

**BOROUGH OF CLIFTON HEIGHTS
DELAWARE COUNTY, PENNSYLVANIA
BOROUGH COUNCIL MEETING**

**Final Agenda
Council Meeting
December 19, 2023**

- I. Call to Order and Pledge of Allegiance, Roll Call
- II. Citizen Participation
- III. Motion to approve the Minutes for the **November 21, 2023** Council Meeting
- IV. Reports of the Borough Officers
 - A. Financial Advisor's Report
 - B. Police Chief's Report
 - C. Fire Chief's Report
 - D. Engineer's Report
 - **Update on 500 E Broadway Ave**
 - D. Solicitor's Report:
 - F. Community Development / Code Enforcement
 - G. Manager's Report
 - **A motion to approve the 2024 Tax Levy Ordinance No. 885.** The Clifton Heights Borough Council, pursuant to the authority vested in it by the Pennsylvania Borough Code and the Local Tax Enabling Act, hereby enacts the following Ordinance setting forth or fixing the tax rates, sewer rates and trash removal rates for the Borough of Clifton Heights in 2024:
 - **A motion to adopt the 2024 Budget.**
 - **A motion to approve Resolution No. 2023-12 to appoint Borough Auditors John R. Hanna & Sons LLC (name change 11/15/2023) audit year 2023. (former Mingis, Gutowski & Company, LLC).**
 - **A motion to approve Ordinance No. 886, CREATING BYLAWS FOR THE OPERATION OF THE BOROUGH COUNCIL, INCLUDING RULES FOR THE OPERATIONS OF MEETINGS,**

COMMITTEES OF COUNCIL, DUTIES AND RESPONSIBILITIES
OF THE OFFICERS OF COUNCIL.

- **A motion to approve a resolution for applying to PADET for Business Partner "BP" I.D. with PennDot.**

V. Council Reports

- 1st Ward - Ms. Papale
Mr. Resnick
- 2nd Ward - Mr. Fagioli
Mr. Humphreys
- 3rd Ward - Mr. Braun
Ms. Borrelli
- 4th Ward - Mrs. Briddes
Ms. Peterson

VI. Mayor's Report

VII. Old Business

VIII. New Business

IX. Public Participation

Adjournment

BOROUGH OF CLIFTON HEIGHTS			
2024 Projected Budget			
GENERAL FUND			
		2023	2024
		PROJECTED BUDGET	PROJECTED BUDGET
REVENUES			
REAL ESTATE TAXES CURRENT		3,174,800.00	3,242,308.00
REAL ESTATE TAXES DELINQ		100,000.00	100,000.00
REAL ESTATE TRANSFER TAX		75,000.00	75,000.00
USE AND OCCUPANCY TRANSFER		15,000.00	15,000.00
PUBLIC UTILITY TAX		3,805.00	3,805.00
RECYCLING PERMITS		0.00	0.00
HEALTH LICENSE		0.00	1,875.00
LIQUOR LICENSE		2,600.00	2,600.00
BUILDING PERMIT		100,000.00	100,000.00
BUILDING PERMITS SPECIAL PROJECTS			500,000.00
RENTAL INSPECTION APPLIC FEES		110,000.00	125,000.00
PERMITS VIDEO		0.00	0.00
ZONING PERMITS/FEES		1,000.00	1,000.00
PERMITS & LICENSES-TRADESMEN		4,000.00	5,500.00
PERMITS & FEES-CABLE TV		110,000.00	110,000.00
RE-INSPECTION FEES		0.00	0.00
PARKING METER/PERMITS/FINES		12,000.00	12,000.00
VENDING PERMITS		4,000.00	6,000.00
PROPERTY ABATEMENT REVENUE		0.00	5,000.00
VIOLATION OF ORDINANCES		7,000.00	9,000.00
DISTRICT POLICE FINES		40,000.00	40,000.00
STATE POLICE FINES		1,000.00	1,000.00
OTHER POLICE REVENUE		1,800.00	1,800.00
INSURANCE/POLICE REPORTS		4,000.00	5,000.00
POLICE SPECIAL DETAIL REV		3,000.00	2,000.00
LMST		60,000.00	60,000.00

