

Hereford Township

Annual Budget

Fiscal Year 2023

Board of Supervisors

John Membrillo, Chairman

Keith Masemore, Vice Chairman

Karla Dexter

Secretary/Treasurer

Diane Hollenbach

FINAL DRAFT

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District Township and Longswamp Township Contributions to Fire Co.

Hereford Fire Co Budget Request

Bally Ambulance Calls

Bally Ambulance Capital Purchases

Example Pension Calculations with different multipliers

Wage and Benefit Information

RESOLUTION -2022

A RESOLUTION OF THE TOWNSHIP OF HEREFORD, IN THE COUNTY OF BERKS, COMMONWEALTH OF PENNSYLVANIA, APPROPRIATING SPECIFIC SUMS ESTIMATED TO BE REQUIRED FOR THE SPECIFIC PURPOSE OF THE MUNICIPAL GOVERNMENT, HEREINAFTER SET FORTH DURING THE YEAR 2023.

BE IT RESOLVED AND ENACTED, and it is hereby resolved and enacted by the Board of Supervisors of the Township of Hereford, County of Berks, Commonwealth of Pennsylvania:

SECTION 1: That for expenditures and expenses of the fiscal year 2023, the amounts are hereby appropriated from the fund equities, revenues, and other financing sources available for the year 2023 for the specific purposes set forth on the following pages.

Adopted the 20th day of December, 2022.

Hereford Township Board of Supervisors

Attest:

John Membrino, Chairman

Diane E. Hollenbach, Secretary/Treasurer

Keith Masemore

Karla Dexter

RESOLUTION -2022

A RESOLUTION OF THE TOWNSHIP OF HEREFORD, IN THE COUNTY OF BERKS, COMMONWEALTH OF PENNSYLVANIA, FIXING THE TAX RATE FOR THE YEAR 2023.

BE IT RESOLVED AND ENACTED, and it is hereby resolved and enacted by the Board of Supervisors of the Township of Hereford, County of Berks, Commonwealth of Pennsylvania:

SECTION 1: That a tax be and the same is hereby levied on all real property within the Township of Hereford subject to taxation for the fiscal year 2023 as follows:

General Purposes , the sum of on each dollar of assessed valuation, or the sum of on each one hundred dollars of assessed valuation	1.5000 Mills (.001500)
	0.15 Cents

The same being summarized in tabular form as follows:

	Mills on Each Dollar of Assessed Valuation	Cents on Each One Hundred Dollars of Assessed
Valuation		
Tax Rate of General Purposes	1.500 Mills (.00150)	0.150 Cents

Adopted the 20th day of December, 2022.

Hereford Township Board of Supervisors

Attest:

John Membrino, Chairman

Diane E. Hollenbach, Secretary/Treasurer

Keith Masemore

Karla Dexter

2023 Budget Summary

Account Number	Classifications	Total All Budgeted Funds	Line No.
	Assets		1
	Unencumbered Cash Balance January 1	\$ 500,039.00	2
	Revenues and Other Financing		3
300	Taxes	\$ 800,300.00	4
320	Licenses and Permits	\$ 40,135.00	5
330	Fines and Forfeits	\$ 1,000.00	6
340	Interest, Rents and Royalties	\$ 1,030.00	7
350	Intergovernmental Revenue	\$ 186,375.00	8
360	Charges for Services	\$ 80,905.00	9
380	Miscellaneous Revenues	\$ 6,000.00	10
390	Other Financing Sources	\$ 55,000.00	11
	Total Revenue and Other Financing Sources (sum of 4 thru 11)	\$ 1,170,745.00	12
	Total Available for Appropriations (sum of lines 2 and 12)	\$ 1,670,784.00	13
	Expenditures and Other Financing Uses		14
400	General Government	\$ 243,742.00	15
410	Public Safety (Protection to Persons and Property)	\$ 138,715.00	16
420	Health and Welfare	\$ 18,750.00	17
	Public Works		18
426	Sanitation	\$ -	19
430	Highways, Roads and Streets	\$ 988,557.00	20
440	Public Works - Other Sources	\$ 500.00	21
450	Culture – Recreation	\$ 5,100.00	22
460	Conservation and Development	\$ -	23
470	Debt Service	\$ 90,038.00	24
480	Employer Paid Withholding & Insurances	\$ 185,382.00	25
490	Other Financing Uses	\$ -	26
	Total Expenditures and Other Financing Uses (sum of 15 thru 26)	\$ 1,670,784.00	27
	Unappropriated Fund Equity (line 13 less line 27)	\$ -	28
	Total Appropriated and Unappropriated (sum of lines 27 and 28)	\$ 1,670,784.00	29

2023 Budget Summary by Fund

Account Number	General Fund	State Liquid Fuels	ARPA Fund	Line No.
Assets				1
		\$ 181,074.00	\$ 318,965.00	2
Revenues and Other Financing				3
300	\$ 800,300.00	-		4
320	\$ 40,135.00			5
330	\$ 1,000.00			6
340	\$ 1,000.00	\$ 30.00		7
350	\$ 39,227.00	\$ 147,148.00		8
360	\$ 80,905.00			9
380	\$ 6,000.00			10
390	\$ 55,000.00			11
Total Revenue	\$ 1,023,567.00	\$ 147,178.00	-	12
Total Available	\$ 1,023,567.00	\$ 328,252.00	\$ 318,965.00	13
Expenditures and Other Financing Uses				14
400	\$ 198,242.00		\$ 45,500.00	15
410	\$ 138,715.00			16
420	\$ 18,750.00			17
Public Works				18
426	-			19
430	\$ 386,840.00	\$ 328,252.00	\$ 273,465.00	20
440	\$ 500.00			21
450	\$ 5,100.00			22
460	-			23
470	\$ 90,038.00			24
480	\$ 185,382.00			25
490	-			26
Total Expense	\$ 1,023,567.00	\$ 328,252.00	\$ 318,965.00	27
Unappropriated	-	-	-	28
Total Budget	\$ 1,023,567.00	\$ 328,252.00	\$ 318,965.00	29

Revenue

AMERICAN RESCUE PLAN ACT - \$318,965

Funds received in 2021 and 2022 must be allocated for expenditure by 2024.

300.00 – Taxes \$800,300

This category includes real estate tax, real estate transfer tax, earned income tax, local services tax, and per capita tax.

- o Real Estate Tax

The current real estate tax rate is 1.5 mills for general purposes. Also, included in this category are delinquent real estate taxes paid to the Tax Claim Bureau and interim taxes paid on improvements to properties that result in higher assessments. The County has not reassessed property since 1994. The Township raised real estate taxes in 2022. For the purposes of budgeting, a 95% collection rate is assumed and based on prior years.

Year	Assessed Value	Billed Amount	Millage
2022	\$140,658,900	\$212,464.05	.0015

- o Per Capita Tax

Collected by Berkheimer, this tax is imposed on every member of a household eighteen years of age and older.

- o Real Estate Transfer Tax

The Real Estate Transfer Tax is ½% of the amount paid when a property is sold. There is currently a shortage of houses on the market which drove housing prices higher in 2022. With the increase in interest rates, the market may cool slightly. In the past, this budget number has been understated.

- o Earned Income Tax

This tax represents payments made on income earned by residents of the Township. I am estimating a 4% increase in earned income tax revenue for 2023. This is based on anticipated collection of \$475,450 in 2022. With the increase in inflation, workers should see higher wage increases than in past years.

	Total Collected	Difference prior year	% Increase/(Decrease)
2015	\$368,255.71		
2016	\$369,466.16	\$ 1,210.45	.33%
2017	\$379,559.16	\$10,093.00	2.73%
2018	\$394,051.87	\$14,492.71	3.82%
2019	\$413,599.90	\$19,548.03	4.96%
2020	\$406,446.81	(\$7,153.09)	(1.76%)
2021	\$440,234.82	\$33,788.01	8.31%

	Collected	Difference	% Increase
January 1 to Sept 10, 2021	\$303,729.00		
January 1 to Sept 10, 2022	\$332,681.66	\$28,952.66	9.53%
5 Year Average (2017-2021)	3.60%		
5 Year Average (2016-2019, 2021)	4%		

- o Local Services Tax

The Local Services Tax is an Act 511 tax formerly known as the Occupational Privilege Tax. A \$52 fee is levied on individuals working within the Township boundaries and \$47 of the \$52 tax goes to the Township to be used for emergency services and roads. The Township just began using this tax in 2020. The budget number has been kept the same until we see a three- year average.

