

**WEST HEMPFIELD TOWNSHIP SUPERVISORS**  
**Minutes of Budget Workshop on November 4, 2013**

The West Hempfield Township Board of Supervisors met on Monday, November 4, 2013 at the Township Municipal Office, 3401 Marietta Avenue, Lancaster, Pennsylvania to conduct a Budget Workshop. David Dumeyer called the meeting to order at 2:10 p.m. Board members Frank Burkhart, Edward Fisher, Kent Gardner and Naomi Martin were present. Also in attendance were Ron Youtz, Township Manager, and Brenda Shuey, Finance/Personnel Director, serving as recording secretary.

Ron Youtz, Township Manager informed the Board that the proposed 2014 All Funds Budget totals \$6,305,823.00. He estimates by combing all sources for the proposed budget of 2014 there will again be a shortfall of revenues vs. expenditures. He stated that he is estimating approximately \$270,035.00 from the Reserve Fund and \$30,000.00 from Highway Reserve will be needed to balance the 2014 budget.

He informed the Board that the 2013 budget was also presented with a short fall and to balance was to make various fund transfers as proposed in the 2014 budget. He stated that the spending during 2013 he thanked the department heads for having control on their expenses.

Ron Youtz, Manager discussed the revenues that are generated by the Township and says that the Township is still feeling the effects of the recession that happened a few years ago. He stated that in 2013 permit fees are still down but are slowly on the upswing, Earned Income Taxes are down but feels they too are slowly increasing; he informed the Board that the EIT represents approximately 42% of the General Fund Budget. He also stated that investments are not generating the return like they have prior to the recession.

**GENERAL FUND (#01) - Revenues**

Account #395000 – Insurance Refunds - With employee worker compensation claims and the Cancer Presumption Act both have impacted that amount received in prior years.

Account #358100 – Police Contract – Proposed in 2014 totals \$237,023.00. He informed the Board that 2014 is the final year of the 5 year contract for West Hempfield Township Police Department serving by providing Police Service to Mountville Borough. He and Police Chief Pugliese will start negotiations with Mountville Borough officials and will keep the Board abreast of the discussions.

Mr. Youtz also mentioned that one of the officers works with the County Drug Task force with his salary being fully refunded. He stated that starting in 2014 the County could possibly reimburse up to \$8,000.00 costs associated with benefits.

Frank stated that he is glad to see that the parks and pavilions are being used.

David Dumeyer asked if the Soccer club or any other club within the area pay for the use of the fields. Mr. Youtz stated that the Association does maintain the fields while they are using them. Mr. Dumeyer asked if any other municipally charges their local clubs for the use of the park. Mr. Dumeyer stated there is an event that is coming up within the next few weeks that fields are booked from here to York and he felt that they must be making some amount of income plus there are a few clubs that are purchasing land. Mr. Youtz stated that he will research.

Edward Fisher asked if the amount proposed for building permits for 2014 is a reliable number. He stated this year there was the permit for Farmdale School which was sizable revenue, what are the projects for 2014 being based on? Mr. Youtz stated that Sylvan Partner's has several lots to be constructed upon, Sheetz store being constructed and hopefully there are several small projects that will make up for the projected revenue.

#### GENERAL FUND (#01) - Expenditures

##### Account 400 – General Government

#400500 – Int. Mun. Contribution – Kent Gardner suggested that the proposed amount should be enough.

#401100 – Proposed Salary for Township Manager and Finance Director –

Mr. Youtz announced that he had proposed a 3% wage increase for all Non Uniform Employee's; he also stated that this is consistent with what is included in the Police Contract.

#402140 - One clerical worker salaries is shown here. The other clerical worker is budgeted entirely out of Refuse/Recycling. Mr. Youtz stated that this method was started in 2013.

#406156 – Health Insurance – We raised our deductibles which helped offset the cost to the Township. The Board in 2013 Budget started a \$500.00 Health Reimbursement Account for all employees and is also proposed for 2014.

