



WARRINGTON BOARD OF SUPERVISORS MINUTES FOR SEPTEMBER 13, 2016 WORKSESSION

The written minutes are a summary of the September 13, 2016 Board of Supervisors Work Session meeting. For a complete dialog visit the Township's website, www.warringtontownship.org.

ATTENDANCE

Shirley A. Yannich, Chair; Carol T. Baker, Vice Chair; Millie A. Seliga, Member, Fred R. Gaines, Member and Staff present was Barry P. Luber, Township Manager/Assistant Township Manager/CFO/Board Treasurer; Police Chief Dan Friel, EMS Director, Lee Greenberg, Water and Sewer Director Christian Jones and Barbara J. Livrone, Executive Assistant to the Township Manager/Board Secretary.

CALL TO ORDER: Ms. Yannich opened the meeting at 6:09 P.M. and stated all Board members were present except for Matthew H. Hallowell, Sr., who was not present.

PLEDGE OF ALLEGIANCE

Ms. Yannich followed the Call to Order with a pledge to the flag.

EXECUTIVE SESSION: Ms. Yannich said an executive session was held to discuss an employee matter.

WORK SESSION ITEMS:

- **2017 BUDGET**

Mr. Luber stated three work sessions have been scheduled and advertised to discuss the budget for 2017. The next work session scheduled for September 27th will be to discuss the five year capital plan. The final work session scheduled for October 25th will be the unveiling of the 2017 budget.

Each department is requesting additional man power.

Mr. Luber presented a power point of the 2017 proposed budget to the Board (Attachment "A"). Mr. Luber highlighted the following aspects of the proposed budget:

- Growth spirit over the last ten years
- Growth for 2017
- Full-time employees
- Administration request for a Human Resources Manager
- Police Department
- Emergency Services Request
- Water/Sewer Request

Police Chief Dan Friel presented a summary of activities for 2014, 2015 and 2016 indicating the growth in calls for service, adult arrests, court cases, accident investigations and the increase of activity due to commercial businesses. Chief Friel explained the justification of hiring two new officers plus a new vehicle for 2017.

EMS Director Lee Greenberg stated in 2014 the township hired, through a grant, 2 full-time and 2 part-time firefighters. The grant will be ending soon and Mr. Greenberg is requesting two firefighters to be hired for Station # 29 – one full-time and one part-time. Mr. Greenberg state there is a need for a second ambulance and requested funding for the additional ambulance. He emphasized volunteers for both the fire department and ambulance corps is less and less each year.

Water/Sewer Director Christian Jones stated in years past, ten operators and six office employees staffed the department. Currently, there are seven operators and three office employees trying to keep up with the demands of the growing township. Mr. Jones is requesting a full-time operator and a full-time administrator be added to his department.

Ms. Yannich stated the Police Department needs 4 officers, EMS needs an additional 2 personnel and Water/Sewer needs two additional employees. Ms. Yannich suggested for the Board to seriously consider these requested positions.

Mr. Luber stated each department will meet with himself and one supervisor to further discuss and develop a budget for 2017.

ADJOURNMENT

There being no further business Ms. Yannich adjourned the work session at 7:25 p.m.

Respectfully Submitted By:


Barbara J. Livrone, Township Secretary

2017 Proposed Budget

Requests for Additional Personnel

Growth Spirt over last 10 years

- o Gander Mountain
- o Valley Gate (Walmart, McDonalds, Penrose Building, etc. - 12 businesses)
- o Pete's Express Car Wash
- o Bounds Beverage
- o Chickie and Pete's
- o CVS
- o Lankford Car Wash
- o Penn Valley Pump
- o Homewood Suites
- o 865 Easton Rd. 16 businesses

Growth Spurt over last 10 years

- o High Grove Manor - 107houses
- o Warrington Springs - 53
- o Warrington Ridge - 164
- o Penrose Walk - 55
- o Warrington Meadows - 21
- o Oak Creek at Warrington - 23
- o Deer Valley - 41
- o Meridian - 68
- o Reserve at Warrington -29
- o Villas at Lamplighter -106
- o Warrington Point - 81
- o Warrington Glen - 116

2017 Growth

- o High Grove Manor Convenience store & Gas
- o Valley Gate – Hotel & Conference Center
- o M & M Storage Facility (Malcom's)
- o Stone Manor Apartments 36 units
- o Warrington Gateway – 43 units
- o Bhatka Assisted Living – 55 units
- o Sandstone – 7 houses

