

BOROUGH OF BRENTWOOD
AGENDA
October 15, 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 - 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

1. Call to Order.

Called to order at 7:37PM.

2. Pledge of Allegiance.

3. Roll Call.

Member	Present	Absen	Member	Present	Absent
Mr. Carnevale	X		Ms. George		X
Mr. Schubert	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.

Manager Zboyovsky reported that he received an email from Brentwood School District Athletic Director Huffman that thanked Borough staff for their assistance when it was necessary to move a scheduled away football game to Brentwood Stadium.

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 September 30, 2018 as presented.

Motion By: Rich Schubert

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Pasquantonio, Schubert, Smith

President: "Motion Passed"

7. President's Report – Mr. Harold Smith

Mr. Smith additionally reported on the significant turn out at last weekend's fall street fair and pumpkin patch events. Also commented on the kind words said about the community by officials at the groundbreaking ceremony for the new mini hospital.

a. FYI - Trick or Treating in Brentwood

Our traditional Trick-or-Treating event will take place on Halloween, which is Wednesday, October 31st, from 6:00 PM - 8:00 PM.

This is a fun night for children and an enjoyable time for adults, as they watch their children surprise friends and neighbors in their spooky costumes while walking door-to-door to collect their favorite goodies. We ask parents to closely supervise their children so as to make sure that this is a safe and memorable night for all.

b. FYI - Borough receives \$697,000 grant from DCNR

On a rainy October 4th afternoon the Borough received a bit of sunshine when the Secretary of the Department of Conservation and Natural Resources, Ms. Cindy Adams Dunn, called for a Press Conference to be held in the Brentwood Park. The reason for the Press Conference was for Secretary Dunn to personally announce the Borough successful award of a \$697,000 grant from the DCNR to go towards the improvements to the Brentwood Borough Pool and Bath House. She indicated that the DCNR does not typically award this large amount, however with the successful results of past projects that were actually constructed with the help on other DCNR grant funds, the decision was easy. This is in addition to the previous \$100,000 DCNR grant for the same project. These grants in addition to the \$175,000 of CITF County Grants totals \$972,000 of grant monies to offset the \$3 million improvements to the pool, bath house, and civic center decking and parking lot.

8. Mayor's Report

No report.

9. Administrative and Finance Committee – Mr. John Frombach

a. Consider approving the minutes from the September Council Meetings [ACTION ITEM]. Mr. President, I move to approve the minutes from the September 18th, and September

24th Council Meetings.

Motion By: Rich Schubert

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Pasquantonio, Schubert, Smith

President: "Motion Passed"

- b. Consider Accepting the Treasurer's Report for the Period Ending September 30, 2018 [ACTION ITEM]

Mr. President, I move to accept the Treasurer's Report for the period ending September 30, 2018.

Motion By: Rich Schubert

Second By: Robert Pasquantonio

Ayes: Carnevale, Doyle, Pasquantonio, Schubert, Smith

President: "Motion Passed"

- c. Consider ratifying the payment of bills from September 1 to September 30, 2018. [ACTION ITEM]

Mr. President, I move to ratify the payment of bills for a period from September 1 through September 30, 2018 from the following Borough accounts:

- 1. General Fund in the amount of \$566,097.00
Ending fund balance: \$2,712,996.82***
- 2. Sanitary Sewer Fund in the amount of \$471,693.87
Ending fund balance: \$3,385,947.55***
- 3. Park Fund in the amount of \$0.00
Ending fund balance: \$147,559.78***
- 4. Capital Improvement Fund in the amount of \$161,820.07
Ending fund balance: \$910,996.04***
- 5. Borough Building Fund in the amount of \$19,958.75
Ending fund balance: \$716,202.72***
- 6. Liquid Fuels Fund in the amount of \$11,335.81***

Ending fund balance: \$279,185.88

7. Non-Uniform Pension Fund in the amount of \$3,934.31

Ending fund balance: \$1,964,714.16

8. Police Pension Fund in the amount of \$30,023.83

Ending fund balance: \$6,047,133.65

Motion By: Rich Schubert

Second By: Pat Carnevale

Ayes: Carnevale, Doyle, Pasquantonio, Schubert, Smith

President: "Motion Passed"

- d. Consider Resolution No. 2018-68: 2019 Non-Union Employees Salaries [ACTION ITEM]**
Mr. President, I move to adopt Resolution No. 2018-68, which sets the 2019 salaries for non-union employees.

