

# Finance Committee

April 29, 2008

6:00 PM

Chairperson: Mark Helbling

Council Chambers

## Minutes

### In Attendance:

Mark Helbling, Chairperson  
Linda Woshner, Member  
Paul Cusick, Treasurer

Connie Flasher, DAS  
Jane Braunlich, Visitor

Dave Gillingham, Member, arrived late

**Mark Helbling called the Committee meeting to order at 6:09 p.m.**

### Citizen Comments:

- ❖ There are no citizens present that wish to speak.

### Citizen Communications:

- ❖ Mrs. Helen Borza from 52 Florence Avenue wrote to the Committee to request them to extend the due date for the Act 77 discount for her due to extenuating circumstances.
  - There was discussion by the Committee.
  - Mrs. Woshner seconded by Mr. Helbling made a motion to deny the request from Mrs. Borza to extend the due date for the Act 77 discount.

### Treasurer's Report:

- ❖ The Treasurer reviewed his cash flow and bond reports.
- ❖ The Treasurer stated that he has verified with the Accounting Clerk that what the Borough is showing as the account balance matches what is on the bank statements.
- ❖ The Treasurer stated that the Budget Reports that are prepared by the Accounting Clerk would be available by the end of the week.
- ❖ There was discussion by the Committee about what is left in the bond and what it will be spent on.
- ❖ The Treasurer stated that National City has submitted a proposal and that he believes that the Borough may want to get proposals from other banks as well.
  - He stated that reviewing our banking options would be something that we would want to review in the future.
- ❖ There was discussion by the Committee about whether the Borough has applied for a sewer grant.
  - Mrs. Woshner requested for the DAS to see if the Borough can get this Pennvest Program grant.
  - The DAS stated that she would look into it.

### DAS report to the Committee on financial related matters, activities, and events:

- ❖ Mrs. Woshner stated that she would like to attend the Seven Springs Conference where she will learn about marketing the Borough.
  - She stated that if she were unable to attend then the DAS would go.
  - Mrs. Woshner made a motion seconded by Mr. Helbling for Mrs. Woshner or the DAS to attend the PSAB conference in June.
- ❖ The DAS presented the Municibid.com info to the Committee.
  - She stated that it would cost approximately \$200.00 to be a member.
  - There was discussion by the Committee about what type of things would be able to be placed on this bidding web site.

- Mrs. Woshner seconded by Mr. Helbling made a motion to subscribe to Municibid.com at a cost of \$200.00 for a yearly membership contingent on verifying the satisfaction of other specified Boroughs.
- ❖ The DAS noted that there is a Public Hearing on April 30, 2008 for public comment about the changes to the Administrative Code and Personnel Policy.
- ❖ The DAS stated that there would be an Executive Session at the end of the Pre-Council Meeting to review the Chief of Police Benefits package.
- ❖ The DAS explained to the Committee about what types of meetings need to be advertised and when certain action can be taken.
- ❖ The DAS stated that the Pension Committee needs to schedule a meeting to review the proposals from the Pension Investment Companies.
  - Mrs. Woshner noted that all Council members can attend this meeting if they wish to ask the pension investment companies any questions.
- ❖ The DAS stated that there is a request from Classic Chevrolet to store their cars at the cinder lot by Memorial Park.
  - She stated that the liability would be on Classic Chevrolet and would not affect the Borough's insurance.
  - She stated that since the cinder lot is in Ross Township this type of usage is not currently permitted per their Zoning Ordinance, which means Classic Chevrolet would have to go to the Ross Township Zoning Hearing Board and ask for a hardship variance.
  - She stated that since the Borough owns the property they will have to be present at the hearing to testify that the Borough would not have a problem with having an agreement to allow for the storage of his vehicles at our cinder lot.
  - She stated that the Committee has to make a decision to see if they would be willing to testify in front of the Zoning Hearing Board.
  - There was discussion by the Committee.
  - The DAS stated that a lease would need to be signed designating the time frame for the usage and the fees.
  - There was further discussion by the Committee.
  - Mrs. Woshner seconded by Mr. Helbling to make a motion to get an agreement with Lee Costello from Classic Chevrolet for the usage of the cinder lot at Memorial Park.
  - The DAS stated that once this agreement is formalized then it will be circulated and approved through Council.
  - She stated that after that point then the Borough will approach the Ross Township Zoning Hearing Board to see if a usage variance will be approved.
- ❖ The DAS stated that the motion that was made at the previous Committee meeting to waive penalty and interest totaling \$36.27 for 65-67 N. Bryant Avenue leaving a remaining balance of \$114.20 that the property owner would be responsible to satisfy the lien will be a formal motion that needs to be approved through Council since it is an exoneration of taxes.
- ❖ The DAS stated that the Parks and Recreation Committee had requested for the Finance Committee to review the Teece Fund investment strategy and make a motion if they agree with their recommendation.
  - Mrs. Woshner seconded by Mr. Helbling made a motion to recommend to Council to request the Trustee, Melon Bank to alter the Teece Trust so that there could be 25% growth and 75% income.
- ❖ The DAS noted that the Borough has received the MRM check and presented to the Committee a letter reflecting how much the Solicitor had collected for lien taxes.

