ATTESTATION ENGAGEMENT

Borough of West Hazleton

Luzerne County, Pennsylvania

40-428

Liquid Fuels Tax Fund

For the Period

January 1, 2023 to December 31, 2024

December 2025

Commonwealth of Pennsylvania
Department of the Auditor General

Timothy L. DeFoor • Auditor General

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TIMOTHY L. DEFOOR
AUDITOR GENERAL

Independent Auditor's Report

The Honorable Michael Carroll
Secretary
Department of Transportation
Harrisburg, PA 17120

We have examined the accompanying Forms MS-965 With Adjustments for the Liquid Fuels Tax Fund of the Borough of West Hazleton, Luzerne County, for the period January 1, 2023 to December 31, 2024. The municipality's management is responsible for presenting the Forms MS-965 in accordance with the criteria described in the Background section of this report and the Department of Transportation's *Publication 9*. Our responsibility is to express an opinion on the Forms MS-965 With Adjustments based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Forms MS-965 are presented in accordance with the criteria described above, in all material respects. An examination involves performing procedures to obtain evidence about the Forms MS-965. The nature, timing, and extent of the procedures selected depend on our judgement, including an assessment of the risks of material misstatement of the Forms MS-965, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our qualified opinion.

We are required to be independent and to meet our other ethical responsibilities in accordance with ethical requirements relating to the engagement.

As described in the Auditor Description Of Select Transactions section of this report, the adjustments included on the Forms MS-965 With Adjustments are made by the Department of the Auditor General.

As discussed in the Finding And Recommendations section of this report, the borough expended $12,500.00 in excess of the approved amount for road project No. 23-40428-001.

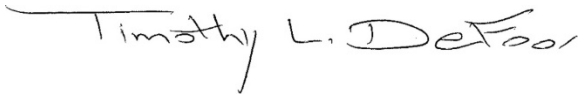
In our opinion, except for the effects of the deviation from the criteria discussed in the preceding paragraph, the Forms MS-965 With Adjustments present, in all material respects, the information required by the Pennsylvania Department of Transportation for the Liquid Fuels Tax Fund of the Borough of West Hazleton, Luzerne County, for the period January 1, 2023 to December 31, 2024, in accordance with the criteria described in the Background section of this report and the Department of Transportation's *Publication 9*.

In accordance with *Government Auditing Standards*, we are required to report all deficiencies that are considered to be significant deficiencies or material weaknesses in internal control; fraud and noncompliance with provisions of laws, regulations, contracts, or grant agreements that have a material effect on the Forms MS-965; and any other instances that warrant the attention of those charged with governance. We are also required to obtain and report the views of responsible officials concerning the findings, conclusions, and recommendations, as well as any planned corrective actions. We performed our examination to express an opinion on whether the Forms MS-965 are presented in accordance with the criteria described above and not for the purpose of expressing an opinion on internal control over the Forms MS-965 or on compliance and other matters; accordingly, we express no such opinions. Our examination disclosed the following finding that is required to be reported under *Government Auditing Standards*:

- Liquid Fuels Money Overexpended On Project.

The purpose of this report is to provide information related to the municipality's Liquid Fuels Tax Fund to assist the Pennsylvania Department of Transportation in fulfilling its regulatory authority as described in the laws and regulations identified in the Background section of this report and the Pennsylvania Department of Transportation's *Publication 9*. This report is not suitable for any other purpose.

We appreciate the courtesy extended by the Borough of West Hazleton, Luzerne County, to us during the course of our examination. If you have any questions, please feel free to contact the Bureau of County Audits at 717-787-1363.



Timothy L. DeFoor
Auditor General
November 18, 2025

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BOROUGH OF WEST HAZLETON
LUZERNE COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2023 TO DECEMBER 31, 2024

Background

The Liquid Fuels Tax Municipal Allocation Law[1] provides municipalities other than counties (i.e., townships, boroughs, cities, towns, home rule, and optional plan governments) with an annual allocation of liquid fuels taxes from the state's Motor License Fund to be used for the maintenance and repair of streets, roads, and bridges for which the municipality is responsible. The allocation of these funds to municipalities is based upon: (1) 50 percent on the municipality's proportion of local road mileage to the total local road mileage maintained by all political subdivisions making application in the county; and (2) 50 percent on the proportion of a municipality's population to the total population of all municipalities making application in the state.[2]

