

**BOARD OF SUPERVISORS BUDGET ADOPTION HEARING MINUTES**  
**December 20, 2023- 6:00 PM**

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**In Attendance:**

Dawn Rineer-Twp. Treas.  
Jeff Kreider-Supervisor elect  
Dean Evans-LNP  
Rob Reidenbach-asst. rec. Sec.

**Board of Supervisors**

Chairman Harry Lehman  
Vice-Chairman Tom Haas  
Supervisor E.J. Hlavacek  
Supervisor Eric Lucas  
Supervisor Michael Novak

**CALL TO ORDER**

Pledge of Allegiance

**ANNOUNCEMENTS:**

- Public Meetings may be both audio and video recorded.
- The purpose of this hearing is to consider final adoption of the proposed 2024 budget.
- The Pequea Township Board of Supervisors held one workshop on November 8, 2023 to arrive at the proposed budget for 2024.
- Notice has been properly advertised, November 27, 2023 and December 4, 2023 and a copy of the proposed 2024 Pequea Township Budget was made available at the Township office from November 27 to December 20, 2023.

**SPECIAL SITUATION:**

Chairman Lehman explained how an Excel spreadsheet failed to add \$55,000 to the Township's income during the preparation of the budget. The result made the proposed tax increase unnecessary if the Board so decides. He therefore proposed to make 5 motions to facilitate the necessary changes.

1. Chairman Lehman moved to correct the income amount by \$55,000. Vice-Chairman Haas seconded the motion. All voted in favor; none opposed.
2. Chairman Lehman moved to eliminate the tax increase of \$36,908.71 from the budget. Supervisor Hlavacek seconded the motion. All voted in favor; none opposed.
3. Chairman Lehman moved to omit a capital reserve transfer of \$26,314.13. Supervisor Novak seconded the motion. All voted in favor; none opposed.
4. Chairman Lehman moved to add \$8,222.84 from the capital reserve to balance the budget. Supervisor Lucas seconded the motion. All voted in favor; none opposed.

5. Chairman Lehman moved that we place the "Year in Review" in tonight's minutes. Supervisor Lucas seconded the motion. All voted in favor; none opposed.

#### **BUDGET NARRATIVE:**

During discussion of #4 above, Treasurer Rineer and Chairman Lehman highlighted many of the good things that occurred for the Township to allow for a favorable financial outcome for 2023. Chairman Lehman moved to include the "Budget Narrative" in tonight's minutes. Supervisor Lucas seconded the motion. All voted in favor; none opposed.

#### **CITIZEN PARTICIPATION:**

Questions/Comments on the proposed 2024 budget:

none

#### **1. Consider final adoption of proposed Pequea Township 2024 Budget**

##### **2024 Proposed General Fund Budget:**

Chairman Lehman moved to approve the 2024 General Fund budget. Supervisor Lucas seconded the motion. All voted in favor; none opposed.

##### **2024 Proposed State Highway Fund Budget:**

Chairman Lehman moved to approve the 2024 State Highway Fund budget. Supervisor Lucas seconded the motion. All voted in favor; none opposed.

##### **2024 Proposed Recreation Fund Budget:**

Chairman Lehman moved to approve the 2024 Recreation Fund budget. Supervisor Lucas seconded the motion. All voted in favor; none opposed.

**2. Levy Tax Rate for the year 2024 by Resolution #666-2023**

Vice-Chairman Haas moved to approve **Resolution #666-2023, a resolution of the Township of Pequea, Lancaster County, Pennsylvania establishing the tax rate of 1.567 mills for the year 2024.** Chairman Lehman seconded the motion. All voted in favor; none opposed.

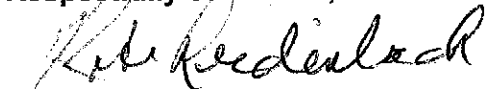
**3. Define Tax Collector of Real Estate Taxes for Pequea Township for 2024-Resolution #680-2023**

Vice-Chairman Haas moved the County of Lancaster be the Township's tax collector for 2024. Supervisor Hlavacek seconded the motion. All voted in favor; none opposed.

**ADJOURNMENT:**

6:20 pm

**Respectfully submitted,**



Robert Reidenbach, Asst. Recording Secretary

**\*\*See 2 attachments: Year in Review and Budget Narrative**

PEQUEA TOWNSHIP  
**BUDGET NARRATIVE 2024**

Discussion was held at the November 8<sup>th</sup> budget workshop and a tax increase of 5% \$36,908.71 was entered into the proposal budget calculations.

After preparing the proposed budget into Quick Books accounting systems. We learned that the Excel Spreadsheet failed to add \$55,000 to income.

