

**FINAL**

**FRANKLIN TOWNSHIP  
BOARD OF SUPERVISORS (BOS)  
BUDGET MEETING MINUTES  
October 17, 2024, 6:00 PM**

**Call to Order**

**Roll Call: (x) Wenrich (x) Buckwash (x) Anthony (x) Keefer (x) Kostick  
(x) Williams**

Chairman Mark Wenrich called the meeting to order at 6:03 PM  
Treasurer Pam Williams included 2025 budgets and budget notes for each fund.

**STATE HIGHWAY**

The State Highway budget was finalized. There is a difference of \$68.43. Pam stated Roadmaster Andy Gibb did want to make sure there is \$9,200 for line painting, either from the State Highway Fund or the General Fund. Also, there is a potential estimated income of \$15,000 in line 391, Sale of Fixed Assets if we sell the old truck upon the purchase of a new one. Pam stated the answer to the question on the salt contract is that it runs from August 2024-July 2025. The BOS chose to place the difference in 439.61, Construction Projects. This line could be used for the Water St. project or paving of roads. Discussion ensued on the Liquid Fuels funds received for 2025.

**A motion was made** by Mark Wenrich to accept the State Highway budget for advertising.  
**Second by** Dave Buckwash  
**Discussion:** There was no discussion  
**The motion passed.**

Tentative salary increases were discussed at the September 19, 2024, budget meeting. Discussion was held on the PSATS Salary Survey Results. Supervisor Keefer stated what was being interpreted as the number of responses (last column on the survey) was actually the percentile of that wage.

An executive session was held from 6:21 to 6:43 PM

405.12-Secretary Salary (Traci) was increased from \$40,500 in 2024 to \$53,000 for 2025.  
405.12-Secretary Salary (Marie) was decreased from \$28,500 in 2024 to \$23,000 for 2025.  
405.15-Treasurer Salary was increased from \$29,500 in 2024 to \$33,000 for 2025.  
Discussion was held on Highway Wages and how wages are paid from the General Fund but reimbursed from the State Highway Fund.

Pam explained how the township received an Administrative Tax Refund of \$11,187 in 2024, line 310.65, Administrative Tax Refund. Pam contacted York County and inquired as to why it was so high this year and the county responded it was due to the higher bank interest rates. York County sent a four- and five-year average and discussion ensued on what amount to budget in that line item.

Discussion was held on Health Insurance for 2025. Pam explained how the health insurance information was listed and the percentages that the township pays for employees and spouses and the percentage the employee pays. After reviewing the comparison information from the broker, the BOS decided to renew the current Capital Blue Cross health insurance for 2025 at a cost of \$5,510.03, a 7% increase over 2024. Line 487.93, Health Insurance was budgeted for \$60,000 for 2025.

Vice-Chairman Dave Buckwash stated the LSA county grant should be announced in March or May of 2025.

## **GENERAL FUND**

### **Expenses**

410.10-Police Contract Service-was increased from \$388,111.86 in 2024 to \$403,442.20 in 2025.

411.30-Fire Hydrant Rental-was increased from \$1,300 in 2024 to \$1,520 in 2025.

411.35-Workmen's Comp. Insurance-was increased from \$21,000 in 2024 to \$24,722.86 in 2025.

411.54-Fire Co. Contracted Services-discussion ensued on what budget number was requested from NYCFR vs. the township budgeted number. Discussion was held on whether a Public Service Fee should be enacted in 2025 for expansion of commercial buildings or new commercial construction. This money would go towards emergency services. NYCFR has expressed an interest in seeing all townships in their service territory enact this fee. It will be discussed at the Fee Schedule meeting on 10/23/24.

412.56-Ambulance Contracted Services-\$10,000 was budgeted and paid for 2024. This was actual costs plus a small donation to make \$10,000. The BOS decided to budget for \$10,000 but just pay actual costs.

413.32-BCO, Salary Outsource-was decreased from \$11,070.94 in 2024 to \$70.94 for 2025. Fees are now paid directly to Approved Code Services vs. collecting charges from residents and then paying Land & Sea.

414.13-Zoning Officer Salary-increased from \$18,000 in 2024 to \$29,000 in 2025.

415.33-EMC Mileage-increased from \$100 in 2024 to \$250 in 2025.

Discussion was held on a third party performing the administrative work to renew our FCC license. The BOS agreed that Lauren Fleming should perform this administrative work going forward and not pay a third party.

430.23-Gasoline-was decreased from \$600 in 2024 to \$200 in 2025. Equipment that uses gas has decreased.

430.24-Diesel Fuel-decreased from \$20,000 in 2024 to \$15,000 in 2025.

437.22-Oils/Lubricant-increased from \$500 in 2024 to \$1,500 in 2025.

452.10-Parks & Recreation, Other-was increased from zero in 2024 to \$30,000 in 2025 for a security system for the parks. Discussion ensued on the security cameras.

452.14-Wages, Parks & Recreation-was increased from \$43,000 in 2024 to \$50,000 in 2025.

481.10-Social Security-ER-was increased from \$18,000 in 2024 to \$21,000 in 2025.

481.20-Medicare ER-was increased from \$4,000 in 2024 to \$5,000 in 2025.

