

VILLAGE OF BROOKLYN HEIGHTS

MINUTES OF A MEETING

FINANCE

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The Finance Committee meeting of the Village of Brooklyn Heights, Ohio was held on January 16, 2024 at 7:00 p.m. with Mark Lasky, President Pro Tem, presiding.

Present at roll call:

Council Members:	Lasky, Presot, Schuckert, Tommer, Walsh
Mayor:	
Clerk/Treasurer:	Frank
Law Director:	
Engineer:	Zoldak
Police Chief:	
Fire Chief:	
Assistant Fire Chief:	
Service Director:	Blados
Building Commissioner:	
Assistant Building Official:	
Comm. Service Director:	
Recreation Director:	
Soccer Commissioner:	

Guests: Numerous Residents

The purpose of the Finance Committee is to discuss the 2024 Budget.

Mr. Frank said that he and Ms. Zoldak had a face to face meeting and the status of the budget right now is going very well. Salaries are done and by the next meeting he will have a full twenty page copy of budget worksheets for Council. He will be having department head meetings and everything will be dialed in for the first meeting in February. Ms. Zoldak outlined a three-year game plan for them. Starting with 2024 there are fixed cost that already have to be in the budget. Mr. Frank said that their total Capital Budget at this point is \$876,000. First thing is the retainer for Dorset, which is \$85,000 and will go out as soon as they get the bill, also \$5,000 sitting in retention for the guardrail will be going out as soon as their Engineer gives the final sign off.

The next significant cost that is in the budget already is the \$425,000 that they owe Kurtz Brothers for the property. They have already paid \$300,000 and some change. At the end of June the second payment of \$125,000 is due, and the final payment of \$125,000 will be due in 2025.

Next is the Spring Road Reconstruction Fund. Mr. Frank explained, when you open up an OPWC Fund you must move the money into that fund immediately. That expense was over

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a half a million and this is a twenty-year loan. Mr. Frank asked Council to remember when they took \$159,000 from the 1990's, dust collecting money, and put that in there. The remaining money is that \$371,000 that's coming out of General Fund. Based on an Ordinance Council will pass tonight, Mr. Frank will move that money. The General Fund will be depleted by \$371,000 so it's not really a Capital cost but he wanted Council to see that \$371,000 is being dedicated to that. Mr. Frank stated they make semiannual payments in the amount of \$26,547.90, along with their other OPWC items.

Council received a debt packet that Mr. Frank put together for them. The packet shows their debt schedules, it contains all of Mr. Frank's worksheets where they track all of their loans. It shows the ambulance, Tahoe's and their OPWC stuff and the dates they will be paid off. Mr. Frank wanted Council to see that and know that even though they only have \$876,000 dedicated to Capital right now, they know they will be depleting General Fund tomorrow when he makes the \$371,000 transfer.

Mr. Frank explained, in the Capital Budget, you budget for the whole expense and they have \$80,000 budgeted for the Upper Park Restroom Project. Mr. Frank noticed they needed to add the \$80,000 to the \$876,000 and stated they will be receiving \$50,000 back in revenue from CDSG. Mr. Frank stated Ms. Zoldak had budgeted surveying cost in the amount of \$25,000 for the Valley Belt Survey and \$2,500 for the Tuxedo Avenue application. Mr. Frank said these are not currently in the Capital Budget and he will most likely budget for these items to the Engineering Fund which is in a General Fund underneath the Mayors account. He said they typically budget \$95,000 to engineering and this includes the retainer and additional fees.

Mr. Frank explained that Dorset Mini Park is not in the budget as of right now, but they can add it. This is for Council to decide. Ms. Zoldak noted that they will be notified in March or April if they received the 50/50 Grant for the Dorset Mini Park Project. Mr. Frank asked Council if they wanted to spend the \$100,000 on the project whether they received the \$50,000 Grant or not, and he suggested they don't put it into the budget and then if they do receive the Grant, they allocate \$100,000 into the Capital Fund and \$50,000 for the Grant into revenue.

Check list items seven, eight, nine, and ten is a total of 300,000 with the potential of 30,000 reimbursement. 100,000 for asphalt 100,000 for concrete 50,000 for sidewalk repair and 50,000 for storm water repair. They are going to talk to the Senator to see about getting reimbursed for that.