Motion By: Rich Schubert

Second By: Pat Carnevale

Ayes: Carnevale, Doyle, Pasquantonio, Schubert, Smith

President: "Motion Passed"

- e. FYI - 2019 Budget Update**
Mr. President, as you are aware, the General Fund and Capital Improvement Fund proposed budgets were presented at last week's Budget Workshop.

The General Fund Revenues and Expenditures are balanced at \$9,033,400. This represents a 2% decrease from 2018.

There is no tax increase included in the budget for 2019. A ten-year budgetary projection was also completed. Based upon economic conditions and an analysis of revenue streams, it is anticipated that the Borough can fund operations and improvements without any tax increase for at least the following four-year period.

The Borough's fiscal health is demonstrated by a proposed \$172,000 transfer to the Operating Reserve Fund, which complements an \$86,000 transfer made this year.

Proposed Capital Improvement Fund Revenues and Expenditures are both equal to \$4,121,000. This does not include the costs associated with the construction of the new Borough Building.

The second and final Budget Workshop is scheduled for Monday, November 12th at 6PM. At this public meeting, an initial review of the Borough's enterprise funds will be conducted. These funds include the Sanitary Sewer Fund, the Park Fund, the Borough Building Fund, and the Highway Aid Fund.

f. FYI - 2017 Audit Presentation

Mr. President, representatives from the Borough's Auditing Firm, Hosack, Specht, Muetzel & Wood LLP, will be on hand next week to give a presentation regarding the 2017 Audit. A copy of this document is attached to this Agenda Packet and will also be emailed to Council for its review prior to next week's presentation. No substantial findings were reported. The Borough ended 2017 with revenues greater than expenditures and with an increased fund balance.

g. Consider Resolution No. 2018-70; Agreement with Hosack, Specht, Muetzel & Wood to provide auditing services for the years 2018, 2019, and 2020 [ACTION ITEM]

Mr. President, I move the Borough adopt Resolution No. 2018-70; reappointing the Borough Auditor and entering into an agreement with Hosack, Specht, Muetzel & Wood to provide auditing services for the years 2018, 2019, and 2020.

Motion By: Rich Schubert

Second By: Pat Carnevale

Ayes: Carnevale, Doyle, Pasquantonio, Schubert, Smith

President: "Motion Passed"

10. Public Works Committee – Ms. Jennifer George

a. FYI - Annual Engineering Presentation

FYI - Borough Staff along with The Gateway Engineers will be presenting the annual Engineering Report and Presentation on Monday, November 19th beginning at 5:30 PM. This presentation includes a summary of 2018 Projects as well as those planned for 2019.

- b. FYI - Brentwood Borough Leaf Collections to begin.
Mr. President, as a reminder, the Borough will be offering curb side leaf collections each week from October 29th through November 9th. Residents can simply put their leaves in a yard waste bag and place at the curb on their respective garbage day. By properly disposing of leaves, residents can help keep our storm sewers free of this potentially clog-producing debris.

11. Zoning and Ordinance Committee – Mr. Rich Schubert

- a. Consider advertising Ordinance No 2018-1272: Stormwater Amendments [ACTION ITEM].
Mr. President, I move to authorize the advertising of Ordinance No. 2018-1272, which amends Chapter 177 of the Borough Code to ensure compliance with the Allegheny County Stormwater Management Plan. Note: It is anticipated that all legal review, engineering review, and advertising costs associated with this project will be covered by a grant received from the Allegheny County Department of Economic Development.

Mr. Carnevale asked if this ordinance will include stipulations that downspout discharge cannot cross the sidewalk. Manager Zboyovsky replied that Council previously chose not to adopt such a measure but could consider as part of this revision.

