



# THE BOROUGH OF BRENTWOOD

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

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## BOROUGH OF BRENTWOOD NOVEMBER 17, 2014 – AGENDA MEETING MINUTES 7:30 P.M.

### EXECUTIVE SESSION: 6:00 P.M.

**1. Call to Order.** The Agenda meeting was called to order at 7:37 P.M. President Vickless stated the Executive Session was conducted prior to the meeting to discuss legal and personnel matters. No votes were taken.

**2. Pledge of Allegiance.** The Pledge of Allegiance was recited by all present.

### 3. Roll Call.

Member	Present	Absent	Member	Present	Absent
Mr. Trent	X		Ms Fox	X	
Mr. Carnevale	X		Mr. Schubert	X	
Mr. Frombach	X		Mr. Vickless	X	
Dr. Pasquantonio	X		Mayor Troy	X	
Solicitor Levine	X		Manager Zboyovsky	X	

**4. Comments on Agenda ACTION Items Only.** None.

a. No Action Items

**Special Presentation:** At this time, representatives Zack Willard, Public Financial Management, Inc., and Anthony Ditka, Dinsmore & Shohl LLP, as Bond Counsel, reviewed the process of the Financing for the Municipal Market Update. Note: See attached documents. Manager Zboyovsky: The final amount will be approved at the January Council meeting, we have time to wait and see the market and credit rating. Discussion was to appoint the Bond Counsel for the Borough and prepare the documents and advertisement for adoption the two (2) ordinances prior to the December 8, 2014 to be read at the Council meeting. We are looking for an early closing in 2015 to close all the outstanding projects. Possibly approve the PFM ordinances at the Agenda meeting on January 19, 2015 as an Action Item to approve the ordinances and complete all information on the documents. At this time, the PFM representatives reviewed the proposed document regarding Step 1, and Council conducted a short question and answer session regarding the following: lease time line, cost, interest rates, yields, risks, taxes, penalties, and options 1, 2, 3, etc.

**5. Communications.** None.

- a. No Communications

**6. Department and Borough Managers Reports:** President Vickless: Council can forward any questions regarding the reports to the department head prior to the next meeting.

- a. Public Works Department
- b. Building Inspector
- c. Engineer
- d. Recreation
- e. Police Chief
- f. EMS
- g. Brentwood Fire Department
- h. Solicitor
- i. Finance Report
- j. Borough Manager

<p><b>Question By/Topic:</b></p>	<p>Mr. Carnevale: On the Engineer report, we discussed the streets we are going to do then possibly do a parking lot; this changes the cost under the program. This is under the DPW, the five (5) year road program plan.</p> <p>Mr. Carnevale: Engineer Report, cost for Maintenance of the Library, a grant for the ADA doors and money budgeted for repairs.</p> <p>Mr. Carnevale: Also, discussion on the schedule referring to the amount of hours of time off, over time, sick time, vacation, etc.</p> <p>Manager Zboyovsky: Employees get sick; they are entitled to time off, personnel days, vacation, etc. Discussion regarding a trend of abuse regarding sick days per year used as vacation days, taken at a half day at a time or an entire day.</p> <p>Mr. Carnevale: Library Agreement being reviewed by the Borough Solicitor and will be completed by the end of the year for Council's approval.</p> <p>Mr. Carnevale: The new cameras were not approved for the evidence room; we discussed this with the Acting Police Chief, but it was not approved.</p> <p>Mr. Carnevale: The break in down at the park, was that incident on the camera?</p> <p>Manager Zboyovsky: It was not a break in; it is being investigated and the camera will be checked to see if it was on there.</p> <p>Mr. Carnevale: We should possibly consider selling the unmarked</p>
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	police vehicle; if Acting Chief needs a vehicle he can use a regular police vehicle.
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**7. President’s Report.**

***Mr. President, I move that Council ratify the Settlement Agreement and Release between Robert Butelli and Brentwood Borough dated November 17, 2014.***

Motion By: <b>M-1</b>	Mr. Frombach:
Second By:	Mr. Schubert:

President Vickless: Any comments from Council.

