

**Upper Makefield Township Board of Supervisors
December 17, 2013 Meeting Minutes**

The December 17, 2013 public meeting of the Upper Makefield Township Board of Supervisors was called to order by Chair Dan Rattigan at 7:30 p.m. In attendance were the following members of the Board of Supervisors: Chair Dan Rattigan, Vice Chair Bud Baldwin, Member Larry S. Breeden and Member Tom Cino. Treasurer Mary Ryan was absent. Also in attendance were Township Manager Sally Slook, Township Solicitor Mary Eberle, Esq., Township Engineer Larry Young, Director of Planning & Zoning Dave Kuhns, Chief Mark Schmidt and Assistant Township Manager Judy Caporiccio.

There were also members of the public and representatives of the press present.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

Mr. Rattigan led in the recitation of the Pledge of Allegiance which was followed by a moment of silence in memory of Paul Gregor who had passed away the weekend prior.

ANNOUNCEMENTS

Chairman Rattigan made the following announcements:

- An Executive Session will be held following tonight's meeting to discuss personnel and land acquisition matters
- Upper Makefield Fire Company's Santa Parade will take place on Sunday, December 22 beginning at 9 am
- Residents who are interested in volunteering on a Township board or committee can find information and a Volunteer Application form on the Boards and Commission page of the Township website.
- The Crossing Re-enactment will be held at Washington Crossing Historic Park on Dec. 25 at 1 pm
- The Board of Supervisors Reorganization Meeting will be held on Monday, January 6 at 7:30 pm
- Fire Marshal John Kernan recently received his "Graduate Level" certification from the Institution of Fire Engineers. This certification required three years of qualified work-related experience, submission of two technical papers, and two written examinations
- Upper Makefield's eNews received 2nd place in PSATs Annual Communication Contest and the website received the 3rd place award in this state-wide Citizen Communication Contest
- Mr. Rattigan extended a thank you to the Township's Public Works Department, Police Department and Planning & Zoning Director Dave Kuhns for handling recent snow events.

SPECIAL ITEMS

Resolution No. 2013-12-17-01 – Recognition of Supervisor Bud Baldwin

Mr. Rattigan read the resolution recognizing Supervisor Bud Baldwin for 30 years of service to Upper Makefield Township. A motion was made by Mr. Breeden and was seconded by Mr. Cino to approve Resolution No. 2013-12-17-01. Motion carried by a unanimous vote.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES AND BILLS PAYABLE

A motion was made by Mr. Baldwin and was seconded by Mr. Cino to approve the December 3, 2013 Board of Supervisors Meeting minutes. Motion carried by unanimous vote.

Ms. Slook read into the record the bills for December 17, 2013. A motion was made by Mr. Breeden and was seconded by Mr. Baldwin to approve the December 17, 2013 Bills Payable List in the amount of

\$159,230.77. Motion carried on a unanimous vote.

PLANNING AND ZONING ISSUES

Zaveta/Ryan Lot 1 Planning Module for an Accessory Apartment, 136 Buckmanville Road.

Mr. Kuhns outlined the Planning Module for the Accessory Apartment and referenced the December 4, 2013 letter from CKS Engineers. Following discussion, a motion was made by Mr. Baldwin and was seconded by Mr. Cino to approve the Zaveta/Ryan Lot 1 Planning Module for an Accessory Apartment. Motion carried by a unanimous vote.

SOLICITOR'S REPORT

Ms. Eberle noted that the Solicitor's Report was included in Board packets.

MANAGER'S REPORT

Fund Balance Report

Ms. Slook provided highlights of the Fund Balance Report.

Healthcare Update

As directed by the Board at the December 3 meeting, Ms. Slook contacted three healthcare brokers to receive quotes. Once the information is received, Ms. Slook will provide an analysis and presentation.

Lockheed Martin/Newtown Location Closing

Ms. Slook contacted Keystone Collections Group at the Board's request. In 2013, Upper Makefield had 7 employees working at Lockheed, with a total EIT revenue of \$3,596.64, down from 9 employees in \$4,388.67 in 2012. At most, the township will lose \$3,596.64 of revenue from EIT.

ENGINEER'S REPORT

There was no Engineer's Report.

WATER/SEWER ENGINEER'S REPORT

Act 537 Plan Status Update

Mr. Zarko provided a status update of the Act 537 Plan and outlined potential on-lot sewage disposal system educational session topics.

BOARD AND COMMISSION REPORTS:

Mr. Rattigan announced that the Park and Recreation Board meeting minutes of October 3, 2013 were included in the Board packets.

DEPARTMENT REPORTS:

Planning and Zoning Department

Mr. Kuhns provided highlight of the monthly Planning and Zoning Department Report.

Police Department Report

Chief Schmidt highlighted the monthly Police Department Report.

Mr. Rattigan announced that the following reports were included in the Board packets:

- Fire Department Report
- Fire Marshal Report

- Police Department Report
- Public Works Department Report

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

PUBLIC COMMENT AND MEDIA QUESTIONS

There was no public comment.

ADJOURNMENT:

A motion was made by Mr. Baldwin and was seconded by Mr. Breeden to adjourn the meeting at 7:49 pm.
Motion carried by a unanimous vote.

