

I. OPENING

- A. Call to Order
- B. Roll Call
- C. Pledge to Flag
- D. Announcement of any Executive Session (if applicable)

II. PUBLIC COMMENT / CITIZEN AGENDA ITEMS

III. TOWNSHIP ITEMS

- A. Presentation of 2011 Proposed Budget, Jack Cahalan, Township Manager
- B. Overview of Proposed Budget – Jack Cahalan & Department Heads
- C. Questions and Answers

IV. PUBLIC COMMENT/CITIZEN NON-AGENDA ITEMS

V. COUNCIL & STAFF REPORTS

- A. Council Members
- B. Township Manager

VI. ADJOURNMENT OF MEETING

I. OPENING

CALL TO ORDER: The Budget Hearing meeting of Lower Saucon Township Council was called to order on Wednesday, October 27, 2010 at 6:02 P.M., at 3700 Old Philadelphia Pike, Bethlehem, PA, with Mr. Glenn Kern, Council President, presiding.

ROLL CALL: Present – Glenn Kern, President; Sandra Yerger, Priscilla deLeon and Ron Horiszny, Council members; Jack Cahalan, Township Manager; Leslie Huhn, Assistant Township Manager; Director of Public Works, Roger Rasich; Director of Finances, Cathy Gorman and Chief of Police, Guy Lesser. Absent: Tom Maxfield.

PLEDGE OF ALLEGIANCE

EXECUTIVE SESSION

Mr. Kern said they did announce after their last meeting that they did have an Executive Session.

II. PUBLIC COMMENT/CITIZEN AGENDA ITEMS - None

III. TOWNSHIP ITEMS

A. PRESENTATION OF 2011 PROPOSED BUDGET, JACK CAHALAN, TOWNSHIP MANAGER

Below is Mr. Cahalan's budget message:

"Thank you. I'm here tonight with the Township Finance Director Cathy Gorman and Department Heads: Leslie Huhn, Assistant Manager; Police Chief Guy Lesser and the Director of Public Works, Roger Rasich, to present and review the proposed 2011 Township budget with you.

We will be doing a Power Point presentation tonight in order to provide you with an overview of the 2011 proposed budget and, after the discussion here this evening, we will also post the preliminary budget on our website for the public to view. I'll try to be very brief with this introduction.

First, let me briefly review what was accomplished during the 2010 budget year:

- We continued to work with the EAC Open Space Sub-Committee on the acquisition of open space interests through the Open Space Preservation Program and to date we have added a total of 57.07 acres to this program.
- The Saucon Valley Compost Center, the joint yard waste facility for residents of the Township and Hellertown Borough, is finishing its 4th successful year of operation and has been seeing increases each year in the number of visits from residents of both municipalities dropping off yard waste.
- At Polk Valley Park we have completed the additional landscaping and fencing for the Phase III development along with naturalization of the detention basins and roadside swales. We approved a contract for the construction of the pedestrian bridge, which has just been installed, and finalized plans for the connector trail between the park and the school campus. The park's baseball and multi-purpose fields continue to be utilized by our youth sports teams, and with our Park Maintenance Policy and the services of an agronomist, we were able to keep our fields playable this summer despite a drought and pest infestations that negatively impacted other nearby playing fields. In our other parks, the parking lots and

Budget Hearing Meeting
October 27, 2010

pathways at Kingston Park are being completed this year and we are working on plans for additional parking and the refurbishment of the 2nd baseball field at the newly acquired Easton Road Fields.

- We are optimistic that we will be able to open our section of the Saucon Rail Trail in the Township this year. We have approved a contract for fencing on the two bridges over the Saucon Creek and are working to get access gates and bollards installed at the two road crossings. These features should be in place by the early part of December. Public Works will be installing the required signage and road markings at our two road crossings, and we are preparing to work with Hellertown to lay down a gravel surface once the safety equipment is all in place.
- Our Public Works Department was busy this year on a variety of park projects such as installing the rubber mulch at several of the park playgrounds and with the grading work at the Clover View parcels, and also worked with Hellertown Borough Public Works on paving projects in the Borough that resulted in savings to Borough taxpayers. In addition, Public Works was able to repair many of the depressed storm water inlets on Mountain Drive as part of the road resurfacing project for that road.
- We have continued to expand our Township website to include information on the Saucon Rail Trail and the Saucon Valley Partnership and have continued working toward reducing paperwork, reports and other data received in the Township to a digital format.
- We continued with our green initiatives in 2010 by securing a low interest loan from the state to implement energy conservation retrofits in our Town Hall complex and we have also converted all of our Township vehicles to the use of bio-diesel and 10 % ethanol fuel.

In putting together this budget, we have been trying to stick to a long-term plan to address some of the challenges that we are continuing to face:

While the recession that began in 2007 officially ended in June 2009, it appears that with continuing high unemployment and a slumping real estate market it will take several more years until we are back to where we were in 2006-2007.

- Despite the near collapse of the banking industry and the resulting drop in the stock market last year, I am pleased to report to you that our two employee pension funds, due to the very prudent diversification plan for these investments that the Township has in place with the PSAB, we were able to keep our losses below 20% in 2008, and, since last May, we have been showing positive returns each month and are steadily recouping these losses.
- The nationwide real estate slump sales impacted us locally again this past year with home sales dropping which continued the decline in our revenues from new development, real estate taxes, and fees associated with new construction, etc.
- Energy and fuel prices continue to be very volatile and have the potential for increasing our energy and materials costs.
- We have been very frugal on spending only for essential items during the year which helps us maintain a healthy balance at the end of the year – at the end of 2010 it will be \$1,035,199. We want to continue this practice in the future.

Due to these continuing challenges, in putting together this proposed budget for 2011, we have had to deal with the following impacts:

Projected Revenue Losses:

- Real Estate Taxes – our collections for 2010 fell below our projections by approximately \$20,000.00 due to residents paying later. Prior to the recession, we use to budget conservative 2-3% increases each year due to the anticipated increase in assessments from new construction. Given the current economic climate, in the short term, we cannot project any increase in this revenue and we may actually encounter increased assessment appeals in

**Budget Hearing Meeting
October 27, 2010**

the future. The estimated \$20,000.00 loss was driven by delinquencies which increased by almost \$40,000.00.

