

FRANKLIN TOWNSHIP
BOARD OF SUPERVISORS (BOS)
BUDGET MEETING MINUTES
November 1, 2023, 6:00 PM

Call to Order and Roll Call: (x) Wenrich (x) Buckwash (x) Decker (x) Anthony
(x) Cummings (x) Williams

Chairman Mark Wenrich called the meeting to order at 5:57 PM

APPROVAL OF MINUTES

A motion was made by Chairman Mark Wenrich to approve the August 16, 2023, Budget Meeting Minutes.

Second by Supervisor Kevin Cummings

Discussion-there was no discussion.

The motion passed.

PARKS & RECREATION BUDGET

A motion was made by Chairman Mark Wenrich to accept and display the 2024 Parks & Recreation Budget as the final budget.

Second by Supervisor Duane Anthony

Discussion-there was no discussion.

The motion passed.

STATE HIGHWAY BUDGET

The BOS decided to wait to accept the State Highway Budget until the 11/16/2023 Budget Meeting to see if there is an updated Liquid Fuels State Aid Estimate.

OTHER BUSINESS

Treasurer Pam Williams presented information and discussion was held on the Health Insurance plan for 2024 which is effective 12/1/2023. Deductibles, prescription deductibles, co-pays, cost etc. were discussed.

Health Insurance

A motion was made by Supervisor Kevin Cumings to select Gold PPO/Choice Select as the Health Insurance plan for 2024.

Second by Supervisor Duane Anthony

Discussion-discussion was held on deductible for In-Network and Out-of-Network. There isn't a deductible for In-Network and the maximum is the same across the board for Out-of-Network. The deductible is lower. This plan eliminates the \$250 deductible for the Prescription Program.

The motion passed.

A motion was made by Vice-Chairman Dave Buckwash to vote (on the health insurance) as our official acceptance.

Second by Chairman Mark Wenrich

Discussion-there was no discussion.

The motion passed.

Municipal Pension State Aid

Pam reviewed the information on the Municipal Pension State Aid which shows a zero MMO because our plan assets are greater than the present value of our future plan benefits due to the PSATS pension plan being “frozen.” The township will still receive state aid. There is currently \$16,000 in line 355.25, Municipal Pension State Aid for 2023 but it will need increased to \$23,000. The BOS must accept the MMO as stated.

A motion was made by Vice-Chairman Dave Buckwash that the BOS accept the 2024 Minimum Municipal Obligation of zero dollars.

Second by Chairman Mark Wenrich

Discussion-there was no discussion.

The motion passed.

NYCRP 2024 Budget

Franklin Township’s contribution is increasing by approximately \$18,000 and/or 3% to \$390,347.07 which is reflected in our budget for 2024. Discussion ensued on police salaries and bonuses.

NYCFR

Pam discussed the information sent from the fire company. Vice-Chairman David Buckwash stated it was in the format of a check register and discussed some of the expenses listed. Pam sent a reply asking them to categorize the expenses and line them up with their budget lines. To date, no further information has been received.

Salary Survey-Vice-Chairman Buckwash said he reviewed the Salary Survey as well as last years and that the Franklin Township staff/employees are severely underpaid.

GENERAL FUND

The General Fund Expense section was reviewed by line.

401.11-Supervisors Salaries-the projected amount for 2023 does not account for the new salary rate for 2024. Franklin Township will have three new Supervisors paid at the rate of \$2,500 per year and two will remain at the \$1,875 rate. Vice-Chairman Dave Backwash’s working supervisor pay is also included in this line for 2023 and will also be part of the 2024 budget with an hourly increase. Vice-Chairman Buckwash discussed documents that are missing and should be part of the record. He said there are multiple boxes in the storage area that need sorted and organized.

400.15-Planning Commission (PC) Salaries-discussion was held on who/what dictates salaries for the PC members, the Zoning Hearing Board (ZHB) members and the Parks & Recreation (P&R) Commission members. The Municipalities Planning Code (MPC), Section 202 controls what PC members are paid but not ZHB members. Parks & Recreation Commission members are not paid. ZHB members’ salaries are set at \$25.00 per meeting attended. For 2024, PC member salaries will be increased (see motion below). This budget line was increased to \$2,000.00 for 2024 from \$800.00 in 2023.

