

**BRIDGEVILLE BOROUGH
WORKSHOP MEETING MINUTES
NOVEMBER 20, 2018
MUNICIPAL BUILDING
425 BOWER HILL ROAD
BRIDGEVILLE, PA 15017**

MEMBERS PRESENT:

Council President,
Michael Tolmer
Council Vice President,
Bruce Ghelarducci
Council,
William Henderson
Joseph Colosimo
Joseph Verduci
Nino Petrocelli, Sr.
Virginia Schneider

Solicitor, Thomas McDermott – Absent
Engineer, Joe Sites – Absent

ALSO PRESENT:

Mayor, Betty Copeland
Borough Manager, Lori Collins
Police Chief, Chad King
Fire Chief, Bill Chilleo

The Budget Workshop Meeting is called to order with the pledge of allegiance and a moment of silence for the sick, handicapped, departed and military personnel of the community.

ROLL CALL

VISITORS, PLEASE STATE NAME AND ADDRESS

No Visitors

2018 PROPOSED BUDGET REVIEW

Manager Collins proceeded to review the proposed 2019 Budget – All funds. See Attached.

Chief King requested the following changes on Line Item 01410127 \$42,000 to \$47,000 and Line Item 01410205 \$5,600 to \$9,100.

PROPOSED ORDINANCE NO. 1005

A motion was made by B. Ghelarducci, seconded by M. Tolmer approving Solicitor McDermott to prepare Proposed Ordinance No. 1003 and Manager Collins to advertise the same; an ordinance amending the current rates charged for sewer service within the Borough of Bridgeville with the Allegheny County Sanitary Authority increase of an additional \$.52 per 1,000 gallons of water usage and a \$1.09 per quarterly bill increase of the service charge. The Borough proposes no increase for 2019.

	<u>2018 Rates</u>	<u>2019 Rates</u>
ALCOSAN Rate:	\$7.42 per 1,000 gallons	\$7.94 per 1,000 gallons
Borough Rate:	<u>\$6.23 per 1,000 gallons</u>	<u>\$6.23 per 1,000 gallons</u>
	\$13.65 per 1,000 gallons	\$14.17 per 1,000 gallons
ALCOSAN Service Charge:	\$15.60 per quarter	\$16.69 per quarter

All in favor, motion carried 7-0.

PUBLIC HEARING ADVERTISEMENT

A motion was made by B. Ghelarducci, seconded by J. Verduci approving Manager Collins to advertise a Public Hearing on Monday December 10, 2018 at 6:45 p.m. to review Proposed Ordinance No. 1003; an ordinance regarding the 2019 ALCOSAN sewage rates. All in favor, motion carried 7-0.

PROPOSED ORDINANCE NO. 1006

A motion was made by B. Ghelarducci, seconded by M. Tolmer approving Manager Collins to advertise Proposed Ordinance No. 1004; an ordinance fixing the Tax Rate and levying Borough Taxes for the Fiscal Year 2019 and re-enacting all other revenue acts. Remarks: M. Tolmer stated that all rates remain the same. No increases are proposed. All in favor, motion carried 7-0.

ADJOURNMENT

A motion to adjourn was made by B. Ghelarducci, seconded by W. Henderson. Motion carried 7-0.

Meeting adjourned at 7:00 p.m.
Respectfully submitted,



Lori Collins
Borough Manager

BOROUGH OF BRIDGEVILLE

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TO: Borough Council
FROM: Lori Collins
RE: 2019 Proposed Budget
DATE: November 19, 2018

The 2019 Calendar Year Tentative Budget is complete and ready for Council's suggested changes and action. With the unanticipated expenses incurred due to the flood in 2018, the proposed budget is conservative with budgeted expenses.

GENERAL FUND

The 2019 General Fund Budget proposes no tax increase with a continued split of the millage of 10 mills for land and 6.50 mills for buildings. The \$12,000 homestead exemption remains in place for qualified homeowners. The Real Estate Tax Current Year line item has been decreased due to the exonerations and reassessments that occurred in 2018. The 2019 budget includes contractual wage increases of 2.5% for all full time employees for the year ending December 31, 2019 and continues the 15% of deductible employee contributions to the medical expenses.

