

WESTTOWN TOWNSHIP

1039 Wilmington Pike
West Chester, PA 19382
610-692-1930

Post Office Box 79
Westtown, PA 19395
FAX 610-692-9651

www.westtownpa.org

AGENDA **Westtown Township Board of Supervisors** **Workshop Agenda**

Westtown Township Municipal Building
1039 Wilmington Pike, Westtown

Monday, December 16, 2024

Start time: 6:30 PM Workshop

- 1. Haverford Systems Audio Recommendation (Stokes Hall) – 10 minutes**
- 2. Final Review of Budget 2025 – 20 minutes**
- 3. Consider 2025 Consultants – 10 minutes**
- 4. Proposed Changes to Fee Schedule 2025 – 5 minutes**
- 5. Public Comment on Workshop Items* - 15 minutes**

Tonight's Workshop will be viewable on Zoom via the following link:

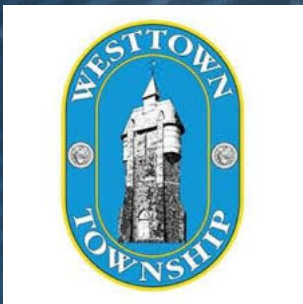
<https://us02web.zoom.us/j/89939917814><https://us02web.zoom.us/j/89939917814>

Or by phone at: 646-558-8656

**The public comment period at the end of the Workshop will last approximately 10 minutes. The public will be asked to limit their remarks to two minutes each to allow others an opportunity to speak. To the extent that further public comment is required, speakers will be asked to save their remarks until the Public Comment - Non-Agenda Items portion of the Regular Board of Supervisors Meeting.*

H^AVERFORD SYSTEMS ⁷

Audio-Visual Solutions



Microphone Upgrades

HAV-339

November 14, 2024

Prepared for : Pam Packard, Westtown Township
Created by : R.T. Chalfant, Haverford Systems, Inc.
Project ID: HAV-339

INTRODUCTION

November 14, 2024

Pam Packard
Westtown Township

Dear Pam,

Thank you very much for the opportunity to present this proposal and contract for your project. We appreciate the time spent describing your objectives. The Haverford Systems Integration Team has carefully considered your requirements to create a customized solution aligned with your needs.

As you review this proposal, please feel free to contact us with any questions you may have.

Best Regards,

R.T. Chalfant





COUNCIL CHAMBERS

SCOPE

Haverford Systems will install ten new Shure gooseneck microphones to upgrade the sound quality of the current A/V system at the Westtown Township building. The new system will not have individual speakers at each microphone station like the old system had. The HSI installation will include:

- Ten Shure MX418D/C Gooseneck Microphones
- QSC Core 110f-v2 - To process, manage, and control audio sources within the system
- XLR cable runs from the dias to the AV rack
- QSYS programming for the Core

MICROPHONE UPGRADE

IMAGE	QTY	DESCRIPTION	PRICE	TOTAL
	10	Shure MX418D/C Cardioid-18" Desktop Gooseneck Condenser Microphone, Attached 10' XLR Cable, Logic Functions, Programmable Switch and LED Indicator, Attached Desktop Base	\$286.80	\$2,868.00
	1	QSC CORE 110f-v2 Unified Core with 24 local audio I/O channels, 128x128 total network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual LAN ports, POTS and VoIP telephony, no GPIO, 16 next-generation AEC processors, 1RU.	\$3,031.20	\$3,031.20
	1	Haverford Systems Installation Services Onsite installation labor, design, administration, project management and logistics		\$5,264.00
	1	Haverford Systems Misc. Hardware and Cabling Misc. Hardware and Cabling	\$616.00	\$616.00
MICROPHONE UPGRADE TOTAL				\$11,779.20
SHIPPING				\$159.48
COUNCIL CHAMBERS TOTAL				\$11,779.20






TELEVIC MICROPHONE SYSTEM

SCOPE

This option is for an upgrade of the current conferencing microphone system with individual microphones and speakers at each individual microphone station. The Televic system to be installed will be more similar to what is currently installed but will be an upgrade in quality with newer hardware. Haverford systems will install:

- Televic Conference D-Cerno AE- A digital control unit with integrated recording capability
- Televic Conference D-Cerno D SL - Ten Digital Delegate Discussion units with microphone button, volume control button, built-in loudspeaker, headphone option
- Televic Conference D-MIC 40 SL - Ten gooseneck microphones to be connected to the discussion units
- Cat6 Cabling to the A/V rack
- Programming for the Televic digital control unit

MICROPHONE UPGRADE

IMAGE	QTY	DESCRIPTION	PRICE	TOTAL
	1	Televic Conference D-Cerno AE Digital control unit with integrated recording capability - 4 digital RJ 45 ports - Branch or loop connection (redundancy) - LAN connection for web server, camera control protocol or AES67 communication - 2 x USB-C for audio connection with UC or multi-channel recording - 2 x XLR OUT, 2 x XLR IN - 3,5mm line in and out - Plug and Play - Eco Power Safe mode - Power connector with locking - External power supply included	\$1,890.00	\$1,890.00
	10	Televic Conference D-Cerno D SL Digital Delegate Discussion unit with removable microphone (30, 40, 50 or 70 cm) - Microphone connector - Microphone button and volume control button - Built-in loudspeaker - Headphone connector - Cable of 2 meters included D-MIC type microphone to be ordered separately.	\$344.40	\$3,444.00
	10	Televic Conference D-MIC 40 SL GSM immune gooseneck microphone of 40 cm with screwlock. Bi-color led ring indication (red / green). Windscreen included. Not to be used with Confidea FLEX G4	\$155.40	\$1,554.00
	1	Haverford Systems Installation Services Onsite installation labor, design, administration, project management and logistics		\$4,984.00
	1	Haverford Systems Misc. Hardware and Cabling Misc. Hardware and Cabling	\$366.52	\$366.52
MICROPHONE UPGRADE TOTAL				\$12,238.52
SHIPPING AND TAXES				\$0.00

SUMMARY

EQUIPMENT TOTAL	\$7,254.52
LABOR	\$4,984.00
SHIPPING	\$179.34
SHIPPING	\$0.00
TAX	\$0.00
TELEVIC MICROPHONE SYSTEM TOTAL	+\$12,417.86

PROJECT SUMMARY

LOCATIONS

COUNCIL CHAMBERS

EQUIPMENT

LABOR

TOTAL

\$6,515.20

\$5,264.00

\$11,779.20

PROJECT TOTAL

\$11,938.68

*PLUS APPLICABLE TAXES

Client Responsibilities/Assumptions

- Network connectivity, configuration, set up, and firewall traversal
- Electrical cabling/conduit

WORKMANSHIP WARRANTY DESCRIPTION

If your system was installed by Haverford Systems, it is supported by a 1 full year Workmanship Warranty, starting from the date of owner sign-off. As these systems are typically heavily integrated, using products from many manufacturers and software publishers, and are additionally integrated with owner provided and 3rd party provided products and systems, it is important to understand what is covered by our Workmanship Warranty. Haverford Systems does everything that we can to guarantee a successful deployment and lifecycle for every system that we install but many things are not under our control and responsibility must be taken by owner or other involved parties.

Workmanship Warranty – What is covered

- System Design (system design must be capable of fulfilling written system scope as proposed in writing)
- Product selection (all products proposed must be appropriate and suitable for proposed use)
- Product placement (all equipment must be located per system design scope, as approved by owner, during scope development or as modified scope by owner during installation)
- Initial Cable pull integrity (cables must not be damaged during routing)
- Cable terminations (cable terminations must be installed/performed properly)
- Mounting hardware (must be suitably chosen and installed per manufacturer's specifications and any applicable codes)
- Assembly (all components must be assembled per system design)
- Equipment configuration (all proposed equipment must be configured according to design scope)
- System testing (all systems must be fully tested under normally expected operating conditions)
- System training (owner representative must be trained in each major aspect of end user system operation)

Workmanship Warranty – What is NOT covered

A Workmanship Warranty is only designed to cover issues that the provider has direct and sole control over and that are specifically part of the proposed system and are solely supplied by the provider. There are many elements of an integrated system which must be managed and supported by the owner themselves or by third parties. Some of them are described below. These are examples only and not an exhaustive list.

- All of the products purchased directly from Haverford Systems are covered by an original manufacturer's warranty of some specific length and scope. The length and scope of these warranties can vary greatly. It is important for you to understand that manufacturer warranties are always limited to varying degrees. Most manufacturers' warranties do not cover: troubleshooting, on-site labor and expenses, loaner equipment or freight expenses for products sent back to and returned from the factory for repair. These additional services (and their associated costs) may be necessary to provide full service of your systems.
- Consumable and high wear items (e.g. projector lamps, filters, interface cables, etc.)
- Component repair or replacement cost for equipment failure outside of manufacturer's warranty scope or manufacturer's warranty period.
- Replacement or repair costs of any items damaged by abuse or misuse.
- Replacement or repair costs of items damaged by environmental factors (incl. heat, liquid, smoke, dust, etc.)
- Replacement or repair costs of items damaged or altered by any party other than Haverford Systems personnel, including other system or service providers.
- Incompatibility relating to owner furnished equipment or systems.
- Programming and other changes to functionality that diverge from the original project design.
- Suitability or proper configuration/operation of owner's infrastructure, including IP or other networks, buildings and furniture.
- Changes to configuration of owner networks or other integrated systems after system has been signed off by owner.
- 3rd Party software, including any operating systems or firmware and including software, firmware and operating system updates.
- Failure or sub-par performance of systems related to any 3rd party or owner provided equipment, software, furniture, infrastructure or systems.
- Any systems, equipment or work provided by 3rd party providers and tradespeople.
- End user operator errors or operator capability limitations of any kind with regard to system use operation or maintenance.
- End user or third party provided content for processing, presentation or distribution.
- Geometric, acoustical, optical, thermal or other physical limitations of owner's provided space for proposed systems.

HAVACARE SERVICE

Why Choose HavaCare™

If your system was installed by Haverford Systems, all workmanship is supported for 1 full year. All of the products purchased from Haverford Systems are also covered by an original manufacturer's warranty. It is important for you to understand that manufacturer warranties are limited. Most manufacturers' warranties do not cover: troubleshooting, on-site labor and expenses, loaner equipment or freight expenses for products sent back to and returned from the factory for repair. These services are necessary to provide full service of your systems. With HavaCare™ you get peace of mind, knowing that your systems will always be working when you need them.

Haverford Systems Service Options: Choose the coverage type and payment plan that works best for your organization.

PREPAID PLANS:

1. **HavaCare™ Priority Service Agreement:** Available with Yearly and Discounted Multi-Year Rates

PAY-AS-YOU-GO PLANS:

1. **T&M** - Time and Materials Based Repair and Maintenance Services
2. **Lump Sum** - Proposed Project Based Repair and Maintenance Services

HavaCare™ Priority

During each year of HavaCare™, Haverford Systems will provide free and unlimited toll-free technical telephone support with 1 hour response time. Haverford Systems will also provide next day response time for on-site technical service. If phone support fails to correct technical issues with the system, a field technician will respond on-site within one business day of reporting the problem. Technical service will provide for troubleshooting and repairing the system as required, to return it to full functionality. A field technician will also make a scheduled site visit once each year for preventative maintenance, cleaning, testing and tuning of the system and components. The integrity of all cabling and connections is explicitly covered by this warranty as far as these cables and connections are part of the original system and have not been changed or tampered with by any other party than Haverford Systems. All service calls are immediately logged with a Field Service RMA issued to the client. All Field Service RMAs are actively managed until all related issues are resolved.

HavaCare™ Priority Benefits

- Priority Technical Support on Toll Free Phone Line – 1 Hour Response Time during normal business hours
- Priority Troubleshooting Service – Next Business Day On-Site Response Time
- Consumable Replacement Labor (e.g. projection lamp - cost of consumable materials is not included)
- Annual System Preventative Maintenance, Cleaning, Testing and Tuning
- Facilitation of Manufacturer's Warranties
- Facilitation of Manufacturer Provided Loaners and Replacements (where applicable).

HavaCare™ Priority Limitations:

 Items not included or covered by HavaCare™ Priority Plans:

- Consumable items (e.g. projector lamps, filters, etc...)
- Component repair or replacement cost for equipment failure outside of mfg's warranty or warranty period.
- Replacement or repair costs of any items damaged by abuse or misuse.
- Replacement or repair costs of any items damaged by environmental factors (incl. heat, liquid, smoke, dust, etc.)
- Replacement or repair costs of any items damaged or altered by any party other than Haverford Systems personnel.
- Incompatibility relating to client furnished equipment or systems.
- Programming and other changes to functionality that diverge from the original project design.
- Delays in scheduled service, due to client use or other limited access to systems and rooms or reasons otherwise not caused by Haverford Systems, may be subject to additional charges to client.
- On-Site Field Service is normally provided between the hours of 7:00 am and 5:30 pm during the working week.

ACCEPTANCE

FINANCIAL

PAYMENT SCHEDULE

40% Initial Payment

60% Final Payment Once Project is Complete

Acceptable Forms of Payment

- Purchase orders upon with Terms upon credit review
- Company Check
- Credit Card, VISA, MC, AMEX, Discover - additional 3.5% transaction fee will be applied for this method
- EFT, direct or other forms

OPTIONS Not included in the project total. Initial to the left to add the option to your project.

_____ TELEVIC MICROPHONE SYSTEM +\$12,417.86

TERMS

Proposals are valid for thirty (30) days following issue. Should you wish to reconsider a project at a later date, we will review and revise the proposal and timeline to reflect current conditions. Unforeseen conditions, such as the need to overcome previously unknown construction obstacles, can significantly affect project costs and timeline estimates.

This proposal and its entire scope of work are limited to the explicit scope(s) of work and systems descriptions as defined herein. Any changes or modifications beyond these explicit scopes and descriptions may require additional charges, which must be contracted for with guaranteed payment before changes or modifications can be accepted and completed. Technical design, details, and all of its other contents represent a pre-contract investment by Haverford Systems, Inc. and as such, are the sole property of Haverford Systems, Inc. This proposal is provided for engineering reference only and may not be used for the purposes of acquiring competitive bids. This proposal is based upon industry standard hours of Monday to Friday, 8 am through 5 pm. Work conducted outside these times may be billed at an overtime rate.

Any and all taxes on the transaction will be added to the invoice and will be the responsibility of the buyer. If a purchase is made via credit card, a 3.5% transaction fee will be applied to the invoice. Overdue invoices will incur a 2.5% late fee after 30 days.

ACCEPTANCE

WESTTOWN TOWNSHIP

SIGNED

DATE

PRINT NAME

TITLE

HAVERFORD SYSTEMS

SIGNED

DATE

PRINT NAME

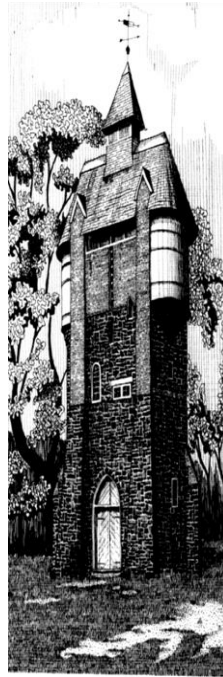
TITLE

Changes from the Advertised Budget to the 12/16/2024 Draft presented for adoption.

<u>Overall</u>		PAGE
Revised the 2024 Year End Estimates in order to provide more accurate 2025 beginning cash balances		
Minor changes on charts to reflect individual fund changes and/or corrections		
<u>Summary</u>		
Estimated beginning and ending cash balances have been added		3
Several corrections of amounts that didn't carry from the individual funds and/or line items		3
<u>General Fund</u>		
01-362-422	Hidden figure in the background was removed (\$2063 reduction)	9
01-401-110 & 01-401-310	Adjusted these figures, based on change in projected date to fill the vacant position in the Zoning/Codes Department	11
01-410-010	Reduced from \$4,118,079 to \$4,050,578 (\$67,501 reduction) as per Version 5 of the WEGO draft budget	14
(399)	Due to the above adjustments, the Fund Balance Appropriation was reduced from \$569,026 to \$503,586	10
<u>Open Space Fund</u>		
04-341-000	Increased the Interest Revenue from \$18,000 to \$20,755	23
	Total Expenditures increased by \$1,500 as line item 04-404-451 didn't carry into the total	25
<u>Sewer Fund</u>		
	Corrected Revenue and Expenditure error on the Sewer Fund Chart	27
	Beginning Cash Balance changed from \$1,234,997 to \$2,284,465	28
<u>Refuse Fund</u>		
09-427-100	Reduced the Solid Waste Contract Price Expenditures - 1 month bill being for paid under prior year contract (ie. December 2024 bill will be paid January 2025). This also reduced the fund balance required. \$7,253 savings	37
<u>Debt Service Chart</u>		
	The total debt line did not print on the advertised draft.	42
	Added the year the debt will be paid off	42
	Reduction on the 12/31/2024 P&I Balance of the 2024 Crebilly Bond of \$15,397.92	42
<u>Capital Projects</u>		
18-465-710	This figure wasn't included in the total expense line in the advertised version. Additionally this item is being reduced from \$152,000 to \$65,000 due to removal of roll back taxes previously budgeted.	51

Westtown Township
County of Chester
Commonwealth of Pennsylvania

Fiscal Year 2025 Draft Budget
12/16/2024



Thomas Foster
Chair

Ed Yost
Vice Chair

Richard Pomerantz
Police Commissioner

2025 Budget Memo

Dear Westtown Township Residents and Members of the Board of Supervisors:

We are pleased to provide the 2025 Adopted Budget. This budget document balances Westtown's commitment to fiscal responsibility, while investing in critical Township infrastructure, improving parks, and stewarding open space to ensure a brighter future for all Westtown residents.

Of particular note:

- This budget reflects no increase in real estate taxes, and tax rates will remain the same in 2025.
- The **Refuse Fund** refuse and recycling fee will increase to \$120 per quarter (ie. \$480 per year). The Refuse Fund proposes using \$81,836 from the fund balance.
- The **General Fund budget is balanced** with a **\$503,586 transfer** from the fund balance. The General Fund contribution to Capital Reserves will increase from \$180,000 to \$240,000 for 2025 to plan for future Capital Projects.
 - The General funds need to use \$503,586 from our cash balance due in large part to a significant increase in the cost of police services, as well as the impact inflation has had on our budget over the past several years.
- The **Sewer Fund** is balanced and includes an increase in transfers to Capital Reserves from \$360,000/yr to \$600,000/yr. This increase will help replenish the Reserves used for the 2024 Pleasant Grove Force Main replacement project, and is in keeping with our fund balance policy.
- **Capital expenses** include Administrative office furniture and carpet (\$40,000), Pleasant Grove Stream Restoration Project (\$103,246), Westtown's share of the Radley Run streambank restoration (\$50,000 & carryover from 2024), security cameras and subdivision of the Darlington Inn property (\$75,000), Oakbourne Mansion window replacement (\$20,000), and playground equipment for Tyson Park pending receiving a grant to offset costs (\$30,000).
- **Sanitary sewer capital expenses** include engineering and construction management of the Pleasant Grove Pump Station project (\$2,200,000), meter cabinets for the main plant (\$20,000), and West Goshen Sewer Authority capital construction (\$285,000). Note that funding for the Pleasant Grove Pump Station could come from a loan, bonds, reserves, or a combination of these. The Township is currently exploring loan options.
- **Open Space capital expenses** include items pertaining to Crebilly Preserve such as tree removal, fence maintenance/repairs, meadow seeding, signage, demolition of structures, abandonment of weels, removal of oil tanks and septic systems, annual mowing and trash cleanup, and a preserve master plan, for a total estimated cost of (\$390,600, with a proposed grant offset of \$100,000 for cost of the open space master plan).
- **ARPA Fund capital expenses** include Oakbourne Park mansion core parking expansion, path lighting, and project management (est. @ \$670,000).
- The **Debt Service Fund** has been updated with the recent Township bond issued for the Crebilly Farm Open Space acquisition. This bond will be funded by the Open Space tax that was approved by referendum in November of 2022.

Pursuant to Section 3202 of the Pennsylvania Second Class Township Code, this budget was advertised more than 20 days prior to the Board's adoption and was available for public inspection at the Township office and website <https://www.westtownpa.org/finance/>. Between the date of advertisement and the date of adoption, the budgeted revenue and expenditures were not increased "by more than 25% in the aggregate or more than 10% in any major category."

Sincerely,

Cindi King

Cindi King
Director of Finance

**Westtown Township
2025 Budget Summary**

	General Operating Fund 01	Open Space 04	Sewer Operating Fund 08	Refuse Operating Fund 09	Liquid Fuels Fund 35	Debt Service Fund 23	Capital Reserve Fund 30	Capital Projects Fund 18	ARPA Fund 19	Total all Funds
Estimated Beginning Cash Balanc	7,730,968	659,848	2,284,465	527,063	4,609	921,455	6,039,852	352,381	651,320	19,171,961

Note the above Cash Balances are derived from the Balance Sheet Assets and does not include liabilities

Budgeted Revenues

Real Estate Taxes	2,900,100	340,696								3,240,796
Act 511 Taxes	4,018,000	515,049								4,533,049
Franchise Fees	200,000									200,000
Fines	66,100									66,100
Interest,Rents/Royalties,Gains/Losses	437,427	20,755	110,000		6,000	33,250	220,000	13,000	20,117	860,549
Grants & Inter-Govt Revenues	211,700	100,000	-	10,000	370,818	-		561,284		1,253,802
Fees for Service	27,070		70	-						27,140
Protective Inspection Fees	280,697									280,697
Sanitation/Trash/Recycling	300		2,942,360	1,557,540						4,500,200
Recreation Program Fees	11,900									11,900
Contribution/Donations/Assess	12,800	-								12,800
Proceeds of Fixed Asset Sale	-							500,000		500,000
Interfund Operating Transfers	-	-				1,927,200	890,000	213,246		3,030,446
Proceeds of Long Term Debt	-	-						2,200,000		2,200,000
Refunds & Reimbursements	91,042		150	1,500						92,692
Total Revenues	8,257,136	976,500	3,052,580	1,569,040	376,818	1,960,450	1,110,000	3,487,530	20,117	20,810,171

Fund Balance Used (from cash acct)	503,586	-	-	81,836	3,500		-	-	651,320	1,240,242
-------------------------------------------	----------------	----------	----------	---------------	--------------	--	----------	----------	----------------	------------------

Total Revenues + Fund Balance 8,760,722 976,500 3,052,580 1,650,876 380,318 1,960,450 1,110,000 3,487,530 671,437 22,050,413

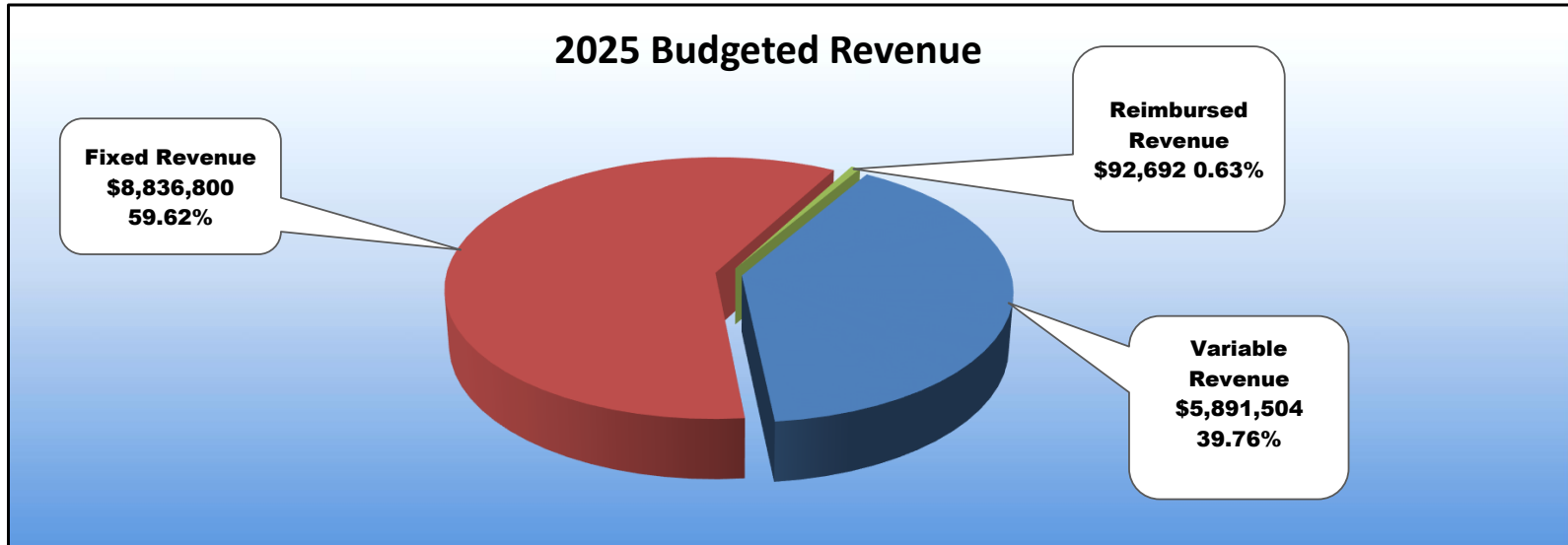
Budgeted Expenditures

General Government	1,062,288	5,700	213,304	128,436				373,246		1,782,974
Police	4,085,728									4,085,728
Fire & Safety and Emerg. Mngmnt	563,194	400								563,594
Building & Code	189,600									189,600
Planning & Zoning	36,146									36,146
Public Works	1,059,057				378,000					1,437,057
SWM & Collection/Disposal/Treatment	8,300		1,099,713	1,495,702				2,355,000		4,958,715
Parks & Commissions	318,259	390,600						30,000	671,437	1,410,296
Donations/Library	18,404									18,404
Community Development	44,250	-						65,000		109,250
Debt Service	69,239	-				2,016,238				2,085,477
Miscellaneous	4,700		1,000			1,850				7,550
Insurance	138,121		55,763	6,183						200,067
Employee Benefits	465,522		60,200	20,555						546,277
Refunds of Prior Year	16,000	200								16,200
Interfund Transfers	680,000	579,600	1,622,600	-	-	-	148,246	-		3,030,446
Total Expenses	8,758,810	976,500	3,052,580	1,650,876	378,000	2,018,088	148,246	2,823,246	671,437	20,477,781

Annual Fund Credit/(Deficit)	1,913	-	0	0	2,318	(57,638)	961,754	664,284	0	1,572,632
Revenue plus Fund Balance Used minus Expenses										-

YEAR END ESTIMATED CASH BALANCE	7,229,295	659,848	2,284,466	445,227	3,427	863,817	7,001,606	1,016,665	0	19,504,351
----------------------------------------	------------------	----------------	------------------	----------------	--------------	----------------	------------------	------------------	----------	-------------------

Note: The Year End Cash Balances are derived from the Beginning Balance Sheet Assets plus Total Revenues less Total Expenses, and does not reflect year end outstanding liabilities.



