

**Union Township Board of Supervisors
Budget Workshop
October 6, 2021 @ 5:00 p.m.**

The Union Township Budget Workshop was called to order by Supervisor Heather Daerr at 5:00 p.m.

The Pledge of Allegiance

Moment of Prayer - by Pastor Ken

Proof of Publication - Confirmed

Board Members in attendance were Chairperson Heather Daerr, Supervisor Charles Trax, Supervisor Richard Lawson, and Supervisor David A. Esken. Supervisor Hal Breinig was absent.

Also, in attendance were: Frank Palermo, CPA – Palermo/Kissinger & Associates; Roberta Singer, Secretary/Ass't Treasurer; Karen Brown, Administration; Terri Gladus – Township Administrator.

Absent: Sweat Law Offices and Sean O'Dell, Engineer – Harshman CE Group, LLC

Public Comments: Terry Necciai – Board of Directors from Monongahela Library – Expressed that the library needs municipality funding to survive and noted that they received funding from Union Township up until 2 years ago and that funding has been cut back due to the pandemic. Discussed how libraries work and how they receive funding. Explained that besides the library they do a lot of community events, and they want to have events in Union Township.

Discussion Items:

Discussion regarding 2022 Budget –
Mr. Frank Palermo reviewed the financial charts and suggested budget items that he provided to the supervisors.

Mr. Palermo noted that he wanted to highlight his recommendations and generate thought on projects and other expenses the Township incurred.

He noted that the 2021 financial data includes January-August 2021.
Regarding Township income:

He recommended a budget decrease of the funds received from the casino taxes.

He recommended significant budget decrease in Quick Books files.

He recommended budgeting zero for Washington County Covid Funds in 2022.

He recommended budgeting zero for Sunoco, EQT funds because he is not aware of any new projects.

He did not recommend changing the sanitation income budget line.

He noted that total revenue collected was approximately \$1.77 million.

He noted that the Township collected \$3 million in revenue in 2020 due to the funds received from EQT and Sunoco due to street damages.

He asked the Board to consider any significant building plans in the pipeline that would generate income for the Township in the coming year.

Regarding Township expenses:

Mr. Palermo recommended that a Township manger be budgeted for.

He recommended the Board consider current Township circumstances regarding the Solicitor budget.

He recommended keeping the Secretary/Treasurer salary budget consistent except for a cost-of-living increase.

He recommended the Township search for a part-time individual to hire in administration.

He recommended the Board consider personnel goals for the upcoming year.

He recommended keeping telephone, data, and internet budget consistent.

He recommended the engineering budget be based off of what major projects are in the pipeline for the next year.

He recommended utilities are kept consistent.

He noted a mistake with the water budget line, as hydrants were included in the wrong line.

He recommended the Board consider if they want to keep the expanded police contract and working with the solicitor to work out a contract agreement if so.

He recommended budgeting for additional Fire Department donations.

He recommended the Board consider their goals for code enforcement.

He recommended considering any upcoming public works projects for the budget.

He recommended considering Road Crew staffing goals.

He recommended asking the Road Crew if there are any equipment expenses that need to be budgeted for, including the salt and snow contracts.

He recommended ensuring that there are no big changes in sewer expenses that need to be budgeted for.

He recommended getting an estimate from the engineers on road maintenance costs.

He recommended thinking about what is needed to budget for any park improvements or repairs.

He recommended considering the library contribution, noting that a contribution of \$3,000 was made in 2017 and nothing since then.

He commented on the past loan that they were not aware of that has been paid off so a budget of zero is recommended.

He noted that there is no debt in the general fund but there is debt in the sewer projects and that is not of concern.

He commented that items such as payroll taxes, the road crew pension, and workers compensation will be depended on if the Township decides to budget for additional employees.

He recommended that the Township budget for a decrease in LSA funding.

Mr. Palermo asked the Board to consider what he proposed today and provide numbers to plug in to the budget for next meeting. He explained that this discussion was on the general fund and next meeting he will discuss liquid fuels and the Elrama Sewer budget.

Public Comments:

Matthew Sarbak – Auditor – requested a copy of the budget. Mr. Palermo responded once the budget is approved it will be at the Township and it is advertised. Mr. Sarbak responded he wants a copy of the documents that Palermo just provided.

Michalle Dupree – 6178 State Route 88 – Asked what the exclamation (!) means next to some of the items on the spreadsheet. Mr. Palermo responded it is just the excel program and has no significance.

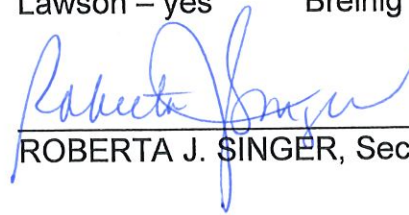
Motion to Adjourn @ 5:45 p.m.

Motion: Daerr

Second: Trax

Roll Call: Daerr – yes Trax – yes Lawson – yes Breinig – yes Esken - yes

Motion Carried



ROBERTA J. SINGER, Secretary