320.00 – Licenses and Permits \$40,135

This category includes licenses issued to campgrounds, junk yards and mobile home parks and the cable franchise fee. The cable franchise fee is 5% and levied on Service Electric and Comcast. This fee has begun to show a slight decline in recent years due to changes in household television options such as DISH Network and the growing prevalence of internet only households who watch television on sites like Hulu and Netflix rather than subscribing to cable television.

330.00 – Fines and Forfeits \$1,000

This category is comprised of fines for citations issued by the district justice. The township no longer receives fines from the state police due to a policy that the state imposed in 2021 on municipalities without police departments.

340.00 – Rents and Royalties \$1,000

Rents and Royalties include interest earned on all accounts and certificates of deposits.

350.00 - State Shared Revenue \$39,227 (General Fund) \$326,104 (SLF)

State Shared Revenues are grants and aid received from the state and federal government.

- o American Rescue Plan Act

The final tranche of ARPA money will be received in September 2022. The US Treasury final rule allows all recipients to use the entire amount awarded to fund “government services.” All recipients may elect to use this standard allowance instead of calculating lost revenue but funds must be allocated by 2024. Government services generally include any service traditionally provided by a government. I have accounted for the total amount of ARPA funds (\$318,965) we currently hold on the sheet titled BUDGET SUMMARY BY FUND on line no. 2 under General Fund.

- PURTA
This grant is given for percentage of real estate tax on exempt utility properties and must be applied for by April 1. The number of exempt utilities in the Township has not changed and this awarded amount is the same as previous years.
- Fire Co. Foreign Fire
This state aid is received on behalf of the two fire companies in the township and must be distributed within 30 days of receipt. This is generally not considered revenue but is shown here for the benefit of the audit. The distribution of the same amount is shown under expense account 411.54.
- Alcoholic Beverage License
Liquor license fees distributed by the State.
- Pension State Aid
This state aid is applied for by March 31 of each year and must be used to pay the Pension MMO when received in October. Subject to audit by the State Auditors every three years.
- State Game land Fee in Lieu of Tax
An annual payment-in-lieu-of-taxes (PILOT) to each affected school district, county, and municipality with state game lands within its boundaries.
- Liquid Fuel (Shown in a separate State Liquid Fuel budget)
Penn DOT calculates the State Liquid Fuel funds each year based on population, dedicated roadway miles, consumption, and wholesale price of gasoline. This money is required to be kept in a separate fund and spent only on Penn DOT approved expenditures such as road repair.

360.00 - General Government \$80,905

General Government revenue includes charges for services such as the sale of copies, peddlers permits, and administration fees charged on new subdivisions and permit submissions. Line items highlighted in green are zoning and building permit fees received by the Township that are paid to Technicon for their work as the township's third party code agency. The township has also entered into a snow removal contract (2021-2026) and grass cutting contract (2021-2023) with Penn DOT and will be paid in exchange for maintenance of these items on state roads. Other fees in this category include dog license fees and pavilion rental fees. The township receives fifty cents for each dog license sold.

380.00 – Miscellaneous Revenue \$6,000

This category is used only for the reimbursement received from District Township and Longswamp Township for their portion of the cost of workers compensation insurance paid for Seisholtzville Fire Company.

390.00 – Other Financing Sources \$55,000

Sale of the loader on Municibid. Estimating \$55,000.

Money held in reserve that is not included in this budget:

General Fund ending balance 12/31/2022	\$ 400,000
Capital Fund	\$ 129,100
Money Market	\$ 181,750
Certificate of Deposit	\$ 256,325
Recreation Funds	\$ 37,825
TOTAL	\$1,005,000

GENERAL FUND BUDGET-REVENUE							
Account Number	Category	2020 Two year prior revenue	2021 One year prior revenue	2022 Current Budget	2022 Revenue Jan 1 to Sept 10, 2022	2023 Proposed Budget	Increase or Decrease
	Cash on Hand General Fund	\$ 133,876.30	\$ 224,534.25	\$ -	\$ 506,909.30	\$ 440,000.00	\$ 440,000.00
	Money Market	\$ 105,583.87	\$ 181,581.43	\$ -	\$ 181,726.69	\$ 181,750.00	\$ 181,750.00
	Capital Reserve	\$ 128,611.59	\$ 128,957.86	\$ -	\$ 129,063.20	\$ 129,100.00	\$ 129,100.00
	American Rescue Plan Act	\$ -	\$ -	\$ -	\$ 318,965.19	\$ 318,965.00	\$ 318,965.00
	Certificate of Deposit	\$ 249,982.84	\$ 254,031.39	\$ -	\$ 255,872.62	\$ 256,325.00	\$ 256,325.00
	TOTAL ON HAND JANUARY 1	\$ 618,054.60	\$ 789,104.93	\$ -	\$1,392,537.00	\$1,326,140.00	\$ 1,326,140.00
300 00	Taxes						
301 10	Real Estate Tax	\$ 157,954.05	\$ 159,276.10	\$ 198,000.00	\$ 195,300.61	\$ 201,800.00	\$ 3,800.00
301 30	Delinquent Real Estate Tax	\$ 3,535.47	\$ 8,466.27	\$ 9,000.00	\$ 5,152.44	\$ 8,000.00	\$ (1,000.00)
301 60	Interim Real Estate	\$ 920.10	\$ 100.65	\$ 36,600.00	\$ 1,454.69	\$ 1,000.00	\$ (35,600.00)
310 01	Per Capita Current	\$ 9,182.95	\$ 8,250.04	\$ 8,000.00	\$ 6,647.43	\$ 8,000.00	\$ -
310 02	Per Capita Delinquent	\$ 1,149.96	\$ 1,549.37	\$ 1,000.00	\$ 1,347.50	\$ 1,000.00	\$ -
310 10	Real Estate Transfer Tax	\$ 77,930.19	\$ 74,762.12	\$ 45,000.00	\$ 91,487.40	\$ 70,000.00	\$ 25,000.00
310 21	Earned Income Tax	\$ 406,446.81	\$ 440,234.82	\$ 380,000.00	\$ 332,681.66	\$ 494,500.00	\$ 114,500.00
310 51	Local Services Tax	\$ 9,933.84	\$ 18,293.36	\$ 16,000.00	\$ 13,251.91	\$ 16,000.00	\$ -
	SUBTOTAL 300	\$ 667,053.37	\$ 710,932.73	\$ 693,600.00	\$ 647,323.64	\$ 800,300.00	\$ 106,700.00
320 00	Licenses and Permits						
321 01	Business Licenses	\$ 5,135.00	\$ 525.00	\$ 5,135.00	\$ 5,210.00	\$ 5,135.00	
321 80	Cable TV Franchise	\$ 35,970.07	\$ 35,205.03	\$ 35,000.00	\$ 28,122.19	\$ 35,000.00	\$ -
	SUBTOTAL 320	\$ 41,105.07	\$ 35,730.03	\$ 40,135.00	\$ 33,332.19	\$ 40,135.00	\$ -
330 00	Fines and Forfeits						
331 11	State Police Fines	\$ 1,164.72	\$ -	\$ -	0	0	\$ -
331 12	Clerk of Courts James Troutman	\$ 150.00	\$ -	\$ -	0	0	\$ -
331 13	District Justice Fines	\$ 2,666.49	\$ 2,018.32	\$ 1,000.00	\$ 657.72	\$ 1,000.00	\$ -
	SUBTOTAL 330	\$ 2,666.49	\$ 2,018.32	\$ 1,000.00	\$ 657.72	\$ 1,000.00	\$ -
340 00	Interest, Rents & Royalties						
341 10	Interest	\$ 798.62	\$ 1,373.76	\$ 500.00	\$ 795.20	\$ 1,000.00	\$ 500.00
	SUBTOTAL 340	\$ 798.62	\$ 1,373.76	\$ 500.00	\$ 795.20	\$ 1,000.00	\$ 500.00
350 00	Intergovernmental Revenue						
352 53	American Rescue Plan	\$ -	\$ 158,940.20	\$ -	\$ 502.53		\$ -
355 01	PURTA/Public Utility Realty Tax	\$ 617.27	\$ 665.59	\$ 600.00	\$ -	\$ 600.00	\$ -
355 07	Fire Co Foreign Fire Insurance	\$ 19,337.40	\$ 17,363.73	\$ 17,000.00	\$ -	\$ 17,000.00	\$ -
355 08	Alcoholic Beverage License	\$ 600.00	\$ -	\$ -	\$ 400.00	\$ 600.00	\$ 600.00
355 12	Municipal Pension State Aid	\$ 18,904.88	\$ 22,045.82	\$ 21,000.00		\$ 21,000.00	\$ -
356 01	State Game Land Fee in Lieu of T	\$ 27.48	\$ 27.48	\$ 27.00	\$ 27.48	\$ 27.00	\$ -
	SUBTOTAL 350	\$ 39,487.03	\$ 199,042.82	\$ 38,627.00	\$ 930.01	\$ 39,227.00	\$ 600.00
360 00	Charges for Services						
361 303	Zoning Permits (paid to Engineer)	\$ 1,679.00	\$ 2,255.00	\$ 1,600.00	\$ 1,275.00	\$ 1,600.00	\$ -
361 310	Subdivision Admin Fees	\$ 3,300.00	\$ 230.00	\$ 500.00	\$ 120.00	\$ 250.00	\$ (250.00)
361 70	Photocopies	\$ -	\$ -	\$ -	\$ 6.25	\$ -	\$ -
362 00	Admin Fee - Permits	\$ 625.00	\$ 1,635.00	\$ 1,000.00	\$ 886.00	\$ 1,000.00	\$ -
362 410	Building Permits (paid to engineer)	\$ 19,682.79	\$ 43,167.46	\$ 15,000.00	\$ 24,223.94	\$ 20,000.00	\$ 5,000.00
362 411	Electrical/Plumbing Inspections	\$ 2,269.50	\$ 5,715.95	\$ 3,000.00	\$ 1,355.61	\$ 1,500.00	\$ (1,500.00)
362 412	Accessibility Review & Inspectio	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
362 415	Permit Plan Review	\$ 1,000.00	\$ 75.00	\$ -	\$ 437.54	\$ -	\$ -
362 420	Storm Water Review	\$ 700.00	\$ 350.00	\$ -	\$ -	\$ -	\$ -
362 440	Sewage Permits	\$ 6,418.00	\$ 15,813.50	\$ 9,000.00	\$ 3,879.00	\$ 8,000.00	\$ (1,000.00)
362 50	Yard Sales	\$ -	\$ -	\$ -	\$ 60.00	\$ -	\$ -
362 501	Canvassing Permits	\$ -	\$ 10.00	\$ -	\$ -	\$ -	\$ -
363 30	Street Cut Permit (Driveways)	\$ 450.00	\$ 650.00	\$ 100.00	\$ 5.00	\$ 100.00	\$ -

