

**TOWNSHIP OF BETHLEHEM
2024 BUDGET ASSUMPTIONS**

AS OF OCTOBER 11, 2023

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Date: October 11, 2023

To: Board of Commissioners
Doug Bruce, Township Manager

From: Andy Freda, Director of Finance

RE: 2024 Major Budget Assumptions – Summary

The following changes have already been incorporated into the 2024 Budget:

Wages and Fringe Benefits:

AFSCME	2.50%	(2024)	CBA expires 12/31/26
POLICE	3.25%	(2024)	CBA expires 12/31/26
TEAMSTERS	3.00%	(2024)	CBA expires 12/31/26
NON-BARGAINING	3.25%	(2024)	Tentative rate
LIBRARY	0.00%	(2024)	Tentative rate; awaiting notice
MEDICAL	8.00%	(2024)	Rate increase (self-funded)
PENSION	2.50%	(2024)	MMO Increase from 2023

Personnel/Staffing

Community Development
Zoning Officer New Hire (2024)

General Assumptions

Millage Rate – No increase proposed for 2024
No additional debt service proposed for 2024
Current debt service (Series 2021) maturity Spring 2027

Sewer Assumptions

Sewer Billing Rate – rate increase proposed; approx. 3%
Per City of Bethlehem proposed treatment fee increase
(Sewer rate increase serves as pass-through of cost)

Capital Assumptions

General Fund – Transfer to Capital, Grants

Stormwater Assumptions

No fee increase proposed for 2024
Year 3 of 4-year model with proposed rate lock

Glossary of Terms

Contractual Services – Professional Services, Consultative
Services, Training, Support, Insurance
Allocated Expenses - General and Sewer Fund
Wages/Fringe Benefits
(Split between Admin 401/Finance 402)
Budgeted Transfer - Move monies from one fund to another

2024 BUDGET BOARD HEARING TENTATIVE SCHEDULE

<p>TUESDAY, OCTOBER 17TH</p> <p>6:00 PM - 8:00 PM</p>	<p>OPENING TIME</p> <p>Chief Greg Gottschall (Police)</p> <p>Jackie Bittel (BTCC)</p> <p>Amanda Raudenbush (Community Development)</p>
<p>THURSDAY, OCTOBER 26TH</p> <p>6:00 PM - 8:00 PM</p>	<p>Fire Companies</p> <p>Athletic Associations</p>
<p>THURSDAY, NOVEMBER 2ND</p> <p>6:00 PM - 8:00 PM</p>	<p>Rich Kanaskie (Public Works)</p> <p>Matt Miranda (PPIS/Sewer)</p> <p>Stormwater Fund</p> <p>Andrew Freda (Finance)</p> <p>Remaining Discussion (Admin., etc.)</p>

WEEK ENDING NOVEMBER 17TH

DRAFT SUPPLIED TO BOC

NOVEMBER 20TH

FIRST PUBLIC READING

NOVEMBER 21ST

PUBLIC ADVERTISEMENT

NOVEMBER 15TH - DECEMBER 18TH

PUBLIC INSPECTION

DECEMBER 19TH

ADOPTION OF 2024 BUDGET

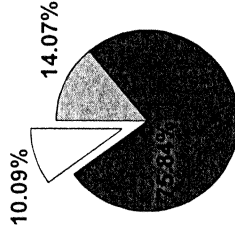
2024 TAX MILLAGE RATE ANALYSIS (AS OF PRINTING)

BREAKDOWN OF MILLAGE RATE BY JURISDICTION

<u>TAXING JURISDICTION</u>	<u>MILLS</u>	<u>% OF MILLS</u>
County of Northampton (2023 Rate)	10.80	14.07%
Bethlehem Area School District (FY 2023-2024 Rate)	58.20	75.84%
Township of Bethlehem (2024 Proposed Rate)	7.74	10.09%
TOTAL	76.74	100.00%

TAX LEVY = [(MILLS/1,000) X PROPERTY VALUE X 50%]

<u>PROPERTY VALUE \$100,000</u> <u>ASSESSED VALUE \$50,000</u>	<u>PROPERTY VALUE \$200,000</u> <u>ASSESSED VALUE \$100,000</u>	<u>PROPERTY VALUE \$300,000</u> <u>ASSESSED VALUE \$150,000</u>
\$540	\$1,080	\$1,620
\$2,910	\$5,820	\$8,730
\$387	\$774	\$1,161
\$3,838	\$7,674	\$11,512



County of Northampton (2023 Rate)

Bethlehem Area School District (FY 2023-2024 Rate)

Township of Bethlehem (2024 Proposed Rate)



COUNTY OF NORTHAMPTON

DEPARTMENT OF FISCAL AFFAIRS

ASSESSMENT DIVISION

NORTHAMPTON COUNTY GOVERNMENT CENTER

669 WASHINGTON STREET

EASTON, PENNSYLVANIA 18042-7477

PHONE: (610) 829-6155 FAX (610) 559-3796

JULIE AZZALINA
ASSESSMENT MANAGER

2023-2024 MILLAGE RATES AS OF JULY 10, 2023

Township	Municipality	School	Total Mills
Allen	5.00	55.71	71.51
* Bethlehem	7.74	58.20	76.74
Bushkill	7.50	57.51	75.81
East Allen	6.50	55.71	73.01
Forks	7.50	69.32	87.62
Hanover	3.90	58.20	73.90
Lehigh	5.70	55.71	72.21
Lo. Mt. Bethel (E)	5.70	69.32	85.82
Lo. Mt. Bethel Ind. (B)	5.70	56.85	73.35
Lo. Nazareth	4.50	57.51	72.81
Lower Saucon	5.14	54.6589	70.5989
Moore	6.00	55.71	72.51
Palmer	8.25	69.32	88.37
Plainfield	7.50	57.06	75.36
Upper Mt. Bethel	8.50	56.85	76.15
Upper Nazareth	7.59	57.51	75.90
Washington	8.00	56.85	75.65
Williams	2.25	59.867	72.917

Borough	Municipality	School	Total Mills
Bangor	18.33	56.85	85.98
Bath	16.95	55.71	83.46
Chapman	4.00	55.71	70.51
East Bangor	12.47	56.85	80.12
Freemansburg	18.26	58.20	87.26
Glendon	11.64	59.867	82.307
Hellertown	21.5	54.6589	86.9589
Nazareth	16.0	57.51	84.31
Northampton	12.5	55.71	79.01
N Catasauqua	15.2	56.1069	82.1069
Pen Argyl	13.0	57.06	80.86
Portland	20.5	56.85	88.15
Roseto	13.0	56.85	80.65
Stockertown	18.0	57.51	86.31
Tatamy	13.5	57.51	81.81
Walnutport	19.25	71.8117	101.8617
West Easton	11.7	59.867	82.367
Wilson	23.5	59.867	94.167
Wind Gap	17.0	57.06	84.86

City/County	Municipality	School	Total Mills
City of Bethlehem	19.14	58.20	88.14
City of Easton	24.95	69.32	105.07
* County of Northampton	N/A	N/A	10.8

TAXDIST	NAME	TOTAL ASSESSMENT	TOTAL PARCELS
1 01	ALLEN TOWNSHIP	262,419,900	2,368
2 02	BANGOR BOROUGH	89,455,600	1,972
3 03	BATH BOROUGH	56,191,100	962
4 04	BETHLEHEM CITY	1,281,370,200	16,361
5 05	BETHLEHEM TOWNSHIP	945,543,100	9,881
6 06	BUSHKILL TOWNSHIP	307,114,000	3,642
7 07	CHAPMAN BOROUGH	3,967,700	104
8 08	EAST ALLEN TOWNSHIP	205,321,900	2,520
9 09	EAST BANGOR BOROUGH	17,472,300	459
10 10	EASTON CITY	367,741,500	8,052
11 11	FORKS TOWNSHIP	603,575,100	6,727
12 12	FREEMANSBURG BOROUGH	46,790,400	974
13 13	GLENDON BOROUGH	10,114,200	186
14 14	HANOVER TOWNSHIP	575,354,800	4,498
15 15	HELLERTOWN BOROUGH	132,382,300	2,361
16 16	LEHIGH TOWNSHIP	296,609,100	5,294
17 17	LOWER MT BETHEL TOWNSHIP	103,122,400	1,829
18 18	LOWER NAZARETH TOWNSHIP	491,871,300	2,909
19 19	LOWER SAUCON TOWNSHIP	458,781,900	4,970
20 20	MOORE TOWNSHIP	268,113,600	4,662
21 21	NAZARETH BOROUGH	125,515,000	1,949
22 22	NORTHAMPTON BOROUGH	213,669,400	4,003
23 23	N CATASAUQUA BOROUGH	64,352,800	1,279
24 24	PALMER TOWNSHIP	822,585,800	8,940
25 25	PEN ARGYL BOROUGH	66,911,500	1,413
26 26	PLAINFIELD TOWNSHIP	199,900,600	2,983
27 27	PORTLAND BOROUGH	14,281,500	261
28 28	ROSETO BOROUGH	30,925,300	720
29 29	STOCKERTOWN BOROUGH	26,473,800	362
30 30	TATAMY BOROUGH	43,612,400	514
31 31	UPPER MT BETHEL TOWNSHIP	207,707,600	3,607
32 32	UPPER NAZARETH TOWNSHIP	184,968,400	2,407
33 33	WALNUTPORT BOROUGH	43,017,800	896
34 34	WASHINGTON TOWNSHIP	156,140,000	2,493
35 35	WEST EASTON BOROUGH	22,815,800	550
36 36	WILLIAMS TOWNSHIP	247,975,800	3,296
37 37	WILSON BOROUGH	135,733,900	2,833
38 38	WIND GAP BOROUGH	68,431,300	1,022
39 Total:		9,198,331,100	120,259
40 Count:		38	38



COUNTY OF NORTHAMPTON

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PHONE: (610) 829-6155 FAX (610) 559-3796

JULIE AZZALINA
ASSESSMENT MANAGER

February 6, 2023

Andrew J. Freda
Director of Finance
Bethlehem Township
4225 Easton Avenue
Bethlehem, PA 18020

Dear Andrew J. Freda:

The County of Northampton is notifying Bethlehem Township that as of the close of business December 15, 2022, the total assessed value for tax purposes is \$943,322,900.

