

## Special Meeting October 19, 2022

**The Special Meeting of the Washington Township Board of Supervisors was held on October 19, 2022, at 9:00 am in the Municipal Meeting Room. The meeting was in-person. The meeting format and agenda were posted on the Township website and the Administrative Building door.**

**CALL TO ORDER:** Chairman Smith called the meeting to order at 9:05 am. In addition to the Chairman, Vice Chairman Tolino and Supervisor Huratiak were present. Also present: Administrative Clerk Tina Cosenza, Bookkeeper/Planning & Zoning Secretary Katie Purdue, Police Chief James Krome, Road Department Foreman Craig Hester, and Secretary/Treasurer Gail Putvinski. There were zero (0) people in the audience.

**PLEDGE OF ALLEGIANCE:** Recited.

**PUBLIC COMMENT:**

None

**BOARD OF SUPERVISORS: Robert Smith**

**1) 2023 Budget**

Gail Putvinski reviewed the layout of the DRAFT budget document dated 10/18/22. The DRAFT budget contains actual data for 2019, 2020, and the budget and actual for 2021. The document also has the budget for 2022, the actual year-to-date value as of 9/30/22, and the projected end of year for 2022. The last column is the estimated BUDGET amount for 2023. To the far right are additional items for consideration.

Gail stated that this view, View 1, has a negative Net Income of -\$212,551.00 in the 2023 Budget column. Last year the projected deficit was negative -\$335,307.00. The Board agreed to use the fund balance to cover the deficit last year. Assuming the NET INCOME for the Projected End of Year for 2022 is relatively accurate there is a projected savings of \$265,779 at the end of 2022.

Gail Putvinski reviewed the budget process timeline. In addition, she explained that a series of budget activities have been completed while others are still pending.

- All departments were asked to provide budget input. Gail and Bookkeeper Katie Purdue held a review with Chief Krome and Road Foreman Craig Hester. Both provided input to the data in View 1 for their respective sections.
- Notices were sent to the legal counsels regarding continuation of service and requested fees.
- Notices are being sent to the Engineer and SEO to confirm interest in being re-appointed along with a request for suggested projects and fees.
- Katie Purdue is coordinating updates to the Fee Schedule with input from the Zoning Officer, Engineer and SEO.
- The Draft was developed by Gail Putvinski and Katie Purdue using history, data received to date and input from the department leads.

The DRAFT budget to be discussed today is a starting point and will change as we receive additional information.

Gail Putvinski and Katie Purdue reviewed the content of each of the income and expense categories in the 2023 Draft General Fund budget (View 1 DRAFT 10-18-22).

**301.000 Real Property Taxes:** The budget for 2023 for this category has been increased by approximately \$65,000, based on projected end of year amounts. The Real Estate Current Year was calculated based on the assessed value at 8 mills, reduced by 5.5%.

**310.000 Local Enabling Taxes:** The 2023 budget amounts were increased from the 2022 budget based on 2021 actuals and 2022 projected end of year. While difficult to predict, the Real Estate transfers have been high, so the budget amount was increased.

**321.000 Licenses and Permits:** The majority of items in this category remained the same. Katie noted that contractor licenses has been removed. Per the Zoning Officer, the state has licenses. Therefore the Township cannot require them. A repeal of the ordinance will be required.

**322.000 Street & Moving Permits:** The Street and Driveway line item amount was increased for 2023. Moving permits remained the same.

**331.000 Police Fines:** The 2022 budget amount was repeated in the 2023 budget for all line items based on projected end of year amounts.

**332.000 Forfeits:** No dollars allocated. The 2022 actual amount represents insurance payments for damage to guide rails on OW Road and Ackermanville Road.

**341.000 Interest Earnings:** The 2023 budget was increased to \$4,000. The interest amount on the Township money market accounts has been increased.

**342.000 Rents & Royalties:** Field rental income amount was set at \$2,060.00, the amount of the lease.

**352.000 Fed Shared Revenues & Ent:** No entry in this category for 2023. All American Rescue Plan payments were received in 2021 and 2022.

**354.000 State Capital & Operating Grant:** The DER payment for recycling is estimated at \$7,000. An estimate of \$2,000 was retained for participation in the Buckle-Up program.

**355.000 State Shared Revenue:** The Public Utility Realty (PURTA) amount of \$2,100 was retained based on actual receipt in 2022. The total Fire Insurance amount is distributed to the Volunteer Fire Relief Association upon receipt. The number in this section matches the payout in expenses. Liquor license amount was increased to \$1,000 based on actual 2022 receipt. The State Aid is based on the employee make-up. Each police officer, working a minimum of 6 consecutive months, receives two units and each non-uniform employee receives one unit.

