The Borough of Highspire

Dauphin County, Pennsylvania



2024 Budget

Adopted December 19, 2023





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Citizens Fire Company #1 of Highspire



2024 Budget



2024 Budget

Administration:

400.105	Salaries – Elected Officials	\$4,950
400.110	Salary – Manager	\$35,688
400.114	Salary – Administrative	\$33,108
400.194	Payroll Taxes	\$5,997
400.196	Group Insurance	\$50,252
400.197	Pension Contributions	\$0.00
400.210	Materials & Supplies	\$2,400
400.213	Office Equipment	\$10,050
400.215	Postage	\$4,800
400.300	General Expense	\$9,240
400.310	Professional Services	\$7,206
400.311	Auditing Services	\$27,000
400.313	Engineer	\$13,333
400.314	Solicitor	\$9,000
400.317	Legal Services (Other)	\$15,000
400.320	Communications	\$6,336
400.340	Advertising & Printing	\$3,796
400.350	Insurance	\$3,593
400.370	Maintenance & Repairs	\$0
400.390	Bank Fees	\$275

<u>Total:</u> \$242,024



2024 Budget

Tax Collection:

410.112

403.116	Commissions / Salary		\$7,300
403.130	LST Commissions		\$317
403.194	Payroll Taxes		\$551
403.210	Materials & Supplies		\$660
403.353	Tax Collector's Bond		\$0
		Total:	\$8,828
Municipal Buildings:			
409.236	Materials & Supplies		\$1,750
409.350	Insurance		\$0
409.361	Electricity		\$7,200
409.362	Gas		\$1,200
409.366	Water		\$368
409.373	Maintenance & Repairs		\$18,577
		Total:	\$29,095
Police Protection	General Services:		
410.110	Salary, Public Safety Director		\$35,649

Officer	Salary	Longevity / Anniversary	Total
Sergeant	\$95,933	\$4,000	\$99,933
Patrolman	\$91,401	\$3,600	\$95,001
Patrolman	\$91,400	\$1,600	\$93,000
Patrolman	\$91,400	\$1,000	\$92,400
Patrolman	\$57,691		\$57,691
Patrolman (COPS Grant)	\$16,025		\$16,025

Salary, Full-Time Patrolman

\$454,050



2024 Budget

			_
Total:	\$443,850	\$10,200	\$454,050

410.114	Salary, Admin. Assistant	\$9,750
410.180	Overtime, Full-Time	\$52,680
410.187	Salary, Part-Time Patrolman	\$48,082
410.188	Overtime, Part-Time	\$12,000
410.189	Shift Differential & Educational Incentive	\$11,362
410.191	Uniform Cleaning	\$350
410.194	Payroll Taxes	\$50,726
410.196	Group Insurance	\$225,382
410.210	Materials & Supplies	\$2,400
410.213	Computer Media	\$303
410.238	Uniforms	\$4,090
410.242	Ammunition	\$3,838
410.252	Computer Hardware / Software	\$11,632
410.260	Minor Equipment	\$150
410.280	Crime Prevention	\$2,500
410.300	General Expense	\$12,280
410.310	Professional Services	\$2,300
410.320	Communications	\$4,886
410.340	Advertising & Printing	\$1,250
410.350	Insurance, Liability	\$8,112



Vehicle Expenses:

410.216	Materials & Supplies (Vehicle)	\$600
410.231	Vehicle Fuel	\$9,024
410.327	Vehicle Communications	\$0
410.370	Vehicle Maintenance	\$4,000
410.375	Tubes & Tires	\$0
	Total Vehicle Expense:	\$13,624
	Total Police Protection:	\$967,396
Fire Protection:		
411.195	Workers Compensation	\$12,770
411.350	Insurance	\$20,153
411.363	Hydrant Service	\$12,690
411.500	Contributions – Fire Company	\$35,000
411.700	Contribution – Pumper Truck	\$7,500
	Total Fire Protection:	\$88,113
Ambulance Service:		
412.500	South Central EMS - Contract	\$11,515
	<u>Total:</u>	\$11,515
Protective Inspections:		
413.001	Act 13 of 2004 - Fees	\$100



