

**BOROUGH OF BRENTWOOD
AGENDA
October 24, 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 - 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.

Meeting called to order at 7:35PM.

2. Pledge of Allegiance.

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. Presentation

- a. 2015 Audit - Hosack, Specht, Muetzel & Wood LLP

Representatives from Hosack, Specht, Muetzel & Wood LLP will be presenting the 2015 Borough Audit Report.

Mr. John Zivcovic gave provided a brief summary of the audit results. The net position of the Borough is a positive figure, which is rare for public entities due to pension liabilities. The general fund revenues are in excess of projections, and expenditures are nearly equal to the budgeted amount. The Borough is operating within its means and is on good financial footing.

Mr. Carnevale: I have concerns over the calculations within the pension funds.

Mr. Zivcovic: Some minor errors were noted and a new draft will be disseminated. The methods by which the calculations are determined were reviewed at a meeting last years.

Discussion continued regarding the portion of the budget that is allocated to public safety matters.

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

Helen Sharer, 112 Kaufmann Avenue, spoke regarding the proposed stop sign ordinance. Expressed opinion that stop signs were not necessary and that the height of hedges at neighboring properties should be addressed.

Mayor Troy: I spoke with the property owners about the concern but they have not rectified it. There is additionally a problem with illegal parking at the site.

Mr. Frombach: The Borough does not have any restrictions on the height of hedges. Council could consider altering its code.

Tony Iaconne, 3839 Theresa Avenue, also spoke regarding the stop sign ordinance. Provided site photos and affirmed that the ordinance change should be considered.

6. Communications.

No communications.

7. 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

No additional items.

8. President's Report – Mr. John Frombach

No report.

9. Mayor's Report – Mr. Dennis Troy

Mayor Troy expressed condolences to the family of recently deceased Emergency Management Coordinator Marty Ritter.

10. Administrative and Finance Committee – Mr. Harold Smith

- a. Consider approving the agreement with EKM, Inc. for the purchase of AccuFund financial accounting software for an initial implementation and training cost not to exceed \$41,812 with

\$14,128.00 to be paid from Line Item 08-407-455 General Software/Licenses and \$28,684.00 to be paid from the 2017 Capital Improvement Fund Line Item 18-407-455 General Software/Licenses.[ACTION ITEM]

Consider approving the agreement with EKM, Inc. for the purchase of AccuFund financial accounting software for an initial implementation and training cost not to exceed \$41,812 with \$14,128 to be paid from Line Item 08-407-455 General Software/Licenses and \$28,684.00 to be paid from the 2017 Capital Improvement Fund Line Item 18-407-455 General Software/Licenses.

Mr. Schubert: When will AccuFund would be fully implemented?

Manager Zboyovsky: The roll out should be completed by the end of Q1 2017. We will still have access to ProSoft until the end of June.

Motion By: Harold Smith

Second By: AJ Doyle

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

Absent: Pasquantonio

President: "Motion Passed"

11. Public Works Committee – Mr. AJ Doyle

12. Zoning and Ordinance Committee – Ms. Stephanie Fox

13. Parks and Recreation Committee – Mr. Rich Schubert

Council congratulated Mayor Troy for the regular season success of four Brentwood Dukes squads that are preparing to enter the playoffs.

Mr. Smith: Are residents permitted to park within the traffic circle in the park?

Mayor Troy: Such parking is permitted only during events.

Mr. Carnevale: There has been an issue in the past with buses parking in this area. They are now only able to access this area to actively drop off or pick up students. They will be stored off site for the duration of the games.

a. [UPDATE]- 2017 Brentwood Day Camp

Mr. Schubert: The Borough and the School District are working toward a formal agreement to tentatively continue the operation of day camp.

Manager Zboyovsky: The School District is requesting that the Borough make a lump sum

payment rather than provide a reimbursement for costs. We are asking for supporting documentation on enrollment fees, programming costs, and councilor salaries so that we can budget the appropriate amount.

Mr. Frombach: This data will be needed from the School District prior to formal adoption of the budget.

14. Public Safety Committee – Mr. Pat Carnevale

- a. Consider Requesting a Certified Police Candidate List from the Civil Service Commission utilizing the SHACOG Police Testing process. [ACTION ITEM]

Mr. President, I move the Borough Authorize the Borough Manager to contact the Brentwood Civil Service Commission requesting a certified police candidates list utilizing the 2017 SHACOG Police Test.

Mr. Carnevale: If the Borough utilizes the SHACOG testing system, any hired officer would remain on the hiring list for a two year period. During this time, the officer would be eligible to accept a job at any other community that uses this testing process.

Motion By: Pat Carnevale

Second By: AJ Doyle

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

Absent: Pasquantonio

President: "Motion Passed"

- b. Consider authorizing the advertising of Ordinance No. 2016-1253: Establishing Stop Signs on Lawnview Avenue facing East towards Kaufmann Avenue and on Lawnview Avenue facing west towards Kaufmann Avenue.[ACTION ITEM]

Mr. President I move the Borough authorize the advertising of Ordinance No. 2016-1241: Establishing Stop Signs on Lawnview Avenue facing East towards Kaufmann Avenue and on Lawnview Avenue facing west towards Kaufmann Avenue.

