

**BOROUGH OF BRENTWOOD
AGENDA
September 17, 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

1. Call to Order.

Called to order at 7:31PM.

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	X		Manager Zboyovsky	X	

4. Presentation

a. Introduction from Rental Board candidate

The Borough has received a letter of interest from a Ms. Sharon Sedlar regarding an open seat on the Rental Property Board of Appeal. I would ask the Ms. Sedlar to come to the podium to introduce herself to Council at this time since this position is on the agenda this evening for Council action.

b. 2018 Audit Presentation

Steve Neidenberger of Hosack, Specht, Muetzel & Wood LLP will present the 2018 Brentwood Borough Audit Report.

Mr. Neidenberger stated that his firm provided an unqualified opinion, which represents the highest possible rating. Briefly reviewed statistics regarding the Borough's major funds and indicated that revenues were significantly higher than budgeted while expenditures were significantly lower than budgeted.

Mr. Carnevale questioned if the Borough has significant assets in its Sewer Fund to address

repairs under the consent decree with the US EPA & PA DEP. Mr. Neiderberger replied that, although his firm cannot estimate future infrastructural costs for the municipality, it can confirm that Brentwood's financial position is substantially better most other ALCOSAN communities.

Mr. Frombach asked if an improved collection rate was the reason for the increase in earned income tax receipts. Mr. Neiderberger responded that the collection rate was essentially unchanged and that the alteration instead reflects higher average resident incomes.

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

None.

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 August 31, 2019 as presented.

Motion By: John Frombach

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Smith

President: "Motion Passed"

8. President's Report – Mr. Harold Smith

None.

9. Mayor's Report

None.

10. Administrative and Finance Committee – Mr. John Frombach

- a. Consider approving the minutes from the August 2019 Council Meetings [ACTION ITEM].

Mr. President, I move to approve the minutes from the August 19, August 26, and August 27, 2019 Council Meetings.

Motion By: John Frombach

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Smith

President: "Motion Passed"

- b. Consider Accepting the Treasurer's Report for the Period Ending August 31, 2019 [ACTION ITEM]

Mr. President, I move to accept the Treasurer's Report for the Period Ending August 31, 2019.

Motion By: John Frombach

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Smith

President: "Motion Passed"

- c. Consider ratifying the payment of bills from August 1 through August 31, 2019. [ACTION ITEM]

Mr. President, I move to ratify the payment of bills from August 1 through August 31, 2019 for the following:

- ***General Fund in the amount of \$1,397,529.59***
- ***Ending fund balance \$3,015,854.15***

- ***Sanitary Sewer Fund in the amount of \$11,113.46***
- ***Ending fund balance \$2,286,641.38***

- ***Park Fund in the amount of \$0.00***
- ***Ending fund balance \$129,636.24***

- ***Capital Improvement Fund in the amount of \$604,663.69***
- ***Ending fund balance \$694,398.47***

- ***Borough Building Fund in the amount of \$6,860.70***
- ***Ending fund balance \$243,819.40***

- ***Liquid Fuels Fund in the amount of \$10,072.85***
- ***Ending fund balance \$330,377.73***

- ***Non-Uniform Pension Fund in the amount of \$3,102.88***
- ***Ending fund balance \$2,120,162.55***

- ***Police Pension Fund in the amount of \$24,282.11***
- ***Ending fund balance \$6,243,455.07***

Motion By: John Frombach

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Smith

President: "Motion Passed"

- d. Consider authorizing the Borough Manager and Finance Director to prepare an RFP for General Fund Bank Services [ACTION ITEM]

Mr. President, I move to authorize the Borough Manager and Finance Director to prepare an RFP for General Fund Bank Services

Motion By: John Frombach

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Smith

President: "Motion Passed"

- e. FYI - Administrative & Finance Committee Meeting

Mr. President, the next Administration & Finance Committee meeting is scheduled for Monday, October 9th, 2019 at 6:00 PM to review the first draft of the 2020 Borough General Fund Budget and Capital Improvement Fund Budget.

