Northeastern Pennsylvania Alliance

NEPA

Municipalities Financial Recovery Act

Recovery Plan Update
Plymouth Township
Luzerne County, Pennsylvania

Prepared for:

The Commonwealth of Pennsylvania
Department of Community and Economic Development
Governor's Center for Local Government Services

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CHAPTER 1

INTRODUCTION

Coordinator's Note: *The following document represents an Update of the Financial Recovery Plan based upon an original analysis and initial plan completed by the Northeastern Pennsylvania Alliance (NEPA) as the Act 47 Recovery Plan Coordinator for Plymouth Township, Luzerne County, Pennsylvania. During the course of our role as the Recovery Plan Coordinator, the Township elected officials and staff have faithfully worked with the NEPA staff to implement many of the recommended actions set forth within the original plan and is now is a position to embark on a transitional phase that is intended to guide the Township toward an exit from its Distressed Status.*

For the sake of continuity and contextual wholeness, portions of the original plan narrative are referenced in this Plan Update to provide a complete context for achievements attained during the initial recovery plan years, and to also serve as a basis for yet to be accomplished objectives and rationale for future actions consistent with the intent for the Township's full financial recovery. Update commentary is so noted at appropriate points throughout this Plan Update.

PLAN UPDATE INTRODUCTION

The Plymouth Township Board of Supervisors has made great progress over the last several years returning to a reputable government amongst their peers and creditors. As a result of working closely with the Recovery Plan Coordinator Team, the Supervisors have made many improvements to the Township's operations, governance, public service delivery, and have improved employee relationships. The Supervisors have a better understanding of the laws that guide and compel them. Through the implementation of the original Recovery Plan, Plymouth Township has begun a type of local government renaissance.

The update to the Recovery Plan will further aid Plymouth Township with continuing their improvements and guiding them along the road toward stability as they face new challenges ahead. The Supervisors have demonstrated resolve in confronting very serious issues under extraordinary circumstances and the Recovery Plan Coordinator believes this plan update will eventually lead them out of Act 47 financial distress status. The Township's financial distress status was the result of poor financial management over the course of several years. Over the last several years, the tasks associated with financial recovery have not been a walk in the park and will require more prudent economic sense, especially in light of the current economic climate.

The municipal services performed by Plymouth Township are now limited to public works, sanitary sewer collection system operation, zoning and code enforcement, and administration. Municipal police protection, recycling and solid waste collections have been discontinued in the interest of budget economy.

TERMINATION OF STATUS OF MUNICIPAL FINANCIAL DISTRESS

The intent of this Updated Recovery Plan is to lay out a strategy and specific actions for Plymouth Township that will bring the municipality to a position in which its status of municipal financial distress will be terminated.

As depicted within Table 1-1 below, since the township's entry into the Act 47 status in 2004, its financial health has improved dramatically as a result of implementing many of the initial Recovery Plan recommendations. Under the guidance of the Recovery Coordinator, deficit spending has been eliminated and a complete recording of the township's financial activity is recorded within the QuickBooks accounting system.

Table 1-1. Plymouth Township General Fund Sources & Uses

	2004	2005	2006	2007	2008	2009
Beginning Cash Balance	50,378	138,028	315,072	141,920	143,083	244,708
Revenues	292,268	347,530	550,677	606,411	574,979	606,308
Expenditures	(271,691)	(344,504)	(365,748)	(472,998)	(414,442)	(376,405)
	20,578	3,026	184,929	133,413	160,537	229,903
Other Financing Sources	318,737	818,243	308,184	362,473	835,374	39,587
Other Financing Uses	(270,209)	(549,739)	(706,473)	(451,504)	(871,628)	(269,490)
	48,528	268,503	(398,289)	(89,030)	(36,254)	(229,903)
Change in Fund Balance	69,105	271,529	(213,359)	44,382	124,282	(0)
Other Financing Sources:						
Emergency Watershed Protect.			88,417			
Fire Reimbursement		333,949	18,254			
Flood Reimbursement		202,296	31,904	261,659	580,291	16,855
DEP Program Reimbursement			15,387			
Workforce Development Grant		65,632				
Community Development Grant	29,607	153,893		7,500	135,000	
Recycling Performance Grant				236	187	
Transfers from other funds		44,094	151,842	14,375	98,383	17,371
Contract for public works service				63,523		2,000
Contract for highway/street work						1,000
Proceeds from TAN	260,000					
Sale of assets	465	9,540		15,180	21,513	2,361
Miscellaneous	28,665	8,838	2,381			
	318,737	818,243	308,184	362,473	835,374	39,587

	2004	2005	2006	2007	2008	2009
Other Financing Uses:						
Major Equipment Purchases		33,287	111,437	15,180	45,700	
Roof/electrical system upgrades	38,210					
Building Maintenance/Repair	46,265					
Equipment-Workforce Develop		18,463				
Wages-Workforce Development		41,844				
Wages - OCD		3,648				
Capital construction-OCD	617	128,653			93,076	
TAN loan - principal	25,356					
TAN loan interest	355	5,408				
Building fire expenses	5,982	286,823	44,682	4,127		
Flood expenses	4,275	29,969	308,172	97,677	474,194	29,647
Act 47 Loan - principal			25,500			
Transfers to other funds			208,114	334,520	221,249	239,078
Miscellaneous	149,149	1,644	8,568		37,409	765
	270,209	549,739	706,473	451,504	871,628	269,490

Great emphasis was first applied to actions and policies that would immediately address the fiscal woes of the Township by establishing procedures and practices that would institutionally strengthen its financial viability and governance over its affairs. This progress has been regularly reported throughout the onset years of the recovery plan and is now apparent that a foundation has been laid for the Township to strive toward an exit of it's distress status, once remaining financial obstacles are resolved that will ensure its future stability and enable the Township to meet future community development challenges.

Under Section 253(c) of the Financially Distressed Municipalities Act, there are several factors to consider relative to the presence of conditions that led to the original determination of municipal financial distress. A review of these factors indicate that the Township has substantially progressed toward the objective of regaining control over its affairs and a rescission of its Distressed Status is plausible with the implementation of recommendations set forth within this Recovery Plan Update.

1) Reports submitted by the coordinator have indicated a steady progression of successfully implementing many of the objectives set forth in the original Recovery Plan.

2) All accrued deficits have been eliminated with loan funds and has been further addressed by the establishment of sound fiscal practices and regular financial reporting.

3) Obligations issued to finance the Township's past deficits are being addressed with regular structured payments and are scheduled for retirement in November 2010 and 2015.

4) The Township has been operating under a positive current operating fund balance as evidenced by the township's annual audits.

The recommendations that follow are designed to further improve the Township's fiscal stability, functions and services with a greater emphasis upon community development. This plan does not recommend curtailing any services beyond those which have already been eliminated.

The following Recovery Plan Recommendations are divided into ten topical areas which include: Revenue; Administrative and Financial Management; Township Service Levels; Planning, Building and Property Maintenance; Community Development; Capital Improvement & Infrastructure; Grant Administration, Litigation and Intergovernmental Cooperation; Sewer Fund and Sewer System; Act 47 Loan/Grants and Debt Service; and Fund Projections.

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PHYSICAL LOCATION

Plymouth Township, Luzerne County, Pennsylvania, is a Township of the Second Class located along the Susquehanna River in the greater Wyoming Valley. Plymouth Township is located within the central portion of Luzerne County on the westerly side of the Susquehanna River approximately 8 miles south of the City of Wilkes-Barre. The Township is bounded on the north by Plymouth Borough, on the west by Jackson Township, on the south by Hunlock Township, and on the east by approximately 5.5 miles of shoreline of the Susquehanna River. A map of the Township is available in Appendix A.

Plymouth Township is a typical community along the main stem of the Susquehanna River. The geography of Plymouth Township is characterized by the steep mountainous terrain of both the Larksville Mountains and Shickshinny Mountains in the northern and western portion of the Township, which sharply slope to the southeast, to the Township's low-lying areas along the Susquehanna River where more than eighty homes are within the 100-year floodplain, some even within the 25-year floodplain. As a result of the Township's location within the Susquehanna River Valley and its surrounding steep mountainous terrain to the north, south and west, Plymouth Township is highly vulnerable to flooding.

DEMOGRAPHIC ANALYSIS

The U.S. Census Bureau estimates that the 2008 population is 2,065 versus a 2000 figure of 2,097. Although new demographic data will not be collected until the 2010 decennial census, local knowledge affirms that there has been no dramatic shifts in population, housing or socio-economic issues in the Township since the original recovery plan was adopted in 2005. Thus, it appears that the demographic trends stated in the original Recovery Plan are still apparent in the Township in 2010. The Coordinator will evaluate the demographic data upon the release of census data profiles generated from the 2010 decennial census.

HISTORIC ROOTS OF PLYMOUTH TOWNSHIP

The Township has a long history dating back to December 28, 1768. According to the Township's Web site, information presented by Marge Gray and Tammy Lamb, the Township was formed, along with five others in the area, by the Susquehanna Company. Typical of the area, and mostly due to economic reasons, early settlers located along the river plains, but despite the occurrence of periodic flooding, the community grew. Neighboring Jackson Township was divided off in 1877, leaving Plymouth Township with its current geographical boundaries. Like many communities in the Wyoming Valley, coal mining, in both its deep mining and strip mining forms, is a prominent part of the Township's heritage. With the collapse of this industry in the mid-twentieth century, the economic repercussions have resonated in Plymouth Township and in the region to this day.

GOVERNMENT AND PERSONNEL

As a result of its population density being below 300 people per square mile, the Township is governed by the articles of "The Second Class Township Code" and the general laws of the Commonwealth of Pennsylvania. The current governing body consists of a three-member Board of Supervisors, with each of the current members having terms expiring in 2010, 2012 and 2012. The three Township supervisors are elected at-large. The Board of Supervisors is responsible for all executive, legislative and administrative powers of the Township. This form of government is commonly referred to as the "commission form" of government because there is no separation of powers between the legislative and executive branch.

As of January 2010, there were nine staff positions budgeted within the Township; four full-time and five part-time. The four full-time employees consist of a chief administrative position of Township Coordinator/Secretary/Treasurer; a Road Foreman and two road workers. The five part-time employees consist of a clerical/custodial position, a road maintenance worker, a Zoning Officer/Building Inspector, a Code Enforcement Officer and a clerk. Law enforcement and police protection services in the Township remain under the Pennsylvania State Police. Recently, two volunteer fire departments in the Township, Tilbury and Volunteer Station No. 1, have consolidated (now named The Plymouth Township Volunteer Fire Company – Tilbury Station) to provide fire suppression and emergency services for all Township areas. This arrangement is currently going through a formal review by state agencies and is being monitored by the township Board of Supervisors.

The current Board of Supervisors consists of one member that has been serving since the inception of the Recovery Plan, a first term Supervisor who served as a Supervisor several years ago, and offers a keen knowledge of the issues facing the Township, and a newly elected Supervisor initiating a first term. The Recovery Plan Coordinator believes that the Board of Supervisors has consistently demonstrated that they have the best interests of the Township when deliberating their decisions.

FINANCIAL DISTRESS STATUS

The beginnings of Plymouth Township's current financial difficulties date back to approximately 1996. The growing difficulties have led to requests from the Township to the Pennsylvania Department of Community and Economic Development (DCED), Governor's Center for Local Government Services (GCLGS) for technical assistance. The technical assistance rendered by the Department culminated in the appointment of James Phillips, Borough Manager of East Stroudsburg Borough, as a Peer Consultant to the Township. Mr. Phillips conducted a financial review of the Township and completed his report in March 2004. Mr. Phillips made numerous recommendations for improved financial management in his report to the GCLGS, much of which has proven to be very beneficial throughout the Act 47 process and the development of the original Recovery Plan. The most significant recommendation presented in the Phillips report, is the recommendation to the Township to apply for Act 47 Distressed Municipality Status through DCED.

The Board of Supervisors of Plymouth Township applied for a determination of Distressed Status to DCED through a Resolution adopted May 3, 2004, and a Request for Determination of Municipal Financial Distress under the Municipalities Financial Recovery Act filed May 28, 2004. The GCLGS conducted a Consultative Evaluation of the Township in Spring 2004, and completed the evaluation June 28, 2004. The GCLGS received testimony from Township officials and interested residents about the Township's financial condition and the circumstances that led the Township into their current financial difficulties at a Public Hearing on June 28, 2004.

The findings were referred to the Secretary of the Department of Community & Economic Development in accordance with Act 47. Secretary Dennis Yablonsky approved the Township's application for distressed status, by Departmental Order, on July 27, 2004. The Department then undertook the Request for Proposal process to appoint a Recovery Plan Coordinator as required by Act 47.

RECOVERY PLAN COORDINATOR

The NEPA Alliance was appointed as the Recovery Plan Coordinator by Secretary Yablonsky on August 26, 2004. The NEPA Alliance is a private non-profit regional economic and community development agency, headquartered in Northeastern Pennsylvania. The NEPA Alliance is also a Local Development District as designated by the federal and state governments. The NEPA Alliance has a service territory consisting of Carbon, Lackawanna, Luzerne, Monroe, Pike, Schuylkill, and Wayne counties. The region has a population of approximately 975,000 people and covers 4,400 square miles. The NEPA Alliance is governed by a 40 member Board of Directors that includes a diverse representation of public and private sector individuals from all seven counties.

The NEPA Alliance has four operating divisions which provide services to businesses, communities, and governments through several contractual relationships with the United States Government and the Commonwealth of Pennsylvania. The Plymouth Township Recovery Plan process is a collaborative effort utilizing the interdisciplinary talents within

NEPA's divisions. The NEPA Alliance staff is a dedicated group of professionals with a broad range of expertise and experience in the public and private sectors. The following individuals were assigned to the Plymouth Township Project and contributed to the preparation of the original plan: Jeffrey Box, President & Chief Executive Officer and Lead Project Coordinator; Wendi Holena, Vice President – Administrative Services; Alan Baranski, AICP, Vice President - Community & Government Services; Steven Zaricki, Research & Information Manager; Kurt Bauman, Government Services Manager; Brian Langan, Government Services Manager and Donna Romiski, Operations Manager.

Current NEPA staff engaged in ongoing recovery plan services and who have contributed toward this Plan Update, include: Jeffrey Box, President & CEO; Wendi Holena, Vice President – Administrative Services; Alan Baranski, AICP, Vice President - Community & Government Services; Judy Doblix, Accounting Specialist; Joseph Chacke, Government Services Specialist and Paula Terpak, Administrative Assistant.

ORIGINAL ACT 47 PLAN PREPARATION AND FILING

In accordance with the timeline outlined within Act 47, on February 1, 2005, NEPA provided bound copies of the prepared plan to the Pennsylvania DCED, to the Township Secretary for inspection by the interested public, each of the Township Supervisors and the Township's Solicitor. Furthermore, electronic copies were posted on the NEPA website and the DCED website for public review.

During the comment period prior to the public meeting, the Township Supervisors communicated with the NEPA Recovery Coordinator team on two occasions their concerns about the proposed increase of the municipal real estate property millage. Although the Supervisors recognized the necessity of generating additional funds to meet the township's financial requirements, it was suggested that sufficient revenues could be raised through an increase in the Earned Income Tax. The Recovery Coordinator agreed to prepare an alternative revenue enhancement approach utilizing an increase in the EIT for residents as well as non-residents that in the end would not compromise the financial integrity of the recovery plan.

The Recovery Coordinator prepared a financial analysis summary sheet outlining the elimination of the originally proposed property tax increase, the alternative increase in the local Earned Income Tax and the proposed use of the funds generated from EIT increase. This information was explained in an opening statement by the Recovery Coordinator at the February 17, 2005 Public Meeting and was also provided as a handout to the attending public.

At the Public Meeting, eleven individuals provided oral statements expressing their concerns about a variety of issues including the need for improved municipal services, opposition to any additional taxes and recognition of the necessary actions outlined in the financial recovery plan. On behalf of the Board of Supervisors, the Chairperson expressed the Supervisors' support for the plan as presented with the outlined revisions prepared by the Recovery Plan Coordinator. All comments were duly recorded and considered in the development of this final plan.

With the endorsement of the Township Board of Supervisors, the Recovery Plan Coordinator revised the plan to incorporate the increase in the EIT rate and the rescission of the originally proposed property tax increase. The revised plan (in its current adopted form) was then delivered to the Township Secretary, each member of the Board of Supervisors and the Township's Solicitor, as required by Act 47 within ten days of the Coordinator's Public Meeting.

Within twenty-five days following the date of the Coordinator's Public Meeting, the Board of Supervisors was required to either enact an ordinance approving this Plan (see Appendix E) or reject the plan and prepare its own plan in accordance with the procedures delineated in Section 246 of Act 47.

The original Recovery Plan was filed with the Township on February 28, 2005 and was subsequently adopted through an ordinance by the Township Board of Supervisors on March 7, 2005.

CHAPTER 2

REVENUE RECOMMENDATIONS

The Board of Supervisors, under the advisement of the NEPA Recovery Plan team, has taken great steps to address revenue enhancements, cost containment and operational measures originally outlined in the original Recovery Plan. At the onset, the most significant of these actions addressed the dire financial condition of the Township. The original recommendations with updates are set forth in this chapter. The status of the original recommendations is categorized into three categories, Implemented and Completed, Implemented and Continued Monitoring, and Not Implemented. Any new recommendations will be noted as such. The revenue projections in this Updated Recovery Plan are based on historical data, recovery plan recommendations and conservative estimates of growth.

Fiscal stability has been achieved under the empowerment and authorities set forth under Act 47. The Township's 2005, 2006, 2007, 2008 and 2009 budgets have been balanced and the Township adopted a balanced 2010 budget in December 2009. As part of this Plan Update, revenue and expenditure projections were made in preparation for budget years 2010 through 2012. Recommendations are provided to ensure that fiscal stability is maintained through the exit strategy of the Township's Distressed Status set forth in this Plan Update.

By exercising fiscal constraint in the administration of their budget, the Township has achieved an accumulated healthy cash balance over the past several years. This is also a result of long awaited FEMA reimbursements due to the Township from previous disaster related flood recovery expenditures.

TAX REVENUES

Earned Income and Real Estate Tax –

Recovery Plan Update: Pursuant to §123(c) of Act 47, the original Act 47 Recovery Plan increased the Township's share of the Earned Income Tax (EIT) by 1.0% to 1.5% for residents and 1.4% for non-residents. Since the infrastructure of the Township was in such dire need, this revenue enhancement was applied to capital improvement projects, debt service for the Act 47 loan and operating expenses for the years 2005, 2006, 2007, 2008, 2009 and 2010. Although the onset years of the elevated EIT revenue collections were less than projected, partially due to the timing, EIT collections in recent years have been robust and are proven to be a huge benefit to the infrastructure and capital needs of the Township. Table 2-1 provides a breakdown of the allocation of the combined EIT revenue collected for the years 2005, 2006, 2007, 2008 and 2009.

Table 2-1. Actual Combined Earned Income Tax Revenues and Apportioned Expenditures

Year	EIT Rate	EIT Revenue Budgeted	EIT Revenue Received	Operating Expenses	Debt Service	Capital Improvements
2005	0.5% and 1.5%	$ 294,000	$ 157,780	$ 145,000	$0[1]	$ 12,780
2006	1.5%	400,000	365,012	177,524	$ 46,750	140,738
2007	1.5%	420,000	443,472	108,952	51,000	283,520
2008	1.5%	425,000	423,646	280,521	46,750	96,375
2009	1.5%	425,000	463,644	227,761	51,000	184,883
TOTAL		$ 1,964,000	$ 1,853,554	$ 939,758	$ 195,500	$ 718,296

In late 2008, Luzerne County implemented the real estate property reassessment figures that now provide a new valuation base from which local taxing jurisdictions are to adjust their tax millage in accordance with previous revenue requirements. In the first year, 2009, municipalities were restricted to increasing their millage revenues up to 10%. The current County Reassessment figures supplied for the 2010 budget reflect that the Township's total reassessed value is $103,752,800. It should be noted that this number is fluid and may fluctuate as appeals are still being processed.

Plymouth Township raised their general fund real estate revenue by 10% in the 2009 municipal budget. With the new millage rates now well below the 14 mill general fund cap permitted by the Second Class Township Code, there is an opportunity to shift some of the revenue burden from the elevated Earned Income Tax to a higher Property Tax Millage. Below is the current adopted Plymouth Township millage breakdown and corresponding projected revenues for fiscal year 2010:

.566	mills for general fund	$ 52,851
.081	mills for Fire Protection	$ 7,562
.046	mills for Street Lighting	$ 4,295
.693	mills for debt service	$ 64,710
1.386 mills in Total		

Table 2-2 reveals how the collections of general fund real estate taxes have progressed over the initial plan. Collections have been at or above the 90% minimal goal in each year except for 2007 & 2009. The Township and NEPA have not been able to discover a reason for the significant collection rate drop in 2007. The slight decrease in the 2009 collection rate may be due to issues associated with the poor economy in conjunction with the first year of the County-wide reassessment. However, if you were to remove 2007 as an anomaly, the average is nearly 90%.

[1] Plymouth Township expended nearly $200,000 to pay off previously unpaid bills.

Table 2-2 Actual Real Estate – General Fund Tax Revenue 2005-2009

Year	General Fund Budgeted	General Fund Received	Collection Rate
2005	$ 48,300	$ 48,493	92.4%
2006	$ 49,000	$ 49,176	92.3%
2007	$ 49,049	$ 38,809	72.8%
2008	$ 49,000	$ 47,895	90.0%
2009	$ 54,139	$ 49,963	85.0%
TOTAL	**$249,488**	**$234,336**	**86.5%**

When the Township petitioned the Commonwealth for Act 47 Distressed Status, Plymouth was levying the maximum Act 511 EIT and Second Class Township Code property millage rates. Act 47 enabled the Township to increase its EIT rate from 0.5% to 1.5%. The additional 1.0% EIT permitted under Act 47 allowed the Township to generate sufficient revenues to meet current operating expenses, address a payment schedule on accrued debt and accumulate sufficient funds to undertake small capital improvement projects. The Township's financial solvency has become dependent upon the authority of Act 47 to levy the additional 1.0% of EIT.

With the 2008 Luzerne County Reassessment project complete and enacted, the Township's current general fund millage rate of .566 mills has dropped significantly below the 14 mills cap established within the Second Class Township Code. This presents an opportunity for the Township to reduce the additional 1.0% Act 47 EIT revenue and to commensurately increase the Township's real estate tax revenues. However, the Supervisors have historically expressed opposition to increasing the tax burden upon property owners and instead have expressed an interest in maintaining the current Real Estate millage and EIT tax structure. To maintain the existing EIT and real estate millage structure, the Township may seek to explore a home rule study and possible adoption of a home rule charter for the Township, as outlined below.

Recommendation: The Township shall continue to monitor its EIT revenue collections. The Township shall participate in the mandated Act 32 Consolidated Collection of Local Income Tax initiative in Luzerne County. The Township shall also investigate the process of its real estate millage collections and determine a strategy to increase its real estate collection rate to 92-95%. See Increase Real Estate Tax Collection Rate *infra* page 15.

