

**BOROUGH OF BRENTWOOD  
AGENDA  
September 20, 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](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: 6:30 PM**

**1. Call to Order.**

Vice President Rich Schubert called meeting to order in the absence of President John Frombach.

a. Moment of Silence - Ken Lockhart

*Following the Pledge of Allegiance, please remain standing for a moment of silence for former Brentwood Mayor, Ken Lockhart who passed away too early on September 10th.*

**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. BBW Shade Tree Commission

*The BBW Shade Tree Commission will be giving a presentation to Council at the beginning of the September 26, 2016 Regular Borough Council Meeting.*

b. EDS Presentation - John Slater

*John Slater will be giving a presentation at the September 26, 2016 Regular Borough Council Meeting.*

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

None.

**6. Communications.**

- a. Thank You from Adult Swimmers
- b. Thank You from Resident to Code Enforcement

**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
- 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 August 31, 2016 as presented.***

Motion By: Harold Smith

Second By: AJ Doyle

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

Absent: Frombach

President: "Motion Passed"

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

Mr. Frombach is on vacation this week. No report this month.

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

Mayor Troy: I'd like to honor former Mayor Ken Lockhart for his dedication to the community. He served 12 years on Council and 12 years as Mayor. He was a member of EMS and BVFC and was committed to maintaining public safety. He will truly be missed.

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

- a. Consider Approving the Minutes from the August 15th Council Meeting, August 23rd Council Meeting, and August 30th Joint School Board Meeting. [ACTION ITEM]

***Mr. President, I move to approve the Minutes from the August 15th Council Meeting, August 23rd Council Meeting, and August 30th Joint School Board Meeting.***

Motion By: Harold Smith

Second By: Stephanie Fox

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

Absent: Frombach

President: "Motion Passed"

- b. Consider Accepting the Treasurer's Report for the Period Ending August 31, 2016 [ACTION ITEM]

***Mr. President, I move to accept the Treasurer's Report for the Period Ending August 31, 2016.***

Motion By: Harold Smith

Second By: AJ Doyle

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

Absent: Frombach

President: "Motion Passed"

- c. Consider ratifying the payment of bills from August 1 to August 31, 2016. [ACTION ITEM]

***Mr. President, I move to ratify payment of the bills from August 1 through August 31, 2016 from the following Borough fund accounts:***

- 1. General Fund in the amount of \$1,048,802.39**
- 2. Sanitary Sewer Fund in the amount of \$174,124.09**

3. **Capital Improvement Fund in the amount of \$452,313.36**
4. **Liquid Fuels Fund in the amount of \$0.00.**
5. **Non-Uniform Pension Fund in the amount of \$6,134.84**
6. **Police Pension Fund in the amount of \$20,433.89**

Mr. Carnevale: \$1 million was moved in the general fund. This is a lot of money, where did it go?

Manager Zboyovsky: There was a transfer from the General Fund to the Capital Improvement Fund. This is included in the budget to cover project costs.

Motion By: Harold Smith

Second By: Stephanie Fox

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

Absent: Frombach

President: "Motion Passed"

- d. Consider Resolution 2016-52: Information Technology Service Agreement with DEP Technologies Inc. [ACTION ITEM]

***Mr. President, I move to approve Resolution 2016-52: Information Technology Service Agreement with DEP Technologies Inc.***

Mr. Carnevale: How long is this agreement for? How did we choose this company?

Manager Zboyovsky: It is open ended. We may later put it out as an RFP.

Chief Zeppuhar: We contracted with them this year to fix a problem Green 7 couldn't solve. They are highly recommended by Crafton and Ingram boroughs.

Manager Zboyovsky: Green 7 has grown too large. Their new techs are based too far away, so they try to solve everything remotely. They have no prior police department experience, and their techs do not have the needed clearances. DEP's hourly rate is significantly lower. We will only be billed as needed for service.

