

BRISTOL TOWNSHIP

2501 BATH ROAD
BRISTOL, PA 19007

December 7, 2017

COUNCIL MEETING

President Bowen called the meeting to order at 7:22 PM.

Roll Call:	President Bowen	Present
	Mr. Allen	Present
	Mr. Antonello	Present
	Mr. Glasson	Present
	Mr. Monahan	Present
	Mrs. Murphy	Present
	Mrs. Wagner	Present

Also, Present: William J. McCauley, III, Township Manager, Scott Swichar, Deputy Township Manager; Randall Flager, Township Solicitor; Edward Zanine, Deputy Township Solicitor; Kate Murphy, Township Secretary.

Township Solicitor, Randall Flager announced that personnel and contract negotiations issues were discussed in Executive Session prior to the meeting.

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.

VOUCHER LIST & MINUTES

- A. Call for a motion to approve the outstanding Voucher List and Requisitions for December 7, 2017.

Motion by Mr. Glasson and seconded by Mr. Monahan to approve the outstanding voucher list and requisitions for December 7, 2017.

Motion carried unanimously by a vote of 7-0.

- B. Call for a motion to approve the minutes from the Council Meeting of November 14, 2017.

Motion by Mrs. Wagner and seconded by Mr. Monahan to approve the minutes of the Council Meeting of November 14, 2017.

Motion carried unanimously by a vote of 7-0.

PRESENTATIONS and APPOINTMENTS

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

Deputy Manager, Scott Swichar announced that the Township's Yard Waste Collection program will end starting the week of Monday December 11, 2017.

There will be no trash or recycling collection on Monday December 25, 2017 and January 1, 2018 in observance of Christmas and New Year's Days. Collections days will be delayed a day for both weeks.

Christmas trees will be collected on Wednesday January 3rd and Wednesday January 10th.

Council President Bowen presented a \$50 Gift Certificate to the Brown Family of Levittown and the Valentin Family of Levittown for their exemplary recycling efforts.

B. Presentation from the Pennsylvania Law Enforcement Accreditation Commission to Police Chief Re: Bristol Township Police Department Accreditation.

Police Chief Robert Coulton presented Council with the Certificate of Accreditation from the Pennsylvania Chief's Association in recognition of the Bristol Township Police Department receiving Accreditation through the Pennsylvania Law Enforcement Accreditation Commission on October 20, 2017.

Chief Coulton stated that in December of 2015 the police department started down the path to obtain accreditation. This is a milestone for the police department because the foundation of a police department is their policies. The accreditation is for the next three years and will frame the administration of the police department.

C. Presentation of Police Department Commendations by Police Chief.

Chief Coulton presented Lieutenant Ralph Johnson with a Chief's Commendation for exceptional service as accreditation manager in obtaining department accreditation from the Pennsylvania Law Enforcement Accreditation Commission, on November 14, 2017.

Chief Coulton presented Officer Paul Aita with a Letter of Commendation for service performed during the police department's on-site assessment by the Pennsylvania Law Enforcement Accreditation Commission on October 19-20, 2017.

Chief Coulton presented Officer Tom Phillips with a Letter of Commendation for service performed during the police department's on-site assessment by the Pennsylvania Law Enforcement Accreditation Commission on October 19-20, 2017.

Chief Coulton presented Officer Paul Shallcross with a Letter of Commendation for service performed during the police department's on-site assessment by the Pennsylvania Law

Enforcement Accreditation Commission on October 19-20, 2017.

Vice President Murphy read into the record Resolution 2017-79 Honoring Robert Coulton for his distinguished leadership and guidance resulting in the Bristol Township Police Department becoming accredited.

Motion by President Bowen and seconded by the entire Council to Adopt Resolution 2017-79 Honoring Robert Coulton for his distinguished leadership.

Motion carried unanimously by a vote of 7-0.

Council presented Fire Police Volunteer, Howard McGoldrick with Wawa gift cards for the Volunteer Fire Police in appreciation for their services throughout 2017.

D. Proposed 2018 Township Budget

PUBLIC HEARING

A. Proposed 2018 Township Budget

The Public Hearing opened at 7:50 pm.

