

## BRISTOL TOWNSHIP

2501 BATH ROAD  
BRISTOL, PA 19007

December 17, 2015

## COUNCIL MEETING

President Bowen called the meeting to order at 7:06 PM.

President Bowen announced that Mr. Glasson and Mr. Bailey would not be in attendance this evening.

President Bowen wished everyone a Safe and Happy Holiday.

Roll Call:	Mr. Bailey	Absent
	Mr. Brennan	Present
	Mr. Glasson	Absent
	Mr. Monahan	Present
	Ms. Murphy	Present
	Vice President Longhitano	Present
	President Bowen	Present

Council President Bowen announced that the monthly reports are available for review in the Township Manager's Office and public comment on land development and official items will be taken during the meeting. In addition, residents may offer general comments at the end of the meeting.

Council President Bowen stated matters of personnel and litigation items were discussed in executive session prior to the meeting.

### VOUCHER LIST & MINUTES

- A. Call for a motion to approve the outstanding Voucher List and Requisitions for December 17, 2015

*Motion by Mr. Monahan and seconded by Mr. Brennan to approve the outstanding voucher list and requisitions for December 17, 2015.*

*Motion carried unanimously by a vote of 5 – 0.*

- B. Call for a motion to approve minutes from the Council Meeting on November 19, 2015

*Motion by Vice President Longhitano and seconded by Mrs. Murphy to approve the minutes from the Council Meeting on November 19, 2015.*

*Motion carried unanimously by a vote of 5 – 0.*

### COMMENDATIONS, PRESENTATIONS and REPORTS

#### A. Presentation of Certificates of Commendations for exemplary recycling efforts.

Deputy Township Manager, Scott Swichar, announced Christmas was next Friday and that trash service for Friday would be delayed until Saturday December 26. The rest of the week would not be affected.

Christmas trees will be collected on Wednesday January 6<sup>th</sup> and Wednesday 13<sup>th</sup>. He asked that all ornaments and tinsel be removed from the trees in order for the trees to be recycled,

Swichar stated that as part of the “Get Caught Recycling Campaign” the Township’s Environmental Officer inspects resident’s trash and recycling containers to make sure they are recycling. He stated that the Township randomly picks two residents who are doing a great job recycling and awards each family with a \$50 gift card at the monthly Council meeting.

Swichar thanked TD Bank for their sponsorship of Bristol Township’s “Get Caught Recycling Campaign.” Swichar thanked township residents for their recycling efforts, and then presented the O’Neil family of Levittown and the Blair family of Levittown each with a \$50 gift card from TD Bank.

#### C. Presentation of Awards to Environmental Advisory Committee Poster Contest.

Ellen Miller, of the Environmental Advisory Committee, thanked the participants in the Environmental Advisory Committee Poster Contest. First place was awarded to Jason Aquilar and the runner-ups were Michael Heary, and Angelina Frolenka.

President Bowen stated he and Ellen Miller participated in the clean-up of Levittown Lake and was very pleased and appreciative to see the Police presence on Mill Creek Parkway.

#### D. Proposed 2016 Township Budget.

Deputy Manager, Scott Swichar, thanked the Township Manager, Bill McCauley, Finance Officer, Fran Phillips and the department heads for all their hard work in preparing the 2016 Budget as well as the entire Council for their hard work, guidance and dedication throughout the past year.

The 2016 proposed budget is a balanced budget. For the fourth year in a row no fund balance is being proposed as revenue in the balanced General Fund operating budget.

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The 2016 budget recommends no increase in taxes; this is the fifth year in a row that the Township has not seen a tax increase, with tax decreases in 2012 and 2015. An overview of all funds in the 2016 budget reflects a 22.6% decrease over the 2015 adopted budget.

The 2016 proposed General Fund budget of \$23,174,800 reflects a 15.2% decrease over the 2015 budget of \$27,326,200. This decrease is due largely because the 2015 budget included \$7 million dollars in transfers from the General Fund to the Capital and Debt Fund. The 2016 budget reflects only \$3,273,100 in transfers from the General Fund to the Capital Fund.

