

BOROUGH OF HEIDELBERG

2015 MUNICIPAL BUDGET



MAYOR

Kenneth A. LaSota, Ph.D.

BOROUGH COUNCIL

Richard Pattinato, President
Carrie Nolan, Vice President

John Duda
Robert DeBar
Rick Jordan

BOROUGH MANAGER

Joseph M. Kauer

BOROUGH OF HEIDELBERG

2015 MUNICIPAL BUDGET

“BUDGET RECAP”

General Fund	\$842,275.19
Sewer Fund	\$449,590.00
Liquid Fuels Fund	\$ 59,089.46
<u>Rental Property Fund</u>	<u>\$ 96,496.74</u>

Total 2015 Operating Budget all Funds: \$1,447,451.39

2015 Capital Projects: \$255,935.00

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Borough of Heidelberg
2015
General Fund Budget

<u>Revenue</u>	<u>2015 Budget</u>	<u>Notes</u>
Real Estate Taxes		
301.10 Real Estate - Current	\$ 436,000.00	
301.20 Real Estate - Delinquent	\$ 35,000.00	
301.50 Real Estate - Liened	\$ 5,000.00	
319.01 Real Estate - Penalty / Interest	\$ 2,000.00	
Total - Real Estate Taxes	\$ 478,000.00	
Act 511 Taxes		
310.10 Real Estate Transfer Tax	\$ 9,500.00	
310.01 Per Capita Tax	\$ -	
310.20 Earned Income Tax	\$ 135,000.00	
310.30 Business Privilege / Mercantile Tax	\$ 30,000.00	
310.40 Local Services Tax (Formerly EMS)	\$ 11,500.00	
310.70 Mechanical Amusement Tax	\$ 4,150.00	
319.10 Delinquent Act 511 Taxes	\$ -	
Total - Act 511 Taxes	\$ 190,150.00	
Licenses & Permits		
320.00 Animal Registrations	\$ 50.00	
321.60 Solicitation Permits	\$ 300.00	
321.80 Cable Franchise Fees	\$ 26,000.00	
321.90 Rental Operating License	\$ 12,000.00	
322.80 Street Opening Permits	\$ 2,500.00	
322.90 Pavilion / Community Room Rental	\$ 2,200.00	
362.33 Zoning Permits	\$ 800.00	
362.41 Building Permits	\$ 1,500.00	
362.42 Electrical Permits	\$ -	
362.45 Occupancy Permits	\$ 1,000.00	
Total Licenses & Permits	\$ 46,350.00	
Fines & Forfeits		
331.00 District Court Fines - Motor Vehicle	\$ 10,000.00	
331.30 County Fines	\$ 3,000.00	
331.40 Borough Parking Violations	\$ -	
331.99 State Police Fines	\$ 900.00	
Total Fines & Forfeits	\$ 13,900.00	
Interest / Rental Earnings		
341.00 Interest Earnings	\$ 100.00	
342.50 Rental Income - 4 months - Indust	\$ 14,900.00	
Total Interest / Rental Earnings	\$ 15,000.00	
Grants		
355.01 DCED Grants	\$ -	
355.04 Misc. Grants	\$ -	
Total Grants	\$ -	
Intergovernmental Entitlements		