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 2018 Budget as well as the entire Council for their hard work, guidance and dedication throughout the past year.

The 2018 proposed budget is a balanced budget for the sixth consecutive year, no fund balance is being proposed as revenue in the general fund operating budget. The 2018 budget recommends no increase in taxes for the sixth consecutive year. This is the seventh year in a row there has been no tax increase. In fact, in 2012 and 2015 taxes were decrease.

The 2018 budget reflects continued investment in the infrastructure of Bristol Township. The township will be investing \$2 million for gateway beautification projects, \$1 million to blight removal, and \$4 million for expansion of the municipal complex park.

The Township has unfunded liabilities in the amount of \$76,475,204 million despite having gone to Act 111 arbitration.

The 2018 General Fund budget of \$21,186,000 reflects a 11% decrease over the 2017 budget of \$23,888,500.00

This 11% decrease is due to no significant transfers of general fund revenue to the capital fund being proposed in 2018. The efficient collection of the Earned Income Tax, Real Estate Transfer tax, and the Cable Franchise fees have contributed to net revenues being slightly more than 2017.

The proposed 2018 General Fund revenue budget of \$21,186,000 is \$2,702,500 or 11% lower than the 2017 General Fund estimated revenue budget of \$23,888,500.00. Proposed expenditures for 2018 are \$21,186,000. The 2018 General Fund budget proposes to balance the budget without using any fund balance as operating revenue.

In 2017 Interfund transfers were \$3,735,000 and proposed for 2018 is \$535,000 with \$500,000 coming from the Refuse fund and the remaining \$35,000 from the Sewer fund to cover overhead expenses.

General Fund Revenues for 2018 is 11.31% less than the 2017. Real Estate property taxes are expected to increase by \$53,000 due to the Township's real estate assessed value increased slightly. Local enabling taxes increased by 11% with a \$140,000 surplus being realized. The Earned Income Tax (EIT) is projected to increase in 2018 by \$150,000 however the Township loses approximately \$600,000 a year due to the implementation of the EIT by Middletown and Bensalem Township. The \$150,000 increase is mostly because we have increased collection results.

The proposed 2018 net revenues are \$21,186,00 which is a \$2,702,500 decrease of the adopted 2017 budget because there are no Interfund transfers.

The 2018 General Fund budget reflects a \$852,800 or 4.24% increase in expenditures over the 2017 General Fund budget. The Township's expenditures have increased very little in the last few years which is quite remarkable considering our health care costs continue to rise and there are contractual salary increases each year.

The largest expense in the General Fund are the employees' salaries which totals 9,744,700 or a 46.48% of the General Fund budget.

In second place are the employee benefits which totals \$7,735,200 or 35.06% of the general fund budget. Leaving only 3,551,700 for operating expenses in the 2018 budget.

The 2018 operating expenses are .37% less than 2017 operating expenses of \$3,564,800.

The 2018 total proposed budget for the Capital Fund is \$12,730,000 an increase of \$7,366,00 over the 2017 budget of \$5,364,000. Last July the Township borrowed \$10 million from the Delaware Valley Regional Finance Authority (DVRFA), at a low interest rate, to fund major capital projects planned for 2018. And \$3 million was transferred to the debt fund to pay off loans.

\$4 million has been budgeted for the redevelopment of a municipal complex park. A concept plan to create an amphitheater, walking paths, new parks and additional parking has been submitted to the Township by our engineer firm, Gilmore & Associates. The four (4) adjoining properties to the complex have been purchased by the Township which will increase our land size by 6.6 acres.

Partial funding will come from the loan by the DVRFA as well as \$231,000 from the Open Space fund and an additional \$840,000 in County funds.

The proposed budget will use \$850,000 from the Capital Fund to convert the former Miller Trailer Park into a passive park at Cedar Avenue for residents to enjoy. Grant funding totaling \$250,000 from the Department of Community and Economic Development as well as \$450,00 from Community Development Block Grants will be used towards the creation of Cedar Avenue Park resulting in less tax dollars being used. Ornamental fencing, paved trails, entry wall and seating will be among some of the amenities.

