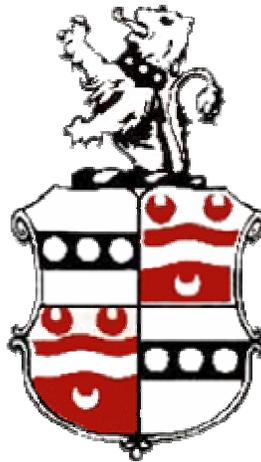


Springettsbury Township

York County
Pennsylvania



2004 Budget

Adopted December 11, 2003

Dear Supervisors:

On behalf of the Directors and Staff, I am pleased to present to the Board of Supervisors the 2004 budget proposal for Springettsbury Township. This budget focuses on meeting key Township priorities, including park maintenance and updating of the Comprehensive Plan, while preparing the organization to meet the ever changing needs of the community and regulatory requirements through an aggressive training program.

The Township staff has continued to modify the budget document to create an operational and policy document that addresses the needs and desires of the Board of Supervisors and Township Manager. In preparing the budget, the Township staff relied upon past financial results, 2003 third quarter budget figures and estimated year-end revenues and expenditures, to provide a fuller financial and operational picture for the Board. In addition, a review of actual expenditures, 2000 through 2002 was conducted. This provided a broad historical perspective for preparing the 2004 budget.

In formulating the budget proposals, departmental directors prepared preliminary line item figures based upon budget directives sent by the Township Manager in September. These figures are reviewed by the Finance Director and Township Manager to ensure compliance with directives and overall consistency. These then were provided to the Board at public work sessions held on the following dates:

1. November 7, 2003
2. November 12, 2003
3. December 2, 2003

The budget is scheduled for final review and adoption by the Board at the Township meeting of December 11, 2003.

This correspondence will briefly summarize changes in revenues and expenditures and address some of the underlying assumptions.

2004 Budget Summary

The overall proposed budget for all funds has been set at \$17,677,500 in 2004, an overall increase of \$19,875 from the previous year. This equates to an average 0.17% increase. A fund by fund examination shows that the increases range from 14% in the General Fund to a reduction of 42% in Other Funds. The largest fund continues to be the General Fund, which is the primary operational fund for most municipal activities, followed by the Sewer Fund. Combined, these funds represent 90% of the total budget. The combined other funds represents only 10% of the total budget.

This year, the Township is proposing to add no new employees but improve and expand upon training opportunities, complete 2003 and 2004 road improvements and begin the work of revising the existing "Comprehensive Plan" for land use in the Township.

The Sewer Fund has grown by a modest 1.51% from 2003, while capital costs for repair and replacement of equipment and lines continues to grow. There are no additional personnel proposed in the 2004 budget.

Key Issues

Over the past several years, the Township has been aggressively addressing major capital improvements, providing improved infrastructure and services (Springettsbury Park) to the residents.

The Board addressed two major policy concerns to the Staff prior to the start of the budget process:

1. Maintain Control of Expenditures while continuing to provide quality services.
2. Continue the program of maintaining a stable tax rate.

The first policy was met by the Staff through a proposed budget that increases by only \$19,875.00 or less than 0.17% increase over the 2003 adopted budget.

The second goal was achieved by limiting the increase in the tax rate to .035 cents over the 2003 rate (\$2.80 per month for the average homeowner). This increase was a result of increased insurance costs and a change in the different funds available for paying said costs. Previously, insurance costs had been paid through a combination of an insurance fund, taxes, fund balance and sewer fees. All funds that were in the insurance fund have been expended, thereby providing Springettsbury residents with extended tax relief over the past four years. These funds are no longer and the costs are now spread among three funding sources; taxes, fund balance and sewer. Thanks to the hard work of the Township Supervisors, Directors and Staff the Township was able to minimize the impact on the Township residents.

Township in 2004 will be concentrating on preparing for the future by preparing:

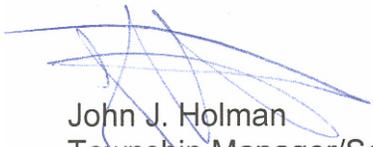
- A Five Year Spending Plan: Developing a plan for meeting budgetary needs over the next five years. This plan would examine revenue and expenditure projections to help provide a long range budget outlook.
- A Six Year Capital Plan: Update the 2000 five year plan to address Capital needs, funding sources and priorities from 2004 through 2009.
- Comprehensive Plan: This plan, which is required to be updated every ten years, would examine land use, transportation needs, storm sewer infrastructure

and other issues. This information is used to prepare a revised zoning ordinance, subdivision and land development ordinance, and related documents.

By focusing on general goals and preparing, and following, the blueprints established in the various plans, the Township will be able to effectively meet the needs of the community in a timely and cost-effective manner.

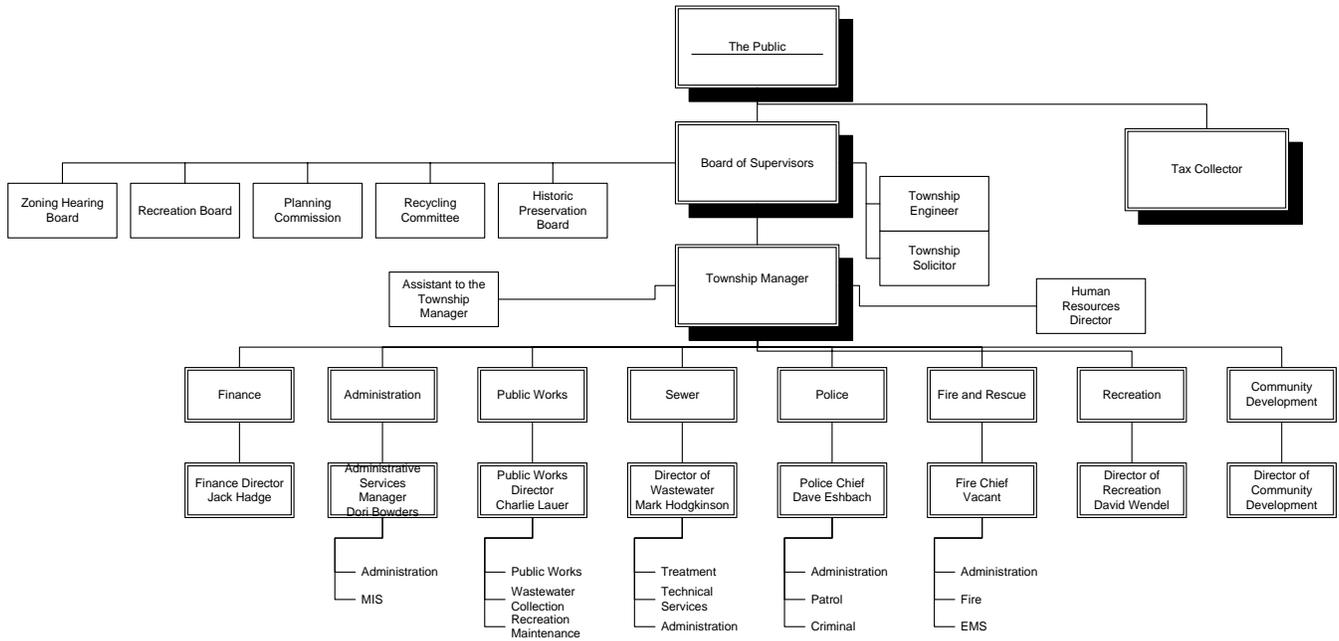
I would like to thank the department Directors and staff members who prepared the various budget components, and Jack Hadge, Finance Director, for working with all parties to understand the process and implications, and to assemble much of the details.

Respectfully submitted,



John J. Holman
Township Manager/Secretary
November 2003

ORGANIZATIONAL STRUCTURE AND STAFFING LEVELS

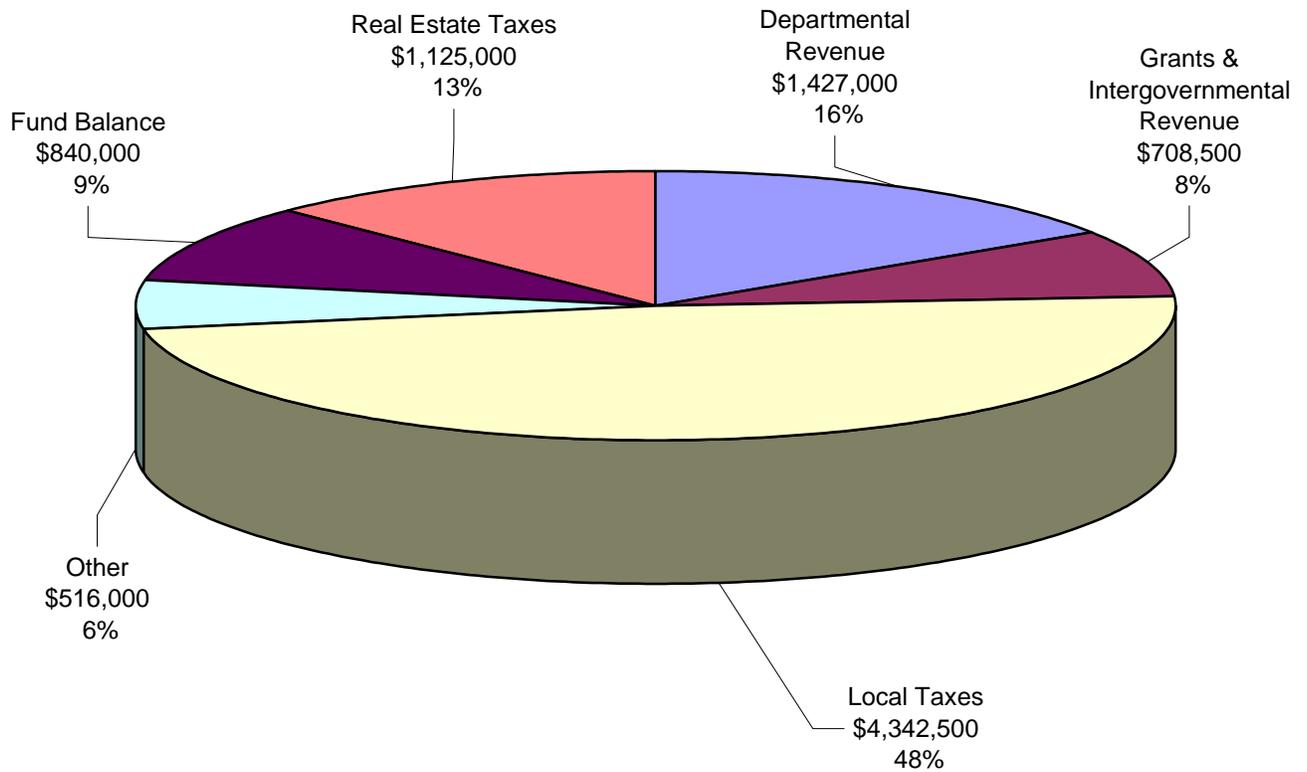


Department	2003		2004	
	Full Time	Part Time	Full Time	Part Time
Administration	7	1	7	1
Community Development	6	1	6	1
Finance	5	0	5	0
Fire and EMS	26	1	26	1
Police	33	3	33	3
Public Works	13	1	13	1
Recreation	1	1	1	1
Wastewater	28	0	28	0
Total	119	8	119	8

