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

**BOROUGH OF BRENTWOOD
AGENDA
May 22, 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 - 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. President's Report – Mr. John Frombach**
 - a. FYI - Multi-Modal Grant Presentation
Mr. Greg Jones, Executive Director of Economic Development South, will be assisting the Borough with its application for a Multi-Modal Grant associated with a Brownsville

Road Redevelopment Plan. He will facilitate a presentation at the end of the June 26th Council meeting to gather Council input on the grant application and scope of the grant. Drafts will be provided to Council prior to the meeting in order for them to come prepared as this grant does require a match and is very specific on what it can be utilized for.

7. Mayor's Report – Mr. Dennis Troy

8. Administrative and Finance Committee – Mr. Harold Smith

9. Public Works Committee – Mr. AJ Doyle

- a. Consider Resolution No. 2017-38: Amendments to Personnel Manual [ACTION ITEM]

Mr. President, I move the Borough adopt Resolution No. 2017-38: Amendments to Personnel Manual associated with the Job Descriptions for the DPW Superintendent and DPW Director.

- b. Consider adopting Resolution No. 2017-39: Sale of 2000 Cheverolet Silverado [ACTION ITEM]

Mr. President, I move to adopt Resolution 2017-39, authorizing the sale of a 2000 Chevrolet Silverado as surplus property.

- c. Consider purchase of office furniture in the not-to-exceed amount of \$2,000 to be paid from the Borough General Fund Line Item 01-430-700 Miscellaneous Items. [ACTION ITEM]

Mr. President, I move the Borough authorize the purchase of office furniture for the Director of Public Works in the not-to-exceed amount of \$2,000 to be paid from the Borough General Fund Line Item 01-430-700 Minor Purchases

10. Zoning and Ordinance Committee – Ms. Stephanie Fox

- a. Consider advertising Ordinance No. 2017-1252, which amends Chapter VI of the Zoning Code to create provisions for digital signs. [ACTION ITEM]

Mr. President, I move to authorize the advertising of Ordinance No. 2017-1252 which amends Chapter VI of the Zoning Code to create provisions for digital signs.

11. Parks and Recreation Committee – Mr. Pat Carnevale

- a. FYI - 2017 Summer Concert Series

The McCartney Project will kick off the 2017 Summer Concert Series on Saturday, June 3, 2017 at 7:00 PM at Brentwood Stadium. Tony Burlingame will perform as Paul McCartney in the ultimate tribute to The Beatles and Wings.

- b. Consider authorizing the transfer of \$6,000 from the Park Fund to the Capital Improvement Fund [ACTION ITEM].

Mr. President, I move to authorize a transfer in the amount of \$6,000 from Park Fund Line Item 15-494-030: Transfer to Capital Improvement Fund, to Capital Improvement Fund Line Item 18-392-030: Transfer from Park Fund.

- c. Consider authorizing increasing the budget for Line Item 18-454-700 from \$20,000 to \$26,000 [ACTION ITEM].

Mr. President, I move to authorize an increase in the budget for Line Item 18-454-700:

Park Improvements from \$20,000 to \$26,000, which will be used to fund additional grading services and the purchase of additional infield mix as is required to complete the Field #4 improvement project.

- d. Consider authorizing a not-to-exceed expenditure of \$6,000 for grading services and the purchase of infield mix for Field #4 [ACTION ITEM].

Mr. President, I move to authorize an expenditure in the not-to-exceed amount of \$6,000 from Capital Improvement Fund Line Item 18-454-700: Park Improvements, which will be used to fund additional grading services and the purchase of additional infield mix as is required to complete the Field #4 improvement project.

12. Public Safety Committee – Mr. Pat Carnevale

13. Community Affairs Committee – Dr. Robert Pasquantonio

- a. FYI - Brentwood Historical Society's History Walk

Join the Brentwood Historical Society on Saturday, June 24th from 12:30PM to 3:30PM for this fun and informative event featuring nine quick stops along a 2 mile section of Brownsville Road.

Although this event is free, we request your RSVP for planning purposes.

This event is sponsored by The Brentwood Historical Society and Economic Development South With support from Brentwood Borough.

14. Special Committees

15. Old Business

16. New Business

17. Public Comment

18. 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.

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 Resolution No. 2017-38: Amendments to Personnel Manual [ACTION ITEM]

DATE: May 22, 2017

PRESENTED MR. GEORGE ZBOYOVSKY, PE
BY: 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. Alexandrov would transition to this position as chief administrator of the department. As director, he would be assigned a greater range of policy duties. Mr. Mackewich would remain as an "on the ground" presence in his role as Superintendent. While Mr. Mackewich would continue to directly supervise DPW staff in the field, this amendment would also alter the departmental hierarchy so that the Superintendent is subordinate to the Director.