2025 Budgeted Revenue

General Fund	\$8,760,723
Refuse Fund	\$1,650,876
Liquid Fuels Fund	\$380,318
Open Space Fund	\$976,500
Sewer Fund	\$3,052,580
	\$14,820,997

2025 Revenue Categories

Variable Revenue	\$5,891,504
Fixed Revenue	\$8,836,800
Reimbursed Revenue	\$92,692
	\$14,820,997

As seen in this chart, 39.8% of total revenue budgeted for 2025 relies on VARIABLE INCOME sources such as Real Estate Transfer Tax, Earned Income Tax, Local Services Tax, Franchise Fees, Fines/Rents, Charges for Services, Inspection Fees, and cash reserve appropriations.

The FIXED REVENUE sources include Property Taxes, Leases, Trash and Sewer User Fees, On Lot Assessments, as well as Intergovernmental Revenues such as Liquid Fuels Tax represent 59.62% of the budget.

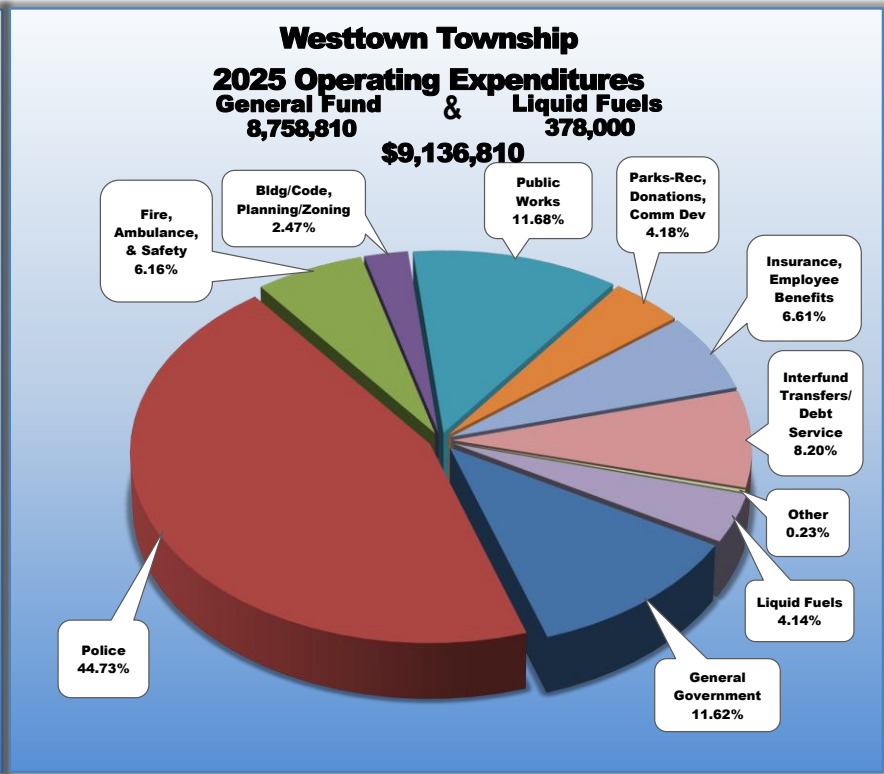
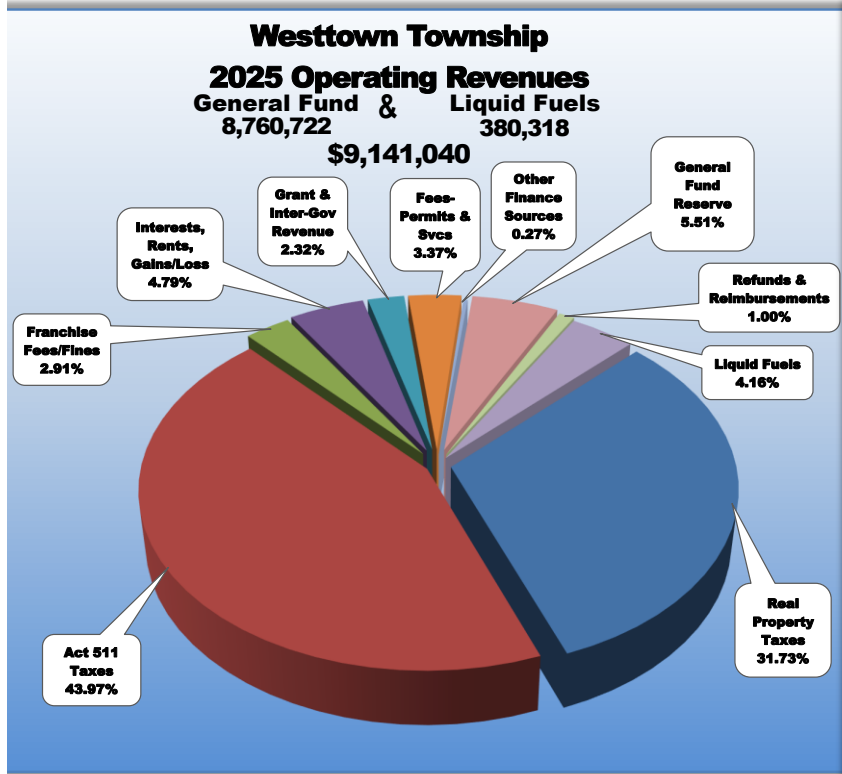
The REIMBURSED REVENUE category represents reimbursement of fees by developers/residents for legal, engineering and third party contractor plan reviews/inspections, and experience reimbursements/refunds of insurance premiums.

WESTTOWN TOWNSHIP
2025 General Fund Operating Draft Budget



12/16/2024

Fiscal Year 2025 Operating and Liquid Fuel Funds



Real Property - 3.5 mills levied on assessed value of taxable property for General Purpose.

Act 511 Taxes - 1/2% Earned Income Tax for General Purpose, \$52.00 Local Services Tax, and 1/2% Realty Transfer Tax.

Shares Revenue - Shared Revenues, Grants & Magistrate Fines.

Liquid Fuels - Annual Allocation from the Liquid Fuels Tax Fund

Fees & Permits - On-Lot Fees, protective inspection & building permits, etc.

Misc - Rents, cable franchise fees, false alarm fees, sales & interest earned.

Other Financing Sources - Developer's reimbursements, refunds.

Police - Payments to Westtown-East Goshen Police budget, Debt Service Sinking Funds, Refunded Police Building Bond of 2004, Pension, Post Employment Pension Reserve.

Fire & Safety - Payments to volunteer fire & ambulance, SPCA and Emergency Mgmt.

Administrative - Legislative, legal, engineering, planning, zoning, code, tax collection.

Public Works - Roads, winter maintenance, traffic control, street construction, PW Vehicles etc.

Parks & Rec - Park maintenance, Oakbourne Mansion, recreation programs and forestry management, Open Space.

Personnel - Employee payroll and benefit costs.

Interfund Transfer & Debt Service - Sinking Fund payments (GO Bonds 2021 & 2022) & Reserves

The additional 0.42 mills of Real Property Tax, and 0.08% Earned Income Tax levied for Open Space Preservation is reflected in the Open Space Fund, and therefor is not part of these charts.

General Fund Revenue

		2023 ACTUAL	2024 Budget	2024 Year End Projection	2025 Proposed	\$ Variance 2024 -2025 Proposed	% Variance 2024-2025
Beginning Cash Balance				7,490,249	7,730,968		
<u>(301) Real Property Taxes</u>							
01-301-100	Real Estate Taxes - Current Yr	2,820,779	2,840,855	2,830,000	2,850,000	20,000	0.71%
01-301-200	Real Estate Taxes - Prior Yr		500	-	100	100	100.00%
01-301-400	Real Estate Taxes - Delinquent	25,080	25,000	28,000	30,000	2,000	7.14%
01-301-600	Real Estate Taxes - Interim	31,363	15,000	12,000	20,000	8,000	66.67%
Subtotal (301) Real Property Taxes:		2,877,221	2,881,355	2,870,000	2,900,100	30,100	1.05%
<u>(310) Act 511 Taxes</u>							
01-310-100	Real Estate Transfer Tax	385,052	325,000	340,000	350,000	10,000	2.94%
01-310-210	Earned Income Tax	3,365,216	3,450,000	3,430,000	3,500,000	70,000	2.04%
01-310-410	Local Services Tax	160,397	158,500	170,000	168,000	-2,000	-1.18%
Subtotal (310) Act 511 Taxes:		3,910,665	3,933,500	3,940,000	4,018,000	78,000	1.98%
<u>(321) Franchise Fees</u>							
01-321-800	Franchise Fee - Comcast	107,271	106,000	97,623	95,000	-2,623	-2.69%
01-321-801	Franchise Fee - SBA	20,639	21,200	1,725	-	-1,725	-100.00%
01-321-802	Franchise Fee - Verizon	114,851	110,000	109,464	105,000	-4,464	-4.08%
Subtotal (321) Franchise Fees:		242,761	237,200	208,812	200,000	-8,812	-4.22%
<u>(331) Fines</u>							
01-331-000	Court-District Magistrate	34,107	26,000	54,500	38,000	-16,500	-30.28%
01-331-100	State Police Fines/Penalties	4,960	5,000	4,850	5,200	350	7.22%
01-331-120	Ordinance Violations	1,500	5,000	10,124	2,450	-7,674	-75.80%
01-331-125	False Alarm Fines/Residential	950	525	750	450	-300	-40.00%
01-331-130	False Alarm Fines/Commercial	29,400	18,000	31,200	20,000	-11,200	-35.90%
Subtotal (331) Fines:		70,917	54,525	101,424	66,100	-35,324	-34.83%
<u>(341) Interest Earnings</u>							
01-341-000	Interest Earnings	12,400	50,000	195,000	175,000	-20,000	-10.26%
01-341-106	Interest - PLGIT	221,287	150,000	150,000	130,000	-20,000	-13.33%
01-341-107	Interest on US Treasury Notes/KBCM	5,638	15,000	4,463	-	-4,463	-100.00%
01-341-700	Interest on Dev Reimbursement	167	50	908	200	-708	-77.97%
Subtotal (341) Interest Earnings:		239,491	215,050	350,371	305,200	-45,171	-12.89%

General Fund Revenue

	2023 ACTUAL	2024 Budget	2024 Year End Projection	2025 Proposed	\$ Variance 2024 -2025 Proposed	% Variance 2024-2025
<u>(342) Rents and Royalties</u>						
01-342-100 Township Park/Land Fees	3,115	3,500	3,500	3,500	0	0.00%
01-342-150 Oakbourne Fields Lease	-	6,000	6,375	6,000	-375	-5.88%
01-342-200 Township Building - Gatehouse	17,800	18,724	18,724	19,100	376	2.01%
01-342-220 Oakbourne Mansion Events	36,480	40,000	40,000	20,000	-20,000	-50.00%
01-342-240 Tower Lease - Oakbourne	40,929	41,000	62,157	41,747	-20,410	-32.84%
01-342-250 Garage Lease - American Twr	39,476	40,660	40,660	41,880	1,220	3.00%
Subtotal (342) Rents & Royalties:	137,800	149,884	171,416	132,227	-39,189	-22.86%
<u>(343) Realized Gain/Loss</u>						
01-343-000 Realized Gains/Losses	47,023		30,275	-	-30,275	-100.00%
Subtotal (343) Realized Gain/Loss:	47,023	-	30,275	-	-30,275	-100.00%
<u>(355) State Shared Revenues</u>						
01-355-010 PURTA Monies	5,940	6,200	6,775	6,500	-275	-4.06%
01-355-040 Alcoholic Beverages Licenses	200	200	200	200	0	0.00%
01-355-070 Foreign Fire Insurance Monies	98,051	100,000	99,184	100,000	816	0.82%
01-355-090 State Aid - Pension	87,975	88,000	100,991	105,000	4,009	3.97%
Subtotal (355) State Shared Revenues:	192,166	194,400	207,150	211,700	4,550	2.20%
<u>(361) Twp Sales/Charges for Svcs</u>						
01-361-300 Zoning/Subdivision/Dev Fees	250	500	500	500	0	0.00%
01-361-330 Board of Supv Hearing Fee/CU	10,000	2,500	-	2,500	2,500	100.00%
01-361-340 Hearing Fees/ZHB	9,375	7,500	6,000	5,000	-1,000	-16.67%
01-361-350 ZHB Additional Fees	3,890	1,000	2,035	1,000	-1,035	-50.86%
01-361-555 Miscellaneous Sales	771	100	877	500	-377	-42.95%
01-361-600 Tax Certification Fees	13,940	17,500	13,500	17,500	4,000	29.63%
01-361-601 NSF Return Check Fee	70	70	105	70	-35	-33.33%
Subtotal (361) Twp Sales/Charges for Svcs:	38,295	29,170	23,017	27,070	4,054	17.61%
<u>(362) Protective Inspection Fees</u>						
01-362-110 Police Reports-Background Checks	475	200	1,475	625	-850	-57.63%
01-362-409 Annual Contractor's Licenses	450	600	500	372	-128	-25.60%
01-362-410 Residential Building Permits	67,677	75,000	63,000	65,559	2,559	4.06%
01-362-420 Commercial Building Permits	108,426	80,000	65,000	60,992	-4,008	-6.17%
01-362-423 HVAC Permit	11,280	8,000	8,500	9,189	689	8.11%

General Fund Revenue

		2023 ACTUAL	2024 Budget	2024 Year End Projection	2025 Proposed	\$ Variance 2024 -2025 Proposed	% Variance 2024-2025
01-362-424	Demolition Permit	776	500	536	580	44	8.21%
01-362-425	Solar Building Permit	2,051	1,000	7,750	3,100	-4,650	-60.00%
01-362-430	Plumbing Permit	1,715	1,600	1,200	1,450	250	20.83%
01-362-435	Annual Plumbing License	2,920	1,700	2,500	1,811	-689	-27.56%
01-362-450	U&O Permit - Residential Resale	8,505	9,500	6,500	8,925	2,425	37.31%
01-362-451	U&O Permit - Reinspection Resale	2,475	4,500	3,450	3,896	446	12.93%
01-362-452	U&O Permit - Commercial	1,627	500	1,831	679	-1,152	-62.92%
01-362-453	Twp U&O Administrative Fee	1,215	1,500	1,000	1,406	406	40.60%
01-362-454	Twp Permit Admin Fee	51,532	35,000	39,900	37,072	-2,828	-7.09%
01-362-455	CO Fees Collected	3,870	8,000	8,000	7,382	-618	-7.73%
01-362-460	Pool Permits	5,123	4,000	4,000	4,676	676	16.90%
01-362-461	Shed Permits	1,340	1,000	1,050	1,073	1,000	2.19%
01-362-462	Roof Permits	2,644	2,000	5,500	2,185	-3,315	-60.27%
01-362-464	Fence Permits	1,650	1,750	1,650	1,764	114	6.91%
01-362-465	Deck Permits	5,064	4,000	6,960	4,953	-2,007	-28.84%
01-362-466	Trailer Permits		-	-	-	0	0.00%
01-362-470	Sign Permits	300	800	500	1,105	605	121.00%
01-362-475	Zoning Permits	1,690	300	1,250	565	-685	-54.80%
01-362-480	Highway Occupancy Permits	15,630	14,000	14,000	12,650	-1,350	-9.64%
01-362-481	E&S Permit	4,960	6,000	5,000	6,220	1,220	24.40%
01-362-482	SWM BMP Inspection Fees	2,500	1,500	2,000	2,250	250	12.50%
01-362-485/486	Solicitor Fee/Mo & Annual	420	750	2,500	1,357	-1,143	-45.73%
01-362-490	Miscellaneous Permits		200	215	-	-215	-100.00%
01-362-500	On-Lot Assessment Fees	38,655	39,000	38,700	38,861	161	0.42%
Subtotal (362) Protective Insp. Fees:		344,971	302,900	294,467	280,697	-13,770	-4.68%
<u>(364) Sanitation Fees</u>							
01-364-600	Delinquent On-Lot Collections	277	150	375	300	-75	-20.00%
Subtotal (364) Sanitation Fees		277	150	375	300	-75	-20.00%
<u>(367) Recreation Program Fees</u>							
01-367-200	Recreation Program Fees				10,000		
01-367-250	Community Garden Fees	1,700	1,700	1,900	1,900	0	0.00%
Subtotal (367) Recreation Program Fees:		1,700	1,700	1,900	11,900	10,000	526.32%
<u>(387) Contribution/Donation/Pvt Source</u>							
01-383-130	Special Assessment-Aqua in Lieu Of	261,462	-	-	-	0	0.00%

General Fund Revenue

		2023 ACTUAL	2024 Budget	2024 Year End Projection	2025 Proposed	\$ Variance 2024 -2025 Proposed	% Variance 2024-2025
01-383-200	Fee-In-Lieu of trees - Sawmill Court	22,000		13,200	8,800		
01-387-100	Contribution/Donation-Private	1,801	-	1,950	4,000	2,050	105.13%
Subtotal (387) Contributions/Etc:		285,263	-	15,150	12,800	-2,350	-15.51%
<u>(395) Refunds & Reimbursements</u>							
01-395-001	Refunds of Prior Yr Expense	20,742	10,000	13,500	10,000		
01-395-100	Misc Refunds/Reimbursements	939	1,000	40	1,000	960	2400.00%
01-395-210	Reimbursement/Newsletter/AJB		-	-	-	0	0.00%
01-395-220	Reimbursement/AmTower Electric	4,043	8,000	8,000	7,000	-1,000	-12.50%
01-395-230	Reimbursement/Joint Ownership	17,086	10,000	26,474	34,000	7,526	28.43%
01-395-235	TelventSateliteSvc-E.Goshen	2,196	2,300	2,306	2,450	144	6.24%
01-395-240	Reimburse/WEGO Maint/Diesel	1,950	4,000	7,500	4,000	-3,500	-46.67%
01-395-250	Reimbursed RE Taxes	11,603	11,603	11,730	11,730	0	0.00%
01-395-257	Reimbursement - WEGO Bldg Ins.	10,699	11,000	12,147	13,362	1,215	10.00%
01-395-265	Capital One - Prior Year Credit	76,777		-	-		
01-395-700	Developers Reimbursements	7,483	7,500	5,800	7,500	1,700	29.31%
Subtotal (395) Refunds/ Reimbursements		153,517	65,403	87,497	91,042	3,545	4.05%
<u>(399) Fund Balance Appropriation</u>			584,803		503,586		
Total General Fund Revenue & Fund Balance Appro		8,611,082	8,650,040	8,309,802	8,760,722	450,920	5.43%

General Fund Expenditures

		2023 Actual	2024 Adopted Budget	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
<u>(400) Legislative (Governing) Body</u>							
01-400-100	Legislative	9,750	9,750	9,750	9,750	0	0.00%
01-400-161	FICA	605	605	605	605	0	-0.08%
01-400-162	Medicare Employer	141	141	141	141	0	0.27%
01-400-200	Legislative Body Expenses	3,091	4,000	2,000	4,000	2,000	100.00%
01-400-320	IPAD- Pomerantz	162	200	562	180	-382	-67.97%
01-400-330	IPAD- Foster	392	225	220	180	-40	-18.18%
01-400-340	IPAD- Yost	162	200	500	180	-320	-64.00%
Subtotal (400) Legislative Body:		14,303	15,621	13,778	15,036	1,258	9.13%
<u>(401) Professional Staff</u>							
01-401-100	Admin Manager	103,475	124,024	97,000	128,380	31,380	32.35%
01-401-110	Professional Staff	187,273	188,240	112,000	161,600	49,600	44.29%
01-401-120	On Lot Management Staff	47,628	28,407	26,500	28,814	2,314	8.73%
01-401-161	FICA	25,608	21,122	20,000	19,765	-235	-1.17%
01-401-162	Medicare Employer	5,989	4,940	4,521	4,623	102	2.25%
01-401-163	PA UC Employer	485	450	500	500	0	0.00%
01-401-310	Zoning Consulting Services	-	-	25,000	25,000	0	0.00%
Subtotal (401) Professional Staff:		370,458	367,182	285,521	368,682	83,161	29.13%
<u>(402) Financial Administration</u>							
01-402-311	Auditing Service	15,310	20,800	15,845	20,000	4,155	26.22%
Subtotal (402) Financial Administration:		15,310	20,800	15,845	20,000	4,155	26.22%
<u>(403) Tax Collection</u>							
01-403-000	Tax Collection	199	250	250	250	0	0.00%
01-403-210	Office Supplies-Tax Dept	364	500	500	500	0	0.00%
01-403-305	Tax Collection Committee Budget	508	530	530	530	0	0.00%
01-403-310	EIT Tax Commission	40,369	38,000	40,500	41,000	500	1.23%
01-403-315	EIT/LST Advanced Costs	3,900	1,400	1,400	1,500	100	7.14%
01-403-320	LST Tax Commission	1,962	3,000	2,200	2,400	200	9.09%
01-403-325	Postage -Tax Dept	2,370	2,600	2,600	2,600	0	0.00%
01-403-342	Tax Bills Processing/Printing	398	650	443	500	57	12.87%
Subtotal for (403) Tax Collection:		50,071	46,930	48,423	49,280	857	1.77%

General Fund Expenditures

		2023 Actual	2024 Adopted Budget	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
<u>(404) Legal Services</u>							
01-404-310	Solicitor	38,725	75,000	50,000	70,000	20,000	40.00%
01-404-320	Misc Legal Services	825		2,800	2,500	-300	-10.71%
01-404-400	Legal Fees Due from Developer	2,600	2,500	(1,620)	1,000	2,620	-161.73%
01-404-451	Crebilly Farm Acquisition Legal Fees	14,821	-	6,100	move to OS Fund		
01-404.454	Stokes Legal Fees			9,500			
01-404-600	Legal Fees - On Lot Program	140	200	-	200	200	100.00%
Subtotal for (404) Legal Services:		57,111	77,700	66,780	73,700	6,920	10.36%
<u>(405) Administrative Staff</u>							
01-405-110	Office/Clerical Staff	38,423	93,440	84,000	101,192	17,192	20.47%
01-405-115	PT Accounts Payable Clerk	17,878	17,488	16,000	18,150	2,150	13.44%
01-405-161	FICA	3,960	7,498	7,192	7,771	579	8.05%
01-405-162	Medicare Employer	926	1,753	1,682	1,817	135	8.05%
01-405-163	PAUC Employer	154	450	450	450	0	0.00%
01-405-180	Office/Clerical Overtime	11,825	10,000	16,000	6,000	-10,000	-62.50%
Subtotal for (405) Administrative Staff:		73,165	130,629	125,324	135,381	10,057	8.02%
<u>(406) General Government Admin</u>							
01-406-000	General Gov Administration	117	500	500	500	0	0.00%
01-406-050	Drug Testing	1,512	1,000	600	1,000	400	66.67%
01-406-100	HR Consultant	-	-	7,250	-		
01-406-210	Office Supplies - Admin	8,060	8,300	8,500	8,500	0	0.00%
01-406-230	Office Postage	4,627	4,636	4,636	4,700	64	1.38%
01-406-240	General Operating Expenses	8,635	8,516	8,516	9,000	484	5.68%
01-406-260	Minor Equipment	656	4,800	2,000	2,000	0	0.00%
01-406-270	Phone System Upgrade	11,741	-	-	-	0	0.00%
01-406-320	Communication/Tele-Wireless	9,019	9,300	10,000	10,000	0	0.00%
01-406-325	EE Meal Reimbursement	227	500	250	400	150	60.00%
01-406-330	Mileage/Tolls	629	1,000	750	750	0	0.00%
01-406-335	Admin Vehicle/Repairs	81	1,500	1,500	1,500	0	0.00%
01-406-340	Newsletter	25,117	23,000	25,100	25,200	100	0.40%
01-406-341	Advertising	5,290	9,000	12,312	9,500	-2,812	-22.84%
01-406-342	Printing	-	200	225	250	25	11.11%
01-406-370	Equipment Repair/Maintenance	4,415	3,000	3,930	3,700	-230	-5.85%