Motion By: Harold Smith

Second By: AJ Doyle

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

Absent: Frombach

President: "Motion Passed"

- e. Consider authorizing the Borough Manager to send a letter of termination to Green 7 Technologies associated with the information technology service agreement. [ACTION ITEM]  
***Mr. President, I move to authorize the Borough Manager to send a letter of termination to Green 7 Technologies associated with the information technology service agreement.***

Motion By: Harold Smith

Second By: AJ Doyle

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

Absent: Frombach

President: "Motion Passed"

- f. FYI - Administrative & Finance Committee Meeting  
***Mr. President, the Administrative & Finance Committee has scheduled a committee meeting to review the 2017 Proposed Budget prior to the first Budget Workshop. The meeting is set for Monday, October 3, 2017 at 6:00 PM.***
  
- g. FYI – The First 2017 Budget Workshop will be held on Monday, October 10th beginning at 6:00 PM. These meetings are open to the public.

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

Absent: Frombach

- a. Consider approving Work Authorization by Gateway Engineers associated with the preparation of migrating historical GeoPlan information regarding permits and code enforcement to the Borough's web based GIS platform in the not-to-exceed amount of \$10,000.00. [ACTION ITEM]  
***Mr. President, I move the Borough approve Work Authorization by Gateway Engineers associated with the preparation of migrating historical GeoPlan information regarding permits and code enforcement to the Borough's web based GIS platform in the not-to-exceed amount of \$10,000.00.***

Manager Zboyovsky: This will give us one integrated GIS system. It will allow us to eliminate GeoPlan for code items. This software has not been updated to keep up with current technology. We can also set up a citizen request management system.

Motion By: AJ Doyle

Second By: Harold Smith

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

Absent: Frombach

President: "Motion Passed"

- b. 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 beginning October 17th through November 25th. Residents are simply to bag their leaves in a brown paper leaf collection type bag or other similar yard waste bag and put it out at the curb on their respective garbage day.***

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

- a. Consider approving the site plan for the construction of a single family home at 213 Olanca Avenue, pending review by Gateway Engineers. [ACTION ITEM]
- Mr. President, upon the recommendation of the Planning Commission, I move to approve the site plan for the construction of a single family home at 213 Olanca Avenue, pending review by Gateway Engineers.***

Motion By: Stephanie Fox

Second By: Pat Carnevale

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

Absent: Frombach

President: "Motion Passed"

- b. Consider advertising of Ordinance No. 2016-1252: Digital Signs [DISCUSSION]

Mr. Carnevale: The Planning Commission recommended allowing digital signs on Brownsville Road but having them be turned off from 9PM to 7AM. This is a good compromise.

Manager Zboyovsky: Once we advertise, we would still need to send to Allegheny County. They have a 45 day period to review. We also need to hold a public hearing.

Ms. Fox: There is nothing out of the ordinary about these changes. They are similar to what other communities do.

Mr. Schubert: I am against any digital signs on Brownsville Road.

### **13. Parks and Recreation Committee – Mr. Rich Schubert**

- a. Consider adopting Resolution No. 2016-50: Approval of CITF Grant Contract. [ACTION ITEM]

***Mr. President, I move to adopt Resolution No. 2016-50: Approval of CITF Grant Contract.***

Motion By: Harold Smith

Second By: Stephanie Fox

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

Absent: Frombach

President: "Motion Passed"

- b. Discuss Windsor Road Stadium ADA Parking Lot [DISCUSSION]

Manager Zboyovsky: Handicapped access to this area is necessary, especially since this project was funded by a state grant. Inquiring with the state to determine if we would be able to open and close the gate and still comply with ADA.

Ms. Fox: We could keep it closed and only let the people with valid placards use it.

Mayor Troy: We need space for public safety vehicles and athletic officials. We are not taking parking away from handicapped residents. Some of the fields are a longer walk from the Windsor Road lot than from the upper handicapped parking lot.

Mr. Carnevale: The lot should be open every day that the pool is so that handicapped residents can access the pool. But we need enough space for emergency responders.

Dr. Pasquantonio: Access is inadequate, so there is no perfect answer. If we leave it open, people who do not have the proper license may benefit.

Mr. Schubert: Make the new school lot reserved parking for the coaches and the officials. They can walk down the steps right to the field.

