



THE BOROUGH OF BRENTWOOD

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

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

November 30, 2012

Brentwood Borough Council
3624 Brownsville Road
Pittsburgh, PA 15227

RE: *Weekly Progress Report 2012-46*
Office of the Borough Manager
Period November 26, 2012 to November 30, 2012

Honorable Members of Council:

I hope everyone had a great week. Enclosed is my weekly progress report for the periods of November 26, 2012 to November 30, 2012.

FRIENDLY REMINDERS FOR NEXT WEEK

Deadline for RSVPing

Brentwood Holiday Party

When: Friday, December 14, 2012
Where: Dante's Restaurant
Time: 4:30 PM - ?
Cost: Employee/Elected Official – Free, Guest \$16.00 (made payable directly to Dante's)
RSVP: Please contact Lou Garase by Thursday, December 6, 2012

BBOA Annual Holiday Party

When: Tuesday, December 11, 2012
Where: South Hills Country Club
Time: 11:30 AM – 1:00 PM
Cost: \$23/person
RSVP: Please contact Lou Garase by Thursday, December 7, 2012

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: Notified J. T. Sauer of Councils Decision to move forward with the Park Plans. Jim Sauer will be working on finalizing the Construction Documents for submission to the Brentwood Planning Commission.

<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

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

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

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	January 15, 2013 (Agenda Meeting)
Public Meeting/Presentation	February 19, 2013 (Prior to Agenda Mtg)
Submission to Allegheny County	February 22, 2013
Public Hearing	April 23 rd , 2013 (Prior to Reg. Mtg.)
Adoption by Brentwood Council	April 23 rd , 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.

2013 BUDGET

Finalized the Budgets and Budget Narrative. Uploaded to the Borough Web Site for public review and comment. A copy of the Budget Narrative was sent to Council under a separate cover for review. The 2013 Budget is scheduled for Adoption during the December 11, 2012 Regular Council Meeting.

RFP – Auditing Services

The deadline for the proposals was November 29, 2012 at 10:00 AM. The Borough received five (5) proposals with costs for a three (3) contract ranging from \$44,153.00 to \$51,000.00. Current Borough Auditor, Hosack Specht came in at \$16,500/year or \$49,950 for the three (3) years.

Bid Tabulation Summary Table					
Borough Auditing Services					
November 29, 2012					
	Case Sabatine	Cottrill Arbutina	Goff Backa	Hosack Specht	Maher Duessel
Audit Years	Total Cost	Total Cost	Total Cost	Total Cost	Total Cost
Year 2012	\$ 16,000.00	\$ 14,000.00	\$ 15,000.00	\$ 16,650.00	\$ 16,500.00
Year 2013	\$ 16,000.00	\$ 14,700.00	\$ 15,500.00	\$ 16,650.00	\$ 17,000.00
Year 2014	\$ 16,000.00	\$ 15,453.00	\$ 16,000.00	\$ 16,650.00	\$ 17,500.00
TOTALS	\$ 48,000.00	\$ 44,153.00	\$ 46,500.00	\$ 49,950.00	\$ 51,000.00

Based on the above information and the fact that all proposals came in at around the same costs, we recommend the Borough retain Hosack Specht as the Borough Auditor for another three (3) years. If it is the Borough's intention of switching Auditors every so many years as a good business practice, this could be addressed in three (3) years and if decided this is the reasoning, then Hosack Specht would not be permitted to bid. However, since the main intent this time was to confirm costs of doing the Borough Audit, we do not believe the Borough should switch auditing firms from a firm that has always performed a good job for the Borough and understands the Borough's finances, projects, and system. This will be discussed during the meeting on December 11, 2012.

One NOTE: Cottrill Arbutina's proposal was emailed well in advance of the submittal deadline, however the Borough did not receive their hard copy until Friday, November 30, 2012. It was clearly stated in the RFP that BOTH hard copies and electronic copies shall be in the hands of the Borough not later than 10:00 AM, November 29, 2012.

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. Thus far, I have received requests for the RFP from four (4) firms.

