

BOROUGH OF BRENTWOOD
AGENDA
July 18, 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: 6:30 PM

1. Call to Order.

Present: John Frombach
Dr. Robert Pasquantonio
Pat Carnevale
AJ Doyle
Rich Schubert
Solicitor Levine
Manager Zboyovsky

Absent: Fox, Smith, Troy

2. Pledge of Allegiance.

3. Roll Call.

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

5. Communications.

a. Thank You - Police and DPW

Received a nice Thank You Email from a resident. Officer Delallo and Sean Fry from DPW assisted her and her husband in finding his wedding ring.

b. Letter of Support From Sen. Brewster RE. Pool Grant Application

The Borough was cc'd on a letter from Senator Brewster to the DCNR Secretary supporting the Borough's application for a Park Rehabilitation and Development Grant to assist with the Brentwood Pool Rehabilitation Project.

c. Letter from BVFC

Received letter from the BVFC disapproving of pursuing future discussion of the Borough's renovating and leasing space in the Fire Department Building to house the Brentwood Police Department.

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 June 30, 2016 as presented.

Motion By: Rich Schubert

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert

Absent: Fox, Smith, Troy

President: "Motion "

7. President's Report – Mr. John Frombach

- a. Brentwood designated as "Silver" in the Sustainable Pennsylvania Community Certification Program
Will be recognized for earning this distinction during the Local Government Academy's 2016 Recognition Luncheon on August 11th.
- b. FYI - Reminder that the August 22nd Regular Council meeting was changed to Tuesday, August 23rd at 7:30 PM.
- c. FYI - The 4th of July Fireworks Display have been rescheduled for Saturday, August 6, 2016 following the Concert in the Park.

Absent: Fox, Smith, Troy

8. Mayor's Report – Mr. Dennis Troy

- a. FYI - Mayor Troy is Coaching the Brentwood 12 and Under Baseball Team this evening in the Championship Game in Castle Shannon
Best of Luck to Mayor Troy! Go Brentwood!

9. Administrative and Finance Committee – Mr. Harold Smith

- a. Consider Approving the Minutes from the June 27, 2016 Council Meeting.[ACTION ITEM]

Mr. President, I move to approve the meeting minutes from the June 27, 2016 Council Meeting.

Motion By: Rich Schubert

Second By: AJ Doyle

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

Absent: Troy

President: "Motion "

- b. Consider Accepting the Treasurer's Report for the Period Ending June 30, 2016 [ACTION ITEM]

Mr. President, I move to accept the Treasurer's Report for the Period Ending June 30, 2016.

Motion By: Rich Schubert

Second By: Pat Carnevale

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert

Absent: Fox, Smith, Troy

President: "Motion "

- c. Consider ratifying the payment of bills from June 1 to June 30, 2016. [ACTION ITEM]

Mr. President, I move to ratify payment of the bills from June 1 through June 30, 2016 from the following Borough fund accounts:

- 1. General Fund in the amount of \$1,748,616.12**
- 2. Sanitary Sewer Fund in the amount of \$255,668.31**
- 3. Capital Improvement Fund in the amount of \$52,264.97**
- 4. Liquid Fuels Fund in the amount of \$0.00.**
- 5. Non-Uniform Pension Fund in the amount of \$2,991.73**
- 6. Police Pension Fund in the amount of \$21,021.15**

Motion By: Rich Schubert

Second By: Pat Carnevale

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Zboyovsky

Absent: Fox, Smith, Troy

President: "Motion "

- d. Consider approving the renewal of the Workers Compensation Insurance policy with AmeriHealth Insurance Company for the Borough of Brentwood, EMS, and the Brentwood Volunteer Fire Company for the period of August 1, 2016 to July 31, 2017 in the total amount of \$256,099 and authorizing the Borough Manager to submit all necessary documents to bind coverage [ACTION ITEM].