**361.000 SALDO & Zoning Fees:** The amount for Subdivision and Land Dev Fees has been increased to \$30,000 for 2023. This is based on known submissions. Grading/Drainage Plan Review amount was retained at \$25,000. These fees are paid by residents and developers and offset the related expense lines for engineering and legal fees under 414.000 PLANNING & ZONING. The Zoning Hearing Fees line was reduced minimally.

**362.000 Permit and Fees:** The budget for Perc Test Fees remained at \$10,000. Sewage Permits increased to \$18,000 based on the high number of repairs seen in 2022 and Zoning Permits were increased to \$15,000. Katie noted that the Zoning Officer does not plan to alter the cost of Zoning Permit fees. Actual fees for Perc and Sewage are still pending.

**364.000 Sanitation:** This was used in the past to address administrative support for the garbage fund and associated work with the residents and contractor. We have not taken a fee from the garbage account in several years.

**367.000 Recreation Fees:** This was used in the past when developer fees were submitted. Now fees are deposited directly into recreation.

**380.000 Misc. Revenues:** This line should be used minimally. Only a small amount of \$200.00 has been retained for 2023.

**387.000 Donations:** This item was new in 2018 to show police department donations. \$5,100 was received in 2022. No donations are budgeted for 2023.

**388.000 Pension Contribution:** The item was changed in 2016 to represent Township Disability insurance receipts. No receipts are projected for 2023.

**391.000 Sale of General Fixed Asset:** No sales are estimated for 2023.

**392.000 Interfund Operating Transfers:** No expected transfers from Capital or Garbage fund.

**393.000 Proceeds of Long-Term Debt:** No entries for 2023 are known at this time.

**399.000 Fund Balance Forward:** The expected fund balance will be the amount, if any, determined to be used from the fund to cover the expected deficit in the budget. No amount has been entered in this view.

**Total Income:** On this view, estimated to be \$2,586,268.

**400.000 General Government:** No change in this category from 2022. The Other Services and Charges budget of \$9,700.00 is planned for the contribution to the joint comprehensive plan and/or codification and document management. A request item was noted for this category of \$1,400 for COG dues. Supervisor Huratiak asked Foreman Hester if he believed there was value in joining the COG for equipment usage. Forman Hester shared his concern regarding availability of the equipment in a timely manner. In addition to equipment, it was stated that the COG can provide more partnership and possible cost savings among the participating municipalities. The Township was a member in the past and found value with use of the Animal Control Officer and a partnership in a joint Solid Waste bid. No decision was made for 2023.

**402.000 Audit:** The Audit line amount was decreased based on the agreement with Zelenkofske Axelrod LLC, the auditor selected last year. It was noted that the financial statements from 2021 are not yet complete, pending data from PMRS.

**403.000 Tax Collection:** The budget amount for this category was increased from \$23,500 to \$25,100 based on actual 2021 data and projected eoy. The Tax Collection Supply line includes commission for EIT.

**404.000 Legal Services:** The Legal Other Services line item is held for special projects and the Legal Prof Services line item is used for general Township activities. The 2023 budget amount for Legal Prof Services was retained at \$25,000.

**405.000 Office Staff:** Pending wage input from the Board, the Secretary/Treasurer salary shows a 2% increase. Item 405.120 FT Bookkeeper/Zoning Secretary, represents half of the wages for the bookkeeping role and the other half is in Planning and Zoning. This amount represents an estimated increase pending input from the Board of Supervisors. The Office Clerical position in this view is estimated at 30 hours and 20 hours, respectively, for the part-time clerks, pending a staffing decision by the Board. The majority of the other items remained the same. Office minor equipment was increased by \$2,000, from \$3k to \$5K. Discussion took place regarding possible banking features such as ACH, fraud protection and remote deposits. The fees are estimated at approximately \$1,200 per year with fraud protection only on general and payroll accounts. Vice Chairman Tolino asked if using remote deposit would be accepted by the auditor. The Township received a material weakness for having the same person do the deposit and take it to the bank last year. Using remote deposit will need to be addressed with the auditor. In addition, the Township has always required three signatures on checks. Moving to ACH will need to be researched.

**408.000 Engineer:** The 2022 projected end of year is lower than the budgeted amount. Pending additional input, the same amounts were repeated on this 2023 view.

**409.000 Government Buildings:** The 2022 budget amount was repeated for the majority of items in the 2023 budget. Building & Grounds Maint. Wages has previously been lower than budgeted. However, this line item now includes cleaning and is higher than budgeted for 2022. This was increased to \$4000. \$15,000 was retained for Building Lawn Maintenance line in anticipation of additional work associated with maintenance of the enlarged recreation complex.

