

Middletown Township Board of Supervisors Budget Workshop

October 25, 2021
6:00 p.m.

1. Call to Order and Pledge of Allegiance

Mr. Tosti called the meeting to order at 6:05 p.m. Mr. Tosti, Ms. Strouse, and Ms. Quirple were present along with the Township Manager Stephanie Teoli Kuhls, Finance Director Mega Bhandary, several department directors, and various staff. Ms. Payne and Mr. Ksiazek attended virtually.

2. Public Comment – None.

3. Board Action Items:

- a. Consideration of authorizing payment of October 25, 2021 Bills List in the amount of \$1,034,139.04.
- b. Resolution #21-33R – PennDOT Multimodal Transportation Fund Grant.
- c. Consideration of awarding the replacement of asphalt shingles and gutters at the Community Park Barn, contract to Robert Ganter Contractors, Inc., in an amount of \$111,250.00.

Ms. Strouse made a motion to approve board action Items A-C as listed above; seconded by Ms. Quirple. Motion carried by a vote of 5-0.

Ms. Teoli Kuhls provided the Board of Supervisors with updates from the October 18th Budget Workshop meeting.

General Fund:

- Health Insurance cost have been decreased to reflect 1.14% renewal from Delaware Valley Health Insurance Trust (expense decrease of \$400,000 from 10/15/2021 draft).

The following was added to Capital Projects List:

- Crosswalk Project at Langhorne Yardley Road - \$500,000 (added as Priority 1)
- Township costs for Langhorne Yardley Road TIP Project: \$200,000

- Interfund Transfers:
 - \$750,000 Transfer (2022 Budget): Investment Fund at Fire Protection Fund for implementation of Fire Study. Ms. Teoli Kuhls noted that a place holder has been added to the Budget
- \$1,000,000 Transfer (End of Year 2021):
 - General Fund to Capital Fund to account for ARPA expenditures in Capital Fund. Ms. Teoli Kuhls noted that this will account for any expenditures for ARPA
- \$1,000,000 Transfer (End of Year 2022):
 - Investment Fund to Capital Fund to add address need to revenue

Ms. Teoli Kuhls reviewed the Township's next steps for the 2022 Budget:

- There will be a Final line item review with 10/31/21 actuals, which will be added by Ms. Bhandary.
- Final adjustments to line item budget and documents preparation will begin.

Ms. Teoli Kuhls noted that the Preliminary Budget Presentation will be at the November 15, 2021 Board of Supervisors meeting.

4. Capital Project Priorities

Mr. Valla introduced the 2022 Capital Improvement Plan Project Prioritization list to the Board.

Mr. Tosti questioned the proposed Capital Project plan for the DPW site improvements. Ms. Teoli Kuhls reviewed the full project in detail.

Mr. Tosti mentioned the fuel station memo that he received last week, which was prepared by Nick Valla and Ashley Casey. Mr. Tosti questioned whether the fuel consortium bid total was tax exempt? Mr. Valla noted that he would need to review.

Ms. Quirple questioned whether the fuel station replacement would create less maintenance and if there were possible grants for the project. Mr. Valla confirmed that the current system was approximately 28 years old and that the new system would be above ground and a smaller system to maintain.

Ms. Strouse noted that she felt the Office 365 should be changed to a Priority 1 as there is a concern for security purposes. Ms. Quirple agreed with Ms. Strouse about the concern of security. Ms. Payne and Mr. Ksiazek noted they were in favor of revising to a Priority 1 category.

Mr. Tosti questioned whether the Police Department interview room does not currently have cameras. Chief Bartorilla confirmed the room does not and ideally should have the cameras installed as a best management practice.

Ms. Teoli Kuhls explained that all Priority 1 Capital Projects will be placed in the draft budget that will be presented to the Board of Supervisors at their next meeting. If grant funding is received, some Priority 2 items may be added to the Capital Projects list.

Ms. Strouse confirmed that there will be no tax increase.

5. Other Business – None.

7. Adjournment

Ms. Strouse moved to adjourn the meeting at 6:30 p.m., seconded by Ms. Quirple, carried by a vote of 5-0.