- Earned Income Tax – our revenue from the earned income tax has been inconsistent over the last several years and, over the past five years, we estimate that the Township has lost \$111,451 in this revenue.
- Interim Tax – revenue in this area also decreased in 2010 due to decline in building and home sales. Based on this we are estimating that these payment will be approximately \$6,000.00 lower in 2011.
- Real Estate Transfer Tax –new home sales and building permits continued the downward trend during 2010. Since 2006, we estimated that the Township has lost a total of \$244,698 in revenues from this tax.
- Interest –interest rates remained low in 2010, therefore we have again lowered our expectations for this income in 2011 by 60%.
- Tax Certifications –tax certifications for 2010 rose slightly over our modest projection, but long-term, we anticipate that there will be a long recovery period in the real estate market and a slow return to the 2006 level of revenues.
- Subdivision Fees – continued stagnating in 2010 due to slowdown in local housing market.
- Permits –permit fees (particularly zoning permits/fees) exceeded our reduced expectations by 28% during 2010 again due to the slowdown in the building and home sales market.

New Budget Expenses –

- The only new expense that we were proposing for 2011 is the purchase new Tasers for the Police Department in the amount of \$1,670.00.
- We are pleased to report that the Township was awarded \$112,500 in Gaming Funds this past Monday by the Northampton County Gaming Authority which will cover the cost of hiring a new police officer and a new police cruiser. We anticipate that the addition of the new officer will reduce our anticipated line item expense for part-time officers by an additional 40%. Chief Lesser can discuss this further when we get to the Police Department budget.

Budget Increases:

- Approximately 63% of our budget costs are driven by fixed expenses such as wages, benefits, utilities, library services, and they are increasing.
- We estimated that our medical insurance cost would increase by at least 10% in 2011 and we were pleasantly surprised to just find out that the increase will be only 6%.
- Fuel Expenses up 17% due to more use by the Township Volunteer Fire Companies (which they reimburse us for) and also price per gallon fluctuations.
- Police Department is showing more costs for the maintenance of their vehicles
- The wages under the police contract will be increasing by 4% and we are estimating a minimal increase for the non-uniform employees whose contract is due to expire at the end of May 2011
- Pension costs and associated fees will be increasing 3%
- The allocation to the Bethlehem Area Library is 3% higher than what we paid in 2010

Conclusion and Recommendations:

- Since it appears that the recovery from the recession will take several years for the Township to return to the pre-2007 revenue situation, our goal again with this budget was to (1.) maintain the current level of services we have been providing to residents;(2.) avoid any tax increases on already financially stressed taxpayers; (3.) continue to approve only essential expenditures next year and (4.) provide a financial cushion going forward into 2012.

**Budget Hearing Meeting
October 27, 2010**

- With this in mind, we closely reviewed all budget needs and requests and, beyond funding those items that are considered mandatory due to a legal/contractual obligation, we are recommending approval of only continued expense items that we consider priorities:
- Document Imaging – Funding is in the Capital Budget
- Public Works Fuel Tanks – Funding received from grant
- Building Modifications – Funding received from low interest loan
- Completion of Park projects in progress – Funding in parks funds. Also applying for additional funds from County.
- We have allocated a total of \$674,415 to the Contingency Account to provide a cushion for unanticipated expenses in 2011 and to build up our fund balance going into 2012 as we did this past year
- We are again recommending and ask that Council direct that, other than mandatory expenses, all other discretionary spending for the Township be deferred until after July 1, 2011.
- One of our priorities going forward has been to increase the amount of applications being submitted for grant funding. Cathy has been primarily responsible for that and through her efforts, she's made a tremendous effort this year. The casino grants became available to us as a contiguous municipality. The amount of grants applied for during 2010 rose to \$3,784,000.00, a 440% increase over 2009. If we can get a fraction of those like we did in the gaming, we'll be in good shape. I think that we have to be very prudent and cautious again in the coming year and continue to hold the line on any non-essential discretionary spending so that we can weather this downturn and be able to emerge from this recession with a solid base of policies and programs that will carry us forward into the future and enable us to address challenges and meet the needs of our citizens.

Thank you and now let's move on to a review of the budget document.”

B. OVERVIEW OF PROPOSED BUDGET – JACK CAHALAN & DEPARTMENT HEADS

Mr. Cahalan said the Table of Organization, there is no change. He will point out some of the significant changes. This is done every year so you can see how the revenue is split up and where it originates in the Township.

Ms. Gorman said they are estimating their fund balance at the beginning of the year to be \$1,035,199.00. Real Estate Tax, they are estimating to be brought in \$1,723,921.00. For your Local Enabling Taxes, they are estimating \$2,191,000.00. Although there are items in there that are lower than prior years, some of the items are higher just because people are paying later. You'll end up seeing things more in prior year than in current year. Mrs. deLeon said when you say paying later instead of paying it all at one time, they break it up in the installments? Ms. Gorman said they don't offer installments, the school district and County do. This is they are just paying late. Overall, there's really not much change in those line items.

Ms. Gorman said Licenses and Permits we are anticipating \$80,180.00. Non-Business Licenses and Permits \$1,900.00. Mrs. deLeon said she read somewhere where the Municipal Service Tax changed. Ms. Gorman said that was prior year. What they do now is take out a certain percentage per pay instead of paying the entire lump sum at one time. Instead of getting a full amount in April when taxes are due, it's being spread out over the year. The maximum we can charge is \$52.00 and we charge \$30.00. Mr. Cahalan said that was to avoid the part-time workers so it wasn't taken out in one lump sum. There is nothing that changed in Road Encroachment or Moving Permits.

Ms. Gorman said Fines they have noticed an increase that's being estimated slightly higher for next year. We are estimating \$80,590.00 in revenue in violations and fines next year.

**Budget Hearing Meeting
October 27, 2010**

Mr. Cahalan said Ms. Gorman pointed out in the Interest Earning the low interest rate because that's hitting us because our interest returns are much lower going forward.

Ms. Gorman said in our Intergovernmental Revenues, it's the same. That's specifically a fund that our auditors had recommended that we put in a few years ago to track expenses we bill entities that we recognize, such as the Conservancy, fire companies, things of that nature, where we absorb the cost of their expenses and we bill them outright and they return our payment.

