BOARD OF SUPERVISORS,
DRAFT 2023 BUDGET
WORKSHOP

October 11, 2022
4:00 p.m.

AGENDA

LOCATION: Township Building, 140 Pottstown Pike, Chester Springs PA 19425

I.	Call to Order	Packet page #
	A. Salute to the Flag	
	B. Moment of Silence	
	C. Inquire if any Attendee plans to audio or video record the Workshop	
II.	Act 57 of 2022 Tax Collection Law amendment – Introduction	2
III.	Draft 2023 Budget	8
	A. General Fund	
	1. Police Department	
	2. Building / Codes Department	
	3. Public Works Department	
	4. Parks	
	B. Solid Waste Fund	
	C. Liquid Fuels Fund	
IV.	Open Session	
V.	Adjournment	

BUCKLEY BRION
MCGUIRE & MORRIS LLP

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West Chester, PA 19382-2928

M E M O R A N D U M

To:	Gwen Jonik & Tony Scheivert, Upper Uwchlan Township
From:	Kristin S. Camp, Esquire & Kimberly P. Venzie, Esquire
Date:	August 4, 2022
Subject:	Act 57 of 2022 Amendment of the Local Tax Collection Law

I. Act 57 of 2022

The Governor of Pennsylvania signed Act 57 into law on July 11, 2022. A copy of Act 57 is included with this memorandum. Act 57 amends the Local Tax Collection Law to allow for new homeowners to receive a waiver from the property tax penalty charges if they did not receive a bill within their first year of owning a property. Act 57 was written to address those situations in which new property owners do not receive their property tax bill and through no fault of their own, the new property owners are then being assessed with late penalties for a bill they never received. Act 57 requires taxing districts to take certain actions in order to establish and implement this waiver process for taxpayers. Taxpayers will need to fulfill certain requirements in order to have the penalties waived.

II. Action Needed

Within ninety days of the effective date of Act 57 (October 11, 2022), taxing districts must enact a resolution or ordinance implementing the provisions of Act 57. Included with this memorandum is a draft of a Resolution that may be used.

The attached Resolution requires that beginning in tax year 2023, the tax collector must waive penalties imposed for late payment of real estate taxes for a taxpayer who provides:

A. a waiver request within twelve months of a transfer of real property or mobile home/manufactured home ownership or the date of the location or relocation of mobile/manufactured home on a parcel of land not owned by the owner of the mobile home/manufactured home (not including the renewal of a lease for the same location);

B. an attestation that notice of the tax bill was not received;

C. a deed with the date of transfer; the title to a mobile home/manufactured home with the date, or a copy of an executed lease for the land upon which a mobile home/manufactured home will be situated showing the date of commencement; and

D. payment of face value of the tax notice with the waiver request.

Act 57 also sets forth that the Department of Community and Economic Development will develop and make available to each taxing district a form by which the taxpayer may request a waiver of late payment penalties (including the attestation). We will attempt to obtain this form and provide it to you.

Please review the draft Resolution and then let's schedule a time to discuss.

UPPER UWCHLAN TOWNSHIP

CHESTER COUNTY, PENNSYLVANIA

RESOLUTION NO. ___________________

A RESOLUTION OF UPPER UWCHLAN TOWNSHIP ESTABLISHING THE PROCESS AND PROCEDURES BY WHICH TAXPAYERS MAY SEEK A WAIVER OF LATE PAYMENT PENALTIES FOR REAL ESTATE TAXES AS SET FORTH IN ACT 57 OF 2022 WHICH AMENDS THE LOCAL TAX COLLECTION LAW; REPEALING ALL OTHER INCONSISTENT RESOLUTIONS OR PARTS THEREOF; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors of Upper Uwchlan Township is required to and desire to implement Act 57 of 2022 (P.L. 701, No. 57) amending the Local Tax Collection Law (72 P.S. §5511.1 – 5511.42); and

WHEREAS, the Board of Supervisors of Upper Uwchlan Township desires to adopt and implement procedures whereby taxpayers may seek a waiver of penalties for late payment of real estate taxes in certain defined circumstances as set forth in Act 57.

NOW THEREFORE, it is hereby **RESOLVED AND ADOPTED** by the Board of Supervisors of Upper Uwchlan Township, as follows:

1. The Tax Collector for the Township's Real Estate taxes shall waive penalties imposed for late payment of real estate taxes for a taxpayer who provides the following:

   A. a waiver request within twelve months of a transfer of real property or mobile home/manufactured home ownership or the date of the location or relocation of mobile/manufactured home on a parcel of land not owned by the owner of the mobile home/manufactured home (not including the renewal of a lease for the same location);

   B. an attestation that notice of the tax bill was not received;

   C. a copy of a deed with the date of transfer; a copy of the title to a mobile home/manufactured home with the issuance date, or a copy of an executed lease for the land upon which a mobile home/manufactured home will be situated showing the date of commencement; and

   D. payment of face value of the tax notice for the real estate tax.

2. A late payment waiver form as developed by the Commonwealth of Pennsylvania Department of Community and Economic Development shall be made available to taxpayers at the Township office and/or posted on the Township's website.

3. A taxpayer once granted a late penalty waiver for a specific tax year shall not be subject to additional charges for real estate taxes for such tax year and any claim or lien filed for such charge shall be deemed satisfied and marked as satisfied if previously filed by the Township.

4. The Tax Collector that accepts a waiver and tax payment in good faith in accordance with this Resolution shall not be personally liable for any amount due or arising from the real estate tax that is the subject of the waiver.

5. The terms referenced in this Resolution shall have the definitions provided in the Local Tax Collection Law, as amended, and any inconsistencies between this Resolution and the Local Tax Collection Law shall be construed in favor of the Local Tax Collection Law, as amended.

6. All resolutions or policies previously adopted by the Board that are inconsistent with this Resolution are hereby repealed to the extent of the inconsistency.

7. The provisions of this Resolution are declared to be severable. If any provision of this Resolution is declared by a court of competent jurisdiction to be invalid or unconstitutional, such determination shall have no effect on the remaining provisions of this Resolution.

8. This Resolution shall become effective immediately upon adoption.

ADOPTED and **RESOLVED** this ____ day of __________, 2022.

BOARD OF SUPERVISORS
ATTEST: **UPPER UWCHLAN TOWNSHIP**

_________________________ BY: _________________________________
Gwen Jonik, Secretary Sandra M. D'Amico, Chair

____
Jennifer F. Baxter, Vice-Chair

____
Andrew P. Durkin, Member

LOCAL TAX COLLECTION LAW - EFFECT OF FAILURE TO RECEIVE TAX NOTICE

Act of Jul. 11, 2022, P.L. 701, No. 57 **Cl. 72**

Session of 2022
No. 2022-57

HB 430

AN ACT

Amending the act of May 25, 1945 (P.L.1050, No.394), entitled "An act relating to the collection of taxes levied by counties, county institution districts, cities of the third class, boroughs, towns, townships, certain school districts and vocational school districts; conferring powers and imposing duties on tax collectors, courts and various officers of said political subdivisions; and prescribing penalties," further providing for effect of failure to receive tax notice.

The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows:

Section 1. Section 7 of the act of May 25, 1945 (P.L.1050, No.394), known as the Local Tax Collection Law, is amended to read:

Section 7. Effect of Failure to Receive Tax Notice.--**(a)** Failure to receive notice shall not relieve any taxpayer from the payment of any taxes imposed by any taxing district, and such taxpayer shall be charged with his taxes as though he had received notice.

(b) (1) Notwithstanding any other provision of law, a taxing district shall, within ninety days of the effective date of this subsection, by ordinance or resolution, require a tax collector to waive additional charges for real estate taxes beginning in the first tax year after the effective date of this subsection, if the taxpayer does all of the following:

(i) provides a waiver request of additional charges to the tax collector in possession of the claim within twelve months of a qualifying event;

(ii) attests that a notice was not received;

(iii) provides the tax collector in possession of the claim with one of the following:

(A) a copy of the deed showing the date of real property transfer; or

(B) a copy of the title following the acquisition of a mobile or manufactured home subject to taxation as real estate showing the date of issuance or a copy of an executed lease agreement between the owner of a mobile or manufactured home and the owner of a parcel of land on which the mobile or manufactured home will be situated showing the date the lease commences; and

(iv) pays the face value amount of the tax notice for the real estate tax with the waiver request.

(2) The Department of Community and Economic Development shall develop and make available to each taxing district a form by which a taxpayer may request a waiver of additional charges under this section, which shall include a space for attestation by the taxpayer.

(3) A taxpayer granted a waiver and paying real estate tax as provided in this subsection shall not be subject to an action

at law or in equity for an additional charge, and any claim existing or lien filed for an additional charge shall be deemed satisfied.

(4) A tax collector that accepts a waiver and payment in good faith in accordance with this subsection shall not be personally liable for any amount due or arising from the real estate tax that is the subject in the waiver.

(5) As used in this section, the following words and phrases shall have the meanings given to them in this subsection unless the context clearly indicates otherwise:

The term "additional charge" shall mean any interest, fee, penalty or charge accruing to and in excess of the face amount of the real estate tax as provided in the real estate tax notice.

The term "qualifying event" shall mean:

(i) For purposes of real property, the date of transfer of ownership.

(ii) For purposes of manufactured or mobile homes, the date of transfer of ownership or the date a lease agreement commences for the original location or relocation of a mobile or manufactured home on a parcel of land not owned by the owner of the mobile or manufactured home. The term does not include the renewal of a lease for the same location.

The term "tax collector" shall mean a tax collector as defined in section 2, a delinquent tax collector as provided in section 26.1, the tax claim bureau or an alternative collector of taxes as provided in the act of July 7, 1947 (P.L.1368, No.542), known as the "Real Estate Tax Sale Law," an employee, agent or assignee authorized to collect the tax, a purchaser of claim for the tax or any other person authorized by law or contract to secure collection of, or take any action at law or in equity against, the person or property of the taxpayer for the real estate tax or amounts, liens or claims derived from the real estate tax.

Section 2. This act shall take effect in 90 days.

APPROVED--The 11th day of July, A.D. 2022.

TOM WOLF

Upper Uwchlan Township

County of Chester, Commonwealth of Pennsylvania

2023 Budget -1st draft

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Upper Uwchlan Township
Pennsylvania

For the Fiscal Year Beginning

January 01, 2022

Christopher P. Morrill

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.

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 2020 census shows that there are 12,275 residents of the Township vs. 11,227 and 6,850 in the census' of 2010 and 2000, respectively. The Township experienced significant development during the first decade of this century. There are 4,395 residential dwellings in the Township with a median value of $442,300. This compares to a median value in Chester County of $357,100 and $180,200 in the Commonwealth of Pennsylvania.

The median family income in Upper Uwchlan Township in 2019 was $173,385 compared to $100,214 and $61,744 for Chester County and the Commonwealth of Pennsylvania, respectively. Whereas the County and Commonwealth experienced a small decrease in median family income since the last measurement period, Upper Uwchlan Township experienced a small increase. Township residents are well educated. High school graduates comprise 97.5% of the Township population; 71.1% have obtained a bachelor's degree or higher.

The ten largest employers in Upper Uwchlan provide approximately 1,900 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.

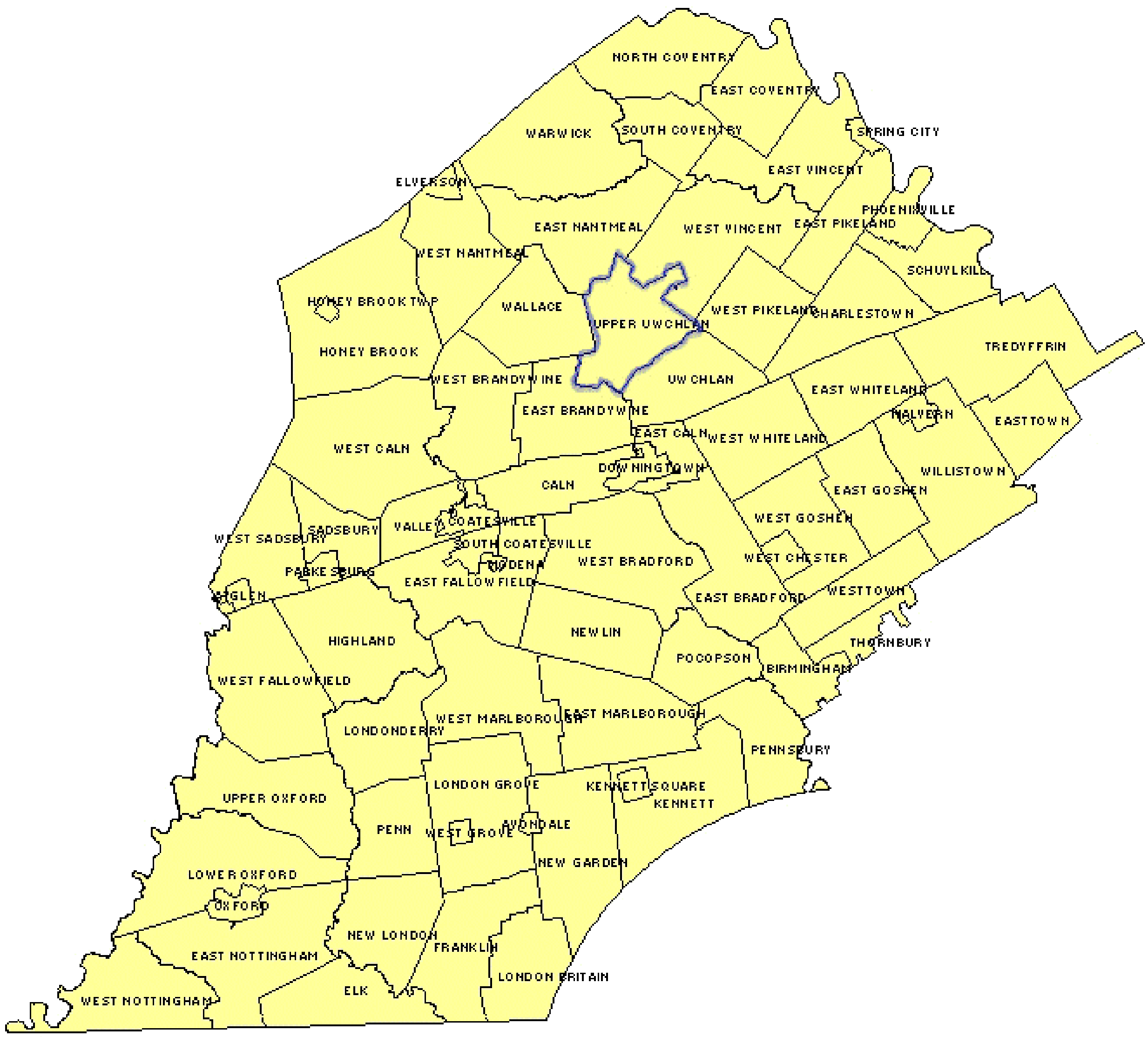
The Township owns over 90 acres of passive and active recreational land in four parks – Upland Farms (56 acres), Hickory Park (32 acres), Fellowship Fields (17 acres) and Larkins Field (7.2 acres*). Refer to the section on "Township Parks" for more information.*

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. *(Unfortunately, due to the COVID-19 pandemic, the Block Party was cancelled in 2020 and 2021)*

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.

MAP OF CHESTER COUNTY MUNICIPALITIES



UPPER UWCHLAN TOWNSHIP'S STRATEGIC GOALS

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

Governance - 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
- Become a vision and goal-driven organization that is accountable to the residents of the Township

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

The Strategic Goals noted above were determined through the collaboration of the Board of Supervisors, Township staff and the various Boards and Commissions that represent the residents. Also taken into consideration are the public comments from the monthly Board of Supervisors and Planning Commission meetings.

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 on 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 made for trash and recycling 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.

