

**BOROUGH OF BRENTWOOD
AGENDA
November 21, 2016 - AGENDA MEETING MINUTES
7:30 PM**

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: 6:00 PM

1. Call to Order.

Called to order by President Frombach at 7:42PM.

2. Pledge of Allegiance.

a. Moment of Silence

Ms. Maureen Cunningham - sister to DPW Employee Pat Cunningham passed away on October 9th.

Mr. Emanuel Perry - who has served on the Brentwood Planning Commission for many years passed away on Friday, November 18th.

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. Smith	X	
Dr. Pasquantonio	X		Mayor Troy		X
Solicitor	X		Manager Zboyovsky	X	

4. Comments on Agenda Action Items Only. Please limit remarks to three minutes.

None.

5. Communications.

None.

6. Department and Borough Managers Reports:

a. Public Works Department

- b. Building Inspector
 - c. Engineer
 - d. Recreation
 - e. Police Chief
 - f. EMS
 - g. Fire Department
 - h. Solicitor
 - i. Finance Director
 - j. Borough Manager
- a. Consider accepting the Department and Borough Manager's Reports [ACTION ITEM]
Mr. President, I move to accept the Department and Borough Manager's Reports for the Period ending October 31, 2016 as presented.

Mr. Carnevale questioned section in engineering report pertaining to manhole evaluation. Manager Zboyovsky stated that Gateway Engineers will train DPW staff so that they can perform inspections in-house. Although there is no immediately plan to internally perform manhole repairs, DPW is assessing capacity for doing so in the future.

Mr. Carnevale reviewed the DPW report and stated that he believes that the laborers are taking excessive PTO days, which is impacting the completion of necessary work.

Motion By: Rich Schubert

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Fox, Frombach, Pasquantonio, Schubert, Smith

President: "Motion Passed"

7. President's Report – Mr. John Frombach

Mr. Frombach thanked Borough employees for their contributions to planning and organizing the Light-Up Night festivities.

8. Mayor's Report – Mr. Dennis Troy

No report.

9. Administrative and Finance Committee – Mr. Harold Smith

- a. Consider approving the minutes from the October 17th and October 24th Council Meetings [ACTION ITEM].
Mr. President, I move to approve the minutes from the October 17th and October 24th Council Meetings.

Motion By: Harold Smith

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Fox, Frombach, Pasquantonio, Schubert, Smith

President: "Motion Passed"

- b. Consider Accepting the Treasurer's Report for the Period Ending October 31, 2016 [ACTION ITEM]

Mr. President, I move to accept the Treasurer's Report for the Period Ending October 31, 2016.

Motion By: Harold Smith

Second By: Rich Schubert

Ayes: Carnevale, Doyle, Fox, Frombach, Pasquantonio, Schubert, Smith

President: "Motion Passed"

- c. Consider Resolution No. 2016-66; 2017 Non-Union and Non-Contractual Employees Salaries [ACTION ITEM]

Mr. President, I move the Borough Adopt Resolution No. 2016-66; setting the 2017 Non-Union and Non-Contractual Employees Salaries.

Motion By: Harold Smith

Second By: Robert Pasquantonio

Ayes: Carnevale, Doyle, Fox, Frombach, Pasquantonio, Schubert, Smith

President: "Motion Passed"

- d. Consider ratifying the payment of bills from October 1 to October 31, 2016. [ACTION ITEM]

Mr. President, I move the Borough ratify the payment of bills from October 1 to October 31, 2016 for the following:

- 1. General Fund in the amount of \$410,028.51***
- 2. Sanitary Sewer Fund in the amount of \$167,505.02***
- 3. Capital Improvement Fund in the amount of \$161,252.32***
- 4. Liquid Fuels Fund in the amount of \$0.00***
- 5. Non-Uniform Pension Fund in the amount of \$4,987.31***
- 6. Police Pension Fund in the amount of \$26,214.40***

Mr. Carnevale questioned HVAC expenditures. Manager Zboyovsky stated that this is a purchase from a prior month. The long-form version of the report was included in this month's packet.

Motion By: Harold Smith

Second By: Rich Schubert

Ayes: Carnevale, Doyle, Fox, Frombach, Pasquantonio, Schubert, Smith

President: "Motion Passed"

- e. Consider advertising of Ordinance No. 2016-1254: 2017 Tax Levy [ACTION ITEM]
Mr. President, I move to advertise Ordinance No. 2016-1254: 2017 Tax Levy. This proposed ordinance includes no tax increase.

Motion By: Harold Smith

Second By: Stephanie Fox

Ayes: Carnevale, Doyle, Fox, Frombach, Pasquantonio, Schubert, Smith

President: "Motion Passed"

- f. Consider adopting Resolution No. 2016-69: 2017 Proposed Budget [ACTION ITEM]
Mr. President, I move to adopt Resolution No. 2016-69: 2017 Proposed Budget.

