



POTTER TOWNSHIP 2020 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 2020 Fiscal Budget.***

The 2020 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 2020 PROPOSED BUDGET

	GENERAL FUND	STATE FUND	CAPITAL FUND	WAGE TAX FUND	ESCROW FUND	SAFETY FUND	DCNR GRANT FUND
Balance for Appropriation	\$ 519,158.00	\$ 117.37	\$ 51,836.07	\$ 61,185.70	\$ 109,565.24	\$ 1,850,472.78	\$ 1.00
ESTIMATED RECEIPTS							
Taxes	\$ 2,362,600.00						
State Liquid Fuels Allocation		\$ 24,861.54					
License & Permits	\$ 10,310.00						
Fines	\$ 1,800.00						
Intergovernmental Revenue	\$ 299,712.00						
Rent/Royalties	\$ 21,000.00						
Shared Equipment Reimb.	\$ 3,000.00						
Zoning & Permit Fees	\$ 66,000.00						
Miscellaneous Revenue	\$ 529,000.00	\$ 121.09	\$ 432.00	\$ 504.00	\$ -	\$ 15,000.00	
Total Receipts & Balance	\$ 3,812,580.00	\$ 25,100.00	\$ 52,268.07	\$ 61,689.70	\$ 109,565.24	\$ 1,865,472.78	\$ 1.00
ESTIMATED EXPENDITURES							
General Government	\$ 9,805.00						
Auditing	\$ 7,000.00						
Tax Collections	\$ 3,750.00						
Solicitor/Legal	\$ 71,000.00						
Municipal Building	\$ 100,980.00						
Public Safety	\$ 19,500.00					\$ (109,739.75)	
Engineering Services	\$ 10,000.00						
Government Buildings	\$ 75,250.00						
Fire Protection	\$ 45,000.00						
Planning & Zoning	\$ 433,250.00						
Garbage Contract	\$ 38,000.00						
Street Department	\$ 121,000.00						
Highway Maintenance	\$ 1,290,795.00	\$ (25,100.00)					
Water Systems	\$ 5,500.00						
Recreation	\$ 10,000.00						
Parks	\$ 1,019,000.00						
Misc. Expenses	\$ 500,000.00						
Employer Paid Payroll Liabilities	\$ 8,250.00						
Pension Plan	\$ 4,500.00						
Township Insurances	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 3,812,580.00	\$ -	\$ -	\$ -	\$ -	\$ (109,739.75)	\$ -
December 2020 Est. Balance		\$ -	\$ 52,268.07	\$ 61,689.70	\$ 109,565.24	\$ 1,755,733.03	\$ 1.00