Ms. Gorman said Federal and State Grants, these items are projected to be lower. The State has cut several of their fundings from 50% to 30% last year. She's assuming it's going to be 30% again this year. Most of the grant applications are six months behind and the only other grant that she's not anticipating on receiving anything is the recycling grant. Mr. Cahalan said on the recycling grant, they've been advised by DEP because they haven't put into effect a Township-wide collection of yard waste that we're not compliant with Act 101. Until we get our act together on that, which is something we need to discuss at some future date, DEP is saying they will not give us this grant. That was about \$20,000.00 to \$22,000.00 a year that we put into the Compost Center. We have a consultant, Hough Associates, who collects recycling data. There was some cost associated with that which we paid. By the end of the year, he'll be providing Council with the various options that are available if you want to choose or not choose any of those options. Mr. Horiszny said is that grant possibility gone? Do we need Hough again? Mr. Cahalan said that's a question we need to discuss because they are collecting data for us and we are paying them. They are a good organization. He checked into their collection and it wasn't as strong as he thought it was. It was about 29% of the businesses were reporting data back to them, so that's one issue. The other issue is the data is being collected and sent in, but we're not going to receive any grant. Basically, it's falling on deaf ears. It's been \$4,000.00 and he hasn't asked for an increase. We need to discuss before the end of the year and discuss what you want to do. The yard waste pickup entails the burning ordinance and that type of thing. It's a discussion for a later date. Mrs. deLeon asked if DEP did retroactive? Mr. Cahalan said he's not sure about retroactivity, but he doesn't think so.

Ms. Gorman said State Shared Revenue, grant applications are not changing as much on the Pension State Aid and Utility Tax. They are consistent and in line.

Ms. Gorman said General Government, the Zoning and Subdivision fees line item is going to remain consistent with last year and we are budgeting \$23,600.00.

Ms. Gorman said Public Safety, they are budgeting \$180,989.00. This encompasses a multitude of things in this section which the largest increase would be the bills we send to entities and individuals under our health care insurance that are responsible to pay us back for. Mr. Cahalan said that would be the Authority. Ms. Gorman said retirees, COBRA, all of them. Other than that, there are no major increases in those line items either.

Ms. Gorman said Recreation fees are staying the same. Miscellaneous income is also a catch all of miscellaneous items we get like insurance payments, things of that nature.

Ms. Gorman said Donations we keep that the same every year.

Ms. Gorman said Sale of Fixed Assets is the same every year. We decide what is sellable, what is reusable, what is donateable to our fire departments or any other entity that might need something.

Ms. Gorman said we are also anticipating transferring \$600,000 from the landfill fund and getting \$40,000.00 in return for the insurance programs we have that are self-insured.

Budget Hearing Meeting
October 27, 2010

Mr. Cahalan said those are the expenses as we indicated. Our revenues are down. We had to face that challenge in putting together the budget, and consequently, we cut just about everything we could cut out of the expense part of the budget. A couple of years ago we started cutting out any fat. We're now down basically to the bone. We are operating. We haven't cut services. What you'll see is we have adequate funds to operate the Township in 2011 at the same level we've been doing in the preceding year. Every one of these items shows a decrease and shows we tried to decrease the expenses, but not harm any services.

Ms. Gorman said General Government Expenses are slightly lower. The amount we are budgeting for contributions for Council, we cut the amount we normally budget for unanticipated contributions. That is budgeted at \$31,545.00. Mr. Cahalan said that's down 7%. The executive section is down 4% over last year.

Ms. Gorman said the amount on the Executive section is \$242,221.00. Most of that encompasses the salaries and advertising that is required.

Mr. Cahalan said Finance is down 2% over last year. The only thing that doesn't show any fluctuation in here is the tax services and consulting services. Ms. Gorman said the major line item that got decreased was the amount we budgeted for payment of real estate taxes for any properties that we acquire.

Mr. Cahalan said the Legal section is down 4% over 2010. What we're trying to do is be more economical here in the use of legal services. We have to look forward in 2011 to negotiations with the non-uninformed employees, so we want to be secure with that. At the same time, we want to hold the line on wages and salaries for that line item.

Ms. Gorman said Office Supplies budget line item is down \$500.00. This line item is for supplies for both administration and the Police Department.

Ms. Gorman said Data Processing is down. Most of the items the Police Department had needed in the past have been finished. We are working on some other items and anticipating getting them done by the end of this year. Mr. Cahalan said that's down 30% over last year. Ms. Gorman said we budgeted amounts for computers that are scheduled to be replaced and just the normal maintenance of fixing our existing equipment.

Mr. Cahalan said the Engineering section is down 4%. Again, we tried to conserve as much as possible here. We'll be monitoring that to make sure we don't have any overruns unless it's anticipated on any of these services.

Ms. Gorman said Buildings and Operations are primarily the same. There will be increases you will notice in the fuel line for diesel and gasoline. We're anticipating lower electricity. The rates that they were projecting didn't really come through as high as they anticipated. She's hoping with the retrofitting that we are doing or scheduled to do this year, it will hold the line on this expense. Overall, it's approximately a \$3,000.00 difference from last year's budget. It's a 1% increase.

Mr. Cahalan said Police Department is showing an increase of 3%, which is mostly in payroll. The Chief will give an overview of that and also talk about the gaming grant for the new officer and the cruiser. Chief Lesser said for the Police Department, generally, for 2011, approximately 50% of the line items are consistent and identical to 2010 showing no increase. Of the non-related personnel line items, there are two areas that increased. One is less than \$2,000.00. The warranties on the laptops expire and we think it's very prudent to continue that warranty. Another is an increase in our ammunition and that's due to the increase in just the cost in ammunition and to the additions we made to training and firearms. Other than that, the increases are mostly mandated by personnel costs. As we became aware this week, the Gaming Authority approved an application to

Budget Hearing Meeting
October 27, 2010

increase the department by an officer and to support one cruiser car. We are currently anticipating that. The budget proposed is based on our thirteen officers. Ms. Gorman said you'll be seeing the grant application award and the expenses related to that in the preliminary budget. Mrs. deLeon said she talked to Alicia today and they are preparing the paperwork to send to the municipalities. The money that's in the budget now, they are going to be cutting you a check. You will be getting most of the money soon, and then when the money comes in for December, whatever the balance is, you'll be getting another check. The joint applications that were approved, some of them started off with Hellertown-Lower Saucon and some of them were Lower Saucon-Hellertown, so whoever is first on the application will get the check and you will have to figure out who gets what. That could have been in your budget address, the other joint grants as that was a positive.

