

**BOROUGH OF BRENTWOOD
AGENDA
November 20, 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 - 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.

Called to order at 7:39PM.

2. Pledge of Allegiance.

Mr. Frombach asked for a moment of silence in honor of fallen officer Brian Shaw from the New Kensington Police Department.

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. 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, 2017 as presented.

Motion By: Rich Schubert

Second By: Harold Smith

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

President: "Motion Passed"

7. President's Report – Mr. John Frombach

- a. Consider Resolution No. 2017-76; Borough's Appreciation of Ruthann Omer [ACTION ITEM]

Mr. President, I move the Borough adopt Resolution No. 2017-76; Demonstrating the Borough's Appreciation of Ruthann Omer, PE, who has served in the capacity as Borough Engineer for over 30 years, and setting Dec. 2nd, 2017 at Ruthann Omer Day in the Borough of Brentwood.

Motion By: Rich Schubert

Second By: AJ Doyle

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

President: "Motion Passed"

- b. FYI - Borough Offices are closed on Thursday, November 23rd and Friday, November 24th.
Borough Offices will be closed on Thursday, November 23rd and Friday, November 24th for the Thanksgiving Holiday. They will reopen on Monday, November 27th at 8:00 AM.
- c. FYI - Snee Dairy Closing and Borough Building Project - Kickoff Meeting
The Borough will be closing on the Snee Dairy Property tomorrow at 9:30 AM.
At 11:00 AM, architect Matt Franz from HHSDR will be holding a Borough Building kick-off meeting to begin the design process. Members of the Borough Building Committee are invited to attend this meeting.

8. Mayor's Report – Mr. Dennis Troy

Mayor Troy reported that, in an attempt to increase dialogue with Borough police officers, he will be holding a monthly meeting with department staff on the first Friday of each month.

9. Administrative and Finance Committee – Mr. Harold Smith

- a. Consider Approving the Minutes from the October 2017 Council Meetings. [ACTION ITEM]

Mr. President, I move to approve the meeting minutes from the October 9th, October 16th,

and October 23rd, 2017 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 October 31, 2017 [ACTION ITEM].

Mr. President, I move to accept the Treasurer's Report for the Period Ending October 31, 2017.

Motion By: Harold Smith

Second By: Rich Schubert

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

President: "Motion Passed"

- c. Consider ratifying the payment of bills from October 1, 2017 to October 31, 2017. [ACTION ITEM]

Mr. President, I move the Borough ratify the payment of the bills for the period of October 1 through October 31, 2017 from the following Borough Fund Accounts:

- 1. General Fund in the amount of \$415,465.88**
- 2. Sanitary Sewer Fund in the amount of \$36,626.49**
- 3. Capital Improvement Fund in the amount of \$135,743.76**
- 4. Borough Building Fund in the amount of \$5,624.50**
- 5. Liquid Fuels Fund in the amount of \$0.00**
- 6. Non-Uniform Pension Fund in the amount of \$6,687.21**
- 7. Police Pension Fund in the amount of \$30,656.52**

Motion By: Harold Smith

Second By: Rich Schubert

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

President: "Motion Passed"

- d. Consider advertising of Ordinance No. 2017-1260: 2018 Tax Levy [ACTION ITEM]

Mr. President, I move to advertise Ordinance No. 2017-1260: 2018 Tax Levy. This proposed ordinance includes no tax increase.

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. 2017-1261: 2018 Sewage Rates [ACTION ITEM]
Mr. President, I move to advertise Ordinance No. 2017-1261: 2018 Sewer Rates.

