

WEST HEMPFIELD TOWNSHIP SUPERVISORS MEETING

Minutes of November 13, 2020

The Budget meeting of the Board of Supervisors was held at the Township Municipal Office, 3476 Marietta Avenue, Lancaster, Pennsylvania on Friday, November 13, 2020. This was an advertised meeting open to the public. Chairman David Dumeyer and Board members Edward Fisher, Kent Gardner, and Robert Munro were present. Board member Naomi Martin was absent. Also in attendance were Township Manager Andrew Stern, Finance Director Brenda Baumbach, and Assistant Finance Director Leah Johnson.

I. CALL TO ORDER.

Chairman David Dumeyer called the meeting to order at approximately 8:00 am.

II. PUBLIC COMMENT.

No members of the public were present.

III. 2021 BUDGET DISCUSSION.

SUMMARY

	<u>2020</u>	<u>2021</u>	
Property Tax:	1.75 Mills	1.75 Mills	NO CHANGE
Fire Tax (Hydrants):	0.10 Mills	0.10 Mills	NO CHANGE
Fire Tax (Capital/Operating):	N/A	0.10 Mills	PROPOSED NEW TAX
Trash Collection:	\$72.50/quarter	\$72.50/quarter	NO CHANGE
	\$285.00/year	\$285.00/year	NO CHANGE
Street Lights:	\$0.57/Front Foot	\$0.57/Front Foot	NO CHANGE

2020 Summary: Anticipated \$507,182 surplus to be carried into 2021.

(\$446,329 excess revenues and \$60,853 unspent expenses)

Personnel:

2020 Full-Time Employees: 36

2021 Full-Time Employees: 36

(one less in Police Admin, one more in Admin)

2020 Part-Time Employees: 2

2021 Part-Time Employees: 1

(two less in Admin, one new in Zoning)

2020 & 2021: Police will receive 3.0% increases per contract.

2020 Non-Union Employees received 2.5% increases.

2021 Proposing dollar amount increases to bring lower paid staff up. Minimum 1.8% increases.

General Fund Revenue:

2020 General Fund Revenue is projected to be \$446,329 more than budget! And this does NOT include any of the \$1 million in grant revenues awarded in 2020!

2021 General Fund Revenue is expected to be up \$136,780 (2.0%) from 2020 budget.

- 2020-2021 Real Estate Tax revenue is FLAT.
- 2020-2021 Real Estate Transfer Tax revenue expected to be UP.
- 2020-2021 Earned Income Tax revenue expected to be UP slightly.
- 2020-2021 LST (\$52) revenue expected to be DOWN.
- 2020 Bank Interest is DOWN significantly.
- 2021 Bank Interest is expected to remain DOWN.
- 2020 Sprint left one of our towers, revenue DOWN \$17,250/yr.
- 2020 and 2021 DTF Reimbursement revenue UP.

General Fund Expenses:

- 2021 Building Loan Interest is DOWN slightly (\$8,760) due to refinancing.
- 2021 Police MMO is UP 18%.
- 2021 Non-Uniformed MMO is DOWN 12%.
- 2021 Health insurance premiums are UP 8.7%
- 2021 Vision and dental are FLAT.
- 2021 Police Secretarial DOWN 45% due to elimination of one position.
- 2021 Police uniform expenses UP 61% as half of the ballistic vests need replaced.
- 2021 Police Ammunition expenses are UP 89% as the chief is requesting department issued back-up weapons (currently use personal ones).
- 2021 Police Contracted services expenses are UP 32% due to additional software and required maintenance and agreements.
- 2021 Drug Task Force – I have budgeted for \$1/capita. We can decide in 2021 if/how much we contribute.
- 2021 Police Capital outlay is DOWN 34%. No new vehicles.
- 2021 Most of the police increase is salaries and pension. (\$294,351 of \$327,103)
- 2021 Fire Allocations DOWN 24% as expenses moved to new FIRE FUND.

- 2021 Planning & Zoning expenses UP due to proposed new PT employee.
- 2021 Recreation Capital Construction is UP 161% to pave Murry Park walking trail.
- MS4 in General Fund is DOWN \$100,000 as we are dealing with it in the new MS4 FUND.

