

**WEST LAMPETER TOWNSHIP  
BOARD OF SUPERVISORS  
SPECIAL BUDGET MEETING OF OCTOBER 11, 2017**

Vice Chairman Terry Kauffman called the Budget Meeting of the West Lampeter Township Board of Supervisors to order at 7:03 p.m. Those in attendance were Supervisors Barry Hershey, Geoff Beers, Randy Moyer and Robert Patterson. Also present were Township employees Dee Dee McGuire, Vicki Harnish, Brian Wiczkowski, Jim Kreider, and Joellyn Warren.

**PUBLIC COMMENT**

None.

**2017 BUDGET PROJECTION OVERVIEW**

**Revenue Review –**

Mrs. McGuire noted that real estate tax revenue is expected to be close to the budgeted amount, and interest income is expected to be over budget due to Mrs. Harnish's efforts to find higher interest earning accounts for Township funds.

The \$181,753 grant for the recycling bins that were distributed this year has not yet been received, but it is anticipated that it will be by the end of this year.

Refund of prior year expenditures is expected to be below what was budgeted. It was discussed that this will be the trend for the next few years as our refunds from the Intergovernmental Insurance Cooperative are expected to be down substantially. The health claims from Township employees have been exceeding the premiums paid by the Township, causing refunds of premiums to continue to decline.

Overall 2017 revenues are expected to be slightly higher than budgeted.

**Expenditure Review –**

General government expenditures are expected to be slightly below budget by year end, and police department expenses are expected to be very close to the budgeted amount. It was noted that there were three detectives (rather than two) being paid for a large portion of the year due to a health issue with one of those employees.

Community Development is expecting to end the year slightly under budget. Line item 426.740 is significantly over budget, but this is due to the expense of the recycling bins that were purchased. (Grant noted above).

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.

Mrs. McGuire noted that line items 487.156 and 487.160 are higher than the budgeted amount due to an extra payment being made in 2017. The Township was notified early in the year that a payment from the spring of 2016 had never been received; therefore that amount was forwarded to the vendor.

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

Overall 2017 expenditures are expected to be lower than budgeted, reflecting a potential surplus of over \$965,000 at this point in time.

**2018 DRAFT BUDGET – GENERAL FUND**

The 2018 General Fund budget was presented to the Board of Supervisors with no salary increases included for non-uniform employees. Mrs. McGuire has asked the Board for some direction in that regard.

### **Revenue Review –**

Mrs. McGuire presented a 2018 draft budget to the Board that is revenue neutral with a millage rate of .9646. The countywide reassessment will take effect in January 2018, and if the Board intends to have a tax increase, they will need to take a separate action during the budget adoption to do so. An increase in revenue of more than 10% the year of a reassessment is not allowed.

Budgeted 2018 real estate tax revenue is expected to be relatively flat, but the Lancaster County Assessment office should have a final Township valuation to us prior to the next budget meeting.

Mrs. McGuire and Mrs. Harnish attended a meeting at the Lancaster County Tax Collection Bureau, and received projected Earned income tax (EIT) revenue and expenses for 2018 which was added to the budget presented.

All other revenues are expected to be similar to anticipated revenues for 2017.

### **Expenditures Review –**

Administration expenses are budgeted to be slightly higher in 2018.

2018 police department expenses are expected to increase due to the 3.25% salary increase for officers agreed to in the bargaining unit contract that took effect in 2016.

Line item 410.249 was added to separate out purchases such as ammunition from office supply purchases.

Very minor adjustments have been made to the Community Development and Refuse and Recycling department budgets for 2018.

The Public Works department will be purchasing new traffic counters in 2018, but otherwise, expenditures are expected to hold steady with 2017.

Stormwater expenditures are budgeted to include projects that help meet the MS4 requirements.

Health insurance costs for employees will be increasing significantly in 2018, and those increases are reflected in the employee benefits section of the budget.

Overall 2018 expenditures are budgeted to increase over 2017, but only slightly at this point in time and a surplus of \$739,402 is budgeted for 2018.

