

**BOROUGH OF BRENTWOOD  
AGENDA  
September 23, 2019 - REGULAR 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.**

**No Executive Session**

**1. Call to Order.**

Called to order at 7:34PM.

**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       |        | Dr. Pasquantonio  | X       |        |
| Mr. Smith     | X       |        | Mayor Troy        | X       |        |
| Solicitor     | X       |        | Manager Zboyovsky | X       |        |

**4. Presentation**

a. Introductions from Zoning Hearing Board Candidates

*The Borough accepted applications for an open seat on the Zoning Hearing Board through September 20th. One application was received. I would ask David Tinker to come to the podium to introduce himself to Council.*

b. Swearing in of Police Sergeants

*Mayor Troy will be swearing in the officers who were newly promoted to the rank of Sergeant:*

*1. Sergeant William Meisel*

*2. Sergeant John Skrip*

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

Eugene Werner, 4328 Brownsville Road, commented on the proposed conditional use permit for the bed & breakfast inn. Asked if each employee needs to be licensed to prepare food. Mr. Frombach

replied that only the facility itself is inspected by the Health Department. Additionally commented on the proposal to increase police pension contributions. Questioned if the fund can afford an increase. Mr. Carnevale responded affirmatively and stated that the pension is currently nearly fully funded.

**6. Communications.**

None.

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

Mr. Smith commended Emergency Management Coordinator Balkovec for his assistance with coordinating the response to last week's major water main break.

**8. Mayor's Report – Mr. Dennis Troy**

No report.

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

- a. 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 [ACTION ITEM]

*Mr. President, I move to approve Resolution No. 2019-51, which authorizes the Borough to enter into an agreement with PFM Financial Advisors to perform an analysis & valuation of the Sanitary Sewer System at a cost of \$7500, which is to be paid from Sewer Fund Line Item 08-429.450 Contracted Services.*

Mr. Carnevale questioned the study schedule, and Manager Zboyovsky responded that the consultant estimates a 2-3 month time period.

Motion By: John Frombach

Second By: Pat Carnevale

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

President: "Motion Passed"

- b. 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 [ACTION ITEM]

*Mr. President, I move to adopt Ordinance No. 2019-1282, which authorizes the Borough to incur debt in the not-to-exceed amount of \$9,000,000 in accordance with the Local Government Unit Debt Act for the purpose of refinancing its 2012 and 2015 General Obligation Bonds. As previously discussed, the Borough will only move forward with the refinancing if the net savings is AT LEAST \$85,000.*

Motion By: John Frombach

Second By: AJ Doyle

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

President: "Motion Passed"

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

No report.

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

- a. Consider adopting Resolution No. 2019-56: Conditional Use Permit for Bed & Breakfast [ACTION ITEM]

*Mr. President, upon the recommendation of the Planning Commission, I move to adopt Resolution No. 2019-56, which grants a conditional use permit to Mr. Robert Cranmer to operate a bed & breakfast inn at 3406 Brownsville Road.*

Mr. Carnevale asserted that the Borough should require Mr. Cranmer to staff the bed & breakfast on a 24/7 basis. Solicitor Conlon replied that the Zoning Code does not include such a provision and that, in order to apply this condition, Council would need to amend the resolution.

Motion By: Rich Schubert

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, George, Pasquantonio, Schubert, 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. President, this item is associated with making revisions to two sections of the zoning ordinance. This ordinance pertain to revisions to the telecommunications and the short term rental sections. The Borough has received additional information this afternoon from Comcast pertaining to the proposed telecommunication changes, and it is prudent for the body to review this response before making a final decision. Additionally, please review the proposed language and definitions associate with short term rentals, as the board will need to determine which zoning districts in which to permit this use.*

Mr. Schubert stated that the Z&O Committee will convene next month to determine whether or

not a recently received response from Comcast alters its consensus.

c. FYI- Zoning Hearing Board Meeting

***FYI- Mr. President, the Zoning Hearing Board will meet on September 25th to review a request for a variance to construct an addition to a single-family home closer to the side & rear property lines than is permitted by the Zoning Ordinance.***

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

- a. 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 \$50,000 to be paid from Capital Improvement Fund Line Item 18-452-313 Engineering Services - Pool [ACTION ITEM]

***Mr. President, I move to approve the Work Authorization from 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 \$50,000, which is to be paid from Capital Improvement Fund Line Item 18-452-313 Engineering Services - Pool***

Mr. Schubert questioned the scope of this work authorization relative to the provision of previous engineering services. Manager Zboyovsky replied that Council previously approved work related to the design phase of the project, but this motion pertains to construction phase services such as coordinating progress meetings, performing weekly inspections, and reviewing material specifications. Mr. Schubert additionally asked if such expenditures were anticipated, and Manager Zboyovsky responded affirmatively.