Section 9511 (relating to Allocation of proceeds) of the Pennsylvania Vehicle Code provides municipalities with annual maintenance payments to be received from the Motor License Fund.[3]

Each municipality must deposit the allocation of Liquid Fuels Tax funds and annual maintenance payments that it receives into a special fund called either the Municipal Liquid Fuels Tax Fund or State Fund. A municipality may not deposit any other monies into this fund except when the municipality does not have enough money in the special fund to meet the payments called for by its current annual budget for road and bridge purposes. In such a case, the municipality may borrow money or transfer money from its General Fund to its Liquid Fuels Tax Fund.

The Department of Transportation has been given the regulatory authority for the administration of these funds. Department of Transportation's *Publication 9* includes the policies and procedures for the administration of Act 655, as amended, and the Liquid Fuels Tax Fund money. However, if there is a difference between *Publication 9* and any legislation, the legislation shall govern.

To qualify for the annual allocation of Liquid Fuels Tax funds, *Publication 9* indicates that each municipality shall:

1. Submit annual reports (MS-965, Actual Use Report, MS-965P, Project and Miscellaneous Receipts, and MS-965S, Record of Checks).

[1] 72 P.S. § 2615.1 *et seq.*, Act 655 of 1956, as amended.
[2] 75 Pa.C.S. § 9010(c)(1)-(2) as last amended by Act 89 of 2013.
[3] 75 Pa.C.S. § 9511, as last amended by Act 89 of 2013 and Act 101 of 2016, *See also* 72 P.S. § 2615.4, as last amended by Act 42 of 2013.

Background (Continued)

2. Make deposits and payments or expenditures in compliance with Act 655, as amended. Failure to do so may result in not receiving allocations from PennDOT until all discrepancies are resolved. *Publication 9*, Section 2.6, includes information about investing Liquid Fuels Tax monies, using loan or bond proceeds, and types of receipts that can be placed into the Liquid Fuels Tax Fund.

3. Submit the Pennsylvania Department of Community and Economic Development's (DCED) Report of Elected and Appointed Officials by January 31st and the Survey of Financial Condition By March 15th.

4. Ensure resolution of all Contractor Responsibility Program (CRP) holds and blocks imposed by the Department of Revenue and the Department of Labor and Industry.

5. Ensure resolution of all reimbursements required as a result of audits performed by the Department of the Auditor General or monitoring reviews performed by the Department of Transportation's Financial Consultants.

Criteria

The criteria for the Form MS-965 With Adjustment are described below.

Section 1 of Form MS-965 With Adjustments provides a summary of Liquid Fuels Tax Fund expenditures by category. Categories requiring explanation include:

- Major equipment purchases are purchases of road machinery and road equipment with varying yearly costs in excess of the amounts indicated below:

2021	2022	2023	2024
$11,500.00	$11,800.00	$12,200.00	$12,600.00

- Minor equipment purchases are purchases of road machinery and road equipment with varying yearly costs that are less than or equal to the amounts indicated below:

2021	2022	2023	2024
$11,500.00	$11,800.00	$12,200.00	$12,600.00

- Agility projects are exchanges of services with the Department of Transportation.

BOROUGH OF WEST HAZLETON
LUZERNE COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2023 TO DECEMBER 31, 2024

Background (Continued)

Section 2 of Form MS-965 With Adjustments provides information on the fund balance. Categories requiring explanation include:

- The state allocation is available from the Department of Transportation in March of each year. The amount the municipality receives is based half on its population and half on its road mileage.

- Municipalities that transferred roads from the Commonwealth of Pennsylvania to the municipality through the Highway Transfer Program receive annual turnback allocations in March of each year from the Department of Transportation. Turnback allocations are based on the mileage of the roads transferred.

- Expenditures include the total transferred from Section 1.

Section 3 of Form MS-965 With Adjustments determines if the municipality expended Liquid Fuels Tax Fund money in excess of the permissible amount for equipment and the balance that the municipality may carry forward for the purchase of equipment to the subsequent year.

Department of Transportation *Publication 9* requires that the amount expended for equipment purchases in a given year not exceed the sum of the equipment balance carried forward from the previous year and 20 percent of the current year's Liquid Fuels Tax Fund allocation and, if applicable, 20 percent of the turnback allocation plus other Department of Transportation approved adjustments.

