

BUDGET AND FINANCE COMMITTEE REPORT – AUGUST 12, 2019

Members: Reinhold, Chairman, Weiler, Martin

Attendees: Reinhold, Weiler, Martin, Ressler, Rowe, Thompson, and Moore

The Budget & Finance Committee met on July 22, 2019 and discussed the following:

Action Items:

1. The Ephrata Public Library submitted three applicants for the Library Board, Ephrata Borough openings. The applicants are Casey A. Martin, Joel Horst Nofziger, and Mike Eichenlaub. The Committee will recommend that Borough Council approve these nominees for the Library Board at the Council Voting session on August 12th.
2. Staff has recommended changes to the positions of Zoning Officer and Building Code Official. At the August 12th Voting Session, the Committee will recommend the following become effective 8/26/19:
 - a. Zoning Officer – Zach Rineer
 - b. Alternate Zoning Officer – Nancy Harris
 - c. Building Code Official – Zach Rineer
 - d. Second Building Code Official – Nancy Harris
3. Staff presented the Resolution 2019-13 to update the Base Power Supply Cost from 0.07281/kwh to 0.07358/kwh. This change occurred with the first billing in May 2019, which decreased the PCA that was used to bill our residents. Everyone was billed correctly; however we need to approve the resolution. The Committee will recommend approval of resolution 2019-14 at the Voting Session on August 12th.
4. Staff presented details regarding Senate Bill 321 which was signed into law. This allows municipalities to opt-out of allowing video gaming terminals (VGTs) into their truck stops and gas stations. The Committee will recommend approval of Resolution 2019-14 to opt-out of allowing video gaming terminals (VGTs) into Borough truck stops and gas stations, at the August 12th voting session.

Discussion Items:

1. Staff reviewed with the committee the topic of the Cost of Service Studies that are being performed, including the Maximus Study, which determines the allocations of indirect costs to the General Fund. Since we provide police services for other municipalities for which we include admin charges, staff feels any admin charges must be calculated by an independent party. We also charge EAJA and EBA admin charges so we want to ensure we have appropriate documentation supporting the charges. We have used Maximus at least twice in the past, the last time being 2011; we will use them again since they will be updating their previous report rather than perform a completely new study from scratch. No further action is required.
2. The Staff provided a copy of two reports on the solicitor's invoices. The first report is sorted by date and the second report is sorted by project. No further action is required.

3. Last month we discussed a question from a resident asking why committee meeting minutes are no longer included on the Borough Website. Agendas are included on the website and the committee reports are included in the Council Minutes which are placed on the website. The Committee has requested that Staff put the draft committee reports on the website by the Friday before the work session. Staff is placing draft minutes on the website as requested and once the minutes are approved they are changed on the website to the approved minutes. No further action is required.
4. The Staff provided electronic copies of the quarterly uniform and non-uniform pension plan performance documents provided by Morgan Stanley. Sue Rowe emailed all council members to see if anyone was interested in attending the quarterly pension meetings. She did not receive any interest. The Staff offered to have our representative from Morgan Stanley attend a Committee meeting or another meeting to explain all of the documents and answer any questions they might have. The Committee is satisfied with the quarterly reports. No further action is required.
5. President Rowe emailed Staff a request for information to be discussed at the committee meeting, regarding the phone bills paid by the Borough as well as charges labeled as contract services. She hoped we could consolidate the phone charges and was concerned that there was an excessive number of contract services being paid on a monthly basis. The Staff explained that we have different types of services through different companies because no one company has been able to provide all that we need. With the automation of our facilities, as well as the expanding needs of our police department, it has resulted in an increase in the services we pay for. Examples are: office phones, cell phones, internet, connections between facilities, GPS service for the police cars and a direct connection to the State Police. The Staff recently had a meeting with ET&T and has a meeting scheduled with Verizon for this week, as part of an ongoing review of our services. In addition, the Staff has been working with ET&T to have an automated generic message when we have an electric outage so our customers know that we are aware of the outage and our electric team is diligently working to correct the problem. There are also many invoices that are allocated between the departments as determined by the last Maximus study. The Staff also provided information on the contract services charges. Many of these are allocations which makes it appear as if we are paying an alarming number of contract services invoices. In reality, it is only one invoice and it has been allocated to share the charge between all departments as per the Maximus study. The Staff will continue to work on this project but no further action is needed with the Committee.
6. The Staff provided the Check and ACH registers to the Committee for July to date. No further action is required.
7. A few miscellaneous items were briefly mentioned in the meeting that were not on the agenda:
 - a. A request has been received by Council to have ID's for the Council members so all staff are aware of their position. Staff has suggested that we provide ID cards, add

- Council pictures to the staff books, and add pictures to the Lobby as well as to the Borough website. We were running out of time for a thorough discussion so staff will email this to all council members to get their feedback.
- b. The Staff also would like to know when Council would like us to present the Budget in a session separate from the Budget and Finance sessions. Due to a lack of time, staff will also email this question to Council.
 - c. Since the Staff has been very busy fulfilling Right-to-Know requests, we are cognizant of how this impacts draft documents. According to Mr. Thompson we don't have to post agendas since they are draft documents they are not subject to right to know. A question was raised if we could post the agendas in the lobby. Staff will continue to work on this topic and will advise the Committee at next month's meeting.