

**Finance Committee Meeting
Minutes
July 27, 2022**

A meeting of the Finance Committee was called to order at 7:35 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 an interested citizen.

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

Mr. Heller made a motion, second by Mr. Neubauer, to approve the minutes of the June 29th, 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 July were reviewed.

Unfinished Business

Borough Hall Renovation

Change Order #11 \$402.50 – Mr. Heller reviewed with the members a change order in the amount of \$402.50, for installation of a blind in the Borough Manager's office. Blinds for this office were missed on the architectural plans; the blind has been installed. This matter will be listed on the agenda of the August 1st meeting of Borough Council.

Office Furniture and Landscaping – Mr. Heller advised that he, Mr. Deery and Mrs. Loder have been working with two furniture vendors since April to obtain pricing for the purchase of furniture for the main level of Borough Hall. Mr. Heller advised the committee that he is recommending Council accept the price quotation provided by Office Service Company in the amount of \$29,047.73. Mr. Heller stated that Office Service Company participates in the state contract and they are highly qualified and experienced in the layout and selection of office furniture and he is confident they are quoting good quality furniture. The price quoted includes installation. Discussion was held on the subject and it was noted that, with the exception of office chairs, the current furniture has been in use since the building was constructed in 1974. Following discussion, the committee agreed to recommend Borough Council accept the quote provided by Office Service Company.

Regarding landscaping for Borough Hall, Mrs. Loder advised that she has not yet begun the process of obtaining quotes.

BAF&R Contribution Request – On March 7th, 2022 Borough Council approved the contribution requested by BAF&R in the amount of \$28,195.33 to offset revenue lost in 2020 during the Covid 19 pandemic conditioned upon Colebrookdale and Douglass Township agreeing to donate their proportionate share of the revenue loss. Douglass Township has agreed to the request. Colebrookdale has delayed making a decision on the request pending the final cost of the installation of the traffic signal at Montgomery and Reading Avenue. The donation approved by Borough Council will be paid from the General Fund.

Streetscape Phase II 2022 Multimodal Grant – The committee reviewed Contract Agreement Change Order # 2 for the 2022 DCED MTF Grant Application for the Main Street Streetscape Phase 2 Project in the amount of \$2,000. The additional cost is to update the MTF grant application to incorporate railroad property improvements to demonstrate the collaboration of the Borough and the Colebrookdale RR in improving pedestrian areas even though both entities are submitting separate applications. This matter will be listed on the agenda of the August 1st meeting of Borough Council.

Codification Joint Zoning Ordinance – Mrs. Loder advised that Colebrookdale Township officials are in agreement with the proposal to use General Code to put the Joint Zoning Ordinance in eCode360 format which provides online access to the ordinance, and they are agreeable to cost sharing. Pike Township has now also agreed to the proposal and is agreeable to sharing the cost. As previously discussed, the Borough will take the lead on this project. Authorization to accept the proposal provided by General Code in the amount of \$2,558.00 will be listed on the agenda of the August 1st meeting of Borough Council.

New Business

Berks County Grant Funding Agreement-ARP – Mrs. Loder provided the members with a copy of the Grant Funding Agreement in the amount of \$415,922.00, which will be used to assist with funding the Rhoads Avenue/Madison Street Inflow and Infiltration Project. Authorization to execute the agreement will be listed on the agenda of the August 1st meeting of Borough Council.

Lighting Town Center Parking Lot – Mrs. Loder advised the committee that the cost to replace 15 town center parking lot lights with LED lights is \$200 per light. Following discussion, the committee agreed to recommend Borough Council approve the project.

Historical Society, Vehicle Museum, Spaatz Museum and Colebrookdale RR, Charles Haddad – Mr. Heller recognized Mr. Charles Haddad who advised the board that the Historical Society, Vehicle Museum, Spaatz Museum, and the Colebrookdale RR are making a joint application to the Berks County Community Foundation for a grant in the amount of \$10,000 to be used for tourism purposes to promote the four organizations and encourage people who visit the museums and the Colebrookdale Railroad to also patronize local businesses. Mr. Haddad explained that the four entities will contribute \$5,000 toward the endeavor and he requests the Borough contribute \$5,000. Discussion was held on the subject and Mr. Heller advised Mr. Haddad that the Borough Code permits appropriations to nonprofits for acquisition, restoration, and maintenance of historical properties. Subsection (44) of Section 1202 of the Borough Code permits appropriations for tourist promotion activity, if the funds are given to a tourist promotion agency as defined in the Tourism Promotions Act. There is no authority in the Borough Code to give funds to museums other than through Subsection (32) and, if they qualify, Subsection (44). The committee expressed their support of the request; however, advised Mr. Haddad that they will have to review the matter with Solicitor Hartman to determine if the appropriation can be made.

Mayor Carnes requested the committee recommend Borough Council approve a Community Yard Sale on September 3, 2022 and waive the \$5.00 yard sale permit fee; however, participants will be required to obtain the yard sale permit. The Community Yard Sale will be advertised in a local newspaper. The committee agreed, this matter will be listed on the agenda of the August 1st meeting of Borough Council.

Public Comments

There being no further business to conduct a motion to adjourn the meeting at 8:10 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, August 31st, 2022 beginning at 7:00 p.m.

Respectfully submitted,

Patricia A. Loder
Borough Secretary