WILKINSBURG BOROUGH
Council Work Session
May 21, 2014

CALL TO ORDER

President McCarthy-Johnson called the meeting to order at approximately 6:33 PM in Council Chambers, second floor of the Municipal Building, 605 Ross Ave., Wilkinsburg, PA.

ROLL CALL

The roll was called to establish a quorum. Present were Ms. Garrett, Mr. Taiani (via telephone connection), Ms. Trice, Ms. Moore (via telephone connection), Ms. Grannemann, and President McCarthy-Johnson. Marla P. Marcinko, Borough Manager was also present. Mr. Lefebvre, Mr. Shattuck, Ms. Macklin, and Mayor John A. Thompson, were absent. A quorum was established.

President McCarthy-Johnson reminded Council about the limit on two members' attending the meeting via telephone or internet connection, which was established by Council, by Resolution, two years ago. Mr. Taiani and Ms. Moore had made prior arrangements to participate by phone. President McCarthy-Johnson was not notified in advance of Ms. Macklin's intention to participate by phone. She stated that Mayor Thompson will be late to the meeting.

PLEDGE OF ALLEGIANCE

Following the pledge of allegiance, a moment of silence was observed to remember victims of violent crime.

PUBLIC COMMENT

Chuck Alcorn – Wilkinsburg Community Development Corporation Economic Development Coordinator – Mr. Alcorn introduced himself and stated that his role with the WCDC is to oversee redevelopment of the Wilkinsburg Business District. He informed Council that the WCDC is applying for the Main Street Program designation and explained the history of the Main Street Program and the program format. He commented on the Wilkinsburg Business District Revitalization Plan the sections of the Plan which are aligned with the Main Street Program. Mr. Alcorn offered his availability to further discuss the plan with Council during WCDC office hours and stated he will be seeking a letter of support from Council at its meeting on June 11, 2014. A meeting to obtain public comment will be held on June 18, 2014.
Kate Luxemburg – 432 Rebecca Ave. – Ms. Luxemburg stated that she attended the Steel Valley COG Blight Busters Meeting wherein the speakers were the Director of the Allegheny County Housing Authority and the Manager of Housing Choice Voucher Program (Section 8). She stated that the County officials indicated that recipients of Section 8 voucher payments must not owe delinquent real estate taxes in order to receive payments from the Program. Ms.

Marcinko stated that the County's position only covers the years in which the payments are being received.

Tracey Evans – Representing the Wilkinsburg Community Development Corporation – Ms. Evans spoke about the condition of, and activities on, Stoner Way. She stated that it appears there are car repair operations being conducted, as well as the dumping of tires and debris. She stated that she issued an email to Council President, the Code Enforcement Department, Police Department, the Borough Manager's Office, and DPW, regarding the need for a concerted effort to address these issues.

FINANCE

1. Monthly Financial Reports.

Mr. Egler stated that the Borough's financial position, year-to-date, is good.

Mr. Egler commented on the Real Estate Tax revenue. The discount period will end in May at which time we will have a better indication of where these revenues will be at year-end. There was a large real estate transfer in March which brought in close to $70,000 in real estate transfer tax revenue.

Ms. Grannemann questioned the receipts to date for the Business Privilege Tax. Mr. Egler responded that monies come in at different times of the year and it is best to use prior year-to-date figures for comparison.

Ms. Grannemann questioned the revenues received for Parking Fines and whether the amount received will be closer to budget, by year-end. Mr. Egler stated that the revenues should be close to budget by year-end.

Ms. Grannemann questioned when State Aid monies are received for the pension funds. Mr. Egler stated that it is a one-time payment, received in October. Public Utility Realty Tax is also a one-time payment and State Snow Removal monies are received twice a year, in June and December. Ms. Marcinko commented that the receipt of State Aid for the pension funds coincides with the time in which the Borough's Minimum Municipal Obligations are due.

Ms. Grannemann questioned the reimbursement for the COPS Hiring Grant. Mr. Egler stated that the grant has to be extended for this year and drawdowns should be made until October. Mr. Egler is working on the filing with Police Chief Coleman.

Mr. Egler reported that expenses are in line with budget. Tax refunds are up and appeals are still being processed by the County.

Ms. Grannemann questioned the expense for Special Details in the Police Department. Ms. Marcinko stated that it may have been due to the traffic control provided for the construction on Penn Ave. She further commented on the assignment of costs to Special Details, through the payroll process. The only costs which have been budgeted are those associated with special details which are provided to contractors, requesting the assistance of off-duty police officers and

that the revenue and expense sides of these accounts, should be equal. The costs booked to this account will be further explored in the 2015 budget process.

Ms. Grannemann questioned the timing for the Major Equipment Lease payments. Mr. Egler stated that the payments are made once per year.

President McCarthy-Johnson questioned the expenses for Minor Equipment. Mr. Egler stated that these costs represent taser purchases and furniture for the Police Department.

2. Discussion – Statistical Financial Reporting.

Ms. Marcinko stated that this matter is being discussed following questions has to why the Borough no longer has a Comprehensive Annual Financial Report (CAFR) prepared. The report has not been prepared for the past 7 years, due to cost. Ms. Marcinko is seeking to determine what statistical reports Council is interested in having prepared and will work with the Finance Director and auditors to compile the information. President McCarthy-Johnson suggested looking at the recommendations contained in the Five Year Plan and Financial Management Study, as well as the Management Review of the Finance Department, for direction on which reports may be most appropriate. Ms. Marcinko will review the recommendations. Mr. Egler stated that he should be able to put together statistical financial information without much difficulty. Some reporting may require assistance from Code Enforcement and Berkheimer, which may require a little extra time.

GENERAL MATTERS

President McCarthy-Johnson informed Council that a new date needs to be set for the next strategic planning session and she asked that Council members provide their availability.

ADJOURNMENT

Being no further business, on motion by Ms. Grannemann, second by President McCarthy-Johnson, the meeting was adjourned at approximately 7:00 P.M.

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Vanessa McCarthy-Johnson, Council President