

BOROUGH OF BRENTWOOD
AGENDA
December 10, 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 7:31PM.

2. Pledge of Allegiance.

3. Roll Call.

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

4. Presentation

- a. Review of Municipal Building & Pool Designs by Gateway Engineers & HHSDR Architects
Matt Franz from HHSDR Architects and Jenn Slagle and Dennis Flynn from The Gateway Engineers will review the municipal building & pool designs.

Mr. Franz indicated that plans for the municipal building are approximately 90% complete and asserted that the project will be ready to place out for bids in January. Representatives from HHSDR will meet with construction manager Massaro within the week to finalize the staging plan. The firm is also soliciting proposals from commissioning agents for the review of plumbing and HVAC equipment. Also cautioned that construction costs in the Pittsburgh market are rapidly escalating; the bid package will include deduct-alternates to give an opportunity to reduce expenses if necessary. Mr. Carnevale questioned the type of glass that will be installed in the vestibule area. Mr. Franz stated that a change has been made to a framed style to both cut costs and to better support security equipment.

Ms. Slagle reviewed the necessary site work for the municipal building, including the plan to install an underground retention tank to control stormwater. Mr. Carnevale questioned if there was sufficient space to install both the existing war memorial and a new informational sign in

front of the structure, and Ms. Slagle responded affirmatively. A discussion ensued regarding the merits of digital signs.

Mr. Flynn stated that plans for the pool project will also be disseminated to bidders in January. Mr. Carnevale questioned plans to maintain steps from the existing bathhouse to the stadium field level; Mr. Flynn replied that this was proposed for maintenance access. Consensus of Council to remove from the design. Mr. Flynn also stated that pool lighting has been included as an add-alternate bid item; Manager Zboyovsky indicated that promoting night swimming would increase the Borough's liability exposures. A discussion also took place regarding the proposed conclusion of additional plumbing to support spray features in the zero-depth area; Council asked that this item be included as part of the base bid.

Mr. Schubert departed the meeting at the close of this item.

5. Comments on Agenda Action Items Only. Please limit remarks to three minutes.

Mr. Sill, 230 Bauman Avenue, questioned the applicability of the vacant property ordinance. Manager Zboyovsky replied that it would generally be used to target foreclosed homes.

6. Communications.

None.

7. 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 November 30, 2018 as presented.

Motion By: John Frombach

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

8. President's Report – Mr. Harold Smith

Mr. Smith thanked the Borough for providing a quality Christmas party.

9. Mayor's Report

None.

10. Administrative and Finance Committee – Mr. John Frombach

- a. Consider approving the minutes from the November Council Meetings [ACTION ITEM]. *Mr. President, I move to approve the minutes from the November 12th, November 19th,*

and November 26th Council Meetings.

Motion By: John Frombach

Second By: Pat Carnevale

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

- b. Consider approving the minutes from the December 3, 2018 Special Council Meetings [ACTION ITEM].

Mr. President, I move to approve the minutes from the December 3, 2018 Special Council Meeting.

Motion By: John Frombach

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

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

Mr. President, I move to accept the Treasurer's Report for the Period Ending November 30, 2018.

Motion By: John Frombach

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

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

Mr. President, I move the Borough ratify the payment of bills from November 1 to November 30, 2018 for the following:

- 1. General Fund in the amount of \$378,768.46
Ending fund balance: \$1,725,504.47***
- 2. Sanitary Sewer Fund in the amount of \$17,700.15 Ending fund
balance: \$3,470,715.65***
- 3. Capital Improvement Fund in the amount of \$322,712.16 Ending fund
balance: \$890,153.76***
- 4. Borough Building Fund in the amount of \$100,608.38 Ending fund***

- balance: \$653,304.98*
- 5. Liquid Fuels Fund in the amount of \$2,111.67 Ending fund balance: \$256,484.66**
- 6. Non-Uniform Pension Fund in the amount of \$3,488.02 Ending fund balance: \$1,975,258.50**
- 7. Police Pension Fund in the amount of \$24,027.93 Ending fund balance: \$5,987,664.13**

Motion By: John Frombach

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

- e. Consider adopting Ordinance No. 2018-1273: 2019 Tax Levy [ACTION ITEM]
Mr. President, I move to adopt Ordinance No. 2018-1273, which sets the 2019 Real Property Tax Rate at 10.00 mils. This ordinance includes no tax increase.