<b>Question By/Topic:</b>	Mr. Carnevale: I will vote no on this motion. I firmly believe that certain things went down and we should bring the Chief back to work.
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President Vickless: Any further comments from Council. None.

President Vickless: Any comments from the audience. None.

President Vickless requested a roll call vote.

Member	AYE	NAY	Member	AYE	NAY
Mr. Trent	X		Ms Fox	X	
Mr. Carnevale		X	Mr. Schubert	X	
Mr. Frombach	X		Mr. Vickless	X	
Dr. Pasquantonio	X		Mayor Troy		

President Vickless said, “Motion carried.” 6 AYES. 1 NAY.

**8. Mayor’s Report.** No report this evening.

**9. Administrative and Finance Committee** – Mr. Dean Trent stated the following will be considered at the Council meeting:

- a. Consider Minutes of the: October 20, 2014 Agenda meeting.
- b. Consider Minutes of the: October 27, 2014 Regular meeting.
- c. Consider Minutes of the: September 30, 2014 Joint School Board Meeting

- d. Accept the Treasurer’s Report for Period Ending October 31, 2014.

<b>Question By/Topic:</b>	<p>Mr. Carnevale: We are still receiving invoices from Solicitor Ayoob. Will this be done by the end of the year?</p> <p>Manager Zboyovsky: I will see if these invoices can be closed out and report back to Council.</p>
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Mr. Trent continued:

- e. Accept the Manager’s Report for the Period Ending October 31, 2014.
- f. Consider ratifying of the bills from October 01, 2014 through October 31, 2014 from the following Borough Fund Accounts:
1. General Fund in the amount of **\$538,188.63.**
  2. Sanitary Sewer Fund in the amount of **\$382,035.37.**
  3. Brentwood Park Fund in the amount of **\$591,882.26.**
  4. Capital Improvement Fund in the amount of **\$308,559.67.**
  5. Liquid Fuels Fund in the amount of **\$0.00.**
  6. Non-Uniform Pension Fund in the amount of **\$3,409.78.**
  7. Police Pension Fund in the amount of **\$30,142.16.**

<b>Question By/Topic:</b>	<p>Mr. Carnevale: On the two (2) pension funds the fees we paid for the administrators should be indicated in a breakdown on the dollar amounts.</p> <p>Mr. Schubert: So the non-uniform pension all comes from the funding, so much from the lawyer, the Fund Manager at \$200 per hour.</p> <p>Manager Zboyovsky: I want to assure the public that the expenses do include administrative fees. MMC&amp;P met with Mr. Carnevale and I reviewed and explained how the figures are determined. Also MMC&amp;P also prepares the MMO each year; the \$8,000 is for the Fund Manager for the administration fees, discussion on termination fees, etc.</p>
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Mr. Trent continued:

- g. Consider Resolution No. 2014-70, 2015 Borough Manager Agreement
- h. Consider Resolution No. 2014-71, 2015 Fee Resolution

<b>Question By/Topic:</b>	<p>Ms Fox: I propose the rental inspection fee increased from \$50 to \$65 per rental inspection. Discussion on the fees from the City of Pittsburgh and other municipalities, the average fee is \$80.00 - \$85.00.</p> <p>Manager Zboyovsky: We can check with similar municipalities to check their fees and will report back to Council.</p> <p>Mr. Schubert: I think it is rather high.</p> <p>Ms Fox: This inspection fee must be higher than \$50.00; \$65.00 is a fair increase. Several municipalities are much higher; this is not a new fee for Brentwood, it is every five (5) years and not a substantial increase.</p> <p>Discussion regarding the fee for the City of Pittsburgh inspection, millage increase, property values, inspection and re-inspect properties, administrative costs, etc.</p> <p>Mr. Trent: Keep it at \$65.00 and have a re-inspection fee.</p> <p>Manager Zboyovsky: We already have a re-inspection fee with a time-frame for repair.</p> <p>Mr. Frombach: Consider \$70.00 for the fee, it is a reasonable increase.</p> <p>Dr. Pasquantonio: I will call the City and check the amount; I don't think that is accurate information. Discussion on rental property, property value, etc.</p> <p>Manager Zboyovsky: The fee schedule indicates the changes.</p> <p>President Vickless: We can make it \$70.00 for the motion and it can be further discussed if need be.</p>
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Mr. Trent continued:

- i. Consider Resolution No. 2014-72, 2015 Non-Union Employee's Salaries
- j. Consider Advertising Ordinance No. 2014-1233, 2015 Final Tax Levy
- k. Consider Resolution No. 2014-73, 2015 Proposed Budget
- l. Consider Advertising Ordinance No. 2014-1232, Sewage Fees

<b>Question By/Topic:</b>	Manager Zboyovsky: The Ordinance reflects the new fee changes.
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Mr. Trent continued:

- m. Consider Amendment to GO Anticipation Bond
- n. Consider Resolution No. 2014-74 - eCivis Grant Administration Software

<b>Question By/Topic:</b>	<p>Mr. Carnevale: We keep getting more and more software. Does this really help us? The Management software is \$3,000 per year.</p> <p>Manager Zboyovsky: We are so antiquated with spread sheets. Emails, grant newsletter, this is just a data base. This is a great program that includes the management of grants, examples of similar grants to tailor your grant; we could use this and share information with the EDS, BVFC and EMS. It also falls under the Strategic Plan.</p> <p>Mr. Schubert: I think this is money that will be well spent.</p>
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Mr. Trent continued:

- o. Consider Resolution No. 2014-75 – IT Service Agreement - Green 7 Technologies

<b>Question By/Topic:</b>	<p>Mr. Schubert: Will this IT service cover the police department?</p> <p>Manager Zboyovsky: Yes,</p> <p>Mr. Carnevale: This is \$1,532.00 per month or \$18,000 per year.</p>
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- p. Other Items.

**10. Public Works Committee** – Mr. Rich Schubert stated the following will be considered at the Council meeting:

- a. Accept the Public Works Supervisor’s monthly report for the period ending October 31, 2014.

- b. Accept the Engineer’s monthly report for the period ending October 31, 2014.
- c. Review Draft 5-Year Roadway Program [Discuss-To be approved 12/08/14]

<b>Question By/Topic:</b>	<p>Mr. Schubert: The five (5) year program, regarding the ADA parking expansion near the school district. Now, we don’t need any additional ADA spaces.</p> <p>President Vickless: It wasn’t necessary for that area. We had other areas for ADA parking around the Civic Center. It was for an easier access point.</p> <p>Mr. Schubert: Could you possibly do the five (5) year program in four (4) years? We are now taking money from the road program for a smaller project. It is not necessary, we don’t need it.</p> <p>President Vickless: We do need more parking in the park for activities that we hold in the park, sports, etc. Cars are parking on the sidewalk. If we could add several parking spaces in front of the school, with some of it being ADA it would be good. We need spaces for the overflow in the park, 20-25 spaces would alleviate some of the parking. See Vitali’s report.</p> <p>Mr. Schubert; I disagree with that. Referred to the 5 year program.</p> <p>Mr. Trent: I think it is absolutely necessary, parking is lacking in the park. At the joint meeting at the school district they asked if it would be making a parking area. We said it would be in our plan. You have young children and need the parking; adding more parking would be a benefit for the entire park we just built.</p> <p>Mr Carnevale: I don’t agree; is everything necessary right now? We are in the midst of cutting the budget to do certain things. What do we need now? Do we need this parking spot now?</p> <p>President Vickless: I see the need, I see people parking on sidewalks and in the grass. We need the parking now.</p> <p>Mr. Carnevale: This budget will need to be hacked up and where do we start on that?</p> <p>Mr. Trent: We can stop on one street and do this parking area. Discussion regarding road projects done in 2014.</p> <p>Mr. Schubert: I would like to keep the parking at 16 and add ADA parking spaces.</p>
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Mr. Schubert continued:

- d. Consider Resolution No. 2014-76 – ARLE Grant
- e. Consider Resolution No. 2014-77 –PennDot Agreement

<b>Question By/Topic:</b>	<p>Manager Zboyovsky: PennDot plans on milling and paving of the sanitary sewers on Route 51, with the Borough cost at approximately \$3,000. PennDot is upgrading the ADA access along Route 51, possibly a \$12,000 to \$13,000 cost to the Borough ADA ramps, several pipes outside of the right of way, laterals and storm water pipes. etc.</p> <p>Mr. Frombach: On the ADA ramps, I hope they lead to something, a sidewalk, walkway, to lead somewhere. It is a federal law and hopefully it is installed to go somewhere.</p>
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f. Other Items

<b>Question By/Topic:</b>	<p>Mr. Schubert: Vitali would begin to do facility work, please explain.</p> <p>Manager Zboyovsky: The DPW is in the process of preparing a facility maintenance plan of the newer structure, and the existing Borough Building, Library and the Civic Center.</p> <p>Mr. Schubert: Maybe we should have a company come in and look at each facility.</p> <p>Mr. Frombach: We need to be concerned about the fees to have this done; we need to budget money for that.</p> <p>President Vickless: We could have Vitali look at it and if any issues he can report back to Council.</p>
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**11. Zoning and Ordinance Committee** – Ms. Stephanie Fox stated the following will be considered at the Council meeting:

- a. Accept the Building Inspector’s monthly report for the period ending October 31, 2014.
- b. FYI – There is no Zoning Hearing Board meeting scheduled for November 2014.
- c. FYI – There is no Planning Commission meeting scheduled for November, 2014.
- d. Consider Re-Appointments to Zoning Hearing Board. (2)



<b>Question By/Topic:</b>	Mr. Frombach: As a reminder we have a Public Hearing prior to the next regular Council meeting for the Slater property.  Manager Zboyovsky: Yes, it is at 7:00 P.M.
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Ms Fox continued:

- e. Consider Re-Appointment to Uniform Construction Code Appeal Board
- f. Other Items

**12. Park and Recreation Committee** – Mr. John Frombach stated the following will be considered at the Council meeting:

- a. Consider Recreation Director’s monthly report for the period ending October 31, 2014.
- b. Consider authorizing the Borough Manager negotiate with Baldwin Borough to renew an Intergovernmental Agreement with Baldwin Borough to share Brentwood’s Recreation Director.
- c. Consider Resolution No. 2014-81; Kaboom Playground Grant
- d. Other Items

Mr. Frombach: The Park and Recreation Committee meeting will be held at the Civic Center and we will do a walk through looking at different ways to improve it.

Mr. Schubert: We held a Park a & Recreation walk through with Paula Simmons and Bob Mackewich at the Civic Center to evaluate some of the items that need to be considered for a cleaner place for rental.

**13. Public Safety Committee** – Mr. Pasquale Carnevale stated the following will be considered at the Council meeting:

- a. Accept the Police Chief’s monthly report for the period ending October 31, 2014.
- b. Consider to Accept Memo of Understanding by Teamsters 205.
- c. Resolution No. 2014-78; Safety Committee
- d. Consider Re-Appointment to Civil Service Commission.
- e. Consider Resolution No. 2014-XX -Civil Service Board Appointment Harold H. Smith
- f. Consider Resolution No. 2014-XX -Civil Service Board Appointment Eugene Warner
- g. Consider proposal to provide electrical services associated with the installation of the Park Video Surveillance Camera’s from Digital Signal Systems, Inc. in the amount of \$9,414.00 to be paid from the Park Fund Line Item 15-454-613.