BUSINESS PRIVILEGE	185,000.00	185,000.00
LIQUID FUELS TAX/COUNTY GRANT	7,493.00	7,493.00
COMMONWEALTH GRANT	0.00	0.00
HIGHWAY TURNBACK ALLOWANCE	2,500.00	2,500.00
ACT 205	8,749.00	8,749.00
REIMBURSEMENTS-INCLUDING HEART AND LUNG	0.00	0.00
INTEREST EARNINGS	2,000.00	20,000.00
MISCELLANEOUS REVENUE INCLUDING VEST DON	15,000.00	15,000.00
ADMIN REIMB SANITATION	15,000.00	15,000.00
	4,064,747.00	4,677,630.00
TOTAL REVENUES	4,064,747.00	4,677,630.00
EXPENDITURES		
ADMINISTRATION		
SALARY MAYOR	2,976.00	2,976.00
SALARY COUNCIL	16,600.00	16,600.00
SALARY TREAS	2,400.00	2,400.00
SALARIES CLERICAL	48,000.00	48,000.00
BOROUGH MANAGER	70,000.00	70,000.00
MATERIALS AND SUPPLIES	10,000.00	10,000.00
COMMUNICATION	28,440.00	40,000.00
REPAIRS AND MAINTENANCE INCLUDING RECREATION	21,000.00	21,000.00
UTILITIES	-	8,500.00
GENERAL EXPENSE including christmas and Easter	30,000.00	70,000.00
CONFERENCE/MEETINGS	1,500.00	2,300.00
BANK CHARGES	2,500.00	2,500.00
SOLICITOR	65,000.00	95,000.00
OTHER SPECIAL PROJECT COUNSEL/LITIGATION	50,000.00	25,000.00
ACCOUNTING	51,000.00	58,000.00
AUDITING	20,000.00	20,600.00
ENGINEERING	95,000.00	96,000.00

COMPUTER EXPENSE	15,000.00	15,000.00
DUES/TRAINING/EDUCATION	4,000.00	5,100.00
GENERAL LIABILITY/VEHICLE	85,000.00	85,000.00
SOCIAL SECURITY TAX	8,600.00	8,600.00
WORKERS COMPENSATION	180,000.00	180,000.00
HOSPITALIZATION	13,334.00	22,000.00
SAFETY COMMITTEE	5,000.00	5,000.00
TRANSFER TO SINKING FUND	181,215.00	180,887.00
PROPERTY AND CASUALTY/OFFICIALS/OTHER/VEHICLE	60,000.00	80,000.00
SPECIAL PROJECT RELATED FEES		175,000.00
TRANSFER SEWER FUND		400,000.00
TOTAL ADMINISTRATION	1,066,565.00	1,745,463.00
TAX COLLECTOR		
SALARY TAX COLLECTOR	10,000.00	10,000.00
MATERIALS AND SUPPLIES	2,800.00	3,500.00
COMMUNICATION AND GENERAL and INSURANCE	12,000.00	12,000.00
SOCIAL SECURITY TAX	765.00	765.00
TRAVEL		1,500.00
TAX REFUNDS	25,000.00	15,000.00
TOTAL TAX COLLECTOR	50,565.00	42,765.00
BOROUGH PROPERTY		
EMERGENCY REPAIRS	5,000.00	5,000.00
UTILITIES	12,500.00	12,500.00
REPAIRS/MAINT	20,000.00	20,000.00
GENERAL EXPENSE	2,200.00	2,200.00
EXTERMINATING	1,000.00	1,000.00
ENGINEERING	2,000.00	2,000.00
TOTAL BOROUGH PROPERTY	42,700.00	42,700.00

