

The Special meeting of the Lansford Borough Council for Budgeting purposes was held at the above date and place at 6:30pm. The meeting was called to order by President Martin Ditsky and the Pledge of Allegiance was recited.

ROLL CALL

Secretary Treasurer Mary Fittos took roll call. Those present were Martin Ditsky, Mayor James Romankow, Joe Butrie, Samantha Yasson, Colin Jones & Rose Mary Cannon. Those Absent were: Mary Soberick, Tommy Vadyak and Attorney Michael Greek.

PUBLIC COURTESY

Jill Seigendall was present.

2015 PROPOSED BUDGET – REVIEW

Martin Ditsky thanked everyone for attending as he knows everyone had other commitments, and appreciates the participation. He did say when referencing the budget to please state the page and account number. Rose Mary Cannon asked how we were going to review it and Mr. Ditsky said line by line starting with tax revenue unless anyone else already has ideas.

Option 1 Budget- Martin Ditsky was starting to read off the Tax Revenue as Rose Mary Cannon said we should save the Milleage for last so we moved onto the expenses first on page 4. Martin Ditsky started to read off the expenses line by line and questioned miscellaneous expense. Mary Fittos explained that should be \$0.00 and is usually used for uncategorized expenses. Martin Ditsky continued to professional services, where Rose Mary Cannon questioned what it was and Mrs. Fittos said she thinks it's McNeil, but will have to look it up. Martin Ditsky and Rose Mary Cannon mentioned they remember we had attorney and engineering fees in here and moved them to the correct codes. Martin Ditsky continued reading off accounts. Rose Mary Cannon asked what was in dues and fees, and Mrs. Fittos said it should be all subscriptions. Jill Seigendall mentioned PSAB. Martin Ditsky continued until he got to Major Office Equipment when Colin Jones asked about the upgrades for the Police Dept. Rose Mary Cannon asked if we anticipate any other upgrades to this office like a fax machine. Mrs. Fittos said we did budget for fax machine under office equipment. Mrs. Fittos said we should budget for 1 computer just in case hers goes down as Jeff Leslie has been working on it a lot lately as something seems to be corrupted. Council decided to increase Major office equipment to \$800.00. Martin Ditsky continued with the expenses. We spoke about the Audit fees and how they will be reduced to 10,500 being everything is much smoother now. Ms. Cannon mentioned that they will need to be appointed so they can do the Audit. Martin Ditsky continued and Tax Collector Supplies was questioned by Rose Mary Cannon. Mary Fittos said maybe he should be paying for his own supplies which are the tax bills. She said she will research with other Borough's. Council agreed to increase Legal Fees to \$8,000. Martin Ditsky continued until they got to engineering where Rose Mary Cannon said it should be increased a little as some of it is limited under the street scape Grant. Engineering fees were increased to \$20,000.

Martin Ditsky continued to Buildings: Building and cleaning supplies was read off and Mrs. Fittos said that is all Debbie Kupres. Ms. Cannon said it should be increased to \$6,000. Mr. Ditsky continued. Rose Mary Cannon mentioned that the pool Roofs need to be painted. She also mentioned that we need to look at these buildings and see what needs to be upgraded, like the doors and windows; money should be put aside for these things. Samantha Yasson said we should budget for something and apply for Grants. Mr. Ditsky mentioned that under buildings we may want to budget for a boiler in the garage. Mr. Butrie mentioned where it stands right now to either replace it or repair it. Mr. Ditsky continued reading off expenses.

Police Expenses: Martin Ditsky continued with police expenses. Rose Mary Cannon asked if they were all reflecting the increase and the answer was yes. We budgeted for 2 more Full time officers so there are 4 patrolmen and 1 FT Sergeant and 1 Chief. Some of overtime was added to beef the numbers up a bit to cover overtime. Police Pension Salary was increased in case we have to pay another pension to Mr. Turcmanovich. Office Equipment is where we are budgeting for the new servers this was increased to \$5,000. Colin Jones inquired about the police vests. Ms. Cannon said the uniform allowance is

Contractual but the bullet proof vests are usually provided through a Grant whom Officer Ondrus handles. Professional service was increased to \$8,000. All of Jeff Stewart's bills are coded here. Ms. Cannon questioned the Training and Mr. Ditsky said Officer Horos went to some training.

Fire & Water Services: There is 1 charge for a hydrant in Summit Hill. Martin continued reading the expenses.

Ambulance: No Ambulance.

