

**BOROUGH OF BRENTWOOD
AGENDA
October 21, 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: 7:00PM

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	X		Asst. Manager Pecon	X	

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

Eugene Werner, 4328 Brownsville Road, inquired on Item 9E. Asked if the new agreement would involve a change in meter manufacturers. Asst. Manager Pecon responded affirmatively and stated that the new vendor is a reseller of FP products.

5. Communications.

None.

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, 2019 as presented.

Motion By: Rich Schubert

Second By: John Frombach

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

President: "Motion Passed"

7. President's Report – Mr. Harold Smith

a. FYI - Annual Engineering Presentation

Mr. President, Borough Staff and The Gateway Engineers will conduct a presentation at 5:30PM prior to next week's Council Meeting. This presentation will feature a review of 2019 capital projects and a summary of anticipated 2020 projects.

b. FYI - Receipt of Keystone Grant for Library Roof Replacement

The Borough has received more great news regarding a grant application. Brentwood was notified by the Pennsylvania Department of Education that its proposal submitted through the Keystone Libraries Program was approved for funding. This \$61,750 grant will cover one-half of the cost of replacing the deteriorating asphalt shingles on the Brentwood Library with a more efficient, longer lasting metal roofing system. This project is scheduled for 2020.

8. Mayor's Report

No report.

9. Administrative and Finance Committee – Mr. John Frombach

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

Mr. President, I move to approve the minutes from the September 17 & September 23, 2019 Council Meetings.

Motion By: John Frombach

Second By: AJ Doyle

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

President: "Motion Passed"

b. Consider Accepting the Treasurer's Report for the Period Ending September 30, 2019 [ACTION ITEM]

Mr. President, I move to accept the Treasurer's Report for the period ending September 30, 2019.

Motion By: John Frombach

Second By: Pat Carnevale

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

President: "Motion Passed"

- c. Consider ratifying the payment of bills from September 1 through September 30, 2019.
[ACTION ITEM]

Mr. President, I move to ratify the payment of bills from September 1 through September 30, 2019 for the following:

- ***General Fund in the amount of \$887,086.35***
- ***Ending fund balance \$3,145,295.99***

- ***Sanitary Sewer Fund in the amount of \$505,407.78***
- ***Ending fund balance \$2,576,822.08***

- ***Park Fund in the amount of \$0.00***
- ***Ending fund balance \$129,689.51***

- ***Capital Improvement Fund in the amount of \$12,425.90***
- ***Ending fund balance \$339,120.87***

- ***Borough Building Fund in the amount of \$43,917.15***
- ***Ending fund balance \$361,901.38***

- ***Liquid Fuels Fund in the amount of \$61,813.44***
- ***Ending fund balance \$320,460.11***

- ***Non-Uniform Pension Fund in the amount of \$ 2,161.87***
- ***Ending fund balance \$2,142,334.34***

- ***Police Pension Fund in the amount of \$23,340.27***
- ***Ending fund balance \$6,303,445.03***

Motion By: John Frombach

Second By: Rich Schubert

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

President: "Motion Passed"

- d. Consider Resolution No. 2019-57: Agreement with PA Resources Council for Community Glass Collection Day [ACTION ITEM]

Mr. President, I move to adopt Resolution No. 2019-57, which authorizes the Borough to enter into an agreement with the Pennsylvania Resources Council to hold a Community

Glass Collection Day during the spring of 2020.

Mr. Carnevale asked for clarification on the scope of the program. Mr. Frombach replied that this event would be similar to the paper shredding day that has historically been hosted by the BBOA; residents would have an opportunity to recycle glass for free on a specified date without hauling materials to a remote site. Mr. Schubert questioned expending any funds to recycle glass if it is not mandatory. Mr. Carnevale replied that SHACOG is pushing its members to develop a multi-municipal glass recycling service, and that, if such service is initiated, it will be significantly more expensive than a one-time event.

