Township of Maidencreek

Annual Budget

Fiscal Year 2017

Board of Supervisors

Joseph E. Rudderow III, Chairman

David Franke, Vice Chairman

Claude Beaver, Road Master

Manager/Secretary/Treasurer

Diane Hollenbach

RESOLUTION 20-2016

A RESOLUTION OF THE TOWNSHIP OF MAIDENCREEK, IN THE COUNTY OF BERKS, COMMONWEALTH OF PENNSYLVANIA, FIXING THE TAX RATE FOR THE YEAR 2017.

BE IT RESOLVED AND ENACTED, and it is hereby resolved and enacted by the Board of Supervisors of the Township of Maidencreek, County of Berks, Commonwealth of Pennsylvania:

SECTION 1: That a tax be and the same is hereby levied on all real property within the Township of Maidencreek subject to taxation for the fiscal year 2017 as follows:

General Purposes, the sum of on each dollar of assessed valuation, or the sum of on each one hundred dollars of assessed valuation	1.35000 Mills (.0013500) 0.135 Cents
Fire Purposes, the sum of on each dollar of assessed valuation, or the sum of on each one hundred dollars of assessed valuation	0.4000 Mills (.0004) 0.0400 Cents

The same being summarized in tabular form as follows:

	Mills on Each Dollar of Assessed Valuation	Cents on Each One Hundred Dollars of Assessed Valuation
Tax Rate of General Purposes	1.3500 Mills (.001350)	0.1350 Cents
Tax Rate for Fire Purposes	.4000 Mills (.00040)	0.0400 Cents
TOTAL	1.7500 Mills (.001750)	0.1750 Cents

Adopted the 8th day of December, 2016.

Maidencreek Township Board of Supervisors

Attest:

Diane E. Hollenbach
Diane E. Hollenbach, Secretary

Joseph Rudderow III, Chairman

David Franke

Claude Beaver

RESOLUTION 21-2016

A RESOLUTION OF THE TOWNSHIP OF MAIDENCREEK, IN THE COUNTY OF BERKS, COMMONWEALTH OF PENNSYLVANIA, APPROPRIATING SPECIFIC SUMS ESTIMATED TO BE REQUIRED FOR THE SPECIFIC PURPOSE OF THE MUNICIPAL GOVERNMENT, HEREINAFTER SET FORTH DURING THE YEAR 2017.

BE IT RESOLVED AND ENACTED, and it is hereby resolved and enacted by the Board of Supervisors of the Township of Maidencreek, County of Berks, Commonwealth of Pennsylvania:

SECTION 1: That for expenditures and expenses of the fiscal year 2017, the amounts are hereby appropriated from the fund equities, revenues and other financing sources available for the year 2017 for the specific purposes set forth on the following pages.

Adopted the 8th day of December, 2016.

Maidencreek Township Board of Supervisors

Attest:

Joseph E. Rudderow III, Chairman

Diane E. Hollenbach

Diane E. Hollenbach, Secretary

David Franke

Date: December 8, 2016

Claude Beaver

BUDGET SUMMARY

Account Number	Classifications	Total All Budgeted Funds	Line No.
	Assets		1
	Unencumbered Cash Balance January 1	$ 844,350.00	2
	Revenues and Other Financing		3
300	Taxes	$ 2,481,650.00	4
320	Licenses and Permits	$ 100,150.00	5
330	Fines and Forfeits	$ 18,000.00	6
340	Interest, Rents and Royalties	$ 49,995.00	7
350	Intergovernmental Revenue	$ 436,100.00	8
360	Charges for Services	$ 78,500.00	9
380	Miscellaneous Revenues	$ -	10
390	Other Financing Sources	$ -	11
	Total Revenue and Other Financing Sources (sum of 4 thru 11)	$ 3,164,395.00	12
	Total Available for Appropriations (sum of lines 2 and 12)	$ 4,008,745.00	13
	Expenditures and Other Financing Uses		14
400	General Government	$ 313,130.00	15
410	Public Safety (Protection to Persons and Property)	$ 1,655,600.00	16
420	Health and Welfare	$ 1,000.00	17
	Public Works		18
426	Sanitation	$ 101,250.00	19
430	Highways, Roads and Streets	$ 1,078,350.00	20
440	Other Financing Sources	$ 5,000.00	21
450	Culture – Recreation	$ 134,520.00	22
460	Conservation and Development	$ -	23
470	Debt Service	$ 45,400.00	24
480	Miscellaneous Expensitures or Expenses	$ 325,300.00	25
490	Other Financing Uses	$ 349,195.00	26
	Total Expenditures and Other Financing Uses (sum of 15 thru 26)	$ 4,008,745.00	27
	Unappropriated Fund Equity (line 13 less line 27)	$ -	28
	Total Appropriated and Unappropriated (sum of lines 27 and 28)	$ 4,008,745.00	29

BUDGET SUMMARY BY FUND

Account Number	General Fund	Fire Tax	Parks and Recreation	State Liquid Fuels	Line No.
		Assets			1
	$ 640,000.00	$ 22,150.00	$ 36,200.00	$ 146,000.00	2
		Revenues and Other Financing			3
300	$ 2,294,150.00	$ 187,500.00	$ -	$ -	4
320	$ 100,150.00				5
330	$ 18,000.00				6
340	$ 47,980.00	$ 75.00	$ 1,440.00	$ 500.00	7
350	$ 132,600.00			$ 303,500.00	8
360	$ 75,500.00		$ 3,000.00		9
380	$ -				10
390	$ -				11
Total Revenue	$ 2,668,380.00	$ 187,575.00	$ 4,440.00	$ 304,000.00	12
Total Available	$ 3,308,380.00	$ 209,725.00	$ 40,640.00	$ 450,000.00	13
		Expenditures and Other Financing Uses			14
400	$ 313,130.00				15
410	$ 1,473,875.00	$ 181,725.00			16
420	$ 1,000.00				17
		Public Works			18
426	$ 101,250.00				19
430	$ 628,350.00	$ -		$ 450,000.00	20
440	$ 5,000.00				21
450	$ 93,880.00		$ 40,640.00		22
460					23
470	$ 45,400.00				24
480	$ 297,300.00	$ 28,000.00			25
490	$ 349,195.00				26
Total Expense	$ 3,308,380.00	$ 209,725.00	$ 40,640.00	$ 450,000.00	27
Unappropriated	$ -	$ -	$ -	$ -	28
Total Budget	$ 3,308,380.00	$ 209,725.00	$ 40,640.00	$ 450,000.00	29

Revenue

300.00 - Taxes

This category includes taxes received as allowed by State law: real estate, real estate transfer tax, earned income tax, local services tax and amusement tax.

