

**SAXONBURG BOROUGH
Budget Meeting
Meeting Minutes
October 5, 2021**

Vice President Rinebolt called the meeting to order at 7 p.m.

Pledge of Allegiance

Roll Call June Crawford, Carol Neubert, Pat Rinebolt, Dave Felsing, Scott Herbst, and Mayor Gillespie were present.

Josh Novotny, Sherry Weinzierl were absent.

Also in attendance were Mary Papik/Manager, Sean Gallagher/Solicitor, Jody Vettori Secretary/Treasurer, Ben Brewster, Brian Antoszyk, Karen Antoszyk, Tiffany Nolan, and Doug Sprankle.

Correspondence None

Executive Session Announcement Under the terms of Act 84, Section 8A, subsection 1, Council would meet in Executive Session just prior to adjournment, to discuss employee, contract, and/or public safety matters. After the Executive Session, Council will reassemble in open meeting and take any actions that are required.

Minutes

Scott Herbst moved to table the August 17 Minutes as he has not had time to adequately review them. No action was taken on the September 21 Minutes.

Public Comments None

Mayor William Gillespie Jr.
Mayor Gillespie asked if Council members were interested in celebrating Saxonburg's 175th Anniversary.

Pat Rinebolt said this was something that could be discussed further at future meetings.

Council Members Business presented by Council Members

The Council had no additional business to present.

Manager Mary Papik

Arts Festival 2022

Mary explained that Chuck Lewis of the Saxonburg Volunteer Fire Company asked Council to set the dates of the 2022 Arts Festival, if possible, so that the Fire Company could better plan their Sportsmen's Fest and 2022 Octoberfest and get their large tent ordered as soon as possible.

Motion was made and seconded by Dave Felsing/Scott Herbst to set the 2022 Arts Festival dates as September 9, 10, and 11, on its traditional weekend after Labor Day. The motion carried.

2022 Budget

Mary reminded Council that, by law, the budget needs to be adopted by the end of December. This deadline allows Council until November to advertise the budget in order for it to be acted upon at the December meeting. Council could act on it sooner, she said, but these are the latest dates in order to comply with the law.

Mary then reviewed the 2022 Park budget with Council, including:

- Expected revenues from rentals and Arts Festival vendor payments, and
- Expected expenses from utilities, tree removals, and possible Festival expenses.

Discussion included:

- Mayor Gillespie asked which personnel make up the Administrative expense and how it could be reduced. Mary said it includes herself, Jody, and Chuck. She suggested reducing it by not having herself and Jody use their time to run a Festival. Chuck's time, she said, was about \$8,000 of the total figure for the year and was not based on one event but on his work coordinating the Field Crew's groundskeeping and maintenance work, as well as getting the fence replacement proposal and researching the sewage pump replacements—items that came up throughout the year.
- Where personnel spent their time in the previous year is what shapes the budget, Mary said, but where they work through the year is reflected in the financial statements.
- The Mayor agreed that the Field Crew's time for landscaping reduced the amount Council had been spending before the Field Crew took it over.
- Mayor Gillespie asked Mary if there is enough grant funding available to keep it included in the budget and Mary said yes. Pat Rinebolt agreed that her notation suggested possibly \$7,500 more than the conservative estimate in the budget.
- Mayor Gillespie asked if any funds were budgeted toward the Wire Rope Shop. Mary said no, and that there were no set aside funds budgeted, either.

Mary presented the 2022 Borough budget with Council, including:

- Mary noted that ARPA funds are not included in the budget because they are required to be spent only on specific items, and those items are also not listed in the budget.
- Mary noted there wasn't much change to the Borough's budget until the Public Safety section, where it includes the new agreement with Summit Township.
- There are no contributions budgeted for the Capital Expense fund, she said, but the budget will use most of the Capital Expense Fund for the siding for the Municipal Building (nearly 30 years old and deteriorating) and paving the parking lot, both items that had been postponed from 2021.
- Mary said there is an increase in revenue and expense for building permits, and she expects that to continue with the development of N. Isabella.
- A new work vehicle, she said, was not available this year due to the backlog of computer chips, but it is included in the budget for 2022.
- Mary said the Borough is planning to restart road resurface work next year, possibly paving or seal coating, and we need to get back on the schedule preserving what we have.
- Mary reminded Council that they paid the loan off earlier this year, which means the 2 mill debt service tax will come off the tax bill in 2022.

Discussion included:

- Pat Rinebolt said there was an article in the *Butler Eagle* about the agreement between Saxonburg and Summit Township and how appreciative Summit is for Saxonburg's help because there had been accidents on that road.
- Mayor Gillespie asked if expenses are larger this year, and Mary said yes. She explained that with the budgeted Roof project, the building of the Materials Shed, plus

the purchase of the new police car, that those items came out of cash in the General Fund versus taking them from the Capital Expense fund.

- The Mayor asked Council to look at details, or to decide when they were going to look at the details to come up with any items that could be cut from the budget or ways that they could add. Pat asked if this includes cutting the Police Budget, and Mayor Gillespie said it didn't matter where but that the changes needed to come.
- Mayor Gillespie said he and Council especially need to take a close look at every item being spent from the Capital Expense Fund, because if it's allowed to go to near zero as budgeted, then the following year even something like an air conditioning unit needing to be replaced for \$15,000 would cause a lot of trouble.

Solicitor

Solicitor Sean Gallagher, Gallagher Law Group

The Solicitor had no further report at this time.

Old Business

None

New Business

Pat Rinebolt let the Council know of the passing of Jack Thompson, who had been a longtime member of Saxonburg's Council and who had also served as President of the Pennsylvania State Association of Boroughs. He will be buried in Saxonburg, Pat said. The details will be published in the *Butler Eagle*.

Executive Session

The meeting recessed at 7:35 p.m. to go into Executive Session to discuss Employee, Contract, and/or Public Safety Matters.

The meeting reconvened at 8:03 p.m. and Council took no further action except for discussion:

Council discussed the SABA Holiday Parade and how Council previously marched in the parade as it travelled down Main Street. The members present agreed that they would like to participate and hand out candy. Mr. Sprankle stated that he would donate the candy.

Adjournment

The meeting adjourned at 8:13 p.m.

The next meeting is scheduled for Tuesday, October 19, 2021 at 7 p.m.

Jody Vettori
Secretary