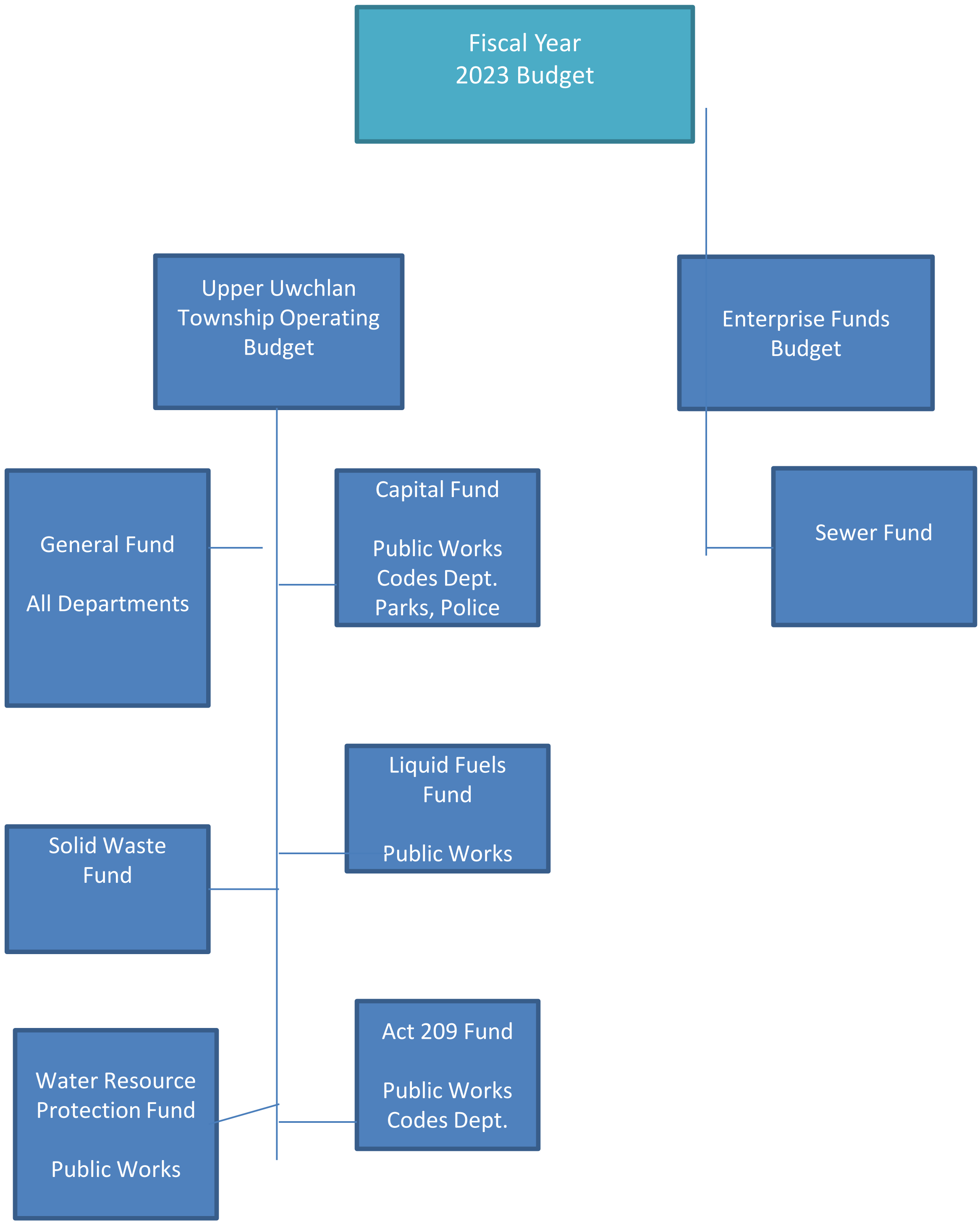
FIDUCIARY FUNDS

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 <u>not</u> included in the Township's General Fund and all other budgets <u>except</u> 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

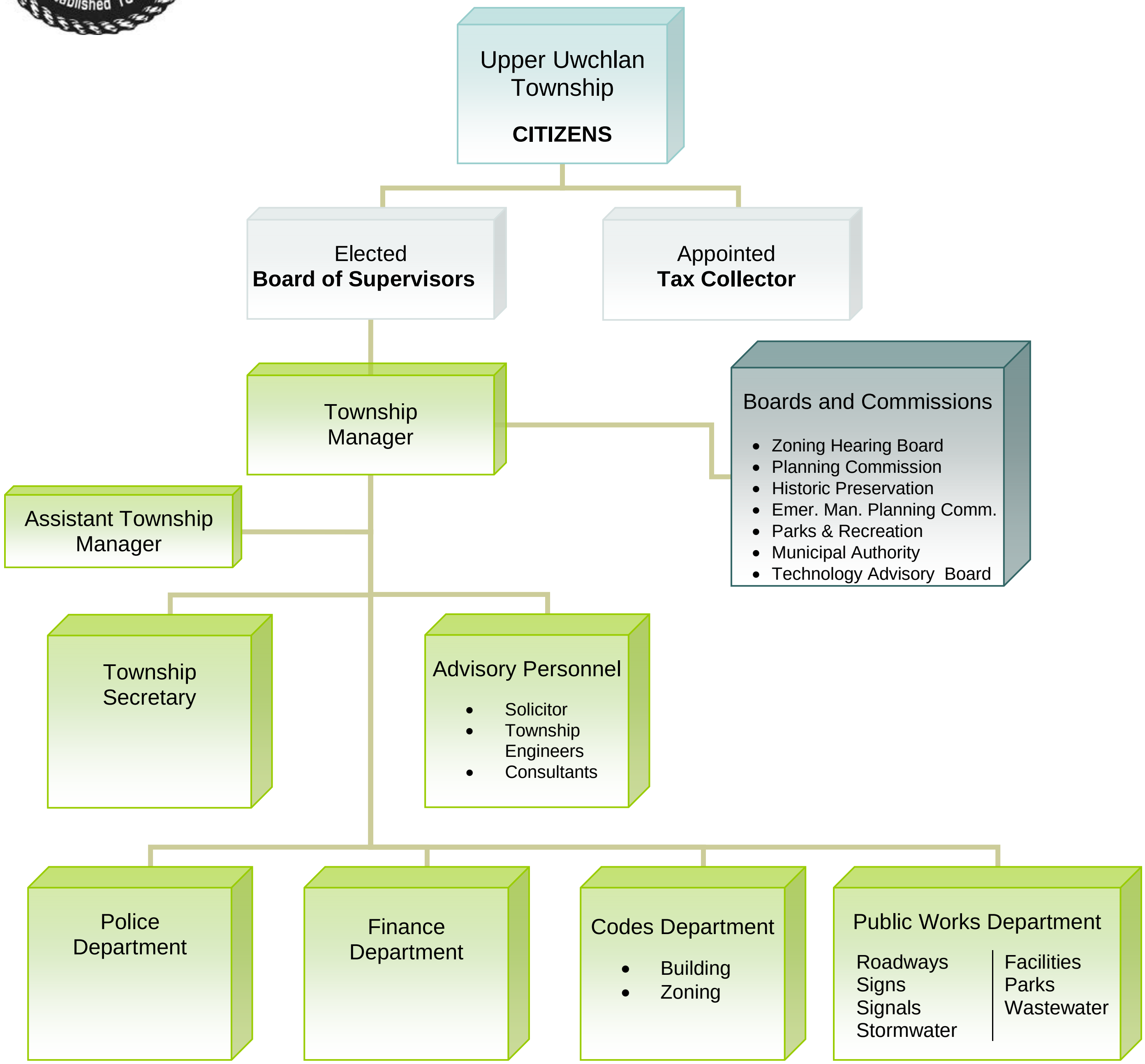
Activity	Recommended Date	Date Required by Statute
Department heads review 2022 actuals in preparation for 2023 budget meetings	August 24, 2022	
Department heads notify Treasurer and Township Manager of any large increases they are submitting in the 2023 Budget (ie – personnel, capital)	August 31, 2022	
Treasurer prepares initial budget worksheet: • Estimates revenue based on current year actuals and prior year trends • Estimates salary and benefits based on current staffing levels	August 31, 2022	
Department heads submit data for 2023/2022 actual performance measures	September 8, 2022	
Department heads meet with Township Manager and Treasurer to review goals for 2023	September 20, 2022	
Treasurer incorporates requests from department heads into budget and updates minor expense line items	September 28, 2022	
Capital budget items are reviewed	October 6, 2022	
Treasurer prepares and delivers the initial 2023 Budget package to the Board of Supervisors for their review	October 11, 2022	
Initial presentation of the 2023 Budget to the Board of Supervisors for the following departments: *Police* *Codes* *Public Works* *Solid Waste Fund* *Liquid Fuels Fund* *Parks*	October 11, 2022 (public Workshop)	

Activity	**Recommended Date**	**Date Required by Statute**
The following departments present their budgets to the Board of Supervisors: *General Government* *Executive* *Audit & Tax* *Legal and Computer* *Engineering* *Township Properties* *Planning and Zoning* *Commissions* *Other Services* *Long Term Debt* *Capital Fund* *Water Resource Protection Fund* *Sewer Fund* *Act 209 Fund*	November Workshop TBD Normal date falls on Election Day	
Township Manager requests Supervisors to authorize advertising the budget	November Workshop	
Budget is advertised in the Daily Local News as required by Pa. Statute *(20 business days prior)*	November 18, 2022	November 18, 2022
Supervisors discuss budget, request any final changes (if necessary)	December 13, 2022	
Township Manager presents the final budget to the Supervisors and recommends voting to accept it	December 19, 2022 (public meeting)	December 31, 2022

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. The budget may be amended at any time during the year.

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

	2023	2022	2021
Full Time:			
Executive	6	6	6
Codes Department	3	3	3
Police Department	15	15	12
Public Works Department	7	7	7
Public Works – Facilities	3	3	3
Total	**34**	**34**	**31**
Part Time/Seasonal:			
Executive	1	0	0
Codes Department	1	0	0
Police Department	1	2	2
Public Works Department	0	0	0
Public Works – Facilities *	0	0	0
Total	**2.4**	**2**	**2**

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.

FINANCIAL POLICIES

Financial policies provide a framework for making annual budgetary and other financial decisions. The Township has the following accounting and financial policies in place:

- Capitalization Policy
- Maintaining a Balanced Budget
- Fund Balance Policy
- General Cash Receipts Policy
- Utility Billing Policy
- Investment Policy
- Contribution Policy
- Debt Management Policy

CAPITALIZATION POLICY

POLICY PURPOSE

It shall be the policy of Upper Uwchlan Township to apply accounting principles in accordance with generally accepted accounting principles ("GAAP"). GAAP includes all relevant Governmental Accounting Standards Board ("GASB") pronouncements. This policy relates to the capitalization of capital assets and also describes what does not qualify for capitalization.

SCOPE

This policy applies to Upper Uwchlan Township's Governmental and Proprietary Funds.

RESPONSIBILITY

The Treasurer is responsible for maintaining and revising this policy with the review and approval of the Township Manager.

POLICIES AND GOALS

Applicability

This policy is applicable to every capital asset purchased or received by donation that has an initial cost of $5,000 ($10,000 in the case of infrastructure assets) or more.

Definition of a Capital Asset

A capital asset has an initial cost of $5,000 or more and an estimated useful life in excess of one year. Such assets are recorded at historical cost, if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation.

Major outlays for capital assets and improvements are capitalized as projects are constructed, inclusive of ancillary costs.

Certain costs can exceed $5,000 and are not deemed to be capital in nature. Painting a building is one example of a cost that is incurred but which is deemed to be a maintenance expense and not capitalizable. However, if a truck was purchased and the truck was being painted a special color prior to delivery to us, the painting would be capitalized as part of the truck purchase since it occurred at the time of purchase and added to its value.

Depreciation Method

The Township's capital assets are depreciated using the straight line method over the following estimated useful lives:

Land improvements	10 – 30 years
Buildings	40 years
Building improvements	7 - 40 years
Infrastructure	50 years
Machinery and equipment	5 – 20 years
Vehicles	5 – 18 years

The half-year convention is used to record depreciation. Under this convention, half of the normal depreciation is recorded in the first and last year of an asset's estimated useful life.

POLICY FOR MAINTAINING A BALANCED BUDGET

ADOPTED: November 12, 2019

PURPOSE OF THE POLICY

This policy provides guidance and ensures that there is a common understanding among the elected officials, staff and the community concerning what a structurally balanced budget is, and the Township's intent to maintain it from year to year. The intention of the policy is to demonstrate a commitment to long term financial planning and sound fiscal policy.

APPLICABILITY OF THE POLICY

The Balanced Budget policy is applicable to Upper Uwchlan Township's General Fund only.

ACHIEVING AND MAINTAINING A BALANCED BUDGET

A **structurally balanced budget** is one in which recurring revenues exceed or equal recurring expenditures. In other words, where the net income is positive. Incurring a net loss in any year would mean that the budget was not balanced. In Pennsylvania, a budget can be "balanced" by using fund reserves but then it would not be considered structurally balanced. A true structurally balanced budget is one that supports financial sustainability for multiple years into the future.

It is the intention of Upper Uwchlan Township to adopt a structurally balanced budget each year.

Recurring revenues are the portion of the municipality's revenues that are expected to continue year to year in a predictable manner. Examples are: real estate property taxes, real estate transfer taxes, earned income taxes, building permits, cable franchise fees, and intergovernmental revenues. In preparing each year's budget, Township staff knows that we will have these recurring revenues but whether they can be expected to increase in the following year – or to decrease – is a matter of judgement. It is necessary to take into account the broader economic view of what is happening in the United States and in our area. Is a recession expected? Are housing prices going up or down? How will that affect recurring tax revenues? What is expected in terms of home building in the Township?

Recurring expenditures include salaries and benefits, pension costs, payroll taxes, vehicle maintenance, insurance, supplies, travel and training etc. Recurring expenditures are those that can reasonably be expected to be consistent year to year (with expected cost of living increases) and which are required to maintain service levels. Governments recognize that they have a greater degree of flexibility in controlling non-recurring expenditures than recurring ones.

Reserves are the portion of fund balance that is set aside as a hedge against future downturns in revenue. The Township has defined the minimum amount of funds that should be held in reserve in the Fund Balance Policy. Maintaining that minimum amount of Fund Balance and growing it each year is an indication of a structurally balanced budget.

The Township has been very successful in taking a conservative approach to budgeting. Such an approach is consistent with good accounting practices – budgeting for expenditures to be higher and revenues lower than might be expected.

REMEDY FOR NON-COMPLIANCE

If circumstances are such that the budget is not structurally balanced in a future period, and it is balanced only because it is using existing fund reserves, there must be a plan put into place to specify how and when the budget will again be structurally balanced. The plan should include the following:

- Cause of the budget imbalance
- Amount of time to return to a structurally balanced budget
- Annual amount of catch-up to return to a balanced position

RESPONSIBILITY FOR THE POLICY

The development and responsibility of the Balanced Budget Policy rests with the Treasurer.

FUND BALANCE POLICY
(In Conformity with GASB Statement No. 54)
ADOPTED: June 16, 2014

PURPOSE OF FUND BALANCE

Upper Uwchlan Township believes in sound fiscal management and understands that keeping adequate working capital is fiscally responsible and advantageous for both the township and the taxpayers. The fund balance is an important measure of economic stability. It is essential that the Township maintain adequate levels of unreserved fund balance to provide the capacity to provide sufficient cash flow for daily financial needs; offset significant economic downturns or revenue shortfalls; secure and protect the bond rating of the Township; and provide funds for unforeseen expenditures related to emergencies.

DEFINITIONS

Fund Balance. Net assets, which is the difference between assets and liabilities in a governmental fund, is considered Fund Balance.

The Governmental Accounting Standards Board (GASB), which establishes financial reporting rules for governments, separates fund balance into five classifications that comprise a hierarchy based primarily on the restrictions placed on the funds.

1. **Non-spendable:** That portion of the fund balance that cannot be spent because they are either in a non-spendable form or legally or contractually required to be maintained intact. Examples include inventories, prepaid items, account receivables and other current assets that are consumed in the course of operations and cannot be converted to cash or are not expected to be available to pay current liabilities.

2. **Restricted:** That portion of the fund balance that is constrained to be used for a specific purpose as per an external party or law. These restrictions include such things as debt covenants' or constraints imposed by legislation or federal and state agencies on the use of intergovernmental revenues, such as grants and contracts.

3. **Committed:** That portion of the balance that is to be used for a specific purpose as per Township resolution or ordinance. These funds may only be spent for the purpose intended by the resolution or ordinance and can only be uncommitted by the same action taken to commit the funds. Action to commit resources should occur prior to the fiscal year end.

4. **Assigned:** That portion of the fund balance that is intended to be used for a specific purpose as established by the Treasurer or Township Manager. Assigned resources do not require formal action of the governing body. Assigned fund balance can reflect the

appropriation of a portion of existing fund balance to eliminate a projected deficit in the subsequent year's budget.

5. **Unassigned:** That portion of the fund balance that represents expendable available financial resources that can be used to meet contingencies and cash flow requirements. It is the residual after the non-spendable, restricted, committed and assigned portions are deducted from the total fund balance.

Considerations. Credit rating agencies and others monitor the levels of fund balance in the general fund as an important indicator of the Township's economic condition. While credit agencies have always analyzed fund balance as part of their evaluation of credit-worthiness, increased attention has been focused on determining sufficient levels due to recent events in the credit markets.

The size of the fund balance is an important, but not the only consideration in the Township's rating. Other important factors are the reliability of a government's revenue sources, economic conditions, employment base, cash position, debt ratios, budget management, and fiscal decisions made by the governing body.

The Government Finance Officer's Association of the US & Canada (GFOA) recommends, *at a minimum*, that general-purpose governments, regardless of size, maintain unreserved fund balance in their general fund of no less than 5 to 15 percent of regular general fund operating revenues, or of no less than one to two months of regular general fund operating expenditures.

