



POTTER TOWNSHIP 2022 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 2022 Fiscal Budget.***

The 2022 Budget incorporates **no** millage rate increase.

The Budget consists of the following funds:

GENERAL FUND – Township Operating Expenses

Escrow Fund

Public Safety Fund

DCNR Grant Fund

STATE FUND – Maintenance and Repair of Public Roads

CAPITAL FUND – Capital Improvements



POTTER TOWNSHIP
2022 PROPOSED BUDGET

	GENERAL FUND	STATE FUND	CAPITAL FUND	ESCROW FUND	SAFETY FUND	DCNR GRANT
Balance for Appropriation	\$ 5,043,917.07	\$ 3,021.56	\$ 52,077.78	\$ 129,618.24	\$ 1,639,292.75	\$ 75,142.82

ESTIMATED RECEIPTS

Taxes	\$ 1,310,734.78					
State Liquid Fuels Allocation		\$ 23,191.53				
License & Permits	\$ 5,410.00					
Fines	\$ 800.00					
Intergovernmental Revenue	\$ 116,121.39					
Rent/Royalties	\$ 10,000.00					
Shared Equipment Reimb.	\$ 2,000.00					
Zoning & Permit Fees	\$ 17,600.00					
Miscellaneous Revenue	\$ 300,250.00	\$ 5.00	\$ 15.00	\$ -	\$ 400.00	\$ 20.00
Total Receipts & Balance	\$ 6,806,833.24	\$ 26,218.09	\$ 52,092.78	\$ 129,618.24	\$ 1,639,692.75	\$ 75,162.82

ESTIMATED EXPENDITURES

General Government	\$ 9,875.00					
Auditing	\$ 8,800.00					
Tax Collections	\$ 3,950.00					
Solicitor/Legal	\$ 15,500.00					
Municipal Building	\$ 71,124.00					
Engineering Services	\$ 1,500.00					
Government Buildings	\$ 166,250.00					
Police, Safety & Fire Protection	\$ 260,007.17					
Planning & Zoning	\$ 212,650.00					
Garbage Contract	\$ 45,000.00					
Street Department	\$ 75,000.00					
Highway Maintenance	\$ 83,400.00	\$ (26,218.09)				
Water Systems	\$ 11,000.00					
Recreation	\$ 13,500.00					
Parks	\$ 435,060.00					\$ (75,162.82)
Misc. Expenses	\$ 300,000.00					
Employer Paid Payroll Liabilities	\$ 10,300.00					
Pension Plan	\$ 5,000.00					
Township Insurances	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 1,762,916.17	\$ (26,218.09)	\$ -	\$ -	\$ -	\$ (75,162.82)

December 2022 Est. Balance	\$ 5,043,917.07	\$ -	\$ 52,092.78	\$ 129,618.24	\$ 1,639,692.75	\$ -
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2022 APPROPRIATION AMOUNTS WORKSHEET

		GENERAL FUND			
GENERAL FUND BALANCE				Appropriations	\$ 5,043,917.07
	11/01/21	\$	4,369,367.07	Income	\$ 1,762,916.17
ESTIMATED REVENUES		\$	1,188,750.00	Total Available	\$ 6,806,833.24
ESTIMATED EXPENSES		\$	(514,200.00)	Expenses	\$ (1,762,916.17)
ESTIMATED BALANCE FOR APPROPRIATION		\$	5,043,917.07	BALANCE	\$ 5,043,917.07
		STATE FUND			
STATE FUND BALANCE				Appropriations	\$ 3,021.56
	11/01/21	\$	13,021.56	2020 Allocation	\$ 23,191.53
ESTIMATED REVENUES		\$	-	Earned Interest	\$ 5.00
ESTIMATED EXPENSES		\$	(10,000.00)	Total Available	\$ 26,218.09
Estimated Balance for Appropriation		\$	3,021.56	Expenses	\$ (26,218.09)
		\$	3,021.56	BALANCE	\$ -
		CAPITAL FUND			
CAPITAL FUND BALANCE				Appropriations	\$ 52,077.78
	11/01/21	\$	52,077.78	Earned Interest	\$ 15.00
ESTIMATED EXPENSES		\$	-	Total Available	\$ 52,092.78
Estimated Balance for Appropriation		\$	52,077.78	Expenses	\$ -
		\$	52,077.78	BALANCE	\$ 52,092.78
		ESCROW MONIES			
ESCROW FUND BALANCE				Appropriations	\$ 129,618.24
	11/01/21	\$	129,618.24	Total Available	\$ 129,618.24
ESTIMATED EXPENSES		\$	-	Expenses	\$ -
Estimated Balance for Appropriation		\$	129,618.24	BALANCE	\$ 129,618.24
		\$	129,618.24		
		PUBLIC SAFETY FUND			
PUBLIC SAFETY FUND BALANCE				Appropriations	\$ 1,639,292.75
	11/01/21	\$	1,657,582.71	Earned Interest	\$ 400.00
ESTIMATED EXPENSES		\$	(18,289.96)	Total Available	\$ 1,639,692.75
Estimated Balance for Appropriation		\$	1,639,292.75	Expenses	\$ -
		\$	1,639,292.75	BALANCE	\$ 1,639,692.75
		DCNR GRANT FUND			
DCNR GRANT FUND BALANCE				Appropriations	\$ 75,142.82
	11/01/21	\$	75,142.82	Earned Interest	\$ 20.00
ESTIMATED EXPENSES		\$	-	Total Available	\$ 75,162.82
Estimated Balance for Appropriation		\$	75,142.82	Expenses	\$ (75,162.82)
		\$	75,142.82	BALANCE	\$ -

