19, 1992 beginning at 4:00PM.

On a different subject, Mr. Snyder asked why Suburban Cable, who is the sole provider of this service in this municipality, will not supply cable television service to sections of Hilltown Township where they do not feel there are enough houses. Supervisor Fox felt it was a matter of dollars and cents. Chairman Bennett believes there are some minimum requirements involved with the contract with Suburban Cable. Mr. Horrocks explained it depends on how many homes are in the area and how far the cable must be run. Our contract with Suburban Cable does not define their business in the Township at all. It also takes into account the period of time it takes for Bell Telephone or PP&L to authorize use of their poles to Suburban Cable.

Mr. Snyder asked Mr. Horrocks to advertise for the Zoning Hearing Board Reorganization Meeting, which is scheduled for Thursday, January 7, 1993 at 6:30PM, preceding the scheduled hearing that evening.

Motion was made by Supervisor Bennington, seconded by Supervisor Fox, and carried unanimously to authorize advertisement of the Zoning Hearing Board Reorganization Meeting to be held on Thursday, January 7, 1993 at 6:30PM.

Mr. Snyder mentioned that Hilltown Township's Public Works Department spent a great deal of time out on the roads during the recent storm which hit our area. If the Board saw the work our Public Works Department did, as compared to what little work PennDot did on roads within the Township, they will realize that Hilltown Township has a road crew to be proud of. In many instances, the Public Works Department of Hilltown replaced PennDot crews to get the roads open. Mr. Snyder commended the entire Public Works Department on a job well done.

I. LINENS FOR SIGNATURE:

1. Our Lady of Sacred Heart

J. PRESS CONFERENCE: A conference was held to answer questions of those reporter's present.

K. SUPERVISOR'S COMMENTS:

1. Actual holiday food distribution by the Civic Association does not take place until next Saturday, however Chairman Bennett noted the incoming food donations do not appear to be as generous as they were last year at this time. Chairman Bennett encouraged Hilltown residents to deposit any food contributions in the Township building lobby. Holiday food baskets will be given to 18 needy families in Hilltown Township.

2. Supervisor Bennington thanked all the people who called, or sent cards, baskets and flowers during his recent hospital stay. Supervisor Bennington appreciated the concern.

3. Supervisor Fox asked Mr. Horrocks for an update on the Neshaminy Watershed plan. Mr. Horrocks spoke to Mr. Wynn, Township Engineer, who advised he has been doing some re-wording of the model ordinance to fashion after Hilltown Township's Subdivision/Land Development Ordinance. Mr. Wynn expects to present a revised copy for the Planning Commission's review at their December meeting.

4. Supervisor Fox asked if any progress had been made concerning the proposed Burning Ordinance. Mr. Horrocks has not

Page 11
Board of Supervisor's Worksession
December 14, 1992

taken any further action on the proposed Ordinances within the last month.

L. 1993 BUDGET: The Board received a revised copy of the 1993 Budget, dated Friday, December 11, 1993.

With less than three weeks remaining in 1992, Chairman Bennett asked if the Township will be able to pay all our bills and finish the year as proposed. Mr. Horrocks replied that we will have no problems meeting our payments for the remainder of 1992. Any monies "left over" will go immediately into 1993, and as shown on the proposed budget, there is an estimated beginning cash balance of \$60,000.00 in the General Fund for 1993. Supervisor Bennington asked if the Township will be taking less of a Tax Anticipation Note because of the surplus. Mr. Horrocks replied the Tax Anticipation Note only costs the Township as the money is borrowed, similar to a line of credit. Chairman Bennett explained one of the reasons the Township bumped the Tax Anticipation Note is because in the coming year there are 27 payrolls. Therefore, the Township will be hit with a \$40,000.00 payroll on January 1, 1993.

The Year End Estimate was discussed. Mr. Horrocks noted the Year End Estimate was a manual estimate he made on October 1, 1992. Concerning Real Estate Transfer Taxes, Chairman Bennett stated the Board had budgeted \$135,000.00, with \$145,000.00 received to date. For 1993, \$145,000.00 was budgeted, and Chairman Bennett asked if Mr. Horrocks expects any increase for next year. Mr. Horrocks replied 1992 has shown a very significant return, and he did not wish to predict higher than what was received this year. Chairman Bennett stated the biggest single revenue item in the budget is Earned Income Tax, with \$817,000.00 received to date, against a forecast of \$853,000.00. For 1993, the figures show \$882,000.00, based upon what Berkheimer estimates. Berkheimer's estimate for 1993 is between \$875,000.00 and \$890,000.00.

In the Public Safety section of the Budget, Mr. Horrocks advised \$625.00 can be added to Project D.A.R.E., because Sgt. Watts and Officer Dilworth will be covering the Palisades School District next year as well. Chairman Bennett wondered why that figure had risen so much. Mr. Horrocks replied the figure is higher because of the addition of Bedminster and total reimbursement, including benefits, from the Pennridge School District, rather than just salary. Chairman Bennett noted the Police coverage for Silverdale Borough is up just 5% from \$27,800.00 to \$29,220.00, by contract.

