



BOARD OF SUPERVISORS

WORKSHOP

AGENDA

October 9, 2018

4:00 p.m.

- | | |
|--|----------------------|
| I. Call to Order | <u>Packet Page #</u> |
| A. Salute to the Flag | |
| B. Moment of Silence | |
| C. Inquire if any Attendee plans to audio or video record the Workshop | |
| II. Chester County Process and Marketing Contract for Recyclables – Consider Participation | 2 |
| III. Draft 2019 Budget | 9 |
| A. General Fund | |
| 1. Codes Department | |
| 2. Public Works Department | |
| 3. Police Department | |
| B. Solid Waste Fund | |
| C. Liquid Fuels Fund | |
| D. Act 209 Transportation Impact Fund | |
| IV. Upcoming Board of Supervisors, Draft 2019 Budget Workshops: | |
| Tuesday, November 13, 2018 4:00 p.m. | |
| Tuesday, December 11, 2018 4:00 p.m. | |
| V. Open Session | |
| VI. Adjournment | |



UPPER UWCHLAN TOWNSHIP

MEMORANDUM

ADMINISTRATION

TO: Board of Supervisors
Cary Vargo, Township Manager

FROM: Shanna Lodge, Assistant Township Manager

SUBJECT: 2019 Process and Marketing Contract for Recyclables

DATE: October 5, 2018

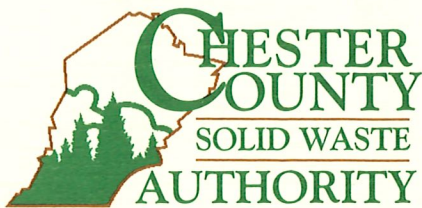
Upper Uwchlan Township has been a member municipality of the County's Process and Marketing Contract for the past 10+ years. In September, the County entered into a new agreement with J.P. Mascaro and Sons for one year, with three (3) one-year options to extend the contract. Year One expires in September 2019. Mascaro is a change in the contractor; for the past several years the contract was with BFI Waste Services in King of Prussia.

There are two other significant changes in this contract as compared to 2018.

- Delivery Location: The contract stipulates delivery to Total Recycle, Inc., 1270 Lincoln Road, Birdsboro, PA 19508.
- Tipping Fees: The pricing for delivered Single Stream Recyclables is a cost of \$29.99/ton. The 2018 pricing was \$12/ton.

This increase in tipping fees is consistent with nationwide and worldwide trends, and an overall decreased demand for recycled material. J.P. Mascaro was one of two bids received by the County for this contract, and was the lower bid by \$30/ton.

I respectfully recommend that the Board approve Upper Uwchlan Township's participation in this contract for 2019.



P.O. BOX 476 • HONEY BROOK, PA 19344 • 610-273-3771 • FAX 610-273-9870
7224 DIVISION HIGHWAY • NARVON, PA 17555 • 717-351-6025
www.chestercountyswa.org

TO: Kerry Eltman – Downingtown
Lisa Valaitis – East Fallowfield
Christopher Bashore – Malvern
Renee Carey - South Coatesville
Katie Churchill – Uwchlan
Meghan Fogarty – West Chester
Scott Swichar – East Fallowfield

Rose Werner - East Caln
Mark Miller – East Goshen
Mark Albert – Phoenixville
Shanna Lodge - Upper Uwchlan
Linda Formica – West Brandywine
Lisa Covatta - West Goshen

FROM: Nancy Fromnick
Chester County Recycling Coordinator

DATE: September 14, 2018

RE: Process and Marketing Contract for Recyclables

The County entered into an agreement with J.P. Mascaro and Sons for one year with a three (3) one-year option to extend the contract. Our first year expires in September 2019. Delivered pricing to Total Recycle, Inc., 1270 Lincoln Road, Birdsboro, PA 19508 for September:

Corrugated Cardboard	\$+31.95
Commingled	\$-19.95
Single Stream	\$-29.95

If delivered to the transfer station at Great Valley Recycling, 1792 Dekalb Pike, Bridgeport, PA 19406 there is an additional charge of \$30.00 per ton.

Please indicate below if you wish to renew the contract for another year:

_____ YES

_____ NO

Township Name

Signature

Please fax or mail back as soon as possible.

If you have any questions, feel free to contact me on my direct line 484-796-4039.

INTERMUNICIPAL AGREEMENT BETWEEN THE COUNTY OF CHESTER AND PARTICIPATING MUNICIPALITIES TO PROVIDE PROCESSING AND MARKETING SERVICES FOR RECYCLABLE MATERIALS GENERATED BY MUNICIPAL RECYCLING PROGRAMS

WHEREAS, Act 180 of July 12, 1972, 53 P.S. § 481 et seq., authorizes municipalities including counties to enter into joint cooperation agreements with other municipalities in the exercise or performance of their respective governmental functions, powers or responsibilities; and,

WHEREAS, in carrying out their powers and duties under Act 101 of July 28, 1988, known as the Municipal Waste Planning, Recycling and Waste Reduction Act, counties are to utilize to the fullest extent practicable all available facilities and expertise within the scrap processing and recycling industries for processing and marketing of recyclable materials from municipal waste; and,

WHEREAS, it is the intent of the County pursuant to receipt of qualified responses to County's Request for Bids and subsequent Bid Award to enter into an agreement with an individual ("Contractor") of a privately owned and/or operated processing facility ("Designated Facility") to process and market recyclable material generated by municipalities participating in this agreement; and,

WHEREAS, it is understood by the parties hereto that should implementation of the provisions of this agreement not be forthcoming, the participating municipalities shall have responsibility for the processing and marketing of recyclable materials generated in each participating municipality,

NOW, THEREFORE, in consideration of the promises and mutual covenants and agreement herein set forth and of the undertakings of each party to the other and intending to be legally bound, the parties, County of Chester, hereinafter "County" and _____, hereinafter "Participating Municipality", do hereby promise and agree as follows:

1. The County of Chester shall provide processing and marketing services for all recyclable materials generated by residential recycling collection programs within the Participating Municipality. Nothing to the contrary withstanding, however, said services provided by County and Contractor¹ for a Designated Facility to process and market recyclable materials generated by the municipalities participating in the Agreement.

2. The Participating Municipality agrees therefore, to deliver or to contract to have delivered all source separated recyclable materials generated by residential recycling collection programs to said Designated Facility, and to no other facility, during the entire term of this Agreement. The type and condition of the materials, including the option for commingling of the materials, must conform to the terms of the County/Contractor Agreement.
3. The Participating Municipality will be paid or invoiced directly by the contractor for any and all such materials accepted at the Designated Facility pursuant to the terms of the County/Contractor Agreement. Said payment or invoice shall be based on fixed per ton prices for each material accepted at the Designated Facility pursuant to the terms of the County/Contractor Agreement.

¹ County/Contractor Agreement, a copy of which shall be supplied to each participating municipality upon execution of same.

4. The Participating Municipality shall be paid or invoiced by Contractor for recyclable materials delivered to the Designated Facility by the end of the next month and will be provided monthly itemized receipts for any and all materials.
5. Each participating Municipality agrees to annually report, as required by Act 101, §304(f), to the Chester County Recycling Coordinator the quantity of any and all recyclable materials delivered to the Designated Facility under this agreement as verified by weight receipts received from the Contractor.
6. The participating Municipality and the County represent and warrant to one another that:
 - a. Each has all requisite power and authority to enter into this Agreement, to engage in the transactions contemplated herein and to perform its obligations hereunder in accordance of the terms of this Agreement.
 - b. The execution, delivery and performance of this Agreement has been duly authorized by all necessary action and that the undersigned officers of County and each Participating Municipality have been empowered by all necessary action to execute and deliver this Agreement on the party's behalf.

- c. This Agreement constitutes a valid obligation legally binding upon County and each Participating Municipality and enforceable against them in accordance with the Agreement's terms in the matter in which valid contractual obligations are enforced generally.

7. TERM OF AGREEMENT

The term of this Agreement shall commence upon the date upon which the County of Chester and Contractor, Owner or Operator of the Designated Facility execute their Agreement ("effective date") and unless terminated for cause shall be up to three (3) years from said effective date to be renewed annually.

8. RENEWAL

Upon the expiration of the original term of this contract, this contract shall automatically be renewed for a similar term up to three (3) years from said effective date to be renewed annually unless terminated by either party according to the termination provisions contained herein.

9. TERMINATION

Nothing to the contrary withstanding, either party may terminate this Agreement for the following causes:

- a. the Designated Facility ceases to be operational;
- b. the Designated Facility becomes unable to accept recyclable materials for a period of 1 year;
- c. the Contractor, as identified in the County/Contractor Agreement, for whatsoever reason, does not perform his duties under said Agreement for a period in excess of three months.

Nothing to the contrary withstanding, however, after the expiration of the initial contract term up to three (3) years from said effective date to be renewed annually, either party may terminate said subsequent contract by giving at least ninety (90) days written notice, return receipt requested to the other party, prior to said expiration date. In such case, the contract will terminate on said expiration date.

10. INSURANCE

Each Participating Municipality who is a Collector under this Agreement hereby agrees to carry motor vehicle, Workers Compensation and general liability insurance coverage in sufficient amounts to hold the County of Chester harmless from any and all activity hereunder by the Participating Municipality.

PARTICIPATING MUNICIPALITY:

13. AMENDMENTS

This writing represents the entire Agreement of the parties and any modifications or amendments hereto shall be in writing and duly executed by said parties.

Attest:

Chester County Commissioners:

Title

Date

Attest:

Participating Municipality:

Title

Title

Date

11. INDEMNIFICATION

The Participating Municipality shall protect, indemnify and hold harmless the County of Chester, its agents and employees, from and against any and all liabilities, actions, damages, claims, demands, judgments, losses, expenses, and/or suits, including payments of attorneys fees, arising from and/or as a result of the action, and/or as a result of failure to act, of the Participating Municipality, its agents and employees in connection with this Agreement.

12. NOTICES

All notices required herein to either party shall be in writing by registered mail with return receipt requested, addressed as follows:

COUNTY OF CHESTER:

County Recycling Coordinator
Chester County Solid Waste Authority
7224 Division Highway
Narvon, PA 17555

UPPER UWCHLAN TOWNSHIP
CHESTER COUNTY
COMMONWEALTH OF PENNSYLVANIA

2019 Budget



Budget Workshops – October 9 &
November 13, 2018

Advertised – November 15, 2018

Approved – Monday, December 17, 2018

Table of Contents – October Workshop

	<u>Page</u>
1. Executive Summary	
GFOA Distinguished Budget Presentation Award for 2018	
About Upper Uwchlan Township	1
Board of Supervisors Five Year Goals	4
Projected Changes in Fund Balances	5
Description of the Township's Fund Structure	6
Basis of Budgeting and Accounting	10
Budget Schedule	11
Organization Chart	13
Summary of Staff Positions	14
2. General Fund	
Financial Policies	15
<u>Departmental Summaries:</u>	
Police	17
Codes	28
Public Works	33
3. Solid Waste Fund	
Fund Summary	40
Solid Waste Fund Budget	43
4. Liquid Fuels Fund	
Fund Summary	44
Liquid Fuels Budget	45
5. Act 209 Fund	
Fund Summary	46
Act 209 Budget	47
6. Glossary	48



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Upper Uwchlan Township
Pennsylvania**

For the Fiscal Year Beginning

January 1, 2018

Christopher P. Morill

Executive Director

ABOUT UPPER UWCHLAN TOWNSHIP.....



**Location of Chester County
shown in red on map of Pennsylvania**

Upper Uwchlan Township is one of 73 municipalities that comprise Chester County, Pennsylvania, located in the northern part of the county. Chester County was one of the three original Pennsylvania counties created by William Penn in 1682. (*Philadelphia and Bucks Counties are the other two*). Chester County is the highest-income county in Pennsylvania and ranks as the 24th highest in the United States as measured by median household income in the 2010 census.

Historically, the location of Chester County, lying between Philadelphia and the Susquehanna River, attributed to its growth. The first road towards the “west” (meaning Lancaster County) passed through the central part of Chester County. This road became known as Lincoln Highway and later, US Route 30. It is still known today as Lancaster Avenue in most of the Chester County towns it runs through. The first railroad (which became the Pennsylvania Railroad) followed a similar route and the Reading railroad followed the Schuylkill River to Reading. Industry was concentrated along the rail lines. The availability of transportation allowed workers to commute to urban jobs and suburbs sprang up in rural areas.

Chester County has fertile soil; rich loam as deep as twenty-four inches thick together with a temperate climate have made it a major agricultural area. Although development in Chester County has increased, agriculture is still a major part of the county’s economy. The number of horse farms is increasing and mushroom farming is a specialty in the southern portion of the county. Chester County is home to the famous Devon Horse Show and Radnor Hunt.

Upper Uwchlan Township was incorporated as a municipality in 1858. The Township contains 12.12 square miles. The main population center of the Township has grown surrounding the historic Eagle Tavern at the intersection of Route 100 and Little Conestoga Road. This area is known as the “Village of Eagle” and remains unincorporated. It is sometimes referred to as “Uwchland, which is the address of the closest Post Office. The name “Uwchland” was the result of a spelling error made by the Postal Service in the 1970’s when it established the 19480 zip code. Much of the area uses a Chester Springs address which has a zip code of 19425.

Route 100 is the only main state route going through Upper Uwchlan Township; it traverses north to south. Route 401 skims the northeastern edge of the township and meets Route 100 in West Vincent Township. There is easy access to Philadelphia and King of Prussia with the Pennsylvania Turnpike/Interstate 76 which cuts through the township, crossing over Route 100 in the far southern section of the township. The Turnpike interchange is located in Uwchlan Township and is only a few minutes from the Village of Eagle. There is no public transportation within the Township.

