THE BOROUGH OF BRENTWOOD
COUNCIL REGULAR MEETING AGENDA
JANUARY 27, 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. **Presentation**

   4.a. Give Back Fund for the Brentwood High School Nova Racing F-1 Team (INFORMATIONAL ITEM)

   I am honored to present this month's Give-Back Fund recipient, the Brentwood High School's Nova Racing F-1 Team.

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

6. **Communications.**

7. **President's Report – Mr. Michael Foyle**

8. **Mayor's Report – Mr. Pasquale Carnevale**

9. **Administrative and Finance Committee – Mr. Harold Smith**

   9.a. FYI - Administration & Finance Committee Meetings (INFORMATIONAL ITEM)
   Mr. President, the Administration and Finance Committee held a meeting on January 13th to review our current and foretasted 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 your review.

I want to emphasize that no one should be alarmed by the items listed and discussed during this meeting. These suggestions were part of a brainstorming session aimed at 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.

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.

I look forward to continuing these discussions as we work together to address the Borough's financial challenges responsibly.

10. Public Works Committee - Ms. Erin Troup

10.a. Consider Hiring Summer Public Works Department Employees (ACTION ITEM)

Mr. President, I move to authorize the Borough to advertise for seasonal laborers for the Department of Public Works and for the Borough Manager to facilitate the hiring of up to four such temporary employees.

10.b. Consider Resolution No. 2025-12: Emergency Declaration to Permit Repair of Sanitary Sewer Line on Waidler Avenue (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2025-12, which designated the exfiltration of sewage from a collapsed sanitary line on Waidler Avenue as a public health emergency, and which authorizes the Borough to enter into an agreement with Affordable Drain Cleaning & Plumbing in the amount of $25,100 to complete an emergency repair at this site, and which is to be paid from Sanitary Sewer Fund Line Item Sanitary Sewer Fund Line Item 08-429.450.
Resolution No. 2025-12 Emergency Declaration for Repair Waidler Sewer.pdf
Waidler Repair Quote.pdf

10.c. Consider Agreement for HVAC System Maintenance at the Brentwood Library and Civic Center (INFORMATIONAL ITEM)

Mr. President, the Borough is currently under contract with ABM Industries to conduct a biannual inspection of the HVAC system at the Brentwood Library and Civic Center. The Borough is currently soliciting quotes from ABM and several competitor firms that are

associated with the completion of a more thorough quarterly inspection at each site. It is anticipated that we will have these quotes to review and consider during the February Council meeting.

11. Zoning and Ordinance Committee - Mr. Richard Schubert

11.a. Consider Resolution No. 2025-11: Intermunicipal Liquor License Transfer (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2025-11, which authorizes the inter-municipal transfer of Restaurant Liquor License R-445 to the proposed Champions Sports Bar & Grill at 3344 Saw Mill Run Boulevard, and with such transfer subject to the approval of the Pennsylvania Liquor Control Board.
Resolution No. 2025-11 Liquor License Transfer.pdf

12. Parks and Recreation Committee - Dr. Robert Pasquantonio

12.a. Consider Hiring Summer Park & Pool Employees (ACTION ITEM)

Mr. President, I move to authorize the Borough to advertise for seasonal pool attendants and concession stand workers and for the Borough Manager to facilitate the hiring of the same.

12.b. Consider Renewing the Agreement with American Pool Management for the 2025 Season (ACTION ITEM)

Mr. President, I move to renew the agreement with American Pool Management of Pittsburgh, which is associated with providing lifeguard and pool operations services for the 2025 swimming season, in the amount of $119,500, and which is to be paid from General Fund Line Item 01-452.450.
American Pool 2025 Agreement.pdf

12.c. Consider Agreement with Annie's Showmobiles for Stage Rental (ACTION ITEM)

Mr. President, I move to approve the agreement with Annie's Showmobile Co. , which is associated with the lease of a stage for use at the five 2025 "Taking It to the Streets Fair" events and at the "Holiday Magic" event, in the amount of $6900, and with $5750 to be paid from General Fund Line Item 01.451-457 and with the remaining $1150 to be paid from General Fund Line Item 01-451.452.
Annie Showmobile Taking it to the Streets Agreement.pdf
Annies Showmobile Light Up Night Agreement.pdf

