



THE BOROUGH OF BRENTWOOD

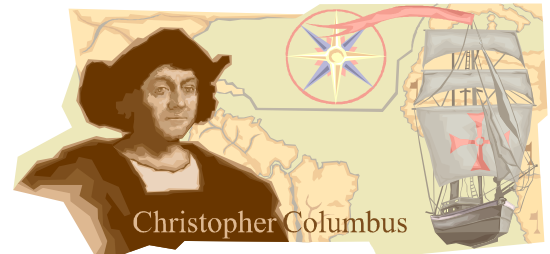
MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD
PITTSBURGH, PA 15227-3199

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

October 05, 2012

Brentwood Borough Council
3624 Brownsville Road
Pittsburgh, PA 15227

RE: Weekly Progress Report 2012-38
Office of the Borough Manager
Period October 01 to October 05, 2012



Honorable Members of Council:

I hope everyone had a great week. Enclosed is my weekly progress report for the periods of October 01, 2012 to October 05, 2012.

FRIENDLY REMINDERS FOR NEXT WEEK

Tuesday, October 9, 2012

2013 Budget Workshop

Time: 6:00 PM – 9:00 PM

Council Chambers

Please review the budget worksheets provided. We will address any questions/comments.



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

No requests.

PHASE I & II PARK REDEVELOPMENT

BPI – Phase I and Phase II RFP

Status Update: On Monday, October 1, 2012, I received a call from Jim Sauer. He indicated that he has been in contact with Jim Attanucci of the BAA regarding the ball fields. He stated that there is a possibility of fitting a “larger field” with a right field line of approx.. 190 feet if the Borough utilizes what was a “Paper Street.” I indicated that I would contact the Borough Solicitor regarding this. He also stated that he had drafted up a revised plan for the court area showing a larger deck hockey rink that is suitable for league play. He indicated that making it a multipurpose court by adding some basketball courts inside the deck hockey rink would provide more basketball courts for use when deck hockey is NOT being played.

Action Items	Due	Responsible Party
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 TBD	J.T.Sauer/Borough Council/BPI
Engineering Review	TBD	Gateway Engineers
Planning Commission	October 2012	J.T. Sauer

NEW MUNICIPAL COMPLEX PROJECT

Borough Building

Nothing new to report.



DPW FACILITY PROJECT

The Draft RFP for Design/Build Services associated with a DPW Building was approved by Council during their September 25, 2012 Regular Council meeting. I informed Ruthann Omer of Gateway Engineers and we have scheduled to meet on Wednesday, October 3rd at 4pm to discuss. She indicated that she would invite Jan Brimier to this meeting. She stated that Jan put a lot of time into this project and should be invited. I indicated to her that this would not be a good idea considering the reason Council is going this route is the fact they did not trust Jan’s and AI’s \$2.5 million estimate.

Surveying Budget

Work Authorization Approved (3/27/12):	\$ 9,000.00
Work to Date:	\$ 786.75
Remaining:	\$ 8,213.25

Civil Engineering Budget

Work Authorization Approved (3/27/12):	\$23,000.00
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Work to Date: \$ 2,421.05
Remaining: \$20,578.95

ZONING CODE REVISIONS PROJECT

Project Update Meeting

Met with Delta Development on Thursday, September 27th. We discussed a few more sections regarding set backs, landscaping, etc. I asked if they could send me “clean DRAFT” copies of what was done to date so that I may distribute to Council as well as the Planning Commission to give everyone time to start their reviews. (Rather than hit everyone with a huge document at the end.) Dan Santoro of Delta Development indicated that was a good idea and will email me the documents completed to date along with the revised Zoning Map. (you will notice that we are proposing to make the Borough primarily a R-1 Residential Single Family area.). They also added a section regarding “Conversion Dwellings” and limiting the conversion of single family homes into duplexes.

2013 BUDGET

Provided in this week’s packet for Council to review is the following DRAFT Budgets:

2013 General Fund – Revenues

2013 General Fund – Expenditures

2013 Capital Improvement Fund – Revenues

2013 Capital Improvement Fund – Expenditures

The Capital Improvement Fund may require a bit of discussion as the need for various capital expenditures will need to be discussed. Funding for the Capital Improvement Fund will be from a transfer from the General Fund, transfer from the Sanitary Sewer Fund, and a transfer from the Operating Reserve Fund.

SEWAGE FEE COLLECTIONS PROJECT

Nothing new to report.

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

When: October 09, 2012 – Tuesday

Time: 12:00 PM

Where: The New Dante's Restaurant.



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

Brentwood Baldwin Whitehall Chamber of Commerce

General Luncheon Meeting

October 4, 2012

The Georgetown Centre

526 East Bruceton Road

Pittsburgh, PA 15236

Noon

Guest Speaker: Pamela E. Countouris

BA Psychology/Elementary Education

Certified Olweus Bullying Prevention Trainer

Workplace Bullying Seminar Presenter/Trainer

Workplace Bullying is defined as a “repeated, health harming, mistreatment: sabotage by others that prevented work from getting done through verbal abuse, threatening conduct, intimidation, and humiliation,” (WBI) It is a non-physical form of violence. Because it is abusive, it causes both emotional and stress-related physical harm. The presence of bullying reflects the nature of humans as they interact at work. The power of Workplace Bullying is it's ability to stay hidden in plain view.

What matters most in preventing it, is what owners, executives and boards do when it is brought to their attention.

