



# THE BOROUGH OF BRENTWOOD

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

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

October 26, 2012

Brentwood Borough Council  
3624 Brownsville Road  
Pittsburgh, PA 15227

**RE: Weekly Progress Report 2012-41**  
**Office of the Borough Manager**  
**Period October 22 to October 26, 2012**



Honorable Members of Council:

I hope everyone had a great week. Enclosed is my weekly progress report for the periods of October 22, 2012 to October 26, 2012.

## FRIENDLY REMINDERS FOR NEXT WEEK

**Tuesday, October 30, 2012**

**Joint Council/School Board Meeting**

**Time: 7:00 PM**

**Where: Middle/High School Cafeteria**

The below are some agenda items I have received thus far. Please let me know if you wish to have anything added.

1. Joint Rec Director – M. Vickless
2. Residential/Commercial Redevelopment Program - R. Schubert– (Looking to form a committee to work on this policy and would like to have a Rep. from the school district).
3. Public Safety Awareness Plan/Policy – C. Zimmerman – (Looking to form a committee to work on this plan and would like to have a Rep. from the School District).
4. Day Camp - Lifeguard/Pool Manager costs. G. Z.
5. Opening up School for the Community. i.e. Basketball, gym, etc. – P. Carnevale
6. Delinquent Tax Collector – G. Z.
7. Park Project Schedule – G. Z.
8. Borough Wide Marketing Plan – C. Johnson - (Looking to form a committee to work on this plan and would like to have a Rep. from the School District).
9. Stadium Agreement with School District – R. Schubert
10. Viking Way survey.
11. Barone Building and penalty and interest forgiveness for Doug Hyrb.



**Special Council meeting to follow immediately following the Joint meeting to discuss Phase I and Phase II of the Park Plans.**

**Questions to Consider:**

- 1. Include second baseball field as base bid or alternate bid.**
- 2. Include larger new baseball field lights as base bid or alternate bid.**
- 3. Eliminate second baseball field and replace with new tennis court.**
- 4. Keep Court area as is. (Deck Hockey, 1 Basketball Court (with extra hoops on the side), 1 Tennis Court.**
- 5. Include Lights around Court Area.**
- 6. Style of Synthetic Turf. (All same color, alternating rows of lighter turf)**
- 7. D-Zones**
- 8. Logo or “B” in middle of synthetic turf.**

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:** Jim Sauer presented the Construction Documents for Phase I and Phase II to Brentwood Borough Council on Tuesday, October 23, 2012 at 5:30pm to 7:15pm. There were some questions and comments regarding the need for a second baseball field. Also, lights for both the new larger baseball field and court area was discussed. These items will be further discussed following the Joint Council/School Board meeting on Tuesday, October 30<sup>th</sup>, 2012.

<b>Action Items</b>	<b>Due</b>	<b>Responsible Party</b>
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

---

**NEW MUNICIPAL COMPLEX PROJECT**

Borough Building

Nothing new to report.

---

**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 11<sup>th</sup> and October 18<sup>th</sup>~~
- ~~Pre-Submittal Meeting~~ ~~October 22, 2013 @ 10:00 AM~~
- 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

---

**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**

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

Nothing new to report.

---



### **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. Councilman Clyde Zimmerman will be attending in my place.

---

---

**Building Maintenance**

Nothing new to report.

---

**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 23<sup>rd</sup> 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

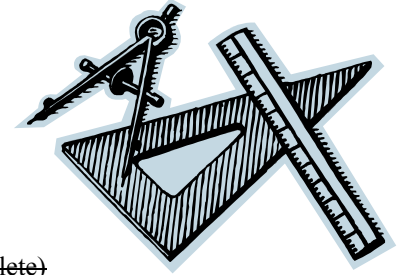
### Consent Order Alternatives Analysis (Feasibility Study) 08.429.313

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

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](http://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.

---

**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 Mortar 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



### 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.

---

## 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.

---

## 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

Nothing new to report.

---

### Pension

#### Brentwood Pension Board Meeting

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

---

### Personnel

#### Employee Evaluations

Working with HR Director to prepare and set up Employee Evaluations. These evaluations will be conducted next week.

