

**SANDY TOWNSHIP MUNICIPAL AUTHORITY  
1094 CHESTNUT AVENUE, P.O. BOX 267  
DUBOIS, PA 15801**

**SANDY TOWNSHIP BOARD OF SUPERVISORS  
1094 CHESTNUT AVENUE, P.O. BOX 267  
DUBOIS, PA 15801**

**SPECIAL BUDGET WORKSHOP MEETING  
MONDAY, OCTOBER 16, 2023@ 6:00 P.M.**

**MINUTES**

**SPECIAL BUDGET WORKSHOP MEETING CALL TO ORDER**

Chairman William Beers called the meeting to order at 6:00 pm.

**ROLL CALL**

Board Present:

William Beers

Barry Abbott

Kevin A. Salandra

Mark Sullivan

Samuel Mollica

Staff Present:

Shawn Arbaugh, Manager

Theresa Bracken, Secretary-Treasurer

Kris Kruzalak- Police Chief

Others: See sign in sheet.

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**PUBLIC NOTICE**

Notice is hereby given that the Sandy Township Board of Supervisors is conducting this special meeting for the annual planning of the 2024 budget on Monday, October 16, 2023, at 6:00 P.M. at the Sandy Township Municipal Building located at 1094 Chestnut Avenue, DuBois, PA 15801. The public was also invited to attend by telephone by calling 814-371-1815 and using Pin No. 223344.

Shawn Arbaugh, Township Manager

Published in the *Courier Express* October 5, 2023

**STAFF PRESENTATION**

Manager Arbaugh stated that this proposed budget for 2024 does not contain any increase in taxes or water & sewer rates. Manager Arbaugh then reviewed the memo containing the list of major changes for the upcoming year. See attached memo.

**COMMENTS**

**ADJOURN**

Supervisor Salandra made a motion to adjourn. Supervisor Sullivan seconded the motion.

A roll call vote was taken.

Barry Abbott – aye

Samuel Mollica – aye

Mark Sullivan – aye

William Beers – aye

Kevin Salandra – aye

Motion carried.

**The meeting adjourned at 6:50 PM**

**SEE ATTACHED MEMO**

Respectfully submitted:

  
Theresa Bracken  
Secretary-Treasurer

## ***MEMORANDUM***

**TO: Sandy Township Board of Supervisors**

**FROM: Shawn Arbaugh SA**

**RE: Preliminary Budget Notes**

**DATED: October 11, 2023**

The purpose of this memo is to provide the Board of Supervisors a preliminary budget for input, questions, and discussion. There are no proposed tax or sewer/water rate increases this year. The notes below describe key changes from previous years and explanations on specific line items that may not be apparent. If you would like to sit down and go over this one on one, please let me know.

### Budget Notes

#### **General Fund**

1. Real Estate Taxes (301.100) – These are projected to increase \$40,000 from Danone due to being removed from the tax incentive program that was for 10 years. This also includes a projected general increase of \$10,000 or approximately 0.7% from 2023.
2. Real Estate Transfer Tax (310.100) – This is expected to remain flat with higher interest rates.
3. Earned Income Tax (310.210) – This is projected to have a slight increase of \$15,000 or 1% from 2023 projections with wage increases and additional jobs in the area.
4. Sanitation (351.040) – This is a franchise fee Waste Management pays us for the wear and tear on our roadways, and for exclusive waste rights within the Township.
5. Municipal Pension Aid (355.050) – This was increased approximately \$35,000 over previous years due to receiving this amount in 2023.
6. In-lieu of Taxes (356.050) – This was decreased \$24,000 from Danone being removed from tax incentive program after 10 years.
7. Foreign Fire Insurance (355.070) – This is an allocation from a 2% tax on fire insurance purchased by PA residents from companies incorporated outside of PA. In 2022, we saw a large increase and expect this to continue at this level.
8. County Liquid Fuels (357.030) – This was traditionally money the County allocated to Municipalities. Due to a large number of County bridge projects, they informed us we won't get an allocation for several years.

