

# 2020 ANNUAL REPORT

# EAST BUFFALO



# TOWNSHIP

589 FAIRGROUND ROAD  
LEWISBURG, PA 17837  
UNION COUNTY, PA  
570-523-6320  
[www.ebtwp.org](http://www.ebtwp.org)

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The information contained in the following pages is a summary of municipal activity occurring in East Buffalo Township in the year 2020, with historical information provided as need. The purpose of this report is to highlight noteworthy events during the year. This is not intended to be an all-inclusive report. The details of the monthly business of the Board of Supervisors, its appointed boards, commissions and committees and the daily activities of Township staff can be examined through their respective meeting minutes, annual budgets, financial statements and other reports.

The Annual Report is presented by Stacey Kifolo, Township Manager, to the Township Board of Supervisors on February 8, 2021.

# ORGANIZATION & ADMINISTRATION

Address:  
589 Fairground Road, Suite 1  
Lewisburg, PA 17837

Phone:  
570.523.6320

Office Hours:  
Monday through Friday  
7:30 AM to 4:00 PM

Website: ebtwp.org  
Email: ebtmanager@ptd.net  
ebto@ptd.net

## TOWNSHIP STATISTICS

### Total Area:

15.273 square miles (9,774.6 acres)  
Located in Union County, Pennsylvania.  
East Buffalo Township is bordered by Buffalo Township to the west and north; Borough of Lewisburg to the northeast; West Branch Susquehanna River to the east; Union Township to the south.

### Land by Percentage:

Agricultural Preservation (31.21%)  
Agricultural Residential (11.32%)  
General Commercial (1.37%)  
Highway Commercial (0.5%)  
Industrial (1.31%)  
Low Density Residential (27.14%)  
Medium Density Residential (1.78%)  
Urban Residential (1.4%)  
Woodland Preservation (19.74 %)  
Bucknell University (4.23%)

### Demographics (2010 Census):

Population: 6,414  
Population Density: 414 per square mile  
Housing Units: 2,283  
Average Household Income: \$62,000

### Roads:

51.72 miles of Township roads\*  
16.55 miles of state roads  
\*Includes: 4.13 miles of Act 32 Turnback Roads and 1.56 miles of Dirt & Gravel Road  
Does not include private streets.

### 2020 Municipal Taxes:

Real Estate: 4.0 mills ◻  
Fire Protection: 0.45 mills ◻  
Fire Hydrant: 0.08 mills ◻  
Street Lights: 0.07 mills ◻  
Earned Income: 0.5% ◊  
Local Service: \$52 per person ◊  
(*\$12,000 low-income exemption*)

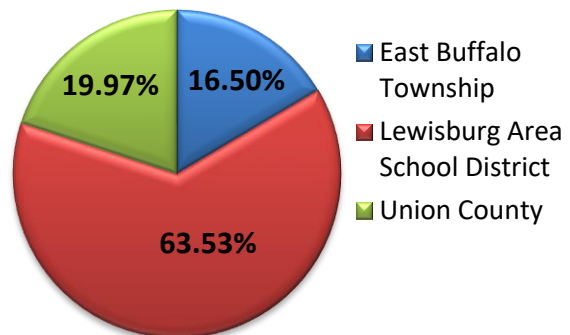
### Number of Parcels:

Taxable: 2,626  
Tax Exempt: 65

### Other Taxes:

Lewisburg Area School RE: 17.71 mills  
Lewisburg Area School EIT: 1.5%  
Union County: 4.56 mills  
Union County Library: 0.16 mills  
Union County Debt Service: 0.846 mills

## 2020 Real Estate Taxes



### Tax Collection:

◻ Union County Treasurer  
◊ Berkheimer Tax Administrators

The following individuals represented the Township in 2020:

**BOARD OF SUPERVISORS**

**Matt Schumacher**

Mr. Schumacher served as Chairman. His Supervisor term expires on January 2, 2022.

**Char Gray**

Ms. Gray served as Vice-Chairman. Her Supervisor term expires on January 1, 2024.

**James Knight**

Mr. Knight served as Supervisor. His Supervisor term expires on January 4, 2026.

**TOWNSHIP MANAGER**

**Stacey Kifolo, MBA**

Ms. Kifolo served as Township Manager, continuing in the full-time remote position since May 2019. She was responsible for the day-to-day operations and business of the Township, including public works, financial management, grant management, human resources, and public information. Ms. Kifolo has been employed with the Township since November 2012.

**TOWNSHIP SECRETARY/TREASURER**

**Jolene Helwig**

Ms. Helwig reported directly to the Township Manager and was responsible for day-to-day financial operations and office duties. She also served as the Township's Open Records Officer. Ms. Helwig has been employed with the Township since January 2018.

**PUBLIC WORKS DIRECTOR**

**Stephen Mohr**

Mr. Mohr reported directly to the Township Manager and was responsible for Public Works operations, the recycling program and, direct supervision of the Public Works Crew. Mr. Mohr has been employed with the Township since October 1995; serving as Assistant Public Works Director until promotion on April 2019.

**ASSISTANT PUBLIC WORKS DIRECTOR**

**Nathan Fisher**

Mr. Fisher reported directly to the Public Works Director and provided assistance with the management of Public Works operations and crew supervision. Mr. Fisher has been employed with the Township since June 2019.

**SOLICITOR**

**Peter L. Matson**

Mr. Matson, a resident and long-term legal counsel for the Township, was re-appointed for 2020.

## **AUTHORITIES, BOARDS, COMMISSIONS & COMMITTEES**

East Buffalo Township is fortunate to have knowledgeable, talented and enthusiastic residents willing to give time to serve their community. The following residents or Township representatives held positions in service to the community for 2020. Individuals serve until the Board of Supervisors January organization meeting following the year noted. Those newly appointed (\*) or re-appointed (□) for 2020 have been noted.

### **BOARD OF AUDITORS**

- **Marilyn Murphy**; 2021 \*
- **Jean Powell-Warren**; 2021 \*
- **Lana Snyder**; 2021

### **BUFFALO VALLEY RECREATION AUTHORITY**

- **Mike Glazer**; 2021
- **Char Gray**; 2022
- **Tim Hutchings**; 2023
- **Patricia Musselman**; 2024 \*

### **BUFFALO VALLEY REGIONAL POLICE COMMISSION**

- **Char Gray**, Commissioner; 2020
- **Dr. John Malloy**, Commissioner; 2021 □
- **Matt Schumacher**, Alternate Commissioner; 2020 □

### **CENTRAL KEYSTONE COUNCIL OF GOVERNMENTS**

- **James Knight**, Board Member; 2022 \*

### **CENTRAL SUSQUEHANNA FIRE AND EMERGENCY SERVICES**

- **Matt Schumacher**, Board Member; 2020 □
- **James Knight**, Alternate Board Member; 2020 \*

### **EMERGENCY MANAGEMENT**

- **Lawson Fetterman**, Coordinator □

### **LEWISBURG AREA JOINT SEWER AUTHORITY**

- **Lawson Fetterman**; 2020
- **Philip Tharp**; 2021
- **C. William Pursel**; 2022
- **Greg Beauseigneur**; 2023
- **David Goodhart**; 2024 □

