



THE BOROUGH OF BRENTWOOD

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

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

December 21, 2012

Brentwood Borough Council
3624 Brownsville Road
Pittsburgh, PA 15227

RE: Weekly Progress Report 2012-48 & 49
Office of the Borough Manager
Period December 10, 2012 to December 21, 2012

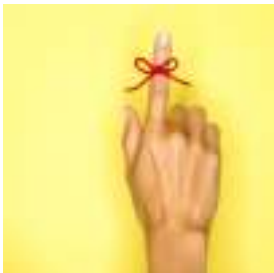
Honorable Members of Council:

I hope everyone had a great week. Enclosed is my weekly progress report for the periods of December 10, 2012 to December 21, 2012. With the Christmas Holiday and some vacation days I need to use up this will be the last weekly packet for the year. The next packet will be emailed out on January 4, 2013!



FRIENDLY REMINDERS FOR NEXT WEEK

Vacation Schedule – G. Zboyovsky



Date	Vacation	Personal	Sick
Ending Balance 12/31/11	0	0	24
Beginning Balance 01/01/12	15	6	34
Used to Date 12/07/12	7	2.5	0
Remaining Balance 12/07/12	8	3.5	34
Proposed 12/08 to 12/31/12	3	3.5	0
End of Year Balance	5	0	34

As such, I will be using taking the following days off over the next few weeks.

Date	Vacation	Personal
12/14/2012		0.5
12/20/2012	1	
12/21/2012		1
12/24/2012		1
12/26/2011		1
12/28/2012	1	
12/31/2012	1	

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 very Merry Christmas and Happy New Year!!

COUNCIL REQUEST FOR INFORMATION

Game Time Expenditure

During the Council meeting on December 11, 2012, Councilman Rich Schubert asked what the expenditure was associated with "Game Time". After checking the invoices and "jarring" Mackewich's memory, he informed me that this was to replace a damaged section of the park playground.

PHASE I & II PARK REDEVELOPMENT

BPI – Phase I and Phase II RFP

Status Update:

12/19/12 – Borough received the comments associated with the Planning Commission review of the park plan. I have included these comments in this week's packet. All in all they are not bad.

12/10/12 – Contacted Jim Sauer to inquire about the Planning Commission Submittals. He stated that he will print out half size drawings for Council. I asked the reason for the stormwater pond next to the football field. He stated that it is needed to retain runoff from the track. I indicated that we cannot have a pond next to the field. He stated that a below ground tank will be more costly. I indicated that he should try installing an oversized pipe and tie it into a larger manhole. If this does not work, this perhaps a series of larger pipes with a main header that will control discharge into the Borough system. He stated that he will look into this and get back to me.

J. Sauer made the above revisions to the plans and removed the stormwater detention pond. He informed me that they were able to eliminate the need for an underground stormwater storage tank as well as any underground stormwater storage piping system by utilizing the football field as stormwater detention. This makes sense and should work. The plans I emailed out and the half size plans that were printed out still show the stormwater pond. These sheets were removed from the plans given to Gateway Engineers for their review as well as to the Planning Commission.

Action Items	Due	Responsible Party
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	12/07/12	J. T. Sauer
Progress Report No. 2	TBD	J.T.Sauer/Borough Council/BPI
Engineering Review	TBD	Gateway Engineers
Planning Commission	December 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

12/17/12 – I contacted Architectural Innovations again to ask for a breakdown of the costs to simply make renovations to the current building. They showed costs to renovate at roughly \$3.5 million with another additional soft costs at \$3 million (Refer to Chapter 5 and Page 8.1 of the Feasibility Study). Jan Brimier sent me an email indicating that she will be contacting me to discuss. I have not yet hear from her.

DPW FACILITY PROJECT

12/19/12 – Met with Allegheny Construction Group (ACG) and the Architect and site engineer to review the progress of the final plans. We discussed the following:

Building Color

- Going with dark bronze color.
- Awning will be green.

Internal floor plan.

- Revisions look good.

Heating Units

- R. Mackewich asked if they can look at radiant heaters rather than the forced air unit heaters that are currently being proposed. ACG will look into it.

R. Mackewich indicated that Air lines will be needed for compressor. ACG will look at air compressor package.

Stormwater

1. Rain Garden - not a good idea. Maintenance.
2. Tank or manhole for rainwater - can be used for street sweeper.
3. Collect roof water
4. Stormwater pond will still be needed.