Revenues

Earned Income Tax collections have become steady with the changeover to PSD Numbers and the Act 32 withholding requirement implemented in 2012. Jordan Tax is now in the process of completing their reviews of the accounts to ensure correct communities are credited; lessening the need for reimbursements down the road. We are now seeing the positive impacts of this new collection procedure with the highest anticipated earned income tax revenues budgeted in years - \$528,435.

The Business Privilege, Mercantile and Local Services Taxes continue to be collected by Jordan Tax. The BP and Mercantile Tax collections have experienced a slight decrease in collections. We will contact Jordan Tax to review collections of 2018. Line item 310.510 Local Services Taxes has been budgeted again reflecting the \$52 implemented a few years ago proving to provide a revenue increase of approximately \$51,000. I have again taken into consideration individuals earning \$12,000 or less who are exempt from this tax. As a note, the Borough will receive \$47 per individual, school district \$5.

Fund Interest Earned has been increased due to the increase in interest rates experienced in 2018. Foreign Fire Insurance revenues have been budgeted at \$22,718 reflecting amounts received in 2018 and State Pension Aid has been budgeted per the amount received in 2018;

\$111,368. We have no way of knowing the actual funding amount until September 2019. The General Fund obligation to the police pension fund for the year 2019 is approximately \$7,459 more than the state funding anticipated to be received; thus general fund monies will have to be utilized for this expenditure and have been budgeted. The actuary has completed a study of the pension fund and recommends the police pension withholding be raised to 8% beginning January 2019, the maximum permitted by Act 600.

Line item 380.101 Miscellaneous Insurance Reimbursements reflects an estimate of Workers Compensation and General Liability insurance pooled refunds of \$70,000. These refunds are calculations of experience modifiers, wages and claims within the past 8 years. The transit shelter line item 380.106 has been decreased due to the decrease in shelters to 6 and the rate per shelter to \$500.

Line Items 390.101 and 390.102 Sanitary Sewer Fund reimbursements reflects clerical and public works wages. Jordan Tax is the most economical way to bill the sewage at \$.43 per bill plus postage, but the administrative office assists with collections prior to Jordan Tax placing a lien on the properties. Per Act 32 all collection costs are to be passed onto the delinquent account owner. We will continue the quarterly garbage billing as this task is not as time consuming thus not as costly to remain in house. Clerical wages have also been calculated and charged to the Garbage Fund line item 390.107. Public Works wages have been removed from line item 390.106.

Expenditures

Expenditures within the 400 accounts remain steady with a 2.5% wage increase included for all full time employees. There are no noticeable changes in the administration budget proposed for the New Year.

There are no noticeable changes in the Financial Administration or Tax Collection line items for the budget year 2019.

The legal line item continues at \$45,000 with a \$500 retainer per month.

The Personnel Administration line item 406.156 Hospitalization/Major Medical Ins. reflects a 2% decrease in premiums. Vision and Dental plans have experienced no change in premiums in 2019. The employees have been given a choice to utilize Highmark or UPMC with our current plan. The coverage for both plans is the same with the same premiums charged. Employees will continue to contribute 15% of their deductible. This deductible payment is reflected on the revenue side of the budget in line item 387.104. Workers' compensation premiums for firefighters have remained constant. The State Workers Insurance Fund is the only entity that will insure the fire department due to increased claims experienced since the attacks on 911. The workers compensation for the borough employees remains the same

Line item 407.312 includes an \$8,000 expenditure for web support and text messaging management. Line item 407.750 has been increased in anticipation for the need of new towers in the administration office. All are approximately 6 years old. We will only replace should they stop working. Line item 407.751 newsletter/marketing will explore assistance in the sharing of information in a real time manner.

The Engineering line item continues at \$45,000 with a \$200 per month retainer. Line item 408.124 Engineering – Flood Mitigation in the amount of \$15,000 has been added to reflect engineering work to be done on Hazard Mitigation projects.

Line item 409.751 Building Maintenance remains constant. Line item 409.750 - Demolition has been added in the amount of \$15,000 in anticipation of demolishing the building adjacent to the Borough Building.

Line items within the police department reflect a 2.5% wage increase per the collective bargaining agreement. Line item 410.764 includes the purchase of new Body Armor for the officers. Additional line items within the police department remain constant.