Account Number	Category	2020 Two year prior revenue	2021 One year prior revenue	2022 Current Budget	2022 Revenue Jan 1 to Sept 10, 2022	2023 Proposed Budget	Increase or Decrease
363 51	Snow & Ice Removal Contract	\$ 30,263.32	\$ 8,422.57	\$ 38,907.75	\$ 38,907.75	\$ 41,313.00	\$ 2,405.25
363 52	Mowing Contract	\$ 6,199.86	\$ 6,641.88	\$ 6,500.00	\$ 3,320.94	\$ 6,642.00	\$ 142.00
363 99	Other charges - Rockland Township		\$ 3,595.00	\$ -		\$ -	\$ -
365 50	Dog Licenses	\$ -	\$ 167.00	\$ 300.00	\$ 82.50	\$ 100.00	\$ (200.00)
367 01	Culture & Recreation	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ (200.00)
367 30	Pavillon Fees	\$ -	\$ 250.00	\$ 600.00	\$ 390.00	\$ 400.00	\$ (200.00)
	SUBTOTAL 360	\$ 74,607.47	\$ 90,999.36	\$ 78,729.75	\$ 76,971.53	\$ 80,905.00	\$ 4,197.25
380 00	Misc. Revenue						
380 03	Insurance Reimbursement	\$ 10,662.00	\$ 5,935.17	\$ 6,000.00	\$ 5,555.72	\$ 6,000.00	\$ -
	SUBTOTAL 380	\$ 10,662.00	\$ 5,935.17	\$ 6,000.00	\$ 5,555.72	\$ 6,000.00	\$ -
390 00	Other Financing Sources						
391 10	Sale of Land & Equipment	\$ -	\$ 9,007.00	\$ 15,000.00	\$ 50,342.00	\$ 55,000.00	\$ 40,000.00
393 00	Loan Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
395 00	Prior Year Expenditures	\$ 1,026.00	\$ 709.39	\$ -	\$ 6,301.49	\$ -	\$ -
	SUBTOTAL 390	\$ 1,026.00	\$ 9,716.39	\$ 15,000.00	\$ 56,643.49	\$ 55,000.00	\$ 40,000.00
	TOTAL REVENUE	\$ 837,406.05	\$ 1,055,748.58	\$ 873,591.75	\$ 822,209.50	\$ 1,023,567.00	\$ 149,975.25

EXPENSES

400 – General Government \$198,242

- Supervisor's Pay
 - \$62.50 per meeting – set by ordinance to a maximum of \$1,875
- Travel Expenses/Mileage
 - Paid at the IRS approved rate for travel to the convention and meetings outside of the township.
- Membership Dues and Subscriptions
 - Consv. Dist (\$100)
 - County Public Works Assoc (\$75)
 - County Assoc Supervisors (\$75)
 - Town & Country (\$50)
 - Center for Comm. Leadership (\$250)
 - County Purchasing Council (\$150)
 - PSATS (\$1500)
 - UPV Chamber of Commerce (\$655)
 - Microsoft (\$650)
 - Adobe (\$175)
 - Back Blaze Computer Backup (\$70)
 - Zoom (\$160)
- Conferences and Education
 - PSATS conference
 - Training as needed for road crew.
- Office Supplies
 - Purchased through Office Service Co.
- Trash Removal
 - Township Bldg. Dumpster @ \$123/month
- Postage
 - 4 newsletters (\$665 each)
 - Postage (about \$60 every other month on average)
- Telephone & Internet
 - Building phone thru Nextiva (\$125/month)
 - Cell Phones thru AT & T (\$175/month)
 - Internet thru Service Electric (\$78/month)
- Advertising
 - Town and Country is used for advertising.
 - Meetings & Public Hearings , Ag Security open enrollment, Audit Notice, Budget Notice, Bids
- Printing
 - Newsletter – Four a year
- Office Equipment and Maintenance

- Copier Lease (\$320/month)
 - Computer replacement (\$1500) Garage computer is 10 years old
- Bank/credit card fees
 - For direct deposit (\$10/month)
- Contracted Svc
 - Computer support (\$110/hr)
- Audit Service
 - Annual audit of accounts by Barbara Akins CPA – -\$6,800 which is an increase is \$1,800.
- Tax Collection
 - Commission – The tax collector makes 5% on taxes collected. Estimating a collection of \$201,800 in real estate taxes.
 - Supplies – is ½ the cost of the printing and mailing of the tax bills. This is a 50/50 split with the County of Berks.
 - Bond (County provides a 4-year bond which renewed 2022)
- Solicitor Fees – increase of 5% in hourly rate.
- Secretary/Treasurer Salary – 4 % increase.
- Assistant Secretary Wages – 4% increase
- Treasurer Bonds
 - Treasurer bond for D. Hollenbach, L. Masemore and K. Masemore
- Engineering Fees
 - Technicon estimates an increase of 5% in hourly rate..
- Building Supplies
 - First Aid Kits
 - Restroom Supplies, trash bags
 - Batteries
 - Ice melt
- Fuel, Light, Water
 - Heating oil, propane, electric and water cooler rental
- Building Repair & Maintenance
 - Boiler inspection
 - Cleaning service for Twp Building
 - Fire Extinguisher Service
 - Generator Maintenance
 - Furnace annual service
- Security Monitoring
 - Historical Society office
- Building Capital Outlay - would like Board input on projects