Motion By: Pat Carnevale

Second By: AJ Doyle

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

President: "Motion Passed"

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

- a. 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 \$6,162.00 to be paid from Capital Improvement Fund Line Item 18-433-313: Traffic Control Devices- Engineering Services [ACTION ITEM]

***Mr. President, I move to approve the Work Authorization from The Gateway Engineers to complete an evaluation of six Crosswalks located along Brownsville Road and Marylea Avenue in the not-to-exceed amount of \$6,162.00, which is to be paid from Capital Improvement Fund Line Item 18-433-313: Traffic Control Devices- Engineering Services***

Mr. Carnevale questioned if this study will determine the best locations in which to place crossing guards, and Manager Zboyovsky responded that this review will only look at safety concerns at specific intersections. Mr. Schubert asked how the selected intersections were determined, and Manager Zboyovsky replied that such intersections are not controlled by a traffic light or stop sign. Mr. Frombach asked, should such crosswalks not meet PennDOT standards, if the police department could cite a driver for striking a pedestrian. Manager Zboyovsky responded that the police would still have discretion to enforce traffic laws, but the Borough could incur some liability if it does not take action, as potential hazardous conditions at these intersections have already been formally reported.

Motion By: AJ Doyle

Second By: John Frombach

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

President: "Motion Passed"

- b. Considering Police Retiree increase to Pension [ACTION ITEM]

***Mr. President, I move to authorize the Borough Manager to work with the Borough's Pension Plan Solicitor to prepare the Ordinance required to amend the Police Pension Plan to include language stating that, effective January 1, 2020, eligible retired police officers who reached normal retirement prior to 2010 shall receive an annual additional pension payment of \$1,200, which is to be paid in monthly \$100 payments .***

Mr. Carnevale asserted that this motion does not provide enough assistance to the oldest retirees, as their pension payment is significantly less than those individuals who retired more recently. Manager Zboyovsky replied that the actuarial study was only limited to increases of between \$50 and \$100 per month and that, should Council entertain a further increase, a second study would be required. Mr. Schubert questioned the source of funding for this alteration, and Manager Zboyovsky replied that the Borough would be responsible for payment through a higher annual municipal minimum obligation.

Motion By: AJ Doyle

Second By: Jennifer George

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

President: "Motion Passed"

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

- a. Consider Resolution No. 2019-54: Alcohol Permits for "Taking It to the Streets"

Fairs & "Spirits of Pittsburgh" Halloween Event [ACTION ITEM]

*Mr. President, I move to adopt Resolution No. 2019-54, which authorizes the issuance of alcohol permits for the Borough-sponsored "Taking It to the Streets" fair and "Evening with the Spirits of Pittsburgh" events.*

Motion By: Robert Pasquantonio

Second By: AJ Doyle

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

President: "Motion Passed"

- b. Consider advertising for Shade Tree Commission Member [ACTION ITEM]

*Mr. President, I move to advertise for applications for an open seat on the Shade Tree Committee.*

Motion By: Robert Pasquantonio

Second By: AJ Doyle

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

President: "Motion Passed"

- c. FYI - BBOA Oktoberfest is scheduled for October 3 from 5PM to 8 PM

*Mr. President, the Brentwood Business Owners Association will once again be bringing a little slice of Bavaria to our community. The organization will be hosting its annual Oktoberfest on Thursday, October 3rd from 5PM to 8PM in the Brownsville Road business district near Sankey Avenue.*

## 15. Special Committees

None.

## 16. Old Business

None.

## 17. New Business

None.

## **18. Public Comment**

Herb Sill, 240 Bauman Avenue, questioned if utility companies are required to notify the Borough before opening a street. Manager Zboyovsky replied that these entities are generally diligent about following the process to apply for permits, but they do not always provide staff with information as to when they are preparing to start the scheduled work. Also asked if stormwater infrastructure will be installed on Bauman Avenue when it is resurfaced, and Manager Zboyovsky responded affirmatively.

George Madeja, 111 Bauman Avenue, questioned a cone that has been placed over his curb box. Manager Zboyovsky asked him to contact the Borough so it can be determined whether or not a street opening permit has been filed.

## **19. Adjournment**

Adjourned at 8:39PM.

Motion By: Rich Schubert

Second By: AJ Doyle

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

President: "Motion Passed"

Respectfully submitted,

Eric Pecon  
Assistant Manager