### **PENSION ADVISORY COMMITTEE**

- **Matt Schumacher**, Ex officio; 2020 <sup>□</sup>
- **Jill Shambach**, Susquehanna Community Bank, Plan Consultant; 2020 <sup>□</sup>
- **Stephen Mohr**, Employee Representative; 2020 <sup>□</sup>
- **Jean Powell-Warren**, Citizen Representative; 2020 <sup>\*</sup>

### **PLANNING COMMISSION**

- **Curtis Barrick**, Chairman; 2020
- **Jon Allocca**, Vice-Chairman; 2020
- **Christine Buffington**, Secretary; 2021
- **Ernest Romanini**; 2021
- **Andrew Misener**; 2021
- **Angelo Vieceli**; 2022 <sup>□</sup>
- **Warren Zimmerman**; 2022 <sup>\*</sup>

### **ZONING HEARING BOARD**

- **David Hall**; 2020
- **Dorothy Douglas**; 2021
- **Dominic Silvers**; 2022

## RESOLUTIONS

The following resolutions were approved by the Board of Supervisors in 2020:

01-2020	Appointed the Union County Treasurer to serve as the Township Tax Collector for applicable services for the 2020 tax year. (February 10, 2020)
02-2020	Support of the Second Amendment to the United States Constitution. (February 24, 2020)
03-2020	Declaration of Municipal Disaster Emergency due to COVID-19. (April 13, 2020)
04-2020	Tax year 2020 property tax relief permitted by Act 15 of 2020, extending the tax period in which the tax imposed on assessed real estate at the Township's prescribed face value through December 31, 2020; also waiving any fees or penalties associated with a late payment provided that the tax due for 2020 is paid in its entirety by December 31, 2020. (May 11, 2020)
05-2020	Extend the COVID-19 Declaration of Municipal Disaster Emergency to remain in effect until the National Emergency Declaration concerning the Novel Coronavirus Disease (COVID-19) is lifted. (May 11, 2020)
06-2020	The Township shall pay to the person, persons or entity upon whom the 2020 real estate tax was levied as set forth in the 2020 Tax Duplicate prepared by the Union County Assessor's Office, 20% of the general fund tax paid, provided the said person, persons or entity has submitted a written request to East Buffalo Township for the same. Provided further that they said 2020 real estate taxes are received by December 31 <sup>st</sup> 2020. (June 8, 2020)
07-2020	The Union County 2020 Hazard Mitigation Plan Update is adopted as the official Hazard Mitigation Plan of East Buffalo Township. (July 13, 2020)
08-2020	An extension of 90-days for the recording of the Union County Public Library Minor Land Development Plan. (July 13, 2020)
09-2020	2021 Minimum Municipal Non-Uniform Pension Plan Obligation of \$32,931. (August 10, 2020)
10-2020	2021 Budget approved. General Fund Revenues are \$4,450,636 General Fund Expenses are \$4,932,013. General Fund tax rate remains 4.00 mills for all non-exempt properties, resulting in a \$4.00 tax per \$1,000 of assessed value. Streetlights tax is reduced from 0.07 mills to 0.05 mills for all non-exempt properties, resulting in a \$0.05 tax per \$1,000 of assessed value. Fire Protection tax rate remains 0.45 mills for all non-exempt properties, resulting in a \$0.45 tax per \$1000 of assessed value. Fire Hydrants tax is reduced from 0.08 mills to 0.06 mills for all non-exempt properties within 780 feet of a hydrant, resulting in a \$0.06 tax per \$1,000 of assessed value. (December 14, 2020)

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11-2020	An extension of 90-days for the recording of the final Land Development Plan for Vernon Martin Broiler House. (December 14, 2020)
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12-2020	Termination of the Intergovernmental Cooperation Agreement between East Buffalo Township and the Borough of Lewisburg, dated March 15, 2011, provided, however, that the said termination shall automatically be rescinded if East Buffalo Township and the Borough of Lewisburg execute a revised Intergovernmental Agreement by July 31, 2021. (December 28, 2020)

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**ORDINANCES**

Utilizing a public hearing process, the Board approved the following ordinance:

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Ordinance 395	Amending Chapter 27 Part 2, Section 200, Part4, Sections 402, 407, and 410, and adding Part 5, Sections 503 and 509 of the Code of Ordinances and adding a Solar Energy Systems. The Board authorized Solicitor Matson to amended Chapter 27, Part 5, Section 7, 509.C.3 changing - Height: Ground mounted PSES shall not exceed fifteen (15') feet in height as measured vertically from the top of the component and the ground below the component to Height: Ground mounted PSES shall not exceed ten (10') feet in height as measured vertically from the top of the component and the ground below the component. (July 13, 2020)
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## COVID-19 PANDEMIC

COVID-19 is a novel coronavirus identified in the year 2019. The virus became an epidemic in Wuhan, China. The virus quickly spread, affecting a large number of people, and was classified as a worldwide pandemic.

The first known case of COVID-19 in the United States was reported on January 20, 2020. On January 31<sup>st</sup> the federal government declared a public health emergency. On March 2<sup>nd</sup> the Union County Commissioners declared a disaster emergency. Two cases of the virus were reported in Pennsylvania on March 6<sup>th</sup>. Throughout March, the Governor issued stay-at-home orders for counties experiencing community spread of the virus, not included Union County. On March 13<sup>th</sup> the federal government declared a national emergency; Pennsylvania Governor, Tom Wolf, announced the closure of all schools for a minimum of two weeks. On March 16<sup>th</sup> the Governor implemented social distancing measures across the state and the Township office building and the public works garage were closed to the public and employees began to prepare for possible suspension of services.

At the close of business on March 18, 2020, Secretary/Treasurer, Jolene Helwig, began working from home and conducting necessary tasks in the office a minimum of one day each week. Public Works Director, Steve Mohr, continued to respond to Public Works needs such as road issues, facility maintenance, occasional PA One-Call requests, and traffic signal construction projects as needed. As the sole occupant of the Public Works office, Steve was on-site a minimum of two to three days per week. Routine Public Works operations were suspended and all Crew members were put into an on-call status, making them available to respond in emergency situations requiring roads to be cleared for first responders (e.g., snow plowing, fallen trees on roadways).

On March 19<sup>th</sup>, the Governor ordered a statewide closure of all non-life sustaining business operations and services. With guidance from Union County Emergency Management Director, Michelle Dietrich, and East Buffalo Township Emergency Management Coordinator, Lawson Fetterman, the Township declared a municipal disaster emergency. On April 1<sup>st</sup>, the Governor's stay-at-home order was extended statewide. By mid-April, there were COVID-19 cases reported in all fifty U.S. states. By April 17, the federal government had approved disaster declarations for all states and territories. In May 2020, restrictions were lifted by the State in a phased approach by county. Union County entered the yellow phase on May 8<sup>th</sup> and the green phase on June 12<sup>th</sup>.

On May 4<sup>th</sup>, Ms. Helwig returned to work in the Township office on a daily basis; however, the office remained closed to the public. In order to assist Public Works Crew in getting acclimated to on-the-job social distancing, staggered re-employment was used to aid each individual through the transition and served as a means of identifying potential changes that would be needed before the full work crew was on-site during the same working hours. The staggered re-employment consisted of a two-week period of rotating work days, beginning on May 4<sup>th</sup>. Upon returning to work, all employees were required to perform self-screening measures, including taking their own temperature and maintaining a personal daily log. All employees were notified that if they were exhibiting any known COVID-19 symptoms that they would not be permitted to report for work and employees who appeared visibly ill would be sent home.