Full-Time Employees

Department	2008	2009	2010	2011	2012	2013	2014	2015	2016
Manager's Office	2	2	2	2	2	2	2	2	2
Finance (1)(2)	2	2	2	2.5	3	3	3	3	3
Administration (2)	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
Police Officers	31	31	30	30	30	30	30	30	30
Police Staff	3	2	2	2	2	3	3	3	3
Emergency Services (3)	3	2.5	2.5	2.5	2.5	2.5	4.5	4.5	4.5
Codes (including Planning) (3)	8	7	7	7	6	6	6	6	4
Public Works (including Parks and Recreation)	13.5	13	11	11	11	11	11	11	11
Water/Sewer Operations	6	6	6	6	6	6	6	7	7
Water/Sewer Administration	4.5	3.5	3	3	2.5	2.5	3.5	3.5	3.5
Total	74.5	70.5	67	67.5	66.5	67.5	70.5	71.5	69.5

(1) 1 staff person split between Water/Sewer and Finance

(2) 1 staff person split between Administration and Finance

(3) 2 staff people split between Emergency Services and Codes

Administration Request

Human Resources (HR) Manager – (Estimated cost - \$110,000 (
Consolidate the functions of HR being handled by four employees:

- ❖ Payroll
- ❖ Assist Departments in the Hiring Process
- ❖ Worker's Comp. & disability claims
- ❖ Health Care Insurance
- ❖ Pension/DROP/401A/457 Retirement plans
- ❖ Unemployment Insurance
- ❖ State reporting requirements
- ❖ Job Descriptions
- ❖ Salary surveys
- ❖ Keep up to date on all federal and state laws including the Fair Labor Standards Act & Affordable Care Act

Police

Hire two Police Officers in 2017

2006 Comprehensive Plan

- o Future demands on the department will result from population increases and from additional commercial development, due to traffic incidents and law enforcement actions. Police protection is the largest single expense to the township taxpayers, and services will keep pace with demands.
- o Given the demand of our job, law enforcement has to be able to do it job efficiently and effectively.
- o Work together with the BOS & Twp. Manager on a progressive hiring plan beyond just 2017 budget.

Police

- o 10 year plan in 2006 included 34 officer
- o 2008-2009 police study for possible merger. 32.5 officer's plus 3 shared officer positions.
- o FBI report – full time officers by region & geographic division. Report indicates 1.8 officer's per 1,000 inhabitant's = 43 based on 24,000 residents.
- o Each residence is responsible for .6 police calls. That breaks down to one call every other year for each household.

Police

- o Lost one officer in 2009 and never replaced that position. We went 5 years (2009-2013) without hiring any officers.
- o Same patrol squad structure and manpower for the past 18 years. We cannot keep pace with current demands.
- o Long-term strategic planning is important to manage growth and development and ensure our emergency services and public safety are staffed and equipped to keep pace with the demands.
- o I am asking the BOS to allow 4 additional officers (34) and spread out the hiring process.

Police

Name	Total Expenses 2017	Total Expenses 2018	Total Expenses 2019	Total Expenses 2020	Total Expenses 2021
<u>Officer A – Single health coverage*</u>					
Salary	56,542	69,890	83,411	97,535	105,226
Benefits	23,227	25,501	28,960	33,368	35,948
Operating Expenses	<u>3,278</u>	<u>2,432</u>	<u>2,436</u>	<u>2,440</u>	<u>2,444</u>
Total Expense	83,047	97,823	114,806	133,343	143,618
<u>Officer B – Family health coverage*</u>					
Salary	56,542	69,890	83,411	97,535	105,226
Benefits	41,640	44,989	49,587	55,202	59,063
Operating Expenses	<u>3,278</u>	<u>2,432</u>	<u>2,436</u>	<u>2,440</u>	<u>2,444</u>
Total Expense	101,460	117,311	135,433	155,177	166,733
Total - 2 Officers	184,507	215,134	250,240	288,520	310,351
*assumed					

Emergency Services Request

- o To better enhance the service provided, the addition of one full-time employee and one Full-time equivalent employee (from part-time pool) is requested to staff Station 29 (6:30 am – 4:30 pm, Monday to Friday). Estimated Cost = \$110,000 - \$130,000 per year
- o This crew would enhance the services by conducting inspections and staffing equipment out of station 29. This crew could also help to staff the second ambulance out of station 129

Water/Sewer Request

Operator – (Salary and Benefits - \$75,000)

Duties/Skills

- o Primarily field work maintaining collection and distribution systems
- o Does not need to be licensed
- o Cross trained in all aspects of Operations
- o Familiar with mechanical, electrical work

Why this position is needed:

- o Employee Safety
- o Limited manpower
- o Aging system
- o Strain on system from contamination
- o Growing system
- o Growing customer service expectations
- o Ability to address customer requests/concerns timely

Water/Sewer Request

Administrative Assistant - (Salary and Benefits \$50,000 - \$65,000)

Duties/Skills

- o Program and project management
- o Research and analysis
- o Writing letters and grant applications
- o Intermediary between Billing Clerks and Department Head
- o Intermediary contact for Customers between Billing Clerks and Department Head
- o Public Relations
- o Communications Advisory Board assistance

Why this position is needed:

- o Limited manpower
- o Enhanced customer service and program implementation
- o Growing customer service expectations
- o Ability to address customer requests/concerns timely