Code Enforcement: Colin Jones said it was being bounced around that no one is happy with Barry Isett; he asked should we budget for in house code enforcer. Mr. Ditsky said at his Municipal Administration building some members of Barry Isett met with the committee members and suggested budgeting for demolition. The elk's building was addressed. Mr. Ditsky moved on to Zoning: Colin Jones asked how do we budget for Stenographer. Ms. Cannon said it's hard to budget for. Jill Seigendall said Greg Mousseau pays for it and send us the bill. Public Safety: K-9 Patrol was already paid in full for 2015. Crossing Guard Salary: Mrs. Fittos explained that we are only budgeting around \$15,000 since we get reimbursed close to \$9,000 from Panther Valley School, and revenue for that reimbursement has been created and budgeted. Mr. Ditsky mentioned demolition costs and Ms. Cannon said we suggested we budget for that. Mrs. Fittos

also mentioned using money in the RIRA account for demolition. Martin Ditsky suggested we budget \$10,000 for demolition.

Martin Ditsky continues to go over expenses. Public Works: Borough Salaries: Samantha Yasson asked if we had a third Full time employee budgeted. Mrs. Fittos said only (2) Full time employees. Ms. Yasson asked where we stood with John Matula and my response was it will be on next week's agenda for council to decide if they will create a new position for him per the Dr's restrictions. Mr. Daily is going for his CDL next Friday so once we know if he passes, we will know how many to budget for full time. Part- Time Salaries should be reduced. We came across telephone which needs to be researched. Signs: Mr. Ditsky mentioned that the signs went up to \$1,000. Ms. Cannon said we keep budgeting for them but never purchase them. Highway Maintenance and Supplies: Joe Butrie confirmed we have enough salt.

Sewer Transmission Permit Fee: A yearly fee for Edgemont drive from Reading and Northern Real Estate. Municipal Administration Office: Telephone, Mrs. Fittos said she will research to rebundle. She also mentioned that the line upstairs in the old code office should be disconnected. Office Electric: Joe Butrie mentioned that PPI helped him at his old job to replace all the lights with T8 lights and you use about 1/3 of electric and save on power. It's through Grants. Colin Jones said he will look into the T8 lights. Mr. Ditsky went over all the Insurance expenses. Hospital Insurance: Will be on next week's agenda being a provider needs to be elected for 2015. Benecon came in at the cheapest rate. Social Security and Unemployment tax: These will increase a little as we add more employees. Mrs. Fittos suggested that we move Grant Expenses to its own QB file, separated from the General fund being it's a Grant. Payroll Processing Fee: Should be the same as next year.

The net Income was \$20,529.00. Martin Ditsky starts to review the revenue starting with code 320 License and Permits: Cable T.V. Franchise to stay at \$22,000. Fines & Forfeits: Meter Fines, Samantha Yasson asked if we are keeping the meters and the response was yes. Mrs. Fittos said we need have a more accurate number for meter fines because it was not being calculated correctly. Jill Seigendall went over the options real quickly and stated, Option 1 is with no mileage being raised. It's the same as last year. Option 1.5, the general purpose mileage was raised 27.00, and Option 2 had a reduced assessment of 15%. As opposed to using the calculated amount from the Tax Assessment, we just put in a figure that is more realistic to be collected. Interest: Rose Mary Cannon said we should not budget for this. Lieu of Taxes: Rose Mary Cannon mentioned that the churches and Mid Rise should be paying it. Letters are mailed out to them. Drug Task force: Rose Mary Cannon said we should not budget for it. Building Permits: Jill Seigendall said it's for UCC when someone is building something new or a renovation. Landlord License and Inspections: Jill Seigendall said no one is monitoring or enforcing it. Ms. Cannon said we need to either have Barry Isett do it or hire a clerk to do it. It needs to be addressed. Colin Jones said we are paying them to do work they should be doing this as well. Mr. Ditsky continued reviewing accounts. Moving Permits: Ms. Cannon said it should be \$10,000. Handicap Parking Permits: This should be increased to \$2800 since we have 2 more applications. Meter Space Rental- Should be decreased being we lost some business and some people have not paid so they lost them. Sale of Equipment: Sale of 860 Patterson and 2 trucks.

Public Safety- New line item is reimbursement of crossing guard salary from PV. Donations: Do not budget for this. Other Sources: All the Tax Collector Salary's. Highway is the wages. Tax Anticipation Note: Stays the same.

Prior Year Expenses: All reimbursements of policies being surrendered. That concludes the revenue. Mr. Ditsky said we are done with option 1. Ms. Cannon suggested that we make the appropriate changes then meet again to review.

ADJOURNMENT

Rose Mary Cannon makes the motion to adjourn at 8:05pm. Seconded: Samantha Yasson vote. All in favor, motion passes.

Respectfully submitted,

Mary Fittos

Secretary/Treasurer