ABOUT UPPER UWCHLAN TOWNSHIP.....continued

The 2010 census shows that there are 11,227 residents of the Township vs. 6,850 in the census of 2000. The Township experienced significant development during the first decade of this century. There are 3,618 residential dwellings in the Township with a median value of \$420,100. This compares to a median value in Chester County of \$329,700 and \$164,900 in the Commonwealth of Pennsylvania.

The median family income in Upper Uwchlan Township in 2012 was \$163,415 compared to \$104,431 and \$65,980 for Chester County and the Commonwealth of Pennsylvania, respectively. Township residents are well educated. The majority (62.4%) of Township residents are employed in professional occupations, and 22.3% are employed in sales and other office positions.

The ten largest employers in Upper Uwchlan provide approximately 1,300 jobs. Most businesses within the Township are small retail or professional offices.

Marsh Creek State Park is located in Upper Uwchlan and Wallace Townships. It is the location of the 535 acre man-made Marsh Creek Lake which was created when Marsh Creek was dammed in the early 1970's. It has an average depth of 40 feet (73 feet at its deepest); it is stocked with fish and is a stop for migrating waterfowl. Fishing and non-powered or electric powered boats are permitted. A portion of the Park is open to hunting. There are about 12 miles of trails available for equestrian use, hiking and mountain biking around the lake.

The Township owns over 90 acres of passive and active recreational land in four parks – Upland Farms (56 acres), Hickory Park (32 acres), Fellowship Fields (17 acres) and Larkins Field (7.2 acres). *Refer to the section on "Township Parks" for more information.*

Upper Uwchlan Township has its own police force and is served by four fire companies from surrounding Townships and three EMT organizations.

Each year, on the Saturday before Father's Day, the Township holds a "Block Party" during which a portion of Route 100 is closed to hold the event. Local vendors participate in this street fair and there are many activities for families with young children. Fireworks cap off the evening.

Please refer to the map of Chester County on the next page for the location of Upper Uwchlan Township in the northern central part of the county.

[illegible]

BOARD OF SUPERVISORS FIVE-YEAR GOALS FOR 2019 – 2023

Health and Safety

- Provide customer based, proactive, responsive law enforcement by an accredited law enforcement agency
- Maintain and support a high quality emergency response system
- Continued investment in social and recreational opportunities for our residents
- Maintain the quality of life and the health, safety, and welfare through the administration of all applicable codes, regulations and standards to include, but not limited to: Township codes, building codes, the property management code, and the International Fire Code

Thriving Local Economy

- Invest in, maintain, and manage vehicular and pedestrian networks
- Encourage economic vitality through appropriate zoning, land development, and infrastructure improvement

Protect Natural Resources and Systems – Marsh Creek and Pickering Creek Watersheds

- Continue the public sanitary sewer expansion, as outlined in the Township's approved ACT 537 plan.
- Protect the local watershed by appropriately managing storm water infrastructure via the development and management of a Water Resource Protection program
- Continued collaboration on projects such as the Brandywine Creek Greenway

Inclusive Government

- Significantly increase citizen understanding, access to and participation in Upper Uwchlan Township local government
- Participation and dissemination of information via various social media outlets

Effective and Efficient Township Services

- Define levels of service for township services: benchmark services against comparable municipalities and scrutinize the current processes to maximize efficiency
- Become a vision and goal-driven organization that is accountable to the residents of the Township
- Protect and preserve investment in public facilities
- Continue to identify and employ technological advances to promote access, maximize efficiencies and increase productivity of employees

**Upper Uwchlan Township
Budget - 2019**

Projected Changes in Fund Balances

	General Fund	Solid Waste Fund	Act 209 Fund	Liquid Fuels Fund
Fund Balance, December 31, 2017	\$ 3,930,260	\$ 585,376	\$ 449,040	\$ 417,764
Net income through Sept. 30, 2018 (excludes transfers in/out)	418,046	26,241	80,251	337,726
<u>Transfers through Sept. 30, 2018:</u>				
To Capital Fund	(600,000)	(375,000)	-	-
To Act 209	-	-	-	-
To Water Resource Protection Fund	(100,000)	-	-	-
To Municipal Authority - construction	-	-	-	-
<u>Planned transfers through Dec. 31, 2018</u>				
To Capital Fund	-	-	-	-
To Capital Fund - debt reduction	-	-	-	-
To Water Resource Protection Fund	-	-	-	-
To Municipal Authority - construction	-	-	-	-
Projected net income (loss) - 4Q 2018	200,000	(150,000)	2,000	(240,000)
Projected Fund Balance, December 31, 2018	\$ 3,848,306	\$ 86,617	\$ 531,291	\$ 515,490

Fund balance retention - per policy at 35%	\$ 1,346,907
---	---------------------

Fund Balance, December 31, 2018	3,848,306	86,617	531,291	515,490
Budgeted net income	941,920	100,846	7,000	63,552
<u>Transfers budgeted:</u>				
To Capital Fund	-	-	-	-
To Capital Fund - debt reduction	-	-	-	-
To Water Resource Protection Fund	-	-	-	-
To Municipal Authority - construction	-	-	-	-
Municipal Authority - transfer of new construction	-	-	-	-
To Act 209 Fund	-	-	-	-
Projected Fund Balance, December 31, 2019	\$ 4,790,226	\$ 187,463	\$ 538,291	\$ 579,042

DESCRIPTION OF THE TOWNSHIP'S FUND STRUCTURE

Upper Uwchlan Township uses several Funds to account for its fiscal transactions. Each Fund is a separate accounting and reporting entity. As such, its assets will equal the total of its liabilities and fund balance (also known as net assets or equity). In governmental accounting, funds are classified as **governmental funds, proprietary funds or fiduciary funds.**

Governmental funds account for the activities of the Township that are not considered proprietary (business-type) or fiduciary. There are two types of proprietary funds – enterprise funds and internal service funds. The Township's proprietary funds are **enterprise funds** - they operate in a manner similar to a private business. Their intent is to recover the costs of providing services to the general public on a continuing basis through user fees. Fiduciary funds account for "other people's money" that the Township is responsible for. The Township does not have any internal service funds at this time.

The budgetary funds and their descriptions are as follows:

GOVERNMENTAL FUNDS

General Fund – The *General Fund* is the Township's main operating fund. The *General Fund* is used to account for and report all financial resources not accounted for and reported in another fund, either by law or Generally Accepted Accounting Principles (GAAP). All of the Township's real estate property taxes and earned income tax revenues are receipted into the *General Fund*. The majority of Township expenditures are made from the General Fund, including salaries and all employment benefits for Township employees.

Solid Waste Fund – The *Solid Waste Fund* is a special revenue fund which is used to account for all revenues and expenses related to the collection of trash and recycling in the Township. This Fund was created as of January 1, 2012 and was separated from the General Fund at that time. The main source of revenue consists of solid waste payments made by residents. The primary expenditures are payments to A. J. Blosenski for trash collection, as well as payments made to the Chester County Solid Waste Authority for tipping fees for disposal of solid waste at its location.

Capital Projects Fund – The *Capital Projects Fund* is a governmental fund that is used to account and report on financial resources that are restricted, committed or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets. The *Capital Projects Fund* receives its revenue from inter-fund transfers from the General Fund and/or Solid Waste Fund or from grants. Payments on the Township's debt are made from the *Capital Projects Fund*.

NON-MAJOR GOVERNMENTAL FUNDS

Liquid Fuels Fund – The *Liquid Fuels Fund* is a special revenue fund which is used to account for all revenues and expenses related to Liquid Fuels receipts from the Commonwealth of Pennsylvania. The *Liquid Fuels Fund* is restricted by statute; it can only be used for specific expenses related to the maintenance of roads within the Township. All revenues, except for interest, are received from the Commonwealth from a formula based on the mileage of Township roads and the population of the Township.

Water Resource Protection Fund – originally named *The Storm Water Management Fund*, this Fund was established in 2014 to account for expenses associated with managing, improving and repairing storm water infrastructure throughout the Township.

Act 209 Fund – The *Act 209 Fund* is a special revenue fund which is used to account for all revenues and expenses relating to traffic flow improvement within the Township. All revenues are received from Act 209 Traffic Impact fees for land development projects and from the Commonwealth of Pennsylvania through applicable grants. Expenditures are made for road and bridge improvements as part of the Traffic Impact Project. This fund is legally restricted.

PROPRIETARY FUNDS

Sewer Fund – The *Sewer Fund* was established in 2014 and reports the resources necessary for the operations of the Upper Uwchlan Township Municipal Authority (“Municipal Authority”). The capital assets used by the Municipal Authority in its business (sewer treatment plants, land, pump stations, etc.) are owned by the Township and are leased to the Sewer Authority. In 2014, Upper Uwchlan Township issued General Obligation bonds to finance the construction of Phase II of the Route 100 Wastewater Treatment Plant. The proceeds of the bond offering and all related liabilities and payments to bond holders are recorded in the Sewer Fund.

Sewer Authority – The *Sewer Authority* accounts for the activities of the Upper Uwchlan Township Municipal Authority which operates the Township’s sewer system. As stated above, the capital assets used to operate the sewer system are owned by Upper Uwchlan Township and are leased to the Municipal Authority. The Municipal Authority has a separate five member Board; members are appointed by the Upper Uwchlan Township Board of Supervisors. The budget for the Municipal Authority is not included in this document as it is a separate, stand-alone organization which issues its own set of annual audited financial statements.

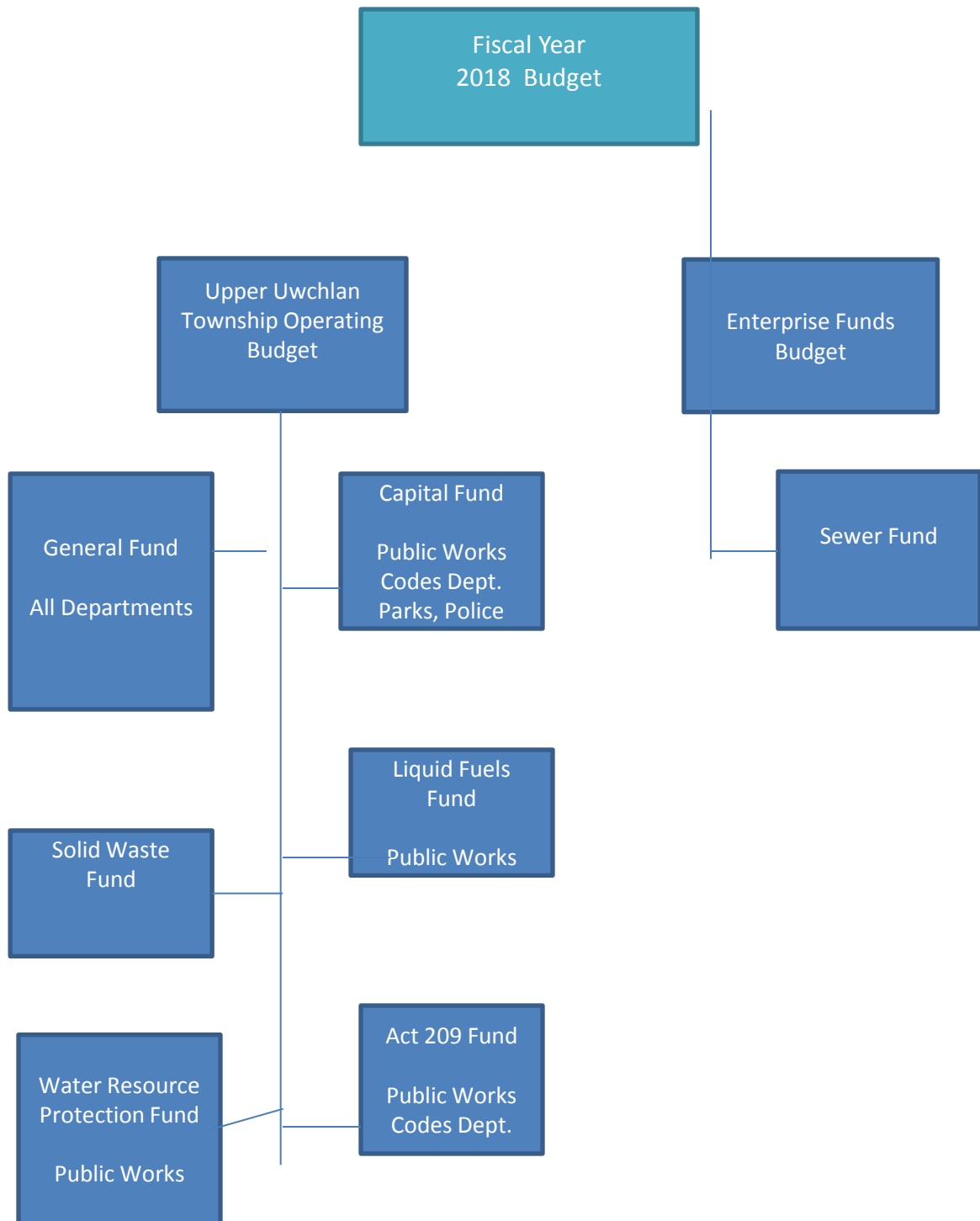
FIDUCIARY FUNDS

Developer's Escrow Fund – For large projects, the Township requires developer's to deposit cash with the Township to pay for costs the Township will incur during the process of approving plans for the development. These costs normally consist of consulting fees for engineers or other experts and attorney fees. At the conclusion of the project, any unused funds on deposit are returned to the developer. The *Developer's Escrow Fund* is not included in this budget document. It is included in the annual audited Upper Uwchlan Township Basic Financial Statements.

