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**THE BOROUGH OF BRENTWOOD  
MUNICIPAL BUILDING - 3624 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199  
Office 412-884-1500 - FAX 412-884-1911  
[www.brentwoodboro.com](http://www.brentwoodboro.com)**

**BOROUGH OF BRENTWOOD  
AGENDA  
January 16, 2017 - AGENDA MEETING  
7:30 PM**

**As part of Brentwood's continuing efforts to promote a Transparent Government as well as environmentally friendly initiatives, copies of the Reports, Bills, Resolutions and Ordinances will be provided on the Borough Web Site. [www.brentwoodboro.com](http://www.brentwoodboro.com) - As always, a description of the Agenda Items will be provided via the Council Fact Sheet.**

**Note: Minutes will be provided on the web site once they are officially approved.**

**EXECUTIVE SESSION: 6:30 PM**

- 1. Call to Order.**
- 2. Pledge of Allegiance.**
- 3. Roll Call.**
- 4. Presentation**
  - a. Consider adopting Resolution 2017-01, appointment of Tucker Arensberg as Solicitor  
[ACTION ITEM]  
*Mr. President, I move to adopt Resolution No. 2017-01 appointing Tucker Arensberg, P.C. as Borough Solicitor for a period ending December 31, 2017.*
- 5. Comments on Agenda Action Items Only. Please limit remarks to three minutes.**

**6. Communications.**

**7. Department and Borough Managers Reports:**

- a. Public Works Department
  - b. Building Inspector
  - c. Engineer
  - d. Recreation
  - e. Police Chief
  - f. EMS
  - g. Fire Department
  - h. Solicitor
  - i. Finance Director
  - j. Borough Manager
- a. Consider accepting the Department and Borough Manager's Reports [ACTION ITEM]  
*Mr. President, I move to accept the Department and Borough Manager's Reports for the Period ending December 31, 2016 as presented.*

**8. President's Report – Mr. John Frombach**

- a. Welcome New Solicitor
- b. FYI - Brentwood Council/School District Meeting  
*Brentwood Borough Council will be meeting with the Brentwood School District Board of Directors on Tuesday, January 31st at 7:00 PM at the Brentwood High School Cafeteria. These meetings are open to the public.*

**9. Mayor's Report – Mr. Dennis Troy**

- a. Chief Zeppuhar's Accomplishment  
*Graduation from the FBI National Academy Program at Quantico, Virginia*
- b. Parking Update
- c. Clean Sweep Update

**10. Administrative and Finance Committee – Mr. Harold Smith**

- a. Consider approving the minutes from the December 12th Council Meetings [ACTION ITEM].  
*Mr. President, I move to approve the minutes from the December 12th Council Meeting.*
- b. Consider Accepting the Treasurer's Report for the Period Ending December 31, 2016 [ACTION ITEM]  
*Mr. President, I move to accept the Treasurer's Report for the Period Ending December 31, 2016.*
- c. Consider ratifying the payment of bills from December 1 to December 31, 2016. [ACTION ITEM]  
*Mr. President, I move the Borough ratify the payment of bills from December 1 to December 31, 2016 for the following:*
  - 1. *General Fund in the amount of \$534,112.84*
  - 2. *Sanitary Sewer Fund in the amount of \$65,584.89*



3. ***Capital Improvement Fund in the amount of \$84,355.36***
  4. ***Liquid Fuels Fund in the amount of \$62,715.75***
  5. ***Non-Uniform Pension Fund in the amount of \$2,597.27***
  6. ***Police Pension Fund in the amount of \$18,895.68***
- d. Consider adopting Resolution 2017-02, setting the 2017 mileage reimbursement rate [ACTION ITEM]  
***Mr. President, I move to adopt Resolution No. 2017-02, setting the 2017 mileage reimbursement rate at 53.5 cents per mile.***
  - e. Consider adopting Resolution 2017-03, designating bank depositories for municipal funds [ACTION ITEM]  
***Mr. President, I move to adopt Resolution No. 2017-03, establishing the bank depositories for municipal funds.***
  - f. Consider adopting Resolution 2017-04, authorizing prepayment of invoices and payroll [ACTION ITEM]  
***Mr. President, I move to adopt Resolution No. 2017-04, authorizing the Finance Director to make prepayment of payroll and certain invoices.***
  - g. Consider adopting Resolution 2017-05, Designation of Newspaper of Record [ACTION ITEM]  
***Mr. President, I move to adopt Resolution No. 2017-05, establishing the newspapers of record for Borough notices.***
  - h. Consider adopting Resolution 2017-06, designating authorized signatories for Borough accounts [ACTION ITEM].  
***Mr. President, I move to adopt Resolution No. 2017-06, designating authorized signatories for Borough accounts.***
  - i. Consider adopting Resolution 2017-07, Exoneration of Tax Collector [ACTION ITEM]  
***Mr. President, I move the Borough Adopt Resolution 2017-07, Exoneration of Tax Collector***
  - j. Consider adopting Ordinance 2017-1256, Tax Collector Salary.[Discussion]
  - k. Consider adopting Resolution 2017-12, Amendments to Financial Standard Operating Procedures.[DISCUSSION]

## **11. Public Works Committee – Mr. AJ Doyle**

- a. Consider adopting Resolution 2017-08, reappointment of Engineer [ACTION ITEM]  
***Mr. President, I move to adopt Resolution No. 2017-08, reappointing The Gateway Engineers as Borough Engineer for a period ending December 31, 2017.***
- b. Consider approving the agreement with Mr. John for rental of four ADA-compliant portable toilets for Brentwood Park [ACTION ITEM]  
***Mr. President, I move to approve the agreement with Mr. John for the rental of four ADA-compliant portable toilets to be installed at Brentwood Park.***

- c. Consider approving the agreement with Penn Power for generator maintenance [ACTION ITEM]

***Mr. President, I move to approve the agreement with Penn Power Systems for maintenance of the generators at the municipal building and public works building in the annual amount of \$710 to be charged to the General Fund Line Item 01-409-450 Contracted Services and \$725 to be charged to the General Fund Line Item 01-430-450 Contracted Services.***

- d. FYI - Military Banner Program for the Borough of Brentwood.

***Mr. President, a reminder that the deadline to purchase a Military Banner is fast approaching.***

***Completed applications and full payment must be received by February 15<sup>th</sup> to be considered for installation in the same year. Applications received after February 15<sup>th</sup> will be filed for the following year.***

***To date, the Borough has received approximately forty (40) applications. Applications and information is available on the Borough web site.***

## **12. Zoning and Ordinance Committee – Ms. Stephanie Fox**

- a. FYI- Public hearing for an intermunicipal liquor license transfer will be held on January 23rd.

***FYI- Mr. President, a public hearing will be held on January 23rd at 7PM to review a request by Giant Eagle for an inter-municipal liquor license transfer.***

- b. FYI- A Planning Commission meeting will be held on January 19th.

***FYI- Mr. President, a Planning Commission meeting will be held on January 19th at 7:30 PM to review a request for a conditional use permit for a home occupation business.***

- c. FYI- Public hearing for Digital Sign Ordinance scheduled for February 20th.

***FYI- Mr. President, a public hearing will be held on February 20th at 7PM to review Ordinance No. 2016-1252: Digital Signs.***

- d. Consider adopting Resolution 2017-10, appointing Bob Cranmer to the Brentwood Borough Planning Commission [ACTION ITEM]

***Mr. President, I move the Borough adopt Resolution 2017-10, appointing Bob Cranmer to the Brentwood Borough Planning Commission.***

## **13. Parks and Recreation Committee – Mr. Rich Schubert**

- a. Field 4 Renovation - [UPDATE]

- b. Park Lighting - [DISCUSSION]

- c. Consider the request from the Brentwood Park Initiative (BPI) asking the Borough to construct a pavilion(s) in the Brentwood Park. [DISCUSSION]

## **14. Public Safety Committee – Mr. Pat Carnevale**

- a. Consider adopting Ordinance No. 2017-1253; Stop Sign at Kaufmann and Lawnview and on Theresa Ave.
- b. Consider adopting Resolution 2017-11, Entering Into a Prepaid Card Issuance Agreement with PNC Bank [ACTION ITEM]  
*Mr. President, I move the Borough adopt Resolution No. 2017-11, Entering Into a Prepaid Card Issuance Agreement with PNC Bank.*
- c. Consider Grievance No. 13266 - [ACTION ITEM]  
*Mr. President, I move the Borough [approve/deny] Grievance No. 13266.*
- d. Consider Grievance No. 13271 - [ACTION ITEM]  
*Mr. President, I move the Borough [approve/deny] Grievance No. 13266.*
- e. Letters of interest and Resumes Emergency Management Coordinator [DISCUSSION]

#### **15. Community Affairs Committee – Dr. Robert Pasquantonio**

- a. Consider adopting Resolution 2017-09, declaring the week of April 2, 2017 as Local Government Week [ACTION ITEM]  
*Mr. President, I move to adopt Resolution No. 2017-09, declaring the week of April 2, 2017 as Local Government Week.*
- b. FYI - Banner Community Application  
*Mr. President, as stated, the Borough will once again be applying to the County to try and achieve recognition as a 2017 Banner Community. In order to even be considered, the Borough must demonstrate a commitment to sustainable practices including:*
  - *professional development for employees and elected officials;*
  - *intergovernmental cooperation;*
  - *sound fiscal management; and*
  - *proactive communications to engage community stakeholders.*
- c. FYI - Brentwood's VFW Post 1810 Annual Man of the Year Banquet  
*Brentwood Veterans' of Foreign Wars Post 1810 will hold their 54th Annual Person of the Year Banquet on Saturday, February 11, 2017. This year's honoree will be Robert D. (Butch) Burke.*  
  
*Tickets for the banquet are \$15 per person and a reservation must be made by February 3, 2017 by contacting Henry Mannella at 412-523-5764.*

#### **16. Special Committees**

#### **17. Old Business**

#### **18. New Business**

#### **19. Public Comment**

#### **20. Adjournment**

The Brentwood Borough Council meets every month on the Third Monday at 7:30 p.m. and Fourth Monday at 7:30 p.m., unless otherwise noted. Thank you for taking the time to attend today's meeting. We look forward to seeing you at future meetings.

Agendas, Department Reports, and some associated documents for Borough Council items may be viewed online at <http://www.brentwoodboro.com>.

All public records relating to an open session item on this agenda that are not exempt from disclosure pursuant to the Pennsylvania Open Records Act will be available for public inspection at on the Borough's web site at <http://www.brentwoodboro.com> at the same time that the public records are distributed or made available to the legislative body. Any draft contracts, ordinances and resolutions posted on the site or distributed in advance of the Council meeting may not be the final documents approved by the Borough Council. Final documents will be made available online following adoption by the Brentwood Borough Council.

To request an accommodation or alternative format under the Americans with Disabilities Act for Borough-sponsored meetings, events or printed materials, please call (412) 884-1500 as soon as possible, but at least three business days before the meeting.

Occasionally, Borough Council may consider agenda items out of order.

#### *BOROUGH OF BRENTWOOD COMMUNITY VISION STATEMENT*

The Borough of Brentwood is a unified, family-oriented community with a strong commitment to civic pride and traditions. While preserving these standards, ideals and traditions, the community shall strive to provide a high quality of life for all, a superior educational system and residential areas with a more suburban character. The community shall support established businesses while encouraging future economic development and effective local government, all within a safe and clean environment.

# **PUBLIC PARTICIPATION GUIDELINES**

**The Borough of Brentwood welcomes Public Participation during their Council Meetings. They ask however to please follow the Council Rules & Procedures when addressing Council.**

## **14-14. Public participation; enforcement of decorum.**

- A. The Borough shall provide those in attendance a reasonable opportunity to address the Council on any agenda item or any matter of concern, official action, or deliberation which may come before council. This privilege shall occur during the part of the agenda entitled "Public Privilege of the Floor."
- B. Speakers must stand. Speakers are requested to give their name, address and organization, if any. Speakers must be recognized by the Chairman. During the first segment of the meeting designated "Public Comment on Agenda Items," speakers may speak only once and will be advised by the Borough Manager when three (3) minutes have expired. Speakers are requested to conclude their remarks at that time. During this segment speakers are only to comment on specific items on the agenda.
- C. The first segment will end no later than 30-minutes after commencement in order to allow the borough business to begin in a timely and reasonable manner. Further questions or statements can be carried over to the second segment.
- D. During the second segment of the meeting designated "Public Comment on Non-Agenda Items" speakers may speak only once and are requested to limit their remarks to three (3) minutes. Speakers will be advised by the Borough Manager when three (3) minutes have expired. Speakers are requested to conclude their remarks at that time.
- E. In the case of a non-agenda item, citizens are requested, but not required, to present the matter to a member of the Council or Borough Manager in an attempt to resolve the matter beforehand.
- F. When a group of persons wishes to address the Council on the same subject matter, it shall be proper for the Chairman to request that a spokesperson be chosen by the group to address the Council and to limit the number of persons addressing the Council on the same matter so as to avoid unnecessary repetition.
- G. If the Chairman determines that there is not sufficient time at the meeting, the comment period may be deferred to the next regular meeting or special meeting occurring in advance of the next meeting.
- H. All remarks shall be addressed to the Council as a body and not to any member thereof. Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste. Interested parties or their representatives may address the Council by written communications. Written communications shall be delivered to the Secretary or his or her designee.
- I. Each "public comment period" segments are intended to afford citizens an opportunity to (express opinions) and to bring important matters to the attention of the Borough Council. Although they may, nothing herein shall require the President of Council or the Council to answer questions or engage in debate at any Borough Council meeting.



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 4.a.**  
**ACTION ITEM**

**SUBJECT: Consider adopting Resolution 2017-01, appointment of Tucker Arensberg as Solicitor [ACTION ITEM]**

**DATE: January 16, 2017**

**PRESENTED BY: MR. GEORGE ZBOYOVSKY, PE  
BOROUGH MANAGER**

**SUMMARY:**

In October 2016, Council directed the Borough Manager to ask the incumbent solicitor to revise the hourly assessed rate, as well as to attain proposals from prospective solicitor candidates. Because the solicitor is considered to provide a professional service under the Borough Code, no formal bidding process was required. Upon the review of four (4) proposals, it was the consensus of Council to retain Tucker Arensberg for legal services. In order to formally appoint this firm for FY 2017, a resolution of Council is required.

**BUDGET IMPACT:**

Tucker Arensburg will charge a \$160 hourly fee for legal services. Work performed by their labor counsel will be assessed at \$175 per hour, while any documents filed by the paralegal staff will be completed at a \$100 per hour rate.

\$80,000 has been budgeted under General Fund Line Item 01-404.317 to cover general legal services. This figure represents a decrease from the \$110,000 budgeted in 2016.

**RECOMMENDATION:**

Adopt Resolution 2017-01 as presented.

**ATTACHMENTS:**

**Description**

Resolution No. 2016-01: Appointment of Solicitor  
10-20-16 Proposal from Tucker Arensberg

**Upload Date**

1/11/2017  
1/11/2017

**Type**

Cover Memo  
Cover Memo



**THE BOROUGH OF BRENTWOOD**  
MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199  
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**RESOLUTION NO. 2017-01**

**“BOROUGH SOLICITOR”**

**A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE BOROUGH OF BRENTWOOD TO ENTER INTO AN AGREEMENT WITH TUCKER ARENSBERG, P.C. TO SERVE AS BOROUGH SOLICITOR.**

**WHEREAS**, Article X, Section 1005(a) of the Pennsylvania Borough Code states that the Borough Council shall have power to create the office of Solicitor and make appointments, by ordinance or resolution, to fill the same; and

**WHEREAS**, there is a need for the appointment of the Solicitor for the Borough of Brentwood; and

**WHEREAS**, the appointment of said Solicitor may be made without competitive bids as a “professional service” under the provisions of Article XIV, Section 1402(d)(5) of the Pennsylvania Borough Code; and

**WHEREAS**, the Borough of Brentwood and Tucker Arensberg, P.C. have negotiated a Professional Services Agreement for performing the duties of Brentwood Borough Solicitor; and

**WHEREAS**, an exact copy of said Professional Services Agreement negotiated among the parties is attached hereto as Exhibit 1; and

**NOW, THEREFORE, BE IT RESOLVED AND ADOPTED** by the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, and it is hereby **RESOLVED and ADOPTED** by authority of the same, as follows:

1. Tucker Arensberg, PC, licensed attorneys-at-law in the Commonwealth of Pennsylvania, are hereby appointed Solicitor for the Borough of Brentwood.
2. The President of Brentwood Borough Council shall be authorized to enter into an agreement with Tucker Arensberg, PC securing legal services for the Borough in accordance with the terms and conditions specified in said agreement, as outlined in **Exhibit 1**, effective January 1, 2017 through December 31, 2017, and the President of Brentwood Borough Council shall be authorized to enter into said agreement and to execute same.

**RESOLVED AND ADOPTED** by the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, meeting in regular and public session, this **16<sup>th</sup>** day of **January 2017**.

**ATTEST:**

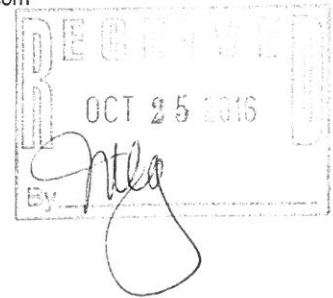
**BOROUGH OF BRENTWOOD**

---

George Zboyovsky, PE  
Borough Manager

---

John Frombach  
President of Council



October 20, 2016

**Via Federal Express**

George Zboyovsky  
Borough Manager  
Borough of Brentwood  
3624 Brownsville Road  
Pittsburgh, PA 15227

**Re: Proposal for Borough Solicitor**

Dear Mr. Zboyovsky:

Enclosed please find a proposal for Tucker Arensberg, P.C., to provide legal services to the Borough of Brentwood as its Solicitor.

If you require any additional information, please do not hesitate to contact me. Thank you in advance for your consideration.

Very truly yours,

TUCKER ARENSBERG, P.C.

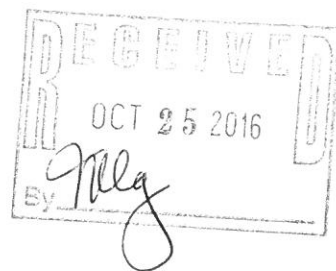
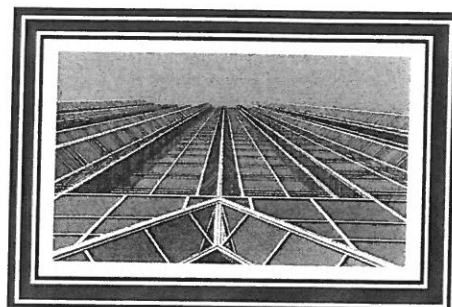
Gavin A. Robb

GAR/kc  
Enclosure

c: (w/o encl.)  
Matthew M. Hoffman, Esquire (via e-mail)  
John T. Vogel, Esquire (via e-mail)  
Christopher L. Voltz, Esquire (via e-mail)

LIT:613637-1





PROPOSAL TO PROVIDE LEGAL SERVICES FOR:

## Borough of Brentwood

Request for Proposal for Borough Solicitor

SUBMITTED BY:

**TUCKER ARENSBERG**  
Attorneys

Gavin A. Robb  
grobb@tuckerlaw.com  
412-594-5654

Christopher L. Voltz  
cvoltz@tuckerlaw.com  
412-594-5580

October 2016

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# Overview

We are pleased to submit this proposal to provide legal services as Solicitor to the Borough of Brentwood. With more than 75 attorneys and offices in Pittsburgh and Harrisburg, our firm provides a broad variety of legal services to numerous area municipalities and public school districts. We are among the largest law firms in Western Pennsylvania with a significant number of attorneys who primarily practice public sector law and many of our lawyers have focused on municipal and school law for decades. All told, we have 14 attorneys who work with our municipal and school clients. While the Borough of Brentwood may receive proposals from other municipal attorneys, our depth of experience in representing municipal entities, as well as the broad range of our other legal specialties, provide our municipal clients with a unique combination of quality and value.

Tucker Arensberg is rated as an AV preeminent<sup>®</sup> law firm by Martindale-Hubbell and we have been honored as a Best Law Firm year after year by *U.S. News & World Report* and Best Law Firms<sup>®</sup>. Our attorneys are frequently selected for awards like Best Lawyers in America<sup>®</sup> and Super Lawyers<sup>®</sup> and our firm was named the winner of the 2013 Business Ethics Award in the "Large Company" category by the Society of Financial Service Professionals-Pittsburgh Chapter.

As we do for all our municipal clients, we commit to providing experienced attorneys to attend public meetings, to serve as the primary contacts for the Borough of Brentwood and to be significantly involved in the legal services provided to the borough.

The Borough of Brentwood can expect us to pursue its work conscientiously and without delay. Every effort is made to return telephone and e-mail contacts on the same day they are received. Because we have such a depth of experience in municipal issues, we are usually able to provide prompt, if not immediate, guidance with a high level of efficiency. Furthermore, the advice we provide our municipal clients is sound, reliable and practical. We understand that our municipal clients have to answer to the public, so we keep the Borough and the administration apprised about the status of our work on behalf of the Borough and of legal developments that affect it.

We have experience in representing a diverse group of municipal entities and recognize that all municipalities are unique and face distinct challenges. Our first job with you is to understand your particular needs and expectations. Understanding your needs, goals and objectives allows us to provide sound and practical advice. This enables the Borough of Brentwood to make informed decisions.

We welcome the opportunity to meet with you to further discuss how we can assist and the Borough of Brentwood.

**TUCKER ARENSBERG**  
Attorneys

## Qualifications and Experience

The members of Tucker Arensberg's Municipal and School Law group serve as solicitor for thirteen area municipalities, sixteen public school districts and school entities and nine municipal authorities and associations. We also provide legal services as special counsel to approximately 30 public sector entities. A list of the firm's public sector clients is attached as Tab A to this proposal.

In our capacity as solicitor and legal counsel for these public sector entities, we have encountered and addressed a myriad of issues including public financing and the issuance of bonds, civil service, police and law enforcement issues, labor, employment and personnel issues, interpretation of statutory, regulatory and constitutional issues as they apply to public sector entities, drafting of ordinances, procurement, bidding and contracting issues, construction and renovation projects, zoning, land use and development issues and litigation and appellate work on municipal and public sector issues.

What we believe sets Tucker Arensberg apart is that given our breadth and depth of experience, our attorneys have faced nearly any issue a municipality encounters. Using this knowledge, we are able to work on a cost-efficient basis for our townships, boroughs and authorities. Our attorneys also work with our clients' staffs, utilizing client operational strengths to resolve legal issues quickly, at reasonable cost.

Below is a list of the firm's municipal clients, including a point of contact and the date that the firm became the solicitor for that entity.

Ben Avon Heights	1994 - Present	Denise Raves, Secretary, Manager
Municipality of Bethel Park	1994 - Present	William Spagnol, Manager
Cecil Township	2015 - Present	Donald A. Gennuso, Manager
Churchill Borough	2013 - Present	Donna Perry, Manager
Borough of Emsworth	2009 - Present	Cathy Jones, Borough Secretary
Indiana Township	2009 - Present	Daniel Anderson, Manager
Town of McCandless	2008 - Present	Tobias Cordek, Manager
Oakmont Municipal Authority	2003 - Present	John D. Dunlap, General Manager
Township of Pine	1987 - Present	Scott D. Anderson, Manager
Scott Township	2002 - Present	Denise Fitzgerald, Manager
Sewickley Borough	1996 - Present	Kevin Flannery, Manager
Swissvale Borough	1982 - Present	Clyde Wilhelm, Manager
Township of Upper St. Clair	2009 - Present	Matthew Serakowski, Township Manager
Whitehall Borough	2004 - Present	James Leventry, Manager

### **Gavin A. Robb**

Gavin A. Robb is a shareholder in the firm and concentrates his practice in the area of municipal and real estate/land use law, with special emphasis on civil litigation, zoning and code enforcement issues. He currently serves as the Solicitor for the Borough of Churchill, the Wilkesburg Borough Zoning Hearing Board and the North Hills Council of Governments.

Gavin is responsible for advising managers on a daily basis and regularly attends public meetings for the firm's municipal clients, advising them on the full range of public sector matters, including municipal contracts, public bidding, open meeting law issues, Pennsylvania Ethics Act issues and Pennsylvania Right-To-Know Law litigation. He is experienced in handling issues that arise at public meetings, including matters of parliamentary procedure and voting by public officials under Pennsylvania law.

Mr. Robb has substantial labor law experience, including negotiation of collective bargaining agreements, prosecution of employee discipline matters and counseling on client employment policies, practices and decisions. Recently Gavin defended a municipality in a major land use challenge, securing success for the client from the trial court up to the Pennsylvania Supreme Court.

Gavin is the most experienced member of the firm's attorneys in the area of municipal code enforcement, and has made presentations to municipal officials on issues of blight, property maintenance and building code enforcement. He appears regularly in Common Pleas Court on summary appeals arising from code enforcement matters for all of the firm's municipal clients and has built a successful record of enforcing health and safety codes and fines. Mr. Robb regularly drafts legislation in the form of ordinances and resolutions for municipal clients on a broad range of matters.

Gavin has been named a Rising Star in the State, Local and Municipal field by Super Lawyers<sup>®</sup> Magazine for the years 2012 through 2016.

### **Christopher L. Voltz**

Christopher L. Voltz has been admitted to practice since 2005 and has focused his practice in the areas of municipal and school law since joining Tucker Arensberg. The appointed Solicitor for Cecil Township, Mr. Voltz assists clients with issues commonly faced by municipalities including analyzing and drafting proposed ordinances, drafting intergovernmental cooperation agreements, drafting contracts, attending property tax assessment appeal hearings and responding to requests made pursuant to the Right-to-Know Law. Chris often attends meetings for the firm's municipal and school clients and assists elected officials in complying with state laws, dealing with bidding issues, procedural issues that arise in meetings and issues under the Sunshine Act and Ethics act. Chris also has substantial experience in litigating municipal issues, including enforcing ordinances and taking private property for public projects pursuant to the Eminent Domain Code.

Mr. Voltz has also handled all litigation, condemnation and right-of-way matters with respect to several major municipal projects. These projects involved cooperative interaction with PennDOT, clearing title for construction, negotiation and litigation of eminent domain disputes filed in court.

Chris has handled all aspects of numerous tax assessment appeals on behalf of municipal clients and school districts. In addition, Chris has been involved in analyzing whether entities qualify as purely public charities and are exempt from real estate taxes. Chris also played a key role in handling litigation between the firm's municipal clients and the Pennsylvania Department of Environmental Protection; the firm successfully contested the Department's attempt to institute a freeze on sewer taps and thereby allowed development to continue.

Chris has been named a Rising Star in the State, Local and Municipal field by Super Lawyers® Magazine for the years 2012 through 2015.

### **John T. Vogel**

John T. Vogel is a shareholder and co-chair of Tucker Arensberg's Municipal and School Law Group. A native of Brentwood, where he attended St. Sylvester's School, Mr. Vogel has represented authorities, municipalities and school districts throughout Western Pennsylvania. John is Solicitor for the Borough of Ben Avon Heights and the Brentwood Borough School District. He is also Solicitor for the Scott Township Planning Commission and Special Tax Counsel for Brentwood Borough, Upper St. Clair School District and Edgewood Borough.

John regularly counsels public sector clients on real estate, land use and labor issues. He has negotiated service and exclusivity agreements with outside vendors, and assisted in the coordination of client real estate and construction projects. John has negotiated collective bargaining agreements and litigated arbitrations and unfair labor charge disputes with municipal and other public sector unions. He has counseled public employers about their employee benefit programs and has established or provided advice on cafeteria plans, Section 457 deferred compensation plans and Section 403 (b) annuities.

In particular, Mr. Vogel has wide-ranging experience in local taxation. He has advised clients in Act 511 and earned income tax matters and has represented public sector clients on hundreds of real estate tax assessment appeals. Currently, John coordinates the Joint Brentwood Borough/School District delinquent tax collection program that has resulted in hundreds of thousands of dollars of delinquent taxes being paid to the Borough and School District.



## **Municipal Experience**

Tucker Arensberg provides a full range of public sector services for municipal clients of all sizes in Allegheny County and surrounding counties.

### ***General Municipal Matters***

Tucker Arensberg provides counsel regarding general governance issues pertaining to townships, boroughs and home rule communities. We advise our clients in all Right-to-Know and Sunshine Act matters affecting the organization and operation of municipalities and other government entities. The firm counsels clients on bidding questions and keeps them informed of the latest Commonwealth and Federal legal requirements impacting local governments. In addition, we advise on issues concerning grant acquisitions and administration.

### ***Zoning and Land Development Issues***

The firm and its attorneys are involved in all facets of zoning and land development. Firm attorneys have assisted in the development and enactment of comprehensive plans and new zoning ordinances, as well as with zoning ordinance amendments. Tucker Arensberg works with municipal clients on all aspects of the land development approval process, from guidance through the municipal approval system to preparation of development agreements. The firm has also been involved in litigation concerning zoning and land use from code and ordinance enforcement to representation before state trial and appellate courts on zoning appeals.

### ***Contract Negotiation / Public Bidding***

The attorneys of Tucker Arensberg provide practical guidance to public bodies in the area of contract negotiation and public bidding. The firm is experienced in negotiating with outside vendors, municipal services providers and other municipalities (in shared service arrangements) to ensure that public sector clients receive the best arrangement possible, while maintaining compliance with applicable regulations. In particular, with the solicitation and award of public contracts, the governing concept is somewhat straightforward -- "contracts shall be awarded to the lowest responsible bidder" -- but the subject area is complex and is fraught with potential for litigation and liability for public officials.

Many of the issues that create litigation for municipalities can be prevented with planning and preparation. Tucker Arensberg has worked with managers, secretaries and engineers in matters including the removal of bidders from approved lists, the disqualification of irresponsible bidders and the preparation of clear specifications.

### ***Labor Matters***

Tucker Arensberg represents municipal clients on all aspects of personnel administration including negotiation of police and service personnel contracts, defense of grievances and unfair labor practice charges, development of personnel policies, and counsel addressing specific employer needs. The firm believes in a proactive approach to handling labor matters so that issues are resolved well before the litigation stage, including through the development of personnel policies. The firm also handles municipal clients' pension issues, including providing advice regarding benefit eligibility and plan administration.

***Ordinance Preparation***

The attorneys of Tucker Arensberg are well versed in the preparation of ordinances that reflect new legislative requirements or changing municipal demands. Tucker Arensberg prides itself in answering client requests in a timely manner and provides the appropriate amount of guidance through formal opinion letters and/or verbal counseling, as the situation demands. Also, as needed, the firm's Municipal and School Law Group publishes memos and client guides on current legal issues. Such updates are free-of-charge and are an added service of the firm.

***Constitutional Issues, Civil Rights Actions and Liabilities***

The attorneys of Tucker Arensberg understand the need to balance the Borough's right to regulate activity with the constitutional rights of citizens. We always seek to promote advice which avoids exposure for civil rights violations. As with all litigation, Tucker Arensberg takes an aggressive yet practical approach to civil rights claims.

***Taxation/Bonds***

The firm's attorneys advise clients on matters involving all local taxes, including real estate, earned income and Act 511. Tucker Arensberg actively initiates and defends tax assessment and exemption appeals at the local assessment and trial and appellate court levels. The firm has established successful programs for collection of delinquent taxes and claims. Tucker Arensberg has also advised clients on bond transactions as both solicitor and bond counsel and has been engaged in transactions regarding PennVest financing and other debt programs.



# Compensation for Services

We are prepared to work with the Borough to develop a fee arrangement which best addresses your needs and budgetary issues. To that end, we propose the following fee arrangement to represent the Borough of Brentwood as its Solicitor:

1. For attendance at the Borough's regular monthly public meetings, a flat rate of \$400 per meeting will be charged. This charge will include all time spent preparing for the meeting as well as traveling to and from the meeting.
2. For all other legal services, the hourly fee schedule is as follows:
  - 1) General Services \$160.00/hr
  - 2) Labor/Employment/  
Litigation \$175.00/hr
  - 3) Paralegals/Law Clerks \$100.00/hr

Tucker Arensberg would be reimbursed for all out-of-pocket expenses such as filing fees, long-distance telephone and fax fees, postage, photocopying expense, etc. Mileage will be reimbursed at the prevailing rate recognized by the Internal Revenue Service.

All time devoted to legal matters of the Borough are billed at our hourly rate in increments of one-tenth of an hour (i.e., six minute intervals). The Borough will receive monthly detailed billing statements.

A

### MUNICIPAL SOLICITORSHIPS

- |                                |                                 |
|--------------------------------|---------------------------------|
| 1. Ben Avon Heights Borough    | 8. Township of Pine             |
| 2. Municipality of Bethel Park | 9. Scott Township               |
| 3. Cecil Township              | 10. Sewickley Borough           |
| 4. Churchill Borough           | 11. Swissvale Borough           |
| 5. Borough of Emsworth         | 12. Township of Upper St. Clair |
| 6. Indiana Township            | 13. Whitehall Borough           |
| 7. Town of McCandless          |                                 |

### SCHOOL DISTRICT SOLICITORSHIPS

- |   |   |
|---|---|
| 1. Allegheny Valley School District           | 8. Mt. Lebanon School District              |
| 2. Apollo-Ridge School District               | 9. Seneca Valley School District            |
| 3. Armstrong-Indiana Intermediate Unit No. 28 | 10. Shaler Area School District             |
| 4. Brentwood Borough School District          | 11. South Fayette Township School District  |
| 5. Freedom Area School District               | 12. West Jefferson Hills School District    |
| 6. Freeport Area School District              | 13. Western Area Career & Technology Center |
| 7. Mon Valley Career & Technology Center      | 14. Wilkinsburg School District             |

### ASSOCIATION SOLICITORSHIPS

- |   |   |
|---|---|
| 1. Clerk of Courts of Dauphin County                          | 5. Prothonotaries and Clerk of Courts Association                 |
| 2. County Treasurer's Association of Pennsylvania             | 6. Special Court Judges Association (Magisterial District Judges) |
| 3. North Hills Council of Governments                         |   |
| 4. Pennsylvania State Association of Elected County Officials |   |

### AUTHORITY SOLICITORSHIPS

- |  |  |
|--|--|
| 1. McCandless Franklin Park Ambulance Authority  | 4. Sewickley Borough Parking Authority |
| 2. Medical Rescue Team South Authority           | 5. Sewickley Water Authority           |
| 3. Municipal Authority of the Borough of Oakmont |  |

### PUBLIC SECTOR SPECIAL COUNSEL ENGAGEMENTS

- |  |  |
|--|--|
| 1. Allegheny County                                      | 17. Homer-Center School District                     |
| 2. Allegheny County Regional Asset District              | 18. Hopewell Area School District                    |
| 3. Allegheny League of Municipalities                    | 19. Housing Authority of the City of Pittsburgh      |
| 4. Beaver County Community College                       | 20. Jefferson Hills Borough Civil Service Commission |
| 5. Bethel Park Public Library                            | 21. Marshall Township                                |
| 6. Zoning Hearing Board of the Borough of Bradford Woods | 22. Northwestern School District                     |
| 7. Brentwood Borough                                     | 23. Richland Township Municipal Authority            |
| 8. Castle Shannon Borough                                | 24. Riverview School District                        |
| 9. Zoning Hearing Board of Coraopolis                    | 25. City of Sharon                                   |
| 10. Eastern Area PreHospital Services                    | 26. South Park Township                              |
| 11. Edgewood Borough                                     | 27. Tri-Community South EMS                          |
| 12. Edgeworth Borough                                    | 28. Upper St. Clair School District                  |
| 13. Forest Hills School District                         | 29. Whitaker Borough                                 |
| 14. Zoning Hearing Board of Franklin Park                | 30. Wilkinsburg Zoning Hearing Board                 |
| 15. Green Tree Civil Service Commission                  | 31. Woodland Hills School District                   |
| 16. Hempfield Area School District                       |  |



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 7.a.**

**SUBJECT: Consider accepting the Department and Borough Manager's Reports [ACTION ITEM]**

**DATE: January 16, 2017**

**PRESENTED BY: MR. GEORGE ZBOYOVSKY, PE  
BOROUGH MANAGER**

**SUMMARY:**

Includes the monthly reports for each of the following departments:

1. Public Works Department
2. Building Inspector/Code Department
3. Engineering Department
4. Parks & Recreation Department
5. Police Department
6. EMS
7. BVFC
8. Solicitor
9. Finance Department
10. Borough Manager

Department Heads submit Summary/Progress Reports each week for Council to review and address any questions. The Monthly Reports are just a compilation of these weekly reports. As such, these reports will be accepted at the Agenda Meeting so that new items can receive the attention they deserve.

In addition, there should not be a need to have Borough Department Heads attend the Council Meetings as the Public Council Meeting should not be the forum to question Department Heads, as there is ample time and methods (emails, phone calls, etc.) prior to the meetings to have any questions addressed. Their time and efforts are best utilized during normal business hours.

**BUDGET IMPACT:**

N/A

**RECOMMENDATION:**

N/A

**PROS:**

N/A

## CONS:

N/A

## ATTACHMENTS:

### Description

### Upload Date

### Type

CODE\_DECEMBER 2016

1/12/2017

Cover Memo

DPW REPORT\_DECEMBER 2016

1/12/2017

Cover Memo

GATEWAY ENGINEERS\_DECEMBER 2016

1/13/2017

Cover Memo

PARKS AND REC\_DECEMBER 2016

1/12/2017

Cover Memo

EMS\_DECEMBER 2016

1/12/2017

Cover Memo

2017 January Monthly\_POLICE CHIEF

1/13/2017

Cover Memo

MANAGER REPORT\_DECEMBER 2016

1/12/2017

Cover Memo

Borough of Brentwood

# Dept. of Code Enforcement

December 2016 Monthly Report

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**THE BOROUGH OF BRENTWOOD**  
MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199  
Office 412-884-1500 – FAX 412-884-1911  
[www.brentwoodboro.com](http://www.brentwoodboro.com)

**Monthly Code Department Report  
December 2016**

**A. Building Inspections**

MTD

YTD

1. Building permits issued: .....	5 .....	104
2. Sign permits issued:.....	.0 .....	15
3. Demolition permits issued:.....	0 .....	4
4. Dumpster permits issued: .....	1 .....	12
5. Occupancy permits issued (transactions): .....	13 .....	204
6. Occupancy permits issued (commercial tenants): .....	0 .....	10
7. Plans reviewed:.....	4 .....	29
8. Construction inspections performed:.....	24 .....	139
9. Lien letters for foreclosure/refinance/equity loan .....	2 .....	55

**B. Code Enforcement/Property Maintenance**

MTD

YTD

- |  |          |       |
|--|----------|-------|
| 1. Violation letters issued: .....   | 26 ..... | 1,237 |
| 2. Citations issued: .....   | 8 .....  | 172   |
| 3. Notable action:   |          |       |
| a. <u>Brentshire/Pine Tree</u> - settlement payments have been received, and the inspection process is continuing; 64 of the units have been inspected twice, and several minor issues remain within the apartments themselves; the property owner has provided evidence that they are seeking to attain a contractor to address major items, including the decayed garage lintels and the lack of drywall in the ceilings of the mechanical areas; a third set of 32 units were inspected this month: although the property owner has provided documentation that an HVAC contractor was on site, evidence is insufficient to demonstrate that furnaces are in an acceptable condition; due to the Borough declaring the excessive carbon monoxide levels as constituting an imminent danger, the landlord has asked for a meeting before a designated arbitrator, as is permitted in the sentiment; <b>follow-up action:</b> awaiting arbitration hearing; inspections have been on hold; will meet with new attorneys to strategize in January. |          |       |
| b. <u>3735 Brownsville</u> - in July, a guilty verdict was adjudicated against the owner of the former Snee Dairy building; the building remains in unsafe condition, and the Borough continues to pursue demolition due to failure of the owner to make the structure habitable; no appeal was filed, and the Borough received the requisite fines for the 12 counts; the owner has made contact with the Borough and has requested an extension before any additional action is taken, due to ongoing negotiations with a developer; preliminary   |          |       |

sketches have been received, and the site was actively marketed, but development deal expired at the end of 2016; **follow-up action:** new citations to be filed in January.

- c. SJ Group properties- landlord has purchased properties at 3863 Delco, 103 E Garden, 14 W Bellecrest and 3037 Glendale via sheriff sale; occupancy inspections were completed on the former units, where are currently being rented, but the landlord has refused to schedule a follow-up inspection to confirm current conditions; the latter structure need significant rehabilitation; in July, the magistrate continued a hearing pertaining to property conditions, as well as failure of the landlord to conduct sewer lateral inspections; confirmed that this landlord has additionally purchased the nuisance property at 101 Pentland; property owner was found guilty at an August magistrate hearing; verdict was appealed, but the case was dismissed in Common Pleas Court on a technicality; **follow-up action:** the process has been restarted using different code sections on the violation notices.
- d. 3167 Glendale- owner purchased property with defective sewer line in 2014 and escrowed funds with the Borough for the same; individual has refused to remediate conditions and has been argumentative with plumbers; after provided both written and verbal notice, no change has occurred; therefore, escrowed funds utilized to pay plumber to complete project; owner did not appear at hearings and has been fined three times; the most recent verdict was appealed to Common Pleas Court; **follow-up action:** a continuance was granted by the court until March.
- e. 347 Dailey- owner-occupied home that is the center of a salvaging operation; owners have been cited multiple times for storage of debris in the past, and, after over one year of hearings and appeals, were fined a miniscule \$100 for their most recent offense; new citations were filed, on which the Borough requested the magistrate to invoke the maximum penalty; a guilty verdict and \$1,000 fine was handed down in June; follow-up action: case has been appealed to Common Pleas Court, but has been postponed; **follow-up action:** awaiting February hearing
- f. 3901 Cloverlea/3900 Meadowbrook- received correspondence from adjoining property owner that sloped rear yard was being filed; due to lack of response to violation notice pertaining to grading without a permit, issued a citation; asked owner to file the appropriate permit and level the earth at the site, but such action has not been completed; a fine was levied due to failure to appear for the hearing, and a new citation as subsequently issued; a meeting was held with the owner to explain that all grading must be reviewed by the Allegheny County Conservation District; the owner was instructed to ask if a waiver could be granted due to relatively small scope of work due to lack of documentation, new citation has been filed; met with owner of 3900, who agreed to remove shed from paper street; **follow-up action:** awaiting hearing at magistrate.
- g. 322 Marylea sewer- the Borough has not yet received evidence that this home is connected to the sanitary sewer system; owner has retained legal counsel, and a court order was granted allowing for this property to tie into the private lateral of the adjoining half of the duplex; a meeting was held with the Allegheny County Health Department, and a member of this organization stated that the disconnected line noted in the front of the property may only transport “gray water,” such as sink drains; **follow-up action:** awaiting further dye testing; because the property is no longer occupied, the conditions do not presently constitute an immediate hazard.
- h. 3833-35 Delco sewer- as part of the proposed sale of 3835, discovered a severely defective sewer line; property is a half-duplex that shares a common line with the adjoining dwelling at 3833; property owners have been given ample time to coordinate but have not corrected defects; met with plumber and one of the owners on numerous occasions but to no avail; at third magistrate hearing, owners stated that they planned to rectify by vacating the existing line and running a parallel sewer, and judge granted an additional continuance, but this action did not occur; a fine was levied in September;



corresponded with one of the owners regarding potentially lining the defective pipe from our municipal main; because this case was not appealed and no additional progress has been noted, new citations have been filed; **follow-up action:** awaiting February magistrate hearing.

- i. 3861 Hilpert- owner of adjacent half of duplex reported structurally defects at the site; evaluated and noted foundation in need of repair; violation notice issued and citation filed for failure to respond; at an August magistrate hearing, owner claimed that an engineer had previously assessed and found no hazards, but judge required presentation of more recent evidence; no new documentation was offered at the November hearing, and the owner was found guilty in December; **follow-up action:** at the expiration of the appeal period, new citations will be issued in January.
- j. 287 Greenlee- single family home has been boarded since fire damage in January; finally received contact from an insurance adjuster; aware of a landlord who is seeking to purchase and put this individual in touch with the owner if he chooses not to rebuild; owner continues to vacillate as to his intentions and previously indicated that he was contracting with an engineer to determine if he could rebuild using existing foundation; owner was also advised of interior debris in the driveway, but, since no action was taken, DPW was asked to assist; discovered that the owner's phone is now disconnected and that he appears to be taking no action; violations were issued, and a maximum number of citations will be issued due to structural conditions; conversed with owner in December, and he stated his interest in selling to the interested buyer; **follow-up action:** awaiting sale action.
- k. 240 Owendale- fence was discovered to have been erected without a permit in 2015; owner subsequently filed for a permit, but this document was not issued due to survey evidence that the fence was constructed over the property line; after providing numerous opportunities to comply, a citation was filed, and a guilty verdict was adjudicated at the magistrate; property owner hired an attorney and filed an appeal to Common Pleas Court; upon receiving contact from the solicitor, indicated that a settlement could be reached; **follow-up action:** awaiting attorney information to determine how to proceed.
- l. 229 & 247 Conson sewers- received previous documentation from DPW about potential defects in an above grade section of sewer that drains these properties; after issuing violation notices, contacted Allegheny County Health Department for additional assistance but received no reply; due to lack of owner response, citations were filed; **follow-up action:** awaiting magistrate hearing; owner of 247 has made contact with the Borough and is contracting with a plumber.
- m. 3841 through 3847 Delco sewers- as part of the Viking Way sewer rehabilitation project, alerted to significant groundwater infiltration from a pair of duplexes; made contact with the separate owners of 3845 and 3847 regarding a collapse that is located approximately 10 feet from the main line; owner of 3841 and 3843 indicated that a hot water tank had recently burst, but determined from Gateway Engineers that the intrusion preceded this incident; laterals will be bypassed, to main line repairs to be completed **follow-up action:** meeting with property owners regarding repairs.
- n. Towne Square Dental Lab- a building permit was issued in December for the buildout of a commercial space; dental lab was to be relocated from Carrick; learned that operations had commenced prior to issuance of occupancy permit and that a number of stoves had been installed to mold dentures and other items; these systems were not included on the site plan; improper ventilation caused an overwhelming odor in the unit, necessitating it to be ordered closed; **follow-up action:** awaiting plans from a mechanical engineer.

**D. Rental Property Program**

MTD

YTD

1. Rental units inspection (initial and follow-up): ....3.....1,941 (since 5-13)
2. 2016 program fees collected .....\$ 54,980
3. Fees include penalty payments received from Forward Management as part of legal settlement.
4. A new rental property on Bellecrest has been inspection and licensed. Significant upgrades were made at the property, including the demolition of a dilapidated garage.

**E. Sewer Lateral Inspection Program**

1. Defective private laterals discovered ..... 163(since 5-14)
2. Properties sold utilizing escrow process ..... 24 (since 5-14)
3. Damaged wye connections/sewers under public streets discovered..... 20(since 5-14)

**F. Sidewalk Restoration Program**

1. In accordance with the terms of the five-year restoration plan, notifications of eligibility were mailed to owners of properties abutting Clermont Avenue, Brentwood Avenue, and Bookman Avenue. A total of 96 separate parcels contain at least one defective slab.
2. A total of 10,900 square feet of sidewalk were restored as part of the 2016 version of the program. 12 property owners failed to enroll or make private repairs. Citations will be issued in the spring.
3. Awaiting hearing dates for two remaining Greenlee Road property owners who have not repaired sidewalk defects identified in 2015. One individual was fined for failure to appear but subsequently enrolled to have the Borough contractor complete the improvements. Another individual received the minimum fine and has not yet indicated willingness to make repairs.

