



*Stay Informed: Sign up for Text,  
Email, and/or Phone Call  
notifications via Twitter or Swift911*

*Go to:*

*<http://www.brentwoodboro.com/swift-911-web-portal.html>*

*Or Follow Brentwood via Twitter*

*@brentwoodboro*



Logon: council  
Password: Gomez911

**THE BOROUGH OF BRENTWOOD**  
**MUNICIPAL BUILDING - 3624 BROWNSVILLE ROAD**  
**PITTSBURGH, PA 15227-3199**  
**Office 412-884-1500 - FAX 412-884-1911**  
**[www.brentwoodboro.com](http://www.brentwoodboro.com)**

**BOROUGH OF BRENTWOOD**  
**AGENDA**  
**January 23, 2017 - REGULAR COUNCIL MEETING**  
**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](http://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.**

**Executive Session: 6:30 PM**

- 1. Call to Order.**
- 2. Pledge of Allegiance.**
- 3. Roll Call.**
- 4. Comments on Agenda Action Items Only. Please limit remarks to three minutes.**
- 5. Communications.**
- 6. Department and Borough Managers Reports:**
  - a. Public Works Department
  - b. Building Inspector
  - c. Engineer

- d. Recreation
- e. Police Chief
- f. EMS
- g. Fire Department
- h. Solicitor
- i. Finance Director
- j. Borough Manager

**7. President's Report – Mr. John Frombach**

**8. Mayor's Report – Mr. Dennis Troy**

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

- a. Consider adopting Ordinance 2017-1256, Tax Collector Salary.[ACTION ITEM]  
*Mr. President, I move the Borough adopt Ordinance 2017-1256, Setting the Tax Collector Salary.*
- b. Consider adopting Resolution 2017-12, Amendments to Financial Standard Operating Procedures.[ACTION ITEM]  
*Mr. President, I move the Borough adopt Resolution 2017-12, Amendments to Financial Standard Operating Procedures.*
- c. Consider ending Denise Assenti's Probationary Period Effective January 1, 2017. [ACTION ITEM]  
*Mr. President, I move the Borough end Denise Assenti's Probationary Period Effective January 1, 2017.*
- d. Consider adopting Resolution 2017-13, Amendment to Exoneration of Tax Collector [ACTION ITEM]  
*Mr. President, I move the Borough Adopt Resolution 2017-13, amending the tax collector exoneration ordinance.*

**10. Public Works Committee – Mr. AJ Doyle**

- a. Consider adopting Resolution 2017-14, Amendment to Personnel Manual to Create Position of DPW Director [ACTION ITEM].  
*Mr. President, I move to adopt Resolution No. 2017-14, amending the Brentwood Personnel Policies & Procedures Manual to create the position of Public Works Director.*
- b. Consider approving the promotion of Vitali Alexandrov to DPW Director [ACTION ITEM].  
*Mr. President, I move to promote Vitali Alexandrov to the position of Public Works Director, effective January 1, 2017, at a rate in accordance with the non-contractual salaries listed in Resolution No. 2016-66.*
- c. Consider Change Order No. 2 submitted by Traffic Control & Engineering and approved by The Gateway Engineers associated with the addition of conduit and a pedestrian push button pole for the Brownsville Road/Willock Road Traffic Signal replacement project in the amount of \$1,368.70 to be paid from the Capital Improvement Fund Line Item 18-433-700 Minor Purchases.[ACTION ITEM]  
*Mr. President, I move the Borough approve Change Order No. 2 submitted by Traffic*

***Control & Engineering and approved by The Gateway Engineers associated with the addition of conduit and a pedestrian push button pole for the Brownsville Road/Willock Road Traffic Signal replacement project in the amount of \$1,368.70 to be paid from the Capital Improvement Fund Line Item 18-433-700 Minor Purchases.***

**11. Zoning and Ordinance Committee – Ms. Stephanie Fox**

- a. FYI- Public hearing for Digital Sign Ordinance scheduled for March 20th.  
***FYI- Mr. President, a public hearing will be held on March 20th at 7PM to review Ordinance No. 2016-1252: Digital Signs.***

**12. Parks and Recreation Committee – Mr. Rich Schubert**

- a. Park Lighting - [DISCUSSION/AND OR ACTION]
- b. Consider the request from the Brentwood Park Initiative (BPI) asking the Borough to construct a pavilion(s) in the Brentwood Park. [ACTION ITEM]  
***Mr. President, I move to authorize the Borough Manager to allocate staff and Borough resources to work with the BPI to develop plans and cost estimates associated with one or two new pavilions for the Brentwood Park and then present such to Council for approval.***

**13. Public Safety Committee – Mr. Pat Carnevale**

- a. Consider adopting Ordinance No. 2017-1253; Stop Sign at Kaufmann and Lawnview and on Theresa Ave. [ACTION ITEM]  
***Mr. President, I move the Borough adopt Ordinance No. 2017-1253; placing Stop Signs on Lawnview facing Kaufmann and on Theresa Ave. facing Kaufmann.***
- b. Consider Resolution No. 2017-17 Appointment of the Borough's Emergency Management Coordinator [ACTION ITEM]  
***Mr. President, I move the Borough adopt Resolution No. 2017-17 Appointing John Balkovec as the Borough's Emergency Management Coordinator***

**14. Community Affairs Committee – Dr. Robert Pasquantonio**

**15. Special Committees**

**16. Old Business**

**17. New Business**

**18. Public Comment**

**19. Adjournment**

The Brentwood Borough Council meets every month on the Third Monday at 7:30 p.m. and Fourth Monday at 7:30 p.m., unless otherwise noted. Thank you for taking the time to attend today's meeting. We look forward to seeing you at future meetings.

Agendas, Department Reports, and some associated documents for Borough Council items may be viewed online at <http://www.brentwoodboro.com>.

All public records relating to an open session item on this agenda that are not exempt from disclosure pursuant to the Pennsylvania Open Records Act will be available for public inspection at on the Borough's

web site at <http://www.brentwoodboro.com> at the same time that the public records are distributed or made available to the legislative body. Any draft contracts, ordinances and resolutions posted on the site or distributed in advance of the Council meeting may not be the final documents approved by the Borough Council. Final documents will be made available online following adoption by the Brentwood Borough Council.

To request an accommodation or alternative format under the Americans with Disabilities Act for Borough-sponsored meetings, events or printed materials, please call (412) 884-1500 as soon as possible, but at least three business days before the meeting.

Occasionally, Borough Council may consider agenda items out of order.

#### *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.

# **PUBLIC PARTICIPATION GUIDELINES**

**The Borough of Brentwood welcomes Public Participation during their Council Meetings. They ask however to please follow the Council Rules & Procedures when addressing Council.**

## **14-14. Public participation; enforcement of decorum.**

- A. The Borough shall provide those in attendance a reasonable opportunity to address the Council on any agenda item or any matter of concern, official action, or deliberation which may come before council. This privilege shall occur during the part of the agenda entitled "Public Privilege of the Floor."
- B. Speakers must stand. Speakers are requested to give their name, address and organization, if any. Speakers must be recognized by the Chairman. During the first segment of the meeting designated "Public Comment on Agenda Items," speakers may speak only once and will be advised by the Borough Manager when three (3) minutes have expired. Speakers are requested to conclude their remarks at that time. During this segment speakers are only to comment on specific items on the agenda.
- C. The first segment will end no later than 30-minutes after commencement in order to allow the borough business to begin in a timely and reasonable manner. Further questions or statements can be carried over to the second segment.
- D. During the second segment of the meeting designated "Public Comment on Non-Agenda Items" speakers may speak only once and are requested to limit their remarks to three (3) minutes. Speakers will be advised by the Borough Manager when three (3) minutes have expired. Speakers are requested to conclude their remarks at that time.
- E. In the case of a non-agenda item, citizens are requested, but not required, to present the matter to a member of the Council or Borough Manager in an attempt to resolve the matter beforehand.
- F. When a group of persons wishes to address the Council on the same subject matter, it shall be proper for the Chairman to request that a spokesperson be chosen by the group to address the Council and to limit the number of persons addressing the Council on the same matter so as to avoid unnecessary repetition.
- G. If the Chairman determines that there is not sufficient time at the meeting, the comment period may be deferred to the next regular meeting or special meeting occurring in advance of the next meeting.
- H. All remarks shall be addressed to the Council as a body and not to any member thereof. Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste. Interested parties or their representatives may address the Council by written communications. Written communications shall be delivered to the Secretary or his or her designee.
- I. Each "public comment period" segments are intended to afford citizens an opportunity to (express opinions) and to bring important matters to the attention of the Borough Council. Although they may, nothing herein shall require the President of Council or the Council to answer questions or engage in debate at any Borough Council meeting.



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 9.a.**  
**ACTION ITEM**

**SUBJECT:** Consider adopting Ordinance 2017-1256, Tax Collector Salary.[ACTION ITEM]

**DATE:** January 23, 2017

**PRESENTED BY:** MR. GEORGE ZBOYOVSKY, PE  
 BOROUGH MANAGER

**SUMMARY:**

In May 2016, Tax Collector Fay Boland issued letters to both the Borough and Brentwood School District to request an effective 90% increase in her salary. She is currently compensated at \$5,000; Ms. Boland asked for an adjustment to \$9,500. The tax collector salary has not been increased since at least 1980. Based upon discussions with Council and school district representatives, an analysis of salaries at peer municipalities was completed. It was the consensus of Council to instead propose an increase of \$2,000 to an annual salary of \$7,000.

Compensation for the tax collector is statutorily set under Section 46-3 of the Borough Code. As such, an ordinance is required to alter this salary. Additionally, Pennsylvania law allows for the tax collector's pay to be altered only prior to February 15th of the year of an election for the position. Ms. Boland's term is set to expire at the end of 2017.

A summary of local communities and what they pay their Tax Collector is attached and below. You will notice that Brentwood has the lowest paid tax collector in the surveyed communities.

**Tax Collector Salary Information (11-11-16)**

Borough	Total Parcels	Population	Boro Paid Yearly Salary	School District Contribution		Total Salary Boro + School	Last Increase Requested or Approved	Comments
				District Name	Amount			
Bellevue (412-766-6164)	2,700	8,370	\$10,908 (\$25/tax cert ltr)	Northgate	\$8,700	\$19,608		See Excel spreadsheet and Ordinance
Brentwood (412-884-1500)	3,754	9,643	\$5,000	Brentwood	\$8,000	\$13,000		Boro also pays for postage & supplies
Castle Shannon (412-885-9200)	3,037	8,316	\$8,177 (2015) \$2.50/line	Keystone Oaks	\$8,351.75 (2015) \$2.75/parcel	\$16,528.75	2/11/2013	Also receives 5% of delinquent taxes collected
Dormont					\$8,712 (2015)			Tax collector is able to keep fees for delinquent taxes paid but Dormont

(412-561-8900)	3,168	8,593	\$8,000	Keystone Oaks	\$2.75/parcel	\$16,712	> 23 years	unable to tell me approx. amount.
Jefferson Hills (412-655-7735)	5,450	10,619	\$10,000	W. Jefferson	\$12,000	\$22,000	2009	Spoke w/Tracy - would like copy of spreadsheet when complete*
Pleasant Hills (412-655-3300)	3,300	8,268	\$6,000	W. Jefferson	\$8,000	\$14,000	2009 - Requesting increase for 2016	+ 2% Mercantile tax collection
Swissvale (412-271-7101)	3,946	8,983	\$9,600	Woodland Hills	\$15,992.70 (\$3.15/tax bill)	\$25,592.70		Also paid for real estate collection and garbage fees
White Oak (412-672-9727)	4,003	7,862	\$5,858.75 (2015) \$3.75/tax collected	McKeesport	\$6,000 (\$3.25/line)	\$11,858.75**		Tax collector pays Boro for rent (\$300/mo) & supplies. See attachment from McKeesport SD.

See website below for other cities in Pennsylvania:  
<http://salarygenius.com/pa/1/salary/tax-collector-salary#city>

\*\*Act. 2015 Pay (W-2)  
\$17,248.25

[\\*tharris@wjhsd.net](mailto:tharris@wjhsd.net)

The Borough Tax Collector's salary is set by Borough Ordinance Section 46-3 and Section 46-4 pertains to changing the compensation of the Real Property Tax Collector.

## Chapter 46. Salaries and Compensation

### § 46-3. Real Property Tax Collector's salary.

The compensation of the Real Property Tax Collector, hereafter elected or appointed, shall be compensated at the rate of \$5,000 annually.

[1]

Editor's Note: Amended at time of adoption of Code; see Ch. 1, General Provisions, Art. I.

### § 46-4. Change in Real Property Tax Collector's salary.

A.

Compensation thus fixed by § 46-3 of this chapter shall prevail and continue until otherwise changed by ordinance of the Borough of Brentwood in accordance with the Acts of Assembly pertaining thereto.

B.

Any Real Property Tax Collector accepting appointment or being elected on or after the date of this section does so with notice as to the compensation to be received in accordance with §§ 46-3 and 46-4A of this chapter.

However, **LOCAL TAX COLLECTION LAW Act of May. 25, 1945, P.L. 1050, No. 394 CL. 53 AN ACT PA Code** states the following:

Section 36.1. Changing Compensation of Tax Collector.--When any taxing district or taxing authorities propose to either raise or reduce the compensation or salary for the office of an elected tax collector, such action shall be by ordinance or resolution, finally passed or adopted prior to the fifteenth day of February of the year of the municipal election. (36.1 amended Dec. 22, 1965, P.L.1145, No.443)

Ms. Boland's current term will expire December 31, 2017. As such, the Borough Tax Collector's seat will be on the ballot for the 2017 Primary and General Elections.

**Any changes to the Tax Collector's Compensation must be adopted by February 15, 2017.**

Also attached is a 2012 Article that was written by the Pennsylvania Economy League Central Division executive Director Mr. Gerald Cross that discusses ways that local tax collectors are compensated. In summary, the article states, elected tax collectors can be compensated in three ways; commission, salary, or per-bill payment with salary being the lowest.

### BUDGET IMPACT:

For FY 2018, expenditures under General Fund Line Item 01-403.110 would be increased from \$5,000 to \$7,000.

### RECOMMENDATION:

Adopt Ordinance 2017-1256 as presented.

ATTACHMENTS:

Description	Upload Date	Type
DRAFT Ordinance No. 2017-1256: Tax Collector Salary	1/12/2017	Cover Memo
5-8-16 Letter from F. Boland RE: Salary	1/12/2017	Cover Memo
Brentwood Borough Code Chapter 46	1/12/2017	Cover Memo
01-03-17 Adv Legal Notice_Ordinance No. 2017-1256 Tax Collector Salary	1/13/2017	Cover Memo
PA_local_governments_can_change_tax_collector_fees_-_tribunedigital-mcall	1/13/2017	Cover Memo
Tax_Collector_Salary_Info_(11-7-16)	1/13/2017	Cover Memo



**THE BOROUGH OF BRENTWOOD**  
MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199  
Office 412-884-1500 – FAX 412-884-1911  
[www.brentwoodboro.com](http://www.brentwoodboro.com)

**ORDINANCE NO. 2017-1256**

**“REAL PROPERTY TAX COLLECTOR’S SALARY”**

**AN ORDINANCE OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AMENDING IN LIMITED PART CHAPTER 46 OF THE CODE OF THE BOROUGH OF BRENTWOOD, WHICH PERTAINS TO SALARIES AND COMPENSATION.**

**WHEREAS**, the Borough of Brentwood is a municipal corporation organized and existing under the laws of the Commonwealth of Pennsylvania; and

**WHEREAS**, the Legislature of the Commonwealth of Pennsylvania vests the Borough of Brentwood with the power and authority to make and adopt all such ordinances, bylaws, rules and regulations not inconsistent with or restrained by the Constitution and laws of this Commonwealth, as is expedient or necessary for the proper management, care and control of, *inter alia*, the Borough’s finances, the maintenance of peace, good government, health, safety and welfare of the Borough, its trade, commerce and manufacturers; and

**WHEREAS**, Brentwood Borough Council has determined that it is necessary to amend its Elected Official’s Salaries and Compensation Ordinance to reflect the increasing demands of the Elected Borough Tax Collector and to adjust said salary to reflect such added demands and responsibilities; and

**NOW THEREFORE**, on this \_\_\_\_ day of \_\_\_\_\_ 2017, it is hereby Enacted and Ordained by the Council for the Borough of Brentwood, that:

**PART I: AMENDMENTS**

Chapter 46 of the Code of the Borough of Brentwood is hereby amended as follows:

**ARTICLE I: GENERAL PROVISIONS**

**§ 46-3: Real Property Tax Collector’s salary.**

The compensation of the Real Property Tax Collector, hereafter elected or appointed, shall be compensated at the rate of \$7,000 annually.

**PART II-** The Borough Manager, Borough Solicitor, and all others employed or appointed by the Borough of Brentwood, are authorized to take any and all action necessary to ensure implementation of this Ordinance and to effectuate the purpose hereof.

**PART III-** Any and all Ordinances and/or Resolutions, or parts thereof, conflicting herewith are repealed insofar as the matters here in affected.

