



THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD
PITTSBURGH, PA 15227-3199

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

October 12, 2012

Brentwood Borough Council
3624 Brownsville Road
Pittsburgh, PA 15227

RE: Weekly Progress Report 2012-39
Office of the Borough Manager
Period October 08 to October 12, 2012

Honorable Members of Council:

I hope everyone had a great week. Enclosed is my weekly progress report for the periods of October 08, 2012 to October 12, 2012.

FRIENDLY REMINDERS FOR NEXT WEEK



Tuesday, October 16, 2012

6:00 PM – Gateway Engineers Annual Presentation

7:00 PM – Executive Session

7:30 PM – Agenda Meeting

Council Chambers

The time associated with each of the below tasks are identified on my time sheet and my summary table at the end of this report.

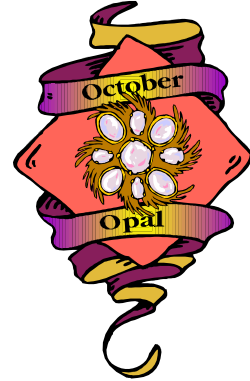
As always, if there is anything you would like added to my weekly reports or suggestions on the format please do not hesitate to let me know. Have a nice Weekend.

COUNCIL REQUEST FOR INFORMATION

Councilman Pat Carnevale has requested information pertaining to when Councilman Schubert obtained authorization to sign Borough Checks as Chairman of the Administration & Finance Committee. Enclosed in this week's packet is the PNC Bank Signature Card indicating that the effective date was July 6, 2012.

Councilman Carnevale also asked to review all Borough Checks from May 2012 through September 2012. Finance Director Dawn Lane is pulling the checks together for Councilman Carnevale's review.

Councilman Carnevale also asked to review the security video tapes from the April and September Council meetings. Since I do not have the capability of saving the video tapes I referred him to the Chief.



PHASE I & II PARK REDEVELOPMENT

BPI – Phase I and Phase II RFP

Status Update: On Tuesday, October 9, 2012, I spoke to Jim Attanucci and Jim Sauer regarding the final plans associated with the Park Redevelopment Project. Jim Sauer indicated that they have appeared to work on the details on the Ball Fields and that he will be contact Jim Attanucci to confirm. Once they work out some of these details, a meeting with some of the BPI at the site will be scheduled to review the plans at the site. Jim Sauer indicated that after this meeting, plans and details should be at a stage where they are then ready to be presented to Borough Council. He stated that a presentation prior to the October 23, 2012 Council meeting should be appropriate.

<u>Action Items</u>	<u>Due</u>	<u>Responsible Party</u>
Project Kickoff Meeting	06/19/12	J.T. Sauer & Associates
Progress Meeting	07/10/12 Council Mtg	J.T. Sauer
Submittal to Borough	09/21/12	J. T. Sauer
Initial Engineering Review	09/21/12	G. Zboyovsky
Submittal to Planning Commission	TBD	J. T. Sauer
Progress Report No. 2	TBD	J.T.Sauer/Borough Council/BPI
Engineering Review	TBD	Gateway Engineers
Planning Commission	October 2012	J.T. Sauer

The survey is complete.

Surveying Budget

Work Authorization Submitted (Aug. 15, 2012):	\$ 20,000.00
<u>Work to Date:</u>	<u>\$ 20,000.00</u>
Remaining:	\$ 0.00

NEW MUNICIPAL COMPLEX PROJECT

Borough Building

Nothing new to report.

DPW FACILITY PROJECT

Surveying Budget

Work Authorization Approved (3/27/12):	\$ 9,000.00
<u>Work to Date:</u>	<u>\$ 786.75</u>
Remaining:	\$ 8,213.25

Civil Engineering Budget

Work Authorization Approved (3/27/12):	\$23,000.00
<u>Work to Date:</u>	<u>\$ 2,421.05</u>
Remaining:	\$20,578.95

ZONING CODE REVISIONS PROJECT

Project Update

Nothing new to report.