2024 Budget

	<u>Total:</u>	\$100
Planning & Zoning:		
414.114	Salary - Administrative	\$27,286
414.150	Insurance	\$0
414.194	Payroll Taxes	\$2,095
414.213	Computer Software Updates / Training	\$1,800
414.300	General Expense	\$1,100
414.310	Professional Services	\$21,912
413.313	Engineer	\$12,500
414.314	Zoning Hearing Board - Solicitor	\$4,000
414.340	Advertising & Printing	\$2,000
414.500	Tri-County Planning Commission Fees	\$500
	Total Planning & Zoning:	\$73,193
Emergency Manage	ement:	
415.260	Equipment	\$0
415.300	General Expense	\$300
415.321	EMA Fax / Telephone	\$496
415.327	Radio Maintenance	\$440
415.460	Training	\$500
	Total Emergency Management:	\$1,736
Fire Police:		
416.200	Material & Supplies	\$580



Total Fire Police:

\$580

Health & Sanitation

Highways / Public	Moules		
		Total:	\$352,256
427.369	Compost Facility		\$3,488
	op		7.7
427.368	Spring & Fall Clean-up Distribu	tions	\$0
427.367	Contracted Services - Resident	ial	\$348,768

430.110	Salary – Public Works Superintendent	\$22,684
430.112	Salaries	\$132,076

Pub. Works Employees	Longevity	Salary
Hwy. Super \$40,909	\$840	\$41,749
Laborer 3 - \$45,989	\$1,875	\$47,864
Laborer 2 – \$42,463	\$0	\$42,463
	Total:	\$132,076

430.180	Overtime	\$3,500
430.187	Part-time	\$0
430.191	Uniforms / Safety	\$1,250
430.194	Payroll Taxes	\$12,819
430.196	Group Insurance	\$72,398
430.200	Materials & Supplies	\$1,750
430.231	Gas, Oil & Grease	\$3,500
430.232	Diesel	\$1,750
430.251	Vehicle Operating Expense	\$12,500



General Fund 2024 Budget 430.253 Maintenance & Repairs \$3,000 430.260 Minor Equipment \$1,000 430.300 **General Expense** \$2,500 430.324 Communications \$126 430.327 Radio Maintenance \$0 430.740 \$24,882 **Major Equipment Total Highways / Public Works:** \$295,735 **Storm Water Management** & Flood Control: 446.000 **Burd Run Flood Control Project Operations** \$500 & Maintenance Account 446.313 Engineer / MS4 \$0 \$500 **Total Stormwater Management& Flood Control: Culture – Recreation:** 452.300 **General Expense** \$25,000 452.310 Professional Services – Pest Control \$24,825 452.361 Electricity \$1,444 452.366 Water \$564 452.372 Playground Expense \$2,500 452.600 **Recreation & Holiday Decoration PLGIT** \$2,000 455.000 **Environmental Advisory Board** \$400 **Total Culture - Recreation:** \$56,733 **Insurance:**

Municipal Insurance

486.350

\$65,161



2024 Budget

Total Municipal Insurance:	\$65,161
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Debt Service:

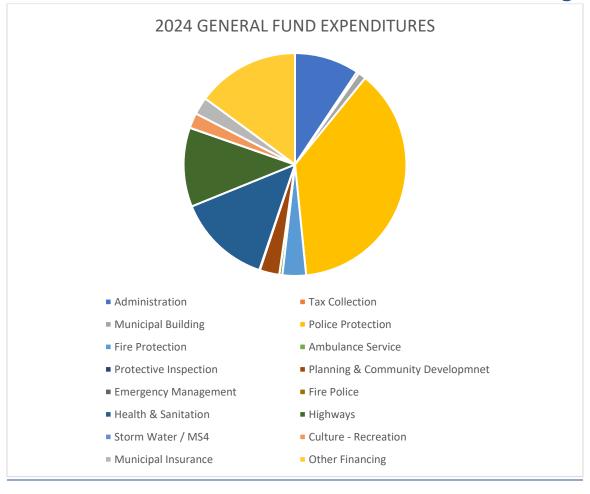
470.000	Debt Service		\$202,153
		Total:	\$202,153
Misc. Expenditures:			
480.000	Capital Reserve		\$136,204
485.000	Fire Relief Funds Distribution (State	Funds)	\$0
487.000	State Pension Aid Distribution / Con	tribution	\$45,916

Total Miscellaneous Expenditures: \$384,273

Total 2024 General Fund Expenditures: \$2,577,238



2024 Budget





2024 Budget

Real Estate Taxes:

