



Marysville Borough

Marysville Borough Finance Committee Minutes October 5, 2022 5:30 PM

The Finance Committee meeting was called to order at 5:30 PM on Wednesday, October 5, 2022 at the Marysville Borough Office. Present were Council Members Leigh Ann Urban, Brian Webster and Charles Wentzel. Staff members present were Borough Manager, Zachary Border and Finance Secretary, Trish Hammaker. Scott Artley of 320 Myrtle Avenue and a member of the Planning Commission was also present.

New Business

1. Approval of Previous Minutes

Leigh Ann advised that her name was misspelled twice and requested it be corrected. Brian made a motion to approve the minutes with the corrections noted and Leigh Ann seconded. The motion passed.

2. Keyless Entry System

Brian gave some background advising that in years past, Council members were given keys to the Borough Office, but when they left keys were not being returned and the locks were getting re-keyed. He noted that this was expensive so that is why keys are not given to Council members anymore. He added that Trish comes in to open the office for meetings such as the Pool Foundation meetings and Main Street meetings. Brian noted that changing to a keyless entry would resolve these issues. Brian noted that with keyless entry, the administrator could program who could access the building on what days and at what times.

After reviewing the quote from Alwine Security LLC, Brian advised that he prefers a stand-alone system. Charles stated that he is not a fan of annual fees. Leigh Ann stated that the cost, without the annual fees, would be \$6,799 and asked how much money was available in the 2022 budget. Trish advised that there is approximately \$15,000 available under the Building Capital Outlay line item in the General Fund.

Leigh Ann requested one more quote for the Council meeting, but said she supported the change. She added that Zach was not able to get a second quote in time for the October Council meeting, that it could be placed on the November agenda.

Both Charles and Brian agreed and Zach will obtain a second quote. Once the second quote is received, this can be placed on the Council agenda for action.

3. Computers for Council

Zach advised that with the cost and availability of paper, he wanted to look into getting computers for Borough Council members in an effort to have them look at their meeting packets electronically and not actual copies of packets, which at times can be voluminous. He stated that he priced the Surface Go 3's and they are \$399.00 each.

Leigh Ann advised that she thinks this should be a choice left to each Council member. She added the cost for seven of them would be \$2793.00.

Brian stated that he supported this idea because in the long run, it would save the Borough on paper costs.

Charles asked what we currently pay for copy paper and Trish advised that we pay around \$33 for a carton which is 10 reams of 500 sheets.

Leigh Ann stated that she supported this idea and that money was available in Capital Outlay. Charles added that he supported the idea as well, but a case should also be purchased for them to protect them.

Zach noted that the intent would also be for Borough Council to review packets prior to the meetings.

Charles asked if the Borough would need to purchase a usage plan or if they would run on Wi-Fi. Brian advised that they would run on Wi-Fi.

The Committee recommended that this item be placed on the Council agenda for the purchase of up to eight Surface Go 3's with cases for Council members and the Mayor if they wanted them.

4. Trees (Heritage Park and Walking Path)

Zach advised that he was contacted by the resident adjacent to Heritage Park and that he expressed concerns about some dead limbs on a tree in the park that were overhanging his home. He requested that the Borough have the limbs removed. Zach noted that Goods Tree and Lawn Care recommends removal of the tree I question since cutting the dead limbs would most likely kill the tree. He advised that the cost would be \$3795.00 to take the tree down and that included removal of the wood. Zach went on to discuss tree issues at the Lion's Club Park noting that the cost to take care of these would be an additional \$2860.00.

Trish advised that there was no money available in the Parks and Recreation budget for these expenses. Discussion ensued on where the money would come from to take care of these trees as they were safety issues. Charles asked if there were any grants coming in this year and Zach advised that the CDBG grant should be received this year. Trish advised that there is still the 4th quarter contribution from the General Fund, but it would only be for \$2000.00.

Leigh Ann asked if it was possible to borrow money from the General Fund to cover the costs and repay it when the CDBG money comes in. She added that since it was for tree removal in the Parks, the grant money could be used for this.

Charles advised that this is an unforeseen expense and a safety concern so regardless if it puts the budget in the red, it needs to be done. After some additional discussion, the Committee recommends that Council have this work done and that the expense be charged against line item 454.315 in the parks and Recreation budget. In addition, the title of this line item should be changed to Parks Maintenance.

5. Skid Loader

Zach advised that the Borough Skid Loader was recently taken out of service. He stated that a load was almost dropped on someone and that the employees expressed safety concerns. He added that both Lance and Jackie met with the employees and the decision was made to take the machine out of service.

Leigh Ann asked where the money would come from to cover the purchase of another skid loader. It was noted that half the money could come out of the General Fund and the other half out of the Sewer Fund as this piece of equipment would be shared.

Trish advised that there was \$19,934.45 available in the Sewer Fund budget under line item 429.740 and \$34,673.13 available in the General Fund budget under line item 430.260.

Brian asked Zach to find out the lifting capacity on the John Deere Skid Steer Loader from United Rentals. Charles asked if buying used was better than buying a new machine. Brian advised that the new machine proposed by Messick's comes with all sorts of unnecessary extras.

After some additional discussion, this item was referred to Borough Council noting that there is approximately \$54,000.00 available towards the purchase.

Old Business

1. 2022 Budget

The Committee members asked questions about the bills and Trish answered them.

2. Fee Schedule

Trish advised that Street Cut Permit Fees were in two places in this document. They were listed under the header of Streets and Sidewalks and again under the header of Highway Occupancy Permits. Discussion ensued on whether or not they were the same and Zach was directed to check with the Borough Engineer. Charles tabled this item until an answer could be obtained.

3. 2023 Budget

The Committee reviewed the proposed budget for Parks and Recreation. Trish advised that the C2P2 Grant from DCNR is matching and stated that we needed to find money for the match. Brian asked if in-kind matches were allowed and Zach advised that he would need to check on that. Leigh Ann advised that there was approximately \$71,000.00 left in the American Recovery Plan PLIGIT Fund after MS4 takes the portion that it needs. She added that the upgrades at the parks could be considered MS4 related and therefore, the funds could be used to help with the match. Brian asked if the remainder could be taken out of the reserves. Charles suggested increasing the amount of the contribution from the General Fund by \$4000 and lowering the amount of the DCNR C2P2 Grant to \$80,000.00.

Leigh Ann discussed the proposed MS4-Stormwater budget noting that it was discussed by the Authority members and that the decision was to use a Single Tier Residential Fee Structure. This budget is based on that structure. No changes were suggested by the Committee.

The proposed State Highway Aid budget was discussed. Trish advised that since the last meeting, she received notification from PENNDOT that the 2023 estimated Liquid Fuels allocation would be \$84,897.46. This change is to be made to line 355.050 under income.

Brian asked if money for paving would come from reserves. Leigh Ann stated that this would not be sustainable, adding that the Borough should have a five-year plan. Zach advised that he worked with the Borough Engineer to develop such a plan and that this Committee previously discussed three different paving options for next year. Brian stated that Leonard Street needs to be done. After some additional discussion, Leigh Ann suggested that \$100,000 be moved from reserves to this fund for 2023 paving and that five-year plan be finalized by the Borough. That plan should not only include a plan for what needs to be paved, but a sustainable revenue source for that paving.

Trish noted that she made the changes discussed at the last meeting for the proposed Pool Fund budget. She asked if anyone had any additional changes that they would like to make. No changes were requested.

The Committee will discuss the proposed Sewer and General Fund budgets at the next Committee meeting. Trish will make the changes that were discussed this evening and email them out to the Committee members.

With no further business to be discussed, the meeting was adjourned at 7:55 PM.