Account Number	Category	2020 Two year prior expense	2021 One year prior expense	2022 Current Budget	2022 Expenses Jan 1 to Aug 31	2023 Proposed Budget	Increase or Decrease
400 00	General Government						
400 10	P/R Vacation/Holiday	\$ 19,519.13	\$ 18,234.14	\$ 18,862.00	\$ 11,955.72		\$ (18,862.00)
400 11	Supervisor's Pay	\$ 3,937.50	\$ 4,937.50	\$ 4,500.00	\$ 3,125.00	\$ 5,625.00	\$ 1,125.00
400 331	Travel Expenses/Mileage	\$ 27.20	\$ 14.22	\$ 200.00	\$ -	\$ 100.00	\$ (100.00)
400 42	Membership Dues & Subscrip	\$ 3,427.26	\$ 3,384.00	\$ -	\$ 2,500.00	\$ 4,000.00	\$ 4,000.00
400 46	Conferences & Education			\$ 250.00	\$ 325.00	\$ 500.00	\$ 250.00
401 21	Office Supplies	\$ 1,869.36	\$ 2,069.74	\$ 1,300.00	\$ 1,480.68	\$ 1,000.00	\$ (300.00)
401 242	Trash Removal	\$ 1,235.00	\$ 1,146.65	\$ 1,140.00	\$ 914.44	\$ 1,500.00	\$ 360.00
401 243	Postage	\$ 237.75	\$ 548.35	\$ 3,500.00	\$ 4,103.93	\$ 3,500.00	\$ -
401 32	Telephone and Internet	\$ 5,760.67	\$ 8,387.68	\$ 6,000.00	\$ 3,717.04	\$ 5,000.00	\$ (1,000.00)
401 34	Advertising	\$ 2,684.36	\$ 1,849.40	\$ 1,500.00	\$ 3,534.00	\$ 2,000.00	\$ 500.00
401 342	Printing				\$ -	\$ 3,200.00	\$ 3,200.00
401 37	Office Equipment & Maint	\$ 7,289.99	\$ 5,700.21	\$ 5,000.00	\$ 2,665.54	\$ 5,500.00	\$ 500.00
401 37	Bank/Credit Card Fees	\$ -	\$ 3.00	\$ -	\$ 103.88	\$ 200.00	\$ 200.00
401 45	Contracted Service			\$ -	\$ 110.00	\$ 220.00	\$ 220.00
402 31	Audit Service	\$ 4,575.00	\$ 4,710.00	\$ 4,900.00	\$ 5,040.00	\$ 6,800.00	\$ 1,900.00
403 11	Tax Collector Commission	\$ 8,422.15	\$ 7,965.12	\$ 8,000.00	\$ 9,613.72	\$ 10,100.00	\$ 2,100.00
403 20	Tax Collector Supplies	\$ 457.49	\$ 347.16	\$ 400.00	\$ 373.92	\$ 400.00	\$ -
403 35	Taxcollector Bond	\$ -	\$ -	\$ -	\$ 93.00	\$ -	\$ -
404 31	Solicitor Fees	\$ 17,585.50	\$ 15,283.87	\$ 16,000.00	\$ 12,396.90	\$ 17,000.00	\$ 1,000.00
405 12	Sec/Treasurer Salary	\$ 53,709.83	\$ 55,320.92	\$ 55,000.00	\$ 37,580.17	\$ 57,567.00	\$ 2,567.00
405 14	Asst. Secretary Wages	\$ 26,624.19	\$ 30,841.73	\$ 33,500.00	\$ 22,214.60	\$ 38,360.00	\$ 4,860.00
405 35	Treasurer Bond	\$ 2,594.00	\$ 550.00	\$ 3,600.00	\$ 1,599.00	\$ 2,000.00	\$ (1,600.00)
408 31	Engineering Fees	\$ 23,610.51	\$ 18,951.68	\$ 17,000.00	\$ 13,441.12	\$ 21,000.00	\$ 4,000.00
409 10	Building Maint - Payroll	\$ 12,059.41	\$ 1,907.15	\$ 10,000.00	\$ 3,955.94		\$ (10,000.00)
409 20	Building Supplies	\$ 1,169.11	\$ 1,188.36	\$ 500.00	\$ 488.33	\$ 750.00	\$ 250.00
409 30	Fuel, Light, Water - Building	\$ 6,879.57	\$ 8,715.00	\$ 8,000.00	\$ 6,447.37	\$ 8,500.00	\$ 500.00
409 37	Building Repairs & Maint	\$ 2,675.81	\$ 10,600.19	\$ 2,500.00	\$ 2,959.08	\$ 3,000.00	\$ 500.00
409 475	Security Monitoring	\$ 240.00	\$ 765.00	\$ -	\$ -	\$ 420.00	\$ 420.00
409 73	Building Capital Outlay	\$ 16,472.75	\$ 4,650.00	\$ 15,000.00	\$ 5,300.00		\$ (15,000.00)
	400 SUBTOTAL	\$ 223,063.54	\$ 208,071.07	\$ 216,652.00	\$ 156,038.38	\$ 198,242.00	\$ (18,410.00)

410.00 - Public Safety \$138,715

- Contributions to Fire Companies includes both Hereford Fire Company, Seisholtzville Fire Company, and their respective fire police.
 - Each Company's Fire Police receive \$1300.
 - I am proposing Seisholtzville receive a \$2,000 fuel allowance and Hereford Fire Co receive a \$3,000 fuel allowance based on their usage and to assist with rising costs. In the past, both fire companies received equal amounts and I have budgeted \$40,000 for the Board to split. Seisholtzville receives a donation and a portion of the Fire Relief money from District Township (8,600) and Longswamp Township(\$11,937.75) while Hereford Fire Company is not supported by other municipalities but responds to Seisholtzville Fire Company's calls when they cannot respond. The 2020 census shows Hereford Township as having 1001 households and Hereford Fire Company has 746 households in its service area on their mailing list.
 - A discussion on use of the ARPA funds is needed
- Fire Fighters Relief – Money received from the State to be distributed to the Fire Company for use on equipment and training.
- Ambulance
 - The township donates to Bally Ambulance and in 2021 accounted for 24.3% of the calls. Washington Township accounted for 26.7% of the calls and donated \$14,375 in 2022. The Supervisors are increasing the donation to the ambulance to \$8,500. Even though the Ambulance may charge for service, their collection rate is 39% due to insurance companies sending the patient the payment for the ambulance service.
- Building Permits & Inspections is covered by the collected building permit fees.
- Zoning Permits and Code Enforcement is partially covered by zoning permit fees.
- ZHB Payroll – the Zoning Hearing Board three members is each paid a stipend of \$35 per hearing. I have budgeted for three hearings.
- Zoning Hearing Expenses are fees for the half the cost of the stenographer and the zoning hearing solicitor.
- 911 Dispatching – cost is tied to Consumer Price Index-All Urban Consumers for the Northeast Region which in July 2020 was 7.3%
- Dangerous Tree Removal – costs associated with the removal of dangerous trees outside of road crew wages and equipment rental. This would be materials, training, contractors hired to perform the work.

420.00 - Health & Welfare \$18,750

- Sewage Enforcement costs are mostly covered through permit fees.
- Contributions to Human Services includes the following donations:
 - Berks Visiting Nurses \$50
 - Perk Up \$500
 - Boyertown Multiservice \$100
- Dog Licenses are covered by the fees collected.
- Act 537 Plan is the expenses associated with development of the Act 537 Plan not covered by escrowed funds.

