

**Finance Committee Meeting
Minutes
June 1, 2022**

A meeting of the Finance Committee was called to order at 7:45 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 Lori Carnes, Mayor; Patricia Loder, Borough Manager; and interested citizens.

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

Mr. Neubauer made a motion, second by Mr. Heller, to approve the minutes of the April 27th, 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 May were reviewed.

Unfinished Business

Borough Hall Renovation

Office Furniture and Landscaping – Mrs. Loder and Mr. Heller advised that we are working with two companies on receipt of quotes for the purchase of office furniture for the administrative office and the council room.

Discussion was held on landscaping the exterior of the property. Following discussion, the committee recommended Mrs. Loder obtain quotations for the service.

American Rescue Plan

BAF&R - Nothing New to Report.

Boyertown Community Ambulance

Mr. Heller noted that ARP funds received by the Borough have been earmarked for the Rhoads Avenue Inflow/Infiltration Project. Mr. Heller further noted that he, Mr. Neubauer, Mr. Deery and Mrs. Loder met with Amy Muzopappa, President of Boyertown Ambulance BOD, to review their request for a contribution in the amount of \$70,000 from the ARP funds to offset financial losses incurred as a result of the pandemic. That meeting resulted in the request for additional financial information, which was provided by Ms. Muzopappa. Following review of the provided financial information, the recommendation of Mr. Heller, Mr. Neubauer, and Mr. Deery is to increase the Borough's annual donation from \$5,000 to \$20,000 beginning in 2022 and to budget an annual donation in the same amount with periodic reviews of the services' financial needs. Ms. Muzopappa requested to be recognized and requested the Borough increase their annual donation to \$35,100 based on 60% call volume for the Borough. Discussion continued on the subject, at the conclusion of all discussion the committee's recommendation to Borough Council is to increase the 2022 donation to the Boyertown Ambulance from \$5,000 to \$20,000 and to budget an annual donation in the same amount.

New Business

Nathaniel Guest, Colebrookdale RR-DCED Grant Opportunity – Mr. Guest requested the Borough submit a grant to the Commonwealth Financing Authority Local Share Account in the amount of \$1,000,000 for the proposed farmers market on Pear Street. Mr. Guest stated that the PA Race Horse Development and Gaming Act provides for the distribution of gaming revenues from Category 4 licensed facilities through the CFA to support projects in the public interest within the host municipalities. Mr. Guest noted that in this round of funding there is \$1.5 million dollars available for distribution. Following discussion, the committee agreed to file the grant application as requested. This matter will be listed on the agenda of the June 6th meeting of Council.

Streetscape Phase II 2022 Multimodal Grant – Mrs. Loder inquired if the committee would like to submit again this year a grant application for the Streetscape Phase II Project. Gilmore & Associates, Inc. provided a contract agreement in the amount of \$5,000 to update the DCED MTF grant application and supplemental information, cost estimate, construction timeline, and support letters. Discussion was held on the subject, following which the committee recommends that Borough Council execute the contract agreement to submit an application again this year.

Real Estate Tax Refunds Owed Due to Reduced Assessment – Mrs. Loder reviewed with the committee a communication from Linda Weaver, Deputy Treasurer of Berks County, concerning a need to refund two property owners for real estate tax overpayments in 2022 due to reduced assessments. Ms. Weaver noted that the final January assessment reports were reviewed after the tax bills were mailed. Two property owners were granted reduced assessments and have paid the 2022 tax bills. One property owner is due \$414.96, the second is due \$8.83. Following brief discussion, the committee agreed to list this matter on the agenda of the June 6th meeting of Council.

Election Day Office Staff Compensation – Mrs. Loder advised the committee that several elected officials approached her regarding paying the administrative staff for time lost due to the closure of the office on election day. The sentiment is that the staff should not have to use accumulated leave time for this lost time. Due to the renovation of the main level of the building, the administrative office is currently working out of the lower level of Borough Hall. The lower level is used by the County as a polling location. Following discussion, the committee agreed to recommend that Council approve this action. This matter will be listed on the agenda of the June 6th meeting of Borough Council.

Codification Joint Zoning Ordinance – Mrs. Loder reviewed with the committee a proposal she requested from General Code to codify the Boyertown/Colebrookdale/Pike Joint Zoning Ordinance. Mrs. Loder explained that codification of the JZO will enable all three municipalities to provide a link on their municipal websites to General Codes eCode360 platform where the JZO will be hosted and readily available to the public. The proposal also includes updating the code to include the three amendments made to the ordinance since enactment. The total cost is \$2,558, with an annual fee of \$695 for eCode360. The annual fee covers annual licensing, web hosting, and posting of new legislation between regular Code supplements. Mrs.

Loder stated that she is not requesting action on the proposal by Council at this time. The proposal has been provided to Colebrookdale and Pike Townships for their consideration. It was noted that the project cost should be shared by the three municipalities. Mrs. Loder will advise the committee of the decision on the matter by Colebrookdale and Pike.

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. Cascino. The next meeting of the Finance Committee is scheduled to be held on Wednesday, June 29th, 2022 beginning at 7:00 p.m.

Respectfully submitted,

Patricia A. Loder
Borough Secretary