301.10 Real Estate Current	\$	156,000.00	RE Tax Collector
301.20 Real Estate Prior	\$	1,000.00	RE Tax Collector
301.40 Real Estate Delinquent	\$	1,500.00	Delinquent RE Tax Collection
Sub Total	\$	158,500.00	
310 Local Tax			
310.10 Real Estate Transfer Tax	\$	5,000.00	Beaver County Recorder of Deeds
310.21 Earned Income - Current	\$	1,000,000.00	Berkheimer
310.31 Mercantile Tax - Current	\$	100.00	Pocket Nurse
310.51 LST Tax	\$	100,000.00	Berkheimer
Sub Total	\$	1,105,100.00	
321 Business License & Permits			
321.40 Mercantile License	\$	10.00	Pocket Nurse
321.80 Cable TV Franchise	\$	4,000.00	Comcast
Sub Total	\$	4,010.00	
322 Non-Business Permits			
322.20 Demo Permits	\$	100.00	Permit Fees - Demolitions
322.50 Driveway Permits	\$	1,000.00	Permit Fees - Driveways
322.85 Grading Permit	\$	300.00	Permit Fees - Grading
Sub Total	\$	1,400.00	
331 Fines & Forfeits			
331.11 Vehicle Code Violations	\$	500.00	Clerk of Courts
331.13 State Police Fines	\$	300.00	PA State Police
Sub Total	\$	800.00	
341-342 Rents & Royalties			
341.01 Interest on Checking Acct	\$	6,000.00	WesBanco
342.2 Rent of Buildings	\$	4,000.00	Hall Rentals
Sub Total	\$	10,000.00	

352-355 Intergovernmental Revenue

352.53 Federal Shared Revenue	\$	29,621.39	1/2 ARP Funds
354.07 Park Grants	\$	75,000.00	
355.01 Public Util.Realty Tax	\$	1,000.00	PURTA
355.05 Sup. State Pension Aid	\$	4,000.00	Pension Funds
355.09 Gas Well Monies	\$	1,000.00	Gas Wells
355.07 Fire Relief Assoc.	\$	5,500.00	PA Fire Relief Monies
Sub Total	\$	116,121.39	

357 Local Government

357.01 General Government	\$	250.00	Right to Know Requests / Lien Letters
Sub Total	\$	250.00	

359 Local Government

359.05 Payment in Lieu of Taxes	\$	47,134.78	Shell's Payment in Lieu of Taxes
Sub Total	\$	47,134.78	

361-362 Charge for Services

361.30 Zoning & Land Development	\$	1,000.00	Zoning/Land Development Fees
361.31 SALDO Planning	\$	1,000.00	Saldo Planning Fees
361.32 Engineering Review	\$	2,000.00	Engineering Review Fees
361.35 Legal	\$	2,000.00	Legal Fees for SALDO
362.41 Bldg Permits	\$	10,000.00	Building Permit Fees
362.44 Sewer Permits	\$	1,100.00	Sewage Permit Fees
362.45 Zoning Permits	\$	500.00	Zoning Permit Fees
Sub Total	\$	17,600.00	