Home Rule Study Option – (New Initiative)

Recovery Plan Update: As mentioned earlier, the fiscal and administrative achievements implemented by the Township pursuant to the original adopted Recovery Plan has placed the Township in a position to exit Act 47 distressed status. Thus, the intent of this Recovery Plan Update is to provide the Township with a strategy to terminate its Act 47 distressed status designation. Extensive discussions have been conducted among the Township Board of Supervisors, NEPA and DCED

about establishing a permanent, stable revenue stream outside of the authority granted the Township pursuant to Act 47, specifically the additional 1.0% Act 47 EIT authorized by Act 47. To rescind the Township's Act 47 distressed designation the Township's Act 47 EIT rate must be reduced to .0%. Without the additional Act 47 EIT revenue the Township will return to the maximum EIT rate of 0.5% permitted by Act 511 (assuming that the school district will continue to levy the 0.5% authorized by the Act). The Board of Supervisors have surmised it to be in the best interests of its citizens to maintain an EIT rate of 1.5%.

The Home Rule Charter and Optional Plans Law provides the Township with the means to maintain its current combined 1.5% EIT rate. A home rule charter written by an elected government study commission and adopted by the Township electorate including this objective may provide, among other possible governmental changes, local tax enabling legislation authorizing the Board of Supervisors to levy an EIT rate deemed appropriate to meet the Township's revenue requirements. A home rule charter may also include these basic components[2]:

- General powers of the municipality
- Organization of the government
- Procedures or safeguards to assure due process
- Provisions for citizen participation and powers reserved for voters
- Mandates for administrative practices.
- General Provisions, such as transition procedures and effective date

Recommendation: In accordance with discussions with representatives of NEPA and DCED, the Township Board of Supervisors shall continue to exercise its Act 47 authority of levying an Act 47 EIT rate of up to 1.0% for both years 2011 and 2012 provided that the Township immediately initiates the procedural process of pursuing a home rule study as outlined in this Plan Update and either (1) the Township electorate adopts a proposed home rule charter which includes enabling legislation authorizing the governing body to levy an EIT above 0.5% to be effective no later than January 1, 2012 or (2) a government study commission's proposed home rule charter has not been presented to the Township electorate for a vote before January 1, 2012. Except as otherwise provided below, the General Fund Revenue Projections in Chapter 11, Option A, shall be implemented by the Township for the years 2011 and 2012.

If, however, the home rule study process fails due to: the Board's failure to place or failure to properly place the home rule study question on the May 18, 2010 primary election ballot; the electors' rejection of the May 18, 2010 home rule study ballot question; a government study commission recommendation not to pursue a home rule charter; the electors' rejection of a home rule charter recommended by the commission; the adoption of a home rule charter that does not include enabling legislation authorizing the Board to levy an EIT above 0.5%; or the termination of the home rule study commission for any other reason, the Township shall decrease its

[2] Home Rule in Pennsylvania (2003). Department of Community and Economic Development. Page 32.

additional 1.0% Act 47 EIT rate contingent upon the calendar year in which the termination of the home rule study process may occur.

If the termination of the government study commission occurs during the calendar year of 2010, then the Township shall decrease its Act 47 EIT rate from 1.0% to 0.5% for 2011 and to 0.0% for 2012. For 2011 and 2012 the Township's real estate millage shall be increased to provide for the reduced Act 47 EIT revenue. The General Fund Revenue Projections in Chapter 11, Option B, shall be implemented by the Township for the years 2011 and 2012. Whereupon, beginning January 1, 2012 the Township shall be fully transitioned to a 0.0% Act 47 EIT rate and a 0.5% Act 511 EIT rate.

If the termination of the home rule study commission occurs during the calendar year of 2011 then the Township shall decrease its Act 47 EIT by 1.0% to 0.0% for 2012. For 2012 the Township's real estate millage shall be increased to provide for the reduced Act 47 EIT revenue. The General Fund Revenue Projections in Chapter 11, Option C, shall be implemented by the Township for 2012. Whereupon, beginning January 1, 2012 the Township shall be fully transitioned to a 0.0% Act 47 EIT rate and a 0.5% Act 511 EIT rate.

Procedural Requirements – The Home Rule Charter and Optional Plans Law outlines a specific timeline and criterion that must be followed and is set forth below. First, a question must first be posed on the local ballot for the election of a municipal government study commission. The role of the government study commission shall be to study the form of the Township's government to compare it with other forms available under the laws of the Commonwealth and determine whether or not in its judgment the Township's government could be strengthened or more accountable to the people or whether its operation could become more economical or efficient under a changed form of government. This question may be initiated by either a petition of the voters within the municipality, or upon the adoption of an ordinance by the governing body.

There is no specific ordinance that must be followed, but it must list the exact wording of one of three variations of the question set forth in the Home Rule Law. The most appropriate question to meet the intent of a Home Rule Charter for Plymouth is, "Shall a government study commission of [seven, nine or eleven] members be elected to study the existing form of government of the municipality, to consider the advisability of the adoption of a home rule charter and, if advisable, to draft and to recommend a home rule charter?".

Once the Township Board of Supervisors adopts the ordinance posing the Government Study Commission question, it must be filed with the Luzerne County Board of Elections within 5 days of adoption and no less than the 13th Tuesday (February 16, 2010) prior to the next general, municipal or primary election (May 18, 2010 Primary Election). To meet this timeline, the Supervisors must advertise the Government Study Commission Question Ordinance no later than January 25, 2010, for adoption of the ordinance at their regularly scheduled business meeting on February 1, 2010 and then

file the Ordinance with the Luzerne County Board of Elections no later than February 5, 2010. Failure to meet the procedural timeline and deadlines will result in a rejection of the question for placement on the ballot by the County Board of Elections.

On the same election ballot, the Township electors will have the opportunity to select their representatives to the Government Study Commission. Even if an elector were to cast a "no" vote for the question, the elector may still cast votes for the candidates of the Government Study Commission. A person interested in serving on the Commission must be a registered voter (on the ballot they will be non-partisan) and must circulate nominating petitions obtaining signatures of no less than 2% of the total votes cast in the last gubernatorial election or 200 electors, whichever is less. In Plymouth Township, 676 voters cast ballots in the last gubernatorial election (2006). Therefore, interested candidates must obtain a minimum of 14 (2% of the total) valid signatures. Multiple candidates may circulate a shared single petition and use the signatures obtained for each of them. It should be noted that an elector cannot sign more petitions than there are available positions. The candidates may circulate petitions no sooner than the 13th Tuesday (February 16th) and no later than 10th Tuesday (March 9th) prior to the election and they must also file an Ethics Law Disclosure Statement and a Campaign Finance Report by the 10th Tuesday prior.

If the May 18, 2010 ballot referendum is successful, the elected commission candidates must take their oath of office no later than 10 days after certification of the results. Then, no later than 15 days after certification, the members must hold its initial meeting, elect a chairman and vice-chairman and establish rules of business. Commissioners serve without compensation, but may be reimbursed for necessary expenses. The commission must study the current form of government; study other appropriate forms of government; conduct at least one public hearing; and issue a final report of its findings and recommendations within 9 months (no later than February 18, 2011) except that the commission shall be permitted an additional 9 months to file its final report if it elects to prepare a home rule charter (no later than November 18, 2011). If the government study commission elects within the first 9 months to file its final report recommending not to prepare a home rule charter, the commission will be discharged, the home rule study procedure is ended and the Township shall retain its current form of government. Contingent on the date of the commission's recommendation not to prepare a home rule charter (2010 or 2011) the Township shall implement the applicable General Fund Revenue Projections in either Option B or C.

If the government study commission elects to prepare a home rule charter, the commission must complete its study before November 18, 2011 and issue a final report explaining its findings and recommendations. The commission's final report shall also include, as previously recommended, complete charter plans. This final report and proposed charter must be filed with the Township secretary and DCED. A ballot question of acceptance of the proposed home rule charter may then be presented to the electorate no less than 60 days following the filing of the report. The Township electorate will decide if the proposed home rule charter is the form of government that should govern the Township.

The objective of this Recovery Plan Update is to conclude the Township's Act 47 distressed status in 2012. Barring a major unforeseen natural or fiscal misfortune, the above home rule study option will position the Township to formally exit Act 47 either by adopting a home rule charter granting the Township the authority to levy an EIT rate above the 0.5% Act 511 cap, or by decreasing their Act 47 EIT revenue and increasing the Township's real property tax millage.

Increase Real Estate Tax Collection Rate -

Recovery Plan Update: As mentioned above, the Township has averaged a 90% real estate millage collection rate over the term of the original Recovery Plan. The decrease in the 2009 collection rate may be due to issues associated with the poor economy in conjunction with the first year of the County-wide reassessment.

Recommendation: Implemented and continued monitoring. The Township shall meet with the Tax Collector before June 1, 2010 to determine why they have not been able to break past trends of 90% collections. The Township shall develop a strategy with the Tax Collector to collect the most desirable amount, which should be in the 92% to 95% range.

Real Property Valuations -

Recovery Plan Update: The Luzerne County Assessor's Office has completed its reassessment process to the point that reassessment basis values have become effective beginning with the 2009 budget year. The current County Reassessment figures supplied for the 2010 budget reflect that the Township's total reassessed value is $103,752,800.

Recommendation: Implemented and continued monitoring.

Tax Exempt Properties –

Recovery Plan Update: The Township has a significant number of Tax-Exempt properties within its borders. The total exemptions result in a loss of more than $17,000 per year in real estate revenue that could be collected if they were not exempted, which is about one-third of the total revenue the Township currently collects in Real Estate Taxes. Breakdowns for the Tax-Exempt properties are available in Appendix D. Additionally, the Luzerne County Assessment Office's Municipality Property Type Summary is included at the end of the appendix.

Recommendation: Implemented and continued monitoring. The Township shall monitor any legislative relief efforts to compensate for the real estate tax revenue loss from tax exempt properties. Tax exempt properties shall be updated in 2010 and annually thereafter to reflect the new valuations of real property occurring with the 2009 implementation of the Luzerne County real estate property assessment.

Emergency Services Tax –

Recovery Plan Update: The Emergency Services Tax was replaced with the Local Services Tax (LST) effective January 1, 2008. The LST is levied at $52.00 annually, of which $47 is retained for the Township and $5 for the school district.

Table 2-3. Emergency Service Tax Revenue Projections

Year	Rate	Projected Local Services Tax Revenue
2010	$47	$10,000
2011	$47	$10,000
2012	$47	$10,000
TOTAL		$30,000

Recommendation: Implemented and continued monitoring. NEPA recommends the Township shall continue to levy and collect this tax at the maximum rate.

Per Capita Tax –

Recovery Plan Update: The Per Capita Tax is levied on all Township residents aged 18 and over. This tax is expected to remain steady over the life of the Plan Update and generate $4,100 in 2010 and $4,300 each year thereafter.

Recommendation: Implemented and continued monitoring. NEPA recommends the Township shall continue to levy and collect this tax at the maximum $10.00 rate.

Real Estate Transfer Tax -

Recovery Plan Update: The Real Estate Transfer tax is assessed upon real estate sales and transfers at a rate of ½ of 1%. Actual 2009 revenue totaled $12,556. This tax is conservatively expected to provide a revenue stream of $10,000 in 2010 and $12,500 each year thereafter.

Recommendation: Implemented and continued monitoring. NEPA recommends the Township shall continue to levy and collect this tax at the maximum rate.

Business Privilege Tax -

Recovery Plan Update: The Business Privilege Tax was enacted in 2005. The Township levies a flat $100 fee on businesses.

The Pennsylvania Commonwealth Court has ruled that although §533(a) of Act 145 of 1988 prohibited any mercantile or business privilege taxes from being enacted on gross receipts after November 30, 1988, it has held that a flat tax that is not based on the gross receipts of the affected businesses is not a business privilege or mercantile

tax within the meaning of §533(a) of the Local Tax Reform Act and is thus a permissible tax levy. See (Smith and McMaster, P.C. v. Newtown Borough, 669 A.2d. 452 (Pa. Cmwlth. 1995); (Penn Traffic Co. v. City of Dubois, 156 Pa.Commw 107, 626 A.2d 1257 (Pa Cmwlth. 1993), appeal denied 536 Pa. 634, 637 A.2d 294 (1993); and (Burrell School District v. Lower Burrell, 147 Pa. Commw. 471, 608 A.2d. 605 (Pa. Cmwlth. 1992).

The Township's business privilege tax is not based on gross receipts, but is a flat fee. Although 2009 collections for this tax have been significantly below anticipated levels, this tax is expected to generate $4,500 in 2010, $4,500 in 2011 and $4,500 in 2012.

Recommendation: Implemented and continued monitoring. NEPA recommends the Township shall continue to levy and collect this tax, and the Township shall also undertake immediately a more aggressive collection strategy to be developed and implemented in coordination with Berkheimer Associates to boost the collection rate up to meet the projected revenue levels.

Mechanical Devices Tax -

Recovery Plan Update: The Mechanical Devices Tax is levied per amusement machine located in businesses at a rate of $100 per device. This should generate $1,200 per year through 2012.

Recommendation: Implemented and continued monitoring. NEPA recommends the Township shall continue to levy and collect this tax and monitor for additional devices through permits and code enforcement activities.

Cable TV Franchise Fee –

Recovery Plan Update: A negotiation of a renewed cable franchise agreement has been completed and executed with Metro Cast which has set forth the ground work for much more favorable terms for the Township. A 5% franchise fee to the Township is incorporated into the new agreement. The final agreement was approved by the Board of Supervisors at the November 2, 2009 regular business meeting and took effect January 1, 2010. The Township should begin to see the projected revenue of $10,000 per year beginning in 2010. Previously, the Township was collecting a 3% franchise fee which resulted in $6,699 in revenue for 2009.

Recommendation: Implemented and continued monitoring. The Township shall monitor the performance of services by the cable service provider as set forth under the agreement.

Contractor License Fee -

Recovery Plan Update: The Township previously charged each contractor working

in the Township $150 annually. However, effective July 1, 2009 the Township will no longer be permitted to charge this fee due to the recent enactment of legislation taking this function of local government and shifting it to the responsibility of the State's Department of Labor and Industry. The Township does not currently charge a fee to the private solid waste haulers operating in the Township. The plan would have projected an annual revenue stream of $2,700; however this will now be zeroed out effective 2010.

Recommendation: Implemented and continued monitoring.

Interest, Rent & Royalties –

Recovery Plan Update: The Township receives a small amount of interest earnings annually on the balance of their funds. The market has minimal effects upon the interest rate the Township receives and the Township should expect to earn $1,300 per year for the term of the plan update.

Recommendation: Implemented and continued monitoring. The Township shall continue to monitor for competitive interest rates.

Intergovernmental Revenue –

Recovery Plan Update: The Township receives funding through various state and local government agencies each year. These sources include, but are not limited to Payment in Lieu of Taxes from DCNR, Public Utility Realty Tax, Alcoholic Beverage Tax, DCED grant funds, PennDOT Liquid Fuels funds and Luzerne County CDBG program funding. The Township is on schedule to receive their next round of CDBG funding in 2010 and should receive approximately $100,000. The Township has also regularly sought and is occasionally awarded competitive grant program funding.

Recommendation: Implemented and continued monitoring. The Township shall continue to monitor programs and funding opportunities that will help enhance the Township's financial position and achieve its community development objectives.

Charges for Services –

Recovery Plan Update: Charges for Services covers a range of permits, fees and sales of documents, such as zoning permits, building permits, sewage permits, plan review views and copying fees. See Review of Collected Fees initiative *infra* page 39.

Recommendation: Implemented and continued monitoring. NEPA recommends that the Supervisors shall continue to monitor and review these fees annually during the budget process and make adjustments as necessary to assure direct costs are satisfied by fee levels for such services.

Other Financing Sources –

Recovery Plan Update: Other Financing services includes sale of surplus equipment and transfers from the Township's other funds (Capital Improvement, Sewer, UCC, etc.) to cover the costs of wages and benefits paid from the General Fund, for specific costs associated with tasks performed under the purpose of one of the aforementioned funds.

Recommendation: Implemented and continued monitoring. Equipment inventory shall be annually reviewed for evaluation of condition and obsolescence, with sale or auction scheduled for proper disposal.

CHAPTER 3

ADMINISTRATIVE & FINANCIAL MANAGEMENT RECOMMENDATIONS

The Recovery Plan Coordinator makes the following additional recommendations regarding the organizational and administrative structure of Plymouth Township.

ADMINISTRATIVE RECOMMENDATIONS

Work Sessions –

Recovery Plan Update: The Board of Supervisors has established a second regular monthly public work session on the Thursday prior to the monthly Business Meeting. These public work sessions consist of deliberation and discussion primarily focused upon Recovery Plan related issues, but no formal votes are taken, and if action is necessary, it is scheduled for the ensuing business meeting. The Township Supervisors also continue to meet in a work session an hour or two prior to the regular business meeting to further discuss issues not covered during the Thursday work session. All regularly scheduled work and business session dates are advertised for public notice.

Recommendation: Implemented and continued monitoring. The work sessions are the primary forum for discussion between the Board of Supervisors, township staff and appointed professionals, and are therefore integral to the proper and timely resolution of issues and matters of concern. Such work sessions shall continue to be established at the annual organizational meeting and remain on the schedule with commitments to attend.

Administrative Positions –

Recovery Plan Update: The Township Coordinator-Secretary/Treasurer is the primary, day-to-day administrative official for the Township. The Township Coordinator-Secretary/Treasurer assumed the administrative responsibilities related to the sewer system as was defined in the recently adopted Employee Manual and Personnel Policy (EMPP). See Township Employee Manual initiative *infra* page 21. The Township no longer employs a Sewer Secretary/Clerk that assists the Township Coordinator-Secretary/Treasurer.

Recommendation: Implemented and continued monitoring. The Township Coordinator-Secretary/Treasurer and the Board of Supervisors shall monitor and evaluate the operational effectiveness of the current delegation of duties and make adjustments if necessary, to assure services are provided and administrative responsibilities are met. This shall be done during annual performance reviews or as circumstances dictate.

Administrative Training –

Recovery Plan Update: During the original Recovery Plan term, the Township Coordinator-Secretary/Treasurer has attended QuickBooks training, energy efficiency courses, software and computer technology training and many PSATS courses related to the functions of the position which have reinforced his administrative capabilities.

Recommendation: Implemented and continued monitoring. The Township Coordinator/Secretary-Treasurer and other staff shall continue to pursue additional training opportunities relevant to their respective positions. Training is essential to keep abreast of the ever-changing laws and regulations that affect Townships and municipal operations. Training also improves and expands the capabilities of the employees.

Communications -

Recovery Plan Update: There is regular email correspondence between the Recovery Plan Coordinator, Solicitor, Engineer, Coordinator-Secretary/Treasurer and one Supervisor. Two of the Supervisors do not have email, presenting an obstacle to this easy mode of almost instantaneous communication. Regular communication is maintained with these supervisors either on-site or via telephone.

Recommendation: Implemented and continued monitoring. Written memos and electronic email correspondence shall be utilized between regularly scheduled business meetings and work sessions to assure information is fully disseminated and municipal matters are addressed in a timely manner.

Municipal Technology Upgrades –

Recovery Plan Update: The Township has purchased three new computers, printers and the most current version of QuickBooks. Software upgrades were included in all the computer purchases. Additionally, a network capability has been installed with password protections for all users. The phone system has been upgraded and a new copier/scanner/fax machine has been purchased for general administrative uses.

Recommendation: Implemented and continued monitoring. The Recovery Plan Coordinator recommends that program updates shall continue to be purchased as necessary and regular maintenance is performed on existing computers and equipment, such as the newly acquired color copier. The need for maintenance or service agreements shall be reviewed as appropriate.

Township Employee Manual -

Recovery Plan Update: A Personnel Policy Manual was prepared by the Recovery Plan Coordinator (NEPA) setting forth job descriptions, human resource policies and guidelines for addressing all personnel matters within the Township. This was

completed with much input from the Board of Supervisors and established a well grounded structure for delineating job duties and evaluating performance of township personnel. This was adopted by the Board of Supervisors in 2008 to the appreciation of Township staff.

Recommendation: Implemented and continued monitoring. The Township shall adhere to the administration of its established policies and update them in accordance with current human resource and public policy issues on an on-going basis.

FINANCIAL MANAGEMENT RECOMMENDATIONS

Unpaid Bills and Contingent Liabilities –

Recovery Plan Update: All of the Township's past obligations and contingent liabilities were paid according to the recommendations of the original Recovery Plan, with the exception of the contingent liability for the creation of the police pension fund. This liability was to be paid with the Act 47 loan proceeds. The amount due the Sewer fund from the General Fund was paid to the Sewer fund from the proceeds of the Act 47 loan. The Township also satisfied the $16,982.45 outstanding balance due to the Pennsylvania Department of Revenue. The Department of Revenue waived the $4,204.62 of accrued interest. In addition, The Township negotiated final payment to Pennsylvania American Water Company to settle the outstanding balance of approximately $25,000.

Recommendation: Implemented and continued monitoring. The Township shall remain current on its outstanding account payables and contractual obligations. The funds for the creation of the police pension fund shall remain in the Act 47 loan fund. The police pension fund was an issue due to the police contract that existed while the Township still operated a police department. Since the dissolution of the department and no identified vested parties, NEPA believes this issue is no longer relevant. It has been referred to the Township Solicitor for his review and legal opinion for the Township to make a final resolution. Any future contingent liability issues shall remain on the Township agenda for discussion and update until resolved.

Accounting and Bookkeeping –

Recovery Plan Update: The Township's accounting and bookkeeping procedures have improved dramatically. The Township's records and files are orderly, organized and current and have been given a clean audit review. The Township Coordinator-Secretary/Treasurer has undergone extensive training in this area and NEPA continues to monitor and oversee the Township's accounting practices and procedures.

Recommendation: Implemented and continued monitoring. The Township Coordinator-Secretary/Treasurer shall continue accounting and bookkeeping training to further improve his/her skill level.

Implementation of Accrual Basis of Accounting –

Recovery Plan Update: As recommended in the original Recovery Plan, the Township adopted a modified accrual basis of accounting which more accurately reflects their financial position. The Township consistently reports their financials on a modified accrual basis.

Recommendation: Implemented

Allocation of Salary Expenses on a Monthly Basis –

Recovery Plan Update: Salary expenses are consistently allocated on a bi-weekly basis in accordance with the Township's payroll dates.

Recommendation: Implemented and continued monitoring. Time cards delineating the segregation of chargeable hours to separate accounts shall continue to be submitted to the Township Coordinator-Secretary/Treasurer on a timely basis.

Quarterly Transfer of Interfund Payables and Receivables –

Recovery Plan Update: All interfund payables and receivables, except the sewer fund, are transferred at least quarterly.

Recommendation: Implemented and continued monitoring. The Township shall maintain current and transparent financials so that the Sewer Fund payables and receivables are transferred at least quarterly.

Elimination of Miscellaneous Adjustments Account –

Recovery Plan Update: The miscellaneous adjustments account is no longer utilized. Interfund transfers are recorded in receivable and payable accounts.

Recommendation: Implemented.