- Real Estate Tax

  The current real estate tax rate is 1.75 mills with 1.35 mills levied for general purposes and .4 mills levied for fire protection. Included in this category are delinquent real estate taxes paid to the Tax Claim Bureau and interim taxes paid on improvements to properties that result in higher assessments. Real Estate Tax revenues are forecast as stable. Very few new structures have been built in the Township in 2016. Those that were built were residential. The County has not reassessed property since 1994. The Township raised real estate taxes in 2013 and 2015 and eliminated the Park and Recreation tax when the Fire Tax was implemented.

Year	Assessed Value	Billed Amount	Millage
2011	469,294,700	$527,960.72	1.125
2012	472,584,600	$531,661.92	1.125
2013	473,988,800	$710,983.20	1.5
2014	480,289,000	$720,433.50	1.5
2015	481,351,600	$842,373.64	1.75
2016	483,269,000	$845,720.71	1.75

General Fund .00135 mills proposed 2016 $652,406 (97% collection rate=$632850)
Fire Tax .0004 mills proposed 2016 $193,305 (97% collection rate=$187500)

1/8 mill	.000125	$ 60,408
1/4 mill	.00025	$120,816
1/2 mill	.0005	$241,632

- Real Estate Transfer Tax

  The Real Estate Transfer Tax is ½% of the amount paid when a property is sold. The outlook for the housing market in 2017 is a steady increase. There continues to be a shortage of houses on the market and sellers are getting a higher percentage of their asking price. Mortgage rates are expected to rise.

- Earned Income Tax

  This tax represents payments made on income earned by residents of the Township. The Earned Income Tax rate is a steady ½%. This tax has increased by 5% this year and I am estimating a 3.5% increase for 2017.

- LST Current & Prior Year

  The Local Services Tax is an Act 511 tax formerly known as the Occupational Privilege Tax. A $52 fee is levied on individuals working within the Township boundaries and $47 of $52 tax goes to the Township to be used for emergency services and roads. This tax shows a trend of increasing each year, and I have increased the budget by 4% for 2017.

  Last five years of Local Services Tax collection:

  - 2011 $108,589.00
  - 2012 $146,915.06
  - 2013 $151,025.12
  - 2014 $157,384.97
  - 2015 $151,147.53
  - 2016 (Sept.) $126,192.04

- Amusement Tax

  This tax is on admission fees to amusements in the Township. The two golf courses- Richmaiden and Pleasant Hill make up the bulk of this tax.

320.00 – Licenses

A steady performer, Licenses includes permits issued to peddlers and the cable franchise fee. The cable franchise fee is 5% and levied on Service Electric and Comcast. This fee has remained steady at about $100,000 over the last five years with little increases and decreases along the way. No increase in revenue is expected in 2017.

330.00 – Fines and Forfeits

This category is comprised of fines for citations issued by Northern Berks Regional Police, State Police Fines and fines issued by other magistrates.

340.00 – Rents and Royalties

Rents and Royalties include interest earned on all accounts ($3500 – General Fund, $75 – Fire, $75 – Recreation, $150 – SLF), rent from the Maidencreek Township Authority for office space, the land lease for the cell tower owned by Crown Castle and the potential new lease from Verizon. The rent of recreation facilities also falls in this category but is deposited into the Park and Recreation Fund. Rents are set by written agreements – leases and fee schedules. Interest on accounts will fluctuate by small amounts depending on account balances and movement of interest rates.

- Building Rent

  The lease with the Authority is in effect until 2017 and is $1,250.00 a month.

- Cell Tower Land Lease
  The monthly rent from Crown Castle for the cell tower land lease is increased yearly in October by the CPI. The lease expires September 30, 2043. The lease is $1,357.93 per month. A new revenue stream from proposed new Verizon Cell Tower is currently under review by the Board ($18,000 each year for 5 years). This is payment begins on the date of issue of a building permit, which I am estimating to begin in March 2017.

- Rent of Facilities
  The rent of recreation facilities is set by resolution each year and the fees deposited in the Park and Recreation Fund.

350.00 - State Shared Revenue

State Shared Revenues are grants and aid received from the state.

- Recycling Act 101
  This grant is received each year from the PA DEP for the previous year's recycling performance. The Township applies for the grant by July 1st. This year our grant should be about $18,000. We have seen an increase in recycling totals which is believed to be in part from the Giorgio Family of Companies starting a sustainability program but because of lack of funding sources, the grant has become more restrictive.

- PURTA
  This grant is given for percentage of real estate tax on exempt utility properties and must be applied for by April 1. The number of exempt utilities in the Township has not changed and this awarded amount is the same as previous years.

- Liquid Fuel & Turn Back Allowance
  The State Liquid Fuel funds are calculated by Penn DOT each year and based on population, dedicated roadway miles, consumption and wholesale price of gasoline. Liquid Fuel has been increasing due to the gas tax increase and has been estimated by the State at $291,341.92 for 2017. The Turn Back Allowance is received for every mile of road that Penn DOT has "turned back" to the Township as a Township road. We currently receive $12,160, which is $4000 per mile for 3.04 miles of roadway.

- Alcoholic Beverage License
  Liquor license fees distributed by the State will remain the same as 2016 as there were no new licenses issued.

- Pension State Aid
  This state aid is applied for by March 31 of each year and must be used to pay the Pension MMO. Subject to audit by the State Auditors every three years. Currently, the plan is overfunded and we do not qualify for State Aid.

- Police Pension State Aid and Fire Co. Foreign Fire
  This state aid is received on behalf of Northern Berks Regional Police and the Blandon Fire Company and must be distributed to the Fire Company Relief within 30 days of receipt. This is subject to the same audit as the Pension State Aid.