**Borough of Heidelberg
2015
General Fund Budget**

355.00	Gasoline Tax Paid - Refund	\$	-	
355.01	PURTA	\$	770.00	
355.08	Liquor Licenses	\$	300.00	
357.01	RAD Tax (1% Sales Tax)	\$	35,000.00	
362.20	Volunteer Firemen's Relief Assoc.	\$	7,445.12	
354.15	Recycling Performance Funds	\$	-	
	Police Pension MMO	\$	1,537.00	
	Total Intergovernmental Entitlements	\$	45,052.12	
Departmental Income				
360.03	Lien Letters	\$	600.00	
360.04	Copies	\$	50.00	
361.20	Reimbursement of Salaries	\$	500.00	
361.34	Zoning Hearing Board Fees	\$	500.00	
362.11	Sale of Accident Reports	\$	500.00	
363.51	PennDot Snow Removal Contract	\$	6,390.54	
394.10	Real Estate Tax Certifications	\$	3,000.00	
	Total Departmental Income	\$	11,540.54	
Misc. Revenue				
380.01	Refunds on Current Expenditures -	\$	-	
380.02	Proceeds from Bus Shelters	\$	1,400.00	
380.03	Misc. Income	\$	1,200.00	
	Total Misc. Revenue	\$	2,600.00	
Interfund Transfers				
392.86	Transfer from Sewer Fund	\$	36,182.53	
392.97	Transfer from Rental Fund - Admin	\$	3,500.00	
392.98	Misc. Fund Transfers (Small Equip	\$	-	
392.99	Transfer from Capital Purchases M	\$	-	
	Total Interfund Transfers	\$	39,682.53	
	TOTAL INCOME:	\$	842,275.19	
Expenditures		2015 Budget		Notes
Administration				
400.11	Salary of Borough Council	\$	4,140.00	
401.11	Salary of the Mayor	\$	1,200.00	
401.12	Salary of Manager / Secretary / Tre	\$	55,894.53	
402.10	Auditor Fee	\$	5,050.00	
402.22	Audit Expenses	\$	90.00	
402.30	Bank Charges	\$	-	
404.31	Solicitor - Legal Services	\$	25,000.00	
404.34	Legal Advertising	\$	1,500.00	
406.21	Office Supplies / Equipment	\$	550.00	
406.22	Postage	\$	750.00	
406.24	Donations / Flowers	\$	400.00	
406.24	Publications / Newsletters	\$	1,500.00	
406.35	Bonding - President of Council - An	\$	200.00	

**Borough of Heidelberg
2015
General Fund Budget**

406.35.2	Bonding - Manager / Secretary / Tr	\$	510.00
406.42	Association Dues / Memberships /	\$	1,200.00
406.43	COG Dues	\$	3,400.00
406.45	Payroll / IRA Services	\$	3,900.00
406.46	Conferences & Training	\$	1,500.00
406.47	SHACOG Dinner / Gift	\$	250.00
408.31	Engineering	\$	15,000.00
	Total Administration	\$	122,034.53
Tax Collection			
403.11	R.E.. Tax Collector Commission	\$	17,000.00
403.20	Tax Office Supplies / Materials	\$	900.00
403.20.1	Tax Statements	\$	600.00
403.21	Tax Office Postage	\$	350.00
403.30	R.E.. Tax Commission - Liened Ta	\$	750.00
403.35	Bond - Tax Collector	\$	-
403.42	Tax Collector Membership Dues	\$	70.00
403.43	Real Estate Tax Refunds	\$	1,500.00
403.43	Liens Filed / Sheriff Sale Services /	\$	3,500.00
403.45	Act 511 Tax Collector Commission	\$	800.00
403.46	Tax Collector Training	\$	150.00
	Total Tax Collection	\$	25,620.00
Municipal Building / Public Grounds			
407.37	Copier Maintenance Agreement	\$	600.00
409.20	Building Materials & Misc. Supplies	\$	1,500.00
409.20.1	Office Supplies - All Departments /	\$	1,000.00
409.32	Telephone - Fax - Internet Services	\$	4,500.00
409.32.1	Website Fees	\$	120.00
409.36.1	Electric	\$	3,500.00
409.36.2	Gas	\$	1,500.00
409.36.3	Water / Sewage	\$	800.00
409.37	Emergency Repairs	\$	500.00
409.99	Technology / Camera System Upgr	\$	750.00
	Total Municipal Building / Public	\$	14,770.00
Police Department			
410.01	Salary of the Chief of Police	\$	54,616.68
410.04	Salary of Sergeant	\$	42,411.20
410.02	Salary of Full-time Officers	\$	74,775.20
410.03	Salary of Part-time Officers (\$13.00	\$	16,224.00
410.08	Police Overtime	\$	15,000.00
410.09	Holiday Pay	\$	5,947.20
410.11	Uniform Allowance - Full Time Emp	\$	1,800.00
410.11.2	Uniform Allowance - Part Time Em	\$	1,200.00
410.16	Annual Membership Dues	\$	400.00
410.17	Training - Schools	\$	1,800.00
410.17.B	Training - FBINA Contingency Func	\$	3,500.00
410.18	Animal Control	\$	800.00
410.20	Supplies and Materials	\$	1,500.00
410.21	Postage	\$	300.00