2020 APPROPRIATION AMOUNTS WORKSHEET

		GENERAL FUND			
GENERAL FUND BALANCE				Appropriations	\$ 519,158.00
	Nov-19		\$ 858,248.58	Income	\$ 3,293,422.00
ESTIMATED REVENUES			\$ 685,864.98	Total Available	\$ 3,812,580.00
ESTIMATED EXPENSES			\$ (1,024,955.56)	Expenses	\$ (3,812,580.00)
ESTIMATED BALANCE FOR APPROPRIATION			\$ 519,158.00	BALANCE	\$ -
		STATE FUND			
STATE FUND BALANCE				Appropriations	\$ 117.37
	Nov-19		\$ 7,117.37	2020 Allocation	\$ 24,861.54
ESTIMATED REVENUES			\$ -	Misc Income	\$ -
ESTIMATED EXPENSES			\$ (7,000.00)	Interest	\$ 121.09
Estimated Balance for Appropriation			\$ 117.37	Total Available	\$ 25,100.00
				Expenses	\$ (25,100.00)
				BALANCE	\$ -
		CAPITAL FUND			
CAPITAL FUND BALANCE				Appropriations	\$ 51,836.07
	Nov-19		\$ 51,836.07	Earned Interest	\$ 432.00
ESTIMATED EXPENSES			\$ -	Total Available	\$ 52,268.07
Estimated Balance for Appropriation			\$ 51,836.07	Expenses	\$ -
				BALANCE	\$ 52,268.07
		WAGE TAX ACCOUNT			
WAGE FUND BALANCE				Appropriations	\$ 61,185.70
	Nov-19		\$ 61,185.70	Earned Interest	\$ 504.00
ESTIMATED REVENUES				Total Available	\$ 61,689.70
Estimated Balance for Appropriation			\$ 61,185.70	Expenses	\$ -
				BALANCE	\$ 61,689.70
		ESCROW MONIES			
ESCROW FUND BALANCE				Appropriations	\$ 109,565.24
	Nov-19		\$ 109,565.24	Total Available	\$ 109,565.24
ESTIMATED EXPENSES			\$ -	Expenses	\$ -
Estimated Balance for Appropriation			\$ 109,565.24	BALANCE	\$ 109,565.24
		PUBLICSAFETY FUND			
PUBLIC SAFETY FUND BALANCE				Appropriations	\$ 1,850,472.78
	Nov-19		\$ 1,850,472.78	Earned Interest	\$ 15,000.00
ESTIMATED EXPENSES			\$ -	Total Available	\$ 1,865,472.78
Estimated Balance for Appropriation			\$ 1,850,472.78	Expenses	\$ (109,739.75)
				BALANCE	\$ 1,755,733.03
		DCNR GRANT FUND			
DCNR GRANT FUND BALANCE				Appropriations	\$ 1.00
	Nov-19		\$ 1.00	Earned Interest	
ESTIMATED EXPENSES			\$ -	Total Available	\$ 1.00
Estimated Balance for Appropriation			\$ 1.00	Expenses	\$ -
				BALANCE	\$ 1.00

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301.10 Real Estate Current	\$ 154,000.00	RE Tax Collector
301.20 Real Estate Prior	\$ 1,000.00	RE Tax Collector
301.40 Real Estate Delinquent	\$ 2,500.00	Beaver County Courthouse
Sub Total	\$ 157,500.00	
310 Local Tax		
310.10 Real Estate Transfer Tax	\$ 5,000.00	Beaver County Recorder of Deeds
310.21 Earned Income - Current	\$ 2,000,000.00	Berkheimer
310.31 Mercantile Tax - Current	\$ 100.00	Pocket Nurse
310.51 LST Tax	\$ 200,000.00	Berkheimer
Sub Total	\$ 2,205,100.00	
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 Demolition Permits	\$ 500.00	Permit Fees - Demolition
322.50 Driveway Permits	\$ 100.00	Permit Fees - Driveways
322.82 Road Encroachment Permits	\$ 500.00	Permit Fees - Pipeline Crossing
322.84 Sign Permit	\$ 200.00	Permit Fees - Signs
322.85 Grading Permit	\$ 5,000.00	Permit Fees - Grading
Sub Total	\$ 6,300.00	
331 Fines & Forfeits		
331.11 Vehicle Code Violations	\$ 1,500.00	Clerk of Courts
331.12 Violations of Ords.	\$ -	District Magistrate
331.13 State Police Fines	\$ 300.00	PA State Police
Sub Total	\$ 1,800.00	
341-342 Rents & Royalties		
341.01 Interest on Checking Acct	\$ 15,000.00	WesBanco
342.2 Rent of Buildings	\$ 6,000.00	Hall Rentals
Sub Total	\$ 21,000.00	

354-355 Intergovernmental Revenue		
354.07 Park Grants	\$ 250,000.00	Matching Grant
355.01 Public Util.Realty Tax	\$ 575.00	PURTA
355.05 Sup. State Pension Aid	\$ 4,000.00	Pension Funds
355.09 Gas Well Monies	\$ 1,600.00	Gas Wells
355.07 Fire Relief Assoc.	\$ 5,900.00	PA Fire Relief Monies
Sub Total	\$ 262,075.00	
357 Local Government		
357.01 General Government	\$ 200.00	Right to Know Requests / Misc.
Sub Total	\$ 200.00	
359 Local Government		
359.05 Payment in Lieu of Taxes	\$ 37,437.00	Shell's Payment in Lieu of Taxes
Sub Total	\$ 37,437.00	
361-362 Charge for Services		
361.30 Zoning & Land Dev Fees	\$ 1,500.00	Land Development
361.32 Fees for Engineer Review	\$ 2,000.00	Land Development
361.35 Legal Fees for SALDO	\$ 2,000.00	Land Development
362.41 Bldg Permits	\$ 50,000.00	Building Permit Fees
362.44 Sewer Permits	\$ 10,000.00	Sewage Permit Fees
362.45 Zoning Permits	\$ 500.00	Zoning Permit Fees
Sub Total	\$ 66,000.00	
363 Highway & Streets		
363.30 Shared Equipment Reimb.	\$ 3,000.00	GHRIP Reimbursements for Equipment Repairs
Sub Total	\$ 3,000.00	
367 Recreation		
367.30 Memorial Park Gifts	\$ 2,000.00	Park Trees & Benches
Sub Total	\$ 2,000.00	
389 Miscellaneous Revenue		
389.00 Misc Revenue	\$ 527,000.00	Potter/Shell/Center Police Services
Sub Total	\$ 527,000.00	
TOTAL INCOME	\$ 3,293,422.00	