The Township also has two fiduciary funds – the **Police Pension Plan** and the **Non-Uniform Pension Plan**. ("the plans"). Both plans are managed by an outside administrator and are in the custody of a bank; both were chosen by the Pension Committee (see note below) and approved by the Board of Supervisors. The plans are audited annually and separate audited financial statements are issued. They are not included in this budget document, but are included in the Upper Uwchlan Township Basic Financial Statements.

Note – The Pension Committee members include: one member of the Board of Supervisors, the Township Manager, Township Treasurer, Chief of Police and two members of the Police Department.

UPPER UWCHLAN TOWNSHIP RELATIONSHIP BETWEEN FUNDS AND DEPARTMENTS



This chart shows the departments that primarily provide services to each of the Township Funds. The General Government and Executive departments are involved with all of them.

BASIS OF ACCOUNTING AND BUDGETING

Basis of Budgeting

All of the funds are budgeted using the modified accrual method of accounting. Modified accrual accounting recognizes revenues when they become measurable and available. **Measurable** means that the dollar amount of the transaction is known. **Available** means that it is collectible within the current period, or soon enough after the end of the current period to pay liabilities of the current period. For this purpose, the Township considers revenues to be available if they are collected within 30 days of the reporting period. Expenditures are generally recorded when a liability is incurred. An exception to this applies to debt service payments and compensated absences which are recorded only when a payment is due.

Accounting Basis

The basis of accounting refers to when revenues and expenditures or expenses are recorded in the accounting records and reported in the financial statements. The Township's basis of accounting is the same as that used for budgeting. Exceptions are as follows:

- Depreciation and amortization, which are considered expenses on the modified accrual basis of accounting are ignored under the budget basis because these items do not require an expenditure of funds. They are not included in the Township's General Fund and all other budgets except the Sewer Fund budget.
- Compensated absences are not budgeted, but will be reflected in the annual financial statements as an expense and liability.
- Principal debt payments are budgeted as an expense in the Capital Fund and are adjusted at year-end against the liability.

BUDGET SCHEDULE

Activity	Recommended Date	Date Required by Statute
Department heads review 2018 actuals in preparation for 2019 budget meetings	August 24, 2018	
Department heads notify Treasurer and Township Manager of any large increases they are submitting in the 2018 Budget (ie – personnel, capital)	August 31, 2018	
Treasurer prepares initial budget worksheet: <ul style="list-style-type: none"> Estimates revenue based on current year actuals and prior year trends Estimates salary and benefits based on current staffing levels 	August 31, 2018	
Department heads submit data for 2019/2018 actual performance measures	September 7, 2018	
Department heads meet with Township Manager and Treasurer to review goals for 2019	September 21, 2018	
Treasurer incorporates requests from department heads into budget and updates minor expense line items	September 28, 2018	
Capital budget items are reviewed	October 3, 2018	
Treasurer prepares and delivers the initial 2019 Budget package to the Board of Supervisors for their review	October 5, 2018	
Initial presentation of the 2018 Budget to the Board of Supervisors for the following departments: <i>Police</i> <i>Codes</i> <i>Solid Waste Fund</i> <i>Liquid Fuels Fund</i> <i>Water Resource Protection Fund</i> <i>Act 209 Fund</i>	October 9, 2018 (Regular Workshop)	

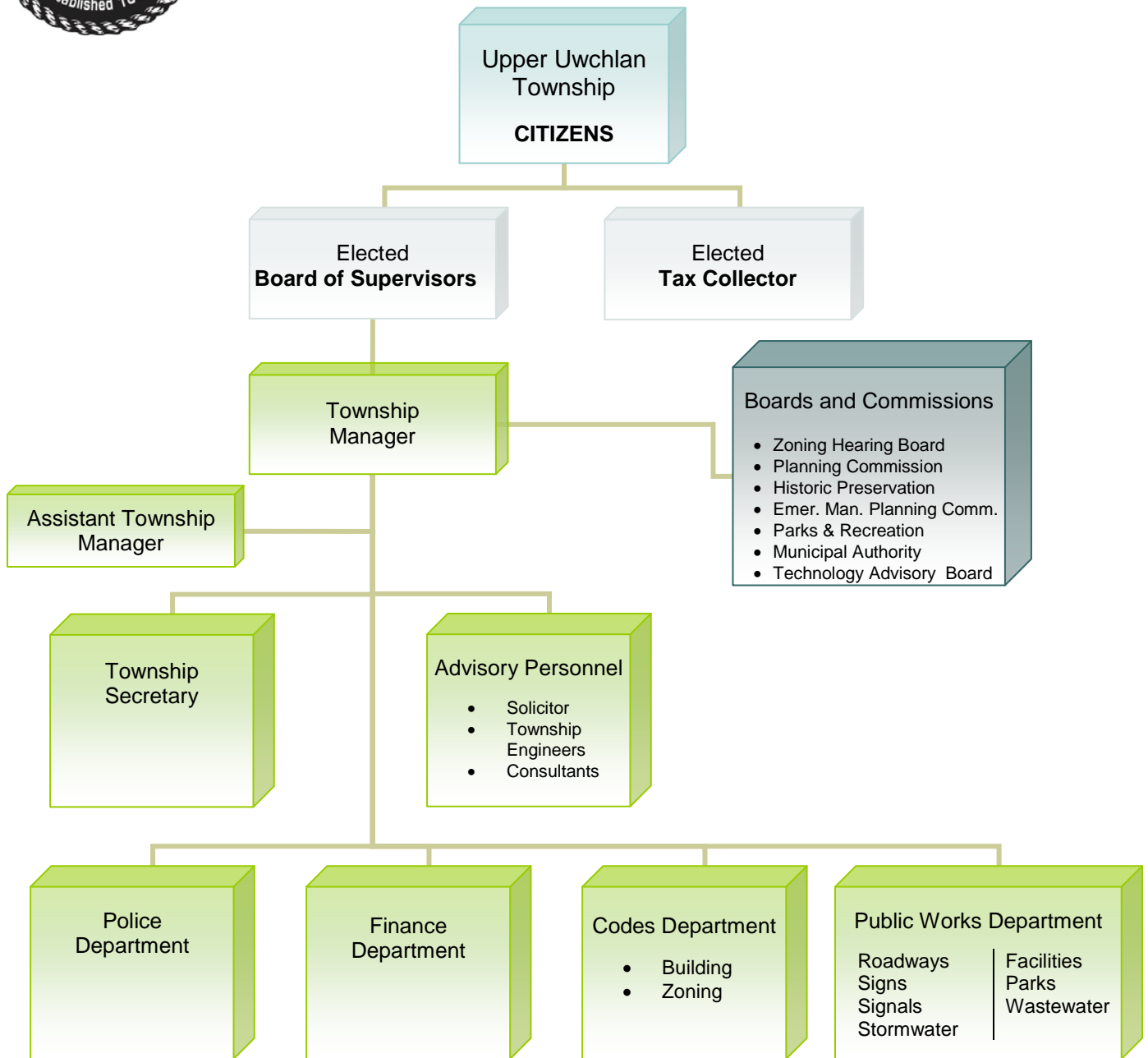
Activity	Recommended Date	Date Required by Statute
The following departments present their budgets to the Board of Supervisors: <i>General Government</i> <i>Executive</i> <i>Audit & Tax</i> <i>Legal and Computer Engineering</i> <i>Township Properties</i> <i>Planning and Zoning</i> <i>Commissions</i> <i>Other Services</i> <i>Long Term Debt</i> <i>Capital Fund</i> <i>Sewer Fund</i>	November 13, 2018	
Township Manager requests Supervisors to authorize advertising the budget	November 13, 2018 (Tuesday workshop)	
Budget is advertised in the Daily Local News as required by Pa. Statute (20 business days prior)	November 16, 2018	November 19, 2018
Supervisors discuss budget, request any final changes	December 11, 2018	
Township Manager presents the final budget to the Supervisors and recommends voting to accept it	December 17, 2018	December 31, 2018

Process for Budget Amendments

The Second Class Township Code of Pennsylvania permits an Adopted Budget to be re-opened and revised during the month of January following the election of any new member of the Board of Supervisors. The amended Budget must be advertised to provide the public with ten (10) days to inspect and review the new Budget prior to its legal adoption. Any amended budget must be adopted by the Board of Supervisors on or before the fifteenth (15th) day of February.



UPPER UWCHLAN TOWNSHIP ORGANIZATIONAL CHART



EMS and Fire services are provided by the following agencies: Uwchlan Ambulance (Station 87), Lionville Fire Department (Station 47), Ludwig's Corner Fire Department (Station 73), East Brandywine Fire Department (Station 49), and the Glenmoore Fire Department (Station 48)

SUMMARY OF STAFF POSITIONS

	2019	2018	2017
Full Time:			
Executive	6	6	6
Codes Department	3	3	3
Police Department	12	12	11
Public Works Department	6	6	6
Public Works – Facilities	3	3	3
Total	30	30	29
Part Time/Seasonal:			
Executive	0	0	0
Codes Department	0	0	0
Police Department	1	1	2
Public Works Department	1	1	1
Public Works – Facilities *	0	0	0
Total	2	2	3

Statistics are as of the end of each year presented. The Public Works Department hires three to four seasonal workers during the summer months – usually May through September - to maintain the grass in the Township parks and near roadways. They are not included in the numbers presented above because they are not employed on December 31.

More detailed information on staffing is provided in each of the above departmental summaries.

SUMMARY OF FINANCIAL POLICIES

The Township has an existing Accounting Policies and Procedures Manual that is in the process of being updated. As a result, the following financial policies have been reviewed and adopted by the Board of Supervisors of Upper Uwchlan Township as part of the revised manual.

Fund Balance Policy *(adopted June 16, 2014)*

The Fund Balance policy establishes the minimum unassigned fund balance to be maintained in the General Fund as 35% of all general operating expenses (before any transfers to any other funds) in the preceding fiscal year measured on a GAAP basis.

The purpose of this policy is to insure that the Township maintains adequate levels of unreserved fund balance to provide the capacity for sufficient cash flows for daily financial needs; offset significant economic downturns or revenue shortfalls; secure and protect the bond rating of the Township; and to provide funds for unforeseen expenditures related to emergencies.

Investment Policy *(adopted November 16, 2015)*

The Investment Policy documents the objectives of the Township's investment policy and establishes the guidelines to be used in investing Township funds.

Any investments must be made in accordance with the Commonwealth of Pennsylvania's Second Class Township Code, section 3204. Investments permitted under the Second Class Township Code are very low risk – United States Treasury Bills, other short term obligations of the United States, savings deposits insured by the Federal Deposit Insurance Guaranty Corporation (FDIC), political subdivisions of the Commonwealth of Pennsylvania and Certificates of Deposit from institutions having their principal place of business in the Commonwealth which are insured and collateralized.

This policy is not applicable to the Township's defined benefit pension plans; they have existing investment policies.

Cash Collections Policy and Utility Billing Collections Policy *(adopted May 16, 2016)*

These two policies document the Township's policies regarding the receipt and processing of revenues or other payments received by the Township through various sources – at the Township office, through the mail and electronically.

The policy outlines the importance of segregation of duties surrounding cash receipts and proper safekeeping of liquid Township assets.

The Utility Billing Cash Receipts and Collections Policy documents the process used in billing township residents for solid waste and recycling and sewer services. It also documents the policy for assessing penalties for late payment and interest charges. The process for dealing with delinquent accounts – including filing a lien on the subject property, and proceeding to Sheriff's Sale – is also documented.

Contribution Policy *(in draft form pending approval)*

The Contribution Policy provides general guidelines for the Board of Supervisor's approval to use public funds to assist outside agencies in carrying out their mission. Currently, the Township provides assistance to the Brandywine Valley SPCA, the Henrietta Hankins Library and DARC for the services they provide to Township residents.

GENERAL FUND

POLICE DEPARTMENT



MISSION

The mission of the Police Department is to work in a true partnership with its fellow citizens to enhance the quality of life in our community. By raising the level of public safety through law enforcement, the Police Department reduces the fear and incidence of crime. In accomplishing these goals, service will be our commitment, honor and integrity our mandate.

DESCRIPTION OF SERVICES PROVIDED

The Police department is headquartered at the Township Building in Chester Springs, Pa. The following services are provided:

Chief Of Police

- The Chief of Police plans, organizes and administers a public safety program.
- The Chief of Police has the authority and responsibility for management, direction, planning, staffing, performance, and control of the operation and administration of the Township Police Department.
- Directs functions at all Township events. Serves as the Incident Commander at the scene of all police related incidents.

Police Officers

- The basic obligations of the Department are to protect life and property and all the rights guaranteed by the United States Constitution and the Commonwealth of Pennsylvania's Constitution.
- Prevent abuse and injury whenever possible; to preserve the peace and maintain order; to control crime, apprehend offenders and to enforce the law.

