

**BOROUGH OF BRENTWOOD
AGENDA
July 15, 2019 - 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 Public Hearing: 7:00 PM

1. Call to Order.

Called to order at 7:33PM.

2. Pledge of Allegiance.

3. Roll Call.

Member	Present	Absent	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 Robb	X		Manager Zboyovsky	X	

4. Presentation

- a. Jason Fajerski of Comcast RE Zoning Ordinance Amendment

Mr. Jason Fajerski of Comcast has asked to briefly address Council to provide a technical rationale for the proposed amendment to the telecommunications section of the Brentwood Zoning Ordinance.

Mr. Fajerski described the reason behind Comcast's request for an amendment to the telecommunications ordinance and displayed an example of the units that would be installed. Indicated that they are used solely to provide wifi hotspots rather than to support a cellular network.

Mr. Schubert asked if there was a limit on the number of the boxes would be installed in the community. Mr. Fajerski stated that, due to cost factors, the total number would likely be limited. However, Mr. Schubert indicated that other telecommunication companies may also begin installing similar micro-wireless boxes throughout the Borough. Expressed concern with maintenance of existing infrastructure by telecommunication providers and asserted that the

units will look like an eyesore if they are allowed to dangle between poles. Mr. Doyle replied that mounting the boxes on poles may pose a safety hazard.

Solicitor Robb asked Mr. Fajerski to acquire more information about Comcast's installation plans so that the ordinance could perhaps be changed to include a limitation as to how many units can be placed within a certain area.

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

Lee Totty of Yarborough Construction commented on the pool renovation project and his company's tentative bid. Stated that it is unrealistic to expect that the facility will be opened by Memorial Day 2020 if work begins in August. Asked Council to revise the construction schedule to include an October 2020 deadline. Indicated that the condensed schedule that is included in the bid specifications will likely inflate the costs of proposals. Stated that his firm's proposal will be approximately \$200,000 higher than would otherwise be anticipated due to the need to cover potential liquidated damages that would be associated with not meeting the May deadline.

Chris & Jenna Zanetti, landlords of the property at 3112 Elroy Avenue, commented on Item 12B. Stated that they have converted all of their rental units, include one in Brentwood, to serve short-term guests via AirBNB. Requested that Council approve a zoning ordinance amendment that would allow the couple to attain formal permission for this use. Relayed several stories of guests who prefer staying in a quiet residential area rather than a hotel district when they visit Pittsburgh. Asserted that landlords who utilized AirBNB are more hands-on as property owners and have more incentive to keep the units in good condition. Also demonstrated that they can meet off-street parking requirements. Mr. Schubert asked how a landlord can limit the number of vehicles that are parked on the street. Ms. Zanetti replied that she already includes a parking restriction in her rental agreement

6. Communications.

Manager Zboyovsky replied that Councilman Smith sent a card to the Borough's elected officials and staff expressing gratitude for the flowers that were purchased for his mother's funeral.

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 June 30, 2019 as presented.

Mr. Carnevale reported that a discussion that he had with Manager Zboyovsky earlier in the day was due to his concern over the balances of several line items.

Motion By: AJ Doyle

Second By: Rich Schubert

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert

President: "Motion Passed"

6. President's Report – Mr. Harold Smith

No report.

7. Mayor's Report

No report.

8. Administrative and Finance Committee – Mr. John Frombach

- a. Consider approving the minutes from the June 17, 2019 Council Meeting [ACTION ITEM].
Mr. President, I move to approve the minutes from the June 17, 2019 Council Meeting.

Motion By: AJ Doyle

Second By: Robert Pasquantonio

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert

President: "Motion Passed"

- b. Consider Accepting the Treasurer's Report for the Period Ending June 30, 2019 [ACTION ITEM]
Mr. President, I move to accept the Treasurer's Report for the Period Ending June 30, 2019.