Motion By: John Frombach

Second By:

Ayes: Carnevale, Doyle, Frombach, Pasquantonio

Nays: Schubert, Smith

President: "Motion Passed"

- e. Consider Resolution No. 2019-60: Agreement with the Wilson Group for Postage Machine [ACTION ITEM]

Mr. President, I move to adopt Resolution No. 2019-60, which authorizes an agreement with the Wilson Group for the lease of a postage meter at a rate of \$31 per month. This fee represents a 50% decrease from that assessed by the incumbent provider.

Motion By: John Frombach

Second By: Rich Schubert

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

President: "Motion Passed"

- f. Consider Resolution No. 2019-55: Amendment to Personnel Manual for Updated Bereavement Leave Policy [ACTION ITEM]

Mr. President, I move to adopt Resolution No. 2019-55, which amends Section 14.5 of the Brentwood Borough Personnel Manual to update the procedure for requesting bereavement days.

Mr. Carnevale asserted that this policy will increase bereavement benefits for non-union employees. Asst. Manager Pecon replied that the existing benefits have not been changed; this purpose of this policy is to institute a formal procedure for requesting bereavement leave and to additionally ensure that proper records are transmitted to Finance/HR Director Toth.

Motion By: John Frombach

Second By: AJ Doyle

Ayes: Doyle, Frombach, Pasquantonio, Schubert, Smith

Nays: Carnevale

President: "Motion Passed"

- g. FYI - Administration & Finance Committee Meeting
Mr. President, the Administration & Finance Committee will be meeting on November 4, 2019 at 6:00 PM to discuss the 2020 Budgeted Revenues & Expenditures for the Sanitary Sewer, Highway Aid, Park, and Borough Building Funds.
- h. FYI- 2020 Budget Workshop No. 2 Rescheduled for TUESDAY, November 12th
FYI- Mr. President, because the second Monday in November will fall on Veterans Day, which is an official Borough holiday, the Second Budget Workshop will need to be rescheduled to Tuesday, November 12th at 6PM. This meeting will also include a discussion on the Sanitary Sewer, Highway Aid, Park, and Borough Building Funds.

10. Public Works Committee – Ms. Jennifer George

- a. Consider accepting the bid of \$82.24 per ton for rock salt from Cargill, Inc. [ACTION ITEM]
Mr. President, I move to accept the bid of \$82.24 per ton for the purchase and bulk delivery of rock salt from Cargill, Inc. as submitted to the SHACOG Purchasing Alliance.

Mr. Schubert questioned the significant cost increase. Mr. Carnevale replied that SHACOG has indicated that there is a nationwide shortage of this material.

Motion By: AJ Doyle

Second By: Rich Schubert

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

President: "Motion Passed"

- b. 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.

11. Zoning and Ordinance Committee – Mr. Rich Schubert

Mr. Schubert reported that the Zoning & Ordinance Committee will not discuss the proposed short term rental ordinance at its forthcoming meeting. Asked for the entirety of Council to discuss the committee's recommendations during next week's meeting.

- a. Consider Resolution No. 2019-58: CD 46 Grant Application for Marylea ADA Project [ACTION ITEM]

Mr. President, I move to adopt Resolution No. 2019-58, which authorizes the submission of a grant request in the amount of \$36,450 through the CDBG program to assist with the replacement of curb ramps on Marylea Avenue.

Mr. Carnevale questioned if funding will be utilized to address sidewalk gaps. Asst. Manager Peccon replied that two of the proposed curb ramps would be placed in locations in which there is not presently a sidewalk and that the Borough is hoping to utilize a complementary grant award to complete the walkway on this street.

Motion By: Rich Schubert

Second By: AJ Doyle

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

President: "Motion Passed"

- b. Consider Resolution No. 2019-62: Multimodal Transportation Fund Grant Application for Marylea Ave Sidewalks

Mr. President, the Borough will once again be submitting an application for grant through the PennDOT Multimodal Transportation Fund. Once final construction costs for the proposed Marylea Avenue sidewalk reconstruction project are established, a resolution will be presented for approval at next week's meeting.

