



MYERSTOWN

EST 1768

Borough of Myerstown

Lebanon County, Pennsylvania

FY 2025

BUDGETS

and

Operations Guide

Message From the Manager

Dear Borough Council Members and Mayor,

In accordance with §1-307(C) of the Borough of Myerstown Code of Ordinances, I am pleased to submit the Fiscal Year 2025 Budget for your review. It is both a privilege and a responsibility to prepare this document as a strategic plan for the Myerstown community.

This budget serves as a financial blueprint, projecting anticipated revenues and planned expenditures based on thorough trend analyses and cost projections. It is important to note that this document is a forward-looking plan, not an accounting of past transactions. The Borough's financial records, including audits and prior year transactions, are published annually each spring in the Annual Financial Report.

The FY2025 Budget is balanced, with projected revenues and available cash reserves sufficient to cover all anticipated expenditures. Notably, this budget does not require an increase in property tax rates or sewer rates.

This budget document has been designed to serve multiple purposes: it functions as a policy guide, an operational manual, a financial plan, and a communications tool. Its format is intended to provide a clear and comprehensive picture of the Borough's financial outlook and operational priorities for FY2025.

The Borough's budget priorities are guided by a clearly defined philosophy rooted in community input and strategic planning. Resolution 2018-11 outlines five core values, refines the vision established in the 2012 Mini-Comprehensive Plan, and sets forth a prioritized list of goals to inform policy decisions. These values, along with the recommendations from the Early Intervention Program (EIP) planning projects, provide the framework for current operations and long-term planning.

Myerstown Borough remains committed to maintaining fiscal stability while delivering essential core services to residents and businesses. Borough departments continuously evaluate their functions to improve efficiency and effectiveness, asking critical questions such as "why" certain tasks are performed and "how" they can be executed more effectively. The Borough also works to improve and add essential services where there may be deficits, in order to assist in the development of a better future for Myerstown residents and business owners. These efforts are directly aligned with the goals set by Borough Council.

Thank you for your continued leadership and dedication to the Borough. I look forward to another year of shared efforts to advance the vision and goals of Myerstown.

Sincerely,



Michael R. McKenna, MPA, CBO
Manager, Myerstown Borough

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History of Myerstown Borough

In the early 1730s, German immigrants settled in what is now Myerstown, Pennsylvania. The area was initially known as Herclerode, named after Valentine Herclerode, its first landowner. The Herclerode house, now the Isaac Meier House, still stands on South College Street as a historic landmark.

Isaac Meier, who married Catherine Herclerode, acquired the house and surrounding plantation. Near the Tulpehocken Creek, the town was first called Tulpehocken Town, derived from the Lenape term for “land of the turtles.” In 1768, Meier laid out the town’s streets, but he was tragically killed in 1770, with his murderer never found. The town became known as Meier-Town and later Myerstown.

Many early homes were built of limestone or logs, some of which still stand along Main Avenue, South Railroad Street, and South Cherry Street.

The Union Canal, built in the 1820s, passed through Myerstown, utilizing local waterways to construct canal locks and boats. This spurred economic growth, leading to factories, hotels, and stores. By the 1850s, the Lebanon Valley Railroad brought further prosperity. Horse trading became a significant industry after the Civil War, and Palatinate College, now the Evangelical School of Theology, was established.

During the Civil War, many Myerstown residents served in the Union Army, including Color Sergeant Henry Brehm, who was mortally wounded at Gettysburg in 1863. His remains were interred at Union Cemetery.

The push to incorporate Myerstown began in 1909, with a committee drafting a petition. In February 1912, Myerstown Borough was officially incorporated with a population of 2,335. The first Borough Council, led by President Henry L. Corl, adopted a draft borough plan in 1913.

Throughout the 20th century, Myerstown implemented numerous public service improvements, including a WPA storm sewer project in 1938, a Police Pension Fund in 1948, and the creation of water and sewer authorities. The Borough Manager position was established in 1964, and a Planning Department and Parks and Recreation Board followed in 1966.

Today, Myerstown stands as a community rooted in its rich history, while advancing infrastructure and services for its residents and businesses.

Strategic Planning

Municipal planning plays a critical role in shaping the future development and redevelopment of communities. It serves as a legal framework for organizing land use, ensuring efficient transportation systems, preserving environmental quality, and enhancing overall community amenities.

In Pennsylvania, the foundation for future growth and development is typically outlined in a Comprehensive Plan. These plans identify community challenges, propose solutions, and guide appointed and elected officials in making informed planning decisions. Comprehensive Plans are essential tools for achieving a community's long-term vision.

Myerstown Borough Planning Efforts

2012 Mini-Comprehensive Plan

In 2012, Myerstown Borough published a "Mini-Comprehensive Plan" with partial funding from a grant provided by the Lebanon County Commissioners. This plan identified key character areas for future land use planning and laid the groundwork for updating the borough's zoning ordinance. It also incorporated feedback from residents, businesses, and property owners to align priorities with community needs.

2013 Early Intervention Program (EIP) Financial and Management Analysis

In 2013, the Borough participated in the Early Intervention Program (now called the Strategic Management Program) administered by the Pennsylvania Department of Community and Economic Development (DCED). The program analyzed the Borough's finances and operations, offering recommendations to enhance both. Key outcomes of this effort include:

- **Purchase of the former high school** for community use.
- **Renovation of the community pool**, improving recreational opportunities.
- **Zoning ordinance revisions** to encourage business development and align land use regulations with community goals.

Statement of Values, Vision, and Goals

As recommended in the EIP strategic planning document, the Borough engaged a consultant to establish a statement of values, vision, and goals. This framework serves as a guide for day-to-day operations and long-term planning. Details can be found on the following pages.

Branding and Marketing Initiative

The EIP analysis also emphasized the importance of creating a cohesive identity for Myerstown. As a result, the Borough launched a branding project to develop a tagline and marketing plan that reflect the community's unique character and promote economic development. This initiative aims to attract businesses, residents, and visitors while fostering local pride.

The Borough relies on these planning documents to guide operations and serve as a road map for future planning efforts, reflecting the community's collective input and prioritization of its needs and goals.

Borough Values

We believe in the **PRESERVATION OF MYERSTOWN** — Our future is built on a strong historical foundation and its preservation is essential to our smart growth.

We believe in **AUTHENTICITY** — We believe that genuine and meaningful experiences foster stronger and more caring communities.

We believe in **SERVICE** — We encourage the creation of genuine and meaningful experiences through community events, historic tours, and engaging activities for people of all ages and abilities.

We believe in **SUSTAINABILITY** — We envision strong, resilient neighborhoods characterized by healthy homes, clean air, an efficient built environment, and locally-sourced and locally-made goods.

We believe in **CREATING A DIVERSE ECONOMY** — We believe in allowing for inclusive pathways to prosperity with a broad variety of opportunities for people to secure their livelihood.

Borough Vision

The Borough seeks to provide public services, utilities, and community facilities in a sustainable and cost-effective manner to meet business and resident demands.

The Borough supports, encourages, and seeks to strengthen the Borough's economic vitality and strength through various initiatives.

The Borough supports, encourages, and seeks to provide for a compatible and complimentary mixture of land uses, development patterns, and building designs while respecting, supporting, and enhancing the community's established neighborhoods, other developed areas, and natural resources.

The Borough supports, encourages, and seeks to promote open communication through a variety of media and forums for fostering strong partnerships with a variety of local organizations, groups, and entities.

The Borough supports, encourages, and seeks to promote safe and efficient access and mobility for people and goods within the community through preserving and enhancing the well-established and appropriately designed network of streets and alleys, public transit, and non-motorized opportunities.

The Borough supports, encourages, and seeks to preserve, enhance, and promote the community's historic, cultural, and architectural heritage.

The Borough supports, encourages, and seeks to preserve, enhance, and promote the community's natural and environmental resources.

Borough Goals

1. Create, prioritize, activate, and monitor a multi-year capital improvements program to include a capital equipment & facilities replacement schedule, financing plan, and budget plan.
2. Create and activate a human resources system that supports talented and robust staffing and ensures efficiency and effectiveness of internal operations.
3. Develop comprehensive strategies to ensure stronger codes and code enforcement for the improvement of public safety and quality of life.
4. Develop strategies to improve zoning, subdivision and land development ordinances and their enforcement.
5. Carry out the successful transition of the new municipal building and the new pool.
6. Develop and implement a communication and public relations plan with the Borough's brand at its core.
7. Develop comprehensive strategies to preserve, enhance, and protect natural and environmental resources.
8. Use Geographic Information Systems (GIS) mapping technology to create and activate an electronic work order system for Public Works and Wastewater Treatment Facility staff to manage infrastructure maintenance tasks.
9. Develop comprehensive strategies to ensure funding is in place for critical infrastructure, public safety, and quality of life needs of Borough residents and businesses.

Taxes and Fees – FY2025

Real Estate Taxes

Municipal Real Estate Tax.....	3.420 mills
Municipal Street Light Tax.....	0.265 mills

Real Estate Assessment Fees

Stormwater (MS4) Assessment Fee.....	\$93.00 per ERU
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Act 511 Taxes

Earned Income Tax	1% (half goes to ELCO School District)
Local Services Tax.....	\$52 per gainfully employed person
Real Estate Transfer Tax.....	1% (half goes to ELCO School District)

Sewer Rates – FY2025

Sewer Rates

First 5,000 gallons treated	\$41.00
Every 1,000 gallons treated after	\$10.15
Debt Service Payment.....	\$100 quarterly

Tax Collection

Real Estate Taxes are collected by the Lebanon County Treasurer’s Office.

Lebanon County Treasurer
Room 103, Municipal Building
400 South 8th Street
Lebanon, PA 17042-6794
(717) 228-4420

Act 511 Taxes and the Stormwater Assessment Fee are collected by Keystone Collections Group.

Contact info:

400 S 8th Street
Lebanon, PA 17042
Lebanon County Office: (717) 272-3770
Taxpayer Helpline: 1-888-328-0565
Keystone Collections Group: (724) 978-0300

Budget Preparation Calendar

FY 2025 Budget

The budget calendar outlines a structured process for preparing, revising, and adopting the fiscal year 2025 budget, emphasizing the collaborative roles of staff and council. Staff begins by analyzing financials, preparing budget worksheets, and making recommendations for projects and expenditures. These recommendations are reviewed in meetings with the manager and council, where council members play a critical role in evaluating priorities and making final decisions about what will be included in the budget.

DATE	PERSON(S)	TASK/EVENT
FRI AUG 16	Treasurer	Budget Worksheets Completed for All Funds
MON AUG 19 – FRI SEP 13	Staff	Staff Review of 2024 Financials and FY2025 Project Planning
FRI SEP 13	Treasurer	Budget Worksheets Updated w/ August Numbers
MON SEP 16 – FRI SEP 20	Manager + Staff	Manager + Staff Meetings to Review 2024 Financials and FY2025 Project Recommendations
WED SEP 25	Manager + Council	Council Meeting: Review 2024 Financials and FY2025 Project Recommendations
MON SEP 30 – FRI OCT 18	Staff	Drafting of FY2025 Budgets
FRI OCT 11	Treasurer	Budget Worksheets Updated w/ Sep. Numbers
MON OCT 14 – FRI OCT 18	Manager + Admin	Revenue and Fund Balance Estimates Completed
MON OCT 21	Manager + Council	Council Meeting: Budget Meeting <ul style="list-style-type: none"> - Review and discuss draft budgets - Finalize FY2025 capital projects - Finalize FY2025 road projects
WED OCT 23	Manager + Council	Council Meeting: Continue Budget Discussions
THU OCT 24 – FRI NOV 1	Staff	Staff Final Analysis & Review
MON NOV 4 – FRI NOV 8	Manager	Final Budget Presentation Completed
MON NOV 11	Manager + Council	Council Meeting: Final Budget Presentation and Review/Discussion
TUE NOV 12	Council	Council Meeting: Adoption of Draft Budgets and Authorization to Advertise for Public Review
FRI NOV 15	Admin Staff	Budget Advertisement Sent for Publishing
MON NOV 18 – TUE DEC 10	Admin Staff	Draft Budgets Available at Office for Public Review
TUE DEC 3	Admin Staff	Last date to advertise Tax Ordinance (if necessary)
TUE DEC 10	Council	Council Meeting: Final Budgets and Tax Ordinance/Resolution Adopted

Budget Structure and Accounting Practices

The Borough's budget is organized into funds and account groups, each functioning as a distinct accounting entity. Each fund operates with a self-balancing set of accounts, including assets, liabilities, fund balance, revenues, and expenditures. Borough resources are allocated to specific funds based on their intended purpose and spending controls, with the basis of accounting determining how transactions and economic events are reflected in financial statements.

Basis of Accounting: The Borough uses different accounting methods depending on the type of fund:

- **Governmental Funds:** Operate on a modified accrual basis, recognizing revenues when they are both "measurable and available." Expenditures are recorded when a fund liability is incurred, except for specific obligations such as general obligation bond payments and compensated absences, which are recognized when due.
- **Proprietary and Pension Funds:** Utilize the accrual basis of accounting with an economic resources measurement focus. Revenues are recorded when earned, and expenses are recognized when liabilities are incurred or economic assets are used.
- **Agency Funds:** Do not have a measurement focus but use the accrual basis of accounting.

Investment Assets: Investment assets are recorded at fair market value, and changes in value are reported as revenue.

Governmental Funds: The focus of the Governmental Funds' measurement is upon determination of financial position and changes in financial position rather than upon net income.

- **General Fund:** The primary operating fund, used for all activities not required to be in other funds.
- **Special Revenue Funds:** Account for restricted or committed revenues used for specified purposes. Examples include the Liquid Fuels Fund, Street Light Fund, and Stormwater Fund.
- **Capital Project Funds:** Used for financial resources allocated to capital outlays, such as the General Reserve Fund and the Capital Reserve Fund.

Proprietary Funds: Operate similarly to private-sector businesses, focusing on the net income measurement. They account for business-like activities provided to the public, primarily funded by user charges. Examples include the Wastewater Treatment Fund and the Pool Fund.

Interfund Activity: Interfund activity is reported as reimbursements or transfers. Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers. Transfers between governmental funds are netted as part of the reconciliation to the government wide financial statements.

Lapsing Appropriations: Unspent appropriations at the end of the fiscal year lapse into the fund balance.

Borough Funds

<p>GOVERNMENTAL FUNDS (activities supported by taxes, fees, grants, and the like)</p>
GENERAL OPERATING FUND
GENERAL OPERATING RESERVE FUND
STREET LIGHTING TAX FUND
HERITAGE CENTER FUND
CAPITAL RESERVE FUND
STORMWATER MANAGEMENT FUND
PROJECT ACCOUNT - REVENUE BONDS - SERIES OF 2007**
LIQUID FUELS FUND
AMERICAN RESCUE PLAN ACT (ARPA) FUND**
<p>PROPRIETARY FUNDS (activities supported by user fees and charges)</p>
WWTF OPERATING FUND
WWTF OPERATING RESERVE FUND
POOL OPERATING FUND
<p>FIDUCIARY FUNDS (resources held for outside parties)</p>
POLICE PENSION FUND*
MUNICIPAL PENSION FUND*
UNEMPLOYMENT COMPENSATION FUND

* No Budget for these funds

** Will be closing in 2025

Fund Summaries

GENERAL FUNDS

General Operating Fund (General Fund)

The General Fund manages daily operations and essential services like public works, code enforcement, and administration. It records all general revenue and expenditures not designated for other funds.

General Reserve Fund

The General Reserve Fund acts as a "rainy day fund" to ensure fiscal stability during budgetary uncertainty. Since 2022, it has been used to save for the future provision of contracted police services while continuing to provide financial backup for unexpected shortfalls.

WASTEWATER FUNDS

Sewer Operating Fund (WWTF Fund)

This fund supports the wastewater treatment facility's operations, covering salaries, maintenance, utilities, chemicals, and debt service for the 2009 facility construction.

Sewer Reserve Fund (WWTF Reserve)

The Sewer Reserve Fund ensures financial stability for wastewater operations, helping manage unexpected challenges and preparing for future capital needs.