Approved: January 6, 2014

DECEMBER BILL TOTALS - 12/17/13

<u>FUND</u>	<u>DOLLAR AMOUNT</u>
GENERAL	\$55,148.35
LIQUID FUELS	\$8,125.95
PARK & RECREATION	\$3,941.26
PARK/REC (3 YR CAP)	\$0.00
WATER & SEWER	\$47,443.89
BLDG DEBT CONSTRUCTION	\$0.00
POLICE PENSION	\$0.00
NON-POLICE PENSION	\$0.00
FIRE	\$0.00
GRADING ESCROW	\$0.00
OPEN SPACE	\$0.00
TREE FUND	\$0.00
INTERIM BILLS PAID	\$23,039.70
RIPARIAN RESTORATION	\$0.00
DUTCHESS FARM	\$5,823.62
REV. RUN EMERGENCY SVCS.	\$0.00
CAPITAL RESERVE	\$15,708.00
GRAND TOTAL	\$159,230.77
REAL ESTATE TRANSFERS FROM G.F. TO SIDE FUNDS	
Fire Fund	\$5,461.31
Open Space	\$67,374.35
Debt Service - Building Construction	\$6,190.47

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DECEMBER 2013 GENERAL FUND BILLS - 12/17/13

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
409.321	Acteon Networks	\$372.79	phone system maint. contract quarterly pmt.
400.460	Advance of Bucks County	\$45.00	2-yr. subscription
430.238	All Industrial - Safety Products	\$229.66	Jackets
438.460	" "	\$13.66	first-aid supplies
400.210	Associated Imaging Solutions	\$172.92	copier charges
410.238	Atlantic Tactical	\$208.98	jacket
400.374	CIT Technology	\$623.98	copier rental
400.312	CKS Engineers	\$5,626.02	engineering fees
414.313A-1	" "	\$3,579.40	" "
409.140	CNS	\$654.15	cleaning service
430.238	Clemens	\$132.00	uniforms
409.321	Comcast - Admin	\$332.94	phone/long distance/internet
409.321	Comcast - PW	\$33.98	phone/long distance/internet
409.373	Cooper Pest Solutions	\$83.03	exterminator general maintenance
400.340	Courier Times	\$166.20	advertising
414ZHB	" "	\$878.02	" "
414ZHB	Donna DeAngelis-Lehmann	\$340.00	court reporter
409.215	Deer Park	\$88.54	drinking water for Twp. bldgs. - 2 months
409.373	Emergency Generator Repair	\$462.00	annual service
409.373	Epic Systems Group	\$159.42	alarm monitoring quarterly bill
403.225	Nicholas Ettorre	\$286.51	November 2013 expenses
400.313	Gilmore & Associates	\$4,573.79	engineering fees
414.313A	" "	\$7,102.57	" "
400.314	Grim, Blehn & Thatcher	\$6,757.00	legal fees
414.314A	" "	\$803.00	" "
414.314-2	" "	\$130.50	" "
400.374	HPT Systems	\$420.00	server back-up software annual renewal
409.373	Kencor	\$175.00	monthly elevator maintenance
411.212	John Kernan	\$6.36	reimburse expenses
410.374	Kerrigan's Sunoco	\$2,055.34	PD vehicles repair/maintenance
403.115	Keystone Collections Group	\$5,179.59	tax collector
414.141	Keystone Municipal Services	\$3,165.00	inspection service - 2 months
410.192	Richard Kraus	\$196.52	reimburse for course expenses
409.373	M.A. Landscapes & Lawn Care	\$1,637.00	mowing Twp. Complex/bike path/Fall cleanup
414ZHB	McNamara, Bolla & Panzer	\$752.50	legal fees Zoning Hearing Board
400.210	Newtown Office Supply	\$18.44	office supplies
410.210	" "	\$278.97	" "
438.460	" "	\$80.60	" "
409.215	" "	\$62.45	bldg. supplies
409.321	PA One Call System	\$45.90	monthly activity fee
438.460	Petty Cash - Public Works	\$68.15	reimburse petty cash
410.372C	Plumstead Township	\$1,575.00	Township share of Bode Technology DNA project
410.231	Riggins	\$1,732.66	unleaded gasoline
410.460	Mark Schmidt	\$11.50	reimburse for train fare
407.319	Ron Skotleski Video Productions	\$400.00	BoS Meeting broadcast 12/3/13
452.373	Smith's Yardville Supply	\$50.42	streetscape posts
400.210	Staples Advantage	\$86.45	office supplies
410.210	" "	\$38.16	" "
414.318	" "	\$110.70	recycling bins
409.215	" "	\$211.61	bldg. supplies
400.210	Staples Credit Plan	\$30.59	office supplies
411.212	" "	\$35.29	" "
410.462	D. Stedman	\$262.50	drug/alcohol testing
409.230	Superior Plus Energy Services	\$1,105.85	propane
409.341	UPS	\$74.15	shipping
409.321	Verizon Wireless	\$1,095.05	mobile phone charges/aircards
410.541	" "	\$26.19	" "
410.375	YIS/Cowden Group	\$304.35	calibration
TOTAL		\$55,148.35	

**FOR BOARD APPROVAL
*OVER BUDGET

DECEMBER 2013 LIQUID FUELS BILLS - 12/17/13

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
438.245	American Asphalt Co.	\$1,144.80	cold asphalt
433TL	Armour & Sons Electric	\$955.00	maint./repairs to traf. sigs.
437	Davis Feed Mill	\$80.00	wire
437	Eastern Auto Parts	\$57.96	shop supplies
437	Joseph Finkle & Son	\$51.87	shop supplies
437	Heacock Lumber	\$182.40	stock posts
437	Histand's	\$7.95	hammer handle
432A	International Salt	\$4,624.34	ice control
437	Paul B. Moyer and Sons	\$14.86	oil/filter
437	NAPA Auto Parts	\$285.05	shop supplies/parts
437	On Location With Ron	\$47.79	plow parts
434SL	PECO	\$128.48	street lighting
433TL	PECO	\$29.83	traffic lighting
437	Praxair	\$237.59	acetylene/cyl rental
437	Scrappy's Auto Service	\$127.50	inspection
437	Smith's Yardville Supply	\$67.55	shop supplies
437	Star Lawn Mower	\$8.28	mower parts
437	Tanners	\$65.70	chain saw parts
437	Torodyne	\$9.00	shop supplies
	TOTAL	\$8,125.95	

