



TOWNSHIP OF  
— MIDDLETOWN —  
BUCKS COUNTY

• 2021 BUDGET •



# Elected and Appointed Officials

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## ELECTED OFFICIALS

### **Board of Supervisors**

Mike Ksiazek, Chairperson  
Amy Strouse, Vice Chairperson  
Tom Tosti, Secretary  
Anna Payne  
Dawn Quirple

### **Tax Collector**

Ray Chapman

### **Elected Auditors**

Jena Champion, Chairperson  
Hannah Stackawitz, Vice Chairperson  
Jennifer Wilityer, Secretary

## APPOINTED OFFICIALS

### **Executive Officials**

Stephanie Teoli Kuhls, Township Manager  
Nick Valla, Assistant Township Manager  
Joseph Bartorilla, Chief of Police  
Lisa Berkis, Special Projects Manager  
Mega Bhandary, Director of Finance  
Patrick Ennis, P.E., Director of Building and Zoning  
Eric Gartenmayer, Public Works Superintendent  
Paul Kopera, Director of Parks and Recreation  
James McGuire, Fire Marshal

### **Professional Consultants**

Jim Esposito, Esq., Curtin & Heefner, Township Solicitor  
Isaac Kessler, P.E., Remington & Vernick, Township Engineer  
Phil Wursta, P.E., Traffic Planning & Design

# Board of Supervisors

- About Us -

## Mike Ksiazek, Chairperson



Elected to the Board of Supervisors in 2017, Mr. Ksiazek served as Vice Chairperson from 2018 to 2019. He was appointed Chair in 2020. In addition to his community activism, Mr. Ksiazek is an attorney for Stark & Stark in Yardley. He resides with his wife and children in Langhorne. Mr. Ksiazek's term expires in 2023.

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## Amy Strouse, Vice Chairperson

Elected to the Board of Supervisors in 2015, Ms. Strouse served as chairperson in 2018. When she isn't busy volunteering in the community, Ms. Strouse is a Global Advisor for Avascent. Originally from the Midwest, Ms. Strouse resides with her husband and children in Langhorne. Ms. Strouse's term expires in 2021.



## Tom Tosti, Secretary

Elected to the Board of Supervisors in 2015, Mr. Tosti took leadership of the Board in 2019. A life-long resident of the Township, Mr. Tosti is the Director of District Council 88 for the American Federation of State, County, and Municipal Employees (AFSCME). Mr. Tosti's term expires in 2021.

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## Anna Payne

A lifelong resident of Middletown Township, Ms. Payne was elected to the Board of Supervisors in 2019. Prior to serving on the Board of Supervisors, Ms. Payne was elected as an Auditor in 2017. In addition to being an advocate for the community, she is also the Vice Chair of the Pennsylvania Rare Disease Advisory Council and volunteers for the Cystic Fibrosis Foundation. Ms. Payne's term expires December 2025.



## Dawn Quirple

Elected to the Board of Supervisors in 2019, Ms. Quirple is the Legislative Assistant for Representative Tina Davis (PA-141). Ms. Quirple resides in Levittown with her husband Danny and their children, Drew and Brie. Ms. Quirple's term expires in December 2025.



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Middletown Township, Bucks County  
Pennsylvania**

For the Fiscal Year Beginning

**January 1, 2020**

*Christopher P. Morill*

Executive Director

# Awards & Accreditations



*Distinguished  
Budget  
Presentation  
Award*

## GFOA Distinguished Budget Presentation Award (2020)

The Government Finance Officers Association (GFOA) establishes nationally-recognized standards for governmental budgeting. Middletown Township received this award for the second time in 2020. **Middletown Township is among less than 1% of governmental bodies in Pennsylvania to earn this achievement.** This document has been prepared to meet the criteria of this award for 2021.

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*Certificate  
of Achievement  
FOR EXCELLENCE IN  
Financial Reporting*

## GFOA Certificate of Achievement for Excellence in Financial Reporting (2019)

First awarded in 1996, Middletown Township is a **sixteen-time recipient** of the Certificate of Achievement for Excellence in Financial Reporting. The Township has earned this award for the last seven consecutive years. This award recognizes governmental bodies for preparing their annual audited financial report in accordance with nationally-recognized standards for financial reporting. The award status is pending for the 2019 submission. The Township will continue to strive for this award as it prepares the 2020 comprehensive annual financial report (CAFR).

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**MOODY'S**  
**Aaa**  
**Bond Rating**

## Aaa Bond Rating by Moody's (2019)

In November 2019, Middletown Township earned a triple-A credit rating by Moody's, becoming **one of ten townships in Pennsylvania to attain this achievement**, and the only one in Bucks County. Moody's issued the Township a triple-A credit rating for its strong management, financial health, and vibrant local economy.

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## Pennsylvania Police Chief's Association Accredited Law Enforcement Agency (2020)

On December 20, 2008, Middletown Township became the 47th law enforcement agency to earn accreditation by the Pennsylvania Police Chief's Association, and the second in Bucks County. Renewed in 2020, Middletown Township is one of 117 law enforcement agencies in Pennsylvania and one of 11 in Bucks County to earn and maintain this achievement. This accreditation adds authority and legitimacy to the Middletown Township Police Department when working with other local, state, and federal law enforcement authorities.

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December 7, 2020

I am honored to begin this message by recognizing the outstanding efforts of our team of first responders in the Middletown Township Police Department and the Department of Fire & Emergency Management for their efforts in responding to the COVID 19 global pandemic in 2020. These men and women worked tirelessly during the mandatory shutdown to keep our community safe, selflessly risking their own health to provide continuity of municipal services. Recognition also goes to the balance of our team of municipal employees across all departments who adapted to new working environments and creatively developed solutions to keep our operations moving forward for the residents and businesses in Middletown Township.

The 2021 Middletown Township Proposed Budget is respectfully submitted to the Board of Supervisors and citizens of Middletown Township. The preparation of this spending plan has been made most difficult by the daunting challenge of addressing the impact of the pandemic on Township finances, most significantly the loss of nearly \$3 million in revenue in the General Fund. In addition to revenue loss, response to the pandemic by public safety and emergency management staff added more than \$400,000 in unbudgeted expenses to the General Fund.

Middletown is fortunate to have entered the crisis in a sound financial position, with strong cash reserves across all funds, allowing for a proposed spending plan in 2021 that will maintain current levels of municipal service with **no proposed tax increase**.

Ongoing efforts have been made throughout the year to address the financial challenges and uncertainty brought about by the COVID 19 pandemic:

- **Revenue Tracking.** Weekly tracking of key revenue sources was initiated in June with regular reports to the Board of Supervisors. High level review of economic indicators and revenue drivers was included in monthly Board reports. Detailed quarterly financial reports were made during public meetings.
- **Staffing/Hiring Freeze.** Several positions that were funded but not filled remained vacant. Seasonal hiring was cut back dramatically. Intern positions were unpaid.
- **Deferral of Capital Expenditures.** Nearly all capital expenditures were deferred with the exception of critical infrastructure projects.
- **Implementation of Early Retirement Incentive Program (ERIP).** An ERIP was implemented for non-uniform personnel with the intention of leaving positions open for the remainder of 2020. Two employees opted into this program.
- **Minimizing Operational Expenditures.** All departments were charged with the task of minimizing expenditures to the fullest extent possible.

These efforts, coupled with savings brought about by moving employee health insurance to the Delaware Valley Health Trust in February 2020, significantly mitigated the impact of the lost revenue in the General Fund. End-of-year estimates project that the overall General Fund deficit will be \$1.9 million.

There were no substantive changes between the preliminary and final budgets.

## 2021 Budget Overview

The 2021 Proposed Budget takes into consideration the uncertainty of the pandemic by anticipating continued impact to revenue sources during the first part of the year. A one-time transfer of \$1,110,000 from the Investment Fund to the General Fund is proposed to accommodate for expected revenue shortfalls.

The overall budget is balanced and includes \$36,686,465 in operational expenditures and \$6,420,700 in capital expenditures:

<b>FUND</b>	<b>2021 EXPENDITURES</b>
General	\$ 22,332,000
Street Lighting Tax	\$ 785,500
Fire Protection Tax	\$ 1,192,000
Parks and Recreation	\$ 1,328,950
Ambulance and Rescue	\$ 233,000
Road Machinery Tax	\$ 260,000
Fire Hydrant Tax	\$ 55,000
Sanitation	\$ 4,632,565
Middletown Country Club	\$ 53,000
Farm	\$ 3,600
Debt Service	\$ 2,825,850
Investment	\$ 1,150,000
Highway Aid	\$ 1,835,000
<b>TOTAL</b>	<b>\$ 36,686,465</b>
Capital Fund	\$ 6,420,700

In addition to addressing the pandemic, budgeting discussions during the 2021 Budget process established the goal of maintaining a balanced General Fund. Forecasts for the General Fund show that contractual obligations will begin to outpace anticipated revenues in the coming years. Notably, as shown on the chart below, costs for salaries, benefits, and pension for Township personnel currently account for more than 88% of General Fund expenditures.

<b>EXPENDITURES</b>	<b>2021 BUDGET</b>	<b>%</b>	
Salaries	\$11,433,200	51.20%	<b>\$19,708,300</b> <b>88.25%</b>
Medical Cost	\$2,937,500	13.15%	
Other Benefits	\$1,581,600	7.08%	
Pension	\$3,756,000	16.82%	
Borrowing and General Fees	\$4,000	0.02%	
Communications	\$114,500	0.51%	
Contracted Services	\$637,300	2.85%	
COVID	\$0	0.00%	
Engineering	\$98,000	0.44%	
Equipment	\$415,300	1.86%	
Interfund Transfers	\$30,000	0.13%	
Legal	\$180,000	0.81%	
Memberships and Training	\$158,500	0.71%	
Operating Supplies	\$177,100	0.79%	
Other	\$55,000	0.25%	
Property and Liability	\$400,000	1.79%	
Software	\$224,000	1.00%	
Utilities	\$130,000	0.58%	
<b>Total</b>	<b>\$22,332,000</b>	<b>100.00%</b>	

The Board of Supervisors and staff will continue to closely monitor revenues and expenditures on a monthly, quarterly and annual basis. Ongoing efforts to create efficiencies in providing services and restraining spending will help to keep the General Fund stable.

To begin to address this concern, the 2021 Budget proposes a shift of .2 mills of Real Estate Tax from the Street Light Fund to the General Fund. This shift will provide approximately \$100,000 of additional stable revenue to the General Fund while keeping the overall tax rate at the same level for residents. This reduction of millage in the Street Light Fund is possible because of reduced utility and maintenance costs for Township-owned street lights that were converted to LED in 2018.

## Fund Balance

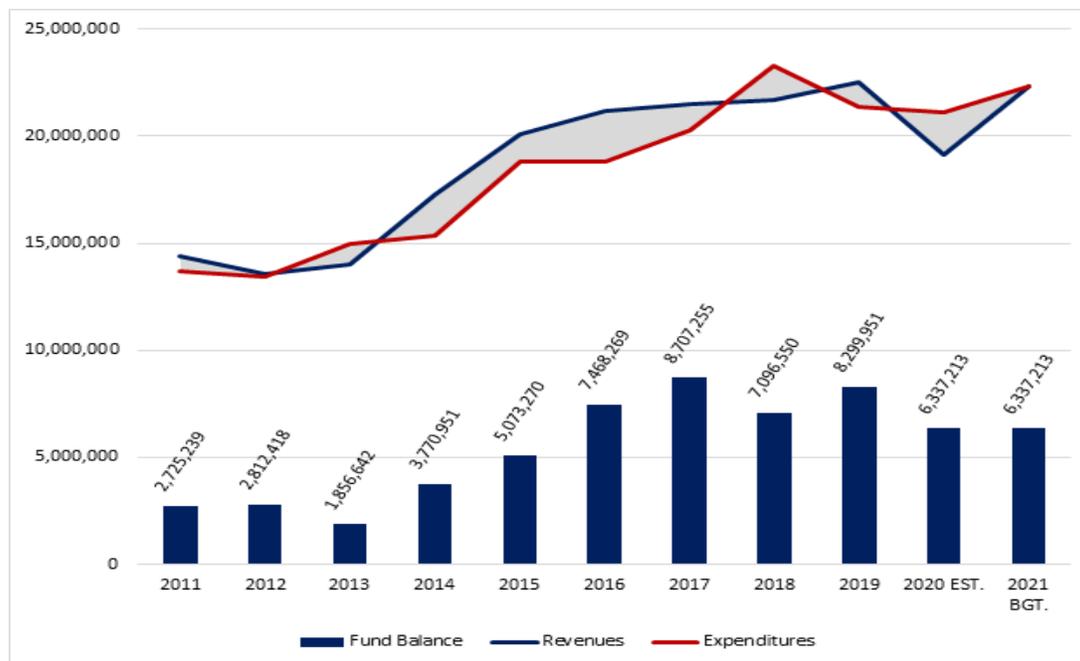
One of the key aspects of Middletown’s current financial status is the growth in fund balances that was made possible by the implementation of the Earned Income Tax (EIT) in 2014. During the initial years of EIT collection (2014-2018), efforts were made to increase the fund balance of the General Fund and the Capital Fund. Significant transfers of EIT revenue were made from the General Fund to the Capital Fund each year. These transfers have been pivotal in funding infrastructure improvements and capital expenditures as the Capital Fund does not have a dedicated revenue source. Middletown Township has also been successful in utilizing this fund balance for matching funds to maximize grants for capital improvements. As the Earned Income Tax revenue stabilizes and General Fund expenditures continue to rise, it is most likely that future transfers will not be possible, and we will need to consider other sources of revenue for the Capital Fund.

Fund balances in the Township’s fourteen funds are projected to be more than \$16 million at the beginning of 2021:

<b>Fund</b>	<b>2021 Beginning Balance</b>
General	\$ 6,337,213
Street Lighting	\$ 979,222
Fire Protection	\$ 42,963
Parks and Rec	\$ 643,661
Ambulance	\$ 17,231
Road Machinery	\$ 250,892
Fire Hydrant	\$ 20,256
Sanitation	\$ 388,833
Country Club	\$ 88,694
Farm	\$ 284,140
Debt Service	\$ 158,991
Capital	\$ 6,662,298
Highway Aid	\$ 885,941
<b>Total</b>	<b>\$ 16,760,333</b>

The chart on the following page illustrates how the cash reserve in the General Fund has grown over the years in the context of increased revenues from the EIT beginning in 2014. Of note are two items: the \$1.9 million drop in fund balance in 2020 as a result of the pandemic as well as a convergence of revenue and expenditure lines projected for 2021.

## Comparison of General Fund Revenues, Expenditures and Fund Balance



### Key Factors and Assumptions

Key factors that have been considered when developing this budget include the following:

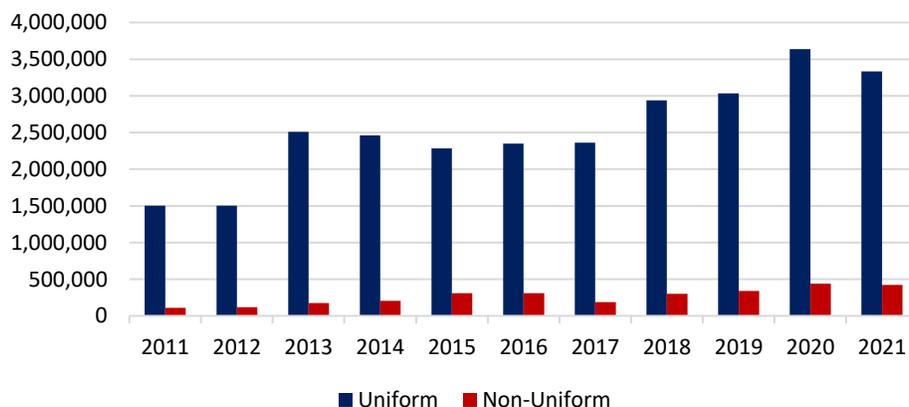
- The Township continues to aggressively seek grant revenue. Nearly \$9,000,000 has been received from various grant programs over the past ten years.
- 2020 marked the seventh year of the Fifteen-Year Road Improvement Program and included the paving of nearly four miles of Township roadways. More than 67 miles of Township roads have been paved since this program began. The 2021 Proposed Budget provides for the continuation of the Road Improvement Program with \$1 million dedicated to road paving.
- In 2020, Middletown Township transitioned its health insurance coverage for all employees from the commercial insurance market to the Delaware Valley Health Insurance Trust (DVHT), a move that has provided significant relief to the General Fund. Municipal insurance pooling will help to stabilize this cost long term. The 2021 renewal from DVHT will be 3%, significantly below renewal rates experienced by the Township in the commercial market. Middletown is also a member of the Delaware Valley Workers Compensation Trust (D VWCT).
- The 2021 Capital Improvement Plan details priority physical improvements to the community in the coming five years. The Capital Reserve Fund budget reflects these priorities.
- The Township's vehicle and equipment replacement needs have been consistently met by the Bucks County Redevelopment Authority (RDA) Grant Program with supplemental funding from the Capital Fund and the Road Machinery Fund. Vehicle replacement has been streamlined through strategic oversight and implementation of departmental vehicle replacement plans, reflected in the capital improvement plan.

- Township employees are represented by four separate collective bargaining units with the following contractual wage increases for 2021: Police Benevolent Association (PBA) – 3.5%, Independent Association of the Department of Public Works (DPW) – 3.5%, Teamsters Local 107 – 3.5%, and the Crossing Guard Association – 3%.
- Middletown Township was awarded the *Distinguished Budget Presentation Award* by the Government Finance Officers Association (GFOA) for the second year in row in 2020 and also received the GFOA *Certificate of Achievement for Excellence in Financial Reporting* for the 16<sup>th</sup> time for its Comprehensive Annual Financial Report.
- Moody’s issued Middletown Township a “Aaa” credit rating in late 2019, a significant accomplishment, reflecting sound fiscal position and management.
- The 2020 General Obligation Bond refunded bonds from 2012 and 2014 and provided \$3 million in additional funding for upcoming capital infrastructure improvements.
- The 2021 proposed budget contemplates filling all vacant positions across the organization and adding one full-time employee to the Department of Public Works and converting two part-time positions to full-time positions in the Department of Fire and Emergency Management.
- Middletown Township is served by four volunteer fire companies. Staff from the Department of Fire and Emergency Management supplement the efforts of the fire companies by providing daytime fire suppression response. As volunteers dwindle across the country and in our community, Middletown Township will need to address the need for expanded daytime response hours. Efforts have been made to restructure and position the department to prepare to expanding expectations and needs.
- The Board of Supervisors emphasizes the best management practice of issuing Requests for Proposals (RFPs) and Requests for Qualifications (RFQs) for professional and consulting services on a periodic basis. In 2020 Middletown competitively bid banking services and will bid auditing services in 2021.

## Pension

The Minimum Municipal Obligation (MMO) for 2021 was certified to the Board of Supervisors in September at \$3,334,000 for the Police Pension Plan and \$422,000 for the Non-Uniformed Pension Plan. Please see the chart below for historical reference on the Township’s pension obligation since 2011.

Minimum Municipal Obligation (MMO) by Year



## Township Financial Goals

Establishing and achieving goals allows the Township to combat stagnation and to constantly improve services provided to residents. For 2021, the Township will prioritize the following long-term objectives:

- Continue to seek out a permanent, stable revenue source to fund capital improvement projects.
- Work to stabilize expenditures in the coming years to better match anticipated revenues.
- Establish strategic planning initiatives and practices in 2021.
- Continue implementing performance management systems and practices to more accurately determine changes in service levels and growth opportunities in 2021 and beyond.
- Maintain the General Fund Balance at levels recommended by the Government Finance Officers Association (GFOA). Establish a formal fund balance policy.
- Pursue economic development initiatives to attract and retain businesses in the community.

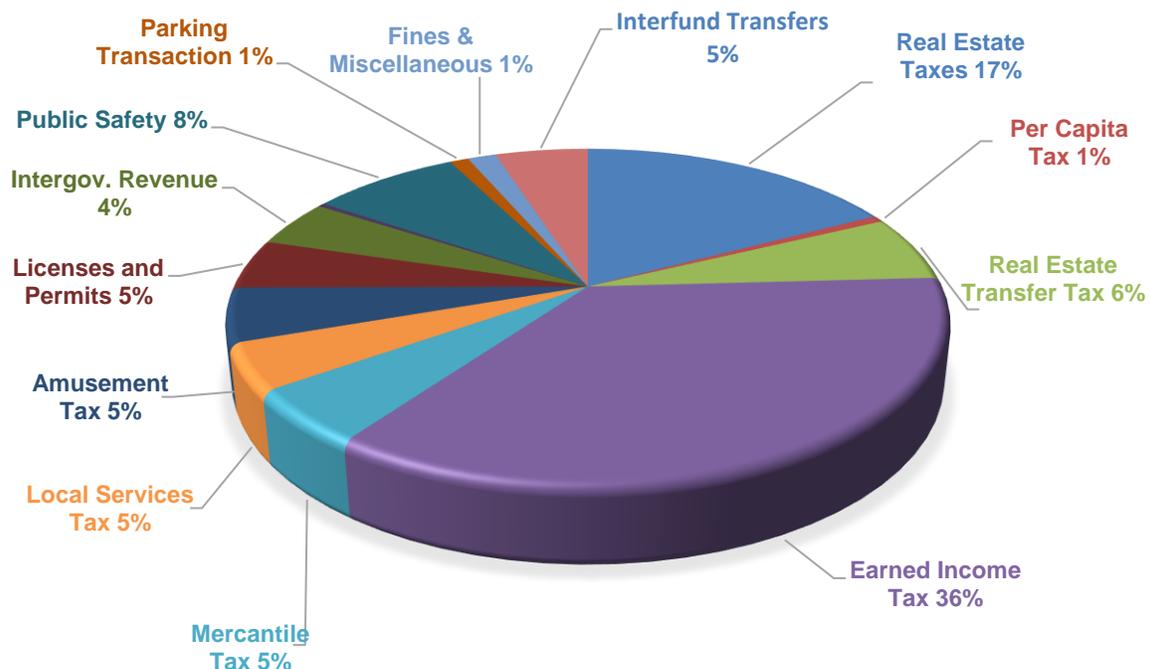
These goals reflect new and continued efforts to improve the financial and organizational health of the Township. In addition, each department has developed goals specific to their services, and may be found in the Department Descriptions, Accomplishments, and Goals portion of the “Township Information” section.

## General Fund Highlights

### *General Fund Revenues - \$22,332,000*

The Earned Income Tax is the largest source of revenue in the General Fund at \$8,000,000 (36%), followed by Real Estate Taxes at \$3,850,000 (17%). Other major tax categories include the Amusement Tax at \$1,160,000 (5%), Real Estate Transfer Tax \$1,400,000 (6%) and Mercantile Tax at \$1,175,000 (5%).

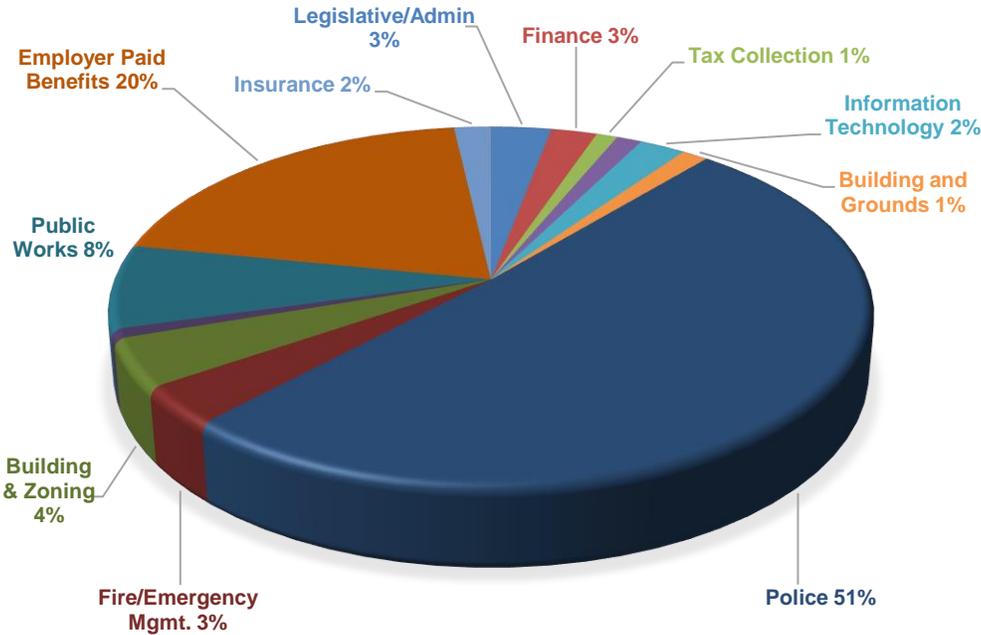
### **2021 General Fund Revenues**



**General Fund Expenditures - \$22,332,000**

The primary expenditure category in the General Fund is Police Protection at \$11,339,500, or 51% of expenditures. This category is significantly impacted by salary and benefit costs for the Township’s police force. Other significant expenditure categories in the 2021 General Fund include Employer Paid Benefits and Pension at \$4,420,000 (20%), Public Works at \$1,675,500 (8%), Building and Zoning at \$966,100 (4%) and Fire Protection/Emergency Management at \$786,100 (3%).

**2021 General Fund Expenditures**



**The Budget Process**

The budget process is actually a year-round effort as the Board of Supervisors, Township Manager and department directors monitor revenues and expenditures as compared to budget on a monthly basis. The formal process for development of the 2021 Proposed Budget started a bit later than usual this year, with submission of departmental budget requests to the Township Manager and Finance Director in September. After thorough evaluation and significant revision during September and October, a draft budget was developed and presented to the Board of Supervisors during two public Budget Workshops on October 19<sup>th</sup> and 26<sup>th</sup>. These meetings included review of the proposed budget and discussion of long-range goals and capital improvement planning. The 2021 capital planning process also included a public presentation of proposed capital expenditures by department directors at a Board of Supervisors meeting on October 5<sup>th</sup>.

Public input into the budget process is welcomed and encouraged. The Board of Supervisors is required to adopt the annual budget by December 31<sup>st</sup> each year. Opportunities for input and discussion are available during the November 16<sup>th</sup> and December 7<sup>th</sup> Board of Supervisors meetings. Copies of the budget are available for inspection at the Municipal Center and through the township website: [www.middletonbucks.org/2021Budget](http://www.middletonbucks.org/2021Budget).

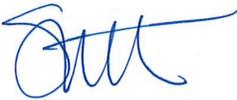
## Conclusion

The preparation of this budget is the culmination of a collaborative process and involved the efforts of many people – the Board of Supervisors, department directors and Township staff.

I am grateful for the dedicated work of the entire Township team of employees for their daily efforts in providing outstanding services to the citizens of Middletown Township. This document reflects the hard work of many employees from all levels of the organization. I would also like to express my appreciation to the Board of Supervisors for the many hours they have dedicated to the budget process. The annual budget document is the single most important policy document adopted by the Board each year.

This budget should be a valuable tool in making the important decisions that will impact Middletown citizens and Township government during the next year. I am honored to serve the Board of Supervisors and citizens in the Middletown community and look forward to the challenges and opportunities ahead in 2021.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Stephanie Teoli Kuhls', with a stylized flourish at the end.

Stephanie Teoli Kuhls  
Township Manager

# Reader's Guide

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This reader's guide outlines the Township's budget process, clarifies format and content, and helps navigate this document. Middletown Township prepares its budget and associated contextual information in accordance with Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award standards, an honor held by fewer than 2% of municipalities in the United States, and fewer than 1% of municipalities in Pennsylvania. With the 2019 budget, Middletown Township became the 15<sup>th</sup> governmental body in the Commonwealth of Pennsylvania to earn this achievement.

1 of 11



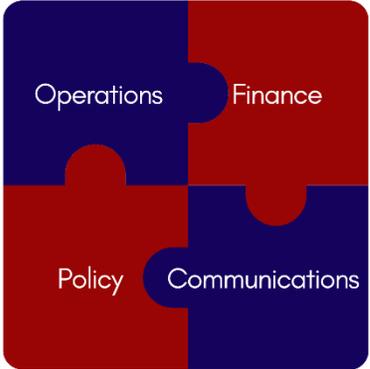
Pennsylvania municipalities to hold budget and audit awards  
Source: Government Finance Officers Assoc.

In 2020, Middletown Township earned this award for the second time. Middletown Township is pleased to submit this budget document to earn this achievement again in 2021.

While adding length to the document, adhering to GFOA criteria provides context to assist readers in understanding Middletown Township's finances. GFOA's standards allow all stakeholders—the Board of Supervisors, Township staff, taxpayers, business owners, patrons, and neighbors—to be more informed and make more informed decisions.

In addition to the line-item budget, this budget book contains detailed information about Middletown Township's organizational structure, tax collection, debt service, planned capital improvement projects, spending habits, and additional supplemental information. This book is designed to transmit budget and financial information of the Township into a medium that makes it more accessible to and understandable by the public. There are also tools built into the document such as a guide to reading the line-item budget and a comprehensive glossary to assist readers in understanding the technical elements of the document. Together, these components transform the budget document into a policy document, financial plan, operations guide, and a communications device.

Middletown Township is also a 16-time winner of the GFOA Certificate of Achievement for Excellence in Financial Reporting Program for its Comprehensive Annual Financial Report (CAFR). Middletown Township is among the less than 1% of governmental bodies in the Commonwealth of Pennsylvania to earn both awards for its budget and CAFR.



Readers are encouraged to take advantage of the table of contents and hyperlinks used throughout the document to find additional information related to the Middletown Township annual budget.

# Budget Purpose & Process

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## Budget Purpose

The purpose of a budget is for the Township Board of Supervisors to establish financial goals and plans for the coming year. It is also the legal authorization for a Township government to spend money during a fiscal year for specific purposes. The budget is a financial, operations, communications, and policy guide which reflects the allocation of limited resources among competing uses and community needs. Additionally, it serves as an ongoing guide to staff about how funds are to be expended in accordance with the public’s needs. To the public, the budget describes and details how the Township spends its resources.

## Budget Process

While the budget process typically begins in July, the formal process for the 2021 Budget commenced in late August to maximize the time for revenue data to come in and be used to make budget projections. At this time, departmental budget requests and capital project plans were prepared and submitted for review to the Township Manager and Department of Finance.

Department Directors proposed budgets for their individual departments’ anticipated needs, and personnel costs were calculated by the Finance Department.



The Township Manager and Finance Director made annual budget revenue and expenditure estimates in consultation with department directors based on past use, anticipated changes, availability of funds, and contracts.

Revenue projections in a typical year are based upon changes in the assessed values of properties, local and national economic conditions, the regional housing market, anticipated developments, and projecting other fee-for-service incomes.

Because revenues were heavily impacted by the COVID-19 pandemic in 2020, revenue forecasting was much more challenging than usual. Staff used data from a County-wide study, researched trends in unemployment, reviewed the status of local businesses and industries, and gathered data from the PA Department of Community and Economic Development (DCED) to inform revenue projections in 2020 and 2021.

Similarly, since the COVID-19 pandemic created an irregular spending pattern in 2020, forecasting of expenditures was adjusted. Staffing and overtime costs related to the pandemic are expected to gradually return to prior levels. Because cuts were made throughout the budget in 2020, great care was taken to accurately project expenditures for the 2021 budget.

Department directors develop and propose budgets for their departments to be reviewed by the Finance Director and the Township Manager. Changes in staffing for an upcoming budget year are proposed and justified by department directors early in the budget process. The Finance Director reviews the Township's collective bargaining agreements (CBAs) with employee unions to determine personnel costs and other associated expenditures. Any vacant positions to be filled in the budget year or anticipated retirements are factored in.

In addition to annual operating expenses, department directors also recommend to the Township Manager and Board of Supervisors capital project plans, which are for projects in excess of \$5,000 and with a lifespan of five years or longer. Capital projects are generally determined based upon the age and safety of equipment and structures and the evolving needs of the community. Most capital improvement projects are planned well in advance while others are expedited for safety reasons.

The Township actively pursues grant opportunities across all departments in an effort to maximize improvements in the community. In addition to the Bucks County Redevelopment Authority (RDA), one of the Township's consistent sources for grant funding, most grants are awarded to Middletown Township by county-level or state-level government agencies. Occasionally, the Township will be considered for federal grants or grants from non-governmental organizations, such as the electric utility, PECO.

The Board of Supervisors welcomes residents to discuss the Township's financial position and to weigh in on the upcoming budget. Capital improvement projects are prioritized by Township staff to the Board of Supervisors and public to make sure projects critical to infrastructure and operations are completed first. Projects that cannot be funded may be deferred to another year or cancelled.

After receiving feedback from the public and elected officials, Township staff finalize the budget and present it to the Board of Supervisors in November for preliminary approval. After a period of advertisement and public inspection, the budget receives a final approval in December.

By working with department directors, elected officials, and the public at large, this budget document is able to be transformed from a simple dollars-and-cents ledger to a living document that can guide operations, financial decisions, policies, and communications.

# Budget Calendar

After thorough evaluation and revision during the month of September, a draft budget was developed and presented to the Board of Supervisors during two public Budget Workshops in the month of October. These publicly-advertised budget workshops included review of the proposed budget and discussion of long-range Township goals and capital improvement planning with the community. The preparation and adoption schedule for the 2021 Budget is as follows:

- **July-September**- Departmental preparation and review of proposed budget and proposed capital improvement projects
- **October 5, 2020**- Capital Improvement Plan presentation at Board of Supervisors Meeting
- **October 19, 2020**- Public Budget Workshop 1 (Operating Budget)
- **October 26, 2020**- Public Budget Workshop 2 (Capital Improvement Plan)
- **November 16, 2020** - Presentation of 2021 Budget to Board of Supervisors and citizens of Middletown Township; authorization to advertise Preliminary Budget
- **November 17, 2020** - Advertisement for public inspection
- **December 7, 2020** – First scheduled opportunity for Board to officially adopt the Final 2021 Budget
- **December 31, 2020**- Final possible day for 2021 Budget to be approved

The Pennsylvania second-class township code requires municipalities to advertise budgets for a minimum of 20 days prior to adopting them to allow for public comment and feedback. All budgets are required to be approved by December 31<sup>st</sup>.

Though not applicable to the 2021 budget, in budget years following the election of Township Supervisors, the new Board of Supervisors may make budget amendments by majority vote, which must be approved no later than February 15<sup>th</sup> of the following year. Additional applicable regulatory information can be found in Pennsylvania Title 53, the Pennsylvania Second Class Township Code and in the Financial Polices section of this budget.



# Reading the Line-Item Budget

**MIDDLETOWN TOWNSHIP  
2021 BUDGET**

1 <b>GENERAL FUND</b>		2 <b>EXPENDITURES</b>			5		
3 <b>ACCOUNT NUMBER</b>	DESCRIPTION	4 <b>2017 ACTUAL</b>	2018 ACTUAL	2019 ACTUAL	6 <b>2020 BUDGET</b>	12/31/20 PROJECTED	2021 BUDGET
7 <b>SCHOOL CROSSING GUARDS</b>							
01-418-112	Salaries and Wages	\$ 149,303	\$ 152,837	\$ 158,787	\$ 150,000	\$ 99,000	\$ 168,000
01-418-192	FICA/Medicare	11,249	11,698	12,141	12,000	9,000	13,000
01-418-199	Group Life Insurance	664	664	77	500	100	500
01-418-220	Operating Supplies	1,504	302	54	500	300	500
01-418-238	Clothing and Uniforms	496	387	(54)	1,000	100	500
9 / 10 / 11		12 <b>\$ 163,215</b>	\$ 165,887	\$ 171,004	\$ 164,000	\$ 108,500	\$ 182,500

- Fund name.** Each of the Township’s funds has its own line-item budget.
- Section of budget.** This label will read either “revenues,” “expenditures,” or “summary.”
- Account number.** These numbers allow Township funds to be categorized in the correct fund and fund category.
- Prior years’ numbers.** These numbers show money actually collected/spent in the given year. Providing actual numbers from prior years helps show growth and decline within individual accounts over time after adjustments are made.
- Budgeted Funds.** This is the amount of money budgeted by Township staff to be collected/spent for each fiscal year.
- 2020 Projection.** This is the amount of money Township staff estimates will actually be collected/spent by the end of 2020.
- Fund department.** Within each fund, there are several categories of revenues and expenditures. These departments summarize related line items.
- Account description.** Each account number has an associated account description which describes the activity of the associated account number.
- Fund number.** The first two digits of the account number correspond to each fund. Because this fund above is considered Fund 01, the first two numbers are “01.”
- Fund department number.** The middle three numbers correspond to the fund department, each of which aligns with the Commonwealth’s Chart of Accounts. Generally, department numbers beginning with a “3” refer to revenue items, and department numbers beginning with a “4” refer to expenditure items.
- Fund category number.** The final three digits correspond to each line item. Matching line items in different fund categories will have the same final three digits. This number indicates where transactions occur.
- Department Total.** Total for each department when adding individual lines above it. Totals will always be below a line.

For more information, review the [Pennsylvania Chart of Accounts](#).

# Planning Processes and Goal Making

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In addition to overseeing daily operations, it is the responsibility of the Township Manager to prepare and position the Township for changes in the near and distant future, executing the vision cast by the Board of Supervisors. Despite the COVID-19 pandemic, the Township’s long-term planning efforts continue. The Township’s sound financial condition all for capital improvements to be made throughout the community. It is of increasing importance that the Township continues the work of anticipating short-term and long-term issues and establishing goals to resolve or prevent them.

## Planning Processes

The Middletown Township Board of Supervisors is the chief governing body of the community, casting a vision for what the community should be. Hired by the Board of Supervisors, the Township Manager works with the elected body to translate these aspirations into tangible outcomes. Department directors and the executive leadership of the Township work within their service areas to align their operations to the Supervisors’ vision. The department directors work with their teams to craft goals for the upcoming year, identifying key ways on how this vision can be achieved by their operations. The Township Manager works with the Board of Supervisors monthly to report on the progress of these goals. The Board of Supervisors would routinely advise on decisions throughout the year to assure continuity.

## Planning Efforts



The Township will begin pursuing a formal strategic plan to better integrate functional and organizational changes and efficiencies. A cohesive strategic plan involving the Board of Supervisors and staff allows for long-term Township interests to be preserved as short-term needs and issues are addressed and integrated. This effort will be bolstered by streamlining the flow of data and information in order to improve performance management across all service areas.

Middletown Township uses a comprehensive plan to guide future considerations and decisions about community assets, growth, and services. In 2020, the Township adopted a new comprehensive plan. A resident steering committee worked diligently with

Township staff to create a vision for the Township in the years to come. This new plan provides tangible concepts based on the Board of Supervisors’ vision on how Township staff can make clearer decisions. The focus categories of the new comprehensive plan are transportation, redevelopment and housing, parks and recreation, and sustainability.

The Township’s Capital Improvement Plan (CIP) assesses physical improvement needs throughout the Township. It also considers time and financial resources for projects in the next five years. The capital improvement plan was first developed in 2015. The 2021 CIP can be found under the section “Capital Improvement Plan.”

The Township periodically engages consultants to create a comprehensive plan or feasibility study focused on a specific service area. At other times, management will review the success of past programs or assets and strategize about how the community's resources can best be utilized and implemented to execute the Board of Supervisors' vision. Some of these areas include:

- *Climate:* In 2020, Middletown Township was selected to participate in the Pennsylvania Local Climate Action Program (LCAP), aimed at helping local communities better understand their contribution to greenhouse gasses. In 2021, LCAP will conclude with the creation of a Climate Action Plan that will prioritize policy and infrastructure changes and improvements with the goal of implementing more environmentally-sustainable projects.
- *Fire Services:* The Department of Fire & Emergency Management is planning to commission a comprehensive fire study to examine how the Township's fire needs are being met by the existing service levels provided by Township staff and the volunteer fire companies serving the area.
- *Parks:* The Department of Parks and Recreation created a Parks Master Plan in 2005, and periodically studies individual parks or areas to align Township assets with community needs. A revised plan is proposed in 2021, contingent upon grant funding.
- *Zoning:* After noticing a disproportionate number of zoning hearing board appeals coming from the Levittown section of the Township, a comprehensive update to the Zoning Ordinance in Levittown is planned in 2021 to relieve pressure on these residents.
- *Styer Property:* The Township will be assessing options to determine the best path in the long-term interest of the Township-owned farm.

## Legislative Issues

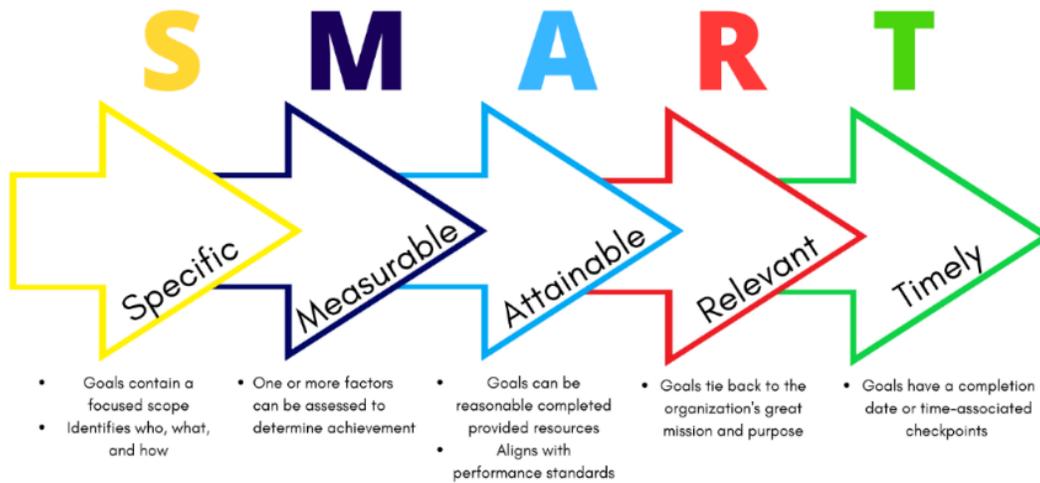
State and federal legislative changes can significantly help or complicate the Township's ability to serve the community. Legislative changes are considered in the planning process as they alter revenue streams, legal authorities, obligations, mandates, and more. Middletown Township works with the Pennsylvania State Association of Township Supervisors (PSATS) and the Pennsylvania Municipal League (PML) to learn about legislative issues relevant to the Township. The Board of Supervisors provides feedback to the legislature when appropriate. As the policy climate continues to evolve, the Township aims to keep the community poised and ready to respond to all possible economic and regulatory changes. A few policy areas the Township has been watching and advocating for are fireworks regulations, opioid legislation and litigation, issues related to firefighting, the right-to-know law, insurance costs, infrastructure, and pension reform. The Township Manager and Board of Supervisors work directly with local representatives to assure the interests of the community and the Township are properly represented.

## Goal Making

Goals are incorporated into the budgeting process so that the community's and Board of Supervisors' priorities, especially priorities that have costs associated with them, are effectively reflected and planned financially. Prior to this, departmental goals were established by Department Directors in conjunction with the Township Manager as an internal process. By imbedding the goal making process into the budget process, staff is better able to correlate the relationship between goals and budgeting and make better informed recommendations and decisions. It creates cohesion so that new initiatives are appropriately funded and that ongoing services are being improved in line with how demands evolve.

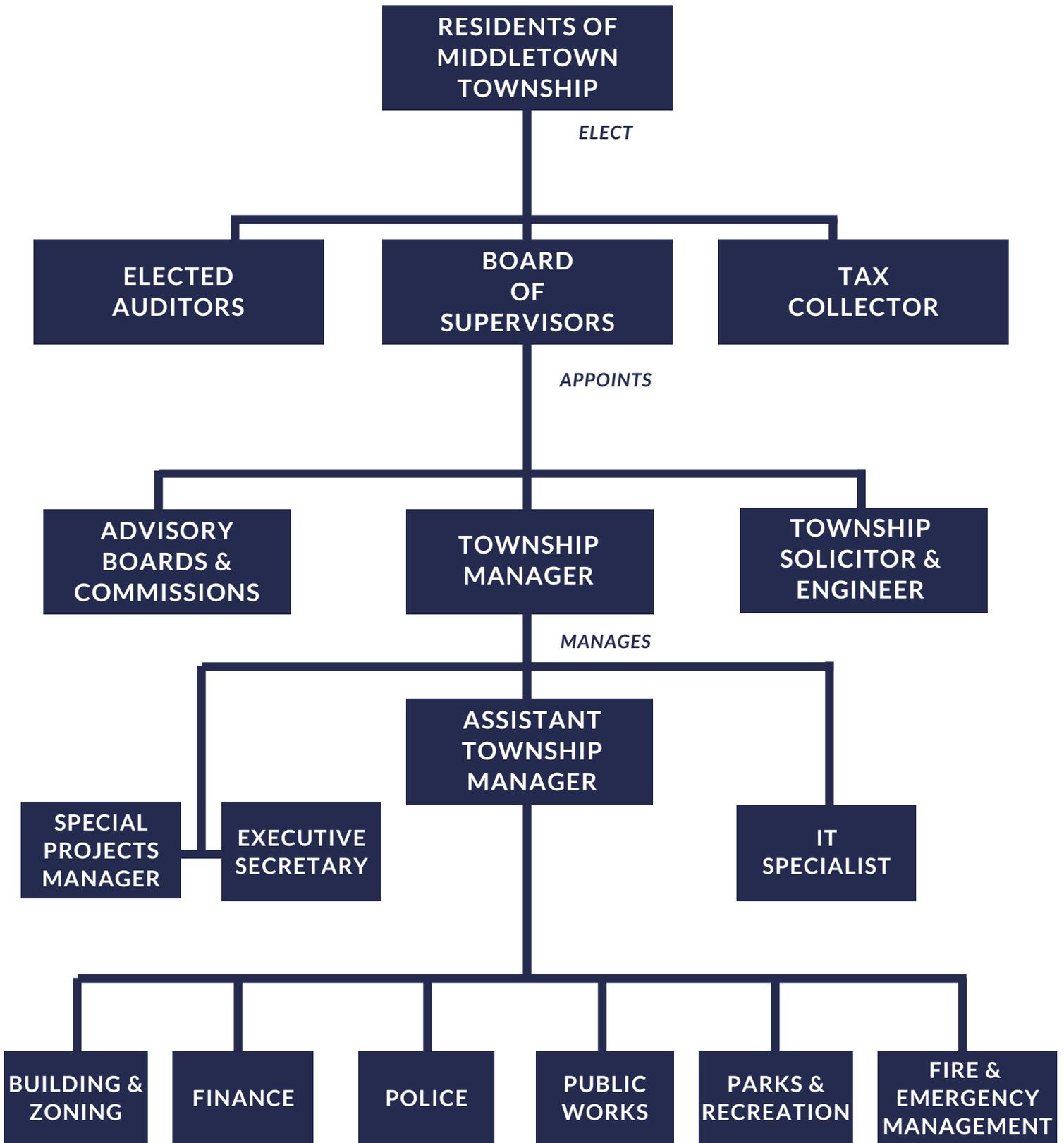
Township staff utilize the “SMART” method for making goals, or goals that are specific, measurable, attainable, relevant, and timely. Additionally, goals are designed to support broader Township goals as well as the mission of the department and needs of the community. The Township’s financial goals are defined in the Township Manager’s Budget Message, and departmental goals are defined in the Township Information section of this budget document.

Alongside each department’s goals, data related to the services provided by each department are listed to help inform and benchmark goals in the upcoming year. Similar to the 2020 budget, performance data in 2020 is irregular due to service changes amid the COVID-19 pandemic. The Township expects performance data in 2021 to be in line with prior-year data.



# Department Descriptions & Goals

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# Meet Our Management Team

## Stephanie Teoli Kuhls, Township Manager



Appointed in 2012, Ms. Teoli Kuhls brings more than 25 years of local government experience to her role as Township Manager. She previously served as manager in Upper Makefield Township, Hatfield Township and Hatfield Borough. Ms. Teoli Kuhls earned a Bachelor's degree from Elizabethtown College and a Master of Public Administration from the Pennsylvania State University. She has been an active advocate for professional municipal management throughout her career, serving as past president of the Association for Pennsylvania Municipal Management (APMM) and as adjunct faculty at Villanova University. Ms. Teoli Kuhls represents the Township as a member of the Executive Committee of the Delaware Valley Works Compensation Trust and as a member of the Executive Board of TMA Bucks County.

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## Nick Valla, Assistant Township Manager

Mr. Valla was appointed as the Assistant Township Manager in January 2021 after beginning with the Township in June 2018 as a Management Intern and as the Management Analyst in April 2019. Originally from Central California, Mr. Valla earned his Bachelor's degree in Political Science and his appreciation for local government while serving as the student body president for two years at Fresno Pacific University. After relocating to Pennsylvania in 2017, he earned his Master of Public Administration from Villanova University in 2019. Mr. Valla serves on the Young Professionals Committee for the Lower Bucks County Chamber of Commerce. In his free time, Mr. Valla is also an avid violinist.



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## Joseph Bartorilla, Chief of Police



Chief Bartorilla was appointed Chief of the Middletown Township Police Department in 2014. Prior to Middletown, he worked in the Philadelphia Police Department and Philadelphia Housing Police Department for a combined 23 years. Chief Bartorilla has his Bachelor's and Master's degrees from Fairleigh-Dickinson University, and is a graduate of the FBI National Academy, Northwestern SPSC, and PERF's Senior Management Institute. Chief Bartorilla currently serves on the Bucks County Police Chiefs Association executive board as the chaplain.

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## Mega Bhandary, Director of Finance

Appointed in 2019, Ms. Bhandary is responsible for overseeing the effective and efficient management of the Township's financial resources. Ms. Bhandary has more than 14 years of experience in Finance and Business Operations. She comes from the private sector working for large corporations including General Electric and Aramark. She holds a Master of Business Administration in Finance and Marketing from La Salle University and a Bachelor's degree from the University of Wisconsin. Ms. Bhandary resides in Middletown Township with her husband, son, her son-to-be, their grandmothers, and her two dogs.



## Pat Ennis, P.E., Director of Building & Zoning



Patrick has experience working in land development and water resources for over 24 years. He is a graduate of Pennsylvania State University with a Bachelor's of Science Degree in Civil Engineering. Since 2001, he has been a professional engineer (P.E.) with licenses in Pennsylvania and New Jersey. He is also a Certified Floodplain Manager and continues his professional development. He was appointed to the Director of Building & Zoning in March 2020.

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## Eric Gartenmayer, Superintendent of Public Works

Eric Gartenmayer began working for the Middletown Township Department of Public Works as an equipment operator in 2006. Prior to Middletown Township, he worked for the Upper Southampton Municipal Authority and the Neshaminy School District for a combined 20 years. Since being appointed Superintendent in 2018, Mr. Gartenmayer has been instrumental in working with other departments on various infrastructure projects. Mr. Gartenmayer lives in Northampton Township with his wife and two sons.



## Paul Kopera, Director of Parks & Recreation



Paul Kopera has been the Director of Parks & Recreation for Middletown Township since March 2018. Paul started in the Department of Parks & Recreation in 2006 and is a 31-year resident of Middletown Township. Paul's two children were very active in the community, familiarizing him with the township's parks and other amenities. Being active with his children fueled his desire to become a parks & recreation professional. In the last few years, he has doubled the department's program revenue and has overseen several major capital improvement projects. Paul earned his bachelor's degree in economics from Fordham University in 1982.

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## James McGuire, Fire Marshal

Jim McGuire is the Fire Marshal and Director of Emergency Services for Middletown Township. Mr. McGuire started in the volunteer fire service in 1988 with the Feasterville Fire Company. Hired in 2001, Mr. McGuire has served in many roles including Fire Inspector, Deputy Fire Marshal and as the state-appointed emergency manager. He has also participated in several local, regional, state, and federal emergency management teams, and is currently a member of the Commonwealth Incident Management Team. Mr. McGuire is married to his wife Lesley and has two sons, James and Landon.



# Township-Wide Goals & Actions

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The Middletown Township Board of Supervisors has established three Township-wide goals as the core pillars of the Township's role in and responsibility to the community. These goals reflect the Township's duty to maintain and improve the quality of life for all residents. Within each of these three goals, there are four action steps, outlining specific objectives Township staff is charged to pursue. The subsequent goals organized by the Township's departments further delineate and detail how these objectives are to be accomplished within the context of the Township's services. These departmental goals are outlined on the following pages.

## 1. Provide the Community with Superior Services

1. Identify and implement best practices recommended by leading professional organizations.
2. Observe and analyze services provided by neighboring and peer municipalities to benchmark the Township's services and to identify or inspire new innovation.
3. Explore and deploy technology systems to improve residents' experience with and staff's ability to deliver the Township's services.
4. Gather and utilize objective data to inform and guide decisions.

## 2. Create a Sustainable Community

1. Improve access to and encourage utilization of multiple forms of transportation.
2. Reduce the community's contribution to greenhouse gasses.
3. Prepare the Township's infrastructure for changes in the environment.
4. Adapt Township services and public facilities to accommodate a new way of living.

## 3. Foster a Diverse Local Economy

1. Mitigate red tape and unnecessary restrictions on small businesses.
2. Prepare for and facilitate the redevelopment of underutilized, vacant, and blighted property.
3. Adapt to the demand for more contemporary, in-demand land uses.
4. Partner with the business community to improve public safety and other services.

# Long-Term Financial Goals

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Middletown Township’s long-term financial goals are designed to address the Township’s primary financial vulnerabilities and areas that can be improved. These financial goals are built on the back of and are designed to bolster the Township’s organization-wide goals, as stated previously, and reflect new and continued efforts to improve the financial and organizational health of the Township.

The Township has outlined six long-term financial goals:

1. Continue to seek out a permanent, stable revenue source to fund capital improvement projects.
2. Work to stabilize expenditures in the coming years to better match anticipated revenues.
3. Establish strategic planning initiatives and practices in 2021.
4. Continue implementing performance management systems and practices to more accurately determine changes in service levels and growth opportunities in 2021 and beyond.
5. Maintain the General Fund Balance at levels recommended by the Government Finance Officers Association (GFOA); establish a formal fund balance policy.
6. Pursue economic development initiatives to attract and retain businesses in the community.

Each of these financial goals is associated with at least one Township-wide goal and action step. The financial goals are a few of the many ways the Township is pursuing a sustainable approach to the delivery of high-quality services to the community. More specifically, the Township leans heavily on the financial and organizational management best practices recommended by GFOA, ICMA, and other related organizations, and the practices modeled by other municipalities in the Philadelphia area and around the United States.

Additionally, many of the above goals directly and indirectly support the Township’s broader efforts to pursue sustainability and support a thriving local economy. For example, the pursuit of a stable revenue source for capital improvement projects will better position the Township to fund and complete infrastructure improvements, many of which have the potential to reduce greenhouse gas emissions. Furthermore, the Township’s pursuit of economic development initiatives, especially in the wake of the COVID-19 pandemic and the ensuing economic impact, will further support the Township’s broader effort to develop a diverse local economy and work through redevelopment initiatives.

# Administration

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## Department Description

The Township Manager is the chief executive officer of Middletown Township, appointed by the Board of Supervisors. The Township Manager's chief goal is to execute the policies and vision established by the Board of Supervisors. The Township Manager is responsible for overseeing the day-to-day affairs of the Township. Specific responsibilities include supervising the administration of all departments, preparing and submitting the annual budget, managing contracts and consultants, administering the pension plan, handling personnel matters, and implementing a Township-wide public information and communication strategy. The Administration is also the conduit for managing internal services, including legal matters, personnel, grant applications, information technology, special projects, and customer service.

## 2020 Accomplishments

- Addressed challenges created by the COVID-19 pandemic. Developed and implemented safety protocols for staff and facilities. Coordinated continuity of service for all departments through telework arrangements.
- Assisted Board of Supervisors in implementation of the Economic Reopening Task Force to revitalize area economy after COVID-19 business closures; implemented distribution of more than 100 sign packages to local businesses.
- Developed and implemented non-uniform early retirement incentive program (ERIP).
- Implemented transition of all medical and ancillary insurances to the Delaware Valley Health Trust for over 100 employees in February 2020.
- Signed a new four-year collective bargaining agreement with the Police Benevolent Association (PBA) and an extension agreement with the Teamsters Union.
- Finalized and adopted the Comprehensive Plan.
- Finalized and adopted the Personnel Policy Manual for non-uniform employees including a new parental leave policy and expanded disability insurance benefits.
- Implemented new Township website in May 2020.
- Added 1,200 new organic Facebook followers in 2020 (250% growth).

## 2021 Goals

- Continue to implement policies and programs as directed by the Board of Supervisors.
- Continue to address the COVID-19 pandemic.
- Implement strategic planning and performance management strategies to improve customer service to the community and internal management.
- Launch the Human Relations Commission in spring 2021.
- Complete and begin to implement the Local Climate Action Plan (LCAP) program by July 2021.
- Negotiate a new contract with the Teamsters union by December 2021.
- Complete job description updates for all non-uniform personnel by June 2021.
- Establish organization-wide training calendar in 2021.
- Finalize restructuring of the Administration Department by December 2021.

# Building & Zoning

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## Department Description

The Department of Building & Zoning is responsible for the enforcement of the Township's zoning, subdivision, and land development ordinances and administers the processing of Zoning Hearing Board and Planning Commission applications. The Department also administers the building, electrical and plumbing code, minimum housing standards, and Township property maintenance ordinances. The Director of Building & Zoning serves as the staff liaison to the Zoning Hearing Board and the Planning Commission. With the rolling out of the new TRAIRS software, the Department's operations will be streamlined and staff will be better equipped to process applications and address issues related to residential and commercial properties in the Township. The Department uses funds from the General Fund and Capital Fund to finance operations and to support capital needs.

## 2020 Accomplishments

- Administered successful Road Improvement Program with the Department of Public Works, including bidding and engineering.
- Launched new TRAIRS software and staff training. Updated records in the new system with existing County and Township information.
- Coordinated plan reviews and hearing scheduling for major subdivision and land development projects including the Oxford Valley Mall property to allow residential use.
- Successfully implemented the subdivision, land development, and permitting processes.

## 2021 Goals

- Ensure compliance with all ordinances related to building, zoning, and property upkeep.
- Prepare bid specifications and documents for the 2021 Road Improvement Program by March 2021 and provide the Department of Public Works with the working model to take control of the process in future years by December 2021.
- Complete the construction of the \$175,000 Pennsylvania Department of Environmental Protection Growing Greener Grant to retrofit five Township detention basins to reduce sediment and enhance water quality in accordance MS4 regulations by December 2021.
- Expand the apartment inspection program to incorporate fire safety inspections (FSIs).
- Hire planned building inspector and replace administrative assistant to handle the growing responsibilities of the department by February 2021.
- Continue scanning property documents to support a paperless system that works with the TRAIRS software.

# Finance

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## Department Description

The Department of Finance is responsible for the effective and efficient management of the Township's financial resources. Department of Finance staff is responsible for the daily operations of accounting, accounts payable and receivable, payroll, and benefits administration. The Department also leads the preparation of the annual budget and comprehensive annual financial report, provides regular revenue and expenditure reports to the Board of Supervisors and Department Directors, and works with the Township Manager on financial matters and policies related to the investment of funds. The Finance Director serves as liaison to the Financial Advisory Committee. The Department oversees and administers all Township funds in conjunction with the Administration and individual departments.

## 2020 Accomplishments

- Administered issuance of Series of 2020 General Obligation Bond.
- Became a second-time recipient of the GFOA Distinguished Budget Presentation Award.
- Achieved the GFOA Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report (CAFR) for the 16<sup>th</sup> time.
- Added ability for residents to pay bills over the phone and reduced the amount of aging accounts payable, resulting in over \$20,000 in additional collected revenue.
- Coordinated with credit card company to change due dates and payment methods to reduce potential for late fees and interest charges.
- Worked with the Financial Advisory Committee to generate \$880,000 in interest earnings in the Investment Fund.
- Decreased processing time for accounts payable by 2 hours per week and decreased accounts receivable processing by 4 hours per week.

## 2021 Goals

- Finalize vehicle replacement policy by July 2021.
- Improve accounts payable efficiency by migrating to an automated, paperless bill paying system, with the goal of reducing the number of checks issued by 5% by December 2021, with full deployment in January 2022.
- Create a Fund Balance Policy to keep fund balances in all funds at a healthy level.
- Hire part-time employee in January 2021 to help reduce aging accounts receivables over 120 days by 50%.
- Work with the Financial Advisory Committee to maximize interest earnings from the Investment Fund.

# Fire & Emergency Management

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## Department Description

The Department of the Fire and Emergency Management responds to emergencies and promotes fire safety practices to educate the public, businesses and schools with nationally-recognized best practices. Certified fire investigators investigate all fires for origin and cause, and analyze the data to develop and implement effective fire prevention programs. Staff performs commercial and multi-family fire inspections to help reduce amount of fires and their effects. Middletown Township contracts with a rescue squad and four volunteer fire companies to provide emergency and fire response. The Department of Fire and Emergency Management provides daytime emergency response utilizing Engine 244 from the Municipal Center. Service levels have increased significantly as the Engine 244 is the primary responding unit in the Township to daytime emergency calls.

## 2020 Accomplishments

- Began preparing for the COVID-19 pandemic in January 2020 and led response by coordinating multiple emergency response and healthcare agencies and supplying them with essential personal protective equipment (PPE).
- Reduced average response time by 60 seconds with twice as many calls in 2020.
- Temporarily relocated workspace to PennDel Fire Company station to minimize exposure and to streamline response time.
- Temporarily pivoted commercial fire safety inspections (FSIs) to a no-cost self-reporting model to provide businesses financial relief while assuring fire safety.
- Participated in the Bucks County Fire Service Study assessing the future of fire services.
- Completed multiple trainings, certifications, and drills in conjunction with volunteer fire companies to further the skill of the responders.

## 2021 Goals

- Continue to lead COVID-19 pandemic response and prepare for possible vaccine distribution in 2021.
- Respond to all daytime emergency calls within 90 seconds of dispatch and arrive on scene within nine (9) minutes.
- Complete a comprehensive fire services study in conjunction with volunteer fire companies by June 2021 and consider plan to implement recommendations by December 2021.
- Reinstigate business fire safety inspection (FSI) program and implement 60 quality assurance FSIs by observing the proper application of Township Code and Operating Guidelines.
- Continue routine trainings and certifications of staff and volunteer firefighters with routine audits and skill tests to assure readiness for emergency response.
- Transition apartment inspection program to the Department of Building & Zoning in 2021.

# Parks & Recreation

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## Department Description

The Department of Parks and Recreation is responsible for the conservation and preservation of open space and natural resources, and the use and maintenance of all Township recreation facilities, parks, and open space. The department provides recreation programs and events that meet the needs and interests of the residents, contribute to the health and well-being of the community, and encourage a sense of community pride and identity.

Department staff manages public use of the Community Center, Community Park Barn and Municipal Center, and assists the volunteers on the Parks and Recreation Board, Environmental Advisory Council, and 4th of July Parade Committee. In 2020, the Department shifted many of its services virtually amid the COVID-19 pandemic. As the pandemic begins to subside, service levels are expected to return to their former levels. The Department of Parks & Recreation uses funds from the Parks & Recreation Fund and Capital Fund.

## 2020 Accomplishments

- Adjusted programming to launch all-virtual “Remote Rec” program to provide contactless, digital resources and classes for residents of all ages to remain active during quarantine.
- Hosted the Drive-Thru Trick or Treat Extravaganza for the first time with COVID-19 protocols in place, resulting in 650 children served with many more who attempted to attend.
- Implemented Department of Conservation & Natural Resources (DCNR) grant at Middletown Community Park yielding a new electronic kick wall and landscaping.
- Implemented two Bucks County Municipal Open Space Program (BCMOSP) grants totaling \$500,000 of trail and landscaping improvements.
- Completed path installation and parking lot repaving at Firefighters Park in November 2020.
- Completed installation of a new playground at Upper Orchard Park in November 2020.
- Partnered with Mid-Atlantic Event Group to host four drive-in concerts with 1,000 attendees.

## 2021 Goals

- Rework contract agreements with the Langhorne Athletic Association, Middletown Athletic Association, and Neshaminy Wildcats Athletic Association by May 2021.
- Launch and implement the first year of the LED Field Lighting Program by replacing existing lights at Twin Oaks Park and Forsythia Crossing Park by September 2021 in time for fall sports and shorter daylight hours.
- Continue to develop the staff to create and implement virtual and in-person programs suited for the COVID-19 era, including launch of a new summer recreation program by June 2021.

# Police Department

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## Department Description

The motto "To Safeguard, Protect and Serve" essentially states the purpose of the Middletown Township Police Department. The department safeguards lives and property, and protects the rights of all persons within its jurisdiction to be free from violence and criminal attack, to be secure in their possessions, and to live in peace and tranquility. The department serves the citizens of Middletown Township by discharging the law enforcement function in a professional manner, and it is to these people that the department is ultimately responsible. The Police Department is organized into a Patrol Division, Administrative Division, and a Criminal Investigations Division. Additional specialty units of the Department include the K-9 unit, Traffic Safety, ATV Unit, Honor Guard, Motor Unit, Firearms Training, and Special Emergency Response Team (SERT). Together, the Department responds to more than 30,000 calls annually. Service levels are expected to be enhanced through technological efficiencies.

## 2020 Accomplishments

- Tested over 100 applicants to fill police officer vacancies in February 2020, hiring two applicants in June 2020.
- Promoted Aileen Torrente to Sergeant and Chris Viscardi to Detective in February 2020.
- Celebrated the retirement of Nancy Blank from Police Records after 51 years of service.
- Began the Middletown Recovery Assistance Program (MRAP) to help those with opioid or drug addiction in partnership with Silver Linings Recovery Center.
- Achieved the fourth re-accreditation from the Pennsylvania Law Enforcement Accreditation Commission (PLEAC) since 2008, extended until 2023.
- Officer Megan Freer featured on Investigation Discovery Network's documentary "The Lost Boys of Bucks County" following her pivotal role in the 2017 investigation.
- Began Drug Abuse Resistance Education (DARE) program in private schools.

## 2021 Goals

- Fill three personnel vacancies in January 2021.
- Work with the Neshaminy School District to expand DARE program into public schools.
- Partner with local homeless advocacy and mental health organizations to address the growing homelessness problem in the Township.
- Work with traffic engineers and the Citizens Traffic Commission to address traffic issues.
- Partner with the Middletown Community Foundation for the purchase of a police K-9.
- Expand the traffic enforcement and special investigations units.
- Plan several community events delayed due to COVID-19.
- Work in partnership with houses of worship to begin a police clergy program.

# Public Works

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## Department Description

The Middletown Township Department of Public Works is responsible for maintaining over 140 miles of roads and over 700 acres of park, open space, and recreation lands owned by Middletown Township. The staff maintains and repairs the approximately 2,700 streetlights owned by the Township and maintains all Township-owned buildings, structures, and infrastructures. Seasonally, staff oversees grass cutting on Township properties as well as snow plowing on Township roads. Public Works staff also respond to complaints and tips about equipment that needs to be repaired or areas of the Township that require their services. Service levels are expected to increase through the creation of technological efficiencies.

## 2020 Accomplishments

- Administered successful road improvement program, paving 3.92 miles below budget in 2020.
- Completed capital improvements at multiple Township properties and facilities.
- Began integrating new work order system, TRAIRS.
- Worked through the COVID-19 pandemic with extra precautions, and assisted the Department of Fire & Emergency Management with setup for COVID-19 testing at St. Mary's Hospital.
- Performed staff training on topics including road management, procurement, and street lights.
- Certified all employees with traffic flagging.
- Completed several planned and emergency drainage and sinkhole projects, including implementation of new plastic catch basins aimed at reducing sediment collection from runoff.
- Prepared and implemented a new grass cutting plan to optimize staff efforts.
- Processed 571 work orders from January to November 2020.

## 2021 Goals

- Administer additional training sessions for staff to eliminate preventable injuries.
- Experiment with new snow plowing techniques to reduce costs, including pre-treating roadways, parking lots, and sidewalks for more effective plowing and time management.
- Implement initial phases of improvements to the Public Works facility by the end of 2021.
- Complete final steps of electronic work order implementation by May 2021.
- Develop plans for the next three to five years of the Road Improvement Program.
- Explore new strategies for replacing drainage inlets and piping to see what type of materials will be used to fix drainage issues.
- Complete various scheduled capital improvement and drainage projects by December 2021.
- Develop plans for routine street sweeping in the Township by December 2021.
- Upgrade all interior lighting to LED lights at Township properties.

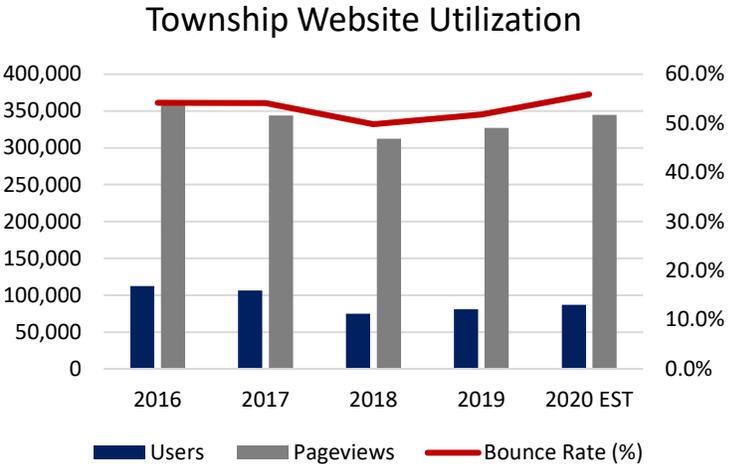
# Performance Management

Middletown Township collects data and information related to its services provided to the community. Each department reviews this information in order to recommend changes to their operations to assure their goals are being met, and the community is being served in the best, most efficient way possible. This data is also used by the Township Manager and Board of Supervisors when considering larger, long-term service changes. Allowing for objective data to take center stage prioritizes taxpayers to make sure resources are allocated in the most effective way possible.

## Administration

The Township Manager’s Office oversees several areas not already assigned to other departments, including public information, grant applications, and Right to Know requests. The Township’s public information strategy consists of the Township’s website, monthly e-news, Facebook, Instagram, and the cable television channel. Grant applications are made to various entities each year, but grants awarded by the Bucks County Redevelopment Authority (RDA) through the Municipal Grant Program fund major capital improvement projects for the Township’s emergency response agencies. Right to Know requests are made by individuals seeking documents and information afforded to them under the Freedom of Information Act and Pennsylvania Right to Know law.

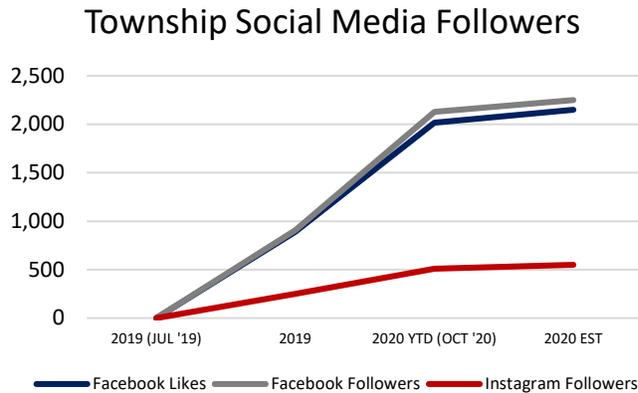
In May 2020, the Township launched a redesigned website. Two key goals of this redesign were to make information easier to access for residents and to drive more residents to use the website for information about the Township.



Key performance indicators for the Township’s website include the number of users, the number of page views, and the average bounce rate per year. The number of users refers to the number of unique individuals visiting the Township’s website each year. The number of pageviews is a total number of times pages on the website are viewed each year.

The number of pageviews is expected to be high for the number of users in 2020 because users are acclimating to a new design and may spend time navigating to where they need to go, and to explore the new site. Staff intends to use more vanity links, or short-cut URL links, that allow users to navigate directly to a specific page of the website instead of navigating the menu tree as a way to make the website more efficient for users.

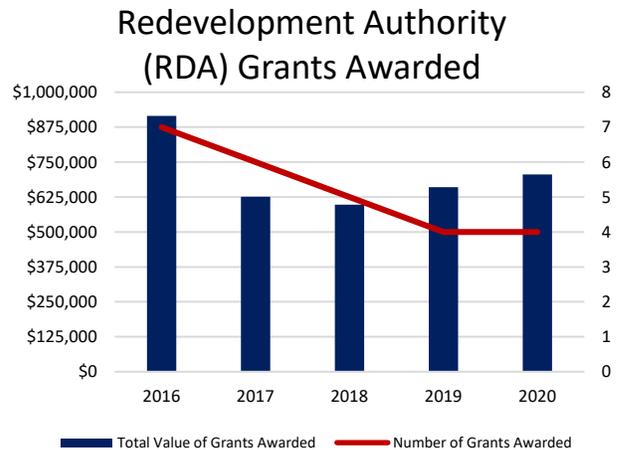
The bounce rate refers to the number of people who access the website and then immediately “bounce” to another website. In 2020, the Township expects its bounce rate to be high because improved search engine optimization (SEO) from the redesign process makes the Township’s website easier to access. Considering that there are nearly 30 communities in the United States named “Middletown,” our website sees a high bounce rate as users are frequently looking for a different community.



In July 2019, the Township started the Middletown Township, Bucks County (@middletownbucks) Facebook and Instagram pages. The also has social media pages specialized for the Police Department, Parks & Recreation, and Fire & Emergency Management. In the last year and a half, the Township has gained a significant following on both platforms. On Instagram, the Township’s following consists of residents and a few businesses. On Facebook, anytime a

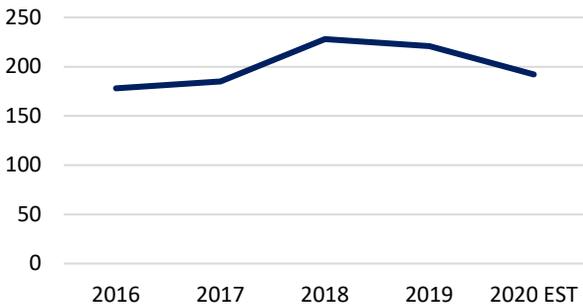
user likes a page, it automatically adds them as a follower of the page. Businesses and organizations typically “follow” a page but do not always “like” it. Because of this, there is a slight divergence of likes and follows on Facebook.

Grant requests are made to the Bucks County RDA’s Municipal Grant Program each fall for the upcoming calendar year. Mandated by the Pennsylvania Race Horse and Development Gaming Act of 2004, a 1% tax on the gross revenues of the Parx Casino in Bensalem Township finances the program. The program awards several million dollars each year. In 2017, additional municipalities were permitted to apply for grants, resulting in a reduction in awards ever since.



In recent years, fewer grants have been awarded to Middletown Township than before, although there has been a gradual increase in the value of the grants awarded. 2021 awards are expected to be lower due to reduced revenues at Parx Casino stemming from the COVID-19 pandemic.

### Right to Know Requests by Year



The Pennsylvania Right to Know Law requires municipalities to respond to information requests in five (5) to thirty (30) days. Widely regarded as an unfunded mandate, requests for information are routinely extensive and require significant staff time to gather and process the information, sometimes detracting from routine operations. All requests except for the Police Department are managed by the Township Manager’s Office. 2020 requests are low due to the COVID-19 pandemic.

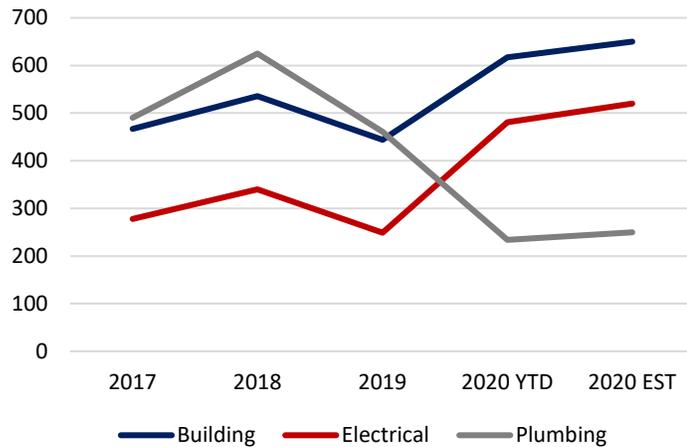
### Building & Zoning

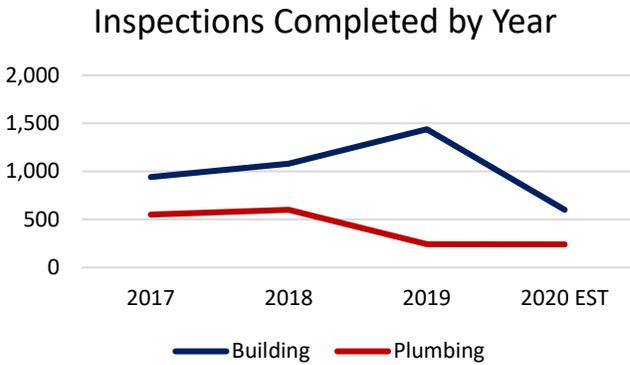
The Department of Building & Zoning oversees the subdivision and land development process for the Township, as well as the enforcement of the Uniform Construction Code (UCC) and Property Maintenance Code (PMC). The core functions of the Department of Building & Zoning include the issuance of permits and the completion of inspections to assure compliance with the UCC.

Each year, more than 1,000 permits are issued, the most common permits being for building, electrical, and plumbing.

The permit process requires the submission of documentation for the property and plans for the scope of the proposed work. Township officials review the application and advise of changes to the project plans if any are required. Once any changes are made, a permit is issued and the applicant may begin work on their property. Permits are required for work on residential and commercial properties. Permit applications vary based on a variety of factors, ranging from the local economy to the housing market. Building and electrical permits have increased in recent years due to more homes, many in Levittown, being remodeled and sold. In 2021, the Board of Supervisors approved apartment complex going in at the Oxford Valley Mall, and may increase the number of permits issued.

### Permits Issued by Year



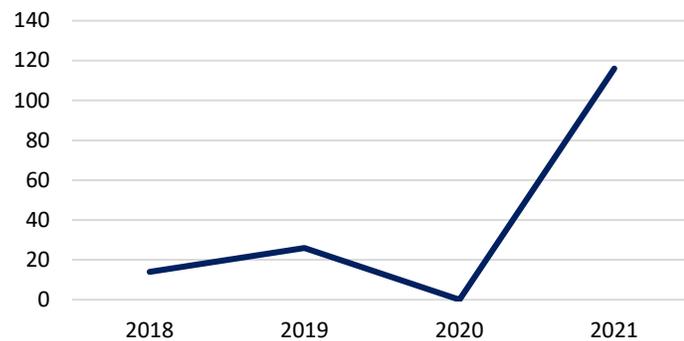


Related to permits, inspections are performed to ensure work completed by contractors or homeowners are in line with what was proposed in the permit application process, and to enforce compliance with the UCC. Township staff perform building and plumbing inspections. Due to the COVID-19 pandemic, the number of inspections were reduced to minimize person-to-person contact pursuant to public health guidelines.

As the year progressed and business returned to normal, more inspections were performed. As the pandemic comes under control, the number of inspections performed is expected to return to normal.

In addition to permitting and inspections, the Department of Building & Zoning works with the Township Engineer to complete the installation of Americans with Disabilities Act (ADA) curb ramps each year. The ramps replaced typically lead the Road Improvement Program by one year, as the process to install ADA curb ramps can sometimes cut into the pavement. The Township prepares a bid package to secure an

### ADA Curb Ramps Installed by Year



outside contractor qualified to perform the installation of the ADA curb ramps. In 2020, the ADA curb ramp program was bid out, but proposals were ultimately rejected due to higher than anticipated costs. The ramps planned in 2020 will be coupled with the ramps scheduled for 2021, and bid together with the Road Improvement Program with the ultimate goal of reducing costs. In 2021, a total of 116 ramps will be installed in the Georgetown, Idlewood, Fairways, and Golf Club Drive developments.

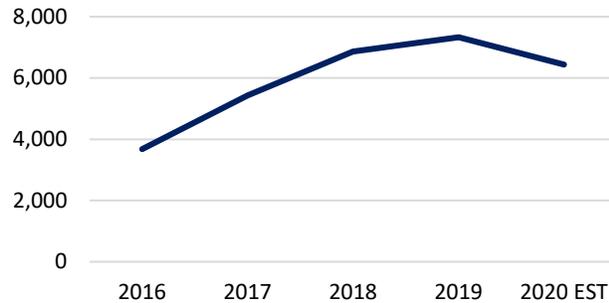
## Finance

The Finance Department's operations can be summarized by the issuance and receipt of payments and the management of funds. By its nature, much of what the Finance Department does is considered reactionary, in that other parts of the organization and people doing business with the Township drive the volume of work required of the staff.

The key performance indicators used to assess the success of the Finance Department include the number of payable checks issued, the number of payroll direct deposits performed, the number of bills issued, the delinquency rate of bills, and fund balance changes in the General and Investment Funds.

The accounts payable function of the Finance Department assures that all goods and services used by the Township are paid appropriately. The volume of checks issued is largely dependent upon the operations of other departments, but regardless, the Finance Department must see to it that all bills are paid on time and with sufficient documentation to satisfy internal controls and state requirements. Accounts payable is also responsible for maximizing the utilization of the Township's tax-exempt status, to assure that the Township does not pay sales tax on goods purchased wherever possible.

