



# 2020 ANNUAL BUDGET PROPOSAL

Borough of

**MILLERSVILLE**

Lancaster County, Pennsylvania

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# I. INTRODUCTION

## Borough Directory

### Mayor

Richard M. Moriarty Term Ends: 1/2022

### Borough Council

<i>President:</i>	Daniel P. Ostrowski	Term Ends: 1/2022
<i>Vice President:</i>	Lynn M. Miller	Term Ends: 1/2020
<i>Assistant Secretary:</i>	Dianne M. Bates	Term Ends: 1/2022
<i>Members:</i>	Scott A. Bailey	Term Ends: 1/2020
	Linda L. Bellile	Term Ends: 1/2022
	Bruce A. Cantey	Term Ends: 1/2020
	Mary Ann Gerber	Term Ends: 1/2022

### Borough Management

<i>Borough Manager:</i>	John D. Rochat
<i>Chief of Police:</i>	John D. Rochat
<i>Street &amp; Park Superintendent:</i>	Andrew M. Boxleitner
<i>Finance Officer:</i>	Jessie L. Ebersole
<i>Police Lieutenant:</i>	Jeffrey S. Margevich
<i>Sewer Superintendent:</i>	Leslie L. McMullen
<i>Zoning &amp; Code Enforcement Officer:</i>	Michael R. Tuscan

## Borough Profile

Date of Incorporation	1932
Form of Government	Council-Manager
Current Population (2010 Census)	8,168
Miles of Borough Street	17.43
Number of Acres of Parks	21.1
Number of Employees	
Full Time	28
Part Time	10

## BOROUGH OF MILLERSVILLE

**DANIEL P. OSTROWSKI,**

*Council President*

**RICHARD M. MORIARTY,**

*Mayor*

**JOHN D. ROCHAT,**

*Borough Manager*



100 MUNICIPAL DRIVE

MILLERSVILLE, PA 17551

(717) 872-4645

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MILLERSVILLEBOROUGH.ORG

## Budget Message

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Dear Millersville Borough Council,

I am pleased to present the proposed 2020 budget, for your review and comments. I would like to express my sincere appreciation for all the work and support I was given from all of the Borough's Department Heads and staff while crafting this Budget. Millersville is certainly fortunate to have Department Heads that are so dedicated, experienced and professional. This is a process that we have all gone through many times and it should be noted that seldom, if ever, has any Borough Department ever exceeded their Departments' budgets.

Millersville Borough provides our citizens responsible government and offers excellent, professional customer service while considering the needs of all people. We are committed to the concept that the public deserves honest consideration, professional conduct and respect regarding all government activities. We especially believe that accountability and responsibility in handling the public's property and money are essential and should be beyond reproach.

As the demand for Borough services increases, the Millersville Borough Council, Mayor and Administration are constantly striving to be fiscally conservative with our tax-payers money, while not jeopardizing the level or quality of the professional services the Borough delivers to their residents. The increase in demand for Borough services makes it a challenge to find additional financial sources to fund the Borough Budget. Under the leadership of Council President Dan Ostrowski, the Borough is investing heavily in promoting the long-term development potential of Millersville. This includes starting a Borough Economic Development Advisory Committee, which will act as a citizen liaison to potential developers and seek to promote the Borough; implementation of the Borough's Downtown Overlay District and instituting a Local Economic Revitalization Tax Assistance Act District.

This proposed 2020 General Operating Fund Budget is \$4,120,724, which is 4.3% higher than the 2019 Budget. The estimated revenues included in the proposed 2020 Budget decreased by \$228,028 or 5.4% compared to the 2019 Budget (largely due to the loss of large construction permits that we received during 2019 for the High School project).

To fund the 2020 Budget will require a .35 millage tax increase with the remaining deficit being covered by the General Operating Fund Balance. According to the tax assessments, the average property in Millersville is assessed at approximately \$160,700 which means this tax increase will result in \$40.00 a year tax increase for the average home.

Trash collection and recycling services will increase from \$55.00 a quarter to \$60.00 a quarter as a result of the Lancaster County Solid Waste Management Authority raising their Single Stream Recycling fee. There is no change in quarterly sewer service charges proposed for the year 2020. The proposed 2020 Budget also includes \$160,000 under the Highway Aid Fund to pave and/or recycle several streets in the Quaker Hills Subdivision.

The financial picture looks brighter for Millersville Borough over the next two to three years as Lancaster City Water is constructing a new water tower, and additional water should be available in less than two years. We currently have several commercial properties ready to build and are just waiting for water to proceed. We expect these projects to begin construction within approximately eighteen months and should ultimately produce significant additional tax revenues for the Borough and provide some financial stability for the Borough.

The 2020 Budget is the result of balance and compromise. A balance between maintaining high levels of service in the General Operating Fund and continuing investment in infrastructure in the General Capital Reserve Fund. A balance between the opportunities presented by growth in local revenues and the restraint necessary when budgeting with the expectation of a looming recession. Finally, a balance between wants and needs of the community and the availability of resources. I believe this budget plan strikes the right balance for the upcoming year, and look forward to working with the community, elected officials, stakeholders and staff to continue progress towards our collective goals.

Respectfully,

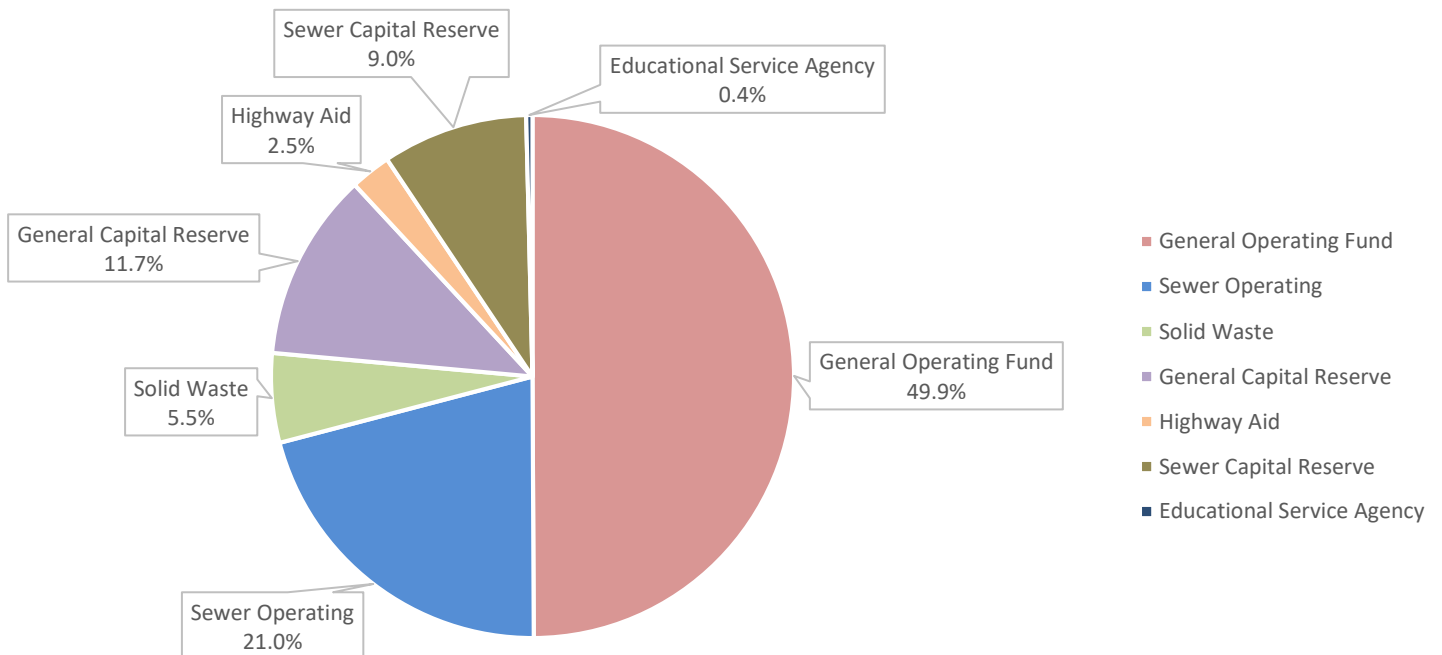
John D. Rochat  
Borough Manager and Chief of Police

## II. BUDGET SUMMARIES

### Summary of All Funds

<b>ALL FUNDS 2020</b>	
<b>Revenues</b>	<b>\$</b>
(01) General Operating Fund	3,989,724
(08) Sewer Operating Fund	1,748,490
(09) Solid Waste Fund	475,550
(31) General Capital Reserve Fund	253,500
(35) Highway Aid Fund	226,200
(38) Sewer Capital Reserve Fund	754,343
(45) Educational Service Agency Fund	32,120
<b>Total Revenues</b>	<b>7,479,927</b>
<b>Expenditures</b>	<b>\$</b>
(01) General Operating Fund	4,136,724
(08) Sewer Operating Fund	1,739,598
(09) Solid Waste Fund	457,775
(31) General Capital Reserve Fund	965,600
(35) Highway Aid Fund	208,000
(38) Sewer Capital Reserve Fund	746,000
(45) Educational Service Agency Fund	32,240
<b>Total Expenditures</b>	<b>8,285,937</b>

