***FINAL***

**FRANKLIN TOWNSHIP**

**BOARD OF SUPERVISORS (BOS)**

**BUDGET MEETING MINUTES**

***September 19, 2024, 6:00 PM***

**Call to Order**

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

**(x) Williams**

Chairman Mark Wenrich called the meeting to order at 6:05 PM

Treasurer Pam Williams included 2025 budgets, some budget notes for each fund and the questions/answers from NYCFR.

Pam stated she contacted Washington Township, and their current Real Estate Tax is currently .45%. Supervisor Daniel McGregor sent an email and said they are considering a Fire Tax, but the maximum would be .25% which is approximately one half of Carroll and Franklin townships and Dillsburg Borough.

**NYCFR-2025 Budget**

Mark Snyder reported the Fund Drive is at $37,458.31 YTD and is a normal amount for this time of year.

The reason the budget numbers appear askew in Income/Donations and Income/Other is because they are now all in Income/Other. The budget will be corrected in 2026. Their interest rate returns have increased due to moving some monies into different accounts/CD’s that earn more interest.

The food costs for Farmers Fair have increased due to a local company who previously donated hams who now does not. This applies to other foods as well.

Choice Marketing does the fire company fundraiser for NYCFR which is nearly $7,000. Mark thought it was about .84 cents per mailer.

Recruitment and Retention increase is due to increasing apparel costs and holding a banquet at a restaurant or venue vs. doing all of the cooking and cleanup themselves.

The Utility Truck needs tires as well as Rescue 15 which is driving those budget increases.

Repairs to equipment are increasing as well as AED’s have to be serviced each year for liability purposes.

ESO, which will be the system for Emergency Reporting to the State, is now a cost whereas this service was free before. ESO will include Payroll processing.

Janitorial increased due to the paid staff now tasked with cleaning both stations.

Kitchen Repairs included painting the hall, repairing drywall, and updating the restrooms. Electrical work was also done to repair/replace the breaker box and put in switches. A Carlise firefighter completed that work. The countertops and some cabinets are questionable as they are food contact services and are brought to the attention of personnel when annual inspections are done by the Department of Agriculture.

A small repair had to be done to a roof with a small leak.

Mark makes a spreadsheet with all invoice information and corresponding budget lines. The accountant gets that, pays the bills, cuts the checks, and sends them back to Mark Snyder to be signed and mailed out. Payroll is completed the same way in a spreadsheet and accountant does payroll. The accountant does payroll taxes, monthly reports, six-month reports, annual reports and the 990 and BCO-10. The accountant also assists with the annual State Workers Insurance Fund audit.

The paid crew is currently one hundred hours per week at $20 per hour. A few with less experience earn $19 per hour.

Worker’s Compensation is for the paid staff, not volunteers. The Worker’s Compensation that the townships and borough pays is for volunteers.

Mark said the PA State Commissioners Grant came out and they wanted to use it to pay down debt on their mortgage. If you owe less than $138,000, you cannot use the grant for that purpose. NYCFR owes $103,000. They may use the funds for purchase of rope for the new engine if they are successful in getting the grant, That amount will then be deducted from their budget.

Hector went back to 2021 to research mutual aid calls to Washington Township-the calls were nine,11 and 15 for the last consecutive three years. 2024 is currently eighteen.

**PARKS AND RECREATION**

There was no action on the Parks and Recreation budget. This will be completed once the General Fud budget is completed to confirm a $15,000 contribution from the General Fund.

**STATE HIGHWAY**

The answers to the questions the BOS asked of Roadmaster Andy Gibb were reviewed.

The BOS would like a potential list of roads for oil/chip and paving for 2025 with an estimated cost. The BOS would like to use the budgeted amount in 439.61, Construction Projects for Water St. The State Highway Budget will be reviewed in further detail at the next budget meeting.

**GENERAL FUND**

**Income**

310.01-Per Capita Tax-Current Year-was increased to $14,500 for 2025 from $13,500 in 2024

310.02-Per Capita Tax-Prior Year-was increased to $4,000 for 2025 from $2,500 in 2024

310.22-EIT-Prior Year-was increased to $300,000 from $250,000 in 2024

310.51-LST-Current Year-was increased to $40,000 from $37,500 in 2024

310.65-Administrative Tax Fund Refund-the 2024 YTD amount is correct. It was a YATB 2023 Operating Excess Income Refund.

321.80-Cable Franchise-was decreased to $40,000 for 2025 from $42,000 in 2024

331.12-Violations,Criminal-was increased to $3,500 for 2025 from $2,500 in 2024

341.03-Interest Income, Savings/MM-was increased to $4,000 for 2025 from $2,000 in 2024

341.04-Interet Income, CD-was increased to $9,000 for 2025 from $4,500 in 2024

355.25-Municipal Pension State Aid-was increased to $23,000 for 2025 from $16,000 in 2024

356.02-Game Commission/Gaming Board-was increased to $8,000 for 2025 from $3,000 in 2024

361.31-Plan Submission Fees-was increased to $4,000 for 2025 from $3,000 in 2024

361.33-Zoning Permit Fees-was decreased to $2,000 for 2025 from $3,000 in 2024

389.20-Dividend-Workers Comp.-was decreased to $$5,000 for 2025 from $8,000 in 2024

389.30-Other Miscellaneous Revenues-was increased to $3,000 for 2025 from $200 in 2024

**Expenses**

400.05-Supervisor Mtg. Pay-was decreased to $12,000 for 2025 from $19,250 in 2024

400.11-Supervisor Salaries-(working Supv.) was increased to $3,000 in 2025 from $2,500 in 2024

400.12-Supervisor Mileage-was increased to $500 for 2025 from $275 in 2024

400.13-Dues/Subscriptions-was increased to $1,700 for 2025 from $1,500 in 2024

400.15-PC Salaries-was decreased to $1,500 for 2025 from $2,000 in 2024

403.11-Tax Collection Commission- was increased to $18,000 for 2025 from $9,000 in 2024. This is due to the tax increase beginning in 2024.

403.30-Outside Collection Fees-was decreased to $18,000 for 2025 from $19,000 in 2024

405.12-Secretary Salary(Traci)-was increased to $41,000 for 2025 from $40,500 in 2024

405.12-Secretary Extra Duty-was increased to $6,000 for 2025 from $3,700 in 2024

405.15-Treasurer Salary-was increased to $31,000 for 2025 from $29,500 in 2024

405.33-Mileage-was increased to $1,200 for 2025 from $900 in 2024

405.48-Internet Fees/Web Design-was increased to $1,400 in2025 from $720 in 2024

408.33-Professional Fees Other-was increased to $2,000 for 2025 from $1,000 in 2024

409.20- Supplies/Building-was increased to $750 for 2025 from $500 in 2024

409.26-Small Tools/Equipment-was increased to $1,000 for 2025 from $750 in 2024

409.37-Building Repairs/Maint. Supplies-was decreased to $2,000 for 2025 from $3,000 in 2024.

409.38-Grounds Maint.-was increased to $1,600 for 2025 from $600 in 2024

409.47-Heating Oil-was decreased to $1,500 for 2025 from $2,000 in 2024

For the next meeting on October 16, we will continue the State Highway budget review after the Estimated Liquid Fuels Payment amount is released and complete the review of the General Fund

Budget.

**A** **motion was made** by Chairman Mark Wenrich to adjourn the meeting at 8:13 PM.

**Second** by Supervisor Duane Anthony

**Discussion:** There was no discussion.

**The motion passed.**

Pamela Williams

Pamela Williams-Treasurer/Asst. Secretary