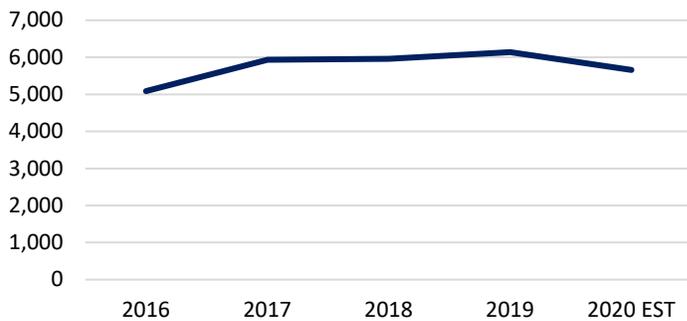
Payable Checks Issued by Year



The number of payable checks has steadily increased as more purchases have occurred, but drops in 2020 due to cost-cutting measures implemented in response to the COVID-19 pandemic. The volume of payable checks is expected to remain consistent with prior years, but may be counteracted by increased use of payments with credit cards.

The payroll function of the Finance Department completes payment to employees every two weeks. Payroll is completed in-house by the Payroll/HR Specialist who oversees implementation of payroll-related earnings and benefits afforded to employees by the collective bargaining agreements between the Township and the union representation of our employees.

Payroll Direct Deposits Issued by Year



In 2017, all employees were moved to payment by direct deposit in an effort to improve staff efficiency, resulting in an increase in the number of payroll direct deposits completed each year. Currently, the factors driving increases to the number of direct deposits are the addition of new employees and the issuance of payroll corrections, while the factors decreasing this number are a

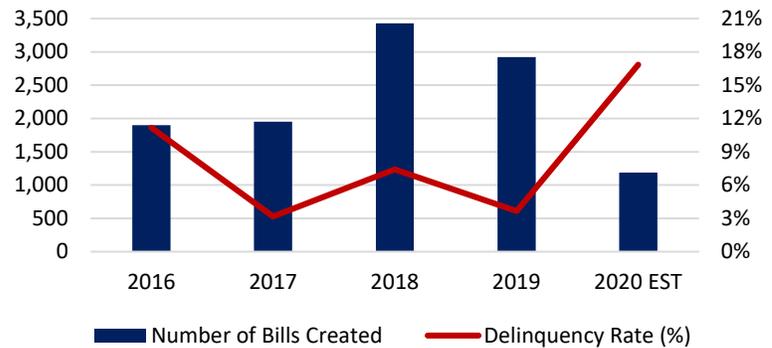
reduction in staff. In 2020, the number of payroll direct deposits is expected to be lower due to crossing guards and seasonal employees who did not work their typical hours, or were not hired at all. This number is expected to recover to the level seen in prior years with the addition of new positions in some departments.

Unlike accounts payable which pays money out to vendors, accounts receivable is the process of billing for services provided by the Township to other organizations. Most bills issued in a given year are related to fire inspections, mechanical devices tax, and sign registrations. The number of bills has fluctuated in the past due to some items being billed together. In 2020, the number of bills was significantly below average due to the suspension of fire inspections and deployment of a self-inspection program at no cost to businesses in the wake of the COVID-19 pandemic.

A factor involved with the accounts receivable process is when a bill becomes aged beyond 120 days. When bills age past 120 days, they are generally considered to be delinquent.

When a bill is delinquent, it means that the billed party may be subject to pay penalties and interest. Additionally, it means the Township may be less likely to receive the money at all. The aging of payables is a key performance indicator for the Finance Department as it often dictates the amount of revenue expected for a given year. Also caused by the COVID-19 pandemic, the number of delinquent bills has increased dramatically as many businesses temporarily or permanently closed, and as businesses delay payment to prioritize paying employees. Both the number of bills issued and the rate of delinquency are expected to recover in 2021.

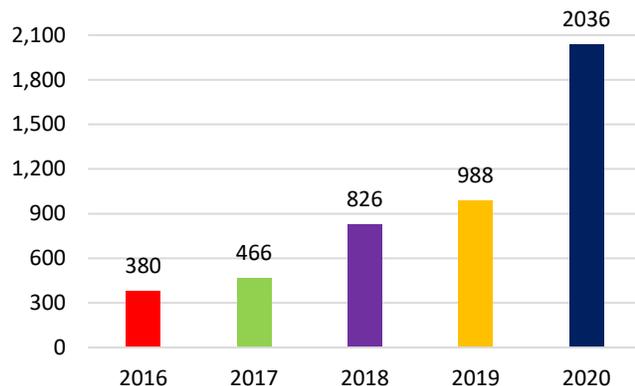
**Bills Created vs. Rate of Delinquency**



## Fire & Emergency Management

Charged by the Board of Supervisors, the Department of Fire & Emergency Management made daytime fire and emergency response a primary function of their routine operations in August 2018, designating them as unit "Middletown 244." Prior to this, the Department only responded to daytime calls periodically or for major incidents. As volunteerism at fire companies declines across the board, there is a growing concern about how to fill the growing service gap. Since many volunteers work other jobs during the workweek, daytime hours on weekdays have become the most vulnerable time of the week for fire companies to provide emergency services. Township staff operate a fire engine from the Middletown Township Municipal Center in addition to other well-equipped vehicles to assure that skilled professionals are responding to emergencies quickly and efficiently. In addition to emergency response, annual fire inspections completed at commercial

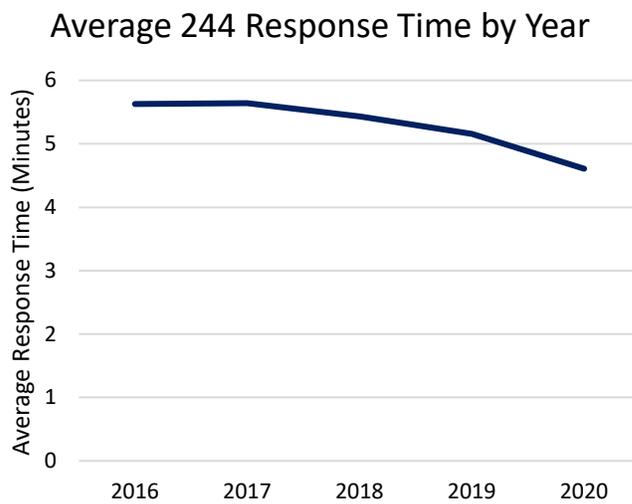
**Annual Call Volume, 2016-2020**



businesses and the associated revenue generated is another indicator of performance in the Department of Fire & Emergency Management.

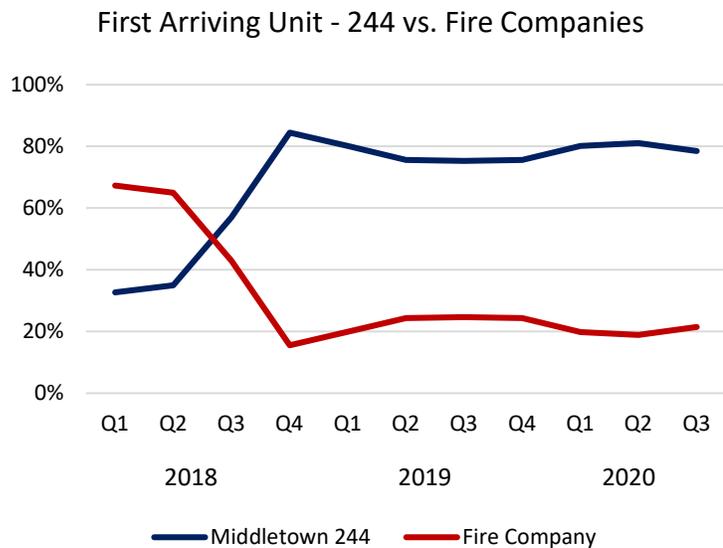
The metrics used to evaluate and manage the performance of the Department of Fire & Emergency Management are call volume, response time, incident type, and the first responding unit. Call volume refers to the number of calls responded to by the Department's daytime response unit, Middletown 244. Police, emergency medical, and calls not responded to by Middletown 244 are not included in this summary.

As shown, the number of calls responded to by Middletown 244 has increased significantly since deploying an engine from the Municipal Center in 2018. The call volume in 2020 is significantly higher, most of which can be contributed to the COVID-19 pandemic.



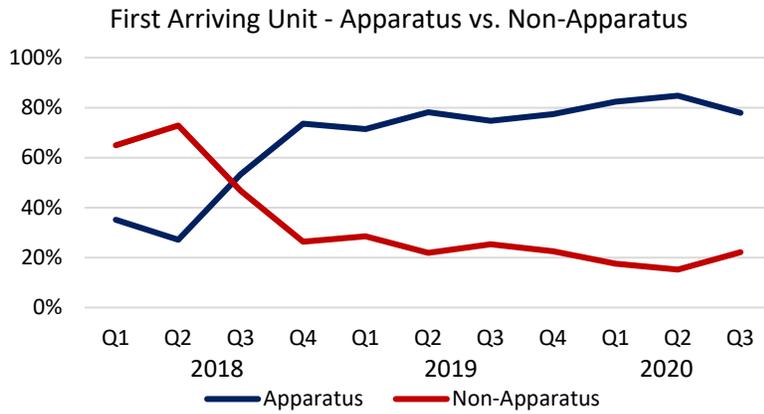
Related to call volume is the impressive progress made in reducing response time. The response time data shows a steady decline in response time, with a five-year reduction of one (1) minute less in 2020 than in 2016. In 2020, the average response time by Middletown 244 is about four minutes, thirty-six seconds (4:36), down from five minutes, thirty-eight seconds (5:38) in 2016.

The first-responding unit describes the first vehicle to arrive on the scene of an incident. This data is organized into two subsets. Middletown 244 vs. volunteer fire companies, and apparatus vs. non-apparatus. When comparing the quarterly data from 2018 to 2020, there is a clear flip at the time Middletown 244 began to deploy a fire engine in the third quarter of 2018. As a result, Middletown 244 is the first unit to arrive to its calls nearly 80% of the time. Other units arriving would be one of the four volunteer fire companies serving Middletown Township.



Another critical angle to review in determining the successful performance of the Middletown 244 daytime response program is assessing apparatus vs. non-apparatus in the first-responding unit. In terms of emergency fire services, apparatus includes a vehicle with fire suppression equipment, ranging from a fire engine to an equipped truck. Non-apparatus refers to the arrival of any vehicle

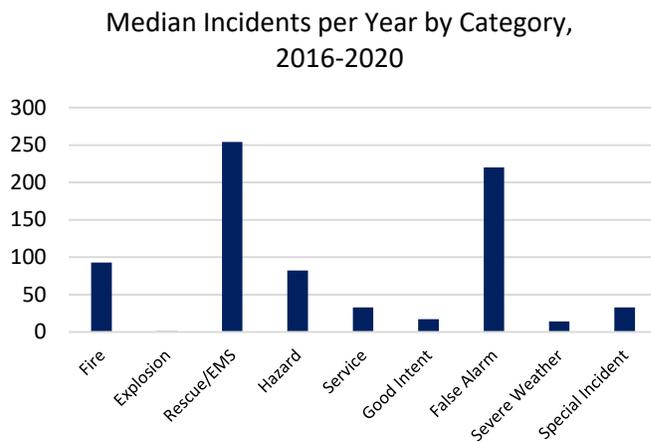
that is not equipped for fire suppression.



Nearly identical to the first chart, this chart shows that after Middletown 244 began implementing a fire engine as part of its daytime response efforts in the third quarter of 2018, apparatus is arriving to the scene of emergencies nearly 80% of the time. Prior to 2018, this was only happening 30% of the time. The

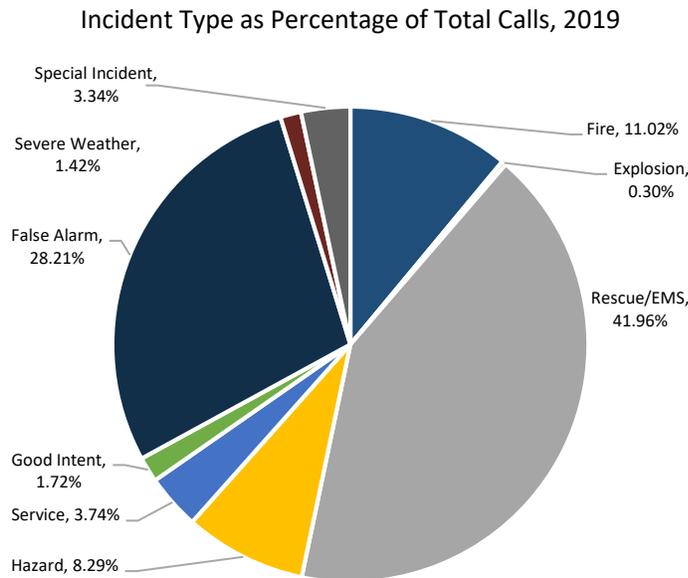
clear and important conclusion is that since Middletown 244 began deploying an engine from the Middletown Township Municipal Center for daytime emergency response, better equipment has been arriving to the scene of emergencies in a shorter period of time.

As any emergency responder will tell you, no two calls are created equally. Middletown 244 uses the NFIRS Incident Type Reporting System to organize calls into categories for review and analysis purposes. These call types are Fire (NFIRS type 100), Explosion (200), Rescue/EMS (300), Hazard (400), Service (500), Good Intent (600), False Alarm (700), Severe Weather (800), and Special Incident (900). Assessing trends in incident types guides the leadership to allocate resources accordingly so responders are best prepared to address the needs of the community. Similarly, it is also important to look out for anomalies in data. For instance, in 2020, the number of hazard calls is ten (10) times higher, largely due to the COVID-19 pandemic.



For the purposes of this review, the median number of incident types per year between 2016 and 2020 are provided to show a clear picture of how many calls are received of each type in a given year. Using a median number, the middle number of a given set of data, as opposed to the average, skewed data and one-year spikes are not distorting the data.

From a data and performance management perspective, 2019 was a very good, “typical” year in terms of how many incident types are expected to occur. As shown in both charts, Rescue/EMS incidents, False Alarms, and Fires make up more than 80% of the incidents that occur in a typical year.

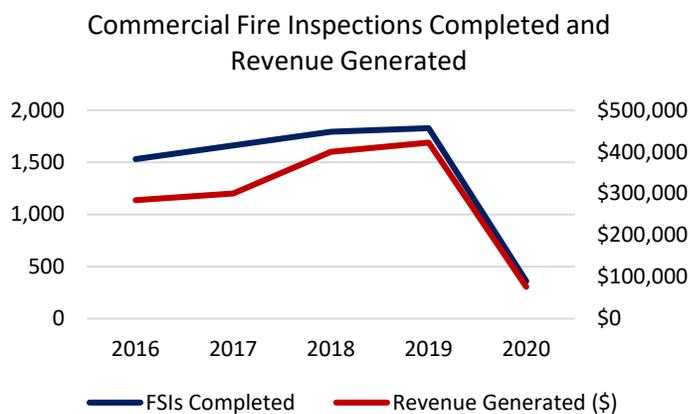


Rescue/EMS calls are most often car accidents, but can include any incident where victim extraction and life-saving measures are implemented by responders. False alarms are just that—calls made by the community that ended up not requiring any action. It is important to note that the false alarm calls depicted in this graph were all responded to by at least one person from Middletown 244.

Turning the focus onto the other core functions of the Department of Fire & Emergency Management, assessing the

number of commercial fire safety inspections (FSIs) and incident investigations will provide a clear picture of how the Department performs its other duties. FSIs are annual inspections performed each year on commercial businesses to assure compliance with fire codes. The two goals of this program are to prevent fires or emergencies from occurring in these structures at all, and if one does occur, to make sure precautions are in place to minimize the impact of the emergency.

The Department completes 1,500 to 1,850 inspections in a typical year. If issues are present during an initial inspection, businesses are given a list of changes to make before a reinspection is performed several weeks later. Businesses are not passed until they satisfy the requirements of the fire code, enforced by the fire inspectors.

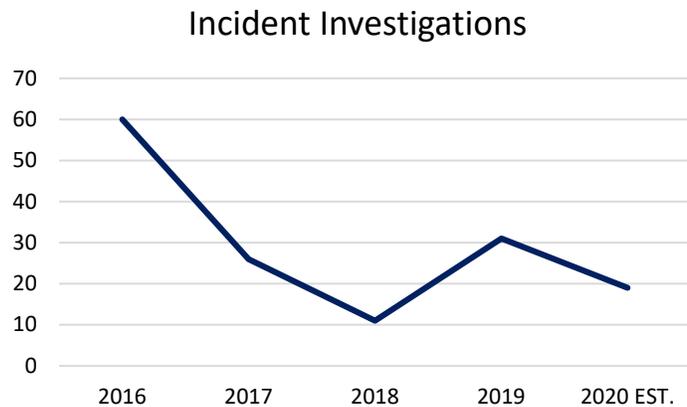


In 2020, the number of inspections was significantly lower due to the COVID-19 pandemic. The FSI program was temporarily halted in 2020 to give businesses financial relief from paying for a fire inspection, to minimize the spread of COVID-19, and to allow crews to focus on the COVID-19 pandemic response. To make sure businesses were still complying with the fire code, guidance was issued for businesses to perform self-inspections.

Some inspections were completed in 2020, either those completed before onset of the pandemic, or those requested by some organizations for their compliance purposes.

Revenue generated from FSIs tends to match the trend of inspections. In 2018, increases to the fire inspection fee schedule were implemented, resulting in a higher per-inspection fee generated. Additionally, businesses requiring reinspection are charged an additional fee, contributing to the uptick in revenue in 2018 and 2019. In 2021, the FSI program will be implemented as it typically is to assure structures are safe for businesses and consumers.

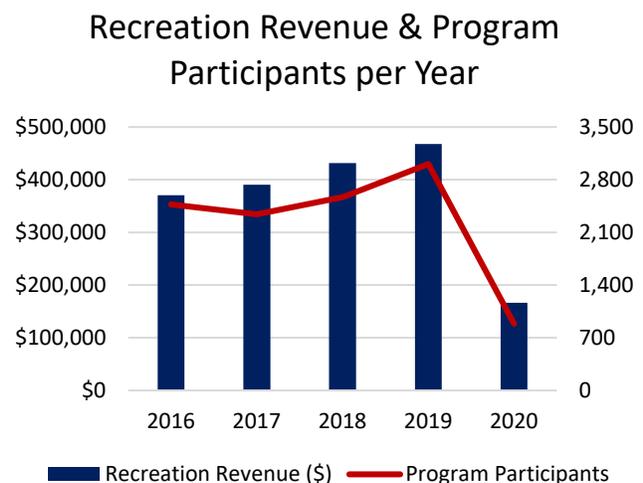
The last performance management component of the Department of Fire & Emergency Management is the number of incident investigations performed. An incident is most often a fire, and requires staff to assess the damage to determine the cause of a fire. This function serves two primary purposes: to provide the property owner with objective information to pursue cost recovery measures from insurance providers, and for the Township to tailor fire education programs to the types of fires occurring in the community.



The number of incident investigations occurring each year is largely reactionary to what occurs in the community, but can be positively influenced by increased fire education. Additionally, being mindful of trends in this number is important to determine proper allocation of staff time.

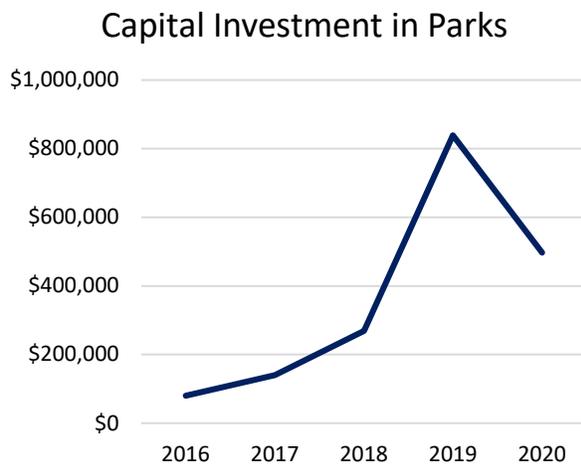
## Parks & Recreation

Since park facilities are available for the public to use at their leisure, the Department of Parks & Recreation's performance measures are typically focused on the recreation component of their services. The most important indicators of performance are the participants joining for programs and the revenue generated from their participation. Additionally, capital investment in the Township's parks, events, and the number of programs held are all indicators of success. The Department of Parks & Recreation had a record year in 2019 for both participants and recreation revenue. These categories include any individuals who register and pay for a class or camp offered by the Township. COVID-19 pandemic significantly impacted the operations of the



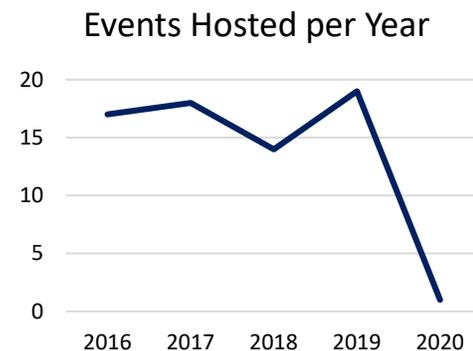
Department of Parks & Recreation. Many programs planned had to be cancelled or heavily modified in order to accommodate social distancing protocols or all-virtual formats. As a result, participants dropped by 70% and revenue dropped by 65% from 2019 to 2020. In 2020, the Township launched “Remote Rec,” an all-virtual recreation platform with resources and classes for the community to use at no cost. The program has had approximately 1,750 webpage views in six (6) months, which is not factored into the above chart. As the Department plans more programs with COVID-19 protocols in place, future participants revenues are expected to recover, but temporarily remain below their pre-pandemic level.

Also worth noting in this category is the steadily growing revenue generated per participant. The cost of some programs were increased in recent years, and high-demand programs such as summer camp have different rates for residents and non-residents, positively influencing this value.



Investment in the Township’s park facilities is critical to assure they are maintained and feature amenities that the community will utilize. [According to the National Parks & Recreation Association](#), studies show that parks can increase the value of nearby homes by as much as 10%. Each year, the Department of Parks & Recreation plans several projects to improve and update park facilities throughout the Township, being mindful of worn equipment, the needs of the community, and popular trends in recreation. As projects are undertaken at Township parks, any issues such as drainage problems or

unhealthy trees are mitigated in the process where possible. “Capital investment” refers to funds spent on physical improvements. The Township’s capital investment at its parks has steadily increased in recent years, but declined in 2020 due to cost-cutting measures implemented amid revenue shortfalls caused by the COVID-19 pandemic. In 2021, the Township is planning to invest \$879,000 at Township parks. For more information about these improvements, please see the “Parks & Recreation” section of the Capital Improvement Plan.

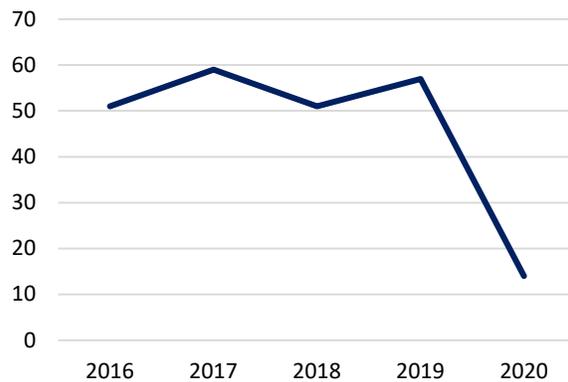


Community events are another important pillar of service from the Department of Parks & Recreation that unfortunately suffered from the COVID-19 pandemic. In the early months of 2020, no events were hosted due to the cold weather in the area. All planned events in the spring and summer were cancelled to limit in-person gatherings. Drive-in concerts held over the summer were provided with assistance from the Department of Parks & Recreation, but are not credited in the event total.

The first and only event hosted by the Department of Parks & Recreation was the Drive-Thru Trick or Treat Extravaganza, held a few days before Halloween. Even with a date change 48 hours before the event due to weather, hundreds of cars came out in attendance, indicative of the community's desire for something fun and normal after many difficult months in quarantine. With social distancing and facemask measures in place, over 650 children and their families drove around the Middletown Township Municipal Center where they received candy and treats from local businesses, organizations, and first responders. The event brought out families in droves, with hundreds more planning but unable to attend, far exceeding expectations. As the COVID-19 pandemic wears on, careful planning will resume to create more opportunities for more safe events like this one in the future.

In 2020, the Department of Parks & Recreation was pleased to offer 14 in-person classes to the community in addition to its online Remote Rec resources. Classes offered in 2020 included skateboarding lessons at the Middletown Skatepark at Middletown Community Park, dog training classes, and socially-distanced Zumba and Tai Chi. More in-person classes will be held in the future when gathering and social distancing restrictions are eased.

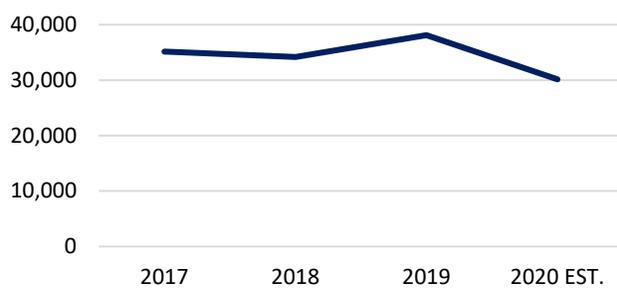
Programs Offered per Year



## Police

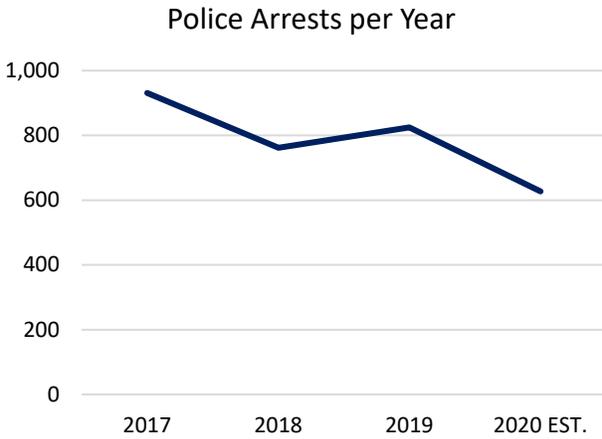
Of all services provided by the Township, the services provided by the Police Department are some of the most noticed and most varying of all the departments. As the only department whose staff work 24 hours per day, every day of the year, The key indicators of the performance of the Police Department are in the data on call volume, arrests, crimes, traffic citations, animal complaints, and calls related to opioid use.

Calls Dispatched per Year



The number of calls dispatched by the Police Department depends entirely on the needs of and what occurs in the community. This category is a catch-all of any time in a given year when the Police Department's services are requested and they respond to the scene of an incident. After peaking in 2019, calls are expected to be below average in 2020. This is largely due to the impact of the COVID-19 pandemic when

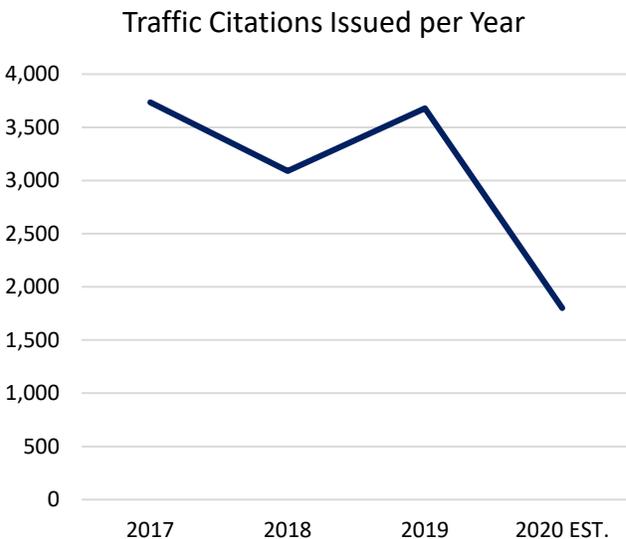
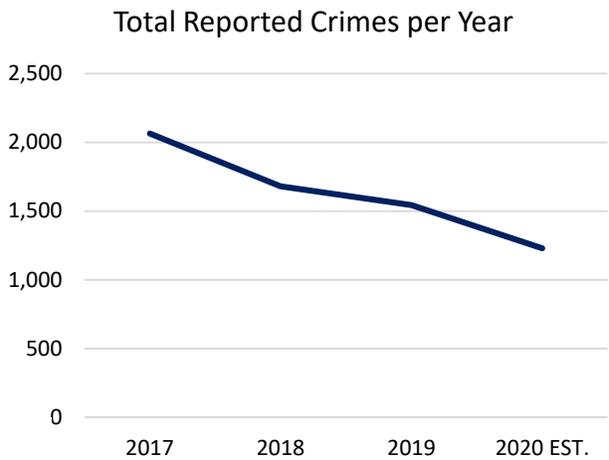
few people were out and [criminal activity dropped, a shift recognizable around the United States.](#)



Generally speaking, an arrest occurs in one of two scenarios: the first being when a warrant is obtained from a judge for the arrest of an alleged criminal amid the investigation process, or when an officer reasonably suspects a person of committing a crime. After detaining a suspected criminal, the Police Department will typically begin the legal process by having the suspect arraigned by a judge from the Magisterial District Court for smaller offenses, or the Court of Common Pleas for larger offenses. If a judge requires, the

Police Department will transport suspects to the Bucks County jail to be processed.

Total reported crimes refers to the number of criminal incidents that occur in a given year, including automotive theft to violent crimes. In 2020, just as call volume has declined, the number of arrests made and crimes reported in 2020 was significantly less than prior years, largely attributable to the COVID-19 pandemic.

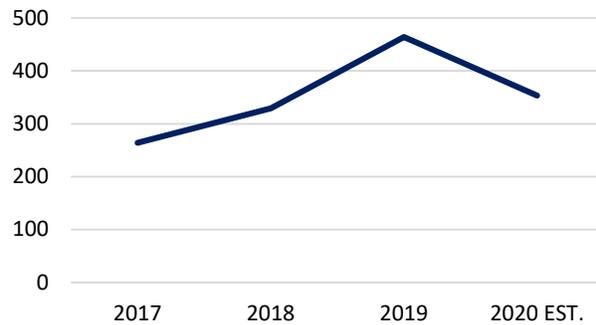


Shifting to other functions of the Police Department, traffic citations are issued to motorists every year, ranging from violations for cell phone utilization, to broken headlights or taillights, and expired registration. In a given year, the Police Department gives out between 3,000 and 3,800 traffic citations. Again stemming from the COVID-19 pandemic, traffic citations are down by nearly 50%. This is a result of two combined factors: fewer motorists were on the road in 2020, and traffic enforcement was eased to minimize person-to-person contact. As traffic has

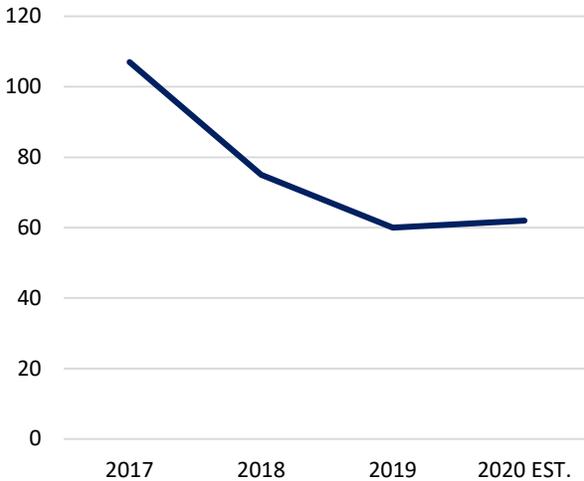
resumed a more typical volume later in 2020, future years of traffic citations are expected to return to their pre-2020 levels.

The Police Department has one Animal Control Officer who is responsible for responding to and handling all calls in the Township related to animals. Although calls are typically for domestic pets, such as [this Dachshund trapped in a groundhog burrow](#), occasionally calls for more exotic or wild animals are made, such as when [several abandoned snakes were found in Levittown](#) in October 2020.

Animal Complaints Handled per Year



Opioid Calls per Year



As experienced in many parts of the region and nation, many residents in the community struggle with opioid addiction. As a result, it has become an important function of the Police Department. Because of the number of incidents in recent years, police officers and other emergency responders are equipped with and trained to use Narcan, a life-saving drug used on people experiencing an overdose. Thankfully, the number of opioid calls responded to by the Police Department has steadily declined each year, but opioid utilization remains a public health crisis that officers remain equipped and ready to address.

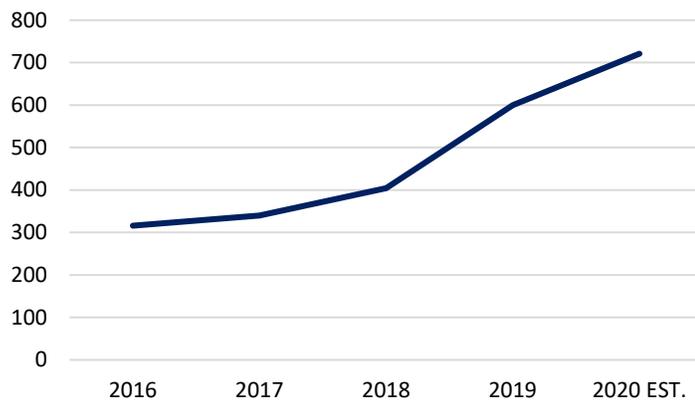
## Public Works

The primary function of the Department of Public Works is to maintain the Township's roads and facilities. Their work is very heavily driven by seasonal shifts. In the wintertime, much of their efforts are spent clearing snow and ice from roads and walkways. In the summertime, roadwork takes focus while crews simultaneously cut acres of grass, maintain trees, and clear storm drains. Key indicators of the Department of Public Works' performance include the number of work orders completed, trees trimmed and removed, storm drains cleared, winter events worked, potholes repaired, and gallons of fuel consumed.

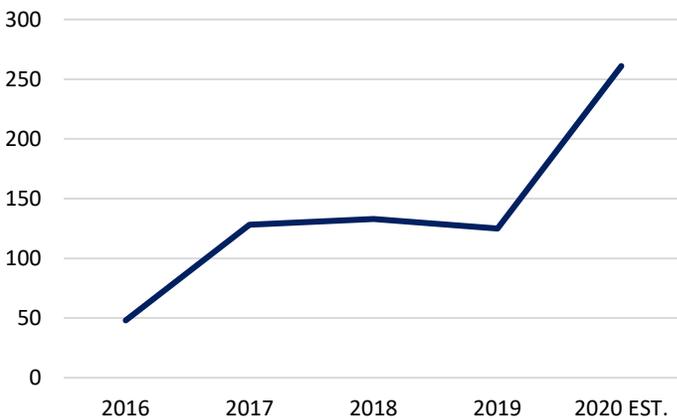
Most day-to-day duties in the Department of Public Works are organized into work orders. A work order is created by the Superintendent or Foremen and is assigned to one or more of the Equipment Operators to complete. A work order can be a simple sign repair to a complex and prolonged drainage project. Since work orders vary in type and difficulty, the number of work orders completed in a given year is indicative of the range and volume of work completed. In 2020,

the Department of Public Works shifted to a digital work order system, which is expected to continue increasing the number of work orders completed each year.

Work Orders Received by Year



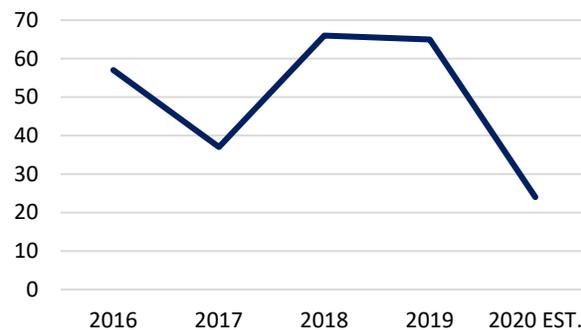
Trees Removed/Trimmed per Year



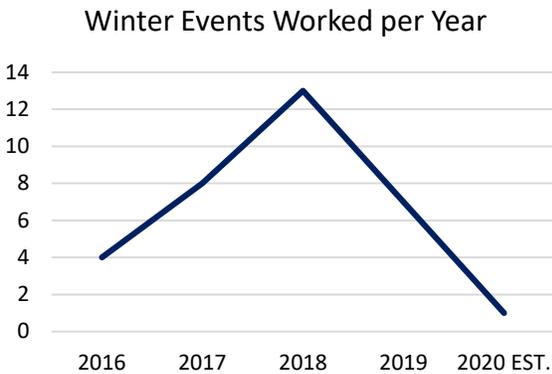
Managing the thousands of trees on Township properties is a growing problem, especially as inclement weather yearround becomes commonplace. Since 2016, the Township is now cutting and removing more than five times the trees it was before. Many trees fall in the summer months after heavy rains saturate the soil and topple them. Especially in 2020 with several rain events bringing strong winds to the mix, many hours of staff time were spent removing over 200 trees.

In addition to taking down trees, strong rain storms can quickly turn into dangerous flooding situations when storm sewers and drains are not working properly. Department of Public Works crews have worked aggressively over the last several years to clear storm drains to prevent floods from occurring. In 2018 and 2019, more than 60 drains were cleared in the Township. Some drains are more prone to flooding than others, depending on the drain's proximity to trees

Storm Drains Unclogged by Year



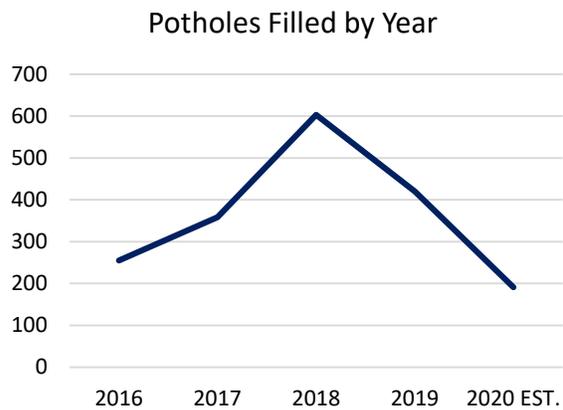
dropping high numbers of leaves and the buildup of debris and litter. Nearly all of the Township rests in one of six watersheds, the largest being the Neshaminy Creek and Mill Creek watersheds. Maintaining storm drains assures that drainage systems are working as intended is critical to prevent flooding that can impact roads and private property.



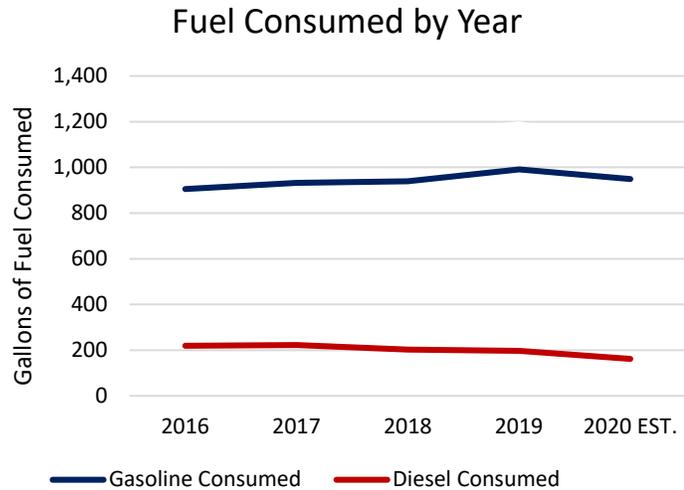
Much of the work performed by the Department of Public Works can best be described as “behind the scenes,” but crews are front and center during winter events. A winter event is defined as any storm that bring snow and/or ice that requires workers to address it. Most winter events involve applying salt brine to roadways, rock salt to walking paths, and plowing snow on Township-owned roads. While most winter events last six to twelve (6-12) hours, most require several days before and after the event

to assure the public can resume normality as fast as possible. 2020 saw one of the warmest and calmest winter seasons to date, with only one winter storm.

Second only to winter events, potholes are another moment when residents often become keenly aware of the services provided by the Department of Public Works. Potholes can range in size from a few inches to several feet, depending on the age and traffic of the road. As a municipality in the mid-Atlantic region, Middletown Township is particularly prone to potholes as many are often caused by the frequent freezing, melting, and refreezing of water in cracks on pavement. Every time this refreezing cycle occurs the ice expands, causing fissures to grow and pavement to loosen. As seen in the winter events graph, the number of potholes filled in a given year typically mimics the severity of the winter. In short, more winter events tend to result in more potholes to fill during the summer months.



Gasoline and diesel are critical sources of energy used by all the Township’s vehicles and heavy machinery. Larger trucks run on diesel while most other vehicles and small equipment run on gasoline. The Township has onsite fuel tanks which assure a constant supply and consistent access. Each year, the Township participates in a bid to purchase fuel at a set rate with other municipalities in Bucks County. Fuel is delivered each year as needed. The fuel consumed is used across all departments, primarily by the Department of Public Works, Police Department, and all the volunteer fire companies. In 2021, the Township is planning to replace its existing underground fuel tanks with above ground tanks. This change will assure a better use of space at the Department of Public Works facility and a lower risk of environmental contamination.



The Township utilizes a steady amount of fuel each year, though diesel consumption has marginally declined since 2016. 2020 estimates are slightly below prior years as less fuel was being consumed during the early days of the COVID-19 pandemic in March when Department of Public Works crews were working in rotations. As the Township’s fleet becomes more fuel efficient and as the Township explores the prospect of adding electric vehicles to the fleet, fuel consumption is expected to gradually decline in years to come.

# Boards and Commissions

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In addition to the Board of Supervisors, Middletown Township has nine standing boards and commissions with membership appointed by the Board of Supervisors. Each board and commission serves a unique role advising the Board of Supervisors on key issues and interest areas. A staff member typically acts as a liaison between the board and the administration. Some boards convene consistently while others convene as topics arise. Please check the [Township website](#) for meeting dates.

## Citizens Traffic Commission

The Citizens Traffic Commission advises the Board of Supervisors on transportation, pedestrian, and other traffic issues on Township roads. The Citizens' Traffic Commission consists of five resident members and several Township staff, led by the Assistant Township Manager. The Commission works with the Township Traffic Engineer and Police Department to prioritize resident concerns and recommend solutions to the Board of Supervisors.

## Environmental Advisory Council

The Environmental Advisory Council advises the Board of Supervisors on matters concerning the conservation and preservation of natural resources (i.e. wetlands, flood plain areas) located in the Township. The Environmental Advisory Council consists of seven members, led by the Director of Parks and Recreation.

69 Residents



Serving on Boards & Commissions

## Financial Advisory Committee

The Financial Advisory Committee makes recommendations to the Board of Supervisors on the management of the Township's Investment Fund. The Financial Advisory Committee consists of seven members, led by the Director of Finance.

## Historic Preservation Commission

The Historic Preservation Commission identifies and encourages preservation of historically significant structures in the Township. Requests can be made to have a property designated as historically significant by the Township. The Historic Preservation Commission consists of nine members, led by the Township Manager.

## Human Relations Commission

Formerly known as the Disabled Persons Advisory Board and established in 2020, the Human Relations Commission acts as a local subsidiary of the Pennsylvania Human Relations Commission and is charged with reviewing and mediating allegations of discrimination in housing, employment, public accommodation, and access to education within the Township. The Commission also provides a forum for the public to address the problems and concerns of the disabled in the community. The Human Relations Commission consists of seven members, appointed by the Board of Supervisors, led by the Township Manager.

## Parks & Recreation Board

The Park and Recreation Board is responsible for advising the equipping, supervision, and maintenance of the Townships' parks, establishing and conducting a variety of recreation activities, and planning for recreation opportunities in the Township. The Parks and Recreation Board consists of seven members, led by the Director of Parks and Recreation.

## Planning Commission

The Planning Commission reviews subdivision and land development applications that have been submitted to the Township. The Commission acts as an advisory body to the Board of Supervisors regarding all planning and zoning issues. The Planning Commission consists of seven members, led by the Director of Building and Zoning.

## Youth Aid Panel

The Youth Aid Panel provides an alternative to the juvenile court system in dealing with first time summary and misdemeanor offenders. The Panel works to prevent juvenile offenders from becoming more involved in delinquent activities and also makes the juvenile offender responsible for his/her actions through a specific service to the victim and the community. The Youth Aid Panel consists of seven members, and is led by a Civilian Coordinator and liaison from the Police Department.

## Zoning Hearing Board

The Zoning Hearing Board serves as an appellate board for those seeking relief from decisions of the Zoning Officer and is empowered by state law to grant variances and special exceptions from requirements of the zoning ordinance. The Zoning Hearing Board consists of five members, guided by the Zoning Officer and the Zoning Hearing Board Solicitor.

# Staff

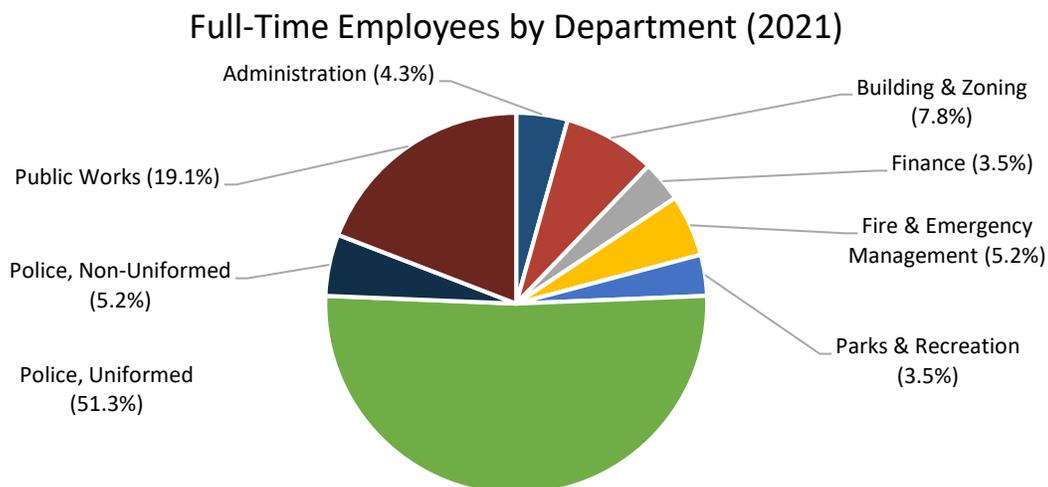
Middletown Township is run by 115 full-time staff, 27 regular part-time staff, and approximately 72 additional seasonal employees. The Township has six departments, managed by the Township Manager.

In 2020, the Township worked diligently to retain as many employees as possible who could still work, despite the financial and functional impact of the COVID-19 pandemic. Some positions vacated in 2020 were left unfilled in an attempt to reduce costs. In June, the Board of Supervisors authorized an early retirement incentive program (ERIP) allowing eligible employees to leave service. The replacement of these employees was delayed, resulting in a net savings to the Township.



The 2021 Budget includes the filling of all vacant positions. In addition, one new employee is proposed in the Department of Public Works, and two part-time positions will be moved to full-time in the Department of Fire & Emergency Management.

In the Department of Public Works, highly-skilled staff members have been able to take on completion of an increasing number of capital improvement projects with in-house labor as opposed to contracting it out to other firms. By completing some projects with in-house staff time, the Township reduced the cost of capital improvement projects and assures a higher quality finished product. Adding an additional employee will allow this practice to continue more effectively. In the Department of Fire & Emergency Management, the conversion of two part-time positions to full time will assist with daytime fire suppression efforts. Since deploying a fire engine from the Middletown Municipal Center, emergency responders are arriving to the scene of incidents faster and with better equipment. As more municipalities in the region expand municipal fire services with paid staff, talented and trained employees are becoming harder to recruit and retain.



## Township Staff by Department

Department/Position	2018		2019		2020		2021	
	Total Employees	FTEs						
<b>Administration</b>								
Township Manager	1	1	1	1	1	1	1	1
Assistant Township Manager	0	0	0	0	0	0	1	1
Technology Support Specialist	0	0	1	1	1	1	1	1
Executive Secretary	1	1	1	1	1	1	1	1
Special Projects Manager	1	1	1	1	1	1	1	1
Assistant to the Manager	1	1	1	1	1	1	0	0
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Building &amp; Zoning</b>								
Director of Building & Zoning	1	1	1	1	1	1	1	1
Assistant Director of Building & Zoning	0	0	0	0	1	1	1	1
Administrative/Clerical Support	4	4	4	4	4	4	4	4
Building Code Official/Inspector	1	1	1	1	0	0	0	0
Code Enforcement/Apartment Inspector	1	1	1	1	1	1	2	2
Building and Grounds Operator	1	1	1	1	1	1	1	1
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>9</b>	<b>9</b>
<b>Crossing Guards</b>								
Crossing Guards	15	7.5	15	7.5	15	7.5	15	7.5
Substitute Crossing Guards	7	0	7	0	7	0	7	0
<b>TOTAL</b>	<b>22</b>	<b>7.5</b>	<b>22</b>	<b>7.5</b>	<b>22</b>	<b>7.5</b>	<b>22</b>	<b>7.5</b>
<b>Finance</b>								
Director of Finance	1	1	1	1	1	1	1	1
Payroll/Human Resources Administrator	1	1	1	1	1	1	1	1
Accountant	1	1	1	1	1	1	1	1
Accounts Payable Specialist	1	1	1	1	1	1	1	1
Management Analyst	0	0	1	1	1	1	0	0
Administrative Support	1	1	1	0.5	1	0.5	1	0.5
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>5.5</b>	<b>6</b>	<b>5.5</b>	<b>5</b>	<b>4.5</b>
<b>Fire &amp; Emergency Services</b>								
Fire Marshal	1	1	1	1	1	1	1	1
Fire Inspectors, Full Time	3	3	3	3	3	3	5	5
Fire Inspectors, Part Time	3	1.5	3	1.5	3	1.5	1	0.5
Fire Inspectors, Per-Diem (As Needed)	6	0	11	0	11	0	11	0
<b>TOTAL</b>	<b>13</b>	<b>5.5</b>	<b>18</b>	<b>5.5</b>	<b>18</b>	<b>5.5</b>	<b>18</b>	<b>6.5</b>
<b>Parks &amp; Recreation</b>								
Director of Parks and Recreation	1	1	1	1	1	1	1	1
Program Coordinator	1	1	1	1	1	1	1	1
Program Specialist	1	1	1	1	1	1	1	1
Secretary/Community Services Coord.	1	1	1	1	1	1	1	1
Building Monitors	4	0	4	0	4	0	4	0
Seasonal Staff	47	0	47	0	47	0	47	0
<b>TOTAL</b>	<b>56</b>	<b>4</b>	<b>56</b>	<b>4</b>	<b>56</b>	<b>4</b>	<b>56</b>	<b>4</b>

Department/Position	2018		2019		2020		2021	
	Total Employees	FTEs						
<b>Police (Uniformed)</b>								
Chief of Police	1	1	1	1	1	1	1	1
Captain	1	1	1	1	1	1	1	1
Lieutenants	3	3	3	3	3	3	3	3
Sergeants	6	6	6	6	6	6	6	6
Detectives	7	7	7	7	7	7	7	7
Patrol Officers	39	39	41	41	41	41	41	41
<b>TOTAL</b>	<b>57</b>	<b>57</b>	<b>59</b>	<b>59</b>	<b>59</b>	<b>59</b>	<b>59</b>	<b>59</b>
<b>Police (Non-Uniformed)</b>								
Animal Control Officer	1	1	1	1	1	1	1	1
Administrative/Clerical Support	5	5	5	5	5	5	5	5
Civilian Support Officer	2	1	2	1	2	1	3	1.5
Community Service Officer	2	1	2	1	4	2	4	2
Youth Aid Panel Coordinator	1	0.25	1	0.25	1	0.25	1	0.25
<b>TOTAL</b>	<b>11</b>	<b>8.25</b>	<b>11</b>	<b>8.25</b>	<b>13</b>	<b>9.25</b>	<b>14</b>	<b>9.75</b>
<b>Public Works</b>								
Superintendent	1	1	1	1	1	1	1	1
Administrative Asst./Clerical Support	2	1.5	2	1.5	2	1.5	2	1.5
Assistant Mechanic	1	1	1	1	1	1	1	1
Equipment Operator 1	3	3	3	3	0	0	2	2
Equipment Operator 2	3	3	3	3	6	6	6	6
Equipment Operator 3	9	9	9	9	9	9	8	8
Foreman	3	3	3	3	3	3	3	3
Seasonal Staff	7	0	7	0	4	0	7	0
<b>TOTAL</b>	<b>29</b>	<b>21.5</b>	<b>29</b>	<b>21.5</b>	<b>26</b>	<b>21.5</b>	<b>30</b>	<b>22.5</b>
<b>Summary</b>								
	<b>2018</b>		<b>2019</b>		<b>2020</b>		<b>2021</b>	
Full-Time	108		112		113		115	
Part-Time	26		25		28		27	
Seasonal/As Needed	71		76		44		72	
<b>Total Employees</b>	<b>205</b>		<b>213</b>		<b>167</b>		<b>218</b>	
<b>Total Full-Time Equivalent</b>	<b>120.75</b>		<b>124.25</b>		<b>117.25</b>		<b>128.25</b>	

# Unions & Associations

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All full-time and regular part-time employees are governed by one of four collective bargaining agreements (CBAs) with the Township, with the exception of management and confidential personnel. The Township administration will typically negotiate with the union or association during the final year of their existing collective bargaining agreement. In Pennsylvania, municipal-union relations are guided by either Act 111 of 1968 for uniformed personnel, or Act 195 of 1970 for all other personnel. Common points discussed during negotiations include compensation, insurance, and pensions.

## Police Benevolent Association (PBA)

- Consists of all uniformed police officers below the rank of Lieutenant.
- CBA expiring: December 2023.
  - A new four-year agreement was signed in January 2020.

Township Employees  
are represented by



unions & associations

## Teamsters Local 107

- Consists of all full-time and regular part-time employees in the Building and Zoning, Finance, Fire & Emergency Management, Parks and Recreation, Police (non-uniform), and Public Works (administrative) who are not considered management or confidential employees.
- CBA expiring: December 2021.
  - A one-year extension to the existing CBA was signed in January 2020.

## Independent Association of Middletown Township Department of Public Works Employees

- Consists of all full-time, non-administrative employees of the Department of Public Works, including the Superintendent.
- CBA expiring: December 2024.

## Middletown Township Crossing Guard Association

- Consists of all regular part-time crossing guards.
- CBA expiring: December 2021.

# Township Background

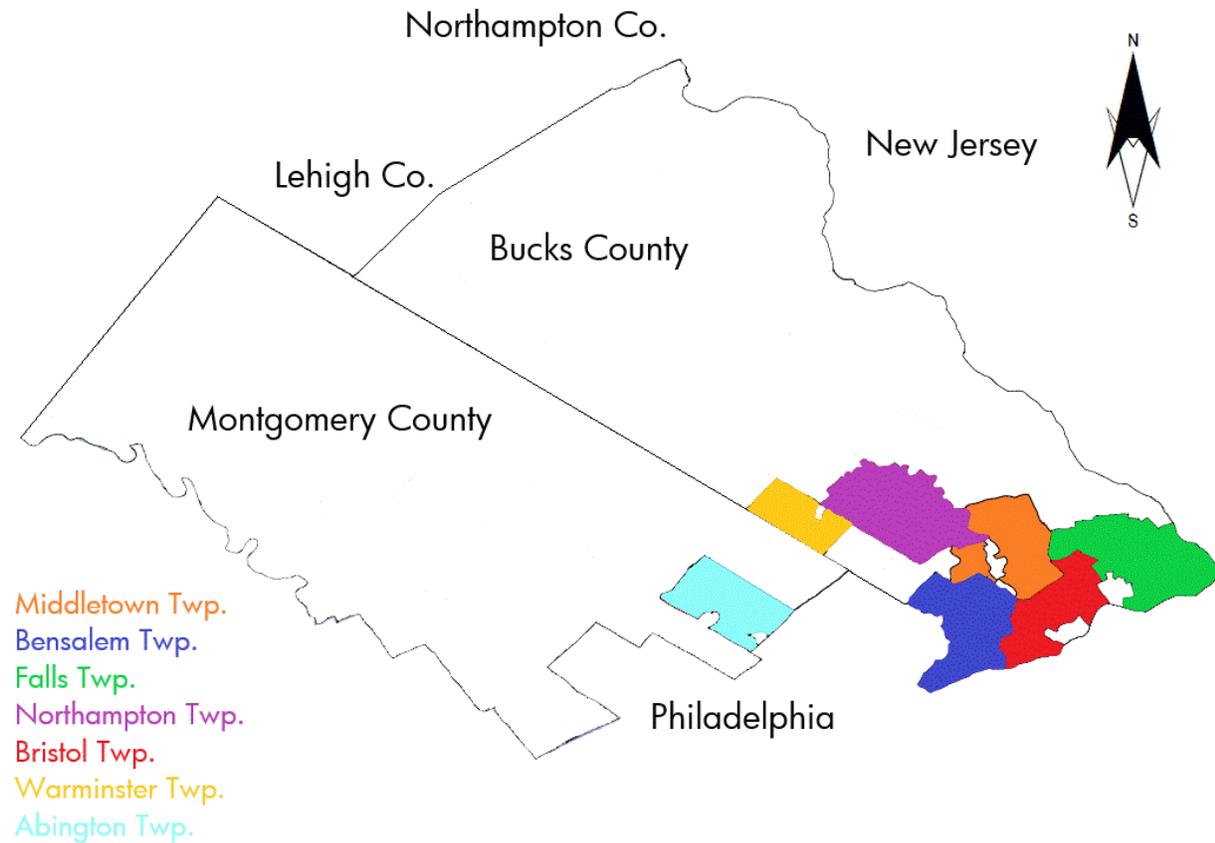
At the heart of lower Bucks County, Middletown Township is only two miles away from the City of Philadelphia and only six miles away from the New Jersey border. Middletown Township is the 14<sup>th</sup> largest municipality in the Philadelphia-Camden-Wilmington, PA-NJ-DE-MD Metropolitan Statistical Area. This area contains 11 counties across four states: Bucks, Chester, Delaware, Montgomery, and Philadelphia Counties in Pennsylvania; Burlington, Camden, Gloucester, and Salem Counties in New Jersey; New Castle County in Delaware; and Cecil County in Maryland. Although Trenton, New Jersey, is close to Middletown Township, it is not considered part of the same metropolitan area. Middletown Township is the eighth largest municipality in southeastern Pennsylvania and the 19<sup>th</sup> largest municipality in Pennsylvania. Middletown Township shares its boundary with eleven municipalities, more than any other municipality in Bucks County.

MUNICIPALITIES BY SIZE IN METROPOLITAN PHILADELPHIA					
Rank	Municipality	Population (2019)	Municipality Type	County	State
1	City of Philadelphia	1,584,064	First Class City/County	Philadelphia	PA
2	Upper Darby Township	82,930	First Class Township	Delaware	PA
3	City of Camden	73,562	City	Camden	NJ
4	Cherry Hill Township	71,245	Township	Camden	NJ
5	City of Wilmington	70,166	City	New Castle	DE
6	Gloucester Township	63,903	Township	Camden	NJ
7	Bensalem Township	60,507	Second Class Township	Bucks	PA
8	Lower Merion Township	60,099	First Class Township	Montgomery	PA
9	Abington Township	55,319	First Class Township	Montgomery	PA
10	Bristol Township	53,473	First Class Township	Bucks	PA
11	Haverford Township	49,526	First Class Township	Delaware	PA
12	Washington Township	47,753	Township	Gloucester	NJ
13	Evesham Township	45,188	Township	Burlington	NJ
14	Middletown Township	44,966	Second Class Township	Bucks	PA
15	Mount Laurel Township	41,250	Township	Burlington	NJ
16	Northampton Township	39,164	Second Class Township	Bucks	PA
17	Winslow Township	38,629	Township	Camden	NJ
18	Cheltenham Township	37,121	First Class Township	Montgomery	PA
19	Monroe Township	36,865	Township	Gloucester	NJ
20	Pennsauken Township	35,761	Township	Camden	NJ

## Demographics and Comparable Statistics

Bensalem Township, Falls Township, Northampton Township, Bristol Township, Warminster Township, and Abington Township were chosen as comparable communities to Middletown Township as apparent by their size and demographic compositions. Bensalem Township borders Middletown Township to the south. Falls Township borders Middletown Township to the east. Northampton Township borders Middletown Township to the northwest. Bristol Township borders Middletown Township to the south-southeast. Warminster Township is northwest of Middletown Township, and all are in lower Bucks County. Abington Township is west of Middletown Township and falls within neighboring Montgomery County. Each of these six comparable townships have some similarities to Middletown Township in terms of economy, demographic composition, population, and geographic location and size. Four of the six comparable communities border the Township.

POPULATION (2019)	Middletown Township	Bensalem Township	Falls Township	Northampton Township	Bristol Township	Warminster Township	Abington Township
Total Population	44,966	60,507	39,164	39,164	53,473	32,348	55,319



POPULATION (2019)	Middletown Township	Bensalem Township	Falls Township	Northampton Township	Bristol Township	Warminster Township	Abington Township
Total Population	44,966	60,507	39,164	39,164	53,473	32,348	55,319

INCOME & EMPLOYMENT (2018)	Middletown Township	Bensalem Township	Falls Township	Northampton Township	Bristol Township	Warminster Township	Abington Township
Median Household Income	\$ 90,463	\$ 63,943	\$ 72,519	\$ 116,590	\$ 63,335	\$ 71,002	\$ 91,636
Per Capita Income	\$ 42,448	\$ 33,575	\$ 32,649	\$ 52,693	\$ 28,562	\$ 36,704	\$ 43,599
Living in poverty	4.5%	11.0%	6.2%	3.2%	10.2%	6.0%	4.7%
Employed	67.3%	67.5%	71.8%	65.4%	69.2%	62.2%	68.3%
Veterans	2,472	2,853	1,773	1,944	3,329	2,354	2,724

AGE/SEX (2019)	Middletown Township	Bensalem Township	Falls Township	Northampton Township	Bristol Township	Warminster Township	Abington Township
Median Age (2017)	43.7	40.4	39.1	45.8	38.7	47.3	42.7
Age Under 18	19.9%	19.0%	21.7%	21.3%	21.8%	18.1%	21.9%
Age Over 65	18.2%	15.9%	13.7%	19.6%	14.0%	26.2%	18.0%
Male	48.6%	49.4%	48.8%	48.8%	48.8%	47.6%	47.5%
Female	51.4%	50.6%	51.2%	51.2%	51.2%	52.4%	52.5%

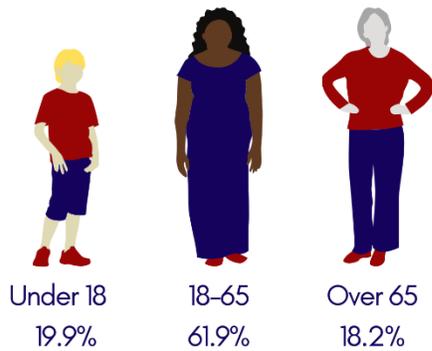
RACE (2019)	Middletown Township	Bensalem Township	Falls Township	Northampton Township	Bristol Township	Warminster Township	Abington Township
White	88.5%	71.9%	82.4%	93.1%	82.9%	88.8%	79.3%
Black/African American	4.5%	8.7%	9.0%	1.3%	9.3%	3.4%	12.0%
American Indian	0.1%	0.1%	0.1%	0.2%	0.2%	0.1%	0.0%
Asian	5.2%	12.1%	4.4%	4.3%	3.0%	2.7%	4.6%
Other	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
Two or More Races	1.1%	4.6%	2.9%	1.0%	2.8%	1.9%	3.3%
Hispanic/Latino**	4.6%	9.9%	5.3%	2.1%	9.8%	8.7%	4.3%
Foreign-Born	8.4%	19.0%	8.6%	10.6%	7.7%	10.6%	8.6%

HOUSING (2018)	Middletown Township	Bensalem Township	Falls Township	Northampton Township	Bristol Township	Warminster Township	Abington Township
# of Households	16,391	23,863	12,655	14,123	19,682	13,158	20,841
Persons per Household	2.69	2.52	2.67	2.77	2.71	2.71	2.62
Owner-Occupied	75.0%	57.4%	71.8%	89.7%	72.1%	68.6%	79.7%
Renter-Occupied	25.0%	42.6%	28.2%	10.3%	27.9%	31.4%	20.3%
Median Home Value	\$ 312,300	\$ 261,800	\$ 239,000	\$ 399,100	\$ 203,800	\$ 301,300	\$ 277,400
Median Monthly Rent	\$ 1,320	\$ 1,168	\$ 1,137	\$ 1,689	\$ 1,025	\$ 1,331	\$ 1,208

EDUCATION (AGE 25+) (2019)	Middletown Township	Bensalem Township	Falls Township	Northampton Township	Bristol Township	Warminster Township	Abington Township
Less than High School	5.3%	9.2%	8.2%	2.8%	11.2%	9.2%	4.7%
High School/Equiv. or Higher	94.7%	90.8%	91.8%	97.2%	88.8%	90.8%	95.3%
Bachelor's Degree or Higher	39.9%	28.4%	23.1%	52.8%	17.1%	30.7%	48.4%

\*\*Hispanic/Latino is reported separately from all other race classifications.

## Age Distribution



Source: US Census Bureau, 2019

Middletown Township continues to be a welcoming community to people of all ages. In Middletown Township, the under 18 and over 65 age groups are both growing. Compared to other communities in Lower Bucks County, Middletown has a marginally higher population of adults over age 65, likely due to the higher home value in the area.

As of 2019, Middletown Township has a population of 44,966, making it the third most populated municipality in Bucks County behind Bensalem Township and Bristol Township, and the eighth most populated municipality in the Philadelphia metropolitan area (in Pennsylvania). The Township's population is expected to hold steady in the immediate future. As the birthrate nationwide continues to shrink and new housing developments slow, the population may gradually decline as it has in recent years.

# 94.7%



## Residents have a high school education or higher

Source: US Census Bureau, 2019

# \$312,300



## Average Home Value

Source: US Census Bureau, 2019

Middletown Township's close proximity to the City of Philadelphia makes it a desirable community in which to live. With most of the community being built-out, the value of existing homes has steadily increased. The current interest rate environment has led to an increase in the number of real estate transfers. Despite the COVID-19 pandemic, 2020 saw the second-highest number of transfers in the last 10 years, with more than 600.

## Economic Indicators

As one of the largest municipalities in the region, and at the crossroads of some of the Northeast's busiest thoroughfares (including US-1 and Interstate-295), Middletown Township is a hub for commerce across a variety of industries. As the Township was developed throughout the mid-to-late 20<sup>th</sup> century, Middletown evolved from an agrarian community to a bustling suburban community ranging from single-family home subdivisions, to the largest mall in the county (the second-largest in suburban Philadelphia), to the largest hospital in the county (the third-largest is suburban Philadelphia), to the only theme park based on a children's television show in North America.



The Oxford Valley Mall, St. Mary's Medical Center, and Sesame Place Theme Park are the three primary employers and are major contributors to the Township's economy. Additionally, the Township is home to several community assets, such as several grocery stores, auto dealerships, and private schools that add economic diversity to the community.



are employed by Middletown's  
three largest employers

One-quarter of Township residents work in the educational services, healthcare, and social assistance industry. Not only is the Township home to St. Mary's Medical Center, but it also features the school district's only high school, as well as several other public schools, the George School—one of the best private boarding schools in the United States—and Woods Services—an educational community eliminating barriers for individuals with developmental needs and equipping them with occupational skills. In addition to education, healthcare, and social services, the Township also has a strong retail presence.

The rise of warehouses and distribution of online goods is a growing trend nationwide, including in Middletown Township. Amazon is a growing employer in the community with both a distribution center and several transportation hubs.

Rank	Top Middletown Township Commercial Taxpayers (Multiple Parcels Grouped Together; 2020)	Taxable Assessed Value	Anticipated Township Real Estate Taxes
1	McStome, Inc. (Kravco)	\$ 17,642,830	\$ 309,985
2	St. Mary Medical Center Healthcare	\$ 4,565,800	\$ 80,221
3	800 (Eight) Trenton Assoc LP	\$ 4,368,800	\$ 76,760
4	Harper's Crossing Owner LLC (Jefferson Woods)	\$ 4,157,100	\$ 73,040
5	Shoppes at Flowers Mills	\$ 3,585,060	\$ 62,990
6	Attleboro Associates Retirement & Assisted Living	\$ 2,797,300	\$ 49,149
7	Reedman Toll	\$ 2,617,520	\$ 45,990
8	Busch Entertainment Corp/Sesame Place Inc.	\$ 2,422,050	\$ 42,555
9	Arepil BC Industrial LLC (Cabot Blvd./Wheeler Way)	\$ 2,413,950	\$ 42,413
10	Guttman (Langhorne Square Shopping Center)	\$ 2,331,110	\$ 40,958

Source: Middletown Township Tax Collector

Rank	Top Middletown Township Industries (2018)	# Employed in Industry	Percentage of Labor Force in Industry
1	Healthcare and social assistance	3,614	15.3%
2	Retail	3,265	13.8%
3	Manufacturing	2,658	11.3%
4	Education	2,248	9.5%
5	Professional, scientific, & technical services	1,827	7.7%
6	Finance & Insurance	1,505	6.4%
7	Construction	1,385	5.9%
8	Hospitality	1,209	5.1%
9	Transportation	963	4.1%
10	Other Services	907	3.8%
11	Administrative, support, and waste management	872	3.7%
12	Government, not otherwise classified	716	3.0%
13	Wholesalers	711	3.0%
14	All other sectors	1,698	7.2%

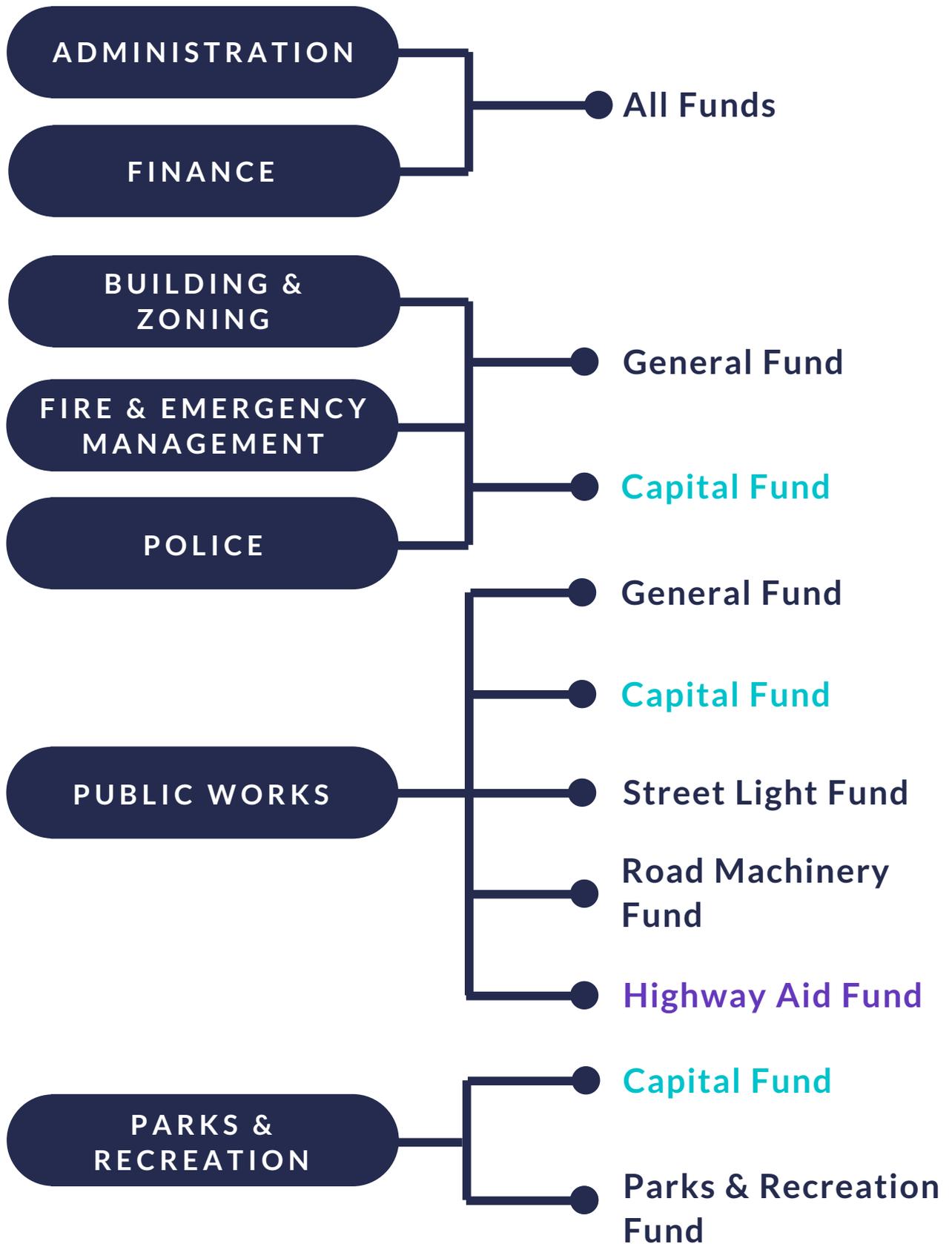
Source: Statisticalatlas.com

Rank	Top Middletown Township Employers (2020)	Industry	# of Employees
1	St Mary Medical Center	Hospital	2,733
2	Woods Services, Inc.	Education	1,947
3	SeaWorld Parks & Entertainment	Entertainment/ Theme Park	1,726
4	BMG Circle of Life LLC	Healthcare	1,243
5	Neshaminy School District	Education	1,007
6	Amazon.com Services Inc	Retail	945
7	Reedman-Toll Autoworld	Retail/Automotive	569
8	Amazon.com Dedc LLC	Retail	508
9	Pennswood Village	Retirement Community	476
10	George School	Education	430

Source: Keystone Collections

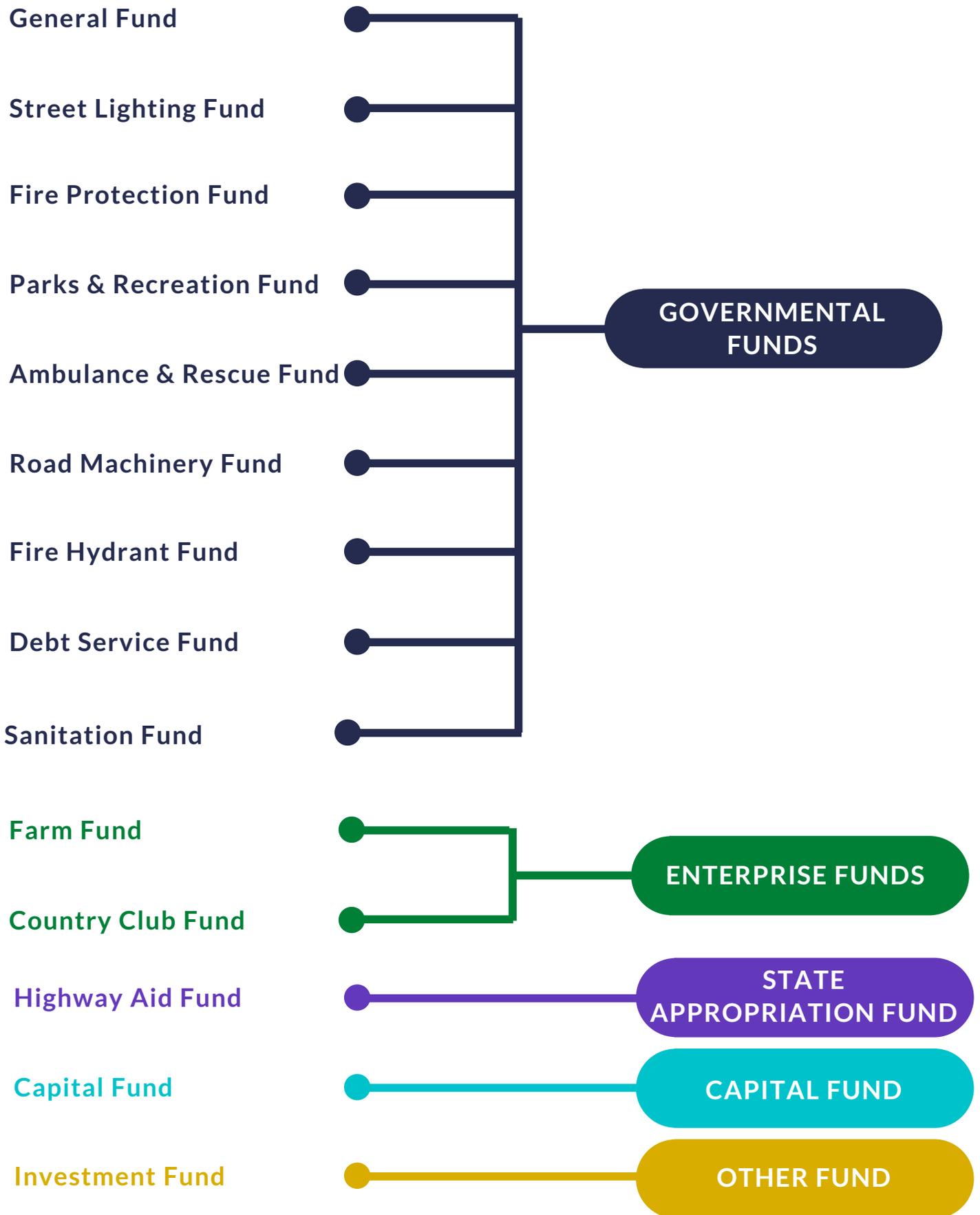
# Fund - Department Relationship

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# Fund Types

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**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
FUND OVERVIEW**

**REVENUES**

<u>Fund</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
General	\$ 21,511,113	\$ 21,681,004	\$ 22,542,765	\$ 21,824,000	\$ 19,153,956	\$ 22,332,000
Street Lighting Tax	1,636,384	708,755	529,387	520,500	517,370	419,500
Fire Protection Tax	1,138,269	1,110,267	1,167,829	1,160,500	1,153,220	1,164,800
Parks and Recreation	1,399,343	1,450,165	1,500,061	1,425,360	1,165,696	1,290,000
Ambulance and Rescue	227,781	228,767	230,994	232,700	226,500	232,600
Road Machinery Tax	156,086	157,121	160,095	158,000	156,950	158,000
Fire Hydrant Tax	55,550	55,786	56,596	56,000	55,660	56,050
Sanitation	4,194,420	4,212,471	4,196,132	4,693,966	4,883,670	4,674,466
Middletown Country Club	26,354	38,558	39,703	46,500	46,943	38,256
Farm	53,318	48,759	50,416	31,500	86,903	49,400
Debt Service	2,669,965	2,705,969	2,843,002	2,830,500	2,784,700	2,823,500
Investment	403,558	720,636	1,720,562	875,000	880,000	900,500
Highway Aid	<u>1,282,314</u>	<u>1,348,554</u>	<u>1,381,606</u>	<u>1,319,567</u>	<u>1,338,405</u>	<u>1,209,437</u>
	\$ 34,754,454	\$ 34,466,811	\$ 36,419,146	\$ 35,174,093	\$ 32,449,972	\$ 35,348,509
Capital Fund	\$ 3,282,730	\$ 3,173,941	\$ 1,122,105	\$ 915,800	\$ 3,902,641	\$ 715,000

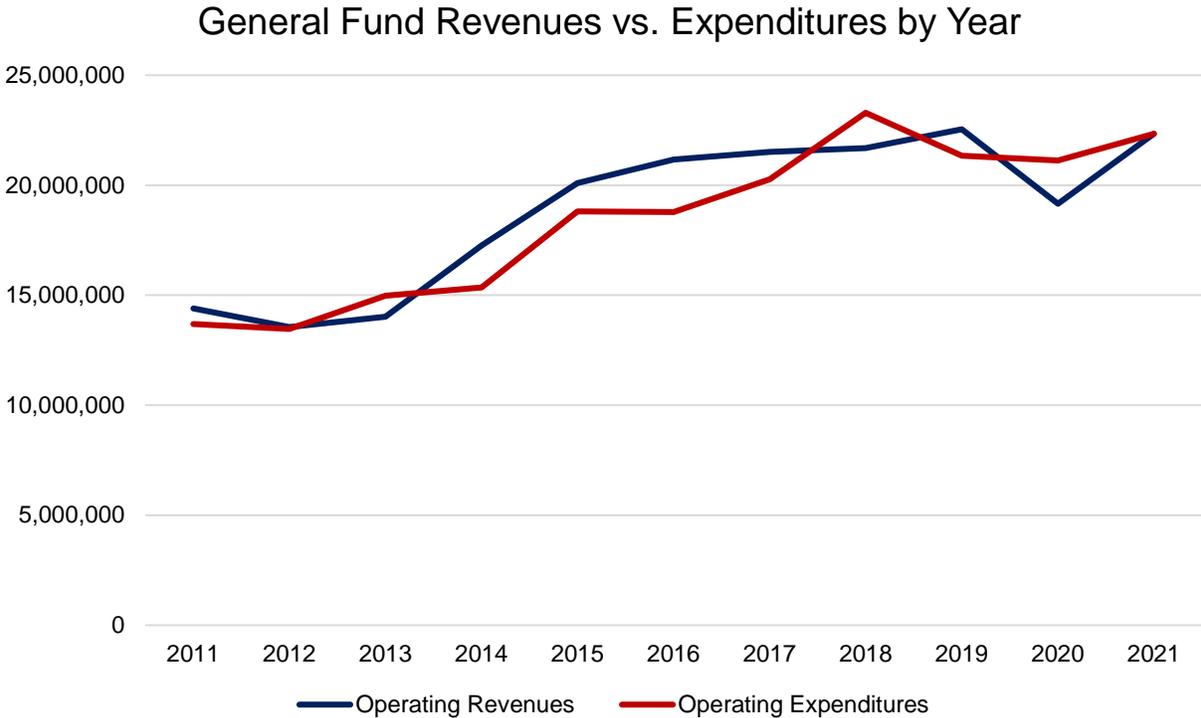
**EXPENDITURES**

<u>Fund</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
General	\$ 20,274,660	\$ 23,291,705	\$ 21,339,366	\$ 21,805,600	\$ 21,116,694	\$ 22,332,000
Street Lighting Tax	1,574,206	364,225	398,858	713,500	416,439	785,500
Fire Protection Tax	1,120,364	1,135,419	1,136,497	1,155,000	1,147,750	1,192,000
Parks and Recreation	1,288,665	1,311,395	1,440,923	1,702,450	1,205,100	1,328,950
Ambulance and Rescue	222,215	215,650	228,405	232,000	232,018	233,000
Road Machinery Tax	40,913	225,423	-	255,000	185,000	260,000
Fire Hydrant Tax	53,310	53,956	55,848	55,000	55,000	55,000
Sanitation	4,209,621	4,337,709	4,491,733	4,627,065	4,627,685	4,632,565
Middletown Country Club	52,653	52,319	88,129	53,000	193,000	53,000
Farm	28,822	9,893	12,928	204,300	3,600	3,600
Debt Service	3,025,608	2,924,003	2,872,511	2,766,300	2,821,750	2,825,850
Investment	41,060	38,686	39,151	40,000	40,000	1,150,000
Highway Aid	<u>1,473,318</u>	<u>1,420,063</u>	<u>1,237,347</u>	<u>1,377,500</u>	<u>796,790</u>	<u>1,835,000</u>
	\$ 33,405,417	\$ 35,380,446	\$ 33,341,697	\$ 34,986,715	\$ 32,840,826	\$ 36,686,465
Capital Fund	\$ 2,122,518	\$ 2,093,488	\$ 4,043,049	\$ 6,607,060	\$ 4,113,783	\$ 6,760,700

# Budgetary Trends

Middletown Township’s financial situation can best be understood by looking at General Fund revenues and expenditures as well as Capital Fund expenditures over the last ten years. The graphs below show these trends. Both graphs exclude inter-fund transfers and debts, and focus on operating revenues and expenditures.