If the municipality spent in excess of the amount listed on Line 4, the excess must be reimbursed to the Liquid Fuels Tax Fund.

The equipment balance to be carried forward for the subsequent year is the lesser of the amount on Line 6 or the ending fund balance on Line 6 of Section 2, but not less than zero.

BOROUGH OF WEST HAZLETON
LUZERNE COUNTY
LIQUID FUELS TAX FUND
BACKGROUND
FOR THE PERIOD
JANUARY 1, 2023 TO DECEMBER 31, 2024

Background (Continued)

Basis of Presentation

The financial activities of the municipality are accounted for in separate funds. The Liquid Fuels Tax Fund is used to account for state aid revenues from the Pennsylvania Department of Transportation used primarily for building and improving local roads and bridges. The Form MS-965 has been prepared in accordance with reporting requirements prescribed by the Pennsylvania Department of Transportation as a result of the Fuels Tax Act 655, as amended, which does not constitute a complete presentation of the entity's assets, liabilities, expenses, and fund balance. Accordingly, the presentation of Form MS-965 With Adjustments is restricted to the Liquid Fuels Tax Fund, which represents a segment of the entity's financial activities.

Basis Of Accounting

The accompanying Forms MS-965 With Adjustments is prepared in accordance with reporting requirements prescribed by the Pennsylvania Department of Transportation. Under this method, revenues are recognized when received and expenditures are recorded when paid.

General Fixed Assets

General fixed assets are recognized as expenditures at the time of purchase. No depreciation has been provided on the heavy equipment used to maintain and repair roads and bridges.

BOROUGH OF WEST HAZLETON
LUZERNE COUNTY
LIQUID FUELS TAX FUND
2023 FORM MS-965 – SECTION 1
WITH ADJUSTMENTS

Expenditure Summary	Reported	Adjustments	Adjusted Amount
Minor equipment purchases	$ -	$ -	$ -
Computer/Computer related training	-	-	-
Major equipment purchases	85,934.41	-	85,934.41
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	37,264.23	-	37,264.23
Traffic control devices	2,483.45	-	2,483.45
Street lighting	41,469.28	-	41,469.28
Storm sewers and drains	-	-	-
Repairs of tools and machinery	-	-	-
Maintenance and repair of roads and bridges	19,659.06	(12,500.00)	7,159.06
Highway construction and rebuilding projects	159,255.00	12,500.00	171,755.00
Miscellaneous	-	-	-
Total (To Section 2, Line 5)	$ 346,065.43	$ -	$ 346,065.43

BOROUGH OF WEST HAZLETON
LUZERNE COUNTY
LIQUID FUELS TAX FUND
2023 FORM MS-965 – SECTION 2
WITH ADJUSTMENTS

Fund Balance	Reported	Adjustments	Adjusted Amount
1. Balance, January 1, 2023	$ 650,732.94	$ -	$ 650,732.94
Receipts:			
2. State allocation	140,652.12	-	140,652.12
2a. Turnback allocation	-	-	-
2b. Interest on investments	18,815.76	-	18,815.76
2c. Miscellaneous	210,193.66	-	210,193.66
3. Total receipts	369,661.54	-	369,661.54
4. Total funds available	1,020,394.48	-	1,020,394.48
5. Expenditures (Section 1)	346,065.43	-	346,065.43
6. Balance, December 31, 2023	$ 674,329.05	$ -	$ 674,329.05

BOROUGH OF WEST HAZLETON
LUZERNE COUNTY
LIQUID FUELS TAX FUND
2023 FORM MS-965 – SECTION 3
WITH ADJUSTMENTS

Equipment Balance	Reported	Adjustments	Adjusted Amount
1. Prior year equipment balance	$ 127,050.55	$ -	$ 127,050.55
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	28,130.42	-	28,130.42
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	155,180.97	-	155,180.97
5. Less: Major equipment expenditures	85,934.41	-	85,934.41
6. Remainder	69,246.56	-	69,246.56
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	$ 69,246.56	$ -	$ 69,246.56

