

**TOWNSHIP OF SALISBURY
LEHIGH COUNTY, PENNSYLVANIA
MINUTES FROM THE BOARD OF COMMISSIONERS
NOVEMBER 15, 2012
REGULAR MEETING – 7:00 PM**

The Public Meeting of the Salisbury Township Board of Commissioners was held on the above date in the Township Municipal Building located at 2900 South Pike Avenue, Allentown, Lehigh County, Pennsylvania.

PLEDGE OF ALLEGIANCE

Commissioner Martucci asked everyone to rise and recite the Pledge of Allegiance, followed by a short period of silence and reflection.

CALL TO ORDER

Commissioner Martucci called the meeting to order at 7:00 p.m.

Commissioner Martucci turned over the proceedings to the Township Manager, Randy Soriano.

ROLL CALL

Board Members Present:

James Brown, President-EXCUSED
Robert Martucci, Jr., Vice President
James Seagreaves, President Pro-Tempore
Joanne Ackerman
Debra Brinton

Staff Present:

Randy Soriano, Township Manager
Cathy Bonaskiewich, Assistant Township Manager/Finance Director
John Andreas, Director of Public Works
Allen Stiles, Chief of Police
Cynthia Sopka, Director of Planning & Zoning
John Ashley, Esquire, Township Solicitor
David Tettermer, representative of Township Engineer, Keystone Consulting Engineers

NOTIFICATION

Mr. Soriano informed the attendees that all sessions of the Salisbury Township Board of Commissioners regular meetings are electronically recorded for the purpose of taking the Minutes. All public comments on agenda items would be taken prior to the vote. All public comments related to non-agenda items will be taken after the agenda has been satisfied.

Mr. Soriano announced that the Township records the meetings and archives its tapes and are available pursuant the Right-to-Know Law, if requested.

Mr. Soriano reminded everyone of the three minute rule and asked that everyone who wishes to speak to come to the podium, sign up, announce themselves, and speak clearly in the microphone. Mr. Soriano added that the speaker has a choice not to list his/her address; however, it is preferred that the speaker announce if he or she is a Township resident. He noted that if a resident does not divulge his or her address, it will impair the Township with administrative follow ups on a particular issue.

APPROVAL OF FINANCIAL REPORT AND BILLS PAYABLE

Mr. Soriano noted that there was one revision in the bills payable due to a credit in the General Fund, which was associated with a voided check from the last bills payable on October 25, 2012. The General Fund revised total is \$151,110.28.

Motion by Commissioner Ackerman, seconded by Commissioner Brinton, to approve the unaudited Financial Report for the period ending September 30, 2012 and the list of Bills Payable for the period 10/20/2012-11/9/2012, broken down as follows: General Fund - \$151,110.28; Fire Fund - \$7,882.74; Library Fund - \$0; Water Fund - \$101,574.71; Sewer Fund - \$44,494.51; Refuse & Recycling Fund - \$125,465.00; Highway Fund - \$12,117.66; Total of all Funds - \$442,644.90.

Roll Call:

COMMISSIONER ACKERMAN - YES
COMMISSIONER SEAGREAVES -YES
COMMISSIONER MARTUCCI - YES
COMMISSIONER BRINTON - YES
COMMISSIONER BROWN – EXCUSED

The Motion passed by 4-0

MINUTES

October 25, 2012

Commissioner Brinton noted that a reference to an Executive Session was made on page 2 of the Minutes, but no Executive Session was held. She also commented that the Minutes refer to Commissioner Brown on page 1, but he was excused.

Commissioner Martucci declared the October 25, 2012 Regular Meeting Minutes of the Board of Commissioners approved with revisions.

NEW BUSINESS

ORDINANCES

None

RESOLUTIONS

None

MOTIONS

Environmental Advisory Council – Vacancy.

Mr. Soriano announced that Mr. Bruce Burchard of 2025 Church Road, Bethlehem, PA 18105 (Ward 1) has tendered his resignation from the Township’s Environmental Advisory Council due to work engagements that will prohibit him from attending regularly monthly meetings.

Motion by Commissioner Ackerman, seconded by Commissioner Seagreaves, to accept with regret the resignation of Mr. Bruce Burchard - 2025 Church Road, Bethlehem, PA 18015 - from the Environmental Advisory Council.

Roll Call:

COMMISSIONER ACKERMAN - YES
COMMISSIONER SEAGREAVES -YES
COMMISSIONER MARTUCCI - YES
COMMISSIONER BRINTON - YES
COMMISSIONER BROWN – EXCUSED

The Motion passed by 4-0

Environmental Advisory Council – Appointment.

