



# **New Britain Township Capital Improvement Plan (CIP) 2023-2027**

## **Supervisors**

Greg Hood, *Chair*  
Bill Jones, *Vice-Chair*  
Cynthia Jones  
MaryBeth McCabe  
Stephanie Shortall

## **Capital Planning Committee**

Greg Hood  
MaryBeth McCabe  
Matt West  
Mike Walsh  
John Bates  
Chief Richard Clowser  
Ryan Cressman  
Chelle Clancy  
Fred Schea

## **Adopted**

September 26, 2022



The Capital Improvement Plan (CIP) is a planning document representing a five-year schedule of anticipated significant improvements to the Township's physical property, including equipment and infrastructure. This plan is a result of an intensive review process undertaken by Township staff in coordination with the Capital Planning Committee (Committee) over the past several months. The CIP, attached as **Appendix A**, includes estimated project costs through the year 2027 with a total estimated cost of \$1.3M for 2023, and an additional \$4.1M in projects/assets expected between 2024 and 2027.

### **Purpose**

At the direction of the Board of Supervisors (Board), and through coordination with the Committee, the CIP was created for New Britain Township to provide guidance on known near-future capital investments. The continued volatility of the global, national, and local economies places added pressures on municipalities to better prepare for present and future budgetary needs including capital investments.

In an effort to support continued sound financial planning and decision-making, the CIP offers six primary benefits to the Township:

- The CIP allows for the practical project and financial management of capital expenses within the annual budget to minimize variability;
- Allows for the prioritization of capital needs to ensure funding for the most critical projects/assets;
- Allows the Board of Supervisors and Township staff to consider current expenditures' financial effects on future projects/assets;
- Allows Township staff to identify funding opportunities for projects/assets well in advance of their need for replacement;
- Reduces Township costs by replacing, repairing, or upgrading capital needs before maintenance or emergency repair costs escalate; and
- Allows the Township to maintain and/or improve its quality of service provided to residents and business owners.

The CIP will allow New Britain Township to anticipate upcoming capital needs, identify funding sources, and view projects/assets across all departments to determine how they fit into the Township's long-term goals and future budgets.

### **Criteria**

The projects/assets included in the CIP are those that have been identified as the highest priority over the next five years, as determined by Township staff in coordination with the Committee. To qualify as a capital project/asset, each item must have an estimated life span of more than one year and a one-time cost exceeding \$5,000.

**Process**

Over the course of several months, township staff developed a comprehensive list of all known projects, assets, maintenance, and/or staff issues to be used as the starting point for the CIP. This list was developed by the Township’s management team with input from support staff, with an emphasis placed on the estimated costs of replacement and an overall priority. The list was then reviewed by the Committee with each item being assigned a priority of High, High-Medium, Medium, Medium-Low, & Low. Each item was then assigned a category of Staff, Maintenance, or Capital. The current inventory list resulted in a total of 208 unique items, with the distribution of items across each of the categories shown in **Figure 1**. Additionally, **Figure 2** shows the distribution of the 166 capital items across the priority sub-categories.

**Figure 1: Category Distribution**

Category	# of Items
Staff	7
Maintenance	35
Capital	166

Source: NBT, 2022

**Figure 2: Capital Priority Distribution**

Priority	# of Items
High	57
Medium-High	18
Medium	25
Medium-Low	14
Low	52
<b>Total</b>	<b>166</b>

The CIP focuses on the 57 capital items that have been labeled as a “High” priority, with each item being assigned an anticipated year of completion over the next five years beginning in 2023. The CIP is designed to be reviewed and adopted annually mid-year in preparation for the annual Budget process which aligns with a calendar year.

**Funding**

The CIP is designed as a planning document that is to be funded through the Township's annual Budget process. This plan is meant to provide quality near-term data to the Board as a way to better anticipate and prepare for known capital expenses. As the CIP is not a funding document, the annual operating Budget is the mechanism for which the CIP should be funded, with an informed discussion by the Board determining how to fund the CIP, including millage rate adjustments and long-term debt obligations.

