

**WEST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS MEETING
NOVEMBER 1, 2018**

Township Supervisors:

Mr. Chris Pielli, Esq., Chair
Ms. Robin Stuntebeck, Vice-Chair
Ms. Mary R. LaSota, Esq., Member
Mr. Edward G. Meakim, Member
Mr. Hugh J. Purnell, Jr., Member

Township Officials:

Mr. Casey LaLonde, Township Manager
Mr. Derek Davis, Assistant Township Manager

A special 2019 budget discussion meeting was called to order by Chair Chris Pielli at 7:00 p.m.

Mr. Pielli opened the meeting with the Pledge of Allegiance to the Flag.

Mr. Pielli requested that all audience members silence their cell phones.

Mr. Pielli made notice to all members of the public in attendance that they may be recorded via audio and video by other members of the public.

Mr. Pielli turned the meeting over to Mr. LaLonde, who discussed the 2019 General Fund, Waste & Recycling Fund, Sewer Operating Fund, Liquid Fuels (State Aid) Fund and the Capital Reserve Fund.

Mr. LaLonde stated that these were raw requests from the Township's Department Heads and that the overall budgets needed input from the Board to move to a Preliminary Budget for the November 26, 2018 Board meeting.

Mr. LaLonde provided the following 2019 Key Financial Highlights for the Board's consideration.

2019 BUDGETS – KEY FINANCIAL HIGHLIGHTS

- No proposed millage increase in the Real Estate Tax for 2019 – 9th consecutive year with no tax increase (last increase 2010). *Millage rate 2.0 mills.*
- Sewer fees are proposed to increase for 2019. *Sewer \$105/qtr (61.5%)*
- Trash fees are proposed to remain the same for 2019. *Trash \$85/qtr (no change).*
- The 2019 General Fund Budget is currently proposing a \$2,119,924 deficit.
- Proposed Medical Insurance premiums increase 1.5%.
- Salary and wage increase 10.4%.
- Additional Personnel Requests: Police – 2 new officers, dispatch weekend coverage; Finance – 1 accountant, 1 intern; Administration – 1 intern; Roads – 1 mechanic, 2 laborers; Sewer – 1 part-time lab technician.
- Pension Benefit enhancement to amend the benefit formula per year of service to be increased from 1.50% to 2.00% with an employee contribution of 2.00%
- Legal Services are proposed to decrease - Sunoco Litigation concluded in 2018.
- New for 2019 – New plan for digital township newsletter.
- Proposed capital contribution to Good Fellowship (\$67,000).
- West Chester Fire contract proposed to increase to \$345,000 per year.
- Major Capital expenditures across all departments are proposed in the Capital Reserve Fund Budget for 2019.
- Major Capital purchases are proposed to increase by \$780,419 from the previous year.
- Balance for the Township's Comprehensive Plan (\$4,500) is proposed for 2019 - a County Grant (\$25,000) is proposed to offset this expenditure. *This is a partial carryover from 2018.*
- Proactive approach to infrastructure reconstruction. *Growing Greener Watershed Basin Retrofit (\$80,000); and Route 3 adaptive signal controls (\$110,000).*
- Continued focus on collecting the Township's delinquent Sewer/Trash receivables.
- Transfer to Capital Reserve for proposed Major Capital expenditures (\$2,000,000).

2019 BUDGET								
ALL FUNDS SUMMARY								
FUND	BEGINNING FUND BALANCE	+	REVENUE	-	EXPENDITURES	=	ENDING FUND BALANCE	SURPLUS/ (DEFICIT)
GENERAL FUND	\$12,282,705		\$16,307,015		\$16,258,420		\$12,331,300	\$48,595
SEWER FUND	4,918,562		6,587,084		6,042,994		\$5,462,652	\$544,090
WASTE & RECYCLING FUND	2,268,822		2,275,850		2,455,970		\$2,088,702	(\$180,120)
CAPITAL RESERVE FUND	4,267,111		1,554,629		1,973,929		\$3,847,811	(\$419,300)
STATE HIGHWAY FUND	18,066		727,220		725,000		\$20,286	\$2,220
SUBTOTAL	\$23,755,266		\$27,451,798		\$27,456,313		\$23,750,751	(\$4,515)
TRANSFER BETWEEN FUNDS	0		(1,217,386)		(1,217,386)		\$0	\$0
TOTAL	\$23,755,266		\$26,234,412		\$26,238,927		\$23,750,751	(\$4,515)

This chart shows all Township funds subject to the annual appropriation process.