FUND BALANCE POLICY

It is the policy of Upper Uwchlan Township to maintain a minimum unassigned fund balance in the general fund equal to 35% of all general operating expenditures (before any transfers to other funds) in the preceding fiscal year measured on a Generally Accepted Accounting Principles (GAAP) basis. In the event that the unassigned general fund balance drops below this minimum level, the Township shall plan to adjust budgeted resources in the subsequent fiscal years to restore the balance. Except in extraordinary circumstances, unassigned fund balance should not be used to fund any portion of the ongoing and routine year-to-year operating expenditures of the Township. It should be used primarily to insure adequate assigned balances, to respond to unforeseen emergencies, to provide cash flow, and to provide overall financial stability.

Amounts in excess of the targeted 35% shall be used for capital improvements or other one-time expenditures as authorized by the Board of Supervisors.

The General Fund assigned and unassigned fund balance shall be used as a revenue source to balance the general operating budget under the following conditions:

a. It will be used for "one-time" expenditures.
b. If used to fund reoccurring expenditures of the next fiscal year, future budget decisions will revolve around finding resources to continue funding these expenditures.

Board action must be taken to establish the types of assignments prior to the fiscal year end but will delegate to the Treasurer the determination of the proper amounts that are required.

POLICY ADMINISTRATION

The Treasurer shall be responsible for monitoring and reporting the Township's various assignments. The Township Manager is directed to make recommendations to the Board of Supervisors on the use of unassigned funds both as an element of the annual operating budget submission and from time to time throughout the year as needs may arise.

GENERAL CASH RECEIPTS POLICY

ADOPTED: May 16, 2016

POLICY PURPOSE

It shall be the policy of Upper Uwchlan Township to develop, encourage, and enforce a controlled environment for the receipt and processing of all revenues. The ultimate goal is to ensure that proper controls exist over all receipts in accordance with generally accepted accounting principles (GAAP), local ordinances and state laws. This policy describes the guidelines associated with the receipt of Township revenues.

SCOPE

This policy applies to Upper Uwchlan Township's Governmental and Proprietary Funds.

RESPONSIBILITY

The Treasurer is responsible for maintaining and revising this policy with the review and approval of the Township Manager.

POLICIES AND GOALS

Applicability

This policy is applicable to every Township department involved in handling any Township cash or checks. Employees with any type of cash handling function are required to be familiar with the requirements of this policy.

Segregation of Duties

Cash handling operations must be subject to daily supervisory review and management. To minimize the potential for mistakes or misappropriation of cash, the segregation of cash handling duties is mandatory. The duties of collecting cash, maintaining documentation, preparing deposits and reconciling records should be separated among different individuals. In departments where separation of duties is not feasible, strict individual accountability and review of the funds by management is required.

Safekeeping

Departments handling cash are responsible for the safekeeping of these Township assets. The following general guidelines should be followed to help maintain the integrity of those areas handling cash and checks:

- Unauthorized persons are not allowed in areas when cash is being handled
- Large sums of cash should be counted and handled out of sight of the general public
- Cash should never be left unattended. If an employee leaves his or her desk, for any reason, cash must be appropriately secured and locked.
- For overnight storage, cash and checks should be locked in the safe located in the Finance Department
- Under no circumstances should an individual keep Township cash with their own personal funds, deposit Township funds in a personal bank account or take Township fund's to one's home for safekeeping

Incoming Revenues

Aside from the separate Policy on Utility Billing Cash Receipts and Collection Policy or Real Estate Tax Collection Policy, Upper Uwchlan Township receives funds for a number of other reasons.

The Township's various departments collect fees for the services they provide. The Codes Department collects fees for permits, refinance certifications, zoning permits and hearings, and usage of the Township's recreational fields. Fees are collected for engineering reviews of subdivision and land development–plan submittals. The Police Department collects fees for accident reports, background checks and motor vehicle and ordinance violations. The Finance Department receives additional sources of revenue which include, but are not limited to, earned income and local service taxes, realty transfer taxes, cable franchise fees, cell tower rentals and intergovernmental revenues.

Collection of Revenues

The Township collects the aforementioned revenues in a variety of ways:

1. Mail delivery to the Township Office
2. Cash or check collections at the Township Office
3. Secure drop box at the exterior of the Township Office
4. Police collection
5. ACH transactions

All mail is opened and checks are recorded in a log at the counter and then forwarded to the Finance Department. A member of the Finance Department retrieves deposits from the secure drop box several times a week. The box is checked on a daily basis immediately after bills are mailed and on days surrounding the time that bills are due. Receipts are given to everyone who brings cash or checks to the

Township Office and they are also recorded in the log book before being turned over to the Finance Department. Receipts must always be given to anyone who is paying in cash.

The Police Department has separate policies concerning the receipt and safekeeping of any cash or checks received by the Department. Any monies collected by the Police Department are turned over to the Finance Department by the next day.

All ACH transactions are recorded in the general ledger by the Treasurer.

Revenue Recognition

It is important that all revenues received are recorded accurately into the township's financial software. The Finance Department has the responsibility for entering all receipts accurately and in a timely manner. The majority of checks are entered via check scanners provided by the two banks that the Township uses as depositories. Checks that will not scan properly, and cash, must be physically deposited at one of the two banks.

Petty Cash

The Township maintains a small amount of petty cash on hand to be used for small cash expenses that may be incurred from time to time. Petty cash is kept in the locked safe. A nominal amount of cash is maintained at the counter to make change and is kept in a locked drawer in the desk. Receipts are turned over to the Finance Department when the amount reaches or exceeds $50.00 on hand.

UTILITY BILLING CASH RECEIPTS AND COLLECTIONS POLICY

ADOPTED: May 16, 2016

PURPOSE OF THE UTILITY BILLING CASH RECEIPTS AND COLLECTIONS POLICY

The purpose of this policy is to establish guidelines for both the receipt of payments for Solid Waste & Recycling and Sewer services and the timely collection of delinquent accounts resulting from non-payment.

SCOPE

This policy is intended to apply only to billings for Sewer and Solid Waste and Recycling.

RESPONSIBILITY

The Treasurer is responsible for maintaining and revising this policy with the review and approval of the Township Manager.

BILLINGS FOR SERVICES

Solid Waste and Recycling

The Township contracts with an outside contractor to provide Solid Waste and Recycling Services to the Township. The contract with the outside contractor typically has a term of three years and is subject to the bid process outlined in the Second Class Township Code. All **occupied residential properties** as defined in Chapter 148 of the Township Code are provided this service by the Township except for the developments who are providing it through the Homeowner's Association. Those developments are:

- Marsh Harbour
- Mews at Byers Station (condominiums)

The Township invoices the residential properties on an annual basis. The service period extends from February 1 until January 31 of the following year. Invoices for the annual period are mailed at the end of January and are due according to the following schedule:

• Discount of 2%	March 31
• In full, no discount or penalty	September 30
• Penalty of 10%	October 1 and later

In August, reminder letters are mailed to those residents who have not paid their balances in full. The penalty will be applied to accounts which have a balance on October 1.

Commercial establishments are required to provide and pay for their own Solid Waste and Recycling services. They are subject to the Township's Solid Waste and Recycling ordinances.

Sewer

The Upper Uwchlan Township Municipal Authority is responsible for the operation of the sewer system in Upper Uwchlan Township. It has delegated the responsibility for billing sewer services to Township personnel. Residential customers pay a flat fee. Commercial customers are billed one quarter in arrears based on water usage as metered by the local water company. Sewer bills are mailed on a quarterly basis according to the following schedule:

Service Period	Bills Mailed	Payment Due
January 1 – March 31	End of January	February 28
April 1 – June 30	End of April	May 31
July 1 – September 30	End of July	August 31
October 1 – December 31	End of October	November 30

Due dates may be adjusted so they do not fall on a weekend.

RECEIPT OF PAYMENTS

Payments may be received in three ways: by U.S. mail to the Township building or the post office box at the Uwchland Post Office; in person at the Township building – at the secure drop box outside or at the Office; or electronically via our website.

While we discourage payments in cash, they will be accepted at the Township Office. A receipt must be given for all payments made in cash at the Township Office window.

PENALTY AND INTEREST

If payment is not received on or before the scheduled deadlines, penalty and/or interest charges will be applied to the account according to the appropriate Township ordinance for the service rendered.

Solid Waste and Recycling
Upper Uwchlan Township's Ordinance #2012-02 amended the Code of Upper Uwchlan Township, Chapter 148, titled "Solid Waste and Recycling" to authorize the collection of interest on delinquent accounts. It specifies the following:

- All collection service charges billed and unpaid on their respective due dates shall incur a ten-percent (10%) penalty on the account balance served by the Township until paid.
- All fees not paid within three months following the month in which the bills were due and payable shall be deemed to be delinquent and shall be subject to interest charges in the amount of 1% per month of the unpaid balance until paid.

Sewer
The Upper Uwchlan Municipal Authority passed Resolution #05-16-12-10 on May 16, 2012 which authorizes the following regarding unpaid sewer account balances:

- All user fees established by Resolution of the Municipal Authority from time to time which remain unpaid on their respective due date shall incur a ten-percent (10%) penalty on the account balance served by the Municipal Authority until paid.
- All user fees not paid within three months following the month in which the bills were due and payable shall be deemed to be delinquent and shall be subject to interest charges in the amount of 1% per month of the unpaid balance until paid.

DELINQUENT ACCOUNTS

Residents who are delinquent will be notified regarding account balances and impending action dates via a series of letters which are mailed according to a pre-determined schedule. There may be differences in the dates depending on whether the delinquency is for Solid Waste and Recycling or Sewer.

The "initial contact" referenced below shall be in the form of a written notice, mailed to the resident's mailing address on file with the Township. The resident then has thirty (30) days to respond to the letter and make mutually satisfactory arrangements to pay the outstanding balance.

If such arrangements are made and honored prior to the initiation of the lien process, the process will be put on "hold" pending receipt of full payment as agreed, in writing, by the resident. If the resident fails to make the payments as agreed, the Township may resume the process towards executing a lien on the property. The next step is for the Township or Authority to forward the matter to our Solicitor. The Solicitor will mail a certified letter to the resident to notify him of the Township's intention to lien the property for non-payment of a municipal debt. Failure of the resident to accept delivery of the certified letter does not prevent the Township from placing a lien on the property.

Solid Waste and Recycling

Initial contact regarding delinquency	After balance has been unpaid for **two years**
Thirty (30) days after initial contact	Solicitor mails certified letter for payment
Ten days after attorney letter	Attorney executes a lien against the property

Sewer

Initial contact regarding delinquency	After missing **2nd consecutive quarter payment**
Thirty (30) days after initial contact	Solicitor mails certified letter for payment
Ten days after attorney letter	Attorney executes a lien against the property

Payment Terms for Delinquent Accounts

Any payment arrangement with a resident, prior to filing a lien, must adhere to the following:

- Payments must be structured so that the delinquent account will reach a zero balance within twelve (12) months, taking current quarterly or annual charges into account
- Payments must be a minimum of $125.00 per month

WRIT OF SCIRE FACIAS SUR MUNICIPAL CLAIM

When a resident is delinquent in an amount greater or equal to the amount specified below, a combination lien is filed against the subject property which encompasses all previous liens and additional charges accrued since the previous lien was filed. This applies to each type of utility delinquency separately.

	Delinquent Amount	
Solid waste and recycling	$1,300	(equivalent to 4 years non-payment)
Sewer	$2,300	(equivalent to 3 years non-payment)

A copy of this lien is sent to the property owner with notice that the Township is prepared to file a Writ of Execution for the Sale by Sheriff of the property in its continued effort to collect the unpaid fees. Continued failure to establish or maintain a reasonable payment arrangement results in the filing of a Writ of Scire Facias Sur Municipal Claim. The resident has twenty (20) days after being served the Writ to respond. If no response or defense is entered, the property is sent to Sheriff Sale to recover the debt owed.

INVESTMENT POLICY FOR TOWNSHIP FUNDS
ADOPTED: November 16, 2015

PURPOSE OF INVESTMENT POLICY

The safety of public funds is the foremost objective of Upper Uwchlan Township cash management. It shall be the policy of the Board of Supervisors to optimize its return through investment of cash balances in such a way as to minimize non-invested balances and to maximize the return on investments.

The primary objectives of investment activities, in priority order, shall be:

- Legality – All investments shall be made in accordance with applicable laws of Pennsylvania and the Second Class Township Code.
- Safety – Safety of principal shall be of highest priority. Preservation of capital in the portfolio of investments shall be ensured through the mitigation of credit risk and interest rate risk.
- Liquidity – Investments shall remain sufficiently liquid to meet all operating requirements that are reasonably anticipated. A fiscal year operations anticipated cash flow shall be developed so that investments can be made as early as possible, with maturities concurrent with anticipated cash demands.
- Yield – Investments shall be made with the objective of attaining a market-average rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.

SCOPE

This policy is not intended to cover the Township's pension or other retirement plans which have their own Investment Policy.

AUTHORITY

All investments made by the Treasurer or designee shall be made in accordance with this policy and a Board-approved investment program.

DEFINITIONS

- Short-term – any period of thirteen (13) months or less.
- Long-term – any period exceeding forty-eight (48) months duration.
- Mid-range – any period between short-term and long-term.
- Concentration of credit risk – the risk associated with the consolidation of investments in a single pool, institution or instrument.
- Credit risk – the risk of loss of principal due to the failure of the security issue or backer of the issue.

- Custodial credit risk – the risk of loss associated with consolidation of investments with a single institution where the Township may rely on the institution to hold investments on behalf of the Township or through collateral action when the instruments are not in the Township's name.
- Interest rate risk – the risk that the market value of securities will fall due to changes in market interest rates.

DELEGATION OF RESPONSIBILITY

The Board shall delegate to the Treasurer or designee the responsibility to manage the Township's investment program, in accordance with this policy.

The accounting systems will provide regular information concerning cash positions and investment performance.

An annual review of the investments shall be performed by the Treasurer or designee, based upon the anticipated cash flow of all Township funds – e.g. General, Capital Fund and Bonds.

The Treasurer or designee shall report the following to the Board on a monthly basis:

- Amount of funds invested.
- Interest rate.
- Types and amounts of each investment and maturity date.
- Names of the institutions where investments are placed.
- Current market value of the funds invested.

GUIDELINES

The Commonwealth of Pennsylvania's Second Class Township Code - Section 3204 states certain types of investments in which the Township is permitted to invest. These include:

- United States Treasury Bills.
- Short-term obligations of the United States government or its agencies.
- Savings accounts or time deposits of Pennsylvania institutions insured by the Federal Deposit Insurance Guaranty Corporation or the National Credit Union Share Insurance Fund up to the amount covered by insurance with the remainder covered by approved collateral pledged by the depository.
- Obligations of the United States, Commonwealth of Pennsylvania, any political subdivision of the Commonwealth, and any of their agencies or instrumentalities, backed by their full faith and credit
- Shares of an investment company registered under the Investment Company Act of 1940 (54 Stat. 789, 15 U.S.C. paragraph 77a et seq.), if the only investments of that company are in the authorized investments for Township funds:
    - United States Treasury Bills
    - Short-term obligations of the Federal Government or its agencies or instrumentalities
    - Savings accounts or time deposits of Pennsylvania institutions insured by the Federal Deposit Insurance Guaranty Corporation or the National Credit Union Share Insurance Fund up to the amount covered by insurance with the remainder covered by approved collateral pledged by the depository.

   - Obligations of the United States, Commonwealth of Pennsylvania, any political subdivision of the Commonwealth, and any of their agencies or instrumentalities, backed by their full faith and credit
- Certificates of Deposit from institutions having their principal place of business in the Commonwealth and insured and collateralized as noted above.

CUSTODY

All securities shall be purchased in the name of the Township and held at Pennsylvania School District Liquid Asset Fund ("PSDLAF") or in a bank's custody or agent in the Township's name.

All investment advisors or banking institutions shall be required to understand this policy and all applicable statutes related to municipal investments in the Commonwealth of Pennsylvania, and intend to fully comply with these requirements.

The Township shall require all investment advisors or banking institutions to submit their audited financial statements each year.

DISCLOSURE

The Treasurer or designee involved in the Township's investment process shall disclose all personal business activity that would conflict with the proper execution and management of the investment policy or could impair the ability to make impartial decisions.

AUDIT

The Board directs that all investment records be subject to annual audit by the Township's independent auditors. The audit shall include, but not be limited to, independent verification of amounts and records of all transactions, as deemed necessary by the independent auditors.

BOND PROCEEDS

Bond proceeds shall be invested in accordance with the Local Government Unit Debt Act (Act of July 12, 1972 P.L. 78 1, No. 185) and applicable federal and state laws, subject to approval by the solicitor and/or bond counsel and the Township.

Investment transactions arising from bond proceeds shall be reported to the Board monthly in accordance with this policy.

COMPLIANCE WITH GENERALLY ACCEPTED ACCOUNTING PRINCIPLES ("GAAP")

Township funds shall not be invested in foreign currency and shall not have any related risk that would require disclosure pursuant to GASB Statement 40.

Township investments shall limit exposure to loss of principal due to market changes in interest rates.