Front Gate

1. Rolling Gate - 14 to 16 ft
2. Security access
3. Automated
4. Turn Around Area at gate entrance

Sanitary

1. Planning Module will be required. Gales will start the process.

Maintenance Way in rear

1. Reduce from 10' to 5' and pick up an additional 5' in the front.

Dumpster locations

1. 2 Paper Bins
2. 1 Yard Waste
3. 1 Garbage

Schedule

1. NPDES Permit to County - Jan 2013
2. Planning Commission - 2/14/13 (plans submitted 2/4/13)
4. Council Approval 2/19/13
5. Need contract from solicitor before building is released.
3. Could break ground in March

End of Notes

Council awarded the Contract to Allegheny Construction Group during their Regular meeting held on Tuesday, November 27, 2012. A Kick-off Meeting was held on Wednesday, December 5, 2012 at 10:30am to begin the process. Gateway Engineers is pulling together AIA Contracts for Solicitor Tom Ayooob to review. However, Allegheny Construction Group is moving forward on a good faith that the contracts will be acceptable to them.

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

The progress meeting with Delta Development was held on Thursday, November 29, 2012 at 9:30 am. We discussed the remaining sections of the Zoning Code. The following is an anticipated schedule for the approval of the Revised Code:

Presentation to Brentwood Borough Planning Commission	December 20, 2012
Presentation to Brentwood Borough Council Meeting)	January 15, 2013 (Agenda
Public Meeting/Presentation (Prior to	6:00 PM February 19, 2013
	Agenda Mtg)
Submission to Allegheny County	February 01, 2013
Formal Public Hearing Agenda. Mtg.)	March 19 th , 2013 (Prior to
Adoption by Brentwood Council	March 26 th , 2013

This is in compliance with the Allegheny County Planning Commission’s requirement of 45-day review period prior to Public Hearing and the PA Municipal Planning Code.



A complete draft version of the ordinance updates will be provided to the Planning Commission as well as Brentwood Council in the December 14th Packet.

2013 BUDGET

The 2013 Budget was adopted during the December 11, 2012 Regular Council Meeting. We are awaiting the final property assessment values from the county. The latest uncertified values I received on Monday from the County do show a slight decrease in the Borough's overall property assessments due to appeals. The new value shows a total Taxable Assessed Value at \$407,690,530.00 which is down \$7,903,570.00 from the initial reassessed value of \$415,594,100.00. Utilizing this latest value, the Borough's "Revenue Neutral" tax milage would be 7.14 mils. As such, the 5% Windfall will increase this to 7.49 mils. (As you may recall, the Tax Ordinance was established at 7.0 mils for the revenue neutral milage rate and 7.35 mils for the 5% windfall).

RFP – Auditing Services

The Borough re-appointed Borough Auditor, Hosack Specht to another three (3) year contract at \$16,500/year or \$49,950 for the three (3) years. Thank you letters were sent to those companies who sent in proposals.

ADMINISTRATIVE

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

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

The Annual BBOA Holiday Meeting was scheduled for Tuesday, December 11, 2012 at 11:30am at the South Hills Country Club.



Brentwood Park Initiative

The last BPI Meeting was held on Thursday, December 13, 2012 at 7PM.

Brentwood, Baldwin, Whitehall Chamber of Commerce

Brentwood Baldwin Whitehall Chamber of Commerce Meeting

Nothing new to report.

Building Maintenance

Boiler

We are still experiencing issues with the Boiler going out as well as a lot of water leaking from somewhere throughout the system. Denello Heating and Cooling has been at the Borough regularly.

Code Enforcement/Building Inspection

Monthly Code Enforcement Department meeting was held on Wednesday, December 12, 2012. Plans are being prepared for 2013.

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

Made last minute revisions to the Regular Meeting Agenda and Fact Sheet for the December 11th Meeting.

Economic Development South (EDS)

RT. 51 Overlay Project

We received the official notice from the DCED on the \$25,000 Grant Award associated with the plans and preparation of a RT 51 Overlay District.

