

**BOROUGH OF BRENTWOOD  
MINUTES OF THE REGULAR MEETING OF COUNCIL  
TUESDAY, AUGUST 23, 2011**

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**EXECUTIVE SESSION:** President Trexler stated and Executive Session was held to discuss personnel and contractual issues. No votes were taken.

**1. Call to Order.** The Regular meeting of the Council of the Borough of Brentwood was called to order by President Trexler at 7:44 P.M. on, Tuesday, August 23, 2011 in Council Chambers.

**2. Pledge of Allegiance.** The Pledge of Allegiance was recited by all in attendance.

**3. Roll call.** The following answered roll call: Ms Janice Boyko, Mrs. Catherine Trexler, Mr. Charlie Johnson, Mrs. Ann Schade, Mr. Clyde Zimmerman and Mr. David Wenzel.

**Also present:** Solicitor Thomas Ayoob III, Borough Manager George Zboyovsky, Police Chief Robert Butelli, Building Inspector Ralph Costa, Public Works Supervisor Robert Mackewich and Administrative Assistant Mary Lou Garase.

**Absent:** Councilman Mr. Mario Richards, Mayor Kenneth Lockhart.

**Special Presentation:** 2010 Borough Audit presented by Hosack, Specht, Muetzel, & Wood LLP. Auditor Mr. Richard Johnson distributed the 2010 Audits to Council for review. A question and answer period followed. Council thanked Mr. Johnson for the presentation.

**4. Public comments on Agenda Action Items only. Please limit remarks to 3 minutes.**

- a. Mr. Pat Carnevale, Shadewell Ave., came before Council regarding the following:
  - Solar Panels – On Agenda last week.

President Trexler stated the Solar Panel was an Action Item last week; therefore, it is not on the Agenda this evening.

**5. Communications.** President Trexler stated there is Joint Council/School District meeting on Tuesday, August 30, 2011 at 7:00 P.M. at the Brentwood High School. Joint Agenda items are to be submitted to Manager Zboyovsky or Mrs. Garase, prior to Thursday.

Manager Zboyovsky stated he received an email from PennDot as a precautionary measure regarding the tremors recently felt in PA, the municipalities with critical bridges with rocker bearings or roller bearing structures are to be inspected for possible damage. Manager Zboyovsky said this may not apply to us.

**6. Department and Borough Managers Reports:**

**a. Public Works Department.** Public Works Supervisor Robert Mackewich read the Public Works Department for the month of July 2011.

**b. Building Inspector.** Ralph Costa read the Building Inspector's Report for the period of July 24, 2011 through August 19, 2011.

**c. Engineer.** Manager Zboyovsky reported on the following:

- Consent Order Alternatives Analysis (Feasibility Study) meeting with Gateway Engineer is scheduled for September 14, 2011, for a project update.
- Stormwater Phase II Compliance
- Consent Order – O&M General Maintenance and Repair Program
- Consent Order Phase I (Gateway preparing substantial complete punch list.)
- SHACOG Manhole Rehabilitation (Completed July 22, 2011)
- SHACOG Lining Project (Project is complete)
- Pinkney Way (Gateway to prepare plan and schedule meeting with Duquesne Light Co.)
- Hillson Avenue and Daub Way Project (Reviewing access easements. (Gateway to prepare drainage report and construction documents.)
- Residential Demolitions (41 Point View Road and 210 Marylea Ave.)

**d. Police Chief.** Police Chief Robert Butelli read the Police Chief's Report for the period of July 20, 2011 through August 18, 2011.

Chief Butelli stated he would like to bring to Council's attention the Police Department is need of a police clerical employee to assist in the absence of a police clerical employee off work due to health reasons. The officers are overwhelmed with work due to the absence of the police clerical employee on the late shift. Chief Butelli said the clerical employee assists the officers with the incident reports and records information system. In her absence the police do the narrative report and go back out on the road to patrol. Chief Butelli said the night shift is overwhelmed now and with the injury of an officer the daylight shift is now overwhelmed; both shifts need to be covered.

**e. EMS Report** – Mr. John Balkovec, EMS Operations Supervisor, read the EMS Report for the month of July 2011. Mr. Balkovec stated a Founding member and first EMS Director Mike Pace passed away and a memorial was held today.