### Funds Allocation



<b>(01) GENERAL OPERATING FUND 2020</b>	
<b>Revenues</b>	<b>\$</b>
Real Estate Taxes	1,879,275
Other Taxes & Franchises	959,500
Fines & Violations	152,000
PILOT, Interest, Rents, Licenses, Fees, & Permits	452,715
Grants & Reimbursements	533,234
Fund Transfers	13,000
<b>Total Revenues</b>	<b>3,989,724</b>
<b>Expenditures</b>	<b>\$</b>
Administrative	302,105
Police	1,444,928
Community Services	166,000
Zoning & Code Enforcement	71,450
Street	407,905
Park	47,430
Debt Service	177,568
Employee Benefits	1,503,338
Fund Transfers	16,000
<b>Total Expenditures</b>	<b>4,136,724</b>

<b>(08) SEWER OPERATING FUND 2020</b>	
<b>Revenues</b>	<b>\$</b>
<b>Total Revenues</b>	<b>1,748,490</b>
<b>Expenditures</b>	<b>\$</b>
Administrative	223,605
Personnel	329,040
Collection System & Operations	472,750
Debt Service	201,174
Employee Benefits	238,029
Fund Transfers	275,000
<b>Total Expenditures</b>	<b>1,739,598</b>

<b>(09) SOLID WASTE FUND 2020</b>	
<b>Revenues</b>	<b>\$</b>
<b>Total Revenues</b>	<b>475,550</b>
<b>Expenditures</b>	<b>\$</b>
Administrative	85,705
Collection System & Operations	350,000
Employee Benefits	22,070
<b>Total Expenditures</b>	<b>457,775</b>

<b>(31) GENERAL CAPITAL RESERVE FUND 2020</b>	
<b>Revenues</b>	<b>\$</b>
Fund Transfers	96,000
<b>Total Revenues</b>	<b>253,500</b>
<b>Expenditures</b>	<b>\$</b>
<b>Total Expenditures</b>	<b>965,600</b>

<b>(35) HIGHWAY AID FUND 2020</b>	
<b>Revenues</b>	<b>\$</b>
<b>Total Revenues</b>	<b>226,200</b>
<b>Expenditures</b>	<b>\$</b>
<b>Total Expenditures</b>	<b>208,000</b>

<b>(38) SEWER CAPITAL RESERVE FUND 2020</b>	
<b>Revenues</b>	<b>\$</b>
Funds Transfers	275,000
<b>Total Revenues</b>	<b>754,343</b>
<b>Expenditures</b>	<b>\$</b>
Fund Transfers	96,000
<b>Total Expenditures</b>	<b>746,000</b>

<b>(45) EDUCATIONAL SERVICE AGENCY FUND 2020</b>	
<b>Revenues</b>	<b>\$</b>
Fund Transfers	16,000
<b>Total Revenues</b>	<b>32,120</b>
<b>Expenditures</b>	<b>\$</b>
<b>Total Expenditures</b>	<b>32,240</b>

## Workforce Summary

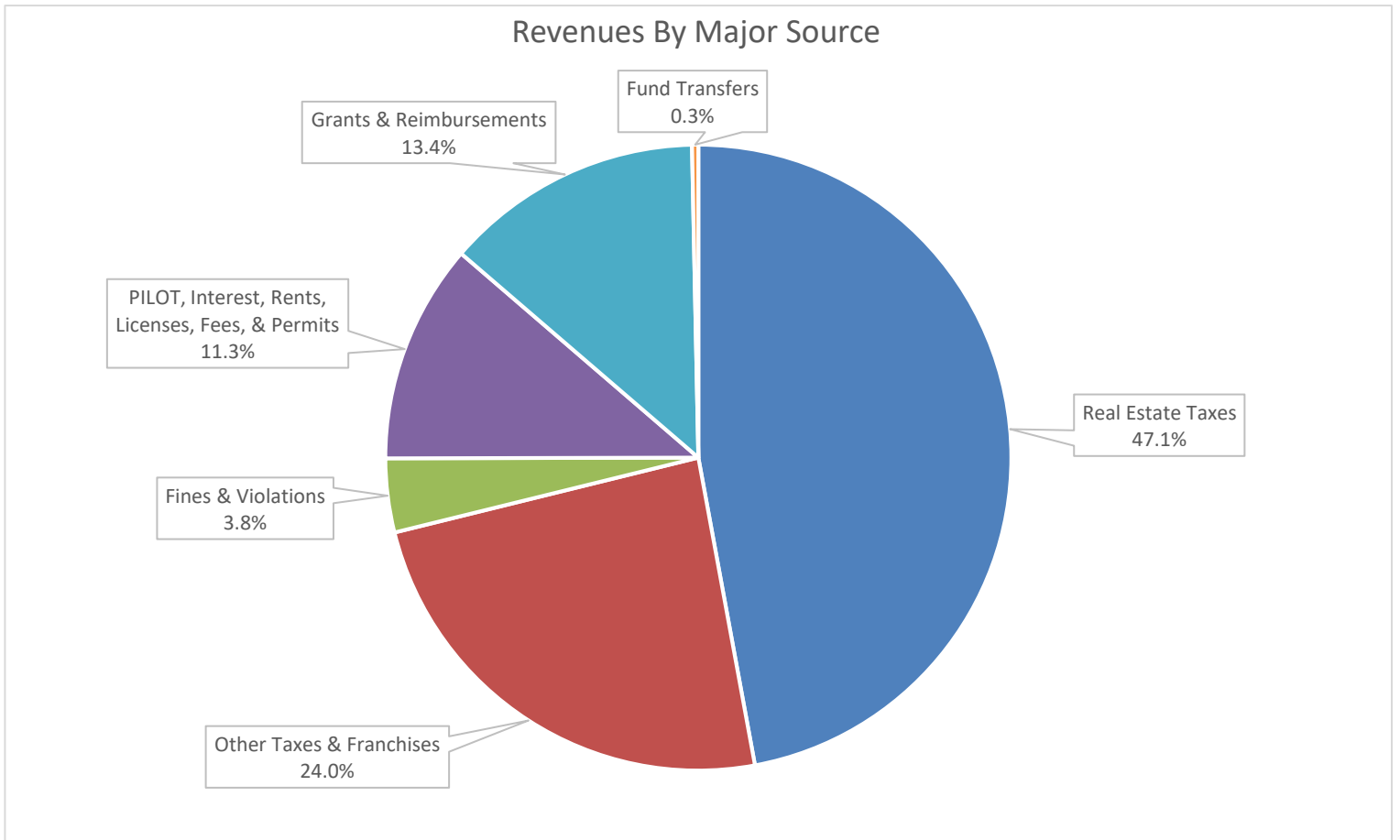
<b>2020 Budget Employment by Department</b>				
<b>Department</b>	<b>Position</b>	<b>Status</b>	<b>Number</b>	<b>Budget \$</b>
<b>Administration</b>	Mayor and Council	Elected	8	19,200
	Borough Manager	FT	1	63,804
	Finance Officer	FT	1	56,450
	Bookkeeper/Accounts Receivable Clerk	FT	1	51,739
	Zoning & Code Enforcement Officer	FT	1	63,427
	Clerk/Secretary	FT	1	44,073
	Clerk	PT	1	16.73 / hour
<b>Police</b>	Chief of Police	FT	1	103,350
	Lieutenant	FT	1	89,189
	Detective Sergeant	FT	1	86,589
	Sergeant	FT	2	86,089 & 86,889
	Patrolman	FT	8	80,276 – 84,839
	Patrolman	PT	2	24.11 / hour
	Secretary II	FT	1	55,581
	Secretary I	FT	1	48,776
	Crossing Guard	PT	4	11.33 – 13.65 / hour
<b>Street &amp; Park</b>	Superintendent	FT	1	70,074
	Maintenance Worker II	FT	1	60,422
	Maintenance Worker I	FT	2	44,933 & 46,727
	Laborer	PT	4	9.25 – 14.00 / hour
<b>Wastewater Treatment Plant</b>	Superintendent	FT	1	80,648
	Lead Plant Operator	FT	1	66,497
	Sewer Plant Operator w/CDL	FT	2	54,136 & 59,636
	Sewer Plant Operator Apprentice w/CDL	FT	1	52,120
<b>TOTALS</b>		FT	28	
		PT	10	
		ALL	38	

