

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS WORKSHOP
1580 PAOLI PIKE
May 28, 2009 – 9:00am**

Present: Chairman Marty Shane, Don McConathy, Joe McDonough, Carmen Battavio and Thom Clapper. Also present were Township Manager Rick Smith, Assistant Township Manager Joe Gill, Director of Finance Deb Beury, and Director of Public Works Mark Miller.

WORKSHOP

Call to Order & Pledge of Allegiance

Chairman Marty Shane called the meeting to order at 9:00am and led those present in the Pledge of Allegiance to the Flag.

Moment of Silence

Carmen called for a moment of silence to honor the men and women serving their country in the armed forces, and their families.

Chairman' Report

Marty announced that that today's meeting would only run until 11:30am, that the meeting would be continued on June 25, 2009 at 9:00am and that public comment would be taken at the conclusion of meeting on the 25th.

He stated that the General Fund budget projections for 2010 to 2013 were developed last fall and the Township staff was going to update those projections for the June 25 meeting based on year to date information. He also noted that the staff had been asked to prepare a list of items, projects, or programs that could be cut for the Board's review on June 25.

Financial Reports

Joe Gill distributed copies of the notebooks that had been provided to the Board to those residents in attendance so that they could follow along with the meeting.

Joe Gill reviewed the 2008 year end figures for the various funds. He noted that General Fund generated a net surplus of \$304,922 compared to the budgeted surplus of \$33,868 and that the balance at in the General Fund at end of the year was \$2,954,744.

Joe started the review of the 2009 first quarter report for the General Fund and noted that the Earned Income Tax was \$61,106 better then what was projected and that the Real Estate Transfer Tax \$91,734 under budget.

The Board members requested the following.

1. The 2008 year end report should use the 5 year projections that were show on the 2008 budget when it was approved.
2. A separate accounts receivable report for the Municipal Authority tapping fees.

3. A report on the monies escrowed for conditional use, subdivision and land development applications.
4. A report on the past due real estate taxes that have been turned over the County Tax Claim Bureau, that include the balance due, what action has been taken to collect the taxes and what if any additional action can be taken.
5. The Board members should be provided with a copy of the meeting notebooks for next years financial planning meeting at least one week prior to the meeting.
6. Subtotal the Disbursements/Vendor Report by fund.
7. All fund reports should include yearly budget, projection for the time period, actual for the time period, a variance column and an explanation for all significant variances.
8. Revise 2008 Capital Reserve, Sewer and Refuse fund reports to include a variance column and provide explanations for "\$0" amounts in actual columns.
9. Consult Township Solicitor about process for collecting outstanding inspection fees from developers.
10. Add subtotals on the Sewer and Refuse Fund account receivables reports, do not include prepayments, and show the totals due and aging data for 180, 270 and 365 days.
11. Create a bad debt line item in the General, Sewer and Refuse funds, and have the staff make a recommendation as necessary on whether or not to write it off
12. Update the District Court report to reflect actual 2008 expenses.
13. What comprised the \$76,961 receipt in the 2008 Refuse Fund?
14. A report on the participant recreation programs, which lists the cost and attendance.
15. Provide the Board with copies of the Debt Service Schedules.

Adjournment

The meeting adjourned at 11:31am.

Respectfully submitted,

Louis F. Smith, Jr.
Township Manager

F:\Data\Shared Data\Minutes\Board of Supervisors\2009\May 28, 2009 Financial Planning Session FINAL.doc