Mr. Soriano stated that Commissioner Martucci has submitted the name of Ms. Sandra Thomas of 1611 Rader Avenue, Bethlehem, PA 18105 to fill the unexpired term of Mr. Burchard. Mr.Soriano stated that Ms. Thomas acts as a member of the task force on the EAC so she is familiar with their proceedings.

Motion by Commissioner Ackerman, seconded by Commissioner Brinton, to appoint Ms. Sandra Thomas – 1611 Rader Avenue, Bethlehem, PA 18105 – to the Environmental Advisory Council in order to fill the unexpired term of Mr. Burchard.

Roll Call:

COMMISSIONER ACKERMAN - YES
COMMISSIONER SEAGREAVES -YES
COMMISSIONER MARTUCCI - YES
COMMISSIONER BRINTON - YES
COMMISSIONER BROWN – EXCUSED

The Motion passed by 4-0

Boy Scouts of America Request – Use of Franko Farm Park for Winter Klondike Derby.

Mr. Soriano stated that a brief presentation was given by the Minsi Trails Council division of the Boy Scouts of America at the last work session to use Frank Farm Park for their Winter Klondike Derby. Mr. Soriano noted that there were some outstanding items that required follow-ups, and in turn, the Boy Scouts have submitted an agenda for the day as well as the staging for the various equipment and stations. Mr. Soriano stated that both Mr. Andreas and Chief Stiles have reviewed the information and have no objection.

Mr. Al Dallao of the BSA-Minsi Trails Council was present to answer any questions the Board may have about the event.

Commissioner Ackerman inquired if there are any endangered species in the park that will be affected by the proposed stations. Ms. Sopka replied that there are invasive species in that area, but she does not anticipate a problem for this occasion.

Motion by Commissioner Ackerman, seconded by Commissioner Brinton, to approve the request by the Minsi Trail Boy Scouts to use Franko Farm Park for their Winter Klondike Derby event, subject to the applicant submitting and signing a waiver of liability and the appropriate certificate of insurance to the Township prior to the event.

Roll Call:

COMMISSIONER ACKERMAN - YES
COMMISSIONER SEAGREAVES -YES
COMMISSIONER MARTUCCI - YES
COMMISSIONER BRINTON - YES
COMMISSIONER BROWN – EXCUSED

The Motion passed by 4-0

Ratification of Police Contract

Mr. Soriano stated that the Police Contract is not ready for ratification at this time. He noted that they did meet with the association and have finalized the final language and sent it to their attorney for review. He stated that he hopes to have the final review prior to the November 29th, 2012 meeting.

Mr. Soriano stated that along with the contract, the Board must pass an Ordinance to amend the Police Pension Ordinance to reflect some changes to meet contractual obligations.

Submission of Proposed Budget 2013

Mr. Soriano stated The 2013 Proposed Operating Budget details an \$11,859,708 spending Plan for all Funds, which represents a \$489,281 or 4.3% increase over projected 2012 Budget. The total Operating and Non-operating expenditures (\$1,333,100) for 2013 are \$13,192,808.

Mr. Soriano stated that the Township's revenue has remained stagnant; it has not increased substantially to meet the expenses. He noted that over the years, the Township has reduced taxes to compensate for healthy fund balances which accumulated from other strong revenue streams, such as Real Estate Transfer and Interest, which accounted for approximately \$900,000 per year in revenue. Mr. Soriano commented that with the economic downturn starting in 2008, the Township has seen a considerable reduction of revenue derived from these two sources. He noted that in 2011 the Township collected only \$315,000 from these two sources, and consistently over the last 4 years the Township had to make up approximately \$600,000 per year from Fund balances. Mr. Soriano stated that from 2008 to 2011 the Fund balance of the Township has been reduced by approximately 3.1 million. And coupled with a loss of revenues that could have been realized had the millage rates been retained at 2001 levels (approx. 2.1 millions), it is evident that the Township, for the past 5 years, has weathered the storm caused by the economic downturn by reducing its fund balance to sustain yearly shortfalls. Mr. Soriano stated that in the long run, this cannot be sustainable and there will come a need to make up the loss of revenues or cut substantially in the departments.

Mr. Soriano noted that since 2008, the Township has utilized approximately \$3,110,000 to balance shortfalls in the General Fund. In 2012 the Board approved the policy that approximately 20% of yearly expenses should be retained as Fund Balance. Mr. Soriano commented that at the end of the 2013 Budget, the Fund Balance for the General Fund is approximately 26% of Expenses. For 2013 Expenses will exceed Revenues by \$282,308.