Account Number	Category	2020 Two year prior expense	2021 One year prior expense	2022 Current Budget	2022 Expenses Jan 1 to Aug 31	2023 Proposed Budget	Increase or Decrease
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410 00	Public Safety						
411 500	Contribution to Fire Companies	\$ 36,679.69	\$ 35,460.04	\$ 37,280.00	\$ 13,365.05	\$ 42,600.00	\$ 5,320.00
411 501	Hereford Fire Fuel	\$ 853.29	\$ 1,059.28	\$ -	\$ 2,161.49	\$ 3,000.00	\$ 3,000.00
411 502	Selsholtzville Fire Fuel	\$ 801.64	\$ 760.68	\$ -	\$ 1,000.17	\$ 2,000.00	\$ 2,000.00
411 540	Fire Fighters Relief	\$ 19,337.40	\$ 17,363.73	\$ 18,000.00	\$ -	\$ 17,000.00	\$ (1,000.00)
412 00	Ambulance	\$ 4,590.00	\$ 4,590.00	\$ 4,590.00	\$ 2,000.00	\$ 8,500.00	\$ 3,910.00
413 11	Building Permits & Inspection	\$ 20,701.79	\$ 46,148.55	\$ 15,000.00	\$ 19,243.81	\$ 20,000.00	\$ 5,000.00
413 31	Zoning Permits & Enforcement	\$ 8,689.01	\$ 11,450.06	\$ 3,000.00	\$ 4,176.63	\$ 4,000.00	\$ 1,000.00
414 10	ZHB Payroll	\$ 315.00	\$ -	\$ -	\$ -	\$ 315.00	\$ 315.00
414 30	Zoning Hearing Expenses	\$ 1,751.00	\$ 679.50	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
415 45	911 Dispatch Service	\$ 13,293.35	\$ 13,293.35	\$ 14,000.00	\$ 13,293.35	\$ 14,300.00	\$ 300.00
419 50	Dangerous Tree Removal	\$ -	\$ -	\$ 25,000.00	\$ 6,301.08	\$ 25,000.00	\$ -
	410 SUBTOTAL	\$ 107,012.17	\$ 130,805.19	\$ 116,870.00	\$ 61,541.58	\$ 138,715.00	\$ 21,845.00
420 00	Health and Welfare						
421 31	Sewage Enforcement	\$ 8,832.61	\$ 17,892.37	\$ 9,000.00	\$ 9,107.40	\$ 8,000.00	\$ (1,000.00)
421 50	Contributions to Human Svc	\$ 1,062.45	\$ 1,018.60	\$ 1,000.00	\$ -	\$ 650.00	\$ (350.00)
422 00	Dog Licenses	\$ 150.00	\$ -	\$ 250.00	\$ 64.00	\$ 100.00	\$ (150.00)
429 00	Act 537 Plan					\$ 10,000.00	\$ 10,000.00
	420 SUBTOTAL	\$ 10,045.06	\$ 18,910.97	\$ 10,250.00	\$ 9,171.40	\$ 18,750.00	\$ 8,500.00

430.00 - Highways, Roads & Streets \$334,805 (General Fund) \$328,252 (SLF)

- o Supplies
 - o Clothing General Expense
 - Clothing allowance of \$500 for three employees
 - T-shirt and Sweatshirt with logo
 - o Vehicle Operation
 - Fuel
 - Inspection, Oil, filters, fluids
 - Radios
 - Tires for Grader
 - o Utility Marking
 - PA One Call charges
 - o Capital Equipment
 - Co-op Equipment (\$7,500)
 - o Snow & Ice Removal Payroll
 - o Snow Materials & Supplies
 - Antiskid, mag and salt (Salt is \$68.27/ton. 2022 price \$59.64/ton)
 - Snow fence, Mailbox repairs
 - o Line Painting Payroll
 - o Sign Supplies
 - Street index, traffic signs
 - Barricades and cones
 - Paint for line painting – cost has doubled
 - o Traffic Signal
 - Traffic signal maintenance (\$525) and repairs
 - Traffic signal electric (\$36/month)
 - o Street Light Electric
 - o Equipment Maintenance Payroll
 - o Machinery Repair Supplies
 - o Equipment Rental – lift or crane or bucket truck for tree removal
 - o Road Maintenance Payroll – for first budget review all road crew wages are put in this category.
 - o Road Maintenance Supplies
 - Crackseal (\$2,200)
 - Spring Hill Road drainage repair – pipe, stone, topsoil \$20,000
 - Camp Mensch Mill (first estimate received \$581,000)
- Road Work – From State Liquid Fuel Budget
- | | |
|---------------------------------------|-----------|
| • Gun Club Road – double chip seal | \$73,340 |
| ▪ Old Company Road – double chip seal | \$58,765 |
| ▪ Grouse Hill – double chip seal | \$77,112 |
| ▪ Mulberry Hill – double chip seal | \$107,474 |
| ▪ Hert Lane – wearing course 1.5" | \$ 46,868 |
| TOTAL | \$363,559 |

Account Number	Category	2020 Two year prior expense	2021 One year prior expense	2022 Current Budget	2022 Expenses Jan 1 to Aug 31	2023 Proposed Budget	Increase or Decrease
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430	Highways, Roads & Streets						
430 26	Supplies	\$ 12,901.83	\$ 15,992.17	\$ 10,000.00	\$ 12,457.34	\$ 15,000.00	\$ 5,000.00
430 300	Clothing General Expense	\$ 256.77	\$ 566.66	\$ 1,500.00	\$ 463.08	\$ 2,000.00	\$ 500.00
430 330	Vehicle Operation	\$ 32,965.67	\$ 31,948.92	\$ 30,000.00	\$ 27,042.60	\$ 33,000.00	\$ 3,000.00
430 36	Utility Marking	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ 200.00
430 74	Capital Equipment	\$ -	\$ 89,850.00	\$ 76,000.00	\$ 81,144.34	\$ 7,500.00	\$ (68,500.00)
432 10	Snow and Ice Removal- Payrol	\$ 8,979.36	\$ 20,683.91	\$ 35,000.00	\$ 16,594.51	\$ 400.00	\$ (34,600.00)
432 20	Snow Materials & Supplies	\$ 31,815.17	\$ 21,197.89	\$ 45,000.00	\$ 42,086.88	\$ 48,000.00	\$ 3,000.00
433 10	Line Painting - Payroll	\$ 5,741.76	\$ 4,436.06	\$ 7,000.00	\$ -		\$ (7,000.00)
433 20	Sign Supplies	\$ 5,664.42	\$ 9,309.85	\$ 6,500.00	\$ 3,385.75	\$ 15,000.00	\$ 8,500.00
433 361	Traffic Signal	\$ 2,220.72	\$ 1,985.55	\$ 2,000.00	\$ 288.97	\$ 2,000.00	\$ -
434 361	Street Light Electric	\$ 348.74	\$ 295.08	\$ 400.00	\$ 249.30	\$ 400.00	\$ -
437 10	Equipment Maint. - Payroll	\$ 18,035.97	\$ 26,249.42	\$ 18,000.00	\$ 12,665.20		\$ (18,000.00)
437 20	Machinery Repair Supplies	\$ 10,367.81	\$ 6,887.26	\$ 7,500.00	\$ 8,227.55	\$ 10,000.00	\$ 2,500.00
	Equipment Rental					\$ 15,000.00	\$ 15,000.00
438 10	Road Maintenance Payroll	\$ 49,780.67	\$ 26,677.99	\$ 50,000.00	\$ 40,017.25	\$ 161,305.00	\$ 111,305.00
438 20	Road Maintenance Supplies	\$ 8,133.73	\$ 5,792.84	\$ 25,000.00	\$ 17,663.35	\$ 77,035.00	\$ 52,035.00
438 30	Road Maint. Co-op Payroll	\$ 7,735.18	\$ 28,892.72	\$ 5,000.00	\$ 12,171.60		\$ (5,000.00)
	SUBTOTAL 430	\$ 194,947.80	\$ 290,766.32	\$ 318,900.00	\$ 274,457.72	\$ 386,840.00	\$ 67,940.00

