



THE BOROUGH OF BRENTWOOD

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

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

August 24, 2012

Brentwood Borough Council
3624 Brownsville Road
Pittsburgh, PA 15227

**RE: Weekly Progress Report 2012-32 and 33
Office of the Borough Manager
Period August 13 to August 24, 2012**

Honorable Members of Council:

I hope everyone had a great week. Enclosed is my weekly progress report for the periods of August 13, 2012 to August 24, 2012.

FRIENDLY REMINDERS FOR NEXT WEEK

Regular Monthly Council Meeting

When: Tuesday, August 28, 2012

Executive Session: 7:00 PM

Regular Meeting: 7:30 PM

Where: Council Chamber



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

On Wednesday, August 22, 2012 Councilman Carnevale requested a meeting with me on Thursday, August 23, 2012 and asked the following paperwork be available. As you all know I try my best to rearrange my schedule to accommodate members of Council if they wish to meet. However, the week before an agenda meeting and regular meeting things are hectic preparing for the meeting as well as all of the other day to day issues that may arise. If I, and staff, would drop everything to address the request of a member of council nothing would get accomplished. (Can you imagine if everyone used staff for their own purposes?). As such I asked if we can meet on Monday, August 27, 2012 and he confirmed with Lou that would be ok. As you know I try my best to keep all members of council on "equal playing field" giving everyone the same information. As such, below are some of the items Councilman Carnevale wishes to discuss. My responses are indicated as bold and italicized. I have provided copies of everything that is not protected in this week's Council Packet.

1. Pension Plan - Wants to see all paperwork regarding Officer Swinney's Retirement. See the options offered and what option he selected and everything associated with his retirement paperwork. (Numbers, etc.)

I will provide this information to Council during the Executive Session scheduled for Tuesday, August 28, 2012 at 6:30pm. This information in personnel related and protected.

2. Borough Budget - Wants to Discuss how much was paid to the DPW Summer Help and to discuss that they be paid more money.

This information has already been provided to everyone in the Monthly Budget Report. If you turn to page 62/160 of last week's Agenda Meeting Packet you can see under line item 01-430-141 – SALARY-SUMMER PART TIME that the Borough budgeted \$24,000.00 in 2012. As of July 31, 2012 the Borough has spent \$11,756.75 on Summer help. Their hourly rate in 2012 is \$9.25/hour. As of Thursday, August 23, 2012 there are no more Summer Help working in DPW.

You may have noticed in the Department of Public Works Draft 2013 General Fund budget that I am proposing the summer DPW employee hourly rate be increased to \$10/hour. I am hoping this will increase the number of candidates we receive although this past year's Summer Employees were very good.

3. "D" Zone - Mr. Carnevale stated he will put in writing what was discussed regarding the "D" Zone at one of the previous meetings. He wants to discuss this.

I will provide this information to Council once I receive the letter from Councilman Carnevale. As I stated on Tuesday, Council will make these types of decision. Regardless of what was said during a previous meeting facts become apparent and after thought is given minds and opinions can change. Below is an excerpt from an email I received from Jim Attanucci who also changed his opinion following the August 7th meeting.

George

As a follow up to yesterdays e-mail. I attended the BPI meeting last night and now have a better understanding of how track and field events are conducted and a better understanding of the question pertaining to the surface beyond the end zones. I would like to change my opinion and state I think it may be beneficial to have track material on the end nearest the pool and artificial turf on the other end.

Thanks
Jim

4. Requesting to see all paperwork associated with the purchase of the new police vehicle. (Cost, etc.) Said it was over budget!

This information was previously provided to all members of Council in the July 27, 2012 Weekly Packet. I have included this information again in this week's packet as well.

5. Requesting to see all paperwork associated with the purchase of the new DPW truck. (Cost, etc.) Said it was over budget!

This information is provided in this week's packet. As I mentioned on Tuesday's, August 21, 2012 Agenda meeting we try and predict/forecast revenues and expenditures. As you know, I use past costs and trends as well as current economic data when budgeting. You will see that it is typical that some line items will go over budget due to unforeseen events. (i.e., a transmission goes on a truck or the boiler in the Borough building goes down every other week.) You will see from the attached information on the DPW Truck that although \$35,000 was budgeted the total costs came to \$35,606. "Extra" costs included the spreader and spreader lift.