## General Fund Revenues and Expenditures



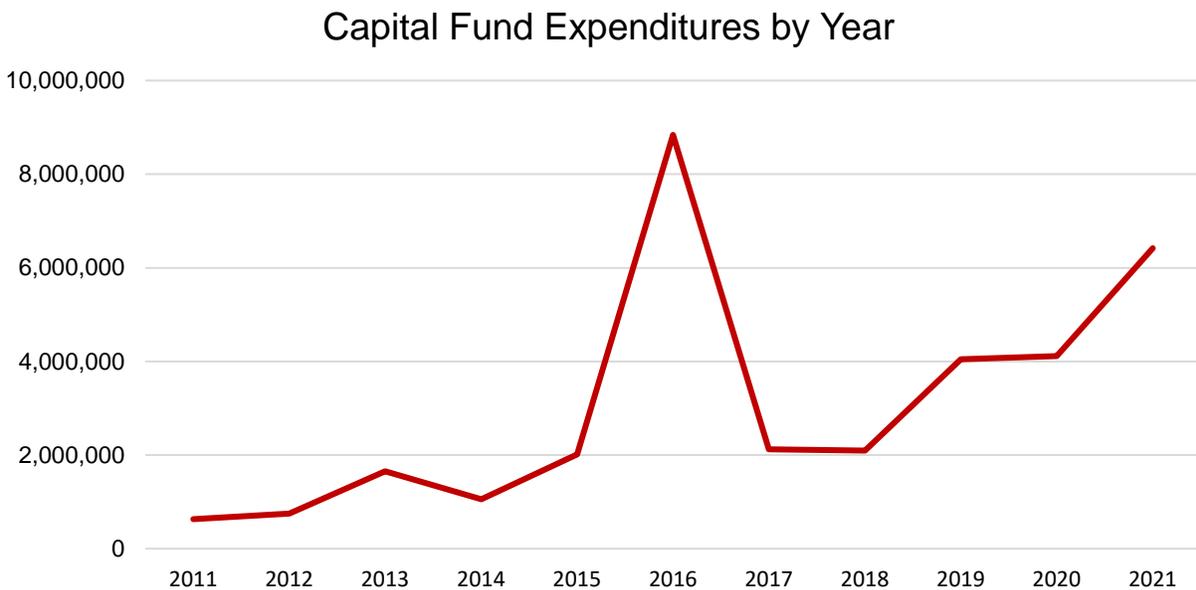
General fund revenues increased due to the implementation of the 0.5% Earned Income Tax in 2014. This has enabled the Township to meet increased service demands and to grow the unassigned fund balance levels to exceed GFOA recommended standards and reserve cash for potential future shortfalls. Stemming from the COVID-19 pandemic, a shortfall of \$1.9 million is expected to occur in 2020, which will impact the General Fund balance.

Expenditures increase steadily due to contracted annual pay increases to all employees. A peak occurred in 2018 due to the one-time economic incentive authorized by the Board of Supervisors of \$1,000,000 to Township property owners. Anticipating revenue shortfalls in 2020, staff worked diligently to reduce expenditures, cutting costs by more than \$700,000.

## Capital Expenditures

As noted previously, the Capital Fund does not have a consistent source of revenue used to support infrastructure improvements and equipment purchases. Capital expenditures will continue to steadily increase as Township assets require repair or replacement over time. Great efforts have been made to plan for long-term major infrastructure improvements. Some major infrastructure needs have been resolved over the last several years.

In 2013, the fifteen-year Road Improvement Program was developed and implemented to fix over 130 miles of roads in the Township. In 2015, the Capital Improvement Plan was overhauled and implemented to provide a clearer picture of the growing capital needs in the community. Both plans still exist today and are pivotal pieces to the Township's financial decisions about major infrastructure improvements.



Capital Fund expenditures peaked in 2016 due to the issuance of a general obligation bond in the amount of \$9,490,000, the proceeds of which were used toward infrastructure improvements. Prior to 2016, proceeds from general obligation bonds were accounted for in a separate Bond Fund, which has since been made inactive. Another general obligation bond was issued in January 2020, most of which is scheduled to be spent in fiscal year 2021.

## Fund Balances

Across all its funds, Middletown Township is beginning 2021 with more than \$60 million in fund balance. Some of this money in reserve is earmarked for specific purposes or has restrictions imposed upon it, as indicated by the fund in which it resides. In 2021, the Township will be making interfund transfers to other funds, which may result in a net-negative change in fund balance for a particular fund. For example, a transfer of \$1 million from the Investment Fund to the General Fund is planned in 2021, which will be offset by additional interest earnings.

Additionally, some funds are allowed to accumulate a fund balance over time to allow for it to be spent in a singular, larger effort, or as the demand arises. In 2021, both the Road Machinery Fund and the Highway Aid Fund have available balances that are planned to be tapped into to finance larger capital improvements.

Lastly, the Capital Fund contains the proceeds from the 2020 General Obligation bond, which is currently reflected in the fund balance. Revenue to the Capital Fund consists of earned grants for capital improvement projects. As grant revenue is not recorded until it is earned, the Capital Fund in the budget phase reflects a significant decrease in fund balance, which will likely be offset in part by grants yet to be earned.

The table below shows the Beginning Balance (projected as of 01/01/2021), Ending Balance (projected as of 12/31/2021), and the dollar and percentage changes in each. Additional information as to budgeted impacts to the fund balance are detailed ahead of each fund's budget.

Fund	2021 Changes in Fund Balance by Fund				
	Beginning Balance	Ending Balance	\$ Change	% Change	
General	\$ 6,337,213	\$ 6,337,213	\$ -	0.0%	
Street Lighting	979,222	613,222	(366,000)	-37.4%	
Fire Protection	42,963	15,763	(27,200)	-63.3%	
Parks & Recreation	643,661	604,711	(38,950)	-6.1%	
Ambulance & Rescue	17,231	16,831	(400)	-2.3%	
Road Machinery	250,892	148,892	(102,000)	-40.7%	
Fire Hydrant	20,256	21,306	1,050	5.2%	
Sanitation	388,833	430,734	41,901	10.8%	
Middletown Country Club	88,694	73,950	(14,744)	-16.6%	
Farm Fund	284,140	329,940	45,800	16.1%	
Debt Service	158,991	156,641	(2,350)	-1.5%	
Capital	6,662,298	616,598	(6,045,700)	-90.7%	
Investment	43,997,703	43,748,203	(249,500)	-0.6%	
Highway Aid	885,941	260,377	(625,564)	-70.6%	

# General Fund

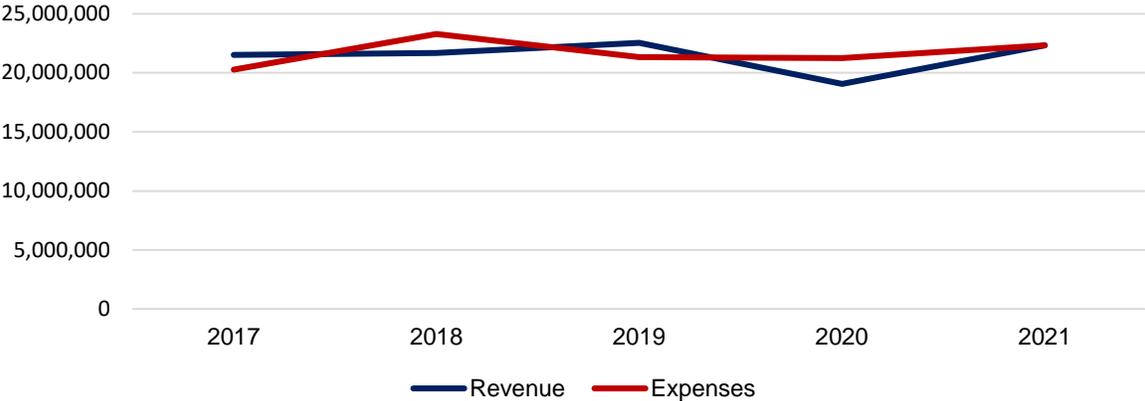
## Fund Overview

The General Fund is the largest fund of the Township. In nearly all governments, the General Fund is a flexible account where non-restricted revenues can be spent on expenditures. The General Fund covers nearly all aspects and needs of the Township that do not have their own fund or need supplementary funds. Most personnel costs and day-to-day operating expenditures are accounted for in the General Fund. The General Fund is an appropriated governmental fund.

The primary revenues of Middletown Township’s General Fund come from taxes, permits, charges for service and intergovernmental revenue. In 2021, the Township is proposing shifting 0.20 mills of Real Estate Tax from the Street Lighting Fund to the General Fund, with a proposed rate of 7.325 mills (.7325%). The Earned Income Tax is the largest source of revenue in the General Fund. Several major revenues in the General Fund fell short of the anticipated budget due to the impact of the COVID-19 pandemic. The most notable revenue shortfalls in the General Fund in 2020 were in the Amusement Tax and the Real Estate Transfer Tax. Other service-driven revenues such as permit and inspection revenues also fell short of the 2020 budget. Revenues are expected to recover some in areas in 2021, but still be slightly below prior years. Additional analysis and discussion of General Fund revenues is in the “Revenues” tab of this document.

The largest expenses of the General Fund are on Police (salaries, equipment, etc.), employer-paid benefits (pension contributions and insurances), and Public Works (salaries, equipment, supplies). Administrative costs are also charged to the General Fund. In an effort to mitigate revenue shortfalls, the Township took steps throughout the budget to scale back expenditures while maintaining a high level of service to the community. Additional analysis and discussion of General Fund revenues is in the “Expenditures” tab of this document. In 2021, a one-time transfer from the Investment Fund is planned to balance the budget. Including transfers, the General Fund budget is \$22,332,000.

General Fund Revenue vs. Expenses  
2017 to Present



## Fund Balance

Fund balance is a term that refers to the money remaining in a given fund that is carried forward from year to year. The beginning fund balance is the amount of money in a fund at the beginning of a fiscal year, and the ending fund balance is the amount of money in a fund at the end of the year.

As a relatable example, think of a governmental fund like a person's checking account. The amount in the account on January 1 is the beginning balance. Various transactions occur, both incoming and outgoing, over the course of the year. The amount remaining on December 31 is the ending fund balance. If more money was earned than spent in that year, the fund balance of the account would increase. If earnings were outspent, the fund balance would decrease. As people try to do with their personal finances, this number ideally should grow each year, but is available if it is needed.

The fund balance of a government's General Fund is widely regarded in government finance as a "rainy-day fund." This means if for any reason all revenues were to come to a complete stop, this would be the money available to finance day-to-day operations for a brief period of time. The best practice recommended by the Government Finance Officers' Association is to have two (2) months of expenditures in the fund balance. For Middletown Township, this would equate to \$3.5 to \$4 million.

Especially relevant in 2020, most governmental bodies, including Middletown Township, experienced financial anomalies throughout the course of the year. Some revenues were delayed, while others underperformed expectations. In years like this when expenditures outpace revenues, the fund balance is available to close the gap.

Prior to 2020, after several years of revenues exceeding expenditures, the General Fund has built a healthy fund balance. The General Fund balance took a small hit in 2018 following an unbudgeted appropriation to residents in the amount of \$1,000,000.

In 2020, the General Fund had a beginning fund balance of \$8,299,951. After absorbing revenue shortfalls, the fund balance is projected to be \$6,337,213 by the beginning of 2021. This is expected to be maintained as revenues and expenditures are budgeted nearly equally in 2021.

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
GENERAL FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b><i>CURRENT REVENUE</i></b>						
Real Property Taxes	\$ 3,762,748	\$ 3,784,801	\$ 3,766,379	\$ 3,750,000	\$ 3,710,000	\$ 3,850,000
Local Enabling Act Taxes	13,460,676	13,368,365	13,637,544	13,292,000	11,542,000	12,923,000
Business Licenses and Permits	1,186,665	1,129,665	1,113,055	1,148,000	1,055,500	1,065,000
Fines	144,157	131,869	118,540	124,000	120,900	123,000
Interest Earnings	48,160	49,246	65,364	50,000	20,000	20,000
Rents and Royalties	92,076	83,670	107,778	95,000	108,000	108,000
State Operating & Capital Grant	96,817	-	337,819	100,000	126,227	250,000
State Shared Revenue and Entitlements	658,259	724,421	786,783	783,000	760,586	754,000
Charges for Services	81,387	87,400	79,822	77,000	133,000	77,000
Public Safety	1,920,066	2,229,569	2,235,803	2,199,000	1,339,126	2,046,000
Contributions from Private Sources	51,897	450	2,150	1,000	55,000	1,000
Other	8,205	91,549	291,729	5,000	183,617	5,000
Interfund Transfers	-	-	-	200,000	-	1,110,000
<b>Total Revenue</b>	<b>\$ 21,511,113</b>	<b>\$ 21,681,004</b>	<b>\$ 22,542,765</b>	<b>\$ 21,824,000</b>	<b>\$ 19,153,956</b>	<b>\$ 22,332,000</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b><i>EXPENDITURES</i></b>						
Legislative Body	\$ 36,330	\$ 45,810	\$ 48,408	\$ 54,450	\$ 44,550	\$ 54,900
Executive	545,167	555,353	596,973	579,100	500,700	609,700
Financial Administration	591,499	557,980	556,674	564,000	544,600	504,500
Tax Collection	230,578	224,395	411,971	231,000	229,000	232,000
Legal Services	100,623	170,574	174,949	180,000	170,000	180,000
Information Technology	233,811	215,504	340,992	448,200	414,806	507,500
Engineering	54,261	78,261	89,304	125,500	50,000	98,000
Building and Grounds	362,940	282,764	265,112	288,000	254,500	287,000
Police Services	9,312,083	10,212,938	11,005,306	11,123,000	10,245,000	11,339,500
Fire Protection Services	519,532	639,652	633,228	633,950	691,301	753,000
Emergency Management	16,472	30,199	29,354	33,500	29,800	33,100
Building and Zoning	645,864	677,766	743,147	877,900	792,990	903,100
Planning Commission	137	-	-	1,500	-	1,500
Emergency Services	-	-	-	-	275,000	-
Zoning Hearing Board	41,126	51,254	55,086	52,500	59,500	61,500
School Crossing Guards	163,215	165,887	171,004	164,000	134,320	182,500
Youth Aid Panel	1,213	-	-	3,200	-	3,200
Public Works	1,180,314	1,444,567	1,497,133	1,344,300	1,233,008	1,315,000
Fleet Maintenance Services	272,189	329,265	364,054	342,500	344,100	361,000
Civil Celebrations	10,887	2,454	10,136	5,000	-	5,000
Other Miscellaneous	-	-	18,809	-	-	-
Employer Paid Benefits	3,010,627	3,716,251	4,094,801	4,324,000	4,635,519	4,420,000
Insurance	391,000	380,084	336,995	400,000	400,000	400,000
Other Financing Sources	-	948,789	8,299	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ 17,719,867</b>	<b>\$ 20,729,746</b>	<b>\$ 21,451,736</b>	<b>\$ 21,775,600</b>	<b>\$ 21,048,694</b>	<b>\$ 22,252,000</b>
Interfund Transfers	2,500,000	2,500,000	30,000	30,000	30,000	30,000
Bad Debt	54,793	61,959	(142,370)	-	38,000	50,000
<b>Total Expenditures</b>	<b>\$ 20,274,660</b>	<b>\$ 23,291,705</b>	<b>\$ 21,339,366</b>	<b>\$ 21,805,600</b>	<b>\$ 21,116,694</b>	<b>\$ 22,332,000</b>
<b>Income/(Loss) from Operations</b>	<b>\$ 1,236,453</b>	<b>\$ (1,610,701)</b>	<b>\$ 1,203,400</b>	<b>\$ 18,400</b>	<b>\$ (1,962,738)</b>	<b>\$ -</b>
<b>Fund Balance - Beginning</b>					<b>\$ 8,299,951</b>	<b>\$ 6,337,213</b>
<b>Fund Balance - Ending</b>					<b>\$ 6,337,213</b>	<b>\$ 6,337,213</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
GENERAL FUND**

**REVENUES**

ACCOUNT NUMBER	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	12/31/20 PROJECTED	2021 BUDGET
<b>REAL PROPERTY TAXES</b>							
01-301-100	Real Estate Taxes - Current YR	\$ 3,710,640	\$ 3,727,483	\$ 3,730,317	\$ 3,700,000	\$ 3,680,000	\$ 3,800,000
01-301-300	Real Estate Taxes - Delinquent	<u>52,108</u>	<u>57,317</u>	<u>36,062</u>	<u>50,000</u>	<u>30,000</u>	<u>50,000</u>
		\$ 3,762,748	\$ 3,784,801	\$ 3,766,379	\$ 3,750,000	\$ 3,710,000	\$ 3,850,000
<b>LOCAL TAX ENABLING ACT 511 TAXES</b>							
01-310-001	Per Capita Taxes - Current YR	\$ 126,396	\$ 128,863	\$ 127,335	\$ 128,000	\$ 122,000	\$ 123,000
01-310-003	Per Capita Taxes - Delinquent	12,165	2,646	20,111	10,000	16,000	15,000
01-310-100	Real Estate Transfer Tax	1,334,379	1,568,242	1,346,119	1,600,000	1,300,000	1,400,000
01-310-210	Earned Income Taxes	8,349,759	7,998,427	8,415,147	7,850,000	8,000,000	8,000,000
01-310-310	Mercantile Taxes	1,177,552	1,158,235	1,154,769	1,175,000	847,000	1,175,000
01-310-500	Local Services Tax	1,091,284	1,111,139	1,059,490	1,089,000	993,000	1,000,000
01-310-600	Amusement Tax	1,333,653	1,364,243	1,460,447	1,392,000	206,000	1,160,000
01-310-710	Mechanical Device Tax	32,860	31,780	49,480	43,000	53,000	45,000
01-319-100	Penalties and Interest - R.E. Taxes	<u>2,629</u>	<u>4,790</u>	<u>4,647</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
		\$ 13,460,676	\$ 13,368,365	\$ 13,637,544	\$ 13,292,000	\$ 11,542,000	\$ 12,923,000
<b>BUSINESS LICENSES &amp; PERMITS</b>							
01-321-340	Towing Licenses	\$ 3,350	\$ 3,990	\$ 3,950	\$ 4,000	\$ 4,000	\$ 4,000
01-321-400	Beverage License Revenue	-	-	-	-	5,000	5,000
01-321-600	Contractors License	35,960	38,710	39,445	39,000	31,000	37,000
01-321-610	Solicitor Permits	6,100	9,930	3,303	5,000	500	5,000
01-321-800	Cable Television Franchise Fee	1,112,261	1,042,950	1,029,332	1,066,000	980,000	980,000
01-321-900	Sign Registration	25,279	30,455	26,425	30,000	31,000	30,000
01-322-820	Road Encroachment Permits	<u>3,715</u>	<u>3,630</u>	<u>10,600</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
		\$ 1,186,665	\$ 1,129,665	\$ 1,113,055	\$ 1,148,000	\$ 1,055,500	\$ 1,065,000
<b>FINES</b>							
01-331-110	Vehicle Code Violations	\$ 35,158	\$ 50,941	\$ 71,123	\$ 73,000	\$ 73,000	\$ 73,000
01-331-130	State Police Fines	23,407	42,817	45,423	47,000	47,000	46,000
01-331-140	Parking Violation Fines	34,571	36,883	1,335	2,000	500	2,000
01-331-300	Other Fines	<u>51,020</u>	<u>1,229</u>	<u>659</u>	<u>2,000</u>	<u>400</u>	<u>2,000</u>
		\$ 144,157	\$ 131,869	\$ 118,540	\$ 124,000	\$ 120,900	\$ 123,000
<b>INTEREST EARNINGS</b>							
01-341-100	Interest Income	\$ 48,160	\$ 49,246	\$ 65,364	\$ 50,000	\$ 20,000	\$ 20,000
		\$ 48,160	\$ 49,246	\$ 65,364	\$ 50,000	\$ 20,000	\$ 20,000
<b>RENTS AND ROYALTIES</b>							
01-342-200	Rent	\$ 92,076	\$ 83,670	\$ 107,778	\$ 95,000	\$ 108,000	\$ 108,000
		\$ 92,076	\$ 83,670	\$ 107,778	\$ 95,000	\$ 108,000	\$ 108,000
<b>STATE CAPITAL AND OPERATING GRANTS</b>							
01-354-010	General Government	\$ -	\$ -	\$ -	\$ -	\$ 26,227	\$ 150,000.00
01-354-150	Recycling/Act101	<u>96,817</u>	<u>-</u>	<u>337,819</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
		\$ 96,817	\$ -	\$ 337,819	\$ 100,000	\$ 126,227	\$ 250,000

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
GENERAL FUND**

**REVENUES**

ACCOUNT NUMBER	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	12/31/20 PROJECTED	2021 BUDGET
<b>STATE SHARED REVENUE AND ENTITLEMENTS</b>							
01-355-005	Pension System State Aid	\$ 628,741	\$ 684,071	\$ 747,593	\$ 747,000	\$ 728,727	\$ 724,000
01-355-010	Public Utility Realty Taxes	22,618	23,150	21,090	22,000	24,059	22,000
01-355-040	Beverage License	<u>6,900</u>	<u>17,200</u>	<u>18,100</u>	<u>14,000</u>	<u>7,800</u>	<u>8,000</u>
		\$ 658,259	\$ 724,421	\$ 786,783	\$ 783,000	\$ 760,586	\$ 754,000
<b>CHARGES FOR SERVICES</b>							
01-361-310	Land Development Fees	\$ 8,451	\$ 18,695	\$ 8,454	\$ 12,000	\$ 74,000	\$ 12,000
01-361-340	Zoning Hearing Board Fees	17,075	24,650	24,240	22,000	25,000	22,000
01-361-400	Plan Review Fees	26,807	20,593	27,628	23,000	14,000	23,000
01-361-500	Sale of Maps and Publications	123	40	-	-	-	-
01-361-800	Other Services	<u>28,932</u>	<u>23,421</u>	<u>19,500</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
		\$ 81,387	\$ 87,400	\$ 79,822	\$ 77,000	\$ 133,000	\$ 77,000
<b>PUBLIC SAFETY</b>							
01-362-100	Special Police Services	\$ 94,313	\$ 363,523	\$ 476,913	\$ 430,000	\$ 244,000	\$ 390,000
01-362-110	Police Overtime Reimbursement	322,436	124,738	11,579	-	-	-
01-362-120	Livescan Reimbursement	51,050	51,308	48,496	50,000	36,126	36,000
01-362-140	Crossing Guard Reimbursement	81,375	82,976	82,409	81,000	64,000	77,000
01-362-200	Fire Protection Permits	156,686	183,072	143,993	160,000	152,000	160,000
01-362-210	Fire Protection Inspections	305,276	404,809	418,304	400,000	66,000	400,000
01-362-220	Fire Reports	625	622	495	1,000	1,000	1,000
01-362-410	Building Permits	306,624	324,431	332,312	465,000	230,000	400,000
01-362-420	Electrical Permits	160,195	146,344	159,801	153,000	125,000	153,000
01-362-430	Plumbing Permits	71,993	90,796	97,444	93,000	60,000	86,000
01-362-470	Zoning Permits	29,281	31,071	30,750	32,000	36,000	34,000
01-362-480	Other Services	6,356	10,285	8,612	8,000	16,000	10,000
01-362-490	Inspection of Rental Unit	77,830	76,575	72,425	73,000	40,000	73,000
01-363-200	Parking Transaction Fee	227,193	327,151	320,961	250,000	36,000	225,000
01-363-600	Highway and Streets - Services	2,855	24	(9,405)	2,000	-	-
01-380-100	Miscellaneous Revenue	<u>25,978</u>	<u>11,846</u>	<u>40,714</u>	<u>1,000</u>	<u>233,000</u>	<u>1,000</u>
		\$ 1,920,066	\$ 2,229,569	\$ 2,235,803	\$ 2,199,000	\$ 1,339,126	\$ 2,046,000
<b>CONTRIBUTIONS FROM PRIVATE SOURCES</b>							
01-387-100	Contributions and Donations	\$ 51,897	\$ 450	\$ 2,150	1,000	\$ 55,000	1,000
		\$ 51,897	\$ 450	\$ 2,150	\$ 1,000	\$ 55,000	\$ 1,000
<b>OTHER</b>							
01-391-100	Sales of General Fixed Assets	\$ 8,205	\$ 6,700	\$ -	\$ 5,000	\$ -	\$ 5,000
01-395-000	Refund of Prior Year Expenditures	-	84,848	291,729	-	183,617	-
		\$ 8,205	\$ 91,549	\$ 291,729	\$ 5,000	\$ 183,617	\$ 5,000
<b>TOTAL OPERATIONAL REVENUES</b>		<b>\$ 21,511,113</b>	<b>\$ 21,681,004</b>	<b>\$ 22,542,765</b>	<b>\$ 21,624,000</b>	<b>\$ 19,153,956</b>	<b>\$ 21,222,000</b>
<b>INTERFUND TRANSFERS</b>							
01-392-011	Transfer from Farm Fund	-	-	-	200,000	-	-
01-392-032	Transfer from Investment Fund	-	-	-	-	-	1,110,000
		\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 1,110,000
<b>TOTAL REVENUES WITH TRANSFERS</b>		<b>\$ 21,511,113</b>	<b>\$ 21,681,004</b>	<b>\$ 22,542,765</b>	<b>\$ 21,824,000</b>	<b>\$ 19,153,956</b>	<b>\$ 22,332,000</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
GENERAL FUND**

**EXPENDITURES**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>LEGISLATIVE BODY</b>							
01-400-105	Salaries and Wages	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
01-400-192	FICA/Medicare	1,846	1,530	1,530	2,000	2,000	2,000
01-400-210	Office Supplies	1,967	72	664	50	50	100
01-400-340	Advertising & Printing	3,244	11,282	15,672	14,000	10,000	14,000
01-400-420	Subscriptions & Memberships	210	76	116	500	4,000	2,000
01-400-450	Contracted Services	7,615	11,070	10,101	16,400	8,000	14,800
01-400-460	Trainings & Meetings	1,449	1,779	324	1,500	500	2,000
		<u>\$ 36,330</u>	<u>\$ 45,810</u>	<u>\$ 48,408</u>	<u>\$ 54,450</u>	<u>\$ 44,550</u>	<u>\$ 54,900</u>
<b>EXECUTIVE</b>							
01-401-112	Salaries and Wages	\$ 354,182	\$ 371,626	\$ 383,766	\$ 363,000	\$ 336,000	\$ 392,000
01-401-180	Overtime Salaries	2,166	-	-	5,000	-	5,000
01-401-192	FICA/Medicare	22,340	23,977	24,861	29,000	24,000	31,000
01-401-196	Medical Insurance	80,299	100,008	124,331	122,500	81,000	113,000
01-401-198	Disability Insurance	1,375	1,147	1,541	1,500	2,000	2,000
01-401-199	Group Life Insurance	1,874	1,359	911	1,000	800	1,000
01-401-210	Office Supplies	6,829	4,711	6,108	5,000	5,000	5,000
01-401-215	Postage	7,711	10,302	10,427	10,000	10,400	11,000
01-401-220	Operating Supplies	4,526	2,810	2,029	3,000	1,000	2,000
01-401-260	Minor Equipment	2,524	258	-	500	-	-
01-401-310	Professional Services	8,750	-	-	-	-	-
01-401-320	Communications	5,286	1,557	3,669	4,500	4,000	4,500
01-401-340	Advertising and Printing	123	485	2,701	2,500	1,800	2,500
01-401-374	Equipment Maintenance	4,651	5,415	5,749	7,500	6,000	7,500
01-401-384	Equipment Leasing	8,526	8,141	8,141	6,500	8,200	8,200
01-401-420	Subscriptions and Memberships	16,318	10,702	7,691	5,000	10,000	10,000
01-401-450	Contracted Services	14,269	6,271	6,343	7,600	6,500	9,000
01-401-460	Trainings and Meetings	3,418	6,584	8,706	5,000	4,000	6,000
		<u>\$ 545,167</u>	<u>\$ 555,353</u>	<u>\$ 596,973</u>	<u>\$ 579,100</u>	<u>\$ 500,700</u>	<u>\$ 609,700</u>
<b>FINANCIAL ADMINISTRATION</b>							
01-402-112	Salaries and Wages	\$ 398,558	\$ 348,100	\$ 355,649	\$ 361,000	\$ 367,000	\$ 330,000
01-402-180	Overtime Salaries	2,457	-	4,124	5,000	8,000	5,000
01-402-192	FICA/Medicare	30,386	26,499	28,442	28,000	32,000	26,000
01-402-196	Medical Insurance	122,939	120,319	113,302	122,500	89,000	94,000
01-402-198	Disability Insurance	1,123	1,574	1,456	2,000	3,000	2,500
01-402-199	Group Life Insurance	3,080	1,121	880	1,500	1,000	1,000
01-402-210	Office Supplies	1,885	2,806	2,262	1,500	1,200	1,500
01-402-220	Operating Supplies	2,320	4,685	1,083	1,000	-	-
01-402-310	Professional Services	21,935	31,775	28,840	30,000	33,000	30,000
01-402-320	Communications	-	-	400	600	2,000	2,000
01-402-390	Bank Service Charges/Fees	3,216	3,613	7,075	3,400	3,800	4,000
01-402-420	Subscriptions and Memberships	1,429	1,075	2,374	1,500	3,000	3,000
01-402-450	Contracted Services	625	13,861	200	1,000	-	500
01-402-460	Trainings and Meetings	1,545	2,550	10,587	5,000	1,600	5,000
		<u>\$ 591,499</u>	<u>\$ 557,980</u>	<u>\$ 556,674</u>	<u>\$ 564,000</u>	<u>\$ 544,600</u>	<u>\$ 504,500</u>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
GENERAL FUND**

**EXPENDITURES**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>TAX COLLECTION</b>							
01-403-105	Salaries and Wages	\$ 56,404	\$ 56,404	\$ 56,405	\$ 56,500	\$ 56,500	\$ 57,000
01-403-160	Commission	156,960	158,439	157,752	160,000	156,000	160,000
01-403-192	FICA/Medicare	4,232	4,303	4,303	4,500	4,500	5,000
01-403-220	Operating Supplies	12,981	5,248	19,392	10,000	10,000	10,000
01-403-490	Refund on Taxes	-	-	174,119	-	2,000	-
		<u>\$ 230,578</u>	<u>\$ 224,395</u>	<u>\$ 411,971</u>	<u>\$ 231,000</u>	<u>\$ 229,000</u>	<u>\$ 232,000</u>
<b>LEGAL SERVICES</b>							
01-404-301	General Legal Services	\$ 82,833	\$ 132,302	\$ 133,494	\$ 130,000	\$ 140,000	\$ 140,000
01-404-314	Special Legal Services	17,790	38,272	41,455	50,000	30,000	40,000
		<u>\$ 100,623</u>	<u>\$ 170,574</u>	<u>\$ 174,949</u>	<u>\$ 180,000</u>	<u>\$ 170,000</u>	<u>\$ 180,000</u>
<b>INFORMATION TECHNOLOGY</b>							
01-407-112	Salaries and Wages	\$ -	\$ -	\$ 42,027	\$ 68,000	\$ 68,000	\$ 73,000
01-407-180	Overtime Salaries	-	-	11,186	5,000	18,000	20,000
01-407-192	FICA/Medicare	-	-	3,887	6,000	6,000	8,000
01-407-196	Medical Insurance	-	-	7,712	42,000	25,000	35,500
01-407-198	Disability Insurance	-	-	-	500	1,000	1,000
01-407-199	Group Life Insurance	-	-	3	500	300	500
01-407-220	Office Supplies	290	-	466	200	600	500
01-407-260	Minor Equipment	4,954	3,963	22,188	15,000	16,100	15,000
01-407-318	Software License Fees	86,317	105,961	146,220	185,000	171,000	224,000
01-407-320	Communications	-	2,667	7,399	28,000	28,000	28,000
01-407-340	Advertising and Printing	-	38	338	-	-	-
01-407-374	Equipment Maintenance	50,964	616	5,684	8,000	-	3,000
01-407-420	Subscriptions and Memberships	4,455	6,218	6,318	1,000	1,000	2,000
01-407-450	Contracted Services	86,830	96,042	86,823	87,000	80,000	95,000
01-407-460	Trainings and Meetings	-	-	740	2,000	(194)	2,000
		<u>\$ 233,811</u>	<u>\$ 215,504</u>	<u>\$ 340,992</u>	<u>\$ 448,200</u>	<u>\$ 414,806</u>	<u>\$ 507,500</u>
<b>ENGINEERING</b>							
01-408-313	General Engineering	\$ 36,121	\$ 70,133	\$ 63,233	\$ 100,000	\$ 30,000	\$ 80,000
01-408-317	Traffic Engineering	18,140	8,128	26,071	25,500	20,000	18,000
		<u>\$ 54,261</u>	<u>\$ 78,261</u>	<u>\$ 89,304</u>	<u>\$ 125,500</u>	<u>\$ 50,000</u>	<u>\$ 98,000</u>
<b>BUILDINGS AND GROUNDS</b>							
01-409-220	Operating Supplies	\$ 5,836	\$ 17,437	\$ 24,752	\$ 15,000	\$ 15,000	\$ 15,000
01-409-236	Building Supplies	11,116	3,379	4,198	7,000	5,000	5,000
01-409-260	Minor Equipment	119	240	245	1,000	500	2,000
01-409-320	Communications	6,382	5,489	6,069	-	-	-
01-409-360	Utilities	152,540	125,128	118,566	130,000	120,000	130,000
01-409-450	Contracted Services	186,946	131,090	111,282	135,000	114,000	135,000
		<u>\$ 362,940</u>	<u>\$ 282,764</u>	<u>\$ 265,112</u>	<u>\$ 288,000</u>	<u>\$ 254,500</u>	<u>\$ 287,000</u>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
GENERAL FUND**

**EXPENDITURES**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>POLICE SERVICES</b>							
01-410-112	Salaries and Wages	\$ 6,253,714	\$ 6,381,740	\$ 6,945,172	\$ 6,821,000	\$ 6,661,000	\$ 7,255,000
01-410-149	Holiday Pay	56	337,907	318,063	335,000	335,000	354,000
01-410-180	Overtime Salaries	754,874	995,370	1,134,082	800,000	1,070,600	900,000
01-410-181	Court Overtime Pay	268,903	237,259	236,813	275,000	188,000	275,000
01-410-182	Shift Differential	84,308	80,648	82,805	105,000	94,000	96,000
01-410-186	Clothing Allowance	37,543	38,252	43,006	50,000	50,000	50,000
01-410-187	Education Allowance	6,391	-	-	-	-	-
01-410-192	FICA/Medicare	123,413	134,672	144,320	151,000	149,000	154,000
01-410-196	Medical Insurance	1,358,904	1,609,887	1,708,142	2,185,500	1,396,400	1,802,000
01-410-198	Disability Insurance	10,212	10,683	14,576	20,000	27,000	38,500
01-410-199	Group Life Insurance	16,050	11,728	11,587	16,000	10,000	11,000
01-410-210	Office Supplies	8,045	8,732	8,927	13,500	9,000	13,500
01-410-215	Postage	1,654	1,909	1,877	3,000	2,000	3,000
01-410-220	Operating Supplies	43,204	44,114	34,785	50,000	40,000	50,000
01-410-238	Clothing and Uniforms	49,233	31,793	18,865	27,000	20,000	30,000
01-410-239	Equipment Allowance	6,127	-	-	-	-	-
01-410-260	Minor Equipment	62,779	52,023	71,854	50,000	30,000	50,000
01-410-310	Professional Services	1,531	1,662	4,907	-	5,000	5,000
01-410-320	Communications	29,644	42,714	47,197	30,000	42,000	45,000
01-410-340	Advertising and Printing	341	1,585	725	1,500	1,000	1,500
01-410-374	Equipment Maintenance	14,460	17,016	2,721	15,000	12,000	15,000
01-410-384	Equipment Leasing	3,911	3,908	3,908	6,000	4,000	6,000
01-410-420	Subscriptions and Memberships	3,417	11,150	14,704	7,500	14,000	15,000
01-410-450	Contracted Services	96,184	84,704	68,979	81,000	60,000	90,000
01-410-460	Trainings and Meetings	77,186	73,486	87,291	80,000	25,000	80,000
		<u>\$ 9,312,083</u>	<u>\$ 10,212,938</u>	<u>\$ 11,005,306</u>	<u>\$ 11,123,000</u>	<u>\$ 10,245,000</u>	<u>\$ 11,339,500</u>
<b>FIRE PROTECTION SERVICES</b>							
01-411-112	Salaries and Wages	\$ 323,816	\$ 393,156	\$ 391,369	\$ 390,000	\$ 407,000	\$ 430,000
01-411-180	Overtime Salaries	30,215	58,098	23,805	30,000	69,000	34,000
01-411-192	FICA/Medicare	28,376	34,940	34,140	32,000	40,000	35,000
01-411-196	Medical Insurance	76,989	86,968	94,496	100,000	100,000	174,500
01-411-198	Disability Insurance	1,129	1,052	968	1,500	2,000	3,000
01-411-199	Group Life Insurance	4,487	1,900	842	2,000	1,000	1,000
01-411-210	Office Supplies	3,826	4,821	4,046	3,500	2,500	2,500
01-411-220	Operating Supplies	8,605	8,206	7,789	8,000	8,000	8,000
01-411-238	Clothing and Uniforms	8,552	16,171	16,748	15,500	15,500	15,500
01-411-260	Minor Equipment	11,955	9,125	23,301	13,000	15,001	13,000
01-411-320	Communications	6,566	7,866	10,286	9,000	9,000	9,000
01-411-340	Advertising and Printing	1,906	3,446	4,131	5,000	3,000	3,000
01-411-374	Equipment Maintenance	1,000	3,854	5,663	9,450	9,200	9,500
01-411-420	Subscriptions and Memberships	2,258	1,022	2,421	2,500	2,000	2,500
01-411-450	Contracted Services	2,296	6,918	5,385	5,000	2,500	5,000
01-411-460	Training and Meetings	7,558	2,110	7,838	7,500	5,600	7,500
		<u>\$ 519,532</u>	<u>\$ 639,652</u>	<u>\$ 633,228</u>	<u>\$ 633,950</u>	<u>\$ 691,301</u>	<u>\$ 753,000</u>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
GENERAL FUND**

**EXPENDITURES**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>EMERGENCY MANAGEMENT</b>							
01-412-112	Salaries and Wages	\$ 4,683	\$ -	\$ -	\$ -	\$ -	\$ -
01-412-192	FICA/Medicare	353	-	-	-	-	-
01-412-210	Office Supplies	103	-	64	500	500	500
01-412-220	Operating Supplies	529	8,027	6,043	6,000	6,300	6,000
01-412-238	Clothing and Uniforms	-	1,270	3,969	3,000	3,000	3,000
01-412-260	Minor Equipment	6,494	6,149	8,153	6,500	6,500	6,600
01-412-320	Communications	1,152	426	317	1,500	1,500	1,500
01-412-374	Equipment Maintenance	322	2,622	2,653	2,000	2,000	2,000
01-412-420	Subscriptions and Memberships	1,516	-	120	500	-	-
01-412-450	Contracted Services	31	4,939	2,168	5,000	5,000	5,000
01-412-460	Trainings and Meetings	1,288	6,767	5,868	8,500	5,000	8,500
		\$ 16,472	\$ 30,199	\$ 29,354	\$ 33,500	\$ 29,800	\$ 33,100
<b>BUILDING &amp; ZONING</b>							
01-413-112	Salaries and Wages	\$ 368,491	\$ 363,091	\$ 403,463	\$ 468,000	\$ 490,000	\$ 487,000
01-413-180	Overtime Salaries	2,366	436	4,453	5,000	1,800	5,000
01-413-192	FICA/Medicare	28,159	28,470	31,913	37,000	40,000	38,000
01-413-196	Medical Insurance	95,382	121,005	139,260	222,500	139,000	220,000
01-413-198	Disability Insurance	1,453	1,710	1,844	2,500	3,300	3,500
01-413-199	Group Life Insurance	3,780	1,565	1,432	2,500	2,000	2,000
01-413-210	Office Supplies	2,295	4,645	2,658	3,000	4,000	4,000
01-413-238	Clothing and Uniforms	215	110	446	500	500	600
01-413-260	Minor Equipment	200	230	-	500	230	500
01-413-320	Communications	2,817	3,116	3,949	2,400	5,560	6,500
01-413-340	Advertising and Printing	858	386	1,513	1,000	2,000	2,000
01-413-374	Equipment Maintenance	542	503	539	1,000	1,000	1,000
01-413-384	Equipment Leasing	6,239	1,824	1,824	3,000	2,000	4,000
01-413-420	Subscriptions and Memberships	702	60	425	1,000	100	1,000
01-413-450	Contracted Services	130,816	148,797	148,452	125,000	100,000	125,000
01-413-460	Training and Meetings	1,549	1,817	975	3,000	1,500	3,000
		\$ 645,864	\$ 677,766	\$ 743,147	\$ 877,900	\$ 792,990	\$ 903,100
<b>PLANNING COMMISSION</b>							
01-414-112	Salaries and Wages	\$ 127	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000
01-414-192	FICA/Medicare	10	-	-	500	-	500
		\$ 137	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,500
<b>EMERGENCY SERVICES</b>							
01-415-220	COVID Expenses	\$ -	\$ -	\$ -	\$ -	\$ 275,000	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ 275,000	\$ -
<b>ZONING HEARING BOARD</b>							
01-417-112	Salaries and Wages	\$ 6,000	\$ 5,500	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
01-417-192	FICA/Medicare	459	421	459	500	500	500
01-417-220	Operating Supplies	12	-	-	-	-	-
01-417-310	Professional Services	23,989	29,320	30,736	30,000	33,000	35,000
01-417-340	Advertising and Printing	8,033	9,166	12,828	10,000	14,000	14,000
01-417-450	Contracted Services	2,633	6,847	5,063	6,000	6,000	6,000
		\$ 41,126	\$ 51,254	\$ 55,086	\$ 52,500	\$ 59,500	\$ 61,500

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
GENERAL FUND**

**EXPENDITURES**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>SCHOOL CROSSING GUARDS</b>							
01-418-112	Salaries and Wages	\$ 149,303	\$ 152,837	\$ 158,787	\$ 150,000	\$ 124,000	\$ 168,000
01-418-192	FICA/Medicare	11,249	11,698	12,141	12,000	10,000	13,000
01-418-199	Group Life Insurance	664	664	77	500	100	500
01-418-220	Operating Supplies	1,504	302	54	500	220	500
01-418-238	Clothing and Uniforms	496	387	(54)	1,000	-	500
		<u>\$ 163,215</u>	<u>\$ 165,887</u>	<u>\$ 171,004</u>	<u>\$ 164,000</u>	<u>\$ 134,320</u>	<u>\$ 182,500</u>
<b>YOUTH AID PANEL</b>							
01-419-112	Salaries and Wages	\$ 1,092	\$ -	\$ -	\$ 2,700	\$ -	\$ 2,700
01-419-192	FICA/Medicare	84	-	-	500	-	500
01-419-220	Operating Supplies	37	-	-	-	-	-
		<u>\$ 1,213</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,200</u>	<u>\$ -</u>	<u>\$ 3,200</u>
<b>PUBLIC WORKS</b>							
01-430-112	Salaries and Wages	\$ 466,545	\$ 637,956	\$ 597,960	\$ 450,000	\$ 573,400	\$ 508,000
01-430-180	Overtime Salaries	27,209	53,545	84,902	80,000	65,000	50,000
01-430-192	FICA/Medicare	38,017	54,861	55,157	35,000	58,000	46,000
01-430-196	Medical Insurance	357,736	459,088	524,788	578,000	410,000	498,500
01-430-198	Disability Insurance	5,749	6,156	6,886	4,500	13,000	9,500
01-430-199	Group Life Insurance	9,821	4,658	4,335	5,000	4,000	4,000
01-430-210	Office Supplies	1,166	2,177	1,770	1,500	1,500	1,500
01-430-220	Operating Supplies	3,581	4,047	7,759	4,000	4,000	4,000
01-430-238	Clothing and Uniforms	724	10,970	12,000	12,000	12,000	12,000
01-430-260	Minor Equipment	3,350	7,625	8,746	10,000	6,000	10,000
01-430-320	Communications	7,741	12,946	18,497	10,800	18,000	18,000
01-430-340	Advertising and Printing	325	-	-	500	-	500
01-430-374	Equipment Maintenance	11,911	1,094	10,142	15,000	4,000	15,000
01-430-420	Subscriptions and Memberships	2,050	953	1,596	2,000	1,800	2,000
01-430-450	Contracted Services	6,323	18,906	7,924	15,000	12,000	15,000
01-430-460	Trainings and Meetings	6,474	7,622	4,206	7,000	1,200	7,000
		<u>\$ 948,720</u>	<u>\$ 1,282,606</u>	<u>\$ 1,346,668</u>	<u>\$ 1,230,300</u>	<u>\$ 1,183,900</u>	<u>\$ 1,201,000</u>
<b>SNOW AND ICE REMOVAL</b>							
01-432-112	Salaries and Wages	\$ 28,796	\$ 43,088	\$ 51,953	\$ -	\$ -	\$ -
01-432-180	Overtime Salaries	35,216	43,111	49,223	-	-	-
01-432-192	FICA/Medicare	3,908	7,636	7,780	-	-	-
01-432-260	Minor Equipment	502	240	-	-	-	-
01-432-450	Contracted Services	-	(2,821)	(2,712)	-	(592)	-
		<u>\$ 68,421</u>	<u>\$ 91,254</u>	<u>\$ 106,245</u>	<u>\$ -</u>	<u>\$ (592)</u>	<u>\$ -</u>
<b>TRAFFIC CONTROL DEVICES</b>							
01-433-220	Operating Supplies	(1)	189	-	2,500	-	-
01-433-246	Other Service Supplies	-	-	-	3,500	-	3,000
01-433-450	Contracted Services	-	-	-	1,000	-	1,000
		<u>\$ (1)</u>	<u>\$ 189</u>	<u>\$ -</u>	<u>\$ 7,000</u>	<u>\$ -</u>	<u>\$ 4,000</u>
<b>STORM SEWERS AND DRAINS</b>							
01-436-112	Salaries and Wages	\$ 103,539	\$ 14,934	\$ 1,471	\$ 46,000	\$ 4,000	\$ 44,000
01-436-180	Overtime Salaries	10,006	143	498	5,000	-	5,000
01-436-192	FICA/Medicare	8,710	1,021	282	4,000	300	4,000
01-436-220	Operating Supplies	9,775	23,061	16,160	20,000	5,500	20,000
01-436-450	Contracted Services	980	919	14,827	5,000	20,000	10,000
		<u>\$ 133,010</u>	<u>\$ 40,078</u>	<u>\$ 33,237</u>	<u>\$ 80,000</u>	<u>\$ 29,800</u>	<u>\$ 83,000</u>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
GENERAL FUND**

**EXPENDITURES**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>2017 ACTUAL</b>	<b>2018 ACTUAL</b>	<b>2019 ACTUAL</b>	<b>2020 BUDGET</b>	<b>12/31/20 PROJECTED</b>	<b>2021 BUDGET</b>
<b>FLEET MAINTENANCE SERVICES</b>							
01-437-112	Salaries and Wages	\$ 45,630	\$ 75,355	\$ 78,852	\$ 68,000	\$ 80,000	\$ 87,000
01-437-192	FICA/Medicare	3,329	5,743	5,872	7,000	7,000	8,000
01-437-220	Operating Supplies	241	535	4,538	5,500	4,500	5,500
01-437-231	Gasoline	95,234	116,451	131,766	100,000	98,000	112,000
01-437-232	Diesel	37,734	47,344	31,491	50,000	32,000	40,000
01-437-235	Oils and Lubricants	15,301	1,131	3,920	10,000	4,000	8,000
01-437-251	Vehicle Parts	4,613	2,019	151	4,000	1,200	4,000
01-437-253	Administration	2,741	-	-	-	-	-
01-437-254	Police Services	50,129	52,843	49,243	50,000	50,000	50,000
01-437-255	Fire Marshal	945	7,176	37,253	25,000	55,000	25,000
01-437-256	Building and Zoning	1,804	3,800	1,886	2,000	400	2,000
01-437-260	Minor Equipment	3,542	4,334	3,273	6,000	4,000	6,000
01-437-450	Contracted Services	<u>10,946</u>	<u>12,534</u>	<u>15,807</u>	<u>15,000</u>	<u>8,000</u>	<u>13,500</u>
		\$ 272,189	\$ 329,265	\$ 364,054	\$ 342,500	\$ 344,100	\$ 361,000
<b>ROAD AND BRIDGE MAINTENANCE</b>							
01-438-112	Salaries and Wages	\$ 7,765	\$ 10,964	\$ 5,894	\$ 13,000	\$ 15,000	\$ 13,000
01-438-180	Overtime Salaries	228	106	1,719	2,000	1,000	2,000
01-438-192	FICA/Medicare	627	806	702	2,000	1,400	2,000
01-438-220	Operating Supplies	4,453	1,057	417	5,000	500	5,000
01-438-450	Contracted Services	<u>17,090</u>	<u>17,509</u>	<u>2,251</u>	<u>5,000</u>	<u>2,000</u>	<u>5,000</u>
		\$ 30,163	\$ 30,441	\$ 10,983	\$ 27,000	\$ 19,900	\$ 27,000
<b>CIVIL CELEBRATIONS</b>							
01-457-490	Township Sponsored Events	\$ 10,887	\$ 2,454	\$ 10,136	\$ 5,000	\$ -	\$ 5,000
		\$ 10,887	\$ 2,454	\$ 10,136	\$ 5,000	\$ -	\$ 5,000
<b>OTHER MISCELLANEOUS</b>							
01-471-000	Debt Principal	\$ -	\$ -	\$ 18,590	\$ -	\$ -	\$ -
01-472-000	Debt Interest			<u>219</u>	<u>-</u>	<u>-</u>	<u>-</u>
		\$ -	\$ -	\$ 18,809	\$ -	\$ -	\$ -
<b>EMPLOYER PAID BENEFITS</b>							
01-483-191	Police - Post Retirement Medical	\$ 112,718	\$ 128,840	\$ 185,472	\$ 150,000	\$ 150,000	\$ 238,000
01-483-194	Unemployment Compensation	1,450	60	164	1,000	43,000	1,000
01-483-195	Workers' Compensation	333,330	333,393	522,601	339,000	357,006	415,000
01-483-197	Police Pension Plan	2,364,717	2,938,145	3,032,284	3,412,000	3,635,165	3,334,000
01-483-198	Non-Uniformed Pension Plan	195,766	310,213	343,120	417,000	440,348	422,000
01-483-199	Educational Incentive Benefits	<u>2,645</u>	<u>5,600</u>	<u>11,160</u>	<u>5,000</u>	<u>10,000</u>	<u>10,000</u>
		\$ 3,010,627	\$ 3,716,251	\$ 4,094,801	\$ 4,324,000	\$ 4,635,519	\$ 4,420,000
<b>INSURANCE</b>							
01-486-350	Property and Liability	\$ 391,000	\$ 380,084	\$ 336,995	\$ 400,000	\$ 400,000	\$ 400,000
		\$ 391,000	\$ 380,084	\$ 336,995	\$ 400,000	\$ 400,000	\$ 400,000
<b>OTHER FINANCING USES</b>							
01-491-510	Resolution #18-12R Appropriation	\$ -	\$ 948,789	\$ 8,299	\$ -	\$ -	\$ -
		\$ -	\$ 948,789	\$ 8,299	\$ -	\$ -	\$ -
	<b>TOTAL OPERATIONAL EXPENDITURES</b>	<b>\$ 17,719,867</b>	<b>\$ 20,729,746</b>	<b>\$ 21,451,736</b>	<b>\$ 21,775,600</b>	<b>\$ 21,048,694</b>	<b>\$ 22,252,000</b>
<b>INTERFUND TRANSFERS</b>							
01-492-003	Transfer to Fire Protection Fund	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
01-492-030	Transfer to Capital Reserves	<u>2,500,000</u>	<u>2,500,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
		\$ 2,500,000	\$ 2,500,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
<b>BAD DEBT EXPENSE</b>							
01-493-915	Bad Debt Expense	\$ 54,793	\$ 61,959	\$ (142,370)	\$ -	\$ 38,000	\$ 50,000
		\$ 54,793	\$ 61,959	\$ (142,370)	\$ -	\$ 38,000	\$ 50,000
	<b>TOTAL EXPENDITURES WITH TRANSFERS</b>	<b>\$ 20,274,660</b>	<b>\$ 23,291,705</b>	<b>\$ 21,339,366</b>	<b>\$ 21,805,600</b>	<b>\$ 21,116,694</b>	<b>\$ 22,332,000</b>

# Street Lighting Fund

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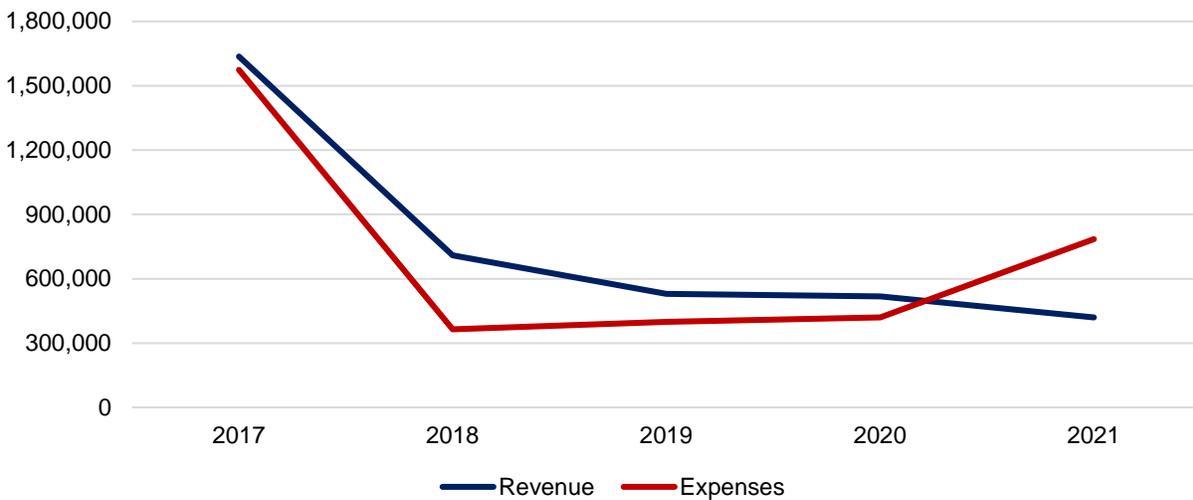
## Fund Overview

In 2017, the Township implemented the LED Street Lighting Program, which converted thousands of Township-owned street lights to more energy-efficient LEDs. As a result, maintenance and operating costs have significantly decreased and funds are planned to be used on park lighting updates.

Because there will be lower operating costs in this fund long term, the 2021 Budget proposes a shift of 0.20 mills of Real Estate Tax from the Street Lighting Fund to the General Fund, which in need of additional revenue. The Street Lighting Fund will be funded by a .788 mill (.0788%) Real Estate Tax. This is an appropriated special revenue governmental fund used to maintain and repair street lights on Township-owned roads throughout the Township. This fund also pays for lighting on all Township-owned property, such as parks.

Originally planned in 2020, \$390,000 will be transferred to the Capital Fund for park lighting at Twin Oaks Park and Forsythia Crossing Park, reflecting the increase in 2021 expenditures. Including transfers, the Street Lighting Fund budget is \$785,500.

Street Lighting Tax Fund Revenue vs. Expenses  
2017 to Present



## Fund Balance

The Street Lighting Fund has a healthy fund balance, projected to be \$979,222 at the beginning of 2021. In 2021, some of the fund balance will be used toward field lighting capital improvement projects. At the end of 2021, the fund balance is expected to be in excess of \$600,000.

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
STREET LIGHTING TAX FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b><i>CURRENT REVENUE</i></b>						
Real Property Taxes	\$ 510,942	\$ 511,931	\$ 517,696	\$ 515,000	\$ 512,500	\$ 415,000
Interest Earnings	2,579	6,721	12,244	5,000	4,520	4,500
Charges for Services	1,024	-	-	-	-	-
Miscellaneous Revenues	<u>1,121,839</u>	<u>190,104</u>	<u>(552)</u>	<u>500</u>	<u>350</u>	<u>-</u>
<b>Total Revenue</b>	<b>\$ 1,636,384</b>	<b>\$ 708,755</b>	<b>\$ 529,387</b>	<b>\$ 520,500</b>	<b>\$ 517,370</b>	<b>\$ 419,500</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b><i>EXPENDITURES</i></b>						
Legal Services	\$ 2,224	\$ -	\$ -	\$ 500	\$ -	\$ -
Engineering	1,400	-	2,560	3,000	1,000	2,000
Street Lighting	1,563,787	357,344	258,265	288,500	275,050	251,000
Fleet Maintenance Services	1,084	1,334	1,366	6,000	3,750	6,000
Employer Paid Benefits	<u>5,711</u>	<u>5,546</u>	<u>7,068</u>	<u>6,500</u>	<u>6,854</u>	<u>7,000</u>
<b>Total Operating Expenditures</b>	<b>\$ 1,574,206</b>	<b>\$ 364,225</b>	<b>\$ 269,258</b>	<b>\$ 304,500</b>	<b>\$ 286,654</b>	<b>\$ 266,000</b>
Interfund Transfers	-	-	129,600	409,000	127,200	519,500
Bad Debt	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,585</u>	<u>-</u>
<b>Total Expenditures</b>	<b>\$ 1,574,206</b>	<b>\$ 364,225</b>	<b>\$ 398,858</b>	<b>\$ 713,500</b>	<b>\$ 416,439</b>	<b>\$ 785,500</b>
<b>Income/(Loss) from Operations</b>	<b>\$ 62,177</b>	<b>\$ 344,530</b>	<b>\$ 130,529</b>	<b>\$ (193,000)</b>	<b>\$ 100,931</b>	<b>\$ (366,000)</b>
<b>Fund Balance - Beginning</b>					<b>\$ 878,291</b>	<b>\$ 979,222</b>
<b>Fund Balance - Ending</b>					<b>\$ 979,222</b>	<b>\$ 613,222</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
STREET LIGHTING TAX FUND**

**REVENUES**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>REAL PROPERTY TAXES</b>							
02-301-100	Real Estate Taxes - Current YR	\$ 505,573	\$ 506,197	\$ 512,755	\$ 510,000	\$ 504,600	\$ 410,000
02-301-300	Real Estate Taxes - Delinquent	<u>5,368</u>	<u>5,734</u>	<u>4,941</u>	<u>5,000</u>	<u>7,900</u>	<u>5,000</u>
		\$ 510,942	\$ 511,931	\$ 517,696	\$ 515,000	\$ 512,500	\$ 415,000
<b>PENALTIES AND INTEREST</b>							
02-319-100	Penalties and Interest - R.E. Tax	<u>\$ 364</u>	<u>\$ 664</u>	<u>\$ 644</u>	\$ -	\$ 520	\$ 500
		\$ 364	\$ 664	\$ 644	\$ -	\$ 520	\$ 500
<b>INTEREST EARNINGS</b>							
02-341-100	Interest Income	<u>\$ 2,215</u>	<u>\$ 6,057</u>	<u>\$ 11,600</u>	<u>\$ 5,000</u>	<u>\$ 4,000</u>	<u>\$ 4,000</u>
		\$ 2,215	\$ 6,057	\$ 11,600	\$ 5,000	\$ 4,000	\$ 4,000
<b>CHARGES FOR SERVICES</b>							
02-361-600	Tax Collection Fees	<u>\$ 1,024</u>	<u>\$ -</u>	<u>\$ -</u>	\$ -	\$ -	\$ -
		\$ 1,024	\$ -	\$ -	\$ -	\$ -	\$ -
<b>MISCELLANEOUS REVENUES</b>							
02-389-100	Miscellaneous	\$ 1,486	\$ 303	\$ (552)	\$ 500	\$ 350	\$ -
02-391-100	Sale of General Fixed Assets	<u>3,705</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
		\$ 5,191	\$ 303	\$ (552)	\$ 500	\$ 350	\$ -
<b>LOAN PROCEEDS</b>							
02-393-000	Loan Proceeds	<u>\$ 1,116,648</u>	<u>\$ 189,800</u>	<u>\$ -</u>	\$ -	\$ -	\$ -
		\$ 1,116,648	\$ 189,800	\$ -	\$ -	\$ -	\$ -
<b>TOTAL OPERATIONAL REVENUES</b>		<b>\$ 1,636,384</b>	<b>\$ 708,755</b>	<b>\$ 529,387</b>	<b>\$ 520,500</b>	<b>\$ 517,370</b>	<b>\$ 419,500</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
STREET LIGHTING TAX FUND**

**EXPENDITURES**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>2017 ACTUAL</b>	<b>2018 ACTUAL</b>	<b>2019 ACTUAL</b>	<b>2020 BUDGET</b>	<b>12/31/20 PROJECTED</b>	<b>2021 BUDGET</b>
<b>LEGAL SERVICES</b>							
02-404-301	General Legal Services	\$ 2,224	\$ -	\$ -	\$ 500	-	-
		\$ 2,224	\$ -	\$ -	\$ 500	\$ -	\$ -
<b>ENGINEERING</b>							
02-408-319	Street Lighting Engineering	\$ 1,400	\$ -	\$ 2,560	\$ 3,000	1,000	2,000
		\$ 1,400	\$ -	\$ 2,560	\$ 3,000	\$ 1,000	\$ 2,000
<b>STREET LIGHTING</b>							
02-434-112	Salaries and Wages	\$ 66,025	\$ 13,569	\$ 14,739	\$ 33,000	\$ 23,000	\$ 34,000
02-434-180	Overtime Salaries	18,527	2,613	1,943	12,000	500	4,000
02-434-192	FICA/Medicare	6,883	1,443	1,381	10,000	2,000	3,000
02-434-196	Medical Insurance	39,948	-	7,733	35,500	-	12,000
02-434-198	Disability Insurance	33	-	-	500	-	500
02-434-199	Group Life Insurance	50	-	-	500	-	500
02-434-210	Office Supplies	38	-	-	500	500	500
02-434-220	Operating Supplies	14,645	44,046	31,537	40,000	15,500	40,000
02-434-260	Minor Equipment	4,722	429	901	1,000	550	1,000
02-434-320	Communications	-	-	-	500	-	500
02-434-360	Utilities	280,191	103,125	200,030	140,000	225,000	140,000
02-434-450	Contracted Services	15,694	2,250	-	10,000	5,000	10,000
02-434-700	Capital Purchases	1,117,031	189,871	-	5,000	3,000	5,000
		\$ 1,563,787	\$ 357,344	\$ 258,265	\$ 288,500	\$ 275,050	\$ 251,000
<b>FLEET MAINTENANCE SERVICES</b>							
02-437-220	Operating Supplies	\$ (152)	\$ 1,319	\$ 866	\$ 2,000	\$ 1,250	\$ 2,000
02-437-235	Oils and Lubricants	33	16	43	2,000	1,250	2,000
02-437-450	Contracted Services	1,203	-	456	2,000	1,250	2,000
		\$ 1,084	\$ 1,334	\$ 1,366	\$ 6,000	\$ 3,750	\$ 6,000
<b>EMPLOYER PAID BENEFITS</b>							
02-483-194	Unemployment Compensation	\$ -	\$ -	\$ 7,068	\$ -	\$ -	\$ -
02-483-195	Workers' Compensation	5,711	5,546	-	6,500	6,854	7,000
02-483-198	Non-Uniformed Pension Plan	-	-	-	-	-	-
		\$ 5,711	\$ 5,546	\$ 7,068	\$ 6,500	\$ 6,854	\$ 7,000
	<b>TOTAL OPERATIONAL EXPENDITURES</b>	<b>\$ 1,574,206</b>	<b>\$ 364,225</b>	<b>\$ 269,258</b>	<b>\$ 304,500</b>	<b>\$ 286,654</b>	<b>\$ 266,000</b>
<b>INTERFUND TRANSFERS</b>							
02-492-023	Transfer to Debt Fund	-	-	129,600	134,000	127,200	129,500
02-492-030	Transfer to Capital Fund	-	-	-	275,000	-	390,000
		\$ -	\$ -	\$ 129,600	\$ 409,000	\$ 127,200	\$ 519,500
<b>BAD DEBT EXPENSE</b>							
02-493-915	Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	\$ 2,585	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ 2,585	\$ -
	<b>TOTAL EXPENDITURES WITH TRANSFERS</b>	<b>\$ 1,574,206</b>	<b>\$ 364,225</b>	<b>\$ 398,858</b>	<b>\$ 713,500</b>	<b>\$ 416,439</b>	<b>\$ 785,500</b>

# Fire Protection Fund

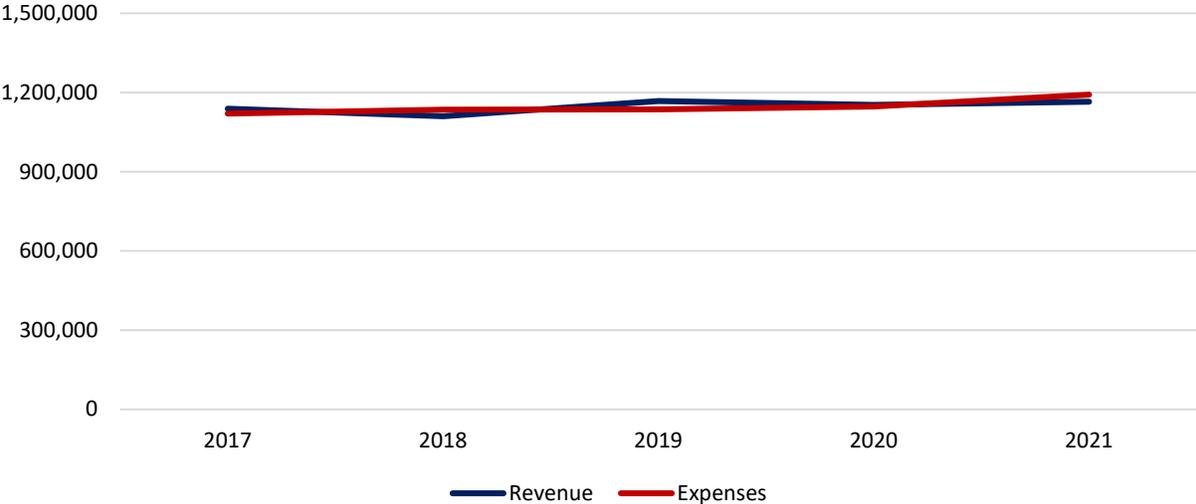
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## Fund Overview

The Fire Protection Fund is funded by a 1.545 mill (.1545%) Real Estate Tax. This is an appropriated special revenue governmental fund which provides the community with fire protection services. This fund also receives the proceeds from a state-implemented tax levied on fire insurance policies, known as the Foreign Fire Insurance Premium Tax.

As of 2021, this fund provides revenue to the four volunteer fire companies that serve Middletown Township: Langhorne-Middletown Fire Company, Parkland Fire Company, Penn-del Fire Company, and William Penn Fire Company. The Department of Fire & Emergency Management supplements the fire companies with their Daytime Response Program, although this service is paid out of the General Fund. Because approximately 97% of fire departments in Pennsylvania are volunteer-based, municipalities collect a tax from residents and disperse it to the fire companies servicing the area to provide fire protection services. For 2021, the Fire Protection Fund budget is \$1,164,800.

Fire Protection Fund Revenue vs. Expenses  
2017 to Present



## Fund Balance

The Fire Protection Fund maintains a low fund balance since funds are transferred to the contracted fire companies serving the Township. The 2021 beginning balance is projected to be \$42,963 and remain relatively unchanged.

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
FIRE PROTECTION TAX FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b><i>CURRENT REVENUE</i></b>						
Real Property Taxes	\$ 798,747	\$ 801,486	\$ 809,565	\$ 805,500	\$ 794,430	\$ 805,500
Interest Earnings	1,701	1,643	607	1,000	1,100	1,300
State Shared Revenues and Entitlements	337,821	307,138	327,657	324,000	327,690	328,000
Interfund Transfers	-	-	30,000	30,000	30,000	30,000
<b>Total Revenue</b>	<b>\$ 1,138,269</b>	<b>\$ 1,110,267</b>	<b>\$ 1,167,829</b>	<b>\$ 1,160,500</b>	<b>\$ 1,153,220</b>	<b>\$ 1,164,800</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b><i>EXPENDITURES</i></b>						
Fire Protection Services	\$ 1,120,857	\$ 1,135,419	\$ 1,136,497	\$ 1,155,000	\$ 1,147,750	\$ 1,192,000
Employer Paid Benefits	(493)	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,120,364</b>	<b>\$ 1,135,419</b>	<b>\$ 1,136,497</b>	<b>\$ 1,155,000</b>	<b>\$ 1,147,750</b>	<b>\$ 1,192,000</b>
<b>Income/(Loss) from Operations</b>	<b>\$ 17,905</b>	<b>\$ (25,151)</b>	<b>\$ 31,332</b>	<b>\$ 5,500</b>	<b>\$ 5,470</b>	<b>\$ (27,200)</b>
<b>Fund Balance - Beginning</b>					<b>\$ 37,493</b>	<b>\$ 42,963</b>
<b>Fund Balance - Ending</b>					<b>\$ 42,963</b>	<b>\$ 15,763</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
FIRE PROTECTION TAX FUND**

**REVENUES**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>REAL PROPERTY TAXES</b>							
03-301-100	Real Estate Taxes - Current YR	\$ 790,590	\$ 792,518	\$ 801,838	\$ 798,000	\$ 788,000	\$ 798,000
03-301-300	Real Estate Taxes - Delinquent	8,157	8,968	7,727	7,500	6,430	7,500
		\$ 798,747	\$ 801,486	\$ 809,565	\$ 805,500	\$ 794,430	\$ 805,500
<b>PENALTIES AND INTEREST</b>							
03-319-100	Penalties and Interest - R.E. Taxes	\$ 570	\$ 1,038	\$ 1,007	\$ -	\$ 800	\$ 800
		\$ 570	\$ 1,038	\$ 1,007	\$ -	\$ 800	\$ 800
<b>INTEREST EARNINGS</b>							
03-341-100	Interest Income	\$ 1,131	\$ 605	\$ (401)	\$ 1,000	\$ 300	\$ 500
		\$ 1,131	\$ 605	\$ (401)	\$ 1,000	\$ 300	\$ 500
<b>STATE SHARED REVENUE AND ENTITLEMENTS</b>							
03-355-007	Foreign Fire Insurance Premium Tax	\$ 337,821	\$ 307,138	\$ 327,657	\$ 324,000	\$ 327,690	\$ 328,000
		\$ 337,821	\$ 307,138	\$ 327,657	\$ 324,000	\$ 327,690	\$ 328,000
<b>INTERFUND TRANSFERS</b>							
03-392-001	Transfer from General Fund	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
		\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
	<b>TOTAL OPERATIONAL REVENUES</b>	\$ 1,138,269	\$ 1,110,267	\$ 1,167,829	\$ 1,160,500	\$ 1,153,220	\$ 1,164,800

**EXPENDITURES**

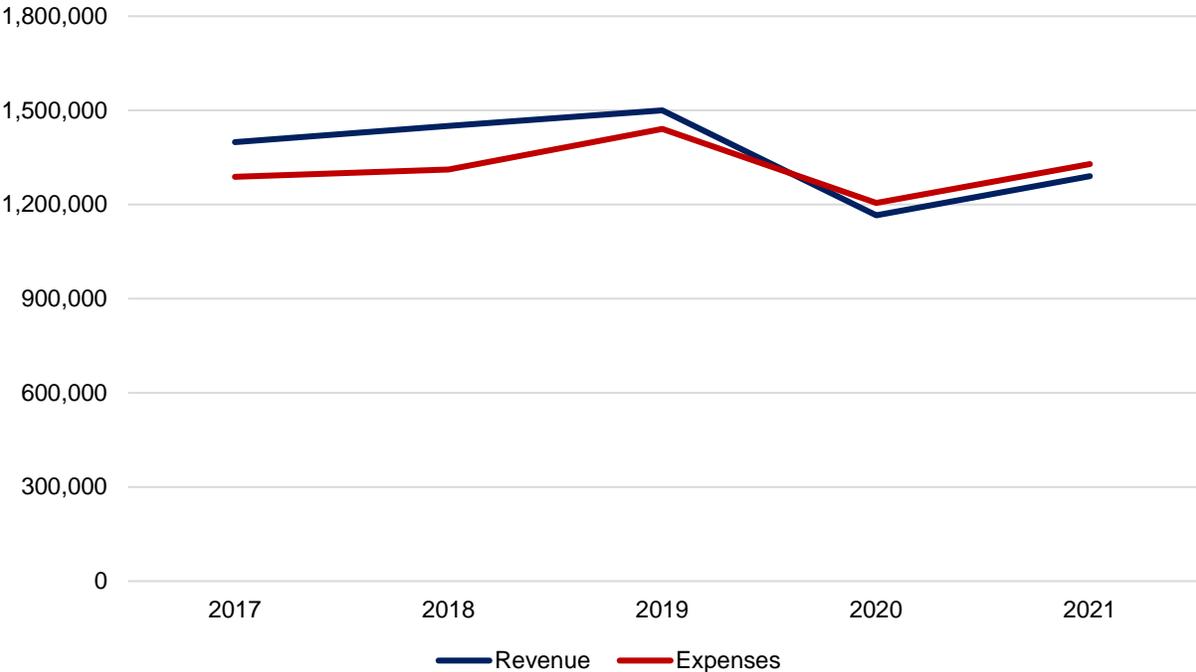
<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>FIRE PROTECTION SERVICES</b>							
03-411-373	Repairs and Maintenance	\$ 2,600	\$ 1,090	\$ 1,300	\$ 5,000	\$ 1,000	\$ 2,000
03-411-540	Contribution To Fire Company	1,118,257	1,134,329	1,110,947	1,120,000	1,120,000	1,160,000
03-411-550	Incentive Contribution	-	-	24,250	30,000	26,750	30,000
		\$ 1,120,857	\$ 1,135,419	\$ 1,136,497	\$ 1,155,000	\$ 1,147,750	\$ 1,192,000
<b>EMPLOYER PAID BENEFITS</b>							
03-483-195	Workers Compensation	(493)	-	-	-	-	-
		\$ (493)	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL OPERATIONAL EXPENDITURES</b>	\$ 1,120,364	\$ 1,135,419	\$ 1,136,497	\$ 1,155,000	\$ 1,147,750	\$ 1,192,000

# Parks and Recreation Fund

## Fund Overview

Revenue in the Parks and Recreation Fund is derived from the 1.92 mill (0.192%) Real Estate Tax and fees paid by program participants for the Township’s various recreation programs. This is an appropriated special revenue governmental fund used to maintain the Township’s 20 parks and provide recreation programming. In 2020, a \$300,000 transfer to the Capital Fund for park upgrades was planned but never implemented. Due to the loss of approximately 60% of planned program revenue in 2020 stemming from the COVID-19 pandemic, nearly \$40,000 of fund balance will be utilized to cover the anticipated deficit. The 2021 Parks & Recreation Fund budget is \$1,328,950.

Parks and Recreation Fund Revenues vs. Expenses  
2017 to Present



## Fund Balances

The Parks and Recreation Fund has built a healthy fund balance due to several years of strong recreation programming revenue and stable expenditures. The Parks and Recreation Fund beginning fund balance is projected to be \$643,661 in 2021. A similar deficit is anticipated in 2021 as program participation is expected to be impacted by the COVID-19 pandemic.