State Liquid Fuel Budget

Account Number	Category	2020	2021	2022 Current Budget	2022	2023	Increase or Decrease
		Two year prior revenue	One year prior revenue		Revenue Jan 1 to Sept 10, 2022	Proposed Budget	
100/00	Cash on Hand State Liquid F	\$ 142,980.29	\$ 203,613.32	\$ 270,020.00	\$ 270,020.19	\$ 181,074.00	\$ (88,946.00)
340/00	Interest Income	\$ 458.26	\$ 241.62	\$ 300.00	\$ 17.82	\$ 30.00	\$ (270.00)
355/02	Liquid Fuel	\$ 156,430.02	\$ 146,555.83	\$ 144,400.00	\$ 144,399.62	\$ 147,148.00	\$ 2,748.00
395/00	Refund of Prior Years Exp	\$ -	\$ -	\$ -	\$ 414.06	\$ -	\$ -
		\$ 156,888.28	\$ 146,797.45	\$ 414,720.00	\$ 144,831.50	\$ 147,178.00	\$ 2,478.00
Account Number	Category	2020 Two year prior expenses	2021 One year prior expenses	2022 Current Budget	2022 Expense Jan 1 to 10-Sep	2023 Proposed Budget	Increase or Decrease
430/00	General Services			\$ 135,990.00			
432/20	Snow Removal Supplies	\$ -	\$ 12,104.87	\$ 25,000.00	\$ -	\$ -	
436/20	SW Supplies	\$ -	\$ 4,291.83	\$ -			\$ -
438/20	Road Maint & Repair Suppli	\$ 10,000.99	\$ 20,976.58	\$ 10,000.00			\$ (10,000.00)
439/20	Road Construction Project	\$ 49,398.60	\$ 79,872.96	\$ 243,730.00	\$ 113,777.74	\$ 328,252.00	\$ 84,522.00
		\$ 59,399.59	\$ 105,141.37	\$ 414,720.00	\$ 113,777.74	\$ 328,252.00	
	Revenue	\$ 147,178.00					
	Total with Cash in Hand	\$ 328,252.00					
	Expenditures	\$ 328,252.00					
	Balance	\$ -					
	▪ Gun Club Road – double chip seal		\$ 73,340.00				
	▪ Old Company Road – double chip seal		\$ 58,765.00				
	▪ Grouse Hill – double chip seal		\$ 77,112.00				
	▪ Mulberry Hill – double chip seal		\$ 107,474.00				
	▪ Herl Lane – wearing course 1.5"		\$ 46,868.00				
	TOTAL		\$ 363,559.00				

State Liquid Fuel Budget - \$328,252

Total Road Work Estimated Cost - \$363,559

Shortfall of \$35,307 will be paid from the General Fund

440.00 – Public Works Other Services \$500

- Fire Hydrants

450 – Recreation \$5,100

- Park Supplies
 - Dog waste bags
 - Restroom supplies
 - Mulch if needed
- Parks Contracted Service
- Donations to Library
 - Schwenkfelder Library (\$500)
- If the Recreation Committee decides to take on any capital projects, the recreation escrow funds could be used as well as ARPA money. At this time, no projects have been planned.

470.00 – Debt Service \$90,038.12

- Essa Bank Loan – 2023 is the final year \$20,258.15
- Asphalt Zipper lease payment split 4 ways will be \$17,733.73. This would be a 5 year lease with three municipalities participating with the first payment due in October 2023.
- Loader lease payment will be \$52,565.43 for a five year lease. The financing company recommends locking in the interest rate by finalizing the loan now and holding the funds in escrow for the arrival of the loader.
- If the Township decides to float a bond, this budget number would need to be adjusted further.

480.00 – Intergovernmental Expenditures \$185,382

- Workers Compensation Insurance – premium decreased in 2022 to \$22,841. Per agent, we should see a 3% increase.
- Unemployment Compensation – based on a 4% raise. This was underbudgeted in 2022.
- Health Insurance (\$89,520), Vision (\$744), Dental (\$3,560), Life (\$540), Disability (\$900).
- Pension Obligation \$19,257
- Fica – Employer – based on a 4% raise
- Property & Liability Insurance – Per agent, estimate a 6% increase.

Account Number	Category	2020 Two year prior expense	2021 One year prior expense	2022 Current Budget	2022 Expenses Jan 1 to Aug 31	2023 Proposed Budget	Increase or Decrease
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440 00	Public Works Other Services						
448 300	Fire Hydrants	\$ 480.00	\$ 490.00	\$ 500.00	\$ 310.00	\$ 500.00	
	SUBTOTAL 440	\$ 480.00	\$ 490.00	\$ 500.00	\$ 310.00	\$ 500.00	\$ -
450 00	Recreation						
450 10	Parks - Payroll	\$ 6,283.90	\$ 13,540.76	\$ 10,000.00	\$ 6,034.30		\$ (10,000.00)
450 20	Park Supplies	\$ 1,168.17	\$ 3,028.07	\$ 4,000.00	\$ 678.90	\$ 4,000.00	\$ -
450 30	Park Contracted Svc	\$ -	\$ 175.00	\$ 300.00	\$ 517.42	\$ 500.00	\$ 200.00
456 00	Library Contribution				\$ -	\$ 500.00	\$ 500.00
450 20	Culture & Recreation Supplies	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ -
	SUBTOTAL 450	\$ 7,452.07	\$ 16,743.83	\$ 14,400.00	\$ 7,230.62	\$ 5,100.00	\$ (9,300.00)
470 00	Debt Service						
471 020	Loan Principal	\$ 19,166.75	\$ 19,964.02	\$ 22,100.00	\$ 13,765.66	\$ 89,638.00	\$ 67,538.00
472 025	Loan Interest	\$ 2,933.05	\$ 2,135.78		\$ 967.54	\$ 400.00	\$ 400.00
	SUBTOTAL 470	\$ 22,099.80	\$ 22,099.80	\$ 22,100.00	\$ 14,733.20	\$ 90,038.00	\$ 67,938.00
480 00	Withholding & Insurances						
486 154	Workers Comp Insurance	\$ 37,123.00	\$ 26,564.00	\$ 37,000.00	\$ 12,126.28	\$ 24,000.00	\$ (13,000.00)
486 350	Unemployment	\$ 910.11	\$ 519.46	\$ 500.00	\$ 2,388.26	\$ 1,900.00	\$ 1,400.00
486 351	Property & Liability Insurance	\$ 20,225.68	\$ 23,198.92	\$ 22,640.00	\$ 16,980.00	\$ 24,000.00	\$ 1,360.00
487 100	Covid Compensation			\$ -	\$ 804.20	\$ -	\$ -
487 150	Employee Insurance	\$ 60,198.24	\$ 55,976.44	\$ 66,000.00	\$ 55,167.64	\$ 95,225.00	\$ 29,225.00
487 151	Pension	\$ 19,213.00	\$ 22,045.82	\$ 19,817.00	\$ -	\$ 19,257.00	\$ (560.00)
487 161	FICA - Employer	\$ 17,578.78	\$ 18,470.29	\$ 17,800.00	\$ 13,307.33	\$ 21,000.00	\$ 3,200.00
	SUBTOTAL 480	\$ 155,248.81	\$ 146,774.93	\$ 163,757.00	\$ 100,773.71	\$ 185,382.00	\$ 21,625.00
490 00	Other Financing Uses						
492 00	Transfer to Other Funds	\$ -	\$ 158,940.20		\$ 5,027.26		\$ -
	SUBTOTAL 490			\$ -		\$ -	
		\$ 720,349.25	\$ 834,662.11	\$ 863,429.00	\$ 624,256.61	\$ 1,023,567.00	\$ 160,138.00

