



THE BOROUGH OF BRENTWOOD

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

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

BOROUGH OF BRENTWOOD SEPTEMBER 22, 2015 – AGENDA 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.** President Vickless called the meeting to order at 7:32 P.M. President Vickless stated the Executive Session was conducted prior to the meeting to discuss personnel, litigation and contracts. 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.**
None.

Presentations:

a. 2014 Borough Audit –Mr. John Zivkovic, Hosack, Specht, Muetzel & Wood, LLP. Mr. John Zivkovic gave a presentation and reviewed the highlights of the 2014 Audit Report.

Mr. Carnevale: Thank you for your time and the opportunity to meet with you to review the Audit prior to this meeting. I have questions and I will meet with the Borough Manager.

Several Council members thanked the Borough Manager and S. Toth for a good job.



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

President Vickless: If Council has any questions please contact the Borough Manager to review and discuss prior to the meeting.

7. President’s Report – Mr. Marty Vickless

- a. FYI – The next Joint Council/School Board meeting will be held on Tuesday, September 29, 2015 at the School District Cafeteria beginning at 7:00 PM.*
- b. Consider Resolution No. 2015-45; Appointing Mr. AJ Doyle to fill the unexpired term of Mr. Dean Trent, with the term to expire on December 31, 2017 on Brentwood Borough Council.*

Mr. Carnevale: I would like to make a motion to appoint Mr. Mario Richards.

Motion By: M-1	Mr. Schubert
Second By:	Mr. Frombach

Solicitor Maloney: At this time, the motion was made and seconded to adopt Resolution No. 2015-45 at this meeting.

President Vickless: Are there any comments at this time?

Mr. Carnevale: This is the first person to come out and make the recommendation; other people sit on Council might have other recommendations. It is not the first come first person we serve. I don’t think this is right.

Mr. Schubert: I am making this recommendation, we reviewed the applicants and personally I feel he is the best person to fill the position. He is informed and showed desire to run for Council.

Mr. Carnevale: I can see that every person that wants to sit at that seat. I might have a lot against that person. He sits at the meeting and never speaks about anything on the floor. I don't know his part and never says anything. We need more than just being a person at the seat and not knowing anything. When I ran for this office I put a lot of time into it and at the podium.

Mr. Frombach: We do have to have public comments on this. I will then call for the question on the motion.

President Vickless: Are there any questions on the motion? None. President Vickless called for a roll call vote.

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

President Vickless said, "Motion carried." 5 AYES. 1 NAY.

Mr. Carnevale: Mario Richards and Harold Smith never sat here and that is a disgrace to this Council.

Mr. Schubert: I was appointed, Mr. Frombach and Ms Fox were appointed.

Mr. Carnevale: Discussion on the people who were appointed. These people were informed; I don't know if these people were, it was behind doors and they made an agreement. I wasn't part of that agreement.

Mr. Schubert: Everyone has their own voice; they should say something.

Mr. Carnevale: Why was that done behind the board? This is beyond a reasonable doubt; how many hours do you put in. How many hours do you put in?

Mr. Frombach: Let's move on and swear in Mr. Doyle tonight we have to get the affidavit of residency ready for the meeting next week.

8. Mayor's Report. – Mr. Dennis Troy

- a. Chief Zeppuhar will give a report on the parking issues at the next meeting. We will meet with residents to get a better understanding of the current issues. Based on the current ordinance we will have challenges with issuing parking permits on Brentwood and Pyramid Avenues and possibly additional streets. We are currently issuing permits in certain areas in the Borough.

We are currently looking at the cost of high-tech parking meters, reviewing the parking fine structure, and the current fee schedule regarding fines. Currently we need changes on this.

Mr. Carnevale: I don't think we are ready for the changes now, we don't have the finances.

9. Administrative and Finance Committee – Mr. Pasquale Carnevale: This evening I have some Action Items and the remaining items will be considered at the Council meeting.