363 Highway & Streets

363.30 Shared Equipment Reimb.	\$	2,000.00	GHRIP Reimbursements for Equipment Repairs
Sub Total	\$	2,000.00	

389 Miscellaneous Revenue

389.00 Misc Revenue	\$	300,000.00	Potter/CTPD/Shell Police Services Contact - pass thru funds
Sub Total	\$	300,000.00	

TOTAL INCOME \$1,762,916.17

400 General Government

400.11 Supervisor's Salary	\$ 5,625.00	\$50 per Meeting - 3 Supervisors
400.115 Auditor's Fees	\$ 750.00	Building Inventory Audit / Monthly Financial Audits
400.42 Dues, Subs, & Mem	\$ 3,000.00	General Code / PSATS / Cog / Savvy Cit / Zoom
400.46 Mtgs, Conf, Educ.	\$ 500.00	Supervisors Education
Sub Total	\$ 9,875.00	

402 Auditing Services/Financial Administration

402.310 Professional Services - Payroll	\$ 2,500.00	PrimePay - Payroll Fees
402.311 Accounting & Auditing Services	\$ 6,300.00	CPA - Municipal Audit
Sub Total	\$ 8,800.00	

403 Tax Collection

403.16 Tax Collector Comm.	\$ 3,000.00	1.5% Commission
403.20 Tax Coll Supplies	\$ 300.00	RE Tax Collector Supplies
403.34 Printing of Forms	\$ 400.00	RE Tax Forms
403.35 Tax Collector Bond	\$ 250.00	RE Tax Collector Bond
Sub Total	\$ 3,950.00	

404 Solicitor/Legal

400.00 Solicitor	\$ 15,000.00	Atty. Garen Fedeles
404.31 Professional Services	\$ 500.00	Court Reporter
Sub Total	\$ 15,500.00	

405 Secretary

405.12 Secretary Salary	\$ 46,800.00	Secretary/Treasurer
405.20 Materials & Supplies	\$ 2,000.00	Office Supplies
405.25 Repairs & Maintenance	\$ 100.00	Office Repairs
405.26 Small Tools & Equip	\$ 1,500.00	Office Equipment
405.33 Mileage Reimburse.	\$ 200.00	Mileage Reimbursement
405.34 Adver. & Printing	\$ 3,000.00	Public Notices in Newspaper
405.35 Bonding	\$ 17,024.00	Treasurer's Bond
405.46 Mtgs, Conf & Educ	\$ 500.00	Meeting Needs
Sub Total	\$ 71,124.00	

408.00 Engineer

408.14 Engineering Services	\$ 1,500.00	Widmer Engineering
Sub Total	\$ 1,500.00	

409 Government Buildings

409.15 Maintenance Wages	\$ 3,500.00	Janitor
409.20 Supplies	\$ 1,500.00	Janitorial Supplies
409.25 Maintenance & Repair	\$ 5,000.00	Misc. Building Repairs
409.26 Small Tools & Equip	\$ 250.00	Misc. Building Equipment
409.30 Other Services & Chgs	\$ 1,000.00	Kitchen License/Pest Control/Fire Extinguishers
409.32 Communications	\$ 5,000.00	Comcast - incl Fire Dept
409.36 Utilities	\$ 12,000.00	Building Utilities
409.38 Rentals	\$ 3,000.00	Copier Lease
409.60 Capital Construction	\$ 125,000.00	Garage Roof / Salt Shed / Municipal Building Sign
409.74 Major Equipment	\$ 10,000.00	Building Equipment - Conference Table
Sub Total	\$ 166,250.00	

410 Public Safety

410.14 Police Services	\$ 135,007.17	Police Services
410.26 Small Tools / Equipment	\$ 76,500.00	Speed Trailer Warranty / Fire Department Radios
410.45 Contracted Serv (BCHS)	\$ 3,500.00	Humane Society
Sub Total	\$ 215,007.17	

411 Fire

411.30 Fire Relief Monies	\$ 6,000.00	State Monies to Fire Department
411.54 PTVFD Allocation	\$ 39,000.00	Potter Allocation to Fire Department
Sub Total	\$ 45,000.00	