Mr. Schubert: I am not in favor a blanket limit on hedge height, but we could consider limiting height within certain distances from intersections.

Ms. Fox: I do not believe that we should impose this limit in any circumstance. This restriction will lead to the Borough having to take action due to neighbor disputes over hedge aesthetics.

Mr. Doyle: Consider placing mirrors at these intersections to aid drivers where sight lines are poor.

Manager Zboyovsky: The intersection in question meets the state's guidelines for the installation of a stop sign. Would have to further research stipulations regarding mirrors. There have been instances in other communities where drivers attempted to sue the municipality after serious accidents occurred at intersections with mirrors.

Mayor Troy: We should also consider relocating the stop sign at the Theresa Avenue intersection. One parking space will need to be removed. Similar sight line issues are present in this location.

Motion to withdrawn pending results of courtesy notice to resident asking for hedge height to be reduced.

- c. Consider Resolution No. 2016-62; Remediation of Slums & Blight [ACTION ITEM]

Mr. President, I move the Borough adopt Resolution No. 2016-62; Remediation of Slums & Blight declaring 10-12 Marylea Avenue as a Health and Safety Hazard to Brentwood Residents.

Motion By: Pat Carnevale

Second By: Stephanie Fox

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

Absent: Pasquantonio

President: "Motion Passed"

- d. Consider Resolution No. 2016-63; CD 43 Concurring Resolution [ACTION ITEM]

Mr. President, I move the Borough adopt Resolution No. 2016-63; CD 43 Concurring Resolution associated with the Final SHACOG CD 43 Grant Application.

Mr. Carnevale: Would the Borough have to consider to pay taxes after demolition?

Manager Zboyovsky: The Borough would have to file an appeal with Allegheny County to have the lot reclassified as an exempt parcel.

Mr. Frombach: Our previous appeal was denied because we were generating revenue from renting the apartments. The parking lot will serve a public use so we should be able to receive the exemption.

Motion By: Pat Carnevale

Second By: Stephanie Fox

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

Absent: Pasquantonio

President: "Motion Passed"

15. Community Affairs Committee – Dr. Robert Pasquantonio

16. Special Committees

Mr. Carnevale: SHACOG is gauging member interest in a program to pool resources so that municipalities could rent vehicles and equipment from other communities on an emergency basis.

17. Old Business

- a. Consider Authorizing the Borough Manager to Obtain the Scope and Estimated Costs associated with repairing the Brentwood Borough Building.[ACTION ITEM]

Mr. President, I move to authorize the Borough Manager to Obtain the Scope and Estimated Costs associated with repairing the Brentwood Borough Building.

Motion By: Rich Schubert

Second By: Pat Carnevale

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

Absent: Pasquantonio

President: "Motion Passed"

- b. [DISCUSSION] - 2017 General Fund Budget

Will continue with the review of the 2017 General Fund until 10pm.

Manager Zboyovsky stated that the necessary transfer to cover the purchase of the financial software will need to be increased based upon a change of assumptions. Expenditures from sewer fund have been reduced from one-half to one-third of total costs.

Mr. Schubert asked if transfer for architectural services would be needed if the Borough chooses to renovate rather than rebuild the municipal building. Manager Zboyovsky stated that the included fee represents a worst case scenario but could be used to cover the design of these new infrastructural items. Mr. Frombach replied that architectural fees generally amount to 6 to 8 percent of project costs.

Manager Zboyovsky pointed out that the proposed purchase of new DPW trucks had been removed from the budget.

Manager Zboyovsky stated that paving expenditures have been reduced. Penn American Water has informed the Borough that it will restore Munsey Avenue in its entirety as part of a project to replace a main line. A portion of these savings will be allotted to pool enhancements.

Mr. Carnevale stated that, since a portion of the pool contractor fees will be incurred in 2018, the transfer to fund this project should be divided between the two upcoming fiscal years. Ms. Fox asked for the allocation to the roadway projects to be increased commensurately to ensure that the Borough does not fall behind on its paving schedule.

Mr. Carnevale questioned the transfer to the pension fund. Manager Zboyovsky stated that the figures are based upon the most recently calculated actuarial estimates. Numbers will be

recalculated in 2017 and will reflect recent alterations in pension plan assumptions.

Manager Zboyovsky stated that the budget does not include any allocations for improvements to Field #4. Repairs would be a permitted expense from the restricted park fund.

18. New Business

None.

19. Public Comment

John Kreuzer, 144 Hillson Avenue, expressed concern over the grade at which Check Way meets Dauphin Street. Manager Zboyovsky to review conditions.

Megan Dillard, 3241 Villawood Avenue, questioned paving project. Asked if contractor can phase project into one block sections rather than working on entire road concurrently.

Manager Zboyovsky: Phasing would significantly increase mobilization costs. Meeting with Gateway Engineers this week and will discuss how much more expenses such an option would be. We acknowledge that there were some issues with contractor communication on this project. We will provide more notification in-house next year so as to abate these concerns.

20. Adjournment

Adjourned at 9:43PM.

Motion By: John Frombach

Second By: Harold Smith

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

President: "Motion Passed"