



# **POTTER TOWNSHIP 2019 ANNUAL OPERATING BUDGET**

**Board of Supervisors**

**Rebecca Matsco**

**Earl Shamp**

**Al Cwynar**

**Linda McCoy**

**Secretary Treasurer**

***On behalf of the Township of Potter,  
the Board of Supervisors is pleased to present  
the 2019 Fiscal Budget.***

The 2019 Budget incorporates no millage rate increase.

The Budget consists of the following funds:

**GENERAL FUND – Township Operating Expenses**

Wage Tax Fund

Escrow Fund

Public Safety Fund

DCNR Grant Fund

**STATE FUND – Maintenance and Repair of Public Roads**

**CAPITAL FUND – Capital Improvements**

## POTTER TOWNSHIP 2019 PROPOSED BUDGET

Balance for Appropriation	\$	<b>959,546.78</b>	\$	117.37	\$	51,326.39	\$	60,585.56	\$	67,666.58	\$	1,832,226.96	\$	1,832.36	
<b>ESTIMATED RECEIPTS</b>															
Taxes	\$	863,600.00													
State Liquid Fuels Allocation			\$	25,379.47											
License & Permits	\$	10,210.00													
Fines	\$	1,300.00													
Intergovernmental Revenue	\$	98,712.41													
Rentals	\$	10,000.00													
Shared Equipment Reimb.	\$	3,200.00													
Zoning & Permit Fees	\$	115,500.00													
Miscellaneous Revenue	\$	500,200.00			103.16		\$	420.00	\$	516.00	\$	-	\$	15,500.00	
<b>Total Receipts &amp; Balance</b>	<b>\$</b>	<b>2,562,269.19</b>			<b>\$</b>	<b>25,600.00</b>		<b>\$</b>	<b>51,746.39</b>	<b>\$</b>	<b>61,101.56</b>	<b>\$</b>	<b>67,666.58</b>	<b>\$</b>	<b>1,847,726.96</b>
<b>ESTIMATED EXPENDITURES</b>															
General Government	\$	9,675.00													
Auditing	\$	6,500.00													
Tax Collections	\$	3,700.00													
Solicitor/Legal	\$	50,000.00													
Municipal Building	\$	61,315.00													
Public Safety	\$	117,039.75													
Engineering Services	\$	10,000.00													
Government Buildings	\$	49,553.00													
Fire Protection	\$	45,000.00													
Planning & Zoning	\$	677,700.00													
Garbage Contract	\$	37,500.00													
Street Department	\$	19,700.00													
Highway Maintenance	\$	308,400.00			\$	25,600.00									
Water Systems	\$	4,960.00													
Recreation	\$	9,000.00													
Parks	\$	600,000.00													
Misc. Expenses	\$	500,000.00												\$	1,836.32
Employer Paid Payroll Liabilities	\$	8,250.00													
Pension Plan	\$	4,500.00													
Township Insurances	\$	39,476.44													
<b>Total Expenditures</b>	<b>\$</b>	<b>2,562,269.19</b>			<b>\$</b>	<b>25,600.00</b>		<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>1,836.32</b>
<b>END OF 2019 BALANCE</b>	<b>\$</b>	<b>-</b>			<b>\$</b>	<b>-</b>		<b>\$</b>	<b>51,746.39</b>	<b>\$</b>	<b>61,101.56</b>	<b>\$</b>	<b>67,666.58</b>	<b>\$</b>	<b>1,847,726.96</b>

**2019 APPROPRIATION AMOUNTS WORKSHEET**

**GENERAL FUND**

GENERAL FUND BALANCE					
ESTIMATED REVENUES	November 1, 2018	\$	1,130,400.23	Appropriations	\$ 959,546.78
ESTIMATED EXPENSES		\$	186,166.64	Income	\$ 1,602,722.41
<b>ESTIMATED BALANCE FOR APPROPRIATION</b>		\$	<b>(357,020.09)</b>	Total Available	\$ 2,562,269.19
			959,546.78	Expenses	\$ (2,562,269.19)
				<b>BALANCE</b>	\$ -