Motion By: Harold Smith

Second By: Robert Pasquantonio

Ayes: Carnevale, Doyle, Fox, Frombach, Pasquantonio, Schubert, Smith

President: "Motion Passed"

- g. Consider advertising of Ordinance No. 2016-1255: 2017 Sewage Rates [ACTION ITEM]
Mr. President, I move to advertise Ordinance No. 2016-1255: 2016 Sewer Rates.

Mr. Carnevale voiced his objection to increasing the Borough portion of the sewer fees. Mr. Schubert stated that, although there is currently a healthy fund balance, this may begin to be depleted due to upcoming maintenance projects and proposed spending for the new municipal building. Mr. Frombach stated that the Borough will make no additional revenue by raising this fee, as the increase is entirely based upon ALCOSAN's alterations to its fee schedule for wastewater treatment.

Motion By: Harold Smith

Second By: AJ Doyle

Ayes: Doyle, Frombach, Pasquantonio, Schubert
Nays: Carnevale, Fox, Smith

President: "Motion Passed"

- h. [DISCUSSION ITEM] - Consider adopting Resolution No. 2016-68: 2017 Fee Schedule

Mr. Carnevale asked why facility rental fees were altered. Manager Zboyovsky stated that field rental fee changes are designed to reflect increases in utility costs. Pool rates were updated based upon feedback from residents that they are willing to fund improvements via increased charges. Dr. Pasquantonio stated that incremental changes to facility rates are important to help fund future maintenance.

10. Public Works Committee – Mr. AJ Doyle

Mr. Doyle reported that the final leaf collection of the season is scheduled for next week.

- a. Consider Change Order No. 1 associated with Contract A 2016 Paving Program submitted by El Grande Industries to repair and construct a new concrete vault at 3625 Brownsville Road in the amount of \$8,575.00 to be paid from the Capital Improvement Fund Line Item 18-439-619. [ACTION ITEM]

Mr. President, I move the Borough approve Change Order No. 1 associated with Contract A 2016 Paving Program submitted by El Grande Industries to repair and construct a new concrete vault at 3625 Brownsville Road in the amount of \$8,575.00 to be paid from the Capital Improvement Fund Line Item 18-439-619.

Mr. Carnevale stated that he believes that the cost that is being charged by the contractor for this work is excessive.

Motion By: AJ Doyle

Second By: Rich Schubert

Ayes: Doyle, Fox, Frombach, Pasquantonio, Schubert, Smith
Nays: Carnevale

President: "Motion Passed"

- b. Consider adopting Resolution 2016-59: Sale of 2006 Ford F-550 [ACTION ITEM].

Mr. President, I move to adopt Resolution 2016-59, authorizing the sale of a 2006 Ford F-550 at a minimum price of \$5,000.

Mr. Schubert asked what would occur if no bids are received at the minimum amount. Manager Zboyovsky stated that the Council can amend the resolution and re-advertise.

Motion By: AJ Doyle

Second By: Rich Schubert

Ayes: Carnevale, Doyle, Fox, Frombach, Pasquantonio, Schubert, Smith

President: "Motion Passed"

- c. Consider adopting Resolution 2016-60: Sale of 2008 Ford F-550 [ACTION ITEM].
Mr. President, I move to adopt Resolution 2016-60, authorizing the sale of a 2008 Ford F-550 at a minimum price of \$5,000.

Motion By: AJ Doyle

Second By: Rich Schubert

Ayes: Carnevale, Doyle, Fox, Frombach, Pasquantonio, Schubert, Smith

President: "Motion Passed"

- d. Consider adopting Resolution 2016-61: Sale of Surplus Property. [ACTION ITEM]
Mr. President, I move to adopt Resolution 2016-61, declaring certain Public Works Department equipment as surplus property and authorizing the sale of the same.

Motion By: AJ Doyle

Second By: Stephanie Fox

Ayes: Carnevale, Doyle, Fox, Frombach, Pasquantonio, Schubert, Smith

President: "Motion Passed"

- e. Consider Resolution No. 2016-72: Multimodal Transportation Fund Grant Application for Sidewalk Restoration Program

- f. Consider Resolution No. 2016-71: 2017-2021 Shared Cost Sidewalk Restoration Program Plan

Mr. Carnevale asserted that the Borough expended more than the budgeted \$25,000 as part of the 2016 version of this program. Manager Zboyovsky responded that these additional costs were the responsibility of the property owner. A detailed budgetary report was provided to Council via email.

11. Zoning and Ordinance Committee – Ms. Stephanie Fox

Ms. Fox stated that the Zoning & Ordinance Committee recommended some minor changes to the zoning map. Also discussed strategies for addressing parking of commercial vehicles in the mixed use district.

- a. Consider Resolution No. 2016-67: Reappointment of Sandra Andrews to Zoning Hearing Board [ACTION ITEM]
Mr. President, I move to adopt Resolution No. 2016-67, reappointing Sandra Andrews to a five-year term on the Zoning Hearing Board, expiring December 31, 2021.

