



THE BOROUGH OF BRENTWOOD

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

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

November 09, 2012

Brentwood Borough Council
3624 Brownsville Road
Pittsburgh, PA 15227

RE: Weekly Progress Report 2012-43
Office of the Borough Manager
Period November 05, 2012 to November 09, 2012



Honorable Members of Council:

I hope everyone had a great week. Enclosed is my weekly progress report for the periods of November 5, 2012 to November 09, 2012.

FRIENDLY REMINDERS FOR NEXT WEEK

VETERAN'S DAY – MONDAY, November 12, 2012 – Borough Offices Closed

TREE PLANTING IN THE PARK

When: Saturday, November 10, 2012

Time: 9:00 AM – 11:00 AM

Where: Brentwood Borough Park

COMMUNITY LIGHT UP NIGHT

When: Tuesday, November 13, 2012

Time: 5:00 PM – 8:00 PM

Where: Brownsville Road



2013 BUDGET HEARING NO. 2

When: Wednesday, November 14, 2012

Time: 5:00 PM – 9:00 PM

Where: 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

Nothing this week.

PHASE I & II PARK REDEVELOPMENT

BPI – Phase I and Phase II RFP

Status Update: The Revised Estimates for Phase I and Phase II have been emailed to everyone. I have also included copies in this week's status report.

<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

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.

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.

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

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

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

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.

RFP – Auditing Services

Finalized the Request for Proposals for Borough Auditing Services. The notice was 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.

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.

Advertise RFP	November 8, 2012
Deadline for RFP	November 29, 2012 @ 10am
Review Proposals	November 29, 2012
Identify Short List of Firms	November 30, 2012
Interviews/Meetings (If necessary)	Week of December 3, 2012
Recommendation to Council	December 07, 2012
Council Action	December 11, 2012
Award Project/NTP	December 12, 2012

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

Nothing new to report.



Brentwood Park Initiative

Nothing new to report.

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.

Building Maintenance

Boiler

On Monday, November 5, 2012 the employees arrived to a freezing Borough Building. Apparently the Boiler went out again. Guy Denello was called in. He was able to correct the problem and heat was restored around 11:00 AM. The bill for the repair to the boiler was **\$857.37**. Guy had to replace a low water control. This control sends a signal to pump from our return tank or feed the boiler with regular water. The cause was a build-up of material on the float and also the electronic side of it.

Code Enforcement/Building Inspection

Nothing new to report.

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

Reviewed the Regular Meeting Agenda and Fact Sheet for the October 23rd Regular Meeting.

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.

Engineering

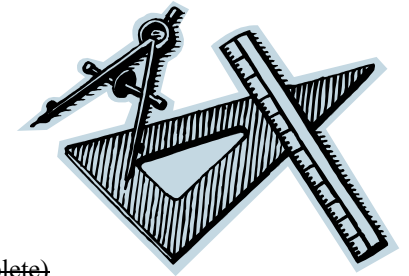
Consent Order Alternatives Analysis (Feasibility Study) 08.429.313

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

Nothing new to report.

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 was approved by Council. Gateway will be kicking off this project soon.

C-40113-2012 Stormwater Phase II Compliance 01.408.313

Nothing new to report.

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 just about completed. Ralph Costa will be doing the final inspection.

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

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

Nothing new to report. 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.

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

School Crossing Signals/ARLE Grant Awards

This Project has been COMPLETED! We are processing the paper work to be reimbursed for the project \$6,000.

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.

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

Met with our web designer on Friday, November 09, 2012 to see the status of this project and when it will be completed. He indicated that the web page should be ready to go “live” by the end of the month.

Insurances

Nothing new to report.

Legal

Ordinance No. 2012-1208 – Blighted Property

Ordinance will be advertised in the November 15th SHR. It will be considered for adoption during the November 27, 2012 Council meeting.



Ordinance No. 2012-1207 – Property Registration

Ordinance will be advertised in the November 15th SHR. It will be considered for adoption during the November 27, 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.

Library

Nothing new to report.

Manager's Report

Prepared weekly Manager's report.

Newsletter/IN Community [Briefly Brentwood]

Status:

IN Community Magazine

Completed newsletter articles.