414.13-Zoning Officer Salary-a BOS member stated that Zoning Officer Wayne Smith is attending a majority of the Planning Commission meetings and Pam was instructed to check his invoice to see if he is charging the township for that time.

Discussion ensued on whether he should attend if he's not invited. Chairman Wenrich asked Pam to relay to Secretary Traci Kauffman to remind him to dismiss the Zoning Officer after his report at the BOS meetings unless he is requested to stay for another item.

A new bank account and QB Fund will be set up for the .59 cent Real Estate Tax increase that will go to the NYCFR. A Certificate of Deposit (CD) at Members 1st will be maturing in December. Pam requested the BOS allow her to research CD rates and if F&M Bank is the highest (it was the last time CDs matured), withdraw that money from Members 1st and place it in an F&M CD.

The BOS decided to increase the salaries for the PC members for 2024 by Resolution.

A motion was made by Chairman Mark Wenrich to increase the PC members salary to \$50.00 per meeting attended in accordance with MPC Article 2, Section 202 effective in January of 2024.

Second by Vice-Chairman Dave Buckwash

Discussion-there was no discussion.

The motion passed.

Supervisor Kevin Cummings abstained.

A motion was made by Supervisor Kevin Cummings to adjourn the meeting at 9:03 PM.

Second by Vice-Chairman Dave Buckwash

Discussion: There was no discussion.

The motion passed.

402.11, Auditor Fees-\$9,925; this is the amount for the second year of the contract.

Discussion ensued on 403.20, Tax Collector Supplies. Through July 2023, she asked for reimbursement for \$6,599.54 for expenses including dues for membership, online seminar, the increased amount for picking up tax bills, insurance, bonding, and office supplies. This line was increased to \$7,000 for 2024.

403.30, Outside Collection Fees were increased to \$19,000 for 2024 from \$14,000 in 2023.

405.12, Secretary's Salary-Secretary and Assistant Secretary, on separate lines-the Secretary salary was changed by the BOS to \$40,500 for 2024 from \$44,641.00 in 2023. The Assistant Secretary was increased to \$28,500 for 2024 from \$24,359.00 in 2023.

405.12, Secretary's Salary, Extra Duty-was increased to \$3,700 for 2024 from \$2,000 in 2023. All changes were calculated by the BOS with a 5% increase.

405.15, Treasurer's Salary-the salary was changed by the BOS to \$29,500 for 2024 from \$36,500 in 2023.

405.13, Meetings and Conventions-this was up in 2023 as all office staff attended conference. This was increased to \$800 for 2024 from \$300 in 2023.

405.14, Training-was increased to \$1,000 for 2024 from \$500 in 2023.

405.31, Software/Computer Related-was increased to \$5,000 for 2024 from \$2,500 in 2023.

405.34, Advertising and Printing-was decreased to \$5,000 for 2024 from \$6,000 in 2023.

405.35, Treasurer's Bond-was increased to \$3,500 for 2024 from \$2,500 in 2023.

405.75, Office Equipment was up in 2023 due to the new scanner, the fireproof safe and new file cabinets. This was increased to \$5,000 for 2024 from \$3,500 in 2023. Pam informed the BOS that there were chairs available through Federal Surplus Property that could replace our conference room chairs for \$20.00 per piece and asked the BOS for permission to purchase. The BOS denied the request and stated they would rather save that money to purchase new chairs for the renovated municipal building.

408.33, Professional Fees, Other-was decreased to \$1,000 for 2024 from \$2,500 in 2023.

409.21, Water Cooler-was increased to \$850 for 2024 from \$700 in 2023.

Discussion ensued on how salaries are listed for the Roadmaster and Road Crew.

411.55, Fireman's Relief Fund-was increased to \$31,500 for 2024 from \$25,000 in 2023.