301.100	Current Year	\$1,401.834
301.200	Prior Year	\$30,000
301.300	Delinquent	\$125,000
301.400	RET - Delinquent from Tax Claim Bureau	\$0
301.600	RET - Interim	\$0

Total Real Estate Taxes: \$1,556,814

Local Enabling Taxes:

310.010	Per Capita Tax - Current Year	\$5,600
310-020	Per Capita Tax – Prior Year	\$500
310.030	Per Capita Tax - Delinquent	\$300
310.100	Real Estate Transfer Tax	\$30,000
310.210	Earned Income Tax	\$225,000
310.220	Earned Income Tax – Prior Year	\$0
310.410	Occupation Tax – Current year	\$175,000
310.420	Occupation Tax – Prior Year	\$5,000
310.430	Occupation Tax - Delinquent	\$5,500
310.510	Occupation Privilege Tax / LST	\$10,000

Total Local Enabling Taxes: \$456,900

<u>Total Taxes:</u> \$2,013,734



2024 Budget

Licenses & Permits:

320.600	Business Licenses	\$0
321.610	Solicitation Permits	\$100
322.200	Demolition Permits	\$0
367.140	Pavilion Use Permits	\$1,400
321.800	Cable Franchise Fees	\$35,000
322.820	Street Cut Permit	\$2,000
322.900	Vehicle Storage Permit	\$200
	Total Licenses & Permits:	\$38,700
Fines & Forfeitures:		
331.130	State Police - Fines	\$500
331.110	Vehicle Code Violations	\$15,000
331.120	Borough Ordinance Violations	\$1,500
331.140	Parking Violations	\$750
332.100	Restitution & Settlements	\$0
	Total Fines & Forfeitures:	\$17,750
Interest, Rent & Royalties:	· !	
341.010	Interest Earnings	\$5,000
342.200	Rents of Property	\$0

Total Interest, Rents & Royalties:

\$5,000



2024 Budget

State Shared Revenue:

351.120	FEMA – Flood Relief	\$0
351.121	FEMA – Emergency Snow Removal	\$0
351.140	Federal Grants	\$0
355.050	State Pension Aid	\$100,000
355.070	Fireman's Aid Relief Funds	\$12,700
355.000	State Shared Revenue	\$0
355.010	Utility Real Estate	\$2,000
355.040	Beverage Licenses	\$600
359.000	Payment in Lieu of Taxes	\$0
	Total State Shared Revenue:	\$115,300
General Government:		
361.300	Zoning & Subdivision Fees	\$0
361.320	Engineer Review & Site Inspection Fees	\$0
361.330	Zoning & Subdivision Land Permits	\$750
361.500	Sale of Maps & Publications	\$0
	Total General Government:	\$750
Public Safety:		
362.100	Special Police Services	\$0
362.110	Accident Report Fee	\$500
362.400	Inspection & Review Fees	\$0
362.410	Building Permit Fee	\$12,000



General Fund 2024 Budget

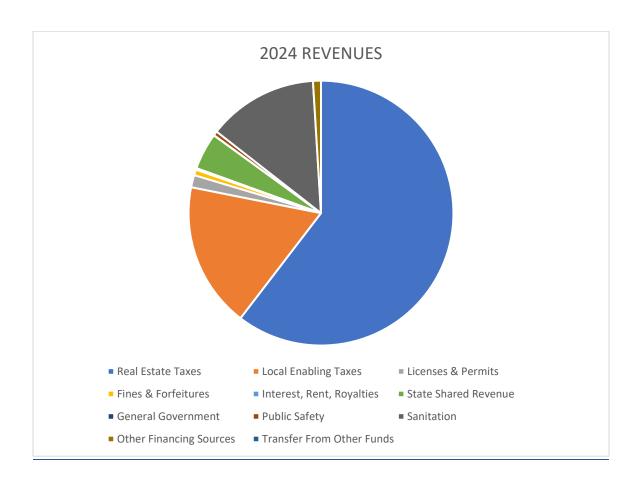
362.420	Electrical Permits	\$0
362.430	Plumbing Permits	\$0
362.450	Use Permit	
302.430	Ose Permit	\$0
362.460	Act 13 of 2004 – Permit Fee	\$100
362.470	Trailer Park Permits	\$0
362.480	Sign Permit	\$0
362.490	Renal Inspection Fees	\$1,000
363.510	Contracted Snow Removal Fee	\$0
	Total Public Safety:	\$13,600
Sanitation:		
364.320	Ash & Garbage - Current	\$347,424
364.330	Ash & Garbage - Prior	\$0
364.331	Ash & Garbage - Delinquent	\$0
	Total Sanitation:	\$347,424
Other Financing Sources:		
389.000	Miscellaneous Revenue	\$25,000
380.020	Police Dept. Misc. Revenue	\$0
	Total Other Financing Sources:	\$25,000
Transfer from Other Fund:		
392.080	Sewer Fund	\$0
	Total Transfer from Other Funds:	\$0
	Total Projected 2024 Revenues:	\$2,577.238



