



THE BOROUGH OF BRENTWOOD

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

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BOROUGH OF BRENTWOOD JULY 28, 2015 – COUNCIL MEETING MINUTES 7:30 P.M.

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 P.M.

1. **Call to Order.** The Regular Council Meeting was called to order at 7:35 P.M. President Martin Vickless stated there was an Executive Session prior to the meeting to discuss personnel and contractual items. 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. Carnevale	X		Ms Fox	X	
Mr. Schubert	X		Mr. Frombach		X
Mr. Trent		X	Mr. Vickless	X	
Dr. Pasquantonio	X		Mayor Troy	X	
Solicitor Maloney	X		Manager Zboyovsky	X	

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

- a. David Sayre, Glendale Ave., came before Council regarding the Non-Profit status of the Brentwood Soccer Association. Congressman Doyle is looking into this. Mr. Sayre is requesting a motion from Council to approve their request for field time and as a Borough organization until they receive their completed paperwork. Discussion ensued regarding the many years the BASA has been in Brentwood, the change of officials in the organization ending with the BASA not renewed as an organized Brentwood team; painting of lines on the fields, field time available when BHS and DUKES are not using the field.



- b. Stephanie Richards, Lawnwood Ave., came before Council stating she spoke with Jim Attanucci and as far as the permits and the time available, everything is ready to go. Everyone is happy and just waiting for the permits.

Presentations: Ms. Lannette McWilliams, Director of Seven Oaks Hospice Care, came before Council and presented Council a placard celebrating the 100th Anniversary.

Mayor Troy thanked Ms McWilliams for the placard and stated the Seven Oaks Hospice Care provides a very good service to the community.

5. Communications. None.

6. Department and Borough Manager's Reports: Copies available on the Borough website

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

Mr. Carnevale: Questioned several items under the department reports:

- DPW full time employee man hours, summer help taking vacation
- Street sweeper – put sweeper on the road and clean the streets
- Streets asphalted – consider used asphalt and get the repair work started
- Park & Recreation - requesting Playground final dollar cost (\$179,010.14)
- Finance Department – expenditures are not correct, payroll should be included.
- Brentwood Library – questioned Solicitor on contract status

Solicitor Maloney: The Borough did not receive the contract back from the Library.

President Vickless: I request that you contact the department heads in advance, prior to the meeting, and they will provide the information for you and it will be available for your review.

Manager Zboyovsky: We have a detailed cost done by the Borough Engineer supplying the supporting calculations for the Playground area. I will provide you the information after the meeting.

Mr. President, I move to approve the Department and Borough Manager's Reports as presented.

Motion By: M -1		Mr. Schubert			
Second By:		Ms Fox			
Member	AYE	NAY	Member	AYE	NAY
Mr. Carnevale	X		Ms Fox	X	
Mr. Schubert	X		Mr. Frombach		Absent
Mr. Trent		Absent	Mr. Vickless	X	
Dr. Pasquantonio	X		Mayor Troy		

President Vickless stated, "Motion carried." 5 AYES. 2 ABSENT

7. President's Report – Mr. Marty Vickless

- a. *I'd like to have Council Authorize the Borough Manager to review and revise Chapter 76: Animals of the Brentwood Borough Code to more adequately address chickens.*

Mr. President, I move to Authorize the Borough Manager to review and present to Council revisions to Chapter 76; Animals of the Brentwood Borough Code to more adequately address residents keeping of chickens on their properties.

Motion By: M -2		Mr. Schubert			
Second By:		Ms Fox			
Member	AYE	NAY	Member	AYE	NAY
Mr. Carnevale	X		Ms Fox	X	
Mr. Schubert	X		Mr. Frombach		Absent
Mr. Trent		Absent	Mr. Vickless	X	
Dr. Pasquantonio	X		Mayor Troy		

Discussion ensued regarding interpretation of the current ordinance regarding chickens.

President Vickless called for a vote.

President Vickless stated, "Motion carried." 5 AYES. 2 ABSENT.

8. Mayor's Report – Mr. Dennis Troy reported the following:

- a. *FYI - The first Police Contract Negotiation's meeting was changed from Wednesday, August 19 to Thursday, August 27th at 10:00AM. This meeting will be for the following to be present: Mayor Troy, Borough Manager Zboyovsky and Police Chief Zeppuhar for the police negotiations. Discussion ensued regarding who attends and who is permitted to speak at the negotiations.*

9. Administrative and Finance Committee – Mr. Dean Trent

- a. Consider accepting the Treasurer’s Report for period ending June 30, 2015.