400 General Government

400.11 Supervisor's Salary	\$ 5,625.00	\$50 per Meeting - 3 Superviors
400.115 Auditor's Fees	\$ 480.00	Building Inventory Audit - Elected Auditors
400.33 Trans. & Mileage	\$ 500.00	Mileage Reimbursement
400.42 Dues, Subs, & Mem	\$ 3,000.00	General Code Online / PSATS / COG / DOT.GOV
400.46 Mtgs, Conf, Educ.	\$ 200.00	Supervisors Education
Sub Total	\$ 9,805.00	

402 Auditing Services/Financial Administration

402.310 Professional Services - Payroll	\$ 2,000.00	PrimePay - Payroll Fees
402.311 Accounting & Auditing Services	\$ 5,000.00	CPA - Municipal Audit
Sub Total	\$ 7,000.00	

403 Tax Collection

403.16 Tax Collector Comm.	\$ 2,700.00	1.5% Commission
403.20 Tax Coll Supplies	\$ 400.00	Postage
403.34 Printing of Forms	\$ 400.00	Tax Forms
403.35 Tax Collector Bond	\$ 250.00	RE Tax Collector Bond
Sub Total	\$ 3,750.00	

404 Solicitor/Legal

400.00 Solicitor	\$ 20,000.00	Mike Jones
404.31 Professional Services	\$ 5,000.00	
404.314 Special Legal Serv	\$ 46,000.00	Legal Ads / Special Legal Fees
Sub Total	\$ 71,000.00	

405 Secretary

405.12 Secretary Salary	\$ 46,800.00	Secretary/Treasurer
405.15 Secretary Part-time	\$ 42,730.00	Clerk
405.20 Materials & Supplies	\$ 5,000.00	Office Supplies
405.25 Repairs & Maintenance	\$ 250.00	Office Repairs
405.26 Small Tools & Equip	\$ 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	\$ 1,000.00	Treasurer's Bond
405.42 Dues, Subscr, Mem	\$ 1,000.00	Domain Name
405.46 Mtgs, Conf & Educ	\$ 500.00	Secretary Education
Sub Total	\$ 100,980.00	

