

**BOROUGH OF BRENTWOOD
AGENDA
November 18, 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 7:44PM.

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 Planning Commission candidate

Mr. President, the Borough has thus far received one letter of interest for its two open seats on the Planning Commission. I would ask Matthew Hunter to come to the podium to provide brief introductions to Council.

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 October 31, 2019 as presented.

Motion By: Robert Pasquantonio

Second By: AJ Doyle

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

President: "Motion Passed"

8. President's Report – Mr. Harold Smith

- a. Congratulations to the Brentwood High School Football team and the Brentwood F1 Team

I would like to acknowledge the accomplishments of our local students. The High School football team just concluded a successful campaign that features a trip to the Class 2A semi-finals. The Brentwood Formula 1 team also continues to achieve success and will soon be on its way to Abu Dhabi to compete in the world championships. Congratulations to everyone involved with these two squads!

9. Mayor's Report

No report.

10. Administrative and Finance Committee – Mr. John Frombach

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

Mr. President, I move to approve the minutes from the October 14, 21, & 28, 2019 Council Meetings.

Motion By: John Frombach

Second By: AJ Doyle

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

President: "Motion Passed"

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

Mr. President, I move to accept the Treasurer's Report for the period ending October 31, 2019.

Motion By: John Frombach

Second By: Robert Pasquantonio

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

President: "Motion Passed"

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

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

***General Fund in the amount of \$484,656.91
Ending fund balance \$2,372,753.93***

***Sanitary Sewer Fund in the amount of \$57,357.75
Ending fund balance \$2,438,085.35***

***Park Fund in the amount of \$0.00
Ending fund balance \$159,528.33***

***Capital Improvement Fund in the amount of \$79,810.28
Ending fund balance \$285,814.69***

***Borough Building Fund in the amount of \$15,305.75
Ending fund balance \$589,233.64***

***Liquid Fuels Fund in the amount of \$731.73
Ending fund balance \$268,650.85***

***Non-Uniform Pension Fund in the amount of \$5,229.30
Ending fund balance \$2,142,334.34***

***Police Pension Fund in the amount of \$32,460.06
Ending fund balance \$6,303,445.03***

Motion By: John Frombach

Second By: AJ Doyle

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

President: "Motion Passed"

- d. Consider Resolution No. 2019-71: 2020 Fee Schedule [ACTION ITEM]

Mr. President, I move to adopt Resolution No. 2019-71, which adopts the 2020 Fee Schedule. Note that the only alteration from the existing fee schedule relates to the increased sewer charges that will be assessed by ALCOSAN.

Motion By: John Frombach

Second By: AJ Doyle

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

President: "Motion Passed"

- e. Consider Resolution No. 2019-72: Banking Agreement with Brentwood Bank [ACTION ITEM]

Mr. President, based upon the contents of the submitted responses to the banking RFP, I move to adopt Resolution No. 2019-72, which authorizes the Borough to enter into a three-year agreement with Brentwood Bank for custody of all funds that are currently held by PNC Bank and which include the General Fund and the Capital Improvement Fund.

Motion By: John Frombach

Second By: Pat Carnevale

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

President: "Motion Passed"

- f. Consider advertising of Ordinance No. 2019-1285: 2020 Sewage Rates [ACTION ITEM]

Mr. President, I move to advertise Ordinance No. 2019-1285, which sets the sewage service & usage fees for 2020. Note that, although ALCOSAN will once again be increasing its treatment costs by 7%, the Borough will not be raising the fees that it assesses to fund system operations and maintenance.

Motion By: John Frombach

Second By: Pat Carnevale

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

President: "Motion Passed"

- g. Consider adopting Resolution No. 2019-70: 2020 Proposed Budget [DISCUSSION]

The Proposed 2020 Brentwood Borough Budget will be considered at next week's meeting. It will then be available for public review both online and at the Borough Building from November 28th until December 9th. The Final 2020 Budget is scheduled to be considered for a vote at the December 9th meeting. Total revenues and expenditures for all funds amount to \$24,512,000. No changes to tax rates or fees have been proposed.