Motion By: John Frombach

Second By: Robert Pasquantonio

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

- f. Consider adopting Ordinance No. 2018-1274: 2019 Sewage Rates [ACTION ITEM]
Mr. President, I move to adopt Ordinance No. 2018-1274, which amends Chapter 167 of the Brentwood Borough Code to set the fees for the collection, conveyance, and treatment of sewage for 2019. This ordinance takes into account the 7% fee increase that is being assessed by AL COSAN but includes no increase in the Borough service or consumption fee.

Mr. Carnevale asked if the Borough would be passing on the ALCO SAN fee increase to the customers. Manager Zboyovsky replied that Brentwood collects on this organization's behalf and is required to account for this fee change in its rate structure.

Motion By: John Frombach

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

- g. Consider Resolution No. 2018-74- 2019 Fee Schedule [ACTION ITEM]

Mr. President, I move to adopt Resolution No. 2018-74, which sets the fee schedule for 2019.

Motion By: John Frombach

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

- h. Consider Resolution No. 2018-84- 2019 Final Budget [ACTION ITEM]
Mr. President, I move to adopt Resolution No. 2018-84, which sets the 2019 Budget for all funds owned and maintained by the Borough of Brentwood.

Motion By: John Frombach

Second By: Robert Pasquantonio

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

- i. Consider Resolution No. 2018-79: Investment of Sanitary Sewer Funds [ACTION ITEM]
Mr. President, I move to adopt Resolution No. 2018-79, which authorizes the investment of \$1,000,000 from the Sanitary Sewer Fund in a one-year certificate of deposit with Brentwood Bank that has a 2.56% APR.

Motion By: John Frombach

Second By: Robert Pasquantonio

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

- j. Consider Increasing the Borough's Contribution to the Borough Manager's Pension Plan [ACTION ITEM]
Mr. President, upon the recommendation of the Administration and Finance Committee, I move to increase the annual contribution to the Borough Manager's 457 Retirement Fund from \$5,000 to \$6,000 beginning in 2019, which is to be paid from 2019 General Fund Line Item 01-405-168 - Employee Retirement.

Motion By: John Frombach

Second By: Pat Carnevale

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

11. Public Works Committee – Ms. Jennifer George

- a. Consider Resolution No. 2018-83: 2019-2023 Street Rehabilitation & Maintenance Plan [ACTION ITEM].

Mr. President, I move to adopt Resolution No. 2018-83: Five-Year Street Rehabilitation & Maintenance Plan.

Motion By: Jennifer George

Second By: John Frombach

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

- b. Consider Resolution No. 2018-85: Dirt, Gravel, & Low Volume Road Maintenance Program Grant Agreement with Allegheny County Conservation District [ACTION ITEM]

Mr. President, I move to adopt Resolution No. 2018-85, which authorizes the Borough to enter into an agreement with the Allegheny County Conservation District associated with receipt of a \$65,600 grant through the Dirt, Gravel, & Low Volume Road Maintenance Program for the purpose of completing Phase II of the Wanley Road culvert replacement project.

Motion By: Jennifer George

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

- c. Consider change Order No. 1 from CTM Construction in the not-to-exceed amount of \$41,000 for curbing and drainage improvements [ACTION ITEM].

Mr. President, I move to approve Change Order No. 1 from CTM Construction Inc. in the not-to-exceed amount of \$41,000, which is associated with curbing and draining improvements at properties enrolled in the Sidewalk Restoration Program, and which is to be paid from Capital Improvement Fund Line Item 18-439-619.

Mr. Doyle questioned responsibility for curb ramps. Assistant Manager Peccon replied that, while these items are initially installed at Borough expense, long term maintenance is an obligation of the corresponding property owner.

Motion By: Jennifer George

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

- d. Consider extending the 2019 Sanitary Sewer Manhole-to-Manhole Lining Contract to Fast Pipe Lining East, Inc. in the amount of \$376,267.50 [ACTION ITEM]

Mr. President, I move to extend the 2019 Sanitary Sewer Manhole-to-Manhole Lining Contract to Fast Pipe Lining East, Inc. in the amount of \$376,267.50, which is to be paid from 2019 Sanitary Sewer Fund Line Item 08-429-372: O&M Plan. (Note: This is the final year of the 3 year contract that was originally awarded in November 2016 for years 2017, 2018, and 2019)

Motion By: Jennifer George

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

12. Zoning and Ordinance Committee – Mr. Rich Schubert

- a. Consider approving the consolidation plan for the new Brentwood Municipal Building at 3735 Brownsville Road [ACTION ITEM]

Mr. President, upon the recommendation of the Planning Commission, I move to approve the Consolidation Plan for the New Municipal Building Site, which will combine the two lots that comprise 3735 Brownsville Road, as well as the property at 12 Hillman Street, into a single parcel.