Contract with Payroll Service for Payroll –

Recovery Plan Update: The Township now contracts with a payroll service to process their payroll.

Recommendation: Implemented.

Secure Cash Receipts –

Recovery Plan Update: The Township purchased a safe with the Township Coordinator-Secretary/Treasurer having sole access. Bank deposits are made at least weekly.

Recommendation: Implemented and continued monitoring.

Implementation of Chart of Accounts –

Recovery Plan Update: The Township adheres to the established Chart of Accounts for municipalities as published by the Department of Community & Economic Development (DCED), Governor's Center for Local Government Services (GCLGS).

Recommendation: Implemented and continued monitoring.

Preparation of Financial Reports –

Recovery Plan Update: The Township Coordinator/Secretary-Treasurer provides the Board of Supervisors with monthly Financial Reports, a Bill Payment List and Township correspondence at the work session on the Thursday prior to the business meeting.

Recommendation: Implemented and continued monitoring.

Consolidation Of Bank Accounts Within Operating Funds –

Recovery Plan Update: Consolidation of the bank accounts was discussed among the Township's Board of Supervisors. However, the Supervisors deemed it to be more advantageous to maintain the accounts at the local bank, as well as at PLGIT to assure the highest interest yield and to maintain a relationship with the local bank. The Township shall continue to monitor their bank accounts regularly.

Recommendation: Implemented and continued monitoring to assure that competitive rates are secured by the Township.

Payment Of Bills Upon Authorization Of A Majority Of The Board Of Supervisors At A Public Meeting –

Recovery Plan Update: Bills are authorized by a majority of the Board of Supervisors at the monthly business meeting prior to payment. A complete list of bills payable is presented to the Board of Supervisors monthly. The approval of the bills payable is included in the meeting minutes.

Recommendation: Implemented and continued monitoring.

Establish a Sequential Numbered Receipt System for Checks and Cash Received –

Recovery Plan Update: The Township Coordinator/Secretary-Treasurer established a sequential numbered receipt system to record all incoming checks and cash received. Duties of the staff can not be segregated regarding the recording of receipts due to the fact there is only one administrative staff person.

Recommendation: Implemented.

Establish Internal Controls for Check Signing –

Recovery Plan Update: Internal control procedures were established for check signing. A minimum of two signatures is required on all checks issued.

Recommendation: Implemented.

Competitive Bidding of Insurance Policies –

Recovery Plan Update: The Township Coordinator/Secretary-Treasurer reviews the insurance proposals on an annual basis, in conjunction with the preparation of the budget, to ensure that proper coverages are maintained and the lowest premiums are obtained. This has recently resulted in considerable savings

Recommendation: Implemented and continued monitoring. The Township Coordinator/Secretary-Treasurer shall continue to review the Township's insurance policies annually at the onset of the budget preparation process.

Commence Budget Preparation in October of each Calendar Year –

Recovery Plan Update: In recent years, the Coordinator/Secretary-Treasurer has been taking the lead role in preparing the Township's annual budget and has completed the 2010 budget development process successfully.

Recommendation: Implemented and continued monitoring. In future budget years, the process shall be initiated by the 1st of October.

Annual Review of Insurance Equipment Schedules –

Recovery Plan Update: An inventory of township equipment was completed and insurance equipment schedules continue to be reviewed annually and catalogued.

Recommendation: Implemented and continued monitoring as capital equipment is replaced and disposed.

Competitive Bidding for Appointment of Township Auditor –

Recovery Plan Update: The Township Coordinator-Secretary/Treasurer prepared a Request for Proposal for an auditor which resulted in a three year contract which has been completed. A one year extension has been awarded to the accounting professionals engaged for audit services previously with the prior firm.

Recommendation: Implemented. A Request for Proposals shall be initiated during the spring of 2010 for competitive multi-year audit services for the Township.

Investigate Payment in Lieu of Taxes (PILOT) with Luzerne County Board of Commissioners for Moon Lake Park –

Recovery Plan Update: Contacts will be made with Luzerne County for any collaborative activity that can be developed between the County and the Township. Considering the current financial state of Luzerne County and the County's decision to close Moon Lake Park in January 2010, there is not much optimism for any monetary aid.

Recommendation: Not implemented. This will be reviewed annually during the Recovery Plan Update term.

Verify Road Mileage with PennDOT Municipal Services for Liquid Fuels Reimbursement –

Recovery Plan Update: This matter was reviewed by the previous roadmaster and determined not to be feasible.

Recommendation: Implemented and continued monitoring. This issue shall be reviewed in 2010 and discussed with the current roadmaster and township engineer to explore any feasible options of capturing additional Liquid Fuels funds.

Eliminate Volunteer Fire Department Vehicles from Township Automobile Fleet Insurance Policy –

Recovery Plan Update: The Township has eliminated the volunteer fire department vehicles from the Township automobile insurance fleet policy.

Recommendation: Implemented.

Investigate Tax Exempt Invoicing With Vehicle Fuel Vendors –

Recovery Plan Update: The Township utilizes a vehicle fuel vendor that provides tax exempt invoicing.

Recommendation: Implemented.

Review Wireless Phone Plans for Cost Savings –

Recovery Plan Update: The Township reviewed wireless phone plans and was able to reduce the costs significantly.

Recommendation: Implemented and continued monitoring. The Recovery Plan Update projects wireless phone expenses of $2,000 in 2010 and 2011, and $2,040 in 2012. As the term of current wireless phone agreements expire, the Township shall

review its current wireless phone plan and explore competitive rates and promotional discounts.

Rental of Municipal Building Floor Space –

Recovery Plan Update: This option was reviewed during the original Recovery Plan and it was concluded that its implementation would not offer much benefit offset from the potential cost. Insurance costs, liability issues and security matters were concerns that countered any prospective revenue benefits.

Recommendation: Not Implemented and continued monitoring. This issue shall be reviewed again in 2010.

CHAPTER 4

TOWNSHIP SERVICE RECOMMENDATIONS

The Recovery Plan Coordinator makes the following additional recommendations regarding service levels in Plymouth Township:

Township Staffing Levels –

Recovery Plan Update: The Supervisors have generally maintained the same staffing levels throughout the initial period of implementing the Recovery Plan.

Table 4-1. 2010 Township Staffing Levels[3]

Administrative Office Staff	Public Work Department Personnel
1 Full-Time Secretary/Treasurer (Coordinator)	1 Unpaid Roadmaster
1 Part-Time Code Enforcement Officer	1 Full-Time Road Foreman
1 Part-Time Zoning Officer	2 Full-Time Road Workers
1 Part-time Cleaning/Custodial Person	1 Part-Time Road Laborer (as needed)
1 Part-Time Clerk (Vacant)	

Recommendation: Implemented and continued monitoring. The Township shall hold staffing levels as established in the 2010 budget and summarized above.

Wage, Salary and Benefits-

Recovery Plan Update: The original Recovery Plan called for a wage and salary freeze for 2006 & 2007. This was initially imposed, but there is no longer a need to freeze salary and benefits because of a more sound financial status achieved by the Supervisors with NEPA's guidance.

Recommendation: Implemented and continued monitoring. The Supervisors shall exercise prudence when considering salary or wage increases. Any such increase shall be modest and supported by sound budget projections and performance evaluations. A balance in priorities shall be given to improving the financial and physical condition of the Township and granting salary increases. However, to ensure the Township retains and/or attracts quality employees, the Supervisors must be cognizant of the financial driving force behind employee motivation and morale. The 2011-2012 budget projections in this Recovery Plan Update have incorporated 3% annual salary increases for personnel. This is only to be considered in the context of financial

[3] In addition to these individuals are the three elected Supervisors (one of which is the unpaid Road master) and an elected Tax Collector, totaling twelve (12) individuals currently on the Township's payroll.

planning and not to be construed as an obligation or expectation outside of established employee performance considerations.

Township Employee Health Insurance –

Recovery Plan Update: The Township Coordinator/Secretary-Treasurer routinely reviews alternative health insurance carriers to ensure the most competitive quotes. This effort has recently resulted with reduced premiums. Currently, health insurance is provided to the Secretary/Treasurer, the road foreman and the two full-time road workers.

Recommendation: Implemented and continued monitoring of competitive market rates and pooling opportunities.

Township Employee Pension Plan – (New Initiative)

Recovery Plan Update: The Township's Personnel Policy and Employee Manual, comprised by NEPA, identified that the Township did not provide a retirement plan benefit for any of its full-time employees. The Manual recommended that the Township explore the cost impact and possible offering of a retirement plan for its full-time employees. The Township Board of Supervisors resolved to investigate the creation of such a retirement benefit. Throughout 2009, the Township Supervisors periodically reviewed proposals and held meetings with pension plan representatives with the objective of starting a pension plan for the Township's full-time employees. At the November 2, 2009 business meeting, the Board of Supervisors contracted with the Pennsylvania Municipal Retirement System to initiate a retirement plan for its full-time employees only.

Recommendation: Initiate implementation and continued monitoring. Township officials have properly funded $9,000 for this benefit in the adopted 2010 municipal budget and execution of pension plan documents shall ensue following legal review. Once formally adopted, the Township's Personnel Policy and Employee Manual shall be amended to incorporate the specifics of the retirement plan benefit, such as modifying the Manual recommended employee contribution of 3% to the Plan adopted 5% of the employee's salary. During the term of this Recovery Plan Update, no new benefits or improvements in existing benefits shall be made to any and all existing Pension Plan nor shall any changes be made with regard to pension eligibility.

Public Safety--Law Enforcement –

Recovery Plan Update: Local police protection and law enforcement are services the public wants, but communities are finding it to be increasingly difficult to provide due to ever increasing costs. Plymouth Township has faced this reality. In 2004, the Township eliminated their police department and the Township has not since reestablished local police services. The original Recovery Plan did not recommend reestablishing local police services in Plymouth Township. The financial analysis in

the original Recovery Plan demonstrated that the Township cannot afford to reestablish its police force in the foreseeable future. The original Recovery Plan recommended the Township participate in discussions regarding the possible formation of a regional police department. These discussions were unsuccessful in establishing a regional police force. However, the draft proposals from these discussions revealed that the Township's participation in a regional police department will necessitate a corresponding significant increase in tax revenues.

Recommendation: Implemented. The Township currently does not have the financial resources to reestablish and employ a police force and shall continue to rely upon the Pennsylvania State Police for law enforcement services. The costs associated with operating a local police department are so great that it may never be feasible for the Township to operate their own police force in the foreseeable future. The Recovery Plan Coordinator recommends that the Township shall continue to participate in discussions regarding the possible formation of a regional police department.

Public Safety—Consolidation of Volunteer Fire Departments –

Recovery Plan Update: Plymouth Township officials were approached by the Tilbury Volunteer Fire Department regarding concerns about the response time of the Volunteer Company No. 1 Department in the winter of 2007-2008.

Concerns were expressed that the membership of the No. 1 Company was dwindling and the active members were very few and located far from the Township. It was alleged that this situation caused slow or no response to alarms from the No. 1 Company.

After initial meetings, the Supervisors made some changes to the 911 first- and second-due responders. Since the change in responders, several meetings have occurred to further resolve the matter between companies, with the Supervisors and NEPA present.

The Township is recognizing Tilbury Volunteer Fire Company as the sole emergency responder within the Township. Plymouth Township Volunteer Fire Company #1 has not contacted the supervisors directly or through their attorney regarding this change.

The newly recognized department, now known as Plymouth Township Volunteer Fire Company – Tilbury Station, has applied for and received certification from the State. They have also changed names on their bank accounts and have begun repainting the vehicles and apparatus. They have extended an offer to all qualified firefighters from #1 to become members of the new company.

The Auditor General's office has sent a writ to Plymouth Township Volunteer Fire Company #1 demanding to review their records and to determine ownership of the apparatus and equipment.

Recommendation: Implemented and continued monitoring. The Supervisors need to be ever-vigilant with this situation to ensure the health, safety and welfare of the residents, and also be cognizant of the possibility of underlying and hidden ulterior motives, such as politics and finances. The Supervisors will need to wade through all of the relevant information and discard the ancillary activity to develop a plan for fire protection that is in the best interest of the residents. This is an ongoing issue and NEPA and the Township shall continue to monitor the situation to assure proper first responder coverage is provided to all sections of the Township.

Refuse Collection and Recycling Services –

Recovery Plan Update: The Township ceased solid waste and recycling collections by the end of 2007. It was deemed a financial drain on the Township. On the residents' behalf, the Township negotiated competitive curbside waste removal rates with area vendors for their private contracting. The elimination of solid waste and recycling collection services provided by the Township has freed up valuable time of the public works department allowing the public works department staff to concentrate on the infrastructure and capital needs of the Township. The private haulers and contractors currently pick up solid waste and recycling throughout the Township.

Recommendation: Implemented and continued monitoring. It is recommended that the Supervisors shall continue to allow private haulers to perform this essential function. At this time, it is not economically or manpower feasible to return to providing this service. The coordination of recycling services with other area municipalities shall be reviewed during 2010.

Public Works –

Recovery Plan Update: The Public Works department is lead by Roadmaster/Supervisor Joe Yudichak. Supervisor Yudichak is a non-working roadmaster. The daily tasks of the public works department are performed by a road foreman and 3 laborers. Former Supervisor Ed Brennan commenced a road paving program within the municipality and some intergovernmental paving. The Public Works department continues to perform paving work saving the Township several thousands of dollars by not relying upon private contractors.

Recommendation: Implemented and continued monitoring. The Township needs to continue to balance public work services within the constraints of their financial ability. The primary focus shall remain upon the provision of public works maintenance services and capital projects as can be funded within the capital budget and through grant programs.

UCC Code Enforcement –

Recovery Plan Update: The Township was utilizing Pasonick Engineering as its third-party building inspector during the early stages of the Recovery Plan. Since the

deterioration of the relationship with Pasonick, the Township has employed an alternative third-party inspector, Building Inspector Underwriters (BIU).

Recommendation: Implemented and continued monitoring. The current manner of UCC code enforcement services is solid and it is expected that BIU shall continue to perform the associated tasks throughout the Recovery Plan Update years.

Municipal Code Enforcement and Zoning Officers –

Recovery Plan Update: The Township employs separate part-time Code Enforcement and Zoning Officers. The Code Enforcement Officer performs the functions of the Building Code Official (BCO) under the UCC, performs minor investigations of UCC violations, such as performing work without a permit. The Zoning Officer issues Zoning Permits and addresses all of the zoning issues within the Township.

Recommendation: Implemented and continued monitoring. The current level of service appears to be adequate and the administration of the codes is anticipated to further improve once the municipal codification project is completed. See Codification of Municipal Ordinances *infra*, page 33.

CHAPTER 5

PLANNING, BUILDING & PROPERTY MAINTENANCE RECOMMENDATIONS

The outlook for any dramatic upswing in economic development activity within Plymouth Township has changed minimally since the original Recovery Plan was adopted.

TOWNSHIP PLANNING RECOMMENDATIONS

As part of the ongoing Recovery Plan process, the Coordinator monitors, reviews and advises the Township on current practices exercised toward the development of local planning policies and the suitability of the Township's current planning documents and ordinances.

Codification of Municipal Ordinances –

Recovery Plan Update: Through the guidance of NEPA, a Request for Proposals process and the availability of Act 47 grant funds, the Supervisors have hired Keystate Publishers, Inc. to perform the much-needed ordinance codification. Once the codification process is complete, the Township will have a fully cross-referenced and updated codes and ordinances that will make enforcement and compliance easier for the employees, supervisors, residents and contractors that operate in the Township.

Recommendation: Implementation in progress and continued monitoring. The process is a thorough one, which requires significant amount of time. Keystate starts by reviewing all of the Townships ordinances, resolutions and related documents; then they prepare a Preliminary Editorial report. The Supervisors then must review this report and answer any questions and/or provide additional information. The Township is currently at this point in the process. Once that is completed, Keystate will prepare and present a rough draft manuscript. The Township must then review it for accuracy. Once the draft has been reviewed, a meeting between Keystate and the Township is held to proceed. Keystate will then prepare a final draft, ready for adoption. The Supervisors, by ordinance, will then adopt the final draft. The final draft of the Township's Code of Ordinances should be adopted no later than December 31, 2010 bringing this process to finality. Once adoption occurs, Keystate will print and bind the final published code.

Once in place, the Township shall be diligent to maintain the new code in order to prevent a deterioration of the code's integrity that occurred prior to this most recent codification effort. Ordinance, fee schedules and code updates must be promptly forwarded to Keystate Publishers so changes can be made and ready for reference. The Township shall seek a DCED Act 47 grant to cover the expenses of completing codification of its municipal ordinances. See Act 47 Grant initiative *infra* page 56.

Plymouth Township Planning Commission -

Recovery Plan Update: A key part of the Ordinance Codification by Keystate

Publishers, Inc., currently underway includes the review, advisement and editing of the Subdivision and Land Development Ordinance, Zoning, Flood Plain and all other related planning ordinances. The codification will improve the ability of the Planning Commission, as well as other Township officials, to properly administer its ordinances and respond to the Township's current needs and future opportunities.

Recommendation: Implemented and continued monitoring. The Township Planning Commission shall continue to engage in the Ordinance Codification process.

Township Comprehensive Plan -

Recovery Plan Update: The current Comprehensive Plan is outdated and marginally applicable to the Township's current situation. As identified in the original Recovery Plan, the Township Supervisors will consider revising and updating the plan after the completion of Ordinance Codification.

A current and thorough Comprehensive plan is essential in the quest for grant funds. Many grant applications require documentation of compliance for consistency with the municipality's Comprehensive Plan. This project is essential to ensure the long term viability of the Township and its competitiveness for grant opportunities.

Recommendation: Not implemented. However, it shall be initiated once the Ordinance Codification process is near completion. More mid-term community and economic development initiatives need to be planned through an update of its Comprehensive Plan. A multi-municipal approach for this endeavor shall be explored and encouraged. Partial funding has been appropriated in the Township's 2010 Budget.

Multi-Municipal Planning Opportunities –

Recovery Plan Update: The Township may need to review and update their Act 537 Sewer plan as a result of recent developments. Plymouth Borough has been approached to consider working with the Township on this project. This presents a viable opportunity for the Township to participate in a multi-municipal planning effort. See Township Act 537 Plan Implementation *infra* page 52.

The Township is participating with Luzerne County in the development of a county-wide Hazard Mitigation Plan as part of Luzerne County's joint planning endeavor with Lackawanna County. This effort will result with an updated Hazard Mitigation Plan for the Township. The Township has also worked with the Luzerne County Flood Protection Authority in an effort for planning for future flood events.

Recommendation: Implementation is ongoing and requires continued monitoring. The Township shall continue to participate in both multi-municipal initiatives.

Township Zoning Ordinance -

Recovery Plan Update: The current Zoning Ordinance will be addressed by Keystate Publishers, Inc., the Township Supervisors, the Township Planning Commission and relevant Township employees and officials during the Ordinance Codification process. This will ensure that zoning districts will be consistent with the Township's land-use plan and that the ordinance is based upon a sound community development and planning principles and rationale.

Recommendation: Implementation is ongoing and requires continued monitoring. When the Township embarks on an update of its comprehensive plan or possibly a multi-municipal comprehensive plan, the prudent next step is to incorporate the plan's future land use and community objectives into a new Zoning Ordinance. This would legislate for sound land-use and planning practices within the Township (or on a regional scale) and will ensure that continuity unfolds as community and economic development initiatives are implemented.

Township Subdivision and Land Development Ordinance (SALDO) -

Recovery Plan Update: To ensure that future development in the Township is undertaken with consideration for consistency with the Township's community development objectives, the SALDO will be reviewed, edited and amended during the Ordinance Codification process. As with the zoning ordinance, the Township's SALDO must be reviewed to incorporate the most current regulatory provisions, which address municipal authority over the quality of land development practices in the Township. Keystate Publishers, Inc. will perform this task as part of their codification services. Considering the limited amount of developable land and the geophysical restrictions of much of the Township's land area, it is particularly important that land development practices be undertaken that will enhance property values, protect existing resources and guard the public welfare from adverse impacts of under regulated land development.

Recommendation: Implementation is ongoing and requires continued monitoring. When the Township embarks on an update of its comprehensive plan, if necessary, any pertinent land development issues that should be legislated in the SALDO will be addressed for consistency with the objectives of the updated Comprehensive Plan and Zoning Ordinance.

Township Hazard Mitigation Plan –

Recovery Plan Update: The disastrous effects of Susquehanna River flooding continued to plague the Township during the initial years of implementing the Act 47 Recovery Plan. On April 3-5, 2005 a major flood struck Plymouth Township (and the Wyoming Valley) resulting with 78 structures receiving moderate flood damage in the Township, in addition to much of the Township's road drainage and stream improvement infrastructure. Again, before the Township could properly recover from

the April 2005 federally declared disaster event, the Township was again struck by a flood disaster on June 27-28, 2006 which resulted with more than 100 structures flooded within the Township. Scarce township resources were greatly strained again by the recovery effort of this latest federally declared disaster. Through local ingenuity, perseverance and a "Can-Do" spirit, the Township managed to get through three major flood disasters striking the Township within eighteen months.

Since 2005, the Township has received FEMA reimbursement funding for completed restoration and recovery projects that resulted from flooding events within the Township. The Township received $202,296.13 in 2005, $31,904.00 in 2006, $261,659.16 in 2007, and $444,953.05 in 2008. They have received almost one million dollars ($940,812.34) to undertake flood recovery projects within the Township since the inception of the Act 47 Recovery Plan. The projects that the Township has undertaken include shoulder and drainage work along Jesse, Pavlick, Redman and White Oak Roads and Coal Street. A retaining wall on Coal Street has also been replaced. The Township replaced a sewer line on Allen Street that caved in as a result of flooding. The Township also replaced two retaining walls along West Poplar Street along with a drainage pipe, and recently completed major repairs and improvements to the historic Canal Locks and Canal Street Park. The Township also paved several of its roads in conjunction with the flood repairs, including Jesse, Pavlick, Redman and White Oak Roads and Coal Street.

In addition, the Township has satisfactorily completed sufficient flood mitigation activities identified in its Hazard Mitigation Plan (approved by FEMA in June 2005) to gain a preferred rating for a 20% premium reduction for federal flood insurance policy holders within the Township.

In the Spring of 2008, Luzerne County contacted the Township about participating in a county-wide Hazard Mitigation Plan. This effort will act as an update to their current plan, ensuring the plan's vitality, accuracy, usability and the Township's funding eligibility for another five years. The Supervisors, with NEPA's encouraging, decided to participate in this process. The Township contacted the members of the original Mitigation Planning Committee to engage them in this process; however, the Supervisors discovered that most of the members have moved, passed away or lost interest. Bearing that, Supervisor Gale Conrad has taken the lead in this project and has engaged several Township officials, such as the EMA director and Zoning Officer to continue with this process.

Additionally, several homeowners in the Township have personally taken initiatives through FEMA funded flood mitigation programs, to elevate their homes to help mitigate future flooding problems.

Recommendation: Implemented and continued monitoring. The Township shall continue to be vigilant in searching for opportunities to enhance their hazard mitigation and flood prevention efforts.