<b>Question By/Topic:</b>	<p>Mr. Carnevale: Are we cutting some of the cameras out?</p> <p>Mayor Troy: There are 10 cameras; there are a number of poles with electricity only at the base of the pole; and some poles with no electrical power at all.</p>
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h. Personnel Item

<b>Question By/Topic:</b>	<p>Mr. Carnevale: I have been looking long and hard into the policeman's contract. Under the contract, I would assume we dismissed a police chief or whatever we did with the police chief, some things he had done were not done properly and that is the scheduling. It goes on to say a man has to work 40 hours. After 40 hours, in five consecutive days, he gets two (2) consecutive days off. That is not happening. I want that to happen again within the schedule. I don't want people rotating their days off and their 13 week They picked their days off for 13 weeks. The two (2) days off is whatever they select. Only once in a years' time, does anybody ever have Saturday and Sunday off. I would like to have that done. Also, scheduling of vacations are done in two (2) week intervals, not supposed to be done one (1) day at a time, One (1) day at a time would be time for being sick. Other than you don't get one (1) day at a time. Only get vacation schedule at two (2) weeks at a time. No more scheduling vacations at one (1) day at a time with vacations. That is how the contract is set, whether it's right or whether it's wrong or not. Whether the chief can let them do that I don't know. The Chief is no longer here. These people said well that's okay. They never said a word about it. I have been complaining about it since 2008 when the contract came up. I want this contract to be put back the way it is supposed to be. Other than that I have no other items at this time.</p>
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i. Other Items

**14. Community Affairs Committee** – Dr. Robert Pasquantonio stated the following will be considered at the Council meeting:

a. Consider Resolution No. 2014-78 Live Well Allegheny Communities

<b>Question By/Topic:</b>	<p>Dr. Pasquantonio: This program is to promote healthy residents in Allegheny County Wellness Campaign. We need to encourage the residents to use the park; the lights are on for individuals to use the track and the stadium. We need to encourage the kids to walk to school, etc.</p> <p>Manager Zboyovsky: There are some criteria the Borough has to commit themselves to some items have been implemented. We were</p>
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	<p>contacted by the County inviting us to become a Live Well Community.</p> <p>Mr. Schubert: Is there any cost involved?</p> <p>Mr. Frombach: This is the County Executive adopting a Proclamation for the residents to become healthier residents in Allegheny County. It is a good program and we need to make it known we have the assets available. We have crossing guards with no kids at the crossing; the students are being driven to school. We need to get the parents to have the students walk to school, we have the police patrol, and we have the sidewalks. We are a walking community!</p>
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Dr. Pasquantonio continued:

- b. Consider Resolution No. 2014-80, Buy Brentwood

<p><b>Question By/Topic:</b></p>	<p>Dr. Pasquantonio: Read the Brentwood Borough Vision Statement. This all ties into urban life, we can walk to a lot of places and we are close to the city. We can market that to the rest of the county. We are a suburban area that is close to the South Side. I believe Brentwood has been looking cleaner than in the past; I don't see a lot of debris, we take pride in our community and the environment.</p>
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Dr. Pasquantonio continued:

- c. ***FYI – BBOA/Brentwood Light-Up Celebration –Saturday, November 22, 2014, 4:00 P.M. to 7:00 P.M.***
- d. Other Items

**15. Special Committees –**

- a. Strategic Planning Committee [M. Vickless, D. Trent, J. Frombach]
  - i. Consider Resolution No. 2014-65; 2015-2016 Strategic Plan

Manager Zboyovsky: This is in the final form; it is a work plan at the end of last section with the requested inserts and dated for 2015.

- b. Park Security Committee [P. Carnevale, D. Trent, and J. Frombach]
  - i. Contractor is moving forward with installation of Cameras.
    - Mr. Carnevale: We are looking into this now; it is in progress.

c. Walking Trail Committee [R. Pasquantonio, S. Fox, and D. Trent]

- i. Was unsuccessful on obtaining a grant. Will apply again.

