

## MINUTES

BUDGET WORKSHOP

President Becker called the 2019 budget workshop to order at 6:47 p.m. on October 29, 2018, in Borough Hall Chambers, 21 Locust Street, Macungie, PA. Council Members in attendance were Alma Akinjiola, Chris Becker, Barry Bloch, Greg Hutchison, Roseann Schleicher and John Yerman. Also present were Borough Manager Chris Boehm, Mayor Ronald Conrad, and Administrative Assistant Selma Ritter. Council Member Marvin Moyer was absent.

Macungie Institute Building Coordinator Tim Brown discussed the Macungie Institute 2019 Budget Wish List. On October 10, 2018, he met with the Macungie Institute Trustees to review the Wish List and prioritize the items requested. Some of the items he requested were stage lighting for the Auditorium, new computer software to manage bookings, copy machine repairs, new chairs, Programming Budget and Marketing Budget. He then commented that the Macungie Institute is running at a deficit, which he stated is due to a combination of reasons including less room rentals, his position being part-time hours, less marketing of the facility and a grant that was not received. Mr. Brown stated that he is not optimistic about securing additional grant funds and requested an increase in Revenue for 2019. Council increased the amount of room rentals from the \$25,000 amount budget by the Borough Manager to \$35,000 because that is the amount of revenue Council expects to be received in that line item.

Council requested Mr. Brown provide them with a *2019 Master Plan* (the “Plan”), which shows how he intends to produce/increase revenue in 2019, along with the cost and strategies to implement the Plan. Mr. Brown will provide the Plan by the end of March 2019. Council also suggested Mr. Brown post the public hours he will be available on the front door of the Macungie Institute, then use the remainder of his work hours to market the facility.

Council then discussed the 2019 Macungie Police Department (“MPD”) Budget and their Wish List, which included an additional full-time Officer, new police vehicle and a new evidence storage room. Police Sergeant Travis Kocher noted two of the current vehicles have over 100,000 miles on them, which increases the required maintenance and repair costs. He commented the need for four vehicles is necessary. A new vehicle will be purchased in 2019 and the 2007 Dodge Charger will be sold.

A new evidence storage facility was then discussed. Council suggested a temporary facility at the Macungie Institute. Sgt. Kocher stated the only items he needs for the facility is shelving, a 24/7 wireless security camera and the currently installed window would need to be removed or sealed off. He will visit the proposed facility, then inform Council if it would be adequate.

Additional items discussed for the MPD included new computers for the police vehicles (including firewall protection), officer’s salaries and the cost for a potential new full-time officer, the amount to be allocated for the Post Retirement Benefits Fund and the cost for training officers. Council will increase the amount allotted in the Budget for the MPD Post Retirement Benefits Fund.

After a lengthy discussion, a majority of Council Members agreed the MPD maximum Budget amount should remain the same as the 2018 Budget amount (\$683,000). Council was not in favor of hiring of an additional full-time officer. Council agreed the MPD should use the allotted budget amount at their discretion for staffing needs, but they need to include all of the costs related to each officer's salary including, but not limited to, their hourly wage, benefits and pension amounts.

Borough Manager Boehm reviewed her Memorandum, dated October 25, 2018, titled *2019 Budget Changes*. The Memorandum included a list of proposed budget items not currently included in the budget, items included in the budget and a list of items that were adjusted in the original draft budget. Council discussed which items would be funded in the budget and which items would be denied. They agreed they would like Mr. Brown to provide them with a detailed list stating what revenue would be generated by purchasing the items on the Macungie Institute Wish List. They agreed to set aside \$2,500 in the Budget, which Mr. Brown can use after Council receives the detail list.

Funds will be set aside in a Capital Fund for Borough Hall's capital items, until the Facilities Feasibility Study is completed and a decision is made on how the Borough will move forward.

Council then discussed the General Fund Expenditures, which included vehicle maintenance and repair costs, the police Post Retirement Benefits Fund, street paving and capital funds.

Repairs to West Chestnut Street were discussed. The engineers quote to repave the street was \$117,000. Council discussed the 2019 paving funds being short by \$27,000 to complete the project and agreed to take the \$27,000 from the Capital Account in 2019 to repave West Chestnut Street, then replace the money in the Capital account in 2020.

Council discussed the Storm Water Engineer's suggestion not to install the concrete curbing at the Public Works Department shop, for \$5,000, until they have an opportunity to review and discuss the matter with the Public Works Director. Council agreed nothing should be done until the Stormwater Engineer has reviewed the project.

### Adjournment

At 10:11 p.m. Borough Council adjourned the Budget Workshop. The next budget workshop is scheduled for November 05, 2018 at 6:00 p.m. at the Macungie Institute.

Respectfully submitted,

/s/ *Selma Ritter*

Selma Ritter  
Administrative Assistant