



# THE BOROUGH OF BRENTWOOD

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

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## BOROUGH OF BRENTWOOD SEPTEMBER 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](http://www.brentwoodboro.com) – As always, a description of the Agenda Items will be provided via the Council Fact Sheet. Note: Minutes will be provided on the web site once they are officially approved.

### EXECUTIVE SESSION: 7:00 P.M.

1. **Call to Order.** The meeting was called to order by Vice President John Frombach at 7:40 P.M. and stated an Executive Session was held prior to the meeting to discuss personnel and litigation matters. No votes were taken.

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

### Swearing-in of Mr. AJ Doyle to Council.

At this time, Mayor Dennis Troy swore in AJ Doyle as Councilman to fill the vacant seat of Mr. Dean Trent with the term to expire December 31, 2017. Mr. Doyle submitted the Affidavit of Residency and signed the Oath of Office for the Borough records.

Councilman Doyle thanked everyone for their support and looks forward to working with everyone in making Brentwood great.

### 3. Roll Call.

Member	Present	Absent	Member	Present	Absent
Mr. Carnevale	X		Ms Fox	X	
Mr. Schubert	X		Mr. Frombach	X	
Mr. Doyle	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:** Mr. John Slater, representing Economic Development South, came before Council representing the Economic Development South, Baldwin Whitehall Chamber of Commerce and the Brentwood Business Owners Association. Through the course of the year many activities are held in all three Boroughs. It was suggested that Council consider an increase in the yearly contribution to the EDS along with the other Boroughs contributing to establish an Events Coordinator (similar to the Brentwood Park Director) as a full time position, hired by the EDS for all three Boroughs. At a salary of approximately \$45,000 to include benefits, for a person of high quality. I am hoping that Council would consider and agree to this.

Ms Fox: Did you analyze the position as a full time as opposed to a part time position?

Mr. Slater: Yes, it would be more full time with three (3) Boroughs involved. This position would not happen right now, probably within 12 months.

Mr. Carnevale: It doesn't seem like a bad idea we are spending hours out there hiring more people. There are a lot of things to review on this, I would like you to come back at another time to discuss this further.

Mr. Slater: If necessary we can address an Executive meeting to discuss this more thoroughly and invite the EDS for their input. I will mail the document to the Borough Manager to distribute to all of Council for further discussion. I request Council inform me when we will meet again and I will ask Mr. Jones, EDS to attend.

Mr. Schuster: Will Ms Joyce give up the Recreation Director position at Whitehall?

Mr. Slater: The responsibilities would be part of the new position. As a part time position it would depend on how she works it. At this time, a discussion ensued regarding several aspects of the position, costs, etc.

**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: I have several questions regarding several reports:

**Public Works Department:** Items not finished

- Filing of cracks
- Finish the dugouts

- Cutting grass in the fields
- Seats in the dugouts
- Nothing done on hot patch
- See the BVFC hot patch is done this season

I tried to address this and I lost; I give it to you now and I will keep up on you on these issues.

**Brentwood Library:**

- Needs painted by a contractor, not the DPW
- Work needs done on the porch at the Civic Center
- Remove mold
- Why are we cleaning this up? Have DPW tear it down
- Put old equipment in the park
- Electricity is down for seven (7) months

R. Mackewich: Mr. Carnevale please bring this to me at my office and we can discuss this.

Mr. Carnevale: I want to bring this before Council. Do you need more people or do we hire more people at different times of the year for a helping hand? Bring in help as temporary help, there are no other suggestions but mine. I brought this up before and nothing is being done; it goes nowhere. What we charge to the General Fund should be charged to construction. Council needs to step up!

Mr. Frombach: This should be brought up with Mr. Mackewich at the DPW office or with the Manager; not at this time.

Mr. Mackewich: The regular maintenance work is not getting done because we are doing extra projects. Some jobs the crew is doing are not easy jobs; we are working but we have the oak tree project, the playground and priorities. FYI – The new DPW employee Linden Goehring will begin work on October 22, 2015.

Mr. Carnevale: You have men on time off, PTO, sick time and light duty. I can help you with some things, we can't have three guys working in one week; that must come to a stop.

**Building Inspection:** Residents complain to you about the sewer requirements when selling a house; this is not your fault it is Council that adopted the Resolutions.

Mr. Frombach: At the Planning Commission discussion was there are a lot of issues on enforcing the codes which were approved by this Borough.

Dr. Pasquantonio: People have a hard time selling houses and it has to be sold within the regulations; we are trying to improve the infrastructure. You can also contact PAWC insurance to assist with the sewer lining problem.

Mr. Carnevale: A letter to the Solicitor stating nobody should be doing certain things or calling the Solicitor accept the President of Council or Borough Manager. Those calls should not be accepted unless it is by the President or Manager; all calls go through them.

Mr. Frombach: That was discussed.

Mr. Carnevale: Will there be more fencing put up at the pool?

Mr. Schubert: It would be the old fence that would be removed and the new fence installed. I thought that was one of those things.

