

**LONDON GROVE TOWNSHIP  
BOARD OF SUPERVISORS  
MEETING MINUTES  
September 21, 2016 – 6:00 P.M.**

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**MEMBERS PRESENT:**

Richard Scott Harper  
David Connors  
Robert Weer  
Michael Pickel

**STAFF PRESENT:**

Steven C. Brown, Township Manager  
Jacqui Guenther, Finance Director  
1 Audience Member

**I. CALL TO ORDER:**

Mr. Scott Harper opened the meeting at 6 p.m. He led the Pledge of Allegiance

Mr. Scott Harper asked for public comment, there was none.

The Board reviewed the request of the Avon Grove Music Boosters to hold a 5K run in Goddard Park on October 17, 2016. Mr. Scott Harper noted that a certificate of insurance should be provided. Mr. Connors made a motion to approve the Avon Grove Music Boosters 5K run subject to the receipt of the insurance certificate ahead of the race. The motion was seconded by Mr. Pickel and approved 4-0.

The Board next reviewed the Codification proposals from American Legal Publishing and Municode. Mr. Brown briefly reviewed his memorandum summarizing the proposals and costs. The Board stated they favored the “searchability” of the Municode product. Mr. Pickel made a motion to award the Codification services to Municode. The motion was seconded by Mr. Connors and approved 4-0.

Mr. Connors provided the Supervisors with an explanation of the 5-year budget that he prepared with the assistance of Ms. Guenther and Mr. Brown. He explained that he developed 10-year and 3-year revenue and expenditure averages from budget data. He then created a second spreadsheet that included 2015 actual costs, 2016 budget and a five-year projection of revenues and expenditures. Mr. Connors stated that he understands the revenue forecast for 2016 may fall short in some of the line items, which was not known at the time this document was prepared six months ago. He said the five-year plan should be updated at the end of 2016 when revenues and costs are known. He believes that the 5-year budget shows that, while 2017 and 2018 are “break even” years, a surplus should start to build in 2019 and beyond. He also said that he believes that the Township can afford services and improvements without raising taxes. The Board discussed how a number of the Township’s revenues are growth related. Mr. Connors noted that the primary reason for the future surplus is the cost-cutting and control measures enacted by the Board and Staff over that past few years. Mr. Pickel noted that while he agreed, he wanted to make certain that revenue forecasts were conservative in nature. Mr. Connors noted that the 5-year budget is a planning document and is not the actual Township budget. It is to be used to help guide decisions for long-term expenditures and capital items. The Board thanked Mr. Connors for putting the document together and wants to revisit it at the end of the calendar year. The Board requested that

the 5-year budget be put on the Township website for public review.

**XII. ADJOURNMENT**

The meeting adjourned at 6:55 p.m.

Respectfully submitted,

Steven C. Brown  
Township Manager