

**West Middlesex Borough
Work Session Budget Meeting
November 8, 2023**

Call to Order: The West Middlesex Borough Work Session meeting was called to order at 6:30 p.m. by Borough President Eric Lucich.

Pledge of Allegiance

Council Present: President Eric Lucich, Vice President Mr. Dave Moyer, Mr. Robert Lark, Mr. Tim Webster, Mr. Bill Novak, Mayor Stacey Curry

Others Present: Secretary/Treasurer Paula Luca. Mr. Rich Garrett, Mr. Ray Lucich

Secretary Paula Luca included copies of 2 budgets in the packets. The first budget is a copy of the 2023 current budget. Also included was a copy of the preliminary 2024 budget. The copy of the 2023 budget was included to show where the figures on the 2024 budget were obtained from. It was also explained that the Beginning Balance figures for the 2024 Budget were obtained from the FNB Bank Statements dated ending December 2023. The second column of the budget was from January 1 2023- September 30 2023. Those are actual figures. The third column is an estimate that is a total of column two plus the estimated amount for October-December. Mr. Lark suggests we begin by reviewing the hard numbers. General Fund: All of the items were reviewed. Next is employee salaries. Because employees are paid out of both the General and the Sewer Account, the estimated total for the year is divided by two and added to both the General and Sewer account. It was also suggested to add another line to the budget to show both Regular Hours and Overtime as a separate line item. This will be a way that if needed, the budget can be trimmed by cutting some overtime. The line item for Desiree was discussed. It will not be added into the 2024 budget. Mayor Stacey suggests if the secretary goes on vacation, she can fill in at no fee. Mayor and Council Salaries will remain the same next year. Solicitor Fee: Attorney Tesone, and Attorney Shaffer. The totals are based on this year's total. Premium and Bond: Bond for Paula, and another one for Council. Fire Alarm System: Penn Power Statement, based on this year's totals. Rodent Control Program: Same total based on this year's totals. AAA Pest Control. Mayor Stacey suggests talking with Mike at AAA, that possibly the total will come down. Streets Department Truck: This was not part of the last budget. Mr. Lark asked what is the balance of that loan. He also questioned if the truck payment can be paid out of both the General and the Sewer Account due to the fact that the truck is used for both purposes. It will be added to each Account. Police Department: It is a contract so there will be an increase. Eric believes it will be a 3% increase. Swimming Pool: Mr. Lark explained that the pool budget was reduced by COG after he and Stacey questioned the raise. There is still a raise in fees from this year, but not as much as COG had first suggested. At this time, we are not aware if Shenango TWP or Lackawannock will be participating next year. The Softball Complex will be removed from the Budget in the future. Insurance: The Borough has not heard back from Reinhardt Insurance if there will be a raise in the insurance premiums for next year.

Mr. Lark suggested calling tomorrow to let them know we need at least an estimate. Mr. Lark suggests that we check to see if a portion of the insurance can be paid by the sewer account. Animal Shelter: Mr. Moyer informed Council that there will not be an increase next year. MC Planning Commission: Mr. Lark will check to get a hard number for next year. Mercer County Regional COG: Mr. Lark will check on this also for a hard number. Sewer Fund: Employee Salaries: Same as the General due to the fact that paid from both accounts. President Lucich remarked on the total for the pump repairs. The invoices for the repair were discussed. Mr. Lark asked the status of the pump at West Middlesex Estates. It was delivered and installed last week. He questioned why he was not informed. Fire Department Fund: Fire Truck Payment is the same for next year. Also, the salaries for the Chief and the Assistant Chief. It was suggested that those items be split and shown on two lines. Liquid Fuel Fund: A letter was received on what amount we will receive next year. The amount being \$28,030.05. The Liquid Fuel Audit was discussed. We are still waiting for the results of the audit. Road Tax Fund: No money was paid out of this account this year. Street Light Fund: It was explained that Penn Power statements are paid from both the street light fund, and there is also a line item in the general account for street light fund. It was questioned if more of the accounts can be paid out of the street light fund. Pension Fund: It was discussed that the Pension is just a savings account. The MMO payment shows in the General account also because that is where the money is deposited and paid from.

Mr. Webster discussed the numbers that were listed as the estimate totals on the General Account for the Taxes. Are those the numbers that should be moved over to the last column? To complete the revenue totals. Mr. Moyer suggested we use the Actual to date 9/30 totals. So it will be lower on the revenue and higher on the expenses. Interest: the actual totals were carried over. Miscellaneous Receipts: The estimated totals are carried over. Total Revenue: 363,841.85 The total of the Revenues and Beginning Balance = \$480,089.05. Expenses: Auditors Fee: \$17,500.00 carried over. Legal Fees: \$2,000.00. It was discussed this was higher due to the contract negotiations. Engineers Fee: \$5,000.00. A discussion was made as to paying for the Storm Sewer from the sewer account. Or just the sanitary sewer. I will check with Attorney Tesone on this matter. Postage & Printing: \$5,000.00. Dues, Dinners, Conventions: \$1,500.00. Misc: \$0. Office Supplies \$1,500.00. Computer Contract: Sage: \$1,931.00. Fire Alarm System: \$450.00. Website Zoom \$0. Clothing Allowance moved to Sewer Account. Telephone: Mr. Lark questioned why there is telephone in both General and also Sewer. It was explained General: Office phone and internet, and Cell Phones. Sewer: Phone at pump house, and also a phone line to receive computer readings. At the next meeting a breakdown of each phone statement will be provided. Office Equipment: A new copier was discussed. The contract cannot be renewed due to lack of parts being available. 1,750.00. A line will be added to the Sewer account for the copier in the amount \$1500.00. Tax Collection Commission: \$12,500 carried over. Postage increased to \$400.00. Repairs to the office will be added to Maintenance to Municipal Building, and eliminated. \$5,600.00. Fuel, Light, Water- Municipal Bldg. This includes National Fuel, Penn Power, and Aqua Water. Streets Dept: Fuel Light, Water- For the Walnut Street Garage. There was some discussion on the different categories listed. A lot of the categories used this year were not used in the past year. It was discussed if possibly some items were listed on the wrong accounts. Police Dept: It was

discussed a possible 3% raise. Recreation: General Rec. Service: 2500.00. Pool: \$15,400.00. Mayor Stacey added that possibly next year there may be some repairs to the gazebo needed. Misc: all carried over. \$500.00 top remain in the Capital Improvements. Total expenses: 465,487.96
Ending Balance: \$14,601.09 Preliminary General Account: 2024 Budget.

Mr. Lark asked Mr. Garrett if he had anything to add. He replied he has nothing tonight, but he will have some totals at the next meeting for monies needed for next year spending. Wish list from the Streets Dept: A smaller air compressor at the garage. They would like to downsize due to not using very much and the one they have had to be inspected each year. A smaller one would not need to be inspected. Possibly give the larger one to the Fire Department. Also, a possible utility tractor. It would use the attachments we already have. Can be used for many projects. Pole saw to cut the higher trees. An estimate is needed. A keyboard: we may have one in the office.

A discussion was conducted on a possible tax raise. Mr. Lark stated he will not vote in favor of a tax raise. President Lucich added that if expenses come up there is no surplus at all. Mr. Webster pointed out we used the revenue middle column so there will be more income than we accounted for. We will eventually have to raise taxes even if we don't do it this year. Eric added that when we do, we don't want to have a large increase if we do it ½ mill now.

Meeting adjourned at 9:03.