

APPROVED

**SPRINGETTSBURY TOWNSHIP  
BOARD OF SUPERVISORS  
BUDGET WORK SESSION  
OCTOBER 10, 2022**

**MEMBERS IN  
ATTENDANCE:**

George Dvoryak, Vice Chairman  
Don Bishop (via Zoom)  
Bob Cox

**NOT PRESENT:** Mark Swomley, Chairman  
Charles Wurster

**ALSO IN  
ATTENDANCE:**

Mark Hodgkinson, Township Manager  
Dori Bowders, Director of Administrative Operations  
Terry Hummel, Director of Finance  
Randall Heilman, Director of Community Development  
Denny Crabill, Director of Public Works  
Nitza Sanchez-Bowser, Human Resources Director  
Todd King, Chief of Police  
Brandy Shope, Parks, Recreation Director  
Daniel Hoff, YAUFRR Chief  
Abby Gibb, Communications Manager  
Sue Sipe, Stenographer

**1. CALL TO ORDER**

**DVORYAK** Vice Chairman Dvoryak called the meeting to order at 6:00 PM.

**2. PROPOSED BUDGET REVIEW**

**HODGKINSON** Mr. Hodgkinson stated the objective of the meeting is review the 2023 Capital Improvement Plan and the 2023 Annual Budget.

A. Proposed 2023-2027 Capital Improvements Plan

**HUMMEL** Ms. Hummel provided a PowerPoint presentation with an overview of the plan. She noted the Capital Improvements Plan is a 5-year plan covering 2023-2027. The plan lists potential and proposed capital improvements, including construction, renovations, repairs, and maintenance, as well as large equipment purchases. All items were requested by department directors with estimated costs based on today's costs. The Capital Improvements Plan is used for strategic

planning purposes and serves as a guide for future capital acquisitions. It is a working document and can change based on the needs of the Township. All CIP items require the approval by the Township Manager and the Board of Supervisors. The 5-Year Plan totals \$30,021,360.

Ms. Hummel reviewed the 2023 totals by department:

- Administration facilities construction will be completed in the first quarter of 2023. The estimated cost is \$3,131,500.
- Davies Drive - \$490,000 Anticipated to start in 2023
- Community Development – there are two items - \$176,125
- Finance – one item related to new software - \$180,000
- Water Quality MS4 - \$1,022,500
- Information Technology (annual expenditure – replacement of equipment) - \$304,500
- Police - \$90,700 proposed – Also a Training Simulator expected for 2023
- Parks & Recreation – 443,250
- Public Works - \$1,829,700
- WWT – Intermunicipal Sewer - \$1,520,000
- WWT – Springettsbury Sewer - \$2,165,000
- All Funds for 2023 - \$10,953,275
- Annual fire equipment contribution for YAUFRR - \$179,588

Requests by Department were reviewed:

- Administration – Construction in progress on the Administration Building – Funded by a General Obligation Bond, Series of 2021
- Redevelopment Assistance Capital Program Grant \$3,500.00
- Davies Drive Railroad Crossing \$1,500,000
  - York County Grant - \$175,000
  - State Grants - \$836,326
  - Township Share \$490,000
- Community Development
  - Comprehensive Plan
  - Multi-Year Archiving Project – Funding General Fund
- MS4 – Water Quality Program – East Tributary WWT
- Finance – Software Replacement
- Information Technology
  - Annual Computer Equipment replacements
  - Storage Replacement - Admin & Police
  - Storage Replacement - WWT
  - Server Migration
  - Audio Equipment Replacement - Boardroom
  - Software Upgrades - Funding CIP Fund
- Police -
  - Annual Vehicle Custom Fitting
  - Body Camera Server
  - CODY Pathfinder Software - Funding CIP Fund

- Possible addition to 2023 - Training Simulator - Funding by grants and donations
- Public Works
  - Vehicle Replacements
  - Concrete Pump
  - Traffic Signal Improvements (construction in progress)
  - Sidewalk - Giant/Lowe's Plaza (TASA Grant) Est. Township cost - \$85,700
  - Resurface – Basketball, Hockey Rink
  - Resurface Parking Lots – Various Parks
  - Security and Lighting Upgrades – Springettsbury Park (State Grant)
  - Stormwater Crossings
  - Stormwater Rehabilitation – Miscellaneous Locations - annual expenditure
  - Funding – Capital Improvements Fund and Grant funding – Traffic Signals Improvements, Pedestrian Sidewalk, and Security Upgrades
- Parks and Recreation
  - Land Study – Camp Security - Funding - Recreation Reserve Fund and Grant
- WWT – Intermunicipal Sewer
  - Capacity Study
  - Mill Creek Interceptor – Realign/Replacement – Multi-Year Project
  - Equipment Replacement
  - Funding – WWT – Intermunicipal Sewer Reserve Fund
- WWT – Springettsbury Sewer
  - Sewer Rehabilitation – Various neighborhoods
  - Grinder Pump Replacement
  - Equipment Replacement
  - East York Pump Station Valve & Force Main Bypass Replacement
  - Manhole Frames and Covers - annual expenditure
  - Funding – WWT – Sewer Fund
- A summary of Funding Options was reviewed for multiple departments:
  - Grants that are pending for 2022
    - Three annual grants part of the General Fund
      - Sounds of Summer - \$3000
      - Recycling Grant - \$5000
      - Bulletproof Vests - \$5000
    - Arly Grants – Memory Lane/Industrial Highway and Haines Road and Eastern Blvd. – Traffic Signal Upgrades - \$420,000
    - Green and Gro Grant - \$162,000 (approved in 2022 and waiting on funds)
    - National Fish and Wildlife Foundation - \$200,000
    - Redevelopment Grant - \$3,500,000 – approved for construction project – funding to be in the 4<sup>th</sup> quarter of 2023
    - Davies Drive – two grants – total \$1,000,000
    - PennDOT Grant for the sidewalk improvement - \$430,000