**Borough of Heidelberg
2015
General Fund Budget**

410.22	Ammunition	\$	1,500.00
410.26	Minor Equipment Purchases	\$	3,000.00
410.30	Communications - Radio Maintenance	\$	1,800.00
410.38	Lock-up Fees	\$	1,500.00
410.45	Car Wash Contract	\$	1,125.00
410.46	Speed / Vascar Certifications	\$	500.00
410.94	Civil Service Expenses (Testing / Le	\$	1,000.00
410.95	PA LCB Program (GRANT FUNDE	\$	-
410.96	K-9 Unit Expenses	\$	3,000.00
410.97	Click it or Ticket Program (GRANT	\$	-
410.98	General Expenses - Parking - Rein	\$	400.00
411.51	Gasoline	\$	18,000.00
411.52	Tires / Vehicle Supplies	\$	3,500.00
411.53	Vehicle Maintenance / Repairs	\$	4,500.00
411.54	Computers / MDT Service / Softwa	\$	6,892.00
	Total Police Department	\$	266,991.28
Fire Protection			
413.00	HVFD Contribution	\$	11,000.00
413.03	Fuel - HVFD Apparatus	\$	-
413.14	Fire Hydrants	\$	6,500.00
413.92	Vol. Firemen's Relief Assoc - State	\$	7,445.12
413.98	Emergency Notification System	\$	-
413.99	Emergency Management	\$	500.00
	Total Fire Protection	\$	25,445.12
Code Enforcement			
414.00	Salary of Code Enforcement Office	\$	15,500.00
414.30	Revision to Borough Code	\$	1,500.00
414.31	Zoning / Planning Legal Services	\$	1,500.00
414.34	Advertising - Planning / Zoning Rel	\$	250.00
414.45	Stenographer Services	\$	500.00
	Total Code Enforcement	\$	19,250.00
Public Works			
430.01	Salary of Public Works Supervisor	\$	38,570.65
430.02	Salary of Laborer (\$13 / Hr.)	\$	27,040.00
430.03	Salary of Temporary Employees (2	\$	720.00
430.04	Salary of Part-time Help	\$	5,940.00
430.07	Overtime (140 Hrs of OT - Supervis	\$	5,844.80
430.09	Uniform Expenses	\$	600.00
430.10	Asphalt / pothole - patching	\$	700.00
430.11	Snow Removal Materials - Salt	\$	18,863.00
430.12	Crack Sealing / Rejuvenate	\$	2,800.00
430.15	Materials / Supplies - Misc. Project	\$	3,000.00
430.16	PA One Call Services	\$	-
430.18	Fuel	\$	4,500.00
430.19	Street Signs / Markings - Traffic Pa	\$	2,000.00
430.26	Tools / Equipment	\$	1,000.00
430.38	Equipment Rental	\$	-
430.46	Training - Schools	\$	200.00