*OVER BUDGET

**PAID INTERIMLY

DECEMBER 2013 PARK & REC BILLS - 12/17/13

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
452.250	A Drip	\$399.00	winterize water lines Br.
452.250	EPA	\$495.00	winterize sys. Br.
452.250	Joseph Finkle & Son	\$143.51	park maint.
452.250	Kear Construction	\$550.00	Winterize irrig. sys. LO
452.250	M.A. Landscapes	\$2,313.00	mowing/aeration/seeding
452.250	Smith's Yardville Supply	\$40.75	park maint.
	TOTAL	\$3,941.26	

**PAID INTERIMLY

DECEMBER 2013 WATER & SEWER BILLS - 12/17/13

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
429.313	CKS Engineers	\$61.68	engineering fees
429.740	" "	\$6,327.70	" "
429.374	C W Sales Corporation	\$955.64	controller
429.374	Emergency Generator Repair	\$2,636.50	annual service/repairs
429.376	FRANC Environmental	\$1,175.85	sludge removal
429.210	Grainger	\$171.90	supplies
429.314	Grim, Biehn & Thatcher	\$72.50	legal fees
429.374	M.A. Landscapes	\$52.00	lawn mowing at treatment plant
429.374	Paone Electric	\$395.00	remove cabling & repair broken conduit
429.371	QC Laboratories	\$367.50	testing
429.110	U.M.T. General Fund	\$63.80	reimburse G.F. for postage
429.110	U.M.T. General Fund	\$34,000.00	reimburse G.F. for F.O. & Bookkeeper time
429.110	U.S. Postal Service	\$283.82	postage for water/sewer bill mailing
429.110	USA BlueBook	\$812.50	supplies
429.421	Verizon	\$31.57	phone
429.421	Verizon	\$35.93	phone
	TOTAL	\$47,443.89	

**PAID INTERIMLY

DECEMBER 2013 INTERIM BILLS - 12/17/13

<u>ACCT #</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
410.238	All Full-Time Police Officers	\$10,500.00	annual cleaning allowance
400.460	Cardmember Service (First Nat'l Visa)	\$68.35	meeting expense
410.192	" "	\$62.00	conference expense
410.210	" "	\$114.55	cell phone cases
410.470	" "	\$66.00	police investigations
411.460	" "	\$279.99	Fire Marshal supplies
430.260	" "	\$110.88	pump
438.01	U.M.T. Liquid Fuels	\$11,837.93	reimburse L.F. for line striping that should have been paid out of G.F.
	TOTAL	\$23,039.70	

*PREVIOUSLY APPROVED BY BOARD

DECEMBER 2013 DUTCHESS FARM BILLS - 12/17/13

<u>ACCT#</u>	<u>COMPANY NAME</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
429.313	CKS Engineers	\$667.00	engineering fees
429.374	Emergency Generator Repair	\$385.00	annual service
429.374	Paone Electric	\$582.33	install isolation contactor /control circuit
429.110	U.M.T. General Fund	\$9.33	reimburse G.F. for postage
429.110	U.M.T. General Fund	\$4,000.00	reimburse G.F. for F.O. & Bookkeeper time
429.110	U.M.T. Water & Sewer Fund	\$46.00	reimburse for portion of 2014 sewer billings
429.210	USA BlueBook	\$133.96	
	TOTAL	\$5,823.62	

**PAID INTERIMLY

***OVER BUDGET/BOARD APPROVAL

DECEMBER 2013 CAPITAL RESERVE BILLS - 12/17/13

<u>Acct #</u>	<u>Company Name</u>	<u>Amount</u>	<u>Comments</u>
430.750	U. S. Municipal Supply	\$15,708.00	brining equipment
	TOTAL	\$15,708.00	

**PAID INTERIMLY

BUDGET vs ACTUAL

UPPER MAKEFIELD TOWNSHIP

for the Months From January, 2013 To November, 2013

Contents: Budget vs Actual Format, FundID >= First, Accounts >= "301.10A" And <= "492D", All Sub Accounts, Including Inactive Accounts, Excluding Encumbrances

