



# 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 under a separate cover/email.**  
**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.

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## COUNCIL REQUEST FOR INFORMATION

Councilwoman Ann Schade provided the Borough with a letter and photographs of the incompleted restoration of her property from last year's Sanitary Sewer repairs. A copy of the letter and photographs have been provided in this week's packet. Robert Mackewich met with Ms. Schade and corrected the problem.

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## 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.

<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	<del>09/25/12</del> TBD	J.T.Sauer/Borough Council/BPI
Engineering Review	TBD	Gateway Engineers
Planning Commission	October 2012	J.T. Sauer

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## NEW MUNICIPAL COMPLEX PROJECT

### Borough Building

Nothing new to report.



## DPW FACILITY PROJECT

Met with Ruthann Omer and Emily Gaspich of Gateway Engineers along with Robert Mackewich to review the RFP for Design/Build Services associated with a new DPW Building. R. Omer was concerned with the DPW Building being proposed in the "hollow". She also indicated that Jan Brimier from AI has put a lot of money into all of these Borough Projects and is concerned that Council may be losing faith in her company. She indicated that AI's \$2.5 million estimate was done by an outside estimator and that it was actually based on 14,000 SF facility not the 12,000 SF that is being identified in the RFP.

We reviewed the RFP and she only had some minor comments on the RFP. I made the edits and emailed the Legal Notice to the South Hills Record to run on October 11<sup>th</sup> and again on October 18<sup>th</sup>.

I did receive a comment back from Tom Ayoob's office indicating that the Borough is permitted to put out a RFP for Design/Build Services that does not have to be awarded to the lowest bidder.

### 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

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## ZONING CODE REVISIONS PROJECT

### Project Update

Sections of the completed DRAFT copies of the Zoning Code Revisions have been sent out under a separate cover/email for you to start reviewing at your leisure.

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## 2013 BUDGET

Provided this week under a separate email for Council to review are the following DRAFT Budgets:

2013 General Fund – Revenues

2013 General 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.

## **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

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### **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.

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## **BBOA**

### **BBOA Meeting**

When: October 09, 2012 – Tuesday

Time: 12:00 PM

Where: The New Dante's Restaurant.



### **Brentwood Park Initiative**

Nothing new to report.

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### **Brentwood, Baldwin, Whitehall Chamber of Commerce**

#### Brentwood Baldwin Whitehall Chamber of Commerce Meeting

I, along with Councilman Clyde Zimmerman attended the monthly BBW Chamber meeting held on Thursday, October 4, 2012.

Next luncheon and general meeting November 1 at Salvatore's

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### **Building Maintenance**

Nothing new to report.

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### **Code Enforcement/Building Inspection**

Nothing new to report.

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## CONNECT

Nothing new to report.

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## 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.

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## COUNCIL PACKETS

Compiled the various documents associated with this week's council mail.  
Printed out hard copies and emailed out scanned version.

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## COUNCIL MEETING & PREPARATIONS

Nothing new to report.

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## Economic Development South (EDS)

RT. 51 Overlay Project

Nothing new to report.

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## Engineering

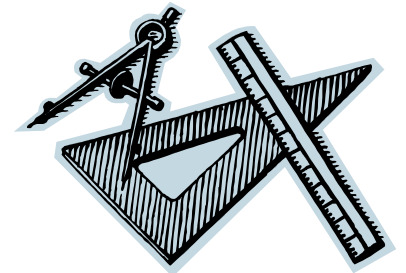
### Consent Order Alternatives Analysis (Feasibility Study) 08.429.313

Project Milestones:

<del>Draft POC Feasibility Study Report to ALCOSAN</del>	<del>July 31, 2012</del>
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**

The Contractor has been contacted and should be beginning work in the next week or two.

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

**School Crossing Signals/ARLE Grant Awards**

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.



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**Finance**

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

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**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.



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**Healthcare**

Nothing new to report.

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**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.

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**Insurances**

Nothing new to report.

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**Legal****Ordinance No. 2012-120x – Surplus Property**

Started to do research on a Surplus Property Ordinance.

**Civil Service Commission**

Nothing new to report.



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**Library**

Nothing new to report.

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## Manager's Report

Prepared weekly Manager's report.

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### 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



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### Parks & Recreation

Nothing new to report.

