

BUDGET AND FINANCE COMMITTEE REPORT – JULY 10, 2023

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

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

The Budget and Finance Committee met on June 26, 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. Musser moved and Mr. Ressler seconded to approve the meeting agenda as posted. The motion carried unanimously.

Action Items:

1. None.

Discussion Items:

1. The Committee reviewed the Maher Duessel 2022 audit reports for the Ephrata Borough, Non-Uniformed and Uniformed Pensions Plans, which resulted in an unmodified opinion and there were no material reclassifications or corrections identified by the auditors. As is required, with the completion of the 2022 audit, the necessary reports have been filed and advertised.
2. Ms. Gerhart informed the Committee that potential revenue sources are being explored, but the current focus is on evaluating expenses and processes across the Borough to determine ways to control expenditures in all departments.
3. The Committee reviewed a report provided by GMS Funding Solutions summarizing year to date funding and grant management. Ms. Harris informed the Committee that potential projects have been discussed and will be evaluated when new grant application windows open over the next few months. Mr. Ressler inquired about the status of the Warwick and Ephrata Rail Trail project that has been an ongoing project for a while. Ms. Harris discussed the delay due to acquiring property easements that involve the Solicitor. She acknowledged that GMS and staff members are cognizant of the grant deadlines and agreed that we don't want to lose the funding for the project.

4. Staff provided a copy of the Solicitor's invoice for June. No further action is required.
5. Check and ACH Register for June was provided. Mr. Ressler noted an increase in the number of checks issued for utility refunds and inquired whether there was a billing issue or other cause driving the higher quantity in June. Ms. Gerhart informed the Committee that it was likely due to an increase in moving in/out of the Borough as many families wait until the completion of the school year to move.

Old Business Items:

1. Ms. Gerhart reported to the Committee that Springbrook is in a testing phase for our software migration project. Mr. Kachel, Borough IT Manager, remains positive on the progress being made and is hopeful it will be completed in a few months.
2. Staff will bring additional information to the Committee in the future, as property leases continue to be reviewed.