LICENSE & INSPECTIONS		
SALARY CLERICAL	45,000.00	25,000.00
CODE ENFORCEMENT	149,000.00	160,000.00
PROJECT COORDINATOR	-	65,000.00
VEHICLE OPERATING EXPENSE	5,000.00	5,000.00
HOSPITALIZATION AND EMPLOYEE BENEFITS	45,000.00	45,000.00
MATERIAL AND SUPPLIES	5,000.00	5,000.00
REPAIRS AND MAINTENANCE	5,000.00	2,500.00
COMMUNICATIONS/COMPUTER	1,000.00	5,000.00
DUES/TRAINING/EDUCATION	1,600.00	1,600.00
ENGINEERING	-	-
SOCIAL SECURITY TAX/PAYROLL TAX CHARGES	11,900.00	19,125.00
UC STATE FEE REMITTANCE	1,200.00	1,200.00
TOTAL LICENSE & INSPECTION	269,700.00	334,425.00
PUBLIC SAFETY		
SALARY FIRE MARSHALL	2,584.00	2,584.00
ANIMAL CONTROL	5,000.00	5,000.00
FIRE HYDRANTS	20,000.00	20,000.00
TOTAL PUBLIC SAFETY	27,584.00	27,584.00
HEALTH & SANITATION		
SALARY HEALTH OFFICER	2,000.00	2,000.00
SOCIAL SECURITY	153.00	153.00
PLUMBING INSPECTOR	2,000.00	2,000.00
TOTAL HEALTH/SANITATION	4,153.00	4,153.00
POLICE		
SALARY CLERICAL	38,500.00	40,500.00
SALARY POLICE	1,611,950.00	1,660,308.50
SALARY/METERMEN/TURNKEY	1,000.00	1,500.00

2024preliminary budget POSTING

SEVERENCE SETTLEMENT	-	-
MATERIALS AND SUPPLIES	5,000.00	6,000.00
COMMUNICATION	4,000.00	4,000.00
LEGAL	-	-
REPAIRS AND MAINTENANCE	6,000.00	6,000.00
GENERAL EXPENSE	3,000.00	3,000.00
CONFERENCE/MEETINGS	1,000.00	1,000.00
COMPUTER EXPENSE	7,000.00	7,000.00
VEHICLE OPERATING EXPENSE	35,000.00	40,000.00
VEHICLE PURCHASE	-	-
CAPITAL EXPENDITURES	-	-
MINOR EQUIPMENT/REPAIRS	500.00	500.00
UNIFORM EXPENSE	8,000.00	8,000.00
CIVIC SERVICES	2,960.00	2,960.00
WEAPONS/AMMO	3,000.00	3,000.00
DUES/TRAINING/EDUCATION	6,000.00	6,000.00
INSURANCE/EMPLOYEE BENEFITS	40,000.00	50,000.00
SOCIAL SECURITY TAX	38,000.00	40,000.00
HOSPITALIZATION AND MEDICAL REIMBURSEMENT	658,334.00	640,500.00
REIMBURSEMENTS	5,000.00	7,000.00
TRANSFER TO FIRE FUND/AMBULANCE		50,000.00
OTHER INSURANCE	7,000.00	7,000.00
TRANSFER TO POLICE PENSION	-	91,763.00
	2,481,244.00	2,676,031.50

HIGHWAY			
REIMBURSEMENT TO LIQUID FUELS	-		-
SALARY HIGHWAY	145,643.00		148,000.00
MATERIALS/SUPPLIES	15,000.00		15,000.00
COMMUNICATION	3,100.00		3,100.00
REPAIRS AND MAINTENANCE--including utilities and engin	20,000.00		32,000.00
UTILITIES	1,800.00		1,800.00
VEHICLE OPERATING EXPENSE	12,000.00		12,000.00
GENERAL	1,000.00		5,000.00
MINOR EQUIPMENT/REPAIRS	500.00		500.00
UNIFORM EXPENSE	500.00		1,000.00
SNOW STORM	15,000.00		15,000.00
INSURANCE/EMPLOYEE BENEFITS	2,500.00		2,500.00
SOCIAL SECURITY TAX	11,141.69		11,322.00
HOSPITALIZATION	35,000.00		46,000.00
PENSION EXPENSE	34,029.00		34,237.00
TOTAL HIGHWAY	297,213.69		327,459.00
CIVIL-COMMUNITY			
COMMUNITY RELATIONS OFFICER	1,570.00		1,570.00
SOCIAL SECURITY TAX	69.00		69.00
TOTAL CIVIC-COMMUNITY	1,639.00		1,639.00
TOTAL EXPENDITURES	4,241,363.69		5,202,219.50
FUND BALANCE UTILIZATION	(176,616.69)		(524,589.50)
EXCESS(DEFICIENCY) OF REVENUE			
OVER (UNDER) EXPENDITURES	0.00		-

