



# THE BOROUGH OF BRENTWOOD

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

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

November 02, 2012

Brentwood Borough Council  
3624 Brownsville Road  
Pittsburgh, PA 15227

**RE: *Weekly Progress Report 2012-42***  
***Office of the Borough Manager***  
***Period October 29 to November 02, 2012***

Honorable Members of Council:

I hope everyone had a great week. Enclosed is my weekly progress report for the periods of October 29, 2012 to November 02, 2012.



**Don't FORGET!** FRIENDLY REMINDERS FOR NEXT WEEK

## TRICKS OR TREATS!

**When: Saturday, November 03, 2012**

**Time: 6:00 PM – 8:00 PM**

**Where: Brentwood Borough**



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.

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## COUNCIL REQUEST FOR INFORMATION

Nothing this week.

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## PHASE I & II PARK REDEVELOPMENT

### BPI – Phase I and Phase II RFP

**Status Update:** Following the Tuesday, November 30<sup>th</sup>, 2012 Joint Council/School Board meeting, Brentwood Borough Council met to discuss the Phase I and Phase II plans and whether or not to eliminate the smaller ballfield and relocate a tennis court to the area so an additional basketball court can be constructed in the Deck Hockey Rink Area. Costs associated with this revision to the master plan were discussed and I was charged with contacting J. T. Sauer & Associates to obtain the associated costs for the following:

1. Cost to relocate the Tennis Court to the location of the second smaller baseball field, construct a second basketball court at the current court location (including any stormwater management that would now be needed) vs. The cost of keeping the configuration as it is now presented.
2. Cost to install lights on larger baseball field.
3. Cost to install lights around the deck hockey rink, tennis courts, and basketball courts as they are currently shown.
4. Cost to replace Stadium Lighting.

Once I receive these estimates, I will relay the information to Council for them to discuss and make a final decision. Once this decision is made, J.T. Sauer can proceed with finalizing the Construction Documents.

<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	<del>TBD</del>	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

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## NEW MUNICIPAL COMPLEX PROJECT

### Borough Building

The Borough experienced some leaking from the roof back to the EMS building. There was some damage to the plaster that DPW will take care of.

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## DPW FACILITY PROJECT

The Mandatory Pre-Submittal Meeting was held on Monday, October 22, 2012 at 10:00 AM. Thirteen firms attended. A copy of the sign-in sheet and minutes from that meeting are included in this week's packet. I have been addressing the Request for Information replies.

The following is the tentative schedule that will be used in the evaluation process. Certain parts of the process may take more or less time than indicated.

• <del>Advertise/Send Out RFP</del>	<del>October 11<sup>th</sup> and October 18<sup>th</sup></del>
• <del>Pre-Submittal Meeting</del>	<del>October 22, 2013 @ 10:00 AM</del>
• Deadline for RFP	November 15, 2012
• Review Proposals	November 15 <sup>th</sup> – November
• Interviews (If Needed)	Nov. 19 <sup>th</sup> in the AM and Nov. 27 <sup>th</sup> @ 5:00 PM
• Identify Firm	November 27 <sup>th</sup>
• Council Action	November 27 <sup>th</sup>
• Award Project/NTP	November 27 <sup>th</sup> or December 4 <sup>th</sup>

### 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

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## ZONING CODE REVISIONS PROJECT

### Project Update

Delta Development had to reschedule this week's Project Update meeting. It has been rescheduled for Thursday, November 1, 2012 at 1:30pm.

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## 2013 BUDGET

Will continue to work on the other fund accounts as well as the General Fund given the new requirement that the Borough can only keep 5% of their anticipated revenues in an Operating Reserve Fund. Remember the next Budget Meeting is scheduled for Wednesday, November 14, 2012 at 5:00 PM.

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### RFP – Auditing Services

Finalized the Request for Proposals for Borough Auditing Services. A copy of the RFP is included in this week's packet for your information. The notice will be advertised in the South Hills Record on November 8, 2012. The deadline for the proposals is November 29, 2012 at 10:00 AM. If interviews are required, they will be scheduled for the week of December 3, 2012 with Council awarding the Contract during the December 11, 2012 Council meeting.

## **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

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## **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.

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## **BBOA**

### BBOA Meeting

Nothing new to report.

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## **Brentwood Park Initiative**

Nothing new to report.

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## **Brentwood, Baldwin, Whitehall Chamber of Commerce**

### Brentwood Baldwin Whitehall Chamber of Commerce Meeting

The meeting was held on November 1 at Salvatore's. Councilman Clyde Zimmerman attended in my place.