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
PARKS AND RECREATION FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>CURRENT REVENUE</b>						
Real Property Taxes	\$ 992,562	\$ 996,522	\$ 1,006,105	\$ 1,002,000	\$ 988,000	\$ 1,002,000
Interest Earnings	3,405	7,713	11,786	7,000	4,000	4,000
Rents and Royalties	17,622	13,823	11,786	14,500	7,367	-
Charges for Services	381,991	420,153	462,703	396,860	155,279	279,000
Contributions and Donations	3,763	11,954	7,681	5,000	11,050	5,000
<b>Total Revenue</b>	<b>\$ 1,399,343</b>	<b>\$ 1,450,165</b>	<b>\$ 1,500,061</b>	<b>\$ 1,425,360</b>	<b>\$ 1,165,696</b>	<b>\$ 1,290,000</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>EXPENDITURES</b>						
Legal Services	\$ -	\$ 1,089	\$ 138	\$ 500	\$ 200	\$ 500
Fleet Maintenance Services	16,118	15,059	14,587	16,500	13,300	16,500
Recreation Administration	329,584	271,197	221,819	330,750	199,930	268,750
Participant Recreation	307,968	403,066	448,835	428,200	230,900	403,700
Building and Facility Maintenance	607,376	593,253	720,206	594,500	726,500	607,500
Employer Paid Benefits	<u>27,620</u>	<u>27,731</u>	<u>35,340</u>	<u>32,000</u>	<u>34,270</u>	<u>32,000</u>
<b>Total Operating Expenditures</b>	<b>\$ 1,288,665</b>	<b>\$ 1,311,395</b>	<b>\$ 1,440,923</b>	<b>\$ 1,402,450</b>	<b>\$ 1,205,100</b>	<b>\$ 1,328,950</b>
Interfund Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>300,000</u>	<u>-</u>	<u>-</u>
<b>Total Expenditures</b>	<b>\$ 1,288,665</b>	<b>\$ 1,311,395</b>	<b>\$ 1,440,923</b>	<b>\$ 1,702,450</b>	<b>\$ 1,205,100</b>	<b>\$ 1,328,950</b>
<b>Income/(Loss) from Operations</b>	<b>\$ 110,679</b>	<b>\$ 138,769</b>	<b>\$ 59,138</b>	<b>\$ (277,090)</b>	<b>\$ (39,404)</b>	<b>\$ (38,950)</b>
<b>Fund Balance - Beginning</b>					<b>\$ 683,065</b>	<b>\$ 643,661</b>
<b>Fund Balance - Ending</b>					<b>\$ 643,661</b>	<b>\$ 604,711</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
PARKS AND RECREATION FUND**

**REVENUES**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>REAL PROPERTY TAXES</b>							
04-301-100	Real Estate Taxes - Current YR	\$ 982,542	\$ 985,370	\$ 996,498	\$ 992,000	\$ 980,000	\$ 992,000
04-301-300	Real Estate Taxes - Delinquent	<u>10,020</u>	<u>11,151</u>	<u>9,608</u>	<u>10,000</u>	<u>8,000</u>	<u>10,000</u>
		\$ 992,562	\$ 996,522	\$ 1,006,105	\$ 1,002,000	\$ 988,000	\$ 1,002,000
<b>PENALTIES AND INTEREST</b>							
04-319-100	Penalties and Interest - R.E. Taxes	\$ 709	\$ 1,291	\$ 1,253	\$ 1,000	\$ 1,000	\$ 1,000
		\$ 709	\$ 1,291	\$ 1,253	\$ 1,000	\$ 1,000	\$ 1,000
<b>INTEREST EARNINGS</b>							
04-341-100	Interest Income	\$ 2,697	\$ 6,422	\$ 10,533	\$ 6,000	\$ 3,000	\$ 3,000
		\$ 2,697	\$ 6,422	\$ 10,533	\$ 6,000	\$ 3,000	\$ 3,000
<b>RENTS AND ROYALTIES</b>							
04-342-200	Rent of Buildings	\$ 17,622	\$ 13,823	\$ 11,786	\$ 14,500	\$ 7,367	\$ -
		\$ 17,622	\$ 13,823	\$ 11,786	\$ 14,500	\$ 7,367	\$ -
<b>RECREATION</b>							
04-354-040	Recreation	\$ 4,965	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 4,965	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CHARGES FOR SERVICES</b>							
04-367-100	Administrative Fees	\$ 569	\$ 25	\$ -	\$ -	\$ -	\$ -
04-367-140	Facility Rental	22,812	36,970	43,391	26,000	23,000	23,000
04-367-200	Recreation Program Fees	344,262	370,811	409,347	360,000	124,160	250,000
04-367-270	Discount Ticket Sales	(1,151)	2,112	(1,199)	1,500	(420)	-
04-367-280	Advertising Revenue	9,721	9,735	11,164	9,360	4,619	6,000
04-367-300	Miscellaneous Other	563	-	-	-	3,921	-
04-367-400	Sponsorships	<u>250</u>	<u>500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
		\$ 377,025	\$ 420,153	\$ 462,703	\$ 396,860	\$ 155,279	\$ 279,000
<b>CONTRIBUTIONS AND DONATIONS FROM PRIVATE SOURCES</b>							
04-387-100	Contributions and Donations	\$ 3,763	\$ 11,954	\$ 7,681	\$ 5,000	\$ 11,050	\$ 5,000
		\$ 3,763	\$ 11,954	\$ 7,681	\$ 5,000	\$ 11,050	\$ 5,000
<b>TOTAL OPERATIONAL REVENUES</b>		<b>\$ 1,399,343</b>	<b>\$ 1,450,165</b>	<b>\$ 1,500,061</b>	<b>\$ 1,425,360</b>	<b>\$ 1,165,696</b>	<b>\$ 1,290,000</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
PARKS AND RECREATION FUND**

**EXPENDITURES**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>2017 ACTUAL</b>	<b>2018 ACTUAL</b>	<b>2019 ACTUAL</b>	<b>2020 BUDGET</b>	<b>12/31/20 PROJECTED</b>	<b>2021 BUDGET</b>
<b>LEGAL SERVICES</b>							
04-404-301	General Legal Services	\$ -	\$ 1,089	\$ 138	\$ 500	\$ 200	\$ 500
		\$ -	\$ 1,089	\$ 138	\$ 500	\$ 200	\$ 500
<b>FLEET MAINTENANCE SERVICES</b>							
04-437-231	Gasoline	\$ 8,855	\$ 9,480	\$ 8,901	\$ 9,000	\$ 9,000	\$ 9,000
04-437-232	Diesel	2,653	2,741	3,318	2,000	2,000	2,000
04-437-235	Oils and Lubricants	2,477	47	129	2,000	200	2,000
04-437-257	Parks and Recreation Department	2,058	945	1,614	3,000	1,600	3,000
04-437-450	Contracted Services	75	1,846	625	500	500	500
		\$ 16,118	\$ 15,059	\$ 14,587	\$ 16,500	\$ 13,300	\$ 16,500
<b>RECREATION ADMINISTRATION</b>							
04-451-112	Salaries and Wages	\$ 220,972	\$ 160,757	\$ 111,677	\$ 114,000	\$ 107,000	\$ 120,000
04-451-180	Overtime Salaries	139	-	-	3,000	-	3,000
04-451-192	FICA/Medicare	18,527	13,939	9,637	10,000	10,000	9,000
04-451-196	Medical Insurance	78,920	86,442	89,542	184,000	76,000	118,500
04-451-198	Disability Insurance	1,414	971	978	1,000	2,000	3,500
04-451-199	Group Life Insurance	3,460	1,354	828	2,000	1,000	2,000
04-451-210	Office Supplies	327	241	482	1,000	500	1,000
04-451-215	Postage	129	129	356	500	500	500
04-451-220	Operating Supplies	720	720	159	2,000	200	2,000
04-451-340	Advertising and Printing	-	250	1,501	500	500	500
04-451-420	Subscriptions and Memberships	526	1,019	867	1,000	1,030	1,000
04-451-450	Contracted Services	160	408	331	5,000	-	1,000
04-451-460	Trainings and Meetings	4,290	4,967	5,462	6,750	1,200	6,750
		\$ 329,584	\$ 271,197	\$ 221,819	\$ 330,750	\$ 199,930	\$ 268,750
<b>PARTICIPANT RECREATION</b>							
04-452-112	Salaries and Wages	\$ 127,230	\$ 193,969	\$ 217,510	\$ 205,000	\$ 138,000	\$ 185,000
04-452-180	Overtime Salaries	590	2,599	4,818	5,000	9,000	5,000
04-452-192	FICA/Medicare	9,697	15,784	17,830	20,000	13,000	20,000
04-452-215	Postage	9,860	13,243	10,000	10,500	3,400	7,000
04-452-220	Operating Supplies	13,900	18,048	12,813	16,000	14,000	13,000
04-452-260	Minor Equipment	1,745	800	-	1,500	1,500	1,500
04-452-320	Communication	-	(181)	1,545	1,200	3,000	3,200
04-452-340	Advertising & Printing	7,785	7,465	14,679	10,000	-	10,000
04-452-390	Bank Service Charges/Fees	10,312	8,435	8,529	9,000	6,000	9,000
04-452-450	Contracted Services	126,848	142,904	161,110	150,000	43,000	150,000
		\$ 307,968	\$ 403,066	\$ 448,835	\$ 428,200	\$ 230,900	\$ 403,700

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
PARKS AND RECREATION FUND**

**EXPENDITURES**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>2017 ACTUAL</b>	<b>2018 ACTUAL</b>	<b>2019 ACTUAL</b>	<b>2020 BUDGET</b>	<b>12/31/20 PROJECTED</b>	<b>2021 BUDGET</b>
<b>BUILDINGS AND FACILITY MAINTENANCE</b>							
04-454-112	Salaries and Wages	\$ 360,851	\$ 339,009	\$ 419,735	\$ 340,000	\$ 464,000	\$ 350,000
04-454-180	Overtime Salaries	4,859	3,169	10,559	5,000	16,000	7,000
04-454-192	FICA/Medicare	29,182	27,010	33,536	30,000	38,000	30,000
04-454-220	Operating Supplies	19,877	12,142	33,744	19,500	19,500	19,500
04-454-235	Oils and Lubricants	74	78	215	500	500	500
04-454-260	Minor Equipment	2,989	-	1,570	2,500	2,500	2,500
04-454-320	Communications	4,702	5,766	6,291	5,000	5,000	6,000
04-454-360	Utilities	97,397	94,703	97,073	100,000	70,000	100,000
04-454-370	Repairs and Maintenance	27,274	20,163	19,054	20,000	20,000	20,000
04-454-374	Equipment Maintenance	5,507	2,269	122	2,000	1,000	2,000
04-454-450	Contracted Services	54,664	88,945	98,306	70,000	90,000	70,000
		\$ 607,376	\$ 593,253	\$ 720,206	\$ 594,500	\$ 726,500	\$ 607,500
<b>EMPLOYER PAID BENEFITS</b>							
04-483-195	Workers' Compensation	27,620	27,731	35,340	32,000	34,270	32,000
		\$ 27,620	\$ 27,731	\$ 35,340	\$ 32,000	\$ 34,270	\$ 32,000
	<b>TOTAL OPERATIONAL EXPENDITURES</b>	<b>\$ 1,288,665</b>	<b>\$ 1,311,395</b>	<b>\$ 1,440,923</b>	<b>\$ 1,402,450</b>	<b>\$ 1,205,100</b>	<b>\$ 1,328,950</b>
<b>INTERFUND TRANSFERS</b>							
04-492-030	Transfer to Capital Fund	-	-	-	300,000	-	-
		\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -
	<b>TOTAL EXPENDITURES WITH TRANSFERS</b>	<b>\$ 1,288,665</b>	<b>\$ 1,311,395</b>	<b>\$ 1,440,923</b>	<b>\$ 1,702,450</b>	<b>\$ 1,205,100</b>	<b>\$ 1,328,950</b>

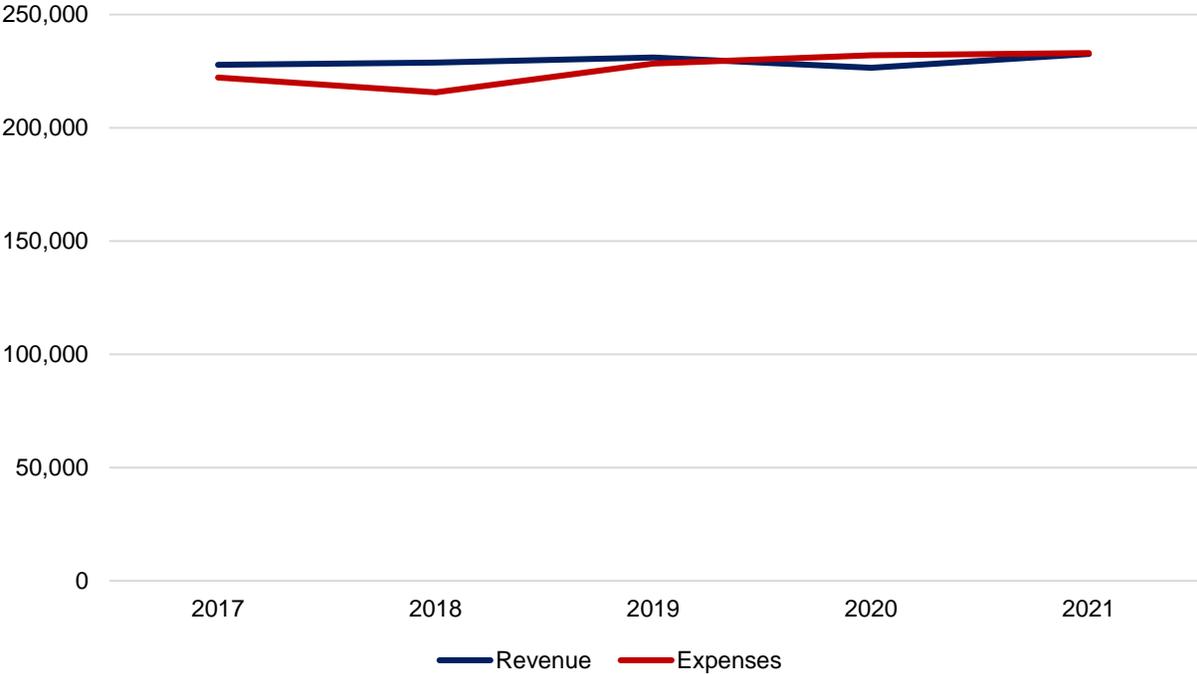
# Ambulance and Rescue Fund

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## Fund Overview

Middletown Township levies a .440 mill (0.044%) Real Estate Tax that is dedicated to emergency medical services through the Penn-del-Middletown Emergency Squad (PMES). This is an appropriated special revenue governmental fund. PMES serves Middletown Township, the four surrounding boroughs, and other parts of lower Bucks County during major crises. The four neighboring boroughs also contribute to PMES for their emergency medical services. Money collected for this fund is transferred to PMES. A small amount is withheld to cover the cost of workers' compensation insurance on PMES' behalf. For 2020, the Ambulance and Rescue Fund budget is \$232,600.

Ambulance and Rescue Fund Revenues vs. Expenses  
2017 to Present



## Fund Balance

Like the Fire Protection Fund, the Ambulance and Rescue Fund serves as a pass-through account as funds received are transferred to PMES. The projected 2021 beginning balance of the Ambulance and Rescue Fund is \$17,231, and is not expected to change.

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
AMBULANCE AND RESCUE FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>CURRENT REVENUE</b>						
Real Property Taxes	\$ 227,457	\$ 228,228	\$ 230,534	\$ 232,000	\$ 225,900	\$ 232,000
Interest Earnings	324	539	460	700	600	600
<b>Total Revenue</b>	<b>\$ 227,781</b>	<b>\$ 228,767</b>	<b>\$ 230,994</b>	<b>\$ 232,700</b>	<b>\$ 226,500</b>	<b>\$ 232,600</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>EXPENDITURES</b>						
Ambulance and Rescue	\$ 222,215	\$ 215,650	\$ 228,405	\$ 232,000	\$ 232,018	\$ 233,000
<b>Total Expenditures</b>	<b>\$ 222,215</b>	<b>\$ 215,650</b>	<b>\$ 228,405</b>	<b>\$ 232,000</b>	<b>\$ 232,018</b>	<b>\$ 233,000</b>
<b>Income/(Loss) from Operations</b>	<b>\$ 5,566</b>	<b>\$ 13,116</b>	<b>\$ 2,588</b>	<b>\$ 700</b>	<b>\$ (5,518)</b>	<b>\$ (400)</b>
<b>Fund Balance - Beginning</b>					<b>\$ 22,749</b>	<b>\$ 17,231</b>
<b>Fund Balance - Ending</b>					<b>\$ 17,231</b>	<b>\$ 16,831</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
AMBULANCE AND RESCUE FUND**

**REVENUES**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>REAL PROPERTY TAXES</b>							
05-301-100	Real Estate Taxes - Current YR	\$ 225,117	\$ 225,677	\$ 228,336	\$ 230,000	\$ 224,000	\$ 230,000
05-301-300	Real Estate Taxes - Delinquent	<u>2,340</u>	<u>2,551</u>	<u>2,198</u>	<u>2,000</u>	<u>1,900</u>	<u>2,000</u>
		\$ 227,457	\$ 228,228	\$ 230,534	\$ 232,000	\$ 225,900	\$ 232,000
<b>PENALTIES AND INTREST - R.E. Taxes</b>							
05-319-100	Penalties and Interest - R.E. Taxes	\$ 162	\$ 295	\$ 287	\$ 200	\$ 400	\$ 400
		\$ 162	\$ 295	\$ 287	\$ 200	\$ 400	\$ 400
<b>INTEREST EARNINGS</b>							
05-341-100	Interest Income	\$ 162	\$ 244	\$ 173	\$ 500	\$ 200	\$ 200
		\$ 162	\$ 244	\$ 173	\$ 500	\$ 200	\$ 200
<b>TOTAL OPERATIONAL REVENUES</b>		<b>\$ 227,781</b>	<b>\$ 228,767</b>	<b>\$ 230,994</b>	<b>\$ 232,700</b>	<b>\$ 226,500</b>	<b>\$ 232,600</b>

**EXPENDITURES**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>AMBULANCE AND RESCUE</b>							
05-412-540	Contribution To Ambulance	\$ 222,215	\$ 215,650	\$ 227,905	\$ 230,000	\$ 230,000	\$ 230,000
05-483-195	Workers' Compensation	<u>-</u>	<u>-</u>	<u>500</u>	<u>2,000</u>	<u>2,018</u>	<u>3,000</u>
		\$ 222,215	\$ 215,650	\$ 228,405	\$ 232,000	\$ 232,018	\$ 233,000
<b>TOTAL OPERATIONAL EXPENDITURES</b>		<b>\$ 222,215</b>	<b>\$ 215,650</b>	<b>\$ 228,405</b>	<b>\$ 232,000</b>	<b>\$ 232,018</b>	<b>\$ 233,000</b>

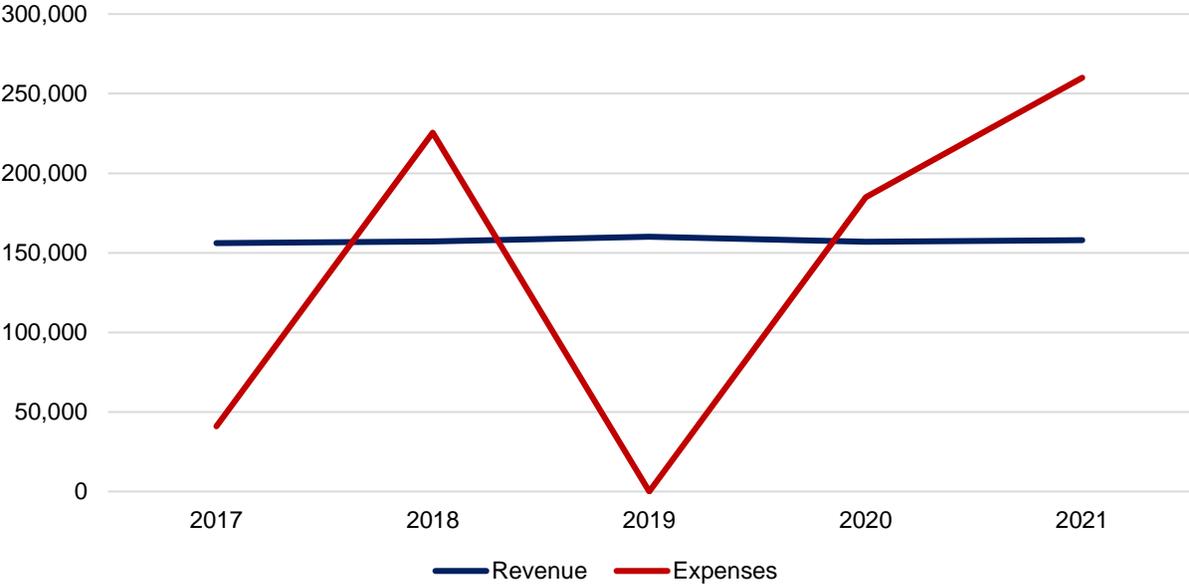
# Road Machinery Fund

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## Fund Overview

The Road Machinery Fund is an appropriated special revenue governmental fund designed to provide a consistent pool of funding to replace vehicles in the Department of Public Works. The Road Machinery Fund is funded by a .3 mill (0.03%) Real Estate Tax. These vehicles are used to transport staff and equipment to repair and maintain Township property to ensure quality of life to residents. These vehicles often double as snow plows in the winter. In the event vehicles are funded by grant revenue, this fund may not be utilized every year, as was the case in 2019. For 2021, the Road Machinery Fund budget is anticipated to be \$260,000.

Road Machinery Fund Revenue vs. Expenses  
2017 to Present



## Fund Balance

Expenditures to the Road Machinery Fund fluctuated based upon road machinery needs and earned grants. Typically, funds not used from one year are utilized the following year to fund larger purchases. The Road Machinery Fund is projected to have a 2021 beginning balance of \$250,892.

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
ROAD MACHINERY TAX FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b><i>CURRENT REVENUE</i></b>						
Real Property Taxes	\$ 155,216	\$ 155,440	\$ 157,152	\$ 156,500	\$ 155,350	\$ 156,500
Interest Earnings	<u>869</u>	<u>1,681</u>	<u>2,943</u>	<u>1,500</u>	<u>1,600</u>	<u>1,500</u>
<b><i>Total Revenue</i></b>	<b>\$ 156,086</b>	<b>\$ 157,121</b>	<b>\$ 160,095</b>	<b>\$ 158,000</b>	<b>\$ 156,950</b>	<b>\$ 158,000</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b><i>EXPENDITURES</i></b>						
Public Works	\$ 40,913	\$ 225,423	\$ -	\$ 255,000	\$ 185,000	\$ 260,000
<b><i>Total Expenditures</i></b>	<b>\$ 40,913</b>	<b>\$ 225,423</b>	<b>\$ -</b>	<b>\$ 255,000</b>	<b>\$ 185,000</b>	<b>\$ 260,000</b>
<b><i>Income/(Loss) from Operations</i></b>	<b>\$ 115,173</b>	<b>\$ (68,302)</b>	<b>\$ 160,095</b>	<b>\$ (97,000)</b>	<b>\$ (28,050)</b>	<b>\$ (102,000)</b>
<b><i>Fund Balance - Beginning</i></b>					<b>\$ 278,942</b>	<b>\$ 250,892</b>
<b><i>Fund Balance - Ending</i></b>					<b>\$ 250,892</b>	<b>\$ 148,892</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
ROAD MACHINERY TAX FUND**

**REVENUES**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>REAL PROPERTY TAXES</b>							
06-301-100	Real Estate Taxes - Current YR	\$ 153,556	\$ 153,695	\$ 155,716	\$ 155,000	\$ 154,000	\$ 155,000
06-301-300	Real Estate Taxes - Delinquent	<u>1,661</u>	<u>1,745</u>	<u>1,436</u>	<u>1,500</u>	<u>1,350</u>	<u>1,500</u>
		\$ 155,216	\$ 155,440	\$ 157,152	\$ 156,500	\$ 155,350	\$ 156,500
<b>PENALTIES AND INTREST - R.E. Taxes</b>							
06-319-100	Penalties and Interest - R.E. Taxes	\$ 111	\$ 202	\$ 254	\$ -	\$ 100	\$ -
		\$ 111	\$ 202	\$ 254	\$ -	\$ 100	\$ -
<b>INTEREST EARNINGS</b>							
06-341-100	Interest Income	\$ 759	\$ 1,479	\$ 2,689	\$ 1,500	\$ 1,500	\$ 1,500
		\$ 759	\$ 1,479	\$ 2,689	\$ 1,500	\$ 1,500	\$ 1,500
<b>TOTAL OPERATIONAL REVENUES</b>		<b>\$ 156,086</b>	<b>\$ 157,121</b>	<b>\$ 160,095</b>	<b>\$ 158,000</b>	<b>\$ 156,950</b>	<b>\$ 158,000</b>

**EXPENDITURES**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>PUBLIC WORKS</b>							
06-430-260	Minor Equipment	\$ -	\$ -	\$ -	\$ 5,000		\$ 10,000
06-430-700	Capital Purchases	<u>40,913</u>	<u>225,423</u>	<u>-</u>	<u>250,000</u>	<u>185,000</u>	<u>250,000</u>
		\$ 40,913	\$ 225,423	\$ -	\$ 255,000	\$ 185,000	\$ 260,000
<b>TOTAL OPERATIONAL EXPENDITURES</b>		<b>\$ 40,913</b>	<b>\$ 225,423</b>	<b>\$ -</b>	<b>\$ 255,000</b>	<b>\$ 185,000</b>	<b>\$ 260,000</b>

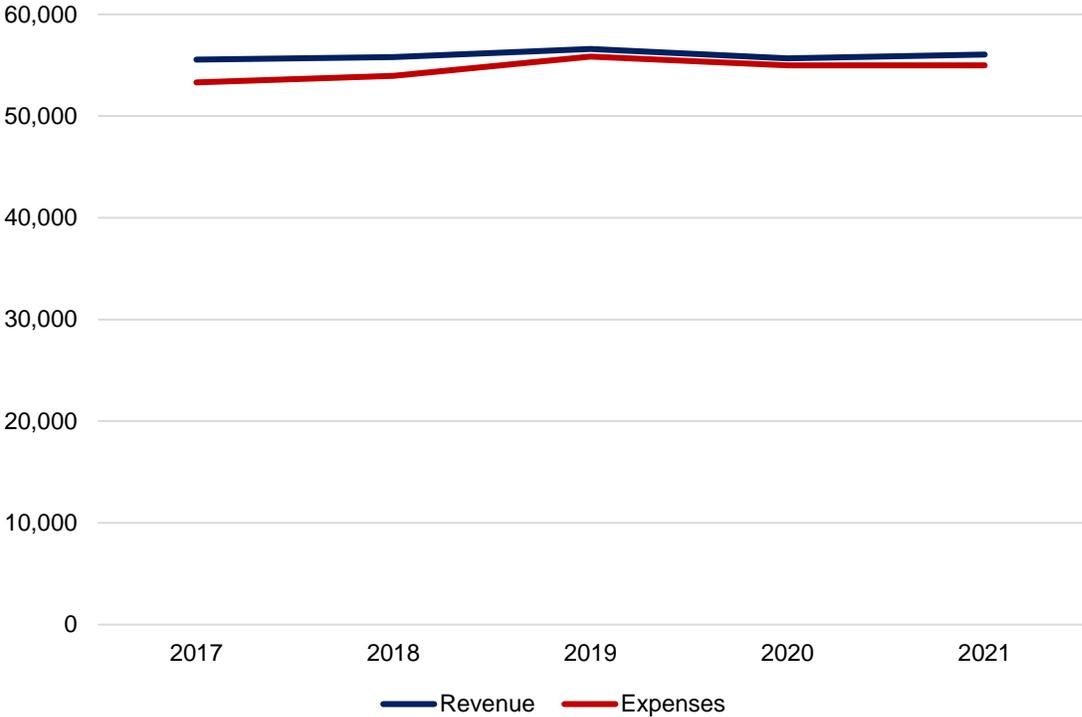
# Fire Hydrant Fund

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## Fund Overview

The Fire Hydrant Fund is an appropriated special revenue governmental fund used to finance the maintenance of fire hydrants and supply of water throughout the Township. The Fire Hydrant Fund is funded by a .107 mill (0.0107%) Real Estate Tax. For 2021, the Fire Hydrant Fund is \$55,000.

Fire Hydrant Tax Fund Revenues vs. Expenses  
2017 to Present



## Fund Balance

The Fire Hydrant Fund expenditures consistently reflect the revenues brought in. The projected 2021 beginning balance will be \$20,256 and is not expected to change.

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
FIRE HYDRANT FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b><i>CURRENT REVENUE</i></b>						
Real Property Taxes	\$ 55,367	\$ 55,439	\$ 56,086	\$ 55,500	\$ 55,500	\$ 55,500
Interest Earnings	<u>183</u>	<u>348</u>	<u>510</u>	<u>500</u>	<u>160</u>	<u>550</u>
<b><i>Total Revenue</i></b>	<b>\$ 55,550</b>	<b>\$ 55,786</b>	<b>\$ 56,596</b>	<b>\$ 56,000</b>	<b>\$ 55,660</b>	<b>\$ 56,050</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b><i>EXPENDITURES</i></b>						
Fire Protection Services	\$ 53,310	\$ 53,956	\$ 55,848	\$ 55,000	\$ 55,000	\$ 55,000
<b><i>Total Expenditures</i></b>	<b>\$ 53,310</b>	<b>\$ 53,956</b>	<b>\$ 55,848</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>
<b><i>Income/(Loss) from Operations</i></b>	<b>\$ 2,240</b>	<b>\$ 1,830</b>	<b>\$ 748</b>	<b>\$ 1,000</b>	<b>\$ 660</b>	<b>\$ 1,050</b>
<b><i>Fund Balance - Beginning</i></b>					<b>\$ 19,596</b>	<b>\$ 20,256</b>
<b><i>Fund Balance - Ending</i></b>					<b>\$ 20,256</b>	<b>\$ 21,306</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
FIRE HYDRANT TAX FUND**

**REVENUES**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>REAL PROPERTY TAXES</b>							
07-301-100	Real Estate Taxes - Current YR	\$ 54,770	\$ 54,816	\$ 55,539	\$ 55,000	\$ 55,000	\$ 55,000
07-301-300	Real Estate Taxes - Delinquent	597	622	547	500	500	500
		\$ 55,367	\$ 55,439	\$ 56,086	\$ 55,500	\$ 55,500	\$ 55,500
<b>PENALTIES AND INTREST</b>							
07-319-100	Penalties and Interest	\$ 40	\$ 72	\$ 70	-	60	50
		\$ 40	\$ 72	\$ 70	-	60	50
<b>INTEREST EARNINGS</b>							
07-341-100	Interest Income	\$ 143	\$ 275	\$ 440	\$ 500	\$ 100	\$ 500
		\$ 143	\$ 275	\$ 440	\$ 500	\$ 100	\$ 500
<b>TOTAL OPERATIONAL REVENUES</b>		<b>\$ 55,550</b>	<b>\$ 55,786</b>	<b>\$ 56,596</b>	<b>\$ 56,000</b>	<b>\$ 55,660</b>	<b>\$ 56,050</b>

**EXPENDITURES**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>FIRE PROTECTION SERVICES</b>							
07-411-363	Hydrant Service	\$ 53,310	\$ 53,956	\$ 55,848	\$ 55,000	\$ 55,000	\$ 55,000
		\$ 53,310	\$ 53,956	\$ 55,848	\$ 55,000	\$ 55,000	\$ 55,000
<b>TOTAL OPERATIONAL EXPENDITURES</b>		<b>\$ 53,310</b>	<b>\$ 53,956</b>	<b>\$ 55,848</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>

# Sanitation Fund

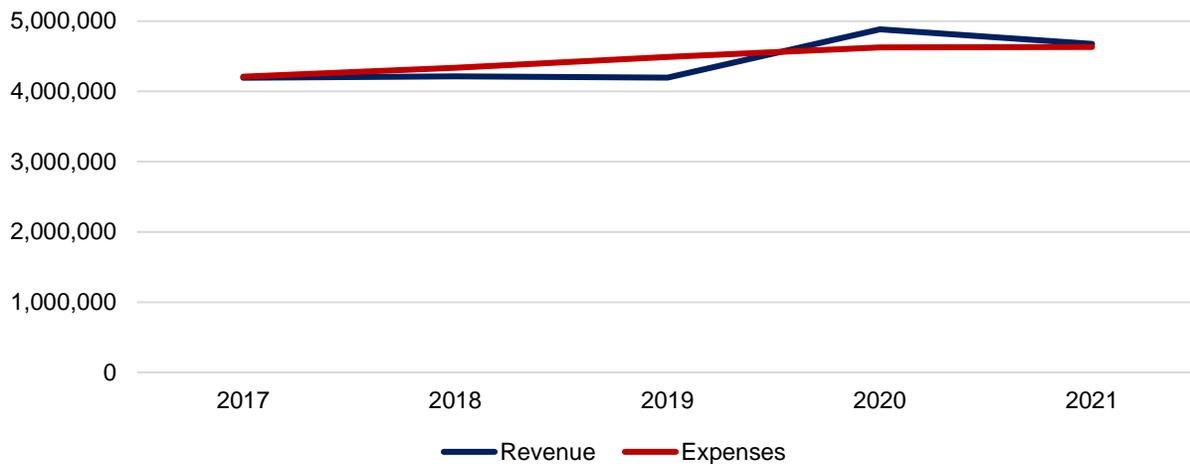
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## Fund Overview

Revenues in the Sanitation Fund are made up of fees charged to residents for solid waste and recycling services. This is an appropriated general governmental fund. Middletown Township is completing year one of a five-year single-hauler contract with Waste Management, Inc. In 2020, the annual fee to Township residents increased from \$340 to \$401 per household per year until 2024. The Township pays approximately \$4.7 million for trash collection per year. The cost of trash collection services from Waste Management increases each year of the contract, but residents are charged a flat amount during the contract period to provide financial predictability.

In the Township's annual audited financial statements, the Sanitation Fund is combined with the General Fund and does not appear as a standalone fund.

Sanitation Fund Revenues vs. Expenses  
2017 to Present



## Fund Balance

Sanitation Fund expenditures typically match the revenue received by residents paying their solid waste and recycling fees. Since residents are charged an averaged amount for solid waste and recycling services over the life of a contract between the Township and the collector, revenue generally remains flat while the contract increases in price each year. This means latter years of a contract (as seen in 2018 and 2019), expenditures outpace revenues as the fund balance is used. The projected 2021 beginning balance is expected to be \$388,833. This fund balance will grow to \$430,734 by the end of 2021 as residents are paying the new higher average of \$401 per year, and while the new contract with Waste Management is in its cheapest year. The fund balance will likely remain stable in 2022, and then decrease in 2023 and 2024.

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
SANITATION FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>CURRENT REVENUE</b>						
Interest Earnings	\$ 6,667	\$ 12,709	\$ 16,022	\$ 10,500	\$ 2,520	\$ 5,000
Sanitation	<u>4,187,752</u>	<u>4,199,762</u>	<u>4,180,111</u>	<u>4,683,466</u>	<u>4,881,150</u>	<u>4,669,466</u>
<b>Total Revenue</b>	<b>\$ 4,194,420</b>	<b>\$ 4,212,471</b>	<b>\$ 4,196,132</b>	<b>\$ 4,693,966</b>	<b>\$ 4,883,670</b>	<b>\$ 4,674,466</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>EXPENDITURES</b>						
Legal Services	\$ 625	\$ (699)	\$ 1,004	\$ 2,500	\$ 2,500	\$ 2,000
Sanitation	4,208,508	4,338,011	4,490,224	4,624,065	4,624,685	4,630,065
Employer Paid Benefits	<u>489</u>	<u>396</u>	<u>505</u>	<u>500</u>	<u>500</u>	<u>500</u>
<b>Total Operating Expenditures</b>	<b>\$ 4,209,621</b>	<b>\$ 4,337,709</b>	<b>\$ 4,491,733</b>	<b>\$ 4,627,065</b>	<b>\$ 4,627,685</b>	<b>\$ 4,632,565</b>
<b>Income/(Loss) from Operations</b>	<b>\$ (15,202)</b>	<b>\$ (125,238)</b>	<b>\$ (295,600)</b>	<b>\$ 66,901</b>	<b>\$ 255,985</b>	<b>\$ 41,901</b>
<b>Fund Balance - Beginning</b>					<b>\$ 132,848</b>	<b>\$ 388,833</b>
<b>Fund Balance - Ending</b>					<b>\$ 388,833</b>	<b>\$ 430,734</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
SANITATION FUND**

**REVENUES**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>INTEREST EARNINGS</b>							
09-341-100	Interest Income	\$ 6,667	\$ 12,709	\$ 16,022	\$ 10,500	\$ 2,520	\$ 5,000
		\$ 6,667	\$ 12,709	\$ 16,022	\$ 10,500	\$ 2,520	\$ 5,000
<b>SANITATION</b>							
09-364-300	Solid Waste Collection Charges	\$ 4,119,987	\$ 4,179,601	\$ 4,166,431	\$ 4,662,066	\$ 4,873,000	\$ 4,662,066
09-364-310	Penalties and Interest	65,265	18,748	10,548	20,000	6,700	6,000
09-364-510	Recycling Revenues	2,501	1,413	3,133	1,400	1,450	1,400
		\$ 4,187,752	\$ 4,199,762	\$ 4,180,111	\$ 4,683,466	\$ 4,881,150	\$ 4,669,466
<b>TOTAL OPERATIONAL REVENUES</b>		<b>\$ 4,194,420</b>	<b>\$ 4,212,471</b>	<b>\$ 4,196,132</b>	<b>\$ 4,693,966</b>	<b>\$ 4,883,670</b>	<b>\$ 4,674,466</b>

**EXPENDITURES**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>LEGAL SERVICES</b>							
09-404-301	General Legal Services	\$ 625	\$ (699)	\$ 1,004	\$ 2,500	\$ 2,500	\$ 2,000
		\$ 625	\$ (699)	\$ 1,004	\$ 2,500	\$ 2,500	\$ 2,000
<b>SANITATION</b>							
09-427-112	Salaries and Wages	\$ 26,125	\$ 25,476	\$ 26,641	\$ 27,000	\$ 27,000	\$ 28,000
09-427-180	Overtime Salaries	851	2,369	1,380	-	(1,380)	-
09-427-192	FICA/Medicare	1,489	2,094	2,127	3,000	3,000	3,000
09-427-196	Medical Insurance	3,106	-	-	7,000	-	6,000
09-427-198	Disability Insurance	30	-	-	500	-	500
09-427-199	Group Life Insurance	77	-	-	500	-	500
09-427-340	Advertising and Printing	-	-	-	-	10,000	6,000
09-427-367	Garbage - Refuse Removal	4,160,581	4,307,821	4,459,987	4,585,965	4,585,965	4,585,965
09-427-450	Contracted Services	15,031	252	89	100	100	100
09-427-490	Refunds of Taxes	1,218	-	-	-	-	-
		\$ 4,208,508	\$ 4,338,011	\$ 4,490,224	\$ 4,624,065	\$ 4,624,685	\$ 4,630,065
<b>EMPLOYER PAID BENEFITS</b>							
09-483-195	Workers' Compensation	\$ 489	\$ 396	\$ 505	\$ 500	\$ 500	\$ 500
		\$ 489	\$ 396	\$ 505	\$ 500	\$ 500	\$ 500
<b>TOTAL OPERATIONAL EXPENDITURES</b>		<b>\$ 4,209,621</b>	<b>\$ 4,337,709</b>	<b>\$ 4,491,733</b>	<b>\$ 4,627,065</b>	<b>\$ 4,627,685</b>	<b>\$ 4,632,565</b>

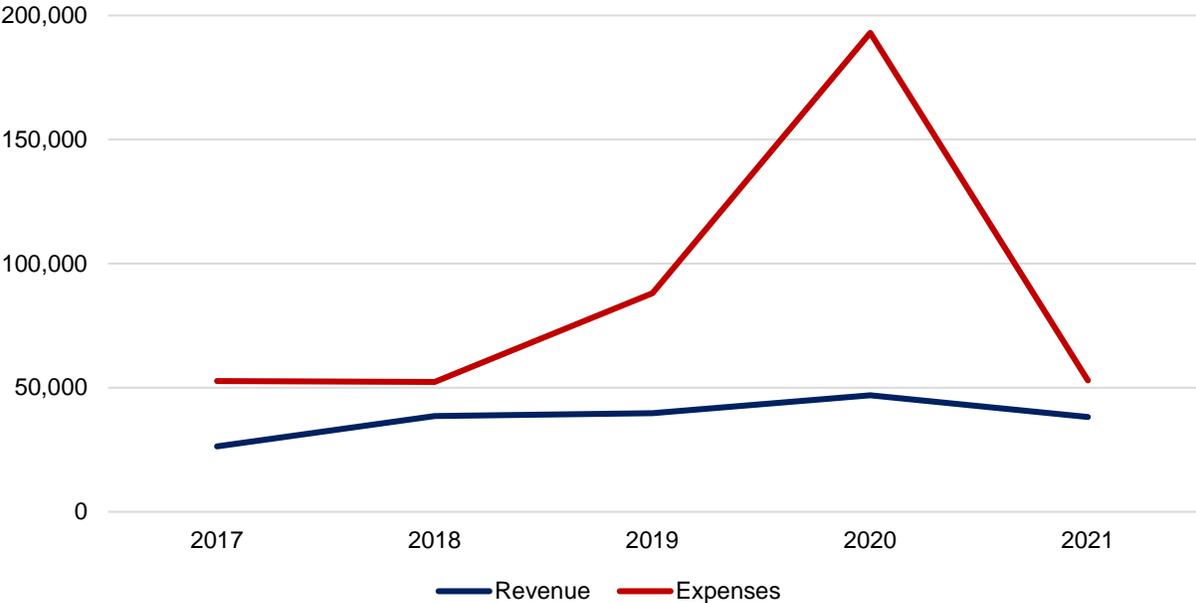
# Middletown Country Club Fund

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## Fund Overview

The Middletown Country Club Fund is an appropriated enterprise fund with revenues generated from the contract between Middletown Township and lessee Agro Golf. Built in 1941, the Country Club was purchased by the Township in 1986 to preserve the property as a recreational asset to the community. While the Township owns the Country Club, the daily operation and management of the facility is handled by Agro Golf. In 2020, the Township spent \$140,000 to restore two greens on the golf course. For 2021, the Middletown Country Club budget will be \$53,000.

Middletown Country Club Revenues vs. Expenses  
2017 to Present



## Fund Balance

The Middletown Country Club Fund had a healthy fund balance going into 2020, which was partially used to finance green restorations. The projected 2021 beginning balance is expected to be \$88,694. Since the only budgeted item in 2021 is depreciation expense, the fund balance will remain relatively unchanged during 2020.

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
MIDDLETOWN COUNTRY CLUB FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>CURRENT REVENUE</b>						
Interest Earnings	\$ 750	\$ 1,802	\$ 2,947	\$ 1,500	\$ 1,000	\$ 1,500
Rents and Royalties	<u>25,604</u>	<u>36,756</u>	<u>36,756</u>	<u>45,000</u>	<u>45,943</u>	<u>36,756</u>
<b>Total Revenue</b>	<b>\$ 26,354</b>	<b>\$ 38,558</b>	<b>\$ 39,703</b>	<b>\$ 46,500</b>	<b>\$ 46,943</b>	<b>\$ 38,256</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>EXPENDITURES</b>						
Legal Services	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -
Participant Recreation	334	-	36,347	-	\$ 140,000	-
Depreciation	<u>52,319</u>	<u>52,319</u>	<u>51,781</u>	<u>53,000</u>	<u>53,000</u>	<u>53,000</u>
<b>Total Expenditures</b>	<b>\$ 52,653</b>	<b>\$ 52,319</b>	<b>\$ 88,129</b>	<b>\$ 53,000</b>	<b>\$ 193,000</b>	<b>\$ 53,000</b>
<b>Income/(Loss) from Operations</b>	<b>\$ (26,299)</b>	<b>\$ (13,761)</b>	<b>\$ (48,426)</b>	<b>\$ (6,500)</b>	<b>\$ (146,057)</b>	<b>\$ (14,744)</b>
<b>Cash Balance - Beginning</b>					<b>\$ 234,751</b>	<b>\$ 88,694</b>
<b>Cash Balance - Ending</b>					<b>\$ 88,694</b>	<b>\$ 73,950</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
MIDDLETOWN COUNTRY CLUB FUND**

**REVENUES**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>INTEREST EARNINGS</b>							
10-341-100	Interest Income	\$ 750	\$ 1,802	\$ 2,947	\$ 1,500	\$ 1,000	\$ 1,500
		\$ 750	\$ 1,802	\$ 2,947	\$ 1,500	\$ 1,000	\$ 1,500
<b>RENTS AND ROYALTIES</b>							
10-342-500	Rent of Country Club	\$ 5,069	\$ -	\$ -	\$ -	\$ -	\$ -
10-342-510	Rent - Other	20,535	36,756	36,756	45,000	45,943	36,756
		\$ 25,604	\$ 36,756	\$ 36,756	\$ 45,000	\$ 45,943	\$ 36,756
<b>TOTAL OPERATIONAL REVENUES</b>		<b>\$ 26,354</b>	<b>\$ 38,558</b>	<b>\$ 39,703</b>	<b>\$ 46,500</b>	<b>\$ 46,943</b>	<b>\$ 38,256</b>

**EXPENDITURES**

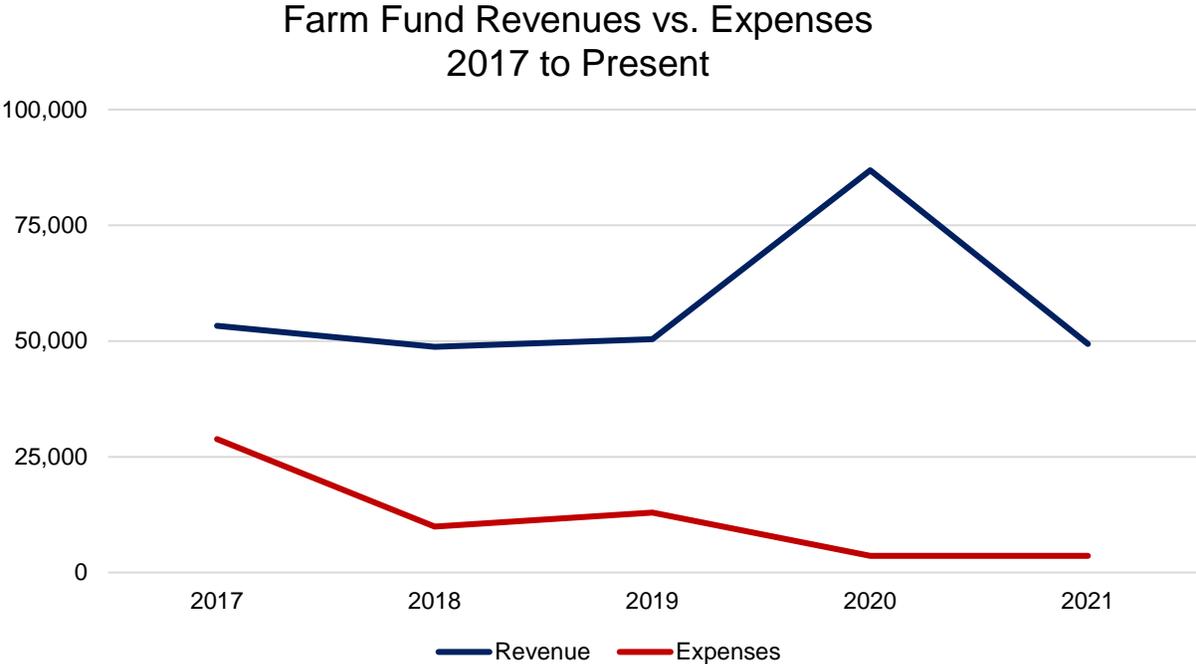
<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>LEGAL SERVICES</b>							
10-404-301	General Legal Services	-	-	-	-	\$ 500	-
		\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -
<b>PARTICIPANT RECREATION</b>							
10-452-112	Salaries and Wages	\$ 311	\$ -	\$ -	\$ -	\$ -	\$ -
10-452-192	FICA/Medicare	23	-	-	-	-	-
10-452-700	Capital Construction	-	-	36,347	-	140,000	-
		\$ 334	\$ -	\$ 36,347	\$ -	\$ 140,000	\$ -
<b>DEPRECIATION EXPENSE</b>							
10-493-800	Depreciation Expense	\$ 52,319	\$ 52,319	\$ 51,781	\$ 53,000	\$ 53,000	\$ 53,000
		\$ 52,319	\$ 52,319	\$ 51,781	\$ 53,000	\$ 53,000	\$ 53,000
<b>TOTAL OPERATIONAL EXPENDITURES</b>		<b>\$ 52,653</b>	<b>\$ 52,319</b>	<b>\$ 88,129</b>	<b>\$ 53,000</b>	<b>\$ 193,500</b>	<b>\$ 53,000</b>

# Farm Fund

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## Fund Overview

The Farm Fund is an appropriated enterprise fund dealing with the operation of the Township-owned Styer Orchard and the Market at Styer Orchard. The orchard and market were purchased from the Styer family in 1997 to preserve the property as an agricultural and cultural asset to the community. Both the farm and the store are owned by the Township but are licensed to operators. Revenues are comprised of the rent received from the license agreements with the operators. In 2020, an aged insurance recovery was booked to this fund, resulting in an irregular revenue trend as seen below. A \$200,000 transfer from the Farm Fund to the General Fund in 2020 was budgeted but did not occur.



## Fund Balance

Revenues from the Farm Fund typically go straight to the fund balance. The projected 2021 beginning fund balance is expected to be \$284,140.

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
FARM FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>CURRENT REVENUE</b>						
Interest Earnings	\$ 334	\$ 1,058	\$ 2,016	\$ 1,000	\$ 800	\$ 1,000
Rents and Royalties	52,984	47,700	48,400	30,500	48,400	48,400
Other	-	-	-	-	37,703	-
<b>Total Revenue</b>	<b>\$ 53,318</b>	<b>\$ 48,759</b>	<b>\$ 50,416</b>	<b>\$ 31,500</b>	<b>\$ 86,903</b>	<b>\$ 49,400</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>EXPENDITURES</b>						
Legal Services	\$ 304	\$ 34	\$ 3,036	\$ 1,000	\$ 3,000	\$ 1,000
Engineering	6,238	-	-	500	-	-
Buildings and Facilities Maintenance	22,280	9,859	9,892	2,800	600	2,600
<b>Total Operating Expenditures</b>	<b>\$ 28,822</b>	<b>\$ 9,893</b>	<b>\$ 12,928</b>	<b>\$ 4,300</b>	<b>\$ 3,600</b>	<b>\$ 3,600</b>
Interfund Transfers	-	-	-	200,000	-	-
<b>Total Expenditures</b>	<b>\$ 28,822</b>	<b>\$ 9,893</b>	<b>\$ 12,928</b>	<b>\$ 204,300</b>	<b>\$ 3,600</b>	<b>\$ 3,600</b>
<b>Income/(Loss) from Operations</b>	<b>\$ 24,496</b>	<b>\$ 38,865</b>	<b>\$ 37,488</b>	<b>\$ (172,800)</b>	<b>\$ 83,303</b>	<b>\$ 45,800</b>
<b>Cash Balance - Beginning</b>					<b>\$ 200,837</b>	<b>\$ 284,140</b>
<b>Cash Balance - Ending</b>					<b>\$ 284,140</b>	<b>\$ 329,940</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
FARM FUND**

**REVENUES**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>INTEREST EARNINGS</b>							
11-341-100	Interest Income	\$ 334	\$ 1,058	\$ 2,016	\$ 1,000	\$ 800	\$ 1,000
		\$ 334	\$ 1,058	\$ 2,016	\$ 1,000	\$ 800	\$ 1,000
<b>RENTS AND ROYALTIES</b>							
11-342-500	Rent	\$ 7,000	\$ 7,700	\$ 8,400	\$ 8,500	\$ 8,400	\$ 8,400
11-342-510	Rent - Other	45,984	40,000	40,000	22,000	40,000	40,000
		\$ 52,984	\$ 47,700	\$ 48,400	\$ 30,500	\$ 48,400	\$ 48,400
<b>OTHER</b>							
11-389-100	Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ 37,703	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ 37,703	\$ -
<b>TOTAL OPERATIONAL REVENUES</b>		<b>\$ 53,318</b>	<b>\$ 48,759</b>	<b>\$ 50,416</b>	<b>\$ 31,500</b>	<b>\$ 86,903</b>	<b>\$ 49,400</b>

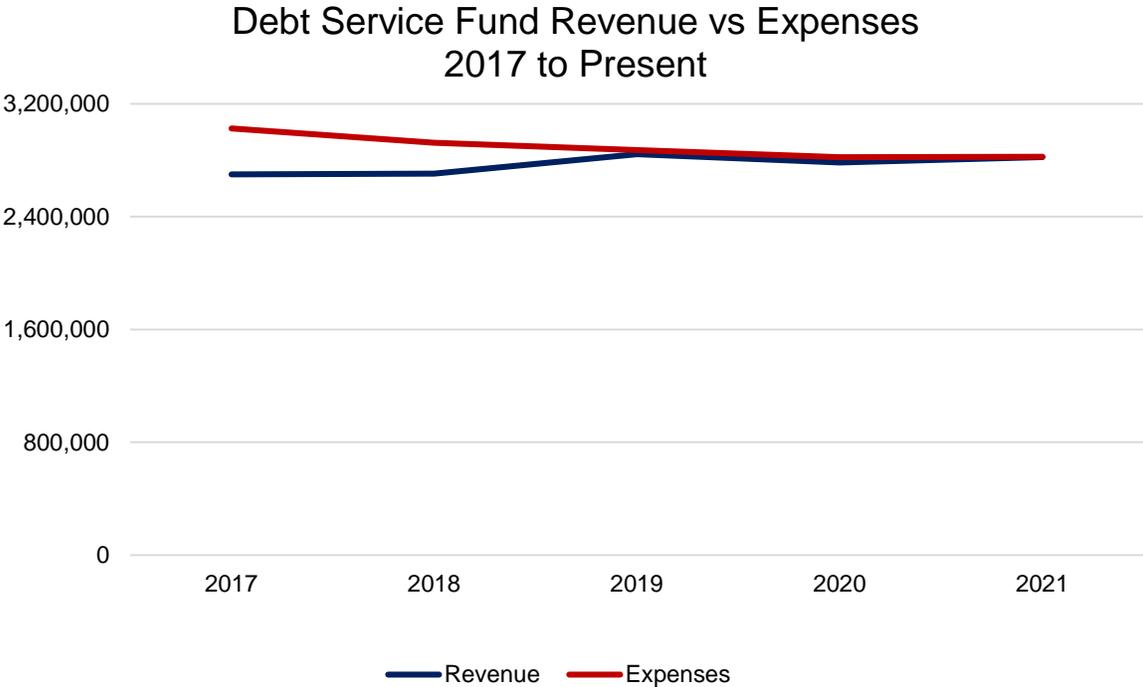
**EXPENDITURES**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>LEGAL SERVICES</b>							
11-404-301	General Legal Services	\$ 304	\$ 34	\$ 3,036	\$ 1,000	\$ 3,000	\$ 1,000
11-404-314	Special Legal Services	-	-	-	-	-	-
		\$ 304	\$ 34	\$ 3,036	\$ 1,000	\$ 3,000	\$ 1,000
<b>ENGINEERING</b>							
11-408-313	General Engineering	\$ 6,238	\$ -	\$ -	\$ 500	\$ -	\$ -
		\$ 6,238	\$ -	\$ -	\$ 500	\$ -	\$ -
<b>BUILDINGS AND FACILITY MAINTENANCE</b>							
11-454-112	Salaries and Wages	\$ 311	\$ -	\$ -	\$ -	\$ -	\$ -
11-454-192	FICA/Medicare	23	-	-	-	-	-
11-454-360	Utilities	401	547	575	800	600	600
11-454-370	Repair and Maintenance	5,129	47	49	1,000	-	1,000
11-454-450	Contracted Services	621	297	300	1,000	-	1,000
11-454-700	Capital Purchases	6,943	-	-	-	-	-
11-454-800	Depreciation Expense	8,852	8,968	8,968	-	-	-
		\$ 22,280	\$ 9,859	\$ 9,892	\$ 2,800	\$ 600	\$ 2,600
<b>TOTAL OPERATIONAL EXPENDITURES</b>		<b>\$ 28,822</b>	<b>\$ 9,893</b>	<b>\$ 12,928</b>	<b>\$ 4,300</b>	<b>\$ 3,600</b>	<b>\$ 3,600</b>
<b>INTERFUND TRANSFERS</b>							
11-492-001	Transfer to General Fund	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -
<b>TOTAL EXPENDITURES WITH TRANSFERS</b>		<b>\$ 28,822</b>	<b>\$ 9,893</b>	<b>\$ 12,928</b>	<b>\$ 204,300</b>	<b>\$ 3,600</b>	<b>\$ 3,600</b>

# Debt Service Fund

## Fund Overview

The Debt Service Fund pays off the Township’s debt, including principal (the original amount of the loan) plus interest, funded by a 5.145 mill (0.5145%) Real Estate Tax. This is an appropriated major special revenue governmental fund. Debt is incurred whenever the Township needs additional funding to offset major capital projects such as road improvements. The most common form of debt is through issuance of bonds. The latest issuance of a general obligation bond was in January 2020 in the amount of \$13,895,000, more than \$10 million of which was used to pay off general obligation bonds from 2012 and 2014. This borrowing was structured to keep the Township’s debt service payments consistent to prior years. As of 2021, the Township owes approximately \$18.4 million in principal and interest. The Township will spend approximately \$2.8 million in 2021 toward the repayment of these debts. Detailed debt service schedules are available under the “Debt” section of this document.



## Fund Balance

The fund balance of the Debt Service Fund has been slowly utilized to submit payments early on the County Radio municipal note, reflected in several years of expenditures exceeding revenues, the last payment of which was made in 2019. Now that the municipal note has been paid off, expenditures will drop and the fund balance will begin to grow again. The projected 2021 beginning balance is expected to be \$158,991.

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
DEBT SERVICE FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b><i>CURRENT REVENUE</i></b>						
Real Property Taxes	\$ 2,661,130	\$ 2,692,202	\$ 2,696,055	\$ 2,683,000	\$ 2,652,000	\$ 2,683,000
Interest Earnings	8,835	13,767	17,347	13,500	5,500	11,000
Interfund Transfers	-	-	129,600	134,000	127,200	129,500
<b>Total Operational Revenue</b>	<b>\$ 2,669,965</b>	<b>\$ 2,705,969</b>	<b>\$ 2,843,002</b>	<b>\$ 2,830,500</b>	<b>\$ 2,784,700</b>	<b>\$ 2,823,500</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b><i>EXPENDITURES</i></b>						
Public Safety	780	-	780	800	-	-
Debt Principal	2,352,014	2,282,440	2,309,993	2,345,000	2,217,200	2,125,200
Debt Interest	671,254	639,223	560,178	418,000	602,050	698,150
Fiscal Agent Fees	1,560	2,340	1,560	2,500	2,500	2,500
<b>Total Expenditures</b>	<b>\$ 3,025,608</b>	<b>\$ 2,924,003</b>	<b>\$ 2,872,511</b>	<b>\$ 2,766,300</b>	<b>\$ 2,821,750</b>	<b>\$ 2,825,850</b>
<b>Income/(Loss) from Operations</b>	<b>\$ (355,643)</b>	<b>\$ (218,034)</b>	<b>\$ (29,510)</b>	<b>\$ 64,200</b>	<b>\$ (37,050)</b>	<b>\$ (2,350)</b>
<b>Fund Balance - Beginning</b>					<b>\$ 196,041</b>	<b>\$ 158,991</b>
<b>Fund Balance - Ending</b>					<b>\$ 158,991</b>	<b>\$ 156,641</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
DEBT SERVICE FUND**

**REVENUES**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>REAL PROPERTY TAXES</b>							
23-301-100	Real Estate Taxes - Current YR	\$ 2,633,044	\$ 2,662,317	\$ 2,670,308	\$ 2,658,000	\$ 2,630,000	\$ 2,658,000
23-301-300	Real Estate Taxes - Delinquent	28,086	29,884	25,747	25,000	22,000	25,000
		\$ 2,661,130	\$ 2,692,202	\$ 2,696,055	\$ 2,683,000	\$ 2,652,000	\$ 2,683,000
<b>MISC</b>							
23-319-100	Penalties and Interest	\$ 1,899	\$ 3,460	\$ 3,356	\$ 3,500	\$ 2,700	\$ 3,000
		\$ 1,899	\$ 3,460	\$ 3,356	\$ 3,500	\$ 2,700	\$ 3,000
<b>INTEREST EARNINGS</b>							
23-341-100	Interest Income	\$ 6,936	\$ 10,307	\$ 13,991	\$ 10,000	\$ 2,800	\$ 8,000
		\$ 6,936	\$ 10,307	\$ 13,991	\$ 10,000	\$ 2,800	\$ 8,000
<b>TOTAL OPERATIONAL REVENUES</b>		<b>\$ 2,669,965</b>	<b>\$ 2,705,969</b>	<b>\$ 2,713,402</b>	<b>\$ 2,696,500</b>	<b>\$ 2,657,500</b>	<b>\$ 2,694,000</b>
<b>INTERFUND TRANSFERS</b>							
23-392-002	Transfer from Street Lighting Fund	\$ -	\$ -	\$ 129,600	\$ 134,000	\$ 127,200	\$ 129,500
		\$ -	\$ -	\$ 129,600	\$ 134,000	\$ 127,200	\$ 129,500
<b>TOTAL REVENUES WITH TRANSFERS</b>		<b>\$ 2,669,965</b>	<b>\$ 2,705,969</b>	<b>\$ 2,843,002</b>	<b>\$ 2,830,500</b>	<b>\$ 2,784,700</b>	<b>\$ 2,823,500</b>

**EXPENDITURES**

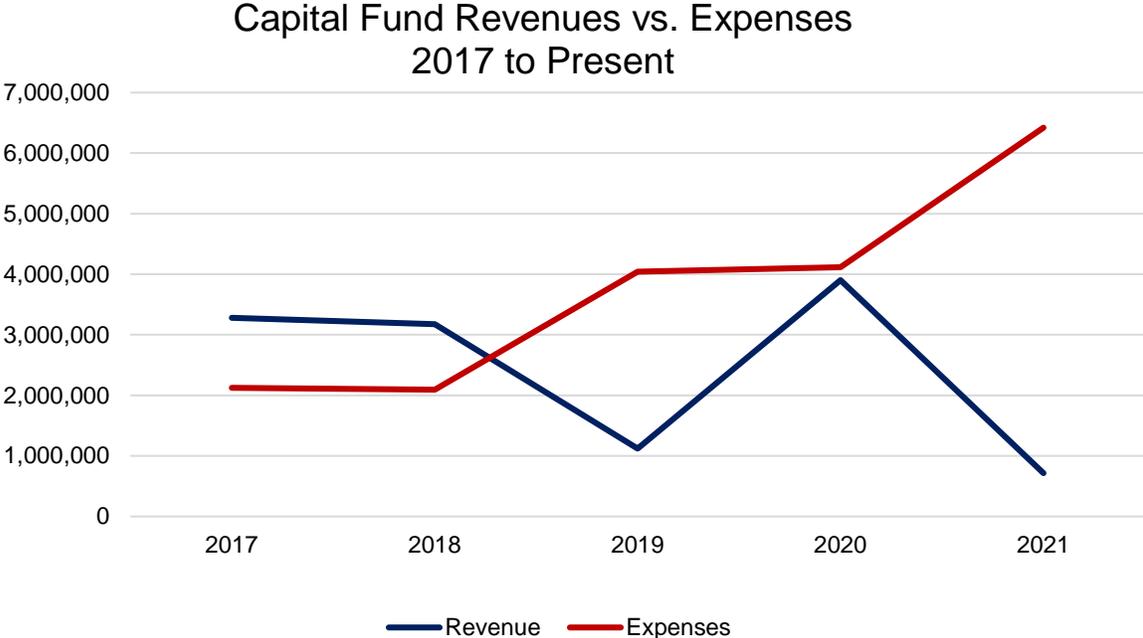
<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>PUBLIC SAFETY</b>							
23-418-480	Miscellaneous	\$ 780	-	\$ 780	\$ 800	-	-
		\$ 780	-	\$ 780	\$ 800	-	-
<b>DEBT PRINCIPLE</b>							
23-471-100	General Obligation Bond (Series 2016 and 2020)	\$ 2,060,000	\$ 2,095,000	\$ 2,170,000	\$ 2,245,000	\$ 2,115,000	\$ 2,020,000
23-471-400	General Obligation Notes	292,014	187,440	139,993	100,000	102,200	105,200
		\$ 2,352,014	\$ 2,282,440	\$ 2,309,993	\$ 2,345,000	\$ 2,217,200	\$ 2,125,200
<b>DEBT INTEREST</b>							
23-472-100	General Obligation Bond (Series 2016 and 2020)	\$ 632,645	\$ 600,130	\$ 527,630	\$ 384,000	\$ 577,050	\$ 673,850
23-472-400	General Obligation Notes	38,609	39,093	32,548	34,000	25,000	24,300
		\$ 671,254	\$ 639,223	\$ 560,178	\$ 418,000	\$ 602,050	\$ 698,150
<b>FISCAL AGENT FEES</b>							
23-475-000	Fiscal Agent Fees	\$ 1,560	\$ 2,340	\$ 1,560	\$ 2,500	\$ 2,500	\$ 2,500
		\$ 1,560	\$ 2,340	\$ 1,560	\$ 2,500	\$ 2,500	\$ 2,500
<b>TOTAL OPERATIONAL EXPENDITURES</b>		<b>\$ 3,025,608</b>	<b>\$ 2,924,003</b>	<b>\$ 2,872,511</b>	<b>\$ 2,766,300</b>	<b>\$ 2,821,750</b>	<b>\$ 2,825,850</b>

# Capital Fund

## Fund Overview

The Capital Fund proposes \$6,420,700 in capital projects for 2021. Anticipated grant revenue will offset these expenses; however grants are not added to the budget until they are awarded. This is an appropriated major special revenue governmental fund. A schedule of specific projects proposed with detailed descriptions can be found at the “Capital Improvement Plan” tab. This plan provides estimated capital needs and associated cost projections for the coming five years, with greater detail for upcoming projects. In 2020, the Townships scaled back planned projects in an effort to cut costs and prioritize infrastructure improvements.

The Capital Fund does not have a dedicated revenue source and is funded year to year by interfund transfers and grant revenues. The proceeds of the 2020 general obligation bond reside in the Capital Fund and will be expended as projects occur. A breakdown of projects planned from this bond issuance is detailed in the “Debt” section of this document.



## Fund Balance

The fund balance of the Capital Fund fluctuated significantly based upon interfund transfers and earned grant revenue. The graph reflects a significant amount of the fund balance being used in 2021 since unearned potential grant revenue has not been accounted for. The projected 2021 beginning fund balance is expected to be \$6,662,298.

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
CAPITAL FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>CURRENT REVENUE</b>						
Local Tax Enabling Act 511 Taxes	\$ 15,548	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Earnings	40,625	69,940	109,227	96,000	35,000	40,000
State Operating and Capital Grants	15,000	15,734	59,651	-	17,431	-
Local Operating and Capital Grants	623,981	248,796	931,187	244,800	814,678	285,000
Contributions from Private Sources	60,374	140,950	22,040	-	2,000	-
All Other	27,202	72,986	-	-	57,513	-
<b>Total Operating Revenue</b>	<b>782,730</b>	<b>548,405</b>	<b>1,122,105</b>	<b>340,800</b>	<b>926,621</b>	<b>325,000</b>
Interfund Transfers	2,500,000	2,500,000	-	575,000	-	390,000
Other Financing Sources	-	125,535	-	-	2,976,019	-
<b>Total Revenue</b>	<b>\$ 3,282,730</b>	<b>\$ 3,173,941</b>	<b>\$ 1,122,105</b>	<b>\$ 915,800</b>	<b>\$ 3,902,641</b>	<b>\$ 715,000</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>EXPENDITURES</b>						
Executive	\$ 75,132	\$ 50,425	\$ 79,642	\$ 40,000	\$ 75,149	\$ 40,000
Legal Services	1,382	5,040	-	-	-	-
Information Technology	41,214	126,383	168,162	145,900	159,025	165,000
Engineering Services	349,714	392,493	52,341	30,000	31,538	-
Buildings and Grounds	1,115	136,647	30,069	174,200	532,225	157,000
Police Services	495,551	222,168	406,630	514,400	596,271	341,200
Fire Protection Services	20,196	168,595	285,268	141,000	131,915	116,000
Building and Zoning	27,474	99,497	29,998	-	-	-
Emergency Services	-	-	-	-	7,500	-
Public Works	1,020,314	801,677	2,007,440	4,493,560	2,168,406	5,054,500
Street Lighting	16	-	-	-	-	-
Recreation Administration	75,988	44,737	969,889	1,068,000	399,278	879,000
All Other	14,421	45,828	13,610	-	12,476	8,000
<b>Total Expenditures</b>	<b>\$ 2,122,518</b>	<b>\$ 2,093,488</b>	<b>\$ 4,043,049</b>	<b>\$ 6,607,060</b>	<b>\$ 4,113,783</b>	<b>\$ 6,760,700</b>
<b>Income/(Loss) from Operations</b>	<b>\$ 1,160,212</b>	<b>\$ 1,080,452</b>	<b>\$ (2,920,945)</b>	<b>\$ (5,691,260)</b>	<b>\$ (211,142)</b>	<b>\$ (6,045,700)</b>
<b>Fund Balance - Beginning</b>					<b>\$ 6,873,440</b>	<b>\$ 6,662,298</b>
<b>Fund Balance - Ending</b>					<b>\$ 6,662,298</b>	<b>\$ 616,598</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
CAPITAL FUND**

**REVENUES**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>2017 ACTUAL</b>	<b>2018 ACTUAL</b>	<b>2019 ACTUAL</b>	<b>2020 BUDGET</b>	<b>12/31/20 PROJECTED</b>	<b>2021 BUDGET</b>
<b>LOCAL TAX ENABLING ACT 511 TAXES</b>							
30-310-800	Non-Res Bldg Permit Tax	\$ 15,548	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 15,548	\$ -	\$ -	\$ -	\$ -	\$ -
<b>INTEREST EARNINGS</b>							
30-341-100	Interest Income	\$ 40,625	\$ 69,940	\$ 109,227	\$ 96,000	\$ 35,000	\$ 40,000
		\$ 40,625	\$ 69,940	\$ 109,227	\$ 96,000	\$ 35,000	\$ 40,000
<b>STATE OPERATING &amp; CAPITAL GRANTS</b>							
30-354-010	General Government	\$ 15,000	\$ 15,734	\$ 59,651	\$ -	\$ 17,431	\$ -
		\$ 15,000	\$ 15,734	\$ 59,651	\$ -	\$ 17,431	\$ -
<b>LOCAL GOVERNMENT CAPITAL AND OPERATING GRANTS</b>							
30-357-010	General Government	\$ -	\$ -	\$ 484,157	\$ 244,800	\$ 389,445	10,000
30-357-020	Public Safety	617,627	139,043	149,031	-	281,993	-
30-357-030	Highway and Streets	6,354	83,609	-	-	101,000	275,000
30-357-040	Fire Protection Services	-	26,144	297,999	-	42,240	-
		\$ 623,981	\$ 248,796	\$ 931,187	\$ 244,800	\$ 814,678	\$ 285,000
<b>CONTRIBUTIONS FROM PRIVATE SOURCES</b>							
30-387-100	Contributions and Donations	\$ 60,374	\$ 140,950	\$ 22,040	\$ -	\$ 2,000	\$ -
		\$ 60,374	\$ 140,950	\$ 22,040	\$ -	\$ 2,000	\$ -
<b>ALL OTHER</b>							
30-361-100	General Government	\$ -	\$ 54,514	\$ -	\$ -	\$ 56,381	\$ -
30-383-200	Fee in Lieu of	-	18,472	-	-	-	-
30-389-100	Miscellaneous	5,328	-	-	-	1,132	-
30-389-389	Reimbursements	21,874	-	-	-	-	-
		\$ 27,202	\$ 72,986	\$ -	\$ -	\$ 57,513	\$ -
<b>TOTAL OPERATIONAL REVENUES</b>		<b>\$ 782,730</b>	<b>\$ 548,405</b>	<b>\$ 1,122,105</b>	<b>\$ 340,800</b>	<b>\$ 926,621</b>	<b>\$ 325,000</b>
<b>INTERFUND TRANSFERS</b>							
30-392-001	Transfer from General Fund	\$ 2,500,000	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -
30-392-002	Transfer from Street Lighting Tax Fund	-	-	-	275,000	-	390,000
30-392-004	Transfer from Parks and Recreation Fund	-	-	-	300,000	-	-
		\$ 2,500,000	\$ 2,500,000	\$ -	\$ 575,000	\$ -	\$ 390,000
<b>OTHER FINANCING SOURCES</b>							
30-393-100	G.O. Bond and Note Proceeds	\$ -	\$ 125,535	\$ -	\$ -	\$ 2,976,019	\$ -
30-393-200	Premiums on Bonds Sold	-	-	-	-	-	-
		\$ -	\$ 125,535	\$ -	\$ -	\$ 2,976,019	\$ -
<b>TOTAL REVENUES WITH TRANSFERS</b>		<b>\$ 3,282,730</b>	<b>\$ 3,173,941</b>	<b>\$ 1,122,105</b>	<b>\$ 915,800</b>	<b>\$ 3,902,641</b>	<b>\$ 715,000</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
CAPITAL FUND**

**EXPENDITURES**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>EXECUTIVE</b>							
30-401-450	Contracted Services	\$ 49,424	\$ 36,000	\$ 37,800	\$ 40,000	37,800	\$ 40,000
30-401-700	Capital Purchases	<u>25,708</u>	<u>14,425</u>	<u>41,842</u>	-	<u>37,349</u>	-
		\$ 75,132	\$ 50,425	\$ 79,642	\$ 40,000	\$ 75,149	\$ 40,000
<b>LEGAL SERVICES</b>							
30-404-301	General Legal Services	\$ 1,382	\$ 5,040	\$ -	\$ -	\$ -	\$ -
		\$ 1,382	\$ 5,040	\$ -	\$ -	\$ -	\$ -
<b>INFORMATION TECHNOLOGY</b>							
30-407-700	Capital Purchases	\$ 41,214	\$ 126,383	\$ 168,162	\$ 145,900	\$ 159,025	\$ 165,000
		\$ 41,214	\$ 126,383	\$ 168,162	\$ 145,900	\$ 159,025	\$ 165,000
<b>ENGINEERING SERVICES</b>							
30-408-313	General Engineering	\$ 349,714	\$ 392,493	\$ 52,341	\$ 30,000	\$ 31,538	\$ -
		\$ 349,714	\$ 392,493	\$ 52,341	\$ 30,000	\$ 31,538	\$ -
<b>BUILDINGS AND GROUNDS</b>							
30-409-450	Contracted Services	\$ -	\$ 105,420	\$ -	\$ -	-	-
30-409-700	Capital Purchases	<u>1,115</u>	<u>31,227</u>	<u>30,069</u>	<u>174,200</u>	<u>532,225</u>	<u>157,000</u>
		\$ 1,115	\$ 136,647	\$ 30,069	\$ 174,200	\$ 532,225	\$ 157,000
<b>POLICE SERVICES</b>							
30-410-700	Capital Purchases	\$ 495,551	\$ 222,168	\$ 406,630	\$ 514,400	\$ 596,271	\$ 341,200
		\$ 495,551	\$ 222,168	\$ 406,630	\$ 514,400	\$ 596,271	\$ 341,200
<b>FIRE PROTECTION SERVICES</b>							
30-411-700	Capital Purchases	\$ 20,196	\$ 168,595	\$ 285,268	\$ 141,000	\$ 131,915	\$ 116,000
		\$ 20,196	\$ 168,595	\$ 285,268	\$ 141,000	\$ 131,915	\$ 116,000
<b>BUILDING AND ZONING</b>							
30-413-700	Capital Purchases	\$ 27,474	\$ 99,497	\$ 29,998	\$ -	\$ -	\$ -
		\$ 27,474	\$ 99,497	\$ 29,998	\$ -	\$ -	\$ -

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
CAPITAL FUND**

**EXPENDITURES**

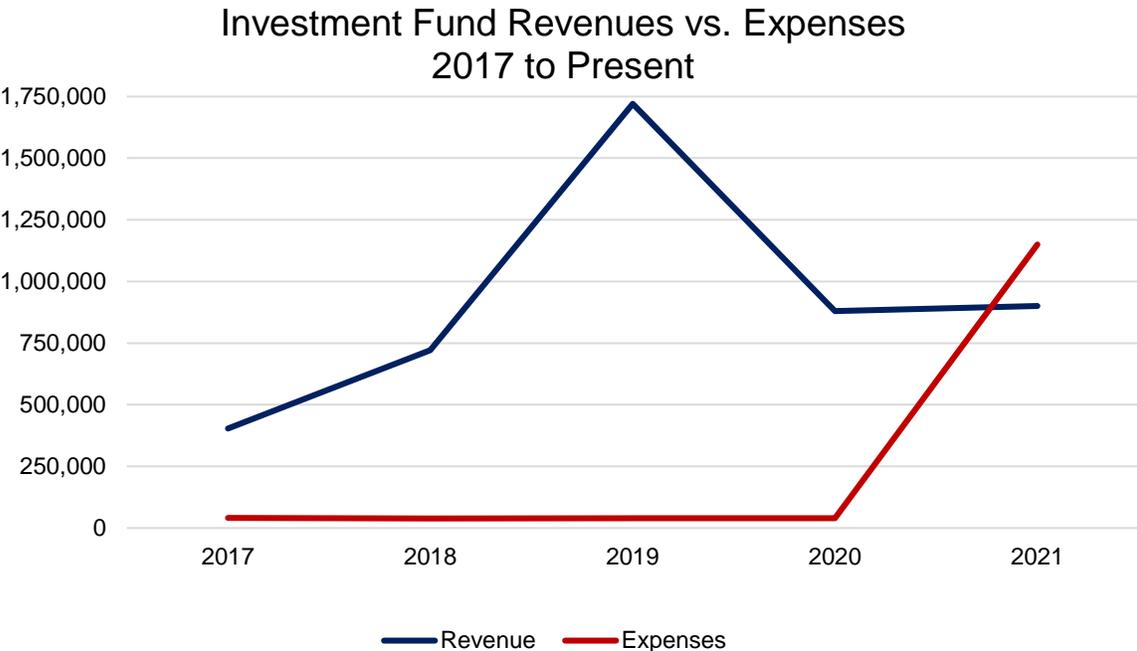
<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>EMERGENCY SERVICES</b>							
30-415-700	COVID Expenses	\$ -	\$ -	\$ -	\$ -	\$ 7,500	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ 7,500	\$ -
<b>PUBLIC WORKS</b>							
30-430-180	Overtime Salaries	\$ 3,488	\$ -	\$ -	\$ -	\$ -	\$ -
30-430-192	FICA/Medicare	10	-	-	-	-	-
30-430-700	Capital Purchases	943,483	760,846	1,978,887	3,718,560	1,878,589	3,864,500
		\$ 946,981	\$ 760,846	\$ 1,978,887	\$ 3,718,560	\$ 1,878,589	\$ 3,864,500
<b>STREET LIGHTING</b>							
30-434-700	Capital Purchases	\$ 16	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 16	\$ -	\$ -	\$ -	\$ -	\$ -
<b>STORM SEWERS AND DRAINS</b>							
30-436-700	Capital Purchases	73,334	40,830	28,553	775,000	289,817	1,190,000
		\$ 73,334	\$ 40,830	\$ 28,553	\$ 775,000	\$ 289,817	\$ 1,190,000
<b>RECREATION ADMINISTRATION</b>							
30-451-112	Salaries and Wages	\$ 20,466	\$ -	\$ -	\$ -	\$ -	\$ -
30-451-450	Contracted Services	-	-	220	-	-	-
30-451-700	Capital Purchases	55,522	44,737	969,669	1,068,000	399,278	879,000
		\$ 75,988	\$ 44,737	\$ 969,889	\$ 1,068,000	\$ 399,278	\$ 879,000
<b>ALL OTHER</b>							
30-439-700	Capital Purchases	\$ -	\$ 23,317	\$ -	\$ -	\$ -	\$ -
30-452-112	Salaries and Wages	9,616	-	-	-	-	-
30-454-220	Operating Supplies	-	5,778	-	-	-	-
30-454-700	Capital Purchases	4,806	16,733	-	-	-	-
30-471-000	Debt Principal	-	-	11,828	-	10,685	6,500
30-472-000	Debt Interest	-	-	1,782	-	1,790	1,500
		\$ 14,421	\$ 45,828	\$ 13,610	\$ -	\$ 12,476	\$ 8,000
<b>TOTAL OPERATIONAL EXPENDITURES</b>		<b>\$ 2,122,518</b>	<b>\$ 2,093,488</b>	<b>\$ 4,043,049</b>	<b>\$ 6,607,060</b>	<b>\$ 4,113,783</b>	<b>\$ 6,760,700</b>

# Investment Fund

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## Fund Overview

In 2002, the Township’s water and sewer facilities were sold to the Bucks County Water and Sewer Authority for \$40 million. This \$40 million is now held in the Investment Fund, an appropriated major special revenue governmental fund. This \$40 million is restricted and may only be used to generate interest through investment. Investment income typically comes from certificates of deposit and fixed income securities, primarily US Treasury Bills. Investment income from the Investment Fund may be transferred to other funds as needed.



## Fund Balance

The fund balance of the Investment Fund reflects the \$40 million principal, and any earned interest that has not been transferred to another fund. In anticipation of revenue shortfalls in the General Fund continuing into 2021, \$1,115,000 is budgeted to be transferred from the Investment Fund to the General Fund. A transfer will only be made if it is needed to balance the budget in 2021, and only the amount needed will be transferred. The projected 2021 beginning fund balance is expected to be \$43,997,703.

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
INVESTMENT FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>CURRENT REVENUE</b>						
Interest Earnings	\$ 403,558	\$ 720,636	\$ 1,720,562	\$ 875,000	\$ 880,000	\$ 900,500
<b>Total Operational Revenue</b>	<b>\$ 403,558</b>	<b>\$ 720,636</b>	<b>\$ 1,720,562</b>	<b>\$ 875,000</b>	<b>\$ 880,000</b>	<b>\$ 900,500</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>EXPENDITURES</b>						
Fiscal Agent Fees	\$ 41,060	\$ 38,686	\$ 39,151	\$ 40,000	\$ 40,000	\$ 40,000
<b>Total Operating Expenditures</b>	<b>\$ 41,060</b>	<b>\$ 38,686</b>	<b>\$ 39,151</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>
Interfund Transfers	-	-	-	-	-	1,110,000
<b>Total Expenditures</b>	<b>\$ 41,060</b>	<b>\$ 38,686</b>	<b>\$ 39,151</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 1,150,000</b>
<b>Income/(Loss) from Operations</b>	<b>\$ 362,498</b>	<b>\$ 681,950</b>	<b>\$ 1,681,410</b>	<b>\$ 835,000</b>	<b>\$ 840,000</b>	<b>\$ (249,500)</b>
<b>Fund Balance - Beginning</b>					<b>\$ 43,157,703</b>	<b>\$ 43,997,703</b>
<b>Fund Balance - Ending</b>					<b>\$ 43,997,703</b>	<b>\$ 43,748,203</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
INVESTMENT FUND**

**REVENUES**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>INTEREST EARNINGS</b>							
32-341-100	Interest Income	\$ 706,284	\$ 948,169	\$ 1,121,987	\$ 874,000	\$ 780,000	\$ 900,000
32-341-400	Penalties and Interest	371	1,786	934	1,000	-	500
32-341-500	Gain (Loss) On Investments	<u>(303,097)</u>	<u>(229,320)</u>	<u>597,640</u>	<u>-</u>	<u>100,000</u>	<u>-</u>
	<b>TOTAL OPERATIONAL REVENUES</b>	<b>\$ 403,558</b>	<b>\$ 720,636</b>	<b>\$ 1,720,562</b>	<b>\$ 875,000</b>	<b>\$ 880,000</b>	<b>\$ 900,500</b>

**EXPENDITURES**

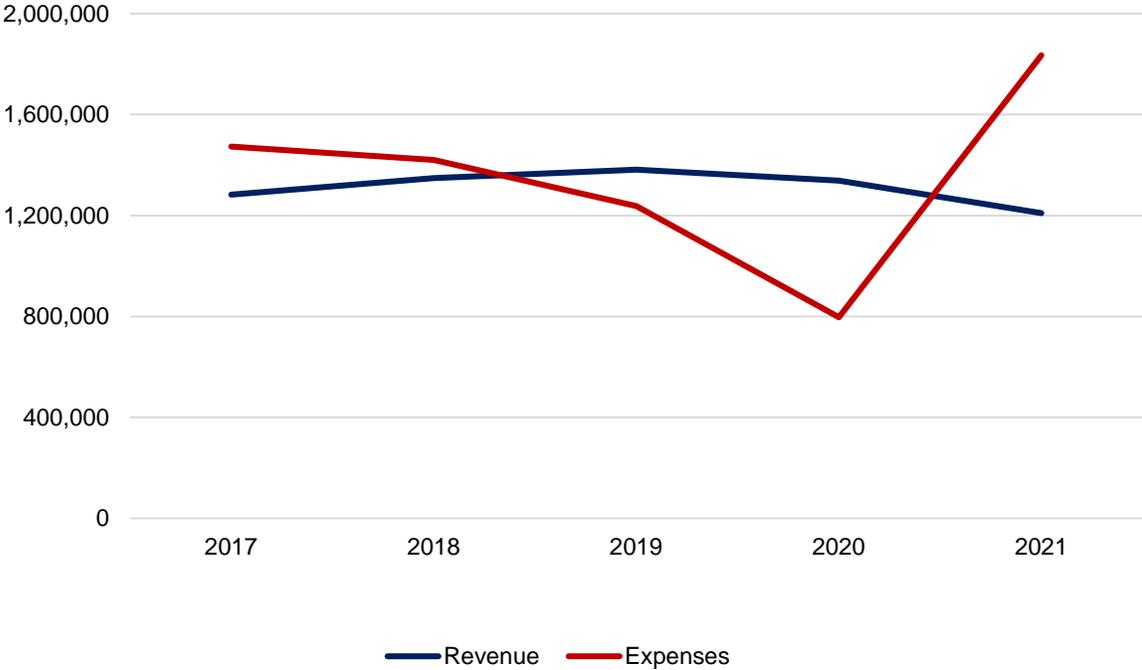
<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>FISCAL AGENT FEES</b>							
32-475-317	Administration Fees	<u>\$ 41,060</u>	<u>\$ 39,260</u>	<u>\$ 39,295</u>	<u>\$ 40,000</u>	<u>40,000</u>	<u>\$ 40,000</u>
		\$ 41,060	\$ 39,260	\$ 39,295	\$ 40,000	\$ 40,000	\$ 40,000
	<b>TOTAL OPERATIONAL EXPENDITURES</b>	<b>\$ 41,060</b>	<b>\$ 39,260</b>	<b>\$ 39,295</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>
<b>INTERFUND TRANSFERS</b>							
32-492-950	Transfer to General Fund	<u>\$ -</u>	<u>\$ 1,110,000</u>				
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,110,000
<b>ALL OTHER</b>							
32-404-301	General Legal	<u>\$ -</u>	<u>\$ (574)</u>	<u>\$ (144)</u>	<u>-</u>	<u>-</u>	<u>-</u>
		\$ -	\$ (574)	\$ (144)	\$ -	\$ -	\$ -
	<b>TOTAL EXPENDITURES WITH TRANSFERS</b>	<b>\$ 41,060</b>	<b>\$ 38,686</b>	<b>\$ 39,151</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 1,150,000</b>

# Highway Aid Fund

## Fund Overview

The Highway Aid Fund is an appropriated special revenue governmental fund funded by the State Motor Vehicle Fuel Tax. Expenses in this fund are limited to road and highway related projects. The Township’s allocation of this tax revenue is based on population and road mileage. In 2020, few winter events and a subsequent reduced need for road repairs led to lower than average amount being spent from the Highway Aid Fund. Since a surplus exists from 2020, expenditures in this fund for 2021 are budgeted higher than before, at \$1,835,000. In 2021, \$400,000 is planned to be used toward the Road Improvement Program from the Highway Aid Fund. Due to the COVID-19 pandemic reducing motor vehicle and gasoline utilization, the Township’s allocation to this fund from the state is expected to be approximately \$100,000 lower than prior years.