**f. Fire Department.** No report.

**g. Solicitor Report** – Solicitor Ayoob said no report.

**h. Manager's Report.** Manager Zboyovsky reported on the following:

- Joint School Board meeting on August 30, 2011 at 7:00 P.M. Please contact me or Mrs. Garase with your Agenda items.
- Full Body Fitness Club Grand Opening will be on September 9, 2011 at the Brentwood Towne Square. Manager Zboyovsky said he contacted BBOA if there will be a ribbon cutting, if so, he will notify Council.
- CONNECT – Manager Zboyovsky stated the meeting is tomorrow.
- Delinquent Tax Collection Report (Jan. 1, 2011 through July 31, 2011)
- Jordan Tax Service will be collecting the Earned Income Tax for the Borough. A free seminar will be on August 26, 2011. (Mrs. Lane and Mrs. Toth will attend)

**7. President's Report** – President Trexler thanked the Public Works Department for the excellent cleanup job after the Fourth of July celebration. President Trexler said a resident contacted her today commending the police department for their visibility during the early morning hours, 3-4 a.m., while waiting for a bus to go to work.

**8. Mayor's Report.** No report.

**9. Administrative and Finance Committee – Ms Janice Boyko**

**M-1** Motion by Ms Boyko, seconded by Mr. Wenzel and duly carried that Council approve the Minutes of the July 19, 2011 Agenda meeting as submitted. ALL AYES.

**M-2** Motion by Ms Boyko, seconded by Mr. Wenzel and duly carried that Council approve the Minutes of the July 26, 2011 Regular meeting as submitted. ALL AYES.

**M-3** Motion by Ms Boyko, seconded by Mr. Wenzel and duly carried that Council accept the Treasurer's Report for the period ending July 31, 2011. ALL AYES.

**M-4** Motion by Ms Boyko, seconded by Mr. Wenzel and duly carried that Council approve the payment of the bills from July 8, 2011 through August 11, 2011 from the General Fund in the amount of \$267,216.02. ALL AYES.

**M-5** Motion by Ms Boyko, seconded by Mr. Wenzel and duly carried that Council approve the payment of the bills from July 8, 2011 through August 11, 2011 from the K-9 Fund in the amount of \$7,481.01. ALL AYES.

**M-6** Motion by Ms Boyko, seconded by Mr. Wenzel and duly carried that Council approve the payment of bills from July 8, 2011 through August 11, 2011 from the Sanitary Sewer Fund in the amount of \$97,354.19. ALL AYES.

**M-7** Motion by Ms Boyko, seconded by Mr. Wenzel and duly carried that Council approve the payment of the bills from July 8, 2011 through August 11, 2011 from the Brentwood Park Initiative Fund in the amount of \$292.50. ALL AYES.

**M-8** Motion by Ms Boyko, seconded by Mr. Wenzel and duly carried that Council approve the payment of the bills from the July 8, 2011 through August 11, 2011 from the Capital Improvement Fund in the amount of \$21,934.13. ALL AYES.

**M-9** Motion by Ms Boyko, seconded by Mr. Wenzel and duly carried that Council approve the payment of the bills from July 8, 2011 through August 11, 2011 from the Non-Uniform Pension Fund in the amount of \$3,307.85. ALL AYES.

**M-10** Motion by Ms Boyko, seconded by Mr. Wenzel and duly carried that Council approve the payment of the bills from July 8, 2011 through August 11, 2011 from the Police Pension Fund in the amount of \$19,293.45. ALL AYES.

**M-11** Motion by Ms Boyko, seconded by Mr. Wenzel and duly carried that Council adopt Resolution No. 2011-32, "Surrender of Deferred Annuity Contract," A Resolution of the Borough of Brentwood, County of Allegheny, Commonwealth of Pennsylvania, authorizing the surrender of a deferred annuity contract to the Borough of Brentwood Non-Police Employees Pension Plan. ALL AYES.

**M-12** Motion by Ms Boyko, seconded by Mr. Wenzel and duly carried that Council authorize to advertise Ordinance No. 2011-1198, Amending in Limited Part the Police Pension Plan to Maintain Compliance with the Applicable Provisions of the Internal Revenue Code applying to Government Pension Plans. ALL AYES.

**M-13** Motion by Ms Boyko, seconded by Mr. Wenzel and duly carried that Council authorize to advertise Ordinance No. 2011-1199, Amending in Limited Part the Non-Uniform Pension Plan to Maintain Compliance with the Applicable Provisions of the Internal Revenue Code applying to Government Pension Plans.. ALL AYES.

**10. Public Works Committee.** In the absence of Mr. Richards, Mr. Clyde Zimmerman reported the following:

**M-14** Motion by Mr. Zimmerman, seconded by Mrs. Schade and duly carried to accept the Public Works Supervisor's Report for the month of July 2011 as submitted. ALL AYES.

**M-15** Motion by Mr. Zimmerman, seconded by Mrs. Schade and duly carried that Council accept the bid of \$55.83 per ton for Rock Salt, bulk delivery, from Cargill, Inc. as submitted tot the SHACOG Purchasing Alliance for its bid opening on July 20, 2011. Also accepted are the bids of \$55.83 per ton for pickup at the mine or storage area and for orders placed prior to October 15, 2011. ALL AYES.

