

# **ORGANIZATIONAL MEMBERSHIP LIST, CONFERENCE ATTENDANCE & ASSOCIATED MUNICIPAL REPRESENTATIVE**

## **BUDGET 2021**

Section 5-16 of the “Code of the Township of Horsham” identifies conduct related to “Membership in Associations”. In order to comply with this section, attached is the annual list of organizations and their associated municipal representatives:

### **TOWNSHIP**

- Delaware Valley Health Insurance Trust (DVHIT)
- Delaware Valley Insurance Trust (DVIT)
- Delaware Valley Workers’ Compensation Trust (DVWCT)
- Horsham Preservation and Historical Association
- Montgomery County Consortium of Communities (MCCC)
- Montgomery County Development Corporation (MCDC)
- National Association of Town Watch
- Natural Lands Trust
- Pennsylvania Municipal League
- Pennsylvania State Association of Boroughs (PSAB)
- Pennsylvania Library Association

### **COUNCIL**

- Montgomery County Association of Township Officials (MCATO)
- Pennsylvania League of Cities and Municipalities (PLCM)
- Pennsylvania State Association of Township Supervisors (PSATS)

### **DIRECTOR OF CODES & COMMUNITY PLANNING**

- Pennsylvania Building Officials Conference (PENNBOK)
- Pennsylvania Association of Code Officials (PACO)
- Pennsylvania Association of Building Code Officials (PABCO)
- Pennsylvania Association of Zoning Officials (PAAZO)
- Pa Chapter of American Planning Association (PA APA)

### **DIRECTOR OF ECONOMIC DEVELOPMENT**

- Horsham Chamber of Commerce
- Chamber of Commerce for Greater Montgomery County
- Urban Land Institute
- Pennsylvania Economic Development Association
- International Economic Development Council
- Valley Forge Convention & Visitors Bureau

#### ENVIRONMENTAL ADVISORY BOARD

- Pennsylvania Environmental Council

#### FINANCE DIRECTOR

- Government Finance Officers' Association (GFOA)
- Montgomery County Tax Collectors' Association (MCTCA)
- Pennsylvania State Tax Collectors' Association (PSCTA)

#### FIRE MARSHAL & EMERGENCY MANAGEMENT COORDINATOR

- Bucks County Fire Marshals' Association (BCFMA)
- International Association of Arson Investigators (IAAI)
- Pennsylvania Association of Arson Investigators (PAAI)
- Pennsylvania Fire Code Officials (PFCO)
- National Fire Protection Association (NFPA)
- Society of Fire Protection Engineers (SFPE)
- International Code Council (ICC)
- Pennsylvania State Association of Township Supervisors – The Emergency Manager

#### PUBLIC WORKS DIRECTOR

- Montgomery County Public Works Association (MCPWA)
- American Public Works Association (APWA)
- Keystone Athletic Field Managers Organization (KAFMO)
- Montgomery County Recreation Council (MCRC)
- National Recreation and Parks Association (NRPA)
- Natural Lands Trust
- Pennsylvania Recreation and Park Society (PRPS)
- Pennsylvania Turf Grass Council (PTGC)
- The AARK Wildlife Rehabilitation & Education Center (AARK)

#### LIBRARY & THE RECREATION SERVICES DIRECTOR

- Montgomery County Recreation Council (MCRC)
- MCLINC
- Pennsylvania Library Association
- American Library Association

#### POLICE (CHIEF)

- Delaware Valley Association of Professional Police Officials (DVAPPO)
- FBI National Academy Associates (FBINAA)
- International Association of Chiefs of Police (IACP)
- Montgomery County Police Chiefs Association (MCPCA)
- Pennsylvania Chiefs of Police Association (PCPA)
- Public Employer Labor Relations Advisory Service (PELRAS)
- Southeastern Police Chiefs Association (SPCA)

#### POLICE (LIEUTENANTS)

- Delaware Valley Association of Professional Police Officials (DVAPPO)
- FBI National Academy Associates (FBINAA)
- Pennsylvania Chiefs of Police Association (PCPA)
- Southeastern Police Chiefs Association (SPCA)

#### POLICE (FIREARM INSTRUCTORS)

- National Rifle Association (NRA)

#### POLICE (SWAT MEMBERS)

- National Tactical Officers Association (NTOA)