Enclosed is a copy of all exempt public utilities for use in completing your Public Utility Realty Tax Act 66 Report for the Pennsylvania Department of Revenue.

If you have any questions regarding the above, please do not hesitate to contact me at 610-829-6167.

Sincerely,

Julie Azzalina, CFE
Assessment Manager

Enclosure(s)

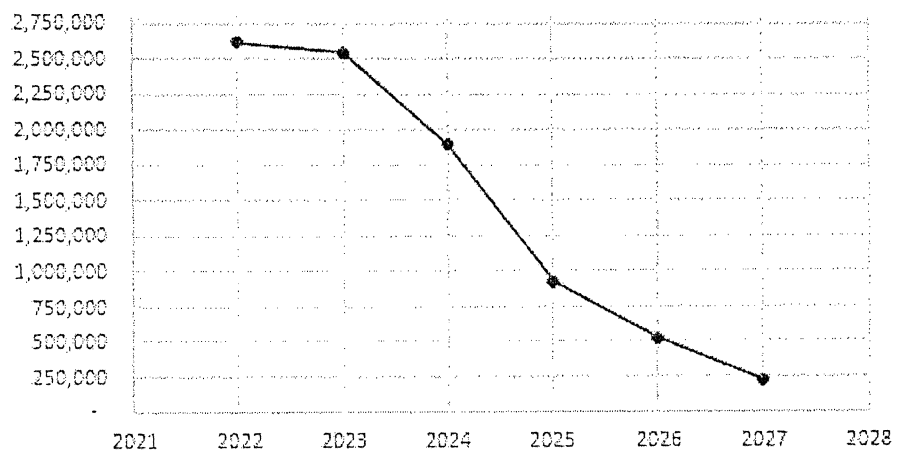
BETHLEHEM TOWNSHIP		Settle	11/23/2021
SERIES OF 2021		Dated	11/23/2021
REFUNDS THE SERIES OF 2017 & 2019			

1	2	3	4	5	6	7	8
<u>Date</u>	<u>Principal</u>	<u>Rate</u>	<u>Interest</u>	<u>Semi-Annual Debt Service</u>	<u>Fiscal Year Debt Service</u>	<u>Existing Debt Service</u>	<u>Difference to Budget [1]</u>
4/1/2022	1,291,000	0.710	21,791.00	1,312,791.00			
10/1/2022	1,285,000	0.710	26,060.55	1,311,060.55	2,623,851.55	2,688,996.54	65,144.98
4/1/2023	1,252,000	0.710	21,498.80	1,273,498.80			
10/1/2023	1,255,000	0.710	17,054.20	1,272,054.20	2,545,553.00	2,611,111.75	65,558.75
4/1/2024	1,214,000	0.710	12,598.95	1,226,598.95			
10/1/2024	666,000	0.710	8,289.25	674,289.25	1,900,888.20	1,966,183.87	65,295.67
4/1/2025	660,000	0.710	5,924.95	665,924.95			
10/1/2025	261,000	0.710	3,581.95	264,581.95	930,506.90	995,976.77	65,469.87
4/1/2026	260,000	0.710	2,655.40	262,655.40			
10/1/2026	260,000	0.710	1,732.40	261,732.40	524,387.80	590,390.57	66,002.77
4/1/2027	228,000	0.710	809.40	228,809.40			
10/1/2027					228,809.40	294,888.20	66,078.80
TOTALS	8,632,000		121,996.85	8,753,996.85	8,753,996.85	9,147,547.70	393,550.84

<i>Savings as % of refunded principal</i>	14.44%
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[1] Assumes a fixed rate of 2.74% through April, 2024 and a reset rate of 6.00% (Cap Rate) thereafter. Actual reset rates to be determined based on 65% of Prime.

SERIES 2021 DEBT SERVICE



**2023-2027 DEBT SERVICE ANALYSIS
(SERIES 2017-2019)**

SERIES 2021 (DEBT SERVICE - GENERAL/SEWER FUND)			
2023	2,545,553		
2024	1,900,888		
2025	930,507		
2026	524,388		
2027	228,809		MATURITY APRIL 2027
	6,130,145		

2024 BUDGET ASSUMPTIONS/SUPPORTING DOCUMENTATION

PUBLIC WORKS

GENERAL FUND NARRATIVE

PUBLIC WORKS DEPARTMENT - 2024

The Public Works Department has the following changes to recommend to the General Budget that are listed below.

1. Department 437 – We are proposing increasing 42630 back to 25K since it was reduced for this year to balance the budget. We are also increasing 43480 and 43510 to reflect current market costs.
2. Department 442 – We are proposing increasing 43510 back to 10K since it was cut to balance this year's budget.
3. Department 444 – We are proposing adjusting the 41290 account to reflect the increased cost of our crew now having Beeper pay.

Minor Equipment -

1. Annual line item for Chain saws, gas trimmers and blowers as needed for replacement. \$2,000.00
2. Pneumatic soil/stone compactor for trench/sinkhole compaction. \$4,000.00
3. Equipment trailer for moving mowers, and other equipment. We had wanted to add a trailer last year but pushed it off until next year. \$10,000.00
4. Small portable generator for working as needed remotely in the field. We are currently borrowing a unit for the PPIS department for this purpose. \$4,000.00

Public Works Department – Capital Budget Narrative

The following list are items included in the proposed 2024 Capital budget from the Public Works Department.

1. Large Dump Truck – \$240,000

This will replace the 2001 model year GMC truck we currently have. We are currently only replacing dump trucks on a two-year cycle due to funding these through the state liquid fuels fund. This results in having to keep trucks for nearly 20 years.

2. Skid Loader Replacement - \$100,000

This unit would replace our current 2008 model Skid Loader. Propose to use stormwater funds for partial cost. We would also look to trade in our old skid loader to help offset cost.

3. Design of Public Works Facility - \$150,000

The feasibility study done in 2022 resulted in the recommendation of using the Hope Road tract for the future location of the township fuel station and Public Works Department and possible Fire/Ambulance substation. The next step is to make final design layout of the proposed site resulting in Complete design and specification package for Phase 1 that would include a new township fuel facility and salt storage shed. The township must plan now to replace the existing fuel facility since the age and location are a major liability.

4. Municipal Park Playground Replacement - \$600,000

This playground replacement has been in the planning stages for almost 2 years. The existing structure is over 20 years old and due to high use is in disrepair. The township has been awarded a \$75,000 grant from Northampton County and have applied for a \$250,000 grant from the PA DCNR. The remaining funds will come from the township recreation fee account.

5. Bridge Repairs - \$20,000

Based on PADOT bridge inspections, there are various maintenance repairs that have been recommended on our arch bridges on Washington Street, Bridge Lane, 10th Street and the old bridge on Washington in the Annex. Shawn Casey the township Geotech engineer has reviewed this work and has estimated that repairs could be spread out over the next few years to address most of the issues. The first phase of the repairs would begin next year and the plan is to plan the work so that the costs are kept under the threshold that requires sealed bids.

6. Tub Grinder Maintenance - \$25,000.

Every 4 to 5 years the tub grinder needs a more thorough degree of maintenance performed. This will entail replacement of the hammer arms that are showing signs of wear and will require replacement. The machine will also need to be properly balanced by a special technician

7. Brake Lathe - \$12,000

Our existing old brake lathe is in need of replacement as we are unable to find any technicians to service it. The cost of brake drums and rotors has escalated to the point where it is no longer cost effective to just replace them as needed. Since the police vehicles will utilize this machine quite often, it is proposed to share the purchase cost with that department.