Mr. Carnevale asserted that the expenditures and revenues for the General Fund did not balance. Stated that FICA payments needed to be shown as revenue. Mr. Frombach replied that FICA is a liability rather than a revenue and that governmental accounting regulations dictate that it be recorded as an expenditure.

Motion By: AJ Doyle

Second By: Robert Pasquantonio

Ayes: Doyle, Frombach, Pasquantonio, Schubert

Nays: Carnevale

President: "Motion Passed"

- c. Consider ratifying the payment of bills from June 1 through June 30, 2019. [ACTION ITEM]
Mr. President, I move to ratify the payment of bills from June 1 through June 30, 2019 for the following:

*General Fund in the amount of \$575,330.76
Ending fund balance \$4,141,272.67*

*Sanitary Sewer Fund in the amount of \$985,143.82
Ending fund balance \$2,278,957.84*

*Park Fund in the amount of \$0.00
Ending fund balance \$129,526.20*

*Capital Improvement Fund in the amount of \$366,771.72
Ending fund balance \$ 698,525.97*

*Borough Building Fund in the amount of \$39,325.84
Ending fund balance \$424,350.22*

*Liquid Fuels Fund in the amount of \$11,324.35
Ending fund balance \$353,091.52*

*Non-Uniform Pension Fund in the amount of \$4,721.25
Ending fund balance \$2,110,461.67*

*Police Pension Fund in the amount of \$ 30,996.21
Ending fund balance \$ 6,270,207.34*

Motion By: AJ Doyle

Second By: Rich Schubert

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert

President: "Motion Passed"

- d. Consider approving the Workers Compensation Insurance policy for Brentwood Borough, Brentwood Volunteer Fire Company, and Brentwood EMS volunteers for a period of August 1, 2019 through July 31, 2020 in an amount of \$148,846 to be paid from the Borough General Fund Line Item 01-486-354 Workers Compensation. [ACTION ITEM]

Mr. President, I move to approve the renewal from incumbent carrier AmTrust for Workers Compensation Insurance for the period August 1, 2019 to July 31, 2020 in the amount of \$148,846, which is to be paid from the Borough's General Fund Line Item 01-486-354. This represents a \$55,362 reduction from 2018/2019 premiums.

Motion By: AJ Doyle

Second By: Robert Pasquantonio

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert

President: "Motion Passed"

11. Public Works Committee – Ms. Jennifer George

- a. Consider adopting Resolution No. 2019-41: Safety Committee Appointments. [ACTION ITEM]

Mr. President, I move to adopt Resolution No. 2019-41, which appoints the representatives of the Employee Safety Committee to a one-year term ending July 31, 2020.

Motion By: Robert Pasquantonio

Second By: Rich Schubert

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert

President: "Motion Passed"

- b. Consider Resolution No. 2019-43: Supporting the RESTORE PA proposal [ACTION ITEM]

Mr. President, I move to adopt Resolution No. 2019-43, which expresses support for the Restore Pennsylvania Act and urges the Pennsylvania General Assembly to adopt this bill so as to provide funding for vital projects, including transportation infrastructure, flood control, blight remediation, and green development.

Motion By: Robert Pasquantonio

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert

President: "Motion Passed"

12. Zoning and Ordinance Committee – Mr. Rich Schubert

- a. Consider incorporating amendment to telecommunications ordinance into multi-part zoning ordinance revisions [ACTION ITEM]

Mr. Schubert requested that this item not be discussed until additional information is obtained from Comcast.

- b. Consider incorporating amendment to short term rental ordinance in multi-part zoning ordinance revisions [ACTION ITEM]

Mr. Schubert asked that this item be further discussed at a Z&O Committee meeting.

