

## **BUDGET AND FINANCE COMMITTEE REPORT – SEPTEMBER 13, 2021**

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**Members:** Ressler, Chairman; Richard, Vice Chair; Reinhold, Member; Zimmerman, Alternate; Thompson, Bartow, Staff

**Attendees:** Ressler, Chairman; Richard, Vice Chair; Reinhold, Member; Zimmerman, Alternate; Council President Rowe; Martin, Barr, Council; Thompson, Bartow, Staff; 2 Guests

The Budget & Finance Committee met on August 23, 2021, and discussed the following:

### **Action Items:**

1. The Committee reviewed Resolution 2021-33 enabling the Borough to add authorized persons to the Morgan Stanley pension/retirement investment account statements. The Committee will recommend that Borough Council adopt the resolution at their September 13, 2021 meeting.
2. The Committee reviewed Resolution 2021-34 authorizing the acceptance of Federal Funding from the American Rescue Plan Act and establishing the American Rescue Plan Fund, which shall be maintained separately to account for the revenue and eligible expenditures. The Committee will recommend that Borough Council adopt the resolution at their September 13, 2021 meeting.

### **Discussion Items:**

1. Ms. Bartow reported a Zoning Hearing Board Vacancy as of 12/31/2021, as a current volunteer will not be seeking reappointment. Council directed Staff to recommend possible applicants and refer them to the Volunteer Interest Request Form on the Borough website.
2. Ms. Bartow summarized Staff suggestions for expenditures eligible for American Rescue Plan Act Funding in coordination with the following eligible use categories; responding to the public health emergency and its negative impacts, providing premium pay to essential workers, providing government services to the extent of the eligible government's revenue losses, and making necessary water, sewer, and broadband infrastructure improvements. Also discussed were the GFOA guiding principles of not making ongoing commitments with the temporary funds and taking time and careful consideration. The final ruling has not yet been released. Ms. Bartow also reported that a lost revenue calculation for 2020 has been completed and is currently pending review by the Borough's accounting firm, Maher Duessel. Council asked that the listing of categorized suggestions be placed in the Committee Dropbox for further review. Further discussions about eligible infrastructure projects, including Stormwater/MS4, will be considered with the fiscal year 2022 capital budgeting. Additionally, discussion with Council and guests regarding technology, parks, public service and the interrelationship with other Federal grant funding occurred. Chairman Ressler expressed the need to carefully consider options.
3. Staff provided reports for the 2<sup>nd</sup> Quarter 2021 Pension Review. It was noted that for a 5<sup>th</sup> successive quarter, results have improved the funded status of the plans. Mr. Thompson also discussed current pension committee projects. First, the Defined Contribution Plan to allow employees to direct the investments of their Borough contribution similar to their own 457 Plan contributions. Secondly, consideration of a modified vesting schedule to aid in future recruitment efforts.

4. Staff provided a report on a solicitor's invoice. The first was a summary page and then two pages of the detailed invoice. No further action is required.
5. Staff provided the Check and ACH registers to the Committee for August to date. The Committee had also been provided detail on payments to the Ephrata Recreation Center and Transworld Collection Services. The Committee inquired about payments to Christine Moore, Consultant. Staff reported that her services are reduced starting in July and that the open position of Finance Manager has been posted. A Committee member, in regards to payments to the Emergency Management Coordinator, asked if Staff considered performing these duties internally. Mr. Thompson responded that he felt the Borough was well served with the consulting arrangement currently in place.
6. A guest inquired as to concerns over invoices being late. Ms. Bartow reported that for one billing cycle, the machine that folds and stuffs the billing required maintenance which did result in a delayed billing. Staff also extended the penalty date accordingly.

**Old Business Items:**

1. Ms. Bartow updated the Committee on the status of discussions with Springbrook and its correlation with the ability to assess credit card fees. There has been a great deal of transition with Springbrook team in recent months.
2. Ms. Bartow reported that an updated exemption list has been obtained from the county in order to request payments in lieu of taxes and it will be scheduled on a bi-annual basis as staffing allows.
3. There is no update on the expanded Borough parking.