THE BOROUGH OF BRENTWOOD
COUNCIL AGENDA MEETING
APRIL 21, 2025
7:30 PM

As part of Brentwood's continuing efforts to promote both governmental transparency and environmental sustainability, copies of agenda attachments will only be available electronically. Please visit www.brentwoodpa.gov for more information.

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Roll Call**

4. **Presentations**

   4.a. Give-Back Fund Check Presentation to Essay Contest Winner (INFORMATIONAL ITEM)

   I am honored to present this month's Give-Back Fund check to essay contest winner Amelia Foley.

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 March 31, 2025 as presented.
   March 2025 Code Monthly Report.pdf

March 2025 Monthly DPW.pdf
2025 March Monthly_PARKS AND REC.pdf
Weekly Report 3-13.pdf
March 2025 Monthly EMS.pdf
March 2025 Council Report_POLICE CHIEF.pdf
March 2025 Monthly Managers Report.pdf

8. President's Report - Mr. Michael Foyle

8.a. Brentwood Receives Designation as Banner Community for the 11th Consecutive Year (INFORMATIONAL ITEM)

For the eleventh consecutive year, Brentwood Borough has been designated as a Banner Community by the Allegheny League of Municipalities. This award is granted to communities with an outstanding commitment to professional development, prudent fiscal management, transparency, accountability, and proactive communications.
02-07-2023 Press Release_Banner Community.pdf

8.b. FYI - Grant Awards (INFORMATIONAL ITEM)

I'm pleased to share that Brentwood Borough has received some exciting news over the past few weeks — we've been awarded funding through three separate grant programs that will significantly support key community improvements.

First, the Borough has been awarded a $100,850 grant through the Keystone Library Facilities Program. These funds will help offset the cost of replacing the aging windows and carpeting in the Brentwood Library, ensuring a more comfortable and energy-efficient space for our residents.

Second, we've secured a $145,800 Green Revitalization of Our Waterways (GROW) Grant to assist with the estimated $700,000 in repairs to the Borough's sanitary sewer trunk lines within the Streets Run Watershed.

Lastly, the Borough received a second GROW Grant in the amount of $87,200 to support the estimated $372,225 in sanitary sewer repairs in the Sawmill Run Watershed.

These awards represent a significant investment in both our community infrastructure and quality of life, and we thank our staff and our state and county representatives for their continued efforts in pursuing these opportunities.

9. Mayor's Report - Mr. Pasquale Carnevale

10. Administrative and Finance Committee- Mr. Harold Smith

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

Mr. President, I move to approve the minutes from the March 17th and March 24th Council Meetings.
3-17-25 Meeting Minutes.pdf
3-24-25 Meeting Minutes.pdf

10.b. Consider accepting the Treasurer's Report for the period ending March 31, 2025 (ACTION ITEM)

Mr. President, I move to accept the Treasurer's Report for the period ending March 31, 2025.

March Treasurer's Report.pdf
March Revenue.pdf

10.c. Consider ratifying the payment of bills from March 1 through March 31 (ACTION ITEM)
Mr. President, I move to ratify the payment of bills for the period of March 1 through March 31 for the following fund accounts:

01 - General Fund in the amount of $1,072,933.73
08 - Sanitary Sewer Fund in the amount of $47,134.86
09 - Stormwater Management Fund in the amount of $5,495.50
15 - Park Fund in the amount of $0.00
18 - Capital Improvement Fund in the amount of $70,043.45
30 - Economic Development Fund in the amount of $8,251.31
35 - Liquid Fuels Fund in the amount of $13,369.66
60 - General Pension Fund in the amount of $7,011.58
65 - Police Pension Fund in the amount of $24,733.82
95 - Operating Reserve Fund in the amount of $12,000.00
March Expenditures.pdf

10.d. Consider rescheduling the May 12th Council meeting to May 19th. (ACTION ITEM)

Mr. President, in order to accommodate the Borough Manager's anticipated attendance at the at the annual Association for Pennsylvania Municipal Management Conference, the first Council Meeting of next month was advertised for May 12th. However, due to a scheduling conflict, the Borough Manager will no longer be attending this conference, and there is thus no need to hold the meeting at such an early date. As such, I move to amend the date of the first Council Meeting of May 2025 from May 12th to May 19th. (Note, although there are two (2) meetings scheduled for May through August, the Borough will likely continue with their summer schedule and only have one (1) meeting during these months, said meeting being the third Monday of the month.)

