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THE BOROUGH OF BRENTWOOD
MUNICIPAL BUILDING - 3735 BROWNSVILLE ROAD
PITTSBURGH, PA 15227-3199

Office 412-884-1500 - FAX 412-884-1911
www.brentwoodboro.com

COUNCIL AGENDA MEETING AGENDA
JANUARY 16, 2024
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.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Presentations**
5. **Comments on agenda action items only. Please limit remarks to three minutes.**

6. **Communications**

   6.a. Receipt of Christmas thank you cards from residents regarding assistance with real estate transaction & sewage adjustment. (INFORMATIONAL

ITEM)

Mr. President, I am pleased to report that both of the Borough's administrative assistants received personalized holiday thank you notes from from residents. Ms. Eileen Kalsek sent a card to Amy Medway regarding her help with a complicated real estate transaction, while Ms. Norma Windstein issued a card to Denise Assenti regarding her prompt attention to a sewage usage adjustment.

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 December 31, 2023 as presented.
December 2023 CODE Report
2023 December Monthly Report DPW.pdf
2023 December Monthly_PARKS AND REC.pdf
EMS Annual Report_2023 Summary.pdf
EMS Report_December 2023.pdf
December 2023 Council Report_POLICE CHIEF.pdf
December 2023 Monthly Managers Report.pdf

8. President's Report - Mr. Mike Foyle

9. Mayor's Report - Mr. Pasquale Carnevale

10. Administrative and Finance Committee- Mr. Harold Smith

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

Mr. President, I move to approve the minutes from the December 11th Council Meeting.
12-11-23 Minutes.pdf

10.b. Consider accepting the Treasurer's Report for the period ending December 31, 2023 (ACTION ITEM)

Mr. President, I move to accept the Treasurer's Report for the period ending December 31, 2023.

December Treasurer's Report.pdf
December Revenue.pdf

10.c. Consider ratifying the payment of bills from December 1 to December 31, 2023 (ACTION ITEM)

Mr. President, I move to ratify the payment of bills for the period of December 1 to December 31, 2023 for the following fund accounts:
01 - General Fund in the amount of $1,330,831.88
04 - Police Evidence Fund in the amount of $0.00
08 - Sanitary Sewer Fund in the amount of $630,158.88
15 - Park Fund in the amount of $0.00
18 - Capital Improvement Fund in the amount of $173,268.59
19 - Municipal Building Fund in the amount of $3.00
35 - Liquid Fuels Fund in the amount of $14,198.80
60 - General Pension Fund in the amount of $9,066.95
65 - Police Pension Fund in the amount of $22,374.73
95 - Operating Reserve Fund in the amount of $0.00
December Expenditures.pdf

10.d. Consider Resolution No. 2024-02: Reappointment of Solicitor (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2024-02, which reappoints the firm of Tucker Arensberg PC as Borough Solicitor for the period ending December 31, 2024.
2024 Solicitor Rates.pdf
Resolution No. 2024-02 Reappointment of Solicitor.pdf

10.e. Consider Resolution No. 2024-03: Mileage Reimbursement Rate (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2024-03, which sets the 2024 reimbursement rate for official Borough travel in a personal vehicle at 67 cents per mile.
IRS Publication.pdf
Resolution No. 2024-03-Mileage Reimbursement Rate.pdf

10.f. Consider Resolution No. 2024-04: Depositories for Municipal Funds (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2024-04, which establishes the bank depositories for municipal funds.
Resolution No. 2024-04- Depositories for Municipal Funds.pdf

10.g. Consider Resolution No. 2024-05: Prepayment of Invoices & Payroll (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2024-05, which authorizes the Finance Director to make prepayment of payroll and certain invoices.
Resolution No. 2024-05- Prepayment of Invoices and Payroll.pdf

10.h. Consider Resolution No. 2024-06: Signatories for Borough Accounts (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2024-06, which designates the authorized signatories for Borough bank accounts.
Resolution No. 2024-06- Signature Authorization On Borough Accounts.pdf

10.i. Consider Resolution No. 2024-07: Newspapers of Record (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2024-07, which establishes the newspapers of record for Borough notices.
Resolution No. 2024-07- Designation of Newspaper of Record.pdf

