

McSherrystown, Pennsylvania
Special Budget Meeting (Reopening)
January 22, 2020

Council of the Borough of McSherrystown met at 6:30 p.m. on Wednesday January 22, 2020 in the Municipal Building at 338 Main St. McSherrystown, Pennsylvania with President William Smith presiding.

President Smith led the Pledge of Allegiance to the Flag of the United States of America and the Invocation for Divine Guidance.

Present on roll call were the following members of Council constituting a quorum:

William Smith (President)
Daniel Colgan (Vice President)
Lisa Koontz (Councilmember)
Mark Lookenbill (Councilmember)
Joyce Murren (Councilmember)
Steven Pascoe (Councilmember)
Joseph VonSas (Councilmember)

Other Borough Officials in attendance were:

Anthony J. Weaver (Mayor)
Justin George, Esq. (Solicitor)
Scott J. Cook (Borough Manager)
Gerald C. Walmer (Secretary/Treasurer)

Council President Smith thanked all attendees for coming and said that the only topic to be discussed would be budget related. He reminded everyone that the reopening of a budget was not uncommon and that it was important to do so towards having a better understanding of how resident's money was being spent. He added that proper stewardship of that money was the intended goal of the meeting.

Councilmember Colgan asked for clarification with regards to outstanding tax debt. Manager Cook stated that it was unpaid taxes from prior years and that the numbers were provided to the Borough by the County.

Councilmember Colgan sought clarification related to income from peddler licenses. Manager Cook replied that it was related to fees collected for those wishing to solicit door-to-door in the Borough.

President Smith inquired about the grant line item listed on the budget for which no amount was recorded. Manager Cook said that grants had been received in past years and that the line item was left in the budget in case a particular grant would again become available. Councilmember Colgan further requested information about available grants and whether or not the Borough maintained a list of potential grant opportunities. Solicitor George offered the services of a local company named GMS that seeks grant opportunities for municipalities. He offered to get more information. Councilmember Murren listed grant opportunities that she had found. Manager Cook let her know that

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grants typically required a plan and frequently required matching funds.

President Smith requested information about the miscellaneous income line on the budget. Secretary/Treasurer Walmer offered to report back the various revenue reported on that line item.

Councilmember Lookenbill asked where the funding for the voluntary fire relief allocation came from. Manager Cook let him know that it was a pass-through payment from the state and that the money was derived from a state tax charged to insurance companies.

Councilmember Lookenbill questioned Manager Cook about the health insurance policy and whether or not it was put out for bid from time-to-time. Manager Cook noted that substantial savings had been realized since the Borough switched carriers to PMHIC and that yearly refunds had been paid to the Borough based on utilization of the policy.

Councilmember Colgan suggested that it may be good to break out the various expenses related to fringe benefits in future budgets.

Councilmember Colgan proposed a change to the line item assigned to the purchase of an upgraded software package for garbage billing. He stated that it was not technically a maintenance cost, but rather a capital expense. President Smith then inquired about the proposed upgrade to the trash billing software. Secretary/Treasurer Walmer informed Council that QuickBooks could potentially be used to record payments and process billing based on recommendations from the QuickBooks consultant, thereby decreasing the amount needed for an upgrade to the system.

Councilmember Lookenbill asked if the Borough had contracts with any office supply or maintenance companies. Secretary/Treasurer Walmer reported that Quality Eichholtz and W.B. Mason were two companies used for printer maintenance and office supplies.

Councilmember Murren asked for clarification of legal expenses incurred during the prior year. She requested to see the actual bills related to legal expenditures. In response to Councilmember Murren's inquiry regarding legal fees, Solicitor George explained that bills from the Solicitor's office could be broken down in whatever manner Borough Council deemed appropriate.

Councilmember Colgan asked Solicitor George if Borough Council could forgo their salaries. With input from Solicitor George, it was determined that salaries could not be forgone for the current sitting Council, but that a resolution would need to be passed to rescind the salaries of future Borough Council members.

President Smith asked about the bond fee for the tax collector.

Councilmember Colgan asked if the Senior Center was a shared property or solely owned

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by the Borough. Manager Cook replied that it was owned by the Borough and that it was more of a community center, but was used Monday through Friday as a senior center. Councilmember Colgan then inquired about the condition of the roof, to which manager Cook stated that it had met its useful life and would need to be replaced in the near future.

Councilmember Colgan questioned how carryover funds were handled from year-to-year on the budget. Manager Cook said that all money left over at the end of a budget year was retained in the General and Highway Aid funds.

Councilmember Colgan requested information about the capital outlay amount for the police department. Manager Cook stated that a portion of that line item was related to the yearly police vehicle and the purchase of a replacement vehicle in 2020.

Councilmember Colgan asked why K9 donations were identified in the budget, but not K9 expenses. Secretary/Treasurer Walmer explained that expenses incurred by the K9 program were donated. Councilmember Pascoe went on to mention that fuel costs related to the K9 program were absorbed into the fuel expense for the Borough. Councilmember Colgan reiterated the need to show where donated funds were being spent. Councilmember Pascoe mentioned the Garcia Act in which K9 handlers are required to be paid additional time as compensation for their efforts related to the care of a police K9. Councilmember Pascoe further stated that as a result of the Garcia Act, Chief Woods was being paid an additional sum of money.