10.e. Consider Ordinance No. 2025-1323: Stormwater Authority (DISCUSSION ITEM)

Mr. President, at next week's meeting, Council will consider Ordinance No. 2025-1323, which would authorize the Borough to establish a Stormwater Authority. Said ordinance does not establish a stormwater fee or outline any projects that would be funded through such revenues, as these decisions cannot be ratified until the Authority board is convened.
Ordinance 2025-1323 Stormwater Authority (FINAL DRAFT).pdf

10.f. FYI - Review of Administration & Finance Committee Meeting (INFORMATIONAL ITEM)
Mr. President, the Administration and Finance Committee held a meeting on April 14th to review our current and forecasted financial conditions, to discuss potential revenue-generating ideas, to and explore ways to reduce expenditures. Meeting notes from this discussion have been prepared and are attached for review.

I want to emphasize that members should be alarmed by the items listed and discussed during this meeting. These suggestions were part of a brainstorming session aimed at addressing an anticipated $2 million deficit in 2026. These concepts were presented as a starting point for discussion and may or may not be pursued further. As a result of these strategic modifications, the Committee successfully reduced the projected 2026 Capital Budget by approximately $500,000, lowering the anticipated deficit to $1.5 million. Still a long way to go.

If any of these ideas are deemed promising or viable, the Committee will explore them in more detail so as to ensure that they align with

the Borough's goals and community needs. Any decisions regarding these potential initiatives will be approached thoughtfully and with input from all stakeholders.

The next Administration & Finance Committee Meeting will be held on May 19th beginning at 5:30 PM. During this meeting the Committee will turn its attention to the General Fund with a focus on both revenue enhancement and expenditure control. The goal is to identify additional strategies to close the remaining gap and ensure the Borough remains on solid financial footing in the years ahead.

The Committee is committed to continuing this proactive, collaborative approach to long-term fiscal planning and will meet regularly to further evaluate and refine the Borough's financial strategies. I'll now open the floor to any questions or comments.

11. Public Works Committee- Ms. Erin Troup

11.a. Consider GROW Program Grant Agreement for Streets Run Watershed Source Flow Reduction Project (ACTION ITEM)

Mr. President, I move to approve the grant agreement with ALCOSAN, which is associated with the receipt of an award in the amount of $145,800 under the Green Revitalization of Our Waterways Program to permit the installation of approximately 5,500 linear feet of lining material into existing sanitary sewers in accordance with the Source Flow Reduction Study findings for the Borough's connections to sewer trunk lines within the Streets Run watershed. Note that this award represents only 20% of the $703,305.05 estimated project cost, and that the Borough will be responsible for the remaining expenditures through its Sanitary Sewer Fund.

GROW Grant Agreement - Streets Run
03.31.2025 Letter_From ALCOSAN RE. GROW Grant Award Letter

11.b. Consider GROW Program Grant Agreement for Saw Mill Run Watershed Source Flow Reduction Project (ACTION ITEM)

Mr. President, I move to approve the grant agreement with ALCOSAN, which is associated with the receipt of an award in the amount of $87,200 under the Green Revitalization of Our Waterways Program to permit the installation of approximately 4,075 linear feet of lining material into existing sanitary sewers in accordance with the Source Flow Reduction Study findings for the Borough's connections to sewer trunk lines within the Saw Mill Run watershed. Note that this award represents 23% of the $372,225 estimated project cost, and that the Borough will be responsible for the

remaining expenditures through its Sanitary Sewer Fund.
03.31.2025 Letter_From ALCOSAN RE. GROW Award Letter Sawmill Run
GROW Grant Agreement - Sawmill Run

11.c. Consider Keystone Library Facilities Program Grant Agreement for Brentwood Library Window & Carpet Replacement Project (ACTION ITEM)

Mr. President, I move to approve the grant agreement with the PA Department of Education, which is associated with the receipt of an award in the amount of $100,850 grant under the Keystone Library Facilities Program to offset one-half of the costs of replacing the aging windows and carpet in the Brentwood Library.
Keystone Library Grant Agreement.pdf

12. Zoning and Ordinance Committee- Mr. Richard Schubert

12.a. Consider Request for Joint Uniform Construction Code Appeal Board (ACTION ITEM)

Mr. President, the Borough of Mount Oliver issued a request to SHACOG that was associated with seeking partners for a potential joint Uniform Construction Code Appeals Board. As it is a legal requirement for the Borough to maintain such a board, but because it has only convened one time in the last approximately 15 years, Brentwood has similarly had difficulty with recruiting members, and it would be beneficial to engage in a mutual agreement. Consequently, I move to authorize the Borough Manager to commence formal negotiations with the Borough of Mount Oliver, which are associated with establishing a joint Uniform Construction Code Appeal Board.