Account	Description	Budget	Actual	Percentage of Budget	Variance Amount
Equity					
309.90	EQUITY		\$0.00		
Total			\$0.00		
Total Equity			\$0.00		
Revenue					
301.10A	CURRENT R.E. TAXES	\$460,000.00	\$501,898.57	109.11%	\$41,898.57
301.10B	PRIOR YEAR R.E. TAXES	\$0.00	\$5,657.57	n/a	\$5,657.57
301.20A	INTERIM R.E. TAXES	\$750.00	\$5,118.13	682.42%	\$4,368.13
301.20B	INTERIM RE TAXES PR YRS	\$750.00	\$126.12	16.82%	(\$623.88)
301.40A	DELINQUENT RE TAX PR YR	\$0.00	\$0.00	n/a	\$0.00
301.40B	DELINQUENT RE TAX CURNT	\$4,000.00	\$14,861.04	371.53%	\$10,861.04
301.70	BREACH R.E. TAXES	\$0.00	\$3,694.82	n/a	\$3,694.82
310.02B	PRIOR YEAR PER CAPITA	\$0.00	\$0.00	n/a	\$0.00
310.10	TRANSFER TAX R.E.	\$465,000.00	\$506,596.77	108.95%	\$41,596.77
310.21	CURRENT E.I.T.	\$1,600,000.00	\$2,234,669.68	139.67%	\$634,669.68
310.22	PRIOR YEAR E.I.T.	\$1,480,000.00	\$1,474,461.57	99.63%	(\$5,538.43)
321.04	CERTIFICATE OF APPROP	\$120.00	\$130.00	108.33%	\$10.00
321.30	BUSINESS FEES	\$1,000.00	\$1,000.00	100.00%	\$0.00
321.35	FIRE PERMITS	\$4,500.00	\$3,410.00	75.78%	(\$1,090.00)
322.82	HIGHWAY ENCROACHMENT	\$2,000.00	\$2,560.00	128.00%	\$560.00
322.83	GRADING PERMITS	\$7,000.00	\$7,935.00	113.36%	\$935.00
322.84	GRADING ESCROWS/REINSP.	\$0.00	\$0.00	n/a	\$0.00
331.11	MOTOR VEHICLE VIOLATION	\$25,000.00	\$13,216.56	52.87%	(\$11,783.44)
331.12-001	VIOLATION OF ORDINANCES-POLICE	\$10,000.00	\$5,897.54	58.98%	(\$4,102.46)
331.12-002	VIOLATION OF ORDINANCES-CODE	\$8,500.00	\$8,320.68	97.89%	(\$179.32)
341	INTEREST	\$5,000.00	\$7,437.95	148.76%	\$2,437.95
341D	INSURANCE DIVIDENDS	\$0.00	\$13,042.00	n/a	\$13,042.00
355.01	PUBLIC UTILITY REALTY	\$8,600.00	\$7,932.12	92.23%	(\$667.88)
355.08	LIQUOR LICENSE	\$1,000.00	\$1,000.00	100.00%	\$0.00
355.13	FOREIGN FIRE	\$135,616.00	\$152,712.26	112.61%	\$17,096.26
355.14	PEMA/FEMA REIMBURSEMENT	\$0.00	\$32,408.30	n/a	\$32,408.30
355.15	ACT 537 PLANNING COST REIMB.	\$36,000.00	\$0.00	0.00%	(\$36,000.00)
355.16	PENNDOT STOOPVILLE REIMB.	\$228,556.00	\$19,381.85	8.48%	(\$209,174.15)
361.10	ADMINISTRATIVE EARNINGS	\$8,000.00	\$3,689.33	46.12%	(\$4,310.67)
361.20	JOINT VALIDITY REIMBURSEMENT	\$0.00	\$0.00	n/a	\$0.00
361.30	LEGAL REVIEW FEES	\$20,000.00	\$8,443.00	42.22%	(\$11,557.00)
361.31	SUBDIVISION FEES	\$6,000.00	\$7,200.00	120.00%	\$1,200.00
361.31-001	SUBDIVISION FEES-REINSPECTION FEES	\$0.00	\$0.00	n/a	\$0.00
361.32	ENGR. REVIEW FEES	\$60,000.00	\$28,774.23	47.96%	(\$31,225.77)

BUDGET vs ACTUAL

UPPER MAKEFIELD TOWNSHIP

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Revenue					
361.32-001	BIDDING DOCUMENT FEES	\$0.00	\$0.00	n/a	\$0.00
361.33	ZONING PERMITS	\$36,000.00	\$52,629.00	146.19%	\$16,629.00
361.33S	SIGN PERMITS	\$0.00	\$1,230.00	n/a	\$1,230.00
361.34	ZONING HEARING BOARD FEES	\$9,000.00	\$10,841.85	120.47%	\$1,841.85
361.40	CELL TOWER CONSULTANT FEES	\$0.00	\$0.00	n/a	\$0.00
361.41	WATER/SEWER CONSULTANT FEES	\$15,000.00	\$398.35	2.66%	(\$14,601.65)
361.50	SALE OF TWP PROPERTY	\$7,000.00	\$12,029.00	171.84%	\$5,029.00
362.11	POLICE EARNINGS	\$2,500.00	\$2,584.00	103.36%	\$84.00
362.41	BUILDING PERMITS	\$58,000.00	\$80,429.75	138.67%	\$22,429.75
362.41-001	REINSPECTION FEES	\$1,200.00	\$1,345.00	112.08%	\$145.00
362.43	PLUMBING PERMITS	\$18,000.00	\$13,881.90	77.12%	(\$4,118.10)
362.44	ELECTRICAL PERMITS	\$4,500.00	\$6,664.00	148.09%	\$2,164.00
362.45	OCCUPANCY PERMITS	\$14,000.00	\$11,109.00	79.35%	(\$2,891.00)
362.45A	USE & OCCUPANCY PERMITS	\$0.00	\$0.00	n/a	\$0.00
362.45C	ON-LOT HAULERS FEES	\$2,000.00	\$1,800.00	90.00%	(\$200.00)
362.46	ALARM PERMITS	\$19,000.00	\$18,440.00	97.05%	(\$560.00)
362.46B	WELL PERMITS	\$7,500.00	\$3,505.00	46.73%	(\$3,995.00)
362.47	SEWAGE PLANNING MODULE FEE	\$3,600.00	\$1,200.00	33.33%	(\$2,400.00)
362.48	PLAN/ZONE MISC REV.	\$1,200.00	\$192.50	16.04%	(\$1,007.50)
362.49	PROFESSIONAL SERVICES	\$45,000.00	\$45,508.00	101.13%	\$508.00
362.50	DEMOLITION PERMITS	\$11,500.00	\$13,015.00	113.17%	\$1,515.00
363	SNOW REMOVAL CONTRACT	\$22,000.00	\$22,676.03	103.07%	\$676.03
363.50	HIGHWAY DEPT. EARNINGS	\$250.00	\$392.80	157.12%	\$142.80
363.51	COPS GRANT	\$0.00	\$0.00	n/a	\$0.00
363.52	CO-OP POLICE DEPT. WORK	\$5,000.00	\$1,831.72	36.63%	(\$3,168.28)
363.53	D.A.R.E DONATIONS	\$500.00	\$575.00	115.00%	\$75.00
363.54	BOOKING CENTER FEES	\$25,000.00	\$15,444.46	61.78%	(\$9,555.54)
363.55	BULLET-PROOF VEST GRANT	\$0.00	\$0.00	n/a	\$0.00
363.56	COMMUNITY REVIT. ASST. GRANT	\$0.00	\$0.00	n/a	\$0.00
367	REVOLUTIONARY RUN FEES	\$0.00	\$0.00	n/a	\$0.00
379	OTHER CHARGES FOR SERVICES	\$50,000.00	\$11,662.67	23.33%	(\$38,337.33)
380	MISCELLANEOUS REVENUE	\$1,400.00	\$1,672.20	119.44%	\$272.20
380A	CABLE FRANCHISE FEE	\$206,000.00	\$217,713.11	105.69%	\$11,713.11
380D	DEVELOPER DONATIONS	\$0.00	\$7,500.00	n/a	\$7,500.00
380T	MODEL RAILROAD DONATIONS	\$0.00	\$0.00	n/a	\$0.00
380V	VENDING MACHINE REVENUES	\$0.00	\$0.00	n/a	\$0.00
389	STD/WORKER'S COMP. REIMBURSEMENT	\$0.00	\$10,846.01	n/a	\$10,846.01
390D	DEVELOP. ESCROW REFUNDS	\$0.00	\$0.00	n/a	\$0.00
390M	DEVELOPER MAINTENANCE GUARANTEES ESCROWS	\$0.00	\$0.00	n/a	\$0.00
390S	STORMWATER MGMT IMPROVEMENTS	\$0.00	\$0.00	n/a	\$0.00
392	CABLE FUND TRANSFER	\$0.00	\$0.00	n/a	\$0.00
392A	MISC. SIDE FUND CLOSEOUTS	\$0.00	\$0.00	n/a	\$0.00
392P	PARK/REC CREDIT CARD TRANSFERS	\$0.00	\$0.00	n/a	\$0.00