# GENERAL OPERATING BUDGET

## General Operating Fund Revenues Overview

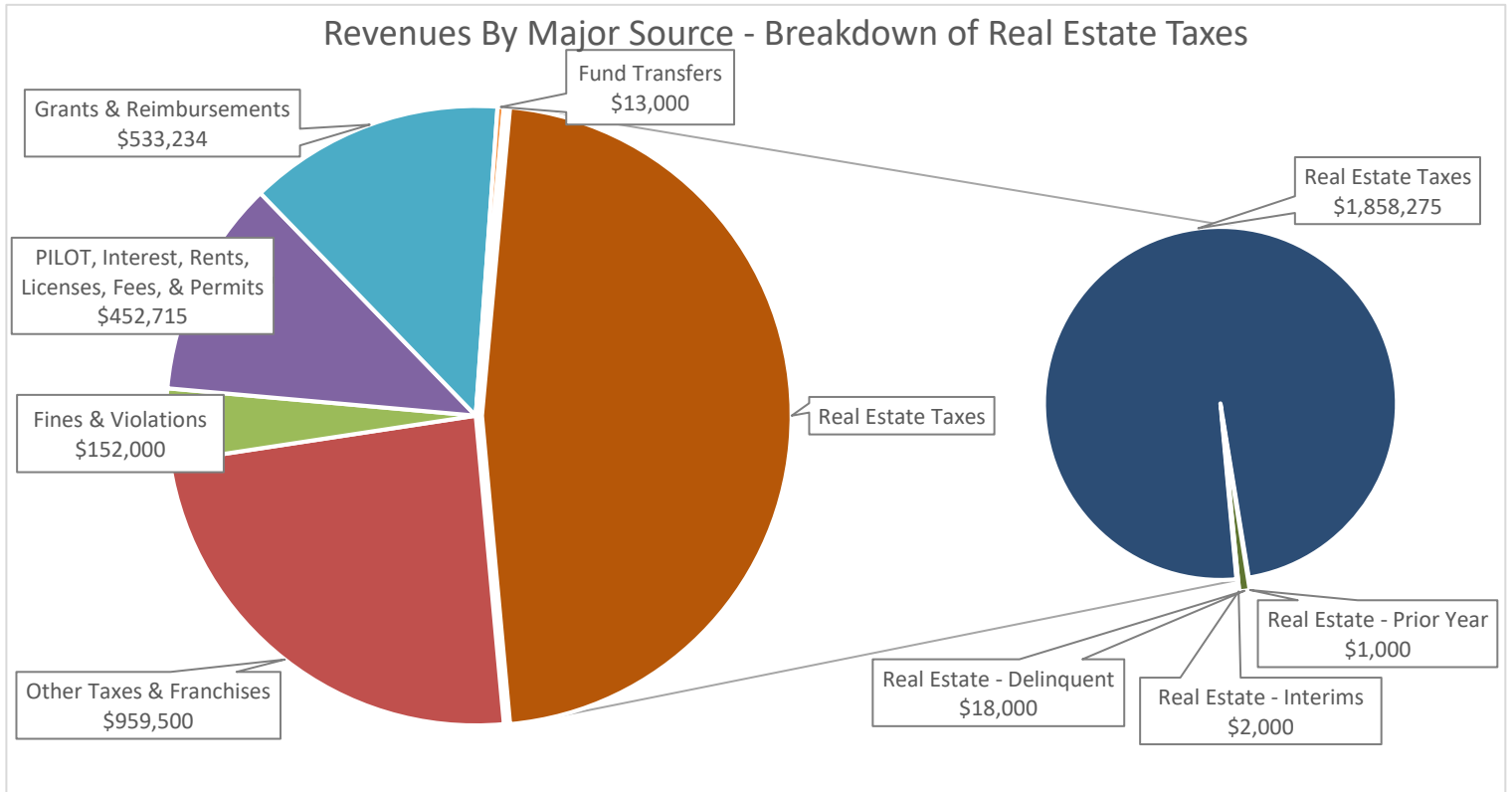
### General Operating Fund Revenues Summary

<b>Major Revenue Sources 2020</b>	
<b>Revenues</b>	<b>\$</b>
Real Estate Taxes	1,879,275
Other Taxes & Franchises	959,500
Fines & Violations	152,000
PILOT, Interest, Rents, Licenses, Fees, & Permits	452,715
Grants & Reimbursements	533,234
Fund Transfers	13,000
<b>Total Revenues</b>	<b>3,989,724</b>



# General Operating Fund Overview

## Real Estate Taxes



**The impact of property taxes** on the general operating fund is substantial, as illustrated in the chart above. Of all sources, this line of revenue continues to be the largest in our main operating fund. Slight changes occur year to year with this source, unless a reassessment, development, major demolition, or annexation take place in the Borough.

**What's in a mil?** A mil is one dollar per one thousand dollars of assessed property value (\$1 of tax = .001 = 1 mil)

An example of a property tax bill with the Borough's millage rate at 5.5:

Average Residential Property Value: \$160,700

Millage Rate: 5.5

Tax Rate Calculation: **\$884** (annually)

### Millersville Borough Millage Rate Breakdown

# Total Parcels	Total Assessment Value	# Tax Exempt Parcels	Total Tax Exempt Assessment Value	% Tax Exempt Assessment
2,107	\$574,753,100	147	\$226,435,300	39