Although there was emphasis placed on social distancing between workers to the greatest extent possible without risking the safety of workers or the public, the use of masks and/or face shields, limited tool and equipment sharing, and regularly disinfecting and sanitizing all tools, equipment and other surfaces, by the end of 2020 three of our Township employees had contracted the virus. Thankfully, all three employees, and their families, recovered fully and the Township employees returned to work after receiving proper medical care and guidance from the Department of Health.

The COVID-19 pandemic required operational adjustments for the Township and created unavoidable Public Works operational interruptions and delays. Items of note have been included in the remaining section of this report.

Although the Governor had ordered a statewide closure and municipal services had been disrupted, the length of the suspension was unknown. Throughout this period, administrative work continued in order to keep projects moving so that the Township was in position to resume operations, including commencement of contracted public works projects once the restrictions were lifted. This included the continuation of public meetings of the Board of Supervisors.

## **BOARD OF SUPERVISORS MEETINGS**

The Board of Supervisors held their organization meeting and their monthly business meeting on Monday, January 6, 2020. All other public business meetings were held on the second Monday of each month. Public Work Sessions were held in February, April, May and December.

With the statewide shutdown and the Township's support for the practice of social distancing to prevent the spread of COVID-19, the Township began using a virtual format via Zoom beginning with the April 13, 2020 Board of Supervisors meeting. The use of the Zoom platform was a new addition, but given that Township Manager Kifolo has been working remotely since August 2018, the administrative transition was seamless. In order to accommodate the public, the Board opened the meeting for public comments at the beginning and the end of each meeting.

The Board of Supervisors returned to in-person meetings when possible, but the Township continued to provide the virtual format for members of the public who were social distancing or who found the new format to be more convenient.

## **PUBLIC WORKS**

The Public Works Department provides a wide variety of services including maintenance of over 51 miles of roadway and right-of-ways, which require paving & patching, shoulder maintenance & grading, snow removal & de-icing, storm sewer & ditch maintenance, street sweeping, sign installation & maintenance, clearing of trees, tree limbs and other vegetation, and recycling. It is important to note that the majority of equipment repairs and maintenance are performed in-house, which greatly assists in the Township's ability to control these expenses. Other major activities are described in detail in this section.

### **Snow Removal and De-Icing**

Snow removal and de-icing of Township Roads, including plowing and the application of a mixture of road salt and AS2 aggregate, was performed as needed.

During the January through March 2020 winter season, the Public Works Crew handled nine (9) snow/ice events requiring plowing and/or winter road treatment. In December the Crew responded to five (5) more events, one of which dropped approximately 20" of snow on the Township. Despite the December snowfall, the year as a whole was considered light in terms of number of events and amount of material needed. The Crew used less than 100 tons of salt and 100 tons of aggregate.

The Township continued contracting for the purchase of Sodium Chloride through the Pennsylvania Department of General Services COSTARS program. This statewide purchasing contract is effective August 1<sup>st</sup> to July 31<sup>st</sup>, requiring a minimum purchase (60% of the volume requested) and locking in pricing for a limited overage (40% of the volume requested). The sodium chloride tonnage purchased within the first four months of the contract typically meets or exceeds the required minimum purchase. The early and late winter sodium chloride tonnage purchased fell within the allowable parameters provided under the annual purchase contracts.

### **Street Sweeping**

This service was delayed as a result of suspension of Township services related to the COVID-19 mitigation efforts. Spring street cleanup includes sweeping, stormwater inlet cleanouts, and pothole patching. All tasks were completed by the Public Works Crew.

### **Weed and Brush Removal**

The main goals of roadside vegetation control includes: keeping signs visible to drivers; improving visibility for motorists, bicyclists and pedestrians; improving winter road maintenance in snow and ice areas; helping drainage systems function; and preserving pavements through daylighting and root system control. Rural mowing activities are typically completed three times each growing season and include Township roads and two rural State Routes. In 2020, the suspension of services related to the COVID-19 mitigation efforts only allowed for two rounds of rural mowing.

The Crew performs tree and brush trimming along roads to maintain clear visibility and to provide for clear passage under the tree canopy for buses and trucks. At times, complete removal of a tree

along a roadway is necessary to eliminate a roadside hazard. Vegetation removal from signs, guardrails, and other roadside obstructions, is also part of this program. The Township uses a process which identifies four sectors of the Township and rotates the yearly focus for tree and brush trimming.

Problems such as broken limbs and fallen trees are common throughout the year. Weather events such as windstorms or heavy rain can cause extensive damage to roadside vegetation and at times require emergency response to allow for clearing of the public roadway. The number of incidents requiring the Township to remove fallen trees in or on the Township right-of-way are rising as a growing number of ash trees succumb to the damage of the Emerald Ash Borer. Weather forecasts predicting high winds, significant snowfall and/or icing puts the Public Works Crew on high alert for the need to respond to trees dropped on roadways. A severe storm in July brought down 26 trees in less than three hours, requiring Public Works emergency response.

### **Stormwater Maintenance**

Stormwater facilities maintenance includes cleaning and reshaping drainage ditches, culvert and inlet cleaning, headwall maintenance, pipe installation and replacement and roadside grading. Annual maintenance is essential to roadway safety and extending the life of the pavement.

Replacement of failing pipes and inlets required a project at the intersection of Westwood Drive and Meadowrun Drive. Relying on the skills and labor of the Township Public Works Crew allows the Township to keep the majority of projects in-house, instead of relying more expensive contracted services. This project included the replacement of two 2' X 4' inlet boxes and one 4' X 5' X 3.5' junction and catch basin, and >260' of pipe of various sizes.

### **Traffic Signals and Markings**

Traffic control maintenance includes sign installation and maintenance, traffic signal maintenance and repairs, safety marker placement, guardrail repair and replacement, and other maintenance. The Public Works Director continued to replace and install signage as outlined in the Township Sign Management Program.

Signalized intersection design and permitting is administered by the Pennsylvania Department of Transportation. The Township is the primary permittee for three traffic signals on State roads (intersections: State Route 45 & 15th Street; State Route 45 & State Route 2007; and U.S. Route 15 & Moore /Smoketown). Electrical service, routine maintenance and emergency service is the responsibility of the Township. The Township is the secondary permittee for two traffic signals on State roads (intersections: U.S. Route 15 & Saint Mary Street; U.S. Route 15 & State Route 45). The Borough of Lewisburg is the primary permittee on these signals. Through an agreement between the two municipalities, East Buffalo Township is responsible for the electrical supply, internet connection, and maintenance of the traffic signal at the intersection of U.S. Route 15 & State Route 45. The Township has a maintenance agreement with TRA Electric for each traffic signal to provide routine maintenance and emergency response for malfunctions.

