

**BOROUGH OF BRENTWOOD
AGENDA
August 28, 2018 - SPECIAL MEETING MINUTES
8:00 PM**

As part of Brentwood's continuing efforts to promote a Transparent Government as well as environmentally friendly initiatives, copies of the Reports, Bills, Resolutions and Ordinances will be provided on the Borough Web Site. www.brentwoodboro.com - As always, a description of the Agenda Items will be provided via the Council Fact Sheet.

Note: Minutes will be provided on the web site once they are officially approved.

Meeting with the Brentwood Volunteer Fire Company

- 1. Call to Order.**
- 2. Pledge of Allegiance.**
- 3. Roll Call.**

Member	Present	Absent	Member	Present	Absent
Mr. Carnevale		X	Ms. George		X
Mr. Schubert	X		Mr. Frombach	X	
Mr. Doyle	X		Mr. Smith	X	
Dr. Pasquantonio		X	Mayor Troy	X	
Solicitor			Manager Zboyovsky	X	

4. Presentation

- a. Introductions

There is also a sign in sheet.

BVFC represented by Board President Chuck Cook, Board VP Walt Bugielski, and Chief Jack Loeffel.

5. Comments on Agenda Action Items Only. Please limit remarks to three minutes.

N/A

6. Communications.

N/A

7. President's Report – Mr. John Frombach

N/A

8. Mayor's Report – Mr. Dennis Troy

N/A

9. Administrative and Finance Committee – Mr. Harold Smith

N/A

10. Public Works Committee – Mr. AJ Doyle

N/A

11. Zoning and Ordinance Committee – Mr. Rich Schubert

N/A

12. Parks and Recreation Committee – Mr. Pat Carnevale

N/A

13. Public Safety Committee – Mr. Pat Carnevale

a. BVFC - Items to discuss

BVFC requested to meet with Borough Council.

W. Bugielski indicated that the BVFC does not have the capacity to prepare all of the information that the Borough is requesting. C. Cook asserted that the BVFC has provided a copy of IRS Form 990 and that such information should be sufficient. R. Schubert indicated that the Borough has a legal obligation to ensure the efficient spending of taxpayer funds.

G. Zboyovsky clarified that the Borough requested additional information, such as 5 years of Operating Budgets, a current Capital Budget, and a 3 Year Capital Improvement Forecast.

J. Loeffel mentioned that the BVFC has its equipment checked regularly so that it can estimate its remaining lifespan.

D. Troy reviewed the type of audit to which the Borough is annually subjected and explained how a similar process for the BVFC would promote sustainability. D. Nieczgorski stated that the department has never had an issue raised during its audits of state-provided funds. G. Zboyovsky replied that a more detailed audit will help to ensure best practices are being followed and to identify issues early. J. Frombach emphasized that Form 990 is a tax return and not an audit document. A discussion ensued regarding the scope of an acceptable audit.

C. Cook indicated that the BVFC does not have the capacity to generate a budget, let alone a longer range forecast. Asked if the Borough would be willing to hire the requested auditor.

R. Schubert discussed staffing. Stated that the BVFC was not the first department on site during structural fires on Hillman Street and Pearl Drive. D. Nieczgorski asserted that this statement was inaccurate. C. Cook explained the process of getting trucks on scene. Need to make sure the appropriate equipment is dispatched. The trucks do not stop directly in front of the house that is on fire.

R. Schubert mentioned that, several years ago, Whitehall Borough wanted to bill Brentwood for its responses to incidents in our jurisdiction. D. Cook replied that Whitehall does not operate in a comparable manner. Since their DPW employees are committed to respond to fire calls while on the clock, they essentially operate a paid company.

D. Troy stated that all Borough officials respect the role played by the VFC and want to ensure that the organization can be in solid financial position. A five-year trend could be beneficial to the group by letting it better understand its current financial status. C. Cook asked for D. Troy to explain what the Borough is looking for to their accountant, and D. Troy agreed.

J. Frombach indicated that a state audit only covers funds provided via Foreign Fire Insurance, and it does not review the funds provided by the Borough. W. Bugielski agreed.

J. Frombach continued by stated that the Borough also gives funds to Brentwood EMS, and this group has agreed to provide a complete audit that shows how that funding is being used and what types of revenues are being spent. The 990 form for the BVFC shows that assets are dropping on a yearly basis, which could eventually lead to insolvency. Explained that Council would like to have the PA DCED perform an operational analysis to ensure that the department can remain a viable organization for the Borough. Council wants to make sure that problems are identified now, rather than when the group does not have enough funds or volunteers to continue operating.

C. Cook stated that the BVFC has many younger members. Asked if Council is planning on giving more funding to cover these requirements. J. Frombach replied that the DCED does not charge to perform the study but that BVFC must formally request it. C. Cook additionally indicated that the BVFC would open its books to an auditor if the Borough supplied one. Discussion continued regarding the DCED's role in assisting emergency service providers.

H. Smith stated that Council scheduled this meeting to help the BVFC and not to threaten them. Asserted that agreement to comply with an audit constitutes important progress, and C. Cook concurred. J. Loeffel stated that the BVFC is cognizant of ensuring that it does not open itself or the Borough to any legal action.

- b. Consider authorizing the Borough to submit a letter of intent to the PA Department of Community and Economic Development requesting a study of the Brentwood Volunteer Fire Company

This is associated with the Borough's seeking assistance from the PA DCED.

14. Community Affairs Committee – Dr. Robert Pasquantonio

N/A

15. Special Committees

N/A

16. Old Business

N/A

17. New Business

N/A

18. Public Comment

N/A

19. Adjournment

Motion By: John Frombach

Second By: AJ Doyle

Ayes: Doyle, Frombach, Schubert, Smith

President: "Motion Passed"