Township investments in authorized instruments that are not backed by the “full faith and credit” of the federal or state government shall be limited to those with the highest two (2) credit ratings for such instruments issued by a recognized organization.

If the rating of any instrument is reduced after the purchase and is no longer in compliance with this policy, the individual responsible for Township investments shall replace the investment immediately upon receipt of notice of the rating change and notify the Board of the rating change, action taken and replacement of investment.
When Township funds are invested in any one (1) issuer other than designated depository accounts, the amount of the investment shall be unlimited, but the Board shall be notified of such investment monthly.

POLICY ADMINISTRATION

The Treasurer shall be responsible for monitoring and reporting the Township’s various assignments. The Township Manager is directed to make recommendations to the Board of Supervisors on the use of unassigned funds both as an element of the annual operating budget submission and from time to time throughout the year as needs may arise.

CONTRIBUTION POLICY

ADOPTED: November 12, 2019

PURPOSE OF CONTRIBUTION POLICY

The purpose of the Contribution Policy is to serve as a general guideline for approving or disapproving requests from outside agencies for contributions by the Township, using public funds.

SCOPE

This policy is intended to cover the contributions made by Upper Uwchlan Township to non-profit organizations which serve the residents of the Township. This policy shall not apply to contributions to emergency services agencies, e.g., fire and ambulance companies. This policy shall not apply to any non-profit organization that may be established by Upper Uwchlan Township.

AUTHORITY

All contributions made by the Treasurer or designee shall be made in accordance with this policy and approved by the Board of Supervisors.

The Township reserves the right to suspend all contributions to outside agencies at any time for any reason.

DELEGATION OF RESPONSIBILITY

The Board shall delegate to the Treasurer or designee the responsibility to manage the Township's contributions, in accordance with this policy.

GUIDELINES

Requests for contributions from outside agencies or parties *may be* approved at the Board's discretion if, at a minimum, they meet the following criteria:

- The requesting agency or party is a municipality within the Commonwealth of Pennsylvania or is a 501c(3) organization under Internal Revenue Service regulations.
- The requesting agency is non-religious.
- The requesting agency does not advocate support of, or opposition to, political campaigns, candidates, or ballot measures.
- The requesting agency does not promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.
- The requesting agency demonstrates that it provides services to residents of Upper Uwchlan Township.
- The request for a contribution is made in writing and documents the reasons for the request and the amount of contribution requested.
- The requesting agency provides the Township with a copy of its budget for the year that the request is being made, as well as the most recent audits and/or financial statements of the agency.

DISCLOSURE

The Treasurer or designee involved in the Township's process shall disclose all personal business activity that would conflict with the proper execution and management of the contribution policy or could impair the ability to make impartial decisions.

DEBT MANAGEMENT POLICY
ADOPTED: October 8, 2019

PURPOSE OF A DEBT MANAGEMENT POLICY

A debt management policy provides credibility and transparency and ensures that there is a common understanding among the elected officials, staff and the community regarding policies surrounding the issuance of municipal obligations. The intention of the debt policy is to demonstrate a commitment to long term financial planning. It is the objective of the policy that:

- Financing is obtained only when necessary to purchase capital assets that can not be attained through the Township's available revenues or fund balance
- The most favorable interest rates and related costs are obtained
- Financial flexibility is maintained

APPLICABLE REGULATIONS GOVERNING MUNICIPAL DEBT

The Debt Act

The Local Government Unit Debt Act (the "Debt Act"), administered by Pennsylvania Department of Community and Economic Development (DCED), provides the procedure for Pennsylvania's local government units to issue debt and tax anticipation notes.

Article IX, Section 10 of the Constitution of the Commonwealth of Pennsylvania requires the General Assembly to prescribe the debt limits of units of local governments in the Commonwealth, including the Township, based on a percentage of total revenues of such units over a three-year period immediately preceding the borrowing. Self- liquidating debt and subsidized debt and all debt approved by referendum are excluded from such debt limits. The Debt Act implements Article IX, Section 10 of the Constitution.

Under the Debt Act as presently in effect, there is no limit on the amount of electoral debt (debt incurred with the approval of the voters) which may be incurred or outstanding, but (i) the Township may not incur new non-electoral debt (debt not approved by the voters) if the total amount of such new non-electoral debt plus all other non-electoral debt to remain outstanding upon issuance of such new non-electoral debt, net of the amount of any non-electoral debt that constitutes subsidized debt or self-liquidating debt, will exceed 250% of the borrowing base and (ii) the Township may not incur new **lease rental debt** if the total amount of such new lease rental debt plus all other non-electoral debt and lease rental debt to remain outstanding upon issuance of such new lease rental debt, net of the amount of any non-electoral or lease rental debt that constitutes subsidized debt or self-liquidating debt, will exceed 350% of the Borrowing Base.

Lease rental debt is defined as: debt represented by obligations of an authority or another local government unit to be repaid by the Township pursuant to a lease, subsidy contract, guarantee or other form of agreement where such debt is or may be payable out of the tax revenues and other general revenues of the Township.

A copy of the Debt Act and the DCED document, “An Introduction to the Local Government Unit Debt Act”, is included as an attachment to this policy.

REFUNDING POLICY

The primary objectives of proceeding with a current refinancing or an advance refunding shall be to benefit the Township in one or more of the following ways:

- Providing net present value savings
- Eliminate burdensome or restrictive covenants imposed by the terms of the bonds to be refunded
- Changing the type of debt instrument

The Township should consider an advance refunding if it meets one of the following guidelines:

- A refunding issue would generate net present value savings as outlined below
- The final maturity of the refunding bonds should be no longer than the final maturity on the refunded bonds
- Refunding issues should be structured to achieve level annual debt service savings

Solely meeting one or more of the minimum guidelines will not necessarily result in the Township executing a refunding issue. All costs and benefits of the refunding will be taken into account and analyzed by the Township and its advisors in determining if the refunding is in the best interest of the Township.

A present value analysis shall be prepared to identify the economic effect of the proposed refunding. To proceed with a refunding, a minimum net present value savings amount, as a percentage of the refunded par amount, should be achieved. Appropriate savings thresholds for the different refunding alternatives, based on the level of risk they pose, are shown below. The savings shall be calculated net of all issuance fees and using a net debt savings approach, which takes into consideration arbitrage rebate requirements.

- Current refunding: a minimum of three percent (3%) net present value savings should generally be achieved. (a current refunding is one in which the closing on the refunded bonds is within 90 days of the call date)
- Advance refunding: a minimum of three percent (3%) net present value savings should be achieved. Prudent analysis should be performed to determine the most efficient method of funding the escrow portfolio. (an advance refunding is one in which the closing is earlier than a current refunding. New tax laws in 2017 made advance refundings taxable therefore they are rarely used)

In evaluating refunding opportunities and applying the above referenced guidelines, the Township should consider the following factors:

- For advance refundings, adjustments to the savings thresholds may be justified based on the length of time before the call and the length of time from the call to maturity. The longer the escrow, the higher the savings threshold should be. Conversely, shorter escrows may justify a lower savings threshold, but should not be lower than the minimum of three (3) percent noted above.
- The couponing and/or callability of the refunding bonds may also justify adjustments to the savings threshold. Non-callable bonds might justify a higher threshold.
- For advance refundings, adjustments to savings thresholds may be justified based on where interest rates are at the time of the refunding relative to historical markets. In low interest rate markets, a lower threshold may be justified while a higher threshold would be justified in high interest rate markets.

COMPONENTS OF THE DEBT MANAGEMENT POLICY

DEBT LIMITS

- The Township will issue debt only for the purposes of constructing or acquiring capital assets and for making major renovations to existing capital assets or when the project is included in the Township's Capital Improvement Program.
- The Township can legally incur non-electoral debt equal to 250% of its borrowing base. The borrowing base is the average of total revenues for the past three (3) years minus certain statutory deductions.
- The Township will not construct or acquire a public facility if it is unable to adequately provide for the subsequent annual operation and maintenance costs of the facility.
- Growth in debt service should be sustainable consistent with the projected growth of revenues.
- In no case will debt maturity exceed the useful life of the project. Where possible, the Township will seek to maximize principal repayment ahead of the scheduled repayment date.
- The Township will use three statistical measures to determine debt capacity and compare these ratios (where possible) to other municipalities of similar size, rating agency standards and its own historical ratios to determine the affordability of the debt:

    1. Debt per capita
    2. Debt to taxable property value
    3. Debt service payments as a percentage of general fund revenues or expenditures

DEBT STRUCTURING PRACTICES

- The Township was given a credit rating of "Aa1" by Moody's in November of 2018. Due to the size and revenue capacity of the Township, it is unlikely that a higher rating can be attained. The Township will strive to maintain this rating and will maintain communication with bond rating agencies as necessary.

- Capital projects financed through the issuance of bonds shall not be financed for longer than the expected useful life of the project.
- The Township will attempt to structure debt issues to maintain level annual debt service payments over time
- Variable rate debt exposes the Township to interest rate risk, which is not a consideration or risk when employing fixed rate debt. Interest rate risk is the risk that interest rates will rise, on a sustained basis, above levels that would have been set if the rate had been fixed. The Township has elected not to issue variable rate debt.
- The Township has elected not to use derivatives as an investment vehicle for any debt

DEBT ISSUANCE PRACTICES

- It is the responsibility of the Finance Director/Treasurer to continually monitor market conditions for opportunities to improve the Township's debt position and to coordinate with financial advisors (as selected by the Township) to coordinate the timing, process and sale of the Township's debt.
- Prior to any debt issuance, an analysis of market conditions and other financing options will be conducted to determine the feasibility and advisability of entering the credit markets at that time
- The process for selecting the financial advisor, bond counsel and underwriters shall be discussed and documented. The Township is permitted to take into account its experience with advisors and bond counsel that it has worked with in previous bond offerings.
- The Township may choose to use short-term bank financing when it is advantageous to do so in the case of smaller borrowings.
- The Township will choose the method of sale of its bonds (competitive, invited or negotiated) in light of financial and market conditions, considering an assessment of the different risks associated with each method. Records shall be maintained to document the decisions for the methods discussed and selected.
    - Competitive sale – the underwriter buys the bonds but does not provide advice or support to the issuer. In Pennsylvania, approximately 20% of sales are competitive.
    - Negotiated sale – the issuer works with the underwriter who can provide advice. A negotiated sale provides more flexibility in determining the appropriate timing of taking the issue to market. In Pa., approximately 80% of bonds are issued in a negotiated sale.

DEBT MANAGEMENT PRACTICES

- The Township will manage debt issuance to comply with the established debt limits and will evaluate those every year and revise them as necessary.
- In order to comply with Federal arbitrage regulation, the Township will not issue obligations until identifiable projects are close to initiation. Debt obligations will be issued as closely as feasible to the time contracts are expected to be awarded.
- Debt service payments:
    - The Township has a fiduciary responsibility to manage its funds in a manner that assures accurate and timely payment of debt service principal and interest.

  - The Township will negotiate terms allowing for full investment of funds until the payment due date by utilizing electronic fund transfer
  - The Township requires that its paying agent invoice the Township at least 30 days prior to the due date for payment of principal and/or interest
  - The Township will use electronic fund transfer to assure transfer to the paying agent on or before the payment date. The Township is permitted to pay by check if circumstances make it necessary or prudent to do so.
- Purchase and sale of investments for bond proceeds:
  - The Township shall seek competitive rates for the investment of bond proceeds and shall endeavor to select the provider that can provide the highest rate of interest unless there are other benefits to be considered in the selection.
  - Compliance with all applicable Federal, State and contractual restrictions regarding use and investment of bond proceeds shall be maintained
  - Invested proceeds shall be diversified in order to reduce risk exposure to investment providers, types of investment products and types of securities held.
- Disclosure:
  - All fees resulting from investment services or sale of products should be fully disclosed to ensure there are no conflicts of interest and investments are being purchased at a fair market price. Underwriters of the bonds, but not the Financial or Investment Advisor, may bid on the sale of investment products for the proceeds. The Financial or Investment Advisor shall document the bidding process and results and shall certify in writing that a competitive and fair market price was received.

CONTINUING DISCLOSURE

SEC Rule 15c2-12 requires that underwriters of municipal bonds ensure that the issuer will disclose certain information on an on-going basis and other information, known as "material event notices "within 10 business days of the event's occurrence. These requirements are included in the Continuing Disclosure Agreement between the underwriter and the issuer.

Annual Disclosure

The Continuing Disclosure Agreements for the General Obligation Bonds, Series of 2019 and Series A of 2019 both require:

- Annual financial report - to be posted within 270 days of the Township's year end on the EMMA website

Although not specified in the Continuing Disclosure Agreement:

- Annual budget – within 10 days after adoption, we will post to the EMMA website

Material Event Notices

On August 15, 2018, the Securities and Exchange Commission adopted amendments to Rule 15c2-12 of the Securities Exchange Act to include additional material event notices. These changes were effective February 27, 2019. The Rule and its amendment should be reviewed annually for disclosure requirements. The following is an abbreviated list of items that are considered "material events":

- New material debt obligations, including leases that "operate as a vehicle to borrow money"
- Bankruptcy
- Unscheduled draws on financial reserves, indicating financial difficulties
- Modifications to rights of bondholders, if material
- Adverse tax opinions pertaining to the issue
- Bond calls and tender offers
- Defaults on any existing debt
- Change in ratings on existing bond issues
- Failure to file annual financial reports on time

RESPONSIBILITY FOR THE POLICY

The development and responsibility of the Debt Management Policy rests with the Treasurer/Director of Finance. The primary responsibilities of the Treasurer in regards to Debt Management are as follows:

- Review Capital Improvement Projects on an annual basis to determine financing needs
- Annually, review opportunities for refinancing existing debts at more favorable terms
- Review annual debt ratios to insure compliance
- Ensure compliance with Federal and State continuing disclosure regulations and file all required documents as necessary

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, Pennsylvania. 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 a significant police related incident.

Lieutenant

- The Lieutenant supervises and coordinates all day-to-day administrative duties including, but no limited to scheduling, pay records, training, vehicle maintenance, officer, and equipment inspections.
- Assists and participates in the development and administration of the Police Department.
- Makes recommendations for future expenditures.
- Supervises and coordinates all ranking levels of the Upper Uwchlan Police Department at the station, in the field, at crime scenes and all emergency scenes.

Corporal

- The Corporal is a first line supervisor that performs various police department assignments.
- The Corporal manages subordinate employees to include, but not limited to supervision, policy compliance, work schedules to include special assignments, performance evaluation and improvement.

Detective

- The Detective is responsible for furthering or initiating the investigation of any criminal activity.
- The Detective will provide detailed and complete investigations of any activity assigned.
- The Detective, when assigned, will follow up on a case by using all investigative techniques and will carry them and reopen if new evidence should develop or suspects be identified.

Police Officers

- A Police Officer performs general police work in the protection of life and property through the enforcement of laws and ordinances and does related work required. These general police work consists of patrol work in assigned areas; investigation and other duties incidental thereto perform in accordance with the Department rules and regulations.

ACCOMPLISHMENTS IN 2022

- Guardian and not Warrior mentality in community policing
- Police operations enhanced using performance benchmarking
- Proactive with community-oriented policing
    - Business community
    - Religious community
    - Sports organizations
    - Homeowners' Associations
- Consumer service focused
- Evaluate long term police operations in new facility
- Participation in regional services to provide cost effective specialty services
- Maintained high levels of service during COVID-19
- Prescription drug take-back program
- Vehicle operations training, firearms, use of force, incident command and de-escalation training
- Use of social media (Facebook)
- Recognition by the Government Finance Officers Association for budgetary practices
- Records being transferred from paper to digital
- Strong partnership with fire, EMS and the EMPC
- Community Public Safety Programs
- Employee development program
- COVID-19 operations (employee and public practices)
- Risk Management Program
- Conducted promotional activities for Lieutenant, Corporal and Detective. Transition these new positions in department
- Add three full-time Police Officers and have them successfully complete FTO Program

- Implement use of civilian to relieve sworn officers for patrol
- Replace Tasers and pistols
- Received renewal of accreditation from Pennsylvania Law Enforcement Accreditation Commission

Community Policing Programs

GOALS FOR 2023

- Continue to follow customer service-based philosophies and practices
- Continue with risk management assessments
- Continue to utilize benchmarking data for personnel and the department's overall performance
- Get all officers CIT certified
- Attempt to enlist more participants in the Community Assistance Personnel Services Program
- Evaluate community demographics and provide training as needed
- Continue to transfer paper records to digital electronic storage
- Continue use of social media to communicate with residents
- Continue fiscal practices identified by the Government Finance Officers Association
- Employee Development Programs (education, physical and mental well-being)
- Continue Public Safety Presentations/Community Outreach Programs
- Continue Accreditation procedures (3-year assessment in Spring of 2025)
- Quality of Life Programs
- Harness emerging technologies
- Endorse through culture community "Guardianship"

Staffing Statistics – as of the end of each year presented

	2023	2022	2021
Full time:			
Police Chief	1	1	1
Lieutenant	1	1	0
Patrol Corporals	2	2	2
Detective Corporal	1	1	0
Detective	0	0	1
Patrol Officers	11	10	8
Part time:			
Patrol Officers	2	-	3
Admin Assistant	1	1	1
Total FTE's	17.5	15.0	13.75

Each part-time officer is considered one half FTE. The administrative assistant works approximately twenty hours per week and is counts as .5 FTE.