ACCOMPLISHMENTS IN 2018

- Police operations enhanced through the use of benchmarking
- Proactive with community oriented policing
 - Business community
 - Religious community
 - Sports organizations
 - HOA's

- Customer service focused
- Participation in regional services to provide cost effective specialty services
- Maintained high levels of service during severe winter weather
- Prescription drug take-back program - Over 300 pounds of drugs destroyed
- Vehicle operations training, firearms, use of force and incident command training
- Use of social media (Facebook)
- Recognition by the Government Finance Officers Association for budgetary practices
- Members added to CAPS program
- Cultural training for officers
- Effective communications/de-escalation techniques training
- Records being transferred from paper to digital
- Facilities program design
- Emergency Services (Fire, EMS) Partnership
- Community Public Safety Classes
- Chaplain program expanded
- Humane officer position created





GOALS FOR 2019

- Continue to follow customer service based philosophies and practices
- Continue with Risk Management Team Assessments
- Develop and implement Citizens Local Government Academy
- Continue to utilize benchmarking data to address personnel and the department's overall performance
- Attempt to enlist more participants in the Community Assistance Personnel Services Program
- Evaluate community demographics and provide training as needed
- Building Programming Project
- Continue paper records to digital electronic storage
- Expand use of social media and technology
- Continue fiscal practices identified by the Government Finance Officers Association practices
- Employee Development Program
- Continue Public Safety Presentations
- Continue Accreditation procedures
- Expand Chaplain Program
- Vehicle Accident Analysis

Staffing Statistics – as of the end of each year presented

	2019	2018	2017
Full time:			
Police Chief	1	1	1
Sergeant	0	0	0
Corporal	2	2	2
Detective	1	1	1
Officers	8	8	7
Part time:			
Officers	-	-	1
Admin Assistant	1	1	1
Total FTE's	12.25	12.25	11.75

Each part-time officer is considered one half FTE. The administrative assistant works approximately ten hours per week and is counts as .25 FTE.



2019 Budget Summary – Police Department

	2019 Budget	Actual 2018 (9/30/18)	2018 Budget	2019 Increase (Decrease)	Percentage Change
Personnel and related expenses	\$2,031,608	\$1,406,969	\$1,943,899	\$87,710	4.5%
Vehicle costs	60,000	37,540	55,000	5,000	9.0%
Insurance – liability & property	20,046	14,171	19,462	584	3.0%
All other	109,050	45,117	100,300	8,750	8.7%
Total	\$2,220,704	\$1,503,796	\$2,118,661	\$102,043	4.8%

Explanation of Major Changes

Personnel and related expenses – includes a 3% contractual increase for the police officers. A part-time officer was promoted to full time effective July 1, 2018, increasing total personnel costs. The Township used rate stabilization credits to maintain medical insurance at 2018 levels.





STATISTICS

	2019	2018*	2017
Police incidents		8,541	12,354
Radio	NOT PERMITTED	1,375	2,400
Sight	COULD BE	708**	2,342
Person	DEEMED TO BE	155	200
Headquarters	QUOTAS	5,670	7,412

*As of 8/31/18

** Changed reporting system



Sworn Full Time Equivalent (FTE) Employees

The ratio of sworn full time equivalent (FTE) employees to each 1,000 residents

	2019	2018	2017
Sworn FTE's	1.00	1.00	1.00

Population 11,540

Reported Crimes and Arrests

	2019	2018*	2017
Reported Crimes Part 1 & 2	Unknown	104	207
Arrests	Unknown	52	88
Crimes per 1,000 residents	Unknown	9.0	18

*As of 8/31/18

Traffic Safety
Police Traffic Enforcement

	2019	2018*	2017
Traffic stops	Unknown	1,142	2,386
Verbal & Written Warnings	Unknown	815	1,171
Citations	Unknown	757	1,215

*As of 8/31/18

Traffic Crashes
Highway traffic accidents

	2019	2018*	2017
Vehicle accidents	Unknown	116	196

*As of 8/31/18



PERFORMANCE MEASURES

Township Goals Supported:

- Health and Safety
 - Provide customer-based, proactive, responsive law enforcement by an accredited law enforcement agency
- Participation and dissemination of information via various social media outlets

	2019	2018	2017
<i>Number of years that the Police Department has been accredited by the Pennsylvania Police Chief's Association</i>	4	3	2
<i>Number of years that the Police Department has used Facebook to share information with residents and others</i>	6	5	4





2018 Junior Police Academy Graduates

**Upper Uwchlan Township
2019 Budget**

		Actual -											
		Actual	Actual	Budget	9/30/18	Budget	Budget	\$ Inc/(Dec)	%	Budget	Budget	Budget	Budget
		2016	2017	2017	2018	2018	2019	'18 Budget	Inc/(Dec)	2020	2021	2022	2023
410 POLICE EXPENSES													
01-410-000-100	Police Wages	1,085,551	1,125,462	1,101,367	855,717	1,169,409	1,236,990	67,581	6%	1,274,100	1,312,323	1,351,693	1,392,244
01-410-000-150	Payroll Tax Expense	87,973	91,178	84,255	66,911	89,460	93,953	4,493	5%	97,469	100,393	103,404	106,507
01-410-000-151	Unemployment Compensation	2,455	2,625	2,535	1,193	1,170	1,040	(130)	-11%	1,040	1,040	1,040	1,040
01-410-000-156	Employee Benefit Expense	358,272	321,191	345,027	240,172	319,082	320,024	942	0%	326,424	332,953	339,612	346,404
01-410-000-158	Medical Expense Reimbursement	8,390	7,781	7,500	5,917	9,000	9,000	-	0%	9,000	9,000	9,000	9,000
01-410-000-160	Pension Expense	153,959	150,060	150,060	133,300	218,009	228,232	10,223	5%	232,797	237,453	242,202	247,046
01-410-000-174	Tuition Reimbursement	31,043	3,645	15,000	-	12,000	12,000	-	0%	12,000	12,000	12,000	12,000
01-410-000-181	Longevity Pay	16,800	18,200	18,200	15,400	19,400	19,800	400	2%	21,200	21,800	22,200	22,600
01-410-000-182	Education Incentive	3,000	3,500	3,500	3,000	3,500	3,000	(500)	-14%	3,000	3,000	3,000	3,000
01-410-000-183	Overtime Wages	39,045	39,851	42,000	28,624	42,000	46,000	4,000	10%	46,000	46,000	46,000	46,000
01-410-000-187	Court Time Wages	8,852	11,402	12,000	16,972	12,000	12,000	-	0%	12,000	12,000	12,000	12,000
01-410-000-191	Uniform & Boot Allowances	10,700	10,150	10,700	11,550	11,250	11,950	700	6%	12,300	12,300	12,300	12,300
01-410-000-200	Supplies	6,004	8,805	12,000	6,169	12,000	14,000	2,000	17%	14,000	14,000	14,000	14,000
01-410-000-215	Postage	750	750	750	750	750	750	-	0%	750	750	750	750
01-410-000-230	Gasoline & Oil	19,763	26,143	25,000	19,892	25,000	30,000	5,000	20%	30,000	30,000	30,000	30,000
01-410-000-235	Vehicle Maintenance	27,449	25,000	30,000	17,648	30,000	30,000	-	0%	30,000	30,000	30,000	30,000
01-410-000-238	Clothing/Uniforms	4,913	4,547	5,000	2,061	5,000	5,000	-	0%	5,500	5,500	5,500	5,500
01-410-000-250	Maintenance & Repairs	1,949	1,905	1,500	2,021	2,500	2,500	-	0%	6,500	6,500	6,500	6,500
01-410-000-260	Small Tools & Equipment	5,203	3,690	7,000	3,821	7,000	9,000	2,000	29%	9,000	9,000	9,000	9,000
01-410-000-311	Non-Reimbursable Legal	-	-	3,000	-	3,000	3,000	-	0%	3,000	3,000	3,000	3,000
01-410-000-316	Training & Seminars	14,960	10,533	14,500	9,880	14,500	16,000	1,500	10%	16,000	16,000	16,000	16,000
01-410-000-317	Parking & Travel	(14)	461	400	6	500	500	-	0%	500	500	500	500
01-410-000-320	Telephone	3,511	6,635	8,000	1,896	8,000	8,000	-	0%	8,000	8,000	8,000	8,000
01-410-000-322	Ipad Expense	719	486	600	299	600	600	-	0%	600	600	600	600
01-410-000-327	Radio Equipment M & R	-	-	1,000	-	1,000	1,000	-	0%	1,000	1,000	1,000	1,000
01-410-000-340	Public Relations	5,037	6,625	7,000	6,254	10,000	12,000	2,000	20%	12,000	12,000	12,000	12,000
01-410-000-342	Police Accreditation	14,632	5,809	13,500	2,030	13,500	13,500	-	0%	3,000	3,000	3,000	3,000
01-410-000-352	Insurance - Liability	14,991	12,604	12,930	10,864	14,921	17,844	2,923	20%	17,844	17,844	17,844	17,844
01-410-000-353	Insurance - Vehicles	893	4,710	4,832	3,307	4,541	2,202	(2,339)	-52%	5,000	5,000	5,000	5,000
01-410-000-354	Insurance - Workers Comp.	29,337	38,026	35,864	28,213	37,619	37,619	-	0%	38,747	39,910	41,107	42,340
01-410-000-420	Dues/Subscriptions/Memberships	735	475	750	116	750	1,000	250	33%	1,000	1,000	1,000	1,000
01-410-000-450	Contracted Services	11,484	18,589	15,500	8,080	17,200	17,200	-	0%	17,200	17,200	17,200	17,200
01-410-000-740	Computer/Furniture	8,743	3,479	4,000	1,735	4,000	5,000	1,000	25%	2,000	2,000	2,000	2,000
Total 410 POLICE EXPENSES		1,977,099	1,964,317	1,995,268	1,503,796	2,118,661	2,220,704	102,043	5%	2,268,971	2,323,065	2,378,452	2,435,374

GENERAL FUND

CODES DEPARTMENT

MISSION

The mission of the Codes Department is to insure the safety of Township residents through compliance with the Uniform Construction Code, the Township Property Maintenance Code and the Storm Water Management ordinance.

Zoning ordinances regulate use, densities, and locations of activities in the Township. The Codes Enforcement Officers enforce municipal ordinances and ensures safe building standards. The Codes Department uses the township engineer to inspect and regulate development projects in accordance with the Township Subdivision and Land Development Ordinance and the Municipalities Planning Code (MPC).

DESCRIPTION OF SERVICES PROVIDED

The Codes department is headquartered at the Township Building in Chester Springs, Pa. The following services are provided:

- Residential and commercial building permits – review, inspect and issue approvals as appropriate
- Address zoning issues and attend meetings of the Zoning Hearing Board as necessary
- Manage various Township facilities, primarily Township parks
- Participates as a member of the Township Safety Committee
- Assists various local organizations in completing community service projects and facilitates the Adopt-A-Roadway trash clean-up program
- Coordinate the annual Block Party (*Administrative Assistant*)
- Provides first impression that people have of the Township, greeting visitors and residents in person or on the phone (*Administrative assistant*)
- Editor of the Township newsletter (*Administrative assistant*)
- Assists Emergency Planning Commission (*Administrative assistant*)
- Issues certifications on property sales/refinance (*Administrative assistant*)
- Notary Acts for stormwater management (*Administrative Assistant*)

ACCOMPLISHMENTS IN 2018

- Maintained Stormwater Management Standards on new projects
- Implemented a Flood Plain ordinance
- Implemented Noise, Chicken and Fireworks ordinances
- Initiated Traisr, a web based infrastructure and asset management application
- Worked with Eagle Scouts and community service individuals involving improvements in the Township

GOALS FOR 2019

- Enforce the Property Maintenance Code
- Coordinate with Sunoco on Mariner II and Mariner III projects
- Implement a Fire Inspection program
- Continue to work with the Storm Water Technical Advisory Committee
- Coordinate a Water Resource Protection Program

Staffing Statistics – as of the end of each year presented

	2019	2018	2017
Full time:			
Codes Department Administrator	1	1	1
Building Inspector	1	1	1
Administrative Assistant	1	1	1
Part time:			
Consultant	-	-	.33
Total	3.00	3.00	3.33

*One individual acts as the Administrative Assistant to the Executive and Codes Departments and is included for accounting purposes in the Codes Department. The consultant was hired during 2017 and was paid a flat fee.

2019 Budget Summary - Codes

	2019 Budget	Actual 2018 (9/30/18)	2018 Budget	2019 Increase (Decrease)	Percentage Change
Personnel and related expenses	\$383,149	\$269,386	\$414,801	\$7,107	1.9%
All other	19,713	18,056	20,273	(39,320)	-66.6%
Total	\$402,862	\$287,441	\$435,074	\$(32,212)	-7.4%

Explanation of Major Changes**Personnel and related expenses**

All non-uniform personnel are budgeted for a 3% salary increase in 2019. There is a slight decrease in pension expense in 2019 and the Township is using its rate stabilization credits to maintain medical insurance at 2018 levels.

All other

The Township budgeted for consulting services to assist the Codes Department in 2018 and those services are not included in the 2019 Budget.

