

**BOROUGH OF BRENTWOOD**  
**AGENDA**  
**May 23, 2016 - REGULAR 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](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 PM**

**1. Call to Order.**

The Regular Council Meeting was called to order at 7:40 P.M. President Frombach stated the Executive Session was conducted prior to the meeting to discuss litigation, personnel and property. No votes were taken.

**2. Pledge of Allegiance.**

The Pledge of Allegiance was recited by all those present.

**3. Roll Call.**

<u>Member</u>	<u>Present</u>	<u>Absent</u>
Ms Fox	X	
Dr. Pasquantonio	X	
Mr. Smith	X	
Mr. Carnevale	X	
Mr. Schubert		X
Mr. Doyle	X	
Mr. Frombach	X	
Mayor Troy		X
Solicitor Maloney	X	
Manager Zboyovsky	X	

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

None.

**5. Communications.**

Manager Zboyovsky: The following communications were read:

- A thank you letter from Mario Caputo regarding the quick response by R. Costa on fixing a violation on his street.
- An appreciation letter from a resident to K. McWilliams regarding her assistance on updating a sewage account.
- An email from D. Luther, Brentwood Librarian, requesting financial assistance for installation of the electronic doors at the main entrance of the Brentwood Library in the amount of \$1,933.00.

This will be addressed under the Community Affairs Committee later in the meeting.

**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

Mr. Carnevale: I spoke with the Manager regarding a cherry tree that was cut down by the DPW. The tree was over the right-of-way. The DPW cut the tree to be on the safe side. They now have to cleanup the area and shred it. The resident is very unhappy.

Mr. Smith: Did we give the resident notice?

Manager Zboyovsky: We give a notice according to the code. If it is an emergency we go out and do the job.

Mr Carnevale: The gate in the park was left open on Sunday. I asked a person to move their vehicle. We need to put a sign at the gate "Authorized Vehicles Only". Also, we don't want any vehicles parked in the circle.

Manager Zboyovsky: Give me all the information as I am composing a list of items for the DPW.

Mr. Carnevale: The Building Inspector does a terrific job.

Mr. Carnevale: We need to purchase soccer nets. How are we going to fix the fence on Field 3? We should possibly put a railing up.

Manager Zboyovsky: This will be discussed at the Park and Recreation meeting and included in the 2017 budget.

**7. President's Report – Mr. John Frombach**

- a. FYI- Brentwood Borough Honored by PSAB for Outstanding Website

*The Borough of Brentwood has once again been honored by the Pennsylvania State Association of Boroughs for the quality of its municipal website. After launching a completely redesigned webpage in 2012, Brentwood received the second place award in the 2013 version of this contest. This year, the Borough chose to submit another entry so as to showcase newly added features such as Novus Agenda and Swift Reach emergency alerts. The Borough is proud to have received a third place designation.*

President Frombach: At the PSAB Conference in June the Borough will be recognized with a presentation for the excellent quality of the Borough website. I recommend Mr. Peccon attend the conference to accept the award.

- b. FYI - Borough Manager Elected to State Organization's Executive Committee

***The Borough has another State Recognition. The Borough Manager was elected last week during the 68th Annual Executive Conference to the Association for Pennsylvania Municipal Manager's Executive Committee. George will serve a 2-year term representing Western Pennsylvania's Municipal Managers.***

President Frombach: Manager Zboyovsky has been elected as the Executive Manager of the PA Municipal Manager's Committee for Western PA. This is a two year term. Manager Zboyovsky was honored and this positional also provides recognition for the Borough of Brentwood across the state. Congratulations and thank you.

President Frombach: Allegheny County Councilman John DiFasio requests our presence at the South Park Retirement Plaza to pay homage to the flags that were on display. This event will take place on June 15, 2016 at 6:30 P.M. This event is open to the public.

**8. Mayor's Report – Mr. Dennis Troy**

No report.

**9. Administrative and Finance Committee – Mr. Harold Smith**

- a. Consider ratifying the payment of bills from April 1, 2016 To April 30, 2016.

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

1. General Fund in the amount of \$627,914.18
2. Sanitary Sewer Fund in the amount of \$389,222.99
3. Capital Improvement Fund in the amount of \$106,235.90
4. Liquid Fuels Fund in the amount of \$0.00.
5. Non-Uniform Pension Fund in the amount of \$4,620.50
6. Police Pension Fund in the amount of \$25,645.38

Motion By: Harold Smith

Second By: Stephanie Fox

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

Absent: Schubert

President: "Motion Passed"

- b. Consider Adopting Resolution No. 2016-36, Approving the First Amendment to the Articles of Agreement with Republic Services for solid waste collection and disposal.