Included in the CIP is a current funding forecast using the existing tax millage rates as set by the 2022 budget, details of which are attached as **Appendix B**. The Township budget includes six non-capital Funds and four capital-related Funds. **Figure 3** shows each of the Township’s Funds and the millage and revenue generated for each.

Figure 3: Current Funds & Millage Rates

REAL ESTATE TAXES		
Tax Year	Mills/Rate	Total Possible
2022	13.0625	\$ 2,351,240
Assessment	\$ 179,999,260	
Non-Capital Funds		
	Mills	Amount
01 - General Fund	6.1	\$ 1,065,275
02 - Street Lights Fund	0	\$ -
03 - EMS Protection Tax Fund	0.5	\$ 87,318
03 - Fire Protection Tax Fund	1.25	\$ 218,294
04 - Land Preservation FundLand Pres.	0	\$ -
07 - Parks & Recreation Operating Fund	2.4625	\$ 430,039
15 - General Reserve Fund	0	\$ -
	<b>10.3125</b>	
Capital Funds		
	Mills	Amount
07 - Parks & Recreation Capital Fund	0	\$ -
18 - Capital Improvement & Equipment Fund	0	\$ -
20 - Other Capital Debt Service	1	\$ 174,635
20 - Public Works Building (Debt Service)	1.25	\$ 218,294
30 - Road Machine Capital Reserve Fund	0.5	\$ 87,318
	<b>2.75</b>	

Source: NBT, 2022

To fund the CIP, the Board should consider adjusting future millage rates to fund as much of the plan as possible. In addition to adjusting millage rates, the Board should consider long-term debt as an option to fund larger capital expenses that fall outside the typical CIP expense level. The Township continues to benefit from strong Fund balances which has resulted in favorable long-term debt obligations, and future long-term debt considerations must be carefully considered as to not negatively effect the Township’s financial standing.

**Future**

It is recommended that the CIP be reviewed on an annual basis by Township staff and the Capital Planning Committee for mid-year approval by the Board of Supervisors. Staff and the Board of Supervisors will then use the annually adopted CIP to guide discussions in creating future annual budgets. The master inventory list should be updated to reflect current status of projects, with completed projects being moved to the lowest priority, and newly identified items being added. The CIP should be a living document that is updated on a regular basis to provide quality near and long-term data to the Board for continued good decision-making for generations to come.

## **Appendix A**

### **Detailed Capital Improvement Plan (CIP): 2023-2027**



**New Britain Township**

**Five-Year Capital Improvement Plan (CIP): 2023-2027**

<b>Fund 07 - Parks &amp; Recreation Capital Fund</b>						
<b>Department</b>	<b>Asset/Item Detail</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Parks & Recreation	NB Park: Build visual barrier/move Mulch/Materials Storage Pile(s) to other location	\$ -	\$ 15,000	\$ -	\$ -	\$ -
Parks & Recreation	NB Park: Concession Stand (Renovate for Storage & Irrigation Control Unit)	\$ -	\$ -	\$ 75,000	\$ -	\$ -
Parks & Recreation	Veterans Park: Phase 1: Fix Existing Walking Trail with proper drainage and regrading	\$ 75,000	\$ -	\$ -	\$ -	\$ -
Parks & Recreation	Veterans Park: Phase 1: Finish Planting Trees Along New Galena Road	\$ 15,000	\$ -	\$ -	\$ -	\$ -
Parks & Recreation	All Parks: Multi-Use Trails & Parking Lots (Planning, Paving, Mile markers)	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Parks & Recreation	Veterans Park: Phase 1: Planning & Installation of Reflection Area	\$ -	\$ 75,000	\$ -	\$ -	\$ -
Parks & Recreation	Highlands Park: 4 Basketball Half Courts: Resurface, Paint, New Hoops, Plexi Back Boards	\$ -	\$ -	\$ -	\$ 35,000	\$ -
Parks & Recreation	Highlands Park: Resurface One (1) 1500' x 6' wide walking trail	\$ -	\$ -	\$ -	\$ 35,000	\$ -
		<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 75,000</b>	<b>\$ 70,000</b>	<b>\$ 75,000</b>