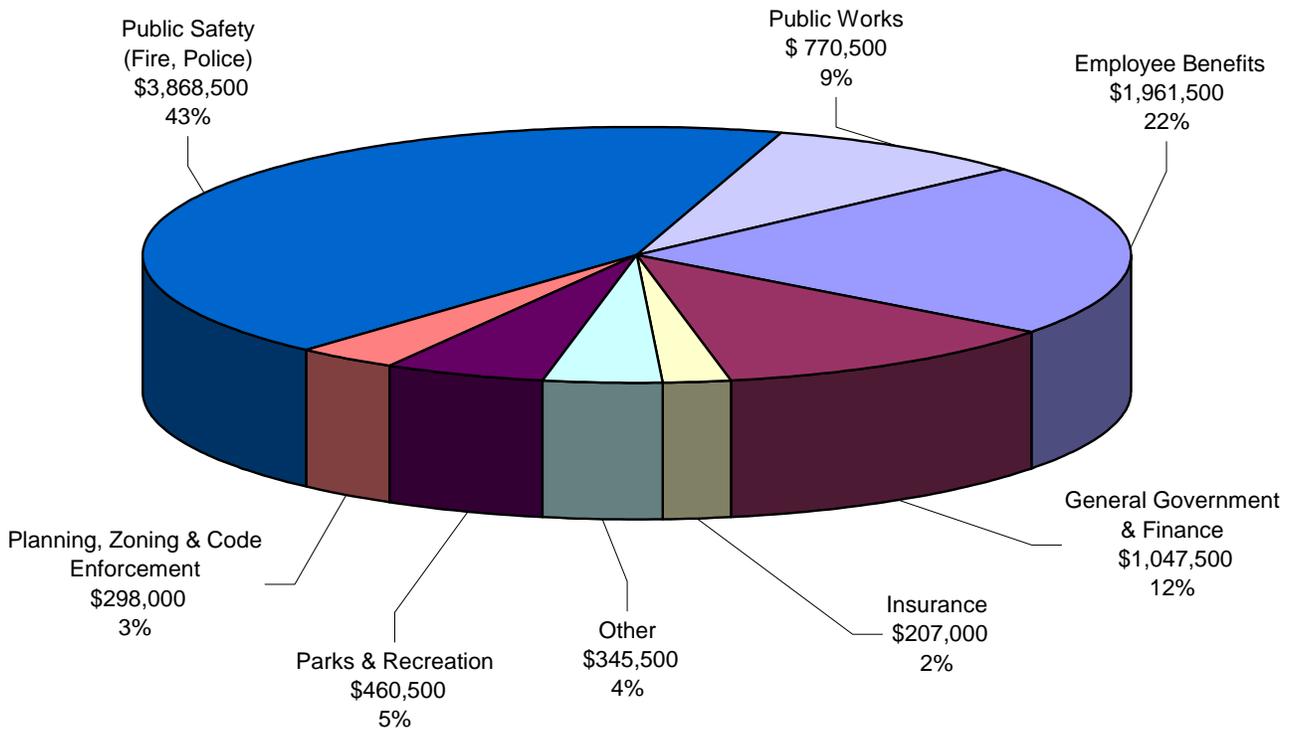
Springettsbury Township Consolidated Budget 2004

Fund	Amount	Fund Type
General Fund	\$8,959,000.00	(General Fund)
Sewer Fund	\$7,106,000.00	(Proprietary Funds)
<u>Other Funds</u>		
Liquid Fuels	\$700,000.00	(Highway Aid Fund)
Subdivision Recreation	\$20,000.00	(Other Govt. Funds)
Fire Fund	\$165,000.00	(Fiduciary Funds)
Street Light	\$43,000.00	(Other Special Revenue Funds)
Capital Reserve	\$585,000.00	(Other Govt. Funds)
Storm Water	\$,500.00	(Other Govt. Funds)
Capital Waste	\$97,000.00	(Other Govt. Funds)
Insurance	\$0.00	(Fiduciary Funds)
Library	\$2,000.00	(Fiduciary Funds)
 Total All Funds	 \$17,677,500.00	

**SPRINGETTSBURY TOWNSHIP
BUDGET 2004
PROPOSED REVENUES
GENERAL FUND**

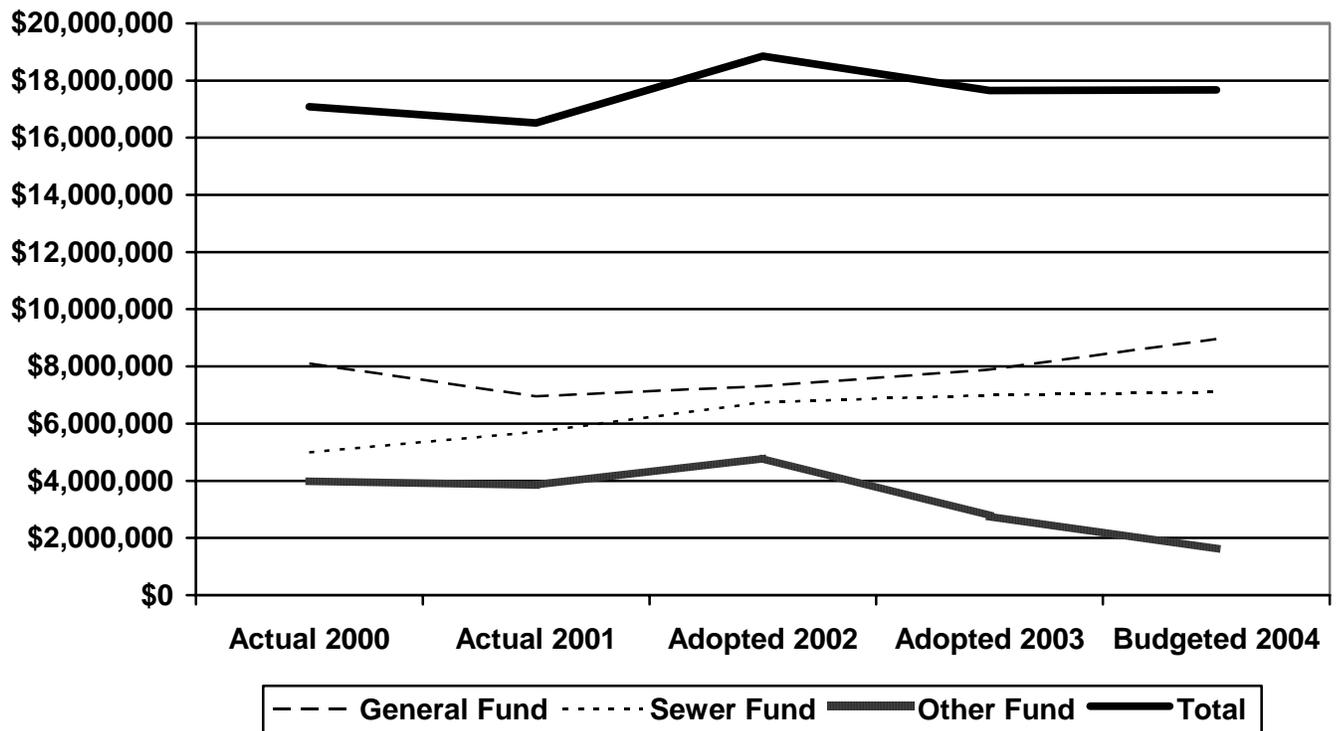


**SPRINGETTSBURY TOWNSHIP
BUDGET 2004
PROPOSED EXPENDITURES
GENERAL FUND**



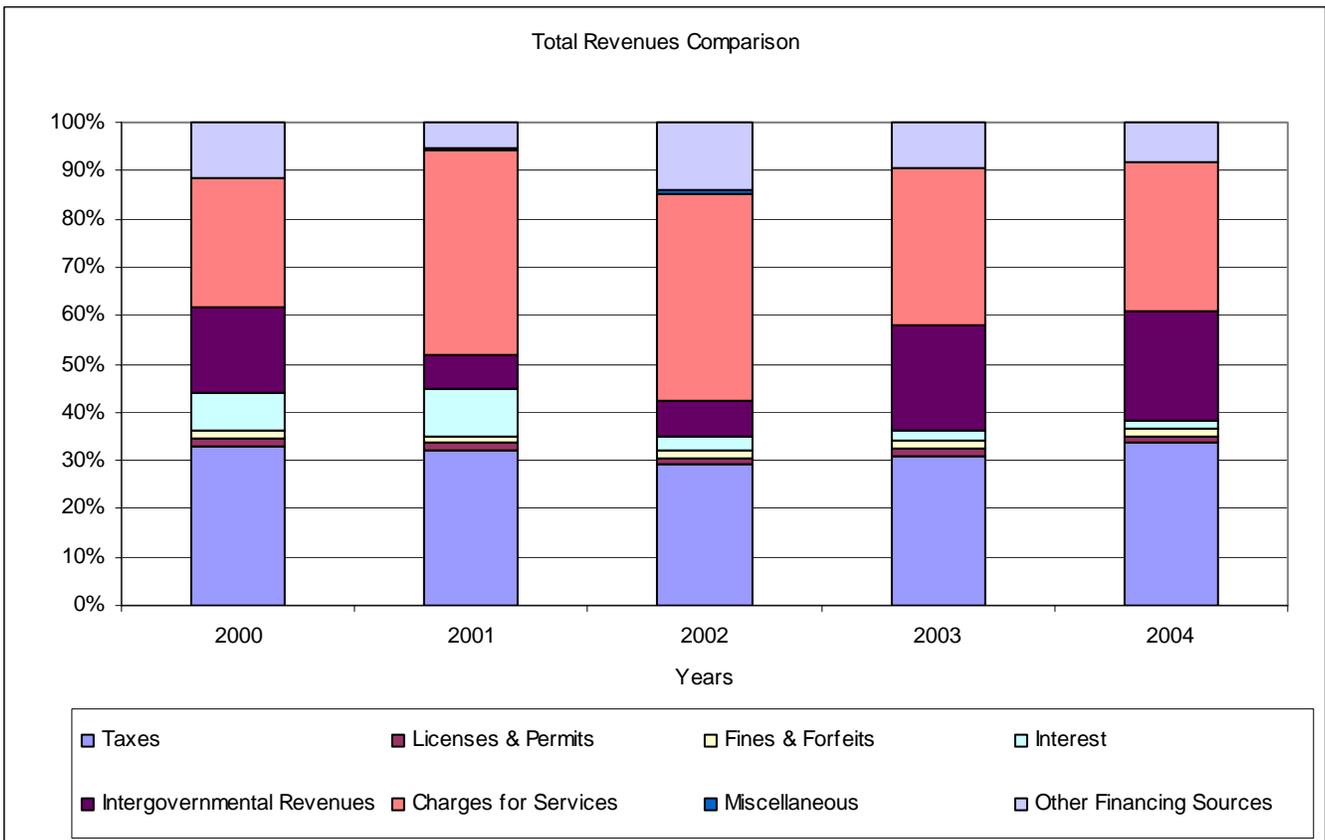
Springettsbury Township Fund Summary

	Actual 2000	Actual 2001	Adopted 2002	Adopted 2003	Budgeted 2004	Increase	Percent
General Fund	8,102,921	6,959,057					13.61%
Sewer Fund	4,997,337	5,704,580					1.51%
Other Fund	3,979,660	3,853,975					-41.62%
Total	17,079,918	16,517,612	18,854,000	17,647,625	17,677,500	29,875	0.17%
General Fund	8,102,921	6,959,057	7,313,000	7,885,625	8,959,000		
Inter-Fund Transfer				1,096,000	1,096,000		
Total				6,789,625	7,863,000	(523,375)	-7.16%



Springettsbury Township Total Revenue Comparison

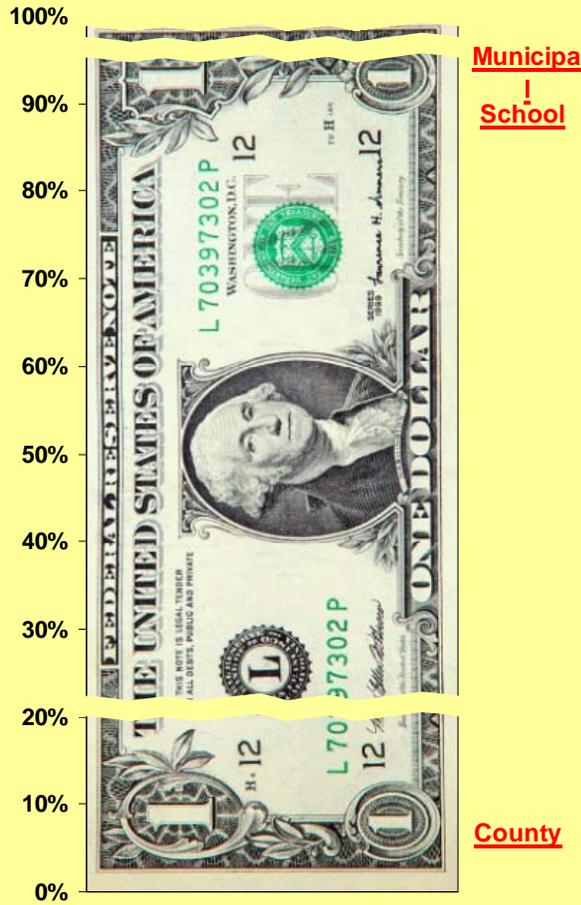
	2000	2001	2002	2003	2004
Taxes	5,338,076	5,397,589	5,660,040	5,371,500	5,939,500
Licenses & Permits	222,988	248,385	247,036	237,300	260,500
Fines & Forfeits	266,395	242,899	313,521	282,000	287,000
Interest	1,286,860	1,646,319	581,931	381,050	293,525
Intergovernmental Revenues	2,861,154	1,178,788	1,374,749	3,780,948	3,997,975
Charges for Service	4,296,916	7,093,726	8,308,790	5,638,365	5,419,500
Miscellaneous	34,897	92,262	170,316	-	6,000
Other Financing Sources	1,849,901	884,454	2,721,513	1,602,001	1,473,500
Total Revenues	16,157,185	16,784,422	19,377,896	17,293,164	17,677,500



