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**THE BOROUGH OF BRENTWOOD
MUNICIPAL BUILDING - 3735 BROWNSVILLE ROAD
PITTSBURGH, PA 15227-3199**

**Office 412-884-1500 - FAX 412-884-1911
www.brentwoodboro.com**

**COUNCIL AGENDA MEETING AGENDA
NOVEMBER 20, 2023
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.

This is the first of two (2) monthly Borough Council Meetings.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Presentations**
- 5. Comments on agenda action items only. Please limit remarks to three minutes.**

- 6. Communications**

7. Department and Borough Manager's Reports

- 7.a. Consider accepting the Department and Borough Manager's Reports. (ACTION ITEM)

Mr. President, I move to accept the Department and Borough Manager's Reports for the period ending October 31, 2023 as presented.

[2023 October Monthly DPW.pdf](#)
[2023 October Monthly_PARKS AND REC.pdf](#)
[Brentwood Borough Report October 2023.pdf](#)
[October 2023 Monthly Managers Report.pdf](#)
[October 2023 Council Report_POLICE CHIEF.pdf](#)
[October 2023 CODE Monthly Report.pdf](#)

8. President's Report - Mr. Dennis Troy

- 8.a. FYI - Borough Building Redevelopment Project Presentation (INFORMATIONAL ITEM)

Representatives from Massaro Properties will give a brief presentation at next week's meeting to review the proposal for the redevelopment of the former municipal building site.

9. Mayor's Report - Mr. Pasquale Carnevale

10. Administrative and Finance Committee- Mr. Harold Smith

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

Mr. President, I move to approve the minutes from the October 9, October 16, and October 23, 2023 Council Meetings.

[10-9-23 Budget Workshop Minutes.pdf](#)
[10-23-23 Minutes.pdf](#)
[10-16-23 Minutes.pdf](#)

- 10.b. Consider Accepting the Treasurer's Report for the Period Ending October 31, 2023 (ACTION ITEM)

Mr. President, I move to accept the Treasurer's Report for the period ending October 31, 2023.

[October Treasurer's Report.pdf](#)
[October, 2023 Revenues.pdf](#)

- 10.c. Consider ratifying the payment of bills from October 1 to October 31,

2023 (ACTION ITEM)

Mr. President, I move to ratify the payment of bills for the period of October 1 to October 31, 2023 for the following fund accounts:

01 - General Fund in the amount of \$455,540.59
04 - Police Evidence Fund in the amount of \$0.00
08 - Sanitary Sewer Fund in the amount of \$145,327.89
15 - Park Fund in the amount of \$0.00
18 - Capital Improvement Fund in the amount of \$606,158.68
19 - Municipal Building Fund in the amount of \$0.00
35 - Liquid Fuels Fund in the amount of \$20,253.86
60 - General Pension Fund in the amount of \$41,750.67
65 - Police Pension Fund in the amount of \$51,733.08
95 - Operating Reserve Fund in the amount of \$0.00
[October, 2023 Expenditures.pdf](#)

- 10.d. Consider advertising Ordinance No. 2023-1318: 2024 Sewage Fees (ACTION ITEM)

Mr. President, I move to advertise Ordinance No. 2023-1318, which sets the 2024 service and usage fees for the sanitary sewer system and which will be adopted on December 11, 2023.

[Ordinance 2023-1318 Sewage Fees.pdf](#)

- 10.e. Consider renewal of agreement with Granicus LLC for agenda management software (ACTION ITEM)

Mr. President, I move to authorize the Borough to enter into a three-year agreement with Granicus LLC for its agenda management software at a 2024 cost of \$11,414.97, 2025 cost of \$12,214.01 and 2026 cost of \$13,069.00 and which are to be paid from General Fund Line Item 01-407.452.

[Granicus Quote.pdf](#)

- 10.f. Consider Resolution No. 2023-43: 2024 Borough Fee Schedule (DISCUSSION ITEM)

Mr. President, this item is up for discussion as it will be considered during next week's meeting at which Council will adopt the schedule of fees and charges for Fiscal Year 2024. Council previously reach consensus on certain changes related to street opening, amusement device, police services, and public works services fee. However, the board did not finalize the pool rates and fees. Council previously indicated that it did not want to implement the charges that were proposed at its October meeting but that it may be open to a smaller increase for these items. Attached are the revised proposed pool rates that have been significantly reduced from the original recommendations.

[Resolution No. 2023-54 Fee Schedule Draft #1.pdf](#)

[Swimming Pool Fee Quick Comparison Chart 2023 .pdf](#)
[2023 Pool Fees and 2024 Proposed Pool Fees REVISED.pdf](#)

- 10.g. Consider advertising the dates of 2024 Borough Meetings (DISCUSSION ITEM)

Mr. President, at next week's meeting, Council will consider adopting the 2024 schedule of municipal meetings. Please review the attached schedule for any potential conflicts.

[2024_Meeting_Dates_DRAFT.pdf](#)

- 10.h. Consider Resolution No. 2023-55: Proposed 2024 Budget (ACTION ITEM)

Mr. President, next week Council will consider Resolution No. 2023-55, which introduces the proposed \$22,000,000 2024 Operating Budget, and which makes the budget documents available for public inspection both online and at the municipal building from December 1st through December 11th. Note: The 2024 Borough Budget does NOT include any increases in property taxes.

- 10.i. Consider a Joint Stipulation and/or Settlement Agreement with Pennsylvania American Water and ALCOSAN. (ACTION ITEM)

Mr. President, next week the Borough will be considering a Joint Stipulation and/or Settlement Agreement with Pennsylvania American Water and ALCOSAN.

[12-01-1949 Agreement_Brentwood - Z-Agreement.pdf](#)

11. Public Works Committee- Mr. Stephen Thomas

- 11.a. Consider awarding 2024 CDBG curb ramp project to Palmieri Construction (ACTION ITEM)

Mr. President, I move to accept the proposal from Joe Palmieri Construction, Inc., the lowest responsible bidder, in the amount of \$73,050, which is associated with the 2024 Curb Ramp Improvement Project and will be paid from the 2024 Capital Improvement Fund Line Item 18-439-621, and I further move to recommend that the SHACOG Board of Directors enter into an agreement with this firm in accordance with the terms of the Community Development Block Grant Program.

[Bid Tabulation.pdf](#)

- 11.b. Consider authorizing the use of the Liquid Fuels Funds to purchase a Ford F-150 for the Department of Public Works. (ACTION ITEM)

Mr. President, during last month's meeting, Council authorized the purchase and outfitting of a Ford F-150 pickup truck for the Department of Public Works in the not-to-exceed amount of \$53,252.00. This expenditure was to be paid from 2023 Capital Improvement Fund Line Item 18-430.741 following a

transfer from the Operating Reserve Fund Line. However, as part of the budgeting process, the Borough reviewed the balance in the Highway Aid Fund and determined that it is eligible to use liquid fuels revenues to cover the majority of the purchase price of this vehicle. As such, I move to authorize an expenditure of \$50,000 from Highway Aid Fund Line Item 35-430.741 to offset the majority of the cost a 2023 Ford F-150.

[2022 Liquid Fuels Equipment Allocation Information.pdf](#)

- 11.c. Consider authorizing the outfitting for the soon to be purchased Ford F-350 for the Department of Public Works. (ACTION ITEM)

Mr. President, I move to authorize the outfitting of a Ford F-350 pickup truck for the Department of Public Works in the not-to-exceed amount of \$27,000, which is to be paid from 2023 Capital Improvement Fund Line Item 18-430.741 using a portion of the proceeds of a previously approved transfer from the Operating Reserve Fund.

[BRENTWOO BORO QUOTE F-350 BUILD.pdf](#)

- 11.d. Consider Resolution No. 2023-50: Sale of 2012 Ford F-350 (ACTION ITEM)

Mr. President, I move to approve Resolution No. 2023-50, which authorizes the sale of the soon-to-be-retired Public Works Department Ford F-350 pickup truck at a minimum price of \$4,500.

[Resolution No. 2023-50 Sale of Ford F-350.pdf](#)

- 11.e. Consider Resolution No. 2023-51: Sale of 2017 Ford Explorer (ACTION ITEM)

Mr. President, I move to approve Resolution No. 2023-51, which authorizes the sale of the soon-to-be-retired Public Works Department Ford Explorer supervisor's vehicle at a minimum price of \$2,500.

[Resolution No. 2023-51 Sale of Ford Explorer.pdf](#)

12. Zoning and Ordinance Committee- Mr. Richard Schubert

- 12.a. Consider Resolution No. 2023-49: Conditional Use Permit for Body Art Establishment (ACTION ITEM)

Mr. President, upon the recommendation of the Planning Commission, I move to adopt Resolution No. 2023-49, which grants a conditional use permit to Chad Rahner for the operation of a body art establishment at 4135 Brownsville Road.

[Resolution No. 2023-49 Conditional Use for Body Art Establishment.pdf](#)

- 12.b. Consider Resolution No. 2023-46: Reappointment of M. Gruntz to Planning Commission (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2023-46, which reappoints

Michael Gruntz to a four-year term on the Brentwood Planning Commission.
[Resolution No. 2023-46 Reappointing M. Gruntz to PC.pdf](#)

- 12.c. Consider Resolution No. 2023-47: Reappointment of D. Tinker to Zoning Hearing Board (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2023-47, which reappoints David Tinker to a five-year term on the Brentwood Zoning Hearing Board.
[Resolution No. 2023-47 Reappointing D. Tinker to ZHB.pdf](#)

- 12.d. Consider Resolution No. 2023-48: Reappointment of S. Sedlar to Rental Property Board of Appeal (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2023-48, which reappoints Sharon Sedlar to a four-year term on the Brentwood Rental Property Board of Appeal.
[Resolution No. 2023-48- Reappointing S. Sedlar to Rental Board.pdf](#)

- 12.e. FYI - Planning Commission & Zoning Hearing Board Meetings Scheduled (INFORMATIONAL ITEM)

Mr. President, as an FYI, the Planning Commission meeting has been scheduled for December 6th. Local builder Columbus Brothers Homes subdivided a vacant lot on Oakton Road approximately 15 years ago as part of a long-planned development project, and they are now seeking to erect two single-family homes at this site. The Zoning Hearing Board voted to continue the fence-related case that it heard in October to allow the applicant time to acquire a formal survey and additional requested information, and it is not anticipated that it will meet again until January.

13. Parks and Recreation Committee- Dr. Robert Pasquantonio

- 13.a. Consider awarding the asbestos remediation contract for the Civic Center Renovation Project (ACTION ITEM)

Mr. President, I move to accept Base Bids No. 1 and 2 associated with the remediation of asbestos as part of the Civic Center Renovation Project and to award a contract to American Industrial Contracting, the lowest responsible bidder, in the amount of \$8,365.00, and which is to be paid from 2024 Capital Improvement Fund Line Item 18-453.700.

[06-27-2022 Rendering and Estimate for Civic Center.pdf](#)
[Bid Tabulation.pdf](#)

- 13.b. Consider proposal by HHSDR Architects to Provide Construction Administration Services for the Civic Center Renovation Project (DISCUSSION ITEM)

Mr. President, I move to approve the Work Authorization from HHSDR Architects, which is associated with providing construction administration

services as part of the Civic Center Renovation Project in the not-to-exceed amount of \$39,000, and which is to be paid from 2024 Capital Improvement Fund Line Item 18-453.611.

[Const. Admin. Services Letter from HHS DR.pdf](#)

- 13.c. Consider Amendment to Dates of 2024 Borough Special Events (ACTION ITEM)

Mr. President, upon the recommendation of the Parks & Recreation Committee, I move to amend the dates of the 2024 Borough special events to set Community Day as Saturday, September 7th.

- 13.d. Consider Resolution No. 2023-53: Alcohol Permit for Borough Special Events (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2023-53, which authorizes the issuance of a permit to dispense alcoholic beverage at the December 2, 2023 "Taking It to the Streets: Holiday Magic" celebration.

[Resolution No. 2023-53 Alcohol Permit for Borough Events.pdf](#)

- 13.e. Consider alterations to Borough flag (DISCUSSION ITEM)

Mr. President, I would like to consider updating the Borough flag from a white background color to a more recognizable "Brentwood Blue" field and to concurrently replace the existing outdated logo with the one that is currently used on official Borough documents.

- 13.f. Consider revisions to the Facility Rental Policy Associated with Stadium Parking (DISCUSSION ITEM)

Mr. President, I would like to discuss proposed revisions to the Facility Rental Policy that are associated with providing entities that hold a permit to use Brentwood Stadium to also have control over the adjacent ADA parking lot.

14. Public Safety Committee- Mr. Michael Foyle

- 14.a. Consider Ordinance No. 2023-1316: Amendment to Chapter 180 of the Borough Code to Clarify Prohibitions on Obstructions of Sidewalks

(ACTION ITEM)

Mr. President, I move to adopt Ordinance No. 2023-1316, which amends Chapter 180 of the Borough Code to clarify prohibitions on obstructing public sidewalks with vehicles or other objects.

[Ordinance No. 1316 Sidewalk Obstructions.pdf](#)

- 14.b. Consider Hiring Kenneth March as Crossing Guard (ACTION ITEM)

Mr. President, I move to authorizing the hiring of Kenneth March to the position of crossing guard in accordance with the terms of the collective bargaining agreement.

- 14.c. Consider the purchase of a Police Department drone from Tracer Technologies in the amount of \$22,997 (ACTION ITEM)

Mr. President, I move to accept the proposal from Tracer Technologies, which is associated with the acquisition of a drone for the Police Department in the amount of \$22,997, and which is to be paid from 2024 Capital Improvement Fund Line Item 18-410.700.

[tracer drone quote.pdf](#)

- 14.d. Consider updates to the Brentwood Civil Service Rules & Regulation (ACTION ITEM)

Mr. President, the Public Safety Committee and the Police Chief are working on a series of updates to the Brentwood Borough Civil Service Rules & Regulations that are associated with codifying certain best practices related to the hiring of police officers. Once these revisions are completed, they will need to be separately approved by both Council and the Civil Service Commission before they can go into effect.

15. Community Affairs Committee- Ms. Melissa Lenigan

- 15.a. Consider Resolution No. 2023-52: Buy Brentwood Campaign (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2023-52, which supports our annual "Buy Brentwood" campaign. I ask all residents to consider shopping locally during this holiday season to the greatest extent possible, and, in recognition of the contributions of our vibrant business community, I move to instruct the Chief of Police to cover the parking meters on Friday, November 24th and Saturday, November 25th.

[Resolution No. 2023-52- Buy Brentwood.pdf](#)

- 15.b. Senator Jim Brewster Sponsors Community Blood Drives (INFORMATIONAL ITEM)

Mr. President, our esteemed local State Senator Jim Brewster has partnered with local blood bank Vitalant to sponsor two community blood drives. These events take place on Saturday, November 25th from 8AM to 1PM in the Whitehall Library and on Wednesday, December 20th from 1PM to 6PM in the Brentwood Library.

[Sen. Brewster Blood Drive Flyer.pdf](#)

- 15.c. Taking It To The Streets - Holiday Magic (INFORMATIONAL ITEM)

Mr. President, another FYI, Brentwood's newly branded "Taking It To The Streets - Holiday Magic" is just about ready to makes its debut in two weeks.

The plans are being finalized for this annual community event scheduled for Saturday, December 2nd from 4:00 PM - 7:00 PM. We are working on pulling some surprises out of hat for what is sure to be a magical celebration for kids from one to 92!

[Holiday Magic Flyer - Stretched - Revised - with See Other Side.pdf](#)

16. Special Committees

17. Old Business

18. New Business

19. Public Comment. Please limit remarks to three minutes.

20. Adjournment

BOROUGH OF BRENTWOOD COMMUNITY VISION STATEMENT

The Borough of Brentwood is a unified, family-oriented community with a strong commitment to civic pride and traditions. While preserving these standards, ideals and traditions, the community shall strive to provide a high quality of life for all, a superior educational system and residential areas with a more suburban character. The community shall support established businesses while encouraging future economic development and effective local government, all within a safe and clean environment.



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 7.a**

Action Item

SUBJECT: Consider accepting the Department and Borough Manager's Reports.

DATE: November 20, 2023

**PRESENTED BY: GEORGE ZBOYOVSKY, PE, ICMA-CM
BOROUGH MANAGER**

SUMMARY:

Includes the monthly reports for each of the following departments:

- Building Inspector/Code Department
- Public Works Department
- Parks & Recreation Departments
- EMS
- Police Department
- Borough Manager/Engineering Department

Department Heads submit Summary/Progress Reports each week for Council to review and address any questions. The Monthly Reports are just a compilation of these weekly reports. As such, these reports will be accepted at the Agenda Meeting so that new items can receive the attention they deserve.

In addition, there should not be a need to have Borough Department Heads attend the Council Meetings as the Public Council Meeting should not be the forum to question Department Heads, as there is ample time and methods (emails, phone calls, etc.) prior to the meetings to have any questions addressed. Their time and efforts are best utilized during normal business hours.

RECOMMENDATION:

Mr. President, I move to accept the Department and Borough Manager's Reports for the period ending October 31, 2023 as presented.

ATTACHMENTS:

[2023 October Monthly DPW.pdf](#)
[2023 October Monthly_PARKS AND REC.pdf](#)
[Brentwood Borough Report October 2023.pdf](#)

October 2023 Monthly Managers Report.pdf
October 2023 Council Report_POLICE CHIEF.pdf
October 2023 CODE Monthly Report.pdf

WORK COMPLETED IN October 2023

BOROUGH BUILDING

- Weekly custodial cleaning & maintenance
- Loaded trucks for Saturday Community Day event
- Put up Christmas lights on Borough building roof
- Installed brackets for 2 tv's monitors in Police Dept.
- PA1 Excavator Safety training
- Loaded trucks for Pumpkin Patch

CIVIC CENTER

- Cleaned Civic Center

LIBRARY MAINTENANCE

- Weekly custodial cleaning/ maintenance
- Replaced 2 lights outside of the Community room

PARK MAINTENANCE

- Picked up litter and empty garbage cans
- Groomed baseball fields
- Cut grass all over park
- Cleaned plaza bathrooms
- Worked on park equipment
- Blew debris off plaza
- Water new trees
- Mulched fallen leaves

PAVING AND PATCHING

- Asphalted potholes through-out the Boro
- Filled holes on Wainley rd.
- Crack sealing streets throughout the boro.

ROAD CLEANING

- Street sweeping
- Cleaned off catch basins
- Sweep Park Kaiser way and parking lot

RIGHT-OF-WAYS

- Cut grass on borough right ways
- Cut abandoned properties
- Took down hanging flower baskets
- Checked/fixed or took down damaged and worn-out flags along Brownsville rd

SCHOOL MAINTENANCE

- Got stadium ready for football

SNOW REMOVAL

SANITARY SEWERS

- PA 1 Calls
- Rebuilt catch basin at 4031 Tuxey

STORM SEWER

- PA 1 Calls
- Cleaned off catch basins throughout Boro

SOLID WASTE MANAGEMENT

- Emptied garbage cans on Brownsville, East Garden, Brentwood Ave, and park

TRAFFIC MARKINGS

- Fix and installed signs
- Removed and installed handicap signs

VEHICLE/EQUIPMENT

- Cleaned trucks
- Worked on landscaping equipment
- Picked up Bobcat (got heater installed)
- Picked up old unit from Gillece Transmission (new clutch)
- Replaced tires that needed replaced on units # - 2 - 3 - 4 - 5 - 7 - & - 9
- Put salt spreaders on trucks
- Checked all plows
- Picked up truck # 6 from inspection
- Cleaned undercarriage of all trucks for undercoat
- Greased all dump trucks under dump bodies
- Fixed gator
- Took crack sealer in for repairs
- Picked up crack sealer after repairs



Parks & Recreation Department Monthly Report

October 2023

**Jim Attanucci
Parks & Recreation
Director**



Parks & Recreation Department Weekly Report

Sept. 30, 2023 – Oct. 6, 2023

Jim Attanucci

Parks & Recreation Director

Date: Sept. 30 – Oct. 5

Meetings

- Prepared and attended Light Up Night Meeting
-

Notable Phone Calls & Communication

- Scott Waibel
 - Field 3 Lighting Update
 - Participants for Pumpkin Patch
 - Councilman Pasquantonio
 - Park and Rec Related
 - Participants for Light Up Night
 - Call to Dennis Piper for IT assistance
 - Tom Parson
 - Tree for Light Up Night
-

Permits & Facility Rentals

- Facility rental inquiries for Civic Center, Community Room, Fields, and Pavilion
 - Received Inquiries and or Facility Rental Applications for room rentals, fields, pavilions
 - Approved and issued facility permits for Community Room, Stadium Field, and Pavilion
 - Deposits
 - Security Deposit Refund
-

Programs and On-Line Registrations

- Zumba classes Monday's and Wednesday's
 - Sculpt and Stretch classes every Tuesday at 7:15 pm in the Community Room
 - Received and distributed new signs
-

Civic Center

- Organized equipment and supplies
 - Separated equipment for Taking it tot the Streets and Pumpkin Patch
-

Community Room

- Fitness classes continue on Mondays, Tuesdays, and Wednesdays
-

Swimming Pool

- No Update
-

- **Stadium Concession Stand**

- Borough is operating from ticket booth for activities when Dukes are not open at main concession stand

- Ordered and received parts for pretzel display case
-

Park Facilities & Equipment

- Received shelves for storage room at calming shelter
 - Changed locks on restrooms doors at calming shelter so people can not lock themselves in but if door accidentally was locked on someone they would be able to open from the inside but not be able to relock from the inside. Nice safety feature
 - Locks scheduled to be changed on restrooms at calming shelter on Monday Oct.2
 - Completed requisition for purchase order for a tale for the park
 - Emergency call out on Sunday night for soccer goals that the school soccer team inadvertently locked up with their goals and locks, went to park and cut chain to free the goals
 - Monday night I was notified by police department that ticket booth lights were on, went to park and turned them off
 - Sent ASSANA task to DPW to groom stadium field and have it in great shape for BHS Homecoming on Friday
 - Placed the Polaris Ranger ATV in for service for an annual maintenance before warranty expired
-

Park Incidents

- No Update
-

Bicycle Program

- After much research and visits to local bike shops and sports stores the purchase of 18 bicycles, 18 bike helmets, 36 bike locks and 4 sets of cones for the bike program were purchased from Guardian who is the award winner for the Sure Stop Brake System. This braking system allows kids to brake faster and with more control than tradition caliper based braking system. The bikes come professionally assembled just the handles and pedals need mounted. Guardian burst onto the bicycle scene in 2017 when appearing on Shark Tank and partnering with Mark Cuban.
-

Taking it to the Streets

- The last “Taking it to the Streets” of 2023 took place on Saturday Sept. 30, 2023
 - Location : Brownsville Rd at Towne Square
 - Time:6:00pm to 10:00pm
 - Weather: Warm and Sunny
 - Attendance: Very highly attended
 - Band: The Clintones
 - Food Trucks: Woodstocked BBQ, Cilantro Ajo, Little Nicky’s. Toms Diner on Wheels
 - Adult Beverages: Back Alley Brewing and Wine O’clock Somewhere
 - Street Games: Woodchuckers Axe Throwing and Corn Hole
 - Youth Activities: Inflatable Obstacle Course
 - Stage: by Annies Showmobile
 - Many compliments were received on the night and for the entire Taking it to the SDtreets series
-

Pumpkin Patch

- October 15
- 12:00 pm – 2:00 pm
- Banner on Display at Brownsville Rd and Park Dr
- Flyers were distributed to the schools
- Fields 1,2,&3
- Steve Maffie Jr.
- Bartsch Gardens
- Triple A Express Train Rides
- Pony Rides
- Petting Zoo
- Balloonist
- Face Painter
- Wish Radio
- Brentwood Library
- Brentwood Education Association will be participating
- National Honor Society Student
- Brentwood Park and Rec Assistants

Light Up Night

- December 2
 - 4:00 pm – 7:00 pm
 - Brownsville Rd at Towne Sq. and Parking Lot
 - Performers
 - Steve Maffie Jr.
 - Food Trucks
 - Tom's Diner on Wheels
 - The Roaming Bean
 - Hot Bunz
 - Jim Allen's Wild River Kettle Korn
 - Bados
 - Little Nicky's
 - Ordered Porta Johns
-

2024 Events

- All submitted dates approved
 - Will submit Community Day date soon
-

Senior Citizen Luncheon

- 12:00 pm – 2:00 pm
 - Community Room
 - BHS Senior Class
-

ASANA

- Updated Projects
 - Completed Daily Tasks
-

Budget

- No Update
 - Submitted budget request for 2024
 - Submitted Capital Improvement requests
-

Miscellaneous and Administrative Items

- Daily review and answering voicemails and emails
 - Deposits
 - Calendar postings on website
 - Weekly Report
 - Procurement Report
 - Programs
 - Events
 - Facebook postings for events
 - Ticket booth and concession stand
 - Social Media Postings for Events
 - Employees Schedules
 - Shopping
 - Deliveries
-

Priorities for Upcoming Weeks

- Bicycle Program
- Pumpkin Patch
- Evaluations



Parks & Recreation Department Weekly Report

Oct. 7, 2023 – Oct. 13, 2023

Jim Attanucci

Parks & Recreation Director

Date: Oct 7 – Oct. 13

Meetings

- **Budget Meeting**
 - Review of General Fund and Capital Improvement Plan Revenue and Expenses
 - Answered questions pertaining to Parks and Recreation Budget requests
-

Notable Phone Calls & Communication

- **Scott Waibel**
 - Field 3 Lighting Update
 - Participants for Pumpkin Patch
 - Councilman Pasquantonio
 - Park and Rec Related
 - **John Slater**
 - Inquiring if the magician who performed at previous years Light Up Nights would be needed
 - **Jeff Golvash**
 - Light Up Night Update
-

Time Off

- One Personal Day and one PTO day
-

Permits & Facility Rentals

- Facility rental inquiries for Civic Center, Community Room, Fields, and Pavilion
 - Received Inquiries and or Facility Rental Applications for room rentals, fields, pavilions
 - Approved and issued facility permits for Community Room
 - Deposits
 - Security Deposit Refund
-

Programs and On-Line Registrations

- Zumba classes Monday's and Wednesday's
 - Sculpt and Stretch classes every Tuesday at 7:15 pm in the Community Room
 - Displayed additional signs for fitness classes
-

Civic Center

- Organized equipment and supplies
 - Disposed of refuse
 - Transferred pool and concession related items to ticket booth
-

Community Room

- Fitness classes continue on Mondays, Tuesdays, and Wednesdays
 - Received complaints that outside lights are not on
 - Sent ASANA task to DPW
-

• Ticket Booth

- Closing out concessions and operations for the off season
-

Park Facilities & Equipment

- Assigned ASANA task to DPW to prep facilities for Pumpkin Patch
-

Park Incidents

- Field 2
 - Shingles from dugouts found on field 2
-

Bicycle Program

- 18 bicycles, 18 helmets, 36 bike locks and four sets of cones for bicycle program were purchased and received from Guardian Bicycles
 - Developing plan to distribute
 - Coordinating with police department for a bicycle program
-

Pumpkin Patch

- October 15
- 12:00 pm – 2:00 pm
- Banner on Display at Brownsville Rd and Park Dr
- Flyers were distributed to the schools
- Fields 1,2,&3
- Steve Maffie Jr.
- Bartsch Gardens
- Triple A Express Train Rides
- Pony Rides
- Petting Zoo
- Balloonist
- Face Painter
- Inflatable
- Wish Radio
- Brentwood Library
- Brentwood Education Association will be participating
- National Honor Society Student
- Brentwood Park and Rec Assistants
- Treat bags were packed by Park and Rec assistants
- Posted on Facebook
- Twitter
- Borough Website
- Signs in Park and on Brownsville Rd
- Street Banner
- RAVE call planned
- WISH Radio supplying large treat bags

Taking it to the Streets “Holiday Magic”

- Formerly known as Light Up Night
 - December 2
 - 4:00 pm – 7:00 pm
 - Brownsville Rd at Towne Sq. and Parking Lot
 - Performers
 - Steve Maffie Jr.
 - Food Trucks
 - Tom’s Diner on Wheels
 - The Roaming Bean
 - Hot Bunz
 - Jim Allen’s Wild River Kettle Korn
 - Bados
 - Little Nicky’s
 - Beatnick’s Sweet Treats
 - Ordered Porta Johns
 - Spoke wit a resident from Baldwin who would like to donate a tree from his yard for Holiday Magic
 - Coordination is challenging
 - Spoke with a women from Carrick who would also like to donate a tree
 - Borough would be responsible for taking tree down and hauling away
 - Rented Santa throne and Santa chair from Eventioneer’s for Santa and Mrs. Claus
 - Contacted Macaroni Kids for children activities
 - Santa Gift Shop by South Hills Pet Rescue
 - PK Dance Studio will perform and also have a booth
 - South Hills Pet Resue considering Santa Workshop
 - Sent emails to a few vendors
 - Emailed Jeff Golvash to gauge his interest in participating
 - Committee decided not to have a magician
-

Senior Citizen Luncheon

- December 20th
 - 12:00 pm – 2:00 pm
 - Community Room
 - BHS Senior Class
 - Left message with Partyline Catering for Dec. 20th
-

ASANA

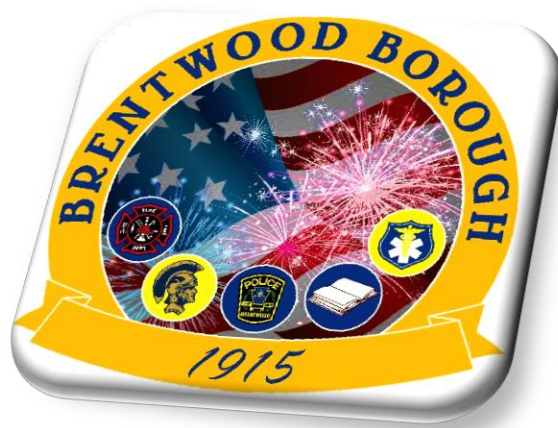
- Updated Projects
 - Completed Daily Tasks
-

Miscellaneous and Administrative Items

- Daily review and answering voicemails and emails
 - Deposits
 - Calendar postings on website
 - Weekly Report
 - Procurement Report
 - Purchase item report for sales tax
 - Programs
 - Events
 - Facebook postings for events
 - Ticket booth and concession stand
 - Social Media Postings for Events
 - Employees Schedules
 - Shopping
 - P.O for Minuteman Press
 - P.O. for Eventioneers
-

Priorities for Upcoming Weeks

- Evaluations



Parks & Recreation Department Weekly Report

Oct. 14, 2023 – Oct. 21, 2023

Jim Attanucci

Parks & Recreation Director

Date: Oct 14 – Oct. 21

Meetings

- Met with Councilman Schubert in park to look at possible sites for a sand volleyball court
 - Also looked at playground surface
 - Monthly Department Meeting
-

Notable Phone Calls & Communication

- Councilman Pasquantonio
 - Park and Rec related items
-

Time Off

- One PTO day
-

Permits & Facility Rentals

- Facility rental inquiries for Civic Center, Community Room, Fields, and Pavilion
 - Received Inquiries and or Facility Rental Applications for room rentals, fields, pavilions
 - Approved and issued facility permits for Community Room
 - Deposits
 - Security Deposit Refund
-

Programs and On-Line Registrations

- Zumba classes Monday's and Wednesday's
 - Sculpt and Stretch classes every Tuesday at 7:15 pm in the Community Room
 - Displayed additional signs for fitness classes
-

Civic Center

- Organized equipment and supplies from Pumpkin Patch
 - Disposed of refuse
 - Transferred pool and concession related items to ticket booth
-

Community Room

- Fitness classes continue Mondays, Tuesdays, and Wednesdays
 - Outside lights repaired/replaced
-

- **Ticket Booth**

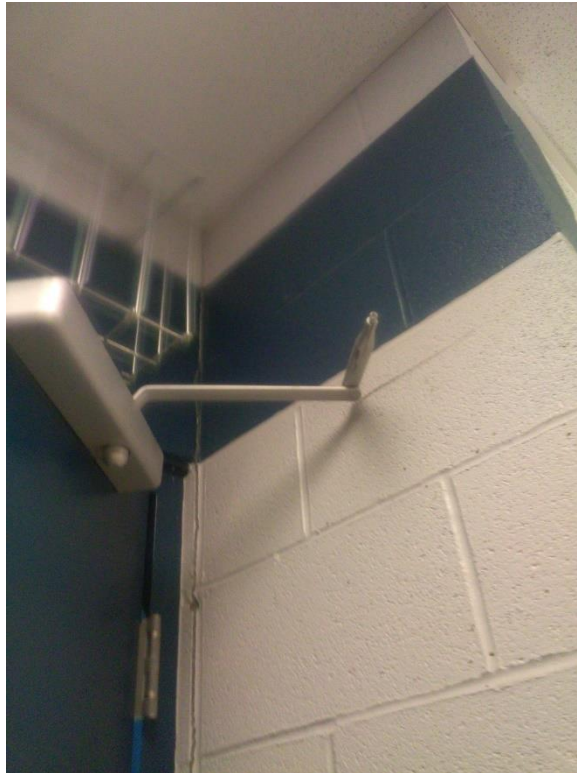
- Closing out concessions and operations for the off season
 - Preparing booth for high school football game
-

Park Facilities & Equipment

- Playground surface needs replaced
 - Sent ASANA task to DPW to inspect equipment for looses and missing nuts and bolts and functionality of equipment
-

Park Incidents

- DPW reported broken door closure on men's room door that occurred during community football game



Bicycle Program

- No Update
- 18 bicycles, 18 helmets, 36 bike locks and four sets of cones for bicycle program were purchased and received from Guardian Bicycles
- Developing plan to distribute
- Coordinating with police department for a bicycle program



Pumpkin Patch

- After a day long rain on Saturday the rain quit just in time to set up for the Pumpkin Patch
- Adjustments were made to the planned set up of activities and everything went well
- On hand for set up were 4 DPW workers, 19 National Honor Society Students and 7 park and rec assistants
- The event drew many residents and non-residents into the park
- Bartsch Gardens provided pumpkins, gourds plants, corn stalks, and hay bales
- Bartsch Gardens also handled all sales and rebated \$565.00 to the Borough
- WISH radio dropped of Halloween Bags for distribution
- Brentwood Library and Brentwood Education Association provide craft tables
- Rep. Jessica Benham distributed cand
- Train ride took place on the walkway to the pool, activities on field 2 and 3 included a balloonist, a face painter, an inflatable obstacle course, a petting zoo and pony rides







Senior Citizen Luncheon

- December 20th
- 12:00 pm – 2:00 pm
- Community Room
- BHS Senior Class
- Left message with Partyline Catering for Dec. 20th

Taking it to the Streets “Holiday Magic”

- Formerly known as Light Up Night
 - December 2
 - 4:00 pm – 7:00 pm
 - Brownsville Rd at Towne Sq. and Parking Lot
 - Performers
 - Steve Maffie Jr.
 - Food Trucks
 - Tom’s Diner on Wheels
 - The Roaming Bean
 - Hot Bunz
 - Jim Allen’s Wild River Kettle Korn
 - Bados
 - Little Nicky’s
 - Beatnick’s Sweet Treats
 - Ordered Porta Johns
 - Spoke wit a resident from Baldwin who would like to donate a tree from his yard for Holiday Magic
 - Coordination is challenging
 - Spoke with a woman from Carrick who would also like to donate a tree
 - Borough would be responsible for taking tree down and hauling away
 - Rented Santa throne and Santa chair from Eventioneer’s for Santa and Mrs. Claus
 - Contacted Macaroni Kids for children activities
 - Santa Gift Shop by South Hills Pet Rescue
 - PK Dance Studio will perform and have a booth
 - South Hills Pet Resue considering Santa Workshop
 - Sent emails to a few vendors
 - Emailed Jeff Golvash to gauge his interest in participating
 - Committee decided not to have a magician
-

Miscellaneous and Administrative Items

- Daily review and answering voicemails and emails
 - Deposits
 - Calendar postings on website
 - Weekly Report
 - Procurement Report
 - Purchase item report for sales tax
 - Programs
 - Events
 - Facebook postings for events
 - Ticket booth and concession stand
 - Social Media Postings for Events
 - Employees Schedules
 - Shopping
 - P.O for Minuteman Press
 - P.O. for Eventioneers
-

Priorities for Upcoming Weeks

- Evaluations



Parks & Recreation Department Weekly Report

Oct. 22, 2023 – Oct. 27, 2023

Jim Attanucci

Parks & Recreation Director

Date: Oct 22 – Oct. 27

Meetings

- **Holiday Magic Meeting**
 - **Activities**
 - **Vendors**
 - **Food Trucks**
 - **Layout**
 - **Street Banners**
 - **Tree**
 - **Magician**
 - **Committee decided not to have a magician**
-

Notable Phone Calls & Communication

- **Councilman Pasquantonio**
 - **Park and Rec related items**
-

Time Off

- **Used two days of PTO**
-

Permits & Facility Rentals

- **Facility rental inquiries for Civic Center, Community Room, Fields, and Pavilion**
 - **Received Inquiries and or Facility Rental Applications for room rentals, fields, pavilions**
 - **Approved and issued facility permits for Community Room**
 - **Deposits**
 - **Security Deposit Refund**
 - **Called out on Sunday to assist resident with facility rental**
-

Programs and On-Line Registrations

- **Zumba classes Monday's and Wednesday's**
 - **Sculpt and Stretch classes every Tuesday at 7:15 pm in the Community Room**
 - **Displayed additional signs for fitness classes**
-

Civic Center

- **Council approved renovations**
-

Community Room

- **Fitness classes continue Mondays, Tuesdays, and Wednesdays**
 - **Outside lights continue to be problematic**
 - **Timer keeps going off which prevents lights from activating creating a very dark entry and exit to room**
 - **Activated dek hockey lights to help fitness class participants to see and feel safer**
 - **DPW reset timer**
-

• Ticket Booth

- Received email from Officer Massey stating while reviewing the cameras he noticed someone reaching through the window of the ticket booth
 - Called a sergeant and went to park, met another officer and secured the window
 - The high school was the last one to use the ticket booth and the window lock was not latched
 - Notified DPW to double check when locking up after football games
-

Park Facilities & Equipment

- Playground surface needs replaced
 - Contacting second company for surface replacement
-

Park Incidents

- DPW reported graffiti on the wall in the stadium restroom
-

Bicycle Program

- No Update
- 18 bicycles, 18 helmets, 36 bike locks and four sets of cones for bicycle program were purchased and received from Guardian Bicycles
- Developing plan to distribute
- Coordinating with police department for a bicycle program



Senior Citizen Luncheon

- December 20th
 - 12:00 pm – 2:00 pm
 - Community Room
 - BHS Senior Class
 - Left message with Partyline Catering for Dec. 20th
-

Taking it to the Streets “Holiday Magic”

- Formerly known as Light Up Night
 - December 2
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 - Performers
 - Steve Maffie Jr.
 - Food Trucks
 - Tom’s Diner on Wheels
 - The Roaming Bean
 - Hot Bunz
 - Jim Allen’s Wild River Kettle Korn
 - Bados
 - Little Nicky’s
 - Beatnick’s Sweet Treats
 - Ordered Porta Johns
 - Received three offers of donated trees
 - Decided at meeting to purchase the tree
 - Rented Santa throne and Santa chair from Eventioneer’s for Santa and Mrs. Claus
 - Contacted Macaroni Kids for children activities
 - Santa Gift Shop by South Hills Pet Rescue
 - Sand Art is added for the event
 - PK Dance Studio will perform and have a booth
 - Sent emails to a few vendors
 - Emailed Jeff Golvash to gauge his interest in participating
 - Committee decided not to have a magician
-

Miscellaneous and Administrative Items

- Daily review and answering voicemails and emails
 - Deposits
 - Refunds
 - Calendar postings on website
 - Weekly Report
 - Programs
 - Events
 - Facebook postings for events
 - Ticket booth and concession stand
 - Social Media Postings
 - P.O for Bicycles
 - P.O. for trent
 - Purchased additional event chairs
-

Priorities for Upcoming Weeks

- Evaluations



Brentwood Borough Council Report

**October
2023**

Todd Plunkett, Chief

**Brentwood Borough
October 2023
Dispatched Calls, Response Code, and Response Outcome**

Brentwood Borough	
Total Calls Dispatched by Allegheny County 911	135
Average Emergency Response Times	5.9
Average Emergency Response Times, YTD	6.1
Total Calls, YTD	1302

Response Code	Count
E-0	21
E-1	35
E-2	32
E-3	31
E-4	16
Total:	135

Response Outcome	Count
Cancelled	12
Dead at Scene	1
False Call	1
Lift Assist, No Patient Transported	3
No Patient Found	5
Patient Refused Care	1
Standby - Fire	5
Standby - Non Committed	2
Treated, Transported ALS	94
Treatment / No Transport	11

**Brentwood Borough
October 2023
Receiving Hospital**

Receiving Hospital	Count
AHN - Brentwood	18
AHN - Jefferson Hospital	47
St. Clair Hospital	3
UPMC - Children's Hospital of Pittsburgh	6
UPMC - Magee-Womens Hospital	1
UPMC - Mercy	15
UPMC - Presbyterian	2
UPMC - Shadyside Hospital	2
Service Calls	41

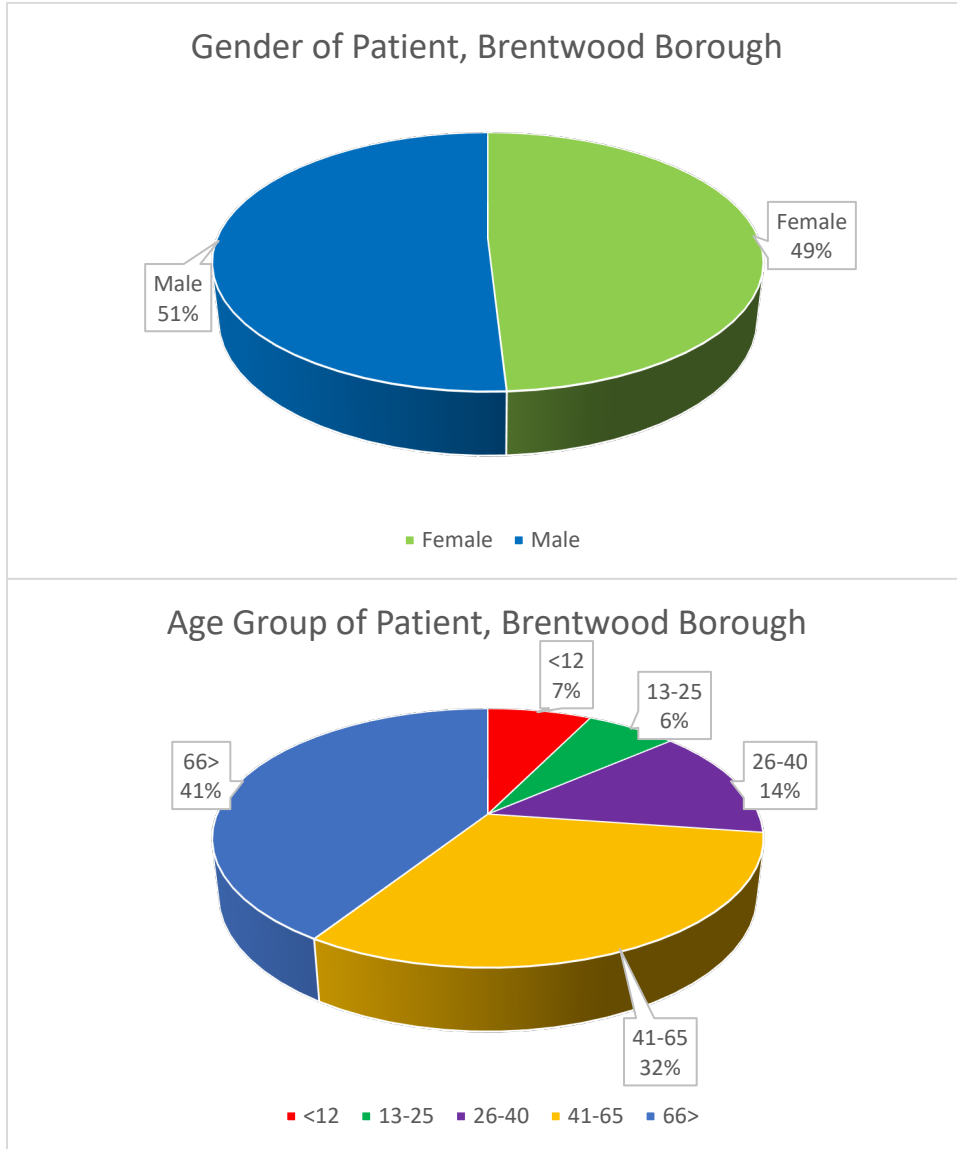
**Brentwood Borough
October 2023
Medical Categories**

Medical Category	Count
Abdominal Pain	5
Allergies	2
Assault	1
Back Pain	2
Breathing Problems	13
Cardiac	2
Convulsions / Seizure	4
Diabetic Problem	3
Fall Victim	17
Headache	2
Heart Problems	5
Hemorrhage/Laceration	5
Ingestion/Poisoning	3
Other	15
Psychiatric Problems	3
Sick Person	22
Stroke/CVA	1
Traffic Accident	8
Trauma, Adult	4
Unconscious / Fainting	8
Unknown Problems	5
Choking	2
Possible DOA	1
Stab/Gunshot Wound	1
Vomiting	1

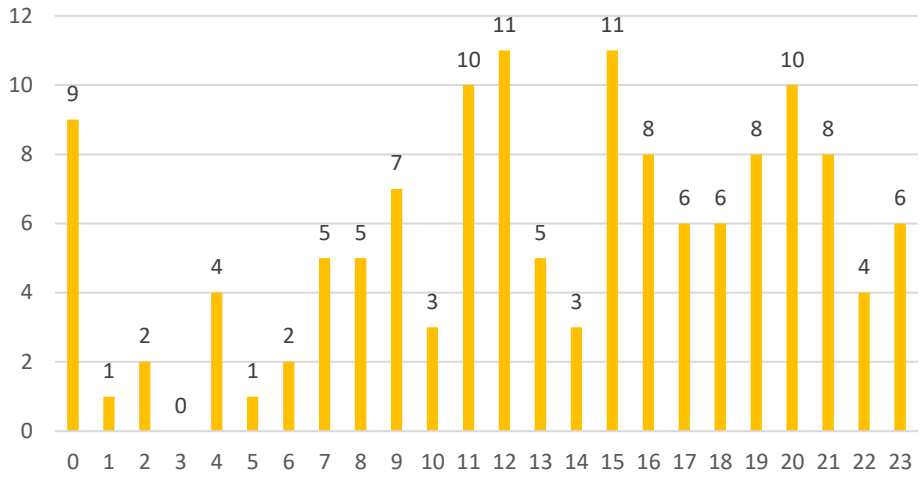
**Brentwood Borough
October 2023
Medical Category by Age Group**

Medical Category by Age Group	<12	13-25	26-40	41-65	66>
Abdominal Pain				2	3
Allergies			1	1	
Assault			1		
Back Pain					2
Breathing Problems	3		1	6	3
Cardiac					2
Choking		1			
Convulsions / Seizure		1		2	
Diabetic Problem			1		2
Fall Victim	2	1	1	3	10
Headache	1		1		
Heart Problems				2	3
Hemorrhage/Laceration	1			1	3
Ingestion/Poisoning			2		
Other			2		
Possible DOA				1	
Psychiatric Problems		1		2	
Sick Person		2	2	7	11
Stab/Gunshot Wound				1	
Stroke/CVA				1	
Traffic Accident			3		1
Trauma, Adult	1				2
Unconscious / Fainting		1		3	3
Unknown Problems				2	
Vomiting				1	

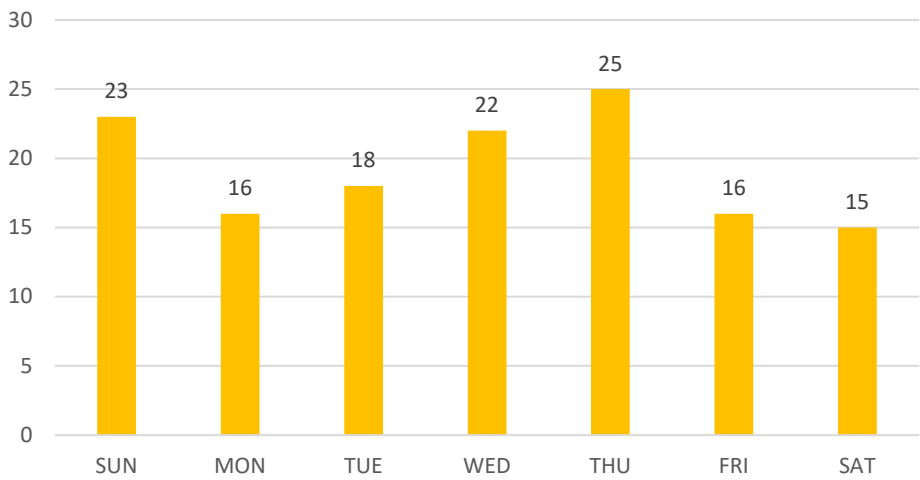
Brentwood Borough October 2023 Gender of Patient and Age Group of Patient



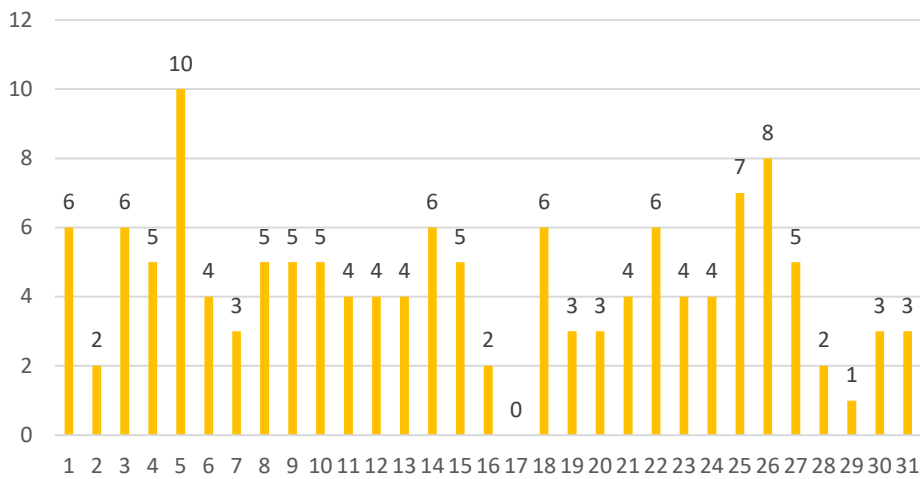
Hour of Day, Brentwood Borough



Day of Week, Brentwood Borough



Day of Month, Brentwood Borough





Manager's Progress Report

Period October 01, 2023 to October 31, 2023



THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING - 3735 BROWNSVILLE ROAD
PITTSBURGH, PA 15227-3199
Office 412-884-1500 FAX 412-884-1911
www.brentwoodboro.com

November 20, 2023

Brentwood Borough Council
3735 Brownsville Road
Pittsburgh, PA 15227

**RE: *Monthly Progress Report 2023-10
Manager's and Department Progress Report
Office of the Borough Manager
Period October 01 to October 31, 2023***

Honorable Members of Council:

Good afternoon. Enclosed is my monthly progress report for the period of October 01 to October 31, 2023.

Paid Time Off A summary of my remaining hours of compensated time off is as follows:

I took the following PTO hours in October.

Used PTO Hours in October

October 26, 2023 = 8 Hours

Used Personal Days

0

Proposed PTO for November 2023

November 03, 2023 = 8 Hours

November 22, 2023 = 1 Personal Day



	Personal	PTO	Sick
Date	Days	Hours	Hours
Ending Balance 12/31/2022	0	27.5	296
Beginning Balance 01/01/2023	6	280	296
Used to Date 10/27/2023	1	151	0
Remaining Balance 10/27/2023	5	129	296
Proposed (11/03/2023)	0	8	0
Remaining Balance	5	121	296

NOVEMBER SAVE THE DATES

VETERAN’S DAY

When: Friday, November 10, 2023
BOROUGH OFFICES CLOSED



Council Agenda Meeting

When: November 20, 2023
Time: 6:00 PM - Executive Session
7:00 PM - Public Hearing
7:30 PM - Meeting

Council Regular Meeting

When: Monday, November 27, 2023
Time: TBT - Executive Session
7:30 PM - Meeting



Priorities for the month of October included the following:

1. Prepare for and attend Monthly Staff Meeting
2. 2024 Enterprise Fund Budgets
3. 2024 Capital Improvement Fund Budget
4. 2024 General Fund Budget
5. RACP Grant – Pull together Payroll Certs and other requested information
6. 2023 Street Rehabilitation and Maintenance Plan Project
7. Public Safety Committee Meeting
8. Public Works Committee Meeting RE. Dewalt Avenue Streetscape Project
9. DCED Field 3 Lighting Project and Grant
10. Field 4 ADA Improvements Master Plan Project
11. Hollow Walking Trail Grant/Project - RFP
12. Prepare for and attend Monthly Employee Safety Committee Meeting
13. Monthly Finance Department Meeting
14. Monthly Parks & Recreation Department Meeting
15. Monthly DPW Department Meeting
16. Monthly Code Department Meeting
17. Monthly Solicitor’s Meeting
18. Prepare for and participate in Conference call with PAW, PFM, and Legal Team RE. Consent Order Agreement
19. Add items for Council Agenda and Regular Meetings.
20. CONNECT Board of Officer’s Meeting
21. Prepare for and attend Council Executive Session and Agenda Meeting
22. Weekly Manager’s Report and Council Packet
23. Review emails, voicemails, and projects.
24. Review Purchase Orders
25. Review Invoices and sign checks



As always, if anyone has any comments or questions on this report, please do not hesitate to give me a call.



BOROUGH OPERATIONS REPORT



CODE ENFORCEMENT/BUILDING INSPECTION

Status: Refer to weekly Code Department Report

COMMUNITY AFFAIRS/ECONOMIC DEVELOPMENT

Brentwood Baldwin Whitehall Chamber of Commerce

October 15th - The Scheuermann's Disease Fund Fundraiser

Please save the date for this upcoming fundraiser where we will be celebrating 10 years of helping those with this rare spinal disease. Please see more details below!

Flyer

October 17th, White Dove Spa

Join us for coffee talk at White Dove Spa. You won't want to miss seeing this beautiful spa located in the old school house at 800 Fifth Street, West Jefferson (2 floor of the West E Diner).

Register

November 2nd, General Luncheon - 12:00pm-1:30pm

Join us for our November luncheon at the South Hills Country Club!. We will hear from Trisha Gadon with The Jefferson Regional Foundation. Lunch is \$35, please register below:

Register

November 10th, Women's Holiday Luncheon & Vendor Show - 10:30am-1:00pm

The Women's group is once again hosting the annual Holiday luncheon and vendor show at the South Hills Country Club! We have 20 vendors signed up to date and this is a perfect time to do a bit of Christmas shopping. Lunch is \$35, please register below:

Register

Tote Bag Sponsorships Needed

We are again looking for sponsors for our Chamber Tote Bags for 2023! These bags will be distributed at Brentwood Light Up night. Cost of the sponsorship is \$250, please e-mail info@bbwchamber.com for additional information and to secure your sponsorship spot.

Tuesday, October 17th, White Dove Spa

Join us for coffee talk at White Dove Spa. You won't want to miss seeing this beautiful spa located in the old school house at 800 Fifth Street, West Jefferson (2 floor of the West E Diner).





ENGINEERING

Refer to the attached Project Progress Reports.





GRANTS

2022 Grant - Pennsylvania Department of Community & Economic Development: Economic Development and Community Development Initiatives Program Grant

Executive summary

The Borough seeks to purchase additional bicycle racks that can be placed in strategic locations within the community. Brentwood will supplement the existing contingency that is located within its park by placing more devices at outlying entrances to this facility. We will also work with private property owners to ensure the safe installation of these items along sidewalks within our municipal Main Street of Brownsville Road. Second, Brentwood will purchase bicycles and helmets that will be made available at no cost to individuals who do not have access to their own such equipment. Finally, staff will leverage the experience of its police department to print literature and to conduct a bicycle safety seminar.

Estimated Project Cost: \$10,000.00

Grant Amount Requested: \$10,000.00

Borough Share: \$0.00

Grant Agreement Period:

Beginning Date: 07/01/2022

Ending Date: 06/30/2023

Grant Extension: 12/31/2023

Grant Amount: \$10,000.00

Match Amount: \$0

Status: *Nothing new to report.*



PA Department of Community & Economic Development – Local Share Account Grant RE.
Brentwood Walking Trail

Project: Community Program – Walking Trail in the Hollow

Project Scope: This item is associated with the long-discussed proposal to develop a walking trail in the area commonly known as The Hollow. Council previously formed a committee to consider options for using internal staff and resources to complete this project. However, the committee subsequently concluded that, due to environmental complexities, such undertaking was significantly larger than was originally anticipated. In order to allow the Borough to gain a clearly picture of project inputs and costs, it is recommended that an outside engineering firm that has expertise in the development of pedestrian trails be retained to collaboratively develop a design for this network. There is an opportunity for the Borough to seek funding from the PA Department of Community & Economic Development to offset costs of such a study; the outputs of this project could be used to apply for additional future grants to finance construction.

Grant Agreement Period:

Beginning Date: TBD

Ending Date: TBD

Estimated Project Cost: \$100,000.00

Requested Grant Amount: \$74,000.00

Required Borough Share Amount: \$25,000.00

Status: Council authorized the preparation of a Request for Proposals associated with obtaining an engineering firm to complete this project.



2022 Department of Conservation and Natural Resources (DCNR) Grant - \$167,200 for new lights on Ball Field No. 3.

Project Description: - Associated with the purchasing and installation of new field lights with new light poles on Ball Field No. 3. These lights are in a state of disrepair. This replacement was going to be budgeted for in the 2023 Capital Improvement Fund.

Estimated Project Cost: \$334,400

Grant Award: \$167,200.00 + \$20,000 = \$187,200.00

Match: \$167,200 + \$20,000 = \$187,200

Grant Agreement Period:

Beginning Date: 01/01/2021

Ending Date: 12/31/2024

Status: Grant was awarded. This is now in the active project status. Refer to Project Progress Report for updates on this project.



2022 Redevelopment Assistance Capital Program (RACP) Grant – Former Borough Building Site Development

Project Description: - Associated with possible funding for the site preparation of the former Borough Building site. This will include demolition and grading. Even though the project will be completed, there is a slight chance that the Borough could receive up to \$2.0 million in reimbursement since this project had been previously approved by the state legislature via Act 77 of 2013 which earmarked \$3,000,000 for the construction, redevelopment, and other related costs for the Brentwood Municipal Public Safety Center.

Requested Amount: \$2 million

Awarded Amount: \$1.5 million

Match: \$1.5 million

Status: With the delay in the finalizing of a developer's agreement, a request for a grant extension was requested. The request for the extension was granted to April 28, 2024.



2021 Redevelopment Assistance Capital Program (RACP) Grant – New Public Safety Complex Project

Project Description: - Associated with possible funding for the new Borough Building. Even though the project has been nearly completed, there is a slight chance that the Borough could receive up to \$2.5 million in reimbursement since this project had been previously approved by the state legislature via Act 77 of 2013 which earmarked \$3,000,000 for the construction, redevelopment, and other related costs for the Brentwood Municipal Public Safety Center.

Award: \$750,000.00

Required Match: \$750,000.00

Status: Working on compiling and organizing the General Contractor's and Subcontractor's Payroll Certifications. Submitted request for payment. The request is currently being reviewed. This amount was budgeted to be received in 2024.



Land and Water Conservation Fund Grant (LWCF) – Brentwood Community Park Pool LWCF 42-01609 (2000624) GR4100084631

M.E. No./WEB ID: 2000624

Agreement No.: LWCF 42-01609

Project: Community Program – Park Rehabilitation and Development Brentwood Community Park Pool

Project Scope: Rehabilitation of Brentwood Community Park, Allegheny County. Work to include reconstruction of the swimming pool with zero-depth entry deck; construction of a bathhouse; installation of pool liner, water features, piping, fencing, site amenities; ADA access, landscaping, project sign and other related site improvements.