6. Discuss why Minutes were not taken at the Council meeting in July 10, 2012 Strategic Planning Meeting.

As mentioned, "minutes" were taken via the large sheets of paper. Ms. Mary Lou Garase was on vacation that week and took a few more days off. Council has gone from meeting twice a month to four times a month. Lou does an excellent job in taking said meetings at these meetings not to mention the Safety Committee Meeting, Pension Board Meeting, DPW Monthly Department Meeting, and monthly Engineer's meeting. I am going to work with her on taking the necessary minutes that are recommended by Robert's Rules of Order. In other words, only the subject of discussions and formal action taken. Trying to record the conversation and discussions that take place during some of these meetings is not only time consuming but is also not recommended. Even though they are very detailed, they are not transcripts of the meetings nor should these meeting minutes be this detailed. I have seen elected officials try and use meeting minutes to play the "gottcha game" against another member of Council. I have also seen meeting minutes try and be used in legal cases against elected officials. In this day of Freedom of Information Act, I'd suggest the Borough adopt the required meeting minutes format or retain a court reporter to transcribe the meeting minutes verbatim each month.

7. Discuss who did Minutes at the Pension Board meeting on July 26, 2012. (I was off for my B-Day) He said he thinks the attorney did them and that shouldn't be.

Ms. Garase was on vacation during the last Pension Board meeting as such we used Pension Attorney Randy Rhoades's notes as the meeting minutes for that day. (They were actually very brief and followed the above mentioned meeting minute format.) Mr. Rhoades takes notes himself at these meetings so I just asked if we can use such notes to record the meeting.

I hope this information helps with everyone's understanding of the Borough processes. If there is anything else please do not hesitate to give me a call or email.

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

Architectural Innovations gave their presentation of the various scenarios during a special meeting held on Tuesday, August 14, 2012 at **6:00 PM.**



On Friday, August 24, 2012 I, along with Dawn Lane, met with Joe Miller of PNC Bank to discuss the Borough's issuing another Bond to fund a new municipal complex as well as Phase II of the Park Project.

Meeting with:

Joe Miller of PNC Bank
Mike Zubasic of PNC Bank
Dawn Lane
George Zboyovsky

Re: GO Bond for new Borough Building

Interest rates are still very low. 3.8% +/1
May still need to go through a new rating by S&P.
Can phase payments over the first 3 years to keep them lower if necessary.

Current Long Term Debt	=	\$7,618,536.41
Current Debt Service	=	~\$500,000.00/year
\$11.6 MM Capital Project		
Debt Service	=	~\$674,000.00/year
Total Debt Service	=	~\$1,174,000.00/year.
\$14 MM Capital Project		
Debt Service	=	~\$809,000.00/year
Total Debt Service	=	~\$1,309,000.00/year.

Suggested to keep the borrowing at \$10 million or less so that it can qualify as a Bank Qualified Loan. This is particularly beneficial if the final project costs are not known. In addition, Bank qualified loans have the same costs but lower interest rates. If the Borough approves to move forward with a Bond in September, it can close in January 2013 so that it can be a \$10 million bank qualified Bond. If there are any additional project costs based on actual bid results, then the Borough at that time can seek another Bond to fund the remaining amount of \$2 mil or \$4 mil that might be needed.

ACTION ITEMS:

- Sept. 18th PNC to present to Council at 7:30pm.
- Sept. 25th Council to approve going after Bond and Bond Counsel.

End of notes

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

Attended the monthly progress meeting on Thursday, August 23, 2012 at 9:30 am in the Caucus Room of the Borough Building. Discussed were Article III: District Regulations and the table of Accessory Uses and Structures. We also reviewed Article V: Supplemental Regulations that pertains to Screening and Landscaping requirements.

I brought up the subject regarding the protection of Single Family Dwellings and ways to protect them from being converted into multi-family dwellings. Councilman Schubert has mentioned this concept several times. Dan Santoro of Delta Development indicated that a lot of communities have the same concern. He suggested writing a provision in the new Zoning Code that would prohibit the conversion of single family dwellings into multi-family dwellings. I asked if we could also revise the Zoning Districts to include a larger R-1 District. He stated that would be a good idea and gave us the task of determining what R-2 or R-3 areas the Borough would like to change to R-1 Districts.

2013 BUDGET

Completed the following sections of the 2013 Budget. Please review these sections prior to Tuesday's Council meeting. If you have any questions or concerns you can contact me prior to the meeting or bring them up for discussion during the Budget review section of the meeting.