2024preliminary budget POSTING

BOROUGH OF CLIFTON HEIGHTS		2023	2024
2024 Projected Budget		PROJECTED BUDGET	PROJECTED BUDGET
SANITATION FUND			
		2023	2024
		PROJECTED BUDGET	PROJECTED BUDGET
REVENUES			
SANITATION FEES-CURRENT		585,200.00	600,000.00
SANITATION FEES-DELINQUENT		31,300.00	25,000.00
RECYCLING FEES/PERMIT		300.00	300.00
BULK TRASH		-	-
COMM RECYCLING GRANT		1,000.00	1,000.00
INTEREST EARNINGS		1,500.00	3,500.00
RECYCLING INCOME REIMBURSEMENT		-	-
ACT 205 GRANT		-	-
TOTAL REVENUES		619,300.00	629,800.00
EXPENDITURES			
<i>HEALTH AND SANITATION</i>			
SALARIES SANITATION		-	-
MATERIALS AND SUPPLIES		1,500.00	1,500.00
COMMUNICATION		-	-
REPAIR AND MAINTENANCE		-	-
GENERAL EXPENSE /TEMPORARY HELP		1,600.00	1,600.00
CONTRACT TRASH COLLECTION		300,000.00	300,000.00
EMERGENCY REPAIRS		-	-
VEHICLE OPERATING EXPENSE		-	-
PERMITS AND LICENSE FEES		-	250.00
LEGAL/COLLECTION FEES		5,000.00	5,000.00
SOCIAL SECURITY TAX		-	-
HOSPITALIZATION		-	-
WORKERS COMPENSATION		-	-

2024preliminary budget POSTING

VEHICLE INSURANCE	-	-	-
Recycling	10,000.00		15,000.00
CAPITAL EXPENDITURES	-		-
WASTE MANAGEMENT AND RECYCLING FEE	265,000.00		289,000.00
ADMINISTRATIVE EXPENSE	15,000.00		15,000.00
TRANSFER DEBT SERVICE	21,200.00		21,200.00
TOTAL HEALTH AND SANITATION	619,300.00		648,550.00
FUND BALANCE UTILIZATION			
TRANSFER TO RESERVE FOR CAPITAL			
EXCESS(DEFICIENCY) OF REVENUE			
OVER (UNDER) EXPENDITURES	-		(18,750.00)

BOROUGH OF CLIFTON HEIGHTS		2023	2024
2024 Projected Budget		PROJECTED BUDGET	PROJECTED BUDGET
SEWER FUND			
REVENUES			
SEWER FEES CURRENT		950,000.00	950,000.00
SEWER FEES DELIQUENT		30,000.00	27,000.00
INTEREST EARNINGS		3,000.00	9,000.00
ARPA TRANSFER			65,000.00
GENERAL FUND TRANSFER			400,000.00
EDU INCOME SCHOOL		-	90,000.00
TOTAL REVENUES		983,000.00	1,541,000.00
EXPENDITURES			
SEWERS			
EMERGENCY REPAIRS AND OTHER REPAIRS		79,307.56	40,000.00
LEGAL AND COLLECTION FEES		11,000.00	5,000.00
GENERAL EXPENSE and SUPPLIES		4,000.00	4,000.00
ENGINEERING		20,000.00	22,100.00
SEWER FEE REFUNDS		2,000.00	2,000.00
DCJS AUTHORITY		1,330,117.68	1,409,924.36
DEBT SERVICE		21,200.00	21,200.00
I&I		-	-
MUCKINIPLATES AUTHORITY		38,510.08	36,775.64
INSURANCE AND ADMINISTRATIVE			
TOTAL EXPENDITURES		1,506,135.32	1,541,000.00
FUND BALANCE UTILIZATION			
TRANSFER TO RESERVE ACCOUNT FOR I&I			

2024-preliminary budget POSTING

EXCESS(DEFICIENCY) OF REVENUE		
OVER (UNDER) EXPENDITURES	(523,135.32)	(0.00)