**410.000 Police Department:** The salary amounts represent the wages based on the current staff and the wages per the current contract. The Sergeant wages contain an estimate of 110 OT hours. This position is not currently filled. Patrol Officers were in the role on an acting basis through the year. The part-time officers are budgeted to share 5,000 hours and 80 OT hours. This amount is included in the Police Officers Wages line. The Police Officer Wages line also include pay for 3 Full Time Officers, with 110 OT hours per each and funding for the shift differential. The Detective line only includes the differential amount of \$0.75 per hour estimated at \$702.00 which represents 18 hours per week. The Police Clerk line includes an estimated \$1.00 per hour increase, pending input from the Board. The Pension line represents the actual MMO. The Post Retirement Health Care line is zero and no longer used. This fund has approximately \$48,000

which can now be used for other needs. Fuel was increased from \$16,000 to \$22,000 based on the 2022 projected eoy and expected increase in fuel costs. Police Other Services was reduced to \$23,000. Chief Krome plans to purchase 1 car computer in 2022 and 3 in 2023. Police Insurance was increased for disability insurance for an additional officer and Police Seminar & School was decreased to \$2500. The Capital Purchase line has \$14,712. This is the annual amount for the body cameras that are being paid with ARP funds.

Discussion took place regarding an additional police car. Chief Krome stated another vehicle is needed either this year or next. Supervisor Huratiak asked that a long-range plan be established for purchases. Chief Krome shared that the cars should be replaced every 3-4 years. A plan will be pursued. Chief Krome shared that the Township is still waiting for the vehicle that is funded through the grant.

**411.000 Fire Dept. & Hydrant Service:** The hydrant service line remained the same, as did the Volunteer Fire Company contribution.

**412.000 Ambulance & Rescue Contribution:** Same as last year. This supports Blue Valley Rescue.

**414.000 Planning and Zoning:** The 2022 budget amount has been retained for several items. The changes include an increase in the Zoning/Planning Secretary line covering ½ the wages and an estimated increase in pay rate. The Interim Zoning Officer was increased from \$36,000 to \$45,000 in anticipation of an increase in work if the Township moves to Opt-In. The Stenographer Zoning Hearing line item was increased to \$2,500 and Zoning Phone & Communication was decreased from \$2,000 to \$1,500.

**415.000 Emergency Management:** Retained same amount.

**421.000 Health & Human Services (Sewage Enforcement Officer):** Sewage Enforcement Officer item remained the same at \$30,000.00 based on end of year projections and history. A large portion of these expenses are covered by the fees collected under Perc Test Fees and Sewage Permits in 362. The SPCA Services amount was retained at \$1,000. This is solely for placement of dogs with a shelter.

**429.000 Public Work's (Act 537):** No expected fees in 2023.

**430.000 Road Maintenance – General:** Road Dept Clothing & Uniforms was increased from \$2,400 to \$3,000 based on increases and purchase of coats. Road Dpt Radio & Communications was increased from \$2,600 to \$3,500 based on projected 2022 eoy expenses.

Discussion took place regarding the request for a Caterpillar Skid-steer at an estimated \$128,000. The Board agreed to the purchase and requested the financing be a five-year lease purchase. The total price will be shown in the income section as Long-Term Debt. The first payment can be added to the transfer section or can be made from the fund balance in the Sinking Fund (building) account.

**432.000 Roadway Snow & Ice Removal:** \$21,000 is estimated for 2023. The Almanac predicts a strong winter. The \$21,000 represents \$6,000.00 for the part-time road department employees and \$15,000 of road department wages to cover OT for snow removal.

**433.000 Traffic Signals & St. Signs:** \$8,800 was retained for 2023. This includes actual signs purchased by the road department and the inspection contract for the traffic signals. Expenses in 2022 included a new school flasher. The Township has a new contract effective this month that increases the supplier cost of electricity. It is estimated that the budgeted amount will cover the increase.

**437.000 Road Maint. Repair Mach. & Tool:** The budget amounts in this category remained unchanged for 2023 with the exception of Fuel. This line item was increased from \$15,000 to \$21,000.

**438.000 Road Maintenance and Repairs:** Road Dept. Wages include a 1 1/2% increase with the new contract. The Road Maint. Supplies item was increased from \$115,000 to \$125,000 based on expected increases in the cost of materials and known increase in salt. All other items remained the same for 2023.

**439.000 Road Construction & Rebuilding:** \$100,000 was budgeted in 2023 for support of the 2023 Road Project. Discussion took place regarding the need for additional funds to maintain the roads.

Liquid Fuels estimate is approximately \$215,000. The Board discussed the options of using ARP funds or allocating additional general funds. The Board agreed to increase the amount to \$200,000.

**440.000 Storm Water Management:** Estimated at \$35,000 for 2023 pending input from SEO. This addresses the annual MS4 cost and a pollutant reduction plan.

**442.000 Street Lighting:** \$31,000 used in this view, the same as 2022. The supplier electricity cost increase is estimated to be covered by the \$31,000, which was below budget last year.