2013 BUDGET

Prepared for and attended the 2013 Budget Workshop No. 1. A copy of the Budget Presentation was emailed out under a separate cover.

It was decided to revise the 2013 Budget to provide the milage rate that is needed only to fund those items necessary for next year's capital fund. Such items included the following:

1. Bond Payment for \$1,000,000 for Phase II of Park Project	~ \$50,000.00
2. Bond Payment for Funding new DPW Building	~ \$75,000.00
3. Road Program	= \$700,000.00
4. Equipment	= <u>\$75,000.00</u>
Total	= \$900,000.00

A collected \$900,000 would equate to approximately **2.15 mils**. As such, this would be the amount added to the already revised milage rate (including the 5% windfall) of 7.35 mil. This would equate to a new minimum milage rate of **9.50 mils** in 2013 or a total "tax increase" of 2.5 mils (9.50 mils – 7.00 mils = 2.5 mils). ***This would require the Borough to seek court permission to increase tax milage an additional 2.15 mils.***

The Capital Improvement Fund may require a bit of discussion as the need for various capital expenditures will need to be discussed. Funding for the Capital Improvement Fund will be from a transfer from the General Fund, transfer from the Sanitary Sewer Fund, and a transfer from the Operating Reserve Fund.

RFP – Auditing Services

Started the preparation of the Request for Proposals for Borough Auditing Services.

ADMINISTRATIVE

Meeting with the Interns to review their project schedules and work process.

Weekly Planning of Schedule and Priorities

Reviewed Finance Director's Time Sheets

Reviewed Voicemail Messages

Reviewed regular mail and scanned and filed accordingly

Returned all voicemail calls

Reviewed Emails and replied accordingly

ALCOSAN – Consent Decree/Sanitary Sewers Related

3 Rivers Wet Weather

Nothing new to report.

Consent Order Feasibility Study & 3 Rivers Wet Weather

Nothing new to report.

Saw Mill Run Basin Planning

Nothing new to report.

Upper Monongehela Basin Planning

Nothing new to report.

BBOA



BBOA Meeting

I attended the monthly BBOA Meeting on Tuesday, October 9, 2012.

Brentwood Park Initiative

Nothing new to report.

Brentwood, Baldwin, Whitehall Chamber of Commerce

Brentwood Baldwin Whitehall Chamber of Commerce Meeting

Next luncheon and general meeting November 1 at Salvatore's

Building Maintenance

Nothing new to report.

Code Enforcement/Building Inspection

Monthly Code Enforcement Department Meeting was held on Thursday, October 11, 2012.

CONNECT

Nothing new to report.

COUNCIL RELATED

Replied to emails

Returned calls to Council members

Received calls from Council members

Met with a couple members of Council on a variety of items this week.

COUNCIL PACKETS

Compiled the various documents associated with this week's council mail.
Printed out hard copies and emailed out scanned version.

COUNCIL MEETING & PREPARATIONS

Prepared the Agenda Meeting Agenda and Fact Sheet for the October 16th Agenda Meeting.

Economic Development South (EDS)

RT. 51 Overlay Project

Nothing new to report.

Engineering

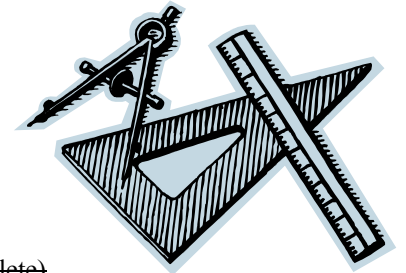
Consent Order Alternatives Analysis (Feasibility Study) 08.429.313

Project Milestones:

C-17749-1202 Consent Order Alternatives Analysis (Feasibility Study) 08.429.313

Project Milestones:

Draft POC Feasibility Study Report to ALCOSAN	July 31, 2012	(complete)
ALCOSAN Draft Report to Municipalities	July 2012	(complete)
Comment Period on ALCOSAN Report	October 19, 2012	
Final Feasibility Study Report to ALCOSAN	July 31, 2013	



Engineering Budget (including sub-consultant fees)

Work Authorization Approved (01/24/12):	\$ 58,000.00
<u>Work to Date:</u>	<u>\$ 35,190.78</u>
Remaining:	\$ 22,809.22

POC's M-42 and MH-89 Draft Feasibility Study Reports were submitted to ALCOSAN on July 31, 2012.