BUDGET IMPACT:

No impact. Salaries are based upon 2016 resolution.

RECOMMENDATION:

Adopt Resolution No. 2017-38 as presented.

STRATEGIC GOALS APPLIED:

Strategic Goal 4: Improve the Accountability of Various Borough Departments

ATTACHMENTS:

| Description | Upload Date | Type |
|---|-------------|------------|
| Resolution No. 2017-38: Amendment to Personnel Manual | 5/15/2017 | Cover Memo |
| Attachment T.T: DPW Director | 5/15/2017 | Cover Memo |
| Attachment F.F: DPW Superintendent | 5/15/2017 | Cover Memo |



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RESOLUTION NO. 2017-38

“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 AND TO ALTER THE JOB DESCRIPTION FOR THE POSITION OF PUBLIC WORKS SUPERINTENDENT.

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 Assistant Public Works Director shall be reclassified as the Public Works Director and shall serve as the chief manager of departmental policy and operations, while the Public Works Superintendent shall be designated as subordinate to the Public Works Director; 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 to amend, in limited part, “Attachment F.F,” which outlines the job description for the position of Public Works Superintendent; 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 15th **DAY OF MAY 2017 BY THE COUNCIL OF THE BOROUGH OF BRENTWOOD.**

ATTEST:

BOROUGH OF BRENTWOOD

George Zboyovsky, P.E.
Borough Manager

John Frombach
President of Council

PUBLIC WORKS DIRECTOR

Position Summary

- Performs complex supervisory, administrative and professional work in the planning, organizing, directing and supervising of the Public Works Department, including environmental, sewer, street, traffic control, maintenance and other public works projects and programs. The Public Works Director receives broad policy guidance and direction from the Borough Manager. Work is performed during regularly scheduled hours and may involve additional hours as needed. This position is exempt under the FLSA.

Essential Duties and Responsibilities

A. General

- Get to and from work site for the times scheduled.
- Timely report to work.
- Communicate effectively in English, orally and in writing, to staff, Borough Manager, and the public.
- Climb in and out of a vehicle frequently throughout the day.
- Daily walks on concrete, uneven areas of pavement and non pavement (grass, dirt, gravel) during public works projects, inspection activities, supervision of employees or in response to complaints.
- Often subject to inclement weather conditions.
- Read, review and critically analyze documents, correspondence written in English.
- Maintain professional demeanor with co-workers and the public, particularly in the face of criticism and public complaints.
- Occasional lifting of approximately 40 lbs throughout the workday.
- Daily use of computers, word processing, spreadsheet software, email, and basic office equipment.

B. Specific

- Manage and supervise the Public Works Department to achieve goals within available resources plans by organizes workload and staff assignments; motivating and evaluating assigned staff; reviewing progress; and directing changes as needed.
- Administer and/or recommend discipline for employees of the Public Works Department.
- Provide leadership and direction in the development of short and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
- Read and critically analyze blue prints, construction drawings, street and utility plans.
- Prepare and document budget requests; administer the adopted budget in assigned areas of responsibility through the proper preparation of purchase orders and vouchering.

- Attendance at the monthly engineering meeting and any other such meeting as may be required by Council and/or the Borough Manager.
- Supervise administrative, skilled labor, and support staff, whose activities include, among other things;
 - Maintenance of streets and sewers
 - Maintenance of parks areas and recreational equipment
 - Snow and ice control
 - Participation in civic activities
 - Coordination of buildings and grounds maintenance programs
- Assist the Borough Manager with the management of the Borough Capital Funds and oversee project management for construction of public works, parks, and/or bond issue projects, including the sanitary sewer Environmental Protection Agency (EPA) Consent Order Operations and Maintenance Plan, and the National Pollutant Discharge Elimination System (NPDES) storm sewer projects.
- Assist in the development and coordination of capital funding and bond issue projects.
- Assist as needed the Borough Manager, Borough Code Enforcement Officer, and Borough Engineer with the review of private project development plans for compliance with codes, regulations and standards, adequacy of applications for permits, and compliance with approved plans.
- Preparation of plans specifications, bidding, competency of contractors and vendors, and the selection criteria for public works contracts including Roadway Program and Sanitary Sewer Related projects.
- Assist with development and oversight of capital plan development and implementation of capital projects.
- Prepare Request for Proposals (RFPs) as required for various services.
- Acts as a liaison with other departments, consulting engineers, construction project engineers, other consultants, federal, state and county agencies, professional and technical groups, vendors, outside agencies, and others regarding departmental activities and services, and assigned projects.
- Performs tasks as required by the Borough Manager.