- York County Consortium – West tributary project WWT plant - \$787,000
- Recreation – DCED grant for Camp Security study master plan - \$43,200
- State Grant for Park Security Upgrades - \$1,000,000
- Total Grants - \$7,647,997
- Two other grant sources were identified which support the CIP:
  - Gaming Revenue – Restricted Funds – Based on the Board of Supervisors resolution of 2021 to support capital improvements project in the future
  - American Rescue Plan Act (ARPA) Funding - \$2,823,885
- Future Recommendations:
  - Two items questionable are the vehicles and heavy equipment purchases due to supply chain delays.

**COX** Mr. Cox commended Mr. Hodgkinson and his staff for the excellent presentation and outstanding job of securing these grants.

**DVORYAK** Mr. Dvoryak concurred.

**HODGKINSON** Mr. Hodgkinson acknowledged the hard work of the entire staff and recognized Abby Gibb for her effort in applying for the grants.

A. Proposed 2023 Annual Budget

**HUMMEL** Ms. Hummel reviewed the budget process which begins in July with Capital Improvements Planning and then moving into the budget planning during August and September. Budgets are created with every department director meeting with the Township Manager to review each line item. In October the 5-year CIP is finalized, and a preliminary budget is prepared. The budget work sessions are publicly held with the Board of Supervisors. In November the Township Manager will present the budget at the Board of Supervisors meeting with final approval in December.

Funds budgeted for 2023:

- General Fund - \$18,901,751
- Liquid Fuels Fund - \$810,939
- Subdivision Recreation Reserve Fund - \$91,450
- Petitioned Street Light Fund - \$96,500
- Capital Improvements Fund - \$8,706,592
- Stormwater- Water Quality - \$1,307,638
- Sewer Fund - \$12,013,033
- Other Funds - \$3,550

Reporting Updates:

- General Fund – Balanced - No Municipal Tax Increase
  - Gaming Revenue
  - Grant Funding
- Capital Improvements Fund
  - Building Construction – Complete in 1Q 2023
- Water Quality Fund
  - WWT East Tributary Project
- Sewer Fund
  - Proposed Sewer Rate Increase
- Compensation Plan Updates
  - 3.0 % for Non-Union Employees
  - Contract Increases for Union Employees
  - Post-Retirement Medical Benefits – Fire – Contract obligation expired
  - 5% increase in Healthcare Benefits
    - 1.62% increase in Teamster Healthcare Benefits

Revenue – General Fund - \$18,901,751 75% coming from the tax base

Expenditures – General Fund \$18,901,751 53.14% is spent on Public Safety which includes Police and Fire

Budget Notes – General Fund

- Revenue - No Tax Increase
- General Fund Budget – Balanced

Department changes:

- Administration – increase 5.2% Capital Item – Codes/Ordinances Review
- Finance – increase 2.1%
- IT – increase 9.7%
- Community Development – increase 4.9% - Contract Services and Professional Services
- Police – 2.3%
- Fire - increase 2.5%
- Public Works – increase 11.5% Cost Allocation Changes and Fuel Costs
- Parks & Recreation – 6% Personnel costs and Summer Program personnel
- Transfer to Capital – includes Debt Service

General Fund History

- Fund Balance reserve of 10% - required by resolution
- Year to date activity \$283,000 surplus

Capital Improvements Plan List - \$10,953,275

Sewer Fund Rate Increase 2023

- Residential Rate: \$70.00 per quarter

- Commercial Rate: \$75.00 per quarter
- Use Consumption Rate: \$3.00 per 1,000 gallons
- Number of Customers: 8,649
- 2022 Annual Billing: \$4,057,000

Increasing operational costs

Continuous maintenance and capital improvements

Last Rate Increase – 2018 \$5.00 per quarter

Forecast – Potential Variables

- Revenue
  - Changes in Economy
  - Inflation
  - Job Market
- Revenue Opportunities:
  - Gaming
  - Grant Funding
  - Corporate Financial Support
- Expenditures
  - Healthcare Costs - Included in 2023 budget
  - Post-Retirement Medical Costs – Police - \$170,000 Budget
  - Escalating Costs and Supply Chain Delays
  - Higher Interest Rates – Long Term Financing
  - Unfunded State Mandates
  - Catastrophic Event

Ms. Hummel offered to answer any questions.

**COX** Mr. Cox asked if the gaming revenue which goes into a restricted capital account, is included in the general fund.

**HUMMEL** Ms. Hummel stated it goes into the General Fund as a revenue and is transferred out. The gaming revenue estimated for 2023 is \$1.6 million.

**COX** Mr. Cox commended the Staff on an outstanding job in preparing and presenting the budget.

It was the consensus of the Board members no additional discussion was necessary for the presentation at this time.

**HODGKINSON** Mr. Hodgkinson stated an agenda will be circulated prior to the next Budget Workshop meeting scheduled for Monday, October 17, 2022.

**DVORYAK** Mr. Dvoryak recommended the YAUFRR 2023 Budget be added to the agenda for the October 17 meeting.

**3. PUBLIC COMMENT**

There was no public comment.

**3. ADJOURNMENT**

**VICE CHAIRMAN DVORYAK ADJOURNED THE MEETING AT 6:38 P.M.**

Respectfully submitted,

Doreen K. Bowders  
Secretary

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