Hazard Mitigation Grant Program –

Recovery Plan Update: During the initial Recovery Plan period, the Township applied for grant assistance and in November 2007, was awarded a $1.7 million Hazard Mitigation Grant Program (HMGP) from the Federal Emergency Management Agency (FEMA) and PEMA to acquire and demolish 18 residential properties. FEMA's HMGP provides grants to States and local governments to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of the HMGP is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster.

Pasonick Engineering prepared and submitted the application to acquire and demolish 35 flood prone residential properties on behalf of Plymouth Township in December 2006. Although several issues have caused the Supervisors to sever other business ties with Pasonick Engineering, the Supervisors elected to allow Pasonick Engineering to continue in the applicant's agent capacity.

FEMA notified the Supervisors and Pasonick Engineering in October 2007 that Plymouth Township had been awarded $1,700,000 for the demolition of 18 qualified properties. The term of the grant was November 7, 2007 to April 30, 2009 and the project progressed on or slightly ahead of schedule, with seventeen of the original eighteen properties participating in the program.

Recommendation: Implemented and completed. Grant closeout documentation has been submitted by the project manager/engineering firm and the Township is awaiting approximately $27,000 in administrative reimbursements. The Township shall continue to pursue additional grant funding opportunities to complete any projects that may be eligible for HMGP and other program funding.

Township Emergency Operations Plan –

Recovery Plan Update: Plymouth Township searched for funding to purchase property to construct a new fire station out of the floodplain boundaries. The Township has identified an appropriate site near the Township Municipal Building and feasibility issues were discussed. A sufficient development and funding plan for this project has not been completed.

Recommendation: Not implemented. It shall be reevaluated during the Township's comprehensive plan update phase.

Township Floodplain Development Ordinance -

Recovery Plan Update: Plymouth Township's Floodplain Management Ordinance will be reviewed and updated during the codification process as part of the services provided by Keystate Publishers, Inc.

Recommendation: Implementation ongoing and continued monitoring required. A model ordinance prepared by the Commonwealth and compliant with federal and state flood plain regulations shall be reviewed for consideration of adoption by the Township.

Abandoned Mine Lands--Avondale Pit Project (Site No. 1) –

Recovery Plan Update: It is noteworthy that Earth Conservancy has completed a Land-Use Feasibility Study for the land they own in Plymouth Township. The Study was completed by Borton-Lawson Engineering and submitted to the Earth Conservancy on July 31, 2006. The Study is available for review on the Earth Conservancy's website. The study highlights reveal that the Master Site Plan will offer a balance of residential and recreational uses. Borton-Lawson determined that 131 acres (including both sites) are considered developable. However, the initial plans call for the development of 70 acres.

It should also be noted that the Pennsylvania Department of Conservation and Natural Resources (DCNR) is exploring the reutilization of abandoned mine lands in the region for use as an all terrain vehicle (ATV) park. Currently, the Plymouth Township Board of Supervisors has been categorically opposed to this concept within the Township borders. Earth Conservancy has completed an ATV park study which highlights the opportunities from the development of a park.

Earth Conservancy also owns additional land within the 100-year floodplain in Plymouth Township. This land is located in the Flats Section.

Recommendation: Implementation ongoing and requires continued monitoring. This is one of very few large tracts of land in the Township that has potential for future development. The Township shall be vigilant about prospective development in this area and ensure that any future development is amenable to the Township's community development objectives.

Abandoned Mine Lands--Avondale Pit Project (Site No. 2) -

Recovery Plan Update: The restoration of the Avondale Pit Site No. 2 is not yet completed.

Recommendation: Not implemented. The Township and NEPA shall continue to monitor the progression of this project in coordination with The Earth Conservancy.

West Side Landfill –

Recovery Plan Update: The Township received correspondence from the Department of Environmental Protection (DEP) in late 2007 regarding outstanding and festering issues at the landfill site located in Plymouth Township. An increase on reported vandalism and security matters continue to be of concern.

Several meetings have been conducted over the past year. The West Side Landfill authority membership was reorganized and elected executive board positions, lead by Kingston Administrator Paul Keating. Plymouth Township resident Stanley Pincoski represents the Township on the Board and Township Solicitor Joe Lach has agreed to serve as the Board's solicitor, pro bono, to ensure the Township's interests are fully represented and protected.

Recently, the Authority authorized the purchase and erection of a gate through its own accounts and demolished a derelict building utilizing the resources of the member municipalities. The Authority initially possessed $7,000; there is now a $5,000 balance. The Authority Board is currently looking into the possibility of selling some portions of the land with an eye to redevelopment.

Recommendation: Implementation ongoing and requires continued monitoring. Portions of the West Side Landfill property too, have potential for future redevelopment. The Township shall be represented and positioned at the table with the other stakeholder communities, as the future disposition of this tract is discussed and decided.

BUILDING AND PROPERTY MAINTENANCE CODES RECOMMENDATIONS

In the interest of protecting the health, safety and welfare of its citizens, preserving the quality of the housing stock and maintaining property values, it is within the authority of Pennsylvania municipalities to legislate certain standards for the construction of buildings and upkeep of private property. The following is an updated review of such practices currently undertaken by Plymouth Township.

Review of Collected Fees –

Recovery Plan Update: The Township reviewed all of the ordinances that require or authorize a fee collection. The Township currently collects the following fees:

Transient Fees	$150
Contractors Licenses	$150
Zoning Permit	$ 25
Zoning Board Hearing Fee	$350, plus cost of stenographer
Building Permit Fees:	$15, $20, $30, $40, $40, $50, $60, $100 or $150 depending on the cost of work to be completed.

Recommendation: Implemented and continued monitoring. The Township has reviewed the fees on an annual basis during the annual budget process and shall continue to monitor their fees on this basis to ensure recovery of direct costs. Act 132 of 2008 eliminated the Township's ability to levy a Contractors License fee. The Township will need to budget for this lost revenue going forward. See Contractor License Fee initiative *supra* page 17.

Zoning and Code Enforcement Practices –

Recovery Plan Update: The Zoning and Code Enforcement functions have improved in service with better reporting. However, both functions have experienced obstacles with personnel changes, insufficient funding, undefined functions and confusion between roles and responsibilities. This was exacerbated with the conversion to a statewide building code enforcement standard. The recent adoption of the Personnel Manual with job descriptions and the codification process is providing clarity to these key functions. An increase in pay, a township vehicle and better communications have also contributed to better service.

Recommendation: Implemented and continued monitoring. Codification of current regulations and an update of these regulations are in the works and should further set the foundation for more improvements of this service. The current ordinance is outdated and doesn't account for modern developments or address the latest provisions of the MPC. This shall coincide with the codification process. The codification process will only update the current Zoning ordinance to bring it into compliance with recent legislative changes or court rulings, so a thorough review and revision will still be necessary.

Township Building Code -

Recovery Plan Update: The Township of Plymouth "opted in" to locally administer the enforcement of the statewide building code. The Township initially employed Pasonick Engineer as their third party inspector. However, after the deterioration of confidence, leading to the severance of business ties with Pasonick, the Township decided to utilize Building Inspection Underwriters, Inc. (BIU), a third party professional building inspection firm, for certified building code enforcement. BIU ensures that new construction and major renovation of residential, commercial and industrial structures will be in conformance with the statewide code. Minor building improvements below the UCC threshold will continue to be subject to inspections by the Township's inspector and zoning officer. This split responsibility arrangement has been utilized with success since immediately prior to the adoption of the Recovery Plan. The service BIU provides to the Township has been an improvement over the services Pasonick had provided. The potential for a Township employed certified inspector may be researched and evaluated as part of a long-term strategy.

The permit and inspection fee structure has been monitored to ensure that sufficient revenue is generated from this process, at a minimum, to cover staff and other direct costs incurred by the Township and its third party service provider. The Supervisors decided, at the behest of NEPA, to increase their fees in 2006, 2007 and 2008 to cover all associated costs, as these expenses were being better isolated in the permit and inspection processes.

Recommendation: Implemented and continued monitoring. The fees and split inspection structure shall continue to be monitored annually during the budget

formulation process to ensure that the fees are covering the Township's cost to provide these services and that the Township building code is being adequately enforced.

Property Maintenance Code Enforcement -

Recovery Plan Update: The Township converted a former police vehicle to a code enforcement vehicle to provide the residents with a visible presence of code enforcement activities.

Recommendation: Implementation ongoing and requires continued monitoring. The Township shall adopt the International Property Maintenance Code along with the adoption of the final code as prepared by Keystate Publishers by December 31, 2010, if not sooner. NEPA shall encourage the Township to adopt a rental inspection ordinance for consideration as part of the codification process.

There is a potential during the Recovery Plan Update for the Township to review the cost impact and potential economic efficiencies of employing a full-time Code Enforcement and Zoning Officer, which may eliminate the need of utilizing Building Inspector Underwriters (BIU) for inspections.. Employing a full-time Code Enforcement and Zoning Officer would provide the Township with a much desired visible "policing" presence. The draw on the General Fund of employing such employee shall be minimal.

CHAPTER 6

COMMUNITY DEVELOPMENT RECOMMENDATIONS

Integral to the success of this Recovery Plan Update and to the long term future vitality of the community, the Township must continue to pursue all community and economic development funding opportunities available through federal and state agencies.

Community Development Block Grant (CDBG) Program -

Recovery Plan Update: Plymouth Township received approximately $120,000 in CDBG funds in 2005 to make street improvements to West Poplar Street and Smith Row, which included drainage improvements and paving. Restoration repairs were also made to the retaining walls in this area that were later damaged by flooding events in 2006. These walls have subsequently been repaired through FEMA funding.

Plymouth Township was awarded $110,000 in CDBG funds in 2008 from the Luzerne County Office of Community Development (OCD). These funds were utilized for street improvements on Prospect Street, Bradley Street, Driscoll Street, Coal Street, Wood Street and Jones Lane, as well as paving of the Municipal Building parking lot. Plymouth Township has been completing these paving projects with their own personnel and paving machinery. Plymouth Township will receive their next "local needs" application from OCD in 2010.

Recommendation: Implemented and continued monitoring. It is recommended that Plymouth Township work more closely with the county OCD to investigate opportunities for utilizing the Township's CDBG funding allocations as leverage toward securing other program funds to meet its greater community development and capital improvement project funding needs. They shall also maintain close contact with the county OCD to take advantage of the opportunity of additional funds that may become available near the end of the year due to some communities being unable to spend their full allotment and to discuss with the county OCD opportunities regarding funding to demolish and remove blighted buildings.

Designation and Improvement of Central Business Districts -

Recovery Plan Update: The Township thrice applied for a grant through the Local Share Account (Gaming Funds) Luzerne County to undertake portions of a streetscape corridor project. The first grant application was not funded. The Supervisors submitted another application for the 2008 round which was again rejected for funding. The Township's third application is pending review.

Recommendation: Implemented and continued monitoring. The Township shall continue to pursue other funding programs aggressively available through DCED, PennDOT and other funders as application funding opportunities become available.

South Valley Partnership -

Recovery Plan Update: The South Valley Partnership is dormant and little activity has occurred relevant to the Township since the inception of the original Recovery Plan.

Recommendation: Continued monitoring.

Preservation of Historic Resources -

Recovery Plan Update: The Canal Locks at Canal St. Park were repaired and restored through a FEMA project as a result of the June 2006 flooding event. This work was completed in accordance with federal Historic Preservation design standards. The Supervisors were made aware of a Japanese Knotweed (invasive plant) problem. The Supervisors shall develop a plan to control the invasive plant to preserve the Canal Locks.

Bob Hughes, a member of Plymouth Township's Planning Commission, was able to organize a community group and secure funding to cleanup the site of the Avondale Mine Disaster, as well as the installation of a historical marker and some limited improvements. Township personnel and equipment were used in this effort.

Recommendation: Implemented and continued monitoring. The Township shall continue to pursue funding and provide support to community groups interested in the upkeep, development and educational interpretation of these sites.

Eastern Pennsylvania Coalition for Abandoned Mine Reclamation (EPCAMR) and the Luzerne Conservation District -

Recovery Plan Update: EPCAMR and the Luzerne Conservation District have been involved in cleanups within the Township, specifically river and stream cleanups which include the Township's volunteer and school children involvement. The successes of these small projects, implemented almost annually, has cumulatively proven to have a very significant positive effect upon the Township

Recommendation: Implemented and continued monitoring. Township shall continue to provide available resources and facilities to volunteer and community groups involved in these community pride type of activities.

CHAPTER 7

CAPITAL IMPROVEMENT AND INFRASTRUCTURE RECOMMENDATIONS

CAPITAL IMPROVEMENT

Capital improvement issues have primarily focused upon flood recovery infrastructure improvements during the first three years of the plan. Most other community development related activities have centered upon refurbishing the Township Municipal Building and reestablishing the Township's capital vehicles, apparatus fleet and equipment inventory. Although a street paving program has been in full swing for the past two years, much remains to be addressed on all fronts. The Recovery Plan Update calls for a greater concentration of effort on this front in order to position the Township toward achieving a sustainable economic vitality in the foreseeable future.

Establish Capital Improvement Plan and Capital Reserve Fund –

Recovery Plan Update: An organized capital budget process has not been established as funding issues and flood recovery efforts have trumped attention to this area. Capital project and equipment needs are reviewed at the onset of the warm weather months and then prioritized by the Board of Supervisors. Specific project appropriations are authorized by formal action of the Board of Supervisors. A more formalized capital budget process will be pursued in ensuing budgets.

Recommendation: Implemented and continued monitoring. A formalized evaluation and prioritization of the capital buildings and facilities, infrastructure and equipment shall be initiated in 2010. The plan shall be completed no later than December 31, 2010. It is estimated that a full engineering survey of the condition of the Township's infrastructure, including needs assessment, improvements costs, building and facility evaluation, capital equipment inventory, useful life analysis, replacement cost schedule and project prioritization plan will cost approximately $15,000. The Township will seek a DCED Act 47 grant to cover the expenses of developing this plan. See Act 47 Grant initiative *infra* page 56.

Building & Facility Issues –

Recovery Plan Update: Table 7-1 identifies the Building and Facility issues of the Township. The Township sustained substantial damage to its municipal building and capital equipment as a result of a disastrous fire event On December 17, 2004 which occurred during the course of developing the original Act 47 Recovery Plan. The Township worked closely with its insurance representatives to secure all insurance payouts due to the municipality for repair and cleanup costs resulting from this fire. The Township undertook several repairs on its own utilizing in-house talents and contracted several building contractors to complete repairs and refurbishments with the proceeds of the insurance disbursement. In addition to the clean-up and equipment replacement, rugs and flooring on the main floor were replaced, as well as garage

doors, the ceiling, lighting, fans and windows throughout the building. Additionally, a road salt shelter shed was purchased and constructed on the municipal building compound site.

Table 7-1. Building and Facility Capital Improvement Projects

Issues Addressed	Issues to be Addressed
Air conditioning unit on roof removed	Emergency generator replacement
Split a/c unit installed in office	Heating system replacement
Electrical wiring repairs	Energy efficient doors and windows
Fire related repairs not covered by insurance	Energy efficient lighting
Phone system replacement	Repairs and upgrades to restrooms
Salt storage facility erected	

Recommendation: Implemented and continued monitoring. The additional issues and other capital facility improvements shall be identified and addressed during the development of the capital improvement plan to be initiated in 2010.

Public Works Equipment –

Recovery Plan Update: The equipment and vehicles Plymouth Township possesses directly impacts the type and quality of services the Township can provide to its residents and taxpayers. The Township, with guidance from NEPA, has sought to modernize and improve their fleet and equipment. At the onset of the recovery plan, the Township capital equipment fleet was plagued with chronic breakdowns and then severely damaged by the Municipal Building fire. Remarkably, since March 2005, the Township has replaced its fleet with reliable equipment expending nearly $365,000 toward vehicles and equipment.

The Township has purchased the following equipment since the implementation of the Recovery Plan:

- Case 75 XT Skidsteer - $28,149
- F-550 Truck - $62,287
- Tar Buggy - $8,200
- Paver, Compactor, Trailer - $82,437
- Boom Mower - $14,550
- Roller - $29,900
- Backhoe - $98,945
- Wacker - $2,300
- Grader - $38,000

The Township has been able to purchase the above equipment through grant funds, insurance payment proceeds from the Township Building fire and through prudent

budget forecasting and guidance from NEPA. Several vehicles were also acquired through federal surplus arrangements.

Recommendation: Implementation and continued monitoring. The Township shall continue to monitor their fleet and when preparing future budgets, make evaluations of their equipment to ensure timely replacement or the addition of equipment to their fleet as necessary. Future Township needs shall be addressed in the capital improvement plan that is recommended to be developed in this Recovery Plan Update.

Sale of Surplus Township Equipment –

Recovery Plan Update: The Township has sold to other municipalities or through auction their police car and related equipment, and routinely sells surplus equipment as deemed appropriate. The Township also remodeled an old police vehicle to utilize as a code enforcement vehicle.

The Township sold surplus equipment to free up space at the Township facilities and to generate revenue. While creating much needed room, $31,103 was generated in revenue. The following equipment has been disposed at auction:

- ◊ 2001 Ford Crown Victoria - $7,500
- ◊ 1975 Michigan Wheel Loader - $1,550
- ◊ 1995 Ford Crown Victoria - $490
- ◊ John Deere Backhoe - $13,300
- ◊ L9000 Dump Truck - $2,600
- ◊ Sweeper - $813
- ◊ Grader - $3,500
- ◊ Boom Mower - $1,100
- ◊ 1986 Chevy Blazer - $250

Recommendation: Implemented and continued monitoring. Equipment inventory shall be annually reviewed for evaluation of condition and obsolescence, with a sale or auction promptly scheduled for proper disposal.

INFRASTRUCTURE

Recovery Plan Update: Table 7-2 identifies the infrastructure issues completed by the Township over the past four years. Plymouth Township has made remarkable headway toward addressing much of its most dire needs, identified at the time of its Distressed Status Declaration. Through prudent use of its CDBG funds, FEMA flood recovery reimbursements, insurance proceeds and EIT generated capital improvement funds and use of in-house talent the Township has much to show for its recovery plan efforts.

Table 7-2. Township Infrastructure Projects Completed

a. Mountain Road (Flood related)
b. Park improvements to include equipment replacement and site work.
c. Retaining wall replacements.
d. Sanitary sewer pump and system repairs (Flood related)
e. Storm sewer system repairs (Flood related)
f. Township-wide paving projects.
g. West Poplar Street (Flood related)

Recommendation: Implementation ongoing and continued monitoring. A more systematic approach toward identifying infrastructure projects as well as revenue requirements shall be developed to ensure that the capital replacement needs of its infrastructure, community facilities and capital equipment do not get beyond the financial capability of the Township. Future Township needs shall be identified and addressed during the development of the capital improvement plan to be initiated in 2010.

CHAPTER 8

GRANT ADMINISTRATION, LITIGATION, & INTERGOVERNMENTAL COOPERATION RECOMMENDATIONS

GRANT ADMINISTRATION

Grant Funding (Other than Act 47) –

Recovery Plan Update: The Township is eligible to apply for the Local Share Assessment Fund (Gaming Funds) of Luzerne County. The Township's Engineer, Clough Harbor, wrote and submitted the grant applications, with NEPA's support, in the inaugural year (2007-2008) for two separate grants:

- Streetscape Improvements
- Sanitary Sewer System Construction

The Township's applications survived the initial cut list; however, the grant applications were ultimately unsuccessful. The Township has resubmitted these applications in the second funding round, but to the Township's chagrin, they were again rejected.

The Township was previously successful in securing a reimbursement Act 537 Planning Grant through DEP in the amount of $25,645 in February 2006 and a significant HMGP award which has now been completed. See Hazard Mitigation Grant Program initiative *supra* page 37. The Township has also received grant funds through the Community Revitalization Program with the assistance of local legislators. These funds have been used for small capital projects and equipment purchases. These smaller grants have been successfully administered by Township staff.

Recommendation: Implemented and continued monitoring. The Township shall continue to pursue Gaming Funds and other funding avenues with NEPA's tutelage.

Timely Submission of Grant Closeout Reports –

Recovery Plan Update: Outstanding grant closeout reports from prior years were completed, submitted and ultimately accepted by DCED.

Recommendation: Implemented and continued monitoring. All grant closeout reports for terminated grant contracts shall be submitted to the appropriate grant agency for review and approval. NEPA will continue to work with the Township to ensure their compliance with grant closeout requirements as necessary.

Separation of Grant Proceeds –

Recovery Plan Update: Act 47 grant funds were deposited into a separate bank

account and are accounted for in separate fund. However, several other grant funds are filtered through the general budget creating an allusion of a more robust bottom line. Reporting grant funds and expenditures in the General Fund accounting over-inflates their financial position and gives the appearance that the Township's monetary position is more robust than it actually is.

Recommendation: Implemented and continued monitoring. The Township shall create separate accounts and budgets for grant funds, not only because many grants require this, but because it also ensures a more accurate portrayal of the Township's actual financial condition.

Follow-Up Communication With Contractors, Consultants, Funding Agencies For Progress Reports On Current Projects And Prospective Funding Opportunities –

Recovery Plan Update: Communication regarding grants and projects has drastically improved over the manner in which it was handled prior to the original Recovery Plan. The Board of Supervisors, staff and professionals routinely correspond with one another and contractors prior to, during and after projects.

Recommendation: Implemented and continued monitoring. The improved communication practices shall continue as the Supervisors, Township staff and appointed officials have experienced its value as an essential and helpful tool toward the resolution of issues.

LITIGATION

Recovery Plan Update: Prior legal claims against the Township for contested fees by an engineering firm and a lawsuit alleging the Township has not properly addressed a storm water runoff problem have both been resolved. Most recently, a potential claim of outstanding invoices related to disputed professional services from Pasonick Engineering to the Township has also been settled. Formal documentation dissolving any claims against the Township has been filed.

Additionally, there is a lawsuit pending filed by a private citizen, unrelated to the aforementioned suit, regarding stormwater runoff that may or may not have financial impacts upon the Township.

Recommendation: Implemented and continued monitoring. The Board of Supervisors shall be regularly updated on the status of any formal claims against the Township and other legal matters to ensure they are brought to resolution or adequately defended.

INTERGOVERNMENTAL COOPERATION

Intergovernmental cooperation issues receive ongoing attention by the Recovery Plan Coordinator, the Township officials and staff, and have resulted with limited success. Several

successes have been achieved, but are difficult to sustain. The Recovery Plan Update calls for regular review of intergovernmental cooperation opportunities as it relates to a more effective and efficient approach to Township operations and service delivery.

Intermunicipal Street Paving Services and Traffic Light Conversion –

Recovery Plan Update: During 2007, Plymouth Township gained the attention of surrounding communities with its "Can-Do" spirit as applied toward conducting their own street paving program. Seeing this success within the Township, the City of Nanticoke and Larksville Borough contracted Plymouth Township to pave several of their streets and roadways, as Plymouth Township has demonstrated that these projects can be completed at significantly reduced costs by municipal personnel. The projects went well, but of course not without some squabble. During 2009, the Township again collaborated with Larksville Borough, Jackson Township and the City of Nanticoke to provide street paving services and shared resources. Also, Plymouth Township and the City of Nanticoke partnered to complete the LED conversion of a traffic signal that both municipalities have been sharing the cost of operations and maintenance over the years.