**PART IV-** The provisions of this Ordinance are servable, and if any clause, sentence, section or subsection hereof shall be adjudged by any court of competent jurisdiction to be illegal, invalid or unconstitutional, such judgment or decision shall not affect, impair, or invalidate the remainder, but shall be confined in its operation and application to the clause, sentence, section or subsection rendered. It is hereby declared that the intent of the Borough of Brentwood Council that this Ordinance would have been adopted if such illegal, invalid, or unconstitutional clause, sentence, section, or subsection had not been included therein.

**PART V-** This Ordinance is effective immediately upon enactment according to law, and shall remain in effect hereafter until revised, amended, or revoked by action of the Council of the Borough of Brentwood.

**ORDAINED AND ENACTED THIS** 23<sup>rd</sup> **DAY OF** January **2017 BY THE**  
**BOROUGH COUNCIL OF THE BOROUGH OF BRENTWOOD.**

**ATTEST:**

**BOROUGH OF BRENTWOOD**

\_\_\_\_\_  
George Zboyovsky, P.E.  
Borough Manager

\_\_\_\_\_  
John Frombach  
President of Council

EXAMINED AND APPROVED BY ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2016.

\_\_\_\_\_  
Dennis Troy  
Mayor

APPROVED AS TO FORM

\_\_\_\_\_  
Borough Solicitor

### CERTIFICATE

I, the undersigned, hereby certify that the foregoing and attached is a true copy of an Ordinance which was duly enacted at a meeting of the Borough Council of the Borough of Brentwood on January 23, 2017, and that at such meeting a quorum was present and acting throughout, after due notice to the members of the Borough Council of the Borough of Brentwood and to the public and such meeting was at all times open to the public; that the Ordinance was duly recorded in the Borough of Brentwood's Minutes Book and that a summary thereof was published as required by law in a newspaper of general circulation in the Borough. I further certify that the Borough met the advance requirements of Act No. 1998-93 by advertising the date of the meeting and posting a notice of the meeting at the public meeting place of the Borough Council; that the total number of members of the Borough Council is seven; and the vote upon the Ordinance was called and duly recorded upon the minutes and that the members voted in the following manner:

<u>Absent</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
John Frombach, President			
Rich Schubert, Vice President			
Stephanie Fox, President Pro Tem.			
Pasquale Carnevale			
A. J. Doyle			
Dr. Robert Pasquantonio			
Harold Smith			

WITNESS my hand and the seal of the Borough on this 23<sup>rd</sup> day of January, 2017.

(Seal)

By: \_\_\_\_\_

George Zboyovsky, PE  
Borough Manager

FAY K. BOLAND, BRENTWOOD REAL ESTATE TAX  
COLLECTOR

May 8, 2016

George Zboyovsky  
Brentwood Borough Manager  
3624 Brownsville Road  
Pittsburgh Pa 15227

Dear George:

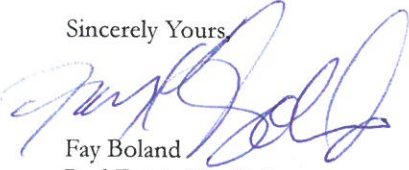
Pennsylvania law requires that any increase in compensation for the tax collector be authorized in advance of the election for the position. I am writing to request authorization for such an increase following next year's elections. I am requesting an increase in the amount paid to me as the elected Tax collector to \$9,500. The compensation for collecting the tax has not been increased during my tenure as tax collector. From what I can tell, it could be as much as 30 years since there has been an increase in the amount paid to the elected tax collector.

However, the work load has increased significantly over that time. Several years back the Borough changed its tax collection calendar to earlier in the year. This effectively doubled the workload by eliminating the efficiencies available when the School District and Borough taxes were billed and collected on the same schedule.

Costs have increased as well. The previous elected tax collector had space in the borough building and all of the supplies and equipment needed to fulfill the duties belonged to the borough for which they charged the school district 1/2 of the expense. During my tenure the Borough asked that I vacate the space in the Borough building to make room for Borough staff. As a result, I currently work out of shared office space and pay my portion of the costs of that space. I also pay for most of my own office supplies, computer, printer and other items in order to fulfill my duties. In addition, the reporting has become more complex and I am now required by law to be certified and to take continuing education credits – an additional cost in terms of time and money to perform the duties of the position.

Thank you for your attention in this matter. If you have any questions about my request, I can be reached at 412.952.5744 or email me at [fboland@donnelly-boland.com](mailto:fboland@donnelly-boland.com).

Sincerely Yours,



Fay Boland  
Real Estate Tax Collector  
Brentwood Borough and School District

CC: John Vogel Esquire

3730 Brownsville Road, Pittsburgh PA 15227  
Phone: 412.882.5383 x1129 Fax: 412.882.1084

## **Chapter 46. Salaries and Compensation**

[HISTORY: Adopted by the Borough Council of the Borough of Brentwood 3-2-1982 as Ch. I, Part 1, of the 1982 Code of Ordinances. Amendments noted where applicable.]

### **§ 46-1. Mayor's salary.**

The salary of the Mayor of the Borough of Brentwood, effective January 1, 1980, is hereby fixed at the sum of \$283.33 per month, payable in monthly installments.

### **§ 46-2. Council member's salaries.**

The compensation of each Councilman of the Borough of Brentwood, effective January 1, 1980, is hereby fixed at the sum of \$200 per month, payable monthly; provided, however, that no compensation shall be paid to any Councilman for any month during which he has not attended at least one regular meeting of the Council of the Borough of Brentwood held during said month. Absence of a Council member from any meeting or meetings of Council may be excused, and said Councilman's compensation may be approved and paid if said Councilman's absence was due to illness or other good cause and if such excuse and payment is approved by the remaining members of Council pursuant to a formal motion adopted by the remaining members of Council.

### **§ 46-3. Real Property Tax Collector's salary.**

The compensation of the Real Property Tax Collector, hereafter elected or appointed, shall be compensated at the rate of \$5,000 annually.

[1]

Editor's Note: Amended at time of adoption of Code; see Ch. 1, General Provisions, Art. I.

### **§ 46-4. Change in Real Property Tax Collector's salary.**

A.

Compensation thus fixed by § 46-3 of this chapter shall prevail and continue until otherwise changed by ordinance of the Borough of Brentwood in accordance with the Acts of Assembly pertaining thereto.

B.

Any Real Property Tax Collector accepting appointment or being elected on or after the date of this section does so with notice as to the compensation to be received in accordance with §§ 46-3 and 46-4A of this chapter.



# THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD

PITTSBURGH, PA 15227-3199

Office 412-884-1500 FAX 412-884-1911

[www.brentwoodboro.com](http://www.brentwoodboro.com)

## **Borough of Brentwood Legal Notice Ordinance No. 2017-1256**

Notice is hereby given that Brentwood Borough Council has proposed the adoption of **Ordinance No. 2017-1256**, "An Ordinance of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, Amending in Limited Part Chapter 46 of the Code of the Borough of Brentwood, which pertains to Salaries and Compensation of the Brentwood Borough Tax Collector" The Ordinance will increase the Compensation of the Real Property Tax Collector from \$5,000 per year to \$7,000 per year beginning in 2018. This Ordinance is scheduled to be considered for adoption at the January 23, 2017 Regular Borough Council meeting at 7:30 PM.

A complete copy of the text of **Ordinance No. 2017-1256** is available in the Administrative Office for review during regular business hours Monday – Friday, 8:00 A.M. to 4:00 P.M., or may be viewed on the Borough's website at [www.brentwoodboro.com](http://www.brentwoodboro.com).

Any person with a disability requiring a special accommodation to attend a Brentwood Borough Council Meeting should notify Denise Assenti at 412-884-1500 ext. 115 as early as possible, but not later than 5 business days prior to the meeting. The Borough of Brentwood will make every effort to provide a reasonable accommodation.

George Zboyovsky, PE  
Borough Manager

---

**Please publish this ad in the South Hills Record on the following date:**

**Thursday, January 12, 2017**

**Please send invoice and proof of publication to:**

Brentwood Borough  
C/O Susan Toth  
3624 Brownsville Road  
Pittsburgh, PA 15227

# Pa. local governments can reduce tax collector fees

December 17, 2012 | Gerald Cross

Counties, boroughs, townships and school districts, many of which are scrambling to lower costs in the face of rising expenses to avoid tax increases or reduced services, can collectively save millions of dollars by exercising a once-in-four-year opportunity to change the method of pay for elected tax collectors.

The Pennsylvania Economy League has found through numerous studies that certain compensation approaches for tax collectors are significantly less costly than others. But local government bodies must act swiftly if a change in type or amount of pay for an elected tax collector is warranted. The state only allows adjustments to be made every four years. Governing bodies must set the rates for incoming tax collectors by Feb. 15, 2013.



Pennsylvania Economy League Central Division Executive Director (CONTRIBUTED PHOTO, THE...)



It's time you stopped overpaying on your student loans.

**REFINANCE YOUR LOAN**

**LendKey Network**

## Sales Tax By Zip Code

[taxrates.com](http://taxrates.com)

Sales Tax Rate Tables by Zip Code. Free Download, For Every State.

## Lookup Property Taxes

[taxes.usrealtyrecords.com](http://taxes.usrealtyrecords.com)

Search Any Property By Address. Immediate Results - Start Now

### RELATED ARTICLES

**Tax Collector Regulations Proposed**

September 24, 1995

**More local income taxes may go unpaid**

May 6, 2007

**Bill Would Require Tax Collector Certification**

September 20, 1995

**L. Macungie Rejects Plan To Alter Local Government**

November 8, 1995

**TODAY'S ISSUE: Can we collect school taxes more cheaply?**

March 29, 2009

### FIND MORE STORIES ABOUT

Compensation

Local Governments

Average Cost

There are three basic types of compensation for elected tax collectors: commission, salary or per-bill payment. Some jurisdictions use a combination of those methods. PEL past studies have clearly shown that commission-based pay costs significantly more than the other methods. Not only are commissions more expensive but they also have no bearing on the amount of work performed to collect the tax, and instead are a reflection of the amount of tax collected.

Under the commission method, tax collectors receive a percentage of the bill. Thus, the more tax owed, the more the tax collector receives. An increase in the assessed valuation of a property or in the millage rate produces increased commissions, but the tax collector workload remains the same. Also, large tax bills generate large commissions, yet they are no more expensive to handle than small ones. In contrast, not only are salary and per-bill compensation more logical and more in keeping with the work performed, they tend to be less costly as well.

A PEL 2003 study of boroughs and townships in 12 central and eastern Pennsylvania counties found that the 267 municipalities that used commission-based pay spent 2.81 percent of the taxes collected for the service. Tax collectors earning a per-bill fee received 1.06 percent of the taxes collected, while those working on salary made 0.79 percent of taxes collected.

As a result, those municipalities paying commission had an average cost of compensation that was almost three-fourths higher than the overall average and about 3 1/2 times higher than the average for those that paid a salary.

Regardless of the method used, governing bodies must act now to reduce costs by changing compensation methods, capping commissions, lowering per-bill fees and salaries or freezing compensation at current levels, among other options. School districts in particular have been successful at shrinking costs, but over the years many other jurisdictions have saved hundreds of thousands of dollars individually by altering payment methods.

Governing bodies can determine how to adjust the method and rate of compensation for their tax collectors through three steps:

- Find out how compensation costs compare with others.
- Find out why some jurisdictions can collect taxes at lower compensation costs.
- Find out if a change in the method and/or rate of compensation for the elected tax collector is justified and which method and rate would be most cost effective.

# Lookup Property Taxes

[usrealtyrecords.com/Taxes](http://usrealtyrecords.com/Taxes)

Search Any Property By Address. Immediate Results - Start Now

## SEE ALSO

1. Filing Your Taxes

2. Track Your Tax Refund

3. Income Tax Penalties

4. 2016 Tax Calculator

5. New Tax Rules

6. Estimated Tax Return

7. Tax Resolution Help

8. Withholding Tax Calculator

From the Web

Sponsored Links by Taboola

**Get the Complete Guide to Drip Marketing**  
Salesforce

**What's a FixMeStick?**  
FixMeStick

**Pittsburgh, Pennsylvania Residents Are Stunned By This New Rule**  
Provide-Savings Insurance Quotes

**How Much Money Do You Really Get from a Reverse Mortgage?**  
NewRetirement

**Kate Middleton Drops Jaws, Proving Prince William Is A Lucky Man**  
Livingly

**These 70s Child Stars Are Unrecognizable Now**  
Trend Chaser

**Why Guys Are Saying Goodbye to "Normal Belts"**  
SlideBelts

**Precious is Skinny Now and Looks Gorgeous!**  
Detonate

More:

- High school football not the attendance giant it used to be

The Morning Call Sports Calendar

A list of Ben Franklin's inventions, discoveries
- Jealous boyfriend gets life in hit-list slaying

Joan Crawford's Daughter Wins Suit Against Sister

Rape-murder Suspect Linked To Coed Slaying



## Tax Collector Salary Information (11-11-16)

Borough	Total Parcels	Population	School District Contribution		Total Salary Boro + School	Last Increase Requested or Approved	Comments
			Boro Paid Yearly Salary	District Name Amount			
Bellevue (412-766-6164)	2,700	8,370	\$10,908 (\$25/tax cert ltr)	Northgate \$8,700	\$19,608		See Excel spreadsheet and Ordinance
Brentwood (412-884-1500)	3,754	9,643	\$5,000	Brentwood \$8,000	\$13,000		Boro also pays for postage & supplies
Castle Shannon (412-885-9200)	3,037	8,316	\$8,177 (2015) \$2.50/line	Keystone Oaks \$8,351.75 (2015) \$2.75/parcel	\$16,528.75	2/11/2013	Also receives 5% of delinquent taxes collected
Dormont (412-561-8900)	3,168	8,593	\$8,000	Keystone Oaks \$8,712 (2015) \$2.75/parcel	\$16,712	> 23 years	Tax collector is able to keep fees for delinquent taxes paid but Dormont unable to tell me approx. amount.
Jefferson Hills (412-655-7735)	5,450	10,619	\$10,000	W. Jefferson \$12,000	\$22,000	2009	Spoke w/Tracy - would like copy of spreadsheet when complete*
Pleasant Hills (412-655-3300)	3,300	8,268	\$6,000	W. Jefferson \$8,000	\$14,000	2009 - Requesting increase for 2016	+ 2% Mercantile tax collection
Swissvale (412-271-7101)	3,946	8,983	\$9,600	Woodland Hills \$15,992.70 (\$3.15/tax bill)	\$25,592.70		Also paid for real estate collection and garbage fees
White Oak (412-672-9727)	4,003	7,862	\$5,858.75 (2015) \$3.75/tax collected	McKeesport \$6,000 (\$3.25/line)	\$11,858.75**		Tax collector pays Boro for rent (\$300/mo) & supplies. See attachment from McKeesport SD.

See website below for other cities in Pennsylvania:  
<http://salarygenius.com/pa/1/salary/tax-collector-salary#city>

\*\*Act. 2015 Pay (W-2)  
 \$17,248.25

[\\*tharris@wjhsd.net](mailto:tharris@wjhsd.net)



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 9.b.**  
**ACTION ITEM**

**SUBJECT: Consider adopting Resolution 2017-12, Amendments to Financial Standard Operating Procedures.[ACTION ITEM]**

**DATE: January 23, 2017**

**PRESENTED BY: MR. GEORGE ZBOYOVSKY, PE  
BOROUGH MANAGER**

**SUMMARY:**

This item is associated with the Standard Operating Procedures Manual. In 2015, a comprehensive policy was adopted. Due to the pending implementation of the new uniform allowance card system, revisions are required to the debit & credit card policy.

SOP #307 has been amended to outline the steps for utilizing this card, which are outlined as follows:

- 1) Finance Director issues the card upon the signing of the cardholder responsibility agreement by the employee.
- 2) Finance Director annually contacts PNC Bank to load the contractually specified amount on the card.
- 3) Employee must provide a receipt of each purchase to the appropriate department head by the next business day after procurement.
- 4) The department head will notify the employee and Finance Director in writing of any purchases that are outside the scope of the uniform policy. The employee agrees to reimburse the Borough for such unauthorized charges.

Additionally, the Borough is seeking to standardize its policy for providing expense reimbursements. Presently, administrative employees are submitting an expense report to the Finance Director; a check is subsequently issued upon approval. However, police officers are currently receiving petty cash reimbursements. SOP #308 has been revised to eliminate this cumbersome procedure by clarifying that the expense report procedure applies to all employees. The policy further states that receipts should be submitted once per month so as to reduce the volume of checks.

Additionally, because the implementation of the procurement cards will reduce the need for petty cash, SOP #310 has been changed to indicate that cash will only be provided if a vendor will not accept the procurement card.

**BUDGET IMPACT:**

No direct impact. However, increased internal controls help to increase efficiency.

**RECOMMENDATION:**

Adopt Resolution 2017-12 as presented.

## PROS:

- Increased employee accountability for contractually-specified benefits.
- Reduction in the quantities of checks processed.