Comments to ALCOSAN's Draft Wet Weather Plan (DWWP) are due by October 19, 2012. We will be providing a draft to the Borough Manager for review.

ALCOSAN Wet Weather Plan

On July 31, ALCOSAN released its draft long-term Wet Weather Plan (WWP) for public review and comment. ALCOSAN’s consultant, CDM Smith, will give a presentation about the plan at the next 3 Rivers Wet Weather Feasibility Study Work Group (FSWG) meeting in August. After discussion, the FSWG may provide ALCOSAN with comments. In addition, we recommend that municipal managers and elected officials also review the WWP for the work proposed by ALCOSAN that may impact your municipality. The comment period will extend until October 19. Check the ALCOSAN website, www.alcosan.org for plan details and a complete schedule of related public meetings.

Sewer Rate Survey

3 Rivers has completed its 2012 update of sewer rates in the ALCOSAN service area. Visit www.3riverswetweather.org/resources/educational-reference-materials/sewer-rate-study

C-40048-2012 Paving Program

A work authorization to do preliminary work for the paving program is attached.

C-40113-2012 Stormwater Phase II Compliance 01.408.313

Gateway submitted to DEP the NOI (Notice of Intent) permit application for the 2013-2018 permit on September 14, 2012. Along with the NOI Gateway submitted a narrative explaining the strategy for reducing the amounts of phosphates, nitrates, and sediment being discharged into Saw Mill Run which DEP has identified as an approved TMDL (Total Mass Daily Load) waterway.

DEP has returned the NOI packet to Brentwood with comments. Gateway will address these comments and re-submit the packet to DEP. Gateway would like the Borough to mail the packet back to our Green Tree Office. Through conversations with DEP, it is our understanding that DEP is crediting Gateway and the Borough with submitting the NOI packet on time.

Engineering Budget

Work Authorization Approved (01/24/12):	\$ 11,000.00
<u>Work to Date:</u>	<u>\$ 4,052.00</u>
Remaining:	\$ 6,948.00

SHACOG CD 38 2012 Pool ADA Upgrades Project

The Contractor has been contacted and should be beginning work in the next week or two.

Brentwood Swimming Pool ADA - \$15,851

Swimming Pool ADA Upgrades

Total Project Cost	=	\$42,390.00
<u>Grant Awarded</u>	=	<u>\$15,851.00</u>
Borough’s Share	=	\$26,539.00

Scope of Work

The Borough is proposing to make the following ADA upgrades at its swimming pool and pool restroom:

- 1) Installation of a new lift to ensure primary ADA access to the pool, designed to be used without assistance.
- 2) Repairs to the ramp connecting the concession stand to the pool area to correct slope issues was **eliminated due to costs.**
- 3) Removal and replacement of urinal, commode, partition and partition door in the pool bathroom to correct clearance issues.

Project Summary

Contractor Awarded (07/24/12) Investment and Enterprise

Project Costs	\$ 31,390.00
Change Orders	\$
<u>Work to Date:</u>	<u>\$ 0.00</u>
Remaining:	\$31,390.00

Engineering Budget

Work Authorization Approved (01/24/12):	\$ 11,000.00
<u>Work to Date:</u>	<u>\$ 4,000.00</u>
Remaining:	\$ 6,948.00

Consent Order Operation and Maintenance 08.429.372

General

Gateway continues to follow up with the County regarding drainage issues on East Willock Road.