Grant Agreement Period:

Beginning Date: 06/01/2019

Ending Date: 05/31/2022

Project Budget:

Grant Amount(s)		Local Match(es)	
Land & Water Conservation Fund	\$797,600.00	Land & Water Conservation Fund	\$1,944,400.00
Total Grant Amount	\$797,600	Total Local Match	\$1,944,400.00
Total Project Cost	\$2,742,000.00		

Status: The Pool Renovation's Project is closed by the County's CITF Grant program. The Borough has received it's reimbursement from the County. Working with the DCNR to closeout and be reimbursed the \$797,600 grant. There is a chance this may be received by the end of the year, however we have budgeted for this to be received in 2024.



Community Infrastructure and Tourism Fund (CITF) - Brentwood Community Park Pool

Project: Community Program - Park Rehabilitation and Development Brentwood Community Park Pool

Project Scope: Rehabilitation of Brentwood Community Park, Allegheny County. Work to include reconstruction of the swimming pool with zero-depth entry deck; construction of a bathhouse; installation of pool liner, water features, piping, fencing, site amenities; ADA access, landscaping, project sign and other related site improvements.

Grant Agreement Period:

Beginning Date: 06/01/2019

Ending Date: 05/31/2022

Grant Amount: \$275,000.00

Match Amount: \$275,000.00

Status: The Borough received it's reimbursement. Will have the Borough's auditor begin the required grant audit report.



Allegheny County Conservation District (ACCD) Dirt, Gravel and Low Volume Road
Maintenance Grant - Wanley Road Phase III

Project: Wanley Road Phase III

Project Scope: Installation of a 20' x 45' culvert to replace a 48" CMP within the Borough's Right-Of-Way on Wanley Road. Will include creek banks stabilization approximately 30 LF next to the structure's wingwall upstream and downstream.

Grant Agreement Period:

Beginning Date: 01/01/2020

Ending Date: 12/31/2023

Total Project Cost: \$181,700.00

Grant Amount: \$153,700.00

Match Amount: \$30,740.00

Status: *Grant was awarded. This is now in the active project status. Refer to the Project Progress Report for updates on the project.*



PENDING GRANT APPLICATIONS

Act 152 Blight Removal Program – Municipal Building Demolition Project

Project: Former Municipal Building Demolition Project

Project Scope: Hazardous material abatement and demolition of the former Borough Building.

Grant Agreement Period:

Beginning Date: November 2022

Ending Date: TBD

Estimated Project Cost: ~\$500,000

Requested Grant Amount: \$100,000

Required Borough Share Amount: ~\$100,000

Status: It appears that Allegheny County does not want to give this grant to the Borough after all even after having us go through the arduous task of demonstrating that all of the grant requirements were fulfilled.



Pennsylvania Department of Transportation (PennDOT Multimodal Grant) - Park Parking Lot and Pathway Improvements

Project:

Project Scope:

Grant Agreement Period:

Beginning Date: TBD

Ending Date: TBD

Estimated Project Cost: ~\$500,000

Requested Grant Amount: \$250,000

Required Borough Share Amount: ~\$250,000

Status: The Borough was UNSUCCESSFUL in obtaining this grant.



MARKETING

IN Community Magazine

2023 Production Schedule

~~Spring 2023 due to A. Medway by February 09, 2023 – Delivery – March 17, 2023~~

~~Summer 2023 due to A. Medway by May, 11, 2023 – Delivery – June 16, 2023~~

~~Fall 2023 due to A. Medway by July 20, 2023 – Delivery – August 25, 2023~~

Winter 2023 due to A. Medway by October 19, 2023 - Delivery - November 24, 2023



PARKS & RECREATION

Weekly Report attached.

PENSION RELATED

10/26/2023 - The next Pension Board Meeting is scheduled for Thursday, October 26, 2023 at 11:00 AM.

PUBLIC WORKS

Refer to Weekly DPW Report

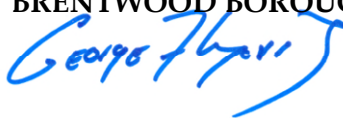


SOUTH HILLS COUNCIL OF GOVERNMENTS

Nothing new to report.

If you have any questions or comments or would like additional information, please do not hesitate to give me a call.

Very truly yours,
BRENTWOOD BOROUGH



George Zboyovsky, PE
Borough Manager

cc: P. Carnevale - Mayor via Email
A. Zeppuhar - Chief
Police Department
DPW
Admin Staff
File





George Zboyovsky

Timesheet: 09/30/2023 - 10/06/2023

Scheduled Shifts

Shift	Notes	Hours
10/01/23 08:00 - 20:00 (Professional Development/Training @ Administration)	2023 ICMA Conference	12.00
10/02/23 08:00 - 20:00 (Professional Development/Training @ Administration)	2023 ICMA Conference	12.00
10/03/23 08:00 - 20:00 (Professional Development/Training @ Administration)	2023 ICMA Conference	12.00
10/04/23 08:00 - 19:00 (Professional Development/Training @ Administration)	2023 ICMA Conference	11.00
10/05/23 09:00 - 12:00 (Office Hours/General Administration @ Administration)	Emails - Schedule - Time	3.00
10/05/23 12:00 - 12:30 (Council Related @ Administration)	Letter for Councilperson.	0.50
10/05/23 14:00 - 16:00 (Budget Related - Budget Prep, Review, Updates @ Administration)	2024 Budget	2.00
10/05/23 16:00 - 16:30 (Borough Building @ Administration)	Addressed issues with internet and phone system	0.50
10/05/23 16:30 - 17:00 (Human Resources/Personnel Related @ Administration)	DPW Committee Meeting	0.50
10/05/23 17:00 - 21:00 (Budget Related - Budget Prep, Review, Updates @ Administration)	2024 Budget	4.00
10/06/23 09:30 - 09:45 (Engineering - General @ Engineering)	Wanley Road Culvert Project - Reviewed Bid Tabulation	0.25
10/06/23 09:45 - 10:00 (Budget Related - Budget Prep, Review, Updates @ Administration)	2024 Budget	0.25
10/06/23 10:00 - 10:30 (Healthcare Related @ Administration)	BENECON Renewal meeting via Zoom	0.50
Total:		66.00

Shift	Notes	Hours
10/06/23 10:30 - 12:00 (Finance Related - PO's, Invoices, Checks @ Administration)	Reviewed invoices and signed checks.	1.50
10/06/23 12:00 - 13:00 (Budget Related - Budget Prep, Review, Updates @ Administration)	2024 Budget	1.00
10/06/23 13:00 - 14:00 (IT Related - Computers, Web Page, Technical Issues @ Administration)	Meeting with Comcast to discuss phone and internet issues the Borough has been experiencing.	1.00
10/06/23 14:00 - 15:00 (Council Related @ Administration)	Met with Councilperson	1.00
10/06/23 15:00 - 18:00 (Budget Related - Budget Prep, Review, Updates @ Administration)	2024 Budget	3.00
Total:		66.00

Time Off

Bank	Times	Hours
Zero approved time off for pay period.		



George Zboyovsky

Timesheet: 10/07/2023 - 10/13/2023

Scheduled Shifts

Shift	Notes	Hours
10/07/23 10:00 - 12:30 (Budget Related - Budget Prep, Review, Updates @ Administration)	2024 Budget	2.50
10/07/23 13:30 - 15:30 (Budget Related - Budget Prep, Review, Updates @ Administration)	2024 Budget	2.00
10/08/23 12:00 - 13:00 (Budget Related - Budget Prep, Review, Updates @ Administration)	2024 Budget	1.00
10/08/23 14:30 - 15:30 (Budget Related - Budget Prep, Review, Updates @ Administration)	2024 Budget	1.00
10/08/23 16:00 - 17:00 (Budget Related - Budget Prep, Review, Updates @ Administration)	2024 Budget	1.00
10/08/23 19:00 - 20:30 (Budget Related - Budget Prep, Review, Updates @ Administration)	2024 Budget	1.50
10/09/23 09:45 - 10:30 (Office Hours/General Administration @ Administration)	Emails - Voicemail - Schedule	0.75
10/09/23 10:30 - 11:00 (Human Resources/Personnel Related @ Public Works)	Met with DPW employee	0.50
10/09/23 11:00 - 22:30 (Budget Related - Budget Prep, Review, Updates @ Administration)	2024 Budget - Prepared for and attended Budget Hearing No. 1	11.50
Total:		54.50

Shift	Notes	Hours
10/10/23 08:45 - 09:15 (Public Works Related - Miscellaneous Items @ Administration)	Researched DPW Buildings	0.50
10/10/23 09:15 - 09:30 (Council Related @ Administration)	Call from Councilperson	0.25
10/10/23 09:30 - 10:15 (Public Works Related - Miscellaneous Items @ Public Works)	Researched DPW Storage Garages	0.75
10/10/23 10:15 - 10:45 (Office Hours/General Administration @ Administration)	Emails - Voicemail - Schedule	0.50
10/10/23 10:45 - 13:30 (Community Affairs - BBW Chamber, BBOA, Events @ Administration)	BCAP Meeting	2.75
10/10/23 13:30 - 14:30 (Office Hours/General Administration @ Administration)	Emails - Schedule	1.00
10/10/23 14:30 - 15:00 (Sanitary Sewer @ Administration)	Weekly Sanitary Sewer Call regarding real estate and easements.	0.50
10/10/23 15:00 - 15:15 (Human Resources/Personnel Related @ Administration)	Return call to the Teamsters.	0.25
10/10/23 15:15 - 20:45 (Council Meetings @ Administration)	Prepared for and attended Public Safety Committee Meeting	5.50
10/11/23 08:45 - 09:00 (Office Hours/General Administration @ Administration)	Emails - Schedule	0.25
10/11/23 09:00 - 10:00 (Engineering - General @ Administration)	Dewalt Avenue Streetscape Project - Kickoff meeting	1.00
10/11/23 10:00 - 12:00 (IT Related - Computers, Web Page, Technical Issues @ Administration)	Meeting with DEP and DES regarding internet and Borough phones.	2.00
10/11/23 12:00 - 13:00 (Public Relations/Customer Service @ Administration)	Addressed an issue with an irate property owner.	1.00
Total:		54.50

Shift	Notes	Hours
10/11/23 14:00 - 15:00 (Borough Building @ Administration)	Meeting with Cintas regarding the reduction of services no longer needed.	1.00
10/11/23 15:00 - 15:30 (Grants - Applying, Tracking, etc. @ Administration)	DCNR Grant - Return calls to DCNR	0.50
10/11/23 15:30 - 16:00 (Stormwater/MS4 @ Administration)	Meeting with Gateway Engineers regarding Wanley Road Culvert Project.	0.50
10/11/23 16:00 - 17:30 (Grants - Applying, Tracking, etc. @ Administration)	Worked on DCNR grant reimbursement and RACP Grant Reimbursements for Pool Project, Field No. 3 Lighting Project, and Borough Building Project.	1.50
10/11/23 17:30 - 17:45 (Engineering - General @ Administration)	Scheduling Dewalt Avenue Streetscape Project meeting with DPW Committee	0.25
10/11/23 17:45 - 18:00 (IT Related - Computers, Web Page, Technical Issues @ Administration)	Verifying .Gov domain.	0.25
10/12/23 10:00 - 10:15 (Council Related @ Administration)	Discussed some items with Mayor	0.25
10/12/23 10:15 - 10:30 (Sidewalk Renovation Project @ Administration)	Weekly progress meeting	0.25
10/12/23 10:30 - 11:00 (Engineering - General @ Administration)	Discussed street opening specifications with DPW	0.50
10/12/23 11:00 - 11:15 (IT Related - Computers, Web Page, Technical Issues @ Administration)	Replied to .gov email.	0.25
10/12/23 11:15 - 13:45 (Engineering - General @ Administration)	Dewalt Avenue Streetscape Project - Set up project workplan.	2.50
10/12/23 13:45 - 14:30 (Council Meetings @ Administration)	Worked on Council Meeting Agenda	0.75
10/12/23 14:30 - 15:30 (Legal Items - Ordinances, Resolutions, Solicitor @ Administration)	Monthly Solicitor's Meeting	1.00
10/12/23 15:30 - 16:45 (Office Hours/General Administration @ Administration)	Miscellaneous - Emails - Voicemail	1.25
Total:		54.50

Shift	Notes	Hours
10/12/23 16:45 - 17:30 (Council Meetings @ Administration)	Worked on Agenda Items.	0.75
10/13/23 09:00 - 10:15 (Office Hours/General Administration @ Administration)	Monthly Staff Meeting	1.25
10/13/23 11:15 - 12:15 (Office Hours/General Administration @ Administration)	Reviewed emails	1.00
10/13/23 14:30 - 17:00 (Council Meetings @ Administration)	Worked on Council meeting agenda	2.50
10/13/23 17:00 - 17:15 (Council Related @ Administration)	Call from Councilperson	0.25
Total:		54.50

Time Off

Bank	Times	Hours
Zero approved time off for pay period.		



George Zboyovsky

Timesheet: 10/14/2023 - 10/20/2023

✓ **Verified.** This timesheet was verified by George Zboyovsky on 11/17/2023 at 16:38. Thank you.

Sums

Category	Hours
Shift	41.75

Details

Type	Times	Regular	OT
Shift	10/14/2023 10:45 - 12:45	2.00	0.00
Shift	10/16/2023 09:30 - 09:45	0.25	0.00
Shift	10/16/2023 09:45 - 10:30	0.75	0.00
Shift	10/16/2023 10:30 - 12:00	1.50	0.00
Shift	10/16/2023 12:00 - 12:30	0.50	0.00
Shift	10/16/2023 14:15 - 14:30	0.25	0.00
Shift	10/16/2023 14:30 - 15:30	1.00	0.00
Shift	10/16/2023 15:30 - 16:30	1.00	0.00
Shift	10/16/2023 16:30 - 17:30	1.00	0.00
Shift	10/16/2023 17:30 - 21:30	4.00	0.00
Shift	10/17/2023 08:45 - 11:30	2.75	0.00
Shift	10/17/2023 11:30 - 14:00	2.50	0.00
Shift	10/17/2023 14:00 - 15:30	1.50	0.00
Shift	10/17/2023 15:30 - 16:00	0.50	0.00
Totals:		41.75	0.00

Type	Times	Regular	OT
Shift	10/17/2023 16:00 - 17:00	1.00	0.00
Shift	10/18/2023 09:30 - 10:15	0.75	0.00
Shift	10/18/2023 10:15 - 11:00	0.75	0.00
Shift	10/18/2023 11:00 - 12:30	1.50	0.00
Shift	10/18/2023 15:00 - 15:30	0.50	0.00
Shift	10/18/2023 15:30 - 16:30	1.00	0.00
Shift	10/18/2023 16:30 - 17:30	1.00	0.00
Shift	10/18/2023 17:30 - 18:30	1.00	0.00
Shift	10/19/2023 12:30 - 14:00	1.50	0.00
Shift	10/19/2023 14:00 - 14:30	0.50	0.00
Shift	10/19/2023 14:30 - 16:45	2.25	0.00
Shift	10/19/2023 16:45 - 17:15	0.50	0.00
Shift	10/19/2023 17:15 - 21:15	4.00	0.00
Shift	10/20/2023 07:00 - 09:00	2.00	0.00
Shift	10/20/2023 09:00 - 09:30	0.50	0.00
Shift	10/20/2023 09:30 - 11:00	1.50	0.00
Shift	10/20/2023 11:00 - 11:30	0.50	0.00
Shift	10/20/2023 11:30 - 12:15	0.75	0.00
Shift	10/20/2023 13:45 - 14:30	0.75	0.00
Totals:		41.75	0.00



George Zboyovsky

Timesheet: 10/21/2023 - 10/27/2023

Scheduled Shifts

Shift	Notes	Hours
10/21/23 11:00 - 11:15 (Office Hours/General Administration @ Administration)	Reviewed emails.	0.25
10/21/23 11:15 - 13:15 (Council Meetings @ Administration)	Worked on agenda items.	2.00
10/23/23 14:00 - 15:00 (Council Meetings @ Administration)	Agenda	1.00
10/23/23 15:00 - 16:00 (Sanitary Sewer @ Administration)	Contacted several residents to see if they would provide testimony to the PUC in favor of the sale.	1.00
10/23/23 16:00 - 17:00 (Council Meetings @ Administration)	Prepared for council meetings.	1.00
10/23/23 17:00 - 18:00 (Council Meetings @ Administration)	DPW Committee Meeting - Dewalt Streetscape project.	1.00
10/23/23 18:00 - 21:00 (Council Meetings @ Administration)	Prepared for and attend Executive Session and Council meeting.	3.00
10/24/23 08:45 - 09:30 (Public Safety/Police Related @ Administration)	Drafted email to Presbyterian Church regarding an incident.	0.75
10/24/23 09:30 - 11:30 (Office Hours/General Administration @ Administration)	Emails - Timesheet - Copay Summary	2.00
10/24/23 11:30 - 12:30 (Safety Committee @ Administration)	Monthly Safety Committee Meeting	1.00
10/24/23 12:30 - 14:00 (Legal Items - Ordinances, Resolutions, Solicitor @ Administration)	Reviewed agreements with Comcast - Employee Agreement - Scanned and returned.	1.50
10/24/23 14:00 - 14:15 (Council Related @ Administration)	Call from Councilperson	0.25
10/24/23 14:15 - 15:45 (Healthcare Related @ Administration)	Meeting with Benecon RE. Healthcare Renewals	1.50
Total:		31.75

Shift	Notes	Hours
10/24/23 15:45 - 17:30 (Roadway Paving Program @ Engineering)	2023 Roadway Program - Public Notification	1.75
10/25/23 09:30 - 10:15 (Finance Related - PO's, Invoices, Checks @ Administration)	Monthly Finance Department Meeting	0.75
10/25/23 10:15 - 11:00 (Public Works Related - Miscellaneous Items @ Administration)	Monthly DPW Department Meeting	0.75
10/25/23 11:00 - 12:00 (Finance Related - PO's, Invoices, Checks @ Administration)	PLGIT Webinar on Investment Funds	1.00
10/25/23 13:30 - 14:30 (IT Related - Computers, Web Page, Technical Issues @ Administration)	worked on .gov certification.	1.00
10/25/23 14:30 - 15:30 (Pension Related - Admin., Board Meetings, etc. @ Administration)	Conference call with Mockenhaupt Re. Non-Police Pension Plan	1.00
10/25/23 15:30 - 16:15 (Sanitary Sewer @ Administration)	PUC Testimony - Calls, emails, etc.	0.75
10/25/23 16:15 - 17:00 (Reports - Weekly and Monthly Department Reports @ Administration)	Manager's Report	0.75
10/26/23 15:30 - 16:00 (Council Related @ Administration)	Call from Councilperson	0.50
10/26/23 18:00 - 18:15 (Sanitary Sewer @ Administration)	PUC Hearing via phone.	0.25
10/27/23 08:45 - 10:00 (Office Hours/General Administration @ Administration)	Checked Voicemail - Schedule - Emails	1.25
10/27/23 10:00 - 10:15 (Grants - Applying, Tracking, etc. @ Administration)	Field No. 3 Lighting - ADA Access	0.25
10/27/23 10:30 - 11:30 (Finance Related - PO's, Invoices, Checks @ Administration)	Reviewed invoices and signed checks.	1.00
10/27/23 11:30 - 14:00 (Community Affairs - BBW Chamber, BBOA, Events @ Administration)	CONNECT Board of Director's Meeting	2.50
10/27/23 14:00 - 16:00 (Grants - Applying, Tracking, etc. @ Administration)	RACP Grant - Reviewed Payroll Certifications	2.00
Total:		31.75

Time Off

Bank	Times	Hours
Paid Time Off	10/26/23 07:30 - 15:30	8.00
Total:		8.00

MEETINGS AND SCHEDULE FOR OCTOBER 2023



October 2, 2023 - October 8, 2023

October 2023							November 2023							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
	1	2	3	4	5	6	7				1	2	3	4
	8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	
29	30	31					26	27	28	29	30			

Monday, October 2

- Stay: HomeAway
 - 8:00am - 11:00pm ICMA Conference - Austin, Texas
 - 8:00am - 8:20am Private Appointment
 - 8:30am - 9:30am Launch, Lead, and Learn: What 10 Years of
 - 9:30am - 10:30am Launch, Lead, and Learn: What 10 Years of
 - 10:00am - 11:30am GENERAL SESSION (Austin Convention Center)
 - 11:30am - 12:30pm LUNCH - EXHIBIT HALL
 - 12:30pm - 5:00pm Headshot Lounge (Escalators by Hall 2)
 - 12:30pm - 5:00pm Relaxation Lounge (Exhibit Halls 1-3)
 - 12:30pm - 5:00pm Visit Pittsburgh Booth (3rd Floor Landing)
 - 12:45pm - 1:15pm Moving from Reactive to Preventative: Making
 - 1:00pm - 2:00pm MTG/Sidewalk Progress Meeting - Eric Pecon
 - 1:30pm - 2:30pm A Story of Community Engagement (Austin)
- More Items...

Tuesday, October 3

- Stay: HomeAway
- 8:00am - 11:00pm ICMA Conference - Austin, Texas
- 8:00am - 8:20am Private Appointment
- 10:00am - 11:30am GENERAL SESSION (Austin Convention Center Room: Hall 4)
- 11:00am - 12:30pm General Session Featuring Erica Dhawan - Get Big Things Done: The Power of Connectional Intelligence (Hall 4)
- 12:05pm - 1:05pm Check In Southwest
- 12:30pm - 5:00pm Headshot Lounge (Escalators by Hall 2)
- 1:30pm - 2:30pm The Value of Regional Collaboration for Small Governments (Austin Convention Center; Room: Meeting Room 17)
- 2:30pm - 3:30pm The Value of Regional Collaboration for Small Governments (Meeting Room 17)
- 3:45pm - 4:45pm Preparation and Implementation of the City of
- 5:00pm - 6:00pm Trash Cans, Parking Tickets, and Snow Plows:

Wednesday, October 4

- 12:00am Stay: HomeAway
- 8:00am - 11:00pm ICMA Conference - Austin, Texas
- 8:00am - 8:20am Private Appointment
- 9:30am - 10:30am Connected by Safety: Creating a Successful Police Department through Community Engagement (Meeting Room 18CD)
- 3:00pm - 3:30pm Brentwood Borough Discussion (Web-Ex) - Benjamin Kapenstein

Thursday, October 5

- 8:00am - 8:20am Private Appointment
- 9:00am - 10:00am Harold letter
- 2:30pm - 3:30pm Light Up Night Meeting (Council Meeting Room) - Jim Attanucci
- 4:00pm - 5:00pm MTG/Public Works Committee - George Zboyovsky

Friday, October 6

- 8:00am - 8:20am Private Appointment
- 10:00am - 11:30am GoToWebinar - 2024 PMHIC Renewal Meeting (Highmark Western PA) (GoToWebinar - See conference call information below) - mjoy@benecon.com
- 1:00pm - 1:30pm Brentwood Boro (3735 Brownsville Rd (3735 Brownsville Rd, Pittsburgh, Pennsylvania 15227)) - Lottig, Jennifer

Saturday, October 7

- 8:00am - 8:20am Private Appointment
- 5:00pm - 8:00pm Dinner with Fish and Chrissy (Bar Marco - 2216 Penn Ave, Pittsburgh, PA 15222, United States)




Sunday, October 8

- 8:00am - 8:20am Private Appointment




October 9, 2023 - October 15, 2023

October 2023							November 2023							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
	1	2	3	4	5	6	7				1	2	3	4
	8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	
29	30	31					26	27	28	29	30			


Monday, October 9

- 8:00am - 8:20am Private Appointment  
- 1:00pm - 2:00pm MTG/Sidewalk Progress Meeting - Eric Peccon 
- 6:00pm - 9:00pm Budget Workshop/Hearing No. 1 (Council Meeting Room) - George Zboyovsky




Tuesday, October 10

- 8:00am - 8:20am Private Appointment  
- 11:00am - 1:00pm MTG/with BCAP Re. Community Health - OUT OF OFFICE (The Whitehall House (4201 Brownsville Rd, Pittsburgh, PA 15227))
- 2:30pm - 3:00pm Brentwood Real Estate Recurring Call (Microsoft Teams Meeting) - Benjamin Kapenstein 
- 6:00pm - 7:00pm MTG/Public Safety Committee - Act 8 of 2008 with EMS (Council Meeting Room) - George Zboyovsky




Wednesday, October 11

- 8:00am - 8:20am Private Appointment  
- 9:00am - 10:00am Zoom meeting/dewalt Ave
- 11:00am - 12:00pm DES / Borough of Brentwood (3735 Brownsville Road, Brentwood, PA 15227) - Wayne Davis
- 2:00pm - 3:00pm Brentwood Boro Meeting (3735 Brownsville Rd (3735 Brownsville Rd, Pittsburgh, Pennsylvania 15227)) - Pratt, Steve
- 3:30pm - 4:00pm Wanley Culvert Construction Review (Microsoft Teams Meeting) - Jonathan E. Garczewski, P.E.



Thursday, October 12

- 8:00am - 8:20am Private Appointment  
- 9:00am - 10:30am 3WG Meeting (~NEW LOCATION~ Green Tree Fire Hall) - Jodi Gamble
- 2:30pm - 3:30pm Monthly Solicitor's Meeting (<https://us02web.zoom.us/j/87892503705?pwd=UDBGeGkxYlpkZUE1WitWN3BRSkVQdz09>) 

Friday, October 13

- 8:00am - 8:20am Private Appointment  
- 9:10am - 10:15am MTG/Monthly Staff Breakfast Meeting (Council Meeting Room) - George Zboyovsky 
- 11:00am - 12:00pm Check on Hydrant Application

Saturday, October 14

- 8:00am - 8:20am Private Appointment  
- 10:00am - 2:00pm EVENT/Cal U Homecoming (Farm)
- 12:00pm - 5:00pm EVENT/Dormont Music Festival

Sunday, October 15

- 8:00am - 8:20am Private Appointment  
- 10:00am - 2:00pm EVENT/Pumpkin Patch

October 16, 2023 - October 22, 2023

October 2023							November 2023							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
	1	2	3	4	5	6	7				1	2	3	4
	8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	
29	30	31					26	27	28	29	30			

Monday, October 16

- 8:00am - 8:20am Private Appointment  
- 6:30pm - 7:00pm EXECUTIVE SESSION (Blue) - George Zboyovsky



Tuesday, October 17

- 8:00am - 8:20am Private Appointment  
- 9:00am - 10:00am COFFEE TALK/BBW Chamber (800 Fifth Street, West Jefferson)
- 11:30am - 1:30pm MTG/Southwest PA Manager's Lunch Meeting (Al's Cafe (435 McMurray Rd, Bethel Park, PA 15102)) 
- 5:00pm - 7:00pm Turkey Dinner



Wednesday, October 18

- 8:00am - 8:20am Private Appointment  
- 9:00am - 9:30am MTG/Monthly Finance Department Meeting (Blue) - George Zboyovsky 
- 9:30am - 10:00am MTG/Monthly Code Department Meeting (Blue; Blue) - George Zboyovsky 
- 10:00am - 10:30am MTG/Monthly DPW Department Meeting (Blue; Blue) - George Zboyovsky 
- 10:30am - 11:00am MTG/Monthly Parks & Recreation Department Meeting (Blue) - George Zboyovsky 
- 11:00am - 12:00pm MTG/Monthly Engineering Department - Projects Meeting (Blue) - George Zboyovsky 
- 3:00pm - 3:30pm Brentwood Borough Discussion (Web-Ex) - Benjamin Kapenstein 


Thursday, October 19

- 8:00am - 8:20am Private Appointment  
- 9:00am - 10:30am SSS Subcommittee Meeting (NEW LOCATION: Green Tree Fire Hall) - Jodi Gamble
- 10:00am - 11:00am Progress Report
- 10:30am - 11:30am M-42 Full Multi-Municipal POC (Virtually / Green Tree Fire Hall) - Jodi Gamble
- 12:30pm - 2:00pm *JOIN* NEXTransit Bus Line Redesign Plan Stakeholder Advisory Group (<https://us06web.zoom.us/join>) (https://us06web.zoom.us/meeting/register/tZlvdemoqjgtH9FWNFU1KsjgKWlj9NO_fnM) - Smith, Janai Williams
- 2:00pm - 3:00pm BUDGET/ClearGov Webinar
- 6:00pm - 10:00pm EVENT/SHACOG's 50th Annual Banquet (The Club At Nevillewood (1000 Nevillewood Dr, Presto, PA 15142))

Friday, October 20

- 7:00am - 9:30am MTG/Pre-Construction Meeting - 2023 Paving Program Brentwood Borough (3735 Brownsville Rd (3735 Brownsville Rd, Pittsburgh, Pennsylvania 15227)) - George Zboyovsky
- 8:00am - 8:20am Private Appointment  

Saturday, October 21

- 8:00am - 8:20am Private Appointment  
- 3:00pm - 4:00pm Ohio State v Penn State

Sunday, October 22

- 8:00am - 8:20am Private Appointment  

October 23, 2023 - October 29, 2023

October 2023							November 2023								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
	1	2	3	4	5	6	7				1	2	3	4	
	8	9	10	11	12	13	14		5	6	7	8	9	10	11
	15	16	17	18	19	20	21		12	13	14	15	16	17	18
	22	23	24	25	26	27	28		19	20	21	22	23	24	25
	29	30	31						26	27	28	29	30		


Monday, October 23

- 8:00am - 8:20am Private Appointment  
- 10:00am - Cancel SXM
- 1:00pm - 2:00pm MTG/Sidewalk Progress Meeting - Eric Peccon 
- 5:00pm - 6:00pm Dewalt Avenue Streetscape Project Kickoff meeting (3735 Brownsville Road, Pittsburgh PA 15227) - George Zboyovsky



Tuesday, October 24

- 8:00am - 8:20am Private Appointment  
- 11:30am - 12:30pm MTG/Wellness Committee Meeting (Council Meeting Room) - George Zboyovsky 
- 2:30pm - 3:30pm Brentwood Borough 2024 Renewal Meeting (3735 Brownsville Rd Pittsburgh PA 15227) - Llewellyn, LeeAnn
- 2:30pm - 3:00pm Brentwood Real Estate Recurring Call (Microsoft Teams Meeting) - Benjamin Kapenstein 


Wednesday, October 25

- 8:00am - 8:20am Private Appointment  
- 11:00am - 12:00pm PLGIT Webinar - PLGIT Basics: Everything You Need to Know (<https://pfmam.webex.com/pfmam/j.php?MTID=mbf646063fede09d90a19d6fbd895b36>) - Elizabeth Sollecito Zorzopian
- 1:00pm - 2:30pm EVENT/WPEC press event to announce this deal publicly. (David L. Lawrence Convention Center (1000 Fort Duquesne Blvd, Pittsburgh, PA 15222))
- 3:00pm - 3:30pm Brentwood Borough Discussion (Web-Ex) - Benjamin Kapenstein 
- 5:15pm - 6:15pm APPNT/ Haircut

Thursday, October 26

- 8:00am - 8:20am Private Appointment  
- 9:00am - 10:00am CM #1 Entrance Conference - Brentwood Borough (Microsoft Teams Meeting) - Colleen Poremski
- 11:00am - 12:00pm MTG/Pension Board Meeting (Council Meeting Room) - George Zboyovsky

Friday, October 27

- 8:00am - 8:20am Private Appointment  
- 12:00pm - 1:30pm OnePGH—> CONNECT Board meeting (3706 Butler St, Pittsburgh, PA 15201, USA) - lydia@connectgovs.org
- 12:30pm - 2:00pm WPEC Quarterly meeting (Microsoft Teams Meeting) - Marion, Flore 
- 6:00pm - 11:00pm Event/Halloween Party

Saturday, October 28

- 8:00am - 8:20am Private Appointment  

Sunday, October 29

- 8:00am - 8:20am Private Appointment  

October 30, 2023 - November 5, 2023

October 2023

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Monday, October 30

- 8:00am - 8:20am Private Appointment
- 1:00pm - 2:00pm MTG/Sidewalk Progress Meeting - Eric Peccon

Tuesday, October 31

- Halloween (United States)
- Halloween (United States)
- 8:00am - 8:20am Private Appointment

Wednesday, November 1

- Prayer
- 8:00am - 8:20am Private Appointment
- 9:00am - 4:00pm PROF DEVELP/24th Annual 3 Rivers Wet Weather Sewer Conference (Monroeville Convention Center)
- 3:00pm - 3:30pm Brentwood Borough Discussion (Web-Ex) - Benjamin Kapenstein

Thursday, November 2

- 8:00am - 8:20am Private Appointment
- 9:00am - 4:00pm PROF DEVELP/24th Annual 3 Rivers Wet Weather Sewer Conference (Monroeville Convention Center)
- 6:00pm - 8:00pm MTG/Comp Plan Open House (Community Room)

Friday, November 3

- 8:00am - 8:20am Private Appointment
- 9:10am - 10:15am MTG/Monthly Staff Breakfast Meeting (Council Meeting Room) - George Zboyovsky

Saturday, November 4

- 8:00am - 8:20am Private Appointment
- 6:00pm - 11:00pm EVENT/Past Presidents Banquet

Sunday, November 5

- 8:00am - 8:20am Private Appointment

SPECIAL PROJECTS



**2024 BOROUGH BUDGET
PROJECT PROGRESS REPORT**

SNAP SHOT: 2024 Enterprize fund budgets as well as edits to the 2024 General Fund and Capital Improvement Fund budgets were the primary projects during the month of October. Hearing/Workshop No. 1 was held on October 9, 2023 at 6:00 PM



**2023 MS4
PROJECT PROGRESS REPORT**
**SNAP SHOT: Prepared Continuing Education information. Refer to
Attached Progress Reports.**



PROJECT STATUS REPORT

October 11, 2023

PROJECT NAME: Brentwood Borough – 2023 MS4 Program

PROJECT NUMBER: C-40113-2023

PREPARED BY: Ryan R. Berner, GISP

PROJECT DESCRIPTION:

This project is associated with the Borough's MS4 permit. It involves maintaining compliance with the six Minimum Control Measures (MCMs) of the permit as well complying with the Pollutant Reduction Plan (PRP) requirements for Sawmill Run watershed. The purpose of the PRP is to reduce the amount of sediment in the streams.

PROJECT TEAM:

Gateway Engineers:

Ryan R. Berner, GISP – rberner@gatewayengineers.com, 412-409-2392

Ashley A. Neptune, P.E., aneptune@gatewayengineers.com 412/921-4030

Brentwood:

George Zboyovsky, PE, Borough Manager – gzboyovsky@brentwoodboro.com, 412/884-1500 ext. 110

Eric Peccon, Assistant Borough Manager – epeccon@brentwoodboro.com, 412/884-1500 etc. 116

FINANCIALS

Engineering:

Brentwood Budget Line Item: 18-446.313

Approved Work Authorization (February 20, 2023): \$25,000

YTD Expended: \$16,235

Balance: \$8,765

SUMMARY OF RECENT ACTIVITY

- Prepared and submitted Annual Report to DEP
- Prepared and submitted PRP (Pollutant Reduction Plan) Report to DEP – Borough is required to reduce sediment load in Sawmill Run by approximately 3,000 lbs

FULL-SERVICE CIVIL ENGINEERING

ASSET MANAGEMENT • ENVIRONMENTAL • GEOTECHNICAL

LAND DEVELOPMENT • MUNICIPAL • STRUCTURAL • SURVEYING • TRANSPORTATION

- Conducted meeting with PennDOT regarding project partnering opportunities in Sawmill Run
 - Determined there is an opportunity to contribute funding to a streambank restoration project to be completed by PennDot and PWSA and purchase PRP credit
 - Estimated cost is approximately \$8,500 to obtain credit for Borough's full Sawmill Run PRP requirement
 - Provided options to Borough to purchase additional footage of streambank restoration on Sawmill Run project

UPCOMING TASKS

- Distribute Fall education material
- Meet with Borough to review Pollutant Reduction Plan
 - Determine total footage of streambank restoration to be purchased
 - Provide purchase amount to PWSA so they can prepare the agreement
 - Update Pollutant Reduction Plan to include Sawmill Run project and advertise for public comment
 - Submit Pollutant Reduction Plan to DEP by end of 2023

ISSUES

- Recommended to submit PRP plan to DEP by end of 2023

END OF REPORT

G:\Projects\40000 Brentwood\40113 Storm water 2\2023 MS4 Program\Docs\Correspondence\Client\2023-05-10 MS4 Project Status Report.docx

ANNUAL MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) STATUS REPORT

FOR THE PERIOD July 1, 2022 TO JUNE 30, 2023

GENERAL INFORMATION			
Permittee Name:	Brentwood Borough	NPDES Permit No.:	PAI136143
Mailing Address:	3735 Brownsville Road	Effective Date:	June 1, 2019
City, State, Zip:	Pittsburgh, PA 15227	Expiration Date:	May 31, 2023
MS4 Contact Person:	George Zboyovsky, P.E.	Renewal Due Date:	12/2/2022
Title:	Borough Manager	Municipality:	Brentwood
Phone:	412-884-1500	County:	Allegheny
Email:	gzboyovsky@brentwoodboro.com		
Co-Permittees (if applicable): N/A			

Appendix(ces) that permittee is subject to (select all that apply):

- Appendix A
 Appendix B
 Appendix C
 Appendix D
 Appendix E
 Appendix F

WATER QUALITY INFORMATION

Are there any discharges to waters within the Chesapeake Bay Watershed?
 Yes
 No

Identify all surface waters that receive stormwater discharges from the permittee's MS4 and provide the requested information (see instructions).

Receiving Water Name	Ch. 93 Class.	Impaired?	Cause(s)	TMDL?	WLA?
Streets Run	WWF	Yes	Metals	Yes	No
Sawmill Run	WWF	Yes	Nutrients & Sediment	Yes	Yes

GENERAL MINIMUM CONTROL MEASURE (MCM) INFORMATION

Have you completed all MCM activities required by the permit for this reporting period? Yes No

List the current entity responsible for implementing each MCM of your SWMP, along with contact name and phone number.

MCM	Entity Responsible	Contact Name	Phone
#1 Public Education and Outreach on Storm Water Impacts	Brentwood Borough Department of Public Works	George Zboyovsky	412-884-1500 x110
#2 Public Involvement/Participation	Brentwood Borough Department of Public Works	George Zboyovsky	412-884-1500 x110
#3 Illicit Discharge Detection and Elimination (IDD&E)	Brentwood Borough Department of Public Works	George Zboyovsky	412-884-1500 x110
#4 Construction Site Storm Water Runoff Control	Allegheny County Conservation District	--	--
#5 Post-Construction Storm Water Management in New Development and Redevelopment	Brentwood Borough Department of Public Works	George Zboyovsky	412-884-1500 x110
#6 Pollution Prevention / Good Housekeeping	Brentwood Borough Department of Public Works	George Zboyovsky	412-884-1500 x110

MCM #1 – PUBLIC EDUCATION AND OUTREACH ON STORM WATER IMPACTS

BMP #1: Develop, implement and maintain a written Public Education and Outreach Program.

1. For new permittees only, has the written PEOP been developed and implemented within the first year of permit coverage?
 Yes No

2. Date of latest annual review of PEOP: 9/14/2022 Were updates made? Yes No

3. What were the plans and goals for public education and outreach for the reporting period?

In the 2022-2023 permit year, the Borough continued the implementation of its PEOP and the target audience continued to be all residents, property owners, and businesses in the Borough. Outreach information is distributed through handouts at the Borough Building, Public Library, Businesses, Borough website, and the magazine. Articles contain information on stormwater awareness and techniques to reduce stormwater pollution.

4. Did the MS4 achieve its goal(s) for the PEOP during the reporting period? Yes No

5. Identify specific plans and goals for public education and outreach for the upcoming year:

To promote water quality and bring awareness to the public regarding their role to protect receiving waters and maintain water quality in the Borough and the surrounding areas with the assistance of appropriate target audience groups.

BMP #2: Develop and maintain lists of target audience groups present within the areas served by your MS4.

1. For new permittees only, have the target audience lists been developed and implemented within the first year of permit coverage?

Yes No

2. Date of latest annual review of target audience lists: 5/2023 Were updates made? Yes No

BMP #3: Annually publish at least one educational item on your Stormwater Management Program.

1. For new permittees only, were stormwater educational and informational items produced and published in print and/or on the Internet within the first year of permit coverage?

Yes No

2. Date of latest annual review of educational materials: 5/2023 Were updates made? Yes No

3. Do you have a municipal website? Yes No (URL:
<https://www.brentwoodboro.com/stormwater-system.html>)

If Yes, what MS4-related material does it contain?

The Borough's website provides stormwater education and environmental awareness through PDFs of posters and articles and external links to relative information. The posters and articles are provided by the engineering consultant and are uploaded to the website within one month of receiving. Download links to current and past MS4 progress reports and Brentwood's Total Maximum Daily Load (TMDL) Strategy are available to the public on the Borough's webpage. In addition, the Borough includes a synopsis of the MS4 permit on its Stormwater Management section of the website.

4. Describe any other method(s) used during the reporting period to provide information on stormwater to the public:

The Borough is currently utilizing the following distribution methods:

- Discussion of stormwater related materials and issues at public meetings
- Stormwater related articles and posters on display at the Borough Building, Library, school, park, and available on the website.
- INCommunity Magazine

5. Identify specific plans for the publication of stormwater materials for the upcoming year:

The Borough will continue to publish stormwater materials that are provided by the engineering consultants, not-for-profit entities and other organizations

BMP #4: Distribute stormwater educational materials to the target audiences.

Identify the two additional methods of distributing stormwater educational materials during the previous reporting period (e.g., displays, posters, signs, pamphlets, booklets, brochures, radio, local cable TV, newspaper articles, other advertisements, bill stuffers, posters, presentations, conferences, meetings, fact sheets, giveaways, or storm drain stenciling).

Articles and posters were distributed in public buildings and published online on the Borough webpage.

MCM #1 Comments:

MCM #2 – PUBLIC INVOLVEMENT/PARTICIPATION

BMP #1: Develop, implement and maintain a written Public Involvement and Participation Program (PIPP)

1. For new permittees only, was the PIPP developed and implemented within one year of permit coverage?

Yes No

2. Date of latest annual review of PIPP: 9/14/2022

Were updates made? Yes No

BMP #2: Advertise to the public and solicit public input on ordinances, SOPs, Pollutant Reduction Plans (PRPs) (if applicable) and TMDL Plans (if applicable), including modifications thereto, prior to adoption or submission to DEP:

1. Was an MS4-related ordinance, SOP, PRP or TMDL Plan developed during the reporting period? Yes No

2. If Yes, describe how you advertised the draft document(s) and how you provided opportunities for public review, input and feedback:

3. If an ordinance, SOP or plan was developed or amended during the reporting period, provide the following information:

Ordinance / SOP / Plan Name	Date of Public Notice	Date of Public Hearing	Date Enacted or Submitted to DEP

BMP #3: Regularly solicit public involvement and participation from the target audience groups using available distribution and outreach methods.

1. At least one public meeting or other MS4 event must be held during the 5-year permit coverage period to solicit participation and feedback from target audience groups. Was this meeting or event held during the reporting period?

Yes No If Yes, Date of Meeting or Event:

2. Report instances of cooperation and participation in MS4 activities; presentations the permittee made to local watershed and conservation organizations; and similar instances of participation or coordination with organizations in the community.

The Borough maintains a relationship with the Saw Mill Run Watershed Association and Allegheny County. Through collaboration with these groups, the Borough can promote public events including recycling events and stream and litter cleanups to the residents.

3. Report activities in which members of the public assisted or participated in the meetings and in the implementation of the SWMP, including education activities or efforts such as cleanups, monitoring, storm drain stenciling, or others.

During the reporting period, the residents of the Borough assisted or participated in the following events:

1. Brentwood Park Clean Up Day
2. Woody Debris Collection
3. Leaf Collection
4. PA Resources Council Recycling Events

MCM #2 Comments:

MCM #3 – ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDD&E)

BMP #1: Develop and implement a written program for the detection, elimination, and prevention of illicit discharges into the regulated small MS4.

1. For new permittees only, was the written IDD&E program developed within one year of permit coverage?

Yes No

2. Date of latest annual review of IDD&E program: 9/14/2022 Were updates made? Yes No

BMP #2: Develop and maintain map(s) that show permittee and urbanized area boundaries, the location of all outfalls and, if applicable, observation points, and the locations and names of all surface waters that receive discharges from those outfalls. Outfalls and observation points shall be numbered on the map(s).

1. Have you completed a map(s) that includes all components of BMP #2? Yes No

If Yes and you are a new permittee and have not submitted the map(s) previously, attach the map(s) to this report.

If No, date by which permittee expects map(s) to be completed:

2. Date of last update or revision to map(s): 9/2021

3. Total No. of Outfalls in MS4: 35 Total No. of Outfalls Mapped: 35

4. Total No. of Observation Points: 0 Total No. of Observation Points Mapped: 0

5. During the reporting period, have you identified any existing outfalls that have not been previously reported to DEP in an NOI, application or annual report, or are any new MS4 outfalls proposed for the next reporting period?
- Yes No If Yes, select: Existing Outfall(s) Identified New Outfall(s) Proposed

BMP #3: In conjunction with the map(s) created under BMP #2 (either on the same map or on a different map), the permittee shall develop and maintain map(s) that show the entire storm sewer collection system within the permittee's jurisdiction that are owned or operated by the permittee (including roads, inlets, piping, swales, catch basins, channels, and any other components of the storm sewer collection system), including privately-owned components of the collection system where conveyances or BMPs on private property receive stormwater flows from upstream publicly-owned components.

1. Have you completed a map(s) that includes all components of BMP #3? Yes No

If Yes and you are a new permittee and have not submitted the map(s) previously, attach the map(s) to this report.

If No, date by which permittee expects map(s) to be completed:

2. If Yes to #1, is the map(s) on the same map(s) as for outfalls and receiving waters? Yes No

3. Date of last update or revision to map(s): 9/2021

BMP #4: Conduct dry weather screenings of MS4 outfalls to evaluate the presence of illicit discharges. If any illicit discharges are present, the permittee shall identify the source(s) and take appropriate actions to remove or correct any illicit discharges. The permittee shall also respond to reports received from the public or other agencies of suspected or confirmed illicit discharges associated with the storm sewer system, as well as take enforcement action as necessary. The permittee shall immediately report to DEP illicit discharges that would endanger users downstream from the discharge, or would otherwise result in pollution or create a danger of pollution or would damage property.

For new permittees, all identified outfalls (and if applicable observation points) must be screened during dry weather at least twice within the 5-year period following permit coverage. For existing permittees, all identified outfalls (and if applicable observation points) must be screen during dry weather at least once within the 5-year period following permit coverage and, for areas where past problems have been reported or known sources of dry weather flows occur on a continual basis, outfalls must be screened annually during each year of permit coverage.

1. How many unique outfalls (and if applicable observation points) were screened during the reporting period? 11

2. Indicate the percentage of all outfalls screened in the past five years. 91%

3. Indicate the percent of outfalls screened during the reporting period that revealed dry weather flows: 0%

4. Did any dry weather flows reveal color, turbidity, sheen, odor, floating or submerged solids? Yes No

5. If Yes for #4, attach all sample results to this report with a map identifying the sample location. Explain the corrective action(s) taken in the attachment.

6. Do you use the MS4 Outfall Field Screening Report form (3800-FM-BCW0521) provided in the permit?

Yes No

If No, attach a copy of your screening report form.

BMP #5: Enact a Stormwater Management Ordinance or SOP to implement and enforce a stormwater management program that includes prohibition of non-stormwater discharges to the regulated small MS4.

1. Do you have an ordinance (municipal) or SOP or other mechanism (non-municipal) that prohibits non-stormwater discharges? Yes No

If Yes, indicate the date of the ordinance or SOP: 11/26/2018

2. If Yes to #1, is the ordinance or SOP consistent with DEP's 2022 Model Stormwater Management Ordinance (3800-PM-BCW0100j) with respect to authorized non-stormwater discharges? Yes No

If Yes to #2 and the ordinance or SOP has not been submitted to DEP previously, attach the ordinance or SOP.

3. Were there any violations of the ordinance or SOP during the reporting period? Yes No

If Yes to #3, complete the table below (attach additional sheets as necessary).

Violation Date	Nature of Violation	Responsible Party	Enforcement Taken

4. Did you approve any waiver or variance during the reporting period that allowed an exception to non-stormwater discharge provisions of an ordinance or SOP? Yes No

If Yes to #4, identify the entity that received the waiver or variance and the type of non-stormwater discharge approved.

BMP #6: Provide educational outreach to public employees, business owners and employees, property owners, the general public and elected officials (i.e., target audiences) about the program to detect and eliminate illicit discharges.

1. Was IDD&E-related information distributed to public employees, businesses, and the general public during the reporting period? Yes No

If Yes, what was distributed? Stormwater educational material focused on pollution prevention.

2. Is there a well-publicized method for employees, businesses and the public to report stormwater pollution incidents?
 Yes No

3. Do you maintain documentation of all responses, action taken, and the time required to take action? Yes No

MCM #3 Comments:

MCM #4 – CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Are you relying on PA's statewide program for stormwater associated with construction activities to satisfy this MCM?

Yes No

(If Yes, respond to questions for BMP Nos. 1, 2 and 3 only in this section. If No, respond to questions for all BMPs in this section)

BMP #1: The permittee may not issue a building or other permit or final approval to those proposing or conducting earth disturbance activities requiring an NPDES permit unless the party proposing the earth disturbance has valid NPDES Permit coverage (i.e., not expired) under 25 Pa. Code Chapter 102.

During the reporting period, did you comply with 25 Pa. Code § 102.43 (relating to withholding building or other permits or approvals until DEP or a county conservation district (CCD) has approved NPDES permit coverage)?

Yes No Not Applicable (no building permit applications received)

BMP #2: A municipality or county which issues building or other permits shall notify DEP or the applicable CCD within 5 days of the receipt of an application for a permit involving an earth disturbance activity consisting of one acre or more, in accordance with 25 Pa. Code § 102.42.

During the reporting period, did you comply with 25 Pa. Code § 102.42 (relating to notifying DEP/CCD within 5 days of receiving an application involving an earth disturbance activity of one acre or more)?

Yes No Not Applicable (no building permit applications received)

BMP #3: Enact, implement and enforce an ordinance or SOP to require the implementation and maintenance of E&S control BMPs, including sanctions for non-compliance, as applicable.

1. Do you have an ordinance (municipal) or SOP or other mechanism (non-municipal) that requires implementation and maintenance of E&S control BMPs? Yes No

If Yes, indicate the date of the ordinance or SOP: 11/26/2018

2. If Yes to #1, is the ordinance or SOP consistent with DEP's 2022 Model Stormwater Management Ordinance (3800-PM-BCW0100j)? Yes No

3. If Yes to #2 and the ordinance or SOP has not been submitted previously, attach a copy of the ordinance or SOP.

BMP #4: Review Erosion and Sediment (E&S) control plans to ensure that such plans adequately consider water quality impacts and meet regulatory requirements.

Specify the number of E&S Plans you reviewed during the reporting period:

BMP #5: Conduct inspections regarding installation and maintenance of E&S control measures during earth disturbance activities. Maintain records of site inspections, including dates and inspection results, in accordance with the record retention requirements in this permit.

Specify the number of E&S inspections you completed during the reporting period:

BMP #6: Conduct enforcement when installation and maintenance of E&S control measures during earth disturbance activities does not comply with permit and/or regulatory requirements.

Specify the number of enforcement actions you took during the reporting period for improper E&S:

BMP #7: Develop and implement requirements for construction site operators to control waste at construction sites that may cause adverse impacts to water quality. The permittee shall provide education on these requirements to construction site operators.

Specify the method(s) by which you are educating construction site operators on controlling waste at construction sites:

BMP #8: Develop and implement procedures for the receipt and consideration of public inquiries, concerns, and information submitted by the public to the permittee regarding local construction activities.

1. A tracking system has been established for receipt of public inquiries and complaints. Yes No

2. Specify the number of inquiries and complaints received during the reporting period:

MCM #4 Comments:

MCM #5 – POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

BMP #1: Enact, implement and enforce an ordinance or SOP to require post-construction stormwater management from new development and redevelopment projects, including sanctions for non-compliance.

1. Do you have an ordinance (municipal) or SOP or other mechanism (non-municipal) that requires implementation and maintenance of post-construction stormwater management (PCSM) BMPs? Yes No
If Yes, indicate the date of the ordinance or SOP: 11/26/2018
2. If Yes to #1, is the ordinance or SOP consistent with DEP's 2022 Model Stormwater Management Ordinance (3800-PM-BCW0100j)? Yes No
3. If Yes to #2 and the ordinance or SOP has not been submitted previously, attach a copy of the ordinance or SOP.

BMP #2: Develop and implement measures to encourage and expand the use of Low Impact Development (LID) in new development and redevelopment. Measures should also be included to encourage retrofitting LID into existing development. Enact ordinances consistent with LID practices and repeal sections of ordinances that conflict with LID practices.

1. Do you have an ordinance (municipal) or SOP or other mechanism (non-municipal) that encourages and expands the use of LID in new development and redevelopment? Yes No
If Yes, indicate the date of the ordinance or SOP: 11/26/2018
2. If Yes to #1, is the ordinance or SOP consistent with DEP's 2022 Model Stormwater Management Ordinance (3800-PM-BCW0100j)? Yes No
3. If Yes to #2 and the ordinance or SOP has not been submitted previously, attach a copy of the ordinance or SOP.

BMP #3: Ensure adequate O&M of all post-construction stormwater management BMPs that have been installed at development or redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale.

1. Do you have an inventory of all PCSM BMPs that were installed to meet requirements in NPDES Permits for Stormwater Discharges Associated with Construction Activities approved since March 10, 2003? Yes No
If Yes to #1, complete Table 1 on the next page.
2. Has proper O&M occurred during the reporting period for all PCSM BMPs? Yes No
3. If No to #2, explain what action(s) the permittee has taken or plans to take to ensure proper O&M.

If you are relying on PA's statewide program for stormwater associated with construction activities, you may skip to MCM #6, otherwise complete all questions for BMPs #4 - #6 in this section.

BMP #4: Require the implementation of a combination of structural and/or non-structural BMPs that are appropriate to the local community, that minimize water quality impacts, and that are designed to maintain pre-development runoff conditions.

1. Specify the number of PCSM Plans reviewed during the reporting period for projects disturbing greater than or equal to one acre (including projects less than one acre that are part of a larger common plan of development or sale):
2. Has a tracking system been established and maintained to record qualifying projects and their associated BMPs?
 Yes No

PCSM BMP INVENTORY

Table 1. To complete the information needed for MCM #5, BMP #3, list all existing structural BMPs that discharge stormwater to the permittee's MS4 that were installed to satisfy PCSM requirements for earth disturbance activities under Chapter 102, and provide the requested information (see instructions).

BMP No.	BMP Name	DA (ac)	Entity Responsible for O&M	Latitude	Longitude	Date Installed	O&M Requirements	NPDES Permit No.
1	Brentwood Senior High School		Brentwood School District	0 , " 0 , "	0 , " 0 , "	2014	PA Stormwater BMP Manual	
2	GetGo Gas Station			0 , " 0 , "	0 , " 0 , "	2005	PA Stormwater BMP Manual	
3	Brentwood Public Works		Brentwood Public Works	0 , " 0 , "	0 , " 0 , "	2014	PA Stormwater BMP Manual	
4	John F. Slater Funeral Home Underground Detention Facility	0.86	John F. Slater Funeral Home	40°21'52"	79°58'56"	2019	PA Stormwater BMP Manual	
5	John F. Slater Funeral Home Rain Garden	0.73	John F. Slater Funeral Home	40°21'52"	79°58'56"	2019	PA Stormwater BMP Manual	
6	Allegheny Health Network Underground Detention Facility	1.27	Allegheny Health Network	40°21'51"	79°59'57"	2020	PA Stormwater BMP Manual	PAC020300
7				0 , " 0 , "	0 , " 0 , "			
8				0 , " 0 , "	0 , " 0 , "			
9				0 , " 0 , "	0 , " 0 , "			
10				0 , " 0 , "	0 , " 0 , "			
11				0 , " 0 , "	0 , " 0 , "			
12				0 , " 0 , "	0 , " 0 , "			

BMP #5: Ensure that controls are installed that shall prevent or minimize water quality impacts. The permittee shall inspect all qualifying development or redevelopment projects during the construction phase to ensure proper installation of the approved structural PCSM BMPs. A tracking system (e.g., database, spreadsheet, or written list) shall be implemented to track the inspections conducted and to track the results of the inspections (e.g., BMPs were, or were not, installed properly).

1. During the reporting period have you inspected all qualifying development and redevelopment projects during the construction phase to ensure proper installation of approved structural BMPs?
 Yes No Not Applicable (no qualifying projects during reporting period)
2. Has a tracking system been established and maintained to record results of inspections?
 Yes No

BMP #6: Develop a written procedure that describes how the permittee shall address all required components of this MCM.

Have you developed a written plan that addresses: 1) minimum requirements for use of structural and/or non-structural BMPs in plans for development and redevelopment; 2) criteria for selecting and standards for sizing stormwater BMPs; and 3) implementation of an inspection program to ensure that BMPs are properly installed? Yes No

MCM #5 Comments:

MCM #6 – POLLUTION PREVENTION / GOOD HOUSEKEEPING

BMP #1: Identify and document all operations that are owned or operated by the permittee and have the potential for generating pollution in stormwater runoff to the MS4. This includes activities conducted by contractors for the permittee.

1. Have you identified all facilities and activities owned and operated by the permittee that have the potential to generate stormwater runoff into the MS4? Yes No
2. When was the inventory last reviewed? 9/2022
3. When was it last updated? 9/2022

BMP #2: Develop, implement and maintain a written O&M program for all operations that could contribute to the discharge of pollutants from the MS4, as identified under BMP #1. This program shall address stormwater collection or conveyance systems within the regulated MS4.

1. Have you developed a written O&M program for the operations identified in BMP #1? Yes No
2. Date of last review or update to written O&M program: 9/2022

BMP #3: Develop and implement an employee training program that addresses appropriate topics to further the goal of preventing or reducing the discharge of pollutants from operations to the regulated small MS4. All relevant employees and contractors shall receive training.

1. Have you developed an employee training program? Yes No
2. Date of last review or update to training program: 9/2022 Date of latest training: 10/26/2022

3. Training topics covered:

MS4 Good Housekeeping

4. Name(s) of training presenter(s):

Ashley Neptune P.E. & Ryan Berner

5. Names of training attendees:

Michael Folino, Justin Kobelak, Shawn Robinson, George Zboyvosky, Sean Brittenbaugh and Mark Consolmagno

MCM #6 Comments:

POLLUTANT CONTROL MEASURES (PCMs)

Indicate the status of implementing PCMs in Appendices A, B and/or C by completing the table below. Skip this section if PCMs are not applicable.

Task	Date Completed	Attached	Anticipated Completion Date
Storm Sewershed Map(s)	9/30/2020	<input type="checkbox"/>	
Source Inventory	9/30/2021	<input type="checkbox"/>	
Investigation of Suspected Sources	9/30/2022	<input type="checkbox"/>	
Ordinance/SOP for Controlling Animal Wastes	9/30/2019	<input type="checkbox"/>	

PCM Comments:

POLLUTANT REDUCTION PLANS (PRPs) AND TMDL PLANS

1. Complete this section if the development and submission of a PRP and/or TMDL Plan was required as an attachment to the latest NOI or application or was required by the permit, regardless of whether DEP has approved the plan(s).