408.00 Engineer

408.14 Engineering Services	\$ 10,000.00	Widmer Engineering
Sub Total	\$ 10,000.00	

409 Government Buildings		
409.15 Maintenance Wages	\$ 3,700.00	Janitor
409.20 Supplies	\$ 1,500.00	Janitorial Supplies
409.25 Maintenance & Repair	\$ 10,000.00	Misc. Building Repairs
409.26 Small Tools & Equip	\$ 250.00	Misc. Building Equipment
409.30 Other Services & Chgs	\$ 2,000.00	Kitchen License/Pest Control/Fire Extinguishers
409.32 Communications	\$ 4,700.00	Comcast - incl Fire Dept
409.36 Utilities	\$ 10,000.00	Building Utilities
409.38 Rentals	\$ 2,100.00	Copier Lease
409.60 Capital Construction	\$ 35,000.00	Twp Bldg Sign / Office Carpet / Twp Bldg Artwork
409.74 Major Equipment	\$ 6,000.00	Hall Round Tables / Defrbrillator w/ Case
Sub Total	\$ 75,250.00	
410 Public Safety		
410.14 Police Services	\$ -	Paid with Public Safety Fund Monies
410.26 Small Tools / Equipment	\$ 16,500.00	Flashing Speed Limit Signs / House #'s & Stakes
410.45 Contracted Serv (BCHS)	\$ 3,000.00	Humane Society
Sub Total	\$ 19,500.00	
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	\$ 5,000.00	Michael Groves
414.14 Bldg Inspec. Wages	\$ 400,000.00	MDIA - includes \$\$ payable to MDIA for Shell
414.19 Zoning Officer Comm.	\$ 1,200.00	Dave Hagen/Zoning Officer - \$300 quarterly
414.30 Other Serv & Chgs	\$ 200.00	DCED Permit Fees
414.31 Engineer & Legal Fees	\$ 25,000.00	Engineering Fees
Sub Total	\$ 433,250.00	
427 Sanitation		
427.45 Garbage Contract	\$ 38,000.00	Township Refuse Pickup
Sub Total	\$ 38,000.00	

430 Street Department		
430.26 Small Tools/Minor Equip	\$ 2,000.00	Road Dept. Misc. Tools
430.30 Other Services & Chgs	\$ 500.00	Road Dept. Misc. Charges
430.33 Fuel - Tires- Oil	\$ 8,000.00	Road Dept. Vehicles
430.37 Repair & Maint. Serv	\$ 4,000.00	Vehicle Inspections / Misc. Repairs
430.44 Employee Uniform Rental	\$ 3,000.00	Road Dept. Uniforms
430.45 Contracted Services	\$ 3,500.00	Davey Tree Company
430.70 Capital Purchases	\$ 100,000.00	Road Dept Truck/Plow
Sub Total	\$ 121,000.00	
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	
436 Storm Sewers & Drains		
436.00 Storm Sewers & Drains	\$ 6,490.00	
Sub Total	\$ 6,490.00	
438 Maintenance & Repair of Roads		
438.00 Road Dep't Wages	\$ 85,000.00	Union Contract + extra laborer
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	\$ 96,400.00	
439 Maintenance & Repair of Roads		
439.00 Highway Construction	\$ 1,175,905.00	Pave Township Roads
Sub Total	\$ 1,175,905.00	
448 Water Systems		
448.363 Fire Hydrant Fees	\$ 5,500.00	Aliquippa/Center Township
Sub Total	\$ 5,500.00	

451 Recreation Board		
451.52 Day Camp	\$ 500.00	Day Camp
451.53 Rec Board Allocation	\$ 3,500.00	Recreation Board Events
451.54 Cenn. & Reunion Comm.	\$ 6,000.00	Annual Picnic
Sub Total	\$ 10,000.00	
454 Parks		
454.12 Park Intern	\$ 5,000.00	Summer Employee - Match w/ LGA
454.31 Park Professional Services	\$ 10,000.00	Engineer
454.38 Park Rentals	\$ 4,000.00	Portajohn at Tank Farm
454.53 Park Improvements	\$ 1,000,000.00	Rocky Bend Improvements
Sub Total	\$ 1,019,000.00	
481 Employer Paid Benefits		
481.10 Social Security (FICA)-Medicare	\$ 8,000.00	FICA/Medicare Employer Contribution
481.30 PSATS UC/FUND	\$ 250.00	PSATS Unemployment Comp Fund
Sub Total	\$ 8,250.00	
483 Pension Employer's Contribution		
483.30 Emplrs Contr'n Pension	\$ 4,500.00	Pension Contribution
Sub Total	\$ 4,500.00	
484 Worker's Compensation		
484.00 Worker's Comp	\$ 15,000.00	Fire Dept. State Workers Ins & Worker's Comp
Sub Total	\$ 15,000.00	
486 Township Insurance		
486.00 Inc, WC, Liab, Pol., Liab	\$ 25,000.00	Selective Insurance - Twp. & Fire Dept.
Sub Total	\$ 25,000.00	
489 Miscellaneous Expenses		
489.00 Other Misc. Expenses	\$ 500,000.00	Shell/CTPD/Potter pass thru monies for police cont.
Sub Total	\$ 500,000.00	
TOTAL EXPENSES		\$ 3,812,580.00