SPECIAL FUNDS

Street Lighting Tax Fund

This fund finances streetlight electricity costs using a real estate tax enacted in 2017, replacing the per capita tax.

Heritage Center Fund

The Heritage Center Fund manages resources from the former "Bahney Trust" to develop and maintain the Lillian I. Bahney Myerstown Heritage Center and support Borough beautification.

Community Pool Fund

This fund supports the self-sustaining operation of the William L. Derr Community Pool, primarily through revenue from user fees.

Capital Reserve Fund

The Capital Reserve Fund accumulates money for capital projects in the Borough's five-year capital improvement plan, such as building construction, equipment purchases, and long-term asset acquisition.

Stormwater Management Fund

This fund supports compliance with stormwater regulations, financing activities and infrastructure to meet state and federal pollution reduction requirements.

2007 Revenue Bonds Fund

The 2007 Revenue Bonds Fund manages unexpended proceeds from refinancing the 2007A Bonds through the 2014 General Obligation Note, ensuring proper use according to ordinance requirements.

Highway Aid Fund (Liquid Fuels)

The Highway Aid Fund uses state-provided funds to maintain and repair the Borough's 10.27 miles of roads and four bridges.

Unemployment Compensation Fund

This fund supports the Borough's participation in Pennsylvania's UC Program, providing financial assistance to eligible employees who become unemployed.

American Rescue Plan Act (ARPA) Fund

The ARPA Fund tracks the \$340,000 allocated to the Borough for COVID-19 recovery and resilience efforts.

Fund Balances

<u>GENERAL FUNDS</u>	<u>DEC 31, 2023</u>	<u>NOV 30, 2024</u>
GENERAL OPERATING FUND		
Cash and Cash Equivalents	620,962	543,263
Investment Account (Edward Jones)	97,758	101,919
GENERAL OPERATING RESERVE FUND		
Cash and Cash Equivalents	666,307	835,271
Investment Account (Edward Jones)	115,981	118,866
 <u>WASTEWATER FUNDS</u>		
SEWER OPERATING FUND (WWTF)		
Cash and Cash Equivalents	451,726	552,366
Investment Account (Edward Jones)	393,631	401,702
Debt Service Cash and Cash Equivalents	1,673,513	1,885,825
Debt Service Investment Account (Edward Jones)	1,516,304	1,551,156
SEWER OPERATING RESERVE FUND (WWTF)		
Cash and Cash Equivalents	187,106	268,206
Investment Account (Edward Jones)	1,965,153	2,009,134
 <u>ALL OTHER FUNDS</u>		
STREET LIGHTING TAX FUND		
Cash and Cash Equivalents	13,213	13,804
COMMUNITY POOL FUND		
Cash and Cash Equivalents	33,497	45,995
HERITAGE CENTER FUND (Bahney Trust)		
Cash and Cash Equivalents	39,661	34,487
CAPITAL RESERVE FUND		
Cash and Cash Equivalents	111,473	174,813
STORMWATER MANAGEMENT FUND		
Cash and Cash Equivalents	547,886	722,668
2007 REVENUE BONDS FUND		
Cash and Cash Equivalents	10,735	9
HIGHWAY AID FUND (Liquid Fuels)		
Cash and Cash Equivalents	139,664	93,910
UNEMPLOYMENT COMPENSATION FUND		
Cash and Cash Equivalents	88,100	90,770
AMERICAN RESCUE PLAN ACT (ARPA) FUND		
Cash and Cash Equivalents	155,320	97,941

Budgeted Revenues and Expenditures by Fund

GENERAL FUNDS	Revenues	Expenditures	Surp/(Def)
General Operating Fund	1,664,257	1,663,263	994
General Reserve Fund	155,200	14,723	140,477
WASTEWATER FUNDS	Revenues	Expenditures	Surp/(Def)
Wastewater Treatment Operating Fund	1,879,885	1,873,859	6,026
Wastewater Treatment Reserve Fund	81,000	70,000	11,000
SPECIAL FUNDS	Revenues	Expenditures	Surp/(Def)
Street Lighting Tax Fund	47,600	47,520	80
Heritage Center Fund (Bahney Trust)	500	15,000	(14,000)
Community Pool Fund	185,550	181,470	4,080
Capital Reserve Fund	62,500	150,000	(87,500)
Stormwater Management Fund	215,000	155,799	59,201
2007 Revenue Bonds Fund	0	0	0
Highway Aid Fund (Liquid Fuels Tax)	90,092	57,000	33,092
Unemployment Compensation Fund	9,000	1,500	7,500
American Rescue Plan Act (ARPA) Fund	2,500	106,968	(104,468)

Long-Term Debt

According to the 2024 audit documents, as of December 31, 2023, the Borough's long-term debt will consist of the following:

	Interest Rate	Maturity Date	Amount Issued	Balance Outstanding 12/31/2023
GO Note Series A of 2021 (WWTF)	1.49/4.00	Nov, 2037	6,953,000	5,767,000
GO Note Series B of 2021 (Gen Fund)	1.49/4.00	Nov, 2037	1,577,000	1,309,000

Borough Net Direct Debt Per Capita: \$423.08 (best practice keep below \$1,000)
(2020 Census Population: 3,094)

Debt Service Pmts as % of General Fund Expenditures : 7.05% (best practice keep below 10%)
(2023 Debt Service Pmts: \$111,860 Gov't Fund Expenditures: \$1,587,285)

General Obligation Note Series A of 2021

In March 2021, the Borough issued General Obligation Note, Series A of 2021 in the amount of \$6,953,000. The Note bears interest at the bank-qualified, tax-exempt fixed rate equal to 1.49% and thereafter, until the maturity date at a variable rate equal to 55% of the Wall Street Journal prime rate, provided that the maximum rate will not exceed 4.00%. The proceeds were used to finance the issuance and pay off the balance of the 2014 Note Series A discussed below.

History

Millcreek-Richland Joint Authority (Joint Authority) issued guaranteed revenue bonds, Series A of 2007, on September 20, 2007, in the amount of \$9,285,000. Proceeds of the Bonds, together with other available funds, were loaned to the Borough of Myerstown, (the "Borough"), and used to finance a wastewater treatment project on behalf of the Borough.

In October 2014, the Borough issued General Obligation Note, Series A of 2014 in the amount of \$8,827,000. The note was issued to advance refund the remaining \$8,280,000 of outstanding Joint Authority guaranteed sewer revenue bonds, Series A of 2007 discussed above.

Payments

Principal and interest payments for the next 8 years and thereafter on the GO Note, Series A of 2021, assuming the maximum variable interest rate are as follows:

Year End Dec. 31,	Int Rate	Principal PMT	Interest PMT	Total PMT
2025	1.49	427,000	79,655	506,655
2026	1.49	433,000	73,293	506,293
2027	1.49	440,000	66,841	506,841
2028	1.49	446,000	60,285	506,285
2029	1.49	453,000	53,640	506,640
2030	1.49	460,000	46,890	506,890
2031-2037	Var. 4.00 cap	2,687,000	351,318	3,038,318

General Obligation Note Series B of 2021

In March 2021, simultaneously with the issuance of the GO Note Series A of 2021 discussed above, the Borough issued GO Note, Series B of 2021 in the amount of \$1,577,000. The Note bears interest at the bank-qualified, tax-exempt fixed rate equal to 1.49% and thereafter, until the maturity date at a variable rate equal to 55% of the Wall Street Journal prime rate, provided that the maximum rate will not exceed 4.00%. The proceeds were used to pay off the Series B of 2014 Note and the GO Note, Series of 2017 described below. Debt is allocated to the Pool Fund based on outstanding balances at issuance date of the 2021 Note Series.

History

In October 2014, the Borough issued General Obligation Note, Series B of 2014. The Borough could draw down the proceeds of the Note through October 15, 2017, as per modified terms. At December 31, 2017, \$1,065,000 was outstanding. \$397,133 of this loan was used to pay for Pool renovations and is recorded as a liability in the Pool Fund, a Proprietary Fund. The remaining \$667,867 is paid by the governmental funds through the debt service fund.

In December 2017, the Borough issued General Obligation Note, Series of 2017 in the amount of \$1,050,000. The Borough could draw down on the note through December 1, 2019 to pay project costs and construction period interest.

Payments

Principal and interest payments for the next 8 years and thereafter on the GO Note, Series B of 2021, assuming the maximum variable interest rate are as follows:

Year End Dec. 31,	Int Rate	Principal PMT	Interest PMT	Total PMT
2025	1.49	94,000	18,118	112,118
2026	1.49	96,000	16,718	112,718
2027	1.49	97,000	15,287	112,287
2028	1.49	98,000	13,842	111,842
2029	1.49	100,000	12,382	112,382
2030	1.49	101,000	10,892	111,892
2031-2037	Var. 4.00 cap	630,000	88,694	718,694

**BOROUGH OF MYERSTOWN
FY 2025 BUDGET
GENERAL FUND**

REVENUES		2025	EXPENDITURES		2025
Account #	Description	BUDGET	Account #	Description	BUDGET
301-10	Real Estate Tax - Current Year	582,500	400-100	Elected Officials - Mayor Salary	1,320
301-20	Real Estate Tax- Prior Year	15,000	400-105	Elected Officials - Council Salary	6,300
310-10	Real Estate Transfer Tax	47,500	400-200	Elected Officials - Supplies	750
310-20	Earned Income Tax	400,000	400-420	Elected Officials - Dues & Subscriptions	1,000
310-50	Local Services Tax	90,000	400-460	Elected Officials - Conf & Cont Ed	100
321-61	Transient Retailers	100	401-112	Admin Office - Full-Time Staff Wages	250,000
321-80	Cable Television Franchise	55,000	401-180	Admin Office - Overtime Wages	5,000
322-00	Residential Rental Unit License Fee	40,000	401-210	Admin Office - Office Supplies	3,000
322-21	Dumpster Permit	300	401-211	Admin Office - Paper Products	600
322-50	Street Opening Permit	1,000	401-213	Admin Office - Printer/Copier	4,500
322-80	Sidewalk & Curb Permits	1,000	401-215	Admin Office - Postage	2,000
322-90	Excavator/Snow Movers License	200	401-226	Admin Office - Cleaning Supplies	500
331-10	Court- District Magistrate	3,000	401-229	Admin Office - Drinking Water	1,500
331-14	Parking Violation Fines	50	401-231	Admin Office - Vehicle Fuel	400
331-17	Leb County Adult Probation	250	401-317	Admin Office - Doc Shredding Service	550
341-01	Interest on Checking	20,000	401-318	Admin Office - Office Cleaning Services	5,000
342-10	Rent of Land (USPS)	20,000	401-319	Admin Office - Unplanned Charges/Fees	500
342-20	Rent of Buildings	98,750	401-321	Admin Office - Phone & Internet Service	6,250
342-21	Utility Charge of Buildings	200	401-324	Admin Office - Wireless Phone Service	2,000
354-15	Recycling/Act 101	9,422	401-340	Admin Office - Advertising	5,000
355-01	Public Tax PURTA	1,100	401-374	Admin Office - Equipment Maintenance	1,000
355-04	Alcoholic Beverages Licenses	450	401-375	Admin Office - Vehicle Maintenance	500
355-05	Gen Muni Pension Sys State Aid	53,000	401-420	Admin Office - Dues & Subscriptions	2,000
355-07	Foreign Fire Ins Premium Tax	16,000	401-460	Admin Office - Conf & Cont Ed	750
358-10	Jackson Twp Insurance Share	20,000	402-311	Accounting & Auditing Services	12,000
361-11	Foreclosure Property Reg Fee	200	402-317	Actuarial Services	5,000
361-30	Zoning & SALDO Fees	17,500	402-318	Payroll Services	4,000
361-34	Zoning Hearing Fees	1,000	402-319	Credit Card Fees	60
363-11	Inspection Fees	1,000	402-390	Bank Service Charges/Fees	1,250
363-20	Parking	25	403-310	Tax Collection Services	2,000
363-25	Charging Station Revenue	1,000	404-310	Legal Services	25,000
364-50	Sale of Recyclable Material	100	404-314	Codification Services	1,250
364-52	Sale of Leaf Bags	100	407-213	Computer Supplies	500
367-14	Pavilion Rental Fees	750	407-310	IT & Networking Services	8,100
367-15	Field Rental Fees	2,500	407-329	Office 365 Subscription	1,500
367-19	Gymnasium Use Fees	2,000	407-420	Software Subscriptions	4,600
368-01	Rec Board - Summer Concert Sers	2,000	407-453	Website Design & Maintenance	4,250
368-03	Rec Board - Cornhole Tournament	2,000	408-313	Engineering & Architectural Services	30,000
368-04	Rec Board - Youth Volunteer Prog	375	409-226	Comm Center - Cleaning Supplies	500
368-09	Rec Board - Donations - Pop-up Events	300	409-229	Comm Center - Drinking Water	1,200
368-10	Rec Board - Myerstown Fair	40,000	409-236	Comm Center - Building Supplies	1,000
387-20	Payment in Lieu of Taxes PILOT	5,000	409-260	Comm Center - Fire Extinguishers	500
389-10	Reimbursement Income	2,780	409-310	Comm Center - Professional Services	500
389-11	Health Ins Surplus Reimbursemen	3,926	409-317	Comm Center - Cleaning Services	5,000
392-03	Trans from WWTF - Mgr & Admin	26,523	409-318	Comm Center - Pest Control Services	900
392-08	Transfer from WWTF Fund	63,470	409-361	Comm Center - Electricity Service	12,500
392-18	Transfer from MS4 Fund	16,886	409-362	Comm Center - Gas Service	11,000
TOTAL REVENUE		1,664,257	409-365	Comm Center - Water & Sewer Service	4,500
			409-367	Comm Center - Trash Removal	1,500
			409-373	Comm Center - Building Maintenance	7,500
			409-374	Comm Center - Equipment Maintenance	7,500
			409-430	Comm Center - RE Taxes-County	800
			409-431	Comm Center - RE Taxes-School Dist.	3,200
			411-000	PS - Foreign Fire / Fire Relief Pymt	16,000
			411-363	PS - Fire Hydrant Water	6,500
			411-525	PS - Contribution - Gas and Oil Dry	250
			411-540	PS - Contribution - Keystone H & L	11,000
			411-541	PS - Contribution - Goodwill	4,500

**BOROUGH OF MYERSTOWN
FY 2025 BUDGET
GENERAL FUND**

EXPENDITURES, CONT.

Account #	Description	BUDGET
411-543	PS - Contribution - Fire Police	2,000
412-540	PS - Contribution - Ambulance Co	4,500
413-112	Code Enf - Full-Time Staff Wages	60,000
413-180	Code Enf - Overtime Pay	500
413-200	Code Enf - Supplies	500
413-231	Code Enf - Vehicle Fuel	1,000
413-310	Code Enf - Professional Services	1,500
413-317	Code Enf - Vehicle Towing Services	500
413-324	Code Enf - Wireless Phone Service	550
413-375	Code Enf - Vehicle Maintenance	250
413-460	Code Enf - Conf and Cont Ed	750
414-310	Zoning Professional Services	2,000
414-313	Planning/Zoning Eng/Plan Review	5,000
414-316	Planning/Zoning - Constr Obs Services	5,000
415-317	LCDES - County Annual Alarm Fee	3,713
415-326	LCDES - Radio Repeater Service	186
426-218	Yard Waste Bags	200
428-310	Weed and Pest Control Services	6,000
430-112	PWD - Full-Time Wages	154,500
430-115	PWD - Part-Time Wages	65,000
430-180	PWD - Overtime Wages	11,500
430-210	PWD - Office Supplies	300
430-230	PWD - Heating Fuel	2,500
430-232	PWD - Vehicle Fuel	4,000
430-233	PWD - Equipment Fuel	2,250
430-238	PWD - Clothing and Uniforms	2,750
430-242	PWD - Safety Shoes	500
430-243	PWD - Health & Welfare Supplies	1,500
430-260	PWD - Small Tools and Minor Equipment	2,500
430-261	PWD - Fire Extinguisher Service	400
430-321	PWD - Phone and Internet Service	1,500
430-324	PWD - Wireless Phone Service	1,500
430-361	PWD - Electricity Service	1,800
430-364	PWD - Water and Sewer Service	900
430-367	PWD - Trash Removal Service	1,250
430-373	PWD - Building Maintenance	2,250
430-374	PWD - Equipment Maintenance	6,000
430-375	PWD - Vehicle Maintenance	14,500
430-384	PWD - Equipment Rental	500
430-391	PWD - License and Permit Fees	75
430-460	PWD - Conferences and Continuing Ed	250
432-310	Snow Removal Services	4,000
433-245	Street Sign Supplies	3,000
434-200	Street Lighting Supplies	500
438-245	Highway Supplies	750
445-361	EV Station - Electricity Service	550
445-420	EV Station - Software Subscription	750
445-480	EV Station - State Permit	60
454-247	Parks & Rec - Program and Event Supplie	250
454-250	Parks & Rec - Maintenance Supplies	2,000
454-341	Parks & Rec - Advertising	250
454-361	Parks & Rec - Electricity Service	5,000
454-364	Parks & Rec - Sewer and Water Service	200
454-370	Parks & Rec - Park Maintenance	5,000

EXPENDITURES, CONT.