12.d. Consider Approving License Agreement with the Brentwood Youth Football

Club (ACTION ITEM)

Mr. President, I move to approve the license agreement with the Brentwood Youth Football Club, Inc. (BYFC), which is associated with the use and occupancy of the Brentwood Stadium Concession Stand and the Calming Shelter & Storage Facility, and I further move to authorize the Borough Manager to and execute all necessary documentation to implement this agreement.. Such agreement terminates the previous 2015 agreement will be effective from January 1, 2025 through December 31, 2034. The BYFC will pay a $1 annual license fee, which is due prior to August 1st of each calendar year. The agreement outlines the operational responsibilities of the BYFC, which includes maintenance, insurance, and permits. Either party may terminate the agreement under the conditions specified, and with notice provisions included for breaches.

13. Public Safety Committee - Mr. Stephen Thomas

13.a. Consider Resolution No. 2025-13: Memorandum of Understanding with Police Department Regarding Military Pay (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2025-13, which authorizes the Borough to enter into a Memorandum of Understanding with Teamsters Union No. 205 in their capacity as representatives of the officers of the Brentwood Police Department, and with such Memorandum amending the Collective Bargaining Agreement to clarify the amount of compensation that is provided to members who on temporary leave from employment due to military deployment.

Resolution No. 2025-13 Military Pay MOUa.pdf
01.27.2025 Military Leave MOU _ Collin Kelly.pdf

13.b. Consider Purchase of License for Thompson Reuters Westlaw Software (ACTION ITEM)

Mr. President, I move to approve the agreement with Thompson-Reuters Westlaw Publishing Corporation, which is associated with acquiring a one-year license for the West Proflex Solution software in the amount of $1,488.00, and which is to be paid from General Fund Line Item 01-407.457.

WestLaw.pdf

14. Community Affairs Committee - Ms. Melissa Lenigan

15. Special Committees

16. Old Business

16.a. Consider the Hiring of Devon Serena for the Position of Community Relations & Compliance Specialist (ACTION ITEM)

Mr. President, I move that the Borough approve the hiring of Devon Serena to fill the newly created full-time position of Community Relations & Compliance Specialist with the following terms:

Salary: $62,000 per year

All other benefits: As stated in the Borough's Employee Personnel Manual.

The probationary period will be six (6) continuous months from the start date. The Borough Manager will finalize all necessary paperwork and establish an official start date in accordance with these terms.

We are confident that Devon Serena will contribute to the Borough of Brentwood as part of a fast-paced and dedicated senior management team, and we look forward to the positive impact she will make in advancing the Borough's community and economic development initiatives.

Community Relations and Compliance Support Specialist.doc

16.b. Consider the Hiring of Melissa Lenigan for the Position of Main Street Manager/Community and Economic Development Director (ACTION ITEM)

Mr. President, I move that the Borough approve the hiring of Melissa Lenigan to fill the newly created full-time position of Main Street Manager/Community and Economic Development Director with the following terms:

Salary: $85,000 per year

All other benefits: As stated in the Borough's Employee Personnel Manual.

The probationary period will be six (6) continuous months from the start date. The Borough Manager will finalize all necessary paperwork and establish an official start date in accordance with these terms.

We are confident that Melissa Lenigan will contribute to the Borough of Brentwood as part of a fast-paced and dedicated senior management team, and we look forward to the positive impact she will make in advancing the Borough's community and economic development initiatives.

Job Description_Main Street Manager - Community and Economic Development Director.pdf

17. New Business

17.a. Consider accepting the resignation of Melissa Lenigan from the position of member of Brentwood Borough Council (ACTION ITEM)

Mr. President, the Borough has received a letter from Councilwoman Melissa Lenigan that outlines her intent to resign as a member of Brentwood Borough Council. I would like to entertain a motion to formally accept the resignation of Melissa Lenigan from Brentwood Borough Council, and with such resignation effective February 17, 2025.

Melissa Lenigan - Council Resignation.docx

18. Public Comment

19. 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.