- h. FYI: Adoption of Tax Levy

Mr. President, in accordance with the proposed 2020 Operating Budget, the Borough will maintain the current tax rate of 10.0 mils. Due to a recent change in the Pennsylvania

Borough Code, if a municipality is retaining its tax rate, it is no longer necessary to adopt a corresponding ordinance. Therefore, this tax rate will be officially approved via resolution at the December 9th meeting.

11. Public Works Committee – Ms. Jennifer George

- a. Consider Resolution No. 2019-69: Sale of Ford Tractor [ACTION ITEM]

Mr. President, I move to adopt Resolution No. 2019-69, which authorizes the sale of a 1977 Ford tractor as surplus property at a minimum price of \$1,000.

Motion By: Jennifer George

Second By: AJ Doyle

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

President: "Motion Passed"

- b. Consider hiring _____ as laborer with the Department of Public Works [ACTION ITEM]

Mr. President, I move to make an offer of employment to Allan Malloy for the position of Laborer with the Department of Public Works in accordance with the terms of the current Collective Bargaining Agreement with Teamsters Local Union 205.

Mr. Carnevale asked if this hire will fill the gaps in departmental needs, and Manager Zboyovsky replied that Director Alexandrov believes that a total of nine employees is sufficient to complete all current and planned assignments.

Motion By: Jennifer George

Second By: AJ Doyle

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

President: "Motion Passed"

- c. Consider Resolution No. 2019-73: 2020-2024 Street Rehabilitation & Maintenance Plan [ACTION ITEM].

Mr. President, I move to adopt Resolution No. 2019-73, which updates the Five-Year Street Rehabilitation & Maintenance Plan.

Motion By: Jennifer George

Second By: AJ Doyle

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

President: "Motion Passed"

- d. Consider authorizing the Borough Manager to prepare and advertise a Request for Proposals (RFP) for Open-End Surveying, Engineering, & Architectural Services [DISCUSSION ITEM]

Manager Zboyovsky explained that use of such contracts is common with state and public transit agencies. Mr. Carnevale questioned if the reason for the motion was due to concern that Gateway Engineers was inflating prices; Manager Zboyovsky responded that there are no concerns about the integrity of the incumbent firm but that this process is designed to lead to lower costs by encouraging competition among vendors. Mr. Carnevale also asked if the use of multiple firms will slow the pace of construction projects, and Manager Zboyovsky replied that there should be no delays, as the Borough is already requiring the receipt of work authorizations before authorizing any services from Gateway Engineers. Mr. Smith expressed concerns that the entities that tender bids could actually submit higher rates than those the Borough currently receives due to the fact that the firms will be competing over limited work; asserted that this motion should not be considered until after the major pool and municipal building projects are completed. Mr. Frombach additionally worried that, although a newly contracted firm may provide lower hourly rates, overall costs would rise due to their lack of institutional knowledge about Borough infrastructure. Mr. Carnevale asked if the Borough would be required to utilize the low bidder each time it requested work authorizations, and Solicitor Robb replied that such action is not mandatory since engineering is classified as a professional service. Consensus of Council to remove this motion from next week's agenda.

- e. Consider Resolution No. 2019-74: 2020-2024 Shared Cost Sidewalk Restoration Program Plan [DISCUSSION ITEM]

Mr. President, the Borough is finalizing year 2024 of the Shared Cost Sidewalk Restoration Program Five-Year Plan and will have the updated document ready for approval by Council at next week's meeting.

12. Zoning and Ordinance Committee – Mr. Rich Schubert

- a. Consider Resolution No. 2019-68: Appointing Matthew Hunter to Planning Commission [ACTION ITEM]

Mr. President, I move to adopt Resolution No. 2019-68, which appoints Matthew Hunter to fill an unexpired term on the Brentwood Planning Commission that ends December 31, 2020.