360.00 - General Government

General Government revenue includes charges for services such as the sale of maps, copies and ordinances. Revenue items that go to the Park and Recreation Fund from this category are recreation event admission and developer fee payment in lieu of donating open space.

- Permits
  Permit revenue has remained steady. Years with high permit fees are associated with large commercial building projects. 85% of permit revenue covers the cost of a third party contractor to issue permits and inspect projects. The remainder covers the cost of office staff at the building to answer questions, process permits and make sure all inspections have been completed.

  Maidencreek Township Building Permits
  January to September

	2016	2015	2014	2013	2012
Jan	201.5	2,370.36	11,337.75	4,636.11	3,500.61
Feb	5299.09	2,932.86	2,805.76	5,261.77	16,298.24
March	1567.58	2,504.86	1,666.06	23,134.76	10,951.02
April	7024.96	17,168.44	11,055.38	5,384.30	1,099.28
May	3158.13	5,605.99	4,690.55	6,788.74	12,811.28
June	3653.42	6,790.20	8,846.66	3,365.48	12,312.42
July	5878.14	5,230.96	2,336.06	8,748.90	40,100.78
Aug	7837.25	4,513.14	4,952.01	2,414.24	4,966.52
Sep		11,772.75	2,138.87	4,985.74	11,982.66
9 Mo Total	$34,620.07	$58,889.56	$51,843.10	$64,720.04	$114,022.80

- Developer Fee In Lieu of Open Space
  Fee in lieu of open space is set by resolution at $750 per home. The Township saw significant development up until 2008 when the housing boom ended with the market crash. In 2012, the Meadowbrook Subdivision accounted for 14 permits for new homes, which completed that development. Today, there are only two active housing developments: Melrose Place and the Crossing at Maidencreek. Based on past

construction, I have budgeted assuming that 4 homes will be constructed (Melrose Place (2), Crossings at Maidencreek (2).

Maidencreek Township Fee In Lieu of Open Space
2010-2015
$750 per lot Recreation Fee

	2016	2015	2014	2013	2012
Jantz	0	2			
Crossings			2		
Melrose	3	6	1	4	2
Buck	0	1			
	3	9	3	8	16
			$	$	$
	$ 2,250.00	$ 6,750.00	2,250.00	6,000.00	12,000.00

390.00 - Other Financing Uses

There is no anticipated unpaid revenue due from previous year. Northern Berks Regional Police may return unused funds but this is unknown.

EXPENSES

400 – General Government

- Supervisor's Salary
  - $100 per meeting – set by ordinance
- Meeting Secretary
  - Supervisors Secretary $150 per meeting (14 meetings)
- Office Supplies
  - Purchased through the COStars State Contract from Office Service or the Berks County Purchasing Council paper contract
- Postage
  - meter (300)
  - 4 newsletters (3200), 1 calendar (800)
  - PO Box fee (225)
  - Postage (about $100 per month on average)
- Phone
  - Building phone @ $88/month
- Internet Svc
  - Service Electric Internet @ $60/month
  - Yahoo Website Hosting @ $14/month
- Advertising
  - Meetings – meeting ads, regular, cancellations, special, MS4 ($300)
  - Public Hearings ($1500)
  - Street Sweeping ($275)
  - Road Work ($550)
  - Ag Security ($500)
  - Audit Notice ($275)
  - Budget Notice ($150)
  - Park & Rec ($300)
- Printing
  - Newsletter - Quarterly
  - Community Calendar - Annual
- Dues and Subscriptions
  - Consv. Dist ($100)
  - County Appeals Board ($200)
  - County Public Works Assoc ($75)
  - County Assoc Supervisors ($60)
  - Sam's Club ($60)
  - Reading Eagle ($250)
  - Center for Comm. Leadership ($100)
  - County Purchasing Council ($150)
  - PSATS ($2500)
  - Solid Waste Authority ($250)
  - MS4 ($500)

        - Parks & Rec Society ($40)
        - Berks Conservancy ($250)
        - Recycle Coach ($650)
        - Concession License ($165)
    - Sanitation
        - Township Bldg. Dumpster @ $100/month
        - Community Park Dumpster @100/month for 8 months
    - Contracted Svc
        - Copier Lease ($3,000)
        - Stenographer ($300/hearing)
        - Code Supplements ($4000),
        - Payroll Service ($2,000)
        - Computer Network Support ($1500)
    - Conferences and Seminars
    - Manager Salary
    - Audit Service
        - Per engagement letter from Kosmerl and Co provide annual audit of accounts – State requirement
    - Tax Collection
        - Wages
        - Postage
        - Bond
        - County fee
    - Legal
    - Receptionist Salary
        - $19.50/hr. fulltime clerk/receptionist rate set by Union Contract
        - $16.85/hr. part time secretary (832 hrs.) – appointed by Board of Supervisors
    - Mileage
        - For travel to classes using IRS approved rate
    - Bonding
        - Treasurer for the highest amount in the General Fund at any time during the year.
    - Bank Fees
        - Checks
        - Safety Deposit Box ($65)
    - Engineering
    - Building Staff Wages
        - Cleaning person @ $15.75 for 100 hrs.
    - Building Supplies
        - Med Kits
        - Heating Oil 3500 gallons ($2.8974/gallon) $10,150
        - Cleaning Products
        - Paper Products
    - Shop Supplies
        - Rakes, shovels, fluids, drill bits

        - Ear & eye protection, gloves
        - Welding supplies
    - Building Repair & Maintenance
        - Includes security measures for office
    - Building Electric ($400/Month)
    - Water (Switched to Deer Park Water for a savings of $5 per bottle)
    - Building Contracted Service
        - Fire Extinguisher Svc
        - Green Giant Pest Control
        - Weed Control
- 410.00 - Public Safety
    - Foreign Fire Insurance (Pension State Aid) Police – Money received from the State that is distributed to N.B.R.P. to offset pension costs.
    - Police Contracted Service
        - 47.5% of NBRP budget. 3.46% increase to budget was used until a final draft is approved by the Commission.

