

**BOROUGH OF BRENTWOOD
AGENDA
November 12, 2018 - SPECIAL MEETING MINUTES
6:00 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.

2019 Budget Workshop #2

1. Call to Order.

Called to order at 6:01PM.

2. Pledge of Allegiance.

A moment of silence was also held in honor of Veterans Day. Council thanked Mr. Carnevale and Mr. Doyle for serving in the armed forces.

3. Roll Call.

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

4. Comments on Agenda Action Items Only. Please limit remarks to three minutes. N/A

5. Communications.

N/A

6. President's Report – Mr. Harold Smith

N/A

7. Mayor's Report – Mr. Dennis Troy

N/A

8. Administrative and Finance Committee – Mr. John Frombach

- a. Budget Hearing - Ground Rules

- Everyone Has a Chance to Speak.
- One Conversation at a time. Please do not interrupt.
- Remember the “Big Picture” – This is a \$9.0 mil General Fund and \$4 mil Capital Fund
- We are not here to discuss “policies” or “procedures”. Those can come later.
- Budget is NOT being voted on tonight. Do not get bogged down on items at this time.
- Will present the Detailed Budget – Section by Section and will move on if there are no questions or comments on any given section rather than Line Item by Line Item.

b. 2019 Sewer Fund Revenues & Expenditures

Mr. Frombach reported that ALCOSAN will raise rates by 7% in each of the next three years. Mr. Carnevale asked if Brentwood will be required to amend its fees accordingly, and Mr. Frombach replied that such action would be necessary to preserve the fund balance. A discussion ensued regarding the potential impact if the Borough raised its rates by a smaller amount. Manager Zboyovsky recommended inserting a flyer in the January bill to explain the reason for the fee change.

Manager Zboyovsky drew attention to the significant increase in sanitary sewer capital construction. This change is primarily due to the need to install a bypass of the Route 51 main trunk line as part of the mini hospital development.

c. 2019 Park Fund Revenues & Expenditures

Manager Zboyovsky indicated that, although the types of expenditures that can be made from the Park Fund are restricted, because the high school baseball teams use Fields #3 and #4, improvements to these facilities can be deducted from this source. In 2019, the Borough plans to install a flagpole in this area; it is anticipated that the laser grading of these fields will be charged to this fund in future years.

d. 2019 Borough Building Fund Revenues & Expenditures

Manager Zboyovsky reported that the total project cost is now conservatively estimated at \$5.3 million. However, this figure included nearly \$500,000 in contingencies. Mr. Frombach also indicated that, based upon the construction time frame, most architectural and engineering fees should be expended by Q1 2019.

e. 2019 Highway Aid Fund Revenues & Expenditures

Mr. Frombach indicated that this is the first time that the Borough will be able to purchase a vehicle via the Liquid Fuels Fund. Mr. Carnevale asked why Brentwood is planning to acquire

a heavier duty truck than the remainder of the vehicles in the fleet. Manager Zboyovsky responded that this purchase is designed to replace a comparable 1998 model; such a large truck is necessary for asphalt transportation and for plowing trunk roads during severe storms.

f. 2019 Operating Reserve Fund Revenues & Expenditures

g. Questions & Clarifications on 2019 General Fund

Mr. Carnevale questioned amusement device revenues. Asst. Manager Peccon responded that income fell significantly when the pool hall was shuttered but that it has since stabilized.

Mr. Schubert asked if it is necessary to replace the police clerical employee in 2019. Indicated that, as the Borough will eliminate the second clerical position following the retirement of M. Sheets in 3 to 4 years, such hire could be delayed until the year that the retirement is announced. Mr. Doyle and Mr. Carnevale replied that, based upon language in older bargaining agreements, Ms. Sheets has a large amount of vacation time and thus office coverage has been problematic.

Mr. Schubert also expressed concern regarding the logistics of temporarily renting inflatable pool equipment; asserted that the placement of this item could damage the stadium turf. Council discussed the potential savings of not offering this service and of concurrently closing the concession stand for the season.

Mr. Schubert additionally reviewed proposed purchases of exercise stations and an ice skating surface. Asked for these items, as well as the inflatable pool, to be cut from the budget to fund lighting improvements. A discussion ensued regarding the ability to satisfy this need at a significantly lower cost than has been previously proposed by strategically placing this infrastructure.

h. Questions & Clarification on 2019 Capital Improvement Fund

Mr. Carnevale asked if funding for park storage facilities will be included in next year's budget. Mr. Schubert expressed support for this initiative but indicated that the municipal building basement could be used as temporary storage for the next two years, which would defer this expenditure until after the pool is constructed. Mr. Smith replied that, in such scenario, a temporary trailer would be needed for use by the athletic clubs during their seasons. Council debated whether storage or lighting upgrades should be prioritized. Mr. Frombach asserted that such decision cannot be made until Council receives more information regarding the needs of youth organizations and the associated costs for constructing acceptable facilities. Manager Zboyovsky replied that DPW Director Alexandrov is developing proposals based upon the construction of three 900 sq. ft. buildings. Mr. Frombach affirmed that the Borough should ask that the BAA and Dukes outline their storage needs in writing and that Council should subsequently hold a special meeting to review these requests.

9. Public Works Committee – Ms. Jennifer George

N/A

10. Zoning and Ordinance Committee – Mr. Rich Schubert N/A

11. Parks and Recreation Committee – Mr. Pat Carnevale N/A

12. Public Safety Committee – Mr. AJ Doyle
N/A

13. Community Affairs Committee – Dr. Robert Pasquantonio
N/A

14. Old Business
N/A

15. New Business
N/A

16. Public Comment
N/A

17. Adjournment
Adjourned at 7:38PM.

Motion By: AJ Doyle

Second By: Rich Schubert

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Smith

President: "Motion Passed"

Respectfully submitted,



Eric Peccon
Assistant Manager