In 2015, \$7 million dollars from the Township's Reserves otherwise known as the surplus or "Rainy Day" fund was transferred to the Capital and Debt Funds and we will end 2015 with a fund balance of \$4,513,280. No fund balance will be used to balance 2016 General Fund Operating Budget. The 2016 budget proposes to transfer \$3,273,100 to the Capital Fund leaving a General Fund balance of \$1,240,180 at the end of 2016.

The proposed revenues for 2016 are \$23,174,800 and expenditures are \$23,174,800 this is a 15% decrease from the 2015 budget. The 2016 General Fund budget proposes to balance the budget without using any fund balance as operating revenue.

The proposed net revenues for 2016 are \$19,714,800 and are 1.06 % less than 2015 budget of \$19,926,200. However net revenues have decreased over the past few years. We have seen decreases in State pension aid and we have lost some of the earned income taxes due to the implementation of the tax in Middletown Township. We have also been more conservative with our revenue estimates in recent years to ensure we do not have shortfalls.

The Township's operating expenses are as lean as they have ever been and the administration is taking an active approach to reducing operating expenditures. We expect the maintenance expenditures to decrease in 2016 due to the modernization and rehabilitation of the municipal building. In effort to save money on electricity we have installed LED light fixtures as well as motion detectors throughout the building. A state-of-the-art voice over IP technology phone system has been installed resulting in communication costs being decreased by 60%.

There are 4% salary increases for T.W.U. and PBA members and the township continues to invest in public safety with the hiring of two full-time police officers, and provide \$100,00 in "Glasson Grants" to volunteer fire companies. \$300,000 will be spent to continue the upgrade of traffic signals at major intersections.

When you do not account for the inter-fund transfers, the 2016 General Fund budget reflects only 1.26% increase in expenditures over the 2015 General Fund budget. The 2015 net expenditures was \$19,501,270 compared to 2016 net expenditures of \$19,746,800 for a difference of \$245,530. Considering the very generous 4% salary increases, this figure is pretty remarkable.

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Township Manager McCauley pointed out that the 2011 actual budget was \$20,219,656 and in 2016 the proposed actual is \$19,746,800. The Township is spending less money in 2016 than what was spent in 2011.

The largest expense in the General Fund is the employee salaries at \$8,875,400 accounting for 44.94% of the General Fund budget. In second place are the employee's benefits which total \$6,875,000 which is 34.82% of the General Fund budget. This leaves only \$3,712,800 in the proposed 2016 Operating Expenses.

The 2016 budget proposes to transfer \$3,273,100 from the undesignated General Fund balance to the Capital Fund to pay for capital improvements. These include improvements to the exterior of the Municipal Complex by making accessibility and beautification improvements, upgrades to parking lot, walkways and directional signage. From the 2015 bond issue \$2.6 million is proposed to be carried over to the 2016 budget to fund municipal complex improvements. The Township will use \$1 million to blight vacant and abandoned properties in partnership with the Bucks County Redevelopment Authority. The Township will also continue the road paving program, computer upgrades and document scanning technology, and police in-car video systems.

In 2012, the newly elected Council promised to pave at least 88 miles of Township roads in five years. The Township has surpassed that goal with 102 miles of roads being paved at a cost \$13,466,862.00. The 2016 budget proposes to pave 10 miles at a cost of \$1,500,000.

The 2016 Refuse Fund proposed budget is \$5,270,500. The Refuse Fund has ended every year since 2012 with a surplus. The 2015 shows a balanced budget but we expect to end this year with a surplus as well. The 2016 proposed budget is an increase of \$110,170 over the 2015 budget of \$5,160,330. In 2016 we will be in our third year of a five year trash contract with Waste Management and as promised in 2012 the rate has not increased, in fact in 2014 the trash fee decreased from \$337 a year to \$317 and is proposed to remain the same for 2016. The Township now has free annual clean-up events for residents to clean out their homes and dispose of at the Municipal Complex. A date for the 2016 Spring Clean-Up event will be announced in the upcoming months.

