

**BOROUGH OF BRENTWOOD**  
**AGENDA**  
**September 26, 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: 6:30 PM**

**1. Call to Order.**

Vice President Schubert called meeting to order in absence of President Frombach 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. 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.*

Presentation by Ingrid Reiland and Jamie Kephart. Discussed tree inventory completed in conjunction with Penn State. Attempts to quantify benefits of trees. Recommends removal of dead trees from public spaces. Asks Council to consider consulting with commission if planting new trees, so as to use them in stormwater management function. Also encouraged another resident to enroll to fill the open Brentwood seat on the board.

Mr. Doyle asked if data could potentially be released to Brentwood for inclusion in GIS map.

Dr. Pasquantonio asked if Council could get a definitive total on number of dead trees. Mr. Carnevale asked if commission is seeking direct expenditure of funds for its initiatives. Ms. Reiland stated that Council should consider tree maintenance in its budget.

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

None.

**6. Communications.**

Mr. Schubert reported that administrative assistant Mary Lou Garase is retiring. Thank you for 31 years of service.

**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 comments.

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

None.

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

None.

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

- a. 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.*

- b. 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.

- c. Consider 2017 Minimum Municipal Obligation (MMO) for the Non-Police Pension Plan.

*Mr. President, I move the Borough accept the 2017 Minimum Municipal Obligation (MMO) for the Non-Police Pension Plan as calculated by the Borough's Actuarial in the amount of \$74,248.00.*

Motion By: Harold Smith

Second By: Pat Carnevale

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

Absent: Frombach

President: "Motion Passed"

- d. Consider 2017 Minimum Municipal Obligation (MMO) for the Police Pension Plan.

***Mr. President, I move the Borough accept the 2017 Minimum Municipal Obligation (MMO) for the Police Pension Plan as calculated by the Borough's Actuarial in the amount of \$199,504.00.***

Mr. Carnevale: Is the MMO reduced for 2017?

Manager Zboyovsky: Yes, based upon alterations to our pension plan by the adviser. They believed our assumptions were too conservative.

Motion By: Harold Smith

Second By: Pat Carnevale

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

Absent: Frombach

President: "Motion Passed"

- e. Consider retaining the services of Mary Lou Garase as confidential secretary at a rate of \$24.13 per hour.

Mr. Smith: The terms of Mrs. Garase's employment are that she works from 8AM to 12PM on Tuesdays, Wednesdays, and Thursdays. She will no longer be a member of the union, and she will not receive PTO, holiday pay, or pension contributions.

Mr. Carnevale: We should not vote on this item until we consult with the union so as to avoid a grievance.

Manager Zboyovsky: The union previously allowed a temporary appointment for up to 6 months when a police clerical employee was on leave. Mrs. Garase should not be here for such a length of time; she would only be remaining as a stopgap.

Ms. Fox: We are not creating a special position. She is retiring and then being brought back to fill a new position temporarily.

Solicitor Maloney: She will be an at-will employee. If a grievance is filed, we do not have to

retain her.

Motion By: Harold Smith

Second By: AJ Doyle

Ayes: Doyle, Fox, Pasquantonio, Schubert, Smith

Nays: Carnevale

Absent: Frombach

President: "Motion Passed"

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

- a. 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. FYI - Zoning & Ordinance Committee Meeting

***Mr. President, I would like to schedule a Zoning & Ordinance Committee Meeting to review the proposed revisions to Ordinance No. 2016-1252; Digital Signs as recommended by the Borough Planning Commission. As such, I'd like to hold off on taking any official action on Ordinance No. 2016-1252 until the Zoning & Ordinance Committee has a time to meet and review.***

Mr. Carnevale: We do not need to have this meeting. We should not put off a vote.

Ms. Fox: We need additional time to review to make sure that these changes are what is best for the Borough. However, upon review of peer ordinances, I believe that what the Planning Commission recommended could be a good compromise.

Dr. Pasquantonio: I was originally concerned about placement on Brownsville Road, but these new suggestions will make sure these signs are tastefully done.

Mr. Schubert: This is a big change that could impact the character of the mixed use district. I do not have any issue with sign illumination, but I do not think it is improper to have changing messages in this area.

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

***Mr. President, upon the recommendation of the Brentwood Planning Commission, I move the Borough authorize the advertising of Ordinance No. 2016-1252: Digital Sign and forward a copy to the Allegheny Planning Commission for review.***

Mr. Smith: What would be the next steps after we advertise?