**STATE FUND**

STATE FUND BALANCE				Appropriations	\$ 117.37
ESTIMATED REVENUES	November 1, 2018	\$	117.37	2018 Allocation	\$ 25,379.47
ESTIMATED EXPENSES		\$	-	Misc Income	\$ -
<b>Estimated Balance for Appropriation</b>		\$	<b>-</b>	Interest	\$ 103.16
			117.37	Total Available	\$ 25,600.00
				Expenses	\$ (25,600.00)
				<b>BALANCE</b>	\$ -

**CAPITAL FUND**

CAPITAL FUND BALANCE				Appropriations	\$ 51,326.39
ESTIMATED REVENUES	November 1, 2018	\$	51,326.39	Earned Interest	\$ 420.00
ESTIMATED EXPENSES		\$	-	Total Available	\$ 51,746.39
<b>Estimated Balance for Appropriation</b>		\$	<b>51,326.39</b>	Expenses	\$ -
				<b>BALANCE</b>	\$ 51,746.39

**WAGE TAX ACCOUNT**

WAGE FUND BALANCE				Appropriations	\$ 60,585.56
ESTIMATED REVENUES	November 1, 2018	\$	60,585.56	Earned Interest	\$ 516.00
ESTIMATED EXPENSES		\$	-	Total Available	\$ 61,101.56
<b>Estimated Balance for Appropriation</b>		\$	<b>60,585.56</b>	Expenses	\$ -
				<b>BALANCE</b>	\$ 61,101.56

**ESCROW MONIES**

ESCROW FUND BALANCE				Appropriations	\$ 67,666.58
ESTIMATED REVENUES	November 1, 2018	\$	67,666.58	Total Available	\$ 67,666.58
ESTIMATED EXPENSES		\$	-	Expenses	\$ -
<b>Estimated Balance for Appropriation</b>		\$	<b>67,666.58</b>	<b>BALANCE</b>	\$ 67,666.58

**PUBLIC SAFETY FUND**

PUBLIC SAFETY FUND BALANCE				Appropriations	\$ 1,832,226.96
ESTIMATED REVENUES	November 1, 2018	\$	1,832,226.96	Earned Interest	\$ 15,500.00
ESTIMATED EXPENSES		\$	-	Total Available	\$ 1,847,726.96
<b>Estimated Balance for Appropriation</b>		\$	<b>1,832,226.96</b>	Expenses	\$ -
				<b>BALANCE</b>	\$ 1,847,726.96

**DCNR GRANT FUND**

DCNR GRANT FUND BALANCE				Appropriations	\$ 1,832.36
ESTIMATED REVENUES	November 1, 2018	\$	1,832.36	Earned Interest	\$ 3.96
ESTIMATED EXPENSES		\$	-	Total Available	\$ 1,836.32
<b>Estimated Balance for Appropriation</b>		\$	<b>1,832.36</b>	Expenses	\$ (1,836.32)
				<b>BALANCE</b>	\$ -