Engineering Budget

Work Authorization Approved (01/24/12):	\$ 2,500.00
<u>Work to Date:</u>	<u>\$ 325.75</u>
Remaining:	\$ 2,174.25

Manhole Inspections

Gateway has received the inspection data for 2011 and 2012.

Nothing new to report.

Engineering Budget

Work Authorization Approved (01/24/12):	\$ 12,500.00
<u>Work to Date:</u>	<u>\$ 902.00</u>
Remaining:	\$ 11,598.00

CCTV and Preventative Maintenance

Bids were recently opened for the 2012 Preventative Maintenance contract. The lowest responsible bidder is Jet Jack, Inc. The Borough's portion would be estimated at \$6,335.87. The total contract is \$158,025.00. SHACOG is waiting for responses from several municipalities before the contract can be awarded and a schedule can be developed.

Engineering Budget

Work Authorization Approved (01/24/12):	\$ 28,900.00
<u>Work to Date:</u>	<u>\$ 9,604.57</u>
Remaining:	\$ 19,295.43

2012 Defect and Emergency Repairs

Only 2 excavation defect repairs remain to be completed. One repair is on Tyrol, with issues regarding settlement. Gateway and the Borough are exploring alternatives to excavation. State Pipe would like to make a second visit to the site to determine if pipe bursting is an alternative. An easement exists for the sewer. In addition to these items, Gateway and the Borough need to determine what precautionary activities are necessary to document the existing settlement issues at 109 Tyrol Drive.

A work authorization is attached for the permitting work that will be required to fix the exposed line off of East Willock Road.

Lining is complete.

Munsey Way is complete.

The contractors have not yet supplied the CCTV necessary for payment verification.

Viking Drive sewer line repairs are on hold until more information is known about the Feasibility Study with regards to decisions that the regulators need to make.

Engineering Budget

Work Authorization Approved (01/24/12):	\$ 93,900.00
<u>Work to Date:</u>	<u>\$ 61,087.12</u>
Remaining:	\$ 32,812.88

Contract 'A' – Excavation Repairs

Original Contract:	\$175,865.00
<u>Work to Date:</u>	<u>\$</u>
Remaining:	\$175,865.00

Contract 'B' – Lining Repairs

Original Contract:	\$261,957.00
<u>Work to Date:</u>	<u>\$</u>
Remaining:	\$261,957.00

Contract 'C' – Munsey Way

Original Contract:	\$ 58,846.00
Change Order #1:	\$ 11,822.00
Current Contract:	\$ 70,668.00
<u>Work to Date:</u>	<u>\$</u>
Remaining:	\$ 70,688.00

2012 Reporting and Mapping

Gateway prepared and submitted the Semi-Annual Consent Order Progress Report.

Engineering Budget

Work Authorization Approved (01/24/12):	\$ 6,500.00
<u>Work to Date:</u>	<u>\$ 2,870.75</u>
Remaining:	\$ 3,629.25

Pinkney Way Project

Pinkney Way is complete. One change order was issued due to soft spots encountered during excavation.

One resident complaint was received with regards to landscaping. Gateway and the Borough should coordinate with the contractor. Gateway forwarded the complaint and a photograph to the contractor. Gateway can assist the Borough in resolving this.

Engineering Budget (2011 Carryover)

Revised Work Authorization Submitted (06/15/12):	\$ 21,500.00
<u>Work to Date:</u>	<u>\$ 21,150.91</u>
Remaining:	\$ 349.09

Hillson Avenue/Daub Way

Contractor is scheduled to begin on Monday, September 24, 2012.

Engineering Budget (2011 Carryover)

Work Authorization Submitted (10/14/11):	\$ 21,000.00
Revised Work Authorization (06/15/12):	\$ 4,500.00
<u>Work to Date:</u>	<u>\$ 24,174.21</u>
Remaining:	\$ 1,325.79

School Crossing Signals/ARLE Grant Awards

The contractor was notified of their award.