Mr. President, I move to accept the Treasurer’s Report for the period ending June 30, 2015.

Motion By: M -3		Ms Fox			
Second By:		Mr. Schubert			
Member	AYE	NAY	Member	AYE	NAY
Mr. Carnevale	X		Ms Fox	X	
Mr. Schubert	X		Mr. Frombach		Absent
Mr. Trent		Absent	Mr. Vickless	X	
Dr. Pasquantonio	X		Mayor Troy		

Mr. Carnevale: I think the General Fund should include the payroll.

President Vickless called for a vote.

President Vickless said, “Motion carried.” 5 AYES. 2 ABSENT.

- b. Consider ratifying of the bills from June 1, 2015 through June 30, 2015 from the following Borough Fund Accounts:

1. General Fund in the amount of \$246,534.35
2. Sanitary Sewer Fund in the amount of \$327,991.24
3. Capital Improvement Fund in the amount of \$3,235.30.
4. Liquid Fuels Fund in the amount of \$0.00.
5. Non-Uniform Pension Fund in the amount of \$94.85.
6. Police Pension Fund in the amount of \$20,255.31.

Mr. President, I move to ratify the bills from June 1, 2015 through June 30, 2015 from the following Borough Fund Accounts:

1. General Fund in the amount of \$246,534.35
2. Sanitary Sewer Fund in the amount of \$327,991.24
3. Capital Improvement Fund in the amount of \$3,235.30.

4. Liquid Fuels Fund in the amount of \$0.00.
5. Non-Uniform Pension Fund in the amount of \$94.85.
6. Police Pension Fund in the amount of \$20,255.31.

Motion By: M -4		Ms Fox			
Second By:		Mr. Schubert			
Member	AYE	NAY	Member	AYE	NAY
Mr. Carnevale	X		Ms Fox	X	
Mr. Schubert	X		Mr. Frombach		Absent
Mr. Trent		Absent	Mr. Vickless	X	
Dr. Pasquantonio	X		Mayor Troy		

Mr. Carnevale: Mentioned the General Fund, Non-Uniform and Police Pension Fund.

President Vickless called for a vote.

President Vickless said, "Motion carried." 5 AYES. 2 ABSENT.

- c. Consider **Resolution No. 2015-35**, Adopting Administrative Standard Operating Procedures.

Mr. President, I move to adopt Resolution No. 2015-35, Adopting Administrative Standard Operating Procedures.

Motion By: M -5		Ms Fox			
Second By:		Mr. Schubert			
Member	AYE	NAY	Member	AYE	NAY
Mr. Carnevale	X		Ms Fox	X	
Mr. Schubert	X		Mr. Frombach		Absent
Mr. Trent		Absent	Mr. Vickless	X	
Dr. Pasquantonio	X		Mayor Troy		

Mr. Carnevale: Exactly what is this? This is not telling them what their job classification.

Manager Zboyovsky: It outlines daily procedures with drafting letters, answering the telephone, it allows for consistency. It is essential for new hires.

President Vickless called for a vote.

President Vickless said, "Motion carried." 5 AYES. 2 ABSENT.

d. FYI – Administration and Finance Committee Meeting will be held on Wednesday, July 29, 2015 at 7:00 PM.

e. Other Items

10. Public Works Committee – Mr. Rich Schubert

a. Consider hiring _____ as a Department of Public Works employee in accordance with the current Collective Bargaining Agreement.

Mr. Carnevale: Since Mr. Trent is not here this evening and he is the Chair of this committee, I think we should cancel this motion until Mr. Trent returns.

FYI - Mr. President the Borough will consider hiring two (2) DPW employees.

Mr. President, I move to hire William Hench as a Department of Public Works employee in accordance with the current Collective Bargaining Agreement.

Motion By: M -6		Mr. Schubert			
Second By:		Ms Fox			
Member	AYE	NAY	Member	AYE	NAY
Mr. Carnevale	X		Ms Fox	X	
Mr. Schubert	X		Mr. Frombach		Absent
Mr. Trent		Absent	Mr. Vickless	X	
Dr. Pasquantonio	X		Mayor Troy		

Mr. Carnevale: How old are these people?

President Vickless called for a vote. President Vickless said, "Motion carried." 5 AYES. 2 ABSENT.

Solicitor Maloney: You can ask the question but they do not have to answer you.

Mr. President, I move to hire Harry Beatty as a Department of Public Works employee in accordance with the current Collective Bargaining Agreement.