- a. Consider Minutes of the August 17, 2015 and August 24, 2015 Council Meetings. **[ACTION ITEM]**

Mr. President, I move to approve the Minutes of the August 17, 2015 and August 24 2015 Council Meetings as submitted

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

President Vickless said, "Motion carried." ALL AYES.

- b. Consider accepting the Treasurer's Report for period ending August 31, 2015.
- c. Consider ratifying of the bills from August 1, 2015 through August 31, 2015 from the following Borough Fund Accounts:
 - 1. General Fund in the amount of \$952,325.72.
 - 2. Sanitary Sewer Fund in the amount of \$204,737.98.
 - 3. Capital Improvement Fund in the amount of \$36,302.86.
 - 4. Liquid Fuels Fund in the amount of \$0.00.
 - 5. Non-Uniform Pension Fund in the amount of \$3,535.91.
 - 6. Police Pension Fund in the amount of \$22,501.56.
- d. Consider hiring _____ as a Part-Time Administrative Clerical position in accordance with the Current Collective Bargaining Agreement contingent upon a successful medical examination. **[ACTION ITEM]**

Mr. President, I move the Borough hire Lori Vickless as a Part-Time Administrative Clerical position in accordance with the Current Collective Bargaining Agreement contingent upon a successful medical examination and drug test.

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

President Vickless said, "Motion carried." 5 AYES. 1 ABSTAIN. 1 VACANT SEAT.

- e. Consider 2016 Minimum Municipal Obligation (MMO) for the Non-Police Pension Plan. **[ACTION ITEM]**

Mr. President, I move the Borough Accept the 2016 Minimum Municipal Obligation (MMO) for the Non-Police Pension Plan in the amount of \$95,046.00.

Motion By: M-4		Mr. Carnevale			
Second By:		Mr. Schubert			

Mr. Carnevale: Does everyone understand this? Mr. Carnevale explained the MMO.

President Vickless called for a vote.

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

President Vickless said, "Motion carried." ALL AYES.

- f. Consider 2016 Minimum Municipal Obligation (MMO) for the Police Pension Plan. **[ACTION ITEM]**

Mr. President, I move the Borough Accept the 2016 Minimum Municipal Obligation (MMO) for the Police Pension Plan in the amount of \$286,883.00.

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

President Vickless said, "Motion carried." ALL AYES.

- g. Consider **Resolution No. 2015-40**; Finance Policy and Procedures
- h. Consider **Resolution No. 2015-41**; Administrative Policy and Procedures.
- i. Consider **Resolution No. 2015-42**; Appointing _____ as Investment Manager for the Police and Non-Police Pension Plans.
- j. Consider **Resolution No. 2015-43**; Human Resources Standard Operating Procedures.
- k. Consider renewing Police Copier Lease and Service Agreement with Konica Minolta for 1 BIZHUB C368 Copier/Printer. [ACTION ITEM]

Mr. President, I move the Borough renew its Police Copier Lease and Service Agreement with Konica Minolta for 1 BIZHUB C368 Copier/Printer for a period of 60 months at the monthly rate of \$320.76.

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

President Vickless said, "Motion carried." ALL AYES.

l. FYI – The First 2016 Budget Workshop will be held on Monday, October 12th beginning at 6:00 PM. These meetings are open to the public.

m. Other Items

10. Public Works Committee – Mr. Rich Schubert: This evening I have some Action Items and the remaining items will be considered at the Council meeting.

- a. Consider awarding the 2015 Sanitary Sewer Preventative Maintenance Contract to Roto-Rooter in the amount of \$22,977 to be paid from the Borough’s Sanitary Sewer Fund Line Item 08-429-372-O&M. **[ACTION ITEM]**

Mr. President, I move the Borough award the 2015 Sanitary Sewer Preventative Maintenance Contract to Roto-Rooter in the amount of \$22,977 to be paid from the Borough’s Sanitary Sewer Fund Line Item 08-429-372-O&M.