Account #	Description	BUDGET
454-374	Parks & Rec - Equipment Maintenance	250
454-386	Parks & Rec - Portable Toilet Rental	3,000
456-115	Library - PWD Wages	1,500
456-373	Library - Building Maintenance	750
456-520	Contribution - Library Association	3,000
459-001	Rec Board - Summer Concert Series	2,000
459-002	Rec Board - United Way Day of Caring	1,000
459-003	Rec Board - Cornhole Tournament	2,000
459-004	Rec Board - Youth Volunteer Program	375
459-005	Rec Board - Easter Egg Hunt	600
459-006	Rec Board - Holiday Parade Float	250
459-007	Rec Board - Home Decorating Contest	150
459-009	Rec Board - Misc Events	300
459-010	Rec Board - Myerstown Fair	40,000
459-100	Rec Board - Legal	1,000
459-110	Rec Board - Insurance	1,000
459-247	Rec Board - Event Supplies	1,000
459-341	Rec Board - Advertising	500
463-540	Contribution - MVP	5,000
471-220	Debt Principal - Gen Obl Note Srs B 2021	94,000
472-220	Debt Interest - Gen Obl Note Srs B 2021	18,150
481-10	FICA - Employer Paid	28,000
481-20	Medicare - Employer Paid	6,500
483-30	Pension Contribution	46,000
484-10	Worker's Compensation Insurance	12,250
484-20	Worker's Comp - Fire Dept	29,000
486-10	Insurance - General Liability	5,600
486-15	Insurance - Umbrella	2,800
486-20	Insurance - Property/Casualty	19,200
486-25	Insurance - Meier Homestead	3,950
486-30	Insurance - Automobile	4,100
486-40	Insurance - Public Officials	3,050
486-60	Fidelity/Surety Bonds-Treasurer	350
486-80	Insurance - Cyber Insurance	2,000
486-85	Insurance - Inland Marine	2,100
486-91	Insurance - Crime/Employee Dishonesty	160
486-96	Insurance - Appraisal Services	9,000
487-10	Group Health Insurance	202,000
487-15	HDHP HSA Contribution	25,250
487-25	PCORI Fee	64
487-35	Term Life Insurance	2,000
487-40	Medical Service Allowance	2,800
492-30	Transfer to Capital Reserve Fund	55,000
492-95	Trans to Gen Reserve Fund (Police)	135,200
TOTAL EXPENSE		1,663,263
SURPLUS or (DEFICIT)		994

**BOROUGH OF MYERSTOWN
FY 2025 BUDGET
GENERAL RESERVE FUND**

REVENUES		2025
Acct #	Description	BUDGET
341-01	Interest on Checking	30,000
392-01	Transfer - General Fund	135,200
TOTAL REVENUE		165,200

EXPENDITURES		2025
Acct #	Description	BUDGET
483-10	Police Pension Contribution	14,723
TOTAL EXPENSE		14,723

SURPLUS or (DEFICIT)		150,477
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**BOROUGH OF MYERSTOWN
 FY 2025 BUDGET
 WASTEWATER TREATMENT RESERVE FUND**

REVENUES		2025
Acct #	Description	BUDGET
341-01	Interest on Checking	500
351-500	Investment Income	500
392-08	Transfer from WWTF Operating	80,000
TOTAL REVENUE		81,000

EXPENDITURES		2025
Acct #	Description	BUDGET
490-040	Transfer to WWTF Operating	70,000
TOTAL EXPENSE		70,000

SURPLUS or (DEFICIT)		11,000
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**BOROUGH OF MYERSTOWN
FY 2025 BUDGET
SPECIAL FUNDS**

STREET LIGHTING FUND

REVENUES		2025
Acct #	Description	BUDGET
301-110	Street Light Tax - Current Year	45,000
301-120	Street Light Tax - Prior Years	2,500
341-04	Interest on Checking	100
TOTAL REVENUE		47,600
EXPENDITURES		2025
Acct #	Description	BUDGET
402-316	Bank Fees	20
434-361	Street Lights - Electricity	47,500
TOTAL EXPENSE		47,520
SURPLUS or (DEFICIT)		80

CAPITAL RESERVE FUND

REVENUES		2025
Acct #	Description	BUDGET
341-01	Interest on Checking	2,500
392-01	Transfer from General Fund	55,000
392-18	Transfer from Stormwater Fund	5,000
TOTAL REVENUE		62,500
EXPENDITURES		2025
Acct #	Description	BUDGET
430-370	Capital Projects	150,000
TOTAL EXPENSE		150,000
SURPLUS or (DEFICIT)		(87,500)

AMERICAN RESCUE PLAN ACT ("ARPA") FUND

REVENUES		2025
Acct #	Description	BUDGET
341-01	Interest on Checking	2,500
TOTAL REVENUE		2,500
EXPENDITURES		2025
Acct #	Description	BUDGET
430-700	Capital Project - Road Project	88,968
445-700	Contracted Srvcs - Tennis Crt Pvng	18,000
TOTAL EXPENSE		106,968
SURPLUS or (DEFICIT)		(104,468)

LIQUID FUELS FUND

REVENUES		2025
Acct #	Description	BUDGET
341-01	Interest on PLGIT Account	2,500
355-02	State Liquid Fuels Grant Allocatn	86,912
355-03	PennDOT Turnback Program	680
TOTAL REVENUE		90,092
EXPENDITURES		2025
Acct #	Description	BUDGET
430-700	Capital Project - Road Project	25,000
433-361	Electricity - Traffic Signal	2,000
433-370	Traffic Signal Maintenance	5,000
438-245	Highway Supplies	20,000
438-370	Road and Bridge Maintenance	5,000
TOTAL EXPENSE		57,000
SURPLUS or (DEFICIT)		33,092

STORMWATER MANAGEMENT FUND

REVENUES		2025
Acct #	Description	BUDGET
341-01	Interest on Checking Account	20,000
383-20	Stormwater Fees	185,000
383-21	Prior Year Delinquent SW Fees	10,000
TOTAL REVENUE		215,000
EXPENDITURES		2025
Acct #	Description	BUDGET
402-390	Bank Fees	20
403-310	Tax Collection Services	2,500
404-310	Legal Services	10,000
406-210	Office Supplies	500
406-319	Unplanned Charges	500
406-341	Advertising	1,500
406-342	Printing	500
406-420	Subscriptions and Dues	35
407-200	IT & Networking Supplies	3,500
407-310	Prof. Services - IT & Networking	1,000
407-420	Software Subscriptions	1,100
408-313	Engineering - MS4 Impl and Rptg	42,500
408-317	Engineering - BMP Implementatn	5,000
446-310	Street Sweeping Services	10,000
446-375	Infrastructure Maintenance	2,500
446-376	Equipment Maintenance	2,500
446-480	Permits and Fees	750
446-670	Capital Construction - BMPs	50,000
492-07	Transfer to General Fund	16,394
492-30	Transfer to Cap Reserve Fund	5,000
TOTAL EXPENSE		155,799
SURPLUS or (DEFICIT)		59,201

**BOROUGH OF MYERSTOWN
FY 2025 BUDGET
SPECIAL FUNDS**

COMMUNITY POOL FUND

REVENUES		2025
Acct #	Description	BUDGET
341-010	Interest on Checking	250
367-110	Season Pass Sales	44,500
367-111	Daily Admission Fees	95,000
367-112	Pool Rental Fees	1,000
367-119	Special Events	5,500
367-130	Concession Stand Sales	34,000
367-140	Pavillion Rental Fees	1,500
367-190	5-Day Admission Pass	300
381-10	Donations from Private Sources	2,500
381-11	Water Authority Reimbursement	1,000
TOTAL REVENUE		185,550

EXPENDITURES		2025
Acct #	Description	BUDGET
402-318	Payroll Service	1,600
402-319	Credit Card Fees	100
402-390	Bank Fees	20
404-310	Legal Services - Solicitor	250
407-310	IT & Networking Services	250
452-112	Pool Manager Wages	15,000
452-115	Pool Part-Time Staff Wages	70,000
452-180	Pool Overtime Wages	1,500
452-210	Office Supplies	500
452-211	Special Events Supplies	1,000
452-221	Chemicals	6,000
452-222	Chlorine	22,500
452-229	Concession Stand Inventory	20,000
452-236	Building Supplies	250
452-238	Uniforms	3,000
452-239	Concession Operating Supplies	1,000
452-247	Pool Operating Supplies	2,500
452-316	Lab Testing Fees	700
452-317	Pool Inspection Fees	100
452-319	Pesticide Applicator Training	100
452-320	Phone and Internet Service	2,500
452-341	Advertising	750
452-361	Electricity	4,000
452-366	Pool Water	2,000
452-370	Pool Maintenance	2,000
452-373	Building /Grounds Maintenance	3,000
452-374	Concession Stand Maintenance	500
452-391	License & Certification Fees	500
452-430	Training Fees	4,000
452-480	Background Check Fees	400
452-700	Capital Projects	9,000
481-10	FICA - Employer Paid	5,250
481-20	Medicare - Employer Paid	1,200
TOTAL EXPENSE		181,470

SURPLUS or (DEFICIT) 4,080

UNEMPLOYMENT FUND

REVENUES		2025
Acct #	Description	BUDGET
341-01	Interest on PLGIT Account	4,000
392-01	Transfer from General Fund	5,000
TOTAL REVENUE		9,000
EXPENDITURES		2025
Acct #	Description	BUDGET
481-30	Unemployment Comp - Employer Paid	-
481-31	Unemployment Comp - Solvency Fee	1,500
TOTAL EXPENSE		1,500
SURPLUS or (DEFICIT)		7,500

HERITAGE CENTER FUND

REVENUES		2025
Acct #	Description	BUDGET
341-01	Interest on PLGIT Account	1,000
TOTAL REVENUE		1,000
EXPENDITURES		2025
Acct #	Description	BUDGET
453-200	Heritage Center Supplies	15,000
TOTAL EXPENSE		15,000
SURPLUS or (DEFICIT)		(14,000)

General Operating Fund

The General Operating Fund, or General Fund, is the Borough's primary account for managing day-to-day operations and essential services, including public works, code enforcement, administration, and general government functions. It is a self-balancing set of accounts that records all general revenue and expenditures for unrestricted municipal activities that are not designated for special funds.

Funding Sources

The General Fund relies on stable and locally collected revenue to support Borough operations:

1. Real Estate Tax (Property Tax)
 - a. The primary revenue source, providing a reliable income stream with a 95% collection rate annually.
 - b. As of 2024, the Borough had 1,048 taxable properties valued at \$179,283,900 and 49 non-taxable properties valued at \$38,360,900.
 - c. The FY2024 tax rate was 3.42 mills, or \$3.42 for every \$1,000 of assessed property value. For example, a \$100,000 property incurs a \$342 tax liability.
2. Earned Income Tax (EIT):
 - a. The second largest revenue source is a 1% tax on earned income and net profits of Borough residents. Revenue is split evenly with the ELCO School District.
3. Local Services Tax (LST):
 - a. A \$52 tax is collected from individuals working within the Borough to fund services such as road maintenance and public safety.
4. Real Estate Transfer Tax
 - a. A 1% tax on real estate transfers, with revenue shared equally between the Borough and the ELCO School District.

Expenditure Allocation

Expenditures are allocated based on Borough priorities, operational demands, and council-approved budgets. Key spending areas include personnel, public infrastructure maintenance, administration, and community programs.

GENERAL FUND REVENUE SUMMARY

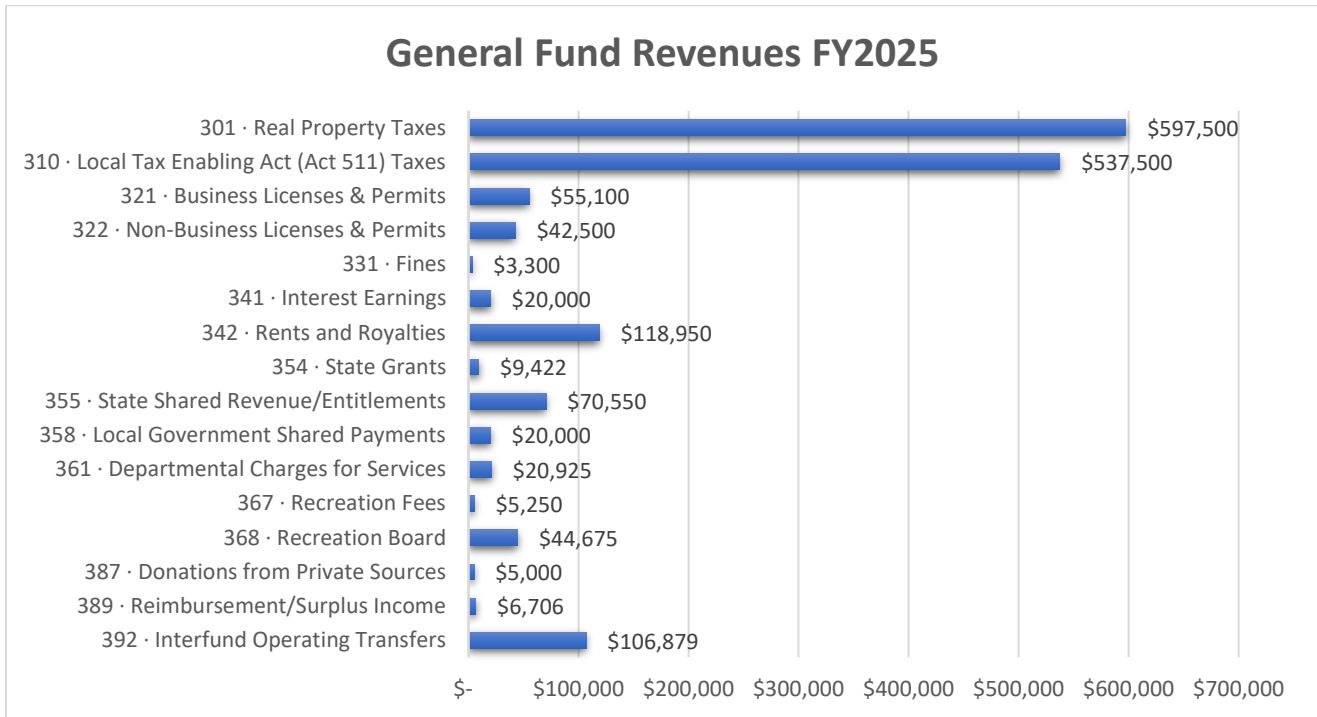


Figure 1: Distribution of General Fund Revenues for FY2025.

Real Estate Property Tax

The Borough’s largest revenue source is the Real Estate Property Tax. The General Purpose Tax Rate for FY2025 on real estate is 3.42 mills. A mill is one one-thousandth of a dollar and is equal to \$1.00 of tax for each \$1,000 of assessment. The Borough’s millage rate of 3.42 mills is equal to \$3.42 for every \$1,000 of assessed value, or 0.342%. Tax liability can be calculated by multiplying the assessed value of the property by the millage rate and then dividing by 1,000. The tax liability on a property assessed at \$100,000 would be \$342.

