

MINUTES OF THE COMMITTEE MEETING
OF THE EAST PETERSBURG BOROUGH COUNCIL

DATE AND TIME:	October 28, 2021	6:00 p.m.
LOCATION:	Community Center	6051 Pine Street
ATTENDANCE:	Council Members:	John Wolf, President Debra Miller, Vice-President Adam Gochnauer, Pro Tem John Herr (Absent) Lauren Houck Randy Rannels John Schick
	Mayor:	James Malone
	Borough Manager:	Karen St. Clair
	Public Works Foreman:	Jeff Moseman

Meeting was called to order: 6:00 p.m.

Visitors: Josh Roberts, Tammy Moseman, James Swarr
James Swarr and Josh Roberts were recording the meeting.

Pledge to Flag

Public Comments: None

I. Agenda Items for DISCUSSION ONLY:

1. 3Q Financials Review:

Manager St. Clair reviewed the 3Q financial summary with Councilmembers:

General fund- right on track to meet budgeted revenue

Property tax- received 100%

Act 511 taxes – right on track to meet budgeted amounts

State revenue - right on track to meet budgeted amounts

Pension – received state aid on 9-28 in the amount of 27,874.00 These funds will be allocated to the water and trash funds by the end of the year.

Foreign fire insurance – received 9-28 in the amount of 22,072.00 and this was disbursed to the EP fire co. relief on 10-5.

Total revenue received as of 9-30 is 2,307,362.00 – we are at 90% of the budgeted amount for the year.

General fund expenses – coming in under budget at 1,278,962.00 – we budgeted 2,239,020.00

Water operating fund revenue – right on track – includes metered water, penalties, reconnect fees, hydrants, certifications fees

YTD - 675,277.00 at 79% of budgeted amount – we budgeted 850,200.00

Total revenue for water operating to date - 747,893.00

Water operating expenses – under budget - total to date is 391,235.00 - we budgeted 889,650.00

Trash fund revenue – right on track – total to date is 359,020.00 – we budgeted 468,920.00

Total trash fund expenses – 314,985.00 – we budget 430,750.00

Aging report – 30 days is 552.68 - 90 days is 199.73 - current is 46,012.00

Street sweeping – total income 5,900.00 for 3Q, YTD is 20,155.00

Street sweeping expenses TD – 16,195.00

Street sweeping net profit – 4,000.00

Council reviewed cash balance page.

2. 2022 Budget Review:

Manager St. Clair reviewed the 2022 budget with Councilmembers:

No tax increase for 2022

General fund is operating well, and the tax base will remain the same at 5.527 mils and that should be steady for the next couple years.

General fund receives most of its funds from Act 511 taxes - real estate, transfers, EIT, LST, and property taxes.

Expenditures:

Safety Police 38%

Building improvements 25,000.00 for improvements to borough buildings, mower shed roof, and counter in office.

Special projects 10,000.00 for misc. building improvements and maintenance shop to add a bathroom.

Public safety police services for 2022 is going up 47,300.00 – there will be a transfer from the public safety fund.

Additional police services – decreasing budgeted amount from 5,000.00 to 1,000.00

Streetlights – same at 85,000.00

Property inspections – increased by 8,000.00 currently at 50,000.00

Zoning office – increased by 5,000.00 currently at 45,000.00

Streets/roads engineering fees – decrease of 10,000.00 currently budgeted 20,000.00 due to Kevin and Jeff doing a lot of the leg work.

Sweeper maintenance – increase of 2,000.00 total is 20,000.00

MS4 engineering fees – decrease of 5,000.00 total is 20,000.00

Dumpster rental – no change

Parks – Tree and ground maintenance – increased by 800.00; total is 11,000.00

HARC – increase by 1,000.00 just in case

Swimming Pool expenses – decreased by 10,000.00 planning on doing electrical repairs and skimmer improvements, new camera may be installed in entranceway if vending machines are installed

Playground improvements – no change

Interfund transfers: 160,000.00 to capital reserve, 65,000.00 of this is comcast franchise; 50,000.00 for MS4; 45,000.00 for park upgrades; 150,000.00 to public safety fund; 25,500.00 for CFO (this will have to be updated) and 20,500.00 for EMC, 104,000.00 for police for 22-23; 25,000.00 into snow fund (if not needed it will go into Edward Jones); 15,000.00 into equipment reserve; 5,000.00 into swimming pool fund

Water Operating:

No water rate increase for 2022

470,715.00 ARPA funds allocated for Borough; received 235,000.00 7-21, expect to receive the other half in 7-22 ARPA funds will be used for water upgrades and any projects.