## CONS:

### ATTACHMENTS:

Description	Upload Date	Type
Resolution No. 2017-12: Financial SOP Amendments	1/13/2017	Cover Memo
SOP #307: Debit & Credit Card Policy- REDLINE	1/13/2017	Cover Memo
SOP #307: Debit & Credit Card Policy- CLEAN	1/13/2017	Cover Memo
SOP #307 Exhibit B- Statement of Uniform Cardholder Responsibility	1/13/2017	Cover Memo
SOP #308: Reimbursements- REDLINE	1/13/2017	Cover Memo
SOP #308: Reimbursements- CLEAN	1/13/2017	Cover Memo
SOP #310: Petty Cash- REDLINE	1/13/2017	Cover Memo
SOP #310: Petty Cash- CLEAN	1/13/2017	Cover Memo



# THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199  
Office 412-884-1500 FAX 412-884-1911  
[www.brentwoodboro.com](http://www.brentwoodboro.com)

## RESOLUTION NO. 2017-12

### AMENDMENTS TO FINANCIAL STANDARD OPERATING PROCEDURES

**A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, AMENDING, IN LIMITED PART, THE STANDARD OPERATING PROCEDURES FOR THE MANAGEMENT AND ALLOCATION OF FINANCIAL RESOURCES.**

**WHEREAS**, in 2015, Brentwood Borough Council authorized a series of Resolutions that codified a set of Standard Operating Procedures for various departmental functions; and

**WHEREAS**, through Resolution 2015-40, Council implemented standard operating procedures for the Finance Department; and

**WHEREAS**, said Resolution sanctioned Standard Operating Procedure No. 307, which provided general regulations for the use of debit and credit cards by employees; and

**WHEREAS**, at its January 16, 2017 business meeting, Council approved an agreement with PNC Bank for the issuance of prepaid debit cards to be utilized for employee uniform allowance expenses; and

**WHEREAS**, it is necessary to revise the terms of Standard Operating Procedure No. 307 to better reflect the specific conditions by which said procurement cards may be utilized; and

**WHEREAS**, said Resolution also sanctioned Standard Operating Procedure No. 308, which outlined rules for the documentation of employee reimbursable expenses, and Standard Operating Procedure No. 310, which sets a guideline for the use of petty cash; and

**WHEREAS**, in order to increase efficiencies in the processing of reimbursable expenses, it is necessary to amend Standard Operating Procedures No. 308 and 310, so as to both set criteria for the submission of receipts to the Finance Director and to specify that under no circumstance shall petty cash be utilized to satisfy such expenses.

**NOW, THEREFORE, BE IT RESOLVED AND ADOPTED** by the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, that the Standard Operating Procedure Manual shall be amended, in limited part, with such revisions amending Standard Operating Procedures No. 307, 308, and 310. A true and correct copy of said amendments is attached herein as **Exhibit 1**.



**RESOLVED AND ADOPTED** by the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, meeting in regular and public session, this **23<sup>rd</sup>** day of **January 2017**.

**ATTEST:**

**BOROUGH OF BRENTWOOD**

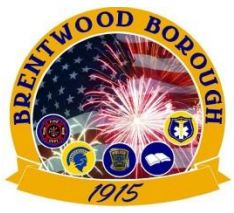
---

George Zboyovsky, PE  
Borough Manager

---

John Frombach  
President of Council



	Administrative Department Finance Department	<b>BB #307</b>
		Revision #1
	<b>Credit and debit cards</b>	Approved by Council 9/28/15
		Revised 7/14/16
p. 11	1 of 2	

## 1. Introduction

- a. PURPOSE: to describe the policy for the use of Borough-issued credit or debit cards.
- b. SCOPE: the Finance Department will oversee the maintenance of the credit and debit cards. All other departments may use the credit and debit cards.
- c. DEFINITIONS
  - i. "Finance" with a capital "F" will refer to the Finance Department, of which the Finance Director is head.
  - ii. "Debit card" refers to a restricted usage instrument that is directly connected with a specific Borough fund account.
  - iii. "Procurement card" refers to an instrument similar to a credit card that includes a revolving credit line and that is specifically designed by a financial institution for business purchasing.
  - iv. "Employee incentive card" will refer to a special preloaded debit card issued for the purpose of making purchases in accordance with contractual benefits.
  - v. "Card" will refer to the "debit card," ~~and the~~ "procurement card," ~~and~~ "employee incentive cards" inclusively.

## 2. Necessary prerequisites

- a. DOCUMENTS
  - i. Debit card and procurement card member agreements.
- b. ~~PERSONNEL RESPONSIBILITIES~~
  - i. Borough Manager will create the guidelines for using the card.
  - ii. Finance Director will receive all documentation from related to use of the cards by Borough employees.
  - iii. Finance Director will distribute the card to authorized Borough employees.

## 3. Policy


- ~~a.~~ Any debit cards or procurement cards designated by the Borough for business use will not be issued in any one Borough employee's name, but rather, on behalf of the Borough. Any debit card issued for the purpose of Borough business shall be issued solely on behalf of the Borough. Any procurement card or employee incentive card issued for the purpose of Borough business shall list the name of both the Borough and a specific, authorized employee.
- ~~b.~~ a. Only the Finance Director and the Borough Manager shall be authorized to use any debit card. The Finance Director shall serve as the custodian for the debit card and shall maintain in a secure location at all times when not in use.
- ~~c.~~ b. The debit card shall only be utilized in circumstances where a vendor requires prepayment for a purchase and where said vendor will not accept payment via the procurement card.
- ~~d.~~ c. The Borough Manager will determine which employees and officers are authorized to use any Borough-issued procurement card. No employee or officer will be permitted to use the card without first signing a standard, written statement of acknowledgement of cardholder responsibility, which is included as **Exhibit A**.
- ~~e.~~ d. The Borough Manager will establish appropriate limits for individual purchases on the procurement card, as well as the total credit line. The Borough Manager may also restrict usage of the procurement card to specific vendor classifications.
- ~~f.~~ e. The procurement card is intended for the acquisition of tangible goods, including office supplies, operating supplies, tools, and equipment. The procurement card is not intended to replace any existing invoicing relationship with recurring vendors.

- ~~g-f.~~ The procurement card may be utilized for the acquisition of services (e.g. building maintenance, vehicle repairs, recreational vendors, etc.) only if the vendor requires prepayment for the purchase.
- ~~h-g.~~ Upon completion of each transaction made with the procurement card, the authorized employee or officer must, by the next business day, submit documentation of the purchase to the department head.
- ~~i-h.~~ The authorized employee must submit documentation of each purchase made with the procurement card to the appropriate department head by the next business day. Documentation shall be in the following format:
- i. For over-the-counter purchases, a receipt of purchase from the vendor.
  - ii. For internet purchases, a copy of the order conformation page.
  - iii. For telephone purchases, a faxed or emailed order confirmation from the vendor.
- ~~j-i.~~ Each department head shall maintain a log of all purchases made with the procurement card that includes the following information, a copy of which is included as **Exhibit B**:
- i. Date of purchase.
  - ii. Name of employee who completed the purchase.
  - iii. Name of vendor.
  - iv. Description of item.
  - v. Budgetary line item number in which purchase will be recorded.
- ~~j.~~ Each department head shall submit the procurement card purchase log and all associated documentation to the Finance Director on a weekly basis. It is the responsibility of the department head to ensure that all listed purchases were appropriate and were properly documented.
- ~~k.~~ The Finance Director shall issue an employee incentive card to any Borough employee who is entitled to a uniform allowance in accordance with the respective collective bargaining agreement. No employee or officer will be permitted to use the card without first signing a standard, written statement of acknowledgement of cardholder responsibility, which is included as **Exhibit C**.
- ~~l.~~ The employee incentive card shall be utilized exclusively for the procurement of items included in the uniform policy as contained within the collective bargaining agreement.
- ~~m.~~ The Financial Director shall contact the issuing bank in January of each calendar year to preload the employee incentive card with an amount equal to the uniform allowance benefit as defined in the collective bargaining agreement. Under no circumstances shall additional funds be added to the employee incentive card for the remainder of the calendar year, except with in accordance with revisions to the collective bargaining agreement.
- ~~n.~~ The authorized employee must submit documentation of each purchase made with the employee incentive card to the appropriate department head by the next business day. Documentation shall be in the following format:
- ~~i.~~ For over-the-counter purchases, a receipt of purchase from the vendor.
  - ~~ii.~~ For internet purchases, a copy of the order conformation page.
  - ~~iii.~~ For telephone purchases, a faxed or emailed order confirmation from the vendor.
- ~~o.~~ The appropriate department head shall review each purchase made with the employee incentive card. Purchasing documentation shall be submitted to the Finance Director on a weekly basis. It is the responsibility of the department head to ensure that all purchases were appropriate and properly documented.
- ~~p.~~ If a purchase is determined to be noncompliant with the uniform policy, the department head shall inform both the employee and the Finance Director in writing of the violation. The employee shall be required to reimburse the Borough for the cost of the noncompliant purchase within five business days, or the amount of the noncompliant purchase will be deducted from the next subsequently issued employee paycheck.
- ~~k-q.~~ Card purchases must be made in adherence with purchase order stipulations.
- ~~l-r.~~ Cards shall not be utilized to make any purchases in excess of the remaining balance in the appropriate budgetary line item, unless the department head receives authorization from the Borough Manager.
- ~~m-s.~~ Cards may not be used for employee reimbursable travel expenses, including parking, lodging, or meals. Reimbursement will instead be issued via check, out of the General Fund, upon the completion and approval of a corresponding expense report.
- ~~n-t.~~ Cards may not, under any circumstances, be used for employee paycheck advances, or to provide any sort of compensation or reward. Cards may not, under any circumstances, be used to make cash withdrawals.
- ~~o-u.~~ Any incentive program benefits derived from use of a Borough-issued card will be the sole property of the Borough.

~~P-V.~~ If a card is lost or stolen, the Finance Director shall be notified immediately. The Finance Director shall promptly notify the card-issuing bank to cancel the card. The Finance Director shall subsequently report the incident in writing to the Borough Manager.

~~Q-W.~~ If undocumented charges are noted on the statement, the employee responsible for those charges may be required to reimburse the Borough the purchase price. If a fraudulent charge is suspected, the employee in possession of the card at the time that the charge was incurred will be required to complete the fraud dispute paperwork through the card-issuing institution.

~~R-X.~~ Employees may be subject to discipline for misuse of any card, or for failure to report a lost or stolen card, up to and including termination.

	Administrative Department Finance Department	<b>BB #307</b>
		Revision #1
	<b>Credit and debit cards</b>	Approved by Council 9/28/15
		Revision #1 Approved 7/14/16
p. 11	1 of 3	Revision #2 Approved 1/23/17

## 1. Introduction

- a. **PURPOSE:** to describe the policy for the use of Borough-issued credit or debit cards.
- b. **SCOPE:** the Finance Department will oversee the maintenance of the credit and debit cards. All other departments may use the credit and debit cards.
- c. **DEFINITIONS**
  - i. "Finance" with a capital "F" will refer to the Finance Department, of which the Finance Director is head.
  - ii. "Debit card" refers to a restricted usage instrument that is directly connected with a specific Borough fund account.
  - iii. "Procurement card" refers to an instrument similar to a credit card that includes a revolving credit line and that is specifically designed by a financial institution for business purchasing.
  - iv. "Employee incentive card" will refer to a special preloaded debit card issued for the purpose of making purchases in accordance with contractual benefits.
  - v. "Card" will refer to the "debit card," "procurement card," and "employee incentive cards" inclusively.

## 2. Necessary prerequisites

- a. **DOCUMENTS**
  - i. Debit card and procurement card member agreements.
- b. **PERSONNEL RESPONSIBILITIES**
  - i. Borough Manager will create the guidelines for using the card.
  - ii. Finance Director will receive all documentation from related to use of the cards by Borough employees.
  - iii. Finance Director will distribute the card to authorized Borough employees.

## 3. Policy

- a. Any debit card issued for the purpose of Borough business shall be issued solely on behalf of the Borough. Any procurement card or employee incentive card issued for the purpose of Borough business shall list the name of both the Borough and a specific, authorized employee. Only the Finance Director and the Borough Manager shall be authorized to use any debit card. The Finance Director shall serve as the custodian for the debit card and shall maintain in a secure location at all times when not in use.
- b. The debit card shall only be utilized in circumstances where a vendor requires prepayment for a purchase and where said vendor will not accept payment via the procurement card.
- c. The Borough Manager will determine which employees and officers are authorized to use any Borough-issued procurement card. No employee or officer will be permitted to use the card without first signing a standard, written statement of acknowledgement of cardholder responsibility, which is included as **Exhibit A**.
- d. The Borough Manager will establish appropriate limits for individual purchases on the procurement card, as well as the total credit line. The Borough Manager may also restrict usage of the procurement card to specific vendor classifications.
- e. The procurement card is intended for the acquisition of tangible goods, including office supplies, operating supplies, tools, and equipment. The procurement card is not intended to replace any existing invoicing relationship with recurring vendors.
- f. The procurement card may be utilized for the acquisition of services (e.g. building maintenance, vehicle repairs, recreational vendors, etc.) only if the vendor requires prepayment for the purchase.
- g. Upon completion of each transaction made with the procurement card, the authorized employee or officer must, by the next business day, submit documentation of the purchase to the department head.

p. 12	2 of 3	BB #307
-------	--------	---------

- h. The authorized employee must submit documentation of each purchase made with the procurement card to the appropriate department head by the next business day. Documentation shall be in the following format:
  - i. For over-the-counter purchases, a receipt of purchase from the vendor.
  - ii. For internet purchases, a copy of the order conformation page.
  - iii. For telephone purchases, a faxed or emailed order confirmation from the vendor.
- i. Each department head shall maintain a log of all purchases made with the procurement card that includes the following information, a copy of which is included as **Exhibit B**:
  - i. Date of purchase.
  - ii. Name of employee who completed the purchase.
  - iii. Name of vendor.
  - iv. Description of item.
  - v. Budgetary line item number in which purchase will be recorded.
- j. Each department head shall submit the procurement card purchase log and all associated documentation to the Finance Director on a weekly basis. It is the responsibility of the department head to ensure that all listed purchases were appropriate and were properly documented.
- k. The Finance Director shall issue an employee incentive card to any Borough employee who is entitled to a uniform allowance in accordance with the respective collective bargaining agreement. No employee or officer will be permitted to use the card without first signing a standard, written statement of acknowledgement of cardholder responsibility, which is included as **Exhibit C**.
- l. The employee incentive card shall be utilized exclusively for the procurement of items included in the uniform policy as contained within the collective bargaining agreement.
- m. The Finance Director shall contact the issuing bank in January of each calendar year to preload the employee incentive card with an amount equal to the uniform allowance benefit as defined in the collective bargaining agreement. Under no circumstances shall additional funds be added to the employee incentive card for the remainder of the calendar year, except with in accordance with revisions to the collective bargaining agreement.
- n. The authorized employee must submit documentation of each purchase made with the employee incentive card to the appropriate department head by the next business day. Documentation shall be in the following format:
  - i. For over-the-counter purchases, a receipt of purchase from the vendor.
  - ii. For internet purchases, a copy of the order conformation page.
  - iii. For telephone purchases, a faxed or emailed order confirmation from the vendor.
- o. The appropriate department head shall review each purchase made with the employee incentive card. Purchasing documentation shall be submitted to the Finance Director on a weekly basis. It is the responsibility of the department head to ensure that all purchases were appropriate and properly documented.
- p. If a purchase is determined to be noncompliant with the uniform policy, the department head shall inform both the employee and the Finance Director in writing of the violation. The employee shall be required to reimburse the Borough for the cost of the noncompliant purchase within five business days, or the amount of the noncompliant purchase will be deducted from the next subsequently issued employee paycheck.
- q. Card purchases must be made in adherence with purchase order stipulations.
- r. Cards shall not be utilized to make any purchases in excess of the remaining balance in the appropriate budgetary line item, unless the department head receives authorization from the Borough Manager.
- s. Cards may not be used for employee reimbursable travel expenses, including parking, lodging, or meals. Reimbursement will instead be issued via check, out of the General Fund, upon the completion and approval of a corresponding expense report.
- t. Cards may not, under any circumstances, be used for employee paycheck advances, or to provide any sort of compensation or reward. Cards may not, under any circumstances, be used to make cash withdrawals.
- u. Any incentive program benefits derived from use of a Borough-issued card will be the sole property of the Borough.
- v. If a card is lost or stolen, the Finance Director shall be notified immediately. The Finance Director shall promptly notify the card-issuing bank to cancel the card. The Finance Director shall subsequently report the incident in writing to the Borough Manager.

- w. If undocumented charges are noted on the statement, the employee responsible for those charges may be required to reimburse the Borough the purchase price. If a fraudulent charge is suspected, the employee in possession of the card at the time that the charge was incurred will be required to complete the fraud dispute paperwork through the card-issuing institution.
- x. Employees may be subject to discipline for misuse of any card, or for failure to report a lost or stolen card, up to and including termination.



**THE BOROUGH OF BRENTWOOD**  
MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199  
Office 412-884-1500 – FAX 412-884-1911  
[www.brentwoodboro.com](http://www.brentwoodboro.com)

**EMPLOYEE PREPAID DEBIT CARD  
STATEMENT OF CARDHOLDER RESPONSIBILITY**

Statement of Intent

It is the intent of the Council of the Borough of Brentwood to improve efficiency and decrease administrative costs associated with the utilization of uniform allowance benefits. The prepaid debit cards may **ONLY** be utilized for official for the procurement of uniforms.

