

## LANGHORNE BOROUGH COUNCIL WORK SESSION

November 1, 2022

A work session of Langhorne Borough Council was held in person in Council Chambers on Tuesday, November 1, 2022. President Paul Murdock called the session to order at 7:30 p.m. and invited those in attendance to pledge allegiance to the Flag.

**Present:** President Paul Murdock; Councilpersons Kathleen Horwatt, Nancy Culleton, Anthony Marfia, Scott Haldeman, and Kristen Farry; Treasurer Ellyn Schoen; Clerk Mary Zimmerman. **Absent:** Vice President Rich Mason.

**Proposed 2023 Budget:** Council discussed the initial draft of the 2023 budget proposed by the Finance Committee. This draft specified revenues of \$582K and expenditures of \$567,353. Budgeted revenues were \$100K higher than in 2022, based on the expectation that the newly enacted EIT would bring in at least \$115K.

The draft budget included salary increases for Borough employees, an increase in Workers' Compensation based on Middletown's request that the three municipalities served by the Fire Company share this expense proportionately, and a new line item of \$10K for SAFE Engineering. Line items for repairs including maintenance of streets, sidewalks, storm sewers and drains were reduced from 2022, as money for those items in 2022 was not used as expected and it is not clear what the needs will be in 2023. The draft budget did not include collection or expenditure of stormwater fees.

In discussion, some minor adjustments to the draft were made, and a new line item was created to provide \$15K for codification and digitization of Borough records. Council agreed on a proposed budget that balanced at \$582K. The proposed budget will be posted on the website. At the November 9 Council meeting a vote will be taken to advertise the 2023 budget.

Treasurer Schoen explained that if the EIT raised significantly more than \$115K, it would not be necessary to pass a revised budget. The overage could be saved and/or be used for large high-priority projects such as West Richardson Avenue drainage project. Mid-year, Council could consider amending the budget to address lower-priority issues such as beautification and playground improvements. Councilperson Horwatt hoped that at some point the playground could get an ADA swing.

Clerk Zimmerman said that Keystone Collections confirmed receipt of the Borough's EIT Ordinance and would be sending instructions soon.

**Issues Regarding New Manager:** President Murdock recommended that in his first six months, incoming manager Steve Bradshaw attend at least four training sessions sponsored by the Pennsylvania Association of Boroughs. Hosting a gathering of managers would be a good way to make connections. Others agreed that making connections was important and felt that his priority in the first few months should be to learn from others and address everything on the manager's timeline list – for example, the complicated ARPA form due in April. He would also need guidance as the point person for the public works employee. President Murdock said that Mr. Bradshaw was eager to work on digitizing the office. Councilperson Haldeman noted that the office now has excellent computers, and Clerk Zimmerman reported that they have upgraded Adobe software.

Councilperson Farry spoke of the importance of getting the Wi-Fi and owl working properly for online meetings, increasing the functionality of the website, and digitizing the records in the office. Others agreed that it was difficult to find current copies of ordinances in the office or on the website. The \$15K for codification in the 2023 proposed budget should cover the cost of hiring an outside firm to digitize and codify all the Borough files. Clerk Zimmerman reported that she had been trying unsuccessfully to resolve difficulties with the Borough's Constant Contact account.

Councilperson Culleton noted that as of December 1 she would no longer be Interim Secretary. President Murdock agreed that expectations for serving as Borough Secretary would be addressed with Manager Bradshaw.

**Solid Waste Contract:** The Borough had not yet requested solid waste bids for 2023. Leck offered to extend the current three-year contract for one more year at the same price. If the Borough could not accept the offer, the contract would be bid out.

**Communications Committee:** The committee said it would plan to meet the week of November 14 with Clerk Zimmerman, in preparation for a more comprehensive meeting with Manager Bradshaw and Clerk Zimmerman sometime in December.

**Auditor Contract:** Clerk Zimmerman and Treasurer Schoen agreed to prepare the proposed 3-year auditor contract for a vote at the November 14 Council meeting.

**Hazard Mitigation Plan:** Clerk Zimmerman was asked to confirm that the approval of the County's Hazard Mitigation Plan had been sent to Bucks County Planning Commission.

**Borough Hall Roofing:** Councilperson Haldeman reported that he was still waiting for a bid from DeFrehn. DeFrehn would need an asbestos rider.

**Executive Session:** At 8:35 p.m. Council went into Executive Session to discuss personnel matters.

At the end of the Executive Session the meeting was adjourned at 8:43 p.m.

Respectfully submitted,

Nancy Culleton, Councilperson/Interim Secretary