R. Mackewich: Explained where the fence would be installed from the bath house to the ticket booth, on the right side to the ticket booth No. 1. The fence was removed during construction, a new fence would be installed. We need to have the engineers to look at the pool to get a feasibility study.

Manager Zboyovsky: Council approved an RFP for the feasibility study of the pool; the RFP will be in the newspaper on Thursday.

Mr. Frombach: This was discussed in the Park and Recreation Committee, we will get the RFP's review and see what needs done.

Manager Zboyovsky: With the DCNR Grant you have a detailed Master Plan that is required and due by October 22, 2015.

Mr. Carnevale: The concession stand in the park.

At this time, Mr. Frombach stated this will be litigation with the contractor. No discussion on this in a public forum. No more discussion.

Mr. Carnevale: It will be discussed if anybody gets hurt down there! We need to look at it now, we don't want anybody to get hurt. That is what you are looking at.

***Mr. President, I move to approve the Department Reports as submitted to Council.***

Vice President Mr. Frombach called for a vote.

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

Vice President Frombach stated, "Motion carried." 6 AYES. 1 ABSENT.

**7. President's Report** – In the absence of President Vickless, Vice President Frombach reported the following:

- a. FYI – Joint Council/School Board Meeting is scheduled for Tomorrow, Tuesday, September 29<sup>th</sup> at 7:00 PM at the Brentwood High School Cafeteria.*

Dr. Pasquantonio: I will be working until 7 P.M.; I will be late but I will attend the meeting.

- b. New Committee Appointments*

Mr. Frombach: This will be addressed at the next meeting.

**8. Mayor's Report** – Mr. Dennis Troy requested Chief Zeppuhar to give the presentation on the parking permit situation within the Borough.

Chief Zeppuhar stated while assessing the parking situation on several streets and during this process other matters came to surface:

- Parking permits
- 36 hour rule on moving your vehicle
- Yellow lines at the curb
- Identify problems
- Identify solutions
- Parking meter enforcement
- Residential parking system
- Commercial parking system
- Advance in technology “pay stations”
- Meter fees/fines (re-evaluate)
- Citation fines are at low end of spectrum (re-evaluate)
- Permit Parking in residential areas: Windsor, Dailey Pyramid (re-evaluate)
- Permit parking on designated streets
- Must park in your driveway/garage (enforcement)

Chief Zeppuhar: I suggest we meet with the Zoning Board and talk about zoning changes. We are in need of ordinance changes; I suggest we work on ordinance language.

Mayor Troy: We look at that with Gateway Engineers and did an analysis; some streets are not wide enough for diagonal parking. On Pyramid Avenue all sidewalks and curbs were reconstructed several years ago.

Mr. Carnevale: You must address the driveways that you pull up into and the vehicle is still hangs on the sidewalk/street, the car isn't fully off the roadway. There are a lot of driveways like that.

At this time, Mayor Troy read the statistics gathered on Pyramid, Clermont and Brentwood Avenue. Also discussion regarding Munsey Avenue, (near GetGo) parking on the street and vehicle owners ride the bus to downtown. Possibly recommend that be a permit parking area with first come first serve parking. Parking at a cost to be determined, like a park and ride lot.

Mr. Carnevale: I suggest the Mayor and the Code Department come up with the proper language for the ordinance, report to Council for their review and their recommendation. How many people park on the sidewalk? We sit here and at the same time the laws are being broken every day; cars are parking in front of driveways that should not be there. Last week she was here from Brownville Road, we don't do anything about it. We have laws on the books that should be enforced completely, then bring on new ordinances. We could send meter maids to give out tickets. Yes, we have the power.

**9. Administrative and Finance Committee** – Mr. Pasquale Carnevale stated the following will be considered this evening:

- b. Consider accepting the Treasurer's Report for period ending August 31, 2015.

*Mr. President, I move to accept the Treasurer's Report for the period ending August 31, 2015.*

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

Vice President Frombach stated, "Motion carried." 6 AYES. 1 ABSENT.

- 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.

***Mr. President, I move to ratify the payment 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.***

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	
Mr. Doyle	X		Mr. Vickless		Absent
Dr. Pasquantonio	X		Mayor Troy		

Vice President Frombach stated, "Motion carried." 6 AYES. 1 ABSENT.

- d. Consider **Resolution No. 2015-40**; Finance Policy and Procedures

***Mr. President, I move to adopt Resolution No. 2015-40; Finance Policy and Procedures***

Motion By: M - 4		Mr. Carnevale			
Second By:		Ms Fox			

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

Vice President Frombach stated, "Motion carried." 6 AYES. 1 ABSENT.

- e. Consider **Resolution No. 2015-41**; Administrative Policy and Procedures.

*Mr. President, I move to adopt Resolution No. 2015-41; Administrative Policy and Procedures*

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

Vice President Frombach stated, "Motion carried." 6 AYES. 1 ABSENT.

Vice President Frombach stated the following consideration will be omitted from the Agenda.