Qualification Requirements

A. Education/Experience/Licenses/Certifications

- BS Degree in Civil Engineering from an accredited university.
- Fundamentals of Engineering (FE/EIT) certification preferred but not necessary.
- Five years of progressively responsible experience in civil engineering projects including sanitary sewers, stormwater systems, roadway design, park projects, and the preparation of bid documents and specifications.
- Must possess a valid Pennsylvania driver's license at the time of employment.
- Must have and maintain a valid Pennsylvania Driver's license and acceptable driving record throughout employment.

B. Knowledge Requirements

- Thorough knowledge of engineering principles, practices and methods as applicable to municipal settings.
- Efficient with AutoCAD, MicroStation, or other Computer Aided Drafting program.
- Considerable knowledge of applicable laws, regulations, and Borough policies affecting Department activities.
- Ability to train, motivate, and supervise personnel effectively.
- Ability to clearly and effectively communicate orally and in writing in the English language.
- Ability to plan, organize, and complete assigned tasks in a timely fashion.
- Ability to organize and maintain records and files.
- Ability to analyze and prepare complex reports.
- Ability to work and communicate effectively with Borough employees, elected officials, other agencies, and the public.
- Ability to maintain confidentiality where necessary.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The Borough intends to comply with the Americans with Disabilities Act and its amendments. In doing so, the hiring process is to be open and accessible to all qualified persons without regard to disability. For requests for accommodation as to the essential functions of the job or employment process, contact the Borough Manager.

PUBLIC WORKS SUPERINTENDENT

Position Summary

- Performs complex supervisory, administrative and professional work in the planning, organizing, directing and supervising of the Public Works Department, including environmental, sewer, street, traffic control, maintenance and other public works projects and programs. The Public Works Assistant Director receives broad policy guidance and direction from the Public Works Director and/or Borough Manager. Work is performed during regularly scheduled hours and may involve additional hours as needed. This position is exempt under the FLSA.

Essential Duties and Responsibilities

A. General

- Get to and from work site for the times scheduled.
- Timely report to work.
- Communicate effectively in English, orally and in writing, to staff, Borough Manager, and the public.
- Climb in and out of a vehicle frequently throughout the day.
- Daily walks on concrete, uneven areas of pavement and non pavement (grass, dirt, gravel) during public works projects, inspection activities, supervision of employees or in response to complaints.
- Often subject to inclement weather conditions.
- Read, review and critically analyze documents, correspondence written in English.
- Maintain professional demeanor with co-workers and the public, particularly in the face of criticism and public complaints.
- Occasional lifting of approximately 40 lbs throughout the workday.
- Daily use of computers, word processing, spreadsheet software, email, and basic office equipment.

B. Specific

- Assist the Public Works Director with the Management and supervision of the Public Works Department to achieve goals within available resources plans and organizes workload and staff assignments, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Administer and/or recommend discipline for employees of the Public Works Department.
- Provides leadership and direction in the development of short and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
- Read and critically analyze blue prints, construction drawings, street and utility plans.

- Prepares and documents budget requests; administers the adopted budget in assigned areas of responsibility through the proper preparation of purchase orders and vouchering.
- Attendance at the monthly Regular Public Borough Council Meetings and any other Council Meeting as may be required.
- Assist with the supervision with administrative, skilled labor, and support staff, whose activities include, among other things;
 - Maintenance of streets and sewers
 - Maintenance of parks areas and recreational equipment
 - Snow and ice control
 - Participation in civic activities
 - Coordination of buildings and grounds maintenance programs
- Assists the Borough Manager with the management of the Borough Capital Funds and overseas project management for construction of public works, parks, and/or bond issue projects, including the sanitary sewer Environmental Protection Agency (EPA) Consent Order Operations and Maintenance Plan, and the National Pollutant Discharge Elimination System (NPDES) storm sewer projects.
- Assists in the development and coordination of capital funding and bond issue projects.
- Assists as needed the Borough Manager, Borough Code Enforcement Officer, and Borough Engineer with the review of private project development plans for compliance with codes, regulations and standards, adequacy of applications for permits, and compliance with approved plans.
- Preparation of plans specifications, bidding, competency of contractors and vendors, and the selection criteria for public works contracts including Roadway Program and Sanitary Sewer Related projects.
- Assists with development and oversight of park development and implementation of park projects.
- Acts as a liaison with other departments, consulting engineers, construction project engineers, other consultants, federal, state and county agencies, professional and technical groups, vendors, outside agencies, and others regarding departmental activities and services, and assigned projects.
- Performs tasks as required by the Borough Manager.