BOROUGH OF CLIFTON HEIGHTS			
2024 Projected Budget			
SINKING FUND			
		2023	2024
		PROJECTED BUDGET	PROJECTED BUDGET
REVENUES			
REAL ESTATE TAX CURRENT		56,000.00	55,579.00
GRANT TRANSFER FROM GENERAL FUND		-	-
INTEREST EARNINGS		-	-
GENERAL FUND DEBT SUPPORT		181,215.00	180,887.00
SEWER FUND DEBT SUPPORT		21,200.00	21,200.00
SANITATION DEBT SUPPORT		21,200.00	21,200.00
TOTAL REVENUES		279,615.00	278,866.00
EXPENDITURES			
DEBT SERVICE			
GENERAL EXPENSE		5,000.00	5,000.00
CONSTRUCTION LOAN PRINCIPAL		-	-
LOAN INTEREST		94,020.00	88,692.00
PRINCIPAL PAYMENT BOND		170,000.00	175,000.00
TAN INTEREST PAYMENT		10,595.00	10,174.00
ADMINISTRATIVE EXPENSE		-	-
TOTAL EXPENDITURES		279,615.00	278,866.00
FUND BALANCE UTILIZATION			
EXCESS(DEFICIENCY) OF REVENUE			
OVER (UNDER) EXPENDITURES		-	-

2024preliminary budget POSTING

BOROUGH OF CLIFTON HEIGHTS		2023	2024
2024 Projected Budget		PROJECTED BUDGET	PROJECTED BUDGET
LIQUID FUELS TAX FUND			
REVENUES			
LIQUID FUELS GRANT	151,912.00	156,650.62	
INTEREST EARNINGS	550.00	1,500.00	
MISCELLANEOUS REVENUE/REIMBURSEMENTS	-	-	
Transfer from General Fund	-	-	
TOTAL REVENUES	152,462.00	158,150.62	
EXPENDITURES			
ADMINISTRATION			
COMMUNICATION	-	-	
ACCOUNTING/AUDIT/FINANCIAL	-	-	
MATERIALS AND SUPPLIES	-	-	
ADMINISTRATIVE REIMBURSEMENT			
TOTAL ADMINISTRATION	-	-	
HIGHWAY			
UTILITIES	53,000.00	53,000.00	
REPAIRS AND MAINTENANCE/ROAD PROGRAM	87,262.00	95,150.62	
ENGINEERING	-	-	
SNOW STORM	12,200.00	10,000.00	
CAPITAL EXPENDITURES	-	-	
TOTAL HIGHWAY	152,462.00	158,150.62	

2024 preliminary budget POSTING

TOTAL EXPENDITURES	152,462.00	158,150.62
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	-	-

BOROUGH OF CLIFTON HEIGHTS		2023	2024
2024 Projected Budget		PROJECTED BUDGET	PROJECTED BUDGET
RECREATION FUND			
REVENUES			
REAL ESTATE TAXES CURRENT	18,900.00	18,500.00	
INTEREST EARNINGS	15.00	50.00	
MISCELLANEOUS REVENUE			
TOTAL REVENUES	18,915.00	18,550.00	
EXPENDITURES			
MATERIALS & SUPPLIES	6,915.00	3,000.00	
UTILITIES	360.00	-	
VEHICLE OPERATING			
ENGINEERING	-	-	
REPAIR AND MAINTENANCE	9,940.00	10,000.00	
GENERAL EXPENSE	-	-	
CHRISTMAS & EASTER PARTIES AND COMMUNITY FUNCTIONS	500.00	500.00	
TAX REFUNDS	1,200.00	1,200.00	
TOTAL EXPENDITURES	18,915.00	14,700.00	
EXCESS(DEFICIENCY) OF REVENUE OVER (UNDER) EXPENDITURES	-	3,850.00	

BOROUGH OF CLIFTON HEIGHTS			
2024 Projected Budget			
FIRE TAX FUND			
		2023	2024
		PROJECTED BUDGET	PROJECTED BUDGET
REVENUES			
REAL ESTATE TAXES CURRENT		150,000.00	152,626.00
COMMONWEALTH GRANT		30,690.00	30,690.00
TRANSFER GENERAL FUND FOR AMBULANCE			50,000.00
INTEREST EARNINGS		-	800.00
TOTAL REVENUES		180,690.00	234,116.00
EXPENDITURES			
TRANSFERS TO FIRE DEPARTMENT (INCLUDING FIRE RELIEF AMBULANCE)		180,690.00	184,116.00
TOTAL EXPENDITURES		180,690.00	234,116.00
EXCESS(DEFICIENCY) OF REVENUE OVER (UNDER) EXPENDITURES		-	-
UTILIZATION OF PRIOR YEAR TAXES DEFICIT			
		-	-
		-	-