Motion By: M-7	Mr. Carnevale
Second By:	Dr. Pasquantonio

Mr. Carnevale: Was this put out for bid? Was this the lowest bidder?

Manager Zboyovsky: Yes this was out for bid and this is the lowest bidder.

President Vickless called for a vote.

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

President Vickless said, “Motion carried.” ALL AYES.

- b. Consider authorizing Change Order No. 1 requested by Liberoni, Inc. to extend the 2015 Milling & Paving Contract deadline by thirty (30) days. **[ACTION ITEM]**

Mr. President, I move the Borough authorize Change Order No. 1 as requested by Liberoni, Inc. extending the 2015 Milling & Paving Contract deadline by thirty (30) days with the new deadline being September 30, 2015.

Motion By: M-8	Mr. Schubert
Second By:	Dr. Pasquantonio

Mr. Carnevale: Where will this be done?

Manager Zboyovsky: I think Greenlee Road and Lachman Way should be done this weekend.

President Vickless called for a vote.

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

President Vickless said, "Motion carried." ALL AYES.

- c. Consider Hiring _____ as a full-time Department of Public Works laborer in accordance with the current Collective Bargaining Agreement. [ACTION ITEM]

Mr. President, I move the Borough hire Linden Goehring as a Full-Time Department of Public Works laborer in accordance with the current Collective Bargaining Agreement contingent upon his successfully passing a medical examination and drug test.

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

President Vickless said, "Motion carried." ALL AYES.

- d. Other Items.

11. Zoning and Ordinance Committee – Ms. Stephanie Fox: There is one informational item this evening and the remaining items will be considered at the Council meeting.

- a. *FYI – No Planning Commission Meeting was held on September 17, 2015. A Zoning Hearing Board meeting will be held on September 23, 2015 at 8:00PM*
- b. Consider adopting **Ordinance No. 2015-1242**; Amending in Limited Part Chapter 197; Trees.

Mr. Carnevale: Regarding the tree ordinance, it was the 4' as the amendment? Is that correct?

Ms Fox: Yes.

c. Other Items

12. Park and Recreation Committee – Mr. John Frombach: This evening I have some Action items and the remaining items will be considered at the Council meeting.

a. Consider **Resolution No. 2015-44**; Parks Standard Operating Procedures.

Mr. Carnevale: I read this and I understand the Park & Recreation Committee will have all the approval on the rentals in the park.

President Vickless: Council will have the final word on this; Council can overrule anything.

b. Consider authorizing the construction of a retaining wall associated with the new Brentwood Borough Playground in the not-to-exceed amount of \$15,000 to be paid from the Borough's Capital Improvement Fund 18-454-610 Playground. **[ACTION ITEM]**

Mr. President, I move the Borough authorize the construction of a retaining wall associated with the new Brentwood Borough Playground in the not-to-exceed amount of \$15,000 to be paid from the Borough's Capital Improvement Fund 18-454-610 Playground. (NOTE: The wall will be constructed with DPW Employees).

Motion By: M-10	Mr. Frombach
Second By:	Dr. Pasquantonio

Mr. Carnevale: We have all these jobs in the capital improvements: then we have the DPW. We don't charge the capital expenditures to the DPW for their work. It would come up as a cost. We don't have enough to do this work. Look at the parking lot, the upper field, the travel league, the dug outs, the grass. We don't have the manpower. Should we contract it out? We should have them work on the capital improvement fund including their wages. This should be done and we would know the true cost of the park. A discussion continued regarding the improvements and costs in the park.

Manager Zboyovsky: This is funded through a grant.

President Vickless called for a vote.

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

President Vickless said, "Motion carried." ALL AYES.