#### POLICE K-9 OFFICERS

- National K-9 Officers Association

#### TOWNSHIP MANAGER

- Association for Pennsylvania Municipal Management (APMM)
- International City Management Association (ICMA)
- Greater Horsham Chamber of Commerce (GHCC)
- Horsham Rotary Club (HRC)
- Public Employer Labor Relations Advisory Service (PELRAS)
- Society for Human Resources Managers (SHRM)

Prior to the attendance of any individual at a state or national conference the Township Manager shall make a specific recommendation and the Council shall approve, in advance, the attendance and expenditure for this conference. Those identified in Budget 2021 (COVID-19 contingent) are as follows:

- Township Council and Township Manager – Annual Pennsylvania State Association of Township Supervisors’ Annual Educational Conference & Trade Show in Harrisburg
- Police Chief – Pennsylvania Chiefs’ Training Conference (approximately \$1,200)
- Police Chief and Lieutenant – Accreditation Training Conference (approximately \$475 per person)
- Lieutenant to FBI National Academy Training Conference (approximately \$1,500)
- Police Chief and Lieutenant to FBI National Academy State Retrainer (approximately \$750 per person)
- Township Manager/Director of Administration, Police Chief and Lieutenant to PELRAS (under approximately \$1,250 per person)
- Director of Public Works – Pennsylvania Recreation & Park Society annual conference (less than \$1,000)
- Director of Codes & Community Planning – Pennsylvania Building Officials Conference, State College, PA (approximately \$1,000)

- Director of Codes & Community Planning – Penn State Transportation Education Safety Conference, State College, PA (approximately \$1,000)
- Director of Community & Economic Development – Pennsylvania Economic Development Association 2021 Spring Legislative Conference and/or PEDDA 2021 Fall Conference (approximately less than \$1,250 each)
- Director of Finance – Government Finance Officers’ Association Annual Conference & State Tax Collectors Association.
- Reference Librarian – Pennsylvania Library Association (PALA) Annual Conference (approximately less than \$1,000).
- Director of Public Works/Director of Administration – Annual Pennsylvania State Association of Township Supervisors – Educational Trade Show in Harrisburg (approximately less than \$2,000)
- Director of Public Works - Mid-Atlantic Transportation Technology Transfer Center and Local Technical Assistance Program – Annual Roadway management Conference (RMC) (approximately less than \$1,000)
- Director of Codes & Community Planning – American Planning Association PA Chapter Annual Conference (approximately \$1,000)
- Director of Codes & Community Planning – iWorq User Training Conference (approximately \$2,000)

**HORSHAM TOWNSHIP  
MEMORANDUM**

**To:** Horsham Township Council  
William Walker, Township Manager

**From:** Richard Sabol, Finance Director

**Date:** 24 September 2020

**Re:** 2021 Minimum Municipal Obligation (MMO) for the Non-Uniformed and Police Pension Plans

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Act 205 of 1984, as amended, governs the funding requirements for all municipal pension plans. The law requires that the "Chief Administrative Officer" of each municipal pension plan inform the "governing body" about the plan's expected financial obligation for the coming year. This requirement must be met by the last business day in September.

The calculation of the 2021 plan cost, or the Minimum Municipal Obligation (MMO), required an estimate of the 2020 W-2 wages of the employees covered by the plans. The Horsham Township Finance Department has indicated on the attached 2021 Minimum Municipal Obligation Worksheets its best estimate of plan costs. Questions concerning this calculation, or the MMO, may be addressed to the Finance Department.

Please understand that the MMO is the municipality's financial obligation to the Police and Non-Uniformed Retirement Plans and must be paid by 31 December 2021. It must be paid using a General Fund allocation and general municipal pension system state aid.



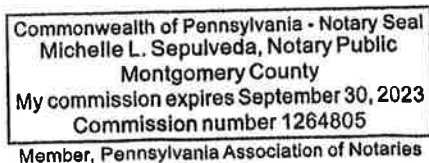
Richard Sabol

Attachment: 2021 MMO Worksheet for Non-Uniformed Pension Plan  
2021 MMO Worksheet for Police Pension Plan

Subscribed and sworn before me this 24<sup>th</sup> day of September, 2020.