Type of Plan	Submission Date	DEP Approval Date	Surface Waters Addressed by Plan
<input type="checkbox"/> Chesapeake Bay PRP (Appendix D)			Chesapeake Bay
<input checked="" type="checkbox"/> Impaired Waters PRP (Appendix E)	9/15/2017	5/4/2018	Streets Run
<input checked="" type="checkbox"/> TMDL Plan (Appendix F)	9/15/2017	5/4/2018	Saw Mill Run
<input type="checkbox"/> Combined Chesapeake Bay / Impaired Waters PRP			Chesapeake Bay,
<input checked="" type="checkbox"/> Combined PRP / TMDL Plan	9/15/2017	5/4/2018	Saw Mill Run

Joint Plan (if checked, list the name of the MS4 group or names of all entities participating in the joint plan below)

Joint Plan Participants:

2. Identify the pollutants of concern and pollutant load reduction requirements under the permit (see instructions).

Type of Plan	TSS Load Reduction (lbs/yr)	TP Load Reduction (lbs/yr)	TN Load Reduction (lbs/yr)
<input type="checkbox"/> Chesapeake Bay PRP (Appendix D)			
<input checked="" type="checkbox"/> Impaired Waters PRP (Appendix E)	19,188.40	3.08	N/A
<input checked="" type="checkbox"/> TMDL Plan (Appendix F)	30,931.91	17.39	N/A
<input type="checkbox"/> Combined Chesapeake Bay / Impaired Waters PRP			
<input checked="" type="checkbox"/> Combined PRP / TMDL Plan	PRP - 4,266.47	PRP - 0.92	N/A

3. Date Final Report Demonstrating Achievement of Pollutant Load Reductions Due: September 30, 2023

4. Have any modifications to the plan(s) occurred since DEP approval? Yes No

If Yes to #4, was the updated plan(s) submitted to DEP? Yes No

If Yes to #4, did you comply with the public participation requirements of the applicable appendix? Yes No

If Yes to #4, describe the plan modifications.

Additional parsing has been completed to remove sheet flow onto state and county roads or into streams. The Borough has revised the existing load reduction requirements and is proposing modifications to the previously proposed BMPs.

5. Summary of progress achieved during reporting period.

In addition to modifying the existing load calculations, the Borough has conducted several in-office reviews and field investigations to determine the feasibility of potential projects. The Borough completed the design and permitting for the Streets Run Stream Restoration Project. In the Sawmill Run Watershed, the Borough is investigating options to fulfill the sediment reduction requirement.

6. Anticipated activities for next reporting period.

The Borough plans to submit the updated PRP's to DEP and construct the Wanley Road Stream restoration project in Streets Run Watershed. The Borough is also partnering with PennDOT and PWSA to purchase credits for a joint PRP stream restoration project in the Sawmill Run watershed.

PRP/TMDL Plan Comments:

NEW BMPs FOR PRP/TMDL PLAN IMPLEMENTATION

Table 2. List all new structural BMPs installed and ongoing non-structural BMPs implemented during the reporting period that are being used toward achieving load reductions in the permittee's PRP and/or TMDL Plan (see instructions).

BMP No.	BMP Name	DA (ac)	% Imp.	BMP Extent	Units	Latitude	Longitude	Date Installed or Implemented	Planning Area?	Ch. 102?	Annual Sediment Load Reduction (lbs/yr)
						0 1 "	0 1 "		<input type="checkbox"/>	<input type="checkbox"/>	
						0 1 "	0 1 "		<input type="checkbox"/>	<input type="checkbox"/>	
						0 1 "	0 1 "		<input type="checkbox"/>	<input type="checkbox"/>	
						0 1 "	0 1 "		<input type="checkbox"/>	<input type="checkbox"/>	
						0 1 "	0 1 "		<input type="checkbox"/>	<input type="checkbox"/>	

BMP INVENTORY FOR PRP/TMDL PLAN IMPLEMENTATION

Table 3. List all existing structural BMPs that have been installed in prior reporting periods and are eligible to use toward achieving load reductions in the permittee's PRP and/or TMDL Plan (see instructions).

BMP No.	BMP Name	DA (ac)	% Imp.	BMP Extent	Units	Latitude	Longitude	Date Installed	Annual Sediment Load Reduction (lbs/yr)	Date of Latest Inspection	Satisfactory?
						0 1 "	0 1 "				<input type="checkbox"/>
						0 1 "	0 1 "				<input type="checkbox"/>
						0 1 "	0 1 "				<input type="checkbox"/>
						0 1 "	0 1 "				<input type="checkbox"/>
						0 1 "	0 1 "				<input type="checkbox"/>
						0 1 "	0 1 "				<input type="checkbox"/>

CERTIFICATION

For PAG-13 Permittees: I have read the latest PAG-13 General Permit issued by DEP and agree and certify that (1) the permittee continues to be eligible for coverage under the PAG-13 General Permit and (2) the permittee will continue to comply with the conditions of that permit, including any modifications thereto. I understand that if I do not agree to the terms and conditions of the PAG-13 General Permit, I will apply for an individual permit within 90 days of publication of the General Permit. I also acknowledge that any facility construction needed to comply with the General Permit requirements shall be designed, built, operated, and maintained in accordance with operative laws and regulations.

For All Permittees: I certify under penalty of law that this report was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. See 18 Pa. C.S. § 4904 (relating to unsworn falsification).



George Zboyovsky, P.E.

Name of Responsible Official

Signature

412-884-1500 Ext. 110

09/28/2023

Telephone No.

Date

2023 TMDL

PROJECT PROGRESS REPORT

SNAP SHOT: Gateway Engineers working on some mandated projects to reduce total sediment contributing to Saw Mill Run Watershed. Reached out to PennDOT to see if the Borough can purchase credits through some of their projects. Note: Streets Run Watershed is receiving credit for the Wanley Road Culvert Project.





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Brentwood Borough

Final PRP Report Saw Mill Run HUC-12 Watershed



Municipal Separate Storm Sewer System

Ryan R. Berner, GISP
Ashley A. Neptune, P.E.

Latest Revision: 09/22/2023

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ACRONYMS

BMP	Best Management Practice
HUC	Hydraulic Unit Code
MCM	Minimum Control Measure
MS4	Municipal Separate Storm Sewer
NPDES	National Pollutant Discharge Elimination System
PADEP	Pennsylvania Department of Environmental Protection
PRP	Pollutant Reduction Plan
TMDL	Total Maximum Daily Load
TP	Total Phosphorus
TSS	Total Suspended Solids

Chapter 1. Introduction

1.1 Purpose

Municipalities throughout the country are under a federal mandate requiring a stormwater management program for reducing pollution impacts from stormwater runoff. In 2003, Brentwood Borough was issued a Municipal Separate Storm Sewer System (MS4) Permit through the Pennsylvania Department of Environmental Protection (PADEP) and the Environmental Protection Agency. The Borough is regulated under PADEP's Individual NPDES Permit (PAI-136143). Implemented through the Clean Water Act, the permit's requirements are outlined through six Minimum Control Measures (MCMs). In addition, PADEP is requiring MS4s that discharge to an impaired stream to prepare a Pollutant Reduction Plan (PRP) for sediment, nitrogen, and/or phosphorus. The goal of the PRP is to reduce pollution caused by sediment and/or nutrients in impaired streams.

1.2 Pollutant Reduction Plan Background

The PRP Report consists of planning area delineation, existing load calculations, and proposed BMPs. The Borough previously submitted their PRP report in September 2017, which was approved by DEP on June 1, 2018. The Borough is working on revisions to their PRP/TMDL report that includes updating the existing loads to account for sheet flow parsing and a new project location. Once these revisions are finalized, the Borough will advertise the PRP/TMDL report for public comment and submit to DEP for review and approval prior to the end of the year. A summary of this PRP using PADEP's Pollutant Reduction Plan (PRP) / TMDL Plan Final Report form is provided in Appendix 1.

1.3 Completed PRP Projects

Based on the PRP reduction requirements, the final existing load calculated needed to be reduced by implementing proposed structural and non-structural BMPs. The required reduction is based on a 10% reduction for sediment and 5% for phosphorus. In accordance with PADEP guidance, the Borough took the presumption approach that a 10% reduction of sediment will also accomplish a 5% phosphorus reduction. PADEP left it up to the permittee on how they plan to achieve the required pollution reduction.

Due to unforeseen circumstances such as having to adjust previously proposed projects that were delayed and outside of the Borough's control, Brentwood was not able to construct enough of the proposed BMPs prior to the May 31, 2023 deadline; however, the Borough is working diligently to implement these projects in a timely matter that is financially possible and reasonably attainable. Brentwood recognizes the importance of these PRP projects in addressing sediment and nutrient pollution in stormwater runoff and intends to construct the proposed BMPs for the watershed. A schedule for the implementation of the remaining proposed BMPs including interim milestones is provided in Appendix 2 of this report.

Appendix 1 – Pollutant Reduction Plan (PRP) Final Report Form



POLLUTANT REDUCTION PLAN (PRP) / TMDL PLAN FINAL REPORT

Before completing this report please review the instructions, which are located within the Annual MS4 Status Report Instructions (3800-FM-BCW0491)

PRP / TMDL PLAN SUMMARY

Permittee Name: Brentwood Borough Permit No.: PAI-136143

PRP TMDL Plan Combined PRP / TMDL Plan

Plan Approval Date: Pending Required Completion Date: 5/31/2023

Joint Plan? Yes No *If Yes, identify all participating permittees as an attachment to this report*

Surface Waters Addressed by Plan: Saw Mill Run

Permittee's Planning Area (acres): 293 Total Planning Area (Joint Plans): 0 acres

Pollutant Load Reduction Calculation Methodology:

Simplified Method Mapshed ModelMyWatershed Other:

	TSS		TN		TP	
Baseline Pollutant Load – Planning Area	26833	lbs/yr	0	lbs/yr	9	lbs/yr
Pollutant Load Reduction Requirement (%)	10	%	0	%	5	%
Pollutant Load Reduction Requirement (lbs/yr)	2683	lbs/yr	0	lbs/yr		lbs/yr
WLA Reduction Requirement (<i>TMDL Plan only</i>)		lbs/yr	0	lbs/yr		lbs/yr

BMP IMPLEMENTATION

BMP Type	No. of BMPs	Pollutant Load Reductions Achieved (Credit)				
		TSS		TN		TP
Structural BMPs	0	lbs/yr		0	lbs/yr	lbs/yr
Non-Structural BMPs	0	lbs/yr		0	lbs/yr	lbs/yr
Total	0	0	lbs/yr	0	lbs/yr	0 lbs/yr

Pollutant Load Reductions are documented on the following attachments:

- Attachment A – Infiltration BMPs No.: _____
- Attachment B – BMP Retrofits No.: _____
- Attachment C – Stream and/or Floodplain Restoration No.: _____
- Attachment D – Street Sweeping or Storm Drain Solids Removal No.: _____
- Attachment E – Tree Planting No.: _____
- Attachment F – Non-structural (Annual Practice) BMPs No.: _____
- BMP(s) have been implemented for which there are no attachments (*attach calculations*)

COMPLIANCE DETERMINATION

Were the pollutant load reduction requirements of the permit met? Yes No

If the pollutant load reduction requirements of the permit were **not met**, report the required load reductions remaining in lbs/yr and as a percentage of the total required load reduction.

	TSS		TN		TP
Load Reduction Remaining	2683	lbs/yr	0	lbs/yr	lbs/yr
Percent of Required Load Reduction Remaining	10	%	0	%	%

If the pollutant load reduction requirements of the permit were not met, attach an explanation and provide a schedule for completing implementation of the PRP or TMDL Plan, including interim milestones.

CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowledge of violations. See 18 Pa. C.S. § 4904 (relating to unsworn falsification).

George Zboyovsky, P.E.

Borough Manager

Responsible Official Name

Official Title

Signature

Date Signed

Appendix 2 – PRP Implementation Schedule

The following project is anticipated to be completed to meet the remaining PRP reduction requirement:

Moore Park/Crane Avenue/Long's Run Stream Restoration

- *Location:* Saw Mill Run Watershed
- *Description:* PennDOT, Pittsburgh Water and Sewer Authority (PWSA), and the PA Turnpike Commission have proposed several joint stream restoration projects in the Saw Mill Run Watershed. The Borough is planning to collaborate with PWSA as a municipal partner in purchasing credit in order to meet their PRP reduction requirement. The Borough plans to purchase a minimum of 3,000 lbs/year of sediment to meet their PRP reduction requirement. Once an agreement is reached between Brentwood and PWSA, the Borough will provide the executed agreement between both parties to DEP.
- *Estimated Reductions:* Brentwood will be purchasing a minimum of 3,000 lbs/year of sediment.
- *Completed and Anticipated Milestones:*
 - PWSA and PennDOT Coordination: *August – September 2023*
 - Joint PRP Project Agreement: *Fall / Winter 2023.*
 - Construction Start: *To be determined by PennDOT and PWSA*
 - Construction Completed: *To be determined by PennDOT and PWSA*



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Brentwood Borough

Final PRP Report Streets Run HUC-12 Watershed



Municipal Separate Storm Sewer System

Ryan R. Berner, GISP
Ashley A. Neptune, P.E.

Latest Revision: 09/20/2023

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ACRONYMS

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Chapter 1. Introduction

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1.3 Completed PRP Projects

Based on the PRP reduction requirements, the final existing load calculated needed to be reduced by implementing proposed structural and non-structural BMPs. The required reduction is based on a 10% reduction for sediment and 5% for phosphorus. In accordance with PADEP guidance, the Borough took the presumption approach that a 10% reduction of sediment will also accomplish a 5% phosphorus reduction. PADEP left it up to the permittee on how they plan to achieve the required pollution reduction.

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Appendix 1 – Pollutant Reduction Plan (PRP) Final Report Form



POLLUTANT REDUCTION PLAN (PRP) / TMDL PLAN FINAL REPORT

Before completing this report please review the instructions, which are located within the Annual MS4 Status Report Instructions (3800-FM-BCW0491)

PRP / TMDL PLAN SUMMARY

Permittee Name: Brentwood Borough Permit No.: PAI136143

PRP TMDL Plan Combined PRP / TMDL Plan

Plan Approval Date: Pending Required Completion Date: 5/31/2023

Joint Plan? Yes No *If Yes, identify all participating permittees as an attachment to this report*

Surface Waters Addressed by Plan: Streets Run, UNT to Streets Run

Permittee's Planning Area (acres): 456 Total Planning Area (Joint Plans): 0 acres

Pollutant Load Reduction Calculation Methodology:

Simplified Method Mapshed ModelMyWatershed Other:

	TSS		TN		TP	
Baseline Pollutant Load – Planning Area	157518	lbs/yr	0	lbs/yr	47	lbs/yr
Pollutant Load Reduction Requirement (%)	10	%	0	%	5	%
Pollutant Load Reduction Requirement (lbs/yr)	15751	lbs/yr	0	lbs/yr	0	lbs/yr
WLA Reduction Requirement (<i>TMDL Plan only</i>)		lbs/yr	0	lbs/yr		lbs/yr

BMP IMPLEMENTATION

BMP Type	No. of BMPs	Pollutant Load Reductions Achieved (Credit)					
		TSS		TN		TP	
Structural BMPs	0	0	lbs/yr	0	lbs/yr	0	lbs/yr
Non-Structural BMPs			lbs/yr	0	lbs/yr		lbs/yr
Total	0	0	lbs/yr	0	lbs/yr	0	lbs/yr

Pollutant Load Reductions are documented on the following attachments:

- Attachment A – Infiltration BMPs No.: _____
- Attachment B – BMP Retrofits No.: _____
- Attachment C – Stream and/or Floodplain Restoration No.: _____
- Attachment D – Street Sweeping or Storm Drain Solids Removal No.: _____
- Attachment E – Tree Planting No.: _____
- Attachment F – Non-structural (Annual Practice) BMPs No.: _____
- BMP(s) have been implemented for which there are no attachments (*attach calculations*)

COMPLIANCE DETERMINATION

Were the pollutant load reduction requirements of the permit met? Yes No

If the pollutant load reduction requirements of the permit were **not met**, report the required load reductions remaining in lbs/yr and as a percentage of the total required load reduction.

	TSS		TN		TP
Load Reduction Remaining	15751	lbs/yr	0	lbs/yr	lbs/yr
Percent of Required Load Reduction Remaining	10	%	0	%	%

If the pollutant load reduction requirements of the permit were not met, attach an explanation and provide a schedule for completing implementation of the PRP or TMDL Plan, including interim milestones.

CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowledge of violations. See 18 Pa. C.S. § 4904 (relating to unsworn falsification).

George Zboyovsky

Responsible Official Name

Borough Manager

Official Title

Signature

Date Signed

Look-Up Table for MMW Land Use Loading Rates

Watershed: Streets Run 7242
 Year: 2021

Section 3: MMW Model Output

This page is where the output data from a multi-year MMW model run is to be copied and pasted into this workbook and is the source data for calculations throughout the workbook.

1. Source File Name - User-specified filename for the output file from MMW (optional).
2. Watershed Name - User-specified name of a watershed for which land use loading rates are being calculated (optional).
3. Source file - The annual pollutant data, in English Units, is copied directly from the MMW output file to the table below.
4. Year - the year modeled (optional).

Data Entered By: KML
 Date Data Entered: 8/13/2021
 Source File Name: User Specified
 Watershed: Streets Run 7242
 Year: 2021

MAPSHED OUTPUT DATA						
WATERSHED						
Source	Area	Sediment	Tot N	Tot P	Sediment	
Units	acres	tons/year	lbs/year	lbs/year	lbs/year	
Hay/Past	12.00	1.08	6.86	0.97	2,160.53	
Cropland	-	-	-	-	-	
Forest	1,690.00	15.04	132.26	11.24	30,071.05	
Wetland	-	-	-	-	-	
Disturbed	-	-	-	-	-	
Turfgrass	121.00	0.72	58.97	2.20	1,433.00	
Open_Land	796.00	59.51	590.84	36.57	119,027.58	
Bare_Rock	-	-	-	-	-	
Sandy_Areas	-	-	-	-	-	
Unpaved_Road	-	-	-	-	-	
Ld_Mixed	348.00	1.57	86.62	9.39	3,130.56	
Md_Mixed	319.00	8.29	364.16	40.68	16,578.76	
Hd_Mixed	526.00	13.69	601.29	67.15	27,381.41	
Ld_Residential	109.00	0.49	27.03	2.93	970.03	
Md_Residential	1,156.00	30.09	1,321.14	147.58	60,186.20	
Hd_Residential	410.00	10.67	468.61	52.34	21,340.75	
Farm Animals	-	-	-	-	-	
Tile Drainage	-	-	-	-	-	
Stream Bank	-	703.90	703.30	88.20	1,407,794.80	
Groundwater	-	-	6,159.80	157.90	-	
Point Source	-	-	-	-	-	
Septic Systems	-	-	-	-	-	
Totals	5,487.00	845.04	10,520.88	617.15	1,690,074.67	

Note: The information below is only used for allocation of "urban" loads within a larger watershed boundary

MMW NLCD Land Cover Categories for Urban Area (from second, smaller "Analyze" csv file)

MAPSHED OUTPUT DATA						
SMALLER AREA						
Source	Area	Area	Sediment	Tot N	Tot P	
Units	hectares	acres	lbs/year	lbs/year	lbs/year	
Hay/Past	-	-	-	-	-	-
Cropland	-	-	-	-	-	-
Forest	20.30	50.16	10,545.19	9.03	1.00	-
Wetland	-	-	-	-	-	-
Disturbed	-	-	-	-	-	-
Turfgrass	-	-	-	-	-	-
Open_Land	26.40	65.24	22,308.02	54.80	3.91	-
Bare_Rock	-	-	-	-	-	-
Sandy_Areas	-	-	-	-	-	-
Unpaved_Road	-	-	-	-	-	-
Ld_Mixed	11.90	29.41	6,863.88	10.00	1.18	-
Md_Mixed	11.20	27.68	9,833.90	35.70	4.15	-
Hd_Mixed	8.20	20.26	8,714.39	27.35	3.04	-
Ld_Residential*	-	-	-	-	-	-
Md_Residential*	77.80	192.25	68,328.41	219.16	24.99	-
Hd_Residential*	29.10	71.91	30,925.08	81.97	9.35	-
Totals		456.90	157,518.88	438.02	47.62	

STREAM LENGTHS*	KM*	FEET	Sed lb/ft	TN lb/ft	TP lb/ft
Total Length	86.33	283234.9	5.0	0.00	0.00
Ag Streams	0.25	820.2			
Non-Ag Streams	86.08	282414.7			

* These values can be obtained from the "Stream" tab in the "Analyze" section of a Model My Watershed run

GWLF-E Urban Area Viewer - Version 1.1.3

Select input data file: C:\MapShed\Runfiles\StreetsRun7242\Output\StreetsRun7242_NoBMPs-22206468.0165_ua.csv

Watershed Totals	Municipality Loads	Regulated Loads	Unregulated Loads
U/DAY			1.07
KG P/AEU/DAY			0.3
			0.85
			0.29
			0.31
			0.09
			0.44
			0.07
			0.28
			0.06
			0.48
			0.15
			0.37
			0.1
			0.59
			0.2

Source	Area (ac)	Sediment		Nitrogen		Phosphorus	
		Total Load (lb)	Loading Rate (lb/ac)	Total Load (lb)	Loading Rate (lb/ac)	Total Load (lb)	Loading Rate (lb/ac)
Hay/Pasture	12	2160.53	180.00	6.86	0.57	0.97	0.08
Cropland	0	0.00	0.00	0.00	0.00	0.00	0.00
Forest	1690	30071.05	17.80	132.26	0.08	11.24	0.01
Wetland	0	0.00	0.00	0.00	0.00	0.00	0.00
Disturbed	0	0.00	0.00	0.00	0.00	0.00	0.00
Turfgrass	121	1433.00	11.80	58.97	0.49	2.20	0.02
Open Land	796	119027.58	149.50	590.84	0.74	36.57	0.05
Bare Rock	0	0.00	0.00	0.00	0.00	0.00	0.00
Sandy Areas	0	0.00	0.00	0.00	0.00	0.00	0.00
Unpaved Roads	0	0.00	0.00	0.00	0.00	0.00	0.00
LD Mixed	348	3130.56	9.00	86.62	0.25	9.39	0.03
MD Mixed	319	16578.76	52.00	364.16	1.14	40.68	0.13
HD Mixed	526	27381.41	52.10	601.29	1.14	67.15	0.13
LD Residential	109	970.03	8.90	27.03	0.25	2.93	0.03
MD Residential	1156	60186.20	52.10	1321.14	1.14	147.58	0.13
HD Residential	410	21340.75	52.10	468.61	1.14	52.34	0.13
Water	0.9183633						
Farm Animals				0.0		0.0	
Tile Drainage		0.0		0.0		0.0	
Stream Bank		1407794.8		703.3		88.2	
Groundwater				6159.8		157.9	
Point Sources				0.0		0.0	
Septic Systems				0.0		0.0	
Totals	5488	1690075		10521		617	

	Sediment	Phosphorus
Developed	124665.6617	42.70722628
Undeveloped	32853.21575	4.91739746
Total	157518.8774	47.62462374

*Only use this input block if land cover distribution is given in square meters (m^2). This occurs when AOI is less than about 2 square kilometer2.

Appendix 2 – PRP Implementation Schedule

The following project are anticipated to be completed to meet the remaining PRP reduction requirement:

Wanley Road Stream Restoration

- *Location:* Start: 40.370835°, 79.965296°
End: 40.370806°, 79.964464°
- *Description:* Approximately 250 LF of UNT to Streets Run will be rehabilitated.
- *Estimated Reductions:* The project reduced 28,750 lbs/year of sediment.
- *Completed and Anticipated Milestones:*
 - Field Investigation: *February 2023*
 - Design Plans: *March 2023*
 - Permit Submission: *April 2023*
 - Permit Approval: *August 2023*
 - Bid Opening: *September 2023*
 - Notice of Award: *October 2023*
 - Construction Start: *November 2023*
 - Construction Completed: *January 2023*

**2023 PHASE II CONSENT ORDER AND AGREEMENT
PROJECT PROGRESS REPORT
SNAP SHOT: Nothing new to report.**



**2023 ROADWAY PAVING PROJECT
PROJECT PROGRESS REPORT**

**SNAP SHOT: Pre-Construction Meeting scheduled for October 20, 2023.
Mobilization is anticipated for early November, 2023.**



**2023 SIDEWALK COST SHARING PROGRAM
PROJECT PROGRESS REPORT**

SNAP SHOT: Work is commencing nicely with little issues. Project is on schedule.



**2021 - 2023 IMPLEMENTABLE COMPREHENSIVE PLAN
PROJECT PROGRESS REPORT**

**SNAP SHOT: Public Meeting is scheduled for Thursday,
November 2, 2023 at 6:00 PM at the Brentwood Community Room**



**FORMER BOROUGH BUILDING SITE DEVELOPMENT
PROJECT PROGRESS REPORT**

SNAP SHOT: Council meeting with a Public Hearing and adoption of the Ordinance was held on Monday, October 16, 2023.



2021 - 2023
CIVIC CENTER RENOVATIONS PROJECT
PROJECT PROGRESS REPORT

SNAP SHOT: Council discussed during the October 16, 2023 Council meeting with a vote on the contract occurring during the October 23, 2023 Council meeting. The project was awarded to Massaro Development.



BID TABULATION

RENOVATIONS
AT THE
BRENTWOOD BOROUGH CIVIC CENTER
PARK DRIVE
BRENTWOOD, PA 15227

FOR THE

BOROUGH OF BRENTWOOD
BRENTWOOD, PENNSYLVANIA

SEPTEMBER 14, 2023

HHS DR FILE #4520



We, HHS DR, Registered Architects and Engineers, of Sharon and Pittsburgh, Pennsylvania, do hereby certify that the following Bid Tabulation consisting of one (1) page, sets forth all the construction bids received on September 7, 2023.

Sincerely,

HHS DR ARCHITECTS/ENGINEERS


Matthew P. Franz

**BID TABULATION
 RENOVATIONS AT THE
 BRENTWOOD BOROUGH CIVIC CENTER
 118 PARK DRIVE, BRENTWOOD, PA 15227
 BOROUGH OF BRENTWOOD
 HHSR #4520**

September 14, 2023

GENERAL CONSTRUCTION						
	Base Bid	Alt Bid #1	Alt Bid #2	Alt Bid #3	Alt Bid #4	Alt Bid #5
Massaro Construction Group, Co. Pittsburgh, PA	\$1,096,000	\$622,000	\$200,000	\$289,000	\$700,000	\$162,000
Caliber Contracting Services, Inc. Pittsburgh, PA	\$1,138,000	\$625,600	\$157,300	\$229,500	\$350,000	\$158,000
DiMarco Construction Co., Inc. Clariton, PA	\$1,400,000	\$761,000	\$205,000	\$240,000	\$651,000	\$186,000
Select Contracting LLC Moon Township, PA	NO BID					
Hudson Construction, Inc. Hermitage, PA	NO BID					
PDDM Solutions Canonsburg, PA	NO BID					
TBI Contracting McKeesport, PA	NO BID					

Base Bid: Roof Replacement, ADA Restroom Improvements, and Kitchen Upgrades.

Alt Bid #1 (+) Add Building Interior Renovations (Paint, Flooring, Ceilings, Lights, Acoustic Panels, and HVAC).

Alt Bid #2 (+) Add Exterior Building Improvements (Brick Cleaning, Metal Panels, and Signage).

Alt Bid #3 (+) Add Exterior Window and Door Replacement.

Alt Bid #4 (+) Add New Roof Dormers with Side Folding Doors and Exterior Window and Door Replacement.

Alt Bid #5 (+) Add New A/V Sound Systems in Multi-Purpose Rooms (2).

**BID TABULATION
BRENTWOOD CIVIC CENTER
RENOVATION PROJECT
AUGUST 17, 2023**

BID TYPE	AMERICAN INDUSTRIAL CONTRACTING	ALLOY GROUP	TRIFECTA TEAM LLC
Base Bid 1 – Gypsum Board and Joint Compound	\$4,141.00	Did Not Bid	\$7,650.00
Base Bid 2 – Window and Door Frame Caulking	\$4,224.00	Did Not Bid	\$8,575.00
Total	\$8,365.00	Did Not Bid	\$16,225.00



CIVIC CENTER ALTERATIONS
 for the
BOROUGH OF BRENTWOOD
PARKS & RECREATION DEPARTMENT

Construction Costs:

General Construction: Massaro Construction Group

Base Bid: Roof Replacement, ADA Restroom Improvements, Kitchen Upgrades	\$1,096,000
Alt. Bid #1 Add Building Interior Renovations (Paint, Flooring, Ceilings, Lights, Acoustic Panels, and HVAC)	\$622,000
Alt. Bid #2 Add Exterior Building Improvements (Brick Cleaning, Metal Panels, and Signage)	\$200,000
Alt. Bid #3 Add Exterior Window and Door Replacement	Reject
OR	
Alt. Bid #4 Add New Roof Dormers with Side Folding Doors and Exterior Window and Door Replacement	\$700,000
Alt. Bid #5 Add New A/V Sound Systems in Multi-Purpose Rooms (2)	\$162,000

Total Construction Costs: \$2,780,000

Related Costs:

Design / Engineering	\$118,100
Multiple Alternate Bid Preparation Fee	\$4,500
Architect/Engineer Construction Administration	\$39,000
Asbestos Abatement	\$8,365
\$4,141 if Alternate #1 is selected above	
\$4,224 if Alternate #3 OR Alternate #4 is selected above	
Asbestos Abatement Consultant Allowance (Specs, Monitoring, Report)	\$8,500
Borough Plan Review Allowance	\$0
Bid/Construction Document Printing	\$881
Contingency (5%)	\$139,000

Total Related Costs: \$318,346

TOTAL PROJECT COSTS: \$3,098,346

September 14, 2023

Mr. Matthew Franz
HHS DR Architects & Engineers
201 Century Building
130 7th Street
Pittsburgh, PA 15222
mfranz@hhsdr.com

VIA EMAIL ONLY

Proposal 23-131 – Renovations at the Brentwood Borough Civic Center
Brentwood Borough
Alternate #4 Bid Amount

Dear Mr. Franz,

This letter is to confirm our conversation today regarding the mathematical error on the bid we submitted for the above-referenced project. Specifically, our bid amount for Alternate #4 included only the additional work described for this alternate and not the work associated with Alternate #3, as we now understand was the intention. The price for the full scope of Alternate #4 would be covered by adding our bid amounts for Alternate #3 (\$229,500.00) and Alternate #4 (\$350,000.00), for a total amount of \$579,500.00.

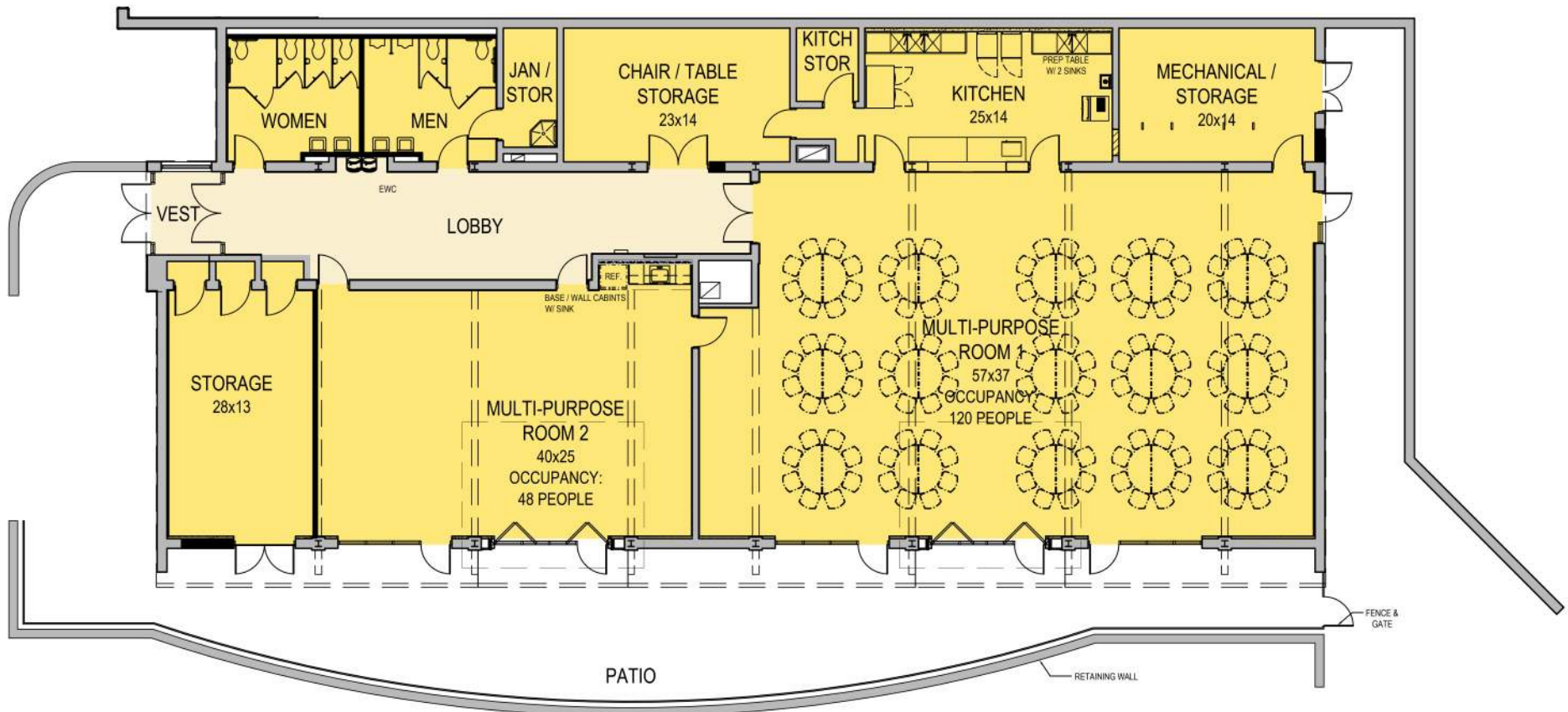
For the sake of clarity, we have no concerns about our bid amounts; this error was because of a misinterpretation of the bid form and breakdown of the Alternates. If the Owner elected to award both Alternate #3 and Alternate #4 together at the amounts stated, we would honor our bid. However, if the Owner elected to award Alternate #4 without Alternate #3, we would unfortunately need to withdraw our bid. We have no concerns with any other bid amounts for base bid or alternates and would willingly proceed with the award of any combination of these bids.

Please contact our office should you have any questions or require additional information. We hope to have the opportunity to work with you and Brentwood Borough on this project. Thank you for your consideration.

Sincerely,

Kevin McNulty
Owner | President

BRENTWOOD BOROUGH COMMUNITY PARK *Civic Center*



 ALTERATIONS  CIRCULATION

0 2'-0" 4'-0" 10'-0"
SCALE: 1/4" = 1'-0" 





2021 - 2023

**STADIUM ADA RESTROOMS AND CALMING SHELTER
PROJECT PROGRESS REPORT**

SNAP SHOT: Contractor completing punch list items. Project is approximately 95% complete.



**2023 WANLEY AVENUE PHASE III
PROJECT PROGRESS REPORT**

**SNAP SHOT: Pre-Construction Meeting was held on October 31st.
Contractor will mobilize and begin the project in early November.
Project will be completed in mid December.**



**2023 SHACOG CD 48 7.5 PROJECT ADA RAMPS
PROJECT PROGRESS REPORT**

SNAP SHOT: Project successfully completed and closedout.



**SANITARY SEWER SYSTEM EVALUATION
PROJECT PROGRESS REPORT**

SNAP SHOT: PUC Public Hearing was held on October 26th at 1:00 PM and 6:00 PM. Borough staff will provide testimony on November 8th.



PROJECT STATUS REPORT

October 11, 2023

PROJECT NAME: Brentwood Borough – Sanitary Sewer Easement Layer

PROJECT NUMBER: C-40156-0012

PREPARED BY: Ryan R. Berner, GISP

PROJECT DESCRIPTION:

This project is associated with the Borough's sanitary sewer easement data. It involves preparing the process of reviewing archived plans and data associated with the sanitary sewers to ultimately prepare a layer in the Borough's GIS documenting the location of the sanitary sewer easements and impacted properties. This information will be provided in the end to PAWC.

PROJECT TEAM:

Gateway Engineers:

Ryan R. Berner, GISP – rberner@gatewayengineers.com, 412-409-2392

Daniel S. Deiseroth, P.E. – ddeiseroth@gatewayengineers.com, 412-409-2401

Brentwood:

George Zboyovsky, PE, Borough Manager – gzboyovsky@brentwoodboro.com, 412/884-1500 ext. 110

Eric Peccon, Assistant Borough Manager – epeccon@brentwoodboro.com, 412/884-1500 etc. 116

FINANCIALS

Engineering:

Brentwood Budget Line Item:

Approved Work Authorization (October 6): \$25,000

YTD Expended: \$18,827

Balance: \$6,173

SUMMARY OF RECENT ACTIVITY

- Conducted additional research on deeds and recorded plans
- Updated GIS database with additional easement information obtained from research
- Researched, requested, and received deeds for parcels to be reviewed

FULL-SERVICE CIVIL ENGINEERING

ASSET MANAGEMENT • ENVIRONMENTAL • GEOTECHNICAL

LAND DEVELOPMENT • MUNICIPAL • STRUCTURAL • SURVEYING • TRANSPORTATION

- Conducted check in meeting with PAWC
- Prepared deliverable in spreadsheet and GIS database format providing status of parcel review
 - GIS database contains recorded plan boundary, parcels, and easements
- Parcel Research Status:
 - Parcels with easements identified: 385
 - Parcels remaining to be researched for easements: 300
- Determined Viewer Assessment Plans found in archives are applicable and can be utilized for additional easement information for assumed easements around sewers on plans

UPCOMING TASKS

- Review remaining deeds received from Allegheny County and review to determine availability of recorded plans
- Update easements with information from Viewer Assessment Plans and researched recorded plans
- Update deliverable and submit to PAWC by 10/24 for bi-weekly check in
- Provide status on remaining parcels to be reviewed

ISSUES

- None at this time

END OF REPORT

G:\Projects\40000 Brentwood\40113 Storm water 2\2023 MS4 Program\Docs\Correspondence\Client\2023-10-11 MS4 Project Status Report.docx

**2023 FIELD 3 LIGHTING PROJECT
PROJECT PROGRESS REPORT**

SNAP SHOT: Light installation was completed in September. ADA Asphalt pathway needs to be completed as part of the grant requirements. Project is scheduled to be completed early November.



**2023 FIELD 4 ADA IMPROVEMENTS
PROJECT PROGRESS REPORT**

SNAP SHOT: A proposal was awarded to TranSystems. The Parks & Recreation Committee have been taking the lead on this project. TranSystems presented the draft to the entire council during the October 23, 2023 Council meeting.



**2023 MARYLEA AVE/RT. 51 TRAFFIC STUDY
PROJECT PROGRESS REPORT**

SNAP SHOT: PennDOT was contacted to request the traffic signal permit be revised to include a Pedestrian Only Crossing time. PennDOT indicated that a revised permit was not necessary if the Borough simply increased the crossing time by 6 seconds. This was changed by PennDOT at all of the intersection along Rt. 51. PennDOT will also increase the pedestrian crossing for the two intersections at Townsquare Way and Giant Eagle Way by an additional 4 seconds.



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PARK LANDSCAPE MASTER PLAN PROJECT

Status Update: Nothing new to report.

PERMIT PARKING PROJECT

Status Update: Nothing new to report.

PARKING KIOSKS PROJECT

Status Update:

Borough in the process of making the switch to another enforcement platform.

WEB SITE UPGRADE PROJECT

Status Update: Borough is proceeding with updating/changing to www.brentwoodPA.gov as well as a new website. It is hoped to be revealed in November or December.



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END OF PACKET



BRENTWOOD BOROUGH POLICE DEPARTMENT

Adam R. Zeppuhar
Chief of Police



DATE: 11.16.2023

FROM: Chief Adam Zeppuhar



RE: Monthly Council Report (October 1, 2023 through October 31, 2023)

TOTAL ARRESTS		COUNT	Year to Date
TOTAL ARREST ADULT		27	287
Gender	Male	23	207
	Female	4	80
TOTAL ARREST JUVENILE		6	21
Gender	Male	6	18
	Female	0	3
TRAFFIC STOPS		COUNT	Year to Date
TOTAL		83	1050
CITATION(S) ISSUED		37	460
WARNING(S) ISSUED		35	501
ARREST		10	72
OTHER		6	12

Citation	Total Count	YTD
BOROUGH PARKING TICKET	29	385
PARKING TICKET TO MAGISTRATE	1	69
NON-TRAFFIC CITATION	14	118
TRAFFIC TICKET	60	746

STOP DATA		
TRAFFIC CITATION / GENDER	COUNT	YTD
Male	33	451
Female	27	345
TRAFFIC CITATION / RACE	COUNT	YTD
White	31	397
Black	27	350
Asian	2	40
Unknown/other	0	6

Approved OT Hours From 10/01/23 00:00 to 10/31/23 23:59

Group: All Employees

Codes: ACT 17 Coverage, AG detail/billable, BUPA, Court Appearance, Court Appearance/Criminal Court of Common Pleas, Court Appearance/Juvenile Court, Court Appearance/Magistrate, Court Appearance/Other, Court Appearance/Summary Appeal, Court/Attorney General, DANET/Billable, DUI Rover/Check Point, Emergency Call Out, Late call, Other Detail, Other Detail/Billable, Park Security, Prisoner Watch, Shift Coverage, Smooth Operator, Traffic Detail/billable, Training

Employee	To Comp		To Paid		Total	
	Entries	Hours	Entries	Hours	Entries	Hours
Davidson, Patrolman Scott	0	0.00	2	5.00	2	5.00
DeLallo, Sergeant Matthew	0	0.00	6	24.00	6	24.00
Fisher, Patrolman Michael	1	2.00	5	28.00	6	30.00
Heynes, Patrolman Christian	0	0.00	2	8.00	2	8.00
Kelly, Patrolman Collin	1	0.50	12	48.00	13	48.50
Massey, Patrolman Scott	1	3.50	8	26.00	9	29.50
Meisel, Sergeant William	0	0.00	14	71.00	14	71.00
Mikelonis, Patrolman Gerald	0	0.00	6	28.00	6	28.00
Rech, Patrolman Carl	2	8.00	1	4.00	3	12.00
Scott, Sergeant Joshua	0	0.00	8	32.00	8	32.00
Skrip, Sergeant John	3	9.00	5	20.00	8	29.00
Swick, Patrolman Richard	0	0.00	3	12.00	3	12.00
Taylor, Patrolman Kyle	3	9.25	9	40.00	12	49.25
Wagner, Patrolman Farrell	3	10.00	5	20.00	8	30.00
Williams, Desk Clerk Pam	2	12.25	0	0.00	2	12.25
Totals:	16	54.50	86	366.00	102	420.50



Report: OT: Combined Total By Multiple Codes
Generated by PowerTime: 11/16/2023 15:19

NOTES

- From 10.2.23 to 10.13.23, Sgt. Meisel and Sgt. Scott attended Police Executive Development Training (POLEX) hosted by the Penn State Justice and Safety Institute in Monroeville.
- From 10.2-23 to 10.4.23, Officer Rech attended a Sex Assault Investigation class at the Allegheny County Police Training Academy.
- From 10.16.23 to 10.20.23, Officer Massey attended the Basic Regional Crisis Negotiation Course in Ambridge for his ongoing training as a negotiator for the SHACOG CIRT team.
- From 10.26.23 to 10.27.23, Officer Taylor attended a Narcotics Enforcement and Trafficking Investigations class in Kiski Township.
- From 10.26.23 to 10.28.23, Sgt. Meisel attended Group and Individual Crisis Intervention Training at Baldwin EMS.
- Officer Kelly has approximately 1 month left of his probationary period. He is meeting or exceeding expectations.
- On 11.6.23, we were called to a report of a carjacking in the 3300 block of Brownsville Road. Upon arrival, officers began to search for a group of suspects and were soon located. After stealing a vehicle in a neighboring jurisdiction, the group drove to Brentwood in hopes of stealing another vehicle. Recovered from the group was an apparent non-functioning semi-automatic handgun and facemasks that were worn during the time of our incident. One male was charged as an adult and one male was charged through juvenile court. I would like to thank Sgt. Meisel along with Officers Fisher and Mikelonis for their excellent job in this incident.
- I would like to thank our officers for doing an excellent job with our implemented Naloxone policy. They are helping save lives while also combating the nation's opiate epidemic amongst other responsibilities. Below are our NARCAN Saves/EMS overdose related assists since the last report:

➤ 10.25.23. Officer Massey

**The PA Department of Health recently issued an order making Xylazine a controlled substance. Also known as "Tranq," Xylazine is a nonopioid tranquilizer used for*

veterinary purposes. It is commonly mixed with other drugs to include opiates. Due to this, Narcan or naloxone will not work to reverse the effects of it.

OUR DEPARTMENT AS WELL AS OTHER DEPARTMENTS IN THE COUNTY ARE EXPERIENCING INCREASED CALLS OF THIS TYPE. MOST IF NOT ALL VEHICLES ARE LEFT UNLOCKED AND MANY HAVE THE KEYS INSIDE LEADING TO THE THEFT OF THE VEHICLE AS WELL AS COMPUTERS AND FIREARMS WHICH WERE LEFT INSIDE!





Dept. of Code Enforcement

October 2023 Monthly Report



THE BOROUGH OF BRENTWOOD
MUNICIPAL BUILDING – 3735 BROWNSVILLE ROAD
PITTSBURGH, PA 15227-3199
Office 412-884-1500 Fax 412-884-1911
www.brentwoodboro.com

Monthly Code Department Report
October 2023

A. Building Inspection	MTD	2023 YTD	Compare 2022 YTD
1. Building permits issued:	11	97	64
2. Sign permits issued:.....	0	9	10
3. Demolition permits issued:.....	0	1	1
4. Dumpster permits issued:	2	16	10
5. Occupancy permits issued (transactions):	11	146	190
6. Occupancy permits issued (commercial tenants):	1	6	13
7. Plans reviewed:.....	3	36	44
8. Construction inspections performed:.....	28	174	163
9. Lien letters for foreclosure/refinance/equity loan	1	17	33

B. Code Enforcement/Property Maintenance	MTD	2023 YTD	2022 YTD
1. Violation letters issued:	174	1175	927
2. Citations issued:	25	159	125
3. Updates on noteworthy code violation cases:			

a. Forward Management (Brentshire & Pine Tree Gardens)

Summary: As part of the rental inspection process, the Borough identified significant defects at these multi-unit structures. After little progress was made in regard to initial notices, the Borough went through the process of revoking the rental licenses for these units. An appeal to Common Pleas Court followed, and the Borough’s former solicitor negotiated a settlement agreement. Due to the terms of this judicially approved document, it is difficult for the Borough to expedite repairs without incurring significant legal fees.

Over subsequent years, Brentwood has been successfully in gaining major progress with the abatement of certain violations, including those related to furnaces, electrical panels, stairways, and driveways. The property manager has also successfully addressed issues within individual apartments, such as those pertaining to improper wiring, missing handrails, and a lack of smoke detectors. However, progress has stalled with the abatement of the costliest concerns at these properties, which relate to defects with block foundations and steel central support beams. Forward is mandated to repair these items as part of its 'capital improvement plan' in accordance with the court directive. However, Forward has successfully skirted this issue by designating an array of common maintenance items, which, when aggregated, added up to a significant quantity of expenditures, as falling within the boundaries of this plan.

Date Identified: Sept 11, 2014. Citation process was originally initiated Jan 29, 2015.

Update: After more than two years of delays caused by both the coronavirus pandemic and property manager claims of ambiguity regarding the repair requirements, the Borough completed a detailed follow-up inspection at these properties in May. A list of outstanding violations was disseminated to the property owner and legal counsel. Unfortunately, staff have received almost no response to this extensive list of necessary improvements. In order to attempt to spark the property owner's attention regarding its obligations under the settlement agreement, in July 2022, the Borough issued a violation notice that outlines these needed items. Since then, the Borough has been bogged down with dealing with numerous grass, auto, and debris violations, as is typical for these premises. Because the owners of the property clearly have no respect for the terms of the agreement, the Borough issued a separate violation notice regarding the most serious of violations, and citations will be filed at the magistrate if they are not addressed regardless of what was negotiated almost 10 years ago. Because the citation process does not adequately address the most severe problems at these properties, in October 2023, the Borough requested that the solicitor commence with looking at how it can work to have this agreement invalidated. Such action may require significant legal fees.

b. 25 Hillson (COMPLETED)

Summary: Property has been subject to repeated code violations since the current occupants began residing at the property. These individuals are relatives of the now deceased listed owner. The Borough previously has difficulty prosecuting the occupants due to their technical status as tenants, and the protracted dispute of the estate of the listed owner does not show any signs of subsiding. However, when the Borough issued its most recent round of citations, the tenant did not contest the charges, but instead plead guilty. As the most recently discovered issues, which most importantly include a severely deteriorated rear porch, have not subsided, the Borough has restarted the citation process. A second round of citations were filed in April 2021. At a subsequent August hearing, a senior magistrate dismissed the case despite the presence of ongoing violations. The occupants of the house indicated that they are in the process of moving, as the will of the deceased owner has finally been probated, and these individuals were not awarded possession. Vacancy was confirmed, and the Borough commenced the process of cleaning the property with its Public Works staff. Once all of these items were removed, the Borough subsequently trimmed the grass and removed an array of vines from the home to prevent damage to the brickwork.

Date identified: Oct 5, 2020 (most recent citation)

Update: A sheriff sale has taken place, and a firm has begun to gut the property. The damaged garage has been demolished, and the abatement process continues. In January

2023, the purchaser began to pile construction debris in the lawn, but this issue was abated via the violation notice process. The Borough will continue to monitor closely until rehabilitation is completed. Several items are outstanding, and the owners are being argumentative about getting these items rectified. These individuals submitted a request for a lien letter associated with a refinance, and the Borough noted that the loan should not be closed until the violations are satisfied. In October, repairs were finally completed, and an occupancy permit was granted.

c. 322 Marylea

Summary: This property has remained vacant for an extended period of time due to the discover that its sewer lateral is not connected to the Borough system. It is assumed that the line serving this home originally connected to a common sewer that also served the adjoining half duplex. However, the property owners could not come to an agreement to resume this arrangement. The Borough proposed a costly but feasible alternative whereby a connection with a main line on the opposite side of the street would be established and where the municipality would assume road resurfacing costs. Several prospective buyers have considered this offer but have ultimately failed to purchase the home. Staff continue to try to facilitate an agreement so as to prevent this home from being subject to the sheriff sale process. The real estate agent who has maintained a longstanding interest in this property has indicated that he is dropping his client, and the initial prospective buyer appears to no longer have interest. The Borough continues to trim the yard, and it instructed its tax collection attorney to no longer delay the sheriff sale.

Date identified: Nov 19, 2015

Update: The property has been transferred to a new owner via sheriff sale. It remains the case that this property cannot be occupied until the sewer lateral is reconnected. In January 2023, a representative of the purchaser spoke with the Borough and expressed interest in selling the property. Such action cannot take place unless the sewer issue is resolved. In July 2023, the owner of the property was given the same answers that were previously provided to her real estate agent, but, based upon the tone of the response, it does not appear that she wishes to comply. The new buyer also appears to have, like this prior owner, stopped performing basic maintenance at the site, as DPW was dispatched to trim the yard in August.

d. 3202 Kestner

Summary: Property was transferred without the correction of a sewer lateral defects through the use of our escrow process. Because the parties to the sale involved legal representatives, the Borough ultimately accepted an escrow amount that was less than what was necessary to remediate the noted issues. The seller subsequently refused to make the required upgrades. The Borough has worked with the buyer and her representative to attempt to come to a compromise solution but to no avail. Brentwood has agreed to help defray the cost of determining whether any additionally homes are connected to this common sewer but conducting dye testing, but the seller has continued to claim that the Borough should responsibility for this private infrastructure. The former property owner has pled guilty to prior citations. A third citation was filed on the matter, but the case has not yet been heard due to the pandemic. The June hearing ultimately transpired. The former property owner was fined and was instructed by the magistrate to adhere to the terms of the escrow agreement. The Borough received written confirmation that it may release the escrowed funds to pay a plumber to conduct a video inspection while DPW performs dye testing. Through a sewer lateral inspection, the Borough confirmed a clogged and assumed collapsed section of pipe. The plumber also verified that this line is not a common with neighboring properties but that it instead features multiple springs that are inflowing to the sanitary

sewer.

Date identified: March 19, 2018

Update: The Solicitor will send a notice to the former property owner that informs of his obligations under the escrow agreement. Unfortunately, these efforts may not be successful, as the Borough has limited authority to prosecute this individual. Consequently, it will likely soon be necessary to issue notices of violation to the current owner, in spite of her lack of culpability in this situation. Recently, a spring has surfaced in the area of this sewer line, so there is now concern that fresh water and untreated sewage may be comingling and flowing to the Borough storm sewer. The Health Department has been notified, and the pollution control division has indicated that it will conduct testing in September. No sewage was discovered, and thus the status quo regarding the repair of this line remains.

e. 2980 Kestner

Summary: This structure represents the Borough's longest standing nuisance. The owner fails to perform basic maintenance but generally pays fines and DPW bills associated with the trimming of grass. The interior of the home, which has been vacant for more than a decade, is in need of a full renovation due to water damage from a tree falling on the roof. The Borough ultimately removed this defect to salvage the home, and, unlike with the other assessments, the owner allowed this fee to become a lien against the property. Despite the need for significant upgrades, the Borough has fielded multiple inquiries from investors seeking to purchase the property, but these efforts were rebuffed by the owner. After the most recent serious offer was not considered, the Borough ramped up its enforcement efforts and filed a dozen citations against the owner to encompass the broad array of defects that are present at the site. Citations were ultimately filed in May 2020, and at a September hearing, the magistrate required the owner to either prevent evidence that he would sell the property or face the maximum fine for each charge. The case finally returned to the courtroom in July 2021, and a guilty verdict was issued on all counts. As an interim fix to ensure that the house is not rendered unsalvageable due to water damage, the Borough repaired a hole in the roof, and commenced the process of filing a lien.

Date identified: Jan 16, 2020

Update: An appeal has been filed to Common Pleas Court, and the case was heard in January 2022. Based upon a recent interior inspection with a potential buyer, the Borough now has cause to issue even more citations should the property owner refuse to divest himself of the parcel. However, when confronted with several thousand dollars in fines, the property owner appears to finally show a willingness to sell the unit. Good faith process has been made in the negotiation process, and thus the April hearing was continued to provide the parties with an opportunity to finalize a sales agreement. The interested purchaser continues to communicate with the Borough, but his efforts to acquire the parcel have been exceedingly slow. The Borough Solicitor and an attorney for this individual have been in contact regarding a potential conservatorship application, and the form of agreement appears to meet legal requirements. Council consented to the transfer of this property via this method in November, and the attorneys agreed on the details of the application in February 2023. The necessary paperwork was filed with the courts in April, and the petition is now progressing through the legal process. As of the close of September, the proposed conservator was awarded possession of the property, and the next step is for this individual to file the remediation plan with the court.

g. 128 Pointview

Summary: This long-standing problem property has been bogged down by a cumbersome sheriff sale process. The incumbent owners vacated the unit in 2017, but it remains in their name, and outstanding loans have prevented a timely judicial sale. The Borough has filed a number of liens for property maintenance. In Summer 2021, it was noted that a tree hit the roof of the structure, and a recent inspection was a prospective buyer confirmed that there is now significant water damage in one room. A violation notice has been issued, and such action has allowed the Borough to patch the roof. The Borough is working closely with the tax assessment attorney to attempt to force the sheriff sale.

Date identified: June 3, 2021 (most recent case)

Update: The Public Works Department has performed summer maintenance at the site to at least keep its appearance reasonable from street view. The roofer has finally made contact with the Borough, and work was completed in September 2022. However, this repair will need to be reevaluated to ensure that it holds. Note that, although the property is in a poor condition, the purpose of the roof repair is to ensure that that the property can be renovated in the future. While it would require much work, an experienced contractor would be able to remediate. Water has intruded into the structure, but the majority of the damage is concentrated in the kitchen, which is located in a rear addition. As the taxes are no longer being paid on this structure, it appears that the two banks that hold mortgages on this property may be cutting their losses and walking away. Consequently, legal staff have commenced with the arduous, often year-long process of a judicial sale.

h. 3005 Brentwood

Summary: For nearly a decade, the owner has had difficulty with prosecuting this owner of this property. Grass and debris violations have been prevalent, but it has been almost impossible to serve a citation. Although this property was owner-occupied, this individual generally successfully rejected letters and dodged personal service from the constable. During the few times he appeared in court, he openly indicated that he was guilty but stated that he refused to pay the levied fines. The Borough has learned that this individual has now moved, and it will take a more aggressive approach to improving conditions. In December 2021, staff spent nearly 80 man-hours removing large quantities of debris from the yard. The owners attempted to dispute Borough actions and threatened litigation, but no further action was taken; items that were deemed to have some value were stored at the Public Works Building, and the owners removed them to their new home outside the Borough limits.

Date identified: July 15, 2021

Update: Citations remain active for issues related to the appearance of the structure, including decayed steps and a damaged façade, but the Borough again is having an exceptionally difficult time getting these individuals served. Staff were aware that this property was likely to enter foreclosure, but, in July, the Borough received its first contact from the lender. Violation letters were redirected to this party to attempt to spur action, but, as is typical with financial institutions, no further remediation has taken place. A retaining wall has now fallen at this property. Since the scheduled August 2023 sheriff sale did not **take place, the Borough made the repairs at cost, and these charges became a lien**

j. 3335 Pary

Summary: The Borough has a long history of issuing notices to this property owner for debris and uninspected autos. Recently, conditions at the structure have begun to deteriorate. In November 2021, the Borough learned that utility service was disconnected due to both

customer nonpayment and a tree branch damaging the electrical service drop. Because the owner did not possess basic heating and water service, the property was posted as unfit for occupancy, and a series of citations were filed.

Date identified: November 18, 2021

Borough action: The property owner pled guilty, but, in recognition of the Borough's desire to alleviate the situation rather than to impose a severe penalty, the magistrate's office reduced the amount of the fine per offense. Utility service was restored in April, and the property owner presented a plan for addressing holes in the roof, broken windows, a damaged porch, and other items. The Borough thus was required to withdraw its placard that prohibited occupancy. Unfortunately, as progress appears to have stopped, it will be necessary to restart the citation process. The property at least in August undertook work to improve conditions of the lawn.

k. Laveton Avenue spring

Summary: In Summer 2022, a substantial flow of water appeared along the curb of Laveton Avenue. Due to concerns that this item could be associated with the damaged Kestner Avenue sewer line, the Health Department was contacted due complete field testing. It was ultimately determined that no sewage was present and that a natural spring has percolated to the surface. Due to the contours of the land, water is flowing out at multiple points under retaining walls at both 270 and 274 Laveton. As an ultimate source is not clear, both property owners are ultimately responsible for removing this water from the Borough roadway. In recognition of the fact that there is no storm sewer in this area, Brentwood has budgeted to extend its public facilities approximately 250 LF to provide a place for these individuals to connect; due to topography, private repairs, such as dry wells, will be exceedingly difficult to complete.

Date identified: June 21, 2022

Borough action: Both of these homes are now for sale, and the Borough has made remediation a condition of the receipt of an occupancy permit. As Brentwood will not be able to install a new storm sewer until after the proposed transfer dates, the Borough is seeking a written proposal from a plumber and acknowledgement by all parties to the sale that, once the Borough line is ready for usage, this spring will be redirected into the storm sewer. The owner of the 274 property has complied with this requirement. A violation notice has been issued to the owner of the 270 parcel, and this has spurred conversations with plumbers regarding remediation. Unfortunately, the uncertainty regarding the spring has caused several known reputable buyers to decline to consider the property, and it is unlikely that any repair work will take place until a sales agreement is signed.

l. 15 Elton

Summary: After a sustained period of improvement, conditions have worsened at this property. The owners are maintaining large quantities of debris, and, since the issuance of a violation notice, the number of materials in the front porch and in the rear yard appear to have grown.

Date identified (most recent case): October 19, 2022

Borough action: A citation was filed in January, but a hearing has not yet been scheduled. The backyard at this property has not yet been trimmed during the 2023 growing season, and, following the early May issuance of a violation notice, an additional citation was filed at the close of June. A hearing date has finally been scheduled for December.

m. 3312 Shadyway

Summary: Although the Borough has sent a number of grass and debris related letters to this owner, conditions have deteriorated substantially over the last three years. The front porch posts were failing, and the foundation of this structure was observed as being undermined. The associated fieldstone retaining wall, which borders the porch, was determined to have been in danger of collapse into a neighboring driveway. Citations were filed, and beginning in October 2021, the magistrate provided a series of extension due to alleged financial hardship. Unfortunately, the owner did not use this additional time to attempt to remedy the situation. A fine was ultimately levied in August 2022. Following the expiration of the appeal period, the Borough issued new violation notices in October 2022. The Borough noticed some construction equipment mobilized at the site in early 2023, and it was hoped that this was a sign of progress. The property owner instead conducted improper work and did not request the needed permits. Currently, the porch roof is removed, but soffit and fascia is missing, and rot is already present in this area. Excavation has taken place under the porch, and it appears that the floor of this structure is now compromised. A new landscaping brick retaining wall has been built, and it is already leaning significantly.