Motion By: Rich Schubert

Second By: AJ Doyle

Ayes: Doyle, Pasquantonio, Schubert, Smith

Nays: Carnevale

President: "Motion Passed"

- b. Consider authorizing the Borough manager to prepare a vacant property registration Ordinance. [ACTION ITEM]
Mr. President, I move to authorize the Borough Manager, staff and Borough Solicitor to prepare a vacant property registration ordinance.

Mr. Schubert asked for clarification regarding the purpose of this ordinance. Manager Zboyovsky explained that the primary goal is to ensure accountability from banks that own foreclosed properties.

Motion By: Rich Schubert

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Pasquantonio, Schubert, Smith

President: "Motion Passed"

- c. Consider adopting Ordinance No. 2018-1271; Authorizing Stop Signs on Pyramid Avenue, Brentwood Avenue, East Francis Avenue, and Spangler Avenue
Mr. President, Ordinance No. 2018-1271, which authorizes the Placement of Stop Signs on Pyramid Avenue, Brentwood Avenue, East Francis Avenue, and Spangler Avenue, has been advertised and will be considered for adoption during next week's Council meeting.

- d. Consider adopting Ordinance No. 2018-1270: Sewage Amendments
Mr. President, Ordinance No. 2018-1270: Sewage Amendments has been advertised and will be considered for adoption during next week's council meeting.

- e. FYI- Zoning Hearing Board Meeting
Mr. President, the Zoning Hearing Board will meet on Wednesday, October 24th at 8PM to consider the needed variances for the new municipal building. The Borough will be requesting relief from provisions pertaining to front building setback, side building setback, and buffer yard width.

12. Parks and Recreation Committee – Mr. Pat Carnevale

- a. Consider Resolution No. 2018-67: CD 45 Grant Application for Civic Center ADA Project [ACTION ITEM]
Mr. President, I move to adopt Resolution No. 2018-67, which authorizes the submission of a grant request for \$32,240 through the CDBG program to assist with accessibility improvements at the Brentwood Civic Center.

Motion By: Pat Carnevale

Second By: Rich Schubert

Ayes: Carnevale, Doyle, Pasquantonio, Schubert, Smith

President: "Motion Passed"

- b. Consider Resolution 2018-69: Pumpkin Patch as Special Event [ACTION ITEM]

Mr. President, I move the Borough adopt Resolution 2018-69, which designated the October 14th Pumpkin Patch as a Borough Special Event.

Mr. Schubert asked for clarification on the purpose of the resolution. Manager Zboyovsky replied that this item is associated with DPW wages. In accordance with the CBA, laborers are paid at double time for work performed on Sunday; however, wages are paid at the standard overtime rate if completed in conjunction with a special event.

Motion By: Pat Carnevale

Second By: Rich Schubert

Ayes: Carnevale, Doyle, Pasquantonio, Schubert, Smith

President: "Motion Passed"

13. Public Safety Committee – Mr. AJ Doyle

- a. Considering Hiring Colleen Drost as a Part-Time Crossing guard at the 90-day probationary rate of \$10.50/hour.[ACTION ITEM]

Mr. President, on the recommendation of Chief Zeppuhar, I move to hire Colleen Drost as a part-time Crossing-Guard at the 90-day probationary rate of \$10.50/hour.

Motion By: AJ Doyle

Second By: Rich Schubert

Ayes: Carnevale, Doyle, Pasquantonio, Schubert, Smith

President: "Motion Passed"

- b. Consider authorizing the Borough to submit a letter of intent to the PA Department of Community and Economic Development requesting a study of the Brentwood Volunteer Fire Company [ACTION ITEM]

Mr. President, I move to submit a Letter of Intent to the Pennsylvania Department of Community and Economic Development to request a study of the Brentwood Volunteer Fire Company's operations.

Motion By: AJ Doyle

Second By: Robert Pasquantonio

Ayes: Carnevale, Doyle, Pasquantonio, Schubert, Smith

President: "Motion Passed"

- c. Consider Resolution No. 2018-71; Disposition of Excess Inventory [ACTION ITEM]
Mr. President, I move to adopt Resolution No. 2018-71, which authorizes the sale of unused police vehicle light bars as surplus property.