The Borough also levies a real estate property tax to fund street lighting. The Street Light Tax Fund is separate from the General Fund and is in place to store the real estate tax moneys dedicated to the electricity for the street lights in the Borough. The Street Light Tax Rate for FY2025 on real estate is 0.265 mills. This makes a total real estate tax millage of 3.685 paid to Myerstown Borough.

The Borough property tax is only a small portion of the total property taxes paid by Borough residents each year. In FY2024-25, the ELCO School District has a property tax rate of 18.0402 mills, and in FY2025, Lebanon County will have a property tax rate of 4.3925. The breakdown of property taxes paid by Borough property owners is as follows:

ELCO SCHOOL DISTRICT	18.0402 Mills (69.07%)
LEBANON COUNTY	4.3925 Mills (16.82%)
MYERSTOWN BOROUGH	3.685 Mills (14.11%)
TOTAL	26.1177 Mills (100%)

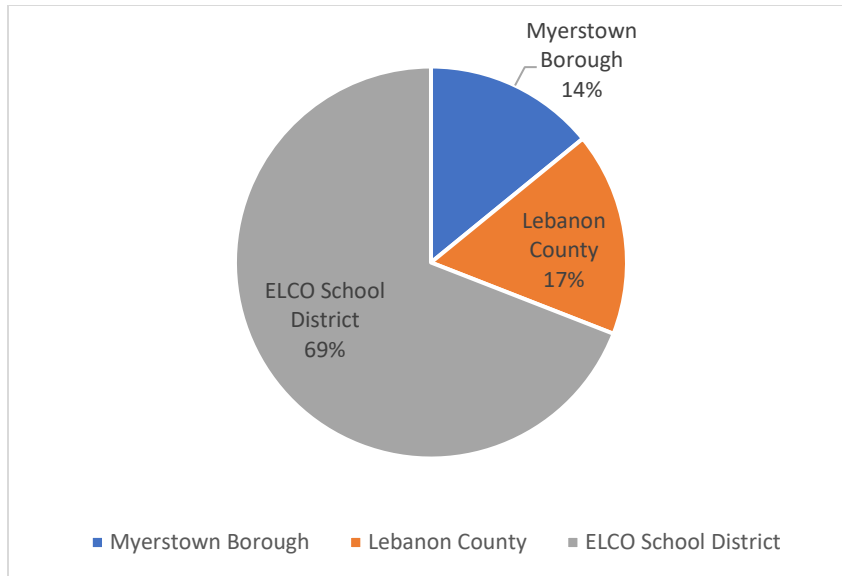


Figure 2: Distribution of total property tax paid by Borough property owners in FY2025. For every \$1 of property taxes paid, approximately 14.11¢ goes to Myerstown Borough.

Earned Income Tax

The second largest revenue source for the Borough is the Earned Income Tax. The Borough levies a 1% tax for general revenue purposes at a rate of 1 percent on earned income and net profits of individual residents of the Borough. Revenue from this tax is split evenly between the Borough and the ELCO School District. Since 2015, this revenue source has seen a steady upward trend, with a major jump in 2023. This jump was due to late payments from the Borough’s largest employer, Bayer. Wages saw an increase in 2022 but the increase in EIT received wasn’t seen until 2023.

2016	2017	2018	2019	2020	2021	2022	2023	2024 Est.	2025 Est.
265,198	280,411	291,272	306,841	308,456	321,715	346,549	422,117	394,219	400,000

Figure 3: Earned Income Tax collected from 2016-2023 and estimated collection for 2024 and 2025.

GENERAL FUND EXPENDITURES SUMMARY

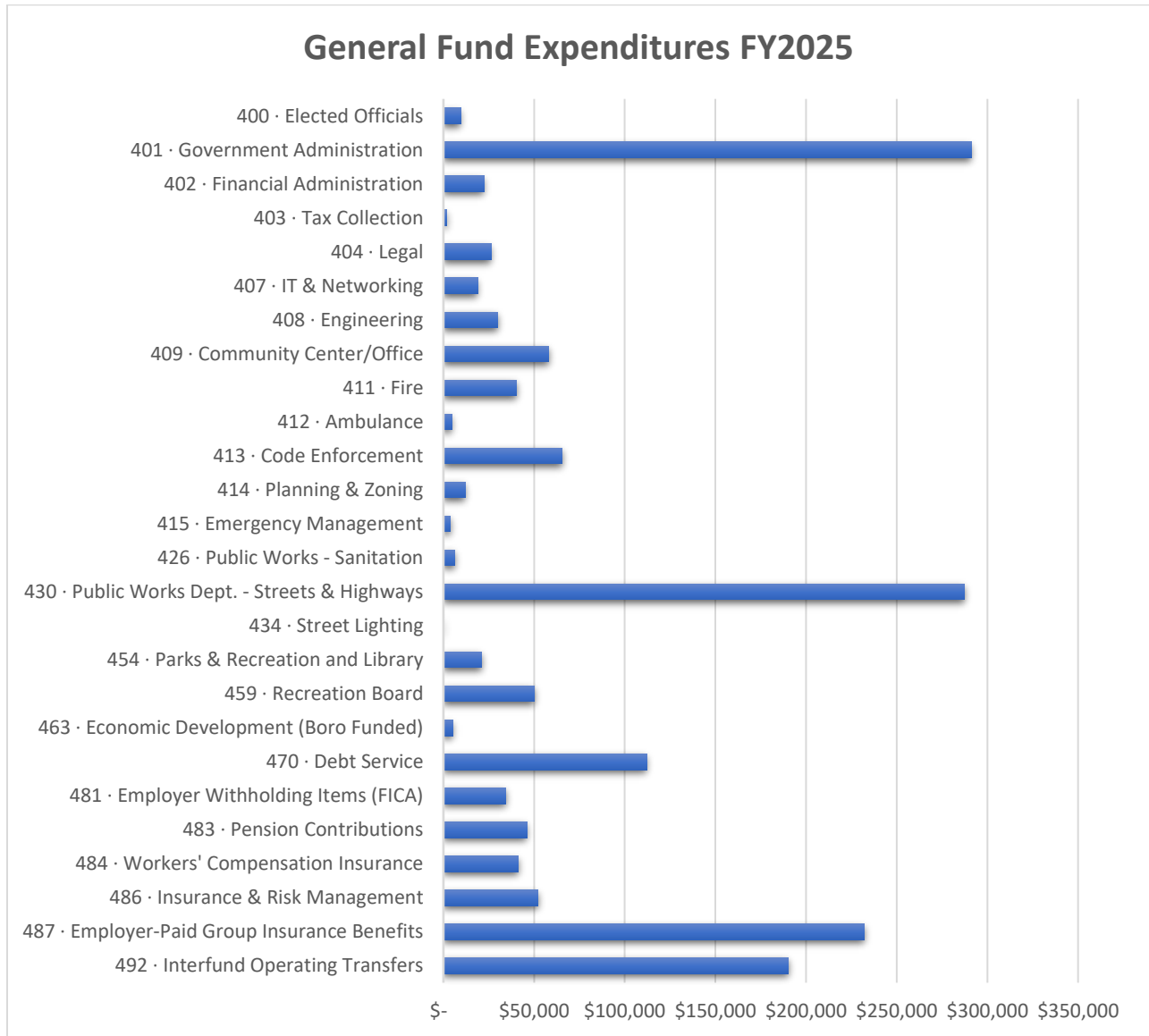


Figure 3: Distribution of General Fund Expenditures for FY2025.

In 2024, the Borough will continue to fund core services in the areas of road maintenance, park maintenance, wastewater treatment, property maintenance code enforcement, snow & ice management, stormwater management, and an administrative staff that manages the borough’s records and finances, carries out the day-to-day business of the borough, and assists residents with a variety of services. The Borough took on zoning administration for the first time in 2024, and will be taking on residential rental licensing in 2025.

Other services are delivered through contracted providers. Law enforcement is provided by the Pennsylvania State Police; building and land development codes are administered by third-party agencies; two volunteer fire companies provide fire protection; the county emergency management agency and an appointed emergency management coordinator oversee emergency management; solid

waste management (trash and recycling collection) services are contracted by each individual property owner; a municipal authority oversees a potable water system; and several auxiliary commissions are in place to administer a variety of concerns, including community planning, code violation appeals, zoning hearings, recreation, the Isaac Meier Homestead, and the community library.

The two largest expense items for the Borough's General Fund are Government Administration and the Public Works Department. These line items include wages and salaries, operating supplies, charges for professional services, communications, utility costs, building repair and maintenance costs, and equipment repair and maintenance costs for each department.

The third largest expense item for the Borough's General Fund is Employer-Paid Group Insurance Benefits. This includes health insurance and life insurance costs.

The fourth largest expense is listed as "Interfund Operating Transfers," and includes a \$135,200 transfer to the General Reserve Fund for the future cost of law enforcement.

TAX EXEMPT PROPERTIES

The Borough of Myerstown contains several tax-exempt properties, including educational institutions, religious organizations, and non-profit entities. These properties are exempt from paying real estate taxes as permitted by law. The following list provides an overview of all tax-exempt properties within the borough.

ADDRESS	PROPERTY OWNER	PROPERTY USE	ASSESSMENT	TAX (3.685)
234 E MAIN AVE	ADAMS, LAVON M	DISABLED VETERAN	149,600	551.28
323 S BROAD ST	BENDER, JASON	DISABLED VETERAN	98,000	361.13
NS W PARK AVE	BOROUGH OF MYERSTOWN	LEGION FIELD	425,300	1,567.23
NS JUNIPER ALY	BOROUGH OF MYERSTOWN	POST OFFICE PARKING LOT	99,500	366.66
199 N COLLEGE ST	BOROUGH OF MYERSTOWN	LIBRARY AND POST OFFICE	1,632,300	6,015.03
51 W MAIN AVE	BOROUGH OF MYERSTOWN	PARKING LOT	5,600	20.64
523 S COLLEGE ST	BOROUGH OF MYERSTOWN	BORO GARAGE	226,700	835.39
515 S COLLEGE ST	BOROUGH OF MYERSTOWN	BORO GARAGE	27,000	99.50
101 S RAILROAD ST	BOROUGH OF MYERSTOWN	COMMUNITY CENTER	496,000	1,827.76
ES S COLLEGE ST	BOROUGH OF MYERSTOWN	COMMUNITY PARK/POOL/MEIER HSE	871,500	3,211.48
6 E MAIN AVE	BOROUGH OF MYERSTOWN	PARKING LOT	32,600	120.13
WS S RAILROAD ST	BOROUGH OF MYERSTOWN	PARCEL N OF W MUTH ALY	44,000	162.14
113 E MILL AVE	CASH, THOMAS D AND JENNIFER A	DISABLED VETERAN	160,700	592.18
101 W RICHLAND AVE	COMMUNITY HOMES OF LEBANON	TULPEHOCKEN TERRACE	1,539,600	5,673.43
401 S CHERRY ST	COOK, MICHAEL D	DISABLED VETERAN	131,200	483.47
100 W PARK AVE	EVANGELICAL CONG CHURCH	CHURCH CENTER	834,500	3,075.13
121 S COLLEGE ST	EVANGELICAL SCHOOL OF THEOLOGY	MAIN BUILDING	3,547,800	13,073.64
801 S RAILROAD ST	FAIRHAVEN MENNONITE CHURCH	CHURCH	599,300	2,208.42
60 E WASHINGTON AVE	FIREPLACE CHRISTIAN FELLOWSHIP	CHURCH	507,400	1,869.77
301 W WASHINGTON AVE	FRIEDENS LUTHERAN CHURCH/CMTRY	CHURCH & CEMETERY	2,099,400	7,736.29
299 W WASHINGTON AVE	GOODWILL FIRE CO NO 1	FIRE STATION	750,400	2,765.22
155 W MAIN AVE	GOODWILL FIRE COMPANY	FIRE STATION/SOCIAL CLUB	228,700	842.76
201 W MAIN AVE	GOODWILL FIRE COMPANY #1	PARKING LOT	41,700	153.66
WS S RAILROAD ST	KEYSTONE FIRE COMPANY	PARKING LOT	17,200	63.38
25 S RAILROAD ST	KEYSTONE HOOK AND LADDER CO #1	FIRE STATION	932,200	3,435.16
50 N RACE ST	LIGHTHOUSE THRIFT STORE	THRIFT STORE	349,000	1,286.07

Tax-exempt properties in the borough, cont.

ADDRESS	PROPERTY OWNER	PROPERTY USE	ASSESSMENT	TAX (3.685)
25 S COLLEGE ST	LIVING CHRISTIAN CHURCH MINISTRIES	CHURCH (former Zion Evan)	215,600	794.49
NS E RICHLAND AVE	METROPOLITAN EDISON CO	ELECTRIC SUBSTATION	89,800	330.91
51 W STOEVEER AVE	MYERSTOWN CHURCH THE BRETHREN	CHURCH	1,791,800	6,602.78
28 W RICHLAND AVE	MYERSTOWN CHURCH THE BRETHREN	PARKING LOT	85,100	313.59
11 E JEFFERSON AVE	MYERSTOWN FIRST AID UNIT	AMBULANCE SERVICE	282,300	1,040.28
410 W MAIN AVE	MEMORIAL POST #6076 VFW	VFW POST	410,000	1,510.85
NS W CARPENTER AVE	MYERSTOWN UNITED CHURCH CHRIST	PARKING LOT	50,800	187.20
19 S LOCUST ST	MYERSTOWN UNITED CHURCH CHRIST	PARKING LOT/VACANT LOT	43,800	161.40
308 W MAIN AVE	MYERSTOWN UNITED CHURCH CHRIST	CHURCH	1,328,900	4,897.00
361 W WASHINGTON AVE	MYERSTOWN WATER AUTHORITY		55,700	205.25
201 N COLLEGE ST	MYERSTOWN WATER AUTHORITY	WATER TOWER	1,749,500	6,446.91
725 S CHERRY ST	MYERSTOWN WATER AUTHORITY		37,700	138.92
NS E STOEVEER AVE	MYERSTOWN WATER AUTHORITY		34,000	125.29
10 W WASHINGTON AVE	ON FIRE YOUTH MINISTRIES INC	PARKING LOT	33,200	122.34
19 W MAIN AVE	ON FIRE YOUTH MINISTRIES INC	MAIN BUILDING	914,900	3,371.41
RAILROAD	PENNSYLVANIA LINES LLC	RAILROAD	33,800	124.55
7 W PARK AVE	STONERIDGE RETIREMENT LIVING	RETIREMENT HOME	13,377,400	49,295.72
58 E WASHINGTON AVE	VERIZON NORTH LLC	MAIN BUILDING	250,600	923.46
NS E MILL AVE	VERIZON NORTH RETAIN CO	Abandoned Quarry/Storage	141,000	519.59
22 E MAIN AVE	ZION UNITED METHODIST CHURCH	CHURCH	884,800	3,260.49
7 E CARPENTER AVE	ZION UNITED METHODIST CHURCH	PARKING LOT	69,100	254.63
17 E CARPENTER AVE	ZION UNITED METHODIST CHURCH	PARKING LOT	17,600	64.86
NS E MAIN AVE	ZION UNITED METHODIST CHURCH	CEMETERY	169,200	623.50
		TOTAL	38,360,900	141,359.92

General Operating Reserve Fund

(Savings for Police Services)

Purpose of the Fund

The General Operating Reserve Fund, or General Reserve Fund, serves as a "rainy day fund" to promote fiscal stability during periods of budgetary uncertainty. Its primary goal is to minimize service cuts and prevent tax increases in case of an economic downturn or an unanticipated budget shortfall.

Funding Source

The fund is financed through transfers from the General Fund, using surplus funds and revenue generated from a tax increase in 2022.

- Over the past three years, \$180,000 annually was transferred to save for a future police department.
- Going forward, the amount available for transfer from the General Fund has decreased to \$135,000 due to the General Fund now covering the pool's debt service, which is approximately \$45,000 annually.

Management of the Fund

The only expenses being paid from this fund are police pension contributions. At the end of 2024, the balance of the General Reserve Fund had grown to approximately \$955,000. This high balance prompts the need for policy discussions on whether to continue saving while the Borough searches for police service providers.

