

BUDGET AND FINANCE COMMITTEE REPORT – JUNE 12, 2023

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

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

The Budget and Finance Committee met on May 22, 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 discussed funding from the American Rescue Plan Act. All of the Borough's funds are designated as lost revenue under the Act's provisions. The Committee will recommend that Borough Council authorize 2023 American Rescue Plan Expenditures of \$322,197 as allowable under the Revenue Loss provisions (\$294,452 for Public Safety Compensation, \$27,690 for technology expenditures and \$55 for legal fees) at their June 12, 2023, meeting.
2. The Committee reviewed Resolution 2023-16 Appointment of Boards and Commissions. Mr. Ressler noted that Resolution 2023-16 amended the resolution passed earlier in 2023, as shown on Exhibit B, for the appointment of Mr. Alex Mast to the Shade Tree Commission. The Committee will recommend that Borough Council adopt the Resolution at their June 12, 2023, meeting.

Discussion Items:

1. The Committee reviewed the 1st Quarter 2023 Budget Review. Ms. Gerhart expressed that revenues and expenditures are on track through the first three months of the year. No further action is required.
2. Ms. Harris informed the Committee that she is still preparing a comprehensive spreadsheet of all Ephrata Borough property lease details. This will aid the Committee as they continue to discuss

various entities and utility billing. The Committee reviewed a draft of criteria for possible inclusion in a policy for free electric accounts.

3. Staff provided a report of 2023 unbudgeted expenditures approved by Council to date. No further action is required.
4. Staff provided a copy of the solicitor's invoice for April and May. No further action is required.
5. Check and ACH Registers for April and May were provided. The Committee experienced errors accessing the May register. Ms. Gerhart will upload a new file to the Dropbox folder for the Committee's review following the meeting.

Old Business Items:

1. Ms. Gerhart reported that the new payment terminal for the front counter has been received. Once the Springbrook migration to the cloud is complete, we will be able to utilize this new terminal and discuss assessing credit card fees for utility payments.