Motion By: Harold Smith

Second By: Rich Schubert

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

President: "Motion Passed"

- f. Consider adopting Resolution No. 2017-70: 2018 Proposed Budget [DISCUSSION]
FYI, the Proposed 2018 Brentwood Borough Budget be considered at next week's meeting. It will then be available for public review beginning both online and at the Borough Building from November 30th until December 11, 2017. The Final 2018 Budget is scheduled to be up for a vote at the December 11th meeting.
- g. Consider Resolution No. 2017-71: 2018 Fee Schedule [DISCUSSION]
- h. Consider Proposal from The PFM Group to conduct an Operational Analysis on the Brentwood EMS in the Not-To-Exceed amount of \$15,000 to be paid from the Borough's General Fund Line Item 01-402-313 Financial Analysis [DISCUSSION]

Mr. Frombach stated that the purpose of this study is to provide Brentwood EMS with expert advice on how to improve its financial position and increase operational efficiencies. Mr. Carnevale contended that this motion is designed to provide a rationale for the Borough to cease making contributions to Brentwood EMS.

Ms. Fox stated that she recently attended an EMS board meeting and has preformed a preliminary review of this organization's three year financial records. Asked for the receipt of additional proposals. Mr. Schubert asserted that some sort of professional analysis is important for determining projected future contributions from the Borough to EMS but believes that the scope of work should be scaled to review only financial aspects. Manager Zboyovsky recommended the issuance of an RFP for these services that would also include a review of BVFC.

- i. FYI- Utility billing and collections update

Assistant Manager Eric Peccon will now provide a brief status report on the changes to the utility billing and collections process.

Assistant Manager Peccon reviewed key updates based upon vendor meetings. Mr. Doyle requested clarification on the fallback procedures for if the email address for a customer that has enrolled in paperless billing registers as invalid.

10. Public Works Committee – Mr. AJ Doyle

- a. Consider approving the agreement with Penn Power for generator maintenance [ACTION ITEM]

Mr. President, I move to approve the renewal of the agreement with Penn Power Systems for maintenance of the generators at the municipal building and public works building in the annual amount of \$710 to be charged to the General Fund Line Item 01-409-450 Contracted Services and \$725 to be charged to the General Fund Line Item 01-430-450 Contracted Services.

Motion By: AJ Doyle

Second By: Rich Schubert

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

President: "Motion Passed"

- b. Consider adopting Resolution No. 2017-72; Collective Bargaining Agreement between the Teamsters Local 205 representing the Brentwood Borough Department of Public Works and the Borough of Brentwood [ACTION ITEM]

Mr. President, I move to [adopt or reject] Resolution No. 2017-72, which pertains to the collective bargaining agreement between the Borough of Brentwood and Teamsters Union Local No. 205 on behalf of the employees of the Public Works Department.

Motion By: AJ Doyle

Second By: Harold Smith

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

President: "Motion Passed"

- c. Consider Ordinance No. 2017-1259: Stormwater Amendments

Mr. President, this ordinance is scheduled to be considered for adoption during next week's Council meeting.

Mr. Carnevale questioned if this ordinance would address the discharge downspouts to the street. Assistant Manager Peccon stated that a clause pertaining to this item was removed from the draft based upon consensus of Council.

11. Zoning and Ordinance Committee – Ms. Stephanie Fox

- a. Consider adopting Resolution No. 2017-69: Reappointment of Paul Beran to Zoning Hearing Board [ACTION ITEM].

Mr. President, I move to adopt Resolution No. 2017-69, reappointing Paul Beran to a five-year term as an alternate member of the Brentwood Zoning Hearing Board.

Mr. Fox recommended tabling this motion and advertising for a new member to fill this position.

- b. Consider Ordinance No. 2017-1257: Commercial Vehicle Parking [DISCUSSION ITEM].

Mr. President, this ordinance is to be scheduled to be considered for adoption at the December 11th Council meeting.

- c. FYI - Giving Tree Project

12. Parks and Recreation Committee – Mr. Pat Carnevale

- a. Consider request from American Cancer Society to Hang "Relay for Life" Banners [ACTION ITEM].

Mr. President, I move to approve the request from the American Cancer Society to permit the hanging of banners supporting the "Relay for Life" event.

Motion By: Pat Carnevale

Second By: Rich Schubert

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

President: "Motion Passed"

- b. 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.