STATISTICS

	2019	2018*	2017
Building permits issued - residential	400	350	527
Building inspections - residential	2,000	1,925	1,972
Building permits issued - commercial	50	38	182
Building inspections - commercial	300	266	756
Re-sale Use & Occupancy permits issued	175	162	180
Re-sale Use & Occupancy inspections	175	186	221
Number of Zoning Hearings attended	3	3	5

*As of 9/30/18

PERFORMANCE MEASURES*Township Goals Supported:*

- Health and Safety
 - Maintain the quality of life and the health, safety, and welfare through the administration of all applicable codes, regulations and standards to include, but not limited to: Township codes, building codes, the property management code and the International Fire Code.
- Thriving Local Economy
 - Encourage economic vitality through appropriate zoning, land development and infrastructure improvement

Code Enforcement: Inspector Response to Permits Issued

Average inspections per workday; number of inspections performed (does not include electrical inspections performed by third party electrical underwriters)

	2019	2018*	2017
Number of permits issued	1,000	512	889
Average inspections per workday**	18	13	16
Permits issued per 1,000 residents	87	44	77

*As of 9/30/18

** Average inspections per permit = 3.50 inspections

Code Enforcement: Costs per parcel

Direct costs of the Code Department relative to the number of parcels in the Township. (Fringe benefits and pension costs are excluded)

	2019	2018*	2017
Codes Department direct costs	\$291,584	\$214,050	\$291,886
Cost per parcel	\$64.34	\$47.23	\$67.72

*As of 9/30/18

Code Enforcement: Contribution to offset Department Costs

The fees charged by the Township help to offset the costs of running the department

	2019	2018*	2017
Building Codes fees received	\$402,000	\$335,616	\$433,561
Average contribution per permit	\$402.00	\$482.21	\$487.70

**Upper Uwchlan Township
2019 Budget**

		Actual -											
		Actual	Actual	Budget	9/30/18	Budget	Budget	\$ Inc/(Dec)	%	Budget	Budget	Budget	Budget
		2016	2017	2017	2018	2018	2019	'18 Budget	Inc/(Dec)	2020	2021	2022	2023
413 CODES ADMINISTRATION													
01-413-000-100	Code Administrator Wages	226,960	234,759	229,144	176,368	236,017	243,098	7,080	3%	250,390	257,902	265,639	273,608
01-413-000-150	Payroll Tax Expense	17,754	18,374	17,530	13,105	18,055	18,597	542	3%	19,155	19,730	20,321	20,931
01-413-000-151	Unemployment Compensation	570	585	585	270	270	240	(30)	-11%	240	252	264	276
01-413-000-156	Employee Benefit Expense	78,435	73,637	79,781	55,058	73,618	73,810	192	0%	73,810	73,810	73,810	73,810
01-413-000-160	Pension Expense	19,648	20,188	17,692	18,334	24,445	23,468	(977)	-4%	24,172	24,897	25,644	26,414
01-413-000-181	Longevity Pay	6,300	6,600	6,600	4,950	6,900	7,200	300	4%	7,500	7,800	8,100	8,400
01-413-000-200	Supplies	2,719	5,240	1,000	1,607	1,000	2,000	1,000	100%	2,000	2,000	2,000	2,000
01-413-000-230	Gasoline & Oil	2,676	2,458	3,800	1,848	3,800	3,800	-	0%	3,800	3,800	3,800	3,800
01-413-000-235	Vehicle Maintenance	2,972	133	1,500	609	1,500	1,500	-	0%	1,500	1,500	1,500	1,500
01-413-000-316	Training & Seminars	903	1,429	3,000	1,559	3,000	3,000	-	0%	3,000	3,000	3,000	3,000
01-413-000-317	Parking & Travel	373	676	1,000	-	1,000	1,000	-	0%	1,000	1,000	1,000	1,000
01-413-000-320	Telephone	2,225	1,702	2,000	1,020	2,000	2,000	-	0%	2,000	2,000	2,000	2,000
01-413-000-322	Ipad Expense	449	486	600	299	600	600	-	0%	600	600	600	600
01-413-000-352	Insurance - Liability	317	-	-	-	-	446	446	100%	500	500	500	500
01-413-000-353	Insurance - Vehicles	244	300	308	271	373	367	(6)	-1%	1,000	1,000	1,000	1,000
01-413-000-354	Insurance - Workers Comp.	1,608	1,755	1,655	1,302	1,736	1,736	-	0%	1,700	1,800	1,900	2,000
01-413-000-420	Dues/Subscriptions/Memberships	4,740	1,440	7,500	2,072	7,000	5,000	(2,000)	-29%	5,000	5,000	5,000	5,000
01-413-000-450	Contracted Services	-	15,949	53,760	8,771	53,760	15,000	(38,760)	-72%	15,000	15,000	15,000	15,000
01-413-000-460	Meetings & Conferences	519	-	-	-	-	-	-	-	-	-	-	-
Total 413 CODES ADMINISTRATION		369,412	385,711	427,455	287,441	435,074	402,862	(32,212)	-7%	412,367	421,591	431,079	440,839

GENERAL FUND

PUBLIC WORKS DEPARTMENT

(also includes Signs, Signals and Road Construction)

MISSION

The mission of the Public Works Department is to serve the residents of Upper Uwchlan Township by maintaining the public roadways and township parks for the safe and efficient use. The Public Works department also maintains the infrastructure and facilities owned and operated by the Upper Uwchlan Township Municipal Authority.

Township expenses associated with the operation of the wastewater system are charged back to the Municipal Authority and are shown as revenue under the description "Municipal Authority Reimbursement".

DESCRIPTION OF SERVICES PROVIDED

The Public Works Department is located at 132 Oscar Way in Chester Springs, Pa. It is about a half mile from the Township building. The department is responsible for the maintenance and repair of the following:

- Roadways
- Storm water infrastructure
- Traffic signals
- Roadway signage
- Open space parkland
- Athletic facilities
- Waste water pump stations and treatment plants
- Drip/spray fields
- General township facilities

ACCOMPLISHMENTS IN 2018

- Performed over 100 road and base repairs and in house asphalt repairs, using 417 tons of asphalt.
- Repaired or rebuilt 1 inlet.
- Repaired and resurfaced 3.03 miles of roadway.
- Responded to 712 PA One call tickets (*as of mid-September*).
- Completed roadside mowing throughout the Township – 16.9 miles
- Mowed and maintained all Township owned facilities... Parks, Municipal Authority pump stations, sewer plants, spray and drip fields, manholes and spray heads, Public Works garage, Township Building, covered bridge, and Upland Farms. Total of 154.5 acres.
- Called out 17 times for snow or ice removal and other storm related issues.
- Performed street sweeping on approximately 140 lane miles. This includes street sweeping during the winter months to collect excess cinders to recycle and reuse during future storm

events. At the completion of the winter season, street sweeping was performed for approximately 6 weeks between the months of April and May to collect salt, cinders and debris. Street sweeping was also performed at various times throughout the year to clean out storm drains and to collect leaves and other miscellaneous debris.

- Took delivery of, assembled, delivered, and retrieved trash totes for Solid Waste collection
- Worked with the Township Secretary to prepare bid contracts for road milling and resurfacing, line painting, various road materials and snow removal.
- Repaired and replaced 64 signs that were not up to MUTCD standards.
- Performed intersection trimming to allow for sight distance
- Street trimming for plow and delivery trucks, school busses, and trash trucks
- Performed 28 State inspections and 110 repair and maintenance services on Township owned vehicles and equipment

GOALS FOR 2019

- Continue to perform our duties in a professional and effective manner.
- Continue to attend training sessions to help employees refresh and enhance their knowledge.
- Repair and resurface 3.03 miles of roadway.
- Recycle old asphalt to make pothole patching a permanent fix – to avoid multiple repairs with cold patch.
- Respond effectively to PA One call requests.
- Continue Storm Water Management rehabilitation work.
- Asset mapping
 - Storm water basins
 - Signs

Staffing Statistics – as of the end of each year presented

	2019	2018	2017
<u>Full time:</u>			
Director	1	1	1
Road foreman	1	1	1
Skilled road worker	4	4	4
Facilities - Wastewater	1	1	1
Facilities - Parks	2	2	2
Seasonal *	5	4	4
<u>Part-time:</u>			
Administrative assistant	1	1	1
Total FTE's	11.2	11.2	11.2

*Seasonal employees are hired for the warmer months – generally from April to October. Although seasonal employees are budgeted for 6 months, the seasonal employees traditionally return to college at the end of August so the actual time of employment is approximately three months. The part-time administrative assistant counts as .60 FTE.

2019 Budget Summary – Public Works Department (including Facilities Division)

	2019 Budget	Actual 2018 (9/30/18)	2018 Budget	2019 Increase (Decrease)	Percentage Change
Personnel and related expenses	\$971,077	\$593,752	\$837,676	133,461	15.9%
Vehicle costs	69,934	42,861	49,685	20,248	40.8%
Insurance – liability & property	4,441	3,817	5,242	(801)	-15.3%
Road resurfacing	244,222	-	244,222	-	0.0%
Signs	6,000	2,353	6,000	-	0.0%
Signals	26,632	28,569	183,300	(156,668)	-85.5%
All other	149,005	90,268	150,255	(1,250)	-0.8%
Allocations of Labor to Parks	(206,928)	(83,357)	(183,815)	(23,113)	12.6%
Total	\$1,262,783	\$678,263	\$1,292,506	\$(29,723)	-2.3%

Explanation of Major Changes**Personnel and related**

During 2018, the Township encountered difficulties filling an open position in the Public Works Department. Upon further research and after consulting salary surveys for similar positions in Chester and Montgomery Counties it was determined that salaries for this department were below the average in our area and were impeding efforts to hire qualified candidates. All employees within the department were given pay increases during the fourth quarter, except for the Public Works Director and the one part time administrative position. All employees are budgeted for a 3% salary increase in 2019. Medical insurance costs are being maintained at 2018 levels due to the use of “rate stabilization credits”.

Vehicle Costs

Fuel costs for 2019 were increased. During 2018, our vendor provided the Township with information specific to user departments for fuel costs, allowing us to improve our budgeting.

Signals

The budgeted expenses for Signals decreased in the 2019 Budget from 2018 because the Township applied for a grant in 2018 which was not received. The grant revenue and expenses were included in the 2018 Budget.

Allocations of labor to the parks

The Township to assigns labor costs to the Parks to show the full cost of operating the five Township parks. It includes all personnel costs: salaries, employer portion of Social Security taxes (FICA), overtime, pension expense, medical and dental insurance and Worker’s Compensation insurance.

STATISTICS

	2019	2018	2017
Roadways	59.53 miles	58.93 miles	58.43 miles
Storm water mains	34.12 miles +	34.12 miles +	34.12 miles
Storm water inlets	1,713	1,713	1,713
Storm water basins	5 (township owned)	5 (township owned)	5 (township owned)
Traffic signals	12	12	12
Parks	5	5	4
Trails maintained	9 miles	9 miles	8.25 miles
General Township Facilities (Township building, PW building and Milford building)	3	3	3
Drip/spray fields	24	24	24
Acres of drip/spray fields	107.33 acres	107.33 acres	107.33 acres
Treatment plants	8	8	8
Pump stations	15	15	15
Sanitary main	41.42 miles +	41.42 miles +	41.42 miles
Spray heads	1,452	1,452	1,400
Miles of roadway paved	3.03 miles	3.03 miles	2.75 miles
Roadway signs replaced	64	64	136
Arrows & legends repainted	30	30	31
<u>Roadway painting:</u>			
White line freshened	28.71 miles	28.71 miles	28.71 miles
Double yellow lines freshened	19.44 miles	19.44 miles	19.44 miles
Acres of grass to mow	166.45	166.45	166.45
<u>Inspections conducted:</u>			
Wastewater treatment facilities	390	390	390
Township parks	60	60	48
In-depth roadway	10	10	10

PERFORMANCE MEASURES*Township Goals Supported:*

- Effective and Efficient Township Services
 - Protect and preserve investment in public facilities
- Thriving Local Economy
 - Invest in, maintain, and manage vehicular and pedestrian networks

Road Rehabilitation

The cost per lane mile to pave and patch Township roads. (asphalt overlay)

	2019	2018	2017
Total lane miles	3.03	3.03	2.67
Total cost	\$468,222	\$595,657	\$386,157
Cost per lane mile	\$154,529	\$196,586	\$123,373

Staff Productivity

The number of road maintenance full time equivalents per 1,000 residents. (Note – the Public Works Director and seasonal employees are not included as FTE's).

	2019	2018	2017
Total FTE's	7	7	7
Road maintenance FTE's per 1,000 residents	0.58	0.58	0.61

Snow and Ice Control

Total miles and per capita cost (includes overtime wages, benefits, contracted labor and snow and ice control supplies) for snow and ice control. This includes State roads that are under a snow agreement with the Township.

	2019	2018	2017
Total snow/ice events	Unknown	17	7
Total lane miles	118.0	118.0	118.0
Total cost	Unknown	\$122,425	\$65,598
Tons of snow/ice removal product	Unknown	1,526.97	477.00
Cost per lane mile	Unknown	\$1,037.49	\$555.92