Mr. Soriano commented on the shortfall of \$24,800 in the fire fund balance, which means that the Township does not have the money in that fund to meet the expense. He noted that last year, the Township raised taxes, but that was to put away money for the future replacement of fire trucks. So the difference between the old tax rate and the new tax rate was put into Capital Reserve and did not solve the operating shortfall.

Mr. Soriano stated that the Township expects to realize \$5,816,300 in Revenues, which represents a \$207,000 or 3.4% decrease from 2012 projections. He noted that expenditures are proposed at \$6,098,608. He also commented that the predominant source of revenue comes from Taxes. Earned Income Tax brings in approximately 1.9 million and represents 47% of the Tax Revenue or 32% of Total Revenue. Real Estate brings in approximately 1.37 million and represents 34% of the Tax Revenue or 24% of Total Revenue. Other Taxes such as the Realty Transfer Tax (\$320,000), Local Service Tax (\$440,000), combined (\$760,000), represent 19% of the Tax Revenue or 13% of the Total Fund Revenue. Mr. Soriano stated that combined Taxes represent 69% of Total Revenue, and the remainder of the Revenue stream is made up of License & Permits (207,600-4%), Fines & Forfeits (67,000- 1%), Interest & Rents (64,400-1%), State Shared Revenues (402,800-7%), Charges for Services (286,700-5%), and Miscellaneous-Transfers-Other Revenue (757,900-13%).

Mr. Soriano stated that the proposed 2013 Salisbury Township Real Estate Tax is based on an estimated valuation of \$449,148,550. Again, with the reassessment, the value will be based on 100% of fair market value. Initial estimates have placed that valuation at 1,342,120,200.

Mr. Soriano highlighted the Budget as follows:

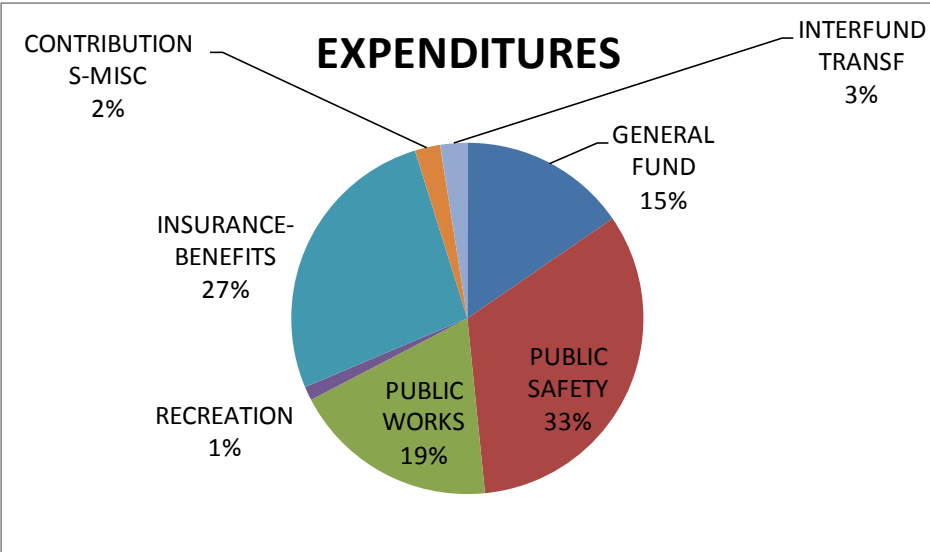
FUND BALANCE
ESTIMATED ENDING FY 2013

	<u>FUND BALANCE</u>	<u>% OF EXPENSES</u>
General Fund-	\$ 1,570,643	25.8%
Fire-	\$ (24,800)	-7.7%
Library-	\$ 99,926	122%
Water-	\$ 1,134,503	73.4%
Sewer-	\$ 705,581	42.6%
Refuse & Recycling-	\$ 48,227	2.8%
Debt-	\$ 0	0%
Highway-	\$ 11,079	3.7%

Total Proposed 2013 General Fund Expenditures will be \$6,098,608. Table below shows a breakdown and allocation by program. This spending Plan represents an increase of 4.1% from projected 2012 levels. The breakdown by programs is depicted below:

TOTAL PROPOSED 2013 EXPENDITURES

<u>EXPENSES</u>	<u>GENERAL FUND</u>	<u>% OF TOTAL</u>
<u>GENERAL GOVERNMENT</u>	<u>\$939,303</u>	<u>15%</u>
<u>PUBLIC SAFETY</u>	<u>\$2,011,803</u>	<u>33%</u>
<u>PUBLIC WORKS</u>	<u>\$1,155,401</u>	<u>19%</u>
<u>CULTURE & RECREATION</u>	<u>\$78,201</u>	<u>1%</u>
<u>INSURANCE & BENEFITS</u>	<u>1,621,200</u>	<u>27%</u>
<u>CONTRIBUTIONS % MISC</u>	<u>\$141,500</u>	<u>2%</u>
<u>INTERFUND TRANSFERS</u>	<u>\$151,200</u>	<u>3%</u>
<u>TOTAL OPERATING</u>	<u>\$6,098,608</u>	<u>100%</u>



Mr. Soriano highlighted the General Fund Expenditures as follows:

GENERAL GOVERNMENT totals **\$939,303** and represents 15% of the General Fund. The proposed budget calls for a \$123,800 increase from projected 2012, or 15%. Noticeably, reimbursable engineering expenses have been increased (Revenue side has also increased by same amount) and personnel administration has been increased to cover anticipated police personnel costs increases that will result from the CBA once it is approved. Projected salaries for non-uniformed administrative employees have been budgeted at **3.75%** following a long standing practice that non-unionized employees receive the same % increases as other PWD employees. Administrative staff, however, pays a higher Health reimbursement premium of 5.0% vs. 2.5% for PWD. Department Heads proposed raises are **2.5%** The Budget also includes funds for computer software and hardware upgrades and facilities maintenance. Budgeted is also \$50,000 in the **Capital Budget** (Split between GF-\$30K-Water and Sewer Funds (\$10K) for security camera upgrades, alarm system and audio visual system for the Board room.

PUBLIC SAFETY represents the largest expenditures with a **\$2,011,803(33%)** allocation.

Police Services make up the majority of the expense at **\$1,633,601 (81%)**. The Budget will reflect a contractual increase in **wages** once the new CBA is approved. Eliminated from the Department Head Budget request is two additional Officers. No anticipated increase in personnel is proposed, unless these positions are followed by **increases on the revenue side to sustain them**. This can only mean a tax increase. The current 12 hr. schedule is expected to considerably decrease the **Overtime account**, therefore \$70,000 is budgeted in line with projected 2012 expenses. Budgeted is \$13,000 for supplies to maintain the operation of the **Quick Response Service** vehicle. This is an increase of \$2,200 from projected 2012. **K-9 program supplies** remain at 2012 levels(\$5,800). **Firearms supplies** have been increased by \$2,000 from 2012 levels(\$10,000). **Minor Equipment** line item has been increased by \$3,700 from projected 2012 levels(\$27,500). Also included in the **Police Vehicles** line item

(\$61,300) are 2 Dodge Charger Pursuit 4-dr sedans @ \$26,649 each + \$4,000 up-fitting each. A \$1 line item has been created for the **MERT program** and based on the BOC decision the cost for this program will need to be budgeted. The **Capital Budget** also included other capital expenses relating to police totaling \$41,000(Car Video System-\$4,300; Wireless Download System-\$22,200; Station measuring system-\$6,000; Rehab of the Incident Command Cir. Unit 212-\$8,500). Total Police Budget reflects an **\$81,500 5.25% increase from projected 2012** scaled down from an 11.75% increase under the departmental request. Total cuts \$100,900.

Fire Services is reflected in the General Fund to show the pass through allocation to the Firemen's Fire Relief Association. For 2013, \$100,000 is budgeted both as Revenue and Expense. Budgeted is also \$30,000 under Acct 465.500 for volunteer fire company incentives. **Decrease \$64,000 from 2012 projected levels or 38%**

Code Enforcement/Planning/Zoning makes up approx. 4.2% of the Proposed Budget. Combined \$257,902 is budgeted for inspection services and will be recouped by building permit fees. The Township handles all in-house administrative functions by the appointment of an in-house BCO. Third Party inspection agencies are retained to perform plan review and inspections for both residential and commercial properties. The Township expects to complete the Zoning Ordinance and SALDO updates by 2013. **Increased \$2,500 or 2.7% from 2012 projected levels.**

Emergency Management. Considerable effort has been devoted to bring our newly Emergency Center fully operational. Many computers have been added and for 2013 the Township has allocated \$20,300 for emergency management. **In addition to a small stipend for the Emergency Coordinator(\$3,000) and Deputy EC(\$1,000) \$13,000** has been budgeted for **Minor Equipment and Small Tools**(\$2,912-Harris portable radio (APD encrypted); \$350-Video monitor for viewing bldg. cameras(security);\$1,000-Large 10'x6' whiteboard ;\$3,443-Repeater; \$3,500 - Weather Station; \$300- Back-up Control Station: \$249 - Cradepoint Router; \$1,000- Monitoring System for PSP Helicopter; \$500 for 2nd shared frequency to add to the repeater for ESFD & WSFD). Total **increase \$12,328 or 154%.**

