

BOROUGH OF BRENTWOOD
AGENDA
July 25, 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 convened at 7:47PM.

2. Pledge of Allegiance.

3. Roll Call.

<u>Member</u>	<u>Present</u>	<u>Absent</u>
Ms. Fox	X	
Mr. Pasquantonio	X	
Mr. Smith	X	
Mr. Carnevale	X	
Mr. Doyle	X	
Mr. Schubert	X	
Mr. Frombach		X
Mayor Troy		X
Solicitor Maloney	X	
Manager Zboyovsky	X	

4. Presentation

a. PRESENTATION- Financial Management Accounting Software

Mr. Craig Held from Software Systems will present their Financial Software Package.

IFM software overview provided by Amy Bistocchi and Amanda Orris.

Manager Zboyovsky asked for clarification on Council access to data in system. A. Bistocchi stated that all modules are controlled by permissions, which can be configured differently for each user.

Mr. Schubert asked if budget spreadsheets can be exported and used for forecasting. A. Bistocchi stated that they can be modified and used for planning purposes but that future years will not be uploaded into system.

Ms. Fox stated that system appears to function similarly to popular programs such as Quick Books and asked what differentiates the software. A. Bistocchi explained that software is designed explicitly for fund accounting and includes addition safeguards.

Mr. Doyle asked about report customization. A. Bistocchi stated that Software Systems can add any needed reporting functionality.

Manager Zboyovsky asked if the software included a module for tracking special items, such as grant expenditures. Amy showed the project accounting section.

Manager Zboyovsky explained that incumbent provider Harris Solutions charges approximately \$9,000 per year for ProSoft. Although approximate yearly fee for IFM is \$11,000, includes advantages of being cloud-based and having better licensing structure. Will also be receiving quotes from another vendor that just recently transitioned to cloud functionality. Research of available financial software revealed that few other competing programs are available at a price that is feasible for the Borough's budget.

Mr. Smith questioned time frame for voting to make the change. Manager Zboyovsky stated that Council would need to approve at the August meeting in order for the system to be functioning for FY 2017.

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

None.

6. Communications.

a. Thank You - Community Day

Thank You to Jim Attanucci from Sister Barbar Anne of St. Sylvester's School for allowing them to participate in Brentwood's Community Day.

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

8. President's Report – Mr. John Frombach

- a. FYI - Reminder that the August 22nd Regular Council meeting was changed to Tuesday, August 23rd at 7:30 PM.

9. Mayor's Report – Mr. Dennis Troy

10. Administrative and Finance Committee – Mr. Harold Smith

Mr. Schubert asked Mr. Smith to call Administrative & Finance Committee meetings during the months of August and September to assist with the development of the 2017 budget.

- a. Consider adopting Resolution No. 2016-45, amending, in limited part, the Borough Standard Operating Procedures Manual to include an updated debit card policy.[ACTION ITEM]

Mr. President, I move to adopt Resolution No. 2016-45, amending, in limited part, the Borough Standard Operating Procedures Manual to include an updated debit card policy.

Motion By: Harold Smith

Second By: Stephanie Fox

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

Absent: Frombach

President: "Motion Passed"

11. Public Works Committee – Mr. AJ Doyle

- a. Consider Authorizing the Borough Manager and Staff to develop a Military Banner Program for the Borough of Brentwood. [ACTION ITEM]

Mr. President, I move the Borough Authorize the Borough Manager and Staff to develop a Military Banner Program for the Borough of Brentwood and present it to Council for adoption during the August 23rd Regular Council Meeting.

Mr. Carnevale asked to have the Brentwood Library take over this project. Mr. Fox stated that other municipalities internally run these programs so as to better coordinate the locations of the banners. Manager Zboyovsky will present a formal policy for Council approval in August.

Motion By: AJ Doyle

Second By: Stephanie Fox

Ayes: Fox, Pasquantonio, Smith, Schubert

Abstain: Carnevale, Doyle

Absent: Frombach

President: "Motion Passed"

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

Absent: Frombach

- a. FYI - New Sewage Bill Format

FYI - Everyone should be receiving or have already received their July Sewage Bills from the Borough. Please remember that beginning with this bill the resident's Refuse Fee will be added.

You may have noticed that 2015's trash fee in the amount of \$13.71 was on your bill for Trash Service. This was a mistake. As such, beginning with the August bill, the amount of \$15.41 will be the correct amount through December 2016.

The Borough received a listing of all of the current and delinquent accounts from Republic prior to sending out the invoices, however, there may have been payments that were sent to Republic after Republic turned over their list to the Borough. Just call the Borough with any questions or concerns and please be patient. The Borough currently only has one (1) employee working in the office for the next two weeks.

- b. Consider proposal from Schneider Downs for development of the former Snee Dairy site for the Brentwood Municipal Building.