Research shows that 35% of the U.S. Workforce report being bullied at work. That is an estimated 53.5 million Americans. That is unacceptable and we need to protect our human rights. Make every workplace safe and take a stand against Workplace Bullying!!!

Advance reservations requested:

Contact Mary Dilla at 412-884-1233 or email: secretary@bbwchamber.com
\$15 with reservation \$18 without

Next luncheon and general meeting November 1 at Salvatore's

Building Maintenance

Nothing new to report.

Code Enforcement/Building Inspection

Nothing new to report.

CONNECT

Carnegie Library and ACLA

At the Executive Committee meeting last week we discussed the proposal from Carnegie Library and ACLA to engage CONNECT in a conversation about libraries. There were many questions from the members who were in attendance and we have since been gathering data to answer those questions to determine how we want to move forward.

CONNECT is hosting a follow up discussion on **MONDAY, OCTOBER 15 AT 10:00AM at the GREEN TREE MUNICIPAL BUILDING** to look at data and answer additional questions, as well as provide an opportunity for CONNECT member who were unable to make the last meeting to come and be a part of this discussion and decision making.

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 for and attended the September 25, 2012 Regular Meeting

Economic Development South (EDS)

RT. 51 Overlay Project

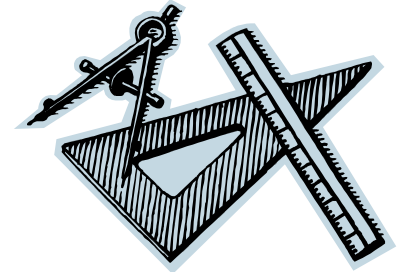
EDS received notice that they were awarded an LGA Grant that the Borough of Brentwood was the lead municipality on in conjunction with Whitehall Borough. The Grant Agreement is on the Agenda for Council to consider this month.

Engineering

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	\$
Work to Date:	<u>\$ 0.00</u>
Remaining:	\$31,390.00

Engineering Budget

Work Authorization Approved (01/24/12):	\$ 11,000.00
Work to Date:	<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
Work to Date:	<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
Work to Date:	<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

This project is just about completed. Gateway Engineers will complete a final inspection and punch list.

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

Contractor is scheduled to begin on Monday, September 24, 2012.

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

This project is completed.

School Crossing Signals/ARLE Grant Awards

This item is on the agenda for Council to Consider on Tuesday. 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 Morter Grant - \$

Nothing new to report.

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

A letter from the Chief asking that the camera be used in the park is included in this week’s packet.

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. 2012-120x – 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

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

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

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

Public Safety

Nothing new to report.

Public Works

Weekly Reports are attached.



Safety CommitteeEmployee Safety Committee Meeting

The next meeting is scheduled for Tuesday, October 2, 2012 at 11:30AM.

School District

Nothing new to report.

SHACOG

Nothing new to report.

Taxes2012 Reassessments

Nothing new to report.

Review of Meetings and Priorities accomplished during the Week ending October 05th, 2012October 02, 2012

11:30 AM – 12:30 PM -- MTG/Monthly Safety Committee Meeting

October 03, 2012

2:00 PM – 3:00 PM -- MTG/Pension Fund Manager Meeting

4:00 PM – 6:00 PM -- MTG/DPW RFP Review with Gateway

October 04, 2012

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

12:00 PM – 1:00 PM -- MTG/BBW Chamber Meeting

6:00 PM – 8:00 PM -- EVENT/BBOA Oktoberfest

October 05, 2012

08:00 AM – 1:00 PM -- PENSION SEMINAR

Meetings and Priorities Planned for the Week ending October 12th, 2012

		Proposed Hours	Actual Hours
Priority No. 1 – 2013 Budget	=	24	
Priority No. 2 – DPW Project - RFP	=	4	
Priority No. 3 – BPI Project	=	4	
Priority No. 4 -	=	0	
Priority No. 5 -	=	0	
Priority No. 6 -	=	0	
DPW Facility Project	=	0	
IN Community/Newsletter	=	0	
Administrative Items	=	4	
BBOA	=	0	
BPI Project	=	0	
Code Enforcement	=	0	
CONNECT	=	0	
Engineering	=	3	
Finances	=	3	
Council Related (phone calls, meetings, etc.)	=	2	
Council Packets	=	2	
Manager’s Report	=	2	
Grants (FEMA Grant)	=	0	
Healthcare	=	0	
Legal	=	0	
Pensions	=	5	
Personnel	=	0	
Pool	=	0	
Public Relations	=	0	
Public Safety	=	0	
Public Works	=	0	
Safety Committee Meeting	=	1.5	
Sewage Related	=	0	
IT	=	0	
Zoning Updates Project	=	0	
Vacation/Personnel Days	=	0	
Holiday	=	0	
Totals	=	54.5	0

October 09, 2012

- 12:00 PM – 1:00 PM -- MTG/BBOA Monthly Meeting – Dante’s
6:00 PM – 9:00 PM -- MTG/2013 Budget Workshop

October 10, 2012

- 8:30 AM – 9:30 PM -- MTG/Monthly Engineers Meeting
9:30 AM – 10:30 AM -- MTG/Monthly Solicitor’s Meeting
10:30 AM – 11:30 AM -- MTG/Monthly Code Enforcement Meeting
2:00 PM – 3:00 PM -- MTG/Monthly DPW Department 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