    - Donations
        - Crime Alert - $250
        - Berks County Emergency Response Team - $500
    - Foreign Fire – Fire Company – Money received from the State to be distributed to the Fire Company for use on equipment and training.
    - Donation to Medical Services
        - Visiting Nurses - $2,000
        - Donations to Blandon Ambulance donation from 2014 ($35,000) and 2016 ($25,500) were requested to be held. No new donation has been budgeted until this amount is paid out.
    - On Lot Sewage Enforcement
    - Building Inspections – 85% of collected building permit fees.
    - Code Enforcement
    - Planning Commission Wages
        - 5 Commissioner @ $50/mtg
    - Secretary Planning Commission
        - 10 mtgs @ $135 each
    - Emergency Management Supplies
        - Radio payment year 5 - final
            - Emergency Management $ 887.75
            - Fire Co #1 $10,329.29
            - Fire Co #2 $ 1,193.36
            - Ambulance #1 $ 2,448.54
            - Ambulance #2 $ 686.68
        - Coordinator Salary
    - 911 Dispatching cost for ambulance – no increase
    - Variance, Special Exceptions costs to Township

420.00 - Health & Welfare

- Animal Control ($1000) Animal Rescue League

426.00 – Sanitation

- Recycling Supplies
  - Blades and hoses, no bins needed
- Recycling Contracted Svc
  - Curbside pick up program of residential recycling (Mandated by State) Extended for one of the two one-year extension in 2017. CPI 1%
- Waste Collection and Disposal
  - Recycling drop off site ($2500)
  - Clean Up Day ($1500 for dumpsters)

430.00 - Highways, Roads & Streets

- Uniforms
  - Uniforms ($27.85* 52 weeks)
  - Sweatshirts and t-shirts, rain gear
  - Boot allowance ($500)
- Gas
  - BCIU contract 4850 gallons @$2.5157/gallon. No increase.
- Small Tools
  - Creeper, Topside Creeper
  - 12V Battery system diagnostic tester
  - Weed wackers (2) - $247
  - 14" cutoff saw - $840
  - Mechanics tools - $3500
  - Electro hydraulic rebar cutter-$1800
- CDL Drug Testing
- Cell Phones (230.00 per month for 7 phones)
- Utility Marking
- Diesel Fuel
  - BCIU contract 7250 gallons@$2.8473/gallon. No increase. Amount of fuel used increases with increased winter road maintenance.
- Major Capital Equipment
  - Skid loader
  - Replacement of 1999 pick up (112,000 miles in need of new bed)
  - 48" mower
- Snow & Ice Removal Wages - overtime only
- Snow Supplies – Paid through State Liquid Fuel Account
  - Antiskid and salt – Salt purchased through State contract at $56.50/ton
  - Average use 337 tons

Year	Tons	Salt Usage Amount Paid	$/Ton	
2001	392.55	$16,215.71	$ 41.31	
2002	73.5	$3,368.51	$ 45.83	
2003	275	$9,353.00	$ 34.01	
2004	336.24	$11,116.98	$ 33.06	
2005	261.95	$9,886.88	$ 37.74	
2006	69.95	$2,800.10	$ 40.03	
2007	464.54	$20,327.88	$ 43.76	
2008	336.83	$16,274.72	$ 48.52	
2009	469.95	$29,244.99	$ 62.23	
2010	338.42	$21,669.03	$ 64.03	
2011	490.57	$31,411.62	$ 64.03	
2012	49.25	$2,921.51	$ 59.32	
2013	269.47	$15,984.97	$ 59.32	
2014	708.06	$38,079.47	$ 53.78	
2015	304.21	$19,265.63	$ 63.33	Morton
2015	324.17	$23,505.57	$ 72.51	American
2016	232.35	$15,530.27	$ 66.84	

- Crossing Guard
  - $15.50/hr. for an estimated 200 hours
- Sign Supplies
  - Purchased through County contract
- Electric for Traffic Control Devices
  - All traffic signals were converted to LED (Tamarack Blvd, Rt 222 & Rt 73, Rt 73 and Park Rd and Park Rd & Excelsior Drive)
  - Both school signals were also converted to LED

- Traffic Control Contracted Svc
  - Traffic signal maintenance (Telco $1000)
  - Line striping – All Township roads should be striped as well as railroad crossings and crosswalks. Railroad - $4600 and single yellow center lines – $3000. The white fog lines and double yellow center lines will be paid from SLF - $12,000.

Maidencreek Township , PO Box 319, Blandon, PA 19510
2017 Line Striping BCCPC Pricing - extended

Road	Length in miles	Linear Feet	Single Yellow	White (x2)	Double Yellow
			0.045	0.045	0.09
Berk Road	0.57	3009.6	$ 135.43	$ 270.86	
Buena Vista Road	0.61	3220.8	$ 144.94	$ 289.87	
Evansville Road	1.27	6705.6	$ 301.75	$ 603.50	
Grove Road	0.28	1478.4	$ 66.53	$ 133.06	
Guldin Road	0.65	3432	$ 154.44	$ 308.88	
Hecktown Road	0.86	4540.8	$ 204.34	$ 408.67	
Hill Road	1.19	6283.2	$ 282.74	$ 565.49	
Hoch Road	0.85	4488	$ 201.96	$ 403.92	
Kemmerer Road	0.92	4857.6	$ 218.59	$ 437.18	
Koller Road	0.69	3643.2	$ 163.94	$ 327.89	
Orchard Road	0.49	2587.2		$ 232.84	$ 232.85
Pleasant Hill Road	0.27	1425.6	$ 64.15	$ 128.30	
Ridge Road	1.24	6547.2	$ 294.62	$ 589.25	
Schaeffer Road	0.87	4593.6		$ 413.42	$ 413.42
Slater Road	0.14	739.2		$ 66.52	$ 66.53
Troxel Road	0.96	5068.8	$ 228.10	$ 456.19	
W. Shore Road	3.04	16051.2		$ 1,444.60	$ 1,444.61
Water Street	1.01	5332.8	$ 239.98	$ 479.95	
Wesner Road	2.72	14361.6		$ 1,292.54	$ 1,292.54
Dries Road (from Rt 222 to Park Road)	0.32	1689.6		$ 76.03	$ 152.06
will show you what he wants - currently not striped					
TOTAL	18.95	100056	$ 2,701.51	$ 8,928.98	$ 3,602.02

