

## **North Middleton Township Board of Supervisors April 29, 2010**

The workshop meeting of the North Middleton Township Board of Supervisors was held at the Township Municipal Building, 2051 Spring Road, Carlisle PA on April 29, 2010. Chairman Robert Reisinger called the meeting to order at 6:00 p.m. Board members present were Vice Chairman Harry Kelso, Supervisor Robert H. Shearer, Supervisor Richard A. Bucher, Supervisor James E. Hare, Solicitor Mark Allshouse, Police Chief Jeffrey Rudolph and Recording Secretary Lori A. Coleman. Manager Deborah A. Ealer was not in attendance.

Visitors: see attachment #1.

### **Craig Witmer – Smith Elliot & Kearns -2009 audit review**

Mr. Witmer reviewed his audit packet with the board. He stated their main goal was to review the DCB information and financial statements of which he reported the Township had a clean audit report. The second part of audit was to review the internal controls to determine if the Township had any weaknesses or deficiencies. He was happy to inform the board that they did not find any deficiencies. In terms of fluctuations with revenues and expenses, Mr. Witmer noted a decline in revenues in 2009 compared to 2008. As far as expenses, he said the Township held many of purchases in line except for the purchase of the new fire truck. One issue discovered was a miscoding in reference to the EIT and LST tax. The concern was corrected and the recommendation was to complete a monthly reconciliation from the information that is received from Centax. Since the findings, Mr. Witmer noted the monthly reconciliation has thus been implemented. Mr. Witmer discussed the decline in the EIT and LST tax, but noted it was an across the board decrease due to the economy. He added it was being compounded from the change in tax collection agencies (from Captax to Centax). He noted the Township would probably recoup the revenue in subsequent years, but wanted to bring it to the Township's attention so an eye could be kept on it.

As he continued with the packet, Mr. Witmer added if the Township would ever spend over \$500,000 in federal monies, then the Township would be required to have a single audit in which a complete set of financial statements would be required. Also, a DCD grant would require a specific program for an audit if the Township would receive a grant for over \$500,000. Then, Mr. Witmer reviewed some graphs with trends over time in reference to cash balances, capital projects, pension funds, revenues and expenses. Supervisor Bucher inquired how long Smith Elliot & Kearns had been the Township auditor. Mr. Witmer did not know the exact time frame but felt it was 7 or 8 years. Supervisor Reisinger inquired how a township audit compared to a municipal authority audit as far as detail. Mr. Witmer noted a municipal authority does have a requirement to have a full set of financial statements since they usually carry debt. The audit tends to be a little more detailed for recording purposes. As far as public safety, Supervisor Reisinger asked what was covered under that category. Mr. Witmer mentioned police, fire and planning and zoning. When reviewing the tax revenue, Supervisor Kelso asked if they checked with Captax or Centax to see if the Township was receiving what they were to get paid. Mr. Witmer noted they confirm the revenue with the agencies to see if township has the same amount listed. When a change occurs in tax collection agencies, it takes time for employers to know that a change has occurred and to get it to the new tax collection agency. Supervisor Hare asked if an audit requirement existed for Centax and Captax. Mr. Witmer was unsure about Centax since they were not a governmental agency, but Captax is a governmental agency so they do have a regular audit. The board thanked Mr. Witmer for the presentation.

**Subdivision and Land Development**

No subdivisions or land developments were presented.

**North Middleton Authority****a. March Minutes**

Supervisor Reisinger presented the March minutes.

**b. Manager's Report**

Supervisor Reisinger presented Lee Koch's report to the board. Supervisor Bucher inquired about some of the DJ issues as listed in his report. Mr. Koch noted they were mainly related to the area 8A and 8B project, Newville Road area. In respect to the BOC issue, he mentioned a meeting slated for next week.

**c. Act 537**

Mr. Koch said the Authority passed the Act 537 special study at their last meeting. Mr. Koch referenced his April 20, 2010 memo to Ms. Ealer stating that two minor revisions were made to the Act 537 special study. Supervisor Reisinger recommended placing the issue on the consent agenda.

**Solicitor's Report**

No report presented.

**New Business****a. 1<sup>st</sup> Quarter Budget**

Supervisor Reisinger presented the 1<sup>st</sup> quarter budget report. Supervisor Kelso questioned the bus trip revenues. Supervisor Shearer mentioned talking with staff on the same issue and pointed out some of it was a carryover from 2009. Supervisor Shearer suggested Ms. Ealer review the bus trip process and procedures so the board has a clearer picture of how it is being handled. Supervisor Kelso noted all the insurance lines were higher, and recommended Ms. Ealer provide an explanation. Supervisor Kelso questioned the police holiday wages in reference to overtime. He felt the line item was not correct. Chief Rudolph noted the department usually receives a reimbursement from the DA's office. Supervisor Bucher asked how often the grant money is reimbursed. Chief Rudolph mentioned once a month. At budget time, Supervisor Reisinger referenced the discussion of keeping overtime in check. Chief Rudolph mentioned the department being reimbursed for overtime. Supervisor Shearer felt maybe a separate budget line item should be added. Supervisor Reisinger noted he would check with Ms. Ealer to make sure funds were being placed in the correct line item. Supervisor Bucher agreed with Supervisor Reisinger that the overtime budget must stay in line. Chief Rudolph noted the department was getting reimbursed through the DA's office for overtime wages. Supervisor Bucher thought a capital fund for wages reimbursed should be established. Supervisor Hare pointed out a reimbursement line was already listed on page 2 of the 1<sup>st</sup> quarter budget report. Supervisor Kelso felt two lines should exist: one for OT and one for reimbursed OT. Chief Rudolph noted the department does get reimbursed for regular and overtime wages if working on a special case. Supervisor Reisinger noted he would review the board's questions with Ms. Ealer, so she could present a clearer explanation to the board.