Date identified (original case): July 12, 2021

Borough action: A citation was filed in June. Additional violation notices were issued due to the presence of new piles of debris at the site. It appears that this individual is no longer resident at the property and that he may choose to enter foreclosure. A second round of citations were issued in September. A hearing date has finally been scheduled for the initial citations, and these will take place in November.

n. 3501 Saw Mill Run

Summary: The owners of the Giant Stone granite countertop business both their unit and the attached strip mall from the Levitske Brothers in 2022. Due to the severe deterioration of the adjacent units, which previously had been kept vacant for an extended period, the Borough permitted the purchasers to assume responsibility for future repairs. Such agreement required the spaces to be made shell ready before they could be offered for rent. In September, the Borough was approached by an individual who had signed a lease for one of these units. Note only did his proposed use require a hearing before the Zoning Hearing Board, but also it was confirmed that an occupancy permit could not be granted because none of the noted violations were addressed. The property owner retained a contractor to review the deficiencies with the Borough, but, upon receipt of a quote, this individual declined to accept it and then began to assist that she wanted to make these repairs piecemeal while using the rental income to finance the project. Such option is not feasible, as occupancy units are not granted for these spaces.

Date identified (original case): September 13, 2023

Borough action: A revised, extremely detailed occupancy report was given to the property owner to ensure that there is no ambiguity regarding the required scope of work. Repairs to certain exterior items have begun, but it was noted that not all of these improvements are of sufficient quality to abate the associated violation.

D. Rental Property Program

1. Rental units inspections :6
2. 2023 program fees collected to date.....\$28,360

E. Sewer Lateral Inspection Program

- 1. Defective private laterals discovered 440 (since 5-14)
- 2. Properties sold utilizing escrow process 108 (since 5-14)
- 3. Damaged wye connections/sewers under public streets discovered.....107 (since 5-14)

F. Sidewalk Restoration Program

- 1. A contract was awarded for the 2022 program in March of last year. Property owners were notified of the unit costs in April. Several individuals continued to enroll through August. Mobilization took place in mid-August, but construction did not begin until late September. All work was originally required to be completed by the close of October, but, as this did not take place, a change order was necessary. As of the close of November, work is completed on Hillson and Shadewell Avenue. Marylea Avenue repairs were approximately 80% completed at such time. Due to the arrival of winter weather, the Borough asked the contractor to demobilize and to finalize work in the spring. However, in January 2023, the Borough asked the contractor to address three slabs at which grade deficiencies were present around a utility curb box. The remaining 20% of the work was scheduled to be performed in April 2023, but the slow moving vendor still has not finalized this project, and a significant punch list remains. The firm was given an ultimatum, and it was deemed mandatory that work be completed by Labor Day, or funds will be deducted to allow another company to complete these tasks. The vendor completely ignored this directive and did limited work between July and the Labor Day deadline. The Borough is now commencing with the process on calling on the contractor’s bonding agency. Since this legal notice was sent, the contractor has returned to the Borough, but not all of the work that was subsequently completed is of an acceptable quality.
- 2. A contract for the 2023 program was awarded in April. The vendor returned all necessary signed documentation in June. A pre-construction meeting took place in July, and work began at the close of the month. Initial restoration took place in the block of Bellecrest between Brownsville and Bremen. As of the close of August, approximately two-third of defective slabs and curbs on Bellecrest had been repaired. The Borough encountered several problematic pieces of underground utility infrastructure that were not revealed via the One call service. Consequently, this vendor experienced an overall delay of approximately three weeks as he waited for Comcast to relocate fiber optic lines that were placed behind the curb and PAWC to repair several buried shutoff valves. Progress moved significantly faster on Catskill Avenue, and work was completed on this street by mid-October. The vendor is now working on W. Francis Avenue, but, following a meeting with the paving contractor, the Borough decided that known grade variations could be better resolved with curbing repairs than with reconstructing the brick base of the roadway. Thus, the sidewalk vendor’s scope of work has been increased, and the project completion date will be extended into November.

G. Other Departmental Programs

- 1. Vacant property program- 2023 letters are now past due. Violations were issued in October.
- 2. Handicapped parking- 2023 letters due in early August. Final notices were issued to individuals who did not respond. DPW has been asked to remove the spaces of individuals who did not reply to either notice.

3. Amusement devices- 2023 letters are now past due. Violations to be issued in November.
4. Disruptive conduct- No new reports filed.

H. Boards/Commissions

1. Planning Commission:

- a. The board convened in October to review the proposal for a body art establishment to be operated by the individual who permitted to have the Zoning Code altered. The board recommended approval subject to two minor conditions. A public hearing will take place in November.
- b. No meeting will take place in November, but a December meeting is tentatively planned for a new construction project on Oakton Road.

2. Zoning Hearing Board

- a. A meeting took place in October to review another fence-related case. An individual installed a fence on a corner lot without a permit approximately two years ago. After being fined earlier this year, and with another case progressing through the courts, the individual has now chosen to apply for a variance. The board indicated that it did not feel that it had sufficient information to make a decision, and it provided a continuance until January.
- b. A Commonwealth Court judge has dismissed the appeal of the validity of the ordinance that was associated with the rezoning of 201 Wainwright Avenue. However, this matter has now been appealed to the state Supreme Court.

I. Department Administration/Training

No updates.

J. Development Updates

1. The Borough held a preliminary conversation with the owner of one of the few readily developable parcels of vacant land that remain in the Borough. The individual is seeking to construct two homes on the site and may submit a site plan as soon as next month.
2. A building permit was issued for the renovation of a commercial building on Brownsville Road. The first floor storefront has been vacant for eight years, and the upstairs apartments have been in a similar condition for at least 15 years.
3. An occupancy permit was issued associated with a billiards parlor at a Levitske Brothers property.



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 8.a**

Informational Item

**SUBJECT: FYI - Borough Building Redevelopment Project
Presentation**

DATE: November 20, 2023

**PRESENTED BY: GEORGE ZBOYOVSKY, PE, ICMA-CM
BOROUGH MANAGER**

RECOMMENDATION:

Representatives from Massaro Properties will give a brief presentation at next week's meeting to review the proposal for the redevelopment of the former municipal building site.

ATTACHMENTS:



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 10.a**

Action Item

SUBJECT: Consider approving minutes from the October Council Meetings.

DATE: November 20, 2023

PRESENTED BY: ERIC PECCON
ASSISTANT MANAGER

SUMMARY:

Minutes are the official record of actions taken during the meeting, including motions made, who proposed and seconded them, and if they passed, failed or were tabled and the margin for each vote. Although the Borough does try to record some of the discussions that occur during a meeting, members should realize that meeting minutes are not a transcribed verbatim record and typically best meeting minute practices are those that limit the meeting minutes only to official actions/votes. It is not required to record any discussion on any issue.

BUDGET IMPACT:

N/A

RECOMMENDATION:

Mr. President, I move to approve the minutes from the October 9, October 16, and October 23, 2023 Council Meetings.

ATTACHMENTS:

[10-9-23 Budget Workshop Minutes.pdf](#)

[10-23-23 Minutes.pdf](#)

[10-16-23 Minutes.pdf](#)



**THE BOROUGH OF BRENTWOOD
BUDGET WORKSHOP MINUTES
OCTOBER 9, 2023
6:00 PM**

1. Call to Order

Called to order at 6:03PM

2. Pledge of Allegiance

3. Roll Call

Member	Present	Absent	Member	Present	Absent
Mr. Foyle	X		Mr. Thomas	X	
Ms. Lenigan	X		Mr. Troy		X
Dr. Pasquantonio		X	Mayor Carnevale		X
Mr. Schubert	X		Solicitor Robb		X
Mr. Smith	X		Manager Zboyovsky	X	

4. Administration & Finance Committee

4.a. Workshop Ground Rules (INFORMATIONAL ITEM)

In order to permit this meeting to be productive and efficient, I would ask all members to adhere to the following ground rules:

- ***Allow each member a chance to speak.***
- ***Ensure that there is only one conversation taking place at a time.***
- ***Remember that this workshop is designed to look at the budget from a big picture level. Do not get bogged down on small details.***
- ***This workshop is designed only to review spending allocations. Policies or procedures can be discussed at a later date.***
- ***In this workshop, we will review the budget section-by-section. If there are no specific questions or comments, we will move on rather than discussing the details of individual line items.***

4.b. Budget Summary (INFORMATIONAL ITEM)

- ***For the eighth straight year, the budget as balanced without the need to alter the tax rate. The 2024 real estate levy will***

remain at 10 mils. Over the last 18 years, the Borough has funded an assortment of substantial projects while increasing the tax rate by only 3.5 mils.

- **The \$10.6 million General Fund budget represents a 7% increase from 2023.**
- **The \$6.2 million Capital Improvement Fund budget represents an 18% increase from 2023. Note that much of this change is due to the carryover of the Civic Center renovation project, as it was originally anticipated that a significant portion of costs for this item would be incurred in 2023.**

4.c. Five-Year Budget Forecast- Manager George Zboyovsky (INFORMATIONAL ITEM)

Mr. President, although the proposed 2024 Operating Budget is balanced, there is a possibility that an annual deficit of more than \$500,000 per year will be realized as early as 2026. In lieu of tax increases, possible solutions to said deficit include the implementation of a stormwater fund to underwrite certain costly roadway and drainage improvement expenses, the allocation of a portion of the proceeds of the sanitary sewer system sale to the General Fund, or a reduction in future allocations to capital projects.

Mr. Schubert discussed the immediate impact of the Civic Center renovation project on Borough finances, and a lengthy discussion ensued. Mr. Schubert also expressed support for a proposed stormwater fee.

4.d. Review of General Fund Revenues and Expenditures (DISCUSSION ITEM)

Revenues and expenditures for the proposed 2024 General Fund Budget are balanced at \$10,670,000.

The following items were discussed:

- Mr. Schubert queried as to the recent dramatic increase in delinquent tax collection revenues. Manager Zboyovsky stated that this change was due to aggressive action by Jordan Tax Service and a one-time payment from Allegheny Health Network following a settlement on the assessed value of the new hospital.
- Ms. Lenigan questioned how pool and facility rental rates impacted revenue projections. Manager Zboyovsky replied that the draft budget assumes no fee increases but that certain changes will be proposed at an upcoming business meeting.
- Manager Zboyovsky drew attention to the new refuse collection fees and indicated that they will be consistent with local market rates. Consensus of Council to proceed with this figure.
- Mr. Schubert asked if sales tax revenue projections should be increased based upon recent trends. Manager Zboyovsky responded that, because this figure is heavily tied to consumer spending, it is recommended to budget cautiously for this revenue source.

- Mr. Schubert sought clarification on how the pending sanitary sewer system sale affects the annual transfer from the sewer fund. Manager Zboyovsky indicated that, since the agreement is not yet finalized, the Borough will continue to budget as if municipal ownership will be maintained for the full year.
- Mr. Schubert questioned the increase in contracted services for municipal facilities. Manager Zboyovsky responded that much of this change is due to the subcontracting of certain tasks to Cintas and that a meeting has been scheduled with this vendor to discuss an adjustment to the scope of services.
- Ms. Lenigan asked for replacement flags for the Brownsville Road corridor to be included in the budget. Manager Zboyovsky attested that it is now planned that funding will be made available to allow for the annual retirement of a portion of these flags.
- Manager Zboyovsky pointed out the projected increase in the transfer from the General Fund to the Operating Reserve Fund. Moving these dollars will serve as a better safeguard and provide more transparency relative to leaving them in the General Fund as a contingency item.
- Mr. Foyle asked for information on the estimated annual cost of maintaining a K9 program for the police department, and Chief Zeppuhar replied that overtime and training expenses will exceed \$25,000 per year. A lengthy discussion ensued regarding the implementation of this initiative.
- Mr. Schubert requested an explanation for the increase in fees associated with the license plate reading cameras. Chief Zeppuhar reviewed the change in vendors due to the purchase of the prior provider by a larger firm and the anticipated improvement in service.
- Mr. Foyle asked for funds to be allocated for Civil Service Commission testing and indicated that he is open to the concept of increasing the police department roster by one officer. Manager Zboyovsky stated that the amount of the line item has been raised because several incumbent officers are preparing to reach retirement age, and it thus may be beneficial to commence the process of preparing a list of candidates for future open positions.
- Ms. Lenigan stated that, based upon the results of an upcoming meeting with the Brentwood VFC, an increase in the allocation to this agency should be considered.
- Mr. Schubert questioned the decrease in parking meter software service expenditures, and Chief Zeppuhar reviewed the anticipated advantages of switching to a product provided by United Public Safety.
- Mr. Smith asked if there would be an anticipated overall savings following the proposed purchase of a poster printer. Manager Zboyovsky indicated that the device could also likely be utilized to produce certain temporary signs that are needed by the police and public works departments for traffic control purposes.
- Manager Zboyovsky indicated that the pool contracted services figure is subject to change. The Borough is investigating the possibility of hiring an individual who previously managed the pool for Green Tree Borough. If a switch is made, instead of retaining a third party agency, the Borough would instead treat this individual and the lifeguards as employees.
- Mr. Schubert asked for information on the possible uses for the proposed generator for the public works department, and a discussion ensued regarding needed welding repair projects.

4.e. Review of Capital Improvement Fund Revenues and Expenditures
(DISCUSSION ITEM)

Revenues and expenditures for the proposed 2024 Capital Improvement Fund Budget are balanced at \$6,242,000.

Council reviewed the proposed five-year capital plan and ultimately did not recommend the wholesale removal of any projects from this document. The following items were discussed in detail:

- Manager Zboyovsky drew attention to the proposed replacement schedule for public works department vehicles. Consensus of Council to consider acquiring two vehicles in 2024 to facilitate the implementation of this regimented process.
- Mr. Schubert advocated for maintaining the proposed Field No. 4 improvement project within this plan. Asserted that the majority of the proposed items enhance accessibility, which increases opportunities that grant funding can be received. The members considered options for parsing down the scope of this initiative.
- Mr. Schubert expressed concern over the cost of the playground repair project and asked for the rubber surface to be replaced with mulch. Several members responded that such a change would require significant additional maintenance and could increase the chance of patron injury.
- Ms. Lenigan asked for the proposed dormer option to be removed from the scope of the Civic Center renovation project. Asserted that an aesthetic improvement is not necessary for a facility that generates minimal revenue for the municipality. A discussion ensued regarding both the overall benefits that his structure provides to the community and the available opportunities for increasing utilization. Consensus of Council to allocate sufficient funds to allow all portions of the project to be completed. However, Mr. Schubert stated that, because only one dormer will ultimately provide light into the main auditorium space, Council should consider a deduction following the award of the contract to permit the removal of the second such fixture, and the board expressed interest in entertaining this option.
- The members asked for clarification as to the nature of the equipment that will be stored in the proposed public works storage building for Brentwood Park. The benefits and drawbacks of several potential locations were considered. Manager Zboyovsky conveyed reservations regarding the provided cost estimate and indicated that site work would likely be substantially higher than projected due to the topography of the complex. Recommended that Council first consider an engineering study before making a final decision on this structure.
- Mr. Smith questioned the potential for a proposed volleyball court to receive sufficient usage to justify installation, and Mr. Foyle subsequently asked if a suitable location could be identified for this

amenity. Consensus of Council to retain the allocation for this item and to further investigate a potential stadium-level site for this facility.

4.f. Second Budget Workshop Scheduled (INFORMATIONAL ITEM)

The second and final Budget Workshop is scheduled for Monday, November 13th at 6PM to discuss the Borough's Enterprise Funds, as well as the second draft of the General Fund and Capital Improvement Fund budgets.

5. Public Comment

None.

6. Adjournment

Adjourned at 10:16PM.

Motion: Mr. Thomas

Second: Mr. Smith

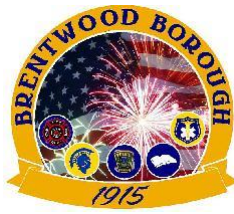
Aye: Foyle, Lenigan, Schubert, Smith, Thomas

President: "Motion carried."

Respectfully submitted,



Eric Peccon
Assistant Manager



**THE BOROUGH OF BRENTWOOD
COUNCIL MEETING MINUTES
OCTOBER 23, 2023
7:30 PM**

1. Call to Order.

Called to Order at 7:37PM.

2. Pledge of Allegiance.

3. Roll Call.

Member	Present	Absent	Member	Present	Absent
Mr. Foyle	X		Mr. Thomas	X	
Ms. Lenigan	X		Mr. Troy	X	
Dr. Pasquantonio	X		Mayor Carnevale	X	
Mr. Schubert	X		Solicitor Robb	X	
Mr. Smith	X		Manager Zboyovsky	X	

4. Presentation

4.a. Field No. 4 Improvement Project Presentation

Mr. Greg Schrock, civil engineer from TranSystems Corporation, will review the preliminary draft of the master plan of proposed improvement to Field No. 4.

Mr. Schubert indicated that, although he is heavily supportive of these efforts, the provided document does not represent a final plan and that he is open to suggestions that could lead to a reduction in costs. Asserted that, because the majority of project components will increase accessibility for disabled patrons, this initiative should be attractive to state and county agencies that provide grant funding.

4.a. Council Community Give-Back Fund Check Presentation

Mr. President, I am pleased to present a check to Mr. Doug Kreauter in support of the Brentwood High School Athletic Booster Club.

5. Comments on action items only. Please limit remarks to three minutes.

None.

6. Communications.

None.

7. President's Report – Mr. Dennis Troy

None.

8. Mayor's Report – Mr. Pasquale Carnevale

None.

9. Administrative and Finance Committee – Mr. Harold Smith

- 9.a. Consider adopting Resolution No. 2023-44: Borough Manager Employment Agreement (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2023-44, which renews the employment agreement for the Borough Manager for the period of January 1, 2024 to December 31, 2025.

Motion: Mr. Smith

Second: Mr. Thomas

Aye: Foyle, Lenigan, Pasquantonio, Schubert, Smith, Thomas, Troy

President: "Motion carried."

- 9.b. Consider agreement with Dagostino Electronic Services to provide software support for the municipal building firewall (ACTION ITEM)

Mr. President, I move to renew the agreement with Dagostino Electronic Services to provide software support for the municipal building firewall system for the period of November 1, 2023 to October 31, 2024 in the amount of \$1,475.61, which is to be paid from the General Fund Line Item 01-409.450.

Motion: Mr. Smith

Second: Dr. Pasquantonio

Aye: Foyle, Lenigan, Pasquantonio, Schubert, Smith, Thomas, Troy

President: "Motion carried."

- 9.c. Consider Resolution No. 2023-43: 2024 Fee Schedule (DISCUSSION ITEM)

Mr. President, in addition to the items that were discussed during last week's meeting, the Parks & Recreation Director has also reviewed the Borough's fee schedule and has recommended the following changes:

- ***Increase in pool fees to account for the Borough's charges being lower than those assessed at all peer facilities in the South Hills. The proposed changes would see the resident individual season pass rate increased from \$50 to \$75, the family pass rate increased from \$150 to \$225, the discounted individual senior citizen rate increased from \$25 to \$35, and the daily admission rate increased from \$6 to \$9. Non-residents would continue to pay a fee that is equal to two times the resident rate.***
- ***Increase in pool party fees from \$200 to \$300 to account for the rising cost of providing lifeguard services at these events. Under this proposal, non-resident fees would change from \$400 to \$600.***
- ***Increase in pavilion rental rates from \$20 to \$40 per five-hour period to account for the costs of post-event facility cleanup by the Public Works Department. Non-resident fees would change from \$40 to \$80. A \$75 security deposit is also being recommended as a safeguard against damage.***
- ***Increase in Civic Center fees from \$100 to \$150 for the first three hours of use, with an increase from \$50 to \$75 per additional hour. The new non-resident base rate would be set at \$225.***
- ***Upon a review of rates that are charged at comparable facilities, no change to the Community Room fee structure is recommended.***

Mr. Lenigan asserted that the proposed pool rates would make it difficult for many residents to acquire season passes. Dr. Pasquantonio responded that an increase of some sort is likely justified due to rising operational costs and that the Parks & Recreation Committee should meet to further discuss this matter.

10. Public Works Committee - Mr. Stephen Thomas

- 10.a. Consider authorizing the purchase of a Ford F-350 for the Department of Public Works. (ACTION ITEM)

Mr. President, I move to authorize the purchase of a Ford F-350 dump truck for the Department of Public Works in the not-to-exceed amount of \$55,734.00, which is to be paid from Capital Improvement Fund Line Item 18-430.741 following the transfer of up to \$56,000 from the Operating Reserve Fund. Note that, by purchasing a 2023 model, the Borough will realize a savings of \$7,893 compared to a similar equipped 2024 vehicle.

Motion: Mr. Thomas

Second: Mr. Smith

Aye: Foyle, Lenigan, Pasquantonio, Schubert, Smith, Thomas, Troy

President: "Motion carried."

- 10.b. Consider authorizing the purchase of a Ford F-150 for the Department of Public Works. (ACTION ITEM)

Mr. President, I move to authorize the purchase of a Ford F-150 pickup truck for the Department of Public Works in the not-to-exceed amount of \$53,252.00, which is to be paid from Capital Improvement Fund Line Item 18-430.741 following the transfer of up to \$54,000 from the Operating Reserve Fund. Note that, by purchasing a 2023 model, the Borough will realize a savings of \$6,340 compared to a similar equipped 2024 vehicle.

Motion: Mr. Thomas

Second: Mr. Smith

Aye: Foyle, Lenigan, Pasquantonio, Schubert, Smith, Thomas, Troy

President: "Motion carried."

- 10.c. Consider Resolution No. 2023-45: CDBG Program Grant Application for ADA Curb Ramps (ACTION ITEM)

Mr. President, I move to adopt Resolution No. 2023-45, which authorizes the Borough to submit an application for a \$56,100 grant under the Community Development Block Grant Program to partially offset the cost of installing sixteen ADA-compliant curb ramps.

Motion: Mr. Thomas

Second: Mr. Smith

Aye: Foyle, Lenigan, Pasquantonio, Schubert, Smith, Thomas, Troy

President: "Motion carried."

- 10.d. Consider proposal from HHSDR Architects to prepare conceptual plans and cost estimates associated with a proposed DPW Storage Facility for Brentwood Park (ACTION ITEM)

Mr. President, I move to accept the Work Authorization from HHSDR Architects in the amount of \$8,700, which is associated with developing conceptual plans and cost estimates for a proposed Public Works Department Storage Facility for Brentwood Park, and which is to be paid from 2024 Capital Improvement Fund Line Item 18-454.700.

Motion: Mr. Thomas

Second: Mr. Smith

Aye: Foyle, Lenigan, Pasquantonio, Schubert, Smith, Thomas, Troy

President: "Motion carried."

11. Zoning and Ordinance Committee - Mr. Richard Schubert

- 11.a. Public Hearing Scheduled for Conditional Use Permit (DISCUSSION ITEM)

Mr. President, a public hearing will be held on November 20th at 7PM in regard to a conditional use permit for a proposed body art establishment at 4135 Brownsville Road.

12. Parks and Recreation Committee - Dr. Robert Pasquantonio

- 12.a. Consider awarding the contract for the Civic Center Renovation Project (ACTION ITEM)

Mr. President, I move to accept the Base Bid and Alternate Bids No. 1, 2, and 4 associated with the Civic Center Renovation Project in the amount of \$2,618,000 and to award said project to Massaro Construction Group, the lowest responsible bidder, and which is to be paid from 2024 Capital Improvement Fund Line Item 18-453.700.

Motion: Dr. Pasquantonio

Second: Ms. Lenigan

Aye: Foyle, Lenigan, Pasquantonio, Schubert, Smith, Thomas, Troy

President: "Motion carried."

13. Public Safety Committee - Mr. Michael Foyle

No items.

14. Community Affairs Committee - Ms. Melissa Lenigan

- 14.a. Consider official naming of DeCarlo Hill (ACTION ITEM)

Mr. President, I move to authorize the official naming of the portion of Brentwood Park that is informally known as "DeCarlo Hill" in honor of Tom DeCarlo.

Motion: Dr. Pasquantonio

Second: Ms. Lenigan

Aye: Foyle, Lenigan, Pasquantonio, Schubert, Smith, Thomas, Troy

President: "Motion carried."

15. Special Committees

None.

16. Old Business

None.

17. New Business

None.

18. Public Comment

Eugene Werner, 4328 Brownsville Road, reported that an uninspected auto is currently parked on Oakton Road. Chief Zeppuhar responded that the Borough is currently completing the arduous mandatory notification process in preparation of towing this vehicle.

Helen Sharrer, 112 Kaufmann Avenue, asked for a timeline on the implementation of the ordinance that would prohibit sidewalk parking. Mr. Foyle responded that it is estimated that enforcement will begin in January. Mr. Sharrer also asked Council to consider installing a button-operated door opener at the entrance to the municipal building.

19. Adjournment

Adjourned at 8:12PM.

Motion: Mr. Foyle

Second: Mr. Thomas

Aye: Foyle, Lenigan, Pasquantonio, Schubert, Smith, Thomas, Troy

President: "Motion carried."

Respectfully submitted,



Eric Peccon
Assistant Manager



**THE BOROUGH OF BRENTWOOD
COUNCIL MEETING MINUTES
OCTOBER 16, 2023
7:30 PM**

1. Call to Order

Called to order at 7:53PM.

2. Pledge of Allegiance

3. Roll Call

Member	Present	Absent	Member	Present	Absent
Mr. Foyle	X		Mr. Thomas	X	
Ms. Lenigan	X		Mr. Troy	X	
Dr. Pasquantonio	X		Mayor Carnevale	X	
Mr. Schubert	X		Solicitor Robb	X	
Mr. Smith		X	Manager Zboyovsky	X	

4. Presentations

4.a. Police K9 Demonstration

Officer Dan Miesel of the North Strabane Township Police Department will discuss his involvement in his agency's K9 Unit Program.

Following the presentation, Mr. Thomas asked for information regarding the process by which the department selected the K9 handler. Officer Miesel responded that a panel of three K9 officers from peer agencies conducted interviews and made a recommendation. The decision was not tied to officer seniority within the department.

5. Comments on agenda action items only. Please limit remarks to three minutes.

Eugene Werner, 4328 Brownsville Road, inquired about the grant award described in Item 10F. Asked if it is realistic that the Borough will receive reimbursement for a construction project that is already completed, Manager Zboyovsky responded affirmatively.

6. Communications

None.

7. Department and Borough Manager's Reports

- 7.a. Consider accepting the Department and Borough Manager's Reports.
(ACTION ITEM)

Mr. President, I move to accept the Department and Borough Manager's Reports for the period ending September 30, 2023 as presented.

Motion: Ms. Lenigan

Second: Mr. Schubert

Aye: Foyle, Lenigan, Pasquantonio, Schubert, Thomas, Troy

President: "Motion carried."

8. President's Report - Mr. Dennis Troy

No report.

9. Mayor's Report - Mr. Pasquale Carnevale

Mayor Carnevale asked Chief Zeppuhar to read into the record a list of his department's accomplishments from the prior month. Subsequently asserted that a tentative agreement with the Teamsters Union regarding the K9 officer position has been reached. Anticipated that this document will be presented to Council in November. Mayor Carnevale also requested that the board consider budgeting for the hire of one additional police officer in 2024.

10. Administrative and Finance Committee- Mr. Harold Smith

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

Mr. President, I move to approve the minutes from the September 19 and September 25, 2023 Council Meetings.

Motion: Ms. Lenigan

Second: Mr. Schubert

Aye: Foyle, Lenigan, Pasquantonio, Schubert, Thomas, Troy

President: "Motion carried."

- 10.b. Consider accepting the Treasurer's Report for the period ending September 30, 2023 (ACTION ITEM)

Mr. President, I move to accept the Treasurer's Report for the period

ending September 30, 2023.

Motion: Ms. Lenigan

Second: Mr. Schubert

Aye: Foyle, Lenigan, Pasquantonio, Schubert, Thomas, Troy

President: "Motion carried."

- 10.c. Consider ratifying the payment of bills from September 1 to September 30, 2023 (ACTION ITEM)

Mr. President, I move to ratify the payment of bills for the period of September 1 to September 30, 2023 for the following fund accounts:

- ***General Fund in the amount of \$1,816,385.58***
- ***Sanitary Sewer Fund in the amount of \$633,494.41***
- ***Park Fund in the amount of \$57,500.00***
- ***Capital Improvement Fund in the amount of \$152,136.69***
- ***Liquid Fuels Fund in the amount of \$10,533.88***
- ***General Pension Fund in the amount of \$12,592.64***
- ***Police Pension Fund in the amount of \$27,742.61***

Motion: Ms. Lenigan

Second: Mr. Schubert

Aye: Foyle, Lenigan, Pasquantonio, Schubert, Thomas, Troy

President: "Motion carried."

- 10.d. Consider Adopting Ordinance No. 2023-1317: Designation of Local Economic Revitalization Tax Assistance District (ACTION ITEM)

Mr. President, I move to adopt Ordinance No. 2023-1317, which authorizes the establishment of a Local Economic Revitalization Tax Assistance District for the newly consolidated parcel at 3624 Brownsville Road.

Motion: Ms. Lenigan

Second: Mr. Schubert

Aye: Foyle, Lenigan, Pasquantonio, Schubert, Thomas, Troy

President: "Motion carried."

- 10.e. Consider agreement with Comcast for fiber internet package (ACTION ITEM)

Mr. President, I move to authorize the Borough to enter into a five-year agreement with Comcast, which is associated with replacing the current coaxial cable-based internet service at the municipal building with fiber optic-based service, at a cost of \$643.91 per month and with an initial installation fee of \$200, and which is to be paid from General Fund Line Item 01-409.325.

Motion: Ms. Lenigan
Second: Mr. Schubert
Aye: Foyle, Lenigan, Pasquantonio, Schubert, Thomas, Troy
President: "Motion carried."

- 10.f. Consider RACP grant agreement for municipal building project (ACTION ITEM)

Mr. President, I move to authorize the Borough to enter into an agreement with the Pennsylvania Office of the Budget, which is associated with the receipt of a \$750,000 grant through the Redevelopment Assistance Capital Program to partially offset the costs of constructing the new municipal building.

Motion: Ms. Lenigan
Second: Mr. Schubert
Aye: Foyle, Lenigan, Pasquantonio, Schubert, Thomas, Troy
President: "Motion carried."

- 10.g. Considering agreement with Dagostino Electronic Services for cloud-based phone system (INFORMATIONAL ITEM)

Mr. President, because the municipal building phone system has experienced recent frequent service interruptions, the Borough has been working with IT consultant DEP Technologies to review options for upgrading to cloud-based equipment. Dagostino Electronic Services is preparing a quote for this service, and it is anticipated that it will be ready for Council review at next week's meeting.

- 10.h. Consider Resolution No. 2023-43: 2024 Borough Fee Schedule (DISCUSSION ITEM)

Mr. President, staff are currently reviewing the fees for municipal services to both ensure that they are in line with those of peer communities and that they are sufficient to offset the rising costs of providing such services. Thus far, the following changes have been proposed:

- ***Increase in refuse collection fees from \$21 to \$29 per month due to the more than 50% increase in trash and recycling costs under the new multi-municipal agreement.***
- ***Increase in police service fees, with patrolman rates rising from \$104 to \$110 per hour and sergeant rates rising from \$115 to \$122 per hour to account for changes in wages.***
- ***Increase in public works department laborer fees from \$64 to \$68 per hour to similarly account for changes in wages.***
- ***Increase in ALCOSAN share of sewage fees from \$10.42 to \$11.15***

per thousand gallons and from \$7.30 to \$7.81 per household per month due to the higher levy that is being assessed by this organization.

- *Increase in street excavation fees from \$75 to \$100 for projects with an area of 25 square feet or less, as well as an increase from \$2 to \$3 per additional linear foot to account for the allocation of additional staff time to overseeing these projects.*
- *Increase in amusement device permit fees from \$600 to \$700 to ensure that Borough charges are comparable with those of surrounding communities.*

Additionally, staff are reviewing data regarding parks & recreation-related charges from peer municipalities, and several additional proposals will be introduced at next week's meeting.

Consensus of Council to proceed with including these changes on the fee resolution in November.

- 10.i. Consider adopting Resolution No. 2023-44: 2024 - 2025 Borough Manager Agreement (INFORMATIONAL ITEM)

Mr. President, following the discussion on this matter during tonight's executive session, at next week's meeting, Council will consider Resolution No. 2023-44, which authorizes the renewal of the agreement with the Borough Manager for a period ending December 31, 2025.

- 10.j. 2024 Budget Workshop No. 2 Scheduled (INFORMATIONAL ITEM)

Mr. President, the second 2024 Budget Workshop is scheduled for Monday, November 13th at 6:00 PM to review the enterprise fund budgets, as well as the revised drafts of the General Fund and Capital Improvement Fund budgets.

11. Public Works Committee- Mr. Stephen Thomas

- 11.a. Consider awarding the Wanley Road Culvert Replacement Project to Piccolomini Development (ACTION ITEM)

Mr. President, I move to award the contract for Phase III of the Wanley Road Culvert Enhancement Project to Piccolomini Development, the lowest responsible bidder, in the amount of \$150,000, which is to be paid from Capital Improvement Fund Line Item 18-446.610.

Mr. Schubert asked if the awarded Low Volume Road Program grant will cover the full cost of this project. Manager Zboyovsky responded that it will fully encompass the costs of construction but not the purchase of the culvert or the associated engineering expenses.

Motion: Mr. Thomas
Second: Mr. Foyle
Aye: Foyle, Lenigan, Pasquantonio, Schubert, Thomas, Troy
President: "Motion carried."

- 11.b. Consider renewing the generator agreement with Penn Power Systems (ACTION ITEM)

Mr. President, I move to accept the proposal from Penn Power Systems, which is associated with the annual inspection and preventative maintenance agreement for the generators at the municipal building and the public works building, for the period of January 1, 2024 through December 31, 2026 at a total cost of \$5,842, and which is to be paid from General Fund Line Item 01-409.450 and 01-430.450.

Motion: Mr. Thomas
Second: Mr. Foyle
Aye: Foyle, Lenigan, Pasquantonio, Schubert, Thomas, Troy
President: "Motion carried."

- 11.c. Consider proposal from HHSDR Architects to prepare conceptual site plans and cost estimates associated with a proposed DPW Storage Facility for Brentwood Park (INFORMATIONAL ITEM)

Mr. President, during last week's Budget Workshop, Council devoted significant time to discussing a proposed Public Works Department storage facility for Brentwood Park. The estimated 1,600 square feet size of the building is larger than originally anticipated, and the project will thus require an engineering evaluation to ensure that it is placed in the most ideal location and to verify that the soil conditions are appropriate for the structure. Consequently, the Borough has requested a proposal from HHSDR Architects to provide architectural and engineering services associated with the preparation of conceptual site plans and cost estimates for this facility.

- 11.d. Public Works Committee Meeting Scheduled for Dewalt Avenue Streetscape Project (INFORMATIONAL ITEM)

Mr. President, the Public Works Committee will meet on Monday, October 23rd at 5:00 PM to host a kickoff meeting for the Dewalt Avenue Streetscape Enhancement Project. The owners of properties and businesses that abut this street have been invited to participate in this planning session. These discussions will be utilized to develop renderings and cost estimates that will be submitted as part of a grant application under the PennDot Multimodal Transportation Fund Program.

- 11.e. Consider authorizing the purchase of new vehicles for the Department of Public Works. (INFORMATIONAL ITEM)

Mr. President, at next week's meeting, Council will consider the purchase of two Ford pickup trucks for the Department of Public Works as part of the 2024 Capital Improvement Fund Budget. Note that, due to delays in the manufacturing process and the potential significant disruptive impact of the current auto industry strike, dealers are advising commercial customers to place their orders now for vehicles that they are hoping to place into service by the close of 2024.

Manager Zboyovsky subsequently revealed that DPW may have located a dealer who has a pair of overstock 2023 vehicles on its lot. Purchasing these trucks would result in a savings of approximately \$6000 per vehicle, but it would require Council to transfer money from the Operating Reserve Fund to allow this purchase to take place during this fiscal year.

12. Zoning and Ordinance Committee- Mr. Richard Schubert

- 12.a. Planning Commission & Zoning Hearing Board Meetings Scheduled (INFORMATIONAL ITEM)

Mr. President, the Planning Commission & Zoning Hearing Board will both convene in October. The former will review the request for a conditional use permit. The individual who petitioned for a change to the Zoning Ordinance is now seeking the required authorization to operate a body art establishment at a Brownsville Road space. The latter will consider a request for a variance to maintain a fence that was installed without a permit on a corner lot.

13. Parks and Recreation Committee- Dr. Robert Pasquantonio

- 13.a. Consider awarding the Field No. 3 accessible pathway project to El Grande Industries in the not-to-exceed amount of \$20,000 following a transfer of up to \$10,000 from the Operating Reserve Fund to the Capital Improvement Fund (ACTION ITEM)

Mr. President, I move to award the Field No. 3 Pathway Installation Project, which is associated with meeting the accessibility requirements of the Field No. 3 Lighting Replacement Project grant agreement, to El Grande Industries, Inc. in the not-to-exceed amount of \$20,000 at a unit price of \$95 per square yard of asphalt, and which is to be paid from Capital Improvement Fund Line Item 18-454.700 following the transfer of \$10,000 from the Operating Reserve Fund Line Item to the Capital Improvement Fund.

Mr. Schubert asked for clarification on the need for this improvement given that the playing surface was not disturbed during this project. Manager Zboyovsky responded that the grant agreement mandates that a handicapped accessible

route connects to the facility to be funded. While the current gravel path has an acceptable grade, a hard surface is required to meet Americans with Disabilities Act standards.

Motion: Dr. Pasquantonio

Second: Mr. Foyle

Aye: Foyle, Lenigan, Pasquantonio, Schubert, Thomas, Troy

President: "Motion carried."

- 13.b. Consider request to admit Baldwin Borough residents to the swimming pool at the Brentwood resident rate for the 2024 season. (ACTION ITEM)

Mr. President, I move to approve the request from the Borough of Baldwin, which is associated with admitting Baldwin residents to the Brentwood Pool at the Brentwood resident rate for the 2024 swimming season. Note that it is anticipated that the Baldwin Pool will be closed for renovations in 2024. Baldwin honored a similar request from Brentwood during its prior pool rehabilitation project.

Motion: Mr. Thomas

Second: Ms. Lenigan

Aye: Foyle, Lenigan, Pasquantonio, Schubert, Thomas, Troy

President: "Motion carried."

- 13.c. Consider awarding the contract for the Civic Center Renovation Project (DISCUSSION ITEM)

Mr. President, it is necessary for Council to discuss the bids for the Civic Center Renovation Project in anticipation of a vote on these proposals during next week's meeting.

Mr. Troy recommended that Council accept the full scope of alternate bids. Asserted that adding dormers would add definition to the roofline and allow this structure to better blend in with the remaining park building. Ms. Lenigan asked for clarification on the benefits of the dormer option. Matt Franz of HHSDR Architects responded that that the structures are not only designed to add lighting to a currently gloomy space but also to visually connect the Civic Center to the surrounding patio to encourage expanded use of this area. Ms. Lenigan subsequently responded that the dormers should be removed from the project as they are unlikely to have any impact on boosting future use of this facility. Mr. Schubert stated that, if the park storage building is now projected to cost significantly more than was initial estimates, it may be necessary to eliminate the dormers to ensure that there is adequate funding for this initiative. Dr. Pasquantonio contended that a decision to remove the dormers from the scope will likely be regretted in the future and will create the need for future additional renovations at much greater cost. Stated that the building currently looks similar to a warehouse and is not inviting to prospective guests. Mr. Thomas asked if the Borough could add a single dormer to provide light into the main auditorium while removing the second component. Mr. Franz replied that such an alteration could be accomplished via a change order, but Solicitor Robb expressed

reservations given the small overall cost difference in the proposals that were submitted by the two lowest bidders.

- 13.d. Field No. 4 ADA Improvement Project Presentation Scheduled (INFORMATIONAL ITEM)

Mr. President, representatives from TranSystems Corp. will present an overview of the proposed master plan for the Field No. 4 ADA Improvement Project during next week's meeting.

14. Public Safety Committee- Mr. Michael Foyle

- 14.a. Consider Ordinance No. 2023-1316: Amendment to Chapter 180 of the Borough Code to Clarify Prohibitions on Obstructions of Sidewalks (ACTION ITEM)

Mr. President, I move to advertise Ordinance No. 2023-1316, which is associated with amending Chapter 180 of the Borough Code to clarify prohibitions on obstructing public sidewalks with vehicles or other objects.

Motion: Mr. Foyle

Second: Ms. Lenigan

Aye: Foyle, Lenigan, Pasquantonio, Schubert, Thomas, Troy

President: "Motion carried."

- 14.b. Consider renewing agreement with Dagostino Electronic Services to provide software support for the municipal building camera system (ACTION ITEM)

Mr. President, I move to renew the agreement with Dagostino Electronic Services, which is associated with providing software support for the municipal building camera system for the period of November 1, 2023 to October 31, 2024, in the amount of \$1,287.36, and which is to be paid from General Fund Line Item 01-409.450.

Motion: Mr. Foyle

Second: Dr. Pasquantonio

Aye: Foyle, Lenigan, Pasquantonio, Schubert, Thomas, Troy

President: "Motion carried."

- 14.c. Considering authorizing the purchasing of a drone for the Police Department (INFORMATIONAL ITEM)

Mr. President, the Police Department is currently obtaining quotes that are associated with the purchase of a drone. Although this item will be included in the 2024 Capital Improvement Fund budget, it will be necessary to authorize approval of this equipment in 2023, as the manufacturers have indicated that

orders are currently delayed by several months due to ongoing supply chain deficiencies.

15. Community Affairs Committee- Ms. Melissa Lenigan

- 15.a. Consider rebranding Light-Up Night as "Taking It to The Streets: Holiday Magic" (ACTION ITEM)

Mr. President, I move to authorize the rebranding of the annual Light-Up Night celebration as "Taking It to The Streets: Holiday Magic."

Motion: Ms. Lenigan

Second: Mr. Thomas

Aye: Foyle, Lenigan, Pasquantonio, Schubert, Thomas, Troy

President: "Motion carried."

- 15.b. Trick or Treating Scheduled (INFORMATIONAL ITEM)

Mr. President, little ghouls, goblins, and gremlins will roam the Borough in search of sugary goodies on October 31st from 6PM to 8PM during our Trick or Treating event.

- 15.c. Implementable Comprehensive Plan Steering Committee Meeting Scheduled (INFORMATIONAL ITEM)

Mr. President, the Implementable Comprehensive Plan Steering Committee meeting will be hosting a public workshop on, November 2nd from 6:00 PM to 8:00 PM in the Brentwood Community Room. Residents are encouraged to review and provide input on the specific designs and recommendations that were proposed by the consulting team.

- 15.d. Consider officially naming of DeCarlo Hill (DISCUSSION ITEM)

Mr. President, although most Brentwood residents use the name "DeCarlo Hill" to refer to the steep slope between Brentwood Stadium and baseball field row, I would like to consider formally designating this area in honor of the athletic exploits of Tom DeCarlo.

Consensus of Council to proceed with formally naming this section of Brentwood Park.

16. Special Committees

None.

17. Old Business

Mr. Schubert stated that he reviewed the locations for the proposed volleyball court that were discussed during the budget workshop. Asked Council to consider placing this facility adjacent to the stadium restroom & storage building, as it would not be necessary to complete any grading work or install any fencing surrounding this site.

18. New Business

None.

19. Public Comment. Please limit remarks to three minutes.

Eugene Werner, 4328 Brownsville Road, asked how the ALCOSAN service fees would be affected by the sale of the sanitary sewer system. Mr. Troy responded that PA American Water would assume responsibility for this quarterly bill and that this firm would be required to roll these costs into approved rates.

20. Adjournment

Adjourned at 9:18PM

Motion: Mr. Thomas

Second: Mr. Foyle

Aye: Foyle, Lenigan, Pasquantonio, Schubert, Thomas, Troy

President: "Motion carried."

Respectfully submitted,



Eric Peccon

Assistant Manager



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 10.b**

Action Item

**SUBJECT: Consider Accepting the Treasurer's Report for the Period
Ending October 31, 2023**

DATE: November 20, 2023

**PRESENTED BY: ERIC PECCON
ASSISTANT MANAGER**

SUMMARY:

The monthly Treasurer's Report is a summary of the various Borough bank accounts as well as the Borough's debt service accounts. Also included with the Treasurer's Report is the monthly revenue budget report.

BUDGET IMPACT:

N/A

RECOMMENDATION:

Mr. President, I move to accept the Treasurer's Report for the period ending October 31, 2023.

ATTACHMENTS:

[October Treasurer's Report.pdf](#)
[October, 2023 Revenues.pdf](#)

October, 2023

Treasurer's Report

Treasurer's Report
Summary of Reconciled Bank Statements
October, 2023

General Fund		
9/30/2023		\$3,315,827.50
Receipts		\$285,689.09
Interest @0.3%		\$9,260.79
Transfer for rubbish		\$59,910.69
Expenditures		-\$739,999.82
Transfer to payroll		-\$423,000.00
10/31/2023		\$2,507,688.25
Park Fund		
		Brentwood Bank
9/30/2023		\$65,045.24
Trans from General Fund		\$0.00
Interest @0.3%		\$205.29
Trans to Cap Fund		\$0.00
Expenditures		\$0.00
10/31/2023		\$65,250.53
Municipal Building Fund--Brentwood Bank		
9/30/2023		\$69,240.78
PLGIT Transfer in		\$0.00
Interest @0.3%		
Expenditures		
10/31/2023		\$69,240.78
Employee Pension Fund -Huntington		
9/30/2023		\$1,766,068.18
Employee Contribs		\$1,216.20
Dividend Income		\$1,340.37
Interest Income		\$1,523.30
Chg in Mkt Value		-\$51,401.38
Accrued Income		\$430.71
State Aid		\$115,949.00
Lump sum dist.		-\$32,500.36
Payment to Retirees		-\$6,436.57
Fed Income Tax		-\$1,386.99
Admin Fees (Rhoades)		\$0.00
Trustee Fee (Huntington)		-\$206.15
CIM fees		-\$2,207.59
Mockenhaupt fees		-\$400.00
10/31/2023		\$1,791,988.72

Sanitary Sewer Fund--Brentwood Bank		
9/30/2023		\$1,017,501.29
Receipts		\$426,390.53
Interest @0.3%		\$2,561.65
Expenditures		-\$686,739.65
Trans to GF/Garbage		-\$59,910.69
Trans to Capital		\$0.00
10/31/2023		\$699,803.13
Capital Improvement Fund		
9/30/2023		\$1,006,731.66
Deposits		\$924.77
Transfer from Op Res		\$120,000.00
Interest @0.3%		\$2,762.36
Expenditures		-\$227,757.74
10/31/2023		\$902,661.05
Highway Aid Fund		
9/30/2023		\$149,804.00
State Aid		\$0.00
Interest @0.3%		\$462.78
Expenditures		-\$12,060.07
10/31/2023		\$138,206.71
Police Pension Fund -Huntington		
9/30/2023		\$7,934,927.81
Employee Contribs		\$3,827.05
Dividend Income		\$4,655.82
Interest Income		\$6,083.25
Chg in Mkt Value		-\$240,176.77
Accrued Income		\$1,827.41
State Aid		\$287,225.00
Payment to Retirees		-\$19,557.67
Fed Income Tax		-\$1,760.58
Admin Fees (Rhoades)		\$0.00
Trustee Fee (Huntington)		-\$471.12
Mockenhaupt fees		\$0.00
CIM fees		-\$9,918.66
10/31/2023		\$7,966,661.88

Treasurer's Report
Summary of Reconciled Bank Statements
October, 2023

Asset Forfeiture Account --Brentwood Bank		
9/30/2023		\$10,484.39
Interest @0%		\$0.00
Expenditures		\$0.00
10/31/2023		\$10,484.39

Operating Reserve Fund--Brentwood Bank		
9/30/2023		\$506,991.40
Trans from Gen Fund		\$0.00
Interest @0.3%		\$1,516.06
Trans to Capital Fund		-\$120,000.00
10/31/2023		\$388,507.46

Police Evidence Fund--Brentwood Bank		
9/30/2023		\$21,748.48
Receipts		\$0.00
Expenditures		\$0.00
10/31/2023		\$21,748.48

Economic Develoment Fund--Brentwood Bank		
9/30/2023		\$90,711.38
Interest		\$253.35
Expenditures		-\$14,592.81
10/31/2023		\$76,371.92

**Treasurer's Report
Summary of Outstanding Debt
October, 2023**

Pennvest Loan 2005		
#71217 PWSA		
9/30/2023		\$2,094.66
Next payment due April		
10/31/2023	Bal due in Jan 2024	\$2,094.66

2009 Huntington Bank		Loan #05370-002
Energy Saving Equip.		
9/30/2023		\$30,909.10
October payment		-\$16,014.11
10/31/2023		\$14,894.99

ARPA Funds	PLGIT/ARM	0.01% interest
9/30/2023		\$532,918.90
Interest		\$2,337.45
10/31/2023		\$535,256.35

Sewage Fund CD	Brentwood Bank	
9/30/2023		\$1,087,954.50
Interest @ .55%		\$1,341.31
10/31/2023		\$1,089,295.81

REVENUE ACCOUNTS

Brentwood Borough
Treasurer's Revenue Report by Fund (smt)
For the Period Ending October 31, 2023

01 General Fund

	Budget	BeginningCash Balance	Current Month	Year To Date	Unrealized Revenue	Prior Year
REVENUES						
01 300 000 000 Beginning fund balance	\$ 1,300,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,300,000.00	\$ 0.00
01 301 100 000 R.E. Taxes-Current	3,700,000.00	0.00	0.00	3,719,943.46	(19,943.46)	3,564,625.89
01 301 104 000 R.E. Current - Library	200,000.00	0.00	0.00	200,456.17	(456.17)	192,811.65
01 301 300 000 R.E. Taxes-Delinquent	300,000.00	0.00	30,215.89	821,984.89	(521,984.89)	269,591.78
01 310 100 000 R.E. Transfer Tax	120,000.00	0.00	10,833.39	135,586.63	(15,586.63)	440,168.66
01 310 210 000 Earned Income Tax - Current	1,220,000.00	0.00	67,332.57	1,132,959.36	87,040.64	1,065,303.25
01 310 230 000 Earned Inc Tax - Delinquent	2,000.00	0.00	0.00	1,185.92	814.08	0.00
01 310 401 000 Local Service Tax	97,000.00	0.00	0.00	94,142.27	2,857.73	97,572.75
01 321 740 000 Amusement Permits- Video Machines	27,000.00	0.00	4,200.00	30,000.00	(3,000.00)	25,600.00
01 321 750 000 Amusement Permits- Pool Tables	1,000.00	0.00	400.00	800.00	200.00	1,000.00
01 321 800 000 Cable-TV-Franchise Fees	149,000.00	0.00	0.00	102,607.69	46,392.41	114,239.59
01 322 801 000 Street Permits	32,000.00	0.00	765.00	23,133.62	8,866.38	30,723.13
01 322 900 000 Sign Permits	1,000.00	0.00	0.00	920.00	80.00	950.00
01 322 901 000 Solicitation Permits	0.00	0.00	0.00	35.00	(35.00)	70.00
01 331 110 000 Motor Vehicle Violations	60,000.00	0.00	8,851.92	52,575.62	7,424.38	42,138.12
01 332 100 000 DPW Reimbursements	6,000.00	0.00	2,707.36	12,866.76	(6,866.76)	17,466.43
01 332 101 000 Restitutions/Settlements	1,000.00	0.00	0.00	0.00	1,000.00	137.00
01 332 102 000 Code Enforcement Citation Receipts	5,000.00	0.00	3,140.30	11,860.55	(6,860.55)	9,733.22
01 332 103 000 Delinquent Trash Fees	0.00	0.00	0.00	0.00	0.00	906.12
01 341 000 000 Interest- Temp Invest	5,000.00	0.00	9,260.79	65,698.92	(60,698.92)	17,458.25
01 342 101 000 Rent Of Land	67,000.00	0.00	0.00	34,509.50	32,490.50	66,033.00
01 342 200 000 Recreation Center	5,000.00	0.00	(160.00)	10,050.00	(5,050.00)	9,388.00
01 342 201 000 Rent Of Buildings	16,000.00	0.00	0.00	12,240.00	3,760.00	12,240.00
01 342 202 000 Pool party	0.00	0.00	0.00	2,750.00	(2,750.00)	3,350.00
01 342 300 000 Community Center	1,000.00	0.00	1,275.00	2,975.00	(1,975.00)	2,615.00
01 342 301 000 Rent of pavilion	100.00	0.00	0.00	340.00	(240.00)	300.00
01 355 010 000 Public Utility Realty Tax	5,000.00	0.00	5,930.87	5,930.87	(930.87)	6,061.83
01 355 040 000 Liquor Licenses	2,000.00	0.00	0.00	2,101.34	(101.34)	2,105.63
01 355 050 000 State Aid To Pension Fund	210,000.00	0.00	0.00	256,427.08	(46,427.08)	238,300.78
01 355 070 000 Foreign Fire Insurance	39,000.00	0.00	0.00	49,349.57	(10,349.57)	48,908.49
01 355 080 000 RAD Sales Tax Proceeds	435,000.00	0.00	48,110.84	524,084.25	(89,084.25)	466,997.47
01 355 090 000 Marcellus Shale Impact Fee	1,000.00	0.00	0.00	0.00	1,000.00	1,628.89
01 361 310 000 Zonning/Planning Fees	3,000.00	0.00	1,300.00	4,000.00	(1,000.00)	3,800.00
01 361 560 000 Photocopies	0.00	0.00	0.00	0.00	0.00	7.35
01 361 575 000 Scrap Metal	0.00	0.00	0.00	0.00	0.00	114.00
01 361 751 000 Wellness grant	0.00	0.00	0.00	1,000.00	(1,000.00)	0.00
01 362 102 000 Special Police Services	20,000.00	0.00	19,527.00	61,514.50	(41,514.50)	78,352.45
01 362 112 000 Accident Reports	2,500.00	0.00	515.00	3,645.00	(1,145.00)	2,711.98
01 362 313 000 Engineering Reimbursables	24,000.00	0.00	372.25	14,960.84	9,039.16	13,817.51
01 362 410 000 Building Permits	20,000.00	0.00	1,000.00	28,878.55	(8,878.55)	46,918.71
01 362 450 000 Occupancy Permits	47,000.00	0.00	3,957.32	37,577.32	9,422.68	52,341.76
01 362 460 000 Tenant Registration	20,000.00	0.00	2,022.25	17,985.89	2,014.11	15,816.55
01 362 461 000 Rental Inspection Fees	14,000.00	0.00	1,323.00	6,973.38	7,026.62	12,646.00
01 362 465 000 Vacant property registration	3,500.00	0.00	375.00	2,175.00	1,325.00	2,075.00
01 362 902 000 Lien Removal Fee	2,000.00	0.00	912.00	2,348.00	(348.00)	924.00
01 363 120 000 Parking Meter Violations	7,000.00	0.00	256.30	3,296.99	3,703.01	7,087.92
01 363 210 000 Parking Meter Revenue	50,000.00	0.00	2,604.49	24,857.24	25,142.76	25,928.33
01 364 300 000 Solid Waste Collection & Disposal Charges	801,000.00	0.00	48,515.81	697,220.43	103,779.57	587,116.83
01 364 310 000 Del Solid Waste Colleciton & Disposal Charges	59,800.00	0.00	13,350.08	140,351.12	(80,551.12)	61,912.01
01 364 320 000 Recycle Bins	200.00	0.00	13.00	332.00	(132.00)	18.00
01 367 202 000 Swimming Pool Fees	85,000.00	0.00	0.00	100,630.77	(15,630.77)	94,914.61
01 367 300 000 Recreation Program Fees	11,000.00	0.00	1,165.00	16,593.70	(5,593.70)	14,489.41
01 367 301 000 Deck hockey	0.00	0.00	0.00	0.00	0.00	2,300.00
01 367 303 000 Stadium Rental Fee	35,000.00	0.00	8,000.00	49,375.00	(14,375.00)	50,120.00
01 367 304 000 Baseball Rental Fee	1,000.00	0.00	0.00	0.00	1,000.00	460.00
01 367 306 000 Military Banner Program	1,000.00	0.00	40.00	860.00	140.00	160.00

**Brentwood Borough
Treasurer's Revenue Report by Fund (smt)
For the Period Ending October 31, 2023**

01 General Fund

	Budget	BeginningCash Balance	Current Month	Year To Date	Unrealized Revenue	Prior Year
01 367 400 000 Park & Rec Concessions	40,000.00	0.00	610.50	57,640.05	(17,640.05)	53,735.28
01 367 403 000 Community Day	3,000.00	0.00	217.72	4,467.72	(1,467.72)	6,425.00
01 368 100 000 School Guard Payroll	53,000.00	0.00	0.00	73,205.64	(20,205.64)	12,120.67
01 380 000 000 Miscellaneous Revenues	1,000.00	0.00	0.00	327.00	673.00	525.20
01 380 802 000 Municipal Lien Letters	19,000.00	0.00	1,252.81	13,137.81	5,862.19	17,084.50
01 380 805 000 Sale Of Borough Property--Auction	10,000.00	0.00	1,450.00	16,817.00	(6,817.00)	2,835.00
01 387 000 000 Donations	0.00	0.00	0.00	0.00	0.00	200.00
01 392 080 000 Transfer - Sewer Fund	609,000.00	0.00	0.00	609,000.00	0.00	415,500.00
01 392 095 000 Transfer----Operating Reserve Fund	0.00	0.00	0.00	60,000.00	(60,000.00)	0.00
01 395 000 000 Refund of prior year expenditures	0.00	0.00	0.00	0.00	0.00	14,673.84
TOTAL REVENUE	\$ 9,949,100.00	\$ 0.00	\$ 301,653.46	\$ 9,356,685.32	\$ 592,414.68	\$ 8,345,556.84

**Brentwood Borough
Treasurer's Revenue Report by Fund (smt)
For the Period Ending October 31, 2023**

04 Police Evidence Fund

	Budget	BeginningCash Balance	Current Month	Year To Date	Unrealized Revenue	Prior Year
<u>REVENUES</u>						
04 351 100 000 Evidence Revenues	\$ 0.00	\$ 0.00	\$ 0.00	\$ 37,788.22	\$ (37,788.22)	\$ 2,905.04
TOTAL REVENUE	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 37,788.22</u>	<u>\$ (37,788.22)</u>	<u>\$ 2,905.04</u>

**Brentwood Borough
Treasurer's Revenue Report by Fund (smt)
For the Period Ending October 31, 2023**

08 Sewer Fund

	Budget	BeginningCash Balance	Current Month	Year To Date	Unrealized Revenue	Prior Year
<u>REVENUES</u>						
08 300 000 000 Beginning balance	\$ 2,600,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,600,000.00	\$ 0.00
08 341 010 000 Interest	10,000.00	0.00	2,561.65	40,321.51	(30,321.51)	12,380.06
08 364 010 000 Sewer Charges - Alcosan & Brentwood	3,650,000.00	0.00	352,792.99	3,746,950.09	(96,950.09)	3,050,812.86
08 364 050 000 Sewer Charges - Delinquent	250,000.00	0.00	10,528.17	22,158.34	227,841.66	241,276.54
08 364 100 000 Alcosan Billing Reimbursement	13,000.00	0.00	0.00	14,041.22	(1,041.22)	13,284.00
08 364 900 000 Reimbursable Shut-Off Fee	1,000.00	0.00	0.00	0.00	1,000.00	0.00
08 364 902 000 Lien Removal Fee	2,000.00	0.00	684.00	1,824.00	176.00	2,992.36
08 364 903 000 Sewage Escrow	0.00	0.00	0.00	25,345.00	(25,345.00)	205,400.00
08 392 010 000 Transfer From GF	0.00	0.00	0.00	40,000.00	(40,000.00)	0.00
08 392 018 000 Transfer from Capital Improvement Fund	857,000.00	0.00	0.00	0.00	857,000.00	642,750.00
TOTAL REVENUE	\$ 7,383,000.00	\$ 0.00	\$ 366,566.81	\$ 3,890,640.16	\$ 3,492,359.84	\$ 4,168,895.82

