

BUDGET AND FINANCE COMMITTEE REPORT – FEBRUARY 12, 2024

Members: Richard, Chairman; Martin, Vice Chairman; Zimmerman, Member; Aronson, Alternate; Gerhart, Staff

Attendees: Committee: Richard, Chairman; Martin, Vice Chairman; Zimmerman, Member; Aronson, Alternate
Council: Buohl, Musser, Reinhold
Staff: Gerhart; Harris
Guests: None

The Budget and Finance Committee met on January 22, 2024, at 6:30 PM at Ephrata Borough Hall, 124 South State Street.

Approval of Agenda:

Ms. Gerhart provided confirmation of the following:

1. The meeting agenda was posted on the Borough's website and at Borough Hall no later than 24 hours in advance of the time of the meeting.
2. The meeting agenda included a listing of each matter of Borough business that will be or may be the subject of deliberation or official action at the meeting.
3. There were no changes made to the meeting agenda after it was posted.
4. The meeting agenda was made available to individuals in attendance at the meeting.

Committee Chair Richard asked if there were any requests to add a matter of Borough business to the meeting agenda. Seeing none, Mr. Richard asked for a motion to accept the meeting agenda as posted. Ms. Martin moved and Mr. Zimmerman seconded to approve the meeting agenda as posted. The motion carried unanimously.

Action Items:

1. The Committee reviewed Resolution 2024-04 exonerating taxes on Borough-owned properties. The Committee will recommend that Borough Council adopt the resolution at their February 12, 2024 meeting.
2. The Committee reviewed Resolution 2024-05 authorizing disposition of specific records. The Committee will recommend that Borough Council adopt the resolution at their February 12, 2024.
3. The Committee discussed a vacancy on the Zoning Hearing Board. They requested that Staff advertise the vacancy via social media and our website to make the public aware of the open position. At the Committee's request, Staff will also pass along continuing education and training opportunities that would pertain to the various Ephrata Borough boards and committees. Noting the infrequent Zoning Hearing Board meetings, the Committee will review volunteer forms and resumes, if available, of interested residents and consider making an appointment at a future meeting.

Discussion Items:

1. The Committee reviewed the 4th Quarter Budget Review noting that revenues and expenditures were favorable to budget overall. No further action is required.

2. Staff provided the Committee a listing of purchase order carryovers from 2023 to 2024. Due to supply chain availability and staff shortage issues, this listing represents items not expended in the 2023 budget due to timing that will increase the 2024 budget. No further action is necessary.
3. Staff provided a copy of the solicitor's invoices for December and January. No further action is required.
4. Staff provided the Check and ACH Register. No further action is required.

Old Business Items:

1. Ms. Gerhart notified the Committee that a Dropbox folder was created for their reference and contains relevant data and information discussed during prior meetings pertaining to credit card fee implementation. The Committee will review the information and provide feedback at a future meeting.