

2021 PROPOSED BUDGET

I am pleased to present the Board of Supervisors with this proposed budget for the 2021 Fiscal Year. The budget for will focus on reinvesting in the Township's growing infrastructure, planning for future development, and creating a sustainable financial model that will support the financial demands of the Township for years to come.

This Budget will follow the recommendations made by the Township's CPA Firm which conducts the annual audit for the Township as well as best practices endorsed by the Governor's Center for Local Government.

The 2021 Budget will also see conservative approaches to some categories as a result of the COVID-19 Pandemic, which had a direct affect on not only the Earned Income Tax, but the gas tax that drives the Township's Liquid Fuels Fund as well.

Respectfully Submitted,

Adam T Hartwig, Township Manager

2021 Budget Highlights

❖ Revenues

- ❖ The Township has two significant sources of revenues that drive our Budget. Real Estate Tax and Earned Income Tax.
 - ❖ The Township has a Real Estate Tax rate of 12 Mills. 1.5 Mills for the Fire Department and 10.5 Mills for the General Fund.
 - ❖ Real Estate Tax Revenues for 2021 = \$846,000.00
 - ❖ The Township has a tax rate of 1% on Earned Income, with ½% being paid to the School District and ½% being paid to the Township.
 - ❖ Earned Income Tax Revenue for 2021= \$1,140,000.00
- ❖ Both of these categories saw a modest increase from 2020 figures as a result of the Township's sustained growth.

2021 Budget Highlights

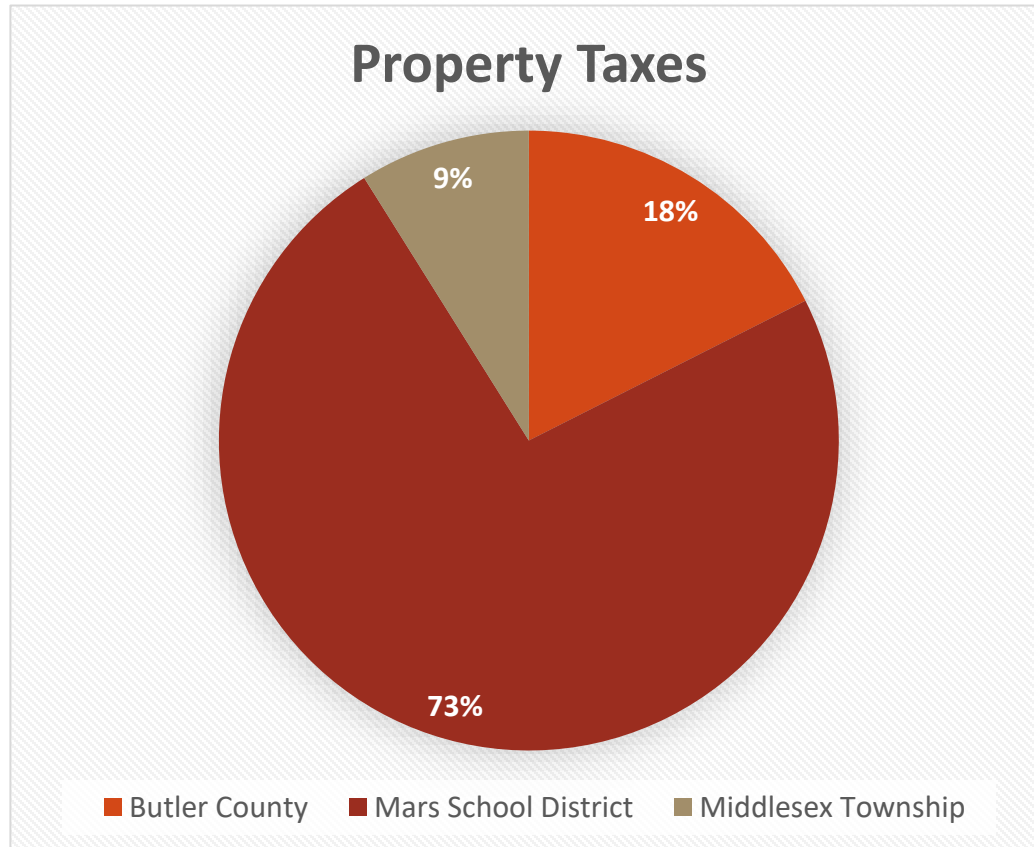
❖ Expenses

- ❖ The Township does not utilize its fund balance to balance. Our expenses are met with our revenue for that year. If revenues decrease, our expenses must adjust accordingly.
- ❖ Continue to manage the finances with a fiscally sustainable approach, planning for future capital expenditures and ensuring that the Township is able to maintain and improve the almost 120 lane miles of roadway.
- ❖ Work to develop an equipment replacement schedule, ensuring that vehicles are replaced at the end of their useful life, and that the funds are available for replacement so that the Township does not incur unnecessary debt.
- ❖ Work to create and implement a roadway maintenance program for all Township roads, ensuring that the best maintenance method is used at the proper life cycle stage of the road. Saving the Township money and extending the useful life of the roadway.

