

**BOROUGH OF BRENTWOOD  
AGENDA  
December 9, 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](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.**

**Executive Session: 6:30 PM**

**1. Call to Order.**

Called to order at 7:41PM.

**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. PFM- Analysis of Brentwood Borough's Sanitary Sewer System

***Mr. Ben Kapenstein from the PFM Group will be presenting to Council.***

Mr. Kapenstein outlined the timeline of future steps should the Borough choose to proceed with a prospective sale. Reviewed the municipal rates relative to other communities and discussed potential strategies for investing proceeds. Mayor Troy asked if protection against rate volatility can be built into the contract, and Mr. Kapenstein replied that the Public Utilities Commission would permit the agreement to contain a rate freeze of up to three years. Mr. Carnevale questioned if the buyer could request the PUC to grant a major rate increase within the first several years after purchase. Mr. Kapenstein indicated that this body would be unlikely to permit such a drastic change, as the buyer would be inheriting a system with strong cash flow which would preclude the entity from arguing that it is not making a profit.

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

Elizabeth Fager, 3218 Beechdale Street, presented her credentials and expressed interest in an open seat on the Shade Tree Commission.

**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 November 30, 2018 as presented.*

Motion By: Rich Schubert

Second By: AJ Doyle

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

President: "Motion Passed"

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

- a. FYI - Reorganization Meeting  
*The Reorganization of the Brentwood Borough Council will take place on Monday, January 6th, 2020 beginning at 6:00 PM.*

**9. Mayor's Report**

Mayor Troy reported that he has received significant positive feedback regarding the newly installed holiday lights. Also thanked Council for a productive year that featured many accomplishments.

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

- a. Consider approving the minutes from the November Council Meetings [ACTION ITEM].  
*Mr. President, I move to approve the minutes from the November 12th, November 18th, and November 25th Council Meetings.*

Motion By: John Frombach

Second By: AJ Doyle

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

President: "Motion Passed"

- b. Consider Accepting the Treasurer's Report for the Period Ending November 30, 2019

[ACTION ITEM]

**Mr. President, I move to accept the Treasurer's Report for the Period Ending November 30, 2019.**

Motion By: John Frombach

Second By: Pat Carnevale

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

President: "Motion Passed"

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

**Mr. President, I move the Borough ratify the payment of bills from November 1 to November 30, 2019 for the following:**

1. **General Fund in the amount of \$378,768.46**  
**Ending fund balance: \$1,725,504.47**
2. **Sanitary Sewer Fund in the amount of \$17,700.15**      **Ending fund balance: \$3,470,715.65**
3. **Capital Improvement Fund in the amount of \$322,712.16**      **Ending fund balance: \$890,153.76**
4. **Borough Building Fund in the amount of \$100,608.38**      **Ending fund balance: \$653,304.98**
5. **Liquid Fuels Fund in the amount of \$2,111.67**      **Ending fund balance: \$256,484.66**
6. **Non-Uniform Pension Fund in the amount of \$3,488.02**      **Ending fund balance: \$1,975,258.50**
7. **Police Pension Fund in the amount of \$24,027.93**      **Ending fund balance: \$5,987,664.13**

Mr. Carnevale questioned if the Sanitary Sewer Fund balance accounts for the open certificates of deposits. Manager Zboyovsky responded that such investments are listed separately and indicated that Brentwood Bank will provide updated quotes when the existing certificates mature in January.

Motion By: John Frombach

Second By: AJ Doyle

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

President: "Motion "

- d. Consider Resolution No. 2019-78: 2020 Final Budget [ACTION ITEM]

**Mr. President, I move to adopt Resolution No. 2019-78, which approves the 2020 Brentwood Borough Operating Budget for all funds owned and maintained by the**

***Borough of Brentwood in the total amount of \$24,606,000.***

Motion By: John Frombach

Second By: AJ Doyle

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

President: "Motion Passed"

- e. Consider adopting Ordinance No. 2019-1285: 2020 Sewage Rates [ACTION ITEM]  
***Mr. President, I move to adopt Ordinance No. 2019-1285, which sets the sewage service & usage fees for 2020.***

Motion By: John Frombach

Second By: Pat Carnevale

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

President: "Motion Passed"

- f. Consider Resolution No. 2019-77: 2020 Tax Levy  
***Mr. President, I move to adopt Resolution No. 2019-77, which sets the 2020 tax levy at 10 mils. For the fourth consecutive fiscal year, the Borough budget will be balanced with no tax increase.***

Motion By: John Frombach

Second By: Pat Carnevale

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

President: "Motion Passed"

## **11. Public Works Committee – Ms. Jennifer George**

- a. Consider Resolution No. 2019-82; Entering into an Agreement with PFM to proceed with Phase II and III services associated with the selling of the Borough's Sanitary Sewer System [ACTION ITEM]  
***Mr. President, I move to adopt Resolution No. 2019-82, which authorizes the Borough to enter into an agreement with Public Financial Management associated with completing a Phase II and Phase III analysis of the Borough's sanitary sewer system for the purpose of exploring a potential sale of these assets, and which includes the release of a Request for Qualifications to be advertised and sent to potential interested parties.***

Motion By: Jennifer George

Second By: AJ Doyle

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

President: "Motion Passed"

## **12. Zoning and Ordinance Committee – Mr. Rich Schubert**

- a. Consider Resolution No. 2019-79: Appointing David Tinker to the Zoning Hearing Board [ACTION ITEM]

***Mr. President, I move to adopt Resolution No. 2019-79, which appoints David Tinker to a five-year term on the Brentwood Zoning Hearing Board.***

