**Conewago Township Board of Supervisors**
490 Copenhaffer Rd.
York, PA 17404

1st 2027 Budget Workshop Meeting

**Tuesday, October 14, 2026**

**The meeting was recorded (visual & audio) for the purpose of generating the minutes**

**-Call to Order & Pledge of Allegiance**:
The 1st 2027 Budget Workshop Meeting of the Board of Supervisors was held at 490 Copenhaffer Rd. York, PA 17404. The meeting was called to order by Chairperson Wilhide at 6:00 pm. Those in attendance were Lorreta Wilhide (Chairperson), Brian Klinger (Supervisor), John MacDonald (Supervisor), Bonita Kiser (Assistant Manager), Josh Thomson (Public Works Supervisor), Erin Dell (Secretary/Treasurer), Rebecca March (Zoning & Codes Officer) and Mark Stivers (Township Manager).

**-Public Requests:**

1. There were no public requests.

**-Approval of Agenda**:

1. Motion made by Supervisor MacDonald, second by Supervisor Klinger, unanimously carried to approve the agenda as prepared. Vote 3-0.

**-Unfinished/New/Other Business:**

1. 2027 Draft Budget –
    a. Manager Stivers addressed how municipal budgeting works. The conversation started with goals as a township.
        i. Exercising strong fiscal management. Generating more revenue that you spend to always grow your reserve. Secondly, township staff worked to develop policies for each fund (guiderails on how much there is to spend and how it will be used).
        ii. Digital document management practice – permits, resolutions, ordinances, etc. Tied to this is the codification of the ordinances so that they will all be able to be placed online and easily searched.
        iii. Memorial at Mill Creek Park – this has been discussed for a bit now and is now moving along toward completion. Gazebo being placed with landscaping and a path to walk around.
        iv. Updating of the Comprehensive Plan
        v. Manager Stivers noted many highlights of 2026 including staffing changes, improved communication via Savvy, our website and an improved newsletter with lots of information. The Township has had electric run to Mill Creek Park which will allow for more community events, the paving of Bremer Rd and other road projects within the township, the LSA Grant for a new backhoe.
    b. With the 2027 Budget funds will be separated out to further detail what the Township has and where the funds are going to.

i. Capital Reserve – in place to act as a savings account to let build for the outright purchase of larger items.
ii. Highway Aide Fund – Liquid Fuels; money that we get from the state through the purchase of fuels. This money from the state must be used for road improvements and things such as vehicles or streetlights. It is a limited fund and strictly regulated what this can be used for.
iii. Stormwater Fund – Currently not a fee per property like other larger cities. The Township collects a stormwater fee per project, and this gets put aside to pay for stormwater improvements. Currently exempt from MS4 (Federal Clean Water Act – must make sure the water is clean before leaving site) – we will eventually become an MS4 community.
iv. Recreation Fund – collected $2,500.00 per lot when a project is done. This money goes toward improvements to our parks. It is very restricted to recreation/park facility improvements.
v. General Fund- this is the main spending account for the Township. Manager Stivers further detailed all of the expenditures that come from this account and the costs associated.
    a. Income
        i. Real Estate Taxes – income
        ii. Real Estate Transfer Tax – income (money we get from the sale of properties) Supervisor MacDonald stated that we may want to tighten this piece of the budget because real estate market rates are escalating and this will decrease sales in 2027.
        iii. Earned Income Tax – income received monthly
        iv. Mercantile Privilege Tax- income received monthly (paid by businesses, but not by warehouses). Consideration being given to becoming a wet township which would add to our revenue.
        v. Local Services Tax- income received monthly.
        vi. Alarm registration fee/ junkyard fee/ cable franchise fee /local violations/solicitation fee…etc – income
        vii. Stormwater Application fee/Building Permit fee/Zoning Hearing Board fee – income
        viii. Fire Relief Fund – this in a pass through. This is revenue from the state that is a direct pass through to the fire company. This is different from year to year.
        ix. On lot Septic/Road Opening fee – income
        x. Contracted Services – this is a pass through. We pay the Sewer Authority from township payroll and are then reimbursed by the Sewer Authority
        xi. Misc Income – income from YATB/scrap metal fees/etc…
    b. Expenses
        i. Items have been moved around from the previous year to place them where they better fit
        ii. Legislative Body – expense for salaries, cell phone reimbursement, uniform. Engineering/Legal – expense largely controlled by Supervisor discretion. Increase made to Engineering for 2027 to help us with larger things like major road reconstruction – not simple

inspections that can be done by zoning/manager. Increase made to Legal as well.