Notary Public



**The Minimum Municipal Obligation Worksheet (MMO)**  
**For The**  
**Horsham Township Pension Plan (46-048-5 N)**  
**For Plan Year 2021**

**CHARGES**

Estimated 2020 W-2 Payroll For Covered Plan Members:	(A)	<u>3,350,307</u>	
PMRS Determined Normal Cost Expressed as a Decimal:	(B)	<u>.0586</u>	
RESULT: (A) * (B) =			
Administrative Charge (PMRS Determined) # of Plan Members times \$20:	(C)	<u>196,328</u>	
Amortization of Unfunded Liability (PMRS Determined)	(D)	<u>1,360.00</u>	
	(E)	<u>90,467.00</u>	
TOTAL CHARGES: (C) + (D) + (E) =			
	(F)	<u><u>288,155</u></u>	

**CREDITS**

Repeat Estimated 2020 W-2 Payroll For Covered Plan Members:	(A)	<u>3,350,307</u>	
Employee Contribution Rate Expressed as a Decimal:	(G)	<u>.03</u>	
RESULT: (A) * (G) =			
Amortization of the Actuarial Surplus (PMRS Determined)	(H)	<u>100,510</u>	
	(I)	<u>0.00</u>	
TOTAL CREDITS: (H) + (I) =			
	(J)	<u><u>100,510</u></u>	

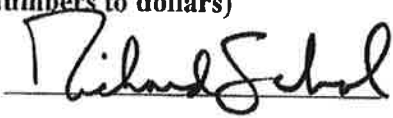
**MINIMUM MUNICIPAL OBLIGATION**

(Based on 1/1/2019 Actuarial Valuation)

(MMO) 187,645

Equals TOTAL CHARGES Minus

TOTAL CREDITS (F) - (J) = (Please round numbers to dollars)

Prepared By: RICHARD SABOL (Name)  (Signature)  
FINANCE DIRECTOR (Title) (215) 643-3131 (Telephone #)

Please complete the above worksheet with your best estimates and return a copy to the Pennsylvania Municipal Retirement System by October 5. The official copy must be shared with the plan's governing board by the last business day in September.

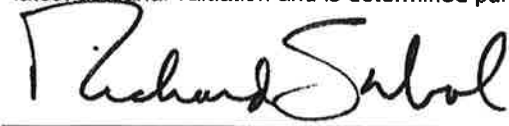
**FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL OBLIGATION  
BUDGET FOR 2021**

NAME OF MUNICIPALITY: HORSHAM TOWNSHIP

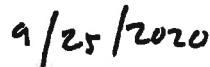
COUNTY: MONTGOMERY

	POLICE PENSION PLAN
1. TOTAL ANNUAL PAYROLL (Estimated W-2 Salary for 2020)	4,137,500
2. NORMAL COST PERCENTAGE (Derived from latest actuarial valuation 1/1/19)	10.45%
3. TOTAL NORMAL COST (Item 1 times Item 2)	432,369
4. TOTAL AMORTIZATION REQUIREMENT (Derived from latest actuarial valuation 1/1/19)	1,358,534
5. TOTAL ADMINISTRATIVE EXPENSES (Derived from latest actuarial valuation 1/1/19)	8,081
6. TOTAL FINANCIAL REQUIREMENT (Item 3 + Item 4 + Item 5)	1,798,984
7. TOTAL MEMBER CONTRIBUTIONS	206,875
8. FUNDING ADJUSTMENT* (Derived from latest actuarial valuation 1/1/19)	0
9. MINIMUM MUNICIPAL OBLIGATION (Item 6 - Item 7 - Item 8, but not less than zero)	1,592,109

\*A funding adjustment exists only if the assets exceed accrued liability as reported in the latest actuarial valuation and is determined pursuant to Section 302 ( C ) of Act 205 of 1984.



Signature of Chief Administrative Officer



Date Certified to Governing Body

**HORSHAM TOWNSHIP  
FINANCE DEPARTMENT  
MEMORANDUM**

**To:** William T. Walker, Township Manager  
**From:** Richard Sabol, Finance Director  
**Date:** 22 October 2020  
**Re:** Debt Summary - Budget 2021

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As identified in Horsham Township's Home Rule Charter, please accept this Memorandum as an appropriate summary of Horsham Township's debt position that can be forwarded for Council's information. The municipal debt can be summarized as follows:

**SINKING FUND (Series 2016)**

- In 2002 Horsham Township was successful acquiring a \$6.5 million general obligation bond for Library construction.
- In 2005 Horsham Township refinanced the bonds at a considerable savings.
- In 2011 Horsham Township again refinanced the bonds at a considerable savings.
- In 2012 payment of the bond issue was \$432,612.50. The amount had been comprised of a \$230,000 principal payment and \$202,612.50 in interest payments.
- In 2013 payment of the bond issue was \$428,013. The amount had been comprised of a \$230,000 principal payment and \$198,013 in interest payments.
- In 2014 payment of the bond issue was \$428,412.50. The amount had been comprised of a \$235,000 principal payment and \$193,412.50 in interest payments.
- In 2015 payment of the bond issue was \$426,362.50. The amount had been comprised of a \$240,000 principal payment and \$186,362.50 in interest payments. At the end of the year, the outstanding principal amount will be \$5,375,000.
- In 2016 Horsham Township again refinanced the bonds at a considerable savings.
- In 2017 payment of the bond issue was \$279,600. The amount had been comprised of a \$150,000 principal payment and



\$129,600 in interest payments. At the end of 2017, the outstanding principal amount was \$5,135,000.

- In 2018 payment of the bond issue was \$281,600. The amount had been comprised of a \$155,000 principal payment and \$126,600 in interest payments. At the end of 2018, the outstanding principal amount was \$4,980,000.
- In 2019 payment of the bond issue was \$283,500. The amount had been comprised of a \$160,000 principal payment and \$123,500 in interest payments. At the end of 2019, the outstanding principal amount was \$4,820,000.
- In 2020 payment of the bond issue will be \$290,300. The amount to be comprised of a \$170,000 principal payment and \$120,300 in interest payments. At the end of 2020, the outstanding principal amount will be \$4,650,000.
- In 2021 payment of the bond issue will be \$281,900. The amount to be comprised of a \$165,000 principal payment and \$116,900 in interest payments. At the end of 2021, the outstanding principal amount will be \$4,485,000
- Funds will be transferred, as needed, from the Library Operating Fund, to pay the debt.

#### **SINKING FUND (Series 2018)**

- In 2018 Horsham Township was successful acquiring a \$4.06 million general obligation bond for capital improvements.
- In 2019 payment of the bond issue was \$207,574. The amount had been comprised of a \$5,000 principal payment and \$202,574.87 in interest payments. At the end of 2019, the outstanding principal amount was \$4,055,000.
- In 2020 payment of the bond issue will be \$229,356.25. The amount to be comprised of a \$75,000 principal payment and \$154,356.26 in interest payments. At the end of 2020, the outstanding principal amount will be \$3,980,000.
- In 2021 payment of the bond issue will be \$230,606.25. The amount to be comprised of a \$80,000 principal payment and \$150,606.25 in interest payments. At the end of 2021, the outstanding principal amount will be \$3,900,000.

# Township of Horsham

## *Summary of Outstanding Debt*

**As of:**  
**May 24, 2018**

**Prepared by:**

**Scott Shearer**  
*Managing Director*  
&  
**Ben Kapenstein**  
*Senior Analyst*



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**TOWNSHIP OF HORSHAM  
SUMMARY OF OUTSTANDING INDEBTEDNESS**

<i>Debt Service Requirements</i>			
1 Fiscal Year Ended	2 G.O. Bonds Series of 2016	3 G.O. Bonds Series of 2018	4 Total Debt Service
12/31/2018	281,600		281,600
12/31/2019	283,500	207,575	491,075
12/31/2020	290,300	229,356	519,656
12/31/2021	281,900	230,606	512,506
12/31/2022	283,600	231,606	515,206
12/31/2023	285,200	232,356	517,556
12/31/2024	281,700	237,856	519,556
12/31/2025	283,200	234,856	518,056
12/31/2026	284,600	231,856	516,456
12/31/2027	280,900	228,856	509,756
12/31/2028	282,200	230,856	513,056
12/31/2029	283,400	231,656	515,056
12/31/2030	284,013	232,256	516,269
12/31/2031	284,513	232,656	517,169
12/31/2032	284,490	227,856	512,346
12/31/2033	284,345	228,056	512,401
12/31/2034	283,755	233,056	516,811
12/31/2035	283,035	232,656	515,691
12/31/2036	281,960	232,056	514,016
12/31/2037	280,750	231,256	512,006
12/31/2038	283,700	230,256	513,956
12/31/2039	281,350	229,056	510,406
12/31/2040	278,850	233,256	512,106
12/31/2041	281,200	232,094	513,294
12/31/2042	283,250	230,750	514,000
12/31/2043		229,225	229,225
12/31/2044		232,519	232,519
12/31/2045		230,450	230,450
12/31/2046		228,200	228,200
12/31/2047		230,769	230,769
12/31/2048		227,975	227,975
12/31/2049			
12/31/2050			
<b>Totals</b>	<b>7,077,310</b>	<b>6,911,837</b>	<b>13,989,147</b>
<b>Principal*</b>	<b>5,135,000</b>	<b>4,060,000</b>	<b>9,195,000</b>