Engineering

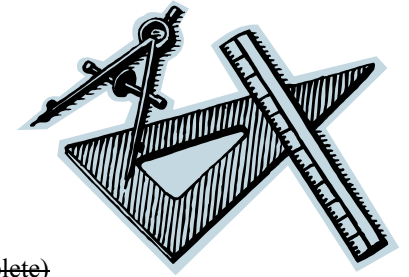
Consent Order Alternatives Analysis (Feasibility Study) 08.429.313

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	(complete)
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>\$ 38,178.64</u>
Remaining:	\$ 19,821.36

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) were submitted by October 19, 2012.

Work will be beginning shortly to develop cost allocations with the other municipal stakeholders. We will also begin working on the final report shortly.

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

If you have questions about the study, please contact John Schombert, Executive Director, jschombert@3rww.org, (412) 578-7962.

C-40048-2012 Paving Program

A work authorization to do preliminary work for the paving program was approved by Council. A Kick-Off meeting was held on Tuesday, December 18th at 9:00 AM with Gateway Engineers. We discussed the Scope of Work and indicated that the Borough will be doing the field work. This will begin with DPW personnel after meeting with Gateway Engineers to review the forms and criteria. Once the road conditions are determined based on a ranking system from 1-10 (10 being the best condition), the information will be input into the software system and a ranking system determined. Repair costs will then be determined and using a maximum dollar amount of \$700,000/year (incl. engineering fees) the roads will be broken out on which roads can be repaired for that amount each year for 5-years. (They do not recommend going over 5-years). I also informed Gateway Engineers to include an allowance in the \$700,000 for a Road Rejuvenator Program over that 5-year plan.

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 had returned the NOI packet to Brentwood with comments. Gateway addressed the comments and re-submit the packet to DEP. The Borough has received a letter from the DEP indicating that the resubmitted packet is administratively complete. 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

This project is completed. Ralph Costa completed the final inspection. I am working with Lou Gorski of SHACOG and Kathy Casnter of the County on possibly receiving additional grant funding for this project. I will keep you all abreast.

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. Gateway has uploaded the NASSCO Manhole Inspection runtime on to Public Works PC.

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

A schedule has not yet been provided for the Preventative Maintenance portion of the project.

CCTV Budget

Work Authorization Approved (01/24/12):	\$ 43,308.50
<u>Work to Date:</u>	<u>\$ 45,265.30</u>
Remaining:	\$ 1,956.80

Engineering Budget

Work Authorization Approved (01/24/12):	\$ 28,900.00
<u>Work to Date:</u>	<u>\$ 11,887.57</u>
Remaining:	\$ 17,012.43

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.

2012 Defect and Emergency Repairs

Only 1 repair remains. It is on Tyrol and has issues regarding settlement. It is recommended that this project be bid out next year as a lump sum project.

Lining is complete.

Munsey Way is complete.

The contractors are in the process of supplying the CCTV necessary for payment verification.

Engineering Budget

Work Authorization Approved (01/24/12):	\$ 93,900.00
<u>Work to Date:</u>	<u>\$ 73,846.92</u>
Remaining:	\$ 20,053.08

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>\$ 49,460.00</u>
Remaining:	\$212,497.00

Contract 'C' – Munsey Way

Original Contract:	\$ 58,846.00
Change Order #1:	\$ 13,822.00
Current Contract:	\$ 72,668.00
<u>Work to Date:</u>	<u>\$ 69,034.00</u>
Remaining:	\$ 3,634.00

Finance

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

GrantsRCAP Grants

Prepared and submitted two grant applications to Rep. Harry Readshaw's office associated with potential funding for a new "Public Safety Building" as well as new Bleachers and Press Box. These were sent to Council under a separate email.

BPI Project Grants

Nothing new to report.

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

Nothing new to report.



Healthcare

Met with the Borough's Healthcare Insurance Advisors on Wednesday, December 19, 2012 to review the Borough's Life Insurance Policies and discuss Healthcare costs for 2014. The current carrier has increased their rates over 48% or an additional \$12,000/year. Investigated and received other bids. Standard Insurance came in \$500 cheaper than the Borough's current rate with Hartford. As such we are recommending the Borough switch to Standard for Life, Short Term, and Long Term Disability Insurance coverage.

Information Technology/Web PageWeb Page

12/15/12 – The New Borough Web Site is up and running. Although there are still some areas that will need to be tweaked and revised, the majority of the content is back up. Please review and let me know if you have any suggestions or comments. Big thanks to Eric Pecon for the amount of work he put into pulling together the information that is now displayed on the page.