**Brentwood Borough
Treasurer's Revenue Report by Fund (smt)
For the Period Ending October 31, 2023**

15 Park Fund

	Budget	BeginningCash Balance	Current Month	Year To Date	Unrealized Revenue	Prior Year
<u>REVENUES</u>						
15 300 000 000 Beginning balance	\$ 146,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 146,000.00	\$ 0.00
15 341 000 000 Interest Income	1,000.00	0.00	205.29	2,817.18	(1,817.18)	1,481.86
15 342 550 000 Ball Field 1 - Advertising	200.00	0.00	0.00	0.00	200.00	0.00
15 342 551 000 Attanucci Field - Advertising	200.00	0.00	0.00	0.00	200.00	0.00
15 342 552 000 Tepsic Field - Advertising	200.00	0.00	0.00	0.00	200.00	0.00
15 342 553 000 Ball Field 4 - Advertising	200.00	0.00	0.00	0.00	200.00	0.00
15 342 555 000 Ball Dek Hockey - Advertising	200.00	0.00	0.00	0.00	200.00	0.00
15 342 557 000 Miscellaneous - Advertising	0.00	0.00	0.00	0.00	0.00	6,325.00
15 392 010 000 Transfer from General Fund	0.00	0.00	0.00	35,000.00	(35,000.00)	35,000.00
15 392 100 000 Transfer from General fund	35,000.00	0.00	0.00	0.00	35,000.00	0.00
TOTAL REVENUE	\$ 183,000.00	\$ 0.00	\$ 205.29	\$ 37,817.18	\$ 145,182.82	\$ 42,806.86

**Brentwood Borough
Treasurer's Revenue Report by Fund (smt)
For the Period Ending October 31, 2023**

18 Capital Improvements

	Budget	BeginningCash Balance	Current Month	Year To Date	Unrealized Revenue	Prior Year
<u>REVENUES</u>						
18 300 000 000 Beginning balance	\$ 1,327,100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,327,100.00	\$ 0.00
18 341 000 000 Interest	3,000.00	0.00	2,762.36	15,848.47	(12,848.47)	6,551.76
18 354 091 000 CITF Grant	0.00	0.00	0.00	268,750.00	(268,750.00)	0.00
18 354 104 000 DCNR/LWCF Grant	167,000.00	0.00	0.00	0.00	167,000.00	0.00
18 354 120 000 Low Volume Road Program Grant	76,800.00	0.00	0.00	0.00	76,800.00	0.00
18 354 125 000 Police grant	0.00	0.00	0.00	0.00	0.00	16,500.00
18 354 132 000 EDCDI Program Grant	10,000.00	0.00	0.00	(2,604.62)	12,604.62	0.00
18 354 135 000 ARPA Grant	0.00	0.00	0.00	0.00	0.00	0.00
18 363 100 000 Streets, Sidewalks And Curb Ramps	25,000.00	0.00	924.77	73,311.85	(48,311.85)	68,780.90
18 392 010 000 Transfer From General Fund	1,500,000.00	0.00	0.00	1,125,000.00	375,000.00	900,000.00
18 392 030 000 Transfer From Park Fund	115,000.00	0.00	0.00	130,000.00	(15,000.00)	0.00
18 392 080 000 Transfer From Sanitary Sewer Fund	2,000,000.00	0.00	0.00	1,500,000.00	500,000.00	1,499,250.00
18 392 095 000 Transfer-From Operating Reserve Fund	0.00	0.00	120,000.00	132,175.00	(132,175.00)	(11,362.00)
TOTAL REVENUE	\$ 5,223,900.00	\$ 0.00	\$ 123,687.13	\$ 3,242,480.70	\$ 1,981,419.30	\$ 2,479,720.66

Brentwood Borough
Treasurer's Revenue Report by Fund (smt)
For the Period Ending October 31, 2023

19 Borough Building Fund

	Budget	BeginningCash Balance	Current Month	Year To Date	Unrealized Revenue	Prior Year
<u>REVENUES</u>						
19 341 000 000 Interest	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,905.76	\$ (1,905.76)	\$ 4.65
19 393 301 000 2018 GO Bond	0.00	0.00	0.00	0.00	0.00	7,448.30
TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,905.76	\$ (1,905.76)	\$ 7,452.95

**Brentwood Borough
Treasurer's Revenue Report by Fund (smt)
For the Period Ending October 31, 2023**

30 Economic Development

	Budget	BeginningCash Balance	Current Month	Year To Date	Unrealized Revenue	Prior Year
<u>REVENUES</u>						
30 300 000 000 Beginning balance	\$ 84,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 84,000.00	\$ 0.00
30 341 000 000 Interest	200.00	0.00	253.35	2,253.73	(2,053.73)	441.92
30 392 010 000 Transfer from General Fund	50,000.00	0.00	0.00	50,000.00	0.00	25,000.00
30 395 000 000 Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	20,000.00
TOTAL REVENUE	\$ 134,200.00	\$ 0.00	\$ 253.35	\$ 52,253.73	\$ 81,946.27	\$ 45,441.92

**Brentwood Borough
Treasurer's Revenue Report by Fund (smt)
For the Period Ending October 31, 2023**

35 Highway Aid Fund

	Budget	BeginningCash Balance	Current Month	Year To Date	Unrealized Revenue	Prior Year
<u>REVENUES</u>						
35 300 000 000 Beginning balance	\$ 17,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 17,500.00	\$ 0.00
35 341 000 000 Interest Earnings	500.00	0.00	462.78	4,723.29	(4,223.29)	687.21
35 355 020 000 State Highway Aid (Liquid Fuels Tax)	<u>255,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>261,061.59</u>	<u>(6,061.59)</u>	<u>253,188.60</u>
TOTAL REVENUE	<u>\$ 273,000.00</u>	<u>\$ 0.00</u>	<u>\$ 462.78</u>	<u>\$ 265,784.88</u>	<u>\$ 7,215.12</u>	<u>\$ 253,875.81</u>

**Brentwood Borough
Treasurer's Revenue Report by Fund (smt)
For the Period Ending October 31, 2023**

60 Non Uniform Pension Fund

	Budget	BeginningCash Balance	Current Month	Year To Date	Unrealized Revenue	Prior Year
<u>REVENUES</u>						
60 341 000 000 Interest	\$ 0.00	\$ 0.00	\$ 1,523.30	\$ 17,717.69	\$ (17,717.69)	\$ 18,699.02
60 343 000 000 Dividend Income	0.00	0.00	1,771.08	17,288.90	(17,288.90)	13,997.55
60 345 000 000 Unrealized Gain(Loss)	0.00	0.00	(51,401.38)	64,744.13	(64,744.13)	(453,070.77)
60 355 050 000 State Aid Revenue	0.00	0.00	115,949.00	115,949.00	(115,949.00)	116,303.00
60 387 000 000 Member Contributions	0.00	0.00	1,216.20	28,452.00	(28,452.00)	29,969.52
TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 69,058.20	\$ 244,151.72	\$ (244,151.72)	\$ (274,101.68)

**Brentwood Borough
Treasurer's Revenue Report by Fund (smt)
For the Period Ending October 31, 2023**

65 Police Pension Fund

	Budget	BeginningCash Balance	Current Month	Year To Date	Unrealized Revenue	Prior Year
<u>REVENUES</u>						
65 341 000 000 Interest	\$ 0.00	\$ 0.00	\$ 6,083.25	\$ 61,777.22	\$ (61,777.22)	\$ 57,359.09
65 343 000 000 Divident Income	0.00	0.00	6,483.23	81,491.49	(81,491.49)	67,793.92
65 345 000 000 Unrealized Gain(Loss)	0.00	0.00	(240,176.77)	266,186.82	(266,186.82)	(1,754,237.73)
65 355 050 000 State Aid Revenue	0.00	0.00	287,225.00	287,225.00	(287,225.00)	286,546.78
65 387 000 000 Member Contributions	0.00	0.00	3,827.05	88,424.98	(88,424.98)	78,014.04
TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 63,441.76	\$ 785,105.51	\$ (785,105.51)	\$ (1,264,523.90)

**Brentwood Borough
Treasurer's Revenue Report by Fund (smt)
For the Period Ending October 31, 2023**

95 Operating Reserve Fund

	Budget	BeginningCash Balance	Current Month	Year To Date	Unrealized Revenue	Prior Year
<u>REVENUES</u>						
95 300 000 000 Beginning balance	\$ 481,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 481,000.00	\$ 0.00
95 341 100 000 Interest	2,000.00	0.00	1,516.06	12,968.71	(10,968.71)	2,677.58
95 392 010 000 Transfer from General Fund	<u>100,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>75,000.00</u>	<u>25,000.00</u>	<u>150,000.00</u>
TOTAL REVENUE	<u>\$ 583,000.00</u>	<u>\$ 0.00</u>	<u>\$ 1,516.06</u>	<u>\$ 87,968.71</u>	<u>\$ 495,031.29</u>	<u>\$ 152,677.58</u>



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 10.c**

Action Item

SUBJECT: Consider ratifying the payment of bills from October 1 to October 31, 2023

DATE: November 20, 2023

PRESENTED BY: ERIC PECCON
ASSISTANT MANAGER

SUMMARY:

This is associated with the Borough's Monthly Expenditures.

BUDGET IMPACT:

Payments from the Borough's fund accounts as follows:

- 01 - General Fund in the amount of \$455,540.59*
- 04 - Police Evidence Fund in the amount of \$0.00*
- 08 - Sanitary Sewer Fund in the amount of \$145,327.89*
- 15 - Park Fund in the amount of \$0.00*
- 18 - Capital Improvement Fund in the amount of \$606,158.68*
- 19 - Municipal Building Fund in the amount of \$0.00*
- 35 - Liquid Fuels Fund in the amount of \$20,253.86*
- 60 - General Pension Fund in the amount of \$41,750.67*
- 65 - Police Pension Fund in the amount of \$51,733.08*
- 95 - Operating Reserve Fund in the amount of \$0.00*

BUDGET NUMBER:

RECOMMENDATION:

Mr. President, I move to ratify the payment of bills for the period of October 1 to October 31, 2023 for the following fund accounts:

- 01 - General Fund in the amount of \$455,540.59*
- 04 - Police Evidence Fund in the amount of \$0.00*
- 08 - Sanitary Sewer Fund in the amount of \$145,327.89*

- 15 - Park Fund in the amount of \$0.00**
- 18 - Capital Improvement Fund in the amount of \$606,158.68**
- 19 - Municipal Building Fund in the amount of \$0.00**
- 35 - Liquid Fuels Fund in the amount of \$20,253.86**
- 60 - General Pension Fund in the amount of \$41,750.67**
- 65 - Police Pension Fund in the amount of \$51,733.08**
- 95 - Operating Reserve Fund in the amount of \$0.00**

ATTACHMENTS:

[October, 2023 Expenditures.pdf](#)

EXPENDITURES

01

**GENERAL FUND
BUDGET REPORT**

October 1 to October 31, 2023

\$ 455,540.59 (bills)

\$ 423,000.00 (payroll)

\$ 878,540.59

Brentwood Borough
Treasurer's Report General Fund Expenditures
For the Period Ending October 31, 2023

	Budget	YTD Expenditures and Encumbrances	Current Expenditures	Current Encumbrances	Budget Remaining	Prior Year
EXPENDITURES						
COUNCIL						
01 400 110 Salaries- Elected	\$ 16,800.00	\$ 21,226.48	\$ 1,400.00	\$ 0.00	\$ (4,426.48)	\$ 13,240.00
01 400 161 FICA	1,300.00	1,178.10	107.10	0.00	121.90	1,012.86
01 400 210 Office Supplies	500.00	0.00	0.00	0.00	500.00	273.11
01 400 420 Dues & Memberships	2,700.00	2,633.00	0.00	0.00	67.00	1,005.00
01 400 460 Meetings & Conferences	9,000.00	7,557.71	0.00	0.00	1,442.29	5,913.20
01 400 540 Contributions - Civic	0.00	125.08	0.00	0.00	(125.08)	0.00
01 400 700 Minor Purchases	1,700.00	590.99	22.97	0.00	1,109.01	835.01
TOTAL - COUNCIL	32,000.00	33,311.36	1,530.07	0.00	(1,311.36)	22,279.18
MAYOR						
01 401 110 Salary - Elected	3,400.00	3,116.63	283.33	0.00	283.37	3,116.63
01 401 161 FICA	300.00	238.48	21.68	0.00	61.52	238.48
01 401 210 Office Supplies	300.00	0.00	0.00	0.00	300.00	68.30
01 401 420 Dues & Memberships	300.00	260.00	0.00	0.00	40.00	20.00
01 401 460 Meetings & Conferences	1,600.00	255.00	0.00	0.00	1,345.00	593.00
01 401 700 Minor Purchases	100.00	0.00	0.00	0.00	100.00	0.00
TOTAL - MAYOR	6,000.00	3,870.11	305.01	0.00	2,129.89	4,036.41
FINANCE						
01 402 311 Auditing Services	20,000.00	17,852.25	(7,500.00)	0.00	2,147.75	0.00
01 402 312 Actuarial Services	4,000.00	4,200.00	0.00	0.00	(200.00)	0.00
TOTAL - FINANCE	24,000.00	22,052.25	(7,500.00)	0.00	1,947.75	0.00
TAX COLLECTION						
01 403 110 Salary- Elected	7,000.00	6,416.74	583.34	0.00	583.26	6,416.74
01 403 161 FICA	600.00	490.93	44.63	0.00	109.07	490.93
01 403 162 Unemployment Compensation	100.00	64.17	5.84	0.00	35.83	64.17
01 403 210 Office Supplies	2,000.00	545.60	0.00	0.00	1,454.40	545.60
01 403 305 Del R.E. Tax Commission	29,000.00	19,490.68	2,856.91	0.00	9,509.32	25,425.07
01 403 307 EIT Collection Commission	500.00	0.00	0.00	0.00	500.00	0.00
01 403 309 LST Collection Commission	2,000.00	2,271.34	0.00	0.00	(271.34)	1,103.39
01 403 314 Special Legal Services	20,000.00	17,281.97	0.00	0.00	2,718.03	8,099.56
01 403 325 Postage	2,000.00	0.00	0.00	0.00	2,000.00	1,450.00
01 403 450 Contracted Services	1,000.00	695.00	0.00	0.00	305.00	695.00
01 403 900 Refund Of Prior Years	8,800.00	3,353.98	0.00	0.00	5,446.02	1,761.08
TOTAL - TAX COLLECTION	73,000.00	50,610.41	3,490.72	0.00	22,389.59	46,051.54
LEGAL SERVICES						
01 404 314 Special Legal Services	5,000.00	3,212.50	523.00	0.00	1,787.50	9,281.00
01 404 316 Solicitor (Retainer)	12,000.00	8,000.00	1,000.00	0.00	4,000.00	9,000.00
01 404 317 Solicitor (Hourly)	50,000.00	34,182.70	3,449.50	0.00	15,817.30	27,208.18
01 404 330 Codification	4,000.00	2,890.00	0.00	0.00	1,110.00	2,385.00
01 404 341 Advertising	10,000.00	11,141.30	0.00	0.00	(1,141.30)	14,308.73
TOTAL - LEGAL SERVICES	81,000.00	59,426.50	4,972.50	0.00	21,573.50	62,182.91
ADMINISTRATION						
01 405 110 Salary - Professional	209,000.00	176,116.40	16,017.60	0.00	32,883.60	170,395.20
01 405 140 Salary - Staff	84,000.00	70,607.62	6,412.80	0.00	13,392.38	68,077.40
01 405 150 Salary - Intern	9,000.00	0.00	0.00	0.00	9,000.00	7,367.50
01 405 153 Health - Disability	2,500.00	1,920.72	160.06	0.00	579.28	1,809.96
01 405 156 Health - Hospitalization	98,000.00	78,572.87	7,847.80	0.00	19,427.13	74,972.42
01 405 157 HEALTH-Copay Reimbursement	2,000.00	2,415.26	2,101.53	0.00	(415.26)	0.00
01 405 158 Life Insurance	1,000.00	670.83	58.00	0.00	329.37	650.00
01 405 161 FICA	24,000.00	18,855.36	1,717.43	0.00	5,144.64	18,980.75

**Brentwood Borough
Treasurer's Report General Fund Expenditures
For the Period Ending October 31, 2023**

	<u>Budget</u>	<u>YTD Expenditures and Encumbrances</u>	<u>Current Expenditures</u>	<u>Current Encumbrances</u>	<u>Budget Remaining</u>	<u>Prior Year</u>
01 405 162 Unemployment Compensation	1,000.00	386.20	0.00	0.00	613.80	473.68
01 405 168 Employee Retirement Benefits	10,000.00	9,066.70	9,002.90	0.00	933.30	9,067.80
01 405 183 Overtime	4,000.00	1,683.37	195.39	0.00	2,316.63	4,295.83
01 405 189 PTO Buy-Back	11,500.00	0.00	0.00	0.00	11,500.00	0.00
01 405 210 Office Supplies	6,000.00	4,846.61	978.30	0.00	1,153.39	3,032.69
01 405 215 Postage	5,000.00	2,558.04	994.38	0.00	2,441.96	2,847.82
01 405 231 Vehicle Fuel	1,500.00	1,418.52	62.23	0.00	81.48	1,972.23
01 405 240 Operating Expenses	3,000.00	4,132.52	506.38	0.00	(1,132.52)	3,255.12
01 405 321 Telephone Charges	4,500.00	3,741.93	351.51	0.00	758.07	3,680.76
01 405 324 Wireless Telephone	2,500.00	2,332.00	212.00	0.00	168.00	2,200.52
01 405 353 Fidelity Bonds	2,000.00	1,329.00	0.00	0.00	671.00	1,543.00
01 405 384 Rental - Machinery & Equipment	8,500.00	6,813.67	487.13	0.00	1,686.33	16,307.70
01 405 420 Dues & Memberships	3,000.00	2,469.00	0.00	0.00	531.00	969.00
01 405 450 Contracted Services	2,000.00	880.96	0.00	0.00	1,119.04	1,011.80
01 405 460 Meetings & Conferences	17,000.00	9,587.13	1,409.64	0.00	7,412.87	7,230.87
01 405 700 Minor Purchases	2,000.00	0.00	0.00	0.00	2,000.00	0.00
TOTAL - ADMINISTRATION	513,000.00	400,404.51	48,515.08	0.00	112,595.49	400,141.85
COMMUNITY NEWSLETTER						
01 406 342 Community Magazine	23,000.00	16,560.00	0.00	0.00	6,440.00	15,000.00
COMMUNITY NEWSLETTER	23,000.00	16,560.00	0.00	0.00	6,440.00	15,000.00
IT-NETWORKING-DATA PROCESSING						
01 407 213 General IT Supplies	1,000.00	744.78	8.00	0.00	255.22	573.90
01 407 452 Contracted IT	44,000.00	27,696.89	(1,618.50)	0.00	16,303.11	37,571.78
01 407 453 Web Design/Maintenance	3,000.00	1,035.00	0.00	0.00	1,965.00	132.95
01 407 454 General Hardware	1,000.00	618.94	0.00	0.00	381.06	879.00
01 407 455 General Software/Licenses	26,000.00	21,326.83	0.00	0.00	4,673.17	16,878.19
01 407 456 Police Hardware	1,000.00	474.00	0.00	0.00	526.00	334.10
01 407 457 Police Software	33,000.00	12,160.96	4,500.00	4,500.00	20,839.04	21,764.41
TOTAL - IT-NETWORKING-DATA PROCESSING	109,000.00	64,057.40	2,889.50	4,500.00	44,942.60	78,134.33
ENGINEERING SERVICES						
01 408 313 General Engineering Services	5,000.00	4,129.27	516.00	0.00	870.73	(822.04)
TOTAL - ENGINEERING SERVICES	5,000.00	4,129.27	516.00	0.00	870.73	(822.04)
BOROUGH BUILDING						
01 409 240 Operating Supplies	6,000.00	3,806.50	275.95	0.00	2,193.50	4,097.16
01 409 325 Internet Service	3,000.00	2,598.80	259.64	0.00	401.20	2,048.59
01 409 361 Electricity	26,000.00	29,695.81	2,339.77	0.00	(3,695.81)	28,003.34
01 409 362 Gas	14,000.00	9,925.60	461.84	0.00	4,074.40	14,214.20
01 409 366 Water	5,500.00	4,581.18	473.64	0.00	918.82	6,127.11
01 409 373 R&M Services	5,000.00	3,054.04	0.00	0.00	1,945.96	6,767.91
01 409 374 R&M - Machinery & Equipment	1,000.00	330.57	0.00	0.00	669.43	410.58
01 409 384 Rental - Machinery & Equipment	500.00	0.00	0.00	0.00	500.00	0.00
01 409 450 Contracted Services	30,000.00	29,818.11	1,864.09	0.00	181.89	29,588.82
01 409 750 Minor Purchases	2,000.00	2,880.68	0.00	0.00	(880.68)	3,211.12
TOTAL - BOROUGH BUILDING	93,000.00	86,691.29	5,674.93	0.00	6,308.71	94,468.83
POLICE DEPARTMENT						
01 410 130 Salary - Professional	135,000.00	114,143.20	10,385.60	0.00	20,856.80	110,378.06
01 410 140 Salary - Staff	1,500,000.00	1,269,011.39	120,175.40	0.00	230,988.61	1,174,194.31
01 410 145 Personal Day Buy-Back	10,500.00	12,649.01	0.00	0.00	(2,149.01)	12,311.49
01 410 153 Health - Disability	11,000.00	8,833.41	746.05	0.00	2,166.59	8,260.82
01 410 155 Sick Day Buy-Back	4,000.00	3,115.68	3,115.68	0.00	884.32	0.00
01 410 156 Health - Hospitalization	475,000.00	318,388.31	30,195.00	0.00	156,611.69	311,633.61

Brentwood Borough
Treasurer's Report General Fund Expenditures
For the Period Ending October 31, 2023

	<u>Budget</u>	<u>YTD Expenditures and Encumbrances</u>	<u>Current Expenditures</u>	<u>Current Encumbrances</u>	<u>Budget Remaining</u>	<u>Prior Year</u>
01 410 157 Copay Reimbursement	8,000.00	4,270.70	545.57	0.00	3,729.30	4,787.86
01 410 158 Life Insurance	5,000.00	4,127.43	348.00	0.00	872.57	3,728.32
01 410 161 FICA	153,000.00	135,633.92	11,180.63	0.00	17,366.08	124,666.59
01 410 162 Unemployment Compensation	2,100.00	1,501.71	0.00	0.00	598.29	1,556.82
01 410 168 Retiree Benefits	500.00	261.00	21.75	0.00	239.00	208.34
01 410 183 Overtime	115,000.00	112,049.54	8,493.70	0.00	2,950.46	118,301.88
01 410 184 Officer In Charge	5,000.00	3,686.61	480.42	0.00	1,313.39	5,414.21
01 410 187 Healthcare Benefit Buy Back	0.00	12,023.46	0.00	0.00	(12,023.46)	7,717.80
01 410 188 Holiday Pay	103,000.00	65,800.05	7,810.38	0.00	37,199.95	51,795.54
01 410 189 Court Pay	118,000.00	125,164.67	11,051.28	0.00	(7,164.67)	116,202.33
01 410 190 Reimbursable Overtime	23,000.00	80,748.04	1,356.90	0.00	(57,748.04)	52,924.60
01 410 191 Uniforms	24,000.00	26,586.27	4,082.00	0.00	(2,586.27)	22,538.95
01 410 193 Training/Education	23,000.00	16,726.79	868.00	0.00	6,273.21	774.00
01 410 210 Office Supplies	4,000.00	807.89	178.95	0.00	3,192.11	1,263.67
01 410 215 Postage	500.00	587.32	0.00	0.00	(87.32)	13.40
01 410 231 Vehicle Fuel	27,000.00	20,891.61	16.38	0.00	6,108.39	23,017.40
01 410 240 Operating Supplies	7,000.00	5,769.48	(1,372.88)	0.00	1,230.52	2,523.82
01 410 242 Police Protection Services	9,200.00	7,531.44	0.00	0.00	1,668.56	10,746.04
01 410 245 Crime Scene Supplies	1,000.00	318.49	204.55	0.00	681.51	0.00
01 410 247 Crime Hardware	1,000.00	0.00	0.00	0.00	1,000.00	0.00
01 410 249 K-9 Officer	16,000.00	0.00	0.00	0.00	16,000.00	0.00
01 410 251 R&M Vehicle Parts	17,000.00	13,856.95	607.16	0.00	3,143.05	11,883.29
01 410 310 Professional Services	1,000.00	74.13	74.13	0.00	925.87	1,899.75
01 410 314 Special Legal Services	25,000.00	6,270.01	497.36	0.00	18,729.99	27,846.61
01 410 317 Other Services	1,000.00	0.00	0.00	0.00	1,000.00	1,406.00
01 410 321 Telephone	3,500.00	2,663.26	184.88	0.00	836.74	2,503.45
01 410 324 Wireless Telephone	7,000.00	4,198.17	444.87	0.00	2,801.83	4,379.99
01 410 327 Radio Equipment/Maintenance	2,000.00	8,087.96	4,500.00	0.00	(6,087.96)	684.73
01 410 342 Printing	1,000.00	542.35	0.00	0.00	457.65	23.93
01 410 374 R&M - Machinery & Equipment	2,000.00	0.00	0.00	0.00	2,000.00	0.00
01 410 384 Rental - Machinery & Equipment	7,500.00	5,586.90	477.21	0.00	1,913.10	6,614.25
01 410 400 Court Costs	2,000.00	864.00	26.00	0.00	1,136.00	536.00
01 410 420 Dues & Memberships	8,000.00	10,515.42	1,216.32	0.00	(2,515.42)	5,162.60
01 410 450 Contracted Services	4,000.00	11,528.54	(3,875.00)	0.00	(7,528.54)	9,937.46
01 410 454 Civil Service Commission	18,000.00	0.00	0.00	0.00	18,000.00	15,519.47
01 410 460 Meetings & Conferences	5,000.00	2,338.47	279.00	0.00	2,661.53	3,758.63
01 410 750 Minor Purchases	11,100.00	1,716.00	0.00	1,716.00	9,384.00	0.00
TOTAL - POLICE DEPARTMENT	2,895,900.00	2,418,869.58	214,315.27	1,716.00	477,030.42	2,257,116.02
<u>VOLUNTEER FIRE DEPARTMENT</u>						
01 411 231 Vehicle Fuel	5,000.00	4,035.71	0.00	0.00	964.29	4,239.75
01 411 352 Professional Liability Insurance	1,000.00	872.00	0.00	0.00	128.00	856.00
01 411 363 Hydrant Service	32,800.00	28,159.15	2,842.00	0.00	4,640.85	21,768.26
01 411 420 Dues & Memberships	1,200.00	1,127.96	0.00	0.00	72.04	1,127.96
01 411 540 Contributions To VFD	116,000.00	116,000.00	0.00	0.00	0.00	96,000.00
01 411 541 State Fire Relief Assoc	40,000.00	49,349.57	0.00	0.00	(9,349.57)	48,908.49
01 411 750 Major purchases	40,000.00	53,751.95	0.00	0.00	(13,751.95)	767,000.00
TOTAL - VOLUNTEER FIRE DEPARTMENT	236,000.00	253,296.34	2,842.00	0.00	(17,296.34)	939,900.46
<u>EMERGENCY MEDICAL SERVICE</u>						
01 412 231 Vehicle Fuel	0.00	0.00	0.00	0.00	0.00	12,578.89
01 412 325 Internet	0.00	0.00	0.00	0.00	0.00	80.82
01 412 540 Contributions To EMS	100,000.00	160,000.00	0.00	0.00	(60,000.00)	85,000.00
TOTAL - EMERGENCY MEDICAL SERVICE	100,000.00	160,000.00	0.00	0.00	(60,000.00)	97,659.71
<u>PLANNING AND ZONING</u>						
01 414 140 Salary- Professional	180,000.00	122,613.28	10,683.20	0.00	57,386.72	121,604.80

Brentwood Borough
Treasurer's Report General Fund Expenditures
For the Period Ending October 31, 2023

	Budget	YTD Expenditures and Encumbrances	Current Expenditures	Current Encumbrances	Budget Remaining	Prior Year
01 414 153 Health - Disability	1,500.00	898.80	(272.50)	0.00	601.20	1,331.56
01 414 156 Health - Hospitalization	49,500.00	17,641.86	1,249.79	0.00	31,858.14	38,593.73
01 414 157 HEALTH--Copay reimbursement	1,000.00	0.00	0.00	0.00	1,000.00	0.00
01 414 158 Life Insurance	400.00	322.63	29.00	0.00	77.37	325.00
01 414 161 FICA	13,000.00	10,614.30	822.02	0.00	2,385.70	9,237.32
01 414 162 Unemployment Compensation	300.00	200.00	0.00	0.00	100.00	200.00
01 414 189 PTO Buyback	6,500.00	15,785.80	0.00	0.00	(9,285.80)	0.00
01 414 193 Training/Education	1,000.00	189.60	0.00	0.00	830.40	540.45
01 414 210 Office Supplies	500.00	78.88	0.00	0.00	421.12	33.91
01 414 231 Vehicle Fuel	1,500.00	564.91	0.00	0.00	935.09	796.73
01 414 240 Operating Supplies	1,000.00	124.80	0.00	0.00	875.20	42.82
01 414 251 R&M Supplies - Vehicle	1,000.00	195.95	0.00	0.00	804.05	823.32
01 414 313 Reimbursable Engineering Fees	23,500.00	10,181.85	475.26	0.00	13,318.15	15,568.76
01 414 314 Special Legal Service	9,500.00	5,742.00	89.07	0.00	3,758.00	8,177.36
01 414 317 Other Services	3,000.00	1,564.00	448.00	0.00	1,436.00	986.00
01 414 321 Telephone	400.00	334.72	30.82	0.00	65.28	327.52
01 414 324 Wireless Telephone	1,400.00	1,320.00	120.00	0.00	80.00	1,133.61
01 414 341 Advertising	1,000.00	596.50	0.00	0.00	403.50	570.40
01 414 420 Dues & Memberships	1,500.00	1,447.60	0.00	0.00	52.40	220.00
01 414 450 Contracted Services	3,800.00	550.00	0.00	0.00	3,250.00	1,406.00
01 414 460 Meetings & Conferences	5,000.00	893.64	339.00	0.00	4,106.36	624.95
01 414 700 Minor Purchase	700.00	49.75	49.75	0.00	650.25	149.25
TOTAL - PLANNING AND ZONING	307,000.00	191,890.87	14,063.41	0.00	115,109.13	202,693.49
<u>EMERGENCY MGT & COMMUNICATION</u>						
01 415 140 Salary - Staff	42,000.00	35,279.60	3,206.40	0.00	6,720.40	48,749.41
01 415 153 Health - Disability	400.00	191.00	45.28	0.00	209.00	257.90
01 415 156 Health - Hospitalization	0.00	(57.96)	(57.96)	0.00	57.96	(118.12)
01 415 158 Life Insurance	200.00	143.65	20.30	0.00	56.35	246.20
01 415 161 FICA	3,500.00	3,453.02	251.42	0.00	46.98	4,498.75
01 415 162 Unemployment Compensation	200.00	100.00	0.00	0.00	100.00	200.00
01 415 168 Employee--Retirement benefit	100.00	342.09	0.00	0.00	(242.09)	29.68
01 415 183 Overtime	3,000.00	623.75	0.00	0.00	2,376.25	1,589.78
01 415 187 Healthcare benefit--buy back	17,000.00	8,463.84	0.00	0.00	8,536.16	7,717.80
01 415 188 Holiday Pay	400.00	0.00	0.00	0.00	400.00	520.29
01 415 189 PTO Buyback	2,000.00	0.00	0.00	0.00	2,000.00	0.00
01 415 191 Uniform Allowance	300.00	64.99	0.00	0.00	235.01	0.00
01 415 192 Meal money	300.00	170.00	50.00	0.00	130.00	200.00
01 415 193 Training/Education	800.00	0.00	0.00	0.00	800.00	0.00
01 415 240 Operating expenses	800.00	535.99	0.00	0.00	264.01	0.00
01 415 324 Wireless telephone	0.00	600.00	30.00	0.00	(600.00)	30.00
TOTAL - POLICE CLERICAL	71,000.00	49,909.97	3,545.44	0.00	21,090.03	63,921.69
<u>PARKING METERS</u>						
01 417 140 Salary- staff	13,000.00	9,006.79	864.66	0.00	3,993.21	6,905.84
01 417 161 FICA	1,000.00	775.38	66.84	0.00	224.62	684.16
01 417 162 Unemployment Compensation	200.00	93.61	7.02	0.00	106.39	80.68
01 417 188 Holiday pay	400.00	123.84	0.00	0.00	276.16	263.03
01 417 191 Uniform Allowance	300.00	62.34	0.00	0.00	237.66	0.00
01 417 231 Vehicle fuel	1,000.00	270.00	9.00	0.00	730.00	294.00
01 417 240 Operating Supplies	2,100.00	799.37	0.00	0.00	1,300.63	140.40
01 417 450 Contracted Services	22,000.00	14,269.02	1,336.67	0.00	7,730.98	28,018.75
TOTAL - PARKING METERS	40,000.00	25,400.35	2,284.19	0.00	14,599.65	36,386.86
<u>SCHOOL CROSSING GUARDS</u>						
01 419 140 Salary - Staff	95,000.00	61,014.02	6,995.22	0.00	33,985.98	58,962.62
01 419 161 FICA	8,000.00	5,049.82	535.13	0.00	2,950.18	4,510.43

Brentwood Borough
Treasurer's Report General Fund Expenditures
For the Period Ending October 31, 2023

	Budget	YTD Expenditures and Encumbrances	Current Expenditures	Current Encumbrances	Budget Remaining	Prior Year
01 419 162 Unemployment Compensation	1,500.00	580.10	46.25	0.00	919.90	231.89
01 419 191 Uniform Allowance	1,500.00	3,291.50	0.00	0.00	(1,791.50)	222.85
01 419 240 Operating Expenses	1,000.00	1,521.35	0.00	0.00	(521.35)	541.14
TOTAL - SCHOOL CROSSING GUARDS	107,000.00	71,456.79	7,576.60	0.00	35,543.21	64,468.93
<u>SUMMER CROSSING GUARDS</u>						
01 420 140 Salary - Staff	16,000.00	8,602.31	61.92	0.00	7,397.69	10,178.47
01 420 161 FICA	1,500.00	426.23	4.74	0.00	1,073.77	778.58
01 420 162 Unemployment Compensation	500.00	49.40	0.62	0.00	450.60	419.27
01 420 188 Holiday pay	3,000.00	2,701.26	0.00	0.00	298.74	1,480.49
TOTAL - SUMMER CROSSING GUARDS	21,000.00	11,779.20	67.28	0.00	9,220.80	12,856.81
<u>RECYCLING COLLECTION & DISPOSAL</u>						
01 426 450 Contracted Services--Leaf bins	18,000.00	3,793.64	0.00	0.00	14,206.36	0.00
01 426 451 Contracted Svc--Refuse	715,000.00	652,406.35	59,426.25	0.00	62,593.65	523,886.69
01 426 453 Contracted svc--household hazardous waste	35,000.00	31,495.05	2,859.35	0.00	3,504.95	26,114.05
TOTAL - RECYCLING COLLECTION & DISPOSAL	768,000.00	687,695.04	62,285.60	0.00	80,304.96	548,999.74
<u>SOLID WASTE COLLECTION & DISPOSAL</u>						
01 427 750 Minor Purchases	3,000.00	2,875.00	0.00	0.00	125.00	3,298.92
TOTAL - SOLID WASTE COLLECTION & DISPOSAL	3,000.00	2,875.00	0.00	0.00	125.00	3,298.92
<u>PUBLIC WORKS DEPARTMENT</u>						
01 430 110 Salary - Professional	160,000.00	124,625.60	12,308.80	0.00	35,374.40	165,531.74
01 430 140 Salary - Staff	499,000.00	392,641.74	32,243.36	0.00	106,358.26	427,058.11
01 430 141 Salary - Summer/Part Time	36,000.00	30,885.29	2,240.00	0.00	5,114.71	15,063.00
01 430 153 Health - Disability	6,000.00	3,570.87	288.45	0.00	2,429.13	4,140.40
01 430 156 Health - Hospitalization	185,000.00	128,173.64	12,700.69	0.00	56,826.36	140,818.21
01 430 157 HEALTH--Copay reimbursement	3,000.00	0.00	0.00	0.00	3,000.00	0.00
01 430 158 Life Insurance	2,000.00	1,763.46	130.50	0.00	236.54	1,480.50
01 430 161 FICA	59,000.00	46,344.18	3,790.26	0.00	12,655.82	51,611.01
01 430 162 Unemployment Compensation	2,000.00	1,200.45	23.52	0.00	799.55	1,236.47
01 430 168 Employee retirement	8,500.00	6,939.87	(689.07)	0.00	1,560.13	11,370.50
01 430 183 Overtime	62,000.00	35,121.02	3,022.89	0.00	26,878.98	56,567.71
01 430 187 Healthcare Benefit Buy-Back	41,500.00	24,046.92	0.00	0.00	17,453.08	14,609.16
01 430 189 PTO Buy-Back	7,000.00	0.00	0.00	0.00	7,000.00	0.00
01 430 191 Uniform Allowance	11,000.00	11,918.00	520.66	1,290.66	(918.00)	9,473.93
01 430 192 Meal Allowance	1,500.00	1,078.00	90.00	0.00	422.00	1,412.00
01 430 193 Training/Education	1,900.00	0.00	0.00	0.00	1,900.00	265.00
01 430 210 Office Supplies	500.00	249.44	20.97	0.00	250.56	291.84
01 430 231 Vehicle Fuel	29,000.00	19,548.15	0.00	0.00	9,451.85	24,657.91
01 430 240 Operating Supplies	18,000.00	10,370.55	751.50	0.00	7,629.45	13,031.55
01 430 245 Highway Supplies	18,000.00	18,002.51	(240.60)	0.00	(2.51)	17,559.98
01 430 250 R&M Supplies	3,000.00	912.74	47.96	0.00	2,087.26	3,583.86
01 430 251 R&M Supplies - Vehicle Parts	29,000.00	23,351.20	4,519.98	5,223.61	5,648.80	30,541.85
01 430 314 Special Legal Services	2,000.00	2,223.75	0.00	0.00	(223.75)	2,135.80
01 430 317 Other Services	2,000.00	583.25	226.25	0.00	1,416.75	732.40
01 430 321 Telephone	1,500.00	1,635.33	86.50	0.00	(135.33)	835.28
01 430 324 Wireless Telephone	3,000.00	1,807.50	200.82	0.00	1,192.50	1,670.48
01 430 325 Internet Services	3,000.00	1,476.91	258.99	0.00	1,523.09	2,638.42
01 430 327 Radio Equipment/Maintenance	400.00	0.00	0.00	0.00	400.00	0.00
01 430 361 Electricity	4,500.00	4,392.16	194.29	0.00	107.84	4,141.51
01 430 362 Gas	5,000.00	4,754.26	48.49	0.00	245.74	4,348.59
01 430 366 Water	6,000.00	7,219.04	510.30	0.00	(1,219.04)	4,845.42
01 430 374 R&M - Machinery & Equipment	4,000.00	1,592.64	459.25	0.00	2,407.36	3,279.45
01 430 384 Rental Machinery and Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00
01 430 420 Dues & Memberships	1,200.00	563.85	0.00	0.00	636.15	420.36

Brentwood Borough
Treasurer's Report General Fund Expenditures
For the Period Ending October 31, 2023

	<u>Budget</u>	<u>YTD Expenditures and Encumbrances</u>	<u>Current Expenditures</u>	<u>Current Encumbrances</u>	<u>Budget Remaining</u>	<u>Prior Year</u>
01 430 450 Contracted Services	8,000.00	11,945.91	708.30	0.00	(3,945.91)	12,857.27
01 430 460 Meetings & Confer.	2,500.00	1,592.56	631.42	0.00	907.44	1,057.68
01 430 700 Minor Purchases	22,000.00	18,313.24	0.00	4,050.00	3,686.76	8,046.69
TOTAL - PUBLIC WORKS DEPARTMENT	1,249,000.00	938,844.03	75,094.48	10,564.27	310,155.97	1,037,314.08
<u>STREET SIGNS AND STREET MARKINGS</u>						
01 433 361 Electricity	1,000.00	0.00	0.00	0.00	1,000.00	29,810.61
01 433 450 Contracted Services	7,000.00	7,499.49	296.85	0.00	(499.49)	1,044.75
TOTAL - STREET SIGNS AND STREET MARKINGS	8,000.00	7,499.49	296.85	0.00	500.51	30,855.36
<u>STREET LIGHTING</u>						
01 434 361 Street Lighting	10,000.00	0.00	0.00	0.00	10,000.00	12,717.00
TOTAL - STREET LIGHTING	10,000.00	0.00	0.00	0.00	10,000.00	12,717.00
<u>RECREATION</u>						
01 451 110 Salary - Professional	54,000.00	49,048.02	4,924.00	0.00	4,951.98	46,831.97
01 451 140 Salary - Temporary/Part Time	12,000.00	5,939.00	390.75	0.00	6,061.00	4,817.31
01 451 158 Life Insurance	200.00	174.00	14.50	0.00	26.00	162.50
01 451 161 FICA	6,000.00	5,142.49	480.01	0.00	857.51	4,614.39
01 451 162 Unemployment Compensation	400.00	162.22	8.35	0.00	237.78	135.28
01 451 183 Overtime	6,000.00	11,736.00	900.00	0.00	(5,736.00)	8,446.38
01 451 210 Office Supplies	1,000.00	357.40	0.00	0.00	642.60	367.97
01 451 231 Vehicle fuel	0.00	52.21	0.00	0.00	(52.21)	0.00
01 451 240 Operating Supplies	4,000.00	2,624.74	451.37	0.00	1,375.26	2,553.52
01 451 324 Wireless Telephone	800.00	660.00	60.00	0.00	140.00	660.00
01 451 420 Dues, Subscriptions, Memberships	500.00	188.00	0.00	0.00	312.00	48.00
01 451 450 Contracted Services	26,000.00	14,289.03	1,787.46	0.00	11,710.97	32,041.32
01 451 452 Light Up Night	14,000.00	2,753.51	1,678.92	800.00	11,246.49	0.00
01 451 455 Community Day	14,000.00	16,190.57	150.00	0.00	(2,190.57)	11,360.85
01 451 457 Taking It To the Streets	18,000.00	29,758.22	0.00	1,000.00	(11,758.22)	0.00
01 451 460 Meetings & Conferences	500.00	0.00	0.00	0.00	500.00	0.00
01 451 630 Contribution-Government Groups	2,000.00	0.00	0.00	0.00	2,000.00	0.00
01 451 700 Minor Purchases	4,600.00	3,613.79	3,613.79	0.00	986.21	0.00
TOTAL - RECREATION	164,000.00	142,689.20	14,459.15	1,800.00	21,310.80	112,029.49
<u>SWIMMING POOL</u>						
01 452 140 Salary - Staff	44,400.00	44,220.77	0.00	0.00	179.23	35,929.30
01 452 161 FICA	3,400.00	3,448.94	0.00	0.00	(48.94)	2,782.09
01 452 162 Unemployment Compensation	1,000.00	444.72	0.00	0.00	555.28	363.69
01 452 193 Training/Education	600.00	0.00	0.00	0.00	600.00	0.00
01 452 240 Operating Supplies	9,500.00	12,812.48	(522.00)	0.00	(3,312.48)	13,472.93
01 452 260 Concession Stand	19,000.00	21,905.35	1,755.23	0.00	(2,905.35)	19,164.88
01 452 321 Telephone Charges	1,000.00	0.00	0.00	0.00	1,000.00	361.79
01 452 361 Electricity	11,000.00	11,600.47	578.33	0.00	(600.47)	10,506.51
01 452 362 Gas	10,000.00	3,945.38	183.40	0.00	6,054.62	12,005.70
01 452 366 Water	11,000.00	9,343.78	552.30	0.00	1,656.22	9,022.59
01 452 372 Pool Maintenance Repairs	1,000.00	814.89	0.00	0.00	185.11	2,381.36
01 452 450 Contracted Services	72,000.00	100,583.32	0.00	0.00	(28,583.32)	88,365.00
01 452 700 Minor Purchases	16,000.00	17,148.78	0.00	0.00	(1,148.78)	11,799.28
01 452 705 Concession stand sales tax	0.00	1,004.19	0.00	0.00	(1,004.19)	0.00
TOTAL - SWIMMING POOL	199,900.00	227,273.07	2,547.26	0.00	(27,373.07)	206,145.12
<u>CIVIC CENTER</u>						
01 453 240 Operating Supplies	2,000.00	1,860.32	0.00	0.00	139.68	924.15
01 453 361 Electricity	5,000.00	2,343.81	182.15	0.00	2,656.19	4,119.36
01 453 362 Gas	5,000.00	3,157.37	21.49	0.00	1,842.63	3,806.51

Brentwood Borough
Treasurer's Report General Fund Expenditures
For the Period Ending October 31, 2023

	<u>Budget</u>	<u>YTD Expenditures and Encumbrances</u>	<u>Current Expenditures</u>	<u>Current Encumbrances</u>	<u>Budget Remaining</u>	<u>Prior Year</u>
01 453 372 Maintenance And Repairs	2,500.00	76.53	0.00	0.00	2,423.47	5,786.79
01 453 450 Contracted Services	1,500.00	3,027.09	470.98	0.00	(1,527.09)	831.89
01 453 700 Minor Purchases	5,000.00	3,374.20	0.00	0.00	1,625.80	2,307.78
TOTAL - CIVIC CENTER	21,000.00	13,839.32	674.62	0.00	7,160.68	17,756.48
<u>PARK</u>						
01 454 140 Salary - Staff	55,000.00	49,452.14	0.00	0.00	5,547.86	29,855.50
01 454 161 FICA	5,000.00	3,696.54	0.00	0.00	1,303.46	2,190.47
01 454 240 Operating Supplies	14,000.00	8,095.36	239.88	0.00	5,904.64	8,494.11
01 454 251 R & M Supplies - Vehicle	1,000.00	578.24	363.10	0.00	421.76	2,654.14
01 454 361 Electricity	9,000.00	13,029.87	1,004.89	0.00	(4,029.87)	7,743.79
01 454 366 Water	2,000.00	1,862.59	0.00	0.00	137.41	1,556.20
01 454 370 R&M Facilities	14,000.00	21,857.24	(30,914.60)	39,589.61	(7,857.24)	9,548.65
01 454 374 R&M-Machinery & Equipment	2,000.00	1,678.29	325.91	0.00	321.71	2,856.53
01 454 384 Rental - Machinery & Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00
01 454 450 Contracted Service	27,000.00	43,242.38	2,034.99	0.00	(16,242.38)	17,723.56
01 454 460 Meetings and Conferences	1,000.00	0.00	0.00	0.00	1,000.00	0.00
01 454 700 Minor Purchases	15,000.00	13,402.58	0.00	1,760.53	1,597.42	3,160.82
TOTAL - PARK	146,000.00	156,895.23	(26,955.83)	41,350.14	(10,895.23)	85,783.77
<u>LIBRARY</u>						
01 456 240 Operating Supplies	3,500.00	2,103.35	205.70	0.00	1,396.65	2,384.68
01 456 311 Auditing Services	2,000.00	3,250.00	(3,750.00)	0.00	(1,250.00)	0.00
01 456 361 Electricity	15,000.00	13,374.82	1,162.03	0.00	1,625.18	14,432.97
01 456 362 Gas	7,000.00	4,654.55	43.50	0.00	2,345.45	6,193.15
01 456 366 Water	2,500.00	1,020.51	146.80	0.00	1,479.49	874.49
01 456 370 Repair & Maintenance	4,500.00	4,205.16	286.38	0.00	294.84	10,379.09
01 456 450 Contracted Service	3,000.00	12,680.52	872.33	0.00	(9,680.52)	1,598.29
01 456 540 Contributions	204,000.00	204,000.00	0.00	0.00	0.00	204,000.00
01 456 700 Minor Purchases	1,500.00	299.90	0.00	0.00	1,200.10	0.00
TOTAL - LIBRARY	243,000.00	245,588.81	(1,033.26)	0.00	(2,588.81)	239,862.67
<u>CIVIL AND MILITARY CELEBRATIONS</u>						
01 457 450 Contracted Services	9,000.00	1,962.84	0.00	0.00	7,037.16	495.00
01 457 540 Contribution-Civic	17,000.00	15,000.00	0.00	0.00	2,000.00	18,750.00
01 457 700 Minor Purchases	10,000.00	9,923.08	149.50	0.00	76.92	10,708.51
TOTAL - CIVIL AND MILITARY CELEBRATIONS	36,000.00	26,885.92	149.50	0.00	9,114.08	29,953.51
<u>STADIUM</u>						
01 459 240 Operating Supplies	1,500.00	1,795.46	0.00	0.00	(295.46)	912.92
01 459 325 Internet Services	5,000.00	4,096.60	68.68	0.00	903.40	3,660.13
01 459 361 Electricity	22,000.00	22,431.73	2,475.66	0.00	(431.73)	22,730.42
01 459 366 Water	0.00	88.88	88.88	0.00	(88.88)	0.00
01 459 370 Repair & Maintenance	2,000.00	1,689.90	0.00	0.00	310.10	2,002.22
01 459 450 Contracted Services	4,000.00	45.88	0.00	0.00	3,954.12	4,069.47
01 459 700 Minor Purchases	5,000.00	2,420.00	0.00	0.00	2,580.00	8,928.84
TOTAL -STADIUM	39,500.00	32,568.45	2,633.22	0.00	6,931.55	42,304.00
<u>ECONOMIC DEVELOPMENT</u>						
01 463 340 Advertising/Marketing	2,000.00	215.17	0.00	0.00	1,784.83	(1,071,712.00)
TOTAL -ECONOMIC DEVELOPMENT	2,000.00	215.17	0.00	0.00	1,784.83	(1,071,712.00)
<u>10-12 MARYLEA</u>						
01 465 314 Special Legal Services	0.00	41.08	0.00	0.00	(41.08)	1,736.37
TOTAL -10-12 MARYLEA	0.00	41.08	0.00	0.00	(41.08)	1,736.37

Brentwood Borough
Treasurer's Report General Fund Expenditures
For the Period Ending October 31, 2023

	Budget	YTD Expenditures and Encumbrances	Current Expenditures	Current Encumbrances	Budget Remaining	Prior Year
DEBT PRINCIPLE						
01 471 600 Tan	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL -DEBT PRINCIPLE	0.00	0.00	0.00	0.00	0.00	0.00
INTEREST ON TAN						
01 472 600 Interest On Tan	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL -INTEREST ON TAN	0.00	0.00	0.00	0.00	0.00	0.00
INSURANCE						
01 486 351 Property/Casualty	47,000.00	50,244.50	325.00	0.00	(3,244.50)	47,667.00
01 486 352 Liability Insurance	40,000.00	46,048.50	0.00	0.00	(6,048.50)	39,423.00
01 486 354 Workers Compensation	132,000.00	116,629.00	19,814.00	0.00	15,371.00	145,152.00
01 486 355 Insurance Deductibles	15,000.00	11,931.90	0.00	0.00	3,068.10	8,684.10
01 486 460 Meetings/Conferences	7,000.00	2,449.28	162.00	0.00	4,550.72	5,271.75
TOTAL -INSURANCE	241,000.00	227,303.18	20,301.00	0.00	13,696.82	246,097.85
RAD DISTRIBUTION						
01 489 080 RAD Distribution	5,000.00	0.00	0.00	0.00	5,000.00	0.00
01 489 420 Shacog Membership	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
01 489 421 Connect Membership	1,000.00	1,582.00	0.00	0.00	(582.00)	0.00
TOTAL -RAD DISTRIBUTION	9,000.00	4,582.00	0.00	0.00	4,418.00	3,000.00
INTERFUND TRANSFERS						
01 492 080 Transfer To Sanitary Sewage Fund	0.00	0.00	0.00	0.00	0.00	0.00
01 492 095 Transfer - Operating Reserve Fund	100,000.00	75,000.00	0.00	0.00	25,000.00	150,000.00
01 492 150 Transfer to Park Fund	35,000.00	35,000.00	0.00	0.00	0.00	35,000.00
01 492 350 Transfer to Highway Aid fund	0.00	0.00	0.00	0.00	0.00	0.00
01 492 918 Transfer - Capital Improvement Fund	1,500,000.00	1,125,000.00	0.00	0.00	375,000.00	900,000.00
01 492 930 Transfer-Economic Development Fund	50,000.00	50,000.00	0.00	0.00	0.00	25,000.00
01 492 960 Transfer - General Pension	116,000.00	115,949.00	0.00	0.00	51.00	116,303.00
01 492 965 Transfer - Police Pension	288,000.00	287,225.00	0.00	0.00	775.00	287,191.00
01 492 999 Transfer funds to Brentwood Bank	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL -INTERFUND TRANSFERS	2,089,000.00	1,688,174.00	0.00	0.00	400,826.00	1,513,494.00
TOTAL EXPENDITURES	\$ 9,965,300.00	\$ 8,326,685.19	\$ 455,540.59	\$ 59,930.41	\$ 1,638,614.81	\$ 7,456,113.34

08

**SANITARY SEWER FUND
BUDGET REPORT**

October 1 to October 31, 2023

\$145,327.89

Brentwood Borough
Treasurer's Report Sanitary Sewer Fund Expenditures
For the Period Ending October 31, 2023

<u>EXPENDITURES</u>	<u>Budget</u>	<u>YTD Expenditures and Encumbrances</u>	<u>Current Expenditures</u>	<u>Current Encumbrances</u>	<u>Budget Remaining</u>	<u>Prior Year</u>
<u>IT/DATA PROCESSING</u>						
08 407 455 000 General Software/Licenses	\$ 4,000.00	\$ 3,631.50	\$ 1,912.50	\$ 0.00	\$ 368.50	\$ 1,564.50
TOTAL - IT/DATA PROCESSING	4,000.00	3,631.50	1,912.50	0.00	368.50	1,564.50
<u>SANITARY SEWER</u>						
08 429 210 000 Office Supplies	0.00	(166.00)	0.00	0.00	166.00	305.95
08 429 311 000 Auditing Services	5,500.00	9,250.00	(1,250.00)	0.00	(3,750.00)	0.00
08 429 313 000 Engineering Services	150,000.00	225,864.46	20,988.93	0.00	(75,864.46)	34,518.39
08 429 314 000 Legal Services	80,000.00	115,518.42	7,459.90	0.00	(35,518.42)	40,320.08
08 429 316 000 Service Charges	12,000.00	5,135.95	1,172.94	0.00	6,864.05	2,566.44
08 429 325 000 Postage	27,000.00	(7,220.00)	0.00	0.00	34,220.00	20,495.86
08 429 341 000 Advertising	3,000.00	0.00	0.00	0.00	3,000.00	0.00
08 429 370 000 R&M Services	5,000.00	320.00	0.00	0.00	4,680.00	0.00
08 429 372 000 O&M Plan	500,000.00	151,612.49	57,331.03	0.00	348,387.51	172,290.64
08 429 372 010 CCTV	0.00	1,800.00	0.00	0.00	(1,800.00)	0.00
08 429 380 000 Return Of Sewage Escrow	0.00	170,200.00	0.00	0.00	(170,200.00)	35,200.00
08 429 450 000 Contracted Services	100,000.00	13,115.00	0.00	0.00	86,885.00	32,149.00
08 429 453 000 Contracted Services - Alcosan	2,799,000.00	1,660,908.18	0.00	0.00	1,138,091.82	1,571,754.78
08 429 454 000 Contracted Services - Billing	14,000.00	29,735.81	2,587.59	0.00	(15,735.81)	23,688.94
08 429 610 000 Capital Construction	100,000.00	66,105.00	55,125.00	0.00	33,895.00	0.00
08 429 700 000 Capital Purchases	500.00	0.00	0.00	0.00	500.00	0.00
TOTAL - SANITARY SEWER	3,796,000.00	2,442,179.31	143,415.39	0.00	1,353,820.69	1,933,290.08
<u>DEBT PRINCIPAL</u>						
08 471 201 000 2005 PWSA Loan	24,000.00	24,675.03	0.00	0.00	(675.03)	23,953.86
TOTAL - DEBT PRINCIPAL	24,000.00	24,675.03	0.00	0.00	(675.03)	23,953.86
<u>DEBT INTEREST</u>						
08 472 201 000 2005 Pwsa Loan Interst	2,000.00	460.89	0.00	0.00	1,539.11	1,182.06
TOTAL - DEBT INTEREST	2,000.00	460.89	0.00	0.00	1,539.11	1,182.06
<u>REFUNDS</u>						
08 491 000 000 Refunds	3,000.00	2,165.27	0.00	0.00	834.73	1,068.73
TOTAL - REFUNDS	3,000.00	2,165.27	0.00	0.00	834.73	1,068.73
<u>INTERFUND TRANSFERS</u>						
08 492 018 000 Transfer To Capital Improvement	2,000,000.00	1,500,000.00	0.00	0.00	500,000.00	999,500.00
08 492 100 000 Transfer - GI Fund	609,000.00	611,470.43	0.00	0.00	(2,470.43)	915,250.00
TOTAL - INTERFUND TRANSFERS	2,609,000.00	2,111,470.43	0.00	0.00	497,529.57	1,914,750.00
<u>OTHER FINANCE USES</u>						
TOTAL - OTHER FINANCE USES	0.00	0.00	0.00	0.00	0.00	0.00
<u>UNRESERVED BALANCE</u>						
08 495 000 000 Unreserved Balance	88,000.00	0.00	0.00	0.00	88,000.00	0.00
TOTAL - UNRESERVED BALANCE	88,000.00	0.00	0.00	0.00	88,000.00	0.00
TOTAL EXPENDITURES	\$ 6,526,000.00	\$ 4,584,582.43	\$ 145,327.89	\$ 0.00	\$ 1,941,417.57	\$ 3,875,809.23

15

**PARK FUND
BUDGET REPORT**

October 1 to October 31, 2023

\$0.00

**Brentwood Borough
Treasurer's Report Park Fund Expenditures
For the Period Ending October 31, 2023**

<u>EXPENDITURES</u>	<u>Budget</u>	<u>YTD Expenditures and Encumbrances</u>	<u>Current Expenditures</u>	<u>Current Encumbrances</u>	<u>Budget Remaining</u>	<u>Prior Year</u>
<u>PARKS</u>						
15 454 313 000 Engineering Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
15 454 317 000 Solicitor(Hourly)	0.00	0.00	0.00	0.00	0.00	0.00
15 454 558 000 Commemorative bricks	0.00	0.00	0.00	0.00	0.00	0.00
15 454 610 000 Capital Construction-Phase I	0.00	0.00	0.00	0.00	0.00	0.00
15 454 611 000 Park Improvements	0.00	0.00	0.00	0.00	0.00	0.00
15 454 612 000 Capital Construction-Phase III	0.00	0.00	0.00	0.00	0.00	0.00
15 454 613 000 Capital Construction-Playground	0.00	0.00	0.00	0.00	0.00	0.00
15 454 614 000 Advertising signs	0.00	0.00	0.00	0.00	0.00	0.00
15 454 700 000 Park improvements	0.00	0.00	0.00	0.00	0.00	0.00
15 454 740 000 Capital Purchases	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - PARKS	0.00	0.00	0.00	0.00	0.00	0.00
<u>INTERFUND TRANSFERS</u>						
15 492 030 000 Transfers-Capital Improvement Fund	0.00	57,500.00	0.00	0.00	(57,500.00)	0.00
TOTAL - INTERFUND TRANSFERS	0.00	57,500.00	0.00	0.00	(57,500.00)	0.00
<u>TRANSFERS</u>						
15 493 000 000 Transfer to Capital Improvement Fund	115,000.00	62,500.00	0.00	0.00	52,500.00	0.00
TOTAL - INTERFUND TRANSFERS	115,000.00	62,500.00	0.00	0.00	52,500.00	0.00
<u>CONTINGENCY</u>						
15 495 000 000 Unreserved Balance	68,000.00	0.00	0.00	0.00	68,000.00	0.00
TOTAL - CONTINGENCY	68,000.00	0.00	0.00	0.00	68,000.00	0.00
TOTAL EXPENDITURES	\$ 183,000.00	\$ 120,000.00	\$ 0.00	\$ 0.00	\$ 63,000.00	\$ 0.00