- c. Consider approving the Work Authorization provided by Gateway Engineers to coordinate and perform the Final Punch list Inspections for the renovation and reconstruction phase of the Brentwood Stadium Grandstand & Renovation Project in the not-to-exceed amount of \$6,000.00 to be paid from the Borough's Capital Improvement Fund Line Item 18-454-611 Phase III Construction-Misc. **[ACTION ITEM]**

Mr. President, I move the Borough approve the Work Authorization provided by Gateway Engineers to coordinate and perform the Final Punch list Inspections for the renovation and reconstruction phase of the Brentwood Stadium Grandstand & Renovation Project in the not-to-exceed amount of \$6,000.00 to be paid from the Borough's Capital Improvement Fund Line Item 18-454-611 Phase III Construction-Misc.

Motion By: M-11	Mr. Frombach
Second By:	Dr. Pasquantonio

Mr. Carnevale: The punch list should be small.

Manager Zboyovsky: It includes the bleachers, concession, almost everything, includes the time and architect, design, etc.

Mr. Carnevale: We don't have accessibility for ADA individuals at the restrooms; they can't get into the restrooms.

Manager Zboyovsky: On the punch list this would be checked and the entire project. There is language for the project to comply with the details and conditions of the contract with the contractors.

President Vickless called for a vote.

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

President Vickless said, "Motion carried." ALL AYES.

- d. Other Items.

13. Public Safety Committee – Mr. Pasquale Carnevale: This evening I have one Action item. We will omit item 13.a.

- a. Consider rehiring Lisa Fehr as a School Crossing Guard at the rate of \$11.22/hour. **[ACTION ITEM]**

Mr. President, I move the Borough rehire Ms. Lisa Fehr as a School Crossing Guard at the rate of \$11.22/hour.

- b. Consider renewing the 2016 Agreement with Mr. Magic Car Wash to provide car washes for six (6) vehicles at the annual rate of \$1,750.00. **[ACTION ITEM]**

Mr. President, I move the Borough renew agreement with Mr. Magic Car Wash for 2016 to provide car washes for six (6) vehicles at the annual rate of \$1,750.00.

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

President Vickless said, "Motion carried." ALL AYES.

- c. Other Items.

14. Community Affairs Committee – Dr. Robert Pasquantonio: The following are informational items:

- a. *FYI – Oktoberfest - Thursday, October 1, 2015 from 5:00 PM – 8:00 PM.*
- b. *FYI – Open Street’s Brentwood – Saturday, October 17, 2015 from 9:00 AM – 1:00 PM.* Brownsville Road will be closed from Giant Eagle to Park drive; however, there will be access points that will be open for the Food Bank and businesses that are open during this time.

- c. Other Items.

15. Special Committees –

Mr. Carnevale: The Safety Committee met with the Brentwood EMS and BVFC for the annual quarterly meeting. Several items were discussed and certain things will happen from now on. I will be the liaison between the EMS and the BVFC and I will attend all meetings. We will work out agreements with them.

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

1. FYI - A Funding and Development Committee Meeting- Needs to be rescheduled.

b. Other Special Committee Reports

16. Old Business –

a. Discuss Borough Building Masonry Report.

Manager Zboyovsky: There was a masonry inspection of the building to verify the condition the facade which includes recommendations to temporarily remediate the issue and to block off some parking areas. The report with recommendations is in the Council packet for your review.

Mr. Schubert: The Special Committee of Funding and Development Committee should make a recommendation to Council. Do we make the repairs or move somewhere else.

Ms Fox: I agree.

Mr. Frombach: I agree.

Mr. Carnevale: Are we going to demolish this building?

Mr. Frombach: We can apply for a grant to demolish this building, yes. We make the choice. In the report I suggest a special committee and work as an entire Council, all seven (7) members. A lot of action items that leaves us additional time to review as a committee and everyone be involved. I suggest we consider all Council involved, move forward and look at all options. Move forward and all Council be involved.

Mr. Schubert: I suggest we forward our ideas to the Borough Manager.

President Vickless: I will start on this tomorrow.

Mr. Carnevale: SHACOG will be coming up online with the bids. Will the Borough be purchasing a police car this year? Everything is online and there is very little money within the Cog (There are 17 members.)