Large water items 120,000.00 - surplus of funds from water and water reserve will help cover costs for the following: DE Filter replacement in the amount of 52,886.00(updated quote), water meter project 40,000.00, installing bathroom at nitrate plant 4,000.00, Nitrate plant PH temp probe 2,000.00, nitrate plant bench top 3,000.00, spring (per DEP) scope to look inside the filters 3,000.00, spring (per DEP) lids for the tanks 3,000.00, feed pump at spring 3,000.00, generator device at well 11,000.00, city interconnect mini-split 5,000.00
Lemon St. phase III water main replacement project estimated cost is 350,000.00 – planning to use ARPA funds for this project – this will free up funds in water reserve.

Trash Fund:

Service contract with WM ends 12-31-22 with the option to renew on a yearly basis for up to two years.

WM has increased their rates for 2022 by 6% - due to this we will need to increase trash rates 20.00 for 2022.

New annual fee will be 258.00.

6060 Main: Currently vacant.

Capital reserves for special projects:

Meadows – MS4 50,000.00 - We have until 2023 for completion. Michael will apply for grant in 2022.

Playground equipment / Tennis Court upgrades

72 and Miller traffic signal 20,000.00 (split 50/50 with East Hempfield)

Misc. 10,000.00

Equipment:

20,000.00 budgeted for the following:

John Deer 0-turn 24,000.00 - 50% of this amount will come from equipment reserves

Sweeper broom 6,000.00 - 50% of this amount will come from equipment reserves

Misc. 5,000.00

Equipment reserve fund:

Items mentioned above, salt box will also be purchased for 6,000.00 and 3,000.00 allotted for Misc.

Public Safety Fund:

EMC 21,000.00

CFO 26,000.00 - this will need to be changed

For fire co. apparatus – 55,000.00 just in case it is needed

Transfer to General for Police services increase

Employee benefits and health costs:

Increase by 5%, currently pay 6,674.00, renewal is 7,040.00

Total base wages for 2022 is 545,000.00 and projected state aid for 2022 is 28,500.00

Taxable Assessed real estate value: 316,965,100.00

Millage will remain the same: General 4.474 plus Fire .780; Total millage 5.527

Capital improvement schedule for the pool: Electrical work, camera installation – all other items are completed

Cost opinion for Lemon Street water main replacement: 346,984.95

Emergency Services Coordinator – 20% is 20,336.00 – this amount is 200.00 lower than last year because they had an extra payroll in 2021.

Chief Fire Official 20% is 25,465.00 – Manager St. Clair explained that in 2021 we were paying 20% of 31,248.00 and then for 2022 it went down to 20% of 5,850.00, and she was told that when they hire someone new at East Hempfield they budget for medical for the family, but this employee opted out. Manager St. Clair inquired why this money was not returned and was told by Cindy that they base it on budget numbers not the actual and that is why the money was not returned. Tammy Moseman pointed out the training amount requested for 2022 in the amount of 6,500.00 includes the fire departments and this amount should only be for the CFO, and it is significantly higher than last year which was 750.00. Manager St. Clair said she asked Cindy why this was so much higher than last year, and Cindy said that the amount included online training for firefighters from all three fire departments as well as CFO. Ms. Moseman said she was under the impression that the medical cost would have been prorated and returned to us. Ms. Moseman also pointed out that the draft budget amounts for the CFO for 2022 are to be submitted by September 15, 2021, per the contracted agreement, and we are just getting this October 28 and the HAFSC boardmembers were not able to review this. Ms. Moseman voiced great concern that the budget for the CFO was submitted late and is significantly higher and this should have been discussed and approved by the HAFSC board members. Ms. Moseman asked if there will be a special meeting held as discussed at the special Council meeting. Manager St. Clair said that the draft budget was received September 15, 2021, and the revisions were just received today. Lauren Houck pointed out that the equipment request was also brought to them after September 15. Manager St. Clair said that she completely understands Ms. Moseman's frustration and did not understand why a meeting date was not established for whoever was available rather than East Hempfield trying to figure out a date everyone was available because a meeting needs to be held with them. It was agreed that the training amount should be for the CFO only and Manager St. Clair will get more clarification on this. Manager St. Clair said she does not get quick responses from East Hempfield, so she will put this in the budget now and then it will be disputed. Adam Gochnauer said we asked for a special meeting with East Hempfield, and so far, they did not get it and said that he agrees with Tammy Moseman that the next HAFSC meeting will be a very long meeting if we can't get a special meeting and East Hempfield should know we have a lot to discuss at the next meeting. Tammy Moseman will send some items to Manager St. Clair and then she will forward these items for the HAFSC agenda to Cindy and Diane. Ms. Moseman said even though she has gone this route to get items on the agenda previously, the items have not always been added. Mr. Gochnauer would like to know what the additional 13,000.00 for the CFO vehicle equipment and outfitting is for, and said we should have a 5,080.00-credit coming to us for the amount that was collected in 2021 for medical and not used. Mr. Gochnauer said he would like to see a breakdown for the expenses. Mr. Gochnauer said that whatever the amount is that they owe us could be taken off the first quarter payment amount to them. Lauren Houck said it is only standard in business to adjust the amounts and she is not sure why they would not have done this. Mr. Gochnauer asked Tammy Moseman to discuss this in the finance subgroup also.