Qualification Requirements

A. Education/Experience/Licenses/Certifications

- Graduation from high school or GED equivalent.
- Five years of progressively responsible experience in management of sanitary sewer systems, stormwater systems, roadway systems, or park facilities.
- Must possess a valid Pennsylvania driver's license at the time of employment.
- Must have and maintain a valid Pennsylvania Driver's license and acceptable driving record throughout employment.

B. Knowledge Requirements

- Thorough knowledge of construction and maintenance principles, practices and methods as applicable to municipal settings.
- Considerable knowledge of applicable laws, regulations, and Borough policies affecting Department activities.
- Ability to train, motivate, and supervise personnel effectively.
- Ability to clearly and effectively communicate orally and in writing in the English language.
- Ability to plan, organize, and complete assigned tasks in a timely fashion.
- Ability to organize and maintain records and files.
- Ability to analyze and prepare complex reports.
- Ability to work and communicate effectively with Borough employees, elected officials, other agencies, and the public.
- Ability to maintain confidentiality where necessary.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The Borough intends to comply with the Americans with Disabilities Act and its amendments. In doing so, the hiring process is to be open and accessible to all qualified persons without regard to disability. For requests for accommodation as to the essential functions of the job or employment process, contact the Borough Manager.



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

**SUBJECT: Consider adopting Resolution No. 2017-39: Sale of 2000 Cheverolet Silverado
[ACTION ITEM]**

DATE: May 22, 2017

PRESENTED MR. GEORGE ZBOYOVSKY, PE
BY: BOROUGH MANAGER

SUMMARY:

Council recently authorized the sale of a 2003 Ford Expedition, which serves as the incumbent Code Department vehicle. A retired Ford Explorer police cruiser is scheduled to be used by this department. The Expedition was advertised at a starting price of \$3,200, which is the low end of the market value for a vehicle in a moderate operational condition. However, no bids were received at the minimum price.

Rather than sell the vehicle at a price that is less than what it is worth, the Borough could repurpose the Expedition for the use by the Department of Public Works. A 2000 Chevrolet Silverado, which is a retired supervisor's vehicle, is currently used to conduct engineering inspections. This vehicle's frame is showing serious signs of rust and is deteriorated to the point where it can no longer pass inspection.

BUDGET IMPACT:

Due to the severe degradation of the frame, as well as presence of known brake and transmission issues, it is unlikely that the Borough will receive significant interest in this vehicle. A starting price of \$300 will be listed on the Municibid auction site.

RECOMMENDATION:

Adopt Resolution No. 2017-39 as presented.

PROS:

- Removes hazardous vehicle from Borough fleet.
- May generate a small amount of income.

CONS:

ATTACHMENTS:

Description

Resolution No. 2017-39: Sale of 2000 Chevy Silverado

Upload Date

5/22/2017

Type

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

RESOLUTION NO. 2017-39

“SALE OF 2000 CHEVROLET SILVERADO”

A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, RATIFYING, CONFIRMING AND APPROVING THE SALE OF A 2000 CHEVROLET SILVERADO 3500, VEHICLE IDENTIFICATION NUMBER 1GCHK34J5YR178799, AS SURPLUS BOROUGH PROPERTY, TO THE HIGHEST RESPONSIBLE BIDDER AFTER PUBLIC ADVERTISEMENT, FOR THE SALE PRICE NOT LESS THAN THIRTY-TWO HUNDRED (\$3,200) DOLLARS; AND RATIFYING, CONFIRMING AND APPROVING ALL PRIOR ACTS OF THE BOROUGH OF BRENTWOOD AND ITS OFFICIALS IN FURTHERANCE OF SUCH SALE.

WHEREAS, the Borough of Brentwood has heretofore owned and operated a 2000 Chevrolet Silverado with Vehicle Identification Number 1GCHK34J5YR178799; and

WHEREAS, the Borough of Brentwood had determined that the heretofore described Chevrolet Silverado, which has been utilized as a Public Works Department administrative vehicle, now constitutes surplus Borough property; and

WHEREAS, the Borough of Brentwood has heretofore solicited and advertised for public bids from interested parties for the sale of the heretofore described Chevrolet Silverado as surplus Borough property to the interested party who submits the highest responsible bid after said public advertisement; and

WHEREAS, the Borough of Brentwood will request bids for the purchase of the heretofore described Ford Expedition as surplus Borough property, after public advertisement, in the amount not less than three hundred (\$300) dollars to the highest responsible bidder for said vehicle; and

WHEREAS, the Borough of Brentwood desires to sell the heretofore described Ford Expedition as surplus Borough property, to the highest responsible bidder for the sum of not less than three hundred (\$300) dollars.