In June 2017, East Buffalo Township submitted a PennDOT Automated Red Light Enforcement (ARLE) Program application for various improvements for State Route 45, a Critical Corridor,

specifically addressing the signalized intersection of State Route 45 and State Route 2007 (Fairground Road), as well as the Reduced Speed School Zone approximately 300 yards to the east of the SR45/SR2007 intersection. In March 2018, PennDOT awarded the Township a grant for \$77,549.64. The grant agreement between the Township and the State was finalized on April 4, 2019. Soon after, McCormick Taylor, Inc., the firm hired to engineer and provide inspection services, began the project engineering process and submission of plans to PennDOT for review and approval. During this phase it was determined that a few of the initial signal improvements proposed in the grant application would not be possible due to the added weight on the existing mast arms which have been in place since the original signal permit was issued by PennDOT in 1990. In consultation with PennDOT District 3-0, it was decided that a few proposed installations would be omitted. The focus for State Route 45 and State Route 2007 (Fairground Road) became the installation of emergency pre-emption and updated pedestrian signal accommodations. The greater portion of the grant funding was shifted to address the Reduced Speed School Zone. Through the competitive bidding process, the Township received two proposals in February 2020. On March 9<sup>th</sup> the Board of Supervisors awarded the project to Herr Signal & Lighting, Inc. with an initial contract price of \$45,960, not including additional costs for engineering and construction inspection. Herr Signal & Lighting, Inc. began construction on July 22, 2020. Public Works Director, Steve Mohr, represented the Township in meetings with the contractor, engineers and PennDOT. Herr Signal & Lighting, Inc. completed construction on November 6, 2020.

In August 2017, East Buffalo Township joined with Union Township, our neighbors to the south, in the submission of a Green Light Go traffic signal grant application to PennDOT. This grant had a requirement that local municipalities are responsible for 20% of the total cost of the project. Bucknell University agreed to commit 50% of the local match required for the East Buffalo Township project. East Buffalo Township served as the Lead Agency. For Union Township, the proposal was for upgrades to the traffic signal at the intersection of US15 and State Route 304. East Buffalo Township's application included a full signal upgrade for the traffic light at the intersection of US15 and Moore Avenue/Smoketown Road. In September 2018, PennDOT awarded the Township a grant for \$372,179. The grant agreement between the Township and the State was finalized in January 2019. McCormick Taylor, Inc. the firm hired to perform engineering and inspection services, began the design process and submission of plans to PennDOT for review and approval. The competitive bidding process brought two proposals to the Township in February 2020. On March 9<sup>th</sup> the Board of Supervisors awarded the project to Herr Signal & Lighting, Inc. with an initial contract price of \$263,595.10, not including additional costs for engineering and construction inspection. Herr Signal & Lighting, Inc. began construction on July 16<sup>th</sup>. Public Works Director, Steve Mohr, represented the Township with the contractor, engineers and PennDOT. Construction was completed by December 8, 2020.

### **Bridge & Culvert Maintenance**

Since 2015, the Township has been working with the owner of the Lewisburg & Buffalo Creek Railroad (LBCX) for the repair of a twin cell stone culvert beneath River Road and the railroad. In 2016, LBCX was able to obtain a 30% matching grant through the Rail Freight Assistance Program. The Township and LBCX worked through necessary agreements to establish the relationship of the parties and the financial responsibilities for the grant match. LBCX, as the sole grantee, is the grant administrator. In April 2018, the Board of Supervisors awarded the construction contract to

Chesapeake Thermanite Welding, LLC. The agreement with Chesapeake Thermanite Welding, LLC specified that the project was to be completed no later than August 31, 2018. Following the issuance of the notice to proceed, weather conditions and contractor scheduling resulted in project delays resulting in LBRX requesting an extension of the grant deadline. In 2020, with the grant deadline again looming and a Chesapeake Thermanite Welding, LLC business disruption, LBCX and the Township re-advertised the project to prospective bidders. In October 2020, five contractors submitted proposals and the Board of Supervisors approved Lycoming Supply Inc. Delays at the State level prevented completion of the project by the end of the year. LBCX, with assistance from Township Manager Kifolo, was able to get an extension on the grant deadline to allow construction in Spring 2021.

### **Equipment**

In 2020, there were three major equipment purchases.

- A 2020 Bobcat Toolcat 5600 Utility Work Machine with a heavy-duty bucket, broom, snowblower and salt spreader. Purchase price was \$61,799. The new equipment was delivered on December 10, 2020; immediately put to use and receiving good reviews from the Public Works Crew.
- Two Flink Stainless Steel Hopper Spreaders with under tailgate spreaders. Total purchase price was \$16,945. The Township took delivery of the units in October 2020. These are hoppers that are inserted into truck beds. This purchase expands the number of trucks in the Township fleet capable of de-icing.

The Township utilized the Commonwealth of Pennsylvania's COSTARS cooperative purchasing program for each of these purchases.

No equipment was sold through Municibid.com in 2020, but the Bobcat Toolcat was purchased to replace a 2013 Kubota, which will be sold in 2021.

### **Road Dedications**

There were no new streets dedicated to the Township in 2020. The Township has 51.72 miles of roads on the official Township inventory with the State Department of Transportation which are eligible for State Liquid Fuels funding. This does not include 1.01 miles of alleys for which the Township is responsible for maintaining.

## **CONTRACTED ROAD PROJECTS**

In 2020, 3.85 miles of Township streets were included in contracted road construction and/or maintenance projects. Contracted road construction projects included base repairs and street paving and included approximately 2.1 miles of roads. Contracted road maintenance projects included either single seal coat and fog seal or double seal coat and fog seal; approximately 3.1 miles of streets were included in maintenance projects. It is important to note that the total road construction miles and total road maintenance miles add up to more than the reported mileage of treatment because some road ways received sections of needed base repairs (construction) and then the entire roadway received a seal coat and fog seal treatment.

East Buffalo Township utilized services provided through PennDOT District 3-0 Municipal Services for preparation of road project bid documents. Although the bid releases were slightly delayed due to the COVID-19 work restrictions, bids were publicly advertised and Township staff ensured that known potential bidders were aware of the competitive road project availability. Awards were made to the lowest responsible bidding contractor during a public Board of Supervisors meeting.

Once road projects were awarded, postcards were mailed to residences directly impacted, and some indirectly impacted. Notifications were also posted on the Township website.

### **Construction Projects**

Six proposals were received for the road construction project. New Enterprise Stone & Lime Co., Inc., based in Winfield, PA, was awarded the contract for construction paving projects. The original bid cost was accepted at \$310,215. The final construction cost was \$291,177, which was 6.14% under the original bid amount. The Township utilized General Funds for this expense.

Full length and width street paving was performed on Springhouse Drive (T719); North Meadow Court (T720); Country Hill Road (T721); Red Fox Lane (T722); Fruit Farm Road (T335); Rural Avenue (T) from Oak Alley to North 10<sup>th</sup> Street; Oak Alley; Block Alley from North 10<sup>th</sup> Street to Stein Lane; and Wilson Alley. Pavement and/or base repairs were performed on Smoketown Road (T355); McRae Lane (T490); River Road (T620); Stein Lane (T432); Fruit Farm Road (T335); Moore Avenue (T361); and Fairfield Road (T450).

### **Maintenance Projects**

Two proposals were received for the road maintenance seal coating and fog sealing project. Hammaker East Ltd., based in Fayetteville, PA, was awarded the contract. The original bid cost was accepted at \$76,890. The final maintenance cost was \$78,333, which was 1.88% over the original bid amount. The Township utilized State Aid Liquid Fuels funding for this expense.