FIVE YEAR PROPOSED ROAD SCHEDULE

2024

Clifton Ave - West of Santee Road	4,000
Millstone Drive from Clifton Ave to City boundary	3,000
Lowell Place from Milstone to Clifton	1,100
Whitehall St., Elder St., and Chalfonte Ave.	3,500
Fairway Drive from Bethman Road to Westwood Drive	3,600
Westwood Drive from Fairway Drive south to cul-de-sac	1,400
Magnolia Drive from Country Club Road to Knollcroft Ave.	
Knolcroft Ave. From Countrr Club Road to Magnolia Drive	6,000

TOTAL YARDS FOR 2024 22,600

Est. Construction Cost - \$640,000

2025

Valley View Dr. from Michigan Ct. to Moravian Ct.	7,000
Arbor Dr. from Valley View to Shelton Ave.	1,000
Shelton Ave. from Hecktown Rd. to Easton Ave.	4,400

TOTAL YARDS FOR 2025 12,400

Est. Construction Cost - \$380,000

2026

Timber Ln. from Valley View to Moravian Ct.	2,800
Summit Ct. from Valley View to Moravian Ct.	2,800
Crestwood Dr. from Valley View to Shelton Ave.	3,000
Chester Ave. From Hecktown Rd. to Gradwohl St.	2,600
Gradwohl St. From Chester Ave to Delong Ave.	780

TOTAL YARDS FOR 2026 11,980

Est. Construction Cost - \$395,000

2027

Church Road from William Penn to Country Club Road(FDR)	13,900
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Est. Construction Cost - \$600,000

2028

Reeves Drive From Easton Ave. to Easton Ave.	8500
Windswept Drive from Reeves Dr. to Hilltop Pl.	2140
Hilltop Place From Reeves Dr. to Cul-de-sac	2600

TOTAL YARDS FOR 2026 13,240

Est. Construction Cost - \$420,000

FIVE YEAR PROPOSED ROAD SCHEDULE

2024

Clifton Ave - West of Santee Road	4,000
Millstone Drive from Clifton Ave to City boundary	3,000
Lowell Place from Millstone to Clifton	1,100
Whitehall St., Elder St., and Chalfonte Ave.	3,500
Fairway Drive from Bethman Road to Westwood Drive	3,600
Westwood Drive from Fairway Drive south to cul-de-sac	1,400
Magnolia Drive from Country Club Road to Knollcroft Ave.	
Knollcroft Ave. From County Club Road to Magnolia Drive	6,000

TOTAL YARDS FOR 2024 22,600

Est. Construction Cost - \$640,000

2025

Valley View Dr. from Michigan Ct. to Moravian Ct.	7,000
Timber Ln. from Valley View to Moravian Ct.	2,800
Summit Ct. from Valley View to Moravian Ct.	2,800
Crestwood Dr. from Valley View to Shelton Ave.	3,000
Arbor Dr. from Valley View to Shelton Ave.	1,000
Shelton Ave. from Hecktown Rd. to Easton Ave.	4,400
Chester Ave. From Hecktown Rd. to Gradwohl St.	2,600
Gradwohl St. From Chester Ave to Delong Ave.	780

TOTAL YARDS FOR 2025 24,380

Est. Construction Cost - \$725,000

2026

Church Road from William Penn to Country Club Road(FDR)	13,900
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TOTAL YARDS FOR 2026 13,900

Est. Construction Cost - \$625,000

2027

Reeves Drive From Easton Ave. to Easton Ave.	8500
Windswept Drive from Reeves Dr. to Hilltop Pl.	2140
Hilltop Place From Reeves Dr. to Cul-de-sac	2600
Falmer Dr. From Easton Ave. to Storage facility	5,120

TOTAL YARDS FOR 2027 18,360

Est. Construction Cost - \$572,000

2028

Chipman Road from William Penn to Church (FDR)	10,400
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Est. Construction Cost - \$525,000

2029

Quarry Road from Meadow to Cul-de-sac	2,900
Wilson Ave from 7th to Quarry	1,200
7th Street from Meadow to Cul-de-sac	1,400
Pheasant Lane from 7th to Quarry	1,350
Meadow Lane from 7th to Sculac	1,950
Timothy Lane from Sculac to Cul-de-sac	4,000

12,800

Bethlehem Township Road Reconstruction Narrative

The anticipated paving schedule proposed for 2024 has been modified from the schedule that was shown from last year. We had anticipated continuing recycling and overlaying the streets in the Rolling Greens area basically picking up where we finished this year's project. However, based on discussion with the township stormwater engineer, the large Rolling Green Detention Pond is scheduled to be under construction in 2024. With construction vehicles utilizing Arbor Drive and Shelton Avenue for access and hauling material we cannot reconstruct those roads and risk having them damaged by the detention pond work.

Therefore, we proposed to move two sections up on the list that are in need of reconstruction and keeping with the commitment of the BOC to repave more roads per year provided the budget is not limited. We propose moving into the old Millstone development just west of Santee Road and Magnolia/Portion of Knollcroft/Fairway for 2024. We would then move back to Rolling Greens again in 2025.

We still have the Church Road problem that can affect the overall proposed road schedule. The contractor working on the large land development project at the Park and Ride has pulled off the site and no work is being done. That project includes widening and storm sewer to be placed in Church Road. Without this outstanding work being completed, the township work on reconstruction of Church Road cannot be scheduled.

REVISION – Based on preliminary discussions, we were asked to revise the original road reconstruction schedule due to budget concerns. The revised schedule would propose the original roads to be completed in 2024. However, the 2025 year schedule has been split and is carried over for 2025 and 2026. This pushed the remaining schedule back as we would also need to cut roads in order to stay with the township only utilizing the state liquid fuels funding the road work for the remainder of the 5 year projection..

		A	U	V	W	X
		2024-2028 LIQUID FUELS BUDGET DRAFT				
		2024	2025	2026	2027	2028
1						
2						
3	LIQUID FUELS ALLOCATION (FUND 35)					
4						
5	BEGINNING FUND BALANCE	308,647	174,372	309,564	420,281	315,866
6						
7	State Allocation Estimate with escalation (2.0%)	817,114	833,456	850,125	867,128	884,470
8	Interest Estimate with escalation	65,915	67,234	68,578	69,950	71,349
9	Other Income	-	-	-	-	-
18						
19	Less Recycling					
20	Less Road Materials					
26						
27						
28						
31						
32						
33						
34	Less Large Dump Truck Lease through 2022					
35	Less Small Dump Truck Lease through 2023					
36	Less Large Dump Truck Lease through 2023					
37	Less Large Dump Truck Lease 2020 through 2024	(41,323)				
38	Less Small Dump Truck Lease 2022 through 2026 (ARREARS - STARTS 2022)	(22,106)	(22,106)	(22,106)		
39	Less Large Dump Truck Lease 2024 through 2028 (DELAYED - STARTS 2024 ARREARS) VS CAPITAL FUND	(55,838)	(55,838)	(55,838)	(55,838)	(55,838)
40	Less Small Dump Truck Lease 2024 through 2028 (STARTS 2024 ARREARS) VS CAPITAL FUND	(31,371)	(31,371)	(31,371)	(31,371)	(31,371)
41	Less Large Dump Truck Lease 2025 through 2029 (STARTS 2025 ARREARS) VS CAPITAL FUND		(47,250)	(47,250)	(47,250)	(47,250)
42	Less Small Dump Truck Lease 2026 through 2029 (STARTS 2026 ARREARS) VS CAPITAL FUND			(25,200)	(25,200)	(25,200)
43	Less Large Dump Truck Lease 2027 through 2030 (STARTS 2027 ARREARS) VS CAPITAL FUND				(48,300)	(48,300)
44						
45						
46						
47	Less Minor Equipment					
48						
49	Less Street Light Energy and Maintenance					
50	Less Street Light Debt	(206,060)	(208,121)	(210,202)	(212,304)	(214,427)
51	Less Traffic/Warning Light Energy	(20,606)	(20,812)	(21,020)	(21,230)	(21,443)
52						
53	Less Capital Equipment -					
54	Less Capital Equipment -					
60						
61	Less Bridge Inspections (now reflected in annual allocation net proceeds)					
62						
63	PROJECTED ENDING FUND BALANCE	174,372	309,564	420,281	315,866	407,856
64						

		2024-2028 LIQUID FUELS BUDGET DRAFT					
	A	2024	2025	2026	2027	2028	X
65							
66							
67	BEGINNING EQUIPMENT BALANCE (CANNOT > PRIOR YEAR FUND BALANCE)	86,137	98,922	109,048	97,308	62,775	
68	20% of State Allocation	163,423	166,691	170,025	173,426	176,894	
70							
75		-	-	-	-	-	
76		-	-	-	-	-	
77		-	-	-	-	-	
80		-	-	-	-	-	
81		-	-	-	-	-	
82		-	-	-	-	-	
83	Less Large Dump Truck Lease through 2022						
84	Less Small Dump Truck Lease through 2023						
85	Less Large Dump Truck Lease through 2023						
86	Less Large Dump Truck Lease 2020 through 2024						
87	Less Small Dump Truck Lease 2022 through 2026 (ARREARS - STARTS 2022)	(41,323)	(22,106)	(22,106)	(22,106)	(22,106)	
88	Less Large Dump Truck Lease 2024 through 2028 (DELAYED - STARTS 2024 ARREARS) VS CAPITAL FUND	(55,838)	(55,838)	(55,838)	(55,838)	(55,838)	
89	Less Small Dump Truck Lease 2024 through 2028 (STARTS 2024 ARREARS) VS CAPITAL FUND	(31,371)	(31,371)	(31,371)	(31,371)	(31,371)	
90	Less Large Dump Truck Lease 2025 through 2029 (STARTS 2025 ARREARS) VS CAPITAL FUND	-	(47,250)	(47,250)	(47,250)	(47,250)	
91	Less Small Dump Truck Lease 2026 through 2029 (STARTS 2026 ARREARS) VS CAPITAL FUND	-	-	(25,200)	(25,200)	(25,200)	
92	Less Large Dump Truck Lease 2027 through 2030 (STARTS 2027 ARREARS) VS CAPITAL FUND	-	-	-	(48,300)	(48,300)	
93							
94							
95							
96							
97							
98							
99	Less Minor Equipment						
100							
101							
102							
103							
104							
105	PROJECTED ENDING EQUIPMENT BALANCE (CARRYOVER CANNOT > FUND BALANCE)	98,922	109,048	97,308	62,775	31,710	
106	(Carry Over Cap) ----->						