Motion By: Stephanie Fox

Second By: Harold Smith

Ayes: Carnevale, Doyle, Fox, Frombach, Pasquantonio, Schubert, Smith

President: "Motion Passed"

- b. Consider adopting Resolution No. 2016-73: Reappointment of Stephanie Fox to the Rental Property Board of Appeal [ACTION ITEM].

Mr. President, I move to adopt Resolution No. 2016-73, reappointing Stephanie Fox to the Rental Property Board of Appeal.

Motion By: Stephanie Fox

Second By: Robert Pasquantonio

Ayes: Carnevale, Doyle, Fox, Frombach, Pasquantonio, Schubert, Smith

President: "Motion Passed"

- c. Consider Reappointment's to the Planning Commission.
- d. Consider reappointing members to Rental Appeal Board
- e. Consider advertising of public hearing related to a request by Giant Eagle for an Intermunicipal Liquor License Transfer

Mr. Schubert questioned whether there will be an associated expansion of the dining area. Manager Zboyovsky stated that any plans would be presented for review at the public hearing.

12. Parks and Recreation Committee – Mr. Rich Schubert

Mr. Schubert called a Parks & Rec Committee meeting for December 5th.

- a. Consider approving request by Jim Attanucci for renewal of parking permit [ACTION ITEM].
Mr. President, I move to approve the request by Jim Attanucci for the renewal of his permit to park his vehicle in Brentwood Park in conjunction with BAA business.

Mr. Smith questioned the need for this permit. Members of other organizations return their vehicles to the parking lot after unloading their equipment.

Motion By: Rich Schubert

Second By: Robert Pasquantonio

Ayes: Carnevale, Doyle, Fox, Frombach, Pasquantonio, Schubert, Smith

President: "Motion Passed"

- b. [UPDATE]- 2017 Brentwood Day Camp

The School District is working on a proposal that will summarize the Day Camp program as well as include the estimated cost to the Borough. The Borough has earmarked \$17,000 in the 2017 General Fund Budget for Summer Day Camp.

13. Public Safety Committee – Mr. Pat Carnevale

Mr. Carnevale stated that the stadium was being utilized for an informal football game. Indicated that these individuals left a large amount of trash on the field and asked the police department to review. Discussion ensued regarding enforcement of permitting requirements for use of field by non-residents. Manager Zboyovsky responded that the current facility rental policy reads that any organized group of five or more individuals is required to attain a permit but that the Borough has always been lenient about allowing youths to use this site for pick-up games. Acting Chief Delallo asked to receive formal directive from Council to provide his officers with direction on how to address this issue. Consensus that, when officers are patrolling the park, to have them informally ask individuals using park facilities for their place of residence. Discussion regarding how to address presence of non-residents who were invited to these facilities by residents. Mr. Frombach stated that a policy change may be warranted and that these suggestions should be reviewed at the upcoming December Parks & Rec Committee Meeting.

- a. Consider Authorizing the Borough Manager to place an advertisement seeking letters of interest and Resumes for any Borough Resident who might be interested in serving as the Borough's Emergency Management Coordinator [ACTION ITEM]

Mr. President, I move the Borough authorize the Borough Manager to to place an advertisement seeking letters of interest to serve as the Borough's Emergency Management Coordinator.

Motion By: Pat Carnevale

Second By: Stephanie Fox

Ayes: Carnevale, Doyle, Fox, Frombach, Pasquantonio, Schubert, Smith

President: "Motion Passed"

- b. [DISCUSSION] - Consider Stop Sign Ordinance at Kaufmann and Lawnview

Mr. Schubert recommended installation of stop signs at both the Lawnview Ave. and Theresa Ave. intersections.

- c. Consider Reappointment to Civil Service Commission

14. Community Affairs Committee – Dr. Robert Pasquantonio

- a. Consider Resolution No. 2016-65; Buy Brentwood [ACTION ITEM]

Mr. President, I move the Borough adopt Resolution No. 2016-65; "Buy Brentwood", encouraging everyone to shop Brentwood first this Holiday Season as well as instruct the Acting Chief to cover the parking meters for Friday and Saturday, November 25th and 26th to promote "Small Business Saturday".

Motion By: Robert Pasquantonio

Second By: Pat Carnevale

Ayes: Carnevale, Doyle, Fox, Frombach, Pasquantonio, Schubert, Smith

President: "Motion Passed"

15. Special Committees

Mr. Frombach stated that the Municipal Building Committee has asked the contracted architect and bond counsel to appear at the regular meeting to discuss the proposal to erect a new structure in the location of the present parking lot.

Mr. Carnevale reported on the SHACOG meeting. Stated that a number of deadlines related to the MS4 program are rapidly approaching.

16. Old Business

None.

17. New Business

Ms. Fox thanked Acting Chief Delallo for delicately addressing a potential bullying situation at Brentwood Middle School.

18. Public Comment

None.

19. Adjournment

Meeting adjourned at 9:32PM.

Motion By: Robert Pasquantonio

Second By: Harold Smith

Ayes: Carnevale, Doyle, Fox, Frombach, Pasquantonio, Schubert, Smith

President: "Motion Passed"