Motion By: Rich Schubert

Second By: Robert Pasquantonio

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

President: "Motion Passed"

- b. Consider Resolution No. 2019-80: Appointing Richard Cerminaro to Full Membership on Planning Commission [ACTION ITEM]

***Mr. President, I move to adopt Resolution No. 2019-80, which promotes Planning Commission Alternate Member Richard Cerminaro to fill an unexpired term as a full member of the Brentwood Planning Commission.***

Motion By: Rich Schubert

Second By: AJ Doyle

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

President: "Motion Passed"

## **13. Parks and Recreation Committee – Mr. Pat Carnevale**

- a. Consider Resolution No. 2019-81: Appointment of Elizabeth Fager to a Brentwood Seat on the Shade Tree Commission [ACTION ITEM]

***Mr. President, I move to adopt Resolution No. 2019-81, which appoints Elizabeth Fager to a five-year term on the Brentwood-Baldwin-Whitehall Shade Tree Commission.***

Motion By: Pat Carnevale

Second By: AJ Doyle

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

President: "Motion Passed"

- b. FYI - BPI generating ideas for final projects

***Mr. President, as the Brentwood Park Initiatives enters its final six months of operations, the organization is working on ideas for dedicating its remaining assets to an additional project. It is anticipated that a proposal will be presented to Council in the near future.***

#### 14. Public Safety Committee – Mr. AJ Doyle

- a. Consider adopting 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 adopt 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 asserted that such payment should be made from General Fund assets. Manager Zboyovsky & Solicitor Robb reiterated that such action is unlawful. Mr. Carnevale also contended that only the state legislature can authorize a cost-of-living adjustment for retired officers; avowed that, in his capacity as a citizen, he may consider legal action if the motion is approved.

Motion By: AJ Doyle

Second By: John Frombach

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

President: "Motion Passed"

- b. Consider retaining Assured Polygraph Services to conduct polygraph testing on the remaining eligible police officer candidates [ACTION ITEM]  
***Mr. President, upon the recommendation of the Brentwood Civil Service Commission, I move to retrain the services of the Assured Polygraph Services to conduct polygraph testing on the top four eligible police officer candidates at a cost of \$1,200, which is to be paid from General Fund Line Item 01-410-454: Civil Service Commission.***

Mr. Carnevale asserted that this motion should not be approved until after the close of police contractual negotiations, as certain proposed alterations could make it no longer necessary to increase staffing. Manager Zboyovsky reminded Council that the Civil Service Commission has already been directed to initiate the process to develop a certified list of candidates. Mr. Schubert asked if the Borough has been responsible for this expense when previously hiring

officers, and Mayor Troy replied that such cost was included in the fees assessed by SHACOG for multi-municipal testing.

Motion By: AJ Doyle

Second By: Robert Pasquantonio

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

Nays: Carnevale

President: "Motion Passed"

- c. Consider Resolution No. 2019-83: Promoting Officer \_\_\_\_\_ to the Rank of Sergeant for the Probationary Period of 12-months [ACTION ITEM]

***Mr. President, I move to adopt Resolution No. 2019-83, which promotes Officer Joshua Scott to the Rank of Sergeant for the Probationary Period of 12-months.***

Mr. Carnevale asserted that this motion also should not be approved until the police contractual negotiations are finalized. Mayor Troy indicated that, regardless of the outcome of such meetings, this promotion will provide the benefit of ensuring that a sergeant is available to lead all shifts, as this individual could be reassigned should another sergeant utilize vacation benefits. Mr. Carnevale also contended that sergeants should be selected solely by seniority.

Motion By: AJ Doyle

Second By: Robert Pasquantonio

Ayes: Doyle, Frombach, Pasquantonio, Schubert, Smith

Nays: Carnevale, George

President: "Motion Passed"

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

- a. FYI- Trash prepayment discount

***FYI- Mr. President, the Borough will once again be offering residents the opportunity to receive twelve months of trash service for the price of ten. To receive this discounted rate, customers must satisfy in full the amount listed on their January sewage/refuse statement, as well submit an additional \$171. Garbage fees will be removed from all subsequent bills for calendar year 2020, and the resident will receive a \$38 savings. Because new billing vendor Diversified Technologies is familiar with the operation of discount programs, this year's bills should be significantly easier for interested residents to interpret.***

Mr. Schubert asked if this program was designed to reduce delinquency. Manager Zboyovsky replied that the purpose is to increase cash flow in a similar manner to the early payment incentive that is offered on real estate tax bills.

- b. FYI - Brentwood High School Musical Gift Wrapping Fundraiser

***FYI- Mr. President, the students from the Brentwood High School Musical will host a***

*Gift Wrapping Service Fundraiser on Saturday, December 14th, from 9AM to 3PM in the High School Auditorium. Costs are \$2 for a small gift, \$4 for a medium gift, \$6 for a large gift, and \$10 for an extra large gift. Fancy bows, large cards, and other items will be available for a small additional charge. Snacks and beverages will also be available. If you have any questions, please feel free to contact Theatre Director Ginnie Schaap.*

**16. Special Committees**

None.

**17. Old Business**

Mr. Carnevale questioned if Brentwood EMS has developed any plans regarding its future base of operations. John Balkovec, EMS Supervisor, replied that the organization's board continues to discuss ideas but that no proposal has yet been finalized.

**18. New Business**

None.

**19. Public Comment**

Eugene Werner, 4328 Brownsville Road, reported that the Brentwood High School F1 team finished in sixth place at the world championships.

**20. Adjournment**

Adjourned at 8:47PM.

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