12.b. Consider Ordinance No. 2025-1321: Digital Signs (INFORMATIONAL ITEM)

Mr. President, prior to next week's meeting a public hearing will take place regarding Council's intent to adopt Ordinance No. 2025-1321, which pertains to permitting digital signs as a conditional use in the Mixed-Use Neighborhood District and outlining standards for the installation of these fixtures. It is preliminarily anticipated that Council will consider adopting this ordinance at that same evening's meeting.
Ordinance No. 1321 Zoning Amendment for Digital Signs FINAL.pdf
Photos_from_Councilman_Schubert.pdf

12.c. Planning Commission Meeting Scheduled (INFORMATIONAL ITEM)

Mr. President, the Planning Commission will convene on April 24th to consider two items. The members will consider the proposed

amendments to the digital sign ordinance. Additionally, they will review the conditional use request for the tobacco-based business at 3300B Saw Mill Run Boulevard. This item is continued from the March meeting, which was cancelled because the project architect was not yet ready to present.

13. Parks and Recreation Committee- Dr. Robert Pasquantonio

13.a. Consider Ordinance No. 2025-1325: Amendments to Alcohol Policy (ACTION ITEM)

Mr. President, upon the recommendation of the Parks & Recreation Committee, I move to advertise Ordinance No. 2025-1325, which amends the policy regarding the use of alcohol at municipal facilities to authorize Civic Center permit holders to consume such beverages on the exterior patio. (Note: The Borough checked with its insurance carrier regarding Borough liability, and was informed that there is little, if any, exposure to the Borough given the policy and procedures they currently have in place.)
Ordinance 2025-1325 Amendments to Alcohol Ordinance (FINAL).pdf

13.b. Consider Resolution No. 2025-22: Amendment to Facility Rental Policy to Place Limits on Use of the Pool by Alcohol Permit Holders (ACTION ITEM)

Mr. President, upon the recommendation of the Parks & Recreation Committee, I move to adopt Resolution No. 2025-22, which amends the Facility Rental Policy to prohibit individuals from acquiring an alcohol permit for the Civic Center or Community Room if such event also includes the concurrent rental of the swimming pool.
Resolution No. 2025-22 Amendment to Facility Policy for Concurrent Pool & Civic Center Rentals.pdf

13.c. Consider eliminating proposal to install a movable volleyball equipment at Brentwood Stadium. (ACTION ITEM)

Mr. President, I move to accept the recommendation of the Parks & Recreation Committee, which is associated with declining to further consider the proposed installation of a volleyball court in Brentwood Park. Such recommendation is based upon concerns of space limitations, negative impacts on existing recreational facilities, and maintenance considerations. Note that this project was not included in the 2025 Operating Budget.

13.d. Consider Resolution No. 2025-23: Amendment to 2025 Fee Schedule (DISCUSSION ITEM)

Mr. President, at next week's meeting, Council will consider amending the schedule of fees for Borough services for Fiscal Year 2025. Now that the Borough has received and approved the Janitorial Agreement with Vanguard, the Parks & Recreation Committee is recommending revisions to the rental rates for the Civic Center and Community Room to better reflect the Borough's costs for maintaining an outside contractor to provide post-event janitorial services. The cleaning cost is currently $175 per visit for the Civic Center and $125 for the Community Room, with a $25 surcharge if tables and chairs need to be stacked. Given this information, the proposed rates include modest increases for residents and non-residents, as well as the introduction of a flat rental fee for nonprofit and Borough-recognized organizations to help offset these cleaning fees. While we remain committed to supporting community groups, this adjustment ensures all users share in the responsibility of keeping our facilities clean, safe, and available for future events and without placing additional burden on taxpayers.