Unemployment rate – no change

General fund

Changes recommended from prior budget discussions:

CC rent increased by 500.00

Zoning permits plus 3,000.00

Street sweeper upped by 2,000.00
Transfer for police increase
Medical insurance up by 11,000.00
Computer maintenance up by 2,000.00
Advertising decrease by 500.00
Seminars and training decrease of 900.00
Misc. decrease of 200.00
Legal fees 2,000.00
Web expense down by 300.00
Seminars down 100.00
Building water decrease 200.00

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Line item 171 decrease to 1,000.00
Line item 176 decrease to 5,000.00
Line item 179 engineering services down to 1,000.00

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Engineering fees down to 8,000.00

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Line item 265 increase by 200.00
Line item 290 vehicle gas upped due to the price of gas
Vehicle repairs upped by 2,000.00 due to of the older vehicles

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Crime policy decrease by 600.00
Line item 341 insurance bonding increased for Jennifer to be bonded
Total funds available 81,350.00

Water fund

Medical insurance - we did not know the number at the time - put in for 46,000.00
Water analysis increased by 2,000.00
Total funds available 71,350.00

Trash fund

Line item 7 proposed trash increase to 258.00 per year
Line item 35 medical stays at 2,000.00
Waste Management Contract 240,000.00
Line item 49 up 155,000.00 – We received a memo from LCSWM back in September to let us know they are going to have a \$2 per ton increase. The amount will increase from 78.00 to 80.00. In 2020, we had 1919 tons, so this should cover us.
Bottom line for trash fund – 28,315.00

American Rescue Fund – no changes

6060 Main – no changes

Capital reserve fund – no change

Equipment reserve fund – No plans to purchase, but did budget 20,000 due to older truck has needed a lot of repairs recently, so just in case it stops running.

Fire tax fund – no changes

Fire reserve fund – no changes

Liquid fuels – Pg. 2 Line item 25 budgeted 70,000.00

Public safety:

Budgeted 55,000.00 for fire co. apparatus

Transfer to general for police services

Snow maint. fund - no change

Swimming pool fund – no change

Water reserve fund:

Water main replacement 350,000.00 but will use ARPA if we can

10-year water plan – no change

Meter replacement plan – no change

Kevin's 10-year plan for street paving – no change

General fund revenue actual for 2021 - 664,000.00 (projected 560,000.00)
Available funds projected available April 1, 2022 - 1,126,000.00
Water operating actual income for 2021 - 519,385.00 (projected 509,500.00)
Expenses actual for 2021 - 329,784.00 (projected 334,900.00)
Interfund transfer between now and the end of March 183,000.00 (projected available funds 695,000.00)
Manager St. Clair will make changes discussed and reach out to East Hempfield Twp. and she pointed out if anyone has questions to reach out to her.

Council thanked manager St. Clair for all her hard work on preparing the budget.

Manager St. Clair left at this point in the meeting.

3. Riparian Buffer Project:

Jeff Moseman explained there is grant money available from DCNR that can be used for this project. Work will be done for design in classes in November, and planting by water shed alliance will begin in April or May. A volunteer planting day will be set up for this to get community participation for MS4. Fees of 365.00 will be waived for borough to attend the class because we are volunteering the site to be used for this project.

4. Revise Resolution 795 – “No parking during snow emergency” signs on south side of Linden St. shall be removed:

Jeff Moseman said that last year this temporary resolution was put into place to allow parking on south side of Linden St., and it worked out well, so now it needs to be determined if this will be made permanent or go away. Originally the snow emergency ordinance did not allow for parking on either side of Linden St. during snow emergencies because it was assumed that everyone had parking in the rear of their properties. It was later found out that there are two houses on the south side of Linden Street that do not have off street parking, so this is to accommodate these two houses. Mr. Moseman explained all that would need done is to remove the signs from the post permanently if council chooses to pass an ordinance to make this permanent. The consensus was to allow parking on the south side of Linden St. all year long, including during snow emergencies. Parking on the north side would still not be allowed during snow emergencies.

5. EP Pool Vending Machines for 2022 season:

It was discussed to put the vending machines where the snack bar was or the back storage room. It was pointed out that there is a step up at the snack bar area. Council asked Mr. Moseman to check with Matt Spellman, building code official and let him look at this. It was also pointed out that if they are put in the backroom, cameras might be needed.