**Call Date:** 11/15/2021 9/15/2023

**Purpose:** Restructure 2011 New Money

\* Outstanding as of May 24, 2018

TOWNSHIP OF HORSHAM  
Series of 2016

1	2	3	4	5	6
<u>Date</u>	<u>Principal</u>	<u>Rate</u>	<u>Interest</u>	<u>Semi-Annual Debt Service</u>	<u>Proposed Fiscal Year Debt Service</u>
5/15/2018			63,300.00	63,300.00	
11/15/2018	155,000	2.000	63,300.00	218,300.00	281,600.00
5/15/2019			61,750.00	61,750.00	
11/15/2019	160,000	2.000	61,750.00	221,750.00	283,500.00
5/15/2020			60,150.00	60,150.00	
11/15/2020	170,000	2.000	60,150.00	230,150.00	290,300.00
5/15/2021			58,450.00	58,450.00	
11/15/2021	165,000	2.000	58,450.00	223,450.00	281,900.00
5/15/2022			56,800.00	56,800.00	
11/15/2022	170,000	2.000	56,800.00	226,800.00	283,600.00
5/15/2023			55,100.00	55,100.00	
11/15/2023	175,000	2.000	55,100.00	230,100.00	285,200.00
5/15/2024			53,350.00	53,350.00	
11/15/2024	175,000	2.000	53,350.00	228,350.00	281,700.00
5/15/2025			51,600.00	51,600.00	
11/15/2025	180,000	2.000	51,600.00	231,600.00	283,200.00
5/15/2026			49,800.00	49,800.00	
11/15/2026	185,000	2.000	49,800.00	234,800.00	284,600.00
5/15/2027			47,950.00	47,950.00	
11/15/2027	185,000	2.000	47,950.00	232,950.00	280,900.00
5/15/2028			46,100.00	46,100.00	
11/15/2028	190,000	2.000	46,100.00	236,100.00	282,200.00
5/15/2029			44,200.00	44,200.00	
11/15/2029	195,000	2.250	44,200.00	239,200.00	283,400.00
5/15/2030			42,006.25	42,006.25	
11/15/2030	200,000	2.250	42,006.25	242,006.25	284,012.50
5/15/2031			39,756.25	39,756.25	
11/15/2031	205,000	2.450	39,756.25	244,756.25	284,512.50
5/15/2032			37,245.00	37,245.00	
11/15/2032	210,000	2.450	37,245.00	247,245.00	284,490.00
5/15/2033			34,672.50	34,672.50	
11/15/2033	215,000	2.600	34,672.50	249,672.50	284,345.00
5/15/2034			31,877.50	31,877.50	
11/15/2034	220,000	2.600	31,877.50	251,877.50	283,755.00
5/15/2035			29,017.50	29,017.50	
11/15/2035	225,000	2.700	29,017.50	254,017.50	283,035.00
5/15/2036			25,980.00	25,980.00	
11/15/2036	230,000	2.700	25,980.00	255,980.00	281,960.00
5/15/2037			22,875.00	22,875.00	
11/15/2037	235,000	3.000	22,875.00	257,875.00	280,750.00
5/15/2038			19,350.00	19,350.00	
11/15/2038	245,000	3.000	19,350.00	264,350.00	283,700.00
5/15/2039			15,675.00	15,675.00	
11/15/2039	250,000	3.000	15,675.00	265,675.00	281,350.00
5/15/2040			11,925.00	11,925.00	
11/15/2040	255,000	3.000	11,925.00	266,925.00	278,850.00
5/15/2041			8,100.00	8,100.00	
11/15/2041	265,000	3.000	8,100.00	273,100.00	281,200.00
5/15/2042			4,125.00	4,125.00	
11/15/2042	275,000	3.000	4,125.00	279,125.00	283,250.00
TOTALS	5,135,000		1,942,310.00	7,077,310.00	7,077,310.00