Recommendation: Implemented and continued monitoring. Both the street paving and LED traffic conversion projects have successfully been completed. Additional opportunities shall be pursued to then further develop greater opportunities for other intermunicipal ventures.

Municipal Merger –

Recovery Plan Update: Much of the focus over the past few years has been upon correcting the Township's financial condition and replacing and repairing severely damaged Township infrastructure, so as not to be hampered by these apparent liabilities when considering discussions about municipal merger.

Recommendation: Not Implemented. The Township shall continue to evaluate and monitor for possible municipal merger opportunities.

Regional Police Service Initiatives –

Recovery Plan Update: The Township participated in organizational and informational meetings regarding the proposed Western Luzerne County Regional Police Department. The Township is not in a position to afford the proposed cost allocation of the regional department. Other participating communities have also balked at the proposed cost of operating the proposed department. See Public Safety—Law Enforcement *supra* page 29.

Recommendation: Implemented and continued monitoring. The Western Luzerne County Regional Police Department has fizzled and is not currently being seriously considered by any of the remaining municipalities. However, as Plymouth Township

continues to make strides, they shall continue to evaluate and seek out opportunities as they arise.

Regional Recycling Center -

Recovery Plan Update: A regional recycling center is still a potentially viable project, especially in the light of a rejuvenation of the West Side Landfill Authority. See West Side Landfill initiative *supra*, page 38. Other cooperative recycling operations have proven to be successful in the area, such as the facility operated by Exeter Borough.

Recommendation: Not implemented. This initiative shall be further investigated by the Township during the term of the Recovery Plan Update. The Township, through its West Side Landfill representative, shall pursue this opportunity in 2010.

Moon Lake Park -

Recovery Plan Update: Formal contacts have not yet been made with Luzerne County for any collaborative activity that can be developed between the County and the Township. Informal contacts in the initial year of the Recovery Plan did not generate any positive response. Considering the current financial state of the County and the County's decision to close Moon Lake Park in January 2010, there is not much optimism for any monetary aid, but other potentially beneficial trade-offs in facility or equipment use could be explored.

Recommendation: Not implemented. This initiative shall be monitored and reviewed annually during the term of the Recovery Plan Update.

CHAPTER 9

SEWER FUND AND SEWER SYSTEM RECOMMENDATIONS

Reimbursement of Sewer Fund –

Recovery Plan Update: The $95,177 due to the Sewer Fund from the Township's General Fund has been repaid from the proceeds of the Act 47 loan.

Recommendation: Implemented.

Township Act 537 Plan Implementation –

Recovery Plan Update: Sewer issues have demanded a great deal of attention from the Supervisors over the past several years. Since September 15, 2003, Plymouth Township has been under administrative order by the Pennsylvania Department of Environmental Protection (DEP) to design and construct a sanitary sewer collection system that provides public sewer service to certain developed portions of the Township currently plagued by failing on-lot systems. This most recent order is the third administrative order that the Township has received since the mid 1970s for violating the Sewage Facilities Act and Clean Streams Law.

The construction of the expanded sanitary sewer collection system will enhance the quality of life, health and safety of the residents living within the expanded service area. The sewer service to this area may also serve as a catalyst for some limited additional spot development on lots not otherwise buildable, due to unsuitable conditions for on-lot systems and the existence of failing systems on adjoining lots. Although a costly endeavor, this investment will improve the housing and neighborhood quality for the residents living there, and at a minimum, will also sustain the property values within this area of the Township.

Under a contract developed by the Board of Supervisors, Michael J. Pasonick, Inc., the Township engineering firm, prepared and submitted Plymouth Township's Updated Act 537 Plan on June 14, 2004 and a "Supplement" to the Plan on August 4, 2004 in compliance with the DEP order. On November 23, 2004, DEP approved the Township's Plan.

Currently, there are 213 Equivalent Dwelling Units (EDUs) serviced by Plymouth Township's sanitary sewer collection system. The construction of the new sewer lines as proposed in the current Act 537 Plan project design will add 278 EDUs to the overall system. Upgrades to the existing system and, the design and construction of new sewers in the targeted unserved areas are currently estimated to cost the Township nearly $8,000,000. The original project estimate was approximately $5,616,000.

In 2007, the Township Board of Supervisors released Pasonick Engineering from the project, and in the spring of 2008, the Computer Aided Design (CAD) and other sewer

project related documents were turned over to the Township and its new engineer, Clough Harbor. The project construction design was completed by Pasonick Engineering, submitted to DEP and approved by DEP in 2008 at a cost of $331,383.00, funded through a short term Pennvest loan. A review of the project design and revised cost estimate gave much reason for questioning this project design as being viable, in consideration of funding availability and financing options.

The project construction designed by Pasonick Engineering was questioned as not being feasible due to cost issues. A new project construction design to be performed by Clough Harbor will cost several hundred thousand dollars. The Supervisors are hesitant to authorize a new project construction design noting the $331,383 outstanding Pennvest loan balance due for the initial project design.

Meetings were held with representatives of the staffs of State Representative John Yudichak, State Senator Raphael Musto, U.S. Representative Paul Kanjorski, along with DEP, Plymouth Borough, Township staff and supervisors, NEPA staff, Pennvest, and U.S. Department of Agriculture. The purpose of these meetings was to discuss funding options and project design options. A specific proposal of tapping into Plymouth Borough's lines and pumping station has been discussed, as it offered potential options at reduced costs. This approach did not initially produce a viable alternative due to little cooperation coming forth from the Borough.

During the development of this Recovery Plan Update, several funding opportunities were evolving the offered the potential to change the affordability complexion of the original project design into more viable alternative. Recent 2008 Commonwealth budget appropriations for sewer system improvements, coupled with a voter-approved bond issue (H2O Program) and federal American Recovery and Reinvestment Act (ARRA) funding offered new significant funding opportunities to the township. However, the township's applications for these funds were again rejected by all program review agencies.

During development of the Recovery Plan Update, an intergovernmental cooperative agreement between Plymouth Borough and the Township has been reached with guidance from the Pa. DCED. A draft agreement was refined by the Recovery Coordinator in consultation with the Township's officials and was formally approved by the Township (December 2009) and Borough (January 2010) governing bodies.

Recommendation: Implementation ongoing and continued monitoring. DEP has repeatedly notified the Supervisors that the sewer issues must be addressed. NEPA recommends that the Supervisors shall continue to pursue all funding opportunities for the plan and construction. A consensus of the Supervisors has expressed opposition to the project without a sizeable portion of grant funding in place. NEPA has been persistent with the Supervisors, insisting that they must continue moving forward with this project. NEPA has and will continue to reiterate that this project must be completed with a sensible approach and the Supervisors need to plan accordingly, which includes continuing to search for all funding options and increasing existing

sewer fees to a reasonable level, as necessary. It is anticipated that with the adoption by the Cooperation Agreement by both municipalities, DCED will further guide the communities toward developing a design and funding strategy for mutually addressing their sewage facilities issues.

The full $331,383 Pennvest design loan is due on November 1, 2010. At the time of the 2010 municipal budget adoption, it was believed that the design loan was not due until March 2011; therefore, this balloon payment (principal and interest $335,983) was not expended in the adopted 2010 Sewer Fund Budget. In 2008 it was anticipated that the Pennvest loan would be refinanced into a long term sewer construction loan once the project design was approved and funding for construction obtained. At this time, it is still anticipated that this Pennvest design loan will be refinanced into a long-term construction loan. However, if the refinancing of the Pennvest loan fails to occur before November 1, 2010 it will be difficult if not impossible for the Township to make this loan payment. The Township and NEPA shall continue to monitor the Act 537 sewer project throughout 2010 and maintain communication with Pennvest regarding this loan payment. If the Township is unable to fold this loan repayment into a long-term construction project before the loan repayment due date, the Township shall consider other options available to them such as refinancing the loan with a private sector lending agency or Pennvest.

Reactivation of the Plymouth Township Sewer Authority –

Recovery Plan Update: The supervisors have discussed the reactivation of the Plymouth Township Sewer Authority but have concluded that this involves more unknowns than apparent benefits at this point in time due to the reasons set forth above.

Recommendation: Not implemented. The Township shall review this initiative at a later date if the sewer expansion project evolves in a direction in which it may be beneficial to do so.

Contact The Wyoming Valley Sewer Authority (WVSA) To Determine If A Duplicate Billing Arrangement Could Be Eliminated –

Recovery Plan Update: This issue was not initially deemed to be feasible or beneficial to the Township.

Recommendation: Not implemented but shall be reviewed again during 2010.

Contact The WVSA To Determine Potential Cost Savings On Maintenance Of Sewage Collection System –

Recovery Plan Update: In late 2009, the Township entered into an agreement with WVSA to provide regular routine maintenance services at the direction of Township officials. The Township is now paying a $500 monthly fee to WVSA. The

engagement of the WVSA to provide this service will relieve the Township staff of the specialized work and equipment required for major repairs, capital replacements and the on-going evaluation of overall system needs. This service will help the Township anticipate the associated cost requirements of properly maintaining the sewer system.

Recommendation: Implemented and continued monitoring. The Township will review cost-benefit of the maintenance contract on an annual basis.

Sewage Treatment Fees –

Recovery Plan Update: In response to rising operational costs, the sewer fee was increased slightly, by 25%, for 2008, again to a rate of $48.82 per quarter for 2009, and increased again in 2010 to $51 per quarter. Even with these sewer fee increases, there is a concern that the annual sewer fee does not adequately meet the annual sewer expenses, as the current sewer budget expenses do not include future plans or account for a potential repair issues, such as repair/replacement of a damaged sewer line or major repair of a pumping station.

Recommendation: Implemented and continued monitoring. It is recommended that the Supervisors shall increase their sewer fees to a sufficient level to not only cover regular operating expenses, but to also build a reserve in the event of a major failure and to plan for future improvements or expansions. Previous advisements to further raise the rates have been resisted and the rates are artificially low with expenses continuing to exceed revenues. The Township should set a more viable rate, as the low rates are not sufficient for operations or in best interest of sound system maintenance.

Stormwater Management Regulations -

Recovery Plan Update: Some stormwater issues that caused or contributed to the most recent flooding events have been corrected by recent FEMA and USDA funded projects, such as draining work along Jesse Road, the repair of a pipe in an inlet adjacent to retaining walls and stream bank stabilization projects along Harvey's Creek and Coal Creek.

Recommendation: Implementation ongoing and continued monitoring. The Supervisors have not taken any ordinance action. However, through current Ordinance Codification efforts, they can begin to address this matter through the stormwater management ordinance. This shall be reviewed by Keystate Publishers, Inc. The Township shall continue to pursue funding for flood mitigation activities.

CHAPTER 10

ACT 47 LOANS/GRANTS & DEBT SERVICE RECOMMENDATIONS

ACT 47 GRANT

Table 10-1 summarizes the Act 47 grant received by the Township in 2005 from the Department of Community and Economic Development.

Table 10-1. Original Act 47 Grant

Project	Budgeted	Expended/Committed
Ordinance Codification	$ 10,000	$ 0
Computer Purchases & Networking	3,500	6,726
Personnel Manual Preparation	2,500	0
TOTAL ACT 47 GRANT	**$ 16,000**	**$ 6,726**

Recovery Plan Update: The above items have all been addressed during the initial years of the Recovery Plan implementation. The Township is well automated with new computers, current software, printers, a networked computer system; an upgraded phone system and other related business equipment. The Personnel Policy Manual was prepared by NEPA staff and adopted by the Township Board of Supervisors. The Township did not incur third-party costs for the Manual's preparation and these funds were returned to DCED. Ordinance codification is underway and expected to be completed by December 31, 2010. The Township did not contract with Keystate Publisher, Inc., until May 2008, one month before the expiration of the Act 47 Grant contract. Thus, the Township did not incur contract expenses under the original Act 47 Grant contract and returned these funds to DCED.

Recommendation: Now that the ordinance codification process in underway, it is recommended that the Township shall request a $3,200 Act 47 grant from DCED to aid in paying for the completion of the ordinance codification project (Codification of Municipal Ordinances initiative *supra* page 33) and $15,000 for the development of a Capital Improvement Plan (Establish Capital Improvement Plan and Capital Reserve Fund initiative *supra* page 44).

Table 10-2. Act 47 Recovery Plan Update Grant Recommendation

Project	Funding Requested
Ordinance Codification Completion	$ 3,200
Capital Improvement Plan	15,000
TOTAL ACT 47 GRANT	**$ 18,200**

ACT 47 LOAN SUMMARY

Table 10-3 summarizes the two Act 47 loans received by the Township from the Department of Community and Economic Development.

Table 10-3. Act 47 Loan Summary

Emergency Loan	$300,000
Act 47 Long Term Debt Loan	$210,000
TOTAL ACT 47 DEBT	**$510,000**

Recovery Plan Update: The Township Coordinator/Secretary-Treasurer deposited the Act 47 monies into a separate fund titled "Act 47 Loan Fund". All monies are distributed via check directly from this fund. The Emergency Loan was converted and consolidated with the Long-Term Debt Loan for repayment scheduling. Both loans have been amortized for a 10 year repayment term with semi-annual payments of $25,500. Both loans will mature on December 31, 2015. Funding for repayment of these loans is derived from the increased EIT revenues.

Recommendation: Implemented and continued monitoring. As of December 31, 2009, the Township has made 8 payments of $25,500 each. The outstanding balance due DCED as of December 31, 2009 is $306,000. The Township shall continue to make semi-annual payments as required. Although the payment of the Act 47 loan has historically been paid from the General Funds EIT revenue, in 2011 the Township shall levy a 0.546 debt service property tax millage that will generate a separate revenue stream into the Township's Debt Service Fund for future payments of this loan.

EXISTING LONG TERM UNFUNDED DEBT LOAN

Recovery Plan Update: The Township continues to make monthly payments of $4,790.20 towards the PNC Bank unfunded debt loan. The outstanding balance due PNC Bank as of March 15, 2010 is $51,644. The payments are automatically withdrawn from the Township's Debt Service Fund. The Township tried unsuccessfully to restructure the loan to a lower interest rate. The Township currently levies a 0.693 debt service real estate millage to cover this debt service.

Table 10-4. Current Real Estate Taxes for Debt Service (2010) Plan Update

$ 103,752,800	Assessed Valuation (As updated 1/22/2010)
x .000693	Mills
$ 71,900	Tax Generated
x 90%	Collection Rate
$ 64,710	Actually Collected

Recommendation: Implemented and continued monitoring. The Township shall continue to make monthly payments as required. The loan is expected to be satisfied

in November 2010. As noted above (Act 47 Loan Summary--Recommendation), the Township shall adjust the debt service real estate tax millage dedicated to debt reduction in 2011 once this existing loan is satisfied and earmark the debt service millage revenue to repayment of the Act 47 loans. Table 10-5 illustrates the Township's annual debt service which includes the maturing balloon payment of $335,983 (total of interest and principal) on November 1, 2010 on the outstanding Pennvest planning and design loan. See Township Act 537 Plan Implementation *supra* pages 52-54.

Table 10-5. Current Outstanding Annual Debt Service

Debts	2009	2010	2011	2012
PNC Loan	$ 66,011	$ 54,000	$ 0[3]	$ 0
DCED Act 47 Loan	$ 51,000	$ 51,000	$ 51,000	$ 51,000
Pennvest Loan	$ 0	$ 335,983[4]	$ 0	$ 0
TOTAL	$ 117,011	$ 440,983	$ 51,000	$ 51,000

[3] The PNC loan will be satisfied with a final monthly payment in November 2010

[4] $335,983 includes both principal and interest that is due throughout 2010 and the final balloon payment on November 1, 2010.

CHAPTER 11

FUND PROJECTIONS
2010-2012

Chapter 11 incorporates the revenue and expenditure projections for 2010 – 2012 for all existing Township funds. The Township's General Fund Revenue projections are divided into the three contingency Options—A, B, and C—as described on pages 12 – 13 of this Update. The Real Estate Tax Current, Earned Income Tax—511 and Earned Income Tax—Act 47 line items are highlighted in each Option for ease of review and reference.

The Township's General Fund Expenditure projections for 2010 - 2012 are also included in this Chapter. The General Fund Expenditure projections are applicable to all three General Fund Revenue Options.

Finally, the remainder of Chapter 11 includes the 2010 – 2012 revenue and expenditure projections for the Township's remaining funds.

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OPTION A
1.5% EIT Rate 2010 – 2012

GENERAL FUND
REVENUE PROJECTIONS

	2009 Actual 12/31/2009	Adopted Budget 2010	2011	2012
Cash Balance - Beginning (Estimated)	**244,708**	**170,447**	**238,732**	**238,732**
Revenue:				
300 Tax Revenue:				
301.100 Real Estate Tax Current	**49,963**	**52,851**	**53,900**	**53,900**
301.103 Real Estate Tax - Fire Fund	7,090	7,562	7,575	7,575
301.104 Real Estate Tax -Street Lighting	4,022	4,295	4,329	4,329
301.200 Real Estate Tax - Prior Years	0	0	0	0
301.400 Real Estate Tax Delinquent	15,706	15,000	15,000	15,000
310.010 Per Capita Current	4,001	4,100	4,300	4,300
310.020 Per Capita Prior	0	0	0	0
310.030 Per Capital Delinquent	473	450	525	525
310.100 Real Estate Transfer	12,556	10,000	12,500	12,500
310.210 Earned Income Tax - Act 511	**154,548**	**141,667**	**141,667**	**0**
310.211 Earned Income Tax - Act 47	**309,096**	**283,333**	**283,333**	**0**
310.212 Earned Income Tax – Home Rule Charter	**0**	**0**	**0**	**425,000**
310.220 Earned Income Tax Delinquent	0	0	0	0
310.360 Business Privilege Tax	2,800	4,500	4,500	4,500
310.500 Local Services Tax	5,906	5,000	5,000	5,000
310.600 Amusement Tax	0	0	0	0
310.700 Mechanical Devices Tax	2,200	1,200	1,200	1,200
Total 300 Tax Revenue	568,361	529,958	533,829	533,829
320 Licenses & Permits:				
321.610 Transient Retailers	150	300	450	450
321.620 Contractors Licenses	1,200	0	0	0
321.800 Cable TV Franchise	6,699	10,000	10,000	10,000
322.820 Pave Cuts	597	500	750	750
Total 320 Licenses & Permits	8,646	10,800	11,200	11,200
330 Fines & Forfeits				
331.100 Fines	3,953	6,500	6,500	6,500
331.130 State Police Fines	3,310	0	0	0
Total 330 Fines & Forfeits	7,263	6,500	6,500	6,500

340 Interest, Rent & Royalties				
341.000 Interest Earnings	1,353	1,250	1,300	1,300
Total 340 Interest, Rent & Royalties	1,353	1,250	1,300	1,300
350 Intergovernmental Revenue				
354.010 General Government	0	0	0	0
354.020 COPS Universal Grant	0	0	0	0
354.030 Highways & Streets-Flood Reimb.	16,855	0	0	0
354.090 Community Revitalization Program	0	0	0	0
354.200 Recycling Performance Grant	0	0	0	0
355.010 Public Utility Realty Tax	831	800	800	800
355.050 Gas Tax Refund	0	0	0	0
355.080 Alcoholic Beverage Tax	800	800	800	800
355.130 Foreign Fire Insurance Tax	10,033	11,000	11,000	11,000
355.140 DEP Program Reimbursement	0	0	0	0
356.000 Community Develop Block Grant	0	100,000	0	0
356.010 Forest Reserve	2,964	3,000	3,000	3,000
356.020 Game Commissions Lands	172	175	175	175
358.300 Contract for Public Works Svc.	2,000	0	0	0
Total 350 Intergovernmental Revenue	33,655	115,775	15,775	15,775
360 Charges for Services				
361.300 Zoning & Sub Division	205	200	200	200
361.310 Preliminary Plan Fees	625	525	525	525
361.320 Eng Review & Site Inspect Fee	0	0	0	0
361.330 Land Development	0	0	0	0
361.340 Hearing Fees	700	1,000	1,000	1,000
361.520 Sale of Code of Ordinances	0	50	50	50
361.560 Contract Specifications	0	0	0	0
362.410 Building Permits	2,255	2,400	2,400	2,400
362.440 Sewage Permits	1,800	1,500	1,500	1,500
362.450 Occupancy Permit	300	400	400	400
363.500 Contracted Hwy & Street Work	1,000	0	0	0
364.120 Sewer Use Charge	0	0	0	0
364.300 Solid Waste Collection	0	0	0	0
364.900 Contractor License Fees	0	0	0	0
Total 360 Charges for Services	6,885	6,075	6,075	6,075
390 Other Financing Sources				
391.100 Sale of Assets	2,361	1,000	1,000	1,000
392.040 Transfer from Debt Service Fund	0	0	0	0
392.050 Transfer from Capital Improve Fund	0	0	0	0
392.080 Transfer from Sewer Fund	15,121	15,200	15,200	15,656

392.090 Transfer from UCC Fund	2,250	2,250	2,250	2,250
392.450 Transfer from ACT 47 Grant Fund	0	0	0	0
Total 390 Other Financing Sources	19,732	18,450	18,450	18,906
Total Income	**645,895**	**688,808**	**593,129**	**593,585**

Table 11-1 summarizes the projected EIT and real estate millage to be collected with a combined Act 47 and Act 511 EIT tax rate of 1.5% for the years 2010-2012. The 1.5% in 2012 assumes that either the electorate has not voted on a Home Rule Charter recommended by the Government Study Commission or the Township is implementing an adopted Home Rule Charter authorizing the Township to levy an EIT rate above the 0.5% Act 511 statutory limit.

Table 11-1. EIT Rate 1.5% for Years 2010–2012 (Option A)

Budget Year	Earned Income Tax (a)		General Fund Millage		Restricted Fund Millage: Fire Protection/ Street Lighting		Debt Retirement Millage		Total Millage		Total Tax Revenue: Millage & EIT
	Combined Rate	Amount	Mills	Amount	Mills	Amount	Mills	Amount	Mills	Amount	
2010	1.50%	$425,000	0.566	$52,851	0.127	$11,857	0.693	$64,710	1.386	$129,418	$554,418
2011	1.50%	$425,000	0.577	$53,900	0.128	$11,904	0.546 (b)	$51,000 (b)	1.251	$116,804	$541,804
% Change 2010-2011	---		2.0%		---		-21.2%		-9.8%		-2.3%
2012	1.50%	$425,000	0.577	$53,900	0.128	$11,904	0.546	$51,000	1.251	$116,804	$541,804
% Change 2011-2012	---		---		---		---		---		---
% Change 2010-2012	---		2.0%		---		-21.2%		-9.8%		-2.3%

Footnotes:
(a) EIT figures are based upon 2008 collection rate
(b) PNC loan satisfaction scheduled for November 2010. 2011 Debt Service to be dedicated to the retirement of the DCED Act 47 loan.