Mr. President, I move the Borough authorize the renewal of the Workers Compensation Insurance policy with AmeriHealth Insurance Company for the Borough of Brentwood, EMS, and the Brentwood Volunteer Fire Company for the period of August 1, 2016 to July 31, 2017 in the total amount of \$256,099 and authorizing the Borough Manager to submit all necessary documents to bind coverage [ACTION ITEM]

Motion By: Rich Schubert

Second By: Pat Carnevale

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Zboyovsky

Absent: Fox, Smith, Troy

President: "Motion "

- e. Considering Authorizing the Borough Manager to hire _____ as Office Administrative/Clerical employee associated with Sewage/Refuse Collections at the probationary rate of \$11.00/Hour [ACTION ITEM]

Mr. President, I move the Borough authorize the Borough Manager to hire _____ as Office Administrative/Clerical employee associated with Sewage/Refuse Collections at the probationary rate of \$11.00/Hour [ACTION ITEM]

Motion to approve the Borough Manager hire Denise Assenti as Office Administrative/Clerical employee associated with Sewage/Refuse Collections at the probationary rate of \$11.0/hour.

Motion By: Rich Schubert

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Zboyovsky

Absent: Fox, Smith, Troy

President: "Motion Passed"

- f. Consider adopting Resolution No. 2016-45, amending, in limited part, the Borough Standard Operating Procedures Manual to include an updated debit card policy.[DISCUSSION ITEM]

Zboyovsky gave a summary on the Procurement Cards. Will make operations more efficient. All DPW Employees will more than likely receive one. Limits will be placed on each card. Receipts will still be required.

Absent: Fox, Smith, Troy

- g. DISCUSSION- Financial Management Accounting Software

Absent: Fox, Smith, Troy

10. Public Works Committee – Mr. AJ Doyle

- a. FYI - "Coffee with the Councilman" - Update
July 20, 2016 at 7:00 PM at the Crack'd Egg
Rep. Harry Readshaw
Mayor Dennis Troy
Borough Manager George Zboyovsky, PE

July 20, 2016 at 7:00 PM at the Crack'd Egg

Rep. Harry Readshaw
Mayor Dennis Troy
Borough Manager George Zboyovsky, PE

Councilman Carnevale indicated that is could be campaigning and is wrong. Nobody on Council stated that this was ok.

Councilman Doyle gave an explanation as to what occurs at one of these Community Meetings.

Councilman Frombach indicated that he believes this is just an "announcement" and does not see anything wrong.

Councilman Carnevale clarified that he does not have a problem with the "Coffee with the Councilman" however, he does not believe it should be on the Council Meeting agenda nor discussed during a Council meeting. He believes that this constitutes campaigning.

Solicitor Levine did not believe there was nothing improper with simply making announcements such as these.

Absent: Fox, Smith, Troy

- b. DISCUSSION ITEM - Military Banner Program

Councilman Doyle gave a summary of the proposed program.

Preference will be given to Brentwood residents.

Brentwood Borough to offer 24 x 36" banners to salute our local Military Veterans. These banners would be available through TroopBanners.com at a one time cost of \$80 for a 24x36 double-sided banner and 1 12x18 banner for the family. This cost is covered by the family. I would like to offer these at a cost of \$90 per banner and take \$10 from every banner to establish a fund in order to pay for a banner for a veteran that otherwise would not be able to afford one - the ability to pay for a banner should not exclude any veteran from participating in the program. These banners will hang on the poles of Brownsville road between Memorial Day and Veterans Day each year. These banners cost the borough next to nothing - our cost is the labor to hang the banners, and to help scan old pictures from families.

Councilman Doyle mentioned that they have the support of the Brentwood VFW.

Councilman Frombach asked this item be placed on the Agenda for the July 28th Council Meeting.

Absent: Fox, Smith, Troy

11. Zoning and Ordinance Committee – Ms. Stephanie Fox

- a. Consider authorizing the Borough Manager and staff to amend, in limited part, Chapter 167: Sewers, to clarify the responsibility for repairing private sewer lateral defects within a public right-of-way. [ACTION ITEM]

Mr. President, I move to authorize the Borough Manager and staff to amend, in limited part, Chapter 167: Sewers, to clarify the responsibility for repairing private sewer lateral defects within a public right-of-way.