Expenditure Allocation and Policy Decisions

Once the Borough enters into a contract for police services, Council will need to decide how to utilize the accumulated funds in the General Reserve Fund. These funds can be used to offset the initial costs of police services, allowing the Borough to phase in necessary tax increases gradually over several years rather than implementing a single, significant increase. Alternatively, Council may choose to spend the funds more quickly or use them to cushion the impact of a tax increase. This decision will be a critical policy matter for Council, requiring careful consideration of competing priorities, the Borough's financial health, and long-term budget planning.

Wastewater Treatment Operating Fund

The Wastewater Treatment Operating Fund supports the daily operations of Myerstown Borough's wastewater treatment facility, ensuring compliance with environmental regulations and uninterrupted service to the Borough and partner municipalities. It covers expenses such as personnel salaries, equipment maintenance, utilities, chemicals, administrative costs, and debt service payments for the 2009 facility construction.

Funding Sources

The fund's primary source of revenue comes from sewer rates charged to customers in Myerstown Borough and partner municipalities. These rates are set based on usage and are designed to cover the operating costs of the treatment facility and related infrastructure. Additionally, a debt service fee is collected quarterly to repay the outstanding loans and bonds related to the 2009 Wastewater Treatment Facility construction project.

Debt Service Management

The Wastewater Treatment Operating Fund also serves as the collection point for the debt service account, which ensures that sufficient funds are available to make annual payments on wastewater system debt obligations.

Expenditure Allocation

The fund's expenditures are classified into two categories:

1. Myerstown-Specific (M) Expenses:

- These are costs that solely benefit or are directly related to the operation within Myerstown Borough, such as local maintenance and facility operations specific to the Borough's jurisdiction.

2. Shared (S) Expenses:

- These expenditures cover costs that benefit partner municipalities that receive wastewater services from Myerstown, including Jackson Township Authority and Millcreek/Richland Joint Authority. Shared expenses may include costs for plant operations, equipment, or regional infrastructure used by multiple jurisdictions.

The cost-sharing arrangement ensures that each partner contributes fairly based on their share of usage or service received from the wastewater treatment facility.

What the Fund Pays For

The WWTF Operating Fund is used to pay for a variety of essential operating costs, including:

- **Personnel Salaries and Benefits:** Compensation for operators, maintenance staff, and administrative personnel in the Borough office.

- **Facility and Equipment Maintenance:** Routine and emergency repairs to keep the plant running efficiently.
- **Utilities:** Electricity, water, and gas needed to operate the facility.
- **Chemicals and Treatment Supplies:** Materials required for effective wastewater treatment processes.
- **Debt Service Payments:** Annual payments on loans or bonds used to fund capital improvements.
- **Administrative Costs:** Office supplies, software, and other support services related to wastewater operations.

Wastewater Treatment Reserve Fund

The Wastewater Treatment Reserve Fund was created to ensure the financial stability and long-term sustainability of Myerstown’s wastewater treatment operations. As a contingency fund, it helps the borough manage unexpected financial challenges, maintain uninterrupted service, and prepare for future capital investments.

Purpose of the Fund

The Wastewater Treatment Reserve Fund serves two primary purposes:

1. Emergency Fiscal Stability:

- The fund acts as a “rainy day” reserve, providing a financial cushion during periods of economic downturn or when the operating fund faces budgetary shortfalls. This prevents sudden service cuts or rate hikes and ensures that the wastewater treatment facility can maintain normal operations during unforeseen disruptions.

2. Capital Project Savings:

- It also functions as a savings account for major, planned capital expenditures, such as equipment upgrades, infrastructure repairs, or facility expansions. Accumulating funds over time allows the borough to avoid relying entirely on debt financing or sudden rate increases when large investments are required.

This reserve was especially critical after recent flooding events, enabling the borough to cover emergency costs while maintaining service levels for Myerstown and partner municipalities without disruption.

Funding Method

The Wastewater Treatment Reserve Fund is typically funded by annual operating surpluses. If the wastewater department ends the fiscal year with unspent funds, a portion may be transferred into the reserve fund.

How the Fund is Managed

The Wastewater Treatment Reserve Fund is managed conservatively to preserve its value and ensure funds are available when needed. Withdrawals from the reserve are typically limited to emergencies or pre-approved capital projects. The reserve is designed to complement the Wastewater Treatment Operating Fund, ensuring smooth transitions when unexpected expenses arise.

WWTF Capital Project Planning

The following outlines planned, proposed, and potential capital projects for the Wastewater Treatment Facility (WWTF) in the upcoming years, categorized by project type and priority. Now 15 years old, the WWTF is entering a phase where routine part maintenance, component failures, and system replacements are becoming increasingly necessary to ensure continued reliability and compliance. As the facility ages, proactive planning and investment in its infrastructure are essential to prevent costly breakdowns and maintain operational efficiency.

Minor Projects

1. Overhaul rotating assemblies for three Raw Sewage Pumps (RSP), four Return Activated Sludge Pumps (RAS), and the Grit Pump.
2. Replace the auger and liner system for the screenings and grit conveyor.
3. Upgrade the SCADA system and purchase a new tablet for remote operator access.
4. Replace the existing 2016 truck with a new model.
5. Consider replacing aging mowing equipment, including a zero-turn mower and a lawn tractor with attachments.

Upgrades Under Consideration

1. Construct a new equipment storage building outside the floodplain, complete with heating, ventilation, and utility connections.
2. Install awnings to reduce snow removal needs and improve safety around key facilities.
3. Replace three influent valve actuators in the Oxidation Ditch for improved operation.
4. Drain, clean, and inspect the three Oxidation Ditch tanks, with minor repairs as needed.
5. Sandblast and paint structural steel in key areas, including clarifiers and oxidation ditches, to maintain infrastructure.
6. Replace the outdated effluent composite sampler with a modern unit to meet permit requirements.
7. Replace faulty utility water valves with new, durable alternatives.
8. Prepare for potential regulatory changes regarding dissolved solids, arsenic, and PFAS removal.

Additional Considerations

1. Install a fourth Raw Sewage Pump for redundancy.
2. Treat influent wet well walls for hydrogen sulfide damage.
3. Rebuild utility water pumps.
4. Upgrade the UV system.
5. Seal cracks and professionally seal all driveways and parking areas.

Street Lighting Tax Fund

The Street Light Tax Fund finances the electricity costs for streetlights across the Borough of Myerstown, ensuring adequate lighting for public safety and visibility in neighborhoods, parks, and along roadways. This fund is supported by a real estate tax enacted in 2017, coinciding with the repeal of the per capita tax.

Funding Source

The Street Light Tax is levied at 0.265 mills, equivalent to \$0.265 for every \$1,000 of a property's assessed value. For example, a property assessed at \$100,000 generates \$26.50 annually in streetlight tax revenue. This tax applies to all taxable properties within the Borough, ensuring shared contributions to the cost of public lighting, regardless of direct benefit to individual properties.

Streetlight Inventory

There are 272 streetlights throughout the Borough:

- 214 lights are rented or leased from Met-Ed FirstEnergy, and the Borough pays both rental and electricity costs.
- 58 lights are owned by the Borough, and the Borough pays electricity costs.

Use of Funds

The fund covers only electricity bills for the streetlights. The fund does not cover any maintenance costs for the leased lights, as that is covered by Met-Ed. The fund also does not cover any repair or maintenance costs for borough-owned lights.

Upgrading to LED Lighting

Council may consider upgrading the Borough's streetlights to energy-efficient LED fixtures to achieve long-term cost savings and energy efficiency. The process, as outlined by Met-Ed, involves grouping lights into clusters of 12–50 fixtures, submitting a spreadsheet with preferred LED wattage for each group, signing an LED Street Lighting Agreement, and receiving cost estimates, which may include removal or engineering fees for newer lights. It is important to note that rented lights installed since the current 20-year contract was signed in 2011 may incur additional costs if replaced before 2031. Additionally, pricing for upgrades is time-sensitive, and Borough-owned lights require a separate process with guidance available from Met-Ed.

Heritage Center Fund (Bahney Trust)

The Heritage Center Fund was established to manage and allocate resources for the creation, development, and maintenance of the Lillian I. Bahney Myerstown Heritage Center and Museum. These funds must be used specifically for beautification efforts within the Borough of Myerstown and/or for the development of the Heritage Center.

The fund's origins trace back to previous failed efforts to construct a Heritage Center at the Isaac Meier Homestead. While that project did not come to fruition, it shaped the vision for the current initiative. In 2017, the Borough repurposed the project, committing to establish the Heritage Center and Museum within the Myerstown Community Center (formerly the high school). This museum serves as a repository for historical artifacts of Myerstown and Jackson Township. Local residents have formed a 501(c)(3) organization, managed by a local committee, to oversee the project's implementation. The Borough oversees the fund's use, ensuring compliance with the original intent of the Bahney Trust and the requirements outlined by the Pennsylvania Attorney General.

Funding Sources

Funding for the project comes from multiple sources. A state grant the Borough's 2014 General Obligation Note helped finance the purchase and renovation of the Myerstown Community Center. Renovations to the former library on the top floor included new lighting, ceilings, floors, wall repairs, fresh paint, and the installation of HVAC and ADA-compliant restrooms. Funds from the Bahney Trust are being used to furnish and complete the Heritage Center.

Bahney Trust

The Bahney Trust was originally established in 1973 by Lillian I. Bahney to fund the completion of the Isenberg family history. In 1990, David I. Bahney determined the project was sufficiently funded and reallocated the trust's purpose to benefit the Borough. As part of a Secondary Trust, Myerstown agreed to act as the Substitute Trustee, with a requirement to use 80% of the annual income for landscaping and beautification projects. In 2017, the trust was terminated, and the remaining funds were transferred to the Borough to establish and maintain the Heritage Center and Museum, as approved by the Pennsylvania Attorney General.

Community Pool Fund

The Community Pool Fund supports the financial operations of the William L. Derr Community Pool, managing revenues and expenditures to maintain its function as a self-sustaining Enterprise Fund. While the pool aims to operate primarily on revenue from user fees, occasional support from the General Fund may be needed to cover operational shortfalls. The fund's goal is to balance financial sustainability with the pool's accessibility and affordability for residents.

Purpose and Scope

The Community Pool Fund ensures the operation, maintenance, and improvement of the pool. This includes:

- **Day-to-Day Operations:** Staffing, utilities, supplies, and chemicals.
- **Community Engagement:** Special events like the Glow Party and Dinner & a Dip.
- **Facility Upgrades:** Infrastructure improvements and new equipment to keep the pool safe and appealing.

The fund also supports debt service obligations, including payments on the 2017 General Obligation Note, which funded a \$1.3 million renovation. This project modernized the facility, improving attendance and community value.

Revenue Sources

The pool's financial sustainability relies on diverse revenue streams, including:

- **Admissions and Season Pass Sales:** The primary income source.
- **Special Events:** Revenue from events such as the Glow Party and Dinner & a Dip.
- **Snack Bar Sales:** A significant contributor to operational costs.
- **Food Truck Fees and Donations:** Supplemental income enhancing financial stability.

Expenditures

The fund covers a broad range of costs to support pool operations, including:

- **Staffing:** Salaries for lifeguards and support staff.
- **Maintenance and Supplies:** Routine upkeep and necessary purchases.
- **Debt Payments:** Principal and interest on the 2017 General Obligation Note.
- **Event Expenses:** Costs for hosting community events and activities.

2024 Season Highlights

The 2024 pool season was financially successful, with over \$187,000 in total revenue—exceeding both the previous season and budget projections. Key accomplishments include:

- **Admissions and Snack Bar Revenue:** Admissions generated \$94,922, and the snack bar contributed \$34,161.
- **New Event Success:**
 - *Dinner & a Dip* brought in \$440 in food truck fees.

- The *Glow Party* reached maximum capacity, although crowd management challenges arose.
- The *WaterBug Book Club* engaged children weekly with activities and prizes.
- **Special Events Income:** Events collectively added \$5,608 in additional revenue.

Despite successes, challenges included rising costs, crowd management, and weather disruptions.

Future Planning

To ensure long-term viability, the Borough will focus on:

1. **Revenue Growth:** Expanding membership options, hosting new events, and introducing services like swim lessons and water fitness programs.
2. **Cost Management:** Evaluating staffing needs, pursuing sponsorships, and renegotiating vendor contracts.
3. **Debt Management:** Shifting some debt payments to the General Fund to reduce pressure on operating revenue.

Capital Reserve Fund

The Capital Reserve Fund is established to accumulate money for anticipated capital expenditures, primarily to finance capital projects outlined in the Borough's five-year capital improvement plan. These projects typically include the construction of municipal buildings, the purchase of equipment, machinery, or motor vehicles, and the acquisition of other long-term capital assets.

Funding Source

The fund is financed by annual transfers from the Borough's General Fund. The transfer amount is designed to remain consistent year over year to avoid sudden financial strain on the budget. However, it requires discipline from officials to ensure the transfer is made, even in tight budget years.

Management of the Fund

The Capital Reserve Fund supports current and future capital needs, with priority given to items identified in the Borough's five-year capital improvement plan. Council reviews this plan annually to update the list of projects and select priority items for funding. Allocations are made accordingly, and any unused funds are rolled over to maintain a healthy balance for future expenses.

Completed Projects (from original 2019 Capital Improvement Plan)

- Installation of security cameras at Highway Garage
- Construction of a pole building for additional vehicle and equipment storage
- Replacement of the Chevrolet 3500 Dump Truck (1990)
- Addition of security cameras to park pavilions
- Salt Storage Roof Replacement

Projects Not Yet Completed (from original 2019 Capital Improvement Plan)

- Replacement of Ford Explorer
- Addition of electrical service to Pavilion 2
- Renovation of community pool bathhouse and concession (with grant funds)
- Locust Street Restroom Building Roof Replacement
- Purchase of Gardner-Denver air compressor
- Replacement of Highway Garage furnace
- Replacement of GMC Top-Kick Dump Truck
- Community pool fence replacement

2025 Project List

Based on available funds and the need to maintain a healthy balance in the Capital Reserve Fund, the following projects have been selected as priority projects to pursue for 2025 to determine their affordability and feasibility. Staff will gather information and pricing for these projects and present them to Council for consideration and potential approval throughout the year:

- Locust Street Restroom Building Roof Replacement
- Community pool fence replacement
- Zero-turn mower replacement
- Downspouting installation on new pole building

- Code enforcement vehicle replacement
- Tree pruning and landscaping
- Community message boards
- Community Center sign improvements
- Borough Office painting
- Community Center second-floor wall painting
- Community Center exterior power washing
- Pool restroom partition replacement
- Crosswalk painting at intersections – Unknown cost

Stormwater Management Fund

The Stormwater Management Fund was established to support the implementation of the Borough's Stormwater Management Program, ensuring compliance with the National Pollutant Discharge Elimination System (NPDES) Permit issued by the Pennsylvania Department of Environmental Protection (DEP). The fund enables the Borough to meet federal Clean Water Act requirements and state pollution reduction goals by financing stormwater management activities and infrastructure projects.

Funding Method

In 2019, the Borough introduced a Stormwater Assessment Fee to finance the program through the adoption of a Stormwater Management Facilities Ordinance. The fee structure is based on the amount of impervious surface on each property, as impervious surfaces—such as rooftops, driveways, and parking lots—are the primary contributors to stormwater runoff. Because it is an Assessment Fee, all properties, including those that are exempt from real estate taxes (such as schools, churches, and nonprofits), are required to pay. This structure ensures that every property contributing to stormwater runoff shares in the responsibility for the program's costs. If the program were funded through the general fund via real estate taxes, several properties with the largest impervious surfaces and the greatest impact on stormwater runoff pollution would be exempt from contributing, placing a disproportionate financial burden on taxable property owners.

Residential Properties (Single-Family Residential or SFR): Each parcel is billed a flat rate for one Equivalent Residential Unit (ERU), representing the average impervious area of a typical single-family home.

1 ERU = 3,382 square feet of impervious area

1 ERU = \$7.75 per month

Non-Residential Properties: These parcels are billed based on the measured impervious area of the property. The total impervious area is divided by the standard 3,382 SF per ERU to determine the appropriate number of ERUs and the corresponding fee.