- Street Light Supplies
  - Conversion of 317 light to LED - $24000
- Street Light Electric
  - Met Ed proposing increase to transmission (43%), $114000 moved to SLF, PUC proposed settlement 11/2/16 changes number to $103250

Street Light Electric Transmission Cost

Fixture Wattage	# of fixtures	2016 Rate	Yearly Cost	Proposed Settlement 2017 Rate	Yearly Cost
70 W	5	$ 10.69	641.4	13.61	$ 816.60
100W	265	$ 10.56	33580.8	13.44	$42,739.20
150W	74	$ 10.47	9297.36	13.32	$11,828.16
250W	162	$ 10.85	21092.4	13.81	$26,846.64
Total streetlights	506				
		TOTAL	$ 64,611.96		$82,230.60

Street Light Electric Cost

	2016 Rate	2017 Rate (begins February)
Electric Cost	0.0573	0.0525
Monthly Cost 33110 KWH	$ 1,897.20	$ 1,738.28
Yearly Cost	$ 22,766.44	$ 21,018.23

2017 Cost without rate hik	$ 85,630.19
2017 Cost with proposed rate hike	$ 103,248.83

- Street Light Contracted Svc
- Storm Sewer Supplies
  - Drain Repair, Storm Sewer Pipe repair
  - Rebar Caps $250
- Machinery Repair Supplies
- Equipment Rental
  - Asphalt Recycler, Diamond Saw, Tamper for road repair - $1200/week
  - Road Mower ($2,700 for one-week rental) three times
- Contracted Service

- Road Master Salary
- Road Maintenance Wages
  - Staff level proposed

Position	Rate	Salary
Public Works Foreman w/CDL B	27.11	56388.8
Heavy Equipment Op. w/CDL A	25.39	52811.2
Heavy Equipment Op./Mechanic/CDL A	25.89	53851.2
Heavy Equipment Op.	24.64	51251.2
Light Equipment Op. (6 mo.)	21.74	22609.6
Light Equipment Op. (6 mo.)	20.74	21569.6

- Road Maintenance Supplies
  - Crack seal $9,000
  - Seal Coating Shadow Ridge - $9200
  - Stone
  - Macadam
- Road Work and Street Sweeping
  - Street Sweeping - $4,500
  - Road Work covered under state liquid fuels budget

440.00 – Conservation & Development

- Storm Water Management and Flood Control - MS4 expenses

450 – Culture

- Parks – new construction
- Park Labor
  - Recreation Secretary $135 per meeting (10 meetings)
  - Summer Help – 2 @ 8.25/hr. 3 months
  - Road Crew working on Park Projects
- Park Supplies
  - Lime
  - Mulch
  - Dog waste bags
  - Restroom supplies
- Park Repair & Maintenance
- Electric – Parks
- Parks Contracted Service
  - Weed control and fertilizer at sports fields ($4,000)
  - Court Sealing – Faith, Cornerstone ($12,000)
- Community Events
- Donations to Recreation Events
  - Library ($9,150)

- Fish Rodeo ($250)

470.00 – Debt Service

- Lease Truck #1 – Year 4 of 5 $27361.62 (2,245.89 interest, 25,115.73 principal)
- Lease Truck #4 - Year 3 of 5 $17,283.56 (2,147.44 interest, 15,821.51 principal)

480.00 – Intergovernmental Expenditures

- Fica – Employer
- Unemployment Compensation
- Medicare – Employer
- Pension Obligation
- Workers Compensation Insurance
- Health Insurance
  - Retired Chief spouse
  - Capital Blue Cross – we have moved to an age banded rate system
- Life & Disability
- Prescriptions – D Boyer
- Property Insurance
  - Township – property and equipment
  - Fire Co - trucks
- Liability Insurance
- Employee Benefits
  - Longevity Pay

CAPITAL BUDGET

Equipment	Service Years	Purchase Price New	Replace
Truck 1 2013 Ford F-750	25	$120,535.20	2033
CB Amount $5,000			
Truck 2 1995 GMC Dump	30	$ 58,614.00	2025
CB Amount $5,400			
Truck 3 2008 GMC Dump	20	$60,815.00	2028
CB Amount $4,400			
Truck #4 1999 GMC Truck	25	$30,000.00	2017
CB Amount $6,000			
Truck #5 2000 GMC Dump	20	$65,380.00	2020
CB Amount $10,900			
Truck #6 2002 Ford Dump	20	$52,889.00	2022
CB Amount $6,600			
Truck #7 2005 GMC Sierra	15	$49,070	2018
CB Amount $12,300			
955 John Deere Tractor			2007
5510 John Deere Tractor			2008
2000 Backhoe	30	$71,274.00	2030
CB Amount $4,500			
2014 Mini Ex	30	$45,094.08	2045
CB Amount $1,500			
1996 Loader	40		2036
CB Amount $3,400			
Equipment Total $60,000			
Schaeffer Road Bridge	50	$1,000,000	2067
CB Amount $20,000			

Estimated Capital Reserve balance Dec. 31, 2017 $189,000.00
Balance on Dec. 31, 2016 **$121,300.00**