Springettsbury Township

Where Resident's Tax Money Goes

Where York Suburban SD Resident Tax Money Goes



Where Central York SD Resident Tax Money Goes



SPRINGETTSBURY TOWNSHIP

BUDGETS 2003-2004

	<u>Adopted 2003</u>	<u>Proposed 2004</u>
GENERAL FUND	\$ 7,895,625	\$ 8,959,000
OTHER FUNDS		
Capital Improvements	1,341,000	585,000
Commonwealth Liquid Fuels	625,000	700,000
Fire	175,000	165,000
Insurance	390,000	-
Library	3,000	2,000
Petitioned Street Lights	42,000	43,000
Storm Water Reserve	1,000	500
Subdivision Recreation	70,000	20,000
Waste Reduction	<u>115,000</u>	<u>97,000</u>
Other Funds Total	2,762,000	1,612,500
SEWER FUND	<u>7,000,000</u>	<u>7,106,000</u>
ALL FUNDS TOTAL	\$ 17,657,625	\$ 17,677,500

SPRINGETTSBURY TOWNSHIP BUDGET 2004

GENERAL FUND \$ 8,959,000

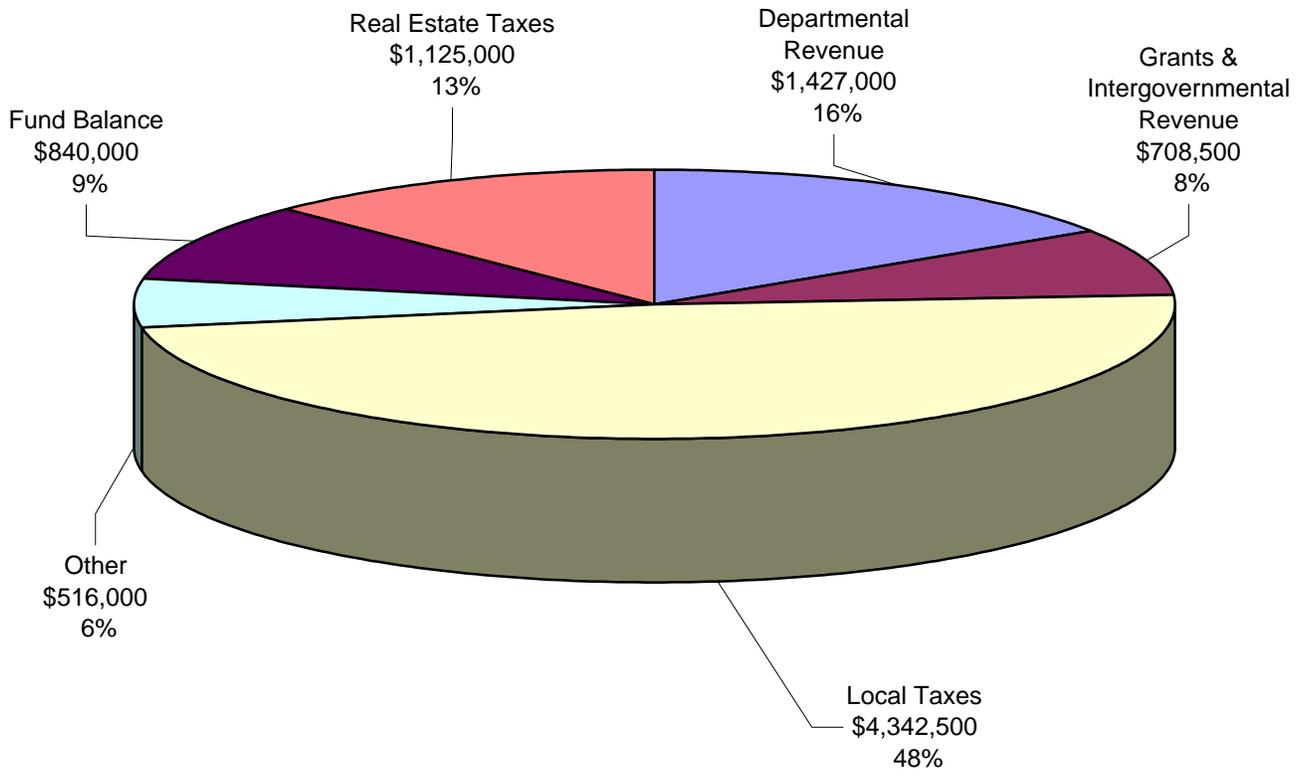
OTHER FUNDS

Capital Improvements	585,000	
Commonwealth Liquid Fuels	700,000	
Fire	165,000	
Library	2,000	
Petitioned Street Lights	43,000	
Storm Water Reserve	500	
Subdivision Recreation	20,000	
Waste Reduction	97,000	
Other Funds Total		1,612,500

SEWER FUND 7,106,000

ALL FUNDS TOTAL **\$ 17,677,500**

**SPRINGETTSBURY TOWNSHIP
BUDGET 2004
REVENUES
GENERAL FUND**



Total Revenues \$8,959,000

SPRINGETTSBURY TOWNSHIP BUDGET 2004

GENERAL FUND \$ 8,959,000

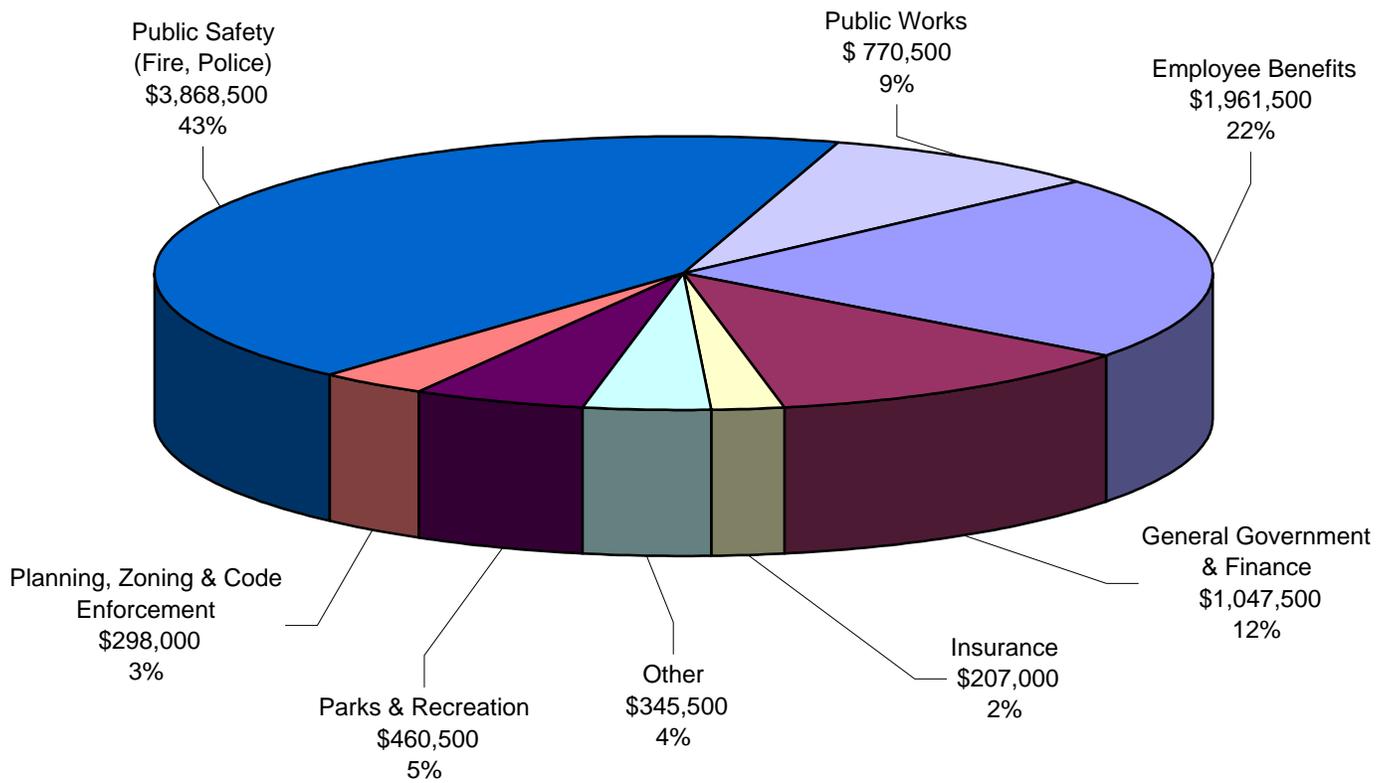
OTHER FUNDS

Capital Improvements	585,000	
Commonwealth Liquid Fuels	700,000	
Fire	165,000	
Library	2,000	
Petitioned Street Lights	43,000	
Storm Water Reserve	500	
Subdivision Recreation	20,000	
Waste Reduction	97,000	
Other Funds Total		1,612,500

SEWER FUND 7,106,000

ALL FUNDS TOTAL **\$ 17,677,500**

**SPRINGGETTSBURY TOWNSHIP
BUDGET 2004
EXPENDITURES
GENERAL FUND**



Total Expenditures \$8,959,000

GENERAL GOVERNMENT

Board of Supervisors – Account 10400

Program Description:

The Board of Supervisors is the legislative and policy-making body of the Township, composed of five residents elected to six year staggered terms. The Board members select the Chairperson of the Board. The responsibilities of the Board are defined under the Commonwealth second class Township Code. The responsibilities of the Board of Supervisors include enacting ordinances, resolutions, and setting policy for the proper governing of the Township's affairs; appointing a Township Manager, Auditor, Solicitor, Engineer, Solicitor for the Zoning Hearing Board, and Township residents to various boards and commissions. The Supervisors establish other policies and measures as well as promote the general welfare of the Township and the safety and health of its residents. Board members also represent the Township at official functions and in relationships with other organizations.

Budget Commentary:

This budget category includes funds to compensate the Supervisors. In accordance with Act 68 of 1985, Supervisors are compensated based on an ascending scale according to population.

Expenditure Classification	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
11110 Salaries/Wages	20,625	20,625	20,625	20,625
22110 Materials/Supplies	7,060	7,000	1,500	5,375
49110 Training/Development	5,869	4,000	4,000	4,000
Total	33,554	31,625	26,125	30,000

GENERAL GOVERNMENT

Township Manager – Account 10401

Program Description:

The Township Manager is the chief administrative officer of the Township government and is responsible to the Board of Supervisors for the administration of the affairs of the Township. The Township Manager:

- appoints all department heads, supervises and is responsible for the activities of all municipal departments, including the hiring, and when necessary, the discharge of employees.
- prepares, submits to the Board of Supervisors, and administers the annual budget for the Township. In conjunction with budget preparations, the Township Manager develops long-range fiscal plans, including cash forecasting and investment programs and policies.
- prepares the agenda for the Board of Supervisors meetings.
- supervises the letting of contracts and oversees project management for Township projects.
- is responsible for all franchises, leases, permits, grants and contracts related to the privileges of the Township.
- makes recommendations regarding needed legislation in the form of appropriate ordinances related to the health, safety, welfare and administration of the Township.
- included in the Manager’s office budget is an assistant to coordinate a variety of projects.

The Township Manager performs other activities as indicated in Ordinance 63-6, which established the office.