Highway Aid Fund Revenues vs. Expenses  
2017 to Present



## Fund Balance

The fund balance of the Highway Aid Fund was replenished in 2019 and 2020 as more expenditures in these categories were carried by the General Fund or simply did not occur. The projected 2020 beginning fund balance of the Highway Aid Fund is expected to be \$885,941.

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
HIGHWAY AID FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>CURRENT REVENUE</b>						
Interest Earnings	\$ 5,144	\$ 7,890	\$ 8,719	\$ 10,000	\$ 2,650	\$ 5,000
Intergovernmental Revenues	<u>1,277,170</u>	<u>1,340,665</u>	<u>1,372,887</u>	<u>1,309,567</u>	<u>1,335,755</u>	<u>1,204,437</u>
<b>Total Operational Revenue</b>	<b>\$ 1,282,314</b>	<b>\$ 1,348,554</b>	<b>\$ 1,381,606</b>	<b>\$ 1,319,567</b>	<b>\$ 1,338,405</b>	<b>\$ 1,209,437</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>EXPENDITURES</b>						
Public Works	\$ 406,699	\$ 588,702	\$ 628,466	\$ 1,109,000	\$ 645,790	\$ 1,172,500
Fleet Maintenance Services	182,283	218,903	208,881	247,500	148,500	240,000
Highway Construction	<u>884,336</u>	<u>612,458</u>	<u>400,000</u>	<u>21,000</u>	<u>2,500</u>	<u>422,500</u>
<b>Total Operational Expenditures</b>	<b>\$ 1,473,318</b>	<b>\$ 1,420,063</b>	<b>\$ 1,237,347</b>	<b>\$ 1,377,500</b>	<b>\$ 796,790</b>	<b>\$ 1,835,000</b>
<b>Income/(Loss) from Operations</b>	<b>\$ (191,005)</b>	<b>\$ (71,508)</b>	<b>\$ 144,259</b>	<b>\$ (57,933)</b>	<b>\$ 541,616</b>	<b>\$ (625,563)</b>
<b>Fund Balance - Beginning</b>					<b>\$ 344,325</b>	<b>\$ 885,941</b>
<b>Fund Balance - Ending</b>					<b>\$ 885,941</b>	<b>\$ 260,377</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
HIGHWAY AID FUND**

**REVENUES**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>
<b>INTEREST EARNINGS</b>							
35-341-100	Interest Income	\$ 5,144	\$ 7,890	\$ 8,719	\$ 10,000	\$ 2,650	\$ 5,000
		\$ 5,144	\$ 7,890	\$ 8,719	\$ 10,000	\$ 2,650	\$ 5,000
<b>INTERGOVERNMENTAL REVENUES</b>							
35-351-050	Motor Vehicle Fuel Taxes	\$ 1,275,170	\$ 1,338,665	\$ 1,370,887	\$ 1,307,567	\$ 1,333,755	\$ 1,202,437
35-351-055	State Road Turnback Payments	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
		\$ 1,277,170	\$ 1,340,665	\$ 1,372,887	\$ 1,309,567	\$ 1,335,755	\$ 1,204,437
<b>TOTAL OPERATIONAL REVENUES</b>		<b>\$ 1,282,314</b>	<b>\$ 1,348,554</b>	<b>\$ 1,381,606</b>	<b>\$ 1,319,567</b>	<b>\$ 1,338,405</b>	<b>\$ 1,209,437</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
HIGHWAY AID FUND**

**EXPENDITURES**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>2017 ACTUAL</b>	<b>2018 ACTUAL</b>	<b>2019 ACTUAL</b>	<b>2020 BUDGET</b>	<b>12/31/20 PROJECTED</b>	<b>2021 BUDGET</b>
<b>CLEANING OF STREETS AND GUTTERS</b>							
35-431-112	Salaries and Wages	\$ 25,501	\$ 20,463	\$ 8,228	\$ 12,000	\$ 6,000	\$ 10,000
35-431-192	FICA/Medicare	1,924	1,588	619	1,000	500	1,000
		\$ 27,424	\$ 22,050	\$ 8,847	\$ 13,000	\$ 6,500	\$ 11,000
<b>SNOW AND ICE REMOVAL</b>							
35-432-112	Salaries and Wages	\$ 42,751	-	\$ 2,077	\$ 178,000	\$ 33,000	\$ 188,000
35-432-180	Overtime Salaries	-	6,408	4,190	19,000	10,000	19,000
35-432-192	FICA/Medicare	3,236	513	473	15,000	3,290	17,000
35-432-220	Operating Supplies	53,220	105,584	103,507	150,000	35,000	150,000
35-432-450	Contracted Services	-	-	-	5,000	500	5,000
		\$ 99,207	\$ 112,505	\$ 110,248	\$ 367,000	\$ 81,790	\$ 379,000
<b>TRAFFIC CONTROL DEVICES</b>							
35-433-112	Salaries and Wages	\$ 46,075	\$ 53,978	\$ 66,093	\$ 83,000	\$ 73,000	\$ 89,000
35-433-180	Overtime Salaries	1,175	646	3,783	9,000	500	9,000
35-433-192	FICA/Medicare	3,485	4,192	5,123	7,000	6,000	8,000
35-433-220	Operating Supplies	12,774	11,536	5,784	25,000	24,000	35,500
35-433-360	Utilities	1,199	49	435	500	500	500
35-433-450	Contracted Services	80,529	66,320	117,090	100,000	98,500	120,000
		\$ 145,237	\$ 136,719	\$ 198,308	\$ 224,500	\$ 202,500	\$ 262,000
<b>STORM SEWERS AND DRAINS</b>							
35-436-112	Salaries and Wages	\$ 240	\$ 142,960	\$ 102,312	\$ 152,000	\$ 123,500	\$ 157,000
35-436-180	Overtime Salaries	186	13,658	11,881	16,000	7,500	16,000
35-436-192	FICA/Medicare	34	12,071	8,348	13,000	10,500	15,000
35-436-220	Operating Supplies	5,081	3,496	3,768	20,500	15,500	20,500
35-436-450	Contracted Services	-	-	-	100,000	50,000	100,000
		\$ 5,542	\$ 172,186	\$ 126,310	\$ 301,500	\$ 207,000	\$ 308,500
<b>FLEET MAINTENANCE SERVICES</b>							
35-437-112	Salaries and Wages	\$ 131,523	\$ 140,243	\$ 128,169	\$ 135,000	\$ 99,000	\$ 143,000
35-437-180	Overtime Salaries	7,374	12,934	14,679	14,000	7,500	14,000
35-437-192	FICA/Medicare	10,104	12,097	10,488	12,000	8,500	13,000
35-437-220	Operating Supplies	32,447	34,660	55,545	50,000	20,500	50,000
35-437-231	Gasoline	834	391	-	500	500	-
35-437-232	Diesel	-	-	-	10,000	-	-
35-437-235	Oils and Lubricants	-	428	-	1,000	-	-
35-437-450	Contracted Services	-	18,149	-	25,000	12,500	20,000
		\$ 182,283	\$ 218,903	\$ 208,881	\$ 247,500	\$ 148,500	\$ 240,000
<b>ROAD AND BRIDGE MAINTENANCE</b>							
35-438-112	Salaries and Wages	\$ 109,432	\$ 110,996	\$ 151,237	\$ 132,000	\$ 100,500	\$ 140,000
35-438-180	Overtime Salaries	7,407	15,580	5,298	14,000	13,500	14,000
35-438-192	FICA/Medicare	8,852	9,810	11,753	12,000	9,000	13,000
35-438-220	Operating Supplies	3,590	8,858	16,464	20,000	10,000	20,000
35-438-450	Contracted Services	-	-	-	25,000	15,000	25,000
		\$ 129,281	\$ 145,243	\$ 184,753	\$ 203,000	\$ 148,000	\$ 212,000
<b>HIGHWAY CONSTRUCTION AND REBUILDING</b>							
35-439-112	Salaries and Wages	-	-	-	\$ 14,000	-	\$ 15,000
35-439-192	FICA/Medicare	-	-	-	2,000	-	2,000
35-439-220	Operating Supplies	-	-	-	5,000	2,500	5,500
35-439-450	Contracted Services	884,336	612,458	400,000	-	-	400,000
		\$ 884,336	\$ 612,458	\$ 400,000	\$ 21,000	\$ 2,500	\$ 422,500
<b>ALL OTHER</b>							
35-430-220	Operating Supplies	\$ 8	-	-	-	-	-
		\$ 8	-	-	-	-	-
<b>TOTAL OPERATIONAL EXPENDITURES</b>		<b>\$ 1,473,318</b>	<b>\$ 1,420,063</b>	<b>\$ 1,237,347</b>	<b>\$ 1,377,500</b>	<b>\$ 796,790</b>	<b>\$ 1,835,000</b>

# Long-Range Financial Forecast

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The primary focus of this document is on the 2021 fiscal year. However, since many aspects of the Township's budget can evolve over time, it is important for officials and the community to be aware of and understand the long-term financial condition of the Township as many decisions made are not felt until one or more years later.

The following long-range financial forecast includes projected budgets for the fiscal/calendar years of 2022, 2023, and 2024. By creating and considering these financial forecasts with the 2021 budget, it creates additional context for spending and staffing in the coming year. Additionally, it opens the door for discussion about steps that need to be taken to stabilize the Township's financial condition beyond the upcoming year.

Forecasting revenues and expenditures beyond the upcoming fiscal year can be difficult. While some costs are fixed and predetermined, such as changes in an employee compensation, other factors are not known until later, or until they occur, such as changes in insurance premiums and employee retirements. Additionally, market conditions in the local, regional, national, and global economy are considered, as well as changes in unemployment, recession cycles, and land developments, to name a few. These and many other factors contribute to any changes in the Township's overall spending trends and financial condition.

The most commonly utilized method of determining future revenues and expenditures is to utilize a straight-line projection. Using prior budget years as a foundation, a trend typically reflects where changes in revenues and expenditures are likely to land. Some revenues and expenditures in the future are based upon performance of the prior year. However, following a year like 2020 with several significant anomalies in finances, it is important that several years are utilized to make projections.

Although long-range financial forecasts are generally accurate, major world events and swings in the market can end up painting a very different picture, as experienced in 2020. In 2021, the Township expects revenues and expenditures to return to a normal level by mid-year, with continued impact to some economically-sensitive areas. By 2022, revenues are expected to return to their pre-2020 levels. Similarly, expenditures are expected to continue on their upward trajectory as changes in employee compensation, capital improvements, insurances, and other areas are subject to inflation and year-over-year growth.

Although a structural deficit is forecasted in these future years, the projected figures in this long-range financial forecast typically reflect a worst-case scenario. As employee turnover occurs and efficiencies are created over time, the impact of structural deficits is typically brought under control.

The following analysis and discussion is broken down for each of the Township's funds.

## General Fund

The General Fund is the Township's primary operating fund. As such, most of the Township's daily operations are paid for from this source. Many expenditures carried by the General Fund are predictable beyond the upcoming year due to their past trajectory or known future influencing factors. As previously stated, the unusual impact of the COVID-19 pandemic on the economy has created several irregular patterns, particularly in the revenues of the General Fund. Some economically-sensitive tax revenues, such as the Amusement Tax, felt an immediate and significant impact from the COVID-19 pandemic. Other tax revenues are impacted by the time they are collected. For instance, many residents had already paid real estate taxes in 2020 by the time the pandemic set in. As a result, a small impact to real estate taxes is expected in 2021.

Much of the long-range financial forecast in the General Fund is predicated on a partial economic recovery in 2021, with a full recovery in 2022. As these future fiscal years occur and more is known about the local and national economy, more fine-tuned projections will be considered. The Township examines typical indicators of economic health when considering revenue projections, ranging from unemployment, property market values, property assessed values, household income, tax rates, inflation, and anticipated development and redevelopment, among others. A shift of 0.20 mills of real estate taxes from the Street Lighting Fund to the General Fund is carried through to the future years. No changes in tax rates or service fees are factored into this long-range financial forecast.

The balance of the Township's revenues and expenditures are built on trends. In most cases, data from 2019 and before was used to make projections beyond 2021, given that many categories experienced unusual budget activity in 2020. As a general rule, revenues are typically projected flat, based upon experience and a conservative approach to budgeting. Expenditures reflect known or anticipated changes, ranging from wage increases to pension obligations.

## Street Lighting Fund

The Street Lighting Fund pays for the operation and maintenance of outdoor lighting on streets and at public facilities. A recent transition of street lights to LEDs has resulted in a significant savings in utility costs, further bolstered by rebates from PECO. As a result of this reduced operating cost, 0.20 mills of real estate taxes, about \$100,000, was shifted to the General Fund. This change is carried through all years of the long-range financial forecast. The Street Lighting Fund also makes a small transfer to the Debt Service Fund annually to offset debt service payments for the LED Street Light Municipal Note used to fund this project in 2017. More information about this municipal note is in the Debt section of this document. The Street Lighting Fund may also be impacted by the rates paid by the Township for electricity. These costs are predetermined for several years at a time.

## Fire Protection Fund

The two revenue sources of the Fire Protection Fund are real estate taxes and the foreign fire premium tax. Both revenue sources historically have been flat, resulting in expected flat revenue projections beyond 2021. On the expenditure side, since monies received in the Fire Protection Fund are transferred to the Township's four fire companies to provide fire protection services, expenditures are held flat in line with revenues.

## Parks & Recreation Fund

The Parks & Recreation Fund is used to finance the operations of the Parks & Recreation Department, as well as park maintenance, events, and programs held throughout the year. In addition to real estate taxes, the primary revenue driver in the Parks & Recreation Fund is money earned from fees paid for participating in recreation programs. Since many programs in 2020 were cancelled, an expected record-year of recreation program fees ended up falling short. Much like other General Fund tax revenues, recreation program fees are expected to recover in 2021 and beyond as COVID-19 restrictions become commonplace, or are eventually phased out. Parks & Recreation Fund expenditures are expected to remain flat, as they primarily consist of staff. A decline in 2020 expenditures was as a result of many seasonal staff hires not taking place as planned. This is expected to return to prior levels beginning in 2021.

## Ambulance & Rescue Fund

Similar to the Fire Protection Fund the Ambulance and Rescue Fund consists of real estate tax revenue that is then transferred to the Township's ambulance and rescue service provider, the Penn-del-Middletown Emergency Squad. Like all real estate tax revenue lines in other funds, real estate tax revenue is planned based upon the assessed value of the Township and the tax rate, net of expected taxes that will not be paid.

## Road Machinery Fund

The Road Machinery Fund is a designated source to finance the purchase of equipment utilized by the Department of Public Works. This equipment keeps roads maintained and clear of snow and debris. The Township actively pursues other funding sources for vehicles. In the event that external funding is not able to pay for all vehicle purchases in a given year, this fund is utilized for equipment purchases. Some years, this fund is not utilized, allowing all revenues to be added to the fund balance. This practice allows the Township to be poised to purchase a more expensive piece of equipment if ever needed. The long-range financial forecast reflects minimal use of the Road Machinery Fund beyond 2021, with consistent revenues rolling into the fund balance each year. This fund will be utilized if needed.

## Fire Hydrant Fund

Similar to the Street Lighting Fund, the Fire Hydrant Fund pays for the operation and maintenance of fire hydrants in the Township. One of the Township's smallest funds, it typically experiences very stable revenues from real estate taxes and expenditures on water utility fees.

## Sanitation Fund

The Sanitation Fund is where the Township's solid waste and recycling contract with Waste Management is managed. Revenues consist of the Solid Waste Fee paid for annually by the residents served under this contract. When a new contract for solid waste and recycling services is signed, the cost of the contract is averaged over the life of the contract, resulting in a stable fee to residents a few years at a time. Since this fee is collected with real estate taxes for most residents, the rate of delinquent collections is typically the same. The cost of the contract is carried in the expenditures of the Sanitation Fund, which gradually increases each year. As the cost of the contract exceeds fee revenue for a single year in the latter years of the contract, the fund balance of the Sanitation Fund is utilized to pay for these services.

## Middletown Country Club Fund

The Middletown Country Club is owned by Middletown Township, but leased out to a business to operate it. The lease agreement with the operator comprises the revenues in this fund. Expenditures consist primarily of depreciation expense on the property. A capital project completed in 2019 was incurred by the Township in 2020. In 2021 and beyond, the primary expenditure budgeted is depreciation expense.

## Farm Fund

Similar to the Middletown Country Club Fund, the Farm Fund contains funds related to the Township's ownership and licensing of the Styer Orchard property. Revenues from the Farm Fund consist of rents paid by the licensees. Expenditures are typically negligible. As new license agreements are signed and take effect, revenues from the Farm Fund may change beyond 2021.

## Debt Service Fund

The Debt Service Fund is where the Township's debts from general obligation bonds and municipal notes are managed and paid off. The primary revenue source for the Debt Service Fund is real estate taxes. When the Township incurs debt, the bonds and notes include a schedule of how much of the debt must be paid back each year until it is paid off in full. As a result, it is very easy to determine expenditures from the Debt Service Fund long in advance. Expenditures from the Debt Service Fund consist of debt service payment for each of the Township's bonds and notes. This may be impacted should the Township refinance or restructure its debt, as was done in 2020. Typically, when the Township refinances its debt, an additional borrowing is made to keep annual debt service payments consistent. The 2020 debt refinancing resulted in about \$3 million of additional funds to be used for infrastructure.

## Capital Fund

The Capital Fund does not have a permanent source of revenue. Any grants earned by the Township for capital projects are included here, as well as proceeds from general obligation bonds. The Township has a firm practice of only budgeting grant revenue if it has been earned, in an effort to provide a worst-case-scenario financial picture. As a result, revenues beyond 2021 reflect only interest earnings. The Township will pursue grants in these years as they become available, which will offset capital spending in these years. Capital expenditures are largely planned in advance, as reflected in the Township's Capital Improvement Plan, available as part of this document. Some projects planned may be deferred as funding is available, resulting in an increase in expenditures in the following year.

## Investment Fund

The Investment Fund contains the proceeds from the sale of the Township's water and sewer infrastructure to Bucks County Water & Sewer Authority in 2002. Revenues from this fund consist of interest and returns on investments from this restricted principle. Revenue beyond 2021 is budgeted flat based upon recent returns. This is subject to change based upon market conditions and interest rates. Expenditures consist of fees related to the management of these funds.

## Highway Aid Fund

The Highway Aid Fund consists of revenue from the Commonwealth of Pennsylvania's tax on gasoline. This tax revenue is allocated to municipalities based upon roadway mileage and population. This revenue is typically flat, but ultimately mimics gasoline utilization. After a small decrease in 2020 due to a widespread reduction in motor vehicle utilization tied to the COVID-19 pandemic, revenues to the Highway Aid Fund are expected to recover to prior levels. Beyond the scope of this long-range financial forecast, factors that may impact future revenues include the ongoing reduction of motor vehicle fuel use as vehicles become more energy-efficient, as well as the development of new roads in other communities that will result in an increased allocation of these funds in other places. Expenditures from the Highway Aid Fund consists primarily of eligible personnel services provided by the Department of Public Works. The General Fund typically picks up the balance of these expenditures. When possible, the Highway Aid Fund will occasionally carry capital purchases, such as road repaving or equipment purchases, as restricted by the state. Although a portion of the Road Improvement Program is planned from the Highway Aid Fund in 2021, future years do not include any capital purchases.

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
FUND OVERVIEW**

**REVENUES**

<u>Fund</u>	2020	12/31/20	2021	2022	2023	2024
	<u>BUDGET</u>	<u>PROJECTED</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
General	\$ 21,824,000	\$ 19,153,956	\$ 22,332,000	\$ 21,602,500	\$ 21,602,500	\$ 21,603,000
Street Lighting Tax	520,500	517,370	419,500	419,600	419,600	419,600
Fire Protection Tax	1,160,500	1,153,220	1,164,800	1,164,800	1,164,800	1,164,800
Parks and Recreation	1,425,360	1,165,696	1,290,000	1,422,360	1,422,360	1,422,360
Ambulance and Rescue	232,700	226,500	232,600	232,600	232,600	232,600
Road Machinery Tax	158,000	156,950	158,000	158,000	158,000	158,000
Fire Hydrant Tax	56,000	55,660	56,050	56,050	56,050	56,050
Sanitation	4,693,966	4,883,670	4,674,466	4,674,466	4,674,466	4,674,466
Middletown Country Club	46,500	46,943	38,256	38,256	38,256	38,256
Farm	31,500	86,903	49,400	49,400	49,400	49,400
Debt Service	2,830,500	2,784,700	2,823,500	2,821,600	2,823,500	2,823,500
Investment	875,000	880,000	900,500	901,000	901,000	901,000
Highway Aid	1,319,567	1,338,405	1,209,437	1,357,000	1,410,000	1,410,000
	<u>\$ 35,174,093</u>	<u>\$ 32,449,972</u>	<u>\$ 35,348,509</u>	<u>\$ 34,897,632</u>	<u>\$ 34,952,532</u>	<u>\$ 34,953,032</u>
Capital Fund	\$ 915,800	\$ 3,902,641	\$ 715,000	\$ 40,000	\$ 40,000	\$ 40,000

**EXPENDITURES**

<u>Fund</u>	2020	12/31/20	2021	2022	2023	2024
	<u>BUDGET</u>	<u>PROJECTED</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
General	\$ 21,805,600	\$ 21,116,694	\$ 22,332,000	\$ 22,781,900	\$ 23,545,100	\$ 24,327,843
Street Lighting Tax	713,500	416,439	785,500	398,600	406,500	413,500
Fire Protection Tax	1,155,000	1,147,750	1,192,000	1,112,000	1,112,000	1,112,000
Parks and Recreation	1,702,450	1,205,100	1,328,950	1,370,950	1,411,450	1,453,950
Ambulance and Rescue	232,000	232,018	233,000	233,000	233,000	233,000
Road Machinery Tax	255,000	185,000	260,000	10,000	10,000	10,000
Fire Hydrant Tax	55,000	55,000	55,000	55,000	55,000	55,000
Sanitation	4,627,065	4,627,685	4,632,565	4,636,065	4,641,065	4,646,065
Middletown Country Club	53,000	193,000	53,000	53,000	53,000	53,000
Farm	204,300	3,600	3,600	3,600	3,600	3,600
Debt Service	2,766,300	2,821,750	2,825,850	2,822,950	2,827,150	2,825,550
Investment	40,000	40,000	1,150,000	40,000	40,000	40,000
Highway Aid	1,377,500	796,790	1,835,000	1,445,000	1,478,000	1,511,500
	<u>\$ 34,986,715</u>	<u>\$ 32,840,826</u>	<u>\$ 36,686,465</u>	<u>\$ 34,962,065</u>	<u>\$ 35,815,865</u>	<u>\$ 36,685,008</u>
Capital Fund	\$ 6,607,060	\$ 4,113,783	\$ 6,760,700	\$ 3,892,000	\$ 3,561,000	\$ 4,604,000

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
GENERAL FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b><i>CURRENT REVENUE</i></b>						
Real Property Taxes	\$ 3,750,000	\$ 3,710,000	\$ 3,850,000	\$ 3,850,000	\$ 3,850,000	\$ 3,850,000
Local Enabling Act Taxes	13,292,000	11,542,000	12,923,000	13,453,000	13,453,000	13,453,000
Business Licenses and Permits	1,148,000	1,055,500	1,065,000	1,065,000	1,065,000	1,065,000
Fines	124,000	120,900	123,000	123,000	123,000	123,000
Interest Earnings	50,000	20,000	20,000	30,000	40,000	50,000
Rents and Royalties	95,000	108,000	108,000	108,000	108,000	108,000
State Operating & Capital Grant	100,000	126,227	250,000	100,000	100,000	100,000
State Shared Revenue and Entitlements	783,000	760,586	754,000	719,500	709,500	700,000
Charges for Services	77,000	133,000	77,000	77,000	77,000	77,000
Public Safety	2,199,000	1,339,126	2,046,000	2,071,000	2,071,000	2,071,000
Contributions from Private Sources	1,000	55,000	1,000	1,000	1,000	1,000
Other	5,000	183,617	5,000	5,000	5,000	5,000
Interfund Transfers	200,000	-	1,110,000	-	-	-
<b>Total Revenue</b>	<b>\$ 21,824,000</b>	<b>\$ 19,153,956</b>	<b>\$ 22,332,000</b>	<b>\$ 21,602,500</b>	<b>\$ 21,602,500</b>	<b>\$ 21,603,000</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b><i>EXPENDITURES</i></b>						
Legislative Body	\$ 54,450	\$ 44,550	\$ 54,900	\$ 54,900	\$ 54,900	\$ 54,900
Executive	579,100	500,700	609,700	637,200	665,200	694,700
Financial Administration	564,000	544,600	504,500	532,000	556,000	579,500
Tax Collection	231,000	229,000	232,000	232,500	233,000	233,500
Legal Services	180,000	170,000	180,000	180,000	180,000	180,000
Information Technology	448,200	414,806	507,500	516,000	525,500	535,000
Engineering	125,500	50,000	98,000	100,000	103,000	102,000
Building and Grounds	288,000	254,500	287,000	287,000	287,000	287,000
Police Services	11,123,000	10,245,000	11,339,500	11,790,500	12,263,500	12,760,500
Fire Protection Services	633,950	691,301	753,000	782,500	818,000	855,000
Emergency Management	33,500	29,800	33,100	33,100	33,100	33,100
Building and Zoning	877,900	792,990	903,100	941,600	983,100	1,026,100
Planning Commission	1,500	-	1,500	1,500	1,500	1,500
Emergency Services	-	275,000	-	-	-	-
Zoning Hearing Board	52,500	59,500	61,500	61,500	61,500	61,500
School Crossing Guards	164,000	134,320	182,500	188,500	195,500	203,343
Youth Aid Panel	3,200	-	3,200	3,100	3,100	3,100
Public Works	1,344,300	1,233,008	1,315,000	1,380,500	1,450,500	1,524,500
Fleet Maintenance Services	342,500	344,100	361,000	365,000	369,000	373,000
Civil Celebrations	5,000	-	5,000	5,000	5,000	5,000
Other Miscellaneous	-	-	-	-	-	-
Employer Paid Benefits	4,324,000	4,635,519	4,420,000	4,209,500	4,276,700	4,334,600
Insurance	400,000	400,000	400,000	400,000	400,000	400,000
Other Financing Sources	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ 21,775,600</b>	<b>\$ 21,048,694</b>	<b>\$ 22,252,000</b>	<b>\$ 22,701,900</b>	<b>\$ 23,465,100</b>	<b>\$ 24,247,843</b>
Interfund Transfers	30,000	30,000	30,000	30,000	30,000	30,000
Bad Debt	-	38,000	50,000	50,000	50,000	50,000
<b>Total Expenditures</b>	<b>\$ 21,805,600</b>	<b>\$ 21,116,694</b>	<b>\$ 22,332,000</b>	<b>\$ 22,781,900</b>	<b>\$ 23,545,100</b>	<b>\$ 24,327,843</b>
<b>Income/(Loss) from Operations</b>	<b>\$ 18,400</b>	<b>\$ (1,962,738)</b>	<b>\$ -</b>	<b>\$ (1,179,400)</b>	<b>\$ (1,942,600)</b>	<b>\$ (2,724,843)</b>
<b>Fund Balance - Beginning</b>		<b>\$ 8,299,951</b>	<b>\$ 6,337,213</b>	<b>\$ 6,337,213</b>	<b>\$ 5,157,812</b>	<b>\$ 3,215,212</b>
<b>Fund Balance - Ending</b>		<b>\$ 6,337,213</b>	<b>\$ 6,337,213</b>	<b>\$ 5,157,812</b>	<b>\$ 3,215,212</b>	<b>\$ 490,369</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
STREET LIGHTING TAX FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b><i>CURRENT REVENUE</i></b>						
Real Property Taxes	\$ 515,000	\$ 512,500	\$ 415,000	\$ 415,000	\$ 415,000	\$ 415,000
Interest Earnings	5,000	4,520	4,500	4,600	4,600	4,600
Charges for Services	-	-	-	-	-	-
Miscellaneous Revenues	500	350	-	-	-	-
<b>Total Revenue</b>	<b>\$ 520,500</b>	<b>\$ 517,370</b>	<b>\$ 419,500</b>	<b>\$ 419,600</b>	<b>\$ 419,600</b>	<b>\$ 419,600</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b><i>EXPENDITURES</i></b>						
Legal Services	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering	3,000	1,000	2,000	2,000	2,000	3,000
Street Lighting	288,500	275,050	251,000	256,000	262,000	268,000
Fleet Maintenance Services	6,000	3,750	6,000	6,000	6,000	6,000
Employer Paid Benefits	6,500	6,854	7,000	7,000	7,000	7,000
<b>Total Operating Expenditures</b>	<b>\$ 304,500</b>	<b>\$ 286,654</b>	<b>\$ 266,000</b>	<b>\$ 271,000</b>	<b>\$ 277,000</b>	<b>\$ 284,000</b>
Interfund Transfers	409,000	127,200	519,500	127,600	129,500	129,500
Bad Debt	-	2,585	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 713,500</b>	<b>\$ 416,439</b>	<b>\$ 785,500</b>	<b>\$ 398,600</b>	<b>\$ 406,500</b>	<b>\$ 413,500</b>
<b>Income/(Loss) from Operations</b>	<b>\$ (193,000)</b>	<b>\$ 100,931</b>	<b>\$ (366,000)</b>	<b>\$ 21,000</b>	<b>\$ 13,100</b>	<b>\$ 6,100</b>
<b>Fund Balance - Beginning</b>		<b>\$ 878,291</b>	<b>\$ 979,222</b>	<b>\$ 613,222</b>	<b>\$ 634,222</b>	<b>\$ 647,322</b>
<b>Fund Balance - Ending</b>		<b>\$ 979,222</b>	<b>\$ 613,222</b>	<b>\$ 634,222</b>	<b>\$ 647,322</b>	<b>\$ 653,422</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
FIRE PROTECTION TAX FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b><i>CURRENT REVENUE</i></b>						
Real Property Taxes	\$ 805,500	\$ 794,430	\$ 805,500	\$ 805,500	\$ 805,500	\$ 805,500
Interest Earnings	1,000	1,100	1,300	1,300	1,300	1,300
State Shared Revenues and Entitlements	324,000	327,690	328,000	328,000	328,000	328,000
Interfund Transfers	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
<b>Total Revenue</b>	<b>\$ 1,160,500</b>	<b>\$ 1,153,220</b>	<b>\$ 1,164,800</b>	<b>\$ 1,164,800</b>	<b>\$ 1,164,800</b>	<b>\$ 1,164,800</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b><i>EXPENDITURES</i></b>						
Fire Protection Services	\$ 1,155,000	\$ 1,147,750	\$ 1,192,000	\$ 1,112,000	\$ 1,112,000	\$ 1,112,000
Employer Paid Benefits	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Expenditures</b>	<b>\$ 1,155,000</b>	<b>\$ 1,147,750</b>	<b>\$ 1,192,000</b>	<b>\$ 1,112,000</b>	<b>\$ 1,112,000</b>	<b>\$ 1,112,000</b>
<b>Income/(Loss) from Operations</b>	<b>\$ 5,500</b>	<b>\$ 5,470</b>	<b>\$ (27,200)</b>	<b>\$ 52,800</b>	<b>\$ 52,800</b>	<b>\$ 52,800</b>
<b>Fund Balance - Beginning</b>		<b>\$ 37,493</b>	<b>\$ 42,963</b>	<b>\$ 15,763</b>	<b>\$ 68,563</b>	<b>\$ 121,363</b>
<b>Fund Balance - Ending</b>		<b>\$ 42,963</b>	<b>\$ 15,763</b>	<b>\$ 68,563</b>	<b>\$ 121,363</b>	<b>\$ 174,163</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
PARKS AND RECREATION FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b><i>CURRENT REVENUE</i></b>						
Real Property Taxes	\$ 1,002,000	\$ 988,000	\$ 1,002,000	\$ 1,002,000	\$ 1,002,000	\$ 1,002,000
Interest Earnings	7,000	4,000	4,000	4,000	4,000	4,000
Rents and Royalties	14,500	7,367	-	14,500	14,500	14,500
Charges for Services	396,860	155,279	279,000	396,860	396,860	396,860
Contributions and Donations	5,000	11,050	5,000	5,000	5,000	5,000
<b>Total Revenue</b>	<b>\$ 1,425,360</b>	<b>\$ 1,165,696</b>	<b>\$ 1,290,000</b>	<b>\$ 1,422,360</b>	<b>\$ 1,422,360</b>	<b>\$ 1,422,360</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b><i>EXPENDITURES</i></b>						
Legal Services	\$ 500	\$ 200	\$ 500	\$ 500	\$ 500	\$ 500
Fleet Maintenance Services	16,500	13,300	16,500	16,500	16,500	16,500
Recreation Administration	330,750	199,930	268,750	284,750	302,750	322,250
Participant Recreation	428,200	230,900	403,700	415,700	423,700	431,700
Building and Facility Maintenance	594,500	726,500	607,500	621,500	636,000	651,000
Employer Paid Benefits	32,000	34,270	32,000	32,000	32,000	32,000
<b>Total Operating Expenditures</b>	<b>\$ 1,402,450</b>	<b>\$ 1,205,100</b>	<b>\$ 1,328,950</b>	<b>\$ 1,370,950</b>	<b>\$ 1,411,450</b>	<b>\$ 1,453,950</b>
Interfund Transfers	300,000	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,702,450</b>	<b>\$ 1,205,100</b>	<b>\$ 1,328,950</b>	<b>\$ 1,370,950</b>	<b>\$ 1,411,450</b>	<b>\$ 1,453,950</b>
<b>Income/(Loss) from Operations</b>	<b>\$ (277,090)</b>	<b>\$ (39,404)</b>	<b>\$ (38,950)</b>	<b>\$ 51,410</b>	<b>\$ 10,910</b>	<b>\$ (31,590)</b>
<b>Fund Balance - Beginning</b>		<b>\$ 683,065</b>	<b>\$ 643,661</b>	<b>\$ 604,711</b>	<b>\$ 656,121</b>	<b>\$ 667,031</b>
<b>Fund Balance - Ending</b>		<b>\$ 643,661</b>	<b>\$ 604,711</b>	<b>\$ 656,121</b>	<b>\$ 667,031</b>	<b>\$ 635,441</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
AMBULANCE AND RESCUE FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b><i>CURRENT REVENUE</i></b>						
Real Property Taxes	\$ 232,000	\$ 225,900	\$ 232,000	\$ 232,000	\$ 232,000	\$ 232,000
Interest Earnings	<u>700</u>	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>
<b><i>Total Revenue</i></b>	<b>\$ 232,700</b>	<b>\$ 226,500</b>	<b>\$ 232,600</b>	<b>\$ 232,600</b>	<b>\$ 232,600</b>	<b>\$ 232,600</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b><i>EXPENDITURES</i></b>						
Ambulance and Rescue	\$ 232,000	\$ 232,018	\$ 233,000	\$ 233,000	\$ 233,000	\$ 233,000
<b><i>Total Expenditures</i></b>	<b>\$ 232,000</b>	<b>\$ 232,018</b>	<b>\$ 233,000</b>	<b>\$ 233,000</b>	<b>\$ 233,000</b>	<b>\$ 233,000</b>
<b><i>Income/(Loss) from Operations</i></b>	<b>\$ 700</b>	<b>\$ (5,518)</b>	<b>\$ (400)</b>	<b>\$ (400)</b>	<b>\$ (400)</b>	<b>\$ (400)</b>
<b><i>Fund Balance - Beginning</i></b>		<b>\$ 22,749</b>	<b>\$ 17,231</b>	<b>\$ 16,831</b>	<b>\$ 16,431</b>	<b>\$ 16,031</b>
<b><i>Fund Balance - Ending</i></b>		<b>\$ 17,231</b>	<b>\$ 16,831</b>	<b>\$ 16,431</b>	<b>\$ 16,031</b>	<b>\$ 15,631</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
ROAD MACHINERY TAX FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b><i>CURRENT REVENUE</i></b>						
Real Property Taxes	\$ 156,500	\$ 155,350	\$ 156,500	\$ 156,500	\$ 156,500	\$ 156,500
Interest Earnings	<u>1,500</u>	<u>1,600</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
<b><i>Total Revenue</i></b>	<b>\$ 158,000</b>	<b>\$ 156,950</b>	<b>\$ 158,000</b>	<b>\$ 158,000</b>	<b>\$ 158,000</b>	<b>\$ 158,000</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b><i>EXPENDITURES</i></b>						
Public Works	<u>\$ 255,000</u>	<u>\$ 185,000</u>	<u>\$ 260,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>
<b><i>Total Expenditures</i></b>	<b>\$ 255,000</b>	<b>\$ 185,000</b>	<b>\$ 260,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
<b><i>Income/(Loss) from Operations</i></b>	<b>\$ (97,000)</b>	<b>\$ (28,050)</b>	<b>\$ (102,000)</b>	<b>\$ 148,000</b>	<b>\$ 148,000</b>	<b>\$ 148,000</b>
<b><i>Fund Balance - Beginning</i></b>		<b>\$ 278,942</b>	<b>\$ 250,892</b>	<b>\$ 148,892</b>	<b>\$ 296,892</b>	<b>\$ 444,892</b>
<b><i>Fund Balance - Ending</i></b>		<b>\$ 250,892</b>	<b>\$ 148,892</b>	<b>\$ 296,892</b>	<b>\$ 444,892</b>	<b>\$ 592,892</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
FIRE HYDRANT FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b><i>CURRENT REVENUE</i></b>						
Real Property Taxes	\$ 55,500	\$ 55,500	\$ 55,500	\$ 55,500	\$ 55,500	\$ 55,500
Interest Earnings	<u>500</u>	<u>160</u>	<u>550</u>	<u>550</u>	<u>550</u>	<u>550</u>
<b><i>Total Revenue</i></b>	<b>\$ 56,000</b>	<b>\$ 55,660</b>	<b>\$ 56,050</b>	<b>\$ 56,050</b>	<b>\$ 56,050</b>	<b>\$ 56,050</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b><i>EXPENDITURES</i></b>						
Fire Protection Services	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
<b><i>Total Expenditures</i></b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>
<b><i>Income/(Loss) from Operations</i></b>	<b>\$ 1,000</b>	<b>\$ 660</b>	<b>\$ 1,050</b>	<b>\$ 1,050</b>	<b>\$ 1,050</b>	<b>\$ 1,050</b>
<b><i>Fund Balance - Beginning</i></b>		<b>\$ 19,596</b>	<b>\$ 20,256</b>	<b>\$ 21,306</b>	<b>\$ 22,356</b>	<b>\$ 23,406</b>
<b><i>Fund Balance - Ending</i></b>		<b>\$ 20,256</b>	<b>\$ 21,306</b>	<b>\$ 22,356</b>	<b>\$ 23,406</b>	<b>\$ 24,456</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
SANITATION FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b>CURRENT REVENUE</b>						
Interest Earnings	\$ 10,500	\$ 2,520	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Sanitation	<u>4,683,466</u>	<u>4,881,150</u>	<u>4,669,466</u>	<u>4,669,466</u>	<u>4,669,466</u>	<u>4,669,466</u>
<b>Total Revenue</b>	<b>\$ 4,693,966</b>	<b>\$ 4,883,670</b>	<b>\$ 4,674,466</b>	<b>\$ 4,674,466</b>	<b>\$ 4,674,466</b>	<b>\$ 4,674,466</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b>EXPENDITURES</b>						
Legal Services	\$ 2,500	\$ 2,500	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Sanitation	4,624,065	4,624,685	4,630,065	4,633,565	4,638,565	4,643,565
Employer Paid Benefits	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
<b>Total Operating Expenditures</b>	<b>\$ 4,627,065</b>	<b>\$ 4,627,685</b>	<b>\$ 4,632,565</b>	<b>\$ 4,636,065</b>	<b>\$ 4,641,065</b>	<b>\$ 4,646,065</b>
<b>Income/(Loss) from Operations</b>	<b>\$ 66,901</b>	<b>\$ 255,985</b>	<b>\$ 41,901</b>	<b>\$ 38,401</b>	<b>\$ 33,401</b>	<b>\$ 28,401</b>
<b>Fund Balance - Beginning</b>		<b>\$ 132,848</b>	<b>\$ 388,833</b>	<b>\$ 430,734</b>	<b>\$ 469,135</b>	<b>\$ 502,536</b>
<b>Fund Balance - Ending</b>		<b>\$ 388,833</b>	<b>\$ 430,734</b>	<b>\$ 469,135</b>	<b>\$ 502,536</b>	<b>\$ 530,937</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
MIDDLETOWN COUNTRY CLUB FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b><i>CURRENT REVENUE</i></b>						
Interest Earnings	\$ 1,500	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Rents and Royalties	<u>45,000</u>	<u>45,943</u>	<u>36,756</u>	<u>36,756</u>	<u>36,756</u>	<u>36,756</u>
<b>Total Revenue</b>	<b>\$ 46,500</b>	<b>\$ 46,943</b>	<b>\$ 38,256</b>	<b>\$ 38,256</b>	<b>\$ 38,256</b>	<b>\$ 38,256</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b><i>EXPENDITURES</i></b>						
Legal Services	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -
Participant Recreation	-	\$ 140,000	-	-	-	-
Depreciation	<u>53,000</u>	<u>53,000</u>	<u>53,000</u>	<u>53,000</u>	<u>53,000</u>	<u>53,000</u>
<b>Total Expenditures</b>	<b>\$ 53,000</b>	<b>\$ 193,000</b>	<b>\$ 53,000</b>	<b>\$ 53,000</b>	<b>\$ 53,000</b>	<b>\$ 53,000</b>
<b>Income/(Loss) from Operations</b>	<b>\$ (6,500)</b>	<b>\$ (146,057)</b>	<b>\$ (14,744)</b>	<b>\$ (14,744)</b>	<b>\$ (14,744)</b>	<b>\$ (14,744)</b>
<b>Cash Balance - Beginning</b>		<b>\$ 234,751</b>	<b>\$ 88,694</b>	<b>\$ 73,950</b>	<b>\$ 59,206</b>	<b>\$ 44,462</b>
<b>Cash Balance - Ending</b>		<b>\$ 88,694</b>	<b>\$ 73,950</b>	<b>\$ 59,206</b>	<b>\$ 44,462</b>	<b>\$ 29,718</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
FARM FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b><i>CURRENT REVENUE</i></b>						
Interest Earnings	\$ 1,000	\$ 800	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Rents and Royalties	30,500	48,400	48,400	48,400	48,400	48,400
Other	-	37,703	-	-	-	-
<b>Total Revenue</b>	<b>\$ 31,500</b>	<b>\$ 86,903</b>	<b>\$ 49,400</b>	<b>\$ 49,400</b>	<b>\$ 49,400</b>	<b>\$ 49,400</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b><i>EXPENDITURES</i></b>						
Legal Services	\$ 1,000	\$ 3,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Engineering	500	-	-	-	-	-
Buildings and Facilities Maintenance	2,800	600	2,600	2,600	2,600	2,600
<b>Total Operating Expenditures</b>	<b>\$ 4,300</b>	<b>\$ 3,600</b>	<b>\$ 3,600</b>	<b>\$ 3,600</b>	<b>\$ 3,600</b>	<b>\$ 3,600</b>
Interfund Transfers	200,000	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 204,300</b>	<b>\$ 3,600</b>	<b>\$ 3,600</b>	<b>\$ 3,600</b>	<b>\$ 3,600</b>	<b>\$ 3,600</b>
<b>Income/(Loss) from Operations</b>	<b>\$ (172,800)</b>	<b>\$ 83,303</b>	<b>\$ 45,800</b>	<b>\$ 45,800</b>	<b>\$ 45,800</b>	<b>\$ 45,800</b>
<b>Cash Balance - Beginning</b>		<b>\$ 200,837</b>	<b>\$ 284,140</b>	<b>\$ 329,940</b>	<b>\$ 375,740</b>	<b>\$ 421,540</b>
<b>Cash Balance - Ending</b>		<b>\$ 284,140</b>	<b>\$ 329,940</b>	<b>\$ 375,740</b>	<b>\$ 421,540</b>	<b>\$ 467,340</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
DEBT SERVICE FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b><i>CURRENT REVENUE</i></b>						
Real Property Taxes	\$ 2,683,000	\$ 2,652,000	\$ 2,683,000	\$ 2,683,000	\$ 2,683,000	\$ 2,683,000
Interest Earnings	13,500	5,500	11,000	11,000	11,000	11,000
Interfund Transfers	<u>134,000</u>	<u>127,200</u>	<u>129,500</u>	<u>127,600</u>	<u>129,500</u>	<u>129,500</u>
<b><i>Total Operational Revenue</i></b>	<b>\$ 2,830,500</b>	<b>\$ 2,784,700</b>	<b>\$ 2,823,500</b>	<b>\$ 2,821,600</b>	<b>\$ 2,823,500</b>	<b>\$ 2,823,500</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b><i>EXPENDITURES</i></b>						
Public Safety	800	-	-	-	-	-
Debt Principal	2,345,000	2,217,200	2,125,200	2,228,350	2,321,600	2,414,900
Debt Interest	418,000	602,050	698,150	592,100	503,050	408,150
Fiscal Agent Fees	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
<b><i>Total Expenditures</i></b>	<b>\$ 2,766,300</b>	<b>\$ 2,821,750</b>	<b>\$ 2,825,850</b>	<b>\$ 2,822,950</b>	<b>\$ 2,827,150</b>	<b>\$ 2,825,550</b>
<b><i>Income/(Loss) from Operations</i></b>	<b>\$ 64,200</b>	<b>\$ (37,050)</b>	<b>\$ (2,350)</b>	<b>\$ (1,350)</b>	<b>\$ (3,650)</b>	<b>\$ (2,050)</b>
<b><i>Fund Balance - Beginning</i></b>		<b>\$ 196,041</b>	<b>\$ 158,991</b>	<b>\$ 156,641</b>	<b>\$ 155,291</b>	<b>\$ 151,641</b>
<b><i>Fund Balance - Ending</i></b>		<b>\$ 158,991</b>	<b>\$ 156,641</b>	<b>\$ 155,291</b>	<b>\$ 151,641</b>	<b>\$ 149,591</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
CAPITAL FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b>CURRENT REVENUE</b>						
Local Tax Enabling Act 511 Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Earnings	96,000	35,000	40,000	40,000	40,000	40,000
State Operating and Capital Grants	-	17,431	-	-	-	-
Local Operating and Capital Grants	244,800	814,678	285,000	-	-	-
Contributions from Private Sources	-	2,000	-	-	-	-
All Other	-	57,513	-	-	-	-
<b>Total Operating Revenue</b>	<b>340,800</b>	<b>926,621</b>	<b>325,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
Interfund Transfers	575,000	-	390,000	-	-	-
Other Financing Sources	-	2,976,019	-	-	-	-
<b>Total Revenue</b>	<b>\$ 915,800</b>	<b>\$ 3,902,641</b>	<b>\$ 715,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b>EXPENDITURES</b>						
Executive	\$ 40,000	\$ 75,149	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Legal Services	-	-	-	-	-	-
Information Technology	145,900	159,025	165,000	92,000	105,000	165,000
Engineering Services	30,000	31,538	-	-	-	-
Buildings and Grounds	174,200	532,225	157,000	50,000	30,000	280,000
Police Services	514,400	596,271	341,200	433,000	293,000	293,000
Fire Protection Services	141,000	131,915	116,000	60,000	-	40,000
Building and Zoning	-	-	-	60,000	-	-
Emergency Services	-	7,500	-	-	-	-
Public Works	4,493,560	2,168,406	5,054,500	1,881,000	1,631,000	1,701,000
Street Lighting	-	-	-	-	-	-
Recreation Administration	1,068,000	399,278	879,000	1,276,000	1,462,000	2,085,000
All Other	-	12,476	8,000	-	-	-
<b>Total Expenditures</b>	<b>\$ 6,607,060</b>	<b>\$ 4,113,783</b>	<b>\$ 6,760,700</b>	<b>\$ 3,892,000</b>	<b>\$ 3,561,000</b>	<b>\$ 4,604,000</b>
<b>Income/(Loss) from Operations</b>	<b>\$ (5,691,260)</b>	<b>\$ (211,142)</b>	<b>\$ (6,045,700)</b>	<b>\$ (3,852,000)</b>	<b>\$ (3,521,000)</b>	<b>\$ (4,564,000)</b>
<b>Fund Balance - Beginning</b>		<b>\$ 6,873,440</b>	<b>\$ 6,662,298</b>	<b>\$ 616,598</b>	<b>\$ (3,235,402)</b>	<b>\$ (6,756,402)</b>
<b>Fund Balance - Ending</b>		<b>\$ 6,662,298</b>	<b>\$ 616,598</b>	<b>\$ (3,235,402)</b>	<b>\$ (6,756,402)</b>	<b>\$ (11,320,402)</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
INVESTMENT FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b><i>CURRENT REVENUE</i></b>						
Interest Earnings	\$ 875,000	\$ 880,000	\$ 900,500	\$ 901,000	\$ 901,000	\$ 901,000
<b>Total Operational Revenue</b>	<b>\$ 875,000</b>	<b>\$ 880,000</b>	<b>\$ 900,500</b>	<b>\$ 901,000</b>	<b>\$ 901,000</b>	<b>\$ 901,000</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b><i>EXPENDITURES</i></b>						
Fiscal Agent Fees	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
<b>Total Operating Expenditures</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>
Interfund Transfers	-	-	1,110,000	-	-	-
<b>Total Expenditures</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 1,150,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>
<b>Income/(Loss) from Operations</b>	<b>\$ 835,000</b>	<b>\$ 840,000</b>	<b>\$ (249,500)</b>	<b>\$ 861,000</b>	<b>\$ 861,000</b>	<b>\$ 861,000</b>
<b>Fund Balance - Beginning</b>		<b>\$ 43,157,703</b>	<b>\$ 43,997,703</b>	<b>\$ 43,748,203</b>	<b>\$ 44,609,203</b>	<b>\$ 45,470,203</b>
<b>Fund Balance - Ending</b>		<b>\$ 43,997,703</b>	<b>\$ 43,748,203</b>	<b>\$ 44,609,203</b>	<b>\$ 45,470,203</b>	<b>\$ 46,331,203</b>

**MIDDLETOWN TOWNSHIP  
2021 BUDGET  
HIGHWAY AID FUND SUMMARY**

**REVENUES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b>CURRENT REVENUE</b>						
Interest Earnings	\$ 10,000	\$ 2,650	\$ 5,000	\$ 5,000	\$ 8,000	\$ 8,000
Intergovernmental Revenues	<u>1,309,567</u>	<u>1,335,755</u>	<u>1,204,437</u>	<u>1,352,000</u>	<u>1,402,000</u>	<u>1,402,000</u>
<b>Total Operational Revenue</b>	<b>\$ 1,319,567</b>	<b>\$ 1,338,405</b>	<b>\$ 1,209,437</b>	<b>\$ 1,357,000</b>	<b>\$ 1,410,000</b>	<b>\$ 1,410,000</b>

**EXPENDITURES**

<u>DESCRIPTION</u>	<u>2020 BUDGET</u>	<u>12/31/20 PROJECTED</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
<b>EXPENDITURES</b>						
Public Works	\$ 1,109,000	\$ 645,790	\$ 1,172,500	\$ 1,177,500	\$ 1,203,500	\$ 1,230,000
Fleet Maintenance Services	247,500	148,500	240,000	246,000	252,000	258,000
Highway Construction	<u>21,000</u>	<u>2,500</u>	<u>422,500</u>	<u>21,500</u>	<u>22,500</u>	<u>23,500</u>
<b>Total Operational Expenditures</b>	<b>\$ 1,377,500</b>	<b>\$ 796,790</b>	<b>\$ 1,835,000</b>	<b>\$ 1,445,000</b>	<b>\$ 1,478,000</b>	<b>\$ 1,511,500</b>
<b>Income/(Loss) from Operations</b>	<b>\$ (57,933)</b>	<b>\$ 541,616</b>	<b>\$ (625,563)</b>	<b>\$ (88,000)</b>	<b>\$ (68,000)</b>	<b>\$ (101,500)</b>
<b>Fund Balance - Beginning</b>		<b>\$ 344,325</b>	<b>\$ 885,941</b>	<b>\$ 260,377</b>	<b>\$ 172,377</b>	<b>\$ 104,377</b>
<b>Fund Balance - Ending</b>		<b>\$ 885,941</b>	<b>\$ 260,377</b>	<b>\$ 172,377</b>	<b>\$ 104,377</b>	<b>\$ 2,877</b>

# Projections

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Making estimates of revenues and expenditures is a critical task and goal of budgeting. Some budget projections can be made through simple calculations while others require more analysis and interpretation.

In preparing this budget, many typical methods used to project revenues and expenditures were supplemented by other means due to the unprecedented impact of the COVID-19 pandemic. As the nation was thrust into an economic freefall in March 2020, millions lost jobs and many indicators of financial health were quickly derailed. Even more unprecedented was the inconsistent economic impact brought on by COVID-19. Lower income earners were more likely to lose jobs while larger corporations selling essential goods were allowed to conduct business with minimal competition. Retail businesses were shuttered while online services thrived.

Given the time of year the pandemic began, some revenue sources were expected to weather the storm, at least in the short-term, while others were expected to dry up nearly completely. To a lesser extent, some non-essential services could be scaled back or temporarily cancelled to reduce expenditures and recover some of the expected shortfalls.

Since many residents pay real estate taxes through their mortgages, this revenue source was projected to be minimally impacted by the COVID-19 pandemic. Real estate tax revenue can be projected largely through mathematics, as it is levied in millage (1 mill = 0.1% of a home's assessed value). Each type of real estate tax has its own millage. To calculate the real estate tax income per fund, one would use the following calculation:

$$\begin{array}{r} \text{Total Township Assessed Value} \\ \times \text{Millage} \\ \hline = \text{Total possible tax collected} \\ - \text{2\% to 5\% of uncollectable taxes} \\ \hline = \text{Total projected tax collected} \end{array}$$

Because taxes are not automatically collected, there is always a small percentage of residents who do not pay their taxes. While these individuals' taxes become delinquent, the Township cannot use uncollectable taxes in projecting revenues. This percentage, typically about 2%, allows Township administrators to realistically predict revenues. Collections fluctuate as changes in Total Township Assessed Value and Millage occur. In 2020 and 2021, a higher rate of uncollectable real estate taxes is projected.

Other types of taxes, such as the Earned Income Tax (EIT) are predicted through trend analysis while reviewing economic conditions such as unemployment. The Township's prior trends and other communities' trends are considered in these analyses. Despite a surge in unemployment, because the highest taxpayers of EIT were generally unaffected economically by COVID-19, EIT projections are on track with what was budgeted. 2021 is expected to be similar to 2020. In normal years, Keystone Collections, the tax collector for the EIT, sends annual revenue projections which are also used for making EIT projections.

On the other hand, the COVID-19 pandemic obliterated market-sensitive revenue sources, most notably the Amusement Tax. Because the Amusement Tax is overwhelmingly paid by one business, Sesame Place theme park, which was shuttered for much of its peak season, the revenue generated in the Amusement Tax was expected to be equally impacted.

Non-tax forms of revenue such as permit fees and program fees are based off of trend analyses. These revenue sources can and often do fluctuate in direct correlation to the economy. Due to limitations on conducting in-person business and the construction industry, revenue from permitting is projected to be lower than normal. Additionally, anticipation of residential and commercial development is considered during budgeting.

Projecting expenditures is somewhat more complex than projecting revenues. Expenditures are projected more heavily on past trends, with planned changes in services incorporated. Rather than simply adding a set percentage to all line items of the budget, Middletown Township works with staff and department directors to determine likely costs for the coming year with prior years' numbers and any significant differences in mind. Allocating changes in revenues this way allows for changes in service to be determined more carefully. The Township places a strong emphasis on tracking expenses in their true categories so projections in subsequent years are based upon accurate data.

Staff salaries and wages are calculated separately for each employee classification. Raises are applied as directed by the applicable collective bargaining agreement for each union, or as directed by the Board of Supervisors for non-union employees. Other personnel-related costs like insurances and the minimum municipal obligation (MMO) are based upon renewals and calculations from the Township actuary. Retirements, resignations, and additions are all considered in projecting expenditures for the upcoming year. The Township periodically releases requests for proposals for contracted services to assure the level of service is a good quality and that the fees paid are reflective of the market at large.

Grants are not recorded into the budget until they are earned or awarded. Grants that have been applied for, but not yet received, are accounted for in the Capital Improvement Plan section of the budget. For smaller, high-priority projects, the Township tries to budget for them in case grant funding is not awarded.

# Fund Fluctuations

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Generally speaking, budgets steadily change from year to year reflecting changes in inflation, assessed property values, the cost of goods, pay increases, shifting priorities, and the economy. True to form, the COVID-19 brought unprecedented impacts to the Township's financials, resulting in significant changes to a larger number of funds. While most funds in the 2021 Budget reflect marginal increases or decreases from 2019 projected revenues and expenditures, there are a few fluctuations in excess of 10% worth identifying and explaining. Typically, new budgeting methods and a small quantity of funds create the changes, but there are also other influencing factors at play, many associated with the COVID-19 pandemic.

The following funds fluctuated more or less than 10% between the 2020 Projected Budget and the 2021 Budget:

## Revenues

- *General Fund (+17%)*. The COVID-19 pandemic crippled many essential revenues, most significant being Amusement Tax and revenues from services such as inspections and permits. Other revenue sources impacted were the Mercantile Tax and reimbursement of police services. Most of these revenue sources are expected to partially or completely recover in 2021, resulting in the increase. Additionally, 0.20 mills will be shifted from the Street Lighting Fund to the General Fund to offset growing costs.
- *Street Lighting Fund (-19%)*. Upon implementing the LED Street Light Program in 2017, the operating costs of street lights has dramatically declined. As a result, 0.20 mills (about 19%) of the real estate tax will be shifted from the Street Lighting Fund to the General Fund, resulting in the decline in 2021.
- *Parks & Recreation Fund (+11%)*. Recreation program fees generated from participants in the Township's recreation programs was significantly impacted by COVID-19. A modest recovery in this revenue is expected in 2021 as more programs are added or shifted to socially-distant or virtual formats.
- *Middletown Country Club Fund (-19%)*. In 2020, deferred revenue from prior years was cleaned up and led to a small increase. The small amount of money in this fund makes it subject to fluctuation.
- *Farm Fund (-43%)*. An insurance reimbursement for a roof repair from a prior year was received in 2020 and will not occur in future years. The small amount of money in this fund makes it subject to fluctuation.
- *Highway Aid Fund (-10%)*. This fund is comprised of the Township's allocation of the state's tax on gasoline. Due to COVID-19, many people restricted their travel and therefore consumed less fuel, resulting in a decrease in tax revenue.
- *Capital Fund (-82%)*. Proceeds from the 2020 general obligation bond were credited to the Capital Fund and will not reoccur in 2021. However, some of this money is available and is planned to be spent in 2021.

## Expenditures

- *Street Lighting Fund (+89%)*. This increase reflects an interfund transfer to the Capital Fund to cover lighting projects at Township parks. This transfer was planned in 2020, but was deferred.
- *Parks and Recreation (+10%)*. Due to COVID-19, Parks & Recreation programming was scaled back in an effort to limit in-person contact. As a result, many seasonal hires made in the summer months to staff the Township's summer camp were not made. The 2021 budget intends for those individuals to be rehired at their pre-pandemic level.
- *Road Machinery Fund (+41%)*. This fund is utilized to purchase vehicles used by the Department of Public Works. In some years, these vehicles are funded by the Bucks County RDA. If vehicles are not funded by grants, they will be carried by this fund.
- *Middletown Country Club (-73%)*. This decrease reflects capital improvements to two greens on the fairway of the golf course that were completed in 2019, but charged in 2020. These expenses will not recur in 2021.
- *Investment Fund (+2,775%)*. This increase reflects a budgeted transfer of \$1,110,000 to the General Fund to offset expected lean revenues. Additional transfers in future years are not budgeted.
- *Highway Aid Fund (+130%)*. This increase reflects a larger portion of road constructions being expensed to this fund instead of the Capital Fund.
- *Capital Fund (+56%)*. This increase is caused by two primary factors: strong efforts to reduce expenditures in 2020, and the deferral of some 2020 projects to 2021. Capital Fund expenditures typically come in well under budget due to mid-year grant revenue and projects that get delayed or canceled. Additionally, 2020 general obligation bond proceeds will be available in 2021, which is currently reflected in the fund balance of the Capital Fund.

# Revenues

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Middletown Township’s revenues are generally derived from one of two sources: taxes or fees for services. As a second-class township, Middletown Township has the legal authority to tax for the purposes of financing municipal services. Residents and businesses in Middletown Township are subject to three different, independent local taxing authorities: Middletown Township, Bucks County, and Neshaminy School District. The Township, County, and School District can choose to or not to tax a variety of assets and transactions, usually regulated with limitations by the Commonwealth of Pennsylvania. Municipalities and school districts are also empowered by Act 511 of 1965 to levy additional taxes.

The elected Middletown Township Tax Collector collects all real estate taxes and the per capita tax. The Bucks County Recorder of Deeds processes all transfers of commercial and resident real estate in Bucks County. Additionally, the Township contracts two firms to perform collections of its Act 511 taxes. Keystone Collections Group collects the Earned Income Tax (EIT) for Middletown Township and all other municipalities in Bucks County. Berkheimer collects the local services tax (LST), business privilege tax, amusement tax, and parking transaction fee. Fees are collected by the firms at different rates for each tax. Middletown Township released a request for proposals for Act 511 tax collection services, which was won by the incumbent, Berkheimer. Berkheimer lowered its fee for collecting the Local Services Tax from 2.25% to 1.75%.

Collection Firm	Tax Type	Fees Collected
Berkheimer	Local Services Tax	1.75%
Berkheimer	Mercantile Tax	2.25%
Berkheimer	Amusement Tax	0.00%
Berkheimer	Parking Tax	0.00%
Keystone Collections Group	Earned Income Tax	1.34%
Bucks County Recorder of Deeds	Real Estate Transfer Tax	2.00%

Fees for services are both mandatory for all residents and businesses, such as the solid waste and recycling fee and fire inspection fees, or based upon utilization, such as recreation program fees and building inspection and permit fees. Mandatory fees are to assure a clean, safe quality of life to all members of the community. Assessing fees based on utilization allows for the specialized services provided to the community by the Township to be financed by the people and businesses that utilize them. Additionally, charging fees for certain services allows for revenue from taxpayers to be focused on essential services, such as policing, fire protection, and road maintenance.

# Real Estate Taxes

Middletown Township residents pay real estate taxes to three different local government authorities: Middletown Township, Neshaminy School District, and Bucks County. Real estate taxes are calculated through millage. One mill equals 0.1% of the assessed value of a property and its improvements.

**Middletown Township is not raising real estate taxes for 2021.** Middletown Township has not raised real estate taxes since 2010. The allocation of the Township's real estate taxes was shifted toward specialized uses in 2012 and 2017 without increasing the overall rate. A similar shift is proposed of 0.20 mills from the Street Lighting Fund to the General Fund. A common misconception, Middletown Township collects the least from what residents pay in real estate taxes. Neshaminy School District has raised real estate taxes several times in recent years, currently levying 165.6 mills. In 2020, Bucks County increased taxes by 1 mill, currently levying 25.45. The numbers below reflect rates as of November 2020. Bucks County and Neshaminy School District numbers are subject to change as they are not determined by Middletown Township. In 2021, residents will pay a combined real estate tax rate of 208.62 mills.

Year	Combined Township Assessed Value	Middletown Township	Neshaminy School District	Bucks County	Total Real Estate Millage
2021	\$ 527,682,210	17.57	165.60	25.45000	208.62000
2020	527,288,950	17.57	163.10	24.45000	205.12000
2019	530,697,360	17.57	163.10	24.45000	205.12000
2018	531,237,950	17.57	159.50	24.45000	201.52000
2017	531,487,260	17.57	155.80	23.20000	196.57000
2016	530,541,620	17.57	152.00	23.20000	192.77000
2015	530,073,610	17.57	152.00	23.20000	192.77000
2014	527,666,530	17.57	152.00	23.20000	192.77000
2013	528,103,540	17.57	152.00	23.20000	192.77000
2012	529,526,770	17.57	152.00	23.20000	192.77000
2011	529,169,685	17.57	152.00	21.94211	191.51211
2010	529,215,470	17.57	152.00	21.94211	191.51211
2009	530,222,610	15.84	148.60	21.94211	186.38211
2008	529,440,660	14.84	148.60	21.94211	185.38211
2007	532,427,760	13.34	142.30	21.94211	177.58211



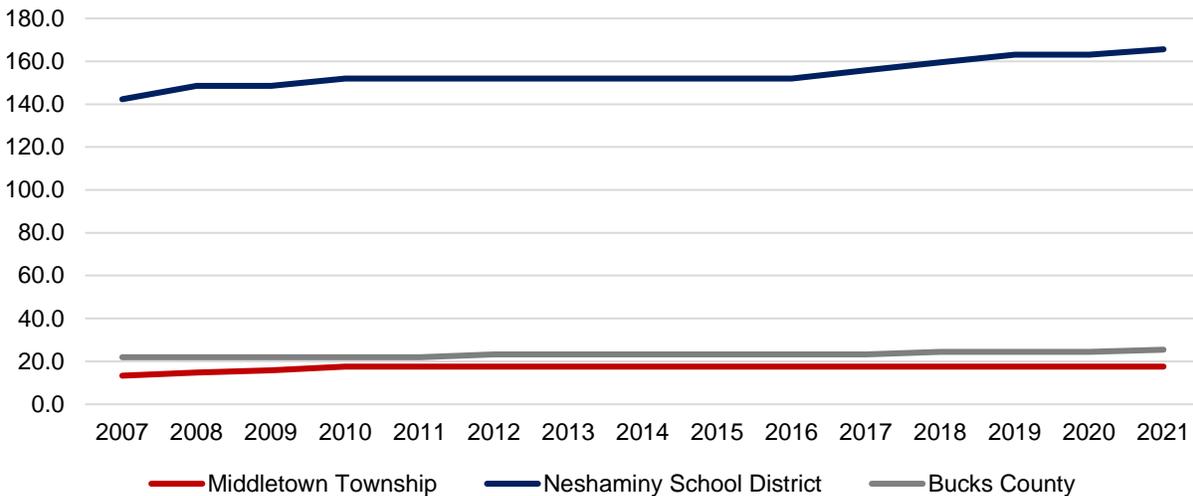
Neshaminy School District (80%)

Bucks County (12%)

Middletown Township (8%)

Of the Township's three taxing authorities, Middletown Township taxes real estate the least, and has gone the longest without increasing the total tax rate. Residents of Middletown Township only pay 8% of their property taxes to the Township. The remaining 92% is split between Bucks County (12%) and Neshaminy School District (80%).

### Real Estate Tax Millage - Trend Over Time



The market value and assessed value of a property are different, especially in Bucks County. The market value of a property reflects what a typical buyer would pay for a property, and can ebb and flow over the course of time. The assessed value of a property is determined by the Bucks County Board of Assessment and is the value that determines the amount paid in real estate taxes. Bucks County assesses all Township properties to determine an assessed property value based on the value of the land and any of its structures. Total real estate taxes paid are calculated as millage, multiplied by assessed property value.

Bucks County has not reassessed properties since 1972. As many residents have observed, the assessed value of a property is significantly less the market value of their property. In an effort to narrow this gap in 2004, the State Tax Equalization Board adjusted the Common Level Ratio (CLR) in Bucks County to account for the relatively unchanged assessed value of homes. As a result, the assessed value of homes went up while tax rates declined, resulting in residents paying the same amount as before.

Adjustments to the CLR allow for current economic conditions to be fairly reflected for taxing purposes. The CLR bridges the gap between a property's market value and its assessed value. It is especially important for new construction as it allows a newer structure to have a comparable assessed value to existing structures. The CLR is also very useful when comparing tax rates in jurisdictions in other counties.

Middletown Township residents will pay a combined 208.62 mills in property taxes to all three taxing authorities in 2021.

## Tax Levy Summary

Of the 17.57 mills levied on real estate by the Township, most of the revenue is earmarked for specific purposes. Enabled by the second-class township code, Middletown Township levies taxes for six special revenue funds: street lighting, fire protection, parks & recreation, ambulance & rescue, road machinery, and fire hydrants. These special revenue funds comprise 31% of all real estate tax revenue. Approximately 40% of real estate tax revenue is for the General Fund, meaning it can be spent on general operating expenses, such as public safety. The remaining 29% of real estate tax revenue is used for repaying debt. Since 2012, the Township has gradually shifted some millage as financial conditions evolve over time.

The 2021 Budget recommends shifting 0.200 mills from the Street Lighting Fund to the General Fund. As a result of the LED Street Lighting Program in 2017, the maintenance and operating cost of the Township's street lights has significantly decreased in recent years. Additionally, as the General Fund is bracing the impact of revenue shortfalls brought on by the COVID-19 pandemic, coupled with the General Fund carrying many of the Township's essential services, this shift in millage will allow a high level of services to continue without raising taxes on the bottom line to residents.

REAL ESTATE TAX LEVY BY FUND									
YEAR	GENERAL FUND	STREET LIGHTING FUND	FIRE PROTECTION FUND	PARKS & REC FUND	AMBULANCE & RESCUE FUND	ROAD MACHINERY FUND	FIRE HYDRANT FUND	DEBT SERVICE FUND	TOTAL
2021	7.325	0.788	1.545	1.920	0.440	0.300	0.107	5.145	17.570
2020	7.125	0.988	1.545	1.920	0.440	0.300	0.107	5.145	17.570
2019	7.125	0.988	1.545	1.920	0.440	0.300	0.107	5.145	17.570
2018	7.125	0.988	1.545	1.920	0.440	0.300	0.107	5.145	17.570
2017	7.125	0.988	1.545	1.920	0.440	0.300	0.107	5.145	17.570
2016	7.340	0.988	1.375	1.920	0.395	0.300	0.107	5.145	17.570
2015	7.340	0.988	1.375	1.920	0.395	0.300	0.107	5.145	17.570
2014	7.340	0.988	1.375	1.620	0.395	0.300	0.107	5.445	17.570
2013	7.340	0.988	1.375	1.620	0.395	0.300	0.107	5.445	17.570
2012	7.340	0.988	1.375	1.620	0.395	0.300	0.107	5.445	17.570
2011	7.485	0.988	1.375	1.620	0.395	0.300	0.107	5.300	17.570
2010	7.000	0.800	1.375	1.620	0.395	0.300	0.080	6.000	17.570
2009	7.000	0.700	1.375	1.620	0.395	0.300	0.070	4.380	15.840
2008	7.000	0.700	1.375	1.620	0.395	0.300	0.070	3.380	14.840
2007	5.890	0.700	1.250	1.370	0.320	0.130	0.070	3.610	13.340

## Real Estate Tax Revenue by Fund

The value of a mill is based upon the total assessed value of all properties in the Township. In 2021, the value of one mill is calculated to be approximately \$518,781. The revenue for each fund is calculated based upon this number. In total, \$9,085,070 is expected in real estate tax revenue for 2021, a slight increase from 2020.

Fund	Estimated 2021 Assessed Value (Less Appeals, Adjustments, and Uncollectable)	2021 Tax Levy	Estimated Tax Revenue
<b>General Fund</b>	\$ 527,682,210	7.3250	\$ 3,787,600
<b>Street Lighting Fund</b>	527,682,210	0.7880	407,458
<b>Fire Protection Fund</b>	527,682,210	1.5450	798,886
<b>Parks &amp; Rec Fund</b>	527,682,210	1.9200	992,791
<b>Ambulance &amp; Rescue Fund</b>	527,682,210	0.4400	227,515
<b>Road Machinery Fund</b>	527,682,210	0.3000	155,124
<b>Fire Hydrant Fund</b>	527,682,210	0.1070	55,327
<b>Debt Service Fund</b>	527,682,210	5.1450	2,660,369
<b>TOTAL - ALL FUNDS</b>	<b>527,682,210</b>	<b>17.5700</b>	<b>9,085,070</b>

Rate	2014	2015	2016	2017	2018	2019	2020	2021	Average
<b>1.00 Mill</b>	\$517,063	\$519,422	\$519,881	\$520,808	\$520,563	\$520,033	\$516,693	\$517,079	\$518,781
<b>0.75 Mills</b>	387,797	389,567	389,911	390,606	390,422	390,025	387,520	387,809	389,086
<b>0.50 Mills</b>	258,532	259,711	259,940	260,404	260,282	260,017	258,347	258,539	259,391
<b>0.25 Mills</b>	129,266	129,856	129,970	130,202	130,141	130,008	129,173	129,270	129,695

## Bucks County Real Estate Tax Comparison

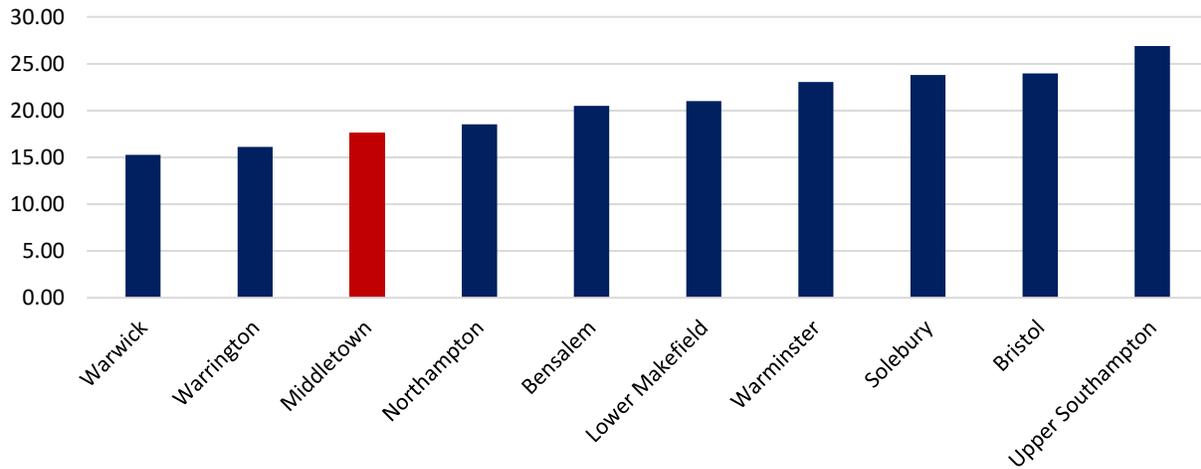
Residents of Middletown Township will pay a combined total of 208.62 mills in real estate taxes to Neshaminy School District, Bucks County, and Middletown Township in 2021. Due primarily to school district taxes, Middletown Township has the 4<sup>th</sup> highest combined millage rate in Bucks County. As for Township-only real estate taxes, Middletown Township ranks 8<sup>th</sup> in the County, down from 6<sup>th</sup> in 2020, as shown in the chart below.

#	Township	School District	Twp Millage	**SD Millage	**County Millage	Total Millage
1	Upper Southampton	Centennial	26.88	147.01	25.45	199.34
2	Bristol	Bristol Twp	23.98	220.14	25.45	269.57
3	Solebury	NH/Solebury	23.81	105.00	25.45	154.26
4	Warminster	Centennial	23.06	147.01	25.45	195.52
5	Lower Makefield	Pennsbury	21.01	170.08	25.45	216.54
6	Bensalem	Bensalem	20.50	164.95	25.45	210.90
7	Northampton	Council Rock	18.51	130.22	25.45	174.18
8	Middletown	Neshaminy	17.57	165.60	25.45	208.62
9	Warrington	Central Bucks	16.12	124.10	25.45	165.67
10	Warwick	Central Bucks	15.25	124.10	25.45	164.80
11	Plumstead	Central Bucks	14.94	124.10	25.45	164.49
12	Lower Southampton	Neshaminy	14.08	165.60	25.45	205.13
13	Doylestown	Central Bucks	13.13	124.10	25.45	162.68
14	New Britain	Central Bucks	13.06	124.10	25.45	162.61
15	East Rockhill	Pennridge	12.24	135.26	25.45	172.94
16	Springfield	Palisades	12.00	115.00	25.45	152.45
17	Richland	Quakertown	11.30	168.83	25.45	205.58
18	Wrightstown	Council Rock	9.23	130.22	25.45	164.90
19	Hilltown	Pennridge	8.75	135.26	25.45	169.46
20	Tinicum	Palisades	8.50	115.00	25.45	148.95
21	Upper Makefield	Council Rock	7.60	130.22	25.45	163.27
22	Bedminster	Pennridge	7.50	135.26	25.45	168.21
23	West Rockhill	Pennridge	7.25	135.26	25.45	167.96
24	Falls	Pennsbury	7.22	170.08	25.45	202.75
25	Bridgeton	Palisades	6.00	115.00	25.45	146.45
26	Durham	Palisades	6.00	115.00	25.45	146.45
27	Haycock	Quakertown	6.00	168.83	25.45	200.28
28	Nockamixon	Palisades	6.00	115.00	25.45	146.45
29	Newtown	Council Rock	4.50	130.22	25.45	160.17
30	Buckingham	Central Bucks	4.00	124.10	25.45	153.55
31	Milford	Quakertown	2.00	168.83	25.45	196.28

\*\*School district and Bucks County taxes are subject to change and may change by the coming budget year.

Four of the seven townships levying higher taxes than Middletown—Bristol Township (23.98 mills), Lower Makefield Township (21.01 mills), Bensalem Township (20.50 mills), and Northampton Township (18.51 mills) are direct neighbors of Middletown Township. Upper Southampton Township (26.88 mills), Solebury Township (23.81 mills), and Warminster Township (23.06 mills) are a few miles to the west and north of Middletown Township. Several of these municipalities have increased real estate taxes in recent years to pay for changes or expansions in fire protection services. Though not yet approved at the time of this budget, Middletown Township’s neighbor to the north, Newtown Township, is expected to increase their real estate taxes heading into 2021.

Township RE Millages in Bucks Co. (Top 10, 2021)



## Greater Philadelphia Real Estate Tax Comparison

Because of Middletown's size, demographic composition, and economic vibrancy, there are few municipalities in Bucks County that are comparable for tax purposes. A community like Middletown has a greater draw on public services, and tax rates often reflect this reality. Looking at other similar municipalities in neighboring Montgomery and Delaware Counties, several others are comparable on a tax basis.

County Boards of Assessment are responsible for determining assessed (taxable) values of properties, since they are not tied to inflation or the economy like market values are. Because counties reassess (or do not reassess) at different times, the Common Level Ratio (CLR) is used in Pennsylvania to compare tax rates and true values across jurisdictions. CLR factors are determined annually in July by the Pennsylvania Department of Revenue.