301.10 Real Estate Current	\$	150,000.00	RE Tax Collector
301.20 Real Estate Prior	\$	2,000.00	RE Tax Collector
301.40 Real Estate Delinquent	\$	1,500.00	Beaver County Courthouse
<b>Sub Total</b>	<b>\$</b>	<b>153,500.00</b>	
<b>310 Local Tax</b>			
310.10 Real Estate Transfer Tax	\$	10,000.00	Beaver County Recorder of Deeds
310.21 Earned Income - Current	\$	600,000.00	Berkheimer
310.31 Mercantile Tax - Current	\$	100.00	Pocket Nurse
310.51 LST Tax	\$	100,000.00	Berkheimer
<b>Sub Total</b>	<b>\$</b>	<b>710,100.00</b>	
<b>321 Business License &amp; Permits</b>			
321.40 Mercantile License	\$	10.00	Pocket Nurse
321.80 Cable TV Franchise	\$	4,000.00	Comcast
<b>Sub Total</b>	<b>\$</b>	<b>4,010.00</b>	
<b>322 Non-Business Permits</b>			
322.20 Demolition Permits	\$	100.00	Permit Fees - Driveways
322.50 Driveway Permits	\$	300.00	Permit Fees - Driveways
322.82 Road Encroachment Permits	\$	300.00	Permit Fees - Pipeline Crossing
322.84 Sign Permit	\$	500.00	Permit Fees - Signs
322.85 Grading Permit	\$	5,000.00	Permit Fees - Grading
<b>Sub Total</b>	<b>\$</b>	<b>6,200.00</b>	
<b>331 Fines &amp; Forfeits</b>			
331.11 Vehicle Code Violations	\$	500.00	Clerk of Courts
331.12 Violations of Ords.	\$	500.00	District Magistrate
331.13 State Police Fines	\$	300.00	PA State Police
<b>Sub Total</b>	<b>\$</b>	<b>1,300.00</b>	
<b>341-342 Rents &amp; Royalties</b>			
341.01 Interest on Checking Acct	\$	5,000.00	WesBanco
342.2 Rent of Buildings	\$	5,000.00	Hall Rentals
<b>Sub Total</b>	<b>\$</b>	<b>10,000.00</b>	



		<b>354-355 Intergovernmental Revenue</b>	
354.07	Park Grants	\$	
355.01	Public Util.Realty Tax	\$	50,000.00
			Matching Grant
			PURTA
355.05	Sup. State Pension Aid	\$	575.00
355.09	Gas Well Monies	\$	4,000.00
			Pension Funds
355.07	Fire Relief Assoc.	\$	1,000.00
			Gas Wells
			PA Fire Relief Monies
	<b>Sub Total</b>	\$	<b>61,075.00</b>
		<b>357 Local Government</b>	
357.01	General Government	\$	
			200.00
			Right to Know Requests / Lien Letters
	<b>Sub Total</b>	\$	<b>200.00</b>
		<b>359 Local Government</b>	
359.05	Payment in Lieu of Taxes	\$	
			37,437.41
			Shell's Payment in Lieu of Taxes
	<b>Sub Total</b>	\$	<b>37,437.41</b>
		<b>361-362 Charge for Services</b>	
361.30	Zoning & Land Dev Fees	\$	
			5,000.00
			Land Development
361.32	Fees for Engineer Review	\$	
			5,000.00
			Land Development
361.35	Legal Fees for SALDO	\$	
			500.00
			Land Development
362.41	Bldg Permits	\$	
			100,000.00
			Building Permit Fees
362.44	Sewer Permits	\$	
			2,000.00
			Sewage Permit Fees
362.45	Zoning Permits	\$	
			3,000.00
			Zoning Permit Fees
	<b>Sub Total</b>	\$	<b>115,500.00</b>
		<b>363 Highway &amp; Streets</b>	
363.30	Shared Equipment Reimb.	\$	
			3,200.00
			GHRIP Reimbursements for Equipment Repairs
	<b>Sub Total</b>	\$	<b>3,200.00</b>
		<b>367 Recreation</b>	
367.30	Memorial Park Gifts	\$	
			200.00
			Park Trees
	<b>Sub Total</b>	\$	<b>200.00</b>
		<b>389 Miscellaneous Revenue</b>	
389.00	Misc Revenue	\$	
			500,000.00
			Potter/Shell/Center Police Services
	<b>Sub Total</b>	\$	<b>500,000.00</b>
		<b>TOTAL INCOME \$1,602,722.41</b>	