**M-16** Motion by Mr. Zimmerman, seconded by Mrs. Schade and duly carried that Council adopt Resolution No. 2011-33, "Agreement with Cargill, Inc. for Rock Salt", A Resolution of the Borough of Brentwood, County of Allegheny and Commonwealth of

Pennsylvania accepting and approving Articles of Agreement between the Borough of Brentwood and Cargill, Inc. for the supply and delivery of Rock Salt to the Borough of Brentwood for the initial period from August 23, 2011, through June 30, 2012 and thereafter, may be extended annually by the Borough of Brentwood for up to three (3) additional option years to until June 30, 2015; and Authorizing Execution of said Articles of Agreement by the appropriate officers of the Borough of Brentwood. ALL AYES.

**M-17** Motion by Mr. Zimmerman, seconded by Mrs. Schade and duly carried that Council authorize the Borough Manager to contact the Port Authority and request them to install a Bus Stop in front of the Brentwood Medical Building. ALL AYES.

**11. Zoning and Ordinance Committee – Mrs. Schade**

**M-18** Motion by Mrs. Schade, seconded by Mr. Wenzel and duly carried that Council accept the Building Inspector's Report for the period of July 24, 2011 through August 19, 2011 as submitted. ALL AYES.

Mrs. Schade reported there is no Planning Commission meeting in August; however, there is a Zoning Hearing Board meeting scheduled for tomorrow, Wednesday, August 24, 2011 at 8:00 P.M.

**12. Park and Recreation Committee – Mr. Johnson**

**a** Mr. Johnson gave an update on the Brentwood Park Initiative:

- Free show on August 26, 2011 sponsored by the BPI and South Hills Music at the Civic Center with multiple bands starting at 6:00 P.M.
- The next BPI meeting is September 8, 2011 at 7:00 P.M., at the Community Room. Mr. Johnson said volunteers and new members are invited. The meeting is open to the public.
- Golf Outing – September 23, 2011 tickets are \$10.00 (Four (4) Pittsburgh Steeler tickets for a game in San Francisco, air fare, hotel and \$800.00 cash)

**M-19** Motion by Mr. Johnson, seconded by Mr. Wenzel duly carried that Council authorize the installation of a trail sports deck at the current location of the basketball courts. ALL AYES.

**M-20** Motion by Mr. Johnson, seconded by Ms Boyko and duly carried that Council approve to sponsor a Tee at the Brentwood Park Initiative Golf Outing at the cost of \$200.00.

Mr. Wenzel questioned Solicitor Ayoob if Council can do this? Solicitor Ayoob said yes.

President Trexler called for a vote. ALL AYES. President Trexler said, "Motion carried."

Mr. Johnson stated Council has received the 2011 Year-To-Date Pool Report in the Fact Sheet.

**13. Public Safety Committee – Mr. Zimmerman**

**M-21** Motion by Mr. Zimmerman, seconded by Mrs. Schade and duly carried to accept the Police Chief's Report for the period of July 20, 2011 through August 18, 2011 as submitted. ALL AYES.

Mr. Zimmerman stated the Borough purchased seven (7) AED's and have been installed at the following areas: Borough Building, one in the lobby and one in Council Chambers; one at the Brentwood Library, one at the Civic Center, one at the Brentwood Pool and one in two separate public works vehicles.

Mr. Zimmerman stated this was discussed in Executive Session; however, we did not come up with a solution. Chief Butelli is seeking help for the police department office; I now request to discuss the hiring of a temporary part-time police clerical employee.

Mr. Wenzel said from the facts that we gathered one is necessary and I think we should make a motion and vote on it tonight.

Solicitor Ayoob questioned if you have a specific person to hire? Mr. Zimmerman said yes. Chief Butelli said it is a former Brentwood Dispatcher and is familiar with the system. She needs recertified and will be able to come in and rotate with the shifts. A discussion ensued.

Solicitor Ayoob said the position is outside the labor contract and is not governed by the rate scale of the labor contract and employment not to exceed six (6) months.

The motion should be to extend an offer of employment to (name) to serve as a temporary part-time police department clerical employee for a period not to exceed six (6) months at a rate of \$13.50 per hour with no benefits.

**M-22** Motion by Mr. Zimmerman, seconded by Mr. Wenzel and duly carried that Council extend an offer of employment to Krista Snyder to serve as a temporary part-time police department clerical employee for a period not to exceed six (6) months at the hourly rate of \$13.50 with no benefits.

At this time, President Trexler asked for public comment.

- a. Mr. Pat Carnevale, Shadewell Ave., came before Council and stated the position should be posted. Also there should be three (3) or four (4) police officers on each shift. You need the manpower during the vacation period.

