

**WEST LAMPETER TOWNSHIP
BOARD OF SUPERVISORS
SPECIAL BUDGET MEETING OF OCTOBER 12, 2022**

Chairman Barry Hershey called the Budget Meeting of the West Lampeter Township Board of Supervisors to order at 7:03 p.m. Those in attendance were Supervisors Geoff Beers, Rick Breneman, Randy Andrews and Randy Moyer. Also present were Township employees Dee Dee McGuire, Vicki Harnish, Brian Wiczkowski, Sean Alexander and Recording Secretary Nancy Mellinger.

PUBLIC COMMENT

None.

2022 and 2023 GENERAL FUND BUDGET OVERVIEW

Revenue Review –

Real estate tax revenue is coming in close to the budgeted amount, and 2023 real estate tax revenue is projected to be slightly higher than 2022.

The proposed budget for 2023 does not reflect an increase in the millage rate.

Earned income taxes are up slightly for the year, and 2023 projections are even with 2022 receipts.

Cable revenues are slightly higher for the year, and a modest increase is projected for 2023. Shentel will begin laying cable next year.

Interest earnings are above budget.

Building permit revenues are significantly lower. Code Administrators are handling permits and they bill residents directly.

County Drug Task Force reimbursement increase is due to adding a DTF officer in 2023.

A large trash price increase from LCWMA will be coming in 2023, and we will need to increase our prices to cover the new increase. This number will change between now and the November budget workshop.

No government American Rescue Plan funds will be received in 2023.

2022 budgeted revenue is \$7,006,987 projected actual 2022 revenue is anticipated to come in at \$7,430,950. Projected revenues for 2023 are presently budgeted at \$7,370,277

Expenditure Review –

No salary increases for non-uniform employees have been added to the proposed 2023 budget. Supervisor Beers and Supervisor Moyer agreed to work with Mrs. McGuire on setting 2023 pay rates.

The BOS may choose to hire a consultant to handle the hiring of a new Township Manager due to Mrs. McGuire's 2023 retirement, so line item 406.450 has been increased accordingly.

A part-time position for administrative office assistance was requested and approved.

Building maintenance and repair category increased due to aging building and increased costs.

Police 2023 contracted salaries are included.

Salary of Detectives – line item 410.131 includes the new DTF Detective.

Fuel prices increased for 2022; 2023 prices are uncertain.

Contributions to Fire Companies and Lancaster EMS were kept the same for 2023.

Line item 414.312 was increased for 2023 engineering fees.

Plan Review and Inspection Fees are increased for 2023, as ELA will be needed more until a Community Development Director is hired.

Contracted Services-Plan Review/Inspection decreased due to Code Administrators billing people directly.

Increase in Contracted Hauling and Tipping Fees is projected for 2023. Numbers will be available in November.

Gasoline and Diesel Fuel expenditures increased for 2022 due to rising prices.

Carol and Derrick have finished our current MS4 permit documentation, and the next permit cycle will begin soon. Carol and Sean Alexander will identify projects for the new MS4 cycle.

Park maintenance and repair expenses for 2022 are higher than budgeted. Mowing was a large factor in the increase.

Park Community Events – 454.465 - is a new line item requested for 2023. The Park Board would like to hold two events in 2023, due to the success of the movie night in 2022.

The 2023 budget for library contributions is being removed as the BOS agrees that this is a service that should be paid for by the residents who actually use the library facilities. Additionally, when weighed against a possible tax increase, the Board opted to remove this expense.

Health insurance premiums are below the 2022 budgeted amount. Fortunately, the Township was informed that we will not receive an increase in the cost of health care insurance in 2023. The 2023 budget figure is based on all employees receiving family coverage and the addition of a police officer.

At this time, 2022 expenditures are anticipated to be \$6,564,104 with the 2022 budget set at \$6,766,077. Projected 2023 budgeted expenditures are shown as \$6,892,835. This number will change as we go through the budget process.

The anticipated 2022 budget surplus stands at \$1,706,861, but with the federal funds removed from that amount, the surplus comes in at \$866,846.

