

**FIRST BUDGET HEARING  
MINUTES**

**June 22, 2015**

The Frankford Town Council held their First Budget Hearing on Monday, June 22, 2015 at 7:02 PM.

Council members Present:           Joanne Bacon, Pres.  
  Pamela Davis, Vice-Pres.  
  Charles Shelton

Others Present:                        Terry Truitt, Town Administrator  
  Mike Warchol, Police Chief  
  Jerry Smith  
  Greg Welch  
  Maria Counts, Coastal Point

Pres. Joanne Bacon read aloud the posted agenda.

The Frankford Town Council reviewed a formulated Proposed Budget for Fiscal Year July 1, 2015 through June 30, 2016 for the General Fund and the Water Department separately. Both Proposed Budgets will be advertised for two (2) weeks. The 2<sup>nd</sup> Budget Hearing will be scheduled on Monday, July 13, 2015 at 7:00 PM.

As part of the review of the budgets, Council was presented with a year to date comparative for each fund. Pres. Joanne Bacon read aloud a line by line narrative of each account/ fund. There was no discussion regarding the need for increasing the property tax or water rates for the upcoming budget year. Council made the following changes: to remove the wording encumbered from the pension account #6020 for both funds, creation of a new line for Town Hall –office cleaning by clarifying the miscellaneous expense out clearer.

Pres. Joanne Bacon called on those present for any questions and/ or concerns.

Greg Welch questioned the line item as Reservation of Park Pav./ BR as being a rental of the Park? Pres. Joanne Bacon replied it was a fee for reservations of the bathrooms at the Park and to offset paper/ janitorial supplies used for large groups.

Jerry Smith questioned when this fee took place. Pres. Bacon replied that she did not have the minutes in front of her but she would refer back to them but could not answer that question tonight.

Greg Welch questioned the Council for the need to having the separation of the Public Safety as a separate budget.

Jerry Smith stated his concern for having the Public Safety separated with their own budget would give a clearer cost of the operations of the department noting grants received, etc.

Pres. Joanne Bacon questioned Chief Warchol if he was interested in having a separate budget. Chief Warchol replied he had worked with Terry Truitt to outline the current budget. He referenced his tenure at Florida with working with his budget the same way as being presented tonight as being part of the General Fund.

Terry Truitt outlined the separation of the accounts and stated the Public Safety department was did have their own funding source to be budgeted separately. She added they were part of functions supported by property tax revenue.

Chief Warchol outlined that Police Departments does not make money (revenue) for a Town that they provide a service.

Jerry Smith questioned what formula is the Town using to formulate the expense of hiring a 2<sup>nd</sup> officer? Chief Warchol responded that he can only work 40 hours. Councilman Charles Shelton noted the public clearly stated they wanted a 2<sup>nd</sup> police officer and wanted more police coverage which could not be done by a one man department.

Jerry Smith noted it sounds good but if the numbers don't support the 2<sup>nd</sup> police officer being hired (referring to the tickets, calls for service, etc.)

Pres. Joanne Bacon stated Terry Truitt would be directed to double check with the Town accountants but felt there was no need currently to have the Public Safety separated into the their own budget.

**HERETO: A copy of the Proposed Budgets for the General Fund and Water Fund will be made a part of these minutes.**

A motion to advertise the proposed budget for two weeks was made by Pamela Davis with a 2<sup>nd</sup> by Charles Shelton. Motion was unanimous.

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A motion to adjourn was made by Charles Shelton with a 2<sup>nd</sup> by Pamela Davis at 8:51 PM. Motion was unanimous.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Terry H. Fruitt".

Terry H. Fruitt  
Town Administrator

**TOWN OF FRANKFORD  
PROPOSED GENERAL FUND BUDGET  
JULY 1, 2015 THROUGH JUNE 30, 2016**

**REVENUE:**

4002 · Building Permits/Fees	11,800.00
4002.2 · Business License Income	3,000.00
4003 · Copies	20.00
4004 · Fines Recvble.	7,120.00
4005 · Franchise Income	7,000.00
4006 · Grass Income	2,300.00
4006.1 · Gross Receipts Tax Income	27,000.00
4008 · J P Court -Rental Income	42,130.00
4009.1 · Sussex County Grants-Pub.Safety	35,000.00
4010 · Town Taxes	111,500.00
4011 · Transfer Tax Income	22,365.00
4012 · Trash Income	100,100.00
4013 · Mun.Street Aid-Income/ Interest	16,500.00
4018 · Rental License Income	6,375.00
4019 · Reservation of Park Pav./BR	1,000.00
4150 · Miscellaneous Income	4,000.00
<b>Total Revenue</b>	<b>397,210.00</b>