PUBLIC WORKS shows an appropriation of **\$1,155,401(19%)** of total GF Expenditures. Wages (\$880,000) comprise approx. 76% of the total department Budget. This represents less than 1% increase over projected 2012 levels. The department has been downsized by 6 full time employees due mostly to retirements. The Budget anticipated adding one full time employee back on the payroll. This will only add an additional \$213 from the projected 2012 wages and is sustainable. Additional funds have been budgeted for **safety related clothing** (\$3,600) and for **General Services** (\$3,000). For **traffic controls signals**, \$24,000 has been budgeted, same level as 2012 budget. **Streets and Bridges** account is funded at \$124,000, which includes \$120,000 for **road material**. **Capital Budget** for DPW includes \$95,000 for a 4x4 Dump Truck (\$50,000) which purchases will be shared by another \$50,000 appropriation coming out of the Highway Fund and \$45,000 for a Chipper. For Storm Sewer projects \$200,000 is appropriated for the Maumee Avenue Stormwater Project. Also budgeted is \$200,000 for applying micro-surfacing to various streets in the Township. Overall, the department budget has **increased by approx. \$55,000 or 5%.**

RECREATION shows an appropriation of \$76,201, **a decrease of 53% from 2012 levels.** This is mostly due to the completion of the Lindberg Park Master Site Plan

budgeted in 2012 and consultant expenses no longer accounted in 2013. The 2013 Budget allocates \$20,500 for **Facilities Maintenance (\$7,000)** and **Property maintenance (\$13,500)**. **\$43,000** is budgeted to operate the summer playgrounds at Laubach, Lindberg, Green Acres and Devonshire parks. Budgeted for next year are funds to continue treatment of the geese problem at Laubach Park The **Capital Budget** includes **\$43,000 for Park upgrades** that includes \$10,000 for lighting at Laubach Park; \$5,000 for a surveillance system at Laubach Park; \$7,000 for a new roof at the restrooms at Laubach Park; \$41,000 for a new restroom room at Green Acres; \$20,000 for new windows at the Franko Park Farmhouse. **Decreased by \$36,747 over projected 2012 levels.**

Commissioner Brinton inquired if the money for the proposed development in the Lindberg Park Master Site Plan is included in the 2013 Budget. Mr. Soriano stated that there is nothing included for development. In other words, the expense for consulting that will be paid to URDC will be finished by the end of the year because the Plan should be done. He commented that once the Plan is adopted, the Township will then have the phasing of development cost. Mr. Soriano noted that Phase One was the trail for which a Grant has been applied from the County and the State.

CONTRIBUTIONS & MISCELLANEOUS- Environmental Advisory Council expenses are expected to remain at 2012 budget levels (\$2,000). Contributions are expected to rise by \$1,000. Volunteer Incentives for both ESFD and WSFD are expected to remain at 2012 levels (\$30,000). Miscellaneous will increase by **\$20,520 due to increases in the principal for certain leases**. Total \$143,500 for this category. **Increases \$21,100 from 2012 projected 34%**

INSURANCE & BENEFITS- Salisbury Township participates in the Lehigh Valley Insurance Cooperative which has provided overall stability in our health rates. Group Health Insurance, underwritten by Capital Blue Cross, is expected to increase by 4.9%. Total **Health Insurance and Disability** is \$806,200, an increase of \$253,630 over a 5 year period. Other **Insurance, commercial, property, police professional, crime, public officials, and Workers Compensation**, overall, will be maintained at 2012 levels (\$197,200) an increase of \$48,613 over 5 year period. **Pension Costs**, however, have dramatically increased over the years. See Table Below:

MINIMUM MUNICIPAL OBLIGATION

YEAR	2007	2008	2009	2010	2011	2012
Police	\$ 97,960	\$108,413	\$129,610	219,168	222,757	229,677
Non Uniform	<u>\$222,726</u>	<u>\$235,472</u>	<u>\$232,498</u>	<u>261,615</u>	<u>257,757</u>	<u>266,244</u>
Total	\$320,686	\$343,885	\$362,108	480,783	480,042	495,921
State Aid	\$189,177	\$184,807	\$197,065	209,576	397,347*	250,328
Township	\$131,509	\$159,078	\$165,043	271,207	82,695	245,593
<ul style="list-style-type: none"> • One Time aberration due to adjustment in calculation of state unit values 						
STATE UNIT Values: Police count 2 units; Non Uniformed- 1 unit.						
2011-\$5,596						

2010-\$3,234
2009-\$3,128
2008-\$3,186
2007-\$3,206

While State Aid has remained leveled over the 6 year period, the Pension Costs have risen dramatically. Over the period, the cost of the Pension Plans combined has increased by \$164,810 or **125%**, while the subsidy from State Aid has only increased by \$38,323 or **29%**. By contract, employee contributions have been eliminated for PWD. Police only recently have commenced to shoulder some of the costs by contributing 1.54% of pay. Therefore, most of the cost (\$64,810) has been shouldered by the Township. Total budget increases from 2012 projected, **\$23,190 or 1.4%**.