Scope of Policy

Any employee utilizing the prepaid debit card is bound by the terms listed in this Statement of Cardholder Responsibility. Utilization of the prepaid debit card is at the sole discretion of the Borough Manager. Authorization may be suspended or terminated for violation of the terms of this Statement.

Purchase Restrictions

No item with a value over \$500.00 may be acquired through use of the prepaid debit card unless a purchase order has been approved by the Finance Director and the Borough Manager.

Authorized and Unauthorized Uses

Purchases made with the prepaid debit card must be conducted in accordance with the uniform policy as outlined within the Collective Bargaining Agreement.

The prepaid debit card may not be utilized for any of the following items:

- Purchases of tangible goods, such as office supplies, operating supplies, tools, and equipment.
- Satisfaction of a vendor invoice for any contracted service.
- Reimbursement for travel expenses, such as lodging, parking, or meals.
- Cash advances or withdrawals.

### Receipt and Reporting Requirements

Upon the execution of a purchase, the employee must submit appropriate documentation to the department head within one business day.

- If the purchase was completed over-the-counter at a physical retailer, then the employee must provide a receipt.
- If the purchase was completed through an online vendor, the then employee must provide a printed copy of the order confirmation page.
- If the purchase was completed through a telephonic vendor, then the employee must request that a confirmation receipt be distributed via fax or email. The employee is responsible for providing a printed copy.

Failure to provide appropriate receipts may result in the employee being required to reimburse the Borough for the undocumented charges.

### Lost or Stolen Cards

If a procurement card is lost or stolen, the employee must immediately notify the Finance Director. If it is suspected that the card has been used fraudulently, the employee shall also complete the appropriate fraud dispute documents from the card-issuing financial institution.

### Violations

The employee shall be required to reimburse the Borough for any clothing or accessory purchases that fail to conform to the uniform policy. If the employee does not submit a reimbursement payment within five (5) business days of the date that the violation is noted, the amount of the unauthorized purchase shall be deducted from the first subsequently issued employee paycheck.

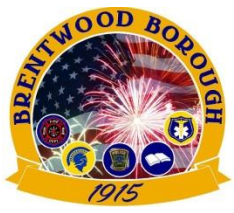
Violations of this Statement will result in the suspension of prepaid debit card privileges and will result in disciplinary action, up to and including termination.

### Acknowledgement of Responsibility

I, \_\_\_\_\_, have read and understand the policies outlined in this Statement. I agree to abide by the provisions listed above and understand that misuse of the procurement card will result in disciplinary action, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

	Administrative Department Finance Department	<b>BB #308</b>
		Compiled 06/23/2015
	<b>Reimbursable expenses</b>	Approved by management 7/21/2015
		Approved by council 9/28/15
p. 13	1 of 2	Revisions approved 1/23/17

### 1. Introduction

- a. PURPOSE: to provide guidelines for reimbursing employees in the event that they spend their own money on items for the Borough.
- b. SCOPE: the Administrative and Finance Departments will work together with employees traveling on business.

### 2. Necessary prerequisites

- a. DOCUMENTS
  - i. Expense reports and receipts.
- b. PERSONNEL RESPONSIBILITIES
  - i. Employees will turn their expense reports in to the Finance Director at the end of any business travel.
  - ii. Borough Manager sets the rules for which items are eligible for reimbursement.

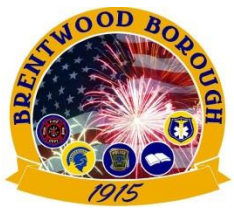
### 3. Policy

- a. All requests for reimbursement must be documented on an expense report, completed by the employee and submitted to the Finance Director. No payment will be authorized until the expense report is reviewed and approved by both the Finance Director and the Borough Manager.
  - i. Exception: minor office expenses, such as office supplies, tools, and meeting refreshments, will be reimbursed to the employee via petty cash, upon providing a receipt for the purchase. However, petty cash may only be utilized if the vendor will not accept the procurement card, as outlined in BB #307.
- b. PROFESSIONAL DEVELOPMENT  
Expenses pertaining to professional development will be reimbursed via check issued out of the General Fund. The employee must provide an expense report in order to be reimbursed.
  - i. Prior to enrolling in any training course, seminar, conference, or other professional development session, the employee must receive approval from the Borough Manager. The employee must also submit to the Finance Director a copy of the Advance Reimbursement Request, as is included as Exhibit A. In order for any expenses to be paid prior to the event, the employee should seek registration approval at the earliest possible date. If an employee directly incurs an expense pertaining to professional development, the employee will be reimbursed at cost. The employee must provide an expense report and a receipt of purchase in order to be reimbursed.
  - ii. Prior to enrolling in any professional association, the employee must receive approval from the Borough Manager. If an employee directly incurs an expense pertaining to enrollment in a professional association, the employee will be reimbursed at cost. The employee must provide an expense report and a receipt of purchase in order to be reimbursed.
  - iii. If discounting lodging is available with the cost of a professional development session, If overnight travel is required to attend a professional development session, and a discounted lodging package is available, the employee must utilize this lodging option. Under all other travel circumstances, the Borough will either prepay for lodging or reimburse the employee for lodging up to the maximum rate established by the General Services Administration. For more information on lodging, see item vi. under the Business Travel heading.
- c. BUSINESS TRAVEL  
Employees will be compensated for any business travel performed in a personal vehicle.
  - i. The mileage reimbursement rate will be set annually by resolution of Borough Council. The employee must document traveled miles in an expense report. The Borough will not be responsible for the costs of

vehicle fuel or for the costs of any fines or repair fees incurred during the course of business travel. If a municipal vehicle was used for the travel, the travel is not eligible for reimbursement.

- ii. Should business travel begin at an employee's home, the employee will not be eligible for reimbursement for mileage associated with the employee's normal commute. Mileage will only be reimbursed if the distance of the business trip exceeds the length of the normal commute.
  - iii. Meals incurred in the course of business travel will be reimbursed at cost up to \$10 for breakfasts, \$15 for lunches, and \$30 for dinners. The reimbursement will also cover gratuity, up to 15%. No employee will be eligible for reimbursement for any meal that is included in the cost of a professional development session. The employee must provide an expense report and a receipt of purchase in order to be reimbursed.
  - iv. If business travel does not require overnight lodging, the employee will be eligible for reimbursement only for lunch expenses. However, if the employee is required to conduct business travel at least two hours before the employee would regularly begin their commute, the employee will be eligible for breakfast expenses. If the employee is required to conduct business travel at least two hours after the conclusion of a standard working day, the employee will be eligible for dinner expenses.
  - v. Parking expenses incurred in the course of business travel will be reimbursed at cost. The employee must provide an expense report and a receipt of purchase in order to be reimbursed.<sup>1</sup>
- d. **NON-VEHICULAR BUSINESS TRAVEL AND LODGING**
- These types of expenses must be approved in advance by the Borough Manager. Such expenses will be subject to prepayment, except where approved by the Borough Manager. In such circumstances, the expenses will be reimbursed at cost. The employee must provide an expense report and a receipt of purchase in order to be reimbursed.
- i. Incidental expenses will be subject to reimbursement, provided that the expenses are deemed to be necessary in the course of business travel by the Borough Manager.
  - ii. Entertainment costs and other personal expenses that are deemed not necessary in the course of business travel by the Borough Manager are not eligible for reimbursement.
- e. **REIMBURSEMENT SCHEDULE**
- i. By the fifth business day of each month, any employee seeking a reimbursement must submit to the Finance Director a copy of the Employee Expense Report, as included as **Exhibit B**.
  - ii. A receipt must be included for any direct expenditure. For reimbursement requests relating to business travel in a personal vehicle, the employee must provide verification of the number of miles that were travelled. The preferred form of mileage documentation is via printed directions from an online mapping service.
  - iii. The Finance Director will process reimbursement checks on the second Friday each month. Under no circumstances will reimbursable expenses be included in an employee pay check.
  - iv. It is the responsibility of each employee to maintain his or her own receipts and other supporting documentation. Expense reports should only be provided to the Finance Director once per month. "Piecemeal" submissions will be returned to the employee.

<sup>1</sup> Metered parking is exempt from receipt reporting requirements, except where there is an electronic payment system and receipts are available.

	Administrative Department Finance Department	<b>BB #308</b>
		Compiled 06/23/2015
	<b>Reimbursable expenses</b>	Approved by management 7/21/2015
		Approved by council 9/28/15
p. 13	1 of 2	Revisions approved 1/23/17

### 1. Introduction

- a. **PURPOSE:** to provide guidelines for reimbursing employees in the event that they spend their own money on items for the Borough.
- b. **SCOPE:** the Administrative and Finance Departments will work together with employees traveling on business.

### 2. Necessary prerequisites

- a. **DOCUMENTS**
  - i. Expense reports and receipts.
- b. **PERSONNEL RESPONSIBILITIES**
  - i. Employees will turn their expense reports in to the Finance Director at the end of any business travel.
  - ii. Borough Manager sets the rules for which items are eligible for reimbursement.

### 3. Policy

- a. All requests for reimbursement must be documented on an expense report, completed by the employee and submitted to the Finance Director. No payment will be authorized until the expense report is reviewed and approved by both the Finance Director and the Borough Manager.
  - i. Exception: minor office expenses, such as office supplies, tools, and meeting refreshments, will be reimbursed to the employee via petty cash, upon providing a receipt for the purchase. However, petty cash may only be utilized if the vendor will not accept the procurement card, as outlined in BB #307.
- b. **PROFESSIONAL DEVELOPMENT**  
 Expenses pertaining to professional development will be reimbursed via check issued out of the General Fund. The employee must provide an expense report in order to be reimbursed.
  - i. Prior to enrolling in any training course, seminar, conference, or other professional development session, the employee must receive approval from the Borough Manager. The employee must also submit to the Finance Director a copy of the Advance Reimbursement Request, as is included as **Exhibit A**. In order for any expenses to be paid prior to the event, the employee should seek registration approval at the earliest possible date. If an employee directly incurs an expense pertaining to professional development, the employee will be reimbursed at cost. The employee must provide an expense report and a receipt of purchase in order to be reimbursed.
  - ii. Prior to enrolling in any professional association, the employee must receive approval from the Borough Manager. If an employee directly incurs an expense pertaining to enrollment in a professional association, the employee will be reimbursed at cost. The employee must provide an expense report and a receipt of purchase in order to be reimbursed.
  - iii. , If overnight travel is required to attend a professional development session, and a discounted lodging package is available, the employee must utilize this lodging option. Under all other travel circumstances, the Borough will either prepay for lodging or reimburse the employee for lodging up to the maximum rate established by the General Services Administration. For more information on lodging, see item *vi.* under the Business Travel heading.
- c. **BUSINESS TRAVEL**  
 Employees will be compensated for any business travel performed in a personal vehicle.
  - i. The mileage reimbursement rate will be set annually by resolution of Borough Council. The employee must document traveled miles in an expense report. The Borough will not be responsible for the costs of

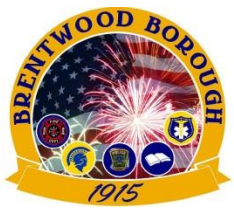
vehicle fuel or for the costs of any fines or repair fees incurred during the course of business travel. If a municipal vehicle was used for the travel, the travel is not eligible for reimbursement.

- ii. Should business travel begin at an employee's home, the employee will not be eligible for reimbursement for mileage associated with the employee's normal commute. Mileage will only be reimbursed if the distance of the business trip exceeds the length of the normal commute.
- iii. Meals incurred in the course of business travel will be reimbursed at cost up to \$10 for breakfasts, \$15 for lunches, and \$30 for dinners. The reimbursement will also cover gratuity, up to 15%. No employee will be eligible for reimbursement for any meal that is included in the cost of a professional development session. The employee must provide an expense report and a receipt of purchase in order to be reimbursed.
- iv. If business travel does not require overnight lodging, the employee will be eligible for reimbursement only for lunch expenses. However, if the employee is required to conduct business travel at least two hours before the employee would regularly begin their commute, the employee will be eligible for breakfast expenses. If the employee is required to conduct business travel at least two hours after the conclusion of a standard working day, the employee will be eligible for dinner expenses.
- v. Parking expenses incurred in the course of business travel will be reimbursed at cost. The employee must provide an expense report and a receipt of purchase in order to be reimbursed.<sup>1</sup>
- d. **NON-VEHICULAR BUSINESS TRAVEL AND LODGING**

These types of expenses must be approved in advance by the Borough Manager. Such expenses will be subject to prepayment, except where approved by the Borough Manager. In such circumstances, the expenses will be reimbursed at cost. The employee must provide an expense report and a receipt of purchase in order to be reimbursed.

  - i. Incidental expenses will be subject to reimbursement, provided that the expenses are deemed to be necessary in the course of business travel by the Borough Manager.
  - ii. Entertainment costs and other personal expenses that are deemed not necessary in the course of business travel by the Borough Manager are not eligible for reimbursement.
- e. **REIMBURSEMENT SCHEDULE**
  - i. By the fifth business day of each month, any employee seeking a reimbursement must submit to the Finance Director a copy of the Employee Expense Report, as included as **Exhibit B**.
  - ii. A receipt must be included for any direct expenditure. For reimbursement requests relating to business travel in a personal vehicle, the employee must provide verification of the number of miles that were travelled. The preferred form of mileage documentation is via printed directions from an online mapping service.
  - iii. The Finance Director will process reimbursement checks on the second Friday each month. Under no circumstances will reimbursable expenses be included in an employee pay check.
  - iv. It is the responsibility of each employee to maintain his or her own receipts and other supporting documentation. Expenses reports should only be provided to the Finance Director once per month. "Piecemeal" submissions will be returned to the employee.

<sup>1</sup> Metered parking is exempt from receipt reporting requirements, except where there is an electronic payment system and receipts are available.

	Finance Department	<b>BB #310</b>
		Revision #1
	Petty cash	Compiled 06/25/2015
		Approved by management 7/21/2015
p. 18	1 of 1	Approved by council 9/28/15

## 1. Introduction

- PURPOSE: to establish a petty cash policy for the Borough.
- SCOPE: the Administrative Department and Finance Department will work together.

## 2. Necessary prerequisites

- DOCUMENTS
  - Receipts and memos to go into the cash box.
- PERSONNEL RESPONSIBILITIES
  - The Administrative Department will hold the cash, and the Borough Manager will supervise.
  - The Finance Department will view the monthly reports created by the custodian and replenish the cash.

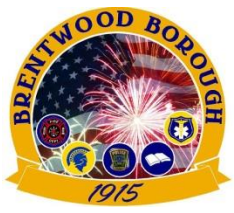
## 3. Policy

- Only the designated petty cash custodian and the Borough Manager will be authorized to remove funds from the petty cash account(s).
- The petty cash account(s) will be stored in a lockable cash box. Only the designated petty cash custodian and the Borough manager will have access to the key to the cash box. The cash box will be kept in a secure location.
- The petty cash account(s) will contain an amount predetermined by the Borough Manager.
- Petty cash purchases are limited to \$100 unless prior approval is received from the Borough Manager.
- Where it is not otherwise possible to utilize the procurement card in accordance with BB #307, pPetty cash will be used for the reimbursement of minor expenses, such as office supplies, tools, and meeting refreshments. No funds will be released to the employee incurring the expense until valid receipt of purchase from the vendor is provided to the designated petty cash custodian.
- Petty cash may be used for prepayment of minor expenses only if a written memo is submitted by the appropriate department head. The memo will be stored in the cash box.
- All petty cash transactions will be documented in a pre-numbered, two-part receipt book specifically assigned to the petty cash account(s). Prior to the release of funds, the receipt will be signed by both the appointed custodian and the employee incurring the expense.<sup>1</sup>
- Petty cash will not be used for employee reimbursement pertaining to conference expenses, professional association dues, or travel expenses, including parking, lodging, or meals. Such reimbursement should instead be issued via check through the General Fund. See BB #308 for more information.
- Petty cash will under no circumstances be used for employee paycheck advances, or to provide any sort of compensation or reward to employees.
- The petty cash account(s) will be reconciled on a monthly basis, or, when the cash box contains less than 25% of its predetermined value,<sup>2</sup> whichever occurs sooner. At all times, the total of the receipts and cash on hand must equal the predetermined petty cash amount.
- The designated petty cash custodian will produce a reconciliation report and submit it alongside all receipts and memos to the Finance Director. The specific line item from the budget should also be included for each purchase. The Finance Director will subsequently produce a check that will be used to replenish the petty cash account(s).

<sup>1</sup> In the event of returned change from a prepayment expense, a receipt should accompany the change in going back into the petty cash box (e.g., an employee takes \$40 from petty cash to buy pizza for an office meeting, but it ends up only costing \$35; \$5 would be the returned change in this instance, and it would go back into the petty cash box, along with a receipt to record it doing so).

<sup>2</sup> The Administrative Department's cash box should balance to \$400. Therefore, 25% of this value is \$100.

- I. Any shortages must be immediately reported to the Finance Director and the Borough Manager.