Motion By: M -7		Mr. Schubert			
Second By:		Ms Fox			
Member	AYE	NAY	Member	AYE	NAY
Mr. Carnevale	X		Ms Fox	X	
Mr. Schubert	X		Mr. Frombach		Absent
Mr. Trent		Absent	Mr. Vickless	X	
Dr. Pasquantonio	X		Mayor Troy		

President Vickless said, "Motion carried." 5 AYES. 2 ABSENT.

- b. Consider awarding Grad Street Catch Basin repair project to Osiris Enterprises in the amount of \$17,917.00 to be paid from the Capital Improvement Stormwater Management Fund Line Item 18-446-373 Emergency Repairs.

Mr. President, I move the Borough award the Grad Street Catch Basin repair project to Osiris Enterprises in the amount of \$17,917 to be paid from the Capital Improvement Stormwater Management Fund Line Item 18-446-373 Emergency Repairs.

Motion By: M -8		Mr. Schubert			
Second By:		Ms Fox			
Member	AYE	NAY	Member	AYE	NAY
Mr. Carnevale	X		Ms Fox	X	
Mr. Schubert	X		Mr. Frombach		Absent
Mr. Trent		Absent	Mr. Vickless	X	
Dr. Pasquantonio	X		Mayor Troy		

President Vickless called for a vote.

President Vickless said, "Motion carried." 5 AYES. 2 ABSENT.

- c. Other Items

11. Zoning and Ordinance Committee – Ms. Stephanie Fox

- a. Consider **Resolution No. 2015-37**; Code Enforcement Standard Operating Procedures.

Mr. President, I move to adopt Resolution No. 2015-37, Code Enforcement Standard Operating Procedures.

Motion By: M -9		Ms Fox			
Second By:		Mr. Schubert			
Member	AYE	NAY	Member	AYE	NAY
Mr. Carnevale	X		Ms Fox	X	
Mr. Schubert	X		Mr. Frombach		Absent
Mr. Trent		Absent	Mr. Vickless	X	
Dr. Pasquantonio	X		Mayor Troy		

Mr. Carnevale: What is this exactly for?

President Vickless: It is the same as the Administrative procedures but this is for the Code Department.

President Vickless called for a vote.

President Vickless said, "Motion carried." 5 AYES. 2 ABSENT.

Ms Fox continued:

- b. Consider authorizing the Borough Manager to revise Chapter 197: Trees of the Brentwood Borough Code in particular Section 197-5 Removal and trimming of trees to include private property as well as public property which states that the responsibility of trimming or removing trees or vegetation that encroach onto an adjacent property that of the property owner.

Mr. President, I move to authorize the Borough Manager to revise Chapter 197: Trees based on the recommendations of Councilperson Fox.

Mr. Schubert: I request it be stated in the ordinance the reason is because it is a dead tree or a nuisance or hazard. I don't want trees to be cut because of neighbor feuds.

Discussion ensued regarding the trimming of trees, shrubs, hedges, who is responsible for damage if a tree falls, etc. Manager Zboyovsky: You are not voting on this tonight; I will do research and look at past practice.

Dr. Pasquantonio: I would like to see the past practices and see how to enforce it. There should some responsibility on the property owner.

President Vickless called for a vote.

Motion By: M -10		Ms Fox			
Second By:		Mr. Schubert			
Member	AYE	NAY	Member	AYE	NAY
Mr. Carnevale		X	Ms Fox	X	
Mr. Schubert	X		Mr. Frombach		Absent
Mr. Trent		Absent	Mr. Vickless	X	
Dr. Pasquantonio	X		Mayor Troy		

President Vickless said, "Motion carried." 4 AYES. 1 NAY. 2 ABSENT

d. Other Items

12. Park and Recreation Committee – Mr. John Frombach

- a. Consider awarding the contract associated with the preparation of subbase and grading of the area required for the new Brentwood Playground to Osiris Enterprises in the amount of \$18,952.33 to be paid from the Borough's Capital Improvement Park Fund Line Item No. 18-454-610 – Playground.

Mr. President, I move to award the contract associated with the preparation of subbase and grading of the area required for the new Brentwood Playground to Osiris Enterprises in the amount of \$18,952.33 to be paid from the Borough's Capital Improvement Park Fund Line Item No. 18-454-610 – Playground.

Mr. Carnevale: Was this bid out?

Manager Zboyovsky: It was \$19,400.00. We received three bids. The engineering was \$19,000 on target with the quote. It includes the demolition.