Full length street maintenance was performed on Springhouse Drive (T719), North Meadow Court (T720), Country Hill Road (T721), Red Fox Lane (T722), Fruit Farm Road (T335) and Fairfield Road (T450). Partial street length maintenance was performed on Smoketown Road (T355) from SR2007 to Jean Blvd; and Stein Lane (T432) from the western Township line to Fruit Farm Road.

### **Street Markings**

Alpha Space Control performed painting of street markings, which included double yellow center lines, white road fog lines and crosswalks.

## **RECYCLING**

Act 101, Pennsylvania's Municipal Waste Planning, Recycling and Waste Reduction Act of July 1988, mandates recycling in all municipalities with a population of 5,000 or more. Under the Act, East Buffalo Township is required to implement a once per month curbside program to collect at least three (3) recyclable materials. The Township collects clear glass, colored glass and aluminum cans. Residents must also separate leaf waste from other municipal waste. Commercial, municipal and/or

institutional establishments must separate high grade office paper, aluminum, corrugated paper and leaf waste and other materials deemed appropriate by the municipality generated at commercial, municipal or institutional establishments and from community activities.

Although not required under Act 101, East Buffalo Township serves as a drop-off recycling facility for the County.

The Public Works Crew is responsible for all curbside and drop-off center recycling activities. Both experienced disruptions during the year due to COVID-19.

### **Brush, Yard Waste & Christmas Trees**

Christmas tree collection was completed in January 2020. The Crew collected 422 trees throughout the Township, a decline from 459 Christmas trees in 2019.

The Township provides brush and yard waste collection in April, May, June, September and October. Since 2015, the Township has utilized the U.S. Penitentiary Public Works and Community Service Program to aid staffing during collection cycles. The program would typically provide three to four participants, which allowed Township Public Works Crew members to remain available to perform other maintenance projects and/or provide sufficient man-hours to cover for Crew vacation days. Because of the COVID-19 shutdown, there was no collection completed in April. Due to quarantining and the need for social distancing, there was no manpower assistance in 2020.

Brush and yard waste collection was performed in May, June, September and October. In the aftermath of a severe storm in July a complete round of brush collection throughout the Township was conducted. The reduced manpower extended the time typically needed to complete one round throughout the Township and hampered Crew ability to address other maintenance (non-emergency) repairs.

Brush collection in 2020 resulted in processing of approximately 1,603 cubic yards; down from 1,762 cubic yards in 2019. Collection of yard waste in 2020 netted 1,325 cubic yards; down from 1,543 cubic yards in 2019.

### **Collection of Leaves**

Curbside leaves collection, performed using a driver-controlled vacuum, began in October and the last round of collection throughout the Township was completed by the middle of December, after which, vacuuming of leaves continued with the clearing of ditches and inlets. Collection in 2020 was approximately 3,355 cubic yards; up from 2,993 cubic yards in 2019.

### **Curbside & Drop-Off Center Recycling**

Lycoming County Resource Management Services (LCRMS) provides transport and processing services for the bins filled with materials from drop-off and curbside collections. On March 18, 2020 we received notification that LCRMS was suspending services due to COVID-19. Without LCRMS services available, the Township suspended operations on the same day. Private haulers suspended single-stream recycling. Residents were permitted to dispose of recyclables in household trash containers if they were unable to store them until services resumed.



Curbside collection was completed once per month, with the exception of April and May due to operational impacts of COVID-19. Collection included clear glass, brown glass, green glass and aluminum cans.

The drop-off center is manned by one member of the Public Works Crew during hours of operation to assist users and to ensure that materials are source separated. Individual bins for source separated materials are provided for clear glass, green glass, brown glass, PETE plastic, HDPE plastic, aluminum, bi-metal, paperboard, magazines, corrugated cardboard, office paper and newspaper.

The Township Drop-Off Center was scheduled to open Monday of each week, except for Township holidays which shifted the opening day to Tuesday and the second Saturday of each month. The COVID-19 related LCRMS suspension of service necessitated the closure of the Township drop-off facility for scheduled collections March 23<sup>rd</sup> through May 11<sup>th</sup>; a total of ten operating days. Following the guidance from LCRMS and the PA Department of Environmental Protection, the drop-off center reopened for collections on May 18<sup>th</sup>. The Public Works Crew controlled traffic in order to limit the number of people in the recycling area; masks were required; and the public was advised that if a household member has tested positive for COVID-19 that they should place recyclables in the trash instead of recycling containers.

When operations resumed, LCRMS required the locking of all containers with full containers to be labeled with the date and time of locking. Once time and date stamped, LCRMS would not arrange for pick-up and processing until three days had passed. There was concern that this new system could cause unexpected facility closures, but that was never realized.

The recyclables collected by the Township, either curbside or at the drop-off center, must be source-separated; prohibiting the Township from providing on-site Single Stream Recycling. However, since 2012 private haulers have been providing Single Stream Recycling service for Township residents and businesses. This has proven to be a popular option for residents, presumably due to the high convenience factor and a relatively low service cost.

The tonnage of municipal and private hauler collection of recyclable materials in 2020 was the lowest since 2015. East Buffalo Township recycling collection and private residential single-stream and commercial recycling tonnage comparison of 2019 and 2020:

	2019	2020	Change
Municipal Collection Tonnage	113.13	118.73	4.95%
Private Hauler Residential Single-Stream Tonnage	299.67	278.12	-7.19%
Private Hauler Commercial Tonnage	17.97	18.60	3.51%
Total	430.77	415.45	-3.56%

## **MUNICIPAL COMPLEX**

### **BUILDING CONSTRUCTION**

The recycling shed stationed on the drop-off recycling center concrete pad was replaced during 2020. Following the removal of a section of concrete, a new concrete pad was installed raising the height of the shed to allow for an equipment ramp at the entrance. The larger storage shed provides more room for recycling supplies, equipment and de-icing materials used only on concrete sidewalks and the recycling center area.

### **BUILDING MAINTENANCE**

The municipal office building siding was painted in 2020. The paint used during building construction in 2013 was not high quality as evidenced by visible oxidation. The painting was performed as a maintenance project to protect the siding.

### **LAWN CARE**

The Township continued to utilize contracted lawncare services for the municipal complex

## **PUBLIC SAFETY**

### **Animal Control**

In 2020 the Township continued participation in the joint Animal Enforcement Program with the Borough of Lewisburg and Bucknell University. Appointed annually by the East Buffalo Township Board of Supervisors, the Animal Enforcement Officer (AEO), Wayne Hoover, enforces the provisions of Chapter 2 of the Township Code of Ordinances.

### **Emergency Management**

Lawson Fetterman, EBT resident and former Public Works Director, was appointed on April 13, 2015 to the position of Emergency Management Coordinator and remained in that role through 2020. The Township relied on his work with Union County Emergency Management Director, Michelle Dietrich, as we navigated the impacts of the pandemic.

### **Fire Companies and Ambulance Services**

The Township is served by William Cameron Engine Company (WCEC), a combined career staff and volunteer department. WCEC oversight is provided by a volunteer board. Additional financial oversight is provided by the Central Susquehanna Fire and Emergency Services Board, which has municipal representatives from East Buffalo Township, Kelly Township and Lewisburg Borough.