Mr. Cahalan said Fire Services is an increase of 3%, but that's the additional revenue that is coming through the budget section. Ms. Gorman said the Firemen's Relief Association received more money for that. That's an in and out line item. It's made payable to the municipality and then we have to then cut a check within 30 days to the Association for the same amount of money. You would see the revenue in the governmental line items. Mr. Cahalan said this continues the contribution to the four volunteer fire companies, \$50,000.00 each for a total of \$200,000.00. There is also a contribution to Dewey Fire Company Ambulance in the amount of \$15,000.00. Mr. Horiszny said you have the grant and the money is coming. Will the officer be hired first part of 2011 or even sooner? Mr. Cahalan said the budget is for 2011. Chief Lesser said of course with the approval of Council and the Manager and the process for hiring. As soon as we're able to and approved, they would act on that immediately. Mrs. deLeon said isn't there a significant date in the year that affects the pension? Mr. Cahalan said yes, it would have to be before June then he gets a pension credit. Maybe Chief Lesser wants to talk about how overtime and part-time salary will be impacted. Chief Lesser said it's very difficult to accurately estimate the exact specific impact that a new officer will have on the reduction of overtime and reduction of part-time officers just due to the unforeseen circumstances that have a major impact on the schedule such as an injury to an officer or an emergency. What we would expect is an absolute reduction, barring injury and barring unforeseen circumstances, in the use of part-time officers and a reduction in that budget line item as an addition of an officer. In addition to that, we control overtime. Our other police overtime, in addition to court and holidays which we have no control over, is fairly low, but we'll see a reduction in that also.

Mr. Cahalan said Planning and Zoning is showing a 15% decrease. The primary reason for this is that a lot of the parks projects in the last year or two required a lot of time from the Planner and from the Engineer to finalize those plans and bring them to you for approval to do monitoring and prepare bid documents. There was some bumps in those costs which they are projecting should go down in 2011. We'll still be getting the services of the Planner and the Engineer and the normal reviews and other types of duties, but the increases we saw, we should be past that for the time being.

Mr. Cahalan said we continued the newsletter again and he'll see if Council is comfortable with that. We send out three copies of the newsletter a year. Two are mailed to residents and one is put on the website. That's what we recommended we continue with and we budgeted funds for that. Mrs. deLeon said the paper newsletters, sometimes they'll say three issues per year on the side column, does our newsletter say this? Mr. Cahalan said we put volumes down and we put spring, fall or summer. Mrs. deLeon said her reason for saying that, people can see they'll get the mailed ones, and the third one is on line. How would they know to look on line? Mr. Cahalan said we can add that. We do the volume number. Mrs. deLeon said what month is it on line? Mr. Cahalan said the fall one is on line now and the next one will be probably at the beginning of the year, it will be the winter one and the next one will be later in the spring/summer time. Mrs. deLeon said maybe you can break it up that the winter and spring newsletter will be mailed and the third one is on line.

Budget Hearing Meeting
October 27, 2010

Mr. Cahalan said on the vehicles, the Tahoe we talked about and it is going to be on reserve for use of the EMS Coordinator, Bill Csaszar and by Ken Luybli, the Fire Marshall. They are going to equip that in the event of an emergency, they can roll out with all of that equipment. They have radios in there already. They had a meeting with Bill. Cathy and Roger were at the meeting and Bill needed a few items like a laptop, remote capability on that. We wanted to outfit that. The police have an old white Victoria cruiser which was replaced by a newer vehicle and that will be turned over to Zoning for Chris Garges use.

Ms. Gorman said under Emergency Management we had budgeted last year funding for Geo Services for reviewing and filing documentation for DEP. We are coming upon completion of that and 50% of the costs of their services have been refunded through the EST fund, which we have received payment on. That's why there's such a dramatic drop. Mr. Cahalan said that's a 90% drop. Ms. Gorman said they have budgeted items for our Emergency Management Director based on that meeting that we had with him of items he would need in his office and for his car such as the Pelican pace and a digital camera so he can adequately report everything he needs to do for Northampton County's purposes.

Ms. Gorman said regarding the Crossing Guards, this is a COG item and we share the expenses of the Crossing Guards. The Crossing Guards are scheduled pretty much under the umbrella of the Chief of Police in the Borough of Hellertown. He is recommending that they give them a 25 cent an hour increase. Ms. Gorman is not sure when their last increase was, but we are sharing the expense. They receive \$9.50 an hour. Mr. Cahalan said it's a small increase, which is reasonable.

Mr. Cahalan said Recycling has gone down by \$19,000.00. Ms. Gorman said primarily what we did since this is also an inter-municipal agreement, they discussed it with Hellertown and a lot of the items for Act 101 are pending discussion. Since municipal budgets are tight this year, they are recommending we not put any funding towards this. There is adequate funding in the account as you'll see in the Special Funds to pay for the operating expenses as they are now without buying any major equipment or anything of that nature. We felt it would be in our best interest not to fund it until we know exactly what we're going to do and get a better idea of a direct plan of how we are going to proceed. Mrs. deLeon said is Hellertown in compliance with DEP? Mr. Cahalan said yes. They do yard waste pickups several times a year. Twice a year is the minimum. Since Mr. Horiszny asked about the payments to Hough Associates, they took it out. We zeroed this and we can discuss this going forward into 2011 if this is something Council wants to continue or discontinue. Mrs. deLeon said when are we going to discuss this? Mr. Cahalan said at the end of the year. You've been reviewing it at the organization meeting. You have until then to decide if you want to or not. He has spoken to the representative from there. If we're not going to get any grant funding from DEP for recycling, what's the sense of sending in applications with data on it. That's something we can discuss and decide later on.

Mr. Cahalan said Public Works is showing a 13% decrease. Roger Rasich got cut in the amount of road materials which limits his ability to do as many projects as he had planned. We wanted to make some cuts, and we tried to spread them across the board. Ms. Gorman said Mr. Rasich has always kept within budget. His budget has not changed from last year other than unfortunately having to cut for the materials out of the general fund. We do have funding in liquid fuel funding. You'll see later that will help with the road schedule. Mr. Cahalan said speaking of Public Works and the inlets on Mountain Drive, he sent Council some information on the savings of the Township, which is substantial. We are having Public Works replace all the stormwater inlets there as part of their paving project. The biggest expense was time to do it. That was a good job and another example of how Public Work is saving money for the Township by doing work in-house. Mr. Kern thanked Mr. Rasich for saving the Township that much money.