* Mr. Stern indicated that no new police cars were in the budget. In the past, the Township replaced cars based on their age, usually to coincide with their warranty expirations. Now that we have a mechanic, we are comfortable keeping the cars longer, until the mechanic indicates that they need to be replaced. We have money in reserves should a need arise mid-year.

OTHER FUNDS:

Refuse Fund Revenues:

- 2020-2021 Revenues expected to be UP as we are bringing state refuse grant funds into REFUSE FUND instead of General Fund as was done in the past.
- Proposing to hold 2020 rates for 2021.
- We MIGHT receive a \$250,000 DEP grant for a leaf loader and woody waste upgrades – award was delayed. If awarded, revenue would come into this fund.

Refuse Fund Expenses:

- 2021 Expenses will be UP slightly due to Republic rate increase per contract.
- 2021 Expenses will be UP as we will be charging Leah's benefits to this fund.
- If we received the DEP grant noted above, our match would come from here!

NOTE: 2021 We will need to rebid refuse contract or come up with new plan!

* Mr. Munro commented that he would like to see the woody waste facility open more hours, especially during the fall when people are cleaning up their yards. Mr. Stern indicated that if we receive the DEP grant, we are hoping to allow woody waste to be open nearly all the time. Mr. Munro indicated that even if we do not receive the grant we should proceed with the woody waste upgrades.

Street Light Fund Revenues:

- No anticipated change for 2021.

Street Light Fund Expenses:

- No anticipated change for 2021.

TDR Fund Revenues:

- Interest revenue DOWN.
- Anticipate \$250,000 revenue from sale of TDR's if Millfield project proceeds.

TDR Fund Expenses:

- No anticipated change for 2021.

State Fund Revenues:

- Interest and Fuel Tax revenues DOWN for 2021.

State Fund Expenses:

- \$200,000 to East Hempfield for Stony Battery Road (delayed from 2020) will again be delayed.

PROPOSED NEW FUNDS:

MS4 Fund Revenues:

- **NEW FUND FOR 2021! (in general fund in recent years)**
- Assumes \$350,000 for stormwater fees. If Authority does not approve this, we will need to use reserve funds to match approved grants for 2021 projects!
- We have \$1,000,000 in grant money coming to us, but we are not yet sure how much we will draw in 2021 vs. 2022 and beyond.

MS4 Fund Expenses:

- We have several MS4/PRP projects in 2021, but not yet sure breakdown of expenses for 2021 vs. 2022.

Fire Company Fund (NEW) Revenues

- Proposed 0.10 Mills tax will generate about \$130,000.

Fire Company Fund (NEW) Expenses

- Fire company operating fund allocation moved here from General Fund.
- Remaining money will be accrued for future Capital needs (new trucks).

ITEMS WE ARE STILL AWAITING TO FINALIZE BUDGET:

- Final Liability/Auto insurance renewal rates for 2021.
- DEP grant award determination (leaf truck and woody waste improvements).
- Refined budget for MS4 Fund.

IV. ADJOURNMENT INTO EXECUTIVE SESSION

Chairman Dumeyer adjourned the meeting into Executive Session to discuss a personnel matter at approximately 9:30 am.

V. REOPENING OF MEETING

Chairman Dumeyer reopened the public work session at approximately 9:40 am.

The Board expressed their gratitude to the staff and Township Manager for all of their hard work through 2020, especially dealing with the COVID-19 Pandemic. It has been a really good year for the Township, even with the complications we have had to work with.

A Motion was made by Kent Gardner and seconded by Rob Munro to provide a \$5,000 one-time bonus to the Township Manager in his December 4, 2020 paycheck. Motion carried unanimously.

A Motion was made by Rob Munro and seconded by Kent Gardner to provide all full-time employees a \$1,000 one-time bonus in their December 4, 2020 paycheck. Motion carried unanimously.

VI. ADJOURNMENT

Chairman Dumeyer adjourned the meeting at approximately 10:00 am.



Respectfully submitted,

Andrew Stern, Township Manager