Manager Zboyovsky: We would submit to Allegheny County, and they have a 45 day period to review. We would also hold a public hearing.

Mr. Smith: This process will give us an opportunity to gauge how the public feels about digital signs on Brownsville Road.

Motion By: Stephanie Fox

Second By: Pat Carnevale

Ayes: Carnevale, Doyle, Fox, Pasquantonio, Smith

Nays: Schubert

Absent: Frombach

President: "Motion Passed"

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

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

- a. Consider authorizing the Borough Manager to request a certified list of Police Officer Candidates from the Brentwood Civil Service Commission.

***Mr. President, I move the Borough authorize the Borough Manager to request a certified list of Police Officer Candidates from the Brentwood Civil Service Commission.***

Mr. Schubert: We should hold off on this and utilize the SHACOG testing.

Mr. Carnevale: This motion is just to ask to develop a list.

Manager Zboyovsky: The Civil Service Commission does not currently have a list, so there will be an expense of approximately \$5,000.

Ms. Fox: Advertising for this may allude that we are hiring. We haven't yet made that decision.

Mr. Doyle: This may give us a jump on getting a good candidate. But we are not bound by any commitment.

Mr. Carnevale: We cannot get by with just 12 officers. If someone else goes out with an illness or injury, the overtime costs will be excessive.

Mr. Schubert: We need to establish the right number of officers for a community of our size. It is prudent to tie this in with the budget.

Dr. Pasquantonio: We also need to make sure that we do not risk being perpetually understaffed or having to cut back on training or certain details.

Mr. Fox: We need to show that hiring new officers would be effective for reducing crime.

Mr. Doyle: It is important to consider public perception. If we don't hire, we look like we are running a lean operation, but this could reduce response times and consequently reduce resident peace of mind.

Mr. Smith: What would be the time frame for getting an officer on the street?

Chief Zeppuhar: It's a 3 to 4 month process. They would also be on a training detail for another 3 months.

Vote to defer to October.

Motion By: Pat Carnevale

Second By: AJ Doyle

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

Absent: Frombach

President: "Motion Passed"

- b. Consider authorizing the Borough Manager to request a certified list of Police Officer Sergeant Candidates from the Brentwood Civil Service Commission.

***Mr. President, I move the Borough authorize the Borough Manager to request a certified list of Police Officer Sargent Candidates from the Brentwood Civil Service Commission.***

Mr. Carnevale: This is necessary because a sergeant is retiring. We preferably want a sergeant or the chief on every shift. We are only considering promoting among current officers.

Motion By: Pat Carnevale

Second By: Robert Pasquantonio

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

Absent: Frombach

President: "Motion "

- c. Consider authorizing the appointment of an Acting Chief during the absence of Chief Zeppuhar from October 1, 2016 through December 16, 2016 at a rate of \$43.65 per hour.

Motion By: Pat Carnevale

Second By: AJ Doyle

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

Absent: Frombach

President: "Motion Passed"

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

- a. 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.*

- b. 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**

Ms. Fox: As part of Anti-Bullying Committee, will attend a domestic violence round table on October 5. Hosted by State Rep. Dan Miller.

**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 was Friday, September 23rd.*

**18. New Business**

**19. Public Comment**

Eugene Werner, 4328 Brownsville Road, inquired as to the sidewalk program. Asked that his repairs would not be done this week due to a wedding reception. Assistant Manager Peccon stated that it should be approximately two weeks before the contractor gets to his property.

Harold Marsh, 55 Windsor Road, questioned the use of the Windsor Road parking lot. Mr. Carnevale stated that these seven spaces are designated for handicapped access. The access gates will only be closed when the park is closed.

Mr. Marsh also expressed concern about parents dropping off athletes at the terminus of Windsor Road, as well as school buses turning around in this area. Mr. Smith stated that it is a public street and

is accessible to motorists. Mr. Carnevale stated that there was a miscommunication with the bus drivers during the band festival and that this issue should not occur again in the future. Mr. Schubert asked the Public Safety Committee to consider holding an annual meeting with the organizations to discuss this issue.

## **20. Adjournment**

Motion By: Rich Schubert

Second By: Robert Pasquantonio

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

Absent: Frombach

President: "Motion Passed"