iii. Administration – Wages, insurance, uniform
    1. General discussion had on the costs of insurance and also the 4-day work week.
    2. Gas, electric and water between ZV and the Township building have been separated into different categories so that it can be better seen what is being spent.
    3. Memberships/dues/other services kept the same
    4. Accounting/Auditing bumped up a bit from 2026
    5. Tax Collector supplies and mailings – this will be bumped up a little because the number of mailings and the cost of mailing is trending higher.
    6. Sewer – matches the pass-through revenue.
    7. Data Programs - CS Datum/Permit Manager. This will stay the same.
    8. IT – computer services/AV equipment/website/Kleppers. Bumped up this year and kept higher for next year.
    9. Building Repairs – kept the same for 2027. The township is trying to handle more repairs in house and call out only for large scale jobs or things that we cannot handle/
    10. Cleaning for Township Building and ZV – kept the same as 2026
    11. Police Department – all municipalities' numbers are going up next year. We will have the addition of 2 new officers serving the township.
    12. Insurance for Fire Company
    13. Ambulance Contribution – done by resolution. Will be looking to see all who we have contributed to.
    14. Zoning Stenographer
    15. Comprehensive Plan – CS Davidson is looking into grants to assist us with the cost.
    16. Zoning Legal – Attorney for the ZHB. The cost for this is determined by how many cases come through to be heard.
    17. EMA – seen in 2025 Budget. Will look into if we contribute or not. Chairperson Wilhide believes this is a yearly fee. This may need to be moved to fees, not located in contributions.
    18. PA OneCall – Membership to utilize this particular management system.
    19. SPCA – must decide by December, and another alternative has not been found.

20. SEO Fee- sometimes we do pay them as they help out. This is mostly residents that utilize them

iv. Public Works – Salaries/Vision & Dental/Uniforms
    1. Shop Expenses – lowered a little due to doing more in house and buying what we need in the quantity needed.
    2. Gas/Oil – staying as is from previous budget (diesel)
    3. Clothing/Uniforms – went up slightly, but this does include the boot allowance.
    4. Tires – bumped up from last year
    5. Vehicle Repairs – kept the same. More being done in house and only paying for parts. Only being sent out if cannot be taken care of by team.
    6. Water for Brine Tank – new item added; pulled from water bill.
    7. Public Works Equipment – some things have been moved into Capital. This will be for smaller equipment.
    8. Snow Materials – road salt and other road treatments. Increased from last year. PW Supervisor Thomson stated that the crew is calibrating the salt spreaders so that they can know how much is spread per mile.
    9. Street Signs – bumped up from 2026
    10. Storm Sewers – Manager Stivers is looking into this more. We spent money on this, but nothing has hit the account
    11. Repair of tools and machinery – new category so that we can better track
    12. Highway Maintenance/Highway Construction – moved from General Fund to the Capital Fund where it belongs.
v. Recreation/Special Events – Whole category has been created for this.
    1. Electric/Heating/Water – slight increase, but they have been separated out.
    2. Park Rental Equipment – new line for things that we rent and place at park such as porta-potties.
vi. Contributions – organizations that we give to during the year. This needs more work at this time.
vii. Workers Comp. Ins. – slightly higher in 2026. Township and Fire Company…
viii. Health Insurance/Life Insurance
ix. Uncategorized Expenses

-Disussion closed on the General Fund. Will pick up the next Budget Workshop Meeting with the Capital Fund details.

**Adjournment:** Chairperson Wilhide adjourned the meeting at **7:49 PM**

Respectfully submitted,

Erin Dell
Secretary/Treasurer