



THE BOROUGH OF BRENTWOOD

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

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

September 14, 2012

Brentwood Borough Council
3624 Brownsville Road
Pittsburgh, PA 15227

RE: *Weekly Progress Report 2012-35*
Office of the Borough Manager
Period September 03 to September 14, 2012

Honorable Members of Council:

I hope everyone had a great week. Enclosed is my weekly progress report for the periods of September 03 2012 to September 14, 2012.

FRIENDLY REMINDERS FOR NEXT WEEK

Tuesday, September 18, 2012 – Council Agenda Meeting

Executive Session: 7:00 PM

Agenda Meeting: 7:30 PM

Remember, PNC Bank will be giving a brief presentation on the Bond process associated with funding for a new Borough Building and BPI Project.



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

On Monday, September 10, 2012, Councilman Carnevale requested the following information:

A copy of the DROP Ordinance. He was informed that it was available online; he said he didn't have access to printing it. Mary Lou Garase gave him a copy.

He also requested answers to the following:

How much does the Pension Fund Manager Mr. Strope get paid? What is the fee? How often? Monthly Quarterly? Yearly?

Fund Managers are paid based on a percentage of the fund they manage. This fee is rolled into their plan fund accounts. In otherwords, the Borough does not "Cut UBS a Check". All fees paid from the funds are illustrated in the annual Plan Summary Reports.

He also said he doesn't understand the payment or fee schedule for the attorney of the Pension Board, when he is paid and how often. (He said this was discussed at the last Council meeting).

Attorney Randy Rhoades is paid \$175/hour for work performed related to the Borough's two Pension plans. His time is split between the two plans on items that relate to both plans and he bills such time accordingly on a monthly basis.

On Wednesday, September 12, 2012, Councilman Carnevale requested the following:

First: When (the date) was Mr. Schubert put on to sign checks?
Why wasn't all of Council informed of this change?

Council President appointed Councilman Schubert as Chairman of the Administration and Finance Committee following the resignation of Councilwoman Trexler. In accordance with Borough Resolution No. 2012-06 - Signature Authorization On Borough Accounts, the Chair of the Administration and Finance Committee is designated as one of the four signers.

Second: How much money does Brentwood Borough spend on Police vehicles for maintenance and tires at Varneys and for tires and maintenance at any other place or for purchases? What is the cost to date for 2012?

YTD = \$13,323.17.00.

Third: Why didn't we buy the extended warranty for the new police vehicle?

Given the life expectancy of a Police Car at 4 or 5 years, there is really no need to purchase an extended warranty.

I hope the above questions and answers are beneficial. If there is anything else, please let me know.

Thanks

PHASE I & II PARK REDEVELOPMENT

BPI – Phase I and Phase II RFP

Status Update: Nothing new to 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	09/25/12	J.T.Sauer/Borough Council/BPI
Engineering Review	TBD	Gateway Engineers
Planning Commission	October 2012	J.T. Sauer

NEW MUNICIPAL COMPLEX PROJECT

Borough Building

PNC Bank will be at the September 18, 2012 Agenda Meeting to give a presentation on General Obligation Notes and Financing. In preparation of this meeting, I have included information from PNC Bank on what some of the costs would be and bond payments associated with floating a Bond. This was sent to each Councilmember.



DPW FACILITY PROJECT

During the September 12, 2012 American Society of Highway Engineer's meeting, I spoke with a Mr. Craig Bolinger, Director of Construction & Facilities Management for A&A Consultants, Inc. out of Pittsburgh. Mr. Bolinger indicated that his company has a contract with Allegheny County and that he has recently constructed a DPW Building for the county located at Settler's Cabin. He indicated that the facility is 7,200 SF and came in at a cost of \$750,000. He stated that our building at 12,000 SF might be a little over \$1 mil. He sent me a copy of the bid documents that his company prepared as part of a Design/Build project. He indicated that Design/Build would be ideal in this situation.

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 Meeting

Nothing new to discuss.

2013 BUDGET

Nothing new to report.

BOROUGH MAP PROJECT [COMPLETED]

The maps have been completed and printed.

SEWAGE FEE COLLECTIONS PROJECT

Contacted Jordan Tax Services who are moving along with the forthcoming sewage collections. A notice of this is being included in the IN Community Magazine and on the Borough Web Site.

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.



SAVE THE DATE -- RT. 51 Corridor Communities Golf Outing

When: September 17, 2012 – Monday

Time: 12:30pm – Shotgun Start

Where: South Hills Country Club For more information: Rita Day 412-885-5045 or
Mary Dilla 412-84-1233

I am on the planning committee.