400 General Government				
400.11	Supervisor's Salary	\$	5,625.00	\$50 per Meeting - 3 Superviors
400.115	Auditor's Fees	\$	450.00	Building Inventory Audit - Elected Auditors
400.33	Trans. & Mileage	\$	200.00	Mileage Reimbursement
400.42	Dues, Subs, & Mem	\$	3,200.00	General Code Online Ordinances
400.46	Mtgs, Conf, Educ.	\$	200.00	Supervisors Education
	<b>Sub Total</b>	\$	<b>9,675.00</b>	
<b>402 Auditing Services/Financial Administration</b>				
402.310	Professional Services - Payroll	\$	1,500.00	PrimePay - Payroll Fees
402.311	Accounting & Auditing Services	\$	5,000.00	Cottrill Arbutina - 2017 Municipal Audit
	<b>Sub Total</b>	\$	<b>6,500.00</b>	
<b>403 Tax Collection</b>				
403.16	Tax Collector Comm.	\$	2,700.00	1.5% Commission
403.20	Tax Coll Supplies	\$	400.00	Postage
403.34	Printing of Forms	\$	350.00	Tax Forms
403.35	Tax Collector Bond	\$	250.00	RE Tax Collector Bond
	<b>Sub Total</b>	\$	<b>3,700.00</b>	
<b>404 Solicitor/Legal</b>				
400.00	Solicitor	\$	15,000.00	Mike Jones
404.314	Special Legal Serv	\$	35,000.00	Legal Ads / Ctr Twp Legal Fees
	<b>Sub Total</b>	\$	<b>50,000.00</b>	
<b>405 Secretary</b>				
405.12	Secretary Salary	\$	35,490.00	
405.15	Secretary Part-time	\$	16,200.00	
405.20	Materials & Supplies	\$	2,500.00	Office Supplies
405.25	Repairs & Maintenance	\$	500.00	Office Repairs
405.26	Small Tools & Equip	\$	1,500.00	Office Equipment
405.33	Mileage Reimburse.	\$	125.00	Mileage Reimbursement
405.34	Adver. & Printing	\$	3,000.00	Public Notices in Newspaper
405.35	Bonding	\$	1,000.00	Treasurer's Bond
405.42	Dues, Subscr, Mem	\$	500.00	Domain Name
405.46	Mtgs, Conf & Educ	\$	500.00	Secretary Education
	<b>Sub Total</b>	\$	<b>61,315.00</b>	
<b>408.00 Engineer</b>				
408.14	Engineering Services	\$	10,000.00	Widmer Engineering
	<b>Sub Total</b>	\$	<b>10,000.00</b>	



409 Government Buildings			
409.15	Maintenance Wages	\$	3,653.00
409.20	Supplies	\$	1,000.00
409.25	Maintenance & Repair	\$	10,000.00
409.26	Small Tools & Equip	\$	500.00
409.30	Other Services & Chgs	\$	2,000.00
409.32	Communications	\$	4,300.00
409.36	Utilities	\$	10,000.00
409.38	Rentals	\$	2,100.00
409.60	Capital Construction	\$	2,000.00
409.74	Major Equipment	\$	14,000.00
	<b>Sub Total</b>	\$	49,553.00
410 Public Safety			
410.14	Police Services	\$	109,739.75
410.26	Small Tools / Equipment	\$	4,000.00
410.45	Contracted Serv (BCHS)	\$	3,300.00
	<b>Sub Total</b>	\$	117,039.75
411 Fire			
411.30	Fire Relief Monies	\$	6,000.00
411.54	PTVFD Allocation	\$	39,000.00
	<b>Sub Total</b>	\$	45,000.00
414 Planning & Zoning			
414.03	Advertising	\$	1,500.00
414.04	Court Stenographer	\$	1,500.00
414.10	SEO Wages	\$	2,000.00
414.14	Bldg Inspec. Wages	\$	670,000.00
414.30	Other Serv & Chgs	\$	200.00
414.31	Engineer & Legal Fees	\$	2,500.00
	<b>Sub Total</b>	\$	677,700.00
427 Sanitation			
427.45	Garbage Contract	\$	37,500.00
	<b>Sub Total</b>	\$	37,500.00