INTERFUND TRANSFERS

The Township expects to transfers funds to offset expenses for the Fire Fund. Approximately \$61,400 is expected to be transferred in 2013. Also, \$89,800 will be transferred to our Capital Reserve Fund. Total budget \$151,200. **Increase of \$22,535 from 2012 levels or 17%**

Mr. Soriano stated that with the initial budget, the initial General Fund shortfall was \$443,807, but with the recommended Budget, there is a shortfall of \$282,308 of expense over revenue. He stated that this will reduce operating cash from \$1.8 million to \$1.57 million.

(03) FIRE PROTECTION FUND

Revenues/Expenditures

Total **Revenue** is expected to be \$231,800 generated by the .55 mills Fire Tax and Interest and contributions Income (\$9,050). Other sources of revenue will be from sale of fixed assets (\$10,000) and a \$61,400 transfer from the General Fund. Total Revenue is projected at **\$321,250**. It will be necessary to utilize \$8,950 of prior year funds to balance the budget. On the **Expense** side \$162,700 is budgeted to offset operational expenses for the ESFD(\$63,100) and WSFD(\$66,600). The **Capital Budget** includes the purchase of a rescue truck(ESFD) in the amount of \$362,200 A Loan of \$100,000 is shown for the payment of the Truck. Overall, the Fire Budget relies heavily from subsidies from the General Fund Balances Reserves. As you will note there is \$24,800 shortfall in that budget. Capital Expenses consist of the purchase of a 2013 Fire Truck (\$362,200) and \$15,000 budgeted for the removal of an underground tank for WSFD. **Currently, the proposed budget shows a \$24,800 deficit.**

PROPOSED 2013 FIRE BUDGET

REVENUES:

TAXES	\$231,800
INTEREST & CONTRIBUTIONS	\$9,050
OTHER SOURCES	\$71,400

PRIOR YEAR \$0
TOTAL REVENUE \$312,250

EXPENDITURES:

PUBLIC SAFETY \$162,700
 OTHER EXPENSE \$900
 INTERFUND TRANSFERS \$157,600
TOTAL OPERATING EXPENDITURES \$321,200
NET CHANGE (\$8,950)
FUND BALANCE (\$24,800)

Debt Service for the fire trucks is now paid directly from the Fire Fund and totals \$46,400.

Debt Service Totals:

<u>ITEM</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
1999 Fire Truck(ESFD)	\$ 7,600	\$ 200
2005 Fire Truck(WSFD)	\$ 10,000	\$ 1,600
2008 Fire Truck(WSFD)	\$ 6,300	\$ 1,400
2009 Fire Truck(ESFD)	\$ 9,300	\$ 2,300
2012 Fire Truck(ESFD)	\$ 5,800	\$1,900
<u>TOTAL</u>	<u>\$ 39,000</u>	<u>\$ 7,400</u>

(04) LIBRARY TAX FUND

Revenues/Expenditures

Revenues generated by the .18 mill tax are projected to be \$78,100, plus interest of \$100. Total **\$78,200 Expenditures**, which are assessed by the Allentown Public Library, will total \$81,600. Miscellaneous- \$300. The Tax was initiated by referendum and in order to be repealed it must be approved by the voters. However, no voter approval is necessary to increase the rate. **The current \$3,700 shortfall will be absorbed by the Fund Balance.**

PROPOSED 2013 LIBRARY BUDGET

REVENUES:

TAXES \$78,100
 INTEREST \$100
 MISCELLANEOUS \$0
 PRIOR YEAR \$0
TOTAL REVENUE \$78,200

EXPENDITURES:

LIBRARY SERVICES	\$81,600
MISCELLANEOUS	\$300
TOTAL OPERATING EXPENDITURES	\$81,900
NET CHANGE	(\$3,700)
FUND BALANCE	\$99,926

Salisbury circulation and patron registration statistics for 2011

Circulation

January	2752
February	2325
March	2842
April	2464
May	2386
June	3710
July	4071
August	3671
Total:	21379

Patrons registered

January	18
February	7
March	20
April	14
May	21
June	23
July	44
August	29

Total number of patrons registered to date: **4792**

It was the consensus of the Board to ask the Allentown Public Library to make a presentation on the services they provide to the Township.