General Fund Expenditures

		2023 Actual	2024 Adopted Budget	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
01-406-380	Equipment Rental	1,881	2,600	2,600	2,600	0	0.00%
01-406-420	Membership/Dues/Subscriptions	9,296	8,700	8,700	9,000	300	3.45%
01-406-460	Training & Information	2,082	3,000	500	2,500	2,000	400.00%
01-406-510	Honorarium & Gifts	254	1,000	100	350	250	250.00%
01-406-600	On-Lot Program Office Supplies	128	600	250	500	250	100.00%
01-406-602	On-Lot Program Printing	-	500	500	500	0	0.00%
01-406-603	On-Lot Program Postage	1,918	800	1,400	1,200	-200	-14.29%
01-406-604	On-Lot Program Office Equipment	-	500	-	250	250	100.00%
Subtotal for (406) General Gov't Admin:		95,685	92,952	100,119	93,900	-6,219	-6.21%
(407) IT - Networking Services							
01-407-215	Computer Hardware Svc/Supply	12,826	25,000	30,000	20,000	-10,000	-33.33%
01-407-218	Square 9 Filing System	1,080	1,200	1,134	1,200	66	5.80%
01-407-220	Software Maintenance	13,717	20,000	14,000	15,000	1,000	7.14%
01-407-270	ArcGIS	-	1,500	-	1,500	1,500	100.00%
01-407-320	Phone System Maintenance	314	500	350	350	0	0.00%
01-407-325	Garage Computer Services	760	1,000	800	5,000	4,200	525.00%
01-407-330	Garage IPAD	324	400	350	360	10	2.86%
01-407-400	Web Site Programming	9,000	-	-	-	0	0.00%
01-407-480	Internet Fees	6,780	6,500	9,000	9,000	0	0.00%
Subtotal for (407) IT - Networking Services		44,800	56,100	55,634	52,410	-3,224	-5.80%
(408) Engineering							
01-408-313	Engineering Services	22,769	28,000	14,000	25,000	11,000	78.57%
01-408-314	Special Engr-NPDES MS4 Permit Svcs	47,118	50,000	50,000	45,000	-5,000	-10.00%
01-408-315	Engineering-Road Program	60,127	55,000	67,500	68,000	500	0.74%
01-408-316	Inspection Services	-	1,500	1,500	1,500	0	0.00%
01-408-350	Municipal Traffic Engineering	2,378	7,500	7,500	7,500	0	0.00%
01-408-400	Engr Svc Due from Developer	15,374	2,000	-	4,500	4,500	100.00%
01-408-410	Engr. Insp Svc Due from Dev	151	200	-	200	200	100.00%
Subtotal for (408) Engineering:		147,916	144,200	140,500	151,700	11,200	7.97%
(409) General Government Buildings							
01-409-230	Heating Fuel - Darlington Inn	-	-	-	1,200	-	-
01-409-250	Repairs/ Maintenance Supplies	104	1,000	800	800	0	0.00%

General Fund Expenditures

		2023 Actual	2024 Adopted Budget	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
01-409-361	Utilities - Admin	10,462	14,400	11,000	12,000	1,000	9.09%
01-409-362	Utilities - Darlington Inn				6,000		
01-409-366	Water/Supplies- Admin	1,277	2,000	1,650	1,650	0	0.00%
01-409-370	Repair/Maintenance Svcs	8,505	8,000	9,300	9,250	-50	-0.54%
01-409-420	Administration Building Exp	2,203	6,000	3,000	5,000	2,000	66.67%
01-409-430	Township Garage Exp	9,507	10,000	9,500	10,000	500	5.26%
01-409-431	PW Garage Utilities	15,678	22,000	18,500	20,000	1,500	8.11%
01-409-440	Oakbourne Mansion	21,230	26,000	25,000	25,000	0	0.00%
01-409-445	Gatehouse at Oakbourne	6,887	10,000	5,000	7,500	2,500	50.00%
01-409-446	Darlington Inn Expenses				5,000		
01-409-730	Capital Expense - Admin Bldg	18,270	5,000	6,429			
01-409-735	Capital Expense - PW Garage	12,055	5,000	-			
01-409-740	Capital Expense - Mansion	22,507	20,000	-			
01-409-750	Capital Purchase-Minor Equipment	-	5,000	-			
Subtotal for (409) General Gov't Bldgs:		128,685	134,400	90,179	102,200	12,021	13.33%
<u>(410) Public Safety - Police</u>							
01-410-010	Police Department - Budget V-5	3,429,057	4,165,315	4,081,832	4,050,578	-31,254	-0.77%
01-410-200	Police Building Property Insurance	10,699	11,000	12,147	13,000	853	7.02%
01-410-610	Police Bldg Capital Reserve Account	21,100	21,650	21,650	22,150	500	2.31%
01-492-200	Debt Service-Police Building	132,000	ended Dec 2023	-	ended Dec 2023	0	0.00%
Subtotal (410) Public Safety - Police:		3,592,856	4,197,965	4,115,629	4,085,728	-29,901	-0.73%
<u>(411) Public Safety - Fire</u>							
01-411-115	Fire Inspector	330	1,900	1,000	1,200	200	20.00%
01-411-161	Fire Inspector Fica Tax	20	118	62	74	12	20.00%
01-411-162	Fire Inspector Medicare Tax	5	28	15	17	3	20.00%
01-411-163	Fire Inspector UC	3	20	9	20	11	122.22%
01-411-238	Fire Inspector Clothing/Uniforms		2,762	2,653	500	-2,153	-81.15%
01-411-360	Fire Hydrant Rentals	77,589	78,000	77,334	78,000	666	0.86%
01-411-370	Fire Equip Repair/Maintenance	3,799	1,000	1,000	1,000	0	0.00%
01-411-420	Fire - Membership/Dues		-	181	200	19	10.50%
01-411-450	Alarm System Contract	1,199	2,700	1,199	1,250	51	4.25%
01-411-455	Alarm System Contract-PW Garage	2,607	3,000	2,607	2,800	193	7.40%
01-411-510	Volunteer EMT Credit	-	7,500	6,157	6,500	343	5.57%
01-411-531	Contribution - WC Borough	108,656	115,695	115,695	119,591	3,896	3.37%

General Fund Expenditures

		2023 Actual	2024 Adopted Budget	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
01-411-532	Contribution - Goshen Fire Co	126,000	152,208	152,208	163,624	11,416	7.50%
01-411-533	EGoshen Fire - Workers Comp	6,702	7,500	5,688	7,500	1,812	31.86%
01-411-534	Good Fellowship Ambulance	46,000	56,000	56,000	60,068	4,068	7.26%
01-411-535	Firemans Foreign Fire Ins Prem	98,051	100,000	99,184	100,000	816	0.82%
Subtotal (411) Public Safety -Fire:		470,960	528,430	520,991	542,344	21,353	4.10%
<u>(413) Building & Code Enforcement</u>							
01-413-200	BCO - Contracted Services	-	1,000	-	1,000	1,000	100.00%
01-413-250	Residential Review/Insp Services	91,302	100,000	100,000	100,000	0	0.00%
01-413-255	Code Enforce/Property Maintenance	-	1,000	-	1,000	1,000	100.00%
01-413-400	Commercial Review/Insp Services	111,299	75,000	25,000	75,000	50,000	200.00%
01-413-451	U&O Permit - Residential Resales	9,376	11,000	7,500	11,000	3,500	46.67%
01-413-452	U&O Permit - Commercial Resales	666	1,500	680	1,600	920	135.29%
Subtotal (413) Building & Code Enforcement:		212,643	189,500	133,180	189,600	56,420	42.36%
<u>(414) Planning and Zoning</u>							
01-414-100	Planning/Zoning Wages	650	1,200	525	600	75	14.29%
01-414-161	PC/Zoning FICA	40	74	74	37	-37	-49.73%
01-414-162	PC/Zoning Medicare	9	17	17	9	-8	-48.82%
01-414-240	Planning/Zoning Gen Expense	6,641	7,500	5,000	7,500	2,500	50.00%
01-414-313	Planning Commission Consultants	7,116	5,000	-	5,000	5,000	100.00%
01-414-461	Supervisor Hearings	-	1,000	405	1,000	595	146.91%
01-414-462	Zoning Hearing Board Hearings	17,356	12,000	12,200	12,000	-200	-1.64%
01-414-463	Zoning Ordinance Revisions/Consult	1,425	5,000	900	5,000	4,100	455.56%
01-414-465	Advertising - ZHB/PC	5,103	6,000	2,000	5,000	3,000	150.00%
Subtotal (414) Planning and Zoning:		38,342	37,792	21,121	36,146	15,025	71.14%
<u>(415) Emergency Management</u>							
01-415-310	EM Services	-	150	-	150	150	100.00%
01-415-320	EM Equipment	-	150	-	150	150	100.00%
01-415-330	EM Training	-	250	-	250	250	100.00%
Subtotal (415) Emergency Management:		-	550	-	550	550	100.00%

General Fund Expenditures

		2023 Actual	2024 Adopted Budget	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
<u>(419) Public Safety - Other</u>							
01-419-100	CC SPCA Contract	1,791	5,600	5,700	5,700	0	0.00%
01-419-150	Animal Acquisition/Call for Service Fee	49	100	-	100	100	100.00%
01-419-200	SPCA Stray Boarding	4,735	6,600	10,000	14,000	4,000	40.00%
01-419-300	PA Criminal Record Check	418	400	1,500	500	-1,000	-66.67%
Subtotal (419) Public Safety - Other:		6,993	12,700	17,200	20,300	3,100	18.02%
<u>(430) Public Works Department</u>							
01-430-100	Public Works Director	78,108	98,109	79,000	102,683	23,683	29.98%
01-430-110	Public Works Staff	195,192	228,145	168,000	262,986	94,986	56.54%
01-430-115	Public Works PT Roads	4,195	24,810	6,000	2,000	-4,000	-66.67%
01-430-161	FICA	27,407	30,197	28,500	33,665	5,165	18.12%
01-430-162	Medicare Employer	6,410	7,062	7,000	7,873	873	12.47%
01-430-163	PAUC Employer	804	1,150	700	1,150	450	64.29%
01-430-180	PW Overtime	2,215	5,500	2,500	3,000	500	20.00%
01-430-210	Office Supplies - PW	307	1,000	800	1,000	200	25.00%
01-430-215	Garage Computer Svc/Supplies	474	800	800	2,500	1,700	212.50%
01-430-220	Garage Telephone Svcs	2,352	5,000	3,200	3,000	-200	-6.25%
01-430-240	General Expense - Public Works	4,375	3,500	4,000	3,500	-500	-12.50%
01-430-241	Uniforms - Public Works	4,417	3,600	3,600	3,600	0	0.00%
01-430-250	General Supplies - PW	4,138	5,000	6,000	5,500	-500	-8.33%
01-430-260	Tool & Equip Purchases - PW	7,325	4,000	4,000	4,000	0	0.00%
01-430-300	Vehicle Maintenance -PW	33,504	37,000	30,000	37,000	7,000	23.33%
01-430-330	PW Vehicle Operation - FUEL	25,500	30,000	27,000	30,000	3,000	11.11%
01-430-370	Tool & Equipment Repair - PW	6,399	3,000	3,500	3,300	-200	-5.71%
01-430-371	Tool & Equipment Rental-PW	78	2,000	-	2,000	2,000	#DIV/0!
01-430-460	PW Continuing Ed (CDL)	1,899	2,000	1,528	2,000	472	30.89%
Subtotal (430) Public Works Department:		409,622	491,873	376,128	510,757	134,629	35.79%
<u>(432) Winter Maintenance</u>							
01-432-110	Winter Maintenance	195	16,000	21,593	24,000	2,407	11.15%
01-432-180	Winter Maintenance OT	1,679	20,000	9,664	12,000	2,336	24.17%
01-432-250	Snow Removal - Materials	10,599	65,000	41,000	53,500	12,500	30.49%
01-432-300	Snow Removal - Misc Exp	-		500	1,000	500	100.00%
Subtotal (432) Winter Maintenance:		12,473	101,000	72,757	90,500	17,743	24.39%

General Fund Expenditures

	2023 Actual	2024 Adopted Budget	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
<u>(433) Traffic Control</u>						
01-433-301 Street Signs, Lines, Markings	36,848	35,000	42,000	35,000	-7,000	-16.67%
01-433-305 Traffic Signals - Misc Exp	1,613	3,000	750	2,500	1,750	233.33%
01-433-360 Traffic Signals - Electricity	3,929	4,500	4,200	4,300	100	2.38%
01-433-370 Traffic Signals - Repairs	26,928	35,000	30,000	35,000	5,000	16.67%
01-433-450 Traffic Signals - Contract Svc	2,448	3,500	2,600	2,700	100	3.85%
Subtotal (433) Traffic Control:	71,766	81,000	79,550	79,500	-50	-0.06%
<u>(434) Street Lighting</u>						
01-434-360 Street Lights - Electricity	1,441	1,800	1,550	1,600	50	3.23%
Subtotal (434) Street Lighting:	1,441	1,800	1,550	1,600	50	3.23%
<u>(436) Storm Sewers and Drains</u>						
01-436-450 Drainage	2,998	5,000	750	5,000	4,250	566.67%
Subtotal (436) Drainage:	2,998	5,000	750	5,000	4,250	566.67%
<u>(437) Tools & Machinery</u>						
01-437-370 Tool/Machinery - Maint/Repair	1,802	3,000	3,000	3,000	0	0.00%
01-437-725 Backhoe Expenses	-	4,000	6,200	4,000	-2,200	-35.48%
01-437-740 Major Equipment Purchase	84,412	-	-	-	0	0.00%
01-437-750 Minor Equip Purchase-PW	-	4,000	-	3,000	3,000	100.00%
Subtotal (437) Tools & Machinery:	86,215	11,000	9,200	10,000	800	8.70%
<u>(438) Road & Bridge Maintenance</u>						
01-438-250 Highway Material - Public Work	-	3,500	750	2,500	1,750	233.33%
01-438-251 Road Repair - Public Works	2,040	1,800	2,020	2,800	780	38.61%
01-438-380 Rental Equipment - Public Work	-	500	500	500	0	0.00%
01-438-451 PA One Call System	756	1,000	800	1,000	200	25.00%
01-438-452 Satellite Subscription Service	4,392	4,600	4,612	4,900	288	6.24%
Subtotal (438) Rd & Bridge Maintenance:	7,189	11,400	8,682	11,700	3,018	34.76%

General Fund Expenditures

		2023 Actual	2024 Adopted Budget	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
<u>(439) Highway Construction</u>							
01-439-100	Street Construction	350,000	375,000	351,920	350,000	-1,920	-0.55%
01-439-150	Street Construction	144,206	-	-	-	0	0.00%
Subtotal (439) Highway Construction:		494,206	375,000	351,920	350,000	-1,920	-0.55%
<u>(446) Stormwater Management/MS4 Requirements</u>							
01-446-200	NPDES/MS4 Permit	2,500	2,500	2,500	2,500	0	0.00%
01-446-300	Simplified Stormwater Projects	884	1,920	-	800		
01-446-371	Thorne Basin Maintenance	-	-	-	5,000		
Subtotal (446) Stormwater Management		3,384	4,420	2,500	8,300	5,800	232.00%
<u>(450) Historical Commission</u>							
01-450-000	Historical Commission Expenses	2,720	2,000	225	3,000	2,775	1233.33%
01-450-050	Historical Markers/Interpretive Signage		5,000	-	2,500	2,500	100.00%
01-450-200	Huey Property Maintenance	9,500		-		0	0.00%
Subtotal (450) Historical Commission		12,220	7,000	225	5,500	5,275	2344.44%
<u>(451) Cultural & Recreation Administration</u>							
01-451-000	Park & Recreation Commission	3,729	6,000	3,000	4,000	1,000	33.33%
01-451-100	Westtown Day	9,789	10,000	10,000	10,000	0	0.00%
01-451-112	Park & Recreation Admin Staff		30,000	-	93,600	93,600	100.00%
01-451-161	FICA		1,860	-	6,175	6,175	100.00%
01-451-162	Medicare Employer		435	-	1,444	1,444	100.00%
01-451-163	PAUC Employer		100	-	180	180	100.00%
01-451-180	Park/Rec Employee Overtime				6,000		
01-451-200	Westtown 250				2,500		
01-451-247	Recreation Activities/Programs		10,000	-	10,000	10,000	100.00%
Subtotal (451) Park & Recreation:		13,517	58,395	13,000	133,899	120,899	930.00%
<u>(454) Township Parks</u>							
01-454-110	Park Maint. Employees	98,868	94,484	131,000	136,310	5,310	4.05%
01-454-240	General Park Expense	1,515	5,000	5,200	5,000	-200	-3.85%
01-454-250	Park Supplies	439	7,000	3,000	7,000	4,000	133.33%
01-454-251	Special Park Projects	18,731	5,000	-	5,000	5,000	100.00%
01-454-260	Park Tool & Equip Purchase	-	1,500	500	1,500	1,000	200.00%

General Fund Expenditures

		2023 Actual	2024 Adopted Budget	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
01-454-361	Park Restroom Utilities	-	3,600	690	2,000	1,310	189.86%
01-454-370	Park Equip Repair & Operat	79	2,000	500	2,000	1,500	300.00%
01-454-373	Park Restroom Maintenance		3,500	1,000	7,000	6,000	600.00%
01-454-380	Equipment Rental	7,605	6,500	6,500	6,500	0	0.00%
01-454-450	Parks - Lawn Maintenance	-	2,500	500	2,500	2,000	400.00%
01-454-500	Park Water Usage	-	1,800	-	2,200	2,200	100.00%
01-454-600	Community Garden - Shared Cost	1,263	3,000	778	1,850	1,073	137.94%
Subtotal (454) Township Parks:		128,500	135,884	149,668	178,860	29,193	19.50%
<u>(456) Libraries</u>							
01-456-000	Libraries	13,943	16,731	16,731	18,404	1,673	10.00%
Subtotal (456) Libraries:		13,943	16,731	16,731	18,404	1,673	10.00%
<u>(460) Community Development</u>							
01-460-100	Environmental Advisory Council	7,007	2,000	2,000	4,300	2,300	115.00%
Subtotal (460) Community Development		7,007	2,000	2,000	4,300	2,300	115.00%
<u>(461) Conservation of Natural Resources</u>							
01-461-000	Forestry Management	28,025	30,000	20,000	30,000	10,000	50.00%
01-461-313	Open Space (Crebilly Eng/Surv/Appraisel)	23,788	-	-	-	0	0.00%
01-461-330	Tyson Park Special Maintenance	1,215	7,500	4,000	8,500	4,500	112.50%
Subtotal (461) Conservation of Natural Resources:		53,027	37,500	24,000	38,500	14,500	60.42%
<u>(462) Community Develop Housing</u>							
01-462-000	Community Development	1,450	1,500	1,450	1,450	0	0.00%
Subtotal (462) Community Development:		1,450	1,500	1,450	1,450	0	0.00%
<u>(471) Debt Service - Principal</u>							
01-471-100	2022 PW F350 & F550 Loan Principal	34,594	35,636	35,636	36,709	1,073	3.01%
"	2023 International Dump/Plow 67-26	27,459	28,280	28,280	29,125	845	2.99%
Subtotal (471) Debt Service - Principal		62,053	63,916	63,916	65,835	1,919	3.00%

General Fund Expenditures

		2023 Actual	2024 Adopted Budget	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
<u>(472) Debt Service - Interest</u>							
01-472-100	2022 PW F350 & F550 Loan Interest	4,650	3,608	3,608	2,534	-1,074	-29.77%
"	2023 International Dump/Plow 67-26	2,537	1,716	1,716	871	-845	-49.25%
Subtotal (471) Debt Service - Principal		7,187	5,324	5,324	3,405	-1,919	-36.05%
<u>(480) Miscellaneous</u>							
01-480-000	Miscellaneous Expenditures	-	500	500	500	0	0.00%
01-480-100	Bank Charges	4,364	6,000	4,200	4,200	0	0.00%
Subtotal (480) Miscellaneous:		4,364	6,500	4,700	4,700	0	0.00%
<u>(484) Workers Compensation Insurance</u>							
01-484-354	Workers Compensation Insurance	21,183	23,300	16,864	20,000	3,136	18.60%
Subtotal (484) Workers Comp Insurance:		21,183	23,300	16,864	20,000	3,136	18.60%
<u>(486) Insurance and Benefits</u>							
01-486-100	General Liability Insurance	24,268	26,694	25,449	26,976	1,527	6.00%
01-486-150	Cyber Liability Insurance	10,692	11,761	10,258	10,873	615	5.99%
01-486-200	Admin Bldg Property Insurance	3,930	4,323	4,462	4,730	268	6.00%
01-486-210	PW Garage Property Ins	9,751	10,726	11,071	11,735	664	5.99%
01-486-220	Mansion/Park Property Ins	10,347	11,382	12,359	13,101	742	6.00%
01-486-230	Traffic Signal Property Ins	3,283	3,611	3,732	3,956	224	6.00%
01-486-240	Contractor Equip/Debris Remove	1,198	1,318	2,027	2,149	122	6.02%
01-486-250	Auto Physical Damage Property	7,776	8,554	8,976	9,515	539	6.00%
01-486-300	Automobile Liability Insurance	7,612	8,373	7,972	8,451	479	6.01%
01-486-310	Auto Insurance Claim/Deductible	7,124	7,836	-	-	0	0.00%
01-486-320	Property Ins Claim/Deductible	-	-	7,925	8,717	792	9.99%
01-486-400	Public Officials Liability	12,812	14,093	13,505	14,316	811	6.00%
01-486-401	Bonds-Treasurer's/Other	2,989	3,288	2,225	3,604	1,379	61.98%
Subtotal (486) Insurance & Benefits:		101,782	111,960	109,961	118,121	8,160	7.42%
<u>(487) Employee Benefits</u>							
01-487-152	Employee(s) Benefits (Leaves)	137,312	115,000	135,000	125,000	-10,000	-7.41%
01-487-153	Insurance (Life,AD&D,LTD,STD)	15,578	21,215	16,300	23,978	7,678	47.10%
01-487-154	Dental Insurance (Empl)	4,904	5,040	3,824	5,744	1,920	50.21%
01-487-155	Vision Reimbursement	1,995	4,900	3,000	3,000	0	0.00%

General Fund Expenditures

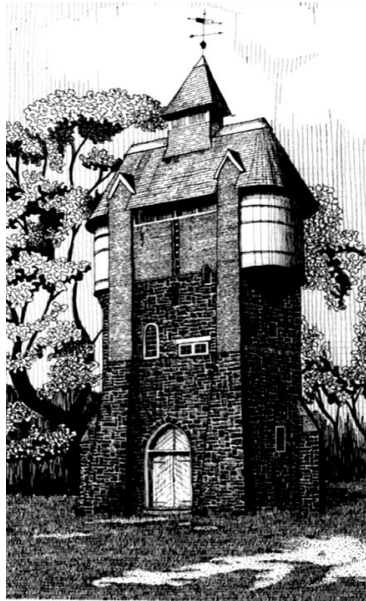
		2023 Actual	2024 Adopted Budget	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
01-487-156	Health/Hospital Insurance	83,505	113,880	108,782	165,000	56,218	51.68%
01-487-157	HRA - PrimePay	23,592	32,000	24,000	33,000	9,000	37.50%
01-487-158	HRA Plan Fees	1,729	1,750	1,750	1,800	50	2.86%
01-487-159	Healthcare Reimbursement	12,839	-	-	not needed in 2025		
01-487-160	State Aid Pension Contribution	55,614	88,000	20,312	105,000	84,688	416.94%
01-487-161	Cell Phone Reimbursement	580	800	1,690	2,000	310	18.34%
01-487-500	On-Lot Staff Insurance	1,303	500	1,021	1,000	-21	-2.06%
Subtotal (487) Employee Benefits:		338,951	383,085	315,679	465,522	149,843	47.47%
<u>(491) Refunds of Prior Year Revenues</u>							
01-491-010	RE Tax Refund	512	2,500	3,503	2,500	-1,003	-28.63%
01-491-013	Reimbursable Tax Payments	11,603	12,000	12,000	12,000	0	0.00%
01-491-090	State Aid-Pension Excess	1,899	-	27,670	-	-27,670	-100.00%
01-491-100	Miscellaneous Reimbursement	1,870	1,500	3,495	1,500	-374	-19.96%
01-491-200	Prior Year Adjusting Entry	542		637	-	-637	-100.00%
Subtotal (491) Refunds of Prior Yr Revenues:		16,426	16,000	47,304	16,000	-31,304	-66.18%
<u>(492) Interfund Operating Transfers</u>							
01-492-030	Transfer to Capital Reserve	180,000	180,000	180,000	240,000		33.33%
01-492-035	Transfer to Capital Future Reserve	-	50,000	50,000	50,000		0.00%
01-492-200	Transfer to Debt Svc/WEGO Series 2012 Police (410)	-	0	0	-		0.00%
01-492-215	Transfer to Debt Svc/OBP Series 2022	264,000	264,000	264,000	264,000		
01-492-300	Transfer to Debt Svc /Series 2021	126,000	126,000	126,000	126,000	0	0.00%
01-492-400	Transfer to Capital Repl Reserve	-	25,000	25,000	\$ -	-25,000	-100.00%
Subtotal (492) Interfund Operating Transfers:		570,000	645,001	645,000	680,000	35,000	5.43%
Total General Fund Expenditures		7,760,203	8,650,041	8,069,084	8,758,810	689,726	8.55%
Total GENERAL FUND Revenues/Fund Balance Approp		8,611,082	8,650,040	8,309,802	8,760,722	450,920	5.43%
Total GENERAL FUND Expenditures:		7,760,202	8,650,040	8,069,084	8,758,810	689,726	8.55%
Total GENERAL FUND Balance		850,880	0	240,719	1,913		

Projected General Fund Year End Cash Balance

7,730,968

7,229,295

WESTTOWN TOWNSHIP
2025 Open Space Fund Draft Budget



12/16/2024

Open Space Revenues

	2023 Actual	2024 Adopted	2024 Year End Projection	2025 Proposed Budget
<i>Beginning Balance</i>			25,767	659,848
<u>(301) Real Property Tax</u>				
04-301-110 RE Taxes - Electoral (0.42 mils)	169,548	336,000	339,096	339,096
04-301-400 RE Taxes - Delinquent		500	1,000	1,000
04-301-600 Interim Tax - Open Space	1,036	1,000	800	600
Subtotal (301) Real Property Tax	170,584	337,500	340,896	340,696
<u>(310) Act 511 Taxes</u>				
04-310-100 RE Transfer Tax (For Crebilly Sale Only)		103,049	0	103,049
04-310-210 EIT Taxes - Electoral (0.08%)	155,087	404,600	380,000	412,000
Subtotal (310) RE Tax	155,087	507,649	380,000	515,049
<u>(341) Interest Earnings</u>				
04-341-000 Interest Earnings	3,432	40,000	14,500	20,755
Subtotal (301) RE Tax	3,432	40,000	14,500	20,755
<u>(354) State Grants</u>				
04-354-080 State Grants		1,250,000	0	100,000
Subtotal (354) State Grants	0	1,250,000	0	100,000
<u>(357) County Grants</u>				
Subtotal (357) County Grants	0	1,206,750	0	0
<u>(392) Interfund Transfers</u>				
04-392-150 Transfer from Bond Proceeds			360,000	
Subtotal (393) Proceeds of Long Term Debt	0	0	360,000	0
Total Open Space Fund Revenues	329,103	24,136,249	1,095,396	976,500

