

VILLAGE OF BROOKLYN HEIGHTS

MINUTES OF A MEETING

February 25, 2014

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A meeting of the **Finance Committee** of the Village of Brooklyn Heights, Ohio was held on **February 25, 2014 at 8:15 P.M.** with Councilwoman Nancy Hatgas presiding.

The purpose of this meeting is to discuss the 2014 proposed budget for the Village. Council will focus on the departmental summary that Mr. Clymer has given them. Mrs. Hatgas wants to discuss the philosophy of the budget and the disparity between the revenue and expense as currently presented

Present at roll call:	Councilmen:	Hatgas, Black, Selig, Foote, Walsh
	Mayor:	Procuk
	Clerk/Treasurer:	Clymer
	Law Director	Dowling
	Engineer	
	Police Chief	Algeri
	Fire Chief	
	Service Director:	E. Hatgas
	Building Comm:	
	Comm. Service Dir.:	Guilfoyle
	Recreation Dir.:	Presot

Mrs. Hatgas noted that the budget does not include any wage increases for 2014.

Mrs. Hatgas asked Mr. Clymer to answer a few of the questions she had.

POLICE

- Police Pension – In 2012 the pension was paid quarterly. In 2013 it was decided to pay it monthly so the large difference was the last quarter of 2012 plus the first three months of 2013 was paid in 2013.
- The cost of Healthcare is rising across the board. Mr. Clymer cushions the account in anticipation of the unknown in deductibles.

Mr. Clymer said that Chief Algeri wanted to increase the schooling training line from \$5,000 to \$10,000 due to the training for the TASERS.

FIRE: nothing unusual

COMMUNITY SERVICES:

- Large increase in driver salaries – Mrs. Guilfoyle said they needed to increase the driver salaries due to the Pre-K run and other programs
Mrs. Hatgas asked what the Pre-K run is. Mrs. Guilfoyle said that the school only transports the morning run and the late afternoon run. We are transporting the morning children home and then taking the afternoon children to school. This is five days a week.
Mayor Procuk asked what the cost is for the Pre-K program. Mrs. Guilfoyle said \$11,257 per year. (3 hrs. a day x 180 days).
- \$7,500 for the Social Worker – We have a contract with Associates in Lifestyles Management. 2013 was not a full year as the contract was reinstated in March. The \$7,500 is the cap.

RECREATION DEPARTMENT

- Mr. Presot had a few changes that Mr. Clymer had put in the budget and Mrs. Hatgas was ok with all.

ORDINANCE RECORD
COUNCIL OF THE VILLAGE OF BROOKLYN HEIGHTS

Ordinance No. _____

February 25, 2014

By _____

SERVICE DEPARTMENT:

- Mr. Hatgas raised the line item on traffic signals to \$9,600 because he would like to have LED's put in on the three traffic lights in our village.
- Parks – some work on the rain gardens still needs to be done that was not funded by the grant.
- Road Salt – add \$12,000 to existing number taking it to \$60,000. The consortium meeting will be held in March to discuss the cost of salt for next season.
- Trash / Recycling – number remains good at \$91,000
- Service Department Fleet – we have an old fleet of vehicles and maintenance will be up either by using our mechanic, Mike Florjancic (who is a complete asset to this community) or by out-sourcing the repairs.

CLERK/TREASURER:

- County Fees – we pay the county based on the property taxes collected
- Community Planning / Zoning: the salaries for the different boards come from here
- Building & Econ. Development: included in this is the salary for the Economic Development Director. The remainder is Building Dept. supplies, software, back-up inspectors, etc. The Building Inspector salary comes through the Mayor's budget.
- Mayor: catch all for several items. Larger item is the Worker's Compensation premiums, Human Resource retainer, Building Inspector salary, Engineers salary, contract employees, etc.
- Mayor's Court: Parma Court fees (increased this year), Magistrate, Prosecutor
- Clerk/Treasurer: Staff salaries, increase in C/T salary, software, office supplies
- Tax Administrator: decrease in income and payback to Safeguard
- State Auditors: no audit in 2013, audited in 2014
- Legal: Law Director salary and legal fees (negotiations with Fire Department & Police Department)
- Revenue Sharing: estimate increase due to Safeguard's return to BH
- Transfers out: \$10,000 transferred per year to Capital Improvement
- Contingency: in case a line item runs over there will be money in place.