Although this budgeted surplus is lower than years in the most recent past, Mrs. McGuire pointed out that the budgeted surpluses in the years between 2008 and 2011 were all between \$100,000 and \$609,000.

The General Fund reserve balance on 1/1/2017 was \$3,235,286, and is expected to be near \$3,173,655 at 2017 year end.

After recommended transfers and projected surplus funds in the draft 2018 budget, the 2018 year end projected General Fund reserve balance is projected to be \$3,220,057.

### **2018 DRAFT CAPITAL BUDGET**

The following items have been added to the 2018 capital budget dependent upon final approval by the Board:

**Building and administration** – Transfer of \$10,000. No expenditures budgeted at this time.

**Police** – Transfer of \$75,000 and expenditures - 2 police SUV cruisers = \$84,000. One of the SUV's being replaced to be turned over to PW for their use. Sale of property expected to be around \$3,000.

**Fire Equipment** – No transfers or expenditures budgeted.

**Community Development** – Transfer of \$15,000, and one expenditure of \$8,000 for a new copier budgeted.

**Public works** – Transfer of \$100,000. Expenditures – track loader = \$22,000 (including trade in), John Deere tractor = \$47,000 and mower = \$7,000.

**Liquid Fuels** – Receipts of \$482,186. Expenditures – traffic signal utilities = \$6,000, traffic signal maintenance = \$8,000, Ship Rock Rd = \$211,455 - paving, Dennis Dr. = \$23,400 – paving, Golf Rd. = \$188,934 – paving, Milton and Kipling = \$62,762. Note: Broadmoor neighborhood paving will be postponed until 2019 as the City water department will be doing work that will disturb that paving in 2018.

**Transportation and Roads** – No transfer budgeted. Expenditures – Willow Street Main St. project = \$95,000, Long Rifle/Gypsy Hill Rd. intersection = \$80,000, Rockvale Rd./Strasburg Pike intersection = \$75,000.

**Stormwater projects** – Eckman Rd. = \$2,000, West Willow Rd. = \$23,200, Gypsy Hill Rd. = \$30,000. The Groff property project will remain in the budget for 2018 due to the fact that the work is not yet complete = \$198,950. (The Township will receive a DEP grant of \$198,950 to pay for this work.)

**Debt principal payment** – Transfer of \$260,000, expenditure = \$260,000 bond payment.

**Park fund** – Transfer of \$126,000. Expenditures for the Capital campaign consultants and expenses, as well as tax filings and engineering work amount to \$78,250. This should allow the Township to maintain a balance of at least \$250,000 in the account which would serve as a match if the \$250,000 DCNR grant applied for is awarded.

**Post-retirement medical fund** – Transfer of \$27,000. Expenditures – HRA payments = \$19,000.

**Other post retirement trust** – this trust account was established in 2017 for the Other Post Retirement Benefits (OPEB) health care benefits paid for retired police officers and their spouse per the contract, and \$450,000 was deposited into this trust. 2018 revenues anticipated = \$81,500. Expenditures = \$29,956.

The 2016 – 2021 projects/acquisition spreadsheet was distributed for discussion.

#### **OTHER MATTERS TO COME BEFORE THE BOARD**

Chief Wiczkowski informed the Board that the County IT services continue to decline, but costs continue to increase. He and the other Chiefs of Police in the County will continue to discuss this issue.

Mrs. Warren informed, and the Board of Supervisors acknowledged receipt of an Agricultural Preserve application from the owners of the property at 731 Village Rd. in Lampeter. This application will be presented to the Planning Commission at their next meeting.

Additionally, Mrs. Warren discussed the proposed Grouse Point development on Rockvale Rd. The conditional use application was approved many years ago, but the developer is now requesting changes to the manner in which the sewer would be handled for the development. Mrs. Warren will be reviewing the Act 537 plan for the Township to determine if any changes may be made to the plan approved years ago.

Having no other business to discuss, the budget meeting was adjourned at 8:55 p.m.

Respectfully submitted,

