

BOROUGH OF WHITEHALL

INDEX

MEETING MINUTES OF THE NOVEMBER 5, 2022 BUGET MEETING

	Motion	Page
Authorize HVAC Maintenance Agreement with Ruthrauff Services	M-1	4
Authorize Service Agreement with Comcast for Fiber Phone/Internet	M-2	4
Adjournment	M-3	5

BOROUGH OF WHITEHALL

Budget Meeting November 5, 2022

The Council of the Borough of Whitehall met at the Borough Building, 100 Borough Park Drive, Pittsburgh, Pennsylvania, Saturday, November 5, 2022, at 9:00 AM, for a budget meeting. President Lahr called the meeting to order, followed by the Pledge of Allegiance.

ROLL CALL:

Present: Linda J. Book
Kathleen N. DePuy
Philip J. Lahr
Robert J. McKown
William J. Veith
Stone Sobierakski
James F. Nowalk, Mayor – Arrived at 9:08 AM

Absent: Glenn P. Nagy

STAFF: Courtney M. Wertz, Manager
Vincent G. Yevins, Finance Director
Kristen Gusten, Finance Director II
Hannah Bower, Recreation Director
Jason C. Gagorik, Chief of Police
Alyssa M. Rogalla, Administrative Assistant

Ms. Wertz welcomed Kristen Gusten, who was recently hired for the Finance Director II position.

CITIZENS REQUEST:

Donna McCrea, 305 Southvue Drive, appeared before Council as a representative of the Shade Tree Commission. The Shade Tree Commission requests a line item – Tree Improvements - be added to the 2023 Budget. The Commission requested \$7,168 for the purchase of new trees to be planted in the Borough as well as tree pruning maintenance. Ms. McCrea asked if money is not spent in a line item under this year's budget, does it roll over to the next year's budget.

Mr. McKown stated that the monies are dropped. Moving unspent monies to a different line item must be approved by Council.

Ms. McCrea did not include supplies and materials in the Commission's Budget request. She will resubmit the request to Ms. Wertz with the additional costs.

LIBRARY:

2022 Budget - \$389,760.00

2023 Proposed Budget - \$423,585.00

President Lahr recognized Paula Kelly, Director of the Whitehall Public Library. Members of Council received copies of the Library's 2023 Budget Narrative. The Library has requested flat funding from the Borough for the past two years due to funds received by a PPP Loan during the COVID pandemic. These funds represented a one-time disaster-related relief. The Library's annual subsidy from the State has increased by 17%, yielding an additional \$9,000.00. The RAD Program mandated that the Allegheny County Library Association restructure its funding formula that distressed and underserved library receive stronger support. For Whitehall, this represents an unanticipated \$15,552.00 loss in RAD funding for next year. The Library is requesting an 8.7% increase in funding which represents an additional \$33,825.00 to the Library's annual allocation. With regard to facility-related requests, the Library requested improved lighting in the Community Room and Library. Ms. Wertz stated that she has been in contact with Ms. Kelly about potential grants to renovate the lighting on the upper level.

RECREATION:

2022 Budget - \$110,876.00

2023 Proposed Budget - \$122,448.76

Mr. Lahr turned the meeting over to Recreation Director, Hannah Bower. The Recreation Department is projected to be slightly underbudget in 2022. The Recreation Department requested additional funds in 2023, specifically under line item – Recreation Board Program – due to the Borough's 75th Anniversary Event and Pool Opening Event. Mrs. Bower would also like to add new programming with collaboration from the Library in anticipation of the new swimming pool opening.

SWIMMING POOL:

2022 Budget - \$4,222.00

2023 Proposed Budget - \$308,953.85

Monies spent in 2022 represent basic utility costs. The line items – Sewage and Water – resulted in a \$36,000.00 payment due to a water leak at the swimming pool that was not budgeted for. Historical operating costs have been budgeted for 2023. Mrs. DePuy asked about line item – Wages – Lifeguards – due to short staffing at the end of the swimming pool season. The proposed budget reflects 9,000 lifeguard hours at \$15/hour. Council discussed a “bonus rate.” Mr. Yevins will account for 10,000 lifeguard hours. The line item – Passes and Applications – is budgeted at \$4,000.00 in order to purchase the new pool pass sale system. The line items – Water Treatment – and – Suits for Guards - have been increased due to an increase in the cost of supplies. The line item – Telephone/Internet – has been increased to \$7,500.00.

This includes a onetime cost of \$5,100.00 to install new phone and internet lines at the pool. Internet was not previously available at the pool but is necessary to operate the new pool pass system. The line item – Furniture/Equipment has been significantly increased for 2023 in anticipation of the purchase of new pool chairs and staff office furniture. The proposed swimming pool budget is Staff's best guess, as the swimming pool has not been open for a full season in three years.