Fund Management

The Stormwater Management Fund is managed by the Borough to finance the activities and infrastructure needed to maintain compliance with state and federal regulations. It supports the Best Management Practices (BMPs) required by the Borough's NPDES permit. The Public Works Department oversees the day-to-day implementation of these BMPs, including:

- Inspecting and maintaining stormwater inlets and BMPs
- Cleaning and repairing drainage infrastructure to ensure proper stormwater flow
- Monitoring pollutant reduction efforts

What the Fund Pays For

The Stormwater Management Fund covers the costs of infrastructure projects that reduce pollutants and

improve the quality of stormwater discharged into local waterways. Notable projects funded through the program include:

- Construction of a bioswale in the Borough's recreation area, designed to reduce the nutrient load entering the Tulpehocken Creek
- Installation of a nutrient and sediment box on South Goodwill Street to trap debris, sediment, and nutrients, preventing them from entering the creek

These projects, along with routine maintenance activities, are essential for achieving the pollution reduction goals outlined in the Borough's Pollution Reduction Plan and ensuring compliance with Pennsylvania DEP and federal environmental standards.

Project Account Fund – Revenue Bonds – Series of 2007

The 2007 Revenue Bonds Fund was established to hold the unexpended proceeds from the refinancing of the 2007A Bonds through the 2014 General Obligation Note, Series A. The fund exists to ensure the proper use and management of these proceeds according to the requirements outlined in the governing ordinance.

Purpose of the Fund

The fund is restricted to specific uses related to debt repayment and costs associated with both the original 2007A Bonds and the 2014 Series A Note. The original intent of the 2007A Bonds was to finance the construction and reconstruction of wastewater treatment facility (WWTF) assets. Since then, these funds have been used primarily for Inflow and Infiltration (I&I) and metering projects, which align with the original infrastructure goals.

Funding Method and Requirements

The 2007A Bonds were initially issued to fund infrastructure projects, and their proceeds were refinanced through the 2014 General Obligation Note. The ordinance governing the fund specifies that the proceeds must be used solely for the following purposes:

1. **Debt Repayment:** Payment of principal, interest, and call premiums on the 2007A Bonds.
2. **Accrued Interest:** Payment of up to six months of accrued interest on the 2014 Series A Note.
3. **Issuance Costs:** Payment of the costs associated with issuing the Series A Note.
4. **Administrative Costs:** Expenses related to managing and repaying both the 2007A Bonds and the 2014 Series A Note, including costs related to investments.
5. **Transferred Proceeds:** Application of transferred proceeds toward purposes originally intended for the 2007A Bonds, such as WWTF projects.
6. **Guarantee Fees:** Payment of qualified guarantee fees related to the Series A Note.

Fund Management and Expenditures

The fund is carefully managed to comply with the ordinance's restrictions, ensuring the proceeds are only used for authorized purposes. To date, the funds have primarily supported the ongoing development and improvement of WWTF infrastructure, including recent investments in I&I mitigation and metering systems.

Fund Closing

The 2007 Revenue Bonds Fund is now in the process of closing, as the remaining balance was fully expended in 2024. With all proceeds utilized for authorized purposes, including debt repayment and WWTF improvements, no further expenditures or obligations remain. As a result, there will be no future budgets or allocations for this fund moving forward.

Highway Aid (Liquid Fuels Tax) Fund

The Highway Aid Fund, or Liquid Fuels Fund, provides financial support from the Commonwealth of Pennsylvania to assist municipalities, including Myerstown, with the construction, maintenance, and repair of roads and bridges. With responsibility for 10.27 miles of roads and four bridges, Myerstown Borough depends on these funds to maintain safe and efficient infrastructure.

Funding Method

The Liquid Fuels Fund is financed by the state's Motor License Fund, which collects various fuel taxes and fees. The amount allocated to each municipality depends on two key factors:

- **Local Road Mileage:** 50% of the allocation is based on the municipality's share of total road mileage in Pennsylvania. Road mileage is periodically verified by PennDOT surveys.
- **Population:** The other 50% is based on the municipality's share of the state's population, as reported in the decennial U.S. Census.

Recent allocations to Myerstown reflect fluctuations in the amount of fuel taxes and fees collected by the state's Motor License Fund:

- 2016: \$84,576
- 2017: \$88,504
- 2018: \$92,800
- 2019: \$94,998
- 2020: \$92,459
- 2021: \$85,840
- 2022: \$85,715
- 2023: \$88,375
- 2024: est. \$86,912

The annual allocation helps the borough address both routine maintenance and larger improvement projects, ensuring roads and bridges remain functional and meet PennDOT standards.

Fund Requirements

To qualify for liquid fuels allocations, Myerstown Borough must meet several state-mandated compliance requirements, including:

- **Report Submissions:**
 - MS-965: Annual report of revenues and expenditures
 - MS-965P: Project and miscellaneous receipts report
 - MS-965S: Record of checks issued
 - Actual Use Report
- **DCED Reports:**
 - Report of Elected and Appointed Officials (due January 31)
 - Survey of Financial Condition (due March 15)
- **Contractor Responsibility Program Compliance:**
 - Resolve any holds or blocks imposed by the Departments of Revenue or Labor and Industry.

- **Audit Compliance:**

- Address any reimbursement requests resulting from audits by the Auditor General or reviews by PennDOT's financial consultants.

All deposits and payments must comply with Act 655, the governing legislation for municipal use of liquid fuels funds.

Fund Management

The borough deposits its liquid fuels tax revenue into a dedicated Municipal Liquid Fuels Tax Fund, separate from other accounts. By law, only liquid fuels revenues and earned interest may be held in this account. If additional funds are needed to meet road-related expenses beyond the allocated amount, only legally permitted payments may be supplemented with other municipal funds.

Myerstown stores its liquid fuels funds in the Pennsylvania Local Government Investment Trust (PLGIT) to ensure compliance with state regulations. PLGIT is a financial organization managed by local government officials and designed to meet the specific needs of Pennsylvania's municipalities. The fund earns interest, which must be reinvested to benefit eligible road-related expenses.

What the Fund Pays For

The Liquid Fuels Fund must only be used for permitted road and bridge-related expenditures. These include:

- Construction, reconstruction, and repair of roads and bridges.
- Maintenance activities such as paving, pothole repair, and drainage improvements.
- Traffic control devices like street signs, signals, and markings.
- Street lighting installation and maintenance.
- Winter maintenance, including snow plowing and salting.
- Purchase of PennDOT-approved materials.
- Equipment, fuel, and salaries for public works crews performing eligible tasks.

Some ineligible expenses include:

- Parks, playgrounds, and municipal buildings.
- Police departments and administrative costs.
- Sidewalks, curbs, and non-road-related construction.
- Retroactive expenses or repayment of unrelated funds.
- Projects conducted without prior PennDOT approval.

PennDOT's Publication 9 provides a comprehensive guide to acceptable expenditures, ensuring municipalities follow proper procedures when using liquid fuels funds.

How the Fund Supports Myerstown

In Myerstown, liquid fuels allocations are essential to the borough's 5-Year Road Improvement Plan, which prioritizes road and bridge projects based on condition, traffic needs, and funding. With oversight by PennDOT and regular audits, the borough ensures these funds are used efficiently and in compliance with state requirements, enabling continued annual allocations to support long-term infrastructure.

Road Improvement Program (Paving Projects)

In 2020, Myerstown created a 5-Year Roadway Improvement Plan that outlines scheduled road repair and improvement projects over a five-year span. The plan is updated regularly with the help of the Borough Engineer. The projects aim to enhance road quality through various treatments such as CIPR (Cold In-Place Recycling), overlay paving, and oil-and-chip sealing. Several projects will also leverage Community Development Block Grant (CDBG) funding to reduce the financial burden on the borough. Below is a breakdown of recent projects, and the current 5-year plan with planned projects for each year.

Recent Projects

2020 Projects

- Main Street from N. College Street to Railroad Street. (Mill, paving fabric, overlay)
- Railroad Street from Route 422 to E. Washington Avenue. (Mill, paving fabric, overlay)
- S. Broad Street from Main Avenue to Richland Avenue. (base repair only)
- W. Washington Avenue from N. Locust Street to Borough Line. (fibermat, single oil and chip)
- N. Locust Street from Route 422 to Main Avenue. (fibermat, double micro)
- Madison Alley from N. Goodwill Street to College Street. (oil and chip [double])

2021

- Railroad Street curbs and sidewalks

2023

- Center Avenue from Railroad Street to Cherry Street. (full depth reconstruction)
- Center Avenue from College Street to Railroad Street. (mill, paving fabric, overlay)

2024

- West Park Street from College Street to Goodwill Street. (mill, overlay)
- Maple Avenue from South Broad Street to East Alley. (leveling course)
- Railroad Street from Center Street to Borough Line. (ADA curb ramps)

Planned Projects – Current 5-Year Road Improvement Plan

2025

- **Project:** Railroad Street (Center Ave. to Richland Ave.)
- **Scope:** CIPR and Overlay
- **Estimated Cost:** \$184,400
- **Notes:** CDBG funding notice secured for \$180,000.

2026

- **Project:** Railroad Street (Richland Ave. to Borough Line)
- **Scope:** CIPR and Overlay
- **Estimated Cost:** \$220,500

2027

- **Project 1:** E. Jefferson Avenue (College St. to Railroad St.)
 - **Scope:** Profile mill, base repair, paving fabric, overlay
 - **Estimated Cost:** \$78,100
- **Project 2:** E. Washington (Paving Notch to Dead End)
 - **Scope:** Mill, Binder Course
 - **Estimated Cost:** \$22,600
- **Total Cost for 2027 Projects:** \$100,700
- **Notes:** CDBG application submitted in 2024 for 2027 funding.

2028

- **Project 1:** W. Jefferson Avenue (College St. to Dead End)
 - **Scope:** Profile mill, base repair, paving fabric, overlay
 - **Estimated Cost:** \$64,500
- **Project 2:** W. Carpenter Street (S. Race St. to S. Locust St.)
 - **Scope:** SAMI (Stress Absorbing Membrane Interlayer), Oil and Chip with Fog Seal
 - **Estimated Cost:** \$79,100
- **Total Cost for 2028 Projects:** \$143,600

2029

- **Project:** E. Carpenter Street (S. Broad St. to Cul-de-sac)
- **Scope:** Profile mill, base repair, paving fabric, overlay
- **Estimated Cost:** \$181,900
- **Notes:** CDBG application to be submitted in 2026 for 2029 funding.

2030

- **Potential Project:** E. Mill Avenue
- **Notes:** CDBG application to be submitted in 2027 for 2030 funding.

The current 5-Year Road Improvement Plan, including maps and funding, are on the following pages.

Myerstown Borough
 EIP - Capital Equipment and Facilities Plan
 085802006
 5-Year Roadway Improvement Plan

2024 Update:

Estimate Tab No.	Road	From	To	Description	ADA Curb Ramp Cost	Roadway Improvement Cost	Total Project Cost
2025*							
	Railroad St.	Center Ave.	Richland Ave.	CIPR, Overlay	\$ -	\$ 184,400.00	\$ 184,400.00
							\$ 184,400.00
2026							
	Railroad St.	Richland Ave.	Borough Line	CIPR, Overlay	\$ -	\$ 220,500.00	\$ 220,500.00
							\$ 220,500.00
2027**							
	E. Jefferson Ave.	College St. (SR 0501)	Railroad St.	Profile miil, base repair, paving fabric, overlay	\$ -	\$ 78,100.00	\$ 78,100.00
	E. Washington	Paving Notch	Dead End	Mill, Binder Course	\$ -	\$ 22,600.00	\$ 22,600.00
							\$ 100,700.00
2028							
	W. Jefferson	College St. (SR 0501)	Dead End	Profile miil, base repair, paving fabric, overlay	\$ -	\$ 64,500.00	\$ 64,500.00
	W. Carpenter	S. Race St.	S. Locust St.	SAMI, Oil and Chip with Fog Seal	\$ -	\$ 79,100.00	\$ 79,100.00
							\$ 143,600.00
2029**							
	E. Carpenter	S. Broad St.	Cul-de-sac	Profile miil, base repair, paving fabric, overlay	\$ -	\$ 181,900.00	\$ 181,900.00
							\$ 181,900.00

*CDBG Funding notice, \$180,000

** CDBG Application to be filed

CDBG Funding Application Summary

Filing Year	Anticipated Funding Year	Location	Description
2024	2027	E. Jefferson	Paving
	2027	E. Jefferson	Paving
2025	2028	Walnut Alley	Storm Sewer/Paving
2026	2029	E. Carpenter	Paving
2027	2030	Mill Avenue	Paving

LEGEND

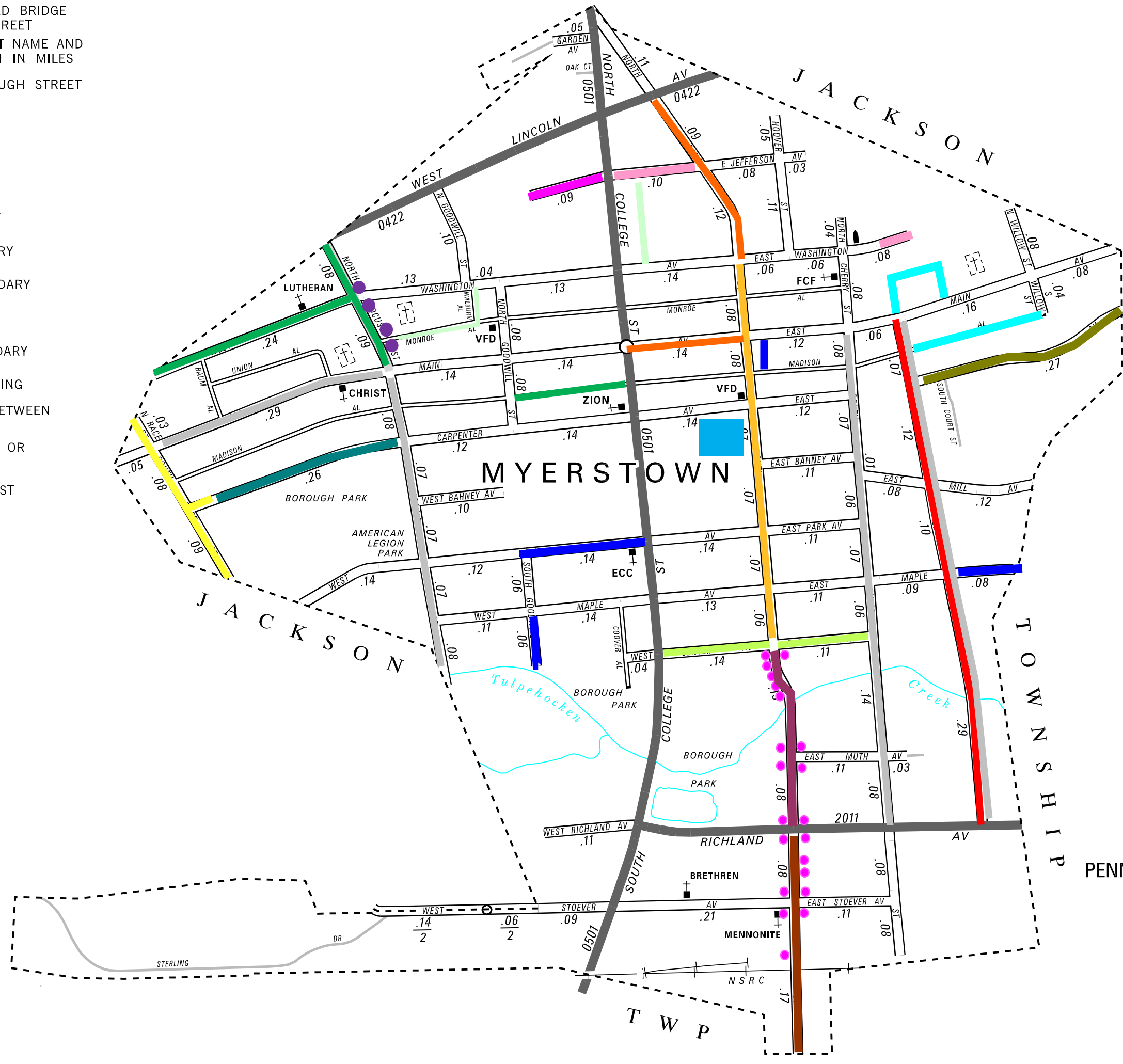
- LIMITED ACCESS HIGHWAY
- STATE ROUTE AND NUMBER
- STATE MAINTAINED BRIDGE ON BOROUGH STREET
- BOROUGH STREET NAME AND SEGMENT LENGTH IN MILES
- TURNBACK BOROUGH STREET
- BOROUGH ALLEY
- OTHER ROAD
- RAILROAD
- STATE BOUNDARY
- COUNTY BOUNDARY
- TOWNSHIP BOUNDARY
- CITY BOUNDARY
- BOROUGH BOUNDARY
- MUNICIPAL BUILDING
- SPLIT MILEAGE BETWEEN MUNICIPALITIES
- SCHOOL, COLLEGE OR UNIVERSITY
- POINT OF INTEREST

