

**BOROUGH OF BRENTWOOD  
AGENDA  
October 16, 2017 - 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](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: 6:00 PM**

**1. Call to Order.**

Called to order at 7:31PM.

**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. Gateway Engineers - Dennis Flynn RE: Pool Improvements Work Authorization

Dennis Flynn provided a compendium of the three evaluated options. Council has previously indicated its preference for Option C, which features the lowest cost. Mr. Carnevale asked if Option C would allow for the installation of any water features. Mr. Flynn replied that the children's wading pool could eventually be repurposed as a splash pad for an approximately \$300,000 expense. Mr. Schubert subsequently questioned if there was any way to install the water features within the pool basin under this choice. Mr. Flynn stated that a slide could possibly be installed by using an external pumping system, but such item would be significantly more pricey than one that utilized internal plumbing. Ms. Fox asked for an estimate of how long Option C extends the life of the pool. Mr. Flynn estimated a 20 to 30 year expectancy but cautioned that this time period could be reduced due to concerns over the age of the concrete shell.

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

None.

**6. Communications.**

None.

**7. Department and Borough Managers Reports:**

- 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 September 30, 2017 as presented.*

Motion By: Rich Schubert

Second By: Robert Pasquantonio

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

President: "Motion Passed"

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

- a. FYI - Trick or Treating in Brentwood  
*Our traditional Trick-or-Treating event will take place on Halloween, which is Tuesday, October 31st, from 6:00 PM - 8:00 PM.*

*This is a fun night for children and an enjoyable time for adults, as they watch their children surprise friends and neighbors in their spooky costumes while walking door-to-door to collect their favorite treats. We ask all parents to closely supervise their children so as to make sure that this is a safe and memorable night for all.*

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

None.

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

- a. Consider Approving the Minutes from the September 19 and September 25, 2017 Council Meetings.[ACTION ITEM]  
*Mr. President, I move to approve the meeting minutes from the September 19th and September 25th, 2017 Council Meetings.*

Motion By: Harold Smith

Second By: Rich Schubert

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

President: "Motion Passed"

- b. Consider Accepting the Treasurer's Report for the Period September 30, 2017 [ACTION ITEM].

***Mr. President, I move to accept the Treasurer's Report for the Period Ending September 30, 2017.***

Motion By: Harold Smith

Second By: Robert Pasquantonio

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

President: "Motion Passed"

- c. Consider ratifying the payment of bills from September 1, 2017 To September 30, 2017. [ACTION ITEM]

***Mr. President, I move the Borough ratify the payment of the bills for the period of September 1 through September 30, 2017 from the following Borough Fund Accounts:***

1. **General Fund in the amount of \$938,376.70**
2. **Sanitary Sewer Fund in the amount of \$1,506,798.97**
3. **Capital Improvement Fund in the amount of \$521,441.30**
4. **Liquid Fuels Fund in the amount of \$0.00**
5. **Non-Uniform Pension Fund in the amount of \$3,614.48**
6. **Police Pension Fund in the amount of \$24,797.12**

Motion By: Harold Smith

Second By: Rich Schubert

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

President: "Motion Passed"

- d. Consider 2018 Minimum Municipal Obligation (MMO) for the Police Pension Plan in the amount of \$207,536.00 to be paid from the 2018 General Fund Line Item 01-492-965 [ACTION ITEM]

***Mr. President, I move the Borough accept the 2018 Minimum Municipal Obligation (MMO) for the Police Pension Plan as calculated by the Borough's Actuary in the amount of \$207,536 to be paid from the 2018 General Fund Line Item 01-492-965.***

Motion By: Harold Smith

Second By: AJ Doyle

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

President: "Motion Passed"

- e. Consider 2018 Minimum Municipal Obligation (MMO) for the Non-Police Pension Plan in the amount of \$78,561 to be paid from the 2018 General Fund Line Item 01-492-960. [ACTION ITEM]

***Mr. President, I move the Borough accept the 2018 Minimum Municipal Obligation (MMO) for the Non-Police Pension Plan as calculated by the Borough's Actuary in the amount of \$78,561.00 to be paid from the 2018 General Fund Line Item 01-492-960.***

Motion By: Harold Smith

Second By: Robert Pasquantonio

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

President: "Motion Passed"

- f. Consider Resolution No. 2017-50: Lease Agreement with Ford Business Machines Inc. for Borough Copy Machines [DISCUSSION]
- g. Consider sewage lockbox and electronic payment agreement [DISCUSSION ITEM].

