



901 Jefferson Street  
Latrobe, PA 15650

# 2024 ADOPTED BUDGET REPORT

Presented:  
December 11, 2023  
By: Terry Carcella  
City Manager, City of Latrobe, PA

**City of Latrobe**  
**A Home Rule Charter Municipality**

**2024 BUDGET**

Dear Honorable Mayor and Council:

In accordance with Article X, Section 1002 of the City of Latrobe Home Rule Charter, the proposed budget for the year 2024 is hereby presented for review, discussion and action. Council is required by the City of Latrobe Home Rule Charter to adopt the budget no later than December 11, 2023, after proper posting and advertisement.

As required by the City of Latrobe Home Rule Charter, the City Manager shall submit a proposed budget for the ensuing fiscal year with an accompanying report attached.

The Budget Report will show the fiscal budget in account detail by department for all proposed Revenue and Expenditure items as they relate to the various funds utilized by the City.

**VISION:**

The City of Latrobe has a small-town atmosphere and is home to a vibrant and walkable central business district with shops, stores, restaurants, and offices; a wide range of housing options for people of all ages; a high quality housing stock; an abundance of parks, trails, recreational facilities, and cultural amenities; historic buildings and resources; and a sound municipal government that strives to maintain its fiscal responsibility and accountability while working closely with community stakeholders to manage growth and revitalization. Our attractive community has a sense of pride, a hard work ethic, a sense of place, and is a great place to raise a family.

Building on its history is the goal of effective and efficient governmental operations to provide services at the lowest possible cost for our residents.

**BUDGET REPORT:**

This report is the proposed plan and policy statement for financial operation and fiscal management for the City of Latrobe for the year 2024. The accompanying projection of Revenues and Expenditures with fund balances is provided to show how current economic trends, coupled with City of Latrobe's financial policies, could and may influence future cash balances and tax levies. When creating financial projections, known quantities such as actual revenues, expenditures, and balances interact with a set of key assumptions to determine a possible outcome at the end of the budget process.

Please take into consideration that a number of issues were resolved in the 2023 budget year. We attempted to project to be the best of our ability based on current economic conditions and prior years' history with the budget process of City of Latrobe. It is important to point out that forecasting is a useful tool in financial planning development.

## **BUDGET PREPARATION OBJECTIVES:**

Each year the municipal staff is asked to provide its best assessment of what funding allocations are necessary to adequately maintain services within the City of Latrobe. In general, the annual budget is created from a prior expenditure history as calculations are made to reflect the operating and capital project needs for the coming year by each department head. For 2024, Staff has made a significant effort to present a plan that will enable the traditional services to be maintained.

The 2024 spending plan addresses the following:

1. The financial requirement to provide public safety to the City residents and businesses including police protection, emergency management, and fire protection services.
2. The financial requirements for the construction, maintenance, repair and improvements of roads and infrastructure.
3. The financial obligations of the City to provide code/zoning protection, legal services, and general government services.
4. The goal of maintaining 8 public works team members, promoting our part-time utility person in the clerical and maintenance division and adding a position to the police unit are part of this proposed budget.

The Municipality prepares the following budgets subject to appropriation:

**GENERAL FUND** – The General Fund is the General Operating Fund for the City. It is used to account for all financial resources except those required to be accounted for in another fund.

**CAPITAL FUND** – The Capital Improvement Fund is used to account for the financial resources to fund the acquisition, construction or improvement of major capital assets. The source of this fund is from the General Operation Fund and remaining funds from American Rescue Plan grant dollars.

**LIQUID FUELS FUND** – The State Liquid Fuels Fund is used to account for the receipt and expenditure of the City's share of the proceeds for the state liquid fuels tax. The fund is restricted for those expenditures that are mostly related to roads and their ancillary expenses. The Liquid Fuels Fund pays for the street lighting and road salt.

**STORM WATER FUND**-- This fund pays for all storm water related expenses. A replenishment of funds from the storm water fund to the General fund for documented expenses related to maintenance of all storm water controls in the City not paid directly from this account.

## **REVENUES HIGHLIGHTS:**

**Real Estate Tax** – All values represent the estimated base year market value of the property as of January 1, 2016, unless otherwise updated due to permits, appeals, corrections, flood loss or catastrophic loss. This allows similar homes to have similar assessments until the next county-wide reassessment. The current assessment of all properties in the City of Latrobe is \$65,642,260.00. This

provides the City with a total of \$1,411,308.50 based upon the 21.50 millage rate. The recent actual revenue for real estate tax value from 2018 to present is as followed and has been consistent:

2018	\$1,306,454.29
2019	\$1,309,970.69
2020	\$1,284,682.43
2021	\$1,286,273.32

The proposed budget is based on 21.50 mills and indicates **NO TAX INCREASE** for the 2024 fiscal year.