# General Operating Fund Budget

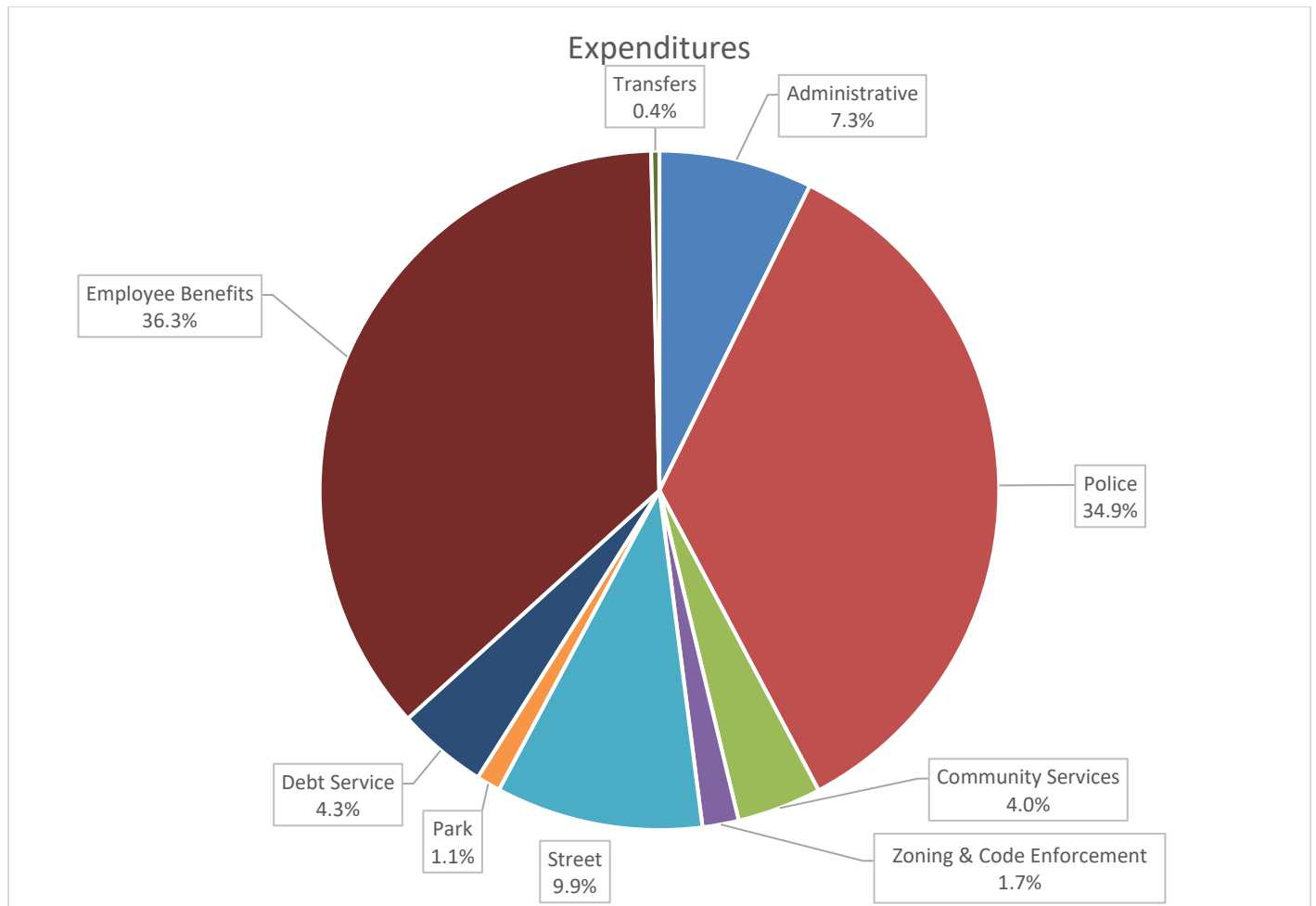
## Revenues

Revenues			2020 Budget	2019 Budget
01	301100	Real Estate Taxes - Current Borough	1,858,275	1,741,108
01	301200	Real Estate Taxes - Prior Year	1,000	1,000
01	301300	Real Estate Taxes - Delinquent	18,000	17,000
01	301600	Real Estate Taxes - Interims	2,000	2,000
01	310100	Real Estate Taxes - Transfer Tax	115,000	85,000
01	310200	Earned Income Tax	625,000	575,000
01	310510	Local Service Tax	125,000	124,000
01	310900	Payments in Lieu of RE Taxes (PILOT)	165,860	155,502
01	321000	Business License and Permits	500	500
01	321800	Cable Television Franchise	92,000	100,000
01	322820	Street Encroachment (opening permits)	1,000	1,000
01	331100	Court Fines	11,000	10,000
01	331110	Vehicle Code Violations	38,000	30,000
01	331120	Ordinance Violations	50,000	48,000
01	331130	Parking Tickets	53,000	50,000
01	341000	Interest Earnings	30,000	26,700
01	342100	Rents - Water Tower	101,500	90,000
01	342200	Rents - Building	25,055	25,000
01	342450	Rents - Park	7,500	7,000
01	351000	Federal and State Grants	22,100	22,100
01	355010	Public Utility Realty Tax	2,500	2,500
01	355040	Alcohol Beverage Licenses	800	800
01	355050	Pension System State Aid	209,100	196,560
01	355070	Foreign Fire Insurance Premium Tax	37,000	34,000
01	355080	Reimburse Non-Uniform Pension	26,534	35,136
01	358000	Reimburse County Drug Taskforce Salary	96,000	95,226
01	361300	Subdivision and Land Development Fees	1,000	1,000
01	361320	Reimburse Engineering and Legal Fees	10,000	12,000
01	361330	Zoning Permits	9,000	155,000
01	361340	Zoning Hearing Fees / Bldg Code Appeal	1,800	1,200
01	361350	Stormwater Management Plan App Fee	600	600
01	361400	Plan Review Fee	500	1,000
01	361620	County Tax Collection Commission	1,500	1,500
01	361650	Tax Certification Fees	4,300	4,300
01	362100	Reimburse SRO and other Police Services	102,000	99,200
01	362110	Sale of Copies of Accident Reports	1,300	1,300
01	362220	Parking Permits	2,500	2,200
01	362410	Building Permits	20,000	361,320
01	362480	Housing Licenses	68,000	68,500
01	380000	Miscellaneous Revenue	20,000	13,000
01	392096	Transfer from Park Trust Fund	13,000	15,000
01	395000	Refund of Prior Year Expenditures	20,500	5,500
<b>Total General Operating Fund Revenues</b>			<b>3,989,724</b>	<b>4,217,752</b>

# General Operating Fund Expenditures Overview

## General Operating Fund Expenditures Summary

<b>(01)General Operating Fund 2020</b>	
<b>Expenditures</b>	<b>\$</b>
Administrative	302,105
Police	1,444,928
Community Services	166,000
Zoning & Code Enforcement	71,450
Street	407,905
Park	47,430
Debt Service	177,568
Employee Benefits	1,503,338
Fund Transfers	16,000
<b>Total Revenues</b>	<b>4,136,724</b>



# General Operating Fund Budget

## Departmental Budgets - Administration Department

*The administration department, headed by the Borough Manager, oversees the day-to-day operations of the Borough, through its various departments. The department is responsible for communicating the vision and desires of Council, and administratively enforcing the guidelines, policies, and ordinances established by the board. The Manager is also responsible for bringing forth an annual budget proposal to Borough Council. Zoning & Code Enforcement are also performed in this department.*

			2020 Budget	2019 Budget
01	400100	Mayor Salary	2,400	2,400
01	400110	Council Salaries	16,800	16,800
01	401121	Manager Salary	25,525	37,000
01	401140	Clerical Salaries	71,680	70,098
01	401183	Overtime	600	500
01	401200	Office Supplies	2,100	2,100
01	401300	General Expense	16,900	2,000
01	401311	Accounting and Auditing Services	7,000	7,000
01	401312	Consulting Services	12,600	25,000
01	401313	Engineering Services	18,000	25,000
01	401314	Legal Services	12,000	12,000
01	401316	Labor Counsel	2,000	8,000
01	401321	Telephone and Cable	5,800	3,000
01	401325	Postage	3,000	3,100
01	401341	Advertising	4,500	6,000
01	401350	Property and Liability Insurance	45,000	45,000
01	401353	Bonding Insurance	1,000	1,000
01	401361	Electricity	9,300	9,000
01	401362	Gas	6,000	5,000
01	401366	Water	600	600
01	401373	Building and Grounds Maintenance	16,000	16,000
01	401374	Equipment, Repair and Service Contracts	15,000	18,800
01	401376	Water Tank Maintenance	3,000	1,000
01	401420	Dues, Subscriptions and Memberships	2,600	4,485
01	401460	Training and Conferences	500	2,100
01	401461	Training and Conferences-Mayor & Council	2,200	6,000
		<b>Total Administration/Legislative Department</b>	<b>302,105</b>	<b>328,983</b>
01	414130	Zoning & Code Enforcement Officer Salary	63,425	62,031
01	414220	Operating Supplies	1,000	1,200
01	414231	Vehicle Fuel and Maintenance	1,800	2,000
01	414310	Court Reporter Services	375	300
01	414341	Advertising	1,650	1,000
01	414374	Equipment, Repair and Service Contracts	2,800	3,100
01	414460	Training and Conferences	400	500
		<b>Total Zoning and Code Enforcement</b>	<b>71,450</b>	<b>70,131</b>

# General Operating Fund Budget

## Departmental Budgets - Police Department

*The Police Department is provided daily operational and administrative oversight by the Chief of Police.*

*The Department works to create a safe and healthy community by patrolling; enforcing codes, ordinances, and laws; and investigating varying levels of crime. The Department assigns a School Resource Officer, who works within the Penn Manor School District, interacting with students, staff, and visitors to enhance the learning environment. The Department also assigns an Officer to the Lancaster County Drug Task Force. Municipal Officers assigned to the Drug Task Force are sworn in as special county detectives, giving them county-wide jurisdiction.*

			<b>2020 Budget</b>	<b>2019 Budget</b>
01	410122	Chief Salary	103,350	101,716
01	410130	Police Officers' Salaries	1,001,700	973,333
01	410131	Part-time Police Officers' Salaries	26,000	23,640
01	410140	Clerical Salaries	104,360	102,061
01	410183	Overtime	86,000	92,254
01	410200	Office Supplies	3,000	2,500
01	410220	Operating Supplies and related items	6,000	6,500
01	410231	Vehicle Fuel	15,000	15,000
01	410238	Clothing and Uniforms	11,900	11,900
01	410242	Ammunitions and Targets	4,500	4,500
01	410300	General Expense	4,000	4,000
01	410316	Labor Counsel	10,000	5,000
01	410321	Telephone	7,500	9,500
01	410341	Civil Service	1,500	1,500
01	410374	Equipment, Repair and Service Contracts	33,500	40,304
01	410375	Vehicle Maintenance	11,000	11,000
01	410420	Dues, Subscriptions and Memberships	2,100	2,100
01	410450	Animal Control	1,350	1,000
01	410460	Training and Conferences	4,000	5,000
01	410505	County Drug Task Force Operation	8,168	8,168
<b>Total Police Department</b>			<b>1,444,928</b>	<b>1,420,976</b>

# General Operating Fund Budget

## Departmental Budgets - Street & Park Department

*The Street and Park Department, headed by the Street Superintendent, Andrew Boxleitner is in charge of providing maintenance to all Borough streets, parks, and stormwater infrastructure. The Department also provides daily oversight to Borough-owned facilities maintenance and upkeep. In addition, the Superintendent oversees the MS4 (municipal separate storm sewer system) program, ensuring all Commonwealth-mandated MCMs (minimum control measures) are implemented.*

			2020 Budget	2019 Budget
01	430122	Street Superintendent Salary	70,075	68,532
01	430140	Street Department Salaries	169,780	165,249
01	430183	Overtime	6,000	7,000
01	430220	Operating Supplies and related items	7,000	7,000
01	430231	Vehicle Fuel	9,500	9,500
01	430240	Road Repair and Markings	12,000	12,000
01	430245	Traffic Control Signs	5,000	5,000
01	430246	Storm Sewer and Drains	12,000	12,000
01	430313	Engineering Services	10,000	12,000
01	430321	Telephone	0	500
01	430361	Electricity - Buildings	3,000	3,000
01	430362	Gas	4,300	4,000
01	430366	Water	350	350
01	430367	Electricity - Traffic Signals	3,100	2,800
01	430368	Electricity - Street Lights	67,000	67,000
01	430370	Traffic Signal Repair and Service Contract	9,500	9,500
01	430373	Building and Grounds Maintenance	4,300	4,300
01	430374	Equipment, Repair and Service	10,000	10,000
01	430375	Vehicle Maintenance	5,000	4,900
		<b>Total Street Department</b>	<b>407,905</b>	<b>404,631</b>
01	454140	Park Department Salaries	30,430	29,781
01	454220	Operating Supplies and related items	1,500	1,500
01	454231	Vehicle Fuel	2,000	2,000
01	454300	General Expense	500	600
01	454361	Electricity	2,300	2,300
01	454366	Water	300	300
01	454373	Building and Grounds Maintenance	8,000	8,000
01	454374	Equipment, Repair and Service Contracts	2,400	2,400
		<b>Total Park Department</b>	<b>47,430</b>	<b>46,881</b>

# General Operating Fund Budget

## Non-Departmental Budgets

*The Borough's General Operating Fund budget includes a number of allocations for items not categorized into the various departmental budgets. These items, such as contributions to various community organizations (Community Services), financing (Debt Service), and Employee Benefits are overseen by the Borough Manager but are not attributed to a particular department.*