2021 Budget Highlights

- ❖ Make necessary upgrades to the Municipal Center
- ❖ Expand Public Works and Public Safety facilities to meet the needs of our growing Township,
- ❖ Upgrade the roadway on Alderson Road, Fulton Drive, Kyle Road, and Sandy Hill Road
- ❖ Perform roadway maintenance on Ashmont Drive, Browns Hill Road, Georgian Drive, Sandy Hill Road, Sheldon Road, and Steiner Bridge Road.
- ❖ Upgrade the culvert crossing on Overbrook Road near Truver Road
- ❖ Purchase a new Police Cruiser in accordance with the vehicle replacement program

Where do your taxes go?



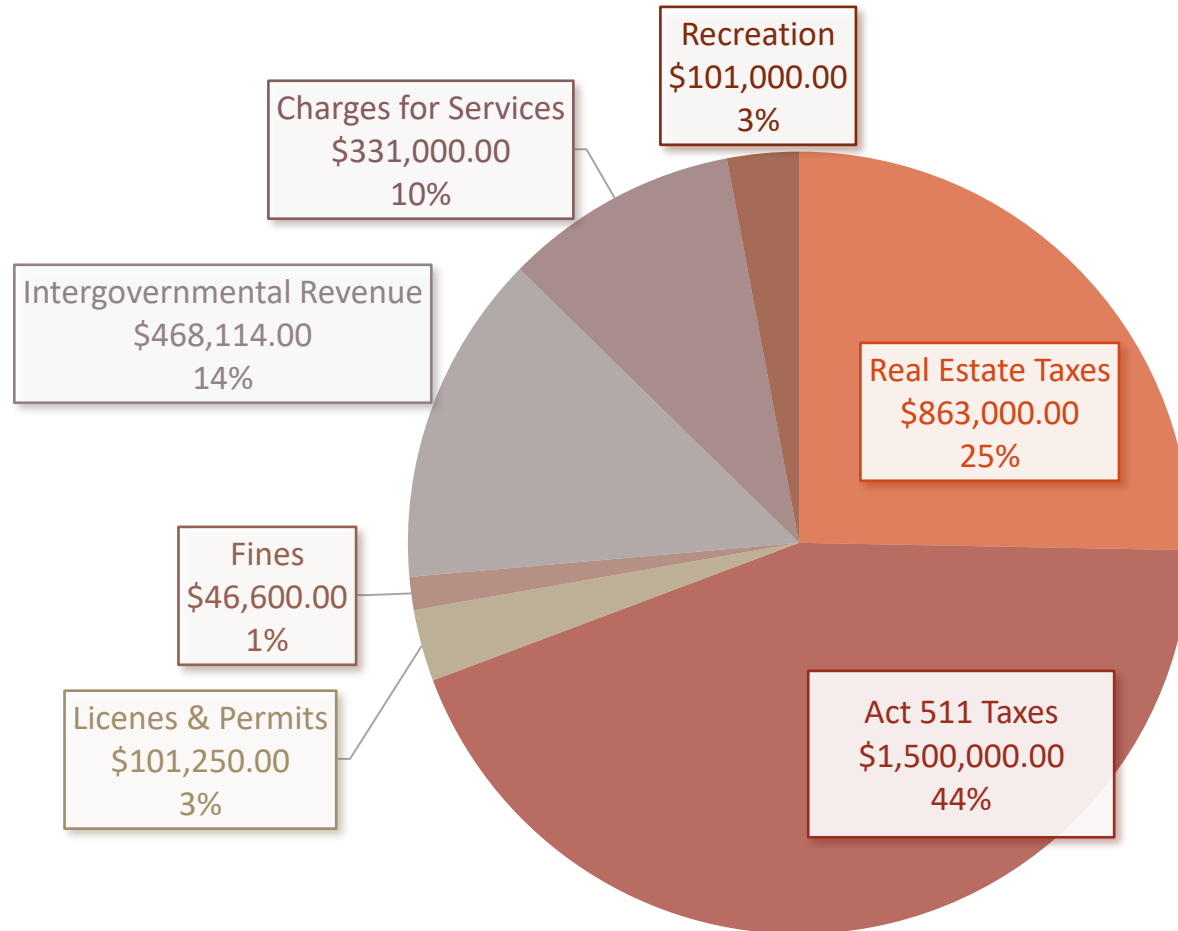
Based on the Average assessed value of \$25,000.00, homeowners pay:

- \$2,475.00 in property taxes to Mars School District,
- \$590.70 in property taxes to Butler County, and
- \$300.00 in property taxes to Middlesex Township.