**454.000 Park Contributions:** No change.

**456.000 Library Contributions:** This budget has the standard \$7,500.00. The Board discussed the library request for additional funds and agreed to increase by \$1,000 to \$8,500.

**471.000 Debt Principal:** These items were moved to 492.000 Interfund Operating Transfers several years ago.

**472.000 Debt Interest:** These items were moved to 492.000 Interfund Operating Transfer several years ago.

**480.000 Miscellaneous Expenditures:** \$700 used for this view.

**483.000 Employee Taxes and Benefits:** Non uniform pension is based on the MMO's. One for defined benefit and the other for cash balance.

**485.000 Employee Taxes:** Unemployment was estimated at \$9,336. This may be revised pending additional data.

**486.000 Insurance/Social Security:** Short Term disability remained the same at \$3,780, Dental and Vision is based on rates from last year. The decrease is based on changes to the employee base. Hospitalization is the renewal amount, less 12% employee contribution, plus an estimated reimbursement of 60% of the allowable deductible. SS Taxes are estimated based on the salaries in this view and may change. The 2023 budget amounts for Supervisor Liability Insurance, Twp. Insurance and Workers Compensation are based on the 2022 projected end of year estimates and projected wages.

**491.000 Miscellaneous Refunds:** Minimum expected.

**492.000 Interfund Operating Transfers:** The Building loan ended in July of 2022. The amount of \$36,000 is allocated for the Dump Truck. The amount for the 2019 Small Dump Truck remained at \$19,000. The Rutt Road budget is \$31,000 because the loan ends August of 2023 and the 2015 Emer is \$60,650 based on the actual refinanced amount. The brush machine was paid off in 2023. The 2019 Small Dump Truck has a final payment in June of 2023 estimated at \$19,000. The Sinking Fund 2020 Rec Loan was added in 2020. The draw down period was extended by another year till September 2023 with interest only payments. The amount in this view is \$30,000. The transfer to recreation represents the transfer of the recreation loan itself. The balance of the \$400,000 loan of \$162,000 will be drawn down this month. The Capital Reserve transfer remained at \$100,000 in this view.

Discussion took place regarding funding for vehicles and the public works building. Supervisor Huratiak stated the Township should apply the funds that were previously paid for the building loan to the public works building. This can be done by increasing the transfer to Capital Reserve. It was also noted that the Sinking Fund for Building has an excess of approximately \$70,000 from transfers for a police car that was not used, as well as the proceeds from the sale of a vehicle. These are in the Sinking Fund and can be used toward the purchase of other vehicles.

**493.000 Unappropriated Fund Balance:** No allocation.

**Total Expense:** On this view, estimated to be \$2,798,819.00.

**Net Income:** On this view Net Income is negative -(212,551.00)

Additional Discussion:

- The Board of Supervisors will consider the wages for the Administrative Staff.
- The Board asked for the cost estimate of benefits for an employee. Gail shared that the health benefits vary by individual and position but an estimate for Health, Dental, Vision, Short-term disability, Life insurance and Pension is \$22,000-\$28,000.
- There is a need for a new mower to support the amount of lawn. The Board will consider planning for a zero turn, diesel mower.

## 2) Slate Belt Comprehensive Plan

Supervisor Huratiak provided an update regarding the development of the Slate Belt Comprehensive Plan that has been in process for the last few years. A Draft is now available. All participating municipalities are asked to solicit input from Planning Commission members, Zoning Hearing Board members, employees and residents. Supervisor Huratiak asked that the link to the DRAFT Plan be posted on the Township website and input be sought. Tina will post the link and collect input.

**RECREATION: Justin Huratiak**

**1) Approval of Resolution for DCNR Grant Round 28 Special Fall Round**

The Board approved applying for the grant at the last meeting. The minimal project amount is \$100,000.00 and there is a required match of 50%. The current plan is to apply for funds for the dog park, signage and two additional pickleball courts. The Board of Supervisors supported the application. Tina Cosenza is preparing the application and provided additional information regarding cost estimates. Supervisor Huratiak estimated a total of approximately \$130,000.00. The application is due October 27, 2022. A resolution is required stating that the Board will support the grant requirements.

**Supervisor Huratiak moved, and Vice Chairman Tolino seconded to approve the resolution for the DCNR Grant Round 28 Special Fall Round 2022 for the Recreation Complex.**

**Public Comment:** None

**Vote 3 – 0**

**ADJOURNMENT:**

**Chairman Smith moved, and Vice Chairman Tolino seconded to adjourn the meeting at 11:07 am.**

**Public Comment:** None

**Vote 3 – 0**

Respectfully submitted,

Gail Putvinski - Secretary/Treasurer  
Washington Township Board of Supervisors