2022 Junior Police Academy

2022 Junior Police Academy Graduation

The department is working towards the completion of CIT classes by all officers

2023 Budget Summary – Police Department

	2023 Budget	Actual 2022 (9/30/22)	2022 Budget	2023 Increase (Decrease)	Percentage Change
Personnel and related expenses	$2,788,978	$1,909,315	$2,577,620	$211,358	8.2%
Vehicle costs	70,000	56,873	68,000	2,000	2.9%
Insurance – liability & property	15,519	11,175	14,899	620	4.2%
All other	140,732	82,301	118,500	22,232	18.8%
Total	**$3,015,229**	**$2,059,664**	**$2,779,019**	**$236,210**	**8.5%**

Explanation of Major Changes

Personnel and Related Expenses

The 2023 Budget reflects an increase in expenditures:

- Replacement of body worn and vehicle camera system.
- The replacement of four automobiles and one motorcycle.
- A trailer for the motorcycles and ATV
- Replacement of the crime scene laser mapping system
- Copy machine
- Traffic Safety utility vehicle
- Portable truck weighing scales
- Tentative approval for an officer solely dedicated for traffic safety.
- Part-time officers (2)

The Police Department participates with student groups at the high schools

STATISTICS

Police Incidents

<table>
<tr><th></th><th>2023</th><th>2022*</th><th>2021</th></tr>
<tr><td>Calls for Service</td><td rowspan="5">Unknown</td><td>8,216</td><td>14,061</td></tr>
<tr><td>Radio</td><td>1,196</td><td>2,046</td></tr>
<tr><td>Sight</td><td>403</td><td>947</td></tr>
<tr><td>Person</td><td>108</td><td>196</td></tr>
<tr><td>Headquarters</td><td>4,969</td><td>9,074</td></tr>
</table>

*As of 7/31/22

The Police Department's Quality of Life programs involve presentations to community groups and direct citizen contact.

Sworn Full Time Equivalent (FTE) Employees per Population

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

	2023	2022	2021
Sworn FTE's	1.3	1.2	1.0

Population 12,275 (per 2020 census)

Reported Crimes and Arrests

<table>
<tr><th></th><th>2023</th><th>2022*</th><th>2021</th></tr>
<tr><td>Reported Crimes Part 1 & 2</td><td rowspan="3">Unknown</td><td>99</td><td>208</td></tr>
<tr><td>Arrests</td><td>33</td><td>62</td></tr>
<tr><td>Crimes per 1,000 residents</td><td>8.0</td><td>16.9</td></tr>
</table>

*As of 7/31/22

Traffic Safety - Police Traffic Enforcement

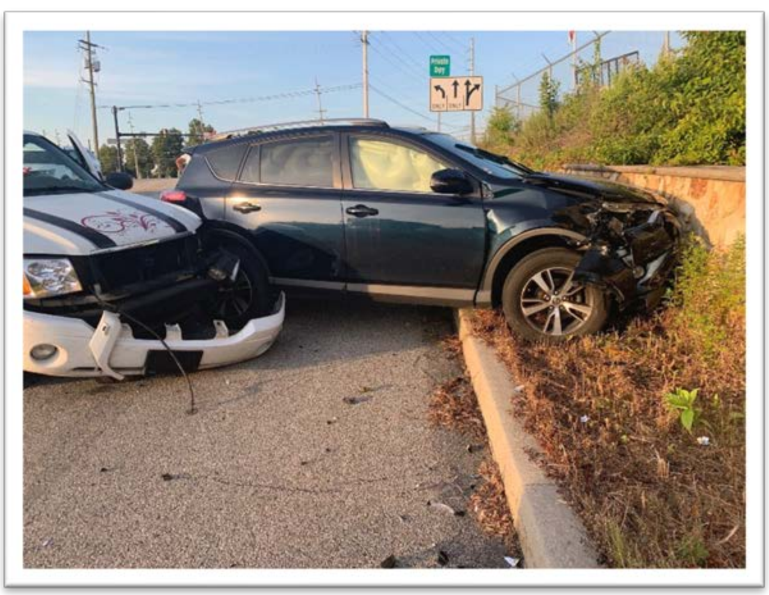
<table>
<tr><th></th><th>2023</th><th>2022*</th><th>2021</th></tr>
<tr><td>Traffic stops</td><td rowspan="3">Unknown</td><td>1,627</td><td>2,242</td></tr>
<tr><td>Verbal & Written Warnings</td><td>945</td><td>1,644</td></tr>
<tr><td>Citations</td><td>1,208</td><td>1,434</td></tr>
</table>

*As of 7/31/22

Traffic Crashes – Highway traffic accidents

	2023	2022*	2021
Vehicle accidents	Unknown	79	160

* As of 7/31/22



PERFORMANCE MEASURES

Township Goals Supported:

- Health, Safety and Quality of Life
  - Provide customer-focused, proactive, law enforcement services
  - Police accreditation to ensure constitutionally based policing
  - Participation and dissemination of information via various social media outlets

Officers take every opportunity to reach out to the members of the community to fulfill the mission of the police department

The Police Department enjoys a strong working relationship with the business communit

	Expected Result	2023	2022	2021
Years the Police Department has been accredited by the Pennsylvania Police Chief's Association	8	8	7	6
Years the Police Department has used Facebook to share information with residents and others	11	11	10	9
Quality of Life Initiative Programs	8	8	7	6
Community Based Policing Programs	8	8	7	6
Community Crisis/De-escalation initiatives	5	5	4	3
Biased Base Policing Monitoring	8	8	7	6
Community Diversity Training/Initiative	8	8	7	6

Upper Uwchlan Township
2023 Budget

POLICE DEPARTMENT		Actual 2020	Actual 2021	Budget 2021	Actual - 9/30/22 2022	Budget 2022	Budget 2023	$ Inc/(Dec) '22 Budget	% Inc/(Dec)	Budget 2024	Budget 2025	Budget 2026	Budget 2027
410 POLICE EXPENSES													
01-410-000-100	Police Wages	1,337,125	1,426,274	1,366,432	1,147,135	1,603,004	1,757,279	154,275	10%	1,793,192	1,869,970	1,951,121	2,036,960
01-410-000-110	Police Wages - WC Reimbursement	-	(2,583)	-	-	-	-	-	0%	-	-	-	-
01-410-000-150	Payroll Tax Expense	107,542	116,885	104,532	96,639	122,630	134,432	11,802	10%	137,179	143,053	149,261	155,827
01-410-000-151	Unemployment Compensation	1,092	3,528	2,870	9,176	8,765	10,165	1,400	16%	10,165	10,165	10,165	10,165
01-410-000-156	Employee Benefit Expense	310,122	308,585	306,410	260,898	392,907	392,428	(479)	0%	400,276	408,282	416,447	424,776
01-410-000-158	Medical Expense Reimbursement	7,708	7,450	13,000	5,725	13,000	10,000	(3,000)	-23%	10,000	10,000	10,000	10,000
01-410-000-160	Pension Expense	251,755	257,095	257,095	227,964	227,964	252,675	24,711	11%	267,836	283,906	300,940	318,996
01-410-000-165	Employer 457 Match	11,000	16,500	18,000	-	30,000	32,000	2,000	7%	32,000	32,000	32,000	32,000
01-410-000-174	Tuition Reimbursement	20,647	21,562	15,000	8,632	15,000	15,000	-	0%	15,000	15,000	15,000	15,000
01-410-000-181	Longevity Pay	27,600	28,600	28,600	26,400	29,400	35,550	6,150	21%	36,150	36,950	37,750	41,550
01-410-000-182	Education Incentive	3,750	3,750	3,750	4,750	5,750	5,750	-	0%	5,750	5,750	5,750	5,750
01-410-000-183	Overtime Wages	40,295	55,300	54,000	55,894	60,000	55,000	(5,000)	-8%	55,000	55,000	55,000	55,000
01-410-000-187	Court Time Wages	5,446	9,561	12,000	8,008	12,000	14,000	2,000	17%	14,000	14,000	14,000	14,000
01-410-000-190	COVID Pay	-	-	-	11,250	-	12,000	12,000	#DIV/0!	12,000	-	-	-
01-410-000-191	Uniform & Boot Allowances	11,600	11,600	11,600	14,500	14,000	17,700	3,700	26%	17,700	17,700	17,700	17,700
01-410-000-200	Supplies	11,734	7,781	14,000	7,725	14,000	12,000	(2,000)	-14%	12,000	12,000	12,000	12,000
01-410-000-215	Postage	750	750	750	750	750	750	-	0%	750	750	750	750
01-410-000-230	Gasoline & Oil	30,795	34,256	35,000	40,759	43,000	50,000	7,000	16%	50,000	50,000	50,000	50,000
01-410-000-235	Vehicle Maintenance	25,440	21,556	25,000	16,114	25,000	20,000	(5,000)	-20%	30,000	30,000	30,000	30,000
01-410-000-238	Clothing/Uniforms	8,372	11,826	9,000	17,755	11,700	39,282	27,582	236%	9,000	9,000	9,000	9,000
01-410-000-250	Maintenance & Repairs	3,206	1,822	2,500	306	2,500	-	(2,500)	-100%	-	-	-	-
01-410-000-260	Small Tools & Equipment	6,749	8,190	9,000	9,293	10,000	15,000	5,000	50%	15,000	15,000	15,000	15,000
01-410-000-311	Non-Reimbursable Legal	-	-	-	-	-	-	-	#DIV/0!	-	-	-	-
01-410-000-316	Training & Seminars	12,788	16,330	13,000	14,368	15,000	20,000	5,000	33%	20,000	20,000	20,000	20,000
01-410-000-317	Parking & Travel	154	294	1,000	-	1,000	1,000	-	0%	1,000	1,000	1,000	1,000
01-410-000-320	Telephone	3,823	5,319	8,000	3,777	7,000	7,000	-	0%	7,000	7,000	7,000	7,000
01-410-000-322	Ipad Expense	338	-	600	-	600	-	(600)	-100%	-	-	-	-
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	3,078	13,686	12,000	9,505	15,000	15,000	-	0%	15,000	15,000	15,000	15,000
01-410-000-342	Police Accreditation	1,785	1,320	6,000	2,522	6,000	4,000	(2,000)	-33%	3,000	3,000	3,000	3,000
01-410-000-352	Insurance - Liability	13,826	13,114	13,114	9,595	12,793	13,507	714	6%	13,507	13,507	13,507	13,507
01-410-000-353	Insurance - Vehicles	2,378	2,107	2,107	1,580	2,106	2,012	(94)	-4%	2,012	2,012	2,012	2,012
01-410-000-354	Insurance - Workers Comp.	43,393	40,893	37,096	32,344	43,200	45,000	1,800	4%	46,350	47,741	49,173	50,648
01-410-000-420	Dues/Subscriptions/Memberships	403	969	1,000	956	1,000	1,000	-	0%	1,000	1,000	1,000	1,000
01-410-000-450	Contracted Services	13,354	11,520	27,040	12,644	29,950	16,700	(13,250)	-44%	16,700	16,700	16,700	16,700
01-410-000-740	Computer/Furniture	1,049	6,185	3,000	2,700	3,000	8,000	5,000	167%	8,000	8,000	8,000	8,000
	Total 410 POLICE EXPENSES	2,319,097	2,462,025	2,413,496	2,059,664	2,779,019	3,015,229	236,210	8%	3,057,567	3,154,485	3,269,275	3,393,342

GENERAL FUND

CODES DEPARTMENT

MISSION

The mission of the Codes Department is to ensure 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 Building/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
- Participates as a member of the Township Safety Committee
- Coordinate the Annual Block Party *(Administrator)*
- Provides first impression that people have of the Township, greeting visitors and residents in person or on the phone (*Administrator)*
- Editor of the Township Bi-Annual Newsletter (*Administrator)*
- Assists Emergency Management Planning Commission (*Administrator)*
- Issues certifications to Lenders on property Sales/Refinance (*Administrator)*
- Notary services for stormwater management *(Administrator)*

The Enclave at Chester Springs, a newly constructed Townhome community, is located in the Village of Eagle.

ACCOMPLISHMENTS IN 2022

- Maintained Stormwater Management Standards on new projects
- Implemented Stormwater and Alternative Energy ordinances
- Managed the construction of the Meadowcreek open cut pipeline project and homeowner concerns/ complaints
- Managed TC Energy sinkhole remediation and walking trail restoration at St. Elizabeth's and Fellowship Rd.
- Managed Font Road Aqua water main installation and paving project

- Involvement in Upland Farms Barn renovation and farmhouse structural analysis and repairs
- Coordinated dedication of Townes at Chester Springs
- Coordinated dedication of Villages at Chester Springs
- Coordinated dedication to Chester Springs Crossing
- Earned CEUs to maintain UCC licensing
- DVIT Leadership Development training for Kathi
- Coordinate and Maintain Toys for Tots Holiday collection site
- Inspection of housing construction and site work at the Enclave, Chester Springs Crossing, Villages at Chester Springs, and Preserve at Marsh Creek
- Assisted with resident's concerns and hauling operations associated with Marsh Creek dredging
- Managed revitalization of the corner of Patricia Drive and Milford Drive at no cost to the Township (McKee donation)

GOALS FOR 2023

- Continue enforcement of the Property Maintenance Code
- Continue Coordination 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
- Continue to review and revise Township fee schedule relating to permits
- Continue to utilize the TRAISR program as intended
- Continue to revise permit applications to make them more user friendly for residents
- Attain part time administrative assistance
- Continuing education to maintain ICC and UCC certifications and training
- Manage TC Energy pipeline relocation project related to PA turnpike widening project

Staffing Statistics – as of the end of each year presented

	2023	2022	2021
Full time:			
Codes Department Administrator	1	1	1
Building Inspector	1	1	1
Administrative Assistant	1	1	1
Part-time admin	1	-	-
Total	**3.40**	**3.00**	**3.00**


The Preserve at Marsh Creek, a 55+ community located along Milford Road,
includes multi- and single-family homes by both McKee Builders and Toll Brothers.

2023 Budget Summary - Codes

	2023 Budget	Actual 2022 (9/30/2022)	2022 Budget	2023 Increase (Decrease)	Percentage Change
Personnel and related expenses	$370,319	$243,625	$345,535	$24,784	7.2%
All other	18,822	14,678	19,430	(608)	(3.1%)
Total	**$389,142**	**$258,303**	**$364,965**	**$24,177**	**6.6%**

<u>Explanation of Major Changes</u>

Personnel and related expenses
All non-uniform personnel are budgeted for a 4% salary increase in 2023. One new part-time employee is included in the 2023 Budget to assist the Codes Department.