Motion By: Pat Carnevale

Second By: Rich Schubert

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

President: "Motion Passed"

- c. Consider Resolution No. 2017-74: Updates to facility rental policy.[DISCUSSION]

Discussion of changes to pool party policy. Proposal to assess lifeguard fees to all nonprofits except for those who have achieved Borough recognized status. Mr. Doyle stated that the purpose of this alteration is because there have been issues with certain organizations admitting a significantly higher quantity of attendees than listed on their applications, which lead to a need to augment staffing at Borough expense. Mr. Schubert asked for the lifeguard charges to be applied to all fee exempt applicants; consensus of Council to revise accordingly.

13. Public Safety Committee – Mr. Pat Carnevale

- a. Consider Resolution No. 2017-73; Collective Bargaining Agreement between the Teamsters Local 205 representing the Brentwood Borough Clerical and Police Clerical and the Borough of Brentwood [ACTION ITEM]

Mr. President, I move to [adopt or reject] Resolution No. 2017-73, which pertains to the collective bargaining agreement between the Borough of Brentwood and Teamsters Union Local No. 205 on behalf of the Administrative Clerical and Police Clerical Employees.

Motion By: Pat Carnevale

Second By: AJ Doyle

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

President: "Motion Passed"

- b. Consider approving the Memorandum of Understanding with Teamsters Local No. 205 for Police Dept. Contract Amendment [ACTION ITEM]

Mr. President, I move to approve the Memorandum of understanding between the Borough of Brentwood and Teamsters Local Union No. 205 on behalf of the officers of Brentwood Police Department.

Motion By: Pat Carnevale

Second By: Robert Pasquantonio

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

President: "Motion Passed"

- c. FYI - Act 8 Meeting with Brentwood VFC and EMS

FYI- Mr. President, I will be asking the Borough Manager to schedule the annual Act 8 meetings with both the BFVC and the Brentwood EMS.

14. Community Affairs Committee – Dr. Robert Pasquantonio

- a. Consider Resolution No. 2017-75; Buy Brentwood [ACTION ITEM]

Mr. President, I move to adopt Resolution No. 2017-75, which authorizes our annual "Buy Brentwood" campaign. I would like to encourage all residents to consider shopping locally during this holiday season, and, in celebration of Small Business Saturday, I move to instruct the Chief of Police to cover the parking meters on November 24th and 25th.

Motion By: Robert Pasquantonio

Second By: Harold Smith

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

President: "Motion Passed"

- b. Consider Advertising the 2018 Borough Council Meetings, Planning Commission Meetings, Civil Service Commission Meetings, and Zoning Hearing Board Meetings. [DISCUSSION]
Please review the attached schedule. The 2018 Meeting dates will be up for a vote at next week's meeting.

- c. FYI- Walk Works Program Update
FYI- Mr. President, on November 17th, an assessment of the proposed Walk Works route was conducted with the grant program administrator and a representative of the engineering school at the University of Pittsburgh. The purpose of this site visit was to finalize the design and to review any pedestrian hazards within this portion of Brownsville Road. It is anticipated that a report on recommended improvements to items like signage and crosswalk striping will be provided to Council by Walk Works staff in early 2018.

15. Special Committees

None.

16. Old Business

- 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. The Final 10-Year Capital Improvement Plan will be presented for Council to consider during the December 11, 2017 Council meeting.

Manager Zboyovsky reported that, although Council indicated its intention to eliminate the business district streetscape enhancement project from this plan because of the significant expected cost, it is recommended that this item be restored due to approval of the grant at a reduced scope.

17. New Business

None.

18. Public Comment

Eugene Werner, 4328 Brownsville Road, commented that a significant number of the children attending Trick-or-Treat are from outlying communities. Asked for the Borough to consider distributing special bags so that residents can be identified. Also asked Council not to appropriate any funds for the study of EMS operations.

19. Adjournment

Adjourned at 9:59PM.

Motion By: AJ Doyle

Second By: Harold Smith

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

President: "Motion Passed"