## **POLICE**

The Buffalo Valley Regional Police Department was formed in March 2011, through an Intergovernmental Cooperation Agreement (IGA) with the Township and Lewisburg Borough. Beginning in 2016, the Township Board of Supervisors, wanting to learn from the experiences of operating the regional department and recognizing issues with the IGA that could threaten the longevity of the agreement and the Department, requested a meeting with the Lewisburg Borough to discuss changes. Individuals representing the Borough were not receptive. One meeting with the

Board of Supervisors and Borough Council was held in December 2016. A subcommittee met in January 2017 and a second meeting was scheduled for the following month. Despite finding some agreement during the January meeting, the Borough, unwilling to reconvene, cancelled the February meeting with no effort to reschedule.

The two municipalities were joined through an Intergovernmental *Cooperation* Agreement, yet the Borough Council members refused to meet with Township representatives. The Township was undeterred, presenting numerous options for meetings and suggested revisions to the IGA. In June 2019, the Lewisburg Borough filed a lawsuit in the Court of Common Pleas of the 17<sup>th</sup> Judicial District. The Borough’s Complaint for Declaratory Judgment was filed against the Township and the Buffalo Valley Regional Police Commission, the very entity created when the IGA was signed. The Borough claimed that the Township improperly reduced its funding allocation for the BVRPD beginning in 2016. The Township contends the IGA, specifically Exhibit C, gives the municipalities the ability to request the number of PPU’s they want to include in the annual budget of the BVRPD.

<b>BVRPD POLICE PROTECTION UNITS</b>		
<b>CALENDAR / BUDGET YEAR</b>	<b># OF PPU’S AVAILABLE AT TIME OF BUDGET</b>	<b># PPU’S REQUESTED BY EBT</b>
2012	50.45	26.234
2012 Adjusted	46.25	24.048
2013	51.06	26.551
2014	48.91	25.433
2015	52.43	27.264
2016	51.38	26.718
2017	47.26	23.630
2018	49.62	24.810
2019	53.11	26.560
2020	50.25	25.510
2021	50.25	25.510

NOTE: The Number of PPU’s Available at time of Budget was obtained from Paul Yost, BVRPD Chief.

Since June 2019, the Township has remained committed to the Buffalo Valley Regional Police Department and has continued to attempt to get the Lewisburg Borough into a room to discuss the IGA. The Borough has refused discussions and every settlement offer has been rejected. The Borough has made it clear that they want the Court to make a decision; resulting in unnecessary and wasteful spending of taxpayer dollars that could be better utilized. Regardless of the Court’s decision, municipalities will be left with an IGA posing potential future pitfalls and lawsuits.

On December 28, 2020, the Township Board of Supervisors approved the termination of the Intergovernmental Cooperation Agreement between East Buffalo Township and the Borough of Lewisburg effective December 31, 2021. However, the action also included a caveat that the Township would rescind the termination if East Buffalo Township and the Borough of Lewisburg executed a revised Intergovernmental Cooperation Agreement by July 31, 2021.

Outside attorney fees for the Township from June 2019 through December 2020 total \$78,472.99.

## **PARKS & RECREATION**

### **Buffalo Valley Recreation Authority (BVRA)**

East Buffalo Township is served by the Buffalo Valley Recreation Authority (BVRA). The organization organizes year-round programs and services to help sustain better health and wellness. The operations of BVRA were severely hampered by the social distancing efforts put in place as a means of prevention of spread of COVID-19. Due to minimal operational revenue and organizational overhead, BVRA requested financial assistance from the Township. Initially, the Township abandoned the contractual agreement regarding timing of payments to assist BVRA in meeting financial obligations. Although helpful for the first three quarters of the year, by the close of 2020 the Township had provided an additional \$31,862 in emergency funding.

Since 2006, the Township held funds in its Capital Reserve account to provide financial security for BVRA on a loan. The interest rate was 3.468%. In 2016, with 10 more years remaining on the loan, the Township worked with BVRA to pay off PENNVEST loan and the Township entered into a loan repayment agreement with BVRA. The agreement provided the Township with a mechanism to reduce its quarterly allocation to BVRA by the value of the repayment of funds at 0% interest over 10 years. This action resulted in significant cost savings for BVRA and the Township by keeping more municipal contribution dollars for direct coverage of BVRA overhead costs. When the Township entered the agreement, the Board agreed to transfer the monthly loan repayment amount into its Reserve fund for future park and recreation projects. The annual transfer totaled \$8,606.40. Given BVRA's financial condition in the midst of the pandemic, the uncertainty of when revenues would increase, and potential need for additional emergency funds from the Township, the Board of Supervisors, at the urging of Township Manager Kifolo, agreed to suspend the BVRA loan re-payment for calendar year 2021, resuming January 2022 until the loan is paid in full.

### **FAIRGROUND ROAD PARK RESTORATION**

In February 2020, the Pennsylvania Department of Natural Resources (DCNR) finalized the \$225,000 grant agreement with the Township. This grant round will assist with Phase I of the Fairground Road Park restoration, a process that began in 2018. Engineering and design were hampered by COVID-19 restrictions, but the Township continued working with contracted YSM Landscaping Architects to move this project forward. The Township is preparing for a bid release and construction in 2021. In addition, Township Manager Kifolo began working with Union County Conservation, the Northcentral Conservancy and Pennsylvania Department of Environmental Protection in planning a supplemental restoration project for a small tributary that feeds the Fairground Road Park pond and Limestone Run.

## **BUILDING CODES ENFORCEMENT**

Central Keystone Council of Governments (CK-COG) was utilized by the Township for Uniform Construction Code Enforcement Plan Review and Permitting, Residential & Commercial UCC Building Inspections and International Property Maintenance Code Enforcement.

## PLANNING & ZONING

Beginning October 1, 2017, the Central Keystone Council of Governments (CKCOG) became the Township’s administrator for all zoning and subdivision and land development ordinances. For 2020, surprisingly there was a 42.67% increase in the number of permits issued compared to the number issued in 2019. Although the number of permits increased, the significant decrease in revenue highlights the shift in the type of projects. The number of new homes remained even; however, there was a decrease in the number of new businesses and subdivision and land developments. The biggest change can be seen in the number of projects and their applicable permit fees for projects commissioned by Bucknell University.

	2019		2020		CHANGES			
	Number of Permits	Sum of Fee	Number of Permits	Sum of Fee	Number of Permits	% Change Number of Permits	Sum of Fee	% Change Permit Fees
Bucknell University Permits	4	\$38,058	1	\$70	(3)	-75.00%	(\$37,988)	-99.82%
All Other Permits	71	\$24,924	106	\$23,090	35	49.30%	(\$1,834)	-7.36%
Annual Total	75	\$62,982	107	\$23,160	32	42.67%	(\$39,822)	-63.23%

## UTILITIES

The Township works closely with utility companies providing services within its boundaries.

**Public Water:** For those areas with access to public water, East Buffalo Township is served by Pennsylvania American Water.

**Public Sewer:** For those areas with access to public sewer, East Buffalo Township is served by the Lewisburg Area Joint Sewer Authority (LAJSA).

**Electric Utilities:** The Township is served by Citizens’ Electric, which is based within the Township.

**Natural Gas:** For those areas with connection to natural gas in East Buffalo Township, service is provided by UGI Utilities. Service in the Township has expanded in recent years, with additional lines expected in the coming years.