Assistant Manager Pecon reviewed the pricing structure. Mr. Smith questioned procedure for making payments at the local branch. Mr. Pecon stated that, if a contract is signed with Brentwood Bank, this organization has indicated that it would accept check payments at a drop box and a process would be developed for allowing tellers to take cash payments for delinquent bills.

- h. Consider sewage printing and mailing agreement [DISCUSSION ITEM].
- i. FYI - 2018 Budget Update

***Mr. President, as you are aware, the Administrative and Finance Committee proposed and presented the 2018 General Fund and Capital Improvement Fund last Monday during the first Budget Workshop and Public Hearing.***

***The General Fund Revenues and Expenditures are balanced at \$9,189,600. This represents a 2% decrease from 2017.***

***There is no tax increase included in the budget for 2018. A five-year budgetary projection was also completed. Based upon economic conditions and an analysis of revenue streams, it is anticipated that the Borough can fund operations and improvements without any tax increase over the duration of this five-year period.***

***For the first time in a number of years, the budget proposes a transfer from the General Fund to the Operating Reserve Fund, with the amount of the transfer projected at \$200,000.***

***Proposed 2018 Capital Improvement Fund Revenues and Expenditures are both equal***

to \$2,253,000.

***The Final Budget Hearing and Workshop is scheduled for Monday, November 13<sup>th</sup> at 6PM. The Capital Improvement Fund will be looked at more closely, and the Borough's Enterprise Funds will be reviewed. This meeting has been advertised and is open to the public.***

- j. Consider Resolution No. 2017-61; 2018 Non-Union and Non-Contractual Employees Salaries [DISCUSSION]

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

- a. Consider Resolution No. 2017-48: Adoption of Pollutant Reduction Plan [ACTION ITEM]  
***Mr. President, I move to adopt Resolution No. 2017-48, adopting the Pollutant Reduction Plan as prepared by Gateway Engineers.***

Mr. Carnevale asked for clarification on this motion. Manager Zboyovsky responded that adoption of such policy is a mandate of the Borough's MS4 permit.

Motion By: AJ Doyle

Second By: Robert Pasquantonio

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

President: "Motion Passed"

- b. Consider Resolution No. 2017-58: Accepting and Entering into the Grant Agreement from ALCOSAN's GROW Program Grant [ACTION ITEM]  
***Mr. President, I move to adopt Resolution No. 2017-58, accepting and entering The Borough into the GROW Program Grant Agreement with The Allegheny County Sanitary Authority, which is associated with the previously completed Viking Drive I&I reduction project.***

Motion By: AJ Doyle

Second By: Rich Schubert

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

President: "Motion Passed"

- c. Consider authorizing Change Order No. 2 to Facchiano Contracting in the not-to-exceed amount of \$30,000.00 associated with concrete curb improvements on Brentwood Avenue to be paid from the Capital Improvement Fund 18-439-619 Roadway Rehabilitation Projects. [ACTION ITEM]

***Mr. President, I move to Authorize Change Order No. 2 to Facchiano Contracting in the not-to-exceed amount of \$30,000.00, which is associated with concrete curb improvements on Brentwood Avenue, and is to be paid from Capital Improvement Fund Line Item 18-439-619: Roadway Rehabilitation Projects.***

Mr. Smith questioned the reason for the additional work. Manager Zboyovsky replied that, following the commencement of construction, significant quantities of curb were discovered to be in a more defective condition than originally thought.

Motion By: AJ Doyle

Second By: Rich Schubert

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

President: "Motion Passed"

- d. FYI - Annual Engineering Presentation - Monday, October 23rd at 5:30 PM  
***Mr. President, as a reminder, On October 23rd, Borough Staff and representatives from Gateway Engineers will present to Council its 2017 Year in Review of Engineering Projects and will go over the 2018 Anticipated Borough Projects. The Presentation will begin at 5:30 PM.***
  
- e. FYI - Brentwood Borough Leaf Collections to begin.  
***Mr. President, as a reminder, as a service to Brentwood Borough residents, the Borough will again be offering curb side leaf collections each week from October 30th through November 10th. Residents are to simply place their leaves in a yard waste bag and put out at the curb on their respective garbage day.***

## **12. Zoning and Ordinance Committee – Ms. Stephanie Fox**

- a. Consider revised Ordinance No. 2017-1259: Stormwater Amendments [DISCUSSION ITEM]

Mr. Schubert indicated that he believes that the paired down version of the ordinance is a better fit with existing infrastructural conditions.