BUDGET vs ACTUAL

UPPER MAKEFIELD TOWNSHIP

For the Months From January, 2013 To November, 2013

Contents: Budget vs Actual Format, FundID >= First, Accounts >= "301.10A" And <= "492D", All Sub Accounts, Including Inactive Accounts, Excluding Encumbrances

Account	Description	Budget	Actual	Percentage of Budget	Variance Amount
Revenue					
394A	MISCELLANEOUS REFUNDS	\$500.00	\$552.83	110.57%	\$52.83
394F	FLOODPLAIN MGMT REIMBURSEMENT	\$0.00	\$0.00	n/a	\$0.00
394G	GATEWAY GRANT	\$0.00	\$0.00	n/a	\$0.00
394P	PENSIONS	\$157,000.00	\$159,258.70	101.44%	\$2,258.70
394R	REPETITIVE FLOOD GRANT	\$0.00	\$0.00	n/a	\$0.00
394SW	SOLID WASTE/RECYCLING	\$15,000.00	\$18,039.00	120.26%	\$3,039.00
395	REFUND OF PRIOR YR EXPEND	\$0.00	\$1,000.00	n/a	\$1,000.00
Total		\$5,315,042.00	\$5,817,541.97	109.45%	\$502,499.97
Total Revenue		\$5,315,042.00	\$5,817,541.97	109.45%	\$502,499.97
Expense					
400	BANK	\$140.00	\$71.60	51.14%	\$68.40
400.113	BOARD SALARY	\$5,200.00	\$3,600.00	69.23%	\$1,600.00
400.121	ADMIN. STAFF & MGR PAY	\$272,647.00	\$297,175.20	109.00%	(\$24,528.20)
400.121A	TWP DEF. COMP. CONTR.	\$0.00	\$0.00	n/a	\$0.00
400.121B	CAR ALLOWANCE	\$0.00	\$0.00	n/a	\$0.00
400.122	ADMIN. OVERTIME	\$1,250.00	\$161.44	12.92%	\$1,088.56
400.140	PART TIME HELP	\$0.00	\$0.00	n/a	\$0.00
400.192	SCHOOLS/CONFERENCES	\$2,000.00	\$3,667.14	183.36%	(\$1,667.14)
400.210	ADMIN MATL & SUPPLIES	\$5,500.00	\$5,200.57	94.56%	\$299.43
400.311	AUDIT	\$21,500.00	\$20,050.00	93.26%	\$1,450.00
400.312	WATER/SEWER ENGR TWP	\$35,000.00	\$73,413.60	209.75%	(\$38,413.60)
400.313	ENGINEERING TOWNSHIP	\$125,000.00	\$81,299.11	65.04%	\$43,700.89
400.313A	ENGR. DEVELOPMENT	\$0.00	\$0.00	n/a	\$0.00
400.321	LEGAL TOWNSHIP	\$75,000.00	\$77,535.79	103.38%	(\$2,535.79)
400.331	ADMIN. VEHICLE EXPENSE	\$250.00	\$654.53	261.81%	(\$404.53)
400.340	ADMIN. ADVER/PRINTING	\$6,500.00	\$4,948.88	76.14%	\$1,551.12
400.350	ADMIN. INSURANCE BOND	\$1,500.00	\$1,500.00	100.00%	\$0.00
400.374	ADMIN. MAINT/REPAIRS	\$20,000.00	\$19,703.43	98.52%	\$296.57
400.460	ADMIN. GENERAL EXPENSE	\$8,000.00	\$6,269.97	78.37%	\$1,730.03
400.750	ADMIN. MINOR EQUIPMENT	\$2,000.00	\$3,727.79	186.39%	(\$1,727.79)
403.114	TAX COLLECTOR PAY	\$20,259.00	\$18,570.75	91.67%	\$1,688.25
403.115	TAX COLLECTOR E.I.T.	\$45,000.00	\$46,027.99	102.28%	(\$1,027.99)
403.225	TAX COLL MATL/SUPP.	\$5,000.00	\$3,899.41	77.99%	\$1,100.59
403.350	TAX COLLECTOR BOND	\$0.00	\$0.00	n/a	\$0.00
407.319	WEBSITE/BROADAST MTGS	\$20,000.00	\$26,848.41	134.24%	(\$6,848.41)
409.140	BLDG CUSTODIAN	\$11,000.00	\$8,921.40	81.10%	\$2,078.60
409.215	BLDG MATLS & SUPPLIES	\$5,500.00	\$3,840.09	69.82%	\$1,659.91
409.230	BLDG UTILITIES/FUEL	\$40,000.00	\$24,422.28	61.06%	\$15,577.72
409.300	ARCHITECT	\$0.00	\$0.00	n/a	\$0.00