- f. Consider Resolution No. 2019-51; Entering into an Agreement with PFM Financial Advisors to perform a Phase 1 Analysis & Valuation of the Borough's Sanitary Sewer System at a cost of \$7,500 to paid from Sewer Fund Line Item 08-429-450 Contracted Services [DISCUSSION ITEM]

Mr. President, Ben Kapenstein, Senior Analyst with PFM Financial Advisors, will give an overview of the process for the Borough to explore the selling of its Sanitary Sewer System.

Mr. Kapenstein reviewed his organization's process for conducting a valuation. Indicated that, in addition to crafting an estimated purchase price, will also review the potential impact of a sale on rates, budgetary factors, employees, and other items.

- g. Consider Ordinance No.2019-1282 Debt Ordinance Under the Local Government Unit Debt Act associated with the Refinancing of the Borough's 2012 and 2015 General Obligation Bonds [DISCUSSION ITEM]

At its August meeting, Council authorized the Borough Manager to work with PFM Financial Advisors, Inc. as Financial Advisor, Dinsmore & Shohl LLP as Bond Counsel, RBC Capital Markets as Underwriter, and the Borough Solicitor to refinance outstanding Series 2012 and 2015 General Obligation Bonds.

The first step in the process is to adopt a Debt Ordinance as required by the Local Government Unit Debt Act. This action will not commit the Borough to go through with

the refinancing. This ordinance has been advertised and will be considered for adoption during next week's meeting.

11. Public Works Committee – Ms. Jennifer George

- a. FYI - Brentwood Borough Leaf Collections to begin.
Mr. President, as a reminder, the Borough will again be offering curbside leaf collections from October 21st through November 15th. Residents are to simply bag their leaves in a brown paper or similar yard waste bag and put it out at the curb on their respective garbage day.
- b. FYI - Annual Engineers Presentation - Monday, October 28th at 5:30 PM
Mr. President, as a reminder, Borough Staff and Gateway Engineers will present Council with its 2019 Year in Review of Engineering Projects and will go over the 2020 Anticipated Borough Projects. The presentation will occur at 5:30PM prior to the October 28th Council Meeting.

12. Zoning and Ordinance Committee – Mr. Rich Schubert

- a. Consider Resolution No. 2019-49: Appointing Sharon Sedlar to Rental Property Board of Appeal [ACTION ITEM].
Mr. President, I move to adopt Resolution No. 2019-49, which appoints Sharon Sedlar to a term on the Rental Property Board of Appeal ending December 31, 2023.

Motion By: AJ Doyle

Second By: John Frombach

Ayes: Carnevale, Doyle, Frombach, Smith

President: "Motion Passed"

- b. Consider advertising Ordinance No. 2019-1283: Amendments to Telecommunications & Short-Term Rental Sections of the Brentwood Zoning Ordinance [DISCUSSION ITEM]

Mr. Doyle commented on the ambiguity of the current telecommunication ordinance regarding the micro-wireless infrastructure. Asserted the importance of implementing this change before new fixtures can be installed. Solicitor Robb stated that an attorney from his firm will review the entirety of the telecommunications ordinance to ensure compliance with a recent state supreme court decision regarding certain towers that service multiple carriers.

- c. FYI - Public Hearing scheduled for September 23rd at 7PM
FYI- Mr. President, a public hearing will be held on September 23rd at 7PM prior to

next week's Council meeting. Council will hear testimony pertaining to Mr. Robert Cranmer's request for a conditional use permit to operate a bed & breakfast inn from his home at 3406 Brownsville Road.

13. Parks and Recreation Committee – Mr. Pat Carnevale

- a. Consider Resolution No. 2019-50: Naming Brentwood Borough Park Pavilion for the Brentwood Park Initiative and authorizing the Borough to purchase a plaque in the not-to-exceed amount of \$2,500.00 to be paid from General Fund Line Item 01-454-700 [ACTION ITEM]

Mr. President, I move to adopt Resolution No. 2019-50, which authorizes the naming of the Brentwood Borough Pavilion for the Brentwood Park Initiative and further authorizes the Borough to purchase a plaque in the not-to-exceed amount of \$2,500, which is to be paid from General Fund Line Item 01-454.700.

Council thanked the BPI for its contributions and lamented the pending demise of this organization.