**G. Other Departmental Programs**

1. Handicapped parking- 2017 renewal forms have been issued. A letter has been issued to a permittee regarding improper use. The individual with the handicapped placard is not parking in the space but is rather utilizing it to reserve a stall for a relative's vehicle. As such, the Borough is seeking to have the space removed.
2. Amusement devices- 2017 renewal forms will be issued in January.
3. Disruptive conduct- no new reports filed.
4. CLEAN-UP Detail- no update.

**H. Boards/Commissions**

1. Planning Commission:

- a. A scheduled November meeting has been deferred to January. The body was set to formally approve the site plan for the Brentwood Park. However, discrepancies were noted on the survey. Gateway Engineers will review and provide new documentation for the board.
- b. At the January meeting, the board will also review a request for a home occupation permit. The individual is seeking to operate a nail salon from a residential unit. Such activity is only allowed as a conditional use.
- c. The Borough received the required review letter from the Allegheny County Department of Economic Development regarding the proposed digital sign ordinance. A public hearing must be held prior to adoption. If substantive changes are made, the revised ordinance will need to be resubmitted to the county. The hearing will be scheduled for February.

2. Zoning Hearing Board

- a. No meeting was held in December, and no meeting is scheduled for January.

**I. Department Administration**

1. Phone calls: 201
2. Met with Gateway Engineers regarding final implementation of the new GIS-based code enforcement software. Software is nearly complete and will be ready for January rollout. GeoPlan will continue to be utilized for historical data.

**J. Development Updates**

1. A tax office is scheduled to open at a site near the Sankey end of Brownsville Road.
2. The former pool hall is scheduled to be repurposed as an ethnic community center.

**K. Other Items**

1. R. Costa attended five-day continuing education course on the residential building code.
2. E. Peccon completed PennDot MTF grant for sidewalk upgrades.
3. EP worked with Software Systems to determine penalty and interest process for bills.
4. E. Peccon working on analysis of Q2 2016 trash data and devising bill updates.
5. E. Peccon reviewing weekly sewage data.
6. E. Peccon updated meeting agendas and drafted resolutions for Council approval.
7. E. Peccon performed website administration.
8. E. Peccon issued invoices and lien notifications for property maintenance bills.
9. E. Peccon generated purchase orders and invoices.
10. E. Peccon compiled deposits.



## THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199  
Office 412-884-1500 FAX 412-884-1911  
[www.brentwoodboro.com](http://www.brentwoodboro.com)

### PUBLIC WORKS MONTHLY REPORT FOR DECEMBER 2016

The filters on the mini-split HVAC were cleaned.

1 temporary Handicap sign was removed on Lawnwood for a resident living on Shadyway due to the road construction. Various signs were replaced throughout the borough (Stop and Fire Lane). One man assisted Baldwin DPW with the bucket truck in removing their veteran's banners.

Cold asphalt patching was completed on: Sankey, Pyramid, Bookman, Shadewell, Pointview, and milled asphalt were used on Wanley. One large oak tree was cut up after it fell across Wanley Road.

Holiday decorations were repaired where needed, changing a GFI or light sensor.

The sweeper was used for 64 man hours to sweep the roadways mainly for leaves and 10 hours used for maintenance. We also picked up leaves in areas where the sweeper would not fit.

We replaced 1 one hydraulic hose on Unit 6, cleaned the trucks and high lift after the snow events.

Storm pipes were checked after heavy rains and inlets cleaned. Sanitary lines located on Bookman and Hillson were dye tested due to resident's request. The sanitary located on Hillson was found to be backed up and was unclogged by the crew.

There were 8 callouts for snow removal and one being an ice storm which consumed proximity 200 tons of salt. 300 tons were ordered and put away. The crew either shoveled or salted the walkways and path after the snow events.

PARK: fence gates were repaired, leaves picked up or mulched, playground blown off weekly basis, the cross over mats for the track were removed and cleaned, and the civic center was cleaned after events (Zumba, PALS). The stage in the civic center was done over with laminated wood covering after the old material was removed, bathrooms were winterized.

Respectfully submitted,  
Robert Mackewich

Dec-16				MONTHLY TIME REPORT																
LABOR TASKS	WEEK 1		WEEK 2		WEEK 3		WEEK 4		WEEK 5		WEEK 6		MONTHLY							
	REG.	OT	REG.	OT	REG.	OT	REG.	OT	REG.	OT	REG.	OT	REG	OT						
BOROUGH BUILDING	10	-	31	-	28	-	34	-	46	-	-	-	149	-						
CIVIC CENTER	-	-	28	-	52	-	26	-	2	-	-	-	108	-						
LABRARY MAINTENANCE	6	-	15	-	15	-	23	-	12	-	-	-	71	-						
PARK MAINTENANCE	28	-	64	-	9	-	36	-	18	-	-	-	155	-						
PAVING AND PATCHING	-	-	26	-	20	-	-	-	28	-	-	-	74	-						
ROAD CLEANING	32	-	32	-	-	-	-	-	-	-	-	-	64	-						
RIGHT-OF-WAYS	-	-	7	-	-	-	18	-	14	-	-	-	39	-						
SCHOOL MAINTENANCE	-	-	-	-	-	-	-	-	-	-	-	-	-	-						
SNOW REMOVAL	-	-	-	24	57	74	20	-	36	36	-	-	113	134						
SANITARY SEWERS	-	-	5	-	2	-	60	10	-	-	-	-	67	10						
STORM SEWERS	32	-	21	-	-	-	29	-	8	-	-	-	90	-						
SOLID WASTE MANAGEMENT	-	-	8	-	16	-	25	-	2	-	-	-	51	-						
TRAFFIC MARKINGS	-	-	8	-	-	-	2	-	8	-	-	-	18	-						
VECHICLE/EQUIPMENT	-	-	23	-	-	-	41	-	42	-	-	-	106	-						
TOTAL WORK HOURS	108	-	268	24	199	74	314	10	216	36	-	-	1,105	144						



January 13, 2017  
C-40000-2016

**REPORT TO:** Brentwood Borough Council  
George Zboyovsky, P.E., Borough Manager  
Mary Lou Garase, Administrative Assistant

**FROM:** Jennifer J. Slagle, P.E., Borough Engineer  
Ruthann L. Omer, P.E., Municipal Liaison

**SUBJECT:** Engineers Report for January 2017 Meeting

**CC:** Dennis Troy, Mayor  
Bob Mackewich, Public Works Supervisor

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**C-40000-2016 General Fund**

**No Current Projects.**

**O&M SANITARY SEWER FUND RELATED PROJECTS**

**C-40094 Consent Order Operation and Maintenance**

**08.429.372 (Construction Costs)**

**08.429.313 (Engineering Fees)**

**2016 Operations & Maintenance Tasks**

As directed by Brentwood Borough, Gateway is assisting the Borough in complying with the requirements of their approved Consent Order Operations & Maintenance Plan Year 6. Gateway continues to work with the Borough to review how we can work together to efficiently execute the projects while incorporating Borough staff in completing tasks.

**2016 O&M Engineering Budget**

Work Authorization Approved (01/18/16):	\$ 115,000.00
Work to Date (as of 7/29/16):	\$ 92,844.77
Remaining:	\$ 22,155.23

**-1600 – General**

Project Manager: Dennis J. Flynn, P.E.

Gateway has worked with the Borough to perform any general tasks as required in the O&M Plan. Gateway met with George and Vitali to review the 2016 O&M tasks and any lessons learned which could provide efficiency in 2017.

The O&M plan is being reviewed for updates required. The initial 5-year audit has been performed and changes are being made in accordance with the audit performed with Vitali and Bob Mackewich in March. An audit report and necessary updates to the O&M Plan have been prepared. The updated O&M plan will be reviewed with the Borough once completed and will be sent to the ACHD.

#### **-1601 – Preventative Maintenance**

Project Manager: Dennis J. Flynn, P.E.

Preventative Maintenance Contract – Gateway worked with Borough staff to prepare the list of sanitary lines to be included in the 2016/2017 contract. The contract specifications were prepared for bidding and the bid opening date was November 11, 2016. The bid tabulation and recommendation were prepared and sent to the Borough to recommend the award of the contract to State Pipe Services in the amount of \$29,925.00. The contract will be prepared in order to begin the project.

#### **-1602– Manhole Inspections**

Project Manager: Jennifer Slagle, P.E.

Gateway prepared the list of manholes to be performed by the Borough for the 2016 O&M Plan as well as preparing the list for the next 5 years of the O&M plan and provided the map to the Borough. Gateway has uploaded the data to ArcGis Online and provided training to the Borough to complete the manhole inspections. Once the inspections are completed, Gateway will QA/QC the inspections.

#### **-1603 – CCTV (See Borough Staff Report)**

Project Manager: Dennis J. Flynn, P.E.

Roto-Rooter continues to perform the CCTV work. Data submissions have been made and are under review by the Borough with assistance from Gateway. The contractor was expected to complete the CCTV contract by the end of 2016 and we are awaiting a data submission to determine the quantity completed. Proposed repairs were developed and reviewed by Gateway and are to be assigned to their proper contracts. Additional data and pay applications will be reviewed by both Vitali and Gateway.

Additional CCTV may be added to the contract throughout the year as needed. It will be determined whether to prepare a change order to extend the contract into 2017. The final work order for 2016 was sent to the Contractor which included all the CCTV for the proposed 2017 road program.

**-1605 –Defect and Specialized Repairs (See Borough Staff Report)**

Project Manager: Dennis J. Flynn, P.E.

Anticipated Construction (Excavation and Spot Lining) Ongoing

**Contract A - Excavation Repair Contract:**

Roto-Rooter continues to work on excavation repairs in the Borough. Identified repairs will be performed and additional repairs will be reviewed based on the on-going CCTV.

The contractor was expected to complete the 6 repairs remaining from the initial work order and an additional 4 storm water repairs which were added. Once this data is received for review, a pay application will be prepared.

**Spot Lining Repair Contract:**

State Pipe Contracting has submitted data for all work completed which has been reviewed and a final payment application is being prepared for their 2016 contract.

**-1607 –Reporting and Compliance**

Project Manager: Dennis J. Flynn, P.E.

The Borough reviewed the O&M plan tasks with Gateway in order to identify any additional tasks required by the O&M plan. Reporting will be required at the beginning of 2017 for work completed in 2016.

**-1608 –Mapping and Database Maintenance**

Project Manager: Dennis J. Flynn, P.E.

Gateway will perform mapping updates based on changes found in the sanitary and storm system by way of new CCTV review and field analysis. Gateway will continue to update the mapping and databases as additional information becomes available.

**-1615 – MH-MH Lining Repairs**

Project Manager: Dennis J. Flynn, P.E.

Gateway worked with Borough staff to formulate repairs for the 2016/2017 lining contract. Gateway has prepared the contract for bid as directed by the Borough and the bid opening was held on November 11, 2016. Following the review of all submitted bids an apparent low bidder was determined. The bid tabulation and recommendation were prepared and sent to the Borough to recommend the award of the contract to Fast Pipelining East in the amount of \$358,350.00. A pre-construction kickoff meeting will be held for the project in the near future.

**C-40164-0001 Viking Drive and Brentwood Avenue Sanitary Sewer Repair Project**

Project Manager: Jennifer Slagle, P.E.

Contract A – Viking Drive work continues by Independent Enterprises. The contractor has been working on the contract. Gateway and Borough staff are working with the contractor to resolve field



issues in private laterals delaying the installation of the liners. We anticipate construction to be completed in January.

Contract B – Brentwood Avenue work was started by Roto Rooter. There is a conflict with a 24 inch high pressure gas line. Borough staff was approached by the gas company that the line is scheduled for replacement in the spring of 2017. The contractor has agreed to hold the prices for the repair until the gas line can be replaced. Gateway will work with the Borough to ensure that the existing pipe can be maintained until the project can be completed. A change order for the time extension will be prepared.

Gateway worked with Borough staff to submit the Viking Drive project for the Alcosan Grow grant. The grant was submitted on November 1, 2016. We are

### **C-40048-2017 – Pavement Maintenance Project – 2017**

Project Manager: Joseph H. Sites, P.E., MBA

We have met with Borough Staff to develop the list of proposed roads for the 2017 Pavement Maintenance Program. We are in the process of developing a schedule and addressing tasks to be completed to assemble the specifications and construction plans. A work authorization has been approved to begin the work.

#### Engineering Budget

Work Authorization Approved:	\$ 20,000.00
Work to Date:	\$ 3,000.00
Remaining:	\$ 17,000.00

### **C-40156-0005 – GIS Data Migration**

Project Manager: Ryan R. Berner, GISP

We have implemented capabilities in the Borough's GIS for tracking permits, code enforcement efforts, and tax parcel sale and associated sewer lateral inspections. In addition we have provided the capability for the Borough to develop letters and for permit approval, code enforcement violations, and dye test inspections as well as keep a digital archive of the letters sent.

We met with the Code Enforcement staff to review and present the capabilities in order to allow for Borough usage of the system.

#### Engineering Budget

Work Authorization Approved:	\$ 10,000.00
<u>Work to Date:</u>	<u>\$ 9,651.50</u>
Remaining:	\$ 348.50

**C-40158-0002 - ARLE Grant**

Project Manager: Michael J. Haberman, P.E., PTOE

Curb work and the new ADA ramps have been installed and inspected. The poles and mast arms have been received and installed. Final wiring and installation is expected to occur the week of 1/2/2017 with possible signal turn on by 1/6/2017. Once the new signal is turned on, the existing signal supports and signal equipment will be removed.

Work Authorization Submitted (8/9/2016):	\$ 33,000.00
<u>Work to Date</u>	<u>\$ 32,787.25</u>
Remaining:	\$ 212.75

**C-40113-2016 MS4 Program**

Project Manager: Ryan R. Berner, GISP

The upcoming focus of 2017 MS4 efforts will be finalizing the storm sewer map so that a comprehensive complete map can be submitted in September of 2017. The map will need to be completed in order to address Pollution Reduction Plan requirements associated with the Streets Run Road watershed.

The Borough will have an NOI (Notice of Intent) permit application due to DEP in September of 2017. We recommend beginning the process of developing the necessary information for the NOI submission. Moving forward will be scheduling a meeting with the Borough to review mapping and MCM plans. We recommend scheduling a mock inspection in order to review the Borough's facilities and documentation efforts prior to DEP conducting an MS4 inspection. We will coordinate with the Borough and the inspector regarding schedule for the inspection. It is recommended that the mock inspection be completed in late January or early February.

We will be distributing educational material associated with Minimum Control Measure 1.

Work Authorization Submitted (2/2016):	\$ 25,000.00
<u>Work to Date</u>	<u>\$ 21,540.00</u>
Remaining:	\$ 3,460.00

**C-40113-0001 Saw Mill Run TMDL**

Project Manager: Stacey Graf, P.E.

We are waiting for DEP to review the TMDL Plan submitted December 2015. Upon received of comments or an approved permit, we will move forward with implementation of the plan. There has been no response from DEP to date.

Work Authorization Approved (2/2016):	\$ 5,000.00
<u>Work to Date</u>	<u>\$ 280.00</u>
Remaining:	\$ 4,720.00



**C-17749-1602 – 2016 Phase 1 Consent Order Flow Isolation and Regionalization**

Project Manager: Michael S. Glistner, P.E.

Gateway will review the results of the 2016 flow isolation work with the Borough so that the next steps can be discussed. Additional flow isolation is recommended in 2017 in both the MH-89 and M-42 sewer sheds.

Work Authorization Approved (2/2016):	\$ 33,000.00
Work to Date	\$ 25,328.00
Remaining:	\$ 7,672.00

**C-40057-0013 Brentwood Pool Rehabilitation – 18.452.611 Pool Improvements**

Project Manager: Dennis J. Flynn, P.E.

Gateway is working with the Borough to prepare a phased approach for the rehabilitation of the pool based on grant funding available to date. Design and bidding is expected to take place in spring 2017. Construction is planned to begin September 2017 at the close of the pool and be complete by May 2018 for the reopening of the pool.

Gateway has performed due diligence to determine the scope of the proposed work to be performed. Detailed survey of the site was also performed in order to be used with the project design. Site meetings have been held in order to evaluate potential concerns with the conceptual design. The design work has begun.

Work Authorization Approved (12/2016):	\$ 65,000.00
Work to Date	\$ 0.00
Remaining:	\$ 65,000.00



# Park & Recreation Department Monthly Report

**December 2016**

**Jim Attanucci**  
**Park & Recreation Director**



# Park & Recreation Department Weekly Report

**November 23, – December 1, 2016**

**Jim Attanucci**  
**Park & Recreation Director**

## November 23 – December 1

### Meetings

- No meetings this report period
- Upcoming meetings
  - Staff meeting
  - Parks & Recreation Meeting

### Notable Phone Calls

- Spoke to Councilman Schubert concerning Parks and Recreation meeting and swimming pool fees
- Spoke to Councilman Carnavale about swimming pool fees

### Permits & Facility Rentals

- Received and approved requests for use of Civic Center and Community Room
- Assisted residents and non-residents with inquiries
- Assisted various groups with inquiries and facility rental applications
- Processed and approved requests for permits
- Processed deposit
- Processed security deposit refunds
- Entered permit usage and rentals on Google Calendar

### Programming

- Researching new programs for 2017
- Current and Scheduled Programs
  - Little Penguins Dek Hockey and Hoopstars Basketball
  - Concerts
  - Dek Hockey
  - Zumba Classes
  - Sculpt and Tone Classes
  - Movies
  - Brentwood Mini Open Streets for 2017
  - Jump Start Sports Programs and Camps

## Sponsorship and Advertising

- No update

## Park Lighting

- Park lighting is operating on the winter schedule
  - Attempt will be made to activate lights on unusually warm day
  - Park lighting hours need to be established and posted
  -

## Park Concerns

- Water runoff continues to be a problem at the steps near the swimming pool
- With winter approaching consideration should be given to closing dek rink for the winter months due to the amount of damage to the tiles from breaking and chipping ice
- 

## Phone Calls & E-mail

- Responded to all phone calls and e-mails in a timely manner and assisted residents with their needs and concerns



# Park & Recreation Department Weekly Report

**December 2, – December 8, 2016**

**Jim Attanucci**  
**Park & Recreation Director**



## December 2 – December 8

### Meetings

- Attended staff meeting on Friday Dec. 1
  - Christmas Party
  - Department Meetings
  - Council Meeting
  - Code for doors
  - Collection of Passwords
  - Google Calendar
  - Refuse and Sewage
  - Sidewalk Program
  - Coordination with other Departments
  - Suggestions to improve Department Operations
- Attended Parks and Recreation Department Meeting on Monday Dec. 5
  - Discussed department needs
  - Reviewed items for Committee Meeting
- Park and Recreation Committee Meeting scheduled for Monday Dec. 5 was cancelled
  - Agenda for meeting is on Novus Agenda – Parks & Rec Meeting Dec.5

### Permits & Facility Rentals

- Received and approved requests for use of Civic Center and Community Room
- Assisted residents and non-residents with inquiries
- Assisted various groups with inquiries and facility rental applications
- Processed and approved requests for permits
- Processed deposit and refunds
- Processed security deposit refunds
- Entered permit usage and rentals on Google Calendar

## Programming

- Kettlebell (New) Every Tuesday 6:30 PM Civic Center
- Body Blast (New) Every Thursday 6:30 PM Civic Center
- Zumba
- Senior Citizen Lunch and Bingo/BHS (New) Thursday Dec. 22 Community Room
- Little Penguins Dek Hockey
- Little Hoopstars
- Road Runner Track
- Jump Start Sports Summer Camps
- Concerts First Saturday of June, July and August
- Movies Third Friday of June, July and August
- Brentwood Streets (New) Dates TBD
- Community Day

## Sponsorship and Advertising

- Mailing for Dek Hockey Banners, Field Banners and Brick Pavers set for January
  - Renewal forms and new invitations to participate will be sent to businesses and organizations

## Park Concerns

- Water Run Off at steps near pool
- Field #3 Tepsic Field – Flooded dugouts and team area due to erosion on hillside

## Park Vandalism

- Monday evening December 5 two vehicles were seen driving on the grass area at the circle in the park.
  - They apparently repeatedly drove back and forth this area tearing up the grass and leaving deep tire tracks. They also drove on the grass area that separates the two parking areas in the lot.
- Quick response and prudent action by the Brentwood Police Department resulted in them being apprehended.

## Park Lighting

- Recommending the establishment of park facility lighting guidelines for non-permit/reservations
- 

### **BASKETBALL COURT**

APRIL 1 TO MAY 31

- SUNDAYS THRU THURSDAYS ON UNTIL 10:00 PM
- FRIDAYS AND SATURDAYS ON UNTIL 11:30 PM

JUNE 1 TO SEPTEMBER 7

- SUNDAYS THRU SATURDAY ON UNTIL 11:30 PM

SEPTEMBER 8 TO NOVEMBER 15

- SUNDAYS THRU THURSDAYS ON UNTIL 10:00 PM
- FRIDAYS AND SATURDAYS ON UNTIL 11:30 PM

### **TENNIS COURT**

SAME AS BASKETBALL COURT

### **FIELD 2 Attanucci Field**

SAME AS BASKETBALL and TENNIS COURT

- EXCEPT REPLACE NOVEMBER 15 WITH OCTOBER 31

### **DEK HOCKEY RINK**

SAME AS BASKETBALL and TENNIS COURT

- OR BY PERMIT ONLY

### **FOOTBALL FIELD**

BY PERMIT ONLY

### **TRACK**

APRIL 1 TO NOVEMBER 15

- SUNDAYS THRU SATURDAYS ON UNTIL 11:30 PM

NOVEMBER 16 TO MARCH 31

- SUNDAYS THRU SATURDAYS ON UNTIL 10:00 PM

## Phone Calls & E-mail

- Responded to all phone calls and e-mails in a timely manner and assisted residents with their needs and concerns



# Park & Recreation Department Weekly Report

**December 9, – December 15, 2016**

**Jim Attanucci**  
**Park & Recreation Director**

## December 9 – December 15

### Meetings

- Met with Bob Mackewich and representatives from Allegheny Electric to research the possibility of adding relay buttons and beacons to the dek rink, basketball court, tennis court and field 2
  - This would allow the lights to be in an activated state but not turned on and when park users arrive they can push the relay button and it will turn the lights on for a selected period of time. Typically this is one hour. Fifty minutes into the hour the beacon will turn on and resemble a strobe light notifying users they have ten minutes to push button to keep lights on an additional hour. If the timer is not in an activated state the lights can't turn on
  - Example: Friday evening the lights are in an activated state from one half hour before sun set to 11:00 pm. It rains all of Friday evening and no one uses the facilities the lights will not turn on. The next day the lights are in the same activated state and a group of park users arrive at 9:00pm. The lights will stay off until they push the button to turn them on. They use the facility for half hour and leave and lights turn off instead of burning.
  - When there is use by permit the standard method of activating the lights may remain
  - This system could result in substantial savings to the Borough and save energy.
- Accepted invitation from BHS principal to meet with him and Borough Mgr. to discuss future WPIAL playoffs
- Tentatively schedule Parks and Recreation Committee meeting for January

### Permits & Facility Rentals

- Received and approved requests for use of Civic Center and Community Room
- Assisted residents and non-residents with inquiries
- Assisted various groups with inquiries and facility rental applications
- Processed and approved requests for permits
- Processed deposit and refunds
- Processed security deposit refunds
- Entered permit usage and rentals on Google Calendar

## Programming

- Kettlebell (New) Every Tuesday 6:30 PM Civic Center
- Body Blast (New) Every Thursday 6:30 PM Civic Center
- Zumba
- Senior Citizen Lunch and Bingo/BHS (New) Thursday Dec. 22 Community Room
- Little Penguins Dek Hockey
- Little Hoopstars – Purchased portable adjustable basketball hoop for younger children
- Road Runner Track
- Jump Start Sports Summer Camps
- Concerts First Saturday of June, July and August – Ordered advertising banner
- Movies Third Friday of June, July and August
- Brentwood Streets (New) Dates TBD
- Community Day

## Sponsorship and Advertising

- No update

## Park Concerns

- Lights and light usage
- Dek Hockey Rink
  - Consider locking dek hockey rink in winter months due to damages caused from ice and snow removal
    - Dek hockey is not a winter sport

## Phone Calls & E-mail

- Responded to all phone calls and e-mails in a timely manner and assisted residents with their needs and concerns



# Park & Recreation Department Weekly Report

**December 16, – December 22, 2016**

**Jim Attanucci  
Park & Recreation Director**

## December 16 – December 22

### Meetings

- Previously reported a meeting with Allegheny Electric concerning relay switches and beacons for the tennis court, basketball, court, dek hockey, and field 2. The meeting was with Cousins electric. A meeting is scheduled this week with Allegheny Electric.

### Permits & Facility Rentals

- Received and approved requests for use of Civic Center and Community Room
- Assisted residents and non-residents with inquiries
- Assisted various groups with inquiries and facility rental applications
- Processed and approved requests for permits
- Processed deposit and refunds
- Processed security deposit refunds
- Entered permit usage and rentals on Google Calendar

### Community Room

- Responded to a request by Brentwood Mayor Dennis Troy on the evening of Thursday December 16 to open the Community Room for Brentwood residents who were evacuated from their apartments due to severe water leaks
  - Along with a DPW employee we set up tables and chairs
  - Mayor Troy purchased pizza and beverages for the evacuees
  - I added additional drinks, cookies and wings
  - DPW worker staffed the building until the Red Cross arrived
- Once again the Brentwood Police, Fire Department, EMS, and DPW responded and administered the emergency needs



## Civic Center

- The old, stained, worn out carpeting on the stage was replaced with laminate flooring and the front of the stage was faced with the same
  - This very small maintenance item has vastly improved the looks of the Civic Center and has drawn compliments from all who have used the Civic Center this week.

## Portable Stage

- A canopy style stage cover as budgeted for was purchased for the stage
  - The stage cover has a wind rating of 85 mph
  - The cover is open on front and back and has roll up sides
  - It was constructed in a manner that a panel can be purchased in the future for the back to be closed
  - The cover is white with a two foot edging in blue

## Programming

- We co-sponsored a Senior Citizen Luncheon/Bingo with BHS student council on Wednesday December 21 at the Community Room
  - The lunch was catered by Ches Anthony and the guest enjoyed Chicken Cordon Bleu, Herbed Parsley Potato's, Green Beans and a Tossed Salad.
  - Coffee, tea, and water was also available
  - Members of the student council prepared the tables and served the lunch
  - After lunch the guests enjoyed playing bingo and winning the prizes the students purchased throughout the month
  - A survey was handed out asking the guests for contact information and to see what type of activities they would like to see the Parks and Recreation offer for them
    - Top responses included day trips, current affairs speakers, and line dancing
- We will work on these suggestions for future events
- A 91 year young guest unfortunately locked her keys in her car
  - Two Brentwood police answered our call for assistance and retrieved the keys
  - It was heartwarming to see the huge hug she gave the police officer when he returned the keys to her. Wish I had a picture of that moment

## Same as previous week

- Kettlebell (New) Every Tuesday 6:30 PM Civic Center
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- Zumba
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- Brentwood Streets (New) Dates TBD
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## Sponsorship and Advertising

- No update

## Phone Calls & E-mail

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*Wishing you a very Merry Christmas and a Happy New Year !*



# Park & Recreation Department Weekly Report

**December 23, – December 29, 2016**

**Jim Attanucci**  
**Park & Recreation Director**

## **December 23 – December 29**

### **Duplicate of previous report due to time off for Holidays**

#### **Meetings**

- Previously reported a meeting with Allegheny Electric concerning relay switches and beacons for the tennis court, basketball, court, dek hockey, and field 2. The meeting was with Cousins electric. A meeting is scheduled this week with Allegheny Electric.

#### **Permits & Facility Rentals**

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- Brentwood Streets (New) Dates TBD
- Community Day

## Sponsorship and Advertising

- No update

## Phone Calls & E-mail

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*Wishing you a very Merry Christmas and a Happy New Year !*



Brentwood Emergency Medical Services, Inc.  
Station 530  
3624 Brownsville Road  
Pittsburgh, Pennsylvania 15227  
Office (412) 884-8740  
Fax (412) 884-8681

From the Desk of John Balkovec, Operations Supervisor  
January 12, 2017

## **Members of Brentwood Borough Council**

### **Ladies and Gentlemen,**

Attached you will find the breakdown of calls handled by Brentwood Emergency Medical Services during the Month of December 2016.

In December we responded to a total of 201 calls both emergency and non-emergency type calls.

The report breaks down the response outcome of every call we handled. During the month we transported a total 147 patients.

We had a total of 19 refusals of transport calls during the month.

In December our average response time from Dispatch to a call and then on scene in the borough of Brentwood was 5.1 minutes. Times vary on priority of dispatch call and if we are coming from a distance to cover the call. Also attached is the Priority Code Breakdown.

In December we had 15 calls handled by Mutual Aid services while we were on calls.

Also in December we handled 16 calls in Mutual Aid communities.

Any questions feel free to contact us.

Submitted by  
John N. Balkovec, Emt-P  
Operations Supervisor  
Brentwood Ems

Joanne Cook, Emt-P, MS, RN  
Director  
Brentwood Ems


Cc: President of Ems/Borough Manager

*Our Annual Subscription drive for 2017 has started.  
Please encourage you and your neighbors to support  
Brentwood Ems Subscription Program for 2017.*

**Criteria**

Date From: 12/01/2016

Date To: 12/31/2016

ALL by Base / Station 

Group	Count	Pct
Station 530	201	100.0
<b>Total:</b>	<b>201</b>	



**Criteria**

Date From: 12/01/2016

Date To: 12/31/2016

ALL by Medical Category



Group	Count	Pct
Abdominal Pain	4	2.0
Behavioral	6	3.0
Cardiac	7	3.5
Diabetes	2	1.0
Fall Victim	18	9.0
GI Problem	4	2.0
Hemorrhage	2	1.0
Medical (NOS-last choice)	65	32.3
Nausea	2	1.0
Neurological	2	1.0
Not Applicable	6	3.0
<b>Not Entered</b>	1	0.5
Obstetrical	2	1.0
Pain	13	6.5
Poison / Overdose	13	6.5
Respiratory	15	7.5
Seizure	3	1.5
Standby	9	4.5
Stroke	4	2.0
Transfer / Interfacility / Palliative Care	9	4.5
Trauma	5	2.5
Unconscious / Fainting	8	4.0
Vomiting	1	0.5
<b>Total:</b>	<b>201</b>	

**Criteria**

Date From: 12/01/2016

Date To: 12/31/2016

ALL by Outcome



Group	Count	Pct
Cancelled	7	3.5
Cancelled Enroute	3	1.5
Care Transferred	1	0.5
DOA	1	0.5
Fire Standby	4	2.0
Lift Assist	6	3.0
No Patient Found	7	3.5
Other	1	0.5
Refused	15	7.5
Standby Only	5	2.5
Transported	147	73.1
Treatment / No Transport	4	2.0
<b>Total:</b>	<b>201</b>	

Response Times by MCD / FIPS				
<b>MCD / FIPS</b>	<b>Count</b>	<b>Avg.</b>	<b>Min.</b>	<b>Max.</b>
Baldwin (2117)	2	<del>6.5</del>	4.000	<del>8.000</del>
Brentwood (2121)	148	<del>5.1</del>	1.000	<del>13.00</del>
Dormont (2125)	3	16.0	13.000	18.000
Jefferson Hills (2826)	13	26.4	1.000	130.000
Mount Lebanon (Township of) (2113)	4	12.8	9.000	14.000
Munhall (2130)	3	15.3	9.000	19.000
Pittsburgh (2001)	3	6.0	5.000	7.000
Whitehall (2139)	1	12.0	12.000	12.000

## Criteria

From: 12/01/2016  
 To: 12/31/2016  
 Group By: Group by MCD/FIPS  
 1st Time: Time Dispatched  
 2nd Time: Time Arriving at Referring  
 Only show charts where times exist  
 Ignore time differences of "0"

Time Frame (Mins)	Count	Percentage
0-1	3	08.33 %
1-2	4	11.11 %
2-3	4	11.11 %
3-4	6	16.67 %
4-5	7	19.44 %
5-6	5	13.89 %
6-7	5	13.89 %
7-8	0	00.00 %
8-9	1	02.78 %
9-10	0	00.00 %
Above Max Range	1	02.78 %

Count: 36

Average: 44.44

Average (0-15 times): 4.46

Min.: 1.000

Max.: 1444.000

## Criteria

From: 12/01/2016  
To: 12/31/2016  
Group By: Group by Time Frame  
1st Time: Time Dispatched  
2nd Time: Time Arriving at Referring  
Only show charts where times exist  
Ignore time differences of "0"  
Response Code(s): E-0  
Zip Code(s): 15227

Time Frame (Mins)	Count	Percentage
0-1	1	01.75 %
1-2	3	05.26 %
2-3	6	10.53 %
3-4	14	24.56 %
4-5	14	24.56 %
5-6	6	10.53 %
6-7	4	07.02 %
7-8	5	08.77 %
8-9	1	01.75 %
9-10	1	01.75 %
Above Max Range	2	03.51 %

Count: 57

Average: 5.21

Average (0-15 times): 5.21

Min.: 1.000

Max.: 12.000

## Criteria

From: 12/01/2016  
To: 12/31/2016  
Group By: Group by Time Frame  
1st Time: Time Dispatched  
2nd Time: Time Arriving at Referring  
Only show charts where times exist  
Ignore time differences of "0"  
Response Code(s): E-1  
Zip Code(s): 15227

Time Frame (Mins)	Count	Percentage
0-1	0	00.00 %
1-2	1	07.69 %
2-3	1	07.69 %
3-4	2	15.38 %
4-5	1	07.69 %
5-6	4	30.77 %
6-7	2	15.38 %
7-8	0	00.00 %
8-9	0	00.00 %
9-10	0	00.00 %
Above Max Range	2	15.38 %

Count: 13

Average: 6.15

Average (0-15 times): 6.15

Min.: 2.000

Max.: 13.000

## Criteria

From: 12/01/2016  
 To: 12/31/2016  
 Group By: Group by Time Frame  
 1st Time: Time Dispatched  
 2nd Time: Time Arriving at Referring  
 Only show charts where times exist  
 Ignore time differences of "0"  
 Response Code(s): E-2  
 Zip Code(s): 15227

Time Frame (Mins)	Count	Percentage
0-1	0	00.00 %
1-2	2	06.45 %
2-3	1	03.23 %
3-4	4	12.90 %
4-5	6	19.35 %
5-6	6	19.35 %
6-7	2	06.45 %
7-8	5	16.13 %
8-9	0	00.00 %
9-10	2	06.45 %
Above Max Range	3	09.68 %

Count: 31

Average: 6.39

Average (0-15 times): 6.39

Min.: 2.000

Max.: 13.000

## Criteria

From: 12/01/2016  
To: 12/31/2016  
Group By: Group by Time Frame  
1st Time: Time Dispatched  
2nd Time: Time Arriving at Referring  
Only show charts where times exist  
Ignore time differences of "0"  
Response Code(s): E-3  
Zip Code(s): 15227

Time Frame (Mins)	Count	Percentage
0-1	0	00.00 %
1-2	1	10.00 %
2-3	0	00.00 %
3-4	2	20.00 %
4-5	0	00.00 %
5-6	0	00.00 %
6-7	3	30.00 %
7-8	1	10.00 %
8-9	2	20.00 %
9-10	1	10.00 %

Count: 10

Average: 6.70

Average (0-15 times): 6.70

Min.: 2.000

Max.: 10.000

## Criteria

From: 12/01/2016  
To: 12/31/2016  
Group By: Group by Time Frame  
1st Time: Time Dispatched  
2nd Time: Time Arriving at Referring  
Only show charts where times exist  
Ignore time differences of "0"  
Response Code(s): E-4  
Zip Code(s): 15227





## BRENTWOOD BOROUGH POLICE DEPARTMENT

Adam R. Zeppuhar  
Chief of Police



DATE: 1/12/2017

FROM: Chief Adam Zeppuhar



RE: Monthly Council Report (December 1, 2016 through December 31, 2016)

TOTAL ARRESTS		COUNT
TOTAL ARREST ADULT		21
Gender	Male	16
	Female	5
TOTAL ARREST JUVENILE		7
Gender	Male	4
	Female	3
TRAFFIC STOPS		COUNT
TOTAL		94
CITATION(S) ISSUED		42
WARNING(S) ISSUED		52

Arrest	Total Count: 32
Arrest Type	Count
OTHER WARRANT	0
PFA/ICC	0
UCR – ARRESTED AND RELEASED -NOT INCARCERATED	21
UCR – ARRESTED AND TAKEN TO ACJ/SHUMAN	3
WITH WARRANT	4

Citation	Total Count: 246
Citation Type	Count
BOROUGH PARKING TICKET	259
NON-TRAFFIC CITATION	12
TRAFFIC TICKET	133

<b>Event Type</b>	<b>Count</b>
ALARM	26
ANIMAL COMPLAINT	18
ANIMAL LOST/FOUND	3
AREA 1 CHECK	62
AREA 2 CHECK	63
AREA CHECK	1
ASSAULT	2
ASSIST CITIZEN	12
ASSIST EMS	106
ASSIST FIRE	11
ASSIST POLICE	13
BOROUGH PARK CHECK	18
BRENTWOOD TOWNE CENTER CHECK	11
BURGLARY	5
CHILD CUSTODY	1
CIVIL COMPLAINT	2
COURT/HEARINGS	1
CRASH/NON-REPORTABLE	0
CRASH/REPORTABLE	1
CRIMINAL MISCHIEF	9
DISABLED VEHICLE	4
DISORDERLY CONDUCT	6
DISPUTE	5
DISTURBANCE	5
DOA	2
DOMESTIC	20
DPW REQUEST	4
DUI	9
FOLLOW-UP INVESTIGATION	4
FOOT PATROL SOUTH BROWNSVILLE	1
FRAUD	3
HARASSMENT	6
HAZARDOUS CONDITIONS	10
INVESTIGATION	2
JUVENILE COMPLAINT	0
K-9 DETAIL	1
LOCAL ORDINANCE	31
MEGAN'S LAW NOTIFICATION	1
MENTAL HEALTH	2
MISSING PERSON, +18	1
MISSING PERSON, -18	1
MOTOR VEHICLE CRASH	34
MOTOR VEHICLE THEFT	2
NARCOTICS	7
OTHER	22

OVERDOSE .....	10
PARKING COMPLAINT .....	6
PARKING ENFORCEMENT DETAIL .....	2
PATROL RELATED .....	3
PERSON SEEKING POLICE ADVICE .....	3
PFA .....	16
PROPERTY RETURN .....	1
PROPERTY-LOST/FOUND/RECOVERED .....	5
PUBLIC DRUNKENESS .....	3
REFER TO OTHER AGENCY .....	5
REPORTING BACK FOR DUTY .....	7
REPOSSESSION .....	4
ROBBERY .....	2
SUSPICIOUS ACTIVITIES .....	11
SUSPICIOUS PERSON .....	11
SUSPICIOUS VEHICLE(S) .....	4
TARGETED INTERVENTION PATROL .....	1
THEFT .....	13
TRAFFIC COMPLAINT .....	20
TRAFFIC DETAIL/ENFORCEMENT .....	27
TRAFFIC STOP .....	94
TRAINING .....	1
TRANSPORT .....	1
UNWANTED PERSONS .....	1
UTILITY COMPLAINT .....	5
WARRANT .....	3
WEAPONS .....	3
WELFARE CHECK .....	29

## POLICE MONIES

Category	11/29/2016	12/8/2016	12/22/2016	4th Quarter Totals	YTD TOTAL
Parking tickets cash	\$185.00	\$45.00	\$150.00	\$965.00	\$5,227.00
Parking tickets checks	\$280.00	\$270.00	\$180.00	\$1,690.00	\$10,270.00
Insurance (police report copies)	\$150.00	\$210.00	\$165.00	\$750.00	\$6,805.82
Allegheny County DUI fines	\$0.00	\$0.00	\$1,884.96	\$4,618.01	\$35,407.41
Allegheny County Traffic fines	\$0.00	\$903.60	\$0.00	\$3,146.14	\$14,777.94
Allegheny County parking meter fines	\$0.00	\$639.98	\$0.00	\$1,254.97	\$6,363.70
Allegheny County Non-Traffic fines	\$0.00	\$1,836.96	\$0.00	\$6,018.09	\$25,761.17
Code Enforcement Fines	\$0.00	\$0.00	\$0.00	\$722.00	\$8,964.49
False Alarm Fines	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00
NSF Checks	\$0.00	\$0.00	\$0.00	\$0.00	\$361.48
Restitution	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00
<b>WEEKLY TOTALS</b>	<b>\$615.00</b>	<b>\$4,055.54</b>	<b>\$2,379.96</b>	<b>\$19,464.21</b>	<b>\$ 113,939.01</b>

- Over the Christmas holiday our department handled 1 retail theft, 1 narcotics violation, 1 public drunkenness incident, and a DUI crash.
- Over the New Year's holiday our department handled a criminal mischief case (on-going investigation), 2 retail thefts, 2 overdoses, and a DUI crash involving 3 cars (2 parked).
- On 1.4.17 our department hosted the monthly SHACOG meeting at Brentwood Borough Volunteer Fire Company. We would like to thank the fire company for allowing the use of their facility.
- On 1.6.17 I met with members of EDS to discuss and explore ideas on how to promote safety in the business districts and other topics.
- We are currently scheduling a training date with Echo Development for the use and access of their surveillance camera system. At this time each officer will be provided their own individual log-in. Access to their surveillance system will greatly help our efforts in solving any crimes in the area.
- The Brownsville Road camera project is complete. Already, these cameras have supplemented our investigations.
- On 1/6/17 Training Coordinator Christian Heynes and I participated in an administrator webinar for the use of the new Police One Online Academy Training.
- During the week of 1.10.17 our officers investigated multiple reports of "vehicle break-ins" or Theft from Motor Vehicle cases. There was no sign of forced entry on any of the vehicles. During the next few days the officers and especially the night shift have been aggressively patrolling and making contact with people who were about. The investigation is on-going.
- I would like to thank our officers for doing an excellent job with the newly implemented Naloxone policy. They are helping save lives while also combating the nation's opiate epidemic amongst other responsibilities. Below are our NARCAN Saves/EMS overdose related assists.
  - Officers Rech and Wagner. 11.15.16.
  - Officer Swick. 11.27.16. Assisted with chest compressions.
  - Officers Skrip and Wagner. 12.3.16.
  - Officers Rech and Meisel. 12.11.16.
  - Officer Fisher. 1.3.17.
  - Officer Scott. 1.8.17 (2 separate incidents).

- We would like to remind all residents of the following:
  - Please lock your vehicle doors even if your vehicle is on your property. Theft from a motor vehicle is a crime of opportunity so please do not be an easy target for theft.
  - With the winter season here please utilize any off-street parking you may have. The Borough's road crew works hard at keeping our streets clean and safe. The less vehicles on the road the easier and safer it is for them to do their job.



# THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING - 3624 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199  
Office 412-884-1500 FAX 412-884-1911  
[www.brentwoodboro.com](http://www.brentwoodboro.com)

January 16, 2017

Brentwood Borough Council  
3624 Brownsville Road  
Pittsburgh, PA 15227

**RE: Monthly Progress Report 2016-12**  
**Office of the Borough Manager**  
**Period December 01, 2016 to December 31, 2016**

Honorable Members of Council:



Enclosed is my monthly progress report for the period of December 01, 2016 to December 31, 2016.

## PAID TIME OFF

I used 57.25 Hours of PTO in December.

Date	Personal Days	PTO Hours
12/19/2016		8
12/21/2016		1.25
12/22/2016		8
12/23/2016		8
12/27/2016		8
12/28/2016		8
12/29/2016		8
12/30/2016		8

As always, if anyone has any comments or questions on this report please do not hesitate to give me a call.



## SPECIAL PROJECTS

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### 2017 BUDGET

**Status Update:**

12/12/16 – Budget Adopted by Council.

12/01/16 – Finalized binding the 2017 Preliminary Budget. Uploaded to web site.

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### ALCOSAN – CONSENT DECREE

**Status Update:** Nothing new to report.

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### ARLE Grant Project – Willock/Brownsville Road Traffic Signal Upgrades

**Status Update:** Refer to Engineer's Report.

---

### TRAIL COMMITTEE

**Status Update:** Nothing new to report.

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### PERMIT PARKING PROJECT

**Status Update:** Nothing new to report.

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### POOL PROJECT/CITF GRANT

**Status Update:**

12/05/16 – Met with representatives of Gateway Engineers to walk the Pool site and discuss the scope of the project to ensure all of the required needs are met. Based on the Phase I Budget of \$714,000, it was discussed that issues pertaining to the concrete decking, zero entry, and new gutter system are a must during this phase. In addition, some new piping, electrical conduit for future lighting and electrical needs (i.e., pumping system for future slide, and shallow water features) will need to be installed. Based on the scope, the future “tiered seating area” should be held off for a future phase considering the uncertainty with the Civic Center deck. Gateway will use the information to prepare a Work Authorization/Proposal that will need to include design aspects of future phases to ensure everything ties in properly when those future phases are constructed.

---

### SIDEWALK IMPROVEMENT PLAN/POLICY

**Status Update:** Nothing new to report.

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## **SINC-UP GRANT PROJECT - MARYLEA/BROWNSVILLE ROAD**

**DESCRIPTION:** Upgrade existing signals at Marylea Avenue & Brownsville Road to meet current traffic signal standards and include pedestrian signal heads with countdown timers.

**Status Update:** Nothing new to report.

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## **2016 ROAD PAVING PROJECT**

**Status Update:** Refer to Engineer's Report.

---

## **GIS PROJECT**

**Status Update:** Nothing new to report.

---

## **NEW MUNICIPAL COMPLEX PROJECT/FINANCE & DEVELOPMENT**

**STATUS:** Nothing new to report.

12/14/16 - Replied to email by Mayor Troy regarding issues with sharing EMS with PD. Will meet to discuss.

12/13/16 - Met with Brandon Renzi to discuss the possibility of his selling the Artman Building to the Borough. He will draft up a proposal and submit it to the Borough late 2016 or early 2017. Once received, I will contact the Borough Building Committee to schedule a meeting.

Met with a couple of Officers and discussed their concerns associated with some of the shared spaces.

12/08/16 - Conference call with PFM to discuss their presentation during the 12/12/16 Council meeting.

---

## **IN-HOUSE SEWAGE/DELINQUENT REFUSE COLLECTIONS PROJECT**

**STATUS:** Nothing new to report.

---

## **SAW MILL RUN WATERSHED ASSOCIATION**

**Status:** Nothing new to report.

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## **MILITARY BANNER POLICY**

**Status:** Nothing new to report.

To date the Borough has received approximately 30 Applications.

---

## **STRATEGIC ACTION PLAN (SAP)**

**Status:** Nothing new to report.

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## **YOUTH EXCEPTIONAL SERVICE (YES) AWARD**

**Status:** Nothing new to report.

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## BOROUGH OPERATIONS REPORT

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### ADMINISTRATIVE

Reviewed and addressed emails.  
Prepared for and attending the Monthly Borough Staff Meeting held on Friday, December 02<sup>nd</sup>.  
Assigned various tasks and projects to staff.  
Cleaned up Electronic Scanned Documents and E-Filed them accordingly  
Weekly Planning of Schedule and Priorities  
Reviewed Employee Time Sheets  
Reviewed Voicemail Messages  
Reviewed regular mail and scanned and filed accordingly  
Returned all voicemail calls

---

### Code Enforcement/Building Inspection

12/08/16 – Met with a resident regarding the requirements for a temporary Christmas Sign.  
Did research on the subject.  
12/06/16 – Prepared for and attended the Monthly Code Department Meeting.

---

### COMMUNITY AFFAIRS/ECONOMIC DEVELOPMENT

Allegheny League of Municipalities (ALOM)

#### ALOM Bi-Annual Legislative Reception



Join your state and federal legislators, Allegheny County and City of Pittsburgh leaders and fellow local officials as we celebrate the spirit of intergovernmental cooperation!