BOROUGH OF WEST HAZLETON
LUZERNE COUNTY
LIQUID FUELS TAX FUND
2024 FORM MS-965 – SECTION 1
WITH ADJUSTMENTS

Expenditure Summary	Reported	Adjustments	Adjusted Amount
Minor equipment purchases	$ -	$ -	$ -
Computer/Computer related training	-	-	-
Major equipment purchases	43,074.00	-	43,074.00
Agility projects	-	-	-
Cleaning streets and gutters	-	-	-
Winter maintenance services	45,707.68	-	45,707.68
Traffic control devices	2,619.10	-	2,619.10
Street lighting	37,569.06	(144.00)	37,425.06
Storm sewers and drains	-	-	-
Repairs of tools and machinery	-	-	-
Maintenance and repair of roads and bridges	894.00	-	894.00
Highway construction and rebuilding projects	867,264.02	133,166.75	1,000,430.77
Miscellaneous	133,166.75	(133,166.75)	-
Total (To Section 2, Line 5)	$ 1,130,294.61	$ (144.00)	$ 1,130,150.61

BOROUGH OF WEST HAZLETON
LUZERNE COUNTY
LIQUID FUELS TAX FUND
2024 FORM MS-965 – SECTION 2
WITH ADJUSTMENTS

Fund Balance	Reported	Adjustments	Adjusted Amount
1. Balance, January 1, 2024	$ 674,329.05	$ -	$ 674,329.05
Receipts:			
2. State allocation	139,718.62	-	139,718.62
2a. Turnback allocation	-	-	-
2b. Interest on investments	9,616.44	-	9,616.44
2c. Miscellaneous	941,103.62	-	941,103.62
3. Total receipts	1,090,438.68	-	1,090,438.68
4. Total funds available	1,764,767.73	-	1,764,767.73
5. Expenditures (Section 1)	1,130,294.61	(144.00)	1,130,150.61
6. Balance, December 31, 2024	$ 634,473.12	$ 144.00	$ 634,617.12

BOROUGH OF WEST HAZLETON
LUZERNE COUNTY
LIQUID FUELS TAX FUND
2024 FORM MS-965 – SECTION 3
WITH ADJUSTMENTS

Equipment Balance	Reported	Adjustments	Adjusted Amount
1. Prior year equipment balance	$ 69,246.56	$ -	$ 69,246.56
2. Add: Current year equipment allocation (20% of Lines 2 + 2a, Section 2)	27,943.72	-	27,943.72
3. PENNDOT approved adjustments	-	-	-
4. Total funds available for equipment acquisition	97,190.28	-	97,190.28
5. Less: Major equipment expenditures	43,074.00	-	43,074.00
6. Remainder	54,116.28	-	54,116.28
7. Equipment balance available for subsequent year (Lesser of Line 6 or Section 2 balance, but not less than zero)	$ 54,116.28	$ -	$ 54,116.28

BOROUGH OF WEST HAZLETON
LUZERNE COUNTY
LIQUID FUELS TAX FUND
AUDITOR DESCRIPTION OF SELECT TRANSACTIONS
FOR THE PERIOD
JANUARY 1, 2023 TO DECEMBER 31, 2024

The following information relates to certain types of transactions for which the Pennsylvania Department of Transportation requested that we provide additional detail.

Adjustments

2023 - Section 1

Adjustments were made to "Maintenance and repair of roads and bridges" and "Highway construction and rebuilding projects" because expenditures of $12,500.00 were misclassified.

2024 - Section 1

An adjustment of $(144.00) was made to "Street lighting" because check No. 1668 was voided but was included as an expenditure.

Adjustments were made to "Highway construction and rebuilding projects" and "Miscellaneous" because expenditures of $133,166.75 were misclassified.

Miscellaneous Receipts

The following miscellaneous receipts were deposited into the Liquid Fuels Tax Fund during the examination period:

Source	Description	2023	2024
General Fund	Reimbursement for street lighting	$ 853.16	$ -
Commonwealth of Pennsylvania	Multi-modal grant for Jaycee Drive project	209,340.50	941,103.62
Totals		$210,193.66	$941,103.62

BOROUGH OF WEST HAZLETON
LUZERNE COUNTY
LIQUID FUELS TAX FUND
AUDITOR DESCRIPTION OF SELECT TRANSACTIONS
FOR THE PERIOD
JANUARY 1, 2023 TO DECEMBER 31, 2024

Bank Loan

The municipality borrowed $159,742.00 from KS State Bank to purchase a 2019 Volvo wheel loader. The term of the loan was for five years at an interest rate of 4.23 percent. Principal and interest payments of $34,572.41 are due annually. Prior years' principal and interest payments from the Liquid Fuels Tax Fund were $126,534.42 and $11,755.22, respectively.