<b>Fund 18 - Capital Improvement &amp; Equipment Fund</b>						
<b>Department</b>	<b>Asset/Item Detail</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Administration	Lobby Area Upgrade (Furniture, Flooring, Ceiling, Windows, Etc)	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Administration	Gutters	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Administration	Concrete Repair of Walkways & Steps	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Administration	Code Enforcement Vehicle Replacement	\$ -	\$ -	\$ 75,000	\$ -	\$ -
Administration	Code Enforcement Vehicle Replacement	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Parks & Recreation	Brittany Farms Streambank Restoration	\$ 225,000	\$ -	\$ -	\$ -	\$ -
Parks & Recreation	NB Park: Technology Update to Digital Sign Board for Township Announcements	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Police Department	Patrol Vehicle with upfitting (Computer, Camera, and Emergency Equipment)	\$ 87,500	\$ -	\$ -	\$ -	\$ -
Police Department	Training/Conference Room Furniture	\$ -	\$ 35,000	\$ -	\$ -	\$ -
Police Department	Facility Security (Windows, bollards, access control)	\$ -	\$ -	\$ -	\$ 100,000	\$ -
Police Department	Patrol Room Upgrade	\$ -	\$ -	\$ -	\$ 35,000	\$ -
Police Department	Sally Port Upgrade	\$ -	\$ -	\$ -	\$ 35,000	\$ -
Police Department	Armory Upgrade	\$ -	\$ -	\$ -	\$ 35,000	\$ -
Police Department	Records Storage Upgrade	\$ -	\$ -	\$ -	\$ 35,000	\$ -
Police Department	Secure Interview Room Upgrade	\$ -	\$ -	\$ -	\$ 35,000	\$ -
Police Department	Kitchen/Break Room Upgrade	\$ -	\$ -	\$ -	\$ 35,000	\$ -
Police Department	Lobby area upgrade	\$ -	\$ -	\$ -	\$ 7,500	\$ -
Police Department	Cell Block Upgrade	\$ -	\$ -	\$ -	\$ 75,000	\$ -
Police Department	Evidence Room Upgrade (Ventilation and Pass Thru Temporary Lockers)	\$ -	\$ -	\$ -	\$ 75,000	\$ -
Police Department	Mens locker room expansion	\$ -	\$ -	\$ -	\$ 75,000	\$ -
Police Department	Construction of female locker room	\$ -	\$ -	\$ -	\$ 75,000	\$ -
Police Department	Exterior secure evidence storage and property storage area	\$ -	\$ -	\$ -	\$ 75,000	\$ -
Public Works	Keller Rd. Bridge	\$ -	\$ 750,000	\$ 750,000	\$ -	\$ -
Public Works	Walters Rd. Culvert/ Pipe	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Public Works	Traffic Signal Upper Stump Rd. @ Rt. 313 (Swamp Rd.)	\$ -	\$ -	\$ -	\$ 375,000	\$ -
		<b>\$ 412,500</b>	<b>\$ 785,000</b>	<b>\$ 825,000</b>	<b>\$ 1,067,500</b>	<b>\$ 335,000</b>

<b>Fund 20 - Public Works &amp; Municipal Building (Debt Service)</b>						
<b>Department</b>	<b>Asset/Item Detail</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Public Works	Future borrowing for Keller Road bridge	\$ -	\$ -	\$ -	\$ -	\$ -
Current G.O.N	RSLPP Streetlights - Series 2007	\$ 21,287	\$ 21,287	\$ -	\$ -	\$ -
Current G.O.N	G.O.N. Series 2005	\$ 51,128	\$ 51,128	\$ 51,128	\$ -	\$ -
Current G.O.N	G.O.N. Series 2020	\$ 336,032	\$ 336,032	\$ 336,032	\$ 336,032	\$ 336,032
		<b>\$ 408,447</b>	<b>\$ 408,447</b>	<b>\$ 387,160</b>	<b>\$ 336,032</b>	<b>\$ 336,032</b>