Motion By: Pat Carnevale

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Smith

President: "Motion Passed"

- b. FYI - Pumpkin Patch scheduled for October 13th

FYI - Mr. President, the Borough will hold its fourth annual Pumpkin Patch in the Park on Sunday, October 13th from 12PM to 2PM. Children are invited to pick their perfect pumpkin and to decorate using an array of supplies. Other activities will include a balloonist, a face painter, coloring pages, and ghostly pop making station. Complimentary treat bags will be provided for children ages 12 and under while supplies last. Bartsch Gardens will have corn stalks, decorative corn, hay bales, plants and fall decorations for sale. Refreshments will be available.

- c. Consider Work Authorization by The Gateway Engineers to provide Construction Administration services associated with the Brentwood Swimming Pool and Bath House Renovation Project in the not-to-exceed amount of \$_____ to be paid from Capital Improvement Fund Line Item 18-452-313 Engineering Services - Pool [DISCUSSION ITEM]

Mr. President, this item is associated with the recently awarded Brentwood Pool and Bath House Renovation project. Mr. Dennis Flynn from Gateway Engineers is present to review the Scope of the Construction Administration contract for this project.

Mr. Flynn reviewed specific components of his firm's construction administration services.

Mr. Carnevale questioned day-to-day supervision of the project given that Gateway is only anticipating to be on site once per week. Manager Zboyovsky replied that construction manager Massaro will be at the property twice weekly, and DPW Director Alexandrov will perform the majority of routine inspections.

Mr. Carnevale additionally expressed concern that, if construction is not completed until October 2020, there is the potential that some defects could not be discovered into operations commence in May 2021. Mr. Flynn replied that the Borough would be protected by a maintenance bond.

14. Public Safety Committee – Mr. AJ Doyle

- a. Consider Resolution No. 2019-52: Promoting Officer _____ to the Rank of Sergeant for the Probationary Period of 12-months [ACTION ITEM]

Mr. President, I move to adopt Resolution No. 2019-52, which promotes Officer William Meisel to the Rank of Sergeant for the Probationary Period of 12-months.

Mr. Carnevale contended that the most senior officer should automatically be promoted. Asserted that such language is contained within the CBA and that this document supersedes the civil service regulations. Solicitor Robb stated that he has already provided an opinion on this matter and that Council may take action immediately.

Motion By: AJ Doyle

Second By: John Frombach

Ayes: Carnevale, Doyle, Frombach, Smith

President: "Motion Passed"

- b. Consider Resolution No. 2019-53: Promoting Officer _____ to the Rank of Sergeant for the Probationary Period of 12-months [ACTION ITEM]

Mr. President, I move to adopt Resolution No. 2019-53, which promotes Officer John Skrip to the Rank of Sergeant for the Probationary Period of 12-months.

Mr. Carnevale asserted that Officer Skrip should not be promoted, as he is not the second most senior officer who applied for the position. Manager Zboyovsky replied that the Civil Service Regulations allow Council to select from among the officers who attain the three highest test scores. For the first promotion, Officers Skrip, Scott, and Meisel were eligible. Once a candidate is selected, the officer who finishes in fourth place becomes eligible if there is a second round of promotions. Following Council's selection of Officer Meisel, the choice of a second sergeant would be among Officers Skrip, Scott, and Heynes.

Motion By: AJ Doyle

Second By: John Frombach

Ayes: Doyle, Frombach, Smith

Nays: Carnevale

President: "Motion Passed"

- c. Consider authorizing the purchase of nine Police Department work stations from Line Item 18-407-454 [ACTION ITEM]

Mr. President, I move to authorize the purchasing of nine new computers for the Police Department in the not-to-exceed amount of \$10,000, which is to be paid from Capital Improvement Fund Line Item 18-407-454 General Hardware. Note that the existing computers use Windows 7 or 8, which will no longer be supported by Microsoft after January 2020.

Mr. Carnevale questioned the source of these funds. Manager Zboyovsky replied that, because Council has decided not to further pursue a contract with Lexipol for police procedural software, these funds are free to address a pressing hardware need.

Mr. Carnevale additionally asked why comprehensive computer upgrades would not be included as part of the furnishing of the new municipal building. Mr. Doyle replied that, because the operating system will not be supported beginning in January 2020, the Borough will be vulnerable to hackers if it does not make a change.

