

**WASHINGTON TOWNSHIP BOARD OF SUPERVISORS  
BUDGET MEETING MINUTES  
OCTOBER 17, 2022**

**CALL TO ORDER**

Chairperson David Moyer called the budget meeting of the Washington Township Board of Supervisors to order at 6:02 p.m., at the Washington Township Municipal Building. The meeting opened with the Pledge of Allegiance.

**ROLL CALL**

The following members were present: Supervisors, David Moyer, Thomas Powanda, Romnie Long, Township Manager, Richard Sichler, Treasurer, Missy Swanson and Township Secretary, Susan Brown. There were four (4) residents in attendance.

Absent: None

**TAPING OF MEETING**

The meeting was recorded as an aid in the preparation of the minutes. It was noted no one other than the Township Secretary was taping the meeting this evening.

**SUPERVISORS NEW BUSINESS**

**2023 PRELIMINARY BUDGET**

The meeting started off with the review of the proposed 2023 general fund budget. Rich reported this is the second year the EIT revenue has exceeded the real estate revenue. The starting general fund balance for 2023 is projected to be \$4.5 million however there is \$500,000 of COVID funds. There was a one-time donation of \$10,000 for road improvements.

Rich suggested coming up with a percentage for salary increases and put that number in to complete the budget. Rich said after speaking with the auditors regarding the average percentage they are seeing with their other clients, about 5% is a good percentage to use. The suggested 5% was used for Executive/Manager (acct 401). Discussion took place regarding revamping/updating the Township Code Book. Rich will look into this further as far as the process and associated fees.

It was again suggested adding 5% to salary numbers in Township Secretary (acct 405). Romnie felt 10% should be used and stated staff is underpaid. The majority of the Board members felt 5% was sufficient.

Postage was increased for the newsletter as well as for the sewer billing.

Employee benefits, dental and vision coverage is the same as last year however there will be a 7.1% increase in health insurance from last year. There is no increase to the life insurance. Romnie stated on the medical insurance she would like to see the township go

to full coverage for the employees. After looking at surrounding municipalities, to be competitive, the township needs to do that. Romnie again said the township needs to be competitive to be able to hire and retain employees. Romnie gave examples of surrounding municipalities who pay 100% of employee healthcare costs. Decisions were made regarding employee pay increases and Chairman Moyer stated employee evaluations will be done next year for all employees. Rich stated the offices need universal power supplies. There was discussion regarding the utility costs and comparison pricing which Rich will check into. Also discussed, was the outside lighting and light replacements.

Administration building improvements have been on hold and still need a scope of work. The decluttering of the building is continuing. There was discussion regarding the overlay of the entire parking area including the Public Works area. The proposed building for Public Works estimate came in at \$181,750, overhead doors at \$12,000, and concrete \$20,000. Dave said his thought is to insulate the roof and wash bay and insulate the remainder at a later time. Rich will get an updated quote for the Public Works building.

Rich reported last year the township's donation to the Eastern Berks Fire Department (EBFD) was \$43,000 however this year the EBFD is looking for a donation of \$70,000. Discussion ensued regarding the fire department donation and funding options. It was suggested the Bally ambulance donation be increased to \$15,000.

The Zoning Hearing Board application fee of \$600 should be increased to \$1,000. Rich will do some research on what other municipalities charge for the ZHB application fee.

Major equipment purchases: Last year the township signed up for two vehicles not knowing when and if they would be delivered. Brian checked with both vendors, first for the single axel 4 x 4 Freightliner large dump fully outfitted for about \$230,000. The vendor believes the chassis could be here the second quarter of 2023. The Ford F-550 4 x 4 with plow and upfitting is \$121,500. It should be anticipated that both trucks will be received in 2023.

Brian asked about a new chipper which Dave said the current chipper was purchased in 1991 and is a 9". Brian said he thinks a 16" would work well for what they need.

Brian also asked about a John Deere Track hoe which would be used for pipe replacements, gutter and swale cleaning and various other jobs.

The 2023 road project was discussed to get bids this year and get the project going by June. The work to be completed will be Meitzler Road and Washington Road to Weinstein Road.

There was extensive discussion regarding the Boyertown Library contribution. It was decided the proposed \$3,600 will be divided between Salvation Army and Multi Service.

Review of the remaining funds, Recreation Fund, Traffic Impact Fund, Sewer Fund, Street Light Fund, Fire Hydrant Fund and Liquid Fuels took place.

Brian brought up the need for new trash cans within the park system. Dave also mentioned the park entrance at Barto Park from the tree line. It was previously decided to put in a paved entrance with poles and a gate.

Sewer Fund tapping fees are based on five (5) connections. Total sewer revenues are at \$1.5 million. Sewer Fund capital expenses I/I will take place in the spring. Influent lift station upgrade project has been awarded. The Bally Bonds will be finished in 2025. The Debt Service account money is put in every quarter. The Plant Capital Expenditures Account balance is maintained at the start of each year and is funded from the sewer fund balance. It will be determined in January if the sewer rate can be reduced.

Liquid Fuels, resurfacing streets and roads (439.250) budget \$70,000 helps with the big road projects each year.

**ANNOUNCEMENTS**

The next regular Board of Supervisors meeting will be held on Thursday, October 27, 2022 at 7:00 pm.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

A motion was made by Thomas Powanda and seconded by David Moyer to adjourn the meeting at approximately 10:16 p.m.

**All ayes**

Respectfully submitted,

Susan J. Brown  
Township Secretary