

**TOWNSHIP OF LOWERMAKEFIELD
BOARD OF SUPERVISORS
SPECIAL BUDGET MEETING
MINUTES – NOVEMBER 13, 2014**

A special Budget Meeting of the Board of Supervisors of the Township of Lower Makefield was held in the Municipal Building on November 13, 2014. Chairman Dobson called the meeting to order at 6:35 p.m.

Those Present:

Board of Supervisors: Dobby Dobson, Chairman
 Dan McLaughlin, Vice Chairman
 Pete Stainthorpe, Secretary
 Kristin Tyler, Treasurer

Others: Terry Fedorchak

COMMUNITY POOL BUDGET

Donna Liney gave a brief history of the Community Pool, noting it is now entering its 34th year of operation. In 2014 a Pool Steering Committee was established to generate membership and has proven to be successful. Total revenue of \$765,803 is projected for 2014 which exceeds projections. Revenue has been slightly increased to \$779,830 for 2015.

Due to various special events budget and personnel services for 2014 are higher than projected.

No tax dollars support the pool and there is no rate increase for 2015. However a rate increase possibility was discussed for 2016. After discussion the Board agreed that installation of the shade pergola be postponed until 2016. Mr. Fedorchak noted they have budgeted for an increase in the number of non resident memberships for 2015 and this may determine whether a rate increase is needed in 2016. Suggestion was made to increase the fee for non resident membership.

Discussion held regarding staffing and it was noted that with the new manager staffing changes are anticipated. It was strongly recommended that staffing during swim lessons be looked into, as well as number of staff in general. Mrs. Liney will look into other ways to run swim lessons.

Mr. McLaughlin asked about possibility of advertising banners to increase revenue. Mrs. Liney will get input from PAA and work with the Steering Committee.

The Steering Committee was commended for their great work in 2014. Mr. Menard noted the Steering Committee was not in affect for the beginning of the 2014 Season. For 2015 they will be able to provide information from the beginning.

Recap of Community Pool Budget

- No fee increase for 2015
- Purchase of Shade Pergola be held off until 2016
- Steering Committee to look into using advertising banners to help increase revenue
- Mrs. Liney to look into revamping swim lessons

PARK AND RECREATION BUDGET

Donna Liney, Park & Rec Director, advised that this is the 15th year Park and Recreation is presenting a budget with no increase in millage. Park millage for 2015 is 1.28 which equals \$52.00 per property. Revenue projections for 2015 are the same as 2014 - \$865,900.

However expenditures for 2014 are higher than expected. The budget also calls for replacement of the Park and Recreation vehicle which is over 20 years old. A park pavilion has been recommended by the Park & Rec Board to be installed at Memorial Park in 2015. This purchase will be made through funds received from "fee in lieu". Mr. Fedorchak advised that with the new developments in the Township there will be a steady flow of money coming into this fund.

After reviewing expenditures it was agreed Diesel and Gasoline Fuel be reduced from \$19,300 to \$17,000.

The Park & Rec Board recommended security cameras be installed at Memorial Park for the Secret Garden Playground as well as Garden of Reflection Memorial. The Board was made aware of vandalism which has occurred and the need for security cameras.

Brief discussion was held regarding the Snipes Tract. Mr. Stainthorpe noted there is the plan that calls for additional soccer fields and other venues, but he doesn't see it happening as planned. It was thought any additional fields (soccer, etc.) should be put at Memorial Park. Presently the fields at Memorial Park are underutilized but it was agreed that usage would increase as improvements, such as the Secret garden, as well as the proposed pavilion, are built. There will be a nominal fee charged for the use of this pavilion. Suggestion was made that if there is money available the basketball court at Memorial Park should be fenced.

Discussion was held regarding possibility of building a dog park which would be very popular. It was agreed this should be looked into.

Mr. McLaughlin asked about marketing of Five Mile Woods. It was noted it is difficult to compete with the Churchville Nature Center. Camps are not even held at Five Mile Woods any longer.

Recap of Park and Recreation Budget

- Pavilion to be installed at Memorial Park
- Security Cameras to be purchased for Memorial Park
- Research possible dog park

GARDEN OF REFLECTION

Mrs. Liney handed out an excel spreadsheet detailing GOR expenses over the last 5 year period. Mrs. Liney advised that the newly created Preservation Committee has in the past year begun raising funds to support maintenance of the Garden and these funds have been deposited into Township's 501C account for the Garden. Maintenance expenses have been approximately \$50,000 per year over the last 5 years. Mr. Fedorchak stated there is \$75,000 in the foundation account which will be enough to cover 2014 and possibly 2015. Mrs. Liney stated that in the future, she estimates the annual operating and maintenance budget for the Garden to be around \$50,000.

It was noted maintenance of the Garden was always to be the responsibility of the Garden of Reflection Committee. Members of that Committee had publically made that pledge. However, it was noted that for about the last 4 -5 years Ellen Saracini has kept all the proceeds from the main fundraising activities – the golf outing and annual run. Mr. Fedorchak stated that back when these proceeds were deposited in a Township controlled account, the Township received around \$50,000 for the golf outing and around \$12,000 or so from the run. Those figures were offset by expenses. The Township, together with Park and Recreation will be meeting with the Committee to discuss this as well as other issues. It was agreed the Township cannot abdicate control of the Garden, particularly the programming for the 9-11 events.

Although this is the official state memorial no funding is received from the state.

Recap of Garden of Reflection budget

- Township to meet with of Garden of Reflection committees to discuss future expenses/budget

SEWER DEPARTMENT

Kevin Kall, Sewer Administrator advised that no rate increase is projected for 2015. In 2014 the township took possession of the Chanticleer pump station bringing the number to 13. Expenses have increased in 2014 due to two pump station failures and one generator failure. There is a slight increase in expenses for next year.