2024 BUDGET ASSUMPTIONS/SUPPORTING DOCUMENTATION

POLICE



BETHLEHEM TOWNSHIP POLICE DEPARTMENT
2024 Budget Requests
MINOR EQUIPMENT

43150 - Other-Minor Equipment Total Minor Equipment: \$19,450

- 1. (50) Axon model 22185 Taser X2 25ft. smart cartridges @ \$48.00ea:
Total: \$2,400**
- 2. (10) Taser Performance Power Magazines (PPM) @ \$87.20 each:
Total: \$872**
- 3. (2) PBT's – Vendor price \$597.50, thru PA DUI Assoc. affiliation
\$500.00 ea: Total \$1,000**
- 4. (1) Canon EOS RP Mirrorless Camera – New SLR camera & Lens Mount
Adapters for the Criminal Investigation Unit: Total \$1,200**
- 5. (20) Phillips HeartStart FRX Automated External Defibrillator (AED)
Smart Pads II @ \$62ea: Total: \$1,240**
- 6. (8) Phillips HeartStart FRX AED Infant Child Keys @ \$111 each: Total:
\$888**
- 7. (6) Phillips HeartStart FRX Automated Defibrillators (AED) First
Responder Recertified units @ \$825 ea : Total \$4,950**
- 8. (2) Police Mountain Bikes – Code 3 1x 11 Shimano XT – (1) Large frame
bike; (1) Medium frame bike: \$1750 ea: Total \$3500**
- 9. (2) Cellular Trail Cameras @ \$500 ea (plus \$120 annual cell service) \$1000**
- 10. (3) RadarSign Battery kits@ \$800ea: Total \$2,400**

2024 BUDGET ASSUMPTIONS/SUPPORTING DOCUMENTATION

BTCC

Bethlehem Township Community Center Operating Budget Narrative 2024

The 2024 budget year with regards to the Bethlehem Township Community Center (BTCC) can best be described as a proposed year of growth. BTCC enjoyed a very successful 2023 year, a year filled with the return of many programs, special events and memberships. It is essential that the BTCC continues to function as an entity within the Township that is financially prudent, sustainable, and effective in accomplishing the delivery of services to the residents of the municipality. Our goal is to continue to offer these services while adding new programs and classes throughout the year.

The BTCC is an integral part of the Bethlehem Township community. The all-inclusive facilities, comprehensive programming, and overall enjoyable atmosphere have made the BTCC a positive municipal service that residents have come to rely on. The full-service 50,000 square foot recreation center contains the following amenities: a natatorium that has a six lane competitive swimming pool, outdoor swimming pool with a waterslide, fitness center, whirlpool, sauna, child watch area, a two court gymnasium, locker rooms, family changing areas, two multi-purpose rooms. Bethlehem Township residents have made the community center their destination of choice for recreational activities, healthy fitness opportunities, and positive community interaction.

The primary goal of the BTCC is to inspire and promote a healthy lifestyle through diverse, quality recreational opportunities and services to enrich mind, body, and spirit while enhancing lifelong learning. The entire facility continues to adapt over time to the varying needs, interests, and ongoing change in demographics within Bethlehem Township and the surrounding municipalities. BTCC functions as an intergenerational, family based recreation center that is a hub for community activity. Equal access is provided to all residents regardless of age or abilities.

Immediate and long term operating costs, routine maintenance/repairs, and improvements of the entire facility will be important considerations for Township officials as services and goods continue to rise in cost. Allotted tax dollars designated to BTCC must continue to achieve best value possible for the citizens of Bethlehem Township. BTCC must continue to function as an entity that is financially feasible, sustainable and affordable for all concerned in Bethlehem Township. We are confident that the operating budget designed and presented for 2024 accomplishes that goal.

BTCC
2024 Income Projections

Account Number	Account Name	2023 Budget	2024 Income Projections
36200	BTCC Aquatic Program	85,000	115,000
36210	BTCC Daily Fees	50,000	60,000
36220	BTCC Facility Rental	24,000	25,000
36230	BTCC Membership Current	475,000	475,000
36250	BTCC Recreation Program	200,000	215,000
36260	BTCC Vending/Concessions	2,500	1,500
36270	BTCC Household Credit		
Total		836,500	891,500

Bethlehem Township Community Center Capital Budget Narrative 2024

Line Items-2024 Calendar Year

CCCT 08 Community Center Furnishings - Multi-purpose rooms

- N/A

CCCT110 Community Center-Swimming Pool

- Outdoor Pool Water Feature Replacement
 - 3 water features in the shallow water area of the outdoor pool
 - Original features (2006)
- Indoor Spa Filter Replacement
- Indoor Hot Tub Chair Lift Replacement

CCCT100 Community Center-Other

- Gym floor resurfacing & repair
 - Repair damages from roof leakage
 - Includes plank replacements, sanding, resurfacing, line painting
- BTCC Vehicle
 - The community center has never had a new vehicle designated specifically for BTCC employees. We have utilized vehicles provided by other departments when replaced with new vehicles. These vehicles are older and require significant repairs. We are requesting a new vehicle specifically for our department that will be safe and reliable, as it is often utilized during evening/weekend hours.

CCCT 04 - Community Center Furnishings - Fitness Areas

- Line item continues to reflect normal yearly purchases for exercise/fitness equipment. Proposed purchases include: weight training equipment & treadmills

2025-2028 and Beyond Capital Projects to Consider for Facility

2025

- Fitness equipment updates and replacements
- Replacement of lockers in women's locker room
- Heating element replacement for indoor pool heater
- Indoor walking track flooring replacement or repair
- Outdoor pool mushroom water feature replacement

2026

- Gym floor resurfacing
- Replacement of lockers in men's locker room
- Fitness equipment updates and replacements
- Indoor pool speaker replacements
- Outdoor slide structure painting

2027

- Fitness equipment updates and replacements
- Replacement of lockers in family locker room
- Sand replacement for indoor and outdoor pool filters
- Aerobics room flooring replacement or repair

2028

- Gym floor resurfacing
- Fitness equipment updates and replacements
- Replacement pumps – indoor pool, outdoor pool, slide & features

		2024	2025	2026	2027	2028	Total
46103 Capital - Community Center	Furnishings - Fitness Area	20,000	20,000	20,000	20,000	20,000	100,000
46103 Capital - Community Center	Furnishings - Locker Room		15,000	15,000	10,000		40,000
46103 Capital - Community Center	Furnishings - Swimming Pool	45,000	10,000	10,000	20,000	10,000	95,000
46103 Capital - Community Center	Furnishings - Other Areas	90,000		7,500		7,500	105,000
46103 Capital - Community Center	Furnishings - Multipurpose Rooms		10,000		10,000		10,000
46103 Capital - Community Center	Furnishings - Child Watch Area						-
	Total Projected	155,000	55,000	52,500	60,000	37,500	350,000

2024 BUDGET ASSUMPTIONS/SUPPORTING DOCUMENTATION

PPIS/SEWER



September 12, 2023

VIA CERTIFIED MAIL

Mr. Doug Bruce
Township Manager
Bethlehem Township
4225 Easton Avenue
Bethlehem, PA 18020

Received

SEP 14 2023

Township of Bethlehem

RE: 2024 Sewer Rate

Dear Mr. Bruce:

The City of Bethlehem is in the process of preparing our 2024 Sewer Operating and Capital Budgets and reviewing the future needs of the wastewater collection and treatment system that serves your community. Pursuant to our inter-municipal agreement, the City will increase your bulk sewer rate from \$2.508 to \$2.755 per 1,000 gallons. The new rate will be effective for all flows metered as of January 1, 2024.

The last increase to your rate was on January 1, 2020. We make every effort to control expenses and keep rates to a minimum. However, the City has experienced escalation in our operating expenses most notably in the areas of labor, equipment, materials, chemicals, and maintenance costs.

The new rate reflects the anticipated cost of operation of our system during calendar year 2024. The costs are pro-rated for each contributing municipality based on flows received at the treatment facility and access to the City collection system.

Please do not hesitate to contact my office at 610-865-7207, should you have any questions on this matter.

Sincerely,

A handwritten signature in black ink that reads "Edward J. Boscola".

