



## **Board of Supervisor Meeting – December 9, 2019**

### **Agenda Information**

#### **GENERAL INFORMATION**

##### **Short-Term Lodging**

The County Planning Commission issued several comments with respect to the draft of the Short-Term Lodging Ordinance. The Township Planning Commission decided to modify the Ordinance based on the County comments. This will require a delay in the Board's consideration of the Ordinance as the County and the Township Planning Commissions need to review the revised draft. It is anticipated that the revised Ordinance will come to the Board late in the first quarter of 2020.

#### **PRESENTATIONS**

##### **Recognition of Citizens**

1. Luis Mendoza of Walmart
  - In his capacity as Night Manager of the Exeter Walmart Store #1777, Mr. Mendoza consistently worked in conjunction with Police Officers and coordinated corporate donations to contribute to numerous Community Outreach Programs.
  - He recently received a well-deserved promotion and transfer and we wish him the best in his career.
  - For his kindness and generosity, the Police Department would like to present Mr. Mendoza with a token of their gratitude.
  
2. David Vollmer, Jr.
  - Mr. Vollmer, the owner of local company Isolator Fitness, has been a long-time supporter of the Exeter Township Police Department and the Exeter Township Police K9 Unit.

- He has gone so far as to found the “Exeter K9 Partners,” a non-profit organization specifically established to help support the Police K9 Unit so that it can continue to provide valuable services to the Community.
- For his tireless efforts to form and grow the Exeter K9 Partners, and for partnership that he continues to foster with the Police, the Department would like to present Mr. Vollmer with a token of their appreciation and gratitude.

3. Terrance Derr, Jr.

- Mr. Derr, the owner of local company Lords and Ladies, responded to the call for assistance put out by the Exeter K9 Partners by serving as the primary sponsor for main fundraiser in 2019.
- His generosity covered the cost of the venue and all the operating costs, which meant that 100% of the funds raised could go directly to the Exeter Township K9 Unit.
- For his generosity to a cause supporting a specialty program within the Police Department, the Exeter Police K9 Unit would like to present Mr. Derr with an appropriately hand drawn work of art completed by local artisan Derik Fetters.

**Pedestrian Concept Plan at the High School**

The Traffic Safety Unit has completed its research and review of the pedestrian issue at the high school which parents brought to the Board of Supervisors last month.

Chief Morris and Dr. Phillips have reviewed the report and after discussion feel that input from the Board of Supervisors and the residents would be helpful.

A copy of report is posted on the Township website.

**OLD BUSINESS**

**Monthly Golf Report**

	<u>November-18</u>	<u>November-19</u>	<u>2018 YTD</u>	<u>2019 YTD</u>	<u>Year 2018</u>	<u>Estimated Year 2019</u>
Rounds Played	449	735	15,616	19,228		
Revenue	\$17,636	\$18,736	\$537,960	\$622,795	\$575,668	\$660,502
Expenses	\$52,616	\$43,754	\$716,720	\$604,773	\$752,872	\$640,925
Net Income	(\$34,980)	(\$25,018)	(\$178,760)	\$18,022	(\$177,204)	\$19,577

There are adjustments to the Report that will be made in December:

	\$ 2,900 adjustment for pension payments
	\$14,196 for tent and porta potty rental to be reimbursed by insurance
	<u>(\$ 2,323)</u> for 2018 Workers Compensation Payroll Audit
Total Net	\$14,773

There remains approximately \$18,000 in unrecognized punch card revenue that will be realized, either through play or default during December (this is not included in the year end estimate above).

The Workers Compensation Audit compares the estimated payroll against the actual payroll to determine the final Workers Compensation premium. For 2018, the Audit determined that the underestimated payroll for the Township was \$522,000, resulting in an additional premium of \$40,190. The majority of the under reporting was in the Police Department with the balance in the Country Club.

Taken all factors into consideration, it is anticipated the net income from the golf course to be \$34,350 (\$19,577 + \$14,773).

