



THE BOROUGH OF BRENTWOOD

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

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

August 31, 2012

Brentwood Borough Council
3624 Brownsville Road
Pittsburgh, PA 15227

RE: Weekly Progress Report 2012-34
Office of the Borough Manager
Period August 27 to August 31, 2012



Honorable Members of Council:

I hope everyone had a great week. Enclosed is my weekly progress report for the periods of August 27, 2012 to August 31, 2012.

FRIENDLY REMINDERS FOR NEXT WEEK

Monday, September 3, 2012 – LABOR DAY – BOROUGH OFFICES
CLOSED

FYI – VACATION

I will be on vacation from September 4 to September 7th. Below is a summary of my available time.



Date	Vacation	Personal	Sick
Ending Balance 12/31/11	0	0	24
Beginning Balance 01/01/12	15	6	34
Used to Date 07/31/12	3	2.5	0
Remaining Balance 08/17/12	12	3.5	34
Proposed 09/04 to 09/07/12	4		
	8	3.5	34

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: 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	07/31/12 TBD	J. T. Sauer
Initial Engineering Review	07/31/12 — 08/03/12 TBD	G. Zboyovsky
Submittal to Planning Commission	08/06/12 TBD	J. T. Sauer
Progress Report No. 2/Workshop	08/07/12 TBD	J.T.Sauer/Borough Council/BPI
Engineering Review	08/06/12 — 08/16/12 TBD	Gateway Engineers
Planning Commission	08/16/12	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 will be emailed separately.



DPW FACILITY PROJECT

Nothing new to report.

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

The maps have been completed and will be printed. We asked for an additional 100 maps at a cost of \$60 giving us a total of nearly 300 extra. These maps are included in the Borough's Welcome Basket for new residents.

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.

BBOA



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 August 28, 2012 Agenda Meeting

Economic Development South (EDS)

Zoning Overlay District

Nothing new to report.

Engineering

Monthly Engineering Meeting

Met with Borough Engineer, Emily Gaspich on Wednesday, August 8, 2012 to review the many projects going on in the Borough. Following the meeting we went to the Kaufmann Avenue project site to review some issues the contractor ran into that needed our immediate attention. See below under the Kaufmann Avenue Project Update for details.

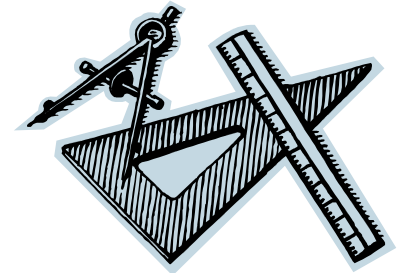
Consent Order Alternatives Analysis (Feasibility Study) 08.429.313

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

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]
Work to Date:	\$ 0.00
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.

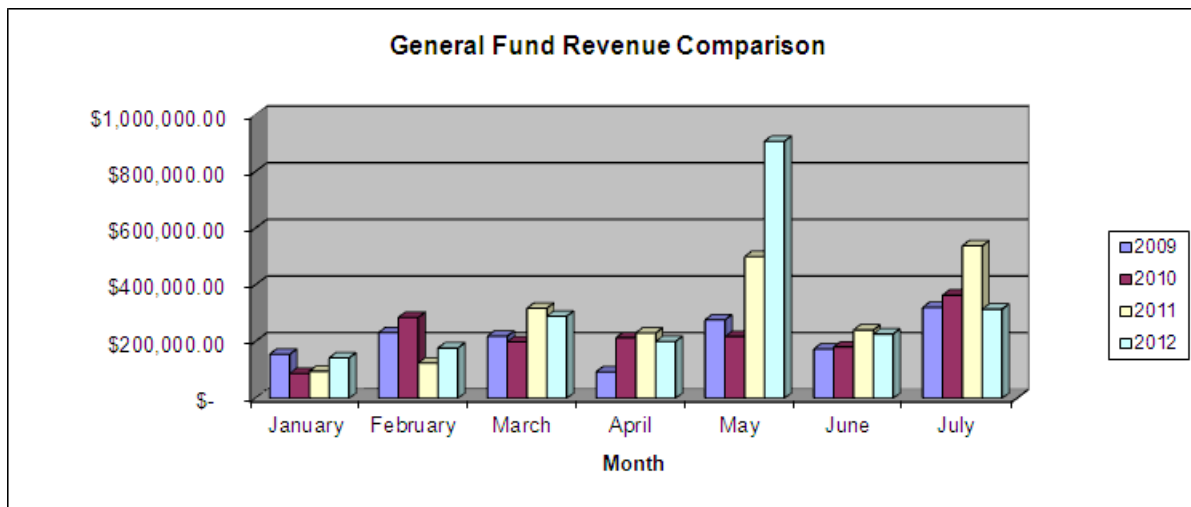
TOTAL LABOR AND MATERIALS:

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

Finance

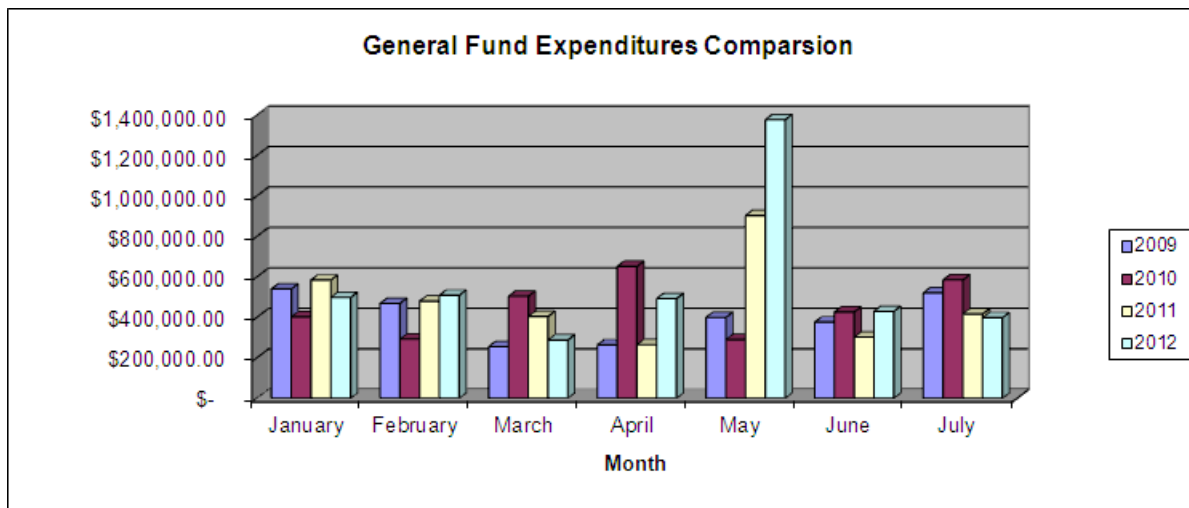
- Reviewed Invoices and signed off on checks
- Reviewed Purchase Orders
- Reviewed monthly budget report.

General Fund					
Revenue Comparison Balances					
Revenues Do Not Include TAN					
					2011 vs. 2012
					Difference
	2009	2010	2011	2012	+ / (-)
January	\$ 155,292.09	\$ 87,432.57	\$ 95,396.32	\$ 142,300.23	\$ 46,903.91
February	\$ 231,445.80	\$ 285,210.53	\$ 124,393.54	\$ 177,301.41	\$ 52,907.87
March	\$ 219,049.55	\$ 198,985.41	\$ 317,815.41	\$ 289,812.06	\$ (28,003.35)
April	\$ 93,377.44	\$ 213,684.97	\$ 230,387.24	\$ 200,403.27	\$ (29,983.97)
May	\$ 276,843.58	\$ 217,827.87	\$ 499,862.82	\$ 907,009.23	\$ 407,146.41
June	\$ 173,710.85	\$ 181,177.58	\$ 240,750.49	\$ 226,828.30	\$ (13,922.19)
July	\$ 320,318.59	\$ 363,544.82	\$ 537,917.66	\$ 314,435.64	\$ (223,482.02)