Borough of Heidelberg .
2015
General Fund Budget

430.53	Tires	\$	600.00
430.54	Vehicle Maintenance / Repairs	\$	2,500.00
430.98	Business District Improvements / M	\$	3,500.00
430.99	Capital Public Works Purchases	\$	-
438.00	Road Resurfacing	\$	25,000.00
446.00	Flood Control - Assessment / Main	\$	3,128.00
427.00	Solid Waste - Trash Removal	\$	67,980.00
426.00	Recycling	\$	-
	Total Public Works	\$	214,486.45
Recreation			
450.00	Recreation - Community Events Co	\$	1,000.00
450.01	Parks & Playground Maintenance	\$	5,000.00
450.02	Ellsworth Playground Porto-John S	\$	-
	Total Recreation	\$	6,000.00
Debt Services			
471.01	Citizens Bank Loan - Road Recons	\$	19,976.00
471.02	Citizens Bank Loan - Road Recons	\$	1,000.00
	Additional Debt Payment - Non Budgeted		
	Total Debt Services	\$	20,976.00
Capital / Misc. Expenditures			
480.00	Misc. Expenditures	\$	2,903.45
480.10	Vehicles / Apparatus / Equipment	\$	-
480.96	Traffic Signal / In-Car Camera Gra	\$	-
480.97	Road Improvement Work (Pass Th	\$	-
	Total Capital / Misc. Expenditure	\$	2,903.45
Insurance & Employee Benefits			
484.00	Workers Compensation Coverage	\$	22,000.00
486.00	Property / Auto / Liability / Officials	\$	20,000.00
486.01	Flood Insurance - Borough Building	\$	2,000.00
486.03	Police Professional Liability	\$	-
486.99	Non-Uniformed IRA Contribution	\$	2,950.78
	Police Pension MMO	\$	1,537.00
487.35	Medical / Vision / Dental Insurance	\$	40,254.48
487.15.4	Life, Accidental Death, & Disability	\$	4,108.80
489.00	Social Security - Employer Match	\$	22,650.10
489.01	Medicare - Employer Match	\$	5,297.20
489.16	Unemployment Compensation Cov	\$	3,000.00
	Total Insurance & Employee Ben	\$	123,798.36
	TOTAL EXPENDITURES:	\$	842,275.19

Borough of Heidelberg
2015
Sewer Fund Budget

Revenues		2015 Budget	Sub-total
User Fees and Charges			
	Sewage Usage (Est. Water - 26,000,000 Gallons)	\$ 209,040.00	
\$10.54 TG -	HBG - \$4.93 TG / ALCOSAN \$5.61 TG		
	Monthly Service Charge	\$ 49,950.00	
\$6.66 mnth-	HBG - \$2.73 mnth / ALCOSAN \$3.93 mnth		
	Total User Fees / Charges		\$ 258,990.00
Departmental Earnings			
	Dye Test Certifications	\$ 500.00	
	Delinquent Sewage / Payments made at Boro Ofc.	\$ 65,000.00	
	Sewer Tap-in Fees	\$ 1,000.00	
	Total Dept. Earnings:		\$ 66,500.00
Interest / Cash on Hand			
	Cash on Hand - Brought Forward	\$ 124,000.00	
	Interest Earnings	\$ 100.00	
	Total Interest / Cash Brought Forward:		\$ 124,100.00
	TOTAL REVENUE:		\$ 449,590.00
Expenditures			
Engineering			
	CCTV	\$ 3,100.00	
	Database Maintenance / Mapping Updates	\$ 2,600.00	
	Dye Testing / Flow Isolation	\$ -	
	Point Repair / Manhole Repair	\$ 7,600.00	
	Flow Monitoring	\$ -	
	Emergency Repairs	\$ 2,700.00	
	Manhole Inspections	\$ 3,500.00	
	Preventative Maintenance	\$ -	
	Feasibility Study	\$ 2,000.00	
	General Consent Order Tasks	\$ 3,000.00	
	MS4 Permit Regulatory Mandated Activities	\$ 4,000.00	
	Misc. / Operations Engineering	\$ 2,500.00	
	Total Engineering:		\$ 31,000.00
System Maintenance			
	O & M Training	\$ 200.00	
	Equipment Rental - VACTOR & Camera Truck	\$ 9,550.00	
	Camera Program Special Assessment (Yr 1 of 3)	\$ 3,683.33	
	Storm Sewer Repairs	\$ 4,000.00	
	Materials / Supplies	\$ 1,000.00	
	Pipe	\$ 800.00	
	Stone / Asphalt	\$ 1,000.00	
	Manhole Lids / Grates	\$ 1,000.00	
	Capital Outlay - Equipment - Backhoe (Yr 5 of 5)	\$ 15,732.00	