The Township will use \$2 million to for the Gateway Beautification Project. The beautiful new signs will welcome people into the Township as make a great first impression. Landscaping and bike paths will be installed along Route 13 and five (5) intersections and traffic signals will be upgraded throughout the Township. The Township received over \$900,000 in grant money from Green Light Go to assist in the cost of the upgrades. \$1 million has been budgeted to be used to blight vacant properties and purchase them through a partnership with the Bucks County Redevelopment Authority. The Township was recently awarded \$700,000 from the Department of Conservation of Natural Resources (DCNR) to create a Spray Park at Policeman's Park to enhance recreational activity for children. Wistar Avenue Bridge will be improved and upgraded. The Township will also purchase new computers and document scanning technology as well as purchase new police cars, Public Works bucket truck provide \$100,000 in "Glasson Grants" to the five volunteer fire companies.

Back in 2012, The Township had promised to pave at least 88 miles of township roads within 5 years. By 2015, it had paved 102 miles of roads and we paved another 3.36 miles of roads in 2017. The 2018 budget proposes to pave another 10 miles at a cost of \$1,500,000. By the end of 2018, we will have paved 129.46 miles of the township's 177 miles of roadways!

The 2018 proposed budget for the recreation fund is \$469,800.00, which is \$323,300 less than the 2017 budget. The 2017 budget transferred \$350,000 from the General Fund into the Recreation Fund to hire a full-time Recreation Director to increase activity throughout the Township. Since 2016 the Recreation fund has ended in a surplus.

The 2018 proposed budget for the Refuse Fund is \$7,198,700 an increase of \$1,917, 3000 over the 2017 budget of \$5,281,400. The Refuse Fund has ended every year since 2012 with a surplus. The Township is in the final year of a five-year contract with Waste Management. In 2014 the residential refuse fee was reduced by \$20 to \$317 per year and once again there will be no increase in the refuse fee.

The Township also offers free Spring/Fall Clean-up events for residents as well as a free electronics recycling program which is the only municipality in Bucks County to offer this program to their residents.

The 2018 proposed budget for Sewer Fund Expenditures is \$11,079,500, a decrease of \$669,680 compared to the 2017 budget figure of \$11,749,180. The 2018 budget reflects the Township investing \$5.7 million in a secondary clarifier and end the moratorium on sewer connections to collection system and increase capacity at sewage treatment plant. Expenditures include continuing repairs (\$789,378) for capital upgrades to the sewer pumping stations, Inflow and Infiltration program (I&I) work (\$400,000) and a treatment plant generator totaling \$830,000. There is no proposed rate increase for the sewer fund.

The contract with M&B Environmental expires at the end of 2017. Proposals were solicited from Aqua, Severn Trent (Inframark), BCWSA and M&B to assume plant operations and management. A new five-year contract of \$1.5 million was reached with Severn Trent, who recently changed their name to Inframark. Inframark has 35 plus years' experience in the wastewater industry.

The Liquid Fuels Fund is money returned from the State gas tax used for the maintenance and reconstruction of Township roads. The Township began 2017 with a surplus of \$3,079,649. In 2017 the revenue for the Liquid Fuels Fund is projected to be \$1,562,179 and expenditures of \$1,661,644 which leaves a deficit of \$99,465. The Township has a healthy surplus and will budget \$1.5 million from the Liquid Fuels fund for road paving.

The 2018 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 mill however the newly elected Council re-opened the adopted 2012 and eliminated the tax increase and reduced the millage rate back to 23.9875.

The 2018 General Fund budget for employee benefit totals \$4,048,368.00 representing an increase of \$184,497 over 2017. Total annual cost for a family in the TWU is \$31,678.20 and for Police it is \$32,350.68. Payroll contributions are not made by the employees. The Township could be paying \$51,795.12 annually for a family in the SEIU union fortunately we have no families in enrolled.

Since their contract expired in 2015, the Township is engaged in ongoing negotiations with the Service Employees International Union (SEIU) that will hopefully have their healthcare enrolled with Delaware Valley Health Trust (DVHT) instead of the costly Keystone. The 2017 budget does assume a salary increase of 4% for these non-uniform employees.