12/10/12 – Conference call with Chuck Maiden. He indicated that his servers were hacked and compromised. This did not affect the Borough but a lot of his other clients. As such he got a little behind on the Borough's web site. He indicated that he should have it ready to go by Thursday, 12/13/12.

Met again with our web designer on Monday, December 3, 2012 to see the status of this project and when it will be completed. He is working with Brentwood Intern, Eric Pecon and finalizing the web pages and content to go live by the end of December, 2012.

The Borough switched over email provider from pair network to Google Mail. That occurred on Tuesday, November 20, 2012.

Insurances

Nothing new to report.

Legal

Ordinance No. 2013-1212 – Pan Handling

Reviewed draft Pan Handling Ordinance. I edited it and sent it to Tom Ayoob's office. Council voted to move forward with the adoption by authorizing the advertising of this ordinance. The ordinance will be advertised in the South Hills Record on January 10, 2013 for final adoption during the January 22, 2013 Regular Council Meeting.



Ordinance No. 2013-120x – “Three Strikes” Ordinance

Started to do research on a “Three Strikes” Property Ordinance.

Ordinance No. 2013-120x – Surplus Property

Started to do research on a Surplus Property Ordinance.

Civil Service Commission

Councilman Clyde Zimmerman asked that a Civil Service Meeting be scheduled for Friday, January 18, 2013 at 7:30pm at the Brentwood Community Room. Notices are being sent out to all members of the Civil Service Commission including the Alternates and Civil Service attorney.

Library

Expedient Agreement

Nothing new to report his week.

12/03/12 -- Met with Dennis Luther on Monday, December 3, 2012 to discuss the Library and the lease agreement with Expedient to use a storage room in the library to house their equipment. At this point is in the hands of the Borough to negotiate a contract with Expedient. I contacted David Saliba, Regional Director of Expedient. I left him a message and am still awaiting for him to return a call.

Manager's Report

Prepared weekly Manager's report.

Newsletter/IN Community [Briefly Brentwood]

Status:

Nothing new to report.



Parks & Recreation

BAA

Nothing new to report.



Pension

Nothing new to report.

Personnel

Nothing new to report.

Planning

Nothing new to report.

Pool

Nothing new to report.

Professional Development

Pension Seminar

10/07/12 -- I, along with Dawn Lane, attended the “Implementing the New GASB 67 & 68 Pension Standards” Seminar on Friday, December 7, 2012.

Public Relations

Resident Issues

Nothing new to report.

Public Safety

Victoria and Pearl Drive – Street Lights

FYI – This customer has made a payment and is working to pay off their balance so it appears Duquesne Light will be able to leave these lights in place.



Public Works

Weekly Reports are attached.

Safety Committee

Employee Safety Committee Meeting

The monthly Employee Safety Committee Meeting was held on Tuesday, December 04, 2012 at 11:30AM. The next meeting is scheduled for Tuesday, January 8, 2013 at 11:30 AM.

School District

Nothing new to report.

SHACOG

Nothing new to report.

Taxes2012 Reassessments

See above under Borough Budget

Review of Meetings and Priorities accomplished during the Week ending December 14th, 2012

		Proposed Hours	Actual Hours
Priority No. 1 – 2013 Budget	=	2	0
Priority No. 2 – DPW Project	=	1	2
Priority No. 3 – BPI Project	=	6	1.84
Priority No. 4 - Auditor - RFP	=	1	0
Priority No. 5 - Council Mtg. (Agenda & Reg.)	=	4	5.33
Priority No. 6 -	=	0	0
IN Community/Newsletter	=	0	0
Administrative Items	=	4	2.41
BBOA	=	0	0
BPI Project	=	0	0
Code Enforcement	=	1	1
CONNECT	=	0	0
EDS	=	0	0
Engineering	=	3	0
Finances	=	1	2.5
Council Related (phone calls, meetings, etc.)	=	3	3.42
Council Packets	=	2	1
Manager’s Report	=	2	2.75
Grants (FEMA Grant)	=	0	0
Healthcare	=	0	0
Legal	=	1	1.17
Pensions	=	0	0
Personnel	=	1	0
Pool	=	0	0
Professional Development	=	0	0
Public Relations	=	6	9.25
Public Safety	=	0	0.5
Public Works	=	0	1
Safety Committee Meeting	=	0	0
Sewage Related	=	0	0.5
IT	=	2	1.5
Zoning Updates Project	=	0	0
Vacation/Personnel Days	=	8	4
Holiday	=	0	0
Totals	=	48	40.17