01 414	PLANNING & ZONING
01415	COMMUNICATION
01417	PARKING METERS
01419	CROSSING GDS
01420	SUMMER CR GDS
01426-427	RECYCLING/REFUSE
01430	PUBLIC WORKS

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.

PAYROLL OUTSOURCING PROJECT

I was finally able to pull together a completed analysis of the Payroll Outsourcing Project. A copy of the analysis memo is included in this week's packet. If you have any questions on this memo/analysis please feel free to give me a call.

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 21, 2012 Agenda Meeting
Prepared for the August 28, 2012 Agenda meeting.

Economic Development South (EDS)

This is just a reminder that the EDS Board meeting is next Wednesday at 7 pm at the Whitehall Borough Building. There is a lot of great things to report. This will also be a chance for everyone to meet EDS' newest employee, Stephanie Miller. Her email address is smiller@economicdevelopmentsouth.org and her phone number here is (412) 884 – 1700.

Greg Jones is finalizing the agenda and the executive director's report for the meeting, and they should be done and forwarded to the board by the end of the day next Monday.

Zoning Overlay District

Nothing new to report.

Engineering

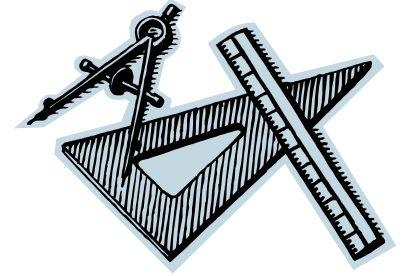
Monthly Engineering Meeting

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.

Project Summary

Contractor:	Excalibur Construction
Project Costs	\$ 9,651.00
Change Orders	\$ 3,625.00
<u>Work to Date:</u>	<u>\$ 0.00</u>
Remaining:	\$13,276.00



Photo of Cantilever Walkway on Kaufmann Avenue
(notice, existing fencing and railing. No guiderail.)



Photo of demolition of Cantilever Walkway on Kaufmann Avenue



Photo of Demolition of Walkway on Kaufmann Avenue

Finance

- Reviewed Invoices and signed off on checks
- Monthly Finance Department Meeting.
- 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.

“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

Worked on getting the Easement Agreements mailed and reviewed. Discussed the agreement with the resident on Daub Way.



Flooding Claim

The Borough's Insurance Adjuster indicated that they will cover the damages that occurred to this resident's wall caused by the flooding and stormwater runoff. (This pertains to Daub Way.)

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

Monthly Pool Progress meeting was held on Monday, August 13, 2012. Everything seems to be in order. Sean Fry indicated that the Borough should be aware for the possible need of new probes for the pool and or filer system.

Pool Chairs should arrive in a week or so.

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 RelationsResident Issues

Mr. Schwartz stopped in to question a Notice of Violation letter he received concerning debris in his yard and an inoperable vehicle. He indicated that he has since cleaned up his yard over the weekend but stated that his antique vehicle is in fact operable and does have current license plate and PA vehicle registration. He asked what the procedure was to file an appeal. I informed him that he can simply draft up a letter requesting a hearing. I stated that I will follow up with Ralph Costa regarding the vehicle and let him know. Mr. Schwartz continued to mention that his neighbor's on either side of him have either junk on their side porch, a collapsing swimming pool, and/or high grass with animal feces on the back porch. I informed him that I will follow up on this issue as well. I relayed this message to R. Costa.

Public Safety

Nothing new to report.

Public Works

Weekly Reports are attached.



Safety Committee

Nothing new to report.

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 August 17th, 2012

		Proposed Hours	Actual Hours
Priority No. 1 – Prepare for Agenda Meeting	=	8	7.25
Priority No. 2 – LEGAL-Prepare RFP for Auditor	=	7	0
Priority No. 3 – IN Community Magazine	=	4.5	8.25
Priority No. 4 - Borough Building Project	=	2	5
Priority No. 5 - Payroll Provider Project	=	2	4.08
2013 Budget	=	3	0.75
DPW Facility Project	=	0	0
Intern Project Preparation	=	1	0.5
Administrative Items	=	3	2.39
BBOA	=	2	1
Code Enforcment	=	0	0.5
CONNECT	=	0	0
Finances	=	1	0
Engineering	=	2	0.5
Council Related (phone calls, meetings, etc.)	=	2	4.18
Council Packets	=	2	0.75
Manager's Report	=	2	0
Grants (FEMA Grant)	=	0	0
Healthcare	=	0	0
Legal	=	1	1.5
Pensions	=	0	0
Personnel	=	1	0
Pool	=	0	1.75
Public Relations	=	1	0.25
Public Safety	=	0	0
Public Works	=	1	1.5
Safety Committee Meeting	=	0	0
Sewage Related	=	0	0
IT	=	0	0
Zoning Updates Project	=	0	0
Vacation/Personnel Days	=	0	0
Holiday	=	0	0
Totals	=	45.5	40.15