**Thursday, January 19 2017  
at the Sheraton in Station Square.**

#### Brentwood Baldwin Whitehall Chamber of Commerce

#### **General Meeting Luncheon**

**January 5, 2017**

**Gianna Via's Restaurant**  
Caste Village



5301 Grove Road  
Pittsburgh, PA 15236

Noon

### **Guest Speakers**

#### **The Librarians!**

Paula Kelly, Whitehall Library  
Dennis Luther, Brentwood Library  
Jenny Worley, Baldwin Library

Join Paula, Dennis and Jenny in an open discussion about how libraries can better help your communities. Hear them highlight current services and programs, as well as planned future collaborations to better serve the BBW area. They will also lead a discussion with chamber members on how they can help solve community problems, raise awareness of local issues and build partnerships with local businesses and community leaders to reach and help more people.

### **Advance reservations requested**

Email Mary Dilla: [secretary@bbwchamber.com](mailto:secretary@bbwchamber.com)

\$20 with reservation

\$25 without reservation and non-members

*NEXT CHAMBER LUNCHEON – February 2, 2017 at South Hills Country Club*

*Speaker: Financial Advisor from First Commonwealth Bank*

### Economic Development South (EDS)

#### Government Affairs

12/06/16 – Met with Congressman Doyle’s Community Development Representative, Joseph Heffley to review the many things happening in Brentwood. When asked if there was anything that Congressman Doyle’s office can do for the Borough I mentioned the need for a new municipal building. J. Heffley indicated that seems to be the trend in a number of municipalities in the district. He said he will bring this information back to the Congressman.

---

### **COUNCIL RELATED**

Replied to emails from Council members.

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 MEETING & PREPARATIONS

12/13/16 – Follow up with various Action Items from Regular Meeting and assigned accordingly.

12/12/16 – Prepared for and attended the Council Regular Meeting.

12/09/16 – Worked on Regular Council Meeting Agenda.

12/08/16 – Worked on Regular Council Meeting Agenda.

---

## COUNCIL PACKETS

12/21/16 - Completed and emailed out last two (2) week's Council Packet.

12/07/16 – Completed and emailed out Council Packet.

---

## Engineering

Refer to Engineer's Report Attached.

### Monthly Engineering Progress Meeting with Gateway Engineers

12/07/16 - The purpose of this meeting was to discuss the ongoing progress and issues pertaining to the many Engineering related items in the Borough.



Meeting began at 2:00 PM

- I. Dauphin Avenue Issues**
  - a. Completed
- II. Viking Drive and Brentwood Avenue**
  - a. Reviewed Construction Schedule – Should only be 2 weeks.
  - b. Borough will be overseeing inspections (V. Alexandrov)
  - c. Issues
  - d. Pre-Construction meeting will be held with Roto Rooter
- III. Alcosan Grant Opportunities Updates**
- IV. O&M Projects 2017 Renewal**
  - a. No issues in 2016
- V. Pool Project**
  - a. Gateway will prepare a Work Authorization by 12/09/16 associated with the preparation of the Phase I Construction Bid Documents.
- VI. MH-MH Lining and Preventative Maintenance Bid Opening**



## **VII. 2017 Budget Discussion**

- a. GZ indicated that 2017 STRMP budget is \$400,000.00.

## **VIII. 2017 MS4 Budget Discussion**

- a. J. Slagle indicated that this mandate will be around \$25k - \$35k each year.
- b. Will work on plans that will identify required projects the Borough will have to undertake in future years.

## **IX. Borough Building**

- a. Gave Gateway an update on the Borough Building.

## **X. Planning Commission/Brentwood Park Plan**

- a. Gateway will contact R. Costa for information on the next Planning Commission meeting.

---

### **Finance**

12/21/16 – Reviewed invoices and signed checks.

12/14/16 – Reviewed invoices and signed checks.

12/07/16 – Reviewed invoices and signed checks.



### AccuFund

12/20/16 – Meeting with AccuFund account rep, Elisa Kearney, preparing to go live with AccuFund sooner than expected.

12/14/16 – Conference call with Elisa Kearney regarding “Going Live” on January 1<sup>st</sup> with AccuFund.

### Financial Planning

12/14/16 – Met with Aaron Mansfield who works for Northwestern Mutual about coming into the Borough and discussing the benefits of long term financial planning with the Borough employees.

### 2017 TAN

12/09/16 – Met with J. Miller and S. Toth to discuss the paper work required for the 2017 TAN.



## Monthly Department Meeting

12/14/16 - Attended Monthly Finance/HR Department Meeting with Finance/HR Director Susan Toth and Assistant Borough Manager Eric Peccon.

- Reviewed the Monthly Budget Report and Invoices.
- E. Peccon will be adding an Employment Tab to the Borough's Web Site.
- 2017 Budget
- AccuFund Software
- Procurement Cards
- Training

---

## **Grants**

### Inter-Modal Grant

12/13/16 - Reviewed final grant application associated with Sidewalk Intermodal Grant.



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## **LEGAL**

### Right-To-Know Requests

12/14/16 - Reviewed some outstanding RTK Requests and sent out.

### Solicitors

12/15/16 - Contacted Tucker Arnsberg to discuss getting ready for 2017 and their taking over as Borough Solicitor.



---

## **MANAGER'S REPORT**

12/21/16 - Worked on last week's Manager's Report.

12/20/16 - Worked on last week's Manager's Report.

12/07/16 - Worked on last week's Manager's Report.



## **PARKS & RECREATION**

Weekly Report attached.

12/14/16 – Met with J. Attanucci to review his ordering of the new Stage Cover.

12/05/16 – Prepared for and attended the Monthly Department Meeting with J. Attanucci.

Discussed the following items:

1. 2017 Fees for the Facilities and Pool – Will be included in 2017 Fee Resolution
2. Cover for Stage which was budgeted for 2016.
3. Issues with Stadium and WPIAL Playoffs
4. Updates to Facility Rental Policy – Include new Park Hours and Pool Hours
5. Closing Pool on the 4<sup>th</sup> of July (only a handful have been using it that day.)
6. 2017 Summer Concerts
7. Fall/Winter Programs – Looking into Senior activities.
8. Park Lighting
9. Field 4 Improvements

---

## **PERSONNEL RELATED**

12/14/16 – Reviewed an issue associated with an employee.

---



## PUBLIC RELATIONS

12/13/16 – Returned text message to resident complaining about their road not being salted during ice/snow storm.

## CALL SHEET

Telephone Log Tracker for Incoming Calls/Outgoing Calls/Voicemail

Date	Time of Call	Type of Call (In/Out/VN)	Name	Phone Number	Subject	Notes	Action Items	Follow-up Needed? Y/N	Open/ Closed
12/1/2016	8:22 AM	VM	Elisa Kerney	724-575-2373	AccuFund User Group's Meeting			Y	CLOSED
12/1/2016	10:01 AM	VM	Zach Williard	717-232-2723				N	CLOSED
12/1/2016	10:05 AM	OUT	Zach Williard	717-232-2723	PFM Presentation			N	CLOSED
12/1/2016	11:47 AM	VM	Ryan Jeroski - Peters Township	724-941-4180	Land and Water Conservation Fund			Y	CLOSED
12/1/2016	2:30 PM	VM	Heather Penn	412-535-8207	R.J. O'Hara - Nov. 1st Letter - Liquor License			Y	CLOSED
12/2/2016	5:13 AM	VM	Sue Toth		Sick			N	CLOSED
12/2/2016	2:16 PM	VM	Heather Penn	412-535-8207				Y	OPEN
12/2/2016	4:39 PM	OUT	Heather Penn	412-535-8207		Liquor License Hearing - January 23rd at 7:00 PM.		N	CLOSED
12/06/16	9:45 AM	VM	Dennis Piper	412-922-8824	New Server			Y	CLOSED
12/6/2016	10:01 AM	VM	Rachelle - Teamsters 205	412-751-7988	Grievances		Sent email to C. Bailey regarding the outcome of the Council Meeting and Grievances	Y	CLOSED
12/6/2016	4:01 PM	OUT	Dennis Piper	412-922-8824	New Server			Y	CLOSED
12/7/2016	9:10 AM	VM	Elisa Kerney	724-327-9399 724-575-2373	AccuFund	3 Digits or 4 Digits		Y	CLOSED
12/7/2016	11:10 AM	VM	Debbie Gentile	603-352-7494 1800-500-7276 ext. 16	Municipal Bldg Project	Looking for Status on Project		Y	CLOSED
12/7/2016	1:27 PM	VM		515-639-3772	2009 Ford Tarus	Transportation Company ready to pick up the Vehicle		Y	CLOSED
12/7/2016	2:00 PM	VM	Anne Smallwood	412-651-8305	Issue because she is disabled.			Y	CLOSED
12/7/2016	2:30 PM	OUT	Anne Smallwood	412-651-8305		Return call. 130 Bellanca - Neighbor put up a wall.	Sent a task to R. Costa to investigate	Y	CLOSED
12/7/2016	4:10 PM	OUT	Mrs. Krzyzanowski	412-310-2410	Delinquent Sewage	Water was shutoff.	PA American was contacted to turn on	Y	CLOSED
12/12/2016	8:41 AM	VM	Elisa Kerney	724-575-2373	AccuFund	Grants and Projects - and Chart When do we want to go Live.		Y	CLOSED
12/12/2016	10:30 AM	OUT	Elisa Kerney	724-575-2373	AccuFund	Check Runs etc.		Y	CLOSED
12/12/2016			Rob Massio	724-350-1187	Sewage Department	Discussion on past trash and sewage invoices		Y	CLOSED
12/12/2016	11:30 AM	OUT	Rob Massio	724-350-1187				Y	CLOSED
12/12/2016	3:00 PM	OUT	Elisa Kerney	724-575-2373	AccuFund			Y	CLOSED
12/13/2016	8:23 AM	VM	Janine DeSignore	412-680-9113				Y	CLOSED
12/13/2016	8:30 AM	VM	Janine DeSignore	412-680-9113	310 Marylea - Sanitary			Y	CLOSED
12/13/2016	10:38 AM	VM	Zach Williard	717-232-2723	Follow Up			Y	OPEN
12/13/2016	11:01 AM	VM	Gerry	724-328-0013	Letter regarding Parking	Misunderstanding - would like to meet.		Y	OPEN
12/13/2016	2:15 PM	VM	Dennis Flynn	724-510-1630				Y	OPEN
12/14/2016	10:42 AM	VM	Jason Olexa	412-881-4940 ext.2118	Schedule with School District			Y	CLOSED
12/14/2016	11:02 AM	VM	Tom Ayoob	412-208-3000	Saying hey.			Y	CLOSED
12/14/2016	12:03 PM	VM	Aaron Mansfield	724-809-8457				N	CLOSED
12/14/2016	12:14 PM	VM	Elisa Kerney	724-575-2873	Need a file for Names and Addresses of employees	List of Deductions as well.	Sent to S. Toth	Y	CLOSED
12/14/2016	1:31 PM	VM	William Terzinski	412-969-6976	Water Shut Off	Has a Dr. excuse.	Sent to D. Assenti	Y	CLOSED
12/14/2016	1:45 PM	VM	William Terzinski	412-969-6976	Water Shut Off	Has a Dr. excuse.	Sent to D. Assenti	Y	CLOSED
12/14/2016	3:20 PM	OUT	Elisa Kerney	724-575-2373	AccuFund				
12/16/2016	9:16 AM	VM	Bonnie ---	412-427-2593	with Keller Williams			N	CLOSED
12/16/2016	2:44 PM	VM	Howard Olsen	563-262-4733 800-756-1205	Musco Sports Lighting	2013 Lighting Project - CPA requesting PO		Y	OPEN
12/16/2016	3:54 PM	VM	Dave on Munsey Avenue	412-668-3464	Black Sonata and Ford Van	Black Sonata is from Dubai and Ford Van is from South Carolina		Y	CLOSED





#### Telephone Log Tracker for Incoming Calls/Outgoing Calls/Voicemail

Date	Time of Call	Type of Call (In/Out/VN)	Name	Phone Number	Subject	Notes	Action Items	Follow-up Needed? Y/N	Open/Closed
12/18/2016	1:16 PM	VM	Debra Tomich		4069-71 Dalewood Street	Furious about ADA parking spot.		Y	CLOSED
12/19/2016	12:12 PM	VM	Margie from PG	412-268-8588	Questions for article			Y	CLOSED
12/19/2016	3:48 PM	VM	Sandy Andrews	412-885-8640				Y	CLOSED
12/20/2016	1:36 PM	VM	Sandy Andrews	412-885-8640	4069 Dalewood Street			Y	CLOSED
12/20/2016	2:22 PM	VM	Debra Tomich	412-418-2845	4069-71 Dalewood Street	Furious about ADA parking spot being removed. May sue the person harrassing them.		Y	OPEN
12/26/2016	5:49 PM	VM	Janine DeSignore	412-680-9113	310 Marylea - Sanitary	Needs Sewer Information Reset.		Y	CLOSED
12/22/2016	8:53 AM	VM	Jerry Livingston	724-328-0013	Dalewood Avenue	Would like to meet to discuss ADA Parking		Y	OPEN
12/28/2016	10:17 AM	VM	Dottie C	412-881-1111	Richard Hudic - ED of RAD	Speak at March or June Chamber meeting.			CLOSED
12/28/2016	2:50 PM	VM	Brian Maloney	412-297-4769	Plavchak vs. Brentwood	Needs a signed form.		Y	CLOSED
12/30/2016	3:27 PM	VM		800-456-5664	Konica Meter Reading is due.		Sent to Denise Assenti	N	CLOSED

---

## PUBLIC SAFETY

### Emergency Management Coordinator

12/12/16 - Reviewed legal advertisement associated with the vacant Emergency Management Coordinator. Did research on the requirements associated with this vital position.

### 12/20/16 - Act 8 of 2008 Meeting with BVFC

Prepared Agenda and information for the Annual Act 8 of 2008 Meeting with BVFC. This meeting is required every year to discuss the financials of the governing municipality with both the local EMS and Fire Companies. The Act 8 meeting with the EMS was held in November.

12/21/16 - Met with Chief Zeppuhar to review current issues/items.

12/13/16 - Call from Chief Zeppuhar. Discussed a few items.

---

## PUBLIC WORKS

Refer to Monthly DPW Report

12/05/16 - Prepared for and attended the Monthly DPW meeting.

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## SAFETY COMMITTEE

12/06/16 - Prepared for and attended the Monthly Safety Committee Meeting of the Brentwood Borough Employees. (See attached meeting packet). Reviewed and edited



## **SANITARY SEWER/REFUSE FEE COLLECTIONS**

### Monthly Department Meeting.

12/14/16 - Attending the monthly Department meeting. Discussed were the following:

- New Invoice Format.
- Utility Corrections
- 2017 Rates

### Resident Issue

12/20/16 - Prepared for and attended meeting with a landlord who had questions pertaining to his sewage account and refuse account. Following the meeting, he was satisfied and came to the building a few days later and paid on his account to bring it current.

### Engineering

12/21/16 - Received a call from Gateway Engineer's Dennis Flynn regarding an issue pertaining to a sewer line that is in Baldwin Borough. Until their engineer can provide any documentation proving the Borough has responsibility for this sanitary sewer line Brentwood nor Gateway is to do any work related to this.

---



## Review of Meetings and Priorities accomplished during the Week ending December 09, 2016

		Proposed Hours	Actual Hours
<b>SPECIAL PROJECTS</b>			
1 – Grants (DCNR Grant Workshop)	=	0	0
2. 2017 Budget	=	0	0
3 - ARLE Grant Project - Willock/Brwnsvl Rd. Signals	=	0	0
4 - Trail Committee Project	=	0	0
5 - Police Contract	=	0	0
<del>6 - Day Camp</del>	=	0	0
7 - Sidewalk Improvement Policy/Project	=	0	0
8. 2016 Road Paving	=	0	0
9. GIS Project	=	0	0
<del>10. Phase III - Park/Stadium [COMPLETED]</del>	=	0	0
11. New Municipal Complex	=	1	1
<del>11. - Rt. 51 Overlay District - [COMPLETED]</del>	=	0	0
12. Video Surveillance System Project	=	0	0
13. - Sewage/Refuse Fee Collections Project	=	0	0
<del>14. Library Renovations - 2015 [COMPLETED]</del>	=	0	0
<del>15. RFP 2015-02 - Pension Fund Manager [COMPLETED]</del>	=	0	0
16.. RFP 2015-03 - Pool Repairs/Master Plan	=	2	1.25
17. Parking Ordinance	=	0	0
18. RT 51 Technical Advisory Committee	=	0	0
19. Organization Policy	=	0	0
<del>20. - Borough Policies Project [COMPLETED]</del>	=	0	0
21. YES Policy	=	0	0
22. Banner Policy	=	0	0
23. 2017/2018 Strategic Plan	=	0	0
<b>OPERATIONS</b>			
IN Community/News letter	=	0	0
Administrative Items	=	5	4.5
Civil Service	=	0	0
Code Enforcment	=	1	1.75
Community Affairs/Economic Development	=	0	0
CONNECT	=	0	0
EDS	=	0	0
Engineering	=	2	1.5
Finances	=	2	3.5
Healthcare Related	=	0	0
IT Related	=	0	0
Council Related (phone calls, meetings, etc.)	=	3	1
Council Meetings (Prep./Agendas/Attend	=	12	10.5
Council Packets	=	1	0.75
Manager's Report	=	2	0.5
Insurance	=	0	0
Legal	=	0	0
Library	=	0	0
Parks & Recreations	=	2	1.5
Pensions	=	0	0
Personnel	=	2	1.25
Pool	=	0	0
Professional Development	=	0	0
Public Relations	=	4	4
Public Safety	=	1	0.5
Public Works	=	2	1.75
Right-To-Know	=	0	0
Safety Committee Meeting	=	3	3.25
Sewage Related	=	2	1.75
SHACOG	=	0	0
School District	=	0	0
Personal Days /PTO/Sick Day	=	0	0
Holiday (Thanksgiving and Day After)	=	0	0
<b>Totals</b>	=	<b>47</b>	<b>40.25</b>



## Review of Meetings and Priorities accomplished during the Week ending December 16, 2016

		Proposed Hours	Actual Hours
<b>SPECIAL PROJECTS</b>			
1 – Grants (DCNR Grant Workshop)	=	1	0.5
2. 2017 Budget	=	0	0
3 - ARLE Grant Project - Willock/Brwnsvl Rd. Signals	=	0	0
4 - Trail Committee Project	=	0	0
5 - Police Contract	=	0	0
<del>6 – Day Camp</del>	=	0	0
7 - Sidewalk Improvement Policy/Project	=	0	0
8. 2016 Road Paving	=	0	0
9. GIS Project	=	0	0
<del>10. Phase III – Park/Stadium [COMPLETED]</del>	=	0	0
11. New Municipal Complex	=	1	1.75
<del>11. – Rt. 51 Overlay District – [COMPLETED]</del>	=	0	0
12. Video Surveillance System Project	=	0	0
13. - Sewage/Refuse Fee Collections Project	=	0	0
<del>14. Library Renovations – 2015 [COMPLETED]</del>	=	0	0
<del>15. RFP 2015-02 – Pension Fund Manager [COMPLETED]</del>	=	0	0
16. RFP 2015-03 - Pool Repairs/Master Plan	=	0	0
17. Parking Ordinance	=	0	0
18. RT 51 Technical Advisory Committee	=	0	0
19. Organization Policy	=	0	0
<del>20. – Borough Policies Project [COMPLETED]</del>	=	0	0
21. YES Policy	=	0	0
22. Banner Policy	=	0	0
23. 2017/2018 Strategic Plan	=	0	0
<b>OPERATIONS</b>	=		
IN Community/Newsletter	=	0	0
Administrative Items	=	5	3
Civil Service	=	0	0
Code Enforcement	=	1	0
Community Affairs/Economic Development	=	0	0
CONNECT	=	0	0
EDS	=	0	0
Engineering	=	2	0
Finances	=	4	6
Healthcare Related	=	0	0
IT Related	=	0	0
Council Related (phone calls, meetings, etc.)	=	3	0.5
Council Meetings (Prep./Agendas/Attend	=	8	7.75
Council Packets	=	1	0
Manager's Report	=	1	0
Insurance	=	0	0
Legal	=	0	2.25
Library	=	0	0
Parks & Recreations	=	2	0.5
Pensions	=	0	0
Personnel	=	1	0.5
Pool	=	0	0
Professional Development	=	0	0
Public Relations	=	6	5.25
Public Safety	=	2	2.5
Public Works	=	0	0
Right-To-Know	=	0	0.25
Safety Committee Meeting	=	0	0
Sewage Related	=	2	1.25
SHACOG	=	0	0
School District	=	0	0
Bereavement Day	=	0	8
Personal Days /PTO/Sick Day	=	0	0
Holiday (Thanks giving and Day After)	=	0	0
<b>Totals</b>	=	<b>40</b>	<b>40</b>



## Review of Meetings and Priorities accomplished during the Week ending December 23, 2016

		Proposed Hours	Actual Hours
<b>SPECIAL PROJECTS</b>			
1 – Grants (DCNR Grant Workshop)	=	0	0
2. 2017 Budget	=	0	0
3 - ARLE Grant Project - Willock/Brwnsvl Rd. Signals	=	0	0
4 - Trail Committee Project	=	0	0
5 - Police Contract	=	0	0
<del>6 - Day Camp</del>	=	0	0
7 - Sidewalk Improvement Policy/Project	=	0	0
8. 2016 Road Paving	=	0	0
9. GIS Project	=	0	0
<del>10. Phase III - Park/Stadium [COMPLETED]</del>	=	0	0
11. New Municipal Complex	=	0	0
<del>11. - Rt. 51 Overlay District - [COMPLETED]</del>	=	0	0
12. Video Surveillance System Project	=	0	0
13. - Sewage/Refuse Fee Collections Project	=	0	0
<del>14. Library Renovations - 2015 [COMPLETED]</del>	=	0	0
<del>15. RFP 2015-02 - Pension Fund Manager [COMPLETED]</del>	=	0	0
16.. RFP 2015-03 - Pool Repairs/Master Plan	=	0	0
17. Parking Ordinance	=	0	0
18. RT 51 Technical Advisory Committee	=	0	0
19. Organization Policy	=	0	0
<del>20. Borough Policies Project [COMPLETED]</del>	=	0	0
21. YES Policy	=	0	0
22. Banner Policy	=	0	0
23. 2017/2018 Strategic Plan	=	0	0
<b>OPERATIONS</b>	=		
IN Community/Newsletter	=	0	0
Administrative Items	=	3	3.75
Civil Service	=	0	0
Code Enforcement	=	1	0
Community Affairs/Economic Development	=	0	0
CONNECT	=	0	0
EDS	=	0	0
Engineering	=	0	0
Finances	=	3	2
Healthcare Related	=	0	0
IT Related	=	0	0
Council Related (phone calls, meetings, etc.)	=	1	0.75
Council Meetings (Prep./Agendas/Attend	=	0	0
Council Packets	=	1	0
Manager's Report	=	2	1.5
Insurance	=	0	0
Legal	=	0	0
Library	=	0	0
Parks & Recreations	=	0	0
Pensions	=	0	0
Personnel	=	1	1.5
Pool	=	0	0
Professional Development	=	0	0
Public Relations	=	1	1
Public Safety	=	2	3.75
Public Works	=	0	0
Right-To-Know	=	0	0
Safety Committee Meeting	=	0	0
Sewage Related	=	1	2.25
SHACOG	=	0	0
School District	=	0	0
Bereavement Day	=	0	0
Personal Days /PTO/Sick Day	=	25.25	25.25
Holiday (Thanksgiving and Day After)	=	0	0
<b>Totals</b>	=	<b>41.25</b>	<b>41.75</b>



## Review of Meetings and Priorities accomplished during the Week ending December 30, 2016

		Proposed Hours	Actual Hours
<b>SPECIAL PROJECTS</b>			
1 – Grants (DCNR Grant Workshop)	=	0	0
2. 2017 Budget	=	0	0
3 - ARLE Grant Project - Willock/Brwnsvl Rd. Signals	=	0	0
4 - Trail Committee Project	=	0	0
5 - Police Contract	=	0	0
<del>6 - Day Camp</del>	=	0	0
7 - Sidewalk Improvement Policy/Project	=	0	0
8. 2016 Road Paving	=	0	0
9. GIS Project	=	0	0
<del>10. Phase III - Park/Stadium [COMPLETED]</del>	=	0	0
11. New Municipal Complex	=	0	0
<del>11. Rt. 51 Overlay District [COMPLETED]</del>	=	0	0
12. Video Surveillance System Project	=	0	0
13. - Sewage/Refuse Fee Collections Project	=	0	0
<del>14. Library Renovations - 2015 [COMPLETED]</del>	=	0	0
<del>15. RFP 2015-02 - Pension Fund Manager [COMPLETED]</del>	=	0	0
16.. RFP 2015-03 - Pool Repairs/Master Plan	=	0	0
17. Parking Ordinance	=	0	0
18. RT 51 Technical Advisory Committee	=	0	0
19. Organization Policy	=	0	0
<del>20. - Borough Policies Project [COMPLETED]</del>	=	0	0
21. YES Policy	=	0	0
22. Banner Policy	=	0	0
23. 2017/2018 Strategic Plan	=	0	0
<b>OPERATIONS</b>	=		
IN Community/Newsletter	=	0	0
Administrative Items	=	0	0
Civil Service	=	0	0
Code Enforcement	=	0	0
Community Affairs/Economic Development	=	0	0
CONNECT	=	0	0
EDS	=	0	0
Engineering	=	0	0
Finances	=	0	0
Healthcare Related	=	0	0
IT Related	=	0	0
Council Related (phone calls, meetings, etc.)	=	0	0
Council Meetings (Prep./Agendas/Attend	=	0	0
Council Packets	=	0	0
Manager's Report	=	0	0
Insurance	=	0	0
Legal	=	0	0
Library	=	0	0
Parks & Recreations	=	0	0
Pensions	=	0	0
Personnel	=	0	0
Pool	=	0	0
Professional Development	=	0	0
Public Relations	=	0	0
Public Safety	=	0	0
Public Works	=	0	0
Right-To-Know	=	0	0
Safety Committee Meeting	=	0	0
Sewage Related	=	0	0
SHACOG	=	0	0
School District	=	0	0
Bereavement Day	=	0	0
Personal Days /PTO/Sick Day	=	32	32
Holiday (Christmas Day)	=	8	8
<b>Totals</b>	=	<b>40</b>	<b>40</b>



## MEETINGS

### December 05, 2016

10:00 AM – 11:00 AM	MTG/Parks & Recreation Monthly Department Meeting
1:00 PM – 2:00 PM	MTG/Pool Meeting with Gateway Engineers
2:00 PM – 4:00 PM	MTG/DPW Monthly Department Meeting

### December 06, 2016

9:00 AM – 10:00 AM	MTG/Code Monthly Department Meeting
11:30 AM – 12:30 PM	MTG/Monthly Safety Committee Meeting
2:00 PM – 3:00 PM	MTG/with Joe Hefly from Congressman Dolye's Office

### December 07, 2016

2:30 PM – 4:00 PM	MTG/Monthly Engineer's Meeting with Gateway Engineers
11:30 AM – 12:30 PM	MTG/Monthly Safety Committee Meeting
2:00 PM – 3:00 PM	MTG/with Joe Hefly from Congressman Dolye's Office

### December 09, 2016

2:30 PM – 3:30 PM	MTG/with Joe Miller RE. 2017 TAN
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### December 12, 2016

6:00 PM – 7:30 PM	MTG/Council Executive Session
7:30 PM – 10:00 PM	MTG/Council Regular Meeting

### December 13, 2016

10:00 AM – 11:00 AM	MTG/with Teamster's No. 205 RE. Grievances
11:00 AM – 12:00 PM	MTG/with Brandon Renzi RE. Artman Bldg

### December 14, 2016

10:00 AM – 11:00 AM	MTG/Collections Department Monthly Meeting
11:00 AM – 12:00 PM	MTG/Finance Department Monthly Meeting
12:00 PM – 2:00 PM	MTG/with Aaron Mansfield Re. Financial Planning for Borough Employees.



December 15, 2016

11:00 AM – 4:00 PM MTG/Western PA Manager's Event

December 16, 2016

9:00 AM – 4:00 PM Bereavement Day

December 19, 2016

9:00 AM – 4:00 PM 8 Hours PTO

December 20, 2016

8:00 AM – 9:00 AM MTG/BBW Chamber BOD Meeting

10:00 AM – 11:00 AM MTG/Resident RE. Trash Fee Collections

2:00 PM – 3:00 PM MTG/with Elisa Kearney RE. AccuFund

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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**

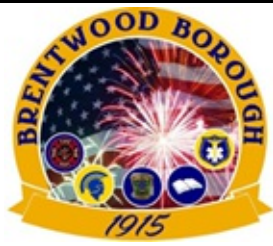


George Zboyovsky, PE  
Borough Manager

cc: D. Troy – Mayor via Email  
A. Zeppuhar – Chief  
Staff







**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 8.b.**

**SUBJECT: FYI - Brentwood Council/School District Meeting**

**DATE: January 16, 2017**



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 9.a.**

**SUBJECT: Chief Zeppuhar's Accomplishment**

**DATE: January 16, 2017**

**ATTACHMENTS:**

Description

Press Release

Upload Date

1/14/2017

Type

Cover Memo



**U.S. Department of Justice**  
**Federal Bureau of Investigation**

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Washington, D.C. 20535-0001

**FOR IMMEDIATE RELEASE**

December 16, 2016

Two hundred and twenty-two Law enforcement officers graduated today from the FBI National Academy Program at Quantico, Virginia. The 266th Session of the National Academy consisted of men and women from 48 states. Included in the class are members of law enforcement agencies from the District of Columbia, 20 international countries, five military organizations, and eight federal civilian organizations.

Internationally known for its academic excellence, the National Academy Program, held at the FBI Academy, offers eleven weeks of advanced communication, leadership, and fitness training for selected officers having proven records as professionals within their agencies. On average, these officers have 21 years of law enforcement experience and usually return to their agencies to serve in executive-level positions.

FBI Director James Comey was the principal speaker at the ceremony.

Training for the program is provided by the FBI Academy instructional staff, Special Agents, and other staff members holding advanced degrees, many of whom are recognized internationally in their fields of expertise.

Since 1972, National Academy students have been able to earn undergraduate and graduate credits from the University of Virginia due to the accreditation by the university of the many courses offered.

The graduating officers were represented by the class spokesperson, Thomas Anthony Verdi, Deputy Chief, Providence Police Department, Providence, Rhode Island. A total of 49,686 graduates now represent the alumni of the FBI National Academy since it began in 1935.

#####



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 10.a.**  
**ACTION ITEM**

**SUBJECT: Consider approving the minutes from the December 12th Council Meetings [ACTION ITEM].**

**DATE: January 16, 2017**

**PRESENTED BY: MR. ERIC PECCON  
ASSISTANT BOROUGH MANAGER**

**SUMMARY:**

Minutes are the official record of actions taken during the meeting, including motions made, who proposed and seconded them, and if they passed, failed or were tabled and the margin for each vote. Although the Borough does try to record some of the discussions that occur during a meeting, members should realize that meeting minutes are not a “transcribed verbatim” record and typically best meeting minute practices are those that limit the meeting minutes only to official actions/votes. It is not required to record any discussion on any issue.

**BUDGET IMPACT:**

N/A

**RECOMMENDATION:**

Approve meeting minutes as presented.

**ATTACHMENTS:**

Description

12-12-16 Regular Meeting Minutes

Upload Date

1/11/2017

Type

Cover Memo

**BOROUGH OF BRENTWOOD**  
**AGENDA**  
**December 12, 2016 - REGULAR MEETING MINUTES**  
**7:30 PM**

As part of Brentwood's continuing efforts to promote a Transparent Government as well as environmentally friendly initiatives, copies of the Reports, Bills, Resolutions and Ordinances will be provided on the Borough Web Site. [www.brentwoodboro.com](http://www.brentwoodboro.com) - As always, a description of the Agenda Items will be provided via the Council Fact Sheet.

**Note:** Minutes will be provided on the web site once they are officially approved.

**EXECUTIVE SESSION: 6:00 PM**

- 1. Call to Order.**
- 2. Pledge of Allegiance.**
- 3. Roll Call.**

Member	Present	Absent	Member	Present	Absent
Mr. Carnevale	X		Ms. Fox		X
Mr. Schubert	X		Mr. Frombach	X	
Mr. Doyle	X		Mr. Smith	X	
Dr. Pasquantonio	X		Mayor Troy		X
Solicitor	X		Manager Zboyovsky	X	

**4. Presentation**

- a. New Municipal Building
  - ***Zach Williard - PFM Financial Advisors***
  - ***Matt Franz - HHSDR Architects***

Zach Williard from PFM discussed the Borough's borrowing capacity and current conditions within the municipal bond market.

Matt Franz of HHSDR Architects reviewed the preliminary building plans, renderings, and cost estimates associated with the municipal building proposal.

**5. Comments on Agenda Action Items Only. Please limit remarks to three minutes.**

None.

**6. Communications.**

- a. Retirement - John Vojtas

**7. Department and Borough Managers Reports:**

- a. Public Works Department
  - b. Building Inspector
  - c. Engineer
  - d. Recreation
  - e. Police Chief
  - f. EMS
  - g. Fire Department
  - h. Solicitor
  - i. Finance Director
  - j. Borough Manager
- a. Consider accepting the Department and Borough Manager's Reports [ACTION ITEM]  
***Mr. President, I move to accept the Department and Borough Manager's Reports for the Period ending November 30, 2016 as presented.***

Motion By: Rich Schubert

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Smith

Absent: Fox, Troy

President: "Motion Passed"

**8. President's Report – Mr. John Frombach**

No report.

**9. Mayor's Report – Mr. Dennis Troy**

No report.

**10. Administrative and Finance Committee – Mr. Harold Smith**

- a. Consider approving the minutes from the November 21st and November 28th Council Meetings [ACTION ITEM].  
***Mr. President, I move to approve the minutes from the November 21st and November 28th Council Meetings.***

Motion By: Harold Smith

Second By: Rich Schubert

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Smith

Absent: Fox, Troy

President: "Motion Passed"

- b. Consider Accepting the Treasurer's Report for the Period Ending November 30, 2016  
[ACTION ITEM]

***Mr. President, I move to accept the Treasurer's Report for the Period Ending November 30, 2016.***

Motion By: Harold Smith

Second By: Rich Schubert

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Smith

Absent: Fox, Troy

President: "Motion Passed"

- c. Consider ratifying the payment of bills from November 1 to November 30, 2016. [ACTION ITEM]

***Mr. President, I move the Borough ratify the payment of bills from November 1 to November 30, 2016 for the following:***

- 1. General Fund in the amount of \$553,015.13***
- 2. Sanitary Sewer Fund in the amount of \$26,665.97***
- 3. Capital Improvement Fund in the amount of \$129,721.14***
- 4. Liquid Fuels Fund in the amount of \$0.00***
- 5. Non-Uniform Pension Fund in the amount of \$2,941.53***
- 6. Police Pension Fund in the amount of \$19,466.41***

Motion By: Harold Smith

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Smith

Absent: Fox, Troy

President: "Motion Passed"

- d. Consider adopting Ordinance No. 2016-1254: 2017 Tax Levy [ACTION ITEM]

***Mr. President, I move to advertise Ordinance No. 2016-1254: 2017 Real Property Tax. Setting the Borough Tax Rate on Real Property for the Fiscal Year 2017 at the following:***

<b><i>Administration &amp; Public Works</i></b>	<b><i>3.86 Mils</i></b>
<b><i>Public Safety</i></b>	<b><i>3.47 Mils</i></b>
<b><i>Debt Service</i></b>	<b><i>0.96 Mils</i></b>
<b><i>Capital Improvements</i></b>	<b><i>1.21 Mils</i></b>

***Library***

***0.50 Mils***

***Total 10.00 Mils***

***This proposed ordinance includes no tax increase.***

Motion By: Harold Smith

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Smith

Absent: Fox, Troy

President: "Motion Passed"

- e. Consider adopting Ordinance No. 2016-1255: 2017 Sewage Rates [ACTION ITEM]

***Mr. President, I move to adopt Ordinance No. 2016-1255: Amending the fees and charges to be assessed and collected for sewage collection, transportation, and treatment for the year 2017.***

Mr. Smith asked if the fee changes reflect the 11% increase from ALCOSAN. Manager Zboyovsky responded that the Borough rate alterations are designed to offset the effects of the new ALCOSAN fee structure. Discussion ensued regarding the annual cost of the increase on the average residence.

Motion By: Harold Smith

Second By: Rich Schubert

Ayes: Doyle, Frombach, Pasquantonio, Schubert

Nays: Carnevale, Smith

Absent: Fox, Troy

President: "Motion Passed"

- f. Consider adopting Resolution No. 2016-78: 2017 Final Budget [ACTION ITEM]

***Mr. President, I move to adopt Resolution No. 2016-78: Adopting 2017 Final Budget as presented for all funds owned and maintained by the Borough of Brentwood.***

Mr. Carnevale did not state a reason for his vote against the Budget.

Motion By: Harold Smith

Second By: Robert Pasquantonio

Ayes: Doyle, Frombach, Pasquantonio, Schubert, Smith

Nays: Carnevale



Absent: Fox, Troy

President: "Motion Passed"

- g. Consider adopting Resolution No. 2016-68: 2017 Fee Schedule [ACTION ITEM]

***Mr. President, I move the Borough adopt Resolution No. 2016-68; setting the 2017 fees associated with various Borough services.***

Mr. Carnevale questioned if the Borough would be able to cover the costs from Republic Waste if all residents took advantage of the prepayment option. Manager Zboyovsky responded that the Borough would lose money in such a situation; projected that approximately 25% of residents will enroll.

Motion By: Harold Smith

Second By: Rich Schubert

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Smith

Absent: Fox, Troy

President: "Motion Passed"

- h. Consider adopting Resolution No. 2016-79: Tax Anticipation Note Authorization [ACTION ITEM]

***Mr. President, I move to adopt Resolution No. 2016-79, tax anticipation note with PNC Bank.***

Motion By: Harold Smith

Second By: Rich Schubert

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Smith

Absent: Fox, Troy

President: "Motion Passed"

- i. Consider authorizing the advertising of Ordinance No. 2017-1256; Tax Collector's Salary; amending in Limited Part Chapter 46 - Salaries and Compensation [ACTION ITEM]

***Mr. President, I move the Borough authorize the advertising of Ordinance No. 2017-1256; Tax Collector's Salary; amending in Limited Part Chapter 46 - Salaries and Compensation increasing the salary of the Borough Elected Tax Collector from \$5,000 per year to \$7,000 per year. (a 40% increase.)***

Mr. Smith asked what tax collectors earn in other municipalities. Manager Zboyovsky reviewed the comparison table that was included in the agenda packet. Mr. Smith expressed concern with this increase in spending.

Motion By: Harold Smith

Second By: Rich Schubert

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Smith

Absent: Fox, Troy

President: "Motion Passed"

## **11. Public Works Committee – Mr. AJ Doyle**

- a. Consider awarding the 2016-2018 Sanitary Sewer Manhole to Manhole Lining Contract to Fast Pipe Lining East, Inc. in the amount of \$358,350.00 to be paid from the 2017 Borough's Sanitary Sewer Fund Line Item 08-429-372-O&M. [ACTION ITEM]

***Mr. President I move the Borough to award the 2016-2018 Sanitary Sewer Manhole to Manhole Lining Contract to Fast Pipe Lining East, Inc. in the amount of \$358,350.00 to be paid from the Borough's 2017 Sanitary Sewer Fund Line Item 08-429-372-O&M.***

Motion By: AJ Doyle

Second By: Robert Pasquantonio

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Smith

Absent: Fox, Troy

President: "Motion Passed"

- b. Consider Resolution No. 2016-70: 2017-2021 Street Rehabilitation & Maintenance Plan. [ACTION ITEM]

***Mr. President, I move the Borough approve Resolution No. 2016-70: Adopting the 2017-2021 Street Rehabilitation & Maintenance Plan.***

Motion By: AJ Doyle

Second By: Rich Schubert

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Smith

Absent: Fox, Troy

President: "Motion Passed"

- c. Consider Work Authorization from The Gateway Engineers associated with contract development for the 2017 Street Rehabilitation and Maintenance Plan in the not-to-exceed amount of \$20,000 to be paid from the 2017 Capital Improvement Plan Line Item 18-439-619 Roadway Rehabilitation Projects. [ACTION ITEM]

***Mr. President, I move the Borough approve Work Authorization from The Gateway Engineers associated with contract development for the 2017 Street Rehabilitation and Maintenance Plan in the not-to-exceed amount of \$20,000 to be paid from the 2017 Capital Improvement Plan Line Item 18-439-619 Roadway Rehabilitation Projects.***

Motion By: AJ Doyle

Second By: Rich Schubert

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Smith

Absent: Fox, Troy

President: "Motion Passed"

- d. Consider awarding the 2016 Sanitary Sewer Preventative Maintenance Contract to State Pipe Services, Inc. in the amount of \$29,925 to be paid from the Borough's Sanitary Sewer Fund Line Item 08-429-372-O&M. [ACTION ITEM]

***Mr. President I move the Borough award the 2016-2018 Sanitary Sewer Preventative Maintenance Contract to State Pipe Services, Inc. in the amount of \$29,925 to be paid from the 2017 Borough's Sanitary Sewer Fund Line Item 08-429-372-O&M.***

Motion By: AJ Doyle

Second By: Harold Smith

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Smith

Absent: Fox, Troy

President: "Motion Passed"

- e. Consider extending the 2016 Sanitary and Storm Sewer Televising and Cleaning Contract for 2017 at the renewal rate of \$76,450 to be paid from the Sanitary Sewer Fund Line Item 08- 429-372 and the Capital Improvement Fund Line Item 18-446-372. [ACTION ITEM]

***Mr. President, I move the Borough approve extending the 2016 Sanitary and Storm Sewer Televising and Cleaning Contract for 2017 at the first year renewal rate of \$76,450 to be paid from the 2017 Sanitary Sewer Fund Line Item 08- 429-372 and the 2017 Capital Improvement Fund Line Item 18-446-372.***

Motion By: AJ Doyle

Second By: Rich Schubert

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Smith

Absent: Fox, Troy

President: "Motion Passed"

- f. Consider renewing the 2016 Sewer Repair Contract A - Excavation Contract for 2017 at the first renewal period contract of \$727,954.50 to be paid from the Sanitary Sewer Fund Line Item 08-429-372 O&M Plan. [ACTION ITEM]

***Mr. President, I move the Borough approve renewing the 2016 Sewer Repair Contract A - Excavation Contract for 2017 at the first renewal period contract of \$727,954.50 to be paid from the 2017 Sanitary Sewer Fund Line Item 08-429-372 O&M Plan.***

Motion By: AJ Doyle

Second By: Rich Schubert

Ayes: Doyle, Frombach, Pasquantonio, Schubert, Smith  
Nays: Carnevale

President: "Motion Passed"

- g. Consider renewing the 2016 Sewer Repair Contract B - Spot Lining for 2017 at the first renewal period contract of \$153,006.50 to be paid from the Sanitary Sewer Fund Line Item 08-429-372 O&M Plan. [ACTION ITEM]

***Mr. President, I move the Borough approve renewing the 2016 Sewer Repair Contract B - Spot Lining for 2017 at the first renewal period contract of \$153,006.50 to be paid from the 2017 Sanitary Sewer Fund Line Item 08-429-372 O&M Plan.***

Motion By: AJ Doyle

Second By: Rich Schubert

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Smith

President: "Motion Passed"

- h. Consider approving approve the Work Authorization submitted by The Gateway Engineers associated with assisting the Borough in complying with the requirements of their approved Consent Order Operation & Maintenance Plan Year 7 in the not-to-exceed amount of \$115,000 to be paid from the Borough's 2017 Sanitary Sewer Fund Line Item 08-429-313 Engineering Services.[ACTION ITEM]

***Mr. President I move the Borough to approve the Work Authorization submitted by The Gateway Engineers associated with assisting the Borough in complying with the requirements of their approved Consent Order Operation & Maintenance Plan Year 7 in the not-to-exceed amount of \$115,000 to be paid from the Borough's 2017 Sanitary Sewer Fund Line Item 08-429-313-Engineering Services.***

Motion By: AJ Doyle

Second By: Rich Schubert

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Smith

President: "Motion Passed"

**12. Zoning and Ordinance Committee – Ms. Stephanie Fox**

- a. Consider adopting Resolution No. 2016-77: Reappointment of Frank Kenny to Planning Commission [ACTION ITEM].

***Mr. President, I move to adopt Resolution No. 2016-77, reappointing Frank Kenny to a four-year term on the Brentwood Planning Commission.***

Motion By: Rich Schubert

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Smith

President: "Motion Passed"

- b. Consider advertising for a new Planning Commission member [ACTION ITEM].

***Mr. President, I move the Borough authorize to advertise for residents to submit letters of interest to fill a vacant seat on the Planning Commission.***

Motion By: Rich Schubert

Second By: Robert Pasquantonio

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Smith

President: "Motion Passed"

**13. Parks and Recreation Committee – Mr. Rich Schubert**

- a. Consider Proposal from The Gateway Engineers associated with the preparation of the Design and Construction Bid Documents for the Brentwood Pool Renovations in the amount of \$65,000 to be paid from the 2017 Capital Improvement Fund Line Item 18-452-313 Engineering Services. [ACTION ITEM]

***Mr. President, I move the Borough approve the Proposal from The Gateway Engineers associated with the preparation of the Design and Construction Bid Documents for the Brentwood Pool Renovations in the not-to-exceed amount of \$65,000 to be paid from the 2017 Capital Improvement Fund Line Item 18-452-313 Engineering Services.***

Motion By: Rich Schubert

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Smith

President: "Motion Passed"

- b. [DISCUSSION] - Amendments to the Borough Facility Rental Policy

Mr. Schubert presented that Rec Director Attanucci has developed a proposal for additional park lighting.

Mr. Carnevale asked about the terms for rental of the concession stand. Manager Zboyovsky explained that the concession stand may only be rented by an organization that has a field permit as part of a separate agreement.

#### **14. Public Safety Committee – Mr. Pat Carnevale**

- a. FYI - The Act 8 of 2008 meeting with the BVFC.

*Mr. President, the Act 8 of 2008 meeting with the BVFC will be held on Tuesday, December 20, 2016 at 7:00 PM in the Manager's Office.*

#### **15. Community Affairs Committee – Dr. Robert Pasquantonio**

- a. Consider Advertising the 2017 Borough Council Meetings, Planning Commission Meetings, Civil Service Commission Meetings, and Zoning Hearing Board Meetings. [ACTION ITEM]

*Mr. President, I move to authorize the Borough Manager to advertise the 2017 Borough Council Meetings, Planning Commission Meetings, Civil Service Commission meetings, and Zoning Hearing Board meetings.*

Motion By: Robert Pasquantonio

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Smith

Absent: Fox

President: "Motion Passed"

#### **16. Special Committees**

Mr. Doyle reported that the Brentwood Park Initiative is processing orders for its Christmas ornament fundraiser. Items will be available for pick-up at the library or St. Sylvester's Church.

Absent: Fox

#### **17. Old Business**

None.

## **18. New Business**

None.

## **19. Public Comment**

1. Joanne Cook, Brentwood EMS, questioned the design of the new municipal building. Stated that EMS needs are not being adequately met. Does not approve of the idea that EMS should share locker rooms and other spaces with the Police Department. Mr. Frombach responded that the plans are very preliminary in nature. There will be approximately 11 months of design meetings to refine the scope. Ms. Cook stated that the square footage is considerable decreased from the current facility.