The Township continues to try to control the rising health care costs by offering an Employee Health Insurance Opt-Out Program. Currently we have nine (9) employees enrolled in this program which will save the Township \$193,747.30 in 2018.

The Township's unfunded liabilities is at \$76,475,204 for 2018 with \$66,464,278 stemming from the post-employment health insurance received by police officers. The Police Pension Trust Fund

has \$6,538,930 in unfunded liabilities and accrued leaves, such as sick and vacation time, total \$3,471,996 to the total.

The proposed 2018 budget will continue to invest in the infrastructure of Bristol Township. A minimum of 10 miles of Township highways will be paved next year bringing the total number resurfaced in six years to an incredible 129.17 miles! The Township Municipal Complex will be renovated with community based upgrades including an amphitheater to host Summer concerts. In 2016 Levittown was named the 41st Best Place to Live by Money Magazine and recently Bristol was named the 15th Safest Cities in Pennsylvania by SafeHome.org. The coming year will see beautification improvements to the township's entranceways and a passive park located at Cedar Avenue as well as a Spray Park in Policeman's Park for our residents to enjoy.

Council President Bowen asked if there were any members of the public wishing to speak on the proposed 2018 Township Budget.

Motion by Mr. Antonello and seconded by Mr. Glasson to close the Public Hearing for the 2018 Proposed Budget.

Motion carried unanimously by a vote of 7-0.

THE PUBLIC HEARING CLOSED AT 8:32 PM

ORDINANCES AND RESOLUTIONS

- A. Resolution Adopting the 2018 Township Budget and Setting Forth Millage Rates to Fund Said Adopted Budget: Consideration to Adopt.

Motion by Mr. Antonello and seconded by Mr. Glasson to Adopting a Resolution Approving the 2018 Township Budget and Setting Forth Millage Rates to Fund Said Adopted Budget.

Motion carried unanimously by a vote of 7-0.

- B. An Ordinance Amending Chapter 160 of the Code of the Township of Bristol, Sewers and Sewage Disposal, by Adding Article VI Sewer Lateral and Sump Pump Inspection Upon Property Transfer, Providing for the Inspection and Possible Repair or Replacement of Sewer Laterals Prior to the Transfer of Property, Providing Penalties for Violation thereof, and Providing for an Effective Date: Consideration to Adopt.

Motion by Mr. Glasson and seconded by Mr. Monahan Adopting an Ordinance Amending Chapter 160 of the Code of the Township of Bristol, Sewers and Sewage Disposal, by Adding Article VI Sewer Lateral and Sump Pump Inspection Upon Property Transfer, Providing for the Inspection

and Possible Repair or Replacement of Sewer Laterals Prior to the Transfer of Property, Providing Penalties for Violation thereof, and Providing for an Effective Date

President Bowen explained that the Township has a Consent Decree with the Department of Environmental Protection (DEP) which decrees that the Sewer Plant must follow all federal regulations and part of that decree is the amendment to Chapter 160 of the Code of the Township of Bristol, Sewers and Sewage Disposal, which mandates that before property can be sold the sewer line must be inspected.

Vice President Murphy noted that the DEP is enforcing this throughout the Commonwealth.

Ken Smith, Edgely, asked if the inspection will be done with a camera and if it is a lateral inspection. Mr. Glasson stated that yes, the inspection will be done with a camera and that it is a lateral inspection.

Motion carried unanimously by a vote of 7-0.

- C. A Resolution Authorizing the Township Manager to Execute and Submit an Application for Highway Occupancy Permit (HOP): Consideration to Adopt.

Township Manager Bill McCauley stated that the Township is applying for a Highway Occupancy Permit to PennDot for the sidewalks related to Cedar Avenue Park.

Motion by Vice President Murphy and seconded by Mr. Allen Authorizing the Township Manager to Execute and Submit an Application for a Highway Occupancy Permit.

Motion carried unanimously by a vote of 7-0.

REPORT FROM TOWNSHIP MANAGER

Township Manager McCauley, stated that the Township is in receipt of a letter from the Redevelopment Authority of Bucks County regarding our 2017 Grants. To receive an extension to March 31, 2018 Council needs to approve the submittal of an extension request by the Township Manager to ensure funding is not lost.