STATISTICS

	Projected 2023	2022*	Actual 2021
Building permits issued - residential	700	595	637
Building inspections - residential	3,700	3,272	1,986
Building permits issued - commercial	40	55	56
Building inspections - commercial	220	299	368
Re-sale Use & Occupancy permits issued	75	88	175

Re-sale Use & Occupancy inspections	80	91	202
Residential refinance requests – trash & sewer lien info	80	70	117
Number of Zoning Hearings conducted	4	3	3

*As of 9/30/2022

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)

	Expected Results	**Projected 2023**	**2022***	**Actual 2021**
Number of permits issued	640	640	595	693
Average inspections per workday**	7.70	7.70	7.16	8.34
Permits issued per 1,000 residents	52	52	48	56

*As of 9/30/22

** Average inspections per permit = 5.50 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)

	Expected Results	**Projected 2023**	**2022***	**Actual 2021**
Codes Department direct costs	$320,390	$320,390	$223,958	$270,866
Cost per parcel	$43.43	$43.43	$30.36	$48.59

*As of 9/30/22

Code Enforcement: Contribution to offset Department Costs
The fees charged by the Township help to offset the costs of running the department

	Expected Results	Projected 2023	2022*	Actual 2021
Building Codes fees received	$511,200	$511,200	$489,689	$747,432
Average contribution per permit	$798.75	$798.75	$823.01	$1,078.55

*As of 9/30/22

CODES DEPARTMENT

Upper Uwchlan Township
2023 Budget

		Actual 2020	Actual 2021	Budget 2021	Actual - 9/30/22 2022	Budget 2022	Budget 2023	$ Inc/(Dec) '22 Budget	% Inc/(Dec)	Budget 2024	Budget 2025	Budget 2026	Budget 2027
413 CODES ADMINISTRATION													
01-413-000-100	**Code Administrator Wages**	232,705	231,345	225,362	166,768	237,709	262,217	24,508	10%	272,706	283,614	294,959	306,757
01-413-000-150	**Payroll Tax Expense**	18,403	18,335	17,240	13,697	18,185	20,060	1,875	10%	20,862	21,696	22,564	23,467
01-413-000-151	**Unemployment Compensation**	247	695	615	1,605	1,605	2,140	535	33%	1,766	1,926	1,846	1,846
01-413-000-156	**Employee Benefit Expense**	65,599	50,407	50,054	38,183	49,529	51,186	1,657	3%	51,186	52,210	53,254	54,319
01-413-000-160	**Pension Expense**	21,985	20,548	19,610	16,779	16,687	17,566	879	5%	18,269	19,000	19,760	20,550
01-413-000-165	**Employer 457 Match**	3,000	4,500	4,500	-	6,000	6,000	-	0%	6,000	6,000	6,000	6,000
01-413-000-181	**Longevity Pay**	7,500	4,800	4,800	5,100	5,100	5,400	300	6%	5,700	6,750	6,900	7,050
01-413-000-183	**Overtime**	1,536	1,760	-	3,764	2,000	2,000	-	0%	2,000	2,000	2,000	2,000
01-413-000-200	**Supplies**	643	1,242	2,000	2,126	2,000	2,000	-	0%	2,000	2,000	2,000	2,000
01-413-000-230	**Gasoline & Oil**	1,753	2,921	3,400	3,088	3,400	3,400	-	0%	3,400	3,400	3,400	3,400
01-413-000-235	**Vehicle Maintenance**	1,265	351	2,000	2,412	1,500	1,500	-	0%	1,500	1,500	1,500	1,500
01-413-000-316	**Training & Seminars**	957	-	2,500	297	3,000	3,000	-	0%	3,000	3,000	3,000	3,000
01-413-000-317	**Parking & Travel**	-	32	750	368	250	250	-	0%	250	250	250	250
01-413-000-320	**Telephone**	1,274	769	2,000	653	2,000	3,000	1,000	50%	2,000	2,000	2,000	2,000
01-413-000-322	**Ipad Expense**	662	543	600	376	600	500	(100)	-17%	600	600	600	600
01-413-000-352	**Insurance - Liability**	377	367	367	211	282	270	(13)	-4%	270	270	270	270
01-413-000-353	**Insurance - Vehicles**	297	285	285	299	398	403	5	1%	403	403	403	403
01-413-000-354	**Insurance - Workers Comp.**	2,003	978	618	1,493	720	750	30	4%	700	700	700	700
01-413-000-420	**Dues/Subscriptions/Memberships**	230	748	3,000	337	3,000	1,500	(1,500)	-50%	1,500	1,500	1,500	1,500
01-413-000-450	**Contracted Services**	13,673	1,195	10,000	747	10,000	5,000	(5,000)	-50%	5,000	5,000	12,000	12,000
01-413-000-460	**Meetings & Conferences**	-	-	1,000	-	1,000	1,000	-	0%	1,000	1,000	1,000	1,000
	Total 413 CODES ADMINISTRATION	374,109	341,821	350,701	258,303	364,965	389,142	24,177	7%	400,111	414,819	435,905	450,611

GENERAL FUND

PUBLIC WORKS DEPARTMENT

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, about a half mile from the Township building. The department is responsible for the maintenance and repair of the following:

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

Base Repairs on Ticonderoga Road - August 2022

ACCOMPLISHMENTS IN 2022

- Performed over 50 road repairs and in-house asphalt repairs, using approx. 231 tons of asphalt
- Performed major base repairs and in-house asphalt repairs on Ticonderoga Blvd. using approx. 150 tons of asphalt
- Installed ADA ramps along the Park Road walking trail, added crosswalks, delineators and more pedestrian crossing signs on Park Road to make it safer for the residents
- Repaired or rebuilt 32 inlets *(as of September 2022)*
- Replaced one 30' x 12" stormwater pipe on West Township Line Road
- Repaired sinkholes on Dorothy Lane and Christine Drive.
- Repaired and resurfaced 1.44 miles of roadway
- Responded to 650 PA One call tickets *(as of September 2022)*
- Cleaned out pipe crossings throughout the township
- Used the Sweeper truck to vac out clogged inlets and stormwater pipes throughout the township
- Continuously performed 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 throughout the year, a total of 154.5 acres
- Called out eleven times for snow and ice removal
- Called out over a dozen times for other storm related issues e.g. flooding and trees blocking the roadway
- Paved the driveway of the Dorian Court Sewer Plant
- Cut down several dead trees on township owned properties and coordinated the removal of over 38 dead trees and installation of new trees on the Milford Road property
- Assisted the UUT Police Department with traffic control on multiple occasions
- Cleaned out approximately 2,000 inlets throughout the year
- Performed street sweeping on approximately 238 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 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
    - Approximately 153 tons of street sweepings were collected and taken to the landfill between April and May 2022
- Managed trash and recycling toter program
    - Delivered trash and recycling toters to approximately 102 newly constructed homes (as of September 2022)
    - Repaired or replaced approximately 95 trash and recycling toters that were damaged (as of September 2022)
    - Swapped out approximately fifteen 64-gallon Recycling toters with larger 96-gallon and delivered eight additional recycling toters to increase recycling in the Township (as of September 2022)
- Worked with the Township Secretary to prepare bid contracts for road milling and resurfacing, line painting, various road materials and snow removal

- Worked through the interview process for one replacement roadworker employee, and one new employee supporting the Water Resource Protection Fund
- Helped with set-up, break-down and traffic control at the annual UUT Block Party
- Repaired and replaced 80 signs that were not up to MUTCD standards
- Performed intersection trimming to allow for sight distance
- Tree trimming along streets to accommodate plow vehicles, delivery trucks, school busses, and trash trucks
- Performed 34 State inspections and over 100 repair and maintenance services on Township owned vehicles and equipment

ADA Ramp installed on Park Road - May 2022

GOALS FOR 2023

- Continue to perform our duties in a professional and effective manner
- Attend training sessions and continuing education courses to help employees refresh and enhance their knowledge
- Repair and resurface 3.5 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 to respond to emergencies in less than an hour
- Continue Stormwater Management rehabilitation work
- Asset mapping
    - Stormwater basins
    - Signs

Staffing Statistics – as of the end of each year presented

	2023	2022	2021
Full time:			
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
Administrative Assistant	1	1	1
Seasonal *	5	5	5
Part-time:			
Administrative assistant	-	-	-
Total FTE's	**12.0**	**12.0**	**12.0**

*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, therefore the actual employment time is frequently less.

Waterview Road inlet repair - July 2022

2023 Budget Summary – Public Works Department (including Facilities Division)

	2023 Budget	Actual 2022 (9/30/22)	2022 Budget	2022 Increase (Decrease)	Percentage Change
Personnel and related expenses	$1,106,152	$748,025	$1,030,822	$75,330	7.3%
Vehicle costs	85,111	68,491	80,093	5,018	6.3%
Insurance – liability & property	4,489	3,423	4,564	(75)	(1.6%)
Road resurfacing	274,333	274,333	274,333	-	0.0%
Signs	6,000	-	6,000	-	0.0%
Signals	35,200	-	35,200	-	0.0%
All other	187,900	80,955	146,925	40,975	27.9%
Labor allocation	(221,631)	(67,199)	(227,983)	4,352	(1.9%)
Total	**$ 1,478,054**	**$1,108,131**	**$1,351,954**	**$125,600**	**9.3%**

<u>**Explanation of Major Changes**</u>

Personnel and related
All non-uniform personnel are budgeted for a 4% salary increase in 2023. An additional employee was hired during 2022 which increased personnel costs.

All Other
Expected costs for pavement marking increased by $40,000 for 2023 due to price increases.

Road Resurfacing
The Township performs road resurfacing each year and spends approximately $450,000 annually. The costs are generally shared between the General Fund (under the Public Works department) and the Liquid Fuels Fund. In 2022, however, paving only cost $280,159 since fewer roads were paved.

Allocations of labor to the parks
The Township 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.

Park Road Project - May 2022

STATISTICS

	2023	**2022**	**2021**
Roadways	59.53 miles	59.53 miles	58.93 miles
Storm water mains	35.15+	35.15	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	5
Trails maintained	9.83 miles	9.83 miles	9.83 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	1,452
Miles of roadway paved	3.50 miles	1.44 miles	3.06 miles
Roadway signs replaced	50	80	100
Arrows & legends repainted	25	30	99
Roadway painting: White line freshened Double yellow lines freshened	 27 miles 17 miles	 27 miles 17 miles	 27 miles 17 miles
Acres of grass to mow	166.45	166.45	166.45
Inspections conducted: Wastewater treatment facilities Township parks In-depth roadway	 390 60 10	 390 60 10	 390 60 10

Vac Truck on Greenridge Road

PERFORMANCE MEASURES

Township Goals Supported:

- Public Safety — Supports Supervisor's Goal – Public Safety
  - Protect and preserve investment in public facilities
- Economy — Supports Supervisor's Goal – Economy
  - Maintain vehicular and pedestrian networks

Road Rehabilitation

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

	2023	2022	2021
Total lane miles	Unknown	2.88	6.78
Total cost	Unknown	$280,159.02	$408,491
Cost per lane mile	Unknown	$97,277.43	$60,249

Responsiveness
Responding to emergency calls that affect roads or trails in less than one hour.

	Expected Result	2023 Projected	2022 Actual	2021 Actual
Percentage of time that Public Works personnel responded in less than one hour	90%	100%	100%	Not tracked

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.

	2023	2022	2021
Total snow/ice events	Unknown	11	8
Total lane miles	119.06	119.06	119.06
Total cost	Unknown	$110,426.40	$82,913.34
Tons of snow/ice removal product	Unknown	1,294.48	878.87
Cost per lane mile	Unknown	$927.48	$696.40

New Public Works Backhoe

Upper Uwchlan Township
2023 Budget

PUBLIC WORKS

		Actual 2020	Actual 2021	Budget 2021	Actual - 9/30/22 2022	Budget 2022	Budget 2023	$ Inc/(Dec) '22 Budget	% Inc/(Dec)	Budget 2024	Budget 2025	Budget 2026	Budget 2027
433 SIGNS													
01-433-000-200	**Supplies**	4,686	4,991	5,000		5,000	5,000	-	0%	5,000	5,000	5,000	5,000
01-433-000-450	**Contracted Services**	-	316	1,000	-	1,000	1,000	-	0%	1,000	1,000	1,000	1,000
		4,686	5,307	6,000	-	6,000	6,000	-	0%	6,000	6,000	6,000	6,000
434 SIGNALS													
01-434-000-450	**Contracted Services**	24,550	43,656	35,200		35,200	35,200	-	0%	25,000	25,000	25,000	25,000
		24,550	43,656	35,200	-	35,200	35,200	-	0%	25,000	25,000	25,000	25,000
438 PUBLIC WORKS													
01-438-000-100	**Public Works Wages**	416,301	435,923	439,698	292,064	451,945	521,773	69,828	15%	542,644	564,349	586,923	610,400
01-438-000-101	**Employee Cost Allocated**	-	(21,996)	(27,098)	-	(82,665)	(80,915)	1,750	-2%	(83,343)	(85,843)	(88,418)	(91,071)
01-438-000-150	**Payroll Tax Expense**	32,667	35,560	33,637	24,850	34,574	39,916	5,342	15%	41,512	43,173	44,900	46,696
01-438-000-151	**Unemployment Compensation**	563	1,435	1,435	3,745	3,745	3,745	-	0%	2,943	3,210	3,344	3,478
01-438-000-156	**Employee Benefit Expense**	131,475	166,291	147,806	129,300	187,111	174,394	(12,716)	-7%	177,882	181,440	185,069	188,770
01-438-000-160	**Pension Expense**	32,193	38,573	38,133	30,663	30,829	33,383	2,554	8%	34,718	36,107	37,551	39,053
01-410-000-165	**Employer 457 Match**	6,000	10,500	10,500	-	14,000	14,000	-	0%	14,000	14,000	14,000	14,000
01-438-000-181	**Longevity**	6,750	8,100	8,100	6,300	8,850	8,850	-	0%	9,600	10,350	11,850	14,250
01-438-000-183	**Overtime Wages**	5,977	16,579	26,000	11,105	26,000	26,000	-	0%	26,000	26,000	26,000	26,000
01-438-000-200	**Supplies**	42,473	59,295	48,500	33,649	49,000	49,000	-	0%	49,000	49,000	49,000	49,000
01-438-000-205	**Meals and Meal Allowances**	-	386	500	-	600	600	-	0%	600	600	600	600
01-438-000-230	**Gasoline & Oil**	15,997	22,642	34,200	24,757	42,000	45,000	3,000	7%	45,000	45,000	45,000	45,000
01-438-000-235	**Vehicle Maintenance**	7,272	28,621	17,000	21,712	18,000	20,000	2,000	11%	20,000	20,000	20,000	20,000
01-438-000-238	**Uniforms**	2,679	3,534	3,050	2,066	3,050	4,500	1,450	48%	4,500	4,500	4,500	4,500
01-438-000-245	**Highway Supplies**	9,540	11,623	9,600	20,358	9,600	9,600	-	0%	9,600	9,600	9,600	9,600
01-438-000-260	**Small Tools & Equipment**	8,884	4,501	9,600	7,630	9,750	9,600	(150)	-2%	9,600	9,600	9,600	9,600
01-438-000-316	**Training & Seminars**	1,371	985	5,000	2,015	5,225	5,300	75	1%	5,300	5,300	5,300	5,300
01-438-000-317	**Parking and Travel**	-	1,786	800	-	800	800	-	0%	800	800	800	800
01-438-000-320	**Telephone**	2,512	1,962	3,000	1,820	3,000	4,300	1,300	43%	4,300	4,300	4,300	4,300
01-438-000-322	**Ipad Expense**	1,024	757	1,200	1,368	1,200	1,200	-	0%	1,200	1,200	1,200	1,200
01-438-000-341	**Advertising**	60	-	-	-	-	-	-	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**	1,665	1,621	1,621	1,114	1,486	1,439	(46)	-3%	1,439	1,439	1,439	1,439
01-438-000-353	**Insurance - Vehicles**	1,189	1,141	1,141	1,195	1,593	1,611	18	1%	1,611	1,611	1,611	1,611
01-438-000-354	**Insurance - Workers Comp.**	11,880	12,241	11,747	7,961	13,680	14,250	570	4%	14,678	15,118	15,571	16,039
01-438-000-420	**Dues/Subscriptions/Memberships**	820	-	400	215	400	400	-	0%	400	400	400	400
01-438-000-450	**Contracted Services**	25,431	48,355	52,730	11,834	56,500	94,500	38,000	67%	94,500	94,500	94,500	94,500
01-438-000-463	**Miscellaneous**	-	-	-	-	-	-	-	0%	-	-	-	-
01-438-000-720	**Road Resurfacing**	-	195,000	274,333	274,333	274,333	274,333	-	100%	274,333	274,333	274,333	274,333
		764,723	1,085,415	1,157,633	910,054	1,169,605	1,282,579	112,974	10%	1,307,817	1,335,087	1,363,973	1,394,798

Upper Uwchlan Township
2023 Budget

PUBLIC WORKS

		Actual 2020	Actual 2021	Budget 2021	Actual - 9/30/22 2022	Budget 2022	Budget 2023	$ Inc/(Dec) '22 Budget	% Inc/(Dec)	Budget 2024	Budget 2025	Budget 2026	Budget 2027
	Public Works - Facilities Division												
01-438-001-100	**Public Works Wages-Facilities Div.**	191,520	204,049	234,093	168,176	241,115	247,991	6,876	3%	257,911	268,227	278,956	290,114
01-438-001-101	**PW Facilities Costs Allocated**	(196,942)	(204,349)	(223,653)	(67,199)	(225,983)	(221,631)	4,352	-2%	(221,631)	(221,631)	(221,631)	(221,631)
01-438-001-150	**Payroll Tax Expense**	14,885	16,479	17,908	13,911	18,445	18,971	526	3%	19,730	20,519	21,340	22,194
01-438-001-151	**Unemployment Compensation**	479	1,861	1,435	2,906	3,745	3,745	-	0%	3,932	4,120	4,307	4,494
01-438-001-156	**Employee Benefit Expense**	42,597	38,932	38,965	32,700	42,306	42,009	(297)	-1%	42,849	43,706	44,580	45,472
01-438-001-160	**Pension Expense**	11,517	3,391	11,643	10,812	10,482	10,840	358	3%	11,273	11,724	12,193	12,681
01-410-000-165	**Employer 457 Match**	2,000	4,500	4,500	-	6,000	6,000	-	0%	6,000	6,000	6,000	6,000
01-438-001-181	**Longevity**	1,950	2,850	2,850	3,150	3,300	3,450	150	5%	3,750	4,050	4,350	4,650
01-438-001-183	**Overtime Wages**	1,887	7,463	8,000	6,401	8,000	8,000	-	0%	8,000	8,000	8,000	8,000
01-438-001-200	**Supplies**	-	-	-	15	-	500	500	#DIV/0!	500	500	500	500
01-438-001-230	**Gasoline & Oil**	14,453	20,612	12,000	20,827	12,000	12,000	-	0%	12,000	12,000	12,000	12,000
01-438-001-235	**Vehicle Maintenance**	777	-	6,500	-	6,500	6,500	-	0%	6,500	6,500	6,500	6,500
01-438-001-238	**Uniforms**	125	1,623	2,200	-	1,200	1,500	300	25%	1,500	1,500	1,500	1,500
01-438-001-316	**Training & Seminars**	-	657	1,600	-	1,600	1,600	-	0%	1,600	1,600	1,600	1,600
01-438-001-352	**Insurance - Liability**	1,665	1,621	1,621	1,114	1,486	1,439	(47)	-3%	1,439	1,439	1,439	1,439
01-438-001-353	**Insurance - Vehicles**	1,189	1,141	1,141	1,195	1,593	1,611	18	1%	1,611	1,611	1,611	1,611
01-438-001-354	**Insurance - Workers Comp.**	4,142	7,920	8,037	3,981	9,360	9,750	390	4%	9,750	9,750	9,750	9,750
01-438-001-450	**Contracted Services**	-	-	-	88	-	-	-	0%	-	-		-
		92,244	108,750	128,840	198,077	141,149	154,275	13,126	9%	166,715	179,616	192,996	206,874
Total 438 PUBLIC WORKS		856,967	1,194,165	1,286,473	1,108,131	1,310,754	1,436,854	126,100	10%	1,474,532	1,514,703	1,556,969	1,601,672