	Finance Department	<b>BB #310</b>
		Revision #1
	<b>Petty cash</b>	Compiled 06/25/2015
		Approved by council 9/28/15
p. 18	1 of 2	Revisions approved by council 1/23/17

### 1. Introduction

- a. PURPOSE: to establish a petty cash policy for the Borough.
- b. SCOPE: the Administrative Department and Finance Department will work together.

### 2. Necessary prerequisites

- a. DOCUMENTS
  - i. Receipts and memos to go into the cash box.
- b. PERSONNEL RESPONSIBILITIES
  - i. The Administrative Department will hold the cash, and the Borough Manager will supervise.
  - ii. The Finance Department will view the monthly reports created by the custodian and replenish the cash.

### 3. Policy

- a. Only the designated petty cash custodian and the Borough Manager will be authorized to remove funds from the petty cash account(s).
- b. The petty cash account(s) will be stored in a lockable cash box. Only the designated petty cash custodian and the Borough manager will have access to the key to the cash box. The cash box will be kept in a secure location.
- c. The petty cash account(s) will contain an amount predetermined by the Borough Manager.
- d. Petty cash purchases are limited to \$100 unless prior approval is received from the Borough Manager.
- e. Where it is not otherwise possible to utilize the procurement card in accordance with BB #307, petty cash will be used for the reimbursement of minor expenses, such as office supplies, tools, and meeting refreshments. No funds will be released to the employee incurring the expense until valid receipt of purchase from the vendor is provided to the designated petty cash custodian.
- f. Petty cash may be used for prepayment of minor expenses only if a written memo is submitted by the appropriate department head. The memo will be stored in the cash box.
- g. All petty cash transactions will be documented in a pre-numbered, two-part receipt book specifically assigned to the petty cash account(s). Prior to the release of funds, the receipt will be signed by both the appointed custodian and the employee incurring the expense.<sup>1</sup>
- h. Petty cash will not be used for employee reimbursement pertaining to conference expenses, professional association dues, or travel expenses, including parking, lodging, or meals. Such reimbursement should instead be issued via check through the General Fund. See BB #308 for more information.
- i. Petty cash will under no circumstances be used for employee paycheck advances, or to provide any sort of compensation or reward to employees.
- j. The petty cash account(s) will be reconciled on a monthly basis, or, when the cash box contains less than 25% of its predetermined value,<sup>2</sup> whichever occurs sooner. At all times, the total of the receipts and cash on hand must equal the predetermined petty cash amount.
- k. The designated petty cash custodian will produce a reconciliation report and submit it alongside all receipts and memos to the Finance Director. The specific line item from the budget should also be included for each

<sup>1</sup> In the event of returned change from a prepayment expense, a receipt should accompany the change in going back into the petty cash box (e.g., an employee takes \$40 from petty cash to buy pizza for an office meeting, but it ends up only costing \$35; \$5 would be the returned change in this instance, and it would go back into the petty cash box, along with a receipt to record it doing so).

<sup>2</sup> The Administrative Department's cash box should balance to \$400. Therefore, 25% of this value is \$100.

purchase. The Finance Director will subsequently produce a check that will be used to replenish the petty cash account(s).

- I. Any shortages must be immediately reported to the Finance Director and the Borough Manager.



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 9.c.**  
**ACTION ITEM**

**SUBJECT: Consider ending Denise Assenti's Probationary Period Effective January 1, 2017.**  
**[ACTION ITEM]**

**DATE: January 23, 2017**

**PRESENTED MR. GEORGE ZBOYOVSKY, PE**  
**BY: BOROUGH MANAGER**

**SUMMARY:**

Ms. Denise Assenti was hired as a part-time Administrative/Clerical employee on July 25, 2016. With the recent retirement of Mary Lou Garase, due to her impressive work to date, Ms. Assenti was recommended and approved to Full Time Status effective January 1, 2017. One oversight that was not clear when she was promoted to full time status was the end of her probationary period, which is January 25, 2017. The fact that there were no issues with "promoting" Ms. Assenti to Full Time status, her probation should have ended with her promotion on January 1, 2017.

**BUDGET IMPACT:**

Probationary Employees hourly rate is \$11.00/Hour

Ms. Assenti would still fall under the terms of the Collective Bargaining Agreement's "Step Scale" in 2017 making 75% of the Office Administrative/Clerical Salary which would equate to \$12.29/hr until August 25th, 2017 when it will increase to 90% of the Administrative/Clerical Salary or \$14.75/hr.

**RECOMMENDATION:**

Borough Management does not believe it is necessary to further evaluate the performance of Ms. Assenti as a probationary employee. It is recommended to end Ms. Assenti's Probation Period effective January 1, 2017.



**BOROUGH COUNCIL INFORMATIONAL SHEET  
AGENDA ITEM 9.d.**

**SUBJECT: Consider adopting Resolution 2017-13, Amendment to Exoneration of Tax Collector [ACTION ITEM]**

**DATE: January 23, 2017**

**PRESENTED BY: MR. GEORGE ZBOYOVSKY, PE  
BOROUGH MANAGER**

**SUMMARY:**

This annual item is associated with the collection of real estate taxes. Fay Boland has submitted a year end report, which shows that \$3,620,775.84 was received. This report shows a balance of \$235,544.17 remains outstanding and will be subject to delinquent collection. However, Brentwood subsequently received a more detailed report, which was prepared for contracted delinquent Jordan Tax Service, which shows a final calculated balance of \$248,812.73. Past due balances are present on 258 out of approximately 3,500 parcels.

The Borough is required to exonerate the elected tax collector for any culpability pertaining to failure to collect on this delinquent property owners.

**BUDGET IMPACT:**

No impact. Jordan Tax Service receives a commission for any delinquent taxes collected.

**RECOMMENDATION:**

Adopt Resolution 2017-13 as presented.

**ATTACHMENTS:**

Description	Upload Date	Type
Final 2016 Real Estate Tax Collection Report	1/12/2017	Cover Memo
Delinquent Tax Report for JTS	1/20/2017	Cover Memo
Resolution No. 2017-13: Tax Collector Exoneration Amendment	1/20/2017	Cover Memo

## REAL ESTATE TAX COLLECTION SUMMARY REPORT FOR TAX YEAR 2016

Year: 2016	Borough Assessment	Borough Amounts	
Parcels: 3,753			
Valuation from the tape	392,986,050.00	3,929,860.50	
Less: Act 77 valuation reduction		20,765.10	
Total Net Valuation	392,986,050.00	3,908,349.50	
Change Orders to Date:			
Additional Assessments	1,631,000.00	16,310.00	0
Exonerations	(860,400.00)	(8,604.00)	0
Refunds	0.00	4,584.60	
Total Adjusted Valuation	395,477,450.00	3,920,640.10	
MILLAGE RATE	0.10000		
TAX LEVY	3,920,640.10		
PLUS OR MINUS ROUNDING			
TOTAL TAX LEVY	3,920,640.10	100.00%	
COLLECTIONS:			
FACE	3,685,095.93		
LESS DISCOUNT	(77,648.27)		
PLUS PENALTY	13,191.30		
PLUS OTHER (NET)	136.88		
NET COLLECTIONS	3,620,775.84	0.9235	
Less: Total transferred to US Bank due to TIF	0.00		
Less: Free and Clear Sale	0.00		
Transferred in April for March 31, 2016	652,696.83		
Transferred in May for April 30, 2016	2,461,850.59		
Transferred in June for May 31, 2016	171,945.54		
Transferred in July for June 30, 2016	135,866.82		
Transferred in August for July	58,021.41		
Transferred in September for August	90,428.21	3,570,809.40	overpymt amount
Transferred in November for October (overpymt)	(21,044.91)	49966.44	transferred in Jan
Transferred in December for November (overpymt)	(12,279.36)	3,620,775.84	collections
Transferred in January for December (close out)	49,966.44		

FOR TAX YEAR: 2016 MUNICIPAL TAX (REAL ESTATE)  
\*\* CURRENT VALUATIONS \*\* - MILLAGE RATE: .01000000  
PAYMENT PERIOD: CUT-OFF DATE: 01/20/2017 VARIANCE: .10

* TOTAL NUMBER OF DELINQUENT PARCELS:	258
* TOTAL FACE TAX COLLECTABLE:	263,481.70
LESS REPORTED FACE AMOUNT PAID:	14,668.97
<b>** TOTAL TAX OUTSTANDING AT FACE:</b>	<b>248,812.73</b>

\* = EXEMPTIONS APPLY



# THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199  
Office 412-884-1500 FAX 412-884-1911  
[www.brentwoodboro.com](http://www.brentwoodboro.com)

## RESOLUTION NO. 2017-13

### “AMENDMENT TO 2016 TAX COLLECTOR EXONERATION”

**A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, EXONERATING FAY BOLAND, ELECTED TAX COLLECTOR OF THE BOROUGH OF BRENTWOOD, FOR UNCOLLECTED REAL ESTATE TAXES FOR THE TAXABLE YEAR OF 2016, IN ACCORDANCE WITH THE TAX COLLECTOR’S REPORT WHICH WAS DATED JANUARY 10, 2017.**

**WHEREAS**, The Borough of Brentwood is a political subdivision of the Commonwealth of Pennsylvania; and

**WHEREAS**, *Fay Boland* serves as the elected Tax Collector for the Borough of Brentwood and has collected taxes for the year of **2016** at a rate of 10.00 mils at face; and

**WHEREAS**, on approximately January 10, 2017, *Fay Boland* filed with the Brentwood Borough Council an accounting ledger showing all taxes collected with the exception of **\$248,812.73**, with said taxes being delinquent and subject to lien, and with said taxes being transferred to delinquent tax collector Jordan Tax Service; and

**NOW THEREFORE BE IT RESOLVED** that the Council of the Borough of Brentwood exonerates *Fay Boland* for taxes found to be delinquent in the amount of **\$248,812.73** arising out of the collection of the **2016** real estate tax in the amount of 10.00 mils at face on behalf of the Borough of Brentwood and said Borough of Brentwood Tax Collector, *Fay Boland*, is therefore, exonerated from the aforementioned delinquent taxes on the date below mentioned.

**RESOLVED AND ADOPTED THIS** 23<sup>rd</sup> **DAY OF JANUARY, 2017 BY THE COUNCIL OF THE BOROUGH OF BRENTWOOD.**

**ATTEST:**

**BOROUGH OF BRENTWOOD**

\_\_\_\_\_  
George Zboyovsky, P.E.  
Borough Manager

\_\_\_\_\_  
John Frombach  
President of Council





**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 10.a.**  
**ACTION ITEM**

**SUBJECT: Consider adopting Resolution 2017-14, Amendment to Personnel Manual to Create Position of DPW Director [ACTION ITEM].**

**DATE: January 23, 2017**

**PRESENTED BY: MR. GEORGE ZBOYOVSKY, PE  
BOROUGH MANAGER**

**SUMMARY:**

In 2013, Council authorized the hiring of an Assistant Public Works Director who possessed a background in engineering. This new position was designed to establish controls and reduced costs for many aspects of capital construction (site inspections, mapping, reporting, etc.) while concurrently improving the managerial capacity of the department. Vitali Alexandrov has demonstrated his aptitudes in this role and has seen his responsibilities progressively increase over the last 3 years.

Vitali Alexandrov and DPW Superintendent Bob Mackewich each bring a unique skill set to their respective position. Mr. Mackewich has a strong rapport with his staff and an almost encyclopedic knowledge of Borough infrastructure, while Mr. Alexandrov brings technical knowledge and a solid planning background. In order to utilize these skills more efficiently, it was recommended to create the position of DPW Director. Mr. Mackewich would remain an "on the ground" presence in his role as Superintendent, while Mr. Alexandrov would be assigned a broader range of administrative and policy duties.

**BUDGET IMPACT:**

Salaries were previously set by Council.

**RECOMMENDATION:**

Adoption Resolution No. 2017-14 as presented.

**PROS:**

- Improved job segmentation within the DPW.
- Allows departmental leaders to specialize based upon skill sets.

**CONS:**

**ATTACHMENTS:**

Description

Upload Date

Type





# THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD

PITTSBURGH, PA 15227-3199

Office 412-884-1500 FAX 412-884-1911

[www.brentwoodboro.com](http://www.brentwoodboro.com)

## RESOLUTION NO. 2017-13

### “AMENDMENT TO PERSONNEL POLICIES & PROCEDURES MANUAL”

**A RESOLUTION OF THE BRENTWOOD BOROUGH, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, AMENDING, IN LIMITED PART, THE PERSONNEL POLICIES & PROCEDURES MANUAL OF THE BOROUGH OF BRENTWOOD TO INCLUDE A JOB DESCRIPTION FOR THE POSITION OF PUBLIC WORKS DIRECTOR.**

**WHEREAS**, Brentwood Borough Council adopted a Personnel Policies & Procedures Manual on December 21, 2010 through Resolution No. 2010-72; and

**WHEREAS**, said policy has been revised through Resolution No. 2013-46, Resolution No. 2014-39, and Resolution 2014-88; and

**WHEREAS**, the general purpose of this policy is to establish a system of personnel administration that meets the social, economic and programmatic needs of the citizens of Brentwood; and

**WHEREAS**, in order to approve the efficiency of Public Works Department operations, Council has chosen to alter and more clearly delineate certain duties of department managers; and

**WHEREAS**, in accordance with such positional alterations, the Public Works Superintendent shall continue to serve in a capacity of chief operations manager, while the Assistant Public Works Director shall be reclassified as Public Works Director and shall be charged with a broader range of policy and planning duties; and

**WHEREAS**, the express purpose of this Resolution is to amend the existing Personnel Policies & Procedures Manual, in limited part, to incorporate “Attachment T.T,” which outlines the job description for the position of Public Works Director; and

**WHEREAS**, Council has reviewed and discussed these proposed amendments and have determined them to necessary to ensure that the duties and responsibilities for this position are adequately recorded.

**NOW, THEREFORE, IT IS HEREBY RESOLVED AND ADOPTED** by the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, that the Personnel Policies & Procedures Manual of the Borough of Brentwood is hereby amended, in limited part, to incorporate “Attachment T.T.,” a true and correct copy of which is included herein as **Exhibit 1**.

**RESOLVED AND ENACTED THIS** 23<sup>rd</sup> **DAY OF JANUARY 2017 BY THE COUNCIL OF THE BOROUGH OF BRENTWOOD.**

**ATTEST:**

**BOROUGH OF BRENTWOOD**

---

George Zboyovsky, P.E.  
Borough Manager

---

John Frombach  
President of Council



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 10.b.**  
**ACTION ITEM**

**SUBJECT: Consider approving the promotion of Vitali Alexandrov to DPW Director [ACTION ITEM].**

**DATE: January 23, 2017**

**PRESENTED MR. GEORGE ZBOYOVSKY, PE**  
**BY: BOROUGH MANAGER**

**SUMMARY:**

This item is the counterpart to Resolution No. 2017-14. In 2016, Council expressed interest in providing Vitali Alexandrov with additional responsibilities for departmental management. Such change will allow Superintendent Bob Mackewich to better focus on supervising the field work of employees. In the 2017 Budget and the associated salary resolution, Mr. Alexandrov was given the title of Public Works Director. It is necessary to make a formal appointment to this new position.

**BUDGET IMPACT:**

No impact. Salary approved in

**RECOMMENDATION:**

Borough Manager recommends promoting Mr. Alexandrov to the position of Public Works Director.



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 10.c.**  
**ACTION ITEM**

**SUBJECT: Consider Change Order No. 2 submitted by Traffic Control & Engineering and approved by The Gateway Engineers associated with the addition of conduit and a pedestrian push button pole for the Brownsville Road/Willock Road Traffic Signal replacement project in the amount of \$1,368.70 to be paid from the Capital Improvement Fund Line Item 18-433-700 Minor Purchases.[ACTION ITEM]**

**DATE: January 23, 2017**

**PRESENTED BY: MR. GEORGE ZBOYOVSKY, PE  
BOROUGH MANAGER**

**SUMMARY:**

the contractor had to add a conduit and pedestrian push button pole on the St. Sylvester's corner in order for the push button to be within 10 feet of the ADA ramp. This is required to meet ADA standards. This was confirmed from our final inspection that this was installed.

The change order is for a little over \$1,368.70 which is consistent with the cost for this work on other projects

**BUDGET IMPACT:**

This project is budgeted under the Capital Improvement Budget.  
18-433-700 Minor Purchases.

**RECOMMENDATION:**

Borough Staff and The Gateway Engineers recommend approval of this Change Order.

**STRATEGIC GOALS APPLIED:**

**Strategic Goal 10: Improve Conditions of Infrastructure.**

**ATTACHMENTS:**

Description

Change Order No. 2

Upload Date

1/20/2017

Type

Cover Memo

# CHANGE ORDER

Attachment F - AIA form G701

AIA DOCUMENT G701

OWNER ☐  
ARCHITECT ☐  
CONTRACTOR ☐  
FIELD ☐  
OTHER ☐

PROJECT: Brentwood Borough  
Brownsville Rd. & Willock  
Signal Improvement (Allegheny Co.)