**Earned Income Tax (EIT)** – This is the tax on residents’ wages. The Westmoreland County Tax Collection Committee selected Berkheimer as Act 511 Tax Collector for the EIT. Our Tax Department will continue to collect the delinquent EIT, property tax, and Local Service Tax. The recent actual revenue for Earned Income Tax from 2018 to present is as follows:

2018	\$1,420,908.89
2019	\$1,463,473.06
2020	\$1,388,435.02
2021	\$1,485,622.66
2022	\$1,656,654.49

**Local Service Tax** – The Local Services Tax is a local tax payable by all individuals who hold a job or profession within the taxing jurisdiction imposing the tax. Currently the LST rate is \$47.00 City and \$5.00 School District for a total of \$52.00 per year. The recent actual revenue for Local Service Tax from 2018 to present is as follows:

2018	\$190,645.70
2019	\$191,120.74
2020	\$180,379.00
2021	\$179,779.45
2022	\$180,311.51

**Parking Revenue** – Compared to past years the City allocated this as a separate fund. Beginning in the 2021 this will become part of the General Operating Budget. The recent actual revenue for Parking from 2018 to present is as follows:

2018	\$289,477.32
2019	\$282,912.70
2020	\$179,317.72
2021	\$189,091.05
2022	\$213,704.00

**Stormwater Pollutant Control Fee** – This fund passed by ordinance in December of 2019 establishing a program to control stormwater pollution with the creation of fee and prescribing rules and regulations for the collection of said fee. The fee will receive exclusive monies from the Pollutant Control Fee to be used for the construction and design of BMP’s as outlined in the City’s Pollution Reduction Plan that was adopted by DEP in 2018. The approximate revenues received from this fund will be \$420,000.00 for

2024. The fee will be paid by all property owners in the City based upon an Equivalent Residential Unit. The fee is set at \$90.00 per year per ERU.

The funds collected from this fee will pay for the upgrading and maintenance of the storm water system along with the reduction of pollutants by 10% that enter our rivers and streams.

**Sanitation** – This revenue includes Residential and Commercial refuse collection and transportation, Transfer Station operations, and sale of refuse stickers is listed separately in the General Fund Budget. The Transfer Station has shown a strong increase in revenue from 2018 to present. This increase is largely due to a strong economy in construction and other related fields. The recent actual revenue for the Transfer Station for 2024 is in a separate line item for revenue from the Transfer Station.

• Taxes	45.10%	\$3,235,500.00
• Sanitation	18.50%	\$1,327,250.00
• Stormwater T	3.62%	\$260,000.00
• Transfer Station	15.33%	\$1,100,000.00
• Police /parking	5.32%	\$381,555.00
• Entitlements	3.38%	\$242,212.00
• Franchise	2.44%	\$175,000.00
• Transfers Act 205	3.76%	\$270,000
• Miscellaneous	2.55%	\$183,075.00
2024 Total Revenue	100%	<b>\$7,174,592.00</b>

• Salaries	37.99%	\$2,725,531.00
• Benefits	17.92%	\$1,285,500.00
• Fixed costs	27.86%	\$1,998,961.00
• Variable costs	12.61%	\$904,600.00
• Transfers	3.62%	\$260,000
• 2024 Total Expenditures	100%	<b>\$7,174,592.00</b>

**CAPITAL PROJECTS:**

For 2024, the Total Capital expenditures for 2024 will be \$484,500.  
The following is the 2022 Capital Project expenditure list:

- # 1 Highway Plow Truck replacement \$85,000.00
- Transfer Station Compactors and Boxes \$25,000.00  
ARPA Funding
- Water Line extension at Transfer Station \$33,000.00
- Transfer Station Scale Extension \$56,000.00
- Air Handler Unit #3 \$48,000.00
- Electric Box Replacement \$30,000.00
- CDBG match Grant / Blight program \$67,500.00
- Admin Floor Replacement \$25,000.00
- Police Drone \$30,000.00
  
- Storm Water Account #39 Funding
- Stormwater Utility Truck \$85,000.00

Total Capital Project Expenditures \$484,500.00

**LIQUID FUELS:**

In 2024 the City of Latrobe enrolled in the PA Investment Fund program to deposit the liquid fuels monies as a separate savings fund. All expenditures will be paid directly out of the fund. Expenditures have been removed from the General Operating Fund and will be budgeted separately under this fund.