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Account	Description	Budget	Actual	Percentage of Budget	Variance Amount
Expense					
409.321	BLDG TELEPHONE	\$30,000.00	\$24,120.79	80.40%	\$5,879.21
409.341	BLDG POSTAGE	\$5,000.00	\$3,507.19	70.14%	\$1,492.81
409.361	BLDG ELECTRIC	\$35,000.00	\$26,129.42	74.66%	\$8,870.58
409.373	BLDG MAINT. & REPAIRS	\$45,000.00	\$30,043.60	66.76%	\$14,956.40
409.374	BLDG STP TESTS	\$300.00	\$185.00	61.67%	\$115.00
409.375	BLDG VENDING MACHINE	\$0.00	\$0.00	n/a	\$0.00
409.460	BLDG GENERAL EXPENSE	\$0.00	\$0.00	n/a	\$0.00
409.500	MODEL RAILROAD EXPENSES	\$0.00	\$0.00	n/a	\$0.00
409.600	BLDG CAPITAL CONSTR.	\$0.00	\$0.00	n/a	\$0.00
409.750	BLDG MINOR EQUIPMENT	\$2,000.00	\$795.00	39.75%	\$1,205.00
409.750A	BLDG OFC FURN/COMPUTERS	\$2,000.00	\$633.35	31.67%	\$1,366.65
410.122	POL ADMIN/CLERICAL PAY	\$164,562.00	\$138,210.04	83.99%	\$26,351.96
410.132	PATROLMEN PAY	\$1,246,088.00	\$1,016,084.69	81.54%	\$230,003.31
410.132A	RETROACTIVE PAY	\$0.00	\$0.00	n/a	\$0.00
410.132B	LONGEVITY/EDUCAT. PAY	\$0.00	\$33,950.00	n/a	(\$33,950.00)
410.132C	COPS GRANT OFFICERS	\$0.00	\$0.00	n/a	\$0.00
410.132M	MOTOR CARRIER TASK FORCE O/T	\$1,000.00	\$4,789.84	478.98%	(\$3,789.84)
410.132P	P/T PATROLMEN PAY	\$0.00	\$0.00	n/a	\$0.00
410.132T	TRAFFIC SAFETY DETAIL O/T	\$2,000.00	\$1,222.81	61.14%	\$777.19
410.134	ANIMAL CONTROL PAY	\$3,500.00	\$2,375.00	67.86%	\$1,125.00
410.183	POLICE OVERTIME	\$75,000.00	\$88,958.27	118.61%	(\$13,958.27)
410.192	POLICE SCHOOLING	\$43,000.00	\$23,011.43	53.51%	\$19,988.57
410.210	POLICE MATL/SUPPLIES	\$9,000.00	\$7,169.38	79.66%	\$1,830.62
410.231	POLICE VEHICLE GAS/OIL	\$53,000.00	\$47,147.16	88.96%	\$5,852.84
410.238	POLICE UNIFORMS	\$22,000.00	\$9,472.11	43.06%	\$12,527.89
410.239	PATROL CAR TIRES	\$3,000.00	\$1,752.20	58.41%	\$1,247.80
410.239A	POLICE AMMO/FLARES	\$18,500.00	\$6,076.02	32.84%	\$12,423.98
410.314	POLICE LEGAL	\$25,000.00	\$705.40	2.82%	\$24,294.60
410.331	ANIMAL CONTROL VEHICLE	\$0.00	\$0.00	n/a	\$0.00
410.371	CAPITAL PURCH-VEHICLE	\$0.00	\$0.00	n/a	\$0.00
410.372	CAPITAL PURCH - RADIO	\$1,500.00	\$1,592.00	106.13%	(\$92.00)
410.372A	CAPITAL PURCH-SCALES	\$0.00	\$0.00	n/a	\$0.00
410.372B	CAPITAL PURCH-VASCAR	\$1,000.00	\$0.00	0.00%	\$1,000.00
410.372C	CAPITAL PURCH-COMPUTR	\$35,000.00	\$25,451.53	72.72%	\$9,548.47
410.373	BREATHALIZER	\$0.00	\$0.00	n/a	\$0.00
410.374	POLICE VEHICLE MAINT.	\$20,000.00	\$20,137.08	100.69%	(\$137.08)
410.375	POLICE CAR CALIBRATION	\$2,500.00	\$1,754.75	70.19%	\$745.25
410.450	POLICE CAR WASH	\$2,100.00	\$2,000.00	95.24%	\$100.00
410.460	POLICE GENERAL EXPENSE	\$2,500.00	\$1,650.00	66.00%	\$850.00
410.462	POLICE PHYSICAL EXAMS	\$1,500.00	\$903.94	60.26%	\$596.06
410.470	POLICE INVESTIGATIONS	\$1,000.00	\$436.50	43.65%	\$563.50
410.540-001	D.A.R.E.	\$2,500.00	\$3,315.55	132.62%	(\$815.55)
410.540-002	COMMUNITY POLICING	\$500.00	\$252.00	50.40%	\$248.00
410.540-003	TRAFFIC SAFETY UNIT	\$1,500.00	\$1,534.27	102.28%	(\$34.27)