The 2016 Sewer Fund proposed budget is \$11,391,300. The 2016 proposed budget is an increase of \$84,900 over the 2015 budget of \$11,306,400 which reflects \$6 million to invest in a secondary clarifier and end the moratorium on sewer connections to collection system. Expenses will include \$435,000 in continuing repairs for capital upgrades to the sewer pumping stations and sewer main rehabilitation. The Sewer Fund has ended every year since 2012 with a surplus. There is no rate increase proposed for the 2016 Budget.

The Liquid Fuels Fund is dollars from the State used for maintenance and reconstruction of Township roads. The Township began 2015 with a surplus of \$1,439,760. The Township has been using the Capital Fund to pay for most of the road paving projects; however since we now have a

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healthy Liquid Fuels surplus we will use these monies to pay for road paving projects should interest rates rise in the near future. In 2016, we have budgeted to receive \$1,443,000 in Liquid Fuel funds.

The 2016 proposed budget reflects no millage increase. The Township mill rate will remain at 23.98. In 2015 there was a millage decrease of .0075. The 2012 adopted budget had a millage increase of .3% however the newly elected Council re-opened the adopted 2012 and amended the taxes back to 23.9875.

McCauley pointed out the value of the mill is roughly the same as in 2007 even though the total assessed valuation has gone from 420,000,000 to 416,000,000 and that's because our collection rate has improved. He believes the County is a little more diligent in tax sales which assist the Township.

The residents' tax dollar is divided into three components, the school district, Bucks County and Bristol Township. The school district receives .82 cents with both Bucks County and Bristol Township receiving .09 cents.

Bristol Township will spend an average of \$23,906 on a non-uniform employee, \$23,417 on Police, and \$17,073 for retired Police officers for health insurance.

Mr. McCauley stated that this is one of the areas we have tried to make some inroads and have had some success with the active police as the average cost is lower. We have not had success yet with non-uniform employees. The new plan negotiated has a deductible that will hopefully drive the cost down as you are going to see the cost of full family insurance plans become astronomical. Further it does not help that we are paying roughly \$1.35 million for retiree police health insurance. That cost is one of the answers to why the Township does not hire 10 more police officers and despite going to Act 111 Arbitration the Township still has \$83 million in unfunded liabilities, the addition of 10 more officers would raise that cost to over \$100 million.

Administrative municipal workers who belong to the Service Employees International Union (SEIU) receive the most generous health benefits of all Township employees. For an employee that earns \$49,000 per year, the Township could be paying \$40,458.60 a year for full- family health, prescription, vision and dental insurance.

McCauley pointed out a piece of good fortune as the Township has no one in the full family coverage, most members are couples. The SEIU contract expires December of this year and are looking to make some inroads there, however you are not going to see the cost savings until down the road.

Further McCauley stated the cost for the police has been mostly flat because we moved them to the Delaware Health Valley Trust (DVHT) from the Blues. Another hope with the DVHT is they

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have a Rate Stabilization Fund, where they pay out the claims and if you have good experience based on the premiums paid they will take the remainder funds and place them into the Rate Stabilization Fund and you can use 50% of those funds to pay future premiums.

The Township continues to try to control the rising health care casts by offering an Employee Health Insurance Opt-Out Program. Currently we have 10 employees enrolled in this program which will save the Township \$205,262.37 in 2016.

Township Manager McCauley stated that even though we have borrowed money to fund the capital improvements we have also deposited money into the debt fund. We have a debt fund balance in the \$8 to \$9 million dollar range enabling us to pay the existing debt off without raising the millage until 2024 or 2025.

President Bowen stated that we continue to increase the amount placed into that fund each year. McCauley explained that we put in millage every year from the real estate tax and that we took advantage of the low interest rates to make the improvements meanwhile putting money into the debt fund to pay for said improvements. The problem we face today is due to our predecessors giving away post-retirement health insurance and police pensions without providing the money to pay for them.