Hoch Road Intersection
Certificate of Deposit for Improvements $122,543.00

NORTHERN BERKS REGIONAL POLICE

2017 BUDGET

DRAFT

2017

PAYROLL	500	CHIEF	$	91,965.95	
	501	SGT.	$	239,911.17	
	502	PATROL	$	660,305.97	
	503	CORPORAL	$	75,568.35	
	504	OVER TIME	$	63,832.00	
	505	HOLIDAY	$	114,431.52	
	506	SECRETARY	$	53,809.60	
	519	SECRETARY PENSION	$	8,071.44	
	510	SOCIAL SECURITY/MEDICARE	$	23,390.87	
	511	LONGEVITY	$	13,825.00	
					$ 1,345,111.87
INSURANCE	517.01	LIABILITY	$	29,807.85	
	517.02	AUTO/PROPERTY/PACKAGE	$	18,546.05	
	517.03	WORKERS COMP	$	169,881.26	
	517.04	MEDICAL INS.	$	302,783.29	
	517.045	HEALTH DEDUCTIBLES	$	7,000.00	
	517.05	RETIREMENT INS.	$	22,082.00	
	517.07	LIFE INS.	$	3,402.00	
	517.08	DISABILITY INS.	$	15,425.76	
	517.1	OFFICER'S PENSION	$	56,818.78	
	517.11	2016 MMO	$	100,000.00	
					$ 725,746.99
OPERATING COSTS	514	DET. CLOTHING ALLOW	$	650.00	
	515	UNIFORMS	$	6,000.00	
	516	LEGAL FEES	$	25,000.00	
	520	PRINTING	$	500.00	
	521	PAYROLL	$	1,728.15	
	522	ADVERTISING	$	500.00	
	523	POSTAGE	$	900.00	
	525	OFFICE SUPPLIES	$	3,500.00	
	530	AMMUNITION	$	4,000.00	
	531	TRAINING	$	8,000.00	
	532	RECRUITMENT	$	1,000.00	
	534	VASCAR	$	4,500.00	
	535	COMMUNICATIONS COSTS	$	77,481.68	
	536	EQUIPMENT REPLACEMENT/NEW	$	18,000.00	
	537	TELEPHONE/INTERNET	$	4,119.96	
	538	MOBILE PHONES	$	5,750.40	
	540	FILM PROCESSING	$	50.00	
	541	MEMBERSHIP DUES	$	1,700.00	
					$ 163,380.19

VEHICLE	553.01	VEHICLE REPAIR/MAINTENANCE		$	22,500.00	
MAINTENANCE	553.02	TIRES		$	3,000.00	
	553.03	BATTERIES		$	700.00	
	553.04	WASH/CLEAN		$	2,500.00	
	554	FUEL		$	31,184.60	
	555	PARKING		$	50.00	
	556	NEW VEHICLE		$	45,000.00	
						$ 104,934.60
EADQUARTER	560.01	RENT		$	42,000.00	
	560.02	UTILITIES		$	21,048.64	
	560.04	SUPPLIES		$	1,000.00	
	560.05	COMPUTER		$	6,824.41	
	560.051	IT SUPPORT		$	29,382.00	
	560.06	MOBILE DATA UNITS		$	8,646.00	
	560.07	FUTURE MOBILE DATA UNIT	FUND	$	12,744.60	
	564	AUDIT		$	4,000.00	
						$ 125,645.65
			PROPOSED 2017 BUDGET	**$**	**2,464,819.30**	
						$ 2,464,819.30

		MUNICIPALITY CONTRIBUTION OBLIGATIONS		**YEAR**		**MONTH**
MAIDENCREEK	TWP	47.50%	$	1,170,789.17	$	97,565.76
ONTELAUNEE	TWP	33%	$	813,390.37	$	67,782.53
LEESPORT	BORO	19.50%	$	480,639.76	$	40,053.31

2017 BUDGET	**$**	**2,464,819.30**
2016 BUDGET	**$**	**2,382,301.47**
INCREASE	**$**	**82,517.83**
	3.46%	Increase

DRAFT

2017 PERSONNEL

500 CHIEF — **$ 91,965.95**

Per Contract: Chief 15% above the highest paid officer **$91,965.95**
Hourly Rate $44.21, OT Rate $66.32

501 SERGEANT — **$ 239,911.17**

Per Contract: Sgt. 9% above 2017 base of $73,367.33
$79,970.39 (2017 Sgt. rate) x 3 sergeants =$239,911.17
Hourly Rate $38.45, OT Rate $57.68

502 OFFICERS — **$ 660,305.97**

Per Contract: $73,367.33 (2017 base) x 9 officers = $660,305.97
Hourly Rate $35.27, OT Rate $52.91

503 CORPORAL

Per Contract: Corporal rank is 3% above 2017 base wages — **$ 75,568.35**
Hourly Rate $36.33, OT $54.50

504 OVER TIME — **$ 63,832.00**

2016 Budget $60,697.20 YTD $34,382.97 (9/10/2016) 1000 est. OT hours x $57.68 (Sgt. OT rate) included estimated $6,152.00 sick time bonus. = $63,832.00

505 HOLIDAY — **$ 114,431.52**

2016 Budget $110,289.76, YTD $64,037.42 (9/10/2016) **Per Contract:** All full time officers in addition to their regular compensation, receive holiday pay 10 hr.@ regular rate for 12 holidays, and if officer works on the holiday compensation is paid @ over time rate. **Calculated:** 10 hr x $38.45 X 12 holidays x 14 officers & working on the holiday $57.68 (Sgt OT rate) x 12 holidays x 6 est. officers working) x 12 hr shift.

506 SECRETARY — **$ 53,809.60**

2015 Wages $53,809.60 - Maintained budget for 2017
Hourly Rate $25.87 OT Rate $38.81

519 SECRETARY PENSION

Per contract agreement, Commission contributes 15% of total wages to a investment fund for retirement. — **$ 8,071.44**

510 SOCIAL SECURITY/MEDICARE — **$ 23,390.87**

2016 Budget $21,982.17 YTD $14,871.95 (9/10/2016) Commission matches Social Security and Medicare contributions for Secretary and Medicare only for the Police Officers. Average $782.73 contribution x 26.5 pays = $20,742.35. Included Unemployment Solvency Fee $2,648.52

511 LONGEVITY — **$ 13,825.00**

Officers receive $50.00 for every year of service and each year after 18 years of service $75.00.