CHANGE ORDER NUMBER: 2

DATE: 1/17/17

ARCHITECT'S PROJECT NO.:

TO CONTRACTOR: Brentwood Borough

CONTRACT DATE: 3/31/2016

CONTRACT FOR: Gateway Engineers

The Contract is changed as follows:

APPROVED: \_\_\_\_\_

Construction Management

Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (Guaranteed maximum Price) was	\$198,001.25
Net change by previously authorized Change orders	\$4,107.91
The (Contract Sum) (Guaranteed maximum Price) prior to this Change order was	\$202,109.16
The (Contract Sum) (Guaranteed maximum price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$1,368.70
The new (Contract Sum) (Guaranteed maximum Price) including this Change order will be	\$203,477.86

The Contract Time will be (increased) decreased) (unchanged) by  
The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which  
have been authorized by Construction Change Directive.

ARCHITECT

Address

BY

DATE

*Traffic Control Engineering*

CONTRACTOR

*979 State Route 917*

Address

*Bentleyville, PA 15314*

BY

DATE

*1-17-17*

OWNER

Address

BY

DATE

# APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF TWO PAGES

**TO OWNER:**  
Brentwood Borough  
3624 Brownsville Road  
Pittsburgh, PA 15227-3199

**PROJECT:** Brentwood Borough  
Brownsville Rd. & Willock  
Signal Improvement  
(Allegheny County)

**APPLICATION NO:** 5 Change order  
**PERIOD TO:** 1/10/2017

**Distribution to:**  
☒ OWNER  
☒ ARCHITECT  
☒ CONTRACTOR

**FROM CONTRACTOR:**  
Traffic Control & Engineering Co., Inc.  
979 State Route 917  
Bentleyville, PA 15314

**VIA ARCHITECT:** Gateway Engineers

**CONTRACT FOR:** TRAFFIC SIGNAL

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.

Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$198,001.25  
2. Net change by Change Orders \$5,476.61  
3. CONTRACT SUM TO DATE (Line 1 + 2) \$203,477.86  
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$203,477.86  
5. RETAINAGE  
a. 10 % of Completed Work \$136.87  
(Column D + E on G703)  
b. 10 % of Stored Material  
(Column F on G703)  
Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$136.87  
Total in Column I of G703 \$20,347.79  
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$183,130.07  
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$181,898.24  
8. CURRENT PAYMENT DUE \$1,231.83  
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$20,347.79

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved		
In previous months by Owner	\$ 4,107.91	\$ -
Total approved this Month	\$ 1,368.70	\$ -
<b>TOTALS</b>	<b>\$ 5,476.61</b>	<b>\$ -</b>
NET CHANGES by Change Order	\$ 5,476.61	

**CONTRACT DATE:** 3/31/16

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:** Traffic Control & Engineering Co.

By: Jess Brunner Date: 1-17-17

Los Brunner, Secretary State of: Pennsylvania County of: Washington

Subscribed and sworn to before me this 17th day of January, 2017

Notary Public: Jess Brunner

COMMONWEALTH OF PENNSYLVANIA  
Notarial Seal  
Jessica Brunner, Notary Public  
Fallowfield Twp., Washington County  
My Commission Expires June 6, 2017  
MEMBER, PENNSYLVANIA ASSOCIATION OF NOTARIES

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$ \_\_\_\_\_

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified)

**ARCHITECT:**

By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract

# CONTINUATION SHEET

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.  
In tabulations below, amounts are stated to the nearest dollar  
Use Column I on Contracts where variable retainage for line items may apply.

AIA DOCUMENT G703

PAGE TWO OF TWO PAGES

APPLICATION NO: 4 Revised  
APPLICATION DATE: 1/10/2017  
PERIOD TO: 1/10/2017  
ARCHITECTS PROJECT NO: C-40158-0002

A ITEM NO	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)		
0630-0001	PLAIN CEMENT CONCRETE CURB	5,764.50	5,764.50	0.00	0.00	5,764.50	100%	0.00	576.45
0695-0004	DET. WARNING SURFACE, POLYMER	900.90	900.90	0.00	0.00	900.90	100%	0.00	90.09
0900-0008	REMOVE EXIST. TRAFFIC SIGNAL EQUIPMENT	6,178.00	6,178.00	0.00	0.00	6,178.00	100%	0.00	617.80
0901-0001	M & P OF TRAFFIC	21,928.00	21,928.00	0.00	0.00	21,928.00	100%	0.00	2,192.80
0931-0001	SIGNS, POST - TYPE B	1,455.50	1,455.50	0.00	0.00	1,455.50	100%	0.00	145.55
0936-0010	SIGNS, STRUCTURE w/ STIFFENERS	4,430.43	4,430.43	0.00	0.00	4,430.43	100%	0.00	443.04
0954-0012	2" PVC CONDUIT, SCH. 40	173.25	173.25	0.00	0.00	173.25	100%	0.00	17.33
0954-0013	3" PVC CONDUIT, SCH. 40	43.00	43.00	0.00	0.00	43.00	100%	0.00	4.30
0954-0151	TRENCH & BACKFILL, TYPE I	218.45	218.45	0.00	0.00	218.45	100%	0.00	21.85
0954-0201	SIGNAL CABLE, 14 AWG, 3-COND.	4,140.00	4,140.00	0.00	0.00	4,140.00	100%	0.00	414.00
0954-0202	SIGNAL CABLE, 14 AWG, 5-COND.	4,131.00	4,131.00	0.00	0.00	4,131.00	100%	0.00	413.10
0954-0203	SIGNAL CABLE, 14 AWG, 7-COND.	579.50	579.50	0.00	0.00	579.50	100%	0.00	57.95
0955-3722	LED C.D. PEDESTRIAN SIGNAL TYPE A	4,147.80	4,147.80	0.00	0.00	4,147.80	100%	0.00	414.78
0956-0801	ACOUSTIC PREEMPTION SYSTEM	7,996.00	7,996.00	0.00	0.00	7,996.00	100%	0.00	799.60
4676-0001	CEMENT CONCRETE SIDEWALK	12,650.00	12,650.00	0.00	0.00	12,650.00	100%	0.00	1,265.00
4951-0128	28 FT. MAST ARM	46,388.16	46,388.16	0.00	0.00	46,388.16	100%	0.00	4,638.82
4951-0130	30 FT. MAST ARM	16,134.17	16,134.17	0.00	0.00	16,134.17	100%	0.00	1,613.42
4952-1040	NEMA TS-2, TYPE 2, TYPE 1 MOUNTING	10,069.69	10,069.69	0.00	0.00	10,069.69	100%	0.00	1,006.97
4954-0152	TRENCH & BACKFILL, TYPE II	6,080.00	6,080.00	0.00	0.00	6,080.00	100%	0.00	608.00
4954-0302	JUNCTION BOX, JB-27	8,240.00	8,240.00	0.00	0.00	8,240.00	100%	0.00	824.00
4955-3208	SIGNAL, 12" 3-SEC. / LED	5,985.76	5,985.76	0.00	0.00	5,985.76	100%	0.00	598.58
4955-3210	SIGNAL, 12" 5-SEC. / LED	1,252.47	1,252.47	0.00	0.00	1,252.47	100%	0.00	125.25
4956-0500	PEDESTRIAN PUSH BUTTON MODIFIED	1,664.88	1,664.88	0.00	0.00	1,664.88	100%	0.00	166.49
9000-0001	LOCATE EXIST. UNDERGROUND FACILITIES	4,976.00	4,976.00	0.00	0.00	4,976.00	100%	0.00	497.60
9000-0002	ADJUST SURVEY MONUMENT MARKER	881.00	881.00	0.00	0.00	881.00	100%	0.00	88.10
9000-9519	PED PUSH BUTTON SUPPORT	1,368.70	1,368.70	0.00	0.00	1,368.70	100%	0.00	136.87
9956-0770	DIGITAL WAVE RADAR DETECTIONS	24,332.00	24,332.00	0.00	0.00	24,332.00	100%	0.00	2,433.20
Change Order	PED PUSH BUTTON SUPPORT	1,368.70	0.00	1,368.70	0.00	1,368.70	100%	0.00	136.87
	<b>GRAND TOTALS</b>	<b>\$203,477.86</b>	<b>\$202,109.16</b>	<b>1,368.70</b>	<b>\$0.00</b>	<b>\$203,477.86</b>	<b>100%</b>	<b>\$0.00</b>	<b>\$20,347.79</b>

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

AIA DOCUMENT G703 CONTINUATION SHEET FOR G702 1992 EDITION AIA - ©1992

THE AMERICAN INSTITUTE OF ARCHITECTS, 1736 NEW YORK AVENUE, N.W. WASHINGTON, DC 20006-5232

G703-1992



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 11.a.**

**SUBJECT: FYI- Public hearing for Digital Sign Ordinance scheduled for March 20th.**

**DATE: January 23, 2017**

**PRESENTED MR. ERIC PECCON**  
**BY: ASSISTANT BOROUGH MANAGER**

**SUMMARY:**

At its September 26, 2016 business meeting, Council voted to advertise the proposed adoption of an amendment to the Brentwood Zoning Code. Ordinance 2016-1252 outlined new guidelines for the placement of digital signs. Council also indicated its desire to delay the associated public hearing, as is required under the Municipalities Planning Code, until after the receipt of commentary from the Allegheny County Department of Economic Development. This organization reviewed the draft ordinance and indicated that it has no comments regarding the proposal.

Members of the public will have an opportunity to voice their opinions during the upcoming public hearing. Council will need to re-advertise its intent to adopt the ordinance prior to granting final approval.

**BUDGET IMPACT:**

Advertising and court reporter fees will be incurred.

**ATTACHMENTS:**

Description

Upload Date

Type

DRAFT Ordinance No. 2016-1252: Digital Signs

1/12/2017

Cover Memo



THE BOROUGH OF BRENTWOOD  
MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199  
Office 412-884-1500 – FAX 412-884-1911  
www.brentwoodboro.com

## ORDINANCE NO. 2016-1252

### “DIGITAL SIGNS”

AN ORDINANCE OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AMENDING IN LIMITED PART CHAPTER 210 OF THE CODE OF THE BOROUGH OF BRENTWOOD, WHICH PERTAINS TO ZONING, TO INCLUDE REGULATIONS FOR THE PLACEMENT AND USE OF DIGITAL SIGNS.

**WHEREAS**, the Borough of Brentwood is a municipal corporation organized and existing under the laws of the Commonwealth of Pennsylvania, including, but not limited to, the Borough Code and the Water Services Act; and

**WHEREAS**, the Legislature of the Commonwealth of Pennsylvania vests the Borough of Brentwood with the power and authority to make and adopt all such ordinances, bylaws, rules and regulations not inconsistent with or restrained by the Constitution and laws of this Commonwealth, as is expedient or necessary for the proper management, care and control of, *inter alia*, the Borough’s finances, the maintenance of peace, good government, health, safety and welfare of the Borough, its trade, commerce and manufacturers; and

**WHEREAS**, Brentwood Borough Council has determined that it is necessary to amend its Zoning Ordinance to include regulations for the placement and use of digital signs:

**NOW THEREFORE**, on this \_\_\_\_ day of \_\_\_\_\_, 2016, it is hereby Enacted and Ordained by the Council for the Borough of Brentwood, that;

### PART I: AMENDMENTS

Chapter 210, Section 57, of the Code of the Borough of Brentwood is hereby amended in limited as part as follows. Text marked in ***bold italics*** shall be added to said section and placed in alphabetical order. Text marked with a ~~strikethrough~~ shall be deleted from said section.

#### §210-57: TYPES OF SIGNS

##### ***Digital sign:***

***A computer programmable sign capable of displaying words, numbers, symbols, figures or picture images that can be altered or rearranged by remote or automatically without physically altering the face or surface of the sign. These signs typically utilize light-emitting diode, plasma, or liquid crystal display technology to produce the character and graphic of the display.***

~~Electronic message board:~~

~~A sign which displays messages, such as time and temperature, in alternating light cycles.~~

***NITS: The measure of the light emanating from an object that is used to quantify digital sign brightness, which is calculated by the total amount of light emitted from a sign divided by the surface area of the sign measured as candelas per square meter.***

***Static alphanumeric display:***

***A digital sign that is only capable of displaying numbers and letters and that is not designed or programmed to flash, blink, move, or display multiple messages over a preset time interval.***

~~Time and temperature sign:~~

~~A sign which indicates changing time and/or temperature.~~

Chapter 210, Section 58, Subsection B, of the Code of the Borough of Brentwood is hereby amended to read as follows:

#### §210-58: PROHIBITED AND EXEMPT SIGNS

B. The following signs shall not be permitted in any zoning district:

- 1) Pennants, flags, or streamers.
- 2) Signs advertising a property for sale or rent that lists a use of the property that is inconsistent with the Zoning Ordinance.
- 3) Signs that resemble any traffic control device.
- 4) Signs that contain obscene or pornographic material; this shall include the non-repair of illegal acts of vandalism.
- 5) Off-premises signs, other than outdoor advertising.
- 6) Roof signs.
- 7) Signs on trees, utility poles, and traffic devices.
- 8) Signs that are hazardous to public safety.

Chapter 210, Section 61, Subsection G of the Code of the Borough of Brentwood is hereby amended to read as follows

#### §210-61: PERMITTED SIGNS IN COMMERCIAL AND INDUSTRIAL DISTRICTS; CONDITIONS

G. Window signs.

- 1) A window sign is considered to be a secondary sign and shall not be permitted at any authorized principal use unless another authorized pole sign, wall sign, ground sign, or projecting sign has been installed or erected.

- 2) Window signs shall be permitted to be installed on the inside of the window of nonresidential uses only.
- 3) Window signs shall not cover more than 25% of the glazing of any window.
- 4) No more than one internally illuminated window sign shall be permitted at any authorized principal use. Such signs shall be limited to a size of two (2) square feet and shall not blink, flash, or move.
- 5) Window signs shall not be permanently affixed to a window or windowpane.

Chapter 210, Section 61 of the Code of the Borough of Brentwood is hereby amended to add Subsection K as follows:

**§210-61: PERMITTED SIGNS IN COMMERCIAL AND INDUSTRIAL DISTRICTS;  
CONDITIONS**

**K. Digital signs.**

- 1) A static alphanumeric display shall be a permitted use in the MUN, CRD, and I districts.
- 2) A digital sign other than a static alphanumeric display shall be permitted only as a conditional use in the MUN, CRD, and I districts.
- 3) No digital sign face shall be installed except as part of a wall sign, ground sign, or pole sign, and the placement and manner of installation of digital sign faces shall be subject to the placement and installation restrictions for the same.
- 4) Digital sign faces shall not exceed an area of fifty (50) square feet in the CRD and I districts. Digital sign faces shall not exceed a height of four (4) feet, a width of five (5) feet, or a total area of twenty (20) square feet in the MUN district.
- 5) No digital sign shall be brighter than is necessary for clear and adequate visibility.
  - a. All digital signs shall have installed ambient light monitors and shall at all times allow such monitor to automatically adjust the brightness level of the digital sign based on ambient light conditions so as to minimize and keep consistent sign brightness.
  - b. The maximum brightness level for such signs shall not exceed five thousand (5,000) NITS when measured from the sign's face at its maximum between dawn and dusk, as those times are determined by the National Weather Service.
  - c. The maximum brightness level for such signs shall not exceed three hundred (300) NITS when measured from the sign's face at its maximum between dusk and dawn, as those times are determined by the National Weather Service.

- d. No permit shall be issued for the installation of a digital sign unless the applicant has submitted a written certification from the sign manufacturer certifying that the light intensity of the sign has not be preset to exceed the illumination levels established herein and that the intensity level is protected from end-user manipulation by password-protected software or similar security measures.
- 6) All digital signs shall contain a default mechanism that will cause the sign to revert immediately to a black screen in instances of malfunction.
- 7) Digital signs, exclusive of static alphanumeric displays, shall additionally be subject to the following operational limitations:
  - a. Each message or image shall remain static and unchanged for a period of no less than eight (8) seconds.
  - b. No message or image shall be permitted to blink, flash, or move.
  - c. No message shall display any characters with a height of less than nine (9) inches.
  - d. No message shall display more than twelve (12) individual words.
  - e. Each message or image shall be complete without continuation of content to the next display or to another sign.
  - f. Each message or image shall be followed by a transition period in which the display reverts to a black screen for a minimum period of three (3) seconds.
  - g. No digital sign shall emit any sound or audio message.
- 8) Digital signs located in the MUN district shall not be placed at a height in excess of twelve (12) feet.
- 9) Digital signs, exclusive of static alphanumeric displays, placed in the MUN district shall be limited to operation between the hours of 7:00 am and 9:00 pm. At all other times, such sign face shall not be illuminated nor shall such sign face display any messages.
- 10) The message contained on a static alphanumeric display shall not be change more frequently than two (2) times in any twenty-four (24) hour period.

**PART II-** The Borough Manager, Code Department, Police Department, Borough Solicitor, and all others employed or appointed by the Borough of Brentwood, are authorized to take any and all action necessary to ensure implementation of this Ordinance and to effectuate the purpose hereof.

**PART III-** Any and all Ordinances and/or Resolutions, or parts thereof, conflicting herewith are repealed insofar as the matters here in affected.