Expenditure Classification	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
11110 Salaries/Wages	85,711	135,000	135,000	111,000
22110 Materials/Supplies	1,158	1,000	6,500	7,500
45110 Contract Services	-	-	21,000	5,000
49110 Training/Development	6,433	5,000	5,000	5,000
71410 Capital	-	-	4,900	-
Total	93,302	141,000	172,400	128,500

GENERAL GOVERNMENT

Finance Department – Account 10402

Program Description:

The Finance Department is responsible for the overall financial affairs of the Township. These matters include but are not limited to the maintenance of the financial records of the Township, financial reporting, budget reporting, budget preparation, investments of Township funds, tax reporting, reconciling all Township accounts, the receipt of public funds and the disbursements of those funds. In summary, all activities of a financial nature culminate in the Finance Department.

Expenditure Classification	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
11110 Salaries/Wages	190,899	207,500	207,500	216,000
11115 Treasurer's Compensation	750	3,000	3,000	3,000
22110 Materials/Supplies	4,208	5,000	4,700	5,500
26110 Minor Equipment	1,147	3,500	-	-
45110 Contract Services	1,800	3,000	3,000	3,500
49110 Training/Development	4,794	5,500	4,800	5,500
52110 Bank Service Charges	2,779	2,500	1,000	1,000
Total	206,376	230,000	224,000	234,500

Program Objectives:

- Implement General Accounting Standards Board Regulation 34 (GASB 34) concerning fixed assets
- Improve upon payroll processing
- Continue and even accelerate the MUNIS training for staff.

GENERAL GOVERNMENT

Tax Collection – Account 10403

Program Description:

The Tax Collector is a local elected official. The Tax Collector is responsible for the collection of property taxes, mercantile and business privilege taxes, street light assessments, and occupational privilege taxes.

Budget Commentary:

The Tax Collector is compensated on a commission basis at rates established by Township Ordinances 74-01 and 87-15, which are listed below. Materials and Supplies include funds for forms, envelopes, postage and other office supplies.

Commissions:

A. Real Estate Tax

1. On the first \$120,000 of tax collected, the commission is one percent.
2. On all property taxes after the first \$120,000, the commission is .5 percent.

B. Mercantile and Business Privilege Taxes

1. The commission rate is 1.75 percent.

C. Occupational Privilege Tax

1. The commission rate is two percent.

Expenditure Classification	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
11150 Commissions	46,932	45,000	48,000	48,000
13110 Employee Benefits	-	3,000	-	-
22110 Materials/Supplies	2,528	3,000	2,500	3,000
53160 Insurance/Bonds	1,501	1,000	1,000	1,500
Total	50,961	52,000	51,500	52,500

GENERAL GOVERNMENT

Professional Services – Account 10404

Program Description:

The Township Auditors prepare the annual audit on the Township financial system. This financial statement becomes the official report on the financial condition and status of the Township. The annual audit also serves as a record of how well the Township Finance Department conducts its financial transactions. Auditing services were previously budgeted in the Finance Department.

The Township Engineer prepares the design and specifications for municipal projects. The Engineer also assists in the review of all land development within the Township.

The Township Solicitor is the legal counsel to the Board of Supervisors, Township Manager, other Township officials, and to the Planning Commission. The Solicitor represents the Township in litigation and hearings, and prepares ordinances, contracts, deeds and other legal instruments.

Expenditure Classification		Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
29111	Auditing Services	16,367	18,000	18,000	20,000
30100	Engineering Services	114,431	95,000	116,000	100,000
31110	Legal Services	120,694	90,000	129,000	100,000
31115	Other Professional Services	-	5,000	5,000	5,000
Total		251,492	208,000	268,000	225,000

GENERAL GOVERNMENT

General Administration – Account 10405
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Program Description:

The General Administration budget is for various management service functions, including administration and human services. Salaries include the Manager of Administrative Operations, Human Services Director, Grants and Public Relations/Events Specialist, and Receptionist. The Materials and Supplies line item includes a variety of office supplies for several departments. Contract Services includes the cost of a stenographer for the Board of Supervisors meetings. Advertising covers a major portion of the legal and classified advertisements for the Township, as well as the Township newsletter.

Program Directives:

Administration will be undertaking the following program directives:

- Development and implementation of universal personnel policy to cover all employees.
- Improvements to Township records management program.
- Increased acquisition of grants in support of Township objectives.
- Development of governmental cable access programming.
- Implementation of Springettsbury Township Community Park Phase II fundraising activities.

Expenditure Classification	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
11110 Salaries/Wages	174,506	164,000	164,000	156,000
22110 Materials/Supplies	4,347	9,000	4,500	6,000
26110 Minor Equipment	1,515	1,000	875	1,000
27110 Repair/Maintenance	230	-	-	-
33110 Advertising/Printing	30,939	27,000	25,000	25,000
45110 Contract Services	16,526	20,000	16,000	20,000
46110 Rental/Lease	6,192	8,000	7,332	8,000
49110 Training/Development	2,546	4,000	3,000	3,000
Total	236,801	233,000	220,707	219,000

GENERAL GOVERNMENT

Management Information Services – Account 10407

Program Description:

This program provides information services to the Township's LAN/WAN systems, telecommunications, internet services, web site, and wireless communications. MIS is a functional division within Administration and reports to the Manager of Administrative Operations. This program provides technical and service support and training to staff. The Township also uses contractors and interns for MIS services.

Program Directives:

MIS will be undertaking the following program directives:

- Upgrades to the Township's network and email systems.
- Provide document management by utilizing Microsoft SharePoint & SQL Server.
- Upgrades to Township's telephone system and connect Springetts Fire Company.
- Replace obsolete workstations and software.
- Provide additional upgrades and enhancements to the Township's information services.
- Further develop and implement GIS program within Community Development and Wastewater Departments.

Expenditure Classification	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
11110 Salaries/Wages	42,173	43,500	41,349	44,900
22110 Materials/Supplies	14,309	12,000	12,500	12,500
25110 Service Contracts	16,978	-	-	-
26110 Minor Equipment	-	1,000	300	2,500
27110 Repair/Maintenance	7,053	7,000	10,500	7,000
32210 Communications	4,629	1,000	1,057	1,000
45110 Contract Services	6,498	19,000	19,000	21,600
49110 Training/Development	3,457	1,500	1,326	2,000
71410 Capital Equipment	38,137	77,000	77,000	66,500
Total	133,233	162,000	163,032	158,000

POLICE

Police Department – Account 10410

The police department’s basic responsibilities include crime prevention, the protection of life and property, detection and arrest of criminals, accident investigation, and enforcement of all laws and ordinances in the Township.

Police Administration

Program Description:

This account includes the salaries for the police chief, administrative assistant, clerk/dispatcher, and data entry clerk.

Expenditure Classification	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
11110 Salaries/Wages	143,668	148,500	149,900	162,725
11130 Overtime	8,118	2,000	1,150	2,000
Total	151,787	150,500	151,050	164,725

Police Supervision

Program Description:

The four sergeants of the police department provide 24-hour supervision to all sworn personnel in the department. The designated on-call duty sergeant accomplishes this by pager. Each sergeant has administrative and support functions within the department for which he has total responsibility and accountability to the chief of police. A sergeant, to ensure proper disposition, closely scrutinizes all reports generated by the patrol officers. This system of providing a “dial-a-supervisor” has provided all members of the department with a valuable supervisory resource whenever needed. The three corporals provide field supervision in the absence of a superior officer, or if necessary, until that officer arrives on the scene. The two lieutenants provide administrative and operational supervision and report directly to the chief.

Expenditure Classification	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
12111 Salaries/Wages - Lieutenants	78,501	141,000	149,000	158,000
12112 Salaries/Wages - Sergeants	242,853	254,000	242,800	257,100
12113 Salaries/Wages - Corporals	212,215	175,000	195,620	177,850
12132 Overtime - Sergeants	11,880	7,500	8,400	8,000
12133 Overtime - Corporals	4,884	6,500	3,650	5,500
Total	550,332	584,000	599,470	606,450

POLICE

Police Department – Account 10410 (Continued)

Police Patrol**Program Description:**

The purpose of the patrol force of the department embraces the primary departmental responsibilities. Patrol retains a basic responsibility for criminal investigation, traffic enforcement and accident investigation.

Budget Commentary:

The Township, under the direction of the Chief of Police, totally funds three crossing guards. Two guards are employed for the Central York School District, and one is employed for the York Suburban School District.

Expenditure Classification		Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
12110	Salaries/Wages - Patrolmen	847,673	926,000	975,800	1,011,725
12115	Salaries/Wages - Crossing Guards	15,137	16,000	15,500	15,500
12130	Overtime - Patrolmen	54,304	46,000	46,700	48,000
22110	Materials/Supplies	16,455	16,000	15,950	16,000
22410	Ammunition	10,561	10,000	10,000	10,000
24110	Uniforms	38,448	34,000	37,000	34,000
25110	Service Contracts	10,088	-	-	-
26110	Minor Equipment	14,999	8,000	10,000	7,500
27110	Repair/Maintenance	-	22,000	5,400	6,000
29410	Animal Control	4,375	3,500	3,500	3,500
32210	Communications	13,465	13,500	13,500	13,500
45110	Contract Services	-	14,000	13,500	13,000
46110	Rental/Lease	12,251	13,000	13,000	14,500
49110	Training/Development	23,155	22,000	19,000	19,500
54000	Safe Children Grant	22,062	-	46,640	50,000
61110	Capital Construction	1,470	22,000	9,500	16,000
71410	Capital Equipment	-	20,500	15,815	8,000
71412	Capital Evidence Collector	-	-	15,084	-
71415	K-9 Equipment	-	6,000	6,000	3,600
71417	CRASH Vehicle	-	-	8,500	-
Total		1,084,442	1,192,500	1,280,389	1,290,325

POLICE

Police Department – Account 10410 (Continued)

Police Vehicles

Program Description:

The police department operates a fleet of eight marked and four unmarked vehicles, providing single person patrol coverage. The department has a maximum of eight vehicles on the road per shift. The fleet provides backup vehicles in case of mechanical failure and during required training. Additionally, the department uses a multi-purpose van for transportation of evidence and traffic counters and for surveillance purposes.

Budget Commentary:

The Capital Equipment line item (71410) includes the cost for replacement of two police vehicles.

Unit #	<u>Police Vehicles</u>			<u>Mileage as of September 2003</u>
1	2002	Ford Crown Victoria	(Chief's Vehicle)	28,500
2	2003	Ford Crown Victoria		8,827
3	1999	Ford Crown Victoria	(Vascar)	101,428
4	2003	Ford Crown Victoria		4,548
5	2001	Ford Crown Victoria		48,387
6	1998	Ford Crown Victoria	(Vascar) (K-9 Unit)	134,144
7	2000	Ford Crown Victoria	(Vascar)	85,107
8	2000	Ford Expedition		38,693
9	2000	Ford Crown Victoria	(Vascar)	90,218
10	1999	Ford Crown Victoria		46,087
11	1996	Ford Crown Victoria	(Vascar)	101,000
12	1997	Ford Crown Victoria		65,967
13	2003	Chevrolet Trail Blazer		3,659
14	1984	Chevrolet Custom Deluxe		11,200
15	1988	Chevrolet Astro Van		31,353

<u>Expenditure Classification</u>	<u>Actual 2002</u>	<u>Adopted 2003</u>	<u>Revised 12/31/03</u>	<u>Adopted 2004</u>
23210 Vehicle Equipment Expense	11,296	12,000	30,000	27,000
27110 Repair/Maintenance	20,698	-	-	-
71410 Capital Equipment	30,918	52,000	51,842	52,000
Total	62,912	64,000	81,842	79,000

FIRE

Fire Department – Account 10411

Fire Administration

Program Description:

The Fire Chief is responsible for the direction and coordination of all fire suppression, rescue operations, and emergency medical services. He also implements and supervises fire prevention activities, including: all local and state fire code enforcement, fire safety inspections, fire hydrant system development, and fire safety education programs.

Expenditure Classification	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
11110 Salaries/Wages	70,973	64,500	36,000	50,000
22110 Materials/Supplies	8,159	6,000	4,000	6,000
25110 Service Contracts	1,260	1,000	600	-
26110 Minor Equipment	5,181	1,000	1,800	1,000
27110 Repair/Maintenance	710	1,000	2,500	2,000
32210 Communications	5,034	3,500	5,000	8,000
45110 Contract Services	-	10,000	-	700
Total	91,316	87,000	49,900	67,700

Program Objectives:

- Implementing an operational merger of Fire and EMS personnel
- Evaluation of staffing issues, including overtime, supervision, and scheduling
- Conducting a Fire Service Study to determine appropriate staffing, equipment, training, facilities, and program direction
- Creation of Standard Operating Guidelines

FIRE

Fire Department – Account 10411 (Continued)

Fire Protection

Program Description:

This program includes the fire fighters that provide round-the-clock protection from the two Township fire stations. The fire fighters operate various fire apparatus including two pumpers, one seventy-five foot aerial truck, and a heavy rescue truck. The fire fighters also perform fire safety inspections and public education activities.