2. Eugene Werner, 4328 Brownsville Road, commented on the trash prepayment option. Believes that all residents should pay the same amount.

## **20. Adjournment**

Motion By: Rich Schubert

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Frombach, Pasquantonio, Schubert, Smith

President: "Motion Passed"



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 10.b.**  
**ACTION ITEM**

**SUBJECT: Consider Accepting the Treasurer's Report for the Period Ending December 31, 2016 [ACTION ITEM]**

**DATE: January 16, 2017**

**PRESENTED BY: MRS. SUSAN TOTH  
FINANCE/HR DIRECTOR**

**SUMMARY:**

The monthly Treasurer's Report is a summary of the various Borough bank accounts as well as the Borough's debt service accounts. Also included with the Treasurer's Report is the monthly revenue budget report.

**BUDGET IMPACT:**

N/A

**RECOMMENDATION:**

Accept Treasurer's Report as presented.

**PROS:**

N/A

**CONS:**

N/A

**ATTACHMENTS:**

Description

TREASURERS REPORT\_DECEMBER 2016

Upload Date

1/13/2017

Type

Cover Memo



**December, 2016**

**TREASURER'S REPORT**

# REVENUE ACCOUNTS

**Treasurer's Report**  
**Summary of Fund Accounts**  
**December, 2016**

General Fund			Operating Reserve Fund--Brentwood Bank		
Balance 11/30/16		\$ 1,068,060.98	Balance 11/30/16		\$ 272,076.12
Receipts	Deposits	\$ 134,800.13			
R.E. Taxes (Fay)	Wire Trans	\$ -	Receipts	Interest	
Interest		\$ 19.77			
EIT	(Jordan)	\$ 58,600.94	Expenditures		\$ -
Rec Fees	(Swipe)	\$ -			
Meter Feeder		\$ 1,503.00			
Parking meter deps		\$ 5,480.69			
County Taxes		\$ 4,595.49	12/31/2016		\$ 272,076.12
State Police Fines Dep		\$ 2,177.23			
Trans in from sewage	for del. Refuse &	\$ 38,753.83			
Trans to Sewage (liens)		\$ (1,546.88)	Capital Improvement Fund Balance 11/30/16		
Debit Card Refund		\$ 89.00			
Rec Refunds		\$ -	Balance 11/30/16		\$ 1,169,298.77
NWGS		\$ (5,327.97)			
Debit Card Purchases		\$ (1,608.84)	Receipts		\$ 4,476.17
Trf to Payroll		\$ (248,324.47)			
Checks Cleared		\$ (230,698.38)	Trans to GF		\$ -
Bills paid online	Google	\$ (185.00)			
Return Deposit		\$ (60.00)	Checks Cleared		\$ (66,627.52)
Parking Adj		\$ -			
		\$ -	12/31/2016		\$ 1,107,147.42
12/31/2016		\$ 826,329.52			
Sanitary Sewer Fund			Park Fund @ Brentwood Bank		
Balance 11/30/16		\$ 3,334,758.04	Balance 11/30/16		\$ 33,008.68
Deposits		\$ 15,404.91			\$ -
PNC Lockbox pymt		\$ 194,942.32	Interest		
PNC Payer Xpress		\$ 48,279.48			
CC Payments		\$ 35,389.90	12/31/2016		\$ 33,008.68
Interest		\$ 141.80			
Trans from GF		\$ 1,546.88			
Credit Adj		\$ 95.56			
Re-deposits		\$ -	Highway Aid Fund		
Pennvest loan #977034		\$ (15,677.10)	Balance 11/30/16		\$ 179,611.42
PNC Merchant Fee		\$ (693.93)			\$ -
Checks cleared		\$ (10,294.02)	Interest		\$ 7.36
PNC Corp. Analys Chg		\$ (7,248.64)			
Returned ACH		\$ (1,443.06)	12/31/2016		\$ 179,618.78
Trans to GF (del garbage & liens)		\$ (38,753.83)			
Returned Dep		\$ (51.00)			
12/31/2016		\$ 3,556,397.31			
Employee Pension Fund -Huntington			Police Pension Fund -Huntington		
Balance 11/30/16		\$1,857,351.37	Balance 11/30/16		\$ 5,559,708.84
Employee Contribs		\$ 2,944.24	Employee Contribs		\$ 5,920.37
Dividends & Int. Income		\$ 5,414.34	Dividends & Int. Income		\$ 16,239.20
Accrued Income		\$ (842.92)	Accrued Income		\$ (2,491.06)
Legal Fees (Rhoades)		\$ -	Legal Fees (Rhoades)		\$ -
					\$ -
Actuary fee (Mockenh)		\$ (401.30)	Actuary Fee (Mocken)		\$ -
Payment to Retirees		\$ (2,087.94)	Payment to Retirees		\$ (18,467.05)
Chg in Mkt Value		\$ 20,985.10	Chg in Mkt Value		\$ 63,530.82
Fed Income Tax		\$ (351.72)	Fed Income Tax		\$ (1,640.68)
Trustee Fee		\$ (108.03)	Trustee Fee		\$ (428.63)
12/31/2016		\$1,882,903.14	12/31/2016		\$5,622,371.81

## Outstanding Debt December, 2016

[illegible]

# EXPENDITURES

Date: 01/12/17  
Time: 08:25:07  
Ending Date: 12/31/16

Borough Of Brentwood  
Account Transaction Detail 2016-2016  
Revenue Accounts Including Accounts without Activity

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Treasurer's Report Expenditures

Account Number	%Rem	Anticipated Revenue	Adjustments	YTD Revenue Received	Current Revenue Received	Remaining Balance	Amount	
Date	Description	Vendor Name	Voucher #	PO #	Invoice #	Check #	Chk Date	Source
ALL	01 General Fund							
100	*							
01-102.341 Interest	***	0.00	0.00		10.03	0.00		-10.03
100	***	0.00	0.00		10.03	0.00		-10.03
300 BEGINNING FUND BALANCE								
* 01-300.000 BEGINNING FUND BALANCE	100	300,000.00	0.00		0.00	0.00		300,000.00
* 01-301.100 R.E.TAXES-CURRENT	0	3,500,000.00	0.00		3,484,252.03	0.00		15,747.97
* 01-301.104 RE CURRENT - LIBRARY	6	196,000.00	0.00		183,433.79	0.00		12,566.21
01-301.300 R.E.TAXES-DELINQ.	-24	300,000.00	0.00		372,782.22	11,340.84		-72,782.22
12/15/16 R.E.TAXES-DELINQ.			1-16CR#269					-11,340.84
* 300 Department (R) TOTALS	5	4,296,000.00	0.00		4,040,468.04	11,340.84		255,531.96
310								
* 01-310.100 RE TRANSFER TAX	-12	75,000.00	0.00		84,349.27	0.00		-9,349.27
* 01-310.210 EARNED INCOME TAX - CURRENT	-6	1,030,000.00	0.00		1,099,098.95	63,196.43		-69,098.95
12/12/16 EARNED INCOME TAX - CURRENT			1-16RE#12					-4,595.49
12/31/16 EARNED INCOME TAX - CURRENT			1-16JTS#12					-58,600.94
OT: -63,196.43			CR:-63,196.43					-63,196.43
* 01-310.230 EARNED INC TAX - DELINQUENT	15	6,500.00	0.00		5,465.52	0.00		1,034.48
* 01-310.401 LOCAL SERVICE TAX	6	85,000.00	0.00		79,511.74	0.00		5,488.26
310 Department (R) TOTALS	-6	1,196,500.00	0.00		1,268,425.48	63,196.43		-71,925.48

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**BAR045abb**

## Treasurer's Report Expenditures

## Training

Amount

1

80

1

-23,901.35

-24.636.25-

**-48,537.60**

01.72

-285.00

-310.00

75.00

160 00

8

1

05.54

—

1.57

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Borough Of Brentwood  
Account Transaction Detail 2016-2016  
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Treasurer's Report Expenditures

Account Number	%Rem	Anticipated Revenue	Adjustments	YTD Revenue Received	Current Revenue Received	Remaining Balance	Amount	
Date	Description	Vendor Name	Voucher #	PO #	Invoice #	Check #	Chk Date	Source
ALL								
01	General Fund							
330								
*								
01-331.110	MOTOR VEHICLE VIOLATIONS							
12/01/16	MOTOR VEHICLE VIOLATIONS		1-16JE#50					JE 60.00
12/09/16	MOTOR VEHICLE VIOLATIONS		1-16CR#264					CR -903.60
12/09/16	MOTOR VEHICLE VIOLATIONS		1-16CR#264					CR -1,836.96
12/28/16	MOTOR VEHICLE VIOLATIONS		1-16CR#272					CR -1,884.96
12/31/16	MOTOR VEHICLE VIOLATIONS		1-16redep					CR -40.00
		OT: -6,782.75	DB: 60.00	CR:-6,842.75				
*							01-331.110	-6,782.75
01-332.100	DPW REIMBURSEMENTS							
12/09/16	DPW REIMBURSEMENTS		1-16CR#267					CR -3,282.00
*								
01-332.101	RESTITUTIONS/SETTLEMENTS							
12/09/16	RESTITUTIONS/SETTLEMENTS		1-16CR#267					CR -2,364.64
*								
01-332.102	CODE ENFORCEMENT CITATION							
12/09/16	CODE ENFORCEMENT CITATION RECEIPTS		1-16CR#264					CR -150.00
*								
01-332.103	DELINQUENT TRASH FEES							
12/23/16	DELINQUENT TRASH FEES		1-16CR#271					CR -38,753.83
*								
01-332.104	CURRENT REFUSE FEES							
*								
01-332.113	DELINQUENT TRASH							
330								
*								
340								
*								
01-341.000	INTEREST- TEMP INVEST							
12/31/16	INTEREST- TEMP INVEST		1-16INT#12					CR -19.77



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Borough Of Brentwood  
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Treasurer's Report Expenditures

Account Number	Description	%Rem	Vendor Name	Anticipated Revenue	Adjustments	YTD Revenue Received	Current Revenue Received	Remaining Balance	Amount
ALL									
01	General Fund								
340									
* 01-342.101 RENT OF LAND		-1		56,100.00	0.00	56,661.00	0.00	-561.00	
* 01-342.200 RECREATION CENTER		***		3,000.00	0.00	7,162.50	-450.00	-4,162.50	
12/02/16 RECREATION CENTER--Sec deposit refund			LORI NELSON			BRENT2016-498	0019374	12/02/16	IN
12/16/16 RECREATION CENTER--DEPOSIT			AMY HAYDEN			BRENT2016-520	0019433	12/16/16	IN
12/16/16 RECREATION CENTER--CIVIC CENTER DEP REFUND			DON TKACS			BRENT2016-523	0019450	12/16/16	IN
* 01-342.201 RENT OF BUILDINGS		-31		24,000.00	0.00	31,626.00	16,560.00	-7,626.00	
12/02/16 Fee per agreement.			000079 Continental			2016-1201			IR
12/08/16 RENT OF BUILDINGS									CR
12/21/16 RENT OF BUILDINGS--Continental Broadband									CR
12/31/16 RENT OF BUILDINGS--Continental Broadband									JE
* 01-342.202 RENT OF BLDG - 10 MARYLEA AVE		100		18,000.00	0.00	0.00	0.00	18,000.00	
* 01-342.300 COMMUNITY CENTER		15		1,000.00	0.00	850.00	0.00	150.00	
12/16/16 COMMUNITY CENTER--DEPOSIT REFUND			KAYLA MYDLOWSKI			BRENT2016-519	0019442	12/16/16	IN
12/31/16 COMMUNITY CENTER									CR
340	IN: 150.00	OT: -150.00	DB: 102,700.00	150.00	CR:-150.00	96,866.76	16,129.77	5,833.24	0.00
* 350		5							
* 01-351.120 PA EMERGENCY MGMT		***		0.00	0.00	0.00	0.00	0.00	
* 01-352.000 Sidewalk Program Fee		***		0.00	0.00	0.00	0.00	0.00	

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Account Number	%Rem	Anticipated Revenue	Adjustments	YTD Revenue Received	Current Revenue Received	Remaining Balance	Amount	
Date	Description	Vendor Name	Voucher #	PO #	Invoice #	Check #	Chk Date	Source
ALL								
01	General Fund							
350								
*								
01-355.010	PUBLIC UTILITY REALTY TAX							
*	-17	4,500.00	0.00		5,290.88	0.00		-790.88
01-355.040	LIQUOR LICENSES							
*	-10	2,000.00	0.00		2,200.00	0.00		-200.00
01-355.050	STATE AID TO PENSION FUND							
*	147	165,000.00	0.00		-78,439.22	0.00		243,439.22
01-355.070	FOREIGN FIRE INSURANCE							
*	-4	45,000.00	0.00		47,150.85	0.00		-2,150.85
01-355.080	RAD - SALES TAX PROCEEDS							
12/09/16	RAD - SALES TAX PROCEEDS							
*	-18	350,000.00	0.00		413,178.12	33,169.95		-63,178.12
			1-16CR#267					-33,169.95
01-355.090	MARCELLUS SHALE IMPACT FEE							
*	***	300.00	0.00		992.47	0.00		-692.47
01-357.000	LOCAL GRANTS							
350	***	0.00	0.00		0.00	0.00		0.00
*	31	566,800.00	0.00		390,373.10	33,169.95		176,426.90
360								
*								
01-361.310	ZONING/PLANNING FEES							
*	-34	2,500.00	0.00		3,350.00	0.00		-850.00
01-361.560	PHOTOCOPIES							
12/05/16	PHOTOCOPIES							
*	***	0.00	0.00		33.09	8.00		-33.09
			1-16CR#265					CR
01-361.575	SCRAP METAL							
*	***	0.00	0.00		901.00	0.00		-901.00
								-8.00

CR -8.00

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Account Number	%Rem	Anticipated Revenue	Adjustments	YTD Revenue Received	Current Revenue Received	Remaining Balance	Amount
Date	Description	Vendor Name	Voucher #	PO #	Invoice #	Check #	Source
ALL	01 General Fund						
360							
* 01-362.102 SPECIAL POLICE SERVICES							
12/02/16	Patrolman hourly rate: 8-3 to 8-6 traffic control.	000108 Casper, Colosimo, &			2016-1202		IR
12/02/16	Sergeant hourly rate: 8-4 and 8-5 traffic control.	000108 Casper, Colosimo, &			2016-1202		IR
12/02/16	Patrolman hourly rate: 10-1 paving detail, invoice previousl	000108 Casper, Colosimo, &			2016-1202		IR
12/05/16	SPECIAL POLICE SERVICES--Sailor Exc		1-16CR#265				CR
* OT: -7,344.00 CR:-7,344.00 01-362.102 -7,344.00							
* 01-362.112 ACCIDENT REPORTS							
12/09/16	ACCIDENT REPORTS		1-16CR#264				CR
12/09/16	ACCIDENT REPORTS		1-16CR#264				CR
12/28/16	ACCIDENT REPORTS		1-16CR#272				CR
* OT: -1,014.98 CR:-1,014.98 01-362.112 -1,014.98							
* 01-362.130 POLICE/SECURITYALARMS							
12/09/16	CIVIL SERVICE APPLICATION FEES						
12/09/16	CIVIL SERVICE APPLICATION FEES						
12/28/16	CIVIL SERVICE APPLICATION FEES						
* 01-362.313 ENGINEERING REIMBURSABLES							
12/05/16	BLDG.PERMITS		1-16CR#265				CR
12/08/16	BLDG.PERMITS		1-16CR#263				CR
12/09/16	BLDG.PERMITS		1-16CR#267				CR
12/21/16	BLDG.PERMITS		1-16CR#270				CR
* OT: -913.00 CR:-913.00 01-362.410 -913.00							
* 01-362.450 OCCUPANCY PERMITS							
12/05/16	OCCUPANCY PERMITS		1-16CR#265				CR



Date: 01/12/17  
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Borough Of Brentwood  
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Treasurer's Report Expenditures

Account Number	Description	%Rem	Anticipated Revenue	Adjustments	YTD Revenue Received	Current Revenue Received	Remaining Balance	Amount
ALL								
01	General Fund							
360								
*								
01-364.300	SOLID WASTE COLLECTION & DISPOSAL	***	0.00	0.00	136.17	0.00	-136.17	
*								
01-364.310	DEL SOLID WASTE COLLECITON &	***	0.00	0.00	163,492.72	0.00	-163,492.72	
*								
01-364.902	LIEN REMOVAL FEE	***	1,000.00	0.00	7,378.72	1,757.00	-6,378.72	
12/09/16	LIEN REMOVAL FEE							CR -1,757.00
12/09/16	LIEN REMOVAL FEE							CR -1,546.88
12/12/16	LIEN REMOVAL FEE							JE 1,546.88
OT: -1,757.00 DB: 1,546.88 CR:-3,303.88 01-364.902 -1,757.00								
*								
01-367.202	SWIMMING POOL FEES	-14	20,000.00	0.00	22,993.50	0.00	-2,993.50	
*								
01-367.300	RECREATION PROGRAM FEES	32	30,000.00	0.00	20,350.58	400.00	9,649.42	
12/31/16	RECREATION PROGRAM FEES			1-16CR#281				CR -400.00
*								
01-367.301	DEK HOCKEY	100	1,000.00	0.00	0.00	0.00	1,000.00	
*								
01-367.302	REC DIRECTOR FEE	0	10,000.00	0.00	10,000.00	0.00	0.00	
*								
01-367.303	STADIUM RENTAL	100	500.00	0.00	0.00	0.00	500.00	
*								
01-367.304	BASEBALL FIELD RENTAL	100	500.00	0.00	0.00	0.00	500.00	
*								
01-367.306	Military Banner Program	***	0.00	0.00	2,800.00	560.00	-2,800.00	
12/08/16	Military Banner Program			1-16CR#263				CR -320.00

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Date			Vendor Name	Voucher #	PO #	Invoice #	Check #	Chk Date	Source
ALL									
01	General Fund								
360									
*									
01-367.306	Military Banner Program								
12/15/16	Military Banner Program			1-16CR#268					CR
12/21/16	Military Banner Program			1-16CR#270					CR
			OT: -560.00	CR:-560.00				01-367.306	-560.00
*									
01-367.400	PARK & REC CONCESSIONS	-17	20,000.00	0.00		23,574.25	0.00	-3,574.25	
*									
01-367.403	COMMUNITY DAY	***	0.00	0.00		-3,150.00	0.00	3,150.00	
*									
01-367.405	DAY CAMP	***	0.00	0.00		0.00	0.00	0.00	
*									
01-368.100	SCHOOL GUARD PAYROLL	22	54,000.00	0.00		42,074.04	0.00	11,925.96	
*									
01-368.110	SCHOOL GUARD UNIFORMS	100	500.00	0.00		0.00	0.00	500.00	
360		-91	298,500.00	0.00		572,544.51	21,067.67	-274,044.51	
*									
380									
*									
01-380.000	MISCELLANEOUSREV.	***	500.00	0.00		9,547.67	89.00	-9,047.67	
12/08/16	MISCELLANEOUSREV.--refund of subscription fee			1-16CR#282					CR
*									
01-380.802	MUNICIPAL LIEN LETTERS	-57	10,000.00	0.00		15,709.50	650.00	-5,709.50	
12/05/16	MUNICIPAL LIEN LETTERS			1-16CR#265					CR
12/08/16	MUNICIPAL LIEN LETTERS			1-16CR#263					CR
12/09/16	MUNICIPAL LIEN LETTERS			1-16CR#267					CR
12/15/16	MUNICIPAL LIEN LETTERS			1-16CR#269					CR

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Date	Description	Vendor Name	Voucher #	PO #	Invoice #	Check #	Chk Date	Source	Amount
ALL									
01	General Fund								
390									
*									
01-395.000 REFUND SOF PRIOR YEAR EXPENDITURES	***	0.00	0.00	0.00	0.00	0.00		0.00	
*									
01-395.510 RECYCLE BINS	91	100.00	0.00	9.00	1,718,044.15	0.00		91.00	
390	-20	1,430,100.00	0.00	0.00		0.00		-287,944.15	
01	Fund (R) TOTALS	8,278,900.00	0.00	8,637,443.94		246,884.48		-358,543.94	
*									
08	Sanitary Sewer Fund								
340									
*									
08-341.010 INTEREST	11	1,500.00	0.00	1,334.30		141.80		165.70	
12/31/16 INTEREST			8-16INT#12					CR	-141.80
340	11	1,500.00	0.00	1,334.30		141.80		165.70	
*									
360									
*									
08-364.010 Sewer Charges - ALCOSAN &	-39	2,415,000.00	0.00	3,357,549.24		281,545.94		-942,549.24	
12/05/16 Sewer Charges - ALCOSAN & BRENTWOOD			8-16CR#158					CR	-145.05
12/05/16 Sewer Charges - ALCOSAN & BRENTWOOD			8-16CR#162					CR	-422.59
12/05/16 Sewer Charges - ALCOSAN & BRENTWOOD			8-16CR#163					CR	-40.00
12/05/16 Sewer Charges - ALCOSAN & BRENTWOOD			8-16CR#164					CR	-837.06
12/05/16 Sewer Charges - ALCOSAN & BRENTWOOD			8-16CR#178					CR	-95.56
12/06/16 Sewer Charges - ALCOSAN & BRENTWOOD			8-16CR#159					CR	-484.00
12/08/16 Sewer Charges - ALCOSAN & BRENTWOOD			8-16JE#75					JE	1,443.06
12/13/16 Sewer Charges - ALCOSAN & BRENTWOOD			8-16CR#166					CR	-201.64
12/13/16 Sewer Charges - ALCOSAN & BRENTWOOD			8-16CR#167					CR	-816.00
12/20/16 Sewer Charges - ALCOSAN & BRENTWOOD			8-16JE#78					JE	51.00
12/22/16 Sewer Charges - ALCOSAN & BRENTWOOD			8-16CR#171					CR	-1,204.28
12/22/16 Sewer Charges - ALCOSAN & BRENTWOOD			8-16CR#172					CR	-282.12
12/31/16 Sewer Charges - ALCOSAN & BRENTWOOD			8-16CR#175					CR	-194,942.32
12/31/16 Sewer Charges - ALCOSAN & BRENTWOOD			8-16CR#176					CR	-48,279.48



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Date	Vendor Name	Voucher #	PO #	Invoice #	Check #	Chk Date	Source	Amount
ALL								
08	Sanitary Sewer Fund							
360								
*								
08-364.010	Sewer Charges - ALCOSAN &							
12/31/16	Sewer Charges - ALCOSAN & BRENTWOOD							

*	08-364.050	Sewer Charges - Delinquent	-2	100,000.00	0.00	102,762.46	32,471.66	-2,762.46	-281,545.94
12/05/16	Sewer Charges - Delinquent			8-16CR#158				CR	-260.00
12/05/16	Sewer Charges - Delinquent			8-16CR#163				CR	-540.00
12/06/16	Sewer Charges - Delinquent			8-16CR#164				CR	-413.92
12/08/16	Sewer Charges - Delinquent			8-16CR#159				CR	-880.71
12/13/16	Sewer Charges - Delinquent			8-16CR#160				CR	-541.91
12/13/16	Sewer Charges - Delinquent			8-16CR#166				CR	-278.07
12/21/16	Sewer Charges - Delinquent			8-16CR#167				CR	-69.01
12/22/16	Sewer Charges - Delinquent			8-16CR#168				CR	-1,220.00
12/23/16	Sewer Charges - Delinquent			8-16CR#172				CR	-484.58
12/29/16	Sewer Charges - Delinquent			8-16JE#72				JE	38,753.83
12/29/16	Sewer Charges - Delinquent			8-16CR#173				CR	-380.00
12/29/16	Sewer Charges - Delinquent			8-16CR#174				CR	-1,213.97

*	08-364.051	Sewage Collection--Current	***	0.00	0.00	0.00	0.00	0.00	32,471.66
*	08-364.100	REFUND - ALCOSAN REBATE	100	8,000.00	0.00	0.00	0.00	8,000.00	
*	08-364.802	LIEN LETTERS	***	0.00	0.00	0.00	0.00	0.00	
*	08-364.900	Reimbursable Shut-Off Fee	92	2,400.00	0.00	180.00	0.00	2,220.00	
*	08-364.901	Reimbursable Postage Exp	93	100.00	0.00	6.48	0.00	93.52	

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ALL									
08 Sanitary Sewer Fund									
360									
*									
08-364.902 LIEN REMOVAL FEE			***	2,500.00	0.00	10,038.21	1,546.88	-7,538.21	
12/12/16 LIEN REMOVAL FEE					8-16CR#165				-1,546.88
08-364.903 Sewage Escrow			***	0.00	0.00	-8,700.00	-2,989.32	8,700.00	
12/08/16 Sewage Escrow--462 E Garden					8-16CR#161				-3,000.00
12/09/16 Sewage Escrow--3804 Sunview		DOMINIC BATTISTA				BRENT2016-514	0003556	12/09/16	500.00
12/22/16 Sewage Escrow--3316 Shadyway					8-16CR#169				-500.00
12/22/16 Sewage Escrow--3400 Shadewell					8-16CR#170				-1,000.00
12/23/16 Return of sewage escrow---101 Munsey Ave		JULIA GEFTER				BRENT2016-537	0003569	12/23/16	6,989.32
360	IN: 7,489.32	OT: -4,500.00	-36	DB: 7,489.32	CR:-4,500.00	3,461,836.39	247,631.84	-933,836.39	2,989.32
*									
380									
*									
08-380.000 MISCELLANEOUS			***	0.00	0.00	13,281.12	0.00	-13,281.12	
380 Department (R) TOTALS			***	0.00	0.00	13,281.12	0.00	-13,281.12	
*									
390									
*									
08-392.010 Transfer from GF			***	0.00	0.00	-840.00	0.00	840.00	
*									
08-395.000 REFUND OF PRIOR YEAR EXPENDITURES			***	0.00	0.00	0.00	0.00	0.00	
390			***	0.00	0.00	-840.00	0.00	840.00	
08 Fund (R) TOTALS			***	2,529,500.00	0.00	3,475,611.81	247,773.64	-946,111.81	
*									
15 Brentwood Park Initiative									
340									
*									
15-341.000 Interest Income			***	0.00	0.00	61.94	0.00	-61.94	

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Date			Vendor Name	Voucher #	PO #	Invoice #	Check # Ck Date Source	Amount
ALL								
15	Brentwood Park Initiative							
340								
*								
15-342.550	Ballfield 1 Advertising	100	1,500.00	0.00		0.00	0.00	1,500.00
*								
15-342.551	Ballfield 2 Advertising	100	1,500.00	0.00		0.00	0.00	1,500.00
*								
15-342.552	Ballfield 3 Advertising	100	1,500.00	0.00		0.00	0.00	1,500.00
*								
15-342.553	Ballfield 4 Advertising	100	1,500.00	0.00		0.00	0.00	1,500.00
*								
15-342.554	Stadium Advertising	100	3,000.00	0.00		0.00	0.00	3,000.00
*								
15-342.555	Dek Hockey Advertising	100	1,000.00	0.00		0.00	0.00	1,000.00
*								
15-342.556	Bench Advertising	100	6,000.00	0.00		0.00	0.00	6,000.00
*								
15-342.557	MISCELLANEOUS ADVERTISING	100	2,000.00	0.00		0.00	0.00	2,000.00
340		99	18,000.00	0.00		61.94	0.00	17,938.06
*								
350								
*								
15-354.070	2010 DCNR - C2P2 GRANT	***	0.00	0.00		0.00	0.00	0.00
*								
15-354.071	ALLEGHY CTNTY - CIFT GRANT	***	0.00	0.00		0.00	0.00	0.00
*								
15-354.072	2011 DCNR - C2P2 GRANT	***	0.00	0.00		0.00	0.00	0.00
350		***	0.00	0.00		0.00	0.00	0.00

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Account Number	%Rem	Anticipated Revenue	Adjustments	YTD Revenue Received	Current Revenue Received	Remaining Balance	Amount	
Date	Description	Vendor Name	Voucher #	PO #	Invoice #	Check #	Chk Date	Source
ALL								
15	Brentwood Park Initiative							
*								
380								
*								
15-387.100	BRENTWOOD PARK FUND							
*								
15-387.101	BRENTWOOD SCHOOL DISTRICT LEASE							
*								
15-387.110	Brentwood School District Lease							
380	Department (R) TOTALS							
*								
390								
*								
15-392.010	TRANSFER FROM GENERAL FUND							
*								
15-392.015	Transfer from Operating Reserve Fund							
*								
15-393.301	2013 GO BOND							
390								
15	Fund (R) TOTALS							
*								
18	CAPITAL IMPROVEMENT FUND							
340								
*								
18-341.000	INTEREST							
*								
18-345.100	DONATIONS							
340								
*								
350								

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Account Number	Date	Description	%Rem	Anticipated Revenue	Adjustments	YTD Revenue Received	Current Revenue Received	Remaining Balance	Amount
ALL					Voucher # PO # Invoice # Check # Chk Date Source				
18 CAPITAL IMPROVEMENT FUND									
350									
*									
18-352.000 SIDEWALK PROGRAM COST SHARE			***	0.00	0.00	0.00	0.00	0.00	
*									
18-354.070 DCNR Grant			***	0.00	0.00	0.00	0.00	0.00	
*									
18-354.095 ARLE GRANT--TRAFFIC SIGNALS			100	162,000.00	0.00	0.00	0.00	162,000.00	
*									
18-357.000 Local Government Academy			***	0.00	0.00	0.00	0.00	0.00	
350			100	162,000.00	0.00	0.00	0.00	162,000.00	
*									
360									
*									
18-363.100 STREETS, SIDEWALKS AND CURB RAMPS			***	25,000.00	0.00	74,702.46	4,476.17	-49,702.46	
12/08/16 STREETS, SIDEWALKS AND CURB RAMPS			***	25,000.00	18-16CR#25 0.00	74,702.46	4,476.17	-49,702.46	CR -4,476.17
360									
*									
380									
*									
18-387.100 BPI Donation			***	0.00	0.00	0.00	0.00	0.00	
380 Department (R) TOTALS			***	0.00	0.00	0.00	0.00	0.00	
*									
390									
*									
18-391.000 PROCEEDS FROM SALE OF FIXED ASSET			***	0.00	0.00	0.00	0.00	0.00	
*									
18-392.000 Transfer from General Fund			***	0.00	0.00	0.00	0.00	0.00	
*									
18-392.010 TRANSFER FROM GENERAL FUND			0	1,160,000.00	0.00	1,160,000.00	0.00	0.00	

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Date	Description	Vendor Name	Voucher #	PO #	Invoice #	Check #	Chk Date	Source
ALL								
18	CAPITAL IMPROVEMENT FUND							
390								
*	18-392.020 Transfer from BPI Fund		0.00	0.00	0.00	0.00		0.00
*	***							
18-392.030	TRANSFER FROM PARK FUND		796,000.00	0.00	838,000.00	0.00		-42,000.00
*	-5							
18-392.080	TRANSFER FROM SANITARY SEWER		160,000.00	0.00	160,000.00	0.00		0.00
*	0							
18-392.095	TRF FROM OPERATING RESERVE FUND		0.00	0.00	0.00	0.00		0.00
*	***							
18-393.300	2015 GO BOND		0.00	0.00	0.00	0.00		0.00
*	***							
18-393.301	2013 GO Bond		0.00	0.00	0.00	0.00		0.00
*	***							
18-393.302	2013 LEASE PURCHASE - DPW BACKHOE		0.00	0.00	0.00	0.00		0.00
*	***							
18-393.303	2014 LEASE PURCHASE--(2) DPW TRUCKS		0.00	0.00	0.00	0.00		0.00
390	***							
18	Fund (R) TOTALS		2,116,000.00	0.00	2,158,000.00	0.00		-42,000.00
*	-1		2,303,000.00	0.00	2,232,702.46	4,476.17		70,297.54
*	3							
35	Highway Aid Fund							
340								
*								
35-341.000	INTEREST EARNINGS		40.00	0.00	71.63	7.36		-31.63
12/31/16	INTEREST EARNINGS			35-16INT12				
340			40.00	0.00	71.63	7.36		-31.63
*	-79							
350								-7.36

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Account Number		%Rem	Anticipated Revenue	Adjustments	YTD Revenue Received	Current Revenue Received	Remaining Balance
Date	Description		Vendor Name	Voucher #	PO #	Invoice #	Check # Cnk Date Source Amount
ALL							
35	Highway Aid Fund						
* 350		-12 -12	217,000.00 217,000.00	0.00 0.00		243,899.17 243,899.17	0.00 0.00
	35-355.020 STATE HIGHWAY AID (LIQUID FUELS TAX)						-26,899.17
*							
390							
*							
35-392.095 TRF FROM OPERATING RESERVE FUND		***	0.00	0.00		0.00	0.00
390		***	0.00	0.00		0.00	0.00
35	Fund (R) TOTALS	-12	217,040.00	0.00		243,970.80	7.36
*							-26,930.80
60	Employee Pension Fund						
340							
*							
60-341.000 INTEREST/EARNINGS		***	0.00	0.00		0.00	0.00
*							
60-341.001 GAIN/(LOSS)/INVESTMENTS/SALE		***	0.00	0.00		0.00	0.00
*							
60-342.000 GAIN ON INVESTMENTS		***	0.00	0.00		0.00	0.00
*							
60-343.000 DIVIDEND/INCOME		***	0.00	0.00		-16,221.66	0.00
*							16,221.66
60-344.000 GAIN/(LOSS)/SALE OF INVESTMENTS		***	0.00	0.00		0.00	0.00
*							0.00
60-345.000 UNREALIZED GAIN/(LOSS)		***	0.00	0.00		70,643.50	-70,643.50
340		***	0.00	0.00		54,421.84	-54,421.84
*							
350							

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Date	Description	Vendor Name	Voucher #	PO #	Invoice #	Check #	Chk Date	Source
ALL								
60	Employee Pension Fund							
350								
*								
60-355.050	STATE AID REVENUE							
350								
*								
380								
*								
60-387.000	MEMBERCONTRIBUTIONS							
*								
60-387.100	ANNUITY CONTRIBUTIONS							
380	Department (R) TOTALS							
*								
390								
*								
60-392.010	TRANSFERFROMGENERALFUND							
*								
60-392.011	INTERFUNDOPERATINGTRANSFERS							
*								
60-395.000	REFUNDSONPRIORYEAREXPENDITURES							
390								
60	Fund (R) TOTALS							
*								
65	Police Pension Fund							
340								
*								
65-341.000	INTERESTEARNINGS							
*								
65-341.001	GAIN(LOSS)INVESTMENTSALE							
*								



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ALL									
65 Police Pension Fund									
340									
*									
65-342.000 GAIN ON INVESTMENT			***	0.00	0.00	0.00	0.00	0.00	
*									
65-343.000 DIVIDENDINCOME			***	0.00	0.00	-309,194.71	0.00	309,194.71	
*									
65-344.000 GAIN(LOSS)SALEOFINVESTMENTS			***	0.00	0.00	0.00	0.00	0.00	
*									
65-345.000 UNREALIZEDGAIN(LOSS)			***	0.00	0.00	447,205.47	0.00	-447,205.47	
340			***	0.00	0.00	138,010.76	0.00	-138,010.76	
*									
350									
*									
65-355.050 STATE AID REVENUE			***	0.00	0.00	195,215.00	0.00	-195,215.00	
350			***	0.00	0.00	195,215.00	0.00	-195,215.00	
*									
380									
*									
65-387.000 MEMBERCONTRIBUTIONS			***	0.00	0.00	111,436.28	0.00	-111,436.28	
380 Department (R) TOTALS			***	0.00	0.00	111,436.28	0.00	-111,436.28	
*									
390									
*									
65-392.010 TRANSFERFROMGENERALFUND			***	0.00	0.00	0.00	0.00	0.00	
*									
65-392.011 INTERFUNDOPERATINGTRANSFERS			***	0.00	0.00	0.00	0.00	0.00	
*									
65-395.000 REFUND OF PRIOR YEARS EXP			***	0.00	0.00	0.00	0.00	0.00	
390			***	0.00	0.00	0.00	0.00	0.00	
65 Fund (R) TOTALS			***	0.00	0.00	444,662.04	0.00	-444,662.04	

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Account Number	%Rem	Anticipated Revenue	Adjustments	YTD Revenue Received	Current Revenue Received	Remaining Balance			
Date	Description	Vendor Name	Voucher #	PO #	Invoice #	Check #	Chk Date	Source	Amount
ALL									
95	Operating Reserve Fund								
340	*								
95-341.100	Interest		0.00	0.00	271.93	0.00		-271.93	
340	*		0.00	0.00	271.93	0.00		-271.93	
380	*								
95-380.000	Misc Revenue		0.00	0.00	0.00	0.00		0.00	
380	Department (R) TOTALS		0.00	0.00	0.00	0.00		0.00	
390	*								
95-392.010	Transfer from General Fund		0.00	0.00	0.00	0.00		0.00	
95-393.100	Proceeds from G.O. Bond Refinancing		0.00	0.00	0.00	0.00		0.00	
Department (R)			0.00	0.00	0.00	0.00		0.00	
95	Fund (R) TOTALS		0.00	0.00	271.93	0.00		-271.93	

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Account Number		Anticipated Revenue	Adjustments	YTD Revenue Received	Current Revenue Received	Remaining Balance			
Date	Description	Vendor Name	Voucher #	PO #	Invoice #	Check #	Chk Date	Source	Amount



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 10.c.**  
**ACTION ITEM**

**SUBJECT:** Consider ratifying the payment of bills from December 1 to December 31, 2016.  
[ACTION ITEM]

**DATE:** January 16, 2017

**PRESENTED BY:** MRS. SUSAN TOTH  
FINANCE/HR DIRECTOR

**SUMMARY:**

This is associated with the Borough's Monthly Expenditures.

**BUDGET IMPACT:**

Various Budget Line Items

1. *General Fund in the amount of \$534,112.84.*
2. *Sanitary Sewer Fund in the amount of \$65,584.89.*
3. *Capital Improvement Fund in the amount of \$84,355.36.*
4. *Liquid Fuels Fund in the amount of \$62,715.75.*
5. *Non-Uniform Pension Fund in the amount of \$2,597.27.*
6. *Police Pension Fund in the amount of \$18,895.68.*

**RECOMMENDATION:**

Ratify payment of the December 2016 expenditures.

**PROS:**

N/A

**CONS:**

N/A

**ATTACHMENTS:**

Description

EXPENDITURES\_DECEMBER 2016

Upload Date

1/13/2017

Type

Cover Memo

**01**  
**GENERAL FUND**  
**LIST OF**  
**& TRANSACTION DETAILED BUDGET**  
**REPORT**

**December 1 to December 31, 2016**

\$ 285,788.37	(Payroll)
<u>\$ 248,324.47</u>	<u>(Bills)</u>
\$ 534,112.84	Total

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Account Number	Date	Description	%Rem	Adjusted Budget	YTD Expended	Current Expended	Current Encumbrances	Remaining Balance	Check #	Chk Date	Source	Amount
01 General Fund 400 COUNCIL	ALL				Vendor Name	Voucher #	PO #	Invoice #				
* 01-400.110 SALARIES ELECTED OFFICIALS				0 16,800.00	16,800.00	1,400.00	0.00	0.00			PD	1,400.00
12/09/16 GROSS WAGES						P1209A0116						
* 01-400.161 FICA				1 1,300.00	1,285.20	107.10	0.00	14.80			PD	20.30
12/09/16 EMPLOYER SHARE OF MCARE Medicare						P1209A0116					PD	86.80
12/09/16 EMPLOYER SHARE OF SOSEC Social Security						P1209A0116						
OT: 107.10 DB: 107.10 01-400.161 107.10												
* 01-400.210 OFFICE SUPPLIES				52 1,000.00	482.49	0.00	0.00	517.51				
* 01-400.420 DUES SUB & MEMBER.				29 3,000.00	2,138.00	0.00	0.00	862.00				
* 01-400.460 MEETINGS & CONF				58 4,000.00	1,676.90	0.00	0.00	2,323.10				
* 01-400.530 CONTRIBUTIONS-GOV'T.GROUPS				*** 0.00	0.00	0.00	0.00	0.00				
* 01-400.540 CONTRIBUTIONS-CIVIC GROUPS				*** 0.00	0.00	0.00	0.00	0.00				
* 01-400.700 MINOR PURCHASES				51 1,500.00	731.63	0.00	0.00	768.37				
12/23/16 YEAR-END PO CLOSING												
* 400 Department (E) TOTALS				16 27,600.00	23,114.22	1,507.10	0.00	4,485.78			PO	-527.77
401 MAYOR												
* 01-401.110 SALARY - MAYOR				0 3,400.00	3,399.96	283.33	0.00	0.04			PD	283.33
12/09/16 GROSS WAGES						P1209A0116						

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Account Number	Date	Description	%Rem	Adjusted Budget	YTD Expended	Current Expended	Current Encumbrances	Remaining Balance	Check #	Chk Date	Source	Amount
ALL												
01 General Fund												
401 MAYOR												
* 01-401.161 FICA				13 300.00	260.16	21.68	0.00	39.84				
12/09/16 EMPLOYER SHARE OF MCARE Medicare						P1209A0116					PD	4.11
12/09/16 EMPLOYER SHARE OF SOSEC Social Security						P1209A0116					PD	17.57
OT:				21.68	DB: 21.68						01-401.161	21.68
* 01-401.210 OFFICE SUPPLIES				24 300.00	227.54	0.00	0.00	72.46				
* 01-401.420 DUES SUB & MEMBER				60 250.00	100.00	0.00	0.00	150.00				
* 01-401.460 MEETINGS & CONFER				57 1,600.00	690.00	0.00	0.00	910.00				
* 01-401.700 Minor purchases				95 500.00	25.54	0.00	0.00	474.46				
* 401 Department (E) TOTALS				26 6,350.00	4,703.20	305.01	0.00	1,646.80				
* 402 FINANCE												
* 01-402.311 AUDITING SERVICES				1 10,200.00	10,049.50	10,049.50	0.00	150.50				
12/09/16 AUDITING SERVICES					HOSACK, SPECHT,		22235	0019399 12/16/16			IN	10,249.50
12/09/16 AUDITING SERVICES					HOSACK, SPECHT,		22235	0019399 12/16/16			IN	-200.00
IN: 10,049.50					DB: 10,249.50	CR:200.00	0.00				01-402.311	10,049.50
* 402 Department (E) TOTALS				1 10,200.00	10,049.50	10,049.50	0.00	150.50				
* 403 TAX COLLECTION												
* 01-403.110 SALARY - ELECTED TAX COLLECTOR				100 5,000.00	0.00	0.00	0.00	5,000.00				
* 01-403.210 OFFICE SUPPLIES				0 1,700.00	1,696.53	0.00	0.00	1.47				

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<b>ALL</b>										
<b>01 General Fund</b>										
<b>403 TAX COLLECTION</b>										
*										
01-403.305 DEL R.E. TAX COMMISSION		-22 30,000.00	36,529.20	1,060.84	0.00	-6,529.20				
12/16/16 DEL R.E. TAX COMMISSION			JORDAN TAX SERVICE, INC		12-C-#58	0019436 12/16/16			IN	1,060.84
*										
01-403.307 EIT COLLECTION COMMISSION		97 19,000.00	509.11	0.00	0.00	18,490.89				
01-403.309 LST COLLECTION COMMISSION		27 2,000.00	1,466.93	0.00	0.00	533.07				
*										
01-403.314 Special Legal Services		21 15,000.00	11,808.65	774.06	0.00	3,191.35				
12/16/16 Special Legal Services--title search, Sheriff sale prep			JORDAN TAX SERVICE, INC		12-16-101	0019436 12/16/16			IN	540.00
12/23/16 Special Legal Services			TUCKER ARENSBERG, P.C.		BRENT2016-533	0019491 12/23/16			IN	234.06
IN: 774.06 DB: 774.06										
01-403.314										
* 01-403.325 POSTAGE										
		100 1,500.00	0.00	0.00	0.00	1,500.00				774.06
* 01-403.353 BONDS										
		*** 0.00	0.00	0.00	0.00	0.00				
* 01-403.450 CONTRACTED SERVICES										
		89 800.00	85.00	0.00	0.00	715.00				
* 01-403.900 REFUND OF PRIOR YEARS										
		86 30,000.00	4,132.27	0.00	0.00	25,867.73				
* 403 Department (E) TOTALS										
		46 105,000.00	56,229.69	1,834.90	0.00	48,770.31				
* 404 LEGAL SERVICES										
* 01-404.314 SPECIAL LEGAL SERVICES										
		100 5,000.00	0.00	0.00	0.00	5,000.00				
* 01-404.317 SOLICITOR (HOURLY)										
		7 110,000.00	102,307.75	11,289.05	0.00	7,692.25				
12/09/16 SOLICITOR (HOURLY)--October General work			COHEN & GRIGSBY, P.C.		525052	0019390 12/16/16			IN	2,596.00



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<b>ALL</b>										
<b>01 General Fund</b>										
<b>404 LEGAL SERVICES</b>										
<b>* 01-404.317 SOLICITOR (HOURLY)</b>										
12/09/16 SOLICITOR (HOURLY)--October summary appeals					525062	0019390 12/16/16			IN	189.00
12/09/16 SOLICITOR (HOURLY)--October Stacie May appeal					525061	0019390 12/16/16			IN	63.00
12/09/16 SOLICITOR (HOURLY)--October Fwd Brentwood Prop					525059	0019390 12/16/16			IN	2,418.00
12/09/16 SOLICITOR (HOURLY)--October RE/Construction					522055	0019390 12/16/16			IN	819.00
12/09/16 SOLICITOR (HOURLY)--October Employment issue (Lou)					525056	0019390 12/16/16			IN	2,557.55
12/09/16 SOLICITOR (HOURLY)--October Tax & Finance					525054	0019390 12/16/16			IN	1,701.50
12/09/16 SOLICITOR (HOURLY)--October Camo Kennel Contract					525053	0019390 12/16/16			IN	945.00
<b>IN: 11,289.05 DB: 11,289.05</b>										
<b>01-404.319 LIEN FILING FEES</b>										
<b>* *** 0.00 0.00 0.00 0.00</b>										
<b>01-404.330 CODIFICATION</b>										
<b>* 73 9,000.00 2,469.40 0.00 0.00 6,530.60</b>										
12/09/16 ADVERTISING--Budget notice		61 6,000.00	2,319.70	132.75	0.00	3,680.30			IN	24.75
12/16/16 ADVERTISING					18208232	0019410 12/16/16			IN	108.00
					1823175	0019451 12/16/16			IN	
<b>IN: 132.75 DB: 132.75</b>										
<b>404 Department (E) TOTALS</b>										
<b>* 18 130,000.00 107,096.85 11,421.80 0.00 22,903.15</b>										
<b>01-404.341</b>										
<b>* 405 ADMINISTRATION</b>										
<b>01-405.110 SALARY - PROFESSIONAL</b>										
12/09/16 GROSS WAGES		-2 158,000.00	161,142.39	12,115.52	0.00	-3,142.39			PD	6,057.76
12/23/16 GROSS WAGES									PD	6,057.76
<b>OT: 12,115.52 DB: 12,115.52</b>										
<b>01-405.140 SALARY - STAFF</b>										
12/09/16 GROSS WAGES		-12 74,000.00	82,939.50	4,236.29	0.00	-8,939.50			PD	1,953.85