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

- a. Consider Resolution 2016-51: Advertising New Price for Sale of 2009 Ford Crown Victoria. [ACTION ITEM]

***Mr. President, I move to adopt Resolution 2016-51, advertising a new price for the sale of a 2009 Ford Crown Victoria.***

Motion By: Pat Carnevale

Second By: Robert Pasquantonio

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

Absent: Frombach

President: "Motion Passed"

- b. Consider adopting Resolution 2016-54: Declaration of Recovered Bicycles as Surplus Property. [ACTION ITEM]

***Mr. President, I move to adopt Resolution 2016-54, declaring six recovered bicycles as surplus property and authorizing their auction to the highest bidder through Municibid.***

Motion By: Pat Carnevale

Second By: Stephanie Fox

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

Absent: Frombach

President: "Motion Passed"

- c. Consider adopting Resolution No. 2016-55; entering into a Confidentiality & System Usage Agreement with ECHO Reality for access to the Brentwood Towne Square surveillance system by the Police Department. [ACTION ITEM]

***Mr. President, I move the Borough adopt Resolution No. 2016-55; entering into a Confidentiality & System Usage Agreement with ECHO Reality for access to the Brentwood Towne Square surveillance system by the Police Department.***

Motion By: Pat Carnevale

Second By: AJ Doyle

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

Absent: Frombach



President: "Motion Passed"

- d. Consider approving the purchase of 1 Watch Guard 4RE camera in the not-to-exceed amount of \$6,000 to be paid from the Borough's Capital Improvement Fund Line Item 18-410-700 - POLICE Surveillance Cameras. [ACTION ITEM]

***Mr. President, I move to authorize the Police Chief to purchase one (1) Watch Guard 4RE patrol car dash camera in the not-to-exceed amount of \$6,000 to be paid from the Capital Improvement Fund Line Item 18 410-700 POLICE Surveillance Cameras.***

Motion By: Pat Carnevale

Second By: Stephanie Fox

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

Absent: Frombach

President: "Motion Passed"

- e. Consider extending the Buckle-Up PA Grant Agreement for a period of October 1, 2016 to September 30, 2017. [ACTION ITEM]

***Mr. President, I move the Borough extend the Buckle-Up PA Grant Agreement for a period of October 1, 2016 to September 30, 2017 and authorize the Police Chief to prepare, execute, and submit the necessary documents.***

Motion By: Pat Carnevale

Second By: Harold Smith

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

Absent: Frombach

President: "Motion Passed"

- f. Consider authorizing the Civil Service Commission to Attain a Certified List of Police Officer Candidates [DISCUSSION].

Chief Zeppuhar: We will have only 12 officers at the beginning of 2017. It will take 7 to 8 months to hire and outfit.

Mr. Schubert: This should be brought up when we do the budget. We need to be prudent about spending on officers. The current officers like the overtime, and it is cheaper to pay out than salary and benefits. I would like to see a detailed analysis of if we need to hire.

Mayor Troy: There is currently more overtime than is welcomed by the officers. We will have even fewer officers for next year.

Chief Zeppuhar: We could have the Civil Service Commission complete the testing and generate a list of potential hires. It would not hurt to maintain this list, and we would not have to hire.

Manager Zboyovsky: The Civil Service Commission would start the process by advertising and testing. Then we could go through the budget and have a breakdown of what it would cost to hire an officer.

Dr. Pasquantonio: We need to know the impact on the budget before we hire personnel. We need to balance the social factors that require great enforcement with fiscal responsibility.

Mr. Schubert: How many police officers does a community need based upon population?

Chief Zeppuhar: The FBI recommends 2.2 officers per 1,000 residents. We have an older roster of officers, so we have more issues with shift coverage due to vacation.

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

- a. Consider adopting Resolution 2016-53: Partnership with BBOA to Sponsor Oktoberfest Street Fair. [ACTION ITEM]

***Mr. President, I move to adopt Resolution 2016-53, authorizing a partnership with BBOA to sponsor the Oktoberfest Street Fair and utilize \$1,000 from the General Fund Line Item 01-463-540 Contributions-Civic.***

Manager Zboyovsky: The BBOA asked for a \$1,000 contribution. Jim Attanucci has ideas on how to improve and will coordinate with them. We are considering moving to the park next year to help it grow.