Motion By: Robert Pasquantonio

Second By: Pat Carnevale

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

President: "Motion Passed"

- b. Consider areement with the Cohen Group for telecommunications-related legal services in the not-to-exceed amount of \$3000 to be paid from the Borough's General Fund Line Item 01-414-

314 Planning & Zoning Special Legal Services [DISCUSSION ITEM]

Mr. President, this item is associated with the telecommunications section of the Zoning Ordinance. The Cohen Group, a law firm that specializes in telecommunication law, is presently working with SHACOG to update the franchising agreements with Comcast and Verizon for cable & internet infrastructure. Z&O Committee Chairman Schubert asked if a representative of this entity would meet with the Borough to discuss how the Borough could respond to resident complaints of poor workmanship by telecommunication firm subcontractors.

Mr. Doyle reviewed the discussion points at this meeting and indicated his belief that working with this firm will will reduce the power imbalance between a small municipality and major telecommunication companies.

13. Parks and Recreation Committee – Mr. Pat Carnevale

- a. Consider approving request by Jim Attanucci for renewal of parking permit [ACTION ITEM].

Mr. President, I move to approve the request by Jim Attanucci for the renewal of his permit to park his vehicle in Brentwood Park in conjunction with BAA business for the period of January 1, 2020 to December 31, 2020,

Motion By: Harold Smith

Second By: Robert Pasquantonio

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Smith

President: "Motion Passed"

- b. Consider Resoultion No. 2019-75: Facility Policy Amendments [ACTION ITEM]

Mr. President, upon the recommendation of the Parks & Recreation Committee, I move to adopt Resolution No. 2019-75, which amends the Facility Rental Policy.

Mr. Smith questioned the need to alter the policy. Mr. Carnevale replied that the primary purpose of the amendment is to provide greater leeway to residents to informally use the fields while still preserving the Borough's authority to remove organized sporting teams that do not possess a permit.

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

Mr. Carnevale questioned why the pending ordinance to increase pension payments for certain retired police officers is not listed on the agenda. Manager Zboyovsky reminded Council that the statute was advertised for adoption in December. Mr. Carnevale again asserted that this amendment is unlawful and that only the state legislature can authorize a cost-of-living adjustment. Manager Zboyovsky responded that this alteration does not provide a true cost-of-living adjustment but rather a flat one-time increase. Mr. Carnevale also again contended that that pension payments could be made from the General Fund, and Solicitor Robb reiterated that such action is not legal.

- a. FYI - Civil Service Commission Meeting: December 3rd at 7:00 PM

Mr. President, the Brentwood Civil Service Commission will meet on Tuesday, December 3, 2019 at 7:00PM. Background checks for Police Officer Candidates are currently being finalized. If there are no issues that require additional investigation or assessment, then the Commission may choose to certify the list of candidates at this meeting.

15. Community Affairs Committee - Dr. Robert Pasquantonio

- a. Consider Advertising the 2020 Borough Council Meetings, Planning Commission Meetings, Civil Service Commission Meetings, and Zoning Hearing Board Meetings. [DISCUSSION]

Mr. President, the dates of the 2020 Council Meetings will be considered at next week's meeting. I ask all members to please review the attached schedule. Note that we are still working with the School Board to confirm the dates of next year's Joint Meetings.

- b. FYI - Light-Up Night

Mr. President, the Borough will once again partner with the Brentwood Business Owners Association to host the annual Light-Up Night festivities on Saturday, November 23rd beginning at 4PM. At this event, the Borough will officially debut its new and improved Brownsville Road holiday decorations. We have also received word that a special guest from the North Pole will be taking time out of his hectic schedule to hear the Christmas wishes of our little ones!

16. Special Committees

None.