Mr. Frank stated, the budget for the SCM&R Fund has been building nicely and they have been putting money in it every month, it's forecasted to have another surplus. They are not even close to depleting it. He said they could potentially pay for their Asphalt Program,

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Concrete Program, and Sidewalk Program out of the SCM&R Fund and not even scratch the Capital Fund. He stated this gives them other avenues to explore, they are not just restricted to Capital for making these things happen.

Police Chief Meade is going for three Tahoe's, like he did last year. They haven't been built yet, and he's waiting to hear back from Chevy. Chief Meade is expecting a call and said it could be two weeks from now or eight months from now, they don't know. Mr. Frank is estimating \$20,000 for the fourth quarter payment.

Mr. Frank asked Council to refer to their debt packet, he stated that they only have one more payment of \$16,000 on the three Tahoe loan. Another loan they have that includes a Tahoe as well as a service truck, has four more payments left. Going into this time next year, unless they get the new Tahoe's, they will have zero vehicle payments for Police or Service. For Police machinery and equipment, if they were to get the three new Tahoe's Chief Meade is hoping for at \$42,000 per Tahoe that would be a loan like they've done on the past. Chief Meade is budgeting \$75,000 for up fitting, the lights, decals, computers and other equipment inside the Police vehicles. They prefer to pay for this in cash due to several different vendors. Tasers are becoming obsolete according to Chief Meade is looking at a \$60,000 investment for them. Mr. Frank said there were no grant opportunities available.

Mr. Frank said \$38,152 is the Fire Department's two payments for the ambulance. In 2025 they will have a new loan for a fire truck that will be coming in February, and that will be built into the budget. He said he will start looking at financing for the fire truck in the fourth quarter as they get closer when he has more of an idea of when they will get it.

Service Director Blados is requesting three new mowers at \$11,000 each for a total of \$33,000. The wood chipper is not currently worked into the budget, they are waiting on a possible grant.

Streets, Highway, and Side Walks Capital Fund has \$90,000 and Mr. Frank said that is the two retainers combined. Mr. Frank stated it's a half million for the Kurtz's payment and the upper park restroom. The Honeywell loan is \$70,000 and is a fixed cost that will not be going anywhere for a while. A Council member asked when that was due to be paid off and Mr. Frank replied, 2032.

Ms. Zoldak stated that the plan for the Asphalt and Concrete Programs is to do a little bit every few years so they're not letting anything go. She has estimated costs for replacing the trench drain and the end of the driveway as well as some slab repairs. She said they pulled \$50,000 for the Sidewalk Program and believes there is quite a bit of sidewalk that needs to be addressed. Asphalt Program would be pavement marking and crack sealing. Ms. Zoldak said where they have any partial depth repairs or full depth repairs they could postpone that for when they do the resurfacing of the whole road. Ms. Zoldak stated these are just ideas and they could do a smaller program for each of these or stagger them and just do

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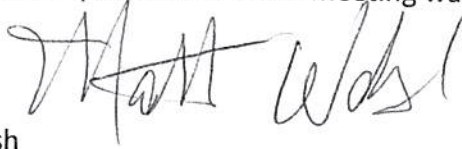
one a year. She said they did apply for a County Maintenance Fund where they would get back some of the cost for the repairs done to Tuxedo, Van Epps and Schaaf Road.

They utilized all of the money in their Sewer District account last year and it is no longer available to them. They are also running at about neutral in their County Maintenance Fund. She explained they collect a certain amount from residents that goes into an account that the County uses to cover the Village when any resident has a sewer back up or they have sinkholes. They are looking into adding a line item in the Budget, she suggests having something set aside in case something catastrophic happens.

Ms. Zoldak stated that they are planning on resurfacing the numbered streets and the thought on Valley Belt is they will apply this year and construct in 2025. They have some park repairs and additional storm water repairs. Working with the Service Department, they have a long term plan to put a storage facility on Van Epps Road where they can store equipment. In 2025 they are looking to prep that site with concrete and in 2026 put in the building and in the future they would like to put a salt dome down there. Ms. Zoldak stated that it may not be a good use of their money to put a guardrail in for only one or two years. She said when they do the bridge work they will be eliminating a lot of the guardrail and it will no longer be needed. She suggests they wait until the bridge project is done by the end of 2026 and then look into putting up a guardrail.

Mr. Frank stated they did a lot of things last year and this three-year game plan is like a breath of fresh air. He said they can change some things as they go based on expenses and income. He believes this is a very achievable game plan.

There were no further questions and the meeting was adjourned.



Matt Walsh

Finance Committee Chairperson