Mr. Cahalan said the Recreation programs are the same as last year. They are the summer youth program and the senior program that are put on at our parks and at Seidersville Hall by the Saucon

Budget Hearing Meeting
October 27, 2010

Valley Community Center. There are no increases there. We will be discussing next week the contribution to the Bethlehem Area Public Library. They had sent us a proposed budget with a 3% increase. That amount is listed there, but as he explained at the last meeting, we are not sure what the final per capita amount is going to be as the Library Board was still waiting for information from the City of Bethlehem regarding their amount of contribution. They have another meeting November 1st and Lynn Koehler will be coming to our November 3rd Council meeting to discuss the library contribution. Mrs. deLeon said on the line item in the middle of the page that says Summer Youth Program, you should really scratch Heller Homestead out of there as that didn't work. She asked when do we get their contract for next year? Mr. Cahalan said we actually have the outline of it and we normally approve it in April of each year for the summer recreation programs. Mrs. deLeon said she would like Mr. Cahalan to ask the community center, one or two days, do a tour at our historic sites. Mr. Cahalan said the only difficulty on that is transportation. They have supervisors, but we had talked about that. That would not only increase expenses for them, but he's not even sure they have transportation. It's a half day program. The one for the younger children are two hour blocks. Mrs. deLeon said is there any way whoever takes them to the program just drops them off at the schoolhouse or the homestead? Mr. Cahalan said it's mostly parents who drop them off and pick them up. He can talk to Erin and Theresa about that. He said the pool pass reimbursement has been in effect for several years. We equalized the amount that is paid by Township residents and Hellertown Borough residents. The Borough is proposing to make some improvements to the pool. One of them is a pool splash pad and we put some information in your red folder. They are requesting money from the County and the Borough Council asked if the Township would also contribute something towards this improvement. If anyone has been to the pool, it's really come back great since the flood in 2004. It's a beautiful regional recreational asset. What they are looking for are some improvements to the pool to keep the young children occupied. The splash pad can occupy the young children and is really a great attraction. We're putting this before Council. There doesn't have to be any action tonight, but that is the recommendation from the Borough Council to you to consider making that contribution.

Mr. Horiszny had a question on the per capita. When will we be getting our official census figures which will change the per capita? Shouldn't it be out by the first of the year? Mrs. Yerger said you will be lucky if you'll see it in 2011.

Mr. Cahalan said under Conservation and Miscellaneous Expenses, the Engineering services have decreased slightly. It shows a decrease of 38% and went down \$925.00.

Mr. Cahalan said Insurance, the fixed expenses does increase year-to-year. We are showing an increase in the workers comp insurance. Ms. Gorman provided in one of your tabs in back of the budget document, a description of our experience with workers compensation. Unfortunately, we have had some injuries to staff and that does increase the experience factor that the insurer uses to set the rates. Those rates have been going up. That's something we are trying to deal with, both from the safety standpoint with the Safety Committee and regular safety meetings, and also trying to promote wellness. We have pre-employment physicals which are done. The other thing that complicates this is that the firemen are on our workers comp so they do have some injuries and accidents from fighting fires and that's something we do cover. We're doing our best to hold this down. The Police Department, due to retirements, has gotten younger and you've seen they are really a good fit group and are in good shape. That also helps. Mrs. deLeon said workers comp is not only based on injuries, it's also based on the actual dollar amount. Ms. Gorman said it also encompasses a ratio amount that the insurance industry uses. Whatever the experience factor is determined by the insurance industry, which also impacts what our rates are going to be. In this line item, we are within a self-insured, so we do get dividends back from prior years, which are reflected in the revenue.

**Budget Hearing Meeting
October 27, 2010**

Mr. Cahalan said the medical insurance we had mentioned, we were up to 10% and 20% increases and this has leveled off to the 10% range and we were pleasantly surprised to find out it will only go up 6%.

Mr. Cahalan said for the pension, we did report to Council and to the Pension Advisory Committee that the Minimum Municipal Obligation (MMO) for both pension plans did go up slightly over from 2010 to what we projected in 2011. Our pension plans both are strong. They are funded and we are coming back very well from the losses that everyone suffered world-wide in 2007 and 2008.

Ms. Gorman said Transfers and Contingencies; the matching grant is the same. It's money we keep in our budget in the event we need to provide money for a matching grant if something comes up. Prior year bills always stay the same. That ends up getting through our audit and reverted back to the proper area. The one item that she does want to make note is the Transfer to Other Accounts. Due to the fact that we have had so many hits in our revenue and some of our expenses and fixed expenses have gone up. She doesn't project that we'll be able to fund our operating reserve fund. She's hoping we'll be able to put some money in it this year. She wants to make sure our projections are right before she makes any transfers. She's also projecting we're not going to do it for next year. If you remember, when Council approved that tax increase a couple of years ago, part of it was to prevent raising taxes in a situation like this, so it's unfortunate, but we're going to monitor it and if funding is available and projections look good, she'll be reporting to Council and requesting transfers into that fund if that should happen. Mr. Cahalan said the reason is we're trying to keep a healthy balance at the end of the year going into the next year and we're also looking at a reasonable contingency balance of \$674,000.00 to cushion any unanticipated emergency or expense. We are in good shape. That is the picture of what the revenues and expenditures are. The budget is balanced at \$6,378,415.00. There's no tax increase. The millage will remain at 4.14 mills which is 0.414 per \$100.00 of assessed value. That means an assessed value of \$100,000.00 will yield a base tax of \$414.00.

Mr. Cahalan said Special Funds. This gives you an idea of the funds that we have. As Ms. Gorman mentioned, in the Operating Reserve Fund, we were trying to for the past several years, put the surplus of about \$250,000.00 in that account. It's a rainy day type of fund. Due to the circumstances, the drop in revenue, we have been unable to do that, but again, we are trying to maintain a healthy balance in the General Fund. There is funding coming in from the Landfill Fund. We are using that to pay off the debt that the Township is obligated for the new building and for the parks and acquisition of parks and development. Capital account \$200,000.00, we have to transfer some money from Landfill Fund into the General Account.

Mr. Cahalan said the Open Space Fund, we are estimating a beginning balance and this is the money coming in from the EIT, an additional tax that was voted on by the taxpayers several years ago. It is due to run out at the end of 2012. When that was put on the ballot, it was put out with a sunset provision where it would expire in the end of five years. We've been collecting this amount. It runs about \$800,000.00 +/- from the Earned Income Tax. The beginning balance is \$1,746,884.00. Ms. Gorman said payments coming out are budgeted at \$1,000,000.00 and the contingency amount would be about \$1.5 million.

Ms. Gorman said the Recycling Fund, we have no appropriating funds towards this fund until we know where we are going with it. We'll have adequate funding to continue operations next year. With the projected expenses, which leaves a lot of room for any kind of mishaps that may happen, it's leaving a beginning balance of \$5,259.00 for next year.

