THE BOROUGH OF BRENTWOOD
COUNCIL AGENDA MEETING
DECEMBER 8, 2025
7:30 PM

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1. **Call to Order**

2. **Pledge of Allegiance**

3. **Roll Call**

4. **Presentations**

   4.a. Give Back Fund Presentation of Items Purchased for the Christmas Toy Drive (INFORMATIONAL ITEM)

   I am honored to donate a collection of items that were purchased by the Council Community Give-Back Fund to the Brentwood Police Department-Brentwood Volunteer Fire Company Joint Christmas Toy Drive.
   12.08.2025 Toys 2.pdf

5. **Comments on agenda action items only. Please limit remarks to three minutes.**

6. **Communications**

7. **Department and Borough Manager's Reports**

   7.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 November 30, 2025 as presented.
November 2025 Code Report.pdf
November 2025 Monthly DPW.pdf
2025 November Monthly_PARKS AND REC.pdf
November 2025 Council Report_POLICE CHIEF.pdf
Comm & Econ Dev. - NOVEMBER Monthly Report.pdf
Brentwood Borough Report November 2025.pdf
November 2025 Monthly Managers Report.pdf

8. President's Report - Mr. Michael Foyle

8.a. FYI - Received of Gaming Economic Development & Tourism Fund Grant (INFORMATIONAL ITEM)

I am pleased to report that Brentwood Borough received an early Christmas present this year. This one didn't come from an Amazon warehouse but from the cheerful elves of Allegheny County. Our community has been awarded $160,000 through the Gaming Economic Development & Tourism Fund to partially offset the costs of the parking lot resurfacing project for Brentwood Park.

While the Borough didn't get everything that was on its wish list, this funding will go a long way toward helping with repairing the road surface, upgrading pedestrian access, and improving stormwater management in the park's main lot. In addition to Santa, I want to thank State Representative Jessica Benham, State Senator Nick Pisciottano, and County Councilman John Palmeri for their ongoing and consistent support of the Borough.

8.b. FYI - Schedule of 2026 Council Meetings (INFORMATIONAL ITEM)

Tonight is the last Borough Council meeting of the year. After the holidays, the board will reconvene on Monday, January 5th at 6:00 PM to start the new year with the swearing in of our reelected and newly elected officials. Following this ceremony, Council will with selecting officers as part of its Reorganization Meeting.

Beginning in 2026, Borough Council will hold a single scheduled business meeting, which will take place on the third Monday of each

month at 7:30 PM unless there is a scheduling conflict. In January, the third Monday falls on Martin Luther King Jr. Day, so this meeting will thus be held on Tuesday, January 20 at 7:30 PM. We encourage residents to join us as we begin an exciting new year of business.

9. Mayor's Report - Mr. Pasquale Carnevale

10. Administrative and Finance Committee- Mr. Harold Smith

10.a. Consider approving minutes from the November Council Meetings (ACTION ITEM)

Mr. President, I move to approve the minutes from the November 10th Budget Workshop and November 17th Regular Council Meeting.
11-10-25 Budget Workshop Minutes.pdf
11-17-25 Meeting Minutes.pdf

10.b. Consider accepting the Treasurer's Report for the period ending November 30th (ACTION ITEM)

Mr. President, I move to accept the Treasurer's Report for the period ending November 30, 2025.

November Treasurer's Report.pdf
November Revenues.pdf

10.c. Consider ratifying the payment of bills from November 1 to November 30

(ACTION ITEM)
Mr. President, I move to ratify the payment of bills for the period of November 1 to November 30, 2025 for the following fund accounts:

01 - General Fund in the amount of $869,294.17
08 - Sanitary Sewer Fund in the amount of $176,755.59
09-Stormwater Fund in the amount of $13,159.25
15 - Park Fund in the amount of $0.00
18 - Capital Improvement Fund in the amount of $22,705.60
30-Economic Development Fund in the amount of $23,366.41
35 - Liquid Fuels Fund in the amount of $13,322.93
60 - General Pension Fund in the amount of $9,386.64
65 - Police Pension Fund in the amount of $28,281.36
95 - Operating Reserve Fund in the amount of $0.00
November Expenditures.pdf