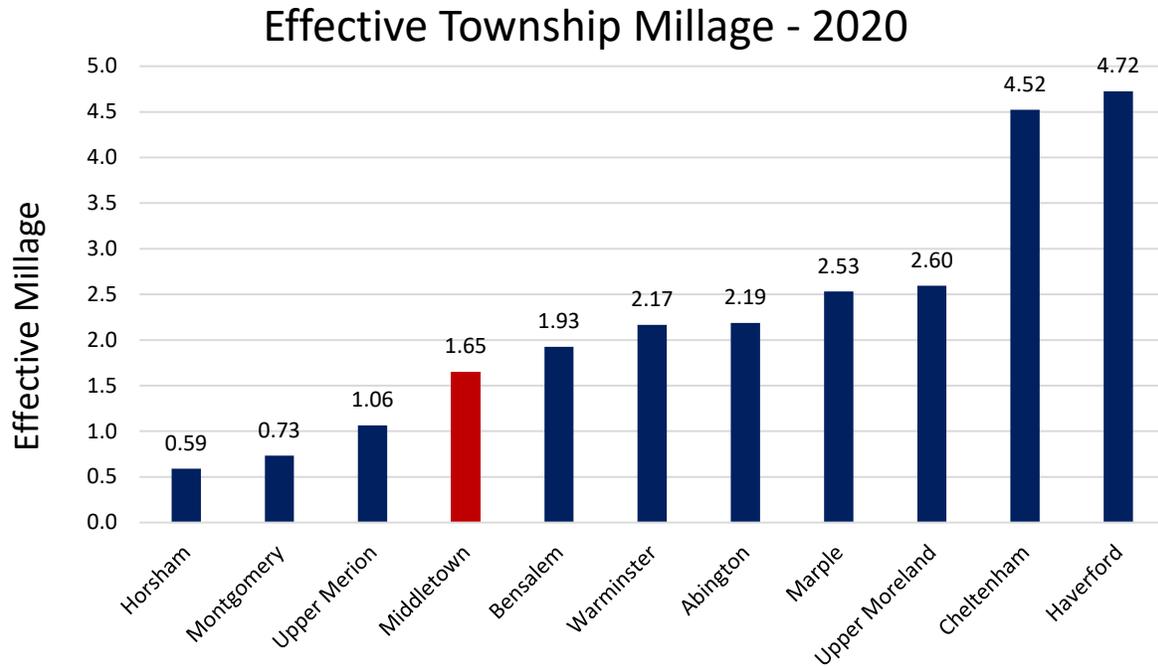
#	Township	County	Township Millage	Total Millage (2020)	Common Level Ratio Factor	Effective Twp. Millage	Effective Total Millage
1	Haverford	Delaware	8.3610	46.3525	1.7700	4.7237	26.1879
2	Cheltenham	Montgomery	9.1785	61.3048	2.0300	4.5214	30.1994
3	Upper Moreland	Montgomery	5.2690	40.8739	2.0300	2.5956	20.1349
4	Marple	Delaware	4.4800	28.7766	1.7700	2.5311	16.2580
5	Abington	Montgomery	4.4430	40.0620	2.0300	2.1887	19.7350
6	Warminster	Bucks	23.060	195.520	10.6400	2.1673	18.3759
7	Bensalem	Bucks	20.500	210.900	10.6400	1.9267	19.8214
8	Middletown	Bucks	17.570	208.620	10.6400	1.6513	19.6071
9	Upper Merion	Montgomery	2.1590	26.3480	2.0300	1.0635	12.9793
10	Montgomery	Montgomery	1.4900	31.4347	2.0300	0.7340	15.4851
11	Horsham	Montgomery	1.2000	34.5130	2.0300	0.5911	17.0015

Bucks County has the second-highest CLR factor in the state at 11.24, indicative of a significant period without reassessing properties. The CLR factor works similarly to the Consumer Price Index (CPI) factor, in that it creates a consistent basis to compare property taxes. Like the CPI, the CLR factor changes incrementally each year based on a variety of factors. Without using the CLR factor to compare property taxes across counties, it would appear that tax rates are far higher than other municipalities, while assessed property values are far lower. The CLR factor equalizes millage rates by accounting for differences in assessed values. Montgomery County's CLR factor is 2.13 and Delaware County's CLR factor is 2.00 for 2020-2021.

Effective millage rates are calculated by applying the CLR factor to a community's township and total millage rates, using the following calculation:

$$\begin{array}{r}
 17.57 \quad \text{(Township Millage)} \\
 \div \quad 11.24 \quad \text{(CLR Factor)} \\
 \hline
 1.56 \quad \text{(Effective Township Millage)}
 \end{array}$$

As shown in the tables below, when looking at comparable communities in the Philadelphia metropolitan area, Middletown Township's real estate taxes are comparable to other similar communities. When the CLR factor is considered, an effective millage rate is generated, making it comparable across multiple jurisdictions. Generally, Middletown Township and other similar Bucks County municipalities levy a lower amount of real estate taxes than similar communities in Montgomery and Delaware Counties.



## Impact of Taxes

Residents of Middletown Township pay, on average, \$516.73 in property taxes. The average assessment of a Township home is \$29,410. Middletown Township levied property taxes totaling 17.57 mills, or 1.757%, depending on the value determined by the Bucks County Board of Assessment of an individual's home. Since Bucks County has not comprehensively reassessed properties since the 1970s, the average home assessment remains far below market value. The amount paid in taxes is calculated in the following way:

**\$516.73**



average annual amount  
paid in property taxes

$$\begin{array}{r}
 \$29,410 \quad (\text{Average Assessed Property Value}) \\
 \times \quad 0.01757 \quad (\text{Township Millage rate- 1 mill} = 0.001\%) \\
 \hline
 \$516.73 \quad (\text{Average Total Township Property Taxes})
 \end{array}$$

Comparison of Real Estate Taxes in Selected Township Neighborhoods					
	Assessment of Sample Property	Middletown Township	Neshaminy School District *	Bucks County *	Total Real Estate Tax Bill
<b>2020-2021 Millage Rates</b>		17.57	165.60	25.45	208.62
<b>Average Residential Assessment</b>	\$ 29,410.00	\$ 516.73	\$ 4,870.30	\$ 748.48	\$ 6,135.51
<b>Selected Township Developments:</b>					
<b>Snowball Gate</b>	\$ 29,650.00	\$ 520.95	\$ 4,910.04	\$ 754.59	\$ 6,185.58
<b>Highland Park</b>	25,620.00	450.14	4,242.67	652.03	5,344.84
<b>Maple Point</b>	43,600.00	766.05	7,220.16	1,109.62	9,095.83
<b>Villages of Shadybrook</b>	38,740.00	680.66	6,415.34	985.93	8,081.94
<b>Villages of Flowers Mill</b>	34,200.00	600.89	5,663.52	870.39	7,134.80

\*Neshaminy School District and Bucks County are independent taxing authorities. The rates shown reflect rates as of November 2020 and are not to be considered binding for the purposes of this document.

Impact of Real Estate Taxes and Fees for A Typical Homeowner Over Time									
Year	2021	2020	2019	2018	2017	2016	2010	2009	2008
Assessment	29,410	29,333	29,333	29,243	29,243	29,243	29,243	29,243	29,243
Millage	17.57	17.57	17.57	17.57	17.57	17.57	17.57	15.84	14.84
Tax	\$516.73	\$515.38	\$515.38	\$513.80	\$513.80	\$513.80	\$513.80	\$463.21	\$433.97

# Act 511 Taxes

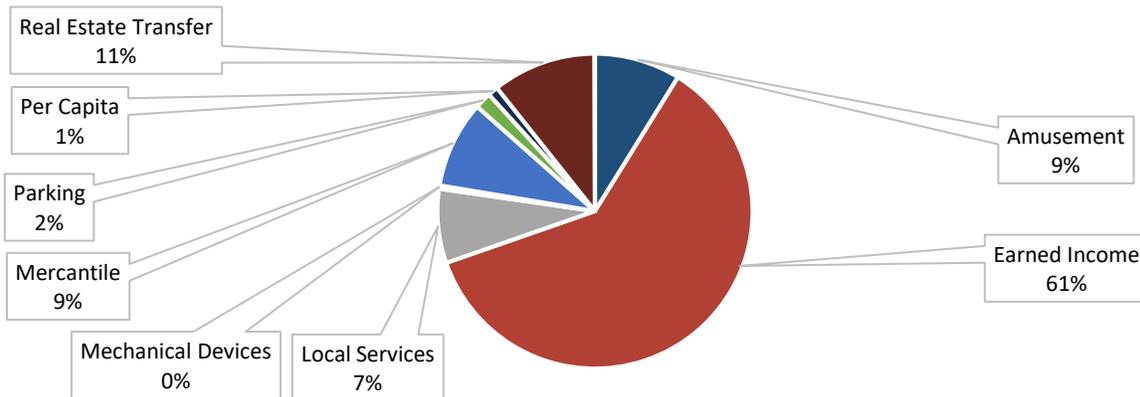
Pennsylvania Act 511 of 1965 determines the types of taxes and limits municipalities may levy in their jurisdiction. The table below represents all Act 511 taxes Middletown Township levies, and the corresponding rate. Each type of tax can vary from percentages, a flat dollar amount, to millage. **None of the Act 511 taxes are increasing for 2021.** Additional tax detail is provided on the following pages.

The elected Middletown Township Tax Collector predominately collects real estate taxes, as well as the Per Capita Tax and Solid Waste & Recycling Fee. The Township also works with two tax collection agencies, Berkheimer and Keystone Collections, to collect the Act 511 Taxes.

The following tables show collections on a cash accounting basis as they are reported by the tax collectors. The Township incurs these revenues on a modified accrual basis. The line item-budget reflects the resulting difference of the two accounting methods. Additionally, some tables reflect gross tax collections, or the total amount of money collected, and some tables reflect tax collections net of fees.

Schedule of Act 511 Taxes - Middletown Township						
Tax	2021	2020	2019	2018	2017	2016
Amusement	5%	5%	5%	5%	5%	5%
Earned Income	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
Local Services	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00
Mechanical Device - Vending	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Mechanical Device - Amusement	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Mercantile - Wholesale	0.5 mill					
Mercantile - Retail	0.75 mill					
Parking Transaction Fee	10%	10%	10%	10%	10%	10%
Per Capita	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Real Estate Transfer	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%

Act 511 Taxes - 2021 Projected Revenues



# Amusement Tax

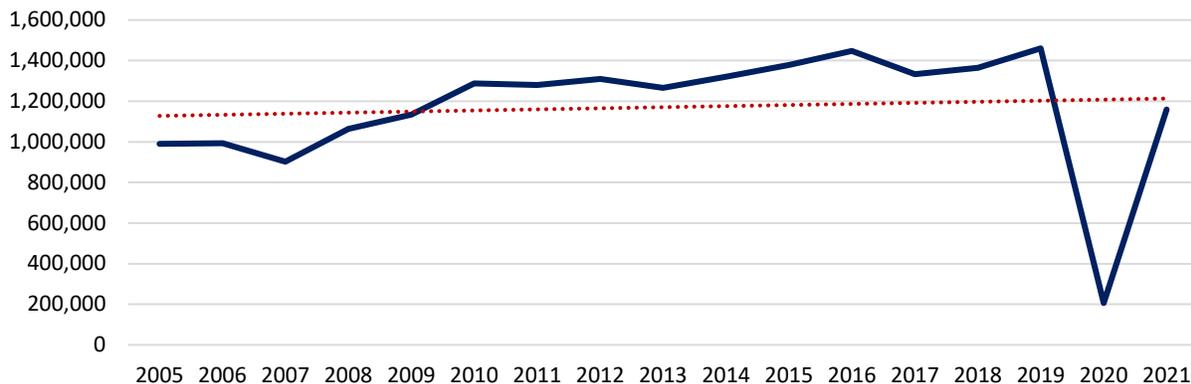
Middletown Township and the Neshaminy School District levy an Amusement Tax at a combined rate of 10%, which is shared equally by both. The tax is levied on any business that offers entertainment within the Township/School District. Taxable entities include but are not limited to: amusement parks, golf courses, shows, sporting events, musical performances, circuses and/or any event with an admission charge or where entertainment is offered and no separate charge levied, on the total cost of food purchased. Returns for this tax are due monthly on the prior month's gross ticket sales. Sesame Place theme park is the largest contributor to this tax category.

Amusement Taxes are collected by Berkheimer Tax Administrator at no cost to the Township. The table below outlines the amount of each tax collected over the last several years, expected revenue by the end of the year, as well as budgeted projections for the upcoming year.

SUMMARY OF AMUSEMENT TAX RATES AND COLLECTIONS			
	Middletown Township	Neshaminy School District	Total
Rate	5%	5%	10%

YEAR	AMUSEMENT TAX COLLECTIONS BY YEAR (MIDDLETOWN PORTION)	
2021 - Budgeted	\$	1,160,000
2020 - Estimated		206,000
2019		1,460,447
2018		1,364,243
2017		1,333,653
2016		1,447,720
2015		1,379,123
2014		1,321,125
2013		1,265,984
2012		1,310,544

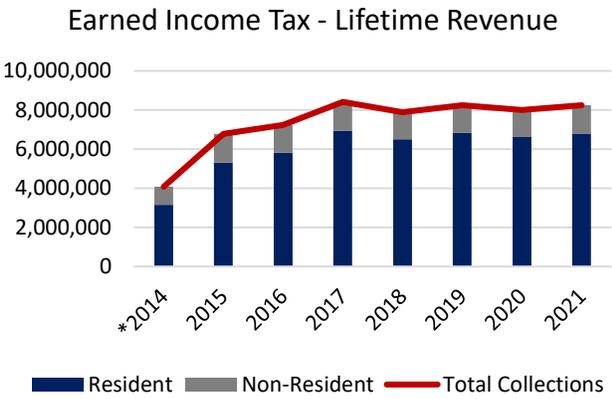
Amusement Tax Revenue - Lifetime Trend



# Earned Income Tax

Middletown Township instituted a 0.5% Earned Income Tax (EIT) in 2014 to provide additional, consistent revenue to the Township. In Pennsylvania, EIT is remitted to an individual's municipality of residence. This tax is levied on all residents of Middletown Township, regardless of where they work. This is depicted as "Resident Collections" in the following table. Additionally, individuals working in Middletown Township who live in another municipality that does not collect EIT pay the EIT to Middletown Township. This is depicted as "Non-Resident Collections" in the following table.

If individuals live and work in municipalities without an EIT, then they are not taxed. All individuals who work in the City of Philadelphia but live elsewhere are subject to the City Wage Tax for non-residents, which is 3.5019% as of November 2020, among the highest local income taxes in the United States. Philadelphia residents are charged at a different rate, regardless of where they are employed. Municipalities with residents working in the City of Philadelphia cannot collect EIT for these individuals. As required by state law, collection of EIT is governed by the Bucks County Tax Collection Committee (TCC). The current county-wide EIT collector is Keystone Collections Group.



In 2020 amid closures and layoffs brought on by the COVID-19 pandemic, unemployment increased nationwide, including in Middletown Township. Since layoffs were more likely to impact lower income earners, revenue from EIT is expected to stay on track compared to prior years.

EIT Collections are beginning to stabilize as expected. Collections typically peak in years three and four after an EIT is instituted as all employers with employees subject to the tax update their records and delinquent taxes are paid.

EARNED INCOME TAX COLLECTIONS BY YEAR				
Year	Resident	Non-Resident	Total Collections	% Change
2021	\$6,798,684	\$1,442,675	\$8,241,359	-3.02%
2020	6,621,813	1,378,187	8,000,000	-4.87%
2019	6,960,563	1,448,714	8,409,277	6.63%
2018	6,504,615	1,381,546	7,886,161	-6.30%
2017	6,937,377	1,479,182	8,416,559	16.34%
2016	5,831,028	1,403,405	7,234,433	6.65%
2015	5,320,954	1,462,393	6,783,347	66.23%
*2014	3,153,750	926,994	4,080,744	

\*Tax was levied for the first time in 2014 and represents partial-year collections.

## EARNED INCOME TAX COLLECTIONS BY MONTH

### Resident Collections

<u>Month</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	
January	-	223,709	189,081	320,936	333,023	271,104	375,333	
February	-	771,391	914,990	736,881	913,206	1,008,644	915,671	
March	11,845	255,064	317,598	603,758	357,236	347,210	325,759	
April	129,495	305,498	423,558	640,885	515,100	586,459	295,935	
May	654,654	1,007,326	1,064,149	1,319,569	1,397,556	1,360,139	1,183,608	
June	86,342	365,053	306,975	414,798	341,796	360,445	465,687	
July	267,635	244,403	287,484	472,266	400,747	351,050	606,283	
August	682,857	813,566	770,942	801,667	770,358	870,590	930,684	
September	176,886	171,956	211,342	242,517	242,313	254,026	269,725	
October	249,614	168,808	292,448	417,339	355,492	284,729	201,875	
November	725,344	827,838	819,882	742,041	810,383	883,292	801,255	est
December	<u>169,078</u>	<u>166,342</u>	<u>232,579</u>	<u>224,720</u>	<u>67,405</u>	<u>245,695</u>	<u>250,000</u>	est
<b>Total</b>	<b>3,153,750</b>	<b>5,320,954</b>	<b>5,831,028</b>	<b>6,937,377</b>	<b>6,504,615</b>	<b>6,823,383</b>	<b>6,621,813</b>	

### Non-Resident Collections

<u>Month</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	
January	-	59,893	44,421	85,665	36,062	41,532	101,030	
February	-	245,036	385,418	219,451	265,973	305,629	265,243	
March	6,442	21,445	10,679	8,067	33,373	13,263	11,592	
April	52,495	57,985	14,670	27,402	22,681	62,489	57,191	
May	242,369	289,719	268,578	279,407	320,274	272,590	310,646	
June	12,011	13,060	14,353	22,989	14,463	13,784	10,035	
July	34,478	46,171	58,363	101,559	84,182	86,211	100,364	
August	254,503	332,790	239,738	223,383	231,699	265,276	227,078	
September	21,586	10,760	9,050	8,572	26,527	8,409	12,415	
October	39,350	49,561	70,315	261,605	93,388	62,989	18,593	
November	246,471	322,767	270,821	233,806	243,161	278,840	250,000	est
December	<u>17,289</u>	<u>13,206</u>	<u>16,999</u>	<u>7,276</u>	<u>9,763</u>	<u>13,593</u>	<u>14,000</u>	est
<b>Total</b>	<b>926,994</b>	<b>1,462,393</b>	<b>1,403,405</b>	<b>1,479,182</b>	<b>1,381,546</b>	<b>1,424,605</b>	<b>1,378,187</b>	

### All Collections

<b>Total:</b>	<b>\$4,080,744</b>	<b>\$6,783,347</b>	<b>\$7,234,433</b>	<b>\$8,416,559</b>	<b>\$7,886,161</b>	<b>\$8,247,988</b>	<b>\$8,000,000</b>
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\*Figures denote gross collections and are not net of accruals and fees.

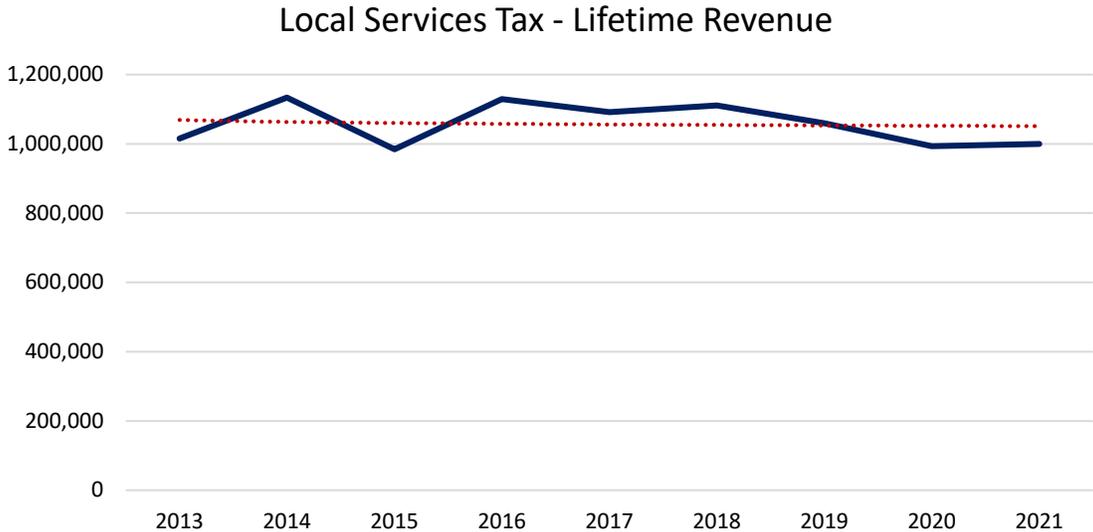
# Local Services Tax

The Local Services Tax is imposed upon each individual engaged in any occupation in Middletown Township. It is the responsibility of the employer to deduct, from their employees' pay, the tax of \$52 per year at a rate of \$1 per week employed. The tax is shared with Neshaminy School District with \$47 going to Middletown Township, and \$5 going to the School District.

Employers are required to remit the tax collected on a quarterly basis to Berkheimer, the tax administrator assigned to collect this tax. Individuals who are self-employed and whose business or practice is in Middletown Township are also required to pay the \$52 Local Services Tax. The total Local Services Tax paid by an individual in a calendar year is limited to \$52, regardless of the number of employers an individual works for during the year or the number of taxing districts in which an individual may work.

A slight drop is expected in 2020 due to the rise in unemployment amid the COVID-19 pandemic. Due to the anticipated lasting impact of the pandemic, the 2021 LST revenue is budgeted flat compared to 2019.

LOCAL SERVICES TAX COLLECTIONS BY YEAR		
Year	Total Collections	% Change
2021 - Budget	1,000,000	0.70%
2020 - Projected	993,000	-6.28%
2019	1,059,490	-4.65%
2018	1,111,139	1.82%
2017	1,091,284	-3.37%
2016	1,129,355	14.74%
2015	984,249	-13.17%
2014	1,133,549	11.68%
2013	1,015,020	



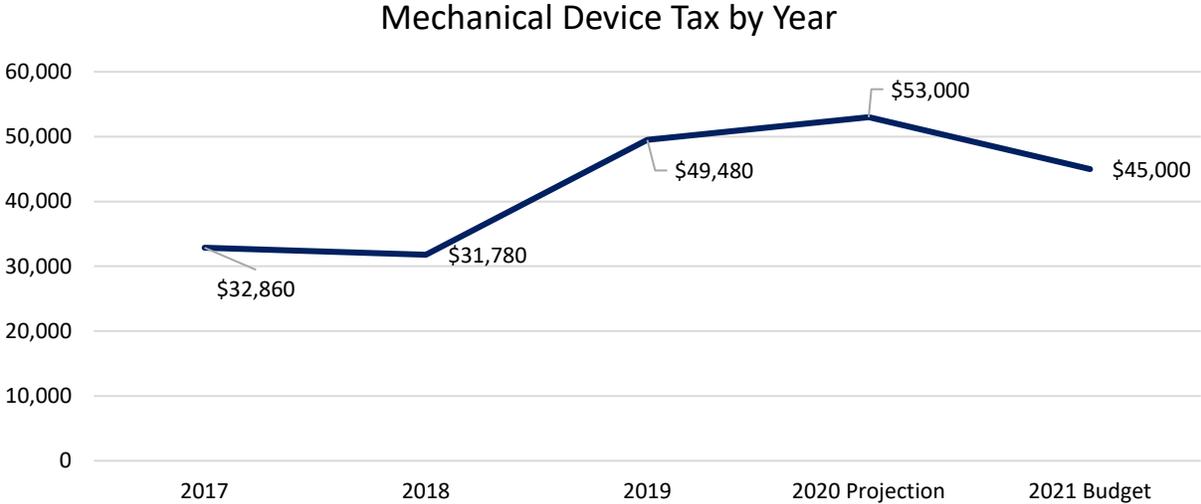
# Mechanical Device Tax

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The Mechanical Device Tax is a levied on businesses in the Township with vending and amusement machines. Vending machines are subject to a \$20.00 tax per year per machine, while amusement machines are subject to a \$100.00 tax per year per machine. The Mechanical Device Tax is collected because revenue generated for businesses by vending and amusement machines is not otherwise taxed.

Vending machines include any automated machine offering the sale of food, drinks, or goods. Amusement machines refer to arcade games and any automated machine used for recreation purposes. These devices are registered with the Township and the tax is billed to the businesses each year by the Finance Department.

In recent years, the Township has worked to make sure eligible mechanical devices are registered and billed accordingly. Additionally, stronger efforts to send additional notices has improved mechanical devices revenue. As this is a flat tax not based on revenues generated by the machines, tax revenue is expected to be consistent with prior years. The chart below shows the combined revenue generated by vending and amusement machines.



# Mercantile Tax

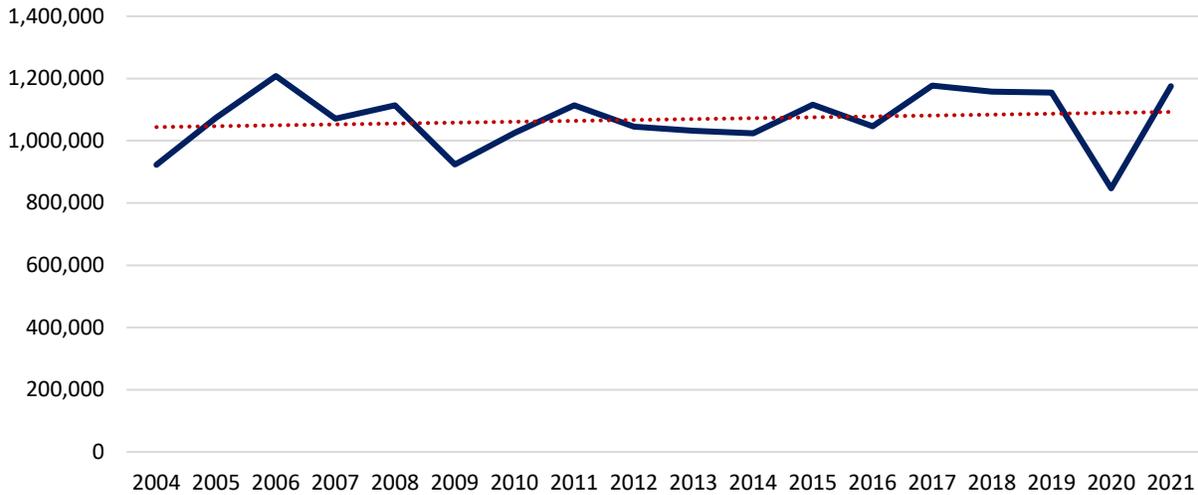
Mercantile Tax is levied on the gross receipts of retail trade, wholesale trade, and food/refreshment trade businesses in Middletown Township. The breakdown of the Mercantile Tax is 0.75 mill for retail sales, 0.50 mill for wholesale sales, and \$2 each for a retail or wholesale license. Neshaminy School District also collects Mercantile Taxes on the same areas as Middletown Township, as well as a Business Privilege Tax. Below is a breakdown of tax rates for Middletown Township, Neshaminy School District, and the combined rate by category. The largest revenue driver in the Mercantile Tax is automotive sales from the Township’s car dealerships.

Like Amusement Taxes, Mercantile taxes are collected by Berkheimer Tax Administrator. The table below outlines the amount of each tax collected since 2004, as well as budgeted projections for the upcoming year.

SUMMARY OF MERCANTILE TAX RATES AND COLLECTIONS			
Category	Middletown Township	Neshaminy School District	Total
Retail Sales	.75 mill	.75 mill	1.5 mills
Wholesale Sales	.50 mill	.50 mill	1.0 mill
Retail or Wholesale License	\$2 each	\$2 each	\$4 each

YEAR	MERCANTILE TAX COLLECTIONS BY YEAR
2021 - Budgeted	\$ 1,175,000
2020 - Estimated	847,000
2019	1,168,038
2018	1,158,235
2017	1,177,552
2016	1,046,011
2015	1,116,110
2014	1,024,321
2013	1,032,229
2012	1,045,066
2011	1,114,116
2010	1,025,104
2009	923,789
2008	1,113,334
2007	1,070,593
2006	1,207,887
2005	1,073,865
2004	924,928
2003	925,079

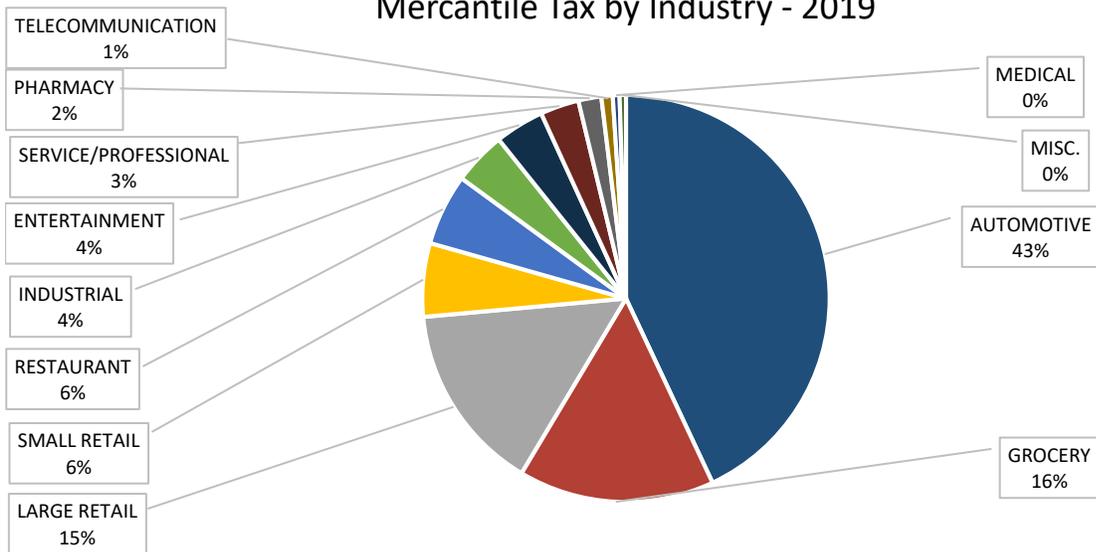
### Mercantile Tax - Lifetime Collections



The COVID-19 pandemic is expected to significantly impact the 2020 Mercantile Tax. Many of the Township’s larger businesses, such as grocery stores and department stores saw significantly higher sales than in previous years. When the early months of the COVID-19 pandemic shuttered many smaller businesses, many larger businesses selling essential products and services were permitted to remain open. This, coupled with the overall rise in the cost of goods, is expected to positively impact the Mercantile Tax. On the other end, small retail stores, restaurants, entertainment venues, and professional services were crippled by the pandemic.

Revenues are expected to be lower in 2020 than prior years. Several large businesses in the Township had credits from prior tax years they were able to utilize in 2020, resulting in a decrease in revenue. Mercantile tax revenues are expected to recover in 2021.

### Mercantile Tax by Industry - 2019

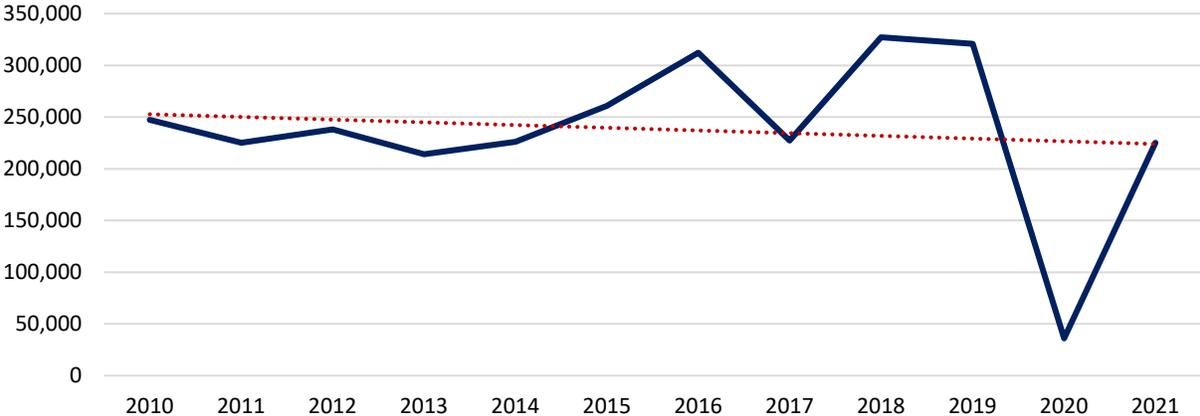


# Parking Transaction Fee

The parking transaction fee is charged to all businesses that charge patrons for parking. Businesses with free parking are not required to pay this fee. The parking transaction fee is 10% of gross parking revenue. The primary contributor to this fee is Sesame Place theme park. This fee is an important revenue stream to the Township because the Township does not have any metered parking to generate revenue.

PARKING TRANSACTION FEE COLLECTIONS		
Year	Total Collections	% Change
2021 - Budgeted	225,000	525.00%
2020 - Estimated	36,000	-88.78%
2019	320,961	-1.89%
2018	327,151	44.00%
2017	227,193	-27.22%
2016	312,160	19.61%
2015	260,992	15.44%
2014	226,091	5.56%
2013	214,177	-10.07%
2012	238,155	5.83%
2011	225,038	-9.03%
2010	247,386	

Parking Transaction Fee Collections



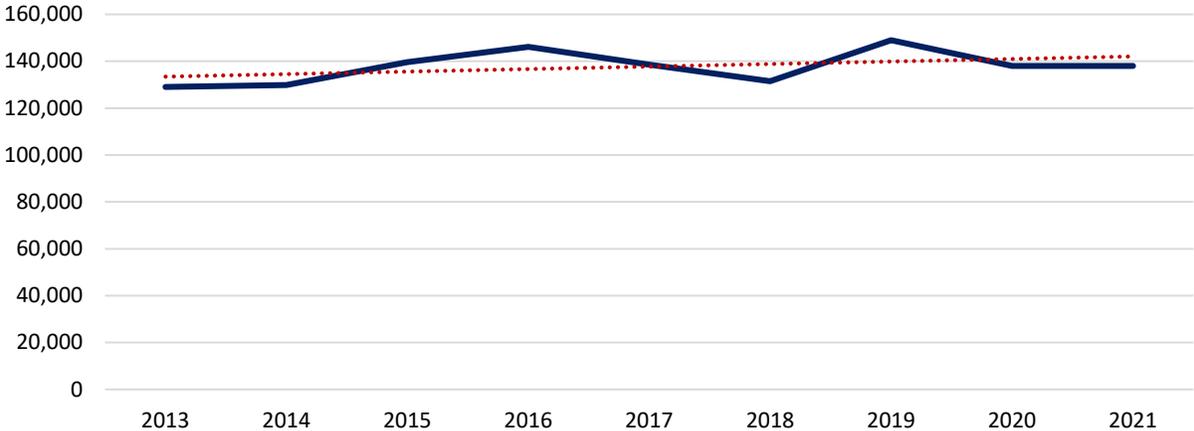
# Per Capita Tax

The Per Capita Tax is a flat rate tax levied upon individuals, eighteen years of age or older, residing within Middletown Township who earn more than \$5,000 per year. Only residents of the Township are subject to the tax. The Per Capita Tax rate for Middletown Township is \$5 per individual, while the Per Capita Tax for Neshaminy School District is \$10 per individual. A combined Per Capital Tax is billed by the elected Township Tax Collector on July 1st of each year. If paid in July or August of a given year, residents receive a 2% discount. If paid after October 31<sup>st</sup>, residents are required to pay an additional 5% for delinquency.

Residents earning less than \$5,000 per year are eligible for an exoneration from the Per Capita Tax. If an influx of young families with children move into the Township who are not offset by adults leaving the Township, revenue from this source may go down as children are not subject to this tax.

PER CAPITA TAX COLLECTIONS BY YEAR		
Year	Collections	% Change
2021 - Budgeted	\$ 138,000	0.00%
2020 - Estimated	138,000	-7.37%
2019	148,975	13.28%
2018	131,509	-5.09%
2017	138,561	-5.17%
2016	146,119	4.65%
2015	139,627	7.58%
2014	129,790	0.59%
2013	129,031	-

Per Capita Tax Collections by Year



# Real Estate Transfer Tax

The Pennsylvania real estate transfer tax is imposed at a rate of one percent on the value of real estate (including contracted-for improvements to property) transferred by deed, instrument, long-term lease or other writing. This one percent is split equally between Middletown Township and Neshaminy School District. Both the grantor and grantee are held jointly and severally liable for payment of the tax. Below lists the 0.5% income to Middletown Township.

Collections from the Real Estate Transfer Tax are affected by the number of properties transferred in a given period of time, as well as their sale value. Some significant influencing factors on revenue fluctuations are market conditions and time of year. In 2018 and 2019, a few high-value commercial properties were sold, inflating recent years of tax revenue.

The impact of COVID-19 on this tax was minimal and largely counteracted by the strong real estate market in suburban Philadelphia. As the landscape of commercial real estate changes in the future in response to the COVID-19 pandemic, real estate transfer taxes may be impacted.

REAL ESTATE TRANSFER TAX COLLECTIONS BY MONTH								
Month	2017		2018		2019		2020	
	Total Transfers	Transfer Fee						
January	39	\$155,361	41	\$89,873	34	\$251,908	44	\$69,128
February	39	55,763	28	39,041	20	88,847	37	54,348
March	39	57,191	36	84,640	36	55,431	47	84,282
April	44	173,584	46	68,097	41	59,478	37	73,371
May	40	58,700	54	79,769	56	93,249	29	46,022
June	74	133,068	68	105,623	56	152,962	50	87,517
July	74	114,791	65	100,317	83	147,086	61	108,277
August	56	83,403	59	216,834	67	117,806	58	103,211
September	56	80,224	56	102,061	47	71,537	101	159,659
October	58	115,507	46	117,550	51	145,375	77	327,574
November	36	58,990	38	64,383	41	82,020	40	89,111 <i>est</i>
December	34	247,795	54	500,054	48	80,421	46	97,500 <i>est</i>
<b>Totals</b>	<b>589</b>	<b>\$1,334,378</b>	<b>591</b>	<b>\$1,568,242</b>	<b>580</b>	<b>\$1,346,119</b>	<b>627</b>	<b>\$1,300,000</b>
<b>Monthly Average</b>	<b>49</b>	<b>\$111,198</b>	<b>49</b>	<b>\$130,687</b>	<b>48</b>	<b>\$112,177</b>	<b>52</b>	<b>\$108,333</b>
<b>Market Value</b>		<b><u>\$136,161,051</u></b>		<b><u>\$160,024,734</u></b>		<b><u>\$137,359,100</u></b>		<b><u>\$118,775,511</u></b>

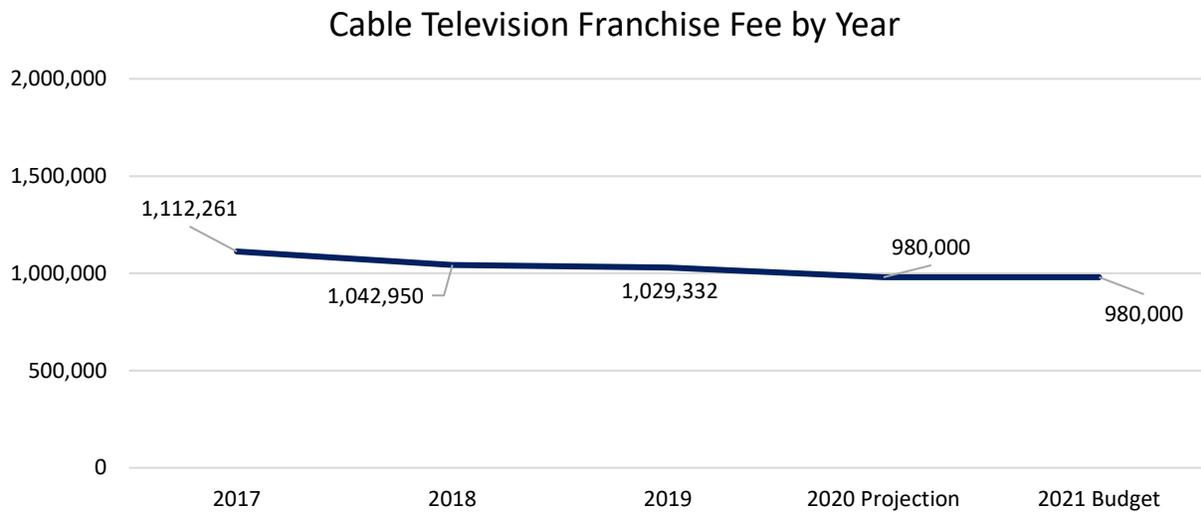
REAL ESTATE TRANSFER TAX HISTORY			
Year	Transfer Fee	Year	Transfer Fee
2016	\$ 1,258,149	2009	\$ 622,383
2015	1,139,041	2008	1,148,983
2014	1,035,953	2007	1,084,244
2013	960,777	2006	1,349,030
2012	850,232	2005	1,440,813
2011	714,932	2004	1,207,455
2010	720,571	2003	1,065,824

# Cable Television Franchise Fee

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The Cable Television Franchise Fee is an annual fee charged by local governments to private cable television companies as compensation for using the Township’s right-of-way for the purpose of laying its cable. The two cable television companies subject to this fee are Comcast and Verizon Fios. The Township’s right-of-way is its legal ability to use and/or enter private property without owning or possessing it. In the early days of cable television, the Township appointed an advisory board of residents to advise the Board of Supervisors on this matter.

Although the fee is paid to the Township by Comcast and Verizon Fios, the amount paid is based upon the revenue generated by Middletown Township residents utilizing their services. As digital entertainment options become more prevalent, more people are “cutting the cord” and cancelling traditional cable television plans. As a result, there is a steady decline in revenue from the Cable Television Franchise Fee.



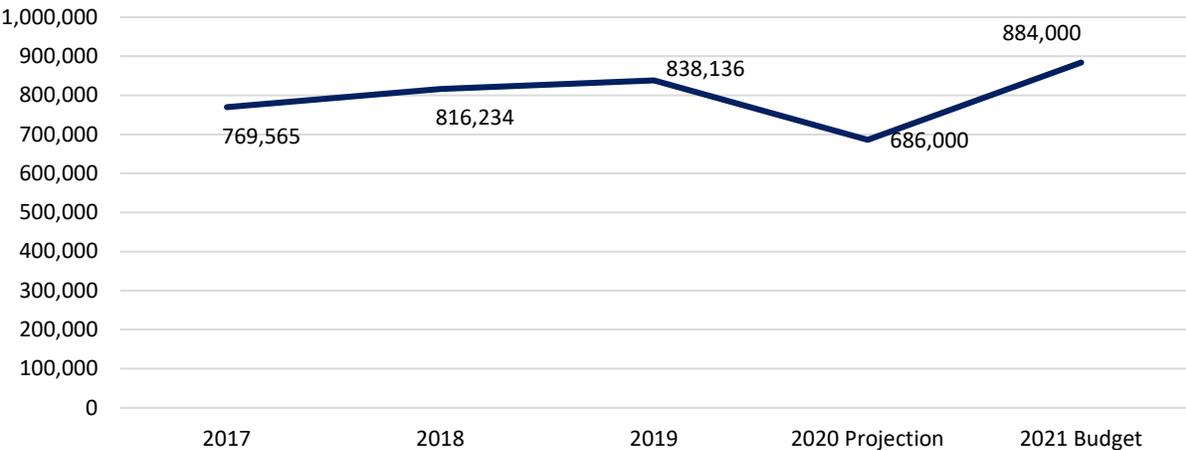
# Building Inspections & Permits

Like most municipal governments, Middletown Township is responsible for administering the Uniform Construction Code (UCC), which establishes standards and requirements for building construction to assure structures are built safely and can endure weathering and wear. Most construction on residential and commercial property requires permits issued by the Township, either building, electrical, plumbing, or zoning. Most projects require more than one permit to be obtained. These permits are administered by the Township’s Department of Building and Zoning.

In addition to construction-related permits, revenue is generated from other areas, including fees associated with land development and zoning projects, licensing, and inspections. Together, all of these services generate a significant amount of revenue for the Township. These revenues can be positively impacted by large commercial developments, and negatively impacted by a poor economy. The costs of permits and inspections are governed by the Township’s fee schedule, which charges a higher fee for permits and inspections for larger structures and projects.

In 2020, the COVID-19 pandemic limited the ability to conduct in-person business as well as the construction industry. As a result, revenue in this category was down compared to prior years. In 2021, an increase is anticipated due to permits expected for several commercial land development projects, the largest being an apartment complex adjacent to the Oxford Valley Mall.

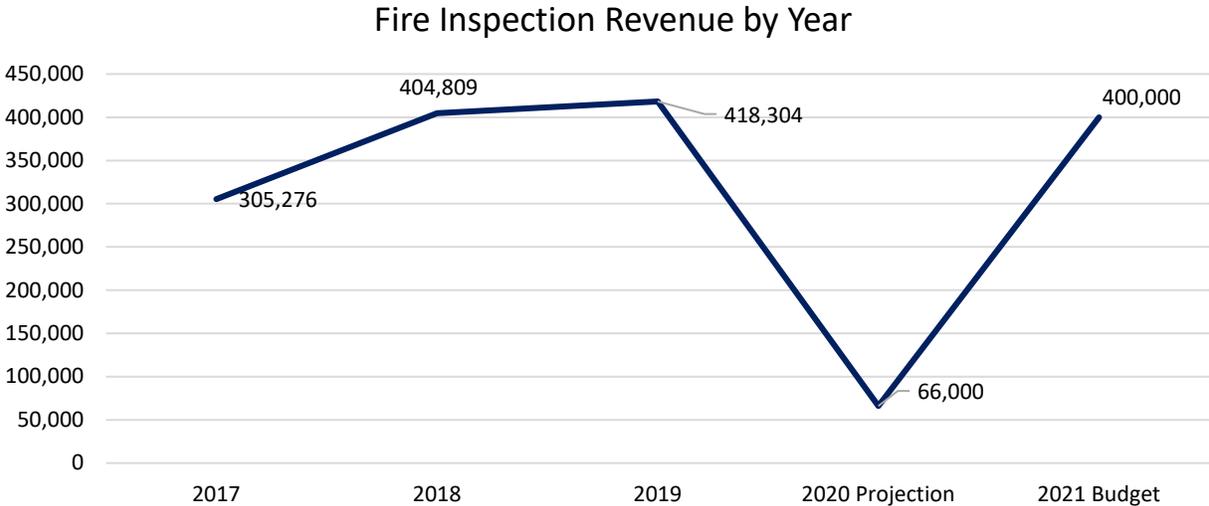
Building Inspections & Permits Revenue Totals by Year



# Fire Inspections

Middletown Township is responsible for administering fire safety inspections (FSIs) and fire permits for businesses. Businesses are inspected every year to enforce compliance with the Township's Fire Code. If any violations are found, guidance is given to businesses so they may make the necessary modifications to come into compliance upon reinspection. FSIs are carried out by the Department of Fire & Emergency Management each year. A fee is collected from businesses for the inspection each year. The fee is based on the size of the structure being inspected.

In 2020, in an effort to limit person-to-person contact and provide financial relief to businesses, the traditional FSI program was halted and replaced with a self-inspection program at no cost to the business. The revenue generated in 2020 is based on businesses that were already inspected and charged in early 2020, as well as businesses who received a traditional inspection upon request for licensing or insurance purposes. The FSI program will be reinstated in 2021 and revenues are expected to return to normal levels.

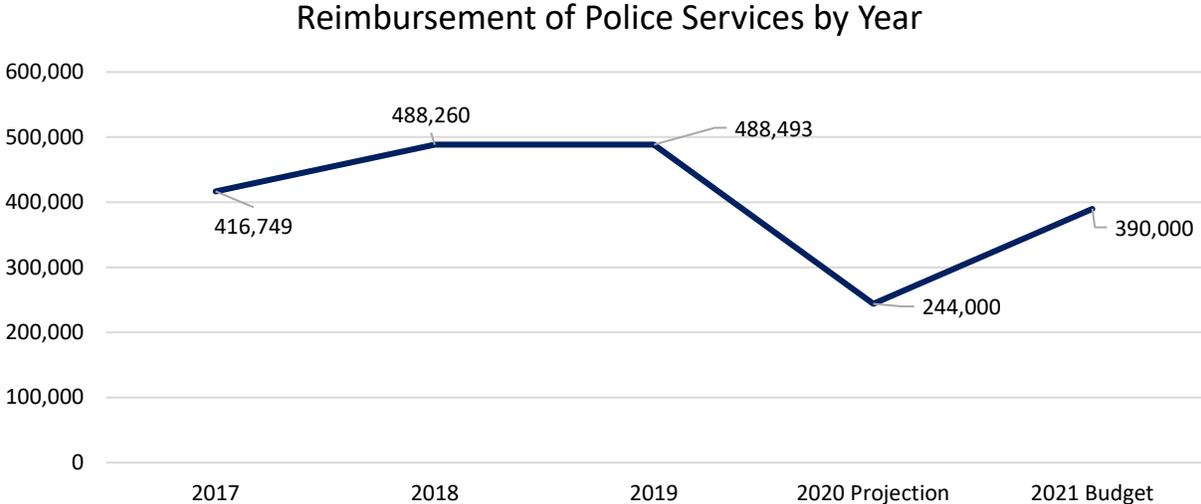


# Reimbursement of Police Services

Middletown Township provides police services to the community every hour of every day. Some organizations in the Township require additional police services to provide added security due to the increased potential for crime.

The Township has agreements with the Oxford Valley Mall, Sesame Place theme park, and Neshaminy School District to provide additional police services at their facilities for an additional cost. These agreements allow for police officers to be dedicated to protecting their facilities without impacting police services to the community at large. Further underscoring the Middletown Township's Police Department mission to conduct community policing, the same officers are placed at these locations as much as possible so they may build relationships and better serve each organization.

In 2020, the COVID-19 pandemic impacted all three organizations that are provided supplemental police services. As a result, a 50% decline in revenue occurred in 2020 compared to prior years. In 2021, reimbursable police services are expected to be lower than prior years, but closer to normal than in 2020.

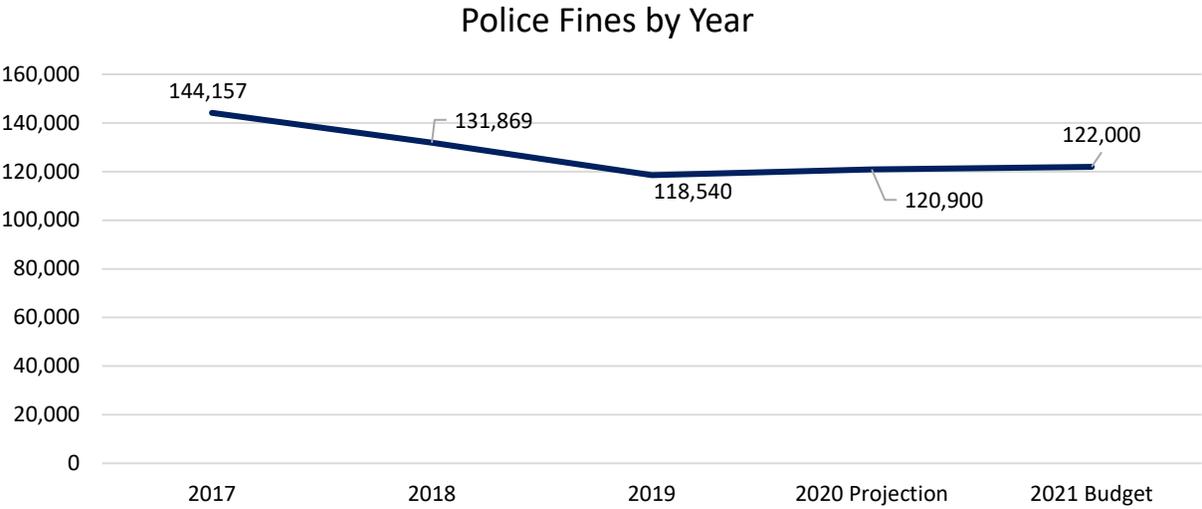


# Police Fines

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The Middletown Township Police Department is charged with enforcing the Pennsylvania Motor Vehicle Code within the Township. This code identifies the proper utilization of a motor vehicle, as well as registration requirements. Additionally, the Police Department is in charge of enforcing the Township's ordinances. Some violations, such as parking and vehicle code violations, carry fines with them that must be paid by the offender. The Township receives modest revenue each year from the fines generated by the issuance of these violations.

Additionally, the Pennsylvania State Police are responsible for enforcing the law on state roads. Middletown Township is entitled to a portion of the fines generated from tickets issued with the Township by State Police. The chart below shows a combination of revenue from Middletown Township Police and State Police fines.



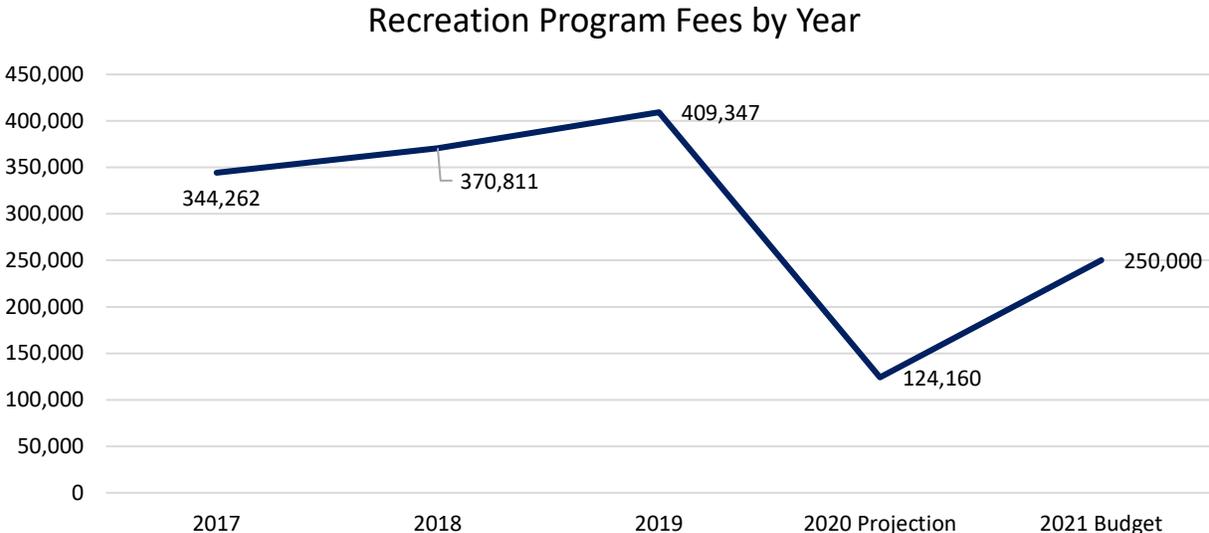
# Recreation Program Fees

The Department Parks & Recreation hosts several classes and programs throughout the year aimed at providing educational and fun activities to the community. Many programs offered have a fee associated with them. The fee for most programs is typically based on the costs associated with administering the program, as well as interest and demand from participants. The largest revenue driver in this category is summer camp, which serves more than 500 of children each year. Second to summer camp, basketball leagues held for various age groups typically serves 280 people each year.

Prior to 2020, fees generated from programs were steadily increasing. Due to the COVID-19 pandemic, many programs were cut or scaled back. Right before the COVID-19 pandemic hit, many families signed up for summer camp. Revenues were on track to be higher than ever. Upon cancelling the originally-planned summer camp, more than \$224,000 was refunded to families that paid for 2020 programs.

The Department of Parks & Recreation was able to work within the social distancing and masking protocols to create a summer camp for a limited number of participants. This and other socially-distant programs brought in some revenue. 52 children, 10% of a normal year, were able to participate in summer camp. Offsetting this lost revenue, only some of the nearly four dozen planned summer camp staff were hired due to reduced capacity. Basketball leagues were cancelled in 2020.

In 2021, some recovery of lost recreation program fees is expected as programming adapts to COVID-19 restrictions, but revenues are expected to be lower than prior years until the pandemic subsides.



# Solid Waste/Recycling Fees

In 2020, the Township is beginning the first year of a five-year solid waste, recycling, and yard waste collection and disposal contract with Waste Management. After a public bidding process in 2019, Middletown Township awarded a five-year contract to Waste Management, effective 2020-2024. After an engaging discussion, the method of collection remained twice-weekly manual for trash, once weekly for recycling and bulk waste, and once weekly for yard waste from April through January. Residents are responsible for providing their own containers and yard waste bags. Residents living in multi-family complexes or in neighborhoods with homeowners' associations typically contract their trash separately and are not served by the Township's contract.

The market for selling recycled materials has changed significantly due to global trade conditions, resulting in rate hikes across the industry. The rate charged per household in Middletown Township increased to \$401 in 2020, close to the rate charged in 2014 and 2015. Although the contract requires different amounts to be paid to Waste Management each year, the Township smooths the cost of collections over the life of the contract to assist residents' financial planning efforts. This fee is included on residents' real estate tax bill. The fees collected are put into the Sanitation Fund and are paid out to Waste Management as their contract requires. For budgeting purposes, 5% of fees paid are assumed to be delinquent or uncollectable.

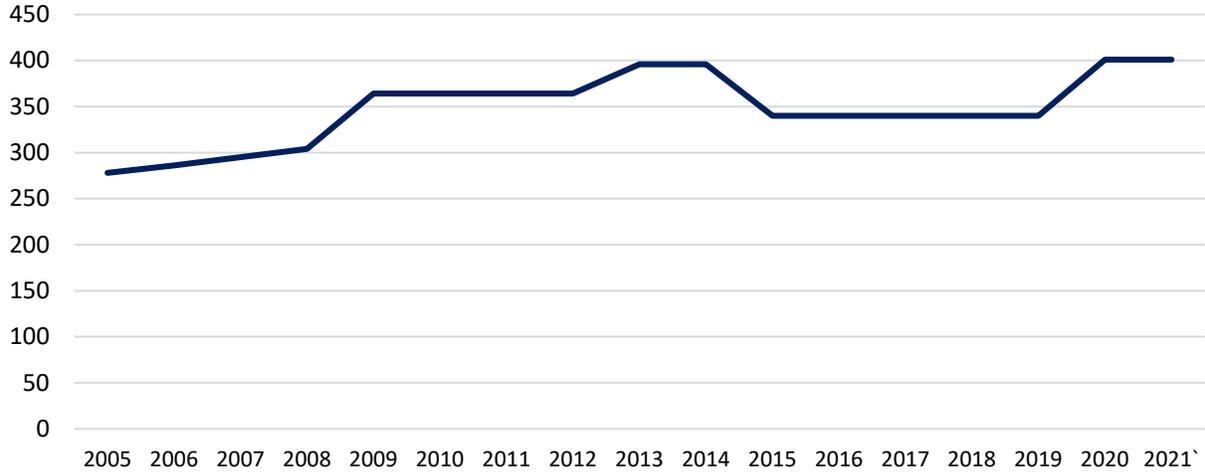


Under the new contract with Waste Management, residents have a dedicated customer service line to Waste Management to address any complaints or to report missed collections.

<b>Year</b>	<b>Rate</b>	<b>% Change</b>	<b>Year</b>	<b>Rate</b>	<b>% Change</b>
2021	\$ 401	0.00%	2012	364	0.00%
2020	401	17.94%	2011	364	0.00%
2019	340	0.00%	2010	364	0.00%
2018	340	0.00%	2009	364	19.74%
2017	340	0.00%	2008	304	3.05%
2016	340	0.00%	2007	295	3.15%
2015	340	-14.14%	2006	286	2.88%
2014	396	0.00%	2005	278	-
2013	396	8.79%			

<b>SOLID WASTE COLLECTION AND RECYCLING COSTS</b>					
<i>Waste Collection Fee Revenue</i>					
<b>Year</b>	<b># Units</b>	<b>Cost Per Household</b>	<b>Annual Revenue</b>	<b>Net of Uncollectible/ Delinquent</b>	
2021	12,238	\$ 401	\$ 4,907,438	\$	4,662,066
2020	12,238	401	4,907,438		4,662,066
2019	12,186	340	4,143,240		4,138,000
2018	12,145	340	4,129,300		4,179,601
2017	12,142	340	4,128,280		4,119,987
2016	12,142	340	4,128,280		4,094,587
2015	12,142	340	4,128,280		4,045,714
2014	12,141	396	4,807,836		4,711,679
2013	12,129	396	4,803,084		4,707,022
2012	12,129	364	4,414,956		4,326,657
2011	12,117	364	4,410,588		4,322,376

Solid Waste & Recycling Fee by Year

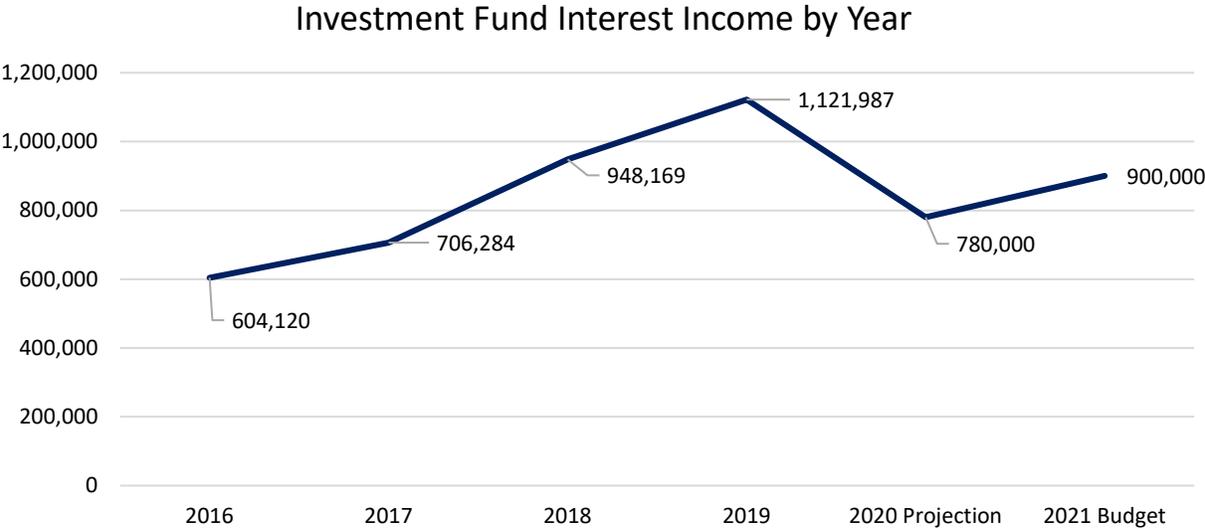


# Investment Fund Interest Income

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Somewhat unique to Middletown Township, the Investment Fund contains the proceeds from the Township's sale of water and sewer facilities to the Bucks County Water and Sewer Authority for \$40 million in 2002. This \$40 million is restricted and may only be used to generate interest through investment. Investment income typically comes from certificates of deposit and fixed income securities, primarily US Treasury Bills.

Interest earned in the Investment Fund has been left alone for several years and allowed to compound. In 2021, approximately \$1.1 million is budgeted to be transferred to the General Fund to offset anticipated underperforming revenues. Prior to the implementation of the Earned Income Tax (EIT) in 2014, transfers to other funds were common.



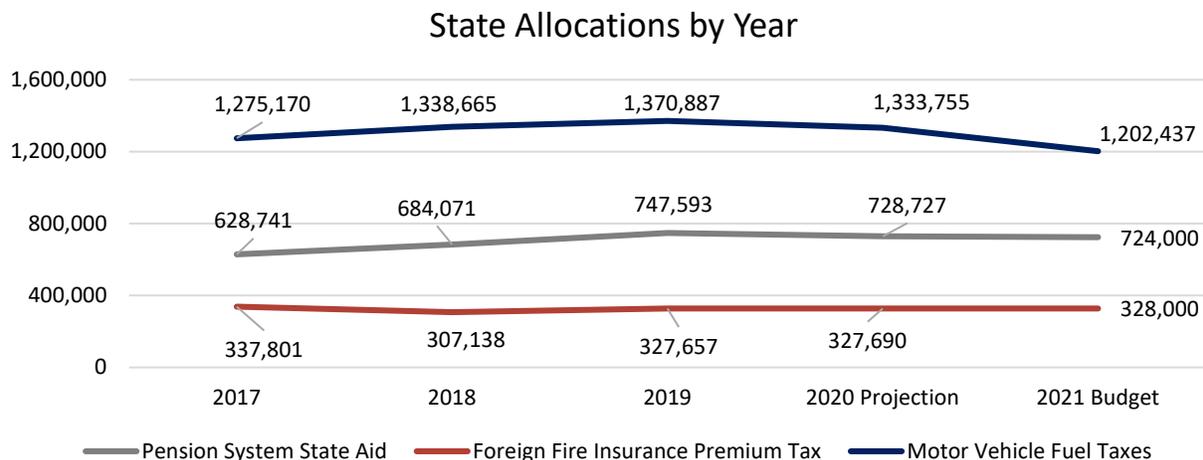
# State Allocations

Each year, municipalities receive allocations from the Commonwealth of Pennsylvania. These allocations are taxes collected statewide and distributed to municipalities to defray costs of providing essential services. The three primary categories of state allocations received each year are the Pension System State Aid, the Foreign Fire Insurance Premium Tax, and the Motor Vehicle Fuel Tax.

Since the 1980s, the Commonwealth of Pennsylvania has provided direct contributions to offset the cost of providing pensions to public employees, both uniformed and non-uniformed. Revenue for Pension System State Aid is generated by a 2% tax on foreign (out-of-state) insurance companies on premiums for casualty insurance sold to Pennsylvanians. Allocations are based on each municipality's pension plan and plan enrollees.

Similar to Pension System State Aid, The Foreign Fire Insurance Premium Tax is a 2% tax levied by the Commonwealth of Pennsylvania on foreign (out-of-state) insurance companies on premiums for fire insurance sold to Pennsylvanians. It is distributed to municipalities who are charged with distributing it to the volunteer fire companies providing fire protection services to their municipalities. This revenue is received by the Fire Protection Fund. This tax revenue as well as Real Estate Tax revenue are combined together and distributed to the Township's fire companies based on a formula reflective of the population and geographic size of their service area.

The Motor Vehicle Fuel Tax is an excise tax charge to motorists purchasing gasoline. For the last few years, the state has set the tax rate at \$0.576 per gallon. Proceeds from this tax are allocated to municipalities based on eligible road mileage and population, and must be used on maintaining and improving roads. 20% of the allocation may be used on major equipment. This money resides in the Highway Aid Fund. The Commonwealth of Pennsylvania has strict guidelines on how these funds can be spent and routinely audits to assure compliance. The 2021 allocation is down due to lower sales of gasoline stemming from the COVID-19 pandemic.



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# Expenditures

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Middletown Township works hard throughout the year to make sure its resources are allocated best to provide the high-quality services the community expects and deserves. The majority of what the Township spends is related to staffing, including salaries and wages, insurance costs, and pension benefits. These expenditures allow the Township to recruit and retain talented employees who are trained to provide essential services critical to quality of life.

In unprecedented financial years such as 2020, it is more important than ever to make sure expenditures are actively managed to minimize potential losses. The COVID-19 pandemic most directly impacted revenue sources, however expenditures were also impacted. The Township worked to minimize expenditures to offset expected revenue shortfalls, coming in \$700,000 below budgeted expenditures, all while absorbing costs associated with fighting the COVID-19 pandemic, an estimated \$450,000.

The focus of this section will be to identify and explain the major expenditure areas that allow the Township to provide its services. Most costs discussed are expended from the General Fund, though expenditures from several funds are consolidated into each category presented. Additionally, some expenditures are broken into sub-categories within the same fund, such as salaries and wages. The goal of this discussion and analysis of expenditures is to examine costs without the boundaries of funds and budget departments to provide a transparent picture of how the Township allocates its resources.

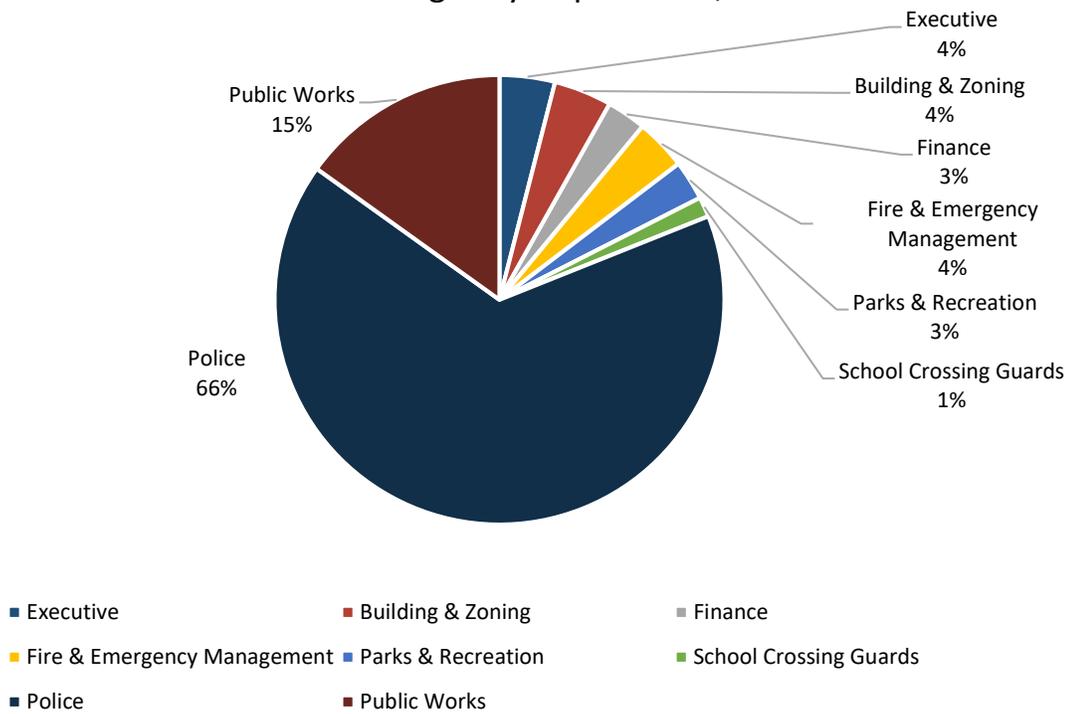
# Salaries & Wages

The salaries and wages category refers to the direct compensation of salaried and hourly employees for their time worked. Nearly all employees belong to a labor union or bargaining unit, the leadership of which negotiates with management for compensation and benefits every several years. The rate of compensation is determined by the written agreements between the Township and the labor unions, known as the collective bargaining agreement (CBA). CBAs are particularly valuable in identifying future costs as they apply to several years at a time. CBA wage increases in 2021 range from 3.0% to 3.5%.

Overtime and employer-paid payroll taxes are not included in this category. Wage-related benefits for police such as holiday pay and shift differential that are paid from separate accounts are included in this category.

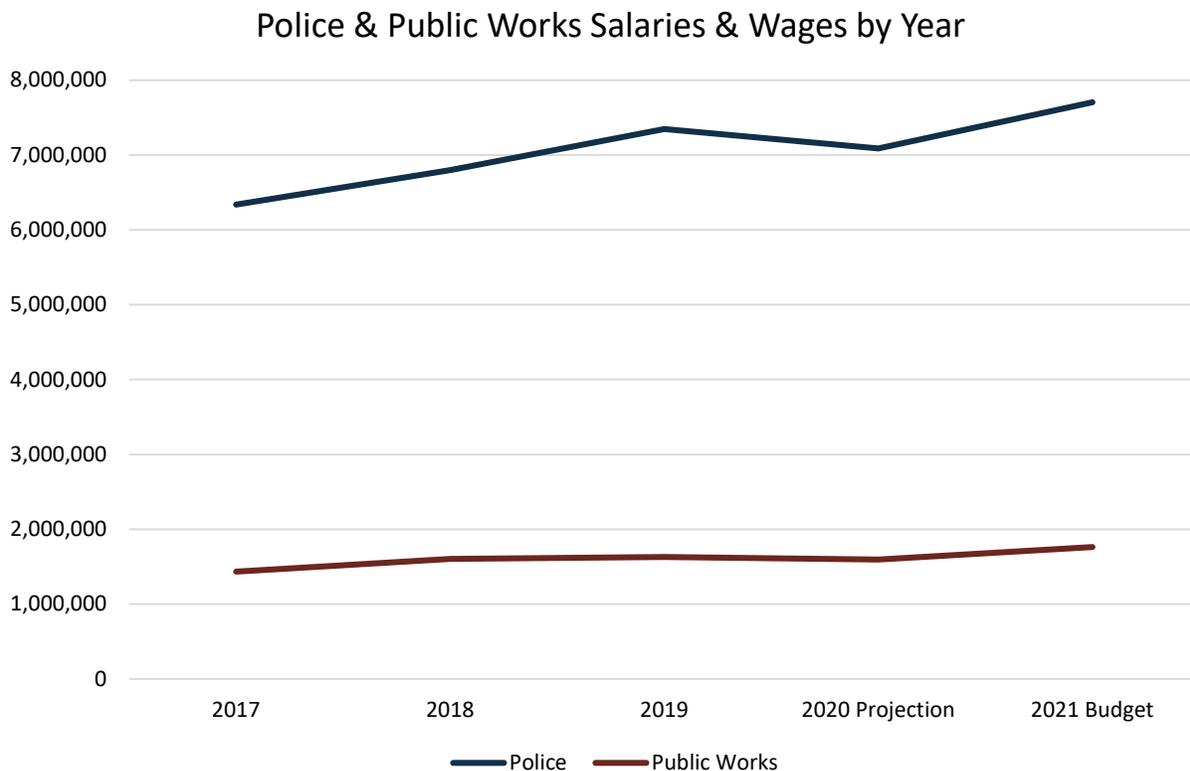
The two largest categories in salaries & wages are Police (66%) and Public Works (15%). These two departments have the most employees and some of the most compensated employees in the Township. Both departments have some administrative personnel who are also represented in this figure. Salaries and wages for police are defrayed by reimbursements from the Oxford Valley Mall, Sesame Place, and Neshaminy School District, which pay for additional policing services. The cost of crossing guards is split equally with Neshaminy School District, but the full cost of the crossing guards is reflected below as they are considered employees of the Township.

Salaries and Wages by Department, 2021



Salaries and wages in the Police Department have increased within the last five years due to the addition of two officer positions in 2018. Additionally, an early retirement incentive program (ERIP) was implemented in 2019, which resulted in three officers retiring from service. Because police officers are entitled to the paying out of certain leave time among other benefits at the point of retirement from service, salaries and wages in 2019 were higher. These positions were left unfilled for approximately one year, resulting in a savings in 2020. With all positions filled come 2021, the 2021 budget reflects the trend of salaries and wages from prior years.

Salaries and wages for the Department of Public Works are paid from several account numbers across multiple funds. Some activities are eligible for reimbursement from the Highway Aid Fund, which is funded by the State Motor Vehicle Tax, allocated to Middletown Township. The Township is required to strictly monitor these expenditures and only apply staff time that is eligible. Activities for specialized purposes such as street light maintenance and park maintenance are paid from the Street Lighting Fund and Parks and Recreation Fund, respectively. Any other staff costs that is not applicable to another category is carried by the General Fund. Within both the General Fund and Highway Aid Fund, there is a breakdown of multiple categories, including snow and ice removal, traffic control devices, storm sewers & drains, fleet maintenance services, and road and bridge maintenance, all providing a specific breakdown of how staff is allocated over the course of a year. The Highway Aid Fund is audited by the Commonwealth of Pennsylvania on a regular basis to assure proper utilization of funds.

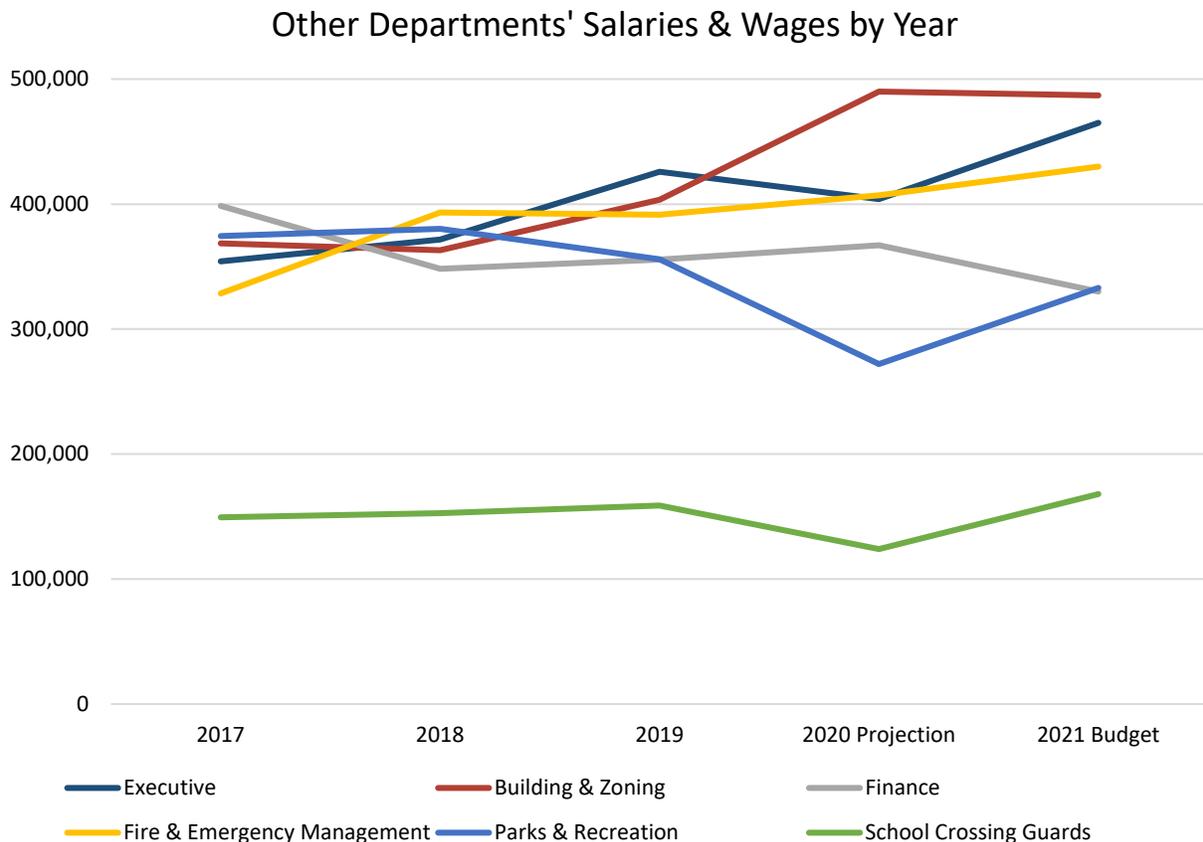


The Township's other departments are shown in a separate graph since they are considerably smaller than the Police Department and the Department of Public Works. Because of their smaller size and operating cost, graphing these other departments can sometimes distort what is actually occurring.

Executive salaries and wages include staff working in the Administration, including the Township Manager. In 2021, the increase in Executive salaries and wages reflects the transition of the Management Analyst from the Finance Department to the role of Assistant Township Manager. A coinciding decline in the Finance Department is also shown in 2021.

In the Department of Building & Zoning, two employees retired and received compensation for leave time, resulting in an increase in 2020. Additionally, a new building inspector position was added beginning in 2020. In the Department of Fire & Emergency Management, two part-time positions will be moved to full-time roles, resulting in the increase in 2021.

Both the Department of Parks & Recreation and the Crossing Guards experienced significant decreases in anticipated salaries and wages expenditures in 2020. Seasonal Parks & Recreation employees were not hired to staff summer camp, and Crossing Guards did not work while the COVID-19 drove schools toward virtual learning. Both are expected to return to normal levels in 2021.



# Medical Insurance

All full-time Township employees are entitled to medical insurance benefits as required by the Affordable Care Act (ACA). Retired police employees are also entitled to several years of medical insurance benefits as required by their CBA. In 2020, the Township transitioned its medical insurance plan to the Delaware Valley Health Trust, a municipal insurance pool aimed at stabilizing costs and emphasizing employee health and wellness. Prior to 2020, the Township’s medical insurance was with Independence Blue Cross. Employees have the option of insuring themselves, as well as their spouse and/or children. Employees providing proof of insurance coverage from another plan are compensated based upon their eligible level of coverage.

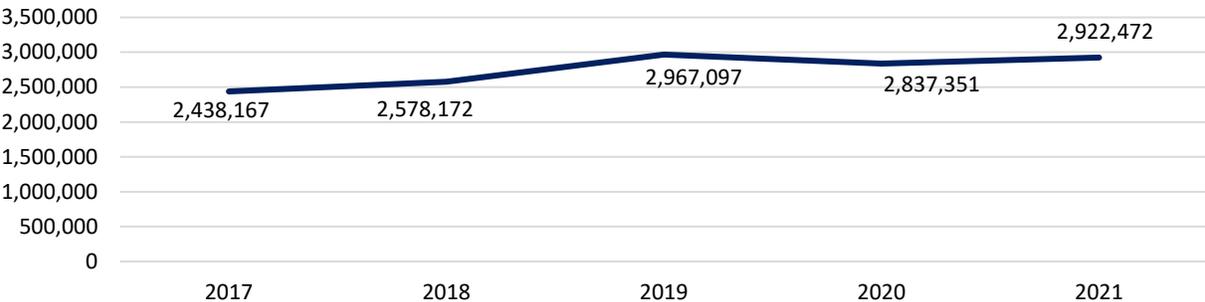
Medical insurance consists of three primary components: premiums, deductibles, and co-pays. Premiums are the cost paid to have insurance. This is an amount paid monthly and increases one time each year when the insurance plan is renewed. Deductibles are a pre-determined amount that must be used before the plan covers all medical expenses. Co-pays are a cost-sharing mechanism between the user and the insurance provider.