2024 Budget

Total Projected 2024 Expenditures: \$2,577,238

Total Revenues Over Expenditures: \$0





2024 Budget

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Citizens Fire Company #1 of Highspire



2024 Budget



2024 Budget

REVENUES

<u>REVENUES</u>		
Rent:		
342.200	Rent of Building	\$7,500
	Total Rent:	\$7,500
Fundraising:		
367.300	Roast Beef Dinners	\$15,000
367.470	Fund Drive	\$4,000
367.710	Small Food Sales	\$1,000
367.720	Easter Flower Sales	\$200
367.750	Christmas Tree Sales	\$3,000
367.900	All Other Fundraising	\$6,000
	Total Fundraising:	\$29,200
Contributions & Donations	<u>s:</u>	
357.020	Public Safety Grants	\$100,000
362.200	Turnpike – Emergency Services	\$0
387.000	Donations	\$7,500
387.100	Dues	\$200
387.200	Borough Contribution	\$30,000
	Total Contributions & Donations:	\$137,700
All Other Income:		
389.000	All Other Income	\$15,000

Total All Other Income:

\$15,000



2024 Budget \$189,400

Total 2021 Revenues:

EXPENDITURES

Administrative Costs:		
411.210	Office Supplies	\$400
411.213	Computer / Copier	\$3,000
411.215	Postage	\$200
411.226	Cleaning / Paper Supplies	\$750
411.229	Food / Cooking Supplies	\$10,000
411.236	Building Supplies	\$2,000
	Total Administrative Costs:	<u>\$16,350</u>
Operations Costs:		
411.231	Fuel / Gasoline	\$2,500
411.238	Uniform / PPE	\$5,500
411.247	Recreation Supplies	\$500
411.250	Flowers / Trees	\$2,200
411.251	Vehicle Parts / Maintenance	\$4,500
411.260	Equipment Purchases	\$1,000
411.338	Vehicle Lease	\$80,000
411.342	Advertising / Printing	\$750
411.374	Machine / Equipment Maintenance	\$6,000
	Total Operations Costs:	<u>\$102,950</u>
<u>Services</u>		
411.310	Professional Services	\$5,000



2024 Budget

411.311	Accounting / Auditing	\$3,000
411.420	Dues / Subscriptions / Licenses	\$650
	Total Services Costs:	<u>\$6,400</u>
Utilities:		
411.329	Cable / Internet / Phone	\$3,500
411.361	Electricity	\$6,000
411.362	Gas	\$4,500
411.366	Water	\$1,500
411.367	Garbage Removal	\$0
411.368	Stormwater Management Fee	\$400
411.373	Building Repairs & Maintenance	\$3,500
	Total Utilities:	<u>\$19,400</u>
Other:		
411.530	Transfer to PLGIT Account	\$7,500
411.610	General Construction	\$9,000
	Total Other:	<u>\$16,500</u>
	Total Expenditures 2021:	<u>\$161,600</u>
	Excess Revenues Over Expenditures:	<u>\$27,800</u>







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2024 Highway Aid





Highway Aid

2024 Budget

Revenues:

	Beginning Cash Balance	\$20,000
355.050	Current Year Allocation	\$78,551
355.051	Interest	\$50
	Total 2024 Highway Aid Revenues:	\$98,607
Expenditures:		
430.260	Minor Equipment	\$500
430.740	Major Equipment	\$43,601
431.000	Cleaning Streets & Gutters (Moved to MS4)	\$0.00
432.000	Snow & Ice Removal	\$12,000
433.000	Street Signs & Markings	\$6,000
433.100	Traffic Light Maintenance	\$5,000
434.000	Street Lighting	\$24,000
437.000	Equipment Maintenance	\$4,500
438.000	Highway Materials	\$3,000
	Total 2024 Highway Aid Expenditures:	\$98,601