Tax Rates

- Mars School District: 99 Mills
- Butler County: 23.628 Mills
- Middlesex Township: 12 Mills

Summary of the 2021 Revenues



			<u>REVENUES</u>	2020 Budget	2021 Budget
REAL ESTATE TAXES					
01	301	100	Real Estate -- Current	\$ 590,000	\$ 846,000
01	301	400	Real Estate -- Delinquent	\$ 18,000	\$ 10,000
01	301	600	Real Estate -- Interim Assessments	\$ 7,000	\$ 7,000
			Total -- Real Estate Taxes	\$ 615,000	\$ 863,000
ACT 511 TAXES					
01	310	010	Per Capita Tax		
01	310	100	Real Estate Transfer Tax	\$ 250,000	\$ 300,000
01	310	210	Earned Income Tax	\$ 850,000	\$ 1,140,000
01	310	220	Earned Income Tax -- Prior		\$ -
01	310	230	Earned Income Tax -- Delinquent		\$ -
01	310	500	LST Tax / EMS Tax	\$ 54,000	\$ 60,000
01	319	010	Pen&Int -- Delinquent Real Estate		
01	319	120	Pen&Int -- Delinquent Earned Income		
			Total -- Act 511 Taxes	\$ 1,154,000	\$1,500,000

Revenues

- ❖ Revenues are growing as the Township continues to grow
 - ❖ Increase in Property Tax Revenue
 - ❖ Earned Income Tax
 - ❖ Local Service Tax
 - ❖ \$52.00 per year from all individuals who work within the Township
 - ❖ Real Estate Transfer Tax will continue to increase as development continues.
 - ❖ Transfer Tax funds are transferred over to the Capital Improvement Fund so that the Township has funds available for the capital purchase needs of the growing Township.
 - ❖ 2% tax collected at the time of the sale
 - ❖ 1% to the Commonwealth
 - ❖ .5% to the Township
 - ❖ .5% to Mars School District

LICENSES AND PERMITS				2020 Budget	2021 Budget
01	321	320	Junkyard Permits	\$ 200	\$ 200
01	321	610	Soliciting Permits		\$ 50
01	321	800	Cable Television Franchise	\$ 95,000	\$ 100,000
01	322	820	Street Occupancy Permits	\$ 1,000	\$ 1,000
			Total -- Licenses and Permits	\$ 96,200	\$ 101,250
FINES & FORFEITS					
01	331	110	Fines -- State Police Fines	\$ 3,000	\$ 3,000
01	331	115	Fines -- Vehicle Code Violations	\$ 40,000	\$ 40,000
01	331	200	Fines -- Young Restitution	\$ 4,000	\$ 3,600
			Total -- Fines & Forfeits	\$ 47,000	\$ 46,600
INTEREST AND RENTS					
01	341	000	Interest	\$ 1,000	\$ 1,000
			Total -- Interest and Rents	\$ 1,000	\$ 1,000

INTERGOVERNMENTAL REVENUE				2020 Budget	2021 Budget
01	351	020	Federal Grants -- Public Safety	\$ -	\$ -
01	354	010	State Grants -- General Government	\$ -	\$ -
01	354	020	State Grants -- Public Safety	\$ -	\$ -
01	354	030	State Grants -- Highways & Streets (Liquid Fuels Funding)	\$ -	\$ 268,314.00
01	354	040	State Grants -- Sewage Reimbursement	\$ -	\$ -
01	354	070	State Grants -- Recreation	\$ -	\$ -
01	354	080	Butler County Grant -- Recreation	\$ -	\$ -
01	354	090	State Grants -- Community Planning	\$ -	\$ -
01	354	120	State Grants -- Refuse & Recycling	\$ -	\$ -
01	354	200	State Grants -- Flood Relief	\$ -	\$ -
01	355	010	Public Utility Realty Tax	\$ 2,000	\$ 1,800
01	355	050	Pension System State Aid	\$ 50,000	\$ 50,000
01	355	070	Foreign Fire Insurance	\$ 38,000	\$ 38,000
01	355	090	Marcellus Shale Impact Fund	\$ 100,000	\$ 100,000
01	358	002	IG Contract Reimbursement -- Public Safety	\$ 10,000	\$ 10,000
01	358	009	IG Contract Reimbursement -- Planning		\$ -
			Total -- Intergovernmental Revenue	\$ 200,000	\$ 468,114.00