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### Pension

On Wednesday, October 3, 2012 I met with a Pension Fund Manager, Frank R. Burnette, Principal & Senior Consultant of Morrison Fiduciary Advisors, Inc., Institutional Investment Solutions. He is interested in responding to any RFP the Borough may issue for Pension Fund Manager.

#### Pension Seminar

On Friday, October 5, 2012, I along with Councilman Pat Carnevale, attended a Pension Seminar in Cranberry. I have provided a copy of the information in this week's packet for your reference.

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### Personnel

Nothing new to report.

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### Planning

Nothing new to report.

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### Pool

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

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### Professional Development

Attended the Pension Seminar on Friday, October 5, 2012.

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## **Public Relations**

### Resident Issues

On Wednesday, October 3, 2012, I received a voicemail message forwarded from the Mayor. The message to the Mayor was from Ms. Stacy Rorher who resides on Pinkney Way. She again expressed her frustration with the Brentwood Electric “Box Truck” that continues to park in his driveway or on the street. She indicated that she noticed “ruts” in the newly paved asphalt. I asked Robert Mackewich to investigate and take any photographs on any damaged pavement. As you all know, the Mayor revoked Mr. Joseph’s parking permit nearly a year ago. Since then, Mr. Joseph has blatantly ignored the Borough’s ordinance. The police has cited Mr. Joseph for illegally parking his vehicle on Pinkney Way or on his property. I asked Ralph Costa to send Mr. Joseph a Notice of Violation letter informing him of his illegal parking in violation of Borough Ordinance as well as his possible violation of the Borough’s Home Based Business ordinance that permits home base businesses as long as they do not impact the neighborhood. One possible solution could be to pass an ordinance restricting the weight on Pinkney Way. This is another “neighbor dispute” because the Rorher’s have also been cited for illegally parking their vehicles back on Pinkney Way as well.

On Friday, October 5, 2012, I received a call from Mr. Dan Joseph regarding the on-going issue between him and his neighbor Ms. Rorher. He indicated that he has been cited a few times and he intends to take this to the magistrate because he feels he is being singled out. He stated that there are many commercial vehicles in Brentwood that are not being cited. He stated that he would like me to stop up and look at the paved area.

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## **Public Safety**

Nothing new to report.

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## **Public Works**

Weekly Reports are attached.



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## **Safety Committee**

### Employee Safety Committee Meeting

The monthly Employee Safety Committee Meeting was held on Tuesday, October 2, 2012 at 11:30AM. A copy of the Safety Committee Meeting packet with last month’s meeting minutes was included in last week’s Council packet.

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## **School District**

Nothing new to report.

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## **SHACOG**

Nothing new to report.

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## **Taxes**

### 2012 Reassessments

Nothing new to report.

**Review of Meetings and Priorities accomplished during the Week ending October 05<sup>th</sup>, 2012**

		<b>Proposed Hours</b>	<b>Actual Hours</b>
Priority No. 1 – 2013 Budget	=	24	18.91
Priority No. 2 – DPW Project - RFP	=	4	2.5
Priority No. 3 – BPI Project	=	4	2.5
Priority No. 4 -	=	0	0
Priority No. 5 -	=	0	0
Priority No. 6 -	=	0	0
DPW Facility Project	=	0	0
IN Community/Newsletter	=	0	0
Administrative Items	=	4	2.75
BBOA	=	0	0
BPI Project	=	0	0
Code Enforcement	=	0	0
CONNECT	=	0	0
Engineering	=	3	1
Finances	=	3	1
Council Related (phone calls, meetings, etc.)	=	2	0
Council Packets	=	2	0.92
Manager’s Report	=	2	1.83
Grants (FEMA Grant)	=	0	0
Healthcare	=	0	0
Legal	=	0	0
Pensions	=	5	7.25
Personnel	=	0	0
Pool	=	0	0
Public Relations	=	0	3.83
Public Safety	=	0	0
Public Works	=	0	0
Safety Committee Meeting	=	1.5	1.5
Sewage Related	=	0	0
IT	=	0	0
Zoning Updates Project	=	0	0
Vacation/Personnel Days	=	0	0
Holiday	=	0	0
<b>Totals</b>	<b>=</b>	<b>54.5</b>	<b>43.99</b>

October 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 12<sup>th</sup>, 2012**

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

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 AM -- 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

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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