Motion By: Robert Pasquantonio

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Zboyovsky

Absent: Fox, Smith, Troy

President: "Motion Passed"

- b. FYI - New Sewage Bill Format

FYI - Everyone should be receiving or have already received their July Sewage Bills from the Borough. Please remember that beginning with this bill the resident's Refuse Fee will be added. This amounts to an additional \$15.13/month for the Refuse. The Borough received a listing of all of the current and delinquent accounts from Republic prior to sending out the invoices, however, there may have been payments that were sent to Republic after Republic turned over their list to the Borough. Just call the Borough with any questions or concerns and please be patient. The Borough currently only has one (1)

employee working in the office for the next two weeks.

Absent: Fox, Smith, Troy

12. Parks and Recreation Committee – Mr. Rich Schubert

- a. FYI - The Last Summer Concert of the Year will be held on Saturday, August 6th.

The Last Concert will feature the Bachelor Boys.

Following the Concert, those in attendance will be treated to the Borough's rescheduled Fire Works Experience.

Absent: Fox, Smith, Troy

- b. FYI - Movies in the Park

*July 22nd - Alvin and the Chipmunks - The Road Chip
August 13th - Kung Fu Panda 3*

Looking into some additional movies in the fall with Seasonal and/or Holiday Themes

Councilman Schubert also mentioned there are softball tournaments and baseball tournaments going on at the park this week and next week.

Absent: Fox, Smith, Troy

13. Public Safety Committee – Mr. Pat Carnevale

- a. Consider authorizing Chief Adam Zeppuhar to attend the FBI National Leadership Academy from October 2016 to December 2016.

Motion authorizing Chief Adam Zeppuhar to attend the FBI National Leadership Academy from October 2, 2016 to December 16, 2016.

Council President Frombach mentioned the only expenses by the Borough would be for the Chief's salary. Everything else would be covered by the FBI.

Chief Zeppuhar thanked Council for their faith in him and support.

Motion By: Pat Carnevale

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Zboyovsky

Absent: Fox, Smith, Troy

President: "Motion Passed"

- b. Consider adopting Resolution No. 2016-46, 2016-17 Safety Committee Appointments. [ACTION ITEM]

Mr. President, I move to adopt Resolution No. 2016-46, 2016-17 Safety Committee Appointments

Motion By: Pat Carnevale

Second By: Robert Pasquantonio

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Zboyovsky

Absent: Fox, Smith, Troy

President: "Motion Passed"

- c. Consider renewing the Annual Service Agreement with SBM Electronics [ACTION ITEM]

Mr. President, I move the Borough renew the annual service agreement with SBM Electronics Services for the period of June 30, 2016 to June 29, 2017 in the amount of \$1,569.75 to be paid from the Borough's General Fund Line Item 01-410-450 Contracted Services.

Motion By: Pat Carnevale

Second By: Rich Schubert

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Zboyovsky

Absent: Fox, Smith, Troy

President: "Motion "

14. Community Affairs Committee – Dr. Robert Pasquantonio

- a. FYI - Community Day Update

This Year's Community Day was a HUGE Success! Plans are already underway for next year's event which is scheduled for the first Saturday in July. This will be July 1, 2017.

15. Special Committees

16. Old Business

Council President Frombach mentioned the Building Committee will be meeting soon to discuss future options.

Councilman Carnevale thanked the BVFC for the work they did with the project.

Absent: Fox, Smith, Troy

17. New Business

18. Public Comment

Herb Sill - 230 Bauman Avenue -- Asked about the scheduled Community Yard Sale scheduled for August 5 and if it will be posted as to which streets will participate.

Is there going to be coverage regarding the Community Yard Sale regarding parking?

Chief Zeppuhar indicated that patrols will be made.

H. Sill also wanted to thank R. Mackewich for this assistance during a recent rain event.

Eugene Werner -4328 Brownsville Road - Exit Poll from the 4th of July Parade were all positive.

Absent: Fox, Smith, Troy

19. Adjournment

Motion By: AJ Doyle

Second By: Robert Pasquantonio

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Zboyovsky

Absent: Fox, Smith, Troy

President: "Motion "