

## **BUDGET AND FINANCE COMMITTEE REPORT – FEBRUARY 13, 2023**

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**Members:** Ressler, Chairman; Zimmerman, Vice Chairman; Musser, Member; Richard, Alternate; Gerhart, Staff

**Attendees:** Committee: Ressler, Chairman; Zimmerman, Vice Chairman; Musser, Member; Richard, Alternate  
Council: Martin  
Staff: Gerhart, Harris  
Guests:

The Budget and Finance Committee met on January 23, 2023 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 Ressler asked if there were any requests to add a matter of Borough business to the meeting agenda. Seeing none, Mr. Ressler asked for a motion to accept the meeting agenda as posted. Mr. Zimmerman moved and Mr. Musser seconded to approve the meeting agenda as posted. The motion carried unanimously.

### **Action Items:**

1. The Committee reviewed Resolution 2023-01 exonerating taxes on Borough-owned properties. The Committee will recommend that Borough Council adopt the resolution at their February 13, 2023 meeting.
2. The Committee reviewed Resolution 2023-02 adopting a schedule of attorney fees. The Committee will recommend that Borough Council adopt the resolution at their February 13, 2023 meeting.
3. The Committee reviewed Ordinance 1572 amending the police pension DROP ordinance section 11.4. The Committee will recommend that Borough Council adopt the ordinance at their February 13, 2023 meeting.
4. The Committee reviewed Ordinance 1573 establishing a schedule of attorney fees incurred in municipal claims and liens. The Committee will recommend that Borough Council adopt the ordinance at their February 13, 2023 meeting.
5. The Committee will recommend that Borough Council appoint Victor Richard as Pennsylvania State Association of Boroughs' 2023 Annual Meeting Voting Delegate and Linda Martin as Alternate Delegate.
6. The Committee will recommend that Borough Council authorize attendance for the 2023 Pennsylvania State Association of Boroughs' Annual Meeting for council member attendees and to authorize the

payment of registration, lodging, meals, and mileage expenses in accordance with Section 703 of the PA Borough Code.

**Discussion Items:**

1. Staff provided the Committee a listing of purchase order carryovers from 2022 to 2023. Due to supply chain availability and staff shortage issues, this listing represents items not expended in the 2022 budget due to timing that will increase the 2023 budget. No further action is required.
2. Staff provided a memo related to the fuel usage and personal use of vehicles by the Ephrata Rec Center. After discussion, the Committee requested that Ms. Harris draft a letter to the Ephrata Rec Center to convey the need to discontinue using premium gas and personal use of vehicles. The Committee requested that this topic is kept on the agenda for follow-up in the coming months.
3. Staff provided a memo detailing the infrequent use, extra processing time, service fee that is incurred with utility payment collection by Ephrata National Bank. Noting the many other payments options available to customers, the Committee agreed with this recommendation and directed Ms. Gerhart to notify Ephrata National Bank of the discontinuation of this service.
4. The Committee discussed reinstating gifts for board/commission members. Mr. Richard recalled instances when a plaque was provided to outgoing council or board/commission members. He noted that he would like reinstate this as a token of gratitude for their service to Ephrata Borough. After discussion, the Committee decided that council would receive the same gifts provided to staff and members of boards/commissions would receive a gift card for their service.
5. Staff provided a copy of the grant success report from Government Municipal Services (GMS). The Committee noted the return on investment for their services and requested that this report is provided on a semi-annual basis.
6. Staff provided a copy of the solicitor's invoice. No further action is required.
7. Staff provided a copy of the assistant solicitor's invoice. No further action is required.
8. Check and ACH Register was provided. No further action is required.

**Old Business Items:**

1. Ms. Gerhart noted that the credit card fee project will proceed as discussions continue with Springbrook as we transition from the on premise software to the cloud based version. She anticipates having additional information to report over the next few months.

**Miscellaneous Items:**

1. None