NOW, THEREFORE, BE IT RESOLVED AND ADOPTED by the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, and it is hereby RESOLVED and ADOPTED by authority of the same, that:

1. The Borough of Brentwood hereby ratifies, accepts and approves the sale of a 2000 Chevrolet Silverado with Vehicle Identification Number 1GCHK34J5YR178799 as surplus Borough property, for the sale price of not less than three hundred (\$300) dollars, to the highest responsible bid received by the Borough of Brentwood for said vehicle following public advertisement.

2. The proper officers of the Borough of Brentwood are hereby authorized and directed to execute any and all documents necessary for the transfer and sale of said 2000 Chevrolet Silverado with Vehicle Identification Number 1GCHK34J5YR178799 for the sale price of not less than three hundred (\$300) dollars.

3. All prior acts of the Borough of Brentwood or any of its officials taken with regard to the sale of said 2000 Chevrolet Silverado with Vehicle Identification Number 1GCHK34J5YR178799 as surplus Borough property are hereby ratified, confirmed and approved.

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 **22nd** day of **May 2017**.

ATTEST:

BOROUGH OF BRENTWOOD

George Zboyovsky, PE
Borough Manager

John Frombach
President of Council





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

SUBJECT: Consider purchase of office furniture in the not-to-exceed amount of \$2,000 to be paid from the Borough General Fund Line Item 01-430-700 Miscellaneous Items. [ACTION ITEM]

DATE: May 22, 2017

PRESENTED MR. GEORGE ZBOYOVSKY, PE
BY: BOROUGH MANAGER

SUMMARY:

This item is associated with the creation of the position of DPW Director. In order to allow Vitali to have better oversight of department operations and personnel, he is scheduled to relocate his office to the DPW facility. Because this site currently contains only a single workstation, there is a need to procure a desk, filing cabinet, and other furnishings. Upon the completion of this move, Susan Toth would be relocated to Vitali's office. The current Finance Office, which is plagued by significant water damage, could subsequently be shuttered.

This includes an L-Desk and Chair.

BUDGET IMPACT:

01-430-700 Minor Purchases

2017 Budget = \$5,000.00

YTD = \$960

Balance = \$4,040

Proposed = \$2,000

Remaining = \$2,040

RECOMMENDATION:

In order to fit another desk in this space for both the DPW Superintendent and DPW Director to work efficiently, a new desk and chair is required.

ATTACHMENTS:

Description

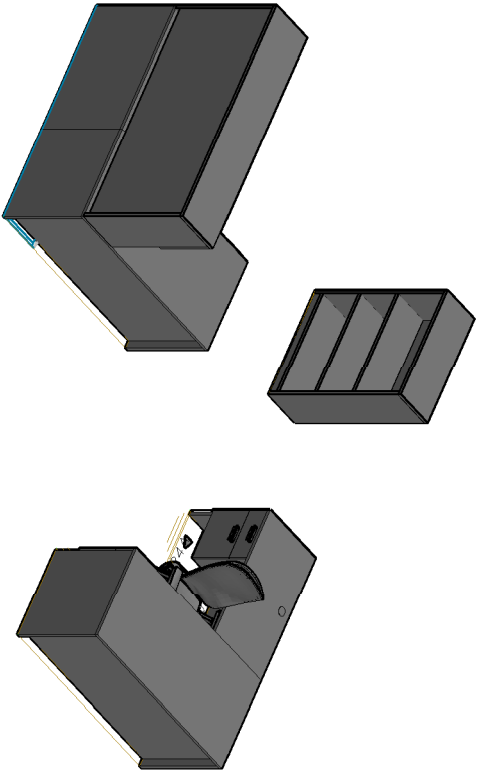
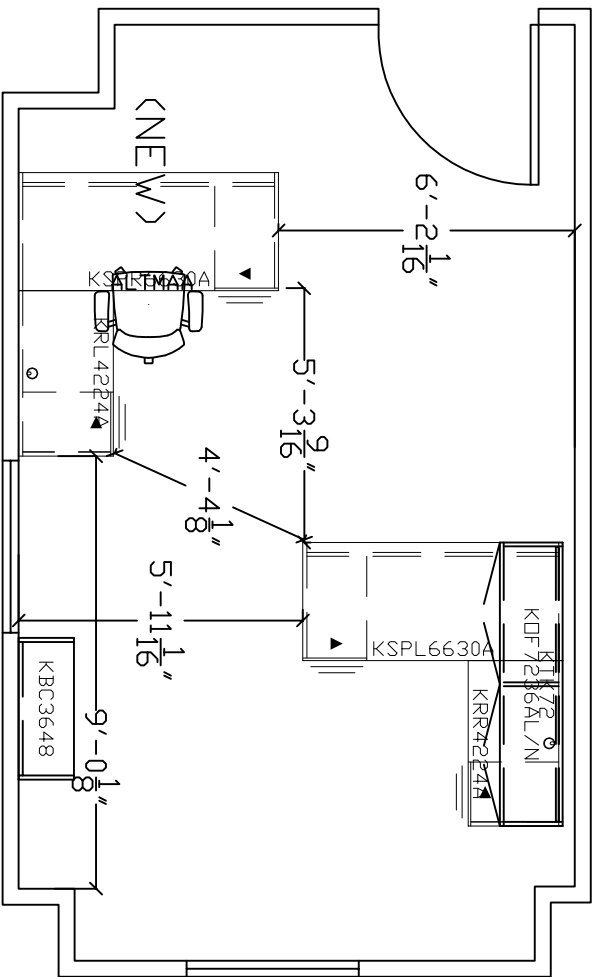
Configuration

