

 **Marysville Borough**

**Finance Committee Minutes**

**September 7, 2022**

**5:30 PM**

**The Finance Committee meeting was called to order at 5:30 PM on Wednesday, September 7, 2022 at the Marysville Borough Office. Present were Council Members Leigh Ann Urban, Brian Webster and Charles Wentzel. Also present were Borough Manager, Zachary Border and Finance Secretary, Trish Hammaker.**

**New Business**

1. **Selecting a New Chair**

In light of Chairman Magee’s resignation from the Committee, Leigh Ann Urban was present and the Committee reorganized. Brian nominated Charles to Chair the Committee. Leigh Ann agreed and Charles accepted the position.

1. **Approval of Previous Minutes**

Brain made a motion to approve the minutes as written and Charles seconded. The motion passed.

**Public Comment**

Rich Stees of 598 Cassell Street and the person spear heading the Railroad Memorial was present. Rich updated the Committee on where the project was currently and gave a timeline for completion and placement of the bricks noting that he hoped to have the actual construction completed by year end with the bricks being placed in early 2023. Rich advised that he solicited donations for benches as the Memorial and has received two thus far. He added that there were some unexpected expenses during the course of construction. Rich advised that concrete sidewalk was installed along the Memorial which will make this a safer place for people to visit. He added that the lighting could not be installed the way that PPL suggested as it would take up too much space so they had to get creative to make it work.

Rich advised that after looking at the what was left in the fund and estimating what still needed to be done at the sight, he was present this evening to ask for consideration in the 2023 budget for some additional funding. Manager Border noted that there was $5000.00 in the 2022 General Fund Budget earmarked for the Railroad Memorial that had not been transferred to the Railroad Memorial Fund yet. After some discussion, the Committee requested that the $5000.00 be transferred.

**Old Business**

1. **2022 Budget**

The Committee members asked questions about the bills and Trish answered them. Charles asked if everything was up-to-date with respect to the Financial Reports and Trish advised that it was.

1. **Fee Schedule**

Zach stated that this item was a placeholder and that it should be discussed prior to the end of the year. This item was tabled.

1. **2023 Budget**

The Committee reviewed the proposed budgets starting with the smaller funds. Zach noted that the Borough was awarded a DCNR grant for approximately $106,000.00 and that it was a matching grant. Leigh Ann suggested adding line items in the Parks and Recreation Budget; one on the income side for the grant money and one on the expense side for tracking the spending of the grant money. The Committee agreed and directed Trish to revise the Parks and Recreation Budget to add these lines. In addition, Zach was directed to find out what the match amount is so that it can be budgeted for in 2023.

The Committee reviewed the proposed Pool Fund Budget. Charles asked if the financials for the Pool were closed out since the pool was closed for the season. Trish advised that one last payroll needed to be added and Zach advised that there were still some expenses that had not been billed out yet such as the winterization of the pool, some minor electrical work that needs to be completed and the sale of the leftover concession stand food. Zach noted that this should be completed this month and that the October financials should be the finals for the year.

Leigh Ann asked about the year-to-date 2022 expense line for water. Trish advised that the bill is $107.98 monthly. Brian stated that this is an indication that the water company is estimating the bill and Trish was directed to contact the water company and have them do an actual reading.

A discussion ensued on the actual revenue and expenses proposed for concessions. The Committee decided to bump the proposed 2023 revenue for concessions to $21,000 and the proposed expense for concession to $17,000.

The Committee reviewed the proposed State Highway Budget for 2023. Brian asked if there was any money for paving in 2023. Trish advised that the Liquid Fuels

money that comes in basically pays the bond debt leaving no money for paving. Leigh Ann asked about the actual expense for Winter Maintenance in 2022. Zach advised that it was high due to two major storms occurring on Holidays.

The Committee reviewed the proposed Sewer Fund Budget for 2023. Charles asked if the proposed revenue for Tapping fees was realistic and Trish advised that it was based on 20 units. Discussion ensued on this and the Committee decided this was a realistic number.

Leanne noted that she needed to leave by 6:30 in order to make another meeting. Trish stated that she provided a report for each departments General Expense line item for 2022 to date. She requested that the Committee members review the expenses in those line items to see if they would like anything broken out and given its own line item in the 2023 budget. Leanne left at 6:35 PM.

The Committee reviewed the proposed General Fund Budget 2023. Brian asked about the 2022 Delinquent Real Estate Taxes being low. Trish advised that the Tax sale is later this month and that revenue should increase once we get the September check.

Charles asked if the $5000.00 proposed for Building Capital outlay was based on a specific need. Zach advised that he would like to look into keyless entry for the building, but needs to get pricing. Zach was directed to get some quotes and this will be revisited in October.

The Committee reviewed the proposed Police Budget and Trish advised that those numbers were provided by the Chief. The Committee discussed staffing for the Police Department.

Zach advised that at the time the budget was being drafted, we did not have Health Insurance costs available so Trish put an 3% increase in. He advised that he just received a quote from Capital Blue Cross today that shows an 11.91% increase in Health Insurance for 2023. He added that the quote also provided alternatives to the current plan noting that the Union contracts state that the Borough needs to provide something similar to what is currently in place. A discussion ensued on the differences and the selection of the 2023 health insurance plan will be placed on the Council agenda. The Committee directed Trish to recalculate the 2023 Health Insurance costs based on the 11.91% proposed increase.

Brian asked if it was necessary for the 4th quarter pool contribution to be paid since the pool season is closed and it appears to be in the black. Charles agreed that this would not be necessary. This will be placed on the Council Agenda.

Brian stated that once the amendments were requested by the Committee were made that the revised proposed budgets be emailed to the Committee.

With no further business to be discussed, the meeting was adjourned at 7:23 PM.