13. Parks and Recreation Committee – Mr. Pat Carnevale

- a. Consider authorizing the Gateway Engineers to amend OR NOT revise the construction schedule associated with Brentwood Pool Renovation project [ACTION ITEM]

Mr. President, I move to authorize the Gateway Engineers to issue an addendum to the Brentwood Borough Pool Renovation bid specifications to change the project completion deadline from Memorial Day 2020 to October 2020 and to change the bid deadline from July 19 to August 16, 2019.

Dennis Flynn, Gateway Engineers, gave input on the bidding process and replayed the concerns of the prospective contractors with the bid schedule. Stated that it is challenging to adhere to the traditional Labor Day to Memorial Day construction schedule, as this time frame leaves almost no room to account for weather or other unanticipated delays.

Mr. Doyle expressed concern that, if the bid date is moved back, there is no guarantee that the Borough will receive a greater number of bids. Mr. Schubert asked if there was an option to extend the construction schedule without altering the bid date, and Mr. Flynn replied that, because grant regulations would preclude awarding a contract until August 19th, there is likely little to be gained by retaining the original proposal deadline.

Motion By: Pat Carnevale

Second By: Robert Pasquantonio

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert

President: "Motion Passed"

- b. Consider adopting Resolution No. 2019-42: Authorizing an application for a grant to assist with the repairs to the roof of the Civic Center. [ACTION ITEM]

Mr. President, I move to adopt Resolution No. 2019-42, which authorizes the Borough to apply for a Keystone Communities Grant to assist with repairs to the roof of the Brentwood Civic Center.

Motion By: Pat Carnevale

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert

President: "Motion Passed"

- b. Consider request from the Baldwin/Whitehall Youth Football to utilize the Brentwood Borough Stadium for youth football games. [DISCUSSION ITEM]

Rec Director Attanucci explained that this organization is seeking to rent Brentwood Stadium for five nights due field repairs at Baldwin High School. The group filed an application for a permit, but, after being informed of the cost, declined to proceed. Stated that the facility rental policy is applied fairly and evenly to all applicants and that this rental would constitute a special event under the fee schedule.

Mr. Frombach indicated that the Baldwin Stadium project could be completed as early as the end of August. The group is presently practicing at Painter Elementary School, but this site is not sufficient for their Sunday games.

Mr. Doyle expressed concern that the Borough would set a precedent if the fees are waived. Mr Schubert asserted that the group is facing a true hardship because their field is not accessible. Mr. Attanucci reminded Council that, if special event fees are not assessed, the group would still be required to pay the hourly rental fee.

14. Public Safety Committee – Mr. AJ Doyle

- a. Consider renewing the Annual Service Agreement with SBM Electronics [ACTION ITEM]

Mr. President, I move to approve the renewal of the Annual Service Agreement with SBM Electronics for the maintenance of Police Radios in the amount of \$1,665.34, which is to be paid from General Fund Line Item 01-410-450 Police Contracted Services.

Motion By: AJ Doyle

Second By: Robert Pasquantonio

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert

President: "Motion Passed"

- b. FYI - Update on Police Department Promotional process

Mr. President, on June 26, 2019, the Brentwood Borough Police Department held a promotional examination for the position of Sergeant. Of the 11 officers eligible for this position, 7 decided to take the exam. Six of these officers successfully passed the written test. Results of the examination were provided to the Civil Service Commission. The next step in the promotional process is to conduct oral interviews of these officers. There is an Action Item for the Borough to retain the services of Police Consulting Services to coordinate and conduct the promotional oral boards.

- c. FYI – Update on 2019 Certified List of Three (3) Police Officer Candidates

Mr. President, police officer testing was conducted on June 25, 2019. Thirteen of the original 18 applicants attended. One candidate did not pass the physical agility test. As

such, 12 officers took part in the written examination. The minimum score for this exam was 70 points, and all candidates successfully passed with scores ranging from 75.48 to 89.68. Results of the examination were provided to the Brentwood Civil Service Commission and should be kept confidential. The Civil Service Commission has 30 days to notify these candidates of their test scores. The Borough Manager will be sending out said letters of notification on its behalf. The next step in this process is to conduct oral interviews. In the past, the Commission would rely on the Police Chief to coordinate a panel of three local peer Police Chiefs to conduct this examination. However, staff recommends that the selection of chiefs and the completion of interviews be the responsibility of a neutral third party firm. This would eliminate the involvement of any member of the Brentwood Police Department in the hiring process.