**PART IV-** The provisions of this Ordinance are servable, and if any clause, sentence, section or subsection hereof shall be adjudged by any court of competent jurisdiction to be illegal, invalid or unconstitutional, such judgment or decision shall not affect, impair, or invalidate the

remainder, but shall be confined in its operation and application to the clause, sentence, section or subsection rendered. It is hereby declared that the intent of the Borough of Brentwood Council that this Ordinance would have been adopted if such illegal, invalid, or unconstitutional clause, sentence, section, or subsection had not been included therein.

**PART V-** This Ordinance is effective immediately upon enactment according to law, and shall remain in effect hereafter until revised, amended, or revoked by action of the Council of the Borough of Brentwood.

**ORDAINED AND ENACTED THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_ **2016 BY**  
**THE BOROUGH COUNCIL OF THE BOROUGH OF BRENTWOOD.**

**ATTEST:**

**BOROUGH OF BRENTWOOD**

\_\_\_\_\_  
George Zboyovsky, P.E.

Borough Manager

\_\_\_\_\_  
John Frombach

President of Council

EXAMINED AND APPROVED BY ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
2016.

\_\_\_\_\_  
Dennis Troy

Mayor

APPROVED AS TO FORM

\_\_\_\_\_  
Clifford Levine

Borough Solicitor



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 12.a.**

**SUBJECT: Park Lighting - [DISCUSSION/AND OR ACTION]**

**DATE: January 23, 2017**

**PRESENTED BY: MR. JIM ATTANUCCI**  
**PARKS & RECREATION DIRECTOR**

**SUMMARY:**

Need to establish seasonal hours for park lighting.

Relay switches added to each facility to turn lights on during hours that timer is activated.

Current hours.

Football field and Dek Hockey by permit only.

Additional lighting needed on walkway leading to Civic Center and walkway near playground and filed #1

Solar Lighting

**BUDGET IMPACT:**

Positive impact on budget as lights will not be on during inclement weather and when facility is not in use.

May increase rentals on Dek Hockey Rink

Other impact on budget is initial costs but reflect long term savings.

**RECOMMENDATION:**

Seasonal hours and publicize in the In Brentwood Magazine, Park Bulletin Board and possibly on permit application or policy.

Walkway near playground and field 1.

Solar Lighting and additional street light.

Walkway leading Civic Center.

Additional street lights.

Develop a plan for future years to enhance the park lighting on walkways and in and around entrances and exits for park visitors

**PROS:**

Promotes public awareness of park facility rules.  
Promotes safety.  
Saves on wasted electricity.  
Reduces expenses.

## **CONS:**

Nonme

## **ATTACHMENTS:**

### **Description**

Light Summary

Brentwood Park Facility Lighting Guidelines 2

### **Upload Date**

1/20/2017

1/20/2017

### **Type**

Cover Memo

Cover Memo

The recommended Facility Lighting Guidelines are based on my experience with organized sports in the park and my observation of the use of facilities as Park and Recreation Director. The school calendar and permit seasons were given careful consideration when determining these times. The lighting guidelines provide sustainable practices by reducing energy consumption in the park while providing ample playing time on each facility.

Please keep in mind the recommendations are for lighting guidelines for **non-permit** use. Lighting hours for permit use will be granted as requested during normal park hours providing the request meets the provisions in the Facility Rental Policy.

These guidelines will allow the public to know what to expect when using Brentwood facilities.

Guidelines as opposed to a strict policy will allow the lights to be turned on or off due to extreme inclement or favorable weather and when unusual situations occur. An example of an unusual situation would be, during a special event in the park, all facility lights may be turned on during that event to showcase the park. Another example would be some lights could be turned off during Dive in Movies at the pool.

The guidelines could be included in the Facility Rental Policy, displayed on the park bulletin board, displayed at each facility and published in the In Brentwood Community Magazine.

The biggest change for the ballfield, tennis court, and basketball court would be during the non-playing months of the winter.

The dek hockey rink and stadium field have their own unique situations pertaining to light usage.

When the dek hockey rink was built one of the intentions was for it to be a revenue generator for the Borough. Although often used it has only attracted an occasional rental.

If the dek hockey rink lights are on every night it eliminates the possibility of anyone paying the rental fee for night use. The Facility Rental Policy currently reads organized groups of two or more need a permit. Why have the lights on which encourages people to use it yet restrict its use. The facility rental policy may need revised.

When the stadium field was renovated the restrictions for its use were based on the preservation of the field and not on who may be using it.

Restricting non-permit use of the stadium field after dark encourages permit use, may increase revenue, prevents others from circumventing the Facility Rental Policy, prevents walkers and joggers from being interfered with and reduces or eliminates activity under poor lighting conditions.

This may significantly increase ease of police department enforcement on this matter.

A quick inquiry to Bethel Park discovered they turn their facility lights off from November to April. Peters Township does not turn their lights on for public use. The lights are only for organized play.

Some communities have installed relay switches that allow the public to turn the lights on and in some cases off during the hours the light timer is activated. If the light timer is activated from 7:00 pm to 11:30 pm and the lights are not on by permit use the lights may be activated by users by simply pushing the relay button. This will turn the lights on for a predetermined period of time. Most facilities use one hour. If additional time is needed the user can activate another hour by pushing the button before the lights go out. Many facilities use a beacon (strobe light) to alert the user they have ten minutes to push the button to activate the lights for an additional hour.

# **Brentwood Park Facility Lighting Guidelines for Non-Permit Times**

## **BASKETBALL COURT**

### **APRIL 1 TO MAY 31 - This could also read April 1 to Memorial Day**

- SUNDAYS THRU THURSDAYS ON UNTIL 10:00 PM
- FRIDAYS AND SATURDAYS ON UNTIL 11:30 PM

### **JUNE 1 TO SEPTEMBER 7 - This could read Memorial Day to Labor Day**

- SUNDAYS THRU SATURDAY ON UNTIL 11:30 PM

### **SEPTEMBER 8 TO NOVEMBER 15 - This could read Labor Day to Thanksgiving**

- SUNDAYS THRU THURSDAYS ON UNTIL 10:00 PM
- FRIDAYS AND SATURDAYS ON UNTIL 11:30 PM

## **TENNIS COURT**

**SAME AS BASKETBALL COURT**

## **FIELD 2**

**SAME AS BASKETBALL and TENNIS COURT**

- EXCEPT REPLACE NOVEMBER 15 WITH OCTOBER 31 - For consistency this could stay with November 15

## **DEK HOCKEY RINK**

**SAME AS BASKETBALL and TENNIS COURT**

- OR BY PERMIT ONLY

## **FOOTBALL FIELD**

**BY PERMIT ONLY**

## **TRACK**

### **APRIL 1 TO NOVEMBER 15 - This could read April 1 to Thanksgiving**

- SUNDAYS THRU SATURDAYS ON UNTIL 11:30 PM

### **NOVEMBER 16 TO MARCH 31 – This could read Thanksgiving to March 31**

- SUNDAYS THRU SATURDAYS ON UNTIL 10:00



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 12.b.**  
**ACTION ITEM**

**SUBJECT: Consider the request from the Brentwood Park Initiative (BPI) asking the Borough to construct a pavilion(s) in the Brentwood Park. [ACTION ITEM]**

**DATE: January 23, 2017**

**PRESENTED JIM ATTANUCCI**  
**BY: PARKS & RECREATION DIRECTOR**

**SUMMARY:**

Brentwood Park Initiative would like to see the Borough move forward with constructing one or possibly two pavilions for the park. They indicated that the BPI, through their continuing fundraising efforts, would assist financially with the costs associated with this project.

The Borough and BPI worked successfully on a similarly project, that being the purchase and installation of the new Park Playground.

There are many requirements when it comes to public projects and purchases. As such, it was not as simple as having a third party purchase an item for the Borough and then "donate it" back to the Borough.

If council wishes to pursue this endeavour, like with the Playground, a Committee of the BPI and the Borough would work together to develop the plans and cost estimates and then present them to Council to authorize the funding during the 2018 Budget process. As with the Playground, Council would also have the final approval of the design and location of any pavilion.

In order to utilize Borough resources and staff, Council will have to authorize such project. This does NOT mean the Borough is committed to funding any such project, only that they agree that this is a worthwhile project and should be considered to see if it can be funded next year especially if outside funding is available.

**BUDGET IMPACT:**

At the beginning, the only budget impact would be in staff man hours.

**RECOMMENDATION:**

- Create a committee similar to the Playground Committee for the pavilion
- Committee to include Borough Manager, Park & Recreation Director, Chairman of Park & Recreation Committee and equal number of members of the BPI
- Develop plan.
- Comparison of pavilions.

- Obtain three quotes.
- Proceed with project in same manner as playground.

## **PROS:**

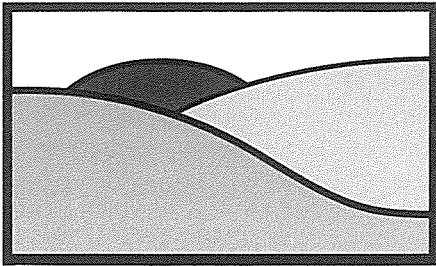
- A Pavilion would be another nice and needed amenity for the park.
- Could bring more people into the park.
- Can also be a source of additional revenues as the Pavilion could be rented.
- Outside Funding through the BPI to help subsidize the cost.
- Borough would have time to research grants for Pavilions.

## **CONS:**

Allocating funds for a Park Pavilion that could be better used on other more important projects.

## **ATTACHMENTS:**

Description	Upload Date	Type
01-12-17 Letter_From BPI to Council RE. Request for Pavilion	1/16/2017	Cover Memo
PROPOSAL_Park Pavilion	1/16/2017	Cover Memo



## BRENTWOOD PARK INITIATIVE

3903 Clairton Blvd.  
Brentwood, PA 15227-2605  
412-641-0008  
[www.brentwoodparkinitiative.com](http://www.brentwoodparkinitiative.com)

January 12, 2017

George Zboyovsky, Boro Manager  
Brentwood Boro Council and Mayor  
3624 Brownsville Road  
Pittsburgh, PA 15227

Dear Mr. Zboyovsky,

The Brentwood Park Initiative is requesting the Brentwood Boro Council to consider constructing a picnic pavilion(s) in the park. We will assist financially with the construction in an area(s) mutual to both.

The construction of these pavilions would afford the residents of our boro the opportunity to enjoy all of the amenities of our beautiful park. They would provide shelter from the sun, protection from sudden cloud outburst and an area for socialization with friends and family. The structures could also be used as a revenue generator for the Boro if a rental policy were to be created to issue permits for use of the facilities.

As in the past we would welcome the opportunity to work with you to help enhance the park facilities and look forward to hearing from you in the near future to begin work. Thank you.

Sincerely,

Donna Werner,  
BPI President

cc: Members of Brentwood Boro Council  
Mayor Dennis Troy

*The Mission of the Brentwood Park Initiative is to ensure that Brentwood Park is sustainably protected, restored, enhanced and developed for the educational, recreational, and wellness use of our Brentwood residents and visitors.*



## **Picnic Shelter Proposal**

# **The Purpose of this Presentation**

**The Brentwood Park Initiative would like to donate a picnic pavilion to be constructed in Brentwood Park above the current playground between the circle and the playground near where the charcoal grills are currently located.**

# **Introducing the Brackenridge**

**The richness and warmth of a wood pavilion are unsurpassed. This would afford the residents of Brentwood Boro the opportunity to enjoy even more all of the amenities of our beautiful park. It would provide shelter from the sun, protection from sudden cloud outbursts and an area for socialization with friends and family. This structure could also be used as a revenue-generator for the Boro if a rental policy were to be created to issue permits for use of the facility.**

# **Brackenridge 1**



## **Brackenridge 2**



# **Brackenridge 3**



## **Basic Information**

- Pavilion size would be a 20" X 24" wood construction with 6 posts and a blue metal roof.
- Top-Grade Treated Southern Yellow Pine
- 8x8 Posts
- Straight Beams & Braces
- Anchor Brackets
- Harvested and Made in the U.S.A.
- This would be constructed on site by The Amish Yard.

**At this point additional information will need to be gathered regarding the cost of site preparation.**

**Once that information is gathered we can have additional discussion as to possibly sharing the cost of this portion of the project or reaching out to another group to share the cost. At this point the BPI is interested in your thoughts. Would you be interested in the BPI pursuing this project for spring of 2017?**

**Thank you for your time and consideration.**



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 13.a.**  
**ACTION ITEM**

**SUBJECT: Consider adopting Ordinance No. 2017-1253; Stop Sign at Kaufmann and Lawnview and on Theresa Ave. [ACTION ITEM]**

**DATE: January 23, 2017**

**PRESENTED BY: MR. GEORGE ZBOYOVSKY, PE  
BOROUGH MANAGER**

**SUMMARY:**

Location No. 1

The intersection of Lawnview Avenue approaching Kaufmann Avenue does not have any Stop Signs. Kaufmann Avenue is the more heavily traveled roadway and thus a Stop Sign would be warranted approaching Kaufmann from the East and West approached on Lawnview.

In addition, there are hedges on the property at the intersection of Kaufmann and Lawnview. Although when maintained, these hedges do not affect the Line of Site looking right up Kaufmann. The addition of a stop sign at this location will further aid vehicles traveling on Lawnview towards Kaufmann from the east to come to a complete stop prior to entering the intersection.

Location No. 2

The "T" intersection of Theresa Avenue and Kaufmann Avenue is currently a "Two Way Stop" intersection with Stop Signs located on Kaufmann Avenue at Theresa Avenue. Due to the parking of vehicles on Kaufmann Avenue, the Line-of-Sight for vehicles stopped at the Stop Sign traveling East up Kaufmann looking down Theresa Avenue is often obstructed. As such, installing a Stop Sign on Theresa Avenue approaching Kaufmann Avenue will add another means of safety.

**BUDGET IMPACT:**

Cost of DPW time and the cost of the two (2) stop signs and posts.

**RECOMMENDATION:**

Staff recommends that Council authorize the Borough Manager to prepare the necessary ordinance to install the signs.

**PROS:**

Will make the intersection safer.

**CONS:**

**ATTACHMENTS:****Description****Upload Date****Type**

Looking East Towards Kaufmann from Lawnview

10/17/2016

Cover Memo

Looking North Towards Lawnview from Kaufmann

10/17/2016

Cover Memo

Looking South Towards Lawnview from Kaufmann

10/17/2016

Cover Memo

Looking West Towards Kaufmann from Lawnview

10/17/2016

Cover Memo

Plan View - Stop Sign Warrant Study at Lawnview and Kaufmann Ave

10/17/2016

Cover Memo

MUTCD Section 2B.05 STOP Sign Applications

11/21/2016

Cover Memo

11-28-16 Ordinance No 2016-1253 - Stop Sign on Lawnview and Kaufmann-DRAFT

11/28/2016

Cover Memo

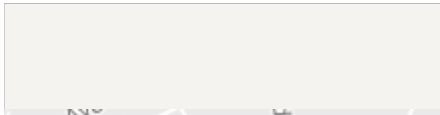
Google Maps 3810 Lawnview Ave



Image capture: Jul 2007 © 2016 Google

Brentwood, Pennsylvania

Street View - Jul 2007



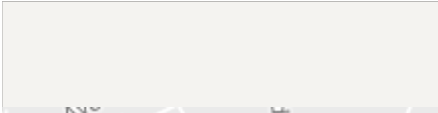
Google Maps 160 Kaufmann Ave



Image capture: Aug 2014 © 2016 Google

Brentwood, Pennsylvania

Street View - Aug 2014



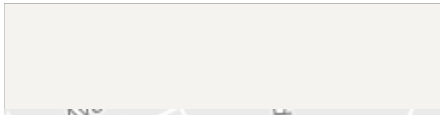
Google Maps 87 Kaufmann Ave



Image capture: Oct 2012 © 2016 Google

Brentwood, Pennsylvania

Street View - Oct 2012



Google Maps 3825 Lawnview Ave



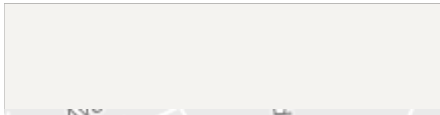
Image capture: Aug 2014 © 2016 Google

Brentwood, Pennsylvania

Street View - Aug 2014

10/17/2016

3825 Lawnview Ave - Google Maps



## Google Maps 115 Kaufmann Ave



Imagery ©2016 Google, Map data ©2016 Google 20 ft

**Table 2B-1. Regulatory Sign Sizes (Sheet 5 of 5)**

Sign	MUTCD Code	Section	Conventional Road	Expressway	Freeway	Minimum	Oversized
Keep Off Median	R11-1	2B.47	600 x 750 (24 x 30)	—	—	—	—
Road Closed	R11-2	2B.48	1200 x 750 (48 x 30)	—	—	—	—
Road Closed - Local Traffic Only	R11-3,3a, 3b,4	2B.48	1500 x 750 (60 x 30)	—	—	—	—
Weight Limit	R12-1,2	2B.49	600 x 750 (24 x 30)	900 x 1200 (36 x 48)	—	—	900 x 1200 (36 x 48)
Weight Limit	R12-3	2B.49	600 x 900 (24 x 36)	—	—	—	—
Weight Limit	R12-4	2B.49	900 x 600 (36 x 24)	—	—	—	—
Weight Limit	R12-5	2B.49	600 x 900 (24 x 36)	900 x 1200 (36 x 48)	1200 x 1500 (48 x 60)	—	—
Metric Plaque	R12-6	2B.49	600 x 225 (24 x 9)	—	—	—	—
Weigh Station	R13-1	2B.50	1800 x 1200 (72 x 48)	2400 x 1650 (96 x 66)	3000 x 1100 (120 x 84)	—	—
Truck Route	R14-1	2B.51	600 x 450 (24 x 18)	—	—	—	—
Hazardous Material	R14-2,3	2B.52	600 x 600 (24 x 24)	750 x 750 (30 x 30)	900 x 900 (36 x 36)	—	1050 x 1050 (42 x 42)
National Network	R14-4,5	2B.53	600 x 600 (24 x 24)	750 x 750 (30 x 30)	900 x 900 (36 x 36)	—	1050 x 1050 (42 x 42)
Railroad Crossbuck	R15-1	8B.03	1200 x 225 (48 x 9)	—	—	—	—
Look	R15-8	8B.16	900 x 450 (36 x 18)	—	—	—	—

**Notes:**

1. Larger signs may be used when appropriate.
2. Dimensions are shown in millimeters followed by inches in parentheses and are shown as width x height.