17. New Business – Mr. Frombach: The following item will be considered at the Council meeting:

- a. Consider **Resolution No. 2015-46**; Appointing Dan Pisaniello as chairman to the Borough's Vacancy Board for the term expiring December 31, 2015.

Other items.

At this time, Mr. Frombach read the following statement: "I would like to make a brief statement regarding fundraising for a proposed time capsule to commemorate the 100th Anniversary of the Borough of Brentwood.

The Borough has never endorsed or supported and does not endorse or support in any way fundraising by any person or organization to fund a time capsule related to the Borough's 100th anniversary.

The Borough solicitor has sent a letter to Paul Beran of Advertel, Inc., requesting that they cease and desist from making any representations that the Borough or the Centennial Committee supports or endorses the development of a memorial time capsule, and further, that they refrain from soliciting any funds for that project under the false impression or pretext that the Borough or the Centennial Committee supports the project."

Mr. Frombach: "I request the reporters from the Tribune Review and the South Hills Record put this in the newspapers. Thank you."

Mr. Carnevale: I met with the Borough Manager and Dr. Pasquantonio regarding finances and it seems everybody and it see a big raise of spending. We may have to borrow one million or one and a half million dollars in January. I want you to know that we did have that meeting

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

- a. Margaret Fitzgerald, 3849 Brownsville Road, came before Council complaining about vehicles blocking driveways. Ms Fitzgerald stated she spoke with several people at the Borough, dialed 911 and her driveway is still being blocked by vehicles. Ms Fitzgerald also questioned the issue of yellow lines not being enforced, traffic on Brownsville Road and she complies with the rules and nothing has changed in seven months. This is ongoing in the neighborhood; it is not just my problem in the neighborhood.

Mayor Troy: You could possibly qualify for a parking permit.

Manager Zboyovsky: The entire ordinance needs to be reviewed and rewritten.

Ms Fox: Nothing has changed.

Mr. Schubert: If the vehicle is blocking traffic it is illegal. This is not an ordinance issue; it is not being enforced. You are asking to have the police chief to enforce the yellow line issue.

Mr. Frombach: It is illegal to block a driveway, it is illegal and it is not enforced.

Mr. Carnevale: The Mayor can take this before the police chief for review.

- b. Dan Foley, 3850 Brownsville Road, came before Council regarding 3848 Brownsville Road, complaining that resident's park where they feel like parking. There are drug dealers, domestic fights and the apartment building has ongoing problems. I am requesting something be done. Can something be done?

Mayor Troy: We will talk to the police chief and there are activities ongoing at that apartment that we are aware.

c. Sharon, 3858 Brownsville Road, came before Council stating she is a resident for 33 years. The apartment building at 3848 Brownsville Road has residents that are totally out of control. There are drug dealers, it is frightening to live there, it is a nuisance pending and Borough needs to be aware so we can be safe in our homes. Something has to be done, it is a nuisance!

d. Kimberly Slaterwood, Alcosan Municipal Outreach, representative here to assist to meet the requirements for the Consent Decree. I am the new Alcosan contact person for the Borough of Brentwood. We are having conversations with Gateway Engineers and will be working with them.

19. Adjournment. The meeting adjourned at 8:35 PM.

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

President Vickless said, "Motion carried." ALL AYES.

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.

BOROUGH OF BRENTWOOD

The following statement was read by John W. Frombach, Council Vice President, at the Council meeting on Tuesday, September 22, 2015:

I would like to make a brief statement regarding fundraising for a proposed time capsule to commemorate the 100th Anniversary of the Borough of Brentwood.

The Borough has never endorsed or supported and does not endorse or support in any way fundraising by any person or organization to fund a time capsule related to the Borough's 100th anniversary.

The Borough solicitor has sent a letter to Paul Beran of Advertel, Inc., requesting that they cease and desist from making any representations that the Borough or the Centennial Committee supports or endorses the development of a memorial time capsule, and further, that they refrain from soliciting any funds for that project under the false impression or pretext that the Borough or the Centennial Committee supports the project.

*agenda file
09-22-15*