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ALL			Vendor Name	Voucher #	PO #	Invoice #	Check #	Chk Date
01 General Fund								
405 ADMINISTRATION								
* 01-405.161 FICA								
12/16/16 EMPLOYER SHARE OF SOSEC Social Security				P1216A0116				PD 340.70
12/23/16 EMPLOYER SHARE OF MCARE Medicare				P1223A0116				PD 121.26
12/23/16 EMPLOYER SHARE OF SOSEC Social Security				P1223A0116				PD 518.50
OT: 1,674.61			DB: 1,674.61					
* 01-405.162 UNEMPLOYMENTCOMPENSATION		16 1,300.00	1,095.48	29.19	0.00	204.52		01-405.161 1,674.61
12/09/16 EMPLOYER SHARE OF PAUC PA Unemployment Compensation				P1209A0116				PD 13.45
12/23/16 EMPLOYER SHARE OF PAUC PA Unemployment Compensation				P1223A0116				PD 15.74
OT: 29.19			DB: 29.19					
* 01-405.168 EMPLOYEE RETIREMENT BENEFITS		0 5,000.00	5,003.40	3.40	0.00	-3.40		01-405.162 29.19
12/19/16 EMPLOYEE RETIREMENT BENEFITS			STANDARD INSURANCE					
* 01-405.183 OVERTIME		49 5,000.00	2,552.31	0.00	0.00	2,447.69		
01-405.187 HEALTH CARE BENEFIT BUY-BACK		*** 0.00	0.00	0.00	0.00	0.00		
* 01-405.188 SICK DAY BUY-BACK		*** 0.00	0.00	0.00	0.00	0.00		
01-405.189 VACATION BUY BACK		2 11,000.00	10,811.31	5,495.22	0.00	188.69		
12/16/16 GROSS WAGES				P1216A0116				PD 5,495.22
* 01-405.192 MEALALLOWANCE		60 100.00	40.00	0.00	0.00	60.00		
* 01-405.210 OFFICE SUPPLIES		3 6,000.00	5,825.90	358.36	0.00	174.10		
12/02/16 OFFICE SUPPLIES--paper			W.B. MASON COMPANY,					
					13955024	0019384	12/02/16	IN 99.95

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Date	Description	Vendor Name	Voucher #	PO #	Invoice #	Check #	Chk Date	Source
ALL								
01 General Fund								
405 ADMINISTRATION								
*								
01-405.210 OFFICE SUPPLIES								
12/09/16	OFFICE SUPPLIES--lable tape	W.B. MASON COMPANY,			139619877	0019412	12/16/16	IN
12/09/16	OFFICE SUPPLIES--laminating sheets	W.B. MASON COMPANY,			139634401	0019412	12/16/16	IN
12/23/16	OFFICE SUPPLIES--printer drum, ink	STAPLES CREDIT PLAN			1691745611	0019489	12/23/16	IN
12/23/16	OFFICE SUPPLIES--labelmaker tape	STAPLES CREDIT PLAN			1703677411	0019489	12/23/16	IN
12/23/16	OFFICE SUPPLIES--certificates	STAPLES CREDIT PLAN			17044447631	0019489	12/23/16	IN
12/23/16	OFFICE SUPPLIES--case paper	STAPLES CREDIT PLAN			1716535651	0019489	12/23/16	IN
IN: 358.36		DB: 358.36						
01-405.215 POSTAGE								
12/16/16	POSTAGE	PURCHASE POWER						PO
12/16/16	POSTAGE	PURCHASE POWER						IN
12/19/16	POSTAGE	PURCHASE POWER						PO
12/19/16	POSTAGE	PURCHASE POWER						PO
12/19/16	POSTAGE	PURCHASE POWER						IN
12/19/16	POSTAGE	PURCHASE POWER						IN
IN: 358.36		DB: 358.36						
01-405.231 VEHICLE FUEL								
12/09/16	VEHICLE FUEL--ASHE Mfg	GEORGE ZBOYOVSKY						IN
12/09/16	VEHICLE FUEL--DCNR Grant Workshop	GEORGE ZBOYOVSKY						IN
12/09/16	VEHICLE FUEL--ALCOSAN mfg	GEORGE ZBOYOVSKY						IN
IN: 750.00		DB: 1,500.00		CR:-750.00				
01-405.317 OTHER SERVICES								
12/23/16	TELEPHONE CHARGES	COMCAST						IN
12/23/16	TELEPHONE CHARGES	COMCAST						IN
IN: 371.77		DB: 371.77						
01-405.321 TELEPHONE CHARGES								
12/23/16	TELEPHONE CHARGES	COMCAST						IN
12/23/16	TELEPHONE CHARGES	COMCAST						IN
IN: 371.77		DB: 371.77						
01-405.321								
IN: 371.77		DB: 371.77						

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ALL									
01 General Fund									
405 ADMINISTRATION									
*									
01-405.324 WIRELESS TELEPHONE			17 2,400.00	1,996.97	160.58	0.00	403.03		
12/09/16 GROSS WAGES					P1209A0116			PD	69.08
12/23/16 GROSS WAGES					P1223A0116			PD	69.00
12/23/16 WIRELESS TELEPHONE				VERIZON WIRELESS		9776630705	0019495 12/23/16	IN	22.50
IN: 22.50 OT: 138.08 DB: 160.58									
01-405.353 FIDELITY BONDS- IN									
*			5 1,700.00	1,622.00	0.00	0.00	78.00		160.58
01-405.384 RENTAL-MACHINERY&EQUIPMENT			-14 12,000.00	13,709.26	1,211.70	0.00	-1,709.26		
12/02/16 RENTAL-MACHINERY&EQUIPMENT				FORD BUSINESS		201495	0019371 12/02/16	IN	345.00
12/09/16 RENTAL-MACHINERY&EQUIPMENT				LEAF		6966314	0019401 12/16/16	IN	521.70
12/16/16 RENTAL-MACHINERY&EQUIPMENT				FORD BUSINESS		198191	0019427 12/16/16	IN	345.00
IN: 1,211.70 DB: 1,211.70									
01-405.420 DUES SUBSCRIPTIONS, MEMB									
*			35 2,000.00	1,299.00	0.00	0.00	701.00		1,211.70
01-405.450 CONTRACTED SERVICES			-12 700.00	785.00	0.00	0.00	-85.00		
*									
01-405.460 MEETINGS & CONFER.			18 9,000.00	7,382.84	125.82	0.00	1,617.16		
12/02/16 MEETINGS & CONFER.--December meeting				BRENTWOOD BALDWIN			0019366 12/02/16	IN	20.00
12/09/16 MEETINGS & CONFER.--SH Mgrs Meeting lunch				ERIC PECCON			0019406 12/16/16	IN	14.83
12/09/16 MEETINGS & CONFER.--G Jones EDS				GEORGE ZBOYOVSKY			0019397 12/16/16	IN	36.99
12/09/16 MEETINGS & CONFER.--Foundation Repair Seminar				GEORGE ZBOYOVSKY			0019397 12/16/16	IN	269.00
12/09/16 MEETINGS & CONFER.--APMM Confer				GEORGE ZBOYOVSKY			0019397 12/16/16	IN	65.00
12/09/16 MEETINGS & CONFER.--Xmas party donation								CR	-100.00
12/15/16 MEETINGS & CONFER.--refund Mgrs lunch								CR	-30.00
12/21/16 MEETINGS & CONFER.								CR	-150.00
IN: 405.82 OT: -280.00 DB: 405.82 CR:-280.00									
01-405.460									
125.82									



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Date	Description	Vendor Name	Voucher #	PO #	Invoice #	Check #	Chk Date	Source
ALL								
01 General Fund								
407 IT-NETWORKING-DATA PROCESSING								
* 01-407.454 GENERAL HARDWARE								
12/09/16	GENERAL HARDWARE	DEP TECHNOLOGIES, INC.		16000122	BRENT2016-510	0019394	12/16/16	PO -1,305.68
12/09/16	GENERAL HARDWARE	DEP TECHNOLOGIES, INC.		16000122	BRENT2016-510	0019394	12/16/16	IN 1,305.68
12/22/16	GENERAL HARDWARE	DEP TECHNOLOGIES, INC.		16000132				PO 568.00
12/23/16	GENERAL HARDWARE	DEP TECHNOLOGIES, INC.		16000132	25565	0019477	12/23/16	PO -568.00
12/23/16	YEAR-END PO CLOSING	SOUTHERN COMPUTER		16000088				PO 0.00
12/23/16	GENERAL HARDWARE	DEP TECHNOLOGIES, INC.		16000132	25565	0019477	12/23/16	IN 568.00
* 01-407.455 GENERAL SOFTWARE/LICENSES								
12/09/16	GENERAL SOFTWARE/LICENSES	HARRIS SCHOOL						
12/16/16	GENERAL SOFTWARE/LICENSES	ECIVIS			MN00002833	0019398	12/16/16	IN 3,980.55
12/23/16	GENERAL SOFTWARE/LICENSES	DEP TECHNOLOGIES, INC.		16000133	105549	0019426	12/16/16	IN 3,000.00
12/23/16	GENERAL SOFTWARE/LICENSES	DEP TECHNOLOGIES, INC.		16000133	25549	0019477	12/23/16	PO 720.00
12/23/16	GENERAL SOFTWARE/LICENSES	DEP TECHNOLOGIES, INC.		16000133	25549	0019477	12/23/16	PO -720.00
12/23/16	GENERAL SOFTWARE/LICENSES	DEP TECHNOLOGIES, INC.		16000133	25549	0019477	12/23/16	IN 720.00
* 01-407.456 POLICE HARDWARE								
12/02/16	POLICE HARDWARE	DEP TECHNOLOGIES, INC.		16000122				
12/09/16	POLICE HARDWARE	DEP TECHNOLOGIES, INC.		16000122	BRENT2016-510	0019394	12/16/16	PO 1,305.68
12/09/16	POLICE HARDWARE	DEP TECHNOLOGIES, INC.		16000122	BRENT2016-510	0019394	12/16/16	PO -1,305.68
12/22/16	POLICE HARDWARE	DEP TECHNOLOGIES, INC.		16000132				IN 1,305.68
12/23/16	POLICE HARDWARE	DEP TECHNOLOGIES, INC.		16000132	25565	0019477	12/23/16	PO 143.00
12/23/16	YEAR-END PO CLOSING	CDW-GOVERNMENT		16000005				PO -143.00
12/23/16	POLICE HARDWARE	DEP TECHNOLOGIES, INC.		16000132	25565	0019477	12/23/16	PO -140.00
12/23/16	POLICE HARDWARE	DEP TECHNOLOGIES, INC.		16000132	25565	0019477	12/23/16	IN 143.00
* 01-407.457 POLICE SOFTWARE								
12/23/16	POLICE SOFTWARE	DEP TECHNOLOGIES, INC.		16000133				
12/23/16	POLICE SOFTWARE	DEP TECHNOLOGIES, INC.		16000133	25552	0019477	12/23/16	PO 1,008.00
12/23/16	POLICE SOFTWARE	DEP TECHNOLOGIES, INC.		16000133	25552	0019477	12/23/16	PO -1,008.00











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### Expenditure Accounts Including Accounts without Activity

### Treasurer's Report Revenues

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Account Number	%Rem	Adjusted Budget	YTD Expended	Current Expended	Current Encumbrances	Remaining Balance	Amount		
Date	Description	Vendor Name	Voucher #	PO #	Invoice #	Check #	Chk Date	Source	Amount
ALL									
01 General Fund									
410 POLICE DEPARTMENT									
* 01-410.168 RETIREE BENEFITS									
12/05/16 RETIREE BENEFITS---Harding Dec-Feb									
12/09/16 RETIREE BENEFITS									
12/19/16 RETIREE BENEFITS									
12/19/16 RETIREE BENEFITS									
12/31/16 RETIREE BENEFITS									
NWGS Companies, Inc.									
STANDARD INSURANCE									
PA MUNICIPAL HEALTH INS.									
NWGS Companies, Inc.									
1-16CR#265									
7097									
BRENT2016-529									
0019467									
12/19/16									
IN									
9.50									
25.50									
2,274.20									
1,481.43									
-2,737.32									
CR									
IN									
1,203.71									
* 01-410.183 OVERTIME									
12/09/16 GROSS WAGES									
12/23/16 GROSS WAGES									
P1209A0116									
P1223A0116									
7,588.16									
70,711.75									
0.00									
-25,711.75									
PD									
3,125.03									
4,463.13									
* 01-410.184 OFFICER IN CHARGE									
12/09/16 GROSS WAGES									
12/23/16 GROSS WAGES									
P1209A0116									
P1223A0116									
5,000.00									
10,407.21									
0.00									
-5,407.21									
PD									
586.08									
552.42									
* 01-410.187 HEALTHCARE BENEFIT BUY BACK									
12/09/16 GROSS WAGES									
12/23/16 GROSS WAGES									
P1209A0116									
P1223A0116									
52,650.00									
3,145.95									
0.00									
3,354.05									
* 01-410.188 HOLIDAY PAY									
12/09/16 GROSS WAGES									
12/23/16 GROSS WAGES									
P1209A0116									
P1223A0116									
-13,55,000.00									
62,003.68									
0.00									
-7,003.68									
PD									
5,640.00									
* 01-410.189 COURT PAY									
12/09/16 GROSS WAGES									
12/09/16 COURT PAY									
12/23/16 GROSS WAGES									
P1209A0116									
P1223A0116									
-20,140,000.00									
167,459.43									
0.00									
-27,459.43									
PD									
7,907.76									
156.80									
8,094.52									
* 01-410.189									
IN: 156.80 OT: 16,002.28 DB: 16,159.08									
16,159.08									

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Expenditure Accounts Including Accounts without Activity

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Treasurer's Report Revenues

Account Number	%Rem	Adjusted Budget	Vendor Name	YTD Expended	Current Expended	Current Encumbrances	Remaining Balance	Source	Amount
ALL									
01 General Fund									
410 POLICE DEPARTMENT									
* 01-410.190 REIMBURSEABLE OVERTIME									
12/09/16 GROSS WAGES	-72	20,000.00		34,446.84	2,138.04	0.00	-14,446.84	PD	831.46
12/23/16 GROSS WAGES					P1209A0116 P1223A0116			PD	1,306.58
* 01-410.191 UNIFORMS									
12/06/16 UNIFORMS	35	20,300.00		13,175.07	1,688.88	0.00	7,124.93	PO	107.62
12/07/16 UNIFORMS			M & M UNIFORMS, INC.					PO	487.35
12/07/16 UNIFORMS			NORTH EASTERN					PO	356.99
12/07/16 UNIFORMS			NORTH EASTERN					PO	72.00
12/09/16 UNIFORMS--retirement badge			ADAM ZEPPUHAR			BRENT2016-499	0019385 12/16/16	IN	132.00
12/09/16 UNIFORMS--ammo			SCOTT DAVIDSON			BRENT2016-500	0019392 12/16/16	IN	173.69
12/09/16 UNIFORMS--boots			MILTON E. MULHOLLAND III			BRENT2016-501	0019403 12/16/16	IN	220.00
12/09/16 UNIFORMS--socks, knife, gloves, flashlight			RICHARD SWICK			BRENT2016-502	0019408 12/16/16	IN	255.92
12/09/16 UNIFORMS--t-shirts			MATTHEW E. DELALLO			BRENT2016-503	0019393 12/16/16	IN	86.90
12/09/16 UNIFORMS--t-shirts & socks			RICHARD SWICK			BRENT2016-513	0019408 12/16/16	IN	37.46
12/16/16 UNIFORMS			NORTH EASTERN				0019443 12/16/16	PO	-338.05
12/16/16 UNIFORMS			M & M UNIFORMS, INC.				0019439 12/16/16	PO	-107.62
12/16/16 UNIFORMS			M & M UNIFORMS, INC.				0019439 12/16/16	PO	-487.35
12/16/16 UNIFORMS			NORTH EASTERN				0019443 12/16/16	IN	67.94
12/16/16 UNIFORMS			M & M UNIFORMS, INC.				0019439 12/16/16	IN	107.62
12/16/16 UNIFORMS			M & M UNIFORMS, INC.				0019439 12/16/16	IN	487.35
12/16/16 UNIFORMS--Bal on Fisher's vest			NORTH EASTERN				0019443 12/16/16	IN	120.00
12/22/16 UNIFORMS			NORTH EASTERN					PO	1,000.00
12/22/16 UNIFORMS			NORTH EASTERN					PO	484.97
12/22/16 UNIFORMS			NORTH EASTERN					PO	74.99
12/23/16 YEAR-END PO CLOSING			M & M UNIFORMS, INC.					PO	-15.00
12/23/16 YEAR-END PO CLOSING			NORTH EASTERN					PO	-1,000.00
12/23/16 YEAR-END PO CLOSING			NORTH EASTERN					PO	-377.94
12/23/16 YEAR-END PO CLOSING			NORTH EASTERN					PO	-56.49
12/23/16 YEAR-END PO CLOSING			NORTH EASTERN					PO	-467.40
12/23/16 YEAR-END PO CLOSING			NORTH EASTERN					PO	-800.00

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Treasurer's Report Revenues

Account Number	%Rem	Adjusted Budget	YTD Expended	Current Expended	Current Encumbrances	Remaining Balance	Source	Amount
01 General Fund								
410 POLICE DEPARTMENT								
* 01-410.191 UNIFORMS								
12/23/16 YEAR-END PO CLOSING							PO	-170.39
12/23/16 YEAR-END PO CLOSING							PO	-240.00
12/23/16 MOVE OPEN POS TO NEW YEAR							PO	-356.99
12/23/16 MOVE OPEN POS TO NEW YEAR							PO	-72.00
12/23/16 MOVE OPEN POS TO NEW YEAR							PO	-1,000.00
12/23/16 MOVE OPEN POS TO NEW YEAR							PO	-74.99
12/23/16 MOVE OPEN POS TO NEW YEAR							PO	-484.97
* 01-410.193 TRAINING/EDUCATION								
12/23/16 TRAINING/EDUCATION--FBI Academy training fees		9 3,500.00	3,169.00	250.00	0.00	331.00	IN	250.00
* 01-410.210 OFFICE SUPPLIES								
12/23/16 OFFICE SUPPLIES--stamper, rulers stamp pad		9 4,000.00	3,628.25	270.87	0.00	371.75	IN	69.90
12/23/16 OFFICE SUPPLIES--files							IN	200.97
* 01-410.215 POSTAGE								
12/16/16 POSTAGE		57 250.00	108.50	108.50	0.00	141.50	PO	-100.00
12/16/16 POSTAGE							IN	100.00
12/19/16 POSTAGE							PO	100.00
12/19/16 POSTAGE							PO	-100.00
12/19/16 POSTAGE							IN	-100.00
12/19/16 POSTAGE							IN	108.50
* 01-410.231 VEHICLE FUEL								
12/09/16 VEHICLE FUEL		53 26,000.00	12,208.66	1,581.32	0.00	13,791.34	IN	1,039.16



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Treasurer's Report Revenues

Account Number	Description	%Rem	Adjusted Budget	YTD Expended	Current Expended	Current Encumbrances	Remaining Balance	Source	Amount
<b>ALL</b>									
<b>01 General Fund</b>									
<b>410 POLICE DEPARTMENT</b>									
<b>*</b>									
01-410.314 SPECIAL LEGAL SERVICES			81 20,000.00	3,820.00	0.00	0.00	16,180.00		
01-410.317 OTHER SERVICES			*** 500.00	14,531.00	515.00	0.00	-14,031.00		
12/09/16 OTHER SERVICES--October Public Safety				COHEN & GRIGSBY, P.C.		525057	0019390 12/16/16	IN	515.00
<b>*</b>									
01-410.321 TELEPHONE			-27 2,500.00	3,168.00	344.79	0.00	-668.00		
12/23/16 TELEPHONE				COMCAST		DEC	0019475 12/23/16	IN	62.57
12/23/16 TELEPHONE				COMCAST		DEC	0019475 12/23/16	IN	-0.01
12/23/16 TELEPHONE				CONSOLIDATED		DEC4128822524	0019473 12/23/16	IN	34.87
12/23/16 TELEPHONE				COMCAST		48944885	0019472 12/23/16	IN	247.36
<b>IN: 344.79 DB: 344.80 CR:-0.01 01-410.321 344.79</b>									
<b>*</b>									
01-410.324 Wireless Telephone			-16 5,000.00	5,793.36	844.86	0.00	-793.36		
12/09/16 GROSS WAGES					P1209A0116			PD	46.16
12/16/16 Wireless Telephone					SPRINT	712299945-030	0019449 12/16/16	IN	665.76
12/19/16 Wireless Telephone---OIC phone					SPRINT	631922397-096	0019466 12/19/16	IN	86.94
12/23/16 GROSS WAGES					P1223A0116			PD	46.00
<b>IN: 752.70 OT: 92.16 DB: 844.86 01-410.324 844.86</b>									
<b>*</b>									
01-410.327 RADIO EQUIPMENT/MAINTENANCE			7 2,000.00	1,862.08	0.00	0.00	137.92		
12/23/16 YEAR-END PO CLOSING								PO	-311.92
<b>*</b>									
01-410.342 PRINTING			27 2,000.00	1,459.82	0.00	0.00	540.18		
01-410.374 R&M-MACHINERY & EQUIPMENT			0 1,000.00	1,000.00	0.00	0.00	0.00		
01-410.384 RENTAL-MACHINERY & EQUIPMENT			7 4,500.00	4,174.30	216.76	0.00	325.70		
12/09/16 RENTAL-MACHINERY & EQUIPMENT						29492483	0019400 12/16/16	IN	216.76



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### Expenditure Accounts Including Accounts without Activity

### Treasurer's Report Revenues

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Account Transaction Detail 2016-2016

### Are Accounts Including Accounts withou

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12/23/16 CONTRACT

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410 Department

## 411 Volunteer Fil

01-411.231 VEHICLE

12/09/16 VEHICLE FL

01-411.352 PROFESS

01-411.363 HYDRANT

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Account Number	Description	%Rem	Budget	Vendor Name	YTD Expended	Current Expended	Current Encumbrances	Remaining Balance	Source	Amount	
ALL											
01 General Fund											
414 Planning And Zoning											
*											
01-414.150 SALARY - TEMP INTERN		*** 0.00			0.00	0.00	0.00	0.00			
01-414.153 HEALTH - DISABILITY											
12/02/16 HEALTH - DISABILITY		13 1,000.00		STANDARD INSURANCE	872.85	190.82	0.00	127.15	IN	95.41	
12/19/16 HEALTH - DISABILITY				STANDARD INSURANCE			BRENT2016-495	0019381	12/02/16	IN	95.41
							BRENT2016-529	0019467	12/19/16	IN	95.41
IN: 190.82											
DB: 190.82											
01-414.156											
01-414.156 HEALTH - HOSPITALIZATION											
12/02/16 HEALTH - HOSPITALIZATION		-4 24,000.00		EMPLOYER-TEAMSTERS	25,039.93	1,852.89	0.00	-1,039.93	IN	130.00	
12/09/16 HEALTH - HOSPITALIZATION				NWGS Companies, Inc.			BRENT2016-489	0019370	12/02/16	IN	9.50
12/19/16 HEALTH - HOSPITALIZATION				PA MUNICIPAL HEALTH INS.			7097			IN	1,663.89
12/31/16 HEALTH - HOSPITALIZATION				NWGS Companies, Inc.			BRENT2016-530	0019464	12/19/16	IN	49.50
							DECEMBER-NWGS *****		12/31/16	IN	
IN: 1,852.89											
DB: 1,852.89											
01-414.158											
01-414.158 LIFE INSURANCE											
12/02/16 LIFE INSURANCE		12 450.00		STANDARD INSURANCE	394.70	68.00	0.00	55.30	IN	34.00	
12/19/16 LIFE INSURANCE				STANDARD INSURANCE			BRENT2016-495	0019381	12/02/16	IN	34.00
							BRENT2016-529	0019467	12/19/16	IN	34.00
IN: 68.00											
DB: 68.00											
01-414.161											
01-414.161 FICA											
12/09/16 EMPLOYER SHARE OF MCARE Medicare		3 8,000.00			7,728.52	590.66	0.00	271.48	PD	55.98	
12/09/16 EMPLOYER SHARE OF SOSEC Social Security							P1209A0116			PD	239.35
12/23/16 EMPLOYER SHARE OF MCARE Medicare							P1223A0116			PD	55.98
12/23/16 EMPLOYER SHARE OF SOSEC Social Security							P1223A0116			PD	239.35
OT: 590.66											
DB: 590.66											
01-414.162											
01-414.162 UNEMPLOYMENT COMPENSATION											
		23 500.00			385.69	0.00	0.00	114.31			
01-414.189											
01-414.189 VACATION/PTO BUYBACK											
		80 3,900.00			774.80	0.00	0.00	3,125.20			

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Account Number	%Rem	Adjusted Budget	Vendor Name	YTD Expended	Current Expended	Current Encumbrances	Remaining Balance	Check #	Chk Date	Source	Amount
<b>ALL</b>											
<b>01 General Fund</b>											
<b>414 Planning And Zoning</b>											
<b>* 01-414.193 TRAINING/EDUCATION</b>											
12/19/16 TRAINING/EDUCATION--Cert Renewal App		31 1,500.00	DEPARTMENT OF LABOR &	1,042.41	50.00	0.00	457.59			IN	50.00
<b>* 01-414.210 OFFICE SUPPLIES</b>											
12/23/16 OFFICE SUPPLIES--case logic		43 500.00	STAPLES CREDIT PLAN	286.40	31.29	0.00	213.60			IN	31.29
<b>* 01-414.231 VEHICLE FUEL</b>											
12/09/16 VEHICLE FUEL--DNCR Grant Workshop		1 1,200.00	ERIC PECCON	1,187.80	309.11	0.00	12.20			IN	12.42
12/09/16 VEHICLE FUEL			WEX Bank			47661022				IN	42.83
12/23/16 VEHICLE FUEL--Harrisburgh Cont. Edu trip			RALPH J COSTA			BRENT2016-539				IN	253.86
<b>* 01-414.240 OPERATING SUPPLIES</b>											
12/09/16 OPERATING SUPPLIES--Pics for grant		99 1,000.00	ERIC PECCON	10.16	10.16	0.00	989.84			IN	10.16
<b>* 01-414.251 R&amp;MSUPPLIES-VEHICLEPARTS</b>											
12/23/16 R&MSUPPLIES-VEHICLEPARTS		67 2,000.00	WHITEHALL AUTOMOTIVE	660.95	192.00	0.00	1,339.05			IN	192.00
<b>* 01-414.313 REIMBURSEABLE ENGINEERING COSTS</b>											
12/02/16 REIMBURSEABLE ENGINEERING COSTS		52 3,000.00	THE GATEWAY	1,452.75	647.50	0.00	1,547.25			IN	563.50
12/09/16 REIMBURSEABLE ENGINEERING COSTS--Edwards plan			THE GATEWAY			235348				IN	84.00
						236174					
<b>* 01-414.314 SPECIAL LEGAL SERVICE</b>											
12/02/16 SPECIAL LEGAL SERVICE--Aziz Casab		18 11,000.00	DISTRICT MAGISTRATE	9,012.94	194.00	0.00	1,987.06			IN	97.00
12/23/16 SPECIAL LEGAL SERVICE--David Saba			DISTRICT MAGISTRATE			BRENT2016-538				IN	97.00
<b>IN: 647.50</b>			<b>DB: 647.50</b>								<b>647.50</b>
<b>* 01-414.314</b>			<b>DB: 194.00</b>								<b>194.00</b>
<b>IN: 194.00</b>			<b>DB: 194.00</b>								<b>194.00</b>

01-414.314



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ALL								
01 General Fund								
415 Police Clerical								
* 01-415.140 SALARY - STAFF								
12/09/16 GROSS WAGES	3	106,000.00	102,932.80	7,897.60	0.00	3,067.20	PD	3,948.80
12/23/16 GROSS WAGES							PD	3,948.80
OT: 7,897.60								7,897.60
01-415.153 HELATH - DISABILITY								
12/02/16 HELATH - DISABILITY	-37	1,000.00	1,365.20	196.24	0.00	-365.20	IN	98.12
12/19/16 HELATH - DISABILITY							IN	98.12
IN: 196.24								196.24
DB: 7,897.60								
* 01-415.156 HEALTH - HOSPITALIZATION								
12/02/16 HEALTH - HOSPITALIZATION	4	25,000.00	23,874.90	1,864.71	0.00	1,125.10	IN	130.00
12/09/16 HEALTH - HOSPITALIZATION							IN	9.50
12/19/16 HEALTH - HOSPITALIZATION							IN	1,663.89
12/31/16 HEALTH - HOSPITALIZATION							IN	61.32
IN: 1,864.71								1,864.71
DB: 1,864.71								
* 01-415.158 LIFE INSURANCE								
12/02/16 LIFE INSURANCE	12	450.00	394.44	68.00	0.00	55.56	IN	34.00
12/19/16 LIFE INSURANCE							IN	34.00
IN: 68.00								68.00
DB: 68.00								
* 01-415.161 FICA								
12/09/16 EMPLOYER SHARE OF MCARE Medicare	1	8,100.00	8,008.33	596.60	0.00	91.67	PD	56.72
12/09/16 EMPLOYER SHARE OF SOSEC Social Security							PD	242.56
12/23/16 EMPLOYER SHARE OF MCARE Medicare							PD	56.73
12/23/16 EMPLOYER SHARE OF SOSEC Social Security							PD	242.59
OT: 598.60								598.60
DB: 598.60								
* 01-415.162 UNEMPLOYMENT COMPENSATION								
23	500.00	385.70	0.00	0.00	0.00	114.30		
OT: 598.60								598.60
DB: 598.60								







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01 General Fund										
* 419 School Crossing Guards										
01-419.191 UNIFORM ALLOWANCE										
12/06/16 UNIFORM ALLOWANCE		M & M UNIFORMS, INC.				16000120			PO	177.85
12/07/16 UNIFORM ALLOWANCE		M & M UNIFORMS, INC.				16000123			PO	40.95
12/16/16 UNIFORM ALLOWANCE		M & M UNIFORMS, INC.				16000120	63870	0019439 12/16/16	PO	-177.85
12/16/16 UNIFORM ALLOWANCE		M & M UNIFORMS, INC.				16000123	63869	0019439 12/16/16	PO	-40.95
12/16/16 UNIFORM ALLOWANCE--Madden		M & M UNIFORMS, INC.				16000120	63870	0019439 12/16/16	IN	177.85
12/16/16 UNIFORM ALLOWANCE		M & M UNIFORMS, INC.				16000123	63869	0019439 12/16/16	IN	40.95
12/23/16 YEAR-END PO CLOSING		M & M UNIFORMS, INC.				16000099			PO	0.00
IN:				393.80	DB:					393.80
01-419.240 OPERATING EXPENSE										
* 419 Department (E) TOTALS			*** 0.00	20 109,500.00	460.65	0.00	0.00	-460.65		
420 Summer Crossing Guards					87,047.28	8,586.38	0.00	22,452.72		
01-420.140 SALARY - STAFF										
12/09/16 GROSS WAGES			-34	18,000.00	24,141.25	705.16	0.00	-6,141.25	PD	343.91
12/23/16 GROSS WAGES						P1209A0116 P1223A0116			PD	361.25
OT:				705.16	DB:					705.16
01-420.161 FICA										
12/09/16 EMPLOYER SHARE OF MCARE Medicare			-32	1,400.00	1,846.80	53.95	0.00	-446.80	PD	4.99
12/09/16 EMPLOYER SHARE OF SOSEC Social Security						P1209A0116			PD	21.32
12/23/16 EMPLOYER SHARE OF MCARE Medicare						P1223A0116			PD	5.24
12/23/16 EMPLOYER SHARE OF SOSEC Social Security						P1223A0116			PD	22.40
OT:				53.95	DB:					53.95
01-420.162 UNEMPLOYMENT COMPENSATION			-17	420.00	490.09	14.31	0.00	-70.09	PD	6.98
12/09/16 EMPLOYER SHARE OF PAUC PA Unemployment Compensation						P1209A0116				

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ALL

01 General Fund

## 420 Canine Crossing Guards

01-420.162 UNEMPLOYMENT COMPENSATION

12/23/16 EMPLOYER SHARE OF PAUC PA Unemployment Compensation

P1223A0116

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		OT:		14.31		DB:		14.31		01-420,162		14.31	
* 420 Department (E) TOTALS		-34	19,820.00			26,478.14		773.42		0.00		-6,658.14	
* 426 Recycling Collection & Disposal													
01-426,210 OFFICE SUPPLIES			100 500.00			0.00		0.00		0.00		500.00	
* 01-426,325 POSTAGE			100 800.00			0.00		0.00		0.00		800.00	
01-426,450 CONTRACTED SERVICES--CURRENT		***	15,000.00			217,009.19		51,868.43		0.00		-202,009.19	
12/02/16 CONTRACTED SERVICES--Leaf collection						REPUBLIC SERVICES #674				674-001268421		0019376 12/02/16	IN 1,810.00
12/02/16 CONTRACTED SERVICES--CURRENT REFUSE--roll off						REPUBLIC SERVICES #674				0674-001617998		0019376 12/02/16	IN 728.00
12/02/16 CONTRACTED SERVICES--CURRENT REFUSE--rear load 4 yd						REPUBLIC SERVICES #674				0674-001617998		0019376 12/02/16	IN 176.00
12/02/16 CONTRACTED SERVICES--CURRENT REFUSE--yardwaste						REPUBLIC SERVICES #674				0674-001617998		0019376 12/02/16	IN 409.48
12/02/16 CONTRACTED SERVICES--CURRENT REFUSE--yardwaste						REPUBLIC SERVICES #674				0674-001617998		0019376 12/02/16	IN 409.48
12/09/16 CONTRACTED SERVICES--CURRENT REFUSE						REPUBLIC SERVICES #674				0674-001619189		0019407 12/16/16	IN 48,335.47
* IN: 51,868.43						DB: 51,868.43							
01-426,451 CONTRACTED SVC--DEL TRASH		-29	50,000.00			64,395.27		0.00		0.00		-14,395.27	
* 01-426,452 CONTRACTED SVC--SOFTWARE		***	2,000.00			6,075.00		0.00		0.00		-4,075.00	
* 01-426,453 LEAF COLLECTION		***	0.00			0.00		0.00		0.00		0.00	
01-426,454 RECYCLING		***	0.00			0.00		0.00		0.00		0.00	
* 426 Department (E) TOTALS		***	68,300.00			287,479.46		51,868.43		0.00		-219,179.46	

IN: 51,868.43	DB: 51,868.43	01-426-450	51,868.43
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01-426 451 CONTRACTED SVC-DEI TPASH

CONTRIBUTED BY ALL INVESTORS	04,395.27	0.00	0.00	-14,395.27
29 50,000.00				

01-426.452 CONTRACTED SVC--SOFTWARE	2,000.00	6,075.00	0.00	0.00	-4,075.00
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01 436 4531 EAF COLLECTION

\* 01-420.433 LEAF COLLECTION

	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00

01-426.454 RECYCLING	0.00	0.00	0.00	0.00	0.00
***	0.00	0.00	0.00	0.00	0.00

426 Department (E) TOTALS	68,300.00	287,479.46	51,868.43	0.00	-219,179.46
	***				

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ALL								
01 General Fund								
427 Solid Waste Collection & Disposal								
01-427.244 COMMUNITY CLEAN UP		100 5,000.00	0.00	0.00	0.00	5,000.00		
01-427.750 MINOR PURCHASES		100 2,000.00	0.00	0.00	0.00	2,000.00		
12/23/16 YEAR-END PO CLOSING					16000108		PO	-1,980.00
427 Department (E) TOTALS		100 7,000.00	0.00	0.00	0.00	7,000.00		
430 Public Works Department								
01-430.110 SALARY - P.W. SUPERINTENDENT		-2 137,200.00	139,369.95	10,546.54	0.00	-2,169.95		
12/09/16 GROSS WAGES				P1209A0116			PD	5,273.27
12/23/16 GROSS WAGES				P1223A0116			PD	5,273.27
OT: 10,546.54								10,546.54
DB: 10,546.54								
01-430.140 SALARY - STAFF		4 452,000.00	433,702.18	35,374.40	0.00	18,297.82		
12/09/16 GROSS WAGES				P1209A0116			PD	17,687.20
12/23/16 GROSS WAGES				P1223A0116			PD	17,687.20
OT: 35,374.40								35,374.40
DB: 35,374.40								
01-430.141 SALARY - SUMMER PART TIME		21 29,000.00	22,858.00	0.00	0.00	6,142.00		
01-430.153 HEALTH - DISABILITY		24 6,000.00	7,424.45	1,113.14	0.00	-1,424.45		
12/02/16 HEALTH - DISABILITY					BRENT2016-495		IN	556.57
12/19/16 HEALTH - DISABILITY					BRENT2016-529		IN	556.57
IN: 1,113.14								1,113.14
DB: 1,113.14								
01-430.156 HEALTH - HOSPITALIZATION		9 120,000.00	108,984.20	9,205.97	0.00	11,015.80		
12/02/16 HEALTH - HOSPITALIZATION				EMPLOYER-TEAMSTERS	BRENT2016-489		IN	585.00



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Account Number	%Rem	Adjusted Budget	YTD Expended	Current Expended	Current Encumbrances	Remaining Balance	Check #	Crk Date	Source	Amount
<b>ALL</b>										
01 General Fund										
430 Public Works Department										
* 01-430.189 VACATION/PTO BUY-BACK										
		100 9,800.00	0.00	0.00	0.00	9,800.00				
* 01-430.191 UNIFORM ALLOWANCE										
12/02/16 UNIFORM ALLOWANCE: boots & sweatshirts		6 11,000.00	10,324.42	1,729.46	0.00	675.58				
12/02/16 UNIFORM ALLOWANCE--boots & clothing										275.00
12/02/16 UNIFORM ALLOWANCE										275.00
12/16/16 UNIFORM ALLOWANCE										155.25
12/16/16 UNIFORM ALLOWANCE										155.25
12/16/16 UNIFORM ALLOWANCE										155.25
12/16/16 UNIFORM ALLOWANCE--UA, Carhart										155.25
12/16/16 UNIFORM ALLOWANCE										131.97
12/19/16 UNIFORM ALLOWANCE--Frank's Shoes										155.25
12/19/16 UNIFORM ALLOWANCE--work gloves										103.00
12/23/16 UNIFORM ALLOWANCE										12.99
										155.25
* 01-430.192 MEAL ALLOWANCE										
12/23/16 GROSS WAGES		24 1,400.00	1,060.00	150.00	0.00	340.00				
										150.00
* 01-430.193 TRAINING/EDUCATION										
		100 2,000.00	0.00	0.00	0.00	2,000.00				
* 01-430.210 OFFICE SUPPLIES										
		-26 500.00	630.26	0.00	0.00	-130.26				
* 01-430.231 VEHICLE FUEL										
12/09/16 VEHICLE FUEL		23 27,000.00	20,767.05	1,621.67	0.00	6,232.95				
										1,621.67
* 01-430.240 OPERATING SUPPLIES										
12/09/16 OPERATING SUPPLIES		-14 8,500.00	9,651.10	1,752.57	0.00	-1,151.10				
										40.30

IN: 1,729.46

DB: 1,729.46

01-430.191

1,729.46

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ALL								
01 General Fund								
430 Public Works Department								
*								
01-430.240 OPERATING SUPPLIES								
12/09/16 OPERATING SUPPLIES							IN	45.10
12/16/16 OPERATING SUPPLIES							IN	157.42
12/16/16 OPERATING SUPPLIES							IN	240.80
12/16/16 OPERATING SUPPLIES--flood lights							IN	242.50
12/16/16 OPERATING SUPPLIES--baroil							IN	27.98
12/16/16 OPERATING SUPPLIES--55 gal drum #46							IN	496.10
12/16/16 OPERATING SUPPLIES--filter, blades cable ext cords							IN	120.66
12/16/16 OPERATING SUPPLIES--bolts, washers,							IN	5.66
12/16/16 OPERATING SUPPLIES--linders, toilet cleaner broom							IN	196.54
12/16/16 OPERATING SUPPLIES--chain bar oil							IN	56.39
12/16/16 OPERATING SUPPLIES							IN	280.54
12/19/16 OPERATING SUPPLIES							IN	-157.42
12/19/16 OPERATING SUPPLIES							IN	-280.54
12/19/16 OPERATING SUPPLIES							IN	280.54
IN: 1,752.57 DB: 2,190.53 CR:-437.96								
01-430.245 DPW-HIGHWAYSUPPLIES								
12/16/16 DPW-HIGHWAYSUPPLIES--line marking paint							IN	83.04
12/16/16 DPW-HIGHWAYSUPPLIES							IN	126.57
12/16/16 DPW-HIGHWAYSUPPLIES--Hotline white							IN	105.95
12/23/16 YEAR-END PO CLOSING							PO	-453.50
12/23/16 DPW-HIGHWAYSUPPLIES							IN	390.71
PO: -453.50 IN: 706.27 DB: 706.27								
01-430.250 R&M SUPPLIES								
12/16/16 R&MSUPPLIES-VEHICLEPARTS							IN	754.87
12/16/16 R&MSUPPLIES-VEHICLEPARTS							IN	75.30
12/16/16 R&MSUPPLIES-VEHICLEPARTS							IN	75.30

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Account Number	%Rem	Adjusted Budget	Vendor Name	YTD Expended	Current Expended	Current Encumbrances	Remaining Balance	Source	Amount
<b>ALL</b>									
* 01 General Fund									
430 Public Works Department									
* 01-430.251 R&MSUPPLIES-VEHICLEPARTS									
12/16/16 R&MSUPPLIES-VEHICLEPARTS			RITTER TECHNOLOGY			T52362-001	0019447 12/16/16	IN	166.08
12/16/16 R&MSUPPLIES-VEHICLEPARTS--tire plugs			JOHN VARNEY TIRE &			74737	0019435 12/16/16	IN	89.00
12/16/16 R&MSUPPLIES-VEHICLEPARTS---oil filter & change			JOHN VARNEY TIRE &			74739	0019435 12/16/16	IN	66.22
12/19/16 R&MSUPPLIES-VEHICLEPARTS			RITTER TECHNOLOGY			T65777-001	0019461 12/19/16	IN	93.65
IN: 1,245.12 DB: 1,245.12 01-430.251 1,245.12									
* 01-430.314 SPECIAL LEGAL SERVICES									
12/16/16 OTHER SERVICES		100 1,000.00		0.00	0.00		1,000.00		
12/16/16 TELEPHONE		97 3,000.00		100.00	0.00		2,900.00		
12/16/16 TELEPHONE		-54 1,500.00	VERIZON	2,317.02	188.19		-817.02	IN	188.19
* 01-430.324 Wireless Telephone									
12/09/16 GROSS WAGES		37 3,000.00		1,903.76	173.98		1,096.24	PD	53.08
12/23/16 GROSS WAGES						P1209A0116		PD	53.08
12/23/16 Wireless Telephone--plus overages			VERIZON WIRELESS			9776630705	0019495 12/23/16	IN	90.32
IN: 90.32 OT: 106.16 DB: 196.48 01-430.324 196.48									
* 01-430.325 INTERNET SERVICE									
12/16/16 INTERNET SERVICE		32 2,000.00	VERIZON	1,364.87	104.99		635.13	IN	104.99
* 01-430.327 Radio Equipment/Maintenance									
12/09/16 Electricity		81 800.00		149.00	0.00		651.00		
12/09/16 Electricity		15 4,000.00	CONSTELLATION	3,399.88	292.60		600.12	IN	171.96





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Account Number		%Rem	Adjusted Budget	YTD Expended	Current Expended	Current Encumbrances	Remaining Balance		
Date	Description			Vendor Name	Voucher #	PO #	Invoice #	Check #	Cht Date
Source	Amount								
ALL									
01	General Fund								
430	Public Works Department								
*									
01-430.700	MINOR PURCHASES								
12/16/16	MINOR PURCHASES--18" Chain saw			GIL-CON TOOL COMPANY			56068	0019429	12/16/16
IN									
609.95									
12/16/16	MINOR PURCHASES--climbing ropes			GRAINGER			9299295890	0019430	12/16/16
IN									
177.00									
12/16/16	MINOR PURCHASES--chain saw chap. ropes			GRAINGER			9299105511	0019430	12/16/16
IN									
310.25									
12/23/16	MOVE OPEN POS TO NEW YEAR			GIL-CON TOOL COMPANY		16000116			
PO									
-609.95									
12/23/16	MINOR PURCHASES--air impact wrench			GRAINGER			9305080286	0019480	12/23/16
IN									
500.50									
PO:	-609.95	IN:	1,759.64	DB:	1,759.64				
01-430.700									
430	Department (E) TOTALS		7 1,008,400.00	934,365.95	85,623.65		0.00	74,034.05	1,759.64
*									
433	Street Signs And Street Markings								
01-433.361	ELECTRICITY		100 3,000.00	0.00	0.00		0.00	3,000.00	
*									
01-433.450	Contracted Services		-63 6,000.00	9,796.50	0.00		0.00	-3,796.50	
433	Department (E) TOTALS		-9 9,000.00	9,796.50	0.00		0.00	-796.50	
*									
434	Street Lighting								
01-434.361	Street Lighting		-42 2,500.00	3,540.00	0.00		0.00	-1,040.00	
434	Department (E) TOTALS		-42 2,500.00	3,540.00	0.00		0.00	-1,040.00	
*									
451	RECREATION								
01-451.110	SALARY - RECREATION DIRECTOR		5 30,000.00	28,476.22	2,081.61		0.00	1,523.78	
12/09/16	GROSS WAGES								
PD									
954.45									
12/23/16	GROSS WAGES								
PD									
1,127.16									
OT:	2,081.61	DB:	2,081.61						
01-451.110									
2,081.61									
01-451.140	SALARY--TEMP/PART-TIME		100 10,000.00	0.00	0.00		0.00	10,000.00	

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ALL											
01 General Fund											
451 RECREATION											
* 01-451.153 HEALTH-DISABILITY		*** 0.00	0.00	0.00	0.00	0.00	0.00				
* 01-451.156 HEALTH-HOSPITALIZATION		*** 0.00	0.00	0.00	0.00	0.00	0.00				
* 01-451.158 Life Insurance		*** 0.00	0.00	0.00	0.00	0.00	0.00				
01-451.161 FICA		-6 2,200.00	2,320.99	163.83	0.00	0.00	-120.99				
12/09/16 EMPLOYER SHARE OF MCARE Medicare				P1209A0116						PD	14.27
12/09/16 EMPLOYER SHARE OF SOSEC Social Security				P1209A0116						PD	61.04
12/23/16 EMPLOYER SHARE OF MCARE Medicare				P1223A0116						PD	16.78
12/23/16 EMPLOYER SHARE OF SOSEC Social Security				P1223A0116						PD	71.74
OT: 163.83	DB: 163.83										
* 01-451.162 UNEMPLOYMENTCOMPENSATION		36 300.00	192.85	0.00	0.00	0.00	107.15				163.83
* 01-451.183 OVERTIME		*** 0.00	1,083.99	0.00	0.00	0.00	-1,083.99				
* 01-451.189 VACATION/PTO BUY-BACK		*** 0.00	0.00	0.00	0.00	0.00	0.00				
01-451.210 OFFICE SUPPLIES		-43 500.00	717.46	307.01	0.00	0.00	-217.46				
12/02/16 OFFICE SUPPLIES				SAM'S CLUB DIRECT						IN	135.94
12/09/16 OFFICE SUPPLIES--pens, stapler				W.B. MASON COMPANY,						IN	98.94
12/09/16 OFFICE SUPPLIES--pens, stapler				W.B. MASON COMPANY,						IN	9.87
12/23/16 OFFICE SUPPLIES--wite out, lablemaker tape, accusstamp				STAPLES CREDIT PLAN						IN	62.26
IN: 307.01	DB: 307.01										
01-451.240 OPERATING SUPPLIES		0 3,000.00	3,000.15	878.22	0.00	-0.15					307.01
12/02/16 OPERATING SUPPLIES--candy canes				SAM'S CLUB DIRECT						IN	14.98
				BRENT2016-487						0019377 12/02/16	