CHARGES FOR SERVICES				2020 Budget	2021 Budget
01	361	300	Municipal Lien Letters	\$ 2,500	\$ 15,000
	361	301	Tax Certifications	\$ 2,700	\$ 3,500
01	361	310	Subdivision & Land Development Fees	\$ 15,000	\$ 25,000
01	361	320	Sewage Planning Module Fees		\$ -
01	361	330	Zoning/Occupancy/Overweight Hauling/Misc. Fees	\$ 2,500	\$ 8,000
01	361	340	Hearing Fees	\$ 500	\$ 500
01	361	500	Sale of Maps & Publications		\$ -
	361	600	Recycling Bins	\$ 80	\$ -
01	362	100	Special Police Services	\$ 1,000	\$ 1,000
01	362	200	Fire Protection Permit Fees		\$ -
01	362	410	Building Permit Fees	\$ 100,000	\$ 200,000
01	362	420	Electrical Permit Fees		\$ -
01	362	430	Plumbing Permit Fees		\$ -
01	362	440	Sewage Permit Fees - Septic system installations	\$ 4,000	\$ 2,500
01	362	460	Grading Permit Fees	\$ 500	\$ 500
01	363	250	Traffic Impact Fee Payments	\$ 80,000	\$ 75,000
Total -- Charges for Services				\$ 208,780	\$ 331,000



Revenues- Charges for Services

- ❖ As the Township continues to grow, the demand for services and permits will grow as well.
- ❖ The Township anticipates an increase in:
 - ❖ Building Permit fees
 - ❖ Municipal lien letter requests
 - ❖ Tax certifications
 - ❖ Subdivision and Land Development Fees

