

BUDGET WORK SESSION

December 10, 2018

Council President Beverly Wolfe called the meeting to order at 7:30 p.m. with the Pledge of Allegiance.

Present at Meeting

Council President Beverly Wolfe
Council Vice President, Barbara Heffelfinger
Councilman John Stratz
Councilwoman Laura Germain - absent
Councilman Joe Dudash
Councilman Rich Flanagan
Councilman Mark Moffa – arrived at 7:35 p.m.
Mayor Robert Winkler

Motion Items

MOTION BY JOHN STRATZ TO APPROVE AND SIGN THE 2018 AUDIT ENGAGEMENT LETTER FROM BEE BERGVALL & CO. SECONDED BY BARBARA HEFFELFINGER. All ayes, carried.

MOTION BY JOHN STRATZ TO PAY STATE WORKERS' INSURANCE FUND INVOICE DATED 11/30/18 IN THE AMOUNT OF \$2,737.00 FOR FIRE DEPARTMENT WORKERS' COMPENSATION INSURANCE. SECONDED BY JOE DUDASH. All ayes, carried.

MOTION BY JOE DUDASH TO REIMBURSE RICH FLANAGAN FOR PA STATE ASSOCIATION OF BOROUGH ANNUAL CONFERENCE REGISTRATION IN THE AMOUNT OF \$205.00. SECONDED BY MARK MOFFA. The vote was 4 ayes, 1 no (Barbara Heffelfinger and 1 abstention (John Stratz). Motion carried.

2019 Budget Review

Each council member received an updated copy of the budget. No one gave information for budget summary as Council President requested. Beverly reviewed the budget changes with a reliable person who said it is in good order.

General Fund:

01-361-330 Zoning Hearing Board/ Charge for Services fees \$3,750.00. She put in the actual amount spent in 2018. Mark suggested \$4,000.00.

Plan review fees - \$864.00 for 2018. Increased to \$1,000.

01-362-500 Public Safety/Fire inspections \$16,020.00. Budgeted \$14,000 increased to \$15,000.

01-362-410 Building Permits- 2018 actual \$14,185, increased to \$23,500.

There will not be a tax increase for general borough purposes in 2019.

FICA and Medicare figures are in the budget. Increase in workers' compensation premium is true. We will be reimbursed from the fire company \$33,340. Pension, life and disability, property and liability figures are correct.

Fire tax:

Revenue adjustment, ½ mill. Only tax millage increase.

Refuse Fund

Beginning Fund Balance corrected to \$5,400.

05-354-050 Recycling Grant increased to \$9,000

05-364-300 and 05-364-301 Waste Collection Fees - No changes.

Refuse bids were opened at 11:15 a.m. today. Advanced Disposal was the lowest bidder. Special Counsel has the bids for review before awarding the project.

Postage reduced \$700

Operating Supplies \$2,000 reduced to \$500

Professional Services/Legal reduced to \$500

Contracted Services \$190,733

Schedule G Solid Waste Collection Costs:

Sewer billing units total for the beginning of 2018 was 636. At year end it is 634; we lost two units.

We are \$1,400.00 under in the refuse fund.

Sewer Operating Fund:

Bucks County Water & Sewer Authority will increase rates 1.2% in 2019. No changes in expenses. No increase from Private Utility Enterprises.

FICA, Medicare numbers were put into the budget. There will be inter-fund transfers to debt service and sewer capital as they have been done in the past.

Sewer Capital – savings for the main line at the sewer plant

Debt Service – number from the assessment was put in. We tried to obtain better rates but the rates we are currently getting are better.

Capital Reserve:

Fund balance is good. Revenues for 2019 from the CDBG – E. Woodland Avenue curb ramps

Expenses:

Engineering Services high because we have projects: E. Woodland Ave., Green Lt. Go, possibility of having enough funds to improve the municipal building

Radio Equipment line \$8,668.00. Bev has to get back to Council on that figure.