Notations:
Pennvest $331,383 sewer project design loan (principal and interest $335,983) due November 1, 2010. *
2010 millage figures are based on Luzerne County's December 2009 millage spreadsheet.
A decrease in the Township's total assessed valuation resulting from appeals will require the Township to slightly increase the General Fund millage rate in 2011 to generate projected revenues.
Millage revenue amounts are based upon a 90% collection rate.

* The terms and schedule of repayment of this loan are yet to be determined.

Table 11-2 illustrates the projected impact of a the combined 1.5% EIT rate and real property tax on a typical residential taxpayer in the Township for the years 2010-2013.[5]

Table 11-2. Residential—EIT Rate of 1.5% for Years 2010-2012 (Option A)

Budget Year	EIT Rate Combined	Mean Household Income (a)	Median Household Income (b)	EIT Taxes Due on Median Household Income	General Fund Millage	Mean Residential Property Assessed Value (c)	General Fund Taxes Due	Total Millage (includes GF and other millages)	Total Real Property Taxes Due	Total Median EIT & Real Property Taxes Due
2010	1.50%	35,604.39	26,560.16	$398.40	0.566	92,781.91	$52.51	1.386	$128.60	$527.00
2011	1.50%	35,604.39	26,560.16	$398.40	0.577	92,781.91	$53.54	1.251	$116.07	$514.47
2012	1.50%	35,604.39	26,560.16	$398.40	0.577	92,781.91	$53.54	1.251	$116.07	$514.47
Cumulative Increase/ Decrease 2010-2012				$0			$1.03		- $12.53	- $12.53

Footnotes:
(a) Mean Household Income obtained from Berkheimer Associates' figures (2007 Income Table for Plymouth Twp)
(b) Median Household Income derived from Berkheimer Associates' 2007 Income Table for Plymouth Twp
(c) Mean Residential Property Assessed Value derived from the Luzerne County Assessment Office Municipality Property Type Summary dated 12/29/2008

[5] There are individuals across the spectrum that will experience different results based upon their income levels, income classification and property value. Table 11-2 does not account for or predict any changes in the economic climate and the Township's revenue is kept neutral. The slight increase in General Fund millage in 2011 is due to the decreased assessed valuation of properties through the Reassessment appeals process.

Table 11-3 illustrates the estimated real estate tax liability for commercial property owners under Option A. Commercial property is not traditionally associated with the EIT, which means that commercial property owners will see their overall taxes slightly decreased in 2011 with the debt service millage reduction and remain constant in 2012.

Table 11-3 Commercial—EIT Rate of 1.5% for Years 2010–2012 (Option A)

Budget Year	General Fund Millage	Mean Commercial Property Assessed Value	General Fund Taxes Due	Total Millage	Total Real Property Taxes Due
2010	0.566	77,772.63	$44.02	1.386	$107.79
2011	0.577	77,772.63	$44.87	1.251	$97.29
2012	0.577	77,772.63	$44.87	1.251	$97.29
Cumulative Increase/Decrease			$0.85		-$10.50

Notations: Mean property assessed values are derived from the Luzerne County Assessment Office Municipality Property Type Summary dated 12/29/2008. 2010 millage figures are based on Luzerne County's December 2009 millage spreadsheet.

OPTION B
Act 47 EIT Rate Reduction of 0.5% in 2011 and 2012

GENERAL FUND
REVENUE PROJECTIONS

	2009 Actual 12/31/2009	Adopted Budget 2010	2011	2012
Cash Balance - Beginning (Estimated)	**244,708**	**170,447**	**238,732**	**238,732**
Revenue:				
300 Tax Revenue:				
301.100 Real Estate Tax Current	**49,963**	**52,851**	**195,567**	**337,233**
301.103 Real Estate Tax - Fire Fund	7,090	7,562	7,575	7,575
301.104 Real Estate Tax -Street Lighting	4,022	4,295	4,329	4,329
301.200 Real Estate Tax - Prior Years	0	0	0	0
301.400 Real Estate Tax Delinquent	15,706	15,000	15,000	15,000
310.010 Per Capita Current	4,001	4,100	4,300	4,300
310.020 Per Capita Prior	0	0	0	0
310.030 Per Capital Delinquent	473	450	525	525
310.100 Real Estate Transfer	12,556	10,000	12,500	12,500
310.210 Earned Income Tax - Act 511	**154,548**	**141,667**	**141,666**	**141,667**
310.211 Earned Income Tax - Act 47	**309,096**	**283,333**	**141,667**	**0**
310.220 Earned Income Tax Delinquent	0	0	0	0
310.360 Business Privilege Tax	2,800	4,500	4,500	4,500
310.500 Local Services Tax	5,906	5,000	5,000	5,000
310.600 Amusement Tax	0	0	0	0
310.700 Mechanical Devices Tax	2,200	1,200	1,200	1,200
Total 300 Tax Revenue	568,361	529,958	533,829	533,829
320 Licenses & Permits:				
321.610 Transient Retailers	150	300	450	450
321.620 Contractors Licenses	1,200	0	0	0
321.800 Cable TV Franchise	6,699	10,000	10,000	10,000
322.820 Pave Cuts	597	500	750	750
Total 320 Licenses & Permits	8,646	10,800	11,200	11,200
330 Fines & Forfeits				
331.100 Fines	3,953	6,500	6,500	6,500
331.130 State Police Fines	3,310	0	0	0
Total 330 Fines & Forfeits	7,263	6,500	6,500	6,500

340 Interest, Rent & Royalties				
341.000 Interest Earnings	1,353	1,250	1,300	1,300
Total 340 Interest, Rent & Royalties	1,353	1,250	1,300	1,300
350 Intergovernmental Revenue				
354.010 General Government	0	0	0	0
354.020 COPS Universal Grant	0	0	0	0
354.030 Highways & Streets-Flood Reimb.	16,855	0	0	0
354.090 Community Revitalization Program	0	0	0	0
354.200 Recycling Performance Grant	0	0	0	0
355.010 Public Utility Realty Tax	831	800	800	800
355.050 Gas Tax Refund	0	0	0	0
355.080 Alcoholic Beverage Tax	800	800	800	800
355.130 Foreign Fire Insurance Tax	10,033	11,000	11,000	11,000
355.140 DEP Program Reimbursement	0	0	0	0
356.000 Community Develop Block Grant	0	100,000	0	0
356.010 Forest Reserve	2,964	3,000	3,000	3,000
356.020 Game Commissions Lands	172	175	175	175
358.300 Contract for Public Works Svc.	2,000	0	0	0
Total 350 Intergovernmental Revenue	33,655	115,775	15,775	15,775
360 Charges for Services				
361.300 Zoning & Sub Division	205	200	200	200
361.310 Preliminary Plan Fees	625	525	525	525
361.320 Eng Review & Site Inspect Fee	0	0	0	0
361.330 Land Development	0	0	0	0
361.340 Hearing Fees	700	1,000	1,000	1,000
361.520 Sale of Code of Ordinances	0	50	50	50
361.560 Contract Specifications	0	0	0	0
362.410 Building Permits	2,255	2,400	2,400	2,400
362.440 Sewage Permits	1,800	1,500	1,500	1,500
362.450 Occupancy Permit	300	400	400	400
363.500 Contracted Hwy & Street Work	1,000	0	0	0
364.120 Sewer Use Charge	0	0	0	0
364.300 Solid Waste Collection	0	0	0	0
364.900 Contractor License Fees	0	0	0	0
Total 360 Charges for Services	6,885	6,075	6,075	6,075
390 Other Financing Sources				
391.100 Sale of Assets	2,361	1,000	1,000	1,000
392.040 Transfer from Debt Service Fund	0	0	0	0
392.050 Transfer from Capital Improve Fund	0	0	0	0
392.080 Transfer from Sewer Fund	15,121	15,200	15,200	15,656

392.090	Transfer from UCC Fund	2,250	2,250	2,250	2,250
392.450	Transfer from ACT 47 Grant Fund	0	0	0	0
Total 390	Other Financing Sources	19,732	18,450	18,450	18,906
Total Income		**645,895**	**688,808**	**593,129**	**593,585**

Table11-4 summarizes the projected EIT and real estate millage to be collected with an annual reduction of the Act 47 EIT rate of 0.5% in 2011 and 2012 and corresponding real estate millage increases.

Table 11-4. Act 47 EIT Rate Reduction of 0.5% in 2011 and 2012 (Option B)

Budget Year	Earned Income Tax (a)		General Fund Millage		Restricted Fund Millage: Fire Protection/ Street Lighting		Debt Retirement Millage		Total Millage		Total Tax Revenue: Millage & EIT
	Combined Rate	Amount	Mills	Amount	Mills	Amount	Mills	Amount	Mills	Amount	
2010	1.50%	$425,000	0.566	$52,851	0.127	$11,857	0.693	$64,710	1.386	$129,418	$554,418
2011	1.00%	$283,333	2.094	$195,567	0.128	$11,904	0.546 (b)	$51,000 (b)	2.768	$258,471	$541,804
% Change 2010-2011	-33.3%		270.0%		0%		-21.2%		99.7%		-2.3%
2012	0.50%	$141,667	3.612	$337,233	0.128	$11,904	0.546	$51,000	4.286	$400,137	$541,804
% Change 2011-2012	-50.0%		72.4%		0%		0%		54.8%		0%
% Change 2010-2012	-66.67%		538.1%		0%		-21.2%		209.2%		-2.3%

Footnotes: (a) EIT figures are based upon 2008 collection rate
(b) PNC loan satisfaction scheduled for November 2010. 2011 Debt Service to be dedicated to the retirement of the DCED Act 47 loan.

Notations: Pennvest $331,383 sewer project design loan (principal and interest $335,983) due November 1, 2010.*
2010 millage figures are based on Luzerne County's December 2009 millage spreadsheet.
Millage revenue amounts are based upon a 90% collection rate.

* The terms and schedule of repayment of this loan are yet to be determined.

Table 11-5 illustrates the potential impact of an annual 0.5% Act 47 EIT reduction in 2011 and 2012 and the consequent general fund millage increase on a residential taxpayer in the Township.[6]

Table 11-5. Residential Impact—Act 47 EIT Rate Reduction 0.5% in 2011 and 2012 (Option B)

Budget Year	EIT Rate Combined	Mean Household Income (a)	Median Household Income (b)	EIT Taxes Due on Median Household Income	General Fund Millage	Mean Residential Property Assessed Value (c)	General Fund Taxes Due	Total Millage (includes GF and other millages)	Total Real Property Taxes Due	Total Median EIT & Real Property Taxes Due
2010	1.50%	35,604.39	26,560.16	$398.40	0.566	92,781.91	$52.51	1.386	$128.60	$527.00
2011	1.00%	35,604.39	26,560.16	$265.60	2.094	92,781.91	$194.29	2.768	$256.82	$522.42
2012	0.50%	35,604.39	26,560.16	$132.80	3.612	92,781.91	$335.13	4.286	$397.66	$530.46
Cumulative Increase/ Decrease 2010-2012				-$265.60			$282.62		$269.06	$3.46

Table Footnotes: (a) Mean Household Income obtained from Berkheimer Associates' figures (2007 Income Table for Plymouth Twp)
(b) Median Household Income derived from Berkheimer Associates' 2007 Income Table for Plymouth Twp
(c) Mean Residential Property Assessed Value derived from the Luzerne County Assessment Office Municipality Property Type Summary dated 12/29/2008

[6] There are individuals across the spectrum that will experience different results based upon their income levels, income classification and property value. Table 11-5 does not account for or predict any changes in the economic climate and the Township's revenue is kept neutral.

Table 11-6 illustrates the estimated real estate tax liability for real estate millage for commercial property under Option B. Commercial property owners will see their real estate tax liability increased in both 2011 and 2012.

Table 11-6. Commercial Impact—Act 47 EIT Rate Reduction of 0.5% in 2011 and 2012 (Option B)

Budget Year	General Fund Millage	Mean Commercial Property Assessed Value (a)	General Fund Taxes Due	Total Millage	Total Real Property Taxes Due
2010	0.566	77,772.63	$44.02	1.386	$107.79
2011	2.094	77,772.63	$162.86	2.768	$215.27
2012	3.612	77,772.63	$280.91	4.286	$333.33
Cumulative Increase/Decrease			$236.89		$225.54

Notations: Mean property assessed values are derived from the Luzerne County Assessment Office Municipality Property Type Summary dated 12/29/2008. 2010 millage figures are based on Luzerne County's December 2009 millage spreadsheet.

OPTION C
Act 47 EIT Rate Reduction of 1.0% in 2012

GENERAL FUND
REVENUE PROJECTIONS

	2009 Actual 12/31/2009	Adopted Budget 2010	2011	2012
Cash Balance - Beginning (Estimated)	**244,708**	**170,447**	**238,732**	**238,732**
Revenue:				
300 Tax Revenue:				
301.100 Real Estate Tax Current	**49,963**	**52,851**	**53,900**	**337,233**
301.103 Real Estate Tax - Fire Fund	7,090	7,562	7,575	7,575
301.104 Real Estate Tax -Street Lighting	4,022	4,295	4,329	4,329
301.200 Real Estate Tax - Prior Years	0	0	0	0
301.400 Real Estate Tax Delinquent	15,706	15,000	15,000	15,000
310.010 Per Capita Current	4,001	4,100	4,300	4,300
310.020 Per Capita Prior	0	0	0	0
310.030 Per Capital Delinquent	473	450	525	525
310.100 Real Estate Transfer	12,556	10,000	12,500	12,500
310.210 Earned Income Tax - Act 511	**154,548**	**141,667**	**141,667**	**141,667**
310.211 Earned Income Tax - Act 47	**309,096**	**283,333**	**283,333**	**0**
310.220 Earned Income Tax Delinquent	0	0	0	0
310.360 Business Privilege Tax	2,800	4,500	4,500	4,500
310.500 Local Services Tax	5,906	5,000	5,000	5,000
310.600 Amusement Tax	0	0	0	0
310.700 Mechanical Devices Tax	2,200	1,200	1,200	1,200
Total 300 Tax Revenue	568,361	529,958	533,829	533,829
320 Licenses & Permits:				
321.610 Transient Retailers	150	300	450	450
321.620 Contractors Licenses	1,200	0	0	0
321.800 Cable TV Franchise	6,699	10,000	10,000	10,000
322.820 Pave Cuts	597	500	750	750
	8,646	10,800	11,200	11,200
330 Fines & Forfeits				
331.100 Fines	3,953	6,500	6,500	6,500
331.130 State Police Fines	3,310	0	0	0
Total 330 Fines & Forfeits	7,263	6,500	6,500	6,500

340 Interest, Rent & Royalties				
341.000 Interest Earnings	1,353	1,250	1,300	1,300
Total 340 Interest, Rent & Royalties	1,353	1,250	1,300	1,300
350 Intergovernmental Revenue				
354.010 General Government	0	0	0	0
354.020 COPS Universal Grant	0	0	0	0
354.030 Highways & Streets-Flood Reimb.	16,855	0	0	0
354.090 Community Revitalization Program	0	0	0	0
354.200 Recycling Performance Grant	0	0	0	0
355.010 Public Utility Realty Tax	831	800	800	800
355.050 Gas Tax Refund	0	0	0	0
355.080 Alcoholic Beverage Tax	800	800	800	800
355.130 Foreign Fire Insurance Tax	10,033	11,000	11,000	11,000
355.140 DEP Program Reimbursement	0	0	0	0
356.000 Community Develop Block Grant	0	100,000	0	0
356.010 Forest Reserve	2,964	3,000	3,000	3,000
356.020 Game Commissions Lands	172	175	175	175
358.300 Contract for Public Works Svc.	2,000	0	0	0
Total 350 Intergovernmental Revenue	33,655	115,775	15,775	15,775
360 Charges for Services				
361.300 Zoning & Sub Division	205	200	200	200
361.310 Preliminary Plan Fees	625	525	525	525
361.320 Eng Review & Site Inspect Fee	0	0	0	0
361.330 Land Development	0	0	0	0
361.340 Hearing Fees	700	1,000	1,000	1,000
361.520 Sale of Code of Ordinances	0	50	50	50
361.560 Contract Specifications	0	0	0	0
362.410 Building Permits	2,255	2,400	2,400	2,400
362.440 Sewage Permits	1,800	1,500	1,500	1,500
362.450 Occupancy Permit	300	400	400	400
363.500 Contracted Hwy & Street Work	1,000	0	0	0
364.120 Sewer Use Charge	0	0	0	0
364.300 Solid Waste Collection	0	0	0	0
364.900 Contractor License Fees	0	0	0	0
Total 360 Charges for Services	6,885	6,075	6,075	6,075
390 Other Financing Sources				
391.100 Sale of Assets	2,361	1,000	1,000	1,000
392.040 Transfer from Debt Service Fund	0	0	0	0
392.050 Transfer from Capital Improve Fund	0	0	0	0

392.080 Transfer from Sewer Fund	15,121	15,200	15,200	15,656
392.090 Transfer from UCC Fund	2,250	2,250	2,250	2,250
392.450 Transfer from ACT 47 Grant Fund	0	0	0	0
Total 390 Other Financing Sources	19,732	18,450	18,450	18,906
Total Income	**645,895**	**688,808**	**593,129**	**593,585**

Table 11-7 illustrates the Township's projected EIT and real estate millage revenues to be collected with a 1% reduction of the Act 47 EIT rate in 2012 and corresponding real estate millage increase.

Table 11-7. Act 47 EIT Rate Reduction of 1.0% in 2012 (Option C)

Budget Year	Earned Income Tax (a)		General Fund Millage		Restricted Fund Millage: Fire Protection/ Street Lighting		Debt Retirement Millage		Total Millage		Total Tax Revenue: Millage & EIT
	Combined Rate	Amount	Mills	Amount	Mills	Amount	Mills	Amount	Mills	Amount	
2010	1.50%	$425,000	0.566	$52,851	0.127	$11,857	0.693	$64,710	1.386	$129,418	$554,418
2011	1.50%	$425,000	0.577	$53,900	0.128	$11,904	0.546 (b)	$51,000 (b)	1.251	$116,804	$541,804
% Change 2010-2011	0%		2.0%		0%		-21.2%		-9.8%		-2.3%
2012	0.50%	$141,667	3.612	$337,233	0.128	$11,904	0.546	$51,000	4.286	$400,137	$541,804
% Change 2011-2012	-66.67%		525.66%		0%		0%		203.59%		0%
% Change 2010-2012	-66.67%		538.1%		0%		-21.2%		209.2%		-2.3%

Footnotes:
(a) EIT figures are based upon 2008 collection rate
(b) PNC loan satisfaction scheduled for November 2010. 2011 Debt Service to be dedicated to the retirement of the DCED Act 47 loan.

Notations:
Pennvest $331,383 sewer project design loan (principal and interest $335,983) due November 1, 2010*
2010 millage figures are based on Luzerne County's December 2009 millage spreadsheet.
A decrease in the Township's total assessed valuation resulting from appeals will require the Township to slightly increase General Fund millage in 2011 to generate projected revenues.
Millage revenue amounts are based upon a 90% collection rate.

* The terms and schedule of repayment of this loan are yet to be determined.

Table 11-8 illustrates the potential impact of a 1.0% Act 47 EIT rate reduction in 2012 and the consequent general fund millage increase on a residential taxpayer in the Township.[7]

Table 11-8. Residential Impact--Act 47 EIT Rate Reduction of 1.0% in 2012 (Option C)

Budget Year	EIT Rate Combined	Mean Household Income (a)	Median Household Income (b)	EIT Taxes Due on Median Household Income	General Fund Millage	Mean Residential Property Assessed Value (c)	General Fund Taxes Due	Total Millage (includes GF and other millages)	Total Real Property Taxes Due	Total Median EIT & Real Property Taxes Due
2010	1.50%	35,604.39	26,560.16	$398.40	0.566	92,781.91	$52.51	1.386	$128.60	$527.00
2011	1.50%	35,604.39	26,560.16	$398.40	0.577	92,781.91	$53.54	1.251	$116.07	$514.47
2012	0.50%	35,604.39	26,560.16	$132.80	3.612	92,781.91	$335.13	4.286	$397.66	$530.46
Cumulative Increase/ Decrease 2010-2012				-$265.60			$282.62		$269.06	$3.46

Footnotes:
(a) Mean Household Income obtained from Berkheimer Associates' figures (2007 Income Table for Plymouth Twp)
(b) Median Household Income derived from Berkheimer Associates' 2007 Income Table for Plymouth Twp
(c) Mean Residential Property Assessed Value derived from the Luzerne County Assessment Office Municipality Property Type Summary dated 12/29/2008

[7] There are individuals across the spectrum that will experience different results based upon their income levels, income classification and property value. Table 11-8 does not account for or predict any changes in the economic climate and the Township's revenue is kept neutral. The slight increase in General Fund millage in 2011 is due to the decreased assessed valuation of properties through the Reassessment appeals process.

Table 11-9 illustrates the potential real estate tax liability for commercial property owners under Option C. Commercial property is not traditionally associated with the EIT, which means that commercial property owners will see their real property taxes increase significantly in 2012.

Table 11-9. Commercial Impact—Act 47 EIT Rate Reduction of 1.0% in 2012 (Option C)

Budget Year	General Fund Millage	Mean Commercial Property Assessed Value (a)	General Fund Taxes Due	Total Millage	Total Real Property Taxes Due
2010	0.566	77,772.63	$44.02	1.386	$107.79
2011	0.577	77,772.63	$44.87	1.251	$97.29
2012	3.612	77,772.63	$280.91	4.286	$333.33
Cumulative Increase/Decrease			$236.89		$225.54

Notations: Mean property assessed values are derived from the Luzerne County Assessment Office Municipality Property Type Summary dated 12/29/2008. 2010 millage figures are based on Luzerne County's December 2009 millage spreadsheet.

Table 11-10 below is provided to give a comparison of the tax implications in the above three Options for the typical resident based upon the Median Household Income and the Mean Residential Property Assessed Value found in tables 11-2, 11-5 and 11-8.