- c. FYI- Zoning & Ordinance Committee will meet with Attorney Dan Cohen Regarding the Telecommunications Ordinance

Mr. President, the Zoning & Ordinance will schedule a meeting with Attorney Dan Cohen to review the proposed amendments to the telecommunications ordinance. Mr. Cohen is an expert in telecommunications law and is presently negotiating the cable franchising fee agreement on behalf of SHACOG.

12. Parks and Recreation Committee – Mr. Pat Carnevale

- a. Consider Resolution No. 2019-59: Donation of Landscaping Services from Brentwood Park Initiative [ACTION ITEM]

Mr. President, I move to adopt Resolution No. 2019-59, which authorizes the acceptance of a donation of property in the form of landscaping improvements from the Brentwood Park Initiative.

Motion By: Pat Carnevale

Second By: AJ Doyle

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

President: "Motion Passed"

- b. Consider Work Authorization from _____ for Geotechnical Inspection Services associated with the construction of the new Bath House in the not-to-exceed amount of \$xx,000 to be paid from the Capital Improvement Fund Line Item 18-452-313 Engineering Services [DISCUSSION ITEM]

Mr. President, Geotechnical testing is required by the Borough associated with the foundation of the new Pool Bath House. Borough Staff is evaluating the proposal by The Gateway Engineers and will have a recommendation prepared for next week's meeting.

Mr. Schubert questioned the need for this work authorization and asserted that the entirety of this service should be the responsibility of the general contractor. Mayor Troy replied that it is common practice for the project owner to have at least some level of review by a third party engineer. Asst. Manager Pecon reported that a proposal from Gateway Engineers was received late on Friday; the Borough not yet had a chance to fully review the document, but Manager Zboyovsky believes that some of the listed services can be performed by internal staff.

13. Public Safety Committee – Mr. AJ Doyle

- a. Consider renewing the police vehicle wash contract with Mr. Magic [ACTION ITEM].

Mr. President, I move to renew the agreement with Mr. Magic Car Wash for the washing of police department vehicles for a period beginning January 1, 2020 and ending December 31, 2020 in the amount of \$2400, which is to be paid from General Fund Line Item 01-410.450: Contracted Services.

Motion By: AJ Doyle

Second By: Rich Schubert

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

President: "Motion Passed"

- b. Consider advertising Ordinance No. 2019-1284: Amending the Police Pension Plan to add a Cost of Living Adjustment of \$100 a month for certain retired officers [ACTION ITEM]

Mr. President, I move to advertise Ordinance No. 2019-1284, which amends the Brentwood Borough Police Pension Plan to include language stating that, effective January 1, 2020, retired police officers who reached normal retirement prior to 2010 shall receive an annual pension payment increase in the amount of \$1200, which shall be paid in monthly installments of \$100 .

Mr. Carnevale stated that, although he is in favor of providing an increase to retirees, he now believes that this alteration should be a subject of police department contractual negotiations. Mayor Troy asserted that it is unfair to discuss this item in such a forum, as retired officers do not participate in the bargaining process. Mr. Carnevale further contended that the structure of this ordinance is incorrect and that state law only permits Council to provide a cost-of-living adjustment outside negotiations if it is awarded at the time of officer retirement. Mayor Troy

replied that the Pension Board solicitor confirmed the legality of this ordinance, and Solicitor Robb indicated that he concurs with this position. Mr. Carnevale also maintained that the Borough could save money but paying the cost-of-living adjustment directly from the General Fund, and Solicitor Robb replied that such action is precluded by state law.