18

**CAPITAL IMPROVEMENT FUND
BUDGET REPORT**

October 1 to October 31, 2023

\$606,158.68

Brentwood Borough
Treasurer's Report Capital Improvement Fund Expenditures
For the Period Ending October 31, 2023

EXPENDITURES	Budget	YTD Expenditures and Encumbrances	Current Expenditures	Current Encumbrances	Budget Remaining	Prior Year
<u>IT/DATA PROCESSING</u>						
18 407 450 000 Contracted services	\$ 5,000.00	\$ 2,601.00	\$ 0.00	\$ 0.00	\$ 2,399.00	\$ 125.00
18 407 454 000 General Hardware	23,000.00	1,859.00	0.00	0.00	21,141.00	0.00
TOTAL - IT/DATA PROCESSING	28,000.00	4,460.00	0.00	0.00	23,540.00	125.00
<u>BOROUGH BUILDING</u>						
18 409 313 000 Engineer & Architectural Services	48,000.00	39,514.10	0.00	0.00	8,485.90	48,514.90
18 409 314 000 Legal Services	5,000.00	4,940.50	0.00	0.00	59.50	0.00
18 409 740 000 Safety Improvements/Renovations	6,000.00	0.00	0.00	0.00	6,000.00	0.00
18 409 745 000 Borough Building Demolition	306,000.00	293,374.34	0.00	0.00	12,625.66	446.40
TOTAL - BOROUGH BUILDING	365,000.00	337,828.94	0.00	0.00	27,171.06	48,961.30
<u>POLICE DEPARTMENT</u>						
18 410 700 000 Minor Purchases	50,000.00	0.00	0.00	0.00	50,000.00	4,161.69
18 410 742 000 Police Vehicle Purchase	80,000.00	15,971.95	0.00	0.00	64,028.05	49,958.40
TOTAL - POLICE DEPARTMENT	130,000.00	15,971.95	0.00	0.00	114,028.05	54,120.09
<u>PLANNING AND ZONING</u>						
TOTAL - PLANNING AND ZONING	0.00	0.00	0.00	0.00	0.00	0.00
<u>PARKING METERS</u>						
18 417 700 000 Minor purchases	0.00	19,642.50	0.00	0.00	(19,642.50)	0.00
TOTAL - PLANNING AND ZONING	0.00	19,642.50	0.00	0.00	(19,642.50)	0.00
<u>PUBLIC WORKS DEPARTMENT</u>						
18 430 700 000 Sign Management	5,000.00	9,411.85	406.97	0.00	(4,411.85)	6,343.01
18 430 741 000 2016 DPW Truck	205,000.00	163,886.49	0.00	26,607.49	41,113.51	0.00
18 430 744 000 DPW Equipment	0.00	15,027.37	0.00	0.00	(15,027.37)	32,943.27
TOTAL - PUBLIC WORKS DEPARTMENT	210,000.00	188,325.71	406.97	26,607.49	21,674.29	39,286.28
<u>STREET SIGNS AND STREET MARKINGS</u>						
18 433 313 000 Engineering	2,000.00	5,111.57	162.00	0.00	(3,111.57)	0.00
18 433 610 000 Traffic Calming Devices	25,000.00	0.00	0.00	0.00	25,000.00	0.00
18 433 700 000 Minor Purchases	0.00	(4,199.30)	0.00	0.00	4,199.30	0.00
TOTAL - STREET SIGNS AND STREET MARKINGS	27,000.00	912.27	162.00	0.00	26,087.73	0.00
<u>CONSTRUCTION</u>						
18 439 313 000 Engineering Svcs	5,000.00	1,328.35	64.50	0.00	3,671.65	2,102.47
18 439 610 000 Sidewalk Cost Sharing Repair	65,000.00	35,478.05	34,791.17	0.00	29,521.95	13,027.50
18 439 619 000 Roadway Rehabilitation Projects	500,000.00	34,719.45	0.00	0.00	465,280.55	796,154.89
18 439 619 600 2017 Roadway Rehabilitation Projects	0.00	60,158.99	60,158.99	0.00	(60,158.99)	5,778.00
18 439 621 000 SHACOG CD PROJECTS	90,000.00	105,223.21	2,000.00	60,050.40	(15,223.21)	2,288.77
TOTAL - CONSTRUCTION	660,000.00	236,908.05	97,014.66	60,050.40	423,091.95	819,351.63
<u>STORMWATER</u>						
18 446 313 000 Engineering Services	40,000.00	73,394.44	3,865.00	0.00	(33,394.44)	30,628.85
18 446 314 000 Legal Services	1,000.00	0.00	0.00	0.00	1,000.00	0.00
18 446 341 000 Advertising	1,000.00	0.00	0.00	0.00	1,000.00	170.50
18 446 370 000 R&M Services	3,000.00	0.00	0.00	0.00	3,000.00	3,776.00
18 446 372 000 CCTV	4,000.00	2,850.00	2,850.00	0.00	1,150.00	0.00
18 446 600 000 catchbasin replacement	18,000.00	12,875.50	0.00	0.00	5,124.50	0.00
18 446 610 000 Capital Construction	640,000.00	269,299.00	12,175.00	0.00	370,701.00	242,981.18
18 446 700 000 Minor purchases	5,000.00	0.00	0.00	0.00	5,000.00	0.00
TOTAL - STORMWATER	712,000.00	358,418.94	18,890.00	0.00	353,581.06	277,556.53

Brentwood Borough
Treasurer's Report Capital Improvement Fund Expenditures
For the Period Ending October 31, 2023

	Budget	YTD Expenditures and Encumbrances	Current Expenditures	Current Encumbrances	Budget Remaining	Prior Year
<u>SWIMMING POOL</u>						
18 452 313 000 Engineering Svcs	0.00	0.00	0.00	0.00	0.00	911.25
18 452 611 000 Pool Improvements	23,000.00	134,984.22	83,043.51	0.00	(111,984.22)	125,797.87
TOTAL - SWIMMING POOL	23,000.00	134,984.22	83,043.51	0.00	(111,984.22)	126,709.12
<u>CIVIC CENTER</u>						
18 453 610 000 SHACOG-CD 41-Civic Center ADA Upgrades	0.00	(184.45)	0.00	0.00	184.45	0.00
18 453 611 000 Civic Center Upgrades	1,000,000.00	115,656.03	2,802.50	0.00	884,343.97	31,520.00
TOTAL - CIVIC CENTER	1,000,000.00	115,471.58	2,802.50	0.00	884,528.42	31,520.00
<u>PARK</u>						
18 454 612 000 Field 4 ADA	0.00	9,614.86	4,411.87	0.00	(9,614.86)	0.00
18 454 700 000 Park Improvements	357,000.00	417,531.32	90,937.55	(66,562.55)	(60,531.32)	71,468.50
18 454 744 000 Park Equipment	40,000.00	13,167.60	7,167.60	0.00	26,832.40	39,442.20
TOTAL - PARK	397,000.00	440,313.78	102,517.02	(66,562.55)	(43,313.78)	110,910.70
<u>LIBRARY</u>						
TOTAL - LIBRARY	0.00	0.00	0.00	0.00	0.00	0.00
<u>STADIUM</u>						
18 459 700 000 Stadium Minor Purchases	0.00	0.00	0.00	0.00	0.00	2,000.00
18 459 750 000 Stadium—Major renovations	650,000.00	425,688.51	283,807.91	(4,062.90)	224,311.49	23,494.23
TOTAL - LIBRARY	650,000.00	425,688.51	283,807.91	(4,062.90)	224,311.49	25,494.23
<u>DEBT PRINCIPAL</u>						
18 471 203 000 2009 Energy Savings Equip.	31,000.00	31,000.00	15,545.45	0.00	0.00	29,834.74
18 471 210 000 2018 GOB Principle	5,000.00	5,780.00	0.00	0.00	(780.00)	5,780.00
18 471 211 000 2019 GOF PRINCIPAL	470,000.00	470,000.00	0.00	0.00	0.00	460,000.00
18 471 314 000 LEGAL SVCS	2,000.00	1,500.00	1,500.00	0.00	500.00	1,500.00
TOTAL - DEBT PRINCIPAL	508,000.00	508,280.00	17,045.45	0.00	(280.00)	497,114.74
<u>DEBT INTEREST</u>						
18 472 203 000 2009 Energy Savings Equip. Int.	2,000.00	1,027.22	468.66	0.00	972.78	2,196.48
18 472 210 000 2018 GOB Interest	294,000.00	293,562.50	0.00	0.00	437.50	293,668.76
18 472 211 000 2019 GOB Interest	148,000.00	147,105.00	0.00	0.00	895.00	156,305.00
TOTAL - DEBT INTEREST	444,000.00	441,694.72	468.66	0.00	2,305.28	452,170.24
<u>INTERFUND TRANSFERS</u>						
18 492 080 000 Transfer to Sanitary Sewer Fund	0.00	0.00	0.00	0.00	0.00	642,750.00
TOTAL - INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	0.00	642,750.00
<u>UNRESERVED BALANCE</u>						
18 495 000 000 Unreserved Balance	61,800.00	0.00	0.00	0.00	61,800.00	0.00
TOTAL - UNRESERVED BALANCE	61,800.00	0.00	0.00	0.00	61,800.00	0.00
TOTAL EXPENDITURES	\$ 5,215,800.00	\$ 3,228,901.17	\$ 606,158.68	\$ 16,032.44	\$ 1,986,898.83	\$ 3,126,069.86

19

**NEW MUNICIPAL BUILDING FUND
BUDGET REPORT**

October 1 to October 31, 2023

\$0.00

Brentwood Borough
Treasurer's Report Borough Building Fund Expenditures
For the Period Ending October 31, 2023

<u>EXPENDITURES</u>	Budget	YTD Expenditures and Encumbrances	Current Expenditures	Current Encumbrances	Budget Remaining	Prior Year
ARCHITECTURAL/ENGINEERING SERVICES						
19 409 313 000 Architectural/Engineering Services	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	\$ 196.50
19 409 314 000 Legal Services	0.00	0.00	0.00	0.00	0.00	0.00
19 409 317 000 Solicitor (Hourly)	0.00	0.00	0.00	0.00	0.00	0.00
19 409 361 000 Electricity	0.00	0.00	0.00	0.00	0.00	0.00
19 409 366 000 Water	0.00	0.00	0.00	0.00	0.00	0.00
19 409 450 000 Contracted Services--Demolition	0.00	0.00	0.00	0.00	0.00	0.00
19 409 451 000 Contracted Services--Remediation	0.00	0.00	0.00	0.00	0.00	0.00
19 409 600 000 Capital Construction--General	96,000.00	8,325.15	0.00	0.00	87,674.85	33,134.55
19 409 605 000 Capital Construction--IT/Telecom	0.00	0.00	0.00	0.00	0.00	3,448.30
19 409 610 000 Capital Construction--Plumbing	0.00	0.00	0.00	0.00	0.00	0.00
19 409 615 000 Capital Construction--HVAC	0.00	0.00	0.00	0.00	0.00	0.00
19 409 700 000 Minor purchases	0.00	4,800.00	0.00	0.00	(4,800.00)	0.00
19 409 750 000 Capital purchase--Real Estate	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - ARCHITECTURAL/ENGINEERING SERVICES	97,000.00	13,125.15	0.00	0.00	83,874.85	36,779.35
INTERFUND TRANSFERS						
19 492 018 000 Transfer to Capital Improvement fund	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
BUILDERS RISK INSURANCE						
19 486 351 000 Builder's Risk Insurance	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - BUILDERS RISK INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
CONTINGENCY						
19 495 000 000 Unreserved fund balance	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	\$ 97,000.00	\$ 13,125.15	\$ 0.00	\$ 0.00	\$ 83,874.85	\$ 36,779.35

35

**HIGHWAY AID FUND
BUDGET REPORT**

October 1 to October 31, 2023

\$20,253.86

Brentwood Borough
Treasurer's Report Highway Aid Fund Expenditures
For the Period Ending October 31, 2023

<u>EXPENDITURES</u>	<u>Budget</u>	<u>YTD Expenditures and Encumbrances</u>	<u>Current Expenditures</u>	<u>Current Encumbrances</u>	<u>Budget Remaining</u>	<u>Prior Year</u>
<u>GAIN (LOSS) SALE OF INVESTMENTS</u>						
TOTAL - GAIN (LOSS) SALE OF INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
<u>DPW TRUCK</u>						
35 430 741 000 DPW Truck	0.00	15,000.00	0.00	0.00	(15,000.00)	0.00
TOTAL - DPW TRUCK	0.00	15,000.00	0.00	0.00	(15,000.00)	0.00
<u>SNOW AND ICE REMOVAL</u>						
35 432 245 000 Dpw - Highway Supplies	134,000.00	31,977.51	0.00	0.00	102,022.49	79,581.40
TOTAL - SNOW AND ICE REMOVAL	134,000.00	31,977.51	0.00	0.00	102,022.49	79,581.40
<u>STREET SIGNS AND STREET MARKINGS</u>						
35 433 245 000 Street Signs & Markings	0.00	0.00	0.00	0.00	0.00	0.00
35 433 270 000 Data Processing Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00
35 433 361 000 Electric - Traffic Signals	6,000.00	57,867.09	47.89	0.00	(51,867.09)	6,139.71
35 433 374 000 Repairs-Traffic Signals	1,000.00	0.00	0.00	0.00	1,000.00	0.00
TOTAL - STREET SIGNS AND STREET MARKINGS	8,000.00	57,867.09	47.89	0.00	(49,867.09)	6,139.71
<u>STREET LIGHTING</u>						
35 434 361 000 Street Lighting	131,000.00	73,314.56	20,205.97	0.00	57,685.44	80,214.37
35 434 374 000 Street Lighting repairs	0.00	0.00	0.00	0.00	0.00	0.00
35 434 700 000 Minor Purchases	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - STREET LIGHTING	131,000.00	73,314.56	20,205.97	0.00	57,685.44	80,214.37
<u>TRANSFERS</u>						
35 492 901 000 Transfer to General Fund	0.00	0.00	0.00	0.00	0.00	0.00
35 492 918 000 Transfer to Capital Improvement fund	0.00	0.00	0.00	0.00	0.00	0.00
35 492 999 000 Transfer funds to Brentwood Bank	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - STREET LIGHTING	0.00	0.00	0.00	0.00	0.00	0.00
<u>CONTINGENCY</u>						
35 495 000 000 Unreserved Balance	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - UNRESERVED BALANCE	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	\$ 273,000.00	\$ 178,159.16	\$ 20,253.86	\$ 0.00	\$ 94,840.84	\$ 165,935.48

60

**EMPLOYEE PENSION FUND
BUDGET REPORT**

October 1 to October 31, 2023

\$41,750.67

Brentwood Borough
Treasurer's Report Employee Pension Fund Expenditures
For the Period Ending October 31, 2023

<u>EXPENDITURES</u>	Budget	YTD Expenditures and Encumbrances	Current Expenditures	Current Encumbrances	Budget Remaining	Prior Year
<u>FISCAL AGENT FEES</u>						
60 475 000 000 Administrative Fees	\$ 0.00	\$ 25,703.35	\$ 2,607.59	\$ 0.00	\$ (25,703.35)	\$ 20,472.06
60 475 315 000 Investment Fees--CIM	0.00	0.00	0.00	0.00	0.00	0.00
60 475 317 000 Trustee fee	0.00	1,269.32	206.15	0.00	(1,269.32)	1,333.25
TOTAL - FISCAL AGENT FEES	0.00	26,972.67	2,813.74	0.00	(26,972.67)	21,805.31
<u>MISCELLANEOUS EXPENDITURE</u>						
TOTAL - MISCELLANEOUS EXPENDITURE	0.00	0.00	0.00	0.00	0.00	0.00
<u>PENSION PAYMENTS</u>						
60 487 000 000 Pension Payments Byments	0.00	313,103.30	38,936.93	0.00	(313,103.30)	509,976.19
TOTAL - PENSION PAYMENTS	0.00	313,103.30	38,936.93	0.00	(313,103.30)	509,976.19
<u>REFUND OF MEMBER CONTRIBUTIONS</u>						
60 488 100 000 Refund of Member Contributions	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL- REFUND OF MEMBER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
<u>REFUNDS</u>						
TOTAL - REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00
<u>INTERFUND TRANSFERS</u>						
TOTAL - INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	\$ 0.00	\$ 340,075.97	\$ 41,750.67	\$ 0.00	\$ (340,075.97)	\$ 531,781.50

65

**POLICE PENSION FUND
BUDGET REPORT**

October 1 to October 31, 2023

\$51,733.08

**Brentwood Borough
Treasurer's Report Police Pension Fund Expenditures
For the Period Ending October 31, 2023**

<u>EXPENDITURES</u>	Budget	YTD Expenditures and Encumbrances	Current Expenditures	Current Encumbrances	Budget Remaining	Prior Year
<u>FISCAL AGENT FEES</u>						
65 475 000 000 Administrative Fees	\$ 0.00	\$ 56,013.42	\$ 9,918.66	\$ 0.00	\$ (56,013.42)	\$ 50,167.18
65 475 315 000 CIM Fees	0.00	0.00	0.00	0.00	0.00	0.00
65 475 317 000 Trustee fees	0.00	3,044.76	471.12	0.00	(3,044.76)	3,484.65
TOTAL - FISCAL AGENT FEES	0.00	59,058.18	10,389.78	0.00	(59,058.18)	53,651.83
<u>MISCELLANEOUS EXPENDITURE</u>						
TOTAL - MISCELLANEOUS EXPENDITURE	0.00	0.00	0.00	0.00	0.00	0.00
<u>PENSION PAYMENTS</u>						
65 487 000 000 Pension Payments	0.00	225,806.79	41,343.30	0.00	(225,806.79)	205,725.92
TOTAL - PENSION PAYMENTS	0.00	225,806.79	41,343.30	0.00	(225,806.79)	205,725.92
<u>REFUNDS</u>						
TOTAL - REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00
<u>INTERFUND TRANSFERS</u>						
TOTAL - INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	\$ 0.00	\$ 284,864.97	\$ 51,733.08	\$ 0.00	\$ (284,864.97)	\$ 259,377.75

95

**OPERATING RESERVE FUND
FUND BUDGET REPORT**

October 1 to October 31, 2023

\$0.00

**Brentwood Borough
Treasurer's Report Operating Reserve Report
For the Period Ending October 31, 2023**

	Budget	YTD Expenditures and Encumbrances	Current Expenditures	Current Encumbrances	Budget Remaining	Prior Year
REVENUES						
INTEREST						
95 341 100 000 Interest	\$ 2,000.00	\$ 12,968.71	\$ 1,516.06	\$ 0.00	\$ (10,968.71)	\$ 2,677.58
TOTAL - INTEREST	2,000.00	12,968.71	1,516.06	0.00	(10,968.71)	2,677.58
TOTAL REVENUES	\$ 2,000.00	\$ 12,968.71	\$ 1,516.06	\$ 0.00	\$ (10,968.71)	\$ 2,677.58
EXPENDITURES						
TRANSFER TO CAPITAL FUND						
95 492 018 000 Transfer to Capital Improvement Fund	\$ 0.00	\$ (142,175.00)	\$ (120,000.00)	\$ 0.00	\$ 142,175.00	\$ 11,362.00
95 492 019 000 Transfer to Borough Bldg fund	0.00	0.00	0.00	0.00	0.00	0.00
95 492 100 000 Transfer to General Fund	0.00	(60,000.00)	0.00	0.00	60,000.00	0.00
TOTAL -TRANSFER TO CAPITAL FUND	0.00	(202,175.00)	(120,000.00)	0.00	202,175.00	11,362.00
TOTAL EXPENDITURES	\$ 0.00	\$ (202,175.00)	\$ (120,000.00)	\$ 0.00	\$ 202,175.00	\$ 11,362.00



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 10.d**

Action Item

**SUBJECT: Consider advertising Ordinance No. 2023-1318: 2024
Sewage Fees**

DATE: November 20, 2023

**PRESENTED BY: ERIC PECCON
ASSISTANT MANAGER**

SUMMARY:

This annual item is associated with the setting of sewage rates. A majority of these fees are assessed to the Borough by ALCOSAN to fund waste treatment operations. The Borough bills the property owners on behalf of ALCOSAN and pays these fees in a quarterly lump sum.

Although until such time that it sells its sanitary sewer system, the Borough remains responsible for costly repair and maintenance activities, due to proactive planning, it retains a healthy fund balance. Consequently, for the sixth consecutive year, it will not be necessary to raise the Borough's share of these fees.

BUDGET IMPACT:

The Sanitary Sewer Fund is considered an Enterprise Fund, which means it has its own dedicated funding source. Consumption and service fees are charged by both ALCOSAN and the Borough. Only Sanitary Sewer related expenditures can be paid from the Sanitary Sewer Fund. In addition to the obvious costs of transporting and treating the sewage that is billed to the Borough by ALCOSAN, the Borough likewise has various expenses for collecting fees from residents, performing routine upgrades on the system, and making large capital investments to comply with the Consent Decree with the US EPA and the PA DEP.

ALCOSAN announced that it would be increasing its fees by 7% for 2024. Beginning January 1, ALCOSAN sewer rates will increase from \$10.42 to \$11.15 per 1,000 gallons of water used. The flat per-meter monthly service fee will concomitantly increase from \$7.30 to \$7.81.

Brentwood will maintain its existing sewer rates. The usage charge will stand at \$8.91 per 1,000 gallons and the service fee will stay at \$4.57.

RECOMMENDATION:

Mr. President, I move to advertise Ordinance No. 2023-1318, which sets the 2024 service and usage fees for the sanitary sewer system and which will be adopted on December 11, 2023.

ATTACHMENTS:

[Ordinance 2023-1318 Sewage Fees.pdf](#)



Bill No. 1318
Introduced: November 20, 2023
Advertised: November 23, 2023
Adopted By Council: _____
Signed By Mayor: _____

THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3735 BROWNSVILLE ROAD
PITTSBURGH, PA 15227
Office 412-884-1500 Fax 412-884-1911
www.brentwoodboro.com

ORDINANCE NO. 2023-1318

AN ORDINANCE OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, AMENDING THE FEES AND CHARGES TO BE ASSESSED FOR SEWAGE COLLECTION, TRANSPORTATION AND TREATMENT.

WHEREAS, due to a Consent Decree with the U.S. Environmental Protection Agency and the Pennsylvania Department of Environmental Protection, it is necessary for all communities who utilize the services of the Allegheny County Sanitary Authority (ALCOSAN) for the processing of sewage waste to make significant capital improvements to prevent intrusion and infiltration of groundwater into their sanitary sewer system; and

WHEREAS, because of proactive planning, Brentwood Borough has retaining a significant balance in its Sanitary Sewer Fund and is thus able to adequately fund operations, routine maintenance, and system upgrades without altering its existing consumption and service fees.

WHEREAS, the Borough also collects separate consumption and service fees on behalf of ALCOSAN, and this agency has announced that, for 2023, it will be increasing such charges by seven percent (7%); and

NOW THEREFORE, BE IT ORDAINED AND ENACTED by the Council of the Borough of Brentwood as follows:

SECTION 1. The Borough of Brentwood shall assess a monthly service fee of **\$4.57** per household and shall collect a **\$7.81** per household fee on behalf of ALOCSAN. The total service fee shall be set at **\$12.38 per household**.

SECTION 2. The Borough of Brentwood shall assess a consumption fee of **\$8.91** per thousand gallons of water used and shall collect a **\$11.15** per thousand gallons fee on behalf of ALCOSAN. The total consumption fee shall be **\$20.06 per thousand gallons of water used**.

SECTION 3. The rates and charges set forth herein shall take effect January 1, 2024 and shall continue in effect on a calendar year basis thereafter without annual reenactment.

SECTION 4. If any provision of this Ordinance is found by a court of competent jurisdiction or other authority to be unconstitutional, illegal, void, invalid or otherwise unenforceable, for any reason, then the remaining provisions of this ordinance shall remain in full force and effect as though said invalid, unenforceable, unconstitutional, illegal or void provision had not been included herein.

SECTION 5. Any ordinance or resolution in conflict herewith, is hereby repealed to the extent of said conflict.

ORDAINED AND ENACTED THIS 11th DAY OF DECEMBER 2023 BY THE COUNCIL OF THE BOROUGH OF BRENTWOOD.

ATTEST:

BOROUGH OF BRENTWOOD

George Zboyovsky, P.E., ICMA-CM
Borough Manager

Dennis H. Troy
President of Council

EXAMINED AND APPROVED BY ME THIS _____ DAY OF _____ 2023.

Pasquale Carnevale
Mayor

CERTIFICATE

I, the undersigned, a Designated Officer of the named Local Government Unit, hereby certify that the foregoing and attached is a true copy of an Ordinance which was duly adopted by the affirmative vote of a majority of all the members of the Governing Body thereof at a meeting held on the date of the execution thereof; that due notice of such meeting was given and the meeting was at all times open to the public; that such Ordinance was duly recorded; that this Ordinance is still in full force and effect as of the date hereof; that the vote upon said Ordinance was called and duly recorded upon the minutes of the Governing Body; and that the members of the Governing Body voted in the manner following:

Name	Yes	No	Abstain	Absent
Michael Foyle	_____	_____	_____	_____
Melissa Lenigan	_____	_____	_____	_____
Robert Pasquantonio	_____	_____	_____	_____
Richard Schubert	_____	_____	_____	_____
Harold Smith	_____	_____	_____	_____
Stephen Thomas	_____	_____	_____	_____
Dennis Troy	_____	_____	_____	_____

WITNESS my hand and seal of the Local Government Unit this ____ day of _____, 20__.

BOROUGH OF BRENTWOOD

George Zboyovsky, PE, ICMA-CM
Borough Manager



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 10.e**

Action Item

SUBJECT: Consider renewal of agreement with Granicus LLC for agenda management software

DATE: November 20, 2023

PRESENTED BY: ERIC PECCON
ASSISTANT MANAGER

SUMMARY:

This item is associated with the electronic meeting software. For the last three years, the Borough has utilized the tools from Granicus LLC, which purchased former supplier Novus Software. The Borough uses three products from this entity: the council-facing Peak Agenda tool, the public-facing Government Transparency Suite, and the digital encoder software that supports the streaming and recording of meeting videos.

BUDGET IMPACT:

As is the case under the former contract, fees will escalate by 7% per year. Charges will be assessed to Line Item 01-407.452

2024 fees = \$11,414.97
2025 fees = \$12,214.01
2026 fees = \$13,069.00

RECOMMENDATION:

Mr. President, I move to authorize the Borough to enter into a three-year agreement with Granicus LLC for its agenda management software at a 2024 cost of \$11,414.97, 2025 cost of \$12,214.01 and 2026 cost of \$13,069.00 and which are to be paid from General Fund Line Item 01-407.452.

ATTACHMENTS:

[Granicus Quote.pdf](#)

Granicus Proposal for Brentwood, PA

ORDER DETAILS

Prepared By: Madelyn Bedard
Phone:
Email: madelyn.bedard@granicus.com
Order #: Q-301777
Prepared On: 18 Oct 2023
Expires On: 31 Dec 2023

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Current Subscription End Date: 31 Dec 2023
Initial Order Term End Date: 31 Dec 2026
Period of Performance: 01 Jan 2024 - 31 Dec 2024

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

Renewing Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Meeting Efficiency Suite	Annual	1 Each	\$0.00
Government Transparency Suite	Annual	1 Each	\$3,145.91
Granicus Encoding Appliance Software (GT)	Annual	1 Each	\$1,470.07
Peak Agenda Management	Annual	1 Each	\$6,063.95
Upgrade to SDI 720p Streaming	Annual	1 Each	\$735.04
Open Platform Suite	Annual	1 Each	\$0.00
Open Platform Suite	Annual	1 Each	\$0.00
Send Agenda (Peak)	Annual	1 Each	\$0.00
govDelivery for Integrations	Annual	1 Each	\$0.00
SUBTOTAL:			\$11,414.97

FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	01 Jan 2025 - 31 Dec 2025	01 Jan 2026 - 31 Dec 2026
Meeting Efficiency Suite	\$0.00	\$0.00
Government Transparency Suite	\$3,366.12	\$3,601.75
Granicus Encoding Appliance Software (GT)	\$1,572.97	\$1,683.08
Peak Agenda Management	\$6,488.43	\$6,942.62
Upgrade to SDI 720p Streaming	\$786.49	\$841.55
Open Platform Suite	\$0.00	\$0.00
Open Platform Suite	\$0.00	\$0.00
Send Agenda (Peak)	\$0.00	\$0.00
govDelivery for Integrations	\$0.00	\$0.00
SUBTOTAL:	\$12,214.01	\$13,069.00

PRODUCT DESCRIPTIONS

Solution	Description
Meeting Efficiency Suite	<p>Meeting Efficiency is a hybrid Software-as-a-Service (SaaS) and Hardware-as-a-Service (HaaS) solution that enables government organizations to simplify the in-meeting management and post-meeting minutes creation processes of the clerk's office. By leveraging this solution, the client will be able to streamline meeting data capture and minutes production, reducing staff efforts and decreasing time to get minutes published. During a meeting, use LiveManager to record roll calls, motions, votes, notes, and speakers, all indexed with video. Use the index points to quickly edit minutes, templates to format in Microsoft Word, and publish online with the click of a button. Meeting Efficiency includes:</p> <ul style="list-style-type: none"> • Unlimited user accounts • Unlimited meeting bodies • Unlimited storage of minutes documents • Access to the LiveManager software application for recording information during meetings • Access to the Word Add-in software component for minutes formatting in MS Word if desired • Up to one (1) MS Word minutes template (additional templates can be purchased if needed)
Government Transparency Suite	<p>Government Transparency are the live in-meeting functions. Streaming of an event, pushing of documents, and indexing of events.</p>
Granicus Encoding Appliance Software (GT)	<p>Granicus Encoding Appliance Software (GT) This includes the LiveManager Software solution where webcasts are started/stopped, agendas amended and indexed, votes and attendance recorded, and minutes created.</p>
Peak Agenda Management	<p>Peak Agenda Management is a Software-as-a-Service (SaaS) solution that enables government organizations to simplify the agenda management and minutes recording process of the clerk's office. Peak Agenda Management allows clerks to streamline the way they compile and produce agendas and record minutes for public meetings and includes:</p> <ul style="list-style-type: none"> • Unlimited user accounts • Unlimited meeting bodies and meeting types • Access to up to one (1) Peak Agenda Management site

Solution	Description
Upgrade to SDI 720p Streaming	Upgrade to SDI 720p Streaming (requires Digital encoder and HD feed)
Open Platform Suite	Open Platform is access to MediaManager, upload of archives, ability to post agendas/documents, and index of archives. These are able to be published and accessible through a searchable viewpage.
Open Platform Suite	Open Platform is access to MediaManager, upload of archives, ability to post agendas/documents, and index of archives. These are able to be published and accessible through a searchable viewpage.
Send Agenda (Peak)	Send Agenda is dependent on an active subscription to the relevant govMeetings agenda.
govDelivery for Integrations	<p>Send notification bulletins directly to constituents who subscribe to receive updates directly through Granicus (powered by govDelivery). Receive a monthly metrics report delivered via email to show subscriber growth and engagement activity for the past month of bulletin sends, and grow subscribers through access to the Granicus Advanced Network.</p> <p>Note: govDelivery integrations is dependent on an active subscription to the relevant govMeetings agenda or govAccess CMS solutions.</p>

GRANICUS ADVANCED NETWORK AND SUBSCRIBER INFORMATION

- **Granicus Communications Suite Subscriber Information.**
 - Data provided by the Client and contact information gathered through the Client's own web properties or activities will remain the property of the Client ('Direct Subscriber'), including any and all personally identifiable information (PII). Granicus will not release the data without the express written permission of the Client, unless required by law.
 - Granicus shall: (i) not disclose the Client's data except to any third parties as necessary to operate the Granicus Products and Services (provided that the Client hereby grants to Granicus a perpetual, non-cancelable, worldwide, non-exclusive license to utilize any data, on an anonymous or aggregate basis only, that arises from the use of the Granicus Products by the Client, whether disclosed on, subsequent to, or prior to the Effective Date, to improve the functionality of the Granicus Products and any other legitimate business purpose, including the right to sublicense such data to third parties, subject to all legal restrictions regarding the use and disclosure of such information).
- **Data obtained through the Granicus Advanced Network.**
 - Granicus offers a SaaS product, known as the Communications Cloud, that offers Direct Subscribers recommendations to subscribe to other Granicus Client's digital communication (the 'Advanced Network'). When a Direct Subscriber signs up through one of the recommendations of the Advanced Network, that subscriber is a 'Network Subscriber' to the agency it subscribed to through the Advanced Network.

- Network Subscribers are available for use while the Client is under an active subscription with Granicus. Network Subscribers will not transfer to the Client upon termination of any Granicus Order, SOW, or Exhibit. The Client shall not use or transfer any of the Network Subscribers after termination of its Order, SOW, or Exhibit placed under this agreement. All information related to Network Subscribers must be destroyed by the Client within 15 calendar days of the Order, SOW, or Exhibit placed under this agreement terminating.
- Opt-In. During the last 10 calendar days of the Client's subscription, the Client may send an opt-in email to Network Subscribers that shall include an explanation of the Client's relationship with Granicus terminating and that the Network Subscribers may visit the Client's website to subscribe to further updates from the Client in the future. Any Network Subscriber that does not opt-in will not be transferred with the subscriber list provided to the Client upon termination.

UPDATES TO SHARED SHORT CODES FOR SMS/TEXT MESSAGING (US CLIENTS ONLY):

- Granicus will be migrating all clients with SMS/Text Messaging Solutions using a shared short code option to a unique standard toll-free number within the United States (International numbers not supported). Short Codes are recommended for Text-to-Subscribe functionalities, if enabled where available, for an additional fee.
- Client must have explicit opt-in for all destinations sent to and adhere to all CTIA guidelines for the duration of its use.

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-301777 dated 18 Oct 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Brentwood, PA to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	[<input type="checkbox"/>] - No [<input type="checkbox"/>] - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-301777 dated 18 Oct 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Brentwood, PA	
Signature:	
Name:	
Title:	
Date:	



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 10.f**

Discussion Item

SUBJECT: Consider Resolution No. 2023-43: 2024 Borough Fee Schedule

DATE: November 20, 2023

**PRESENTED BY: ERIC PECCON
ASSISTANT MANAGER**

SUMMARY:

This item is associated with charges for services. The following alterations have been proposed:

Amusement Device Licenses (Games of Chance etc.): Increase \$100 per machine going from \$600 to \$700.

Park Pavilion: Increase \$20/5 hours going from \$20 to \$50 for Resident and \$40 to \$60 for Non-Residents

Police Officer Fees for contract work: Increase \$6/hour going from \$104/hour to \$110/hour.

Police Sergeant Fees for contract work: Increase \$7/hour going from \$115/hour to \$122/hour.

Public Works Laborer Fee for contract work: Increase \$4/hour going from \$64/hour to \$68/hour.

Refuse Collection Fees: Increase of \$96/year going from \$252/year to \$348/year.

ALCOSAN Sanitary Sewer Rates: Increase by ALCOSAN \$0.73 per thousand gallons going from \$10.42 to \$11/15 per thousand gallons.

ALCOSAN Monthly Sanitary Sewer Service Charge: Increase \$0.51 per month going from \$7.30/month to \$7.81/month.

(Note: Brentwood does not propose any increase in it's sanitary sewer rates in 2024)

Street Excavation Permits: Increase \$25/permit going from \$75/permit to \$100/permit plus \$3.00 for each additional foot.

As was anticipated, the costs of refuse and recycling will increase substantially following the expiration of the current multi-municipal agreement. Even after accounting for the savings that will be realized with changing to an alternate vendor, expenditures per-household will increase by approximately 55% (\$18.08 to \$28). This price is lower than the original worst-case estimate, which could have seen total costs double, and it is in line with the \$27 to \$30 rates that have been implemented in many peer communities that are outside the boundaries of the SHACOG service area. In

order to reduce sticker shock for customers, the Borough will propose a somewhat lower increase of \$8 per month (38%), although such action will lead to a decrease in revenues earned to offset the administrative costs of fee collection.

For the last five years, the Borough has annually increased the costs associated with contracted police department traffic/security details and public works department property maintenance activities to account for contractual changes in salary. For 2024, it is proposed to raise these rights by slightly more than the contractual amounts to recover the costs of administrative time associated with scheduling and collection.

For at least the last 20 years, the Borough has maintained the same fees for street opening permits. However, in order to ensure that the outputs of utility subcontractors are in accordance with municipal specifications, the Borough has been conducting additional inspections of projects. Historically, the public works department only confirmed that the work was completed before closing the permit, which created myriad opportunities for shoddy workmanship. Already in 2023, this strategy has discovered several instances in which downspout outfalls were overlaid with asphalt or new road surfaces were not installed at the required depth. To account for this staff administrative time, new fees have been proposed. Although most peer communities have raised their amusement device permit fees over recent years, the Borough has not changed its charges since 2012. An increase would bring the Borough's costs in line with its neighboring municipalities.

Pool Passes and daily rates were revised to show nominal increases from their 2023 rates.

BUDGET IMPACT:

Increase in refuse collection fees from \$21.00 to \$29.00 per month. Due to this change, the discounted annual prepayment fee will increase from \$210 to \$290. Increase in contracted police service fees from \$104 to \$110 for patrolmen and from \$115 to \$122 to sergeants. Increase in contracted DPW fees from \$64 to \$68 for laborers. Increase in the ALCOSAN share of sewage fees from \$10.42 per thousand gallons to \$11.15 and \$7.30 per household per month to \$7.81. Increase in street opening base fee from \$75 to \$100 (up to 25 SF), plus a change in the cost per additional linear foot from \$2 to \$3 Increase in amusement device permit fees from \$600 to \$700.

RECOMMENDATION:

Mr. President, this item is up for discussion as it will be considered during next week's meeting at which Council will adopt the schedule of fees and charges for Fiscal Year 2024. Council previously reach consensus on certain changes related to street opening, amusement device, police services, and public works services fee. However, the board

did not finalize the pool rates and fees. Council previously indicated that it did not want to implement the charges that were proposed at its October meeting but that it may be open to a smaller increase for these items. Attached are the revised proposed pool rates that have been significantly reduced from the original recommendations.

ATTACHMENTS:

[Resolution No. 2023-54 Fee Schedule Draft #1.pdf](#)

[Swimming Pool Fee Quick Comparison Chart 2023 .pdf](#)

[2023 Pool Fees and 2024 Proposed Pool Fees REVISED.pdf](#)



THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3735 BROWNSVILLE ROAD
PITTSBURGH, PA 15227
Office 412-884-1500 FAX 412-884-1911
www.brentwoodboro.com

RESOLUTION NO. 2023-54

A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, ESTABLISHING A SCHEDULE OF FEES

WHEREAS, the Borough of Brentwood assesses fees to those individuals that utilize certain services or request specific permits or licenses; and

WHEREAS, such fees shall be set at a rate that sufficiently covers the administrative costs of providing such services or preparing such permit or license; and

NOW, THEREFORE, BE IT RESOLVED AND ADOPTED by the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, that the following schedule of fees are hereby adopted.

A. AMUSEMENT DEVICE LICENSES

1. Tabletop games, including pool, air hockey, table tennis, and foosball.....\$200.00
2. All others.....~~\$600.00~~ \$700.00

B. BUILDING, GRADING, & ZONING PERMITS

1. Construction cost < \$1,000\$ 35.50 + \$4.50 PA UCC Fee
2. Construction cost ≥ \$1,000Base fee + \$10.00 each additional \$1,000 or portion
3. Reinspection Fees per Project Component (residential)...\$50.00 per third or subsequent inspection
4. Reinspection Fees per Project Component (commercial)...\$75.00 per third or subsequent inspection
5. Demolition (residential)\$50.00 residential
6. Demolition (commercial).....1% of demolition contract
7. Borough Engineer Plan ReviewEngineer hourly rate
8. Borough Solicitor Review.....Solicitor hourly rate

B. DUMPSTER PERMITS

1. Dumpster, if parked on street\$35.00 (non-renewable 10-day permit)
2. Storage pod, if parked on street.....\$35.00 (non-renewable 10-day permit)

C. FACILITY RENTAL FEES

Resident Rates

1. Civic Center..... \$100.00 (3 hours); \$50.00 each additional hour
2. Community Room..... \$100.00 (3 hours); \$50.00 each additional hour
3. Civic Center or Community Room Alcohol Permit..... \$100.00
4. Municipal Building Meeting Room..... \$100.00 (3 hours); \$50.00 each additional hour
5. Baseball Field (w/o Lights)..... \$40.00 (2 hours); \$20.00 each additional hour
6. Baseball Field (w/ Lights)..... \$90.00 (2 hours); \$45.00 each additional hour
7. Dek Hockey Rink (w/o Lights)..... \$100.00 (2 hours); \$50.00 each additional hour
8. Dek Hockey Rink (w/ Lights)..... \$150.00 (2 hours); \$75.00 each additional hour
9. Stadium (w/o Lights)..... \$150.00 (2 hours); \$75.00 each additional hour
10. Stadium (w/ Lights)..... \$200.00 (2 hours); \$100.00 each additional hour

- 11. Picnic Pavilion..... ~~\$20.00~~40.00 (5 hours)
- 12. Swimming Pool..... ~~\$200.00~~240.00 (2 hours)
- 13. Tennis Court..... No fee; reservations subject to Council approval
- 14. Basketball Court..... No fee; reservations subject to Council approval
- 15. Security Deposit (Required for all rentals)..... **\$150.00**

Non-Resident Rates

- 1. Civic Center..... \$150.00 (3 hours); \$75.00 each additional hour
- 2. Community Room..... \$150.00 (3 hours); \$75.00 each additional hour
- 3. Civic Center or Community Room Alcohol Permit..... \$100.00
- 4. Municipal Building Meeting Room..... \$150.00 (3 hours); \$75.00 each additional hour
- 5. Baseball Field (w/o Lights)..... \$60.00 (2 hours); \$30.00 each additional hour
- 6. Baseball Field (w/ Lights)..... \$110.00 (2 hours); \$55.00 each additional hour
- 7. Dek Hockey Rink (w/o Lights)..... \$150.00 (2 hours); \$75.00 each additional hour
- 8. Dek Hockey Rink (w/ Lights)..... \$200.00 (2 hours); \$100.00 each additional hour
- 9. Stadium (w/o Lights)..... \$200.00 (2 hours); \$100.00 each additional hour
- 10. Stadium (w/ Lights)..... \$250.00 (2 hours); \$125.00 each additional hour
- 11. Picnic Pavilion..... ~~\$40.00~~60.00 (5 hours)
- 12. Swimming Pool..... ~~\$400.00~~480.00 (2 hours)
- 13. Tennis Court..... No fee; reservations subject to Council approval
- 14. Basketball Court..... No fee; reservations subject to Council approval
- 15. Security Deposit (Required for all rentals)..... **\$150.00**

No charge will be assessed for the use of any of the aforementioned facilities by a Borough Nonprofit or Borough Recognized Organization.

Stadium Special Event Fees¹

Organization Type	Event Permit Fee	Hourly Rate	Hourly Press Box & Scoreboard Fee	Security Deposit	Minimum Rental
Non-Residents/Non-Borough Organizations	\$1,200.00	\$125.00	\$25.00	\$500.00	4 hours
Residents/Borough Organizations	N/A	\$125.00	\$25.00	\$500.00	4 hours
Borough Nonprofit Organization	N/A	\$100.00	\$25.00	N/A	None
Borough Recognized Organization	N/A	N/A	N/A	N/A	None

¹Refer to Borough Code Section 155-11(I) for definition of “special event.”

D. PARK ADVERTISING FEES

- 1. Baseball/Softball Field No. 1 (4’x10’ sign)\$300/year or \$150/year renewal
- 2. Attanucci Field (4’x10’ sign)\$300/year or \$150/year renewal
- 3. Tepsic Field (4’x10’ sign)\$300/year or \$150/year renewal
- 4. Kaiser Field (8’x10’ sign)\$400/year or \$200/year renewal
- 5. Tepsic Field Scoreboard.....\$400/year or \$200/year renewal
- 6. Kaiser Field Scoreboard.....\$400/year or \$200/year renewal
- 7. Dek Hockey Rink\$200/year or \$100/year renewal
- 8. Dek Hockey Scoreboard\$400/year or \$200/year renewal
- 9. Memorial Bench.....\$1,500 (lifetime)
- 10. Memorial Trees\$1,000 (lifetime)

E. PARKING FEES

- 1. Parking meter fees.....\$1.00 per hour
- 2. Parking meter violations.....\$15.00 if paid within 48 hrs.; \$20.00 after 48 hrs.

F. PAWNBORKER OR ANTIQUE DEALER LICENSES

- 1. Application Fee.....\$100.00
- 2. Annual Renewal Fee.....\$25.00

G. PLANNING COMMISSION APPLICATIONS

- 1. Subdivisions..... \$100.00 per lot + engineering/legal review fees
- 2. All other residential..... \$200.00 + engineering/legal review fees
- 3. All other commercial or industrial..... \$300.00 + engineering/legal review fees

H. POLICE FEES

- 1. State accident reports.....\$15.00
- 2. All other reports.....\$15.00
- 3. Police Officer..... ~~\$104/hour~~ \$110/hour
- 4. Police Sergeant..... ~~\$115/hour~~ \$122/hour

I. PROPERTY TRANSFER PERMITS

- 1. Commercial Occupancy Permit.....\$125.00 per unit
- 2. Residential Occupancy Permit.....\$75.00 per unit
- 3. Municipal Lien Letters.....\$75.00
- 4. Sewer Lateral Compliance Letters.....\$75.00
- 5. Dye Test Compliance Letters.....\$75.00
- 6. All others.....\$75.00

J. PUBLICATIONS

- 1. Brentwood Code.....\$250.00
- 2. Copies.....\$0.25/page for B&W or \$0.50/page for color

K. PUBLIC HEARING FEES

- 1. Zoning Map and/or Text Amendments.....\$700.00
- 2. Conditional Use under Telecommunications Ordinance ..\$200.00
- 3. All other Conditional Use.....\$500.00
- 4. Liquor License Transfer.....\$500.00
- 5. All others.....\$500.00

L. PUBLIC WORKS FEES

- 1. Laborer..... ~~\$64/hour~~ \$68/hour
- 2. Equipment..... \$55/hour

M. REAL ESTATE TAX COLLECTION FEES

- 1. Tax Certification, one year.....\$20.00
- 2. Tax Certification, three years.....\$50.00
- 3. Duplicate tax bills, per year.....\$20.00

N. REFUSE COLLECTION FEES

- 1. Discounted annual rate, if paid in full by February 1st.....~~\$210~~ \$290.00
- 2. Monthly Rate.....~~\$21.00~~ \$29.00
- 3. Recycling bins.....At cost.

O. RENTAL PROPERTY PERMITS

- 1. Annual tenant registration per unit.....\$10.00
- 2. Rental license per unit, five-year term\$70.00

P. RETURNED CHECK FEES

- 1. Administrative fee per incident.....\$40.00

Q. SANITARY SEWER RATES

- 1. ALCOSAN Sewer Charge~~\$10.42~~ ~~\$11.15~~ per thousand gallons
- 2. ALCOSAN Monthly Service Charge.....~~\$7.30~~ ~~\$7.81~~ per household
- 3. Borough Sewer Charge\$8.91 per thousand gallons
- 4. Borough Monthly Sewer Service\$4.57 per household
- 5. Water Service Termination/Reconnection FeePA American Water assessed cost

R. SOLICITATION PERMITS

- 1. Non-Profit Organization.....No Fee
- 2. Commercial/For-Profit.....\$35.00/person/day (7 days max. per year)

S. STREET EXCAVATION PERMITS

- 1. Street opening- 5' by 5' or smaller~~\$75.00~~ ~~\$100.00~~
- 2. Each additional linear foot~~\$2.00~~ ~~\$3.00~~
- 3. Sewer tap-in\$2,000.00
- 4. Annual tower-based WCF right-of-way fee.....\$270.00

T. SWIMMING POOL [THE BELOW ARE THE REVISED RATES REDUCED CONSIDERABLE FROM LAST MONTH'S MEETING]

PASS TYPE	RESIDENT FEES	NON-RESIDENT FEES	PERSONS PER PASS
Individual Pass	\$50.00 <u>60.00</u> /person	\$100.00 <u>120.00</u> /person	1
Individual Pass for 3+ members of one household	\$42.00 <u>50.00</u> /person	\$84.00 <u>100.00</u> /person	3 minimum
Family Pass- Valid for up to 2 adults and up to 3 minors (age 17 or under) in one household	\$150.00 <u>180.00</u> /each	\$300.00 <u>360.00</u> /each	5 maximum
Fee for each additional minor (age 17 or under) added to a Family Pass	\$25.00 <u>30.00</u> /additional minor added to family pass	\$50.00 <u>60.00</u> /additional minor added to family pass.	2 maximum. No charge for more than 6+ minors.
Senior Citizen (age 65 or older)	\$25.00/each	\$50.00/each	1
Daily Admission	\$6.00 <u>8.00</u> /each	\$12.00 <u>16.00</u> /each ⁽¹⁾	N/A
Daily Admission after 5:00 PM	\$3.00 <u>4.00</u> /each	\$6.00 <u>8.00</u> /each ⁽¹⁾	N/A
Daily Admission for 2 year old and under	No Charge	No Charge	N/A
Borough employees, active duty members of the Brentwood VFC, and employees of Brentwood/Baldwin EMS, plus members of the same household as	No Charge	No Charge	N/A

such individuals			
Pool Parties	\$200 \$240	75 Total 50 Youth	\$400 480

⁽¹⁾Must be accompanied as a guest of a Season Pass Holder.

T. TRANSIENT RETAIL BUSINESS PERMITS

- 1. Fireworks stand.....\$100.00/day
- 2. All others.....\$35.00/day

U. VACANT PROPERTY REGISTRATION

- 1. Single unit property, annual fee.....\$125.00
- 2. Multi-unit property, annual fee.....\$250.00

V. ZONING HEARING BOARD APPLICATIONS

- 1. Residential\$500.00
- 2. Commercial\$850.00

SEVERABILITY

If any provision of this Resolution is found by a court of competent jurisdiction to be unlawful, then the remaining provisions of this Resolution shall remain in full force and effect as though said unlawful provision had not been included herein.

REPEALER

All prior Resolutions pertaining to municipal fees are hereby repealed in whole or in part to the extent inconsistent herewith.

EFFECTIVE DATE

The provisions of this Resolution shall take effect on January 1, 2023 and shall remain in effect until rescinded or revised.

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 ~~21st~~27th day of **November ~~2022~~2023**.

ATTEST:

BOROUGH OF BRENTWOOD

George Zboyovsky, PE, ICMA-CM
Borough Manager

Dennis H. Troy
President of Council

Community Swimming Pool

2023 Fee Comparison

POOL	SEASON PASS				DAILY PASS			
	Adult	Youth	Family	Senior	Adult	Youth	Family	Senior
	R / NR	R / NR	R / NR	R / NR	R / NR	R / NR	R / NR	R / NR
Baldwin	\$60/\$95	\$60/\$95	\$155/250	\$10/\$50	\$6/\$10	\$6/\$10	n/a	\$6/\$10
Starting Aug. 13th weekends only, hours 12pm-8pm No pool parties, does not provide lounge chairs								
Brentwood	\$50/\$100	\$50/\$100	\$150/\$300	\$25/\$50	\$6/12	\$6/12	n/a	\$6/12
Longer pool season and hours than most, Pool rentals, lounge chairs provided, Adult Swim, Lowest rates in South Hills								
Crafton	\$85/150	\$75/150	\$175/300	\$35/\$100	\$15/\$15	\$15/\$15	n/a	\$15/\$15
Starting Aug. 20th weekends only. Hours 12pm -7pm, Sundays 1pm-6pm, Defines non-residents to specified communities, season pass pre application required, must upload drivers license, passes can not be picked up at pool								
Dormont	\$105/\$150	\$85/\$150	\$185/\$295	\$70/85	\$8/\$8	\$8/\$8	n/a	\$8/\$8
Hours 12pm-8pm								
Greentree	\$65/\$200	\$55/\$200	\$170/\$400	n/c/\$100	\$6/\$12	\$6/\$12	n/a	n/c
Hours 10:30am - 7pm, Tuesdays and Thursdays closes at 8pm Adult swim is for pass holders only								
Mt Lebanon	\$144/\$227	\$128/227	\$410/\$638	\$128	\$10/n/a	\$9/n/a	n/a	\$9
Hours 12pm-7pm Lap Swimming 7:15pm-8:15pm Must upload photos for adults, all family members must be present for pool pass purchase and pick-up								
Whitehall	Not avail	Not avail	Not avail	Not avail	\$10/na	Closed	Closed	Closed
Closed most of 2023 Season Called several times and have not been able to obtain rates. Found daily rate of \$10.00 on website. When pool opened for 2023 there was no charge for residents and they only allow non residents from Baldwin Township								

Brentwood Borough
2023 Swimming Pool Fees and 2024 Proposed Pool Fees REVISED

MEMBERSHIP TYPE	RESIDENT FEES	MAX MEMBERS	NON-RESIDENT FEES
Individual - Pass	\$50.00/ \$75.00 \$60.00	1	\$100.00/ \$150.00 \$120.00
2 Individual Passes	\$100.00/ \$150.00 \$120.00	2	\$200.00/ \$300.00 \$240.00
3 Individual Passes In same household	\$125.00/ \$200.00 \$150.00	3	\$250.00/ \$400.00 \$300.00
Family Pass up to 2 adults & Up to 3 minors 17 and under In same household	\$150.00/ \$225.00 \$180.00	5	\$300.00/ \$450.00 \$360.00
Family pass with 1 addt'l. minor 17 and under In same household	\$175.00/ \$275.00 \$210.00	6	\$350.00/ \$550.00 \$420.00
Family Pass with 2 additional minors 17 and under In same household	\$200.00/ \$325.00 \$240.00 Family Max	7	\$400.00/ \$650.00 \$480.00 Family Max
Senior Citizen 65 and over	\$25.00/ \$35.00 \$25.00	1	\$50.00/ \$70.00 \$50.00
Daily Admission	\$6.00/ \$9.00 \$8.00	n/a	\$12.00/ \$18.00 \$16.00
	\$3.00/ \$5.00 \$4.00	n/a	\$6.00/ \$10.00 \$8.00

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Daily Admission after 5 pm			
Daily Admission for 2 year olds and under	No Charge	n/a	No Charge
Pool Parties	\$200.00/ \$300.00 240.00	75 Total 50Youth	\$400.00 \$600.00 480.00

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**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 10.g**

Discussion Item

SUBJECT: Consider advertising the dates of 2024 Borough Meetings

DATE: November 20, 2023

**PRESENTED BY: GEORGE ZBOYOVSKY, PE, ICMA-CM
BOROUGH MANAGER**

SUMMARY:

This annual item is associated with advertising the dates of the 2024 Council meetings. Regular meetings will continue to be scheduled for the third and fourth Monday of each month (except for December, when a single meeting will take place). Additionally, two budget workshops and two joint meetings with the Brentwood School Board are scheduled. Exceptions to the schedule are noted as follows:

- As is required following each election, a Reorganization Meeting will take place on Tuesday, January 2nd at 6:00PM.
- The first business meeting of the year will be moved to Tuesday, January 17th due to Martin Luther King, Jr. Day.
- Joint meetings with the Brentwood School Board are now scheduled for the fifth Tuesdays of January and July. These meetings will thus take place at Brentwood High School on January 30th and at the municipal building on July 30th.
- The second meeting in May will take place on Tuesday, May 28th due to Memorial Day.
- Both September meetings have been altered. The agenda meeting will take place on Tuesday, September 17th due to the annual Route 51 Corridor Communities Golf Outing. The regular meeting will take place on Monday, September 30th due to a conflict with the Borough Manager's attendance at the ICMA National Conference.
- While the first budget meeting will take place during its regular second Monday date (October 14th), due to Veterans Day, the second budget workshop will take place on Tuesday, November 12th.
- December will feature a single meeting that takes place on Monday, December 9th.

BUDGET IMPACT:

Advertising fees.

RECOMMENDATION:

Mr. President, at next week's meeting, Council will consider adopting the 2024 schedule of municipal meetings. Please review the attached schedule for any potential conflicts.

ATTACHMENTS:

[2024_Meeting_Dates_DRAFT.pdf](#)

**Borough of Brentwood
Legal Notice
2024 Council Meeting Schedule**

On November 27, 2023, Brentwood Borough Council approved the meeting schedule for calendar year 2024. Except where noted, the body will hold Business Meetings on the 3rd and 4th Monday of each month at 7:30 PM. Committee meetings will be held on the 2nd Monday of each month at 6:00 PM as required. Three special meetings have additionally been scheduled; any additional special meetings will be separately advertised. Unless otherwise noted below, all meetings will take place at the Brentwood Municipal Building, which is located at 3735 Brownsville Road, Pittsburgh, PA 15227.

Committee Meetings

January 8 th	Monday	
February 12 th	Monday	
March 11 th	Monday	
April 8 th	Monday	
May 13 th	Monday	
June 10 th	Monday	
July 8 th	Monday	
August 12 th	Monday	
September 9 th	Monday	
October 7 th	Monday	Altered due to Budget Public Hearing/Workshop
November 4 th	Monday	Altered due to Budget Public Hearing/Workshop
No Committee Meeting date will be reserved in December.		

Mandatory Special Meetings

January 2 nd	Tuesday	Biennial Reorganization Meeting. Starts at 6:00PM.
October 14 th	Monday	Budget Public Hearing/Workshop. Starts at 6:00PM.
November 12 th	Tuesday	Budget Public Hearing/Workshop. Starts at 6:00PM.

Council Agenda Meetings

January 16 th	Tuesday	Altered due to Martin Luther King, Jr. Day.
February 19 th	Monday	
March 18 th	Monday	
April 15 th	Monday	
May 20 th	Monday	
June 17 th	Monday	
July 15 th	Monday	
August 19 th	Monday	
September 17 th	Tuesday	Altered due to Route 51 Corridor Communities Golf Outing.
October 21 st	Monday	
November 18 th	Monday	
No Agenda Meeting will be held in December.		

Council Regular Meetings

January 22 th	Monday	
February 26 th	Monday	
March 25 th	Monday	
April 22 nd	Monday	
May 28 th	Tuesday	Altered due to Memorial Day.
June 24 th	Monday	
July 22 nd	Monday	
August 26 th	Monday	
September 30 th	Monday	Altered due to ICMA Conference.
October 28 th	Monday	
November 25 th	Monday	
December 9 th	Monday	

Joint Council-School Board Meetings

January 30 th	Tuesday	Hosted by the School District. Starts at 7PM.
July 30 th	Tuesday	Starts at 7:00PM.

Council additionally hereby approves the schedule for its board and commission meetings. The Civil Service Commission will convene on the 1st Tuesday of each month at 7:00 PM as required. The Planning Commission will convene on the 3rd Thursday of each month at 7:30 PM. The Zoning Hearing Board will convene on the 4th Wednesday of each month at 8:00 PM. Each of these bodies will meet only when necessary, and such meetings shall be separately advertised in accordance with the Pennsylvania Borough Code.

Copies of the meeting agenda are available on the Borough website (www.brentwoodPA.gov) under the "Meeting Agenda & Minutes" tab.

Any person requiring special accommodation to attend a Brentwood Borough meeting should notify Amy Medway at 412-884-1500 ext. 118 as early as possible, but not later than 5 business days prior to the meeting. The Borough will make every effort to provide a reasonable accommodation. Additionally, Council meetings can be viewed live or recordings of past meetings can be obtained via the Borough website.