Budget Commentary:

Salaries include eighteen full time fire fighters. The Overtime line item includes overtime, sick leave, personal days, training and FLSA time. The training/development line item includes the Fire Chief. Uniforms include the cost of protective clothing or “turn-out” gear, as well as regular station uniforms. Hydrant Service contains the monthly fee charged by the York Water Company for the 360 hydrants in the Township.

Expenditure Classification	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
11410 Volunteer Incentive	-	10,000	-	5,000
12110 Salaries/Wages	763,864	737,000	773,400	812,000
12130 Overtime-General	174,455	65,000	100,000	65,000
12137 Overtime-Sick	821	80,000	50,000	68,000
12138 Overtime-Training-Mandatory	-	35,000	30,000	35,000
12139 Overtime-Training-Elective	-	12,000	13,500	12,000
24110 Uniforms	23,957	30,000	30,000	25,000
36410 Hydrant Services	83,670	84,000	84,000	84,000
49110 Training/Development	22,903	15,000	10,000	10,300
54000 Contributions - Fire Relief Assoc.	62,642	62,000	100,200	100,000
71410 Capital Equipment Allocation	10,000	-	-	-
Total	1,142,311	1,130,000	1,191,100	1,216,300

Program Objectives:

- Implementation of fire safety inspections for non-residential and high risk facilities
- Supporting the operations of the Springettsbury Township Volunteer Fire Company
- Continued professional training

EMERGENCY MEDICAL SERVICES

Emergency Medical Services – Account 10412
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Program Description:

Twenty-four hour ambulance service is provided to the community, with eight highly trained emergency medical technicians (EMTs). The EMTs are all certified to operate automatic defibrillator equipment.

Salaries include eight full time EMTs. The regular full time employees also cover all part time hours. In addition, there is one part time office staff member.

The funds budgeted for overtime includes sick leave, vacations, personal days, and training.

Expenditure Classification	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
11110 Salaries/Wages - Part Time	19,645	17,000	20,250	21,500
12110 Salaries/Wages	277,217	288,500	282,000	293,000
12130 Overtime	101,932	70,000	90,000	85,000
22110 Materials/Supplies	10,958	10,000	10,000	10,000
23110 Gas/Oil	1,202	-	-	-
24110 Uniforms	4,780	7,000	7,000	7,000
25110 Service Contracts	10,854	9,000	4,260	4,000
26110 Minor Equipment	-	1,500	1,825	4,000
27110 Repair/Maintenance	25,720	15,000	12,000	12,000
32210 Communications	3,663	2,000	4,200	4,000
45110 Contract Services	-	-	500	500
49110 Training/Development	2,434	2,500	2,500	3,000
71410 Capital	-	-	11,625	-
Total	458,406	422,500	446,160	444,000

Program Objectives:

- Implementing an operational merger of Fire and EMS personnel
- Evaluation of staffing issues, including overtime, supervision, and scheduling
- Continued Emergency Medical training for EMTs
- CPR and First Aid training for Township Staff

COMMUNITY SERVICES

Community Development – Account 10414

Program Description:

Planning, zoning, building and general code enforcement activities account for a good share of the duties of this department. Subdivision and land development plans are reviewed and processed within the department. The department staff inspects site stake outs, footers, foundations, framing, mechanical, plumbing, insulation, wallboard and final work of all new construction within the Township. Remodeling jobs include many of these same inspections as well.

Planning activities include reviewing and evaluating all subdivision and land development plans within the Township. Typically there are six to eight planning applications at some level of review at all times. Public improvement estimates and escrow accounts are also handled through this department. These activities can span several years as projects develop. Zoning activities, in addition to the numerous violation calls investigated weekly, require analysis of ordinances in relation to proposed projects. Maintaining and updating ordinances are always a priority.

Budget Commentary:

Salaries include a Director of Community Development, Coordinator, Building Inspector, Plumbing Inspector, and Administrative Assistant and Part Time Code Enforcement Officer. The Director’s responsibilities include all aspects of planning, zoning, building code administration, code enforcement administration, community development and redevelopment, and the general oversight of the department. The Coordinator’s duties include coordinating the subdivision/land development processes, building and code enforcement activities, zoning issues and working on special projects. The Inspectors’ duties include plan review, building and plumbing code inspections, zoning enforcement, and complaint investigations. The Administrative Assistant’s responsibilities include building and use and occupancy permit issuance and filing, accepting and maintaining applications for the Zoning Hearing Board and Planning Commission, collecting fees, as well as department receptionist duties and daily relief of the Township receptionist. The Part-Time Code Enforcement officer proactively investigates property maintenance and zoning violations.

The annual activities include the receipt and processing of over 1000 permits, 10 Zoning Hearing Board applications, 25 Land Development and Subdivision applications; the issuance of over 50 residential certificates of use and occupancy and 100 commercial/industrial certificates of occupancy. In addition, over 100 inspection applications are on file to be processed at any given time.

Other required functions of the staff include such activities as consultations, addressing complaints, requests for information, updating ordinances and report writing. Public relations are also an important activity as adequate time must be spent with our customers - residents, businesses, builders, and developers.

Average Cost (based on estimated costs provided on permit application) for a new single-family detached dwelling in Springettsbury Township:

1998	150,580
1999	185,518
2000	191,500
2001	173,086
2002	117,513*
2003 (thru 9/03)	149,801

*A sewage moratorium was in effect prior to 2001, therefore, most homes built in the preceding years were custom homes on large lots. In 2002, tract homes, as well as condominiums, were being built.

COMMUNITY SERVICES

Community Development – Account 10414

Expenditure Classification	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
11110 Salaries/Wages	140,230	166,000	150,500	195,000
11130 Overtime	410	1,000	-	500
22110 Materials/Supplies	7,162	6,000	3,000	5,500
26110 Minor Equipment	-	500	500	1,000
29110 Planning & Zoning Board	2,120	2,500	2,530	2,500
33110 Advertising/Printing	3,939	4,000	4,510	4,000
34110 Recording Services	587	2,000	665	1,000
45110 Contract Services	12,884	7,000	33,185	83,500
49110 Training/Development	4,480	7,500	2,085	5,000
Total	171,812	196,500	196,975	298,000

Program Objectives:

Maintain improved public relations and meet customer service needs. The department will be prepared for the implementation of the statewide building code when regulations are completed by the Pennsylvania Department of Labor and Industry. Township interests will be protected through the construction inspection of Central York High School and other major projects. The department will continue its reorganization through the implementation of tracking systems for permits, plans, inspections and enforcement notices and the revisions of application forms to provide adequate information for evaluation and to better protect Township interests. GIS training and implementation will enable the department to develop more sophisticated mapping and record keeping programs. The department will also continue its efforts to become more proactive in code enforcement issues. The revision of the comprehensive plan will begin this year.

PUBLIC WORKS

General Services – Account 10430

Program Description:

Public Works Department personnel and various seasonal employees maintain and repair 95.5 miles of Township roads, 16.3 miles of State roads in the winter, 10 parks (117 acres), Township buildings, rights-of-way, police vehicles, and related municipal equipment.

Salaries include the Director of Public Works and a portion of the salaries of the other departmental employees. The thirteen regular full time positions include the director, a superintendent, laborer/operator II (2 each), laborer/operator I (7 each), and two laborers. There is also a part time building maintainer.

Expenditure Classification	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
11110 Salaries/Wages	177,979	165,000	165,000	171,000
12114 Salaries/Wages - Mechanics	60,806	65,000	91,210	72,500
12134 Overtime - Mechanics	656	1,000	385	500
22110 Materials/Supplies	4,309	3,500	4,140	4,000
23110 Gas/Oil	58,984	50,000	53,670	55,000
23210 Vehicle Equipment Expense	3,501	6,500	6,410	7,000
23212 Tires/Tubes	1,919	-	-	-
24110 Uniforms	5,541	5,500	5,450	5,500
26110 Minor Equipment	3,272	2,500	3,580	3,000
27110 Repair/Maintenance	29,834	25,000	27,340	25,000
32210 Communications	229	-	-	-
49110 Training/Development	645	1,000	1,125	1,500
Total	347,674	325,000	358,310	345,000

PUBLIC WORKS

Street Cleaning – Account 10431

Program Description:

This program provides for the sweeping and removal of debris from all Township roads, as well as the annual leaf collection program.

Budget Commentary:

Leaf collection contract service covers the cost of three employees from a temporary employment agency needed to assist in the program. Funds for leaf collection will be transferred to the General Fund from the Waste Reduction Reserve Fund.

Expenditure Classification	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
11110 Salaries/Wages	11,074	15,000	14,925	15,500
11130 Overtime	-	500	-	500
12125 Leaf Collection	28,453	40,000	50,075	40,000
28110 Contract Services	3,640	-	-	-
45110 Contract Services	-	6,000	8,220	6,000
Total	43,166	61,500	73,220	62,000

Snow and Ice Removal – Account 10432

Program Description:

This program provides plowing and cindering of 95.5 miles of Township roads. Under an agreement with the Pennsylvania Department of Transportation (PennDOT), the Township performs storm control activities on 9.9 miles of State roads within the Township.

Budget Commentary:

Snow and ice removal materials are budgeted in the Commonwealth Liquid Fuels Fund at a cost of \$40,000. The Township is expecting to receive approximately \$18,500 from Penn DOT for its road maintenance program.

Expenditure Classification	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
11110 Salaries/Wages	7,277	10,000	18,035	10,500
11130 Overtime	10,534	10,000	23,070	10,000
22110 Materials/Supplies	671	1,000	700	1,000
26110 Minor Equipment	300	1,000	-	1,000
Total	18,782	22,000	41,805	22,500

PUBLIC WORKS

Traffic: Signs and Lines – Account 10433

Program Description:

This program includes the fabrication and installation of traffic signs throughout the Township, as well as the annual marking of roads for center lines, crosswalks, arrows and stop bars.

Budget Commentary:

The cost of traffic marking paint (\$18,000), signs, posts, and other hardware (\$7,000) is included in the Commonwealth Liquid Fuels budget.

Expenditure Classification	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
11110 Salaries/Wages	7,955	14,000	11,925	13,000
11130 Overtime	-	500	160	500
Total	7,955	14,500	12,085	13,500

Sidewalks & Curbs: Maintenance and Repair – Account 10435

Program Description:

This program provides for the maintenance and repair of Township curbs and sidewalks.

Budget Commentary:

Materials and Supplies include the cost of curb repairs and replacement in conjunction with the sidewalk repair program. The Public Works Department continues to replace deteriorated curbs with handicap ramps in areas slated for sidewalk improvements.

Expenditure Classification	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
22110 Materials/Supplies	2,909	5,000	1,880	3,000
Total	2,909	5,000	1,880	3,000

PUBLIC WORKS

Storm Sewers: Maintenance & Repair – Account 10436
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Program Description:

This program provides for the cleaning of approximately 350 catch basins, as well as repairs to the storm sewer system.

Expenditure Classification	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
11110 Salaries/Wages	25,616	20,000	12,745	16,500
11130 Overtime	158	500	240	500
22110 Materials/Supplies	5,874	4,000	3,910	4,000
46110 Rental/Lease	-	500	-	500
Total	31,647	25,000	16,895	21,500

Highways: Maintenance & Repair – Account 10438
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Program Description:

This program provides for patching and other repairs to Township roads. The program is augmented by the annual resurfacing program, which is accomplished through the use of Commonwealth Liquid Fuels funds received from the State.

Budget Commentary:

The annual road maintenance costs are approximately \$200,000. These funds are budgeted in the Commonwealth Liquid Fuels Fund. Labor costs to prepare for the annual road maintenance are paid from the General Fund (account 10438-11110). Contract Services consist of guide rail spraying, weed control, tree spraying, and tree service.