Salaries and Wages

General Fund salaries are proposed to increase \$720,807 (10.8%).
 Sewer Fund salaries are proposed to increase \$127,350 (9.0%).
 Waste and Recycling salaries are proposed to increase \$2,546 (3.5%).

Employee Insurance

General Fund employee insurance is proposed to increase \$241,852 (12.3%).
 Sewer Fund employee insurance is proposed to increase \$51,862 (9.1%).
 Waste and Recycling insurance is proposed to increase \$299 (1.0%).

2019 BUDGET
MAJOR EXPENDITURES IN EXCESS OF \$250,000 (ALL FUNDS)

	2018 BUDGET	2019 BUDGET	\$ CHANGE FROM 2018 BUDGET	% CHANGE FROM 2018 BUDGET
SALARIES & OVERTIME	\$8,172,215	\$8,762,597	\$590,382	7.22%
FICA & MED TAX	399,877	423,707	\$23,830	5.96%
EMPLOYEE INSURANCE	2,571,225	2,712,254	\$141,029	5.48%
PENSION - MMO	850,906	904,296	\$53,390	6.27%
WORKERS' COMP	300,211	277,362	(\$22,849)	-7.61%
MATERIALS-SIGNS, ROADS, PARKS	2,587,500	1,420,400	(\$1,167,100)	-45.11%
SLUDGE REMOVAL	250,000	290,000	\$40,000	16.00%
LEGAL/PROFESSIONAL SERVICES	463,500	352,100	(\$111,400)	-24.03%
PROPERTY & LIABILITY INSURANCE	433,346	465,249	\$31,903	7.36%
UTILITIES	562,741	583,235	\$20,494	3.64%
CONTRACTED COLLECTION & DISP	1,557,715	1,603,102	\$45,387	2.91%
TIPPING FEES	500,000	500,000	\$0	0.00%
FACILITY REPAIR & MAINT	431,100	439,982	\$8,882	2.06%
SEWER PLANT MAINTENANCE	230,000	230,000	\$0	0.00%
MUNICIPAL COMPLEX	-	482,300	\$482,300	
VOLUNTEER FIRE CONTRIBUTIONS	366,500	471,500	\$105,000	28.65%
RENT TO AUTHORITY	639,098	1,244,775	\$605,677	94.77%
DEBT-PRINCIPAL CONSOL LOAN	426,000	439,000	\$13,000	3.05%
MAJOR CAPITAL EQUIPMENT	1,009,650	883,743	(\$125,907)	-12.47%
TOTAL MAJOR EXPENDITURES	\$21,751,584	\$22,485,602	\$734,018	
% OF TOTAL EXPENDITURES	88.47%	85.70%		
TOTAL EXPENDITURES LESS INTERFUND TRANSFERS	\$24,586,980	\$26,238,927		

GENERAL FUND SUMMARY

**2019 BUDGET
GENERAL FUND
REVENUE SUMMARY BY MAJOR CATEGORY**

REVENUES	2018 BUDGET	2019 BUDGET	% Of Total 2018 REVENUES	\$ CHANGE FROM BUDGET	% CHANGE FROM BUDGET
REAL ESTATE TAXES	\$3,658,000	\$3,654,948	22.4%	(\$3,052)	-0.08%
TRANSFER TAXES	911,000	879,675	5.4%	(\$31,325)	-3.44%
EARNED INCOME TAXES	8,106,930	8,293,365	50.9%	\$186,435	2.30%
LOCAL SERVICES TAXES	1,113,141	1,163,190	7.1%	\$50,049	4.50%
LICENSES AND PERMITS	553,991	507,475	3.1%	(\$46,516)	-8.40%
FINES & FORFEITS	175,000	155,000	1.0%	(\$20,000)	-11.43%
INTEREST AND RENTS	97,516	206,523	1.3%	\$109,007	111.78%
INTERGOVERNMENTAL REVENUE	689,500	691,309	4.2%	\$1,809	0.26%
CHARGES FOR SERVICES	744,725	721,650	4.4%	(\$23,075)	-3.10%
MISC REVENUE	23,780	33,880	0.2%	\$10,100	42.47%
TOTAL REVENUES	<u>\$16,073,583</u>	<u>\$16,307,015</u>	100.0%	\$233,432	1.45%

The proposed 2019 General Fund Budget projects a budgetary deficit of approximately \$2,119,924 with an ending fund balance of approximately \$10,071,452.