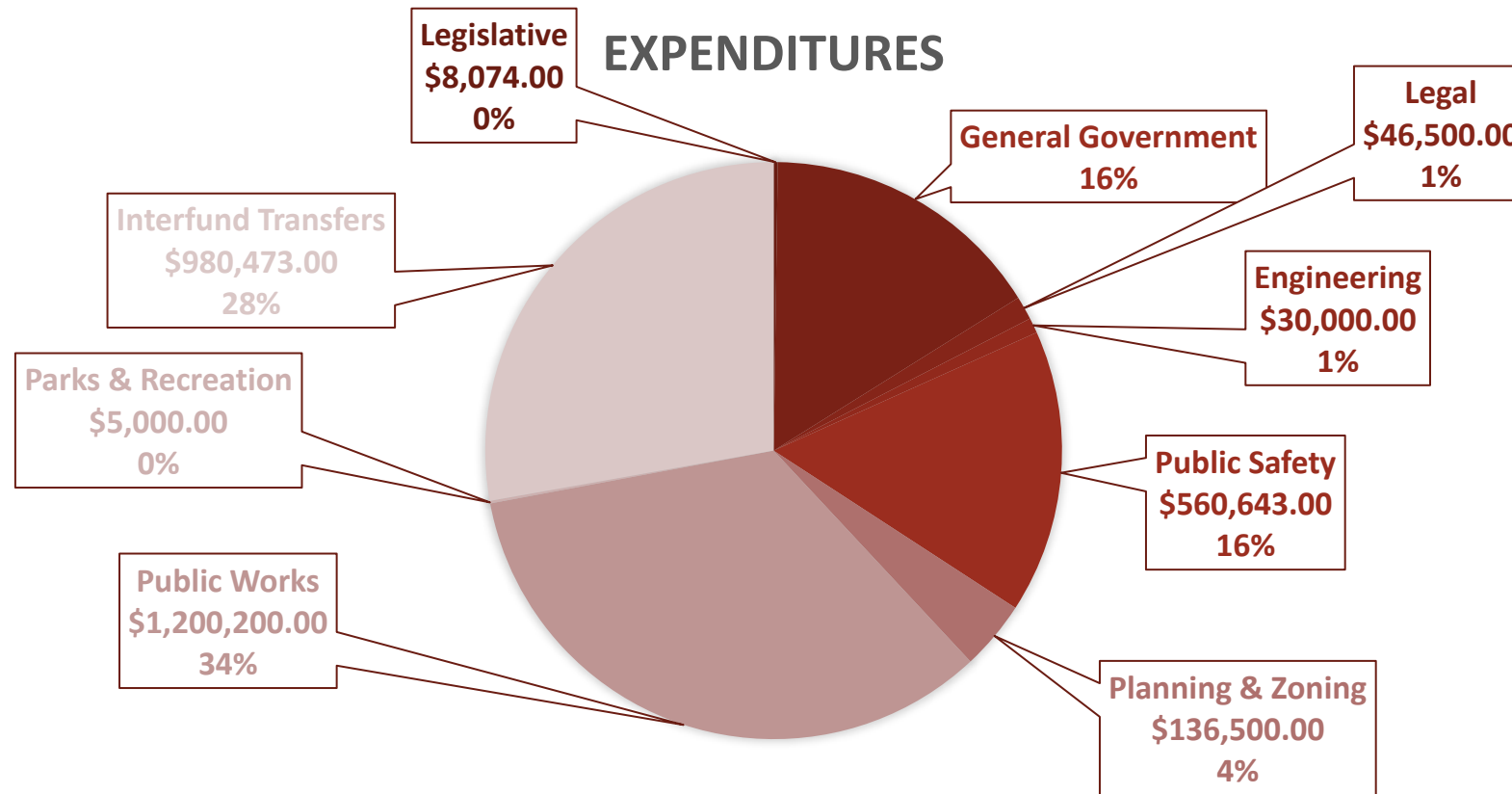
CULTURE/RECREATION				2020 Budget	2021 Budget
01	367	300	Recreation Impact Fee	\$ 30,000	\$ 100,000
01	367	400	Field Fees		
01	367	410	Rec Event - Fun Day (Rentals & General Donations)		\$ -
01	367	450	Park Fees - Pavilion & Field Use Permits	\$ 1,000	\$ 1,000
01	367	600	Rec Programs - Program Fees		
01	367	700	Donations to the Park		\$ -
01	367	800	Peer to Peer Reimbursement		\$ -
			Total -- Culture/Recreation	\$ 31,000	\$ 101,000
MISCELLANEOUS					
01	380	000	Miscellaneous Revenue	\$ 100	\$ -
01	387	400	Employee Health Insurance Contributions -- BOS		\$ -
			Total -- Miscellaneous	\$ 100	\$ -
ASSET DISPOSITION					
01	391	100	Sale of Fixed Assets		\$ -
01	391	200	Compensation for Loss of Fixed Assets		\$ -
01	391	300	Compensation for Damage of Fixed Assets		\$ -
			Total -- Asset Disposition	\$ -	\$ -

INTERFUND TRANSFERS				2020 Budget	2021 Budget
01	392	003	Transfer from Fire Tax Fund		
01	392	008	Transfer from Public Sewage Fund		
01	392	022	Transfer from Sinking Fund		
01	392	023	Transfer from Debt Service Fund		
01	392	030	Transfer from Capital Projects Fund		
01	392	035	Transfer from COPS More Fund		
01	392	110	Transfer from Highway Aid Fund	\$ 288,477	\$ 268,314
01	392	140	Transer from Uniform Pension		
01	392	150	Transfer from Law Enforcement		
01	392	090	Transfer from Payroll Fund		
01	392	200	Transer from Peer to Peer		
			Total -- Interfund Transfers	\$ 288,477	\$ 268,314
UNSECURED GRANTS & SUBSIDIES					
01	395	100	Refunds of prior year expenses		\$ -
01	396	100	Refunds of current year expenses		\$ -
01	399	010	State Grants -- General Government		\$ -
01	399	020	State Grants -- Public Safety		\$ -
01	399	070	State Grants -- Recreation		\$ -
01	399	090	State Grants -- Community Planning		\$ -
01	399	120	State Grants -- Refuse & Recycling		\$ -
01	399	130	State Grants -- Technology		\$ -
01	399	200	Civic Donations		\$ -
			Total -- Unsecured Grants & Subsidies	\$ -	\$ -
TOTAL AVAILABLE FOR APPROPRIATION				\$ 2,641,557	\$ 3,411,964

Liquid Fuels Funding

- ❖ Decreased over the past two years
 - ❖ 2021 amount anticipated is \$268,314.
 - ❖ Decreased as a result of the COVID-19 Pandemic
 - ❖ Gas tax revenue has steadily decreased as a result of people driving less and driving more fuel efficient vehicles