10.d. Consider Adopting Ordinance No. 2025-1328: 2026 Sewage Fees (ACTION ITEM)

Mr. President, I move to adopt Ordinance No. 2025-1328, which sets the 2026 service and usage fees for the sanitary sewer system.
Ordinance 2025-1328 Sewer Fees for 2026.pdf

10.e. Consider Resolution No. 2025-57: Final FY 2026 Budget (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2025-57, which approves the $23,603,620 Operating Budget for Fiscal Year 2026.
Resolution No. 2025-57 Final 2025 Budget.pdf
01 2026 General Fund.pdf
08 2026 Sanitary Sewer Fund.pdf
15 2026 Park Fund.pdf
18 2026 CAP Fund.pdf
30 2026 ECON Fund.pdf
35 2026 Highway Aid Fund.pdf
95 2026 Operating Reserve Fund.pdf

10.f. Consider Adopting Ordinance No. 2025-1329: FY 2026 Tax Levy (ACTION ITEM)

Mr. President, I move to adopt Ordinance No. 2025-1392, which sets the real estate tax levy for Fiscal Year 2026 at 11 mils.
Resolution No. 2025-1329 Tax Rate for 2026.pdf

10.g. Consider Resolution No. 2025-58: Amendments to Personnel Manual (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2025-58, which amends the Personnel Policy & Procedural Manual to raise make three changes to the structure of benefits that are provided to non-union employees to ensure consistency with those that were provided under the Public Works Department collective bargaining agreement. Specifically, the cap on annual increases in the employee share of the healthcare contribution will rise from 10% to 12.5%, the 25 service-years requirement will be removed from the provision regarding the availability of post-retirement healthcare, and Christmas Eve will be defined as a holiday.
Resolution No. 2025-58 Amendments to Personnel Manual for Benefit Alterations.pdf
12-8-25 Updates.pdf

10.h. Consider utility billing software agreement with BS&A Software (ACTION ITEM)

Mr. President, I move to approve the agreement with BS&A Software LLC, which is associated with providing utility billing and collection

software for the annual licensing fee of $6,560 and for a not-to-exceed implementation and data conversation fee of $27,900, and which is to be paid from Sanitary Sewer Fund Line Item 08-429.454, and with the final terms of such agreement subject to the review of the Borough Solicitor.
BS&A Agreement.pdf
BS&A Proposal.pdf

10.i. Consider Agreement with Konica Minolta for Administrative and Police Department Copiers (ACTION ITEM)

Mr. President, I move to approve the copier lease agreement with Konica Minolta for the provision of multifunction copy machines serving the Borough Administrative Offices and the Police Department for the period of March 1, 2026 through February 28, 2031, in the total amount of $691.69, with costs to be allocated between General Fund Line Items 01-405.384 and 01-410.384, and with such approval contingent upon final review and approval of the contract documents by the Borough Solicitor. I further move to authorize the Borough Manager to execute all documents necessary to enter into said agreement on behalf of the Borough.

Boro of Brentwood Lease Updated.pdf
Boro of Brentwood Lease Updated.pdf

10.j. Considering Authorizing the Advertising for the Full-Time Position of Administrative Support Specialist Position (ACTION ITEM)

Mr. President, I move to authorize the Borough Manager to advertise for the position of Administrative Support Specialist, which will provide essential administrative and clerical support to the Departments of Administration, Finance & Human Resources, and Building & Code Enforcement. This position also serves as takes the lead on sewage, refuse, and stormwater management fee collections, which includes delinquency notifications, payment tracking, customer inquiries, and coordination with property owners. Ensuring continuity in this role is especially important as the Borough prepares for the implementation of the new Stormwater Management Fee program.

The Borough has been without a permanent employee in this role for over one year and has relied on a temporary staffing agency to

maintain operations. Filling this position permanently is necessary to restore full administrative capacity, improve efficiency, and ensure consistent customer service for residents and internal departments. The anticipated hourly rate for this position is approximately $25 to $30 per hour, depending on the selected candidate's qualifications and experience.

