THE BOROUGH OF BRENTWOOD
JOINT COUNCIL/SCHOOL BOARD MEETING AGENDA
JANUARY 28, 2025
7:00 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**

5. **Comments on Agenda Action Items only. Please limit remarks to three (3) minutes.**

   Therea are no Action Items this evening.

6. **Communications**

7. **School District Items**

   7.A. **New Elementary School Update** (INFORMATIONAL ITEM)

   7.B. **Borough Business Development Opportunities** (DISCUSSION ITEM)

8. **Borough Items**

   8.A. **Update on Former Municipal Building Lot Redevelopment** (INFORMATIONAL ITEM)

   The Borough continues to engage in conversations with Massaro Properties regarding the construction of a new mixed-used building on the former municipal building site at 3624 Brownsville Road. The developer has completed a

feasibility study that is associated with the creation of a structure that will contain ground floor retail/restaurant space and an estimated 35 rental apartments on the upper floors.

The Borough has also received favorable news from the Commonwealth's Office of the Budget indicating that their recently submitted business plan and grant application has been received and accepted. This is associated with the $1.75 million in Redevelopment Assistance Capital Program (RACP) Grant the Borough was awarded.

The Borough has also applied for a new Mixed-Use Pilot Program Grant for $2 to $2.5 million additional funding through the DCED.

Council should be ready to review and take action on the Land Lease/Developer's Agreement in February or March.

Brentwood_Massaro_Presentation_11_27_23.pdf

8.B. **Updated on Borough Projects** (INFORMATIONAL ITEM)

- ***Walking Trail ("Hollow Project") - Grant funded ($74,000). Currently in the preliminary stages of design by Engineering Firm LSSE.***
- ***Brownsville Road Safety Improvements Study - Awarded to the Gateway Engineers in December 2024. To begin soon.***
- ***Dewalt Avenue Streetscape Project - Grant funded ($591,300) towards the $782,000 project. Initial meeting with PennDOT has occurred. PennDOT is preparing the final Grant Agreement. Planning to begin in 2025 with construction scheduled for 2026.***
- ***Brentwood Park Parking Lot Repaving Project - Planning to begin in 2025.***
- ***Field No. 4 ADA Improvements Project - Grant funded ($500,000) - Final Construction Documents should begin in 2025. Anticipated Construction 2026.***
- ***Library Improvements - New Windows and Doors - Pending Grant Approval.***
- ***Community Stairways Study - To begin in 2025. Goal is to create a 5-year improvement plan.***

8.C. **Snow Angels/Grass Angels** (DISCUSSION ITEM)

The purpose of this agenda item is to explore whether there is interest from the School District in collaborating to establish a "Snow Angel" program. In the past, the Borough has attempted to implement such a program to assist residents, particularly senior citizens, with snow

removal. Unfortunately, these efforts have had limited success.

Despite this, the Borough continues to receive phone calls and requests for assistance from residents in need of help during snowstorms. By partnering with the School District, we may be able to reimagine and reinvigorate this initiative—possibly by involving students, volunteers, or community groups—to better serve our residents while fostering civic engagement and community support.

8.D. **Stadium Agreement** (DISCUSSION ITEM)

FYI - Agreement is up for renewal this year.
06-28-2021 2021-2025 Stadium Agreement_FINAL CLEAN VERSION.pdf

8.E. **New Scoreboard from Nevco Sports** (INFORMATIONAL ITEM)

A representative from Nevco Sports will be giving a presentation at the beginning of the February 17th Council Meeting.
Scoreboard 24x8x8.jpg

8.F. **"New Business(es)"** (INFORMATIONAL ITEM)

Active Applications for Land Development or New Businesses (Updates Since Last Joint Meeting)

1. Local developers Columbus Brothers Properties received land development approval for two proposed homes in December 2023. Presently, this firm is at the utility coordination phase and is determining the location of proposed services connections. The PA DEP has unfortunately rejected this entity's request for a waiver of the sanitary sewer planning module requirements. The Borough met with the developer in July 2024 to discuss the next steps. The planning module resolution was approved in August. As of the close of December, the Borough has been working with the applicant to provide additionally information that was required by reviewing bodies (ALCOSAN & PWSA). In January, the DEP finally gave the green light to the planning module document, and the applicant is now preparing specifications that are associated with applying for a building permit for the first home.

2. A permit was issued to renovate a building on Brownsville Road that has been vacant for nearly ten years since the relocation of Wang's Kitchen. The commercial space will be marketed as an empty shell to prospective tenants. In December, this work was completed, and a finally inspection was performed.

3. A building permit was issued for the renovation of a former pizza shop on Brownsville Road. An individual from Peru is seeking to

open a restaurant. This would provide a unique entry into our business district, as only a small other number of similar restaurants exist in the metro area. A final inspection was completed, but the occupancy permit has not yet been issued, as the Health Department is requiring certain changes to the kitchen configuration.