Summary of the 2021 Expenditures



				2020 Budget	2021 Budget
EXECUTIVE					
01	401	121	Salaries & Wages	\$ 64,500	\$ 75,000
01	401	153	Disability Insurance	\$ 800	\$ 1,000
01	401	156	Health Insurance	\$ 10,100	\$ 10,800
01	401	158	Life Insurance	\$ 200	\$ 200
01	401	161	FICA/Medicare	\$ 4,800	\$ 5,738
01	401	260	Small Tools & Minor Equipment		
01	401	310	Professional Services		
01	401	319	Operating Supplies		\$ 1,000
01	401	320	Communications	\$ 1,200	\$ 1,300
01	401	340	Advertising & Printing	\$ 1,000	\$ 1,000
01	401	353	Surety Bond	\$ 500	\$ 1,000
01	401	374	Repairs & Maintenance -- Equipment		\$ -
01	401	420	Dues, Subscriptions & Memberships	\$ 2,000	\$ 2,000
01	401	460	Training & Meetings	\$ 1,000	\$ 1,000
01	401	750	Capital Outlays		\$ -
			Total -- Executive	\$ 86,100	\$ 101,038

				2020 Budget	2021 Budget
FINANCE					
1	402	115	Salaries & Wages	\$-	\$-
1	402	161	FICA/Medicare	\$-	\$-
1	402	311	Professional Services - Auditor		\$10,000
1	402	330	Consulting - PAYROLL SMARTS	\$-	\$-
1	402	420	Dues, Subscriptions & Memberships	\$-	\$-
1	402	460	Training & Meetings	\$-	\$-
1	402	750	Capital Outlays	\$-	\$-
			Total -- Finance		\$10,000
TAX COLLECTION					
1	403	114	Salaries & Wages		\$12,000
1	403	161	FICA/Medicare		\$918
1	403	260	Small Tools & Minor Equipment	\$-	\$-
1	403	319	Operating Supplies	\$-	\$-
1	403	353	Surety Bond		\$350
1	403	450	Contracted Services -- Earned Income		\$2,500
1	403	460	Training & Meetings		\$100
			Total -- Tax Collection		\$15,868

SECRETARY/CLERK			2020 Budget	2021 Budget
01	405	140	Salaries & Wages	
01	405	145	Salaries & Wages (Part time Admin)	\$ 19,344
01	405	153	Disability Insurance	\$ 800
01	405	156	Health Insurance	\$ -
01	405	158	Life Insurance	\$ 200
01	405	161	FICA/Medicare	\$ 2,200
01	405	260	Small Tools & Minor Equipment	\$ -
01	405	319	Operating Supplies	\$ -
01	405	320	Communications	\$ -
01	405	353	Surety Bond	\$ -
01	405	374	Repairs & Maintenance -- Equipment	\$ -
01	405	450	Professional Services	\$ -
01	405	460	Training & Meetings	\$ -
01	405	750	Capital Outlays	\$ -
			Total -- Secretary/Clerk	\$ 22,544
				\$ 26,913
TECHNOLOGY				
01	407	310	Professional Services	
01	407	319	Operating Supplies	\$ 5,000
01	407	374	Repairs & Maintenance -- Equipment	\$ 1,000
01	407	450	Contracted Services	\$ 5,000
01	407	460	Traning & Meetings	\$ 5,000
01	407	750	Capital Outlays (Civic Plus)	\$ -
			Total -- Technology	\$ 2,000
				\$ -
				\$ 18,000
				\$ 16,000

GENERAL GOVERNMENT				2020 Budget	2021 Budget
01	409	319	Operating Supplies	\$ 12,000	\$ 10,000
01	409	360	Utilities	\$ 18,000	\$ 18,000
01	409	370	Repairs & Maintenance -- Buildings	\$ 20,000	\$ -
01	409	450	Contracted Services	\$ 8,500	\$ 15,000
01	409	600	Capital Construction	\$ 30,000	\$ -
01	409	730	Capital Outlays		\$ -
				Total -- General Government	\$ 88,500
					\$ 30,000
INSURANCE					
01	486	351	Property Insurance		
01	486	352	Liability Insurance	\$ 38,000	\$ 39,669
01	486	354	Workers Compensation Insurance/VFC WC Insurance	\$ 55,000	\$ 57,471
				Total -- Insurance	\$ 93,000
					\$ 97,140
EMPLOYEE BENEFITS					
01	487	000	Pension--Administrative Expenses	\$ 4,500	\$ 4,500
01	487	162	Unemployment Compensation Insurance	\$ 15,000	\$ -
01	487	163	Pension Obligation (state aid + twp)	\$ 136,724	\$ 229,674
01	487	177	Sick Leave Buy Back (Police)	\$ 10,000	\$ 10,000
01	487	179	Deferred Compensation Plan		\$ -
01	487	189	Payment In-Lieu of Benefits (Buy back/Deductibles)	\$ 25,000	\$ 25,000
				Total -- Employee Benefits	\$ 191,224
					\$ 269,174