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 [NOT NEEDED]
Recommendation to Council	December 07, 2012
Council Action	December 11, 2012
Award Project/NTP	December 12, 2012

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

December 2012 Update:

Preparation of your Feasibility Study, due in July 2013, should be well underway. Below is an overview of the major components that will need to be included in your plan. These elements were developed by the 3 Rivers Wet Weather Feasibility Study Working Group collaborating to ensure compliance with the municipal consent order requirements. Items such as cost sharing agreements and development of a Memorandum of Understanding (Suggested guidelines are attached.) for the report will require significant coordination, so be sure to build ample time into the schedule. A model Feasibility Study is being prepared that can be used as a guide.

Note that if your municipality is part of one or more complex sewersheds, you will need to have completed your alternative analysis and selected the most cost-effective approach to compliance. The following items should be considered as you develop the plan;

- a. Identify proposed physical project(s) and cost, and determine if the selected alternative will be constructed as multi-municipal infrastructure.
- b. Determine level of control to be proposed; i.e. design storm for SSO controls, number of overflows in CSO systems.

- c. Consider source reduction and green infrastructure options (Incorporate into leading alternative or list in Feasibility Study appendix to be considered where cost-effective and appropriate.)
- d. Determine cost sharing allocations.
- e. Determine individual municipal cost for sewer O&M and capital projects in all sewersheds.
- f. Determine individual municipal affordability (% of MHI). Be sure to include both ALCOSAN and municipal cost projections in this analysis.
- g. Coordinate individual municipal financial capabilities with other municipalities in shared sewersheds.
- h. Develop implementation schedules for individual municipalities and shared sewersheds that coordinate with the ALCOSAN Consent Decree and Wet Weather Plan.
- i. Initiate development of MOUs or Agreements to cover project implementation.
- j. Consider management and institutional options such as consolidation and regional authorities.
- k. Public meetings on proposed plan are not required by the consent orders, but are recommended.
- l. Develop both individual municipal and shared sewer Feasibility Study approaches and recommendations.
- m. Complete individual Feasibility Study for each municipality addressing each point of connection (POC).
- n. Complete MOUs or Agreements for all multi-municipal sewers and facilities.
- o. Each municipal Council must approve and adopt the individual municipal Feasibility Study prior to the July submittal to DEP or ACHD.

If you have questions about the preparation of your Feasibility Study, contact jschombert@3rww.org or (412) 578-7962.

SmartGrowth Conference

Register (\$45) for the 12th Annual SmartGrowth Conference, December 13 at the David L. Lawrence Convention Center. John Schombert will moderate a panel of speakers who will consider ideal and practical scenarios for our region in applying green infrastructure such as: regionalization, source reduction, fee structure, affordability, time to implement, stormwater utility, etc.

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 is scheduled for Tuesday, December 11, 2012 at 11:30am at the South Hills Country Club. (See attached flyer).



Please let me or Lou Garase know if you plan on attending this festive annual event by Friday, December 7, 2012.

Brentwood Park Initiative

The next meeting is scheduled for Thursday, December 13, 2012 at 7PM.

Brentwood, Baldwin, Whitehall Chamber of Commerce

Brentwood Baldwin Whitehall Chamber of Commerce Meeting

I will be attending the Chamber meeting on Thursday, December 6, 2012 at 12pm.

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

Prepared and the Regular Meeting Agenda and Fact Sheet for the December 11th Meeting.

Economic Development South (EDS)

RT. 51 Overlay Project

Nothing new to report.

Engineering

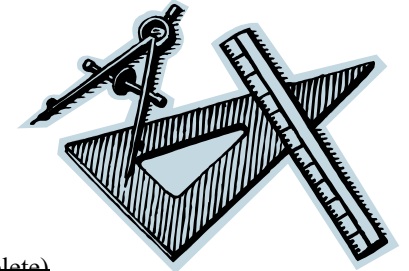
Consent Order Alternatives Analysis (Feasibility Study) 08.429.313

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	(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 has been scheduled for Tuesday, December 18th at 9:00 AM with Gateway Engineers.

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.

Brentwood Swimming Pool ADA - \$15,851

Swimming Pool ADA Upgrades

Total Project Cost	=	\$42,390.00
Grant Awarded	=	<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. 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

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

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

The new UPMC Health Insurance Contract is being reviewed. This will be an agenda item for Council to approve during their meeting on Tuesday, December 11, 2012.

