

 **Marysville Borough**

**Finance Committee Minutes**

**May 4, 2022**

**5:30 PM**

**The Finance Committee meeting was called to order at 5:30 PM on Wednesday, May 4, 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:**

Approve Minutes from the Previous Meeting

The Committee approved the minutes from the April 6, 2022 meeting as written.

IT Proposals

1. INTERMIXIT
2. Korporate Computing
3. ARCHWARE Computer Solutions
4. Dean Lusby Technology Solutions LLC

Dave abstained from the conversation due to a personal interest.

Brian stated that he is concerned that the off-site back-up is at the Waste Water Treatment Plant which is currently in the flood zone. Charles agreed.

Dave asked where ARCHWARE was located and Zach advised that it was in Harrisburg,

Charles asked if we currently back-up I-WorQ and Zach advised that we do not.

Zach stated that ARCHWARE has a staff of five to six people and one of those people are solely dedicated to customer service. He noted that our current IT provider is a one-man show.

Brian asked what a Server Image Back-Up is and Charles advised that it would be used in case the server went down.

Zach advised that the Maintenance and Sewer Departments are on a different network. Brian asked if hey were being backed up. Zach was unsure.

After reviewing all four proposals, Charles asked that Zach check their references. Zach advised that they provided referenced and one was a governmental agency and the rest were not.

Brian stated that the IT provider would have to have a specific clearance due to the Police Department records.

After a brief discussion, the Committee tabled the item so that the references for ARCHWARE could be verified and so that we can verify that they have the required clearances because of the Police Department files.

Fee Schedule

The Committee reviewed the Fee Resolution. Zach advised the items highlighted in yellow were the changes and everything else stayed the same. He also advised that he added the Pool Membership fees to the Resolution so that this could be discussed at the beginning of the year. Charles requested that the dates for the discount rate be removed.

Dave asked what the Quick Ticket Fee was and Zach advised that it was for Code Enforcement.

Brian referred to page two of the Resolution and stated that under Pool Party Rate, paragraph three and stated that the last sentence was incomplete. Zach advised that he will correct this.

Brian referred to page three Licenses, Permits and General Business Regulations and stated that the rates were not consistent with Other Permits noting that the Overweight Vehicle Application Fee and Storage of Motor Vehicles Application Fee and Renewal Fee were listed in both areas and the pricing are different. Charles requested that those listed under Other Permits be stricken.

Brian requested that Impounding and Removal of Vehicles be changed to mirror the Pennsylvania State Police requirements and asked Zach to check Resolution 225 which is referenced.

Charles asked if the Sign Permit fee is charged annually and Zach advised that it is a one-time fee noting that a Zoning Permit must be applied for to erect a sign.

Dave asked if the Certification of Taxes Paid fee was set by the Tax Collector and Zach advised that it was set by Borough Council.

Dave asked about the Sewer Tapping Fee format. Trish stated that the connection fee is not included but is referenced in the Ordinance. Brian asked what the difference was between a Tapping Fee and a Connection Fee. Trish advised that Tapping is when you connect a line to the Sewer Main and Connecting is when you connect the lateral from the sewer main to the house.

Sewer rates were discussed. The prospect of changing sewer billing to be based on water consumption was discussed. It was decided to refer this back to the Sewer Committee for further discussion noting that the Finance Committee strongly recommends considering changing the billing rates to be based on water consumption.

Brian asked why the Street Cut rates were changed and Zach advised that the proposed is in-line with how other communities are handling them.

Brian asked about the exemption on the last page of the Resolution. He specifically referred to number five asking if it should be taking out. Discussion regarding the matter ensued.

The Committee is recommending that Council approve the Resolution as presented noting that several items need to be further researched and addressed by the appropriate Committees.

MS4 Fees

Dave stated that he requested that Zach leave this item on the agenda as this was tabled by Council at their April meeting since neither he nor Charles were able to attend. Zach advised that it will also be tabled at the May meeting as Leigh Ann will not be able to attend.

Automatic Gate

Dave advised that this is an unbudgeted item. Zach stated that this was placed on the agenda in order to address an issue brought forth by a Council member.