Edward J. Boscola, P.E.
Director, Water and Sewer Resources

EJB/car

cc: Mayor J. William Reynolds
E. Evans
J. Davis
File/xc

1ST QTR 2023 GALLONS 171,294,371.00	EXCESS 122,024,485	MINIMUM 49,269,886
# ACCOUNTS	9,155	-
CURRENT RATE	7.27	54.00 (1ST 6,000)
QUARTERLY ANNUALIZED BILLABLE	1,381,488 5,525,952	-

PROPOSED RATE INCREASE	3.20%
PROPOSED RATE	7.50
QUARTERLY ANNUALIZED BILLABLE	1,425,696 5,702,782

DIFFERENTIAL	176,830
--------------	---------

4TH QTR 2022 GALLONS 181,004,343.00	EXCESS 131,353,583	MINIMUM 49,650,760
# ACCOUNTS	9,177	-
CURRENT RATE	7.27	54.00 (1ST 6,000)
QUARTERLY ANNUALIZED BILLABLE	1,450,499 5,801,994	-

PROPOSED RATE INCREASE	3.20%
PROPOSED RATE	7.50
QUARTERLY ANNUALIZED BILLABLE	1,496,915 5,987,658

DIFFERENTIAL	185,664
--------------	---------

Old Rate	New Rate	Rate Change (\$)	Rate Change (%)	Billing Type
54.00	55.75	1.75	3.14%	Minimum
7.27	7.50	0.23	3.07%	Excess
72.00	74.50	2.50	3.36%	Flat Rate/Qtr

Assumptions:
A passthrough sewer rate increase will need to produce an increase in revenue of 170K-180K to cover the 10% increase in treatment fees.

CITY OF BETHLEHEM
10 E CHURCH ST
BETHLEHEM, PA 18018

PHONE: 610-865-7125x
FAX: 610-865-7019x

Customer Number: 0000000265

BETHLEHEM TOWNSHIP
4225 EASTON AVE
BETHLEHEM, PA 18020-1429

INVOICE: 3330000116
Date: Sep 12, 2023

Page 1
of 1

Service: DEBT SERVICE
Customer PO:
Customer Ph: (610) 865-6445
Terms:

Due Date: Apr 01, 2024

Service Address:

BETHLEHEM TOWNSHIP MUNICIPAL AUTHOR
4225 EASTON AVE
BETHLEHEM, PA 18020-1496

Description	Qty	Unit Price	Total Price	Tax
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2024 ANNUAL CAPITAL CHARGE

DEBT SERVICE 1.00 696,579.00 696,579.00 N

REMIT 50% OF INVOICE BY 04/01/24
AND BALANCE BY 10/01/24

Total Charges:	696,579.00
Total Tax:	0.00
Total Invoice:	696,579.00
Payments:	0.00
Adjustments:	0.00
Total Due:	696,579.00

PLEASE RETURN INVOICE WITH PAYMENT

Schedule of Payment for Bond and Loan Indebtedness

	2014 Pennvest		Series C of 2017		Series of 2019 AA		Series 2020		Total
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
2024	504,572	118,639	235,000	137,721	360,000	83,294	475,000	128,025	2,042,251
2025	513,436	109,773	245,000	128,321	370,000	76,094	500,000	103,650	2,046,275
2026	522,457	100,752	250,000	118,521	385,000	61,294	515,000	86,000	2,039,025
2027	531,637	91,573	260,000	111,646	390,000	53,594	525,000	76,225	2,039,675
2028	540,978	82,232	265,000	103,846	400,000	45,794	535,000	66,250	2,039,100
2029	550,483	72,727	275,000	95,896	405,000	37,294	545,000	55,450	2,036,850
2030	560,155	63,055	285,000	87,371	415,000	28,688	560,000	44,400	2,043,669
2031	569,997	53,213	290,000	78,465	430,000	19,350	570,000	33,100	2,044,125
2032	580,011	43,198	300,000	69,185	430,000	9,675	580,000	21,600	2,033,670
2033	590,202	33,008	310,000	59,435			595,000	9,850	1,597,495
2034	600,572	22,638	320,000	48,740			195,000	1,950	1,188,900
2035	611,124	12,086	335,000	37,700					995,910
2036	361,479	2,103	345,000	25,556					734,139
2037			360,000	13,050					373,050
Totals	7,037,103	804,996	4,075,000	1,115,455	3,585,000	415,077	5,595,000	626,500	23,254,131

Proceeds from loans and the sale of Bonds were used for and toward funding the acquisition and construction of certain additions and improvements to the City's sanitary sewage collection, transportation and treatment system.

2024 BUDGET ASSUMPTIONS/SUPPORTING DOCUMENTATION

COMMUNITY DEVELOPMENT

Budget Narrative – Planning (430) and Construction (422)

The proposed 2024 budget for the Planning and Construction departments reflects the anticipated continued construction of previously approved residential subdivisions and commercial land developments in the coming year. The changes in specific line items are described below, along with a description of why the changes are proposed. Finally, the iWorQ software that we obtained in 2019 requires an annual payment of \$16,000. I am unsure which line item that falls under. This would be in addition to the change in program as outlined in the wish list below.

With the end of the three large residential projects anticipated by the end of 2023, and without any shovel ready residential projects for 2024, I propose that the projected revenue for building permits should be \$200,000 in 2024. All other revenues can remain the same.

Contractual Services

I updated line 422.42205 to reflect the need for a higher level of enforcement of Notices of Violation. Until this year Code Officers have only been using non-traffic citations which do not allow for the Township to build a case for repeat offenders. Using the civil complaint process will allow us to better enforce Township codes. There is a cost to filing these complaints, which is returned to the Township if we win. The cost to file a civil complaint is \$200 on average, I have increased the line item to allow for five complaints to run concurrently.

As the vehicle fleet ages, more maintenance and possible repairs are anticipated. I have increased lines 422.42630 Serv – Vehicles and 422.43510 Supp – Vehicle Parts/Tires by \$500 each.

The amount budgeted in 2023 for line 430.42185 Engineering – Non-Reimbursable was not adequate for all Township projects and requests. With this in mind I am proposing to increase this line item significantly, from \$130,000 in 2023 to \$195,000 for 2024. Additionally, due to the increase in public hearings requiring a court stenographer (both Zoning Hearing Board and conditional use hearings) I have increased 430.42590 – Serv – Sten.-Zoning Hear Bd by \$1,000.

Materials and Supplies

In addition to increasing 422.43510 Supp – Vehicle Parts/Tires by \$500 (referenced above), I have also increased 422.43550 Uniform – Clothing by \$500.

Line 430.42325 Legal Serv – Zoning Hearing Board has been increased due to the number of appeals increasing.

Due to the change in Northampton County Emergency Services, the Fire Marshal needs new radios. I am unsure if this fits into this section of the budget or in capital expenditures. Three portable radios and three mobile radios are needed for a total anticipated cost of \$45,000. Additionally, a vehicular repeater is needed with an anticipated cost of \$3,900.

Personnel

Zoning Officer - \$50,000 - \$60,000

The Community Development Department has experienced significant backlogs this year due to increased volumes of permit applications, zoning complaints, zoning hearings and land development applications. At best, there has been a three-week review period for zoning permits. This has created understandable frustrations with residents and contractors. I would like to hire an additional zoning officer to assist with this increase.

Wish List

Scanning Project - \$20,000

I would like that budgeted amount from the capital projects list to continue into 2024 so we may continue with the commercial plan portion of the larger scanning project.

Part-Time Seasonal Intern - \$4,800 - \$6,400

During the peak season (spring – early fall), it would be helpful for an intern to be on hand to assist with a variety of projects. The internship would be 12 – 16 weeks, for 20 hours per week at \$20 per hour.

Technology - Microsoft OneDrive for all & New Computers

At this point, two members of the CD department have Microsoft OneDrive. In order to coordinate work more efficiently I would like this to be available to all of the CD staff. Additionally, if new staff is hired an additional workstation will be required. Finally, Erika's computer will need to be replaced.

Technology – Brightly SmartGov – Total cost - \$65,062.96 (includes setup, data transfer and annual subscription fee)

The Township Community Development department has used iWorQ permitting software since 2019. Prior to that, the department was primarily paper based. With the subsequent changes in staff and their increased interest in utilizing technology, the department has outgrown iWorQ's functionality. There is no one fatal flaw in the program, but instead a number of small problems that are becoming less and less acceptable. For example, in the CD monthly report I need to write in titles because the software cannot do that for me. Throughout this year, CD staff have investigated a number of possible software replacements and narrowed it to two. OpenGov is the preferred vendor but I cannot justify the cost, especially anticipating probable decreases in permit revenues. Brightly SmartGov seems to address all of the staff's concerns and was received well by staff. Additionally, municipalities that have migrated from iWorQ to Brightly SmartGov are all very happy with the SmartGov program.

The budgeted amount above represents a \$43,601.82 professional services line item and a \$21,461.14 cloud services item. Professional services is a one-time cost to cover data migration from iWorQ, general configuration, implementation, workflow template customization and training. The cloud services item represents the annual cost to utilize the program. The Township is able to enter into a five year contract with an annual 3% increase. The pricing

comes through Sourcewell, which afforded the Township a 21% discount on the yearly subscription fee and a 5% discount on the implementation fee (both of which are represented in the quoted price). I am happy to provide any additional information you may need.