Motion by Vice President Murphy and seconded by Mr. Antonello to Authorizing the Township Manager to Submit an Extension Request Letter to the Redevelopment Authority of Bucks County for Contract 2016-07 for the Emergency Responder Radio Replacement in the Amount of \$220,712.

Motion carried unanimously by a vote of 7-0.

Mr. McCauley requested that Council approve a resolution requesting an extension from the Redevelopment Authority of Bucks County for Contract 2016-04 Traffic Signal Modernization Project in the amount of \$300,000. Paperwork from Armour Electric was submitted showing that an arm for one of the signals has been ordered and is scheduled to be delivered in February.

Motion by Vice President Murphy and seconded by Mr. Antonello to Authorizing the Township Manager to Submit an Extension Request Letter to the Redevelopment Authority of Bucks County for Contract 2016-04 for the Traffic Signal Modernization Project in the Amount of \$300,000.

Motion carried unanimously by a vote of 7-0.

Mr. McCauley is pleased to announce that the Police Department will host their second “Coffee with a Cop” for Thursday December 14th at the Golden Dawn Diner located at 715 New Falls Road from 10:00 am to 12:00 pm. This is a great opportunity for residents to voice their concerns and get to know the officers that patrol your neighborhoods.

A new program created by the Township’s Recreation Director is the 2017 Holiday House Decorating Contest. There are two (2) categories, Classic and Extreme. To nominate a house please email jfox@bristoltownship.org or call Jessica at 267-716-1647. Please include your name, address and contact information as well as the address you are nominating and for which category. Prizes will be awarded to the winning homes and the nominator. All nominated homes must be in Bristol Township and you must be a Bristol Township resident or Township employee to nominate. Township employees including Council members are not eligible. All entries must be received by 5:00 pm on December 22, 2017.

Mr. McCauley wished everyone a Happy Holiday Season.

REPORT FROM TOWNSHIP SOLICITOR

Township Solicitor Randall Flager wished everyone a Happy and Healthy Holiday Season and New Year.

Mr. Flager expressed his condolences to John Cordisco on the loss of his father.

Mr. Flager requested Council approve the new contract for Township Manager, Bill McCauley.

President Bowen announced there is a salary increase for Mr. McCauley and that after researching comparable salaries for Managers in neighboring Townships and taking into account the incredible job Mr. McCauley has done the past six years, the new contract is well deserved.

Motion by Mr. Glasson and seconded by Mr. Monahan to Approve the Agreement for Township Manager, William J. McCauley, III through December 31, 2021.

Motion carried unanimously by a vote of 7-0.

NEW BUSINESS

- A. Wastewater Treatment System Operation and Maintenance Agreement:
Consideration to Take Appropriate Action.

Mr. McCauley stated the Township has received proposals from Aqua, Bucks County Water and Sewer Authority, Remington & Vernick, Severn Trent and the current contractor M&B Environmental, whose Operation and Maintenance Agreement expires on December 31, 2017. After reviewing the proposals Severn Trent, now known as Inframark, was chosen to be the new Plant Operator. After negotiations, the agreement is for five (5) years beginning January 1, 2018.

Mr. McCauley is requesting Council to agree to a five (5) year Operation and Maintenance Agreement with Inframark and to authorize him to finalize the details of the agreement. The base fee for the first year would be \$1,380,000 with an Annual Maintenance budget of \$120,000. Annual compensation would be \$1.5 million with a 5% percent prompt payment discount reducing the first-year fee to \$1,425,000. The annual fee will be escalated 6% in the second year.

Motion by Mr. Monahan and seconded by Vice President Murphy Authorizing the Wastewater Treatment System Operation and Maintenance Agreement with Inframark and authorizing the Township Manager to finalize said Agreement.

Motion carried unanimously by a vote of 7-0.

Thomas Krall, Business Development Manager for Inframark, introduced his company to Council. Inframark's headquarter is in Horsham, PA but are a national wastewater treatment facility with 200 facilities around the country and five or six located in Pennsylvania. Inframark strives for efficiency, compliance and maintenance management. Inframark has over 40 years' experience in the business.