Upper Uwchlan Township
2023 Budget

PARKS		Actual 2020	Actual 2021	Budget 2021	Actual - 9/30/22 2022	Budget 2022	Budget 2023	$ Inc/(Dec) '22 Budget	% Inc/(Dec)	Budget 2024	Budget 2025	Budget 2026	Budget 2027
454 PARK & RECREATION													
	Parks - General												
01-454-000-150	**Scholarships for Youth Groups**	-	-	6,000	-	6,000	-	(6,000)	-100%	6,000	6,000	6,000	6,000
01-454-000-427	**Waste Disposal**			-	-	-		-	#DIV/0!	-	-	-	-
01-454-001-101	**Park Wage Allocation**	196,942	204,349	223,653	67,199	225,983	221,631	(4,352)	-2%	221,631	221,631	221,631	221,631
01-454-001-200	**Supplies**	19,778	15,836	15,000	12,622	15,000	15,000	-	0%	15,000	15,000	15,000	15,000
01-454-001-201	**Park & Rec Special Events**	3,662	4,700	6,000	6,451	6,000	21,000	15,000	250%	21,000	21,000	21,000	21,000
01-454-001-202	**Block Party**	7,098	10,100	28,000	32,928	28,000	30,000	2,000	7%	30,000	30,000	30,000	30,000
01-454-001-230	**Gasoline & Oil**	-	-	-	-	-	-	-	#DIV/0!	-	-	-	-
01-454-001-235	**Vehicle Maintenance**	5,646	10,038	6,000	1,189	6,000	4,000	(2,000)	-33%	4,000	4,000	4,000	4,000
01-454-001-250	**Maintenance & Repairs**	-	-	500	952	500	500	-	0%	500	500	500	500
01-454-001-260	**Small Tools & Equipment**	1,425	-	2,700	-	3,330	2,500	(830)	-25%	2,500	2,500	2,500	2,500
01-454-001-316	**Training & Seminars**	-	-	1,000	-	1,000	1,000	-	0%	1,000	1,000	1,000	1,000
01-454-001-320	**Telephone**	-	-	-	-	-	-	-	#DIV/0!	-	-	-	-
01-454-001-340	**Public Relations**	-	-	-	-	-	-	-	#DIV/0!	-	-	-	-
01-454-001-354	**Insurance - Workers Comp.**	3,338	3,857	3,710	2,488	4,320	4,500	180	4%	4,500	4,500	4,500	4,500
01-454-001-420	**Dues/Subscriptions/Memberships**	-	-	300	-	300	300	-	0%	-	-	-	-
01-454-001-450	**Contracted Services**	-	-	500	751	500	1,500	1,000	200%	1,500	1,500	1,500	1,500
		237,889	248,880	293,363	124,580	296,933	301,931	4,998	2%	307,631	307,631	307,631	307,631
	Hickory Park												
01-454-002-200	**Supplies - Hickory Park**	5,380	3,714	3,000	3,394	3,000	3,000	-	0%	3,000	3,000	3,000	3,000
01-454-002-231	**Propane**	-	1,331	2,000	182	2,000	3,000	1,000	50%	3,000	3,000	3,000	3,000
01-454-002-250	**Maintenance & Repairs**	295	487	8,000	5,221	8,000	8,000	-	0%	7,000	7,000	7,000	7,000
01-454-002-351	**Insurance - Property**	4,134	4,072	4,072	3,886	5,182	6,922	1,740	34%	6,922	6,922	6,922	6,922
01-454-002-360	**Utilities**	2,629	2,612	5,000	3,127	5,000	5,000	-	0%	5,000	5,000	5,000	5,000
01-454-002-450	**Contracted Services**	20,948	23,006	20,000	50,981	20,000	20,000	-	0%	20,000	20,000	20,000	20,000
		33,386	35,222	42,072	66,791	43,182	45,922	2,740	6%	44,922	44,922	44,922	44,922
	Fellowship Fields												
01-454-003-200	**Supplies**	1,015	7,474	3,000	475	3,000	3,000	-	0%	3,000	3,000	3,000	3,000
01-454-003-250	**Maintenance & Repairs**	500	6,436	10,000	5,717	18,000	10,000	(8,000)	-44%	10,000	10,000	10,000	10,000
01-454-003-312	**Engineering Fees**	-	-	-	-	-	-	-	#DIV/0!	-	-	-	-
01-454-003-320	**Telephone**	1,500	1,600	2,500	1,165	2,500	2,500	-	0%	2,500	2,500	2,500	2,500
01-454-003-351	**Insurance - Property**	4,134	4,072	4,072	3,886	5,182	6,922	1,740	34%	6,922	6,922	6,922	6,922
01-454-003-360	**Utilities**	9,291	10,384	12,000	6,762	12,000	12,000	-	0%	12,000	12,000	12,000	12,000
01-454-003-450	**Contracted Services**	21,225	26,473	16,000	7,766	16,000	38,000	22,000	138%	15,000	15,000	15,000	15,000
		37,665	56,439	47,572	25,771	56,682	72,422	15,740	28%	49,422	49,422	49,422	49,422
	Larkins Field												
01-454-004-200	**Supplies**	113	-	1,000	-	1,000	500	(500)	-50%	500	500	500	500
01-454-004-250	**Maintenance & Repairs**	-	-	1,000	-	1,000	500	(500)	-50%	500	500	500	500
01-454-004-312	**Engineering Fees**	-	-	-	-	-	-	-	#DIV/0!	-	-	-	-
01-454-004-450	**Contracted Services**	660	1,185	3,000	546	3,000	3,000	-	0%	3,000	3,000	3,000	3,000
		773	1,185	5,000	546	5,000	4,000	(1,000)	-20%	4,000	4,000	4,000	4,000
	Upland Farms												
01-454-005-200	**Supplies**	465	1,182	5,000	13,999	5,000	7,500	2,500	50%	1,000	1,000	1,000	1,000
01-454-005-231	**Propane & Heating Oil**	1,119	1,977	4,500	989	6,000	5,000	(1,000)	-17%	5,000	5,000	5,000	5,000
01-454-005-250	**Maintenance & Repairs**	285	11,916	50,000	9,538	50,000	50,000	-	0%	10,000	10,000	10,000	10,000

Upper Uwchlan Township
2023 Budget

	PARKS	Actual 2020	Actual 2021	Budget 2021	Actual - 9/30/22 2022	Budget 2022	Budget 2023	$ Inc/(Dec) '22 Budget	% Inc/(Dec)	Budget 2024	Budget 2025	Budget 2026	Budget 2027
01-454-005-351	Insurance - Property	4,134	4,072	4,072	3,886	5,182	6,922	1,740	34%	6,922	6,922	6,922	6,922
01-454-005-360	Utilities	4,179	12,520	4,000	13,301	14,000	15,000	1,000	7%	15,000	15,000	15,000	15,000
01-454-005-450	Contracted Services	3,549	8,031	5,000	14,270	10,000	20,000	10,000	100%	20,000	20,000	20,000	20,000
01-454-005-513	Engineering Fees	-	-	-	-	-	-	-	#DIV/0!	-	-	-	-
		13,731	39,698	72,572	55,983	90,182	104,422	14,240	16%	57,922	57,922	57,922	57,922
	Total Individual Parks	85,555	132,544	167,216	149,091	195,046	226,766	31,720	16%	156,266	156,266	156,266	156,266
Total 454 PARK & RECREATION		**323,444**	**381,424**	**460,579**	**273,671**	**491,979**	**528,696**	**36,717**	**7%**	**463,896**	**463,896**	**463,896**	**463,896**

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 3,600 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. Curbside recycling collected is unlimited. One bulk pick-up per month is provided. The Township's program also includes 36 leaf and yard waste collection dates throughout the year and a permanent yard waste dumpster for residential use located adjacent to the Public Works garage. Materials accepted on yard waste collection days include yard debris, leaves, grass clippings, tree branches, Christmas trees, etc.

Contracted haulers continued to collect waste in the Township in 2022. Recyclables are collected by A.J. Blosenski, which was sold to Waste Connections in August 2022. Solid waste and yard waste are collected by Waste Management, which has merged with Advanced Disposal, the name under which the contract was originally signed.

Through the Chester County Process and Marketing Contract, recyclables are sorted and bundled at the Birdsboro Total Recycle facility.

Upper Uwchlan Township is required to recycle by the Pennsylvania Municipal Waste Planning Recycling and Waste Reduction Act (Act 101). Throughout 2022, 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. Upper Uwchlan Township is party to the Chester County Process and Marketing contract for recyclables. Through this contract, recyclables are delivered to and processed at the Total Recycle facility in Birdsboro owned by J.P. Mascaro & Sons. This contract ended on September 24, 2022 but was rebid through the County and was once again awarded to J.P. Mascaro & Sons. In August 2022, Upper Uwchlan Township signed a commitment to continue its participation with the Chester County Process and Marketing Contract. The new contract begins September 25, 2022, for one year with three one-year options to extend the agreement. From January to August 2022, tipping fees for this contract averaged negative -$5.44/ton. This average reflects rebates issued between February and July 2022. The tipping fee is calculated based upon market rate and is updated monthly. The rebates issued indicate that the value of the materials is increasing. By contract, costs for disposing solid waste include contracted hauler costs as well as tipping fees at $71/ton. Recycling continues to provide the Township a significant savings compared to disposal of MSW.

Enforcement education via the production and use of non-collection stickers was continued in 2022. This program makes residents aware of the proper preparation of recyclables. Each year, recycling education for both residents and commercial entities is conducted through direct mailings and digital outreach on the Township website and social media.

The Township was pleased to host an electronic waste recycling event in 2021 and will be hosting another electronic waste event along with a shredding event on October 22, 2022. The Township contracted with eForce Recycling to provide residents the chance to recycle "Anything with a Plug™." Over 120 residents attended the event and a total of 10,087 lbs. of electronics was collected.

The newly formed Environmental Advisory Committee (EAC) hosted their first event, an Earth Day Celebration at Upland Farm Park on April 23, 2022. The event featured great exhibits, demonstrations and products about the importance of recycling and other earth friendly tips. Over 100 residents attended this amazing event. The EAC hopes to make this an annual event.

Public Works Sweeper Truck on display at the Earth Day Celebration at Upland Farm Park

The EAC also hosted a used item drop off event partnered with Green Drop on May 20, 2022. Green Drop strives to protect the environment by collecting unwanted clothing and household goods for charity and keeping these items out of landfills. Green Drop reported approximately 150 bags/boxes of donations. The EAC hopes to host another Green Drop event in the fall.

OBJECTIVES FOR 2023

The Township will continue to track, on a monthly basis, tons of garbage collected, tons of recycling collected, tons of yard waste collected, the percent of the waste stream diverted by recycling, and the percent of the waste stream diverted by composting yard waste collected. This data is also collected annually through the compiling of Act 101 Reports. These reports, which are the basis for the Township's 904 Recycling Performance Grant, allow the Township to track yearly totals for all recyclables collected in the Township, both the residential recyclables collected by the Township contracted hauler and commercial recyclables collected by various other haulers. Data collection allows the Township to identify monthly and annual trends and gauge the success of program changes, education, and communication.

Education and public engagement efforts will also continue in 2023. The Township plans to host an electronic waste recycling event and shredding event again in the coming year. The Environmental Advisory Council (EAC) has been tasked with improving the Township's recycling education efforts and will also explore other outreach and education endeavors.

PERFORMANCE MEASURES

Tons Reported on Act 101 Reports from Haulers				
	2022 (projected)	**2021**	**2020**	**2019**
Recyclables Collected	1,735	1,840	1,670	1,696
Yard Waste Collected	679	537	768	731

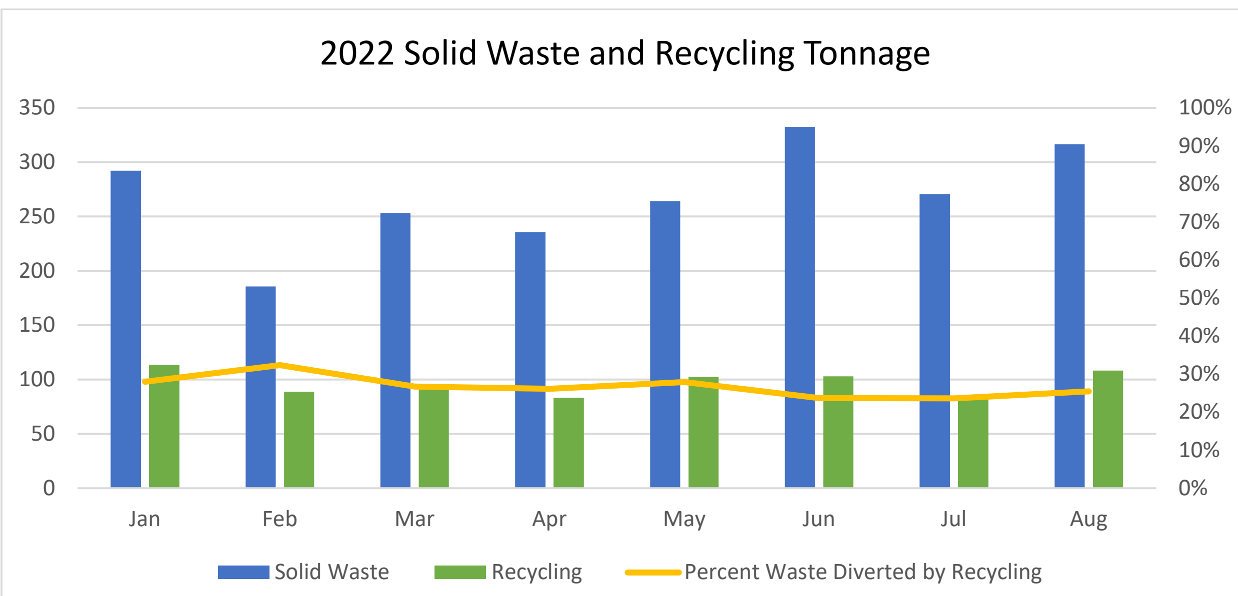
Act 101 Reports are received in February for the previous year.