It was noted the largest expense is transmission fees. Improvements have been made to reduce I & I issues which in turn reduces the fees.

Discussion was held regarding possible sale of sewer system and if there was a quasi-municipal authority which would be interested in this. The only one in this area that has capital available for acquisition is Bucks County Water and Sewer Authority. Mr. Stainthorpe gave a little background on Bucks County Water and Sewer Authority acquisitions and indicated they would be interested in talking to the Township.

It was agreed that Mr. Fedorchak should speak with the Executive Director of Bucks County Water and Sewer Authority to determine if they should explore this further.

Discussion was held regarding transmission into Morrisville. It was stated that the Township should feed as much of the system into Morrisville as possible due to these cost vs. Philadelphia (via BCWSA). Mr. Fedorchak advised that BCWSA is not increasing their rates in 2015. Mr. Stainthorpe stated some years they absorb the increase.

It was noted that the 10 year Capital Improvement Plan needs to be updated, which Mr. Kall will undertake and provide copies to the supervisors.

Mr. Fedorchak reported that the Township is working with Yardley Borough sewer authority on a new transmission agreement which will establish responsibility for Lower Makefield to be a participant in a high rate for capital improvements. Over the next 3 to 4 years there will be improvements to new interceptor lines which could cost \$3 to \$4 million dollars.

With respect to Morrisville, the Township just found out they are obligated to pay \$1.2 million dollars for improvements which the authority made and will continue to make. This will have to be absorbed in the current capital improvement plan. This cost will be spread over 2 years. Mr. Fedorchak informed the board that Morrisville has additional improvements planned. There will be a meeting early next year with the Morrisville Authority and their Engineer to discuss details on their multi year capital improvement program. Lower Makefield doesn't have any direct input in capital improvements planned with either Yardley Borough or Morrisville Borough.

Lower Makefield's share of any cost is based on the percentage of their usage of the treatment system. Our share for Morrisville is 43%. In Yardley Borough some areas the township uses 90% of the lines. Mr. Fedorchak classified Lower Makefield's sewer infrastructure as good.

Mr. Kall advised in 2015 they anticipate purchasing an off road vehicle to be able to access sewer sites which have been cut off by the installation of the third track.

Brief discussion was held regarding 537 plan as well as areas still not sewerred in the township.

Recap of Sewer Budget

- No rate increase for 2015
- Terry Fedorchak to meet with Executive Director of BCWSA
- Agreement with Yardley Borough continue to move forward
- Mr. Kall to update 10 year plan and provide copy to Board of Supervisors
- Meeting to be held in early 2015 between Township and Morrisville to discuss multi year capital improvement program.
- Purchase of an off-road vehicle

GOLF COURSE BUDGET

Mike Attara and Bob Doria provided the board with a copy of their business plan for 2015. Due to the winter of 2014 seven weeks of golf were lost, resulting in decrease in revenue. However PGA goal would be tied to what they have done for last five years.

The various awards won by Makefield Highlands as well as by staff were highlighted. The Board was advised that they were just awarded the 2015 USGA US Open Qualifier.

One of their main focuses for 2015 is to build the banquet sector. These events will be handled by Open Air Affairs and will be located in a tent on premises which will also make it easier to manage scheduling.

Mr. Shiller inquired about the capacity for golf in 2014. Mr. Doria advised they averaged 85%. The tee times not being sold are tee times they would not have sold in any event. On weekends they are booked solid from 6:00 a.m. until 5:00 p.m. At this time of year capacity is 148 and the other day they did 145. On weekends capacity is 270.

Mr. Doria noted that the 7 weeks the course was closed this winter is the longest they have been shut down in the last 5 years. Despite this, they had a great summer.

Mr. Attara revised the renovations anticipated for 2015, including kitchen and bathroom renovations. The pond liner is included but has not been done yet. This will reduce need for public water. Mr. Fedorchak asked if there will need to be a water line to the tent. Mr. Attara advised all the conduit work will be laid.

A brief discussion was held regarding Open Aire affairs and booking of banquets/weddings. Off season it is anticipated they would still do banquets indoors. All alcohol purchases will be through the golf course only.

The board was advised that there is an error in Dept 465 #100 – Pro Shop. This expenditure will remain the same as 2014.

There have been some staffing changes and additional ones are anticipated for 2015.

Discussion was held regarding pro shop and Mr. Doria advised the shop does well. The first year \$6,000 was done in hardware sales and in 2014 \$45,000 was done with one vendor. This is due in part to reeducation of customer. All revenue for this department belongs to the Township.

Course and Grounds maintenance is budgeted for \$639,489 – slightly higher than 2014 of \$611,012.

Mr. Doria explained that a change has been made in marketing using a program which is totally controlled by Makefield Highlands. Although the marketing budget was increased for 2014 the budgeted amount has been reduced for 2015.

A brief discussion was held regarding structures on the property.

Recap of Golf Course Budget

- Revenues are anticipated to be approximately \$3,000,000 due in part to increase in banquets plus a slight increase in greens fees
- Cart Revenue to remain same as 2014
- Improvements for 2015 are:
 - Renovations to Kitchen
 - Installation of Tent and booking of Banquets with Open Aire Affairs
 - Installation of new pond liner
 - Improve instructional and social programs
- Makefield Highlands will be site of USGA US Open Local Qualifier
- Marketing costs are budgeted less than 2014.

There being no other business motion was made to adjourn. Motion seconded and carried. The meeting adjourned. The meeting adjourned at 8:50 p.m.

Respectfully submitted

Pete Stainthorpe, Secretary