				2020 Budget	2021 Budget
POLICE					
01	410	122	Salaries & Wages -- Police Chief		
01	410	130	Salaries & Wages -- Officers - FULL TIME	\$ 215,000	\$ 210,000
01	410	135	Salaries & Wages -- Officers - PART TIME	\$ 30,000	\$ 35,000
01	410	153	Disability Insurance	\$ 3,200	\$ 3,500
01	410	156	Health Insurance	\$ 76,582	\$ 85,000
01	410	158	Life Insurance	\$ 1,700	\$ 1,700
01	410	161	FICA/Medicare	\$ 25,530	\$ 18,743
01	410	182	Longevity	\$ 8,000	\$ 8,000
01	410	183	Overtime Wages - Standard	\$ 7,500	\$ 7,500
01	410	184	Overtime Wages - Reimburseable	\$ 10,000	\$ 10,000
01	410	185	Overtime Wages - Magistrate	\$ 2,500	\$ 2,500
01	410	188	Court Time	\$ 1,500	\$ -
01	410	231	Vehicle Fuel	\$ 15,000	\$ 17,000
01	410	238	Clothing/Uniforms	\$ 3,775	\$ 4,000
01	410	242	Ammunition & Range Supplies	\$ 3,000	\$ 3,000
01	410	251	Vehicle Repairs	\$ 10,000	\$ 10,000
01	410	260	Small Tools & Minor Equipment	\$ 10,000	\$ 10,000
01	410	319	Operating Supplies	\$ 1,500	\$ 1,500
01	410	320	Communications	\$ 5,500	\$ 5,500
01	410	336	Vehicle Lease/Purchase	\$ 40,000	\$ 50,000
01	410	340	Advertising & Printing	\$ 250	\$ 500
01	410	374	Repair & Maintenance -- Equipment	\$ 1,000	\$ 1,000
01	410	420	Dues, Subscriptions & Memberships	\$ 1,200	\$ 1,200
01	410	450	Contracted Services	\$ 3,000	\$ 3,000
01	410	451	Contracted Services -- Vehicle Repair	\$ 3,000	\$ 3,000
01	410	460	Training & Meetings	\$ 1,000	\$ 1,000
01	410	750	Capital Outlays		\$ -
				Total -- Police \$ 479,737	\$ 492,643

				2020 Budget	2021 Budget	
FIRE						
01	411	300	Fire -- Hydrant Fee	\$ 12,000	\$ 15,000	
01	411	530	Fire -- Challenge Grant		\$ -	
01	411	540	Fire -- Foreign Fire State Allocation	\$ 38,000	\$ 38,000	
				Total -- Fire	\$ 50,000	\$ 53,000
PROTECTIVE INSPECTIONS						
01	413	122	Salaries & Wages - SEO	\$ 7,875	\$ 2,500	
01	413	xxx	Salaries & Wages - Code Enforcement	\$ 6,300	\$ 10,000	
01	413	161	FICA/Medicare	\$ 866	\$ -	
01	413	319	Operating Supplies		\$ -	
01	413	450	Contracted Services -- Building, Plumbing & Electrical	\$ 100,000	\$100,000	
				Total -- Protective Inspections	\$ 115,041	\$112,500