**Section 2B.05 STOP Sign Applications****Guidance:**

STOP signs should be used if engineering judgment indicates that one or more of the following conditions exist:

- A. Intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law;
- B. Street entering a through highway or street;
- C. Unsignalized intersection in a signalized area; and/or
- D. High speeds, restricted view, or crash records indicate a need for control by the STOP sign.

**Standard:**

Because the potential for conflicting commands could create driver confusion, STOP signs shall not be installed at intersections where traffic control signals are installed and operating except as noted in Section 4D.01.

Portable or part-time STOP signs shall not be used except for emergency and temporary traffic control zone purposes.

**Guidance:**

STOP signs should not be used for speed control.

STOP signs should be installed in a manner that minimizes the numbers of vehicles having to stop. At intersections where a full stop is not necessary at all times, consideration should be given to using less restrictive measures such as YIELD signs (see Section 2B.08).

Once the decision has been made to install two-way stop control, the decision regarding the appropriate street to stop should be based on engineering judgment. In most cases, the street carrying the lowest volume of traffic should be stopped.

A STOP sign should not be installed on the major street unless justified by a traffic engineering study.

**Support:**

The following are considerations that might influence the decision regarding the appropriate street upon which to install a STOP sign where two streets with relatively equal volumes and/or characteristics intersect:

- A. Stopping the direction that conflicts the most with established pedestrian crossing activity or school walking routes;
- B. Stopping the direction that has obscured vision, dips, or bumps that already require drivers to use lower operating speeds;
- C. Stopping the direction that has the longest distance of uninterrupted flow approaching the intersection; and
- D. Stopping the direction that has the best sight distance to conflicting traffic.

The use of the STOP sign at highway-railroad grade crossings is described in Section 8B.08. The use of the STOP sign at highway-light rail transit grade crossings is described in Section 10C.04.

### **Section 2B.06 STOP Sign Placement**

**Standard:**

The STOP sign shall be installed on the right side of the approach to which it applies. When the STOP sign is installed at this required location and the sign visibility is restricted, a Stop Ahead sign (see Section 2C.29) shall be installed in advance of the STOP sign.

The STOP sign shall be located as close as practical to the intersection it regulates, while optimizing its visibility to the road user it is intended to regulate.

STOP signs and YIELD signs shall not be mounted on the same post.

**Guidance:**

Other than a DO NOT ENTER sign, no sign should be mounted back-to-back with a STOP sign in a manner that obscures the shape of the STOP sign.

**Support:**

Section 2A.16 contains additional information about separate and combined mounting of other signs with STOP signs.

**Guidance:**

Stop lines, when used to supplement a STOP sign, should be located at the point where the road user should stop (see Section 3B.16).

If only one STOP sign is installed on an approach, the STOP sign should not be placed on the far side of the intersection.

Where two roads intersect at an acute angle, the STOP sign should be positioned at an angle, or shielded, so that the legend is out of view of traffic to which it does not apply.

Where there is a marked crosswalk at the intersection, the STOP sign should be installed in advance of the crosswalk line nearest to the approaching traffic.

**Option:**

At wide-throat intersections or where two or more approach lanes of traffic exist on the signed approach, observance of the stop control may be improved by the installation of an additional STOP sign on the left side of the road and/or the use of a stop line. At channelized intersections, the additional STOP sign may be effectively placed on a channelizing island.

**Support:**

Figure 2A-2 shows examples of some typical placements of STOP signs.

### **Section 2B.07 Multiway Stop Applications**

**Support:**

Multiway stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multiway stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multiway stop control is used where the volume of traffic on the intersecting roads is approximately equal.

The restrictions on the use of STOP signs described in Section 2B.05 also apply to multiway stop applications.



# THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199  
Office 412-884-1500 FAX 412-884-1911  
[www.brentwoodboro.com](http://www.brentwoodboro.com)

## ORDINANCE NO. 2016-1253

### “STOP SIGNS”

**AN ORDINANCE OF THE BRENTWOOD BOROUGH, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, PROVIDING FOR THE ESTABLISHMENT OF STOP SIGNS ON LAWNVIEW AVENUE, FACING NORTH, TOWARDS KAUFMANN AVENUE AND ON LAWNVIEW AVENUE, FACING SOUTH, AT KAUFMANN AVENUE.**

**WHEREAS**, the laws of the Commonwealth of Pennsylvania and the Code of Ordinances of Brentwood Borough empower Borough Council to establish traffic regulations and devices; and

**WHEREAS**, Borough of Brentwood Council, after a completion of a traffic investigation study, have determined the necessity for establishing additional traffic regulations and devices in the Borough; and

**WHEREAS**, Borough of Brentwood Council has determined that such regulations and devices are necessary to protect the health, safety, and welfare of Borough residents and visitors to the Borough, and

**WHEREAS**, the express purpose of this Ordinance is to establish and add stop intersections at Lawnview Avenue and Kaufmann Avenue..

**NOW, THEREFORE, IT IS HEREBY ORDAINED AND ENACTED** by the Borough of Brentwood, County of Allegheny, Commonwealth of Pennsylvania, as follows:

#### **Section 1. Locations:**

Stop Signs shall be erected and installed at the following locations:

On Lawnview Avenue, facing North, at Kaufmann Avenue

On Lawnview Avenue, facing South, at Kaufmann Avenue.

On Theresa Avenue, facing Northeast, at Kaufmann Avenue.

#### **Section 2. Limitations:**

In the event that any of these revisions or any section of the Ordinance are found to be illegal, unconstitutional, or unenforceable, then the specific intent of the Borough Council of the Borough of Brentwood is to enforce the remaining portions of the Ordinance.

#### **Section 3. Effective Date**

The provisions of this ordinance shall take effect immediately from the date of enactment.



**ORDAINED AND ENACTED** THIS 12<sup>th</sup> DAY OF DECEMBER 2016 BY THE BOROUGH COUNCIL OF THE BOROUGH OF BRENTWOOD.

**ATTEST:**

**BOROUGH OF BRENTWOOD**

\_\_\_\_\_  
George Zboyovsky, P.E.  
Borough Manager

\_\_\_\_\_  
John Frombach  
President of Council

EXAMINED AND APPROVED BY ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
Dennis Troy  
Mayor



**CERTIFICATE**

I, the undersigned, hereby certify that the foregoing and attached is a true copy of an Ordinance which was duly enacted at a meeting of the Borough Council of the Borough of Brentwood on December 12, 2016, and that at such meeting a quorum was present and acting throughout, after due notice to the members of the Borough Council of the Borough of Brentwood and to the public and such meeting was at all times open to the public; that the Ordinance was duly recorded in the Borough of Brentwood's Minutes Book and that a summary thereof was published as required by law in a newspaper of general circulation in the Borough. I further certify that the Borough met the advance requirements of Act No. 1998-93 by advertising the date of the meeting and posting a notice of the meeting at the public meeting place of the Borough Council; that the total number of members of the Borough Council is seven; and the vote upon the Ordinance was called and duly recorded upon the minutes and that the members voted in the following manner:

<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
------------	-----------	----------------	---------------

John Frombach, President

Rich Schubert, Vice President

Stephanie Fox, President Pro Tem.

Pasquale Carnevale

A.J. Doyle

Dr. Robert Pasquantonio

Harold Smith

WITNESS my hand and the seal of the Borough on this 12<sup>th</sup> day of December, 2016.

(Seal)

By: \_\_\_\_\_  
George Zboyovsky, PE  
Borough Manager





**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 13.b.**  
**ACTION ITEM**

**SUBJECT: Consider Resolution No. 2017-17 Appointment of the Borough's Emergency Management Coordinator [ACTION ITEM]**

**DATE: January 23, 2017**

**PRESENTED MR. GEORGE ZBOYOVSKY, P.E.**  
**BY: BOROUGH MANAGER**

**SUMMARY:**

With the unfortunate and untimely passing of former Borough Emergency Management Coordinator Marty Ritter, the Borough is in dire need to fill this important position.

Interested applicants must meet requirements under Pennsylvania Title 35 regarding the position of Municipal Emergency Management Coordinator (EMC).

The EMC shall be professionally competent and capable of exerting leadership, planning, training, and effecting coordination among operating agencies of government and controlling coordinated operations. The most important responsibility of the EMC is to coordinate disaster response efforts during the first 24 to 72 hours after any emergency. The EMC helps the community to achieve proper levels of preparedness, response, recovery, and mitigation for various emergencies or disasters that might affect the Borough.

Requirements include but are not limited to: Applicant to be appointed by Brentwood Council and then by the Governor through Allegheny County EMA, attend 3 of 4 quarterly Emergency Management Trainings (hosted by Allegheny County EMA), obtain Basic Certification within one year of appointment, obtain Advance Certification within three years of appointment; Update/Maintain the Borough's Emergency Operations Plan, Adopt or create a Hazard Mitigation Plan, Adopt NIMS Training Program for the Borough.

This position expires December 31, 2017 with the opportunity for reappointment to a 2-year term. This is a voluntary position with no salary or benefits.

Applications were to be received no later than 4:00 P.M., January 13, 2017.

The Borough only received one (1) resume. The Borough did receive an email from a Nate Niecgorski stating he was interested but has some questions. (attached). He was given some additional information on the position and also asked to submit a resume. The Borough did not receive a reply email or his resume.

The Borough did receive a Letter of Interest and resume from the Deputy Chief of Brentwood EMS Mr. John Balkovec. (see attached).

**ATTACHMENTS:****Description**

Niecgorski Email

12-01-16 Letter of Interest\_John Balkovec

Legal Notice

**Upload Date**

1/14/2017

1/14/2017

1/14/2017

**Type**

Cover Memo

Cover Memo

Cover Memo

## **George Zboyovsky**

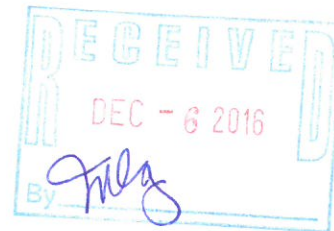
---

**From:** Nate  
**Sent:** Monday, December 19, 2016 6:44 PM  
**To:** gzboyovsky@brentwoodboro.com  
**Subject:** Emergency Management Coordinator

I am interested in filling the spot of emergency management coordinator for Brentwood Borough. I have served with the Brentwood volunteer fire company for 15 years and have worked with Marty Ritter in the past with the BVFC and also when I volunteered for the Green Team (Hazmat). Please email or call at 412-657-7487, I am interested and would like to know more about the position. Hope to speak with you soon, Nate Niecgorski Sent from my iPhone



**Brentwood Emergency Medical Services, Inc.**  
**Station 530**  
**3624 Brownsville Road**  
**Pittsburgh, Pennsylvania 15227**  
**Office (412) 884-8740**  
**Fax (412) 884-8681**



**From the Desk of John Balkovec, Deputy Chief**

December 1, 2016

Mr. George Zboyovsky  
Manager  
Brentwood Borough  
3624 Brownsville Road  
Brentwood, PA 15227

Re: Emergency Management Coordinator

Dear George Zboyovsky,

I saw that the borough was looking for applicants for Emergency management coordinator so I am writing to see if I would qualify for an interview for the position.

I am born and raised in Brentwood Borough. I graduated from Brentwood High School in 1989 and also married and have continued to live here in the borough with my wife Deb and our son Nicholas. I have been involved in emergency services for over twenty years. I started as a volunteer firefighter and then Emergency Medical technician in 1990. I then became a paramedic and have been an employee in good standing with Brentwood Emergency Medical Service. I am currently the Deputy Chief of Operations at the service.

In addition to emergency services I am an Eagle Scout Award Recipient. Also I worked as the Cub master and Scoutmaster at St. Sylvester Parish and the Boy Scouts of America for several years. I currently am on their committee to continue to help young men grow.

I have attached my resume for review. Copies of all my certifications are available upon request. I thank you for your time in this matter and hope to hear from you.

Sincerely Yours,

John N. Balkovec, Emt-P  
Deputy Chief  
Brentwood Ems.

---

# John N. Balkovec

## *Objective*

I am applying for the Emergency Management Coordinator of Brentwood borough to help in the time of an emergency such as a disaster both natural and unnatural.

## *Education*

1984 -1989, Diploma, Brentwood High School, Brentwood, PA

1994 –1995 , Certification, CCAC Public Safety Institute

2006—2007, Diploma, Allegheny County Ems Council Leadership Development Academy, Pittsburgh, PA

1989 - 1992, did not finish, Bethany college, Bethany, WV.

## *Awards*

Eagle Scout, 1987

Life Member, 2010, Brentwood Emergency medical Service

## *Work Experience*

1993 to present, full time paramedic

Brentwood Emergency Medical Service, Brentwood, PA

Duties: handle emergency and non emergency calls for help. Help with daily duties around the station, equipment checks of ambulances

2003 to present, Deputy Chief / Operations Supervisor

Brentwood Emergency Medical Services, Brentwood , PA

Duties: In charge of daily operations of the ambulance service, handle call offs, public relations, Billing preparation,

1998 to Present, casual/ part time paramedic

Southbridge Emergency Medical Service, Bridgeville, PA

Duties: Handle Emergency and non-emergency calls for help. Help with daily duties.

## *Volunteer Work*

Scoutmaster and current Committee member

St. Sylvester Boy Scout Troop 296

Member of Enterprise Risk Management Committee

Laurel Highlands Council, Boy Scouts of America

## *References*

Joanne Cook, Chief, Brentwood Ems, Phone 412-292-1944

Knox Walk, Friend/ Former ACES Division Chief of Ems, Phone 412-292-6759

105 Munsey Avenue  
Pittsburgh, PA 15227

Phone: 412-881-6532

Cell 412-292-0705

E-mail: Als95Jnb@verizon.net

---

# John N. Balkovec

## *Licenses and Certificates*

Paramedic  
State of Pennsylvania  
Expires 10/01/2017

Bls Cpr Instructor  
American Heart Association  
Expires 6/30/2017

Healthcare Provider Cpr Certificaiton  
American Heart Association  
Expires 1/30/2018

Prehospital Trauma Life Support  
NAEMT  
Expires 3/31/2019

Advanced Cardiac Life Support Provider  
American Heart Association  
Expires 6/30/2017

Advanced Cardiac Life Support Instructor  
American Heart Associaon  
Expires 6/30/2017

Pediatric Advanced Life Support Provider  
American Heart Associaon  
Expires 10/31/2018

NIMS 100 Trained

NIMS 200 trained

NIMS 700 Trained

Copies of All certification Supplied upon request.

**Brentwood Borough**  
**Equal Opportunity Employer**

**Legal Notice**

The Borough of Brentwood is seeking a Brentwood resident to fill position of Emergency Management Coordinator (EMC) for the Borough of Brentwood. Interested applicants must meet requirements under Pennsylvania Title 35 regarding the position of Municipal Emergency Management Coordinator. The EMC shall be professionally competent and capable of exerting leadership, planning, training, and effecting coordination among operating agencies of government and controlling coordinated operations. The most important responsibility of the EMC is to coordinate disaster response efforts during the first 24 to 72 hours after any emergency. The EMC helps the community to achieve proper levels of preparedness, response, recovery, and mitigation for various emergencies or disasters that might affect the Borough. Requirements include but are not limited to: Applicant to be appointed by Brentwood Council and then by the Governor through Allegheny County EMA, attend 3 of 4 quarterly Emergency Management Trainings (hosted by Allegheny County EMA), obtain Basic Certification within one year of appointment, obtain Advance Certification within three years of appointment; Update/Maintain the Borough's Emergency Operations Plan, Adopt or create a Hazard Mitigation Plan, Adopt NIMS Training Program for the Borough. Please submit Letter of Interest and Resume to George Zboyovsky, PE, Borough Manager, 3624 Brownsville Road, Pittsburgh, PA 15227. This position expires December 31, 2017 with the opportunity for reappointment to a 2-year term. Applications are to be received no later than 4:00 P.M., January 13, 2017.