Dr. Pasquantonio stated that he believes that a lease-purchase agreement is not beneficial to the Borough.

Ms. Fox reiterated that rejection of this proposal does not mean that the Borough will accept the current condition of the Snee Dairy site. Asst. Manager Peccon explained the current status of citations against the incumbent owner.

Motion By: Stephanie Fox

Second By: Pat Carnevale

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

Absent: Frombach

President: "Motion Passed"

- c. Consider proposal from Oxford Development for the development of a space at Brentwood Towne Square for use as the Brentwood Municipal Building.

Mr. Schubert stated that this option is no longer viable due to differences between the originally projected price and the most recent estimate.

Motion By: Stephanie Fox

Second By: AJ Doyle

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

Absent: Frombach

President: "Motion Passed"

13. Parks and Recreation Committee – Mr. Rich Schubert

- a. FYI - The 4th of July Fireworks Display have been rescheduled for Saturday, August 6, 2016 following the Concert in the Park.
- b. FYI - The Last Summer Concert of the Year will be held on Saturday, August 6th.
The Last Concert will feature the Bachelor Boys.

Following the Concert, those in attendance will be treated to the Borough's rescheduled Fire Works Experience.

- c. Consider authorizing the purchasing of new Chain Link Fencing for Ballfield No. 3 in the amount of \$6,680 to be paid from the General Fund Line Item 01-454-700 Minor Purchase and reallocate \$7,000 from the General Fund Line Item 01-451-456 Day Camp to 01-454-700 Minor Purchases. [ACTION ITEM].

Mr. President, I move the Borough authorize the purchasing of new Chain Link Fencing for Ballfield No. 3 from Allegheny Fence Construction Company, Inc., in the amount of \$6,680 to be paid from the General Fund Line Item 01-454-700 Minor Purchase and reallocate \$7,000 from the General Fund Line Item 01-451-456 Day Camp to 01-454-700 Minor Purchases.

Mr. Carnevale asked for the site to be backfilled after installation to ensure that there are no open spots under the fence.

Mr. Schubert stated that the recommended proposal includes replacement of the full height of the fence. DPW will complete painting.

Mr. Smith questioned if the existing top support rail can be utilized. Motion withdrawn to investigate scope of work.

14. Public Safety Committee – Mr. Pat Carnevale

- a. Consider Resolution No. 2016-33; 2016-2019 Collective Bargaining Agreement with the Brentwood Borough Police Department [ACTION ITEM]

Mr. President, I move the Borough (Adopt/Reject) Resolution No. 2016-33; 2016-2019 Collective Bargaining Agreement with the Brentwood Borough Police Department

Motion to reject Resolution 2016-33 as presented.

Motion By: Pat Carnevale

Second By: Robert Pasquantonio

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

Absent: Frombach

President: "Motion Passed"

15. Community Affairs Committee – Dr. Robert Pasquantonio

16. Special Committees

None.

17. Old Business

Mr. Schubert stated that the Borough will apply for a Pittsburgh Pirates Foundation grant to assist with the condition of the ball fields.

Manager Zboyovsky stated that a draft of the Youth Exceptional Service Award policy will be presented at the August meeting.

- a. Consider Work Authorization from HHSDR to prepare an Analysis and Cost Estimate associated with a new Municipal Building Located at 3624 Brownsville Road in the Not-To-Exceed cost of \$14,900 to be charged to the Capital Improvement Fund Line Item 18-409-313 Engineer & Architectural Services and allocate \$25,000 from Capital Improvement Fund Line Item 18-409-740 Safety Improvements/Renovations to Line Item 18-409-313 Engineer & Architectural Services.[ACTION ITEM]

Mr. President, I move the Borough approve the Work Authorization from HHSDR to prepare an Analysis and Cost Estimate associated with a new Municipal Building Located at 3624 Brownsville Road in the Not-To-Exceed cost of \$14,900 to be charged to the Capital Improvement Fund Line Item 18-409-313 Engineer & Architectural Services and allocate \$25,000 from Capital Improvement Fund Line Item 18-409-740 Safety Improvements/Renovations to Line Item 18-409-313 Engineer & Architectural Services.

Manager Zboyovsky stated that the total amount of the transfer is based upon a current shortfall within the appropriate line item.

Motion By: Robert Pasquantonio

Second By: Stephanie Fox

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

Absent: Frombach

President: "Motion Passed"

18. New Business

None.

19. Public Comment

Debbie Balkovec, 105 Munsey Ave., asked for improvements to conditions of alley between Marylea Ave. and Munsey Ave. Manager Zboyovsky stated that a work order will be disseminated to DPW to patch.

20. Adjournment

Motion By: Harold Smith

Second By: AJ Doyle

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

Absent: Frombach

President: "Motion Passed"