George Zboyovsky, P.E., ICMA-CM
Borough Manager



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 10.h**

Action Item

SUBJECT: Consider Resolution No. 2023-55: Proposed 2024 Budget

DATE: November 20, 2023

**PRESENTED BY: GEORGE ZBOYOVSKY, PE, ICMA-CM
BOROUGH MANAGER**

SUMMARY:

This item is associated with the preliminary approval of the 2024 Budget. Once this resolution is ratified, the budget will be advertised as available for public inspection. The Borough Code requires that the public have access to the budget at least 10 days prior to final adoption. [2024 Brentwood Borough Budget](#)

BUDGET IMPACT:

2024 Fund		
01 General Fund	=	\$10,667,797.00
08 Sanitary Sewer Fund	=	\$5,837,900.00
15 Park Fund	=	\$161,000.00
18 Capital Improvement Fund	=	\$6,262,000.00
30 Economic Development Fund	=	\$79,000.00
35 Highway Aid Fund	=	\$345,740.00
96 Operating Reserve Fund	=	\$672,000.00
	TOTAL	\$24,025,437.00

RECOMMENDATION:

Mr. President, next week Council will consider Resolution No. 2023-55, which introduces the proposed \$22,000,000 2024 Operating Budget, and which makes the budget documents available for public inspection both online and at the municipal building from December 1st through December 11th. Note: The 2024 Borough Budget does NOT include any increases in property taxes.

ATTACHMENTS:



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 10.i**

Action Item

SUBJECT: Consider a Joint Stipulation and/or Settlement Agreement with Pennsylvania American Water and ALCOSAN.

DATE: November 20, 2023

PRESENTED BY: GEORGE ZBOYOVSKY, PE, ICMA-CM
BOROUGH MANAGER

SUMMARY:

This item is associated with the sale of the sanitary sewer system. After a substantial period of discussion, the Borough, PA American Water, and ALCOSAN came to terms on language that would amend the longstanding cooperation agreement (commonly known as the Z Agreement) that permits the conveyance of sewage from pipe infrastructure owned by one entity to a treatment plant owned by another. This update confirms the responsibility of PA American to compensate ALCOSAN for treatment services and to complete repairs in accordance with the consent decree with the Allegheny County Health Department and PA Department of Environmental Protection.

BUDGET IMPACT:

Under the terms of this agreement, the Borough will reimburse the ALCOSAN for a previously received GROW Program grant, as the original grant contract reaffirmed that only entities that retain public ownership of their sewer system in perpetuity are eligible for funding.

RECOMMENDATION:

Mr. President, next week the Borough will be considering a Joint Stipulation and/or Settlement Agreement with Pennsylvania American Water and ALCOSAN.

ATTACHMENTS:

[12-01-1949 Agreement_Brentwood - Z-Agreement.pdf](#)

PITTSBURGH ZONE PROJECT

AGREEMENT OF DECEMBER 1, 1949

BY AND AMONG

ALLECHENY COUNTY SANITARY AUTHORITY

CITY OF PITTSBURGH

AND

BOROUGH OF BRENTWOOD

RE:

SEWAGE TREATMENT PLANT DESIGN, CONSTRUCTION AND OPERATION

City of Pittsburgh: -

Mayor's Contract No. 2718-7

Controller's Contract No. 11631

A G R E E M E N T

THIS AGREEMENT, dated for convenience of reference as of the first day of DECEMBER, 1949, by and among

CITY OF PITTSBURGH

(hereinafter sometimes called the "City"), a municipal corporation of the Commonwealth of Pennsylvania located within the County of Allegheny,

ALLEGHENY COUNTY SANITARY AUTHORITY

(hereinafter sometimes called the "Sanitary Authority"), a body corporate and politic of the Commonwealth of Pennsylvania duly created and existing under the provisions of the Municipality Authorities Act of 1945, as amended, and

BOROUGH OF BRENTWOOD

~~"Township"), a political subdivision~~

(hereinafter sometimes called the "Borough"), a municipal corporation of the Commonwealth of Pennsylvania also located within the County of Allegheny,

WITNESSETH:

~~Township~~

WHEREAS, The City and the Borough have heretofore constructed certain sewers but do not have facilities for the treatment and disposal of sewage, and sewage entering their sewers is being discharged without treatment into the rivers and streams; and

WHEREAS, A number of municipalities adjacent to the City have connected their sewers with the City's sewerage system; and

WHEREAS, There are many industries in the Pittsburgh area which are discharging large quantities of industrial wastes without treatment either directly into such rivers and streams or indirectly through the sewers of the municipalities in which they are located; and

WHEREAS, Such discharge of untreated sewage and industrial wastes has polluted the rivers and streams, and such pollution has made the rivers and streams undesirable as sources of public water supply and unsafe for bathing, boating and other recreational purposes; is detrimental to business and commercial interests in the Pittsburgh area; and constitutes a serious menace to the health and safety of the inhabitants of the City, the Borough ^{Township} and such adjacent municipalities: and

WHEREAS, The Sanitary Water Board of the Commonwealth of Pennsylvania (hereinafter sometimes called the "State Board"), acting to abate stream pollution, pursuant to authority conferred upon it by the Act of the General Assembly of Pennsylvania approved June 22, 1937, P.L. 1987, as amended, ordered and directed all sewered municipalities in Allegheny County, including the City and the Borough ^{Township}

(a) to discontinue the discharge of untreated sewage into the waters of the Commonwealth, and

(b) to submit, either alone or jointly with any other mutually interested municipality or municipalities, construction plans and specifications for the necessary sewers, pumping stations and

treatment works to collect and convey
its sewage to a suitable site or sites
and provide treatment thereof: and

WHEREAS, Shortly thereafter, the Sanitary Authority was organized by the County Commissioners of Allegheny County to collect, transport, treat and dispose of the sewage and industrial wastes of all the municipalities in the County and thus enable them to comply with the orders of the State Board; and

WHEREAS, The Sanitary Authority, after extensive studies and investigations, submitted a metropolitan project to serve, under a uniform schedule of rates, almost all of the sewered municipalities in Allegheny County and the Cities of New Kensington and Arnold in Westmoreland County, but such project was not accepted by the affected municipalities; and

WHEREAS, The Sanitary Authority thereupon prepared a number of zone projects to serve groups of such municipalities, among which projects were several centering about the City; and

WHEREAS, Of these projects, the City has accepted one capable of serving a potential area comprising not only the whole City but also all or portions of fifty-eight adjacent municipalities, including the Township; Borough; and

WHEREAS, The City has executed an agreement with the Sanitary Authority for the preparation of detailed construction plans and specifications for a Sewage Disposal System adequate to meet the present and foreseeable future needs of such potential area, and has agreed to

advance to the Sanitary Authority, as a loan, the entire cost of such plans and specifications, estimated at Two Million (\$2,000,000) Dollars; and

WHEREAS, Plans and specifications for any sewage disposal system will be valueless unless substantially all the municipalities to be served, or their residents, become legally bound to accept and pay for sewage collection and treatment service from the time the system goes into operation until such time as the bonds to be issued for constructing the system shall be fully retired by the revenues thereof; and

WHEREAS, The agreement between the City and the Sanitary Authority therefore provides that every drainage basin beyond the City within the potential service area shall be excluded unless substantially all the municipalities therein, or their residents, become so bound; and

WHEREAS, The City is willing to pay, or to require its residents to pay, after the Sewage Disposal System is constructed and goes into operation, the same rates for service therefrom as shall be charged and collected throughout the remainder of the System's entire service area; and

WHEREAS, Such uniform rates would result in much lower cost to ~~Township~~ the Borough and its residents than would result from the construction and operation of a sewage disposal system for the Borough ^{Township} alone; and

~~Township~~
WHEREAS, The State Board has recently ordered the Borough to ^{Township} inform it that the Borough has executed an agreement with the Sanitary Authority to participate in the project accepted by the City, or to inform the State Board that it has engaged a consulting engineer to proceed

in some other manner with the preparation of plans for treatment of the
Township;
sewage of the Borough: and

WHPREAS, The execution of the present Agreement by the Borough
Township-
Township
will benefit the Borough and its residents and will constitute
compliance with the orders of the State Board.

NOW, THEREFORE, in consideration of the premises and the under-
takings of each party to the others, the parties hereto, each intending
to legally bind itself, its successors and its assigns, covenant and
agree as follows:

1. The City and the Sanitary Authority reaffirm their agree-
ment of August 1, 1949, whereunder the City agrees to loan to the
Sanitary Authority Two Million (\$2,000,000) Dollars for the preparation
of detailed construction plans and specifications for a Sewage Disposal
System adequate to serve a potential area comprising the City and all or
portions of fifty-eight adjacent municipalities, including the Borough.
Township.
Township-
The City and the Sanitary Authority each covenants with the Borough to
carry out its undertakings under said agreement of August 1, 1949.

2. The City has decided to include in the service area of the
Sewage Disposal System only such drainage basins beyond the City as may
be served without increasing the cost of service to the City and its
residents. The City therefore reserves the right, by ordinance, to
terminate and rescind this Agreement if in its opinion an insufficient
number of municipalities in the same drainage basin or basins as the
Township-
Borough have executed agreements similar to the present Agreement on or
before November 1, 1949.

If the City shall duly enact such ordinance on or before December 31, 1949, this Agreement shall automatically terminate and become null and void on January 1, 1950, and neither the City nor the Sanitary Authority shall be liable to the Borough ~~Township~~ in any way for ~~Township~~ excluding the Borough from the service area of the Sewage Disposal System to be designed by the Sanitary Authority, or for the consequences of such exclusion. If no such ordinance shall be enacted by the City on or before December 31, 1949, this Agreement shall continue in full force and effect.

3. The City reserves the right, after the plans and specifications to be prepared by the Sanitary Authority shall have received the final approval of the State Board, to designate the agency which shall construct and operate the Sewage Disposal System. Such agency, hereinafter referred to as the "Sewage Agency", may be the City itself, the Sanitary Authority, a municipal Authority to be organized by the City, or any other agency having legal authority to construct and operate the Sewage Disposal System.

The parties agree that the rights given under this Agreement to the Sewage Agency are primarily given to the Sanitary Authority, for the benefit of the City, and that the Sewage Agency designated by the City, if other than the Sanitary Authority, shall be the assignee of the Sanitary Authority's rights. The Sanitary Authority agrees that the designation by the City of a Sewage Agency other than the Sanitary Authority shall constitute an assignment, by the Sanitary Authority to the Sewage Agency so designated by the City, of the Sanitary Authority's rights as Sewage Agency under this Agreement. If the designated Sewage

Agency is the City, such assignment shall become effective automatically; if it is neither the City nor the Sanitary Authority such assignment shall become effective upon formal acceptance of this Agreement by the designated Sewage Agency. The Sanitary Authority further covenants to execute promptly, upon request of the City, a formal assignment of such rights to such designated Sewage Agency, though such formal assignment is not necessary. The Borough ^{Township} recognizes that performance of the duties imposed by this Agreement on the Sewage Agency will be substantially the same whether done by the City itself, the Sanitary Authority, an authority to be organized for such purpose by the City, or any other lawful agency, inasmuch as the personnel of the Sewage Agency during the extended life of this Agreement cannot be foreseen and would in any event not be selected by the Borough, ^{Township} and since the sewage service charges of the Sewage Agency, as more fully hereinafter set forth, must be uniform and are limited to yield only sufficient revenues to meet administrative and operating expenses and debt requirements. The ^{Township} Borough therefore hereby specifically assents to any such assignment, and covenants to perform all acts and discharge all duties and obligations required of the Borough ^{Township} under this Agreement, whether the Sewage Agency be the Sanitary Authority or any other agency designated by the City.

The City covenants that within a reasonable time after receiving an order from the State Board to construct the Sewage Disposal System, following final approval of the plans and specifications therefor, the City will by proper ordinance designate a suitable Sewage Agency to construct and operate the Sewage Disposal System in accordance with this

Agreement. Paragraphs 4 - 18 of this Agreement shall not be carried into effect until the City shall, by formal ordinance duly enacted, designate such Sewage Agency.

4. The Sanitary Authority covenants with the City and Borough, ~~Township,~~ and the City similarly covenants with the Borough, ~~Township,~~ that if it is designated by the City to be the Sewage Agency, it will well and truly perform all the acts and discharge all the duties and obligations imposed upon the Sewage Agency by this Agreement; and that if it is not so designated, it will cooperate fully with the designated Sewage Agency and will assign to it, without charge, any rights and powers it may have in aid of the carrying out of the remaining provisions of this Agreement.

5. The City covenants with the Borough and the Sewage Agency that the rates and charges to be imposed and collected by the Sewage Agency, as hereinafter set forth, shall be uniform throughout the service area of the Sewage Disposal System and in particular shall be the same within the City as within the Borough, ~~Township,~~ and that all duties and obligations hereinafter imposed upon the Borough ~~Township-~~ will likewise be assumed and borne by the City.

6. The Sewage Agency designated and qualified pursuant to the provisions of Paragraph 3 of this Agreement shall

(a) promptly issue and sell revenue bonds, secured by its revenues and receipts collected pursuant to this Agreement and to similar agreements with other municipalities and by all

other revenues and receipts of the Sewage Disposal System, in sufficient amount to pay

(1) the cost of constructing the Sewage Disposal System and placing the same in operation,

(2) all loans and advances heretofore or hereafter made to the Sanitary Authority by the City and the Federal Works Administration,

(3) all obligations incurred by the Sanitary Authority and by the Sewage Agency which are repayable out of such bond proceeds, and

(4) all other lawful requirements of the Sewage Agency, including, but without limitation, the cost of all lands, property, rights, easements and franchises acquired, financing charges, the cost of legal services, administrative expenses and all other expenses necessary or incident to the construction of the Sewage Disposal System and to the financing thereof;

(b) upon receipt of the proceeds of such bonds, proceed promptly and with due diligence

in the construction of the Sewage Disposal System, with the privilege of awarding all or portions of the actual construction work under separate contracts to the lowest responsible bidder for each contract;

(c) upon completion of the Sewage Disposal System, intercept all sewage and wastes of the Borough ~~Township~~ which are discharged from any municipal outfall sewer located along the interceptor sewers of the Sewage Disposal System (subject to the provisions of Paragraph 7 of this Agreement), transport such sewage and wastes to its treatment plant, provide such treatment and disposal thereof as may be required by law, and operate the Sewage Disposal System in an efficient and economical manner; and

(d) make such changes in and additions to the Sewage Disposal System as may be necessary to enable the Borough ~~Township~~ to comply with any future lawful orders of the State Board or any other State or Federal Agency in respect of the treatment and disposal of the Borough's ~~Township's~~ municipal sewage and wastes which enter the Sewage Agency's interceptor

sewers, and shall issue additional revenue bonds for such purpose or purposes; provided, however, that the Sewage Agency shall have the right to increase its sewage service charges to such extent as will yield the additional revenue needed to meet all bond requirements and operating and other expenses incurred by the Sewage Agency in the design, construction and operation of such added facilities.

If any portions of the Sewage Agency's interceptor sewers and appurtenances thereof are located in the Borough, ~~Township,~~ the Sewage Agency shall have the right to enter upon and open such streets, public ~~Township-~~ thoroughfares and vacant land owned by the Borough as may be necessary to install, construct, extend, replace, repair and maintain the same or any part thereof; provided, however, that all pavements and underground structures disturbed in the course of such work shall be restored to ~~Township-~~ substantially their original condition. No Borough permit or license ~~Township-~~ shall be required for any such work, and the Borough hereby waives all fees and charges in connection therewith.

It is understood and agreed that the Sewage Agency shall ~~Township-~~ indemnify and save the Borough harmless from all costs and expenses (except those provided for in this Agreement), liability, claims and demands of any sort arising out of the construction, extension, replacement, operation, maintenance, repair or possession of the Sewage Disposal System by the Sewage Agency.

7. The Sewage Agency's interceptor sewers will be constructed approximately where shown on the map marked "Exhibit A" attached hereto and made a part of this Agreement. The Borough ~~Township~~ understands and agrees that the Sewage Agency will accept for treatment and disposal only such sewage and wastes entering the Borough's ~~Township's~~ sewers as are discharged from ~~Township-~~ municipal outfall sewers (belonging to the Borough or to any other municipality) located along such interceptor sewers, and that it shall be the obligation of the Borough ~~Township~~ to bring its sewage and wastes to a proper point of connection with such interceptor sewers, as hereinafter set forth. If the Borough ~~Township~~ is not wholly within the service area shown on Exhibit A attached hereto, the Sewage Agency shall not have any obligation to serve any portion of the Borough ~~Township~~ outside such area unless another agreement similar to the present Agreement shall be executed covering such outside territory, as provided in Paragraph 8 hereof. No sewer connection whereby sewage or wastes from any such outside territory may reach a Sewage Agency interceptor sewer shall be made or permitted by ~~Township~~ the Borough in the absence of such an agreement.

Provision will be made, in the plans and specifications to be prepared by the Sanitary Authority, for the connection with the Sewage Agency's interceptor sewers of all municipal outfall sewers now in place ~~Township-~~ therealong, and only such outfall sewers now being used by the Borough as are located therealong will be connected with the Sewage Agency's ~~Township-~~ interceptor sewers without cost to the Borough.

All other outfall sewers now used by the Borough ~~Township-~~ and every municipal outfall sewer hereafter constructed shall be brought to a point

to be approved by the Sewage Agency (or, prior to the designation and qualification of the Sewage Agency, by the Sanitary Authority), in order that proper connection with the Sewage Disposal System may be made. Each such connection shall be made in such manner as the Sewage Agency shall direct, and at the expense of the municipality or municipalities using such outfall sewer.

8. The City and the Sanitary Authority reserve the right, prior to the designation of the Sewage Agency, and the City and the Sewage Agency shall have the right thereafter, subject to the approval of the State Board but without consulting or notifying the Borough, ^{Township,} to permit municipalities which are partially or entirely outside such service area to pump or drain additional sewage or wastes from territory outside such service area into the Sewage Disposal System for treatment and disposal by the Sewage Agency; provided, however, that no such permission shall be given unless an agreement similar to the present Agreement shall be executed with the affected municipality or municipalities.

The City and the Sanitary Authority, or the City and the Sewage Agency, as the case may be, also reserve the similar right to enter into agreements with industrial firms within and without the service area for the treatment and disposal of their sewage and wastes which do not enter a municipal sewer; provided, however, that the service charges shall be at least as high as those imposed on the Borough ^{Township} and its water users by this Agreement.

^{Township}
9. The Borough covenants and agrees that the Sewage Agency shall be the sole and exclusive agency, during the entire life of this

Agreement, to provide sewage treatment and disposal service to the ~~Township~~ Borough or to such portion thereof as is within the service area of the Sewage Disposal System and to all its water users therein who or which ~~Township's~~ discharge sewage or wastes into the Borough's sewerage system. The ~~Township~~ Borough hereby permits and authorizes the Sewage Agency to impose upon and collect from all such water users the sewage service charges hereinafter set forth, and covenants to perform all the acts, and discharge all the duties and obligations imposed upon it by this Agreement. The ~~Township~~ Borough further covenants that it will not itself engage in the business of providing sewage treatment and disposal service to such water users, nor will it authorize or permit any other agency, public or private, to do so in competition with or in substitution for the Sewage Agency.

10. Beginning immediately after the Sewage Disposal System has been completed and put in operation, the Sewage Agency shall, for the services and facilities furnished or to be furnished by it, impose upon and collect from the owner, tenant or occupant of each lot or parcel of ~~Township~~ ~~Township~~ land within the Borough from which sewage or wastes enter a Borough sewer and thence reach the Sewage Disposal System (hereinafter sometimes called a "user" or "water user"), rates, fees or charges (hereinafter sometimes called "sewage service charges" or "charges"), which shall be based or computed upon the quantity of water used in or upon such lot or parcel as determined by gauging or metering or otherwise.

The Sewage Agency's schedule of sewage service charges shall be uniform throughout the entire service area of the Sewage Disposal System, and shall be so calculated as to yield in the aggregate during each month

or quarter year the amount required in each such month or quarter year for paying all current administrative and operating expenses of the Sewage Agency and the interest on and the principal of all outstanding bonds and other obligations as the same become due and payable, and to create such reserves for such purposes as may be required by the resolution authorizing the issuance of its bonds or in the trust indenture securing the same. The schedule shall impose reasonable minimum charges, may include such block rates for metered water users and such charges for flat-rate water users as the Sewage Agency shall determine, and shall provide extra charges for commercial and industrial wastes which impose an extraordinary burden on the Sewage Disposal System. The schedule shall be adjusted from time to time in such manner as the Sewage Agency shall deem necessary or proper to insure the collection of adequate revenues to meet its financial requirements.

In case any water user is not the owner of the premises in or on which the water is used, the Sewage Agency may also impose such sewage service charges upon and demand payment thereof from the owner of such premises, so that if payment is not made promptly, a lien therefor against the premises served may be filed by the Borough ^{Township-} as assignee of the Sewage Agency delinquent accounts, as provided in Paragraph 14 of this Agreement.

^{Township-}
11. The Borough covenants that during such time as sewage service charges of the Sewage Agency are in effect the Borough ^{Township-} will not impose upon any person, firm or corporation, or upon any property, any rental, rate or charge whatever for the use of or for the privilege of

~~Township~~
using any Borough sewer connected with the Sewage Disposal System, to the end that no person, firm or corporation shall be subject to both the Sewage Agency's sewage service charge, as herein provided, and a Borough ~~Township~~ sewer rental, rate or charge of any kind whatever excepting general real estate taxes, sewer connection and street opening permit or license fees, and special assessments imposed according to law upon property benefited by the construction of additional sewers, and excepting charges imposed on other municipalities for the joint use, maintenance or repair of a ~~Township~~ Borough sewer or sewers.

The provisions of this Paragraph shall not apply so long as the optional method of payment provided for in Paragraph 16 of this Agreement is in effect.

12. All bills for sewage service charges shall be computed on the basis of the quantity of water used, whether the water is furnished by the waterworks system of the Borough or secured from any other source. ~~Township~~

The sewage service charge to be paid by each water user within ~~Township~~ the Borough shall be computed as follows:

(a) Metered water customers -- by applying the Sewage Agency's schedule of charges then in effect to the quantity of water delivered to each water customer during the preceding quarter year or other meter period, as measured by the most recent water meter reading;

(b) Flat-rate water customers -- by applying the percentage set forth in the Sewage

Agency's schedule of charges then in effect to the flat-rate water bill;

(c) Users of water taken from a private water source or public stream -- by applying the Sewage Agency's schedule of charges then in effect to the quantity of water used as estimated by the Sewage Agency; provided, however, that if any such water user shall at his or its own expense install and maintain in good operating condition a meter or other measuring device of a type approved by the Sewage Agency, the amount payable by such water user shall be based upon the quantity of water used as so measured.

~~Township~~

If the Borough or other water supplying agency does not make available promptly to the Sewage Agency the necessary data for computing the sewage service charge of any water user, such water user shall be deemed to be a flat-rate water customer, and the sewage service charge for such water user shall be calculated in the same manner as for flat-rate water customers, based upon the estimated flat-rate water bill such customer would have to pay.

There shall be no free services rendered by the Sewage Disposal ~~Township~~ System, and the Borough (or any department, agency or instrumentality thereof) and all public corporations, all charitable or non-profit institutions and all school districts and other political sub-divisions

shall pay for the use of the services and facilities thereof in accordance with the established schedule of sewage service charges.

If any substantial portion of the water used regularly on any lot or parcel of land does not enter the Borough's ^{Township's} sewerage system, the owner, tenant or occupant of such lot or parcel may secure a reduction in the amount of the sewage service charges to be paid by him, subject to the established minimum charges, by installing, at his own expense and subject to such regulations as may be prescribed by the Sewage Agency, a separate meter or other measuring device approved by the Sewage Agency for measuring the water so used, in which event the quantity of water so used shall thereafter be excluded in computing the sewage service charges to be paid by the owner, tenant or occupant of such lot or parcel.

In cases where the character of sewage or industrial wastes from any commercial, manufacturing or industrial plant, building or premises is such that it imposes a burden upon the Sewage Disposal System in addition to the burden imposed by the average sewage, such additional charge shall be made therefor as the Sewage Agency shall deem to be fair and equitable to meet the additional cost of collecting, transporting, treating and disposing of such sewage or wastes; or the Sewage Agency may, if it deems it advisable, require the owner, tenant or occupant of such commercial, manufacturing or industrial plant, building or premises to pre-treat such sewage or wastes in such manner as shall be specified by the Sewage Agency before discharging such sewage or wastes into the Borough's ^{Township's} sewerage system.

13. In order to enable the Sewage Agency to compute its sewage service charges based thereon, as provided in Paragraph 12 hereof, the

~~Township,~~
Borough, if it operates its own waterworks system, shall furnish to the Sewage Agency, not later than the 15th day of the month following the month during which water bills are issued, a list or lists of all water meter readings and flat-rate water bills issued during the preceding calendar month together with the basis for each flat-rate water user's water bill, and shall include therein the meter readings of meters installed by water users taking water from a private water source or public stream. The Sewage Agency will request similar information from the private water company, municipal authority or other agency supplying ~~Township.~~ water to any water users within the Borough. If by reason of failure to obtain such data promptly the Sewage Agency is compelled to treat any water users as though they were flat-rate water customers, as further provided above in the said Paragraph 12, and in so doing is obliged to survey the premises of each such water user for the purpose of determining his or its flat-rate water status, the cost incurred by the Sewage Agency in making such survey or surveys shall be repaid to it by ~~Township.~~ ~~Township.~~ the Borough. The Borough authorizes the Sewage Agency to make such survey or surveys, and it is agreed that every water user, in accepting the Sewage Agency's service, authorizes the Sewage Agency to enter upon his or its premises for such purpose.

~~Township.~~
The Sewage Agency will reimburse the Borough and other water supplying agencies, on or before April first of each year, for the reasonable added clerical expense incurred by each of them during the previous calendar year in preparing the lists of metered water data and of flat rate bills hereinabove referred to, but not for the cost of

reading meters, excepting only the cost of reading such meters as may be installed by or for users of water who are not connected with their respective waterworks systems.

14. The schedule of sewage service charges to be imposed and collected during any year by the Sewage Agency shall be so calculated and adjusted as to provide revenues which will be sufficient to pay all current expenses and meet all obligations of the Sewage Agency during such year. It is understood by the Borough that not all bills for sewage service charges will be paid promptly, and that some of such bills in an indeterminate amount will become delinquent each year. In consideration of the services rendered by the Sewage Agency to the Borough ~~Township-~~ under the provisions of this Agreement, which will effect compliance by the ~~Township~~ Borough with the duty imposed upon it by law to cease the pollution of the waters of the Commonwealth, and in further consideration of the assignment to it of the delinquent accounts, as hereinafter provided, ~~Township~~ the Borough agrees to pay to the Sewage Agency, out of the Borough's ~~Township's-~~ current revenues as hereinafter provided, the face amount of all delinquent accounts of the Sewage Agency.

If any water user shall fail to pay the sewage service charges of the Sewage Agency within sixty (60) days after the due date of the bill therefor, the account of such water user shall be deemed delinquent. The Sewage Agency shall prepare and submit to the Borough, ~~Township,~~ on or before January 1, April 1, July 1 and October 1 of each year, a list of all delinquent accounts, showing the face amount of each account, the penalty ~~Township-~~ thereon, and the interest accrued. The Borough shall, within 60 days

after the furnishing of such list, pay to the Sewage Agency the face amount of all such delinquent accounts. Upon receipt of such amount from ~~Township,~~ ~~Township-~~ the Borough, the Sewage Agency shall promptly assign to the Borough all ~~Township.~~ such accounts, for the sole use and benefit of the Borough.

~~Township-~~
The Sewage Agency agrees that the Borough shall have the right to pursue and enforce any and all remedies now available or hereafter to become available to it, to compel payment by any delinquent water user of the sewage service charges, together with penalties, interest and costs, which may be due and owing by him or it.

~~Township-~~
15. The Borough agrees that if the schedule of sewage service charges in effect at any time does not, or in the opinion of the Sewage Agency may not, yield sufficient revenue to meet the Sewage Agency's financial requirements, or if the Sewage Agency finds that such schedule has proved to be inequitable, the Sewage Agency shall have the right at any time and from time to time to revise and adjust its sewage service charges in such manner and to such extent as it may deem advisable.

At least sixty (60) days before any revised sewage service charges shall become effective, the Sewage Agency shall submit in writing to the Borough ~~Township-~~ a statement setting forth the new schedule of sewage service charges and the reasons why it was found necessary or desirable to put them into effect. Such new schedule of charges shall go into effect at the time specified in said statement (not earlier, however, than sixty (60) days from the furnishing of such statement), unless suspended by a final decree of a court of competent jurisdiction.

~~Township-~~
16. The Borough shall have the option of paying the aggregate amount of all sewage service charges which, under Paragraphs 10-15 of

this Agreement, would be payable by its water users, in consideration of the performance by the Sewage Agency of the Borough's legal duty to cease the pollution of the waters of the Commonwealth. In such event, the individual charges of each water user shall be computed in the same manner as hereinbefore set forth, but instead of sending individual bills to all water users, all such individual bills shall be totaled and the aggregate amount thereof shall be billed quarterly to the Borough. The Borough covenants that so long as such method of payment is in effect it will pay each such quarterly aggregate amount, out of the current revenues as hereinafter provided, within sixty (60) days after the date of the bill therefor. The Sewage Agency will refund to the Borough, on or before April first of each year, as a credit for the saving in billing expense, a sum equal to the average cost per customer incurred by the Sewage Agency during the preceding calendar year for billing and collecting its charges from individual water users in all other municipalities served by it, multiplied by the average number of individual water users in the Borough.

Before the Sewage Disposal System is completed and put in operation, the Sewage Agency shall request the Borough in writing to indicate whether it desires to adopt the optional method of payment provided for in this Paragraph. Unless the Borough shall so indicate by ordinance duly enacted not later than ninety (90) days after the date of the Sewage Agency's written request, and shall promptly send to the Sewage Agency a certified copy of such ordinance, the method of payment provided for in Paragraphs 10-15 of this Agreement shall become effective.

No change in the method of payment applicable to the ~~Township~~ Borough ~~Township,~~ and its water users shall be made except at the request of the Borough, made by ordinance duly enacted, and with the approval of the Sewage Agency, formally given by ordinance or resolution.

17. If there exists any connection through which sewage or wastes emanating from any territory outside the corporate limits of the ~~Township~~ Township's Borough enters the Borough's sewerage system and thence reaches the Sewage Agency's interceptor sewer, and if the municipality having jurisdiction over such territory does not execute an agreement with the ~~Township~~ Township Sewage Agency similar to this Agreement, the Borough shall either promptly shut off or remove such connection or shall pay to the Sewage ~~Township's~~ Township's Agency, so long as such sewage continues to enter the Borough's sewerage system, the estimated cost of collecting, transporting, treating and disposing of such sewage, such estimated cost to be approximately the same as if the water users within such territory were subject to the Sewage Agency's prevailing sewage service charges.

~~Township~~ Township
18. The Borough shall annually provide in its budget for obtaining the funds necessary to meet its obligations under this Agreement. On or before October 1 of each year the Sewage Agency shall supply to the ~~Township's~~ Township's Borough's governing body a written estimate of the total amount of delinquent accounts, or (if the optional method of payment is ~~Township~~ Township applicable to the Borough) of the total aggregate amount of all sewage ~~Township~~ Township service charges, which the Borough will probably be required to pay to the Sewage Agency during the ensuing fiscal year; plus, in either case, the estimated amount (if any) due under Paragraph 17 of this Agreement.

~~Township~~
The Borough shall, by proper ordinance, promptly levy a special tax, or provide for obtaining revenues in any other lawful manner, or resort to any two or more methods of securing the funds required under this Agreement, in such manner as to assure that the Borough shall obtain or collect during the ensuing fiscal year a sum which, together with any unused moneys remaining from previous years, will be at least 120% of such estimated amount to become due under this Agreement during such year. The revenues collected from such tax levy or from any other source so designated by the Borough, or from any combination thereof which the Borough may elect to employ, shall be deposited to the credit of a special fund to be designated "Sewage Agency Fund", the moneys in which shall be used by the Borough to meet its obligations under this Agreement and shall not be used for any other purpose whatever.

If the entire amount due the Sewage Agency under this Agreement for any year is not paid out of the current revenues of the Borough for such year the balance thereof shall be paid out of the current revenues of succeeding years.

19. The Sewage Agency shall have the right to promulgate, issue, publish and enforce rules and regulations governing its activities and carrying into effect the provisions of this Agreement. Such rules and regulations may include provisions prohibiting or regulating the discharge into the Borough's sewerage system of oils, acids and other substances which may be harmful to the Sewage Agency's sewers, pumping stations or other structures or which may interfere with the sewage treatment processes at the Sewage Agency's plant.

~~Township~~
The Borough may, in its own discretion and without let or
hindrance from the Sewage Agency, permit the connection with any Borough
~~Township~~
sewer that discharges into a Sewage Agency interceptor sewer of any and
all premises used wholly as private dwellings, but no permit shall be
~~Township~~
issued by the Borough for the connection with any such sewer of any
premises used wholly or in part for commercial or industrial purposes
unless the application for such permit shall first have been submitted
to and been approved by the Sewage Agency.

~~Township~~
The Borough recognizes that the carrying out by the Sewage
Agency of its obligations under this Agreement will enable the Borough
~~Township~~
to perform the duty imposed upon it by law to provide for the proper
treatment and disposal of its sewage, and the Borough therefore agrees
~~Township~~
to exercise for the benefit of the Sewage Agency all rights and powers
which it may possess to carry into effect the purposes and intent of this
Agreement. The Borough accordingly agrees, on request of the Sewage
~~Township~~
Agency, to enact an ordinance incorporating all or designated portions of
the Sewage Agency's rules and regulations and providing appropriate
penalties for the violation thereof, to amend such ordinance from time to
time as requested by the Sewage Agency, and to enforce the provisions
thereof fully and prosecute all violators thereof diligently.

20. This Agreement shall become effective immediately, and shall remain in full force and effect, subject to the provisions of Paragraphs 2 and 3 hereof, until the date of expiration of the legal existence of the Sewage Agency or until the expiration of one calendar year following the payment in full of all bonds, notes and other obligations of the Sewage Agency, original and refunding, issued by it to finance the construction, replacement, maintenance and operation of the Sewage Disposal System and additions thereto, whichever date shall be later.

IN WITNESS WHEREOF, City of Pittsburgh has caused this Agreement to be executed by its Mayor and Director of the Department of Public Works and its official seal to be hereunto impressed, pursuant to Ordinance No. *54*, duly enacted and approved on the *11* day of ~~FEBRUARY~~ ¹⁹⁵⁰, Allegheny County Sanitary Authority has caused this Agreement to be executed by its Chairman and its official seal to be hereunto impressed and attested by its Secretary, pursuant to a resolution duly adopted by its Board on the *9th* day of *December*, 1949; and Borough of *Brentwood* has caused this Agreement to be executed by its Burgess and President of Council and its official seal to be hereunto impressed and attested, pursuant to

Ordinance No. 542 , duly enacted and approved on the 11th day of
October , 1949.

Attest:

CITY OF PITTSBURGH

James Scallan
Asst. Secretary to Mayor

By David L. Lawrence
Mayor

Attest:

Virginia Kelly
Chief Clerk

James S. Berlin
Director, Department of Public Works

Approved as to form:

Smith Roddy
FIRST ASST. City Solicitor

Countersigned:

Edward H. Lee
City Controller

EXAMINED BY Howard Rubin
ASSISTANT CITY SOLICITOR
FEB 24 1950



Attest:

ALLEGHENY COUNTY SANITARY AUTHORITY

Hard Green
Secretary

By J. F. Haroon
Chairman

Approved as to form:

Leonwald
Chief Counsel

BOROUGH OF BRENTWOOD

Attest:

By W. H. Hauptmann
Burgess

W. H. Hauptmann
Borough Clerk SEC'y

J. J. Snyder
President of Council

Approved as to form:

Charles H. Bracken
Borough Solicitor

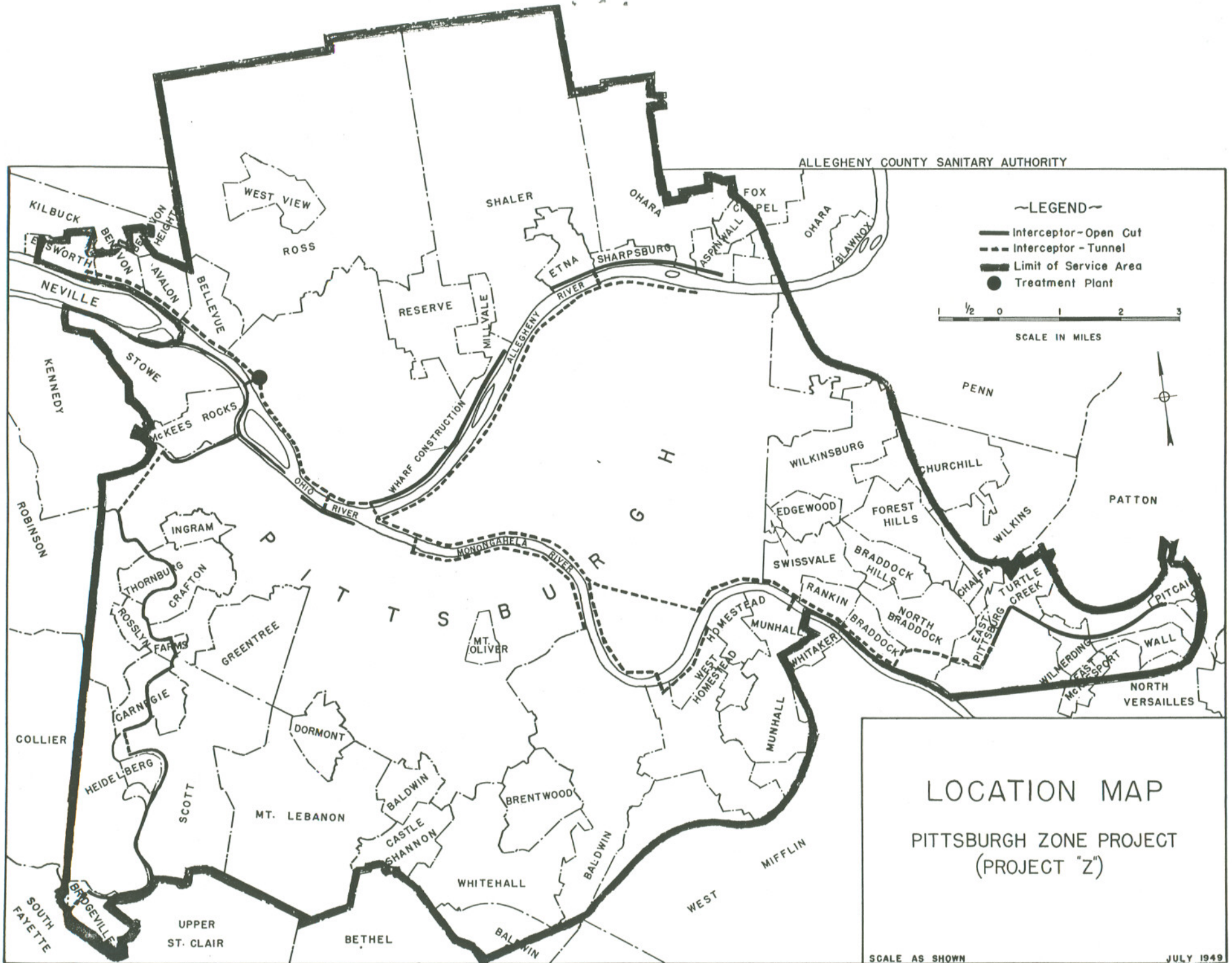


EXHIBIT "A"



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 11.a**

Action Item

SUBJECT: Consider awarding 2024 CDBG curb ramp project to Palmieri Construction

DATE: November 20, 2023

**PRESENTED BY: ERIC PECCON
ASSISTANT MANAGER**

SUMMARY:

This item is associated with the annual curb ramp improvement program. PennDot policy requires that, when a street is paved, all pedestrian crossings be upgraded to meet current Americans with Disabilities Act accessibility standards. The Borough has been utilizing the federal Community Development Block Grant program to annually underwrite some of the costs of these efforts. For 2024, the Borough will be making upgrades along Kaplan Avenue and Bellanca Avenue.

Note that, because the Borough uses SHACOG to administer the contract for this grant, Council does not directly award a contract to the vendor. Rather, through this motion, the Borough accepts the bid and instructs SHACOG to execute the needed documents.

BUDGET IMPACT:

\$20,000 was received through the CDBG Program. As SHACOG administers the grant agreement, these funds will not be issued to the Borough, but they will instead be deducted from the total cost of construction, and an invoice will be issued for the remainder. Given the total bid of \$73,050, the Borough will be required to expend \$53,050 via Capital Improvement Fund Line Item 18-439.621.

RECOMMENDATION:

Mr. President, I move to accept the proposal from Joe Palmieri Construction, Inc., the lowest responsible bidder, in the amount of \$73,050, which is associated with the 2024 Curb Ramp Improvement Project and will be paid from the 2024 Capital Improvement Fund Line Item 18-439-621, and I further move to recommend that the SHACOG Board of Directors enter into an agreement with this firm in accordance with the terms of the Community Development Block Grant Program.

ATTACHMENTS:
[Bid Tabulation.pdf](#)



SOUTH HILLS AREA COUNCIL OF GOVERNMENTS
2600 Old Greentree Road • Carnegie, PA 15106-3732
412-429-1130 • Fax: 412-429-3830

BID TABULATION

CD 49 7.5
ADA Curb Ramps
Borough of Brentwood

Bid Opening: November 9, 2023 - 11:00 AM

BIDDER	TOTAL BID
1. Joe Palmieri Construction, Inc.	\$73,050.00
2. Avelli Construction Corporation	\$92,925.00
3. El Grande Industries, Inc.	\$114,547.00
4. Bronder Technical Services	\$132,175.00
5. Mele & Mele & Sons, Inc.	NO BID



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 11.b**

Action Item

SUBJECT: Consider authorizing the use of the Liquid Fuels Funds to purchase a Ford F-150 for the Department of Public Works.

DATE: November 20, 2023

PRESENTED BY: GEORGE ZBOYOVSKY, PE, ICMA-CM
BOROUGH MANAGER

SUMMARY:

At last month's meeting, Council authorized the Public Works Department to make its two planned vehicle purchases early. While a Ford F-350 dump truck and a Ford-150 pick-up truck (supervisor's unit) were originally included in the 2024 budget, department staff located 2023 vehicles on a local dealer's lot. Since a significant price increase is planned for 2024, Council authorized the expenditure of Operating Reserve Funds to allow a savings to be realized by acquiring the trucks in 2023. Upon review of the enterprise fund budgets, it was noted that the Borough has been slowly building up the equipment balance within its Highway Aid Fund. State law permits a portion of any unspent liquid fuels revenues to be earmarked for future equipment purchases. While the Borough cannot underwrite the purchase of an entire vehicle via this funding strategy, it can pay for the vast majority of one truck but using this allotment.

BUDGET IMPACT:

- Current portion of the Highway Aid Fund balance that can be used for major equipment (includes vehicles): \$51,109.75
- Proposed expenditure via the Highway Aid Fund for a 2023 Ford F-150: \$50,000
- Amount to be financed via previously authorized transfer from the Operating Reserve Fund to the Capital Improvement Fund: \$3,252.

RECOMMENDATION:

Mr. President, during last month's meeting, Council authorized the purchase and outfitting of a Ford F-150 pickup truck for the Department of Public Works in the not-to-exceed amount of \$53,252.00. This expenditure was to be paid from 2023 Capital Improvement Fund Line Item 18-430.741 following a transfer from the Operating Reserve Fund Line. However, as part of the budgeting process, the Borough reviewed the

balance in the Highway Aid Fund and determined that it is eligible to use liquid fuels revenues to cover the majority of the purchase price of this vehicle. As such, I move to authorize an expenditure of \$50,000 from Highway Aid Fund Line Item 35-430.741 to offset the majority of the cost a 2023 Ford F-150.

ATTACHMENTS:

[2022 Liquid Fuels Equipment Allocation Information.pdf](#)

ACTUAL USE REPORT OF STATE FUNDS

MS-965

MS-965 (Rev 9/13)

2022
YEAR

EXPENDITURE SUMMARY			DOT USE ONLY
TYPE OF WORK	BUDGET ITEM #	AMOUNT	Brentwood Borough (02413)
Minor Equipment Purchases	430.26		
Computer / Computer Related Training	430.27		
Major Equipment Purchases	430.74		
Agility Projects	430.99		
Street Cleaning and Gutters	431		
Winter Maintenance Services	432	\$(79,581.40)	
Traffic Control Devices	433	\$(13,185.41)	
Street Lighting	434	\$(125,393.77)	
Storm Sewers and Drains	436		
Repairs of Tools and Machinery	437		
Maintenance and Repairs - Roads and Bridges	438		
Highway Construction and Rebuilding Projects	439		
Miscellaneous	MISC	\$(173.13)	
TOTAL EXPENDITURES:		\$(218,333.71)	

BEGINNING BALANCE		
ACTUAL BALANCE IN MUNICIPAL LIQUID FUELS TAX FUND ON JANUARY 1st, 2022		<u>\$26,918.42</u>
RECEIPTS		
STATE FUNDS CURRENT YEAR (ACT 655)	\$253,188.60	
TURNBACK ALLOCATION (ACT 32)		
INTEREST ON INVESTMENTS	\$1,021.49	
REIMBURSABLE AGREEMENTS		
MISCELLANEOUS RECEIPTS		
TOTAL RECEIPTS:		<u>\$254,210.09</u>
REMAINING FUNDS AVAILABLE AS OF DECEMBER 31st, 2022		
<i>Beginning Balance plus Total Receipts</i>		<u>\$62,794.80</u>

PREVIOUS YEAR'S EQUIPMENT BALANCE	\$472.03	
THIS YEARS EQUIPMENT ALLOCATION	\$50,637.72	
PENNDOT APPROVED ADJUSTMENTS		
TOTAL MONIES AVAILABLE FOR MAJOR EQUIPMENT		<u>\$51,109.75</u>
AMOUNT EXPENDED FOR MAJOR EQUIPMENT		
REMAINING EQUIPMENT BALANCE		<u>\$51,109.75</u>
EQUIPMENT BALANCE CARRIED FORWARD TO NEXT YEAR'S REPORT		<u>\$51,109.75</u>

BALANCE FROM PREVIOUS YEAR		\$62,794.80
ALLOCATION YEAR 2023	STATE FUNDS ALLOCATION (ACT 655)	<u>\$255,759.29</u>
ALLOCATION YEAR 2023	TURNBACK ALLOCATION (ACT 32)	
TOTAL - TO BE BUDGETED IN STATE FUNDS COLUMN		<u>\$318,554.09</u>

ITEM	GENERAL FUNDS	STATE FUNDS	TOTAL
Expenditure Summary Total	\$0.01	\$318,554.09	\$318,554.10
Tax Levied for Roads and General Municipal Purpose 0.0000		mills or other source	



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 11.c**

Action Item

SUBJECT: Consider authorizing the outfitting for the soon to be purchased Ford F-350 for the Department of Public Works.

DATE: November 20, 2023

PRESENTED BY: GEORGE ZBOYOVSKY, PE, ICMA-CM
BOROUGH MANAGER

SUMMARY:

At last month's meeting, Council authorized the purchase of a Ford F-350 dump truck for the Department of Public Works to serve as a more economic replacement for an outgoing F-550 in the fleet. At the time of the meeting, a quote was only available from the dealer for the vehicle itself, but one had not yet been received from the third-party vendor that installs the dump bed on the chassis. Consequently, it is necessary for Council to separately approve this quote for equipment and installation from Push-n-Pull, Inc.

BUDGET IMPACT:

The quote for this service is \$26,607.49. In October, Council authorized the transfer of a total of up to \$110,000 from the Operating Reserve Fund to Capital Improvement Fund Line Item 18-430.741 to fund the acquisition of these trucks. Because Highway Aid Fund dollars will be used to cover \$50,000 toward the purchase of one of these vehicles (Ford F-150 supervisor's pick-up truck), the outfitting of the F-350 can be addressed via this previously approved transfer, and the total amount of the transfer can be reduced as follows:

F-350 chassis: \$55,734
F-350 dump bed: \$26,607.49
F-150 chassis and pick-up bed: \$53,252
Less Highway Aid Fund: (\$50,000)
Total Capital Improvement Fund purchase amount: \$85,593.49

Originally approved transfer from Operating Reserve Fund to Capital Improvement Fund: \$110,000
Amount to transfer back to Operating Reserve Fund: \$24,406.51

RECOMMENDATION:

Mr. President, I move to authorize the outfitting of a Ford F-350 pickup truck for the Department of Public Works in the not-to-exceed amount of \$27,000, which is to be paid from 2023 Capital Improvement Fund Line Item 18-430.741 using a portion of the proceeds of a previously approved transfer from the Operating Reserve Fund.

ATTACHMENTS:

[BRENTWOO BORO QUOTE F-350 BUILD.pdf](#)

Quote

Quote expires



Invoice #: 49483
 Invoice Date: 10/18/23

5951 BROWNSVILLE RD
 PITTSBURGH, PA 15236
 Phone 412-655-7874 FAX 412-655-7871

Sold to: BOROUGH OF BRENTWOOD
 3735 BROWNSVILLE RD
 BRENTWOOD, PA 15227

Ship to: CO STARS #3235

Customer #: 596 Ship date: Ship-via code:
 Sls rep: VSABATINI Terms: Net 30 days

Quantity	Item #	Description	Price	Selling unit	Ext prc
1	TRUCK	2023 F-350 8'BED	0.00	EACH	0.00
1	TRUCK	VIN:	0.00	EACH	0.00
1	PNPMISC	8' PRO PLUS CO-STARS #3235	7,752.00	EACH	7,752.00
1	VMCSP1T58N75X6X96	CARBIDE, 96" FOR WE PRO PLUS	1,232.00	EACH	1,232.00
1	WE72525	LED HEADLIGHT KIT	720.00	EACH	720.00
1	WE62220-1	DEFLECTOR,9' RUBBER	301.00	EACH	301.00
1	BY8891060	LED MINI LIGHT BAR	280.30	EACH	280.30
1	TSEC-K7000B	CAMERA KIT,GEMINEYE,7"LCD	748.52	EACH	748.52
1	BYBA0972	BACK UP ALARM, 97DB	30.32	EACH	30.32
1	VTBAL8INSERT	DUMP INSERT,ALUM,8FT	9,382.00	EACH	9,382.00
1	BY5535002	DumperDogg Tailgate Spreader	5,761.35	EACH	5,761.35
40	LABOR	INSTALL TG SPREADER	10.00	EACH	400.00

Total line items: 12

Sale subtotal: 26,607.49

Tax: 0.00
 Total: 26,607.49

All purchases are final. Deposits are non returnable.
 Credit card payments subject to a 3% convenience fee
 1.5% monthly finance charge for late payments
 You can pay online at <https://melio.me/pushnpull>



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 11.d**

Action Item

SUBJECT: Consider Resolution No. 2023-50: Sale of 2012 Ford F-350

DATE: November 20, 2023

**PRESENTED BY: ERIC PECCON
ASSISTANT MANAGER**

SUMMARY:

This item is associated with the approval to purchase a new Ford-350 to serve as a lighter duty member of the Public Works Department fleet. This vehicle would replace a 2012 model that was primarily used as a supervisor's truck. Once the new vehicle is put into service, the old model can sold via the Municibid online auction portal.

BUDGET IMPACT:

Although surface level rust will limit the Borough's returns for this vehicle, truck resale prices nonetheless remain significantly higher than those for sedans or SUVs. A minimum sale price of \$4,500 is recommended, although a review of Municibid reveals that \$6,000 to \$7,000 in revenues are probable.

RECOMMENDATION:

Mr. President, I move to approve Resolution No. 2023-50, which authorizes the sale of the soon-to-be-retired Public Works Department Ford F-350 pick-up truck at a minimum price of \$4,500.

ATTACHMENTS:

[Resolution No. 2023-50 Sale of Ford F-350.pdf](#)



THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3735 BROWNSVILLE ROAD
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RESOLUTION NO. 2023-50

A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE SALE OF A 2012 FORD F-350 AS SURPLUS PROPERTY

WHEREAS, the Borough of Brentwood holds title to a 2012 Ford F-350 with Vehicle Identification Number 1FTRF3861CEC12356; and

WHEREAS, as the Borough has acquired a replacement automobile to serve in the fleet of the Public Works Department, this vehicle now constitutes surplus property; and

WHEREAS, the Borough shall utilize Municibid, an electronic auction house for public sector entities, to dispose of such surplus property to the interested party that submits the highest responsible bid; and

NOW, THEREFORE, BE IT RESOLVED AND ADOPTED by the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania as follows:

1. The Borough of Brentwood hereby approves the sale of surplus property in the form of a 2012 Ford F-350 with Vehicle Identification Number 1FTRF3861CEC12356 via electronic public auction at a minimum sale price of \$4,500; and

2. The Borough Manager and the Public Works Superintendent are hereby authorized and directed to execute any and all documents necessary for the transfer of said vehicle.

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 20th day of **November 2023**.

ATTEST:

BOROUGH OF BRENTWOOD

George Zboyovsky, PE, ICMA-CM
Borough Manager

Dennis H. Troy
President of Council



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 11.e**

Action Item

SUBJECT: Consider Resolution No. 2023-51: Sale of 2017 Ford Explorer

DATE: November 20, 2023

**PRESENTED BY: ERIC PECCON
ASSISTANT MANAGER**

SUMMARY:

This item is associated with the approval to purchase a new Ford-150 to serve as Public Works Department supervisor's vehicle. Presently, a 2017 Ford Explorer that was formerly used by the police department services in this capacity. The Explorer is a relatively inconvenient tool, as the hatchback does not provide the same amount of room for supplies and equipment relative to a pick-up truck. Once the new vehicle is put into service, the old model can sold via the Municibid online auction portal.

BUDGET IMPACT:

As the vehicle has significant engine idle miles and is showing some signs of a transmission problem, returns will be limited. A minimum sale price of \$2,500 is recommended, although, it is anticipated that \$3,500 to \$5,000 in revenues will be generated.

RECOMMENDATION:

Mr. President, I move to approve Resolution No. 2023-51, which authorizes the sale of the soon-to-be-retired Public Works Department Ford Explorer supervisor's vehicle at a minimum price of \$2,500.

ATTACHMENTS:

[Resolution No. 2023-51 Sale of Ford Explorer.pdf](#)



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RESOLUTION NO. 2023-51

A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE SALE OF A 2017 FORD EXPLORER AS SURPLUS PROPERTY

WHEREAS, the Borough of Brentwood holds title to a 2017 Ford Explorer with Vehicle Identification Number 1FM5K8AR3HGC56725; and

WHEREAS, as the Borough has acquired a replacement automobile to serve in an administrative role for the Public Works Department, this vehicle now constitutes surplus property; and

WHEREAS, the Borough shall utilize Municibid, an electronic auction house for public sector entities, to dispose of such surplus property to the interested party that submits the highest responsible bid; and

NOW, THEREFORE, BE IT RESOLVED AND ADOPTED by the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania as follows:

1. The Borough of Brentwood hereby approves the sale of surplus property in the form of 2017 Ford Explorer with Vehicle Identification Number 1FM5K8AR3HGC56725 via electronic public auction at a minimum sale price of \$2,500; and
2. The Borough Manager and the Public Works Superintendent are hereby authorized and directed to execute any and all documents necessary for the transfer of said vehicle.

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 **20th** day of **November 2023**.

ATTEST:

BOROUGH OF BRENTWOOD

George Zboyovsky, PE, ICMA-CM
Borough Manager

Dennis H. Troy
President of Council



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 12.a**

Action Item

SUBJECT: Consider Resolution No. 2023-49: Conditional Use Permit for Body Art Establishment

DATE: November 20, 2023

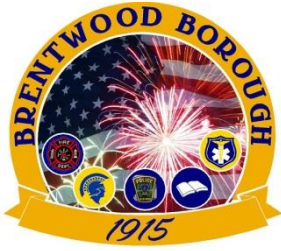
**PRESENTED BY: ERIC PECCON
ASSISTANT MANAGER**

RECOMMENDATION:

Mr. President, upon the recommendation of the Planning Commission, I move to adopt Resolution No. 2023-49, which grants a conditional use permit to Chad Rahner for the operation of a body art establishment at 4135 Brownsville Road.

ATTACHMENTS:

[Resolution No. 2023-49 Conditional Use for Body Art Establishment.pdf](#)



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RESOLUTION NO. 2023-48

A RESOLUTION OF THE COUNCIL OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, APPROVING THE CONDITIONAL USE APPLICATION FILED BY CHAD RAHNER TO ESTABLISH A BODY-ART ESTABLISHMENT AT THE PROPERTY LOCATED AT 4135 BROWNSVILLE ROAD FOLLOWING A PUBLIC HEARING.

WHEREAS, a conditional use hearing was held before the Council of the Borough of Brentwood, hereinafter referred to as “Council,” on November 20, 2023, and evidence and testimony was presented regarding the application for conditional use approval filed by Chad Rahner, hereinafter referred to as the “Applicant;” and

WHEREAS, the Applicant desires to operate a Body Art Establishment in the commercial storefront at 4135 Brownsville Road, Pittsburgh, Pennsylvania 15227, which is located in the Borough of Brentwood and which is identified by the Allegheny County Office of Property Assessment as Block and Lot No. 188-N-137, hereinafter referred to as the “Property;” and

WHEREAS, the Property is located in the Mixed-Use Neighborhood (MUN) District of the Borough; and

WHEREAS, a Body Art Establishment is permitted only as a conditional use in the MUN District; and

WHEREAS, the Borough of Brentwood presented evidence through Assistant Manager Eric Pecon; and

WHEREAS, _____ testified in favor of the application; and

WHEREAS, _____ testified in opposition to the application; and

WHEREAS, Council desires to allow the Applicant to operate a Body Art Establishment at the Property as a conditional use subject to the conditions set forth in Section 210-34 and Section 210-35 of the Borough Zoning Code.

NOW THEREFORE, be it **RESOLVED**, that the Council of the Borough of Brentwood hereby ratifies the following Findings of Fact and Decision:

FINDINGS OF FACT

1. Section 210-9 of the Code of the Borough of Brentwood, hereinafter known as the "Code," defines a Body Art as follows:

Any activity involving any of the following: the permanent or temporary application of pigment under skin to create an indelible mark or image visible from under the skin, which is commonly referred to as tattooing; the insertion of holes into the body to permit the display of jewelry or similar items, which is commonly referred to as body piercing; or the application of pigments under skin to permanently or temporarily alter its color or appearance, which is commonly referred to as micropigmentation. Body art shall not include activities involving the cutting or modification of the body that would constitute the practice of medicine by a physician, nurse, or other licensed medical professional.

2. Section 210-9 of the Code additional defines a Body Art Establishment as follows:

Any business that, in part or in whole, engages in the placement or application of body art.

3. Section 210-9 of the Code additionally defines a Conditional Use as follows:

An authorized use which may be granted only by Borough Council pursuant to express standards and criteria prescribed in this chapter, after review and recommendation by the Borough Planning Commission and hearing by the Borough Council.

4. The Property is located in the MUN District.
5. The Property is a component of a commercial parcel that contains four street-level storefronts and two additional floors of office suites.
6. The Applicant has submitted a request for a building permit associated with the renovation of the Property and a request for an occupancy permit associated with the leasing of the Property.
7. A Body Art Establishment is permitted only as a conditional use in the MUN District.
8. The Applicant filed an Application for a Conditional Use Permit to establish a Body Art Establishment at the Property.
9. Section 210-34 of the Code sets forth the following general standards for consideration by Council when reviewing a conditional use application:

When considering applications for conditional uses and special exceptions, the following general standards for all conditional uses and special exceptions shall be met:

- A. In accordance with the comprehensive plan, the use shall be consistent with the spirit, purposes, and the intent of this chapter.
 - B. The applicant shall establish by credible evidence that the application complies with all applicable requirements of this chapter. The applicant shall provide sufficient plans, studies or other data to demonstrate compliance.
 - C. The approval may be conditioned upon the applicant demonstrating compliance with other specific applicable local, state and federal laws, regulations and permits.
 - D. The application shall include proper site layout, internal circulation, parking, buffering, and all other elements of proper design as specified in this chapter.
 - E. The applicant shall establish that the traffic from the proposed use will be accommodated in a safe and efficient manner that will minimize hazards and congestion and provide adequate access arrangements after considering any improvements proposed to be made by the applicant as a condition of approval.
 - F. The proposed use shall not substantially change the character of any surrounding residential neighborhood after considering any proposed conditions upon approval.
 - G. The proposed use shall not create a significant hazard to the public health, safety, and welfare.
 - H. The proposed use shall be suitable for the property in question, and designed, constructed, operated, and maintained so as to be in harmony with and appropriate in appearance to the existing or intended character of the general vicinity.
10. Additionally, Section 210-35(DD) of the Code sets forth the following specific criteria for consideration by Council when reviewing a conditional use application associated with a Body Art Establishment:
- A. The use shall not be located in a structure that contains any residential units.
 - B. No body art establishment shall be located within 500

feet of any other body art establishment or within 500 feet of a school.