Motion By: Robert Pasquantonio

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

- b. Consider approving the land development plan for the new Brentwood Municipal Building at 3735 Brownsville Road [ACTION ITEM].

Mr. President, upon the recommendation of the Planning Commission, I move to approve the Land Development Plan for the construction of a new municipal building on a parcel at 3735 Brownsville Road.

Motion By: Robert Pasquantonio

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

- c. Consider Resolution No. 2018-82: 2019-2023 Shared Cost Sidewalk Restoration Program Plan [ACTION ITEM]

Mr. President, I move to adopt Resolution No. 2018-82: Extending the Shared Cost Sidewalk Restoration Program Five-Year Plan.

Mr. Doyle asked if the alteration on the date that Hillman Street will be resurfaced had a negative impact on the sidewalk program. Assistant Manager Peccon replied that, because the Borough was able to move up the repair dates for several streets due to receipt of a grant from PennDOT, repairs to Hillman could easily be accommodated.

Motion By: Robert Pasquantonio

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

- d. Consider Ordinance No. 2018-1275: Vacant Property Registration [ACTION ITEM]

Mr. President, I move to adopt Ordinance No. 2018-1275, which establishes a Vacant Property Registration Program.

Motion By: Robert Pasquantonio

Second By: Pat Carnevale

Ayes: Carnevale, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

- e. Consider Ordinance No. 2018-1276: Zoning Map Amendment [ACTION ITEM]

Mr. President, I move to adopt Ordinance No. 2018-1276, which amends the zoning classification of the 12 Hillman Street parcel.

Motion By: Robert Pasquantonio

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

- f. Consider Ordinance No. 2018-1269: Zoning Amendments [ACTION ITEM]
Mr. President, I move to adopt Ordinance No. 2018-1276, which amends Brentwood Zoning Ordinance regulations pertaining to telecommunications equipment, tobacco retailers, outdoor dining areas, and residential solar panels.

Mr. Carnevale questioned how the Borough presently addresses outdoor dining areas. Assistant Manager Peccon replied that the ordinance currently bans such use but the Borough has informally promoted it to spur development. The implementation of formal standards will ensure that restaurants do not infringe upon pedestrian passageways.

Motion By: Robert Pasquantonio

Second By:

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

13. Parks and Recreation Committee – Mr. Pat Carnevale

- a. Consider Ordinance No. 2018-1278: Amendments to Alcohol Policy [ACTION ITEM]
Mr. President, I move to adopt Ordinance No. 2018-1278, which amends chapter 70 of the Brentwood Borough Code to allow the issuance of alcohol permits for the Community Room.

Motion By: Pat Carnevale

Second By: Robert Pasquantonio

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

- b. Consider Resolution No. 2018-86: Facility Policy Amendments [ACTION ITEM]
Mr. President, upon the recommendation of the Parks & Recreation Committee, I move to adopt Resolution No. 2018-86: Amendments to Facility Rental Policy.

Motion By: Pat Carnevale

Second By: Jennifer George

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

- c. Consider authorizing the Borough and BPI to partner on a \$8,000 shade structure grant

[ACTION ITEM]

Mr. President, I move to authorize the Borough to partner with the Brentwood Park Initiative to submit an application for a grant of up to \$8,000 from the American Academy of Dermatology for the purchase of shade structures for Brentwood Pool.

Motion By: Pat Carnevale

Second By: Jennifer George

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

- d. Consider Resolution No. 2018-88: Treevitalize Grant Agreement [ACTION ITEM]
Mr. President, I move to adopt Resolution No. 2018-88, which approves the agreement with Tree Pennsylvania associated with receipt of a \$4,250 grant through the Treevitalize program for the planting of 40 trees in Brentwood Park.

Mr. Carnevale stated that the Borough should supplement this award with the unused \$2000 that was included in the budget for trees.

Motion By: Pat Carnevale

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

- e. Consider Change Order No. 1 from Gavin Industries in the amount of \$1000 associated with removal of two additional trees [ACTION ITEM]
Mr. President, I move to approve Change Order #1 from Gavin Industries LLC in the amount of \$1,000, which is associated with the removal of two additional trees from Brentwood Park and which is to be paid from Capital Improvement Fund Line Item 18454-700 Park Improvements.

