

AGENDA
FINANCE & ADMINISTRATION COMMITTEE
Thursday, November 3, 2022 – 8:00 a.m.

- 1) Call to Order
- 2) Roll Call
- 3) Public Comment - All public comments shall be related to the subject matter jurisdiction of the Borough Council, Committee, or Board conducting the public meeting, and shall be limited to matters of public concern, official action, or deliberations that are, or may come, before the Borough Council, Committee, or Board.
- 4) Cash update:
 - i. Review cash and investment balances
- 5) October 2022 results:
 - i. Review revenues, expenses, variances, fund balance, and reserve funds monthly and year to date comparisons
 - ii. Review gross real estate taxes and net real estate taxes monthly and year to date comparisons
 - iii. Review mercantile, local services, other local tax monthly and year to date comparisons
- 6) 2023 Budget
 - i. Discuss the proposed third budget draft
 - A motion is needed to table, approve, or deny advertising the 2023 budget
- 7) Tompkins Time Deposit (CD) Early Withdraw
 - i. Discuss the implications of early withdraw of the Tompkins CD
 - A motion is needed to table, approve, or deny the discussed plan of the Tompkins CD funds
- 8) Yield and Mass Study for Borough Hall Administration and Police Departments
 - i. Infrastructure committee reviewed three cost proposals to perform a yield and mass study to determine the building needs for the Borough Police Department and Administrative offices
 - ii. Infrastructure committee is requesting the Finance and Administration Committee recommend Council approve the cost proposal submitted by Olsen Design Group to prepare the study at a cost of \$8,500, which is unbudgeted

- A motion is needed to approve, table or deny recommending Council approve the cost proposal submitted by Olsen Design Group to prepare a yield and mass study at a cost of \$8,500

9) Fire Station Roof

- i. Discuss the invoice received for the fire station roof
 - A motion is needed to table, approve, or deny approving the invoice from Wolfe Roofing in the amount of \$80,000 for the fire station roof

10) Discuss the request for relief, or partial relief of Police false alarm fees for Berkshire Investment Group

- A motion is needed to table, approve, or deny recommending to the Finance and Administration committee, and plans of relief or partial relief of Police false alarm fees for Berkshire Investment Group

11) IT Service Provider

- i. Review and discuss issues with the current IT service provider
- ii. Review and discuss a proposal from SOLVE IT for services
 - A motion is needed to approve, table or deny recommending Council approve terminating the service contract with the existing IT service provider and executing a service contract with SOLVE IT

12) Website Redesign

- i. Review and discuss proposals received for a complete redesign of the Borough's website
- ii. Staff's recommendation is to use CivicPlus at a first year total cost of \$19,414 - \$14,914 for development and \$4,500 for maintenance
- iii. Recurring annual cost with CivicPlus will be \$4,500 for maintenance
 - A motion is needed to approve, table or deny recommending Council approve executing a contract with CivicPlus for the creation of a new website

13) 2023 Fourth of July Fireworks

- i. Review and discuss approval needed to pay a deposit of \$4,000 in 2022 to reserve a July 3, 2023 date for a firework display a part of the Borough's annual Fourth of July celebration, of which the total cost is \$6,000
- ii. Reading Orthodontic Group has agreed to sponsor the firework display and cover the total cost, with payment being made to the Borough in 2023
 - A motion is needed to approve, table or deny recommending Council approve an unbudgeted deposit payment of \$4,000 being made to reserve a July 3, 2023 date for a firework display as part of the Borough's Fourth of July celebration

14) Old Business- Any agenda items being proposed for discussion that are not listed under the "Old Business" section, must have a motion made to add the item to the agenda to be further discussed and action taken if needed.

15) New Business: Any agenda items being proposed for discussion that are not listed under the “New Business” section, must have a motion made to add the item to the agenda to be further discussed and action taken if needed