**Upper Uwchlan Township
2019 Budget**

		Actual -											
		Actual	Actual	Budget	9/30/18	Budget	Budget	\$ Inc/(Dec)	%	Budget	Budget	Budget	Budget
		2016	2017	2017	2018	2018	2019	'18 Budget	Inc/(Dec)	2020	2021	2022	2023
433 SIGNS													
01-433-000-200	Supplies	4,853	6,815	5,000	2,143	5,000	5,000	-	0%	5,000	5,000	5,000	5,000
01-433-000-450	Contracted Services	-	-	1,000	210	1,000	1,000	-	0%	1,000	1,000	1,000	1,000
		4,853	6,815	6,000	2,353	6,000	6,000	-	0%	6,000	6,000	6,000	6,000
434 SIGNALS													
01-434-000-450	Contracted Services	8,759	19,405	12,700	28,569	183,300	26,632	(156,668)	-85%	12,700	12,700	12,700	12,700
		8,759	19,405	12,700	28,569	183,300	26,632	(156,668)	-85%	12,700	12,700	12,700	12,700
438 PUBLIC WORKS													
01-438-000-100	Public Works Wages	334,013	334,167	327,423	237,892	337,247	393,594	56,348	17%	417,564	430,091	442,994	456,284
01-438-000-150	Payroll Tax Expense	30,102	26,807	25,048	18,289	25,799	30,110	4,311	17%	31,944	32,902	33,889	34,906
01-438-000-151	Unemployment Compensation	2,355	1,377	1,360	620	646	560	(86)	-13%	588	616	644	672
01-438-000-156	Employee Benefit Expense	141,095	145,206	134,109	106,623	133,912	142,332	8,420	6%	142,332	142,332	142,332	142,332
01-438-000-160	Pension Expense	24,688	26,216	19,439	21,895	30,424	33,556	3,132	10%	34,563	35,600	36,668	37,768
01-438-000-181	Longevity	5,100	5,700	5,700	2,850	7,050	6,150	(900)	-13%	6,750	8,100	8,850	9,600
01-438-000-183	Overtime Wages	19,140	13,742	19,100	11,137	19,100	24,000	4,900	26%	24,000	24,000	24,000	24,000
01-438-000-200	Supplies	22,811	38,496	46,700	40,022	49,600	49,600	-	0%	49,600	49,600	49,600	49,600
01-438-000-205	Meals and Meal Allowances	420	-	500	-	500	500	-	0%	500	500	500	500
01-438-000-230	Gasoline & Oil	29,686	41,516	28,600	32,015	29,100	29,200	100	0%	29,200	29,200	29,200	29,200
01-438-000-235	Vehicle Maintenance	8,395	16,622	13,400	3,374	13,400	14,050	650	5%	14,050	14,050	14,050	14,050
01-438-000-238	Uniforms	2,966	2,702	3,050	3,020	3,050	3,050	-	0%	3,050	3,050	3,050	3,050
01-438-000-245	Highway Supplies	5,988	6,563	10,200	2,873	10,200	9,900	(300)	-3%	9,900	9,900	9,900	9,900
01-438-000-260	Small Tools & Equipment	10,822	9,426	12,820	6,800	12,750	12,400	(350)	-3%	12,400	12,400	12,400	12,400
01-438-000-316	Training & Seminars	2,526	2,919	4,600	4,254	4,575	6,075	1,500	33%	6,075	6,075	6,075	6,075
01-438-000-317	Parking and Travel	1,933	134	600	478	600	600	-	0%	600	600	600	600
01-438-000-320	Telephone	2,838	2,669	3,000	1,596	3,000	3,000	-	0%	3,000	3,000	3,000	3,000
01-438-000-322	Ipad Expense	969	616	1,200	412	1,200	1,200	-	0%	1,200	1,200	1,200	1,200
01-438-000-341	Advertising	3,463	887	-	3,328	-	-	-	#DIV/0!	-	-	-	-
01-438-000-342	Accreditation	-	-	5,000	-	5,000	5,000	-	0%	5,000	5,000	5,000	5,000
01-438-000-352	Insurance - Liability	1,904	-	-	-	-	2,780	2,780	#DIV/0!	2,780	2,780	2,780	2,780
01-438-000-353	Insurance - Vehicles	857	5,520	5,663	3,817	5,242	734	(4,508)	-86%	734	734	734	734
01-438-000-354	Insurance - Workers Comp.	18,559	9,360	8,601	6,945	8,958	8,884	(74)	-1%	8,884	8,884	8,884	8,884
01-438-000-360	Electric & Heating Oil	-	-	3,000	-	-	-	-	#DIV/0!	-	-	-	-
01-438-000-420	Dues/Subscriptions/Memberships	718	165	400	665	400	400	-	0%	400	400	400	400
01-438-000-450	Contracted Services	61,182	35,488	74,840	26,549	54,880	52,730	(2,150)	-4%	52,730	52,730	52,730	52,730
01-438-000-463	Miscellaneous	-	3,149	-	-	-	-	-	#DIV/0!	-	-	-	-
01-438-000-720	Road Resurfacing	206,067	190,359	206,067	-	244,222	244,222	-	0%	244,222	244,222	244,222	244,222
		938,597	919,806	960,420	535,453	1,000,855	1,074,628	73,773	7%	1,102,066	1,117,967	1,133,702	1,149,887

**Upper Uwchlan Township
2019 Budget**

		Actual	Actual	Budget	Actual - 9/30/18	Budget	Budget	\$ Inc/(Dec)	%	Budget	Budget	Budget	Budget
		2016	2017	2017	2018	2018	2019	'18 Budget	Inc/(Dec)	2020	2021	2022	2023
<u>Public Works - Facilities Division</u>													
01-438-001-100	Public Works Wages-Facilities Div.	105,638	152,357	176,654	116,162	185,694	221,770	36,076	19%	228,423	235,276	242,334	249,604
01-438-001-101	PW Facilities Costs Allocated	(93,356)	(156,184)	(170,063)	(83,357)	(183,815)	(206,928)	(23,113)	13%	(206,928)	(206,928)	(206,928)	(206,928)
01-438-001-150	Payroll Tax Expense	5,470	12,197	13,514	8,955	14,206	16,965	2,760	19%	17,474	17,999	18,539	19,095
01-438-001-151	Unemployment Compensation	441	1,151	1,360	454	630	560	(70)	-11%	588	616	644	672
01-438-001-156	Employee Benefit Expense	44,612	47,969	50,831	44,526	50,721	67,078	16,357	32%	67,078	67,078	67,078	67,078
01-438-001-160	Pension Expense	6,244	7,118	7,308	7,387	8,646	10,711	2,065	24%	11,032	11,363	11,704	12,055
01-438-001-181	Longevity	1,350	1,500	1,500	1,650	1,650	1,800	150	9%	1,950	2,850	3,150	4,200
01-438-001-183	Overtime Wages	1,041	3,687	8,000	4,896	8,000	8,000	-	0%	8,000	8,000	8,000	8,000
01-438-001-230	Gasoline & Oil	792	1,987	-	6,244	1,000	20,000	19,000	1900%	20,000	20,000	20,000	20,000
01-438-001-235	Vehicle Maintenance	620	-	-	-	4,500	6,500	2,000	44%	6,500	6,500	6,500	6,500
01-438-001-238	Uniforms	80	74	900	-	900	950	50	6%	950	950	950	950
01-438-001-316	Training & Seminars	-	1,777	3,600	271	3,600	2,000	(1,600)	-44%	2,000	2,000	2,000	2,000
01-438-001-352	Insurance - Liability	-	-	-	-	-	927	927	#DIV/0!	927	927	927	927
01-438-001-353	Insurance - Vehicles	-	1,790	1,836	1,227	1,685	184	(1,502)	-89%	184	184	184	184
01-438-001-354	Insurance - Workers Comp.	669	4,677	4,641	3,472	4,932	5,006	74	1%	5,006	5,006	5,006	5,006
01-438-001-450	Contracted Services	60	-	-	-	-	-	-	#DIV/0!	-	-	-	-
		73,661	80,100	100,082	111,888	102,351	155,523	53,173	52%	163,185	171,820	180,088	189,343
Total 438 PUBLIC WORKS		1,012,258	999,906	1,060,502	647,341	1,103,206	1,230,151	126,945	12%	1,265,251	1,289,787	1,313,790	1,339,230
TOTAL SIGNS, SIGNALS & PUBLIC WORKS		1,025,870	1,026,126	1,079,202	678,263	1,292,506	1,262,783	(29,723)	-2%	1,283,951	1,308,487	1,332,490	1,357,930

SOLID WASTE AND RECYCLING FUND

DESCRIPTION OF SERVICES PROVIDED

The Solid Waste and Recycling Fund is used to manage revenues and expenditures directly related to the Township's Solid Waste and Recycling program. Chapter 148 of the Upper Uwchlan Township Code requires all residential property owners in the Township to dispose of recyclable materials and waste using the municipally contracted hauler. Chapter 148 also requires all commercial establishments to dispose of waste and recyclables in compliance with the code. Upper Uwchlan Township provides residential solid waste and recycling services to approximately 3,200 residential households using a "Toter" system. Each household has been issued one solid waste and one recycling container (or "Toter") 64 or 96 gallons in capacity. Chapter 148 limits residential solid waste collection to no more than 96 gallons/week. There is NO limit on the amount of recyclable materials collected. One bulk item pick-up per month is provided. The Township's program also includes thirty-six yard waste collection dates throughout the year and a permanent yard waste dumpster for residential use located at 132 Oscar Way. Materials accepted on yard waste collection days include yard debris, leaves, grass clippings, tree branches, Christmas trees, etc.

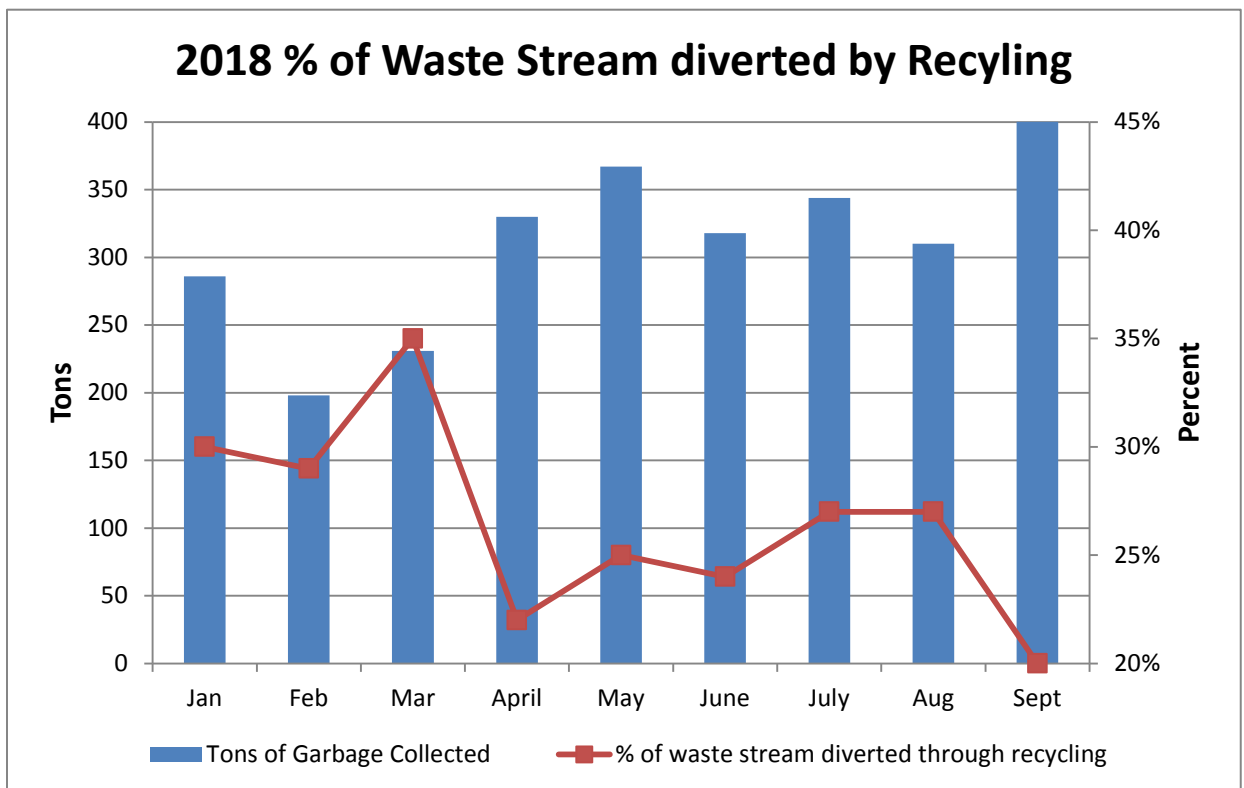
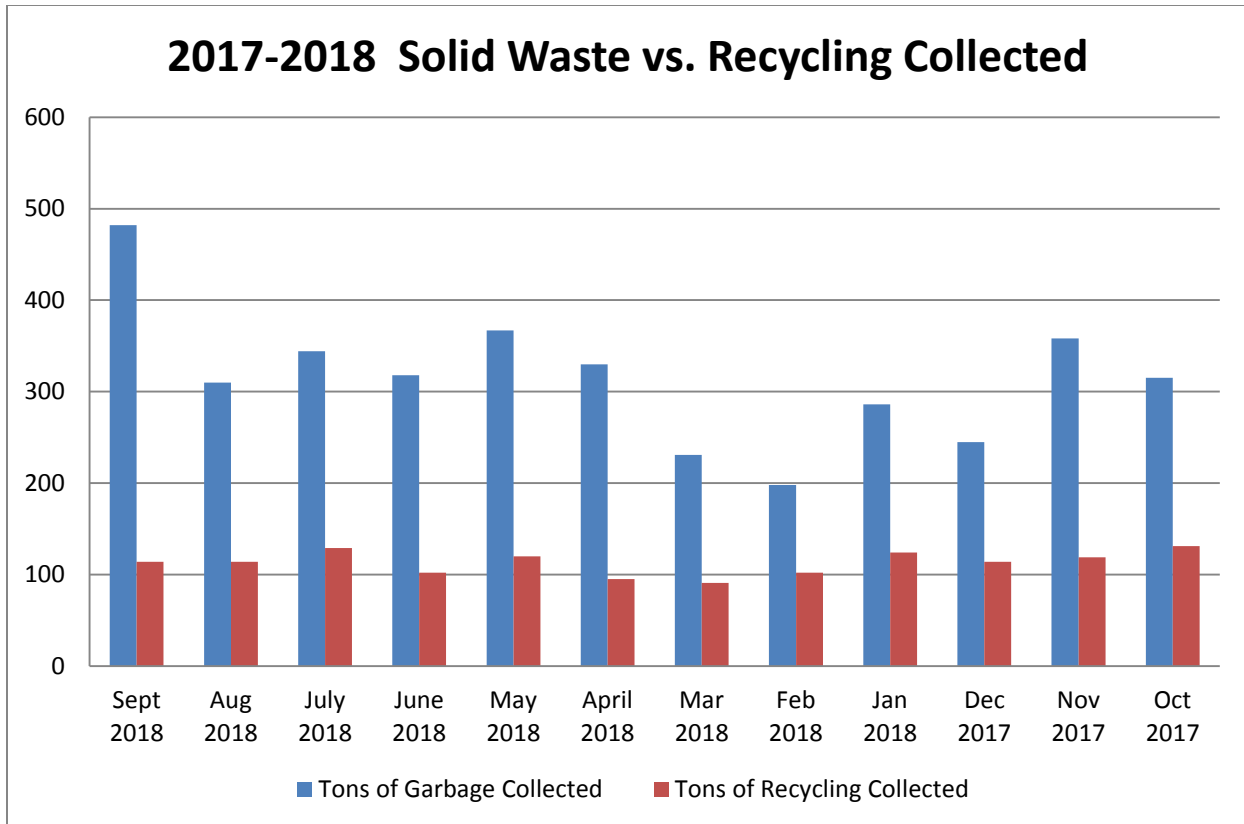
Throughout 2018, the Township continued their efforts to increase recycling and decrease the tons of municipal solid waste (MSW) being sent to the Chester County Solid Waste Authority Landfill. Costs for disposing solid waste include contracted hauler costs as well as tipping fees at \$63/ton. Due to nationwide and worldwide market changes and a decreased demand for recycled material, tipping fees for processing and marketing of recyclables has increased. In 2017 and prior, the Township received a rebate for recycled materials. In 2018, a tipping fee of \$12/ton was instituted. The Process and Marketing contract for 2019 increase this to a \$30/ton tipping fee for recyclables. Nonetheless, recycling still provide a savings in terms of disposal fees at \$33/ton. Considering this, as well as the difference in volume of 1 ton of recyclables versus 1 ton of MSW, recycling still offers a significant savings. The Township will aim to increase education of residents on the importance of the recycling program in 2019.