S Eaken	25 years $1,425.00	R Wood 18 years	$900.00
R Horner	27 years $1,500.00	A Shinkus 16 years	$800.00
R Mohl	29 years $1,500.00	D Drazenovich 15 years	$750.00
M Deblasi	25 years $1,425.00	S Showalter 14 years	$700.00
M Cardona	24 years $1,350.00	W Dillman 13 years	$650.00
S Hoptley	22 years $1,200.00	A Toro 13 years	$650.00
C Hobart	19 years $975.00	T Parks	0

TOTAL WAGES $ 1,345,111.87

DRAFT

2017 INSURANCE

517.01	**LIABILITY - Police Professional, Public Officials, Secretary Bond** 2016/2017 proposal $25,659.00 w/15% increase + $300.00 for Secretary's Bond = $25,113.55. Liability Insurance is an annual payment that must be paid by 9/30 each year for the upcoming year. (ie: payment by 9/30/16 for coverage 10/1/2016-9/30/2017)	**$**	**29,807.85**
517.02	**AUTO/PROPERTY** 2016/2017 proposal $16,127.00 w/15% increase = $18,546.05 Auto/Property Insurance is an annual payment that must be paid by 9/30 each year for the upcoming year. (ie: payment by 9/30/2016 for coverage 10/1/2016-9/30/2017)	**$**	**18,546.05**
517.03	**WORKERS COMPENSATION** 2016/2017 Proposal $135,905.00 + $$33,976.23 (last three months of 2017)	**$**	**169,881.26**
517.04	**MEDICAL INSURANCE** 2016-2017 Health Insurance CAPITAL BLUE CROSS $273,785.04 + Dental UNITED CONCORDIA $12,000.00 + VISION BEBEFITS OF AMERICA $2,580.00. Included 5% increase.	**$**	**302,783.29**
517.045	**HEALTH REIMBURSEMENTS** 2016 Budget $4,000.00 YTD $500.00 (9/30/16) MOU requires reimbursement of difference in doctor and prescriptions to keep officers whole. Maintained Budget **$500 x 14 = 7,000**	**$**	**7,000.00**
517.05	**RETIREE HEALTH INSURANCE** 2016 Budget $2,957.76, YTD $2,447.41 (9/30/16) Commission is responsible for 1/2 of retired officer's health insurance. **L. Gaul's widow** receives compensation for 1/2 of her monthly health insurance payment $175.58 x 12 = $2,106.96, and David Reichlein receives 1/2 of his monthly health insurance $84.12 x 12 = $1,009.44. **Scott Eaken** 8 months x $18,006.00 Health, $260.00 Vision, $800.00 Dental = $18,966.00	**$**	**22,082.00**
517.07	**LIFE INSURANCE** 2016 Budget $3,304.80, YTD $2,555.19 (9/30/16) This policy renews 1/1/17, Maidencreek Township holds the policy. $270.00 (Current premium/15 employees x 5% = $283.50 x 12 =$3,402.00	**$**	**3,402.00**
517.08	**DISABILITY INSURANCE** 2016 Budget $13,956.48 YTD $13,515.75 (9/30/16)This policy renews 1/1/17, Maidencreek Township holds the policy. $1,224.27 (current premium/15 employees) x 5% = $1,285.48 x 12 = $15,425.76	**$**	**15,425.76**
517.1	**PENSION** Commission contributes 4.51% of the 6.51% (percentage requirment) of the officers' wages to the NBRPD Pension Fund. Calculated: 4.51 % of wages, overtime, estimated holiday and longevity = $56,818.78	**$**	**56,818.78**
517.11	**2017 MMO** State Requirements and Commission's requested the MMO contribution be included in the budget to prevent additional costs to each municipality at the end of the year. Calculated: 2017 MMO of $245,014.86 - minus $101,942.00 (est. State contribution), - minus $56,818.78 (est. Commissions 4.51% contribution) = $86,254.08. As a precaution estimated $100,000.00.	**$**	**100,000.00**
	TOTAL INSURANCE	**$**	**725,746.99**

DRAFT

2017 OPERATING COSTS

514 DETECTIVE CLOTHING ALLOWANCE — **$ 650.00**

This Budget item remains fixed as it is a contractual benefit for a Detective's clothing allowance of $650.00. Maintained budget amount.

515 UNIFORMS — **$ 6,000.00**

2016 Budget - $6,000.00,YTD $18,572.53 (9/30/16) Commission provides uniforms, boots and any other uniform equipment specified in departmental policy/contract for officers. This budget item expended due to replacement of uniforms and vests.

516 LEGAL FEES — **$ 25,000.00**

2016 Budget - $25,000.00,YTD $8,692.28 (9/30/2016) Exceeded budget item due to Contract negotiations in 2015. If the future; contract years additional funds will be included in the budget.

520 PRINTING — **$ 500.00**

2016 Budget - $500.00,YTD $106.00 (9/30/16) Computer generated forms has reduced the cost of printing. Maintained budget.

521 PAYROLL — **$ 1,728.15**

2016 Budget $1,728.15, YTD $1,437.69 (9/30/16) Maintained budget

522 ADVERTISING — **$ 500.00**

2016 Budget $300.00, YTD $164.55 (9/30/16) Minimal advertising is necessary. The yearly meeting schedule is advertised in the beginning of each year and any other meeting through out the year.

523 POSTAGE — **$ 900.00**

2016 Budget $900.00,YTD $581.46 (9/30/16) Although postage has increased, utilizing email for municipal invoicing and the minutes has helped maintain a reasonable balance. Maintained budget

525 OFFICE SUPPLIES — **$ 3,500.00**

2016 Budget $3,500.00,YTD $2,330.29 (9/30/16) A minimal inventory is maintained because office supply company provides next day delivery and if supplies are needed immediately, or a quick trip to Sam's or Wal-Mart suffices. Maintained budget.

530 AMMUNITION — **$ 4,000.00**

2016 Budget $4,000.00,YTD $0 (9/30/16) Maintain enough stock for officers to qualify twice a year using 50 rounds per qualification (50 rounds w/handgun, 50 rounds w/rifle), in addition to duty ammunition.

531 TRAINING — **$ 8,000.00**

2016 Budget $6,000.00,YTD $5,974.76 (9/30/16) Commission provides educational opportunities for any Officer when deemed necessary by the Chief. Increase in training requested by the Commission.