2024 BUDGET ASSUMPTIONS/SUPPORTING DOCUMENTATION

FINANCE

FINANCE BUDGET 2024

As of 2021, the Finance Department has fully migrated all financial software applications to the cloud with an extra layer of security; VPN (Virtual Private Network) protocol in place.

The financial database (Microsoft Business Central 365) will require a full version database upgrade by Spring/Summer 2024. This is a fully functioning fund accounting package.

Since 2005, Portnoff Law Associates has successfully collected delinquent Sewer Utility payments. Effective 2022, Portnoff served as the collector of delinquent Real Estate Taxes and effective 2023 served as the collector of delinquent Stormwater Fees.

In 2023, the Finance Department added two new positions to address additional workflow related to the new stormwater fund and to handle grant applications and compliance, etc. These new positions will assist with day to day operations.

2024 BUDGET ASSUMPTIONS/SUPPORTING DOCUMENTATION

NANCY RUN

NANCY RUN FIRE COMPANY, INC.

Office of the President

Brenden Kammetler, President

3564 Easton Avenue

Bethlehem, Pennsylvania 18020-2944

Email: bkammetler@nancyrun.org

Phone: 911 EMERGENCY

610-392-5159 // Mobile

610-861-0234 // Fire Station

www.nancyrun.org



September 15th, 2023

Bethlehem Township Board of Commissioners

4225 Easton Avenue

Bethlehem, PA 18020

Dear Bethlehem Township Board of Commissioners,

Enclosed for your review is the annual budget request on behalf of the Nancy Run Fire Company for the fiscal year 2024. Our request for general operating expenses is increasing by 4% over the prior year to account for inflation and anticipated price increases. This will allow our 100% volunteer organization to continue to accomplish our mission: protection of life and property of the inhabitants that live, work and invest in the Township of Bethlehem.

We have also proposed a five-year outlook for capital improvements. This includes \$85,000 for replacing our fire station generator and \$100,000 per year for four years to fund a radio replacement project.

The generator was built in 1967 and its age is becoming a factor in its reliability. The engine has had several issues and parts are becoming either expensive or obsolete. A new generator will ensure that we have a reliable source of power in the event of a power outage.

The portable radios used for communication during emergency operations are also aging to the extent that parts are becoming obsolete and functionality and reliability is becoming a concern. We would like to reserve capital outlay to replace all of our portable radios with P25 compliant versions over four years.

I believe that these requests are reasonable and necessary to ensure that the Nancy Run Volunteer Fire Department can continue to provide the highest level of service to our community.

Thank you for your consideration.

Budget Request for Fiscal Year 2024

Account Number - Department 426

<u>Line Item</u>	<u>2024 Requested Funds</u>
Building Expense	\$2,071
Equipment & Supplies - Fire	\$13,462
Insurance	\$23,538
Office Expense	\$18,640
Training - Fire	\$12,426
Uniforms & Maintenance	\$8,284
Utilities & Communication	\$32,930
Vehicle & Equip. Maint - Fire	\$54,884
Grand Total	\$166,235

- 4% Increase over 2023 to account for inflation in all line items
- Minor increase in Insurance YoY due to price increase

Capital Reserve

<u>Line Item</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Generator Replacement	\$85,000				
Radio Replacement Project	\$100,000	\$100,000	\$100,000	\$100,000	\$0
Capital Outlay Grand Total	\$185,000	\$100,000	\$100,000	\$100,000	\$0

Best Regards,



Brenden Kammetler
President
Nancy Run Fire Company
610.392.5159 | Mobile

2024 BUDGET ASSUMPTIONS/SUPPORTING DOCUMENTATION

BTVFC



Bethlehem Township Volunteer Fire Company

1919 8th Street, Bethlehem, PA 18020-5803

Mailing Address:

P.O. Box 3337, Bethlehem, PA 18020-0337

Phone: 610-694-0062 □ Fax: 610-691-0711

www.BTVFC.org



September 15, 2023

Board of Commissioners
Township of Bethlehem
4225 Easton Ave.
Bethlehem, PA 18020
VIA ELECTRONIC MAIL

Members of the Board of Commissioners:

Enclosed for your review is our budget request for the 2024 calendar year. As in years prior, we remain committed to providing the residents and visitors of our community with exemplary fire suppression, rescue, and emergency medical services at the best value for taxpayers.

Some of the highlights of our operating budget request are a zero-dollar change in debt service, fire maintenance contracts, office expenses, fire training, uniforms, and utilities. Further, we are returning to our 2022 level of municipal contribution to building expenses, netting a \$19,000 savings. On the other hand, we have to respond to the rising costs that we are seeing from our vendor partners by requesting increases in a handful of accounts, as enumerated in the enclosure.

In our capital reserve request, we have amended our timetable and cost estimate for the forecasted digital P25 radio system, as we have received some preliminary guidance from Northampton County Emergency Management on the system buildout. For the sake of interoperability, upgraded radios that we will seek will actually require that we be able to function on both the new and existing legacy systems, as there is no sunset date planned for the current system.

As always, we appreciate the support of the Commissioners in our efforts to serve the community, and are happy to answer any questions that you may have.

Respectfully submitted,

/s/ Nicholas Santiago

Nicholas Santiago
Treasurer

Enclosures: Municipal Budget Worksheet
Capital Reserve Worksheet

CC: Felix Martinez Jr., Assistant Director of Finance, Township of Bethlehem
File

Emergency Medical Services • Fire Prevention & Suppression • Rescue Services



Bethlehem Township Volunteer Fire Company

1919 8th Street, Bethlehem, PA 18020-5803

Mailing Address:

P.O. Box 3337, Bethlehem, PA 18020-0337

Phone: 610-694-0062 □ Fax: 610-691-0711

www.BTVFC.org



September 14, 2023

Doug Bruce
Township Manager
Bethlehem Township
4225 Eason Avenue
Bethlehem, PA 18020

Mr. Bruce:

On behalf of the Bethlehem Township Volunteer Fire Company, EMS Department, I present the following for consider for Local Share Account grant applications

1. Cardiac Monitor – \$41,860.20 Physio-Control Lifepak-15. Current devices are beyond service life and are unable to be repaired. We are in the process of phasing out earlier generations of device over the next few years
2. Mechanical CPR Device - \$24,042.80 Lucas CPR Device. Additional device to allow all staffed vehicles to be equipped with mechanical CPR devices, which deliver sustained, highest quality CPR compressions without variation, allowing our clinicians to focus on the delivery of other lifesaving care.
3. Stretcher and loading system –\$65,055.00 – Stryker Power Load Cot and Loading System This is part of our continued transition to equip our ambulances with powered stretchers and loading systems to reduce stress and injury to EMS staff.
4. Video Laryngoscopy Equipment – \$22,256.80 McGrath Video Laryngoscope system permits the placing of breathing tubes in the lungs of patients who are critically ill and require the placement of an advanced airway and mechanical ventilation. This system provides video observation confirming the placement of the breathing tube and allows capture of digital images of correct placement.

We greatly appreciate the sustained support that allows us to deliver the highest quality pre-hospital care to the residents, citizens and visitors of Bethlehem Township. I have attached the quotes as requested. If you have any questions please feel free to contact me at moreland.e@btvfc.org or via phone at 215-892-3174.

Gratefully,

A handwritten signature in black ink, appearing to read "Ed Moreland". The signature is fluid and cursive.

Ed Moreland, NRP, FACPE
Executive Director

Cost Ctr	Cost Ctr Description	2023 Request	2024 Request	YOY Change	% of 23
42505	Building Expenses	\$52,000	\$33,000	(\$19,000)	63.46%
42510	Debt Service	\$20,000	\$20,000	\$0	100.00%
42515	EMS Equipment and Supplies	\$48,000	\$50,400	\$2,400	105.00%
42520	Fire Equipment and Supplies	\$13,000	\$13,650	\$650	105.00%
42525	Insurance	\$36,000	\$55,000	\$19,000	152.78%
42530	Maintenance - EMS	\$38,970	\$47,000	\$8,030	120.61%
42535	Maintenance - Fire	\$13,500	\$13,500	\$0	100.00%
42545	Office Expenses	\$3,500	\$3,500	\$0	100.00%
42550	Training - EMS	\$1,000	\$5,000	\$4,000	500.00%
42555	Training - Fire	\$7,000	\$7,000	\$0	100.00%
42560	Uniforms and Maintenance	\$12,000	\$12,000	\$0	100.00%
42565	Utilities and Communications	\$54,000	\$54,000	\$0	100.00%
42570	Vehicle and Equipment Maint - EMS	\$42,000	\$44,100	\$2,100	105.00%
42575	Vehicle and Equipment Maint - Fire	\$36,000	\$37,800	\$1,800	105.00%
	Total	\$376,970	\$395,950	\$18,980	105.03%

TBD	Community Days Event	\$22,000	\$20,000	(\$2,000)	90.91%
	Total	\$22,000	\$20,000	(\$2,000)	90.91%

Capital Reserve

Item	2024	2025	2026	2027	2028
Two-Way Radios (P25 Migration)	\$ 150,000	\$ 150,000	\$ 150,000		
ATV w/ Upfitting, Patient Bed, etc.		\$ 25,000			
ATV w/ Upfitting, Patient Bed, etc.				\$ 27,500	
Inflatable Rescue Boat			\$ 15,000		
Ambulance Replacement		\$ 290,000			
Ambulance Replacement					\$ 310,000

2024 BUDGET ASSUMPTIONS/SUPPORTING DOCUMENTATION

BTAA



September 12, 2023

Andy Freda

Director of Finance
Bethlehem Township
4225 Easton Avenue Bethlehem, PA 18020

Dear Andy,

On behalf of Bethlehem Township Athletic Association's Board and the parents of our athletes, I would like to thank Bethlehem Township for their continued support this year. The past year has proven to be a year with many ups and downs however we're stronger as a community today because of the continued support of the Bethlehem Township Board of Supervisors. Like many organizations, we have also fallen victim to the rise of costs in the current economy. Your donation allows us to still deliver the best experience for our community. The good news is that we have still been able to grow our programs with over 7,000 athletes in our database, including many first-time athletes. The township has grown exponentially in the recent years, and we aim to provide all kids with an exceptional youth sports experience. In addition, we are looking to add a new sport to the 2023 season.

