

**RYE TOWNSHIP  
SUPERVISORS' BUDGET MEETING  
October 3, 2013**

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**PRESENT:** Chairman Robert Lightner, Vice-Chairman, Ken Quigley, and Daisy Lightner, Secretary/ Treasurer.

**EXCUSED:** Supervisor Ronald Cree

The meeting was held at the municipal building and called to order at 7:03 PM with Chairman Lightner convening the meeting.

**CITIZEN PARTICIPATION:** None was offered.

**BUDGET WORKSHOP:**

The Secretary/Treasurer provided the Board with a budget preparation schedule to follow to assure the 2014 budget is adopted by the last regular meeting of the year 2013, which is rescheduled for the third Tuesday, December 17, 2013 due to the Holidays.

The Secretary/Treasurer also provided the Board with a budget worksheet and an updated fund balance report for October of the General and the Solid Waste Funds, which shows the MTD-month to date and YTD-year to date and the corresponding YTD budget balance figures for 2013 for all accounts.

The Board began their review and discussion of line items in the **General Fund-Revenues, Section 300 Taxes, account #s 01.301.10 to 01310.20**. Upon review of YTD figures for taxes received and knowing the zoning permits have slightly increased this year, the Secretary/ Treasurer recommended approximately a ½% increase in the Real Property Tax values. Per Capita tax values will remain the same as last year. She noted that the office recently updated the per capital tax role against the trash billing and is also sending promptly any new resident's name & address to the Tax Office to be included on the per capita tax roles. The Board plans to spend within their means. The Tax Levy will remain at .90 mills for 2014.

Since the Solid Waste Fund budget is only one page, Chairman Lightner moved the discussion to the **Solid Waste Fund-Revenue** accounts to balance the budget for this fund:

The (2) two main sources of revenue generated by the Fund are from a small amount of interest and the collection charges paid by residents for residential and commercial trash collection fees. No increase or decrease is anticipated in the interest income for 2014. However, in order to balance the fund, monies are budgeted from a transfer from Capital Reserve Solid Waste certificate of deposit that matures in December. This certificate is designated as a general use certificate for the trash collection. The Secretary/Treasurer noted that delinquencies are higher this year. There are nine accounts that are in the process of going for civil complaints to the District Justice at this time. She will continue to monitor the delinquent list and pursue overdue collection of the accounts with Capital Tax Collection Bureau to attempt to gain more revenue for the fund.

The Board continued their review and discussed the following expense accounts in the Solid Waste Fund beginning with account number 09.403.31 to and including 09.492.30 as follows:

1. Costs for recycling expenses remain constant with the renewal of the annual contract with Interstate Waste at a cost of \$230.00/pull. Rye Township averages 4.5 pulls per month. However recycling continues to increase with the co-mingling so 5 pulls per month = \$1,150.00 X 11 + (4) additional = \$13,570.
2. The contract with Penn Waste was renewed for two years per a clause in the contract. The cost increases from \$10,170 per month to \$10,440 per month X 12 = \$ 125,280.00 per year in 2014.
3. The expense for tipping fees was set at \$600.00 for disposal of tires from the bulk clean ups at Mahantangos in Liverpool and an occasional clean up of trash/debris by the road crew along the unpaved mountain roads within the Township.
4. Salary expense includes labor for the spring and fall clean ups and administration/accounting for the fund, delinquent accounts, & trash billing changes, preparation, mailing of commercial trash bills etc. An additional 8 hours of labor at the part time rate is included for possible labor to assist with a weekend Electronic Recycling Event.
5. Overtime expense will include labor worked on Saturdays in relation to the Spring and Fall Bulk Clean ups.
6. The Solid Waste Budget is balanced at \$181,450 for the year 2014 with no increase anticipated in the residential or commercial quarterly trash fees for 2014.