TOWNSHIP OF HORSHAM  
Series of 2018

1	2	3	4	5	6
<u>Date</u>	<u>Principal</u>	<u>Rate</u>	<u>Interest</u>	<u>Semi-Annual Debt Service</u>	<u>Proposed Fiscal Year Debt Service</u>
3/15/2019			125,321.74	125,321.74	
9/15/2019	5,000	3.000	77,253.13	82,253.13	207,574.86
3/15/2020			77,178.13	77,178.13	
9/15/2020	75,000	5.000	77,178.13	152,178.13	229,356.25
3/15/2021			75,303.13	75,303.13	
9/15/2021	80,000	5.000	75,303.13	155,303.13	230,606.25
3/15/2022			73,303.13	73,303.13	
9/15/2022	85,000	5.000	73,303.13	158,303.13	231,606.25
3/15/2023			71,178.13	71,178.13	
9/15/2023	90,000	5.000	71,178.13	161,178.13	232,356.25
3/15/2024			68,928.13	68,928.13	
9/15/2024	100,000	3.000	68,928.13	166,928.13	237,856.25
3/15/2025			67,428.13	67,428.13	
9/15/2025	100,000	3.000	67,428.13	167,428.13	234,856.25
3/15/2026			65,928.13	65,928.13	
9/15/2026	100,000	3.000	65,928.13	165,928.13	231,856.25
3/15/2027			64,428.13	64,428.13	
9/15/2027	100,000	3.000	64,428.13	164,428.13	228,856.25
3/15/2028			62,928.13	62,928.13	
9/15/2028	105,000	4.000	62,928.13	167,928.13	230,856.25
3/15/2029			60,828.13	60,828.13	
9/15/2029	110,000	4.000	60,828.13	170,828.13	231,656.25
3/15/2030			58,628.13	58,628.13	
9/15/2030	115,000	4.000	58,628.13	173,628.13	232,256.25
3/15/2031			56,328.13	56,328.13	
9/15/2031	120,000	4.000	56,328.13	176,328.13	232,656.25
3/15/2032			53,928.13	53,928.13	
9/15/2032	120,000	4.000	53,928.13	173,928.13	227,856.25
3/15/2033			51,528.13	51,528.13	
9/15/2033	125,000	4.000	51,528.13	176,528.13	228,056.25
3/15/2034			49,028.13	49,028.13	
9/15/2034	135,000	4.000	49,028.13	184,028.13	233,056.25
3/15/2035			46,328.13	46,328.13	
9/15/2035	140,000	4.000	46,328.13	186,328.13	232,656.25
3/15/2036			43,528.13	43,528.13	
9/15/2036	145,000	4.000	43,528.13	188,528.13	232,056.25
3/15/2037			40,628.13	40,628.13	
9/15/2037	150,000	4.000	40,628.13	190,628.13	231,256.25
3/15/2038			37,628.13	37,628.13	
9/15/2038	155,000	4.000	37,628.13	192,628.13	230,256.25
3/15/2039			34,528.13	34,528.13	
9/15/2039	160,000	3.625	34,528.13	194,528.13	229,056.25
3/15/2040			31,628.13	31,628.13	
9/15/2040	170,000	3.625	31,628.13	201,628.13	233,256.25
3/15/2041			28,546.88	28,546.88	
9/15/2041	175,000	3.625	28,546.88	203,546.88	232,093.75
3/15/2042			25,375.00	25,375.00	
9/15/2042	180,000	3.625	25,375.00	205,375.00	230,750.00
3/15/2043			22,112.50	22,112.50	
9/15/2043	185,000	3.625	22,112.50	207,112.50	229,225.00
3/15/2044			18,759.38	18,759.38	
9/15/2044	195,000	3.625	18,759.38	213,759.38	232,518.75
3/15/2045			15,225.00	15,225.00	
9/15/2045	200,000	3.625	15,225.00	215,225.00	230,450.00
3/15/2046			11,600.00	11,600.00	
9/15/2046	205,000	3.625	11,600.00	216,600.00	228,200.00
3/15/2047			7,884.38	7,884.38	
9/15/2047	215,000	3.625	7,884.38	222,884.38	230,768.75
3/15/2048			3,987.50	3,987.50	
9/15/2048	220,000	3.625	3,987.50	223,987.50	227,975.00
<b>TOTALS</b>	<b>4,060,000</b>		<b>2,851,837.36</b>	<b>6,911,837.36</b>	<b>6,911,837.36</b>