- b. Consider adopting Resolution No. 2017-51: Reappointment of Jayson Livingston to Zoning Hearing Board [ACTION ITEM].

***Mr. President, I move to adopt Resolution No. 2017-51, reappointing Jayson Livingston to a five-year term on the Brentwood Zoning Hearing Board.***

Motion By: Stephanie Fox

Second By: Rich Schubert

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

President: "Motion Passed"

- c. Consider Resolution No. 2017-52: Blight Designation for 10-12 Marylea Avenue [ACTION ITEM]

***Mr. President, I move to adopt Resolution No. 2017-52, which designates the vacant property at 10-12 Marylea Avenue as a blighted structure that is a health and safety hazard to Borough residents.***

Ms. Fox expressed concern about applying the blight definition to a Borough-owned property. Manager Zboyovsky stated that adoption of a resolution assigning this designation is a requirement of the CDBG grant application.

Motion By: Stephanie Fox

Second By: Harold Smith

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

President: "Motion Passed"

- d. Consider Resolution No. 2017-53: CD 44 Grant Application for 10-12 Marylea Avenue Demolition Project [ACTION ITEM]

***Mr. President, I move to adopt Resolution No. 2017-53, which authorizes the submission of a grant request for \$26,000 through the CDBG program to assist with the cost of demolishing the structure at 10-12 Marylea Avenue.***

Motion By: Stephanie Fox

Second By: Harold Smith

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

President: "Motion Passed"

- e. Consider Resolution No. 2017-54: Blight Designation for Snee Dairy Building [ACTION ITEM]

***Mr. President, I move to adopt Resolution No. 2017-54, which designates the vacant property at 3735 Brownsville Road as a blighted structure that is a health and safety hazard to Borough residents.***

Motion By: Stephanie Fox

Second By: Harold Smith

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

President: "Motion Passed"

- f. Consider Resolution No. 2017-55: CD 44 Grant Application for Snee Dairy Building Demolition Project [ACTION ITEM]

***Mr. President, I move to adopt Resolution No. 2017-55, which authorizes the submission of a grant request for \$143,500 through the CDBG program to assist with the cost of demolishing the structure at 3735 Brownsville Road.***

Motion By: Stephanie Fox

Second By: Harold Smith

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

President: "Motion Passed"

### **13. Parks and Recreation Committee – Mr. Pat Carnevale**

- a. Consider Resolution No. 2017-56: CD 44 Grant Application for Civic Center ADA Project [ACTION ITEM]

***Mr. President, I move to adopt Resolution No. 2017-56, which authorizes the submission of a grant request for \$15,840 through the CDBG program to assist with the installation of an ADA-compliant bathroom at the Brentwood Civic Center.***

Motion By: Pat Carnevale

Second By: AJ Doyle

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

President: "Motion Passed"

- b. Consider approval of revised scope of work for swimming pool improvements [DISCUSSION ITEM].

- c. FYI- Pumpkin Patch Event in Brentwood Park

***Mr. President, the 2nd Annual Brentwood Pumpkin Patch was a huge success. Over 500 people were in attendance. Thanks to Jim Attanucci for organizing this event, which should be much looked forward to by Brentwood children each year. Local radio station WISH 99.7 was on hand to pass out goodie bags. I also heard that there was a visit by the Great Pumpkin, who, as we know, only visits the most sincere and special of all the pumpkin patches.***



d. FYI - Pavilion Update

Mr. Frombach asked Council to consider a resolution honoring the efforts of the BPI and contractor Al Fields for bringing the pavilion to fruition.