Chairman Lightner moved the discussion to the **General Fund - Revenues.**

The following items were noted:

1. The franchise fee 01.321.80 will remain the same at \$1,500 with BRC. The two year agreement renews in the year 2014.
2. Interest revenue was once again decreased to \$13,000 with rates at record lows.
3. The Board decided to budget for one (1) zoning hearing at \$500.00.
4. YTD Zoning permits 01-362.48; increased slightly. More permits were issued this year for sheds, additions and one new home in comparison to last year.
5. Funds from the Capital Reserve will be utilized to fund the following:
  - ◆ \$117,000.00 for Engineering-Bridge Replacement/Pine Hill Road  
Note: These monies are available in a Money Market account at Bank of Landisburg designated for the bridge replacement project.
6. The Budget will be balanced without recognizing Prior Year Balances as a Revenue. No increase in the tax levy is anticipated for 2014.

With no further discussion on the General Fund revenues, Chairman Lightner moved the discussion to the **General Fund-Expenses.** The Board began their review with account #01.400.11 and continued to account # 01.492.65. The following items were noted:

1. 01.400.460 Funds are budgeted for one supervisor to attend the Hershey Convention next year and all three supervisors to attend the Perry County Convention in February.
3. Legal expenses remain the same.
4. The Administrative expenses for the office are all in line with prior year's figures.
5. Wage increases for 2014 were established in the employee contract at 3%.
6. Budgeting for SEO wages is not necessary since sewage enforcement is contracted with Lenny Sizer of Madden Engineering. This also saves payment of workers compensation fees for sewage enforcement. Contracting for the Zoning permits was also discussed.

7. Discussion ensued relating to expenses for engineering. Proposed projects included design fees and permit for a large culvert pipe replacement on Millers Gap Road and the ongoing engineering studies and design with Wilson Consulting for the Pine Hill Road Bridge replacement. The Pine Hill Road Bridge is funded 80% State and 20% Township. Wilson Engineering estimated the 20% cost for engineering at \$20,000 for 2014. The project is reimbursable, which means we pay for the expense up front and then the State reimburses us 80% as the project progresses.
8. 01.409.740- Capital Improvements- The Board discussed repainting of the metal siding on the original portion of the Township building. \$3,000 will be added for this project.
9. 01.430.260- Minor Tools & Equipment. No major tool purchases are proposed. This line item will remain the same as last year.
10. Road Equipment Capital Purchase – Quotes were received for the purchase of a new 2014 dump truck with plow package. This truck does not require a CDL licensed driver. The truck will be purchased through the State Costars contract. The estimate for truck, body and plow is approximately \$76,000. However, the Board hopes to recoup at least \$15,000 with the sale of the 2000 Ford dump truck with plow leaving ~ \$61,000. This is not the final cost estimate. Specifications are being reviewed and the actual cost will be known prior to final budget approval.
11. 01.439.01- Road Construction - Discussed annual road paving projects for 2014. Supervisor Quigley anticipates paving next year to include: a one half mile portion of New Valley Road and Mountindale Drive. A drainage concern & the resulting additional expense at the entrance of Mountain Dale Drive was discussed.  
01.439.02- Add this new account to keep track of construction expenses for the Pine Hill Road bridge replacement anticipated in June of 2014.
12. Health insurance expense will be estimated at 105% of the current annual amount. PCI Chamber Insurance is unsure of renewal rates with the new insurance regulations. Rye may actually see rates either stable or a decrease. But that remains to be seen.
13. Property and liability insurance expense anticipates a 5% increase per an insurance review with H A Thomson & Company.

The next budget meeting was advertised for Thursday, October 17th at 7:00 PM at the Township building. However, Supervisor Cree is not available on Thursdays due to prior commitments. Supervisor Quigley made a motion with a second from Chairman Lightner to authorize the Secretary/treasurer to reschedule and advertise the second budget meeting to Wednesday, October 23, 2013 at 7:00 PM. Motion carried.

The Secretary/Treasurer indicated she would work with the information discussed, research a few items and attempt to fill in the blanks and balance the General Fund and Solid Waste budgets. A draft would be provided for the Board to review at the next budget meeting.

**ADJOURNMENT OF THE MEETING:** Supervisor Quigley made a motion with Chairman Lightner making a second to adjourn the budget meeting at 9:20 pm. Motion carried unanimously.

Respectfully submitted,

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Daisy Lightner, Secretary/Treasurer