In 2012, it was projected that the Township's Net Assets would be negative in 2014. Due to improved operational efficiencies and a \$10 million decrease in post-retirement liabilities in 2013, our net assets continue to be positive. Positive assets are estimated for 2016 as well.

President Bowen stated that when you look at the numbers and that we are working on .9 cents of a dollar you wonder how we do it. The taxpayers are going to put \$2,610,100 into the police pension for 2016 coming from those 9 cents, not including all the other debt due.

President Bowen questioned how the proposed 1% Earned Income Tax by Bensalem will affect our budget.

Mr. McCauley stated that it will erode our Earned Income Tax.

## PUBLIC HEARING

### A. Proposed 2016 Budget

John Riotto, of Maple Ave, asked what the terms of the Police Pension Bond are.

McCauley stated that he believes it is still 25-30 years since the bond was just refinanced at a lower rate.

*Motion by Mr. Brennan and seconded by Mrs. Murphy to adopt a Resolution approving the 2016 Township Budget.*

McCauley asked that Council include Item E adopting the 2016 Budget and setting forth the millage rate.

McCauley stated that the millage rate remains unchanged from 2015.

*Motion by Mr. Brennan and seconded by Mrs. Murphy to adopt a Resolution approving the 2016 Township Budget and Setting Millage Rates to Fund Said Adopted Budget.*

*Motion carried unanimously by a vote of 5– 0.*

#### ORDINANCES AND RESOLUTIONS

- A. An Ordinance Amending Chapter 5, Article XI, Department of Police, Chapter 5 to Provide for the Creation of the Position of Deputy Safety Director to Serve as Second in Command of the Bristol Township Police Department and Over see the Department of Fire Marshal/Emergency Management: Consideration to Adopt.

McCauley stated last December Council adopted an Ordinance creating the position of Public Safety Director and gave us the option to have a Police Chief or a civilian Director of Public Safety. Since that time Robert Coulton has come on board and done an excellent job. This Ordinance would provide the option to hire a second in command for the police department giving us two civilian management positions overseeing the department.

Vice President Longhitano questioned if there is a time frame to when the challenge to the placement of the Public Safety Director may be resolved.

Township Solicitor, Randall Flager, stated that the complaint has never been served on the Township, The lawsuit was filed and placed in the public media but the suit has never been properly served upon the Township.

Longhitano asked if the position was placed in the 2016 Budget.

McCauley answered yes.

Longhitano asked if the position was given to someone in the department would that officer have to retire in order to accept.

McCauley stated that if the person was selected in-house they would have one year to decide if they want to continue with the position. They would maintain their rights in the bargaining unit during that year.

Longhitano inquired if the person comes from in-house they would collect their pension and the public service fees.

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McCauley confirmed and further explained we currently have civilian employees retired from the department that collect their pensions and receive a salary for their department positions.

Mr. Flager confirmed that the lawsuit has not been properly served therefore there is nothing for a court to decide.

McCauley commented that if by some miraculous occurrence that the case went to the Pennsylvania Supreme Court and the decision said Bensalem Township as well several other municipalities can have a Public Safety Director but Bristol Township cannot, the two positions under the Ordinance would become Police Chief and Deputy Police Chief.

*Motion by Mrs. Murphy and seconded by Mr. Brennan to amend Chapter 5, Article XI, Department of Police, Chapter 5 to Provide for the Creation of the Position of Deputy Safety Director to Serve as Second in Command of the Bristol Township Police Department and Over see the Department of Fire Marshal/Emergency Management.*

*Motion carried by a vote of 4-0 with Vice President Longhitano Abstaining.*

- B. A Resolution Authorizing the Acceptance of a Municipal Grant Program Contract Awarded by the Redevelopment Authority of the County of Bucks for \$300,000: Consideration to Adopt.