## 2019 AUDITING

The Board of Supervisors appointed Herring, Roll and Solomon, P.C. to perform the 2019 Annual Audit during 2020. This firm performed a comprehensive audit of all township accounts and prepared the Department of Community & Economic Development (DCED) Municipal Annual Audit and Financial Report, filed with the state. The 2019 Audit was the first audit of the Township financials following the transition from the cash basis of accounting to Generally Accepted Accounting Principles (GAAP). Due to the business restrictions imposed in an effort to spread the COVID-19 virus, the 2019 Audit was delayed. The final audit was publicized in the Standard Journal and copies of the Financial Statement and the DCED report are on file for public inspection at the Township building and posted on the website on the Newsletter & Reports page.

## **2020 BUDGET**

The East Buffalo Township Board of Supervisors approved the 2020 budget during a December 16, 2019 public meeting. The following information is intended to provide an overview of the budget and significant events during the 2020 calendar year. An analysis of the Township's financial health will be included with the annual Financial Statement presented following the completion of the 2020 annual audit.

### **GENERAL FUND**

The General Fund represents the principal operating fund for the Township, including general government administration, facilities maintenance, public works, public safety, professional services, planning & zoning, health & welfare, culture & recreation, and debt service.

#### ***Millage Rate***

For the fiscal years 2016 through 2019, the real estate millage rate held steady at 4.5. The 2020 real estate millage rate decreased 11% to 4.0, a level not seen since the 2014 tax year.

#### ***Real Estate Tax Face Value Extension***

In May, the Board of Supervisors approved a resolution consistent with Act 15 of 2020, which provided tax year 2020 property tax relief by extending the Township's prescribed face value through December 31st, essentially eliminating the penalty period provided that the tax due for 2020 was paid in full by December 31<sup>st</sup>.

#### ***Tax Rebate***

In light of the COVID-19 pandemic and the financial hardships being experienced due to business closures and rising unemployment, in June the Board of Supervisors approved a General Fund Real Estate Tax Rebate that offered all Township real estate property owners a 20% reimbursement on the amount that paid for tax year 2020 provided the 2020 real estate taxes were received by December 31, 2020 and a written request to East Buffalo Township was received by December 15, 2020.

This action had the potential to impact owners of 2,626 parcels. Assuming that all taxpayers would pay at the discount value, the potential total rebate was \$402,843. Assuming all were paid at face value, the potential total rebate was \$411,064. The actual total, as of this writing, has not been determined as we await receipt of verification of December payments from the tax collector. The projected total rebate is expected to be below \$250,000.

#### ***Debt Reduction***

In 2011, the Board of Supervisors had taken a loan from the Pennsylvania Infrastructure Bank in the amount of \$1,436,000 for the repair and reconstruction of certain Township streets. It was a 10-year loan with a 1.625% annual interest rate. Repayment began in 2012 with the last payment to be made January 1, 2022. With the interest rate on the loan being greater than the interest rate on deposits, and given that there were only six quarterly payments remaining, a payoff of \$231,042.84 was made in August to wipe another debt off of the Township books. This was the

second year in a row the Township reduced the debt level. In 2019, the Township paid the balance on a five-year \$500,000 loan for Other Post Employment Benefits.

***Transfer to Reserves***

In November the Board of Supervisors approved the transfer of \$200,000 from the General Fund to the Parks and Recreation Fund in Reserves for future park restoration funding. Should the Township apply for another DCNR grant for Phase II of the Fairground Road Park restoration, having matching funds available would show DCNR that it is a shovel ready project with available matching funds. If no additional grant funding is available, the Township still has park renovation needs that can be addressed.

***COVID-19 Impacts***

During the 2020 fiscal year, given the impact on businesses and the rise in unemployment nationwide, there were several revenue streams that had the potential for actuals to not attain the budgeted levels, specifically Real Estate Transfer Tax, Earned Income and Local Services Taxes, Interest, and Planning & Zoning permit revenues. Surprisingly, the first three outpaced the budgeted amounts. On the expense side, the COVID-19 disruption caused a delay in a few projects and purchases that remain in planning for 2021.

**STATE LIQUID FUELS**

The Commonwealth of Pennsylvania annually distributed to all municipalities Liquid Fuels funding, which is derived from gas taxes. The disbursement amounts are based on municipal road miles and population. Use of the fund is limited to road maintenance/construction and road equipment purchases. In 2020, State Liquid Fuels funds were utilized for contracted road maintenance projects, street paving markings and winter road maintenance materials. Since the funds are generated through gas taxes and considering that people were driving less - using less fuel - during 2020 because of statewide stay at home orders, the Township allocation for 2021 decreased 9.2%

**CAPITAL RESERVES**

There were no expenditures from the Capital Reserve account during the 2020 fiscal year. In September, a transfer from the General Fund to Capital Reserves was specifically for parks and recreation. A lump sum of \$200,000 and monthly transfers that total \$8,606.40 for the year.

At the end of 2012, the Capital Reserve balance was \$228,000, with almost half of the amount being held in the event BVRA defaulted on a PENNVEST loan. Since 2012, just under \$600,000 has been expended from the Capital Reserve fund, with \$400,000 being used for the OPEB investment fund. At the end of 2020, the Capital Reserve balance is almost \$2.2M, giving the Township a solid base for future infrastructure and maintenance projects.

**STREET LIGHTS FUND**

The millage rate for all real property within the Township was 0.07. This funding covers the cost of service and maintenance of street lights by Citizens' Electric Company.

### **FIRE HYDRANT FUND**

Any property within 780 feet of a hydrant was assessed a millage of 0.08. This fund is utilized for maintenance and rental of fire hydrants from Pennsylvania American Water.

### **FIRE PROTECTION FUND**

The real estate tax assessment millage for all taxable properties was reduced from 0.46 to 0.45. The funding provides an annual contribution to the William Cameron Engine Company (WCEC) for fire protection services and payment of the Township's share of Workers' Compensation Insurance for the Department. For fiscal year 2020, the contribution rate to WCEC converted to a per capita method.