Mr. Cahalan said the Fire Equipment Fund, Mr. Kern and Mrs. deLeon have been representatives to the Fire Chief's meeting and the Fire Chief's have been making progress in their discussions on a potential merger of our consolidation of the four Township fire companies and also Dewey Fire Company in Hellertown Borough. We have a second group of the fire services administrative staff

Budget Hearing Meeting
October 27, 2010

that the President's and Treasurer's are meeting with us and the Finance Directors and two Managers. We're discussing issues they are involved with like budgets, charters, by-laws and those types of things. The Chief's are working towards this point where they will feel comfortable to come to the Township and Borough Councils and say they are ready to merge or consolidate, at least on paper, for the five fire companies. Right now, operationally, they are operating together as one unit. They have trained on each other's equipment. They report to the nearest fire house. If a truck is going out, they jump on that truck. Operationally, it's like they are one fire company now. They are working towards this merger and consolidation on paper. One of the important things is an analysis of the existing apparatus they have. They do have a lot of apparatus. They have over 27 to 30 pieces of equipment. When they go to the merger and consolidation, the hope is they will need fewer pieces of equipment to respond to fires. If that can be achieved, they can sell off the excess equipment and each of them has new apparatus. When that is consolidated into one regional fire company, they will have enough equipment to effectively fight fires. That's a long story to get to the fire equipment fund. Council had historically put money away to purchase fire equipment or to contribute towards the purchase and the fire companies on a rotating basis would come to the Council and ask for a contribution. The understanding with the Fire Chief's is that as they go through this equipment analysis, they are not projecting the need for any new equipment in 2011. We hope as they go towards the merger and consolidation that when new equipment is needed, and we hope that's a year or two down the road, that there will be alternate methods of financing that will be explored, such as long-term borrowing by the consolidated fire company entity or the consideration of a fire tax to fund that type of equipment. Those are all different options. They are not being looked at right now as there is enough equipment to operate safely. We're not funding the fire equipment fund for that purpose. Mrs. deLeon said the years she's been involved in being a supporter of the fire companies, this is something she wanted to see happen for a long time. Just like Hellertown and Lower Saucon didn't always talk, the fire companies didn't talk. She gives them credit that they are all working together. Unfortunately, the request for their fire truck came in as no. 10 for the casino grant money. It was a hard sell to a lot of the authority members. She couldn't understand why a fire truck wasn't a priority, but she's only one of nine members. What she's heard though, are they talking about a possible location for a new fire station? Mr. Cahalan said there's been discussions about once they merge and consolidate into the Saucon Valley Fire Company on paper, that in order to achieve any savings, the way to do that would be to consolidate into one firehouse centrally located that could serve the Township and the Borough. They discussed some time down the road in the future they would build a new firehouse, but that's discussion. Mrs. deLeon said there's no money really in the landfill to put in a fire fund. The landfill is scheduled to close in 2012 or 2013. They are going to be running out of space. Mr. Cahalan said that question has come up and it's been reported in the paper 2013. He spoke to the landfill today and asked Sam Donato what his position was on that, and he indicated that the landfill has five years worth of capacity left, so he is projecting 2015 or 2016 under the current permit. He also indicated that they've put before the Township a request to expand the permitted area. That will be coming to you as a land development plan that's being done. If that would be approved by Council, that would extend the life of the landfill for several more years. It would be more than five years. Mrs. deLeon said did he say that expansion would be on zoned for landfills or expansion be in the RA zone, did they specify that? Mr. Cahalan said he knows it is confusing but the plans where the berm relocation and that area which is developed in there does free up some space. Mrs. deLeon said that new berm they are putting in? It's supposed to be equal. Mr. Cahalan said the permitted area, there's still capacity in there. Mrs. deLeon said it would be within the LI zone. The adjacent property to the west is the Fox property, and that's the property we highlighted in the host agreement for not to expand there. She also knows they can't ask for an expansion unless they are down to their five years. She was wondering why they didn't ask that question to Al last Thursday about the capacity and life expectancy. That makes her feel a lot better as that money will pay the three loans and that's a big chunk of money. Mr. Cahalan said the existing five years plus the potential for additional years after that would bring it up to the 2019 or 2020 schedule. Ms. Gorman has provided you with an amortization schedule in the budget for the loans for the new building and for parks and acquisitions and that would cover all of the payments

Budget Hearing Meeting
October 27, 2010

for that. We feel comfortable that no changes have to be made. If for any reason, that money were to go away, we would be prepared to look into other options for refinancing those loans so that the impact would be minimized to the Township General Fund. Mrs. deLeon said next week they have their Council meeting, please pull the annual report landfill report and give it to her. She knows over the years we talked about our debt ratio, who comes up with that? Do you go to a bank and they evaluate? Ms. Gorman said they take the average of your income for three years and times it by a certain percentage that the State allows. She believes for a municipality it is 250%. You have to isolate certain revenues that are one time revenues such as grants or the EIT funding for open space. That ends up becoming what your borrowing base is. Once you achieve that number, you look at your existing data and then you find out how much more you could borrow. She's in the process of doing that right now for the energy loan. You'll be seeing that very shortly. Mrs. deLeon said at the last Landfill meeting, she noticed there is a really high increase in the out-of-state waste, and she's guessing a lot of NY and NJ waste. We're not getting our waste from the local trash haulers. They are going somewhere else. That's why we have those extra years at the landfill as they are not filling their daily quota and there's more room.

Ms. Gorman said the Storm Sewer Account is the same as we budget every year.

Mr. Cahalan said Ms. Gorman has highlighted several things on the Capital Account. What we budgeted for was Polk Valley Road and Route 412 traffic light. We are anticipating we will receive the traffic signal permit from PennDOT sometime this fall. It's been a long time to get all of that paperwork together and PennDOT has been reviewing it for some time. We do have funding in there for that. Hellertown also has to put aside some funding for the section of Polk Valley Road that belongs to the shopping center in the Borough. As Mrs. deLeon pointed out, we did put this in for a casino grant. It was a priority for us and still do think it is a priority. It was a joint application and it's a heavily traveled road. The casino traffic made it worse. We are going to keep going and applying for this and hope we receive support for it. It's an expensive improvement and much-needed down there. Mrs. deLeon said it was very frustrating sitting there knowing how important that intersection is to us and how dangerous it is and to sit there and have people say "it's always been like that, why didn't you put a light in at Meadows Road". We had our people do traffic studies. She even told the Mayor of Freemansburg he could fill out a "Right to Know" paper to get the studies if he really wanted to know. It's not like they just picked that intersection. We need to point out that there have really been no additional developments. We haven't improved anything additional. The Meadows Novak track was the last one we approved in that area. The other thing that was a negative in their opinion was that it was a PennDOT road and bisected with the Borough road. It was almost like the one member said when we talked about the improvements to 412 and I-78, well, they were going to fix that road before the casino came in, so how can that be an impact. It's an additional impact. Yes, they were going to fix it, but now they really have to fix it. The same with 412, they say that's far away and not close to the casino. If you do a MapQuest search and you lived in Philadelphia, how are you going to get to I-78. You have to come up from the south. It was very frustrating. She tried her best. That intersection came in at No. 13 on the list of 17. Mr. Cahalan said with the exception of Freemansburg, infrastructure didn't do very well. Police, fire, rescue were the priorities. We were fortunate we received some money in that respect. Mrs. deLeon said it's unknown how much money is coming in December. She asked Alicia to put it on the agenda for January. She does not want the reserved, unspent money for 2010 to become uncommitted funds for 2011. If we don't spend it this year, that's what is going to happen. Mr. Cahalan said he appreciates what you've done. Priscilla has done a great job as a member making sure our projects do get the recognition and the awards, and we do appreciate that. The other expenses she's listed here are the energy retrofits. We are finalizing the processing of the loan for that. The purchase of the two police cruisers, the street sweeper for Public works, replacement of Truck #6 and #4. Again, some of these are also being submitted for casino grants. Before that, there's the uncommitted round of grants and we submitted some of these for that. Then there will be committed fund money for 2010 and whenever the opportunity comes up, we'll submit an application. Ms. Gorman can get them out as fast as they send out the