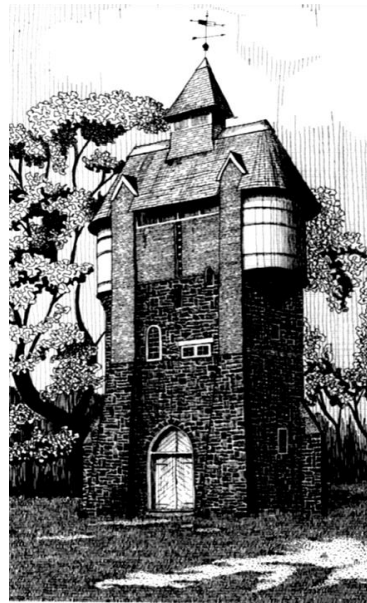
Open Space Expenditures

	2023 Actual	2024 Adopted	2024 Year End Projection	2025 Proposed Budget
<u>(403) Tax Collection</u>				
04-403-310 Open Space EIT Tax Commission	1,922	4,046	4,046	4,200
Subtotal (403) Tax Collection	1,922	4,046	4,046	4,200
<u>(404) Legal Fees</u>				
04-404-451 Open Space Acquisition Legal Fees	0	0	6,000	1,500
Subtotal (403) Tax Collection	0	0	6,000	1,500
<u>(411) Volunteer Fire/EMT Credit</u>				
04-411-510 Volunteer Fire/EMT Credit	0	0	369	400
Subtotal (403) Tax Collection	0	0	369	400
<u>(450) Open Space Repairs/Maint./Improvements</u>				
04-450-313 Engineering Planning		0	0	125,000
04-450-314 Legal Maint. Advisory Services			0	
04-450-370 Repairs, Maint. Improvements	0	50,000		265,600
Subtotal (461) Conservation of Natural Resource	0	50,000	0	390,600
<u>(461) Conservation of Natural Resources</u>				
04-461-310 Conservation Prof Services	121,000	0	0	
04-461-610 Cap Const - Demolition of Building/s			0	
04-461-700 Land Acquisition	0	20,815,797	0	0
Subtotal (461) Conservation of Natural Resource	121,000	20,815,797	0	0
<u>(471) Debt Principal</u>				
04-471-000 Debt Principal (For Bridge Loan & Interest below)				0
04-471-100 Crebilly Farm Family Assoc Loan Principi	180,000	1,771,812	180,000	0

Open Space Expenditures

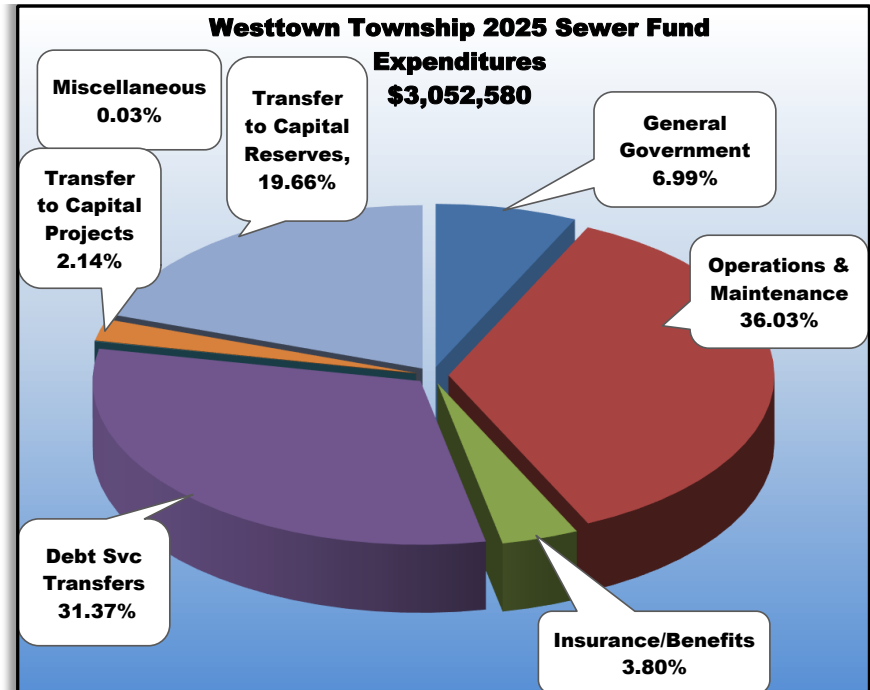
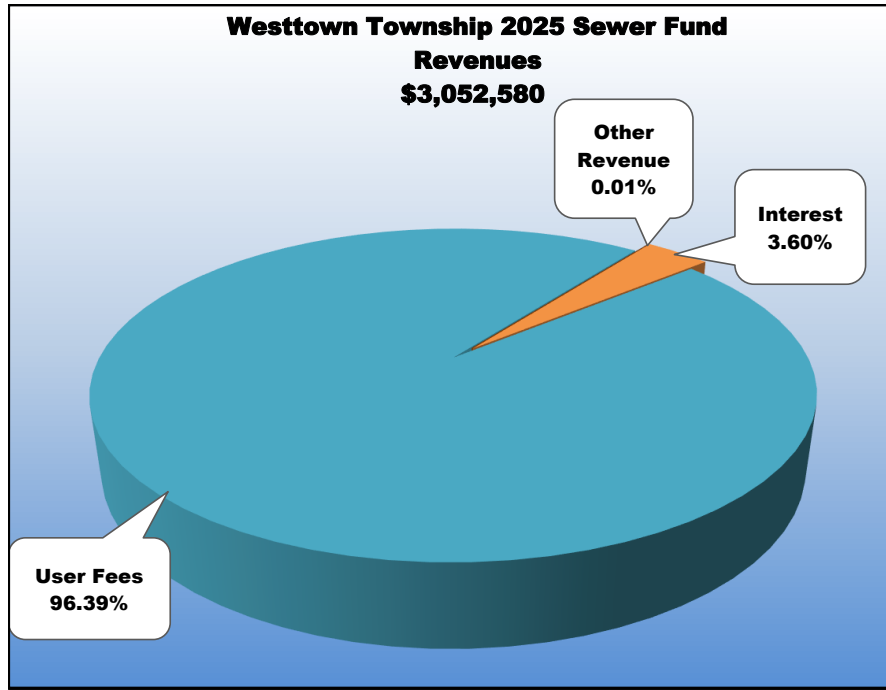
	2023 Actual	2024 Adopted	2024 Year End Projection	2025 Proposed Budget
Subtotal (471) Debt Principal	180,000	1,771,812	180,000	0
<u>(472) Debt Interest</u>				
04-472-100 Debt Interest - Crebilly Farm Family Loan				
Subtotal (472) Debt Interest	0	0		0
<u>(475) Debt Service</u>				
04-475-000 Fiscal Agent Fees		75,000	0	0
Subtotal (475) Debt Service	0	75,000	0	0
<u>(491) Refunds of Prior Year Revenues</u>				
04-491-010 Open Space RE Tax Refund	415	0	111	200
Subtotal (491) Refunds of Prior Year Revenues	415	0		200
<u>(492) Interfund Operating Transfers</u>				
04-492-010 Transfer to General Fund				
04-492-023 Transfer to Debt Svc/Series 2024		248,400	270,900	579,600
Subtotal (492) Interfund Operating Transfers	0	248,400	270,900	579,600
Total Open Space Fund Expenditures:	303,336	22,965,055	461,315	976,500
Total Open Space Fund Revenue	329,103	24,136,249	1,095,396	976,500
Total Open Space Fund Expenditures	303,336	22,965,055	461,315	976,500
Total Open Space Fund Balance	25,767	1,171,194	634,081	0
Projected General Fund Year End Cash Balance			659,848	659,848

WESTTOWN TOWNSHIP
2025 Sewer Fund Draft Budget



12/16/2024

Fiscal Year 2025
Sewer Fund Budget



Glossary

Sanitation/Sewage Charges - User fees collected from properties connected to the Township's two public wastewater systems, Westtown Chester Creek and West Goshen.

Grants -Act 537 Reimbursement

Reimbursements - Developer's reimbursement of legal and engineering fees.

Interest Earned - Earnings derived from cash holdings.

Operations & Maintenance - Costs associated with wastewater collection and treatment for Chester Creek Sewer Plant, Pump Stations, and sewage processed by West Goshen Municipal Authority.

Administration - Postage, billing, legal, engineering & liability insurance.

Payroll - Salary & benefits for plant operators and prorated share of salaries and benefits of administrative staff.

Debt Service - Sinking fund payments for GO Bond 2021

Reserves - Based on Fund Balance Policy (Resolution 2013-7 Amended 8/16/16) no less than 12% of budgeted revenue for the current budget year shall fund the Sewerage System Capital Reserve and Sewerage System Capital Improvement Program.

Sewer Fund Revenues

	2023 Actual	2024 Budget	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
Beginning Cash Balance			3,062,716	2,284,465		
<u>(341) Interest Earnings</u>						
08-341-000 Interest Earnings	13,574	50,000	85,000	50,000	-35,000	-41.18%
08-341-106 PLGIT Interest (WW)	44,237	72,000	104,000	60,000		
Subtotal (341) Interest Earnings	57,811	122,000	189,000	110,000	-79,000	-41.80%
<u>(361) Twp Sales/Charges for Service</u>						
08-361-601 UB Returned Check Fee	70	70	70	70	0	0.00%
Subtotal (361) Twp Sales/Charges for Service	70	70	70	70	0	0.00%
<u>(364) Sanitation/Sewage Charges</u>						
08-364-110 Sewage Tapping Fee /WCC	0	0	5,860	0	-5,860	-100.00%
08-364-111 Sewage Tapping Fee/ W.Goshen	3,164	0	0	0	0	0.00%
08-364-120 Sewer User Fees Not Metered	2,479,971	2,483,280	2,483,280	2,483,280	0	0.00%
08-364-122 Sewer Fees-Club Swim Pool	1,640	1,640	1,640	1,640	0	0.00%
08-364-123 Sewer Fees-Pool Club House	1,640	1,640	1,640	1,640	0	0.00%
08-364-124 Commercial Sewer Fees Metered	307,364	290,000	282,000	291,000	9,000	3.19%
08-364-125 Westtown Sch Meter Usage	107,212	102,000	131,066	120,000	-11,066	-8.44%
08-364-130 Admin Fee WT Sch Pump Station	1,200	1,200	1,200	1,200	0	0.00%
08-364-135 Thornbury Twp CC Maint Fee	1,600	1,600	1,600	1,600	0	0.00%
08-364-500 Delinquent Sewer Collections	50,496	45,000	37,500	42,000	4,500	12.00%
Subtotal (364) Sanitation	2,954,286	2,926,360	2,945,786	2,942,360	-3,426	-0.12%
<u>(380) Miscellaneous Revenue</u>						
08-380-000 Misc Revenue	8,570	0	0	0	0	0.00%
Subtotal (390) Misc Revenue	8,570	0	0	0	0	0.00%
<u>(395) Refunds & Reimbursements</u>						
08-395-100 Miscellaneous Refunds	0	250	0	50	50	100.00%

Sewer Fund Revenues

		2023 Actual	2024 Budget	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
08-395-200	Miscellaneous Reimbursement	0	250	0	50	50	100.00%
08-395-700	Developers Reimbursements	0	250	0	50	50	100.00%
Subtotal (395) Refunds & Reimbursements:		0	750	0	150	150	100.00%
399 Reserve Appropriation			1,002,890				
Total Sewer Revenue		3,020,771	4,052,070	3,134,856	3,052,580	-82,276	-2.62%

Sewer Fund Expenditures

	2023 Actual	2024 Adopted Budget	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
<u>(401) Executive</u>						
08-401-000 WW General Expense	302	500	500	500	0	0.00%
08-401-100 Wastewater Admin Wages	126,169	146,557	125,000	142,000	17,000	13.60%
08-401-161 FICA	7,774	9,087	7,750	8,804	1,054	13.60%
08-401-162 Medicare Employer	1,818	2,125	1,813	2,059	247	13.60%
08-401-163 PAUC Employer	183	250	180	180	0	0.00%
08-401-210 WW - Office Supplies	398	500	650	500	-150	-23.08%
08-401-241 WW - Training & Information	562	1,500	750	1,500	750	100.00%
08-401-341 WW Advertising	0	0	0	0	0	0.00%
Subtotal (401) Executive:	137,205	160,519	136,643	155,543	18,901	13.83%
<u>(404) Legal Services</u>						
08-404-310 WW Legal - WCC	0	1,000	0	500	500	100.00%
08-404-314 WW Legal - West Goshen	0	1,000	0	500	500	100.00%
08-404-500 WW Delinquent Collection Legal Fees	586	1,100	2,929	2,786	-143	-4.88%
Subtotal (404) Legal Services:	586	3,100	2,929	3,786	857	29.26%
<u>(406) General Government Admin</u>						
08-406-100 TMDL Coalition	764	2,500	1,660	2,500	840	50.63%
08-406-200 NPDEs Permit	1,000	3,000	1,000	3,000	2,000	200.00%
08-406-225 Daily Discharge Capacity Fee	715	725	749	800	51	6.81%
08-406-360 Municipay Credit Card Fees	10,377	10,000	11,000	12,000	1,000	9.09%
08-406-500 Chapter 302-WW Opr Cert Fee	165	175	165	175	10	6.06%
08-406-800 Aqua Sewer Billing Fee	300	380	300	300	0	0.00%
Subtotal (406) General Govt Admin:	13,321	16,780	14,874	18,775	3,901	26.23%
<u>(407) Networking Services</u>						
08-407-215 WW Computer/Svcs/Support	0	200	106	200	94	88.68%
Subtotal (407) Networking Services	0	200	106	200	94	88.68%
<u>(408) Engineering</u>						
08-408-000 WW Engineering - General	0	1,000	200	1,000	800	400.00%
08-408-100 Sewer Rate Study	0	0	0	25,000	25,000	100.00%
08-408-313 WW Engineering-WCC	2,342	8,000	1,800	6,000	4,200	233.33%
08-408-314 WW Engineering - W.Goshen	0	5,000	1,000	2,500	1,500	150.00%
08-408-400 WW Engr Due From Developer	566	0	(566)	500	1,066	-188.34%
Subtotal (408) Engineering:	2,908	14,000	2,434	35,000	32,566	1337.96%

Sewer Fund Expenditures

	2023 Actual	2024 Adopted Budget	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
<u>(429) Wastewater Collection/Treatment</u>						
08-429-100 WW Plant Wages	146,542	199,749	165,000	185,000	20,000	12.12%
08-429-161 FICA	10,913	12,694	10,605	11,780	1,175	11.08%
08-429-162 Medicare Employer	2,552	2,969	2,500	2,755	255	10.20%
08-429-163 PAUC Employer	293	300	200	300	100	50.00%
08-429-172 Holiday Pay	8,753	11,300	9,400	10,000	600	6.38%
08-429-176 Employee(s) Benefits (Leaves)	15,802	15,600	12,000	13,000	1,000	8.33%
08-429-177 Sick Time	2,616	2,600	2,600	3,000	400	15.38%
08-429-180 Over Time	4,197	5,000	6,000	5,000	-1,000	-16.67%
08-429-240 Administration & Billing - WCC	8,247	8,000	10,000	10,000	0	0.00%
08-429-244 WW Supplies - WCC	6,683	6,000	7,000	8,000	1,000	14.29%
08-429-245 WW Supplies - Kirkwood Pump Station	93	500	500	500	0	0.00%
08-429-246 WW Supplies - Pleasant Gr Pump Station	221	1,000	1,000	1,000	0	0.00%
08-429-247 WW Supplies - Rustin Pump Station	404	1,000	1,000	1,000	0	0.00%
08-429-251 WW Supplies - WG	946	1,000	1,000	1,000	0	0.00%
08-429-260 WW Tool Purchases	0	500	500	500	0	0.00%
08-429-261 WW Tool/Equipment Rental	0	500	500	500	0	0.00%
08-429-320 WW Telephone	582	650	650	650	0	0.00%
08-429-345 Chapter 94 Report	3,694	10,500	10,500	11,400	900	8.57%
08-429-360 WW Utilities - WCC	48,551	54,000	54,000	55,000	1,000	1.85%
08-429-361 Utilities - Pleasant Grv Pump Station	10,626	12,000	15,900	16,000	100	0.63%
08-429-362 Utilities-Trellis Lane	2,690	3,300	3,000	3,300	300	10.00%
08-429-363 Utilities-Sage Lane	2,083	2,700	2,400	2,700	300	12.50%
08-429-364 Utilities-Ltl Shiloh Rd	380	450	374	400	26	6.95%
08-429-365 Utilities-ArborView Pump Station	2,589	3,300	2,800	3,000	200	7.14%
08-429-366 Utilities-Kirkwood Pump Station	3,285	4,100	4,000	4,200	200	5.00%
08-429-367 Utilities-Thorne @ Maple	380	450	350	450	100	28.57%
08-429-368 Utilities-Rustin PS	4,234	5,600	5,300	5,600	300	5.66%
08-429-373 Treatment - WG (Goose Creek)	315,856	375,000	327,000	360,000	33,000	10.09%
08-429-374 Equipment Repair - WCC	14,638	45,000	25,000	45,000	20,000	80.00%
08-429-375 Equipment Repair - WG	0	5,000	2,000	5,000	3,000	150.00%
08-429-376 Operation & Maintenance - WCC	100,556	106,500	115,000	115,000	0	0.00%
08-429-377 Operation & Maintenance - WG	13,282	15,000	15,000	15,000	0	0.00%
08-429-378 Op & Maint - Pleasant Grove PS	36,741	15,000	58,000	30,000	-28,000	-48.28%
08-429-379 Op & Maint - Rustin PS	14,838	12,000	14,000	14,500	500	3.57%
08-429-380 Ashbridge Pump Station(WG)	5,485	2,500	2,500	2,500	0	0.00%
08-429-381 Op & Maint - ArborView PS	1,365	1,500	1,000	1,500	500	50.00%
08-429-382 Op & Maint - Kirkwood PS	7,063	5,000	7,500	6,000	-1,500	-20.00%
08-429-450 Alarm System Monitoring - WCC	18,789	20,000	18,789	20,000	1,211	6.45%
08-429-451 Alarm System Monitoring - WG	10,052	10,000	10,052	11,000	948	9.43%
08-429-452 Sludge Hauling Contract	47,424	61,178	63,548	61,178	-2,370	-3.73%
08-429-455 Sewer Line Flush/Televise	0	75,000	60,000	55,000	75,000	-8.33%

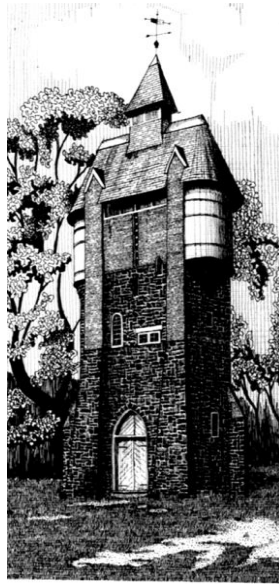
Sewer Fund Expenditures

		2023 Actual	2024 Adopted Budget	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
08-429-600	W.Goshen Sewer Capital Costs	34,133	26,289	26,289	moved to Cap. Projects		0.00%
08-429-750	Equipment Purchase - WCC	0	2,000	419	2,000	1,581	377.33%
08-429-750	F-450 Utility Truck WWTP	61,649	83,000	71,945	0	-71,945	-100.00%
08-429-750	Jet Trailer (used from EGT)	43,500	0	0	0	0	
Subtotal (429) WW Collection/Treatment:		1,012,726	1,225,729	1,147,121	1,099,713	-47,408	-4.13%
<u>(480) Miscellaneous</u>							
08-480-100	Miscellaneous Expenses	8,570	0	0	0	0	0.00%
08-480-110	Bank Charges	13	0	523	1,000	477	91.20%
Subtotal (480) Miscellaneous:		8,583	0	523	1,000	477	91.20%
<u>(484) Workers Compensation Insurance</u>							
08-484-100	Workers Compensation	7,061	7,770	5,621	8,000	2,379	42.32%
Subtotal (484) Workers Compensation Ins:		7,061	7,770	5,621	8,000	2,379	42.32%
<u>(486) Insurance and Benefits</u>							
08-486-100	WW General Liability Insurance	19,067	20,974	19,995	22,995	2,999	15.00%
08-486-200	WW Property Insurance	6,359	6,995	7,219	8,302	1,083	15.00%
08-486-300	WW Automobile Liability	5,075	5,582	5,315	6,112	797	15.00%
08-486-400	WW Public Officials Liability	8,541	9,395	9,004	10,354	1,351	15.00%
Subtotal (486) Insurance & Benefits:		39,042	42,947	41,533	47,763	6,230	15.00%
<u>(487) Employee Benefits</u>							
08-487-153	Insurance (Life,AD&D,LTD,STD)	7,599	8,500	7,206	7,600	394	5.47%
08-487-154	Dental Insurance (Empl)	922	1,000	2,051	1,800	-251	-12.24%
08-487-155	Vision Reimbursement	1,364	1,925	1,500	1,800	300	20.00%
08-487-156	Health/Hospitalization Insurance	58,753	70,000	50,967	49,000	-1,967	-3.86%
Subtotal (487) Employee Benefits:		68,638	81,425	61,724	60,200	-1,524	-2.47%
<u>(492) Interfund Operating Transfers</u>							
08-492-100	Transfer to Debt Svc/GO Series 2021 (2012)	300,000	294,000	294,000	294,000	0	0.00%
08-492-180	Transfer To Capital Projects	0	1,182,000	1,182,000	65,000		
08-492-200	Transfer to Sewer Capital Reserve	360,000	360,000	360,000	600,000	240,000	66.67%
08-492-300	Transfer to Debt Svc/GO Series 2021 (2016)	663,600	663,600	663,600	663,600	0	0.00%
Subtotal (492) Interfund Operating Transfers:		1,323,600	2,499,600	2,499,600	1,622,600	-877,000	-35.09%

Sewer Fund Expenditures

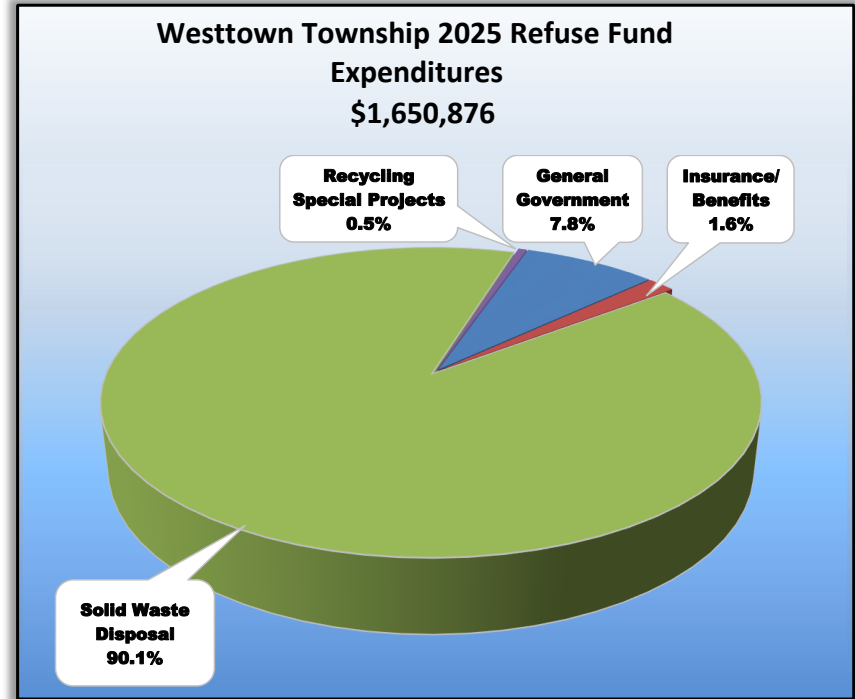
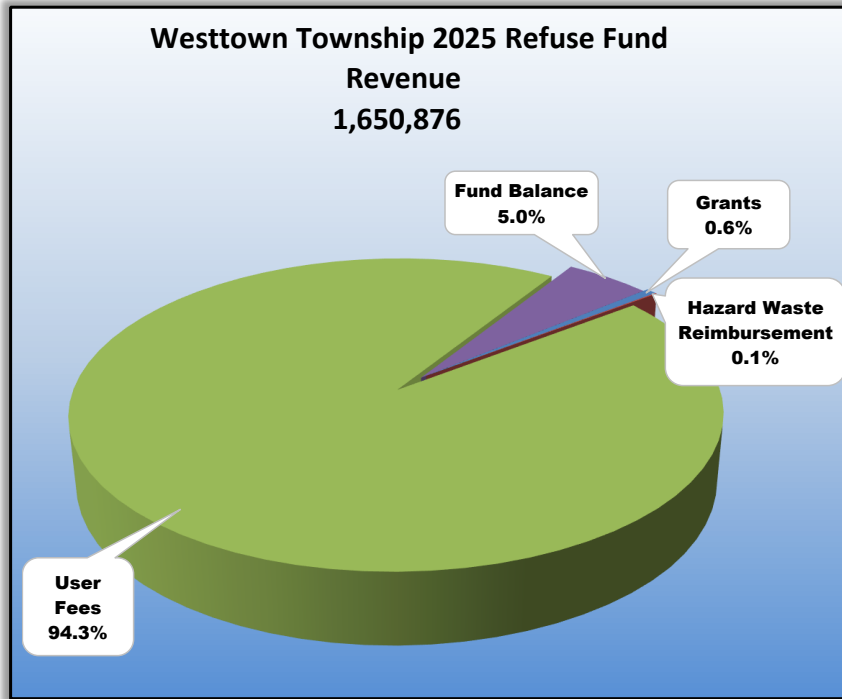
	2023 Actual	2024 Adopted Budget	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
Total Sewer Fund Expenses	2,615,022	4,052,070	3,913,107	3,052,580	-860,527	-21.99%
Total SEWER FUND Revenues:	3,020,771	4,052,070	3,134,856	3,052,580	-82,276	-2.62%
Total SEWER FUND Expenditures:	2,615,022	4,052,070	3,913,107	3,052,580	-860,527	-21.99%
Total SEWER FUND Fund Balance	405,750	0	(778,251)	0		
Sewer Fund Projected Year End Cash Balance			2,284,465	2,284,466		

WESTTOWN TOWNSHIP
2025 Refuse Fund Draft Budget



12/16/2024

Fiscal Year 2025 Refuse Fund



Glossary

Fund Balance - Cash in Checking needed in order to meet expenses

Grants - Department of Environmental Protection Recycling Grant

Reimbursements - Household Hazardous Waste Collection

User Fees - Fees collected from residents

Solid Waste Collection/Disposal - Contracted Collection Fees (A.J.Blosenski) disposal (tipping fees) at Chester County Landfill.