Dr. Pasquantonio: We did not get the Walking Trail Grant, we will continue to apply again, look at internal resources and talk with other municipalities. We need to try to look at the internal resources and possibly do this in-house. I would like for us to do that.

Mr. Frombach: This starts at E. Willock Road and comes out at Fishwick, there may be an opportunity for development through Brentwood. Maybe we could work with them.

d. Funding & Development Committee [S. Fox, D. Trent, and M. Vickless]

- i. Update:

Mr. Greg Jones, EDS, will be here next week with a status report on the current programs in progress and upcoming projects.

e. Anti-Bullying Committee [S. Fox, R. Pasquantonio, D. Trent]

Ms Fox: Nothing to report.

**16. Old Business –**

a. Other Items

Mr. Trent: I would like to have this as an item for Executive Session for next week. We need to finalize something about the BPI, this has been an open issue for too long and we need to finalize this.

Mr. Schubert: At the BPI meeting we talked with them about a letter. I drafted a letter.

President Vickless: Have the letter available at the Executive Session next week.

Mr. Trent: Please bring the notes to the Executive Session for next week for our review and to finalize.

Mr. Schubert: The current letter is preliminary and I would like to have it done before the end of the year.

Ms Fox: I think it should be a let's move forward letter" as there was a lack of communication or misunderstanding and move forward.

**17. New Business –**

Mr. Schubert: Regarding the parking situation there is an area at the end of the lot, where there is a flag pole; it takes up a lot of space. The flag pole could be removed and put somewhere else. Let's look at the circle with the grassy area and possibly eliminate that. Let's have Mr. Vitali look into this and possibly have it removed and install parking spaces and possibly redesign it.

Mr. Trent: I agree, we could possibly check with the DCNR and be careful because of the green space, if we remove it. A new parking lot is not considered part of the ordinance; there may be limits on what we can do because of the green space..

Mr. Carnevale: Maybe we should consider selling the police chief's vehicle.

President Vickless: Council will take this under advisement and we can discuss this at the meeting next week.

President Vickless: Tomorrow evening Gateway will give their yearly presentation at 7:00 P.M, Council to meet at 6:30 P.M. for a meet and greet with Gateway Engineers staff. The public is welcome to the presentation at 7:00 P.M.

**18. Public comment – Please try to limit remarks to 3 minutes.**

a. Ken Lockhart, 3502 Shadewell Ave., came before Council stating Council is possibly considering one meeting per month. This Agenda meeting is two (2) hours. What you did to the Chief of Police, I heard the comment he retired. He didn't retire, it was you either take what we give or you are fired. If there was any wrong doing it should be turned over to the District Attorney. Unfortunately when you come to an agreement and the chief was forced into this agreement no parties are taking any blame for anything. I think that is wrong. It is a personal thing. I feel sorry for the employees here because who is next?

b. Clyde Zimmerman, 3025 Grayson Ave., came before Council stating under the Public Safety Committee for the Civil Service Commission are they the alternates or are you replacing the entire Commission.

President Vickless: There are two (2) alternates to fill the vacancies; Henry Krakovsky will remain as Alternate No. 1, Harold Smith is Alternate No. 2 and Eugene Werner is Alternate No. 3 for the Civil Service Commission.

**19. Adjournment.** The meeting adjourned at 9:35 P.M.

Motion By: <b>M-2</b>	Ms Fox
Second By:	Mr. Trent

Member	AYE	NAY	Member	AYE	NAY
Mr. Trent	X		Ms Fox	X	
Mr. Carnevale	X		Mr. Schubert	X	
Mr. Frombach	X		Mr. Vickless	X	
Dr. Pasquantonio	X		Mayor Troy		
Solicitor Levine			Manager Zboyovsky		

President Vickless stated "Motion carried." ALL AYES.

Respectfully submitted,

Mary Lou Garase  
Administrative Assistant