

**BOROUGH OF BRENTWOOD**  
**AGENDA**  
**August 20, 2018 - AGENDA MEETING MINUTES**  
**7:30 PM**

As part of Brentwood's continuing efforts to promote a Transparent Government as well as environmentally friendly initiatives, copies of the Reports, Bills, Resolutions and Ordinances will be provided on the Borough Web Site. [www.brentwoodboro.com](http://www.brentwoodboro.com) - As always, a description of the Agenda Items will be provided via the Council Fact Sheet.

Note: Minutes will be provided on the web site once they are officially approved.

**Executive Session: 6:30 PM Conditional Use Hearing: 7:00 PM**

**1. Call to Order.**

Called to order at 7:32PM.

**2. Pledge of Allegiance.**

**3. Roll Call.**

Member	Present	Absent	Member	Present	Absent
Mr. Carnevale	X		Mr. Schubert	X	
Ms. George		X	Mr. Frombach	X	
Mr. Doyle	X		Mr. Smith	X	
Dr. Pasquantonio		X	Mayor Troy		X
Solicitor	X		Manager Zboyovsky	X	

**4. Comments on Agenda Action Items Only. Please limit remarks to three minutes.** None.

**5. Communications.**

None.

**6. Department and Borough Managers Reports:**

- a. Consider accepting the Department and Borough Manager's Reports [ACTION ITEM]  
*Mr. President, I move to accept the Department and Borough Manager's Reports for the Period ending July 31, 2018 as presented.*

Motion By: John Frombach

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Schubert, Smith

President: "Motion Passed"

**7. President's Report – Mr. Harold Smith**

- a. Joint School Board/Council Meeting - Tuesday August 28th at 7:00 PM  
***FYI - Brentwood Borough will be hosting the Joint Council/School Board Meeting on Tuesday, August 28th at 7:00 PM. Please forward any agenda items to the Borough Manager.***
- b. September Agenda Meeting Date Reminder  
***FYI - The September Agenda meeting was advertised and scheduled for Tuesday, September 18th due to the annual Rt. 51 Corridor Communities golf outing fund raiser.***

**8. Mayor's Report**

None.

**9. Administrative and Finance Committee – Mr. John Frombach**

- a. Consider approving the minutes from the July Council Meetings [ACTION ITEM].  
***Mr. President, I move to approve the minutes from the July 9th, July 16th, and July 23rd Council Meetings.***

Motion By: John Frombach

Second By: Rich Schubert

Ayes: Carnevale, Doyle, Frombach, Schubert, Smith

President: "Motion Passed"

- b. Consider Accepting the Treasurer's Report for the Period Ending July 31, 2018 [ACTION ITEM]  
***Mr. President, I move to accept the Treasurer's Report for the period ending July 31, 2018.***

Motion By: John Frombach

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Schubert, Smith

President: "Motion Passed"

- c. Consider ratifying the payment of bills from July 1 to July 31, 2018. [ACTION ITEM] ***Mr. President, I move to ratify the payment of bills for a period from July 1 through July***

**31, 2018 from the following Borough accounts:**

- 1. General Fund in the amount of \$724,164.19  
Ending fund balance: \$3,273,821.64**
- 2. Sanitary Sewer Fund in the amount of \$39,645.27  
Ending fund balance: \$3,054,455.20**
- 3. Park Fund in the amount of \$0.00  
Ending fund balance: \$117,442.72**
- 4. Capital Improvement Fund in the amount of \$508,753.08  
Ending fund balance: \$1,133,584.89**
- 5. Borough Building Fund in the amount of \$36,339.62  
Ending fund balance: \$860,540.04**
- 6. Liquid Fuels Fund in the amount of \$162,093.56  
Ending fund balance: \$300,278.38**
- 7. Non-Uniform Pension Fund in the amount of \$4,775.12  
Ending fund balance: \$2,012,914.41**
- 8. Police Pension Fund in the amount of \$32,085.39  
Ending fund balance: \$5,991,038.57**

Manager Zboyovsky clarified that, based upon the recommendation of the auditor, liquid fuels fund payments will now be directly released from this account. The cumbersome process of making biannual reimbursements from the general fund will be eliminated.