- C. Hours of operation shall be limited to 9:00AM to 9:00PM.
 - D. No tattooing, piercing, or micropigmentation activities shall be visible from the exterior premises.
 - E. Consumption of alcoholic beverages or other controlled substances within the use is prohibited.
 - F. No customers under the age of 18 shall be provided with body art services unless accompanied by a parent or other legal guardian.
 - G. The operator and any employees who directly engage in the provision of body art services must complete a bloodborne pathogen course. Certifications associated with the same shall be posted in a conspicuous location within the premises.
 - H. The portion of the unit in which body art services are provided must contain floor, walls, and ceilings that are constructed of smooth, hard surfaces that are nonporous, free of open holes or cracks, light-colored, and easily cleaned.
 - I. The portion of the unit in which body art services are provided must have adequate lighting to produce a minimum of 50 foot-candles of illumination.
 - J. Each establishment shall be equipped with a dedicated handwashing facility for employees from which there is unobstructed, hands-free access from the portion of the unit in which body art services will be provided.
 - K. Each room in which body art services will be provided shall contain at least one sharps container. Each such container shall be properly emptied by a qualifying disposal company when it is filled to capacity.
- 11. The Planning Commission of the Borough of Brentwood reviewed the application and information presented by the Applicant at its public meeting held on October 18, 2023.
 - 12. The Applicant provided the Planning Commission with evidence that the specific standards listed in Section 210-35(DD) would be

satisfied as follows:

- A. The Property is located in a parcel that solely contains commercial storefronts and office suites.
- B. The Property is located approximately 2,400 linear feet from the nearest school.
- C. The Applicant has proposed to conduct business between 11:00AM and 7:00PM on Tuesdays through Saturdays.
- D. The Applicant has provided a site plan that demonstrates that only the reception desk and waiting area will be visible from the exterior premises. A movable partition will separate this space from the studio in which tattooing will take place.
- E. The Applicant has provided a copy of a proposed sign that contains a set of rules for the business and a proposed customer release form. Each such document contains a written prohibition on the provision of services to customers who appear to be under the influence of drugs or alcohol.
- F. The Applicant has provided a copy of a proposed sign that contains a set of rules for the business. This document contains a written prohibition on the provision of services to minors without the consent of a parent or guardian.
- G. The Applicant has indicated that he will initially operate as a sole proprietor, and he has provided a copy of a valid Best Practices in Bloodborne Pathogen Control certificate from the National CPR Foundation.
- H. The Applicant has provided a supplement to the site plan for the Property that shows that all surfaces within the studio portion of the space will be smooth, nonporous and either white or light blue in color.
- I. The Applicant has indicated that the studio portion of the space will be illuminated by a fixture that contains four 1800-lumen bulbs mounted at a height of approximately 10 feet above floor level. Such a fixture would produce approximately 72 foot-candles of lighting.
- J. The Applicant has provided a site plan that demonstrates that a stainless-steel washing sink will be located in the studio portion of the space.

- K. The Applicant has provided a quote from Sharps Compliance, Inc. to install and service a sharps container at the Property.
13. The Planning Commission unanimously recommended approval of the Application and recommended that Council attach the following conditions to the Conditional Use Permit:
- A. The Applicant shall post a copy of the set of rules for the business in a conspicuous location within the lobby of the premises.
 - B. Should the Applicant choose to permit any contractors to provide body art services at the Property, the Applicant shall first require said contractors to complete a bloodborne pathogen course.
14. A public hearing before Council was properly advertised and posted, and said hearing was held on November 20, 2023 at 7:00 P.M.
15. Council has determined that the Applicant has met the criteria for operating a Body Art Establishment at the Property.

**CONCLUSIONS AND DECISION
OF THE COUNCIL OF THE BOROUGH OF BRENTWOOD**

Subject to the aforementioned findings and to the conditions stated herein, the Council of the Borough of Brentwood hereby grants the Applicant's request for conditional use permit to operate a Body Art Establishment at the Property in accordance with the application and associated supplemental materials, which are attached hereto as Exhibit A and incorporated herein by reference. The Applicant is also required to comply with all applicable provisions of the Brentwood Borough Code and is required to meet all standards, statutes, ordinances, codes, regulations, and laws of the Borough of Brentwood, County of Allegheny, Commonwealth of Pennsylvania, and the United States of America. Council has deemed it necessary to attach the following conditions to the approval for the purpose of safeguarding the health, safety, and welfare of the residents of the Borough, which such conditions consisting of the following:

- A. The Applicant shall post a copy of the set of rules for the business in a conspicuous location within the lobby of the premises.
- B. Should the Applicant choose to permit any contractors to provide body art services at the Property, the Applicant shall first require said contractors to complete a bloodborne pathogen course.

The Applicant shall not be permitted to operate the approved conditional use until the Applicant obtains an occupancy permit from the Borough of Brentwood and obtains any and all other permits, licenses or approvals that may be required to operate a Body Art Establishment at the Property.

RESOLVED this 20th day of **November 2023**.

ATTEST:

BOROUGH OF BRENTWOOD

George Zboyovsky, PE, ICMA-CM
Borough Manager

Dennis H. Troy
President of Council

I, as Manager for the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, certify that this document constitutes an official communication by the Borough of Brentwood and accurately reflects its decision in this matter and which was approved by a majority of the Borough of Brentwood Council at a properly advertised meeting held on November 20, 2023.

George Zboyovsky, PE, ICMA-CM
Borough Manager



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 12.b**

Action Item

SUBJECT: Consider Resolution No. 2023-46: Reappointment of M. Gruntz to Planning Commission

DATE: November 20, 2023

**PRESENTED BY: ERIC PECCON
ASSISTANT MANAGER**

SUMMARY:

This item is associated with maintaining a full complement of board members. In 2020, Mike Gruntz was appointed to fill an unexpired term on the Planning Commission. Mr. Gruntz has expressed interest in being reappointed to a full term in this capacity.

BUDGET IMPACT:

None.

RECOMMENDATION:

Mr. President, I move to adopt Resolution No. 2023-46, which reappoints Michael Gruntz to a four-year term on the Brentwood Planning Commission.

ATTACHMENTS:

[Resolution No. 2023-46 Reappointing M. Gruntz to PC.pdf](#)



THE BOROUGH OF BRENTWOOD

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PITTSBURGH, PA 15227
Office 412-884-1500 FAX 412-884-1911
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RESOLUTION NO. 2023-46

A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, REAPPOINTING MICHAEL GRUNTZ TO THE BRENTWOOD BOROUGH PLANNING COMMISSION

WHEREAS, Chapter 37 of the Brentwood Borough Code establishes a Planning Commission; and

WHEREAS, in 2020, Michael Gruntz was appointed to fill an unexpired term as a member of this body; and

WHEREAS, Mr. Gruntz has expressed interest in serving for a full term on the Planning Commission; and

NOW, THEREFORE, BE IT RESOLVED AND ADOPTED by the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, that Michael Gruntz be reappointed to a term on the Brentwood Borough Planning Commission, which term expires December 31, 2027.

RESOLVED AND ADOPTED by the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania this **20th** day of **November 2023**.

ATTEST:

BOROUGH OF BRENTWOOD

George Zboyovsky, PE, ICMA-CM
Borough Manager

Dennis H. Troy
President of Council



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 12.c**

Action Item

SUBJECT: Consider Resolution No. 2023-47: Reappointment of D. Tinker to Zoning Hearing Board

DATE: November 20, 2023

PRESENTED BY: ERIC PECCON
ASSISTANT MANAGER

SUMMARY:

This item is associated with maintaining a full roster of board members. In 2019, Dave Tinker was appointed to fill an unexpired term on the Zoning Hearing Board. Mr. Tinker has expressed interest in being reappointed to serve a full term in this capacity.

BUDGET IMPACT:

None.

RECOMMENDATION:

Mr. President, I move to adopt Resolution No. 2023-47, which reappoints David Tinker to a five-year term on the Brentwood Zoning Hearing Board.

ATTACHMENTS:

[Resolution No. 2023-47 Reappointing D. Tinker to ZHB.pdf](#)



THE BOROUGH OF BRENTWOOD

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RESOLUTION NO. 2023-47

A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, REAPPOINTING DAVID TINKER TO A TERM ON THE BRENTWOOD ZONING HEARING BOARD

WHEREAS, Chapter 210 of the Brentwood Borough Code establishes a Zoning Hearing Board; and

WHEREAS, in 2019, David Tinker was appointed to fill an unexpired term as a member of this body; and

WHEREAS, Mr. Tinker has expressed interest in being reappointed to serve a full term on the Zoning Hearing Board; and

NOW, THEREFORE, BE IT RESOLVED AND ADOPTED by the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, that David Tinker be reappointed to a term on the Brentwood Zoning Hearing Board, and which term expires December 31, 2028.

RESOLVED AND ADOPTED by the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania this **20th** day of **November 2023**.

ATTEST:

BOROUGH OF BRENTWOOD

George Zboyovsky, PE, ICMA-CM
Borough Manager

Dennis H. Troy
President of Council



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 12.d**

Action Item

SUBJECT: Consider Resolution No. 2023-48: Reappointment of S. Sedlar to Rental Property Board of Appeal

DATE: November 20, 2023

**PRESENTED BY: ERIC PECCON
ASSISTANT MANAGER**

SUMMARY:

This item is associated with maintaining a full roster of board members. In 2019, Sharon Sedlar was appointed to fill a term as the homeowner representative on the Rental Property Board of Appeal. Although this Borough has met just once since its inception in 2013, it is vital to ensure that these seats are filled, as, should a case transpire, it would likely involve a major property maintenance or tenant criminal activity concern.

BUDGET IMPACT:

None.

RECOMMENDATION:

Mr. President, I move to adopt Resolution No. 2023-48, which reappoints Sharon Sedlar to a four-year term on the Brentwood Rental Property Board of Appeal.

ATTACHMENTS:

[Resolution No. 2023-48- Reappointing S. Sedlar to Rental Board.pdf](#)



THE BOROUGH OF BRENTWOOD

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RESOLUTION NO. 2023-48

A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, REAPPOINTING SHARON SEDLAR TO THE RENTAL PROPERTY BOARD OF APPEAL

WHEREAS, Chapter 163 of the Brentwood Borough Code establishes a Rental Property Board of Appeal; and

WHEREAS, in accordance with said Chapter, one member of this body shall be the owner-occupant of a residential home in the Borough; and

WHEREAS, such owner-occupant may not own or manage any rental property within the Borough; and

WHEREAS, Sharon Sedlar has expressed interest in retaining the homeowner seat on the Rental Property Board of Appeal; and

NOW, THEREFORE, BE IT RESOLVED AND ADOPTED by the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, that **Sharon Sedlar** be reappointed to a term as a member of the Brentwood Borough Rental Property Board of Appeal, which term expires December 31, 2027.

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 20th day of **November 2023**.

ATTEST:

BOROUGH OF BRENTWOOD

George Zboyovsky, PE, ICMA-CM
Borough Manager

Dennis H. Troy
President of Council



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 12.e**

Informational Item

**SUBJECT: FYI - Planning Commission & Zoning Hearing Board
Meetings Scheduled**

DATE: November 20, 2023

**PRESENTED BY: ERIC PECCON
ASSISTANT MANAGER**

RECOMMENDATION:

Mr. President, as an FYI, the Planning Commission meeting has been scheduled for December 6th. Local builder Columbus Brothers Homes subdivided a vacant lot on Oakton Road approximately 15 years ago as part of a long-planned development project, and they are now seeking to erect two single-family homes at this site. The Zoning Hearing Board voted to continue the fence-related case that it heard in October to allow the applicant time to acquire a formal survey and additional requested information, and it is not anticipated that it will meet again until January.

ATTACHMENTS:



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 13.a**

Action Item

SUBJECT: Consider awarding the asbestos remediation contract for the Civic Center Renovation Project

DATE: November 20, 2023

PRESENTED BY: GEORGE ZBOYOVSKY, PE, ICMA-CM
BOROUGH MANAGER

SUMMARY:

This item is associated with completing major renovations to the Brentwood Civic Center. The environmental assessment disclosed asbestos containing material that will need to be removed. HHSDR Architects managed bidding for this service. Two separate base bids were included for the key project components, the first of which pertains to the removal of gypsum board from the walls and the second of which pertains to the removal of caulking from the windows and doors. Three firms picked up bid specs, and two submitted proposals. American Industrial Contracting provided the lowest cost for both items.

BUDGET IMPACT:

This project will be funded by 2024 Capital Improvement Fund Line Item 18-453.700.

RECOMMENDATION:

Mr. President, I move to accept Base Bids No. 1 and 2 associated with the remediation of asbestos as part of the Civic Center Renovation Project and to award a contract to American Industrial Contracting, the lowest responsible bidder, in the amount of \$8,365.00, and which is to be paid from 2024 Capital Improvement Fund Line Item 18-453.700.

ATTACHMENTS:

[06-27-2022 Rendering and Estimate for Civic Center.pdf](#)
[Bid Tabulation.pdf](#)



**CIVIC CENTER ALTERATIONS
FOR THE
BOROUGH OF BRENTWOOD
PARKS & RECREATION DEPARTMENT**

ESTIMATED OPINION OF COSTS

CONSTRUCTION COSTS:

BASE BID: ROOF REPLACEMENT & ADA RESTROOM UPDATES:

ROOF/FASCIA REPLACEMENT (METAL)	\$191,100
MISCELLANEOUS INTERIOR DEMOLITION	\$1,000
15' h. STUD / GYP BD WALL CONSTRUCTION	\$7,200
ACOUSTIC LAY-IN CEILINGS	\$2,100
INTERIOR WOOD DOORS / FRAMES / HARDWARE	\$3,600
5' h. CERAMIC TILE WAINSCOT	\$12,200
PAINTED WALLS / CEILINGS	\$1,000
CERAMIC / PORCELAIN TILE FLOORING	\$14,000
TOILET ACCESSORIES / PARTITIONS	\$8,500
NEW EXHAUST FANS	\$3,000
UNDERGROUND/FLOOR SANITARY EXTENSION, FLOOR DRAINS, CONCRETE PATCH	\$23,000
MISCELLANEOUS WATER / VENT PIPING / MIXING VALVES	\$35,000
WATER COOLERS / BOTTLE FILLERS	\$4,000
SINKS	\$7,600
TOILETS	\$10,800
URINALS	\$2,800
HOT WATER TANK	\$15,000
MOP SINK	\$1,000
INTERIOR LIGHTING	\$5,000
CONTRACTOR INSURANCE / BONDS, OVERHEAD, ETC.	\$52,200

SUBTOTAL: **\$400,100**

ALTERNATE BID #1: BUILDING INTERIOR RENOVATIONS:

MISCELLANEOUS INTERIOR DEMOLITION	\$11,800
CMU WALL CONSTRUCTION / INFILL	\$1,700
15' h. STUD / GYP BD WALL CONSTRUCTION	\$6,300
CEILING BULKHEADS / SOFFIT	\$6,700
ACOUSTIC LAY-IN CEILINGS	\$17,100
INTERIOR WOOD DOORS / FRAMES / HARDWARE	\$16,800
OVERHEAD COILING DOOR / WALL MODIFICATION AT KITCHEN PASS-THRU	\$8,000
PAINTED WALLS / CEILINGS	\$23,000
WOOD CEILING REFINISHING	\$28,000
EPOXY PAINTED FLOOR	\$4,800
VCT FLOORING	\$6,600
CARPET TILE (MULTI-PURPOSE ROOMS)	\$33,600
TERRAZZO FLOOR PATCHING / REFINISHING (LOBBY & KITCHEN)	\$18,200
ENTRY WALK-OFF MATS	\$1,200
CASEWORK AT KITCHENETTE COUNTER	\$9,000
VISUAL DISPLAY - 4'x4' MARKER / TACKBOARDS	\$3,600
ACOUSTIC PANELS	\$38,000
INTERIOR SIGNAGE	\$3,000
NEW TERMINAL EQUIPT. (SPLIT SYSTEMS, VAV BOXES/ ZONES, EXHAUST FANS, ETC.)	\$77,000
MODIFY EX AHUs / CONDENSING UNITS	\$32,000
DUCTWORK / DIFFUSERS	\$57,400
TEMPERATURE CONTROL WIRING / TSTATS	\$51,000
KITCHENETTE SINK	\$1,900
NEW MAIN AND SUB PANELS, NEW RECEPTACLES	\$76,500
INTERIOR LIGHTING	\$58,700
PHONE / DATA CABLING & JACKS	\$6,000
FIRE ALARM / SMOKE DETECTORS	\$11,200
CONTRACTOR INSURANCE / BONDS, OVERHEAD, ETC.	\$91,400

SUBTOTAL: **\$700,500**

ALTERNATE BID #2: EXTERIOR BUILDING IMPROVEMENTS:

EXTERIOR WALL FEATURE AND SIGNAGE	\$20,000
GENERAL EXTERIOR SIGNAGE	\$6,000
EXTERIOR PAINTING	\$18,000
MASONRY COATING ON WEST CONCRETE RETAINING WALL	\$12,000
PERIMETER FRENCH DRAIN, WALL WATERPROOFING REPLACEMENT	\$16,500
EXTERIOR BUILDING MTD LIGHTING	\$15,000
CONTRACTOR INSURANCE / BONDS, OVERHEAD, ETC.	\$13,200

SUBTOTAL: **\$100,700**

ALTERNATE BID #3: EXTERIOR WINDOW & DOOR REPLACEMENT:

EXTERIOR ALUMINUM DOORS & WINDOWS	\$38,000
WINDOW MINI-BLINDS	\$4,800
CONTRACTOR INSURANCE / BONDS, OVERHEAD, ETC.	\$6,500

SUBTOTAL: **\$49,300**

ALTERNATE BID #4: NEW ROOF DORMERS / OVERHEAD DOORS:

NEW ROOF DORMERS (inc. STRUCTURAL MODIFICATIONS)	\$80,000
HINGED EXTERIOR OVERHEAD DOORS	\$36,000
CONTRACTOR INSURANCE / BONDS, OVERHEAD, ETC.	\$17,400

SUBTOTAL: **\$133,400**

ALTERNATE BID #5: KITCHEN EQUIPMENT REPLACEMENT:

3 BOWL SANITIZING SINK	\$9,000
PREP SINK	\$7,000
HAND SINK	\$4,000
OVERHEAD EXHAUST HOOD AND ANSUL SYSTEM	\$18,000
UPRIGHT REFRIGERATOR	\$12,000
COOKTOP RANGE WITH OVENS BELOW	\$15,000
MICELLANEOUS WORK TABLES/EQUIPMENT	\$16,000
MICELLANEOUS PLUMBING CONNECTIONS	\$3,000
KITCHEN SINK GREASE INTERCEPTOR	\$4,500
CONTRACTOR INSURANCE / BONDS, OVERHEAD, ETC.	\$13,300

SUBTOTAL: **\$101,800**

ALTERNATE BID #6: NEW A/V SOUND SYSTEMS IN MULTI-PURPOSE ROOMS:

A/V SOUND SYSTEMS IN MULT-PURPOSE ROOMS	\$80,000
CONTRACTOR INSURANCE / BONDS, OVERHEAD, ETC.	\$12,000

SUBTOTAL: **\$92,000**

TOTAL CONSTRUCTION COSTS: \$1,577,800

PROJECT COSTS:

DESIGN / ENGINEERING	\$118,100
MULTIPLE ALTERNATE BID PREPARATION FEE	\$4,500
ARCHITECT/ENGINEER CONSTRUCTION ADMINISTRATION	\$22,100
ASBESTOS ABATEMENT ALLOWANCE, IF NEEDED	\$10,000
ASBESTOS ABATEMENT CONSULTANT	\$4,000
HVAC COMMISSIONING	\$24,000
NEW FURNITURE ALLOWANCE	\$20,000
BOROUGH PLAN REVIEW ALLOWANCE	\$0
SECURITY / CARD ACCESS SYSTEM ALLOWANCE	\$40,000
BID DOCUMENT PRINTING ALLOWANCE	\$2,500
CONTINGENCY	\$157,800

TOTAL SOFT COSTS: \$403,000

TOTAL PROJECT COSTS: \$1,980,800

Brentwood Borough Civic Center Update



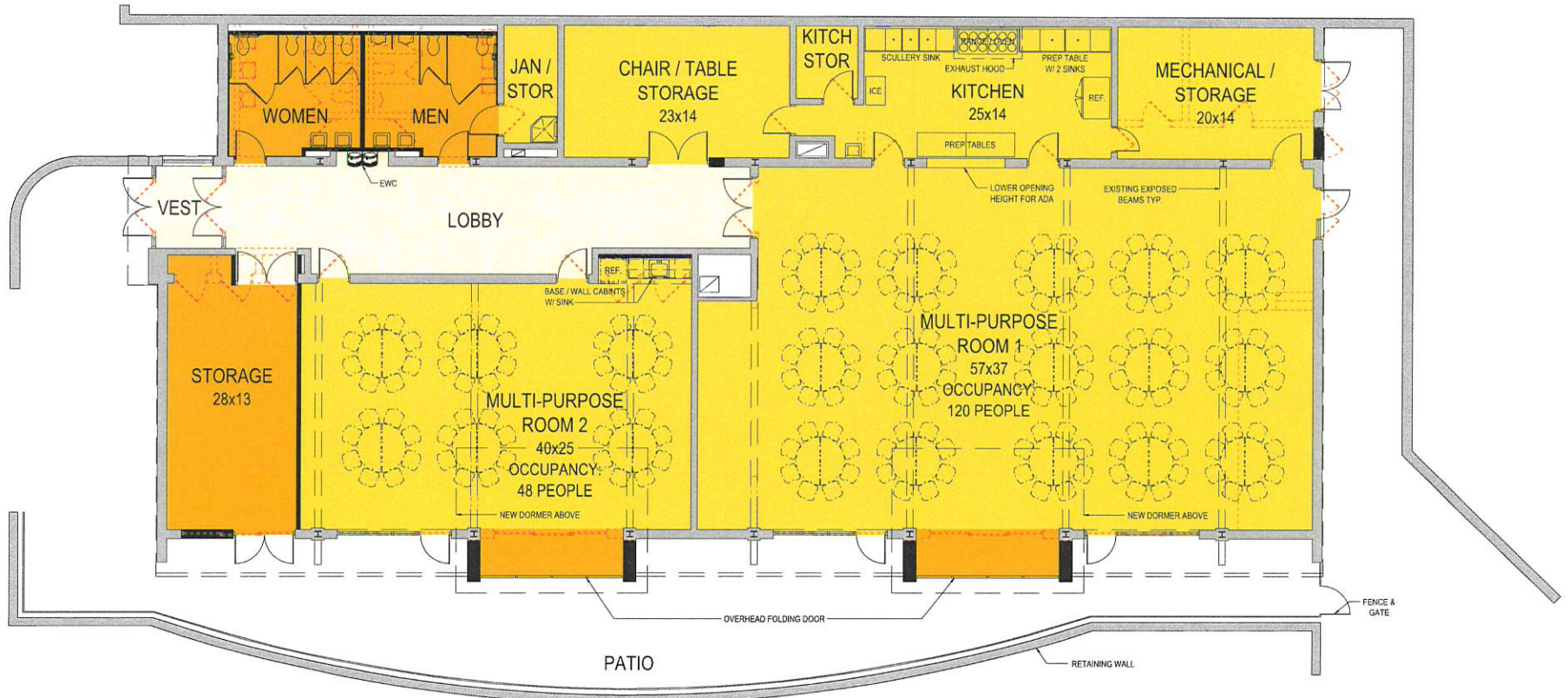
360°



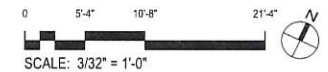
March 21, 2022

#4520

BRENTWOOD BOROUGH COMMUNITY PARK *Civic Center*



- EXISTING BUILDING
- CIRCULATION
- ALTERATIONS
- DEMOLITION
- EXISTING WALLS
- NEW WALLS













CONSTRUCTION COSTS:

DEMOLITION:

MISCELLANEOUS INTERIOR DEMOLITION	\$12,800
CONTRACTOR INSURANCE / BONDS, OVERHEAD, ETC.	\$2,000
SUBTOTAL:	\$14,800

SITE WORK:

MASONRY COATING ON WEST CONCRETE RETAINING WALL	\$12,000
PERIMETER FRENCH DRAIN, WALL WATERPROOFING REPLACEMENT	\$16,500
CONTRACTOR INSURANCE / BONDS, OVERHEAD, ETC.	\$4,300
SUBTOTAL:	\$32,800

GENERAL TRADES:

ROOF/FASCIA REPLACEMENT (METAL)	\$191,100		
NEW ROOF DORMERS (inc. STRUCTURAL MODIFICATIONS)	\$80,000		
NEW EXTERIOR WALL EXTENSION FEATURE AND SIGNAGE	\$20,000		
CMU WALL CONSTRUCTION / INFILL	\$1,700		
15' h. STUD / GYP BD WALL CONSTRUCTION	\$12,600		
CEILING BULKHEADS / SOFFIT	\$6,700		
ACOUSTIC LAY-IN CEILINGS	\$19,200		
EXTERIOR ALUMINUM DOORS & WINDOWS	\$38,000		
INTERIOR WOOD DOORS / FRAMES / HARDWARE	\$20,400		
OVERHEAD GRILL / WALL MODIFICATION AT KITCHEN PASS-THRU	\$8,000		
HINGED EXTERIOR OVERHEAD DOORS	\$36,000	ENTRY WALK-OFF MATS	\$1,200
5' h. CERAMIC TILE WAINSCOT	\$12,200	CASEWORK AT KITCHENETTE	\$9,000
EXTERIOR PAINTING	\$18,000	VISUAL DISPLAY - 4'x4' MARKER / TACKBOARDS	\$3,600
PAINTED WALLS / CEILINGS	\$24,000	ACOUSTIC PANELS	\$38,000
WOOD CEILING REFINISHING	\$28,000	WINDOW MINI-BLINDS	\$4,800
EPOXY PAINTED FLOOR	\$4,800	INTERIOR SIGNAGE	\$3,000
VCT FLOORING	\$6,600	EXTERIOR SIGNAGE	\$6,000
CARPET TILE (MULTI-PURPOSE ROOMS)	\$33,600	TOILET ACCESSORIES / PARTITIONS	\$8,500
TERRAZZO FLOOR PATCHING / REFINISHING (LOBBY & KITCHEN)	\$18,200	CONTRACTOR INSURANCE / BONDS, OVERHEAD, ETC.	\$100,100
CERAMIC / PORCELAIN TILE FLOORING	\$14,000	SUBTOTAL:	\$767,300



HVAC:

NEW TERMINAL EQUIPT. (SPLIT SYSTEMS, VAV BOXES/ ZONES, EXHAUST FANS, ETC.)	\$80,000
MODIFY EX AHUs / CONDENSING UNITS	\$32,000
DUCTWORK / DIFFUSERS	\$57,400
TEMPERATURE CONTROL WIRING / TSTATS	\$51,000
CONTRACTOR INSURANCE / BONDS, OVERHEAD, ETC.	\$33,100
SUBTOTAL:	\$253,500

PLUMBING:

UNDERGROUND/FLOOR SANITARY EXTENSION, FLOOR DRAINS, CONCRETE PATCH	\$25,000
MISCELLANEOUS WATER / VENT PIPING / MIXING VALVES	\$35,000
WATER COOLERS / BOTTLE FILLERS	\$4,000
SINKS	\$9,500
TOILETS	\$10,800
URINALS	\$2,800
HOT WATER TANK	\$15,000
KITCHEN SINK GREASE INTERCEPTOR	\$4,500
MOP SINK	\$1,000
CONTRACTOR INSURANCE / BONDS, OVERHEAD, ETC.	\$16,200
SUBTOTAL:	\$123,800

ELECTRICAL:

NEW MAIN AND SUB PANELS, NEW RECEPTACLES	\$76,500
EXTERIOR BUILDING MTD LIGHTING	\$15,000
INTERIOR LIGHTING	\$63,700
PHONE / DATA CABLING & JACKS	\$6,000
FIRE ALARM / SMOKE DETECTORS	\$11,200
AV SOUND SYSTEMS IN MULT-PURPOSE ROOMS	\$80,000
CONTRACTOR INSURANCE / BONDS, OVERHEAD, ETC.	\$25,900
SUBTOTAL:	\$278,300

FOOD SERVICE EQUIPMENT:

3 BOWL SANITIZING SINK	\$9,000
PREP SINK	\$7,000
HAND SINK	\$4,000
OVERHEAD EXHAUST HOOD AND ANSUL SYSTEM	\$18,000
UPRIGHT REFRIGERATOR	\$12,000
COOKTOP RANGE WITH OVENS BELOW	\$15,000
MICELLANEOUS WORK TABLES/EQUIPMENT	\$16,000
CONTRACTOR INSURANCE / BONDS, OVERHEAD, ETC.	\$12,200
SUBTOTAL:	\$93,200

TOTAL CONSTRUCTION COSTS: \$1,563,700



PROJECT COSTS:

DESIGN / ENGINEERING	\$118,100
ARCHITECT/ENGINEER CONSTRUCTION ADMINISTRATION	\$21,900
ASBESTOS ABATEMENT ALLOWANCE, IF NEEDED	\$10,000
ASBESTOS ABATEMENT CONSULTANT	\$4,000
HVAC COMMISSIONING	\$24,000
NEW FURNITURE ALLOWANCE	\$20,000
BOROUGH PLAN REVIEW ALLOWANCE	\$0
SECURITY / CARD ACCESS SYSTEM ALLOWANCE	\$40,000
BID DOCUMENT PRINTING ALLOWANCE	\$2,500
CONTINGENCY	\$156,400

TOTAL SOFT COSTS: \$396,900

TOTAL PROJECT COSTS: \$1,960,600



Option	Solar Panel Size Arrangement	Annual Energy Cost Savings (\$/yr.)	Total Installed Cost (Estimated Range)	Total Cost After 2023 22% Federal Rebate (Estimated Range)	Simple Payback After Rebate (Range in yrs.)
1	51 kW (Full roof coverage)	\$6,517	\$178,500 - \$255,000	\$139,230 - \$198,900	21 - 31
2	32 kW (Panel quantity to offset current electrical usage)	\$4,025	\$112,000 - \$160,000	\$87,360 - \$124,800	22 - 31
3	46kw (Full roof coverage with new dormer construction)	\$5,784	\$161,000 - \$230,000	\$125,580 - \$179,400	22 - 31

ADVANTAGES:

- Building position is situated to provide maximum solar exposure.
- Borough will be an example of renewable / sustainable energy usage in Community.

DISADVANTAGES:

- Long payback period due to availability of low energy costs in region.
- Payback term exceeds panel replacement life and warranty period (10 years).
- Above costs do not include battery storage of unused electricity (+\$10 - \$15,000) and would prolong payback period.
- Installation requires permanent shoring of existing building structure to support additional panel load.
- The 2024 Federal Rebate rate projected to be less (10%).



- June 16, 2023** - Complete Construction Documents
- June 21, 28, and July 5, 2023** - Advertise for Bids
- July 12, 2023** - Receive Bids, 11:00 A.M.
- July 24, 2023** - Award Bids
- September 4, 2023** - Start Construction
- April 12, 2024** - Complete Construction (32 Weeks -
Dependent on Material Availability)

* Please note that this schedule may be impacted by COVID-19 delays, or other delays caused by material delivery and labor shortages / costs.



**BID TABULATION
BRENTWOOD CIVIC CENTER
RENOVATION PROJECT
AUGUST 17, 2023**

BID TYPE	AMERICAN INDUSTRIAL CONTRACTING	ALLOY GROUP	TRIFECTA TEAM LLC
Base Bid 1 – Gypsum Board and Joint Compound	\$4,141.00	Did Not Bid	\$7,650.00
Base Bid 2 – Window and Door Frame Caulking	\$4,224.00	Did Not Bid	\$8,575.00
Total	\$8,365.00	Did Not Bid	\$16,225.00



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 13.b**

Discussion Item

SUBJECT: Consider proposal by HHSDR Architects to Provide Construction Administration Services for the Civic Center Renovation Project

DATE: November 20, 2023

PRESENTED BY: GEORGE ZBOYOVSKY, PE, ICMA-CM
BOROUGH MANAGER

SUMMARY:

This item is associated with the renovation of the Brentwood Civic Center. For a project of this size, it is recommended that either the project architect or engineer be retained to serve in a construction administration capacity. The purpose of this service is to ensure engagement between the project designer and builder so that the final output aligns with the original specifications. HHSDR Architects has submitted a proposal for this service.

BUDGET IMPACT:

Not-to-exceed fee of \$39,000 to be funded by 2024 Capital Fund Line Item 18-453.611.

RECOMMENDATION:

Mr. President, I move to approve the Work Authorization from HHSDR Architects, which is associated with providing construction administration services as part of the Civic Center Renovation Project in the not-to-exceed amount of \$39,000, and which is to be paid from 2024 Capital Improvement Fund Line Item 18-453.611.

ATTACHMENTS:

[Const. Admin. Services Letter from HHSDR.pdf](#)



September 14, 2023

The Borough of Brentwood
3624 Brownsville Road
Pittsburgh, Pennsylvania 15227

Attention: Mr. George Zboyovsky, PE,
Borough Manager

Re: Provide Construction Administration Services
Renovations at the Brentwood Borough Civic Center
HHS DR #4520

H H S D R I N C .
201 CENTURY BUILDING
130 SEVENTH STREET
PITTSBURGH, PA 15222
TEL. (412) 281-2280
FAX (412) 281-2334

VINCENT M. ORDINARIO, R.A.
ANDREAS N. DOMETAKIS, R.A.
MATTHEW P. FRANZ, R.A.
C. ROBERT SCHAFFER, R.A.
JONATHAN E. FINN, R.A.

PAUL S. McCULLOUGH, P.E.

BARBARA A. MATEJKA, CCS
CHARLES A. ROZZI
MICHAEL P. CIOLLI, P.E.
DAVID L. KENT

A I A / N S P E

Dear Mr. Zboyovsky,

Thank you for the continued opportunity to provide Construction Administration Services for the above referenced project.

As indicated in our original design proposal, we are proposing an hourly, not-to-exceed fee of \$39,000 for this phase of the work. We anticipate this project to be completed by June 14, 2024, as outlined in the bid documents.

If this proposal meets your needs, kindly indicate this below and return one (1) copy to us, along with a copy of Borough Council's approval of our services.

We can continue to proceed with our services using our previously executed contract to the New Municipal Building dated November 1, 2017, which will serve as our Terms of Agreement with the modification noted above.

We thank you again for the opportunity to provide you with services for your proposed work. Please do not hesitate to call me with any questions.

Sincerely,

HHS DR Architects / Engineers

Matthew P. Franz, AIA
Executive Vice President
MPF:tw

cc: Mr. Richard A. Zarone

Borough of Brentwood

Date



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 13.c**

Action Item

SUBJECT: Consider Amendment to Dates of 2024 Borough Special Events

DATE: November 20, 2023

**PRESENTED BY: ERIC PECCON
ASSISTANT MANAGER**

SUMMARY:

This item is associated with setting the dates of next year's special events. During its September meeting, Council approved all such events except for the annual Community Day celebration. The board sought additional input to ensure that these festivities due not conflict with any upcoming Brentwood School District or Brentwood Dukes games. It has been confirmed that the event can take place on Saturday, September 7th without interfering with any critical park activities.

BUDGET IMPACT:

None.

RECOMMENDATION:

Mr. President, upon the recommendation of the Parks & Recreation Committee, I move to amend the dates of the 2024 Borough special events to set Community Day as Saturday, September 7th.

ATTACHMENTS:



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 13.d**

Action Item

SUBJECT: Consider Resolution No. 2023-53: Alcohol Permit for Borough Special Events

DATE: November 20, 2023

**PRESENTED BY: ERIC PECCON
ASSISTANT MANAGER**

SUMMARY:

This item is associated with allowing lower breweries to service alcohol during the upcoming event formerly known as Light-Up Night. The Borough's alcohol ordinance requires Council to approve permits for such events via resolution. As an administrative matter, this resolution will also retroactively cover the "Taking It to the Streets" fairs that took place earlier in 2023.

RECOMMENDATION:

Mr. President, I move to adopt Resolution No. 2023-53, which authorizes the issuance of a permit to dispense alcoholic beverage at the December 2, 2023 "Taking It to the Streets: Holiday Magic" celebration.

ATTACHMENTS:

[Resolution No. 2023-53 Alcohol Permit for Borough Events.pdf](#)



THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3735 BROWNSVILLE ROAD
PITTSBURGH, PA 15227
Office 412-884-1500 FAX 412-884-1911

RESOLUTION NO. 2023-53

“ALCOHOLIC BEVERAGE PERMIT FOR SPECIAL EVENTS”

A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE SALE OF ALCOHOLIC BEVERAGES AT CERTAIN SPECIAL EVENTS

WHEREAS, the Borough of Brentwood strives to offer its residents a diverse assortment of recreational programming and unique special events; and

WHEREAS, since June 2018, the Borough has hosted a series of street fairs that are designed to better connect residents with our Brownsville Road business district through the provision of tasty treats from local food trucks, enjoyable entertainment options for patrons of all ages, and craft brews for adult guests; and

WHEREAS, Section 70-4 of the Brentwood Borough Code provides a mechanism for the Borough to allow patrons to responsibly consume alcohol at a limited number of events that are sponsored solely by the municipality; and

WHEREAS, Council seeks to formally authorize these events and to permit the sale of alcohol to patrons of at least 21 years of age in accordance with applicable state law; and

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, hereby authorizes the issuance of the permits to dispense alcoholic beverages in conjunction with its five 2023 “Taking It to the Streets” fairs; and

BE IT FURTHER RESOLVED that Council hereby authorizes the issuance of a permit to dispense alcoholic beverages in conjunction with its December 2, 2023 light-up celebration, which was recently rebranded under the “Taking It to the Streets” banner.

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 27th day of **November 2023**.

ATTEST:

BOROUGH OF BRENTWOOD

George Zboyovsky, PE, ICMA-CM
Borough Manager

Dennis H. Troy
President of Council



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 13.e**

Discussion Item

SUBJECT: Consider alterations to Borough flag

DATE: November 20, 2023

**PRESENTED BY: ERIC PECCON
ASSISTANT MANAGER**

RECOMMENDATION:

Mr. President, I would like to consider updating the Borough flag from a white background color to a more recognizable "Brentwood Blue" field and to concurrently replace the existing outdated logo with the one that is currently used on official Borough documents.

ATTACHMENTS:



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 13.f**

Discussion Item

SUBJECT: Consider revisions to the Facility Rental Policy Associated with Stadium Parking

DATE: November 20, 2023

**PRESENTED BY: GEORGE ZBOYOVSKY, PE, ICMA-CM
BOROUGH MANAGER**

RECOMMENDATION:

Mr. President, I would like to discuss proposed revisions to the Facility Rental Policy that are associated with providing entities that hold a permit to use Brentwood Stadium to also have control over the adjacent ADA parking lot.

ATTACHMENTS:



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 14.a**

Action Item

SUBJECT: Consider Ordinance No. 2023-1316: Amendment to Chapter 180 of the Borough Code to Clarify Prohibitions on Obstructions of Sidewalks

DATE: November 20, 2023

**PRESENTED BY: ERIC PECCON
ASSISTANT MANAGER**

SUMMARY:

This item is associated with sidewalk parking. Council has discussed strategies for preventing individuals from storing vehicles in this area to the detriment of pedestrians. While the state vehicle code includes restrictions on parking in these areas, it also lists certain enumerated exemptions. Some individuals have previously successfully used these sections to have parking tickets dismissed in court. Many similar densely populated communities have adopted a local ordinance that is designed to close these loopholes and expressly prohibit sidewalk parking. As the Borough's sidewalk ordinance already references obstructions, there is an opportunity to include language regarding vehicle storage in this section of the municipal code.

A draft ordinance was presented at the August meeting, but, following a discussion on enforcement, the text has been altered for this second draft. While the responsibility for addressing objects on the sidewalks (which can include flower pots, commercial signs, refuse containers, and similar items that are placed in the pathway of pedestrians) will remain with the Code Department and will continue to be enforced via the violation notice process, a separate procedure will be instituted for unlawful vehicle parking. Such violations will be expressly listed as the responsibility of the police department and subject to the issuance of a parking ticket. Utilizing police officers for this task will be more straightforward than the originally proposed mailed notice of a ticket by the Code Department; under such a scenario, the Borough would have needed to create an appeals process and (as has been the case of the quality-of-life ticket ordinances that are utilized in some communities) the Borough could have opened itself up to a challenge regarding the service of notice.

BUDGET IMPACT:

Advertising fees. Note that, although this ordinance is designed to serve as a deterrent

and not as a revenue source, the progressive fine structure means that repeat offenders will be subject to much more substantial penalties (\$100 for the fifth and additional violations within a one-year period) than are provided for with citations issued under the state vehicle code.

RECOMMENDATION:

Mr. President, I move to adopt Ordinance No. 2023-1316, which amends Chapter 180 of the Borough Code to clarify prohibitions on obstructing public sidewalks with vehicles or other objects.

ATTACHMENTS:

[Ordinance No. 1316 Sidewalk Obstructions.pdf](#)



THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3735 BROWNSVILLE ROAD
PITTSBURGH, PA 15227
Office 412-884-1500 FAX 412-884-1911
www.brentwoodboro.com

ORDINANCE NO. 2023-1316

“SIDEWALK OBSTRUCTIONS”

AN ORDINANCE OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, AMENDING, IN LIMITED PART, CHAPTER 180 OF THE BRENTWOOD BOROUGH CODE (“STREETS AND SIDEWALKS”) TO CLARIFY PROHIBITIONS REGARDING THE OBSTRUCTION OF PUBLIC SIDEWALKS

WHEREAS, the Borough of Brentwood is a densely populated, pedestrian-oriented community; and

WHEREAS, the Borough is committed to ensuring safe and convenient pedestrian access to local schools, shops, and transit stops; and

WHEREAS, because many of the Borough’s homes were built during an era in which few households had more than one motor vehicle, many residents are required to park their automobiles on the public street; and

WHEREAS, due to limited parking capacity within certain blocks, it is not always possible for every resident to park directly in front of his or her home, and, instead of utilizing a legal parking stall and walking the remaining distance to their property, certain residents continuously use sidewalks as parking areas; and

WHEREAS, Borough Council is seeking to prohibit the parking of motor vehicles on sidewalks to ensure safe pedestrian ingress and egress, as well as to minimize hazards for pedestrians and motorists which are created by pedestrians walking on public streets.

NOW THEREFORE, it is hereby Enacted and Ordained by the Council for the Borough of Brentwood, that:

PART I: TEXT AMENDMENT

Chapter 180, Article V, of the Code of the Borough of Brentwood is hereby repealed in its entirety and shall be replaced by the following:

ARTICLE V: SIDEWALK OBSTRUCTIONS

Section 180-27: Storage of motor vehicles on sidewalks prohibited.

It shall be unlawful to store any motor vehicle, or part thereof, within the boundaries of any sidewalk.

Section 180-28: Obstruction of sidewalk prohibited.

- A. Except as set forth in Section 180-27 above and Subsection B below, it shall be unlawful to place any objects that constrict the portion of the sidewalk that is clear for use by pedestrians to a width of less than six feet.
- B. The following items shall be exempt from the provisions of Subsection A above:
 - 1. Structures and uses explicitly permitted to occupy a portion of a sidewalk under Chapter 210 of the Borough Code, which regulates zoning and land use.
 - 2. Signs, parking meters, trees, public refuse containers, and similar items installed by a governmental entity.
 - 3. Poles, vaults, control boxes, and similar items installed by a public utility.
 - 4. Temporary barricades associated with construction activities.
 - 5. The active loading or unloading of materials or equipment.

Section 180-29: Enforcement.

- A. Upon finding a violation of Section 180-27, a Police Officer shall issue a parking ticket. Said ticket shall require a payment of a fine in accordance with Section 180-30.
- B. Upon finding a violation of Section 180-28, the Code Enforcement Officer or his/her designee shall serve a Notice of Violation, via first class mail, upon the owner of the property at which the sidewalk is obstructed. Said Notice of Violation shall require the sidewalk obstruction to be removed within 24 hours of receipt.

Section 180-30: Violations and penalties.

A. Any person who violates Section 180-27 shall be subject to the following:

1. For an initial offense, such person shall be assessed a fine of \$15.
2. For a second offense in the subsequent twelve-month period, such person shall be assessed a fine of \$25.
3. For a third offense in the twelve-month period following the initial offense, such person shall be assessed a fine of \$50.
4. For a fourth offense in the twelve-month period following the initial offense, such person shall be assessed a fine of \$75.
5. For a fifth or additional offense in the twelve-month period following the initial offense, such person shall be assessed a fine of \$100.
6. Each day that a violation continues shall constitute a separate offense.
7. Any person who does not, within fifteen days of the date of the offense, satisfy a fine, shall be subject to the issuance of a non-traffic citation.

B. Any person in receipt of a citation for a violation of any section of this Article shall, upon conviction by a Magisterial District Judge or other court, be sentenced to pay a fine of not less than \$100 and not more than \$1,000.

PART II

All ordinances or parts of ordinances in conflict with the terms of this Ordinance are repealed and rescinded to the extent that such conflict exists.

PART III

If any section, subsection, paragraph, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion thereof.

PART IV

This Ordinance shall become effective thirty (30) days from the date of enactment by Borough Council.

ORDAINED AND ENACTED THIS _____ DAY OF _____ 2023, BY THE BOROUGH COUNCIL OF THE BOROUGH OF BRENTWOOD.

ATTEST:

BOROUGH OF BRENTWOOD

George Zboyovsky, P.E.
Borough Manager

Dennis H. Troy
President of Council

EXAMINED AND APPROVED BY ME THIS _____ DAY OF _____
2023.

Pasquale Carnevale
Mayor



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 14.b**

Action Item

SUBJECT: Consider Hiring Kenneth March as Crossing Guard

DATE: November 20, 2023

**PRESENTED BY: ADAM ZEPPUHAR
CHIEF OF POLICE**

SUMMARY:

This item is associated with maintaining a full complement of crossing guards. Due to labor market pressures, the Borough has struggled to receive interest. With the recent retirement of Judy Tierney, for the last approximately one month, the Borough was one employee short of being able to fill all crossings without the use of the services of an officer. The Police Department is pleased to have received an application from Kenneth March, and it has recommended that he be hired to fill the open slot.

BUDGET IMPACT:

\$15.48 per hour

RECOMMENDATION:

Mr. President, I move to authorizing the hiring of Kenneth March to the position of crossing guard in accordance with the terms of the collective bargaining agreement.

ATTACHMENTS:



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 14.c**

Action Item

SUBJECT: Consider the purchase of a Police Department drone from Tracer Technologies in the amount of \$22,997

DATE: November 20, 2023

PRESENTED BY: ADAM ZEPPUHAR
CHIEF OF POLICE

SUMMARY:

This item is associated with the purchase of a drone for the police department. Council previously authorized the implementation of this equipment via an allocation in the 2023 budget. However, following further research by staff, it was discovered that this appropriation was insufficient to support the purchase of a model that featured advanced enough hardware and software to properly support the projected future use cases (such as locating a suspect who has fled on foot or locating a missing and endangered person). The Borough instead concentrated on receiving quotes from firms that specialize in police department technology rather than those that offer cheaper but less appropriate standard commercial models.

BUDGET IMPACT:

Tracer Technologies had provided a quote in the amount of \$22,997. An allocation of up to \$30,000 is included under 2024 Capital Improvement Fund Line Item 18-410.700.

RECOMMENDATION:

Mr. President, I move to accept the proposal from Tracer Technologies, which is associated with the acquisition of a drone for the Police Department in the amount of \$22,997, and which is to be paid from 2024 Capital Improvement Fund Line Item 18-410.700.

ATTACHMENTS:
[tracer drone quote.pdf](#)



Tracer Drone Technologies

445 Marshall Street
 PHILLIPSBURG
 NJ 08865
 United States
 Tony Downs
 tdowns@tracerdrone.com
 (610) 810-3228

Quote

Valid Until: Dec 31, 2023

Quote Number : 4791595000011142055

BILL TO:	SHIP TO:
Sergeant Joshua Scott Brentwood Borough Police Department	Sergeant Joshua Scott Brentwood Borough Police Department
3735 Brownsville Road	3735 Brownsville Road
Pittsburgh PA 15227	Pittsburgh PA 15227
412-884-2600 X198 jscott@brentwoodboro.com	412-884-2600 X198 jscott@brentwoodboro.com

Account Name: Brentwood Borough Police Department	Quote Stage: Draft
Contact Name: Joshua Scott	

S.No.	Product Details	Quantity	List Price	Total
1.	MATRICE 350 RTK Combo NA SP Sheild Basic CP.EN.00000468.SB	1	\$ 11,729.00	\$ 11,729.00
	1 - DJI Matrice 350 RTK Aircraft 1 - DJI RC Plus 1 - Carrying Case 2 - TB60 Intelligent Flight Battery 1 - WB37 Intelligent Flight Battery 3 - 2110s Propellers (Pair) 1 - Landing Gear 1 - Screws and Tools 4 - Gimbal Damper 1 - Rubber Port Cover (Set) 1 - BS60 Intelligent Battery Station			
2.	MATRICE 350 SERIES-PART08-TB65 Intelligent Flight Battery CP.EN.00000457.01	2	\$ 700.00	\$ 1,400.00
	New flight battery for DJI Matrice 350 RTK. Provides 55 minutes of flight. Includes a self-heating function that heats the battery to optimum performance level in cold temperatures. Note: Compatible with Matrice 300 RTK and Matrice 350 RTK series			
3.	Zenmuse H20T SP Shield Basic CP.ZM.00000121.SB	1	\$ 9,809.00	\$ 9,809.00
	12 MP Wide Camera - 82.9° DFOV 20 MP Zoom Camera - 23x Hybrid Optical Zoom 640x512px Radiometric thermal camera Laser range finder (up to 1200m or 3/4 mi) IP44 Rating -4°F to 122°F Operating temperature Active image stabilization & EIS Night scene mode			
4.	DJI WB37 Intelligent Battery for Smart Controller CP.BX.000229	1	\$ 59.00	\$ 59.00
			Sub Total \$	22,997.00
			Tax	\$ 0.00
			Adjustment	\$ 0.00
			Grand Total \$	22,997.00

Terms and Conditions

Payment Terms: 100% due on or before equipment delivery. Returns must be unopened in original packaging. Any special order, clearance, or opened products are non-refundable. Qualified returned items will be charged a 25% restocking fee.

Please be aware that even if we do not collect sales tax from you, you may owe sales tax on your purchase. Unless you live in Alaska, Delaware, Montana, New Hampshire, or Oregon, your state most likely requires purchasers to report and pay tax on all purchases that are not taxed at the time of sale. The tax may be reported and paid on your individual income tax return or by filing a consumer use tax return. For more information, please visit your state's department of revenue website.

TRACER DRONE TECHNOLOGIES COLLECTS SALES TAX in states where we have physical presence (or nexus), right now this is Pennsylvania.

TRACER DRONE TECHNOLOGIES DOES NOT COLLECT SALES TAX in any state NOT listed above because Tracer Drone Technologies are not required to collect sales or use tax in these states.

FOR OUR TAX-EXEMPT CUSTOMERS:

TRACER DRONE TECHNOLOGIES DOES NOT COLLECT SALES TAX if we have your exemption certificate on file. Payment Terms: 100% due on or before equipment delivery. Returns must be unopened in original packaging. Any special order, clearance, or opened products are non-refundable. Qualified returned items will be charged a 25% restocking fee. Please be aware that even if we do not collect sales tax from you, you may owe sales tax on your purchase. Unless you live in Alaska, Delaware, Montana, New Hampshire, or Oregon, your state most likely requires purchasers to report and pay tax on all purchases that are not taxed at the time of sale. The tax may be reported and paid on your individual income tax return or by filing a consumer use tax return. For more information, please visit your state's department of revenue website. TRACER DRONE TECHNOLOGIES COLLECTS SALES TAX in states where we have physical presence (or nexus), right now this is Pennsylvania. TRACER DRONE TECHNOLOGIES DOES NOT COLLECT SALES TAX in any state NOT listed above because Tracer Drone Technologies are not required to collect sales or use tax in these states. FOR OUR TAX-EXEMPT CUSTOMERS: TRACER DRONE TECHNOLOGIES DOES NOT COLLECT SALES TAX if we have your exemption certificate on file.



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 14.d**

Action Item

SUBJECT: Consider updates to the Brentwood Civil Service Rules & Regulation

DATE: November 20, 2023

PRESENTED BY: GEORGE ZBOYOVSKY, PE, ICMA-CM
BOROUGH MANAGER

RECOMMENDATION:

Mr. President, the Public Safety Committee and the Police Chief are working on a series of updates to the Brentwood Borough Civil Service Rules & Regulations that are associated with codifying certain best practices related to the hiring of police officers. Once these revisions are completed, they will need to be separately approved by both Council and the Civil Service Commission before they can go into effect.

ATTACHMENTS:



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 15.a**

Action Item

SUBJECT: Consider Resolution No. 2023-52: Buy Brentwood Campaign

DATE: November 20, 2023

**PRESENTED BY: ERIC PECCON
ASSISTANT MANAGER**

SUMMARY:

This item is associated with the promotion of local businesses. Council annual adopts a resolution in support of a program that encourages individuals to shop within the community where possible. In order to further incentivize local spending, Council has historically provided free parking on some of the busiest shopping dates of the year, which are Black Friday (November 24th) and Small Business Saturday (November 25th).

BUDGET IMPACT:

Based upon revenue trends, by suspending the enforcement of parking meters for two days, the Borough will forego approximately \$500 in revenues.

RECOMMENDATION:

Mr. President, I move to adopt Resolution No. 2023-52, which supports our annual "Buy Brentwood" campaign. I ask all residents to consider shopping locally during this holiday season to the greatest extent possible, and, in recognition of the contributions of our vibrant business community, I move to instruct the Chief of Police to cover the parking meters on Friday, November 24th and Saturday, November 25th.

ATTACHMENTS:

[Resolution No. 2023-52- Buy Brentwood.pdf](#)



THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3735 BROWNSVILLE ROAD
PITTSBURGH, PA 15227
Office 412-884-1500 FAX 412-884-1911
www.brentwoodboro.com

RESOLUTION NO. 2023-52

A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, DECLARING NOVEMBER 24, 2023 THROUGH JANUARY 2, 2024 AS “BUY BRENTWOOD” DAYS

WHEREAS, Brentwood Borough is among the most livable communities in a metropolitan region that has consistently received accolades for its high quality of life, by virtue of its civic and political vitality, its artistic and creative energy, its bucolic parks, its walkable streetscapes, and its involved and interested citizenry; and

WHEREAS, although locally owned and operated businesses are an important part of Brentwood’s identity, they are frequently under-patronized; and

WHEREAS, supporting locally owned and operated businesses is in the best interest of the community because those businesses are part of the traditions and heritage of our Borough and are critical to maintaining a socially, environmentally, and financially sustainable local economy; and

WHEREAS, locally owned and operated businesses help to sustain a compact, walkable Borough, which increases the sustainability of Brentwood by reducing sprawl, automobile use, and air and water pollution; and

WHEREAS, our business owners and operators demonstrate their commitment to Brentwood Borough by offering quality jobs for our citizens and engaging in civic concerns; and

WHEREAS, Brentwood Borough Council seeks to recognize the significance of locally owned and operated businesses by increasing the visibility of said businesses through its annual sponsorship of the “**Buy Brentwood**” campaign; and

WHEREAS, Council also acknowledges that parking fees may dissuade customers from patronizing locally owned and operated businesses during the critical holiday shopping season and proposes to temporarily remove this potential deterrent in celebration of Small Business Saturday; and

NOW, THEREFORE, BE IT RESOLVED AND ADOPTED that the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, does hereby proudly recognize the diverse assortment of locally owned and operated businesses that have helped to make Brentwood Borough a healthy and vibrant community.

BE IT FURTHER RESOLVED that, in appreciation of these locally owned and operated businesses, Council does hereby declare **November 24, 2023** through **January 2, 2024** as “**Buy Brentwood Days**”

BE IT FURTHER RESOLVED that Council encourages all Brentwood residents to not only support local proprietors during the holiday months but to invest their hard-earned dollars into maintaining a healthy local economy by doing business with these merchants throughout the year.

BE IT FURTHER RESOLVED that Council affirms the importance of the national “Small Business Saturday” initiative to ensuring that shoppers balance their holiday spending between national chains and locally owned and operated businesses, and, in order to promote this campaign, Council authorizes the suspension of the collection of parking fees on **November 24 (Black Friday)** and **November 25 (Small Business Saturday), 2023**.

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 **20th day of November 2023**.

ATTEST:

BOROUGH OF BRENTWOOD

George Zboyovsky, PE, ICMA-CM
Borough Manager

Dennis H. Troy
President of Council



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 15.b**

Informational Item

SUBJECT: Senator Jim Brewster Sponsors Community Blood Drives

DATE: November 20, 2023

**PRESENTED BY: GEORGE ZBOYOVSKY, PE, ICMA-CM
BOROUGH MANAGER**

RECOMMENDATION:

Mr. President, our esteemed local State Senator Jim Brewster has partnered with local blood bank Vitalant to sponsor two community blood drives. These events take place on Saturday, November 25th from 8AM to 1PM in the Whitehall Library and on Wednesday, December 20th from 1PM to 6PM in the Brentwood Library.

ATTACHMENTS:

[Sen. Brewster Blood Drive Flyer.pdf](#)



Senator **JIM BREWSTER**

in partnership with

vitalant  *will host*



COMMUNITY BLOOD DRIVES

Saturday • November 25
8 a.m. – 1 p.m.

Whitehall Public Library
100 Borough Park Dr.
Whitehall

Wednesday • December 20
1 p.m. – 6 p.m.

Brentwood Public Library
3501 Brownsville Rd.
Brentwood

APPOINTMENTS ARE STRONGLY RECOMMENDED

To register for appointment donors should visit:
www.senatorbrewster.com/donateblood

Questions? Call Senator Brewster's Monroeville District Office at 412-380-2242

Accepting Items
for the:



Greater Pittsburgh
**community
food bank**

Non-perishable food items only. No glass items please.
A donation is not required to participate in the Blood Drive.



**BOROUGH COUNCIL INFORMATIONAL SHEET
AGENDA ITEM NO. 15.c**

Informational Item

SUBJECT: Taking It To The Streets - Holiday Magic

DATE: November 20, 2023

**PRESENTED BY: GEORGE ZBOYOVSKY, PE, ICMA-CM
BOROUGH MANAGER**

RECOMMENDATION:

Mr. President, another FYI, Brentwood's newly branded "Taking It To The Streets - Holiday Magic" is just about ready to makes its debut in two weeks. The plans are being finalized for this annual community event scheduled for Saturday, December 2nd from 4:00 PM - 7:00 PM. We are working on pulling some surprises out of hat for what is sure to be a magical celebration for kids from one to 92!

ATTACHMENTS:

[Holiday Magic Flyer - Stretched - Revised - with See Other Side.pdf](#)



BRENTWOOD TAKING IT TO THE STREETS... HOLIDAY MAGIC

Saturday, December 2nd
4PM-7PM

Brownsville Road at Brentwood Town Square

JOIN US FOR A HEARTWARMING AND ENCHANTING EVENING AS WE COME TOGETHER FOR OUR ANNUAL COMMUNITY CHRISTMAS EVENT!

THE EVENT PROMISES TO BE A DELIGHTFUL EVENING FILLED WITH HOLIDAY MAGIC, FESTIVE CHEER, AND UNFORGETTABLE MEMORIES FOR EVERYONE, FROM THE YOUNG TO THE YOUNG AT HEART.

FOOD TRUCKS, ENTERTAINMENT, VENDORS, MUSIC, TREE LIGHTING, ACTIVITIES AND OF COURSE...SANTA!



SEE OTHER SIDE