The 2024 requested budget is in the amount of \$570,000 with expenditures of \$350,000.00 planned for surface treatment projects. The remaining balance of \$100,000.00 will be carried over to fund expenditures in 2024 for winter maintenance and street lighting. The liquid fuels monies are exclusive and can only be used to fund the expenditures listed in section 2.7.1 of the Liquid Fuels Tax Funds for Municipalities as Acceptable Expenditures.

The City primarily uses the Liquid Fuels fund to cover the cost of Street Lighting electricity, Paving, Road Salt, and repair and maintenance of roads.

- Street Lighting \$95,000.00
- Repair of Tools and Machinery \$5,000.00
- Maintenance of Road Surfaces \$350,000.00
- Winter Maintenance \$ 85,000.00
- Equipment Purchase \$35,000.00

Total Liquid Fuels Budget: \$570,000.

**BUDGET DEVELOPMENT:**

The City of Latrobe had many challenges in 2023. The last item to verify was the Earned Income tax payments for the end of November of 2023. Reaching over \$1,600,000 helped to solidify the 2024 budget.

Further, 2023 is not any different as previous years with the continuing fiscal challenge of the cost for retirees. These are in the form of pension obligations, retiree health benefits and life insurance costs. As employees retire, this expense continues to increase. Post-retirement health benefits add to the additional expenditure's municipality's face. We have also seen most of the expenses for insurance and health care exceed 10 to 15% in costs increase for 2024.

Another determinant factor with regard to the financial health and well-being of the City is its Fund Balances and availability of cash on hand. Too much income was carried in the General Fund and a plan to invest at least \$750,000 into laddered Certificate of Deposit investments should take place early in 2024. Fund balances are as of 12/7/2023.

General Fund	\$ 2,746,832
Capital Reserve	\$ 44,262
PA Invest CD Fund	\$ 579,253
Capital Improvement Fund	\$ 34,978
Credit Card Fund	\$ 34,569

### CONCLUSION

I hereby transmit to the Mayor, Council and the Citizens a budget that provides for the needs of the community. I believe as you review the budget you will obtain a better understanding of the needs of the community for 2024. You will also find the information contained within provides a detailed breakdown of the City's operations for the coming year. There is no real estate tax increase recommended for 2024, however, it is imperative that we review the upcoming report in 2024 from the Strategic Planning Study.

Respectfully submitted,

Terry Carcella  
City Manager

<b>2024 Proposed Budget Report</b>		
Fund 01 - General Fund	Proposed 2024 Budget	Notes
<b>Revenue</b>		
301 100 000 Real Estate Tax - Current Year	<b>1,300,000</b>	
301 300 000 Real Estate Taxes - Delinquent	<b>60,000</b>	
301 400 000 Real Estate Taxes - Supplement	<b>0</b>	
310 030 000 Per Capita Tax - Delinquent	<b>500</b>	
310 100 000 Real Estate Transfer Tax	<b>95,000</b>	
310 210 000 Earned Income Tax - Current Yr	<b>1,600,000</b>	
310 430 000 Occupation Tax - Delinquent	<b>0</b>	
310 510 000 Local Service Tax - Current	<b>180,000</b>	
310 700 000 Mechanical Devices Tax	<b>4,500</b>	
321 100 000 Beverage - Liquor License	<b>0</b>	
321 800 000 Cable Television Franchise	<b>175,000</b>	
322 820 000 Street Openings	<b>5,000</b>	
322 830 000 Building Permits	<b>3,500</b>	
322 840 000 UCC Permits	<b>40,000</b>	
331 110 000 Fines Returned From State	<b>0</b>	
331 111 000 Misc Fines Ret from Magistrate	<b>5,000</b>	
331 112 000 Park Fines Ret from Magistrate	<b>2,000</b>	
331 113 000 Miscellaneous Fines & Restitut	<b>8,000</b>	
331 120 000 Parking Violations	<b>5,000</b>	
331 125 000 Parking Revenues - Downtown	<b>110,000</b>	
341 000 000 Interest Earnings	<b>100</b>	
342 200 000 Rental of Municipal Building	<b>0</b>	
342 250 000 Electronic Sign Rental	<b>100</b>	
342 300 000 L & L Quik Lube Lease	<b>0</b>	
343 300 000 DT Streets	<b>0</b>	
348 000 000 Lab Fees Restitution	<b>50</b>	
350 000 000 Refuse Service Lien Payments	<b>14,000</b>	
355 010 000 Public Utility - Refund	<b>13,000</b>	
355 012 000 Act 13 Funding	<b>0</b>	
355 070 000 Foreign Fire Ins. Tax Distribution	<b>38,000</b>	
355 120 000 Act 205 Funding	<b>270,000</b>	Pension - State Share
355 130 000 Foreign Fire Relief Allocation	<b>0</b>	
359 010 000 Payments in Lieu of Taxes	<b>12,442</b>	National Church Res.
360 000 000 Contracted Services/Tax Revenue	<b>40,000</b>	
360 100 000 Tax Certification Letters	<b>15,000</b>	
360 200 000 Duplicate Bill Fees	<b>5,000</b>	
361 210 000 No Lien Letters	<b>2,500</b>	
361 230 000 Meter Bag Rentals	<b>300</b>	
361 240 000 Sale of Property	<b>5,000</b>	Selling of vehicles/equipment/excess property
361 340 000 Zoning Hearing Fees	<b>0</b>	
361 350 000 Other Zoning & Subdivision Fee	<b>2,500</b>	
361 360 000 Code Reimbursement/Zoning Fee	<b>0</b>	
361 450 000 Code Reimbursement / Rat Poison	<b>200</b>	
362 110 000 Sale of Copies	<b>1,500</b>	
362 125 000 Reimbursement Police Services	<b>124,000</b>	
362 130 000 Reimbursement Drug Task Force	<b>12,000</b>	
362 131 000 Reimbursement DUI Force	<b>10,000</b>	