06) WATER FUND

Revenues

The Township does not anticipate a water rate increase for the year 2013. Anticipated revenues for the year 2013 from property owners paying on metered water (\$1,401,000) and Interest Earned (\$3,000), is expected to bring in approx. **\$1,404,000**. An average consumption for a family consists of 100,000 gals/yr. Total yearly bill-\$492 (Gross).

Expenditures

Total expenditures of the Water Fund are expected to be **\$1,545,800** including **\$860,000** for the purchase of water from the Allentown Authority; \$4,300 from Bethlehem Authority; and \$8,500 from South Whitehall Twp. Authority. Wages allocation is expected to run \$217,000 (Budget reflects an additional laborer position to be funded equally from Water and Sewer Fund); Supplies (\$43,700), Services (\$67,800), Insurance (\$12,900) and Employee Benefits (\$115,100) and Miscellaneous/Leases (\$10,000) are expected to comprise the other \$138,000 expenses. Transfers to the General Fund in the amount of \$206,300 are also budgeted. **Capital Budget** includes \$10,000 for the cost of the municipal buildings upgrades and Ellsworth Water Line replacement (\$81,400). Decrease from 2012 levels is \$8,600 approx. 1%. **The \$141,800 shortfall will be absorbed by the Fund Balance.**

PROPOSED 2013 WATER FUND BUDGET

REVENUES

INTEREST	3000
SYSTEM REVENUE	1401000
MISCELLANEOUS	0
PRIOR YEAR	<u>0</u>
TOTAL	1404000

EXPENDITURES

WAGES	217200
SUPPLIES	43700
SERVICES	67800
WATER PURCHASES	872800
OTHER EXPENSE	138000
INTERFUND TRANSFERS	<u>206300</u>
TOTAL	1545800
NET CHANGE	(\$141,800)
FUND BALANCE	1134503

(08) SEWER FUND

Revenues

Revenues for 2013 are expected to be **\$1,352,500**, comprised of annual sewer charges of \$1,351,000 and Earned Interest of \$1,500. Rates are expected to be maintained at 2012 levels.

Expenditures

Total Expenditures for 2013 are expected to be **\$1,655,300** including \$768,000 for system costs that include disposal costs to Allentown (\$506,300) and Bethlehem (\$150,000) costs, transmissions costs to Allentown (\$3,700) Fountain Hill (\$1,000), Emmaus (\$8,100), Lehigh County Authority (\$16,600), and South Whitehall Twp. (\$1,000). Other costs include Wages (\$214,900), Supplies (\$33,900) and Services (\$293,500) of which \$200,000 is set aside for I/I work. Employee Benefits (\$114,900) and Insurance (\$12,900) and Debt Service (\$82,200) make up the remaining expenses. **Capital Budget** includes \$100,000 for the rehabilitation of the Riverside Drive Pumping Station and \$10,000 for sharing in the cost of the municipal building system upgrades. Increase of \$8,917 from 2012 projected levels. **The \$302,800 shortfall is expected to be absorbed by the Fund Balance.**

PROPOSED 2013 SEWER FUND

REVENUES:

INTEREST	1500
SYSTEM REVENUE	1351000
MISCELLANEOUS	0
PRIOR YEAR	<u>0</u>
TOTAL REVENUE	1352500

EXPENDITURES:

WAGES	214900
SUPPLIES	33900
SERVICES	293500
SYSTEM COSTS	768900
OTHER EXPENSE	137800
INTERFUND TRANSFERS	<u>206300</u>
TOTAL OPERATING EXPENDITURES	1655300
NET CHANGE	\$302,800
FUND BALANCE	705581

(20) DEBT SERVICE FUND

Revenues/Expenditures

All Revenues for this fund are simply transferred from the General Fund. Total \$164,300
Expenditures include:

<u>ITEM</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
2010 Bonds	\$99,500	\$64,300

PROPOSED 2013 DEBT SERVICE BUDGET

REVENUE

INTERFUND TRAN	<u>\$164,300</u>
TOTAL REVENUE	\$164,300

EXPENDITURES

DEBT PRINCIPAL	\$99,500	<u>MERT</u>
DEBT INTEREST	\$64,300	<u>Progra</u>
FEES	<u>\$500</u>	<u>m</u>
TOTAL EXPENSES	\$164,300	
NET CHANGE	\$0	