#402320 – Communications – Comcast service has been upgraded to the business high speed capacity which was needed to update the computers and the Web Site for the Township and also to have off-site back up of Township data as per auditor comments

#402450 – Contracted Services – This includes payroll service, maintaining Township web page, and yearly consulting fees with Freedom Systems for our computer programs.

#402700 – Capital Outlay – We are proposing to update 2 workstations due to their age and also purchase a fax machine.

Mr. Youtz, Township Manager informed the Board that 75% of the budget is wages and benefits.  
#402313 – Engineering – Kept it the same as 2013. Kent Gardner stated that he felt that the

\$30,000.00 budgeted might not be enough to cover the cost of the enforcement of the MS-4 Permits and Regulations. Mr. Youtz stated that he feels that in 2013 there has been a lot of the work on the MS-4 requirements done with a few items going into 2014. He stated he feels comfortable with that number.

Frank Burkhart questioned what the Township is going to have to do once we receive the MS-4 permit. Edward Fisher informed the Board that the staff would have to make on site inspections and record basins and see that there are no illicit discharges and that basins and swales are doing what they were designed and intended to do. Frank Burkhart commented that if property owners do not cooperate that the Township would have to do the work and then lien properties for non-compliance and also collect the money the Township has spent for time and material for correcting the problem.

#409 – Outline the costs for maintaining the Township office which includes a cleaning service.

#410 - Outlines the costs of salaries and benefits for the Police Department. This is at \$2,555,779.00.

Mr. Youtz stated that the Chief has approximately \$3,500.00 added into the budget to possibly hire a new officer at the end of the year. Mr. Youtz stated that if this amount is left in the budget it does not mean that the we will hire a new officer in 2014.

David Dumeyer asked why there were no budget figures under Account#410158 - Life Insurance. Mr. Youtz explained that for 2014 that line item is now included with Account#410151- Health/Accident because it all comes from one company and its one bill. He stated that will affect those categories in all departments.

#410740 – Capital Outlay – Mr. Youtz informed the Board that the following items are the components for that account:

6 computer workstations and 2 laptop replacements	\$ 12,200.00
2014 Ford Explorer	\$ 42,631.00
In-car Camera Systems (3)	\$ 16,500.00
Mr. Youtz stated that these cameras will go into the new vehicles purchased this year and the new vehicle proposed for 2014.	
Portable Radios (25)	\$ 36,900.00
Mobile Radios (10)	\$ 30,900.00
Base Station (2)	\$ 7,500.00
Polygraph Machine and Camera	\$ 5,850.00
Total Projected Capital Outlay for 2014	\$152,481.00

Mr. Youtz informed the Board that one of the Officers will be attending certification classes on how to operate and implement the polygraph machine.

#411 Fire Protection – The only projected number that could change is the Fire Relief Fund which comes from the State.

Mr. Youtz informed the Board that he has attended several meetings with the fire companies who are talking about consolidating services and if that happens a Full-time Administrator would need to be considered.

#412 Ambulance Service – Maintain the same amount budgeted for 2014.

#414 Zoning and Planning –

#414140 – Salaries – This account include the Zoning Officer and Zoning Hearing Board Members wages.

#414314 – Legal Services – In 2013 we have had several zoning issues that involved our Attorney.

#415 – Emergency Management – Mr. Youtz informed the Board at this time our Police Chief is currently serving as our Emergency Management Coordinator.

#421 – Healths and Welfare – Mr. Youtz stated that since we pay Marvin Stoner who is the Township's Sanitation Officer on a per inspection basis, that cost has become manageable.

#430 – Highway Department

#430140 – Salaries are at a 3% increase. There are times when the park maintenance crew assists the road department in the fall with leaf collection and if needed, assist with snow removal.

#430245 - Mr. Youtz informed the Board that for many years a lot of Townships have painted single yellow lines and used State Liquid Fuels money. He stated that this is not an approved expenditure in State Aid and in 2013 the State Auditor's made the Township refund State Aid for \$5,282.13 for single yellow lines previously paid for from State Aid.

#430600 – Capital Constructions – Mr. Youtz informed the Board that there is still work to be done on Eby Chiques Road estimating \$20,000.00 and also work to be done along Stony Battery Road.