- BAHNEY AV
- BROAD ST
- CARPENTER ST
- CENTER AV
- CHERRY ST
- GARDEN AV
- GOODWILL ST
- HOOVER ST
- JEFFERSON AV
- LOCUST ST
- MAIN AV
- MAPLE AV
- MILL AV
- MUTH AV
- PARK AV
- RACE ST
- RAILROAD ST
- RICHLAND AV
- STOEVEER AV
- WASHINGTON AV
- WILLOW ST

TOTAL MILES	
Borough Road System	10.27*
State Highway System	1.97
Total	12.24

* Includes ACT 32 Turnback Mileage of 0.17

- | Previously Completed Road Projects | Proposed Projects |
|------------------------------------|-------------------|
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POPULATION 3,062
(2010 Census)

MYERSTOWN BOROUGH

LEBANON COUNTY

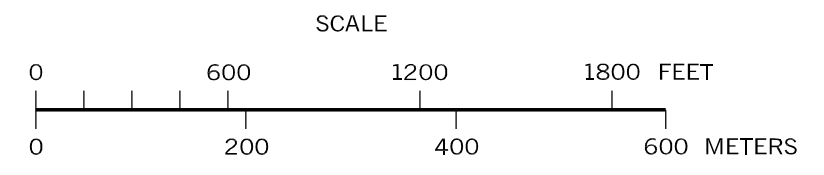
PREPARED BY THE
PENNSYLVANIA DEPARTMENT OF TRANSPORTATION

BUREAU OF PLANNING AND RESEARCH
GEOGRAPHIC INFORMATION DIVISION

IN COOPERATION WITH THE
U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION

AND
MUNICIPAL SERVICES DISTRICT 8-0
MUNICIPAL CODE 38 405

REVISED PER FORM 990 DATED 5-27-11



American Rescue Plan Act Fund

The ARPA Fund (American Rescue Plan Act) was established to manage and track federal funds allocated to the Borough of Myerstown to support recovery and resilience efforts following the COVID-19 pandemic. The Borough received approximately \$340,000 in ARPA funds, intended for purposes such as:

- Supporting COVID-19 response efforts
- Replacing lost revenue for government operations
- Stabilizing households and businesses affected by the pandemic
- Addressing systemic public health and economic challenges

Funding Source and Management Requirements

ARPA funds come directly from the federal government and are subject to strict rules and oversight by the U.S. Treasury Department. The Borough is required to submit annual reports to the U.S. Treasury, ensuring compliance with spending regulations and transparency in fund usage. There are also key deadlines for fund management:

- All funds must be obligated (under contract) by December 31, 2024
- All funds must be fully spent by December 31, 2026

The Treasury's Final Rule allows municipalities to elect a Standard Allowance of up to \$10 million to provide government services. This flexibility means the Borough can use ARPA funds for:

- Road and bridge repairs
- Water and sewer infrastructure improvements
- Parks and recreation facilities
- Maintenance of public buildings and the purchase of vehicles, equipment, and software
- Emergency services such as police, fire, ambulance, and emergency management
- Payroll and administrative expenses

Approved and Completed Projects

The following projects have been funded using ARPA allocations, helping to improve essential infrastructure and services for the community:

2022

- Replaced broken HVAC system in Borough Offices: \$147,294.00

2023

- Rental Licensing Program Software: \$14,800.00
- Replaced deteriorated access gates at the Wastewater Treatment Facility: \$3,828.30
- Upgraded WWTF Control Building HVAC (partners covered 2/3 of cost): \$20,922.05
- Resurfaced basketball courts: \$19,950.00
- Purchased and installed two radar speed signs: \$6,086.79

2024

- Purchased Life Ring Safety Stations (5 units): \$450 each
- Purchased Centrifugal Manhole Blower: \$2,000
- Purchased Electric Ventilation Blower: \$280
- Purchased Pullback Skid Steer Snow Pusher: \$2,000 - \$2,500
- Tennis Court #2 resurfaced and repainted: \$18,690.00
- 6 E Main Ave parking lot repaired and resurfaced: \$30,676.75

Approved Expenses for 2025

- Resurface Tennis Court #1: \$17,588.00
- Resurfacing of secondary roads (alleys): Remaining ARPA funds

Unemployment Compensation Fund

The Borough of Myerstown participates in Pennsylvania's Unemployment Compensation ("UC") Program, which provides financial assistance to eligible employees who become unemployed through no fault of their own. Below is a comprehensive summary explaining the purpose, funding methods, benefits, and relevant management practices of the Borough's UC Fund.

Purpose of the Unemployment Compensation Fund

The purpose of the UC Fund is to ensure financial support for former employees who qualify for unemployment benefits.. State law mandates that all municipalities in Pennsylvania, including the Borough, provide unemployment coverage for their employees through one of two financing methods: the Contributory Method or the Reimbursable Method. The Borough currently uses the Reimbursable Method, which is more cost-effective based on past evaluations.

Funding Methods

1. Contributory Method

- Under this method, the Borough would pay a quarterly tax based on a percentage of its payroll and a taxable wage base for each employee.
- Advantages: Payments are predictable, which can help with budgeting.
- Disadvantages: This option can be costly, especially for organizations with low turnover, as contributions are required even if no claims are made.

2. Reimbursable Method (Current Method)

- Under this method, the Borough reimburses the state dollar-for-dollar for any unemployment benefits paid to former employees. Payments are billed either monthly or quarterly, depending on the volume of claims.
- Advantages: Cost-effective since the Borough only pays when there are actual claims.
- Disadvantages: The Borough assumes the full financial risk, as it is directly responsible for the full amount of any claims. This could lead to significant costs during layoffs or economic downturns.

The Reimbursable Method remains the Borough's preferred financing option because it has consistently proven more affordable. For instance, in 2019, the Borough evaluated joining the Pennsylvania State Association of Boroughs (PSAB) UC Plan, but the proposed rates under that plan were significantly higher than the Borough's current costs.

Ordinance No. 607

On September 18, 1979, the Borough enacted Ordinance No. 607, which officially changed the Borough's status from a contributory employer to a reimbursable employer. The ordinance also established the Unemployment Compensation Sinking Fund to support this new method of financing.

- **Fund Requirements:**

- The ordinance mandates that the fund must be maintained at a maximum level of either \$20,000 or 15% of the annual payroll, whichever amount is higher.

Solvency Fee: An Additional Risk Mitigation Option

Pennsylvania offers municipalities using the Reimbursable Method the option to pay an annual solvency fee.

- **Purpose of the Solvency Fee:**

- The solvency fee acts as insurance. If paid, the Borough can challenge unemployment claims for employees who quit voluntarily or were terminated for cause.
- If the fee is not paid, the Borough must pay for any claims, even if the employee would otherwise be ineligible.

- **Refunds:**

- The solvency fee is non-refundable, meaning the Borough cannot recover the amount, even if no claims arise.

- **Annual Decision**

- Each year, the Borough must decide whether to pay the solvency fee. Many municipalities opt to pay it for protection against invalid claims. If the Borough pays the fee and successfully contests a claim, it is relieved of charges under Section 302 of the Pennsylvania UC Law.

How the Fund is Managed

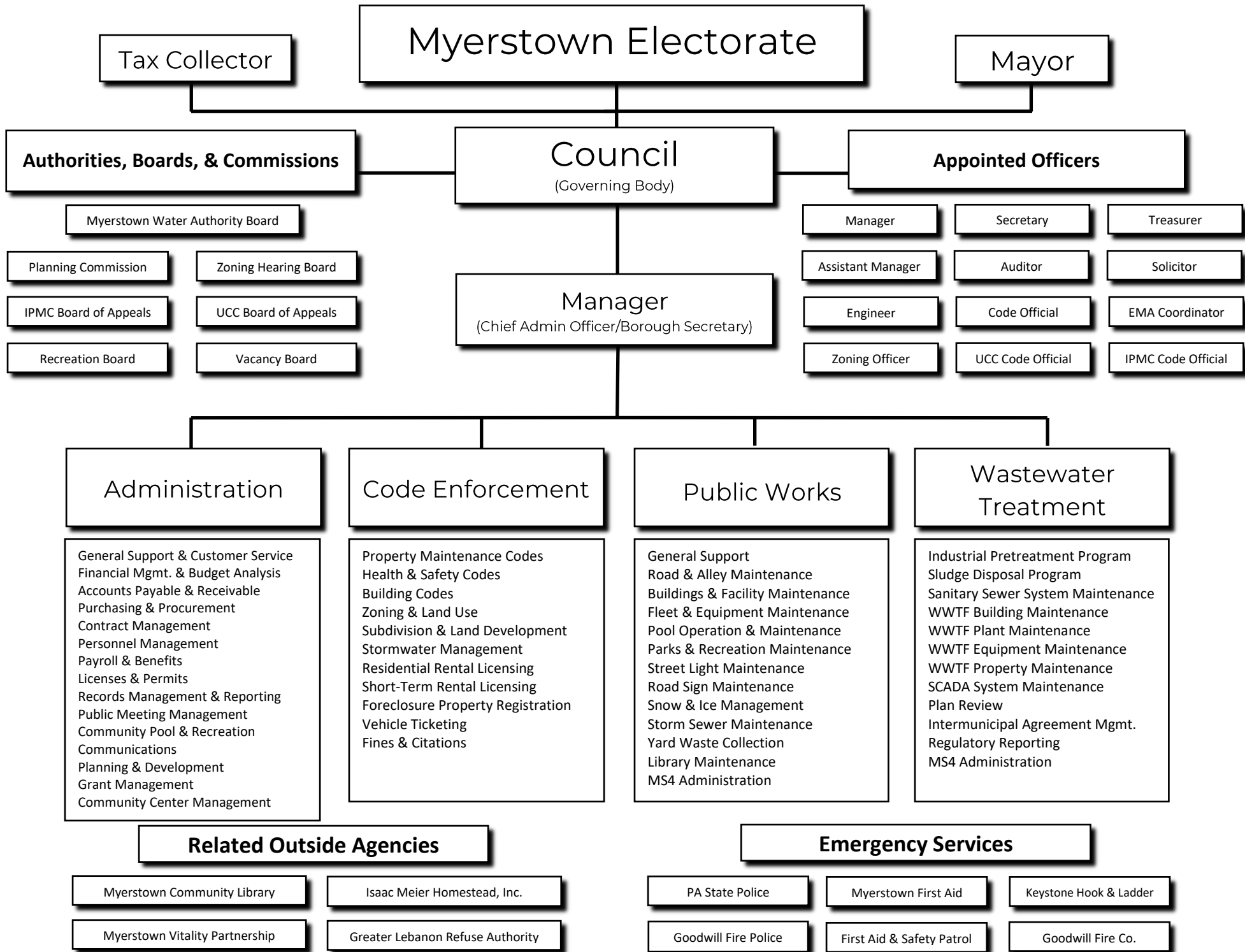
The Borough auditor monitors the UC Fund annually to ensure it maintains a sufficient balance to cover potential claims. If necessary, the auditor will recommend a transfer to the fund. The Borough budgets a \$5,000 transfer annually from the General Fund to ensure the UC Fund has sufficient funds to cover payments or unexpected increases in claims.

What the Fund Pays

The UC Fund covers both regular and extended unemployment benefits for former employees, as determined by the Commonwealth of Pennsylvania's Bureau of Employment Security.

- **Reimbursement Process:**

- If an employee qualifies for unemployment benefits, the Borough reimburses the state for the full amount.
- If the Borough pays the solvency fee and successfully contests a claim, it is relieved of any financial liability under state law.



Borough Council

The Borough Council serves as the legislative and governing body of Myerstown Borough, operating under the Pennsylvania Borough Code (Title 8). Council members are elected at-large to staggered four-year terms, ensuring that approximately half of the council is up for election every two years. In the event of a vacancy, a special election may be held for a two-year term to maintain this staggered structure.

Council functions in two primary capacities. First, it acts as a legislative body, similar to the Pennsylvania General Assembly, enacting laws that establish and fund borough operations while regulating activities within the borough's geographic boundaries. Second, it operates as a board of directors, overseeing the provision of municipal services (excluding police services) through collaboration with the Borough Manager, Secretary, and other public officials.

By design, the council operates through a collaborative and deliberative process, where decisions are made by majority vote, and no single council member holds more authority than another. Council meetings are held on the second Tuesday of each month at 6:30 p.m. in the Council Room at the Myerstown Community Center, located at 101 S. Railroad Street. Additionally, work sessions are held on the fourth Wednesday of each month (except November and December) at 6:30 p.m. to review non-action matters, study legislative issues in detail, and make recommendations to the full council for potential action.

This structure ensures transparency, effective governance, and the delivery of services to meet the needs of Myerstown's residents and businesses.

2025 Borough Council

Park W. Haverstick, II – *President*

Bryan L. Rittle – *Vice President*

Ronald L. Ream – *President Pro Tempore*

Stacey A. Hackman

Kathy E. Yang

Samuel R. Moyer

Mark C. Kirsch

Mayor

In Pennsylvania borough government, the Mayor serves as the primary executive officer and is the only elected official in this capacity, distinct from the deliberative Borough Council. In Myerstown, the Mayor is elected by the residents to a four-year term, representing the executive branch of borough government.

The Mayor's powers and duties primarily focus on public safety and emergency response, areas of government that often require quick, decisive action and confidentiality. This makes the role well-suited to a single executive official rather than a collective body like the Council. The Mayor oversees the enforcement of borough ordinances, works closely with law enforcement to ensure public safety, and has the authority to declare and manage states of emergency when necessary. In boroughs with a local police department, the Mayor typically serves as the head of the police force, directing its operations within the framework of borough policies and ordinances.

Beyond public safety, the Mayor plays a ceremonial and leadership role, acting as a visible representative of the borough at public events and fostering community engagement. Additionally, the Mayor may cast a tie-breaking vote on matters before the Council if such a situation arises, although this authority is limited to certain circumstances as outlined in the Pennsylvania Borough Code.

The Mayor also has the power to veto ordinances passed by the Council, although this veto can be overridden by a two-thirds majority of the Council. This provides a system of checks and balances, ensuring that legislative decisions are carefully considered.

Ultimately, the Mayor's role is both executive and symbolic, combining administrative responsibilities with the opportunity to act as a figurehead for the borough. In collaboration with the Borough Council and other officials, the Mayor works to enhance the quality of life for residents and ensure the efficient operation of the borough government.

2025 Mayor

Dane W. Bicher

Borough Departmental Responsibilities

Summary of Departmental Responsibilities

Department	Primary Responsibilities
Administration	Financial management, contracts, personnel, procurement, records, and communications, while providing customer service, managing public meetings, planning and development, grant management, and coordinating community services and recreational facilities.
Code Enforcement	Ensuring compliance with property, health, safety, and building codes; licensing for residential rental properties; land use planning and zoning; foreclosure property registration; vehicle ticketing; notices of violation and citations.
Public Works	Infrastructure maintenance (roads, buildings, lighting), fleet and equipment maintenance, parks and recreation area maintenance, stormwater management, yard waste management, pool maintenance, and administering MS4 requirements.
Wastewater Treatment	Managing the industrial pretreatment and sludge disposal programs, maintaining the sanitary sewer system, WWTF facilities and equipment, overseeing SCADA systems, conducting plan reviews, managing intermunicipal agreements, ensuring regulatory compliance, and administering MS4 requirements.