All candidates must meet established job requirements, including compliance with the condition that applicants may not owe the Borough any outstanding taxes, fees, or other municipal charges, and must not have unresolved Borough code violations.
2026 Legal Notice for Post Gazette - Administrative Support Specialist.pdf
12.08.2025 Administrative Support Specialist Job Description.pdf

11. Public Works Committee- Ms. Erin Troup

11.a. Consider Resolution No. 2025-59: Collective Bargaining Agreement with the Public Works Department (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2025-59, which approves the Collective Bargaining Agreement negotiated with Teamsters Local Union No. 205 on behalf of the laborers of the Public Works Department for a period of January 1, 2026 through December 31, 2029, and with such approval subject to the ratification of said agreement by the members of the bargaining unit.
Resolution No. 2025-59 DPW CBA.pdf
11.25.2025 2026-2029 Contract_Brentwood Public Works (CLEAN VERSION).pdf
11.25.2025 2026-2029 Contract_Brentwood Public Works (REDLINE VERSION).pdf

11.b. FYI - MS4 Community Outreach Information (INFORMATIONAL ITEM)

Mr. President, in accordance with the terms of the Borough's Municipal Separate Storm Sewer System Permit requirements, each month I will share an educational publication pertaining to stormwater management. This month's document is a brochure from the Environmental Protection Agency associated that outlines the benefits of stormwater management in a community.
12.08.2025 Stormwater Smart Brochure_Urban Steps.pdf

12. Zoning and Ordinance Committee- Mr. Richard Schubert

12.a. Consider Resolution No. 2025-55: Appointment of D. Sanson to Planning Commission (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2025-55, which

appoints current Zoning Hearing Board member Derek Sanson to fill the unexpired term of John Frombach on the Planning Commission, and with such term expiring December 31, 2028.
Resolution No. 2025-55 Appointment of D. Sanson to PC.pdf

12.b. Consider Resolution No. 2025 -56: Appointment of D. Ziegler as Full Member of ZHB (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2025-56, which appoints Zoning Hearing Board Alternate Member Dawn Ziegler to fill the unexpired term of Derek Sanson as a full member of this body, and with such term expiring December 31, 2027.
Resolution No. 2025-56 Appointment of D. Zeigler as Full ZHB Member.pdf

12.c. Consider Resolution No. 2025-60: Conditional Use Permit for Body Art Establishment (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2025-60, which grants a conditional use permit to Lauren Proud to operate a Body Art Establishment in the commercial unit at 3627 Brownsville Road.
Resolution No. 2025-60 Conditional Use for Body Art Establishment.pdf

13. Parks and Recreation Committee- Dr. Robert Pasquantonio

13.a. Consider Resolution No. 2025-61: Update to Facility Rental Policy (ACTION ITEM)

Mr. President, upon the recommendation of the Parks & Recreation Committee, I move to adopt Resolution No. 2025-61, which authorizes a series of minor administrative changes to the Facility Rental Policy.
Resolution No. 2025-61 Amendment to Facility Policy for Administrative Changes.pdf
Facility Rental Policy Working Copy 12-3-25.pdf
Index of Proposed Facility Rental Changes.pdf

13.b. Senior Citizen Holiday Lunch Scheduled (INFORMATIONAL ITEM)

Mr. President, Brentwood Borough will again partner with the Brentwood High School Student Government to sponsor a Senior Citizen Holiday Luncheon. Approximately 60 residents are registered for this event, which also features bingo, door prizes, and festive camaraderie. The event will take place on December 17th at 12:30PM in the Community Room.