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## **Building Maintenance**

Nothing new to report.

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## **Code Enforcement/Building Inspection**

Nothing new to report.

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## **CONNECT**

Nothing new to report.

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## 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.

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## COUNCIL PACKETS

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

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## COUNCIL MEETING & PREPARATIONS

Reviewed the Regular Meeting Agenda and Fact Sheet for the October 23<sup>rd</sup> Regular Meeting.

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### Economic Development South (EDS)

I met with Executive Director Greg Jones on Thursday, October 25, 2012 on various Economic Development items. A copy of the EDS meeting packet is included in this week's packet.

#### RT. 51 Overlay Project

Nothing new to report.

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### Engineering

#### Consent Order Alternatives Analysis (Feasibility Study) 08.429.313

Project Milestones:

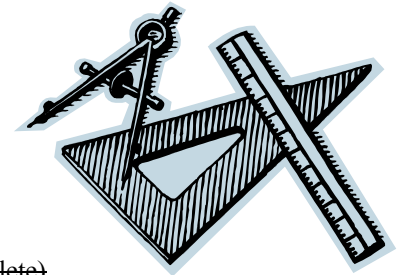
#### C-17749-1202 Consent Order Alternatives Analysis (Feasibility Study) 08.429.313

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](http://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



**Hillson Avenue/Daub Way**

The Project is completed. R. Mackewich and E. Gaspich from Gateway Engineers performed a walkthrough of the project and identified various items that will be included on a "Punch List". The Contractor hopes to have these items addressed next week.

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.

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**Finance**

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

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**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.

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**Healthcare**

Nothing new to report.

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## **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.

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### **Insurances**

Nothing new to report.

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### **Legal**



#### Ordinance No. 2012-1208 – Blighted Property

Ordinance was authorized for advertisement during the October 23, 2012 Council meeting.

#### Ordinance No. 2012-1207 – Property Registration

Ordinance was authorized for advertisement during the October 23, 2012 Council meeting.

#### Ordinance No. 2012-120x – Pan Handling

Reviewed draft Pan Handling Ordinance.

#### Ordinance No. 2012-120x – Surplus Property

Started to do research on a Surplus Property Ordinance.

#### Civil Service Commission

Nothing new to report.

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### **Library**

#### Equipment Rental

Included in this week's packet is information from the Library regarding networking equipment that the owner wishes to keep housed in the Library. They are willing to pay rent to keep the equipment housed in the Library. This item will be added to the November Council meeting agenda.

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## Manager's Report

Prepared weekly Manager's report.

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### Newsletter/IN Community [Briefly Brentwood]

Status:

IN Community Magazine

Completed newsletter articles.

Winter 2012

**Content Due: October 26, 2012**

Mails: November 26, 2012



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### Parks & Recreation

Nothing new to report.

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### Pension

Brentwood Pension Board Meeting

The quarterly Pension Board meeting was held on Thursday, October 25, 2012.

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### Personnel

Employee Evaluations

Completed Annual Employee Evaluations for the following:

1. S. Toth
2. ML Garase
3. R. Costa
4. D. Lane
5. R. Mackewich

We reviewed last year's goals and status and discussed goals for 2013. Received feed back on additional training opportunities as well as ways to further improve operational efficiencies.

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### Planning

Nothing new to report.

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### Pool

The 2012 Pool Summary Report is completed and included in this week's packet. As you can see, the pool loses around \$50,000 per year. This number is actually down by \$10,000 from previous years due to pool employee salaries and better management of lifeguard hours. (The Borough use to hire a lot more and would schedule them throughout the summer whether they were needed or not.)

## **Professional Development**

Nothing new to report.

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## **Public Relations**

### Resident Issues

Met with a resident representing her neighbors on Cloverlea Street concerning a property owner who has installed video camera's on the outside of the property that are pointed to the public sidewalk and street. She indicated that this is in direct conflict of PA Law regarding surveillance camera's. I send the letter to the Solicitor for his legal opinion. A copy of the letter is provided in this week's packet.

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## **Public Safety**

Nothing new to report.

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## **Public Works**

Weekly Reports are attached.



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## **Safety Committee**

### Employee Safety Committee Meeting

The next monthly Employee Safety Committee Meeting will be held on Tuesday, November 6, 2012 at 11:30AM.

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## **School District**

### Joint Borough Council/School Board meeting

Attended the Joint Borough Council/School Board meeting on Tuesday, October 30, 2012 at 7:00 PM.