*Motion by Mr. Monahan and seconded by Vice President Longhitano Authorizing the Acceptance of a Municipal Grant Program Contract Awarded by the Redevelopment Authority of the County of Bucks in the amount of \$300,000.*

*Motion carried unanimously by a vote of 5 – 0.*

- C. A Resolution Authorizing the Acceptance of a Municipal Grant Program Contract Awarded by the Redevelopment Authority of the County of Bucks for \$220,712: Consideration to Adopt.

*Motion by Mr. Monahan and seconded by President Bowen Authorizing the Acceptance of a Municipal Grant Program Contract Awarded by the Redevelopment Authority of the County of Bucks in the amount of \$220,712.*

*Motion carried unanimously by a vote of 5– 0.*

- D. A Resolution Authorizing the Acceptance of a Municipal Grant Program Contract Awarded by the Redevelopment Authority of the County of Bucks for \$175,000: Consideration to Adopt.



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*Motion by Vice President Longhitano and seconded by Mr. Monahan Authorizing the Acceptance of a Municipal Grant Program Contract Awarded by the Redevelopment Authority of the County of Bucks in the amount of \$175,000.*

*Motion carried unanimously by a vote of 5– 0.*

- E. A Resolution Authorizing the Sale of Surplus Township Equipment: Consideration to Adopt.

*Motion by Mrs. Murphy and seconded by Mr. Brennan authorizing the sale of Surplus Equipment.*

*Motion carried unanimously by a vote of 5– 0.*

Mrs. Murphy stated that this answers Ms. Vesce’s question from last month’s meeting on what the Township is doing with the Council chairs as they are included in the sale.

- F. A Resolution for Official Sewage Facilities Plan Revision for New Land Development for 3127 Steel Avenue: Consideration to Adopt.

*Motion by Mr. Brennan and seconded by Mrs. Murphy approving a Resolution for Official Sewage Facilities Plan for New Land Development for 3127 Steel Avenue.*

*Motion carried by a vote of 4-0 with President Bowen abstaining since it is his project.*

REPORT FROM TOWNSHIP MANAGER

Mr. McCauley wished everyone a Happy Holiday.

REPORT FROM TOWNSHIP SOLICITOR

Mr. Flager wished everyone Happy Holidays. He also thanked Councilman Brennan for his service and wished him well in his future endeavors.

NEW BUSINESS

- A. Bids for Secondary Trickling Filter Pumps at Wastewater Treatment Plant: Consideration to Accept.

McCauley stated that it is the recommendation of the Sewer Engineer to accept the low bid from Derstine Company, LLC in the amount of \$148,000.

*Motion by Mr. Brennan and seconded by Mrs. Murphy to accept the low bid for a Secondary Trickling Filter Pumps at the Wastewater Treatment Plant in the amount of \$148,000.00*

*Motion carried unanimously by a vote of 5 – 0.*

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B. Proposals for Snow Removal & Plowing: Consideration to Accept.

Mr. McCauley stated we advertised for a one, two or three year contract for snow removal & plowing and did not receive any bids. A three year contract requires both a bid bond and performance bond which may have deterred bidders as well as the fact that this is the first time we had offered a three year contract. The Snow Removal & Plowing will be placed out for re-bid. There is no cause for alarm as the Township has a list of contractors used in the past and will simply call them when the weather deems necessary.

OTHER BUSINESS

Vice President Longhitano wished everyone a Merry Christmas and stated Councilman Murray Bailey wishes all a Merry Christmas and Happy New Year as well. He is not in attendance this evening due to the loss of his father.

President Bowen stated at the Town Hall Meeting last month that a former Councilwoman criticized the amount of rental home inspections conducted. In 2010, when she was on Council, the Township had four inspectors and completed 130 inspections; in 2011 the total was 144. In 2012 with the new Council, there were 162 completed. In 2013, with only two inspectors 181 inspections were conducted, 2014 had 223 inspections and year to date we are at 230 inspections. The number from 2010 to 2105 has increased by 100 under the new Council.