FIRE PROTECTION/EMS:

2022 Budget - \$408,875.00

2023 Proposed Budget - \$443,247.00

The line item – Gasoline and Diesel Fuel - has slightly increased due to an increase in the price of gasoline. The line item – MRTSA Assessment – will be separated out of Fire Protection to get a better idea of the monies allocated to the Fire Company. Council had a lengthy discussion regarding The Fire Company's proposal to employ day-light duty staff. The Fire Company's Capital requests will be reflected under Capital Projects at the next Budget meeting.

REVENUE:

2022 Budget -\$11,282,544.00

2023 Proposed Budget - \$12,048,307.00

Real Estate Tax Revenue is projected to be slightly lower than budgeted for in 2022. The Real Estate Tax Revenue is projected to slightly increase for 2023 due to the Grove Pointe Phase II Properties and townhouses on Weyman Road. The two main sources of revenue, Real Estate Tax Revenue and Earned Income Tax Revenue will account for a total of \$10,000,000.00 in Revenue for 2023. The – Cable TV Franchise Fee – makes up the bulk of the fees under Licenses and Permits and has slightly increased about \$8,000.00. Staff is taking a conservative approach to the line item – Fines & Forfeits – as the Courts are still back logged. It is projected that the Borough will collect about \$56,000.00 in interest in revenue due to monies in the PLGIT accounts. The RAD tax will remain flat for 2023. The Charges for Service for the swimming pool are rough estimates, as 2019 was the last “normal” pool season. The 2023 Budget reflects the new rates for the swimming pool. Recreation Program Fees were significantly higher than budgeted for. Most of the additional revenue resulted from non-residents attending Summer Camp. The line item – Employee Health Reimbursement – will be significantly higher in revenue due to the arbitration award of the Police Contract. The Worker's Compensation Dividend and Property Casualty Dividend will remain at historical numbers.

ADMINISTRATION:

2022 Budget - \$842,601.00
2023 Proposed Budget - \$830,315.87

The projected 2022 Administration budget will be slightly over budget due to increased cost in legal services. The Legal Services line item will be increased for 2023. The line item – Contracted IT Services – has slightly increased due to the Ford Office Technologies Contract. All other line items reflect historical numbers.

BUILDINGS & GROUNDS:

2022 Budget - \$210,858.00
2023 Proposed Budget - \$258,996.85

The Buildings and Grounds budget is slightly over budget in 2022 due to electrical and HVAC maintenance in the Borough Building. Ms. Wertz has received a quote from Ruthrauff to enter into a preventative maintenance agreement, covering all three levels of the Borough Building to minimize the cost of repairs.

M-1 Mr. McKown moved, seconded by Ms. Book to authorize the Borough Manager to enter into the HVAC Maintenance Agreement with Ruthrauff Services. The motion carried unanimously.

The line item – Industrial Appraisal – will slightly increase due to the appraisal of the Borough’s fixed asset list and insurance evaluation. The line item – Internet/Web Hosting - will slightly increase in anticipation of the proposal to redevelop the Borough Website. Ms. Wertz stated that herself and the Chief of Police have met with Comcast to discuss upgrading internet service. A proposal has been received from Comcast to upgrade to Comcast Fiber Internet. This project will have an 18-month lead time. Pricing and rates would be locked in for the 2023 Budget but no monies would be spent until 2024.

M-2 Ms. Book moved, seconded by Mr. McKown to authorize the Borough Manager to enter into a Service Agreement with Comcast for Fiber Phone/Internet. The motion carried unanimously.

PLANNING & ZONING:

2022 Budget - \$330,838.00

2023 Proposed Budget - \$330,953.19

All line items under Planning & Zoning are proposed at historical numbers. The bulk of fees in Planning & Zoning are under line item – Engineering Fees – The new GIS System is budgeted for in this Department.

HEALTH & SANITATION:

2022 Budget - \$1,154,990.00

2023 Proposed Budget - \$1,179,775.00

The line item – Refuse Collection came in underbudget in 2022 but will increase as more developed townhomes are being constructed. These numbers are contractual. The Refuse/Recycling Contract ends at the end of 2023 and pricing is expected to increase significantly for the next contract.

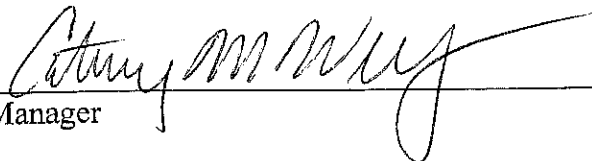
NEW BUSINESS:

None.

ADJOURNMENT:

M-3 Mrs. DePuy moved, seconded by Ms. Book to adjourn the meeting. The motion carried unanimously. The meeting adjourned the meeting at 12:28 PM.

READ AND APPROVED THIS DAY OF NOVEMBER 16, 2022.



Manager