### **Monthly Right to Know Request Report**

The Right to Know Request Report has been posted on the Township website.

To date the Administration has received 212 Right to Know Requests.

The man hours required to process each request is approximately two (2) hours and involves, not only the Solicitor's office but all Township departments depending on the documents requested. For cost purposes, the Administration uses a blended rate of \$33.50 per hour to process these requests.

Using the above data, the year to date cost for the Right to Know Requests is:

Legal	\$ 83,362
Administration	<u>\$ 28,408</u>
Total	\$111,770

### **Approve Resolution Adopting 2020 Budget**

The Resolution has been posted on the Township website.

A comment was made at the last meeting with respect to the fund balance of the combined funds of the Township as illustrated on page 12 of the Preliminary Budget. Upon reviewing this matter, the Administration determined that a typographical error was made in Fund 10, the Reading Country Club Food and Beverage Fund. You will note the existing page 12 the budget expense is \$4,925,000 which is the same dollar amount as in

the Capital Improvement Fund. On page 63 of the Preliminary Budget, the fund balance of the Food and Beverage Fund on 12/31/20 is \$296,000.

The correction will change the fund balance to appropriately read \$3,252,489.

**Adopt Resolution Setting 2020 Fee Schedule**

The Resolution is posted on the Township website.

**Approve Resolution Setting the 2020 Tax Rates**

The Resolution is posted on the Township website.

**Approve Resolution Transferring Funds and Establishing Fund**

The proposed Resolution would accomplish three (3) tasks, one renaming two (2) existing funds, establishing one (1) new fund and allocating surplus cash to various funds.

It is recommended that the Board rename the Food and Beverage Fund to Club House Operating Fund and to rename the Sewer Fund to the Reserve Fund in order to more clearly establish the purpose of each funds. It is also recommended that the Board establish the Equipment Fund as a new fund as the 2020 Budget provides for that Fund.

The transfers from surplus cash to the various funds is in accordance with discussions held throughout the last several months.

**NEW BUSINESS**

**Approve Resolution of Church Lane Estate Subdivision and Waiver Reduction of Monuments**

The Resolution which will grant approval is on the Township website. The Township Engineer stated that the request for the reduction of monuments is acceptable.

The applicant may request that the requirement of dedication of right-of-way not be required. The Township Planning Commission and Administration both recommend that the Board accept dedication.

**Consider Approving Resolution Setting Compensation for Management Employees**

The Resolution that would set the compensation for management employees will be posted to the Township website on Monday.

**Authorize Advertisement of Ordinance Establishing Homestead Exemption**

A draft of the Ordinance establishing the Homestead Exemption will be available on the Township’s website when the Ordinance is completed by the Solicitor. The Administration is recommending the Board authorize the advertisement of the Ordinance which would be considered for adoption at the December 23<sup>rd</sup> Board Meeting.

**Authorize Advertisement of Ordinance Rescinding Per Capita Tax**

The draft of the Ordinance has been posted on the Township website. The Administration is recommending the Board authorize the advertisement of the Ordinance which would be considered for adoption at the December 23<sup>rd</sup> Board Meeting.

**Authorize Advertisement of Supervisors Reorganization Meeting for January 6, 2020**

It is recommended that the Board set January 6, 2020 as the Reorganization Meeting. The meeting would begin at 7 p.m.

**Authorize Advertisement of Auditors Reorganization Meeting for January 7, 2020**

It is recommended that the Board establish the Auditors Reorganization Meeting for January 7, 2020 at 7 p.m.

**Consider Resolution Granting Final Plan Approval for 35 West 47<sup>th</sup> Street (Mama’s Pizza)**

The Resolution granting Final Plan approval is on the Township website.

**Zoning Hearing Board Applications**

4350 Prestwick Drive

The applicant is seeking a dimensional variance to construct a carport that will encroach upon the minimum side yard setback by 10 feet.

1260 Claire Drive

The applicant is seeking a dimensional variance to construct a front porch that will encroach 10 feet into the front yard setback.