Amount: \$6,000

Funding Source: ARLE – Automatic Red Light Enforcement

Grant Description: Traffic Signal Upgrades & Safety Improvements

Purpose: Upgrade school warning flashers

Project Amount: \$7,000

Any Matching Required: Borough will pay traffic engineer to modify permit plans.

Finance

- Reviewed Invoices and signed off on checks
 - Reviewed Purchase Orders
 - Reviewed monthly budget report.
-

Grants

BPI Project Grants

Nothing new to report.

“NEW” FEMA Brick and Morter Grant - \$

Nothing new to report.

2011 DCNR Community Conservation Partnership Program Grant - \$400,000.00

Nothing new to report.

Healthcare

Nothing new to report.



Information Technology/Web Page

Web Page

Setting up a meeting with our web designer to see the status of this project and when it will be completed.

Insurances

Nothing new to report.

Legal

Monthly Solicitor’s Meeting

Met with Tom Ayoob on Wednesday, October 10, 2012 to review various legal items pertaining to the Borough.



Ordinance No. 2012-120x – Blighted Property

Draft Completed and sent to Borough Solicitor to Review.

Ordinance No. 2012-120x – Property Registration

Draft Completed and sent to Borough Solicitor to Review.

Ordinance No. 2012-120x – Pan Handling

Started to do research on a Pan Handling Ordinance.

Ordinance No. 2012-120x – Surplus Property

Started to do research on a Surplus Property Ordinance.

Civil Service Commission

Solicitor Tom Ayoob indicated that he has spoken to Civil Service Commission Solicitor, John Rushford, regarding the status of the Police Sergeant testing. T. Ayoob informed me that John Rushford stated that he did not know anything about this and that he will contact the Commission to begin the process.

Library

Nothing new to report.

Manager's Report

Prepared weekly Manager's report.

Newsletter/IN Community [Briefly Brentwood]

Status:

IN Community Magazine

Please note the following deadline for the SUMMER edition.

2012 Production Schedule

Winter 2012

Content Due: October 26, 2012

Mails: November 26, 2012

2012 Schedule

Content Due	Mail Date
Spring 2/15	3/15
Summer 5/18	6/15
Fall 8/20	9/17
Winter 10/29	11/26



Parks & Recreation

Tree Tender – Locations

On Thursday, October 11, 2012, I, along with R. Mackewich, met with Stephanie Miller of the EDS and Dr. Frank Capetta of the BPI and a representative of the Tree Tender Program to review the locations in the Brentwood Park where the Free Trees will be planted.



Location No. 1 – Next to Civic Center



Location No. 2 – Next to Ballfield



Location No. 3 – Next to Ballfield

Pension**Brentwood Pension Board Meeting**

Next Pension Board meeting is scheduled for Thursday, October 25, 2012.

Personnel**Employee Evaluations**

Working with HR Director to prepare and set up Employee Evaluations.

Planning

Nothing new to report.

Pool

Will have the 2012 Pool Summary Report completed and included in next week's packet.

Professional Development

Nothing new to report.

Public Relations**Resident Issues**

On Friday, October 12, 2012, I was interviewed on the Tom Baker, "Get Involved" show on PCNC Channel. Topic was associated with the many good things going on in Brentwood Borough and the forward thinking and planning associated with Council as they prepare for the future.

Public Safety

Nothing new to report.

Public Works

Weekly Reports are attached.

**Safety Committee****Employee Safety Committee Meeting**

The monthly Employee Safety Committee Meeting was held on Tuesday, October 2, 2012 at 11:30AM. A copy of the Safety Committee Meeting packet with last month's meeting minutes was included in last week's Council packet.

School District

Nothing new to report.

SHACOG

Nothing new to report.

Taxes

2012 Reassessments

Nothing new to report.