All uniform (police) employees and retirees, and employees who are not insuring a spouse or children are not required to contribute toward medical insurance premiums. Non-uniform (non-police) employees contribute up to 11.5% of the monthly premium based upon their base compensation. The premium is the largest component of medical insurance costs.

The Township has a high-deductible health plan (HDHP), meaning deductibles are higher, typically resulting in a lower premium. The Township contributes 100% of the deductible for uniform (police) employees and retirees. For non-uniform employees, the Township contributes the first 80% of the deductible, leaving the employee responsible for the final 20%. This contribution is made in the form of a Health Reimbursement Arrangement (HRA) so employees can pay toward their deductible as they utilize the insurance. For employee-only medical insurance plans, the deductible is \$3,000 per year. For plans with dependents, the deductible is \$6,000 per year.

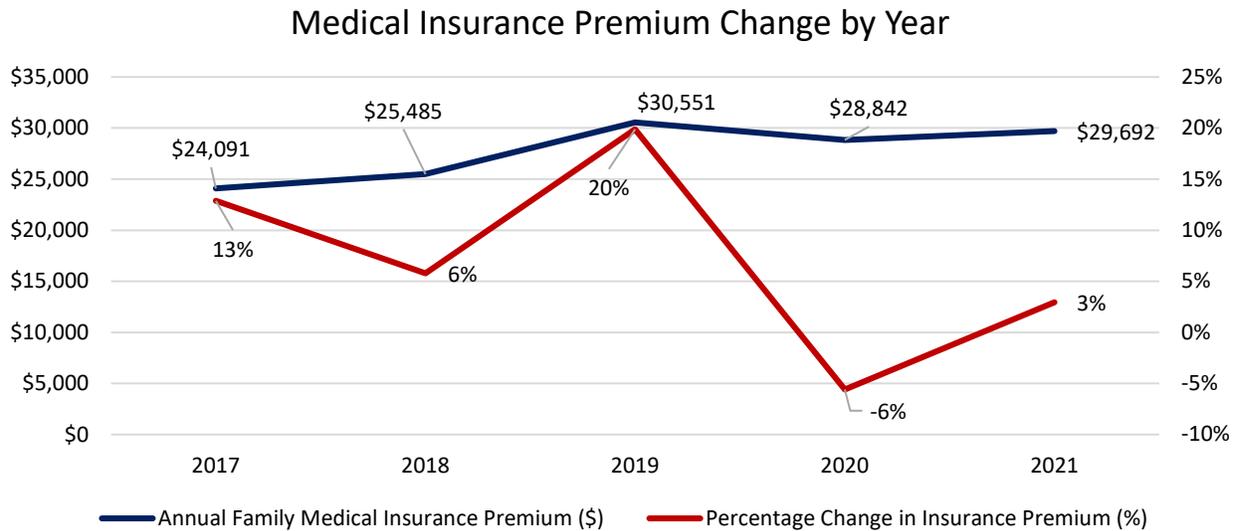
Employees utilizing all of their deductible within the year must pay co-pays for prescriptions. The Township subsidizes the cost of these prescription co-pays.

Medical Insurance Expenses by Year



Medical insurance includes the cost of vision insurance. The Township also provides a dental insurance plan to all employees. Uniform employees and retirees receive a slightly higher annual benefit. For budgeting purposes, the cost of the dental insurance is incorporated into the medical insurance line item in all departments.

Medical insurance can be one of the most volatile costs for any employer. Transitioning to the Delaware Valley Health Trust in 2020 resulted in a 6% drop in premiums, as well as the ability for more stable premium changes in future years. The chart below depicts the annual premium rate for a family (employee plus spouse and children) each year since 2017 in blue, plus the percentage change to the premium each year in red. The cost of insurance is expected to increase at a slower, more consistent pace than in prior years.

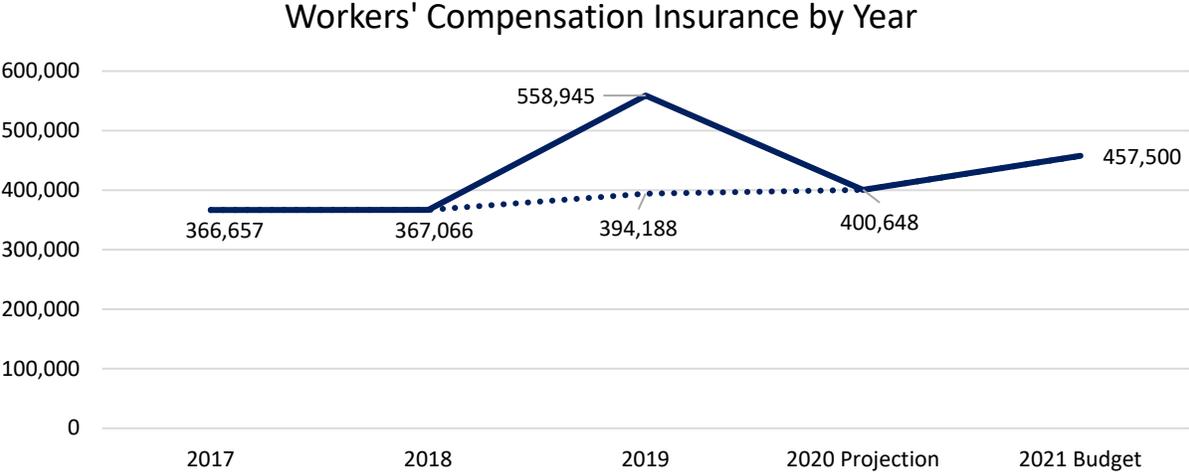


# Workers' Compensation Insurance

Employees are entitled by law to conduct their work in a safe environment. When an employee is injured and unable to perform their regular duties, they are eligible to receive workers' compensation, allowing the injured employee to be paid their regular rate of pay without depleting their earned leave time. Employees sustaining injuries that are not related to their work are not eligible for workers' compensation.

Because Middletown Township, like most municipal governments, has a high number of employees performing emergency response or manual labor, the potential for workplace injuries is higher than workplaces comprised primarily of office workers. As a result, the cost of workers' compensation insurance reflects the increased potential for workplace injuries. Like medical insurance, Middletown Township belongs to the Delaware Valley Workers' Compensation Trust, a municipal pool that allows the Township's potential for injuries to be spread across all participants in the Trust.

Early on in the COVID-19 pandemic, a few Middletown Township Police Officers tested positive for COVID-19, resulting in a higher number of workers' compensation claims than usual. More broadly, the pandemic has caused workers' compensation insurance premiums to increase for many workplaces. The premium rate increase in 2021 reflects this new reality.



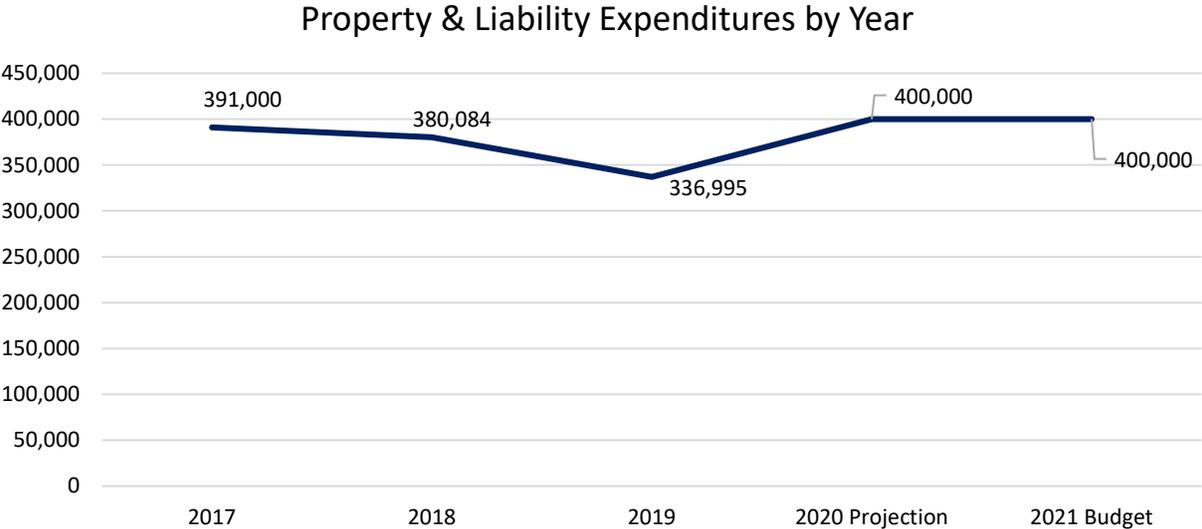
In addition to Township employees, Middletown Township also pays for workers' compensation for the Parkland Fire Company and Penn-del-Middletown Emergency Squad as required by state law. Beginning in 2016, the Township took over the cost of this insurance for the fire company, but bills were still issued. The anomaly in 2019 reflects the Township clearing these bills from its liabilities and incurring the cost of this insurance for the four outstanding years. The graph above shows the clearing of these outstanding years as a one-time increased cost in 2019 in a solid line. The dotted line shows the workers' compensation premiums net of this reconciliation.

# Property & Liability Insurance

Middletown Township, like many municipal governments, owns considerable assets ranging from real estate and roads, to traffic signals, buildings, and vehicles. Utilized by thousands of residents and many more visiting or passing through each year, the Township's property and assets bring with them a certain level of risk to the Township. For example, roads put the Township at risk of being damaged by motorists in the event of an accident. In order to make necessary repairs, the Township would either have to pay up front for the repairs, or submit an insurance claim.

Property and liability insurance allows the Township to be compensated for damages related to its property and assets. Additionally, in the event a lawsuit is filed against the Township related to a property or some activities of the Township, the firm insuring the Township will provide legal assistance.

The Township appoints a Broker who markets and requests proposals from insurance firms each fall to provide insurance services for the upcoming year. The cost of this insurance is typically related to the Township's assets, past claims, and potential risk determined by the insurance firm. Middletown Township is fortunate to have enjoyed stable property and liability insurance premiums for several years. The Township continues to take measures to mitigate potential risk at public facilities in an effort to curtail rising costs.



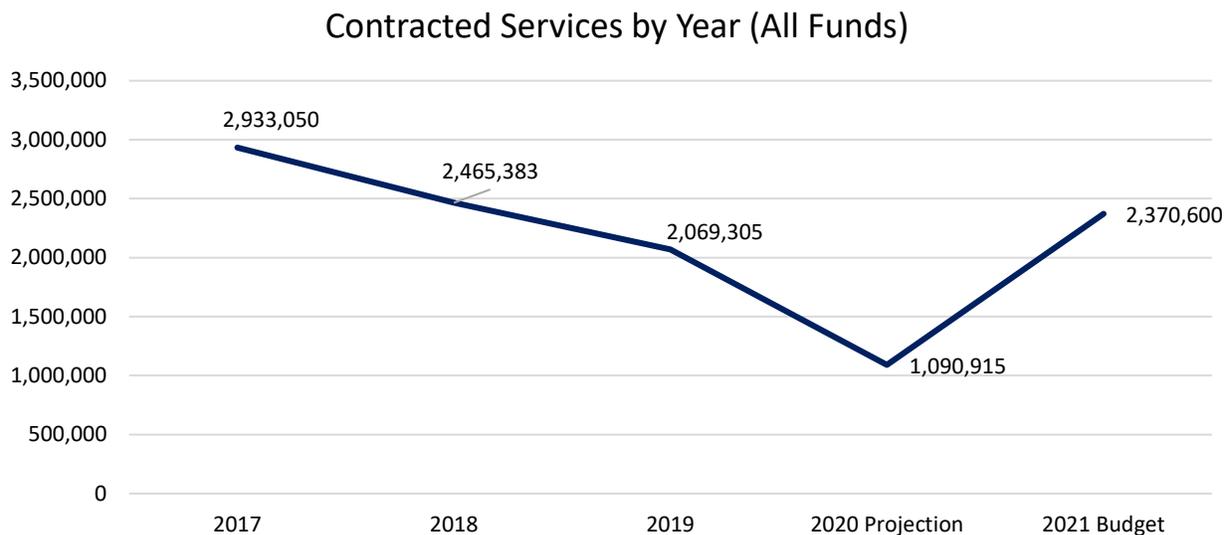
# Contracted Services

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The contracted services category in the budget refers to any services provided by an agency other than Middletown Township and its employees. Most departments utilize one or a few contracted services to support or supplement their services. Other contracted services are more routine, such as janitorial services and equipment maintenance. Contracted services allow the Township to obtain specialized services in smaller quantities in lieu of adding additional staff or specialized training, which increases costs and long-term obligations such as medical insurance and pension benefits.

In recent years, the Township has worked hard to reduce contracted services and perform more specialized operations in-house. The greatest expense from contracted services is in the Department of Public Works, which utilizes various specialized services ranging from traffic signal maintenance to a mobile camera system used to inspect the integrity of stormwater pipes. The Township has gradually procured specialized equipment and trained staff to begin expanding into these service areas where financially viable.

In 2020, many projects were deferred or completed with Township staff, resulting in a significant decline in expenditures on contracted services totaling almost \$1,000,000.



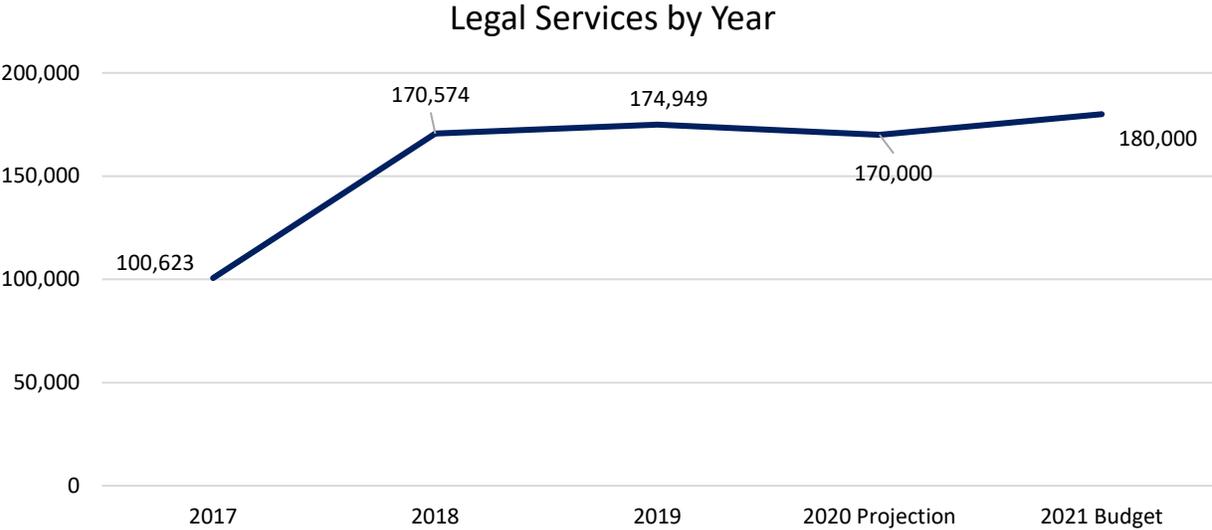
# Legal Services

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The Middletown Township Board of Supervisors appoints the Township Solicitor, charged with representing the Township in all legal matters. The Township’s current solicitor, Jim Esposito, Esq., from the law firm Curtin & Heefner, was appointed in 2017. In addition to advising the Board of Supervisors during their public meetings, the Township Solicitor handles all legal matters. As a consultant, the Township Solicitor bills the Township for services provided each month.

In addition to the Township Solicitor who provides general legal services, the Board of Supervisors are advised by special legal counsel for matters pertaining to personnel and labor. The Township’s labor counsel is provided by Hill Wallack LLP.

Expenditures from legal services are directly associated with the number of active lawsuits and legal appeals involving the Township each year, as well as other formal matters such as contracts. The chart below represents the Township’s combined expenditures on general and special legal services.



# Engineering Services

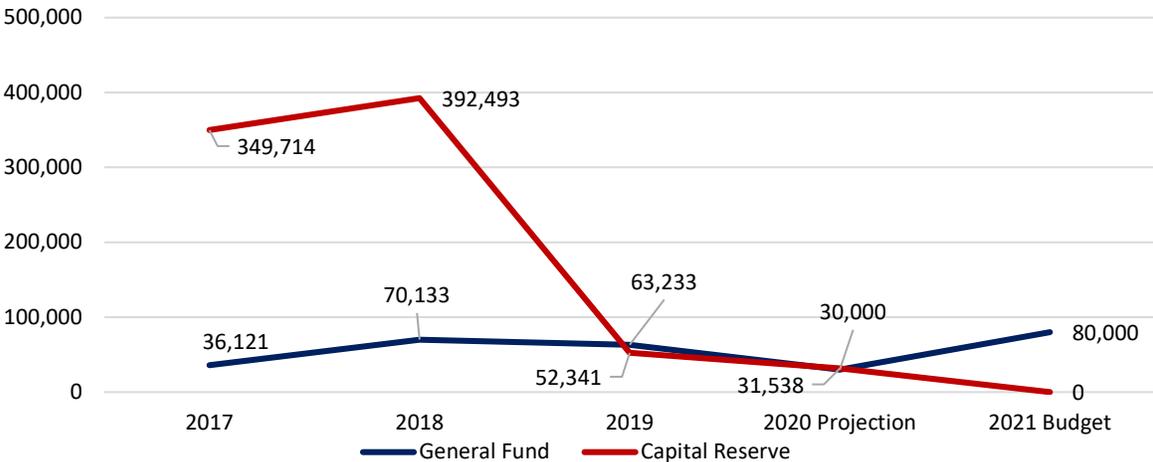
Like the Township Solicitor, the Middletown Township Board of Supervisors appoints a Township Engineer who represents the Township for matters requiring the official review of a professional engineer. The Township engineer’s services are utilized during all subdivision and land development projects in the Township to assure compliance with applicable laws and Township ordinances, as well as on infrastructure projects such as the Americans with Disabilities Act (ADA) Curb Ramp Program. The Township Engineer, Isaac Kessler, P.E, from the firm Remington & Vernick Engineers, was appointed in 2017.

The Township Engineer also reviews permit applications for pools and other minor projects reviewed by the Township. Most of those projects are accounted for in escrow accounts or have fees associated with them to avoid any direct cost to the Township. These engineering costs are not represented in the chart below. The costs in the chart below represent those costs incurred directly by the Township that are not reimbursed or offset by another source.

In addition to the Township Engineer, the Middletown Township Board of Supervisors has also appointed Traffic Planning & Design to advise on matters pertaining to roadways and traffic. As some residents are familiar, the Township has been involved in a Transportation Improvement Program (TIP) for the improvement of Langhorne Yardley Road at the Woodbourne Road and Bridgetown Pike intersections with the Pennsylvania Department of Transportation (PennDOT) and other agencies. As part of this project, the Township is responsible for providing traffic engineer plans in the early phases of the project, the costs of which are included in the Capital Fund line in the graph below.

In 2020, both regular and capital engineering costs were low due to scaled back operations stemming from the COVID-19 pandemic. Future costs for engineering are expected to be dependent upon the scope and quantity of future capital improvement projects.

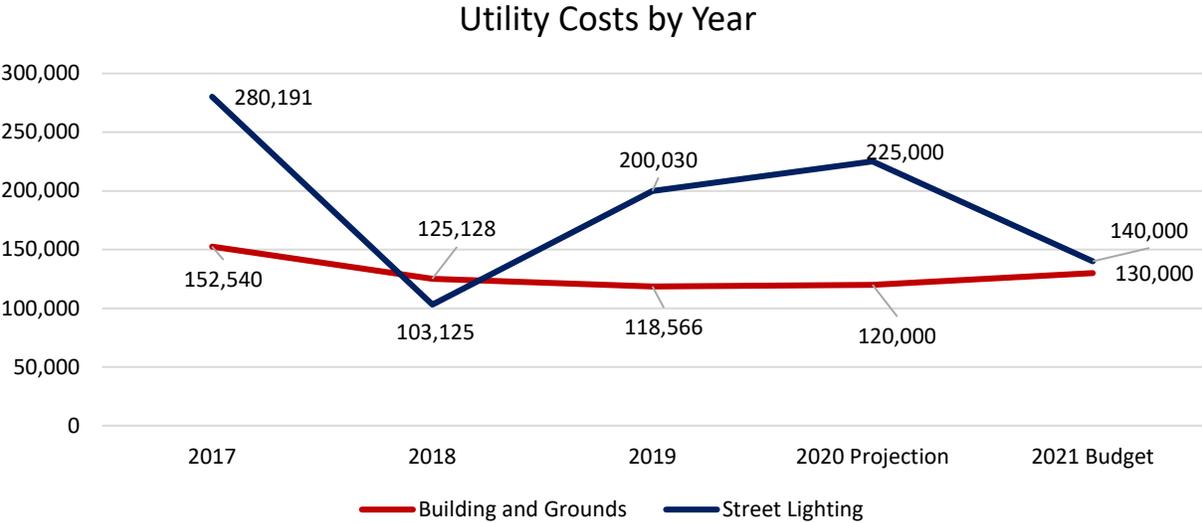
Engineering Services by Year



# Utilities

Electric utilities are provided to all residents in suburban Philadelphia by the Pennsylvania Electric Company, also known as PECO. Middletown Township pays for electricity within its facilities as well as for street lights throughout neighborhoods in the Township. Electricity supplied to street lights are paid from the Street Lighting Fund, dedicated for this specific purpose. Electricity at the Middletown Township Municipal Center and other indoor facilities is paid from the General Fund.

Since 2017, Middletown Township has been replacing street lights and interior lights to LEDs. LED lights are more energy-efficient than traditional light bulbs. Additionally, PECO provides the Township with reimbursement for installing LED lights, which is credited against the Township’s energy bills, demonstrated most clearly by the expenditures from the Street Lighting Fund in the graph below. Interior lights are being replaced more gradually, resulting in a gradual decline in operating costs. In 2021 and beyond, the Township plans to replace field lights with LEDs to further reduce the Township’s carbon emissions.



# Debt Service and Limitations

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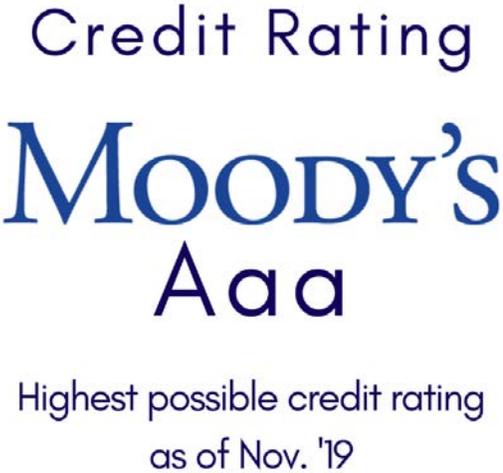
## Debt Service

Incurring debt to finance major projects is a normal, common practice in municipal government. This practice allows the Township to build or complete projects quickly and to pay for them in following years. This allows normal programs or services to resume uninterrupted, similar to the way a person takes out a loan to make a large purchase.

Taking advantage of record-low interest rates, Middletown Township refinanced general obligation bonds from 2012 and 2014 by issuing the series of 2020 in the amount of \$13,895,000. Most of this used to pay off the balances of the prior bonds, but it left approximately \$3 million available to utilize on infrastructure improvements. This issuance will not increase the Township's debt service payments.

Each time debt is issued, the Township must receive an official credit rating to assess the Township's position to borrow money. A strong credit rating typically results in more favorable interest rates.

Middletown Township was given a credit rating of Aaa in November 2019 by Moody's—the highest possible credit rating—as a result of strong fund balances, management, and local economy. At the time of its issuance, Middletown Township was the only municipality in Bucks County and the tenth township in Pennsylvania with a Moody's Aaa credit rating.



The Township is also paying off a municipal note for the LED Streetlight Conversion Project from 2017. This is a type of loan used commonly for capital projects involving multiple municipalities with a lower interest rate and shorter window of time than a general obligation bond.

## Debt Limitations

Municipalities in Pennsylvania are regulated by the Local Government Unit Debt Act (Act 177) of 1996, which establishes legal limitations for incurring debt. The statute establishes a Township's borrowing base as a three-year average of revenues. As of November 2020, the Township's borrowing base is \$34,767,838. The Township is legally allowed to borrow 250% (2.5 times) its borrowing base for non-electoral debt. When including non-electoral debt and lease rental debt, this limit increases to 350% (3.5 times) the borrowing base. For 2020, the Township's non-electoral debt limit is \$86,919,595. The Township's total debt limit including lease rental debt is \$121,687,433. The Township has \$20,563,451 in debt principal, which is 23.66% of the non-electoral debt limit. Additionally, this regulation limits a municipality from borrowing more than 85% of the taxes and revenues received in that fiscal year at any one time.

## 2021 Debt Service Summary

<b>2021 DEBT SERVICE SCHEDULE</b>						
<b>GENERAL OBLIGATION BONDS</b>						
<u>FUND</u>	<u>YEAR</u>	<u>DUE DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>12/31/21 BALANCE</u>
Debt Service	2016	2/15/20	\$ -	\$ 81,000	\$ 81,000	
		8/15/20	<u>580,000</u>	<u>81,000</u>	<u>661,000</u>	
			<b>\$ 580,000</b>	<b>\$ 162,000</b>	<b>\$ 742,000</b>	<b>\$ 6,650,000</b>
Debt Service	2020	4/15/20	\$ -	255,925	\$ 255,925	
		10/15/20	<u>1,440,000</u>	<u>255,925</u>	<u>1,695,925</u>	
			<b>\$1,440,000</b>	<b>\$ 511,850</b>	<b>\$1,951,850</b>	<b>\$ 10,930,000</b>
<b>Total General Obligation Bonds</b>			<b>\$2,020,000</b>	<b>\$ 673,850</b>	<b>\$2,693,850</b>	<b>\$ 17,580,000</b>
<b>MUNICIPAL NOTES</b>						
<u>FUND</u>	<u>YEAR</u>	<u>DUE DATE</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>12/31/21 BALANCE</u>
LED Street Light Note	2017	Monthly	<u>102,363</u>	<u>27,045</u>	<u>129,408</u>	<b>\$ 861,088</b>
<b>Total Notes</b>			<b>\$ 102,363</b>	<b>\$ 27,045</b>	<b>\$ 129,408</b>	<b>\$ 861,088</b>
<b>TOTAL DEBT</b>						
<b>Total 2021 Debt Service</b>			<b><u>\$2,122,363</u></b>	<b><u>\$ 700,895</u></b>	<b><u>\$2,823,258</u></b>	<b><u>\$ 18,441,088</u></b>

## General Obligation Bonds

The series of 2016 and 2020 general obligation bond issuances refinanced older general obligation bonds and allowed the Township to take on a variety of capital improvement projects related to transportation and accessibility. Some funding was used to improve storm water management efforts as mandated by the state, while other funding was used to finance road repairs. The following tables show the principal and interest payments on each bond for each year and the remaining principal on each bond.

### Series of 2016

<b>2021 DEBT SERVICE SCHEDULE - SERIES OF 2016</b>						
<b>GENERAL OBLIGATION BOND (\$9,490,000 - 11 Years)</b>						
<b>Purpose:</b>	(1) The advance refunding of the Township's General Obligation Bonds, Series of 2011 currently outstanding in the aggregate principal amount of \$6,350,000, (2) the review, planning, design, engineering, construction, reconstruction, furnishing, equipping, repair, alteration, renovation, acquisition, replacement, and improvement of Township streets, roads, highways, intersections, rights-of-way, curbs, sidewalks, bridges, traffic monitoring, and/or control devices, storm-water management facilities, and all related facilities, and (3) paying the costs and expenses relating to the issuance of the Bonds.					
<u>Year</u>	<u>Interest Rate</u>	<u>Principal (Due Aug 15)</u>	<u>Interest (Due Feb 15)</u>	<u>Interest (Due Aug 15)</u>	<u>Total Interest</u>	<u>Principal Balance</u>
2017	2.000%	\$ 560,000	\$ 110,578	\$ 110,578	\$ 221,156	\$ 8,930,000
2018	4.000%	545,000	120,775	120,775	241,550	8,385,000
2019	5.000%	565,000	109,875	109,875	219,750	7,820,000
2020	5.000%	590,000	95,750	95,750	191,500	7,230,000
2021	5.000%	580,000	81,000	81,000	162,000	6,650,000
2022	2.000%	610,000	133,000	133,000	266,000	6,040,000
2023	2.000%	630,000	60,400	60,400	120,800	5,410,000
2024	2.000%	640,000	54,100	54,100	108,200	4,770,000
2025	2.000%	1,600,000	47,700	47,700	95,400	3,170,000
2026	2.000%	1,915,000	31,700	31,700	63,400	1,255,000
2027	2.000%	1,255,000	12,550	12,550	25,100	0
<b>TOTALS</b>		<b>\$ 9,490,000</b>	<b>\$ 857,428</b>	<b>\$ 857,428</b>	<b>\$ 1,714,856</b>	

## Series of 2020

<b>2021 DEBT SERVICE SCHEDULE - SERIES OF 2020</b>						
<b>GENERAL OBLIGATION BOND (\$13,895,000 - 10 Years)</b>						
<p><b>Purpose:</b> (1) To refund the Township's General Obligation Bonds, Series of 2012 current outstanding in the aggregate principal amount of \$6,350,000 (the "2012 Bonds"), (2) the refunding of the Township's General Obligation Bonds, Series of 2014 currently outstanding in the aggregate principal amount of \$6,005,000 (the "2014 Bonds"), (3) capital projects of the Township related to certain improvements and upgrades to the Townships infrastructure and (4) paying the costs and expenses related to the issuance of the Bonds.</p>						
<u>Year</u>	<u>Interest Rate</u>	<u>Principal (Due Oct 15)</u>	<u>Interest (Due April 15)</u>	<u>Interest (Due Oct 15)</u>	<u>Total Interest</u>	<u>Principal Balance</u>
2020	5.000%	\$ 1,525,000	\$ 192,766	\$ 192,766	\$ 385,532	\$12,370,000
2021	5.000%	1,440,000	255,925	255,925	511,850	10,930,000
2022	5.000%	1,510,000	219,925	219,925	439,850	9,420,000
2023	5.000%	1,580,000	182,175	182,175	364,350	7,840,000
2024	5.000%	1,660,000	142,675	142,675	285,350	6,180,000
2025	5.000%	795,000	101,175	101,175	202,350	5,385,000
2026	5.000%	550,000	81,300	81,300	162,600	4,835,000
2027	5.000%	1,280,000	67,550	67,550	135,100	3,555,000
2028	2.000%	2,615,000	35,550	35,550	71,100	940,000
2029	2.000%	940,000	9,400	9,400	18,800	0
<b>TOTALS</b>		<b>\$13,895,000</b>	<b>\$ 1,288,441</b>	<b>\$ 1,288,441</b>	<b>\$2,576,882</b>	

The Series of 2020 general obligation bond refunded bonds from 2012 and 2014 and provided approximately \$3,000,000 of additional funds to be used for infrastructure improvements. In 2020, costs associated with the reconfiguration of the intersection at Woodbourne and Langhorne-Yardley Roads was spent from the bond proceeds. The 2020 Road Improvement Program will also be paid for using bond proceeds. Several infrastructure projects are planned in 2021 to use the remaining \$1.7 million of bond proceeds. These projects include the following:

- Drainage improvements at Twin Oaks Park,
- Replacement of a footbridge connecting pedestrian traffic over Mill Creek in Levittown,
- Demolition and reconstruction of a garage at the Department of Public Works facility,
- Relocation of gas and diesel tanks, and
- Construction of a salt barn near the Langhorne-Middletown Fire Company North Station.

Details about these projects are listed in the "Capital Improvement Plan" section of this document.

## LED Street Lighting (Series of 2017)

In 2017, the Township was a flagship municipality in the [Regional Streetlight Procurement Program](#) supported by the Delaware Valley Regional Planning Commission (DVRPC). The program encourages municipalities to switch to light-emitting diodes (LEDs), which have a longer lifespan, smaller carbon footprint, and cost less to keep on. The municipal note allowed the Township to replace approximately 3,000 fixtures at one time with LED lights. LED lights not only emit brighter, wider light than traditional bulbs, but the lower operating cost will allow the Township to address lighting in parks which feature older-style lights. In 2019, the Township transitioned to the measurement and verification stage of the program where energy savings are being monitored.

<b>2020 DEBT SERVICE SCHEDULE - SERIES OF 2017</b>				
<b>MUNICIPAL NOTE (\$1,306,448 - 12 Years)</b>				
<b><u>Purpose:</u></b>		To finance the purchase of LED street lights and other outdoor lighting improvement measures.		
<b><u>Year</u></b>	<b><u>Interest Rate</u></b>	<b><u>Principal</u></b>	<b><u>Interest</u></b>	<b><u>Principal Balance</u></b>
2017	2.600%	\$ 53,399	\$ 22,089	\$ 1,253,049
2018	2.600%	93,703	35,705	1,159,346
2019	2.600%	96,505	32,903	1,062,842
2020	2.600%	99,391	30,017	963,451
2021	2.600%	102,363	27,045	861,088
2022	2.600%	105,423	23,984	755,665
2023	2.600%	108,576	20,832	647,089
2024	2.600%	111,822	17,585	535,267
2025	2.600%	115,166	14,242	420,100
2026	2.600%	118,610	10,798	301,491
2027	2.600%	122,157	7,251	179,334
2028	2.600%	125,809	3,598	53,525
2029	2.600%	53,524	395	0
<b>TOTALS</b>		<b>\$ 1,306,448</b>	<b>\$ 246,445</b>	

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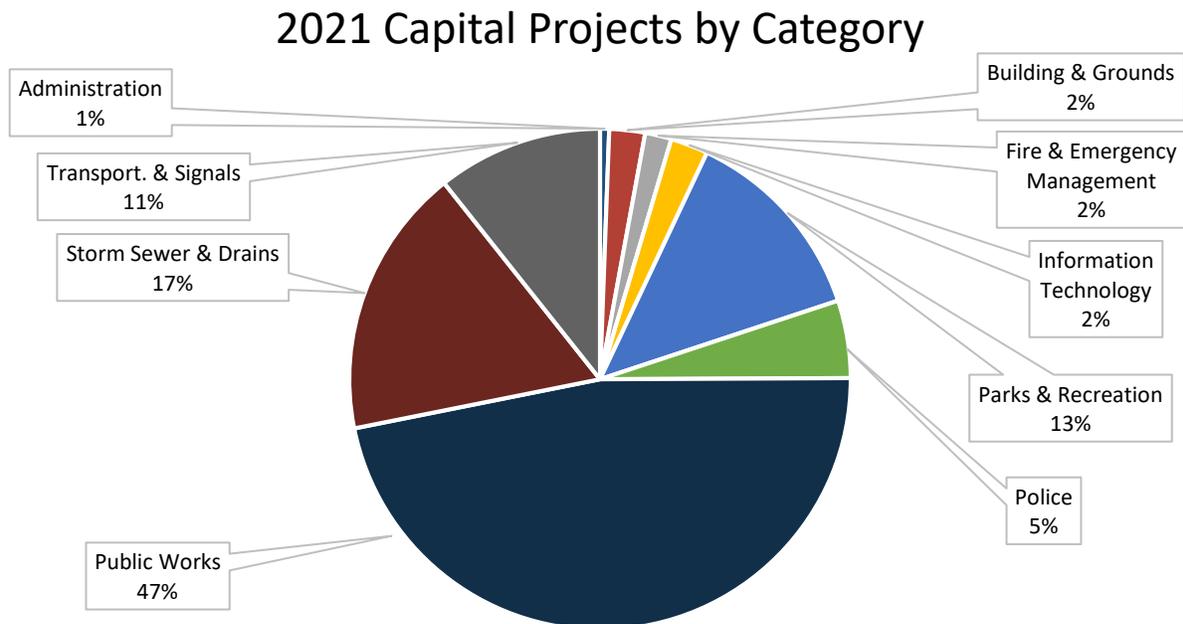
# Capital Improvement Plan

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The Capital Improvement Plan (CIP) represents a multi-year schedule of major, needed improvements to the Township's physical property, including equipment and infrastructure. The following pages lists anticipated project costs through the year 2025. Projects planned for 2021 are explained individually. Additionally, expected changes to operating costs, if any, are listed for each 2021 project. The 2021 CIP proposes \$6,812,700 in projects in 2020, and an additional \$15.2 million in projects between 2022 and 2025.

Capital improvement projects are categorized based upon their purpose and asset type. The CIP is comprised of projects in the following ten categories:

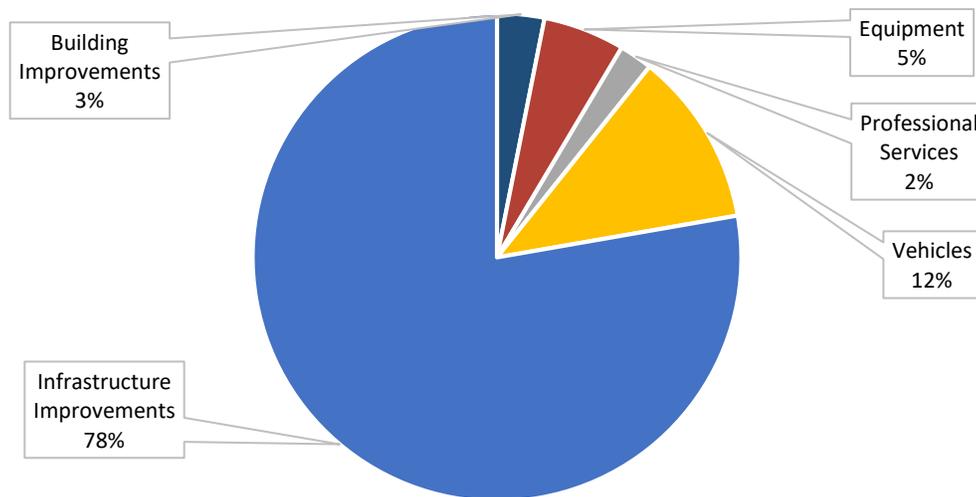
- Administration
- Building and Grounds
- Building and Zoning
- Fire and Emergency Management
- Information Technology
- Parks and Recreation
- Police
- Public Works
- Storm Sewer and Drains
- Transportation and Signals



Additionally, capital improvement projects are organized into one of five asset categories:

- Building Improvements
  - Building improvements consist of any modifications to an existing structure.
- Equipment
  - Equipment consists of tools (other than vehicles) used to perform work. Equipment includes physical tools used to perform manual labor and virtual tools such as software systems.
- Infrastructure Improvements
  - Infrastructure improvements consist of permanent modifications to land, such as construction of buildings and structures, drainage infrastructure, road improvements, major equipment used for recreation purposes.
- Professional Services
  - Professional services consist of consultants to perform studies or assist with grant writing.
- Vehicles
  - Cars, trucks, and utility vehicles used across all departments.

## 2021 Capital Projects by Asset Category



Tracking capital improvement projects by asset category is important because each asset type carries a different requirement for financial reporting and accounting for depreciation. It is also a valuable tool in long-term planning since some asset types need to be replaced sooner than others. For example, a vehicle typically has a depreciable life of up to ten years, while drainage improvements typically have a depreciable life of fifty years.

# Purpose

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Middletown Township created a CIP to proactively plan for future capital needs. The CIP offers five primary benefits to the Township:

- Provides effective project and financial management to minimize budget variability;
- Allows for prioritizing of capital needs to ensure the most important projects are funded;
- Allows for consideration of current expenditures' financial effects on future projects;
- Saves Township funds through replacing, repairing, or upgrading infrastructure before maintenance or emergency repair costs escalate; and
- Protects resident safety by ensuring emergency vehicle reliability and removing safety hazards from Township infrastructure.

The Township is able to anticipate its upcoming capital needs and prioritize their completion based on available funds. A key feature to having a detailed long-term plan is the ability to view projects across all departments together to determine how they fit into the Township's long-term goals. It also helps stakeholders understand the impact each project has on the plan as a whole.

Proactively addressing capital needs also can save the Township money over the duration of the plan. Replacing vehicles, for example, prevents sudden increases in vehicle maintenance and can prevent lost productivity if a vehicle were to break down while in use. Purchasing equipment for the Department of Public Works to improve paving allows roads to be repaired faster while saving on hours of labor.

In addition to financial benefits, capital planning also improves quality of service and safety for residents. Replacing aging patrol vehicles can ensure a rapid police response time. Repairing walking paths in parks increases the safety of the residents who use those facilities. It also gives residents an assurance of when to expect major infrastructure changes to occur.

Projects included in the CIP generally have a long life expectancy and high cost. In most cases, capital projects are physical improvements costing over \$5,000 that last for five or more years. Some projects involve one-time purchases, such as vehicle replacement, while others involve multi-year construction plans. Additionally, some projects are replacements or upgrades to existing equipment and facilities, while others bring new assets to the Township.

While projects require funds to complete and, in some cases, maintain, the Township takes careful consideration of how best to allocate resources. Each department has a specific mission and objectives for the upcoming years, and they propose which projects are the highest priorities needed to achieve their goals.

Capital improvements taking place in the current year are included in the budget. Future projects are subject to change as priorities evolve and funds become available. Each year, the Township continues to project future capital needs, updating the CIP with what projects have been completed and what expenditures are projected over a five-year period.

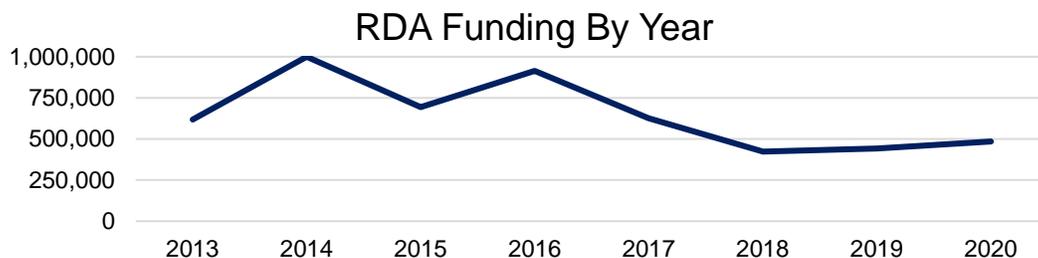
## Funding Overview

Many capital improvement projects are funded by transfers from the Capital Fund to the operating budget for the current year. Middletown Township does not levy a tax specifically for funding capital improvement projects. In 2021, the Highway Aid Fund will be used to offset a portion of the Road Improvement Program, and the Street Lighting Fund will be used to offset planned projects at Twin Oaks Park and Forsythia Crossing Park. Another source of Capital Fund revenue is the Road Machinery Fund, which is used in purchasing vehicles and road equipment for the Department of Public Works. Since grant applications have been made to purchase vehicles, the Township will expend funds from the Road Machinery Fund only if grant funding is not available.

The Township can also refinance debt and issue new borrowing to fund capital projects. In January 2020, the Township issued a general obligation bond to refund bonds from 2012 and 2014, and yielded about \$3 million available to spend on capital projects related to the improvement and upgrading of infrastructure. In the 2021 CIP, \$1,760,000 from the 2020 general obligation bond will be used to offset the cost of some infrastructure improvements at the Public Works facility and Twin Oaks Park.

While Township revenues fund many projects, there are some exceptions. Some road improvement projects are funded by state grants through the Transportation Improvement Program (TIP). Road funds are further supplemented by the state with revenue from the Liquid Fuels Tax, which the Township places into the Highway Aid Fund. State grants for parks and open space projects are also available through the Department of Conservation and Natural Resources (DCNR). Additional grants are sometimes available through the Department of Community and Economic Development (DCED).

Another outside source of revenue is the Bucks County Redevelopment Authority (RDA). RDA grants make use of money collected from Parx Casino to help the Township fund projects such as police and public works vehicles replacements. Grants are awarded in November or December for the upcoming year. The Township has not yet been notified of any 2020 RDA grants. The following chart shows grants given by the RDA since 2013.



During the preparation of this document, the Board of Supervisors weighs public input from the budget workshops and staff recommendations to assign a priority level to all listed projects. Generally, prioritized projects and those with a designated or committed funding source will be initiated. Lower priority projects will generally be considered if additional funding comes available. These projects are noted in the document as “contingent upon available funds.”

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# 2021 Capital Improvement Projects

2021 CAPITAL IMPROVEMENT PROJECTS BY CATEGORY					
Category // Project	TOTAL PROJECT COST	Earned Grant Funding	Due from Other Funds	Bond Proceeds	Capital Fund Cost
<b>Administration</b>					
Grantwriting	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
<b>TOTAL</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>
<b>Building &amp; Grounds</b>					
Generator- Phase 2	\$ 95,000	\$ -	\$ -	\$ -	\$ 95,000
Broadcast System Upgrades	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
Security Camera Replacement	\$ 32,000	\$ -	\$ -	\$ -	\$ 32,000
<b>TOTAL</b>	<b>\$ 157,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 157,000</b>
<b>Fire &amp; Emergency Services</b>					
Comprehensive Fire Study	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
Self-Contained Breathing Apparatus (SCBA) Air Packs	\$ 71,000	RDA	\$ -	\$ -	\$ 71,000
Automated External Defibrillators (AEDs)	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
<b>TOTAL</b>	<b>\$ 116,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 116,000</b>
<b>Information Technology</b>					
Public Works Mobile Technology	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000
Cellebrite	\$ 18,000	RDA	\$ -	\$ -	\$ 18,000
Patrol Mobile Data Terminals	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
Document Scanning	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Desktop Computer Replacement	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
Network Maintenance	\$ 16,000	\$ -	\$ -	\$ -	\$ 16,000
Software Implementation	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
<b>TOTAL</b>	<b>\$ 165,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 165,000</b>
<b>Parks &amp; Recreation</b>					
Parks Comprehensive Plan	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000
Queen Anne Greenway	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -
Middletown Community Park	\$ 99,000	\$ -	\$ -	\$ -	\$ 99,000
Tree Remediation	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
Forsythia Crossing Park	\$ 105,000	\$ -	\$ 90,000	\$ -	\$ 15,000
Twin Oaks Park	\$ 575,000	\$ -	\$ 300,000	\$ 275,000	\$ -
<b>TOTAL</b>	<b>\$ 879,000</b>	<b>\$ 10,000</b>	<b>\$ 390,000</b>	<b>\$ 275,000</b>	<b>\$ 204,000</b>
<b>Police</b>					
Vehicles & Equipment	\$ 291,000	RDA	\$ -	\$ -	\$ 291,000
Storage Shed	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
Dog Kennel	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
Interview Room Camera	\$ 5,200	\$ -	\$ -	\$ -	\$ 5,200
<b>TOTAL</b>	<b>\$ 341,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 341,200</b>

**2021 CAPITAL IMPROVEMENT PROJECTS BY CATEGORY (CONT.)**

<b>Category // Project</b>	<b>TOTAL PROJECT COST</b>	<b>Earned Grant Funding</b>	<b>Due from Other Funds</b>	<b>Bond Proceeds</b>	<b>Capital Fund Cost</b>
<b>Public Works</b>					
Garage Reconstruction	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000	\$ -
Gas/Diesel Tanks	\$ 350,000	\$ -	\$ -	\$ 350,000	\$ -
Vehicles	\$ 404,000	RDA	\$ -	\$ -	\$ 404,000
Equipment	\$ 90,000	\$ -	\$ -	\$ -	\$ 90,000
Levittown Footbridges	\$ 110,000	\$ -	\$ -	\$ 110,000	\$ -
Road Improvement Program	\$ 1,000,000	\$ -	\$ 400,000	\$ -	\$ 600,000
Intersection Improvements	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
Neighborhood Sign Program	\$ 125,000	\$ -	\$ -	\$ -	\$ 125,000
Indoor LED Light Upgrades	\$ 11,000	\$ -	\$ -	\$ -	\$ 11,000
Street Signs	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Salt Barn	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -
AC Charging Machine	\$ 12,000	\$ -	\$ -	\$ -	\$ 12,000
Snowplow/Broom Attachment	\$ 9,500	\$ -	\$ -	\$ -	\$ 9,500
Stump Grinder	\$ 15,500	\$ -	\$ -	\$ -	\$ 15,500
<b>TOTAL</b>	<b>\$ 3,197,000</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ 1,485,000</b>	<b>\$ 1,312,000</b>
<b>Storm Sewer &amp; Drains</b>					
Langhorne Gables/Willow Avenue	\$ 490,000	\$ 275,000	\$ -	\$ -	\$ 215,000
Reetz Avenue	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
Hillside Avenue	\$ 175,000	\$ -	\$ -	\$ -	\$ 175,000
Richardson Avenue	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
Emergency Drainage Projects	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000
<b>TOTAL</b>	<b>\$ 1,190,000</b>	<b>\$ 275,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 915,000</b>
<b>Transportation &amp; Signals</b>					
Swift Road/Woodbourne Road Traffic Improvements	\$ 552,500	\$ -	\$ -	\$ -	\$ 552,500
ADA Curb Ramp Program	\$ 450,000	\$ -	\$ -	\$ -	\$ 450,000
Traffic Controller Indicators & Generators	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
Traffic Preemption Replacement	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
<b>TOTAL</b>	<b>\$ 1,067,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,067,500</b>
<b>TOTAL COSTS</b>	<b>\$ 7,152,700</b>	<b>\$ 285,000</b>	<b>\$ 790,000</b>	<b>\$ 1,760,000</b>	<b>\$ 4,317,700</b>

# Five-Year Capital Improvement Plan

Category // Project	2021-2025 CAPITAL IMPROVEMENT PLAN						
Administration	2021	2022	2023	2024	2025	Five-Year Total	
Grantwriting	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000	
<b>TOTAL</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 200,000</b>	
Building & Grounds	2021	2022	2023	2024	2025	Five-Year Total	
Generator- Phase 2	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000	
Broadcast System Upgrades	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000	
Security Camera Replacement	\$ 32,000	\$ -	\$ -	\$ -	\$ -	\$ 32,000	
Public Hall Upgrades	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000	
HVAC System	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000	
<b>TOTAL</b>	<b>\$ 157,000</b>	<b>\$ 50,000</b>	<b>\$ 30,000</b>	<b>\$ 280,000</b>	<b>\$ 30,000</b>	<b>\$ 547,000</b>	
Building & Zoning	2021	2022	2023	2024	2025	Five-Year Total	
Vehicles	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000	
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,000</b>	
Fire & Emergency Services	2021	2022	2023	2024	2025	Five-Year Total	
Comprehensive Fire Study	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000	
Self-Contained Breathing Apparatus (SCBA) Air Packs	\$ 71,000	\$ -	\$ -	\$ -	\$ -	\$ 71,000	
Automated External Defibrillators (AEDs)	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000	
Vehicles & Equipment	\$ -	\$ 60,000	\$ -	\$ 40,000	\$ -	\$ 100,000	
<b>TOTAL</b>	<b>\$ 116,000</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ 216,000</b>	
Information Technology	2021	2022	2023	2024	2025	Five-Year Total	
Public Works Mobile Technology	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 6,000	
Cellebrite	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ 18,000	
Patrol Mobile Data Terminals	\$ 35,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 155,000	
Document Scanning	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000	
Desktop Computer Replacement	\$ 25,000	\$ 12,000	\$ 25,000	\$ 40,000	\$ 40,000	\$ 142,000	
Network Maintenance	\$ 16,000	\$ -	\$ 35,000	\$ 80,000	\$ 35,000	\$ 166,000	
Software Implementation	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	
Phone System Replacement	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000	
Watch Guard Server Replacement	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	
<b>TOTAL</b>	<b>\$ 165,000</b>	<b>\$ 92,000</b>	<b>\$ 105,000</b>	<b>\$ 165,000</b>	<b>\$ 145,000</b>	<b>\$ 672,000</b>	
Parks & Recreation	2021	2022	2023	2024	2025	Five-Year Total	
Parks Comprehensive Plan	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000	
Queen Anne Greenway	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000	
Middletown Community Park	\$ 99,000	\$ 345,000	\$ 300,000	\$ 300,000	\$ 950,000	\$ 1,994,000	
Tree Remediation	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000	
Forsythia Crossing Park	\$ 105,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 205,000	
Twin Oaks Park	\$ 575,000	\$ 350,000	\$ 1,100,000	\$ 700,000	\$ -	\$ 2,725,000	
Middletown Community Center	\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ 11,000	
Lions Park	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000	
Delaware Park	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	

Category // Project		2021-2025 CAPITAL IMPROVEMENT PLAN (CONTINUED)					
Parks & Recreation (continued)	2021	2022	2023	2024	2025	Five-Year Total	
Deep Dale East Park	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000	
Cobalt Ridge Park	\$ -	\$ 160,000	\$ -	\$ -	\$ -	\$ 160,000	
Langhorne Spring Water Company	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ 65,000	
Firefighters' Park	\$ -	\$ 100,000	\$ -	\$ 55,000	\$ -	\$ 155,000	
Mill Creek Greenway	\$ -	\$ -	\$ 32,000	\$ 1,000,000	\$ -	\$ 1,032,000	
<b>TOTAL</b>	<b>\$ 879,000</b>	<b>\$ 1,276,000</b>	<b>\$ 1,462,000</b>	<b>\$ 2,085,000</b>	<b>\$ 980,000</b>	<b>\$ 6,682,000</b>	
Police	2021	2022	2023	2024	2025	Five-Year Total	
Vehicles & Equipment	\$ 291,000	\$ 293,000	\$ 293,000	\$ 293,000	\$ 293,000	\$ 1,463,000	
Storage Shed	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	
Dog Kennel	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000	
Interview Room Camera	\$ 5,200	\$ -	\$ -	\$ -	\$ -	\$ 5,200	
Body Cameras	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ 140,000	
<b>TOTAL</b>	<b>\$ 341,200</b>	<b>\$ 433,000</b>	<b>\$ 293,000</b>	<b>\$ 293,000</b>	<b>\$ 293,000</b>	<b>\$ 1,653,200</b>	
Public Works	2021	2022	2023	2024	2025	Five-Year Total	
Garage Reconstruction	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	
Gas/Diesel Tanks	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000	
Vehicles	\$ 404,000	\$ 161,000	\$ 86,000	\$ 171,000	\$ 86,000	\$ 908,000	
Equipment	\$ 90,000	\$ -	\$ 15,000	\$ -	\$ -	\$ 105,000	
Levittown Footbridges	\$ 110,000	\$ 110,000	\$ -	\$ -	\$ -	\$ 220,000	
Road Improvement Program	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 5,000,000	
Intersection Improvements	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000	
Neighborhood Sign Program	\$ 125,000	\$ 80,000	\$ -	\$ -	\$ -	\$ 205,000	
Indoor LED Light Upgrades	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ 11,000	
Street Signs	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000	
Salt Barn	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	
AC Charging Machine	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 12,000	
Snowplow/Broom Attachment	\$ 9,500	\$ -	\$ -	\$ -	\$ -	\$ 9,500	
Stump Grinder	\$ 15,500	\$ -	\$ -	\$ -	\$ -	\$ 15,500	
<b>TOTAL</b>	<b>\$ 3,197,000</b>	<b>\$ 1,381,000</b>	<b>\$ 1,131,000</b>	<b>\$ 1,201,000</b>	<b>\$ 1,116,000</b>	<b>\$ 8,026,000</b>	
Storm Sewer & Drains	2021	2022	2023	2024	2025	Five-Year Total	
Langhorne Gables/Willow Avenue	\$ 490,000	\$ -	\$ -	\$ -	\$ -	\$ 490,000	
Reetz Avenue	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	
Hillside Avenue	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000	
Richardson Avenue	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000	
Emergency Drainage Projects	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000	
<b>TOTAL</b>	<b>\$ 1,190,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 2,190,000</b>	
Transportation & Signals	2021	2022	2023	2024	2025	Five-Year Total	
Swift Road/Woodbourne Road Traffic Improvements	\$ 552,500	\$ -	\$ -	\$ -	\$ -	\$ 552,500	
ADA Curb Ramp Program	\$ 450,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 1,350,000	
Traffic Controller Indicators & Generators	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000	
Traffic Preemption Replacement	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000	
<b>TOTAL</b>	<b>\$ 1,067,500</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 2,067,500</b>	
ALL CATEGORIES	2021	2022	2023	2024	2025	Five-Year Total	
<b>TOTAL COSTS</b>	<b>\$ 7,152,700</b>	<b>\$ 3,892,000</b>	<b>\$ 3,561,000</b>	<b>\$ 4,604,000</b>	<b>\$ 3,104,000</b>	<b>\$ 22,313,700</b>	

# Impact on Operating Expenses

Several projects in the Capital Improvement Plan will have an ongoing impact to the Township's operating budget, meaning select projects will reflect an additional expense or savings to the Township beyond this fiscal year. These savings are considered during the authorization process by staff and the Board of Supervisors. Projects with no or indefinite future impacts to the Township's operating budget are excluded from the table below. In 2021, the Township expects to save a net total of nearly \$120,000 from its capital improvement projects.

Building & Grounds	Expected Annual Savings (Expense)	Source of Savings
Security Camera Replacement	\$ 1,000	Reduced cost of new maintenance contract.
Information Technology	Expected Annual Savings (Expense)	Source of Savings
Public Works Mobile Technology	\$ 17,760	Staff efficiency of 2 hours per person per month.
Cellebrite	\$ (2,500)	Annual fee of new system.
Software Implementation	\$ 22,588	Net savings of staff efficiency of several staff members and increased annual maintenance fees.
Parks & Recreation	Expected Annual Savings (Expense)	Source of Savings
Middletown Community Park	\$ 1,000	Reduced cost of maintenance based on past work.
Tree Remediation	\$ 14,744	Staff efficiency of 400 hours for reduced maintenance.
Forsythia Crossing Park	\$ (7,000)	Electricity cost to run new park lighting.
Twin Oaks Park	\$ 2,600	Electricity savings for more efficient lighting system.
Police	Expected Annual Savings (Expense)	Source of Savings
Vehicles	\$ 6,200	Fuel efficiency and reduced maintenance (parts & labor).
Public Works	Expected Annual Savings (Expense)	Source of Savings
Garage Reconstruction	\$ 1,000	Electricity savings for more efficient lighting system.
Vehicles	\$ 7,500	Fuel efficiency and reduced maintenance (parts & labor).
Equipment	\$ 3,606	Staff efficiency of 10 hours; reduced maintenance (parts & labor).
Snowplow/Broom Attachment	\$ 553	Staff efficiency of 5 hours per snow storm.
Road Improvement Program	\$ 19,430	Staff efficiency of 500 hours for less road maintenance; savings on road repair materials.
Indoor LED Light Upgrades	\$ 2,176	Energy savings on 500 lights, offset by installation time.
Salt Barn	\$ 2,940	Time and fuel savings across 150 shorter trips.
AC Charging Machine	\$ 1,316	Reduced outside contracting, offset by 5 additional staff hours.
Stump Grinder	\$ 4,263	Reduced outside contracting, offset by 20 additional staff hours.
Storm Sewer & Drains	Expected Annual Savings (Expense)	Source of Savings
Langhorne Gables/Willow Avenue	\$ 5,000	Estimated reduction in staff time for maintenance.
Reetz Avenue	\$ 5,000	Estimated reduction in staff time for maintenance.
Hillside Avenue	\$ 5,000	Estimated reduction in staff time for maintenance.
Richardson Avenue	\$ 5,000	Estimated reduction in staff time for maintenance.
Transportation & Signals	Expected Annual Savings (Expense)	Source of Savings
Swift Road/Woodbourne Road Traffic Improvements	\$ 813	Staff efficiency of 15 Police Officer hours.
<b>TOTAL NET SAVINGS</b>	<b>\$ 119,989</b>	

# Administration

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The Township Administration oversees day-to-day operations within the Township. Capital projects that are designated under Administration are those which support multiple departments and categories. The only project listed is annual grant writing fees.

Project	2021	2022	2023	2024	2025	Five-Year Total
Grant Writing	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000
<b>TOTAL</b>	<b>\$ 40,000</b>	<b>\$ 200,000</b>				

## Grant Writing - \$40,000

Middletown Township retains the services of a grant writing firm which manages the applications for multiple grants per year. The Township applies for dozens of grants per year for a value typically exceeding \$1 million. These grants help fund capital projects and many services throughout the community. Additionally, the grant writers also research funding opportunities so that the Township can consider new sources of revenue.

Grant writing services are provided throughout the year and are renewed on an annual basis. No additional charges are incurred beyond the annual retainer fee. Operating costs for specific grant projects are listed on the appropriate project page. Grant writing services are paid through the Capital Fund.

*Ongoing costs: \$40,000 per year.*

# Building & Grounds

Building and Grounds includes any physical improvements to Township facilities that are not otherwise assigned to a different category. Most expenditures in this category are upgrades to the Middletown Township Municipal Center. Some expenditures are ongoing grounds improvements, while others are significant, individual upgrades such as a new HVAC system. Upgrades to security systems and the cable television broadcast system are also assigned to this category. Building and Grounds projects are typically funded by the Capital Fund.

Projects	2021	2022	2023	2024	2025	Five-Year Total
Generator- Phase 2	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000
Broadcast System Upgrades	30,000	30,000	30,000	30,000	30,000	150,000
Security Camera Replacement	32,000	-	-	-	-	32,000
Public Hall Upgrades	-	20,000	-	-	-	20,000
HVAC System	-	-	-	250,000	-	250,000
<b>TOTAL</b>	<b>\$ 157,000</b>	<b>\$ 50,000</b>	<b>\$ 30,000</b>	<b>\$ 280,000</b>	<b>\$ 30,000</b>	<b>\$ 547,000</b>

## Generator – Phase 2 - \$95,000

The Township replaced its power generator in 2020. The previous generator had a very limited ability to power the building when needed. The new generator has the capacity to power more of the Middletown Township Municipal Center during power outages. With the new generator installed, the Township will complete a study to determine where this backup power supply can be added. Adding generator power to more areas of the building will improve efficiency and expand Township services during a power outage while allowing the Municipal Center to better serve as a temporary refuge for residents without power.



The study will be completed in 2021, and the recommendations will be implemented later in the year. Employees will have increased productivity and less downtime during a power outage. During widespread, prolonged power outages, the Municipal Center will be better equipped to function as an emergency shelter. Phase 2 of the generator upgrade will be funded through the Capital Fund. This project is contingent upon available funding.

## Broadcast System Upgrades - \$30,000

The Township's current broadcasting system was installed in 2006, and many parts have reached the end of their useful life. Yearly maintenance and upgrades ensures that the system stays reliable and current with modern technology. The upgrade planned for 2021 is a new server that is high definition compatible. As experienced during the COVID-19 pandemic, the new server will also streamline any hybrid meetings held from remote locations.

Regularly upgrading and replacing parts of the broadcasting system will spread costs out over the duration of this CIP rather than incur a significant cost to the Township all at once. The new server will replace one that is past its useful life and no longer supported by the manufacturer.

The server will be purchased and installed in 2021. The server upgrade will have a negligible impact on operating expenses. Broadcasting improvements are funded through the Capital Fund.

*Ongoing costs: \$30,000 per year.*



## Security Camera Replacement - \$32,000



The security camera system provides 24-hour video surveillance of the Middletown Township Municipal Center. The system is used to identify and mitigate any criminal activity on the premises, or to provide evidence in any related litigation. The visible presence of a security camera system often acts as a deterrent to wrongdoers.

The existing security camera system is original to the building and is approaching the end of its useful life. In the last several years, the system has required multiple repairs. Since technology has advanced since the system was installed, the image quality is poor. The system also comes equipped with a digital video recorder (DVR), which is used to store video footage. The proposed project would replace the DVR system and several original cameras throughout the Municipal Center. This project is expected to have a positive impacted on operating costs by reducing the need and expense of repairs. The system will be purchased using the Capital Fund.

# Fire & Emergency Management

The Department of Fire & Emergency Management maintains equipment and several vehicles for fire inspections, fire prevention, and emergency response. Vehicles are replaced regularly to minimize maintenance costs and ensure the safety of residents and staff. Many of the Department’s needs are funded through the Capital Fund, but RDA funding is available in some cases as well. In 2021, the Depart of Fire & Emergency Management’s capital improvements are planned for equipment upgrades as well as a long-range study.

Projects	2021	2022	2023	2024	2025	Five-Year Total
Comprehensive Fire Study	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
SCBA Air Packs	71,000	-	-	-	-	71,000
AEDs	10,000					10,000
Vehicles & Equipment	-	60,000	-	40,000	-	100,000
<b>TOTAL</b>	<b>\$ 116,000</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ 216,000</b>

## Comprehensive Fire Study - \$35,000

The Township will contract with a consultant to conduct a Comprehensive Fire Services Study. The study will assess the emergency and fire response needs of the community to determine what services are needed. It will be conducted by a third party consultant. The Township is committed to working with local fire companies and emergency services to ensure the safety of the community. Amid declining volunteerism among volunteer fire companies across the country and the continued success of the Township’s Daytime Response Program, the community is at a critical juncture to determine that resources are being utilized as efficiently and effectively as possible.

This study will thoroughly assess the needs of the community and identify gaps in necessary services. The Department of Fire & Emergency Management can then effectively coordinate its efforts with local emergency services to better protect the community.



The Comprehensive Fire Study will be conducted in 2021. There will be no direct operating costs associated with this project, but the study may recommend actions to the Township that will impact future costs of providing fire protection services. This project will be funded by the Capital Fund.

### Self-Contained Breathing Apparatus (SCBA) Air Packs - \$71,000

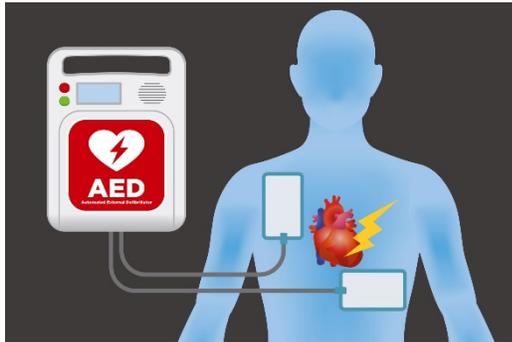
A critical tool used in fighting fires are self-contained breathing apparatus (SCBA) air packs. Much like their underwater cousins, SCBA air packs allow the user to have their own supply of oxygen to use when fighting fires or working in hazardous breathing conditions.



In 2020, the Township's SCBA air packs have doubled in use when decontaminating indoor spaces in response to the COVID-19 pandemic. The existing SCBA air packs are several years old and for the safety of the user, need to be replaced every several years.

The air packs will be purchased in 2021. There is no expected impact to operating costs in future years. Grant applications were made to the Bucks County Redevelopment Authority (RDA) to purchase the SCBA Air Packs. If the grant is not awarded, the Township will still purchase new SCBA air packs from the Capital Fund.

### Automated External Defibrillators (AEDs) - \$10,000



Automated external defibrillators (AEDs) are used during cardiac episodes and other heart-related emergencies. These units provide a life-saving electric charge used to resuscitate a patient's heart.

The existing AEDs used by the Department of Fire & Emergency Management are no longer compatible with the AEDs used by the Penn-del-Middletown Emergency Squad (PMES). PMES transports patients to medical facilities for further treatment. Communication between the systems is critical as the Department of Fire & Emergency Management is often the first responding unit to an emergency and has to turn any severe medical emergencies over to the Emergency Squad.

Three AEDs will be purchased in 2021. There is no expected direct impact on operating costs, though the synergy with the PMES system is expected to bolster staff efficiency. The purchase will be made with funds from the Capital Fund.

# Information Technology

Information Technology (IT) expenditures typically involve significant upgrades or changes to the Township’s software, hardware, and network capabilities. Most IT equipment purchases, such as new servers or annual computer upgrades, are considered capital projects. These projects also include upgrades to software and network security. IT projects are typically funded through the Capital Fund. Even though some projects are specific to single departments, all technology capital expenses are incurred here.

Projects	2021	2022	2023	2024	2025	Five-Year Total
Public Works Mobile Tech.	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 6,000
Cellebrite	18,000	-	-	-	-	18,000
Patrol MDTs	35,000	30,000	30,000	30,000	30,000	155,000
Document Scanning	15,000	15,000	15,000	15,000	15,000	75,000
Desktop Computer Replacement	25,000	12,000	25,000	40,000	40,000	142,000
Network Maintenance	16,000	-	35,000	80,000	35,000	166,900
Software Implementation	50,000	-	-	-	-	50,000
Phone System Replacement	-	35,000	-	-	-	35,000
Watch Guard Server	-	-	-	-	25,000	25,000
<b>TOTAL</b>	<b>\$ 165,000</b>	<b>\$ 92,000</b>	<b>\$ 105,000</b>	<b>\$ 165,000</b>	<b>\$ 145,000</b>	<b>\$ 672,000</b>

## Public Works Mobile Technology - \$6,000

In May 2020, the Department of Public Works launched a new software system to process work orders. Prior to launching this software system, work orders were tracked and processed manually using paper forms and spreadsheets. This new system allows work orders to be continuously assigned to workers in the field, eliminating the need to make updates by phone, or calling people back to the office.



This new software system is ArcGIS-based and allows crews to use it in the field with any computer or mobile device. Several existing tablets were deployed to launch the software system in 2020. Since there are more workers than devices, some workers have to share devices, which creates logistical challenges since projects vary from day to day. An additional 10 tablets are planned for purchase in 2021 to complete the rollout of this system. This project will be paid for from the Capital Fund. Future replacement of tablets is expected to increase operating costs, but will be offset by increased staff efficiency.

## Cellebrite - \$18,000

The Police Department plans to purchase Cellebrite, an investigation software that allows them access to mobile devices. Such access will only be available after receiving a warrant. The Police Department currently has no way to access locked mobile devices in-house. When they receive a warrant to search a phone during an investigation, they often have to rely on neighboring municipalities who have the software. This delay can cause significant issues when searching for a suspect or a missing person. The Police Department seizes hundreds of cell phones each year, many of which hold critical evidence



The software will be purchased and installed in 2021. The proposed initial cost of Cellebrite includes a training course for users. While the software purchase will take place in 2021, the Township will owe a maintenance fee in future years. The software will be purchased through the Capital Fund.

## Patrol Mobile Data Terminals (MDTs) - \$35,000



Each Police Department vehicle has an on-board computer that allows reporting and data access for officers on patrol or in the field. Since they are specialized for police forces and have more hardware and software capabilities than a traditional computer, they cost more.

In order to keep them functioning at a high level, the Township will begin a plan to replace seven MDTs in 2021, and five MDTs per year in future years. These computers are a highly valuable resource to officers on patrol. Similar to desktop computers, regular replacement ensures that the MDTs are functioning properly when officers need them. Changing to a recurring replacement plan will help the Township smooth the replacement costs over several years rather than making one significant purchase at a time.

Seven MDTs will be purchased in 2021. New MDTs will require less investment for maintenance. The MDTs will be purchased using funds from the Capital Fund.

*Ongoing costs: \$30,000 per year.*

## Document Scanning - \$15,000

The Department of Building and Zoning have property records and other documentation that has existed for decades. These records must be maintained, but are difficult to search in their current paper form. The Township will begin the process of transferring these records to electronic storage. Unlike many entities that can dispose of records after a certain amount of time, the Department of Building and Zoning must keep property records indefinitely. In 2020, the Department of Building and Zoning launched a new software system that allows property records to be stored digitally.

Township staff has already begun the process of digitizing records. This proposed project would supplement the digitizing efforts by hiring a professional service to assist. The professional service was expected to be contracted in 2020, but was delayed due to the COVID-19 pandemic. Due to the volume of scanning, this project is expected to last for several years. Staff efficiency will improve as they have easier access to electronic files. The project will be funded by the Capital Fund. This project is contingent upon available funds.

*Ongoing costs: \$15,000 per year.*

## Desktop Computer Replacement - \$25,000

Most Township employees require the use of a computer for their day-to-day tasks. As computers age, they become obsolete and are more likely to break down. The Township has developed a schedule to regularly replace all of its computers. The first year of the computer replacement plan was implemented in 2020 and required more replacements than subsequent years because many Township computers were in dire need of replacement.

Replacing computers is essential to ensuring that employees can work efficiently. Additionally, replacing the Windows 7 machines with those using Windows 10 will allow the Township to continue receiving important security updates.

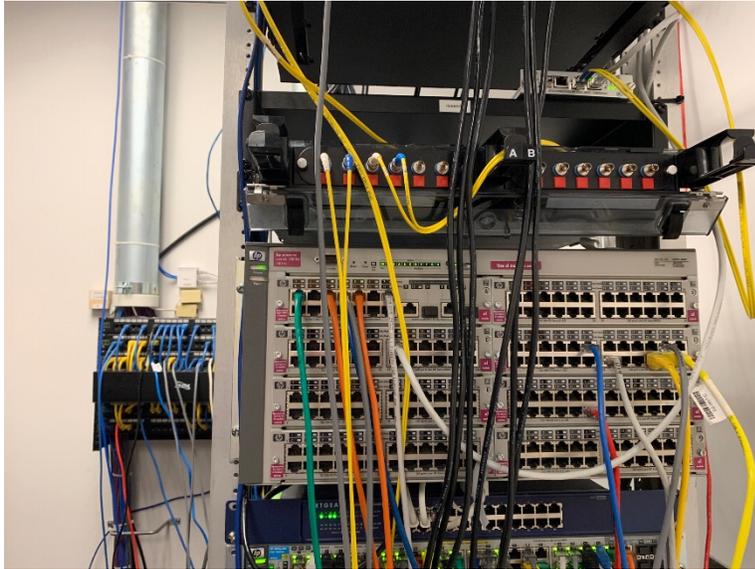
In response to the COVID-19 pandemic, many computers were replaced with laptops to allow employees the ability to perform work away from their work station. The 2021 phase of the plan includes replacement of 14 computers. Since computers have significantly increased in price, fewer computers are scheduled for replacement in 2021 than originally planned. New computers will require less maintenance and be more secure than the machines they will replace. The purchases will be made through the Capital Fund.

*Ongoing costs: \$25,000 - \$40,000 per year.*



## Network Maintenance - \$16,000

The Township's network is the digital lynchpin that keeps data and documents in a secure location. The network requires ongoing maintenance and replacement parts as the system ages and becomes more vulnerable to cyber attacks. In 2020, several network switches were replaced. In 2021, the Township will replace ten (10) hard drives and eight (8) battery backups.



The proposed hard drives will be used to add document storage space as more documents are kept digitally and as paper files are converted to a digital format.

The proposed battery backups will replace existing backups that are used to supply power to the network in the event of a power outage which are aged and do not supply power for a sufficient amount of time. This is critical since all computers need the network to function. In the event of a power outage, the generator at

the Municipal Center will activate, but this happens at a lagged pace and only after power is cut off. The battery backups will assure the network never goes offline in the event of a power outage.

These two upgrades to the network will assure staff efficiency as more services are provided via the network. The purchase will be funded through the Capital Fund.

*Ongoing costs: \$35,000 - \$80,000 per year.*

## Software Implementation - \$50,000

Several departments in the Township have changed software systems in the last several years to better streamline their services to the community. In 2021, three (3) software projects are proposed. The first is to implement a new software system in the Department of Fire & Emergency Management to replace a platform that is no longer going to be supported. The second is to replace the software system used for program registration in the Parks & Recreation Department. The third is the final installment payment of the software system used in the Finance Department first implemented in 2017.

These software systems will continue to improve staff efficiency by reducing redundancies and improving the ability to provide services to the community at a faster pace. The software systems are expected to have a negligible impact on operating expenses and will be purchased from the Capital Fund.

# Parks & Recreation

Capital needs for the Parks and Recreation Department revolve predominantly around improving and maintaining facilities, improving parking, constructing facilities, making changes for safety, and replacing equipment. Specific projects range from planting trees to site planning and constructing buildings. While maintenance services and minor equipment replacement are funded through operating expenditures, this CIP focuses on larger improvements and upgrades that have a higher cost and longer lifespan than minor improvements. Parks and Recreation projects are funded through the Capital Fund, grants through the state Department of Conservation and Natural Resources (DCNR) grants, grants through the state Department of Community and Economic Development (DCED), Bucks County funds, and other outside sources as available for specific projects. When the reserve funds exist, some money from the Parks and Recreation Fund is transferred to offset the cost of select capital projects. Similarly, money from the Street Lighting Fund can be utilized for lighting projects at park facilities.

Projects	2021	2022	2023	2024	2025	Five-Year Total
Parks Comprehensive Plan	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Queen Anne Greenway	10,000	-	-	-	-	10,000
Middletown Community Park	99,000	345,000	300,000	300,000	950,000	1,994,000
Tree Remediation	30,000	30,000	30,000	30,000	30,000	150,000
Forsythia Crossing Park	105,000	100,000	-	-	-	205,000
Twin Oaks Park	575,000	350,000	1,100,000	700,000	-	2,725,000
Middletown Community Center	-	11,000	-	-	-	11,000
Lions Park	-	70,000	-	-	-	70,000
Delaware Park	-	10,000	-	-	-	10,000
Deep Dale East Park	-	35,000	-	-	-	35,000
Cobalt Ridge Park	-	160,000	-	-	-	160,000
Langhorne Spring Water Company	-	65,000	-	-	-	65,000
Firefighters' Park	-	100,000	-	55,000	-	155,000
Mill Creek Greenway	-	-	32,000	1,000,000	-	1,032,000
<b>TOTAL</b>	<b>\$ 879,000</b>	<b>\$ 1,276,000</b>	<b>\$ 1,462,000</b>	<b>\$ 2,085,000</b>	<b>\$ 980,000</b>	<b>\$ 6,682,000</b>

## Parks Comprehensive Plan - \$60,000

A Parks Comprehensive Plan is a comprehensive assessment of open space and recreational amenities in the Township. The last Parks Comprehensive Plan was completed in 2005 and is due to be updated. As families move in and out of the Township and as generations change, so do interests in different recreational amenities. This project will allow the Township to engage a consultant to work with the Department of Parks & Recreation and the Parks & Recreation Board to recommend future changes to the Township's facilities.

The Township completed a Comprehensive Plan which established several goals for the future of the Township that will serve as the foundation for the Parks Comprehensive Plan. This project will only be completed if a grant is awarded, but it may be funded by the Capital Fund as the need arises. The plan will not have a direct impact on operating costs, but the plan may recommend changes that may impact future capital and operating costs.

### Queen Anne Greenway - \$10,000

The Queen Anne Greenway, often referred to as a greenbelt, spans both sides of Queen Anne Creek, which separates the Quincy Hollow and Cobalt Ridge sections in Levittown. Greenery and plants in the area have been damaged over the last several years as inclement weather has hit the region and as wildlife have appeared. This project would allow for replanting along Queen Anne Creek to restore the area. This area also functions as a riparian buffer, allowing stormwater to slow down during rain events as to slow the potential for flooding.



In 2020, The Pennsylvania Electric Company (PECO) awarded Middletown Township a Green Region Grant in the maximum amount of \$10,000 aimed at preserving and improving open space and green spaces. This project is not expected to have an impact on operating costs. The project will be completed in spring 2021.

### Middletown Community Park - \$99,000



The Township's largest park, Middletown Community Park recently underwent several major improvements, including replacement of the skatepark in 2019 and the installation of a Sutu Kick Wall in 2020. Also at the property is a historic barn, utilized for many recreational activities and community groups. The barn's roof and a nearby electric transformer need replacement. During major storms, the barn's roof leaks and damages the contents of the building. A new asphalt roof is proposed for the replacement. Similarly, the transformer will assure the safe delivery of energy during inclement weather. This project also includes the construction of a new entrance at the rear of the building for improved access. Future improvements will include lighting and field upgrades.

The barn improvements will be paid for from the Capital Fund. The Township will explore additional funding sources for future stages of the project.

*Ongoing costs: \$300,000 - \$350,000 per year.*

## Tree Remediation - \$30,000

Ash trees throughout the Township have been infected by an invasive insect called the emerald ash borer. Hundreds of trees have already been killed and must be removed. The spotted lanternfly, another invasive insect, has made its way to the area and causes further damage to plants and trees throughout the region. Last, inclement weather is causing more and more trees to fall, oftentimes obstructing traffic and destroying other infrastructure in its wake.



Dead trees will be removed by a combination of Township staff and contractors, depending on the size and location of the trees. Replacement trees will be added to replenish the canopy as ash trees are removed. Over the course of this CIP, as more trees die, they will be removed and replaced with a different species of tree. Trees killed by emerald ash borers and spotted lanternflies do not offer the same environmental benefits to the Township as do healthy trees.

Tree removal and replacement began in 2016 and has continued annually since. Trees will continually be removed throughout the duration of this CIP as more infections are discovered. Minimal reduced maintenance costs are expected as new trees are less likely to require trimming and other treatments than those which have grown over time. Tree removal and replacement will be funded through the Capital Fund.

*Ongoing costs: \$30,000 per year.*

## Forsythia Crossing Park - \$105,000

LED lighting will be added to Forsythia Crossing Park. Both the hockey rink and walking paths will have new lights installed. The Parks and Recreation Department seeks to improve the functionality of their facilities so that they can benefit more residents. Adding lighting to the hockey rink and paths will allow them to be safely used for events later in the evening.



Additionally, the hockey rink will be resurfaced to make it more suitable for recreation. In 2022, replacement of the existing playground structure is scheduled.

The lighting will be installed in 2021 and will be paid for with a transfer from the Street Lighting Fund in the amount of \$90,000. The rink resurfacing will be paid for from the Capital Fund. The Township will be responsible for maintenance of the lights as well as costs for additional electricity.

*Ongoing costs: \$100,000 in 2022.*

## Twin Oaks Park - \$575,000

The Township's second-largest park, Twin Oaks Park, needs significant accessibility and functionality improvements. The project will be completed over multiple phases totaling approximately \$2.7 million. The first phase will include upgrading



to LED lighting at the main field as well as improvements to the drainage on the park property.

Future phases will include field improvements, resurfaced parking lots, new walking trails, and many other landscaping, drainage, and recreation improvements. Twin Oaks Park has several fields that are used by the community and youth sports organizations. Renovations in the first phase will allow the community to make better use of the fields.