Motion By: AJ Doyle

Second By: John Frombach

Ayes: Carnevale, Doyle, Frombach, Smith

President: "Motion Passed"

- d. FYI: Pam Williams successfully completed probationary period
FYI- Police Clerical employee Pam Williams successfully completed her probationary period on September 11, 2019 and has been retained as a permanent, full-time employee.

- e. Consider Work Authorization by The Gateway Engineers to complete an evaluation of the Crosswalks located along Brownsville Road in the not-to-exceed amount of \$5,135 to be paid from Capital Improvement Fund Line Item 18-433-313: Traffic Control Devices- Engineering Services [DISCUSSION ITEM]

Mr. President, concerns regarding Brownsville Road safety for school students were raised at the joint meeting with the School Board. After a preliminary survey of some of the crosswalks, there are enough questions to warrant a more detailed analysis to ensure that the crosswalks are compliant with PennDOT standards. Council will need to discuss whether or not the Borough should proceed with conducting an engineering study on its crosswalks.

Manager Zboyovsky clarified that this study will help to determine whether pedestrian volumes justify these crosswalks and, if they are maintained, whether or not upgrades are necessary to provide adequate warning to drivers.

Mr. Carnevale stated that the Borough should also review volumes at all manned crosswalks

and asserted that certain guards could be relocated from underutilized side streets to these Brownsville Road locations. Manager Zboyovsky stated that he will ask for a quote to expand the scope of this evaluation.

- f. Considering Police Retiree increase to Pension [DISCUSSION ITEM]

Mr. President, this topic will need to be discussed so that an option can be potentially be considered as an action item at next week's meeting.

Manager Zboyovsky reviewed the actuarial study of various cost-of-living adjustment options and the potential impact on the annual pension obligation. Mr. Canrevale advocated for a tiered plan that would provide the largest increases to the retirees with the smallest monthly payments. Manager Zboyovsky replied that the pension solicitor expressed concern that such an arrangement could be challenged since a single person would disproportionately benefit.

Mayor Troy stated that the Borough's pension fund is nearly fully funded and that it is thus appropriate for retirees to receive an increase in appreciation of their service.

15. **Community Affairs Committee - Dr. Robert Pasquantonio**

Mr. Doyle reported that a Halloween event with Wigle Whiskey is tentatively scheduled for October 19th. Robert Cranmer will be discussing his 'Demon of Brownsville Road' book.

- a. FYI - "Taking It to the Streets" Fair - September 28th

Brentwood residents can welcome the upcoming fall season by "Taking It to the Streets" on Saturday September 28th from 6:00 PM - 10:00 PM. The event will once again feature food trucks, games, live entertainment, and local brews. A distillery will also be on hand to provide tastings, and, for \$5, guests can sample local secret family recipes at the Brentwood-Baldwin-Whitehall Chamber of Commerce Chili Cookoff. The event takes place in the 4000 block of Brownsville Road, opposite Brentwood Towne Square.

Mr. Carnevale stated that Council should be formally authorizing the sale of alcoholic beverages at public events via resolution. Manager Zboyovsky replied that this item will be addressed at next week's meeting.

- b. FYI - Pitt Makes a Difference Day - Saturday, October 19th

Brentwood Borough will again partner with the University of Pittsburgh on Saturday October 19th from 10:00 AM to 2:00 PM for the annual Pitt Makes a Difference Day. A group of 40 students will assist with removing 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.

16. Special Committees

Mr. Frombach reported that the PA Resources Council has been hosting Saturday glass recycling events in Bethel Park; asked the Borough to consider partnering with an organization to schedule a similar date.

17. Old Business

None.

18. New Business

None.

19. Public Comment

Eugene Werner, 4328 Brownsville Road, questioned if individual names will be included on the BPI plaque. Mr. Doyle replied that, because a large number of persons have contributed to this group, the BPI has previously discussed only listing its name and mission statement.

20. Adjournment

Adjourned at 9:37PM.

Motion By: AJ Doyle

Second By: John Frombach

Ayes: Carnevale, Doyle, Frombach, Smith

President: "Motion Passed"

Respectfully submitted,

Eric Pecon
Assistant Manager