OKTOBERFEST – October 4th, 2012. DPW sent the Banner to Carrick Signs to update the day. They will hang the Banner by September 15, 2012 near the Library.

Brentwood Park Initiative

Nothing new to report.

Brentwood, Baldwin, Whitehall Chamber of Commerce

Nothing new to report.

Building Maintenance

Nothing new to report.

Code Enforcement/Building Inspection

Nothing new to report.

CONNECT

Nothing new to report.

COUNCIL RELATED

Replied to emails
Responded to Councilmember request.
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 for and attended the September 18, 2012 Agenda Meeting

Economic Development South (EDS)

RT. 51 Overlay Project

EDS received notice that they were awarded an LGA Grant that the Borough of Brentwood was the lead municipality on in conjunction with Whitehall Borough. The Grant Agreement is on the Agenda for Council to consider this month.

Engineering

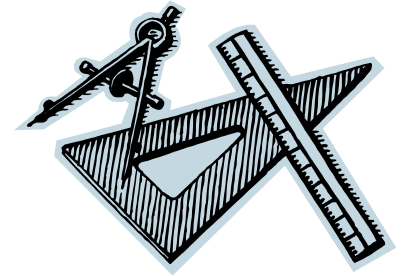
Monthly Engineering Meeting

Met with Borough Engineer, Emily Gaspich on Wednesday, September 12, 2012 to review the many projects going on in the Borough. Reminder, Gateway Engineers will be giving their annual report and presentation to Council on October 16, 2012 at 6:00 PM.

Consent Order Alternatives Analysis (Feasibility Study) 08.429.313

Project Milestones:

Draft POC Feasibility Study Report to ALCOSAN	July 31, 2012
ALCOSAN Draft Report to Municipalities	December 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>\$ 30,884.09</u>
Remaining:	\$ 27,115.91

POC's M-42 and MH-89 Draft Feasibility Study Reports were submitted to ALCOSAN on July 31, 2012.

C-40113-2012 Stormwater Phase II Compliance 01.408.313

Gateway has begun to set up scheduling for field tasks associated with the MS4 program. A map displaying the recommended schedule will be sent to Public Works. Gateway has communicated with DPW and it has been discussed that edits need to be made to the map. Gateway will coordinate with DPW and pick up the maps to make the edits.

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

With the MS4 permit application submission coming up next week, the Borough is required to submit a TMDL plan for Saw Mill along with the permit application. I've attached a draft plan Gateway Engineers developed in order to meet this requirement. This plan states the measures to be taken in order to identify and reduce the amount of pollution discharged into Saw Mill Run coming from phosphates, nitrates, and sediment.

SHACOG CD 38 2012 Pool ADA Upgrades Project

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

State Pipe is currently televising sewer lines throughout the Borough under the SHACOG CCTV Contract.

Engineering Budget

Work Authorization Approved (01/24/12):	\$ 28,900.00
<u>Work to Date:</u>	<u>\$ 7,329.57</u>
Remaining:	\$ 21,570.43

2012 Defect and Emergency Repairs

The 2012 Sewer Repair Contract was approved at the July 24, 2012 Council Meeting. Notification was sent to SHACOG to begin this project. Gateway is in the process of obtaining the necessary paperwork for the contracts and scheduling the pre-construction meetings in the next week or so.

The contract will consist of digs, liners and special repairs to be awarded independently of each other. It is anticipated that construction would begin in August 2012.

The anticipated bid schedule is as follows:

Award	July 24, 2012
Start:	August or September
Contract A – Soli Construction	= \$175,865.00
Contract B – Robinson Pipe Cleaning	= \$261,957.00
<u>Contract C – Fleming Walker</u>	<u>= \$58,846.00</u>
Total	= \$496,668.00

Engineering Budget

Work Authorization Approved (01/24/12):	\$ 81,700.00
<u>Work to Date:</u>	<u>\$ 34,161.79</u>
Remaining:	\$ 47,538.21

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

Pikney Way Project

We have all the agreements. The Contractor contacted Duquesne Light to schedule for the utility pole to be relocated. He is hoping to complete Pickney Way and Daub Way under one mobilization. The Contractor has indicated that the anticipated construction duration is two (2) to three (3) weeks.

Engineering Budget (2011 Carryover)

Work Authorization Submitted (10/14/11):	\$ 19,000.00
Revised Work Authorization (06/15/12):	\$ 2,500.00
<u>Work to Date:</u>	<u>\$ 19,633.41</u>
Remaining:	\$ 1,866.59

Hillson Avenue/Daub Way

I prepared a letter to the resident on Daub Way that has not executed the Easement Agreement for the Borough indicating that the Borough would NOT CONTEST any request for a variance he may seek to expand his garage. This letter has been reviewed by the solicitor. It will not be sent until the resident signs off on the easement agreement so that the Borough can begin work on Daub Way.