***Mr. President, I move the Borough Adopt Resolution No. 2016-36, Approving the First Amendment to the Articles of Agreement with Republic Services for solid waste collection and disposal.***

Mr. Carnevale: Requested an explanation for the audience.

President Frombach: The Borough entered into an Agreement with Republic Waste for trash and recyclable items to be removed and billed by the Borough. Beginning in July the Borough will start to include the trash/recycle fees on the sewage bill. Residents will have the option to pay online or mail a check or money order to the designated Post Office Box. Payments will **not** be accepted at the Municipal Building.

Motion By: Harold Smith

Second By: AJ Doyle

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

Absent: Schubert

President: "Motion Passed"

#### **10. Public Works Committee – Mr. AJ Doyle**

- a. Consider Resolution No. 2016-37; Agreement with SPC - SINC-UP Grant

***Mr. President, I move the Borough adopt Resolution No. 2016-37; Entering into an Agreement with Southwest Pennsylvania Corporation's associated with the SINC-UP Grant.***

President Frombach: This Grant will be used to fund the replacement Traffic Signal on Marylea Avenue and Brownsville Road. Next year, if we receive the Grant, the Traffic Signal at E. Willock at Brownsville Road will be replaced as well.

Motion By: AJ Doyle

Second By: Pat Carnevale

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

Absent: Schubert

President: "Motion Passed"

- b. Consider allocating \$33,403 from the Capital Improvement Fund Line Item 18-439-619 to 18-

433-700 associated with the SINC-UP Grant Project

***Mr. President, I move the Borough allocate \$33,403 from the Capital Improvement Fund Line Item 18-439-619 to 18-433-700 associated with the SINC-UP Grant Project.***

Motion By: AJ Doyle

Second By: Robert Pasquantonio

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

Absent: Schubert

President: "Motion Passed"

- c. Consider Resolution No. 2016-39; Agreement with Brentwood Borough School District to construction a Parking Lot on School Property.

***Mr. President, I move the Borough Adopt Resolution No. 2016-39; entering into a Temporary Construction License Agreement with the Brentwood Borough School District for the Construction of a Parking Lot on the Parcel Located at 3601 Brownsville Road contingent upon the final review and acceptance of the Borough Manager and Borough Solicitor.***

President Frombach: It is my understanding that the School District tabled a similar motion associated with the Parking Lot Agreement.

Manager zboyovsky: Yes, the School District already tabled this.

President Frombach: We need someone to move to table this motion

Motion By: AJ Doyle

Second By: Harold Smith

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

Absent: Schubert

President: "Motion Passed"

- d. Consider Awarding 2016 Paving Contract C to El Grande Industries, Inc., the lowest responsible bidder, in the amount of \$18,430.00 to be paid from the Capital Improvement Fund Line Item 18-439-619 Roadway Rehabilitation Project

***Mr. President, I move the Borough award 2016 Paving Contract C to El Grande Industries, Inc., the lowest responsible bidder, in the amount of \$18,430.00 to be paid from the Capital Improvement Fund Line Item 18-439-619 Roadway Rehabilitation Project contingent upon the Borough and Brentwood School District approving the Temporary Construction License Agreement.***

Manager Zboyovsky: The bid is open for 60 days. We can ask to extend it upon him starting Contract A. Baiano is working as part of Contract A and he wants to do this simultaneously.

Ms Fox: We are ready to vote, we have the bid and the school district tabled it.

Dr. Pasquantonio: We deserve a reason for the no vote and the lack of communication.

Mr. Carnevale: We can just vote. It wasn't costing the school district any money.

President Frombach: We had this discussion at the March Joint Meeting.

Solicitor Maloney: It is my understanding the contract was awarded but this is not the case. We are okay.

Manager Zboyovsky: I will contact the contractor to keep the bid over for one month until we get with the school district.

Mr. Carnevale: We bent over backward for the school district and they said everything was fine. I think we need to make a motion to forget about the parking lot. We are not putting lights there. We have done a lot for the school board. Let's vote on this now and let them worry about it.

Manager Zoyovsky: We can come back and we can discuss this in June.

President Frombach: We can table the paving contract. If the contractor says no then it is done.

Dr. Pasquantonio: All they needed to do was to call the Manager.