Mr. Schubert: Will the DPW remove the swings? Manager Zboyovsky: No.

President Vickless called for a vote.

Motion By: M -11		Mr. Schubert			
Second By:		Ms Fox			
Member	AYE	NAY	Member	AYE	NAY
Mr. Carnevale	X		Ms Fox	X	
Mr. Schubert	X		Mr. Frombach		Absent
Mr. Trent		Absent	Mr. Vickless	X	
Dr. Pasquantonio	X		Mayor Troy		

President Vickless said, "Motion carried." 5 AYES. 2 ABSENT

- b. Consider approving the request from Brentwood Soccer Association to utilize a mobile concession stand (tent) for home 2015 BSA games contingent upon their non-profit status renewal and proof of all insurances and any other regulatory requirements.

Mr. President, I move to approve the request from Brentwood Soccer Association to utilize a mobile concession stand (tent) for home 2015 BSA games contingent upon their non-profit status renewal and proof of all insurances and any other regulatory requirements.

Mr. Carnevale: If they said they were a non-profit organization; I would assume they have insurance. They are waiting for Congressman Doyle’s office to receive the non-profit status paperwork. As it reads now they are not non-profit status. Why vote on it now.

President Vickless: If they get the paperwork tomorrow then they would be ready.

Dr. Pasquantonio: Make it contingent on the non-profit status. If they are not granted the non-profit status the park director can shut them down for not adhering to the guidelines of the Borough. I think they deserve to sell if they get their non-profit status. Until then they cannot sell.

Mr. Schubert: Mr. Trent stated they all must have their non-profit status before selling and not permitted to setup a tent. There is a difference between the non-profit status and 501c3 status with the IRS.

President Vickless called for a vote.

Motion By: M -12		Mr. Schubert			
Second By:		Dr. Pasquantonio			
Member	AYE	NAY	Member	AYE	NAY
Mr. Carnevale		X	Ms Fox	X	
Mr. Schubert		X	Mr. Frombach		Absent
Mr. Trent		Absent	Mr. Vickless	X	
Dr. Pasquantonio	X		Mayor Troy		

President Vickless said, “Motion carried.” 3 AYES. 2 NAYS. 2 ABSENT

- c. Consider permitting Baldwin residents to use the Brentwood Borough Pool with their Baldwin Passes or at the Brentwood rates.

Mr. President, I move the Borough permit Baldwin residents use of the Brentwood Borough Pool with their Baldwin Pool Passes or to purchase daily passes at Brentwood rates for the remainder of the 2015 Brentwood Pool Season.

Motion By: M -13		Mr. Schubert			
Second By:		Ms Fox			
Member	AYE	NAY	Member	AYE	NAY
Mr. Carnevale	X		Ms Fox	X	
Mr. Schubert	X		Mr. Frombach		Absent
Mr. Trent		Absent	Mr. Vickless	X	
Dr. Pasquantonio	X		Mayor Troy		

President Vickless said, "Motion carried." 5 AYES. 2 ABSENT

e. Other Items.

f. Mr. Schubert: Congratulations to the Brentwood Athletic Association, the Brentwood Dukes and the BHS Basketball teams during their very successful seasons.

13. Public Safety Committee – Mr. Pasquale Carnevale

a. FYI – The Borough received notification from the Pennsylvania Department of Labor last week that the PA Department of Labor and Industry approved the Borough’s Application for Certification Renewal of the Borough’s Workplace Safety Committee effective July 30, 2015. This now entitles the Borough to receive a 5% discount on their workers’ compensation rates.

b. FYI – We are in the process of scheduling our Public Safety Committee Quarterly meetings with the Brentwood Volunteer Fire Company and Brentwood EMS. The meeting should be scheduled in the next couple of weeks.

c. Other Items.

Mr. Schubert: I would like Council to address the future of Brentwood EMS on where they are to go and if the Borough could help them on what will happen next regarding this building.

Mr. Carnevale: There is a lot of overtime for the police department this month for safety issues for contractors. Discussion ensued regarding the overtime pay and the budget, each department, DPW, police etc.