General Government - Delinquent collection legal fees, postage, wages, billing and crec

Insurance/Benefits - Benefits of administrative staff

Recycling - Cost of special recycling projects

This budget includes a Refuse billing increase for 2025 from \$100/QTR to \$120/QTR.

Refuse Fund Revenues

	2023 Actual	2024 Budget	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024 -2025
Refuse Beginning Cash Balance		780,939	699,077	527,063		
<u>(355) State Shared Revenues</u>						
09-355-020 DER Grant - Recycling	17,408	10,000	16,073	10,000	-6,073	-37.78%
Subtotal State Revenue	17,408	10,000	16,073	10,000	-6,073	-37.78%
<u>(364) Sanitation/Trash/Recycling Fee</u>						
			Based on increase from \$100/Qtr to \$120/Qtr			
09-364-300 Solid Waste Collection	1,310,630	1,310,000	1,315,000	1,540,540	225,540	17.15%
09-364-400 Delinquent UB Collections	21,641	19,000	17,000	17,000	0	0.00%
Subtotal (364) Trash/Recycling:	1,332,271	1,329,000	1,332,000	1,557,540	225,540	16.93%
<u>(395) Reimbursements</u>						
09-395-205 Hazard Waste Reimburse	0	1,500	4,047	1,500	-2,547	-62.94%
Subtotal Reimbursements	0	1,500	4,047	1,500	-2,547	-62.94%
<u>(399) FUND BALANCE</u>	81,862	208,458		81,836		
Total Refuse Revenue	1,431,542	1,548,958	1,352,120	1,650,876	298,756	22.10%

Refuse Fund Expenditures

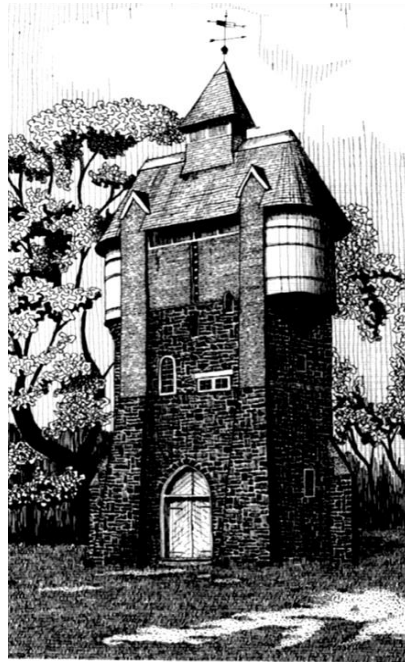
	2023 Actual	2024 Budget	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
(401) Refuse Wages						
09-401-100 Administration Refuse Payroll	112,546	125,187	135,000	107,000	-28,000	-20.74%
09-401-161 FICA	6,926	7,762	8,370	6,634	-1,736	-20.74%
09-401-162 MEDICARE EMPLOYER	1,620	1,815	1,958	1,552	-406	-20.74%
09-401-163 PAUC EMPLOYER	168	250	250	250	0	0.00%
Subtotal (401-487) Wages	121,261	135,014	145,578	115,436	-30,142	-20.71%
(404) Solicitor						
09-404-500 Delinquent Collection Legal Fees	586	900	2,929	1,500	-1,429	-48.79%
Subtotal (404) Solicitor	586	900	2,929	1,500	-1,429	-48.79%
(406) General Government Administration						
09-406-360 Municipay Credit Card Fees	10,378	10,000	11,000	11,500	500	4.55%
Subtotal (406) Gen Gov't Admin	10,378	10,000	11,000	11,500	500	4.55%
(426) Recycling						
09-426-100 Recycling - Special Projects	7,923	8,000	8,000	8,250	250	3.13%
Subtotal (426) Recycling:	7,923	8,000	8,000	8,250	250	3.13%
(427) Solid Waste Collect/Disposal						
09-427-100 Solid Waste Collect/Contracted	1,027,342	1,088,061	1,081,344	1,167,852	86,508	8.00%
09-427-120 Solid Waste Tipping Fees	237,495	265,000	302,500	312,000	9,500	3.14%
09-427-140 Solid Waste Collection/Gen	398	400	408	600	192	47.06%
09-427-150 Solid Waste UB & Postage	6,548	6,500	6,900	7,000	100	1.45%
09-427-300 Trash Service Credits	(8,550)		(34,525)		34,525	-100.00%
Subtotal (427) Solid Waste:	1,263,233	1,359,961	1,356,627	1,487,452	130,825	9.64%
(484) Workers Compensation Insurance						
09-484-100 Workers Compensation	6,536	7,200	5,621	6,183	562	10.00%
Subtotal (484) Workers Compensati	6,536	7,200	5,621	6,183		

Refuse Fund Expenditures

	2023 Actual	2024 Budget	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
(487) Employee Benefits						
09-487-153 Life, AD&D, LTD, STD Insurance	2,478	2,850	2,850	2,400	-450	-15.79%
09-487-154 Dental Insurance	366	750	733	630	-103	-14.05%
09-487-155 Vision Reimbursement	640	650	400	525	125	31.25%
09-487-156 Health/Hospitalization insurance	18,141	23,633	20,772	17,000	-3,772	-18.16%
Subtotal (487) Employee Benefits:	21,625	27,883	24,755	20,555	-4,200	-16.97%
Total Solid Waste Collection Expenses	1,431,542	1,548,958	1,524,134	1,650,876	126,742	8.32%
Total Solid Waste Revenue	1,431,542	1,548,958	1,352,120	1,650,876	298,756	22.10%
Total Solid Waste Expenses	1,431,542	1,548,958	1,524,134	1,650,876	126,742	8.32%
Total Solid Waste Fund Balance	-	0	(172,014)	0		
 Refuse Fund Projected Year End Cash Balance			527,063	445,227		

WESTTOWN TOWNSHIP

2025 Liquid Fuels Fund Draft Budget



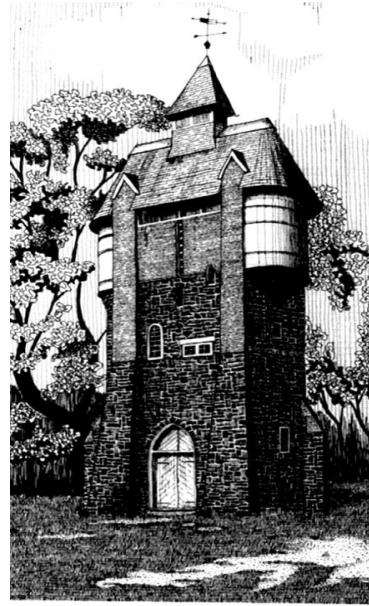
12/16/2024

**State Highway Aid Fund
Revenues and Expenditures**

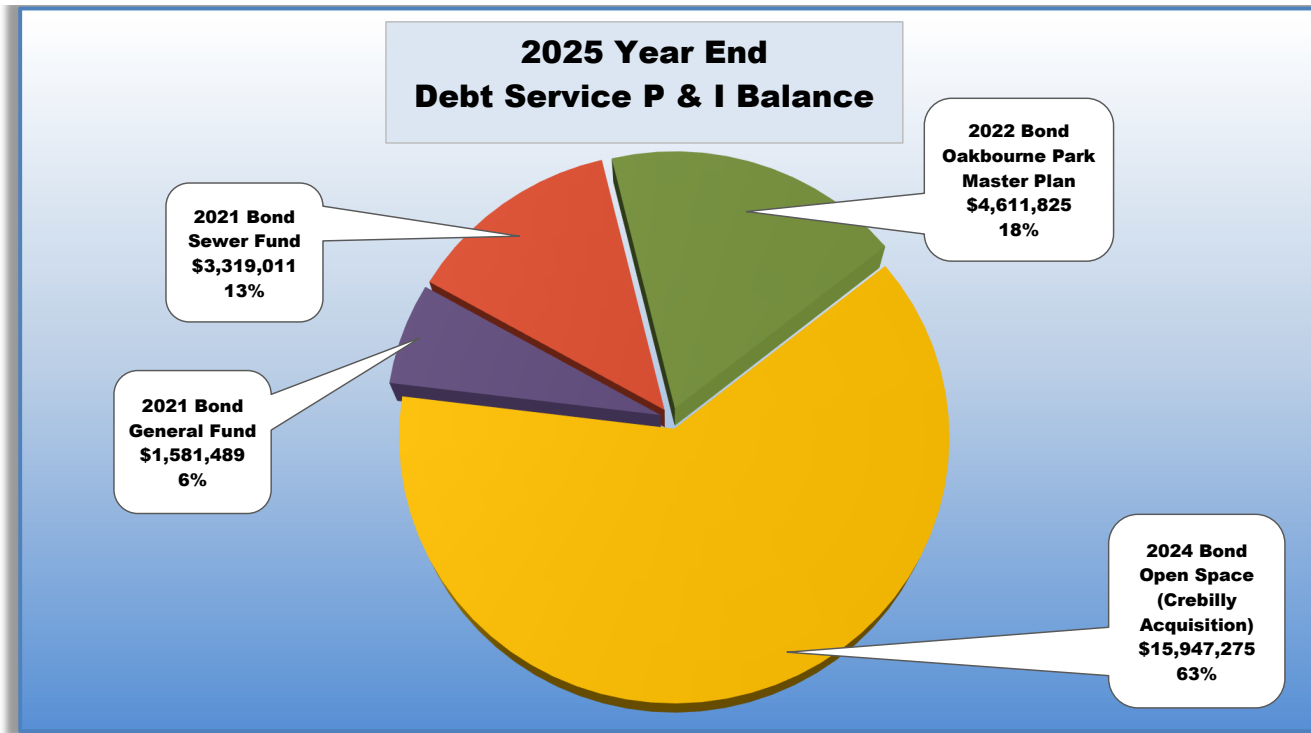
	2023 Actual	2024 Budget	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
BEGINNING BALANCE			4,480	4,609		
<u>State Highway Aid Fund Revenue</u>						
(341) Interest Earnings						
35-341-000 Interest Earnings	1,127	5,000	7,000	6,000	-1,000	-14.29%
(355) State Shared Revenues						
35-355-000 Liquid Fuels	373,267	375,000	371,049	363,738	-7,311	-1.97%
35-355-060 Turnback Allocation	7,080	7,080	7,080	7,080	0	0.00%
(399) State Highway Aid Fund Balance	58,526	2,920	1,371	3,500		
Total Highway Aid Fund Revenue	440,000	390,000	386,500	380,318	-6,182	-1.60%
<u>State Highway Aid Fund Expenditures</u>						
(439) Highway Construction						
35-439-610 Street Construction	440,000	390,000	385,000	378,000	-7,000	-1.82%
Subtotal (439) Highway Construction:	440,000	390,000	385,000	378,000	-7,000	-1.82%
Total Highway Aid Fund Expenditures:	440,000	390,000	385,000	378,000	-7,000	-1.82%
Total HIGHWAY AID FUND Revenue	440,000	390,000	386,500	380,318	-6,182	-1.60%
Total HIGHWAY AID FUND Expenditures	440,000	390,000	385,000	378,000	-7,000	-1.82%
Total HIGHWAY AID FUND Fund Balance	0	0	1,500	2,318		
Liquid Fuel Fund Projected Year End Cash Balance			4,609	3,427		

WESTTOWN TOWNSHIP

2025 Debt Service Fund Draft Budget



12/16/2024



	Original Debt	P&I Balance 12/31/2024	P&I Balance 12/31/2025	Avg Coupon 2025 Rate	Payoff Year
<u>General Obligation Bond Series of 2021</u>					
<i>General Fund</i>					
General Fund (Mansion Roof/Tower) GO 2016	\$89,895	\$53,872	\$42,648	3.00%	2029
General Fund (PW Garage/Bridge)Refunded 2016	\$2,088,688	\$1,673,522	\$1,538,841	3.00%	2036
Total General Fund Debt	\$2,178,584	\$1,727,394	\$1,581,489		
<i>Wastewater Fund</i>					
Sewer Fund (Refunded GO 2012/GO 2005)	\$1,996,742	\$1,004,250	\$670,800	3.00%	2027
Sewer Fund (Refunded GO 2016/GO 2006)	\$5,350,782	\$3,316,006	\$2,648,211	3.00%	2029
Total Wastewater Debt	\$7,347,523	\$4,320,256	\$3,319,011		
<u>Oakbourne Park Construction Bond Series of 2022</u>					
Oakbourne Master Plan GO 2022 - Total Debt	\$5,358,690	\$4,884,763	\$4,611,825	5.00%	2042
<u>Crebilly Land Acquisition Bond Series of 2024</u>					
Open Space Debt Series A	\$14,461,208	\$14,402,800	\$13,903,900	5.00%	2053
Open Space Debt Series B	\$2,156,023	\$2,140,625	\$2,043,375	5.00%	2026/2027
Total Open Space Debt	\$16,617,231	\$16,543,425	\$15,947,275		
Total Debt (P&I)	\$31,502,028	\$27,475,838	\$25,459,600		

Debt Service Revenues

	2023 Actual	2024 Adopted Budget	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
Beginning Balance			702,332	921,455		
(341) Interest Earnings						
23-341-100 Series 2012 (2004 WEGO)	382	0	0	0	0	0.00%
23-341-500 Series 2012 (2005 Sewer)	1,618	2,000	491		-491	-100.00%
23-341-600 Series 2016 (2006 Sewer Expansion)	3,342	4,000	27,200	24,000	-3,200	-11.76%
23-341-720 Series 2022 (OBP Master Plan)	702	1,500	7,650	7,000	-650	-8.50%
23-341-740 Series 2024-A (Open Space)		500	1,400	2,000	600	42.86%
23-341-741 Series 2024-B (Open Space)			38	250	212	557.89%
Subtotal (341) Interest Earnings	6,045	8,000	36,779	33,250	-3,529	-9.60%
(360) Debt Service Revenue						
23-360-000 E.Goshen-WEGO Debt Svc Pymt	124,701	0	0	0	0	0.00%
Subtotal (360) Debt Svc Revenue	124,701	0	0	0	0	0.00%
(392) Interfund Transfers						
23-392-010 General Fund DS GO2021 (GO12/2004 WEGC	132,000	0	0	0	0	0.00%
23-392-015 General Fund DS GO Series 2022 (OBP)	264,000	264,000	264,000	264,000	0	0.00%
23-392-030 General Fund DS GO Series 2021	126,000	126,000	126,000	126,000	0	0.00%
23-392-040 Open Space Fund DS GO Series 2024-A&B		248,400	248,400	489,600	241,200	97.10%
Open Space Fund DS GO Series 2024-B			22,500	90,000	67,500	300.00%
23-392-080 Sewer Fund DS GO Series 2021	963,600	957,600	957,600	957,600	0	0.00%
Subtotal (492) Interfund Transfers	1,485,600	1,596,000	1,618,500	1,927,200	308,700	19.07%
Total Debt Service Revenue	1,616,347	1,604,000	1,655,279	1,960,450	305,171	18.44%

Debt Service Expenditures

	2023 Actual	2024 Adopted Budget	2024 ACTUAL 12/11/2024	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
(471) Debt Principal							
23-471-700 GO Bond 2021 Principal	1,210,000	975,000	975,000	975,000	1,005,000	30,000	3.08%
23-471-720 GO Bond 2022 Principal		130,000	130,000	130,000	135,000	5,000	3.85%
23-471-740 GO Bond 2024-A Principal					130,000	130,000	100.00%
23-471-741 GO Bond 2024-B Principal						0	0.00%
Subtotal (471) Debt Principal	1,210,000	1,105,000	1,105,000	1,105,000	1,270,000	165,000	14.93%
(472) Debt Interest							
23-472-700 GO Bond 2021 Interest	207,700	171,400	171,400	171,400	142,150	-29,250	-17.07%
23-472-720 GO Bond 2022 Interest	143,138	143,138	143,138	143,138	137,938	-5,201	-3.63%
23-472-740 GO Bond 2024-A Interest					368,900		
23-472-741 GO Bond 2024-B Interest			15,398	15,398	97,250		
Subtotal (472) Debt Interest	350,838	314,538	329,935	329,936	746,238	416,302	126.18%
(475) Miscellaneous/Fiscal Agent Fees							
23-475-400 Fiscal Agent Fees - GO2021	500	500	500	500	500	0	0.00%
23-475-720 Fiscal Agent Fees - GO2022	700	700	700	721	700	-21	-2.85%
23-475-740 Fiscal Agent Fees - GO2024-A					650		
23-475-741 Fiscal Agent Fees - GO2024-B							
Subtotal Miscellaneous	1,200	1,200	1,200	1,221	1,850	630	51.58%
Total Debt Svc Expenditures	1,562,038	1,420,738	1,436,156	1,436,156	2,018,088	581,931	40.52%
Total DEBT SERVICE FUND Revenues	1,616,347	1,604,000	1,655,173	1,655,279	1,960,450	305,171	18.44%
Total DEBT SERVICE FUND Expenditures	1,562,038	1,420,738	1,436,156	1,436,156	2,018,088	581,931	40.52%
Total DEBT SERVICE FUND Fund Balance	54,309	183,262	219,016	219,123	(57,638)		

DEBT SERVICE Fund Projected Year End Cash Balance

921,455 863,817

WESTTOWN TOWNSHIP

2025 Capital Reserve Fund Draft Budget



12/16/2024

Capital Reserves Revenue

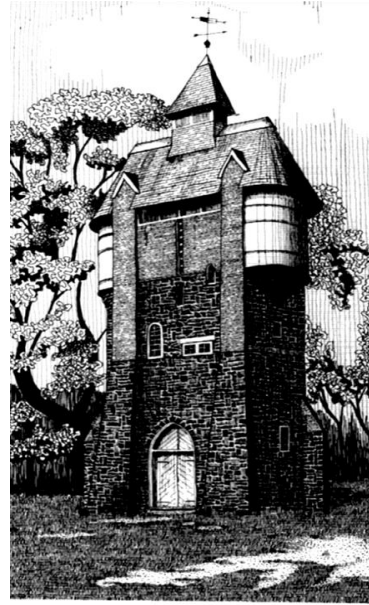
		2023 Actual	2024 Adopted	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
Fund Balance				6,544,295	6,039,852		
(341) Interest Earnings							
30-341-001	Capital Reserve GF Interest	148,987	140,000	262,000	160,000	-102,000	-38.9%
30-341-200	Capital Reserve WW Interest	57,408	70,000	85,000	60,000	-25,000	-29.4%
Subtotal (341) Interest Earnings		206,395	210,000	347,000	220,000	-127,000	-36.6%
(392) Interfund Transfers							
30-392-023	Transfer from Debt Service					0	0.00%
30-392-030	GF Capital Reserve	180,000	180,000	180,000	240,000	60,000	33.33%
30-392-080	Wastewater Capital Reserve	360,000	360,000	360,000	600,000	240,000	66.67%
30-392-300	Transfer from, GF (Capital Rsv)	0	50,000	50,000	50,000	0	0.00%
30-392-400	Transfer from GF- Infrastructure/Windfall	0	25,000	25,000	0	-25,000	-100.00%
Subtotal (392) Interfund Transfers		540,000	615,000	615,000	890,000	275,000	44.7%
Total Capital Reserve Revenue		746,395	825,000	962,000	1,110,000	148,000	15.4%

Capital Reserve Expenditures

		2023 Actual	2024 Adopted Budget	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
(475) Fiscal Agent Fees							
30-475-100	Fiscal Agent Fees	0	0			0	0.0%
30-480-200	Bank Fees	26	0	0			
(492) Interfund Transfers							
30-492-018	Transfer to Capital Projects/WCC Sewer CIP	453,501	0	0		0	0.0%
30-492-018	Transfer to Capital Projects/PGFM & PGPS	0	0	887,943	0	-887,943	-100.0%
30-492-020	Transfer to Capital Projects/Admin	104,200	88,500	88,500	25,000	-96,754	-48.4%
"	Transfer to Capital Projects/Roads-Traffic Sign	0	104,000	70,000	0	0	0.0%
"	Transfer to Capital Projects/Oakbourne Mansion/Pa	0	15,000	20,000	20,000	0	0.0%
"	Transfer to CP/SWM-MS4 Projects	0	52,589	200,000	103,246	-63,500	-71.8%
"	Darlington Inn Acquisition			200,000			
30-492-080	Transfer to WW	34					
Subtotal (492) Interfund Transfers		557,735	260,089	1,466,443	148,246	-63,500	-43.0%
Total Capital Reserve Expenditures		557,761	260,089	1,466,443	148,246	-1,318,197	-43.0%
Total CAPITAL RESERVE Revenue		746,395	825,000	962,000	1,110,000	148,000	34.5%
Total CAPITAL RESERVE Expense		557,761	260,089	1,466,443	148,246	-1,318,197	-43.0%
Total CAPITAL RESERVE FUND BALANCE		188,633	564,911	(504,443)	961,754		
CAPITAL RESERVE Estimated Year End Cash Balance				6,039,852	7,001,606		

WESTTOWN TOWNSHIP

2025 Capital Projects Fund Draft Budget



12/16/2024

Capital Projects Revenues

		2023 Actual	2024 Adopted Budget	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
Beginning Balance				662,981	352,381		
(341) Interest Earnings							
18-341-000	Interest	0	0	0	0	0	0.0%
18-341-100	CP WW Int Earned	1,187	5,000	6,500	5,000	-1,500	-23.1%
18-341-300	CP GF Special Projects Int Earned	1,340	5,000	15,500	8,000	-7,500	-48.4%
		2,527	10,000	22,000	13,000		
(354) Capital & Operating Grants							
18-354-030	Green Light Go Grant (926/Shady Grove Way)		267,125		267,125	267,125	100.0%
18-354-070	Greenways, Trails & Recreation Grant (MPP)	0	210,000	210,000	0	-210,000	-100.0%
18-354-071	PECO GREEN REGION GRANT	100,000			20,000	20,000	100.0%
18-354-072	DCNR C2P2/NPS LWCF Grant	0	750,000	1,500,000	0	-1,500,000	-100.0%
18-354-074	Local Share Grant (Londonderry/Wickerton Slip Lining)				259,159	259,159	100.0%
18-354-105	Growing Greener Grant - Thorne Drive Basin Ret	0	0	187,039		-187,039	-100.0%
		110,000	1,227,125	1,897,039	546,284	-1,430,841	-71.2%
(380) Miscellaneous Revenue							
18-380-001	Credit Card Rewards	10,214	10,000	15,000	15,000	0	0.0%
		10,214	10,000	15,000	15,000	-1,358,721	0.0%
(391) Proceeds of Sale of Fixed Assets							
18-391-100	Sale of Fixed Assets	0	18,000	17,700	500,000	482,300	2724.9%
		0	18,000	17,700	500,000	-2,789,562	2724.9%
(392) Interfund Transfers							
18-392-030	GF Reserves Transfer/MS4 Projects	47,000	52,589	52,589	103,246	50,657	96.3%
"	GF Cap Res./Park Projects/Gov't Bldgs/Traffic/En	57,200	207,500	487,000	45,000	-442,000	-90.8%
18-392-080	Transfer From Reserve WW CIP-WGSTP					0	0.0%
"	Cap Reserve Transfer/Sewer Capital Improve	453,501		887,943		-887,943	-100.0%
18-392-085	WW Fund Transfer		1,182,000	1,182,000	65,000	-1,117,000	-94.5%
		557,701	1,442,089	2,609,532	213,246	-2,396,286	-91.8%
Pleasant Grove Pump Station Funding Source							
Acct. TBD	Funding for PGPS (Loan, Bond, Grant, Reserves)	0	0	0	2,200,000	2,200,000	100.0%
		0	0	0	2,200,000	-4,401,229	100.0%
(399) Fund Balance			1,029,378				
Total Capital Projects Revenue & Fund Balance Appropriati		680,442	3,736,592	4,561,271	3,487,530	-3,827,127	-23.5%