During the current examination period, the municipality paid principal of $33,207.58 and interest of $1,364.83 from the Liquid Fuels Tax Fund. These amounts are reflected in major equipment purchases on the 2023 Form MS-965 - Section 1. On June 23, 2023, the outstanding balance of the loan was paid-in-full.

Lease-Purchase Agreement

On March 14, 2023, the municipality purchased a 2024 Freightliner truck for $204,102.00. The municipality paid a down payment of $7,723.00 and documentation fees of $350.00 from the Liquid Fuels Tax Fund. These amounts are reflected in major equipment purchases on the 2023 Form MS-965 - Section 1. The municipality entered into a lease-purchase agreement with CashFlow Lease for the remaining $196,379.00. The agreement was for a term of five years at an interest rate of 4.43 percent. Principal and interest payments of $43,074.00 are due annually.

During the current examination period, the municipality paid principal of $77,815.56 and interest of $8,332.44 from the Liquid Fuels Tax Fund. These amounts are reflected in major equipment purchases on the 2023 and 2024 Forms MS-965 - Section 1. The outstanding balance of the lease-purchase agreement as of December 31, 2024, was $118,563.44, plus interest.

BOROUGH OF WEST HAZLETON
LUZERNE COUNTY
LIQUID FUELS TAX FUND
FINDING AND RECOMMENDATIONS
FOR THE PERIOD
JANUARY 1, 2023 TO DECEMBER 31, 2024

Finding - Liquid Fuels Money Over Expended On Project

We tested expenditures totaling $171,755.00 related to a construction project No. 23-40428-001 that were paid from the Liquid Fuels Tax Fund. However, the amount of Liquid Fuels Tax Fund money approved by the Department of Transportation to be expended from the Liquid Fuels Tax Fund for this project was $159,255.00. The difference of $12,500.00 should have been paid directly from the General Fund.

The Department of Transportation's Regulations do not permit a municipality to expend Liquid Fuels Tax Fund money in excess of the amount approved on Municipal Services Completion Report Form MS-999.

We were unable to determine why this condition occurred.

The failure to comply with the Department of Transportation's Regulations could result in the municipality having to reimburse $12,500.00 to its Liquid Fuels Tax Fund.

Recommendations

We recommend that the municipality reimburse $12,500.00 to its Liquid Fuels Tax Fund upon official notification by the Department of Transportation.

We further recommend that the municipality expend only the approved amount of Liquid Fuels Tax Fund money on road construction projects.

Management's Response

The Borough Manager stated:

> Upon examination, it was determined that that engineering fees exceeded more than 10 percent of the project cost in 2023.

Auditor's Conclusion

During our next examination, we will determine if the municipality complied with our recommendations.

BOROUGH OF WEST HAZLETON
LUZERNE COUNTY
LIQUID FUELS TAX FUND
SUMMARY OF ONSITE CLOSEOUT MEETING
FOR THE PERIOD
JANUARY 1, 2023 TO DECEMBER 31, 2024

An onsite closeout meeting was held May 22, 2025. Those participating were:

BOROUGH OF WEST HAZLETON

Mr. Jim Schweitzer, Borough Manager

DEPARTMENT OF THE AUDITOR GENERAL

Mr. Anthony J. Frable, Jr., Auditor

BOROUGH OF WEST HAZLETON
LUZERNE COUNTY
LIQUID FUELS TAX FUND
REPORT DISTRIBUTION
FOR THE PERIOD
JANUARY 1, 2023 TO DECEMBER 31, 2024

This report was initially distributed to:

The Honorable Michael Carroll
Secretary
Department of Transportation

Borough of West Hazleton
Luzerne County
100 South Fourth Street
West Hazleton, PA 18202

The Honorable Henry Kreisl, II
President of Council

Mr. Jim Schweitzer
Borough Manager

This report is a matter of public record and is available online at www.PaAuditor.gov. Media questions about the report can be directed to the Pennsylvania Department of the Auditor General, Office of Communications, 229 Finance Building, Harrisburg, PA 17120; via email to: news@PaAuditor.gov.