



Marysville Borough

**Marysville Borough
Finance Committee Minutes
July 6, 2022
5:30 PM**

The Finance Committee meeting was called to order at 5:38 PM on Wednesday, July 6, 2022 at the Marysville Borough Office. Present were Council Members Dave Magee, Brian Webster and Charles Wentzel. Also present was Borough Manager, Zachary Border and Finance Secretary, Trish Hammaker.

New Business:

Review Minutes from the Previous Meeting

The Committee approved the minutes from the June 8, 2022 meeting as written.

Executive Session – Real Estate/Personnel

The Committee went into Executive Session at 5:40 p.m. on matters of Real Estate and Personnel. The Committee came out of Executive Session at 6:05 p.m. with no action to be taken.

Capital Area Tax Collection Bureau (Agenda Addition)

Trish provided the Committee with disbursement information for the year-to-date as there was some concern regarding the amounts and timing of the disbursements. Brian recommended that Zach request a copy of CAPTAX audits for the year 2019, 2020 and 2021. The Committee agreed.

Sewer Billing

Dave advised that he would like to align the sewer and trash billing cycles. Zach advised that currently sewer is billed in arrears and trash is billed ahead. Charles asked if this was an issue. Trish advised that it causes confusion for the settlement companies and new residents. Dave stated that one way to align the cycles is to forgive on quarter of sewer billing. Trish advised that this would be a loss of approximately \$225,000.00 in sewer revenues. Discussion ensued on other options such as aligning the cycles at the time of property settlement. This item was tabled for future discussion.

2023 Budget

Zach announced that budget requests went out to the Department Heads. Trish suggested updating the current budget to add lines instead of most things being posted to General Expense in an effort to be more transparent to Council. Dave advised that he will work with Trish in order to accomplish the task.

Zach advised that the Sewer Plant was looking into a project for the 2023 Budget for actuators and the cost would be approximately \$50,000. Dave said the Sewer Fund was revenue heavy and suggested stockpiling the parts for the project. Dave added that there is \$76,000 under Tapping Fees that could be used.

After some discussion, the Committee requested that using up to \$76,000.00 from line item 364.112 to purchase parts for the actuator project which will be expensed out of 429.740 be placed in the Council agenda with the Sewer staff providing quotes at that meeting.

Pool Raises (Pool Manager Laura Reed participated via phone)

Zach advised that new Pool Manager Laura Reed has requested raises for Ashlyn Swails, the Head of Concessions and the Lifeguards. It was noted that Ashlyn has taken on more responsibility as she is now ordering supplies for the Concession Stand and reconciling pool monies. With respect to the lifeguards, Laura stated that other pools are paying more and she fears losing our lifeguards to other pools noting that she is already in need of additional lifeguards and cannot find any.

Charles asked if there were any other unexpected expenses at the pool this year and Zach advised that a new refrigerator and freezer is needed.

Dave asked Laura what she would suggest the new rates should be and she advised \$15.00 per hour as that would make the pool more competitive with other pools. Trish stated that full time, year around employees of the Borough do not make much more than that. Dave advised that they could recommend a retro active raise at the end of the year in order to see where the pool was at financially. He added that pool staff received a \$1.00 per hour raise from 2021 to 2022.

The Committee recommended that Council give Ashlyn Swails a \$2.00 per hour raise and a 3% raise to all other staff with the exception of Management. Dave noted that the Committee would look into bonuses at the end of the year.

Sheriff Sales

Zach noted that the Borough was partially successful on a recent threat of Sheriff Sale. Dave advised that the Borough would not lose money during this process and the only entity that would trump the Borough on getting paid would be the state for inheritance tax.

Dave advised that if the Council would be willing to use this process as an additional means of collection, a threshold needs to be determined and he asked how the Committee members felt about that being \$5000. Dave added that instead of a monetary amount they could consider a time frame such as months/years delinquent. Charles asked what the amount would be if someone was two years delinquent. Trish advised that that would be approximately \$2000.00. Brian stated that he would prefer it be set by an amount, not by a time frame.

After some additional discussion, the Committee decided to recommend that Council consider adopting a policy to Sheriff Sale properties that are delinquent at least \$5000.00 in an effort to collect delinquent sewer and trash monies.

Fuel for the Fire Department

Dave advised that the Fire Company uses approximately 75 gallons of diesel fuel monthly and that they must take the vehicles out of town to fuel up due to the size of the equipment. He suggested allowing the Fire Company to utilize the Borough pumps. Charles

asked if their rigs would be able to get in and out of that area. Brian provided that turning radius for the largest apparatus and advised that they would be able to but noted that the Fire Company already receives a discount on their fuel and he thinks that the discount is larger than that of the Borough as they do not have to pay the Federal Excise Tax.

This item was tabled until Zach can look into whether or not the Borough pays a Federal Excise tax.

Ejector Check Valve Assembly

Dave asked if this was budgeted for 2022. Zach advised that it was not, but this allows the actuator to open and it needs done. Dave advised that because of the amount, Zach can approve it.

Trash Pump

Zach advised that the Borough currently has one of these and that it is used to drain basins and pool uses it as well, noting that it is not just used for waste water.

Charles asked if there was money in the Pool Budget to purchase one specifically for the pool. Dave advised that there is money in line item 452.370 for the purchase.

The Committee is recommending that Council allow the purchase of a new Trash Pump for the Pool from line item 452.370 of the Pool Budget.

Old Business:

2022 Budget

The Committee asked questions and Trish answered them after which the Committee approved the financials.

Municipal Payment Obligations

a. Matured CD's

Zach advised that the General Fund Short Term CD at PLIGIT will be maturing and he needs to know what he is supposed to do with those funds. Dave Magee suggested paying down bonds as there is a projected ¾% interest rate increase expected from the Feds.

After some discussion, the Committee is recommending taking \$100,000 from the State Highway Aid account to pay down bonds.

Fee Schedule

This item was tabled.

PLIGIT/Mid Penn

Zach advised that he and Trish had an online conference with Elan which is the company which Mid Penn referred us to for credit cards. He noted that the program sounds more user friendly from the accounting side as a card can be issued per department and the payment would be debited from the related fund so that all the transfer and journal entries would not be necessary.

Trish advised that there are no fees associated with these cards and that the cash back program would be \$10,000.00 for \$1,000,000 for the year. She added that if we pay everything we can via credit card, this would not be a problem.

The Committee was in favor of the change and requested that Zach discuss this at the Council meeting under the Borough Manager's report.

Paving List

This item was tabled and will be discussed as part of the 2023 budget.

MS4 Financing

This item was tabled until the Storm Water Authority is created.

Public Comment:

Charles advised that Councilwoman Zulli has an idea about starting a Beautification Committee that could look for funding in order to fund improvements to historical housing stock.

The Committee suggests adding this to the County Comp Plan as a project to specifically preserve housing stock. This will be discussed under Committee Reports at the Council meeting.

Dave stated that there is a lack of community involvement and interest in things such as Welcome Wagons as fading away. He discussed the possibility of starting a non-profit to fill this void.

With no further business to discuss, the meeting was adjourned at 8:32 PM.