This project was originally scheduled to begin in 2020, but was delayed due to operational and financial constraints brought on by the COVID-19 pandemic. Phase one of the project is scheduled to begin in 2021. The new LED lights will be cheaper to maintain and require lower spending on energy than the current high-pressure sodium lighting. The lights and the mounts will also be able to better withstand weathering than the existing system. The new LED lighting system will also be able to function for baseball and soccer games, the two most common activities at the park.



Drainage improvements will reduce the need for repairs to flooded fields. After some larger storms, fields are often unusable for several days due to standing water or muddy areas. Standing water can also be a breeding ground for pests such as mosquitos.

Like Forsythia Crossing Park, the lighting component of the Twin Oaks Park improvements in 2021 will be paid for by a transfer from the Street Lighting Fund in the amount of \$300,000. The remaining \$250,000 budgeted for drainage improvements will be paid for by proceeds from the 2020 general obligation bond.

*Ongoing costs: \$350,000 - \$1,100,000 per year.*

# Police

The Police Department requires capital improvements to maintain and enhance their ability to provide public safety. The key driver of capital costs for the Police Department is the vehicle replacement plan, as several vehicles must be replaced each year. The Department will also see several technical upgrades during the scope of this CIP that will increase officer and resident safety, update data systems, and bring down Township operating costs. Lastly, physical repairs and improvements to the police station are required for safety, security, efficiency, and improved service to the community.

Projects	2021	2022	2023	2024	2025	Five-Year Total
Vehicles & Equipment	\$ 291,000	\$ 293,000	\$ 293,000	\$ 293,000	\$ 293,000	\$ 1,463,000
Storage Shed	25,000	-	-	-	-	25,000
Dog Kennel	20,000	-	-	-	-	20,000
Interview Room Camera	5,200	-	-	-	-	5,200
Body Cameras	-	140,000	-	-	-	140,000
<b>TOTAL</b>	<b>\$ 341,200</b>	<b>\$ 433,000</b>	<b>\$ 293,000</b>	<b>\$ 293,000</b>	<b>\$ 293,000</b>	<b>\$ 1,653,200</b>

## Vehicles & Equipment - \$291,000

Police vehicles experience more wear and abuse than other Township vehicles, and they often must be replaced more frequently. The Police Department currently has a total of 51 sedans and SUVs in its active fleet. This number includes marked vehicles for patrol officers and unmarked vehicles for detectives and lieutenants. Typically, four or five marked and unmarked vehicles are replaced each year.



In 2021, the Police Department will purchase and outfit four (4) marked patrol cars, two (2) all-terrain vehicles (ATVs), and one motorcycle. While the others are replacing existing vehicles in the fleet, the ATVs would add to the fleet of ATVs. ATV use on public property is illegal, and additional ATVs for the Police will better prepare them to address the growing problem.



Vehicle replacement is an ongoing cost. New vehicles require less maintenance investment and suffer less downtime for repairs. The Township applied for RDA grants to fund the purchase of the marked patrol cars and the ATVs. Any remaining costs beyond the grant awards will be paid from the Capital Fund.

*Ongoing costs: Approximately \$293,000 per year.*

### Storage Shed - \$25,000

Since the Police Department relocated to the Municipal Center in 2002, the Department has expanded with people and with equipment. Currently, storage at the Police Department is limited to the garage, which serves several other functions. Whenever a detainee is brought to the Police Department or a vehicle is impounded for investigations, the garage is utilized, often making other equipment difficult to access. An external storage shed will assure that equipment remains accessible and the garage is cleared for its primary purposes.



The storage shed will have a marginal improvement to staff efficiency and no impact on operating costs. It will be paid for from the Capital Fund.

### Dog Kennel - \$20,000



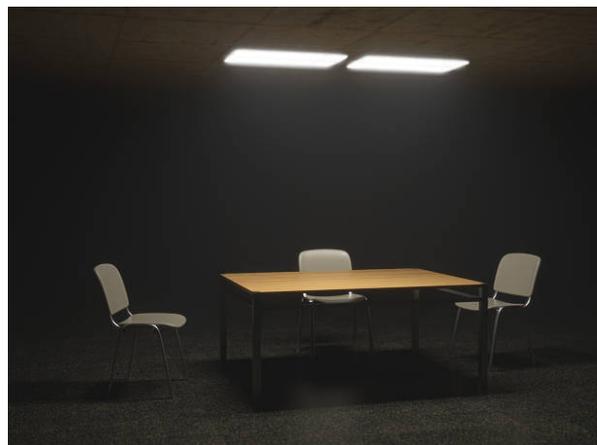
Animal Control services are managed by the Police Department. Whenever the Police Department is called to pick up a stray dog, it must be transported to the Bucks County SPCA in Lahaska, an hourlong roundtrip. By having the ability to temporarily shelter animals, it will lessen the need to transport animals to the SPCA and provide residents the ability to look locally for lost pets.

The dog kennel is expected to have a marginal impact on operating expenses, including maintenance and cleaning of the kennel, which will be offset by improved staff efficiency. The dog kennel will be expended from the Capital Fund.

### Interview Room Camera - \$5,200

The Police Department interviews victims and suspects as part of its investigative process. Typically, interviewees are brought in to the Police Department to be interviewed by a detective. Currently, written statements are taken from these interviews to be included in court proceedings. The best practice in policing is to take audio and video recordings of interviews to provide a more comprehensive piece of evidence, and to assure that minor details are not lost in the process. This change is recommended by the Bucks County District Attorney's Office and is a common practice in other local police departments.

The interview room camera is expected to have a marginal impact on operating expenses, including improved staff efficiency. The interview room camera will be expended from the Capital Fund.



# Public Works

The Department of Public Works is responsible for a wide variety of roads and safety projects, and their capital needs reflect the diversity of their responsibilities. Some projects, such as road repaving, are ongoing and have an average budgeted amount each year. Other projects are specific purchases of equipment. Each of the Department's capital projects are geared toward fixing roads, upgrading equipment, traffic safety, and employee safety. Projects are funded through the Capital Fund, Liquid Fuels Fund, Road Machinery Fund, RDA grants, and bonds.

Projects	2021	2022	2023	2024	2025	Five-Year Total
Garage Reconstruction	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
Gas/Diesel Tanks	350,000	-	-	-	-	350,000
Vehicles	404,000	161,000	86,000	171,000	86,000	908,000
Equipment	90,000	-	15,000	-	-	105,000
Levittown Footbridges	110,000	110,000	-	-	-	220,000
Road Improvement Program	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Intersection Improvements	30,000	30,000	30,000	30,000	30,000	150,000
Neighborhood Sign Program	125,000	80,000	-	-	-	205,000
Indoor LED Light Upgrades	11,000	-	-	-	-	11,000
Street Signs	15,000	-	-	-	-	15,000
Salt Barn	25,000	-	-	-	-	25,000
AC Charging Machine	12,000	-	-	-	-	12,000
Snowplow/Broom Attachment	9,500	-	-	-	-	9,500
Stump Grinder	15,500	-	-	-	-	15,500
<b>TOTAL</b>	<b>\$ 3,197,000</b>	<b>\$ 1,381,000</b>	<b>\$ 1,131,000</b>	<b>\$ 1,201,000</b>	<b>\$ 1,116,000</b>	<b>\$ 8,026,000</b>

## Garage Reconstruction - \$1,000,000

The garage at the Department of Public Works dates back to the 1950s and is not suited for modern equipment and the storage of many vehicles. There are many interior walls that confine the space. As a result, many trucks and heavy equipment has to sit outside and deteriorate more quickly due to exposure to the elements.



It is recommended that the building be demolished and replaced with a pole barn structure that will be better suited for the free-flowing storage of multiple large vehicles. Along with this reconstruction, the equipment used to make salt brine applied to roads during the winter to prevent icing will be relocated closer to the existing salt barn to improve efficiency.

The project is expected to have a significant positive impact on future capital purchases by slowing the replacement of vehicles and equipment in the Department of Public Works, and improving staff efficiency by streamlining the brine-making process and shuffling of vehicles. This project will be funded by proceeds from the 2020 general obligation bond.

## Replacement of Gas and Diesel Tanks - \$350,000



The existing underground gas and diesel tanks at the Public Works building are coming to the end of their useful lives. The Department of Public Works will replace both tanks to properly store the fuel. Both tanks are aging, and over time can become less safe for fuel storage, increasing the chances for seepage and environmental contamination. Replacing the underground tanks with new above-ground tanks will ensure that the contents are stored safely without the likelihood of a subterranean leak.

Both tanks will be purchased and installed in 2021. This project was originally scheduled for 2020, but was delayed due to cost-cutting measures taken in the wake of the COVID-19 pandemic. The new tanks may save a minimal amount in maintenance costs. Both tanks will be purchased utilizing proceeds from the 2020 general obligation bond.

## Vehicles - \$404,000

The Department of Public Works maintains a fleet of vehicles for transporting supplies, snow plowing, and other road and park maintenance activities. The Department of Public Works owns large and small dump trucks as well as pickup trucks that are used during regular activities. Each vehicle is replaced approximately every fifteen to twenty years. It is



important that the Department of Public Works vehicles work when road repair, road maintenance, and snow removal are needed. Regularly replacing vehicles helps prevent unwanted downtime while also preventing excessive maintenance costs.

Vehicles are purchased on an ongoing basis. In 2021, one (1) large (10-ton) dump truck, one (1) medium (6-ton) dump truck, and one (1) utility pickup truck with all necessary equipment will be purchased. The vehicles being replaced are twenty years old and incur significant maintenance costs. The new vehicles will save on that cost while allowing the mechanics to spend more time with other vehicles. The Township has applied for RDA grant funding for the full cost of the three (3) trucks to be purchased in 2021. If RDA grants are not awarded, those vehicles will be purchased using the Road Machinery Fund.

*Ongoing costs: \$86,000 - \$171,000 per year.*

## Equipment - \$90,000

Like vehicles, the equipment category in the Department of Public Works is a summary category with multiple items included in it. It is crucial that equipment in the Department of Public Works be kept well-maintained and replaced at the end of its useful life to assure the proper performance of work and the safety of the workers. As equipment is replaced, new technological advancements are typically available to add further efficiency to crews.

In 2021, the Department of Public Works is planning to purchase a double-wing lawn mower, a landscaping trailer, and a utility vehicle. The lawn mower and landscaping trailer go hand-in-hand. From spring to the start of winter each year, a crew of multiple workers spend most days cutting grass at the dozens of acres of Township parks and facilities. One of the existing mowers and the landscape trailer are at the end of their useful life and are beginning to incur higher maintenance costs. The utility vehicle would be a new piece of equipment, allowing for transportation around job sites, doubling in the wintertime for sidewalk snow removal.

Equipment will be spent from the Capital Fund and have a positive impact of reduced maintenance costs and improved staff efficiency on operating expenses.

*Ongoing costs: \$15,000 or more per year.*

## Levittown Footbridges - \$110,000

Greenways in Levittown have pedestrian bridges which connect walking paths on either side of the water. These aging bridges are in need of replacement to maintain structural integrity while ensuring proper runoff of water. The current bridges are aging and structurally deficient. One bridge between the Snowball Gate and Forsythia Gate sections of Levittown was closed in spring 2020 for safety reasons.

Portions of some of the bridges have fallen down and continue to crumble. Replacing these bridges is important for resident safety to prevent serious injury to those trying to cross as well as to prevent further damage to the bridges or the surrounding walkways.



The closed footbridge will be bid out and replaced in spring 2021. Costs for additional repair and replacement are scheduled in future years. New bridges will not require sudden maintenance costs due to aging and they will help prevent future costs from additional damage. They also assure easy pedestrian access for recreation and transportation purposes. The bridge replacement will be paid for using the Capital Fund.

*Ongoing costs: \$110,000 in 2022.*

## Road Improvement Program - \$1,000,000



The Road Improvement Program repaves roads on a schedule as pavement wears with use over time. In 2021, year nine (9) of the Township's fourteen (14)-year Road Improvement Plan is scheduled. While some repair work is completed with Department of Public Works staff, larger repaving projects are typically contracted by issuing a solicitation for bids. Damaged and worn roads can cause safety hazards and additional risk to vehicle maintenance. Roads must be repaired on a schedule because delays cause additional wear to roads, making them more expensive to fix and maintain over longer periods of time.

It is important to note that the Township only paves the roads it owns. State roads are paved by the Pennsylvania Department of Transportation (PennDOT), and private neighborhoods maintain their own roads.

Road improvement continues on a yearly basis as set by the Road Improvement Plan. Additional road projects are considered as urgent need arises. Improved roads will reduce the likelihood of having additional maintenance costs to Township vehicles and equipment, and reduced chances of damage to motorists' vehicles. Road projects are funded through a combination of the Highway Aid Fund and Capital Fund. Projected costs for this project include engineering costs.

*Ongoing costs: \$1,000,000 per year.*

## Intersection Improvements - \$30,000

The Township is responsible for maintaining the markings at all major intersections, including those on state-owned roads. Crosswalks, stop bars, and other lines and markers will be replaced. The Township will remove current, faded markings and repaint them using a long-lasting thermoplastic. Traffic safety is a responsibility and high priority for the Township. Faded markings can be more difficult for motorists to see, potentially causing them to stop in the wrong place or fail to see a crosswalk.



Several intersections were completed from 2017 to 2019. Line painting in 2020 was not completed due to a lack of qualified contractors bidding on the proposed work. The Township is exploring other alternatives such as a joint bid with other municipalities or bidding the work with the Road Improvement Program to get the work completed. This project is not expected to have an impact on operating costs. This project will be funded through the Capital Fund.

*Ongoing costs: \$30,000 per year.*

## Neighborhood Sign Program - \$125,000



In 2019, The Township began a beautification project aimed at adding or upgrading signs at all neighborhood entrances. The first phase of the Neighborhood Sign Program was to replace existing signs, and the second phase adds signs to entrances that do not currently have them, as well as replacement signage at the Township's parks. The signs follow a uniform design that is unique to the Township. Breakaway posts and reflective paint are included to improve visibility and drive safety in the event of an accident. Department of Public Works staff complete the installation to reduce costs.

Some neighborhood entrances have signs that are aging or faded, and others have none at all. Doing a Township-wide upgrade will increase the sense of community identity and ensure that all Middletown neighborhoods are easily identifiable. The cost of the project will be dictated by the bids received.

Sign installation began in 2019, and phase 2 will be completed in 2021. Phase 2 was scheduled in 2020 but was delayed to prioritize critical infrastructure projects. This project is not expected to have an impact on operating costs. The Neighborhood Sign Program will be funded by the Capital Fund. This project is contingent upon available funding.

*Ongoing costs: \$80,000 in 2022.*

### Indoor LED Light Upgrades - \$11,000

The Township is finishing the replacement of indoor lighting at the Middletown Township Municipal Center and several other Township-owned properties to LED lights. Although LED lights cost more than a traditional lightbulb, LED lights last significantly longer than a traditional bulb and utilize significantly less energy over the course of their life. Additionally, the Township receives rebates from PECO for moving to LED lighting, which will offset the total cost of the project. The Township remains committed to moving toward LED lighting in all its facilities. This project will be paid for from the Capital Fund.

### Street Signs \$15,000

Street signs not only identify which roads lie ahead, but they can also provide critical information to emergency responders making split-second decisions. The Township began several years ago the gradual replacement of street signs throughout the Township to feature the range of house numbers on the street, providing subtle, but critical assistance to emergency responders. In 2021, the project is scheduled to be completed. There is no impact on operating expenses anticipated. The project will be paid for from the Capital Fund.



### Salt Barn - \$25,000

Anyone enduring a winter storm knows the value salt plays in braving the elements. In mid-Atlantic states like Pennsylvania, road salt applied before and during a storm melts snow by lowering the freezing point of water, providing valuable assistance to crews clearing the road. A salt barn is the structure where salt is stored. Currently, the Department of Public Works facility on Veterans Highway services the entire town, but due to its location, it makes transporting salt to the neighborhoods in the northern end of the town a time-consuming process. Especially once a snow event has begun, traveling a few extra miles can take away time that would otherwise be spent plowing.



By adding a salt barn on the property of the Langhorne-Middletown Fire Company substation on Langhorne-Yardley Road, crews will no longer need to travel long distances for salt. This project is expected to significantly improve staff efficiency when the Department of Public Works is performing one of its most vital services. This project will be paid for from proceeds of the 2020 general obligation bond.

### Air Conditioning Charging Machine \$12,000

During the summer months, air conditioning provides critical relief to workers out on the streets. Nearly half of all Township employees routinely drive vehicles to perform their duties. This machine would allow for quicker repair to vehicle air conditioning systems without needing to rent a machine or perform costly, time-consuming, and less-effective manual repairs. As new vehicles are entering the Township's fleet, some of them have different systems that require multiple machines to work across the entire fleet. This machine has the ability to repair the air conditioning system on any vehicle.



This project is expected to create a marginal reduction in maintenance costs over the life of the machine. This machine will be paid for from the Capital Fund.

### Snow Plow/Broom Attachment - \$9,500

The Township will purchase either a snow plowing or broom attachment to allow the skid steer to aid in clearing snow. The attachment will add another option to the Township fleet in clearing snow from roads, parking lots, and walkways. Keeping roadways and walkways safe is one of the Township's most important responsibilities and highest priorities. Adding this attachment will give the Department of Public Works an additional tool to make clearing snow a more efficient process.

The attachment will be purchased in 2021. This purchase was originally scheduled for 2020 but was delayed to prioritize other projects. Minimal maintenance costs are expected in the future, but will be offset by improved employee efficiency and safety during snow clearing operations. The attachment will be purchased using the Capital Fund.

### Stump Grinder - \$15,500

After trees are cut down, a stump is left behind which can either be left behind, dug up, or ground down. Leaving stumps in the ground can create a tripping hazard in high-traffic areas and limits the ability replant a new tree in the same area. Especially for larger trees, digging up a stump after a tree is removed is typically a messy and cost-prohibitive option. Grinding stumps is a safer and cost-effective measure to take during the tree removal process. Currently, the Township must either borrow a stump grinder or hire a contractor to grind any tree stumps. By purchasing a stump grinder, the Department of Public Works will have the ability to perform this service in-



house. A stump that is ground down will also naturally decompose much faster than a stump that is left in the ground.

This purchase will have a positive impact on operating costs by reducing the need to contract stump grinding services. This purchase will be made from the Capital Fund.

# Storm Sewer & Drains

Stormwater management is an essential part of maintenance that helps prevent flooding and environmental hazards in the Township. These projects often align with road repaving. Several specific plans for stormwater management are listed among the following projects, some of which have already begun. In addition to noted areas for construction, an ongoing allowance for maintenance is also required. The Township often finds areas of urgent need throughout the year, and an amount for such repairs is budgeted in the Capital Fund. Since the Township holds a Municipal Separate Storm Sewer System (MS4) permit, the Township is obligated to perform storm sewer and drainage improvements. Some of the projects listed include pipe replacements while others require more significant reconstruction and road maintenance. Storm water projects are typically funded through the Capital Fund.

Projects	2021	2022	2023	2024	2025	Five-Year Total
Langhorne Gables/ Willow Avenue	\$ 490,000	\$ -	\$ -	\$ -	\$ -	\$ 490,000
Reetz Avenue	200,000	-	-	-	-	200,000
Hillside Avenue	175,000	-	-	-	-	175,000
Richardson Avenue	75,000	-	-	-	-	75,000
Emergency Drainage Projects	250,000	250,000	250,000	250,000	250,000	1,250,000
<b>TOTAL</b>	<b>\$1,190,000</b>	<b>\$ 450,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 2,190,000</b>

## Langhorne Gables / Willow Avenue - \$490,000

Storm drainage improvement has been ongoing in the Langhorne Gables neighborhood since 2017. The next step is to install a new drainage system on several roads within the neighborhood. The project will include pipes to carry away water before roads are flooded. This project will help prevent flooding in the Langhorne Gables neighborhood. A buildup of storm water can cause hazards for motorists and pedestrians, damage the surface of the road, and undermine the foundation and integrity of the road, leading to further damage and safety hazards.

The pipes may require some maintenance over time, but net impact will be a decrease in spending as severe damage to the roads is prevented, not to mention private property. This project was scheduled to take place in 2020, but was delayed due to the COVID-19 pandemic. In August 2020, Middletown Township received a Pennsylvania Small Water and Sewer Program grant in the amount of \$275,000 for this project. The remaining cost of the project will be paid from the Capital Fund. Projected costs for this project include engineering costs.

### Reetz Avenue - \$200,000

Reetz Avenue is a small residential road sandwiched between Hulmeville Borough and the I-295 corridor. A large culvert in the area is in significant need of repair. The project entails reinforcement with a concrete lining and repair of the surrounding embankment.



Once complete, this project will reduce incidental maintenance costs. This project will be spent from the Capital Fund and is contingent upon available funds.

### Hillside Avenue - \$175,000

Hillside Avenue is another small, residential street between Penndel Borough and the Neshaminy Creek. Being downhill from much of the Township makes the area very prone to flooding. This project includes improvements to the drainage system in the area. The project will reduce maintenance costs and will be spent from the Capital Fund. Projected costs for this project include engineer costs. This project is contingent upon available funds.

### Richardson Avenue - \$75,000

Storm sewers will be added to Richardson Avenue to improve the drainage system. Pipes will also be installed to redirect drainage. Repaving will be required after the system is installed. This drainage project will prevent flooding of the roadway which causes damage to the road, undermines the road foundation, and creates safety hazards for motorists and pedestrians. It will also improve the quality of life of homeowners in the area.



Construction will take place in 2021. Short-term maintenance needs for the drainage system will be minimal, and the improved drainage will reduce road repair costs. The project will be funded through the Capital Fund. Projected costs for this project include engineering costs. This project is contingent upon available funds.

### Emergency Drainage Projects - \$250,000

Despite the Township's best planning efforts, some drainage projects emerge as a result of significant weather conditions or infrastructure failure. This allocation allows the Township to address and resolve drainage emergencies as they evolve. In recent years with high rainfall and unstable weather conditions, combined with strict state regulations for storm water management, drainage needs have become an increasing infrastructure and CIP priority. Funds utilized are expected to reduce overall maintenance costs.

*Ongoing costs: \$250,000 per year.*

# Transportation & Signals

Middletown Township undertakes several projects throughout the year geared toward improving the transportation infrastructure of the community. These projects may include road construction at intersections, installing signals, adding sidewalks or crosswalks, and other projects aimed at allowing better movement of vehicles and pedestrians. Some of the capital projects for transportation are recommended by the Citizens' Traffic Commission. Additionally, the Township is responsible for ensuring that traffic signals are compliant with the permits from the Pennsylvania Department of Transportation (PennDOT) and that intersections are safe for commuters. While many traffic signal maintenance projects are ongoing operating costs, some larger projects are included in the Capital Plan and are funded through the Capital Fund and grants.

Projects	2021	2022	2023	2024	2025	Five-Year Total
Swift Road/Woodbourne Road Traffic Improvements	\$ 552,500	\$ -	\$ -	\$ -	\$ -	\$ 552,500
ADA Curb Ramp Program	450,000	225,000	225,000	225,000	225,000	1,350,000
Traffic Controller Indicators & Generators	40,000	-	-	-	-	40,000
Traffic Preemption Replacement	25,000	25,000	25,000	25,000	25,000	125,000
<b>TOTAL</b>	<b>\$ 1,067,500</b>	<b>\$ 250,000</b>	<b>\$250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$2,067,500</b>

## Swift Road / Woodbourne Road Traffic Improvements - \$552,500

A traffic study was performed in the area by the Township's traffic engineer in 2018 following concerns expressed by residents in adjacent neighborhoods. The Township is planning to widen a section of Swift Road at the intersection with Woodbourne Road to improve the ability for motorists to make turns and add a signal to reduce some of the traffic buildup during rush hour as well as prevent some accidents and near misses from people trying to make their way through the intersection.

The road widening is scheduled to be completed in 2021 as part of the Road Improvement Program. A traffic signal will be added after completion of the road widening.

This project will impact operating costs through the increased energy and maintenance needs typical for a traffic signal. This project will be funded by the Capital Fund. Projected costs for this project include engineering costs.

## ADA Curb Ramp Program - \$450,000

Public facilities and sidewalks throughout the Township have handicap ramps to allow access to all residents. Many of these ramps are aging, and some are damaged or have fallen out of compliance with the Americans with Disabilities Act (ADA). These ramps will be repaired or replaced. Residents with disabilities may depend on these ramps for access to different locations in the community, and deficient ramps can impose an unnecessary challenge or even create safety risks. Ramps that are no longer ADA compliant can also create liability risks to the Township. Repairing and replacing these ramps protects both the Township and residents.



Ramp replacement is ongoing and occurs on a yearly basis. The 2020 ADA Curb Ramp Program was put out to bid, but bids were rejected due to higher than anticipated costs. The 2020 and 2021 ramps will be bid with the Road Improvement Program in an effort to reduce costs. Since no ramps were constructed in 2020, the 2021 project estimate includes the cost of both program years. The combined program years include construction of 116 ramps in the Georgetown, Idlewood, Fairways, and Golf Club Drive developments.

Ramps that are in good condition and meeting the most current standards of the ADA will both require less maintenance and reduce potential future liability costs. The project will be funded through the Capital Fund. Projected costs for this project include engineering costs.

*Ongoing costs: \$225,000 per year.*

## Traffic Controllers Indicators & Generators - \$40,000

Traffic controller indicators allow crews to remotely monitor traffic signals in the Township to see if they have been affected by power outages. During major weather events when crews are already responding to other emergencies, physically monitoring traffic signals at each intersection can be very depleting on resources. In the event a signal does lose power, this project includes

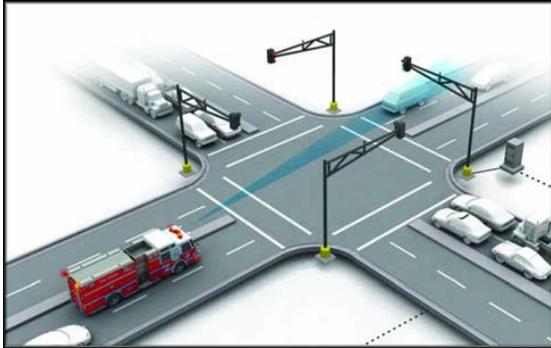


the purchase of several small generators than can be deployed to power traffic signals at major intersections. When not in use for traffic signals, these generators can be utilized for provide power in remote areas for various Township events and services.

This project is expected to significantly improve staff efficiency without negatively impacting operating expenses. This project will be paid for from the Capital Fund.

## Traffic Preemption Replacement - \$25,000

Traffic preemption devices allow emergency vehicles to automatically override traffic signals safely so they may quickly get to the scene of emergencies. The Department of Public Works will begin replacing the preemption control units for traffic signals throughout the Township. The traffic preemption devices are an older model that is no longer manufactured and has become outdated. Finding replacement parts for existing preemption devices has also become challenging. Purchasing newer models will help prevent failures while ensuring that they can be serviced should any issues arise. The new signal heads will be brought up to current standards with



reflective backboards, making them more visible to motorists.

Replacements will be purchased and installed in 2021 and continue on an ongoing basis. Maintenance costs will be reduced. This project will be paid from the Capital Fund.

*Ongoing costs: \$25,000 per year.*

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# History and Community Information

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## History

Middletown Township is located in lower Bucks County in southeastern Pennsylvania, just northeast of the City of Philadelphia, and encompasses significant portions of the Langhorne and Levittown areas. Bucks County, along with Philadelphia and Chester Counties, was one of the original three counties created when King Charles II of England granted land to William Penn in 1682. Although formally established as a Township in 1692, Middletown Township was well-established ten years earlier, when William Penn and his surveyor, General Thomas Holme, laid out the City of Philadelphia.

In 1692, Bucks County was divided into five townships: Middletown, Makefield (now Upper and Lower Makefield); Buckingham (now Bristol Borough and Bristol Township), Falls, and Salem (now Bensalem). Because it was in the middle of the five original townships, Middletown became its name. Newtown, the Township's neighbor to the north, was the original county seat, until it moved further north to Doylestown in 1812. Like all the original Townships, the boundary was surveyed and established by Penn and Holme. Middletown's western boundary hugs the curves of the Neshaminy Creek.

The early settlers were Swedish, Dutch, English, Welsh, Quaker, German, Scottish and Irish immigrants. The Swedes and Dutch were the first to settle in the area since the Delaware Valley climate closely resembled that of their native countries. A few 17<sup>th</sup>-century sycamore trees planted by early Dutch settlers, mimicking methods used by Native Americans to denote water sources, stand to this day along a tributary feeding the Neshaminy Creek.

Early settlements in Langhorne Terrace and Parkland, because of their proximity to the Neshaminy Creek, were developed as communities of summer homes. Other communities grew along transportation routes. The largest urban development in the Township during the early 1700's was Attleboro that developed along the railroad line, now operating as the West Trenton Line Regional Rail line of the Southeastern Pennsylvania Transportation Authority (SEPTA). Attleboro was renamed Langhorne in 1876 in honor of Jeremiah Langhorne, an early resident of the area and former chief justice of the Pennsylvania Supreme Court.

The Township is also the home of approximately 120 historically significant sites, many dating back several centuries and to the Civil War era, which includes a former stop for runaway slaves fleeing north to freedom on the Underground Railroad. Attleboro was home to one of the earliest free black communities in Bucks County, largely reason why many African-American veterans of the Union Army are buried here.

Until the late 1800s, Middletown was one contiguous Township. The Township's current shape settled into place after four boroughs—Hulmeville (1872), Penndel (1874), Langhorne (1890), and Langhorne Manor (1890)—split from the Township. In most cases, the boroughs cover narrow-road business districts with some small-lot housing. As a result, the Township's boundary

today is connected by a train line between Langhorne Manor Borough and Penndel Borough, and a small pathway between Penndel Borough and Hulmeville Borough. To this day, all four boroughs maintain their own governments and provide their own services to the residents living there. Middletown Township partners with the Boroughs and the neighboring Townships on joint or borderline projects when it's appropriate.

Largely due to its proximity to the Neshaminy Creek, most of Middletown remained a farming community until the latter part of the 1800s. Langhorne was the only place for stage coaches to change direction from the east-west Philadelphia-Trenton route to the north-south Bristol-Easton route. Once the rail line from Philadelphia was developed, it stopped in Langhorne, Woodbourne, and Glen Lake, leading to a wave of Philadelphians migrating from the city to the rural farmlands. Migration accelerated after the invention of the car and growth of the Old Lincoln Highway.

While Langhorne's growth slowed after World War I, the southern portion of the township took off shortly after World War II. The largest explosion of housing in the Township came in the 1950's when William Levitt built Levittown, the second development by Levitt (the first was on Long Island, NY), and at the time became the largest suburban planned community in the United States when completed in 1958. It was unique for its alphabetized street name sections which remain to this day. Levittown as a neighborhood is considered one of the largest suburbs of Philadelphia, though it is governed by Middletown Township and three neighboring municipalities.

Middletown Township was home to the Langhorne Speedway, a grueling racetrack that many of motorsports' biggest dynasties feared, including the Andretti's and the Wood Brothers. The track had many monikers including "The Big Left Turn," "The 'Horne," and "Puke Hollow," all immortalizing the one-mile track's unique circular design which proved to be a litmus test for any driver during its near half-century run between 1926 and 1971. While many racetracks at the time were horseracing tracks at fairgrounds, the Langhorne Speedway was one of the first ever built specifically for motorsports. The track hosted NASCAR races during its peak in the 1950s and 1960s, but was unpopular among drivers because of its difficulty and danger—a total of 27 people lost their lives at the track. Shortly after closing, on the heels of the development of Levittown, the property was redeveloped into a shopping center and has since been marked as a historical site.

Since the 1950s, Middletown Township has grown in terms of residential housing and commercial development. The county's largest mall, Oxford Valley Mall (opened in 1973), is located in the Township and houses nearly 150 stores and businesses. Sesame Place amusement park opened in 1980 and became a national family attraction as it features the entire cast of the popular Sesame Street television show. Both attractions are going strong today and provide the Township with a stable tax base. Early phases of the revitalization of the Oxford Valley Mall are being reviewed and implemented.

*Information obtained from the following resources:*

<https://www.mercermuseum.org/>; <http://www.motortrend.com/>;  
<http://www.historiclanghorne.org/index.html>; <http://www.phmc.state.pa.us>

## Community Information

Currently, Middletown Township is served by four volunteer fire companies, as is common for most Pennsylvania municipalities. The four companies are Langhorne-Middletown Fire Company, Parkland Fire Company, Penndel Fire Company, and William Penn Fire Company. Each of the four responds to a section of the township, as well as part or all of one or more neighboring municipalities. The fire companies are functionally autonomous entities, connected to the Township by our Fire Marshal.

Public schools in Middletown Township are part of the Neshaminy School District. Seven of the school district's ten campuses are in the Township, including Pearl S. Buck, Herbert Hoover, Walter Miller, and Albert Schweitzer Elementary Schools, Maple Point and Carl Sanburg Middle Schools, and Neshaminy High School. Recent awards for the school district include 2017 Best High Schools by U.S. News and World Report, 2018 Best Communities for Music Education, and the 2017 Charlotte F. Lockhart Award for Excellence in Literary Excellence. A total of 8,916 students attended these schools, most of which are Middletown residents. In addition to these seven public schools, Middletown Township has three private schools: Newtown Friends Schools (Quaker), George School (Quaker), and Queen of the Universe (Catholic), as well as others in surrounding municipalities.

Middletown Township offers residents unique athletic opportunities. Middletown Township purchased the historic Middletown Country Club in 1988 to keep the course open to the public. The Middletown Clubhouse and course was completed in 1913 after the Bucks County Country Club decided to move to its current location for the sake of expansion. The course formerly known as Langhorne Country Club was originally designed by golf legend Alex Findlay. Findlay, known to many as the "Father of American Golf," designed several courses in the Philadelphia area. The layout of the course attracted both amateur and professional golfers. In the 1930s and 1940s the course hosted several exhibitions, including an exhibition graced by the presence of historic golf figure, Ben Hogan. Hogan even battled against the former owner of the course George Fazio at the US Open in 1950. George Fazio built upon Alex Findlay's foundation by improving the course through renovations. George Fazio the uncle of Tom Fazio inspired Tom to become a world renowned golf architect. The course was even recently renovated by Stephen Kay and Peter Fazio. Middletown Country Club may be small compared to other courses, but it continues to challenge golfers. In addition to golfing, there are several organized athletic associations serving residents throughout the community. Opened in 2019, Middletown features a state-of-the-art skate park that attracts dozens of children and young adults from around the region every day.

Middletown Township's main public high school is Neshaminy High School in the Neshaminy School District. Several former Neshaminy High School athletes have risen to the top of their sports of the last several decades, including Brittany Benvenuto (golf), Len Barker (baseball), and Ryan Arcidiacano (basketball).

*Brittany Benvenuto*- Middletown Country Club was where the career of LPGA tour professional, Brittany Benvenuto started. Benvenuto graduated from Neshaminy High School. During her time in high school she was a two time captain of the boys' golf team and in 2005 she won the Pennsylvania State High School District 1 Golf Championship. Benvenuto played golf at the

University of Arizona. In 2008 she won the Pennsylvania State Women's Amateur Championship. Benvenuto began her professional career on the Symetra Tour. The Symetra Tour is the official developmental tour of the LPGA. The tour is referred to as the "Road to the LPGA" where golfers improve the skills needed to compete on the LPGA Tour. In 2016 Benvenuto qualified for the LPGA Tour after she successfully met the Q-School requirements to earn partial status for the 2017 LPGA Tour Season.

*Len Barker-* In addition to Middletown Township's historic golf tradition, the Township also plays a role in baseball history. The major league baseball player, Len Barker attended Neshaminy High School. Barker tossed his way into the history books after he pitched a perfect game with the Cleveland Indians in 1981. Barker was selected to participate in the All-Star Game during the same season. Barker was originally drafted by the Texas Rangers, after his time with the Indians, he played for the Atlanta Braves and Milwaukee Brewers. Neshaminy High School, located in Middletown Township, was an important part of Barker's development as a player.

*Ryan Arcidiacono-* Ryan Arcidiacono is currently playing in the National Basketball Association (NBA) with the Chicago Bulls. Arcidiacono is best known for his role in leading nearby Villanova University to the 2016 NCAA Basketball Championship. Athletes such as Arcidiacono help younger generations to aspire towards greatness in any activity.

Neshaminy High School began its football program as Langhorne-Middletown High School in 1928 when they decided to field a team. The program's signature red and blue colors are based on the University of Pennsylvania's colors. The Pennsylvania Quakers football used to train at Langhorne and decided to line a Neshaminy High School field in red and blue. These are the colors that are still used by the program today. The Neshaminy High School football program has experienced a major transformation since its inception ranging from league changes to program expansion. Neshaminy High School football has accrued an overall record of 556-319-34, along with 9 undefeated seasons. The success of the program has resulted in several championships, including 19 Lower Bucks County league championships, 11 Suburban One League titles, an East Penn Conference championship, two Big Seven Conference championships, the District One East State Champions twice and a District One Championship. The tradition of Neshaminy High School football still continues.

In addition to several shopping centers, the Township boasts Bucks County's largest shopping mall—Oxford Valley Mall—hosting eateries ranging from quick eats to a variety of ethnic restaurants, a movie theater, and dozens of stores catering to the whole family, all on a 1.3 million square foot complex. Like other indoor malls in the United States, it has noticed consumers shift to outdoor shopping areas. Simon Properties, the owner of the Oxford Valley Mall, is in the process of redeveloping the property, and has proposed adding apartments to one end of the property. More redevelopment is expected in the coming years.

Directly across from Oxford Valley Mall is Sesame Place, the only theme park in the United States entirely themed for the popular Sesame Street television show. The park attracts thousands from around the country annually. Our suburban Philadelphia location makes other destinations outside the Township only a short drive away for residents. In 2019, the Sesame Street television show celebrated 50 years of broadcasting. In 2020, Sesame Place theme park celebrated 40

years of entertainment. Sesame Place will be expanding to a second location in San Diego, California in 2021.

The entire Philadelphia metropolitan area is serviced by a regional transportation network: the Southeastern Pennsylvania Transportation Authority (SEPTA). In suburban neighborhoods like Middletown Township, residents have easy access to light rail trains (commonly referred to as “Regional Rail”) and busses. The West Trenton rail line cuts through the center of the Township and stops at the Woodbourne and Langhorne stations which can be ridden northeast to Trenton, New Jersey, or southwest to Philadelphia. The Trenton line runs south of the Township, but is easily accessible by car and bus. Individuals living in suburban neighborhoods will often drive to and park at a nearby train station and ride in to Philadelphia or elsewhere for work in lieu of driving. Trains run every 20-60 minutes depending on the time and day of the week. Of the 124 SEPTA bus routes, five run through Middletown Township: lines 14, 127, 128, 129, and 130. For transportation out of town, residents have easy access to Amtrak stations in Philadelphia, as well as Philadelphia International Airport and Trenton-Mercer Airport.

Middletown Township is an ideal location for motorists. Interstate 295 (originally part of Interstate 95) runs through the center of the Township. In 2019, part of the Pennsylvania Turnpike between Bristol and the New Jersey Turnpike was re-signed as Interstate 95, though many local motorists still opt for to the original route through Middletown Township. Interstate 95 runs along the entire Northeast and Mid-Atlantic corridors, stretching to Canada and Miami, FL, at its ends. The Interstate 295 portion parallels much of Interstate 95 on the New Jersey side of the Delaware River. Route 1, a major highway stretching from Trenton, NJ, through Philadelphia to the Delaware state border is a popular commuting highway. In Middletown, Route 1 is split into a higher-speed expressway and a more stop-and-go business road through the Township. State Routes 213 and 413 (paralleling Maple Avenue and Pine Street, respectively) cross at the heart of Township and feature dozens of businesses along each. Many long-time residents still refer to Route 1 by its original name—Lincoln Highway.

Doctors’ offices are spread throughout the Township, but are concentrated at St. Mary Medical Center. St. Mary Medical Center is the only state-accredited Trauma Center in Bucks County. The hospital also specializes in orthopedics, cancer treatment, and neurology. Residents needing specialized care have access to world-class research hospitals at Temple University and the University of Pennsylvania in Philadelphia.

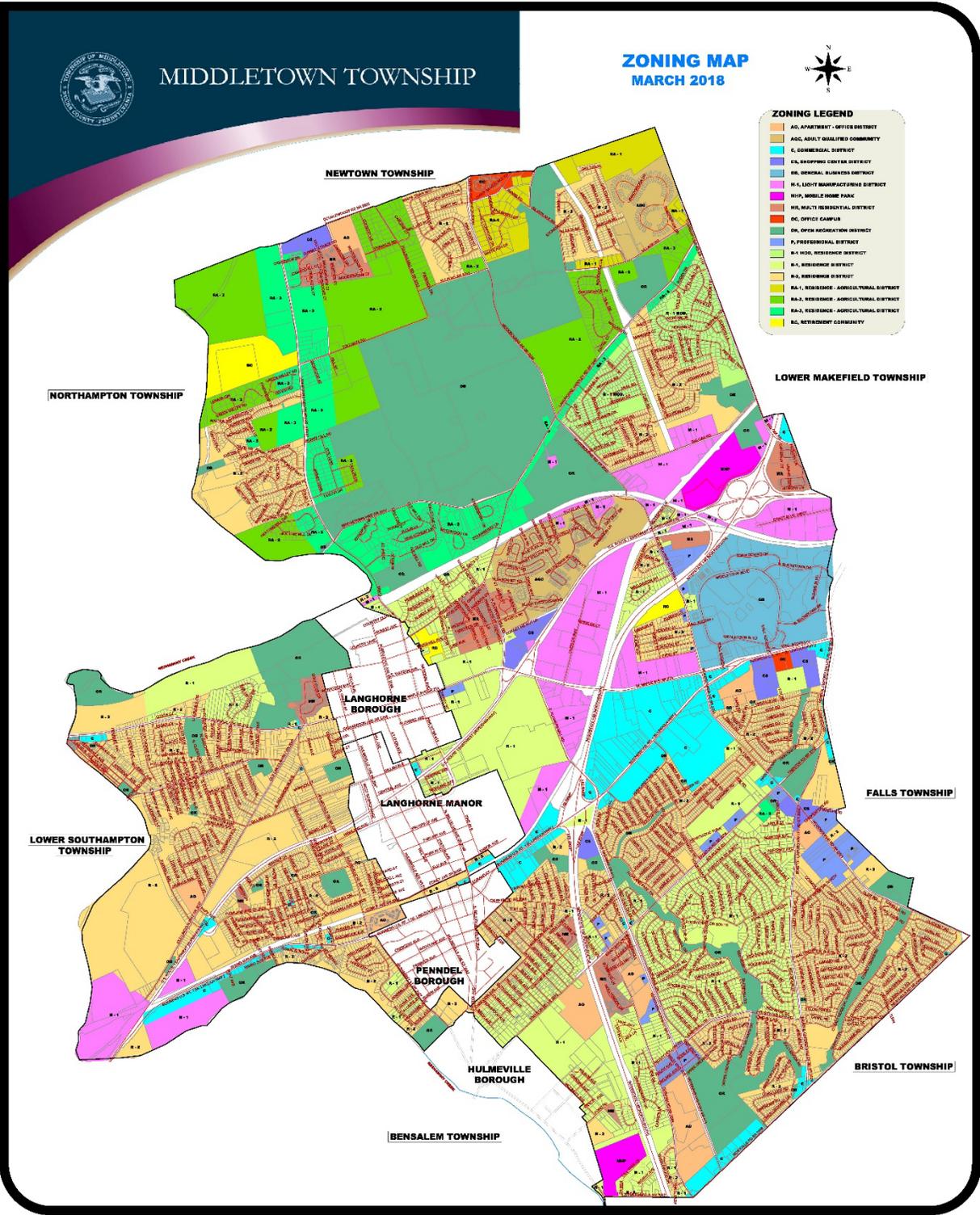
Pennsylvania regulations allow citizens the freedom to shop for electricity and gas utility suppliers at competitive rates, though the default servicer is the Pennsylvania Electric Company (PECO). For water utility, citizens in Middletown Township are served by one of three companies: the Bucks County Water and Sewer Authority, the Lower Bucks County Joint Municipal Authority, or the Newtown Artesian Water Company. Middletown Township operated its own water and sewer services before selling the infrastructure to Bucks County Water and Sewer Authority in 2002 for \$40 million, making up the balance of the Investment Fund used to offset capital improvement costs.

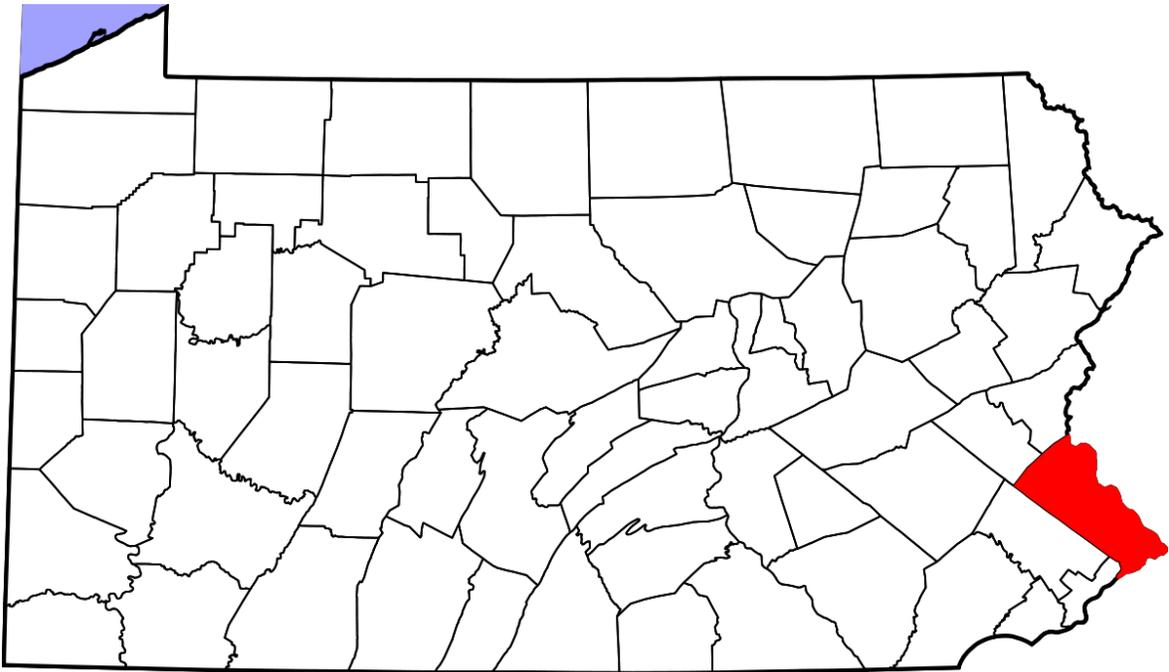
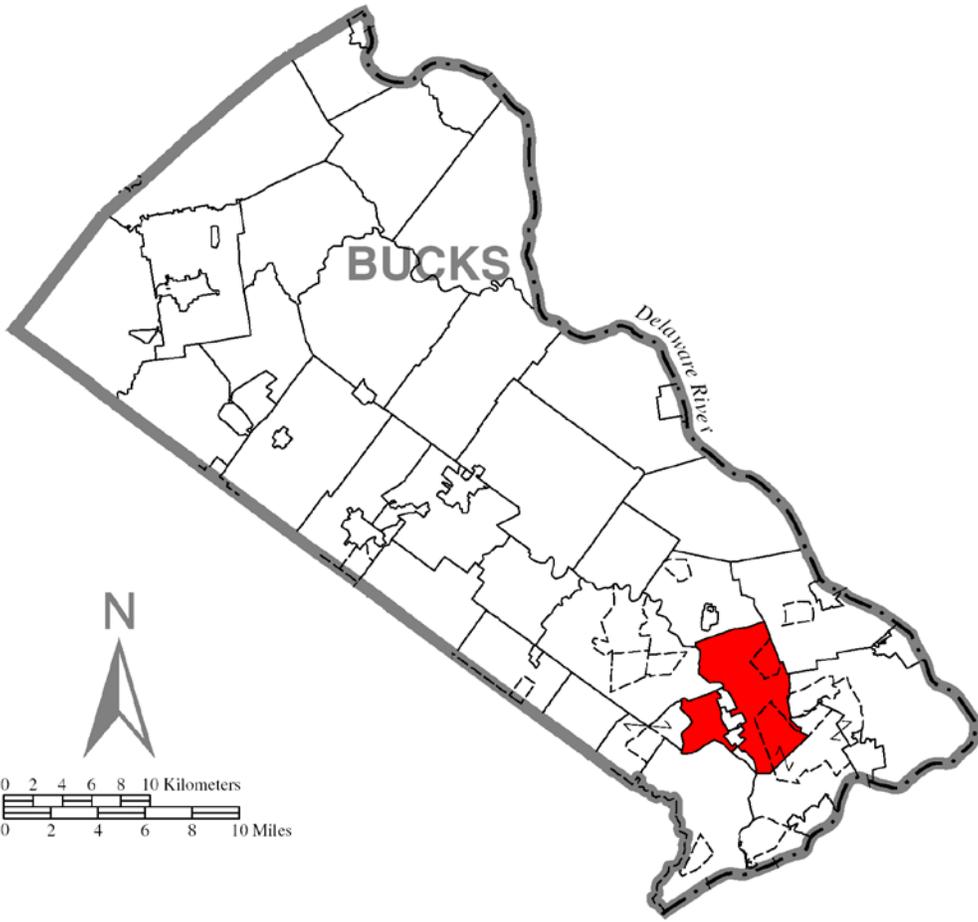
Trash collection for the Township is contracted to Waste Management, which renewed for a new five-year term beginning in 2020. Residents dispose of trash using twice-weekly manual collection, once-weekly collection for recyclables and bulk waste, and once-weekly yard waste collection between April and January.

Middletown Township is a township of the second class. The governing body of Middletown Township is the Board of Supervisors, which is comprised of five members, who are elected at large and serve six-year staggered terms. The Board is empowered with legislative functions which include enacting ordinances and resolutions, adopting a budget, levying taxes, providing for appropriations, awarding bids and contracts, and making appointments to various advisory boards and commissions. Daily operations are overseen by the appointed Township Manager and staff.

The Township also has a long-standing history of producing several active members of the community, the most notable of which are incumbent Congressman Brian Fitzpatrick, a native of Levittown, who represents all of Bucks County and a portion of Montgomery County as part of Pennsylvania's first congressional district. This was known as the eighth congressional district prior to 2019. In addition to Congressman Fitzpatrick, Middletown Township also produced Governor Mark Schweiker. Also a native of Levittown, Schweiker began his political career as a member of the Middletown Township Board of Supervisors from 1979 to 1987, when he was elected as a Bucks County Commissioner. He successfully ran for Lieutenant Governor of Pennsylvania in 1994, alongside Governor Tom Ridge. Both men won re-election in 1998. In the wake of the September 11, 2001, terrorist attacks, Governor Ridge was appointed as the first Secretary of Homeland Security, paving the way for Schweiker to become governor in October 2001. Schweiker did not seek re-election in 2002, and completed his gubernatorial term in January 2003. In addition to Congressman Fitzpatrick and Governor Schweiker, several other politicians are serving throughout Bucks County and the Commonwealth with roots in Middletown Township. A former Middletown Township Supervisor, Diane M. Ellis-Marseglia was elected to the Bucks County Commissioners in 2007. Still a resident of Middletown Township, Commissioner Ellis-Marseglia was appointed to lead Bucks County as Chair of the Bucks County Commissioners in 2020.

# Maps





# Consumer Price Index (CPI)

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The Consumer Price Index (CPI) is a statistical measure of change in the price of goods and services in major expenditure groups as food, housing, apparel, transportation, health and recreation that are typically purchased by urban consumers. It measures the purchasing power of consumer dollars by comparing the cost of a sample “market basket” of goods from one time period to another. The Index is often referred to as a “cost-of-living” index and is a widely used measure of inflationary trends.

Of particular importance is the use of the CPI in wage adjustments and collective bargaining negotiations. The Index is also used to measure adjustments in pension payments to government employees. Comparing year to year percentage changes in the CPI can determine price trends for equipment and supplies, and serve as a guide to estimate costs associated with budget preparation.

The Consumer Price Index is computed by the Bureau of Labor Statistics of the U.S. Department of Labor for the nation as a whole and for several selected metropolitan areas, including Philadelphia.

The Index is calculated with the years 1982-1984 equal to 100 in Tables 1 & 2 for All Urban Consumers (CPI-U).

Following are the Consumer Price Index figures for the United States and the Philadelphia-Camden-Wilmington (PA-NJ-DE-MD) statistical area for the years 1984 to 2017. Additionally, a bimonthly breakdown over the last year shows immediate changes to the regional economy.

<b>CPI - ONE-YEAR SUMMARY</b>	
Philadelphia-Camden-Wilmington, PA-NJ-DE-MD	
<b>2019</b>	
October	257.97
December	257.19
<b>2020</b>	
February	259.69
April	256.35
June	257.98
August	259.97
October	259.98
<b>% Change</b>	
<b>10/2019- 10/2020</b>	<b>0.78%</b>

Sources: US Department of Labor; US Bureau of Labor Statistics

<b>CONSUMER PRICE INDEX HISTORY (1984-PRESENT)</b>				
Philadelphia-Camden-Wilmington, PA-NJ-DE-MD				
<b>Year</b>	<b>US CPI</b>	<b>% Change</b>	<b>PA-NJ-DE-MD CPI</b>	<b>% Change</b>
1984	103.9	4.30%	104.1	4.70%
1985	107.6	3.56%	108.8	4.51%
1986	109.6	1.86%	111.5	2.48%
1987	113.6	3.65%	116.8	4.75%
1988	118.3	4.14%	122.4	4.79%
1989	124.0	4.82%	128.3	4.82%
1990	130.7	5.40%	135.8	5.85%
1991	136.2	4.21%	142.2	4.71%
1992	140.3	3.01%	146.6	3.09%
1993	144.5	2.99%	150.2	2.46%
1994	148.2	2.56%	154.6	2.93%
1995	152.4	2.83%	158.7	2.65%
1996	156.9	2.95%	162.8	2.58%
1997	160.5	2.29%	166.5	2.27%
1998	163.0	1.56%	168.2	1.02%
1999	166.6	2.21%	171.9	2.20%
2000	172.2	3.36%	176.5	2.68%
2001	177.1	2.85%	181.3	2.72%
2002	179.9	1.58%	184.9	1.99%
2003	184.0	2.28%	188.8	2.11%
2004	188.9	2.66%	196.5	4.08%
2005	195.3	3.39%	204.2	3.92%
2006	201.6	3.23%	212.1	3.87%
2007	207.3	2.83%	216.7	2.17%
2008	215.3	3.86%	224.1	3.41%
2009	214.5	-0.37%	223.3	-0.36%
2010	218.1	1.68%	227.7	1.97%
2011	224.9	3.12%	233.8	2.68%
2012	229.6	2.09%	238.1	1.84%
2013	233.0	1.48%	240.9	1.18%
2014	236.7	1.59%	244.1	1.33%
2015	237.0	0.13%	243.9	-0.08%
2016	240.0	1.26%	245.3	0.57%
2017	245.1	2.13%	248.4	1.26%
2018	251.1	2.44%	251.6	1.29%
2019	255.7	1.81%	256.6	2.00%
2020	258.8	1.23%	259.0	0.92%

Sources: US Department of Labor; US Bureau of Labor Statistics

# Basis of Accounting & Budgeting

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Middletown Township uses a modified accrual basis for both accounting and budgeting. Modified accrual is a combination of cash basis and full accrual basis. Revenues are recognized when they are both measurable and available. Measurable means that the cash flow from the revenue can be reasonably estimated. Available means that the revenue is available to finance current expenditures to be paid within 60 days. In other words, available means monies are collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period.

Expenditures, however, are recorded on a full accrual basis because they are always measurable when they are incurred. The measurement focus of governmental funds affects which transactions are recognized in the operating fund. If transactions are not a current resource or use, they are not reported in the operating fund of the fund financial statement (for example, capital assets or long-term liabilities). Under the Government Accounting Standards Board (GASB) policy #34, these noncurrent activities are reported on the government-wide statements only.

The Commonwealth of Pennsylvania uses and audits on a cash basis of accounting. Middletown Township's financial statements reflect a modified accrual basis of accounting. All Township funds are audited annually, except for the Highway Aid Fund which is audited biannually.

*Source:*

[https://fmx.cpa.texas.gov/fmx/pubs/afrrptreg/gen\\_acct/index.php?section=overview&page=modified\\_accrual](https://fmx.cpa.texas.gov/fmx/pubs/afrrptreg/gen_acct/index.php?section=overview&page=modified_accrual)

# Financial Policies

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Financial policies set guidelines on accounting practices across an industry in order to ensure consistency, transparency, and clarity. The foundation of all governmental accountancy in the United States is overseen by the Governmental Accounting Standards Board (GASB). GASB establishes and updates Generally Accepted Accounting Principles (GAAP), which provides clarity to all levels of government accountancy and seeks to limit errors and mitigate unethical and illegal accounting practices. The Commonwealth of Pennsylvania uses GAAP and other standard practices to establish a chart of accounts. This budget document is prepared in accordance with all applicable local, state, and federal regulations and financial policies.

## Budget Amendment Process

The final approved budget is a legal document of Middletown Township. The Board of Supervisors has the authority to make changes by resolution should any anticipated revenues or expenditures have any significant fluctuations. As budget projecting practices have been streamlined and improved, the use of budget amendments by the Board of Supervisors has decreased significantly.

In addition to budget amendments throughout the year, the Board of Supervisors has the authority to reopen and change the final budget for budget years following municipal elections, pursuant to the second-class township code of Pennsylvania. Since the Board of Supervisors is elected in November of odd years, these amendments can be made at the beginning of even budget years.

## Budgetary Control

Budgetary control refers to the authority possessed by certain individuals in overseeing the annual budget and daily expenditures. Department Directors oversee budgets for their individual departments. The implementation of Incode finance software in 2017 has improved staff's ability to oversee finances within departments and across the Township. The annual budget is developed by the Department of Finance with contributions by individual departments. The Department Descriptions in the Township Information section details which departments use each fund.

## Financial Regulations

Middletown Township does not have any self-imposed financial policies. Instead, the Township abides by and complies with all financial policies and regulations mandated by the Commonwealth of Pennsylvania for townships of the second class, P.L. 103, No. 69. Some key financial policies include:

- 1) Fiscal Year
  - a) The fiscal year in townships commences on the first day of January in each year. All receipts, disbursements, contracts and purchases shall be entered as of record in the fiscal year in which made.
- 2) Annual Budget
  - a) The board of supervisors shall annually prepare a proposed budget for all funds for the ensuing fiscal year. The proposed budget shall reflect as nearly as possible the estimated revenues and expenses of the township for the year for which the budget is prepared. A township shall not prepare and advertise notice of a proposed budget when it is knowingly inaccurate. Upon any revision of the proposed budget, if the estimated revenues or expenses in the final budget are increased more than ten percent in the aggregate or more than twenty-five percent in any major category over the proposed budget, it may not be legally adopted with those increases unless it is again advertised once, the same as the original proposed budget, and an opportunity given to taxpayers to examine the amended proposed budget. A major category is a group of related revenue or expense items, the combined total of which is listed as a line item. The budget shall be prepared on a uniform form prepared and furnished under section 3203. The estimates in the budget shall specify the amount of money necessary for each governmental activity of the township for which a special tax levy may or may not be authorized and the amount of money necessary for the payment of debts and other miscellaneous purposes.
  - b) Upon the preparation of the proposed budget, the board of supervisors shall give public notice by advertisement once in one newspaper of general circulation in the township that the proposed budget is available for public inspection at a designated place in the township. After the proposed budget has been available for public inspection for twenty days, the board of supervisors shall, after making revisions as are appropriate, adopt the final budget not later than the thirty-first day of December and the necessary appropriation measures required to put it into effect.
  - c) The total appropriation shall not exceed the revenues estimated as available for the fiscal year.
  - d) During the month of January next following any municipal election, the board of supervisors may amend the budget and the levy and tax rate to conform with its amended budget. A period of ten days' public inspection at the office of the township secretary of the proposed amended budget, after notice by the township secretary to that effect is published once in a newspaper of general circulation in the township, shall intervene between the adoption of the proposed amended budget and the final adoption of the amended budget. Any amended budget must be adopted by the board of supervisors on or before the fifteenth day of February. No proposed amended budget shall before final adoption be revised upward in excess of ten percent in the aggregate or in excess of

twenty-five percent of the amount of any major category in the proposed amended budget. A major category is a group of related revenue or expense items, the combined total of which is listed as a line item.

- e) The board of supervisors may by resolution make supplemental appropriations for any purpose from any funds on hand or estimated to be received within the fiscal year and not otherwise appropriated, including the proceeds of any borrowing authorized by law. Supplemental appropriations may be made whether or not an appropriation for that purpose was included in the original budget as adopted.
  - f) The board of supervisors may by resolution transfer unencumbered moneys from one township account to another, but no moneys may be transferred from the fund allocated for the payment of debts or from any fund raised by a special tax levy or assessment for a particular purpose. Transfers shall not be made during the first three months of the fiscal year. No moneys shall be paid out of the township treasury except upon appropriation made according to law.
- 3) Auditing
- a) Audits on a prior year's financial statements must occur each year by April 1<sup>st</sup>. Public advertisement of audited financial statements in the newspaper must occur each year by April 15<sup>th</sup>. Any auditor who is financially interested, directly or indirectly, in any township transaction commits a summary offense. The auditor shall forfeit the office and forfeit to the township any financial benefit derived from the transaction.
- 4) Capital Reserve Fund
- a) The Board of Supervisors may create and maintain a separate capital reserve fund for any anticipated capital expenses, which fund shall be designated for a specific purpose or purposes when created. The moneys in the fund shall be used for no other purpose unless the Board of Supervisors declares that conditions in the township make other expenses more urgent than those for which the fund was created. The Board of Supervisors may appropriate moneys from the general township funds to be paid into the capital reserve fund or place in the fund any moneys received from the sale, lease or other disposition of any township property or from any other source.
- 5) Operating Reserve Fund
- a) The board of supervisors shall have the power to create and maintain a separate operating reserve fund in order to minimize future revenue shortfalls and deficits, provide greater continuity and predictability in the funding of vital government services, minimize the need to increase taxes to balance the budget in times of fiscal distress, provide the capacity to undertake long-range financial planning and develop fiscal resources to meet long-term needs.
  - b) The board of supervisors may annually make appropriations from the general township fund to the operating reserve fund, but no appropriation shall be made to the operating reserve fund if the effect of the appropriation would cause the fund to exceed twenty-five per centum of the estimated revenues of the township's general fund in the current fiscal year.
  - c) The board of supervisors may at any time by resolution make appropriations from the operating reserve fund for the following purposes only:

- i) to meet emergencies involving the health, safety or welfare of the residents of the township;
  - ii) to counterbalance potential budget deficits resulting from shortfalls in anticipated revenues or program receipts from whatever source;
  - iii) to counterbalance potential budget deficits resulting from increases in anticipated costs for goods or services;
  - iv) or to provide for anticipated operating expenditures related either to the planned growth of existing projects or programs or to the establishment of new projects or programs if for each such project or program appropriations have been made and allocated to a separate restricted account established within the operating reserve fund.
- d) The operating reserve fund shall be invested, reinvested and administered in a manner consistent with the investment of township funds generally.
- 6) Indebtedness
- a) The board of supervisors may incur indebtedness and issues notes, bonds or other evidence of indebtedness under the act of July 12, 1972 (P.L.781, No.185), known as the "Local Government Unit Debt Act," to provide sufficient moneys for any expense of the township.
- 7) Investment of Township Funds
- a) The board of supervisors may:
    - i) Make investment of township sinking funds as authorized by the act of July 12, 1972 (P.L.781, No.185), known as the "Local Government Unit Debt Act."
    - ii) Make investment of moneys in the general fund and in special funds of the township.
    - iii) Liquidate any investment, in whole or in part, by disposing of securities or withdrawing funds on deposit. Any action taken to make or to liquidate any investment shall be made by the officers designated by action of the board of supervisors.
  - b) The board of supervisors shall invest township funds consistent with sound business practice.
  - c) The board of supervisors shall provide for an investment program subject to restrictions contained in this act and in any other applicable statute and any rules and regulations adopted by the board of supervisors.
  - d) Authorized types of investments of township funds are:
    - i) United States Treasury bills.
    - ii) Short-term obligations of the Federal Government or its agencies or instrumentalities.
    - iii) Deposits in savings accounts or time deposits, other than certificates of deposit, or share accounts of institutions insured by the Federal Deposit Insurance Corporation, the National Credit Union Share Insurance Fund, the Pennsylvania Deposit Insurance Corporation or the Pennsylvania Savings Association Insurance Corporation, or their successor agencies, to the extent that the accounts are so insured and, for any amounts above the insured maximum, if approved collateral therefor is pledged by the depository.
    - iv) Obligations of the United States of America or any of its agencies or instrumentalities backed by the full faith and credit of the United States of America, of the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by

the full faith and credit of the Commonwealth or of any political subdivision of the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the full faith and credit of the political subdivision.

- e) In making investments of township funds, the board of supervisors may:
  - i) Permit assets pledged as collateral to be pooled under the act of August 6, 1971 (P.L.281, No.72), entitled "An act standardizing the procedures for pledges of assets to secure deposits of public funds with banking institutions pursuant to other laws; establishing a standard rule for the types, amounts and valuations of assets eligible to be used as collateral for deposits of public funds; permitting assets to be pledged against deposits on a pooled basis; and authorizing the appointment of custodians to act as pledgees of assets."
  - ii) Combine moneys from more than one fund under township control for the purchase of a single investment if each of the funds combined for the purpose is accounted for separately in all respects and the earnings from the investment are separately and individually computed and recorded and credited to the accounts from which the investment was purchased.
  - iii) Join with one or more other municipal corporations, municipality authorities or school districts under the act of July 12, 1972 (P.L.762, No.180), referred to as the Intergovernmental Cooperation Law, in the purchase of a single investment if the requirements of paragraph (2) on separate accounting of individual funds and separate computation, recording and crediting of the earnings therefrom are adhered to.
- 8) Township and Special Tax Levies
  - a) The board of supervisors may by resolution levy taxes upon all real property within the township made taxable for township purposes, as ascertained by the last adjusted valuation for county purposes, for the purposes and at the rates specified in this section. All taxes shall be collected in cash.
  - b) An annual tax not exceeding fourteen mills for general township purposes. If the board of supervisors petitions the court of common pleas for the right to levy additional millage, the court may order a greater rate than fourteen mills, but not exceeding five additional mills, to be levied.
  - c) An annual tax not exceeding five mills to light the highways, roads and other public places in the township.
  - d) An annual tax not exceeding fifty percent of the rate of assessment for the general township tax to procure land and erect public buildings thereon and for the payment of indebtedness incurred in connection therewith.
  - e) An annual tax not exceeding three mills to purchase and maintain fire apparatus and a suitable place to house fire apparatus, to make appropriations to fire companies located inside and outside the township, to make appropriations for the training of fire company personnel and for fire training schools or centers and to contract with adjacent municipal corporations or volunteer fire companies therein for fire protection.
    - i) The township may appropriate up to one-half, but not to exceed one mill, of the revenue generated from a tax under this clause for the purpose of paying salaries,

- benefits or other compensation of fire suppression employees of the township or a fire company serving the township.
- ii) If an annual tax is proposed to be set at a level higher than three mills, the question shall be submitted to the voters of the township.
  - f) A tax not exceeding two mills to establish and maintain fire hydrants and fire hydrant water service.
  - g) A tax to acquire, maintain and operate parks, playgrounds, playfields, gymnasiums, swimming pools and recreation centers.
  - h) An annual tax sufficient to pay interest and principal on any indebtedness incurred under 53 Pa.C.S. Pt. VII Subpt. B (relating to indebtedness and borrowing).
  - i) An annual tax not exceeding one-half mill to support ambulance, rescue and other emergency services serving the township.
    - i) The township may appropriate up to one-half of the revenue generated from a tax under this clause for the purpose of paying salaries, benefits or other compensation of employees of the ambulance, rescue or other emergency service.
    - ii) If an annual tax is proposed to be set higher than one-half mill, the question shall be submitted to the voters of the township.
  - j) An annual tax not exceeding five mills to create and maintain a revolving fund to be used in making permanent street, sidewalk, water supply or sewer improvements before the collection of all or part of the cost from the property owners. A revolving fund may also be used for the deposit of funds raised through the issuance of general obligation bonds of the township for the making of permanent street, sidewalk, water supply or sewer improvements. When all or part of the cost of the construction of any permanent street, sidewalk, water supply or sewer improvement is paid from the revolving fund and is later assessed and collected from the owners of the property adjoining or abutting upon the improvement, the collections shall be applied to the credit of the revolving fund to the extent of the withdrawal therefrom for that purpose.
  - k) An annual special tax not exceeding two mills to create and accumulate moneys in a road equipment fund to be used exclusively for purchasing road equipment.
  - l) When it is shown to the court that the debts due by any township exceed the amount which the board of supervisors may collect in any year by taxation, the court, after ascertaining the amount of indebtedness of the township, may in an action of mandamus direct the board of supervisors, by special taxation, to collect an amount sufficient to pay the debts. If the amount of indebtedness is so large as to render it inadvisable to collect the entire amount in any one year, the court may direct the special taxes to be levied and collected during successive years as may be required for payment of the debt.
- 9) **Balanced Budget**
- a) Middletown Township defines a balanced budget as one where the revenues and expenditures are equal for a budget term. The Township works diligently to provide a balanced General Fund budget, as this is where the majority of the Township's revenues and expenditures occur. Since the remaining funds experience irregular activity, they are not always balanced in a given budget term.

*All regulatory polices applicable to Middletown Township in this act have been obtained from and can be viewed at the following link: <http://www.legis.state.pa.us/WU01/LI/LI/US/HTM/1933/0/0069..HTM>.*

# Glossary of Terms

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**Accrual-** A charge for work that has been done but not yet invoiced, for which provision is made at the end of a financial period.

**Appropriation-** A legal authorization granted by the Township Board of Supervisors to make expenditures and to incur obligations for the purposes specified in the annual budget appropriation ordinance. An appropriation is limited in amount and to the time in which it may be spent.

**Assessed Valuation-** The valuation set upon real estate by the county tax assessor as the basis for levying real estate taxes.

**Assets-** Property owned by the Township which has a monetary value.

**Bond-** A written promise to pay a specified sum of money at a specified future date along with periodic interest paid at a specified rate. Bonds are typically sold to finance long-term debt.

**Bond Rating-** The credit worthiness of the Township as evaluated by independent agencies relating to the repayment of debt. The Township currently has a AA+ rating by S&P.

**Bucks County-** Bucks County is the county Middletown Township is in. The county is in southeastern Pennsylvania, north of Philadelphia and west of Trenton, NJ, along the New Jersey border.

**Bucks County Water and Sewer Authority (BCWSA)-** The primary water and waste water company servicing Township residents. The Township ran its own water and waste water services before selling it to BCWSA in 2002.

**Budget-** A plan of financial operation setting forth an estimate of proposed revenue and expenditures for a given period of time, typically one year.

**Budget Message-** A general discussion of the proposed budget presented in writing as a part of the budget document. The budget message explains major budget issues, describes the financial experience during the past period and presents recommendations regarding the financial policy during the coming period.

**Capital-** A general term for most physical assets that are usable for more than a single fiscal year. Capital can include buildings, furniture, equipment, vehicles, and more.

**Capital Improvement Plan (CIP)-** The plan for capital expenditures to be incurred by the Township each year over six future years setting forth each capital project, the amount to be expended in each year, and the method of financing those expenditures.

**Capital Projects-** Projects which purchase, construct, or reconstruct capital assets, and are typically nonrecurring and in excess of \$5,000.

**Cash Balance-** Total amount of money in a financial account, calculated by adding all deposits to the initial deposit and deducting all disbursements or payments made. Net cash balance can be positive, if money is available; or negative if the account has been overdrawn.

**Chart of Accounts-** A chart of accounts is a financial organizational tool that provides a complete listing of every account in an accounting system. An account is a unique record for each type of asset, liability, equity, revenue and expense.

**Collective Bargaining Agreement-** an agreement in writing between an employer and a labor union setting forth the terms and conditions of employment or containing provisions in regard to rates of pay, hours of work, or other working conditions of employees.

**Common Level Ratio (CLR)-** a comparison of a previous year's actual sale prices to the assessed value of properties set by the counties. Since counties use the base year when all properties were last reassessed to arrive at comparative property values, the CLR (based on two years prior) is a more accurate reflection of current property values.

**Community Development Block Grant (CDBG)-** A federal program established to provide municipalities with grant funds needed to address local community development needs in the areas of housing, community facilities, economic development, and public services.

**Comprehensive Annual Financial Report (CAFR)-** The official annual financial report of the Township. It includes management discussion and analysis of the financial activities of the year, financial statements, supporting schedules and required supplementary information and statistics on the Township.

**Consumer Price Index (CPI)-** The Consumer Price Index is a statistical figure determined by the US Bureau of Labor Statistics that quantifies inflation and deflation. When comparing several years of revenues and expenditures, adjusting dollar amounts to account for inflation provides a more accurate conclusion of financial growth or attrition.

**Crossing Guard Association-** The Middletown Township Crossing Guard Association is a labor union representing collective interests of all Township crossing guards.

**Debt Limit-** The State-set maximum amount of legally permitted outstanding net debt.

**Debt Service-** Payment of interest and principal on an obligation resulting from the issuance of bonds.

**Debt Service Fund-** A fund used to account for the accumulation of resources for the payment of interest and principal on the Township's general obligation bonds.

**Delaware Valley Regional Planning Commission (DVRPC)-** Regional planning organization that facilitates inter-municipal and intergovernmental cooperation on topics such as land use, environmental impact, and public transportation.

**Department-** A major administrative segment responsible for the provision of services within a functional area.

**Depreciation-** Expiration of the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence. In accounting, it refers to the method by which the cost of a large item (usually capital) is broken up and expended over the useful life of that item.

**Earned Income Tax (EIT)-** A tax levied on Township residents and employees of businesses in the Township. Passed in 2014, the EIT is 0.5%. All Township residents pay the tax. Employees of businesses in the Township pay the EIT to their municipality of residence, unless said municipality does not collect an EIT, in which case Middletown Township would collect the tax.

**Enterprise Fund-** A fund that provides a specific good or service to the public for a fee that makes the entity self-supporting such as, for example, trash collection.

**Expenditures-** Where accounts are kept on the modified accrual basis of accounting, the cost of goods received or services rendered whether or not cash payments have been made.

**Federal Insurance Contributions Act (FICA)-** The federal law enabling the collection of payroll taxes for contributions to Social Security and Medicare.

**Fiscal Year-** A year determining the beginning, ending, and duration of a budget or taxation year. In Pennsylvania, the fiscal year matches the calendar year (January-December). In the federal government and other states, fiscal years often begin in April, July, or October.

**Fixed Assets-** Long-lived tangible assets obtained or controlled as a result of past transactions, events, or circumstances. Fixed assets include: buildings; building improvements; machinery and equipment; infrastructure; land and land improvements. In the private sector, these assets are referred to most often as property, plant, and equipment.

**Fringe Benefits-** Expenditures for benefits on behalf of employees. These benefits include health and dental insurance, life insurance, disability insurance, retirement, FICA and Medicare, prescriptions, vision care, unemployment compensation insurance, and workers compensation insurance.

**Full-Time Equivalents (FTE)-** The number of hours per year scheduled and budgeted for part-time employees divided by the number of hours of the full-time 40 hour per week employee.

**Fund-** A fiscal and accounting tool with a self-balancing set of accounts to record revenue and expenditures.

**Fund Balance-** The excess of a fund's assets over its liabilities. A negative fund balance is sometimes called a deficit. A positive fund balance is sometimes called a surplus. A portion of the Township's General Fund estimated actual ending fund balance may be re-appropriated as a source of funds to balance the following year's budget.

**Fund Balance, Assigned-** includes amounts intended to be used by the Township for specific purposes but do not meet the criteria to be classified as committed. The governing body, the Board of Supervisors, has by resolution authorized the finance director to assign fund balance.

The Board may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

**Fund Balance, Committed-** includes amounts that can only be used for the specific purposes determined by a formal action of the Township's highest level of decisionmaking authority, the Board of Supervisors. Commitments may be changed or lifted only by the Township taking the same formal action that imposed the constraint originally (for example: resolution).

**Fund Balance, Nonspendable-** includes amounts that are (a) not in spendable form, or (b) legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash, for example: inventories, prepaid amounts, and long-term notes receivable.

**Fund Balance, Restricted-** includes amounts that are restricted for specific purposes stipulated by external resources providers, constitutionally or through enabling legislation. Restrictions may effectively be changed or lifted only with the consent of resource providers.

**Fund Balance, Unassigned-** this residual classification is used for all negative fund balances in Special Revenue, Capital Projects, and Debt Service funds; or any residual amounts in the General Fund. In circumstances when an expenditure is made for a purpose for which amounts are available in multiple fund balance classifications, fund balance is depleted in the order of restricted, committed, assigned, and unassigned. In all cases, encumbrance amounts have been assigned for specific purposes for which resources already have been allocated.

**Government Accounting Standards Board (GASB)-** The authoritative accounting and financial reporting standard-setting body for state and local governments.

**General Fund-** An accounting entity used to account for all revenue and expenditures applicable to general operations of the departments of the Township and to record all financial transactions not account for in another fund.

**General Obligation Bonds-** When the Township pledges its full faith and credit to the repayment of the bonds issued. Sometimes the term may refer to bonds which are to be repaid from taxes and other general revenues.

**Generally Accepted Accounting Principles (GAAP)-** Uniform minimum standards and guidelines for financial accounting and reporting which govern the form and content of the financial statements of an entity. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting practice and procedures at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).

**Grant-** A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to municipalities by the state and federal government. Grants are usually made for specified purposes.

**Independent Association of the Department of Public Works-** Labor union representing collective interests of Middletown Township Department of Public Works staff.

**Local Services Tax (LST)-** A tax on individuals for the privilege of engaging in an occupation in the Township.

**Maintenance-** Cost of upkeep of property or equipment.

**Mill-** The real estate tax rate is based on the assessed valuation of property. A tax rate of one mill produces one dollar of taxes on each \$1,000 of assessed property valuation. One mill is equivalent to 0.1%.

**Minimum Municipal Obligation (MMO)-** the smallest amount a municipality must contribute to any pension plan established for its employees regulated by the Commonwealth of Pennsylvania.

**Modified Accrual Basis-** The basis of accounting under which expenditures are recorded at the time liabilities are incurred and revenue is recorded when received in cash or when measurable and available. This is the most common basis of accounting used in government.

**Municipal Separate Storm Sewer System (MS4)-** A program administered by the Pennsylvania Department of Environmental Protection (DEP) aimed at regulating water runoff and preventing contamination in local communities.

**Municipality-** A general term for a local government. This can include townships, cities, and boroughs of all classes.

**Net Investment in Capital Assets-** This category groups all capital assets, including infrastructure, into one component of Net Position. Accumulated depreciation and the outstanding balances of debt that are attributable to the acquisition, construction or improvement of these assets reduce the balance of this category.

**Non-Operating-** Refers to a fund used for a single or very specific use, instead of as part of the day-to-day operating budget.

**Pennsylvania Department of Transportation (PennDOT)-** The department of the Pennsylvania state government that oversees transportation. All highways of the Township are maintained by PennDOT.

**Pension-** a regular payment made during a person's retirement from an investment fund to which that person or their employer has contributed during their working life.

**Performance Measure-** A quantifiable indicator of progress achievement and efficiency.

**Police Benevolent Association-** Labor union representing collective interests of uniformed police officers.

**Procurement-** The process of finding, purchasing, and acquiring goods and services. The Commonwealth of Pennsylvania establishes laws to control which purchases and services must undergo a public bidding process, a request for proposals process, or a quotation process.

**Proprietary Fund-** A fund established to account for operations that are financed and operated in a manner similar to a private business enterprise. The intent is that the costs of providing goods and services to the public on a continuing basis will be financed primarily through user fees.

**Redevelopment Authority of the County of Bucks (RDA)-** assists municipalities, businesses, private developers, and homeowners located in the County of Bucks in the rehabilitation of blighted and deteriorated properties and reuse of abandoned or underutilized industrial, commercial and residential sites. The RDA is the largest grant funder of the Township.

**Restricted Net Position-** This category presents external restrictions imposed by creditors, grantors, contributors or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

**Second Class Township-** Townships of the Second Class are governed by three to five elected supervisors for six-year terms. Township Supervisors typically appoint a professional manager to administer daily operations. The Commonwealth of Pennsylvania has general guidelines to determine the scope and reach of township.

**Services-** Professional or technical expertise purchased from external sources, or the output provided to taxpayers by Township departments.

**Solicitor-** The Township Solicitor is the lawyer and chief legal counsel of the Township. The Solicitor is contracted annually by the Board of Supervisors. The Solicitor is present at all formal open session and closed session meetings of the Board of Supervisors, as well as other meetings as required by staff.

**Southeastern Pennsylvania Transportation Authority (SEPTA)-** A regional transportation agency that serves the Philadelphia metropolitan area. SEPTA operates busses, trolleys, above-ground trains, below-ground subway trains, and a rapid transit train.

**Special Revenue Fund-** A fund established to collect money to be used for a specific purpose.

**Taxes-** Compulsory charges levied by the Township for the purpose of financing services performed for the common benefit of citizens.

**Teamsters-** Labor union representing collective interests of non-uniformed unionized Township employees.

**Unrestricted Net Position-** This category represents net position of the entity, not restricted for any project or other purpose.