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## **SHACOG**

Nothing new to report.

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## **Taxes**

### 2012 Reassessments

Nothing new to report.

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**Review of Meetings and Priorities accomplished during the Week ending November 02<sup>nd</sup>, 2012**

		<b>Proposed Hours</b>	<b>Actual Hours</b>
Priority No. 1 – 2013 Budget	=	6	3.75
Priority No. 2 – DPW Project - RFP	=	5	0
Priority No. 3 – BPI Project	=	3	2.5
Priority No. 4 - Auditor - RFP	=	4	6
Priority No. 5 - Council Mtg. (Agenda & Reg.)	=	3	5
Priority No. 6 -	=	0	0
DPW Facility Project	=	0	0
IN Community/Newsletter	=	2	2.5
Administrative Items	=	3	3.42
BBOA	=	1	0
BPI Project	=	0	0
Code Enforcment	=	0	0
CONNECT	=	0	0
EDS	=	0	0
Engineering	=	2	5.25
Finances	=	2	0.5
Council Related (phone calls, meetings, etc.)	=	2	2
Council Packets	=	1.5	1
Manager’s Report	=	2	2
Grants (FEMA Grant)	=	1	0
Healthcare	=	0	0
Legal	=	2	0
Pensions	=	1.5	0
Personnel	=	6	7.42
Pool	=	0	0
Public Relations	=	3	1.08
Public Safety	=	0	0.25
Public Works	=	0	0
Safety Committee Meeting	=	0	0
Sewage Related	=	0	0
IT	=	2	0.75
Zoning Updates Project	=	1.5	2
Vacation/Personnel Days	=	0	0
Holiday	=	0	0
<b>Totals</b>	=	<b>53.5</b>	<b>45.42</b>

October 29, 2012

12:00 AM – 1:00 PM -- MTG/with Jeff Naftal and Dave Montz RE. Engineering

October 30, 2012

9:30 AM – 10:00 AM -- PERSONNEL/Employee Evaluation – S. Toth  
 10:00 AM – 10:30 AM -- PERSONNEL/Employee Evaluation – D. Lane  
 10:30 AM – 11:00 AM -- PERSONNEL/Employee Evaluation – R. Costa  
 11:00 AM – 11:30 AM -- PERSONNEL/Employee Evaluation – L. Garase

7:00 PM – 9:00 PM -- MTG/Joint Council-School Board Meeting  
 9:00 PM – 10:00 PM -- MTG/Special Council Meeting – Park Project

November 1, 2012

10:30 AM – 11:00 AM -- PERSONNEL/Employee Evaluation – R. Mackewich  
 1:30 PM – 3:00 PM -- MTG/Zoning Update Meeting  
 6:00 PM – 9:00 PM -- MTG/ASHE Meeting

November 02, 2012

9:00 AM – 10:00 AM -- MTG/Monthly Staff Meeting

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**Meetings and Priorities Planned for the Week ending November 09<sup>th</sup>, 2012**

		<b>Proposed Hours</b>	<b>Actual Hours</b>
Priority No. 1 – 2013 Budget	=	24	
Priority No. 2 – DPW Project - RFP	=	4	
Priority No. 3 – BPI Project	=	3	
Priority No. 4 - Auditor - RFP	=	1	
Priority No. 5 - Council Mtg. (Agenda & Reg.)	=	3	
Priority No. 6 -	=	0	
DPW Facility Project	=	0	
IN Community/Newsletter	=	1	
Administrative Items	=	3	
BBOA	=	0	
BPI Project	=	0	
Code Enforcment	=	0	
CONNECT	=	0	
EDS	=	0	
Engineering	=	2	
Finances	=	2	
Council Related (phone calls, meetings, etc.)	=	2	
Council Packets	=	1.5	
Manager’s Report	=	2	
Grants (FEMA Grant)	=	0	
Healthcare	=	0	
Legal	=	2	
Pensions	=	0	
Personnel	=	0	
Pool	=	0	
Public Relations	=	1	
Public Safety	=	0	
Public Works	=	0	
Safety Committee Meeting	=	0	
Sewage Related	=	0	
IT	=	2	
Zoning Updates Project	=	0	
Vacation/Personnel Days	=	0	
Holiday	=	0	
<b>Totals</b>	<b>=</b>	<b>53.5</b>	<b>0</b>

November 08, 2012

12:00 AM – 1:30 PM

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MTG/SHACOG Advisory Committee Meeting

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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