Hereford Township Financial Monitoring		
	2021	2020
REVENUE & EXPENDITURE PER CAPITA		
Total Operating Revenue	\$1,266,897.00	\$1,031,499.00
Total Operating Expenditures	\$973,436.00	\$801,944.00
Population	2962	2962
Revenue per Capita	\$427.72	\$348.24
Expenditures per Capita	\$328.64	\$270.74
Difference	\$99.08	\$77.50
OPERATING POSITION		
General Fund Operating Expenditures	\$846,569.00	\$731,783.00
General Fund Operating Revenue	\$1,049,549.00	\$829,101.00
Operating Position	0.81	0.88
REVENUES: BUDGET VS ACTUAL		
Actual Year End Revenue	\$1,266,897.00	\$1,031,499.00
Budgeted Revenue	\$1,025,166.00	\$958,851.00
Revenue Position	1.24	1.08
This chart compares estimated revenue with actual revenues.		
PROPERTY VALUE		
Assessed Property Value	\$137,771,300.00	\$137,630,100.00
Change in Value over previous year	0.1%	1.0%
<i>A result of 1.0 indicates break even situation, a result of less than 1 indicates a favorable operating position where revenues are greater than expenditures.</i>		

Appendix

GENERAL CODE

Ms. Diane Hollenbach
Hereford Township
3131 Selsholtzville Road
Macungie, PA 18062

July 26, 2022

RE: PRELIMINARY QUOTE for codification services

Dear Ms. Hollenbach,

Thank you for your interest in codification services. General Code has been in business for 60 years and has worked with over 900 communities in Pennsylvania to organize and systematize their ordinances into an easy-to-use printed Code book and, in this day and age, to also publish the Code on the Internet. I am happy to provide this Preliminary Quote to help you get a sense for the cost and effort involved in a project like this.

Codification takes your ordinances, passed over the course of many years, and distills them down into a single, organized, and stylized, body of law, designed for easy reference and easy access. A Code is a representation of your currently enforced rules and regulations; as such, is an important reference for staff, your Board, residents, and for those who do business in the Township. In addition to organizing, compiling, and stylizing your ordinances, another part of the process is to jettison outdated ordinances, to modernize your legislation, and to identify and fix conflicts and inconsistencies that may develop within your ordinances, as well as make sure that your ordinances still comport with changing statutory law.

The final deliverables of a Code project are printed books, as well as an online version of the Code. Nearby Exeter Township uses our services; you can see their online Code here <https://ecode360.com/EX2329>. We propose a similar treatment for you.

A Code project typically takes a couple of years, over various milestones, and requires collaboration between our company and the Township. Below is a summary of project highlights and milestones:

General Code will **A)** Organize, systematize, and stylize your ordinances; **B)** Prepare a Draft of your Code, along with an Analysis report of areas of concern noted by your editor; **C)** Take your feedback from our analysis to remedy said concerns; **D)** Provide a Final Draft of the Code for Township review; **E)** Publish the Code in print and online. **Estimated** Cost: \$11,995 - \$15,465, payable in 5 installments, usually spanning three budget years.

This is a preliminary estimate and is intended only as an initial guide for budgeting purposes and is based on our experience with communities similar in profile to Hereford Township. Upon receipt of project materials, General Code will provide a firm and actionable price proposal/agreement for the Township's approval.

General Code currently works with hundreds of Townships; we look forward to possibly working with you and Hereford Township, as well.

Sincerely,



Michael Peter
Account Manager

Experience the Higher Standard. Explore the Possibilities.

Diane Hollenbach

From: ray2215@aol.com
Sent: Sunday, August 14, 2022 8:24 PM
To: Diane Hollenbach
Subject: Seisholtzville Fire Company

Good morning Diane,

As far as your request for the finances and budget items the President was told all of this needed to be to you on the 15th. He is coordinating this with our Treasurer so hopefully you have it Monday.

As far as my request for items for 2023, without going overboard, I would like to request \$6000 for debt reduction.

Between that, if approved, and the State grant I will be submitting also for debt reduction that should get us pretty close to paying off our Attack truck.

This will leave us in a better position to someday replace one of our aging trucks putting us in a better position to continue to serve Hereford Township.

If you need anything else please do not hesitate to let me know.

Thank you again for all the help you give us!

Take care,

Ray

Diane Hollenbach

From: District Township <office@districttownship.org>
Sent: Tuesday, August 23, 2022 10:58 AM
To: Diane Hollenbach; Joni McPike
Subject: RE: Question on Fire Company donations

Good morning Diane,

District Township does not donate to Hereford FC but does to Seisholtzville FC - \$4,200.00 (2021). We do not currently have a Fire Tax.

Seisholtzville FC also received 50% of our Fire Relief Funds - \$4,400.49 (2021)

WC insurance as billed.

Ugh, budget time! But nice to talk with you though! 😊

Elaine Schwien, Secretary
District Township
Berks County, Pennsylvania
202 Weil Rd.
Boyertown, PA 19512
Office: 610-845-7595
Fax: 610-845-7596
www.districttownship.org

From: Joni McPike <jmcpike@longswamptwsp.net>
Sent: Tuesday, August 23, 2022 9:44 AM
To: 'Diane Hollenbach' <dhollenbach@herefordtownship.org>; District Township <office@districttownship.org>
Subject: RE: Question on Fire Company donations

Good morning Diane,

We have a 3 year letter of understanding agreement (ends March 2023) related to our Fire Tax Revenue, and we give \$7,500.00 to SVFC each year. I don't see that changing when the new agreement is processed. We also give 15% of our Fire Relief Funds to them (2021-\$4,437.75) We also pay our share of the WC insurance when you bill it out. Hope this helps.

Thank you,

Joni D. McPike
Secretary / Treasurer
Longswamp Township
1112 State Street
Mertztown, PA 19562-9101
Ph: (610) 682-7388 x122

2023 Budget request

dean marks <deantmarks@hotmail.com>

Tue 8/16/2022 11:08 PM

To: deantmarks@hotmail.com <deantmarks@hotmail.com>

In 2022 we received 17340.00 total contribution minus our fuel cost, our full costs are going up due to rising purchase prices and responding to all requests for fire or medical call responses through entire Hereford township.

We do not have a budget for 2022 we discuss all capital projects at our company meetings, then we look at our finances to see if capital purchases are warranted .

This year we purchased a battery powered pantheon pct60 comitool for 14,871.00 ,we are slowing replacing our hydraulic rescue tools to all battery operated ,we have given approval to purchase a pcu60 NCT Cutter at a cost of 14,479.00 ,which will be delivered in November of 2022.

We are requesting an increase in funds to 25,00.00 for 2023 to help us with our goal of purchasing the next tool we need to update our rescue tools, we will be looking to purchase the following tools in the next few years, spreader, ram set and pedal cutter to complete our rescue tool update in the coming years

thanks

Hereford Vol. Fire company

Deputy Fire Chief

DeanT,Marks

A.R.P.A Funds

dean marks <deantmarks@hotmail.com>

Tue 8/16/2022 10:43 PM

To: dean marks <deantmarks@hotmail.com>

We would like to request funds from the A.R.P.A. for 1 of our 2 main captial projects , in debt reduction , as of 8/31/2022 we will still owe Kanas state Bank 49,482.41 for the purchase of our 2007 rescue engine and 34,917.53 for our ten 2021 MSA Air Packs and twenty spare cylinders for a total of 84399.94.

The only other loan we have is a 2% loan on the rescue engine which stands at 104,910.00..21 these are the only loans we have.

We have 2 cds maturing in 2023 which are marked to pay off both loans or at least 1 in full and rest of money towards the principal of either kansas state bank loan. What ever money we would recieve would go dirley to Kanas state bank.

thank You
hereford fire co Deputy Fire Chier

Dean T.Marks

2023 Fire police budget request

dean marks <deantmarks@hotmail.com>

Tue 8/16/2022 10:26 PM

To: dean marks <deantmarks@hotmail.com>

Our 2021 contribution was spent on new winter/summer coats, gloves and winter hats. Our 2022 contribution will be used plus a donation from the fish rodeo will be used to purchase new flash lights, traffic vests, and update our emergency signs we use for traffic control, we are awaiting a quote due to getting said items personalized to our company and signs.

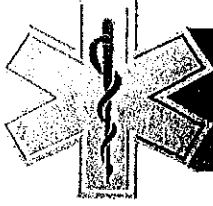
we would like to request 200.00-dollar increase in our fire police contribution for a total of 1500.00for the year 2023.