Table 11-10. Option Comparison

OPTION A Act 47 EIT Rate 1.0% 2010-2012						OPTION B Act 47 EIT Rate Reduction 0.5% 2011 and 2012					OPTION C Act 47 EIT Rate Reduction 1.0% 2012				
Budget Year	EIT Rate Act 47/ Act 511 Combined	EIT Due	Millage Rate	Real Estate Taxes Due	Total Due	EIT Rate Act 47/ Act 511 Combined	EIT Due	Millage Rate	Real Estate Taxes Due	Total Due	EIT Rate Act 47/ Act 511 Combined	EIT Due	Millage Rate	Real Estate Taxes Due	Total Due
2010	1.50%	$398.40	1.386	$128.60	$527.00	1.50%	$398.40	1.386	$128.60	$527.00	1.50%	$398.40	1.386	$128.60	$527.00
2011	1.50%	$398.40	1.251	$116.07	$514.47	1.00%	$265.60	2.768	$256.82	$522.42	1.50%	$398.40	1.251	$116.07	$514.47
2012	1.50%	$398.40	1.251	$116.07	$514.47	0.50%	$132.80	4.286	$397.66	$530.46	0.50%	$132.81	4.286	$397.66	$530.46

GENERAL FUND EXPENDITURE PROJECTIONS
(ALL OPTIONS)
2010-2012

		2009 Actual 12/31/2009	ADOPTED Budget 2010	2011	2012
Expense					
400	Governing Body				
400.105	Supervisors Meeting Pay	2,550	2,700	2,700	2,700
400.213	Software	64	500	500	500
400.311	Accounting & Auditing	3,000	5,000	5,000	5,250
400.317	Payroll Services	1,633	1,600	1,800	1,900
400.340	Advertising & Printing	2,159	3,500	3,500	3,570
400.370	Repair & Maintenance Services	0	500	500	500
400.420	Dues, Subscript & Memberships	890	1,000	1,000	1,000
400.460	Training Seminars	0	200	200	200
Total 400	Governing Body	10,296	15,000	15,200	15,620
403	Tax Collection				
403.105	Elected Collector Commission	3,788	4,006	4,100	4,100
403.110	Appointed Collector Commission	10,905	10,062	10,100	10,100
403.200	Supplies & Postage	42	44	0	0
403.342	Land Returns - Real Estate Tax	972	1,000	0	0
403.350	Insurance & Bonding	0	350	0	0
Total 403	Tax Collection	15,707	15,462	14,200	14,200
404	Legal				
404.110	Legal Services	25,330	12,000	12,000	12,240
404.314	Special Legal Services	350	1,000	1,000	1,020
Total 404	Legal	25,680	13,000	13,000	13,260
405	Secretary/Treasurer				
405.110	Salary	33,354	33,354	34,355	35,386
405.140	Salary Clerical	0	4,540	4,676	4,816
405.200	Supplies	194	700	700	700
405.215	Postage	352	500	500	500
405.329	Website Hosting Fee	0	500	500	500
405.330	Travel	200	200	200	200
405.350	Insurance & Bonding	275	300	300	300
405.460	Training/Seminars	0	200	200	200
406.110	Right-to-know Officer	0	1,040	1,050	1,050
Total 405	Secretary/Treasurer	34,375	41,334	42,481	43,652

408	Engineer				
408.310	Engineering Services	23,395	5,000	10,000	10,000
408.312	Engineering - DEP (Act 537)	0	0	25,000	25,000
408.313	Engineering - UCC Inspections	0	0	0	0
Total 408	Engineer	23,395	5,000	35,000	35,000
409	Buildings				
409.150	Custodial Salary	302	1,404	1,446	1,489
409.226	Cleaning Supplies	209	300	300	306
409.250	Maintenance Supplies	390	500	500	500
409.260	Small Tools & Equipment	0	200	200	200
409.321	Telephone-Building	2,960	3,000	3,000	3,100
409.324	Telephone-Wireless	1,917	2,000	2,000	2,040
409.361	Electricity	5,885	6,200	6,300	6,400
409.362	Heating Fuel	5,349	7,500	7,750	8,000
409.366	Water	809	800	800	816
409.370	Repairs & Maintenance	1,555	2,000	2,000	2,000
409.600	Roof/Electrical System Upgrade	0	0	0	0
Total 409	Buildings	19,376	23,904	24,296	24,851
Total General Government		**128,829**	**113,900**	**144,177**	**146,583**
411	Fire				
411.363	Fire Hydrants	10,306	10,500	10,500	10,500
411.540	Contribution Fire Tax	6,972	7,562	7,575	7,575
411.541	Contribution to Vol Fire Co	10,033	11,000	11,000	11,000
411.542	Local Services Tax Fire Share	1,459	1,250	1,250	1,250
		28,770	30,312	30,325	30,325
413	Protective Inspection				
413.110	Building Inspector	0	250	250	250
413.111	Sewer Compliance	2,248	1,500	1,500	1,500
413.112	Code Enforcement	4,000	4,000	4,000	4,400
413.200	Supplies	74	100	100	100
413.215	Code Enforcement Officer Postage	16	25	25	25
413.231	Gas & Oil	202	300	300	400
413.330	Sewage Mileage	3	50	50	50
413.370	Code/Zoning Car Maintenance-	33	0	500	500
413.4	Other	0	500	0	0
Total 413	Protective Inspection	6,576	6,725	6,725	7,225

414	Planning & Zoning				
414.110	Zoning Officer	4,000	4,000	4,000	4,400
414.111	Recording Secretary	40	480	480	480
414.200	Supplies	0	50	50	50
414.215	Postage	96	100	100	100
414.420	Planning Dues, Memberships	0	0	0	0
414.300	Other Services & Charges	0	70	70	70
414.310	Planning & Zoning Prof. Services	0	0	0	0
414.330	Planning Commission Travel	0	200	200	200
414.460	Training Seminars	0	200	200	200
Total 414	Planning & Zoning	4,136	5,100	5,100	5,500
415	Emergency Management				
415.300	EMS	0	50	50	50
Total 415	Emergency Management	0	50	50	50
Total 410 Public Safety		**39,482**	**42,187**	**42,200**	**43,100**
427	Solid Waste Collection & Disposal				
427.100	Garbage/Recycling Wages	0	0	0	0
427.233	Vehicle Fuel	0	0	0	0
427.300	Garbage Disposal Fees	0	0	0	0
427.374	Vehicle Maintenance & Repair	0	0	0	0
Total 427	Solid Waste Collection & Disposal	0	0	0	0
429	Wastewater Collection & Treatment				
429.130	Public Works Salaries	13,200	12,000	12,360	12,731
429.140	Sewer Salaries	4,370	3,200	3,296	3,395
Total 429	Wastewater Collection & Treatment	17,570	15,200	15,656	16,126
430	Highways & Streets				
430.112	Salaries	73,000	74,240	76,467	78,761
430.180	Salaries-Overtime	8,599	7,000	7,210	7,426
430.200	Supplies	2,287	2,000	2,000	2,040
430.231	Gas & Oil	8,467	12,000	14,000	16,800
430.238	Clothing & Uniforms	3,484	3,422	3,500	3,570
430.260	Small Tools & Equipment	219	500	500	500
430.740	Major Equipment Purchases	0	0	0	0
431.245	Streets & Gutters	0	0	0	0
432.000	Winter Maintenance	0	0	0	0
433.000	Traffic Control Devices	0	0	0	0
434.361	Street Lighting	13,911	15,300	15,606	15,918
437.374	Repair of Machinery & Equipment	2,110	2,500	2,550	2,601

438.374	Rent of Machinery & Equipment	268	1,500	1,500	1,500
438.600	Maint. & Repair Road/Bridges	5,042	1,500	1,500	1,500
439.130	Salaries & Wages - OCD	0	0	0	0
439.600	Capital Construction	0	0	0	0
439.610	General Construction - OCD	0	100,000	0	0
Total 430	Highway & Streets	117,387	219,962	124,833	130,616
440	Public Works - Other Services				
446.370	Storm Water Mgmt/Flood Control	29,647	0	0	0
Total 440	Public Works - Other Services	29,647	0	0	0
450	Recreation & Culture				
451.200	Supplies & Materials	0	1,000	1,000	1,000
454.240	Canal Lock Park	0	0	0	0
457.000	Civil and Military Celebrations	765	0	0	0
Total 450	Recreation & Culture	765	1,000	1,000	1,000
480	Miscellaneous Expenses				
481.100	Township Social Security	10,776	11,500	11,500	11,845
481.300	Township Unemployment	1,840	3,200	3,200	3,296
483.300	401(k) Plan	0	9,000	9,500	9,975
484.000	Workers Compensation	15,270	16,000	16,000	16,480
486.000	Package Policy Insurance	26,006	27,000	27,250	28,068
487.196	Health Insurance	16,996	19,000	20,000	22,000
487.198	Life Insurance	1,116	1,500	1,500	1,545
487.199	Other Group Benefits	1,131	2,000	2,100	2,310
489.250	Building Fire Expenses	0	0	0	0
491.000	Refund of Prior Year Revenues	0	0	0	0
Total 480	Miscellaneous Expenses	73,135	89,200	91,050	95,519
492	Interfund Operating Transfers				
492.030	Transfer to Act 47 Grant Fund	3,195	0	0	0
492.040	Transfer to Debt Service Fund	51,000	51,000	0	0
492.450	Transfer to HMGP Fund	0	0	0	0
492.451	Transfer to HMGP Fund - Int	0	0	0	0
492.050	Transfer to Capital Imp. Fund	184,885	156,559	174,213	160,641
Total 492	Interfund Operating Transfers	239,080	207,559	174,213	160,641
Total Expense		**645,895**	**688,808**	**593,129**	**593,585**

Net Income	0	0	0	0
Cash Balance - Ending (Estimated)	170,447	238,732	238,732	238,732

OTHER TOWNSHIP FUND PROJECTIONS
2010 – 2012

ACT 47 GRANT FUND
REVENUE AND EXPENDITURE PROJECTIONS

		2009 Actual 12/31/2009	Adopted Budget 2010	2011	2012
Cash Balance - Beginning (Estimated)		**3,182**	**0**	**0**	**0**
Revenue:					
341.000	Interest	3	0	0	0
341					
341	Intefund Transfer - General Fund	3,195			
Total Income		**3,198**	**0**	**0**	**0**
Expense:					
400.213	Office Equipment	0			
400.490	Unspent Grant Monies & Interest	6,380			
414.305	Codification	0			
472.500	Interest Repayment	0			
492.01	Transfer to General Fund	0	0	0	0
Total Expense		**6,380**	**0**	**0**	**0**
Net Income		**(3,182)**	**0**	**0**	**0**
Cash Balance - Ending (Estimated)		**0**	**0**	**0**	**0**

ACT 47 LOAN FUND
REVENUE AND EXPENDITURE PROJECTIONS

		2009 Actual 12/31/2009	Adopted Budget 2010	2011	2012
Cash Balance - Beginning (Estimated)		**10,255**	**10,270**	**10,270**	**10,270**
Revenue:					
341.000	Interest	15	15	15	15
Total Income		**15**	**15**	**15**	**15**
Expense:					
472.500	Interest Repayment		15	15	15
Total Expense		**0**	**15**	**15**	**15**
Net Income		**15**	**0**	**0**	**0**
Cash Balance - Ending (Estimated)		**10,270**	**10,270**	**10,270**	**10,270**

CAPITAL IMPROVEMENT
REVENUE AND EXPENDITURE PROJECTIONS

		2009 Actual 12/31/2009	Adopted Budget 2010	2011	2012
Cash Balance - Beginning (Estimated)		**122,712**	**201,293**	**133,008**	**133,008**
Revenue:					
341.000	Interest Earnings	1,237	1,500	1,500	500
380.000	Miscellaneous Income	0	0	0	0
392.010	Transfer from General Fund	184,883	156,559	174,213	160,641
Total Income		**186,120**	**158,059**	**175,713**	**161,141**
Expense:					
409.373	Building & Facilities	1,538	10,119	5,000	5,000
414.310	Planning & Zoning Prof. Services	0	26,000	26,000	0
430.740	Public Works Equipment	10,798	40,000	30,000	30,000
439.610	Infrastructure Projects	104,362	81,940	114,713	126,141
480.000	Miscellaneous Expense	0	0	0	0
492.010	Transfer to General Fund	0	0	0	0
Total Expense		**116,698**	**158,059**	**175,713**	**161,141**
Net Income		**69,422**	**0**	**0**	**0**
Cash Balance - Ending (Estimated)		**201,293**	**133,008**	**133,008**	**133,008**

DEBT SERVICE FUND
REVENUE AND EXPENDITURE PROJECTIONS

		2009 Actual 12/31/2009	Adopted Budget 2010	2011	2012
Cash Balance - Beginning (Estimated)		**10,601**	**14,313**	**21,923**	**22,123**
Revenue:					
301.100	Real Estate Tax Current	61,102	64,710	51,000	51,000
341.000	Interest	92	400	200	200
392.010	Transfer from General Fund	51,000	51,000	0	0
Total Income		**112,194**	**116,110**	**51,200**	**51,200**
Expense:					
471.500	Debt Service Principal - PNC	57,482	57,500	0	0
471.600	Debt Service Principal - DCED	51,000	51,000	51,000	51,000
Total Expense		**108,482**	**108,500**	**51,000**	**51,000**
Net Income		**3,712**	**7,610**	**200**	**200**
Cash Balance - Ending (Estimated)		**14,313**	**21,923**	**22,123**	**22,323**

HIGHWAY AID FUND
REVENUE AND EXPENDITURE PROJECTIONS

		2009 Actual 12/31/2009	Adopted Budget 2010	2011	2012
Cash Balance - Beginning (Estimated)		**68,877**	**99,876**	**99,876**	**99,876**
Revenue:					
341.000	Interest Income	477	475	500	500
355.030	Turn Back Allowance	400	400	400	400
355.050	Liquid Fuel Allocation	87,653	84,335	87,788	87,788
358.000	Local Government Shared Payments	136	150	150	150
392.000	Interfund Operating Transfers	0	0	0	0
Total Income		**88,666**	**85,360**	**88,838**	**88,838**
Expense:					
430.100	Street Maintenance Wages	0	0	0	0
430.231	Vehicle Fuel	0	0	0	0
430.238	Clothing & Uniforms	0	0	0	0
430.260	Road Supplies - Small Tools & Equipment	13,349	4,866	4,963	5,062
430.74	Major Equipment Purchases	0	16,867	17,558	17,558
431.00	Street Cleaning	0	0	0	0
432.010	Snow Removal (salt & anti-skid)	14,234	20,500	20,500	22,550
433.361	Traffic Control Devices (maint & electric)	801	300	300	405
434.00	Street Lighting	0	0	0	0
437.000	Repair of Tools & Equipment	22,060	15,000	15,000	15,300
438.000	Highway Maint. (materials-asphalt, stone)	5,294	18,000	18,000	18,360
439.600	Capital Construction - Paving	0	9,827	12,517	9,603
Total Expense		**55,738**	**85,360**	**88,838**	**88,838**
Net Income		**32,928**	**0**	**0**	**0**
Cash Balance - Ending (Estimated)		**99,876**	**99,876**	**99,876**	**99,876**

SEWER FUND
REVENUE PROJECTIONS

	2009 Actual 12/31/2009	Adopted Budget 2010	2011	2012
Cash Balance - Beginning (Estimated)	**93,322**	**86,943**	**(244,090)**	**(243,666)**
Revenue				
340.000 Interest, Rent, Royalties				
341.000 Interest Earnings	567	550	600	600
Total 340 Interest, Rent, Royalties	567	550	600	600
350.000 Intergovernmental Revenue				
355.140 DEP Program Reimbursement	0	0	0	0
Total 350 Intergovernmental Revenue	0	0	0	0
364.000 Sanitation				
364.120 Sewer Use Charges	40,049	44,700	44,700	44,700
364.130 Delinquent Sewer Collections	0	0	0	0
Total 364 Sanitation	40,049	44,700	44,700	44,700
380.000 Miscellaneous Income	0	0	0	0
390 Other Financing Sources				
393.13 Penn Vest Loan	0	0	0	0
Total 392 Interfund Operating Transfers	0	0	0	0
Total Income	**40,616**	**45,250**	**45,300**	**45,300**

PLYMOUTH TOWNSHIP SEWER FUND
EXPENDITURE PROJECTIONS

		2009 Actual 12/31/2009	Adopted Budget 2010	2011	2012
Expense					
404.	Law				
404.100	Legal Services	200	0	2,000	2,000
Total 404 Law		200	0	2,000	2,000
405	Secretary/Treasurer				
405.120	Salary	0	0	0	0
405.200	Supplies	0	100	100	100
405.325	Postage	0	50	50	50
405.330	Travel	100	100	100	100
405.350	Insurance & Bonding	0	0	0	0
Total 405 Secretary/Treasurer		100	250	250	250
408	Engineering Services				
408.310	Engineering Services	15,513	2,500	2,500	2,500
408.312	Engineering Svcs.-Act 537	100	0	0	0
Total 408 Engineering Services		15,613	2,500	2,500	2,500
409	Buildings				
409.311	Computer Services	0	0	0	0
409.321	Telephone	829	850	850	867
Total 409 Buildings		829	850	850	867
Total 400 General Government		**16,742**	**3,600**	**5,600**	**5,617**
429	Wastewater Collection/Treatment				
429.100	Sewer Wages	0	0	0	0
429.200	Supplies	379	3,000	3,000	3,000
429.238	Clothing & Uniforms	92	100	100	100
429.317	Pumping Station Electrician	0	0	500	500
429.340	Advertising	0	800	800	800
429.361	UGI	2,890	3,600	3,600	4,860
429.364	Wastewater Collect Commiss	3,010	3,200	3,700	3,800
429.367	Grass Mowing	300	300	300	300

429.337	Repairs/Maintenance	1,000	6,000	6,120	6,242
429.374	Emergency Repairs	2,000	2,500	2,500	2,500
429.600	Capital Construction	0	2,000	2,000	2,000
Total 429 Waste Collection & Disposal		9,671	21,500	22,620	24,102
436	Storm Sewers & Drains				
436.370	Storm Sewer/Drain Service	0	0	1,000	1,000
Total 436 Storm Sewers & Drains		0	0	1,000	1,000
472	Debt Interest				
472.400	Penn Vest Loan Interest/Principal	4,591	4,600	0	0
472.401	Penn Vest Loan Principal		331,383 *		
Total 472 Debt Interest		4,591	335,983	0	0
492	Interfund Operating Transfers				
492.100	Transfer to General Fund	15,121	15,200	15,656	16,126
Total 492 Interfund Operating Transfers		15,121	15,200	15,656	16,126
Total Expense		**46,125**	**376,283**	**44,876**	**46,845**
Net Ordinary Income		**(5,509)**	**(331,033)**	**424**	**(1,545)**
Cash Balance - Ending (Estimated)		**86,943**	**(244,090)**	**(243,666)**	**(245,211)**

* Currently, $331,383 Penn Vest Loan Principal repayment is an unbudgeted expenditure

UCC FUND
REVENUE AND EXPENDITURE PROJECTIONS

		2009 Actual 12/31/2009	Adopted Budget 2010	2011	2012
Cash Balance - Beginning (Estimated)		**2,471**	**1,630**	**1,640**	**1,650**
Revenue:					
341.010	Interest Income	3	10	10	10
362.410	Building Permits	7,594	7,500	7,500	7,500
Total Income		**7,597**	**7,510**	**7,510**	**7,510**
Expense:					
413.310	UCC Enforcement	6,332	5,250	5,250	5,250
492.010	Transfer to General Fund	2,250	2,250	2,250	2,250
Total Expense		**8,582**	**7,500**	**7,500**	**7,500**
Net Income		**(985)**	**10**	**10**	**10**
Cash Balance - Ending (Estimated)		**1,630**	**1,640**	**1,650**	**1,660**

APPENDIX A

Review of Original Recovery Plan Tasks

ORIGINAL ACT 47 PLAN PREPARATION AND FILING

In accordance with the timeline outlined within Act 47, on February 1, 2005, NEPA provided bound copies of the prepared plan to the Pennsylvania DCED, to the Township Secretary for inspection by the interested public, each of the Township Supervisors and the Township's Solicitor. Furthermore, electronic copies were posted on the NEPA website and the DCED website for public review.

During the comment period prior to the public meeting, the Township Supervisors communicated with the NEPA Recovery Coordinator team on two occasions their concerns about the proposed increase of the municipal real estate property millage. Although the Supervisors recognized the necessity of generating additional funds to meet the township's financial requirements, it was suggested that sufficient revenues could be raised through an increase in the Earned Income Tax. The Recovery Coordinator agreed to prepare an alternative revenue enhancement approach utilizing an increase in the EIT for residents as well as non-residents that in the end would not compromise the financial integrity of the recovery plan.

The Recovery Coordinator prepared a financial analysis summary sheet outlining the elimination of the originally proposed property tax increase, the alternative increase in the local Earned Income Tax and the proposed use of the funds generated from EIT increase. This information was explained in an opening statement by the Recovery Coordinator at the February 17th Public Meeting and was also provided as a handout to the attending public.

At the Public Meeting, eleven individuals provided oral statements expressing their concerns about a variety of issues including the need for improved municipal services, opposition to any additional taxes and recognition of the necessary actions outlined in the financial recovery plan. On behalf of the Board of Supervisors, the Chairperson expressed the Supervisors' support for the plan as presented with the outlined revisions prepared by the Recovery Plan Coordinator. All comments were duly recorded and considered in the development of this final plan.

With the endorsement of the Township Board of Supervisors, the Recovery Plan Coordinator revised the plan to incorporate the increase in the EIT rate and the rescission of the originally proposed property tax increase. The revised plan (in its current adopted form) was then delivered to the Township Secretary, each member of the Board of Supervisors and the Township's Solicitor, as required by Act 47 within ten days of the Coordinator's Public Meeting.

Within twenty-five days following the date of the Coordinator's Public Meeting, the Board of Supervisors was required to either enact an ordinance approving this Plan (see Appendix E) or reject the plan and prepare its own plan in accordance with the procedures delineated in Section 246 of Act 47.

The original Recovery Plan was filed with the Township on February 28, 2005 and was subsequently adopted through an ordinance by the Township Board of Supervisors on March 7, 2005.

ORIGINAL RECOVERY PLAN SCOPE OF SERVICES

The NEPA Alliance, as the Recovery Plan Coordinator for Plymouth Township, was contracted to develop the original Recovery Plan in accordance with the specifications of the GCLGS and the provisions of Act 47.

Throughout the process, the NEPA Alliance maintained regular contact with the GCLGS and Plymouth Township officials. Numerous meetings were held with the Board of Supervisors and many work sessions were held at the Plymouth Township Municipal Building with the Township staff. Progress reports were presented at the regular monthly business meetings of the Board of Supervisors in October, November and December 2004 and written reports were provided to the GCLGS as required.

The following issues and activities outlined within the Scope of Work were undertaken during plan preparation or were addressed in the original plan document. Many of the issues and activities have been addressed and resolved during the implementation phase of the original recovery plan and are further elaborated in ensuing sections of this Plan Update.

A. Immediate Recovery Measures

1. A Single Application for Assistance was submitted on the Township's behalf, for a $300,000 emergency loan to the Governor's Center for Local Government Services.

2. The NEPA Alliance prepared emergency loan application documents for submission to DCED and did so again as part of the plan implementation process.

3. The NEPA Alliance contacted vendors with known outstanding balances to establish the exact amounts owed by the Township and the validity of the claims.

4. Contingent liabilities were reviewed and additional questions developed regarding the Township's obligation and additional amounts owed were discovered.

B. Fiscal Stability Measures

1. Regular contact was maintained with PNC Bank officials regarding the Township's outstanding loans.

2. Revenue and expenditure projections were made for 2005 in preparation of their 2005 budget and for 2006 and 2007 as required.

3. Recommendations were included for balancing the budget, avoiding future deficits and maintaining current obligations.

4. Recommendations to avoid future fiscal emergencies were addressed.

5. Recommendations were made that enhanced the ability of the Township to negotiate new debt.

6. Proposals to reduce debt and to restructure amortization schedules were included.

7. A review was made regarding federal debt adjustment, which is provided in Act 47 and determined not to be warranted.

8. A long-term plan was included to address the Township's 2004 shortfall and prior year's obligations.

9. Recommendations were included to use Act 47 unfunded debt financing to cover unpaid obligations.

10. The NEPA Alliance reviewed the real estate tax duplicate; met with the Luzerne County Assessor's Office and the Plymouth Township Tax Collector; analyzed the effect of tax exempt properties; and held several discussions with the Earned Income Tax Collector.