**EXPENDITURES:**

6001 · Accounting	6,000.00
6003 · Advertising	2,000.00
6005 · Building Maintenance	1,100.00
6006 · Christmas Contest	400.00
6007 · Christmas Decorations	1,200.00
6009 · Consultants	47,000.00
6011 · Donations	200.00
6012 · Election	500.00
6013 · Health Insurance.	5,400.00
6014 · Insurance.	10,000.00
6015 · Legal Services	12,000.00
6016 · Meetings/Seminars	100.00
6017 · Membership/Dues.	200.00
6018 · Office Equipment	1,000.00
6019 · Office Expense - Supplies.	1,000.00
6020 · Pension	4,100.00
6021 · Postage/Shipping.	1,000.00
6023 · Sewer.	600.00
6027 · Street Maintenance	5,000.00
6028 · Street Repairs	1,000.00
6029 · Telephone.	1,500.00

6030 · Town Equipment	5,000.00
6031 · Town Park	11,000.00
6032 · Trash	47,000.00
6034 · Electric	6,700.00
6036 · Heat	1,000.00
6561 · DE State Unemployment	450.00
6562 · Payroll Taxes-GF	6,500.00
6563 · Wages	25,000.00
8001 · Street Lighting	14,000.00
8003 · Street Maintenance.	3,000.00
8140 · Miscellaneous	440.00
8150 · Office Expense/Supplies	600.00
8170 · Taxes	100.00
8180 · Town Hall-Office Cleaning	1,260.00
8801 · Public Safety-Alarm System	550.00
8802 · Public Safety-Auto-Gas	10,500.00
8803 · Public Safety-Building Electric	100.00
8804 · Public Safety-Building Heat/Gas	100.00
8805 · Public Safety-Building Maint.	15,000.00
8807 · Public Safety-Equip.Purchases	5,000.00
8809 · Public Safety-Insurance	1,000.00
8809.2 · Public Safety-Publ.Off.Liab.	100.00
8809.3 · Public Safety-Workers Comp.	100.00
8811 · Public Safety-Membership/Dues	300.00
8812 · Public Safety-Misc. Expense	1,500.00
8813 · Public Safety-Office Exp.-Suppl	1,000.00
8814 · Public Safety-Payroll Taxes	100.00
8815 · Public Safety-Pension	10,000.00
8816 · Public Safety-Sewer	100.00
8819 · Public Safety-Telephone Exp.	3,200.00
8819.5 · Public Safety- Training Expense	2,000.00
8820 · Public Safety-Uniforms	2,000.00
8821 · Public Safety-Vehicle Repairs	3,000.00
8863 · Public Safety-Wages	89,000.00
9999 · Operating Transfer	29,210.00
<b>Total Expenditures</b>	<b>397,210.00</b>

Current Tax Rate \$2.50 Per Hundred

Proposed by the Town Council on June 22, 2015

**TOWN OF FRANKFORD  
PROPOSED WATER BUDGET  
JULY 1, 2015 THROUGH JUNE 30, 2016**

**Revenue**

4001 · Awards/Grants	10,000.00
4150 · Miscellaneous Income	6,200.00
5001 · Cert. Mail	300.00
5002 · Debt Service W.P.	55,000.00
5003 · Impact Fees	1,000.00
5004 · Interest Income	100.00
5005 · Sinking Fund Income	13,500.00
5006 · User Charges	<u>288,500.00</u>
<b>Total Revenue:</b>	<b>374,600.00</b>

**EXPENDITURES**

6001 · Accounting	15,750.00
6004 · Bank Charges	40.00
6009 · Consultants	2,500.00
6012.5 · Fuel -Emergency Generator	1,500.00
6014 · Insurance.	29,000.00
6014.7 · Laboratory Analysis	500.00
6019 · Office Expense - Supplies.	550.00
6020 - Pension Matching	4,100.00
6021 · Postage/Shipping.	1,000.00
6023 · Sewer.	700.00
6025.5 · Sludge Disposal	18,000.00
6561 · DE State Unemployment	500.00
6562 - Payroll Taxes	6,600.00
6563 · Wages	52,000.00
7001 · Analytical Services	37,500.00
7002 · Auto - Gas	1,500.00
7003 · Chemicals	18,500.00
7004 · Consumer Report Water	250.00
7005 · Distribution Line-R & M	14,000.00
7007 · Equipment Purchases	500.00
7009.4 · Health Insurance	14,600.00
7011 · Membership/Dues	200.00
7012 · Miscellaneous-Reimburseables	1,500.00
7013 · Office Expense - Supplies	1,000.00
7015 · Postage/Shipping	700.00
7017 · Repairs/Truck-Pick-Up-Equip	2,000.00
7019 · Telephone	600.00
7022 · Utilities- Electric/ Water PI.	20,000.00
7025 · Water Meters	5,000.00

<b>7027 · Water Plant Maintenance</b>	<b>10,000.00</b>
<b>8400 · Debt Service -Interest</b>	<b>17,800.00</b>
<b>8500 · Debt Service - Principal</b>	<b>67,000.00</b>
<b>9999 · Operating Transfer</b>	<b><u>29,210.00</u></b>
<b>Total Expenditures:</b>	<b>374,600.00</b>

**Current Water Rate \$8.75 Per Thousand Gallons**  
**Proposed by the Town Council on June 22, 2015**