4. A home healthcare office that has opened in a vacant space in Brentwood Towne Square. An occupancy inspection was completed in December.

5. An individual is seeking to open an ethnic restaurant & sports bar in a Route 51 space that formerly housed a furniture store. No plans have been received, as this development is contingent upon the receipt of a liquor license. The Borough provided local ascent to the license transfer in January.

6. The Brownsville Road florist was unable to successfully negotiate a new leased with the landlord, but this business will be staying within the community, as it is moving to the former comic book space in the adjacent block.

7. The proprietor of the Vietnamese restaurant in Castle Shannon opened a second location at a Levitske Brothers site in August (PhoKim 51).

8. The owner of the former McGinnis Sisters property has finally engaged an architect. A demolition permit was issued, and it is expected that the current building will be removed in Spring 2025. The owner had previously discussed a mixed-use property at this site, and, in order to remove statutory hurdles, the Borough amended its Zoning Ordinance in December to ensure that these types of buildings were submitted subject to the conditional use process.

9. A franchisee of Total, a discount wireless service owned by Verizon, has opened a Brownsville Road shop. This location will operate in tandem with the existing traditional Verizon shop that is located two blocks away.

10. The local Remax office has reorganized its partnership and has moved to Whitehall. However, this building is currently under contract by an individual who has submitted plans to operate a hair salon on the first floor and to separately lease the second-floor offices.

11. An antiques dealer has opened a shop at a Route 51 space. This individual is only selling items that he acquires through estate sales and similar sources, and he will not engage in any pawn-type business.

12. An individual has applied for a conditional use permit to operate

an automobile repair shop at a Route 51 space that has been vacant for approximately a decade. An architect has been engaged to assist with this process.

8.G. **Active Shooter Community Educational Night** (INFORMATIONAL ITEM)

This Thursday, January 30th from 6:30 PM - 8:30 PM at the Brentwood Civic Center. Pre-Registration is requested.

8.H. **New Community Relations and Compliance Specialist** (INFORMATIONAL ITEM)

Brentwood Borough Council has announced the hiring of Devon Serena as its first Community Relations and Compliance Specialist. This new position highlights the Borough's dedication to enhancing community engagement and promoting the many positive developments happening in Brentwood.

In addition to her role in public relations, Devon Serena will work closely with the Borough's Code Enforcement Department as part of her responsibilities as a Compliance Specialist. She will play a critical role in ensuring property maintenance violators are held accountable, tracking identified issues, and working toward their resolution. With the Borough sending out nearly 200 notices of violation on average every month, Devon's contributions will help uphold community standards and maintain Brentwood's character as a clean and well-maintained community.

By combining her focus on community relations with her compliance oversight responsibilities, Devon will help ensure that Brentwood remains a vibrant and thriving place to live, while fostering transparency and engagement with residents. This new position demonstrates the Borough's commitment to accountability, communication, and progress.
Community Relations and Compliance Support Specialist.doc

8.I. **Main Street Manager/Community and Economic Development Director** (INFORMATIONAL ITEM)

Brentwood Borough Council has taken a significant step toward advancing community and economic growth by hiring Melissa Lenigan as the Borough's first Main Street Manager/Community and Economic Development Director. This newly created position demonstrates the Borough's commitment to revitalizing its business districts, promoting economic development, and enhancing the quality of life for its residents.

Melissa brings a unique blend of experience to this groundbreaking

role, having a deep understanding of the Brentwood community as well as a proven track record in the corporate sector. Her familiarity with the Borough and her ability to navigate complex organizational and economic landscapes position her to effectively lead Brentwood's participation in the Pennsylvania Main Street Program. In addition, her background equips her to implement key elements of the Borough's Implementable Comprehensive Plan, drive sustainable development initiatives, and foster strong relationships with local businesses, property owners, and community leaders.

Melissa's appointment represents a strategic investment in the future of Brentwood Borough, ensuring that the community continues to thrive through vibrant business districts and robust economic opportunities.
Job Description_Main Street Manager - Community and Economic Development Director.pdf

8.J. **Resignation of Melissa Lenigan** (INFORMATIONAL ITEM)

It is with mixed emotions that we announce Melissa Lenigan's resignation from Borough Council, effective February 17th, as she transitions into her new role as Main Street Manager/Community and Economic Development Director. While it is sad to see Melissa step down from Council, where she has served with dedication and passion, we are excited to see her bring that same commitment to revitalizing and enhancing our community in this new capacity.

Council has formed a search committee to fill her unexpired term, which will run until December 31, 2025. Interested residents are encouraged to submit a letter of interest and a resume to the Borough. More details regarding the application process will be shared later this week. We wish Melissa the best in her new role and thank her for her continued service to Brentwood Borough!

9. Public Comment. Please limit remarks to three (3) minutes.

10. 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.