Motion By: AJ Doyle

Second By: Stephanie Fox

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

Absent: Schubert

President: "Motion Passed"

- e. Consider 2016 Paving Contract D to Baiano Construction the lowest responsible bidder, in the amount of \$89,195.00 to be paid from the Capital Improvement Fund Line Item 18-439-619 Roadway Rehabilitation Project.

***Mr. President, I move the Borough NOT Award the 2016 Paving Contract D to Baiano Construction the lowest responsible bidder, in the amount of \$89,195.00 due to the City of Pittsburgh being unable to fund their share of the costs of this project.***

President Frombach: This is the Owendale Avenue Project which would include the City of Pittsburgh; the City is unable to fund their part of tthis project.

Motion By: AJ Doyle

Second By: Pat Carnevale

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

Absent: Schubert

President: "Motion Passed"

## 11. Zoning and Ordinance Committee – Ms. Stephanie Fox

- a. FYI-The Zoning & Ordinance Committee will meet on Monday, June 13, 2016 at 6:00 PM  
***Mr. President, The Zoning & Ordinance Committee will meet on Monday, June 13, 2016 at 6:00 PM***
  
- b. Brentwood Youth Exceptional Service Awards (YES Award)  
***Mr. President, I move to authorize the Borough Manager to draft up a policy associated with a Youth Exceptional Service (YES) Awards and present to Council for approval.***

Ms Fox: I would like to to do this with several age groups.

President Frombach: I want to thank Ms Fox for recognizing service from teens here in the community. Volunteers are always needed in all organizations.

Motion By: Stephanie Fox

Second By: Harold Smith

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

Absent: Schubert

President: "Motion Passed"

- c. Forward Management Agreement  
***Mr. President, I move the Borough Authorize the Borough Manager and Borough Solicitor to enter into a Settlement Agreement with Forward Management contingent upon their accepting the terms of said Agreement.***

Motion By: Stephanie Fox

Second By: Pat Carnevale

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

Absent: Schubert

President: "Motion Passed"

## 12. Parks and Recreation Committee – Mr. Rich Schubert

In the absence of Councilman Schubert, Mr. Smith will address the following items.

- a. FYI - 2016 Brentwood Day Camp

*Mr. President, it appears that the Borough did not obtain nearly enough applications for Camp Counselor required to run the 2016 Brentwood Summer Day Camp. The deadline was Friday, May 20th and the Borough had only received around 5 applications. As such, it appears that there will not be this Summer Day Camp in 2016. However, Brentwood Parks & Receptions Department has many Spring and Summer programs planned.*

Dr. Pasquanotnio: For your information, the Borough did not receive enough applications to run the Brentwood Summer Day Camp this year.

Mr. Carnevale: I don't know how many people we need as counselors. I would like to revisit this and keep it open. I have lived in the Borough for 53, and the program has been in place for at least that long.

Manager Zboyovsky: We need enough counselors to oversee the children. They also have to get their FBI clearances, etc. And we need the directors in place to set up programming.

Ms Fox: Did we advertise in enough places?

Dr. Pasquantonio: In the past, the teachers would recruit and encourage the students to apply.

Mr. Smith: My understanding is we help the school financially and they conducted day camp.

Mr. Carnevale: I would like to hold it open and maybe somebody would want to do this.

Manager Zboyovskky: Council agreed to take on this program and we met monthly trying to get this in order. It seems that the school district hired the day camp director. The camp director ran day camp in accordance with the budget.

Mr. Carnevale: A lot of people would pay the amount to come; go to the school and tell them we want to help on this.

Manager Zboyovsky: It's not just that we only have 20 applicants. We still need to do interview to make sure they are qualified.

Ms Fox: Next year we will have to jump in with the school district and work together on this program.

Mr. Carnevale: This is a disappointment.

President Frombach: I agree.



Mr. Doyle: We discussed alternatives to the Summer Day Camp. There's nothing solid, but we will try to come up with something for next month.

### 13. Public Safety Committee – Mr. Pat Carnevale

- a. Consider Resolution No. 2016-33; 2016-2019 Collective Bargaining Agreement with the Brentwood Borough Police Department

***Mr. President, I move the Borough Adopt Resolution No. 2016-33; 2016-2019 Collective Bargaining Agreement with the Brentwood Borough Police Department***

Mr. Carnevale: This item will be brought back to Council when the police department votes on their contract.

