

**FRANKLIN TOWNSHIP  
BOARD OF SUPERVISORS  
BUDGET WORKSHOP MEETING  
January 22, 2014**

**CALL TO ORDER**

Present were Supervisors Donald Lerew, John Shambaugh, Naomi Decker and David Sprigg. Also present was Treasurer Kim Shoffner. The meeting was called to order at 7:02 p.m. at the Franklin Township Municipal Building, 150 Century Lane, Dillsburg, York County, PA. Guests and visitors are on the attached sign-in sheet.

**ZONING OFFICER**

First on the agenda was Carroll Myers the new zoning officer. She stated she wants to come into the township building when there are meetings to meet with the township residents. If that is possible she would need keys. Also talked about was making Ms. Myers hourly rate up to \$15.00 for six months thereafter to \$16.00 because now she is doing Zoning and Code Enforcement.

**Motion:** Vice Chairman Shambaugh made a motion to approve Ms. Myers coming into the building at meeting times to hold any meetings she needs to and changing her salary to \$15.00 and after six months to \$16.00. **Seconded** by Chairman Lerew. The motion carried.

Also, Mrs. Shoffner was told by Chairman Lerew to tell the Secretary to make Ms. Myers a set of keys for the township building.

**AUDITOR**

**Motion:** Chairman Lerew made a motion to appoint SEK as the auditors for the township for the year 2013. **Seconded** by Vice Chairman Shambaugh. The motion carried.

**DOUBLE POLICE PAYMENT**

Treasurer Shoffner was asked by Supervisor Decker about the two monthly payments to NYCRP on the January 13, 2014 bill list. Treasurer Shoffner said she did not know what had happened but thought it might have had to do with the pension contribution. She said she didn't know how she made that mistake and added that she thought NYCRP would have called her about the payments. Treasurer Shoffner will research this matter and report.

**DEPLETION PRIOR YEAR CASH ACCOUNT**

Treasurer Shoffner was told that the balanced budget must be balanced illustrating an income to expense balance. There cannot be a notable discrepancy. Prior

budgets and the 391 Depletion prior year cash account was discussed in relation to the balanced budget. Treasurer Shoffner said she would call Phyllis Emlet, prior treasurer to discuss account No. 391 and report.

**CHANGES TO BUDGET**

300-319 Taxes	301.10	204,000.00	165,000.00
	310.02	1,500.00	2,000.00
	310.10	25,000.00	35,000.00
	310.21	365,000.00	345,000.00
	310.22	130,833.00	240,500.00
	310.51	16,000.00	20,000.00
	310.52	900.00	3,000.00
	310.65	1,500.00	2,000.00
 320-329 License and Permits			
	321.80	29,000.00	20,000.00
 360-369 Charges for Fees			
	361.34	400.00	3,000.00

**OUTSIDE COLLECTION FEES**

Treasurer Shoffner explained that 403.30 and 300-319 reflects total tax paid including taxes collected and the collections fees.

**DIRECTION TO TREASURER**

Supervisor Decker stated that all codes in the budget must remain the same as the approved budget for that particular complete year and cannot be altered.

**ITEMS TO BE RESEARCHED AND REPORTED ON**

Treasurer Shoffner was asked to research several issues and report:

1. Secretary salary – 405.12
2. General engineering totals for November through December 13 – 408.16
3. SEO totals on P&L statement for November and December 13 -408.12
4. Police Pension contribution for November and December on December 13 Profit and Loss statement – 410.30

**ZONING / ENGINEERING**

Section 408.20 was discussed with Treasurer Shoffner and the separation of fees concerning engineering in support of zoning and general engineering.

**OTHER TOPICS**

Discussion was held on other issues.

1. The posting of expenses related to the fire truck.
2. The fluctuation of codes and totals in the budget throughout the year.

**ADJOURNMENT**

**Motion:** Supervisor Decker made a motion to adjourn the meeting at 8:45 p.m. **Seconded** by Vice Chairman Shambaugh. The motion carried.

Respectfully submitted,

Kim Shoffner  
Treasurer