



THE BOROUGH OF BRENTWOOD

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

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

November 23, 2012

Brentwood Borough Council
3624 Brownsville Road
Pittsburgh, PA 15227

RE: Weekly Progress Report 2012-44&45
Office of the Borough Manager
Period November 12, 2012 to November 16, 2012



Honorable Members of Council:

I hope everyone had a great week. Enclosed is my weekly progress report for the periods of November 12, 2012 to November 23, 2012.

FRIENDLY REMINDERS FOR NEXT WEEK

THANKSGIVING – Thursday, November 22nd and Friday, November 23rd – Borough Offices Closed

Executive Session Meeting

When: Tuesday, November 27, 2012

Time: 7:00 PM – 7:30 PM

Where: Council Caucus Room

Regular Council Meeting

When: Tuesday, November 27, 2012

Time: 7:30 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.

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	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

The Design/Build proposals were received and opened publicly on Thursday, November 15, 2012 at 10:00 AM. R. Mackewich served as a witness. Councilmen Zimmerman and Council President Wenzel were also in attendance. The Borough received six (6) proposals. They are as follows:

	Allegheny Construction	Swede Construction A&A Consultants	UHL Construction	DiMarco	James Construction	Massarro
Task Description	Total Cost	Total Cost	Total Cost	Total Cost	Total Cost	Total Cost
Base Bid	\$ 1,239,000.00	\$ 1,385,942.00	\$ 1,497,000.00	\$ 1,341,540.00	\$ 2,169,000.00	\$ 1,302,873.00
Alternate A - Radiant Floor Heat	\$ 118,800.00	NA	\$ 100,000.00	\$28,928 + 10% Fee	\$ 116,000.00	NA
Alternate B - Truck Wash	\$ 10,000.00	\$ 11,400.00	\$ 21,000.00	\$13,974 + 10% Fee	\$ 50,000.00	\$ 150,000.00
Alternate C - Truck Lift	\$ 10,000.00	\$ 26,800.00	\$ 23,000.00	\$33,900 + 10% Fee	\$ 90,000.00	\$ 75,000.00
Allowances						
TOTALS	\$ 1,377,800.00	\$ 1,424,142.00	\$ 1,641,000.00	\$ 1,418,342.00	\$ 2,425,000.00	\$ 1,527,873.00

Even with the Truck Wash and Truck Lift the bids look better than expected. We are reviewing the proposals and will narrow them down to three (3) to interview. Based on the outcome of the interviews

we will make a recommendation to Council. Council can decide if they wish to interview these firms as well.

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	<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 next progress meeting with Delta Development is scheduled for Thursday, November 29, 2012 at 9:30 am.

2013 BUDGET

Attended the Second Budget Workshop on Wednesday, November 14, 2012 at 5:00 PM. Based on comments, made revisions (i.e. added \$5,000 for Marketing Plan) and prepared 2013 Budget Resolution and also prepared the associated Tax Ordinances and Sewage Fee Ordinances for Council to Consider.

The word "Thanksgiving" is written in a large, stylized, 3D font with a yellow-to-orange gradient and a dark outline, giving it a glowing appearance.

RFP – Auditing Services

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. 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
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

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

Thank you to everyone who came out to volunteer and also support the BBOA Light Up Night. It was great event!



Part of the evening festivities is our Turkey Challenge. Last year we raised \$1,400 to be divided between the Stewart Avenue Lutheran Church Food Pantry and the Brentwood Presbyterian Church Food Pantry. All monies donated to this worthy cause stay in the community to help support our neighbors and friends. Please consider donating to this very worthy cause as the need has increased. You can email or call me at the information below if you have any questions.

Thank you and Happy Thanksgiving!

Brentwood Park Initiative

Nothing new to report.

Brentwood, Baldwin, Whitehall Chamber of Commerce

Brentwood Baldwin Whitehall Chamber of Commerce Meeting

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
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 reviewed the Regular Meeting Agenda and Fact Sheet for the November 20th and 27th Agenda and Regular Meetings.

Economic Development South (EDS)

RT. 51 Overlay Project

Nothing new to report.

Engineering

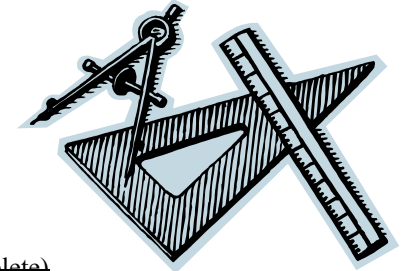
Consent Order Alternatives Analysis (Feasibility Study) 08.429.313

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. Gateway will be kicking off this project soon.