412.56, Ambulance Contracted Services-the BOS previously committed \$10,000 for 2023 but the projected amount is less. The BOS agreed to pay them the \$10,000 for 2023 and budget that amount for 2024.

413.32, BCO Salary-Outsource-L&S has not billed the township at all in 2023 but there will be a new contractor in 2024.

414.13, Zoning Officer Salary-was increased to \$18,000 for 2024 from \$15,000 in 2023.

415.14, EMC Salary-was increased to \$850 for 2024 from \$750 in 2023.

415.15, Asst. EMC Salary-was increased to \$600 for 2024 from \$500 in 2023.

430.23, Gasoline-was decreased to \$600 in 2024 from \$1,600 in 2023. Our gasoline expense has been reduced by replacing the gasoline mower with a diesel mower.

430.70, Capital Purchases-this was increased to \$40,000 for 2024 from \$15,000 in 2023. The increase is due to putting funds back towards a new backhoe.

433.14, Street Signs/Wages-this was increased to \$2,500 for 2024 from \$1,000 in 2023. This is due in part to salary increases in the road department.

437.28, Repair of Tools/Machinery-was increased to \$500 for 2024 from zero in 2023. This is due to most of the repairs being paid for out of the State Highway/Liquid Fuels fund.

439.15, Highway Wages/Project-was increased to \$2,000 for 2024 from zero in 2023.

452.14, Parks/Recreation Wages-was increased to \$43,000 for 2024 from \$37,000 in 2023.

456.50, Dillsburg Public Library-was decreased to zero for 2024 from \$5,500 in 2023.

471.30, Principal, Fire Truck Loan-ACNB-was decreased to zero in 2024 from \$14,293.50 in 2023. This loan was paid off as of 6/1/23.

471.31, Principal, Fire Truck Loan-PEMA-was decreased to zero for 2024 from \$15,092.92 in 2023. This loan was paid off as of 11/1/2023.

472.40-Interest, Fire Truck Loan-ACNB-was decreased to zero for 2024 from \$118.09 in 2023.

472.41-Interest, Fire Turck Loan-PEMA- was decreased to zero for 2024 from \$71.29 in 2023.

483.30, 401a/Twp. Non-Uniform Pension-this was increased to \$8,600 for 2024 from zero in 2023. This was not budgeted for 2023 as it didn't go into effect until 1/1/2023.

484.21, Workers Compensation Ins.-was increased to \$10,000 for 2024 from \$8,500 in 2023.

484.28, Bereavement-was increased to \$500 for 2024 from \$420 in 2023.

487.159, Retirement-was decreased to zero for 2024 from \$34,000 in 2023. This is due to shifting from a municipal pension plan to a 401a/457 format.
487.93, Health Insurance-this was increased to \$42,500 for 2024 from \$40,000 in 2023.
489.10, Misc. Expenditures-this was decreased to \$2,065.20 for 2024 from \$4,065.20 in 2023.
492.02, Recreation Fund Transfer-this was increased to \$22,888 for 2024 from \$12,086 in 2023. This is due to the purchase of some additional playground equipment.

A question from the Secretary regarding the 2024 Fee Schedule was addressed by the BOS. The township application fee was raised to \$75.00 for a single or double test. For major and minor repairs, the current \$25.00 fees weren't addressed. The Secretary questioned if they should all be \$75.00, and the BOS agreed they should.

The next budget meeting will be held on November 16, 2023, at 6:00 PM. If the budgets are all approved at this meeting, they can be advertised for 30 days then adopted at the end of December. The meeting to adopt the budgets will be Wednesday, December 27, 2023, at 5:30 PM

Pam also reported to the BOS that the township received a \$2,700 recycling grant.

An Executive Session was held from 9:03 to 9:09 PM. No decisions were made.

A motion was made by Vice-Chairman Dave Buckwash to adjourn the meeting at 9:09 PM

Second by Supervisor Kevin Cummings

Discussion-there was no discussion.

The motion passed.

Pamela Williams

Pamela Williams-Treasurer/Asst. Secretary