414 Planning & Zoning

414.03 Advertising	\$ 1,500.00	Planning/Zoning Ads
414.04 Court Stenographer	\$ 350.00	Court Stenographer - Planning/Zoning
414.10 SEO Wages	\$ 3,300.00	Michael Groves
414.14 Bldg Inspec. Wages	\$ 200,000.00	MDIA - includes \$\$ payable to MDIA for Shell
414.19 Zoning Officer Comm.	\$ 2,400.00	Justin Cwynar
414.30 Other Serv & Chgs	\$ 100.00	DCED Permit Fees
414.31 Engineer & Legal Fees	\$ 5,000.00	Engineering Fees
Sub Total	\$ 212,650.00	

427 Sanitation

427.45 Garbage Contract	\$ 45,000.00	Township Refuse Pickup & Recycling - J. Young
Sub Total	\$ 45,000.00	

430 Street Department		
430.26 Small Tools/Minor Equip	\$ 4,000.00	Road Dept. Misc. Tools
430.30 Other Services & Chgs	\$ 1,000.00	Road Dept. Misc. Charges
430.33 Fuel - Tires- Oil	\$ 8,000.00	Road Dept. Vehicles
430.37 Repair & Maint. Serv	\$ 4,500.00	Vehicle Inspections / Boom Mower Repair
430.44 Employee Uniform Rental	\$ 3,500.00	Road Dept. Uniforms
430.45 Contracted Services	\$ 4,000.00	Davey Tree Company
430.70 Capital Purchases	\$ 50,000.00	Road Dept Purchases
Sub Total	\$ 75,000.00	
432 Winter Maintenance & Snow Removal		
432.00 Snow & Ice Removal	\$ 5,000.00	Road Dept. Salt
Sub Total	\$ 5,000.00	
433 Traffic Control Devices		
433.00 Traffic Signal repairs	\$ 5,000.00	Traffic Signal Repair
Sub Total	\$ 5,000.00	
433 Traffic Control Devices		
434.00 Street Lightig	\$ 2,000.00	Township Street Lights
Sub Total	\$ 2,000.00	
438 Maintenance & Repair of Roads		
438.00 Road Dep't Wages	\$ 55,000.00	Union Contract
438.18 Med/Vis Opt out	\$ 4,200.00	\$350 per month
438.19 Cell Phone Usage	\$ 1,200.00	\$100 per month
438.70 Cap't COG Purch	\$ 6,000.00	GHRIP Equipment Purchases / Maintenance
Sub Total	\$ 66,400.00	
439 Maintenance & Repair of Roads		
439.00 Highway Construction	\$ 5,000.00	Road Line Painting - 2 times
Sub Total	\$ 5,000.00	
448 Water Systems		
448.363 Fire Hydrant Fees	\$ 11,000.00	Aliquippa/Center Township
Sub Total	\$ 11,000.00	

451 Recreation Board		
451.53 Rec Board Allocation	\$ 3,500.00	Recreation Board Events
451.54 Cenn. & Reunion Comm.	\$ 10,000.00	Fireworks / Ice Cream / Music
Sub Total	\$ 13,500.00	
454 Parks		
454.15 Park Part-Time Employee	\$ 40,000.00	Seasonal Park Employment
454.31 Park Professional Services	\$ 42,000.00	Grant Mgmt/SGA/Weed Suppression
454.38 Park Rentals	\$ 3,060.00	Township Park Portajohn
454.53 Park Improvements	\$ 350,000.00	Barn Restoration
Sub Total	\$ 435,060.00	
481 Employer Paid Benefits		
481.10 Social Security (FICA)-Medicare	\$ 10,000.00	FICA/Medicare Employer Contribution
481.30 PSATS UC/FUND	\$ 300.00	PSATS Unemployment Comp Fund
Sub Total	\$ 10,300.00	
483 Pension Employer's Contribution		
483.30 Emplrs Contr'n Pension	\$ 5,000.00	Pension Contribution
Sub Total	\$ 5,000.00	
484 Worker's Compensation		
484.00 Worker's Comp	\$ 10,000.00	AmTrust - Township & Fire Dept Workers Comp
Sub Total	\$ 10,000.00	
486 Township Insurance		
486.00 Inc, WC, Liab, Pol., Liab	\$ 25,000.00	Selective Insurance - Twp. & Fire Dept. Liability
Sub Total	\$ 25,000.00	
489 Miscellaneous Expenses		
489.00 Other Misc. Expenses	\$ 300,000.00	Potter/CTPD/Shell Police Services Contact - pass thru funds
Sub Total	\$ 300,000.00	
TOTAL EXPENSES \$1,762,916.17		