

**Warrington Township Permanent Finance Committee
Minutes for October 23, 2008 Meeting**

The Regular meeting of the Warrington Township Permanent Finance Committee was held at 5:55 p.m. on October 23, 2008 at the Township Building located at 852 Easton Road Warrington, PA 18976. The members present were as follows:

Marianne Achenbach	Member
John Heenan	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
Rick Lesniak	Fire Marshal
Michael Mrozinski	Director of Planning and Development

1. **Call to Order:** The meeting was called to order at 5:55 p.m.
2. **Approval of Minutes:** There were not any minutes to approve.

New Business:

3. Budget Presentations from Code/Fire Marshal Department, Planning and Zoning Department, and Finance/Administration Department:

Mr. Lesniak gave his budget presentation to the Committee. He introduced himself and gave an overview of what his department does for the township. He handed out his revenue and expense spreadsheets. The Committee reviewed them. The Committee asked if his building permit revenues included old and new construction. Mr. Lesniak stated that it only includes new construction. He stated that he spoke to all the developers that have been approved for construction by the township to find out what their plans are for 2009 and based off of that he came up with the estimate. He also mentioned that electrical permits do include both existing and new homes and he wanted to make that clear to the Committee. Ms. Achenbach asked why there was such a big jump of expenses from 2008 to 2009. Mr. Lesniak explained that in 2009 new construction codes/laws are going to be coming out that the township must follow when they do their inspections and that the cost of getting all the materials needed for this new code is quite expensive. He also mentioned that his department needs fire safety equipment such as chemical masks so that when they do go out on certain inspections they are not exposed to the dangerous fumes. He stated that the equipment is expensive but essential for the health and welfare of his staff. The Committee agreed with this sentiment. The Committee asked Mr. Lesniak of all the things he put into the budget which are the most important to him. He stated a backup communication system for emergency response, information to get into code

compliance, and the safety gear for his employees. The Committee commented that his budget presentation was very informative and easy to understand.

Mr. Mrozinski was next for his budget presentation. He stated to the Committee that his budget is relatively small compared to other departments and that there is not a whole lot he can cut into to bring his budget numbers down. He told them that the main category for cutting would be his salary account and his benefits accounts. Mr. Mrozinski stated that he was going to freeze salaries for 2009 if he had to along with making his assistant part-time in order to save some money. The Committee asked about the zoning legal services and what that account is being used for. Mr. Mrozinski stated that the account is for the Zoning Hearing Board's Solicitor. He explained that the Solicitor does all of the advertising for the board amongst other things. He also explained that he did ask the Township's Solicitor if the township could charge those legal fees to escrow accounts and was advised that the fees are not chargeable to escrow accounts and must be paid for by the township. The Committee finished reviewing the document and agreed that there was little room to cut in his department's budget.

Ms. Bell gave her budget presentation next to the Committee. She stated that her budget is rather simple and straight forward. She told the Committee that the fixed costs in her budget include payroll, the auditor's fees, and the debt service. She stated that she did cut some of her areas such as training and development and travel reimbursement. She also mentioned that her Finance Assistant is out on short term disability and that her salary accounts should be under budget for 2008. The Committee reviewed her budget and seemed okay with what she proposed for 2009.

4. Adjournment: The Committee adjourned the meeting at 9:00 p.m.

Respectfully Submitted,

Katie Braun
Recording Secretary