### Community Services

			<b>2020 Budget</b>	<b>2019 Budget</b>
01	411450	Emergency Alert Services	2,500	2,495
01	411500	Fire Svcs - Blue Rock Regional Fire District	120,800	120,800
01	411510	Fireman's Relief Association	37,000	34,000
01	411530	Contributions to County Library	2,500	2,500
01	411540	Contributions to Meals on Wheels	500	500
01	411550	Contributions to Lancaster EMS	2,500	2,500
01	411590	Contributions - Other	200	200
		<b>Total Community Services</b>	<b>166,000</b>	<b>162,995</b>

### Debt Service

			<b>2020 Budget</b>	<b>2019 Budget</b>
01	471210	2017 Refi 2010&2007-GO Note Principal-BB&T	124,760	120,530
01	472210	2017 Refi 2010&2007-GO Note Interest-BB&T	52,808	55,978
		<b>Total Debt Service</b>	<b>177,568</b>	<b>176,508</b>

### Employee Benefits

			<b>2020 Budget</b>	<b>2019 Budget</b>
01	487152	Dental Insurance	18,770	19,400
01	487156	Health Insurance	648,425	590,000
01	487157	Health and Welfare	20,780	21,900
01	487158	Life Insurance	2,815	2,900
01	487159	Pension Plan Police	483,444	380,044
01	487160	Pension Plan Non-Uniform	137,248	144,464
01	487161	FICA and Medicare	134,806	132,300
01	487354	Workers Compensation Insurance	57,050	49,400
		<b>Total Employee Benefits</b>	<b>1,503,338</b>	<b>1,340,408</b>

# General Operating Fund Budget

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## Transfers

*The planned movement of allocated monies from one fund to another occurs during any given fiscal year for various reasons. The General Operating Fund of the Borough will show transfers out to General Capital Reserve Fund funding short and longer-term capital purchases and projects. Transfers will also show out to the Educational Service Agency for shared wages and associated costs of the crossing guard services program.*

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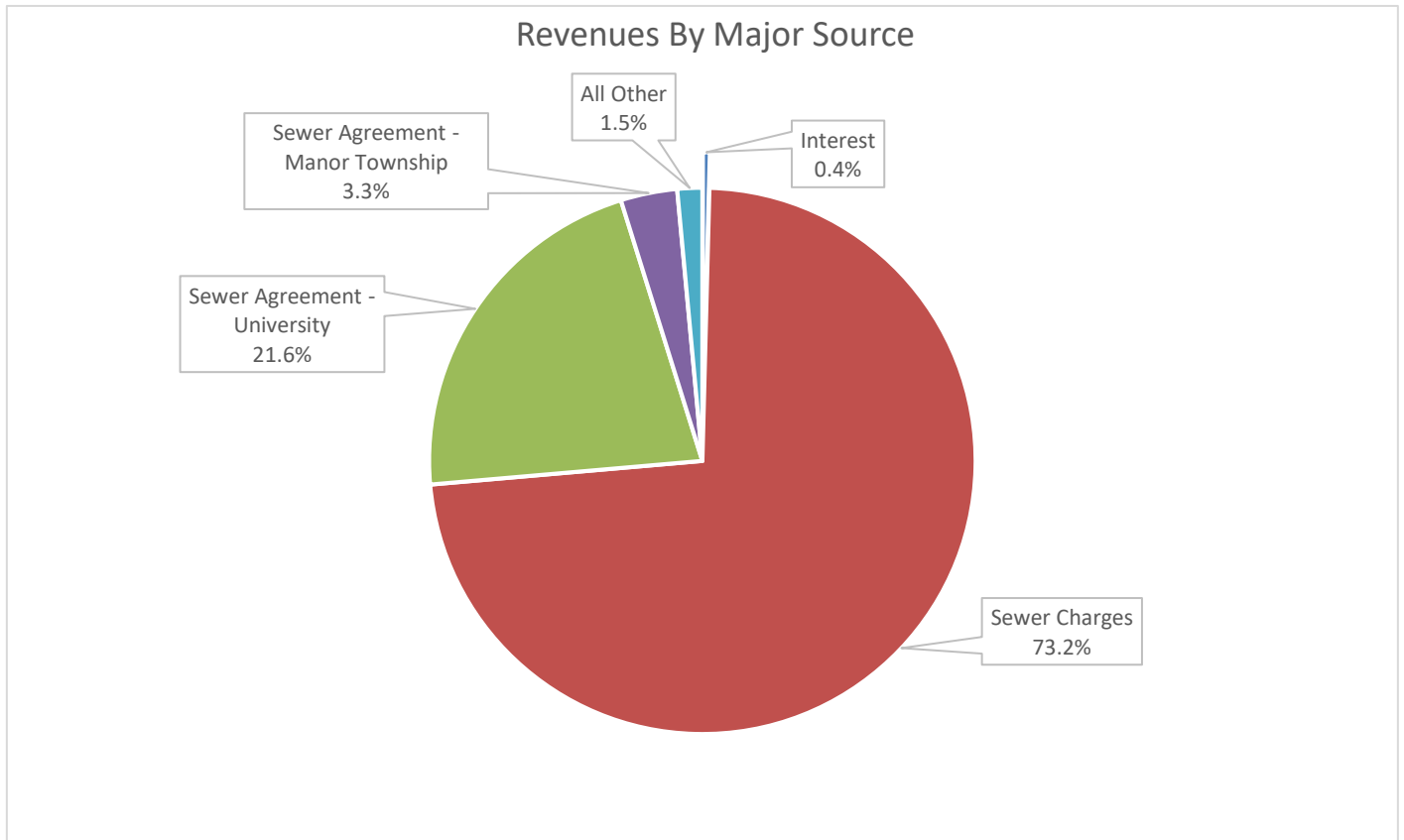
			<b>2020 Budget</b>	<b>2019 Budget</b>
01	492031	Transfer to General Capital Reserve	0	230,000
01	492045	Transfer to Education Service Agency	16,000	14,700
		<b>Total Transfers</b>	<b>16,000</b>	<b>244,700</b>

# III. SEWER OPERATING FUND

## Sewer Operating Fund Overview

### Sewer Operating Fund Summary

<b>(08) SEWER OPERATING FUND 2020</b>	
<b>Revenues</b>	<b>\$</b>
<b>Total Revenues</b>	<b>1,748,490</b>
<b>Expenditures</b>	
Administrative	223,605
Personnel	329,040
Collection System & Operations	472,750
Debt Service	201,174
Employee Benefits	238,029
Fund Transfers	275,000
<b>Total Expenditures</b>	<b>1,739,598</b>



# Sewer Operating Fund Budget

## Sewer Department – Revenues and Expenditures

*The Sewer Department is overseen by the Department Superintendent, Mr. Leslie McMullen. This department's primary responsibility is the day-to-day operations of the Wastewater Treatment Plant (WWTP). The Department also provides ongoing maintenance and replacement of all sanitary pipes and infrastructure, including pumping stations, throughout the Borough and Manor Township.*

			<b>2020</b>	<b>2019</b>
			<b>Budget</b>	<b>Budget</b>
<b>Revenues</b>				
08	341000	Interest Earnings	7,200	6,400
08	364100	Sewer Charges	1,280,000	1,280,000
08	364102	Sewer Lien Income	20,000	20,000
08	364120	Sewer Agreement - University	377,020	354,000
08	364125	Sewer Agreement - Manor Township	58,520	54,120
08	380000	Miscellaneous Revenue	250	250
08	395000	Refund of Prior Year Expenditures	5,500	1,700
<b>Total Sewer Operating Fund Revenues</b>			<b>1,748,490</b>	<b>1,716,470</b>
<b>Expenditures</b>				
08	401121	Manager Salary	25,525	37,000
08	401140	Clerical Salaries	71,680	70,098
08	401183	Overtime	600	800
08	401200	Office Supplies	2,800	2,800
08	401300	General Expense	1,000	1,000
08	401311	Accounting and Auditing Services	7,000	7,000
08	401313	Engineering Services	30,000	35,000
08	401314	Legal Services	9,500	11,000
08	401321	Telephone and Cable	6,000	6,000
08	401325	Postage	5,000	5,000
08	401350	Property and Liability Insurance	29,000	26,000
08	401374	Equipment, Repair and Service Contracts	15,000	18,000
08	401383	Rental of Building	16,500	16,500
08	401420	Dues, Subscriptions and Memberships	2,500	2,500
08	401460	Training and Conferences	1,500	1,500