**Other Agenda Items:**

- ❖ There was discussion by the Committee about the Elected Tax Collector's request to review whether the Borough should continue with the Act 77.
  - Mr. Joe Nolan, the Elected Tax Collector stated to the Committee that the Act 77 forms that have been received but have been dwindling over the years.
  - He stated that there are no independent ways to verify the information that is provided to him on the forms.
  - He stated that he had compared the Act 77 requests to the Census Enumerators list and it seems that there are a few forms that are getting the Act 77 discount when they should not be since there are people in their household that are not reported.
  - He stated that it is hard to verify the legitimacy of the Act 77 information.
  - He stated that he believes that the Act 77 should be eliminated due to the difficulty in verifying the legitimacy of the information.
  - He stated that there are additional issues of residents not turning the forms in within the designated time frame and expecting the forms to be mailed to them.
  - The Committee stated that they would like to review the information and talk about it further at the next meeting.
- ❖ Mr. Nolan noted to the Committee that he owns the software that is used to keep track of the taxes that are collected.
  - He stated that in the case that something would happen to him the tax information would be given to the Borough in paper form, not electronically since he owns the software.
  - He stated that it would be beneficial to the Borough to buy the software so that the data and the software would be the same and there would be no continuity errors.
  - He stated that it would make the transition between tax collectors easier.
  - There was discussion about how much the software would cost to take it over.
  - Mr. Nolan stated that it would cost \$1,500 up front and \$100 a month.
  - There was discussion by the Committee about whether or not the total expense should be taken over by the Borough or shared with the School District.
  - Mr. Nolan stated that this would be a negotiable item.
  - There was discussion by the Committee.
  - The Committee stated that they will discuss this at the next meeting.
- ❖ Mrs. Woshner stated that she would like to attend a Local Government Academy conference on May 14, 2008 where they show how to assess the Borough's financial situation at a cost of \$55.00.
  - Mr. Helbling seconded by Mrs. Woshner made a motion to authorize Mrs. Woshner to attend the Local Government Academy conference on May 14, 2008 at a cost of \$55.00.
- ❖ The DAS noted that she would like to attend a training class to become a licensed notary.
  - There was discussion by the Committee.
  - A motion was made and seconded to authorize Connie Flasher to attend Notary training at a cost of \$213.75.

**New Business:**

- ❖ Mrs. Woshner explained to the Committee that it was brought to her attention that P.A.M.S. has not received new resident information from the Borough in years.
  - She stated that the resident information can come from the State but feels that by the time that the information comes available it would be very difficult to get that wage tax that is owed from those individuals if they move out of the area.

- The Committee requested for the DAS to review what the process is for the Census Enumerator and why the resident information is not being given to the Wage Tax Collector.
- There was discussion by the Committee about the interest and penalty for delinquent wage tax and who sets the rates
- Mrs. Woshner stated that it was brought to her attention that if a resident does not report their wages on a quarterly basis then there is a \$35.00 penalty and interest fee.
- She questioned if this rate is established by the P.A.M.S. or if this established by Borough Ordinance.
- Mrs. Woshner also questioned if a resident requests to get a refund for the LST tax because they make under \$12,000 will have their information made public.
- The DAS stated that this is not going to be brought in front of Council for a decision.
- ❖ There was discussion by the Committee about the grants that the DAS will be applying for.
  - Mr. Gillingham questioned whether the DAS is looking for a grant for a play place.
  - The DAS noted to the Committee which various grants she is applying for in order to get playground equipment.
  - There was discussion by the Committee about how to solicit funds from various businesses and individuals for playground equipment.
  - There was discussion by the Committee about what equipment can be purchased with the grant money.

**Executive Session:**

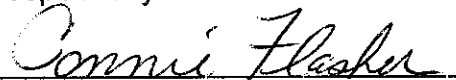
- ❖ There was an Executive Session to discuss the pay range and benefits for the proposed Chief of Police.

**Citizen Comments:**

- ❖ Nothing at this time.

**The meeting was adjourned at 9:00 p.m.**

Respectfully Submitted



Connie Flasher  
Secretary

**Motions to be made:**

1. **Motion to authorize Mrs. Woshner to attend the PSAB conference in June.**
2. **Motion to subscribe to Municibid at a cost of \$200.00 for a yearly membership contingent on investigation of satisfaction of other specified Boroughs.**
3. **Motion to get an agreement with Lee Carsello from Classic Chevrolet for the usage of the cinder lot at Memorial Park.**

- 4. Motion to request the Trustee, Melon Bank to alter the Teece Trust so that there could be 25% growth and 75% income.**
  
- 5. Mr. Helbling seconded by Mrs. Woshner made a motion to authorize Mrs. Woshner to attend the Local Government Academy conference on May 14, 2008 at a cost of \$55.00.**
  
- 6. Motion to waive penalty and interest totaling \$36.27 for 65-67 N. Bryant Avenue leaving a remaining balance of \$114.20 that the property owner would be responsible to satisfy the lien**
  
- 7. Motion to authorize Connie Flasher to attend Notary training at a cost of \$213.75.**