Motion By: John Frombach

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Schubert, Smith

President: "Motion Passed"

d. Consider adopting 2019 Budget Schedule [ACTION ITEM]

***Mr. President, I move to adopt the 2019 Borough Budget Schedule as presented.***

Motion By: John Frombach

Second By: Pat Carnevale

Ayes: Carnevale, Doyle, Frombach, Schubert, Smith

President: "Motion Passed"

- e. Consider Resolution No. 2018-56: Agreement with Source Power & Gas to provide electric rates for the Borough Street Lights at \$0.04588/kWh [ACTION ITEM]

***Mr. President, I move to adopt Resolution No. 2018-56: Agreement with Source Power & Gas to provide electric rates for the Borough Street Lights at \$0.04588/kWh for a term beginning 09/01/18 to 08/31/22 pending the final review from the Borough Solicitor.***

Motion By: Pat Carnevale

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Schubert, Smith

President: "Motion Passed"

- f. Consider adopting Resolution No. 2018-52: Depository for the 2018 GO Bond. [DISCUSSION ITEM]

Manager Zboyovsky indicated that the Borough is presently attaining additional quotes from PNC and Brentwood Banks.

- g. FYI - Strong Credit Rating Reflects Borough's Sound Fiscal Practices  
***During its recent evaluation of our financial operations, credit rating agency Standards & Poor's assigned an "AA-" rating to our impending bond issue. The report commended Brentwood for its use of financial management best practices, such as monthly budgetary reports, ten-year forecasts, a rolling capital improvement plan, and a formal debt management policy. This positive assessment reflects the hard work of elected officials and staff to delicately balance the need to direct funds to initiatives that will immediately improve the Borough while simultaneously ensuring that the municipality remains fiscally sustainable for future generations.***

## 10. Public Works Committee – Ms. Jennifer George

Mr. Carnevale and Mr. Schubert led a discussion regarding the number of dead trees within the park. Mr. Schubert suggested that the Borough consider contracting with a tree service.

- a. Consider Resolution No. 2018-57: 2019 - 2023 SHACOG Refuse Contract [DISCUSSION ITEM]

***SHACOG received three proposals in response to the Joint Refuse Bid. This item will be reviewed and discussed over the next two weeks with Council. The Borough is required to make a decision regarding a vendor by September 18th to allow the contract to be submitted back to SHACOG by the September 24th deadline.***

Mr. Carnevale indicated that the Borough should anticipate a long-term significant increase in recycling costs due to changes in market dynamics. Mr. Frombach stated that that all municipalities can expect to be fined by foreign-based waste processors due to the disposal of

items by residents that cannot be processed. Manager Zboyovsky reviewed the bid results and noted that Waste Management provided the lowest unit cost.

- b. FYI - DPW Job Opening

***Brentwood Borough is still seeking an enthusiastic team player with an excellent attitude to work with our top crew of skilled labors.***

***Employment applications and a complete job description are available at the Brentwood Municipal Building or can be downloaded from the Borough website. The deadline to submit applications & resumes is Friday, August 31, 2018 at 3:00 P.M.***

## 11. Zoning and Ordinance Committee – Mr. Rich Schubert

- a. Consider Resolution No. 2018-50: Conditional use permit for 4200 Saw Mill Run Boulevard [ACTION ITEM]

***Mr. President, I move to adopt Resolution No. 2018-50, which approves the conditional use permit for the sale of vehicles as an accessory use to the automobile repair garage at 4200 Saw Mill Run Boulevard.***

Motion By: Rich Schubert

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Schubert, Smith

President: "Motion Passed"

- b. Consider advertising for open Planning Commission seat [ACTION ITEM].