# Sewer Operating Fund Budget

## Sewer Department – Revenues & Expenditures (Continued)

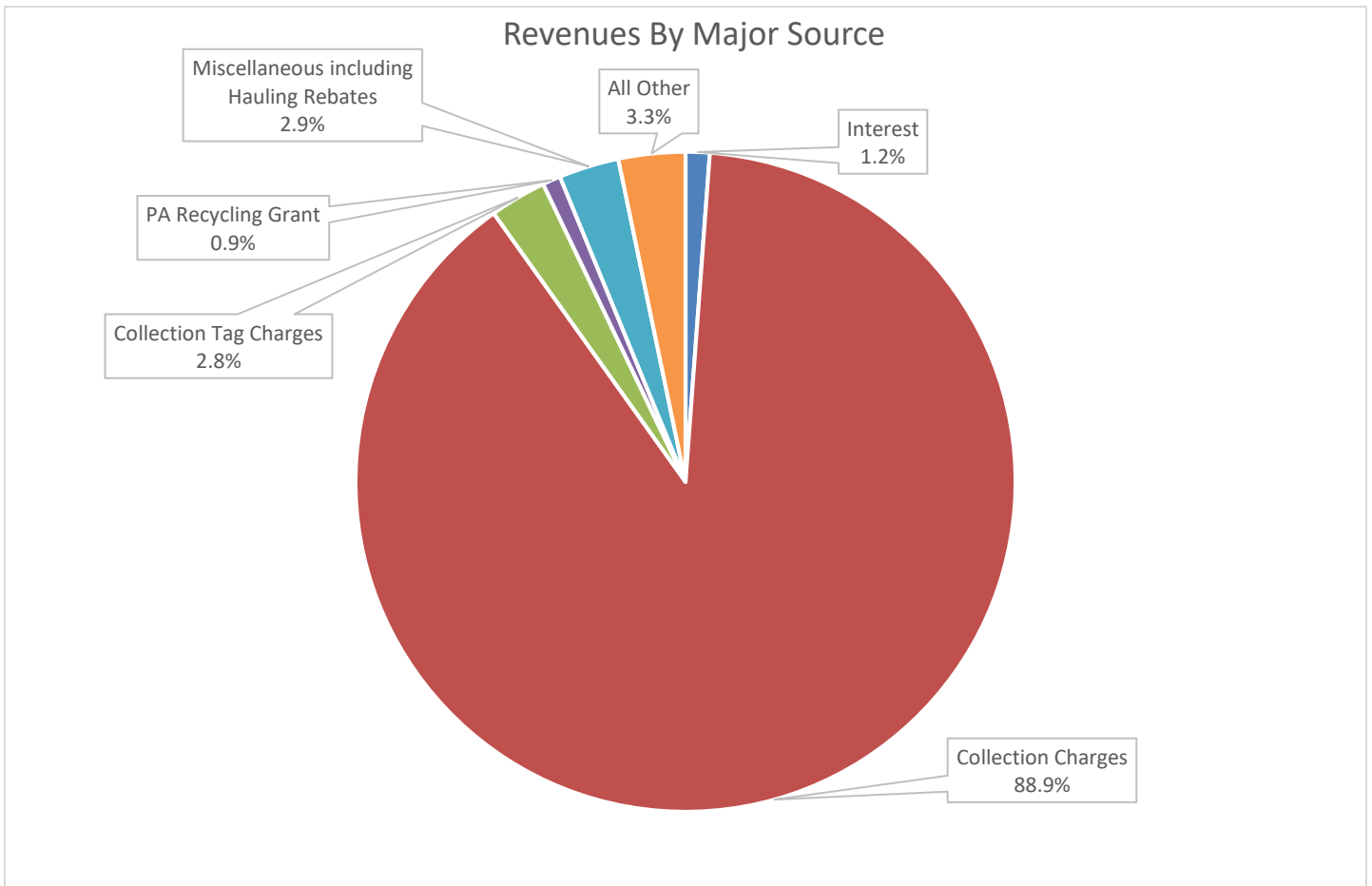
			2020 Budget	2019 Budget
08	429122	Sewer Plant Superintendent Salary	80,650	78,883
08	429140	Sewer Plant Salaries	232,390	225,615
08	429183	Overtime	16,000	13,000
08	429220	Operating Supplies and related items	14,000	14,000
08	429221	Chemicals	60,000	60,000
08	429225	Laboratory Supplies	5,000	5,000
08	429227	Outside Laboratory Services	40,000	36,000
08	429231	Vehicle Fuel	5,500	5,500
08	429361	Electricity	150,000	150,000
08	429362	Gas	250	250
08	429366	Water	8,000	8,000
08	429373	Building and Grounds Maintenance	15,000	10,000
08	429374	Sewer Treatment Plant Equipment Maint	75,000	75,000
08	429375	Vehicle Maintenance	10,000	10,000
08	429378	Collection System & Pump Stations Maint	55,000	55,000
08	429450	BioSolids Management Contracted Services	35,000	35,000
08	471210	2017 Refi 2010&2007-GO Note Principal-BB&T	179,300	181,000
08	472210	2017 Refi 2010&2007-GO Note Interest-BB&T	21,874	26,635
08	487152	Dental Insurance	4,800	4,800
08	487156	Health Insurance	153,785	138,300
08	487157	Health and Welfare	6,100	6,100
08	487158	Life Insurance	550	550
08	487160	Pension Plan Non-Uniform	26,194	32,370
08	487161	FICA and Medicare	32,700	32,400
08	487354	Workers Compensation Insurance	13,900	12,100
		<b>Total Sewer Operating Fund Expenditures</b>	<b>1,464,598</b>	<b>1,455,701</b>
08	492038	Transfer to Sewer Capital Reserve	275,000	250,000
		<b>Total Transfers</b>	<b>275,000</b>	<b>250,000</b>
		<b>Total Sewer Operating Expenditures &amp; Transfers</b>	<b>1,739,598</b>	<b>1,705,701</b>

# IV. SOLID WASTE FUND

## Solid Waste Fund Overview

### Solid Waste Fund Summary

(09) SOLID WASTE FUND 2020	
<b>Revenues</b>	<b>\$</b>
<b>Total Revenues</b>	<b>475,550</b>
<b>Expenditures</b>	
Administrative	85,705
Collection System & Operations	350,000
Employee Benefits	22,070
<b>Total Expenditures</b>	<b>457,775</b>



# Solid Waste Fund Budget

## Revenues & Expenditures

*The Solid Waste Fund, a proprietary level, enterprise fund, accounts for the revenues and expenditures for the solid waste collection, hauling and disposal implemented by the Borough. The program is administered by the Administration Department and carried out utilizing this enterprise fund.*

			<b>2020</b>	<b>2019</b>
			<b>Budget</b>	<b>Budget</b>
<b>Revenues</b>				
09	341000	Interest Earnings	5,600	5,000
09	364300	Solid Waste Collection Charges	423,000	387,000
09	364302	Solid Waste Lien Income	15,000	25,000
09	364330	Green Yard Waste Tags	8,000	8,500
09	364331	Yellow Extra Service Tags	1,500	1,500
09	364332	Red Oversize Trash Tags	3,200	2,200
09	364333	Blue Large Appliance Tags	500	500
09	364500	PA Recycling Grant	4,200	4,200
09	380000	Miscellaneous (Hauling Rebate)	14,000	14,000
09	395000	Refund of Prior Year Expenditures	550	150
<b>Total Solid Waste Fund Revenues</b>			<b>475,550</b>	<b>448,050</b>
<b>Expenditures</b>				
09	401121	Manager Salary	12,765	18,500
09	401140	Clerical Salaries	35,840	35,049
09	401183	Overtime	300	400
09	401200	Office Supplies	2,500	2,100
09	401300	General Expense	500	500
09	401311	Accounting and Auditing Services	3,500	3,500
09	401314	Legal Services	8,700	9,200
09	401325	Postage	5,000	5,000
09	401341	Advertising	1,000	500
09	401374	Equipment, Repair and Service Contracts	6,100	7,200
09	401383	Rental of Building	8,500	8,500
09	401420	Dues, Subscriptions and Memberships	1,000	1,500
09	427220	Operating Supplies and related items	16,000	15,500
09	427440	Solid Waste Disposal	129,000	126,000
09	427450	Collection and Hauling Contracted Services	205,000	188,600
09	487152	Dental Insurance	420	650
09	487156	Health Insurance	15,465	18,100
09	487157	Health and Welfare	500	800
09	487158	Life Insurance	45	85
09	487160	Pension Plan Non-Uniform	340	2,766
09	487161	FICA and Medicare	3,750	4,100
09	487354	Workers Compensation Insurance	1,550	1,550
<b>Total Solid Waste Fund Expenditures</b>			<b>457,775</b>	<b>450,100</b>