<b>430 Street Department</b>			
430.26	Small Tools/Minor Equip	\$	1,500.00
430.30	Other Services & Chgs	\$	1,200.00
430.33	Fuel - Tires-Oil	\$	8,000.00
430.37	Repair & Maint. Serv	\$	2,500.00
430.44	Employee Uniform Rental	\$	3,000.00
430.45	Contracted Services	\$	3,500.00
	<b>Sub Total</b>	\$	<b>19,700.00</b>
<b>432 Winter Maintenance &amp; Snow Removal</b>			
432.00	Snow & Ice Removal	\$	5,000.00
	<b>Sub Total</b>	\$	<b>5,000.00</b>
<b>433 Traffic Control Devices</b>			
433.00	Traffic Signal repairs	\$	7,000.00
	<b>Sub Total</b>	\$	<b>7,000.00</b>
<b>434 Street Lighting</b>			
434.00	Street Lights	\$	2,000.00
	<b>Sub Total</b>	\$	<b>2,000.00</b>
<b>436 Storm Sewers &amp; Drains</b>			
436.00	Storm Sewers & Drains	\$	45,000.00
	<b>Sub Total</b>	\$	<b>45,000.00</b>
<b>438 Maintenance &amp; Repair of Roads</b>			
438.00	Road Dept Wages	\$	50,000.00
438.18	Med/Vis Opt out	\$	4,200.00
438.19	Cell Phone Usage	\$	1,200.00
438.70	Cap't COG Purch	\$	5,000.00
	<b>Sub Total</b>	\$	<b>60,400.00</b>
<b>439 Maintenance &amp; Repair of Roads</b>			
439.00	Highway Construction	\$	189,000.00
	<b>Sub Total</b>	\$	<b>189,000.00</b>
<b>448 Water Systems</b>			
448.363	Fire Hydrant Fees	\$	4,960.00
	<b>Sub Total</b>	\$	<b>4,960.00</b>

Road Dept. Misc. Tools  
 Road Dept. Misc. Charges  
 Road Dept. Vehicles  
 Road Dept. Uniforms  
 Davey Tree Company  
 Road Dept. Salt  
 Traffic Signal Repair  
 Union Contract  
 \$350 per month  
 \$100 per month  
 Co-op purchase/maintenance  
 Guide Rails  
 Aliquippa/Center Township

<b>451 Recreation Board</b>			
451.52 Day Camp	\$	500.00	Potter Twp. Day Camp
451.53 Rec Board Allocation	\$	2,500.00	Recreation Board Events + \$1,000 from 2015
451.54 Cenn. & Reunion Comm.	\$	6,000.00	Annual Picnic
<b>Sub Total</b>	<b>\$</b>	<b>9,000.00</b>	
<b>454 Parks</b>			
454.12 Park Intern	\$	12,000.00	Summer Employee
454.31 Park Professional Services	\$	10,000.00	Engineer
454.38 Park Rentals	\$	3,000.00	Portajohn at Tank Farm
454.53 Park Improvements	\$	575,000.00	Tank Farm - parking lot/barn/electric/restrooms/well
<b>Sub Total</b>	<b>\$</b>	<b>600,000.00</b>	
<b>481 Employer Paid Benefits</b>			
481.10 Social Security (FICA)-Medicare	\$	8,000.00	FICA/Medicare Employer Contribution
481.30 PSATS UC FUND	\$	250.00	
<b>Sub Total</b>	<b>\$</b>	<b>8,250.00</b>	
<b>483 Pension Employer's Contribution</b>			
483.30 Emplvrs Contr'n Pension	\$	4,500.00	Pension Contribution
<b>Sub Total</b>	<b>\$</b>	<b>4,500.00</b>	
<b>484 Worker's Compensation</b>			
484.00 Worker's Comp	\$	14,357.00	Fire Dept. State Workers Ins & Work Comp
<b>Sub Total</b>	<b>\$</b>	<b>14,357.00</b>	
<b>486 Township Insurance</b>			
486.00 Inc, WC, Liab, Pol., Liab	\$	25,119.44	Selective Insurance - Twp. & Fire Dept.
<b>Sub Total</b>	<b>\$</b>	<b>25,119.44</b>	
<b>489 Miscellaneous Expenses</b>			
489.00 Other Misc. Expenses	\$	500,000.00	Shell/CTPD/Potter pass thru monies for police contr.
<b>Sub Total</b>	<b>\$</b>	<b>500,000.00</b>	
		<b>TOTAL EXPENSES</b>	<b>\$2,562,269.19</b>