- f. Consider **Resolution No. 2015-42**; Appointing \_\_\_\_\_ as Investment Manager for the Police and Non-Police Pension Plans.

*Mr. President, I move to adopt Resolution No. 2015-42; Appointing \_\_\_\_\_ as Investment Manager for the Police and Non-Police Pension Plans.*

- g. Consider **Resolution No. 2015-43**; Human Resources Standard Operating Procedures.

*Mr. President, I move to adopt Resolution No. 2015-43; Human Resources Standard Operating Procedures*

Motion By: M - 6		Mr. Carnevale			
Second By:		Mr. Schubert			



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

Vice President Frombach stated, "Motion carried." 6 AYES. 1 ABSENT.

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

i. Other Items

**10. Public Works Committee** – Mr. Rich Schubert stated no report.

a. Other Items

**11. Zoning and Ordinance Committee** – Ms. Stephanie Fox reported the following will be considered this evening:

*a. FYI – No Planning Commission Meeting was held on September 17, 2015. A Zoning Hearing Board meeting was held on September 23, 2015 at 8:00PM*

b. Consider adopting **Ordinance No. 2015-1242**; Amending in Limited Part Chapter 197; Trees.

*Mr. President, I move to adopt Ordinance No. 2015-1242; Amending in Limited Part Chapter 197; Trees.*

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

Vice President Frombach stated, "Motion carried." 6 AYES. 1 ABSENT.

c. Other Items

**12. Park and Recreation Committee** – Mr. Rich Schubert stated the following will be considered this evening:

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

*Mr. President, I move to adopt Resolution No 2015-44; Parks Standard Operating Procedures*

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

Vice President Frombach stated, "Motion carried." 6 AYES. 1 ABSENT.

Mr. Schubert: In September I attended the BPI meeting with Mr. Doyle and the fundraiser for the BPI this year will be Christmas ornaments designed specifically by Wendell August Forge and can be purchased for \$25 by the BPI. These ornaments will be available at all events, Open Streets, Light up Night, the Library House Tour and other events.

- b. Other Items

**13. Public Safety Committee** – Mr. Pasquale Carnevale commented:

- a. Other Items.

There are not enough ADA parking spaces for football games. We need to use these four (4) parking spaces near the pool for people in wheelchairs. Arrangements need to be made for easy ADA access, gates to be open/closed and locked, and more ADA parking available for football games and other events. We need to look at this; especially the ADA parking area.

Mr. Frombach: I suggest the Borough Manager and Police Chief take a look at this and make an adjustment to accommodate the ADA individuals.

**14. Community Affairs Committee** – Dr. Robert Pasquantonio reported the following information 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.*

Dr. Pasquantonio: During the Open Streets event there will be a designated traffic pattern considered access areas for emergencies, the food bank volunteers, etc.

Mr. Schubert: I would like this information on the website along with the traffic pattern.

Manager Zboyovsky: We have a conference call tomorrow with the committee; we will bring this to their attention regarding road closures and the traffic pattern. Letters were sent out last week to the businesses and property owners informing them of this event; however, updated information will also be sent out next week.

Mr. Carnevale: We need to put a spotlight at the playground area, decorative lights, something.

Manager Zboyovsky: We want to get the project totally constructed then evaluate the lighting.

- c. Other Items

**15. Special Committees –**

- a. Funding and Development Committee [S. Fox and R. Schubert]
  - 1. FYI - A Funding and Development Committee Meeting is being scheduled.

- b. Other Special Committee Reports

Borough Manager: Council President will make committee appointments tomorrow.

**16. Old Business –**

- a. Discuss Borough Building Masonry Report and next step with the Borough Building Project.

Manager Zboyovsky: I will contact EDS and over report this report from Echo Development and start this process again.

**17. New Business –**

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

*Mr. President, I move to adopt Resolution No. 2015-46; Appointing Dan Pisaniello as chairman to the Borough’s Vacancy Board for the term expiring December 31, 2015.*

Motion By: M - 9	Mr. Schubert
Second By:	Ms Fox

Mr. Carnevale: this is only for a short time; we can appoint again at the end of the year. Do more people need to be on this Advisory Board in case of a tie or we have a quorum and he is the extra vote.

Manager Zboyovsky: Yes.

Vice President John Frombach called for a vote.

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

Vice President Frombach stated, “Motion carried.” 6 AYES. 1 ABSENT.

**18. Public comment – Please try to limit remarks to 3 minutes.** None.

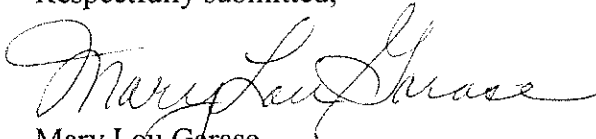
**19. Adjournment.** The meeting adjourned at 9:12 P.M.

Motion By: M -10	Mr. Carnevale
Second By:	Mr. Doyle

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

Vice President Frombach stated, "Motion carried." 6 AYES. 1 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.