

## BUDGET WORKSHOP

President Becker called the 2019 Budget Workshop to order at 7:01 p.m. on November 12, 2018, at the Macungie Institute, 510 E. Main 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.

Sergeant Travis Kocher and Corporal Michael Mullen attended the Workshop with the MPD'S revised 2019 Budget, which included 5 full-time (including the Sergeant and Corporal positions) and 2 part-time officers. The Budget proposal was discussed. Council commented, if approved, it would require a substantial tax increase. After the Budget and MPD staffing needs were discussed further, Sgt. Kocher then withdrew his request for 1 30-hour officer and discussed how he proposed to balance the Budget. Council Member Hutchison asked if there would still be 24/7 police coverage, with one less 30-hour officer. Sgt. Kocher replied that he is confident there will be 24/7 coverage, but there could be an issue if an officer became sick or injured for an extended period of time. The number of officers needed and their hours were discussed further. Council discussed what other items could be removed or lowered in the Budget to balance, instead of raising taxes.

There was a consensus among Council Members, along with Sgt. Kocher's approval, to staff the MPD with 4 full-time officers (including the Sergeant and Corporal positions) and 1 30-Hour officer, with an increase of \$15,000 for part-time officer's salaries and a \$5,000 for overtime.

Council then discussed the Police Budget Revenues and General Fund Expenditures. The Expenditures discussed included the officers insurance, salaries, Pension and Post-Retirement Benefits, which were all increased in the 2019 Budget. Council discussed their strategy to better fund the pension. Reserved Capital Funds included funds for MPD improvements, road work and a new police car.

The Administrative Assistant wages were then discussed. There was a 4-0 consensus among the Council Members to increase the hourly wage for the Administrative Assistant to an equal match of that of the Macungie Institute Facility Manager. It was noted that the increase is not related to the Administrative Assistant's performance, but to the position. Council discussed if they should have the full increase effective in 2019 or split it between 2019 and 2020. Due to budgeting constraints, there was a 4-2 consensus among Council Members to split the wage increase between 2019 and 2020. Borough Manager Boehm noted that the 2020 increase would be higher than the 2019 increase due to the Macungie Institute Facility Manager receiving a pay increase in 2020. After 2020, the Administrative Assistant's salary will continue to be an equal match of that of the Macungie Institute Facility Manager.

Municipal fund appeals were discussed. There was a consensus among Council Members to donate \$300 to The Office of Veterans in 2019 and 2020. After the consensus, President Becker offered to contribute the \$300 himself from his private funds. Due to budgeting constraints, donations to other organizations were not approved.

Council also discussed the Streets Budget. Public Works Supervisor, Tracy Smith,

provided Council with a revised street improvements plan. To stay within the 2018 and 2019 Budgets, Supervisor Smith suggested contracting for the street crack sealing repairs this year, for the work to begin in the spring of 2019. The contract would require a 10% deposit, with a budget transfer to the Capital Fund to pay the balance.

The General Fund Revenues and Expenditures were discussed, along with the \$10,000 donation increase request from the Macungie Volunteer Fire Department (“MVFD”) and all of the internal department’s budget proposals. There will be no increase to the Sewer Fund. There was a consensus among the Council Members to approve a \$4,000 donation increase to the MVFD, contingent upon receipt of the audit report Council requested.

The maintenance and repairs expenditures for the Public Works Department, Flower Park, Boy Scout bridge repair on Poplar Street, Macungie Institute and Borough Hall were also discussed. The cost to have drops installed on the PPL Poles in the Borough was also discussed. Each drop will cost approximately \$450. Borough Manger Boehm will check for a Chamber of Commerce grant to help with the cost.

Council directed Borough Manager Boehm to add \$2,500 to the Budget, in the Miscellaneous Fund, for the Macungie Institute. The funds will be made available to the Macungie Institute Building Coordinator Tim Brown, after he supplies Council 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.

A tax increase is most likely needed to balance the budget.

#### EXECUTIVE SESSION

President Becker called for an Executive Session at 9:30 p.m. to discuss a personnel matter.

#### ADJOURNMENT

At 10:20 p.m., Council Member Bloch made a motion to adjourn the Budget Workshop, second by Council Member Schleicher. The next budget workshop is scheduled for November 19, 2018 at 6:00 p.m. at the Macungie Institute.

Respectfully submitted,

/s/ *Selma Ritter*

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Administrative Assistant