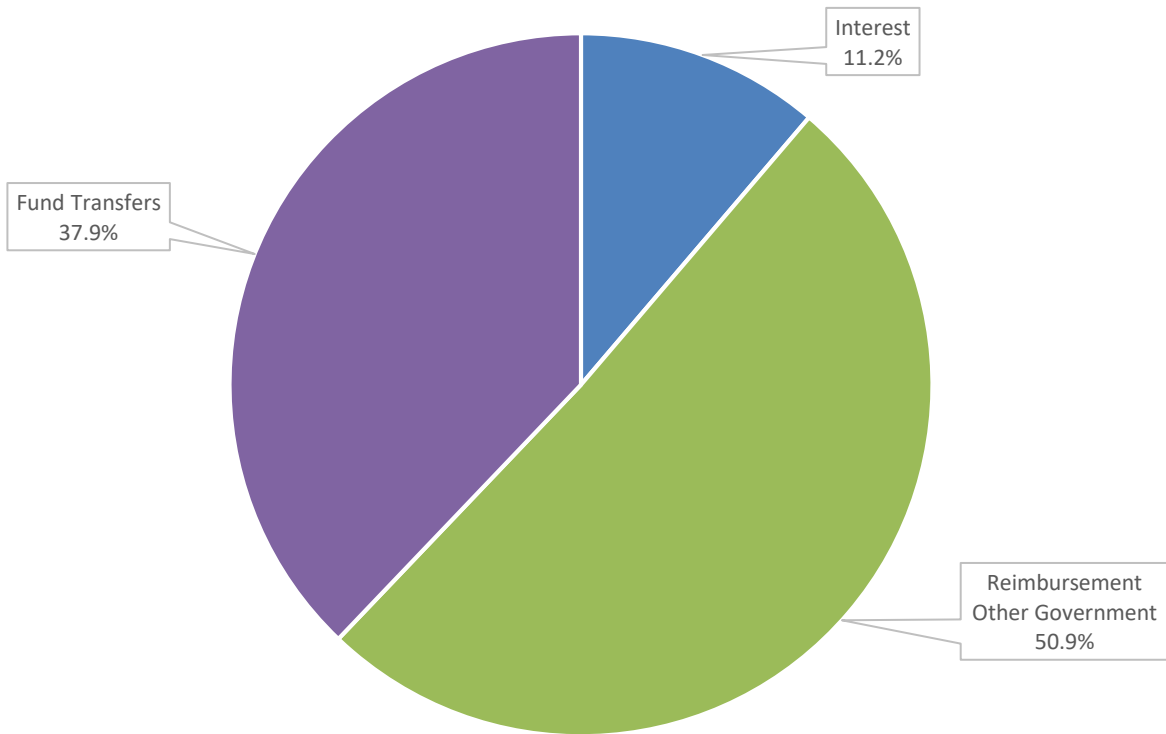
# V. GENERAL CAPITAL RESERVE FUND

## General Capital Reserve Fund Overview

### General Capital Reserve Fund Summary

<b>(31) GENERAL CAPITAL RESERVE FUND 2020</b>	
<b>Revenues</b>	<b>\$</b>
Fund Transfers	96,000
<b>Total Revenues</b>	<b>253,500</b>
<b>Expenditures</b>	<b>\$</b>
<b>Total Expenditures</b>	<b>965,600</b>

Revenues By Major Source



# General Capital Reserve Fund Budget

## Revenues & Expenditures

*The annual budget for the General Capital Reserve Fund is mostly dominated by special projects or one-time capital purchases. As noted in the graph on the previous page, the Fund does not receive any dedicated revenues, but instead relies on fund transfers, grants, or reimbursements from other governments. In this way, the Fund is heavily reliant on external environments, and as a result shows great fluctuation in revenues and expenditures from year to year.*

			2020	2019
			Budget	Budget
<b>Revenues</b>				
31	341000	Interest Earnings	28,500	25,700
31	351000	Grants - Federal and State	0	200,000
31	358000	Reimbursement other Governments	129,000	129,000
31	380000	Miscellaneous Revenue	0	215,000
31	392001	Transfer from General Operating Fund	0	230,000
31	392038	Transfer from Sewer Capital Fund	96,000	96,000
<b>Total General Capital Reserve Fund Revenues</b>			<b>253,500</b>	<b>895,700</b>
<b>Expenditures</b>				
31	401313	Engineering Services	80,000	20,000
31	401314	Legal Services	3,000	2,500
31	401341	Advertising	2,600	1,000
31	401450	E-Code Contracted Services	5,000	6,000
31	401750	Equipment Replacement - Admin	0	50,000
31	410745	Vehicle Replacement - Police	29,000	46,000
31	410750	Equipment Replacement - Police	5,000	29,901
31	430600	N/S Duke St Corridor Road, Curbs, Sidewalks	148,000	148,000
31	430601	N/S Duke St Corridor Stormwater Mgmt	91,000	91,000
31	430602	N/S Duke St Corridor Sanitary Sewer	96,000	96,000
31	430603	N/S Duke St Corridor Traffic, Misc	260,000	260,000
31	430604	N/S Duke St Corridor Engineering, Environmental	135,000	135,000
31	430605	N/S Duke St Corridor Land Acquisitions, ROW	70,000	70,000
31	430700	Miscellaneous Street Projects	10,000	0
31	430730	Building Improvements - Streets	16,000	0
31	454730	Bldg Improvements-Park Pavilions&Other Structures	15,000	0
<b>Total General Capital Reserve Fund Expenditures</b>			<b>965,600</b>	<b>955,401</b>

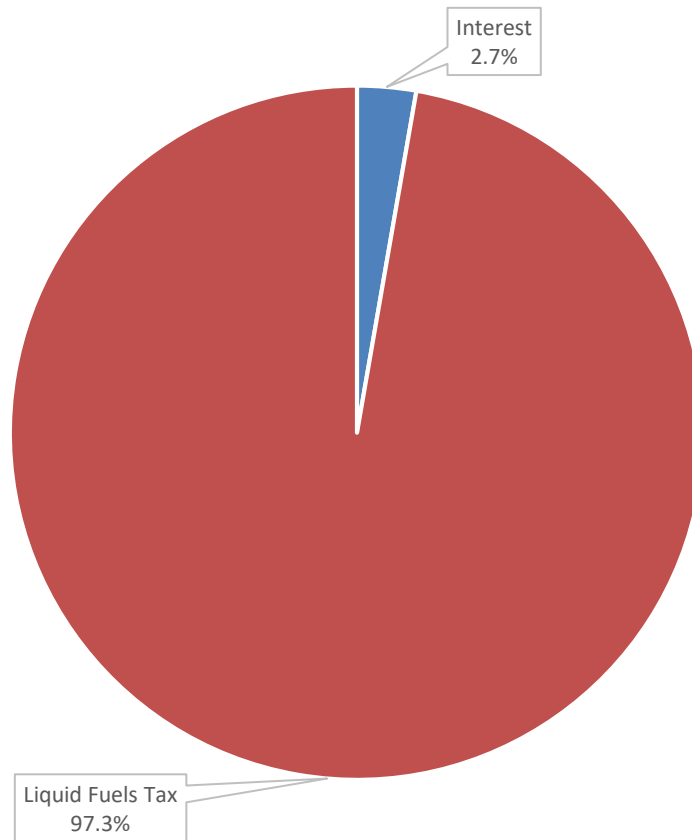
# VI. HIGHWAY AID FUND

## Highway Aid Fund Overview

### Highway Aid Fund Summary

<b>(35) HIGHWAY AID FUND 2020</b>	
<b>Revenues</b>	<b>\$</b>
<b>Total Revenues</b>	<b>226,200</b>
<b>Expenditures</b>	<b>\$</b>
<b>Total Expenditures</b>	<b>208,000</b>

Revenues By Major Source



# Highway Aid Fund Budget

## Revenues & Expenditures

*Each year, the Borough receives a liquid fuels allocation from the Pennsylvania Department of Transportation (PennDOT), for the construction, reconstruction, maintenance, and repair of our roads and streets. This allocation also covers the purchase or certain repair of street department vehicles. As this allocation is based on the number of road miles and population, the Borough receives a rather steady source of revenue in this fund from year to year.*

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			<b>2020</b>	<b>2019</b>
		<b>Revenues</b>	<b>Budget</b>	<b>Budget</b>
35	341000	Interest Earnings	6,200	6,000
35	355020	Liquid Fuels Tax	220,000	215,000
		<b>Total Highway Aid Fund Revenues</b>	<b>226,200</b>	<b>221,000</b>
		<b>Expenditures</b>		
35	439432	Winter Maintenance Supplies-Salt	30,000	30,000
35	439450	Snow Removal Contracted Services	13,000	13,000
35	439700	Miscellaneous Street Projects	5,000	5,000
35	439710	ADA Ramps and Sidewalks	0	82,000
35	439720	Paving and/or Recycling Multiple Streets	160,000	205,000
35	439750	Repairs to Tools and Machinery	0	8,500
		<b>Total Highway Aid Fund Expenditures</b>	<b>208,000</b>	<b>343,500</b>