Suggested transfers to special funds in 2023 are as follows: Park fund - \$500,000, Capital Improvements fund - \$1,075,000, OPEB fund -\$250,000, and uniformed HRA fund - \$36,000.

2023 DRAFT CAPITAL BUDGET

The HRA fund has been adjusted for 2023 based on the number of existing officers.

Mrs. McGuire recommends a larger than usual transfer to the OPEB Trust Fund. Currently there are six retirees and two wives utilizing the fund. Another retiree is expected beginning in January 2023. Although not all retirees are currently utilizing this coverage, there are a few that could return to the WLT health plan at any time according to the contract.

Mrs. Harnish explained that PLGIT is paying 4.8% interest on this account, and her goal is to be able to cover yearly costs with interest earned.

Liquid Fuels –Projects scheduled for 2022 that were delayed to 2023 include the Gypsy Hill Road/Long Rifle Road intersection, Long Rifle culvert and paving, and traffic light upgrades (traffic light work is going out for bid late October). Four streets are to be paved in 2023: Covered Wagon Drive, Flintlock Drive, Sandstone Drive, and Southview Road. Upgrades to seven traffic lights will be through the Green Light Go grant, however the grant will not cover the entire cost of the project.

Park fund – We are hoping for a grant of \$750,000 for the improvements to the Willow Street Park. Project costs for that park are estimated to be \$1,000,000 and we should receive notification about the grant this fall. A 2023 transfer of \$500,000 is budgeted. Fees in lieu of will be coming from the Parkside and Southpoint projects. There may also be a private contribution coming. Expenditures – loan \$261,264, Willow Street Park \$1,000,000, basketball complex components \$25,000. Mrs. Harnish explained to the BOS that this suggested transfer will allow us to have enough in reserves to cover future loan payments.

Capital fund –

Building and administration – No transfer is budgeted. Replace 2012 servers which are no longer supported \$10,000.

Police – Transfer of \$225,000. Expenditures – 5 portable radios \$25,500, Getac police cruiser tablets \$11,400, and 3 police vehicles totaling \$163,500.

Fire Equipment – Transfer of \$50,000 is budgeted. There are no known expenses for 2023 at this time.

Community Development – No transfer is budgeted. One expenditure to update the Township Zoning ordinance. We are waiting on the proposal.

Public Works reserve – Transfer of \$400,000 is budgeted. Expenditures include \$225,000 for a dump truck and \$70,420 for a SLSA construction project agreed to by the BOS earlier this year.

Transportation and Roads – No transfer is budgeted. Grants - Gypsy Hill Road and Long Rifle Road \$700,000 and \$372,373. Expenditures – Long Rifle/Gypsy Hill Rd. intersection \$1,481,495 and Village Road sidewalk \$400,000.

Stormwater projects – No transfer is budgeted. Expenditures – \$28,000 for Hayward Heath work, \$17,000 for the box culvert on Long Rifle Road, and \$4,000 for Groff Farm project maintenance.

Debt principal payment – Transfer of \$400,000. Expenditure - \$179,931 for the loan payment. Mrs. Harnish suggested in light of the current higher interest rates, it may would be more beneficial to invest the excess Debt Reserve Funds and the Park Reserve Funds at the higher interest rates rather than pay off the loan that is at a very low rate. Use the ‘cheap” money to gain interest in the other accounts which are paying higher rates than what the loan is costing the Township.

The capital reserve ending fund balance on 12/31/2023 is projected to be \$3,068,978.

Mrs. McGuire remarked all categories are left with healthy year-end balances.

OTHER MATTERS TO COME BEFORE THE BOARD

Supervisor Breneman noted increased traffic, dangerous intersections, and speeding are concerns which the Township should address. He suggested slowing down traffic by roadway design, synchronization of traffic lights, and working with PennDOT to improve local roads. It was noted that some of the congestion is due to external traffic flowing through the Township.

The Board agreed that this is an important discussion for the future of the Township, and they will begin that discussion at the next budget workshop when staff presents the long term capital plan for their review.

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The budget meeting was adjourned at 8:30 p.m.

Respectfully submitted,
Dee Dee McGuire, Township Manager, Assistant Secretary/Treasurer