

## **BUDGET AND FINANCE COMMITTEE REPORT – OCTOBER 14, 2019**

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**Members:** Reinhold, Chairman, Weiler, Martin

**Attendees:** Reinhold, Weiler, Martin, Rowe, Zimmerman, Mowen, and Moore

The Budget & Finance Committee met on September 24, 2019 and discussed the following:

### **Action Items:**

1. Last month, Attorney McManus attended the meeting to explain the EPAC Landlord Lien Subordination that we were requested to sign. The changes requested by our attorney were presented to Ephrata National Bank and were approved. The Committee will recommend approval of the subordination at the October 14<sup>th</sup> voting session.
2. The Staff presented the MAXIMUS Consulting Services agreement to provide a cost allocation plan for \$11,000. The 2019 budget includes \$50,000 for the plan. Attorney McManus has reviewed the document and provided a memo of requested changes. The memo has been forwarded to MAXIMUS for approval. The Committee will recommend approval of the agreement at the October 14<sup>th</sup> voting session in a format acceptable to the solicitor.

### **Discussion Items:**

1. The Committee submitted an email request for information on civic organizations that receive financial or in-kind contributions from the Borough. The Staff provided details on civic contribution requests and amounts received from the Borough from 2014 – 2019. Also included were: fuel, free electric, workers compensation, vehicle insurance, property & liability insurance, fuel for vehicles, audit, and rent paid on Borough properties. The Staff will concentrate on providing in-kind details at the October committee meeting.
2. The Staff had received an estimate for plants to replace those currently in the foyer and lobby at Borough Hall. The plants are old and leggy and it is time to replace or eliminate the plants. During 2018, the Staff created a team to improve the lobby in a number of ways. To date the following items have been completed: cubbies to house all of the codes forms for residential and commercial projects, brochure rack mounted in the foyer to house the PD brochures, two curio cabinets in the lobby to display Borough memorabilia, and an outdoor wall mounted cabinet for agendas and calendars of upcoming meetings. The team contacted the EASD art teacher to request a mural for the left side of the foyer. They are excited about the project and will have the students sketch out a design that relates to the Borough. The sketches will be reviewed and a winner will be selected for the mural. On the right side of the foyer we would like to create a water feature. The team has also been discussing how to showcase our lobby through seasonal displays. The first display will be for fall and it will be completed after Fair Week. Thoughts have been shared on a winter display and a patriotic themed display for next year. Budgeted for this year is a large flat screen for the lobby to showcase borough events, awards, and lobby closures for holidays, etc. The Staff is working on this item and hopes to complete it by year end. The lobby team will continue to work on all of these items and will keep the committee up to date on any changes in the designated path.

3. 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.
4. The Staff provided the Check and ACH registers to the Committee for August to date. No further action is required.