

**WEST LAMPETER TOWNSHIP
BOARD OF SUPERVISORS
SPECIAL BUDGET MEETING OF OCTOBER 12, 2016**

Chairman Barry Hershey called the Budget Meeting of the West Lampeter Township Board of Supervisors to order at 7:02 p.m. Those in attendance were Supervisors Terry Kauffman, Geoff Beers (arrived at 7:30), Randy Moyer and Robert Patterson. Also present were Township employees Dee Dee McGuire, Vicki Harnish, Brian Wiczkowski, Jim Kreider, and Joellyn Warren

PUBLIC COMMENT

Richard Breneman attended the meeting and made several comments throughout.

2016 BUDGET PROJECTION OVERVIEW

Before beginning this discussion, the Board agreed to reduce the number of budget meetings by one. Rather than holding two more meetings before the budget open house on December 12, one more meeting will be held.

Revenue Review –

Mrs. McGuire noted that real estate tax revenue is lower than expected, but real estate transfer taxes are higher than budgeted.

Earned income tax revenue is higher than anticipated, as well as the refund of prior year expenditures.

Overall 2016 revenues are expected to be quite a bit higher than budgeted.

Expenditure Review –

General government expenditures are expected to be slightly below budget by year end.

Police department expenses are expected to be very close to the budgeted amount.

Community Development is expecting to end the year above budget. There was an increase in commercial building permits. Additionally, the building inspector was on medical leave for 8 weeks, therefore there was an increase in the amount paid to the third party building inspector.

The Public Works department is expected to come in near budget, and winter maintenance costs are below budget at this point in time.

Stormwater expenses are lower than budgeted, as well as Parks and Recreation expenses.

At this time, the HRA payments are less than what was budgeted for.

All transfers to capital and special fund accounts have been completed as budgeted.

Overall 2016 expenditures are expected to be lower than budgeted, reflecting a potential surplus of over \$1,300,000 at this point in time.

2017 DRAFT BUDGET – GENERAL FUND

Revenue Review –

Mrs. McGuire presented a 2017 draft budget to the Board that maintains the existing Township millage rate at 1.2. However, there is a countywide reassessment scheduled to take effect in January 2018, and Mrs. McGuire must research the law concerning this to determine her final recommendation to the Board in regards to the 2017 millage rate.

Real estate tax revenue remains relatively flat as the final assessed value has not yet been received from the County assessment office. Additionally it was noted that Willow Valley Associates has appealed the assessment on many of their large properties which could adversely affect the assessed value of the Township and therefore property tax revenue in 2017 and beyond.

Mrs. McGuire and Mrs. Harnish attended a meeting at the Lancaster County Tax Collection Bureau this morning, and received projected Earned income tax (EIT) revenue for 2017 which was added to the budget presented.

Building permit revenue in 2017 is expected to be lower than 2016.

All other revenues are expected to be similar to anticipated revenues for 2016.

Expenditures Review –

Per instruction, a 2% increase was added to all non-uniform 2017 salaries as a discussion point only. Supervisors Moyer and Beers will work with Mrs. McGuire to determine final non-uniform 2017 salary recommendations to their fellow Board members.

Administration expenses are budgeted to be slightly higher in 2017, but lower than the 2016 budgeted amount.

Building maintenance expenses have been increased due to the aging of the facility and the need to repair and replace building components.

2016 police department expenses are expected to increase due to the 3% salary increase for officers agreed to in the bargaining unit contract that took effect in 2016. Additionally, overtime costs have been increased due to uncertainty in staffing for 2017.

Mrs. Warren then asked the Board if they would approve a new part time position in Community Development. This employee would work approximately 24 hours per week, and the total cost to bring this person on would be approximately \$30,000 in salary and benefits, as well around \$10,000 in one-time (2017) costs for equipment and updates to working areas in the office.

This part time employee would be responsible for property maintenance, in addition to some general zoning and clerical assistance in the department.

The Board agreed that the position is warranted and approved staff to add it to the 2017 budget.

Winter maintenance costs have been increased for 2017 in preparation for a tough winter season.

Stormwater expenditures are budgeter higher for a few reasons.

- Planning and engineering costs for BMP projects
- Addition of a part time employee from East Lampeter Township who will work for WLT 2 days per week to inspect stormwater facilities built since 2003
- Work on Township NOI and load allocations

Health insurance costs for employees will be increasing in 2017, and those increases are reflected in the employee benefits section of the budget.

Overall 2017 expenditures are budgeted to increase over 2016, but only slightly at this point in time and a surplus of almost \$880,000 is budgeted for 2017.

The General Fund surplus on 1/1/2016 was \$2,790,090, and is expected to be near \$3,022,165 at 2016 year end.

After recommended transfers and projected surplus funds in the draft 2017 budget, the 2017 year end projected General Fund surplus is projected to be \$2,874,389.

2017 DRAFT CAPITAL BUDGET

The following items have been added to the 2017 capital budget dependent upon final approval by the Board:

Building and administration – Transfer of \$70,000.

Expenditure of building roof re-coating - \$23,000. Jim Kreider is gathering pricing on painting the inside of the building as well as replacing the hardware on the security doors in the building.

Police – Transfer of \$90,000 and expenditures - 2 police SUV cruisers - \$82,000, 3 in-car computers - \$7,500.

Fire – Transfer of \$25,000 – expenditures - none at this time - however Mr. Kreider will be gathering information on the cost to install pre-emption devices on the traffic signals not already installed or scheduled for installation.

Community Development – Transfer of \$25,000, but no expenditures budgeted for 2017.

Public works – Transfer of \$150,000. Expenditure – loader - \$175,792. Proceeds of sale of used loader expected to be approximately \$60,000.

Liquid Fuels – Receipts of \$456,804. Expenditures – drum asphalt roller and rubber crack sealing machine - \$72,300, traffic signal utilities - \$6,000, traffic signal maintenance - \$8,800 and paving for Ship Rock Rd., Otsu Rd., and Locust Lane - \$335,291.

Transportation and Roads – Transfer of \$200,000. Expenditures – Long Rifle Rd. /Gypsy Hill Rd. intersection project - \$300,000 grant match, and \$150,000 contingency. Information will be gathered on the cost of engineering and planning for the possible 2018 installation of sidewalks extending from the square in the village of Lampeter south to near the entrance of the Lampeter Square housing development.

Stormwater projects – Dennis Dr. - \$23,000, West Willow Rd. - \$23,200, Otsu Rd. - \$1,500, Mackin Ave. - \$10,727. The Groff property project will remain in the budget for 2017 due to the fact that the work is not yet complete - \$198,950. (The Township received a DEP grant of \$198,950 to pay for this work.)

Debt principal payment – Transfer of \$240,000, expenditure - \$255,000 bond payment. Mrs. McGuire and Mrs. Harnish were instructed to determine the present balance due on the building bond to report back to the Board.

Park fund – Transfer of \$50,000, and no expenditures budgeted due to possible future capital campaign for improvements to the Village Park.

Post-retirement medical fund – Transfer of \$100,000, and an additional \$27,000 to cover HRA costs. Expenditures – HRA payments - \$27,000.

Mrs. McGuire will be updating the 5 year projects/acquisition worksheet, as well as the general fund 3 year budget projections to be discussed at the next budget meeting.

Having no other business to discuss, the budget meeting was adjourned at 8:50 p.m.

Respectfully submitted,
Dee Dee McGuire, Township Manager