**b. Fire Police Candidates**

Supervisor Reisinger reviewed the memo from Ken Snyder of the NMT Volunteer Fire Company seeking the board's approval of Glenn Peterson Jr. and Ken Maples to become NMT fire police. Supervisor Reisinger noted the request could be added as a line item for the next meeting.

**c. Resolution 2010-03 – Naming signatory for forms and documents related to FEMA snow reimbursement**

The resolution designates an official signatory for the township to sign all the forms and documents related to the potential February 2010 snow reimbursement. It was placed on the consent agenda.

**d. Police Car Video Grant Application**

Chief Rudolph noted working on a grant with the Pennsylvania Commission on Crime and Delinquency and the Office of Justice Programs. The grant is for in car video systems. The in car systems are run by a hard disk drive in which a cd can be burned and used as evidence. The car video's would be at no cost to the township and have a three year warranty. Supervisor Bucher asked if any neighboring municipalities were using the same car video systems. Chief Rudolph was unsure. Supervisor Hare felt it was a good idea with no cost to the Township. Thus, Supervisor Shearer moved to approve the signing of the grant application for the police car videos and Supervisor Hare seconded the motion. The motion carried.

**Police Report: Jeffrey Rudolph**

From the recent car show, Chief Rudolph reported a lot of heavy traffic on Friday. The traffic decreased on Saturday and Sunday. A few incidents such as thefts occurred. Supervisor Bucher felt the attendance was bigger than in the past years. Chief Rudolph agreed and mentioned increased traffic on Rt. 34. Supervisor Shearer mentioned signage on Rt. 11 indicating parking for the car show. Chief Rudolph noted the gate by the armory helped with the flow of traffic.

**e. Signage –Do Not Block intersections**

Supervisor Shearer mentioned traveling through Perry County and noticed a "Do Not Block Intersection" sign. He referenced an issue at the intersection by Nell's in which the intersection was blocked during the car show weekend. Since more traffic was being sent up Cavalry Road, the issue grew. Supervisor Reisinger mentioned the suggestion to Lester Brickner and he said the township would have to go through the state for approval. Mr. Brickner noted the Township would have to pay for the sign. Supervisor Bucher felt if it became a habitual problem, then the Township should approach Carlisle Events to pay for half of the sign. The board noted they would keep an eye on the situation for now. Supervisor Bucher asked if the state police were involved over the car show weekend. Chief Rudolph noted they were busy on I-81.

**f. Health Care Plan**

Supervisor Reisinger referenced Ms. Ealer's memo to the board. The board had some questions on the memo, so they decided to wait until she was present.

**g. Used Fire Truck Bid Award**

Supervisor Reisinger noted Lester Brickner reviewed the bids and recommended awarding the bid to the Lynch/Gray Corp. The board supported Mr. Brickner's

recommendation. Since no bids were received on the 1990 Mack Fire Engine, Solicitor Allshouse suggested readvertising the bid. The board supported his recommendation.

**h. Stone/Road bids**

Supervisor Reisinger referenced Mr. Brickner's memo with his recommendations. The bid awards were added to the consent agenda. The traffic signal maintenance and repairs bid was reviewed. Solicitor Allshouse noted the bid was received 40 minutes after the bid opening time which makes it an unsolicited bid. Re-bidding will be required.

**i. Codes Complaint Fines**

Solicitor Allshouse explained the codes department is recommending an increase in fines for civil violations. The current fine is \$500.00 maximum per occurrence. The codes department proposes an increase to \$1,000.00 maximum per occurrence. Solicitor Allshouse noted the codes department is not collecting enough funds for the time and effort for enforcing the codes. The request by the codes department would be proportional to the expenditures. Supervisor Bucher mentioned questioning the issue before. Supervisor Reisinger felt the fine should reflect the level of cost. Supervisor Shearer asked if it had to be changed by ordinance. Solicitor Allshouse agreed. The board decided to add the issue to the agenda for next week to be discussed again. The board was seeking information from Ms. Ealer to review the totals of all the fines.

**Old Business**

**a. Task List**

- Subdivision & Land Development; Zoning Ordinance updates  
Supervisor Hare noted the committee had a meeting and received input from the committee members and audience. He added the committee is going to take 3 months to develop a document and make changes. Then, they will re-present.
- Joint recycling  
Supervisor Bucher noted the task list should be updated.
- GIS  
Mr. Brickner did complete the software and device training. He will begin collecting data this summer.

**b. Upcoming Meetings**

Supervisor Reisinger reviewed the upcoming meetings.

**Adjournment**

The meeting was adjourned at 7:12 p.m.

Respectfully submitted,

Deborah A. Ealer  
Township Secretary

Lori A. Coleman  
Recording Secretary