17. Old Business

- a. Consider approving Change Order No. 1 from Yarborough Construction for soil testing at the pool bathhouse [ACTION ITEM]

Mr. President, I move to approve Change Order No. 1 from Yarborough Construction in the not-to-exceed amount of \$4,000, which is associated with the testing of soil at the site of the Brentwood Pool Bathhouse.

Mr. Carnevale questioned why this service was not included in the base bid, and Manager Zboyovsky responded that soil testing is defined as an owner responsibility in the the standard contract documents generated by HHS DR Architects.

Motion By: AJ Doyle

Second By: John Frombach

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

President: "Motion Passed"

b. 2020 - 2024 Strategic Planning - Update

Mr. President, results of the citizen survey were reviewed during the November 12th strategic planning meeting. The top three items from the citizen survey that will be addressed as main priorities during the plan years are:

- 1. Attract Restaurants***
- 2. Improve Code Enforcement***
- 3. Improve Residential Parking***

A list of Objectives and Key Results are being prepared and will be presented in the final plan. Additionally, a list of low hanging fruit projects will be included based on some other statements contained in the survey. These included the following:

- 1. Modernize website interface.***
- 2. Include fillable forms on the website.***
- 3. Develop an official Facebook page.***
- 4. Address residential district speeding by further deploying the electronic speed sign.***

It is anticipated that the final 2020 - 2024 Strategic Plan will be ready for Council to review at its December meeting and to formally adopt at a January meeting.

Mr. Doyle questioned the resident concern over the website given that it was revamped within the last year. Manager Zboyovsky replied that such change was mainly to ensure mobile browser compatibility rather than to alter the layout; Mr. Doyle asserted that this update likely accomplished all that was necessary to ensure sufficient traffic and that it is better to focus resources on a robust social media presence.

18. New Business

a. Consider obtaining the services of Retail Strategies LLC to recruit restaurants & retail businesses [DISCUSSION ITEMS]

Mr. President, this item is associated with the results of the Citizen Survey component of the Strategic Planning Process. Among those who participated in the survey, the number one identified issue was a need for sit-down restaurants in the Borough. 97% of respondents identified this as a deficiency.

The Borough has received a proposal from Retail Strategies LLC for economic development services. This firm's expertise in the development of downtown districts by matching empty or underused storefronts with attractive businesses. This item is up for discussion only. If there is an interest in proceeding, a representative from Retail Strategies would be invited to make a presentation to Council at a future date.

Mr. Carnevale questioned if this firm would assist prospective businesses with securing loans and developing operational plans. Manager Zboyovsky indicated that the consultant confirmed that it would work with landlords to update and market their buildings, but more information is required regarding the types of services that would be provided to potential tenants.

19. Public Comment

Eugene Werner, 4328 Brownsville Road, asked if crosswalk improvements will be planned for the intersection of Brownsville Road and Kaufmann Avenue; Mr. Doyle replied that the Borough is awaiting a final report from Gateway Engineers on deficiencies at several pedestrian crossings. Inquired if there are any plans to pave the brick portion of Owendale Avenue, and Asst. Manager Peccon responded that this street is jointly owned and that the City of Pittsburgh declined to resurface its portion with asphalt. Also sought clarification on how the Brentwood Library spends its portion of tax receipts, and Mr. Doyle indicated that such expenditures are annually audited.

Herb Sill, 240 Bauman Avenue, again discussed stormwater drainage concerns on his street. Manager Zboyovsky reiterated that the resurfacing of this road, the repair of adjacent sidewalks, and the installation of storm sewers are all scheduled for 2021. Also asserted that a recently observed defect in the roadway is the result of a subsurface water leak, and Manager Zboyovsky stated that the Borough would consult with PA American Water.

20. Adjournment

Adjourned at 9:16PM.

Motion By: John Frombach

Second By: AJ Doyle

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

President: "Motion Passed"

Respectfully submitted,

Eric Peccon
Assistant Manager