

**Warrington Township Permanent Finance Committee
Minutes for October 20, 2008 Meeting**

The Regular meeting of the Warrington Township Permanent Finance Committee was held at 7:00 p.m. on October 20, 2008 at the Township Building located at 852 Easton Road Warrington, PA 18976. The members present were as follows:

Michael Braun	Chairman (arrived at 7:15 p.m.)
Marianne Achenbach	Member
Russ Bragg	Member
Paul H. Plotnick	Supervisor Liaison
Glenn P. McKay	Supervisor Liaison
Timothy J. Tieperman	Township Manager
Carolyn Hanel	Director of Admin Services/Parks
Vivian Bell	Finance Director
Lauri Halderson	Finance Director of Water and Sewer
Paul Gdanski	Director of Public Works
James Miller	Chief of Police Department

1. **Call to Order:** The meeting was called to order at 7:10 p.m.
2. **Approval of Minutes:** There were not any minutes to approve.

New Business:

3. Budget Presentations from Public Works Department, Police Department, and the Park and Recreation Department:

Mr. Gdanski gave his budget presentation along with Ms. Halderson. They handed out budget spreadsheets to the Committee with budgets for Public Works Administration, Highway Operations, Insurance Premiums, Refuse and Recycling, Basin Maintenance, and the Water and Sewer Fund. He reviewed the information with the Committee and explained that Mr. Tieperman asked him to cut his budget by 5%, 10% and 15%. He explained that he did this by taking the bottom line number and cutting it down by 5%, 10%, and 15%. He mentioned that by the time he got to 15% he had to zero out some accounts to help make his bottom line. The Committee stated that the exercise called for cutting budget line items by 5%, 10% or 15% not the bottom line number. They asked Mr. Gdanski to revise his budget presentation and to submit another budget with the direction above. Ms. Halderson went over the Water and Sewer department budget with the Committee and explained that she did the water and sewer budget the same way that the public works budget was done. She told the Committee is would go back and revisit her budget to do it the way the Committee recommended.

Chief Miller gave his budget presentation after Mr. Gdanski. He introduced himself to the Committee and handed out his budget spreadsheets entitled "General Fund Adopted Revenue and Expenditures Police". He explained to the Committee that he is not sure what his final numbers are going to be because police negotiations have not been finalized. He pointed out sections of his budget that are affected by the collective bargaining agreement and also told the Committee which accounts need to be increased for the year 2009 for various supplies needed by his department. He also pointed out that some of his accounts are reimbursed by vendors such as the overtime account. He answered any questions that the Committee had about staff, retirement and leases. The Committee agreed that his budget was well done and they recommended that his budget be the last to cut for staff and so forth.

Ms. Hanel was next to give her budget presentation. She presented budgets for the Park and Recreation Fund, the Swim Club Fund, and the Special Equestrian Fund. She handed out budget excel documents for each of the above to the Committee. She explained how her department worked and which employees fell under which categories. When reviewing revenues the Committee commented that some of her grant revenue should be in her capital accounts because that is where the expenses are being charged against. She went over some of her salary accounts and mentioned to the Committee that there are certain salaries she is going to freeze for next year such as the seasonal employees' salaries. She told them that she is going to come up with a schedule that gives an increase of \$0.25 each year to returning employees. She also explained that some of her accounts are balanced by revenue accounts such as the discount ticket purchases which are balanced by the sale of the tickets. She answered any questions that the Committee members had about her budget and after some discussion they thought her overall budget was fine.

- 4. Adjournment:** Mr. Braun made a motion to adjourn the meeting at 9:20 p.m. This motion was seconded by Mr. Bragg. The motion carried.

Respectfully Submitted,

Katie Braun
Recording Secretary