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ALL											
01 General Fund											
451 RECREATION											
* 01-451.240 OPERATING SUPPLIES											
12/02/16 OPERATING SUPPLIES: crafts, candy Light Up Night			JAMES ATTANUCCI			BRENT2016-491	0019364	12/02/16	IN		165.27
12/02/16 OPERATING SUPPLIES: crafts, candy Light Up Night			JAMES ATTANUCCI			BRENT2016-491	0019364	12/02/16	IN		7.49
12/16/16 OPERATING SUPPLIES--12 SIGNS			GREENTREE PRINTING &			62902	0019431	12/16/16	IN		240.06
12/16/16 OPERATING SUPPLIES--BANNER			GREENTREE PRINTING &			62882	0019431	12/16/16	IN		450.42
* 01-451.324 WIRELESS TELEPHONE											
12/09/16 GROSS WAGES		0 780.00		780.00	60.00			0.00		PD	30.00
12/23/16 GROSS WAGES					P1209A0116					PD	30.00
					P1223A0116						
* 01-451.420 DUES, SUBSCRIPTIONS, MEMBERSHIPS											
12/16/16 DUES, SUBSCRIPTIONS, MEMBERSHIPS--PA Park & Rec		53 300.00	JAMES ATTANUCCI	140.00	50.00	BRENT2016-518	0019418	12/16/16	IN		50.00
* 01-451.450 Contracted Services											
12/02/16 Contracted Services--Zumba		33 31,000.00	SHAWNA SHANNON	20,893.60	648.60	BRENT2016-497	0019379	12/02/16	IN		225.40
12/05/16 Contracted Services--Zumba									CR		-322.00
12/09/16 Contracted Services--Zumba			SHAWNA SHANNON		1-16CR#266	BRENT2016-507	0019409	12/16/16	IN		410.20
12/19/16 Contracted Services--Sr. Luncheon			CHES ANTHONY, INC.			BRENT2016-524	0019458	12/19/16	IN		335.00
12/23/16 YEAR-END PO CLOSING			GIGSALAD		16000025				PO		-282.00
12/23/16 YEAR-END PO CLOSING			GigMasters.com, Inc.		16000026				PO		-1,300.00
12/23/16 YEAR-END PO CLOSING			GigMasters.com, Inc.		16000085				PO		-538.00
* PO: -2,120.00 IN: 970.60 OT: -322.00 DB: 970.60 CR:-322.00 01-451.450											
01-451.455 COMMUNITY DAY		59 13,000.00	WEATHER PORT	5,370.91	2,150.14	BRENT2016-522	0019455	12/16/16	PO		1,765.00
12/15/16 COMMUNITY DAY			WEATHER PORT		16000129				PO		-1,765.00
12/16/16 COMMUNITY DAY			JAMES ATTANUCCI			BRENT2016-518	0019418	12/16/16	IN		385.14

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ALL													
01 General Fund													
451 RECREATION													
* 01-451.455 COMMUNITY DAY													
12/16/16 COMMUNITY DAY--24 x 12 stage cover					WEATHER PORT								
					16000129 BRENT2016-522							0019455 12/16/16 IN	1,765.00
IN: 2,150.14 DB: 2,150.14													
* 01-451.456 Day Camp				100 3,600.00		0.00	0.00	0.00	3,600.00				
* 01-451.460 MEETINGS & CONFERENCES				100 500.00		0.00	0.00	0.00	500.00				
* 01-451.530 CONTRIBUTIONS-GOVT.GROUPS				*** 0.00		0.00	0.00	0.00	0.00				
* 01-451.700 MINOR PURCHASES				0 4,000.00		3,999.29	3,978.98	0.00	0.71				
12/15/16 MINOR PURCHASES					WEATHER PORT							PO	3,629.00
12/16/16 MINOR PURCHASES					WEATHER PORT							PO	-3,629.00
12/16/16 MINOR PURCHASES--Basketball system					JAMES ATTANUCCI							IN	349.98
12/16/16 MINOR PURCHASES--24 x 12 stage cover					WEATHER PORT							IN	3,629.00
					16000129 BRENT2016-522								
					16000129 BRENT2016-518								
					0019455 12/16/16 IN								
IN: 3,978.98 DB: 3,978.98													
* 451 Department (E) TOTALS				32 99,180.00		66,975.46	10,318.39	0.00	32,204.54				3,978.98
* 452 Swimming Pool													
* 01-452.140 SALARY - STAFF				5 25,000.00		23,723.54	0.00	0.00	1,276.46				
* 01-452.161 FICA				9 2,000.00		1,814.83	0.00	0.00	185.17				
* 01-452.162 UNEMPLOYMENT COMPENSATION				20 600.00		481.59	0.00	0.00	118.41				
* 01-452.183 OVERTIME				*** 0.00		0.00	0.00	0.00	0.00				

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ALL													
01 General Fund													
452 Swimming Pool													
* 01-452.193 TRAINING/EDUCATION				85 600.00		90.00	0.00	0.00	510.00				
* 01-452.240 OPERATING SUPPLIES				-12 7,500.00		8,403.82	173.00	0.00	-903.82				
12/19/16 OPERATING SUPPLIES--2.5 gallon water pres					ABC FIRE EXTINGUISHER			259507				IN	173.00
12/23/16 YEAR-END PO CLOSING					GILL ASSOCIATES			16000086				PO	-425.00
PO: -425.00	IN: 173.00												
* 01-452.260 CONCESSION STAND				-38 7,500.00		10,366.01	30.00	0.00	-2,866.01				173.00
12/23/16 CONCESSION STAND--lock					JEFF'S LOCK & KEY			5253				IN	30.00
* 01-452.310 PROFESSIONAL SERVICES				100 500.00		0.00	0.00	0.00	500.00				
* 01-452.321 TELEPHONE CHARGES				54 300.00		137.21	27.86	0.00	162.79				
12/23/16 TELEPHONE CHARGES					CONSOLIDATED			DECA128622524				IN	27.86
* 01-452.361 ELECTRICITY				39 8,000.00		4,867.49	0.00	0.00	3,132.51				
* 01-452.366 WATER				-79 8,000.00		14,325.74	1,833.31	0.00	-6,325.74				
12/09/16 WATER					PENNSYLVANIA AMERICAN			DEC	0019405 12/16/16			IN	144.76
12/23/16 WATER					PENNSYLVANIA AMERICAN			DEC	0019484 12/23/16			IN	106.96
12/23/16 WATER					PENNSYLVANIA AMERICAN			DEC	0019484 12/23/16			IN	1,581.59
IN: 1,833.31	DB: 1,833.31												
* 01-452.372 POOL MAINTENANCE REPAIRS				56 6,000.00		2,650.00	0.00	0.00	3,350.00				
* 01-452.450 CONTRACTED SERVICES				8 60,000.00		55,459.14	0.00	0.00	4,540.86				

01-452.366 1,833.31

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ALL								
01 General Fund								
452 Swimming Pool								
* 01-452.700 MINOR PURCHASES		26 3,300.00	2,439.05	0.00	0.00	860.95	PO	-1,000.00
12/23/16 YEAR-END PO CLOSING								
452 Department (E) TOTALS		4 129,300.00	124,758.42	2,064.17	0.00	4,541.58		
* 453 Civic Center								
01-453.240 OPERATING SUPPLIES		15 2,000.00	1,702.64	147.92	0.00	297.36	IN	147.92
12/16/16 OPERATING SUPPLIES--liners, cleaner, broom								
* 01-453.361 ELECTRICITY		-24 4,000.00	4,976.77	340.85	0.00	976.77	IN	195.43
12/09/16 ELECTRICITY								
12/16/16 ELECTRICITY								145.42
IN: 340.85			DB: 340.85					340.85
* 01-453.362 GAS		61 7,000.00	2,729.50	220.15	0.00	4,270.50	IN	1.16
12/02/16 GAS								
12/16/16 GAS								191.51
12/23/16 GAS								27.48
IN: 220.15			DB: 220.15					220.15
* 01-453.372 MAINTENANCE AND REPAIRS		67 4,000.00	1,334.74	1,201.65	0.00	2,665.26	PO	1,074.78
12/22/16 MAINTENANCE AND REPAIRS								
12/23/16 MOVE OPEN POS TO NEW YEAR								-1,074.78
12/23/16 MOVE OPEN POS TO NEW YEAR								-1,074.78
12/23/16 MAINTENANCE AND REPAIRS--stage								1,201.65
PO: -1,074.78			DB: 1,201.65					1,201.65
* 01-453.450 CONTRACTED SERVICES		56 2,000.00	873.51	408.10	0.00	1,126.49	IN	408.10
12/16/16 CONTRACTED SERVICES								

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Account Number	%Rem	Budget	YTD Expended	Current Expended	Current Encumbrances	Remaining Balance	Amount	
Date	Description	Vendor Name	Voucher #	PO #	Invoice #	Check #	Chk Date	Source
ALL								
01	General Fund							
453	Civic Center							
	01-453.700 MINOR PURCHASE							
	453 Department (E) TOTALS							
	454 Park							
	01-454.240 OPERATING SUPPLIES							
	12/16/16 OPERATING SUPPLIES--bolts nuts vice grips adapter	KEENER HARDWARE						
	01-454.251 R&M SUPPLIES - VEHICLE							
	01-454.321 TELEPHONE CHARGES							
	12/02/16 TELEPHONE CHARGES	VERIZON						
	12/08/16 TELEPHONE CHARGES	VERIZON						
	12/23/16 TELEPHONE CHARGES	CONSOLIDATED						
	12/23/16 TELEPHONE CHARGES	CONSOLIDATED						
	12/23/16 TELEPHONE CHARGES	VERIZON						
	IN: 119.64	DB: 274.98	CR:-155.34					
	01-454.361 ELECTRICITY							
	12/09/16 ELECTRICITY	CONSTELLATION						
	12/09/16 ELECTRICITY	CONSTELLATION						
	12/16/16 ELECTRICITY	DUQUESNE LIGHT CO.						
	12/16/16 ELECTRICITY	DUQUESNE LIGHT CO.						
	12/16/16 ELECTRICITY	DUQUESNE LIGHT CO.						
	12/16/16 ELECTRICITY	DUQUESNE LIGHT CO.						
	12/16/16 ELECTRICITY	DUQUESNE LIGHT CO.						
	12/16/16 ELECTRICITY	DUQUESNE LIGHT CO.						
	12/16/16 ELECTRICITY	DUQUESNE LIGHT CO.						
	IN: 1,770.56	DB: 1,770.56						
	01-454.366 WATER							

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Date	Description	Vendor Name	Voucher #	PO #	Invoice #	Check #	Chk Date	
ALL	01 General Fund							
454 Park								
01-454.374 R&M-MACHINERY & EQUIPMENT	*** 1,000.00	5,222.17	44.99	0.00	-4,222.17			
12/16/16 R&M-MACHINERY & EQUIPMENT--repair		GIL-CON TOOL COMPANY		24671		0019429	12/16/16	IN 44.99
12/23/16 YEAR-END PO CLOSING		TURF MAINTENANCE		16000033				PO -2,543.81
PO: -2,543.81		IN: 44.99	DB: 44.99					01-454.374 44.99
01-454.384 RENTAL-MACHINERY&EQUIPMENT	31 500.00	343.30	0.00	0.00	156.70			
01-454.450 CONTRACTED SERVICE	-55 5,000.00	7,746.71	0.00	0.00	-2,746.71			
01-454.460 MEETINGS & CONFER.	100 300.00	0.00	0.00	0.00	300.00			
01-454.700 MINOR PURCHASE	8 15,400.00	14,233.89	0.00	0.00	1,166.11			
454 Department (E) TOTALS	-33 44,450.00	58,987.12	1,975.27	0.00	-14,537.12			
456 Library								
01-456.240 OPERATING SUPPLIES	-26 3,000.00	3,772.70	226.70	0.00	-772.70			
12/16/16 OPERATING SUPPLIES--towels, TP, soap		MCMANUS MERCHANTS		82588		0019440	12/16/16	IN 226.70
01-456.311 AUDITING SERVICES	0 1,700.00	1,700.00	1,700.00	0.00	0.00			
12/09/16 AUDITING SERVICES		HOSACK, SPECHT,		22235		0019399	12/16/16	IN 1,700.00
01-456.361 ELECTRICITY	26 15,000.00	11,084.73	548.20	0.00	3,915.27			
12/09/16 ELECTRICITY		CONSTELLATION		NOV 36451766		0019391	12/16/16	IN 548.20
01-456.362 GAS	60 8,000.00	3,230.82	362.53	0.00	4,769.18			
12/02/16 GAS		SNYDER BROTHERS INC		999328		0019380	12/02/16	IN 1.55





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01 General Fund								
459 Stadium								
01-459,361 ELECTRICITY			48 15,000.00	7,728.18	987.52	0.00	7,271.82	
12/16/16 ELECTRICITY				DUQUESNE LIGHT CO.		DEC 256100000	0019425 12/16/16	IN 987.52
01-459,366 WATER			100 2,000.00	0.00	0.00	0.00	2,000.00	
01-459,370 REPAIR & MAINTENANCE			70 1,000.00	299.78	0.00	0.00	700.22	
01-459,384 RENTAL-MACHINERY&EQUIPMENT			*** 0.00	0.00	0.00	0.00	0.00	
01-459,700 MINOR PURCHASES			100 1,000.00	0.00	0.00	0.00	1,000.00	
459 Department (E) TOTALS			53 22,000.00	10,293.55	1,453.51	0.00	11,706.45	
463 Economic Development								
01-463,310 PROFESSIONAL SERVICES			0 30,000.00	30,000.00	0.00	0.00	0.00	
01-463,340 ADVERTISING/MARKETING			83 5,000.00	826.00	0.00	0.00	4,174.00	
01-463,540 CONTRIBUTIONS-CIVIC			10 5,000.00	4,486.73	238.11	0.00	513.27	
12/02/16 CONTRIBUTIONS-CIVIC: canopies, tinsel				JAMES ATTANUCCI		BRENT2016-491	0019364 12/02/16	IN 238.11
12/23/16 MOVE OPEN POS TO NEW YEAR				ICE CREATIONS		16000115		PO -750.00
PO: -750.00	IN: 238.11			DB: 238.11			01-463,540	238.11
01-463,700 MINOR PURCHASES			34 6,000.00	3,960.00	0.00	0.00	2,040.00	
463 Department (E) TOTALS			15 46,000.00	39,272.73	238.11	0.00	6,727.27	

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ALL													
01 General Fund													
465													
* 01-465.240 OPERATING SUPPLIES				100 100.00		0.00	0.00	0.00	100.00				
* 01-465.314 SPECIAL LEGAL SERVICES				15 4,000.00		3,387.73	0.00	0.00	612.27				
* 01-465.362 GAS				*** 500.00		1,669.63	19.60	0.00	-1,169.63				
12/23/16 GAS--2nd floor					COLUMBIA GAS			DEC19665549	0019471 12/23/16			IN	2.85
12/23/16 GAS--2nd fl 1					COLUMBIA GAS			DEC19665549	0019471 12/23/16			IN	16.75
IN: 19.60 DB: 19.60 01-465.362 19.60													
* 01-465.366 12 Marylea Ave - Water				3 1,000.00		967.84	214.76	0.00	32.16				
12/09/16 12 Marylea Ave - Water					PENNSYLVANIA AMERICAN			DEC	0019405 12/16/16			IN	214.76
* 01-465.370 10 MARYLEA - R&M				44 1,000.00		559.53	0.00	0.00	440.47				
* 01-465.450 CONTRACTED SERVICES				100 500.00		0.00	0.00	0.00	500.00				
* 01-465.700 MINOR PURCHASE				100 1,000.00		0.00	0.00	0.00	1,000.00				
* 465 Department (E) TOTALS				19 8,100.00		6,584.73	234.36	0.00	1,515.27				
* 471 Debt Principal													
* 01-471.600 TAN				0 1,000,000.00		1,000,000.00	0.00	0.00	0.00				
* 471 Department (E) TOTALS				0 1,000,000.00		1,000,000.00	0.00	0.00	0.00				
* 472 Debt Interest													
* 01-472.600 INTEREST ON TAN				63 15,000.00		5,510.56	0.00	0.00	9,489.44				
* 472 Department (E) TOTALS				63 15,000.00		5,510.56	0.00	0.00	9,489.44				

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ALL													
* 01 General Fund													
* 486 Insurance													
01-486.351 PROPERTY/CASUALTY				28 98,000.00		70,143.00	0.00	0.00	27,857.00				
01-486.352 LIABILITY INSURANCE				30 36,000.00		25,353.00	0.00	0.00	10,647.00				
01-486.354 WORKERS COMPENSATION				-39 212,000.00		294,833.60	25,159.80	0.00	-82,833.60				
12/23/16 WORKERS COMPENSATION					AMERHEALTH CASUALTY			JAN1742116	0019470	12/23/16		IN	25,159.80
* 01-486.355 INSURANCE DEDUCTIBLES				116 15,000.00		-2,358.37	0.00	0.00	17,358.37				
01-486.356 Mine Subsidence				100 200.00		0.00	0.00	0.00	200.00				
* 01-486.460 MEETINGS/CONFERENCES				*** 2,000.00		5,438.85	2,328.41	0.00	-3,438.85				
12/12/16 MEETINGS/CONFERENCES---water for meetings					CASH			BRENT2016-515	0019414	12/12/16		IN	30.00
12/12/16 MEETINGS/CONFERENCES--napkins, plates, cups					CASH			BRENT2016-515	0019414	12/12/16		IN	59.06
12/12/16 MEETINGS/CONFERENCES--Xmas party items					CASH			BRENT2016-515	0019414	12/12/16		IN	139.12
12/23/16 MEETINGS/CONFERENCES--Christmas Party					SALVATORES			17150	0019485	12/23/16		IN	807.00
12/31/16 MEETINGS/CONFERENCES--Gall's gyros												JE	178.23
12/31/16 MEETINGS/CONFERENCES--PELRAS												JE	1,115.00
* 489													
* 01-489.080 RAD DISTRIBUTION				21 6,000.00		4,754.20	3,987.07	0.00	1,245.80				
12/23/16 RAD DISTRIBUTION					SHACOG			BRENT2016-631	0019487	12/23/16		IN	3,987.07
* 01-489.420 SHACOG MEMBERSHIP				0 3,000.00		3,000.00	0.00	0.00	0.00				
* 486 Department (E) TOTALS				IN: 1,035.18 OT: 1,293.23 DB: 2,328.41		393,410.08	27,488.21	0.00	-30,210.08				2,328.41
									01-486.460				



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ALL										
01 General Fund										
494										
*										
01-494,000 REFUND OF PRIOR YEAR REVENUES	*** 0.00		0.00	0.00	0.00	0.00				0.00
494 Department (E) TOTALS	*** 0.00		0.00	0.00	0.00	0.00				0.00
*										
495 UNRESERVED BALANCE										
*										
01-495,000 UNRESERVED BALANCE	*** 0.00		0.00	0.00	0.00	0.00				0.00
*										
01-495,530 TO GOVT AGENCIES FOR GRANT MATCH	*** 0.00		0.00	0.00	0.00	0.00				0.00
495 Department (E) TOTALS	*** 0.00		0.00	0.00	0.00	0.00				0.00
01 Fund (E) TOTALS	0 8,278,900.00		8,260,469.99	534,112.84	0.00	0.00				18,430.01
FINAL TOTALS FOR REPORT	0 8,278,900.00		8,260,469.99	534,112.84	0.00	0.00				18,430.01

**08**

**SANITARY SEWER FUND  
LIST OF BILLS TO BE RATIFIED &  
TRANSACTION DETAILED BUDGET  
REPORT**

**December 1 to December 31, 2016  
\$ 65,584.89**

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08 Sanitary Sewer Fund	ALL												
* 407 IT-NETWORKING-DATA PROCESSING													
08-407.455 GENERAL SOFTWARE LICENSES			*** 0.00			1,448.68	1,448.68	0.00	-1,448.68			PO	1,305.68
12/02/16 GENERAL SOFTWARE LICENSES		DEP TECHNOLOGIES, INC.					16000122					PO	1,305.68
12/09/16 GENERAL SOFTWARE LICENSES		DEP TECHNOLOGIES, INC.					16000122	BRENT2016-511	0003558	12/09/16		PO	-1,305.68
12/09/16 GENERAL SOFTWARE LICENSES		DEP TECHNOLOGIES, INC.					16000122	BRENT2016-511	0003558	12/09/16		IN	1,305.68
12/22/16 GENERAL SOFTWARE LICENSES		DEP TECHNOLOGIES, INC.					16000132					PO	143.00
12/23/16 GENERAL SOFTWARE LICENSES		DEP TECHNOLOGIES, INC.					16000132	25565-S	0003567	12/23/16		PO	-143.00
12/23/16 MOVE OPEN POS TO NEW YEAR		EMK INC.					16000111					PO	-13,128.00
12/23/16 GENERAL SOFTWARE LICENSES		DEP TECHNOLOGIES, INC.					16000132	25565-S	0003567	12/23/16		IN	143.00
PO: -13,128.00 IN: 1,448.68 DB: 1,448.68													
* 407 Department (E) TOTALS			*** 0.00			1,448.68	1,448.68	0.00	-1,448.68				1,448.68
* 417 PARKING METERS													
08-417.203 2010 GO NOTE PRINCIPAL			*** 0.00			0.00	0.00	0.00	0.00				
* 417 Department (E) TOTALS			*** 0.00			0.00	0.00	0.00	0.00				
* 429 Sewage Collection/ Treatment													
08-429.210 OFFICE SUPPLIES			73 1,000.00			270.50	0.00	0.00	729.50				
* 08-429.311 AUDITING SERVICES			0 5,000.00			5,000.00	5,000.00	0.00	0.00				
12/09/16 AUDITING SERVICES		HOSACK, SPECHT,						22235-S	0003560	12/09/16		IN	5,000.00
* 08-429.313 ENGINEERING SERVICES			-19 125,000.00			149,181.57	27,602.57	0.00	-24,181.57				
12/02/16 ENGINEERING SERVICES--Phs 1 consent order		THE GATEWAY						235344	0003555	12/02/16		IN	193.50
12/02/16 ENGINEERING SERVICES: O & M		THE GATEWAY						235347	0003555	12/02/16		IN	9,671.40
12/02/16 ENGINEERING SERVICES		THE GATEWAY						235354	0003555	12/02/16		IN	519.25
12/09/16 ENGINEERING SERVICES--Phs 1 Consent order		THE GATEWAY						236170	0003559	12/09/16		IN	78.75
12/09/16 ENGINEERING SERVICES--O & M		THE GATEWAY						236176	0003559	12/09/16		IN	7,696.20





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ALL								
08 Sanitary Sewer Fund								
429 Sewage Collection/ Treatment								
08-429.372 O&M Plan	59	490,000.00	200,133.89	2,356.84	0.00	289,866.11	IN	1,500.00
12/09/16 O&M Plan---218 Threnhauser Way			MATT MERTZ PLUMBING,		BRENT2016-504	0003561 12/09/16	IN	856.84
12/23/16 O&M Plan			SHACOG		BRENT2016-532	0003570 12/23/16	IN	
IN: 2,356.84			DB: 2,356.84					08-429.372 2,356.84
08-429.375 Flow Monitoring	***	0.00	0.00	0.00	0.00	0.00		
08-429.380 Return of sewage escrow	***	0.00	475.00	0.00	0.00	-475.00		
08-429.400 SEWAGE REFUND	***	0.00	0.00	0.00	0.00	0.00		
08-429.450 CONTRACTED SERVICES	9	20,000.00	18,177.00	0.00	0.00	1,823.00		
08-429.453 CONTRACTEDSERVICES-ALCOSAN	7	1,551,000.00	1,444,743.99	0.00	0.00	106,256.01		
08-429.454 CONTRACTED SERVICES - PNC	-14	83,000.00	94,677.67	7,942.57	0.00	-11,677.67	JE	693.93
12/02/16 CONTRACTED SERVICES - PNC				8-16JE#77			JE	7,248.64
12/30/16 CONTRACTED SERVICES - PNC				8-16JE#79				
OT: 7,942.57			DB: 7,942.57					08-429.454 7,942.57
08-429.455 Contracted Services - CCTV	***	0.00	0.00	0.00	0.00	0.00		
08-429.610 CAPITALCONSTRUCTION	89	200,000.00	22,478.64	4,955.75	0.00	177,521.36	IN	1,047.25
12/02/16 CAPITALCONSTRUCTION--Viking Dr			THE GATEWAY		235352	0003555 12/02/16	IN	462.75
12/09/16 CAPITALCONSTRUCTION--Viking Dr			THE GATEWAY		236178	0003559 12/09/16	IN	

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ALL												
08 Sanitary Sewer Fund												
429 Sewage Collection/ Treatment												
* 08-429.610 CAPITALCONSTRUCTION												
12/09/16 CAPITALCONSTRUCTION--Viking Dr	THE GATEWAY							236181			IN	1,845.25
12/23/16 CAPITALCONSTRUCTION--Viking Dr	THE GATEWAY							237037			IN	1,600.50
IN: 4,955.75 DB: 4,955.75 08-429.610 4,955.75												
* 08-429.700 CAPITALPURCHASE			22 100,000.00		0.00		21,970.00					
429 Department (E) TOTALS			21 2,597,000.00	2,042,227.75	48,459.11	0.00	554,772.25					
* 471 Debt Principal												
* 08-471.200 1995 PENNVEST PRINCIPAL			*** 0.00	0.00	0.00	0.00	0.00					
* 08-471.201 2005 PWSA LOAN			5 21,000.00	20,048.44	0.00	0.00	951.56					
* 08-471.202 2007 PENNVEST PRINCIPAL			4 178,600.00	172,078.07	15,057.19	0.00	6,521.93				JE	15,057.19
12/31/16 2007 PENNVEST PRINCIPAL					8-16JE#76							
* 08-471.203 2010 GO NOTE PRINCIPAL			*** 0.00	0.00	0.00	0.00	0.00					
471 Department (E) TOTALS			4 199,600.00	192,126.51	15,057.19	0.00	7,473.49					
* 472 Debt Interest												
* 08-472.200 1995 PENNVEST INTEREST			*** 0.00	0.00	0.00	0.00	0.00					
* 08-472.201 2005 PWSA LOAN INTERST			0 5,100.00	5,087.48	0.00	0.00	12.52					
* 08-472.202 2007 PENNVEST INTERST			-67 9,600.00	16,047.13	619.91	0.00	-6,447.13				JE	619.91
12/31/16 2007 PENNVEST INTERST					8-16JE#76							

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ALL												
08 Sanitary Sewer Fund												
472 Debt Interest												
*												
08-472.203 2010 GO NOTE INTEREST		*** 0.00			0.00	0.00	0.00	0.00				0.00
472 Department (E) TOTALS		-44 14,700.00			21,134.61	619.91	0.00	-6,434.61				
*												
491 Refunds												
08-491.000 Refunds		66 5,000.00			1,679.15	0.00	0.00	3,320.85				
491 Department (E) TOTALS		66 5,000.00			1,679.15	0.00	0.00	3,320.85				
*												
492 Interfund Transfers												
08-492.018 TRANSFER TO CAPITAL IMPROVEMENT		0 160,000.00			160,330.00	0.00	0.00	-330.00				
*												
08-492.100 TRANSFER - GL FUND		-42 430,000.00			609,088.01	0.00	0.00	-179,088.01				
492 Department (E) TOTALS		-30 590,000.00			769,418.01	0.00	0.00	-179,418.01				
*												
493 OTHER FINANCE USES												
08-493.000 BAD DEBT EXPENSE		*** 0.00			0.00	0.00	0.00	0.00				0.00
493 Department (E) TOTALS		*** 0.00			0.00	0.00	0.00	0.00				0.00
*												
495 UNRESERVED BALANCE												
08-495.000 UNRESERVED BALANCE		100 1,923,200.00			0.00	0.00	0.00	1,923,200.00				
495 Department (E) TOTALS		100 1,923,200.00			0.00	0.00	0.00	1,923,200.00				
08 Fund (E) TOTALS		43 5,329,500.00			3,028,034.71	65,584.89	0.00	2,301,465.29				
FINAL TOTALS FOR REPORT		43 5,329,500.00			3,028,034.71	65,584.89	0.00	2,301,465.29				

**18**

**CAPITAL IMPROVEMENT FUND  
LIST OF BILLS TO BE RATIFIED &  
TRANSACTION DETAILED BUDGET  
REPORT**

**December 1 to December 31, 2016  
\$ 84,355.36**

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ALL										
18 CAPITAL IMPROVEMENT FUND										
402 FINANCE										
* 18-402.300 bond closing costs										
402 Department (E) TOTALS	*** 0.00	*** 0.00	0.00	0.00	0.00	0.00				0.00
* 407 IT-NETWORKING-DATA PROCESSING										
18-407.454 GENERAL HARDWARE										
12/02/16 GENERAL HARDWARE	2 12,000.00		11,729.26	1,448.68	0.00	270.74			PO	1,305.68
12/09/16			DEP TECHNOLOGIES, INC.	16000122	BRENT2016-512	0001525	12/09/16	PO		-1,305.68
12/09/16			DEP TECHNOLOGIES, INC.	16000122	BRENT2016-512	0001525	12/09/16	IN		1,305.68
12/22/16 GENERAL HARDWARE			DEP TECHNOLOGIES, INC.	16000132				PO		143.00
12/23/16 GENERAL HARDWARE			DEP TECHNOLOGIES, INC.	16000132	*V25565-C	0001531	12/23/16	PO		-143.00
12/23/16 GENERAL HARDWARE			DEP TECHNOLOGIES, INC.	16000132	*V25565-C	0001531	12/23/16	PO		143.00
12/23/16 GENERAL HARDWARE			DEP TECHNOLOGIES, INC.	16000132	25565-C	0001533	12/23/16	PO		-143.00
12/23/16 GENERAL HARDWARE			DEP TECHNOLOGIES, INC.	16000132	*V25565-C	0001531	12/23/16	IN		143.00
12/23/16 GENERAL HARDWARE			DEP TECHNOLOGIES, INC.	16000132	*V25565-C	0001531	12/23/16	IN		-143.00
12/23/16 GENERAL HARDWARE			DEP TECHNOLOGIES, INC.	16000132	25565-C	0001533	12/23/16	IN		143.00
* 18-407.455 GENERAL SOFTWARE/LICENSES										
12/02/16 GENERAL SOFTWARE/LICENSES---GIS	-73 10,000.00		17,267.75	6,676.50	0.00	-7,267.75			IN	2,595.25
12/09/16 GENERAL SOFTWARE/LICENSES---GIS			THE GATEWAY		235349	0001523	12/02/16	IN		3,035.00
12/23/16 MOVE OPEN POS TO NEW YEAR			EMK INC.		236175	0001526	12/09/16	IN		-28,684.00
12/23/16 GENERAL SOFTWARE/LICENSES---GIS			THE GATEWAY		16000111	0001532	12/23/16	PO		1,046.25
* 407 Department (E) TOTALS										
PO: -28,684.00 IN: 6,676.50 DB: 6,676.50 CR:-143.00		-32 22,000.00	28,997.01	8,125.18	0.00	-6,997.01			18-407.455	6,676.50
* 409 BOROUGH BUILDING										
* 18-409.313 ENGINEER & ARCHITECTURAL SERVICES										
18-409.450 OTHER SERVICES	*** 0.00	*** 0.00	9,167.00	0.00	0.00	833.00				0.00

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ALL												
18 CAPITAL IMPROVEMENT FUND												
409 BOROUGH BUILDING												
*												
18-409.600 Capital Construction		*** 0.00			0.00	0.00	0.00	0.00				0.00
18-409.740 SAFETY IMPROVEMENTS/RENNOVATIONS		52 200,000.00			96,768.36	0.00	0.00	103,231.64				
12/23/16 MOVE OPEN POS TO NEW YEAR				SID HARVEY'S								
*												
18-409.745 BOROUGH BUILDING DEMO		100 50,000.00			0.00	0.00	0.00	50,000.00				
409 Department (E) TOTALS		59 260,000.00			105,935.36	0.00	0.00	154,064.64				
*												
410 POLICE DEPARTMENT												
*												
18-410.700 SURVEILLANCE CAMERAS		22 20,000.00			15,543.37	0.00	0.00	4,456.63				
*												
18-410.742 POLICE VEHICLE PURCHASE		*** 0.00			7,671.48	0.00	0.00	-7,671.48				
410 Department (E) TOTALS		-16 20,000.00			23,214.85	0.00	0.00	-3,214.85				
*												
414 Planning And Zoning												
*												
18-414.313 ENGINEERING -SVC		*** 0.00			0.00	0.00	0.00	0.00				
*												
18-414.314 SPECIAL LEGAL-SVC		*** 0.00			0.00	0.00	0.00	0.00				
*												
18-414.611 GEN CONSTRUCT - HOUSE DEMOS		*** 0.00			0.00	0.00	0.00	0.00				
414 Department (E) TOTALS		*** 0.00			0.00	0.00	0.00	0.00				
*												
430 Public Works Department												
*												
18-430.741 2016 DEPT PW TRUCK		2 80,000.00			78,030.00	0.00	0.00	1,970.00				

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<b>ALL</b>											
<b>18 CAPITAL IMPROVEMENT FUND</b>											
* 430 Public Works Department											
18-430.742 NEW DPW BUILDING	*** 0.00	0.00		0.00	0.00	0.00	0.00				
* 18-430.744 DPW EQUIPMENT	*** 0.00	0.00		0.00	0.00	0.00	0.00				
430 Department (E) TOTALS	2 80,000.00	78,030.00		0.00	0.00	0.00	1,970.00				
* 433 Street Signs And Street Markings											
18-433.313 ENGINEERING - SVC	100 2,000.00	0.00		0.00	0.00	0.00	2,000.00				
* 18-433.610 TRAFFIC CALMING DEVICES	93 20,000.00	1,490.00		0.00	0.00	0.00	18,510.00				
18-433.700 MINOR PURCHASES	65 203,403.00	71,564.33		1,753.25	0.00	0.00	131,838.67				
12/02/16 MINOR PURCHASES--ARLE Grant signal upgrade		THE GATEWAY								IN	98.25
12/09/16 MINOR PURCHASES--ARLE Grant Signal		THE GATEWAY								IN	180.00
12/23/16 MINOR PURCHASES--ARLE Grant signal upgrades		THE GATEWAY								IN	1,475.00
<b>433 Department (E) TOTALS</b>	<b>IN: 1,753.25</b>	<b>DB: 1,753.25</b>		<b>1,753.25</b>	<b>0.00</b>	<b>0.00</b>	<b>152,348.67</b>				<b>1,753.25</b>
* 439 Construction											
18-439.313 ENGINEERING SVCS	100 10,000.00	0.00		0.00	0.00	0.00	10,000.00				
* 18-439.610 GENERAL CONST. SIDEWALK COST	99 50,000.00	430.00		0.00	0.00	0.00	49,570.00				
* 18-439.614 2010/2011 STORMWATER REHAB	*** 0.00	0.00		0.00	0.00	0.00	0.00				
* 18-439.615 SHACOG - CD37 PIKNEY WAY	*** 0.00	0.00		0.00	0.00	0.00	0.00				



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Borough Of Brentwood  
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Treasurer's Report Revenues

Expenditure Accounts Including Accounts without Activity

Account Number	%Rem	Adjusted Budget	YTD Expended	Current Expended	Current Encumbrances	Remaining Balance	Source	Amount
<b>18 CAPITAL IMPROVEMENT FUND</b>								
<b>439 Construction</b>								
18-439.616 BROWNSVILLE ROAD	*** 0.00	0.00	0.00	0.00	0.00	0.00		
18-439.617 HILLSON AVENUE RECONSTRUCTION	*** 0.00	0.00	0.00	0.00	0.00	0.00		
18-439.618 SHACOG-CD40 Brownsville Rd ADA	*** 0.00	0.00	0.00	0.00	0.00	0.00		
18-439.619 Roadway Rehabilitation Projects	56 777,000.00	313,373.80	63,703.13	0.00	403,626.20			
12/02/16 2015 Roadway Rehabilitation Projects--Dauphin		THE GATEWAY		235346	0001523	12/02/16	IN	737.50
12/02/16 2015 Roadway Rehabilitation Projects--Dauphin		THE GATEWAY		235351	0001523	12/02/16	IN	310.00
12/09/16 2015 Roadway Rehabilitation Projects--various		THE GATEWAY		236172	0001526	12/09/16	IN	2,167.64
12/09/16 2015 Roadway Rehabilitation Projects--Dauphin Ave		THE GATEWAY		236177	0001526	12/09/16	IN	232.50
12/19/16 Roadway Rehabilitation Projects--Contract A		EL GRANDE INDUSTRIES,		BRENT2016-527	0001529	12/19/16	IN	58,138.49
12/23/16 MOVE OPEN POS TO NEW YEAR		A LIBERONI, INC.		15000059			PO	-405,547.78
12/23/16 MOVE OPEN POS TO NEW YEAR		MORGAN EXCAVATING		15000060			PO	-234,978.00
12/23/16 Roadway Rehabilitation Projects		THE GATEWAY		237033	0001532	12/23/16	IN	2,117.00
<b>439 Department (E) TOTALS</b>	60 777,000.00	313,803.80	63,703.13	0.00	463,196.20			63,703.13
<b>446</b>								
18-446.313 ENGINEERING SERVICES	77 10,000.00	2,304.00	0.00	0.00	7,696.00			
18-446.314 LEGAL SERVICES	100 5,000.00	0.00	0.00	0.00	5,000.00			
18-446.341 Advertising	100 1,000.00	0.00	0.00	0.00	1,000.00			
18-446.370 R&M Services	95 6,000.00	304.00	304.00	0.00	5,696.00			
12/16/16 R&M Services--bricks for catch basins		OPTION SUPPLY		224861	0001528	12/16/16	IN	304.00

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**Borough Of Brentwood**

2016-2016

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### Expenditure Accounts Including Accounts without Activity

### Treasurer's Report Revenues

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Expenditure Accounts Including Accounts without Activity

Treasurer's Report Revenues  
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Account Number	%Rem	Adjusted Budget	Vendor Name	YTD Expended	Current Expended	Current Encumbrances	Remaining Balance	Source	Amount
ALL									
18 CAPITAL IMPROVEMENT FUND									
454 Park									
* 18-454.200 Origination Fee	*** 0.00			0.00	0.00	0.00	0.00		
* 18-454.610 PLAYGROUND	*** 0.00			17,772.01	0.00	0.00	-17,772.01	PO	-5,000.00
12/23/16 MOVE OPEN POS TO NEW YEAR			GEORGE GIRDY						
* 18-454.611 PHASE III CONSTRUCTION--MISC	90 400,000.00			40,859.94	6,652.80	0.00	359,140.06		
12/09/16 PHASE III CONSTRUCTION--Playchak			COHEN & GRIGSBY, P.C.			525058	0001524 12/09/16	IN	6,652.80
* 454 Department (E) TOTALS	85 400,000.00			58,631.95	6,652.80	0.00	341,368.05		
* 456 Library									
* 18-456.374 LIBRARY ROOF PROJECT	*** 0.00			0.00	0.00	0.00	0.00		
* 18-456.375 LIBRARY IMPROVEMENTS	-17 10,000.00			11,709.51	0.00	0.00	-1,709.51		
456 Department (E) TOTALS	-17 10,000.00			11,709.51	0.00	0.00	-1,709.51		
* 471 Debt Principal									
* 18-471.201 GENERAL OBLIGATION NOTE VFD	*** 0.00			0.00	0.00	0.00	0.00		
* 18-471.202 2012/2007 GOB PRINCIPAL	0 225,000.00			225,500.00	0.00	0.00	-500.00		
* 18-471.203 2009 ENERGY SAVINGS EQUIP.	1 23,000.00			22,721.19	0.00	0.00	278.81		
* 18-471.204 2013 LEASE-DPW BACKHOE	7 20,000.00			18,616.64	0.00	0.00	1,383.36		

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### Treasurer's Report Revenues

Date	Description	Vendor Name	Voucher #	PO #	Invoice #	Balance	Amount
ALL	18 CAPITAL IMPROVEMENT FUND						
	471 Debt Principal						
18-471.205 2013 GOB PRINCIPAL - DPW							
*							
18-471.206 DPW Trucks							
*							
18-471.207 2015 LEASE HVAC EQUIP							
471 Department (E) TOTALS							
*							
472 Debt Interest							
*							
18-472.201 GOB NOTE VFD - INT							
*							
18-472.202 2012/2007 GOB INTEREST							
*							
18-472.203 2009 ENERGY SAVINGS EQUIP. INT.							
*							
18-472.204 2013 LEASE-DPW BACKHOE							
*							
18-472.205 2013 GOB INTEREST							
*							
18-472.206 DPW Truck--Interest							
*							
18-472.207 2015 LEASE HVAC EQUIP INT							
472 Department (E) TOTALS							
*							
475 Fiscal Agent Fees							

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Borough Of Brentwood  
2016-2016

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Treasurer's Report Revenues

Expenditure Accounts Including Accounts without Activity									
Account Number	%Rem	Adjusted Budget	YTD Expended	Current Expended	Current Encumbrances	Remaining Balance			
Date	Description	Vendor Name	Voucher #	PO #	Invoice #	Check #	Chk Date	Source	Amount
ALL	18 CAPITAL IMPROVEMENT FUND								
*	475 Fiscal Agent Fees								
18-475.202 Fiscal Agent Fee	*** 0.00		0.00	0.00	0.00	0.00			0.00
475 Department (E) TOTALS	*** 0.00		0.00	0.00	0.00	0.00			0.00
*	491 Refunds								
18-491.000 Refund of Prior Year Revenues	*** 0.00		0.00	0.00	0.00	0.00			0.00
491 Department (E) TOTALS	*** 0.00		0.00	0.00	0.00	0.00			0.00
*	492 Interfund Transfers								
18-492.990 Payment to refunded bond escrow	*** 0.00		0.00	0.00	0.00	0.00			0.00
492 Department (E) TOTALS	*** 0.00		0.00	0.00	0.00	0.00			0.00
*	495 UNRESERVED BALANCE								
18-495.000 UNRESERVED BALANCE	100 75,309.00		326.55	0.00	0.00	74,982.45			74,982.45
495 Department (E) TOTALS	100 75,309.00		326.55	0.00	0.00	74,982.45			74,982.45
18 Fund (E) TOTALS	46 2,736,403.00		1,472,644.18	84,355.36	0.00	1,263,758.82			1,263,758.82
FINAL TOTALS FOR REPORT	46 2,736,403.00		1,472,644.18	84,355.36	0.00	1,263,758.82			1,263,758.82

**HIGHWAY AID FUND  
LIST OF BILLS TO BE RATIFIED &  
TRANSACTION DETAILED BUDGET  
REPORT**

**December 1 to December 31, 2016  
\$62,715.75**

Date: 01/12/17  
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Borough Of Brentwood  
2016-2016

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Expenditure Accounts Including Accounts without Activity

Treasurer's Report Revenues

Account Number	%Rem	Adjusted Budget	Vendor Name	YTD Expended	Current Expended	PO #	Invoice #	Current Encumbrances	Remaining Balance	Source	Amount
ALL											
35 Highway Aid Fund											
* 344 Gain (loss) Sale Of Investments											
35-344.270 Data Processing Equipment	100	1,000.00		0.00	0.00			0.00	1,000.00		
* 344 Department (E) TOTALS	100	1,000.00		0.00	0.00			0.00	1,000.00		
* 432 Snow And Ice Removal											
35-432.245 DPW-HIGHWAYSUPPLIES	81	120,000.00		22,353.68	12,085.88			0.00	97,646.32		
12/23/16 DPW-HIGHWAYSUPPLIES--salt			BOROUGH OF					BRENT2016-536	0001022 12/23/16	IN	12,085.88
12/23/16 DPW-HIGHWAYSUPPLIES--salt			BOROUGH OF					BRENT2016-536	0001022 12/23/16	IN	-890.00
12/23/16 DPW-HIGHWAYSUPPLIES--laptop for PW dept			BOROUGH OF					BRENT2016-536	0001022 12/23/16	IN	890.00
432 Department (E) TOTALS	81	120,000.00		22,353.68	12,085.88			0.00	97,646.32		
IN: 12,085.88				DB: 12,975.88	CR: 890.00				35-432.245		12,085.88
* 432 Department (E) TOTALS	81	120,000.00		22,353.68	12,085.88			0.00	97,646.32		
* 433 Street Signs And Street Markings											
* 35-433.245 STREET SIGNS & MARKINGS	***	0.00		0.00	0.00			0.00	0.00		
35-433.361 ELECTRIC - TRAFFIC SIGNALS	-33	5,640.00		7,505.03	3,699.28			0.00	-1,865.03		
12/23/16 ELECTRIC - TRAFFIC SIGNALS			BOROUGH OF					BRENT2016-536	0001022 12/23/16	IN	3,699.28
* 35-433.374 REPAIRS - TRAFFIC SIGNALS	100	500.00		0.00	0.00			0.00	500.00		
* 433 Department (E) TOTALS	-22	6,140.00		7,505.03	3,699.28			0.00	-1,365.03		
* 434 Street Lighting											
35-434.361 Street Lighting	-8	90,000.00		97,323.40	46,930.59			0.00	-7,323.40		
12/23/16 Street Lighting			BOROUGH OF					BRENT2016-536	0001022 12/23/16	IN	46,930.59
434 Department (E) TOTALS	-8	90,000.00		97,323.40	46,930.59			0.00	-7,323.40		
35 Fund (E) TOTALS	41	217,140.00		127,182.11	62,715.75			0.00	89,957.89		
FINAL TOTALS FOR REPORT	41	217,140.00		127,182.11	62,715.75			0.00	89,957.89		

**60**

**EMPLOYEE PENSION FUND  
LIST OF BILLS TO BE RATIFIED &  
TRANSACTION DETAILED BUDGET  
REPORT**

**December 1 to December 31, 2016  
\$2,597.27**



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Borough Of Brentwood  
Employee Pension Fund 2016-2016  
Expenditure Accounts Including Accounts without Activity

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Treasurer's Report Revenues

Account Number	%Rem	Adjusted Budget	YTD Expended	Current Expended	Current Encumbrances	Remaining Balance	Source	Amount
ALL								
60 Employee Pension Fund								
475 Fiscal Agent Fees								
60-475.000 ADMINISTRATIVEFEES	*** 0.00		45,533.07	2,597.27	0.00	-45,533.07	JE	2,087.94
12/31/16 ADMINISTRATIVEFEES				60-16JE#49			JE	108.03
12/31/16 ADMINISTRATIVEFEES				60-16JE#50			JE	401.30
12/31/16 ADMINISTRATIVEFEES				60-16JE#51				
OT: 2,597.27 DB: 2,597.27 60-475.000 2,597.27								
60-475.317 OTHERSERVICES/CHARGES	*** 0.00		0.00	0.00	0.00	0.00		
475 Department (E) TOTALS	*** 0.00		45,533.07	2,597.27	0.00	-45,533.07		
480 Miscellaneous Expenditure								
60-480.316 SERVICE/ADMINISTRATIVECHARGES	*** 0.00		0.00	0.00	0.00	0.00		
480 Department (E) TOTALS	*** 0.00		0.00	0.00	0.00	0.00		
487 Pension Payments								
60-487.000 PENSIONPAYMENTS	*** 0.00		4,879.32	0.00	0.00	-4,879.32		
487 Department (E) TOTALS	*** 0.00		4,879.32	0.00	0.00	-4,879.32		
488								
60-488.100 REFUND OF MEMBER CONTRIBUTIONS	*** 0.00		0.00	0.00	0.00	0.00		
488 Department (E) TOTALS	*** 0.00		0.00	0.00	0.00	0.00		
491 Refunds								
60-491.000 PRIORYEARSEXPENDITURES	*** 0.00		0.00	0.00	0.00	0.00		
491 Department (E) TOTALS	*** 0.00		0.00	0.00	0.00	0.00		
492 Interfund Transfers								

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Borough Of Brentwood  
Employee Pension Fund 2016-2016  
Expenditure Accounts Including Accounts without Activity

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Treasurer's Report Revenues

Account Number	%Rem	Adjusted Budget	YTD Expended	Current Expended	Current Encumbrances	Remaining Balance	Check #	Chk Date	Source	Amount
ALL										
60 Employee Pension Fund										
492 Interfund Transfers										
*										
60-492.010 Transfer to General Fund	*** 0.00		0.00	0.00	0.00	0.00				0.00
492 Department (E) TOTALS	*** 0.00		0.00	0.00	0.00	0.00				0.00
60 Fund (E) TOTALS	*** 0.00		50,412.39	2,597.27	0.00	-50,412.39				-50,412.39
FINAL TOTALS FOR REPORT	*** 0.00		50,412.39	2,597.27	0.00	-50,412.39				-50,412.39

**65**

**POLICE PENSION FUND  
LIST OF BILLS TO BE RATIFIED &  
TRANSACTION DETAILED BUDGET  
REPORT**

**December 1 to December 31, 2016  
\$18,895.68**



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Borough Of Brentwood  
 2016-2016

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 Treasurer's Report Revenues

Account Number		Expenditure Accounts Including Accounts without Activity						
Date	Description	%Rem	Adjusted Budget	YTD Expended	Current Expended	Current Encumbrances	Remaining Balance	Amount
ALL								
65	Police Pension Fund							
492	Interfund Transfers							
*								
65-492.010	Transfer to General Fund	*** 0.00		0.00	0.00	0.00	0.00	
492	Department (E) TOTALS	*** 0.00		0.00	0.00	0.00	0.00	
65	Fund (E) TOTALS	*** 0.00		264,435.73	18,895.68	0.00	-264,435.73	
FINAL TOTALS FOR REPORT		*** 0.00		264,435.73	18,895.68	0.00	-264,435.73	

**95**

**OPERATING RESERVE**

**FUND**

**December 1 to December 31, 2016**

**\$0.00**



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 10.d.**  
**ACTION ITEM**

**SUBJECT: Consider adopting Resolution 2017-02, setting the 2017 mileage reimbursement rate [ACTION ITEM]**

**DATE: January 16, 2017**

**PRESENTED BY: MR. GEORGE ZBOYOVSKY, PE  
BOROUGH MANAGER**

**SUMMARY:**

This item is associated with reimbursements for authorized business travel in a personal vehicle. The Borough has traditionally set its reimbursement rate as equivalent to the Internal Revenue Service's standard mileage rate for business travel deduction claims. Due to stagnant fuel prices, this figure has reduced slightly from 54 cents per mile in 2016 to 53.5 cents per mile in 2017.