GENERAL FUND REVENUES

- The Budget 2019 General Fund Revenues are proposed to increase \$67,732 (0.42%) compared to Budget 2018.
 - Moderate growth is proposed in the major revenue categories of Earned Income Taxes, Local Services Taxes, and Interest and Rents.
 - Negligible growth is proposed for the revenue categories Intergovernmental Revenue and Misc. Revenue.
 - Negative growth is proposed for the revenue category of Real Estate Taxes, Transfer Taxes, Licenses and Permits, Fines and Forfeits, and Charges for Services.
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- The decrease in Real Estate Taxes is due to a proposed decrease from Delinquent Liens.
 - The increase for Interest and Rents is due to an interest rate increase on all bank accounts.
 - The decrease for Charges for Services is primarily due to an anticipated decrease in Building Permits.

**2019 BUDGET
GENERAL FUND
EXPENDITURE SUMMARY BY FUNCTION**

EXPENDITURES	2018 BUDGET	2019 BUDGET	% Of Total 2018 EXPEND.	\$ CHANGE FROM BUDGET	% CHANGE FROM BUDGET
ADMINISTRATION	\$1,829,802	\$1,632,661	10.0%	(\$197,141)	-10.77%
AUDITING & TAX COLLECTION	203,741	204,711	1.3%	\$970	0.48%
LEGAL & ENGINEERING	420,415	369,963	2.3%	(\$50,452)	-12.00%
BUILDING	411,649	409,000	2.5%	(\$2,649)	-0.64%
POLICE	6,279,769	6,546,881	40.3%	\$267,112	4.25%
FIRE PROTECTION	798,363	886,717	5.5%	\$88,354	11.07%
CODE ENFORCEMENT	303,458	348,380	2.1%	\$44,922	14.80%
PLANNING & ZONING	29,780	29,780	0.2%	\$0	0.00%
PUBLIC WORKS	3,222,789	2,743,146	16.9%	(\$479,643)	-14.88%
RECREATION	357,014	376,125	2.3%	\$19,111	5.35%
PARKS	1,298,965	1,317,108	8.1%	\$18,143	1.40%
LIBRARIES	20,000	20,000	0.1%	\$0	0.00%
OPERATING TRANSFERS	718,592	1,373,948	8.5%	\$655,356	91.20%
TOTAL EXPENDITURES	<u>\$15,894,337</u>	<u>\$16,258,420</u>	100.0%	<u>\$364,083</u>	2.29%

GENERAL FUND EXPENDITURES

- The Budget 2019 General Fund Expenditures are proposed to increase \$2,366,902 (+14.89%) as compared to Budget 2018.
- Salary increase, net increase \$720,807.
- Continuation of non-uniformed salary compensation program effective 2016.
- Employee insurance increase (12.3%), net increase \$241,852.
- Pension cost decrease per MMO (-0.5%), net decrease \$3,390.
- Workers Compensation decrease (-6.8%), net decrease \$16,446.
- Tuition Reimbursement increase (1.41%), net increase \$18,300.
- Conferences and training increase (17.2%), net increase \$20,596.
- Insurances and Bonding decrease (-47.3%), net decrease \$5,100.
- Legal Services proposed to decrease with Sunoco Litigations concluding in 2018, net decrease \$54,400.
- Digital Township Newsletter proposed– new for 2019.
- The General Fund portion of Road construction paving is proposed to increase by \$35,000.
- Building Repairs and Maintenance proposed to decrease (2.47%), net decrease \$7,100.
- Volunteer Fire Contributions to increase based on the new annual contract for the Borough of West Chester, net increase \$105,000.
- Misc. Contributions increase primarily due to a one-time capital contribution to Good Fellowship, net increase \$61,000.
- Major Capital items proposed for 2019 are to be paid out of the Capital Reserve Fund, net decrease \$839,650.
- Transfer to Capital Reserve primarily for Major Capital expenditures, net increase \$2,000,796.

SEWER FUND SUMMARY

The proposed 2019 Sewer Fund Budget projects a budgetary surplus of approximately \$567,054 with an ending fund balance of approximately \$5,485,616.

- Total revenues are proposed to increase \$1,850,759 over the 2018 Budget. This increase is primarily due to the new residential and commercial quarterly sewer rates.
- Total expenditures are proposed to increase \$1,066,923 over the 2018 Budget.