We are presenting you with projection of expenses for the 2024 season. In 2023, our reimbursable expenditures have exceeded \$190,000 to date, of which \$40,000 was contributed to by Bethlehem Township. We are requesting a contribution of \$45,000 for the 2024 season.

If you have any further questions, please contact Christopher Payano, our Treasurer at (484) 894-9358 or btaabulldogstreasurer@gmail.com

Sincerely,

Joe Fortunato
BTAA President

Bethlehem Township Athletic Association (BTAA)

2024 Budget

SCHEDULE 1

PROJECTED INCOME

Bethlehem Township Donation	45,000
Sponsorship & Donations	7,000
Fundraisers	15,000
Tournaments	1,000
Sports Registration	124,000
Refreshment Stand	5,000
Miscellaneous	1,000
TOTAL INCOME	198,000

SCHEDULE 2

PROJECTED EXPENSES

League fees	16,000
Referee fees	34,000
Gym/ field/ Port-o-john rentals	35,000
Uniforms	5,000
Equipment	46,000
Refreshment Stand (w/equipment upgrades)	5,000
Clinic costs	6,000
Tournament/competition costs	4,000
Accounting fees	1,000
Advertising expenses	1,000
Bank Fees	500
Insurance expenses	12,000
Trophies/Awards - all sports	2,000
Office Supplies/Stamps	500
Contract services - Sports Engine	22,000
Coaching Certification	4,000
Misc expenses (1,000 per sport)	8,000
TOTAL EXPENSES	202,000

SCHEDULE 3

RESERVE FUNDS

Operating Cash Flow	30,000
Snack Stan+ maintenance & goods (+2,000 per year)	6,000
Softball Field Maintenance (+1,500 per year)	15,000
North 40 Lamp replacement Fund (+1,500 per year)	3,000
Trophies/Awards - all sports	2,500
TOTAL EXPENSES	56,500

SCHEDULE 4

1 TO 4 YEAR PROJECTS REQUIRING SPECIAL FUNDING

Branding Update for BTAA	2,000
New Goal Posts for Football	5,000
New Helmets, bounce back wall for Lacrosse & Soccer	15,000
New Helmets for Football	4,000
Storage/Recreational Facility	50,000
TOTAL EXPENSES	75,000

SCHEDULE 5

POTENTIAL FUTURE PROJECTS

TOTAL EXPENSES	0
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2024 BUDGET ASSUMPTIONS/SUPPORTING DOCUMENTATION

FBTAA

FREEMANSBURG BETHLEHEM TOWNSHIP ATHLETIC ASSOCIATION

610-597-5993

October 7, 2023

Andy Freda
Director of Finance
Bethlehem Township
4225 Easton Avenue
Bethlehem, PA 18020

Dear Andy,

The Board of Directors of FBTA would like for me to thank you and the township for your continued support of our baseball program. Providing a quality baseball program for the youth of Bethlehem Township is a great responsibility and we are very appreciative of the financial support you provide. Thanks to your continuing support, we were able to provide a successful spring and fall season for the community again in 2023. This year, FBT continued to invest back into the Bethlehem Twp community with repairs and upgrades at both our Main and Miller Heights complex so not only our players could succeed but provided a place our community members could enjoy as well.

We are presenting you with projections of expenditures for the 2024 season. In 2023, our reimbursable expenditures were nearly \$130,000, of which \$45,000 was reimbursed to us by the Township. Of the \$45,000 reimbursement the township held \$7,000 to help pay off our five-year loan. With the continuing rising costs of maintaining our property, cost of goods, and declining volunteerism, we are requesting an increase in our annual grant in the amount of \$15,000. We are requesting a grant of \$60,000 for the 2024 season. With this additional funding, our goal is to replace/upgrade some of our aging equipment, including, but not limited to, replacing one of our scoreboards that broke during the Spring season this year.

Please contact Bill Walczak, Treasurer (732-742-1437) with any request or questions.

Sincerely,

Todd Kowalski

President, Board of Directors

**FBTAA SCHEDULES
YEAR ENDED SEPTEMBER 30, 2024**

**SCHEDULE 1
PROJECTED RECEIPTS**

Bethlehem Township reimbursement-net	\$ 55,000
Registration	\$ 40,000
Sponsors, signs and program	\$ 6,000
Refreshment stand profit	\$ 10,000
Fundraisers	\$ 3,000
Fall Baseball	\$ 10,000
Miscellaneous	<u>\$ 1,000</u>
TOTAL	\$ 125,000

**SCHEDULE 2
PROJECTED EXPENDITURES**

Field / Fieldhouse Maintenance	\$ 42,500
Playing equipment	\$ 30,000
Utilities	\$ 15,000
Sr, Jr, LV, Bush, CR Programs	\$ 17,000
Insurance	\$ 10,000
Coaches Certifications	\$ 3,000
Trophies	\$ 500
Cal Ripken Fees	\$ 4,000
Clinics	\$ 1,500
Miscellaneous	\$ 1,000
Postage and Printing	<u>\$ 500</u>
TOTAL	\$ 125,000

**FBTAA
SCHEDULES
YEAR ENDED SEPTEMBER 30, 2024**

**SCHEDULE 3
RESERVED FUNDS**

Operating Cash Flow	\$ 30,000
Senior/Little league field lamp replacement fund (+\$1,500 per year)	\$ 24,000
Field Mix replacement Fund (+1,500 per year)	\$ 8,000
Field Machine Replacement	<u>\$ 2,500</u>
TOTAL	\$ 64,500

**SCHEDULE 4
ONE TO FOUR YEAR MAJOR PROJECTS REQUIRING SPECIAL FUNDING**

Senior Field/Majors Field Scoreboard Replacement	\$20,000
Snack stand upgrades	\$20,000
Field Machine / Mower Replacement	\$30,000
Facility upgrades (batting cages, bleachers, storage)	\$30,000
TOTAL	\$100,000

**SCHEDULE 5
POTENTIAL FUTURE PROJECTS**

Lighting replacement/upgrade on fields (LED) TOTAL	<u>\$ 200,000</u>
TOTAL	\$ 200,000

FBTAA
Profit & Loss
 October 2022 through September 2023

	Oct '22 - Sep 23
Ordinary Income/Expense	
Income	
Fundraiser	334.00
BETHLEHEM TWSP REIMBURSEMENT	38,000.00
REFRESHMENT STAND SALES	12,139.68
FALL BALL REGISTRATION	
CAL RIPKEN	125.30
FALL BALL REGISTRATION - Other	2,525.00
Total FALL BALL REGISTRATION	2,650.30
INTEREST INCOME	
TD Bank Money Market	32.17
Total INTEREST INCOME	32.17
MISC. DONATIONS	
AMAZON SMILE	84.20
Total MISC. DONATIONS	84.20
REGISTRATION	65,545.14
SPONSORS	8,985.00
Total Income	127,770.49
Expense	
GARAGE DOOR	140.00
SCHOLARSHIP	500.00
Umpire Fees	3,511.00
Advertising and Promotion	35.00
Cal Ripken League	
Umpire Assigner Fee	480.00
League Fees	3,922.90
Umpire Fees	4,620.00
Total Cal Ripken League	9,022.90
FACILITY RENTAL	158.70
PA American Legion fees	50.00
FIELD & FIELDHOUSE MAINTENANCE	
Property Maintenance	5,644.45
FIELD MIX	4,845.56
Equipment Repairs	1,454.58
FEILDHOUSE MAINTENANCE	1,225.24
FIELD MAINTENANCE	3,656.95
GARBAGE BAGS	201.27
GASOLINE	635.44
INSECT CONTROL	819.70
LOCKS & KEYS	33.92
FERTILIZER FIELDS	1,479.33
FIELD & FIELDHOUSE MAINTENANCE - Other	3,970.84
Total FIELD & FIELDHOUSE MAINTENANCE	23,967.28
HOST WEB SITE	12.00
INSURANCE	
D&O	8,302.00
6-12 PLAYERS & COACHES ACCIDENT	1,632.69
Total INSURANCE	9,934.69
LV,BUSHKILL,CM,SLL,12YR. OLD NORCO LEGION	650.00