Line item 411.200 remains at \$10,500 for the year 2019. The Foreign Fire Insurance line item is of course reflective of the disbursement received from the state. Line item 411.321 continues a \$75,000 to cover costs of the ladder truck as requested by the Volunteer Fire Department.

Line item 415.341 and 415.450 includes consulting monies should they be required.

Public Works Department reflects a wage increase of 2.5%. The balance of the public works budget remains constant with no out of the ordinary expenditures proposed. With the help of Council over the last few years, our public works fleet is now at a point where general maintenance should carry us for the next few years.

Line item 432.245 reflects our 125% quantity salt purchase for the year at the contract price of \$70.93 per ton. I have reserved 750 tons with 80% of the tonnage required to be purchased. I have budgeted for 125% should we have a severe winter this year.

Line item 436.251 has been budgeted at \$50,000 as we must still comply with the federal mandates regarding the MS4 permits and Operation and Maintenance plans which are in full swing at this time.

Line item 437.251 has been increased to \$25,000 in anticipation of work that may have to be done on the backhoe.

Highway and bridge repair line items 438.100 and 438.210 have been increased as no alleys were paved in 2018 due to the flood.

Park expenditures have been budgeted to maintain services throughout the year. The Chartiers Park Comprehensive Plan has been put on hold due to unanticipated expenses in 2018. Line item 454.387 has been budgeted as the Borough share of the CDBG grant for McLaughlin Run Restroom upgrades.

Line item 457.361 has been increased to \$2,750. Our Christmas decorations for the light poles were damaged in the flood. Replacement is at a minimum \$12,000. The public works department is taking the old decorations apart, taking them to be powder coated, then, adding new lights. They will be ready for next year at a fraction of the cost of replacement.

Line item 456.450 for the Bridgeville Public Library continues to be budgeted at \$20,000.

I have budgeted my best estimates for the year 2019 within the insurance categories. I am certain that these insurance expenditures will not exceed budgeted amounts. That information will not be obtained until the renewals in February, March and June 2019.

Line item 480.354 Police Pension reflects MMO calculations with a police contribution of 8% in 2019. The police pension contribution will be reassessed in September 2019. It is required that we remit funding under the Commonwealth Minimum Municipal Obligation (MMO) Calculations. Line item 480.353 PMRS Non-Uniformed Pension also reflects this obligation.

SANITARY SEWER FUND

ALCOSAN has reported a 7% increase for the next 3 years. The finance committee has recommended no increase in the Borough rate for the year 2019. With that being said, all line items in the Sanitary Sewer Fund remain constant with line item 429.712 in the amount of \$65,000 budgeted for Phase 2 of the Backflow Preventer Project and line item 429.713 budgeted at \$385,147 for Level 5 corrections and defects.

REFUSE FUND

The Refuse (Garbage) Fund reflects the new contract with Westmoreland Landfill, LLC. The contract has been approved for 2019, 2020, 2021 and Option Years 2022 and 2023. The Finance Committee has recommended an increase of \$3.00 per quarter or \$53.00. This increase will take us through the contract with no increase needed until 2024. A pro-forma has been provided to reflect this recommendation.

CAPITAL IMPROVEMENT FUND

This fund is being utilized as a holding fund for anticipated capital improvement projects. Currently this fund is comprised of the following:

The 2019 Budget includes the following:

\$694,773 Cash on Hand
\$300,000 GEDF Grant
\$215,512 McLaughlin Run Grant
\$3,800 Interest
\$58,259 Proposed to be transferred from the General Fund when projects begin
\$1,272,344

The 2019 expenditures include the following:

\$253,320 Borough share of the Bridge Project and Adaptive lighting grant
\$431,024 Borough Share of McLaughlin Park Grant
\$588,000 Capital Project Chartiers Street
\$1,272,344

LIQUID FUELS FUND

The Liquid Fuels Fund will receive state funding in the amount of \$150,237.11. This amount has been budgeted for the 2019 Pavement Maintenance Program. We will review the 2019 scope of paving work with the public works committee and prepare for a spring bid.

FINAL COMMENTS

We as always will continue to maintain a tight budget by aggressive but fair collection policies and the control of line item expenses pending unforeseen circumstances as were experienced in 2018. I thank all Councilpersons for their help and support over the past year and look forward to a financially sound New Year.

Kindest regards,

A handwritten signature in cursive script, appearing to read "L. J. ...".