Winter 2012

Content Due: October 26, 2012

Mails: November 26, 2012



Parks & Recreation

BAA

I received an email from Jim Attanucci. He informed me that the Brentwood Athletic Association has been approved for a \$4,000.00 matching grant from the Pittsburgh Pirates Charities Field for Kids Program. The BAA will be using \$4,000.00 from their general funds to match the grant. In the coming months the grant will be used to update the lights on the Little League Field. The updates will include replacing all metal halide lamps, metal halide ballasts, replacing the disconnect boxes on each pole and labor. The total cost of the project has been bid at \$8,095.00. He will notify the Borough before work begins.

Pension

Nothing new to report.

Personnel

Nothing new to report.

Planning

Nothing new to report.

Pool

Nothing new to report.

Professional Development

Nothing new to report.

Public Relations

Resident Issues

Nothing new to report.

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, November 6, 2012 at 11:30AM.

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 November 09th, 2012

		Proposed Hours	Actual Hours
Priority No. 1 – 2013 Budget	=	24	25.25
Priority No. 2 – DPW Project - RFP	=	4	2
Priority No. 3 – BPI Project	=	3	1.25
Priority No. 4 - Auditor - RFP	=	1	2.25
Priority No. 5 - Council Mtg. (Agenda & Reg.)	=	3	0
Priority No. 6 -	=	0	0
DPW Facility Project	=	0	0
IN Community/Newsletter	=	1	0
Administrative Items	=	3	3.25
BBOA	=	0	0
BPI Project	=	0	0
Code Enforcement	=	0	0
CONNECT	=	0	0
EDS	=	0	0
Engineering	=	2	0
Finances	=	2	1
Council Related (phone calls, meetings, etc.)	=	2	1.92
Council Packets	=	1.5	0
Manager’s Report	=	2	1
Grants (FEMA Grant)	=	0	0
Healthcare	=	0	0
Legal	=	2	0
Pensions	=	0	0
Personnel	=	0	0
Pool	=	0	0
Public Relations	=	1	1.17
Public Safety	=	0	0
Public Works	=	0	0
Safety Committee Meeting	=	0	1.5
Sewage Related	=	0	0
IT	=	2	2.42
Zoning Updates Project	=	0	0
Vacation/Personnel Days	=	0	0
Holiday	=	0	0
Totals	=	53.5	43.01

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

Meetings and Priorities Planned for the Week ending November 16th, 2012

		Proposed Hours	Actual Hours
Priority No. 1 – 2013 Budget	=	6	
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.)	=	6	
Priority No. 6 -	=	0	
DPW Facility Project	=	0	
IN Community/Newsletter	=	0	
Administrative Items	=	3	
BBOA	=	1.5	
BPI Project	=	0	
Code Enforcement	=	1	
CONNECT	=	3	
EDS	=	0	
Engineering	=	2	
Finances	=	2	
Council Related (phone calls, meetings, etc.)	=	3	
Council Packets	=	1.5	
Manager’s Report	=	2	
Grants (FEMA Grant)	=	0	
Healthcare	=	0	
Legal	=	2	
Pensions	=	0	
Personnel	=	0	
Pool	=	0	
Public Relations	=	2	
Public Safety	=	0	
Public Works	=	1	
Safety Committee Meeting	=	0	
Sewage Related	=	0	
IT	=	2	
Zoning Updates Project	=	0	
Vacation/Personnel Days	=	0	
Holiday	=	8	
Totals	=	54	0

November 12, 2012

Veteran's Day – BOROUGH OFFICES ARE CLOSED



November 13, 2012

12:00 PM – 1:30 PM -- MTG/BBOA Monthly BOD Meeting
1:30 PM – 3:00 PM -- MTG/R. Schubert Re. 2013 Budget
6:00 PM – 9:00 PM -- EVENT/2012 Community Light Up

November 14, 2012

9:30 AM – 10:30 AM -- MTG/Monthly Solicitor Meeting
10:30 AM – 11:30 PM -- MTG/Monthly Code Department Meeting
2:00 PM – 3:00 PM -- MTG/Monthly DPW Department Meeting
5:00 PM – 9:00 PM -- MTG/Budget Workshop No. 2

November 15, 2012

10:00 AM – 11:00 AM -- MTG/Bid Opening – DPW Design/Build
6:00 PM – 9:00 PM -- MTG/CONNECT Community Meeting

November 16, 2012

9:30 AM – 11:00 AM -- MTG/Review DPW Design/Build Proposals

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