The Parks & Recreation Committee has recommended the following specific changes:

- ***Increase of Civic Center resident rate from $250 to $300 for four hours, and with a $50 charge for each additional hour***

- ***Increase of Civic Center resident rate from $400 to $450 for four hours, and with a $75 charge for each additional hour***
- ***Elimination of free Civic Center rentals for nonprofit or Borough-recognized organizations and the imposition of a flat $200 fee.***
- ***Permitting the rental of the Civic Center multi-purpose room, with residents paying an additional $100 fee for this space and non-residents being charge $200.***
- ***Increase of Community Room resident rate from $100 to $150 for three hours, and with a $50 charge for each additional hour.***
- ***Increase of Community Room non-resident rate from $150 to $300 for three hours, and with a $75 charge for each additional hour.***
- ***Elimination of free Community Room rentals for nonprofit or Borough-recognized organizations and the imposition of a flat $150 fee.***

Resolution No. 2025-23 Fee Schedule (DRAFT).pdf

14. Public Safety Committee- Mr. Stephen Thomas

14.a. Consider Resolution No. 2025-20: EMS Agreement (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2025-20, which authorizes the Borough to enter into a ten-year agreement with Baldwin EMS to provide emergency medical services within the municipality, and with the final terms of such agreement contingent upon the review of the Borough Solicitor.
Resolution No. 2025-20 EMS Agreement.pdf
04.21.2025 Agreement between Brentwood Borough and Baldwin EMS - (CLEAN).pdf

15. Community Affairs Committee- Ms. Katelin Montgomery

15.a. Consider request from the Brentwood Historical Society to utilize the Brentwood Library lawn for its Community Yard Sale (ACTION ITEM)

Mr. President, I move to approve the request from the Brentwood Historical Society to utilize the lawn of the Brentwood Library during its August 2, 2025 Community Yard Sale. The Historical Society is planning to offer spaces for rent by participating residents who live on streets that typically do not experience the same level of foot traffic as busy Brownsville Road.

15.b. Consider Approval of Marketing Budget for "Taking It to the Streets" Fairs (DISCUSSION ITEM)

Mr. President, the Main Street Manager/Community and Economic Development Director has been developing a strategy for Borough marketing materials. This would specifically pertain to the distribution of items such as t-shirts, cozies, magnets, signs, and other promotional items at the "Taking It to the Street Fairs" for the purpose of boosting community pride and promoting our business district. If Council is preliminarily comfortable with this concept, a more detailed cost estimate and a not-to-exceed funding request will be presented at next week's meeting.
Taking It To The Streets Example of Cozies magnets.png
Taking It To The Streets Example of Tee Shirt.png

15.c. FYI - Connecting with Our Community Like Never Before (INFORMATIONAL ITEM)

Mr. President, I'd like to share some exciting news regarding our Borough's communication efforts. Over the past 28 days, Brentwood's Facebook page has seen remarkable growth. We recorded over 85,000 views — that's a 500% increase from the previous month. Engagement is up over 1,200%, with residents actively liking, sharing, and commenting on our posts. We also gained 65 new followers, a nearly 500% jump.

A big part of this success is thanks to our new Community Relations & Compliance Specialist, Devon Serena, who's been doing a fantastic job creating and sharing timely, community-focused content. Her efforts, along with a more strategic posting approach, are clearly resonating with residents. The numbers speak for themselves — and we're excited to keep building on this momentum.

04.15.2025 Brentwood Borough Facebook Growth Report.pdf

16. Special Committees

17. Old Business

17.a. DISCUSSION ITEM - Consider approving Civic Center interior design proposal- Ms. Troup (DISCUSSION ITEM)

Mr. President, I will provide brief update on the Civic Center Interior Design project, as is outlined in the memo included with tonight's agenda. The Interior Design Committee met on April 2nd to finalize plans for the facility, which are broken down into three key sections:

- ***Section 1 pertains to the entrance hallway and restroom area, where professionally framed photographs from the archives of the Brentwood Historical Society will be hung on the walls, and functional items such as benches and a coat rack will be added.***
- ***Section 2 covers the main ballroom and kitchen. In the interest of cost effectiveness, the Borough will maintain the existing tables and chairs while incorporating decorative elements such as faux plants and tasteful wall art to create a more welcoming atmosphere.***
- ***Section 3 consists of the multipurpose room, which will serve as a flexible, lounge-style space. Newly installed features will include high-top cocktail tables, a shuffleboard game, electronic dartboard, a multicade arcade machine, and interactive wall art.***

Thanks to the Committee's careful review and revisions, the total project cost is now estimated at no more than $47,000. This figure is a significant decrease from the original $150,000 estimate. This plan represents a responsible and thoughtful investment in a space that will serve our community for many years to come.

This scope of work will be considered for final approval by Council at next week's meeting. It is expected that at least some of this work will be completed in time for the many graduation parties that have been scheduled. An official Ribbon Cutting Ceremony will be conducted once these upgrades are completed.

04.02.2025 Memo_Civic Center Interior Design_Committee Meeting Notes.pdf
10.28.2024 Presentation_Civic Center Interior Design (Smaller).pdf

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.