Expenditure Classification	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
11110 Salaries/Wages	77,920	80,000	55,610	83,000
11130 Overtime	895	500	240	500
22110 Materials/Supplies	5,713	8,500	6,000	7,000
45110 Contract Services	14,921	18,500	13,375	13,500
Total	99,450	107,500	75,225	104,000

PUBLIC WORKS

Township Buildings – Account 10439

Program Description:

This program provides for the maintenance and repair of Township buildings, except for the wastewater treatment facility. This account includes funds for the administration building, public works maintenance facility, public safety building, and meeting facility.

Budget Commentary:

The budget includes costs for the utilities and maintenance of Township property and any other costs related to the maintenance and repair of Township buildings. Salaries include the wages of the Building Maintainer.

Expenditure Classification		Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
11110	Salaries/Wages	30,143	25,000	25,000	26,000
11130	Overtime	136	500	-	500
22110	Materials/Supplies	4,965	7,000	6,875	6,500
27110	Maintenance/Repair	19,718	15,000	14,830	14,000
32210	Communications	32,859	30,500	41,000	33,000
36110	Electric - Administration Building	19,297	20,000	37,220	37,000
36110	Electric - Farmhouse	529	1,000	720	1,000
36110	Electric - Public Works	7,552	8,000	8,355	8,500
36110	Electric - Police	23,322	21,000	19,150	20,000
36110	Electric - ParkHouse	-	-	160	500
36120	Gas - Administration Building	2,621	5,000	6,340	6,500
36120	Gas - Farm House	1,027	2,000	2,210	2,500
36120	Gas - Public Works	2,883	5,000	7,750	7,500
36120	Gas - Police	1,336	3,000	4,460	4,500
36130	Gas - ParkHouse	-	-	205	1,000
36130	Sewer - Administration Building	262	500	160	500
36130	Sewer - Farmhouse	247	500	150	500
36130	Sewer - Public Works	295	500	180	500
36130	Sewer - Police	1,380	1,000	1,595	1,500
36130	Sewer - Park (Mt. Zion)	-	-	120	500
36130	Sewer - ParkHouse	-	-	130	500
36140	Disposal Services	1,434	1,500	1,300	2,000
36150	Water - Administration Building	1,538	1,500	1,630	1,500
36150	Water - Public Works	708	1,000	885	1,000
36150	Water - Police	1,708	2,000	2,400	2,500
36150	Water - ParkHouse	-	-	80	500
43000	Real Estate Tax	1,522	-	-	-
45110	Contract Services	17,539	20,000	18,000	18,000
46110	Rental/Lease	-	500	-	500
Total		173,021	172,000	200,905	199,000

PUBLIC WORKS

Parks Maintenance – Account 10440

Program Description:

This program provides for the maintenance of Township parks and playgrounds.

Budget Commentary:

This program activity covers the cost of repairing playground equipment, ball diamond backstops, water fountains, and other equipment. Minor Equipment includes tennis nets, swing seats, picnic tables and related items. The Contract Services account includes the labor for mowing Township parks during the summer.

Expenditure Classification		Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
11110	Salaries/Wages	66,125	82,000	99,700	70,500
11130	Overtime	-	500	-	500
22110	Materials/Supplies	4,566	5,000	4,900	4,500
26110	Minor Equipment	890	1,000	1,000	1,000
27110	Repair/Maintenance	2,590	5,500	4,950	5,000
28110	Contract Services	3,403	-	-	-
36130	Sewer	-	1,000	-	-
36150	Water	1,520	5,000	1,860	2,000
45110	Contract Services	2,740	40,000	30,000	40,000
61110	Parks Improvements	-	6,000	10,200	6,000
Total		81,834	146,000	152,610	129,500

COMMUNITY AND CULTURAL SERVICES

Recreation Department - Account 10451

Program Description:

The Recreation Department operates a comprehensive year-round program. The Township recreation area on Mt. Zion Road, a variety of neighborhood parks, and open grass areas are utilized for the Township's overall recreational activities. School facilities are used during the remainder of the year. Programs offered by the department include athletics, crafts, games, trips, ceramics, aerobics, swimming, canoeing, baton, gymnastics, bowling, concerts and talent shows.

Expenditure Classification		Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
11110	Salaries/Wages - Office	51,834	48,000	47,000	48,700
11116	Salaries/Wages - Specialists	11,607	18,000	12,930	14,500
11117	Salaries/Wages - Park Directors	55,243	65,000	47,747	60,000
11118	Salaries/Wages - Fall & Winter	986	1,000	1,000	1,000
11130	Overtime	-	2,000	-	500
22110	Materials/Supplies	14,979	16,000	15,500	15,500
22310	Trips/Tickets	58,701	60,000	64,000	60,000
26110	Minor Equipment	3,372	6,000	3,500	6,000
29310	Performances	26,201	30,000	33,500	32,500
29710	Program Services	45,336	47,000	50,000	48,000
33110	Advertising/Printing	-	19,000	21,000	23,000
33700	Mileage Reimbursement	-	500	-	250
34110	Printing/Recording	23,012	-	-	-
45110	Contract Services	-	9,000	6,500	7,800
46110	Rental/Lease	9,237	13,000	17,000	11,000
49110	Training & Development	1,976	2,000	1,300	2,250
Total		302,485	336,500	320,977	331,000

Program Objectives:

- Establish user fee policy to help in cost recovery efforts. Fees for pavilion rentals, athletic field use and summer playground program participation will be considered.
- Examine park needs in northwest quadrant of Township (District 1)
- Improve park safety and accessibility by upgrading parks identified in the Park Safety and Accessibility Plan
- Provide high quality, diverse program opportunities for our community

COMMUNITY AND CULTURAL SERVICES

Community Celebrations – Accounts 10457

Program Description:

In conjunction with the 250th Anniversary of York County, the Township began a July Celebration which became known as “Community Day”. Miscellaneous expenditures had been budgeted to anticipate this as an annual event. In addition, the Historic Preservation Commission is included in the program description. It had been previously shown in Economic Development. A \$2,000 allotment to fund its activities is included. \$20,000 is shown to fund the park celebration activities.

Expenditure Classification	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
22110 Materials/Supplies	-	15,000	21,000	20,000
29110 Historic Preservation	2,013	3,000	1,000	2,000
Total	2,013	18,000	22,000	22,000

FIXED/SUNDRY

Debt Service – Accounts 10471 & 10472

Program Description:

The debt service funds are budgeted for the payment of principal and interest on Township borrowings.

Budget Commentary:

The Debt Service obligations of the General Fund of Springettsbury Township include two (2) obligations: (1) the purchase of the Springettsbury Township Elementary School (1989) in the amount of \$1,740,000; and (2) the General Obligation Bonds of 1997 in the amount of \$860,000 for construction of the Township building. The Township building debt was included in a General Obligation Bond issue that had \$2,140,000 of new Sewer Fund Debt for capital improvements of Springettsbury Township collector lines. This debt issue was called in November 2001 and refinanced for interest savings with a general obligation note; and again called in March 2003 and refinanced for additional interest savings.

	Elementary School 20 Year General Obligation Bond		Municipal Building 13 Year General Obligation Bond		
<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2004	150,000	18,310	85,000	10,025	263,335
2005	150,000	15,310	90,000	8,325	263,635
2006	150,000	13,510	95,000	7,250	265,760
2007	155,000	11,185	95,000	5,770	266,955
2008	160,000	8,240	85,000	3,965	257,205
2009	<u>160,000</u>	<u>4,400</u>	<u>70,000</u>	<u>1,925</u>	<u>236,325</u>
TOTAL	\$925,000	\$70,955	\$520,000	\$37,260	\$1,553,215

<u>Expenditure Classification</u>		<u>Actual 2002</u>	<u>Adopted 2003</u>	<u>Revised 12/31/03</u>	<u>Adopted 2004</u>
54110	Principal	174,105	190,000	122,000	235,000
54120	Interest	77,487	67,000	46,600	28,500
Total		251,593	257,000	168,600	263,500

COMMUNITY AND CULTURAL SERVICES

Contributions – Account 10481

Program Description:

This account includes the support of Martin Library.

Budget Commentary:

The library proposal reflects the request for continuing and additional financial assistance to the Martin Library.

Expenditure Classification	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
54000 Martin Library	33,000	35,000	35,000	37,000
Total	33,000	35,000	35,000	37,000

FIXED/SUNDRY

Insurance – Accounts 10484 & 10486

Program Description:

The insurance program provides protection against financial loss resulting from fire, theft, or other problems that might occur with Township property, including buildings, parks, vehicles and equipment, traffic signals, and other items. Also included in the program are policies covering liability for police officers, emergency medical technicians, firemen, as well as protection against wrongful acts by Township officials. Workers Compensation insurance is also contained within this account.

Expenditure Classification	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
484-53110 Workers Compensation	44,639	-	-	-
486-32410 Postage	19,643	-	-	-
486-53110 Workers Compensation	-	62,500	60,182	65,000
486-53120 Property	13,168	32,000	21,314	35,000
486-53130 Motor Vehicle	16,687	29,900	8,559	20,000
486-53140 Law Enforcement	14,052	14,000	17,675	25,000
486-53150 General Liability	25,992	46,800	38,018	42,000
486-53160 Insurance/Bonds	1,679	2,300	2,044	2,500
Total	135,859	187,500	147,792	189,500

FIXED/SUNDRY**Employee Benefits – Accounts 10487**Program Description:

Included in these accounts are budgeted employee benefits that range from the various health related insurances to pension costs.

Expenditure Classification		Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
14111	Disability Insurance	6,858	8,000	7,500	8,500
14112	Life Insurance	17,451	18,500	17,500	20,000
14113	Dental Non-Teamsters	54,772	70,000	22,000	50,000
14114	Vision	12,032	12,000	13,000	14,500
14115	Medical	329,849	285,000	502,000	1,000,000
14117	Prescription	65,991	103,000	-	-
14118	Miscellaneous	5,320	5,000	5,600	6,500
14119	Deferred Compensation	2,538	5,000	4,800	-
14120	Social Security	331,723	315,000	350,000	365,000
14121	Non-Uniform Pension	55,232	65,000	65,000	65,000
14122	Teamsters Pension	63,129	82,000	67,000	67,000
14123	Firemen Pension	104,281	103,000	105,000	105,000
14124	Police Pension	96,849	182,000	182,000	222,000
14125	Unemployment Compensation	-	-	20,000	10,000
45110	Contract Services	26,847	20,000	26,000	28,000
Total		1,172,870	1,273,500	1,387,400	1,961,500

OTHER

Other – Account 10489

Program Description: The Delivery, Mailing, Postage & Related Services account has been placed in a more appropriate budget location.

Expenditure Classification	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
32410 Delivery, Mailing, Postage & Related Services	25,570	23,000	23,000	23,000
Total	25,570	23,000	23,000	23,000

Refunds – Account 10491

Program Description: None budgeted.

Expenditure Classification	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
55110 Refunds	54,423	-	45,527	-
Total	54,423	-	45,527	-

Interfund Operating Transfers – Account 10492

Program Description: This program primarily contains general funds authorized to be transferred to other funds. The account was first established in 1988 to provide a source of financial assistance to the volunteer fire companies as they replace fire apparatus, outlined under Resolution 93-25.