Chairman Bennett felt the figure for Host Fees might be a bit low. Mr. Horrocks has spoken to Mr. Rich Godshall from Waste Management of Indian Valley who does not see any significant change in 1993. Chairman Bennett noted that figure is lower than it was two years ago.

1413
Page 12
Board of Supervisor's Worksession
December 14, 1992

In the Miscellaneous Revenue section, Chairman Bennett questioned why General Fund Reimbursements doubled from \$5,400.00 to \$13,000.00. Mr. Horrocks replied there are only two items shown there, and the significant one is a refund from Nationwide Insurance. If things go well, the Township should be receiving approximately \$12,000.00.

Chairman Bennett noted a significant drop in General Contributions and asked the reason for that. Mr. Horrocks explained that line item has been filled by donations from two developers who have been constructing homes, of which only eight additional homes remain to be constructed. Realistically, the number would have to drop significantly from what it used to be.

Outside auditing services are listed in the budget at \$11,500.00 for 1993. Mr. Horrocks advised a proposal has been received from a local auditing firm which quotes a one year audit for 1993 only at \$11,500.00, or offers an alternative three year contract for auditing services. The three year contract includes a first year payment of \$9,000.00, a second year payment of \$9,500.00, and a third year payment of \$9,950.00. Initially, the up front cost is less, however in essence, what the Board would be agreeing to, if they accept the second option, would be a three year commitment with that firm. Supervisor Fox asked if that decision must be made up front, or if it could be made later next year. Mr. Horrocks believes the auditing firm is looking for the Board's decision on either of the two options at this time. After surveying surrounding townships and larger boroughs, Chairman Bennett discovered that most are utilizing outside auditing firms on a regular basis. Personally, Mr. Horrocks agreed would like to see an outside auditing firm used every year in Hilltown Township. Supervisor Bennington also supports the idea of insuring the Township's financial security, however he feels that using an outside auditing firm every year would be far too expensive. Due to the cost, Supervisor Bennington believes hiring an outside auditing firm every three years would be sufficient. Since a decision is not required this evening, Chairman Bennett suggested the issue be voted upon at the regularly scheduled Board of Supervisors meeting on December 28, 1992.

Workmen's Compensation appears to be up by approximately 44%. Unfortunately, this takes into account the third bad incident which is now in our experience history, as well as the State authorized 26% increase. Mr. John Snyder of Nationwide Insurance explained the Workmen's Compensation rate increase.

Chairman Bennett asked Mr. Horrocks what he has in mind for the monies budgeted for a consultant in the amount of \$2,500.00. Mr. Horrocks hopes to establish a computer program that will compile correct names and addresses in relation to streets, post offices,

Page 13
Board of Supervisor's Worksession
December 14, 1992

and tax parcel numbers, etc. Tenant Identification forms and a register of non-conformities could also be drawn from this type of program.

Chairman Bennett questioned the rather large increase from \$6,500.00 in 1992 to \$29,000.00 in 1993, under "Maintenance Repair - Buildings". Mr. Horrocks explained approximately \$23,000.00 of that total is for the removal of dirt from the maintenance garage located on Rt. 113 and Diamond Street.

Police Department overtime is listed as \$45,000.00 for 1993, against the \$60,000.00 which was anticipated this year. Mr. Horrocks stated there are now two lines on that item - one is for overtime and one is for reimbursed overtime. Small Tools/Minor Equipment for the Police Department was discussed. It was determined that this is a very detailed list including batteries, film, ammunition, etc. Ammunition costs in 1992 were extremely minimal.

The Public Works Department overtime is shown increasing from \$4,000.00 in 1992 to \$10,000.00 in 1993, and Chairman Bennett asked if that is primarily related to the work in Park and Recreation. Mr. Horrocks stated it is not actually related to the work going on at the park. Rather, it is a reliable number that Mr. Buzby uses to pre-determine how many snow, wind and rain storms may take place, and how much salting and plowing might be required.

In summary, Mr. Horrocks believes the budget is up by approximately 5% over last year. The Township has budgeted \$2,045,000.00, and to date, we are at \$2,026,000.00. Therefore, we are very close to what was forecasted. One more payroll will take place and one more small Bill's List will be paid. Mr. Horrocks reminded the Board that the Tax Anticipation Note must be taken out of the budget, because it was not shown in the budget one year ago.

A final vote to adopt the 1993 Budget will be taken at the December 28, 1992 Board of Supervisor's Meeting.

M. ADJOURNMENT: Upon motion by Supervisor Fox, seconded by Supervisor Bennington, and carried unanimously, the December 14, 1992 Board of Supervisor's Worksession Meeting was adjourned at 9:20PM.

Respectfully submitted,



Lynda Seimes
Township Secretary