Motion By: AJ Doyle

Second By: Rich Schubert

Ayes: Carnevale, Doyle, Pasquantonio, Schubert, Smith

President: "Motion Passed"

- d. Consider Grievance No. 19169 [ACTION ITEM]
Mr. President, I move to [DENY/SUSTAIN] Grievance No. 19169 submitted by the Teamsters Local Union No. 205.

Motion By: AJ Doyle

Second By: Rich Schubert

Ayes: Doyle, Pasquantonio, Schubert, Smith

Nays: Carnevale

President: "Motion Passed"

- e. FYI - Police Clerical Position
Interviews are being conducted. A recommendation to Council will be presented prior to next week's meeting for consideration.

Mr. Doyle reported that the Borough will re-advertise for the position with an amended job description.

- f. FYI - Police Department Candidate List
The Civil Service Commission met on Tuesday, October 9th in order to conduct a hearing for a Police Officer Candidate who was disqualified from the process and had filed an appeal with the Civil Service Commission. The Civil Service Commission will have to officially meet again in order to rule on the appeal. Depending on the outcome, the Officer Candidate would have the ability to file an appeal with the civil courts. As such, a final certified list should not be acted on by the Civil Service Commission until these appeals are resolved. Once the list is formally certified, it will be provided to

Borough Council. Due to the timing of the appeals, it does not appear that a certified list will be voted on by the Civil Service Commission by the end of the year.

Mr. Carnevale asked if there is a deadline for when the Commission must render a decision. Solicitor Robb replied that the board is solely responsible for setting its own timeline.

- g. Consider reappointment to Civil Service Commission

Mr. Clyde Zimmerman's seat on the Civil Service Commission will expire on December 31, 2018. A decision to reappoint Mr. Zimmerman or advertise the opening will need to be considered.

Mr. Schubert asked if Mr. Zimmerman could appear before Council prior to consideration of his reappointment.

14. Community Affairs Committee - Dr. Robert Pasquantonio

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

Brentwood Borough will again partner with the University of Pittsburgh on October 20th 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.

- b. FYI - "An Evening with the Spirits of Pittsburgh" - Saturday, October 20th.

Mr. President, after spending the day helping to keep Brentwood beautiful, residents are invited to join us at another fall-themed event. "An Evening with the Spirits of Pittsburgh" will feature Drake Bowan of the Oakmont Paranormal Society, who will be presenting bone-chilling tales of his experiences with the creatures that "go bump in the night." To help calm guest's nerves, Wigle Whiskey will be providing each ticket holder with two hand-crafted cocktails.

The event takes place from 7PM to 9PM at the Civic Center. Tickets are \$25 per person and are still available via the RecDesk link on the Borough website. Attendees must print their electronic receipt and present at the door as their ticket. Valid photo ID is also required.

- c. FYI - Brentwood Baldwin Whitehall Chamber of Commerce Chili Cookoff scheduled for October 27th

The Brentwood Baldwin Whitehall Chamber of Commerce will host its third annual Chili Cookoff on Saturday, October 27th from 11:30 AM to 2:30 PM at the Brentwood

Civic Center. A \$5 fee will get you generous samples from all of the contestants and a chance to vote for your favorite.

15. Special Committees

Dr. Pasquantonio reported that the Walking Trail Committee will meet this week.

Mr. Doyle also asked Council to reconvene its Marketing Committee.

16. Old Business

Mr. Carnevale addressed the recent proposal to assist local sporting organizations by building storage space. Asked that this funding instead be directed toward assisting Brentwood EMS.

- a. FYI - Consider awarding the Snee Dairy, 12 Hillman St. and 10-12 Marylea Ave. demolition contract

Mr. President, bids associated with the demolition of the Snee Dairy building, the 12 Hillman Street structure, and the 10-12 Marylea Ave. structure will be received and opened publicly on Wednesday, October 17th at 11:00 AM. The bids will be reviewed and a recommendation provided by the Gateway Engineers in time for next Monday's Council meeting. The awarding of this contract will be made during next week's Council meeting.

17. New Business

None.

18. Public Comment

None.

19. Adjournment

Adjourned at 8:46PM.

Motion By: Rich Schubert

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Pasquantonio, Schubert, Smith

President: "Motion Passed"

Respectfully submitted,



Eric Peccon
Assistant Manager