14. Public Safety Committee- Mr. Stephen Thomas

14.a. Consider Conditional Offer of Employment to Zachery O'Halloran for the

Position of Police Patrolman (ACTION ITEM)

Mr. President, in accordance with the Brentwood Civil Service Rules and Regulations, I move to make a conditional and contingent offer of probationary employment to Zachery O'Halloran for the position of patrolman with the Brentwood Police Department, and with such hire subject to, in accordance with Act 57 of 2020, a review of the conditional appointee's separation records or the receipt of a certification from MPOETC that no such separation record exists, and with such hire further subject to the conditional appointee undergoing a physical and psychological medical examination for the purposes of determining that such individual is capable of performing all essential functions of the position.
12.03.2025 Police Officer Certified List of Three_BRENTWOOD_(FINAL).pdf

14.b. Consider Amendment to Agreement with Lexipol LLC for Police Procedural Software (ACTION ITEM)

Mr. President, I move to approve the amendment to the agreement with Lexipol LLC, which is associating with adding access to the firm's performance metrics module for an additional annual fee of $562, and which is to be paid from 2026 General Fund Line Item 01-407.457.
Lexipol Amendment.pdf

14.c. Consider Purchaser of Pedestrian Crossing Signs and Stop Sign Beacons (ACTION ITEM)

Mr. President, in accordance with the recommendations proposals outlined in the Brownsville Road Pedestrian Improvement Study from The Gateway Engineers, I move to authorize the purchase of six solar-powered flashing stop sign beacons and fourteen solar-powered flashing pedestrian crossing signals from Traffic Safety Warehouse in the amount not to exceed $20,000, and which is to be paid from the 2026 Capital Improvement Fund Line Item 18-433.610 Traffic Calming Devices.
TSW Stop Sign Quote.pdf
TSW Pedestrian Signs.pdf
202410-LED-Solar-Traffic-Signs-Brochure.pdf
Solar-LED-Controller-Box-Switch-Settings.pdf
Grainger Quotation Confirmation 2063029016.PDF
26e4dee9-f4d6-4bfb-b58f-72e02bf2fbc6.pdf

14.d. Consider Amendments to Civil Services Rules & Regulations (DISCUSSION ITEM)

Mr. President, the Civil Service Commission has recommended that

the Civil Service Rules & Regulations be amended to eliminate the requirement that a candidate possess Act 120 Certification at the time of hire. Making this change would permit the Borough to send a candidate for training at a qualified academy, and the Borough would likely be eligible for a partial state reimbursement for the salaries of any such individuals while they are completing their education. A draft of the revised Rules & Regulations has been prepared for Council review. If Council concurs with this change, a resolution will be presented during the January meeting.
12.03.2025 Revisions to Brentwood Borough Civil Service Rules and Regulations - (REDLINE).pdf

15. Community Affairs Committee- Ms. Katelin Montgomery

15.a. FYI - Update on Request for Proposals in Support of a Comprehensive Rebranding and Marketing Plan. (INFORMATIONAL ITEM)

Mr. President, the Community Affairs Committee will be scheduling a meeting in January to review an alternative concept for supporting our business district and community branding efforts. This meeting will include a discussion of the Downtown Retail Recruitment model as presented by Retail Strategies and how its concept compares to those presented in the previously authorized Branding and Design RFP. The Committee will take a closer look at these options and provide a recommendation to Council.

15.b. FYI - Update on Snow Angel Program (INFORMATIONAL ITEM)

Mr. President, with a blast of winter weather arriving earlier than in prior years, the Borough has already begun receiving inquiries from senior citizens and residents with with mobility limitations who are in need of assistance with snow removal. While we are grateful for the interest from residents seeking help, and we are currently short on volunteers. In order for this program to truly succeed, we need some of Brentwood's own "Snow Angels" to step forward.

If you or someone you know is willing to lend a helping hand this winter, you can sign up directly through the Borough's website. Even assisting just one neighbor can make a tremendous difference. We appreciate everyone who has participated in past years, and we encourage anyone able to volunteer to consider joining this important community service effort.

16. Special Committees

17. Old Business

18. New Business

19. Public Comment. Please limit remarks to three minutes.

20. Adjournment

BOROUGH OF BRENTWOOD COMMUNITY VISION STATEMENT

The Borough of Brentwood is a unified, family-oriented community with a strong commitment to civic pride and traditions. While preserving these standards, ideals and traditions, the community shall strive to provide a high quality of life for all, a superior educational system and residential areas with a more suburban character. The community shall support established businesses while encouraging future economic development and effective local government, all within a safe and clean environment.