10.j. Consider Resolution No. 2024-08: SHACOG Franchising Authority Board Appointment (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2024-08, which reappoints Stephen Thomas as the primary representative to the SHACOG Franchising Authority Board and Harold Smith as the alternate representative to the same.
Resolution No. 2024-08 Franchising Authority Appointment.pdf

10.k. Consider Resolution No. 2024-09: SHACOG Cable Rate Review Board Appointment (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2024-09 which appoints Stephen Thomas as the primary representative to the SHACOG Cable Rate Review Board and Harold Smith as the alternate representative to the same.
Resolution No. 2024-09 Cable Rate Review Board Appointments.pdf

10.l. Consider Resolution No. 2024-12: Reappointment of Labor Council (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2024-12, which reappoints of the firm of Campbell Durrant, PC as labor counsel for a period ending December 31, 2024. (Rates have not changed.)
Campbell Durrant Rates.png
Resolution No. 2024-12 Reappointment of Labor Council.pdf

11. Public Works Committee- Mr. Stephen Thomas

11.a. Consider Work Authorization from The Gateway Engineers for 2024 MS4 Program (ACTION ITEM)

Mr. President, I move to approve the work authorization submitted by The Gateway Engineers, which is associated with completing necessary tasks to

ensure compliance with the Borough's Municipal Separate Storm Sewer System Permit as well as the Borough's Pollution Reduction Plan in the not-to-exceed amount of $25,000, and which is to be paid from Capital Improvement Fund Line Item 18-446.313.
Work Authorization- MS4 Program.pdf

11.b. Consider work authorization from The Gateway Engineers for sanitary sewer easements. (ACTION ITEM)

Mr. President, I move to approve the Work Authorization from The Gateway Engineers, which is associated with identifying and documenting the locations of sanitary sewer easements in accordance with the terms of the transfer of ownership of this infrastructure to the PA American Water Company in the not-to-exceed amount of $32,000, and which is to be paid from Sanitary Sewer Fund Line Item 08-429-313.
Work Authorization- Easement Layer Preparation Update.pdf

11.c. Consider Hold Harmless Agreement with Columbia Gas for Release of Sewer CCTV Videos (ACTION ITEM)

Mr. President, I move to approve the hold harmless agreement negotiated with Columbia Gas of Pennsylvania, and which is associated with the no cost provision to the Borough of video records of sanitary sewer inspections that were completed by this firm as part of its cross-connection mitigation program.

11.d. Consider authorizing amendments to Street Opening Ordinance

Mr. President, I move to authorize the Borough Manager, Solicitor, and staff to present amendments to Chapter 180, Section II of the Borough Code for the purpose of enhancing standards related to the repaving of streets that are opened by utility contractors or similar firms.

11.e. DPW Employee N. Czerwein Completes Probationary Period (INFORMATIONAL ITEM)

Mr. President, I am pleased to announce that DPW laborer Nick Czerwein has completed his probationary period and will be retained as a full-time employee.

11.f. Brentwood to Host January SHACOG Board of Directors Meeting (INFORMATIONAL ITEM)

Mr. President, Brentwood Borough will host the first SHACOG Borough of Directors Meeting of the year this Thursday, January 18 at 7:00 PM at the municipal building.

12. Zoning and Ordinance Committee- Mr. Richard Schubert

12.a. Zoning Hearing Board Meeting Scheduled (INFORMATIONAL ITEM)

Mr. President, the Zoning Hearing Board will convene on January 24th to consider a request to maintain a fence that was installed in a technical front yard without a permit. This case was continued from the October 2023 meeting.

13. Parks and Recreation Committee- Dr. Robert Pasquantonio

13.a. Consider Resolution No. 204-10: Designation of Special Events (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2024-10, which designates certain community events as Special Events in accordance with the terms of collective bargaining agreement with the Department of Public Works.
Resolution No. 2024-10 Special Events.pdf

13.b. Consider Resolution No. 2024-11: Alcohol Permits for Special Events (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2024-11, which, authorizes the Borough to permit the dispensing of alcoholic beverages at its 2024 "Taking It to the Streets" fair events which also includes the Taking It To The Streets: Holiday Magic.
Resolution No. 2024-11 Alcoholic Beverages at Special Events.pdf

13.c. FYI - The Brentwood Baldwin Whitehall Shade Tree Commission Tree Pruning in Brentwood Park (INFORMATIONAL ITEM)