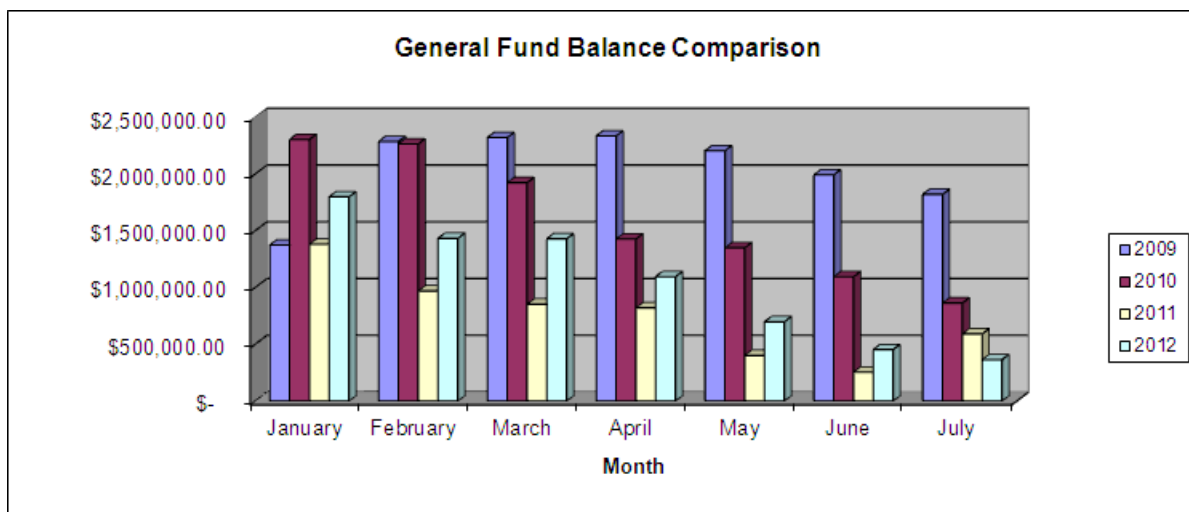
For the period ending July 31, 2012 the Borough realized revenues of \$314,435.64. This number is \$223,482.02 less than the previous July collections but relatively consistent for the month of July going back to the year 2009. Real Estate taxes begin to come in during the month of August and September typically. However, year to date revenues are up approximately \$212,000.00 for the same periods over the last three years.

General Fund					
Expenditure Comparison Balances					
					2011 vs. 2012
					Difference
	2009	2010	2011	2012	+ / (-)
January	\$ 540,534.41	\$ 402,460.63	\$ 584,089.17	\$ 498,079.84	\$ (86,009.33)
February	\$ 468,738.99	\$ 292,305.10	\$ 479,640.96	\$ 508,950.73	\$ 29,309.77
March	\$ 255,050.99	\$ 503,823.54	\$ 404,251.17	\$ 288,075.05	\$ (116,176.12)
April	\$ 263,598.56	\$ 651,458.16	\$ 264,808.14	\$ 492,477.14	\$ 227,669.00
May	\$ 399,365.63	\$ 290,057.07	\$ 902,881.76	\$1,376,300.83	\$ 473,419.07
June	\$ 376,368.57	\$ 426,361.49	\$ 302,256.02	\$ 428,944.08	\$ 126,688.06
July	\$ 520,898.12	\$ 584,909.28	\$ 416,642.24	\$ 398,143.10	\$ (18,499.14)



Expenditures for the period ending July 31, 2012 were slightly less than previous years for the month of July going back to the year 2009. However, year to date expenditures are up approximately \$636,000 compared to the past three years. The primary reason for this is due to the transfer of over \$1 mil in May to the new Operating Reserve Fund.

General Fund					
Fund Balance Comparison					
					2011 vs. 2012
					Difference
	2009	2010	2011	2012	+ / (-)
January	\$ 1,373,489.22	\$ 2,303,780.79	\$ 1,380,678.31	\$ 1,798,654.85	\$ 417,976.54
February	\$ 2,285,685.19	\$ 2,264,472.96	\$ 969,168.19	\$ 1,432,958.32	\$ 463,790.13
March	\$ 2,321,076.67	\$ 1,923,328.38	\$ 852,639.07	\$ 1,429,486.82	\$ 576,847.75
April	\$ 2,334,748.61	\$ 1,426,886.41	\$ 821,139.76	\$ 1,095,074.73	\$ 273,934.97
May	\$ 2,204,822.73	\$ 1,350,028.92	\$ 401,439.61	\$ 697,994.84	\$ 296,555.23
June	\$ 1,992,018.25	\$ 1,094,940.44	\$ 254,525.22	\$ 452,999.12	\$ 198,473.90
July	\$ 1,821,273.13	\$ 863,859.76	\$ 591,003.89	\$ 363,632.87	\$ (227,371.02)



As you can see from the General Fund Balance, the fund is down approximately \$227,000 from the same period in July of 2011. Again this is due to the creation of the Operating Reserve Fund which will now be used to hold the Borough's surplus funds.

