

## DRAFT MINUTES

BUDGET WORKSHOP

President John Yerman called the October 05, 2020, Budget Workshop of Macungie Borough Council to order at 6:30 p.m. Due to the Coronavirus Pandemic (COVID-19), the meeting was held via telecommunications. The change in venue was announced on the Borough website and by a notice being posted on the Macungie Institute and Borough Hall doors. The meeting was open to the public where participants could “attend” the meeting by using an assigned web link or telephone number and access code. The 2021 Budget Workshops were advertised in the East Penn Press Newspaper and on the Borough website. Council Members in attendance were Alma Akinjiola, Angela Ashbrook, Barry Bloch, Ryan Hanosek, Todd Rutledge, Roseann Schleicher and John Yerman. Also present were Borough Manager Robert Glisson, Administrative Assistant Selma Ritter and Mayor Ronald Conrad.

Borough Manager Glisson discussed an email, dated October 12, 2020, that he drafted and distributed to Council shortly before tonight’s meeting, which included his conservative approach on the Borough Revenues. He stated the Revenues in the 2020 Budget totaled \$2,298,704 and he projects the Revenues in 2021 to be \$2,097,117, which is a difference of \$201,587 less. The estimated 2021 Revenue amount includes the projected \$66,600.00 Earned Income Tax loss that Berkheimer Tax Innovations is forecasting. At this time, he calculated a surplus in Revenues and does not see a requirement for a tax hike.

Borough Manager Glisson then reported he began working on compiling a list of expenditures, but it has not been finished yet. Council briefly discussed potential expenditure projects, including MS4, employee salaries, bridge(s) repairs/replacement, cleanup work at the creek (gravel bar, debris, fallen trees), skid steer repairs/replacement and a boiler for the Macungie Institute.

Council Member Akinjiola asked Borough Manager Glisson when Council would be receiving a hard copy of the draft 2021 Budget, as it is difficult to follow his discussion without a hard copy of the Budget to look at. Borough Manager Glisson replied he would distribute a printed copy of the forecasted 2021 General Revenues and General Expenses prior to the next meeting.

Council Member Ashbrook questioned how Council would know if they have a balanced budget, if they don’t know what major projects are being funded. President Yerman stated, in his opinion, any discussion on the Budget at this time is premature because Council has not seen a draft Budget yet, which needs to include personnel expenses, carryover amounts and a list of approved projects. And, until they have that, Council cannot assess where the tax implications are at or balance the Budget. He stated the first step is to have a list of projects and large purchases compiled so Council can decide which ones are going to be funded (or not), then they need updated employee expenses entered into the 2021 Budget.

The ending carryover balance in the 2020 Budget was briefly discussed. Council Member Schleicher noted the balance as approximately \$390,000.00, which did not include grant funds. President Yerman stated some of the carryover money (a minimum of \$100,000.00) was supposed to be moved into the Capital Fund for pensions and larger projects, plus some of money should

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also be carried over to 2021. Borough Manager Glisson reported he calculated an estimated carryover amount, but does not have the final number at this time.

Borough Manager Glisson stated he would provide a list of projects/large purchases, other expenses and a draft 2021 Budget by the next Council meeting.

ADJOURNMENT

Council Member Rutledge made a motion to adjourn the 2021 Budget Workshop at 7:55 p.m., second by Council Member Bloch.

Respectfully submitted,

Selma Ritter  
Administrative Assistant