

Minutes
Special Preliminary Budget Review Meeting
Thursday, October 04, 2023
5:30 PM

The Special Preliminary Budget Review meeting was called to order on Wednesday, October 4th at 5:30 PM. Members in attendance were Brian Foster, Bob Weber, Chad Lister, Chris Black, Dee VanGavree, Kelly Williamson, and Barbara Miller. Also in attendance were Mayor Roeting, Borough Manager Theresa Eberly, Chief of Police Justin Hess, Public Works Director, Dave Willard, and Bookkeeper Traci Eismann.

General Fund Revenue

Theresa Eberly highlighted the following:

- Overall budgeted revenues are approximated at \$3,068,348 with estimated expenditures of \$3,412,333 leaving a net income loss of about \$343,985.00.
- There is a \$193,947 Revenue difference between 2023 Adopted Budget and 2024 Proposed Budget.
- Revenue generator calculation form was included in the packet showing different options and the financial impact on residents as well as amount of revenue that would be generated by the borough. Current year collection rates range from 95% for Real Estate Taxes to approximately 55% for Occupation Tax.
- A refuse increase of \$5/unit/quarter is included in the budget.
- Approximately \$19,000.00 was received from MRM (WC) insurance as a refund based on the number of claims filed annually.
- All funds are showing a generous return on interest from SWEEP bank accounts.

General Fund & Sewer Fund Expenditures

Borough Manager Theresa Eberly highlighted the following:

- The Borough's CPA's hours could be reviewed to consider a potential decrease in cost for both GF and SF.
- A salary increases of 3% is included.
- Additional line items for Zones/Coding were added to expand the services offered.
- Materials & Supplies were increased due to increasing expenses for Rental Property INSPECTION program.
- Council Member Chris Black requested the Property Transfer Tax be decreased by \$5,000 to keep the level with the same amount as in 2023.
- Council Member Dee VanGavree requested a review of the amount budgeted for Communications Coordinator, given the Tourism Grant. The majority of the cost should come out of the CIF.
- Quote from Brown, Schultz shows an increased annual charge given the level of service provided over the years. Utilizing our CPA for audit preparation should decrease these charges and potential reimbursement.
- Payroll Taxes for each department show an increase due to a Payroll Tax "bucket" being created for each department to show correct allocation of these taxes.
- Fire Station has requested an additional \$58,000 be donated, bringing annual donation to \$100,000 to cover rises in utilities and costs as well as fire truck maintenance. President Foster advised we will need to have more information on expenses.

- The purchase of a new police vehicle was mentioned. This will be discussed more during the review of the Capital Fund. Rental Registration expenses will cancel out by the revenue produced with the \$45.00 fee.
- A new energy supplier rate from Constellation Energy of .06595 until year 2027 is an increase of prior 4-year agreement at a rate of .04709.
- Public Works is requesting an increase of \$10,000.00 for a part-time employee to assist with mowing. Conversation of contacting LDSO for shared use of one of PW's employees was had as a suggestion for options.
- PW's will remove \$2800.00 anticipated for defibrillator, Council Member Dee VanGavree stated she will see if we can get one donated.
- Engineering costs have increased by 96% due to the current projects within the borough.
- Salaries for Park Maintenance have increased due to one employee's hours being split between Parks and Public Works.
- Park Maintenance needs additional flowers, seeding, fertilizer, repairs to rotted wood and general upkeep.
- Discussion was had pertaining to contacting the Dept. of Agriculture for food inspection as an offered service in place of using a third party.
- Police presence at all special events will be expensed together in its own line item going forward.
- A short conversation was had concerning the expenses that a new Inspection Program would have. Theresa Eberly advised that the cost to run the program would be offset with fee charged. The possibility of fulfilling duties in-house was mentioned by Manager Eberly if the terms of inspections were changed from every 3 years to every 5 years.

Sewer Revenue Fund

- Overall budgeted revenues are approximated at \$1,591,981.00 with estimated expenditures of \$1,517,941.00 leaving a net income of about \$74,040.00.
- A sewer rate increase of \$12/unit/quarter (\$139.00/quarter) for usage of 10K and under and keeping over 10K usage as it is at \$7.20/1K used is suggested.

Sewer Revenue Fund

- Pump Station operating costs were discussed and mentioned that two employees have received certification to fulfill duties in house.
- Dave Willard discussed in detail the importance of the requested funds for Pump Station repairs and preventative maintenance as well as replacement of pumps. Mayor Roeting added it is suggested for preventative maintenance to do a 7-year cycle rebuild on pumps.
- Result of audit requires harness and tripod be purchased for safety reasons.
- 2023-2024 Gaming Grant requested funds for the repayment of the dryer debt service.
- Borough Manager Theresa Eberly addressed that the Swatara Twp Sewer Authority expense is an estimate while she awaits exact figures from Authority.

The budget will continue to be discussed at a scheduled budget meeting on October 18th @ 5:30 pm. There being no further business the meeting adjourned at 7:40 PM.

Respectfully submitted, Traci Eismann, Bookkeeper