362 132 000 Reimbursement DUI	0	
362 135 000 Reimbursement Regional Booking	10,000	
362 140 000 Reimbursement-Fingerprinting	150	
363 200 000 Management Fees / Parking Auth	0	
363 300 000 Parking Meter Revenue	60,000	
363 350 000 Property Damage Reimbursement	0	
363 400 000 Contracted Services/Street	1,200	
363 510 000 Contracted Service - PennDot	10,750	
364 300 000 Residential Refuse Collection	839,000	Increased rates
364 320 000 Transfer Station	1,100,000	
364 321 000 Roll-off pick-up / delivery services	0	
364 325 000 Postage & Handling / Stickers	50	
364 330 000 Commercial Refuse Collection	488,250	5% increase
364 350 000 Sale of Refuse Stickers	80,000	
364 370 000 Sale of Recyclables	16,000	
365 100 000 ERU Fee	0	
366 100 000 Fiscal Recovery Fund	0	Covid
376 100 000 Parking Revenue - Lot E and H	0	
376 110 000 Parking Revenue - Lots A, B, & D	0	
376 120 000 Parking Revenue - F and G	0	
376 130 000 Parking Revenue - Lot I	0	
376 140 000 Parking Revenues - Lots J, K, & PB	0	
376 210 000 Parking Revenues - Lot WSPG	0	
377 100 000 Parking Revenue - Downtown Rents	100,000	
380 100 000 Miscellaneous Revenues	50,000	
380 300 000 Square Variable	0	
392 010 000 Transfer from General Fund	0	
392 050 000 Due to General Fund - SW Fund 3	260,000	15 months transfer income
392 080 000 Transfer from Parking Revenue	0	
392 090 000 Transfer from Parking Revenue	0	
394 100 000 Refunds - Prior Years Expenditure	0	
<b>Total Revenue 395 100 000</b>	<b>7,174,592.00</b>	
<b>Expenditures</b>		
400 110 000 Council Salaries	6,000	
400 112 000 Mayor's Salary	2,400	
400 120 000 Salary of City Manager	66,511	Terry
400 121 000 Salary of Director of Administration	70,568	Karen
400 132 000 Meter Attendant Salary	60,000	Marsha
400 140 000 Salaries of Clerical Staff	108,000	Melanie/Janina- Nancy partial
400 210 000 Office Supplies	5,000	
400 211 000 Parking Violation Tickets / Citations	0	
400 214 000 New Personnel Costs	1,000	
400 300 000 Administrative Operative Expense	5,000	Conf/Training
400 301 000 Miscellaneous Expense	15,000	
400 302 000 Safety Committee Expense	0	
400 303 000 Community Outreach	2,000	Chamber Event
400 310 000 Professional Services	24,000	Jim K.
400 311 000 Auditing Services	16,000	Optt
400 313 000 Engineering Services	30,000	

