

BUDGET AND FINANCE COMMITTEE REPORT – AUGUST 10, 2020

Members: Ressler, Chairman, Weiler, Zimmerman, Barr (Alternate)

Attendees: Ressler, Weiler, Zimmerman, Barr, Richard, Reinhold, Rowe, Martin, Thompson, Moore and one guest

The Budget & Finance Committee met on July 27, 2020 and discussed the following:

Action Items:

1. The Staff reviewed with the Committee a purchase request from the Electric Department for a pole trailer and a vacuum trailer for pole replacement. The budget includes \$34,000 for a pole trailer and \$60,000 for pole replacement. Since they are working on the Comcast project on pole replacement, they will not be using the budgeted pole replacement funds. They would like to purchase a pole trailer for \$20,217.47 and use the remaining funds to purchase a vacuum trailer up to \$73,782.53. The Committee will recommend approval not to exceed \$73,782.53 for a vacuum trailer at the August Council meeting.
2. The Committee discussed proposed Ordinance 1555 concerning LERTA. The document was sent to the school district, the county, the borough planning commission and Mainspring for comments on the deteriorated area. The Borough Planning Commission had questions regarding the properties included in the ordinance and requested that the Council wait to approve the ordinance until after all of their questions are answered. Per Jim McManus, council is only required to receive questions and comments and not required to resolve/respond to questions and can still act on ordinance as written. The properties included in the ordinance can be changed in the future and the Committee would like to get started with the program. The Committee will recommend approval of Ordinance 1555 concerning LERTA at the August Council meeting.

Discussion Items:

1. The Committee reviewed a list of potential revenue sources created by the management team during a brainstorming session. A number of items on the list were discussed and a few items will be pursued by the staff. The staff will focus on; a Stormwater Ordinance for the 2022 budget, the Maximus study, grant opportunities, pre-settlement inspections, the sale of the two lots along cocalico street, and volume discounts for purchasing. Mr. Zimmerman will provide some of his contacts for volume discounts.
2. The Committee discussed the parking needs at Borough Hall for staff and police department fleet vehicles. The Staff requested permission to research additional parking. There were originally three potential lots identified; the lot at State and Fulton Streets, the lot across the street from Borough Hall that is a lawyer's office and the Pioneer Fire Department lot next to the fire company. The Committee feels the employees can walk to the Franklin St lot since it is only 2 blocks away from Borough Hall, so additional parking is not needed for the staff. Mrs. Martin requested that the police department employees park in the borough hall lot on Saturday and Sunday to free up parking for the trail. The Staff will discuss this suggestion with the police department. The Committee would like the Staff to pursue discussions with Pioneer regarding a potential lease of their lot. Staff will provide updates as new information is available.

3. The Staff reminded the Committee that disconnects will start in August and this could cause residents to contact council members. Also, the Staff wanted to remind the Committee that tenant delinquency will ultimately fall on the landlords if left unpaid. No further action is required.
4. The Staff advised the Committee that an emergency fund account has been set up with an initial deposit of \$546,461.17. This fund is for the General Fund only and is available in the event of an emergency when funds are low. The Committee requested that this information be added to the budget book next year, as well as the information on where fund balances fall within the 25 – 50% fund balance that the Borough prefers to maintain. The Staff will add this information to next year's budget book.
5. The Staff reviewed with the committee the previously adopted Resolution 2020-09 which deferred rental payments for qualifying tenants. The Staff also provided a proposed resolution rescinding and nullifying the prior resolution 2020-09 and reinstating rent payments. The tenants that qualify for the rental abatement have not been able to reopen so this item will be moved to old business until such time as the tenants reopen or the Committee determines it is time to reinstate the rental payments.
6. The Staff provided a copy of two reports on the solicitor's invoices. The first report is sorted by invoice and the second report is sorted by project. No further action is required.
7. The Staff provided the Check and ACH registers to the Committee for July to date. The Committee requested details on the following checks:
 - a. 42416 – Borough Authority for Plant 1 – transfer switch
 - b. 42440 - Borough Authority for Plant 2 – press bldg. roof
 - c. 42475 – Electric Department tree trimming
 - d. 42517 – Electric Department LED Street Lights
 - e. 42555 – Borough Authority for Plant 1 – water utility pump
 - f. 42580 – Borough Authority for Plant 2 – oxidation ditch drives
 - g. 42598 – Borough Authority for Collection system
 - h. 42617 – Borough Authority for Plant 2 – belt filter press parts

Old Business Items:

1. The Staff provided a brief update on the credit card fees. The Staff received an update from Springbrook earlier that day advising that they have three more items to review and should have next steps for us shortly. The Committee asked that the Staff obtain a date when this will be complete.