9. Sale of Assets (391.100) – This includes projections of \$25,000 for 2016 International, \$3,500 for two pickups, \$3500 for loader.
10. Reimbursements (395.010) – This is increased by \$32,587 for DCC reimbursement of a part-time police officer.
11. Local Grants (397.010) – This includes \$40,000 from dirt and gravel roads for pipe for Gamelands Road and \$40,000 for DSA on Breck Road, \$320,000 from Green Light Go Grant Reimbursement, \$160,000 Breck Road Bridge Grant, and \$15,000 from recycling grant.
12. Police Grants (397.020) – This includes the remainder of the PCCD grant for the software program.
13. Computer Hardware (407.750) – This includes an additional \$5,000 for new Board computers.
14. Engineering (408) – The salary and associated costs with a staff engineer were removed. Projected costs of consulting engineers were included for general Township business under contractual and professional services.
15. Part-time Police (410.450) – These are costs associated with the DCC SRO's salary.
16. Police Telephone (410.321) – The increase includes mobile data for the traffic cameras, LPRs, and cars.
17. Police Contractual Services (410.450) – This is increased by \$13,000 for new RMS annual maintenance.
18. Police Capital Purchase (410.700)- These costs are for the police car upfit and \$2,000 for Mobile Police Radio Base Station (spare radio).
19. Fire Hydrants (411.364)– This is increased due to all Treasure Lake hydrants being online.
20. Road Overtime (430.183) – This is up to cover weekends at the park.
21. Road Capital (430.700) – This is for an angled broom for the loader. We did evaluate a broom for the mower but determined that the water tank on the loader will keep dust down, and we use the mower and broom at same time, which could slow mowing operations down.
22. Traffic Signals Electric (434.360) – This was increased due to previous electric agreement expiring, and the new contract is about 35% higher.
23. Contractual Services (434.450) – This includes \$320,000 for GLG project – Shaffer / Maple traffic signal upgrade.
24. Storm Drainage Supplies (436.210) – This includes a projected \$40,000 for drainage on Gamelands Road.



25. Road Supplies (438.210) – This includes \$40,000 projected grant from dirt and gravel roads for DSA on Breck road and \$5,000 for Breck Road paving.
26. Bridge Construction (439.610) – This includes \$160,000 for Breck Road Bridge replacement.
27. Medical (486.156) – 10.75% anticipated increase, but new plan options should cap this increase. We are offering several new programs to lower the overall costs to the Township and benefit the employees.
28. Pensions (487.160) - Police MMO-\$259,729, Non-uniform MMO - \$87,400.;  
\*\*\*\*We received an updated MMO of \$207,861 for the Police based upon completion of the 2023 Actuarial Valuation. If the new resolution passes, I recommend reducing the overall amount we take out of capital for road paving by this difference (\$51,868).

#### **Municipal Authority Fund**

1. Sewer Tap Fees (364.150) – The increase is projected with connections at Kiwanis Trail and Platt Road.
2. Engineering Services (429.313) – This is projected at \$150,000 for services associated with Kiwanis Trail – Phase 3 and Industrial Drive sewers.
3. Sewer Construction (429.377) – A projection of \$260,000 is for local match of grants for Kiwanis - Phase 3 and Industrial Drive sewers
4. DuBois sewer fees (429.451)- This was increased by \$130,000 over 2023 projections due to a sewer agreement change in calculation methodology in May 2024.
5. Debt Service (429.471) – This was reduced by \$100,000 as a Pennvest loan gets paid off.
6. Capital Purchase (493.000) – This includes a truck upfit for a sliding bed liner (\$10,000) and potential vehicle purchase (\$40,000).
7. Engineering (448.313) – This was decreased due to Slab Run waterline replacement project being completed.
8. Water line construction (448.377) – This was decreased due to Slab Run waterline replacement project being completed.

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#### **Liquid Fuels Fund**

1. Capital Equipment (430.470) – This is a partial cost of a new large plow truck (\$30,000).

2. Winter Maintenance (432.240) – This allocated \$85,000 for salt and \$40,000 for anti-skid.
3. Construction (439.610) – This provides for \$300,000 for tar and chip (Fender Road, Kessler Road, #2 Shaft Road, Cain, Ice Plant, Dunlap, Cook, Murray, Liddle Estates, David Reed, Old 255 at Treasure Lake, Athena Drive, Flowing Well Road, Hubler Road, Showers Road, Old Bliss Run Road. (Sabula Roads would be completed in 2025. They were last completed in 2020) and \$300,000 for paving.

#### **Highway Equipment Fund**

1. Highway Equipment (430.740) –\$230,000 for portion of large plow truck

#### **New Building Fund**

We should have about \$535,000 at the end of 2024.

#### **Capital Reserve Fund**

**\*We have a proposal to utilize \$700,000 from capital reserves for road paving.** These include Platt Road, Lundgren Road, Clear Run Cemetery Road, Campbell Drive, Deer Run Drive. We could also add Industrial Drive (section near Walmart) and Murtland as alternates and do these roads if prices are favorable.