**BUDGET IMPACT:**

Reimbursements are associated with travel to budgeted meetings and conferences. A vehicle fuel line item is included in the General Fund under each department.

**RECOMMENDATION:**

Adopt Resolution 2017-02 as presented.

**ATTACHMENTS:**

Description	Upload Date	Type
Resolution No. 2017-02: Mileage Reimbursement Rate	1/11/2017	Cover Memo
IRS Publication Summary	1/11/2017	Cover Memo



**THE BOROUGH OF BRENTWOOD**  
MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199  
Office 412-884-1500 – FAX 412-884-1911  
[www.brentwoodboro.com](http://www.brentwoodboro.com)

**RESOLUTION NO. 2017-02**

**“MILEAGE RATE REIMBURSEMENT”**

**A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, ADOPTING A MILEAGE REIMBURSEMENT RATE OF FIFTY-THREE AND ONE-HALF CENTS (\$0.535) PER MILE FOR BOROUGH OFFICERS, EMPLOYEES, AND AGENTS TRAVELING FOR THE PURPOSE OF OFFICIAL BOROUGH BUSINESS, PURSUANT TO THE REGULATIONS PROMULGATED UNDER INTERNAL REVENUE SERVICE PUBLICATION 463, AS AMENDED.**

**WHEREAS**, the Council of the Borough of Brentwood seeks to fairly compensate officers, employees, and agents for authorized business travel in a personal vehicle;

**WHEREAS**, the Borough presently sets its reimbursement rate as equal to the standard business mileage rate established by the Internal Revenue Service; and

**WHEREAS**, the Internal Revenue Service has amended Publication 463 to establish a standard business mileage rate of fifty-three and one-half cents (\$0.535) per mile for calendar year 2017; and

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, hereby sets the mileage reimbursement rate for all Borough officers, employees, and agents at \$0.535 per mile for any business travel in a personal vehicle between January 1, 2017 and December 31, 2017.

**RESOLVED AND ADOPTED** by the Council of the Borough of Brentwood, County of Allegheny, and Commonwealth of Pennsylvania, meeting in regular and public session, this **16<sup>th</sup>** day of **January 2017**.

**ATTEST:**

**BOROUGH OF BRENTWOOD**

---

George Zboyovsky, PE  
Borough Manager

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John Frombach  
President of Council



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# 2017 Standard Mileage Rates for Business, Medical and Moving Announced



IR-2016-169, Dec. 13, 2016

WASHINGTON — The Internal Revenue Service today issued the 2017 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2017, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 53.5 cents per mile for business miles driven, down from 54 cents for 2016
- 17 cents per mile driven for medical or moving purposes, down from 19 cents for 2016
- 14 cents per mile driven in service of charitable organizations

The business mileage rate decreased half a cent per mile and the medical and moving expense rates each dropped 2 cents per mile from 2016. The charitable rate is set by statute and remains unchanged.

The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than four vehicles used simultaneously.

These and other requirements are described in [Rev. Proc. 2010-51](#), [Notice 2016-79](#), posted today on IRS.gov, contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan.

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Page Last Reviewed or Updated: 13-Dec-2016



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 10.e.**  
**ACTION ITEM**

**SUBJECT: Consider adopting Resolution 2017-03, designating bank depositories for municipal funds [ACTION ITEM]**

**DATE: January 16, 2017**

**PRESENTED BY: MR. GEORGE ZBOYOVSKY, PE  
BOROUGH MANAGER**

**SUMMARY:**

This annual item is associated with formally setting the official Borough bank accounts. The general fund, capital improvement fund, and liquid fuels fund are deposited at PNC Bank. The park fund account is located at Brentwood Bank. Huntington Bank's investments division serves as the custodian for the police and non-uniform pension funds. Brentwood is also required to list the Commonwealth of Pennsylvania as an approved depository as part of its 2007 sanitary sewer infrastructure loan under the PennVest program.

**BUDGET IMPACT:**

No impact.

**RECOMMENDATION:**

Adopt Resolution No. 2016-03 as presented.

**ATTACHMENTS:**

Description

Resolution No. 2017-03: Depositories for Municipal Funds

Upload Date

1/12/2017

Type

Cover Memo



**THE BOROUGH OF BRENTWOOD**  
MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199  
Office 412-884-1500 – FAX 412-884-1911  
[www.brentwoodboro.com](http://www.brentwoodboro.com)

**RESOLUTION NO. 2017-03**

**“ESTABLISHMENT OF DEPOSITORIES FOR MUNICIPAL FUNDS”**

**A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, DESIGNATING CERTAIN FINANCIAL INSTITUTIONS AS AUTHORIZED DEPOSITORIES OF BOROUGH FUNDS.**

**WHEREAS**, in accordance with the Pennsylvania Borough Code, Brentwood Borough must annually declare its bank depositories; and

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, hereby authorize the Borough Manager and the Finance Director to utilize the following banks as designated depositories:

- |  |  |
|--|--|
| 1. PNC Bank<br>4044 William Penn Highway<br>Monroeville, PA 15146        | 2. Brentwood Bank<br>3635 Brownsville Road<br>Pittsburgh, PA 15227   |
| 3. Huntingdon Bank<br>101 East Washington Street<br>New Castle, PA 16101 | 4. Commonwealth of Pennsylvania<br>Treasury Department Investment Program<br>22 South Third Street<br>Harrisburg, PA 17101 |

**BE IT FURTHER RESOLVED** that the Borough Manager and the Finance Director shall be authorized to invest Borough Funds in any bank or savings institution in the United States, which is insured by the FSLIC or FDIC, provided said investments are within the requirements of said insurance regulations.

**EFFECTIVE DATE:** The provisions of this Resolution shall take effect on January 01, 2017 and shall remain in effect until amended or repealed.

**RESOLVED AND ADOPTED** by the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, meeting in regular and public session, this 16<sup>th</sup> day of **January 2017**.

**ATTEST:**

**BOROUGH OF BRENTWOOD**

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George Zboyovsky, PE  
Borough Manager

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John Frombach  
President of Council



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 10.f.**  
**ACTION ITEM**

**SUBJECT: Consider adopting Resolution 2017-04, authorizing prepayment of invoices and payroll [ACTION ITEM]**

**DATE: January 16, 2017**

**PRESENTED BY: MR. GEORGE ZBOYOVSKY, PE  
BOROUGH MANAGER**

**SUMMARY:**

Council annually authorizes the prepayment of payroll and specific types of invoices; these items subsequently receive formal approval at the following business meeting. Prepayment is only authorized for items that have been explicitly included in the annual budget or sanctioned via motion of Council, including:

1. Utilities (electric, gas, telephone, cable, and email);
2. Payroll;
3. Debt services, as evidenced by pre-existing notes;
4. Health, dental, flood, liability, and other insurance premiums;
5. Federal, state, county, or school fees and taxes;
6. Postage for authorized Borough mailings;
7. Retiree pension payments;
8. Petty cash reimbursements;
9. Payments associated with previously approved leases;
10. Payments associated with previously approved contracts or work authorizations.

**BUDGET IMPACT:**

Enactment of this resolution allows the Borough to operate more efficiently and to reduce the likelihood that late payment penalties will be assessed.

**RECOMMENDATION:**

Adopt Resolution 2017-04 as amended.

**ATTACHMENTS:**

Description

Resolution No. 2017-04: Prepayment of Payroll & Invoices

Upload Date

1/12/2017

Type

Cover Memo



**THE BOROUGH OF BRENTWOOD**  
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**RESOLUTION NO. 2017-04**

**“PRE-PAYMENT OF CERTAIN BOROUGH EXPENSES”**

**A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE PREPARATION AND DISTRIBUTION OF PAYMENT FOR CERTAIN BOROUGH EXPENDITURES FOR PERIODS BETWEEN REGULAR MEETINGS OF BRENTWOOD BOROUGH COUNCIL.**

**WHEREAS**, Brentwood Borough Council has adopted an operating budget and has allocated funds to cover payroll, equipment, insurances, supplies, contract agreements, and other items and services needed for the effective operation of the Borough; and

**WHEREAS**, payments on these items are frequently due at a date that is out of time with scheduled meetings of Borough Council, and delaying payment until the date of such meetings could leave the Borough subject to late fees and interest charges; and

**WHEREAS**, to further increase timeliness in the payment of bills, the Borough authorizes the payment of such bills via the automated clearinghouse (ACH) network or through a secure online bill payment server, if these methods are available; and

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Brentwood that the Finance Director is hereby authorized to make pre-payments of the following fixed items prior to the same appearing on the list of bills prepared for Council approval at an advertised public meeting. Such funds to be taken from the pre-budgeted amount for each such expense for 2017 are as follows:

1. Electric, water, gas, telephone, email, and similar utilities;
2. Payroll;
3. Debt services, as evidenced by pre-existing notes;
4. Health, dental, flood, liability, and other insurance premiums;
5. Federal, state, county, or school fees and taxes;
6. Postage for authorized Borough mailings;
7. Retiree pension payments;
8. Petty cash reimbursements;
9. Payments associated with previously approved leases;
10. Payments associated with previously approved contracts or work authorizations.

**EFFECTIVE DATE:** The provisions of this Resolution shall take effect on January 1, 2017 and shall remain in effect until rescinded or revised.

**RESOLVED AND ADOPTED** by the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, meeting in regular and public session, this **16<sup>th</sup>** day of **January 2017**.

**ATTEST:**

**BOROUGH OF BRENTWOOD**

---

George Zboyovsky, PE  
Borough Manager

---

John Frombach  
President of Council



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 10.g.**  
**ACTION ITEM**

**SUBJECT: Consider adopting Resolution 2017-05, Designation of Newspaper of Record  
[ACTION ITEM]**

**DATE: January 16, 2017**

**PRESENTED BY: MR. GEORGE ZBOYOVSKY, PE  
BOROUGH MANAGER**

**SUMMARY:**

This annual item is associated with designating newspapers for the advertising of meeting notices, ordinance proposals, RFPs, etc. The South Hills Record will remain as the primary publication. The Post Gazette will serve as a secondary option.

*[Note: The Tribune Review no longer has a printed newspaper.]*

**BUDGET IMPACT:**

An advertising line item is included in the budget under each appropriate departmental section. Where possible, all notices will be included in the SHR, due to significantly lower publication rates. The Post Gazette will function as a back-up for time sensitive notices.

**RECOMMENDATION:**

Adopt Resolution 2017-05 as presented.

**ATTACHMENTS:**

Description

Resolution 2017-05: Newspaper of Record

Upload Date

1/12/2017

Type

Cover Memo



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**RESOLUTION NO. 2017-05**

**“DESIGNATION OF OFFICIAL NEWSPAPERS OF RECORD”**

**A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, DESIGNATING THE SOUTH HILLS RECORD AS THE PRIMARY PUBLICATION TO RECEIVE NOTICES OF MEETINGS AS REQUIRED UNDER THE PENNSYLVANIA SUNSHINE ACT AND ANY OTHER SUCH NOTICE OF BOROUGH AFFAIRS AS REQUIRED BY THE PENNSYLVANIA BOROUGH CODE OR OTHER STATE OR FEDERAL REGULATION.**

**WHEREAS**, the Pennsylvania Sunshine Act requires all public agencies to take all official actions, and conduct all deliberations leading up to such official actions, at publicly accessible meetings; and

**WHEREAS**, §109 of the Pennsylvania Borough Code states that, when a borough is required to give public notice of a meeting or action, such notice shall be published in a newspaper of general circulation that is available for distribution in the borough; and

**WHEREAS**, said section of the Pennsylvania Borough Code identifies a newspaper of general circulation as defined by the act of May 16, 1929 (P.L. 1784), known as the “Newspaper Advertising Act,” and its amendments; and

**NOW, THEREFORE, BE IT RESOLVED AND ADOPTED** by the Council of the Borough of Brentwood, County of Allegheny, and Commonwealth of Pennsylvania, and it is hereby **RESOLVED** and **ADOPTED** by authority of the same, that:

1. The South Hills Record is hereby designated as the primary publication to receive notices of meetings as required under the Pennsylvania Sunshine Act and any other such notice of Borough affairs that is required by the Pennsylvania Borough Code or by any other state or federal regulation.
2. The Pittsburgh Post-Gazette is hereby designated as the secondary publication to receive notices of meetings as required under the Pennsylvania Sunshine Act and any other such notice of Borough affairs that is required by the Pennsylvania Borough Code or by other state or federal regulation.

**EFFECTIVE DATE:** The provisions of this Resolution shall take effect on January 01, 2017 and shall remain in effect until rescinded or revised.

**RESOLVED AND ADOPTED** by the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, meeting in regular and public session, this **16<sup>th</sup>** day of **January 2017**.

**ATTEST:**

**BOROUGH OF BRENTWOOD**

---

George Zboyovsky, PE  
Borough Manager

---

John Frombach  
President of Council





**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 10.h.**  
**ACTION ITEM**

**SUBJECT: Consider adopting Resolution 2017-06, designating authorized signatories for Borough accounts [ACTION ITEM].**

**DATE: January 16, 2017**

**PRESENTED BY: MR. GEORGE ZBOYOVSKY, PE  
BOROUGH MANAGER**

**SUMMARY:**

This annual item reauthorizes the following individuals to serve as check signatories. Three signatures are required prior to the issuance of any check.

- 1) Council President
- 2) Finance Director
- 3) Borough Manager
- 4) Administration & Finance Committee Chair

**BUDGET IMPACT:**

No impact.

**RECOMMENDATION:**

Adopt Resolution 2017-06 as presented.

**ATTACHMENTS:**

**Description**

Resolution No. 207-06: Signatories for Borough Accounts

**Upload Date**

1/12/2017

**Type**

Cover Memo





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**RESOLUTION NO. 2017-06**

**“SIGNATURE AUTHORIZATION ON BOROUGH ACCOUNTS”**

**A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE PRESIDENT OF COUNCIL, CHAIRMAN OF THE FINANCE COMMITTEE, BOROUGH MANAGER, AND DIRECTOR OF FINANCE TO SERVE AS SIGNATORIES OF CHECKS ISSUED FROM BRENTWOOD BOROUGH FUND ACCOUNTS.**

**WHEREAS**, it is the desire of Brentwood Borough Council to designate certain Borough officials as signatories for Borough bank accounts; and

**WHEREAS**, the Borough requires the signature of three (3) authorized Borough officials prior to the release of any check used to issue funds from a Borough bank account; and

**NOW, THEREFORE**, be it resolved and adopted by the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, that the following Borough officials are hereby authorized to sign checks or withdrawal slips:

- Section 1. The below listed fund accounts of the Borough of Brentwood shall require three (3) signatures as follows:
- First signature shall be that of Council President, or, in the absence of the Council President, the Chairperson of the Finance Committee;
  - Second signature shall be that of the Finance Director, or, in the absence of the Finance Director, Chairperson of the Finance Committee;
  - Third signature shall be that of the Borough Manager, or, in the absence of the Borough Manager, Chairperson of the Finance Committee;
- Section 2. Governmental fund accounts, specifically the General Fund, Sanitary Sewer Fund, Park Fund, Highway Aid Fund, and Capital Improvement Fund; and
- Section 3. The Payroll Account; and
- Section 4. The Police and Non-Uniform Pension Funds; and
- Section 5. Any bank account not listed in this Resolution shall require the signatures as listed in Section 1 above, unless a Resolution of Council is separately adopted specifying otherwise; and
- Section 6. Any of the above designated persons listed in Section 1 above may sign for the Borough individually, except that any checks issued shall require the signatures of three (3) of the above designated persons; and
- Section 7. Exceptions to the aforementioned requirements are outlined in Borough Resolution 2017-05, which authorizes prepayments of certain expenditures.

**EFFECTIVE DATE:** The provisions of this Resolution shall take effect on January 01, 2017 and shall remain in effect until rescinded or revised.

**RESOLVED AND ADOPTED** by the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, meeting in regular and public session, this **16th** day of **January 2017**.

**ATTEST:**

**BOROUGH OF BRENTWOOD**

---

George Zboyovsky, PE  
Borough Manager

---

John Frombach  
President of Council



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 10.i.**  
**ACTION ITEM**

**SUBJECT: Consider adopting Resolution 2017-07, Exoneration of Tax Collector [ACTION ITEM]**

**DATE: January 16, 2017**

**PRESENTED BY: MR. GEORGE ZBOYOVSKY, PE  
BOROUGH MANAGER**

**SUMMARY:**

This annual item is associated with the collection of real estate taxes. Fay Boland has submitted a year end report, which shows that \$3,620,775.84 was received. \$235,544.17 remains outstanding and will be subject to delinquent collection by Jordan Tax Service. The Borough is required to exonerate the elected tax collector for any culpability pertaining to failure to collect on this delinquent property owners.

**BUDGET IMPACT:**

No impact. Jordan Tax Service receives a commission for any delinquent taxes collected.

**RECOMMENDATION:**

Adopt Resolution 2017-07 as presented.

**ATTACHMENTS:**

**Description**

**Upload Date**

**Type**

Resolution No. 2017-07: Tax Collector Exoneration

1/12/2017

Cover Memo

Final 2016 Real Estate Tax Collection Report

1/12/2017

Cover Memo



# THE BOROUGH OF BRENTWOOD

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## RESOLUTION NO. 2017-07

### “2016 TAX COLLECTOR EXONERATION”

**A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, EXONERATING FAY BOLAND, ELECTED TAX COLLECTOR OF THE BOROUGH OF BRENTWOOD, FOR UNCOLLECTED REAL ESTATE TAXES FOR THE TAXABLE YEAR OF 2016, IN ACCORDANCE WITH THE TAX COLLECTOR’S REPORT WHICH WAS DATED JANUARY 10, 2017.**

**WHEREAS**, The Borough of Brentwood is a political subdivision of the Commonwealth of Pennsylvania; and

**WHEREAS**, *Fay Boland* serves as the elected Tax Collector for the Borough of Brentwood and has collected taxes for the year of **2016** at a rate of 10.00 mils at face; and

**WHEREAS**, on approximately January 10, 2017, *Fay Boland* filed with the Brentwood Borough Council an accounting ledger showing all taxes collected with the exception of **\$235,544.17**, with said taxes being delinquent and subject to lien, and with said taxes being transferred to delinquent tax collector Jordan Tax Service; and

**NOW THEREFORE BE IT RESOLVED** that the Council of the Borough of Brentwood exonerates *Fay Boland* for taxes found to be delinquent in the amount of **\$235,544.17** arising out of the collection of the **2016** real estate tax in the amount of 10.00 mils at face on behalf of the Borough of Brentwood and said Borough of Brentwood Tax Collector, *Fay Boland*, is therefore, exonerated from the aforementioned delinquent taxes on the date below mentioned.

**RESOLVED AND ADOPTED THIS** 16<sup>th</sup> **DAY OF JANUARY, 2017 BY THE COUNCIL OF THE BOROUGH OF BRENTWOOD.**

**ATTEST:**

**BOROUGH OF BRENTWOOD**

\_\_\_\_\_  
George Zboyovsky, P.E.  
Borough Manager

\_\_\_\_\_  
John Frombach  
President of Council



## REAL ESTATE TAX COLLECTION SUMMARY REPORT FOR TAX YEAR 2016

Year: 2016	Borough Assessment	Borough Amounts	
Parcels: 3,753			
Valuation from the tape	392,986,050.00	3,929,860.50	
Less: Act 77 valuation reduction		20,765.10	
Total Net Valuation	392,986,050.00	3,908,349.50	
Change Orders to Date:			
Additional Assessments	1,631,000.00	16,310.00	0
Exonerations	(860,400.00)	(8,604.00)	0
Refunds	0.00	4,584.60	
Total Adjusted Valuation	395,477,450.00	3,920,640.10	
MILLAGE RATE	0.10000		
TAX LEVY	3,920,640.10		
PLUS OR MINUS ROUNDING			
TOTAL TAX LEVY	3,920,640.10	100.00%	
COLLECTIONS:			
FACE	3,685,095.93		
LESS DISCOUNT	(77,648.27)		
PLUS PENALTY	13,191.30		
PLUS OTHER (NET)	136.88		
NET COLLECTIONS	3,620,775.84	0.9235	
Less: Total transferred to US Bank due to TIF	0.00		
Less: Free and Clear Sale	0.00		
Transferred in April for March 31, 2016	652,696.83		
Transferred in May for April 30, 2016	2,461,850.59		
Transferred in June for May 31, 2016	171,945.54		
Transferred in July for June 30, 2016	135,866.82		
Transferred in August for July	58,021.41		
Transferred in September for August	90,428.21	3,570,809.40	overpymt amount
Transferred in November for October (overpymt)	(21,044.91)	49966.44	transferred in Jan
Transferred in December for November (overpymt)	(12,279.36)	3,620,775.84	collections
Transferred in January for December (close out)	49,966.44		



**SUBJECT: Consider adopting Ordinance 2017-1256, Tax Collector Salary.[Discussion]**

**DATE: January 16, 2017**

**PRESENTED BY: MR. GEORGE ZBOYOVSKY, PE**  
**BOROUGH MANAGER**

**SUMMARY:**

In May 2016, Tax Collector Fay Boland issued letters to both the Borough and Brentwood School District to request an effective 90% increase in her salary. She is currently compensated at \$5,000; Ms. Boland asked for an adjustment to \$9,500. The tax collector salary has not been increased since at least 1980. Based upon discussions with Council and school district representatives, an analysis of salaries at peer municipalities was completed. It was the consensus of Council to instead propose an increase of \$2,000 to an annual salary of \$7,000.

Compensation for the tax collector is statutorily set under Section 46-3 of the Borough Code. As such, an ordinance is required to alter this salary. Additionally, Pennsylvania law allows for the tax collector's pay to be altered only prior to February 15th of the year of an election for the position. Ms. Boland's term is set to expire at the end of 2017.

A summary of local communities and what they pay their Tax Collector is attached and below. You will notice that Brentwood has the lowest paid tax collector in the surveyed communities.

**Tax Collector Salary Information (11-11-16)**

Borough	Total Parcels	Population	Boro Paid Yearly Salary	School District Contribution		Total Salary Boro + School	Last Increase Requested or Approved	Comments
				District Name	Amount			
Bellevue (412-766-6164)	2,700	8,370	\$10,908 (\$25/tax cert ltr)	Northgate	\$8,700	\$19,608		See Excel spreadsheet and Ordinance
Brentwood (412-884-1500)	3,754	9,643	\$5,000	Brentwood	\$8,000	\$13,000		Boro also pays for postage & supplies
Castle Shannon (412-885-9200)	3,037	8,316	\$8,177 (2015) \$2.50/line	Keystone Oaks	\$8,351.75 (2015) \$2.75/parcel	\$16,528.75	2/11/2013	Also receives 5% of delinquent taxes collected
Dormont					\$8,712 (2015)			Tax collector is able to keep fees for delinquent taxes paid but Dormont

(412-561-8900)	3,168	8,593	\$8,000	Keystone Oaks	\$2.75/parcel	\$16,712	> 23 years	unable to tell me approx. amount.
Jefferson Hills (412-655-7735)	5,450	10,619	\$10,000	W. Jefferson	\$12,000	\$22,000	2009	Spoke w/Tracy - would like copy of spreadsheet when complete*
Pleasant Hills (412-655-3300)	3,300	8,268	\$6,000	W. Jefferson	\$8,000	\$14,000	2009 - Requesting increase for 2016	+ 2% Mercantile tax collection
Swissvale (412-271-7101)	3,946	8,983	\$9,600	Woodland Hills	\$15,992.70 (\$3.15/tax bill)	\$25,592.70		Also paid for real estate collection and garbage fees
White Oak (412-672-9727)	4,003	7,862	\$5,858.75 (2015) \$3.75/tax collected	McKeesport	\$6,000 (\$3.25/line)	\$11,858.75**		Tax collector pays Boro for rent (\$300/mo) & supplies. See attachment from McKeesport SD.

See website below for other cities in Pennsylvania:  
<http://salarygenius.com/pa/1/salary/tax-collector-salary#city>

\*\*Act. 2015 Pay (W-2)  
\$17,248.25

[\\*tharris@wjhsd.net](mailto:tharris@wjhsd.net)

The Borough Tax Collector's salary is set by Borough Ordinance Section 46-3 and Section 46-4 pertains to changing the compensation of the Real Property Tax Collector.

## Chapter 46. Salaries and Compensation

### § 46-3. Real Property Tax Collector's salary.

The compensation of the Real Property Tax Collector, hereafter elected or appointed, shall be compensated at the rate of \$5,000 annually.

[1]

Editor's Note: Amended at time of adoption of Code; see Ch. 1, General Provisions, Art. I.

### § 46-4. Change in Real Property Tax Collector's salary.

A.

Compensation thus fixed by § 46-3 of this chapter shall prevail and continue until otherwise changed by ordinance of the Borough of Brentwood in accordance with the Acts of Assembly pertaining thereto.

B.

Any Real Property Tax Collector accepting appointment or being elected on or after the date of this section does so with notice as to the compensation to be received in accordance with §§ 46-3 and 46-4A of this chapter.

However, **LOCAL TAX COLLECTION LAW Act of May. 25, 1945, P.L. 1050, No. 394 CL. 53 AN ACT PA Code** states the following:

Section 36.1. Changing Compensation of Tax Collector.--When any taxing district or taxing authorities propose to either raise or reduce the compensation or salary for the office of an elected tax collector, such action shall be by ordinance or resolution, finally passed or adopted prior to the fifteenth day of February of the year of the municipal election. (36.1 amended Dec. 22, 1965, P.L.1145, No.443)

Ms. Boland's current term will expire December 31, 2017. As such, the Borough Tax Collector's seat will be on the ballot for the 2017 Primary and General Elections.

**Any changes to the Tax Collector's Compensation must be adopted by February 15, 2017.**

Also attached is a 2012 Article that was written by the Pennsylvania Economy League Central Division executive Director Mr. Gerald Cross that discusses ways that local tax collectors are compensated. In summary, the article states, elected tax collectors can be compensated in three ways; commission, salary, or per-bill payment with salary being the lowest.

### BUDGET IMPACT:

For FY 2018, expenditures under General Fund Line Item 01-403.110 would be increased from \$5,000 to \$7,000.

### RECOMMENDATION:

Adopt Ordinance 2017-1256 as presented.

ATTACHMENTS:

Description	Upload Date	Type
DRAFT Ordinance No. 2017-1256: Tax Collector Salary	1/12/2017	Cover Memo
5-8-16 Letter from F. Boland RE: Salary	1/12/2017	Cover Memo
Brentwood Borough Code Chapter 46	1/12/2017	Cover Memo
01-03-17 Adv Legal Notice_Ordinance No. 2017-1256 Tax Collector Salary	1/13/2017	Cover Memo
PA_local_governments_can_change_tax_collector_fees_-_tribunedigital-mcall	1/13/2017	Cover Memo
Tax_Collector_Salary_Info_(11-7-16)	1/13/2017	Cover Memo





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**ORDINANCE NO. 2017-1256**

**“REAL PROPERTY TAX COLLECTOR’S SALARY”**

**AN ORDINANCE OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AMENDING IN LIMITED PART CHAPTER 46 OF THE CODE OF THE BOROUGH OF BRENTWOOD, WHICH PERTAINS TO SALARIES AND COMPENSATION.**

**WHEREAS**, the Borough of Brentwood is a municipal corporation organized and existing under the laws of the Commonwealth of Pennsylvania; and

**WHEREAS**, the Legislature of the Commonwealth of Pennsylvania vests the Borough of Brentwood with the power and authority to make and adopt all such ordinances, bylaws, rules and regulations not inconsistent with or restrained by the Constitution and laws of this Commonwealth, as is expedient or necessary for the proper management, care and control of, *inter alia*, the Borough’s finances, the maintenance of peace, good government, health, safety and welfare of the Borough, its trade, commerce and manufacturers; and

**WHEREAS**, Brentwood Borough Council has determined that it is necessary to amend its Elected Official’s Salaries and Compensation Ordinance to reflect the increasing demands of the Elected Borough Tax Collector and to adjust said salary to reflect such added demands and responsibilities; and

**NOW THEREFORE**, on this \_\_\_\_ day of \_\_\_\_\_ 2017, it is hereby Enacted and Ordained by the Council for the Borough of Brentwood, that:

**PART I: AMENDMENTS**

Chapter 46 of the Code of the Borough of Brentwood is hereby amended as follows:

**ARTICLE I: GENERAL PROVISIONS**

**§ 46-3: Real Property Tax Collector’s salary.**

The compensation of the Real Property Tax Collector, hereafter elected or appointed, shall be compensated at the rate of \$7,000 annually.

**PART II-** The Borough Manager, Borough Solicitor, and all others employed or appointed by the Borough of Brentwood, are authorized to take any and all action necessary to ensure implementation of this Ordinance and to effectuate the purpose hereof.

**PART III-** Any and all Ordinances and/or Resolutions, or parts thereof, conflicting herewith are repealed insofar as the matters here in affected.

**PART IV-** The provisions of this Ordinance are servable, and if any clause, sentence, section or subsection hereof shall be adjudged by any court of competent jurisdiction to be illegal, invalid or unconstitutional, such judgment or decision shall not affect, impair, or invalidate the remainder, but shall be confined in its operation and application to the clause, sentence, section or subsection rendered. It is hereby declared that the intent of the Borough of Brentwood Council that this Ordinance would have been adopted if such illegal, invalid, or unconstitutional clause, sentence, section, or subsection had not been included therein.

**PART V-** This Ordinance is effective immediately upon enactment according to law, and shall remain in effect hereafter until revised, amended, or revoked by action of the Council of the Borough of Brentwood.

**ORDAINED AND ENACTED THIS** 23<sup>rd</sup> **DAY OF** January **2017 BY THE**  
**BOROUGH COUNCIL OF THE BOROUGH OF BRENTWOOD.**

**ATTEST:**

**BOROUGH OF BRENTWOOD**

\_\_\_\_\_  
George Zboyovsky, P.E.  
Borough Manager

\_\_\_\_\_  
John Frombach  
President of Council

EXAMINED AND APPROVED BY ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2016.

\_\_\_\_\_  
Dennis Troy  
Mayor

APPROVED AS TO FORM

\_\_\_\_\_  
Borough Solicitor

**CERTIFICATE**

I, the undersigned, hereby certify that the foregoing and attached is a true copy of an Ordinance which was duly enacted at a meeting of the Borough Council of the Borough of Brentwood on January 23, 2017, and that at such meeting a quorum was present and acting throughout, after due notice to the members of the Borough Council of the Borough of Brentwood and to the public and such meeting was at all times open to the public; that the Ordinance was duly recorded in the Borough of Brentwood's Minutes Book and that a summary thereof was published as required by law in a newspaper of general circulation in the Borough. I further certify that the Borough met the advance requirements of Act No. 1998-93 by advertising the date of the meeting and posting a notice of the meeting at the public meeting place of the Borough Council; that the total number of members of the Borough Council is seven; and the vote upon the Ordinance was called and duly recorded upon the minutes and that the members voted in the following manner:

<u>Absent</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
John Frombach, President			
Rich Schubert, Vice President			
Stephanie Fox, President Pro Tem.			
Pasquale Carnevale			
A. J. Doyle			
Dr. Robert Pasquantonio			
Harold Smith			

WITNESS my hand and the seal of the Borough on this 23<sup>rd</sup> day of January, 2017.

(Seal)

By: \_\_\_\_\_

George Zboyovsky, PE  
Borough Manager

FAY K. BOLAND, BRENTWOOD REAL ESTATE TAX  
COLLECTOR

May 8, 2016

George Zboyovsky  
Brentwood Borough Manager  
3624 Brownsville Road  
Pittsburgh Pa 15227

Dear George:

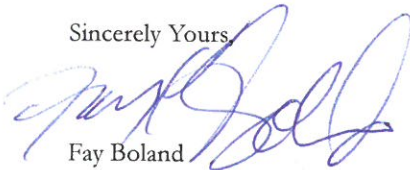
Pennsylvania law requires that any increase in compensation for the tax collector be authorized in advance of the election for the position. I am writing to request authorization for such an increase following next year's elections. I am requesting an increase in the amount paid to me as the elected Tax collector to \$9,500. The compensation for collecting the tax has not been increased during my tenure as tax collector. From what I can tell, it could be as much as 30 years since there has been an increase in the amount paid to the elected tax collector.

However, the work load has increased significantly over that time. Several years back the Borough changed its tax collection calendar to earlier in the year. This effectively doubled the workload by eliminating the efficiencies available when the School District and Borough taxes were billed and collected on the same schedule.

Costs have increased as well. The previous elected tax collector had space in the borough building and all of the supplies and equipment needed to fulfill the duties belonged to the borough for which they charged the school district 1/2 of the expense. During my tenure the Borough asked that I vacate the space in the Borough building to make room for Borough staff. As a result, I currently work out of shared office space and pay my portion of the costs of that space. I also pay for most of my own office supplies, computer, printer and other items in order to fulfill my duties. In addition, the reporting has become more complex and I am now required by law to be certified and to take continuing education credits – an additional cost in terms of time and money to perform the duties of the position.

Thank you for your attention in this matter. If you have any questions about my request, I can be reached at 412.952.5744 or email me at [fboland@donnelly-boland.com](mailto:fboland@donnelly-boland.com).

Sincerely Yours,



Fay Boland  
Real Estate Tax Collector  
Brentwood Borough and School District

CC: John Vogel Esquire

## **Chapter 46. Salaries and Compensation**

[HISTORY: Adopted by the Borough Council of the Borough of Brentwood 3-2-1982 as Ch. I, Part 1, of the 1982 Code of Ordinances. Amendments noted where applicable.]

### **§ 46-1. Mayor's salary.**

The salary of the Mayor of the Borough of Brentwood, effective January 1, 1980, is hereby fixed at the sum of \$283.33 per month, payable in monthly installments.

### **§ 46-2. Council member's salaries.**

The compensation of each Councilman of the Borough of Brentwood, effective January 1, 1980, is hereby fixed at the sum of \$200 per month, payable monthly; provided, however, that no compensation shall be paid to any Councilman for any month during which he has not attended at least one regular meeting of the Council of the Borough of Brentwood held during said month. Absence of a Council member from any meeting or meetings of Council may be excused, and said Councilman's compensation may be approved and paid if said Councilman's absence was due to illness or other good cause and if such excuse and payment is approved by the remaining members of Council pursuant to a formal motion adopted by the remaining members of Council.

### **§ 46-3. Real Property Tax Collector's salary.**

The compensation of the Real Property Tax Collector, hereafter elected or appointed, shall be compensated at the rate of \$5,000 annually.

[1]

Editor's Note: Amended at time of adoption of Code; see Ch. 1, General Provisions, Art. I.

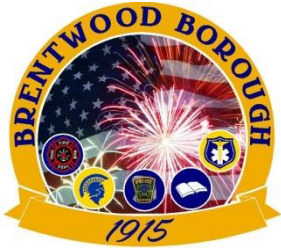
### **§ 46-4. Change in Real Property Tax Collector's salary.**

A.

Compensation thus fixed by § 46-3 of this chapter shall prevail and continue until otherwise changed by ordinance of the Borough of Brentwood in accordance with the Acts of Assembly pertaining thereto.

B.

Any Real Property Tax Collector accepting appointment or being elected on or after the date of this section does so with notice as to the compensation to be received in accordance with §§ 46-3 and 46-4A of this chapter.



# THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199  
Office 412-884-1500 FAX 412-884-1911  
[www.brentwoodboro.com](http://www.brentwoodboro.com)

## **Borough of Brentwood Legal Notice Ordinance No. 2017-1256**

Notice is hereby given that Brentwood Borough Council has proposed the adoption of **Ordinance No. 2017-1256**, "An Ordinance of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, Amending in Limited Part Chapter 46 of the Code of the Borough of Brentwood, which pertains to Salaries and Compensation of the Brentwood Borough Tax Collector" The Ordinance will increase the Compensation of the Real Property Tax Collector from \$5,000 per year to \$7,000 per year beginning in 2018. This Ordinance is scheduled to be considered for adoption at the January 23, 2017 Regular Borough Council meeting at 7:30 PM.

A complete copy of the text of **Ordinance No. 2017-1256** is available in the Administrative Office for review during regular business hours Monday – Friday, 8:00 A.M. to 4:00 P.M., or may be viewed on the Borough's website at [www.brentwoodboro.com](http://www.brentwoodboro.com).

Any person with a disability requiring a special accommodation to attend a Brentwood Borough Council Meeting should notify Denise Assenti at 412-884-1500 ext. 115 as early as possible, but not later than 5 business days prior to the meeting. The Borough of Brentwood will make every effort to provide a reasonable accommodation.

George Zboyovsky, PE  
Borough Manager

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**Please publish this ad in the South Hills Record on the following date:**

**Thursday, January 12, 2017**

**Please send invoice and proof of publication to:**

Brentwood Borough  
C/O Susan Toth  
3624 Brownsville Road  
Pittsburgh, PA 15227

# Pa. local governments can reduce tax collector fees

December 17, 2012 | Gerald Cross

Counties, boroughs, townships and school districts, many of which are scrambling to lower costs in the face of rising expenses to avoid tax increases or reduced services, can collectively save millions of dollars by exercising a once-in-four-year opportunity to change the method of pay for elected tax collectors.

The Pennsylvania Economy League has found through numerous studies that certain compensation approaches for tax collectors are significantly less costly than others. But local government bodies must act swiftly if a change in type or amount of pay for an elected tax collector is warranted. The state only allows adjustments to be made every four years. Governing bodies must set the rates for incoming tax collectors by Feb. 15, 2013.



Pennsylvania Economy League Central Division Executive Director (CONTRIBUTED PHOTO, THE...)

It's time you stopped overpaying on your student loans.

**REFINANCE YOUR LOAN**

**LendKey Network**

## RELATED ARTICLES

### Tax Collector Regulations Proposed

September 24, 1995

### More local income taxes may go unpaid

May 6, 2007

### Bill Would Require Tax Collector Certification

September 20, 1995

### L. Macungie Rejects Plan To Alter Local Government

November 8, 1995

### TODAY'S ISSUE: Can we collect school taxes more cheaply?

March 29, 2009

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There are three basic types of compensation for elected tax collectors: commission, salary or per-bill payment. Some jurisdictions use a combination of those methods. PEL past studies have clearly shown that commission-based pay costs significantly more than the other methods. Not only are commissions more expensive but they also have no bearing on the amount of work performed to collect the tax, and instead are a reflection of the amount of tax collected.

Under the commission method, tax collectors receive a percentage of the bill. Thus, the more tax owed, the more the tax collector receives. An increase in the assessed valuation of a property or in the millage rate produces increased commissions, but the tax collector workload remains the same. Also, large tax bills generate large commissions, yet they are no more expensive to handle than small ones. In contrast, not only are salary and per-bill compensation more logical and more in keeping with the work performed, they tend to be less costly as well.

A PEL 2003 study of boroughs and townships in 12 central and eastern Pennsylvania counties found that the 267 municipalities that used commission-based pay spent 2.81 percent of the taxes collected for the service. Tax collectors earning a per-bill fee received 1.06 percent of the taxes collected, while those working on salary made 0.79 percent of taxes collected.

As a result, those municipalities paying commission had an average cost of compensation that was almost three-fourths higher than the overall average and about 3 1/2 times higher than the average for those that paid a salary.

Regardless of the method used, governing bodies must act now to reduce costs by changing compensation methods, capping commissions, lowering per-bill fees and salaries or freezing compensation at current levels, among other options. School districts in particular have been successful at shrinking costs, but over the years many other jurisdictions have saved hundreds of thousands of dollars individually by altering payment methods.

Governing bodies can determine how to adjust the method and rate of compensation for their tax collectors through three steps:

- Find out how compensation costs compare with others.
- Find out why some jurisdictions can collect taxes at lower compensation costs.
- Find out if a change in the method and/or rate of compensation for the elected tax collector is justified and which method and rate would be most cost effective.

Gerald Cross is executive director of the Pennsylvania Economy League Central Division.

# Lookup Property Taxes



[usrealtyrecords.com/Taxes](http://usrealtyrecords.com/Taxes)

Search Any Property By Address. Immediate Results - Start Now

## SEE ALSO

1. Filing Your Taxes

2. Track Your Tax Refund

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5. New Tax Rules

6. Estimated Tax Return

7. Tax Resolution Help

8. Withholding Tax Calculator

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## Tax Collector Salary Information (11-11-16)

Borough	Total Parcels	Population	School District Contribution		Total Salary Boro + School	Last Increase Requested or Approved	Comments
			Boro Paid Yearly Salary	District Name Amount			
Bellevue (412-766-6164)	2,700	8,370	\$10,908 (\$25/tax cert ltr)	Northgate \$8,700	\$19,608		See Excel spreadsheet and Ordinance
Brentwood (412-884-1500)	3,754	9,643	\$5,000	Brentwood \$8,000	\$13,000		Boro also pays for postage & supplies
Castle Shannon (412-885-9200)	3,037	8,316	\$8,177 (2015) \$2.50/line	Keystone Oaks \$8,351.75 (2015) \$2.75/parcel	\$16,528.75	2/11/2013	Also receives 5% of delinquent taxes collected
Dormont (412-561-8900)	3,168	8,593	\$8,000	Keystone Oaks \$8,712 (2015) \$2.75/parcel	\$16,712	> 23 years	Tax collector is able to keep fees for delinquent taxes paid but Dormont unable to tell me approx. amount.
Jefferson Hills (412-655-7735)	5,450	10,619	\$10,000	W. Jefferson \$12,000	\$22,000	2009	Spoke w/Tracy - would like copy of spreadsheet when complete*
Pleasant Hills (412-655-3300)	3,300	8,268	\$6,000	W. Jefferson \$8,000	\$14,000	2009 - Requesting increase for 2016	+ 2% Mercantile tax collection
Swissvale (412-271-7101)	3,946	8,983	\$9,600	Woodland Hills \$15,992.70 (\$3.15/tax bill)	\$25,592.70		Also paid for real estate collection and garbage fees
White Oak (412-672-9727)	4,003	7,862	\$5,858.75 (2015) \$3.75/tax collected	McKeesport \$6,000 (\$3.25/line)	\$11,858.75**		Tax collector pays Boro for rent (\$300/mo) & supplies. See attachment from McKeesport SD.

See website below for other cities in Pennsylvania:

<http://salarygenius.com/pa/1/salary/tax-collector-salary#city>

\*\*Act. 2015 Pay (W-2)

\$17,248.25

[\\*tharris@wjhsd.net](mailto:tharris@wjhsd.net)



**BOROUGH COUNCIL INFORMATIONAL SHEET  
AGENDA ITEM 10.k.**

**SUBJECT: Consider adopting Resolution 2017-12, Amendments to Financial Standard Operating Procedures.[DISCUSSION]**

**DATE: January 16, 2017**

**PRESENTED BY: MR. GEORGE ZBOYOVSKY, PE  
BOROUGH MANAGER**

**SUMMARY:**

This item is associated with the Standard Operating Procedures Manual. In 2015, a comprehensive policy was adopted. Due to the pending implementation of the new uniform allowance card system, revisions are required to the debit & credit card policy.

SOP #307 has been amended to outline the steps for utilizing this card, which are outlined as follows:

- 1) Finance Director issues the card upon the signing of the cardholder responsibility agreement by the employee.
- 2) Finance Director annually contacts PNC Bank to load the contractually specified amount on the card.
- 3) Employee must provide a receipt of each purchase to the appropriate department head by the next business day after procurement.
- 4) The department head will notify the employee and Finance Director in writing of any purchases that are outside the scope of the uniform policy. The employee agrees to reimburse the Borough for such unauthorized charges.

Additionally, the Borough is seeking to standardize its policy for providing expense reimbursements. Presently, administrative employees are submitting an expense report to the Finance Director; a check is subsequently issued upon approval. However, police officers are currently receiving petty cash reimbursements. SOP #308 has been revised to eliminate this cumbersome procedure by clarifying that the expense report procedure applies to all employees. The policy further states that receipts should be submitted once per month so as to reduce the volume of checks.

Additionally, because the implementation of the procurement cards will reduce the need for petty cash, SOP #310 has been changed to indicate that cash will only be provided if a vendor will not accept the procurement card.

**BUDGET IMPACT:**

No direct impact. However, increased internal controls help to increase efficiency.

**RECOMMENDATION:**

Adopt Resolution 2017-12 as presented.

## **PROS:**

- Increased employee accountability for contractually-specified benefits.
- Reduction in the quantities of checks processed.