Sewer Capital:

We have two grants for projects with a combined total almost \$500,000 with another \$100,000 coming out of the sewer operating fund. I & I Remediation has been bid out, Line 31-429-740

which includes a 15% match. Pumping Station upgrade, sewer main improvement and construction, which also includes the 15% match. We are short approximately \$275,000.00 to \$300,000.00. The fund is out of balance.

Liquid Fuels:

Expenditures – 35-434-640 Street Lighting/Capital Construction - LED Street Lights \$63,000.00
35-439-600 Capital Construction- Woodland Avenue Project \$36,000.00 (total project will cost approximately \$78,000.00)

Schedule A – shows millage, comes from the tax collector

A2 – Tax Levy Fund, only fire fund went up. Total borough taxes 30.80 mills

A3 – Bev Wolfe doesn't know where the numbers came from

E – Government Shared Grants – removed Multi-Modal Grant

F – Sewer fees – small increase

G through H3 - discussed in executive session

I – Police contract expenses – nothing changes

Pg. 1 Code Enforcement & Zoning – due to legacy work

J – Capital Outlay – Breakdowns on wish list, street lighting, E. Woodland Avenue, crack sealing, computer replacement

J2 – Long Range Wish List – earmarked money for specific purchases and projects

K – Professional Services Agreement – Zoning Hearing Board corrected to \$2,500.00

Rich Flanagan wants employees to be paid bi-weekly to cut down on expenses. Beverly Wolfe said they will look into it again. Current payroll company is a bargain.

L – Budgeted the same every year. Council President doesn't know where figures came from

M – Roadway Improvement Program - Updated cost of E. Woodland Avenue
CDBG Grant – no match

O – Debt Service

Q – Property and Liability Insurance

R 1 & 2 – Discuss in executive session

R3 - Minimum Municipal Obligation

S – Utility Expenses – budgeting lower than 2018

T - General government and police services – little less

Review of Summary of Accounts

General Fund – Revenues higher than expenses

Fire Protection Fund – Revenues higher than expenses

Refuse Collection Fund – Expenditures higher than revenues by \$1,400

Sewer Operating Fund – Expenditures higher than revenues due to projects that need to be done. Fund has a buffer- fund balance. 2018 budgeted \$755,800 YTD revenue \$772,624

Liquid Fuels – unbalanced due to amount of projects

Capital Reserve Fund – out of balance due to capital projects

Sewer Capital – out of balance due to capital projects

Rich Flanagan cannot understand where figures come from to determine the MMO. Actuary provides the formula for calculating figures.

MOTION BY MARK MOFFA TO RECESS THE MEETING FOR FIVE MINUTES AT 8:45 P.M..
SECONDED BY JOE DUDASH. All yes, carried.

Meeting reconvened at 9:00 p.m.

MOTION BY BARBARA HEFFELFINGER TO ADVERTISE THE REVISED BUDGET.
SECONDED BY JOHN STRATZ. All ayes, carried.

MOTION BY MARK MOFFA TO ADVERTISE TAX ORDINANCE #2018-4 ESTABLISHING TAX RATES FOR 2019: 24.3 MILLS FOR GENERAL BOROUGH PURPOSES, 3 MILLS FOR FIRE TAX AND 3.5 FOR DEBT SERVICE AND FINALIZE AND ADOPT ON DECEMBER 28, 2018.
SECONDED BY JOHN STRATZ. All ayes, carried.

MOTION BY BARBARA HEFFELFINGER TO PAY GETTYSBURG BENEFITS ADMINISTRATORS, INC. INVOICE DATED 11/30/18 IN THE AMOUNT OF \$164.93.
SECONDED BY MARK MOFFA. All ayes, carried.

MOTION BY MARK MOFFA TO ADJOURN THE MEETING AT 9:10 P.M. SECONDED BY JOE DUDASH. All ayes, motion carried.

Council went into executive session.

Submitted by:

Marie Serota, Secretary/Treasurer