December 11, 2012

11:30 AM – 1:00 PM -- MTG/BBOA Holiday Lunch
7:00 PM – 7:30 PM -- MTG/Council Executive Session
7:30 PM – 9:30 PM -- MTG/Council Regular Meeting

December 12, 2012

10:30 AM – 11:30 AM -- MTG/Monthly Code Department Meeting
2:00 PM – 3:00 PM -- MTG/Monthly DPW Department Meeting
3:00 PM – 4:00 PM -- MTG/Monthly Finance Department Meeting

December 13, 2012

12:00 PM – 3:30 PM -- MTG/APMM Manager's Annual Meeting

December 14, 2012

½ Personal Day – Out of the Office

Review of Meetings and Priorities accomplished during the Week ending December 21st, 2012

		Proposed Hours	Actual Hours
Priority No. 1 – RACP Grant Applications	=	7	5.42
Priority No. 2 – DPW Project	=	2	2
Priority No. 3 – BPI Naming Rights Policy	=	2	0
Priority No. 4 - Council Mtg. (Jan. Mtgs)	=	1	0
Priority No. 5 - BPI Project	=	2	0
Priority No. 6 - Strategic Plan	=	2	0
IN Community/Newsletter	=	0	0
Administrative Items	=	4	3.74
BBOA	=	0	0
2013 Budget	=	0	0.5
Code Enforcment	=	0	0
CONNECT	=	0	0
EDS	=	0	0
Engineering	=	1.5	1
Finances	=	0	0
Council Related (phone calls, meetings, etc.)	=	1	3.75
Council Packets	=	1	1.5
Manager's Report	=	0	1.5
Grants (FEMA Grant)	=	0	0
Healthcare	=	1	1
Legal	=	0	0.5
Pensions	=	0	0
Personnel	=	0	1.5
Pool	=	0	0
Professional Development	=	0	0
Public Relations	=	1	0.75
Public Safety	=	0	0
Public Works	=	0	0
Safety Committee Meeting	=	0	0
Sewage Related	=	0	0
IT	=	1	1
Zoning Updates Project	=	0	0
Vacation/Personnel Days	=	16	16
Holiday	=	0	0
Totals	=	42.5	40.16

December 18, 2012

9:00 AM – 10:00 AM -- MTG/Road Program Kick-Off Meeting

December 19, 2012

10:30 AM – 12:30 PM -- MTG/DPW Project – Progress Meeting

3:30 PM – 4:30 PM -- MTG/Meeting with Healthcare Advisors



December 20, 2012

Vacation Day – Out of the Office

December 21, 2012

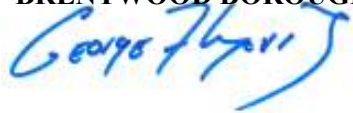
Personal Day – Out of the Office

Meetings and Priorities Planned for the Week ending December 28th, 2012

		Proposed Hours	Actual Hours
Priority No. 1 – Strategic Plan Report	=	4	
Priority No. 2 – DPW Project	=	0	
Priority No. 3 – BPI Naming Rights Policy	=	0	
Priority No. 4 - Council Mtg. (Jan. Mtgs)	=	2	
Priority No. 5 - BPI Project	=	0	
	=		
IN Community/Newsletter	=	0	
Administrative Items	=	4	
BBOA	=	0	
BPI Project	=	0	
Code Enforcement	=	0	
CONNECT	=	0	
EDS	=	0	
Engineering	=	0	
Finances	=	0.5	
Council Related (phone calls, meetings, etc.)	=	0	
Council Packets	=	0	
Manager’s Report	=	0	
Grants (FEMA Grant)	=	0	
Healthcare	=	0	
Legal	=	0	
Pensions	=	0	
Personnel	=	0	
Pool	=	0	
Professional Development	=	0	
Public Relations	=	0	
Public Safety	=	0	
Public Works	=	0	
Safety Committee Meeting	=	0	
Sewage Related	=	0	
IT	=	0.5	
Zoning Updates Project	=	0	
Vacation/Personnel Days	=	24	
Holiday	=	8	
Totals	=	43	0

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