Budget Hearing Meeting
October 27, 2010

announcements. We are trying to get grant money wherever we can. We also want to go ahead with the installation of the upgrade of the fuel tanks. We did get the grant money for that. The holdup is to finalize the spill issue with DEP which is hopefully going to be closed out soon. One of the things we are looking into her, Roger made a recommendation of above tanks in the future so it minimizes and eliminates any potential for any type of spill. She also opened an account for the Saucon Rail Trail project.

Mr. Cahalan said the Detentions Pond Maintenance Account, we have a balance in there that we can use.

Mr. Cahalan said State Aid, that's where Public Works projects, the materials and equipment come out of there.

Mr. Cahalan said Town Hall Park, you may have seen we had on the list that Public Works will pave the parking lot in 2010. There's money in there. Public Works installed the rubber mulch in lower and upper Town Hall park toddler lots. That really looks fine. The parents who are using that park are enjoying it as it's really safe.

Mr. Cahalan said Heller Homestead, we have funding in there for work that has been discussed. We are going to come back after a field meeting with recommendations for landscaping that's needed now that the maintenance garage has been taken down. We also have the previous funding that's continued in there for the repairs to the Heller Homestead main house and we left funding in there for the gazebo if Council is still interested in that feature. Mrs. deLeon said she really doesn't think a gazebo is going to be appropriate for there, so she would ask Council's support to eliminate that. She has other plans. The water lines, they evaluated that with Christine Ussler in 2004 or 2005 and it needs to be evaluated now as they are on the National Register. She doesn't know what's going on under the asbestos floor in the kitchen. She doesn't know if it got worse or if it can be accessed another way. To tear up the floor and to do all that, the cabinets are going to have to come out. Someone needs to go in and look at it. Mr. Cahalan said we have the funding but we really don't have a solid plan. The contractor came in several years ago and we never moved further than discussion and it probably needs to be explored and revisited on how to do it without disturbing any of the historic features. Mrs. deLeon said she doesn't know if it could be done this year or next year, but when you walk up on the steps to the porch, on the side, there are three stones missing from the side. Those stones are in the sunroom in a box marked "Do Not Throw Out". The stones fit there. Yesterday they entertained some folks from Upper Ersham Township and they visited the site. We opened up the root cellar. She was just in the root cellar when they had the barn tour and it needs help. The roof is leaking. The shingles on the roof have thick, green mold stuff on them. You can look up in the rafters in the roof part and it's all wet, so the roof is rotting. The roof is made of asphalt shingles. The door is definitely black with mold. The ceramic canisters down deep in the root cellar were filled with water. There was water on the floor. Several of the people there suggested we cut the vegetation around the outside as much as we could. Ken Rainier was there and he volunteered to do that if Council is okay with it, just to get some air in there. Then she sent an email to Northampton Historical and Geological asking if they knew of anybody that were experts in root cellars as we need ventilation in there somehow. She's not familiar with root cellars. Someone did say there should be some kind of a vent system underneath in the ground part. They also said when you open up the new door that was put there, you walk into this little room and then you walk down the steps. That little room was added that when it was first built, it was underground and just had a door that opened. It didn't have a little room that you walked in first like it has now. It definitely needs help and she has no idea what the involvement is. Mr. Cahalan said he will look into it. The meeting for the garage is this week on Friday. Mrs. deLeon said we can look at it then when we go out there. There's another area on the second floor outside the bathroom and the plaster ceiling needs help too.

**Budget Hearing Meeting
October 27, 2010**

Mr. Cahalan said Southeastern Park, we have funding in there for the trail construction that is in the meadow and money in there for the water purification system.

Mr. Cahalan said Steel City Park we are finalizing the plans for the improvements. It's gone through a whole process and Council has approved those plans. We're putting aside funding. We had money in there and we applied for the remaining funds in the Northampton County Open Space Program of \$127,700.00. We gave a presentation to the County Open Space Committee about a week ago and they approved it and are sending it onto the County Council, so we are anticipating some additional funds to be adequate to construct the improvements.

Mr. Cahalan said Polk Valley Park we are anticipating the money from the open space grant that we used for the construction of the connector trail and the bridge that has just been installed. Ms. Gorman transferred some money to the Easton Road fields. This is a new account for the two ball fields that the Township acquired from the Christ Lutheran Church this past year. That will cover the expenses to put in a new parking lot entrance off of Mockingbird Hill Road and also some improvements to the upper field so it can become playable next year.