Thanks,
Harold Albitz fire police Captain

Bally Ambulance

Mike Groff put together a nice package, including their audit. I did reach out to the manager of Washington Township to find out what they budgeted as an ambulance donation for 2022.

Washington Township	total calls 377 (26.7%)	2022 donation \$14,375
Hereford Township	total calls 343 (24.3%)	2022 donation \$ 4,590



Bally Community Ambulance Association



August 14, 2022

Hereford Township
3131 Seisholtzville Road
Macungie, PA 18062

Dear Board of Supervisors,

It is my pleasure to provide you with 2021 call statistics, 990, audited financials, and a copy of our 2022 budget. As our call statistics will show, the need for our service continues to grow. There was a time when our ambulance service averaged 500 calls per year. In 2021, Bally Ambulance responded to 1411 EMS calls. That was a 22% increase from our 2020 numbers. We expect to surpass 1500 calls by the end of this year. The cost of business has also increased. Inflation, supply chain issues, and staffing challenges have impacted our organization. The Operations Report provides a snapshot of our business. Our primary source of income is derived from fee-for-service billing. The report will show that we have a 39% gross collection rate for calendar year 2021. This is a typical rate of return in our industry. Medicare and Medicaid programs severely limit reimbursement rates and beneficiary cost sharing. Those payors make up more than 70% of our calls. The Bally Community Ambulance Association has been providing emergency medical services to the community since 1951. We appreciate the continued support of Hereford Township and look forward to serving the community for many years to come.

Bally Ambulance owns 2 Type III ambulances. One vehicle operates as the primary ambulance while the other serves as a reserve piece. Both vehicles are rotated to ensure equitable use. In June of this year, we took delivery of a 2022 Signature Series Type III Ambulance. This replaced our oldest ambulance. We have begun the process of pricing a replacement vehicle for our 2014 Ambulance. That new vehicle is not likely to arrive until 2024. We are also considering purchasing a pick-up truck or SUV that could be used as a paramedic chase vehicle and support vehicle for EMS response.

Capital purchases that are on the horizon for Bally Ambulance are as follows:

- New Type III Ambulance or Re-chassis current 2014 Braun Ambulance (150-250K)
 - Support vehicle for paramedic QRS and to support EMS operations (50K)
 - Power Load system and Power Litter for new truck or retro into current 2014 vehicle (57K)
- This project is part of a current AFG regional grant project – Status of grant is unknown at this time

As requested, this is an all-inclusive capital projects wish list with realistic price points. We truly appreciate your continued support of Bally Ambulance.

Kindest regards,

Michael B. Groff NRP, FP-C
Chief of Operations
Bally Community Ambulance Association

Office 610-845-2501

P. O. Box 353 Bally, PA 19503

Fax 610-845-7898

EMERGENCY call 911

Last 36 months of salary

0.0125 multiplier

years of service

There is no disability provision.

Retirement age is 62 with 10 years of service

Average salary is	\$ 65,000.00		\$ 65,000.00	
Years of Service		15		10
	Annual	Monthly	Annual	Monthly
0.0125	\$ 12,187.50	\$ 1,015.63	\$ 8,125.00	\$ 677.08
0.015	\$ 14,625.00	\$ 1,218.75	\$ 9,750.00	\$ 812.50
0.0175	\$ 17,062.50	\$ 1,421.88	\$ 11,375.00	\$ 947.92
0.02	\$ 19,500.00	\$ 1,625.00	\$ 13,000.00	\$ 1,083.33

Inflation Rate - 8.5% 12 month period ending 7/31/2022

Position	Current Rate	Proposed Rate (4%)	Projected Income	Fica	Medicare	Unemplymnt.
Assistant Sec/Treasurer	\$ 17.73	\$ 18.44	\$ 38,355.20	\$ 2,378.02	\$ 556.15	\$ 375.00
Secretary Treasurer	\$ 55,352.52	\$ 57,566.62	\$ 57,566.62	\$ 3,569.13	\$ 834.72	\$ 375.00
Foreman	\$ 29.13	\$ 30.30	\$ 63,024.00	\$ 3,907.49	\$ 913.85	\$ 375.00
Foreman OT		\$ 45.45	\$ 2,545.20	\$ 157.80	\$ 36.91	
Road Crew 1	\$ 22.54	\$ 23.44	\$ 48,755.20	\$ 3,022.82	\$ 706.95	\$ 375.00
OT		\$ 35.16	\$ 1,968.96	\$ 122.08	\$ 28.55	
Road Crew 2	\$ 20.00	\$ 20.80	\$ 43,264.00	\$ 2,682.37	\$ 627.33	\$ 375.00
OT		\$ 31.20	\$ 1,747.20	\$ 108.33	\$ 25.33	
Snow Plow Relief	\$ 18.00	\$ 18.72	\$ 393.12	\$ 24.37	\$ 5.70	\$ 14.74
Supervisors	\$ 5,625.00	\$ 5,625.00	\$ 5,625.00	\$ 348.75	\$ 81.56	
Tax Collector	\$ 10,100.00	\$ 10,100.00	\$ 10,100.00	\$ 626.20	\$ 146.45	
		Total Payroll	\$ 273,344.50	\$ 16,947.36	\$ 3,963.50	\$ 1,889.74
			\$ 296,145.10			

Overtime	Total Hrs	Total OT Payroll
2017	169.75	\$ 5,034.54
2018	217.50	\$ 6,668.82
2019	209.50	\$ 6,603.90
2020	83.00	\$ 2,735.37
2021	157.50	\$ 5,280.76
2022	186.00	\$ 6,362.65
total hrs	1023.25	
average	170.5	
	56 hrs each	

Snow Plow Relief	Total Hrs	Hourly Rate
2017	20.75	\$ 15.00
2018	26.00	\$ 15.00
2019	10.75	\$ 16.00
2020	12.50	\$ 16.00
2021	29.00	\$ 16.00
2022	27.25	\$ 18.00
total hrs	126.25	
average	21.04	

2023 Wage and Fringe Benefit Analysis

	2023 Hourly Rate	Annual hours	Vacation Hours	Sick Hours	Personal Hours	Holidays
Masemore	\$ 18.44	2080	80	40	8	80
Hollenbach	\$ 27.68	2080	104	8	8	80
Day	\$ 30.30	2080	192	40	8	80
Povenski	\$ 23.44	2080	112	40	8	80
Kohl	\$ 20.80	2080	40	8	8	80

	Annual Work Hours	Annual PTO Hours	Annual Salary - Paid Time Off	PAID TIME OFF COST	Total Wages
Masemore	1872	208	\$ 34,519.68	\$ 3,835.52	\$ 38,355.20
Hollenbach	1880	200	\$ 52,031.37	\$ 5,535.25	\$ 57,566.62
Day	1760	320	\$ 53,328.00	\$ 9,696.00	\$ 63,024.00
Povenski	1840	240	\$ 43,129.60	\$ 5,625.60	\$ 48,755.20
Kohl	1944	136	\$ 40,435.20	\$ 2,828.80	\$ 43,264.00

	Health Insurance	Eye	Dental	Life/Disability	TOTAL INSURANCE
Masemore	\$ 7,140.36	\$ 69.24	\$ 431.16	\$ 278.64	\$ 7,919.40
Hollenbach	\$ 29,112.12	\$ 200.76	\$ 5,174.64	\$ 278.64	\$ 34,766.16
Day	\$ 28,198.56	\$ 200.76	\$ 5,821.20	\$ 278.64	\$ 34,499.16
Povenski	\$ 26,009.04	\$ 200.76	\$ 5,174.64	\$ 278.64	\$ 31,663.08
Kohl	\$ 14,887.32	\$ 69.24	\$ 431.16	\$ 278.64	\$ 15,666.36

2022

TOTAL COMPENSATION PACKAGE

Masemore	\$ 46,274.60
Hollenbach	\$ 92,332.78
Day	\$ 97,523.16
Povenski	\$ 80,418.28
Kohl	\$ 58,930.36