532 RECRUITMENT — **$ 1,000.00**

2016 Budget $1,000.00,YTD $75.00 (9/30/16) Funds necessary for physical and physiological examination and complete a background check for a new officer. Maintained budget

2017 OPERATING COSTS, continued

534	**VASCAR** 2016 Budget $4,000.00,YTD $4,106.25 (9/30/16) Annual Calibration Agreement w/5% increase, new equipment or replacement of equipment, and repairs included.	$	4,500.00
535	**COMMUNICATIONS COSTS** 2016 BCCC Billing: Maidencreek $55,720.87, Ontelaunee $10,050.03, Leesport $11,710.78. Berks County Communications Center bills PD once a year, payable by 6/1. Berks County Communications confirmed - no increase. Maintained budget.	$	77,481.68
536	**EQUIPMENT REPLACEMENT/REPAIR/PURCHASE** 2016 Budget $17,000.00, YTD$16,964.98 (9/30/2016) This budget item utilized for any type of equipment deemed necessary for the department to be purchased, repaired or replaced	$	18,000.00
537	**TELEPHONE/ INTERNET** 2016 Budget $3,833.60,YTD $2,366.64 (9/30/2016) Telephone/Internet supplied by Comcast. Average monthly invoice $295.83 x 12 months =$3,549.96 + $570.00 for additional equipment and/or repairs.	$	4,119.96
538	**MOBILE PHONES** 2016 Budget $3,802.56, YTD $2,390.57 (9/30/2016) Mobile phone replacements in addition to existing phones - estimated $479. 20 x 12 months = $5,750.40.	$	5,750.40
540	**FILM PROCESSING** 2016 Budget $50.00, YTD "0" (9/30/16) Our costs for film processing has drastically dropped since digital cameras and down loading to CD's have become our practice. Any photos requested by an outside source must reimbursed to the department. Maintained budget	$	50.00
541	**MEMBERSHIP DUES** 2016 Budget $1,700.00, YTD $1,610.75 (9/30/2016)There are several organizations that required membership dues. It is important to keep these memberships and/or publications active to remain current with changing policies and events, plus an a additional fee to purchase vehicles under state contract. Maintained budget.	$	1,700.00

TOTAL OPERATING COSTS $ 163,380.19

2017 VEHICLE MAINTENANCE

553.01	**VEHICLE MAINTENANCE** 2016 Budget $22,500,YTD $7,878.43 (8/31/16) Regular service and maintenance continues. All vehicles are in service. 2004 oldest vehicle in service	**$**	**22,500.00**
553.02	**TIRES** 2016 Budget $3,000.00,YTD $0 (9/30/16) Tires purchased directly from Goodyear. Large inventory purchased at the end of 2015 has not required additional purchase to date.	**$**	**3,000.00**
553.03	**BATTERIES** 2016 Budget $600.00,YTD $248.97 (9/30/16) Batteries are purchased and installed by Advance Auto Parts at a considerable savings. Batteries are under a warranty which allows for replacement at no charge. Maintained budget	**$**	**700.00**
553.04	**WASH VEHICLES** 2016 Budget $2,500.00,YTD $1,475.00 (9/30/16) The mobile car wash service visits the police department on a weekly cycle. This is very convenient, and cost effective service for a positive appearance. Maintained budget	**$**	**2,500.00**
554	**FUEL** 2016 Budget $38,160.00 YTD $16,413.33 (9/30/16) The Police Department pays 4.5% less than consumer; however a financial advisor suggested using $2.50 per gallon. Average gallons of past 7 years - 12,473.84 x $2.50 = $31,184.60	**$**	**31,184.60**
555	**PARKING** 2016 Budget $50.00,YTD $8.00 (9/30/16) On occasion officers must pay to park when attending a hearing, seminar or meetings, and highway tolls.	**$**	**50.00**
556	**NEW VEHICLES** NBRPD should prepare to replace (1) vehicle. Calculated $30,000.00 for the vehicle and $15,000.00 to equip to prepare for service. Oldest vehicle 2004.	**$**	**45,000.00**

TOTAL VEHICLE MAINTENANCE $ 104,934.60

DRAFT

2016 HEADQUARTERS

560.01	**RENT** Ontelaunee Township Lease Agreement signed 2/5/2015 set monthly rent at $3,500.00 till lease expires 1/1/2020.	**$**	**42,000.00**
560.02	**UTILITIES** 2016 Budget $16,699.91, YTD $18,031.59 (9/30/16) Items included: Cleaning Service @$4,000.00, (est.)Water @ $244.68 (est.), Electric @ $16,803.96 (est.).	**$**	**21,048.64**
560.04	**HEADQUARTER SUPPLY** 2016 Budget $1,000.00, YTD $439.57 (9/30/16) Budget item for purchase of T-paper, paper towels, cleaning supplies and miscellaneous items. Maintained budget	**$**	**1,000.00**
560.05	**COMPUTER** 2016 Budget $6,817.27 YTD $5,135.27 (9/30/16) Cody Record Keeping yearly maintenance fee w/3.8%increase= $5,330.41. Additional equipment and/or upgrade =$1,494.00	**$**	**6,824.41**
560.051	**IT SUPPORT** Service Contract: 2 servers = $950.00, 17 users =$1,360.00 + 102GB overage = $178.50 + 16 mailboxes = 160.00 $2,648.50 x 12 months = $31,782.00 yr. or $2,648.50 monthly. **Omega** offered a cost reduction for support by signing a (3) year contract the yearly service reducing cost to $29,382.00 yr. or $2,448.50 monthly. Yearly savings of $2,400.00 and a $7,200.00 savings over the next two years. Maintained budget	**$**	**29,382.00**
560.06	**MOBILE DATA UNITS** 2016 Budget $8,646.00.00. YTD $5,764.00 (9/30/16) $65.50 x 11 units = $8,646.00 Includes air card, software. Berks County Communications confirmed - no increase. Maintained budget. .	**$**	**8,646.00**
560.07	**FUTURE MOBILE DATA UNIT FUND** 2016 Budget $12,744.60 YTD $$9,558.45 (9/30/16) Reserve fund is established at Berks County Communications Center in preparation for replacement of the mobile data units (11) in five years Calculated: 11 mobile data units @ $96.55 = $1,062.05 per month x 12 months = $12,744.60. Berks County Communications confirmed - no increase. Maintained budget.	**$**	**12,744.60**
564	**AUDIT** New Auditor will be contacted. Maintained budget	**$**	**4,000.00**
	TOTAL HEADQUARTERS	**$**	**125,645.65**
	2017 PROPOSED BUDGET	**$**	**2,464,819.30**