Motion By: AJ Doyle

Second By: John Frombach

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

President: "Motion Passed"

- c. Consider Resolution No. 2019-61: Agreement with Axon Enterprise, Inc. for a five-year installment payment plan for purchase of ten Taser devices [ACTION ITEM]

Mr President, I move to adopt Resolution No. 2019-61, which authorizes an agreement with Axon Enterprise, Inc. for a five-year installment payment plan to purchase Taser devices at a cost of \$2210 for the first year and \$2910 in subsequent years, which is to be paid from General Fund Line Item 01-410.242: Police Protection Services. This agreement provides a 13% savings compared to if these devices were purchased outright.

Mr. Carnevale questioned if this agreement covers the required cartridges, and Chief Zeppuhar replied that the contract only pertains to the purchase of the devices.

Motion By: AJ Doyle

Second By: John Frombach

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

President: "Motion Passed"

- d. FYI - Civil Service Commission Meeting, November 5th at 7:00 PM

Mr. President, the next civil service commission is scheduled for Tuesday, November 5, 2019 at 7:00 PM. They are finalizing the background checks and hope to be able to certify a list of Police Officer Candidates.

Mr. Carnevale asked the Civil Service Commission to reschedule this meeting so as not to coincide with Election Day.

- e. BVFC and DCED Study - Update

Mr. President, the DCED consultant has met with the BVFC and the Borough Manager. He is compiling a report and should have something ready soon.

14. Community Affairs Committee - Dr. Robert Pasquantonio

- a. FYI - Trick-or-Treating

FYI- Our traditional Trick-or-Treating event will take place on Halloween, which is Thursday, October 31st, from 6:00 PM to 8:00 PM. We ask parents to closely supervise their children so as to make sure that this is a safe and memorable night for all participants.

- b. FYI - Update on Make a Difference Day

Dr. Pasquantonio reported that students from a Pitt sorority were present for this event. More than a dozen bags of litter were removed from The Hollow.

- c. FYI - Light-Up Night

Mr. President, the Brentwood Business Owners Association in conjunction with the Borough will be once again welcoming Santa to Brentwood on Saturday November 23rd beginning at 4pm. Brentwood will be especially sparkly with their new lights on the trees and new Holiday Decorations lining Brownsville Road!

15. Special Committees

None.

16. Old Business

- a. Consider Work Authorization from The Gateway Engineers for Additional Site Inspection Services associated with the construction of the new Municipal Building in the not-to-exceed amount of \$8,000 to be paid from Line Item 19-409-313 [ACTION ITEM]

Mr. President, I move to approve the Work Authorization from The Gateway Engineers for Additional Site Inspection Services associated with the construction of the new Municipal Building in the not-to-exceed amount of \$8,000, which is to be paid from Borough Building Fund Line Item 19-409-313: Architectural/Engineering Services.

Consensus of Council to push this motion to next week's meeting so that a representative from Gateway Engineers can provide further clarification.

- b. 2020 - 2024 Strategic Planning Workshop

Mr. President, the Borough is preparing to enter the next phase of its strategic planning process. Council will need to determine a date in which to meet to hold a planning workshop. Options include the following:

- Tuesday, November 12th at 5:00PM, which is immediately prior to the next Budget Workshop***
- Saturday, November 16th at 12:00PM.***
- Monday, November 18th at 5:00PM, which is immediately prior to the next Agenda Meeting.***

The purpose of this meeting is to review the results of the citizen surveys and to develop a list of Outcomes & Key Results based upon the issues presented within these documents.

The workshop should only take about 1 to 1.5 hours. Prior to the meeting, please complete the attached survey and return to the Borough Manager.

Consensus of Council to schedule this meeting for November 12th.

17. New Business

None.

18. Public Comment

Eugene Werner, 4328 Brownsville Road, asserted that the Borough could reduce the cost of the library roof replacement project by utilizing metal shingles instead of metal panels.

19. Adjournment

Adjourned at 8:47PM.

Motion By: Rich Schubert

Second By: AJ Doyle

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

President: "Motion Passed"

Respectfully submitted,

Eric Pecon
Assistant Manager