

**Marysville Borough**

**Finance Committee Minutes**

**March 9, 2022**

**5:30 PM**

**The Finance Committee meeting was called to order at 5:30 PM on Wednesday, March 9, 2022 at the Marysville Borough Office. Present were Council Members Dave Magee and Brian Webster; Charles Wentzel was present via phone. Also present was Borough Manager, Zachary Border and Finance Secretary, Trish Hammaker.**

Elect a Chair

Dave Magee was asked if he would be interested in Chairing the Committee. Dave advised that he would be willing to serve as Chair. Effective this meeting, Dave Magee will serve as Chair of the Finance Committee.

**New Business:**

Approve Minutes from the Previous Meeting

After some discussion on the Pool Manager/Pool Employee rates, the Committee approved the minutes from the February 9, 2022 meeting as written.

Bonds/Bond Interest

Dave advised that he has been considering ways to call in a percent of the Street Bonds. He reported that for every $5,000 in bonding that is repaid the Borough could save approximately $33,075.00 annually in interest noting the bond payment has been steadily increasing even though the State allotment for Liquid Fuels has not. Dave noted that the earliest this could be done would be in July 2022. Charles asked where the money for this repayment would come from and Dave advised out of the General and State Highway Aid Funds with PLGT. The Committee will consider this suggestion.

Fire Department Dumpster

Dave stated that the dumpster at the Fire House, which is provided by the Borough, is being utilized by people other than the Fire Company. Dave asked Zach if he knew how much the dumpster is costing the Borough. Zach advised that he would need to research it as he believes it is built into the Garbage Contract as we are not billed separately for it. Brian stated that prior to the dumpster being paid by the Borough, the Borough billed the Fire Company at the quarterly residential rate for the dumpster. Charles asked if the dumpster was lockable and Brian advised that it was not. Charles suggested that the Fire Company place signage on the dumpster stating that it is for Fire Company use only.

Actuator Installation

Zach advised that Borough Council approved buying the actuator last year and Control Systems 21 will charge us an additional $1812.80 for the installation. Charles asked if staff could install it and Zach advised that the installation would be more than Borough staff would be able to handle as there was a computer component to the install. The Committee recommended that Council approve expended $1812.80 for the installation.

Drainage Issue at 210 North State Road

Dave advised that both he and Zach met with the owner of 210 North State Road, on site, to discuss an issue he is having with his sewer line that he feels is due to shoddy work done by a Borough hired contractor. Zach advised that he had the Sewer Department employees take a look it and neither of them feel that this the Borough’s responsibility. Zach added that the property owner advised that he was also having a drainage issue on the property as the storm drains were not properly installed and a section of the parking lot is sinking. Dave advised that it would costs approximately $5800 for the repair of the sewer line. Dave suggested that we have the Borough Engineer look at the issue and make a determination. Brian suggested that possibility of splitting the cost of the repair with the property owner. The Committee agreed to have the Borough Engineer look at it and make a determination.

Stormwater Fee

Dave advised that he has been working on possible ways to cover the expense that will result in the unfunded mandate by the State stormwater. He suggested lowering the sewer bills by $5.00 per month and adding a $10.00 monthly fee for MS4. He advised that this would generate approximately $130,000 to $140,000 annually. Dave advised that he had an informal conversation with Leigh Ann Urban, Chair of the MS4 Committee and that she was not in favor of his suggestion. Charles asked if the intention was to start this as soon as the 3rd and 4th quarters of 2022 and Dave advised that it was. Charles asked staff if that would even be reasonable to start that soon. Trish stated that in order to start the 3rd quarter of this year, staff would need to know in April as this would have to be discussed with the software company used for Sewer and Trash billing and they may have to write changes to the software on order to make it work. Charles stated that it was his opinion that the Finance Committee should wait on a recommendation from the MS4 Committee. Brian agreed and added that the taxpayers need to be educated regarding the matter and they need to understand that this is an unfunded mandate made by the state.

Erdman Anthony Proposal

Zach advised that this is the first proposal for the South Main Street Bridge Project. He added that the proposal is for field work and was for $11,617.85. Brian stated that the project was already approved by Borough Council and therefore, this should be approved as well. Zach advised the Council approved to use Erdman Anthony but this expense also needs to be approved. The Committee agreed to recommend that Council approve the proposal.

Half Price Pool Membership

Dave advised that in 2021 half price pool memberships were offered through July due to Covid and asked the Committees thoughts on running this again in 2022. Brian asked if the Borough received enough memberships at half price to make up for charging half price in 2021. Zach advised that we did. He added that it was promoted through a certain time but was kept on the books after the promotion period. Charles suggested that the cut off be no later than the end of June and should be offered to Borough residents only. The Committee agreed.

Dave advised that the Fire Company asked if the Borough would be willing to donate a Family of 6 Membership to the pool for their drawing that they use as a fundraiser if the Fire Company purchased a Family of 6 Membership. Dave stated that the Recreation Committee recommended a Family of 4 pass. Charles advised that, though he appreciates the Fire Company and what its members do, he is not inclined to agree since the Borough allocates specific funding to the Fire Company. Brian abstained from weighing in on this matter since he is a member of the Fire company. Dave would like to see the donation be made.

IT Service

She advised that she has had three interactions with the current IT professional and they have not been positive. She expressed concerns about his follow up to phone calls or lack there of even when the message stated the issue was urgent. Dave stated that he did not feel this was an issue for the Finance Committee. Zach asked what other Committee would handle this issue. Brian advised that the Borough did submit an RFP previously for these services and he added that he feels that all professional services should be placed out for RFP regularly. Charles asked when the current contract for services expires and Zach advised that there was no contract. Brian expressed that our IT person is the IT person for Perry County and we may be getting put on the back burner since they are a larger client; however, not returning phone calls, especially those that are specifically stated as urgent is not acceptable. The Committee decided to refer this item to Borough Council for discussion at the next Work Session. Dave advised that he would abstain from the decision as he is friends with the current IT Service provider.

**Old Business:**

2022 Budget

Charles asked about the Pennoni bills totaling $52,222.67. Trish advised that $39,998.58 would be reimbursed from the Rockville Estates Escrow account and that there is an additional $6716.12 that could be reimbursed from the MS4 account. Dave advised that there is no budget for the MS4 account for 2022 and he suggests that we reimburse invoices for MS4 related things from that account. Both Brian and Charles agreed. Brian asked what the check to the Moose was for and Trish advised it was to reimburse them for the food and supplies for Breakfast with Santa. Charles asked why there was nothing in the salary line items. Trish explained that she is waiting on assistance from the auditing firm on how to handle the Journal entries for payroll since going to Paychex as Quickbooks will not allow journal entries to certain types of accounts. The Committee recommended approval of the Financial Reports and payables.

**Public Comment:**

None

The meeting was adjourned at 7:02 PM.