President Bowen presented Howard Allen with a plaque thanking him for his service on Council for 2016-2017.

COMMENTS FROM COUNCIL MEMBERS

Vice President Murphy wished everyone Happy Holidays on behalf of Council.

Mr. Antonello requested that Council draft a Resolution supporting fair districting.

OPPORTUNITY FOR RESIDENTS TO ADDRESS COUNCIL

West Rexler, 504 Western Ave, spoke of issues not pertaining to Township Business and various conspiracy theories he subscribes to regarding the Township.

Anne Vesce, Laurel Bend, requested Council keep in mind that the residents do not want a recovery home to be opened at the Inspire Credit Union Property located on Bath Road once they move to their new location.

Motion by President Bowen and seconded by the entire Council to adjourn the meeting.

Motion carried unanimously by a vote of 7– 0.

The meeting was adjourned at 9:14 pm.

Respectfully submitted,

Kate Murphy
Township Secretary

RECAP OF THE DECEMBER 7, 2017 COUNCIL MEETING

1. Approved the outstanding Voucher List and Requisitions from December 7, 2017.
2. Approved the November 14, 2017 Council Meeting Minutes.
3. Presented Monthly Awards for Exemplary Recycling Performance.
4. Presentation from the Pennsylvania Law Enforcement Accreditation Commission to Police Chief Re: Bristol Township Police Department Accreditation
5. Chief Coulton presented Lieutenant Ralph Johnson with Chief's Commendation for exceptional service as accreditation manager for obtaining department accreditation from the Pennsylvania Law Enforcement Accreditation Commission on November 14, 2017.
6. Chief Coulton presented Officer Paul Aita with a Letter of Commendation for service performed during the police department's on-site assessment by the Pennsylvania Law Enforcement Accreditation Commission on October 19-20, 2017.
7. Chief Coulton presented Officer Tom Phillips with a Letter of Commendation for service performed during the police department's on-site assessment by the Pennsylvania Law Enforcement Accreditation Commission on October 19-20, 2017.
8. Chief Coulton presented Officer Paul Shallcross with a Letter of Commendation for service performed during the police department's on-site assessment by the Pennsylvania Law Enforcement Accreditation Commission on October 19-20, 2017.
9. Adopted Resolution 2017-79 Honoring Robert Coulton for His Distinguished Leadership.
10. Heard a Presentation on the Proposed 2018 Township Budget.
11. Opened Public Hearing on 2018 Proposed Budget at 7:50 pm.
12. Closed Public Hearing on 2018 Proposed Budget at 8:32 pm.
13. Adopted Resolution 2017-80 Approving the 2018 Township Budget and Setting Forth Millage Rates to Fund Said Adopted Budget.
14. Adopted Ordinance 2017-6 Amending Chapter 160 of the Code of the Township of Bristol, Sewers and Sewage Disposal, by Adding Article VI Sewer Lateral and Sump Pump Inspection Upon Property Transfer, Providing for the Inspection and Possible Repair or Replacement of Sewer Laterals Prior to the Transfer of Property, Providing Penalties for Violation thereof, and Providing for an Effective Date.

15. Adopted Resolution 2017-81 Authorizing the Township Manager to Execute and Submit an Application for a Highway Occupancy Permit(HOP).
16. Adopted Resolution 2017-82 Authorizing the Township Manager to Submit an Extension Request Letter to the Redevelopment Authority of Bucks County for Contract 2016-07 for the Emergency Responder Radio Replacement in the Amount of \$220,712.
17. Adopted Resolution 2017-83 Authorizing the Township Manager to Submit an Extension Request Letter to the Redevelopment Authority of Bucks County for Contract 2016-04 for the Traffic Signal Modernization Project in the Amount of \$300,000.
18. Approved a New Agreement with Township Manager, William J. McCauley, III from January 1, 2017 to December 31, 2021.
19. Approved Wastewater Treatment System Operation and Maintenance Agreement with Inframark beginning January 1, 2018 to December 31, 2022.
20. Presented Plaque to Howard Allen for his service on Township Council.

Adjourned meeting at 9:14 pm.