400 314 000 Legal Services	52,000	
400 316 000 Codification of Ordinances	7,000	
400 325 000 Postage	3,500	
400 341 000 Advertising	7,000	
400 353 000 Surety and Fidelity Bonding	1,000	
400 370 000 Service Agreements Misc. Equip	5,000	
400 374 000 Maint. & Repairs Misc. Equipment	1,000	
400 384 000 Rental of Equipment	7,500	
400 420 000 Dues, Subscriptions, Membership	4,500	
400 440 000 Travel & Business Expense	5,000	
400 460 000 School & Conference Expense	5,000	
403 120 000 Salary of Director	15,000	TC
403 140 000 Salary of Clerical Staff	65,000	Freida
403 210 000 Office Supplies	0	
403 300 000 Administrative Operating Expense	1,200	Tax bills
403 301 000 Miscellaneous Expense	0	
403 321 000 IT / Communications	2,000	
403 325 000 Postage Expense	5,000	
403 353 000 Surety and Fidelity Bonding	0	
403 420 000 Dues, Subscriptions/Memberships	0	
403 460 000 Travel, School & Conference	1,000	Training
403 530 000 Land Bank RE Reimbursement	0	
406 152 000 Dental Insurance	32,000	
406 154 000 Workman's Comp Insurance	130,000	
406 156 000 Hospitalization / Maj Med Ins.	654,000	all employees/retirees
406 157 000 Vision Insurance	7,500	
406 158 000 Group Life Insurance	17,000	
406 159 000 Fringe Benefit Administration	0	
406 160 000 Pension Contributions	270,000	
406 161 000 Social Security (FICA)	175,000	
406 162 000 Unemployment Compensation	10,000	
409 250 000 Materials & Supplies	3,500	
409 301 000 Miscellaneous Expense	2,000	
409 321 000 IT/Communications	65,000	LV Tech
409 361 000 Electricity	36,000	
409 362 000 Gas	12,000	
409 364 000 Water & Sewage	1,500	
409 370 000 Building & Property Maintenance	40,000	
409 451 000 Service & Repairs	20,000	
410 121 000 Police Chief's Salary	100,320	\$96K +4.25% increase
410 122 000 Police Chief's Vacation Buyback	2,000	
410 123 000 Lieutenant	99,000	
410 130 000 Patrolmen Salaries	998,000	10 Officers + 2 SRO's + 1 officer June ?
410 132 000 Meter Attendant's Salary	0	
410 132 100 Community Service Officer	58,000	Beth
410 133 000 Police - Traffic Control Aux.	5,000	
410 183 000 Overtime Pay - Patrolmen	95,000	
410 183 100 Overtime - Drug Task Force	10,000	

410 183 200 Overtime - DUI Force	10,000	
410 185 000 Holiday Pay - Patrolmen	45,000	
410 192 000 Uniforms	10,000	vests
410 210 000 Office Supplies	3,000	
410 211 000 Violation Ticket	500	
410 212 000 Community Relations - Supplies	500	
410 214 000 New Personnel Costs	1,500	
410 220 000 Operating Supplies & Expense	1,500	
410 242 000 Guns and Ammunition	4,000	
410 250 000 Traffic Signal - Maint & Repairs	0	
410 251 000 Traffic Signal - Electricity	0	
410 252 000 Equipment	0	Liquid Fuels budget
410 260 000 Minor Equipment - Headquarters	1,000	
410 300 000 Administrative Operating Expense	700	
410 301 000 Miscellaneous Expense	9,000	Cleaning / Maintenance - Nancy
410 302 000 Investigation Expense - Cash	0	
410 303 000 LIVESCAN / CPIN Expense	1,200	
410 310 000 Professional Services	200	
410 316 000 Dog Law Enforcement	3,500	Hoffman Kennels
410 321 000 IT / Communications	50,655	CODY \$72,365 - pd. \$21,710 - 2023, \$18K for 2025
410 325 000 Postage	350	
410 326 000 Radio Equip - Maintenance/Repairs	3,000	
410 330 000 Vehicle Impounding	150	
410 331 000 Mechanics Salary - Vehicles	0	
410 332 000 Misc. Vehicle Expense	2,000	
410 333 000 Gasoline	17,000	
410 334 000 Oil & Grease	500	
410 335 000 Tires	2,500	
410 336 000 Repair Parts	1,500	
410 337 000 Contracted Vehicle Maintenance	1,500	
410 338 000 Minor Equipment - Vehicles	500	
410 341 000 Advertising & Printing	1,000	
410 342 000 Lab Fees	12,000	
410 354 000 Police Professional Liability	0	
410 370 000 Service Agreements	6,000	
410 420 000 Dues, Subscrip, Memberships	4,000	
410 440 000 Travel & Business Expense	5,000	
410 460 000 School / Training Expense	10,000	
411 121 000 Fire Chief Salary	7,000	
411 122 000 Salaried Drivers	120,000	
411 123 000 Relief Drivers Salaries	40,000	
411 192 000 Uniforms	500	
411 220 000 General Supplies & Expense	1,000	
411 260 000 Minor Equipment	1,000	
411 301 000 Miscellaneous Expense	1,000	
411 321 000 IT / Communications	5,000	
411 322 000 Alarm Monitoring Service	1,500	
411 326 000 Radio Equipment - Maint / Repairs	500	
411 331 000 Mechanics Salaries -Truck Expense	20,000	Claire - 1/3
411 333 000 Gasoline	15,000	
411 334 000 Oil & Grease	700	