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Expense					
410.541	SPECIAL REACTION TEAM	\$4,000.00	\$3,266.43	81.66%	\$733.57
410.542	COMMUNITY REVIT. PROGRAM	\$0.00	\$0.00	n/a	\$0.00
410.750	POLICE MINOR EQUIPMENT	\$5,000.00	\$3,673.60	73.47%	\$1,326.40
411.130	FIRE MARSHAL PAY	\$24,325.00	\$22,429.95	92.21%	\$1,895.05
411.150	FIRE WORKERS COMP.	\$12,000.00	\$17,061.00	142.18%	(\$5,061.00)
411.212	FIRE MATLS & SUPPLIES	\$900.00	\$665.75	73.97%	\$234.25
411.331	FIRE MILEAGE	\$500.00	\$469.88	93.98%	\$30.12
411.373	FIRE MAINT. & REPAIR	\$0.00	\$0.00	n/a	\$0.00
411.460	FIRE GENERAL EXPENSE	\$1,000.00	\$970.52	97.05%	\$29.48
411.5	FIRE RELIEF FUND	\$135,616.00	\$152,712.26	112.61%	(\$17,096.26)
411.740	EMERGENCY-CAPITAL EQ.	\$500.00	\$874.74	174.95%	(\$374.74)
414.130	CODE ENFORCEMENT PAY	\$161,069.00	\$135,737.07	84.27%	\$25,331.93
414.131	CODE OVERTIME	\$600.00	\$346.75	57.79%	\$253.25
414.141	INSPECTION SERVICE	\$15,000.00	\$11,280.00	75.20%	\$3,720.00
414.210	CODE MATLS & SUPPLIES	\$1,800.00	\$1,630.98	90.61%	\$169.02
414.310	RECYCLING GRANT EXPENSES	\$0.00	\$2,009.75	n/a	(\$2,009.75)
414.313	CODE ENGINEERING TWP	\$0.00	\$0.00	n/a	\$0.00
414.313-001	CODE ENGINEERING TWP-TRAFFIC ENGINEER	\$0.00	\$0.00	n/a	\$0.00
414.313-002	CODE WATER/SEWER ENGR.-HYDRO	\$0.00	\$0.00	n/a	\$0.00
414.313-003	CODE ENGINEERING TWP-COMMUNICATIONS ENGR	\$0.00	\$0.00	n/a	\$0.00
414.313A	CODE ENGR. DEVELOPER (REIMB.)	\$60,000.00	\$72,770.75	121.28%	(\$12,770.75)
414.313A-001	CODE WATER/SEWER ENGR. (REIMB.)	\$13,000.00	\$12,427.83	95.60%	\$572.17
414.314	CODE LEGAL TOWNSHIP	\$0.00	\$0.00	n/a	\$0.00
414.314-001	CODE LEGAL TOWNSHIP-VALIDITY CHALLENGES	\$0.00	\$0.00	n/a	\$0.00
414.314-002	CODE LEGAL TOWNSHIP-PLANNING COMMISSION	\$3,500.00	\$4,596.50	131.33%	(\$1,096.50)
414.314-003	CODE LEGAL TOWNSHIP-SALDO	\$0.00	\$0.00	n/a	\$0.00
414.314A	CODE LEGAL DVLPMNT	\$15,000.00	\$13,382.00	89.21%	\$1,618.00
414.314B	DOLINGTON LAND CHALLENGE	\$0.00	\$0.00	n/a	\$0.00
414.315	CODE COMMUNITY PLANNER	\$0.00	\$0.00	n/a	\$0.00
414.315A	WC GATEWAY PROJECT-CONSTRUCTION	\$0.00	\$0.00	n/a	\$0.00
414.315B	WC GATEWAY PROJECT - INSPECTION	\$0.00	\$0.00	n/a	\$0.00
414.315C	STOOPVILLE RD PRELIMINARY ENGR.	\$228,556.00	\$8,293.99	3.63%	\$220,262.01
414.315D	REPETITIVE FLOOD GRANT	\$0.00	\$0.00	n/a	\$0.00
414.316	JOINT PLAN	\$4,000.00	\$4,493.31	112.33%	(\$493.31)
414.316-001	JOINT PLAN-GRANT EXPENSES	\$0.00	\$0.00	n/a	\$0.00
414.317	JOINT VALIDITY CHLNGE	\$0.00	\$0.00	n/a	\$0.00
414.318	SOLID WASTE/RECYCLING	\$200.00	\$0.00	0.00%	\$200.00
414.318A	TRAFFIC IMPACT STUDY	\$0.00	\$0.00	n/a	\$0.00
414.319	GIS/SOFTWARE	\$2,800.00	\$2,695.00	96.25%	\$105.00
414.321	UNIFORM CONSTRUCTION CODE FEES	\$150.00	\$424.00	282.67%	(\$274.00)
414.322	BLDG PLAN REVIEW REFUND	\$2,500.00	\$2,587.35	103.49%	(\$87.35)