Solicitor Ayoob said the position does not have to be posted, the position is for an at-will employee.

President Trexler called for a vote. ALL AYES. President Trexler said, "Motion carried."

**14. Special Committees:**

**SHACOG** – President Trexler said the Rock Salt Agreement was discussed at the meeting.

**EDS** – President Trexler said the meeting is on Wednesday.

**CONNECT** – Mr. Johnson stated the meeting is tomorrow at Greentree at 3:00 P.M., to meet with the Southwest State Representatives with an open Question and Answer Session.

**15. Old Business –**

**M-23** Motion by Mr. Wenzel, seconded by Ms Boyko and duly carried that Council authorize the Borough Manager to seek funding alternatives associated with Option No. 3 – New Building on the Existing Borough Building Site as presented by Architectural Innovation in their Feasibility Study for Borough Facilities. ALL AYES.

**16. New Business –**

**M-24** Motion by Mr. Wenzel, seconded by Mrs. Schade and duly carried that Council authorize the Borough Manager to schedule a meeting between Council and the Civil Service Commission as soon as possible to continue discussions on the revisions to the Civil Service Rules and Regulations. ALL AYES.

Mr. Johnson stated he lives on Willett Road and the speed limit is 25 mph. Mr. Johnson reported recently a child was hit by a vehicle and injured near his house. Mr. Johnson said he purchased a "Slow Children" sign and it was stolen from his property.

Mr. Johnson reported last week at the park, the EMS did not have easy access to the park because of the way the cars were parked in the park. Mr. Johnson said he believes the only car permitted to park in the grassy area at the upper field is the BAA President. Mr. Johnson requested the Police Chief to have the police patrol the park and ticket vehicles that are parked illegally in the grassy areas in the park.

Mr. Wenzel said we have had this discussion and it is an on-going problem. Mr. Wenzel said when you see an incident like this, stop and call 911, when there is an emergency vehicle that cannot get through. Chief Butelli said we will address the problem. Mr. Johnson said it is a safety factor with young children running and playing in the park.

**17. Public comment. Please try to limit remarks to 3 minutes.**

a. Mr. Pat Carnevale, Shadewell Ave., came before Council regarding the following:

- Illegal parking in the park. Mr. Carnevale thanked Mr. Johnson for addressing this problem.

- Solar Panels – An article in the newspaper regarding Allegheny County Grant for Solar Panels and Energy for the municipalities.
- Item No. 15.a. Option No. 3 New Building on Existing Borough Building Site as presented by Architectural Innovations in their Feasibility Study for Borough Facilities.

Mr. Wenzel said this is merely an option to put out an RFP for funding to see what funding is available. Mr. Wenzel said the first step was to have the study done, the next step is funding. We will see how much money we can get and make a decision from there.

Mr. Carnevale continued:


- Mr. Carnevale said he needs chaperones for the upcoming function on Friday at 6:30 P.M. at the Civic Center and at the Pool Party.

Mr. Wenzel said he will be out of town. Mr. Johnson said he may be able to be there on Friday, a little later than 6:30 P.M.

### **18. Adjournment.**

**M-25** Motion by Mr. Wenzel, seconded by Mr. Johnson and duly carried to adjourn the meeting at 9:05 P.M. ALL AYES.

Respectfully submitted,

  
Mary Lou Garase  
Administrative Assistant

Mlg

08-23-2011 Regular Meeting Minutes draft



# THE BOROUGH OF BRENTWOOD



MUNICIPAL BUILDING - 3624 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199

Office 412 - 884-1500 FAX 412 - 884-1911

## **2011 Year-to-Date Pool Sales Report As of August 17, 2011**

<i>Family passes sold</i>	78
<i>Adult passes sold</i>	90
<i>Child passes sold</i>	20
<i>Teen passes sold</i>	28
<i>Senior passes sold</i>	<u>112</u>
<b><i>Total passes sold as of 08/17/11</i></b>	<b><u>328</u></b>
<i>Daily Adult passes sold</i>	991
<i>Daily Child passes sold</i>	948
<b><i>Total daily passes sold</i></b>	<b><u>1,939</u></b>
<b><i>Swimming Lessons</i></b>	<b>26 @ 35.00= 910.00</b>
<b><i>Pool Parties</i></b>	<b>5 @ 200.00=1,000.00</b>
<b><i>Total monies collected as of 08/17/11</i></b>	<b>\$ 27,618.25</b>
<b><i>2011 Budgeted Revenues</i></b>	<b><u>\$25,000.00</u></b>
<b><i>Difference</i></b>	<b>+\$2,618.25</b>

*NOTE: During the first week of operations, the number of daily pool passes sold were lost in the computer. The receipts and total amounts collected were reconciled and deposited, however the daily pool passes sold that week were estimated.*