

BUDGET AND FINANCE COMMITTEE REPORT – SEPTEMBER 11, 2023

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

Attendees: Committee: Ressler, Chairman; Zimmerman, Vice Chairman (via Zoom); Musser, Member; Richard, Alternate
Council: Buohl, Reinhold
Staff: Gerhart; Harris
Guests: Stephen Aronson

The Budget and Finance Committee met on August 28, 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. Richard seconded to approve the meeting agenda as posted. The motion carried unanimously.

Action Items:

1. The Committee reviewed a request to certify the Borough of Ephrata 2024 Pension in accordance with Act 205. The Committee will recommend that Council authorize the Borough Manager/Secretary to certify the 2024 Pension Certification Report at their September 11, 2023 meeting.

Discussion Items:

1. The Committee reviewed the 2nd Quarter 2023 Budget Review. Ms. Gerhart expressed that both 2023 revenues and expenditures are pacing at percentages comparative to 2022 through the first half of the year. Interest income is the one item that is significantly different this year due to the drastic increase in interest rates in 2023. No further action is required.
2. Ms. Gerhart informed the Committee that the fall disbursement was made earlier this month to Mainspring in accordance with Resolution 2022-21.
3. Ms. Harris provided a written memo to the Committee pertaining to contracted park services with the Ephrata Recreation Center. As an ongoing endeavor to evaluate current operations and look for potential ways to control costs, Ms. Harris provided an analysis of services and costs related to the Rec Center contracted services versus a potential alternative of providing park maintenance services by Borough personnel. After some discussion by Staff and Committee members describing in further

detail the types of maintenance, pool management and several community events that the Recreation Center manages, the Committee consensus was that an agreement/contract is needed. The Committee echoed the Staff recommendation that the Borough Solicitor review the current procedures, bidding, and purchasing requirements for contracted services to ensure the Borough is operating within the Borough Code and mitigates any potential for liability.

4. The Committee was provided a copy of the 2024 Municipal Funding packet that was updated with the new Borough branding and distributed to various civic organizations. Ms. Gerhart reminded the Committee that organizations will present their requests at the September 25, 2023 Budget and Finance Committee meeting at 7:30pm.
5. Staff provided a copy of the solicitor's invoice for July and August. No further action is required.
6. Check and ACH Register for August was provided. No further action is required.

Old Business Items:

1. Ms. Gerhart reported to the Committee that Springbrook is in the testing phase for our software migration project. Mr. Kachel, Borough IT Manager, remains positive on the progress being made and remains hopeful the project will be completed by year end.
2. Ms. Harris informed the Committee that a list of leases were provided to the Development Activities Committee. Lease terms and renewals will be reviewed and negotiated by that Committee. As such, this item will be removed from the Budget and Finance Committee agenda.