Capital Projects Expenditures

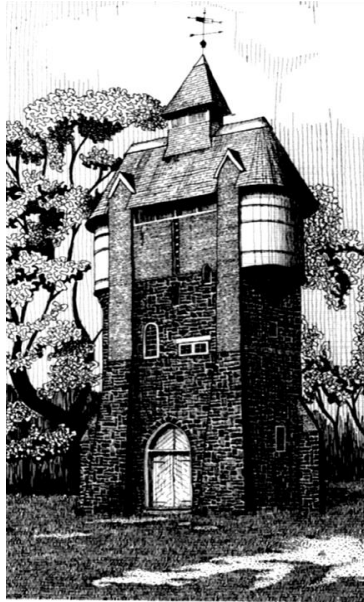
		2023 Actual	2024 Adopted	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
(408) Engineering/Architecture/Landscape							
18-408-313	926/Shady Grove Way Eng			52,456			
18-408-350	MS4 Engineering Services	43,554	0	45,000	0	-45,000	-100.0%
18-408-400	Pleasant Grove PS/Design Only	7,234	182,000	209,766	0	-209,766	-100.0%
18-408-401	Pleasant Grove PS Construction Management				200,000		
18-408-500	Collection System Repair/Const Engr (Slip Linir	32,829	0	24,000	103,246	79,246	330.2%
18-408-620	Master Park Plan Design/Permits/Surveys	68,351	20,000	63,472	-	-63,472	100.0%
		151,967	202,000	394,694	303,246	-238,992	-23.2%
(409) General Government Buildings							
18-409-500	Admin Office Upgrades	0	50,000	7,000	40,000	33,000	471.4%
18-409-605	Mansion/Carriage House /Gate House Repairs	7,200		0		0	0.0%
18-409-610	Darlington Inn				10,000		
18-409-735	Capital Expense - PW Garage		38,500	32,424	0	-32,424	-100.0%
18-409-740	Capital Expense - Mansion		15,000	20,570	20,000	-570	100.0%
		7,200	103,500	59,994	70,000	6	16.7%
(429) Collection System Capital Improvement Program							
18-429-300	Collection System Infracture Repairs (Spot)	24,282	0	0	0	0	0.0%
18-429-500	WGSA Capital Construction	0	235,000	0	285,000	285,000	100.0%
18-429-600	Capital Construction - Main Plant				20,000		
18-429-603	Collection System Repair Capital Const	245,059	65,019	304,893	0	-304,893	-100.0%
18-429-611	Pleasant Grove PS . - Force Main		1,000,000	1,676,560	0	-1,676,560	-100.0%
18-429-612	Pleasant Grove - Pump Station Construction				2,000,000		
		269,341	1,300,019	1,981,453	2,305,000	-1,696,453	16.3%
(433) Traffic Control							
18-433-610	Traffic Signal Const. 926/Shady Grove (net cos	0	337,125	337,125	0	-337,125	-100.0%
		0	337,125	337,125	0	-337,125	-100.0%
(436) Storm Water Management/MS4							
18-436-100	Radley Run Stream Restoration BRCA-S New S	0	50,000	0	50,000	50,000	100.0%
18-436-200	Sage Road Basin Retrofit	16,975		0		0	0.0%
18-436-300	Thorne Drive Basin Retrofit (net cost)	286	69,948	202,370	0	-202,370	-100.0%
		17,261	119,948	202,370	50,000	-152,370	-75.3%
(437) Tools & Machinery							
18-437-700	Purchase of Equipment (2) Exmark Mowers	0	34,000	42,894	0	-42,894	-100.0%
		0	34,000	42,894	0	-42,894	-100.0%
(454) Township Parks							
18-454-000	Parks - Tyson Park Playground	0			30,000		
18-454-610	Oakbourne Park Master Plan Phase 1	83,545	1,640,000	1,652,941	0	-1,652,941	-100.0%
		83,545	1,640,000	1,652,941	30,000	-1,652,941	-98.2%

Capital Projects Expenditures

	2023 Actual	2024 Adopted	2024 Year End Projection	2025 Proposed Budget	\$ Variance 2024-2025	% Variance 2024-2025
(465) Land Acquisition						
18-465-710 Land Acquisition/Subdivision			200,000	65,000	-135,000	-67.5%
	0	0	200,000	65,000	-135,000	-67.5%
Total Capital Projects Expense	529,314	3,736,592	4,871,872	2,823,246	-2,048,626	-42.1%
Total CAPITAL PROJECTS FUND Revenue/Fund Balance Available	680,442	3,736,592	4,561,271	3,487,530	-1,073,741	-23.5%
Total CAPITAL PROJECTS FUND Expense	529,314	3,736,592	4,871,872	2,823,246	-2,048,626	-42.1%
Total CAPITAL PROJECTS FUND Fund Balance	151,128	0	(310,600)	664,284		
CAPITAL PROJECTS Fund Projected Year End Cash Balance			352,381	1,016,665		

WESTTOWN TOWNSHIP

2025 ARPA Fund Draft Budget



12/16/2024

ARPA Revenues and Expenditures

	2023 Actual	2024 Adopted Budget	2024 ACTUAL 11/30/2024	2024 Year End Projection	2024 Proposed Budget
ARPA Fund Balance		1,220,367		1,222,250	651,320
ARPA REVENUES					
(341) Interest Earnings					
19-341-000 Interest Earnings	61,645	40,000	40,222	43,100	20,117
Total ARPA Fund Revenue	61,645	1,260,367	40,222	1,265,350	671,437
ARPA EXPENDITURES					
(452) Culture-Recreation					
19-452-610 OBP Master Plan	0	483,517	483,517	614,030	
19-452-611 OBP/Mansion Core Parking Design & Construction					671,437
Subtotal (452) Culture-Recreation	0	483,517	483,517	614,030	671,437
Expense of remaining ARPA Funds To Be Determined					
Project To Be Determined by the Board of Supervisors		776,850		0	
Total ARPA Fund Expenditures:	0	1,260,367	483,517	614,030	671,437
Total ARPA FUND Revenue	61,645	1,260,367	40,222	1,265,350	671,437
Total ARPA FUND Expenditures	0	1,260,367	483,517	614,030	671,437
Total ARPA FUND Fund Balance	61,645	0	(443,295)	651,320	0

**2025
CAPITAL PROJECTS FUND
&
OPEN SPACE FUND
PLAN
12/16/2024**



CAPITAL PROJECTS & OPEN SPACE BUDGET CONSIDERATIONS 2025 Priority

Sewer	\$2,220,000	
Pleasant Grove Pump Station Construction & Project Management	\$2,200,000	1
Main Plant - Meter cabinets & electrical components (3)	\$20,000	1
West Goshen Sewer	\$285,000	
WGSA Capital Costs	\$45,000	1
WGSA True-Up as per 2019 Agreement (carry forward from 2024 Budget)	\$240,000	1
Storm Water Management	\$153,246	
Pleasant Grove Stream Restoration design and grant assistance	\$103,246	1
Radley Run Stream Restoration (carryover from 2024)	\$50,000	1
Administrative Building Upgrades	\$40,000	
Admin Office Furniture, and Carpet upgrade for 2 rooms (carryover from 2024Budget)	\$40,000	1
Darlington Inn	\$75,000	
Security Cameras	\$10,000	1
Subdivision of 2.0 acres	\$25,000	
Darlington Inn Settlement costs (if sold)	\$40,000	
Oakbourne Mansion/Parks	\$50,000	Priority
Mansion - front window removal & replacement	\$20,000	1
Tyson Park Playground	\$30,000	2
Mansion Core Parking	\$670,000	
Mansion Core Parking design, engineering and construction	\$670,000	1
Open Space - Crebilly Maint/Improvements	\$390,600	
Tree Removal	\$20,500	
Fence Maintenance/Repairs	\$3,500	
Meadow Seeding	\$20,000	
Signage	\$4,600	
Abandon Wells, Remove Oil Tanks & Septic Systems	\$47,000	
Demolition of Structures	\$100,000	
Annual Mowing & Trash Cleanup	\$70,000	
Open Space Master Plan (Engineering) To be offset with \$100,000 Grant	\$125,000	
To be funded by SEWER RESERVES, CAPITAL PROJECTS & LOAN/BOND	\$2,505,000	
To be funded by GENERAL RESERVES & CAPITAL PROJECTS	\$318,246	
To be funded by ARPA Fund	\$670,000	
To be funded by Open Space and Grant	\$390,600	

TOTAL \$3,883,846

CAPITAL PROJECTS & OPEN SPACE - FUNDING SOURCES

Note that it may be necessary to transfer additional funds from the Capital Reserve Funds, until grant reimbursements are received.

Enterprise WW Fund		<u>\$65,000</u>
WGSA Capital Costs (2025 Allocation)	45,000	
Main Plant - Meter cabinets & electrical components (3)	20,000	
Loan, or combination of Loan/Reserves		<u>\$2,200,000</u>
Pleasant Grove Pump Station Construction & Project Management	2,200,000	
Capital Reserves (GF)		<u>\$148,246</u>
Pleasant Grove Stream study & apply for grants	103,246	
Mansion - front window removal & replacement	20,000	
Darlington Inn Subdivision	25,000	
ARPA Fund		<u>\$670,000</u>
Mansion - core parking lot design, engineering and construction	670,000	
Note: if the cost comes in higher the balance will need to be funded by reserves		
Open Space (OS)		<u>\$290,600</u>
Removing Trees	20,500	
Fence Maintenance/Repairs	3,500	
Meadow Seeding	20,000	
Signage	4,600	
Open Space Master Plan (Engineering) - offset by grant	25,000	
Abandon Wells, remove oil tanks & Septic Systems	47,000	
Demolition of Structures	100,000	
Annual Mowing and Trash Clean up	70,000	
Capital Projects Fund Balance		<u>\$390,000</u>
WGSA as per 2019 Agreement (2024 carryover)	240,000	
Radley Run Stream Restoration (2024 carryover)	50,000	
Admin Office Furniture, and Carpet upgrade for 2 rooms (2024 carryover)	40,000	
Darlington Inn Settlement Costs	40,000	
Darlington Inn - Security Cameras	10,000	
Tyson Park Playground - offset by grant	10,000	
Grants		<u>120,000</u>
Open Space Master Plan Grant (Engineering)	100,000	
Tyson Park Playground	20,000	

TOTAL - All Sources \$3,883,846

**WESTTOWN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION 202~~54~~-01

**A RESOLUTION ESTABLISHING AND CONSOLIDATING THE
VARIOUS FEES AND CHARGES IMPOSED BY WESTTOWN
TOWNSHIP PURSUANT TO THE CODE OF WESTTOWN TOWNSHIP**

WHEREAS, the Code of Westtown Township authorizes the Board of Supervisors to establish various fees and charges by Resolution, and:

WHEREAS, the Board of Supervisors believes that it's in the best interests of the Township to consolidate all of the fees and charges into a single Resolution,

BE IT RESOLVED THAT the Westtown Township Board of Supervisors hereby establishes the following Fee Schedule effective January ~~26, 2024~~2025.

I. Building Permit Fees

- A. Residential Building Units - 1 and 2 family residential buildings.**
 - 1. See Attachment A.
 - 2. PA Uniform Construction Code - \$4.50
 - 3. Township Certificate of Occupancy - \$15.00
 - 4. Zoning review fee – see Section II
- B. Nonresidential Building Units - includes commercial, industrial, institutional, and multi-family dwelling units**
 - 1. See Attachment B.
 - 2. PA Uniform Construction Code - \$4.50
 - 3. Township Certificate of Occupancy - ~~\$15.00~~60.00
 - 5. Zoning review fee – see Section II
 - 6. Change in tenant - See Section II
- C. Building Code Official (BCO) - See Attachment A.**
- D. Sewer Connections (Tapping Fees)**
 - 1. Gravity connection to West Goshen Treatment Plant - \$3,164.00 tapping fee, plus building permit fee(s).
 - 2. Low pressure connection to West Goshen Treatment Plant - \$3,164.00 tapping fee, \$2,500.00 Township Sewer Engineer review escrow, and building permit fee(s).
 - 3. Gravity connection to Westtown Chester Creek Treatment Plant - \$2,929.76 tapping fee and building permit fee(s).
 - 4. Low pressure connection to Westtown Chester Creek Treatment Plant - \$2,929.76 tapping fee, \$2,500.00 Township Sewer Engineer review escrow, and building permit fee(s).
- E. Annual Contractors Registration;**

1. Per Company - \$30.00
 2. Note: For new residential construction projects and all nonresidential construction projects only. This does not apply to home improvement contractors registered with the PA State Attorney General.
- F. Appeals to the West Chester Area Council of Governments Joint Appeals Board
1. Residential - \$500.00
 2. Commercial - \$2,500.00
 3. **Notes:**
 - a. PA UCC Continuing Education Fee of \$4.50 is added to all building permits.
 - b. Any person who commences work on a building, structure, electrical, gas, mechanical, plumbing system, or any other item that requires a building permit prior to obtaining the necessary permits shall be subject to the working without a permit fee. The Township in its sole discretion may elect to issue a citation for violation of the applicable building code.

II. Zoning Permit Review Fees

- A. Building Permits - \$50.00
 - For all residential and non-residential additions, modifications and alterations, including decks.
- B. Non-Residential Permits
 - Change in Use - \$50.00
 - Change in tenant with or without associated building permits for tenant fit-out - \$25.00
- C. Fence Permits - \$50.00
- D. Accessory Structures - \$50.00
 - Accessory structures ≥ 250 square feet, ≥ 12 feet tall, or any structure with utilities requiring a building permit.
- E. Walls ≤ 48 inches in height - \$50.00
 - Walls > 48 inches (4 feet) in height require a building permit.
- F. Dumpsters, portable containers, storage trailers, etc.- \$50.00
 - Dumpsters, portable containers, storage trailers, etc. with utilities require both a building and a zoning permit.
- G. Floodplain review
 - \$75.00; plus
 - Township Engineer review costs – see Attachment [GH](#).
- H. Steep Slope Conservation review
 - \$50; plus
 - Township Engineer review costs – see Attachment [HG](#).
- I. Minor Home Occupation review - \$50.00
- J. Signs
 - On lots with residential use - \$50.00 per sign plus building permit fee(s).
 - On lots with nonresidential use - \$100.00 per sign plus building permit fee(s).
- K. [Forestry](#) - \$100.00
- L. Zoning Compliance Letter
 - Residential – no charge

- Commercial - \$150.00

III. Miscellaneous Permit Fees

A. Stormwater Management, Erosion Control, and Grading Permit

1. Residential

- a. New impervious surface where cumulative area < 1,000 sq. ft. - \$40.00
 - Excludes accessory structures ≤ 250 sq. ft.
- b. New impervious surface where cumulative area is ≥ 1,000 sq. ft. but < 2,000 total sq. ft. and/or when projects require a Simplified Approach SWM review.
 - \$160.00; and
 - \$ 3,000.00 escrow for Township Engineer review and installation inspection(s):
- c. New impervious surface where cumulative area ≥ 2,000 sq. ft. and/or when projects require a Post-Construction SWM review.
 - \$160; and
 - \$ 5,000.00 escrow for Township Engineer review and installation inspection(s).
- d. Modifications to site grading and/or drainage - \$160.00
- e. Grading and/or Erosion Control Inspection – see Attachment **GH**.
- f. Stormwater Management Appeal - \$500.00.
- g. Post-Construction Stormwater Operation and Maintenance Inspection Fee - \$250.00 per stormwater facility.
- h. Escrow requirement for driveway widenings involving Belgian Blocks - \$1,600

2. Non-Residential

- a. Stormwater Management Review - See Attachment **GH** plus \$ 5,000.00 Township Engineer review escrow.
- b. Stormwater Management Inspection - See Attachment **GH**.
- c. Grading and/or Erosion Control Review - See Attachment **GH**, plus \$ 2,500.00 Township Engineer review escrow.
- d. Grading and/or Erosion Control Inspection - See Attachment **GH**.
- e. Stormwater Management Appeal - \$2,500.00.
- f. Post-Construction Stormwater Operation and Maintenance Inspection Fee - \$250.00 per stormwater facility.

3. Notes:

- a. The applicant shall pay the review fees of the professional consultants utilized by the Township during its building permit application review. The applicant shall submit the specified escrow to the Township at the time of the submission of the building permit application. This money shall be placed in an interest bearing account held by the Township and monies shall be disbursed from this account to pay the actual costs of the professional consultants. The Township shall provide the applicant with an accounting of

all monies disbursed from the account. If the account balance drops below an amount sufficient to cover costs associated with the application, the applicant shall deposit additional monies as deemed necessary by the Township Manager. Upon approval or denial of the building permit application and payment of the final invoices from the professional consultants, the balance of funds in the account plus any interest shall be returned to the applicant.

- b. The applicant shall reimburse the Township for the actual cost of all legal, engineering, inspections and materials tests incurred during application review and construction up to improvements acceptance by the Township.
- c. In a case where both Stormwater Management Review and Grading and/or Erosion Control Review are required, only one escrow is needed.
- d. No final approvals will be granted until all outstanding obligations are satisfied.

B. Highway Occupancy Permit

1. See Attachment **I**.

IV. Resale Use and Occupancy Fees

A. Residential

1. Initial inspection - ~~\$82.50~~100.00
2. Re-inspection(s) - \$82.50
3. Missed Inspection - \$82.50 per occurrence

B. Nonresidential

1. Initial inspection - -minimum \$ 200.00 up to 2,000 ft² plus \$24.00 per 1,000 ft² thereafter.
2. Re-inspection(s) - \$82.50 per unit
3. Missed Inspection - \$82.50 per occurrence

2. **C. Conditional Extension (for up to a year) - \$500**

V. Rental Premises Inspection Fees

- A. Inspection, 1-2 Units - \$60.00 per unit
- B. Inspection, 3-6 Units - \$50.00 per unit
- C. Inspection, 7 or more units - \$45.00 per unit
- D. Unit re-inspections - \$30.00 per unit
- E. Change in Designated Agent - \$50.00

VI. Subdivision and Land Development

- A. Property Line Adjustment or 1 Lot - \$125.00 plus \$2,500.00 escrow
- B. 2 to 3 Lots - \$125.00 plus \$3,500.00 escrow
- C. 4 to 10 Lots - \$640.00 plus \$7,500.00 escrow
- D. 10 or more Lots - \$1,300.00 plus \$15,000.00 escrow
- E. Additional costs for Subdivision, Land Development, and Lot Line and/or Minor Revision reviews shall be as follows:
 1. The applicant shall pay the review fees of the professional consultants utilized

by the Township during its review of the subdivision or land development application. The applicant shall submit the specified escrow to the Township at the time of the submission of the subdivision or land development application. This money shall be placed in an interest bearing account held by the Township and monies shall be disbursed from this account to pay the actual costs of the professional consultants. The Township shall provide the applicant with an accounting of all monies disbursed from the account. If the account balance drops below an amount sufficient to cover costs associated with the application, the applicant shall deposit additional monies as deemed necessary by the Township Manager. Upon approval or denial of the land development or subdivision application and payment of the final invoices from the professional consultants, the balance of funds in the account plus any interest shall be returned to the applicant.

2. The applicant shall reimburse the Township for the actual cost of all legal, engineering, inspections and materials tests incurred during application review and construction up to improvements acceptance by the Township.
3. The applicants shall pay all Chester County Planning Commission, Health Department, and Conservation District fees; PA Dept. of Environmental Protection and PA Dept. of Transportation review fees, and all recording costs.
4. No final approvals will be granted until all outstanding obligations are satisfied.

VII. Zoning Hearing Board Application

- A. Variance or Special Exception - \$ 1,000.00
- B. Appeal of a Zoning Officer Decision - \$ 1,000.00
- C. Challenge to the Flexible Development Procedure - \$ 1,000.00
- D. Challenge to the Zoning Ordinance/ Map - \$2,500.00
- E. Township Zoning Hearing Board Solicitor - See Attachment ~~FE~~.
- F. Notes:

1. If the monies paid to the Township are insufficient to ensure payment of all costs incurred in the disposition of the application, the Township shall require additional deposits in amounts specified at the time of the request. The failure of the Township to demand additional deposits from time to time shall not relieve the applicant from liability for all costs, charges, fees, and expenses in excess of deposits.
2. Monies paid which are in excess of the actual costs shall be refunded to the applicant within 30 days of receipt of the written decision.
3. No final approvals will be granted until all outstanding obligations are satisfied.

VIII. Conditional Use Application

- A. Application - \$2,500.00 plus \$10,000.00 escrow
- B. Additional hearing(s) continued on the record - \$550.00 per instance
- C. Notes:
 1. If the monies paid to the Township are insufficient to ensure payment of all costs incurred in the disposition of the application, the Township shall require additional deposits in amounts specified at the time of the request.

The failure of the Township to demand additional deposits from time to time shall not relieve the applicant from liability for all costs, charges, fees, and expenses in excess of deposits.

2. Monies paid which are in excess of the actual costs shall be refunded to the applicant within 30 days of receipt of the written decision or after the receipt of the final consultant invoice, whichever happens last.
3. Conditional Use Professional Consultants - the applicant shall pay the review fees of the professional consultants utilized by the Township during its review of the conditional use application. The applicant shall submit a specified escrow to the Township at the time of the submission of the application for a conditional use. This money shall be placed in an interest bearing account held by the Township and monies shall be disbursed from this account to pay the actual costs of the professional consultants. The Township shall provide the applicant with a breakdown of all monies disbursed from the account. If the account balance goes below \$500.00 the applicant shall deposit additional monies as deemed necessary by the Township Manager. Upon approval or denial of the conditional use application and payment of the final invoices from the professional consultants the balance of funds in the account plus any interest shall be returned to the applicant.
4. No final approvals will be granted until all outstanding obligations are satisfied.

IX. On Lot Septage Management Program and Refuse Collection, per quarter

- A. Refuse - ~~\$100.00~~120.00
- B. On Lot Septage Management Program Service Fee - \$6.00
- C. An additional 5 percent (5%) charge will be added to all late payments.

X. Residential Public Wastewater (Sewage) and Refuse Collection, per quarter

- A. Refuse - ~~\$100.00~~120.00
- B. Single Family Dwelling
 1. West Goshen Sewer District - \$205.00
 2. Westtown Chester Creek Sewer District - \$205.00
- C. Multiple Occupancy Building (per private living unit)
 1. West Goshen Sewer District - \$205.00
 2. Westtown Chester Creek Sewer District - \$205.00
- D. An additional 5 percent (5%) charge will be added to all late payments.

XI. Sewer, Refuse, and Real Estate Tax Certification

- A. Sewer and Refuse Per Certification - ~~\$15.00~~25.00
All fees must be paid in full prior to issuance of the Certification.
- B. Real Estate Tax Certification - \$15.00
- B-C. Duplication of Tax Bills - \$5.00

XII. Returned Checks and ACH Payments

- A. Any check or ACH payment received by the Township pursuant to this resolution or any other ordinance shall be deposited in the authorized Township depository (bank).
- B. All checks or ACH payments returned by the Township depository (bank) to the Township, for insufficient funds or any other reason shall have a letter written to the check writer or ACH payee advising that his check or ACH payment has been returned by the bank and that he should re-issue payment immediately.
- C. The check writer or ACH payee's account shall be updated to indicate that a payment was not made.
- D. Any check or ACH payment that is returned to the Township will result in the imposition of a ~~\$35.00~~15.00 fee in addition to any fees imposed by the Township depository (bank), both of which shall be applied to the appropriate account.

XIII. Park Fees

- A. Oakbourne Upper Field - \$100.00 per day, per use. The fee shall be waived Monday-Thursday when reserved for Resident applications for individual use not associated with an organization.
- B. Oakbourne & Tyson Park Pavilions
 - 1. Resident - \$50.00 per use. The Resident fee shall be waived Monday-Thursday for applications for individual use not associated with an organization.
 - 2. Non-Resident - \$75.00 per day
- C. The Board of Supervisors reserves the right to adjust, modify, alter, or waive any Park fees at their discretion.

XIV. Township Facilities

- A. Westtown Township Administration Building meeting room - \$350.00 per use, except for civic groups as designated by the Township Manager
- B. The Board of Supervisors reserves the right to adjust, modify, alter, or waive the fee for any Township facility at their discretion.

XV. Solicitation (Transient Merchant) License Fees

- A. License
 - 1. One Month - \$35.00
 - 2. One Year - \$250.00
- B. Background Check (required) - \$25.00 per year

XVI. Township Solicitor Fees

- A. Township Solicitor - See Attachment DC.

XVII. Copying of Township Records

The cost for the copying of Township records pursuant to the "Right to Know Law" as

amended, shall be as follows:

- A. Postage - The actual cost of USPS first-class mailing.
- B. Duplication - The fees are based upon the duplication of records in black & white on standard 8.5" x 11" paper or 8.5" x 14" paper. All larger records, including but not limited to plans, maps, and similar documents are "over-size" records for purposes of the Fee Schedule.
 - 1. Photocopy - \$0.25 per single sided copy up to 1,000 pages; \$0.20 per copy beyond 1000 pages.
 - 2. Facsimile/Microfiche/Other Media - the actual cost to duplicate the record.
 - 3. Conversion of electronic media only records to paper - if a record is only maintained in electronic media, the fee shall be the lesser of: \$0.25 per page (8.5 x 11") or the Township's cost to duplicate the record.
 - 4. Over-size records - Documents that must be sent out for duplication shall be billed at the Township's actual cost.
 - 5. Color documents - color documents that must be sent out for duplication shall be billed at the Township's actual cost.
- C. Certification - \$5.00 per record.
- D. Use of own copier - A requester may utilize his own copier provided the device is self-powered, i.e., it may not be plugged into a Township power outlet. Any duplication by the requester must be done with a Township employee present.
- E. Direct access to the Township computer system is prohibited.
- F. No original records may be removed from the Township building by a requester.

XVIII. Working Without Required Permits

The penalty for conducting work without securing required permits.

- A. Residential - \$150.00
- B. Commercial - \$250.00

XIX. Effective Date

The fees outlined in this Resolution shall be effective on January ~~26, 2024~~2025.

RESOLVED AND ADOPTED as a Resolution this ~~2nd~~6th day of January, ~~2024~~2025.