Upload Date

5/22/2017

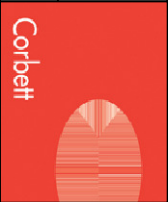
Type

Cover Memo



IT IS THE SOLE RESPONSIBILITY OF THE
SERVICING DEALER TO VERIFY ACCURACY
OF FINAL SPECIFICATIONS, QUANTITIES, AND
FINISHES. FIELD MEASUREMENTS SHOULD
BE CONFIRMED AS NOTED.

FURNITURE



401 Greentree Road
Pittsburgh, PA 15220
412-921-2611
421-921-1539

Office Space - Option 2 (1 new desk) FOR Borough of Brentwood

Public Works Building

DATE:
05.17.2017
SCALE:
1/8"=1'-0"
DRAWING #:
SS-01



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

SUBJECT: Consider advertising Ordinance No. 2017-1252, which amends Chapter VI of the Zoning Code to create provisions for digital signs. [ACTION ITEM]

DATE: May 22, 2017

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

SUMMARY:

The Brentwood Zoning Code currently bans digital signs in **ALL** districts. In 2016, Council indicated a desire to set standards for the installation of such signs in the commercial district. A draft ordinance, which allows these signs only as a conditional use, was reviewed by the Planning Commission at its August meeting.

This Planning Commission recommended additionally permitting such signs to be installed in the mixed use district (MUN), subject to several further restrictions. However, Council has indicated that it does not wish to adopt such version verbatim.

After deliberation, Council formally voted to retain the language from the original 2016 draft, whereby digital signs will continue to be **prohibited** on Brownsville Road; the proposed provisions for allowing such signs as a conditional use only on Route 51 remain intact. In accordance with the Municipalities Planning Code, because a substantiate change was made to the ordinance, a second public hearing was held. Additionally, the ordinance cannot be adopted until the Borough receives commentary from the Allegheny County Department of Economic Development.

It is anticipated that formal action will be taken during the June 26th Council Meeting.

BUDGET IMPACT:

Advertising fees.

ATTACHMENTS:

| Description | Upload Date | Type |
|---|-------------|------------|
| SHR Advertisement | 5/11/2017 | Cover Memo |
| Ordinance No. 2017-1252 REVISED VERSION A | 5/22/2017 | Cover Memo |

Borough of Brentwood
Official Legal Notice

Notice is hereby given that Brentwood Borough Council will consider adoption of Ordinance No. 2017-1252 at its next regular meeting. Said meeting shall be held on Monday, June 26, 2017, at 7:30 PM at the Brentwood Municipal Building, which is located at 3624 Brownsville Road, Pittsburgh, PA 15227. This ordinance shall amend, in limited part, Chapter 210 of the Brentwood Borough Code, which pertains to zoning and land use, to include new provisions for the placement and operation of digital signs.

A full copy of this ordinance is available at the Brentwood Municipal Building during regular business hours or online at www.brentwoodboro.com.