New Britain Township  
Five-Year Capital Improvement Plan (CIP): 2023-2027

Fund 30 - Road Machine Capital Reserves						
Department	Asset/Item Detail	2023	2024	2025	2026	2027
Public Works	2009 GMC Sierra 3500 Pickup	\$ 62,500	\$ -	\$ -	\$ -	\$ -
Public Works	2004 John Deere TC-54H Wheel Loader - Replace rims	\$ -	\$ 6,250	\$ -	\$ -	\$ -
Public Works	2004 Mack Granite Dump Truck 10-wheeler - Replace Frame Rails	\$ -	\$ -	\$ 62,500	\$ -	\$ -
Public Works	Pole Barn/ Morton Building - Replace existing	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Public Works	1992 Cross Country 1.5 Ton Trailer	\$ -	\$ -	\$ -	\$ 15,000	\$ -
		<b>\$ 62,500</b>	<b>\$ 6,250</b>	<b>\$ 62,500</b>	<b>\$ 15,000</b>	<b>\$ 150,000</b>

American Rescue Plan Act of 2021						
Department	Asset/Item Detail	2023	2024	2025	2026	2027
Administration	Digitizing historical paper records	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Administration	Administration Office Furniture (7 Offices)	\$ 40,000	\$ -	\$ -	\$ -	\$ -
Administration	Common Area Furniture	\$ 52,500	\$ -	\$ -	\$ -	\$ -
Administration	Small Conference Room Furniture	\$ 40,000	\$ -	\$ -	\$ -	\$ -
Administration	Large Meeting Room Furniture	\$ 35,000	\$ -	\$ -	\$ -	\$ -
Administration	Server Upgrade & Consolidation	\$ -	\$ 32,500	\$ -	\$ -	\$ -
Administration	Large Meeting Room Technology	\$ -	\$ 35,000	\$ -	\$ -	\$ -
Parks & Recreation	NB Park: 6 Basketball Half Courts (Resurface, Paint, New Hoops & Plexi Back Boards)	\$ 35,000	\$ -	\$ -	\$ -	\$ -
Parks & Recreation	NB Park: Update design & build 1 Mile Walking Trail - 8' wide (Multi-use Trail System)	\$ -	\$ 112,500	\$ -	\$ -	\$ -
Police Department	Patrol Vehicle with upfitting (Computer, Camera, and Emergency Equipment)	\$ -	\$ 87,500	\$ -	\$ -	\$ -
Police Department	Patrol Vehicle with upfitting (Computer, Camera, and Emergency Equipment)	\$ 87,500	\$ -	\$ -	\$ -	\$ -
Police Department	New lockers	\$ 40,000	\$ -	\$ -	\$ -	\$ -
Police Department	Administration Office Furniture (5 Offices)	\$ -	\$ 35,000	\$ -	\$ -	\$ -
Police Department	Common Area Furniture	\$ -	\$ 35,000	\$ -	\$ -	\$ -
Police Department	Small Conference/Interview Room Furniture	\$ -	\$ 7,500	\$ -	\$ -	\$ -
Police Department	Server Upgrade & Consolidation	\$ -	\$ 32,500	\$ -	\$ -	\$ -
Public Works	2004 Freightliner Johnston 605 Series (street sweeper)	\$ 325,000	\$ -	\$ -	\$ -	\$ -
Public Works	1997 John Deere 410-E Backhoe	\$ -	\$ 150,000	\$ -	\$ -	\$ -
		<b>\$ 655,000</b>	<b>\$ 527,500</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>

