

Warrington



Township

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TOWNSHIP MANAGER
TIMOTHY J. TIEPERMAN

October 13, 2009

MEMO TO: BOARD OF SUPERVISORS
FROM: TIMOTHY J. TIEPERMAN
RE: MANAGER'S REPORT

- A. 2010 Budget Schedule: The Permanent Finance Committee (PFC) convened meetings last week with department heads to review their 2010 department budgets. Department heads were directed to submit level funded budgets and to try and absorb any fixed cost increases within current budget appropriations. We are still awaiting final information from the Bucks County Board of Assessments regarding the impact of local property tax appeals as well as final information from Berkheimer Associates on 2010 estimates for earned income. My goal is to have the preliminary budget vetted by the PFC this week with an early submission to the Board in advance of its October 27 meeting. At Staff we asked the Solicitor to opine on the timing of the preliminary and final budget hearings. To comply with the Township Code, we are recommending the Supervisors consider preliminary adoption on October 27 with a final budget adoption meeting on Monday, December 1.
- B. Sign Ordinance Draft. We would appreciate Board recommendations to the sign ordinance for changes in preparation for discussion at a future Board meeting. One item that did come up at our recent Staff meeting was the proper treatment of temporary signs advertising events on agriculturally-preserved lands.
- C. Act 101 Recycling Grant Reauthorization: While a final State Budget has yet to be signed by Governor Rendell, we were advised that the Act 101 Recycling Grant Program has been reauthorized. Over the years the Township has come to rely on this program to fund various recycling initiatives, the most recent one being the new leaf drop-off program as well as various EAC activities. Our anticipated 2010 grant should be around \$105,000. Attached is a September 15, 2009 letter addressed to Senator Steward Greenleaf to include approval of SB 886 which reauthorizes the recycling fee until 2020. Also, attached is a copy of an email from Senator Greenleaf thanking Ms. Butterworth for the interest and support of SB 886.

- D. Pension Relief: The PA General Assembly recently passed Act 44, which provides new strategies and formulas in helping distressed communities deal with major valuation declines in their defined benefit plans. The Township's actuary is studying the parameters of Act 44 and will be presenting some options for the Pension Committee's review and recommendation to the Board. The current 2010 budget includes a 35% increase in the required minimum municipal contribution.
- E. Water and Sewer Relocation: Because of Staff reductions and reassignments, it has become necessary to close the Water and Sewer offices at Turk Road. We plan to relocate these offices to the township administration building before year's end. By consolidating facilities we estimate about a \$17,000 savings. This will also allow for better computer administration and telephone efficiencies and will also provide more adequate staffing at the main building. We're also working to integrate the W/S web page with our E-Gov system and to provide a new e-commerce interface that will allow ratepayers to pay their utilities online without incurring a service charge. This same e-commerce feature will allow residents to register and pay for recreation programs such as summer camp and the swim club via the web page.
- F. Insurance Proposals: In an effort to reduce our fixed costs, Staff is again undertaking an effort to secure independent quotes for the Township's workers' compensation and property/casualty insurance coverages. We're hoping to have applications submitted to all bidders by the end of the month for a January 1 renewal period.
- G. Fund Balance Policy Recommendation: The finance committee discussed recently the appropriate level of fund balance in the Township's General Fund. Staff shared with committee members literature from the Government Finance Officers Association as well as the Government Accounting Standards Board. After some deliberation the Committee suggested the Supervisors consider adopting a policy establishing a 10% fund balance. The Warwick Supervisors passed a Resolution recently establishing a 15% fund balance, a copy of which is attached along with other background information. Maintaining adequate reserves helps ensure some level of tax stabilization and in essence serves as the Township's "rainy day" fund.
- H. Warrington Day Wrap-Up: The Parks and Recreation Department has completed its financial analysis of Warrington Day which is attached.
- I. PennBID Update: Last week Staff received training on the new PennBID electronic bidding program. We hope to begin using this new interface with future sealed bids and professional services, starting with the salt shed project.
- J. Other Business:
- (1) We received notification that the following new roads will be added to the State Liquid Fuels database for the next year's revenue sharing:
- a. Lyric Way
 - b. Kelly Road
 - c. Warrens Circle
 - d. Cadwallader Road
 - e. Joelle Court
 - f. Bens Run Court
 - g. Cornell Drive

- h. Marcus Circle
- i. Princeton Circle
- j. Zach's View Circle
- k. Noah's Circle
- l. Bethel Lane
- m. Princeton Court
- n. Breezy Hollow Drive
- o. Summer Ridge Circle

K. Other Items:

- (1) Recommendations from the September 28, 2009 Communications Advisory Board.