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

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

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

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.

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. 2012-1208 – Blighted Property

Ordinance was 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 was 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. Reviewed the draft Newsletter.

Winter 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 RelationsResident Issues

Nothing new to report.

Public Safety

Nothing new to report.

Public Works

Weekly Reports are attached.



Safety CommitteeEmployee 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.

Taxes2012 Reassessments

Nothing new to report.

Review of Meetings and Priorities accomplished during the Week ending November 16th, 2012

		Proposed Hours	Actual Hours
Priority No. 1 – 2013 Budget	=	6	6.5
Priority No. 2 – DPW Project - RFP	=	4	7.5
Priority No. 3 – BPI Project	=	3	1.5
Priority No. 4 - Auditor - RFP	=	1	0
Priority No. 5 - Council Mtg. (Agenda & Reg.)	=	6	5.5
Priority No. 6 -	=	0	0
DPW Facility Project	=	0	0
IN Community/Newsletter	=	0	0.75
Administrative Items	=	3	1.34
BBOA	=	1.5	1.5
BPI Project	=	0	0
Code Enforcement	=	1	0
CONNECT	=	3	4
EDS	=	0	0
Engineering	=	2	0
Finances	=	2	0
Council Related (phone calls, meetings, etc.)	=	3	3.5
Council Packets	=	1.5	0.75
Manager’s Report	=	2	1
Grants (FEMA Grant)	=	0	0
Healthcare	=	0	0
Legal	=	2	3
Pensions	=	0	0
Personnel	=	0	0
Pool	=	0	0
Public Relations	=	2	1.25
Public Safety	=	0	0
Public Works	=	1	1
Safety Committee Meeting	=	0	0
Sewage Related	=	0	0
IT	=	2	1
Zoning Updates Project	=	0	0
Vacation/Personnel Days	=	0	0
Holiday	=	8	8
Totals	=	54	48.09

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

Review of Meetings and Priorities accomplished during the Week ending November 23rd, 2012

		Proposed Hours	Actual Hours
Priority No. 1 – 2013 Budget	=	0	0
Priority No. 2 – DPW Project - RFP	=	5	4.75
Priority No. 3 – BPI Project	=	3	0.5
Priority No. 4 - Auditor - RFP	=	1	0.5
Priority No. 5 - Council Mtg. (Agenda & Reg.)	=	6	9.25
Priority No. 6 -	=	0	0
DPW Facility Project	=	0	0
IN Community/Newsletter	=	0	0
Administrative Items	=	3	1.33
BBOA	=	0	0
BPI Project	=	0	0
Code Enforcment	=	1	1
CONNECT	=	0	0
EDS	=	0	0
Engineering	=	1	1
Finances	=	1	0.75
Council Related (phone calls, meetings, etc.)	=	3	1.25
Council Packets	=	1.5	2
Manager's Report	=	2	1
Grants (FEMA Grant)	=	0	0
Healthcare	=	0	0
Legal	=	1	0.25
Pensions	=	0	0
Personnel	=	0	0
Pool	=	0	0
Public Relations	=	2.5	2.58
Public Safety	=	0	0
Public Works	=	0	0
Safety Committee Meeting	=	0	0
Sewage Related	=	0	0
IT	=	4	5.42
Zoning Updates Project	=	0	0
Vacation/Personnel Days	=	0	0
Holiday	=	16	16
Totals	=	51	47.58

Meetings and Priorities Planned for the Week ending November 30th, 2012

		Proposed Hours	Actual Hours
Priority No. 1 – 2013 Budget	=	16	
Priority No. 2 – DPW Project	=	2	
Priority No. 3 – BPI Project	=	2	
Priority No. 4 - Auditor - RFP	=	3	
Priority No. 5 - Council Mtg. (Agenda & Reg.)	=	5	
Priority No. 6 -	=	0	
DPW Facility Project	=	0	
IN Community/Newsletter	=	0	
Administrative Items	=	3	
BBOA	=	0	
BPI Project	=	0	
Code Enforcment	=	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	=	0	
Pool	=	0	
Public Relations	=	1	
Public Safety	=	0	
Public Works	=	0	
Safety Committee Meeting	=	0	
Sewage Related	=	0	
IT	=	1	
Zoning Updates Project	=	2	
Vacation/Personnel Days	=	0	
Holiday	=	0	
Totals	=	48	0

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
-

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