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

Kaufmann Avenue Sidewalk

Update from the Fence Company that the fence will be delivered in two weeks. The project will commence then. The approved and executed Change Order was sent back to Excalibur Construction. However, when Excalibur notices the Change Order he mentioned that there was a mistake. Apparently when he prepared his estimate for the Borough to install a concrete cap on top of the wall in lieu of asphalt and to then core drill through concrete and install a 4-foot high fence, his total for this additional work (at prevailing wages) came out to be \$13,276.00. Gateway Engineers assumed he was giving the "revised total contract amount" and thus "backed out the \$3,625.00". This was confirmed. As such I, along with Robert Mackewich and Gateway Engineers went down to the site and discussed the options. The work to repair the concrete wall with a cap was completed and looked good. The cost to core drill through the concrete road and install the fence was discussed. R. Mackewich suggested to install the fence in the side of the wall and thus remove the need to core drill (the biggest expense). In addition, since the fence installation was not part of the original contract I informed Excalibur that the Borough will contract with Allegheny Fence ourselves to install the fence. As such, the Borough will not have to pay prevailing wage rates to Allegheny Fence, a savings of nearly \$800.00. Excalibur was actually fine with this and stated for the Borough to simply let him know when the fence was installed so that he can have the barricades removed. I ran this by our Solicitor and he indicated that this would be fine.

As such, a revised Change Order will go before council to reflect the actual cost to repair the concrete wall and install the concrete cap.

Project Summary

Contractor:	Excalibur Construction
Project Costs	\$ 9,651.00
Change Orders	\$ 3,625.00 [INCORRECT]
<u>Work to Date:</u>	<u>\$ 0.00</u>
Remaining:	\$13,276.00

Per County of Allegheny - Chain Link Fence Contract # 47707

BASE BID:

QUANTITIES:

Furnish and install: 147' L.F. of 4' high chain link fence. No gates.

SPECS:

All heavy wall schedule 40 or SS-40 weight galvanized pipe.
All posts welded to angles and bolted to back side of existing wall.
3" O.D. terminal posts, 2 1/2 " O.D. line posts, 1 5/8" O.D. top rail
9 gauge x 2" mesh x 48" high aluminized wire
7 gauge aluminized bottom tension wire.
Includes 2 end posts, 2 corner posts and 13 line posts.

TOTAL LABOR AND MATERIALS:

A. Non union and no prevailing wage rates:	\$ 3 , 860.00
or	
B. Prevailing wage rates with certified payrolls:	\$ 4 , 640.00

School Crossing Signals/ARLE Grant Awards

Meeting with R.L. Kimball to kick-off this project. It appears that PennDOT will not need a permit change for the new school crossing signs since the Borough is just installing them at their current locations.

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.

We received three bids which are summarized below.

Please note – the electrical service line item may or may not be needed.

Brentwood Borough
School Warning Flashers - Bid Comparison

Item	Bid A	Bid B	Bid C
Type II PennDOT School Signal Flasher Assembly	\$ 1,898.00	\$ 1,956.00	\$ 1,700.00
Flasher Cabinet w/ Clock	\$ 1,384.00	\$ 1,490.00	\$ 1,050.00
Total	\$ 3,282.00	\$ 3,446.00	\$ 2,750.00
*Electrical Service	\$ 1,440.00	\$ 1,440.00	\$ 1,440.00
*Labor for Installation	\$ 1,560.00	\$ 1,560.00	\$ 1,560.00
*Equipment for Installation	\$ 600.00	\$ 600.00	\$ 600.00
Total	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
Total Project Cost	\$ 6,882.00	\$ 7,046.00	\$ 6,350.00
*Installation provided by Brentwood's Signal Contractor - Traffic Control & Engineering			

The individual bids are attached. Your current signal contractor was the highest bidder.

Bid A – Signal Service

Bid B – Traffic Control & Engineering

Bid C - Pathmaster

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 Morter Grant - \$

Nothing new to report.

“NEW” Police Camera Grant from Allegheny County DA’s Office - \$

Nothing new to report. This is being administered by the Police Department.

Gaming Economic Development Fund Grant - \$500,000 for New Municipal Complex.

Received notice from the County that the Borough was not granted this grant.

Duquesne Light’s Power of Light Program

Nothing new to report.

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

Nothing new to report.

CITF Grant - \$200,000 for Phase I of the BPI – Approved.

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. Did some work on the SeeClickFix software. It is now operational.

Insurances

Nothing new to report.