After a discussion on items that were on the proposal that were felt unnecessary, Brian suggested a compromise noting that we could install a two-part sliding gate without the extras. Charles stated that this should be put in next years budget. Brian agreed stating that a re-worked quote should be provided as this quote includes things that are unnecessary.

Service Agreement

The Committee deems this necessary and recommends that Council approve this item.

Kings Highway Street Damage

Dave advised that there is damage to the street in the 200 block of Kings Highway. He added that the Borough received a letter from two of the residents adjacent to that portion of the street regarding not only the deterioration of a section of the street but to their properties as well. Zach provided the members of the Committee with a copy of the letter with pictures for review. Zach stated that the Maintenance employees installed an asphalt curb yesterday in an effort to resolve the matter and he had the Borough Engineer take a look at it as well. The Engineer stated that if the Borough would mandate that the property owners install curbing, there would still be a need for a storm drain or swale.

After discussion, the Committee decided to refer this issue to the Borough Engineer, the Streets Committee and the MS4 Committee for further discussion noting that the Ms4 Committee is being involved due to the proximity to the Creek.

**Old Business:**

2022 Budget

The Committee discussed the financials and Trish answered questions that the Committee had. Charles reminded the Committee about the $5000 budgeted in the Recreation Fund to be given to the Railroad Memorial Fund. Dave stated that the transfer needed to wait as those monies may not be needed.

Municipal Payment Obligations

The Committee discussed the possibility of using the matured and maturing CDs to pay down bond debt. Dave advised of the estimated savings in interest payments that could happen as a result of paying down the open bonds.

Cameras for the Public Works Complex

1. Alwine Security

Brian suggested tabling this item to allow Zach to do more research on the topic in an effort to find a more cost-effective way to address security at this location. The Committee agreed.

Matured CD Option

1. PLGT
2. Mid Penn (Matures June 2022)

Zach advised that the monies from the two matured CDs at Cetera were put in a 60-day CD with PLGT as instructed. He added that there is a CD at Mid Penn Bank that is maturing in June of this year and asked for a recommendation on how to handle these funds. The Committee recommended that Council have these funds invested in a short-term CD with PLGT as well so that Council can decide how it wants to handle these monies.

Dave asked Trish to address her concerns about PLGT and she addressed the Committee advising that because PLGT is not a local bank, deposits need to be mailed to them or wired to them complicating the process. She added that the interest rated provided on these funds are not much better than those offered by Mid Penn Bank. Trish suggested that Borough representatives meet with the appropriate people at Mid Penn Bank to discuss what they would be willing to offer the Borough in way of interest rates if we pulled those monies back to Mid Penn Bank. Dave volunteered to be part of the meeting and it was suggested that Lance be involved as well as he already has a working relationship with the bank.

Skid Loader

1. Hoober Inc
2. LandPro
3. Messick’s

Dave advised that he did some research on this issue and found that both the skid loader and track loader came with the same attachments as the backhoe. He stated that we could sell the backhoe for approximately $75,000 to $100,000. Brian stated that the backhoe has more power than the skid loader.

Zach advised that he looked into getting forks for the backhoe and received quotes of $2800 to $3800.

Brian stated that because of the age of the skid loader and the fact that it has about 1100 hours on it, it is not getting much use and he doesn’t believe that the use justifies the purchase of a new skid loader.

Charles asked how often the back hoe gets used and what it was used for. Zach did not have that information, but noted that the skid loader gets used almost every day, mostly for unloading chemicals for the Sewer Plant and placing them in the chemical storage area. Charles asked what the clearance was to get in the chemical storage area. Zack will look into that.

Dave asked if Zach knew the hours on the back hoe. Zach did not know.

Brian suggested the possibility of purchasing a used forklift to be utilized for unloading chemicals and placing them in the chemical storage area.

After some discussion, the Committee tabled this item and requesting that Maintenance and Sewer staff provide the Committee with an analysis of both the current back hoe and skid loader, what these pieces are used for and how often they are used.

**Public Comment:**

None

The meeting was adjourned at 7:56 PM.