### **PENSION FUND**

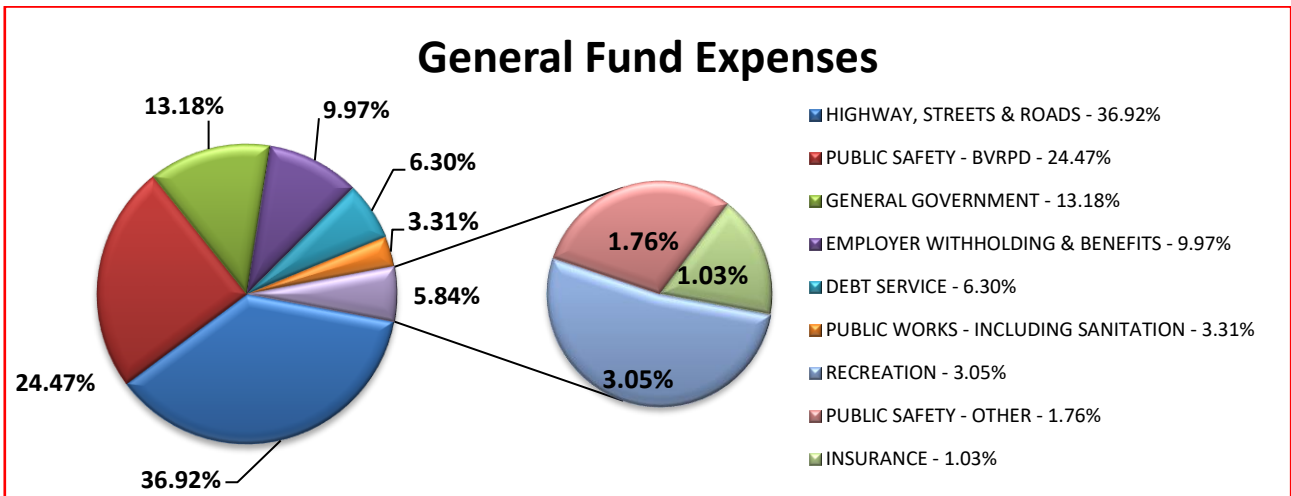
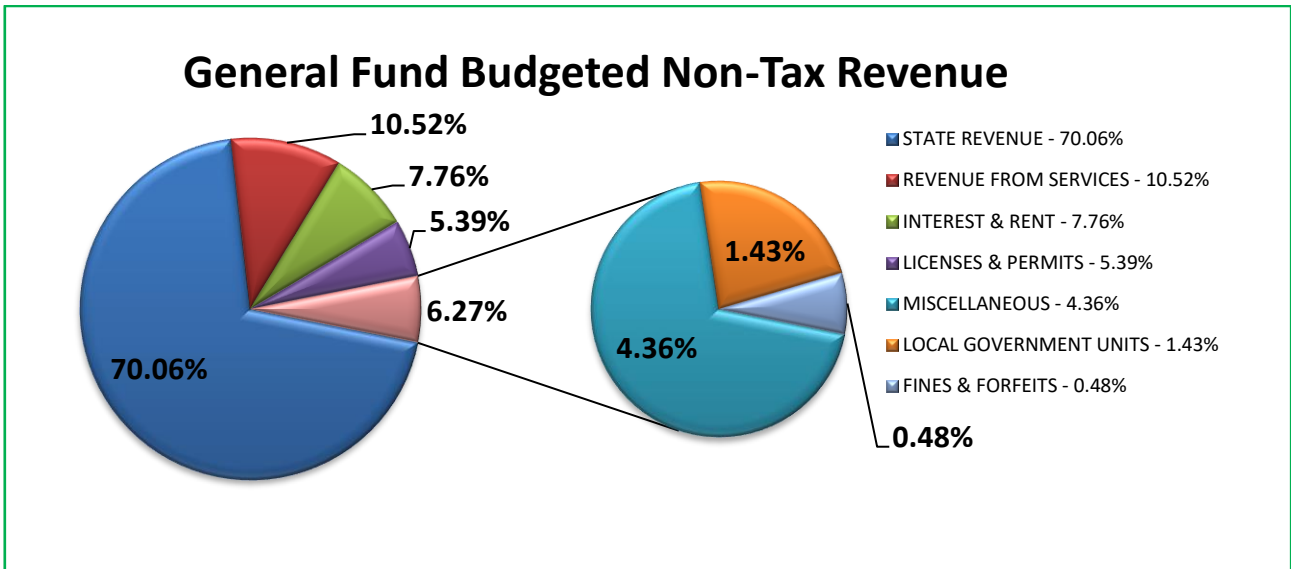
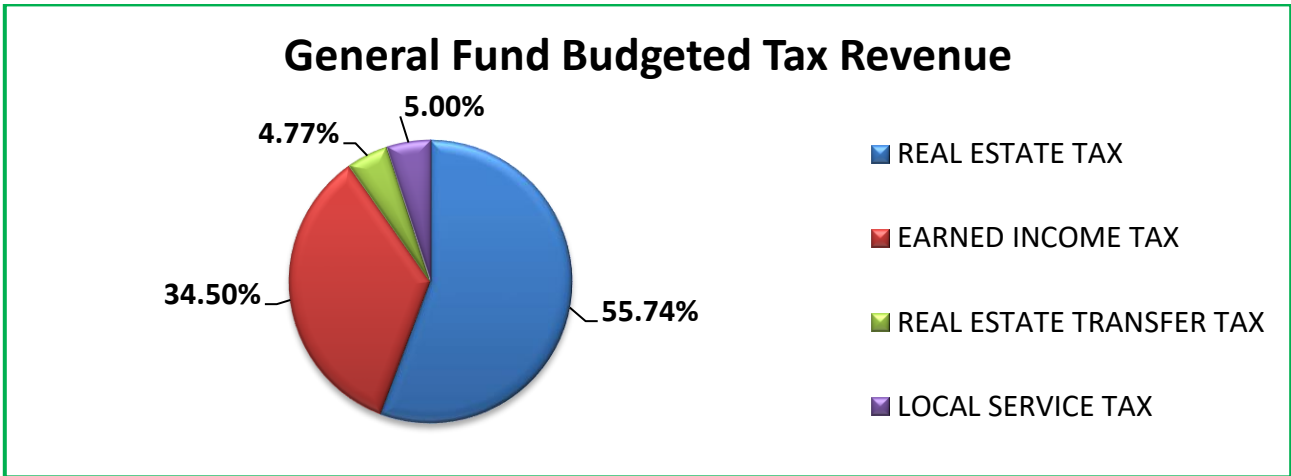
The fund required \$38,123 of municipal contribution in 2020. The annual Pension Advisory Committee meeting was delayed due to the pandemic, but was eventually held in October using the virtual meeting platform. Based on the Committee's review of the fund, no recommendations for changes were made to the Board of Supervisors. At the end of 2020, the Pension fund balance was \$1,513,056, experiencing 8% growth for the year.

### **OPEB**

Qualifying Township non-union employees, and their spouses, are eligible for OPEB medical, dental and vision coverage. In addition, the Township is financially responsible for OPEB medical, dental and vision coverage for qualified Buffalo Valley Regional Police Officers who were employed by the Township prior to department regionalization. The Township has been providing this OPEB since the 1980s, but until 2013 there was no financial planning for future costs. Beginning that year, funds were set aside annually in the Capital Reserve fund and remained earmarked until September 2016. At that time, using \$400,000 from Capital Reserves and an additional \$500,000 from a bank loan, the Township opened its OPEB investment account with Cetera Investment Services. The goal at the time of investment was to not withdraw from the account for at least five to six years. Given the future projected costs and growing number of employees reaching retirement, the OPEB investment account will lessen the financial burden on the general fund in future years. In September 2017, the Board invested an additional \$50,000 to the investment fund. In October 2020 one Public Works employee resigned his position and in December 2020 one legacy police officer resigned from the BRVPD. Both individuals are no longer eligible for this benefit. The impacts of these two departures will be evidenced in the next actuarial evaluation. The fund's total value as of December 31, 2020 was \$1,563,506, a 15.6% growth since December 2019.



# GENERAL FUND CHARTS FOR 2020 APPROVED BUDGET



Note: Percentages are based on budgeted General fund revenues and expenditures. Transfers to and from the Capital Reserve Account have been excluded from the calculations. Expense categories are generally consistent with those utilized by DCED for municipal reporting.