Legal

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]

Prepared a few the articles and content for this edition next week. Met with Wayne Dollard, President of IN Community magazine.

Status:

IN Community Magazine

Please note the following deadline for the SUMMER edition.

Finalized various articles and sent to IN Community.

2012 Production Schedule

Winter 2012

Content Due: October 26, 2012

Mails: November 26, 2012



Parks & Recreation

Nothing new to report.

Pension

The MMO information has been prepared by Mockenhaupt. This will be on the agenda this month for Council to consider.

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

Public Safety

Nothing new to report.



Public Works

Weekly Reports are attached.

Safety Committee

Nothing new to report.

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 September 07th, 2012

September 3, 2012

LABOR DAY – BOROUGH OFFICES CLOSED

September 4th – September 7th, 2012

VACATION

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

		Proposed Hours	Actual Hours
Priority No. 1 – Strategic Planning Meeting	=	4	6
Priority No. 2 – Prep. for Agenda Mtg	=	7	2.25
Priority No. 3 – 2013 Budget	=	4	0
Priority No. 4 - Municipal Bldg. Project	=	0	0.34
Priority No. 5 -	=	0	0
Priority No. 6 -	=	0	0
DPW Facility Project	=	0	0
IN Community/Newsletter	=	1	1
Administrative Items	=	1	6.17
BBOA	=	1	0.5
BPI	=	8	3.5
Code Enforcement	=	0	0.75
CONNECT	=	0	0.5
Engineering	=	2	10.25
Finances	=	2	0
Council Related (phone calls, meetings, etc.)	=	2	3.5
Council Packets	=	2	0
Manager’s Report	=	0	0
Grants (FEMA Grant)	=	0	0
Healthcare	=	0	0
Legal	=	2	1.5
Pensions	=	0	0.25
Personnel	=	0	0
Pool	=	0	0.5
Public Relations	=	8	11.5
Public Safety	=	0	0
Public Works	=	0	0.5
Safety Committee Meeting	=	0	0
Sewage Related	=	0	0
IT	=	0	1.25
Zoning Updates Project	=	0	0
Vacation/Personnel Days	=	0	0
Holiday	=	0	0
Totals	=	44	50.26

September 11, 2012

- 12:00 PM – 1:30 PM -- MTG/BBOA Monthly Meeting
- 7:00 PM – 9:00 PM -- MTG/Strategic Planning Meeting

September 12, 2012

- 8:30 AM – 9:30 AM -- MTG/Monthly Engineers Meeting
- 9:30 AM – 10:30 AM -- MTG/Monthly Solicitor’s Meeting
- 4:00 PM – 9:00 PM -- MTG/ASHE Board Meeting

September 13, 2012

9:00 AM – 4:00 PM -- EVENT/Western PA Manager’s Outing

September 14, 2012

11:00 AM – 4:00 PM -- EVENT/BPI Golf Outing

Meetings and Priorities Planned for the Week ending September 21st, 2012

		Proposed Hours	Actual Hours
Priority No. 1 – Agenda Meeting	=	4	
Priority No. 2 – Prep. for Regular Mtg	=	4	
Priority No. 3 – BPI Project	=	4	
Priority No. 4 - Municipal Bldg. Project	=	2	
Priority No. 5 -	=	0	
Priority No. 6 -	=	0	
DPW Facility Project	=	4	
IN Community/Newsletter	=	0	
Administrative Items	=	4	
BBOA	=	0	
BPI	=	0	
Code Enforcment	=	0	
CONNECT	=	4	
Engineering	=	4	
Finances	=	2	
Council Related (phone calls, meetings, etc.)	=	3	
Council Packets	=	3	
Manager’s Report	=	2	
Grants (FEMA Grant)	=	0	
Healthcare	=	0	
Legal	=	2	
Pensions	=	0	
Personnel	=	0	
Pool	=	0	
Public Relations	=	8	
Public Safety	=	0	
Public Works	=	0	
Safety Committee Meeting	=	0	
Sewage Related	=	0	
IT	=	0	
Zoning Updates Project	=	0	
Vacation/Personnel Days	=	0	
Holiday	=	0	
Totals	=	50	0

September 17, 2012

12:00 PM – 8:30 PM -- PR/EVENT/EDS-BBOA RT. 51 Golf Outing

September 18, 2012

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

7:30 PM – 9:30 PM -- MTG/Agenda Meeting

September 19, 2012

10:30 AM – 11:30 AM -- MTG/Monthly Code Department Meeting

2:00 PM – 3:00 PM -- MTG/Monthly DPW Department Meeting

September 21, 2012

9:00 AM – 12:00 PM -- MTG/BPI – Meeting with JT Sauer on Phase I & II

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