Expenditure Classification	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
10749 Interfund Transfer-Capital Reserve	2,400,000	1,096,000	300,000	-
59122 Interfund Transfer	10,000	-	-	-
Total	2,410,000	1,096,000	300,000	-

**CAPITAL IMPROVEMENTS PROGRAM
GENERAL FUND**

	1/1/2000	1/1/2001	1/1/2002	1/1/2003	1/1/2004
Revenues	6,157,896	7,150,000	8,848,000	7,900,000	8,119,000
Other Financing Sources(Uses)	83,840	-	-	-	840,000
Operating Expenditures	(6,184,954)	(7,150,000)	(7,313,000)	(7,900,000)	(8,959,000)
Excess(Deficiency) of Revenue Over Expenditures	56,782	-	1,535,000	-	-
Capital Expenditures	(1,825,410)	(600,000)	(2,085,000)	(1,100,000)	-
Beginning Unrestricted Cash Surplus(Deficit)	5,920,972	4,150,000	3,550,000	3,000,000	1,900,000
Ending Unrestricted Cash Surplus(Deficit)	4,152,344	3,550,000	3,000,000	1,900,000	1,900,000

Project	2000	2001	2002	2003	2004	Total
Township Building Projects	1,340,000	-	-	225,000	-	1,565,000
Munis Software/Hardware	14,000	-	-	-	-	14,000
Computer Network	93,000	-	-	-	-	93,000
Telecommunications System	97,000	-	-	-	-	97,000
Furnishings	80,000	-	-	-	-	80,000
Mt. Zion Park Phase I	-	600,000	1,000,000	401,000	-	2,001,000
Mt. Zion Park Phase II	-	-	1,085,000	-	-	1,085,000
Mt. Zion Park Phase III	-	-	-	-	-	-
Portable Radio Replacements	5,400	-	-	-	-	5,400
Computer Upgrades (Police)	8,475	-	-	-	-	8,475
Soft Body Armor	4,275	-	-	-	-	4,275
Copier Replacement (Police)	3,660	-	-	-	-	3,660
Weapon Replacement	17,300	-	-	-	-	17,300
Engine 16-2	20,000	-	-	-	-	20,000
Aerial Truck 16	80,000	-	-	-	-	80,000
Enforcement Officer Vehicle	22,000	-	-	-	-	22,000
Copier (Admin Capital Lease)	5,000	-	-	-	-	5,000
PA System Road Cases	1,000	-	-	-	-	1,000
Computers - Work Stations	6,300	-	-	-	-	6,300
School Bus (Automatic)	6,000	-	-	-	-	6,000
New Van - Recreation	22,000	-	-	-	-	22,000
Road Construction	-	-	-	470,000	-	470,000
Total Capital Expenditures	1,825,410	600,000	2,085,000	1,096,000	-	5,606,410

COMMONWEALTH LIQUID FUELS FUND (20)

The Township receives funds through Commonwealth tax on liquid fuels. The money is designated for the construction and maintenance of roadways, and for the purchase of related highway equipment. The Township anticipates liquid fuels revenue to be \$428,000, in addition to \$5,475 for roads designated in the Turnback program.

	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
<u>Revenue</u>				
341-06110 Interest	13,463	9,525	7,650	6,525
355-07510 State Liquid Fuel Revenue	413,742	413,000	421,000	428,000
355-07515 State Road Turnback Program	5,475	5,475	5,475	5,475
355-07517 State Liquid Fuel Revenue County	-	50,000	50,000	50,000
355-08470 Other (Use of Fund Balance)	-	147,000	-	210,000
355-10712 Refund Prior Expenditure	640	-	-	-
355-10748 Insurance/Related Reimb.	-	-	930	-
Total Revenue	433,321	625,000	485,055	700,000
<u>Expenditures</u>				
405-52110 Service Charges	71	-	-	-
430-52110 Service Charges	110	300	-	-
430-71410 Capital Equipment	72,053	72,000	75,000	35,000
431-22110 Street Clean-Materials/Supplies	2,122	3,000	3,000	3,000
432-22110 Snow/Ice-Materials/Supplies	23,360	40,000	55,000	50,000
433-22110 Traffic Signals-Materials/Supplies	12,819	20,000	15,000	18,000
433-32210 Traffic Signals-Communications	279	1,000	500	1,000
433-36110 Traffic Signals-Electric	38,449	36,000	20,000	20,000
433-45110 Traffic Signals-Contract Services	24,094	35,000	25,000	25,000
433-71410 Traffic Signals-Capital Equipment	-	14,700	39,000	40,000
434-36110 Street Lights-Electric	40,636	41,000	37,000	37,000
434-45110 Street Lights-Contract Services	564	5,000	-	-
437-27110 Tools/Machinery-Repair/Maintenance	-	7,000	5,000	7,000
438-22110 Road Maint-Materials/Supplies	7,114	10,000	15,000	9,000
438-45110 Road Maint-Contract Services	145,592	150,000	150,000	150,000
439-45110 Road Const-Contract Services	188,569	190,000	75,000	305,000
Total Expenditures	555,832	625,000	514,500	700,000

SUBDIVISION RECREATION FUND (21)

The Subdivision Recreation revenue is derived from subdivisions in which developers are required to pay a per-lot fee (\$602) in lieu of contributing land. In 1996, District 5 (Community Centralized Parks) was created. The combination of the Springettsbury Township park complex and the North Hills Park are included in this district. Through ordinance, forty percent (40%) of the fund equity from the other four districts was transferred into District 5 in 1996.

	Percentage of Fund	Balance at 12/31/02	Activity 2003	Balance at 12/31/03
District 1 (North of Route 30, west of Mt. Zion)	35.66%	31,443	169	-
District 2 (North of Route 30, east of Mt. Zion)	0.00%	-	-	-
District 3 (South of Route 30, west of Mt. Zion)	0.00%	-	-	-
District 4 (South of Route 30, east of Mt. Zion)	27.54%	24,285	77	-
District 5 (Community Centralized Parks)	36.80%	32,444	174	-
	100.00%	88,172	420	-

	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
<u>Revenue</u>				
341-06110 Interest	2,150	1,000	500	500
341-06112 Contributions	11,466	-	2,457	-
341-08470 Other (Use of Fund Balance)	-	-	-	19,500
Total Revenue	13,616	1,000	2,957	20,000

<u>Expenditures</u>				
454-22711 District 1 Expenditures	-	21,000	21,000	-
454-22712 District 2 Expenditures	-	-	-	-
454-22713 District 3 Expenditures	-	-	-	-
454-22714 District 4 Expenditures	-	20,000	20,000	-
454-22715 District 5 Expenditures	-	29,000	22,000	20,000
492-92110 Interfund Transfer to Capital Res.	100,000	-	-	-
Total Expenditures	100,000.00	70,000	63,000	20,000

FIRE COMPANY FUND (22)

The real estate tax allocation to the Fire Company Fund was adopted for 2004 at .100 mills. Springetts Fire Company and Commonwealth Fire Company share in these real estate tax receipts. The Fire Fund reimburses the General Fund for the fiscal year end audits related to the two fire companies.

	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
<u>Revenue</u>				
301-03110 Real Estate Current Year	160,000	160,000	160,000	160,000
341-06110 Interest	13,549	5,000	6,000	5,000
341-10747 General Fund Allocation	10,000	10,000	-	-
Total Revenue	183,549	175,000	166,000	165,000
<u>Expenditures</u>				
411-29111 Auditing/Financial Services	2,230	5,000	2,895	3,000
411-32210 Communications	983	5,000	1,000	1,000
411-40422 Fire Company Allocation	-	140,000	140,000	140,000
411-71410 Capital Equipment	-	25,000	25,000	21,000
Total Expenditures	3,213	175,000	168,895	165,000

PETITIONED STREET LIGHT FUND (23)

Revenue derived through an annual property assessment covers the expenses of operating street lights within the township. Improved property is \$.30 per front footage and unimproved property is \$.10 per front footage.

	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
<u>Revenue</u>				
301-03110 Real Estate Current Year	39,280	41,000	41,000	42,000
301-03111 Real Estate Prior Year	-	500	500	500
341-06110 Interest	232	500	500	500
Total Revenue	39,512	42,000	42,000	43,000
<u>Expenditures</u>				
434-36110 Electric	34,771	37,000	37,000	37,000
434-45110 Contract Services	775	5,000	6,500	6,000
Total Expenditures	35,546	42,000	43,500	43,000

CAPITAL IMPROVEMENTS FUND (30)

The Capital Improvements Fund is financed, in part, by a real estate tax of .200 mills. This tax generates approximately \$280,000 in revenue.

	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
<u>Revenue</u>				
301-03110 Real Estate Current Year	140,000	280,000	280,000	280,000
341-06110 Interest	5,324	5,000	2,000	2,000
354-07121 Capital Grants	5,000	-	25,000	200,000
354-08470 Other (Use of Fund Balance)	-	-	-	103,000
354-10747 General Fund Allocation	2,400,000	1,096,000	300,000	-
354-10750 Recreation Reserve Fund Allocation	100,000	100,000	-	-
438-10712 Refunds Prior Years	-	-	20,000	-
Total Revenue	2,650,324	1,481,000	627,000	585,000
<u>Expenditures</u>				
435-45110 Sidewalk & Curb-Contract Services	47,350	40,000	10,000	40,000
438-30100 Road Maint-Engineer-Construction	95,379	75,000	35,000	20,000
438-45110 Road Maint-Contract Services-Const.	53,953	600,000	65,000	25,000
438-45112 U.S. Route 30	-	-	90,000	100,000
438-45114 Eden Road	-	-	50,000	100,000
439-61110 Twp Bldgs-Capital Bldg Construction	43,292	225,000	5,000	225,000
454-27110 Parks-Creative Playground	-	5,000	5,000	-
454-61110 Parks-Improvements	2,574,514	196,000	205,000	75,000
454-71110 Parks-Land Acquisition	500	200,000	160,000	-
Total Expenditures	2,814,988	1,341,000	625,000	585,000

STORM WATER FUND (33)

A storm water management ordinance was adopted for Springettsbury Township water sheds that controls accelerated water runoff caused by development (Ordinance 93-12).

	Percentage of Fund	Balance at 12/31/02	Activity 2003	Balance at 12/31/03
Mill Creek Drainage Basin	7.96%	4,262	22	
Kreutz Creek Drainage Basin	2.32%	1,241	6	
Codorus Creek Drainage Basin	1.51%	809	4	
Penn Oaks Detention Pond	21.92%	11,736	60	
Pleasantrees Storm Water	66.29%	35,497	181	
	100.00%	53,545	273	

	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
Revenue				
341-06110 Interest	678	1,000	500	500
361-08220 Storm Water Fees	-	-	-	-
Total Revenue	678	1,000	500	500
Expenditures				
446-45110 Contract Services - Mill Creek	-	-	-	-
446-45110 Contract Services - Kreutz Creek	-	-	-	-
446-45110 Contract Services - Codorus Creek	-	-	-	-
446-45110 Contract Services - Penn Oaks	400	1,000	500	-
446-45110 Contract Services - Pleasantrees	-	-	-	500
Total Expenditures	400	1,000	500	500

WASTE REDUCTION FUND (34)

The purpose of the Waste Reduction Reserve Fund is to be able to fund projects that will reduce disposal waste within the Township. Revenue is derived from the waste disposal fee collected from the residents by the Township's refuse haulers.

General Fund Reimbursed Fees	Percentage	2001	2002	2003	2004
Salaries - Leaf Collection	100.0%	38,500	38,000	38,000	38,000
Contract Labor - Leaf Collection	100.0%	6,000	6,000	6,000	5,000
Recycling Waste Cost	100.0%	1,000	1,000	1,000	500
Salaries - Street Cleaning	100.0%	14,000	14,000	14,000	14,000
Fuel - Public Works Equipment	40.0%	5,000	5,000	5,000	5,000
Repairs & Maintenance - Equipment	40.0%	7,000	5,000	5,000	4,500
Vehicle Tires	40.0%	1,500	1,000	1,000	1,000
 Administrative Costs					
Board of Supervisors	3.0%	500	-	-	-
Executive	1.0%	2,000	1,000	1,000	500
General Administration	10.0%	11,000	10,000	10,000	5,500
Finance & Human Resources	10.0%	8,500	9,000	9,000	6,000
 Total General Fund Reimbursed Fees		<hr/> 95,000	90,000	90,000	80,000
		Actual	Adopted	Revised	Adopted
Revenue		2002	2003	12/31/03	2004
341-06110 Interest		2,442	2,000	600	500
354-07122 Recycling Grant		-	-	7,142	-
364-08470 Other (Use of Fund Balance)		-	32,000	20,000	19,000
364-08512 Refuse Tags		4,398	1,000	3,700	2,500
364-08513 Waste Reduction Fee		93,793	80,000	70,000	75,000
 Total Revenue		<hr/> 100,632	115,000	101,442	97,000
Expenditures					
427-22110 Materials/Supplies		67,118	5,000	4,200	5,000
427-29110 Recycling Committee		-	2,000	7,152	2,000
427-36140 Waste Disposal - Leaves		14,558	18,000	10,000	10,000
427-49201 General Fund Allocation		90,000	90,000	80,000	80,000
 Total Expenditures		<hr/> 171,676	115,000	101,352	97,000

INSURANCE FUND (47)

The Insurance Fund was established to self-insure unemployment compensation, medical, dental, and teamster vision claims. In 1998, the medical insurance program was changed from a conventional insurance plan to a minimum premium plan.