George Zboyovsky, PE
Borough Manager



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. 2017-1252

“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 _____, 2017, it is hereby Enacted and Ordained by the Council for the Borough of Brentwood, that;

PART I: AMENDMENTS

Chapter 210, Section 55, 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 ~~striketrough~~ 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 56, 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

§167-4: 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:

**§167-4: PERMITTED SIGNS IN COMMERCIAL AND INDUSTRIAL DISTRICTS;
CONDITIONS**

K. Digital signs.

- 1) Digital signs shall be prohibited in the MUN District.
- 2) Conditional use approval shall be required for the installation of any digital sign other than a static alphanumeric display in the CRD or I Districts.
- 3) No digital sign face shall be installed except as part of a ground sign or pole sign, and the size and manner of installation of digital sign faces shall be subject to size and installation restrictions for the same.
- 4) 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.
- 5) All digital signs shall contain a default mechanism that will cause the sign to revert immediately to a black screen in instances of malfunction.
- 6) 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.
- 7) 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** _____ **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 _____
2017.

Dennis Troy

Mayor

APPROVED AS TO FORM

Gavin Robb

Borough Solicitor

BRENTWOOD BOROUGH PARKS & RECREATION

Announces

FREE CONCERT IN THE PARK

Featuring . . .



TONY BURLINGAME AS PAUL McCARTNEY

THE ULTIMATE TRIBUTE TO
WINGS, THE BEATLES & SIR PAUL!

JUNE 3rd – 7:00 PM

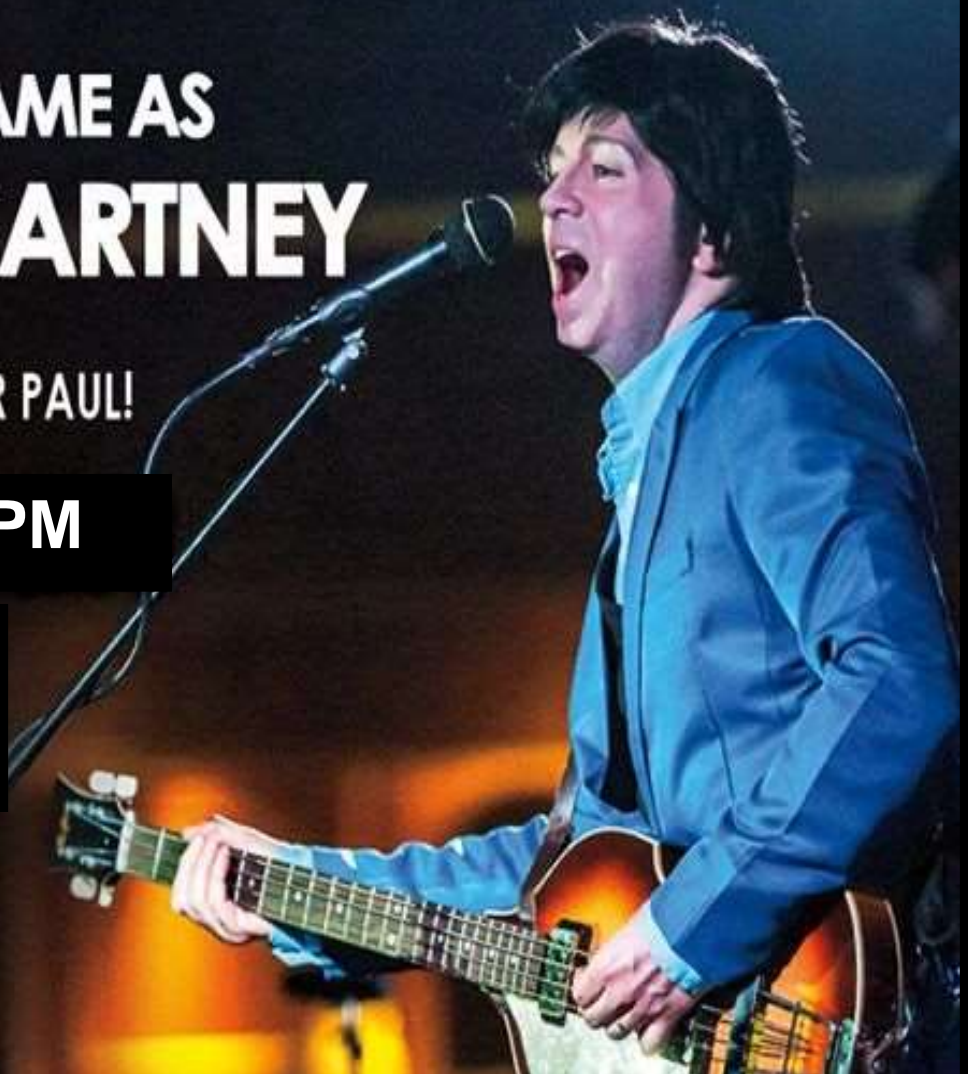
Brentwood Park Stadium

Free Parking

GPS Location - 3501 Brownsville Rd. – Pgh., PA 15227



TheMcCartneyProject.com





BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM 11.b.
ACTION ITEM

SUBJECT: Consider authorizing the transfer of \$6,000 from the Park Fund to the Capital Improvement Fund [ACTION ITEM].

