

 **Marysville Borough**

**Finance Committee Minutes**

**April 6, 2022**

**5:30 PM**

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

Approve Minutes from the Previous Meeting

The Committee approved the minutes from the March 9, 2022 meeting as written.

John Pinkerton from Keystone Collections Group (EIT)

John Pinkerton gave a presentation regarding Keystone Collections Group and how it could assist the Borough with collection of Earned Income Taxes which is presently handled by Capital Area Tax Bureau. After the presentation Mr. Pinkerton asked if any of the Committee members had any questions.

Brian asked if Keystone Collections Group had any local offices and Mr. Pinkerton advised that they did not, but that it would not be an issue as Earned Income Tax is employer driven. Brian asked if they worked with Paychex and Mr. Pinkerton advised that Paychex sand ADP are among the larger companies they deal with. Brian asked how they handle collection of delinquencies. Mr. Pinkerton advised that unlike Cap Tax, they do not use the District Magistrate. He advised that they have a collections team whose sole purpose is the collection of delinquent taxes. He added that they also receive a listing from the PA Department of Revenue which they verify dollar amounts through.

Dave asked there was a hold back. Mr. Pinkerton advised that there was a small hold back for the purpose of refunds, but that this is trued up at the end of each month, noting that they payout weekly.

Brian asked if the County would have to approve Keystone Collections Group and what the process would be. Mr. Pinkerton explained the process noting that it involved the County, the School Districts and the Municipalities. Dave asked what the next step would be. Mr. Pinkerton advised that he has already met with one of the County Commissioners and has reached out to the school districts but has not gotten a response from the School Districts. Brian suggested that he go to the School Boards and Dave advised that he should contact the Superintendents. Charles requested to be notified when he goes to the Susquenita School Board so that he could be present.

Municipal Payment Obligations

Dave advised that the Borough’s Bond payments are going up and suggested paying off roughly $200,000.00 of the higher interest bonds in order to save the Borough money. After a brief discussion, Dave advised that this would be revisited in May.

Cameras for the Public Works Complex

Zach advised that quotes were received from ADT, Epic IO and GES and were included in the packets. Dave advised that a possible funding source would be the approximately $60,000.00 in interest and dividends received on the $500,000.00 we have invested at Cetera which has matured as this is an unbudgeted expense.

Brian advised that the Borough does not need monitoring services and that he believes purchasing a system that uses a wireless router and installing it so that we can record and review recording, if necessary, would be a cheaper route to go.

After a brief discussion, the item was tabled for more research.

Energy Saving Project

Zach advised that this project would change everything over to LED at the Borough Office, inside and outside of the Public Works Complex and at Pump Station 2. Brian stated that he does not feel that upgrading to LED would be much more efficient. Charles stated that he was concerned about being able to obtain the outdated bulbs/tubes and asked if we had any in reserve. Zach advised that there was a reserve at the Maintenance building. Dave stated that this was another unbudgeted expense. No action was taken.

Matured CD Options

Dave advised that the two CD’s we have at Cetera have matured. He added that we earned $60,580.10 in interest and dividends which should be deposited into the Sewer Fund. The Committee discussed what to do with the $500,000.00 dollars. Brian asked if it could be used to pay down Sewer debt. Dave stated that the Borough could consider holding back around $300,000.00 to lend to the MS4 Municipal Authority for MS4. Charles advised that he would rather see these funds used to pay down Sewer debt as he has an issue with internal loans and believes that the Municipal Authority should do their own Bonds. Dave asked if the funds could be reinvested for another 60 days in order for Council to take official action on how to handle the funds. Brian noted that the lowest term that Cetera had was six months.

The Committee directed Zack to call back the monies from Cetera, check with Mid Penn Bank and PLGT to see if they offer any 60 days investment opportunities in order to allow Borough Council to take action to pay down Sewer Debt.

Skid Loader

Dave stated that this is another unbudgeted expense. Zach advised that he was waiting for a third quote. The Committee discussed and questioned the uses of the equipment and if this purchase was necessary or if they could just buy forks for the backhoe.

The Committee tabled this item in order to receive the third quote and requested that Zach also provide the Committee members with the number of hours on the existing skid loader and backhoe, the uses of both machines and pricing for forks for the backhoe.

**Old Business:**

2022 Budget

Brian asked why there is still an open credit card under Connie Zitsch. Zach advised that he thought that Kim had closed the card when Connie left, but apparently, she had not. He added that the charge was a repetitive charge for software and that the card was now closed. Brian asked what the charge under the Police Chief from Slashtop.com was for and Zach advised that it was for the link from the computers to the cars. Brian asked what the charge to Bass Pro on Lonnie Sarver’s card was for and Zach advised for Buoys for the plant.

Trish stated that currently, the credit cards are issued to people and everything is debited from the General Fund and then monies need to be moved from other funds into the General fund in order to correct the accounting and that she was concerned that this was not clean accounting. She suggested that the Borough consider obtaining credit cards under the Departments and then having the charges coming out of those accounts when the credit card bills are paid. The Committee agreed and directed office staff to contact the credit card company to see if that was possible.

Brian asked the status of the change in the Fire Inspection Ordinance as Trish pointed out that the current Ordinance does not give the Borough the authority to require the inspections but the Fee Resolution sets up a fee for it. This was sent to the Borough Solicitor for review and he agreed that if the Borough wished to continue the inspections, the Ordinance would need to be changed. The Committee is having this added to the Council agenda.

Trish advised that as a way of recouping Engineering fees, the Committee consider changing the Fee Resolution to state that the Borough would bill any applicant for a Subdivision and/or Land Development submission for Engineering fees incurred above the application fee. Dave stated that he thought the Borough already did this. Trish advised that if it is provided for in the Ordinance and/or the Resolution that it is not being enforced as she looked back to 2020 and it has not been done. The Committee directed her to check the Ordinance and Resolution to verify and if it was not like that to have it added to the Council agenda.

With no further discussion, the Committee recommended approval of the Financial Reports and payables.

**Public Comment:**

None

The meeting was adjourned at 7:43 PM.