411 335 000 Tires	2,500	
411 336 000 Repair Parts	5,000	
411 337 000 Contracted Vehicle Maintenance	12,000	
411 338 000 Minor Equipment - Trucks	1,500	
411 361 000 Electricity	20,000	For Stations
411 362 000 Gas	15,000	For Stations
411 363 000 Fire Hydrant - Installation	0	
411 364 000 Water & Sewage	1,800	
411 370 000 Building & Property Maintenance	12,000	
411 420 000 Dues, Subscriptions, Membership	1,800	
411 540 000 Foreign Fire Relief	0	
414 122 000 Code / Zoning Officer	60,000	50% returned from MSW share
414 122 100 Code Officer / Part-Time	24,000	TL - return \$6,000 MSW work share
414 220 000 General Supplies	800	
414 301 000 Miscellaneous Expense	1,000	
414 314 000 Zoning Hearing Board Legal Exp	175	
414 321 000 IT / Communication Geo Plan	800	per contract \$400/license @ 2
414 337 000 Car Expense	300	
414 341 000 Advertising	0	
414 450 000 Code Violation Corrections	35,000	TKL inspection costs (322-840 line item)
414 460 000 Vector Control	2,000	
414 461 000 Rat Control	200	
419 250 000 Materials & Supplies	4,000	
419 301 000 Miscellaneous Expense	1,250	
419 321 000 IT / Communications	10,000	
419 361 000 Electricity	4,000	
419 362 000 Gas	4,500	
419 364 000 Water & Sewage	500	
419 370 000 Building & Property Maintenance	30,000	Nancy
<b>Sanitation</b>		
426 122 000 Salary of Director	39,962	Scott
426 130 000 Salaries - General Labor	220,000	Four positions
426 131 000 Salary - Public Works Disp.	65,157	Bridgette / Nancy
426 134 000 General Labor - Collections	0	
426 183 000 Overtime - General Labor	20,000	
426 200 000 CDL Testing	200	
426 210 000 Office Supplies	5,000	
426 215 000 Office Equipment Rental	3,600	
426 220 000 Operating Supplies & Expense	4,500	
426 230 000 Refuse Service Liens	0	
426 244 000 Refuse Collection Stickers	4,100	
426 301 000 Miscellaneous Expense	4,000	\$1,800 Invoice - Cloud expense
426 325 000 Postage	5,000	
426 326 000 Radio - Maintenance & Repairs	500	
426 331 000 Mechanics Salary - Vehicle Exp	28,038	Clair 33%
426 332 000 Misc Repairs - Hoppers, Boxes, etc	6,500	
426 333 000 Fuel	40,000	
426 334 000 Oil, Grease & Fluids	3,000	
426 335 000 Tires, Tubes & Repairs	15,000	
426 336 000 Repair Parts - Vehicles	16,500	
426 338 000 Minor Equipment - Vehicles	1,500	