- d. Consider Resolution No. 2019-44: Agreement with Police Consulting Services to conduct the promotional oral boards, patrolman oral boards, and background checks [ACTION ITEM]

Manager Zboyovsky informed Council that he has not yet received confirmation from the Teamsters union that it will consent to the use of a third party for background checks. Recommended that the motion be deferred until next week's meeting.

15. Community Affairs Committee - Dr. Robert Pasquantonio

- a. Taking It to the Streets- July 27th

Mr. President, due to the great success of the Borough's June street fair, we are once again inviting residents to "Take it to the Streets" on July 27th. In addition to tasty food trucks and cold pints from Spoonwood Brewing, the event will also feature the music of Mark DeLuca.

- b. FYI - Community Day a Great Success

Mr. President, in spite the nearly 90 degree temperatures, a steady flow of people attended the Borough's June 29th Community Day. Mark your calendar for the 5th annual rendition of this event, which will take place on June 27, 2020. It is sure to be even bigger and better than in previous years!

- c. FYI - BBW Chamber Food Truck Festival scheduled for August 29th

FYI, The Brentwood-Baldwin-Whitehall Chamber of Commerce will host its annual Food Truck Festival this Thursday, August 29th from 5PM to 7PM at Baldwin High School.

- d. FYI - Use of Hollow Walking Trail Suspended until further notice.

Mr. President, during recent severe rain events, the walking trail in the Hollow was again damaged. Until the Borough can prepare a design to prevent the trail from being consistently flooded, the trail will be closed. DPW will install a "no trespassing" sign to deter usage at the site. We hope to be able to obtain the funding necessary to

see this project advance but, until such time, the Borough should not use resources to repeatedly make repairs.

16. Special Committees

Councilman Doyle commented on the success of the July 4th parade and indicated that the inclusion of a WWII era tank was a fan favorite. Thanked Manager Zboyovsky and DPW Director Alexandrov for working to move the generator to the park so that it could be utilized by a performing band.

17. Old Business

- a. 2020 - 2024 Strategic Plan Update

Mr. President, the Borough is making great progress on preparing for the development of its Five-Year Strategic Plan. Our summer intern, Tara Jerry, has performed extensive research, and a new and improved citizen survey is being prepared for distribution to our residents next month.

18. New Business

Mr. Carnevale asserted that all Council mail should be placed in the drawers of the dais.

19. Public Comment

Eugene Werner, 4328 Brownsville Road, commented on a number of items. Inquired as to the source of the Park Fund revenues, and Manager Zboyovsky replied that the majority of the proceeds are from the stadium lease with the School District. Asserted that the Borough permitted emergency vehicles to park in the middle of the stadium on Community Day but did not allow any vehicles onto the field during high school graduation. Mr. Attanucci replied that these vehicles were never in the middle of the field but were parked off to the side in case their response was needed; asserted that it is good practice to limit the number of vehicles that cross the athletic track. Asked if other entities beside Spoonwood Brewery will appear at future street fairs, and Mr. Attanucci requested assistance from any resident with contacts at local breweries and wineries. Questioned if it is legally possible to amend a conditional use permit, and Solicitor Robb replied that doing so would require a new application and public hearing.

Richard Ritter, landlord of 3045 Brentwood Avenue, alleged that he is being unfairly targeted due to the receipt of a code violation notice for unlawful storage of a boat on his property.

19. Adjournment

Motion By: Pat Carnevale

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert

President: "Motion Passed"

Respectfully submitted,

Eric Peccon
Assistant Manager