**WESTTOWN TOWNSHIP
BOARD OF SUPERVISORS**

Chair

Vice Chair

Police Commissioner

ATTEST:

Township Secretary

DRAFT

Attachments – Fee Schedules

- A. Westtown Township Residential Building Permit Fee Schedule
- B. Westtown Township Nonresidential Building Permit Fee Schedule
- ~~C. Brandywine Conservancy Land Planner Schedule~~
- ~~D.C.~~ Gawthrop Greenwood, PC, Township Solicitor Fee Schedule
- ~~E.D.~~ Albert Federico Consulting LLC, Township Traffic Engineer Fee Schedule
- ~~F.E.~~ ~~Ronald Agulnick, Esq., Scott Yaw, Esq.,~~ Township Zoning Hearing Board Solicitor Fee Schedule
- ~~G.F.~~ Buckley, Brion, McGuire & Morris LLP, Planning Commission Solicitor Fee Schedule
- ~~H.G.~~ Cedarville Engineering Group LLC, Township Stormwater Engineer Fee Schedule
- ~~I.H.~~ Carroll Engineering Corporation, Township Sewer Engineer Fee Schedule
- ~~J.I.~~ Highway Occupancy Permit Fee Calculation Sheet
- ~~K.J.~~ Mingis, Gutowski & Company, LLP, Annual Audit Fee Schedule

Attachment A:

Westtown Township

Residential Building Permit Fee Schedule

1. Building Permit Fees

a. New Construction, Additions, & Accessory Structures

- I.** \$ 350.00 plus \$ 0.35 per ft² of floor area
- II.** Partial New Construction Projects calculated as follows:
 - 1.** Footing & Foundation- 10% of above formula
 - 2.** Framing- 50% of above formula
 - 3.** Interior Alterations- 40% of above formula

Note: Square footage (ft²) is defined as gross floor area of all floors within the perimeter of the outside walls, including basements, cellars, garages, roofed patios, breezeways, covered walkways and attics with floor-to-ceiling height of 6'6" or more.

b. Alterations & Renovations where ft² does not apply

- I.** \$ 350.00 plus \$35.00 for each \$1,000.00 of construction value up to the first \$10,000.00, and then \$10.00 for every additional \$1,000.00 of construction value.

c. Construction Permit Calculations

- I.** Building Permit Fee- 65% of total from **a.** or **b.**
- II.** Plumbing Permit Fee- 23% of total from **a.** or **b.**
- III.** Mechanical Permit Fee- 12% of total from **a.** or **b.**
- IV.** Energy Permit Fee- 10% of total from **a.** or **b.**
- V.** Electric Permit Fee- See **3.** below

d. Fire Plan Review and Inspection

- I.** \$ 125.00 plus \$0.10 per ft² of floor area

e. Re-inspection(s)

- I.** Per instance- \$ 75.00

f. Revisions, Alterations and/ or Addition to Existing Permit

- I.** Per instance- \$ 75.00

g. Use of the Building Code Official

- I.** Per hour- \$75.00

2. Additional Permit Fees

a. Uncovered Decks- \$130.00 plus \$ 0.30 per ft²

b. Demolition

- I.** Without utilities and foundation \$ 150.00
- II.** With utilities and/ or foundation \$ 200.00

c. Swimming Pool, Hot Tub, Etc.

- I.** Above ground- \$ 150.00
- II.** In ground- \$ 300.00

d. Re-roofing

- I.** Per Building \$ 125.00

e. Indirect replacement of HVAC equipment

I.	Per unit-	\$ 125.00
f.	Alteration to plumbing system	
I.	Per fixture-	\$ 60.00
g.	Lateral line repair or replacement	
I.	Sewer Line	\$ 130.00
II.	Water Line	\$ 130.00

3. Electrical Permit Fees

a. General Inspections

I.	Rough Inspection	
1.	Base Fee	\$ 80.00
2.	Cost per fixture	\$ 0.75
II.	Final Inspection	
1.	Base Fee	\$ 80.00
2.	Cost per fixture	\$ 0.75

b. Minor work, less than 5 fixtures- \$ 80.00

c. Solar Panels

I.	First 10 Panels	\$ 25.00 per panel
II.	Each additional Panel	\$12.00 per additional panel

Note: All associated feeders, services, motors, etc. are calculated in accordance to the appropriate fee schedule section.

d. Service Meter Equipment

I.	Up to 400 199 amp	\$ 115.00
II.	200 to 400 599 amp	\$ 180.00
III.	600 to 1200 amp	\$ 500.00
IV.	Over 1200 amp	\$ 950.00
V.	Each Additional Meter	\$ 20.00

e. Main and/ or Sub Panels

I.	Up to 400 199 amp	\$ 115.00
II.	200 to 400 599 amp	\$180.00
III.	600 to 1200 amp	\$ 500.00
IV.	Over 1200 amp	\$ 1,000.00

f. Temporary Service \$ 115.00

g. Swimming Pools

I.	Pool Bonding-	\$ 125.00
II.	Pump Wiring-	\$ 125.00

h. Hard Wires Appliances/ Units

I.	For the first item	\$ 80.00
II.	For each additional item	\$ 20.00

i. Generators, transfer switch and equipment

I.	Up to 10 KW	\$ 45.00
----	-------------	----------

	II.	Over 10 KW to 50 KW	\$ 150.00
j.		Alarm Systems	
	I.	For the first device	\$ 80.00
	II.	All additional devices	\$ 20.00
k.		Reintroduction of Power-	\$ 145.00
l.		Certification of existing electric panel	
	I.	Per Panel	\$ 145.00
m.		Additional Services	

Note: any fee not outlined or applicable in this “Residential Building Permit Fee Schedule” document will be subject to the applicable fee as outlined in “Attachment B: Westtown Township Nonresidential Building Permit Fee Schedule.”

Attachment B:

Westtown Township

Nonresidential Building Permit Fee Schedule

1. Building Permit Fees

a. New Construction, Additions, & Accessory Structures

- I.** \$ 350.00 plus \$ 0.35 per ft² of floor area
- II.** Partial New Construction Projects calculated as follows:
 - 1.** Footing & Foundation- 10% of above formula
 - 2.** Framing- 50% of above formula
 - 3.** New Tennant Fit Out- 40% of above formula

Note: Square footage (ft²) is defined as gross floor area of all floors within the perimeter of the outside walls, including basements, cellars, garages, roofed patios, breezeways, covered walkways and attics with floor-to-ceiling height of 6’6” or more.

b. Alterations & Renovations where ft² does not apply

- I.** \$ 350.00 plus \$ 35.00 for each \$1,000.00 of construction value up to the first \$10,000.00, and then \$10.00 for every additional \$1,000.00 of construction value.

c. Construction Permit Calculations

- I.** Building Permit Fee- 65% of total from **a.** or **b.**
- II.** Plumbing Permit Fee- 23% of total from **a.** or **b.**
- III.** Mechanical Permit Fee- 12% of total from **a.** or **b.**
- IV.** Energy Permit Fee- 10% of total from **a.** or **b.**
- V.** Electric Permit Fee- See **3.** Below

d. Accessibility Plan Review and Inspection

- I.** \$ 150.00 plus \$ 0.10 per ft² of floor area

e. Fire Plan Review and Inspection

- I.** \$150.00 plus \$0.10 per ft² of floor area

f. Re-inspection(s)

- I.** Per instance- \$ 100.00

g. Revisions, Alterations and/ or Addition to Existing Permit

- I.** Per instance- \$ 100.00

h. Use of the Building Code Official

- I.** Per Hour- \$75.00

2. Additional Permit Fees

a. Uncovered Decks- \$ 125.00 plus \$ 0.30 per ft²

b. Demolition

- I.** With utilities and/ or foundation \$ 185.00

c. Swimming Pools

- I.** Above ground- \$ 150.00
- II.** In ground- \$ 300.00
- III.** PA Pool Certification \$ 425.00

d. Re-roofing and Siding

I.	Per Building	\$ 125.00
e.	Indirect replacement of HVAC equipment	
I.	Per unit-	\$ 125.00
f.	Alteration to plumbing system	
I.	Per fixture-	\$ 60.00
g.	Lateral line repair or replacement	
I.	Sewer Line	\$ 130.00
II.	Water Line	\$ 130.00

3. Electrical Permit Fees

a.	General Inspections	
I.	Rough Inspection	
1.	Base Fee	\$ 80.00
2.	Cost per fixture	\$0.50
II.	Final Inspection	
1.	Base Fee	\$ 80.00
2.	Cost per fixture	\$ 0.75
b.	Minor work, less than 5 fixtures-	\$ 80.00
c.	Solar Panels	
I.	First 10 Panels	\$ 25.00 per panel
II.	Each additional Panel (up to 60)	\$ 10.00 per additional panel
III.	Each additional Panel (above 60)	\$5.00 per additional panel
	Note: All associated feeders, services, motors, etc. are calculated in accordance to the appropriate fee schedule section.	
d.	Fire Pump Controller	
I.	Per Unit	\$ 65.00
e.	Service Meter Equipment	
I.	Up to 400 <u>199</u> amp	\$ 115.00
II.	200 to 400 <u>599</u> amp	\$ 180.00
III.	600 to 1200 amp	\$ 500.00
IV.	Over 1200 amp	\$ 950.00
V.	Each Additional Meter	\$ 20.00
f.	Motors	
I.	Up to 5 HP	\$ 45.00
II.	Over 5 up to 20 HP	\$ 80.00
III.	Over 20 HP up to 100 HP	\$ 200.00
IV.	Over 100 HP up to 200 HP	\$ 265.00
V.	Over 200 HP	\$ 265.00 plus \$50.00 for each 50 HP over 200HP
g.	Main and/ or Sub Panels	
I.	Up to 400 <u>199</u> amp	\$ 115.00

	II.	200 to 400 599 amp	\$ 180.00
	III.	600 to 1200 amp	\$ 500.00
	IV.	Over 1200 amp	\$ 1,000.00
h.		Temporary Service	\$115.00
i.		Swimming Pool, Hot tub, etc.	
	I.	Pool Bonding-	\$ 125.00
	II.	Pump Wiring-	\$ 125.00
j.		Signs with electric	
	I.	First sign	\$ 80.00
	II.	Each additional sign	\$ 20.00
k.		Parking Lot Lighting	
	I.	First Light/ Pole	\$ 80.00
	II.	Each additional light/ pole	\$ 20.00
l.		Hard Wired Appliances/ Units	
	I.	For the first item	\$ 80.00
	II.	For each additional item	\$ 20.00
m.		Generators & Equipment, Welders, Furnaces, etc.	
	I.	Up to 10 KW	\$ 45.00
	II.	Over 10 KW to 50 KW	\$ 150.00
	III.	Over 50 KW to 100 KW	\$ 200.00
	IV.	Over 100 KW to 300 KW	\$ 340.00
	V.	Over 300 KW to 500 KW	\$ 500.00
	VI.	Over 500 KW to 1000 KW	\$ 850.00
	VII.	Over 1000 KW	\$ 850.00 plus \$60.00 per additional 200 KW increment
n.		Alarm Systems	
	I.	For the first device	\$ 80.00
	II.	Every additional 5 devices	\$ 20.00
o.		Reintroduction of Power-	\$ 145.00
p.		Certification of existing electric panel	
	I.	Per Panel	\$ 145.00
q.		Additional Services	

Note: Any fee not outlined or applicable in this “Nonresidential Building Permit Fee Schedule” document will be subject a fee as outlined by the Building Code Official prior to review of the permit application.

Attachment C

~~Brandywine Conservancy~~

~~Land Planner Schedule~~

DRAFT

Attachment DC

**Gawthrop Greenwood PC
Township Solicitor Fee Schedule**

DRAFT



Gawthrop Greenwood, PC
Attorneys at Law

17 East Gay Street p. 610.696.8225
West Chester, PA 19380 www.gawthrop.com

Patrick M. McKenna
610.696.8225 x 1550
610.344.0922 fax
pmckenna@gawthrop.com

October 11, 2024

Via Email lcarter@westtown.org
Liudmila Carter, Manager
Westtown Township
P.O. Box 79
Westtown, PA 19395-0079

Re: 2025 Fees for Legal Services

Dear Mila:

Attached is our engagement letter setting forth the terms of our engagement for 2025. Effective in January 2025, Gawthrop Greenwood plans to adjust the partner hourly rate for our work for Westtown Township. We have been charging the Township at the partner rate of \$200 per hour since January 2013. We have held that rate in recognition of financial stress that has been experienced by all municipalities over the last few years. The new partner rate will be \$210 per hour. The associate rate will remain \$200 per hour, the paralegal rate will remain \$125 per hour, and the administrative assistant rate will remain \$80 per hour.

Our hourly rates for municipal clients have been substantially below our rates for non-municipal clients, and they will continue to be. We will, of course, continue to draw on our experience and skills to keep your legal services bill as low as possible, consistent with proper representation of the Township. We look forward to having the continuing opportunity to be of service to Westtown Township.

Very truly yours,



Patrick M. McKenna

Enclosure

cc: Cindi King, Director of Finance (via email)



Gawthrop Greenwood, PC
Attorneys at Law

17 East Gay Street p. 610.696.8225
West Chester, PA 19380 www.gawthrop.com

Patrick M. McKenna
610.696.8225
610.696.7111 fax
pmckenna@gawthrop.com

October 11, 2024

Via Email lcarter@westtown.org
Liudmila Carter, Manager
Westtown Township
P.O. Box 79
Westtown, PA 19395-0079

RE: *Solicitorship – Westtown Township*

Dear Mila,

We are pleased to have been engaged to serve as legal counsel to the Westtown Township. Our representation is limited to the matter as described below. To the extent you wish to engage our firm to represent you regarding other matters, you will be required to sign a separate engagement agreement describing the scope of that representation prior to our initiation of services. It is our policy to confirm in writing the nature of the engagement and the terms of our legal representation. If you do not understand all of the terms or language in this engagement agreement, please contact Patrick M. McKenna, Esquire prior to signing this engagement agreement.

Identification of Parties: This Engagement Agreement is made between Gawthrop Greenwood, PC, hereinafter to as “Law Firm,” or “We” or “Our” or “Us” and the Westtown Township hereinafter referred to as “You” or “Client(s).” Moreover, Law Firm represents only you and represents no other individual or entity in this matter. Furthermore, there are no intended third-party beneficiaries to the relationship between our law firm and you.

Scope of Representation: We have been engaged to represent the Westtown Township as general counsel or Solicitor to handle all matters of representation, except as we may later agree should be handled separately or by outside legal counsel.

Limited Scope of Representation: The scope of our representation does not include advice or services regarding accounting, tax, personal financial matters or business management, and related non-legal matters and advice. If you wish for us to consult with other professionals retained by you regarding this matter, we will communicate with you in writing to confirm the scope of such consultations prior to initiating same.

Legal Fees and Billing Statements: We will submit a bill to you every thirty days. Expenses will be separately stated on the bill and our fees will be charged as indicated below. Our billing statements are due and payable upon presentation, and are overdue if not paid by the due date set forth on the statements.

You are responsible for payment of all legal fees, expenses, and disbursements, regardless of whether or not any money is recovered on your behalf through a settlement or judgment. Please see the “Expenses” provision and “Late Payment and Failure to Pay” provisions of this agreement for further information. To the extent we are successful in recovering a settlement or judgment on your behalf, all legal fees, costs and expenses not previously paid by you will be deducted from the gross amount recovered in the settlement or judgment. We will provide you with a summary statement listing these deductions at the time of any payment to you from a settlement or judgment.

On the basis of our time, charges are as follows:

\$210 per hour for the services of partners;

\$200 per hour for the services of associates;

\$125 per hour for the services of paralegals; and

\$80 per hour for the services of administrative assistant.

From time to time, it is necessary to adjust our hourly rates to compensate for increased experience factors or for inflationary cost increases in our economy. We will, of course, notify you of such adjustments.

I will act as Solicitor and lead counsel for you and will be the principal point of contact. In addition, I will be supported by my partner, Stacey L. Fuller, Esquire and my colleague Robert C. Jefferson, IV, Esquire who is an associate attorney with the Law Firm. Other individuals may assist with the case from time to time or even assume the case as lead attorney. The use of junior lawyers, paralegals, and law clerks results in a direct savings to you, since they can more economically perform tasks which do not require the attention of a senior partner. If you have any questions or concerns regarding delegation of responsibilities and work between attorneys, please contact us to discuss these issues.

It is our policy to describe services performed in a detailed manner so that you may be able to understand fully the services and the charges. If there are any questions relating to the services or the charges, we will be pleased to discuss them with you at the earliest possible time after receipt of the billing statement, since the matters will be freshest in our memory at that time. Accordingly, you agree to notify us in writing or email within 30 days of receiving our billing statement if you dispute any entry for legal services or charges on any billing statement. In the absence of any written objections thereto within 30 days of your receipt of a billing statement, you will be deemed to have accepted and acknowledged the billing statement as correct through the period covered by the billing statement.

In addition, if as a result of our engagement, we are required to produce documents or appear as a witness in connection with any governmental or regulatory examination, audit, investigation or other proceeding or any litigation, arbitration, mediation, or dispute involving you or any related persons, you are responsible for costs and expenses reasonably incurred by us (including professional and staff time at then-scheduled hourly rates and reasonable attorneys' fees and costs incurred by us).

Expenses: In the course of rendering legal services to you, it may be necessary for us to incur expenses and administrative fees for items such as filing and recording fees, deposition transcripts, computerized legal research, notary service, overnight or special delivery service, postage, photocopying, facsimile transmissions, telephone calls, travel, lodging, meals, and overtime for Law Firm administrative and other staff services. The actual expenses and administrative fees incurred will vary depending on the services that we provide to you. Certain expenses and administrative fees may include an adjustment, above cost, to cover our expenses and administrative fees in providing

the billed service. However, expenses paid entirely to third parties, such as travel and lodging expenses, will be billed to you as our out-of-pocket costs.

Expense items and administrative fees incurred on your behalf will be itemized separately and listed on our billing statements as “disbursements.” Third-party expenses may be forwarded directly to you for payment. As is customary, expense disbursements may not be current at the time of final billing. Remaining disbursements, if any, will be billed at a later date.

Late Payment and Failure to Pay: If you fail to pay our statements in full on or before the due date set forth on the statements, we reserve the right to assess you with a monthly service charge equal to 1% of all legal fees, expenses, administrative fees and disbursements that are past due. This monthly service charge will be billed to you at the end of each month in which a late payment occurs. In no event will the service charge be greater than that permitted by any applicable law.

In the event that we are required to file an action or proceeding to collect any late payment or assessed monthly service charge, you will be required to pay for all costs of collection, including without limitation all filing fees, third-party expenses and attorney fees incurred for our efforts in collecting such amounts. If we use our own attorneys or legal assistants to pursue such an action or proceeding, the legal and administrative fees charged shall be calculated on an hourly basis using the applicable hourly rates for the attorneys and legal assistants who perform such work.

File Retention and Destruction: At the conclusion of your matter, this matter will be closed, and we will retain a client file of your matter for a period of seven years. We may store some or all client file materials in a digital format. In the process of digitizing such documents, any original paper documents provided by you will be returned to you. Any copies of paper documents provided by you will not be returned to you unless you request such copies in writing. After any or all paper documents are digitized, we will destroy all paper documents in the client file, subject to the exceptions noted above. At the expiration of the seven-year period, we will destroy all client file materials unless you notify us in writing that you wish to take possession of them. This clause applies to any client file materials being held or stored by a third-party vendor. We reserve the right to charge administrative fees and costs associated with researching, retrieving, copying and delivering such files, as delineated in the Expenses section of the Engagement Agreement.

Client Review of this Agreement: You have a right to have this engagement agreement reviewed by another Law Firm prior to signing it. Likewise, you have the right to review this engagement agreement outside the presence of this Law Firm and away from the Law Firm's office prior to signing it. You understand that this Law Firm is not retained until the signed original engagement agreement is returned to the Law Firm, including the corresponding retainer.

If you have any questions or concerns about the terms of this engagement agreement, please contact us immediately. On behalf of the Law Firm, we appreciate the opportunity to represent you in this matter.

Very truly yours,


Patrick M. McKenna

By signing this agreement, I confirm that have I read this engagement agreement, understand its provisions, and agree to abide by it.

ACKNOWLEDGED AND AGREED TO:

Liudmila Carter
Township Manager

Date

[Client Signature]

Attachment ED

**Albert Federico Consulting LLC
Township Traffic Engineer Fee Schedule**

DRAFT



ALBERT FEDERICO CONSULTING, LLC

Traffic Engineering and Mobility Solutions

133 Rutgers Avenue
Swarthmore, PA 19081

November 4, 2024

via email only

Liudmila (Mila) Carter, Township Manager
Westtown Township
1039 Wilmington Pike
West Chester, PA 19382

Re: Municipal Traffic Engineering Services
Westtown Township, Chester County

Ms. Carter:

It has been a pleasure working with the Township staff this year.

I look forward to continuing to support the Township in the new year. For 2025 Traffic Engineering Consulting services will be provided at the current rate of \$165 per hour plus reimbursable expenses.

Please do not hesitate to contact me at albert@federico-consulting.com or 610.608.4336 should you have any questions or require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Federico'.

Albert Federico, P.E., PTOE

cc: Cindi King, Director of Finance

Attachment FE

~~Ronald Agulnick~~Scott Yaw, ESQ

Township Zoning Hearing Board Solicitor Fee Schedule

DRAFT

460 East King Road
Malvern, Pennsylvania 19355-3049
610.722.5800 ♦ Fax 610.647.6714
www.wislerpearlstine.com

September 30, 2024

Scott E. Yaw, Esquire
email: syaw@wispearl.com
Direct dial: (484) 321-5012

SENT BY EMAIL - lcarter@westtown.org

Liudmila Carter, Township Manager
Westtown Township
1039 Wilmington Pike
West Chester, PA 19382

RE: ENGAGEMENT LETTER AND FEE AGREEMENT

Dear Ms. Carter:

My firm has been asked to serve as Solicitor for the Westtown Township Zoning Hearing Board ("Board", "you" or "your"), beginning January 1, 2025, and we are pleased to do so. We thank you for selecting Wisler Pearlstine, LLP.

This letter and the enclosed Additional Terms for Engagement of Legal Services set forth the agreement concerning our representation of your interests, together with a statement of our general operating and billing procedures. To make this agreement effective, I request that, upon completion of your review of its points, you countersign a copy of this letter and return the countersigned version to me and keep a copy for your records.

1. Our billing is based primarily on my discounted hourly rate of \$185.00 per hour with lesser amounts for any expenditure of time by paralegals. To the extent possible, we will utilize such paralegal support to keep overall fees as low as possible. For your information, our attorneys' regular hourly rates vary between \$250.00 to \$450.00 per hour. There will be no duplicative billing in instances where I direct or oversee such work by others. Our billing rates may be subject to periodic changes. We will provide at least thirty (30) days notice prior to any increase in our billing rates.

2. You will be billed on a monthly basis, unless we are not handling any assignment(s) for the Board at that time. We will keep records of time used for conferences, telephone calls, drafting documents, research, court time, and necessary travel time. You will not be billed for basic clerical or secretarial time.

3. We reserve the right to terminate our attorney/client relationship for nonpayment of fees or costs. We expect you to keep current with our billings. Among other things, your careful attention to monthly bills is the very best method of monitoring the continuing expenses of the legal contest. We reserve the right to add, and you agree to pay, one and one-half percent (1½%) per month interest on any balance which remains unpaid more than thirty (30) days.

ATTORNEYS AT LAW

4. "Costs" are out-of-pocket expenses, such as filing fees, service fees, courier fees, transcript costs, photocopies, long-distance telephone calls, and expert witness or consultant fees. Costs will be itemized and billed on a monthly basis or, in some instances, costs will be billed in advance.

5. We shall keep the Board well informed as to the progress of all matters for which we are engaged. We shall send the Board copies of or advise it of the substance of all related papers coming in and going out of our offices, including correspondence, e-mails, pleadings, and other court documents. Likewise, we ask that you keep us informed of any developments in the matter(s) which come to the Board's attention and promptly provide us with copies of any materials or documents received by the Board. In addition, you agree to advise us of the substance of, as well as provide us with copies of, any relevant communications. In this way, we can maintain a valuable and continuous flow of communication.

6. If we are unavailable when you telephone, your call shall be returned with reasonable promptness. There will be times when I will be in Court, at meetings, in conference, and/or otherwise unavailable which will preclude me from returning your telephone calls or e-mails as quickly as we both might like, but I will do my best to return them as soon as possible. Please remember that, while my legal assistant may offer assistance, she is not a lawyer and cannot give legal advice nor can she deliver the contents of your file to you or anyone else without my express permission.

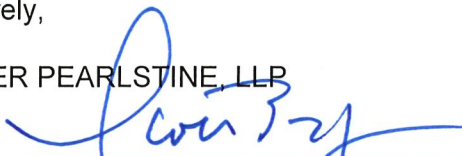
7. My firm's policy is to retain client files for a period of six (6) years after the termination of a matter, at which time the file will be destroyed. Prior to its destruction, you may forward a written request for return of the file, which we will provide to you at no additional cost except for postage or shipping charges, provided that all sums due and owing to my firm have been paid in full.

Please review and countersign this letter where indicated below to confirm your agreement so that we will have a mutual memorandum of our understanding. We look forward to working with you.

Sincerely,

WISLER PEARLSTINE, LLP

BY:



SCOTTE. YAW, ESQUIRE

SEY:smh
Enclosure

ACCEPTED THIS _____ DAY OF _____, 2024.

WESTTOWN TOWNSHIP, PENNSYLVANIA

BY: _____
(Title)

ADDITIONAL TERMS FOR ENGAGEMENT OF LEGAL SERVICES

These Additional Terms for Engagement of Legal Services, along with our Engagement Letter, constitute the terms of Wisler Pearlstine, LLP's agreement to provide legal services to you.

