

BOROUGH OF BRENTWOOD
AGENDA
October 17, 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 - 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 7:45PM.

2. Pledge of Allegiance.

Mr. Frombach also asked for a moment of silence for deceased Emergency Management Coordinator Marty Ritter.

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. 2015 Audit - Hosack, Specht, Muetzel & Wood LLP

Representatives from Hosack, Specht, Muetzel & Wood LLP will be attending the October 24th Council meeting to present the 2015 Borough Audit Report.

Presentation to take place at October Regular Meeting.

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

None.

6. Communications.

None.

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 September 30, 2016 as presented.

Motion By: Rich Schubert

Second By: Stephanie Fox

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
Brentwood Trick or Treating will again be on Halloween, October 31st from 6:00 PM - 8:00 PM.

This is a fun night for children and time for adults to enjoy as their children surprise their friends and neighbors in their pretty or spooky costumes while walking door-to-door collecting their favorite treats. We ask the parents to walk with the children and make this a memorable night for them.

9. Mayor's Report – Mr. Dennis Troy

No report.

10. Administrative and Finance Committee – Mr. Harold Smith

Mr. Smith: How have the procurement cards been working out?

Manager Zboyovsky: They have not yet been implemented. We are still waiting for PNC bank to review the contract documents.

- a. Consider approving the minutes from the September 19th and September 26th Council Meetings [ACTION ITEM].

Mr. President, I move to approve the minutes from the September 19th and September 26th 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 Ending September 30, 2016 [ACTION ITEM]

Mr. President, I move to accept the Treasurer's Report for the Period Ending September 30, 2016.

Mr. Carnevale: Why were the expenditures from the sanitary fund so high this month?

Manager Zboyovsky: We received a number of pay applications that were related to budgeted O&M project items.

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 to September 30, 2016. [ACTION ITEM]

Mr. President, I move to ratify payment of the bills from September 1 through September 30, 2016 from the following Borough fund accounts:

- 1. General Fund in the amount of \$1,153,109.10**
- 2. Sanitary Sewer Fund in the amount of \$526,086.33**
- 3. Capital Improvement Fund in the amount of \$25,362.20**
- 4. Liquid Fuels Fund in the amount of \$0.00.**
- 5. Non-Uniform Pension Fund in the amount of \$3,000.38**
- 6. Police Pension Fund in the amount of \$19,673.85**

Motion By: Harold Smith

Second By: Rich Schubert

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

President: "Motion Passed"

- d. Consider Resolution No. 2016-57; 2017 Non-Union and Non-Contractual Employees Salaries [ACTION ITEM]

Mr. President, I move the Borough Adopt Resolution No. 2016-57; setting the 2017 Non-Union and Non-Contractual Employees Salaries.

Mr. Smith: This resolution has been amended to only cover the Manager and Police Chief salaries.

Motion By: Harold Smith

Second By: Pat Carnevale

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

President: "Motion Passed"

- e. Consider approving the agreement with EKM, Inc. for the purchase of AccuFund financial accounting software for an initial implementation and training cost not to exceed \$41,692 with \$13,759.00 to be paid from Line Item 08-407-455 General Software/Licenses and \$27,933.00 to be paid from the 2017 Capital Improvement Fund Line Item 18-407-455 General Software/Licenses.

Manager Zboyovsky: Due to the lower cost of AccuFund, even after paying implementation fees, this program will be cheaper than ProSoft. We will achieve our return on investment within 6.5 years of use. It includes pertinent features, including a fixed assets module, an improved purchase orders module, and the ability for department heads to complete paperless reviews of invoices. Its budget module is much better than that of ProSoft. We will no longer have to solely utilize Excel, which will reduce the possibility of input errors. Because the budget and charter of accounts modules are linked, the Finance Director will no longer have to manually enter line item budget figures each year.

Mr. Smith: How often will we have to upgrade?

Manager Zboyovsky: The cost of updates are included in the annual maintenance fee.

Mr. Schubert: Will Council be able to view reports within the program?

Manager Zboyovsky: Yes, one view-only license has been acquired. Additionally, the council president can utilize this function to electronically review checks awaiting signature.

11. Public Works Committee – Mr. AJ Doyle

- a. Consider Agreement with Munson to provide Military Banners [ACTION ITEM]
Mr. President, I move the Borough enter into an Agreement with HTM Designs to provide the Military Banners associated with the Borough's Military Banner Program.

Mr. Doyle: This fee does not include mounting equipment. The Borough will be procuring its own brackets.

Mr. Schubert: The adopted form does not list the DD214 requirement for applicants. Please have this updated.

Mr. Doyle: The original copy of the document is not required; the online version can be included with the application. The purpose of this document is to formally list the service member's rank, unit, and any special service notes.

Motion By: AJ Doyle

Second By: Robert Pasquantonio

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

President: "Motion Passed"

- b. Consider adopting Resolution No. 2016-58; GROW Green Grant [ACTION ITEM]
Mr. President, I move the Borough adopt Resolution No. 2016-58; GROW Green Grant associated with the request for a Green Revitalization of Our Waterways (GROW) Program grant in the amount of \$129,000.00.

Mr. Smith: Is this a matching grant?

Mr. Doyle: This is a reimbursement grant. The Borough can apply to receive payment for past work that meets ALCOSAN criteria.

Motion By: AJ Doyle

Second By: Rich Schubert

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

President: "Motion Passed"

12. Zoning and Ordinance Committee – Ms. Stephanie Fox

- a. Consider adopting Ordinance No. 2016-1251: Sewage Amendments [ACTION ITEM]
Mr. President, I move the Borough adopt Ordinance No. 2016-1251: Sewage Amendments.