FBTAA
Profit & Loss
 October 2022 through September 2023

	Oct '22 - Sep 23
CONNIE MACK	
FEES	1,332.00
UMPIRES	2,480.00
Total CONNIE MACK	3,812.00
BUSHKILL LEAGUE	
FEES	125.00
UMPIRES	990.00
Total BUSHKILL LEAGUE	1,115.00
12 YR OLD TRAVEL	
TOURNAMENTS	4,715.00
12 YR OLD TRAVEL - Other	11,289.82
Total 12 YR OLD TRAVEL	16,004.82
Total LV,BUSHKILL,CM,SLL,12YR. OLD	21,581.82
MISCELLANEOUS	96.00
OFFICE EXPENSE	
Paper/Envelopes/Copies	19.05
PO Box	166.00
Quickbooks	581.94
Stamps	63.00
Total OFFICE EXPENSE	829.99
PLAYING EQUIPMENT	
BASEBALLS	1,426.54
BATS	380.00
NEW UNIFORMS	
SHIRTS	30,759.35
Total NEW UNIFORMS	30,759.35
Total PLAYING EQUIPMENT	32,565.89
REFRESHMENT STAND SUPPLIES	
Equipment/Utensils	2,970.78
MISC FOOD	4,058.35
COCA-COLA BOTTLING	1,361.85
MISC. SUPPLIES	531.98
TOMMY BURKE'S PROVISIONS INC.	1,784.09
REFRESHMENT STAND SUPPLIES - Other	50.00
Total REFRESHMENT STAND SUPPLIES	10,757.05
SR. & JR. LEGION PROGRAMS	
JUNIOR LEGION	
FEES	259.50
Total JUNIOR LEGION	259.50
SENIOR LEGION	
INSURANCE	330.00
UMPIRES	1,170.00
Total SENIOR LEGION	1,500.00
SR. & JR. LEGION PROGRAMS - Other	1,130.18
Total SR. & JR. LEGION PROGRAMS	2,889.68

FBTAA
Profit & Loss
October 2022 through September 2023

	<u>Oct '22 - Sep 23</u>
UTILITIES	
SERVICE ELECTRIC	1,654.07
CITY OF BETHLEHEM(WATER)	780.38
PP&L(ELECTRIC SERVICE)	<u>10,301.22</u>
Total UTILITIES	<u>12,735.67</u>
Total Expense	<u>128,787.67</u>
Net Ordinary Income	-1,017.18
Other Income/Expense	<u>500.01</u>
Net Income	<u><u>-517.17</u></u>

2024 BUDGET ASSUMPTIONS/SUPPORTING DOCUMENTATION

STORMWATER FUND

ONGOING PROJECTS TIMELINES

Project	Project Cost* (M)	Projected Project Completion	Projected Pre-Borrowing Cost				Projected Year for Pre-Borrowing Reimbursement	Average Annual Debt Service
			2023	2024	2025	Total		
PRP Phase 2	\$3.5	2025	\$260,000	\$-	\$-	\$260,000	2024	\$212,331
Easton Ave. Phase 1**	\$1.3	2025	\$290,000	\$60,000	\$-	\$350,000	2024	\$79,533
Walnut St. Drainage	\$3.9	2025	\$330,000	\$20,000	\$-	\$350,000	2024	\$236,598
Sculac Phase 1	\$2.5	2027	\$170,000	\$90,000	\$-	\$260,000	2025	\$151,665
Sculac Phase 2	\$3.0	2027	\$20,000	\$220,000	\$20,000	\$260,000	2025	\$181,998

*Estimated Total Project Cost funded through borrowing

**Easton Avenue Phase 1 only includes PENNVEST portion.



2024 BUDGET CONSIDERATIONS/COSTS

Project and/or Expense	Reimbursable Expense	Non-Reimbursable Expense	Estimated Reimbursement	Debt Service
PRP Phase 1*	\$-	\$-	\$-	\$74,070
PRP Phase 2	\$-	\$-	\$260,000	\$-
Easton Ave. Phase 1**	\$60,000	\$-	\$350,000	\$-
Walnut St. Drainage	\$20,000	\$-	\$350,000	\$-
Sculac Phase 1	\$90,000	\$-	\$-	\$-
Sculac Phase 2	\$220,000	\$-	\$-	\$-
Bethman and Fairway	\$-	\$100,000	\$-	\$-
Engineering – GIS Mapping/System Improv.	\$-	\$130,000	\$-	\$-
Engineering – SW Program	\$-	\$280,000	\$-	\$-
TOTAL	\$390,000	\$510,000	\$960,000	\$74,070

*Monthly debt service anticipated start date of July 2024. Estimated annual debt service payment of \$148,141 is expected in 2025.

**Easton Avenue Phase 1 only includes PENNVEST portion.



2024 ENGINEERING COSTS

Engineering – GIS Mapping/System Improvements	
Geomatics	\$50,000
Modeling	\$80,000
SUB-TOTAL	\$130,000
Engineering – SW Program	
MS4	\$90,000
Grant Support	\$30,000
Retainer	\$80,000
Program Management	\$80,000
SUB-TOTAL	\$280,000
TOTAL	\$410,000

*Estimated and preliminary, subject to change.

**Excludes reimbursable fees associated with projects.



2024 STORMWATER FUND - WAGE ALLOCATIONS - (GENERAL AND SEWER FUND)

FIELD SERVICE WAGES

	GENERAL	SEWER	TOTAL
01.444.41470 TRUCK DRIVERS	\$193,000		\$193,000
SUB-TOTAL (ROUNDED)	<u>\$193,000</u>		<u>\$193,000</u>

ADMINISTRATIVE WAGES

	GENERAL	SEWER	TOTAL
01.401.41450 TOWNSHIP MANAGER	\$5,900		\$5,900
01.402.41170 FINANCE DIRECTOR	\$7,700		\$7,700
01.409.41170 PPIS DIRECTOR	\$2,200		\$2,200
01.430.41170 COMMUNITY DEVELOPMENT DIRECTOR	\$11,400		\$11,400
01.444.41020 PUBLIC WORKS ASSISTANT DIRECTOR	\$9,100		\$9,100
01.444.41170 PUBLIC WORKS DIRECTOR	\$11,300		\$11,300
08.401.41450 TOWNSHIP MANAGER		\$5,900	\$5,900
08.401.41170 PPIS DIRECTOR		\$8,800	\$8,800
08.402.41170 FINANCE DIRECTOR		\$7,700	\$7,700
08.402.41210 FISCAL CLERK		\$21,400	\$21,400
SUB-TOTAL (ROUNDED)	<u>\$48,000</u>	<u>\$44,000</u>	<u>\$91,000</u>
TOTAL WAGES (ROUNDED)	<u>\$241,000</u>	<u>\$44,000</u>	<u>\$284,000</u>

FRINGE BENEFITS

FICA ER (7.65% WAGES)
 MEDICAL (VARIES ON SINGLE/FAMILY COVERAGE)
 PENSION (VARIES ON DB/DC PLAN TYPE)

2024 Bethlehem Township Budget - Employee Salaries by Fund Charges - Annual Dollar Amounts

Position (employee/s)	General Fund		Sewer Fund		Stormwater Fund		
	Salary/Wages	%	Salary/Wage	%	Salary/Wage	%	Salary/Wage
Township Manager (1)	117,000	45%	52,650	45%	52,650	10%	11,700
Executive Assistant (1)	54,399	50%	27,199	50%	27,199	0%	-
Fiscal/HR Admin (1)	66,714	50%	33,357	50%	33,357	0%	-
Finance Director (1)	114,274	43%	49,423	43%	49,423	14%	15,428
Asst. Finance Director (1)	92,925	50%	46,463	50%	46,463	0%	-
Fiscal Clerk (3)	142,941	50%	71,470	50%	71,470	0%	-
Fiscal Clerk (1)	42,891	0%	-	50%	21,445	50%	21,445
Fiscal Tech 2)	105,748	50%	52,874	50%	52,874	0%	-
PPIS Director (1)	109,445	18%	19,700	72%	78,800	10%	10,945
PPIS Asst. Director (1)	92,700	20%	18,540	80%	74,160	0%	-
PPIS Crew Leader (1)	67,926	10%	6,793	90%	61,133	0%	-
PPIS Electrician (2)	132,866	30%	39,860	70%	93,006	0%	-
PPIS Sewer Worker (2)	56,412	20%	11,282	80%	45,129	0%	-
Community Development Director (1)	113,602	90%	102,242	0%	-	10%	11,360
PW Director (1)	112,555	90%	101,299	0%	-	10%	11,256
PW Asst. Director (1)	90,615	90%	81,554	0%	-	10%	9,061
PW Truck Driver (10)	619,629	69%	426,929	0%	-	31%	192,700

2024 BUDGET ASSUMPTIONS/SUPPORTING DOCUMENTATION

BETHLEHEM AREA PUBLIC LIBRARY