***Mr. President, I move to advertise for letters of interest for an open seat on the Planning Commission***

Motion By: Rich Schubert

Second By: Pat Carnevale

Ayes: Carnevale, Doyle, Frombach, Schubert, Smith

President: "Motion Passed"

- c. Consider advertising Ordinance No. 2018-1269: Zoning Amendments [ACTION ITEM]

***Mr. President, I move to advertise Ordinance No. 2018-1269: Zoning Amendments and authorize Borough staff to disseminate a copy of said ordinance to the Allegheny County Department of Economic Development for a mandatory review.***

Mr. Smith asked if, under the ordinance, a tobacco retailer would be able to be reestablished

after its closure. Asst. Manager Peccon replied that, in accordance with the Zoning Ordinance, such authorization would expire 180 days after the cessation of the use.

Motion By: Rich Schubert

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Schubert, Smith

President: "Motion Passed"

## **12. Parks and Recreation Committee – Mr. Pat Carnevale**

Mr. Carnevale commented on instances of unlawful smoking and the walking of dogs within the park. Asked for additional police enforcement.

- a. Consider Resolution No. 2018-53: Amendment to Pool Management Contract  
[ACTION ITEM]

***Mr. President, I move to adopt Resolution No. 2018-53, which amends the pool management contract to account for the extension of the 2018 season as well as the anticipated closure of the pool facility during the 2019 season and which is subject to final review and approval by the Borough Solicitor.***

Motion By: Pat Carnevale

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Schubert, Smith

President: "Motion Passed"

- b. Considering work authorization from Dant Clayton Inc. for repair of the Press Box in the amount of \$19,287.00 which is to be paid from Park Fund Line Item 15-495-000 Unreserved Balance [ACTION ITEM]

***Mr. President, I move to approve the work authorization from Dant Clayton Inc. for repair of the Press Box in the amount of \$19,287.00, which is to be paid from Park Fund Line Item 15-495-000: Unreserved Fund Balance.***

Mr. Schubert questioned if the scope of third party inspections of Borough facilities should be expanded. A lengthy discussion ensued regarding internal evaluation capabilities.

Mr. Frombach asked the Borough to formalize procedures for use of the press box roof so as to prevent future damage.

Motion By: Pat Carnevale

Second By: John Frombach

Ayes: Carnevale, Doyle, Frombach, Schubert, Smith

President: "Motion Passed"

- c. Consider work authorization from Gateway Engineers to prepare bid documents for Brentwood Pool project [DISCUSSION ITEM].
- d. Consider work authorization from HHS DR to prepare bid documents for Brentwood Pool project [DISCUSSION ITEM].
- e. Consider work authorization from Massaro CM Services to perform construction management services associated with the bid documents for Brentwood Pool project [DISCUSSION ITEM].

Mr. Carnevale questioned why this firm cannot be retained solely for the estimating phase. Mr. Frombach contended that on-site management is essential to ensuring that the contractor does not deviate from the approved plans

### 13. Public Safety Committee – Mr. AJ Doyle

- a. Consider adopting Resolution No. 2018-51: Safety Committee Appointments. [ACTION ITEM]

***Mr. President, I move to adopt Resolution No. 2018-51, which appoints the representatives of the Employee Safety Committee to a one year term ending July 31, 2019.***

Motion By: AJ Doyle

Second By: Rich Schubert

Ayes: Carnevale, Doyle, Frombach, Schubert, Smith

President: "Motion Passed"

- b. Meeting with the BVFC - Discuss some dates [DISCUSSION ITEM]  
***The Borough is trying to schedule a meeting with the BVFC. They asked for Tuesday, August 28th at 7:30PM. However, this is the same evening as the Joint School Board meeting. I mentioned that possibly a 8pm meeting would work.***
- c. FYI - Police Clerical Position  
***The Borough of Brentwood is seeking a motivated, responsible, detail-oriented individual to fill a full-time Police Department Clerical position. Employment applications and a complete job description can be downloaded from the Borough Web Site. Applications must be received by 3:00 PM on September 20, 2018.***