Waste Diversion through Recycling and Yard Waste Collection				
	2022 (projected)	**2021**	**2020**	**2019**
Waste diversion through recycling	26%	24%	27%	27%
Waste diversion through composting	9%	14%	10%	8%

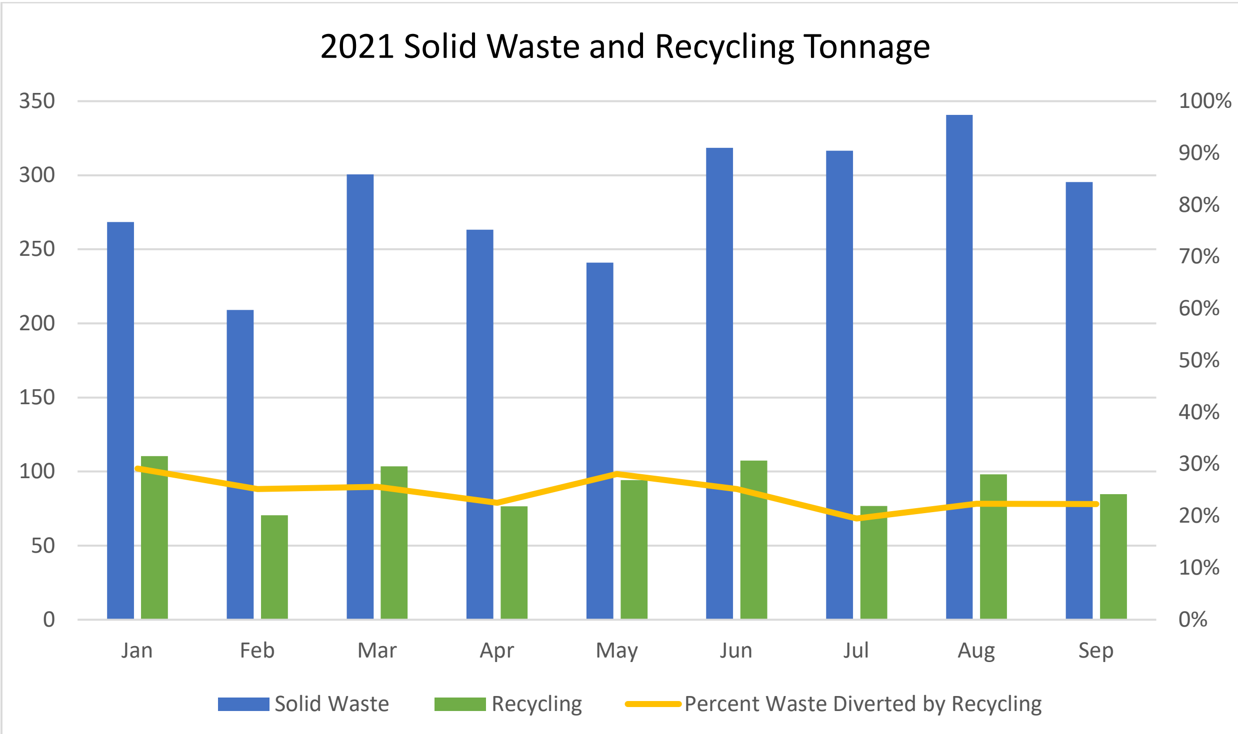
**As of August 31, 2022*

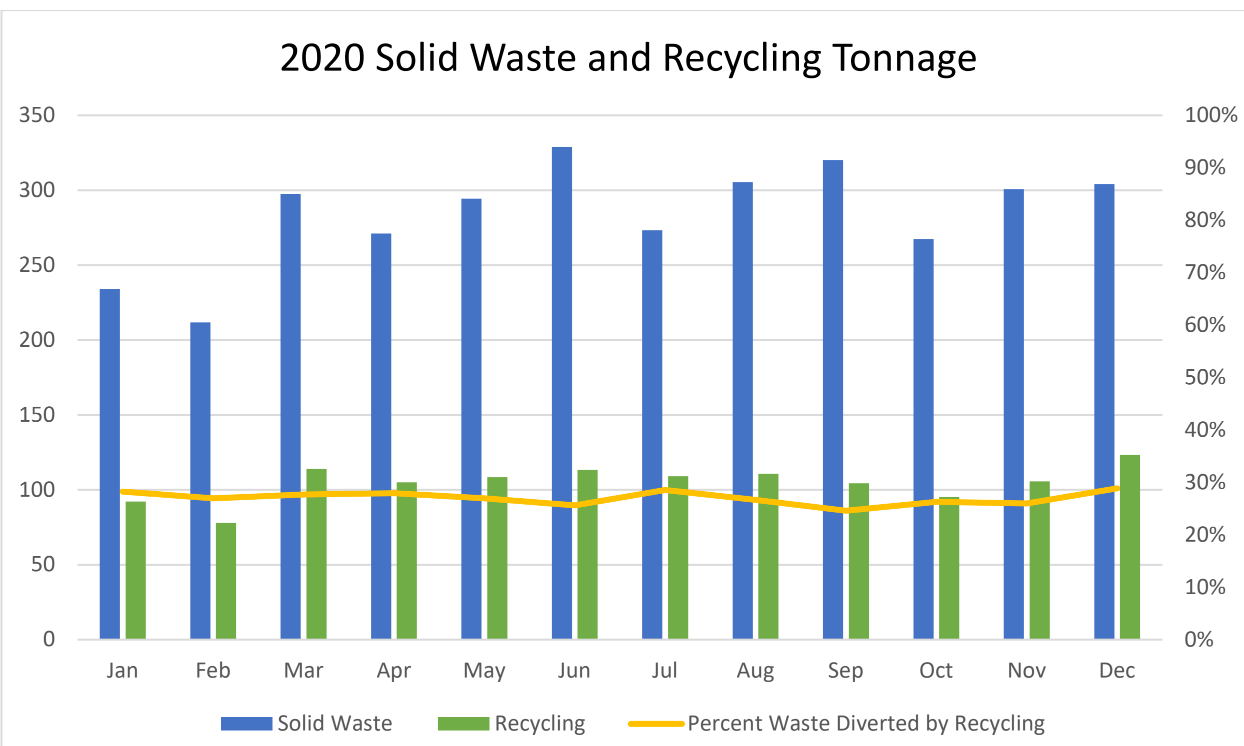
SOLID WASTE AND RECYCLING TONNAGE

The charts below show and compare year over year residential solid waste and recycling collected monthly by the contracted haulers and the percentage of material that is diverted from the landfill by recycling efforts.



**As of August 31, 2022*


2021 Solid Waste and Recycling Tonnage
350
300
250
200
150
100
50
0
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Solid Waste
Recycling
Percent Waste Diverted by Recycling


2020 Solid Waste and Recycling Tonnage
350
300
250
200
150
100
50
0
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Solid Waste
Recycling
Percent Waste Diverted by Recycling

Upper Uwchlan Township
Solid Waste Fund
2023 Budget

		Actual 2020	Actual 2021	Budget 2021	Actual - 9/30 2022	Budget 2022	Budget 2023	$ Inc/(Dec) '22 Bud	% Inc/(Dec)	Budget 2024	Budget 2025	Budget 2026	Budget 2027
INCOME													
	341 INTEREST												
05-341-000-000	Interest Income	4,999	1,582	10,000	941	2,000	1,600	(400)	-20%	1,600	1,600	1,600	1,600
		4,999	1,582	10,000	941	2,000	1,600	(400)	-20%	1,600	1,600	1,600	1,600
	364 SOLID WASTE REVENUE												
05-364-000-010	Solid Waste Income	1,080,227	1,069,585	1,103,331	1,094,482	1,121,066	1,130,973	9,907	1%	1,130,973	1,130,973	1,130,973	1,130,973
05-364-000-020	Recycling Income	(983)	8,227	-	4,587	-	-	-	#DIV/0!	-	-	-	-
05-364-000-025	Hazardous Waste Event	-	-	2,000	1,434	2,000	2,000	-	0%	1,600	1,800	2,000	2,200
05-364-000-030	Leaf Bags Sold	-	98	500	93	500	500	-	0%	500	500	500	500
05-364-000-035	Scrap Metal Sold	243	1,257	500	229	500	500	-	0%	500	500	500	500
	Equipment Purchase Grant (State)	-	-	-	-	-	-	-	#DIV/0!	-	-	-	-
05-364-000-040	Performance Grant	15,775	5,386	25,000	-	25,000	25,000	-	0%	50,000	50,000	50,000	50,000
	Total 364 SOLID WASTE	1,095,262	1,084,553	1,131,331	1,100,825	1,149,066	1,158,973	9,907	1%	1,183,573	1,183,773	1,183,973	1,184,173
	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		1,100,261	1,086,135	1,141,331	1,101,766	1,151,066	1,160,573	9,507	0	1,185,173	1,185,373	1,185,573	1,185,773
	Total Income	1,100,261	1,086,135	1,141,331	1,101,766	1,151,066	1,160,573	9,507	1%	1,185,173	1,185,373	1,185,573	1,185,773
EXPENSES													
	427 SOLID WASTE EXPENSES												
05-427-000-101	Employee cost allocation	-	21,996	21,833	-	21,918	20,168	(1,751)	100%	20,773	21,396	22,038	22,699
05-427-000-150	Bank Fees	40	125	200	70	200	200	-	0%	200	200	200	200
05-427-000-200	Supplies	-	1,696	2,000	2,161	2,000	2,000	-	0%	2,000	2,000	2,000	2,000
05-427-000-210	Utility Billing Expenses	2,701	5,295	2,800	4,497	2,800	5,000	2,200	79%	5,000	5,000	5,000	5,000
05-427-000-220	Postage	2,123	2,091	2,300	2,040	2,300	2,300	-	0%	2,300	2,300	2,300	2,300
05-427-000-230	Toters	18,144	20,144	47,644	17,225	36,069	36,069	-	0%	4,000	4,000	4,000	4,000
05-427-000-314	Legal Expense	1,469	1,002	9,000	3,248	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	-	0%	125	125	125	125
05-427-000-450	Contracted Services - Solid Waste	419,956	457,098	438,476	343,855	444,336	457,665	13,329	3%	457,237	451,678	451,400	450,983
05-427-000-460	Contracted Services - Recycling	182,537	188,795	182,645	128,980	183,437	192,609	9,172	5%	194,564	192,198	192,080	191,903
05-427-000-700	Tipping Fees - Solid Waste	266,540	260,686	275,000	174,412	275,000	283,000	8,000	3%	291,000	299,000	307,000	307,000
05-427-000-725	Tipping Fees - Recycling	38,418	7,341	54,000	1,782	39,000	32,500	(6,500)	-17%	35,100	36,400	39,000	41,600
05-427-000-800	Recycling Disposal	2,062	6,369	9,000	2,085	9,000	9,000	-	0%	9,000	9,000	9,000	9,000
05-427-000-805	Electronic Waste Event	-	-	-	-	6,000	6,000	-	100%	6,000	6,000	6,000	6,000
	TOTAL EXPENSES	933,990	972,638	1,045,522	680,355	1,031,685	1,056,136	24,451	2%	1,036,798	1,038,797	1,049,642	1,052,309
	NET INCOME BEFORE OPERATING TRANSFERS	166,271	113,497	95,809	421,411	119,381	104,436	(14,945)	-13%	148,374	146,576	135,930	133,463
	492 OPERATING TRANSFERS												
05-492-000-030	Transfer to Capital Fund	150,000	100,000	100,000	-	100,000	100,000	-	0%	80,000	80,000	80,000	80,000
	Transfer to Water Resource Protection Fund			-		-	-						
	Total 492 OPERATING TRANSFERS	150,000	100,000	100,000	-	100,000	100,000	-	0%	80,000	80,000	80,000	80,000
	Total Expenditures	1,083,990	1,072,638	1,145,522	680,355	1,131,685	1,156,136	24,451	2%	1,116,798	1,118,797	1,129,642	1,132,309
								-					
	Net Ordinary Income	16,271	13,497	(4,191)	421,411	19,381	4,436	(14,945)	-77%	68,374	66,576	55,930	53,463

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. 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.

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, snow and ice removal and for the repair and re-paving of public roadways.

The Liquid Fuels Fund is projected to have a fund balance of approximately $1,153,000 at December 31, 2022. At the end of 2023, the fund balance is projected to be approximately $1,153,000 or no change. The Township re-paves approximately 2.7 miles of road each year and generally splits the cost between the Liquid Fuels Fund and the General Fund. The cash balance in the Liquid Fuels Fund has increased each year since annual expenses have been lower than the Motor Vehicle Fuel tax payments received from the Commonwealth of Pennsylvania. In 2022 the costs were paid by the General Fund; in 2023 they will be shared between the General Fund and the Liquid Fuels Fund.

Budget Year	Population (Census - 2020)	Roadway Mileage	Liquid Fuels Allocation
2023	12,275	59.53	$393,350 (est.)
2022	12,275	59.53	$387,093 (actual)
2021	12,275	59.53	$373,168 (actual)

ACCOMPLISHMENTS IN 2022

- Maintained, repaired, and repaved Upper Uwchlan Township’s nearly 60 miles of roadway

GOALS FOR 2023

- Continue the road resurfacing program

Upper Uwchlan Township
Liquid Fuels
2023 Budget

		Actual 2020	Actual 2021	Budget 2021	*YTD* 2022 *(9/30/22)*	Budget 2022	**Budget 2023**	$ Inc/(Dec) '22 Bud	% Inc/(Dec)	Budget 2024	Budget 2025	Budget 2026	Budget 2027
Beginning Cash Balance:						**861,766**				(330)	91,380	193,090	304,800
INCOME													
04-341-000-000	**Interest Earnings**	2,441	518	7,000	143	7,000	7,000	-	0%	14,000	14,000	14,000	14,000
04-389-000-001	**Snow Agreement**	649	657	600	679.18	600	600	-	100%	600	600	600	600
04-389-000-002	**Turnback Maintenance**	14,520	14,520	14,520	14,520	14,520	14,520	-	0%	14,760	14,760	14,760	14,760
04-355-000-002	**Motor Fuel Vehicle Taxes**	399,957	373,168	362,257	387,093	362,257	393,350	31,093	8%	403,350	413,350	423,350	433,350
	Total Income	**417,567**	**388,863**	**384,377**	**402,435**	**384,377**	**415,470**	**31,093**	**108%**	**432,710**	**442,710**	**452,710**	**462,710**
EXPENSES													
04-400-000-074	**Equipment Purchase**	-	-	-	11,260	-	-	-	0%	-	-	-	-
	Expenses												
04-432-000-239	**Snow & Ice Supplies**	15,060	63,852	75,000	46,804	75,000	75,000	-	0%	50,000	50,000	50,000	50,000
04-432-000-250	**Vehicle Maintenance & Repair**	-	3,989	4,000	-	4,000	4,000	-	100%	4,000	4,000	4,000	4,000
04-432-000-450	**Snow & Ice Contrated Services**	4,876	4,876	-	10,744	24,000	24,000	-	0%	-	-	-	-
04-438-000-239	**Road Project Supplies**	2,859	-	37,800	(86)	31,800	31,800	-	0%	6,000	6,000	6,000	6,000
04-439-001-250	**Resurfacing**	337,892	213,491	275,000	5,826	275,000	275,000	-	0%	275,000	275,000	275,000	275,000
04-439-002-250	**Base Repairs**	-	-	6,000	-	6,000	6,000	-	#DIV/0!	6,000	6,000	6,000	6,000
04-438-000-450	**Road Project Contracted Service**	-	-	-	-	-	-	-	100%	-	-	-	-
	Total Expenses	360,687	286,208	397,800	63,288	415,800	415,800	-	0%	341,000	341,000	341,000	341,000
	Total Expenses & Equip Purchases	360,687	286,208	397,800	74,548	415,800	415,800	-	0%	341,000	341,000	341,000	341,000
04-472-000-003	**Operating Transfers**	-	-	-	-	-	-	-	-	-	-	-	-
	Net Income	**56,880**	**102,655**	**(13,423)**	**327,887**	**(31,423)**	**(330)**	**31,093**	**108%**	**91,710**	**101,710**	**111,710**	**121,710**

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.

ACFR – abbreviation for Annual Comprehensive Financial Report. The ACFR expands upon full GAAP financial statements by including a large amount of statistical data that is unique to the municipality. Previously referred to as the "Comprehensive Annual Financial Statement".

Amortization – this is the process of systematically reducing the value of an intangible asset.

Annual Comprehensive 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.

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

Audit – See "Financial Statement Audit".

Balanced Budget – A budget is considered balanced when budgeted revenues equal or exceed budgeted expenditures. (also known as a "structurally balanced budget")

Bonds – an instrument of indebtedness from the bond issuers to the holders. It is a fixed income investment where the investor (holder) loans money for a fixed period of time to the bond issuer (usually a municipality or corporation) at a stated interest rate.

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.

GLOSSARY, cont'd

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.

Depreciation – the process of systematically reducing the value of a capital asset.

Electoral Debt - Debt incurred with the approval of the voters

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

Fiduciary Fund – a fund whose assets are held in trust. For example, a pension plan.

Financial statement audit – An examination designed to provide independent assurance that financial statements are fairly presented. Typically performed by an independent firm of Certified Public Accountants.

Full-time Equivalent (FTE) – An employee's scheduled hours divided by the employer's normal workweek. For example an employee who works 10 hours per week for an employer with a 40 hour workweek would be 0.25 FTE.

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.

GLOSSARY, cont'd

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.

Governmental Funds – Funds generally used to account for tax supported activities. There are five types of governmental funds: the general fund, special revenue funds, capital projects funds, and permanent funds.

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.

Major Fund – A governmental fund or enterprise fund reported as a separate column in the basic fund financial statements and subject to a separate opinion in the independent auditor's 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.

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.

Non-electoral Debt – Debt not approved by the voters.

GLOSSARY, cont'd

Non-Major Funds – Funds that account for the proceeds of specific revenue sources that are restricted or assigned expenditures for specified purposes. They include: the Liquid Fuels Fund, Act 209 Fund, and the Water Resource Protection Fund.

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

PADEP – Pennsylvania Department of Environmental Protection

PEMA – Pennsylvania Emergency Management Agency

Proprietary Fund - A Fund that focuses on the determination of operating income, changes in net position, financial position, and cash flows. There are two types of proprietary funds: enterprise funds and internal service funds.

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.

Self-Liquidating Debt – Debt to be paid solely from rents, rates or other charges to the ultimate users of the project to be financed by such debt.

Subsidized Debt – Debt the principal and interest on which will be covered by subsidies or reimbursements to be paid to the Township by the Commonwealth of Pennsylvania or the federal government, or under a subsidy contract with the Township, by another local government unit or an authority.

WWTF – Waste Water Treatment Facility