DATE: May 22, 2017

PRESENTED MR. GEORGE ZBOYOVSKY, PE
BY: BOROUGH MANAGER

SUMMARY:

This item is associated with the ongoing renovations to Field #4. The Borough purchased infield mix and retained a contractor to grade the site. However, drainage concerns have not yet been abated. In order to entirely eliminate the "ponding" issues that have plagued this area, additional work is needed. Parks & Rec Director Attanucci has consulted with the contractor and has received a cost estimate of \$6,000 for these services.

In accordance with the Borough's facility agreement with Brentwood School District, the Park Fund shall be utilized as a reserve to ensure the timely performance of maintenance on Borough athletic fields. As there are no additional funds available in the Capital Improvement Fund to cover the costs of these needed repairs, there is a need to transfer the \$6,000 from the Park Fund.

BUDGET IMPACT:

Not-to-exceed cost of \$6,000.

RECOMMENDATION:

Approve the transfer as presented.

STRATEGIC GOALS APPLIED:

Strategic Goal 10: Improve Conditions of Infrastructure.



BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM 11.c.
ACTION ITEM

SUBJECT: Consider authorizing increasing the budget for Line Item 18-454-700 from \$20,000 to \$26,000 [ACTION ITEM].

DATE: May 22, 2017

PRESENTED MR. GEORGE ZBOYOVSKY, PE
BY: BOROUGH MANAGER

SUMMARY:

This item is associated with the ongoing renovations to Field #4. The Borough purchased infield mix and retained a contractor to grade the site. However, drainage concerns have not yet been abated. In order to entirely eliminate the "ponding" issues that have plagued this area, additional work is needed. Parks & Rec Director Attanucci has consulted with the contractor and has received a cost estimate of \$6,000 for these services.

In accordance with the Borough's facility agreement with Brentwood School District, the Park Fund shall be utilized as a reserve to ensure the timely performance of maintenance on Borough athletic fields. As there are no additional funds available in the Capital Improvement Fund to cover the costs of these needed repairs, there is a need to transfer the \$6,000 from the Capital Improvement Fund.

BUDGET IMPACT:

Council budgeted \$20,000 under Line Item 18-454-700 as part of a not-to-exceed cost for this project. Because said figure has been eclipsed, authorization is needed in order to continue. The budget for this Line Item would be increased to \$26,000 by utilizing a \$6,000 transfer from the Park Fund.

RECOMMENDATION:

Approve the line item budgetary increase as presented.

STRATEGIC GOALS APPLIED:

Strategic Goal 10: Improve Conditions of Infrastructure.



BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM 11.d.
ACTION ITEM

SUBJECT: Consider authorizing a not-to-exceed expenditure of \$6,000 for grading services and the purchase of infield mix for Field #4 [ACTION ITEM].

DATE: May 22, 2017

PRESENTED MR. GEORGE ZBOYOVSKY, PE
BY: BOROUGH MANAGER

SUMMARY:

This item is associated with the ongoing renovations to Field #4. The Borough purchased infield mix and retained a contractor to grade the site. However, drainage concerns have not yet been abated. In order to entirely eliminate the "ponding" issues that have plagued this area, additional work is needed. Parks & Rec Director Attanucci has consulted with the contractor and has received a cost estimate of \$6,000 for these services.

BUDGET IMPACT:

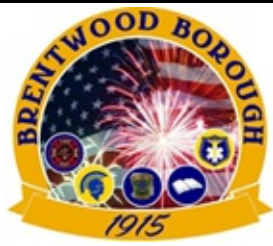
Council approved a project budget of \$20,000 under Line Item 18-454-700. Because this not-to-exceed amount has been eclipsed, additional authorization is required to proceed with this project. A maximum of \$6,000 will be expended to complete the grading of the site.

RECOMMENDATION:

Approve the purchase as presented.

STRATEGIC GOALS APPLIED:

Strategic Goal 10: Improve Conditions of Infrastructure.



BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM 13.a.

SUBJECT: FYI - Brentwood Historical Society's History Walk

DATE: May 22, 2017