

**Finance Committee Meeting
Minutes
March 2, 2022**

A meeting of the Finance Committee was called to order at 8:20 p.m. by Chairman Charles Heller. Committee members present in addition to Mr. Heller were Jeff Cascino, Charles Neubauer, and ex-officio member Frank Deery.

Also in attendance were Council members Keith Endy and Barry Christman; Lori Carnes, Mayor; Patricia Loder, Borough Manager; and an interested citizen.

Mr. Heller called for public comment on the agenda; no comments were forthcoming.

Mr. Neubauer made a motion, second by Mr. Cascino, to approve the minutes of the February 2nd, 2022 meeting of the Committee. The motion was approved.

Review of Financial and Revenue and Expenditure Statements and List of Bills Paid –

The financial reports for the month of February were reviewed.

Unfinished Business

Borough Hall Renovation - The following Change Orders were reviewed:

- Change Order #2 Revised Completion date July 23, 2022; the notice to proceed was issued October 24, 2021; however, work on the project was delayed due to having to wait for asbestos remediation work to be completed. The actual start work date was January 17th, 2022.
- Change Order #3 Additional Cost Due to Unforeseen Conditions-\$3,283.20; labor and material to make changes to layouts due to existing conditions that were previously unknown requiring additional wall framing, drywall work, paint for additional drywall, metal door frame and wood door and hardware;
- Change Order #4 Lower Level Door Frame \$9,890.28; requested by management for consideration by Borough Council, current door frame is in poor condition; however, can be replaced at a later date and without paying prevailing wage;
- Change Order #5 Replace Window Sash \$832.29; requested by management due to broken seal in window.
- Change Order #6 Replace existing ceiling insulation with new R-38, FSK Faced Material \$9,450.01. When the ACT ceiling was removed, the insulation at the bottom of the trusses was found to be disintegrating. It is R-19 fiberglass batt insulation with paper facing, which the code no longer allows to be exposed because it presents a fire hazard and can ignite. This change order upgrades the insulation to meet the current energy code standards.

Following discussion, the committee agreed to list Change Order #2, #3, #5 and #6 on the agenda of the March 7th, meeting of Council for approval.

American Rescue Plan

- **BAF&R** – Request for an additional donation of \$28,195 due to 2020 revenue losses as a result of the pandemic. BAF&R requested additional funding from all three service municipalities. Colebrookdale Township is requested to donate an additional \$25,431.08; and Douglass-Berks is requested to donate an additional \$19,718.30. Colebrookdale Township has not yet agreed; Douglass-Berks has agreed. Following discussion, the committee agreed to recommend Borough Council approve the requested donation in the amount of \$28,195. This will be listed on the agenda of the March 7th meeting of Borough Council.
- **Boyertown Community Ambulance** – Request for an additional donation of \$70,000 to offset 2020 pandemic related revenue losses. The ambulance plans to approach Colebrookdale for \$30,000; Douglass-Berks for \$21,537; and Earl for \$17,621. Mr. Neubauer noted that Boyertown Ambulance is submitting an application to Berks County American Rescue Plan Grant for funding assistance to offset the losses. Following discussion, the committee agreed to take no action on this request pending the outcome of the Berks County Grant application.

New Business

Boyertown Emergency Management Council Request to Authorize Purchase of Television for the EOC – Mr. Heller and Mr. Deery serve on the Boyertown Emergency Management Council and advised the committee that the Council approved a motion to request that Boyertown and Colebrookdale contribute \$500.00 each toward the cost to purchase a television and a cart for the EOC. Mr. Neubauer advised that Walmart donated televisions to the Boyertown Ambulance. He suggested the EMC approach Walmart to request the donation of a television. Following discussion, the committee agreed to recommend Borough Council approve the expenditure of \$500 toward the cost to purchase a television and a cart. This matter will be listed on the agenda of the March 7th meeting of Council. The EMC will be encouraged to pursue a donation of a television from Walmart.

BaBB Resolution Authorizing Filing with the DCED for Main Street Program Designation – Mrs. Loder reviewed with the committee a Resolution authorizing the filing of a Proposal for Main Street Program Designation with the Department of Community and Economic Development. This matter will be listed on the agenda of the March 7th meeting of Council.

Boyertown School District Request for Release of Escrow – Mrs. Loder reviewed with the committee a letter from the Boyertown School District requesting the release of escrow funds related to the Boyertown Senior High School Land Development Plan. The remaining escrow is

\$7,471.87. This matter will be listed on the agenda of the March 7th meeting of Borough Council.

Berks County Application for Project Funding – Madison & Rhoads Sewer Replacement – Mrs. Loder advised the committee that she will file an application for a Berks County American Rescue Plan Grant to assist with funding for the Madison and Rhoads Avenue Sewer Replacement Project. The total project cost is projected to be \$1,663,689.00; maximum funding request is twenty-five percent of the project cost.

Notice of Reimbursable UC Charges – Mrs. Loder advised the committee of receipt of a Notice of Reimbursable UC Charges for former borough police officer Kristen Yeager in the amount of \$7,126.09. Mrs. Yeager’s employment with the Eastern Berks Regional Police Department was terminated in 2021. EBRP Commission filed an appeal to Mrs. Yeager’s application for UC Benefits; that appeal was denied.

Public Comments

There being no further business to conduct a motion to adjourn the meeting at 8:50 p.m. was made by Mr. Heller and seconded by Mr. Neubauer. The next meeting of the Finance Committee is scheduled to be held on Wednesday, March 30th, 2022 beginning at 7:00 p.m.

Respectfully submitted,

Patricia A. Loder
Borough Secretary