

Minutes  
Special Preliminary Budget Review Meeting  
Thursday, October 28, 2021  
6:00 PM

The Special Preliminary Budget Review meeting was called to order on Thursday, October 28, 2021 at 6:10 PM. Members in attendance were Brian Foster, Bob Weber, Randy Lutz, Patti Krow, Chris Black, and Chad Lister. Also in attendance were Borough Manager Theresa Eberly, Finance Director Deb Hummer, and Chief of Police Justin Hess.

General Fund Revenue

Deb Hummer highlighted the following:

- Overall budgeted revenues are approximately \$46,474 (2.15) higher than 2021.
- As of this date, the cash balance on 1/1/22 is anticipated to be approximately \$1,391,056 and the projected end of 2022 cash balance is forecast to be \$873,624. This means that there is a shortfall. Cash reserves of \$515,769 will need to be used in order to balance the budget.
- A real estate tax increase could be considered. Calculation of potential increases was included in the packet.
- A refuse increase of \$3/unit/quarter was recommended.
- Lower Dauphin School District requested they be billed for actual time worked by the SRO as opposed to the previous 75%/25% split of total costs. Deb stated she is keeping track of hours worked by all officers for things such as DARE, crossing guard duty and school security.

General Fund Expenditures

Deb highlighted the following:

- Overall 2022 budgeted expenses are estimated to be \$35,847 (1.29%) than 2021.
- Salaries are increasing by 3% as per the Police Association contract.
- A line item for Salaries – Codes/Zoning was created for Steve Wyld's salary.
- Legal fees were increase by \$25,000.
- The purchase of a new copy machine was recommended.
- Corporal/Sergeant salary is \$74,805 less than in 2021.
- Officer's salary is \$119,571 more than 2021 due to the addition of a full-time officer and Officer Kopinetz's change in status.
- A police co-responder is being added at a cost of \$22,500.
- The purchase of a 2021 Chevy Tahoe has been approved. It will be paid for out of the Capital Improvement Fund. The General Fund will transfer \$55,000 to the Capital Improvement Fund for the purchase.
- Contracted refuse service has increased by \$21,957 due to the \$1.02/unit/month
- Park Maintenance has increased by \$3,800. Public works is planning on making several repairs.
- Short/long term disability is being offered to non-uniform personnel in 2022 at a cost of \$407.97/month. This cost will be split between General and Sewer Funds.

### Sewer Revenue Fund

- The cash balance on 1/1/2022 is anticipated to be \$692,317.
- A budget figure from Swatara Township Sewer Authority is not available at this time. Last years figure is being used.
- Salary figures have decreased by \$6,000 due to personnel changes.
- Health insurance is \$23,587 higher due to redistribution of employees between General and Sewer funds.
- An amount of \$100,000 is budgeted for transfer to the Capital Improvement fund.

### Road Maintenance

- \$130,000 is being budgeted for road resurfacing.
- A Pavement Management plan is being considered in 2022 for an estimated cost of \$10,000.

### Capital Improvement Fund

The Capital Improvement budget has not been completed as of this time. Manager Theresa Eberly furnished council with a spreadsheet that listed all upcoming projects and purchases for the years 2022-2026. A copy of the spreadsheet has been attached. She reviewed each item and gave an explanation of each. She explained that she would like each council member to decide what purchases they would like to make in 2022 so that those expenses can be budgeted.

The largest expense in 2022 will be to Derry Township Municipal Authority for the Bullfrog Valley PRP for a cost of \$430,000. There was discussion regarding the implementation of a stormwater fee in 2022 to help pay for future mandated projects.

There was a lengthy discussion regarding the dryer that will be purchased by Swatara Township Sewer Authority. The Borough will be responsible for \$975,000 or 13.4% of the cost of the dryer. This purchase should not occur until 2023 and council will need to decide by what means they will pay for it. Several alternatives that would eliminate the need to be responsible for this expense were discussed. Council requested Theresa contact our engineers and surrounding municipalities to further discuss alternatives. They also asked Theresa and Deb to come up with different scenarios for meeting necessary expenses.

The budget will continue to be discussed at a scheduled budget meeting on November 4<sup>th</sup>.

There being no further business the meeting adjourned at 8:00 PM.

Respectfully submitted, Deb Hummer, Finance Director.