The Township will continue to track, on a monthly basis, tons of garbage collected, tons of recycling collected, tons of yard waste collected, percent of the waste stream diverted by recycling, and the percent of the waste stream diverted by composting yard waste collected. This data will allow the Township to identify monthly and annual trends and gauge the success of program changes, education, and communication.

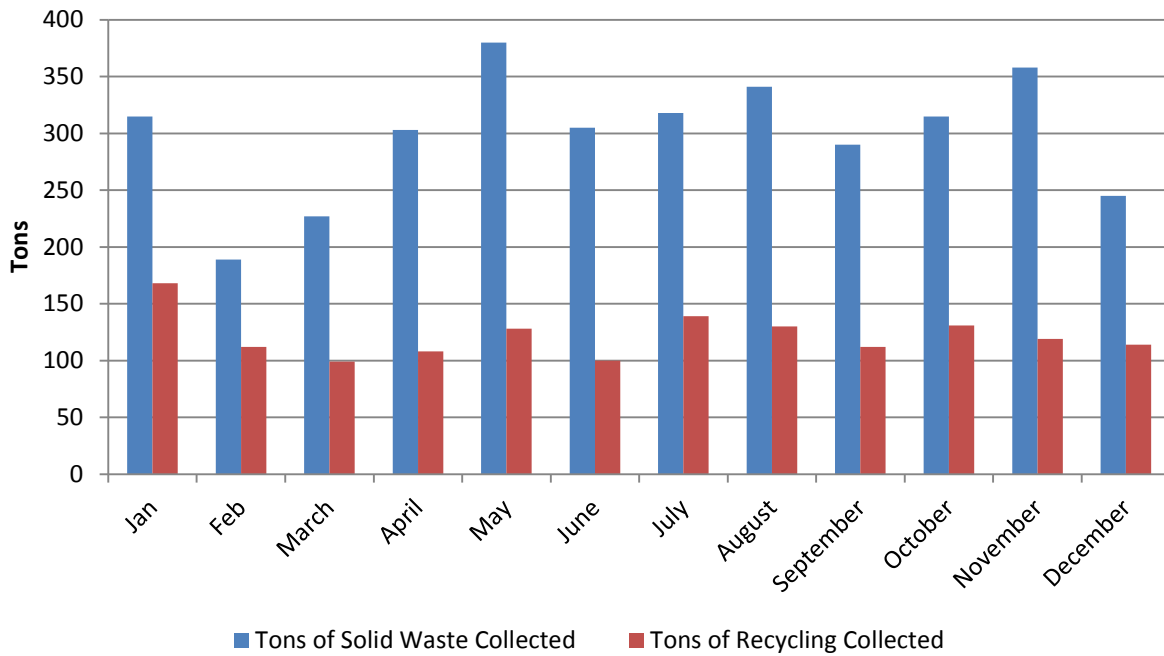
PERFORMANCE MEASURES

	2019	2018*	2017
Percentage of the waste stream diverted through recycling	30%	27%	29%
Percentage of the waste stream diverted through yard waste collection	1%	1%	1%

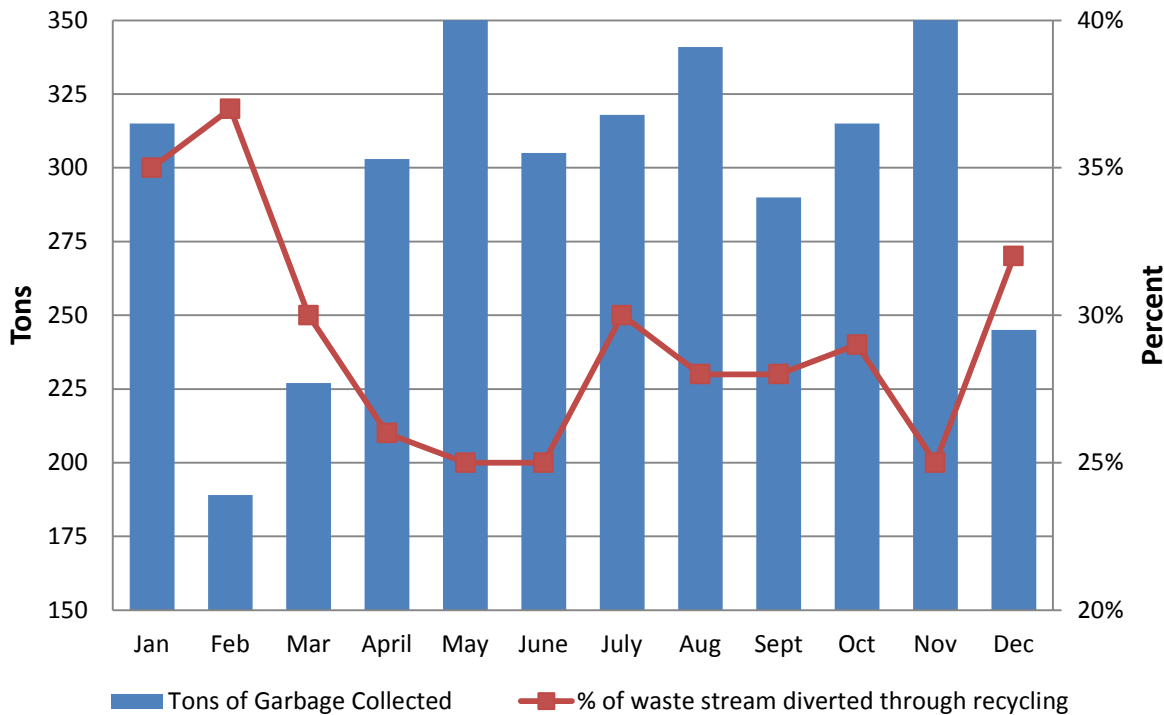
*As of 9/30/18



2017 Solid Waste Collected vs. Recycling Collected



2017 % of Waste Stream diverted by Recycling



**Upper Uwchlan Township
Solid Waste Fund
2019 Budget**

		Actual	Actual	Budget	Actual - 9/30	Budget	Budget	\$ Inc/(Dec)	%	Budget	Budget	Budget	Budget
		2016	2017	2017	2018	2018	2019	'18 Bud	Inc/(Dec)	2020	2021	2022	2023
INCOME													
341 INTEREST													
05-341-000-000	Interest Income	2,410	6,780	3,000	8,260	6,000	10,000	4,000	67%	10,000	10,000	10,000	10,000
		2,410	6,780	3,000	8,260	6,000	10,000	4,000	67%	10,000	10,000	10,000	10,000
364 SOLID WASTE REVENUE													
05-364-000-010	Solid Waste Income	980,775	1,006,414	980,000	978,287	1,012,130	1,025,124	12,994	1%	1,065,286	1,097,180	1,114,899	1,126,711
05-364-000-020	Recycling Income	3,607	7,701	8,000	425	8,000	-	(8,000)	-100%	-	-	-	-
05-364-000-025	Hazardous Waste Event	-	-	2,000	-	2,000	-	(2,000)	-100%	1,600	1,800	2,000	2,200
05-364-000-030	Leaf Bags Sold	278	115	500	65	500	500	-	0%	500	500	500	500
05-364-000-035	Scrap Metal Sold	149	95	500	-	500	500	-	0%	500	500	500	500
	Equipment Purchase Grant (State)	-	-	145,000	-	-	-	-	#DIV/0!	-	-	-	-
05-364-000-040	Performance Grant	145,354	34,462	48,000	25,095	48,000	25,000	(23,000)	-48%	50,000	50,000	50,000	50,000
Total 364 SOLID WASTE		1,130,163	1,048,787	1,184,000	1,003,873	1,071,130	1,051,124	(20,006)	-2%	1,117,886	1,149,980	1,167,899	1,179,911
392 INTERFUND TRANSFER													
05-395-000-000	Refund of Prior Year Expenses	-	-	-	-	-	-	-	0%	-	-	-	-
	Interfund Transfer - Other	-	-	-	-	-	-	-	0%	-	-	-	-
Total 392 INTERFUND TRANSFER		-	-	-	-	-	-	-	0%	-	-	-	-
Total 300 - INCOME		1,132,573	1,055,567	1,187,000	1,012,133	1,077,130	1,061,124	(16,006)	(0)	1,127,886	1,159,980	1,177,899	1,189,911
Total Income		1,132,573	1,055,567	1,187,000	1,012,133	1,077,130	1,061,124	(16,006)	-1%	1,127,886	1,159,980	1,177,899	1,189,911
EXPENSES													
427 SOLID WASTE EXPENSES													
05-427-000-150	Bank Fees	45	15	200	80	200	200	-	0%	200	200	200	200
05-427-000-200	Supplies	-	1,724	11,000	-	2,000	2,000	-	0%	2,000	2,000	2,000	2,000
05-427-000-210	Utility Billing Expenses	552	-	2,000	1,540	2,000	2,000	-	0%	2,000	2,000	2,000	2,000
05-427-000-220	Postage	372	1,449	2,500	1,487	2,500	2,500	-	0%	2,500	2,500	2,500	2,500
05-427-000-230	Toters	6,129	24,818	1,000	996	12,000	12,000	-	0%	12,000	12,000	12,000	12,000
05-427-000-314	Legal Expense	1,096	12,745	8,000	5,769	9,000	9,000	-	0%	9,000	9,000	9,000	9,000
05-427-000-316	Training & Seminars	-	-	500	-	500	500	-	0%	500	500	500	500
05-427-000-420	Dues/Subscriptions/Memberships	125	-	125	-	125	125	-	0%	125	125	125	125
05-427-000-450	Contracted Services	574,214	569,462	573,854	441,279	603,175	657,863	54,688	9%	692,110	721,848	752,051	783,387
05-427-000-700	Tipping Fees - Solid Waste	224,699	222,473	229,500	152,034	234,090	234,090	-	0%	238,772	243,547	248,418	253,387
05-427-000-725	Tipping Fees - Recycling	-	-	-	-	-	36,000	36,000	100%	42,000	45,000	48,000	51,000
05-427-000-800	Recycling Disposal	63	2,752	6,000	7,707	6,000	-	(6,000)	-100%	-	-	-	-
TOTAL EXPENSES		807,295	835,438	834,679	610,892	871,590	956,278	84,688	10%	1,001,206	1,038,720	1,076,794	1,116,099
NET INCOME BEFORE OPERATING TRANSFERS		325,278	220,129	352,321	401,241	205,540	104,846	(100,694)	-49%	126,680	121,260	101,105	73,813
492 OPERATING TRANSFERS													
05-492-000-030	Transfer to Capital Fund	100,000	350,000	350,000	375,000	375,000	-	(375,000)	-100%	100,000	50,000	100,000	80,000
	Transfer to Water Resource Protection Fund	-	-	-	-	-	-	-	-	-	-	-	-
Total 492 OPERATING TRANSFERS		100,000	350,000	350,000	375,000	375,000	-	(375,000)	-100%	100,000	50,000	100,000	80,000
Total Expenditures		907,295	1,185,438	1,184,679	985,892	1,246,590	956,278	(290,312)	-23%	1,101,206	1,088,720	1,176,794	1,196,099
Net Ordinary Income		225,278	(129,871)	2,321	26,241	(169,460)	104,846	274,306	-162%	26,680	71,260	1,105	(6,187)

LIQUID FUELS FUND**MISSION**

The Commonwealth of Pennsylvania requires each municipality that receives Liquid Fuels funding to segregate those monies in a separate Fund and to use them only as prescribed by state statute for the maintenance of public roads.

DESCRIPTION OF SERVICES PROVIDED

The Liquid Fuels Fund was established to manage revenues and expenditures specific to the repair, maintenance, construction and re-construction of public roadways. The amount of a municipality's Liquid Fuels allocation is based on both census population and miles of roadway on their approved Liquid Fuels Inventory. To qualify for Liquid Fuels funding, a roadway must have a minimum right of way of 33'. The "cartway" (drivable surface) must be a minimum width of 16', and the roadway must be a minimum of 250' in length. If the roadway is a dead end, it must have a cul-de-sac (turnaround) at the end with a minimum 40' radius. In order to receive Liquid Fuels funding, the Township is required to submit to the Commonwealth of Pennsylvania a number of forms or reports to include: the MS-965 Actual Use Report, the MS-965P Project and Miscellaneous Receipts, the MS-965S Record of Checks, and the Department of Community and Economic Development's (DCED) Survey of Financial Condition. All Liquid Fuels expenditures must be made in compliance with the Liquid Fuels Tax Act. The Auditor General's Office audits the Township's Liquid Fuels Reports annually.