Adam Gochnauer asked if there are proceeds for this vending machine. It was pointed out that Jeff Book with HARC said HARC will receive proceeds. Mr. Gochnauer said he does not want to put any expense from the borough into something we are not getting anything back for and he does not think having vending machines will bring more people to the pool. Lauren Houck said that canteen makes the money because they are providing the service and thinks it should be kept simple and to keep in mind that it is just to provide this service for the people using the pool. Ms. Houck said it might be a good idea for HARC to just sell water out of a cooler at the check in counter. Mr. Gochnauer said he does not have an issue if HARC wants to take on any expenses to have vending machines, and present it to the Borough for permission. Mr. Moseman said that cameras would not be needed if the machine was put outside in the area that the existing camera would cover or the area that can be locked up.

6. 5869 Clarkson Drive:

A resident hired a contractor to move his driveway and apron/sidewalk. The contractor ended up paving the driveway the whole way to the curb line without including the apron/sidewalk. This property is at the end of the street, at the end of the borough. It was discussed to not set a precedence. If the permit had a drawing with the sidewalk included, and the permit states the sidewalk must be replaced, then it would be clear he should have done this. Mr. Wolf said he would not need to rip up all the asphalt just edge the concrete and trough it out and seal the joint. It was discussed that this sounds to be an issue between the homeowner and the contractor. Council would like to see the drawing and permit to make this determination.

7. 2022 Council Meeting dates:

Council reviewed the dates provided according to PennDOT requirements. Council will verify date for fireworks. This will go on the Council agenda to vote on approval.

8. **2022 Banner Suspension dates:**

Council reviewed the dates provided. This will go on the Council agenda to vote on approval.

9. **Accounts Payable:**

Reviewed by Council. Any questions can be forwarded to Manager St. Clair.

10. **Misc. Items**

Jeff Moseman:

Pointed out there was MS4 information on the back table. He also said he was pleased to see that a resident was cleaning up pine needles from the street.

James Malone:

Thanked Council on behalf of the Mayors Association for letting them hold last month's meeting at the community center.

John Schick:

Inspection charge for poles was waived by PennDOT, saving the borough 14,000.00. They are due back in December. Joe Gargano was very happy with the way the crew interacted with them. Mr. Schick said they did a great job out there while dealing with a tight area and the fire company going through there to get to calls.

Randy Rannels:

It appears the Fire Service Commission is not going to meet with the borough for a special meeting. He pointed out they already paid for the engine that they were asking the borough to contribute to. He said it needs to be defined what will be paid for under services because they are throwing in training for fire dept. and vehicles and these items are not defined in the contract. Randy Rannels, John Wolf and Tammy Moseman will figure out what item's need to be added to the agenda. Tammy Moseman will e-mail Manager St. Clair the agenda requests and include all the members. Mr. Rannels and Tammy Moseman both asked John Wolf to please include them in the e-mails regarding HAFSC issues.

Debra Miller:

She will give her report at the next meeting.

Adam Gochnauer:

Mr. Gochnauer said whenever the HAFSC members get a position that they agree on, they can contact him, and he will look at what they come up with. He thanked everyone on Council for knowing that you can run a borough like a business and there were no tax increases, and no water increases because of spending control and by putting money back. He thanked the new councilmembers for doing what is right for the borough and not focusing on what affiliation they are. He said we are an example of what should happen at the state and federal level. He said they may disagree on some things, but they have good discussions, and at the end it all works out. He thanked Mr. Moseman and staff for controlling spending and sticking to the budget. He pointed out that we did street sweeping in the borough at no cost due to the street sweeping revenue from services we provide to municipalities and businesses.

Lauren Houck:

Ms. Houck said that because they don't need to do politics to earn campaign funding, it allows Council to focus more on the community, and they can work things out through open discussion and usually all agree on the final decision.

Comments:

Josh Roberts asked Council to consider changing the date for trick-or-treat because of the bad weather that is forecasted. He pointed out that some of the other municipalities are changing the date. Council said that in the past when the date was changed it has caused confusion and it is normally held rain or shine. Council also told him they would let Manager St. Clair know his concerns and that she is the one that will need to make the determination because this date comes from the LIMC.

11. **Fire Co. Financial:**

Reviewed by Council.

II. **Agenda Items for ACTION**

1. **September 2021 Committee Meeting Minutes**

It was moved and seconded (A. Gochnauer / R. Rannels) with 5-1 Approval by the Board, to Approve the September 28, 2021, Committee Meeting Minutes, J. Schick abstained because he was not at the meeting

III. Extra Items: Issues arising in the last 24 hours: None

IV. Regular Committee meeting Adjournment: 8:16 p.m.

V. Executive Session: not needed

Next Meeting: Tuesday, November 3, 2021, Council Meeting & Thursday, January 27, 2022, Committee Meeting

Respectfully Submitted,
Kim Strayer, Recording Secretary