Starting in 1998, the procedure for budgeting this fund changed to actual claims. Interest on the fund was used for future increases based upon rising health care costs. During 2003, funds were depleted and the general fund has been the sole source for health related benefits expenditures. This was part of the previous budget presentation.

	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
<u>Revenue</u>				
341-06110 Interest	37,474	40,000	5,500	-
380-08470 Other (Use of Fund Balance)	19,106	-	589,636	-
380-10750 Stop Loss Reimbursement	59,787	-	-	-
392-10747 General Fund Allotment	100,000	350,000	-	-
				-
Total Revenue	216,367	390,000	595,136	-
<u>Expenditures</u>				
487-14113 Dental Claims	58,417	50,000	41,734	-
487-14115 Medical Claims	418,260	334,000	544,502	-
487-14125 Unemployment Compensation	1,235	3,000	8,858	-
487-52110 Service Charges	2,710	3,000	42	-
				-
Total Expenditures	480,623	390,000	595,136	-

LIBRARY FUND (48)

Money was donated to the Township for the purchase of library books and/or capital purchases relating to a library. Beginning in 1998, the Township entered into an agreement to transfer all interest income received during the year to the Bradley Academy and Martin Library.

	Actual 2002	Adopted 2003	Revised 12/31/03	Adopted 2004
<u>Revenue</u>				
341-06110 Interest	3,723	3,000	1,800	2,000
Total Revenue	3,723	3,000	1,800	2,000
<u>Expenditures</u>				
480-51120 Contributions - Institutions Bradley Academy/Martin Agreement	8,420	3,000	1,800	2,000
Total Expenditures	8,420	3,000	1,800	2,000

SEWER FUND (80)

REVENUES	Actual 2002	Adopted 2003	Revised 12/31/2003	Adopted 2004
Lab Discharge Permit	6,185.00	8,000	8,000	8,000
Lab Fines	1,800.00	2,000	1,000	1,000
Interest Earnings	331,651.20	280,000	280,000	200,000
Rental Income	1,200.00	1,000	1,000	1,000
State Aid	139,735.73	47,000	47,000	-
Local Grants	906.00	-	-	-
Charges for Services				
Lab Samples	132,716.65	100,000	93,000	95,000
Lab Testing Fees	12,091.50	13,000	13,000	13,000
Liens	8,613.00	3,000	15,000	5,000
York City Pump Station	78,364.00	80,000	80,000	80,000
York City Capacity	831,000.00	831,000	831,000	831,000
Transportation Intermunicipal	54,400.00	125,000	125,000	125,000
Treatment Intermunicipal	1,040,446.00	1,100,000	1,100,000	1,100,000
Sewer Chg Springetts	3,065,965.43	3,000,000	3,000,000	3,000,000
Treatment Haulers	350,532.76	350,000	450,000	350,000
Intermunicipal Debt Reserves	127,218.73	320,000	320,000	600,000
Springetts Debt Reserves	-	350,000	350,000	350,000
Unmetered Flow	136,598.45	-	-	-
York City Audit Adjust	78,364.00	-	-	-
Transportation Audit Adjust	(75,759.00)	-	-	-
Treatment Audit Adjust	208,091.00	-	50,799	-
Districts 8 & 9	32,568.00	30,000	30,000	30,000
5% Intercept Intermunicipal	2,721.00	3,000	3,000	3,000
5% Intercept Springetts	2,435.45	3,000	3,000	3,000
Penalties & Fees				
Compost Sales	15,705.00	12,000	26,000	12,000
Interest	34,132.38	30,000	30,000	30,000
Permits				
Contractor Applications	420.00	1,000	500	500
Construction Inspections	3,294.00	3,000	1,000	500
Sewer Charges				
Tap-In Fees	588,209.14	300,000	300,000	250,000
Sewage Enforcement	2,220.00	1,000	2,500	2,000
Sales of Property	-	1,000	-	1,000
Other	-	1,000	350	1,000
E. York Pump Station	5,730.00	4,000	5,000	8,000
Eden Road Pump Station	-	-	-	5,000
Refund of Prior Expenses	311.21	1,000	400	1,000
Total	7,217,866.63	7,000,000	7,166,549	7,106,000

SEWER FUND (80)

EXPENSES	Actual 2002	Adopted 2003	Revised 12/31/2003	Adopted 2004
Salaries/Wages	1,060,556.19	1,145,000	1,093,000	1,181,800
Employee Benefits	387,099.67	528,500	410,000	508,200
Materials & Supplies	66,035.83	66,000	69,500	68,000
Chemicals	232,778.43	328,000	287,000	346,800
Insurances	73,295.14	125,000	85,270	125,000
Administrative Charges	187,669.93	205,000	205,000	205,000
Engineering Services	26,797.76	28,000	28,000	30,000
Auditing Services	18,750.00	19,000	18,550	19,000
Advertising/Printing	3,201.66	2,000	4,500	4,000
Utilities	463,251.63	511,000	538,500	529,500
Maintenance & Repairs	217,961.21	233,000	226,000	233,500
York City Capacity	1,126,422.50	900,000	900,000	900,000
Legal Services	69,788.36	25,000	63,000	50,000
Rental/Lease	7,334.50	10,500	8,300	9,500
Vehicle Expense	38,838.03	41,000	37,300	43,000
Minor Equipment	14,239.97	25,000	24,700	16,900
Capital Equipment	31,361.40	160,000	142,800	109,600
Contracted Services	215,525.76	217,000	212,800	213,600
Training/Development	6,821.03	22,000	23,200	27,600
Unmetered Flow Exp.	75,847.80	100,000	-	-
Debt Interest	163,384.13	170,000	50,000	80,000
Debt Principal	-	921,000	921,000	950,000
Amortization Expense	40,379.46	35,000	35,000	40,000
Depreciation Expense	1,204,974.69	1,180,000	1,180,000	1,412,000
Bad Debts	303.38	-	-	-
Prior Period Adjustment	14,150.00	-	-	-
Springetts 5% Intercept	2,435.45	3,000	3,000	3,000
Total	5,749,203.91	7,000,000	6,566,420	7,106,000

**Springettsbury Township
Springettsbury Sewer Reserves
2004-2008 Capital Improvements Program**

	1/1/2004	1/1/2005	1/1/2006	1/1/2007	1/1/2008
Investments	2,956,983	2,441,983	2,401,983	2,381,983	1,906,983
Investment Earnings	50,000	50,000	50,000	50,000	50,000
Total Capital Available	3,006,983	2,491,983	2,451,983	2,431,983	1,956,983
Capital Expenditures	565,000	90,000	70,000	525,000	70,000
Ending Cash & Investments	2,441,983	2,401,983	2,381,983	1,906,983	1,886,983

Projects:	2004	2005	2006	2007	2008	Total
Collection (200)						
Eden Road Gravity Line	370,000	-	-	-	-	370,000
Cor Box Pump Station Generator	30,000	-	-	-	-	30,000
BackHoe (1989, Replace)	90,000	-	-	-	-	90,000
Sewer Rehab Contract	75,000	90,000	70,000	70,000	70,000	375,000
Sewer System Extension	-	-	-	455,000	-	455,000
	565,000	90,000	70,000	525,000	70,000	1,320,000

**Springettsbury Township
Sewer Intermunicipal Shared Reserves
2004-2008 Capital Improvements Program**

	1/1/2004	1/1/2005	1/1/2006	1/1/2007	1/1/2008
Beginning Cash Balance	4,470,000	3,695,000	2,865,000	1,315,000	(2,510,000)
Investment Earnings	50,000	50,000	50,000	50,000	50,000
Federal Grant	-	-	-	-	-
Total Capital Available	4,520,000	3,745,000	2,915,000	1,365,000	(2,460,000)
Capital Expenditures	825,000	880,000	1,600,000	3,875,000	-
Ending Cash Available	3,695,000	2,865,000	1,315,000	(2,510,000)	(2,460,000)

Projects:	2004	2005	2006	2007	2008	Total
Treatment (100)						
Septage Receiving Station	350,000	-	-	-	-	350,000
Bar Screens	450,000	-	-	-	-	450,000
Pumps	25,000	-	-	-	-	25,000
Aeration System	-	375,000	750,000	3,375,000	-	4,500,000
Mill Creek Interceptor (Televiser)	-	100,000	50,000	-	-	150,000
Dump Truck (1979, Replace)	-	105,000	-	-	-	105,000
Grit Removal System	-	200,000	800,000	-	-	1,000,000
John Deere Tractor (1974, Replace)	-	100,000	-	-	-	100,000
Sludge Containment Area	-	-	-	500,000	-	500,000
	825,000	880,000	1,600,000	3,875,000	-	7,180,000

WASTEWATER TREATMENT

Treatment (Division 100)

Program Description:

Treatment and maintenance staff monitor plant operations and perform maintenance on equipment. Staff responds to changes in performance and adjusts plant processes to ensure permit compliance. Maintenance personnel perform preventive and corrective maintenance on mechanical and electromechanical equipment, building and vehicles.

Budget Commentary:

Plant chemical costs are projected to be slightly higher than budgeted due to the increased polymer usage of the two new dewatering centrifuges. Plant utilities are projected to be relatively the same.

The maintenance and repair costs are basically on line.

Program Objectives:

1. The staff will be reviewing more farmland sites for biosolids application. In addition, we will also continue to update our current mapping of existing farms.

WASTEWATER TREATMENT

Collection (Division 200)

Program Description:

Collection Division staff monitors and maintains 130 miles of sanitary sewer, 9 pump stations and 13 flow meter installations. The Collection Division staff consists of one superintendent and six full time employees. Personnel and equipment are available to respond to any sewer emergency 24 hours a day, 365 days a year. Division functions include excavation and replacement of broken sewer pipe, preventative maintenance in the form of hydraulic cleaning and root sawing, internal television inspection of sewers, infiltration and inflow studies using portable flow meters, weirs and computer models, the rehabilitation of sewers and manholes by internal chemical grouting and the operation and maintenance of sewage pump stations and flow meter installations. The Collection Division was reassigned to the Public Works Department in 2002 as part of a reorganization of Township work projects. This reorganization is now complete.

Program Objectives:

1. Continue locating and isolating sources of infiltration and inflow by means of: portable flow metering, closed circuit television inspections, and property inspections.
2. Continue our program for Infiltration and Inflow thru the rehabilitation of brick manholes using Permacast grout, the rehabilitation of leaking sewer sections using internally applied chemical grout and replacing worn manhole inserts.
3. To excavate and repair all pipe breaks not amenable to sealing as they are discovered by internal television inspections, utilizing Township personnel or a sewer maintenance service contract.

WASTEWATER TREATMENT

Administration (Division 300)

Program Description:

The Administration Division provides administrative and supervisory support for plant operations and maintenance, technical services, and collection system operations and maintenance. Additional activities include long range planning for plant and collection system improvements, financial management with the Township Director of Finance, interfacing with outside municipalities, developing plans and programs required by State and Federal regulatory agencies, and complying with regulatory requirements related to pollution control.

Program Objectives:

1. The sewer billing system will be completely converted from the current “invoice in an envelope” to a post card type invoice. This will result in significant savings in mailing and contracted services costs.
2. Continue to evaluate the account-coding system to consolidate codes and coordinate classification with other Township funds.
3. Focus on streamlining procurement procedures to reduce the numerous orders processed.

WASTE WATER TREATMENT

Technical Services (Division 400)

Program Description:

Technical Services provides the analytical and technical support for the safe and efficient operation of the treatment plant and for the economical and environmental safe disposal of biosolids. This division includes laboratory services, trucked waste administration, industrial pretreatment, and biosolids compliance.

Budget commentary:

1. The cost of wet testing, reported before and required by DEP, continues to be an expense which in the past was only done during the year of the local limits evaluation. Now, the Township is mandated to run four (4) wet tests between the evaluations.
2. The technical services staff members are now able to analyze many of the lab tests based upon our specialized equipment purchases over the past two budget years.

Program Objectives:

1. Continue to maintain the current level of trucked waste revenue while reducing the amount of high strength waste accepted at the plant. The Pretreatment and Trucked Waste personnel will monitor costs of collection and analyze pretreatment samples.
2. Coordinate with municipalities the new Sewer Use Ordinance approved by the Environment Protection Agency (EPA). This new Sewer Use Ordinance mirrors Springettsbury Township's ordinance and contains the new local limits outlined and approved by the EPA.