Therefore, it is prudent that tonight the board take additional income into consideration and make necessary adjustments to the budget.

**GENERAL FUND**

- Proposed Budget 2024 – Discussion needed.
  - Projected Income \$ 2,352,141.24
  - Less Projected Expenses \$2,352,141.24
  - Projected Shortfall \$ 0
- The Budget income figures are based on information obtained from the Lancaster County Tax Collection Bureau and updated Real Estate Assessments.
- The Board of Supervisors took into consideration the slowing Real Estate sales outlook for 2024 to arrive at the Transfer Tax Revenue projections.
- Inflation will continue to increase our cost and was taken into consideration.
- Our Police Chief, Township Administrator, and Roadmaster were instrumental in providing the board with needed information.
- Applied for two grants, Dump Truck Heavy Duty and 600 Medium Duty Truck
- Hopefully the Two Police Cars can be delivered in 2024
- American Rescue Funds will also be transferred to help with the following projects thus depleting our fund:
  - \$55,000 – Police Car
  - \$12,660 – SLSC
  - \$12,500 – Gas and Diesel Tank Removal
  - \$70,348.34 – Roads
- Major Projects For 2024:
  - Radcliff Road Bridge Removal
  - Roads – \$430,900.00 (10% inflation built in)
    - \$247,500 Shultz Rd – (Millwood Rd to Newswanger Rd) Level & Wear Courses
    - \$118,800 Run Valley Rd – (Rt 324 to Silvermine Rd) Leveling Course
    - \$39,600 Clearview Rd – (Millwood to Indian Hill Rd) Leveling Course
    - \$25,000 Mis

**PEQUEA TOWNSHIP**  
**YEAR IN REVIEW 2023**

**General Fund**

- The 2023 beginning balance (equity) in the General Fund was \$1,056,812.69.
  - Linestown Rd Phase 2 Storm water project completed – 400 Ft Pipe, 3 Catch Basin
  - Hayward Heath Development Storm water project completed - 770 Ft of Pipe
  - Completed Storm water project on Shultz Rd - 320 Ft of Pipe, 3 Catch Basin
  - Completed Salt Shed project and purchased 600 Tn of salt
  - Completed 50 Ft x 100 Ft Pole Barn – Inside equipment storage
    - Paved entrance in front of Pole Barn and Storage Shed
  - Purchased New Western Star snow plow truck w/ plow and spreader
  - Fans installed in garage to reduce heat cost
  - Ordered two police cars
  - Purchased Portable radios for police department
  - Painted Twp building and Garage
- Road Projects
  - Run Valley – (Marticville Rd to Twp Line) Base Repair
  - Clearview – (Millwood to Indian Hill Rd) Base Repair
  - Linestown – (intersection of Linestown Rd and Radcliff) paved Storm Water Project area
  - Shultz Rd – Complete base repair after stormwater project on Shultz Rd and Hayward Heath
  - Mohwak Drive– Stormwater and Base repair
- The Projected balance at the end of 2023 is \$1,506,943.33 an increase of \$450,130.64, less any pending transfers (to be discussed during regular meeting).

**Highway Fund**

- The 2023 beginning balance (equity) in the State Highway Fund was \$107,642.85. The projected balance at the end of 2023 is \$43,892.26, a decrease of \$63,750.59.
- Road Projects
  - Baumgardner Rd – (Millwood to 272 S) Leveling & Wearing course
  - Silver Mine Rd – (Marticville Rd to Twp Line) – Base Repair
  - Extensive crack sealing work done throughout Twp.

**Recreation Fund**

- Bridge over Goods Run was rebuilt with donation funds from Twp resident.
- Park Benches and signs throughout the park were rebuilt or replaced as needed.

12/07/2023

- We have received Fees in Lieu of Parkland for the year, mainly due to Penn Grant Commons West – Phase 2 for a total income in this account for the year at \$136,500.
- Expected completion of Roof repair on Pavilion #2
- Continued work on funding Trolley Trail Repair
- Sliding board replaced
- Purchased new Push Mower
- Cd Purchases of \$230,000 for 1 yr and \$120,000.00 for 6 mth, for additional interest income.
- The 2023 beginning balance (equity) in the Recreation Fund was \$359,112.47. The projected balance at the end of 2023 is \$435,550.08, an increase of \$76,437.61.

Pequea Township Board of Supervisors  
December 30, 2023 Meeting @ 6, 6:30 & 7:00pm  
6p = Budget Hearing 6:30 = Ordinance Hearing 7:00 = Regular BOS Business Mtg.

SIGN IN  
PLEASE

Residents - name & address / Others - name & Co. affiliation

1. Dean Evans LNP
2. Jackie Johns
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.