483.30-401a Twp.-Non-Uniform Pension-was increased from \$8,600 in 2024 to \$10,000 in 2025.

484.35-Vacation Pay-was increased from \$10,000 in 2024 to \$12,000 in 2025.

486.21-General Property/Liability Insurance-was increased from \$10,000 in 2024 to \$12,000 in 2025.

486.50-Public Official Liability Insurance-was decreased from \$10,000 in 2024 to \$8,000 in 2025.

487.93-Health Insurance-was increased from \$42,500 in 2024 to \$60,000 in 2025.

489.10-Miscellaneous Expenditures-was increased from \$2,065.20 in 2024 to \$4,000 in 2025.

492.02-Recreational Fund-was decreased from \$22,888 in 2024 to \$15,000 in 2025.

6561-Payroll Expenses-was increased from \$300 in 2024 to \$700 in 2025.

Discussion ensued on where to place the difference of \$1,622.86. It was decided to place it in 430.70, Capital Purchases.

Pam stated if the township chooses to complete any road paving or purchase any equipment in 2025, it will need to come out of the General Fund budget.

Pam reviewed the paving information that Andy submitted. No decisions were made during the meeting, but Pam reiterated we have the information for making that decision next year. At that time, decisions will have to be made on what roads to be paved and how the township will pay for it.

All updates will be made to the General Fund Budget, and it will be placed on the November 13, 2024, BOS meeting agenda for a motion to be made to accept and to advertise the General Fund Budget.

## **PARKS AND RECREATION**

After review of the General Fund budget, it was agreed by the BOS to transfer \$15,000 from the General Fund to the Parks & Recreation Fund for 2025. There was no further action on the Parks and Recreation budget, and it is now complete.

**A motion was made** by Supervisor Duane Anthony to accept the Parks & Recreation budget for advertisement.

**Second by** Vice-Chairman Dave Buckwash

**Discussion:** There was no discussion

**The motion passed.**

The Per Capita Tax Exemption form was reviewed by Vice-Chairman Dave Buckwash. Per Capita Tax exoneration would be granted with gross maximum limits of \$6,000 for single individuals and \$6,500 for married individuals filing jointly (from all income sources). This will be in line with tax exemptions that Tax Collector Rhonda Harpster handles for other municipalities. The form will be sent to Solicitor Bret Shaffer for review.

**A motion was made** by Vice-Chairman Dave Buckwash to accept the Per Capita Tax Exemption form with a cap for single person gross income limit of \$6,000 and for married person joint income all sources at a cap of \$6,500.

**Second by** Chairman Mark Wenrich

**Discussion:** There was no discussion.

**The motion passed.**

Vice-Chairman Dave Buckwash reviewed the information on the York County Local Share Account (LSA) Grant Resolution. This resolution authorizes Vice-Chairman Dave Buckwash and Treasurer Pam Williams as the designees to sign documents and agreements on behalf of the Franklin Township Board of Supervisors and the Commonwealth Financing Authority in obtaining the grant for \$170,000.

**A motion was made** by Vice-Chairman Dave Buckwash to pass Resolution 2024-11, a resolution establishing designees between the Franklin Township Board of Supervisors and the Commonwealth Financing Authority.

**Second by** Chairman Mark Wenrich

**Discussion:** There was no discussion.

**The motion passed.**

Vice-Chairman Dave Buckwash reviewed the quote from LowV for security cameras for the township parks for a total amount of \$12,528.00 This includes the camera units and installation; one is a portable unit, and the road crew will be taught how to move it if needed (from Ponderosa to the township building or vice versa). The quote appears to show both units would run on cell service at \$125 per park per year. There was a question about if there would also be \$10.00 per camera on top of that cost. LowV is determining if the camera for Century Lane Park could be attached to the shed with electricity and used as a relay it to this building then just add a camera to the township building. Dave stated he was under the impression that the \$12,528.00 was for one park only. Supervisor Kostick recommended getting more than one quote. Vice-Chairman Dave Buckwash stated LowV already does the township building security. Dave will check to see if LowV can come to one of the next meetings to review and clarify the quoted information and answer any questions. Pam suggested he may be able to come to the next Fee Schedule meeting on November 20<sup>th</sup> if not the November 13<sup>th</sup> BOS meeting.

SEO Gary Morrow is retiring at the end of 2024. Two individuals responded with interest in the position and need to be interviewed. Vice-Chairman Buckwash suggested that they be interviewed prior to the Fee Schedule meeting on October 23, 2024.

The BOS agreed to this, and Dave will relay the information to Secretary Traci Kauffman to set up the interviews. Gary Morrow would like to continue as the Alternate SEO.

Vice-Chairman Buckwash discussed the letter from Transportation and Resource Group representing Lexington Fields which was sent to the Mason's who attended a previous BOS meeting. Discussion ensued and questions will be reviewed with Solicitor Bret Shaffer

**A motion was made** by Vice-Chairman Dave Buckwash to adjourn the meeting at 8:48 PM.

**Second** by Chairman Mark Wenrich

**Discussion:** There was no discussion.

**The motion passed.**

*Pamela Williams*

Pamela Williams-Treasurer/Asst. Secretary