



THE BOROUGH OF BRENTWOOD

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

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

September 21, 2012

Brentwood Borough Council
3624 Brownsville Road
Pittsburgh, PA 15227

RE: *Weekly Progress Report 2012-36*
Office of the Borough Manager
Period September 17 to September 21, 2012

Honorable Members of Council:

I hope everyone had a great week. Enclosed is my weekly progress report for the periods of September 17 2012 to September 21, 2012.

FRIENDLY REMINDERS FOR NEXT WEEK

Tuesday, September 18, 2012 – Council Regular Meeting

Executive Session: 7:00 PM

Regular Meeting: 7:30 PM

Remember, J.T. Sauer will be giving an update on the Brentwood Park Initiative Project at the beginning of the meeting on Tuesday. They will be submitting to the DCNR next week for their final review prior to going out for bid.



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

During the September 18, 2012 Agenda Meeting, it was asked if the Brentwood Dukes were ever approved for their field permits in 2012. Upon investigating it appears they were approved during the April Council meeting. A copy of their permit is provided in this week's packet. I asked Lou to mail out the permit to Mike Hubsch just in case he still needs a copy for his records. The one item the Borough is still waiting for is the information associated with the vehicles they want to park.

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

I informed PNC Bank that the Borough is waiting until they have a better idea of costs and options associated with the New Municipal Complex project before proceeding with a Bond. Mike from PNC Bank informed me that he will let me know if he sees any trends in the interest rates.



DPW FACILITY PROJECT

Working on the RFP for a Design/Build firm. I should have this completed by Tuesday's meeting. I need information from Gateway regarding the survey and Geotech Report to include.

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.

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 – Monday

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

Weekly Manager's Report 09/17/12 to 09/21/12



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**Executive Committee Meeting**

I, along with Councilman Johnson attended the CONNECT Executive Committee meeting on Thursday, September 20, 2012.

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 25, 2012 Regular Meeting

Economic Development South (EDS)**RT. 51 Overlay Project**

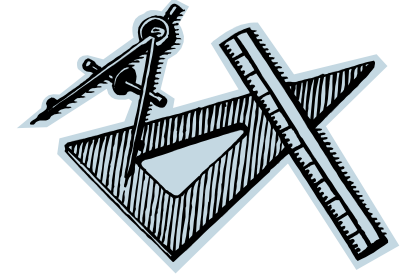
EDS received notice that they were awarded an LGA Grant that the Borough of Brentwood was the lead municipality on in conjunction with Whitehall Borough. The Grant Agreement is on the Agenda for Council to consider this month.

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	\$
<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

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.

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.

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.

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.

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

Will have the 2012 Pool Summary Report completed and included in next week's packet.

Professional Development

Nothing new to report.

Public RelationsResident Issues

I attended the RT. 51 Communities Annual golf outing on Monday, September 17, 2012.

Public Safety

Nothing new to report.

Public Works

Weekly Reports are attached.

**Safety Committee**Employee 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 September 21st, 2012

		Proposed Hours	Actual Hours
Priority No. 1 – Agenda Meeting	=	4	6.5
Priority No. 2 – Prep. for Regular Mtg	=	4	6
Priority No. 3 – BPI Project	=	4	2.92
Priority No. 4 - Municipal Bldg. Project	=	2	0
Priority No. 5 -	=	0	0
Priority No. 6 -	=	0	0
DPW Facility Project	=	4	3.66
IN Community/Newsletter	=	0	0
Administrative Items	=	4	4.67
BBOA	=	0	0
BPI	=	0	0
Code Enforcment	=	0	0
CONNECT	=	4	2.75
Engineering	=	4	6.25
Finances	=	2	1.5
Council Related (phone calls, meetings, etc.)	=	3	3.17
Council Packets	=	3	1
Manager’s Report	=	2	3
Grants (FEMA Grant)	=	0	0
Healthcare	=	0	0
Legal	=	2	2.08
Pensions	=	0	0
Personnel	=	0	0
Pool	=	0	0
Public Relations	=	8	10
Public Safety	=	0	0
Public Works	=	0	0
Safety Committee Meeting	=	0	0
Sewage Related	=	0	2.5
IT	=	0	0
Zoning Updates Project	=	0	0
Vacation/Personnel Days	=	0	0
Holiday	=	0	0
Totals	=	50	56

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

Meetings and Priorities Planned for the Week ending September 28th, 2012

		Proposed Hours	Actual Hours
Priority No. 1 – DPW RFP	=	6	
Priority No. 2 – Prep. for Regular Mtg	=	3	
Priority No. 3 – Surplus Ordinance	=	2.5	
Priority No. 4 - 2013 Budget	=	4	
Priority No. 5 - SunShot Grant/Ordinance	=	4	
Priority No. 6 -	=	0	
DPW Facility Project	=	0	
IN Community/Newsletter	=	0	
Administrative Items	=	4	
BBOA	=	0	
BPI Project	=	2	
Code Enforcement	=	0	
CONNECT	=	0	
Engineering	=	6	
Finances	=	2	
Council Related (phone calls, meetings, etc.)	=	3	
Council Packets	=	2	
Manager’s Report	=	2	
Grants (FEMA Grant)	=	0	
Healthcare	=	0	
Legal	=	3	
Pensions	=	0	
Personnel	=	0	
Pool	=	0	
Public Relations	=	2	
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	=	45.5	0

September 25, 2012

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

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

September 26, 2012

8:00 AM – 11:30 AM -- MTG/SUNSHOT Solar Panel Meeting

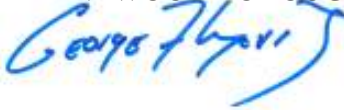
September 27, 2012

9:30 AM – 12:00 PM -- MTG/Zoning Updates 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