2012 General Fund					
Summary					
July 2012					
					%
	2012 Budget	Year to Date	Monthly	Remaining	Remaining
Revenues	\$ 6,395,217.64	\$ 3,256,267.67	\$ 314,435.64	\$ 3,138,949.97	49.00%
Expenditures	\$ 6,395,217.64	\$ 3,990,940.77	\$ 398,143.10	\$ 2,401,324.48	38.00%

After seven (7) months, the Borough has received 51% of their budgeted revenues with over \$3 mil yet to be collected. Even though we are 58% through the year, this is not that bad since the majority of the Borough's Real Estate Taxes are collected in August and September each year. Reviewing the General Fund Expenditures, the Borough has expended roughly 62% of their anticipated general fund items.

Grants

BPI Project Grants

Nothing new to report.

“NEW” FEMA Brick and Mortar 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.

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.

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.

Insurances

Nothing new to report.

Legal

Pickney & Daub Way Agreements

Started clearing and grubbing on Pinkney Way. Duquesne Light is scheduled to relocate the telephone pole on Friday.



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

Fall 2012

Content Due: August 17, 2012

Mails: September 17, 2012

Winter 2012

Content Due: October 26, 2012

Mails: November 26, 2012



Parks & Recreation

Nothing new to report.

Pension

D. Lane prepared the documentation associated with next year's MMO. This information was sent to Mockenhaupt in order for them to prepare the MMO for the Police and Non-Uniform pension plans.

Personnel

Nothing new to report.

Planning

Nothing new to report.

Pool

This is the last week for the Brentwood Pool to be open. They are operating on the reduced schedule, opening at 3PM and closing at 8pm during the week.

The new Pool Chairs have arrived.

Pool survey is completed and has been sent down to the pool last week as well as uploaded to the Borough web site and IN Community Magazine. We have already received a lot of responses. Next year we will supply this survey at the beginning of the season as well. Please let me know if you have any comments or recommendations for additional questions.

Professional Development

Nothing new to report.

Public Relations

Resident Issues

Public Safety

Nothing new to report.

Public Works

Weekly Reports are attached.



Safety Committee

The Borough Employee Safety Committee meeting will be held on TUESDAY, September 4, 2012 at 12:00 PM. The meetings have been changed from the **FIRST** Wednesday of the month to the **FIRST** TUESDAY of the month to accommodate schedules.

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 August 31st, 2012

Meetings Held

August 27, 2012

10:00 AM – 11:30 AM -- MTG/P. Carnevale RE. Various Items

August 28, 2012

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

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

August 31st, 2012

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

10:00 AM – 11:00 AM -- MTG/Intern Project Status Meeting

Meetings and Priorities Planned for the Week ending September 7th, 2012

September 3, 2012

LABOR DAY – BOROUGH OFFICES CLOSED

September 4th – September 7th, 2012

VACATION

Meetings and Priorities Planned for the Week ending September 14th, 2012

		Proposed Hours	Actual Hours
Priority No. 1 – Strategic Planning Meeting	=	4	
Priority No. 2 – Prep. for Agenda Mtg	=	7	
Priority No. 3 – 2013 Budger	=	4	
Priority No. 4 -	=	0	
Priority No. 5 -	=	0	
Priority No. 6 -	=	0	
DPW Facility Project	=	0	
Intern Project Preparation	=	1	
Administrative Items	=	1	
BBOA	=	1	
BPI	=	8	
Code Enforcment	=	0	
CONNECT	=	0	
Engineering	=	2	
Finances	=	2	
Council Related (phone calls, meetings, etc.)	=	2	
Council Packets	=	2	
Manager’s Report	=	0	
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	=	44	0

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

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