11. Recommendations for Payment in Lieu of Taxes (PILOT) were included in the plan.

12. The 2005 budget preparation process indicated the necessity of a complete revision to the Township's fee structure, including a review of all ordinances wherein fees are established.

13. The Township and the NEPA Alliance met on two occasions with the Township's insurance agent to make certain all coverages were adequate.

C. Financial Management Issues

1. Recommendations were made that satisfied judgments, past due accounts payable and, past due and payable payroll and fringe benefits.

2. Elimination of deficits and deficit funds was an integral part of the plan.

3. Restoration of funds from the General Fund to the Sewer Fund was included in the plan.

4. Changes and recommendations to the budget process, accounting and automation were included in the plan.

5. Recommendations were made to further study the police pension fund issue, including seeking a legal opinion on the Township's obligation to fund the plan, given the elimination of the police department in 2004.

6. Recommendations were included in the plan to address unpaid obligations.

7. A review of existing debt and formulation of recommendations to restructure debt was conducted.

8. The NEPA Alliance reviewed the financial management system of the Township and made recommendations in the plan.

9. Recommendations were included for better reporting of financial statements to the Supervisors for comparison to budget figures, uncollected receivables and bills payable on a monthly basis.

10. A review of service charge billing procedures was completed and recommendations prepared.

11. The accounting system was reviewed and recommendations were made consistent with the ability of the limited number of staff persons to establish internal control procedures.

12. Discussions were held with the Supervisors regarding internal control procedures and specific recommendations were included.

13. Recommendations were included for the establishment of budget procedures for future years.

14. A review of tax collection procedures was conducted and recommendations were made for the Township to meet twice annually with the Earned Income Tax (EIT) Collector and to conduct a Request for Proposal (RFP) process every three (3) years.

15. The Township does not have any established pension funds.

16. Prior year audit information was reviewed; however, the information was vague and reflected the auditor's inability to render an opinion because of poor Township record keeping.

D. Municipal Operational Measures

1. Township staffing levels, as well as permanent and temporary positions, were reviewed within the 2005 budget process.

2. Changes in municipal ordinances were recommended to generate additional fee revenue and other operational issues.

3. A review of whether functional consolidation or privatizations of existing municipal services where appropriate.

4. The organizational and administrative structure was revised and training for both elected officials and staff established.

5. Service levels within Plymouth Township were analyzed along with alternative means of service delivery, productivity improvements and Township support for the volunteer fire departments.

E. Interagency/Intergovernmental Cooperation Initiatives

1. Meetings were held with other state and local agencies regarding solid waste, sanitary sewer, mine reclamation and flood mitigation issues.

2. A discussion of whether consolidation or merger, as a viable long-term alternative for Plymouth Township was conducted.

3. Recommendations were made consistent with the effort to increase communications with neighboring municipalities and other service organizations.

4. Intergovernmental cooperative efforts are almost nonexistent in the Plymouth Township area. Consequently, recommendations to open channels of communication were made toward specific cooperative issues.

F. Future Community Development Issues

1. A capital improvement plan was included within the Recovery Plan, but it was limited in scope, due to the extraordinary flood and fire events which affected the Township during the process.

2. Recommendations were considered for use of Commonwealth economic development programs.

3. Infrastructure within the Township was examined relative to conditions prior to and after the flood event caused by Tropical Storm Ivan. Much of the damaged infrastructure has been designated as flood-related and the Township received Federal Emergency Management Agency (FEMA) and Pennsylvania Emergency Management Agency (PEMA) approvals to commence projects.

4. Economic and Community Development issues were also examined including recommendations to improve both economic development opportunities and the tax base. Grant administration and overall land-use planning was also reviewed.

APPENDIX B

Other Financing Sources and Uses

Plymouth Township General Fund
Sources & Uses

	2004	2005	2006	2007	2008	2009
Beginning Cash Balance	50,378	138,028	315,072	141,920	143,083	244,708
Revenues	292,268	347,530	550,677	606,411	574,979	606,307
Expenditures	(271,691)	(344,504)	(365,748)	(472,998)	(414,442)	(376,404)
	20,578	3,026	184,929	133,413	160,537	229,903
Other Financing Sources	318,737	818,243	308,184	362,473	835,374	39,587
Other Financing Uses	(270,209)	(549,739)	(706,473)	(451,504)	(871,628)	(269,490)
	48,528	268,503	(398,289)	(89,030)	(36,254)	(229,903)
Change in Fund Balance	69,105	271,529	(213,359)	44,382	124,282	(0)
Other Financing Sources:						
Emergency Watershed Protect.			88,417			
Fire Reimbursement		333,949	18,254			
Flood Reimbursement		202,296	31,904	261,659	580,291	16,855
DEP Program Reimbursement			15,387			
Workforce Development Grant		65,632				
Community Development Grant	29,607	153,893		7,500	135,000	
Recycling Performance Grant				236	187	
Transfers from other funds		44,094	151,842	14,375	98,383	17,371
Contract for public works service				63,523		2,000
Contract for highway/street work						1,000
Proceeds from TAN	260,000					
Sale of assets	465	9,540		15,180	21,513	2,361
Miscellaneous	28,665	8,838	2,381			
	318,737	818,243	308,184	362,473	835,374	39,587
Other Financing Uses:						
Major Equipment Purchases		33,287	111,437	15,180	45,700	
Roof/electrical system upgrades	38,210					
Building Maintenance/Repair	46,265					
Equipment-Workforce Develop		18,463				
Wages-Workforce Development		41,844				
Wages - OCD		3,648				
Capital construction-OCD	617	128,653			93,076	
TAN loan - principal	25,356					
TAN loan interest	355	5,408				
Building fire expenses	5,982	286,823	44,682	4,127		
Flood expenses	4,275	29,969	308,172	97,677	474,194	29,647
Act 47 Loan - principal			25,500			
Transfers to other funds			208,114	334,520	221,249	239,078
Miscellaneous	149,149	1,644	8,568		37,409	765
	270,209	549,739	706,473	451,504	871,628	269,490

Plymouth Township Act 47 Grant Fund
Sources & Uses

	2007	2008	2009
Beginning Cash Balance		16,019	3,182
Revenues	19	16	3
Expenditures	0	0	0
	19	16	3
Other Financing Sources	16,000	0	3,195
Other Financing Uses	0	(12,853)	(6,380)
	16,000	(12,853)	(3,185)
Change in Fund Balance	16,019	(12,836)	(3,182)
Other Financing Sources:			
DCED Grant	16,000		
Transfers from other funds			3,195
	16,000	0	3,195
Other Financing Uses:			
Office equipment		5,941	
Codification		3,202	
Transfers to other funds		1,360	
Unspent grant monies & interest		2,349	6,380
	0	12,853	6,380

Plymouth Township Act 47 Loan Fund
Sources & Uses

	2005	2006	2007	2008	2009
Beginning Cash Balance			10,224	10,239	10,255
Revenues		0	15	15	15
Expenditures			0	0	0
		0	15	15	15
Other Financing Sources	300,000	210,000	0	0	0
Other Financing Uses	(300,000)	(199,776)	0	0	0
	0	10,224	0	0	0
Change in Fund Balance		10,224	15	15	15
Other Financing Sources:					
Act 47 unfunded loan	300,000	210,000			
	300,000	210,000	0	0	0
Other Financing Uses:					
TAN repayment	265,915				
Transfers to other funds	34,085	199,776			
	300,000	199,776	0	0	0

Plymouth Township Capital Improvement Fund
Sources & Uses

	2006	2007	2008	2009
Beginning Cash Balance		27,057	168,256	122,712
Revenues	1,220	2,196	4,253	1,237
Expenditures		0	0	0
	1,220	2,196	4,253	1,237
Other Financing Sources	131,825	283,520	96,444	184,883
Other Financing Uses	(105,989)	(144,616)	(146,241)	(116,698)
	25,836	138,904	(49,797)	68,185
Change in Fund Balance	27,057	141,099	(45,544)	69,423
Other Financing Sources:				
Transfers from other funds	131,775	283,520	96,375	184,883
Miscellaneous	50		69	
	131,825	283,520	96,444	184,883
Other Financing Uses:				
Major equipment purchases	14,550	57,720	55,545	10,798
Infrastructure projects	91,389	86,896	13,999	104,362
Transfers to other funds			75,000	
Building & facilities			1,628	1,538
Miscellaneous	50		69	
	105,989	144,616	146,241	116,698

Plymouth Township Debt Service Fund
Sources & Uses

	2004	2005	2006	2007	2008	2009
Beginning Cash Balance	1,051	14,541	16,212	14,460	13,909	10,601
Revenues	56,601	59,154	59,938	56,931	58,425	61,194
Expenditures	0		0	0	0	0
	56,601	59,154	59,938	56,931	58,425	61,194
Other Financing Sources			46,750	51,000	46,750	51,000
Other Financing Uses	(43,112)	(57,482)	(108,482)	(108,482)	(108,482)	(108,482)
	(43,112)	(57,482)	(61,732)	(57,482)	(61,732)	(57,482)
Change in Fund Balance	13,490	1,671	(1,794)	(551)	(3,308)	3,712
Other Financing Sources:						
Transfers from other funds			46,750	51,000	46,750	51,000
	0	0	46,750	51,000	46,750	51,000
Other Financing Uses:						
Transfer to other funds			25,500			
PNC loan	43,112	57,482	57,482	57,482	57,482	57,482
ACT 47 Loan			25,500	51,000	51,000	51,000
	43,112	57,482	108,482	108,482	108,482	108,482

Plymouth Township Highway Aid Fund
Sources & Uses

	2004	2005	2006	2007	2008	2009
Beginning Cash Balance	18,462	34,372	27,506	55,988	33,139	68,877
Revenues	73,632	76,317	83,125	86,812	93,327	88,666
Expenditures	(45,464)	(74,165)	(61,073)	(105,187)	(48,324)	(49,995)
	28,167	2,151	22,052	(18,375)	45,002	38,671
Other Financing Sources	0	0	20,626	0	998	
Other Financing Uses	(11,587)	(5,752)	(5,752)	(14,448)	(5,752)	(5,743)
	(11,587)	(5,752)	14,874	(14,448)	(4,754)	(5,743)
Change in Fund Balance	16,581	(3,601)	36,926	(32,823)	40,248	32,928
Other Financing Sources:						
Transfers from other funds			20,626		998	
	0	0	20,626	0	998	0
Other Financing Uses:						
Major Equipment Purchases	11,587	5,752	5,752	14,448	5,752	5,743
	11,587	5,752	5,752	14,448	5,752	5,743

Plymouth Township HMGP Fund
Sources & Uses

	2008	2009
Beginning Cash Balance	-	61,178
Revenues	3,503	0
Expenditures		
	3,503	0
Other Financing Sources	1,487,826	175,068
Other Financing Uses	(1,448,388)	(176,486)
	39,438	(1,418)
Change in Fund Balance	42,941	(1,418)
Other Financing Sources:		
Grant	1,410,086	175,068
Transfers from other funds	77,740	
	1,487,826	175,068
Other Financing Uses:		
Storm Water Management	1,448,388	176,486
	1,448,388	176,486

Plymouth Township Sewer Fund
Sources & Uses

	2004	2005	2006	2007	2008	2009
Beginning Cash Balance	46,458	65,134	60,989	151,098	140,105	93,322
Revenues	35,594	26,613	37,543	33,685	45,938	40,616
Expenditures	(7,003)	(11,901)	(230,272)	(26,870)	(72,436)	(26,313)
	28,591	14,712	(192,729)	6,815	(26,498)	14,303
Other Financing Sources	40	136	353,743	0	82,693	0
Other Financing Uses	(2,945)	(4,665)	(27,019)	(17,819)	(104,117)	(19,812)
	(2,905)	(4,529)	326,723	(17,819)	(21,425)	(19,812)
Change in Fund Balance	25,686	10,183	133,995	(11,004)	(47,923)	(5,509)

Other Financing Sources:						
DEP Program Reimbursement			10,258			
Transfers from other funds			95,177			
Penn Vest loan			248,308		82,693	
Miscellaneous	40	136				
	40	136	353,743	0	82,693	0

Plymouth Township Uniform Construction Code Fund
Sources & Uses

	2007	2008	2009
Beginning Cash Balance		5,218	2,471
Revenues	15,906	6,642	7,597
Expenditures	(11,363)	(4,010)	(6,332)
	4,543	2,633	1,265
Other Financing Sources	0	0	0
Other Financing Uses	0	(4,982)	(2,250)
	0	(4,982)	(2,250)
Change in Fund Balance	4,543	(2,349)	(985)
Other Financing Sources:			
Transfers from other funds			
Other Financing Uses:			
Transfer to other funds		4,982	2,250
		4,982	2,250

APPENDIX C

Tax Exempt Property
Revenue Impacts

Plymouth Township, Luzerne County, PA
Tax-Exempt Property - Revenue Impacts

TOTAL – All TAX-EXEMPT PROPERTIES

Township EIT Rate	General Fund Millage	Total Parcels	Total Assessed Value	Mean Tax-Exempt Property Assessed Value (a)	General Fund Taxes Exempt Per Parcel	Total Millage (includes GF and other millages)	Total Local Property Taxes Exempt Per Parcel	Total Value of Property Taxes Lost to Exempt Status
Combined Act 47 & Act 511 (1.50%)	0.566	316	12,425,800	39,322	$22.26	1.386	$54.50	$17,222
Without Act 47 EIT (0.50%)	3.612	316	12,425,800	39,322	$142.03	4.286	$168.53	$53,257
Difference					$119.77		$114.03	$36,035

Footnotes: (a) Mean Property Assessed Values derived from the Luzerne County Assessment Office Municipality Property Type Summary dated 12/29/2008

TOTAL TAX-EXEMPT CLEAN & GREEN STATUS

Township EIT Rate	General Fund Millage	Total Parcels	Total Assessed Value Reduced by C&G	Mean Tax-Exempt Property Assessed Value (a)	General Fund Taxes Exempt Per Parcel	Total Millage (includes GF and other millages)	Total Local Property Taxes Exempt Per Parcel	Total Value of Property Taxes Lost to Exempt Status
Combined Act 47 & Act 511 (1.50%)	0.566	52	1,801,700	34,648	$19.61	1.386	$48.02	$2,497.16
Without Act 47 EIT (0.50%)	3.612	52	1,801,700	34,648	$125.15	4.286	$148.50	$7,722.09
Difference					$105.54		$100.48	$5,224.93

TAX-EXEMPT RESIDENTIAL

Township EIT Rate	General Fund Millage	Total Parcels	Total Assessed Value	Mean Tax-Exempt Property Assessed Value (a)	General Fund Taxes Exempt Per Parcel	Total Millage (includes GF and other millages)	Total Local Property Taxes Exempt Per Parcel	Total Value of Property Taxes Lost to Exempt Status
Combined Act 47 & Act 511 (1.50%)	0.566	27	423,000	15,666	$8.87	1.386	$21.71	$586.28
Without Act 47 EIT (0.50%)	3.612	27	423,000	15,666	$56.59	4.286	$67.15	$1,812.98
Difference					$47.72		$45.44	$1,226.70

TAX-EXEMPT COMMERCIAL

Township EIT Rate	General Fund Millage	Total Parcels	Total Assessed Value	Mean Tax-Exempt Property Assessed Value (a)	General Fund Taxes Exempt Per Parcel	Total Millage (includes GF and other millages)	Total Local Property Taxes Exempt Per Parcel	Total Value of Property Taxes Lost to Exempt Status
Combined Act 47 & Act 511 (1.50%)	0.566	78	8,191,300	105,016	$59.44	1.386	$145.55	$11,353.14
Without Act 47 EIT (0.50%)	3.612	78	8,191,300	105,016	$379.32	4.286	$450.10	$35,107.91
Difference					$319.88		$304.55	$23,754.77

TAX-EXEMPT LAND (<10 ACRES)

Township EIT Rate	General Fund Millage	Total Parcels	Total Assessed Value	Mean Tax-Exempt Property Assessed Value (a)	General Fund Taxes Exempt	Total Millage (includes GF and other millages)	Total Local Property Taxes Exempt Per Parcel	Total Value of Property Taxes Lost to Exempt Status
Combined Act 47 & Act 511 (1.50%)	0.566	118	1,587,600	13,454	$7.62	1.386	$18.65	$2,200.41
Without Act 47 EIT (0.50%)	3.612	118	1,587,600	13,454	$48.60	4.286	$57.66	$6,804.45
Difference					$40.98		$39.01	$4,604.04

TAX-EXEMPT LAND (>10 ACRES)

Township EIT Rate	General Fund Millage	Total Parcels	Total Assessed Value	Mean Tax-Exempt Property Assessed Value (a)	General Fund Taxes Exempt Per Parcel	Total Millage (includes GF and other millages)	Total Property Taxes Exempt Per Parcel	Parcels Assessed Value Reduced by Clean & Green	Total Assessed Value Reduced by C&G	Mean C&G Value	Total Property Taxes Lost Per Parcel by C & G	Total Property Taxes Lost to C & G Program	Total Value of Property Taxes Lost to Exempt Statuses
Combined Act 47 & Act 511 (1.50%)	0.566	19	1,425,800	75,042	$42.47	1.386	$104.01	36	$1,238,700	$34,408	$47.69	$1,716.84	$3,693.00
Without Act 47 EIT (0.50%)	3.612	19	1,425,800	75,042	$271.05	4.286	$321.63	36	$1,238,700	$34,408	$147.47	$5,309.07	$11,420.05
Difference					$228.58		$217.62				$99.78	$3,592.23	$7,727.05

TAX-EXEMPT AGRICULTURE

Township EIT Rate	General Fund Millage	Total Parcels Participating in Clean & Green Program	Total Assessed Value of Properties in C&G	Mean Tax-Exempt Property Assessed Value (a)	General Fund Taxes Exempt Per Parcel	Total Millage (includes GF and other millages)	Total Local Property Taxes Exempt Per Parcel	Total Value of Property Taxes Lost to C&G Status
Combined Act 47 & Act 511 (1.50%)	0.566	16	563,000	35,187.50	$19.92	1.386	$48.77	$780.32
Without Act 47 EIT (0.50%)	3.612	16	563,000	35,187.50	$127.10	4.286	$150.81	$2,413.02
Difference					$107.18		$102.04	$1,632.70

TAX-EXEMPT UTILITY

Township EIT Rate	General Fund Millage	Total Parcels	Total Assessed Value	Mean Tax-Exempt Property Assessed Value (a)	General Fund Taxes Exempt	Total Millage (includes GF and other millages)	Total Local Property Taxes Exempt Per Parcel	Total Value of Property Taxes Lost to Exempt Status
Combined Act 47 & Act 511 (1.50%)	0.566	15	794,100	52,940.00	$29.96	1.386	$73.37	$1,100.62
Without Act 47 EIT (0.50%)	3.612	15	794,100	52,940.00	$191.22	4.286	$226.90	$3,403.51
Difference					$161.26		$153.53	$2,302.89

APPENDIX D

RECOVERY PLAN UPDATE ADOPTING ORDINANCE

TOWNSHIP OF PLYMOUTH
LUZERNE COUNTY, PENNSYLVANIA

Ordinance No. 2 of 2010

An Ordinance Adopting and Approving The Implementation Of The Recovery Plan Update, Dated March 2010, Prepared By The Recovery Plan Coordinator Pursuant To The Municipalities Financial Recovery Act And Replacing The Original Recovery Plan Dated February 28, 2005.

WHEREAS, upon petition duly filed with the Commonwealth of Pennsylvania, Department of Community and Economic Development (hereinafter "Department") pursuant to the Municipalities Financial Recovery Act, Act 47 of 1987 (hereinafter "Act"), Plymouth Township was declared a financially distressed municipality on July 27, 2004; and

WHEREAS, the Act provides that a Plan Coordinator be appointed for distressed municipalities and that a Recovery Plan be prepared by the Coordinator; and

WHEREAS, the Northeastern Pennsylvania Alliance were appointed as the Plan Coordinator (hereinafter "Coordinator") on August 26, 2004 by the Department; and

WHEREAS, the original Recovery Plan adopted by ordinance on March 7, 2005 has guided the Township out of impending financial insolvency and established a sound framework for improving municipal operations and services, and

WHEREAS, an Update of the Recovery Plan is necessary to recognize accomplishments, address new concerns and institute an exit strategy from Act 47 Distressed Status; and

WHEREAS, in accordance with the Act, the Coordinator has prepared the Recovery Plan Update which was filed with the Township Secretary on March 26, 2010, and

WHEREAS, on April 19, 2010, the Township Board of Supervisors conducted a public meeting to present, discuss and respond to residents' comments about the content of the Recovery Plan Update, and

WHEREAS, the Board of Supervisors of Plymouth Township has examined the Recovery Plan Update, considered public's comments and has deliberated upon the requirements of the Recovery Plan Update.

NOW THEREFORE BE IT ORDAINED AND ENACTED by the Township Board of Supervisors of Plymouth Township, Luzerne County, Pennsylvania, as is hereby ordained and enacted by the authority of the same to amend and adopt as follows:

Section 1. The Board of Supervisors of Plymouth Township hereby adopts the Recovery Plan Update for Plymouth Township as prepared and submitted by the Coordinator on March 26, 2010, including subsequent amendments thereto, if any, pursuant to the Act, as amended. The

Board of Supervisors of Plymouth Township hereby approves the implementation of the Recovery Plan for Plymouth Township as prepared and submitted by the Coordinator on March 26, 2010, including subsequent amendments thereto, if any, pursuant to the Act, as amended.

Section 2. The Township Secretary and Township Solicitor are hereby authorized and instructed to prepare for adoption any necessary related ordinances, resolutions, agreements and other documents and revisions to ordinances, resolutions, agreements and other documents necessary to implement the Recovery Plan Update.

Section 3. The Board of Supervisors of Plymouth Township are authorized and instructed to execute any and all documents necessary to implement the Recovery Plan Update.

Section 4. If any sentence, clause, section or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance. It is hereby declared the intent of the Township of Plymouth that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof had not been included thereof.

Section 5. All ordinances or any parts thereof which are inconsistent herewith are hereby repealed.

Section 6. This ordinance shall take effect immediately upon its enactment.

ENACTED AND ORDAINED this 7th day of June, 2010, by the Township Board of Supervisors of Plymouth Township, Luzerne County, Pennsylvania, in lawful session duly advertised.

ADOPTED this the 7th day of June, 2010

Gale Conrad

Gale Conrad, Chairman – Township Board of Supervisors

ATTEST: Steven Grzymski

Steven Grzymski – Township Secretary

Our Mission

"The Northeastern Pennsylvania Alliance is committed to achieving recognition as the premier regional community and economic development organization in the Commonwealth of Pennsylvania by consistently providing innovative high-quality services that improve the economy of the region and the quality of life for our constituents."

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