#430740 – Major Equipment Replacement – Mr. Youtz stated that \$75,000.00 has been allocated to purchase a new Right-of-way Tractor/Mower. He stated that the current mower was purchased in 20011 and money was used out of the State Funds. He felt that for 2014 the State Liquid Fuels should be used strictly for road maintenance items and not equipment purchases.

#452 Park and Recreation

#452500 – Contributions – \$34,730.00 is what is being proposed to be allocated to Hempfield Area Recreation Committee.

#454600 – Capital Construction – Proposing \$40,000.00 to be used to purchase new playground equipment in Silver Spring Park. The current equipment is not in the best condition.

Mr. Youtz stated that he has also proposing \$10,000.00 as Township's contribution to Northwest River Trail to construct a Pedestrian Bridge.

#456 Library – Proposing to keep the allocation to the Library the same at \$27,900.00.

#484, #485, #486 – Insurances

#484000 – Workman's Compensation – Fire Company portion is estimated at \$29,000.00 for Worker's Compensation.

Mr. Youtz informed the Board that all the insurances have increased for 2014.

REFUSE/RECYCLING (#09) -

Mr. Youtz informed the Board that the 3 year contract with Republic Service dba/York Waste will expire December 31, 2014. He stated that in the contract we have the option to continue the service with this vendor for an additional 2 years. Mr. Youtz also stated that this fund is self sufficient.

#426100 – Salaries – Darlene's salary and benefits are paid entirely from the Refuse/Recycling account. The raise proposed is also 3%.

SEWER (#08) –

Mr. Youtz informed the Board that at one time 10% was paid towards Darlene's salary and benefits. We have not paid anything out of Sewer for those items for a couple years. The revenue that comes in from the \$146.52 per quarter usage fee pays for the expense to Columbia Borough. He also stated that he heard there was communication between Columbia Borough and LASA about LASA taking over Columbia's sewer system. He informed the Board that there is an area that still needs installation of sewer lines and once those lines are installed the Township will be in compliance with our Act 537 plan.

STATE FUND (#35) –

Mr. Youtz informed the Board that the money will be used for maintenance and upkeep of our roads and the maintenance of the traffic signals.

Kent Gardner asked if Mr. Youtz contacted DeeDee regarding the savings by using Lancaster City employees repairing the signals. Mr. Youtz stated that he would contact her and see what, if any savings were noticed.

TRANSFER DEVELOPMENT RIGHT'S – TDR's (#18)

Mr. Youtz stated he heard about a piece of property that might be developed in the future, but feels that there will be no expected activity in 2014.

FIRE HYDRANT – (#14) and STREET LIGHT – (#13)

Mr. Youtz informed the Board that he feels that the rates for these accounts will be maintained for 2014.

CAPITAL BUDGET

Mr. Youtz stated that page #69 shows a detailed breakdown of what is being projected for Capital purchases in 2014.

GENERAL DISCUSSION

Mr. Youtz provided a copy of All Funds Assets with balances as of November 1, 2013. He stated that he prepared the budget but is looking for input and assistance from the Board.

Kent Gardner informed the Board that we might have to assess property owners for storm water compliance costs in the future. He also stated that there is no money in the budget to begin working on plans for a new township facility.

Kent Gardner stated that a fee of \$3,000.00 to assist Brandywine through a grant that would provide a service to review our ordinances and make sure they are in compliance. Edward Fisher stated that a 1% Real Estate Tax would generate roughly \$7,000.00 in addition to what we get currently at .68 mil. Mr. Youtz stated that there will need to be an increase at some point if you want to provide the level of current services that the Township at this time provides or services will have to be cut.

Ron Youtz informed the Board that if the Real Estate Tax is raised by .32 mils to a total of 1 mil the increase would generate a total of \$320,000.00 which would balance this

budget. He stated that increase would not cover the debt service if we are looking into the construction of a new facility

**Motion:** Motioned by Kent Gardner, seconded by Frank Burkhardt to adjourn the Budget workshop meeting at 4:00 p.m., and to go into Executive Sessions to discuss personnel issue.