

## BUDGET WORK SESSION

November 12, 2018

Council President Beverly Wolfe called the meeting to order at 7:30 p.m. with the Pledge of Allegiance. She announced that we are recording this meeting with a new recorder with voice recognition software.

### Present at Meeting

Council President Beverly Wolfe  
Council Vice President Barbara Heffelfinger  
Councilman John Stratz  
Councilwoman Laura Germain-absent  
Councilman Joe Dudash - absent  
Councilman Rich Flanagan  
Councilman Mark Moffa  
Mayor Robert Winkler

### Also present

Marie Serota, Secretary/Treasurer

### Motion Items

MOTION BY BARBARA HEFFELFINGER TO APPROVE THE FOLLOWING PRE-PAID CHECKS FOR THE MONTH OF OCTOBER 2018:

- Check #12228 dated 10/2/18 made out to Langhorne Postmaster in the amount of \$263.81 for 4<sup>th</sup> quarter postage
- Check #12229 dated 10/2/18 made out to Verizon Wireless Services LLC in the amount of \$120.03 for air cards
- Check #12230 dated 10/3/18 made out to Bucks County Treasurer in the amount of \$25.00 for the Recreation Board's Small Game License
- Check #12231 dated 10/3/18 made out to DCED in the amount of \$126.00 for 3<sup>rd</sup> Quarter UCC Fees
- Check #12235 dated 10/23/18 made out to Brown & Brown of Lehigh Valley in the amount of \$250.00 for Kondrk bond renewal
- Check #12236 dated 10/23/18 made out to Comcast in the amount of \$172.13 for internet and voice service
- Check #12237 dated 10/23/18 made out to PECO in the amount of \$210.60 for electric service at Recreation Field and 37 W. Woodland Avenue and gas service at 300 Bellevue Avenue

SECONDED BY JOHN STRATZ. Rich Flanagan questioned the bonding invoice. The secretary explained that the bonds are paid annually. All ayes, motion carried.

MOTION BY JOHN STRATZ TO APPOINT AMANDA MIELUCH TO THE RECREATION BOARD TO COMPLETE THE VACANCY LEFT BY DAVE CAHILL, TERM ENDING 2018 AND ALISON NICKERSON TO COMPLETE THE VACANCY LEFT BY DAN CAHILL ENDING 2019. SECONDED BY MARK MOFFA. All ayes, motion carried.

#### 2019 Budget Review

Finance Chairperson Barbara Heffelfinger turned the meeting over to Beverly Wolfe, Council President. Mrs. Wolfe distributed a summary sheet with updated fund balances with budget figures discussed previously with Council, which is attached.

Discussion on salary splits between the general fund, sewer fund and refuse funds. Council agreed to look into changing the split percentages. This will be discussed in executive session.

John Stratz requested reviewing the general fund line by line. The following line items were noted:

Line #01-310-510 Local Services Tax - Rich Flanagan questioned the LST tax. Secretary explained that it replaced the Occupational Privilege Tax. Employees in the borough pay \$1.00 per week for emergency services totaling \$52.00 per year. John Stratz said Frank Farry is sponsoring a bill depriving municipalities from collecting the funds.

Line #01-322-500 Road Occupancy Permits - Beverly Wolfe said there is a system in place involving the borough engineer and inspections.

Line #01-331-100 District Magistrate Fines – Mark Moffa and Rich Flanagan discussed realistic expectations with the Mayor.

Line #01-404-310 Borough Solicitor – Beverly Wolfe said she is going to attend a meeting with Hill Wallack to discuss legal bills.

Rich Flanagan left at 9:20 p.m. He will bring a donated sign from the recreation board to another meeting to present to Council.

Line #01-406-310 Professional Services – consists of codification services and website design

Line #01-407-318 Software License Fees – consists of: Computer System Maintenance-Administration & Police Dept, Taser Video Services, Cloud Back up Services (Police) Website Hosting/Maintenance

Line #01-408-310 Borough Engineer - Ms. Schuehler had to catch up on engineering/projects that were already started and she had to inspect all of the concrete work that was done on Lincoln Hwy, which was not budgeted.

Mark Moffa discussed possible cuts in the police department budget. The Mayor said that the budget numbers are higher than previous actual totals in case there is a major crime and the funds are needed. Also, he waits to purchase certain items until comfortable with funds spent on the department at year end so they aren't over budget.

Line #01-406-310 Professional Services – consists of codification services and website design.

Line #01-413-420 Dues, Subscriptions & Memberships – The Mayor explained this is the ICC membership and necessary books.

Line #01-413-450 Contracted Services – Barry Isett had to complete the legacy permits that were approximately \$10,000. Council President said the permit fees will cover these expenses. Mark Moffa commented that if we are going to require them to patrol the borough for violations won't this number be increased? Beverly said that Keystone did not patrol the borough and asked why this is an issue now. Barbara responded that since everything has been let go over the years it is now very noticeable. Beverly said now that we have an email address for the public to report violations. The Mayor asked why we have ordinances for property maintenance if we aren't going to enforce them. He also said most municipalities have their own code enforcement officer that is an employee. Barbara Heffelfinger asked if we get a report monthly with all of their inspections for the month. Beverly said they are sending them to Karen. The Mayor said they should be sent to him. Mark Moffa said that he would like to see a monthly report also. Keystone Municipal Services submitted a copy to the Mayor every month.

Line #01-430-360 Utilities – Beverly commented that this line was over because of the pipe that broke at the plant office. Also, two oil tanks were filled because they were empty at the beginning of the year. We can't go by actuals since the maintenance employee was let go.

Line #01-430-451 Vehicle Maintenance - No funds were spent since the vehicles were not driven.

Line #01-457-450 Contracted Services – consists of \$2,000 tree trimming, \$5,000 for the new roof, \$3,500 for mulch, \$10,000 for Taddei Woods, \$1,500 miscellaneous expenses.

MOTION BY BARBARA HEFFELFINGER TO ADJOURN THE MEETING AT 10:46 P.M.  
SECONDED BY JOHN STRATZ. All ayes, motion carried.

Submitted by: \_\_\_\_\_  
Marie Serota, Secretary/Treasurer