- d. FYI - Police Department Candidate List

*Background investigations have been completed on the Police Officer Candidate list. The results have been turned over to the Civil Service Commission who will now need to convene a meeting in order to take official action. Once the list is formally certified, it will be provided to Borough Council.*

#### **14. Community Affairs Committee - Dr. Robert Pasquantonio**

- a. Consider adopting Resolution No. 2018-55: Trail Maintenance Day [ACTION ITEM]  
*Mr. President, I move to adopt Resolution No. 2018-55, which expresses support for a Walking Trail Maintenance Day that is scheduled for October 20th.*

Motion By: Rich Schubert

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Schubert, Smith

President: "Motion Passed"

- b. FYI - BBW Chamber Food Truck Festival scheduled for August 23rd.  
*FYI, The Brentwood-Baldwin-Whitehall Chamber of Commerce will host its annual Food Truck Festival this Thursday, August 23rd from 5PM to 7PM at Baldwin High School.*

*Enjoy hearty Eastern European specialties from the Pittsburgh Pierogi Truck, Cajun creations from Pittsburgh Po'Boy, specialty slices from Bados Pizza, scrumptious New England-style seafood from Cousins Lobster, frozen treats from Sugar 'n Spice, and homemade baked goods from Beatnik Sweets.*

- c. FYI - Pitt Makes a Difference Day - Saturday, October 20th

*Brentwood Borough will again partner with the University of Pittsburgh on October 20<sup>th</sup> from 10:00 AM to 2:00 PM for the annual Pitt Makes a Difference Day. A group of 40 students will assist with remove debris from the park and Hollow. We ask Brentwood residents to show pride in their community by assisting with this project. Preserve the beauty of our Borough by removing trash and debris from the rights-of-way around your home.*

#### **15. Special Committees**

Mr. Doyle announced that Big Brothers-Big Sisters will be hosting a mixer event at the Cracked Egg on August 22nd.



Mr. Frombach reported that ALCO SAN will host its annual open house on September 15th.

## **16. Old Business**

- a. Consider Resolution No. 2018-54: Ratifying the Addendum to the purchase of 12 Hillman Street [ACTION ITEM]

*Mr. President, I move to adopt Resolution No. 2018-54, which ratifies an Addendum to the Agreement of Sale with Martin and Cheryl Hinnebusch for the purchase of real property at 12 Hillman Street to increase the due diligence period from August 13th to August 30th, 2018. Said Amendment shall be substantially similar to the document presented herein and is subject to the approval of the Manager and Solicitor.*

Motion By: John Frombach

Second By: Pat Carnevale

Ayes: Carnevale, Doyle, Frombach, Schubert, Smith

President: "Motion Passed"

## **17. New Business**

None.

## **18. Public Comment**

Eugene Werner, 4328 Brownsville Road, asked why the Borough is required to sign a multi-year contract to receive a discounted electricity rate. Manager Zboyovsky replied that commercial ratepayers are treated differently than residential account holders. Also questioned the performance of Republic Waste. Manager Zboyovsky stated that staff is in continuous contact with this organization but that they consistently point to vehicle mechanical problems.

Herb Sill, 230 Bauman Avenue, commented on the prevalence of rule violations by visitors to the park. Also asked if there are repercussions for poor performance by Republic Waste. Manager Zboyovsky responded that the damages section within the current agreement is ambiguous, but the upcoming contract will include much clearer penalty provisions.

## **19. Adjournment**

Adjourned at 9:17PM.

Motion By: Rich Schubert

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Schubert, Smith

President: "Motion Passed"

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Eric Pecon". The signature is fluid and cursive, with the first name "Eric" and last name "Pecon" clearly distinguishable.

Eric Pecon  
Assistant Manager