426 341 000 Advertising Transfer Station	4,000	
426 348 000 Refuse Equipment Truck	0	
426 440 000 Collection / Transportation	1,018,000	Republic Waste
426 441 000 Landfill Expense	270,000	
426 442 000 Recycling Costs - Misc.	3,500	
426 452 000 Transfer Station / Maint & Repairs	10,000	
426 453 000 Transfer Station - Electricity	1,500	
<b>Highways</b>		
430 122 000 Salary of Director	35,500	
430 130 000 Salaries - General Labor	165,000	3 heavy equipment operators
430 131 000 Seasonal Help / PW	20,475	
430 183 000 Overtime Pay - General Labor	12,000	
430 192 000 Uniforms	6,500	Unifirst
430 200 000 CDL Testing	200	
Training	1,500	
430 220 000 Operating Supplies & Expense	5,000	
430 245 000 Signs	20,000	
430 246 000 Street Marking Expense	15,000	
430 250 000 Deicing Material	0	Liquid Fuels budget
430 252 000 Stone	3,000	
430 253 000 ID -2	10,000	
430 254 000 Pipe	1,000	
430 256 000 Masonary Supplies	1,000	
430 257 000 Highway Sealant	3,500	
430 260 000 Minor Equipment	2,500	
430 301 000 Miscellaneous Expense	3,500	
430 326 000 Radio - Maintenance & Repairs	250	
430 331 000 Mechanics Salary	20,000	Clair
430 333 000 Fuel	18,500	
430 334 000 Oil & Grease and Fluids	2,400	
430 335 000 Tires, Tubes & Repairs	5,500	
430 336 000 Repair Parts	12,000	
430 337 000 Parking Meter Repairs	1,500	
430 338 000 Parking Garage & Lot Repairs	5,000	
430 339 000 Street Sweeper - Repair Parts	0	Stormwater
430 361 000 Street Lighting	10,000	
430 362 000 Street Lighting - Liquid Fuels	0	
430 Small Tools	2,500	
430 364 000 Water & Sewage - Parking Garage	0	
430 384 000 Rental of Equipment	2,500	
430 385 000 Right of Way Maintenance		
430 450 000 Contracted Svcs/Highway Program		
430 451 000 Snow & Ice Removal	17,000	
430 452 000 General Operating Parking Expense		
430 453 000 Parking Garage Expenses	3,000	
430 454 000 Misc. Parking Expense	200	
452 333 000 Gasoline	2,500	
452 500 000 Contribution to Rec Commission	42,000	
456 100 000 Contribution to Library	20,000	

461 100 000 Lighting Project	0	
461 300 000 Covid Expense	0	
470 474 000 Bond Issue	235,600	
470 475 000 Bond Fees		
480 400 000 Special Committee Expense	150	
480 500 000 Public Transportation	1,197	
480 510 000 Miscellaneous Expense	0	
480 511 000 Banana Split Project Match	10,000	
480 513 000 Revitalization	30,000	
580 514 000 4th of July Celebration	15,000	
480 600 000 Grant Expense - Multimodal	0	
480 700 000 Community Development	10,000	
480 810 000 Settlemen of Tax Appeals	0	
486 100 000 Fleet Insurance	232,000	
486 200 000 General Liability Insurance	135,000	
486 300 000 Miscellaneous Insurance Premiums	10,000	Deductible
492 013 000 Due from General Fund		
492 014 000 Due from West Co		
492 040 000 Transfer to Liquid Fuels		
492 050 000 Transfer to PA Invest		
492 060 000 Transfer to Capital Fund	120,984	
492 100 000 Transfer to Stormwater		
492 400 000 Transfer to Capital Reserve		
492 500 000 Transfer to Covid Fund		
<b>Total Expenditures</b>		
	7,174,592	
395 100 000	7,174,592	
	0	
Notes		
8 Public Works Staff		
Republic Contract Proposal - 2%		
Nancy McCune - Full Time		
Insurance costs for 2024 ? (until December)		

## Capital Projects 5-Year Plan



Project or Vehicle	2023	2024	2025	2026	2027	2028	Dept
Scale Extension		56,000					Sanitation
Water Line		33,000					Sanitation
Sprinkler system			35,000				Sanitation
Garage Door Compactor							Sanitation
Open Boxes		10,000	12,000				Sanitation
Compactors		11,000	12,000				Sanitation
Excavator Tracks			2,500			3,200	Sanitation
Roll off Truck 24		order		185,000			Sanitation
Roll off Truck 26						order	Sanitation
F-550 # 29 2014				order	100,000		Sanitation
10 Yard Boxes			10,000	10,000	10,000	10,000	Sanitation
Truck #4 Pickup 012 4X4		order	85,000				All
Truck # 5 Pickup w/Lift Gate 4x4		order		85,000			Mechanical
Truck # 8 8 Ton Dump Plow		order	150,000				Highway
Truck # 1 Highway Plow	order	85,000					Highway
Truck # 9 Highway Plow			order		150,000		Highway
Cat Backhoe			order	165,000			Highway
Roller 2005			45,000				Stormwater
Lawn Mower			4,500				Bldg & Grounds
Craft Crafcoc Sealer Unit		order		20,000			Highway
Seal Pavement at TS			2,500				Bldg & Grounds
Unit #3 Air Handler		47,850					
Electric Box Replacements (4)		30,000					
Keystone Blight Grant Program		67,500					
Admin. Floor Replacements		25,000					
Police Vehicle Replacement				56,000		60,000	
Police Drone Program		30,000					
SW Utility Truck		85,000					Stormwater