14. Community Affairs Committee – Dr. Robert Pasquantonio

a. *No Report.*

b. Other Items

15. Special Committees –

a. Funding and Development Committee [S. Fox, D. Trent, and R. Schubert]

1. *FYI - A Funding and Development Committee Meeting has to be rescheduled. Please respond to the Doodle survey of meeting times.*

2. *FYI- this item will be tabled until August to allow the Funding and Development Committee meeting.*

Consider authorizing Economic Development South (EDS) to proceed with developing conceptual plans for future use of the current location of the Borough Building.

b. Other Special Committee Reports

16. Old Business – None.

17. New Business – None.

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

a. John Balkovec, EMS, reported on the 4th of July parade and 5-K Race. The Borough received assistance from surrounding areas and there was only one incident prior to the parade. Mr. Balkovec thanked all those associated with all the 4th of July events for their dedication and volunteer time.

John Balkovec: Reported on June 26, 2015 there was a near drowning at the pool. The pool staff within minutes had the individual out of the pool, attended to the patient and the EMS arrived and transported them to the hospital. Great to have such caring and dedicated individuals working together at an emergency. Thank you.

John Balkovec: After the 4th of July festivities, the EMS responded to a call with two police officers at the scene of an individual with cardiac arrest. The police used the AED successfully and the individual was transported to the hospital and scheduled for surgery. Again, it was great to see the Borough emergency crew and police officers work together when an emergency occurs.

Mr. Carnevale: Regarding the Stop Sign Ordinance No. 2015-41; the stop sign has not been installed on Shadewell Avenue facing south on Marylea. Avenue.

Mr. Mackewich: I will have the DPW install that sign.

19. Adjournment. The meeting adjourned at 8:45 P.M.

Motion By: M -13		Ms Fox			
Second By:		Dr. Pasquantonio			
Member	AYE	NAY	Member	AYE	NAY
Mr. Carnevale	X		Ms Fox	X	
Mr. Schubert	X		Mr. Frombach		Absent
Mr. Trent		Absent	Mr. Vickless	X	
Dr. Pasquantonio	X		Mayor Troy		

President Vickless said, "Motion carried." 5 AYES. 2 ABSENT

Respectfully submitted,

Mary Lou Garase
Administrative Assistant

BOROUGH OF BRENTWOOD COMMUNITY VISION STATEMENT

The Borough of Brentwood is a unified, family-oriented community with a strong commitment to civic pride and traditions. While preserving these standards, ideals and traditions, the community shall strive to provide a high quality of life for all, a superior educational system and residential areas with a more suburban character. The community shall support established businesses while encouraging future economic development and effective local government, all within a safe and clean environment.

PUBLIC PARTICIPATION GUIDELINES

The Borough of Brentwood welcomes Public Participation during their Council Meetings. They ask however to please follow the Council Rules & Procedures when addressing Council.

§ 14-14. Public participation; Enforcement of decorum.

- A. The Borough shall provide those in attendance a reasonable opportunity to address the Council on any agenda item or any matter of concern, official action, or deliberation which may come before council. This privilege shall occur during the part of the agenda entitled "Public Privilege of the Floor."
- B. Speakers must stand. Speakers are requested to give their name, address and organization, if any. Speakers must be recognized by the Chairman. During the first segment of the meeting designated "Public Comment on Agenda Items," speakers may speak only once and will be advised by the Borough Manager when three (3) minutes have expired. Speakers are requested to conclude their remarks at that time. During this segment speakers are only to comment on specific items on the agenda.
- C. The first segment will end no later than 30-minutes after commencement in order to allow the borough business to begin in a timely and reasonable manner. Further questions or statements can be carried over to the second segment.
- D. During the second segment of the meeting designated "Public Comment on Non-Agenda Items" speakers may speak only once and are requested to limit their remarks to three (3) minutes. Speakers will be advised by the Borough Manager when three (3) minutes have expired. Speakers are requested to conclude their remarks at that time.
- E. In the case of a non-agenda item, citizens are requested, but not required, to present the matter to a member of the Council or Borough Manager in an attempt to resolve the matter beforehand.
- F. When a group of persons wishes to address the Council on the same subject matter, it shall be proper for the Chairman to request that a spokesperson be chosen by the group to address the Council and to limit the number of persons addressing the Council on the same matter so as to avoid unnecessary repetition.
- G. If the Chairman determines that there is not sufficient time at the meeting, the comment period may be deferred to the next regular meeting or special meeting occurring in advance of the next meeting.
- H. All remarks shall be addressed to the Council as a body and not to any member thereof. Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste. Interested parties or their representatives may address the Council by written communications. Written communications shall be delivered to the Secretary or his or her designee.
- I. Each "public comment period" segments are intended to afford citizens an opportunity to (express opinions) and to bring important matters to the attention of the Borough Council. Although they may, nothing herein shall require the President of Council or the Council to answer questions or engage in debate at any Borough Council meeting.