Motion By: Pat Carnevale

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

14. Public Safety Committee – Mr. AJ Doyle

- a. FYI - Police Clerical Position

FYI- The Borough received 23 applications for the open Police Clerical position. Staff will review credentials and schedule interviews this month. It is anticipated that a hiring recommendation will be presented to Council at its January meeting.

b. FYI - Civil Service Commission meeting

Mr. President, there will be a Civil Service Commission meeting on Thursday, December 13th at 5:00 PM at the Brentwood Borough Building. This meeting is open to the public and will be advertised accordingly.

15. Community Affairs Committee - Dr. Robert Pasquantonio

a. FYI- Trash prepayment discount

FYI- Mr. President, the Borough will once again be offering residents the opportunity to receive twelve months of trash service for the price of ten. To receive this discounted rate, customers must satisfy in full the amount listed on their January sewage/refuse statement, as well submit an additional \$171. Garbage fees will be removed from all subsequent bills for calendar year 2019, and the resident will receive a \$38 savings. Detailed instructions will be included on the forthcoming bill.

16. Special Committees

None.

17. Old Business

a. Consider Resolution No. 2018-87: Agreement for Audio-Visual, Security, and Telecommunication Systems at New Municipal Building [ACTION ITEM]

Mr. President, I move adopt Resolution No. 2018-87, which authorizes the Borough to enter into an Agreement with Horizon Information Services to provide Design-Build Services for Audio-Visual, Security, and Telecommunication Systems at the New Municipal Building in the Not-To-Exceed amount of \$259,600 and which is to be paid from the 2019 Borough Building Fund Line Item 19-409-605 Capital Construction - Video/Security/Audio Visual contingent upon the review of the agreement by the Borough Manager and Solicitor.

OR

Mr. President, I move adopt Resolution No. 2018-87, which authorizes the Borough to enter into an Agreement with Dagostino Electronic Services to provide Design-Build Services for Audio-Visual, Security, and Telecommunication Systems at the New Municipal Building in the Not-To-Exceed amount of \$298,246 and which is to be paid from the 2019 Borough Building Fund Line Item 19-409-605 Capital Construction - Video/Security/Audio Visual contingent upon the review of the agreement by the Borough Manager and Solicitor.

Motion to enter into an agreement with Dagostino Electronics.

Mr. Carnevale questioned why the Borough is not accepting the lowest cost option. Manager Zboyovsky replied that municipalities are not required to select the low bidder for professional service contracts. Both respondents interviewed well and recommended quality products but the Borough already has a working relationship with Dagostino. Mr. Doyle expressed concern regarding the proposal by Horizon to use a subcontractor to install the phone system; this bid features a recurring fee that, over a five year period, will equal the difference between the two offers.

Motion By: John Frombach

Second By: Robert Pasquantonio

Ayes: Doyle, Frombach, George, Pasquantonio, Smith

Nays: Carnevale

President: "Motion Passed"

- b. Consider Work Authorization from Gateway Engineers associated with additional work to complete the site design for the Snee Dairy in the not-to-exceed amount of \$7,500 to be paid from Borough Building Fund Line Item 19-409-313 Architectural/Engineering Services [ACTION ITEM]

Mr. President, I move to approve the Work Authorization from Gateway Engineers associated with additional work to complete the site design for the Snee Dairy in the not-to-exceed amount of \$7,500, which is to be paid from Borough Building Fund Line Item 19-409-313 Architectural/Engineering Services

Motion By: John Frombach

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

18. New Business

None.

19. Public Comment

Herb Sill, 230 Bauman Avenue, commented on the pool site plan. Asked that all selected landscaping be low maintenance and insect resistant. Additionally questioned the stormwater management plan for the new municipal building. Mr. Frombach replied that, although the plan for the retention tank involves more upfront construction, it features less disturbance of adjoining properties. Asked if, due to the change in the recycling market, the Borough could cease to provide this service. Mr. Frombach responded that the state legislature needs to take action on this concern. Also expressed support for maintenance of Brentwood EMS.

Joann Cook, 100 W Brentridge Avenue, spoke on behalf of Brentwood EMS. Stated that the organization is requesting assistance with the purchase of a new home but that, so as not to hinder ongoing negotiations, the agency will not disclose the locations of its prospective site.

Eugene Werner, 4328 Brownsville Road, asked if the vacant property registration program will apply to rental properties if a tenant moves out. Assistant Manager Peccon replied that no fee will be assessed if a property is on the market for sale or lease.

20. Adjournment

Adjourned at 10:33PM.

Motion By: AJ Doyle

Second By: Robert Pasquantonio

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Smith

President: "Motion Passed"

Respectfully submitted,



Eric Peccon
Assistant Manager