

Minutes
Special 2024 Budget Review Meeting- Tentative Budget
Tuesday, November 14, 2023
5:30 PM

The Special Meeting for the 2024 Budget DRAFT #4 was called to order on Tuesday, November 14th, at 5:30 PM by President Brian Foster. Additional members in attendance were Bob Weber, Chris Black, Chad Lister, Kelly Williamson, Dee VanGavree, and Barbara Miller. Also in attendance were Mayor Roeting, Borough Manager, Theresa Eberly, Chief of Police, Justin Hess, Bookkeeper, Traci Eismann and CPA, Allison Burke joined via Zoom.

Revenue & Expenses

Theresa Eberly highlighted changes made from Draft #3 to the Tentative Budget leaving a starting budget deficit of \$232,619 in GF and \$679,850 in CF and a surplus of \$90,454.

Changes include the following for GF Revenue:

- Per BC Revenue increase of \$170,405 representing an increase in the MILL from 2.85 to 3.75. This is budgeted off 95% collection rate.
- Revenue decrease of \$4,000 to Real Estate Taxes to account for participation in the proposed Volunteer Fire Tax Credit program. The program includes waiver of \$250 and matched \$250 credit from the County that the fire fighters already receive.
- Revenue increase of \$3,046 due to reducing amount of donation requested by Shade Tree Commission.

GF Changes in Expenses include:

- \$10,000 decrease Fire Company Contribution from \$70,000 to \$60,000
- \$3,046 reduction in Shade Tree Donation. Shade Tree still shows an increase.
- \$5,000 decrease to PWs part time help request from \$10,000 to \$5,000
- \$3,000 decrease by removing Aerator, still leaving \$1,000 for rental
- \$2,757 for 1% increase for Manager, Secretary, Finance and Zoning Officer, Clerical and Chief
- \$111 increase adjustment for Payroll Taxes for increases
- \$60 decrease adjustment for Payroll Taxes for Chiefs increase and OT decrease
- \$1,301 increase for 1% increase for PWs
- \$550 reduction for Sick Pay Reimbursement duplicate expense
- \$2,566 Payroll Tax adjustment for additional employee
- \$175 increase for 1% increase for Parks Maintenance
- \$14 Payroll Tax adjustment for increase to Parks Maintenance
- \$143 Adjustment to Unemployment Compensation for salary adjustments

SF Changes in Expenses include:

- \$1,476 increase to salaries
- \$1,260 for 1% increase for Manager, Secretary, Finance and Zoning Officer
- \$2,429 increase for Social Security for adjusted salaries

Budget Discussion

- A lengthy discussion was held to discuss the options for raising MILL rate to 3.50 vs 3.75. After **Motion** was made by Council Member Dee VanGavree to decrease MILL rate from the 3.75 to 3.50, motion failed 3 in favor, 4 against. MILL rate will stand at increase from 2.85 to 3.75 for 2024.
- The Borough Council discussed dates budget would be adopted. Manager Eberly advised she would schedule Budget to be advertised and available for inspection for

required time frame after current meeting and budget is tentative until passed. Budget is scheduled to be adopted at December 21st Regular Meeting.

- A suggestion was made to increase Food Inspection Permits to cover the cost of the current Food Inspector, John Holder, as well as cover administrative costs associated with the permit process. The Borough currently collects 20 permits annually at a cost of \$185. Council Member Dee VanGavree mentioned after talks with other business owners in the Borough that they value this service as well as the accessibility of Mr. Holder. A **Motion** was made by Chris Black and seconded by Bob Weber to raise Food Inspection Permit cost from \$185 to \$250 per year. Motion Carried.
- CPA, Allison Burke supplied Borough Council with some information about the amount of Reserves requested by GFOA. The reason the 2-4 months is suggested as a target amount is to help aid the Borough in the beginning months of each year until tax revenue starts to generate. A total of \$1.6 million is expected as estimated cash balance at end of 2023 in the GF. Discussion continued concerning the amount to roll over from GF to CF for Capital Improvement's was had allowing for all Council Members to give their suggestions and reasonings. The Borough Council discussed whether \$300,000 or \$600,000 was the correct amount. It was stated that Funds can also always be transferred back to GF if there was a need. Mayer Roeting mentioned areas where the Boroughs costs are unknown for 2024 as well as unexpected expenses that could arise, such as the payments owed to Swatara Township for Dryer which have not yet been communicated to the Borough for 2024. Council Members mentioned concerns about needing to budget more for engineering and legal roads with the limited liquid fuels funds we have as well as a suggestion to sit down quarterly and look over the budget throughout the year. It was decided by Borough Council to transfer \$400,000 from GF to CF.
- Council Member VanGavree noted she believes Volunteer Fire Fighter Tax Credit may be closer to \$3,000 than \$4,000. The requirements for receiving the credit include Hummelstown Borough resident and attending at least 50% of meetings, 25% of drills and 10% of fire calls.
- Manager Eberly announced the Borough did not receive either funding source for Hummel Nature Trail project. It was agreed by Borough Council to reapply in 2024 for Grant and move project completion to 2025. Discussion was held about replacing pavilion, paving parking lot and how important this park is to our community.
- Promotional Video has made it to several platforms and has received very positive feedback.
- It was decided by the Borough Council that the additional \$10,000 requested by Fire Company after submitting a budget would be used to help determine contribution for 2025. The Borough Council also clarified that the entire contribution amount from the Borough to the Fire Company is intended to be used for equipment only.
- Questions concerning the hiring of a part-time administrative assistant were presented by Council Member Miller. Manager Eberly explained the need for part-time help and the improvements/changes the Borough Office are implementing which require additional help.
- A suggestion to change newsletters from color production to black and white was given by Council Member Miller, it was decided to keep printing newsletters in color. Manager Eberly mentioned the option of offering newsletters digitally.
- Council Member VanGavree asked for consideration to raise the donation to Communities That Care organization, and it was decided to increase donation from

\$1,000 to \$3,500. This will help with the mental health awareness efforts within the Borough as mentioned by Council Woman VanGavree.

- Discussion pertaining to whether pavilion roof at Alexander Park should be metal, or shingles brought up concerns with cost but the improved look as well as longevity of the roof. Council Woman VanGavree suggested we replace roof with shingles and make an additional donation to Parks and Recreation for summer Rec program. A decision was made to continue with the replacement of the metal roof.
- HRG Engineering costs as well as Eckert legal costs were presented to Borough Council for review.

Other Business

-Mayor Roeting announced there was a Swatara Township meeting scheduled for Wednesday, November 15th which he encouraged others to attend, with the anticipation of information on the Dryer costs for 2024 being announced.

Adjourned at 7:00 PM.

Respectfully submitted, Traci Eismann, Bookkeeper