

BUDGET AND FINANCE COMMITTEE REPORT – JUNE 14, 2021

Members: Ressler, Chairman; Zimmerman, Member; Barr, Alternate; Thompson, Bartow, Staff

Attendees: Ressler, Chairman; Zimmerman, Member; Council President Rowe; Council Vice President Reinhold; Martin, Council Thompson, Bartow, Staff; 1 Guest

The Budget & Finance Committee met on May 24, 2021, and discussed the following:

Action Items:

1. The Committee reviewed a transfer of \$450,889.04 from Ephrata Borough to the Ephrata Borough Authority's bank account for their share of cash investment accounts as of 1/1/2021. The Committee will recommend that Borough Council ratify the transfer at their June 14, 2021 meeting.
2. The Committee reviewed Resolution 2021-24 updating contact information, signers and online access authorizations for a checking account with Ephrata National Bank. The Committee will recommend that Borough Council adopt the resolution at their June 14, 2021 meeting.

Discussion Items:

1. Ms. Bartow updated the Committee on disconnection statistics as of May 19, 2021. There were 151 accounts that are subject to disconnections totaling \$115,658. Of that amount \$68,549 is for 90 units that are tenant occupied and \$47,109 is for 61 owner occupied units. The first disconnections for Group 1 are scheduled for June 10th. There was a total of 14 Emergency Rental Assistant Program (ERAP) applications filed as of this date, with 1 being approved and 13 pending. The Committee saw no merit in an additional extension, given the lack of ERAP activity or progress in arrearages. Door tags are placed 7 days prior, giving impacted parties additional time and notice to seek assistance or payments plans. No further action is required.
2. The Committee reviewed a proposal from the current auditor Maher Duessel giving one- and three-year renewal options. The Committee was in agreement that the three-year option is priced in a manner that controls costs over the period and should be selected. It was noted that they are satisfied that auditor has not become complacent given staff turnover on the engagement. No further action is required.
3. The Committee discussed a volunteer interest request form. Currently there is no vacant position the Youth Aid Panel and the Shade Tree Commission has no quorum of 3 members. The request form will be kept on file pending further volunteer interest. The Committee noted that the Borough website should be refreshed to more clearly encourage volunteerism. President Rowe suggested that the Shade Tree Policy be reviewed in the absence of a current committee.
4. Staff provided a work log provided by the finance consultant. The Committee discussed projected end dates of the consultant's current work which is tentatively the end of June 2021.
5. Staff provided a report on a solicitor's invoice. The first was a summary page and the second report is the detailed invoice. No further action is required.
6. Staff provided the Check and ACH registers to the Committee for April to date. No further action is required.

7. Staff provided a first quarter 2021 update for the Police and Non-Uniform Pension Plans. Additionally, Staff discussed the Pension Committee's progress on adding participant directed investment options (similar to the current employee deferred 457 Plan) to the Borough's Defined Contribution Plan. No further action is required.

Old Business Items:

1. Staff provided the Committee with American Rescue Plan Act Guiding Principles issues by the GFOA. The committee commented this will be helpful in evaluating management's suggestions for projects with the funding.
2. Staff reported that a conversation occurred with leadership of the Ephrata Pioneer Fire Company to introduce the topic of potential Borough Parking in the future.