**14. Public Safety Committee – Mr. Pat Carnevale**

- a. Considering Hiring Paul Kukla as a Part-Time Crossing guard at the 90-day probationary rate of \$10.39/hour.[ACTION ITEM]

***Mr. President, on the recommendation of Chief Zeppuhar, I move to hire Paul Kukla as a part-time Crossing-Guard at the 90-day probationary rate of \$10.39/hour.***

Motion By: Pat Carnevale

Second By: Robert Pasquantonio

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

President: "Motion Passed"

- b. Considering Hiring Donna Kukla as a Part-Time Crossing guard at the 90-day probationary rate of \$10.39/hour.[ACTION ITEM]

***Mr. President, on the recommendation of Chief Zeppuhar, I move to hire Donna Kukla as a part-time Crossing-Guard at the 90-day probationary rate of \$10.39/hour.***

Motion By: Pat Carnevale

Second By: Stephanie Fox

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

President: "Motion Passed"

- c. Consider adopting Resolution No 2017-60: Updates to Civil Service Rules & Regulations [DISCUSSION]

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

- a. Consider adopting Resolution No. 2017-57; Appointing Joseph Arnstein to the Shade Tree Committee [ACTION ITEM]

***Mr. President, I move to adopt Resolution No. 2017-57, which appoints Joseph Arnstein to a five-year term on the Brentwood-Baldwin-Whitehall Shade Tree Commission. (There is still one seat open for Brentwood on the Shade Tree Commission).***

Motion By: Robert Pasquantonio

Second By: Harold Smith

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

President: "Motion Passed"

- b. FYI - Pitt Makes a Difference Day - Saturday, October 21st.

***Mr. President, I'd like to announce that the Borough will once again be partnering with Pitt in its annual Make a Difference Day, which is scheduled for this upcoming Saturday, October 21st from 10:00 AM - 2:00 PM. Over 40 Pitt Students will take to the streets and trails of the Borough with gloves and trash bags to pick up unsightly litter and debris. We invite residents to participate as well. Everyone will be meeting at the Brentwood Community Room beginning at 9:00 AM. Coffee and donuts will be provided, and a pizza lunch will follow the event.***

***Since this will occur during the week prior to the scheduled Clean-Up Day in The Hollow, the Trail Committee is planning to move its event so that both will take place on Saturday, October 21st.***

- c. FYI - Brentwood Baldwin Whitehall Chamber of Commerce Chili Cookoff scheduled for October 28th

***FYI, Mr. President, the Brentwood-Baldwin-Whitehall Chamber of Commerce will host its second annual Chili Cookoff on Saturday, October 28th from 11:30AM to 2:30PM at the Brentwood Civic Center. Guests are invited to sample some of the tastiest home recipes in the South Hills and vote for their favorite.***

## 16. Special Committees

Ms. Fox reported on behalf of the Anti-Bullying Committee that October is Domestic Violence Awareness Month.

## 17. Old Business

Mr. Carnevale questioned whether space for Brentwood EMS would be incorporated into a proposed new municipal building. Mr. Frombach stated that Council has previously indicated its intent to house EMS but that no final decision had yet been made as to whether they can be included in the same building as police and administrative personnel. Manager Zboyovsky reported that the costs to split functions between two buildings would cost approximately \$200,000 more than locating all operations in a single structure, but this project would also eliminate the need to budget for a future standalone project to renovate the civic center. Consensus of Council to ask Matt Franz of HHSDR to lead further discussion at next week's meeting.

- a. 10 - Year Capital Improvement Plan [DISCUSSION]

***FYI - Revised Draft copies of the proposed 10-Year Capital Improvement plan worksheets/summary tables have been provided and will used to review and discuss the plan during the October 16th and October 23rd Council meeting.***

- b. Consider Work Authorization from Skelly and Loy Engineering-Environmental Consultants to provide hazardous materials, UST, and asbestos abatement consulting services and required construction monitoring service for the planned demolition of the Snee Dairy property building and 10 Marylea Avenue Building in the Not-To-Exceed Amount of \$17,275 to paid from the Borough Building Fund Line Item 19-409-314. [DISCUSSION]
  
- c. Consider Work Authorization from Gateway Engineers to prepare bid documents for the demolition of the Snee Dairy Building and 10 Marylea Avenue in the not-to-exceed amount of \$7,500 to paid from the Borough Building Fund Line Item 19-409.314 [DISCUSSION ITEM]

**18. New Business**

**19. Public Comment**

Eugene Werner, 4328 Brownsville Road, asked if there is an ongoing problem with the dumping of trash in The Hollow. Dr. Pasquantonio stated that much of the most egregious debris had been removed, but there are still significant quantities of litter on the property.

Debbie Balkovec, 105 Munsey Ave., reported that Brentwood EMS is preparing to begin its annual subscription drive. The organization will also hold a fundraiser at Painting With a Twist on November 5th.

**20. Adjournment**

Adjourned at 9:31PM.