(10) REFUSE & RECYCLING FUND

Revenues comprise both **Sanitation fees (\$1,643,500)** and **Interest (\$100)**. **On the Expense side \$1,695,200** is budgeted. \$1,520,000 is allocated to pay collection and disposal costs charged by our contractor, Waste Management, for both garbage and recycling. Other expenses include costs allocation of employees associated with the administration of the Fund (\$50,200). The remaining expense is an inter-fund transfer to the General Fund (\$125,000). Rates are expected to remain at 2012 levels \$340.00 per year. **The \$51,600 shortfall is expected to be absorbed by the Fund Balance. Future charges will need to be monitored since the Fund Balance has dipped to 2% of expenses.**

PROPOSED 2013 REFUSE & RECYCLING FUND

REVENUES:

INTEREST	\$100
SANITATION FEES	\$1,643,500
PRIOR YEAR	<u>\$0</u>
TOTAL REVENUE	\$1,643,600

EXPENDITURES:

ADMINISTRATION	\$4,000
DATA PROCESSING	\$13,800
BUILDINGS & PLANT	\$500
WAGES	\$23,000
SANITATION	\$1,520,000
LEASE PAYMENTS	\$5,000
SERVICE FEES	\$2,100
EMPLOYEE BENEFITS	\$1,800
PRIOR YEAR	\$0
INTERFUND TRANSFERS	<u>\$125,000</u>
TOTAL OPERATING EXPENDITURES	\$1,695,200

NET CHANGE	(\$51,600)
FUND BALANCE	\$48,277

(35) HIGHWAY AID FUND

Revenues/Expenditures

Total Revenues \$305,600. The State Liquid Fuels 2013 allocation is estimated to be **\$305,400**. Interest is \$200. Total Expenditures will be **\$297,400** including \$135,000 for street lighting, \$70,000 for road salt, cinders and de-icer, and \$4,000 for Traffic signal maintenance. Lease payments (\$22,700) and inter-fund Transfers (\$65,700) comprise the remaining expenses. **Capital Budget** will include a \$50,000 allocation to help pay for the new 4x4 Dump Tuck. This fund cannot be overspent.

PROPOSED 2013 HIGHWAY FUND BUDGET

REVENUE

INTEREST	\$200
STATE SHARED REVENUE	\$305,400
PRIOR YEAR	<u>\$0</u>
TOTAL REVENUE	\$305,600

EXPENDITURES

STREETS & BRIDGES	\$209,000
LEASE PAYMENTS	\$22,700
INTERFUND TRANSFERS	<u>\$65,700</u>
TOTAL OPERATING EXPENDITURES	\$297,400
NET CHANGE	\$8,200
FUND BALANCE	\$11,079

Mr. Soriano stated that the Township needs to advertise the Budget and hold a Public Hearing twenty days prior to the anticipated adoption date. He noted that the Budget must be passed no later than December 31, 2012.

MERT Program

Mr. Soriano stated that the Agreement with District Attorney Jim Martin has not been finalized; therefore, the Motion to join the Program will have to be tabled.

OLD BUSINESS

COURTESY OF THE FLOOR

Mr. Thomas Mantz and Ms. Debbie Lentz of 2310 South Ellsworth Street were present to thank various residents, the Police Department and Western Salisbury Fire Department for their help when a car ran into their bird shop at 3235 Emmaus Avenue.

Chief Stiles stated that the Police Department will be hosting a gang training in the Emergency Operations Center on Saturday, November 17, 2012. He stated that this training will bring the Department and other Police Departments in the area up-to-date on all the local gang information.

Chief Stiles commented that he submitted a report to Mr. Soriano on the Department's efforts during Hurricane Sandy. He noted that he will make it part of his monthly written report, which will go out in the Commissioner's packets for the next meeting on November 29, 2012.

Commissioner Ackerman questioned if any State Aid is available to help with overtime cost from Hurricane Sandy. Chief Stiles stated that at this time, he does not believe anything will be available. Mr. Soriano explained that the Township figures out the cost of the storm, submits it to the County and the County sends it to the State. The State then decides whether there is sufficient cost to declare help. He commented that Lehigh County probably does not qualify because they did not have enough damage.

Commissioner Brinton expressed her gratitude to the Public Works Department for their efforts in the picking up of the leaves.

ADJOURNMENT

Commissioner Ackerman made a Motion to adjourn the Meeting. Seconded by Commissioner Brinton. The time was 8:50 p.m.

Respectfully submitted,

Randy Soriano
Secretary

These constitute the official minutes of the Regular Meeting of the Board of Commissioners held on November 15, 2012.

Approved and certified on this date:

Randy Soriano

Date

SEAL