Councilmember Colgan asked if timesheets were completed by all Borough employees. Secretary/Treasurer Walmer replied that timesheets were completed on a weekly basis, used to complete payroll, and retained according to established records retention policies.

Councilmember Murren wondered why there was such a substantial increase in the donation amount to SAVES in the upcoming year. Councilmember VonSas explained that an increase of the yearly donation was planned in order to avoid the additional costs to residents that would be incurred should the fire department need to hire fulltime firemen. Councilmember Lookenbill made note of the worker's compensation insurance payments to SAVES for which the Borough is responsible.

President Smith made a contrast between the amount allocated as a donation to SAVES and the prior discussion related to overtime paid for the K9 program. Councilmember VonSas reiterated the need to support SAVES and mentioned the additional safety mandates put on SAVES by the state and federal governments. Mayor Weaver was also in support of the additional, planned allocation and outlined numerous reasons why.

President Smith requested information about waste collection wages and related fringe benefits. Manager Cook explained that wages and fringe benefits for waste collection was a combination of highway and office personnel's time for billing and large item pick-up services. Upon further discussion, Council proposed the possibility of breaking-out

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highway and office staff salaries and fringe benefits similar to the method in which the police department was broken-out in the budget.

Councilmember Murren wondered why overtime was not mentioned within the waste collection/recycle/disposal section of the budget. Manager Cook remarked that overtime allocated for highway personnel was accounted for in the highway section of the budget and that thirty hours per year of overtime was allocated for highway personnel. Mayor Weaver added that in cases of heavy snow storms, resulting in the declaration of a state of emergency, the State often reimburses municipalities for overtime expenses incurred. Manager Cook went on to explain that comp time was typically used in lieu of overtime pay for the spring and fall e-cycling events.

Councilmember Colgan again addressed the proposed payoff of the sewer upgrade debt to Hanover Borough. Manager Cook stated that a savings in interest fees would be realized should the loan be paid off in 2020 rather than 2021.

Councilmember Colgan moved a motion to reduce the proposed payoff of the sewer upgrade payment to Hanover Borough to the standard, yearly amount, plus the associated interest. He was seconded by Councilmember Murren.

Roll call vote results were as follows:

William F. Smith (Yes)

Daniel P. Colgan (Yes)

Lisa B. Koontz (No)

Mark A. Lookenbill (No)

Joyce E. Murren (Yes)

Stephen J. Pascoe (No)

Joseph E. VonSas (No)

With a majority in opposition to the motion, the motion falls.

Councilmember Colgan requested information about the amount budgeted for miscellaneous-parks. Manager Cook said that the funds allocated to that line item were for umpires, supplies, and recreational director costs.

Councilmember Colgan noted that the monies allocated for Community Media to record Borough meetings was unnecessary because meetings could be recorded in-house at little or no cost. Councilmember Lookenbill explained that a portion of the franchise fee collected from Comcast was originally intended to be paid to Community Media and that the currently budgeted amount was far less than the amount allocated for the recording of the monthly Borough meetings.

Councilmember Colgan moved a motion to remove the planned allocation to Community Media from the budget. He was seconded by Councilmember Murren.

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Roll call vote results were as follows:

William F. Smith (No)
Daniel P. Colgan (Yes)
Lisa B. Koontz (No)
Mark A. Lookenbill (No)
Joyce E. Murren (Yes)
Stephen J. Pascoe (No)
Joseph E. VonSas (No)

With a majority in opposition to the motion, the motion falls.

President Smith remarked that overall spending in relation to income was higher. Councilmember Colgan then asked about a budgetary allocation for a second office assistant to which Manager Cook let it be known that there was no planned spending for a second office assistant.

Councilmember Colgan moved a motion to reduce the amount allocated for an upgrade to the garbage billing software to \$8,000. He was seconded by Councilmember Lookenbill.

Roll call vote results were as follows:

William F. Smith (Yes)
Daniel P. Colgan (Yes)
Lisa B. Koontz (No)
Mark A. Lookenbill (Yes)
Joyce E. Murren (Yes)
Stephen J. Pascoe (Yes)
Joseph E. VonSas (Yes)

With a majority vote, the motion carries.

Mayor Weaver brought up police overtime monies allocated in the budget. Councilmember Colgan commented that there was no need to increase the budgeted amount. He asked Mayor Weaver if additional overtime spending would be used in case of an emergency situation regardless of the budgeted amount. Mayor Weaver stated that if overtime was necessitated, it would be used. He cited court time as a typical reason for overtime pay utilization.

Public Participation:

There was no public participation.

Councilmember Pascoe moved a motion to advertise the revised 2020 budget. He was seconded by Councilmember VonSas.

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Roll call vote results were as follows:

William F. Smith (Yes)

Daniel P. Colgan (Yes)

Lisa B. Koontz (Yes)

Mark A. Lookenbill (Yes)

Joyce E. Murren (Yes)

Stephen J. Pascoe (Yes)

Joseph E. VonSas (Yes)

With a majority vote, the motion carries.

Manager Cook announced that a meet-and-greet between the Borough Council and Council employees would be held on February, 12 at 6pm at the Borough office.

Councilmember Colgan expressed his appreciation to everybody present for their congeniality and willingness to discuss the budget. President Smith reiterated his appreciation to everybody present.

Adjournment was declared at 8:30p.m.

Gerald C. Walmer
Borough Secretary