Mr. Cahalan said in the Historical Structure Fund we had money allocated for the Old Mill Bridge. We have asked Lehigh University, the Atlas Center, to do a study of the bridge, mostly stress levels and indicate what repairs would be needed. We are anticipating that report to come in soon. Ms. Gorman is prepared to submit a grant to PennDOT for the rehab of this bridge. One of the good things about the PennDOT grant is that to be eligible the structure must be on the National Register of Historic Places and the Old Mill Bridge fits that criteria, so we are hoping we will qualify. We are asking for \$195,000.00 for that. We told them it's a pedestrian bridge and it's connecting to the Rail Trail. Ms. Gorman said it's strictly for historic and the fund is encouraging bike and pedestrian. Mr. Cahalan said they also forwarded this information to the County for the Meadows Bridge but that doesn't make the cut as it's not on the Register. Except for the Register, the criteria would fit the Meadows Bridge under this grant. Ms. Gorman said the way the grant is set up is if you put in the total amount of construction, she put the total number in based on construction and it tallies down to almost a 10% matching contribution to it. She's encouraged and hopeful we will get the funding for this so we won't have to spend the money. Mr. Horiszny said would that allow us to have potential parking for the trail? Mr. Cahalan said only if you found some parking probably on Reading Road. There's only one logical spot there that you'd have to negotiate with the property owner. It's used unofficially by some fishermen. That could be potential trailhead access if that was acquired. We do need trailhead access and we are negotiating with the property owner further down on Reading Road, but that hasn't been successful. With the bridge, it would permit bikers and pedestrians to park and get onto the rail trail. We have the detail for the gates and bollards. It's a standard swing open gate that can be locked. We'll have a padlock on that and it'll be wide enough for Public Works to get on there and do regular maintenance. Emergency vehicles will be able to get through. The fencing is scheduled to be finished the end of November, beginning of December. Right now we are getting quotes for installing the gates and the bollards, and we'll be coming to Council shortly for your approval. We think we have some contractors who will do that at a reasonable price. We have the funds in the 2010 budget to cover that. Once that's done, we have to work with Hellertown on putting down the surface material and then we can open the rail trail. Mrs. Yerger said has Hellertown been able to settle the light issue? Mr. Cahalan said they got a cost from Signal Service and it was in the \$30,000.00 to \$40,000.00 range which was too high. They are trying to break down exactly what needs to be done so our Public Works and their Public Works can help out with some of the work. If they can get over that, they are okay. They have two road crossings and the surface.

Mr. Cahalan said Lutz Franklin School Fund we have just regular maintenance in here.

Mr. Cahalan said the Easton Ball Field Fund he mentioned there's money in there to fund the parking lot and to provide the walking paths. They will be pervious material to the two ball fields.

Ms. Gorman said the Kingston Park Fund, we have budgeted again and rolled over the amount of money for the improvements that have been recommended. Mrs. deLeon said that money for that park is in one of the loans? Ms. Gorman said part of the loan that Council has taken out was for funding for all of our parks. Mr. Cahalan said Roger cut out the parking lot and pathways at Kingston. They'll be doing the pervious pavement. Mr. Rasich said it's an ongoing project. They are trying to get their pavement in that has to be done because of the weather constraints. They will be going back there and do the connecting trail. They are anticipating getting the trails put in by late Spring, early Summer. The paving of the trails will be one of the last things that will get done. The way it's designed is pretty much encompasses the entire interior. Once he puts the trails in he can't get over them without damaging them to get the rest of the grading done, so he has to get the grading done first. Mr. Cahalan said that's for the rain garden. We met with Dr. Kingston and the Historical Society the other day to discuss the garden and maintenance responsibilities and we will be bringing that information to Council. We are trying to make sure before we bring it to Council for approval that everyone is on board with what's being done here. We discussed the garden, the plaque, the stone, and the bell. We'll bring it to Council in December and recommendation that you approve that, and then it's up to Roger's schedule to complete that. The funding is in that account to complete that. We do have funding for the Saucon Rail trail to complete the installation of all the features. Once the trail is open and we can get our three neighboring municipalities to sign on to the inter-governmental agreement, then the Saucon Rail Trail body can do some fundraising so we can get funding for things like kiosks. We had reported we are not eligible for DCNR funding because of the 30 year lease the reversionary clause in the lease, so we have to fundraise for the trail.

Mr. Cahalan said that is it for the Special Funds. The budget is balanced and no tax increase is needed. We'll be able to maintain services at a high level again in 2011.

Mrs. deLeon said why is Roeder's Glen in there? Ms. Gorman said that is a construction maintenance account. There are some improvements that have to be finalized and we have the funding to do that.

C. QUESTIONS AND ANSWERS

Mrs. deLeon said what are we going to do about the gazebo that was proposed for the Heller Homestead? Ms. Gorman said she will make a modification. She will sit down with Roger to see what the expenses are to do the modifications Mrs. deLeon wanted, based on the meeting on Friday. It will be modified in the preliminary budget. Mr. Cahalan said he would suggest a gazebo in the Southeastern Park meadows, as a gazebo was contemplated at one point as a vantage point. We can roll the money into the contingency line item and erase the gazebo.

Mr. Kern said thank you, you have done a great job.

V. PUBLIC COMMENT/NON-AGENDA ITEMS

- Ms. Elizabeth Sheather from 1882 Felicity Lane, Hellertown suggested Council vote no to the Phoebe Ministries project. (COULD NOT HEAR HER)

VI. COUNCIL AND STAFF REPORTS

A. TOWNSHIP MANAGER – No report

B. COUNCIL MEMBERS:

Tom Maxfield – Absent

**Budget Hearing Meeting
October 27, 2010**

Sandra Yerger – No report

Priscilla deLeon

- She said the Planning Commission meeting that was cancelled last Thursday for Planning, she wants to state if a resident calls and wants to speak under Non-agenda items, she thinks we should schedule residents to speak under Agenda items if they call in advance and say they want to come. Then the meeting would be the meeting. It was just unfortunate that the one agenda item pulled off and the meeting was cancelled. Mr. Cahalan said the Solicitor gave you an advisory memo on the Planning Commission's role as far as Public Comment. Just to summarize what he is saying, it's proper at a Council meeting with the Public Comment. Mrs. deLeon said doesn't the Sunshine Law apply to all boards? Mr. Cahalan said the meeting was cancelled due to lack of business. Mrs. deLeon is suggesting if a resident comes up to her and says they want to come and address your board, for example, if it's before the Parks and Rec or Planning, there's an opportunity for you to speak under Non-agenda. She always hesitates a little bit for them to call up for it to be an Agenda item. Maybe from now on, she will say call and ask to be an Agenda item. That way it is business and they are asking to speak under business that's before the board. Mr. Cahalan said the Solicitor has an opinion on that. Mrs. deLeon said who determines what is an Agenda item. Mr. Cahalan said you are normally an applicant that has submitted a plan for review to the Council and then it goes to the Planning Commission. Mr. Kern said let's read this memo from Attorney Treadwell and talk about it next week.

Ron Horiszny – No report

Glenn Kern – No report

VII. ADJOURNMENT

MOTION BY: Mr. Horiszny moved for adjournment. The time was 7:52 p.m.
SECOND BY: Mrs. deLeon
Mr. Kern asked if anyone had any questions? No one raised their hand.
ROLL CALL: 4-0 (Mr. Maxfield – Absent)

Submitted by:

Jack Cahalan
Township Manager

Glenn Kern
President of Council