Manager Zboyovsky: The purpose of this ordinance change is to remove the burden from homeowners of repairing defective sewer laterals within the street.

Motion By: Stephanie Fox

Second By: Robert Pasquantonio

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

President: "Motion Passed"

13. Parks and Recreation Committee – Mr. Rich Schubert

- a. [DISCUSSION ITEM]- 2017 Brentwood Day Camp

Mr. Schubert: If the Borough pays for day camp in its entirety, will the school district run it?

Manager Zboyovsky: Inquired with Dr. Burch. She will run this by the school board.

Dr. Pasquantonio: This is an important program that helps to develop children in their formative years. At the end of the day, these fees come from the same taxpayers.

Mr. Smith: We should continue to split this cost. This is not a borough function, so it should not be just our burden.

Dr. Pasquantonio: We should look at this as like any other recreational program.

Mr. Schubert: If we do pay for this, we definitely cannot expend staff time with hiring and operating the programs. We also need to verify the final cost.

Mr. Frombach: All revenues should come to the Borough to offset costs. We need better projections on expenditures from the school district.

Mr. Doyle: If the school district operates this program, we should sign a formal contract with them. This will avoid some of the confusion that occurred this year.

14. Public Safety Committee – Mr. Pat Carnevale

- a. Consider approving the 2017 police vehicle wash contract with Mr. Magic [ACTION ITEM].
Mr. President, I move to approve the 2017 police vehicle wash contract with Mr. Magic [ACTION ITEM].

Motion By: Pat Carnevale

Second By: AJ Doyle

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

President: "Motion Passed"

- b. Considering Hiring _____ as a Part-Time Crossing guard at the 92-day probationary rate of \$10.39/hour.[ACTION ITEM]

Mr. President, on the recommendation of the Acting Chief, I move the Borough hire _____ as a part-time Crossing-Guard at the 90-day probationary rate of \$10.39/hour.

Mr. Carnevale: This motion is to hire Ruth Smoot.

Motion By: Pat Carnevale

Second By: Stephanie Fox

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

President: "Motion Passed"

- c. [DISCUSSION] Consider adopting Resolution No. 2016-56; entering into contract with Camo Kennels to provide animal control services.

Mr. Frombach: Find out which other municipalities are using this firm. This will help to determine if they are a good fit for us.

- d. [DISCUSSION] - Consider Requesting a Certified Police Candidate List from the Civil Service Commission utilizing the SHACOG Police Testing process.

Manager Zboyovsky: This is a follow-up from a prior agenda item. Awaiting additional Council instruction. It will cost approximately \$800 to utilize SHACOG vs. \$5,000 to use the Civil Service Commission.

- e. [DISCUSSION] - Consider Stop Sign Ordinance at Kaufmann and Lawnview

Manager Zboyovsky: The Borough received several resident complaints regarding sight line issues. Originally, there was concern about hedges. However, upon review, the main problem has to do with the set-up of the intersection. There is no stop sign in any direction.

Ms. Fox: The main problem at this intersection is speeding.

15. Community Affairs Committee – Dr. Robert Pasquantonio

- a. Consider authorizing an application for Borough participation in the WalkWorks program [ACTION ITEM].

Mr. President, I move to authorize the Borough's application for participation in the

WalkWorks program.

Motion By: Robert Pasquantonio

Second By: AJ Doyle

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

President: "Motion Passed"

16. Special Committees

Mr. Schubert: At this Borough Building Steering Committee, we narrowed down our options to either building a new structure in the parking lot or performing renovations to deteriorating features in this building, such as the roof, the facade, and the HVAC system. We are no longer considering a total rehabilitation of the existing building. I request that Council move to receive a quote for repairs that only encompass these critical items.

Ms. Fox: We need to get at least three opinions to ensure that the estimate is not an outlier.

17. Old Business

- a. [DISCUSSION] - 2017 General Fund Budget

Will continue with the review of the 2017 General Fund until 10pm.

Mr. Frombach departed the meeting prior to this beginning of this discussion.

Mr. Schubert asked to consider not raising Community Day fees, since this event was under budget this year. Consensus of Council to suggest maintaining 2016 budgeted amount.

Mr. Schubert also asked for dek hockey attendant salaries to be removed from the budget due to low likelihood that the Borough will operate a league in 2017. Asked to retain park attendant salaries to provide Jim Attanucci with help while operating events; currently, he is receiving volunteer aid from his wife.

Multiple questions on Parks & Rec minor purchases. Portable sound system in need of replacement due to history of malfunctions. Tent proposed to be procured due unsafe condition of BBOA-owned structure that is utilized at some Borough events. Manager Zboyovsky clarified that any miscellaneous expenditures not directly included in the budget will require Council approval prior to procurement.

Additional extended discussion on miscellaneous items under the pool and park categories. Pool tables & chairs to be swapped out on a rotating basis to spread out expenditures. Request for replacement of dilapidated tables for pool area and purchase of vacuum to clean littler. Consensus to ask for clarification on needs for these items.

Discussion of EDS expenditures. Admin & Finance Committee recommended cutting in half. Consensus to take this action. Review of proposal to allocate funding to hire a consultant to assist with marketing plan. Consensus to budget \$10,000 for this item.

18. New Business

None.

19. Public Comment

Eugene Werner, 4328 Brownsville Road, discussed the sidewalk program. Questioned why he did not receive a call prior to commencement of construction. Also asked Council to consider having an officer perform a speed enforcement detail along West Willock Road during rush hour.

20. Adjournment

Adjourned at 9:58PM.

Motion By: Rich Schubert

Second By: Harold Smith

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

Absent: Frombach

President: "Motion Passed"