Meetings Held

August 14, 2012

11:30 AM – 1:30 PM -- MTG/BBOA Meeting
6:00 PM – 8:00 PM -- MTG/Special Planning Meeting – Boro Building

August 15, 2012

9:30 AM – 10:30 AM -- MTG/Monthly Solicitor's Meeting
10:30 AM – 11:30 AM -- MTG/Monthly Finance Meeting
2:00 PM – 3:00 PM -- MTG/Monthly DPW Meeting

August 16, 2012

8:00 AM – 9:00 AM -- MTG/RT. 51 Corridor Golf Committee Meeting

August 17, 2012

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

Review of Meetings and Priorities accomplished during the Week ending August 24th, 2012

		Proposed Hours	Actual Hours
Priority No. 1 – Attend Agenda Mtg and Prepare for Regular Meeting	=	6	7.25
Priority No. 2 – Engineering Projects and Mtgs	=	8	6.42
Priority No. 3 – IN Community Magazine	=	8	7.5
Priority No. 4 - Borough Building Project	=	2	1.25
Priority No. 5 - 2013 Budget	=	6	3.75
DPW Facility Project	=	0	0
Intern Project Preparation	=	1	0
Administrative Items	=	4	6.58
BBOA	=	1	0.25
Code Enforcment	=	0	0
CONNECT	=	0	0
Finances	=	5	3.67
Council Related (phone calls, meetings, etc.)	=	3	3.42
Council Packets	=	2	1.25
Manager's Report	=	2	2.5
Grants (FEMA Grant)	=	0	0
Healthcare	=	0	0
Legal	=	0.5	0.25
Pensions	=	0	0
Personnel	=	1	0
Pool	=	0	0
Public Relations	=	1	0.25
Public Safety	=	0	0
Public Works	=	0	0
Safety Committee Meeting	=	0	0
Sewage Related	=	0	0.33
IT	=	0	0
Zoning Updates Project	=	0	1.5
Vacation/Personnel Days	=	0	0
Holiday	=	0	0
Totals	=	50.5	46.17

August 21, 2012

9:30 AM – 10:30 AM -- MTG/Monthly Finance Meeting
 7:00 PM – 7:30 PM -- MTG/Executive Session
 7:30 PM – 10:00 PM -- MTG/Council Agenda Meeting

August 22, 2012

5:00 PM – 9:00 PM -- MTG/ASHE Board Meeting

August 23, 2012

9:30 AM – 11:30 AM -- MTG/Zoning Project Update Meeting

August 24, 2012

11:00 AM – 12:00 PM -- MTG/Joe Miller of PNC Bank RE. 2013 GO Bond
3:00 PM – 4:00 PM -- MTG/Intern Project Status Meeting

Meetings and Priorities Planned for the Week ending August 31st, 2012

		Proposed Hours	Actual Hours
Priority No. 1 – Council Regular Meeting	=	4	
Priority No. 2 – Engineering Projects and Mtgs	=	4	
Priority No. 3 – LEGAL/Surplus Ordinance	=	3	
Priority No. 4 - RFP Auditor	=	4	
Priority No. 5 - 2013 Budget	=	4	
Priority No. 6 - LEGAL/Panhandling Ordinance	=	3	
DPW Facility Project	=	1	
Intern Project Preparation	=	1	
Administrative Items	=	1	
BBOA	=	1	
Code Enforcement	=	0	
CONNECT	=	3	
Finances	=	5	
Council Related (phone calls, meetings, etc.)	=	2	
Council Packets	=	2	
Manager’s Report	=	0	
Grants (FEMA Grant)	=	0	
Healthcare	=	0	
Legal	=	0	
Pensions	=	2	
Personnel	=	0	
Pool	=	0	
Public Relations	=	0	
Public Safety	=	0	
Public Works	=	0	
Safety Committee Meeting	=	0	
Sewage Related	=	0	
IT	=	4	
Zoning Updates Project	=	0	
Vacation/Personnel Days	=	0	
Holiday	=	0	
Totals	=	44	0

August 27, 2012

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

August 28, 2012

6:45 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

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