Fund 39 - Stormwater Management	Proposed 2024 Budget	Notes
<b>Revenue</b>		
365 100 000 Storm Water Revenue	392,856.00	ERU = \$80
392 100 000 Transfer from General Fund	300,000.00	Balance to be carried over from 2023
<b>Total Revenue</b>	<b>692,856.00</b>	
<b>Expenditures</b>		
460 100 000 MS4 - Miscellaneous Expenses	<b>2,500.00</b>	
460 120 000 Salary of Director	<b>55,000.00</b>	\$30K Zoning/\$25K PW (Scott)
460 121 000 Billing / Collection Services	<b>8,000.00</b>	TL \$5,500 / \$5,500 Collection Svcs.
460 126 000 Public Works Employee	<b>25,000.00</b>	
460 200 000 MS4 - Engineering Fees	<b>5,000.00</b>	
460 220 000 Operating Supplies	<b>5,000.00</b>	
460 252 000 Stone	<b>5,000.00</b>	
460 253 000 ID-2	<b>6,000.00</b>	
460 254 000 Pipe	<b>10,000.00</b>	
460 255 000 Grates & Inlets	<b>5,000.00</b>	
460 256 000 Masonry supplies	<b>3,000.00</b>	
460 260 000 Minor Equipment	<b>2,500.00</b>	
460 300 000 MS4 - Contractual Services	<b>10,000.00</b>	
460 301 000 Miscellaneous Expense	<b>5,000.00</b>	\$1,800 invoice control
460 313 000 Engineering Fees	<b>20,000.00</b>	
460 314 000 Legal Services	<b>6,000.00</b>	
460 315 000 BMP Maintenance	<b>3,500.00</b>	
460 316 000 Inlet Cleaning	<b>10,000.00</b>	
460 317 000 Right-of-way acquisitions	<b>35,000.00</b>	
460 319 000 Structure BMP Construction	<b>310,000.00</b>	1701 Jefferson St.
460 321 000 IT / Communications	<b>12,304.00</b>	Muni-Link contract 1,025.33/mo
460 325 000 Postage Expense	<b>1,500.00</b>	
460 333 000 Fuel	<b>0.00</b>	
460 335 000 Tires	<b>0.00</b>	
460 336 000 Repair Parts / Sweeper	<b>10,000.00</b>	
460 339 000 Street Sweeping Misc. Expense	<b>6,500.00</b>	
460 370 000 Contracted Services	<b>35,000.00</b>	Contractor project costs - Unity Run
460 384 000 Mach/Equip Lease/Rent Purch	<b>85,000.00</b>	Utility Truck
460 450 000 Vegetation Control / Creek Bank	<b>15,000.00</b>	
492 400 000 Transfer to General Fund		
<b>Total Expenditures</b>	<b>696,804.00</b>	
<b>Excess Revenue Over (Under) Expenditures</b>	<b>(3,948.00)</b>	
<b>Excess Revenue Over (Under) Expenditures</b>		



# Liquid Fuels

Account No.	Account Name	2024
Highway Aid-Fund - Revenue		
35.341.000.000	Interest Earnings	
35.355.050.000	Liquid Fuels Tax	270,000.00
	Current Balance	300,000.00
	<b>Highway Aid Fund Revenue Totals</b>	<b>570,000.00</b>
Highway Aid-Fund - Expenditures		
35.431.317.000	Minor Equipment - Liquid Fuels	35,000.00
35.431.261.000	Major Equipment Purchases	
35.431.447.000	Winter Maintenance Services	85,000.00
35.431.387.000	Traffic Control Devices	
35.431.361.000	Street Lighting - Liquid Fuels	95,000.00
35.431.445.000	Storm Sewers & Drains	
35.431.338.000	Repair of Tools & Machinery	5,000.00
35.431.263.000	Maintenance & Repairs - Roads	350,000.00
35.431.264.000	Highway Construction & Projects	
35.431.301.000	Miscellaneous	
	<b>Highway Aid Fund Expense Totals</b>	<b>570,000.00</b>
	<b>Liquid Fuels Fund Income</b>	<b>0.00</b>