Mrs. Hatgas said she had no questions on the other restricted funds and she thanked the department heads for giving her an analysis of their department fleet.

POLICE DEPARTMENT:

- Two new police cars at a cost of \$65,000. They will replace the two Explorers which were not police packages when purchased. They were off the lot vehicles.
- There is money in the capital budget each year for new cars.

Mrs. Hatgas asked Chief Algeri what would happen if they were not able to purchase two new vehicles this year and he replied he would probably put car 81 in service and the maintenance costs in his budget would go up.

Mr. Black asked what he would do if he could only purchase one vehicle and Chief Algeri replied that they would retire car 17 and make do. He said the time frame for ordering the Ford in sometime in March. If they miss the cut-off they could order non-state contract pricing but it would cost a fortune. Otherwise they would have to wait until 2015 for state pricing again.

FIRE:

- \$20,000 for equipment – new cots for the squads. The chief is trying for a grant and this would be for the village share of a grant.
- \$26,000 for a transport truck – the Dakota took three tries to pass the E-Check.

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CAPITAL FUND

- \$37,000 for a new bus for Community Service
- \$10,000 for parks – work not covered by grant funding
- \$330,000 for Streets-Highways-Sidewalks-Curbs
- \$28,000 for new vehicle for Mayor. Current vehicle is 2002 and has 120,000 miles on it.
- \$10,000 for Park River Reclamation – requested line item by West Creek for grant application

BUILDINGS & OTHER STRUCTURES

- \$40,000 for Municipal Center Roof
- \$8,000 for Fire Department Bay doors
- \$12,000 for maintenance and boiler work

Mrs. Hatgas asked how council prioritizes the expenditures and Mayor Procuk said that the department head asks.

Mayor Procuk also said that they are seriously looking at the possibility of leasing vehicles or purchasing used cars. He would like council to reassess and look at a 95% - 5% split from the general fund into the capital improvement fund.

Also, he would like to see a five year and ten year capital improvement plan for the Road Program. He said that Mr. Clymer will speak with RITA tomorrow and we'll know more about the Safeguard situation.

Mayor Procuk will ask council to go into Executive Session to discuss litigation and a personnel matter.

He will appoint Terry Safranek to sit on the University Hospital-Parma Hospital board to take the seat vacated by Nancy Hatgas.

Mayor Procuk has been in touch with the Cuyahoga County Board of Health regarding the non-renewal of the Rosby license. He had Mr. Dowling write letters to their attorney, Tom O'Donnell requesting that the Village of Brooklyn Heights be made a party to any and all proceedings so that Mayor Procuk knows when, how and why they are meeting.

He has also asked how we can reach out to the five board members, whether by email or contact numbers and also for their meeting attendance records for the last few years.

Mayor Procuk said that he has heard that Rosby may appeal to the board and that the board may hire an outside service to handle that action and he wants to be made a party to both actions.

Mrs. Hatgas reminded council that they are looking at a \$5.2 million revenue estimate (with some guesstimates) and a \$5.6 million expenditure budget making us already down \$4 million and that is without any negotiated salary increases. Putting 5% in the capital improvement fund above what is already in the budget would be another \$200,000 added to the expenditures.

Mrs. Hatgas said having a budget that is this far out of whack makes her uncomfortable.

Mayor Procuk said that we've never gone over budget and we would be watching it very closely throughout the year. He said that these figures are estimates right now.

Meeting adjourned.

MOTION: Mr. Black moved to go into executive session to discuss litigation and a personnel matter.
Second by Mrs. Hatgas Yeas: 5 Nays: 0

Nancy Hatgas
Finance Committee Chairman