---

### 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

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.

---

**Public Safety**

Nothing new to report.

---

**Public Works**

Weekly Reports are attached.

---

**Safety Committee**Employee Safety Committee Meeting

The next monthly Employee Safety Committee Meeting will be 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 October 26<sup>th</sup>, 2012**

		<b>Proposed Hours</b>	<b>Actual Hours</b>
Priority No. 1 – 2013 Budget	=	4	0
Priority No. 2 – DPW Project - RFP	=	4	9.25
Priority No. 3 – BPI Project	=	3	4.42
Priority No. 4 - Auditor - RFP	=	3	0
Priority No. 5 - Council Mtg. (Agenda & Reg.)	=	4	4.25
Priority No. 6 -	=	0	0
DPW Facility Project	=	0	0
IN Community/Newsletter	=	4	1.25
Administrative Items	=	4	2.42
BBOA	=	0	0
BPI Project	=	0	0
Code Enforcment	=	0	0
CONNECT	=	0	0.25
EDS	=	1	1.25
Engineering	=	6	7.5
Finances	=	1	0.67
Council Related (phone calls, meetings, etc.)	=	2	1.25
Council Packets	=	3	1
Manager’s Report	=	2	2
Grants (FEMA Grant)	=	0	0
Healthcare	=	0	0
Legal	=	0	3.75
Pensions	=	1.5	2.42
Personnel	=	1	1
Pool	=	0	0
Public Relations	=	3	7
Public Safety	=	0	0
Public Works	=	0	0
Safety Committee Meeting	=	0	0
Sewage Related	=	0	0
IT	=	2	0.25
Zoning Updates Project	=	1.5	0
Vacation/Personnel Days	=	0	0
Holiday	=	0	0
<b>Totals</b>	<b>=</b>	<b>50</b>	<b>49.93</b>

October 22, 2012

10:00 AM – 12:00 PM -- MTG/DPW Pre-Submittal Meeting

October 23, 2012

5:30 PM – 7:00 PM -- MTG/J.T. Sauer Presentation

7:00 PM – 7:30 PM -- MTG/Executive Session

7:30 PM – 9:00 PM -- MTG/Council Regular Meeting

October 24, 2012

4:00 PM – 9:00 PM -- MTG/ASHE Monthly Meeting

October 25, 2012

9:30 AM – 11:00 AM -- MTG/Zoning Project Progress Meeting

10:30 AM – 11:00 AM -- MTG/Pre-Pension Meeting with R. Rhoades

11:00 AM – 12:00 PM -- MTG/Pension Board Meeting

2:00 PM – 3:00 PM -- MTG/Greg Jones - EDS

October 26, 2012

8:00 AM – 11:00 AM -- MTG/LGA – Programing Meeting

---

**Meetings and Priorities Planned for the Week ending November 02<sup>nd</sup>, 2012**

		<b>Proposed Hours</b>	<b>Actual Hours</b>
Priority No. 1 – 2013 Budget	=	6	
Priority No. 2 – DPW Project - RFP	=	5	
Priority No. 3 – BPI Project	=	3	
Priority No. 4 - Auditor - RFP	=	4	
Priority No. 5 - Council Mtg. (Agenda & Reg.)	=	3	
Priority No. 6 -	=	0	
DPW Facility Project	=	0	
IN Community/Newsletter	=	2	
Administrative Items	=	3	
BBOA	=	1	
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)	=	1	
Healthcare	=	0	
Legal	=	2	
Pensions	=	1.5	
Personnel	=	6	
Pool	=	0	
Public Relations	=	3	
Public Safety	=	0	
Public Works	=	0	
Safety Committee Meeting	=	0	
Sewage Related	=	0	
IT	=	2	
Zoning Updates Project	=	1.5	
Vacation/Personnel Days	=	0	
Holiday	=	0	
<b>Totals</b>	<b>=</b>	<b>53.5</b>	<b>0</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

October 31, 2012



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

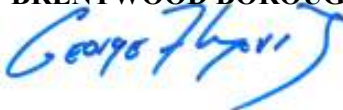
November 02, 2012

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

---

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