AUTHORIZED EMPLOYEE NUMBER/CLASSIFICATIONS	2020	2021
<b>Administration</b>		
Manager	1	1
Director of Economic Development	1	1
Director of Administration	1	1
Finance Director	1	1
Administrative Secretary	1	0
Sr. Bookkeeper	1	1
Public Relations Clerk	1	1
Accounting Clerk	1	1
Code Enforcement Officials	3	3
Code Enforcement Secretary	1	1
Code Enforcement Clerk	1	1
Deputy Tax Collector	1	1
Fire Marshal & Emerg. Mgmt. Co.	1	1
Custodian (part-time)	1	1
<b>Total Full Time Administration</b>	<b>15</b>	<b>14</b>
<b>Total Part Time Administration</b>	<b>1</b>	<b>1</b>
<b>Public Works (Combined w/ Parks 2018)</b>		
Director of Public Works	1	1
Asst. Director of Public Works	1	0
Foreman	1	1
Lead Worker	1	1
Mechanic	2	2
Equipment Operator	3	3
Truck Driver	4	4
Laborer	3	2
Secretary	1	1
Temporary Highway (Seasonal Help)	2	2
Lead Worker	1	1
Truck Driver	1	1
Laborer	2	2
Temporary Parks (Seasonal Help)	7	3
Custodian (part-time)	1	1
Recreation Facility Attendants (part-time)	5	5
<b>Total Full Time Public Works</b>	<b>21</b>	<b>19</b>
<b>Total Part Time Public Works</b>	<b>15</b>	<b>11</b>
<b>Police</b>		
Chief	1	1
Deputy Chief	0	1
Lieutenant	3	2
Sergeant	5	5
Corporals	4	4
Detective	4	4
Patrolman	23	22
School Officer	1	1
Police Secretary	1	1
Dispatchers	3	3
Dispatchers (part-time)	2	2
Clerk	3	3
Community Relations Officer	1	0
Crossing Guards (part-time)	6	6
Custodian (part-time)	1	1
K-9 Trainer	1	1
<b>Total Full Time Police</b>	<b>49</b>	<b>47</b>
<b>Total Part Time Police</b>	<b>10</b>	<b>10</b>
<b>Library &amp; Recreation Services</b>		
Librarian - Director	1	1
Librarian - Other	3	3
Circulation Supervisor	1	1
Clerk	10	10
Cataloger (part-time)	1	1
Custodian	0	0
Custodian (part-time)	1	1
Page (part-time)	5	5
Program Coordinator	1	1
<b>Total Full Time Library</b>	<b>5</b>	<b>5</b>
<b>Total Part Time Library</b>	<b>18</b>	<b>18</b>
<b>TOTAL ALL FULL TIME EMPLOYEES</b>	<b>90</b>	<b>85</b>
<b>TOTAL ALL PART TIME EMPLOYEES</b>	<b>44</b>	<b>40</b>

DRAFT: 10/26/2020

**HORSHAM TOWNSHIP  
FINANCE DEPARTMENT  
MEMORANDUM**

**To:** William T. Walker, Township Manager  
**From:** Richard Sabol, Finance Director  
**Date:** 26 October 2020  
**Re:** Annual Contributions

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For your review, and anticipated forwarding to Township Council, is a list of proposed organizations and municipal contributions that the Finance Department intends to include on a 2021 "Check Register" and the meeting agenda item "Approval of the List of Checks". Note that all of the organizations below and amounts are the same as in the previous year. The 2021 list is as follows:

Aldersgate	\$250.00
Bux-Mont Meals on Wheels	\$250.00
Montgomery County Critical Incident Stress	\$150.00
Montgomery County Emergency Service	\$500.00
Montgomery County SPCA	\$450.00
The Part of the Conversation	\$250.00
Victim Services Center	\$250.00
Visiting Nurses Association of Montgomery Cty.	\$1,500.00
<b>TOTAL</b>	<b>\$3,600.00</b>

Please notify the Finance Department if any of these organizations or contribution amounts should be altered. Otherwise, the above amounts will be processed and issued in the same manner as other disbursements identified in 2021.

Note that the annual contributions are charged to 01.480.030.