PUBLIC WORKS				2020 Budget	2021 Budget
01	426	244	Refuse & Recycling -- Supplies		
01	426	310	Refuse & Recycling -- Professional Services		
01	426	340	Refuse & Recycling -- Advertising & Printing		
01	426	750	Refuse & Recycling -- Capital Outlays		
01	430	130	Salaries & Wages	\$ 190,300	\$ 200,000
01	430	153	Disability Insurance	\$ 2,500	\$ -
01	430	156	Health Insurance	\$ 53,000	\$ 62,000
01	430	158	Life Insurance	\$ 850	\$ -
01	430	161	FICA/Medicare	\$ 18,000	\$ 15,300
01	430	183	Overtime	\$ 10,000	\$ 12,500
01	430	231	Vehicle Fuel	\$ 20,000	\$ 20,000
01	430	238	Clothing/Uniforms	\$ 4,500	\$ -
01	430	251	Vehicle Repair Parts	\$ 30,000	\$ 35,000
01	430	260	Small Tools & Minor Equipment	\$ 5,000	\$ 5,000
01	430	319	Operating Supplies	\$ 3,000	\$ 3,000
01	430	320	Communications	\$ 1,200	\$ 1,200
01	430	374	Repair & Maintenance -- Equipment	\$ 100	\$ 100
01	430	420	Dues, Subscriptions & Memberships	\$ 700	\$ 1,000
01	430	460	Training & Meetings	\$ 60	\$ 100
01	430	740	Capital Equipment	\$ 110,000	\$ -
01	432	245	Snow Removal -- Supplies	\$ 136,370	\$ 150,000
01	433	245	Traffic Control Devices -- Supplies	\$ 2,500	\$ 2,500
01	433	361	Traffic Control Devices -- Utility Charges	\$ 3,000	\$ 3,000
01	433	455	Traffic Control Devices -- Contracted Services	\$ 6,500	\$ 6,500
01	433	740	Traffic Control Devices -- Capital Outlays		\$ -
01	436	245	Storm Sewers -- Supplies	\$ 20,000	\$ 25,000
01	436	384	Storm Sewers -- Equipment Rental		\$ -
01	438	245	Highways -- Supplies	\$ 85,000	\$ 85,000
01	438	384	Highways -- Equipment Rental	\$ 3,000	\$ 5,000
01	438	450	Highways -- Contracted Services, Road Program	\$ 430,000	\$ 368,000
01	438	451	Highways -- Contracted Services, Vehicle Repair		#REF!
01	438	750	Highways -- Capital Outlays		\$ 200,000
01	446	420	Stormwater Mgmt -- Dues, Subscriptions & Memberships		\$ -
				Total -- Public Works \$ 1,135,580	\$ 1,200,200

CULTURE/RECREATION				2020 Budget	2021 Budget
01	452	100	Supplies		\$ -
01	452	300	Fun Day (Community Day)		\$ -
01	452	310	Professional Services		\$ -
01	452	314	Special Engineering Services -- Property Survey		\$ -
01	452	325	Postage		\$ -
01	452	420	Parks & Rec Dues, Subscriptions Memberships		\$ -
01	452	720	Capital Improvements/Glade Mill Lake Conservancy		\$ -
01	456	520	Contribution to Mars Library	\$ 5,000	\$ 5,000
			Total -- Culture/Recreation	\$ 5,000	\$ 5,000
DEBT SERVICE					
01	471	200	Principal Retirement		
01	471	201	Principal - PennVest Loan (closed 2006)		
01	472	200	Interest Charges		
			Total -- Debt Service		
MISCELLANEOUS					
01	480	000	Miscellaneous	\$ 2,800	\$ 3,000
			Total -- Miscellaneous	\$ 2,800	\$ 3,000

INTERFUND TRANSFERS				2020 Budget	2021 Budget
01	492	003	Transfer to Fire Tax Fund	\$ 98,000	\$105,473
01	492	008	Transfer to Public Sewage Fund		\$ -
01	492	018	Transfer to Capital Fund		\$600,000
01	492	022	Transfer to Sinking Fund		\$ -
01	492	023	Transfer to Debt Service Fund	\$ 98,000	\$ -
01	492	030	Transfer to Capital Reserve Fund		
			To Marcellus Shale Impact Fee Fund		\$100,000
01	492	035	Transfer to Highway Aid Fund		\$ -
01	492	100	Transfer to Parks & Recreation		\$ -
01	492	200	Transfer to TIP Fund North		\$ -
01	492	220	Transfer to TIP Fund South		\$ 50,000
	492	230	Transfer to TIP Fund Middle		\$ 25,000
01	492	300	Transfer to Parks & Recreation Donation Fund		\$ -
01	492	400	Transfer to Peer to Peer Fund		\$ -
01	492	420	Transfer to Non-Uniform Pension Plan		\$ -
01	492	430	Transfer to Uniform Pension Plan		\$ -
01	492	440	Transfer to Parks & Recreation Capital Fund		\$100,000
				Total -- Interfund Transfers	\$196,000
					\$980,473

Budget Breakdown

Total Revenues: \$3,411,964.00

Total Expenses": \$3,410,431.00

Taxing Structure:

- 1.5 Mills Fire Tax
- 10.5 Mills General Fund
- Total: 12 Mills – No tax increase!