Borough of Heidelberg
2015
Sewer Fund Budget

	Equipment Maintenance	\$	10,000.00	
	Business District Strom Water Improvements / Maintenance	\$	1,000.00	
	Total System Maintenance:			\$ 47,965.33
Subcontract Work				
	CCTV	\$	7,700.00	
	Point Repair / Manhole Repairs	\$	39,900.00	
	Emergency Repairs	\$	6,000.00	
	Preventative Maintenance	\$	-	
	Previous Year - Contract Work (Liners/Open Repairs)	\$	-	
	Total Subcontract Work:			\$ 53,600.00
Waste Treatment / Billing				
	ALCOSAN - Waste Treatment Services	\$	174,270.00	
	Billing Contract	\$	12,060.00	
	Data from PAWC	\$	1,200.00	
	Bank Charges (ACH & Check 21 Files)	\$	2,040.00	
	Bank Charges (Returned Checks / Misc. Fees)	\$	25.00	
	Postage - Delinquent Billing	\$	650.00	
	Office Supplies	\$	300.00	
	PA One Call / Marking Supplies	\$	100.00	
	Railroad Lease - Industry Way Storm Sewer Ext.	\$	150.00	
	Total Waste Treatment / Billing:			\$ 190,795.00
Professional Services				
	Legal Services	\$	3,000.00	
	Administration / Public Works	\$	36,182.53	
	Total Professional Services:			\$ 39,182.53
	TOTAL EXPENDITURES:			\$ 362,542.86
	Projected Fund Balance December 31, 2015:			\$ 87,047.14

Borough of Heidelberg
2015
LIQUID FUELS FUND BUDGET

Revenue

	<u>2015 Budget</u>	<u>Total</u>
2015 Commonwealth Liquid Fuels Allocation	\$ 35,079.46	
Interest Earnings	\$ 10.00	
Cash on Hand	\$ 24,000.00	
<u>Total income:</u>		\$ 59,089.46

Expenditures

Street Lighting (\$2,100 / Mnth)	\$ 25,200.00	
Traffic Signals - Electric (\$125 / Mnth)	\$ 1,500.00	
Traffic Signals - Maintenance	\$ 1,500.00	
Bank Charges	\$ 25.00	
Business District Street Lighting (Est. \$500/Mo)	\$ 6,000.00	
<u>Total Expenditures:</u>		\$ 34,225.00

Borough of Heidelberg
2015
Rental Account Budget

Revenue

	<u>2015 Budget</u>	<u>Sub-total</u>
Rent - 600 Industry Way (\$4,054.27/ mnth)	\$ 48,571.74	
Rent - 1639 East Railroad St - Floor 2 (\$1,375 / mnth)	\$ -	
Rent - 1643 East Railroad St (\$575 /mnth)	\$ 6,900.00	
Interest Earnings	\$ 25.00	
Cash on Hand Brought Forth	\$ 41,000.00	
<u>Total Revenue:</u>		\$ 96,496.74

Expenses

Debt Services (Industry Way Property)		
Principal	\$ 18,520.40	
Interest	\$ 3,083.08	
Debt Services (East Railroad St. Properties)		
Principal	\$ 9,048.91	
Interest	\$ 3,787.01	
Debt Services - Additional Payment to Principal	\$ 5,000.00	
Real Estate Taxes (County / School)		
Industry Way Property	\$ -	
1639 East Railroad St.	\$ -	
1643 East Railroad St.	\$ 739.02	
Property Insurance - Rental Properties	\$ 2,000.00	
Fund Transfer to General Fund	\$ 14,900.00	
Trans to General Fund - Administration	\$ 3,500.00	
Ellsworth Park Renovations	\$ 15,000.00	
Utilities - 1639 East Railroad St.	\$ 4,000.00	
Misc. Maintenance to Rental Properties	\$ 2,000.00	
Earth Day Dumpsters / Flowers for Gardens - Facilities	\$ 800.00	
Park Turf Maintenance Program	\$ 1,725.00	
<u>Total Expenses:</u>		\$ 84,103.42
Difference:		\$ 12,393.32