Mr. Schubert: I am not sure if we should have an event with alcohol in the park. We should close that section of Brownsville Road during the event.

Dr. Pasquantonio: The purpose of the event is to highlight the businesses at the Sankey end of Brownsville Road.

Ms. Fox: Why should we get involved with this?

Manager Zboyovsky: Jim Attanucci evaluated the Canonsburg Oktoberfest on his own time. It is fully funded by their borough and is a big draw. These types of events are important for marketing the Borough.

Dr. Pasquantonio: These organizations need to do more of their own fundraising to supplement costs if they want us to help. We all need to work together.

Mr. Schubert: The BBOA is not as active as an organization as it was, and the Oktoberfest is struggling. This money is in the budget and otherwise will not be spent. It can do a lot of good

for the businesses in that area.

Chief Zeppuhar: We are coordinating with the City of Pittsburgh to attempt to close down a portion of the road.

Motion By: Robert Pasquantonio

Second By: Pat Carnevale

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

Absent: Frombach

President: "Motion Passed"

- b. FYI – Oktoberfest - Thursday, October 6, 2016 from 5:00 PM – 8:00 PM.  
*This may be the last year for the Oktoberfest in the Sankey area as plans are being discussed to move it to the Civic Center and Park in 2017.*
  
- c. FYI - The Brentwood Baldwin Whitehall Chamber of Commerce Chili Cookoff  
*The Brentwood Baldwin Whitehall Chamber of Commerce will be holding their first annual Chili Cookoff on Saturday, October 15th from 12:00 PM - 4:00 PM at the Brentwood Civic Center. Entry forms can be found on the Borough Web Site or the BBW Chamber Web Site. Cost is \$5.00 and will let one sample all chili's and cast one vote.*

## 16. Special Committees

Mr. Carnevale: Attended the SHACOG meeting. They are working on quotes for trucks.

## 17. Old Business

- a. 2017/2018 Strategic Plan  
*Please reply to the email sent out on September 2nd if you haven't already and/or form and return to the Borough Manager by Friday, September 23rd.*  
  
*Deadline for Resident's to reply via Survey Monkey or hard copy is Friday, September 23rd.*

## 18. New Business

### a. Welcoming Week 2016 Proclamation

Manager Zboyovsky: Allegheny County is requesting every municipality to adopt this to help make our region more friendly to ethnic communities. If we adopt, they will invite and arrange to have a group accept the proclamation at a meeting of council.

Ms. Fox: We do not need to react to this. This could cause problems.

Mr. Smith: I am against this as well.

Absent: Frombach

## 19. Public Comment

Vincent Bruno, 3008 Brentwood Avenue, asked for residents of his street to be authorized to park on the sidewalk. Residents of Churchview Avenue are able to do this.

Ms. Fox: They were granted parking permits as provided in our ordinance.

Mr. Bruno: I talked to an officer at around 11PM when there was no place to park. He said that he would write tickets and tow the vehicles if they were on the sidewalks.

Mayor Troy: We treat all streets equally.

David Perrotti, 3005 Brentwood Avenue, questioned a parking permit being installed on his street.

Manager Zboyovsky: This is permitted under the code. He will be eliminating one space for the driveway approach, but they will be able to park two cars on the pad. He is attempting to make the property more attractive for families.

Mr. Perrotti: The neighbors should be able to voice their opinions on something like this.

Ms. Fox: If it is permitted under the zoning code, there is no way to stop it, as long as the plans were to code and reviewed by the Borough.

Brian Steinke, 3002 Brentwood Avenue, stated that an officer very aggressively placed a ticket on his vehicle when parked on the sidewalk.

Chief Zeppuhar: State law prohibits parking on the sidewalk.

Mr. Schubert: Residents need to use their driveways and garages if they have them. This frees up parking for the people who don't have them.

## **20. Adjournment**

Motion By: Stephanie Fox

Second By: Harold Smith

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

Absent: Frombach

President: "Motion Passed"