Budget changes include:

- 9.0% salary and wage increases. *Net increase +\$127,350.*
- Employee insurance increase. *Net increase +\$51,862.*
- Pension MMO to increase. *Net increase +\$56,780.*
- Property liability insurance increase. *Net increase +\$15,277.*
- Chemicals increase, *net increase +\$20,000.*
- Sludge Removal to increase, *net increase +\$40,000.*
- Rent to Authority increase, *net increase +\$605,677.*
- Major Capital proposed for 2019 – tank truck and truck #309 replacements. *Net increase -\$182,500.*

WASTE & RECYCLING FUND SUMMARY

The proposed 2019 Waste & Recycling Fund Budget projects a budgetary deficit of approximately \$196,712 with an ending fund balance of approximately \$2,070,110.

- Total revenues are proposed to increase \$22,275 over the 2018 Budget. This increase is primarily due to an increase in Interest Earnings and the Performance Grant.
- Total expenditures are proposed to increase \$158,053 over the 2018 Budget.

Budget changes include:

- 3.5% salary and wage increases. *Net increase +\$2,546.*
- Employee insurance increase. *Net increase +\$299.*
- Recyclable Returns to increase as rebates previously received to offset program costs stop as a result of changes in the recycling market. *Net increase +\$116,089.*
- Contracted collection & disposal increase primarily due to the 3rd year of the 3-year trash contract. *Net increase +\$45,387.*
- Other Recycling expense decrease. This decrease is primarily due to the completion of the bus stop toter installations in 2018. *Net decrease -\$10,000.*

STATE HIGHWAY FUND SUMMARY

The State Grant is the remittance of an allocation from PennDOT to help defray the cost of paving roads in the Township per Act 655. Revenue to support this Act is based on the State's Motor License Fund taxes. The allocation is based on mileage of Township roads (88.28) and population (21,866).

The proposed Grant for 2019 is \$725,870, an increase of \$9,754 over the 2018 Budget.

The 2019 Budget is proposing to pave 5.88 miles of roads – total project cost approximately \$1,000,000. The State Highway Fund is proposing to expend \$725,000 toward the project, a decrease of \$25,000, with the balance being expended out of the General Fund (\$275,000).

CAPITAL RESERVE FUND SUMMARY

The proposed 2019 Capital Reserve Fund Budget projects a budgetary surplus of approximately \$695,470 with an ending fund balance of approximately \$4,962,581.

Revenues for this Fund primarily are from Transfers from the General Fund for departmental major capital purchases, future capital projects, and debt service; Transfers from Restricted Parks Fund for Parks major capital, and Grants.

Budget proposals for 2019:

- Transfer from General Fund for Major Capital expenditures. \$2,000,000.
- Growing Greener Watershed Basin retrofit – \$80,000.
- Route 3 adaptive signal controls - carryover from 2018, \$110,000.
- Traffic Signal battery backups. \$30,000.
- Traffic Study signal retiming, multi-year. \$21,000
- Major Capital proposed for 2019 – reimbursed by Transfer from the General Fund – Administration: two pool cars and a vehicle for the Township Engineer, \$90,000; Engineering: a 3D scanner to replace the current total station, \$30,000; Municipal Complex: replacement generator, AED security panel replacements, and a LED Message Board, \$600,000; Police: 3 interceptors and 1 interceptor truck, \$145,000; Roads: Two truck replacements, one floor scrubber, one floor sweeper, and a hydraulic iron worker, \$280,030.
- Major Capital proposed for 2019 reimbursed by Transfer from Restricted Parks: 5 mower replacements, 2 truck replacements, an electronic message board, and security cameras for the township parks, \$440,039.
- Park Improvements – family bathroom at community park, \$45,000.
- Debt service – reimbursed by Transfer from General Fund. \$567,386.

Mr. LaLonde concluded the discussion at 8:20 p.m.

Ms. Margie Swart had extensive comments regarding the budgets. It is recommended to view those comments at the Township's YouTube page, with the link located at www.westgoshen.org.

The next Board of Supervisors meeting is scheduled for 7:00 p.m., Monday, November 26, 2018.

Please view this meeting's video recording via YouTube with the link located at www.westgoshen.org.

There being no further business, on motion by Mr. Meakim, seconded by Ms. Stuntebeck, the meeting adjourned at 8:51 p.m.

Respectfully submitted,
Casey LaLonde
Township Secretary