Excess Revenues Over Expenditures:

\$0





2024 Budget

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2024 Budget

REVENUES

Revenues:	Beginning Cash Balance	\$200,000
341.040	Interest	\$15,000
364.110	Connection Fees	\$0
364.120	Sewer Rents - Local	\$1,355,082
	Residential Units – 1,394.5 \$1,255,050.00 Non-Residential Units – 62 \$75,032.40 Total – \$1,330,082.40 Non-Residential Units (EDU) - \$25,000.00 Grand Total - \$1,355.082.40	
389.000	Miscellaneous Revenue	\$0
	Total Sewer Administration Revenue:	\$1,355,082
	Total Available for Appropriation:	\$1,370,082
	<u>EXPENDITURES</u>	
Expenditures:		
402.105	Salary – Elected Officials (50%)	\$4,950
402.110	Salary – Borough Manager (16.7%)	\$17,844
402.112	Salary – Public Works Superintendent (25%)	\$22,684
402.113	Salary – Full-Time	\$0
402.114	Salary - Administrative	\$27,286
402.194	Payroll Taxes	\$6,010
402.196	Group Insurance	\$37,296



2024 Budget

402.197	Penson Contribution	\$7,689
402.210	Office Supplies & Equipment	\$4,500
402.213	Computer Hardware / Software	\$8,549
402.215	Postage	\$3,500
402.300	General Expense	\$3,750
402.310	Termination, Consumption Listings, PA One-Call	\$2,000
402.311	Auditing & Accounting Services	\$5,175
402.313	Engineering	\$2,500
402.314	Legal Expenses	\$100,000
402.315	Medical Services	\$500
402.319	Licenses & Permits	\$5,550
402.340	Printing	\$250
402.350	Insurance	\$4,919
402.372	Collection System	\$15,000
402.390	Bank Service Charges	\$120
402.460	Continuing Education	\$0

	Total:	\$280,072

Other Expenditures:

471.000	Debt Service	\$366,450
492.070	Administrative Expenses	\$20,000
492.790	Capital Reserve	\$148,223
492090	Payment to O & M Account	\$555,337



2024 Budget

492.010 Transfer to General Fund \$0

<u>Total 2024 Expenditures:</u> \$1,370.082

Fund Balance as of 12/31/2024: \$200,000



Sewer Administration

2024 Budget

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2024 Sewer Operations & Maintenance

Final 09/12/2023



Sewer O&M



2024 Budget

Interest & State Aid:

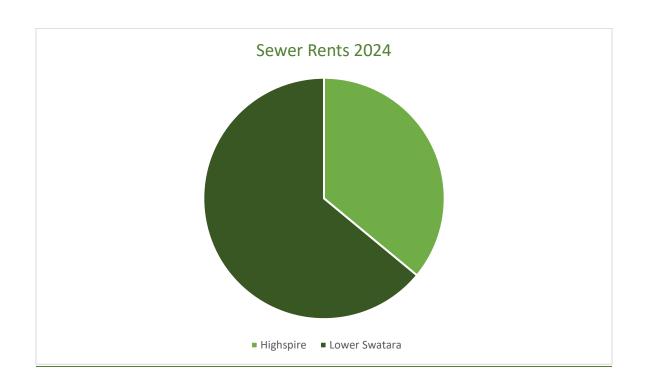
341.050	Interest		\$0
354.060	State Pension Aid		\$0
354.080	State Subsidy		\$0
		Total:	\$0
Sewer Rents:			
364.120	Sewer Rents – Highspire (36%)		\$555,337

 364.125
 Sewer Rents – Lower Swatara (64%)
 \$987,265

 389.000
 Miscellaneous Revenue
 \$0

 364.900
 Industrial Monitoring
 \$0

Total 2023 Revenues: \$1,542.602





Sewer O&M

2024 Budget

EXPENDITURES

P	e	rs	0	n	n	el	l:

429.110	Salary – Borough Manager	\$17,844
429.112	Salary - Public Works Superintendent	\$22,684
429.113	Salary - Full-Time	\$364,645
429.114	Salary - Administrative	\$21,464
429.150	Salary – Part-Time	\$32,717
429.180	Overtime	\$9,828
429.189	Shift Differential	\$832
429.190	Group Insurance	\$178,818
429.194	Payroll Taxes	\$38,856
429.197	Pension Contribution	\$47,185
	Total Personnel:	\$734,873
Operations:		
429.200	Office Supplies & Equipment	\$22,602
429.222		
	Chemicals	\$87,300
429.225	Chemicals Laboratory	\$87,300
429.225	Laboratory	\$40,700
429.225 429.231	Laboratory Gasoline	\$40,700 \$4,200
429.225 429.231 429.232	Laboratory Gasoline Diesel Fuel	\$40,700 \$4,200 \$2,700



Sewer O&M 2024 Budget

		<u>.</u>
429.310	Payroll Services	\$2,000
429.311	Auditing & Accounting Services	\$8,550
429.313	Engineering	\$1,500
423.313	Liigineering	71,300
429.314	Legal Services	\$500
429.315	Professional Services	\$500
429.319	Industrial, Pre-Treatment & Hauled Waste	\$0
	Monitoring	
429.320	Communications	\$7,271
429.330	Vehicle Operation	\$4,000
429.340	Printing & Postage	\$1,000
429.350	Insurance	\$64,324
429.361	Power	\$90,870
429.362	Natural Gas / Heat	\$12,250
429.365	Sludge Disposal	\$88,762
429.366	Water	\$14,000
429.370	Maintenance & Repairs	\$273,100
429.390	Bank Fees & Charges	\$0
429.420	General Expense	\$3,000
429.450	Contracted Services	\$23,350
429.700	New Equipment / Possible Capital Purchase	\$0
429.740	Equipment	\$20,000

Total Operations: \$807,729

Total 2024 Expenditures \$1,542,602



Sewer O&M

2024 Budget

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2024 Stormwater / MS4



Stormwater - MS4



2024 Budget

	ginning ance:		<u>\$75,000</u>
Rev	venues:		
341	050	Interest	\$65
354	.060	State pension Aid	\$0
364	1.120	Stormwater Management Fee	\$147,250
389	0.000	Miscellaneous Revenue	\$4,000
		Total 2024 Revenues:	\$151,31 <u>5</u>

Total Available for \$226,315

Appropriation:

EXPENDITURES

Personnel:

446.105	Salary – Elected Officials	\$0
446.110	Salary – Borough Manager	\$0
446.112	Salary – Public Works Superintendent	\$22,684
446.113	Salary – Full-Time	\$56,757
446.114	Salary – Administrative	\$0
446.150	Salary – Part-Time	\$0
446.180	Overtime	\$1,500
446.190	Group Insurance	\$32,945
446.194	Payroll Taxes	\$8,840
446.197	Pension Contribution	\$7,689



Stormwater - MS4

2024 Budget Total Personnel: \$107,063

Operations:

446.210	Office Supplies & Equipment	\$350
446.213	Computer Hardware / Software	\$0
446.215	Postage	\$0
446.222	Chemicals	\$0
446.225	Laboratory	\$0
446.231	Gasoline	\$1,750
446.232	Diesel Fuel	\$700
446.235	Lubricants	\$0
446.237	Materials & Supplies	\$250
446.238	Uniforms / Safety	\$500
446.260	Minor Equipment	\$100
446.300	General Expense	\$1,000
446.310	Payroll Services	\$0
446.311	Auditing & Accounting Services	\$0
446.313	Engineering	\$7,500
446.314	Legal Services	\$500
446.319	Industrial Monitoring	\$0
446.320	Communications	\$500
446.330	Vehicle Operation	\$500
446.340	Advertising & Printing	\$1,500



Stormwater - MS4

2024 Budget

446.350	Insurance	\$0
446.361	Power	\$0
446.362	Natural Gas / Heat	\$0
446.366	Water	\$0
446.370	Maintenance & Repairs	\$5,000
446.390	Bank Fees & Charges	\$0
446.450	Cleaning Streets & Gutters	\$7,750
446.700	Capital Purchase	\$0
446.740	Equipment	\$3,000
446.372	Collection System	\$20.000
446.790	Stormwater Reserve PLGIT	\$16,000
446.395	Payment to Other Funds – Highspire	\$0
492.070	Administrative Expenses – Payment to Authority	\$20,000
473.000	Debt Service	\$0
492.790	Capital Reserve	\$0

Total 2024 Expenditures: \$226,315