Mr. President, as an FYI, the Brentwood Baldwin Whitehall Shade Tree Commission will be conducting a Tree Pruning Workshop on Saturday, January 27th from 9:00 AM to Noon. The workshop would be led by a certified arborist on the Tree Pittsburgh staff and would be open only to registrants who have already completed Tree Tender training. Following the workshop, they will then proceed to prune 25 young trees in the Park.
Brentwood_2020_BrentwoodPark_PlantingMap_0421.jpg
2021_BrentwoodPark_CouncilRequest_PlantingMap_0421.jpg

13.d. Consider Resolution No. 2024-13; Revisions to the Facility Rental Policy (DISCUSSION ITEM)

Mr. President, this is an item that will be discussed and debated this evening. As authorized last year, the Borough Staff was asked to prepare a policy that will address the continuing issue with illegally parked vehicles in the Brentwood Stadium's Lower ADA Parking Lot. In addition, with the increase usage in the Brentwood Pool the Parks & Recreation Committee would like to recommend a policy limiting daily admission once the pool capacity reaches 80% as well as some other rule changes associated with safety.
01-16-2024 Permit Signage.pdf

14. Public Safety Committee- Mr. Stephen Thomas

14.a. Consider updates to the Brentwood Civil Service Rules & Regulation (DISCUSSION ITEM)

Mr. President, the Public Safety Committee and the Police Chief will be working on a series of updates to the Brentwood Borough Civil Service Rules & Regulations that are associated with codifying certain best practices related to the hiring of police officers. Once these revisions are completed, they will need to be separately approved by both Council and the Civil Service Commission before they can go into effect. I will be scheduling a Public Safety Committee in the near future to review.

14.b. FYI - Appointments to Civil Service Commission Board (INFORMATIONAL ITEM)

Mr. President, the Borough will be making some appointments to the Civil Service Commission next week due to previously appointees never taking the Oath of Office. Following next week's appointments, the appointees will then take the Oath of Office.

14.c.
FYI- Collin Kelly has successfully completed his probationary period.

Mr. President, I am proud to announce that Police Officer Collin Kelly has successfully completed his 12-month probationary period as a Brentwood Borough Police Officer.

15. Community Affairs Committee- Ms. Melissa Lenigan

15.a. FYI - Update on Council Vacancy (INFORMATIONAL ITEM)

Mr. President, the Borough has received an overwhelming response from residents to fill the vacant council seat. The Borough received 12 letters of interest from residents who wish to get involved and serve the community. The search committee decided to interview all 12 individuals. The interviews will be completed tomorrow and a recommendation to Council by the end of the week. It is still anticipated to have the person appointed, via Council Resolution during next week's Council meeting at which they would be immediately sworn in by Mayor Carnevale.

Letter of Intent Scott Phares.pdf
01-05-2024 Email_From Mark Wroblewski-Letter of Interest.pdf
01-07-2024 Email_From Vincent Polis-Letter of Interest.pdf
01-07-2024 Email_From Brendan Miller-Letter of Interest.pdf
01-08-2024 Letter_From Sharon Sedlar-Letter of Interest.pdf
Belitskus Letter of Intent Borough Council Vacancy 01.2024.pdf
Derek Sanson Letter of Intent.pdf

01-10-2024 Letter of Interest_Eugene Werner.pdf
1-10-2024 Email_From David Isabella - Letter of Interest.pdf
JWMilcic - Brentwood Boro Letter of Intent.pdf
01-11-2024 Letter of Intent_From Erin Troup.pdf
J Arnstein Letter of Intent for Open Council Seat 1-12-2024.pdf

15.b. FYI - Implementable Comprehensive Plan - Update (INFORMATIONAL ITEM)

Mr. President, the ICP Committee had a great public open house in November and received some great comments from the public in attendance. Planning consultant, Pashek+MTR have analyzed all comments and incorporated the ideas into the chapters they are developing as part of the final plan. An exciting addition was the input from Mt. Lebanon's Commercial District's Manager for ideas and perspective. One of which could be the need for Brentwood Commercial District Manager or Main Street Manager. It is anticipated that draft Plan Document will be sent to the ICP Committee in February for review with a then presentation of the Draft Plan to Council in March or April.

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.