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Expense					
414.340	CODE ADVERT./PRINTING	\$1,500.00	\$2,175.30	145.02%	(\$675.30)
414.374	CODE VEHICLE MAINT.	\$500.00	\$74.08	14.82%	\$425.92
414.400	CREDIT CARD FEES	\$800.00	\$989.54	123.69%	(\$189.54)
414.460	CODE GENERAL EXPENSE	\$800.00	\$1,387.86	173.48%	(\$587.86)
414.461	ENVIRON. ADVISORY COM.	\$1,000.00	\$0.00	0.00%	\$1,000.00
414.461-001	ENVIRON. ADVISORY COM.-DEER MANAGEMENT	\$0.00	\$0.00	n/a	\$0.00
414.461-002	ENVIRON. ADVISORY COM.-RIPARIAN LEGAL EXPENSES	\$0.00	\$0.00	n/a	\$0.00
414.461-003	ENVIRON. ADVISORY COM.-RIPARIAN ENGR. EXPENSES	\$0.00	\$0.00	n/a	\$0.00
414.462	AGRICULTURAL SECURITY BOARD	\$0.00	\$0.00	n/a	\$0.00
414.463	AERIAL DIGITAL MAPPING	\$0.00	\$0.00	n/a	\$0.00
414.750	CODE MINOR EQUIPMENT	\$1,000.00	\$101.25	10.13%	\$898.75
414ZHB	ZONING HEARING BOARD	\$10,000.00	\$15,479.56	154.80%	(\$5,479.56)
430.231	ROAD VEHICLE GAS & OIL	\$20,000.00	\$13,386.77	66.93%	\$6,613.23
430.238	ROAD UNIFORMS	\$4,000.00	\$3,274.04	81.85%	\$725.96
430.260	ROAD MATERIAL & TOOLS	\$2,000.00	\$1,631.97	81.60%	\$368.03
430.371	TREE MAINTENANCE	\$40,000.00	\$18,220.00	45.55%	\$21,780.00
431	ROAD SNOW REMOVAL CONTRAC	\$12,500.00	\$2,790.00	22.32%	\$9,710.00
433	TRAFFIC LIGHT	\$0.00	(\$30.00)	n/a	\$30.00
438.01	ROAD MATERIAL STONE/OIL	\$142,000.00	\$135,679.88	95.55%	\$6,320.12
438.145	PUBLIC WORKS PAY	\$320,846.00	\$272,055.42	84.79%	\$48,790.58
438.145A	ROAD ACTING SUPV. PAY	\$0.00	\$0.00	n/a	\$0.00
438.460	ROAD GENERAL EXPENSE	\$3,000.00	\$3,001.11	100.04%	(\$1.11)
438.70	ROAD MAJOR EQUIPMENT	\$0.00	\$0.00	n/a	\$0.00
439	ROAD - CONSTRUCTION	\$0.00	\$0.00	n/a	\$0.00
452.210	PARK/REC REV. RUN	\$250.00	\$150.00	60.00%	\$100.00
452.325	PARK/REC POSTAGE	\$0.00	\$0.00	n/a	\$0.00
452.373	STREETScape MAINTENANCE	\$8,000.00	\$3,707.47	46.34%	\$4,292.53
452.460	PARK/REC GENERAL EXPENSE	\$0.00	\$0.00	n/a	\$0.00
452.530	PARK CONTRIBUTIONS	\$20,000.00	\$20,000.00	100.00%	\$0.00
452.531	CREDIT CARD DONATIONS	\$0.00	\$0.00	n/a	\$0.00
481.50	CONTRIBUTIONS	\$9,500.00	\$9,500.00	100.00%	\$0.00
482	JUDGEMENTS AND LOSSES	\$0.00	\$0.00	n/a	\$0.00
483.001	MUNICIPAL RETIREMENT	\$110,000.00	\$98,005.86	89.10%	\$11,994.14
483.002	POLICE PENSION	\$200,000.00	\$180,042.98	90.02%	\$19,957.02
484	WORKERS COMPENSATION	\$79,000.00	\$54,787.00	69.35%	\$24,213.00
485	UNEMPLOYMENT COMPENSATION	\$16,000.00	\$13,991.56	87.45%	\$2,008.44
486.100	HEP B VACCINATION	\$0.00	\$0.00	n/a	\$0.00
486.153	MUNICIPAL LIABILITY	\$0.00	\$0.00	n/a	\$0.00
486.351	AUTO INSURANCE	\$0.00	\$0.00	n/a	\$0.00
486.352	ERRORS & OMISSIONS	\$0.00	\$0.00	n/a	\$0.00
486.353	POLICE PROFESSIONAL	\$0.00	\$0.00	n/a	\$0.00
486.354	UMBRELLA	\$0.00	\$0.00	n/a	\$0.00

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Expense					
486.355	GENERAL LIABILITY	\$62,708.00	\$54,555.00	87.00%	\$8,153.00
486.356	POLLUTION LIABILITY	\$0.00	\$0.00	n/a	\$0.00
486.357	ADOPT-A-ROAD ACCIDENT	\$0.00	\$0.00	n/a	\$0.00
486.460	HISTORIC GENERAL EXP.	\$50.00	\$0.00	0.00%	\$50.00
487	HEALTH INSURANCE	\$595,276.00	\$543,679.96	91.33%	\$51,596.04
488	LIFE INSURANCE	\$11,000.00	\$5,011.71	45.56%	\$5,988.29
488A	SHORT TERM DISABILITY	\$15,000.00	\$14,337.01	95.58%	\$662.99
488B	LONG TERM DISABILITY	\$7,000.00	\$7,879.81	112.57%	(\$879.81)
489	FICA	\$150,000.00	\$132,073.54	88.05%	\$17,926.46
489.01	TRANSFER - NONPOLICE	\$62,000.00	\$62,110.89	100.18%	(\$110.89)
489.02	TRANSFER - POLICE	\$97,000.00	\$97,147.81	100.15%	(\$147.81)
489A	MEDICARE	\$35,000.00	\$28,106.23	80.30%	\$6,893.77
490	CAPITAL RESERVE	\$0.00	\$0.00	n/a	\$0.00
491	OPERATING RESERVE	\$0.00	\$0.00	n/a	\$0.00
491A	LITIGATION RESERVE	\$0.00	\$0.00	n/a	\$0.00
491B	TAX REFUNDS	\$500.00	\$0.00	0.00%	\$500.00
491C	OPEN SPACE TRANSFER	\$0.00	\$0.00	n/a	\$0.00
491D	DEVELOPER ESCROW REFUNDS	\$0.00	\$0.00	n/a	\$0.00
491E	REFUND OF PRIOR YEAR REVENUES	\$0.00	\$0.00	n/a	\$0.00
492	TRANSFER - REPETITIVE FLOOD GRANT PROGRAM	\$0.00	\$0.00	n/a	\$0.00
492A	TRANSFER - BLDG DEBT SERV	\$0.00	\$0.00	n/a	\$0.00
492B	TRANSFER - MISCELLANEOUS	\$0.00	\$0.00	n/a	\$0.00
492C	TRANSFER - STATE GRANTS 4	\$0.00	\$0.00	n/a	\$0.00
492D	TRANSFER - BLDG CONSTRUCTION	\$0.00	\$0.00	n/a	\$0.00
Total		\$5,315,042.00	\$4,526,978.72	85.17%	\$788,063.28
Total Expense		\$5,315,042.00	\$4,526,978.72	85.17%	\$788,063.28
Net:		\$0.00	\$1,290,563.25	n/a	\$1,290,563.25