

**BOROUGH OF BRENTWOOD
AGENDA
October 14, 2019 - 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.

2020 BUDGET WORKSHOP NO. 1: GENERAL FUND & CAPITAL IMPROVEMENT FUND

1. Call to Order.

Called to order at 7:22PM following an executive session.

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	
Manager Zboyovsky	X				

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

N/A

5. Communications.

None.

6. President's Report – Mr. Harold Smith

a. FYI - Rescheduling of Budget Workshop No. 2

Due to the second Monday in November falling on Veterans Day, which is an official Borough holiday, the Second Budget Workshop will need to be rescheduled to Tuesday, November 12th at 6PM.

7. Mayor's Report – Mr. Dennis Troy

None.

8. Administrative and Finance Committee – Mr. John Frombach

a. Ground Rules

- Everyone has a chance to speak.
- One conversation at a time. Please do not interrupt
- Remember the big picture of the Borough budget. General Fund expenditures at \$9 million and Capital Improvement Fund expenditures at \$6 million. Do not get bogged down on small items.
- This workshop is designed only to review spending allocation. Policies or procedures should not be discussed at this time.
- No votes will be taken tonight. There is still plenty of time to make any necessary changes prior to adoption of the budget in December.
- In the interest of time, will review the budget section by section. If there are no questions or comments, will move on rather than discussing each individual line item.

b. Summary

Tax Rate History

- 2020 Budget: 10 mils, **NO INCREASE for fourth straight year**
- 2016- last increase, with change of 1.25 mils from 8.75 mils to 10 mils.
- 2014- increase of 1.25 mils from 7.5 mils to 8.75 mils
- 2012- lowered from 8.5 mils to 7.5 mils as requirement of Allegheny County-wide reassessments.
- 2005- increased 2 mils from 6.5 mils to 8.5 mils.
- 3.9 mil increase over 15 years.

Major Fund Summary

- \$8.8 million General Fund budget- represents 2% decrease from 2019 budget \$5.9 million Capital Improvement Fund budget- represents 35% increase from 2019 budget due to the majority of pool project expenditures being realized next year.
- \$5.9 million Capital Improvement Fund budget- represents 35% increase from 2019 budget mainly due to the majority of pool project expenditures being realized next year.

c. Ten-Year Forecast

Manager Zboyovsky replied that, holding the same conservative budget estimates that have been utilized in recent years, a property tax increase should not be needed until at least 2024. An increased tax based spurred by new commercial development may push this back further.

d. 2020 General Fund Revenues

The following items were explicitly discussed:

- Manager Zboyovsky indicated that the real estate tax receipt projections includes a \$100,000 allotment for the new hospital. It is anticipated that the final valuation should be significantly higher.
- Mr. Doyle questioned the decline in the cable franchising fee, and Manager Zboyovsky responded that the decrease appears to be due to a falling number of subscribers.

- Mr. Carnevale referenced falling police departmental receipts. Manager Zboyovsky replied that Chief Zeppuhar has looked into this matter and has determined that the decrease is due to a combination of a lack of a second employee to enforce parking meter regulations and greater leniency from the magistrate on traffic violations.

e. 2020 General Fund Expenditures

The following items were explicitly discussed:

- Mr. Carnevale asserted that meeting & conference allocations for each member of Council should be strictly limited. Manager Zboyovsky replied that the names of each individual member are only included for budgetary purposes and that there is instead a single allotment for the board as a whole.
- Mr. Smith inquired as to the need to budget for an actuarial review of other-than-pension benefits. Manager Zboyovsky responded that these benefits must be reviewed every three years per state law.
- Mr. Carnevale questioned the reduction in IT costs given the pending relocation of Borough operations. Manager Zboyovsky stated that these costs will be paid from the Municipal Building Fund; there are significant general service hours remaining on the existing contract and thus a renewal will not be necessary next year.
- Manager Zboyovsky stated that the budgeted increase of 2.5% for police officer salaries is contingent upon the results of negotiations. However, this figure is reflective of the average rate included in contracts in peer communities. Also reported that, should the officers agree to a change in healthcare benefits, the projected 17% health insurance increase would be reduced to nearly zero.
- Mr. Carnevale questioned the change in assumptions for public works summer labor. Manager Zboyovsky stated that, for 2019, the Borough attempted to hire a smaller number of better skilled employees at an increased rate. However, applications continued to be received only from college students with limited schedules. Consequently, a decrease in the salary is proposed. Consensus of Council to return to the reduced rate.
- Mr. Smith & Mr. Frombach questioned allocations to EDS. Manager Zboyovsky replied that this organization has not billed the Borough for the last two years. The board asked the executive director of this group to appear before Council prior to the release of any future funds.
- Mr. Carnevale discussed the increase in the transfer to the police pension fund. Manager Zboyovsky replied that such change is in response to the actuarial study associated with Council's pending consideration of a cost-of-living increase for the members. Mr. Carnevale asserted that the additional fees should be paid directly out of the General Fund, and Mr. Frombach replied that such action is not permitted under state law.

f. 2020 Capital Improvement Fund Revenues

g. 2020 Capital Improvement Fund Expenditures

The following items were explicitly discussed:

- Mr. Doyle inquired as to the recent change in the allocation for a police vehicle. Manager

Zboyovsky replied that only one vehicle will be procured, and the current chief's car will be retained.

- Mr. Carnevale questioned the need for the purchase of an excavator. Manager Zboyovsky replied that DPW Director Alexandrov has determined that acquiring this machine would significantly reduce payments to contractors for manhole repairs. Due to the presence of a healthy Liquid Fuels Fund balance, this item would not be included in the Capital Improvement Fund.
- Manager Zboyovsky reported that a number of items that were previously purchased through the Capital Improvement Fund will be moved to the Park Fund due to the fact that these expenditures will be used to upgrade athletic fields that are utilized by the School District.
- Mr. Carnevale asserted that no funds should be directed to the construction of restrooms & storage space near the Windsor Road lot in Brentwood Park. Manager Zboyovsky noted that such allocation is not included in this year's budget and that future spending on this project is contingent upon the receipt of a grant. Mr. Frombach reiterated that this project was endorsed by a consensus of the Community Affairs Committee.
- Mr. Smith asked if the library roof is in such a condition that the Borough has the luxury to wait for a grant to fund its replacement. Assistant Manager Peccon responded that several more years remain before the roof reaches the end of its usable lifespan.

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 8:56PM.

Motion By: John Frombach

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Smith

President: "Motion Passed"

Respectfully submitted,

Eric Peccon
Assistant Manager