Information Technology/Web Page

Web Page

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 on Dec. 11, 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. 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

Will be meeting 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.

Manager's Report

Prepared weekly Manager's report.

Newsletter/IN Community [Briefly Brentwood]

Status:

IN Community Magazine

Completed newsletter articles. Reviewed the draft Newsletter.



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

I, along with Dawn Lane, will be attending "Implementing the New GASB 67 & 68 Pension Standards" Seminar on Friday, December 7, 2012.

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 30th 2012

		Proposed Hours	Actual Hours
Priority No. 1 – 2013 Budget	=	16	23.59
Priority No. 2 – DPW Project	=	2	0
Priority No. 3 – BPI Project	=	2	2.26
Priority No. 4 - Auditor - RFP	=	3	1
Priority No. 5 - Council Mtg. (Agenda & Reg.)	=	5	5.5
Priority No. 6 -	=	0	0
DPW Facility Project	=	0	0
IN Community/Newsletter	=	0	0
Administrative Items	=	3	3.75
BBOA	=	0	0
BPI Project	=	0	0
Code Enforcement	=	1	0
CONNECT	=	0	0
EDS	=	0	0
Engineering	=	3	0.58
Finances	=	1	1.17
Council Related (phone calls, meetings, etc.)	=	3	2.75
Council Packets	=	2	0
Manager's Report	=	2	2
Grants (FEMA Grant)	=	0	0
Healthcare	=	0	0
Legal	=	1	0
Pensions	=	0	0
Personnel	=	0	0
Pool	=	0	0
Public Relations	=	1	0.5
Public Safety	=	0	0
Public Works	=	0	0
Safety Committee Meeting	=	0	0
Sewage Related	=	0	0
IT	=	1	0
Zoning Updates Project	=	2	2
Vacation/Personnel Days	=	0	0
Holiday	=	0	0
Totals	=	48	45.1

November 27, 2012

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

November 28, 2012

6:30 PM – 8:30 PM -- ENG/Allegheny County SWMP Meeting

November 29, 2012

9:00 AM – 11:00 AM -- MTG/Zoning Code Update
 10:00 AM – 12:00 PM -- AUDITOR PROJECT/Review Proposals

Meetings and Priorities Planned for the Week ending December 07th, 2012

		Proposed Hours	Actual Hours
Priority No. 1 – 2013 Budget	=	5	
Priority No. 2 – DPW Project	=	4	
Priority No. 3 – BPI Project	=	2	
Priority No. 4 - Auditor - RFP	=	2	
Priority No. 5 - Council Mtg. (Agenda & Reg.)	=	8	
Priority No. 6 -	=	0	
IN Community/Newsletter	=	0	
Administrative Items	=	3	
BBOA	=	0	
BPI Project	=	0	
Code Enforcement	=	1	
CONNECT	=	0	
EDS	=	0	
Engineering	=	3	
Finances	=	1	
Council Related (phone calls, meetings, etc.)	=	3	
Council Packets	=	2	
Manager's Report	=	2	
Grants (FEMA Grant)	=	0	
Healthcare	=	0	
Legal	=	1	
Pensions	=	0	
Personnel	=	1	
Pool	=	0	
Professional Development	=	5	
Public Relations	=	2	
Public Safety	=	0	
Public Works	=	0	
Safety Committee Meeting	=	1.5	
Sewage Related	=	0	
IT	=	3	
Zoning Updates Project	=	0	
Vacation/Personnel Days	=	0	
Holiday	=	0	
Totals	=	49.5	0

December 03, 2012

2:00 PM – 4:00 PM -- MTG/IT – Web Page Update

December 04, 2012

11:30 AM – 1:00 PM -- MTG/SAFETY COMMITTEE

December 05, 2012

9:00 AM – 10:30 AM -- MTG/Engineering – Transition Meeting

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

December 06, 2012

12:00 PM – 1:30 PM -- MTG/BBW Chamber of Commerce

December 07, 2012

8:00 AM – 1:30 PM -- PROF DEVL/PENSION UPDATES

If you have any questions or comments or would like additional information, please do not hesitate to give me a call.

Have a great Thanksgiving Everyone!! There is much we can truly be thankful for!

Very truly yours,

BRENTWOOD BOROUGH



George Zboyovsky, PE
Borough Manager

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