Review of Meetings and Priorities accomplished during the Week ending October 12th, 2012

		Proposed Hours	Actual Hours
Priority No. 1 – 2013 Budget	=	6	9.17
Priority No. 2 – DPW Project - RFP	=	4	5.08
Priority No. 3 – BPI Project	=	4	2.5
Priority No. 4 - Auditor - RFP	=	6	1
Priority No. 5 - Prep. For Council Agenda Mtg.	=	6	9.5
Priority No. 6 -	=	0	0
DPW Facility Project	=	0	0
IN Community/Newsletter	=	0	0
Administrative Items	=	3	5.59
BBOA	=	1	1.75
BPI Project	=	0	0
Code Enforcment	=	1	0.5
CONNECT	=	0	0
Engineering	=	3	2
Finances	=	3	0
Council Related (phone calls, meetings, etc.)	=	2	1.5
Council Packets	=	2	0
Manager's Report	=	2	0.75
Grants (FEMA Grant)	=	0	0
Healthcare	=	0	0
Legal	=	2	1.5
Pensions	=	0	0
Personnel	=	0	0
Pool	=	0	0
Public Relations	=	0	3.25
Public Safety	=	2	1.75
Public Works	=	1	1
Safety Committee Meeting	=	0	0
Sewage Related	=	0	0.5
IT	=	0	0.5
Zoning Updates Project	=	0	0
Vacation/Personnel Days	=	0	0
Holiday	=	0	0
Totals	=	48	47.84

October 09, 2012

12:00 PM – 1:00 PM -- MTG/BBOA Monthly Meeting – Dante's
6:00 PM – 9:00 PM -- MTG/2013 Budget Workshop

October 10, 2012

8:30 AM – 9:30 PM -- MTG/Monthly Engineers Meeting
 9:30 AM – 10:30 AM -- MTG/Monthly Solicitor’s Meeting
 10:30 AM – 11:30 AM -- MTG/Monthly Code Enforcement Meeting
 2:00 PM – 3:00 PM -- MTG/Monthly DPW Department Meeting

Meetings and Priorities Planned for the Week ending October 19th, 2012

		Proposed Hours	Actual Hours
Priority No. 1 – 2013 Budget	=	12	
Priority No. 2 – DPW Project - RFP	=	4	
Priority No. 3 – BPI Project	=	4	
Priority No. 4 - Auditor - RFP	=	6	
Priority No. 5 - Council Mtg. (Agenda & Reg.)	=	8	
Priority No. 6 -	=	0	
DPW Facility Project	=	0	
IN Community/Newsletter	=	0	
Administrative Items	=	4	
BBOA	=	0	
BPI Project	=	0	
Code Enforcement	=	0	
CONNECT	=	0	
Engineering	=	2	
Finances	=	1	
Council Related (phone calls, meetings, etc.)	=	2	
Council Packets	=	3	
Manager’s Report	=	3	
Grants (FEMA Grant)	=	0	
Healthcare	=	0	
Legal	=	0	
Pensions	=	0	
Personnel	=	2	
Pool	=	0	
Public Relations	=	2	
Public Safety	=	0	
Public Works	=	0	
Safety Committee Meeting	=	0	
Sewage Related	=	0	
IT	=	1	
Zoning Updates Project	=	0	
Vacation/Personnel Days	=	0	
Holiday	=	0	
Totals	=	54	0

October 16, 2012

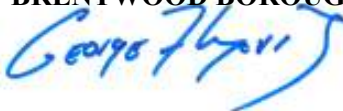
12:00 PM – 1:00 PM -- MTG/South Hills Manager’s Meeting
6:00 PM – 7:00 PM -- MTG/Annual Gateway Engineers Presentation
7:00 PM – 7:30 PM -- MTG/Executive Session
7:30 PM – 9:00 PM -- MTG/Council Agenda Meeting

October 19, 2012

1:30 PM – 2:30 PM -- MTG/CONFERENCE CALL/N. Rudiak Re. Carrick

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: K. Lockhart – Mayor via Email
R. Butelli – Chief
Staff

