

**Budget Hearing Meeting of the Mayor and Town Council
Brentwood, Maryland 20722**

Meeting Minutes

April 27, 2016

Present: Mayor Rocio Treminio-Lopez Vice Mayor Jeffrey Clark Council Member Tonya Harrison
Council Member Regina Morlan
Council Member Victor Orland
Staff Present: Town Administrator C. Reginald Bagley
Chief of Police Robert Althoff
Town Treasurer Shelley Gaylord
Code Enforcement Officer Fern Williams

I. Organization

Call to order 7:00pm/Roll Call

Moment of Silence/Pledge of Allegiance

Approval of agenda CM Harrison motion to approve the agenda for the budget workshop meeting. CM Morlan second-voice vote-4 voted yes. Note: Vice Mayor Clark is not at meeting for vote.

Public Comment:

Kurt Becker Tilden Street, Public Works Committee, Kurt Becker and Mike Turner were asked research the cost to establish bike routes that would adjoin to other bike paths in the community. Town needs 2.5 miles of bike route to connect with North Brentwood, Mt. Rainer, Cottage City and Hyattsville. Signage and pavement markings is needed every 200 feet. There are 62 locations where pavement markings are needed.

First estimate is \$412 per sign, second is hot tape is half the cost as the first option.

Third, is to buy a stencil and reflective paint. (about 25 gallons of paint). All these are state highway compliant, and each will have to have posts at \$16.00 each. Kurt doesn't know if 4 or 2 stencils will be needed. **Mayor asked about the route.**

Kurt's response: We have the path that connect Brentwood to Hyattsville, Allison to Arundel Avenue, East on Windom, 38th street to connect to the 35th Alley, Volta to Rhode Island Avenue across to connect with Cottage City.

CM Morlan asked if we can eliminate some of the 62 signs because some are paths.

Kurt Becker's response: No that is the number of signs needed.

Mayor asked about 38th Street.

Kurt Becker's response: That would need a bike lane and that belongs to State Highway.

CM Harrison asked if we can split the 62 signs between bike routes and share the lane signs. Kurt Becker's response: I don't know the rules to that, that is above my knowledge. **CM Morlan asked Mr. Becker to find out.**

General Government: Salaries

5-1005-Town Administrator 1.5% in July, 1.5% on anniversary –**no decision made.**

Salaries for staff will be revisited, to do 3%, 1.5, then 1.5% at the employee's anniversary (CM Harrison wants to do a bonus pool.)

5-1037-Town Administrator Monitor (1%)-**Revisit**

5-1010-Town Treasurer Salary-leave at \$72,100.00

5-1015 Town Clerk salary –Mayor wants a 6% increase-Council wants 3%-**Revisit**

CM Harrison wants to keep it at 3% \$37,132-diferent between 3 & 6 % is \$919.00

(For the budget stay at 3%)

5-1018-moving Code Enforcement/Town Clerk to just Codes-no budget in line item

5-1018-part time HR position? Duties ? Mayor wants Shelley to give her a job description and what the salary would be, and where they would sit?

5-1020 Employee incentives-Really Christmas bonus \$200.00 per person (for 3 people)

VM wants to add overtime line item, make arrangements with supervisor

Employee handbook needs to be changed, to read you can get overtime to any hourly employee

Put \$2000.00 for overtime-new line item 5-1016 (maybe) **Revisit**

5-1025-\$14,182.00-adjusted FICA

5-1040-Retirement adjusted \$5665.00

Total \$223,239.00 for Salaries & Benefits

General Government-Administrative Expenditures

5-1045-legal fees moved up to \$15,000.00 -everyone agreed

5-1050-Auditing fees \$15,000.00- everyone agreed

5-1057 Employment Expenditures- keep at \$500.00

5-1055 Accounting fees \$1000.00 from \$3000.00-everyone agreed

5-1060 Insurance & Bonds \$19,000.00

5-1062 Short/Long Term Disb-leave at zero

5-1065 Security System-need to revisit -get quote for firehouse

5-1067 TA cell phone leave at zero

5-1075 Telephone leave \$8000.00

5-1075-utilities \$16,500.00

5-1080 postage \$1500.00 from \$2000.00

5-1083 Specialty Paper-leave 100.00

5-1085 adverting from \$1000.00 to \$1500.00

5-1086 Printing \$250.00

5-1090-Newsletter printing \$7000.00 from \$7300.00

5-1091 Newsletter postage \$3600.00
5-1095 Office supplies \$3600.00
5-1100 Town Hall supplies \$2000.00 from \$1000.00
5-1105 Workers Comp \$32,500.00
5-1110 Temp Service \$1000.00
5-1115 Copier Lease \$5700.00
5-1120 Employee Training \$3000.00
5-1135 Computer Equipment \$2000.00
5-1140 Computer System \$2000.00
5-1150 Office Furniture \$500.00
5-1155-Office Machine Maint. \$100.00
5-1160 Charter Revision \$2500.00 from \$2000.00
5-1165 Bank fees \$600.00
5-1170 Finance late fees \$250.00
5-1175 Contributions/donations- zero
5-1180 Membership dues \$5000.00 from \$4200.00
5-1185 Conventions/conferences \$500.00
5-1190 MML conferences \$7000.00
5-1195 Travel Reimbursement \$200.00
5-1200 Fire Ext. Maint. \$325.00
5-1207 Translation Services \$800.00 from zero
5-1225 Payroll Services \$4000.00 from \$2500.00
5-1230 Website \$3500.00
5-1235 Town Hall repairs \$2000.00
5-1240-Misc/other \$500.00
5-1245 Town Grants \$4000.00
5-1250 Strategic Planning Consultants \$7000.00-Revisit

Mayor stopped meeting at this point.

Sub total \$180,475.00

Sub total Gen Gov \$403,714.00

Date for next meeting May 3rd @ 7pm-all agreed

CM Harrison motion to adjourn into an Executive Session to discuss personal matters with the Chief of Police, CM Morlan, CM Olano, Mayor Treminio-Lopez, VM Clark and me, CM Harrison. VM Clark second-voice vote all voted yes. Meeting ended at 9:10pm

Respectfully submitted by:

Fern Williams_____

Approved by:_____ **Date**_____