The following section outlines the primary responsibilities of the borough's four major departments, as detailed in the organizational chart. Each department's key functions are drawn from the specific responsibilities listed under their respective sections in the chart, providing a clear understanding of their roles in managing and supporting the community.

Administration Department

The Administration Department serves as the central hub for managing and coordinating Borough operations. It ensures efficient and effective functioning by overseeing essential activities such as planning, financial oversight, human resources, communication, and regulatory compliance. The department also provides crucial support to other departments and works to maintain strong intergovernmental relations, guiding the borough's growth and ensuring that policies and procedures are implemented successfully.

General Support & Customer Service

This involves providing assistance and information to residents, businesses, and visitors regarding Borough services and programs. The Administration Department ensures that inquiries and concerns are addressed promptly and effectively, maintaining a positive relationship between the Borough government and the community.

Financial Management & Budget Analysis

Responsible for developing, monitoring, and analyzing the Borough's budget and financial plans. This includes forecasting revenues and expenditures, ensuring fiscal responsibility, and aligning financial resources with the Borough's strategic goals and objectives.

Accounts Payable & Receivable

Manages the Borough's incoming and outgoing payments. This includes processing invoices, collecting revenues, managing debts, and maintaining accurate financial records to ensure the Borough's financial obligations are met timely and efficiently.

Purchasing & Procurement

Handles the purchasing and procurement of goods and services required by various Borough departments. This involves drafting and managing contracts, ensuring compliance with procurement policies, negotiating terms, and securing the best value for the Borough's expenditures. This also involves planning, strategic sourcing, and ongoing management beyond just the transaction. Also includes identifying needs, negotiating contracts, and managing supplier relationships.

Contract Management

This involves overseeing and managing all types of agreements, including lease agreements, agreements with other organizations, and intergovernmental agreements. Contract Administration ensures that all parties fulfill their contractual obligations, monitors performance, and handles any issues or modifications that may arise throughout the contract lifecycle.

Personnel Management

Oversees human resource functions such as recruitment, hiring, training, performance evaluations, and employee relations. Ensures that the Borough attracts and retains qualified staff and that employment practices comply with relevant laws and regulations.

Payroll & Benefits

Manages the processing of employee salaries, wages, and benefits. Ensures accurate and timely compensation, administers benefit programs, and maintains compliance with tax laws and employment regulations.

Licenses & Permits

Processes and issues various licenses and permits required for businesses, events, construction, and other activities within the Borough. Ensures applications comply with Borough ordinances and regulations and maintains records of all issued documents.

Records Management & Reporting

Maintains and organizes all official Borough documents and records. Ensures accessibility, confidentiality, and compliance with record-keeping laws. Also responsible for preparing and disseminating reports on Borough operations and performance.

Public Meeting Management

Organizes and coordinates official Borough meetings, such as council sessions, public hearings, and committee meetings. Handles scheduling, agenda preparation, minutes recording, and ensures meetings are conducted in accordance with legal and procedural requirements.

Community Pool & Recreation

Plans and administers community pool operations, including hiring and training employees, managing admissions pass sales, managing concessions purchasing and sales, and planning programs and activities. Organizes community events to promote community engagement.

Communications

Manages the dissemination of information to the public through various channels, including press releases, social media, and the Borough's website. Responsible for maintaining transparent and effective communication between the Borough government and its stakeholders.

Planning & Development

Ensuring all planning and development activities comply with local ordinances, zoning regulations, and state or federal requirements. Coordinates plan review with third party plan reviewers.

Grant Management

Overseeing the entire grant lifecycle to ensure successful acquisition and utilization of funding. This process includes identifying funding opportunities, preparing and submitting grant proposals, and managing awarded grants by adhering to all compliance requirements.

Community Center Management

Manages the operations of the Myerstown Community Center, including facility maintenance, fostering positive relationships with tenants, coordinating the use of common areas, managing security and access, and identifying opportunities for improvements.

Code Enforcement Department

The Code Enforcement Department is responsible for ensuring compliance with Borough codes and ordinances to maintain safety, health, and quality of life standards within the community. This department conducts inspections, issues violations, and works with property owners to resolve compliance issues.

Property Maintenance Codes

Enforces regulations related to the upkeep and maintenance of residential and commercial properties. Addresses issues such as structural integrity, sanitation, and vegetation maintenance standards to prevent blight and ensure safe living and working conditions.

Health & Safety Codes

Ensures that all properties and public spaces comply with health and safety standards. Coordinates inspections with third party inspectors related to sanitation, pest control, fire safety, and hazardous materials to protect public health and welfare.

Building Codes

Coordinates with third party building code inspectors to oversees compliance with construction standards for new and existing structures. Issues permits and coordinates inspections to ensure structures meet safety, accessibility, and environmental regulations.

Zoning & Land Use

Develops and enforces policies related to the use and development of land within the Borough. Reviews and approves zoning applications, ensures compliance with land use plans, and coordinates with planning and development efforts to guide sustainable growth. Collaborates with the Administration Department on policy-making and strategic planning to balance development with community needs and environmental considerations.

Subdivision & Land Development

Coordinates with third party plan reviewer who reviews and regulates the division of land and development projects within the Borough. Ensures that new developments comply with zoning laws, land use plans, and infrastructure requirements, facilitating orderly and sustainable growth.

Stormwater Management

Develops and implements strategies to maintain compliance with state and federal mandates to manage and control stormwater runoff, reduce flooding and erosion and protect water quality. Includes managing capital projects, enforcing regulations, and coordinating with environmental agencies.

Residential Rental Licensing

Manages the licensing process for residential rental properties. Ensures landlords comply with housing standards, conducts regular inspections, and addresses tenant complaints to maintain safe and habitable rental units.

Short-Term Rental Licensing

Regulates the operation of short-term rental properties such as those listed on platforms like Airbnb. Issues licenses, enforces occupancy and safety regulations, and monitors compliance to balance tourism benefits with community impacts.

Foreclosure Property Registration

Maintains a registry of properties undergoing foreclosure to monitor and address potential maintenance and

safety issues. Ensures that vacant or abandoned properties are secured and maintained to prevent neighborhood decline.

Vehicle Ticketing

Enforces parking regulations by issuing tickets for violations such as illegal parking, abandoned vehicles, and other infractions. Coordinates with tow company to remove vehicles from parade and event routes.

Fines & Citations

Issues and processes citations for various code violations. Attends hearings with District Magistrate if necessary. Works to enforce compliance through financial penalties and provides mechanisms for violators to address and rectify issues.

Public Works Department

The Public Works Department is responsible for the maintenance and development of the Borough's infrastructure and public facilities. This includes roads, public buildings, parks, and utilities, ensuring that these assets are safe, functional, and well-maintained for public use.

Road & Alley Maintenance

Oversees the repair and upkeep of Borough roads, parking lots, and bridges. Performs tasks such as pothole repairs, resurfacing, snow removal, and street cleaning to ensure safe and efficient transportation networks.

Building & Facility Maintenance

Maintains and repairs Borough-owned buildings and facilities, including the community center, recreation buildings, and public restrooms. Ensures that these structures are safe, functional, and in good condition for public and employee use.

Fleet & Equipment Maintenance

Manages the servicing and repair of Borough-owned vehicles, equipment, and maintenance machinery. Ensures that all equipment is operational and meets safety standards.

Pool Operation & Maintenance

Oversees the daily operation and upkeep of the public swimming pool. Responsibilities include water quality monitoring, equipment maintenance, and ensuring compliance with health and safety regulations.

Parks & Recreation Maintenance

Maintains public parks, playgrounds, sports fields, and green spaces. Tasks include landscaping, facility repairs, trash removal, and ensuring these areas are safe and enjoyable for public use.

Street Light Maintenance

Ensures that street lighting systems are functional. Reports outages and maintenance concerns to MetEd for lights owned by MetEd. Performs routine inspections, bulb replacements, repairs, and upgrades to improve visibility and safety on lights owned by the Borough.

Road Sign Maintenance

Installs and maintains traffic and street signs to ensure proper guidance and information for motorists and pedestrians. Involves replacing damaged or outdated signs and ensuring visibility and compliance with regulations.

Snow & Ice Management

Ensuring safe and accessible roadways and public areas during winter weather. This function involves the strategic planning and execution of snow and ice removal operations, including the deployment of snow plows, salt spreaders, and other equipment. The department monitors weather forecasts to anticipate and prepare for snowfall, prioritizes roadways based on traffic volume and importance, and coordinates with staff to implement timely and effective snow and ice control measures.

Storm Sewer Maintenance

Manages the cleaning and repair of the Borough's storm sewer systems to prevent flooding and water pollution in accordance with state and federal mandates. Includes clearing debris, repairing infrastructure, and monitoring system performance during weather events.

Yard Waste Collection

Organizes the collection and proper disposal or recycling of yard waste such as leaves, grass clippings, and branches. Provides scheduled services to maintain cleanliness and environmental health in the community.

Library Maintenance

Ensures that public library facilities are well-maintained, safe, and conducive to learning and community engagement. Coordinates with library staff to support facility needs, including repairs and improvements.

MS4 Administration (Shared with Wastewater Treatment Department)

Manages the Municipal Separate Storm Sewer System (MS4) program, ensuring compliance with federal and state regulations regarding stormwater discharge. Implements recommendations from Pollution Reduction Plan to reduce pollutants in stormwater runoff.

Wastewater Treatment Department

The Wastewater Treatment Department is dedicated to managing and maintaining the Borough's wastewater collection and treatment systems. This includes ensuring environmental compliance, efficient operation of treatment facilities, and maintenance of sewer infrastructure.

Industrial Pretreatment Program

Regulates and monitors industrial wastewater discharges to prevent harmful substances from entering the public sewer system. Works with industries to implement treatment measures that protect sewer infrastructure and environmental quality.

Sludge Disposal Program

Oversees the safe and environmentally responsible disposal or reuse of sludge generated from wastewater treatment processes. Ensures compliance with environmental regulations.

Collection System Maintenance

Maintains and repairs the Borough's sanitary sewer lines and infrastructure. Conducts regular inspections, clears blockages, and performs necessary repairs to ensure efficient and uninterrupted wastewater collection and transport.

WWTF Building Maintenance

Explanation: Maintains the structures and facilities of the Wastewater Treatment Facility (WWTF), ensuring that buildings are in good condition and meet operational and safety standards.

WWTF Plant Maintenance

Oversees the upkeep and repair of the treatment plant's processing systems and equipment. Ensures that all components function effectively to treat wastewater to required standards before discharge or reuse.

WWTF Equipment Maintenance

Manages the maintenance of specialized equipment used in wastewater treatment processes, including pumps, motors, and filtration systems. Conducts routine servicing and repairs to prevent breakdowns and maintain operational efficiency.

WWTF Property Maintenance

Ensures that the grounds and surrounding areas of the wastewater treatment facility are well-maintained, safe, and compliant with environmental and aesthetic standards.

SCADA System Maintenance

Maintains the Supervisory Control and Data Acquisition (SCADA) systems used to monitor and control wastewater treatment processes. Ensures reliable and accurate data collection and system responsiveness for efficient operations.

Plan Review

Reviews and assesses plans for new developments or modifications impacting the sewer system. Ensures that proposed projects meet technical and regulatory requirements and do not adversely affect sewer infrastructure and operations.

Regulatory Reporting

Prepares and submits required reports to regulatory agencies detailing the performance, compliance status, and operational data of the sewer and wastewater treatment systems. Maintains transparency and accountability regarding environmental standards.

MS4 Administration (Shared with Public Works)

Manages the Municipal Separate Storm Sewer System (MS4) program, ensuring compliance with federal and state regulations regarding stormwater discharge. Implements recommendations from Pollution Reduction Plan to reduce pollutants in stormwater runoff.

Boards and Commissions

Water Authority Board

A governing board composed of volunteer citizens that govern the activities of the Myerstown Water Authority. The Water Authority Board is a 5-member board appointed by Council serving staggered 5-year terms. Board Members must be taxpayers in, maintain a business in, or be a citizen of a municipality into which one or more of the projects of the Authority extends or is to extend, or to which one or more projects has been or is to be leased.

Planning Commission

An advisory committee composed of volunteer citizens that advise Council concerning physical development in the Borough. They provide policy advice on planning for land use regulations, such as zoning and subdivision controls. The Planning Commission performs all duties and exercises all powers conferred upon borough planning commissions by law. The Planning Commission is a 5-member board appointed by Council serving staggered 4-year terms. Board Members must be Borough residents, but no more than 2 of 5 members can be elected or appointed officials or employees of the Borough.

Recreation Board

An advisory board comprised of volunteer citizens who supervise and maintain the public park and recreation place and any other parks or recreation places, and provide advice to Council on recreation and parks matters. The Rec Board has all the authority vested by law in borough recreation boards. The Recreation Board is a 5-member board appointed by Council serving staggered 5-year terms. Board members do not have to be Borough residents, but no more than 2 of 5 members can be School Board Members.

Zoning Hearing Board

A quasi-judicial body composed of volunteer citizens that hears and renders decisions regarding specific types of land use actions, as established by the PA Municipalities Planning Code (MPC). The primary purpose of the Zoning Hearing Board (ZHB) is to ensure the fair and equitable application of the Zoning Ordinance. The Zoning Hearing Board is a 3-member board appointed by Council serving staggered 3-year terms. Members must be Borough residents and cannot be an elected official or member of the Planning Commission. 1-3 alternate members may be appointed to serve a 3-year term to participate when the ZHB is unable to obtain a quorum.

Uniform Construction Code (UCC) Board of Appeals

The UCC Board of Appeals is a judicial board composed of volunteer citizens that makes judgments on appeals of determinations of the Borough's Building Code Official (BCO) on matters concerning building construction, structures, and the general health, safety, and welfare of the community under the PA Uniform Construction Code. The UCC Board of Appeals is a 5-member board appointed by Council serving staggered 5-year terms. Board Members should be qualified to serve by virtue of their training and experience on matters pertaining to building construction. Members are not required to be residents of the Borough, although it is preferred. Members cannot be elected officials or employees of the Borough.

International Property Maintenance Code (IPMC) Board of Appeals

The IPMC Board of Appeals is a judicial board composed of volunteer citizens that makes judgments on appeals of determinations of the Borough's Code Official on matters concerning property maintenance under the International Property Maintenance Code of Myerstown Borough. The IPMC Board of Appeals is a 3-member board appointed by Council serving staggered 3-year terms. Board Members should be qualified by experience and training to pass decisions on matters pertaining to property maintenance. Board Members are not required to residents of the Borough, although it is preferred. Members cannot be employees of the Borough.

Regional Service Partners

The Borough of Myerstown works with several organizations and agencies that provide critical services and support to the community:

Myerstown Water Authority

Authorized by the Borough to provide public water services.

Pennsylvania State Police

Provides law enforcement services and ensures public safety within the Borough, as authorized under state jurisdiction.

Keystone Hook & Ladder Company No. 1

Authorized to provide fire protection services for the Borough as the “first due” fire company.

Goodwill Fire Company No. 1

Authorized to provide fire protection services for the Borough.

Myerstown First Aid Unit

Authorized to provide Basic Life Support (BLS) emergency medical services.

First Aid Safety & Patrol:

Authorized to provide Advanced Life Support (ALS) emergency medical services.

Goodwill Fire Police

Authorized to provide fire police services to assist with safety and traffic control.

Community Organizations and Partners

Myerstown Community Library Association

Authorized to manage the operations of the Myerstown Community Library.

Isaac Meier Homestead Committee

Authorized to oversee the management and preservation of the historic Isaac Meier Homestead.

Myerstown Vitality Partnership

Serves as the community development corporation, fostering local growth and vitality.

ELCO Activity Network

Coordinates and organizes community events, including the annual Holiday Parade within the Borough

Myerstown Area Heritage Center and Museum

Manages the development of the Myerstown Area Heritage Center and Museum.