Information, Documents and Data. We will depend on you to provide us with *all* pertinent information, and *all* pertinent documents and data in hard copy or electronic form, updated and supplemented from time to time as required. Unless we have these materials, our ability to represent your interests may be compromised. If at any time during the Engagement you have any questions about the information, documents and data we may need, please let us know.

Use of work product. We have spent significant time developing work product (such as agreement provisions, legal analyses, policies, forms and other materials) that help us to increase the quality and timeliness of our services. If we utilize this work product for your benefit, we reserve the right to charge a fee in addition to our time, commensurate with the value these materials will provide to you as determined in our best judgment.

Our Communications. We utilize electronic communications and electronic devices that may place the confidentiality of our communications at risk, but we believe that the advantages provided by these technologies, such as increased efficiency and responsiveness, outweigh these risks. Unless you advise us to the contrary in writing, we will assume that you have authorized us to use these communications methods and devices.

Attorney-Client Privilege. Our private communications, whether written or oral, are subject to the attorney-client privilege, which means that we will keep these communications confidential and will not disclose them, except as required by law. Please note, however, that this privilege may no longer apply (and our communications may be subject to disclosure to others) if third parties are included in our communications or if you disclose our communications to others. You should therefore keep our communications private in all respects.

Conflicts of Interest. We will endeavor to determine if there are any conflicts of interest that may arise from our Engagement. You should immediately bring any potential conflicts of which you are aware to our attention. Note that we may represent other persons or entities whose general interests may be adverse to or competitive with your interests, so long as there is no conflict of interest as defined by the Rules of Professional Conduct that govern attorneys.

No Tax Advice. Unless we specifically state otherwise in writing, we will not provide you with legal advice pertaining to any federal, state, foreign or local tax matter or issue, whether or not directly related to or affected by the matters that are part of the Engagement.

Notice to Insurance Carrier. It is your responsibility to determine if you have insurance that may apply to any matter we are handling for you, and to provide appropriate notice to your insurance carrier so that your coverage is not prejudiced.

Effective Date of Attorney/Client Relationship. The terms of this Engagement Letter and the Additional Terms for Engagement of Legal Services will become effective on the earlier of the date we begin to provide services or the date you sign this Engagement Letter. These terms will also apply to all services we provide in the future to you or any affiliated person or entity, unless we otherwise agree in writing.

Attachment GF

**Buckley, Brion, McGuire & Morris LLP
Planning Commission Solicitor Fee Schedule**

DRAFT



KRISTIN S. CAMP
p: 610.436.4400 Ext# 1050
f: 610.436.8305
e: kcamp@buckleyllp.com
118 W. Market Street, Suite 300
West Chester, PA 19382-2928

September 27, 2024

Via Electronic Mail to lcarter@westtown.org

Westtown Township Planning Commission
Post Office Box 79
Westtown, PA 19395
Attn: Liudmila Carter, Township Manager

Re: Appointment as Planning Commission Solicitor for 2025

Dear Mila:

Our Firm would be honored to continue to serve as Solicitor to the Westtown Township Planning Commission for the calendar year 2025. We respectfully request that the Township reappoint our Firm. If reappointed, our billing rate will increase to \$220.00 per hour for attorney's time and \$95.00 per hour for paralegal time.

We appreciate the Planning Commission's confidence in our Firm serving as its Solicitor and look forward to our continued relationship with the Commission and staff in the coming year. Please do not hesitate to contact me if you have any questions.

Thank you for your consideration.

Very truly yours,

A handwritten signature in blue ink that reads 'Kristin S. Camp'.

Kristin S. Camp

KSC/jak

Attachment GH

Cedarville Engineering Group LLC

Township Stormwater Management, Floodplain and Steep Slopes Conservation District Engineer Fee Schedule

DRAFT



November 12, 2024

Mila Carter, Township Manager
Westtown Township
1039 Wilmington Pike
West Chester, PA 19382

RE: Letter of Interest
Westtown Township

Dear Ms. Carter,

With sincerest gratitude, the team at Cedarville Engineering Group, LLC appreciates the opportunity to work with Westtown Township. It has been our pleasure to serve the community in 2024 and we look forward to finishing the year providing value and excellence in service and communication. We do hope to continue the relationship with the Township and have attached our rates for 2025 as a courtesy for planning and budgeting purposes.

As a valued client, your comments and opinions are very important to us. If you have any concerns or questions, please bring them to my attention.

Best Regards,
Cedarville Engineering Group, LLC

A handwritten signature in black ink, appearing to read "R. E. Flinchbaugh".

Robert E. Flinchbaugh, P.E.
Municipal Team Lead

Enclosure



2025 SCHEDULE OF BILLABLE HOURLY RATES / EXPENSES

Building Code Official – Commercial II	\$125.00
Construction Inspector I	\$106.00
Construction Inspector II	\$ 117.00
Construction Manager	\$150.00
Construction Estimator	\$190.00
Construction Foreman	\$125.00
Construction Superintendent	\$137.00
Field Tech	\$ 75.00
Laborer	\$ 75.00
SSHO	\$135.00
Designer I	\$105.00
Designer II	\$145.00
Engineer I	\$110.00
Engineer II	\$123.00
Engineer III	\$145.00
Engineer IV	\$165.00
Engineer V	\$190.00
Managing Engineer	\$205.00
Environmental Scientist/GIS I	\$110.00
Environmental Scientist/GIS II	\$123.00
Environmental Scientist/GIS III	\$145.00
Environmental Scientist/GIS IV	\$165.00
Environmental Scientist/GIS V	\$190.00
Health and Safety Officer	\$ 99.00
Operations Manager	\$210.00
Principal	\$225.00
Assistant Project Manager	\$130.00
Project Manager I	\$135.00
Project Manager II	\$150.00
Project Manager III	\$165.00
Surveyor	\$115.00
Survey Crew Chief	\$150.00
Professional Surveyor	\$160.00
Technical Assistant	\$ 92.00
Zoning Officer	\$ 99.00
Accountant	\$120.00
Contract Manager	\$130.00



EXPENSES

Photocopies	\$0.25 per copy
Plotter Reproduction	\$2.00 per square foot
Other Reproduction	Square foot rate subject to type of material used
Transportation Expenses	Prevailing IRS Rate
Other Direct Costs	Cost plus 15% to include, but not limited to subcontractors, supplies and other materials

Attachment IH

**Carroll Engineering Corporation
Township Sewer Engineer Fee Schedule**

DRAFT



November 12, 2024

Ms. Liudmila Carter, Township Manager
Westtown Township
P.O. Box 79
Westtown, PA 19395

Subject: Letter of Continued Commitment/Interest and 2025 Rates

Dear Ms. Carter:

Carroll Engineering Corporation will enter its 52nd year in business in 2025. We are proud of our history and our reputation, and it has been clients like Westtown Township that have enabled us to flourish and provide first class engineering services. We are humbled for the opportunity and your confidence to continue to allow Carroll Engineering to represent you. For that we are truly grateful.

This letter is intended to express our continued commitment and interest in being your Township Engineer. Our proposed rates for 2025 are enclosed. Please note that the increase in our proposed rates are a reflection of increased payroll and overhead costs, which themselves are a reflection of the changes in the broader economy.

We appreciate your loyalty in consistently reappointing Carroll Engineering Corporation and hope the relationship we have shared in the past will reinforce the efforts needed to consistently offer excellent engineering services and strive to exceed your expectations. We will continue to provide professional engineering with personal service.

Our 2025 Standard Consulting Contracting Terms and Conditions for Municipal and Municipal Authority Services are also enclosed.

We are very much looking forward to continue working with Westtown Township in 2025.

Very truly yours,

CARROLL ENGINEERING CORPORATION

A handwritten signature in blue ink, appearing to read 'AM', is placed above the name of the signatory.

Allen B. Mason, P.E.
President

ABM/dc

Enclosure

cc: William N. Malin, Senior Vice President, CEC

Today's Commitment to Tomorrow's Challenges

Corporate Office: 949 Easton Road Warrington, PA 18976 215.343.5700	630 Freedom Business Center Third Floor King of Prussia, PA 19406 610.572.7093	433 Lancaster Avenue Suite 200 Malvern, PA 19355 610.489.5100	101 Larry Holmes Drive Suite 201 Easton, PA 18042 610.989.4940	105 Raider Boulevard Suite 206 Hillsborough, NJ 08844 908.874.7500
------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------	------------------------------------------------------------------------	-------------------------------------------------------------------------	-----------------------------------------------------------------------------



GENERAL RATE SCHEDULE FOR 2025

Principal/Department Manager	\$ 170.00
Professional V	165.00
Professional IV	159.00
Professional III	148.00
Professional II	139.00
Professional I	130.00
Engineer II	125.00
Engineer I	115.00
Project Manager III	152.00
Project Manager II	139.00
Project Manager I	130.00
GIS Analyst II	119.00
GIS Analyst I	109.00
Technician IV	127.00
Technician III	115.00
Technician II	93.00
Technician I	79.00
Party Chief III	123.00
Party Chief II	107.00
Party Chief I	93.00
Instrument Person	73.00
Chief Field Representative	125.00
Field Representative III	115.00
Field Representative II	94.00
Field Representative I	81.00
Project Administrator	89.00
Clerical	71.00
Clerk	48.00

All services performed in accordance with Carroll Engineering Corporation Standard Consulting Contracting Terms and Conditions.

Today's Commitment to Tomorrow's Challenges

Corporate Office: 949 Easton Road Warrington, PA 18976 215.343.5700	630 Freedom Business Center Third Floor King of Prussia, PA 19406 610.572.7093	433 Lancaster Avenue Suite 200 Malvern, PA 19355 610.489.5100	101 Larry Holmes Drive Suite 201 Easton, PA 18042 610.989.4940	105 Raider Boulevard Suite 206 Hillsborough, NJ 08844 908.874.7500
------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------	------------------------------------------------------------------------	-------------------------------------------------------------------------	-----------------------------------------------------------------------------

CARROLL ENGINEERING CORPORATION
2025 STANDARD CONSULTING CONTRACTING TERMS AND CONDITIONS
FOR MUNICIPAL AND MUNICIPAL AUTHORITY SERVICES

These terms and conditions set forth herein are for the performance of engineering services associated with the appointment of Carroll Engineering Corporation as a municipal/municipal authority engineering consultant. Supplemental letter agreements associated with special projects may amend these terms and conditions, and such amendment shall take precedence over these General Provisions to the extent there is any inconsistency or contradictory statement. It is agreed that Carroll Engineering Corporation and Client may use their standard business forms (such as purchase orders, acknowledgement, etc.) to administer the activities under this contract. However, Carroll Engineering Corporation expressly rejects the terms and conditions which may be contained in those business forms. The parties agree that the use of such forms shall be solely for the convenience of the party, whether or not such document is signed. None of the provisions, terms, and conditions contained on such forms shall be applicable. The Client is invited to request changes to these terms and conditions, and assumes the risk of failing to read or understand each individual item.

1. **General:** Carroll Engineering Corporation (hereinafter referred to as CEC) shall perform professional services in connection with their appointment as municipal/municipal authority engineer. CEC will strive to perform services under the Agreement in a manner consistent with generally accepted principals of engineering practice, and consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality, under similar conditions, and at the same time. No other representation, expressed or implied, and no warranty or guarantee is included or intended.
2. **Reliance on Information Provided by Others:** Client agrees to indemnify and hold CEC harmless from and against any and all damages, liabilities, and costs, including costs of defenses, arising out of the use of documents and information produced by Client, excepting only those damages, liabilities, and costs for which CEC is found to be liable by a court or forum of competent jurisdiction.
3. **Subconsultants:** CEC has the right to employ or retain such independent consultants, associates and subcontractors as it may deem appropriate to assist it in the performance of the services required. The fee for all consultants contracted directly by CEC shall be within a project budget approved by Client.
4. **Third Party Beneficiaries:** No benefits or rights are given to anyone other than Client and CEC, and all duties and responsibilities undertaken pursuant to this Letter Agreement will be for the sole and exclusive benefit of Client and CEC and not for the benefit of any other party.
5. **Client Responsibility:** Client shall make all provisions for the Engineer to enter upon public or private property, shall provide required legal services and shall pay all fees incidental to obtaining permits associated with services. It is understood CEC is acting as a consultant for Client to provide advice and consultation on a variety of projects. Client shall designate a person to act with authority on their behalf in respect to all aspects of the appointment, shall examine and respond promptly to CEC's submissions, and give prompt written notice to CEC whenever they observe or otherwise becomes aware of any defect in the work product.
6. **Legal Matters:** CEC will not express legal opinions or become an advocate in the law before public agencies. In the event CEC attends public meetings or otherwise represents Client, said representation is for the strict purpose of providing technical expertise in the practice of engineering. In the event a record must be made or an agreement of the Client is necessary, CEC will not represent Client in such legal matters.
7. **Duties of Public Official:** CEC will not accept responsibility and will be held harmless by the Client for any item which by law is clearly assigned to a public official and which requires approval by said official, regardless of any recommendation or review completed by CEC in order for said official to perform the assigned duties.
8. **Engineering Fees:** Fees for engineering services shall be established by mutual agreement of the parties from time to time. Services will be performed on an hourly basis, unless a specific scope of work can be predetermined for a project at which point a separate letter agreement with project fee and expenses will represent a supplement to these terms and conditions.
9. **Reimbursable Expenses:** Direct expenses shall be considered an additional charge, unless otherwise stated in the contract. Such expenses shall be in accordance with the current CEC Reimbursable Expenses Tabulation (see attached).
10. **Payment:** Payments shall be made to CEC on the basis of invoices for services rendered. Payment shall be due within thirty (30) days of the date of the invoice presented. If Client fails to make full payment due CEC within thirty (30) days, CEC reserves the right to retain all plans, documents and related project material, and to suspend or terminate services until full payment for services and any accumulated charges is made. It shall be understood that the Client is responsible for payment of all assignments made or implied by the Client. If the Client fails to obtain payment from a third party, Client assumes all responsibility for payment to CEC. It shall be understood that if Client fails to make any payment within 90 days, CEC will submit an invoice noting such and may suspend all services with no other notice to Client until outstanding balances are paid. In the event an action to enforce overdue payment under the agreement is filed, Client agrees to indemnify and hold harmless CEC from and against any and all reasonable fees, expenses and costs incurred by CEC, including, but not limited to, arbitration and attorney's fees, court costs, and other claims-related expenses.

CARROLL ENGINEERING CORPORATION
2025 STANDARD CONSULTING CONTRACTING TERMS AND CONDITIONS
FOR MUNICIPAL AND MUNICIPAL AUTHORITY SERVICES

11. Termination: The appointment of CEC as engineering consultant is subject to termination by Client or CEC with seven days prior written notice. In the event of any termination, CEC shall be paid for all services rendered to the date of the termination, all reimbursable expenses and reimbursable termination expenses, if all services have been satisfactorily performed.
12. Limitation of Liability: CEC shall perform the services with the care and skill ordinarily used by members of CEC's profession practicing under similar conditions at the same time and in the same locality. There are no other warranties, express or implied or in any reports, opinions, drawings, specifications or other documents furnished by CEC. CEC shall not be liable for the results of services performed with professional care and skill.
13. Indemnification: To the fullest extent permitted by law, CEC shall indemnify Client, its officers, directors, partners, employees, and representatives, from and against losses, damages, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of CEC or CEC's officers, directors, members, partners, agents, employees or subconsultants in the performance of services under this Agreement.

To the fullest extent permitted by law, Client shall indemnify CEC, its officers, directors, partners, employees, and representatives, from and against losses, damages, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of Client or Client's officers, directors, members, partners, agents, employees or subconsultants in the performance of services under this Agreement.
14. Force Majeure: Neither party shall hold the other responsible for damages or for delays in performance caused by force majeure, acts of God, unusual weather conditions, unanticipated site conditions, changes in applicable law, or other acts or circumstances beyond the control of the other party or that could not have been reasonably foreseen and prevented. Should such acts or circumstances occur, both parties shall use their best efforts to overcome any difficulties arising from such events and to resume the project as soon as reasonably possible.
15. Use of Documents: Documents are not intended or represented to be suitable for use without appropriate signatures and professional seal and are not intended for reuse or extension of the project or on any other project. Upon payment for all services and execution of an Agreement of Release, Client may obtain reproducible or computer format copies of documents. The Engineer will invoice for reproduction cost plus direct expenses associated with preparation of these documents. It shall be understood no professional certifications, seals, or signatures will be provided with reproducible plans, computer files, and similar documents. Client hereby agrees that copies of documents will not be made by anyone, other than CEC, without the written approval of CEC if the documents contain a signature, seal, or certification. If a limited license is granted and digital files are released, CEC does not guarantee the files will be compatible with licenses, systems, software application packages, or computer hardware.
16. Record Documents: Client may contract with CEC for preparation of record, as-constructed, or corrected documents conforming to constructed conditions. If CEC's professional services do not include full-time construction observation and recording of the contractor's work, the engineer will compile said documents conforming to the construction records of the contractor as provided to CEC. The documents will show the reported location of the work. The information submitted to CEC will be assumed to be reliable and CEC will not be responsible for the accuracy of this information, nor for any errors or omissions that may appear in the record documents as a result.
17. Certifications: CEC does not maintain professional liability insurance covering liability associated with many certifications requested by Clients. In the event a certification is requested, the Client must totally indemnify CEC against any and all costs, damages, and other expenses that could arise from the issuance of such certifications. As an alternative, CEC will determine an additional fee associated with the risk of certification. The fee will be due and payable prior to issuance of the certification.
18. Dispute Resolution: All claims, counterclaims, disputes and other matters in question between the parties hereto arising out of or relating to engineering services will be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. This provision to arbitrate will be specifically enforceable under the prevailing arbitration law of any court having jurisdiction. All demands for arbitration and all answering statements thereto which include any monetary claim must contain a statement of the total sum or value in controversy. The arbitrators will not have jurisdiction, power or authority to consider, or make findings (except in denial of their own jurisdiction) concerning any claim, counterclaim, dispute or other matter in question where the amount in controversy of any such claim, counterclaim, dispute or matter is more than \$200,000 (exclusive of interest and costs). The award rendered by the arbitrators will be final. Judgment may be entered upon it in any court having jurisdiction thereof, and will not be subject to modification or appeal except to the extent permitted by Section 10 and 11 of the Federal Arbitration Act (9 U.S.C.10,11).

CARROLL ENGINEERING CORPORATION
2025 STANDARD CONSULTING CONTRACTING TERMS AND CONDITIONS
FOR MUNICIPAL AND MUNICIPAL AUTHORITY SERVICES

19. **Hazardous Substances:** Client represents and warrants to CEC that it has and will comply with all obligations imposed by applicable law upon the generation, storage or disposal of hazardous substances and/or waste and that it will promptly notify CEC of any notices concerning such matters. Client agrees to hold harmless, indemnify and defend CEC from and against any and all damages and liabilities and expenses arising out of or in any way connected with the presence, discharge, exposure, release, or escape of hazardous substances, or wastes of any kind, excepting only such liability as may arise out of the sole negligence of CEC in the performance of services. It is understood and agreed by both parties that CEC, in performing professional services for Client with respect to hazardous substances, will make recommendations to Client with respect thereto, but does not have the authority, nor shall be required to become an “arranger”, “operator”, “generator”, or “transporter” of hazardous substances as defined on the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA).
20. **Cost Estimate:** Since CEC has no control over the cost of labor, materials, or equipment, CEC opinions of probable project construction costs are made on the basis of experience and qualifications and represent a best judgment as a design professional familiar with the construction industry. CEC cannot and does not guarantee that proposals, bids, or the construction costs will not vary from opinions of probable costs prepared by CEC.
21. **Performance of Others:** During the course of this engagement, CEC may be required to report on the past or current performance of others engaged, or being considered, for engagement, directly or indirectly, by the Client; and to render opinions and advise in that regard. Those about whom reports and opinions are rendered may, as a consequence, initiate claims for libel or slander against CEC. To help create an atmosphere in which CEC feels free to be candid, the Client agrees to waive any claim against CEC, and to defend, indemnify, and hold CEC harmless from any claim or liability for injury or loss allegedly arising from professional opinions rendered by CEC to the Client or the Client's agents. The Client further agrees to compensate CEC for any time spent, or expenses incurred, by CEC in defense of any such claim, in accordance with CEC's prevailing fee schedule and expense reimbursement policy.
22. **Dangerous Situations:** CEC accepts no right or obligation of the Client or Contractor as a direct or indirect result of the performance of professional services for responsibility of construction means, methods, techniques, or sequences. CEC accepts no responsibility for developing, implementing, monitoring, or supervising safety precautions and programs. Such items are solely the responsibility of the contractor and his subcontractors. CEC does not accept the responsibility or assume the authority to stop work, said responsibility residing with the Client and contractor.
23. **Review of Contractor's Performance:** It is understood and agreed that CEC's basic services under this agreement do not include full-time construction observation or review of the Contractor's performance. Client acknowledges the importance of such services and, should Client have such services performed by a party other than CEC, then Client shall assume responsibility for interpretation of the contract documents and for construction observation and shall waive any claims against CEC that may be in any way connected thereto. In addition, if CEC does not perform construction observation, Client shall, to the fullest extent permitted by law, indemnify and hold CEC harmless from any loss, claim, or cost, including reasonable attorneys' fees and costs of defense, arising or resulting from the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments, or changes made to the Contract Documents to reflect changed field or other conditions, or for a contractor's performance, or the failure of a contractor's work to conform to the design intent and the contract documents, except for claims arising from the sole negligence or willful misconduct of CEC. If this agreement provides for construction phase services by CEC, it is understood that the contractor, not CEC, is responsible for the construction of the project, and that CEC is not responsible for the acts or omissions of any contractor, subcontractor, or material supplier; for safety precautions, programs or enforcement, or for construction means, methods, techniques, sequences and procedures employed by the Contractor.
24. **Laws, Rules, Codes, Ordinances and Regulations:** CEC will use professional efforts and judgments to interpret applicable ADA requirements and other federal, state, and local laws, rules, codes, ordinances, and regulations as they apply to the project, but CEC cannot and does not warrant or guarantee that the project will comply with all interpretations of the ADA requirements and/or requirements of other federal, state, and local laws, rules, codes, ordinances, and regulations as they may apply to the project.

Attachment JI

Highway Occupancy Permit Fee Calculation Sheet

DRAFT

HIGHWAY OCCUPANCY PERMIT

Permit # _____

FEE CALCULATION SHEET

These fees are applied to the administrative costs incurred in reviewing the application and plan(s) and issuing the permit, including the preliminary review of the site location.

	Unit Fee	Number of Units	Total
1) Application Fee			
a) Utility	\$50.00		
b) Driveways			
(i) minimum use <i>(e.g. single-family dwelling, apartments with five or fewer units)</i>	\$15.00		
(ii) low volume <i>(e.g. office buildings, car washes)</i>	\$30.00		
(iii) medium volume <i>(e.g. motels, fast food restaurants, service stations, small shopping plazas)</i>	\$40.00		
(iv) high volume <i>(e.g. large shopping centers, multi-building apartment or office complexes)</i>	\$50.00		
c) Other <i>(e.g. bank removal, sidewalk and curb)</i>	\$20.00		
2) Supplement Fee <i>(each six month time extension) (each submitted change)</i>	\$10.00		
3) Emergency Permit Card <i>(each card)</i>	\$5.00		
4) Exemption <i>(see back for list of exemptions)</i> None			
Applicant Fee Total:			

These fees are applied to the costs incurred in the preliminary review of the location covered by the permit, and/or spot inspection of the permitted work, and/or subsequent inspection after the permitted work has been completed to ensure compliance with PennDOT specifications and permit provisions.

	Unit Fee	Number of Units	Total
5) Driveways			
a) Each minimum use driveway	\$10.00		
b) Each low-volume driveway	\$20.00		
c) Each medium-volume driveway	\$35.00		
d) Each high-volume driveway	\$50.00		
6) Surface Openings <i>(These fees are calculated on the total linear feet of the opening being permitted within the different areas of the right-of-way)</i>			
a) Total Linear feet of opening <i>(each 100 foot increment or fraction thereof):</i>			
(i) Opening in pavement	\$40.00		
(ii) Opening in shoulder	\$20.00		
(iii) Opening outside pavement and shoulder	\$10.00		
b) If a longitudinal opening simultaneously occupies two or more highway areas identified in subparagraph (a), only the higher fee will be charged. Linear distances shall be measured to the nearest foot.			
7) Surface Openings of Less Than 36 Square Feet <i>(e.g. service connections performed independently of underground facility installation, pipe line repairs) (each opening)</i>			
(i) Opening in pavement	\$30.00		
(ii) Opening in shoulder	\$15.00		
(iii) Opening outside pavement and shoulder	\$10.00		
If an opening simultaneously occupies two or more highway access areas identified in subparagraphs (i)-(iii), only the higher fee will be charged.			
8) Above-Ground Facilities <i>(e.g. poles, guys and/or anchors if installed independently of poles)</i>			
a) Up to 10 physically connected above-ground facilities <i>(each continuous group)</i>	\$20.00		
b) Additional above-ground physically connected facilities <i>(each pole with appurtenances)</i>	\$2.00		
9) Crossings <i>(e.g. "overhead" triples, conveyors or pedestrian walkways and "undergrade" subways or mines)</i>	\$80.00		
10) Seismograph-Vibroiseis Method <i>(e.g. prospecting for oil, gas)</i>			
a) First mile	\$50.00		
b) Each additional mile or fraction thereof	\$5.00		
11) Non-Emergency Test Holes in Pavement of Shoulder <i>(each hole)</i>	\$5.00		
12) Other <i>(e.g. bank removal, sidewalk and curb)</i>	\$20.00		
Inspection Fee Total:			
Grand Total:			

Attachment KJ

Mingis, Gutowski & Company, LLP

Annual Audit Fee Schedule

DRAFT

Attachment L

DRAFT