

# UPPER HANOVER TOWNSHIP BOARD OF SUPERVISORS

## BUDGET WORKSHOP MEETING MINUTES

OCTOBER 25, 2022 @ 6:00 PM

A Budget Workshop Meeting of the Upper Hanover Township Board of Supervisors was called to order at 6:20 PM by Chairman Rothenberger. Mr. Rothenberger announced that a brief personnel meeting was held at 6:00 PM and that no action was taken by the Board or will be added to the public meeting agenda.

Mr. Rothenberger dispensed with the Salute to the Flag and took roll call. In addition to Mr. Rothenberger, Ben Fiorito, Dottie Diehl, Tim Woodward and Stefan Laessig were all present. Also present was Township Manager Anne Klepfer and Road Department Supervisor Jayme Benfield.

Mr. Rothenberger requested that we start with Review of Budget Schedules starting with Schedule F – Capital Purchases and Schedule G – Capital Construction.

### Schedule F – Capital Purchases

Mr. Benfield reviewed the equipment requests with the Board. The Board decided to hold off on purchasing a Planer and an Auger attachment for the Bobcat until we have more data on how frequently rental is needed and how much that costs.

Mrs. Klepfer noted that she was notified of a \$4,000 surcharge added by Mack/Volvo to their purchase order for a 2023 Mack Dump Truck. The Board asked Mrs. Klepfer to verify that the Dealer has the right to pass that on under the CO-Stars Contract after a purchase agreement is signed. If there is no room to negotiate the \$4,000 down, the Township still wants/needs the truck.

The Board reviewed the Meeting Room Upgrades and felt the budget number was a bit high. Mrs. Klepfer explained that it is for a computer, wireless keyboard and mouse, video system and two large screen monitors. She also included funds for networking the Meeting Room. She will try to get two more quotes. She noted that this quote is via a Co-Stars Contracted Vendor.

### Schedule G – Capital Construction

Previously small stormwater repairs were budgeted under Road Repairs. Mrs. Klepfer will try to break out the stormwater repairs from the general road repairs to clean up the line items.

The Board discussed budgeting the four capital projects with proposed and/or secured grant funding in the Capital Reserve Fund, utilizing it like a Capital Project Fund. Mrs. Klepfer said that she uses the Budget as a tool to plan capital projects and if there is a chance that expenditures for the project will occur in the budget year, she budgets the proposed funding whether it is secured or applied for. Using the Capital Reserve Fund allows the General Fund to remain an Operations Fund and eliminates distorting the bottom line with one-time revenue sources and large capital expenditures.

November 4, 2022

Schedule J – Tax Millage

The Total Real Estate Tax Millage of 1.45 mills will remain the same. However, the Tax Millage breakdown is adjusted to reflect the allocations to the Fire Companies and Ambulance Companies. The new millage rates will be 1.05 mills General Fund; .32 Fire Protection; and .08 Ambulance for the total 1.45 mills, which has not changed in 18 years. The Tax Bills will print the breakdown of the millage assessment by purpose and the dollar amount billed for each. Mrs. Klepfer noted the final draft budget would have the most up-to-date projections based on total face value collections for Fire and Ambulance and that the Township would still distribute the funds once a year.

All other Schedules

Schedule C will be reviewed later. All other Schedules were reviewed and found to be satisfactory after inactive line items are removed.

Draft Letter of Transmittal and Budget Summary of all Funds

Ben Fiorito noted that the projected starting balances of General Fund and Capital Reserve Fund need to be adjusted to reflect the 2022 budgeted transfer of \$500,000 from General Fund to Capital Reserve Fund.

Adjournment

The Budget Meeting adjourned at 8:15 PM.

**Respectfully Submitted,**



**Anne W. Klepfer**

**Township Manager/Secretary-Treasurer**