President Bowen announced that tonight marks the last meeting for one of our colleagues. For the past four years an argument can be made that no elected official in the history of Bristol Township has left more of a mark than Troy Brennan. During Brennan's tenure the Township has had the finest milling & paving program in Bucks County, replaced the Township streetlights with LED, implemented a new trash and recycling contract that is being emulated by other municipalities, brought the Waste Water Treatment Plant into compliance for the first time in over 20 years, lowered the Township millage rate in 2012 and 2015 and maintained a rate for 2013, 2014, and for 2016, eliminated bureaucratic red tape in the Building & Planning Department for home ownership, oversaw renovations of the Township building, construction of a Sally Port, new salt shed and new Public Works Building, brought current investment into the Township for businesses which has resulted in the creation of over 1600 new jobs.

President Bowen stated that he will be sorely missed and presented Mr. Brennan with a plaque.

Councilman Brennan thanked everyone for giving him the opportunity to work for them. He stated he is proud to have been a part of such a great Council.

McCauley asked that the Council allow our Environmental Counsel; Langsam Stevens Silver & Hollaender receive their payment of their bill before the New Year as he had requested further explanation on some items and then the payment was delayed as a result of his inquiry.

*Motion by Mrs. Murphy and seconded by Mr. Brennan to authorize payment to the Township's*

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*Environmental Counsel; Langsam Stevens Silver & Hollaender.*

*Motion carried unanimously by a vote of 5- 0.*

OPPORTUNITY FOR RESIDENTS TO ADDRESS COUNCIL

John Riotto, of Maple Avenue, thanked Troy for being one of their biggest supporters in the past school board election. He thanked the community including Levittown 2 Engine 13, two police officers, the Fire Marshal and Santa Claus to brighten the day of a very sick 5 year old.

Kelly Larkin, of Indian Creek, wanted to give the Council a big high-five for the nice Christmas present from Council in not raising the taxes. She voiced your frustration over the bathroom situation at Truman High School. The parents were not notified that all of the bathrooms with the exception of one were shut down. There are 1500 students that have one bathroom to use during their school day.

West Wexler, of Western Ave, asked if Millers Trailer Park was finished.

McCauley stated that was the environmental clean-up going on at the site.

Wexler asked about the ramp not being up to code and what else was not up to code at the Township Building.

President Bowen on behalf of the entire Council wished everyone Happy Holidays!

*Motion by Troy Brennan and seconded by President Bowen to adjourn.*

*Motion carried unanimously by a vote of 5-0.*

The meeting was adjourned at 9:12 PM.

RECAP OF NOVEMBER 19, 2015 TOWNSHIP COUNCIL MEETING

1. Approved the outstanding Voucher List and Requisitions from December 17, 2015.
2. Approved the November 19, 2015 Council Meeting Minutes.
3. Presented Monthly Awards for Exemplary Recycling Performance.
4. Presented Awards to the Winners of the Environmental Advisory Committee Poster Contest.
5. Approved a Resolution Adopting the 2016 Township Budget and Setting Forth Millage Rates to Fund Said Budget.
6. Approved an Ordinance Amending Chapter 5, Article XI, Department of Police Chapter 5 to Provide for the Creation of the Position of Deputy Public Safety Director to Serve as Second in Command of the Bristol Township Police Department and Oversee the Department of Fire Marshal/Emergency Management.
7. Approved a Resolution Authorizing the Acceptance of Municipal Grant Program Contract Awarded by the Redevelopment Authority of the County of Bucks for \$300,000.
8. Approved a Resolution Authorizing the Acceptance of Municipal Grant Program Contract Awarded by the Redevelopment Authority of the County of Bucks for \$220,712.
9. Approved a Resolution Authorizing the Acceptance of Municipal Grant Program Contract Awarded by the Redevelopment Authority of the County of Bucks for \$175,000.
10. Approved a Resolution Authorizing the Sale of Surplus Township Equipment.
11. Accepted the low bid for Secondary Trickling Filter Pumps at the Wastewater Treatment Plant.
12. Approved a motion to make payment to the Township's Environmental Counsel.
13. Meeting was adjourned at 8:55 pm.

Respectfully submitted,

Kate Murphy  
Township Secretary