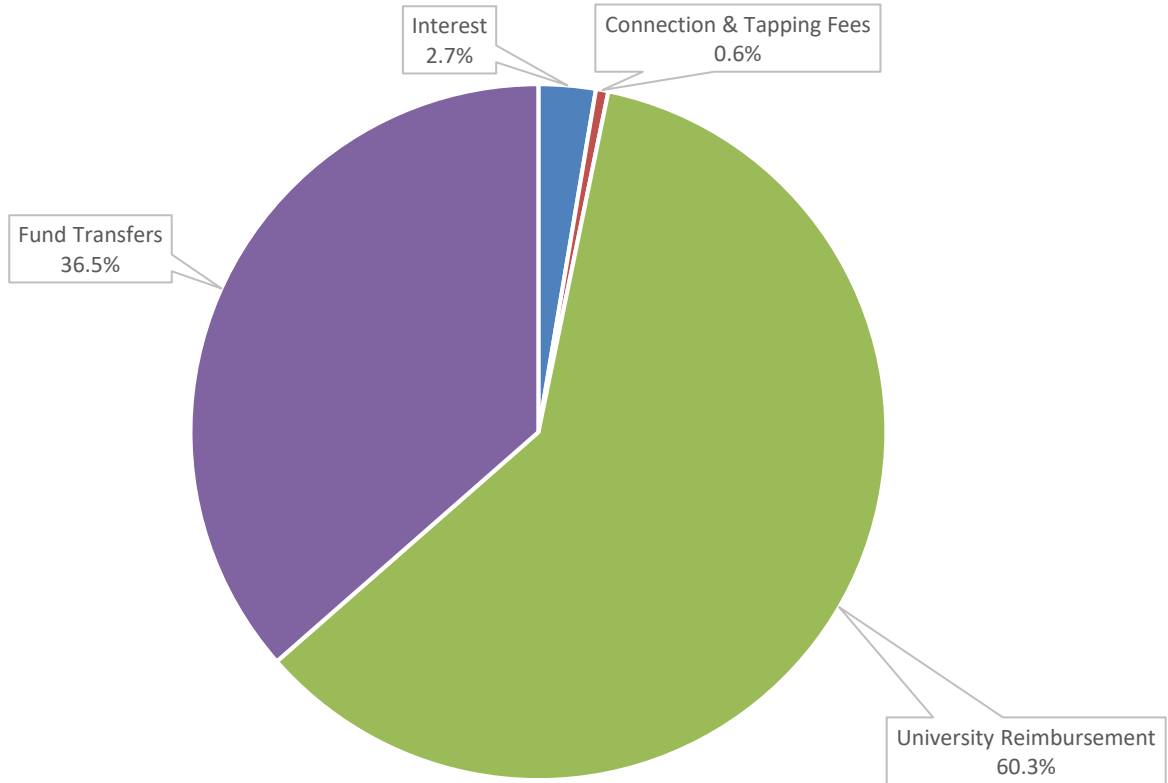
# VII. SEWER CAPITAL RESERVE FUND

## Sewer Capital Reserve Fund Overview

### Sewer Capital Reserve Fund Summary

<b>(38) SEWER CAPITAL RESERVE FUND 2020</b>	
<b>Revenues</b>	<b>\$</b>
Fund Transfers	275,000
<b>Total Revenues</b>	<b>754,343</b>
<b>Expenditures</b>	
Fund Transfers	96,000
<b>Total Expenditures</b>	<b>746,000</b>

Revenues By Major Source



# Sewer Capital Reserve Fund Budget

## Revenues & Expenditures

*The Sewer Capital Reserve Fund is designed to account for annual allocations for the purpose of upgrading, maintaining, or replacing machinery, equipment, structures, or components of the Wastewater Treatment Plant and Borough-wide collection systems (including pumping stations). Much like the General Capital Reserve Fund, this Fund will show great fluctuation in revenues and expenditures from year to year.*

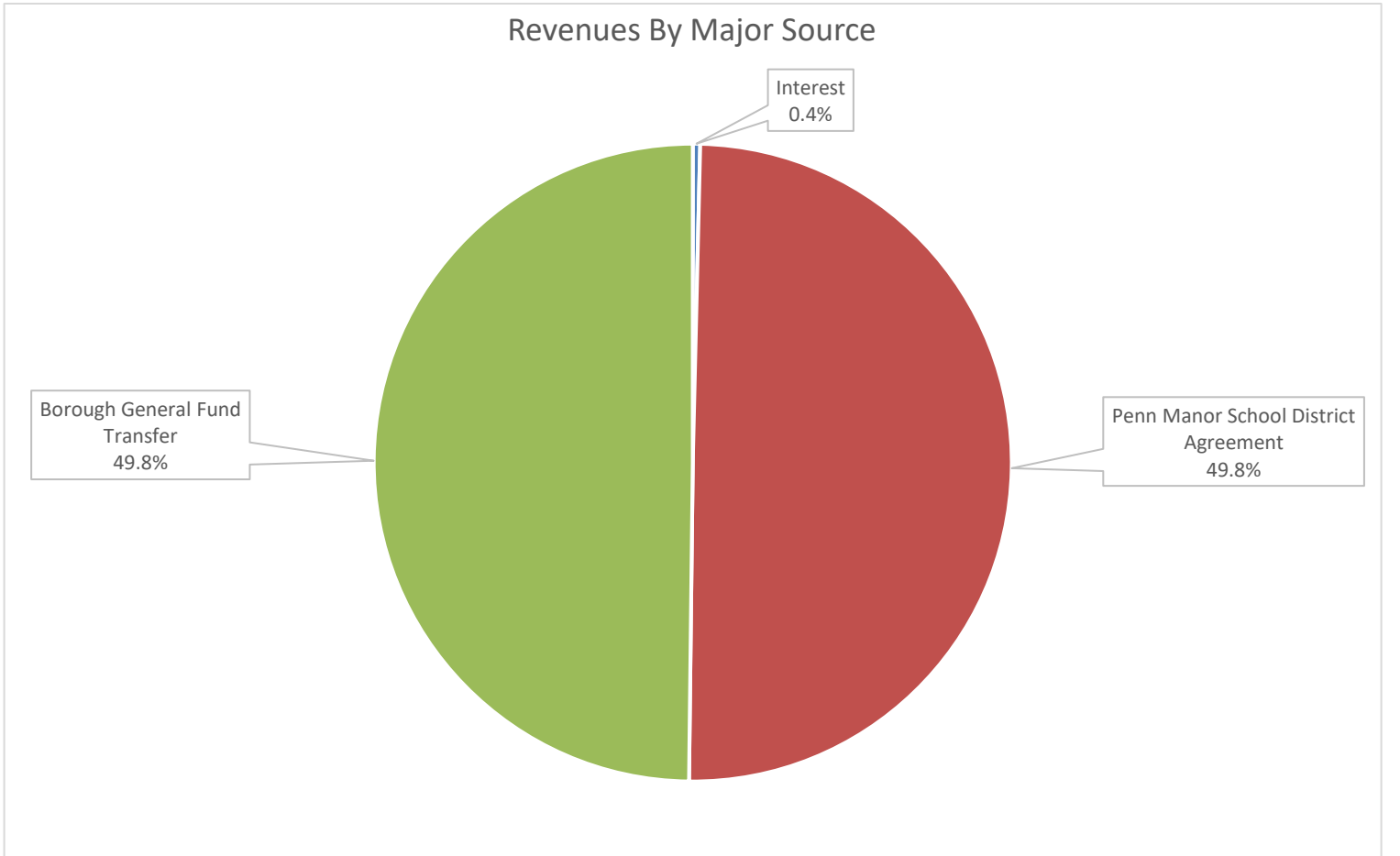
			<b>2020</b>	<b>2019</b>
			<b>Budget</b>	<b>Budget</b>
<b>Revenues</b>				
38	341000	Interest Earnings	20,000	17,000
38	364110	Sewage Connection/Tapping Fees	4,343	13,000
38	364120	Sewer Capital Reimburse - University	455,000	76,200
38	392008	Transfer from Sewer Operating Fund	275,000	250,000
<b>Total Sewer Capital Reserve Fund Revenues</b>			<b>754,343</b>	<b>356,200</b>
<b>Expenditures</b>				
38	401313	Engineering Services	40,000	150,000
38	401314	Legal Services	0	5,000
38	401341	Advertising	0	4,000
38	429731	Building Improvements to Admin Bldg	40,000	30,000
38	429736	Bldg Improvements to Pump Station-Shared	20,000	0
38	429745	Vehicle Replacement	50,000	0
38	429751	Equip Replace to Dewatering Process	500,000	2,000,000
<b>Total Sewer Capital Reserve Fund Expenditures</b>			<b>650,000</b>	<b>2,189,000</b>
38	492031	Transfer to General Capital Reserve	96,000	96,000
<b>Total Transfers</b>			<b>96,000</b>	<b>96,000</b>
<b>Total Sewer Capital Reserve Expenditures &amp; Transfers</b>			<b>746,000</b>	<b>2,285,000</b>

# VIII. EDUCATIONAL SERVICE AGENCY FUND

## Educational Service Agency Fund Overview

### Educational Service Agency Fund Summary

<b>(45) EDUCATIONAL SERVICE AGENCY FUND 2020</b>	
<b>Revenues</b>	<b>\$</b>
Fund Transfers	16,000
<b>Total Revenues</b>	<b>32,120</b>
<b>Expenditures</b>	<b>\$</b>
<b>Total Expenditures</b>	<b>32,240</b>



# Educational Service Agency Fund Budget

## Revenues & Expenditures

*The Educational Service Agency provides the crossing guard services program to the Millersville Borough community. The program is administered through the independently appointed Educational Service Agency, a three-member board, who's responsibility it is to craft and implement an annual budget, setting salaries and other operational allocations. The program costs are split 50/50% between the Borough and the Penn Manor School District. Daily operational oversight and hiring and discharging crossing guards is done by the Borough's Police Department, through the Chief of Police.*

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			<b>2020</b>	<b>2019</b>
			<b>Budget</b>	<b>Budget</b>
		<b>Revenues</b>		
45	341000	Interest Earnings	120	80
45	362115	Crossing Guard Services to Penn Manor SD	16,000	14,700
45	392001	Transfer from General Operating Fund	16,000	14,700
		<b>Total Educational Service Agency Fund Revenues</b>	<b>32,120</b>	<b>29,480</b>
		<b>Expenditures</b>		
45	410140	Crossing Guard Salaries	28,000	25,656
45	410220	Operating Supplies and related items	500	500
45	410238	Clothing and Uniforms	700	700
45	487161	FICA and Medicare	2,140	1,965
45	487354	Workers Compensation Insurance	900	735
		<b>Total Educational Service Agency Fund Expenditures</b>	<b>32,240</b>	<b>29,556</b>