Summary: All Capital Funds		2023	2024	2025	2026	2027	Total
Administration	Total proposed capital investments	\$ 167,500	\$ 67,500	\$ 95,000	\$ -	\$ 260,000	\$ 590,000
Parks & Recreation	Total proposed capital investments	\$ 125,000	\$ 202,500	\$ 75,000	\$ 70,000	\$ 75,000	\$ 547,500
Police Department	Total proposed capital investments	\$ 215,000	\$ 232,500	\$ -	\$ 692,500	\$ -	\$ 1,140,000
Public Works	Total proposed capital investments	\$ 487,500	\$ 906,250	\$ 812,500	\$ 390,000	\$ 150,000	\$ 2,746,250
		<b>\$ 995,000</b>	<b>\$ 1,408,750</b>	<b>\$ 982,500</b>	<b>\$ 1,152,500</b>	<b>\$ 485,000</b>	<b>\$ 5,023,750</b>
Total Debt Service commitments		\$ 408,447	\$ 408,447	\$ 387,160	\$ 336,032	\$ 336,032	\$ 1,876,118
Total of ALL Funds		<b>\$ 1,403,447</b>	<b>\$ 1,817,197</b>	<b>\$ 1,369,660</b>	<b>\$ 1,488,532</b>	<b>\$ 821,032</b>	<b>\$ 6,899,868</b>

**Appendix B**  
**CIP Funding Forecast (2023)**



# New Britain Township

## Five-Year Capital Improvement Plan

### Current Funding

---

#### **FUND 07 - Parks & Recreation Capital Fund**

---

Budgeted Fund Bal. @ 12/31/2022	\$	<b>83,313</b>			
Fund Balance Rollover from PY	-	(6,687)	588,313	605,813	628,313
Anticipated Developer Fees	-	685,000	92,500	92,500	-
Anticipated Tax Revenue	-	-	-	-	-
<b>Row Labels</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Parks & Recreation	90,000	90,000	75,000	70,000	75,000
<b>Grand Total</b>	<b>90,000</b>	<b>90,000</b>	<b>75,000</b>	<b>70,000</b>	<b>75,000</b>
Remaining Rollover Balance	(6,687)	588,313	605,813	628,313	553,313

---

#### **FUND 18 - Capital Improvement & Equipment Fund**

---

Budgeted Fund Bal. @ 12/31/2022	\$	<b>796,325</b>			
<b>Row Labels</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Administration	-	-	75,000	-	260,000
Parks & Recreation	225,000	-	-	-	75,000
Police Department	87,500	35,000	-	692,500	-
Public Works	100,000	750,000	750,000	375,000	-
<b>Grand Total</b>	<b>412,500</b>	<b>785,000</b>	<b>825,000</b>	<b>1,067,500</b>	<b>335,000</b>
Remaining Rollover Balance	383,825	(401,175)	(1,226,175)	(2,293,675)	(2,628,675)

---

#### **FUND 20 - Public Works & Municipal Building (Debt Service)**

---

Budgeted Fund Bal. @ 12/31/2022	\$	<b>545,656</b>			
<b>Row Labels</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Public Works	-	-	-	-	-
Current G.O.N	408,447	408,447	387,160	336,032	336,032
<b>Grand Total</b>	<b>408,447</b>	<b>408,447</b>	<b>387,160</b>	<b>336,032</b>	<b>336,032</b>
Remaining Rollover Balance	530,138	514,621	520,390	577,287	634,185

# New Britain Township

## Five-Year Capital Improvement Plan

### Current Funding

---

**FUND 30 - Road Machine Capital Reserves**

---

*Budgeted Fund Bal. @ 12/31/2022*    \$    **207,728**

Row Labels	2023	2024	2025	2026	2027
<i>Public Works</i>	62,500	6,250	62,500	15,000	150,000
<b>Grand Total</b>	<b>62,500</b>	<b>6,250</b>	<b>62,500</b>	<b>15,000</b>	<b>150,000</b>
<i>Remaining Rollover Balance</i>	232,546	313,613	338,431	410,749	348,066

---

**American Rescue Plan Act of 2021**

---

Row Labels	2023	2024	2025	2026	2027
<i>Administration</i>	167,500	67,500	20,000	-	-
<i>Parks &amp; Recreation</i>	35,000	112,500	-	-	-
<i>Police Department</i>	127,500	197,500	-	-	-
<i>Public Works</i>	325,000	150,000	-	-	-
<b>Grand Total</b>	<b>655,000</b>	<b>527,500</b>	<b>20,000</b>	<b>-</b>	<b>-</b>
<i>Remaining Rollover Balance</i>	551,208	23,708	3,708	-	-