

Minutes

Special 2024 Budget Review Meeting- DRAFT 3

Wednesday, November 1, 2023

5:30 PM

The Special Meeting for the 2024 Budget DRAFT #2 was called to order on Wednesday, November 1st, at 5:30 PM by President Brian Foster. Additional members in attendance were Bob Weber, Chris Black, Chad Lister, Kelly Williamson, and Barbara Miller. Also in attendance were Mayor Roeting, Borough Manager, Theresa Eberly, Chief of Police, Justin Hess, Police Sergeant, Eugene Spencer, Bookkeeper, Traci Eismann and CPA, Allison Burke.

General Fund Revenue & Expenses

Theresa Eberly highlighted changes made from Draft #2 to Draft #3 leaving a starting budget deficit of \$263,619 in GF and \$581,550 in CF and a surplus of \$90,454. —She noted that the plan is to create a Sewer Capital Investment Fund for future capital needs. Changes include the following for Revenue:

-Revenue increase of \$1,000 from reduction of donation to EMA from GF per request from Dee VanGavree

- Remove unknown grant funds for needed expenditures from CF Revenues at a total of \$54,300.

Changes in Expenses include:

-\$1,000 Reduction of EMA Donation.

-\$5,000 Increase cost of computers per discussion at Draft #2 meeting for CF.

-\$10,000 Move assault rifles to 2025 CF budget per Chief Hess.

-\$20,000 2023 carryover added for building improvements in CF.

-\$3,000 Adjusted for actual equipment payment for PW for CAT Financial added for CF.

-\$16,000 Alexander Park replacement of pavilion roof cost added.

-\$10,000 Partial removal of cost for Downtown Tree Trimming moved to 2025 in CF.

-\$20,000 GIS Projects added based on vendor quote in CF.

-\$30,000 Reduction in Fire donation request per Fire Company.

-\$9,000 Reduction of admin materials & supplies to reallocate certain expenses to new acct lines.

-\$6,000 increase in new postage line, removed from materials & supplies.

-\$1,000 increase in Municipal Building materials & supplies.

-\$500 increase to Zoning and Planning materials & supplies, removed from admin material & supplies.

-\$1,500 increase to Zoning and Planning new postage line for Rental Inspection correspondence, removed from admin materials & supplies.

-\$3,000 decrease to lower aerator from original \$4,000 request.

General Fund Discussion

- Chris Black requested that the fire company reduce their requested donation to a total of \$60,000 from \$70,000 with the possibility of an additional \$10,000 if the Fire Company could submit a budget showing their need for the extra funding. Bob Weber reminded Borough Council that at prior meeting a list of expenses was presented by Fire Company. It was also noted that the original purpose of the donation from years ago was to be used for equipment and over the years this has changed. It was explained by CPA Allison Burke that the account for Hydrant Rental cannot be moved. However, a

suggestion from Brian Foster was given to change the name to possibly “Payable to Water Company”.

A **Motion** to reduce the Fire Company donation to \$60,000 and readdress next year and prepare for gradual increases was made by Chris Black and seconded by Bob Weber. Motion carried.

- A request was made by Chris Black to reduce the donation for Shade Tree Commission from \$9,000 to \$6,000. A discussion was had about the needs of the Shade Tree Commission and how the funds are intended to be used. With this reduction there would still be \$3000 available for tree assessments, \$2000 for new trees and \$1000 for Arbor Day as well as advertising. Council Member Barbara Miller mentioned that we used to get funding from belonging to Tree City USA, Manger Eberly is going to look into this.

A **Motion** to reduce the donation to Shade Tree Commission was made by Chris Black and seconded by Bob Weber. Motion carried.

- Chris Black questioned the request for \$10,000 for part time worker for Public Works and if we needed that much budgeted. A discussion was held on the amount of mow weeks/rate/hours and what areas are mowed in the Borough. Manager Eberly noted this would not include the watering of the flowers which will be done by Pam & Scott Deal. President Foster explained the intent is to reduce the number of hours full time workers spend mowing so they can complete other projects within the Borough. A **Motion** was made by Bob Weber to reduce donation to Public Works for part time help to \$5,000 and was seconded by Chad Lister. Motion carried.
- Council Member Miller voiced her concerns about the impact to homes surrounding pavilion and drainage, per Council Member Weber we already have an underground line there that we would tie into. Quotes for replacing the roof were only given, quote for \$16,000 for entire job was requested from Council Member Miller. Mayor Roeting shared information that he received pertaining to shingle roofs possibly being less expensive. Council Member Miller noted the labor for metal roofing is what is less expensive as well as lasting much longer. Manager Eberly explained this cost was a rollover from 2023 budget. Mayor Roeting suggested to Borough Council that we may want to look more into shingles if it is half the cost.
- PW will attempt to rent an aerator at about \$300/week per Manager Eberly or share equipment instead of purchasing new. Mayor Roeting requested we split the cost of equipment possibly with other municipalities. A **Motion** was made to decrease amount for aerator to \$1,000 to be able to rent equipment was made by Bob Weber and seconded by Chad Lister. Motion carried.
- Stormwater budget will be finalized at their upcoming meeting, and we are up to date with requirements as well as staying at \$39/quarter until 2025.
- There is a meeting on Monday, November 6, 2023, with Swatara Township Sewer Authority to discuss portions owed for 2024 which is estimated at \$450,000 in budget until we receive figures after meeting.
- Council Member Miller had questions on the expenses for the pumps station. Manager Eberly verified the Sewer Fund Budget included an increase to \$139/QTR. With the recent purchase of our new camera, more preventative maintenance will occur which will identify needed repair.
- Borough Council was given printouts to show an estimate of where funds should be at end of 2023. They show a surplus of about \$7,000 mainly due to increased EIT collections and decreased expenses.

- Manager Eberly discussed the cost associated with road replacement and the need for repairs. Cost is estimated to be about \$125,000 per block of road replacement. The Borough currently has roughly 300 blocks which is equal to \$37M.
- Discussion was had about the increasing cost of trash service in all the surrounding municipalities. Manager Eberly shared that changes in the industry will most likely change services in the borough under a new contract next year. Most trash haulers will be seeking more automated services, especially to keep the cost down. The borough will see increases next year and we will want to have open conversations in the next few months to assist us in preparing a bid package that will accommodate the boroughs desires with trash service. Narrow alleys and roadways will be a challenge for the borough.
- A request to move \$600,000 to CF was made by Bob Weber and encouraged by Chad Lister to help support the goals of Borough Council. Mayor Roeting suggested we lower that amount to \$300,000 to be more consistent over the years and to be able to continue the transfer each year as part of the budget.
- A lengthy conversation was held pertaining to The Boroughs current MILL Rate and comparison to other municipalities and options to increase rate. President Foster announced the last increase was in 2017, it was also added that we are one of the lowest rates which was also included in the STEMP findings. An increase to 3.75 was recommended Council Member Williamson shared that it would be about a \$23.75 increase per quarter for the average resident with tax, trash and sewer included. A **Motion** to raise MILL Rate to 3.75 was made by Bob Weber and seconded by Chad Lister. Motion carried. Council Member Barb Miller was not in support of this motion.
- After adjustments requested at this meeting budget deficit sits at around \$211,000.

Other Business

-Mayor Roeting announced there would be a ribbon cutting Friday, November 10th at 10:00 am at the Hummelstown Print Shop, this will be a two-day event being held.

Meeting was adjourned at 7:00 PM and an executive session was held regarding personnel.

Respectfully submitted, Traci Eismann, Bookkeeper