- b. Consider acquiring a free Prescription Drug Take Back Box

***Mr. President, I move the Borough authorize the Police Chief to acquire and have installed a free prescription drug take back box in accordance with the District Attorney's Guidelines.***

Ms Fox: I think this is a good idea. I appreciate it. Bring up your old medications to the municipal building lobby and have them safely removed.

President Frombach: We need to have an article in the newsletter and a notification on Swiff911.

Motion By: Pat Carnevale

Second By: AJ Doyle

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

Absent: Schubert

President: "Motion Passed"

- c. Consider Authorizing the Borough Manager to contact the Civil Service Commission to NOT revise the Civil Service Commission Rules & Regulations to include a provision for Part-Time Police Officers

***Mr. President, I move the Borough authorize the Borough Manager to contact the Civil Service Commission to NOT revise the Civil Service Commission Rules & Regulations to include a provision for Part-Time Police Officer***

Motion By: Pat Carnevale

Second By: Stephanie Fox

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

Absent: Schubert

President: "Motion Passed"

**14. Community Affairs Committee – Dr. Robert Pasquantonio**

- a. Consider Rescheduling/Cancelling the June 20th, August 22nd and September 19th Borough Council Meeting

*Mr. President, I move the Borough reschedule the June 20th Council Meeting to June 21st, the August 22nd meeting to August 23rd and the September 19th Borough Council Meeting to September 20th due to conflicts with Borough Community Events and Authorize the Borough Manager to advertise the new meeting dates.*

**OR**

*Mr. President, I move the Borough cancel the June 20th, the August 22nd and the September 19th Borough Council Meetings due to conflicts with Borough Community Events.*

Mr. Carnevale: After a discussion, Council recommended to cancel the June Agenda meeting. The meetings in July will remain as is. The Agenda meeting in August will be changed to August 23, 2016 and the September Agenda meeting will be held on September 20, 2016. The August 22, 2016 and September 19, 2016 Agenda meetings are also cancelled.

Motion By: Robert Pasquantonio

Second By: AJ Doyle

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

Absent: Schubert

President: "Motion Passed"

**15. Special Committees**

Mr. Carnevale read the SHACOG meeting report:

- Consider procuring a large supply of salt to last until the end of June.
- Thank you for the meeting Council conducted last Thursday on parking
- Bids for automobiles

**16. Old Business**

Mr. Carnevale: I attended the public meeting last week with the Chief of Police and Mayor regarding parking issues in the Borough. Other items were discussed. The parking policy will be very hard to

put into place and to enforce. We need an officer to learn the codes.

## **17. New Business**

Dr. Pasquantonio: The Library is requesting financial assistance to finish the installation project for electronic entrance doors. The amount is \$1,933.00.

President frombach: Do you want the Manager to prepare this for the June meeting?

Mr. Smith: We need to discuss this.

Ms Fox: We just gave a the Library a very good contract.

Mr. Carnevale: It was a decent contract. The Library is a great amenity to the Borough. They need help, we can give it. They do a lot of good work.

Dr. Pasquantoio: It is not a lot of money in terms of getting the doors. They are asking for 2%.

Mr. Carnevale: They have a tight budget.

Mr. Doyle: It is a Borough owned building.

Ms Fox: The Borough is not a bank; as long as it is not a repetitive request for money.

A discussion ensued regarding the parking lot for the school.

Presidnet Frombach: Put this on the Agenda for the June meeting.

Mr. Carnevale: Will we do an appointment for the Zoning Hearing Board?

Manager Zboyovsky: It was referred to the committee for review and we receive a recommendation in June

## **18. Public Comment**

Sharon Swinney, 3959 Edge Rd., came before Council regarding the Pittsburgh Blood Bank conducting a Community Blood Drive on July 3, 2016 at the Brentwood Community Room. We are looking for the support of Council and we are offering Pittsburgh Pirate tickets to each blood donor. We need an adequate blood supply during the summer months. During the 4th of July celebration we are requesting your assistance. Ms Gerry Ward from the Blood Bank is here to thank you for your support and requests support by the Library, EMS and Fire Department. The Blood Drive will be on hand from 10:00 A.M. to 3:00 P.M. You must register for staffing purposes. Must be 16 years and older.

## **19. Adjournment**

The meeting adjourned at 8:55 P.M.

Respectfully submitted,

Mary Lou Garase  
Administrative Assistant

Motion By: Stephanie Fox

Second By: Robert Pasquantonio

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

Absent: Schubert

President: "Motion Passed"