Where does Liquid Fuels funding come from? Liquid Fuels funding comes from the tax on each gallon of liquid fuels sold in the Commonwealth of Pennsylvania - the Oil Franchise Tax, and the Oil Company Franchise Tax.

Upper Uwchlan Township primarily uses Liquid Fuels funding for the maintenance of qualifying Public Works equipment and for the repair and re-paving of public roadways.

Budget Year	Population (Census - 2010)	Roadway Mileage	Liquid Fuels Allocation
2019	11,227	54.91	\$398,817 (expected)
2018	11,227	54.91	\$397,925 (actual)
2017	11,227	54.24	\$381,158 (actual)
2016	11,227	54.24	\$362,258 (actual)
2015	11,227	54.24	\$310,714 (actual)

ACCOMPLISHMENTS IN 2018

- Maintained, repaired, repaved, plowed and salted Upper Uwchlan Township's 55 miles of roadway

GOALS FOR 2019

- Continue the road resurfacing program

**Upper Uwchlan Township
Liquid Fuels
Budget**

		Actual	Actual	Budget	YTD	Budget	Budget	\$ Inc/(Dec)	%	Budget	Budget	Budget	Budget
		2016	2017	2017	2018	2018	2019	'18 Bud	Inc/(Dec)	2020	2021	2022	2023
		(9/30/18)											
Beginning Cash Balance:							745,489			809,041	865,368	921,695	968,022
INCOME													
04-341-000-000	Interest Earnings	432	4,955	450	7,306	3,500	3,500	-	0%	450	450	450	450
04-389-000-001	Snow Agreement	494	573	475	-	475	475	-	100%	475	475	475	475
04-389-000-002	Turnback Maintenance	14,760	14,760	14,760	14,520	14,760	14,760	-	0%	14,760	14,760	14,760	14,760
04-355-000-002	Motor Fuel Vehicle Taxes	362,258	381,158	371,642	397,925	392,831	398,817	5,986	2%	386,642	401,642	416,642	431,642
Total Income		377,944	401,446	387,327	419,752	411,566	417,552	5,986	102%	402,327	417,327	432,327	447,327
EXPENSES													
04-400-000-074	Equipment Purchase	679	-	-	-	-	-	-	100%	-	-	-	-
<u>Expenses</u>													
04-432-000-239	Snow & Ice Supplies	43,252	34,281	75,000	49,096	75,000	75,000	-	0%	30,000	30,000	30,000	30,000
04-432-000-250	Vehicle Maintenance & Repair	2,342	1,570	4,000	-	4,000	4,000	-	100%	4,000	4,000	4,000	4,000
04-432-000-450	Snow & Ice Contrated Services	45,161	34,568	60,000	32,930	45,000	45,000	-	0%	50,000	50,000	50,000	50,000
04-438-000-239	Road Project Supplies	77,138	4,158	6,000	-	6,000	6,000	-	#DIV/0!	6,000	6,000	6,000	6,000
04-439-001-250	Resurfacing	170,396	195,798	224,000	-	224,000	224,000	-	#DIV/0!	250,000	265,000	290,000	290,000
04-439-002-250	Base Repairs (Pa. Drive Asphalt Recycling)			-	-	198,462	-	(198,462)	#DIV/0!	6,000	6,000	6,000	6,000
04-438-000-450	Road Project Contracted Service	592	309	-	-	-	-	-	100%	-	-	-	-
Total Expenses		338,881	270,684	369,000	82,026	552,462	354,000	(198,462)	#DIV/0!	346,000	361,000	386,000	386,000
Total Expenses & Equip Purchases		339,560	270,684	369,000	82,026	552,462	354,000	(198,462)	#DIV/0!	346,000	361,000	386,000	386,000
04-472-000-003	Operating Transfers	-	-	-	-	-	-	-	-	-	-	-	-
Net Income		38,384	130,762	18,327	337,726	(140,896)	63,552	204,448	#DIV/0!	56,327	56,327	46,327	61,327
Cash Balance:						755,489	-	-	0%	-	-	-	-
Add:								-	0%	-	-	-	-
Less: 4Q expenses (estimated)						(10,000)	-	-	0%	-	-	-	-
Ending Cash Balance:							745,489	809,041	204,448	865,368	921,695	968,022	1,029,349

ACT 209 FUND**DESCRIPTION OF SERVICES PROVIDED**

The ACT 209 Fund was established in order to manage and account for the funds received from the ACT 209 traffic impact fees imposed on new development or re-development that generates increased traffic volumes within the Township. Ordinance #99-01 established the ACT 209 traffic impact fee in compliance with the Pennsylvania Municipalities Planning Code. The purpose of the ACT 209 traffic impact fee is to provide the funds necessary to make transportation capital improvements to support existing traffic volumes and traffic volumes projected to be generated by new growth and development in the Township. The Township's ACT 209 transportation impact fee, as revised and adopted in 2016, is currently \$2,334 per weekday (M-F) peak hour (4:00 PM – 6:00 PM) new trip.

ACT 209 requires certain engineering studies, reviews, and plans in order to substantiate the impact fee to include: the Land Use Assumptions Report (LUAR), the Roadway Sufficiency Analysis (RSA), and the Capital Projects Improvement Plan (CPIP). As part of the Township's efforts to update the Comprehensive Plan, a DRAFT LUAR was completed in 2013, reviewed, updated, and adopted in 2015. The RSA and the CPIP were revised and updated in 2015/2016 and finally adopted in 2016. All planning activity was funded from the General Fund with expenditures from the ACT 209 Fund being used for only activities authorized by ACT 209.

ACCOMPLISHMENTS IN 2018

- Integrated the traffic signal at Pottstown Pike (S. R. 100) and Conestoga Road (S. R. 401) into the Upper Uwchlan Adaptive Traffic Control System via a secure fiber network
- Continued to monitor traffic volume and occupancy in and around the Township as it relates to the traffic signal system and future capital construction projects
- Began planning and design of a traffic signal and associated roadway improvements at Little Conestoga Road and Milford Road

GOALS FOR 2019

- Complete the design process for the traffic signal and associated roadway improvements to be constricted at Little Conestoga Road and Milford Road
- Continue to monitor traffic volume and occupancy in and around the Township as it relates to the traffic signal system and future capital construction projects
- Continue to coordinate with developers of both residential and commercial projects in the review process in order to advance transportation related capital improvements projects required as a result of residential growth and development
- Evaluate the feasibility of obtaining grant funding for planning, design and/or construction for capital projects identified in the ACT 209 Capital Improvement Plan and the Village Transportation Plan

Upper Uwchlan Township
ACT 209
Budget

		Actual -					Budget	\$ Inc/(Dec)	%	Budget	Budget	Budget	Budget
		Actual	Actual	Budget	9/30/18	Budget							
		2016	2017	2017	2018	2018							
Revenue													
09-354-000-030	Grant Revenue - Federal	-	-	-	-	-	-	-	#DIV/0!	-	-	-	-
09-354-100-140	Grant Revenue - State	-	-	-	-	-	-	-	#DIV/0!	-	-	-	-
09-341-000-000	Interest Earnings	355	4,252	300	5,563	2,700	7,000	4,300	159%	7,000	7,000	7,000	7,000
09-395-000-000	Transportation Impact Fees	175,251	47,226	45,597	74,688	74,688	-	(74,688)	-100%	-	-	-	-
09-380-000-000	Misc Revenue	-	485	-	-	-	-	-	#DIV/0!	-	-	-	-
09-395-000-200	Transfer from Capital Fund	270,000	-	-	-	-	-	-	#DIV/0!	-	-	-	-
Total Income		445,606	51,963	45,897	80,251	77,388	7,000	(70,388)	#DIV/0!	7,000	7,000	7,000	7,000
Expenses													
09-489-000-010	Enginnering Fees	1,979		-	-	-	-	-	#DIV/0!	-	-	-	-
09-489-000-020	Construction	-		-	-	-	-	-	#DIV/0!	-	-	-	-
09-489-000-045	Contracted Services	-		-	-	-	-	-	#DIV/0!	-	-	-	-
09-489-000-600	Capital Construction	570,095		-	-	-	-	-	#DIV/0!	-	-	-	-
Total Expenses		572,074	-	-	-	-	-	-	#DIV/0!	-	-	-	-
Net Income		(126,468)	51,963	45,897	80,251	77,388	7,000	(70,388)	#DIV/0!	7,000	7,000	7,000	7,000

GLOSSARY

Accrual Basis of Accounting – The basis of accounting in which revenues are recognized when they are earned and expenses are recognized when they are incurred.

Act 209 Transportation Plan – refers to Act 209 of the Pennsylvania Legislature, enacted on July 31, 1968. It provides for traffic impact fees for development or re-development that generates increased traffic volumes within municipalities.

Act 537 Plan – refers to the Pennsylvania Sewage Facilities Act, as amended, enacted on January 24, 1966 to correct existing sewage disposal problems and prevent future problems. The Act requires proper planning in all types of sewage disposal situations. Local municipalities are largely responsible for administering the Act 537 sewage disposal program.

Assets – Property owned by the Township that has a monetary value.

Balanced Budget – A budget is considered balanced when budgeted revenues equal or exceed budgeted expenditures.

CAFR – abbreviation for Comprehensive Annual Financial Report. The CAFR expands upon full GAAP financial statements by including a large amount of statistical information applicable to the municipality.

Capital assets – any tangible or intangible asset that has an initial useful life extending beyond a single reporting period. Assets such as land, easements, buildings, building improvements, vehicles, machinery, equipment, infrastructure, works of art or of historical significance are normally capital assets.

Capital Expenditures – Money expended to purchase capital assets.

Comprehensive Annual Financial Report – The official financial report of a municipal entity. It includes management's discussion and analysis, financial statements, supporting schedules and required supplementary information and statistics on the municipality.

DDB – "DDB" is an abbreviation for Dry Detention Basin. A dry detention basins' outlets have been designed to detain storm water runoff for a minimum period of time (ie. Usually 24 hours) to allow particles and pollutants to settle. Unlike wet ponds, they do not have a permanent pool of water.

Debt Limit – The State-set maximum amount of legally permitted outstanding net debt.

Delaware Valley Insurance Trust (DVIT) – A regional risk sharing pool providing property, liability and/or health coverage to its participating members which consists of municipalities in Southeastern Pennsylvania. The Trust was formed under the authority granted by the Pennsylvania Intergovernmental Cooperation Act and the Pennsylvania Political Subdivision Tort Claims Act.

The Township currently has all of its insurance coverage through DVIT.

GLOSSARY, cont'd

Enterprise Funds – Proprietary fund type used to report an activity for which a fee is charged to external users for goods or services.

Fund – A fiscal and accounting tool with a self-balancing set of accounts to record revenues and expenditures.

Fund Balance – Fund balance is the net position of a governmental fund. It is equal to the difference between assets, liabilities, deferred outflows of resources and deferred inflows of resources. It is the “equity” of a governmental fund.

GAAP - GAAP is an abbreviation for Generally Accepted Accounting Principles which are the standard framework and guidelines used in financial accounting in the United States of America. The Financial Accounting Standards Board is responsible for issuing new accounting pronouncements.

GASB - GASB is an abbreviation for The Government Accounting Standards Board. GASB is the authoritative accounting and financial reporting standard –setting body for state and local governments.

General Fund - An accounting entity used to account for all revenue and expenditures applicable to the general operations of the departments of the Township, and to record all financial transactions not accounted for in another fund.

GFOA – GFOA is the abbreviation for The Government Finance Officers Association. The GFOA is a national professional organization comprised of people who are working in government finance on a state, local or federal level. The GFOA holds educational training seminars nationally and also provides information on “Best Practices”, as well as other services, to its members. State and local chapters provide local training on a monthly, quarterly or annual basis.

Impervious Coverage - Impervious coverage refers to any man-made surfaces, along with compacted soil, that water cannot penetrate. Examples, are asphalt, concrete, and rooftops.

LUAR – is the abbreviation for a Land Use Assumptions Report.

Millage or “mills” – the property tax rate that an owner of real property is required to pay to the taxing authority. A “mill” is one thousandth of a currency unit. For example, to obtain the amount of tax, multiply the assessed value of the property times the millage rate and then divide by 1,000.

Modified Accrual Basis of Accounting – an accounting method that combines elements of the two basic accounting methods, cash basis and accrual basis. Revenues are recognized when earned, measurable and available. Expenses are recognized when the liability is incurred.

GLOSSARY, cont'd

MS-4 – Under the 1987 Clean Water Act Amendments, the U.S. EPA developed new regulations to address storm water that might impact water quality. These new “Municipal Separate Storm Sewer System” (MS4) regulations were established by the EPA and are administered in Pennsylvania by the Pennsylvania Department of Environmental Protection (“DEP” or “PADEP”).

MUTCD Standards –this refers to the Federal Highway Administration manual on Uniform Traffic Control Devices.

NPDES permit – National Pollutant Discharge Elimination System permit. Permits are issued by PADEP.

PADEP – Pennsylvania Department of Environmental Protection

PEMA – Pennsylvania Emergency Management Agency

Scheduled interest - is the amount of interest that would be paid by following the bank’s amortization schedule. If the Township pays additional principal amounts during the remaining years of the loan, the actual amount of interest paid will be less.

Second Class Township – a second class township is defined as having a population of less than 300 inhabitants per square mile and in Pennsylvania they are governed by the Second Class Township Code, enacted by the state legislature on May 1, 1933, as amended.

WWTF – Waste Water Treatment facility