## **CONS:**

## **STRATEGIC GOALS APPLIED:**

### **Strategic Goal 4: Improve the Accountability of Various Borough Departments**

#### **ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Resolution No. 2017-12: Financial SOP Amendments	1/13/2017	Cover Memo
SOP #307: Debit & Credit Card Policy- REDLINE	1/13/2017	Cover Memo
SOP #307: Debit & Credit Card Policy- CLEAN	1/13/2017	Cover Memo
SOP #307 Exhibit B- Statement of Uniform Cardholder Responsibility	1/13/2017	Cover Memo
SOP #308: Reimbursements- REDLINE	1/13/2017	Cover Memo
SOP #308: Reimbursements- CLEAN	1/13/2017	Cover Memo
SOP #310: Petty Cash- REDLINE	1/13/2017	Cover Memo
SOP #310: Petty Cash- CLEAN	1/13/2017	Cover Memo



# THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199  
Office 412-884-1500 FAX 412-884-1911  
[www.brentwoodboro.com](http://www.brentwoodboro.com)

## RESOLUTION NO. 2017-12

### AMENDMENTS TO FINANCIAL STANDARD OPERATING PROCEDURES

**A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, AMENDING, IN LIMITED PART, THE STANDARD OPERATING PROCEDURES FOR THE MANAGEMENT AND ALLOCATION OF FINANCIAL RESOURCES.**

**WHEREAS**, in 2015, Brentwood Borough Council authorized a series of Resolutions that codified a set of Standard Operating Procedures for various departmental functions; and

**WHEREAS**, through Resolution 2015-40, Council implemented standard operating procedures for the Finance Department; and

**WHEREAS**, said Resolution sanctioned Standard Operating Procedure No. 307, which provided general regulations for the use of debit and credit cards by employees; and

**WHEREAS**, at its January 16, 2017 business meeting, Council approved an agreement with PNC Bank for the issuance of prepaid debit cards to be utilized for employee uniform allowance expenses; and

**WHEREAS**, it is necessary to revise the terms of Standard Operating Procedure No. 307 to better reflect the specific conditions by which said procurement cards may be utilized; and

**WHEREAS**, said Resolution also sanctioned Standard Operating Procedure No. 308, which outlined rules for the documentation of employee reimbursable expenses, and Standard Operating Procedure No. 310, which sets a guideline for the use of petty cash; and

**WHEREAS**, in order to increase efficiencies in the processing of reimbursable expenses, it is necessary to amend Standard Operating Procedures No. 308 and 310, so as to both set criteria for the submission of receipts to the Finance Director and to specify that under no circumstance shall petty cash be utilized to satisfy such expenses.

**NOW, THEREFORE, BE IT RESOLVED AND ADOPTED** by the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, that the Standard Operating Procedure Manual shall be amended, in limited part, with such revisions amending Standard Operating Procedures No. 307, 308, and 310. A true and correct copy of said amendments is attached herein as **Exhibit 1**.



**RESOLVED AND ADOPTED** by the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, meeting in regular and public session, this **23<sup>rd</sup>** day of **January 2017**.

**ATTEST:**

**BOROUGH OF BRENTWOOD**

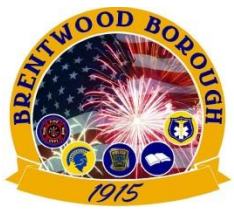
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George Zboyovsky, PE  
Borough Manager

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John Frombach  
President of Council



	Administrative Department Finance Department	<b>BB #307</b>
		Revision #1
	<b>Credit and debit cards</b>	Approved by Council 9/28/15
		Revised 7/14/16
p. 11	1 of 2	

## 1. Introduction

- a. PURPOSE: to describe the policy for the use of Borough-issued credit or debit cards.
- b. SCOPE: the Finance Department will oversee the maintenance of the credit and debit cards. All other departments may use the credit and debit cards.
- c. DEFINITIONS
  - i. "Finance" with a capital "F" will refer to the Finance Department, of which the Finance Director is head.
  - ii. "Debit card" refers to a restricted usage instrument that is directly connected with a specific Borough fund account.
  - iii. "Procurement card" refers to an instrument similar to a credit card that includes a revolving credit line and that is specifically designed by a financial institution for business purchasing.
  - iv. "Employee incentive card" will refer to a special preloaded debit card issued for the purpose of making purchases in accordance with contractual benefits.
  - v. "Card" will refer to the "debit card," ~~and the~~ "procurement card," ~~and~~ "employee incentive cards" inclusively.

## 2. Necessary prerequisites

- a. DOCUMENTS
  - i. Debit card and procurement card member agreements.
- b. ~~PERSONNEL RESPONSIBILITIES~~
  - i. Borough Manager will create the guidelines for using the card.
  - ii. Finance Director will receive all documentation from related to use of the cards by Borough employees.
  - iii. Finance Director will distribute the card to authorized Borough employees.

## 3. Policy

- ~~a.~~ Any debit cards or procurement cards designated by the Borough for business use will not be issued in any one Borough employee's name, but rather, on behalf of the Borough. Any debit card issued for the purpose of Borough business shall be issued solely on behalf of the Borough. Any procurement card or employee incentive card issued for the purpose of Borough business shall list the name of both the Borough and a specific, authorized employee.
- ~~b.~~ a. Only the Finance Director and the Borough Manager shall be authorized to use any debit card. The Finance Director shall serve as the custodian for the debit card and shall maintain in a secure location at all times when not in use.
- ~~c.~~ b. The debit card shall only be utilized in circumstances where a vendor requires prepayment for a purchase and where said vendor will not accept payment via the procurement card.
- ~~d.~~ c. The Borough Manager will determine which employees and officers are authorized to use any Borough-issued procurement card. No employee or officer will be permitted to use the card without first signing a standard, written statement of acknowledgement of cardholder responsibility, which is included as **Exhibit A**.
- ~~e.~~ d. The Borough Manager will establish appropriate limits for individual purchases on the procurement card, as well as the total credit line. The Borough Manager may also restrict usage of the procurement card to specific vendor classifications.
- ~~f.~~ e. The procurement card is intended for the acquisition of tangible goods, including office supplies, operating supplies, tools, and equipment. The procurement card is not intended to replace any existing invoicing relationship with recurring vendors.

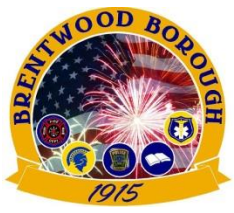
- ~~g-f.~~ The procurement card may be utilized for the acquisition of services (e.g. building maintenance, vehicle repairs, recreational vendors, etc.) only if the vendor requires prepayment for the purchase.
- ~~h-g.~~ Upon completion of each transaction made with the procurement card, the authorized employee or officer must, by the next business day, submit documentation of the purchase to the department head.
- ~~i-h.~~ The authorized employee must submit documentation of each purchase made with the procurement card to the appropriate department head by the next business day. Documentation shall be in the following format:
- i. For over-the-counter purchases, a receipt of purchase from the vendor.
  - ii. For internet purchases, a copy of the order conformation page.
  - iii. For telephone purchases, a faxed or emailed order confirmation from the vendor.
- ~~j-i.~~ Each department head shall maintain a log of all purchases made with the procurement card that includes the following information, a copy of which is included as **Exhibit B**:
- i. Date of purchase.
  - ii. Name of employee who completed the purchase.
  - iii. Name of vendor.
  - iv. Description of item.
  - v. Budgetary line item number in which purchase will be recorded.
- ~~j.~~ Each department head shall submit the procurement card purchase log and all associated documentation to the Finance Director on a weekly basis. It is the responsibility of the department head to ensure that all listed purchases were appropriate and were properly documented.
- ~~k.~~ The Finance Director shall issue an employee incentive card to any Borough employee who is entitled to a uniform allowance in accordance with the respective collective bargaining agreement. No employee or officer will be permitted to use the card without first signing a standard, written statement of acknowledgement of cardholder responsibility, which is included as **Exhibit C**.
- ~~l.~~ The employee incentive card shall be utilized exclusively for the procurement of items included in the uniform policy as contained within the collective bargaining agreement.
- ~~m.~~ The Financial Director shall contact the issuing bank in January of each calendar year to preload the employee incentive card with an amount equal to the uniform allowance benefit as defined in the collective bargaining agreement. Under no circumstances shall additional funds be added to the employee incentive card for the remainder of the calendar year, except with in accordance with revisions to the collective bargaining agreement.
- ~~n.~~ The authorized employee must submit documentation of each purchase made with the employee incentive card to the appropriate department head by the next business day. Documentation shall be in the following format:
- ~~i.~~ For over-the-counter purchases, a receipt of purchase from the vendor.
  - ~~ii.~~ For internet purchases, a copy of the order conformation page.
  - ~~iii.~~ For telephone purchases, a faxed or emailed order confirmation from the vendor.
- ~~o.~~ The appropriate department head shall review each purchase made with the employee incentive card. Purchasing documentation shall be submitted to the Finance Director on a weekly basis. It is the responsibility of the department head to ensure that all purchases were appropriate and properly documented.
- ~~p.~~ If a purchase is determined to be noncompliant with the uniform policy, the department head shall inform both the employee and the Finance Director in writing of the violation. The employee shall be required to reimburse the Borough for the cost of the noncompliant purchase within five business days, or the amount of the noncompliant purchase will be deducted from the next subsequently issued employee paycheck.
- ~~k-q.~~ Card purchases must be made in adherence with purchase order stipulations.
- ~~l-r.~~ Cards shall not be utilized to make any purchases in excess of the remaining balance in the appropriate budgetary line item, unless the department head receives authorization from the Borough Manager.
- ~~m-s.~~ Cards may not be used for employee reimbursable travel expenses, including parking, lodging, or meals. Reimbursement will instead be issued via check, out of the General Fund, upon the completion and approval of a corresponding expense report.
- ~~n-t.~~ Cards may not, under any circumstances, be used for employee paycheck advances, or to provide any sort of compensation or reward. Cards may not, under any circumstances, be used to make cash withdrawals.
- ~~o-u.~~ Any incentive program benefits derived from use of a Borough-issued card will be the sole property of the Borough.



~~P-V.~~ If a card is lost or stolen, the Finance Director shall be notified immediately. The Finance Director shall promptly notify the card-issuing bank to cancel the card. The Finance Director shall subsequently report the incident in writing to the Borough Manager.

~~Q-W.~~ If undocumented charges are noted on the statement, the employee responsible for those charges may be required to reimburse the Borough the purchase price. If a fraudulent charge is suspected, the employee in possession of the card at the time that the charge was incurred will be required to complete the fraud dispute paperwork through the card-issuing institution.

~~R-X.~~ Employees may be subject to discipline for misuse of any card, or for failure to report a lost or stolen card, up to and including termination.

	Administrative Department Finance Department	<b>BB #307</b>
		Revision #1
	<b>Credit and debit cards</b>	Approved by Council 9/28/15
		Revision #1 Approved 7/14/16
p. 11	1 of 3	Revision #2 Approved 1/23/17

## 1. Introduction

- a. PURPOSE: to describe the policy for the use of Borough-issued credit or debit cards.
- b. SCOPE: the Finance Department will oversee the maintenance of the credit and debit cards. All other departments may use the credit and debit cards.
- c. DEFINITIONS
  - i. "Finance" with a capital "F" will refer to the Finance Department, of which the Finance Director is head.
  - ii. "Debit card" refers to a restricted usage instrument that is directly connected with a specific Borough fund account.
  - iii. "Procurement card" refers to an instrument similar to a credit card that includes a revolving credit line and that is specifically designed by a financial institution for business purchasing.
  - iv. "Employee incentive card" will refer to a special preloaded debit card issued for the purpose of making purchases in accordance with contractual benefits.
  - v. "Card" will refer to the "debit card," "procurement card," and "employee incentive cards" inclusively.

## 2. Necessary prerequisites

- a. DOCUMENTS
  - i. Debit card and procurement card member agreements.
- b. PERSONNEL RESPONSIBILITIES
  - i. Borough Manager will create the guidelines for using the card.
  - ii. Finance Director will receive all documentation from related to use of the cards by Borough employees.
  - iii. Finance Director will distribute the card to authorized Borough employees.

## 3. Policy

- a. Any debit card issued for the purpose of Borough business shall be issued solely on behalf of the Borough. Any procurement card or employee incentive card issued for the purpose of Borough business shall list the name of both the Borough and a specific, authorized employee. Only the Finance Director and the Borough Manager shall be authorized to use any debit card. The Finance Director shall serve as the custodian for the debit card and shall maintain in a secure location at all times when not in use.
- b. The debit card shall only be utilized in circumstances where a vendor requires prepayment for a purchase and where said vendor will not accept payment via the procurement card.
- c. The Borough Manager will determine which employees and officers are authorized to use any Borough-issued procurement card. No employee or officer will be permitted to use the card without first signing a standard, written statement of acknowledgement of cardholder responsibility, which is included as **Exhibit A**.
- d. The Borough Manager will establish appropriate limits for individual purchases on the procurement card, as well as the total credit line. The Borough Manager may also restrict usage of the procurement card to specific vendor classifications.
- e. The procurement card is intended for the acquisition of tangible goods, including office supplies, operating supplies, tools, and equipment. The procurement card is not intended to replace any existing invoicing relationship with recurring vendors.
- f. The procurement card may be utilized for the acquisition of services (e.g. building maintenance, vehicle repairs, recreational vendors, etc.) only if the vendor requires prepayment for the purchase.
- g. Upon completion of each transaction made with the procurement card, the authorized employee or officer must, by the next business day, submit documentation of the purchase to the department head.

p. 12	2 of 3	BB #307
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- h. The authorized employee must submit documentation of each purchase made with the procurement card to the appropriate department head by the next business day. Documentation shall be in the following format:
  - i. For over-the-counter purchases, a receipt of purchase from the vendor.
  - ii. For internet purchases, a copy of the order conformation page.
  - iii. For telephone purchases, a faxed or emailed order confirmation from the vendor.
- i. Each department head shall maintain a log of all purchases made with the procurement card that includes the following information, a copy of which is included as **Exhibit B**:
  - i. Date of purchase.
  - ii. Name of employee who completed the purchase.
  - iii. Name of vendor.
  - iv. Description of item.
  - v. Budgetary line item number in which purchase will be recorded.
- j. Each department head shall submit the procurement card purchase log and all associated documentation to the Finance Director on a weekly basis. It is the responsibility of the department head to ensure that all listed purchases were appropriate and were properly documented.
- k. The Finance Director shall issue an employee incentive card to any Borough employee who is entitled to a uniform allowance in accordance with the respective collective bargaining agreement. No employee or officer will be permitted to use the card without first signing a standard, written statement of acknowledgement of cardholder responsibility, which is included as **Exhibit C**.
- l. The employee incentive card shall be utilized exclusively for the procurement of items included in the uniform policy as contained within the collective bargaining agreement.
- m. The Finance Director shall contact the issuing bank in January of each calendar year to preload the employee incentive card with an amount equal to the uniform allowance benefit as defined in the collective bargaining agreement. Under no circumstances shall additional funds be added to the employee incentive card for the remainder of the calendar year, except with in accordance with revisions to the collective bargaining agreement.
- n. The authorized employee must submit documentation of each purchase made with the employee incentive card to the appropriate department head by the next business day. Documentation shall be in the following format:
  - i. For over-the-counter purchases, a receipt of purchase from the vendor.
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- o. The appropriate department head shall review each purchase made with the employee incentive card. Purchasing documentation shall be submitted to the Finance Director on a weekly basis. It is the responsibility of the department head to ensure that all purchases were appropriate and properly documented.
- p. If a purchase is determined to be noncompliant with the uniform policy, the department head shall inform both the employee and the Finance Director in writing of the violation. The employee shall be required to reimburse the Borough for the cost of the noncompliant purchase within five business days, or the amount of the noncompliant purchase will be deducted from the next subsequently issued employee paycheck.
- q. Card purchases must be made in adherence with purchase order stipulations.
- r. Cards shall not be utilized to make any purchases in excess of the remaining balance in the appropriate budgetary line item, unless the department head receives authorization from the Borough Manager.
- s. Cards may not be used for employee reimbursable travel expenses, including parking, lodging, or meals. Reimbursement will instead be issued via check, out of the General Fund, upon the completion and approval of a corresponding expense report.
- t. Cards may not, under any circumstances, be used for employee paycheck advances, or to provide any sort of compensation or reward. Cards may not, under any circumstances, be used to make cash withdrawals.
- u. Any incentive program benefits derived from use of a Borough-issued card will be the sole property of the Borough.
- v. If a card is lost or stolen, the Finance Director shall be notified immediately. The Finance Director shall promptly notify the card-issuing bank to cancel the card. The Finance Director shall subsequently report the incident in writing to the Borough Manager.

- w. If undocumented charges are noted on the statement, the employee responsible for those charges may be required to reimburse the Borough the purchase price. If a fraudulent charge is suspected, the employee in possession of the card at the time that the charge was incurred will be required to complete the fraud dispute paperwork through the card-issuing institution.
- x. Employees may be subject to discipline for misuse of any card, or for failure to report a lost or stolen card, up to and including termination.



**THE BOROUGH OF BRENTWOOD**  
MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD  
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[www.brentwoodboro.com](http://www.brentwoodboro.com)

**EMPLOYEE PREPAID DEBIT CARD  
STATEMENT OF CARDHOLDER RESPONSIBILITY**

Statement of Intent

It is the intent of the Council of the Borough of Brentwood to improve efficiency and decrease administrative costs associated with the utilization of uniform allowance benefits. The prepaid debit cards may **ONLY** be utilized for official for the procurement of uniforms.

Scope of Policy

Any employee utilizing the prepaid debit card is bound by the terms listed in this Statement of Cardholder Responsibility. Utilization of the prepaid debit card is at the sole discretion of the Borough Manager. Authorization may be suspended or terminated for violation of the terms of this Statement.

Purchase Restrictions

No item with a value over \$500.00 may be acquired through use of the prepaid debit card unless a purchase order has been approved by the Finance Director and the Borough Manager.

Authorized and Unauthorized Uses

Purchases made with the prepaid debit card must be conducted in accordance with the uniform policy as outlined within the Collective Bargaining Agreement.

The prepaid debit card may not be utilized for any of the following items:

- Purchases of tangible goods, such as office supplies, operating supplies, tools, and equipment.
- Satisfaction of a vendor invoice for any contracted service.
- Reimbursement for travel expenses, such as lodging, parking, or meals.
- Cash advances or withdrawals.

### Receipt and Reporting Requirements

Upon the execution of a purchase, the employee must submit appropriate documentation to the department head within one business day.

- If the purchase was completed over-the-counter at a physical retailer, then the employee must provide a receipt.
- If the purchase was completed through an online vendor, the then employee must provide a printed copy of the order confirmation page.
- If the purchase was completed through a telephonic vendor, then the employee must request that a confirmation receipt be distributed via fax or email. The employee is responsible for providing a printed copy.

Failure to provide appropriate receipts may result in the employee being required to reimburse the Borough for the undocumented charges.

### Lost or Stolen Cards

If a procurement card is lost or stolen, the employee must immediately notify the Finance Director. If it is suspected that the card has been used fraudulently, the employee shall also complete the appropriate fraud dispute documents from the card-issuing financial institution.

### Violations

The employee shall be required to reimburse the Borough for any clothing or accessory purchases that fail to conform to the uniform policy. If the employee does not submit a reimbursement payment within five (5) business days of the date that the violation is noted, the amount of the unauthorized purchase shall be deducted from the first subsequently issued employee paycheck.


Violations of this Statement will result in the suspension of prepaid debit card privileges and will result in disciplinary action, up to and including termination.

### Acknowledgement of Responsibility

I, \_\_\_\_\_, have read and understand the policies outlined in this Statement. I agree to abide by the provisions listed above and understand that misuse of the procurement card will result in disciplinary action, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

	Administrative Department Finance Department	<b>BB #308</b>
		Compiled 06/23/2015
	<b>Reimbursable expenses</b>	Approved by management 7/21/2015
		Approved by council 9/28/15
p. 13	1 of 2	Revisions approved 1/23/17

### 1. Introduction

- a. PURPOSE: to provide guidelines for reimbursing employees in the event that they spend their own money on items for the Borough.
- b. SCOPE: the Administrative and Finance Departments will work together with employees traveling on business.

### 2. Necessary prerequisites

- a. DOCUMENTS
  - i. Expense reports and receipts.
- b. PERSONNEL RESPONSIBILITIES
  - i. Employees will turn their expense reports in to the Finance Director at the end of any business travel.
  - ii. Borough Manager sets the rules for which items are eligible for reimbursement.

### 3. Policy

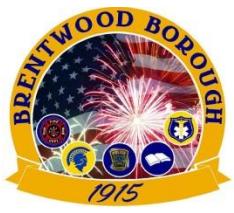
- a. All requests for reimbursement must be documented on an expense report, completed by the employee and submitted to the Finance Director. No payment will be authorized until the expense report is reviewed and approved by both the Finance Director and the Borough Manager.
  - i. Exception: minor office expenses, such as office supplies, tools, and meeting refreshments, will be reimbursed to the employee via petty cash, upon providing a receipt for the purchase. However, petty cash may only be utilized if the vendor will not accept the procurement card, as outlined in BB #307.
- b. PROFESSIONAL DEVELOPMENT  
Expenses pertaining to professional development will be reimbursed via check issued out of the General Fund. The employee must provide an expense report in order to be reimbursed.
  - i. Prior to enrolling in any training course, seminar, conference, or other professional development session, the employee must receive approval from the Borough Manager. The employee must also submit to the Finance Director a copy of the Advance Reimbursement Request, as is included as Exhibit A. In order for any expenses to be paid prior to the event, the employee should seek registration approval at the earliest possible date. If an employee directly incurs an expense pertaining to professional development, the employee will be reimbursed at cost. The employee must provide an expense report and a receipt of purchase in order to be reimbursed.
  - ii. Prior to enrolling in any professional association, the employee must receive approval from the Borough Manager. If an employee directly incurs an expense pertaining to enrollment in a professional association, the employee will be reimbursed at cost. The employee must provide an expense report and a receipt of purchase in order to be reimbursed.
  - iii. If discounting lodging is available with the cost of a professional development session, If overnight travel is required to attend a professional development session, and a discounted lodging package is available, the employee must utilize this lodging option. Under all other travel circumstances, the Borough will either prepay for lodging or reimburse the employee for lodging up to the maximum rate established by the General Services Administration. For more information on lodging, see item vi. under the Business Travel heading.
- c. BUSINESS TRAVEL  
Employees will be compensated for any business travel performed in a personal vehicle.
  - i. The mileage reimbursement rate will be set annually by resolution of Borough Council. The employee must document traveled miles in an expense report. The Borough will not be responsible for the costs of

vehicle fuel or for the costs of any fines or repair fees incurred during the course of business travel. If a municipal vehicle was used for the travel, the travel is not eligible for reimbursement.

- ii. Should business travel begin at an employee's home, the employee will not be eligible for reimbursement for mileage associated with the employee's normal commute. Mileage will only be reimbursed if the distance of the business trip exceeds the length of the normal commute.
  - iii. Meals incurred in the course of business travel will be reimbursed at cost up to \$10 for breakfasts, \$15 for lunches, and \$30 for dinners. The reimbursement will also cover gratuity, up to 15%. No employee will be eligible for reimbursement for any meal that is included in the cost of a professional development session. The employee must provide an expense report and a receipt of purchase in order to be reimbursed.
  - iv. If business travel does not require overnight lodging, the employee will be eligible for reimbursement only for lunch expenses. However, if the employee is required to conduct business travel at least two hours before the employee would regularly begin their commute, the employee will be eligible for breakfast expenses. If the employee is required to conduct business travel at least two hours after the conclusion of a standard working day, the employee will be eligible for dinner expenses.
  - v. Parking expenses incurred in the course of business travel will be reimbursed at cost. The employee must provide an expense report and a receipt of purchase in order to be reimbursed.<sup>1</sup>
- d. **NON-VEHICULAR BUSINESS TRAVEL AND LODGING**
- These types of expenses must be approved in advance by the Borough Manager. Such expenses will be subject to prepayment, except where approved by the Borough Manager. In such circumstances, the expenses will be reimbursed at cost. The employee must provide an expense report and a receipt of purchase in order to be reimbursed.
- i. Incidental expenses will be subject to reimbursement, provided that the expenses are deemed to be necessary in the course of business travel by the Borough Manager.
  - ii. Entertainment costs and other personal expenses that are deemed not necessary in the course of business travel by the Borough Manager are not eligible for reimbursement.
- e. **REIMBURSEMENT SCHEDULE**
- i. By the fifth business day of each month, any employee seeking a reimbursement must submit to the Finance Director a copy of the Employee Expense Report, as included as **Exhibit B**.
  - ii. A receipt must be included for any direct expenditure. For reimbursement requests relating to business travel in a personal vehicle, the employee must provide verification of the number of miles that were travelled. The preferred form of mileage documentation is via printed directions from an online mapping service.
  - iii. The Finance Director will process reimbursement checks on the second Friday each month. Under no circumstances will reimbursable expenses be included in an employee pay check.
  - iv. It is the responsibility of each employee to maintain his or her own receipts and other supporting documentation. Expense reports should only be provided to the Finance Director once per month. "Piecemeal" submissions will be returned to the employee.

<sup>1</sup> Metered parking is exempt from receipt reporting requirements, except where there is an electronic payment system and receipts are available.



	Administrative Department Finance Department	<b>BB #308</b>
		Compiled 06/23/2015
	<b>Reimbursable expenses</b>	Approved by management 7/21/2015
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p. 13	1 of 2	Revisions approved 1/23/17

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- b. **PERSONNEL RESPONSIBILITIES**
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	Finance Department	<b>BB #310</b>
		Revision #1
	Petty cash	Compiled 06/25/2015
		Approved by management 7/21/2015
p. 18	1 of 1	Approved by council 9/28/15

## 1. Introduction

- PURPOSE: to establish a petty cash policy for the Borough.
- SCOPE: the Administrative Department and Finance Department will work together.

## 2. Necessary prerequisites

- DOCUMENTS
  - Receipts and memos to go into the cash box.
- PERSONNEL RESPONSIBILITIES
  - The Administrative Department will hold the cash, and the Borough Manager will supervise.
  - The Finance Department will view the monthly reports created by the custodian and replenish the cash.

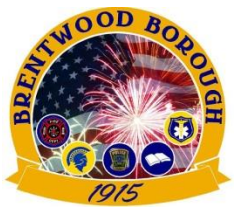
## 3. Policy

- Only the designated petty cash custodian and the Borough Manager will be authorized to remove funds from the petty cash account(s).
- The petty cash account(s) will be stored in a lockable cash box. Only the designated petty cash custodian and the Borough manager will have access to the key to the cash box. The cash box will be kept in a secure location.
- The petty cash account(s) will contain an amount predetermined by the Borough Manager.
- Petty cash purchases are limited to \$100 unless prior approval is received from the Borough Manager.
- Where it is not otherwise possible to utilize the procurement card in accordance with BB #307, pPetty cash will be used for the reimbursement of minor expenses, such as office supplies, tools, and meeting refreshments. No funds will be released to the employee incurring the expense until valid receipt of purchase from the vendor is provided to the designated petty cash custodian.
- Petty cash may be used for prepayment of minor expenses only if a written memo is submitted by the appropriate department head. The memo will be stored in the cash box.
- All petty cash transactions will be documented in a pre-numbered, two-part receipt book specifically assigned to the petty cash account(s). Prior to the release of funds, the receipt will be signed by both the appointed custodian and the employee incurring the expense.<sup>1</sup>
- Petty cash will not be used for employee reimbursement pertaining to conference expenses, professional association dues, or travel expenses, including parking, lodging, or meals. Such reimbursement should instead be issued via check through the General Fund. See BB #308 for more information.
- Petty cash will under no circumstances be used for employee paycheck advances, or to provide any sort of compensation or reward to employees.
- The petty cash account(s) will be reconciled on a monthly basis, or, when the cash box contains less than 25% of its predetermined value,<sup>2</sup> whichever occurs sooner. At all times, the total of the receipts and cash on hand must equal the predetermined petty cash amount.
- The designated petty cash custodian will produce a reconciliation report and submit it alongside all receipts and memos to the Finance Director. The specific line item from the budget should also be included for each purchase. The Finance Director will subsequently produce a check that will be used to replenish the petty cash account(s).

<sup>1</sup> In the event of returned change from a prepayment expense, a receipt should accompany the change in going back into the petty cash box (e.g., an employee takes \$40 from petty cash to buy pizza for an office meeting, but it ends up only costing \$35; \$5 would be the returned change in this instance, and it would go back into the petty cash box, along with a receipt to record it doing so).

<sup>2</sup> The Administrative Department's cash box should balance to \$400. Therefore, 25% of this value is \$100.

- I. Any shortages must be immediately reported to the Finance Director and the Borough Manager.

	Finance Department	<b>BB #310</b>
		Revision #1
	<b>Petty cash</b>	Compiled 06/25/2015
		Approved by council 9/28/15
p. 18	1 of 2	Revisions approved by council 1/23/17

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purchase. The Finance Director will subsequently produce a check that will be used to replenish the petty cash account(s).

- I. Any shortages must be immediately reported to the Finance Director and the Borough Manager.



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 11.a.**  
**ACTION ITEM**

**SUBJECT: Consider adopting Resolution 2017-08, reappointment of Engineer [ACTION ITEM]**

**DATE: January 16, 2017**

**PRESENTED BY: MR. GEORGE ZBOYOVSKY, PE  
BOROUGH MANAGER**

**SUMMARY:**

This item is associated with the designation of a municipal engineer. Brentwood will retain the services of The Gateway Engineers for 2017.

**BUDGET IMPACT:**

In accordance with the 2017 operating budget, funds are available for the following items:

- 01-408.313: \$15,000, which is to be used *only* for miscellaneous engineering tasks that are not associated with a budgeted project.
- 08-429.313: \$192,000 to be used for planning and design under the Sanitary Sewer O&M Plan
- 18-439.619: \$40,000 for planning and design of roadway reconstruction projects
- 18-439.313: \$10,000 to be utilized for any work authorization for a capital project not included in the original budget.
- 18-446-313: \$40,000 to be utilized for any work associated with the Stormwater Management Plan.
- 18-452.313: \$65,000 to be used for design and bid documents pertaining to pool renovations.

**RECOMMENDATION:**

Adopt Resolution 2017-08 as presented.

**ATTACHMENTS:**

Description

Resolution No. 2017-08- Borough Engineer

Upload Date

1/12/2017

Type

Cover Memo

2017 Standard Billing Rate Schedule  
General Terms and Conditions\_rev1-23-15 Logo ORIGINAL

1/12/2017      Cover Memo  
1/12/2017      Cover Memo





**THE BOROUGH OF BRENTWOOD**  
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PITTSBURGH, PA 15227-3199  
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**RESOLUTION NO. 2017-08**

**“BOROUGH ENGINEER”**

**A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY, AND COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE BOROUGH OF BRENTWOOD TO ENTER INTO AN AGREEMENT WITH GATEWAY ENGINEERS, INC. AS BOROUGH ENGINEER FOR CALENDAR YEAR 2017.**

**WHEREAS**, Article X, Section 1005(a) of the Pennsylvania Borough Code states that the Borough Council shall have power to create the office of Engineer and make appointments, by ordinance or resolution, to fill the same; and

**WHEREAS**, there is a need for the re-appointment of the Engineer for the Borough of Brentwood; and

**WHEREAS**, the re-appointment of said Engineer may be made without competitive bids as a “professional service” under the provisions of Article XIV, Section 1402(d)(5) of the Pennsylvania Borough Code; and

**WHEREAS**, The Gateway Engineers, Inc. have submitted General Terms and Conditions as well as Standard Billing Rate Schedule for performing the duties at the Borough of Brentwood Engineer; and

**WHEREAS**, an exact copy of said General Terms and Conditions and Standard Billing Rate Schedule is attached hereto as Exhibit 1; and

**NOW, THEREFORE, BE IT RESOLVED AND ADOPTED** by the Council of the Borough of Brentwood, County of Allegheny, Commonwealth of Pennsylvania, and it is hereby **RESOLVED and ADOPTED** by authority of the same, as follows:

1. Gateway Engineers, Inc., licensed engineers in the Commonwealth of Pennsylvania, is hereby re-appointed as Engineer for the Borough of Brentwood for calendar year 2017.
2. The President of Brentwood Borough Council shall be authorized to enter into an agreement with Gateway Engineers, Inc., securing their engineering services for the Borough of Brentwood in accordance with the General Terms and Conditions and their 2017 Standard Billing Rate Schedule as outlined in **Exhibit 1**, effective January 1, 2017 through December 31, 2017, and the President of Brentwood Borough Council shall be authorized to enter into said agreement and to execute same.
3. This agreement is awarded without competitive bidding as a “professional service” under the provisions of Article XIV, Section 1402(d)(5) of the Pennsylvania Borough Code because the aforesaid agreement encompasses professional services recognized, licensed and regulated by law and is of a nature where it is not possible to obtain competitive bids.

**RESOLVED AND ADOPTED** by the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, meeting in regular and public session, this **16<sup>th</sup>** day of **January 2017**.

**ATTEST:**

**BOROUGH OF BRENTWOOD**

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George Zboyovsky, PE  
Borough Manager

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John Frombach  
President of Council

## 2017 Standard Billing Rate Schedule

### **PROFESSIONAL AND TECHNICAL**

Principal	\$170
Professional/Technical IX	\$158
Professional/Technical VIII	\$148
Professional/Technical VII	\$135
Professional/Technical VI	\$121
Professional/Technical V	\$110
Professional/Technical IV	\$97
Professional/Technical III	\$86
Professional/Technical II	\$71
Professional/Technical I	\$53

### **SURVEYING SERVICES**

2 - Man Field Crew	\$169
1 - Man Field Crew	\$81
2 - Man GPS Field Crew	\$196
1 - Man GPS Field Crew	\$142
2 - Man Robotic Field Crew	\$167
1 - Man Robotic Field Crew	\$113
1 - Man Leica GPS Field Crew	\$113

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## General Terms and Conditions

**Invoicing and Payment** Invoicing for this project will occur monthly as work is performed. Payment is due thirty (30) days after receipt of the invoice. The Gateway Engineers, Inc. (hereinafter referred to as "Gateway") must be notified in writing of any questions concerning an invoice within ten (10) days. Failure to do so within the prescribed time frame constitutes acceptance of the invoice. Gateway reserves the right to stop work immediately on any project and hold work in progress (if applicable), if an invoice is 60 days past due or older. If Gateway initiates legal proceedings to collect delinquent invoices, Gateway shall be permitted to recover all legal fees and costs associated with collecting such delinquent invoices.

**Rate Escalation** If the attached scope of work is performed on a time and materials basis and work extends beyond the calendar year of the acceptance of this contract, Gateway will adjust the hourly billing rates to its newly-adopted standard hourly rate schedule.

**Additional Work** If any additional work is required beyond the scope of the agreement, the cost for the additional work will be presented for your approval prior to commencement of work. Additional work may be completed under this contract upon receipt of an Additional Work Authorization Form signed by the Client. Additional work will be invoiced monthly as work is performed in accordance with the standard hourly rate schedule in force at that time.

**Direct Expenses** Printing/plotting costs for the project are not included in the proposal price. The cost for these services is \$0.20 per 8½x11 color laser copy, \$0.35 per 11x17 color laser copy, \$0.12 per square foot for prints, \$0.75 per square foot for color prints, \$1.50 per square foot for color glossy prints and \$0.95 per square foot for mylars.

**Subconsultants** In the completion of this contract, Gateway may use subconsultants at its discretion in order to complete the scope of work in a timely and efficient manner. The costs of these subconsultants are included in the estimated fee of the project, if provided.

**Work Product** All plans, specifications, letters, reports and other products provided by Gateway are intended to satisfy the scope of this project only. Gateway is not liable for the use of its work product by anyone for any purpose other than by the Client for this project and in accordance with this contract.

**Changed Conditions** Gateway will promptly notify the Client in writing if it discovers conditions or circumstances that were not contemplated at the commencement of this contract, which in Gateway's judgment significantly affect or may affect the services or the recommended scope of services. Subsequent to that notification, the Client and Gateway will either negotiate a revised scope and estimated fee or terminate the contract.

**Assumptions, Services and Information Provided By Others** This contract assumes the base conditions to be true as set forth in the proposal, and likewise assumes that services and/or information provided by the Client or their agents is accurate and in a useable form. If these assumptions are found to be untrue, an additional fee may be required to compensate Gateway for any extra work.

**Hazardous Materials** The Client agrees to advise Gateway about the presence of any known hazardous substances or any known condition existing in, on, or near the site presenting a potential danger to human health or the environment. Gateway does not have any responsibility to locate, identify, evaluate, treat or otherwise consider or deal with hazardous materials.

**Access/Right of Entry** Unless otherwise agreed, the Client will provide access to the land and/or facilities for Gateway and its subconsultants. Gateway will take reasonable precautions to minimize damage to said land or facilities by its personnel and/or equipment.

**Termination** This contract may be terminated by either party upon fourteen (14) days prior written notice. In the event of termination, Gateway shall be compensated by the Client for all costs incurred and services performed up to and including the termination date.

**Limitation of Liability** Gateway, its shareholders, directors, officers, employees and agents, shall not be liable to the client for any special, consequential, incidental or penal losses or damages.

**Indemnification** Gateway agrees to indemnify and hold harmless the Client and its officers, directors, and employees from and against any and all claims, suits, liability, damages, injunctive or equitable relief, expenses including reasonable attorneys' fees, or other loss to the extent caused by Gateway's negligent performance of services. The Client agrees to indemnify and hold harmless Gateway and its agents, subconsultants, directors, officers and employees from and against any and all claims, suits, liability, damages, injunctive or equitable relief, expenses including reasonable attorneys' fees, or other loss arising from damage to subterranean structures or utilities unless correctly shown on plans furnished by the Client, or arising from any negligence, gross negligence or willful misconduct by the Client and/or its officers, directors, employees and agents.

**Insurance** During the terms of any contract which might result from this proposal, Gateway will have in force the following types of minimum insurance coverages: A) professional liability – \$2,000,000 per claim/\$2,000,000 aggregate limit, B) workman's compensation – statutory limits, C) general liability – bodily injury/property damage \$1,000,000 per occurrence, D) automobile liability – bodily injury/property damage \$1,000,000 combined; uninsured and under insured motorist \$35,000, and E) excess liability \$5,000,000.

**Laws and Severability** This contract shall be subject to, interpreted, and enforced according to the laws of the Commonwealth of Pennsylvania. If any part of this contract shall be held illegal, unenforceable, void, or voidable by any court of competent jurisdiction, each of the remainder of the provisions shall nevertheless remain in full force and effect and shall in no way be affected, impaired, or invalidated.

**Assignment** The Client and Gateway respectively bind themselves, their successors, assigns and legal representatives to the other party to this agreement and to the partners, successors, assigns and legal representatives of such parties with respect to all covenants of this contract. Neither the Client nor Gateway shall assign, sublet or transfer any interest in this contract without the consent of the other.



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 11.b.**  
**ACTION ITEM**

**SUBJECT: Consider approving the agreement with Mr. John for rental of four ADA-compliant portable toilets for Brentwood Park [ACTION ITEM]**

**DATE: January 16, 2017**

**PRESENTED BY: MR. ROBERT MACKEWICH  
DPW SUPERINTENDENT**

**SUMMARY:**

This annual items pertains to the installation of handicapped accessible portable restrooms at Brentwood Park. The facilities are placed for a period of five months near the Dailey Road entrance, Pointview Road entrance, stadium, and basketball courts.

**BUDGET IMPACT:**

Mr. John's monthly rate of \$824.40 represents an increase of \$8.56 from 2016. Additionally, a \$160 transportation and set-up fee will be assessed. These expenditures will be incurred under Line Item 01-454.450: Contracted Services.

**RECOMMENDATION:**

Approve the agreement as presented.

**ATTACHMENTS:**

Description

Mr. John Agreement

Upload Date

1/12/2017

Type

Cover Memo



FIELD OFFICE TRAILERS & TOILET TRAILERS | EXPERTS IN TEMPORARY SANITATION | HOLDING TANK PUMPING & RENTAL



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 11.c.**  
**ACTION ITEM**

**SUBJECT: Consider approving the agreement with Penn Power for generator maintenance  
[ACTION ITEM]**

**DATE: January 16, 2017**

**PRESENTED BY: MR. ROBERT MACKEWICH  
DPW SUPERINTENDENT**

**SUMMARY:**

This item is associated with the servicing and inspection of two generators, which are located at the municipal building at the public works facility. Penn Power Systems will perform an equipment inspection in June and service the devices in December. This contract does not cover emergency repairs.

**BUDGET IMPACT:**

\$710 will be expended under General Fund Line Item 01-409-450: Contracted Services and \$725 will be charged to 01-430-450 Contracted Services associated with the DPW Building.

**RECOMMENDATION:**

Approve the agreement as presented.

**ATTACHMENTS:**

Description

12-01-16 to 11-30-17 Agreement\_Penn Power

Upload Date

1/12/2017

Type

Cover Memo

Proposal #: 17C9-A7C0-DS

Both parties further agree as follows:

A. **This is a 1 Year Agreement**

B. **Firm pricing for all units included within this Agreement shall be:**

<u>Period</u>	<u>Package Type</u>	<u>Total Value Per Year</u>	
12/01/2016 to 11/30/2017	1 Year Package	Equipment:	\$1,435.00
		Taxes:	\$0.00
		Total:	<u>\$1,435.00</u>

C. **Equipment:** 2 Generator Set(s) and Transfer Switch(s)

	<u>Site</u>	<u>Location</u>	<u>Equipment</u>	<u>Mfr.</u>	<u>Qty</u>	<u>Amount</u>	<u>Ext Amount</u>
1	Public Works	East Willock	60kW	Cummins	1	\$725.00	\$725.00
2	Boro Bldg	3624 Brownsville Road	20kW	Kohler	1	\$710.00	\$710.00

# of Inspections: 1  
# of PMs: 1  
Schedule: December PM Service, June Inspection

D. Load Bank Test not provided.

E. Penn Power Systems shall provide the Client with a Certificate of Insurance, directly from the policyholder. Insurance coverage includes general, automotive, garage and inland marine liability. There shall be no waivers of subrogation.


F. All additional and/or emergency repairs shall be invoiced at the following rates for the duration this Agreement remains valid.

Straight time	Monday – Friday	7:30 AM – 4:30 PM	\$105.00 per hour
Overtime	Monday – Friday	4:30 PM – 7:30 AM	\$157.50 per hour – non holiday
	Saturday	All day	\$157.50 per hour – non holiday
Double Time	Sunday	All day	\$180.00 per hour
	Holiday	All day	\$180.00 per hour
Mileage			\$ 2.00 per mile portal to portal

G. Penn Power Systems attached standard terms and conditions apply.

H. All planned inspection services will be performed during standard business hours unless both parties have agreed otherwise.

**Notes:** This is agreement includes an annual PM and a semi annual inspection.

<u>Purchase Order #:</u>	<u>Agreed and accepted by Client #11754:</u>
David Sommer Penn Power Systems 21260 Route 19 Cranberry Twp., PA 16066 (724) 631-1260	Boro Official: Borough of Brentwood 3624 Brownsville Road Pittsburgh, PA 15227 (412) 884-1500
 Signature	 Signature





Power Generation Systems Specialists

Date of Proposal: 11/16/16  
Proposal#: 17C9-A7C0-DS

**EMERGENCY GENERATOR SET PLANNED MAINTENANCE AGREEMENT PREPARED FOR:  
Borough of Brentwood**

Penn Power Systems hereby agrees to perform regularly scheduled maintenance and inspections of the emergency power generation systems as listed:

**SERVICES TO BE PERFORMED:**

1. Check fuel system day tank operation, fuel lines, connections, vents, main and day tank fuel levels.
2. Change fuel filter and water separator elements during the full P.M. service annually.
3. Visually check fuel system injection pump, solenoid(s), check valves governor controls, linkages.
4. Check oil lube system inclusive of the engine and governor oil levels, oil heater, lines and connections.
5. Change the lube oil and filters during the full P.M. service annually.
6. Check the cooling system inclusive of the coolant level, antifreeze, freeze point, inhibitor level, louvers, radiator air flow and core condition. Block heater(s), hoses, connections, pressure test radiator cap, belt condition and tension, fan shrouds, guards and brackets.
7. Check for external fuel, lube oil, coolant and exhaust leaks.
8. Check and record lube oil pressure, fuel oil pressure and engine coolant temperature gauge readings.
9. Check exhaust system, flex connection, supports, insulation and rain cap. Drain condensation drip legs.
10. Check batteries, charging system, terminals and cables. Check electrolyte level and specific gravity.
11. Load test Batteries. Clean battery post and terminals apply corrosion inhibiting film.
12. Check electrical system wiring connections and condition. Inspect lamps and fuses.
13. Check engine and generator instruments and meters for proper operation.
14. Check and test alarm sending units, pre-alarms, and safety shutdowns.
15. Check remote annunciator operation.
16. Check air intake piping, hoses, clamps, louvers, bypass actuators and air box Dampers.
17. Visually check air filter elements, air box canisters, breathers and crankcase ventilation systems.
18. Check engine and generator mounting bolts and vibration isolators.
19. Visually check generator bearings.
20. Check exciter assembly, stator and field for cleanliness and integrity.
21. Visually check rotating rectifiers and surge suppressor.
22. Check and record residual, no-load voltage.
23. Check voltage regulator and adjust if necessary.
24. Visually inspect generator breaker and bus bar connections for cleanliness and signs of overheating.
25. Check transfer switch compartment and components for cleanliness, integrity, overheating and wear.
26. Evaluate time delay settings
27. Check transfer switch exercise functions.
28. Perform start and stop functions from transfer switch with no load condition.
29. All readings, temperatures, transfer and retransfer times, Hour meter readings, and discrepancies annotated and submitted with detailed report to the appropriate individual(s) following each round of service.

Adjustments, calibrations and repairs will be made at an additional charge upon customer approval and a firm Purchase Order is issued.

*A Division of Penn Detroit Diesel Allison, LLC.*

**SALES • RENTALS • PARTS • SERVICE**

PHILADELPHIA	PITTSBURGH	HARRISBURG AREA	SYRACUSE	BUFFALO
8330 State Road Philadelphia, PA 19136-2986 215-335-5010 Fax: 215-335-2163	21260 Route 19 Cranberry Twp., PA 16066-5808 724-631-1260 Fax: 724-631-1206	13974 Kutztown Rd. Fleetwood, PA 19522-8653 717-273-4544 Fax: 610-944-6019	7044 Interstate Island Rd Syracuse, NY 13209-9799 315-451-3838 Fax: 315-461-8662	350 Bailey Avenue Buffalo, NY 14210-1737 716-822-0051 Fax: 716-826-1544

# TERMS AND CONDITIONS

Penn Detroit Diesel Allison, LLC, is a Pennsylvania Limited Liability Company doing business under the name Penn Detroit-Allyson, as well as through certain named divisions, including but not limited to Penn Power Systems and Carrier Transcold of Pennsylvania East and West, of North Jersey and of Upstate New York. All current and future dealings and/or transactions between Penn Detroit Diesel Allison, LLC, any of its divisions, related entities and/or successors in interest and the Applicant, or any entity related to said Applicant, shall be subject to the following terms and conditions unless modified, in writing, by Penn Detroit Diesel Allison, LLC, and said terms and conditions shall supersede any inconsistent terms and conditions submitted by the Applicant or any other individual or entity unless expressly accepted in writing by Penn Detroit Diesel Allison, LLC.

Penn Detroit Diesel Allison, LLC ("PennDDA") agrees to extend credit, provide goods and/or services, rent equipment, and transact other business, as is from time to time necessary in accordance with the following terms and conditions ("Terms and Conditions")

**1. Orders.** Orders are subject to acceptance by PennDDA, in writing, and shall not be subject to cancellation or change in specifications, shipping schedules or other conditions originally agreed upon without PennDDA's written consent, and then only upon agreement to compensate PennDDA for loss caused by such cancellation or change, including costs of purchased materials, engineering costs, and reasonable profit

**2. Payment.** Subject to the establishment of satisfactory credit, terms of payment are as set forth on any invoice, however, in no case shall the terms exceed net thirty (30) days from the date of said invoice. Partial billing will be made for partial shipments and stored materials. No retainage will be allowed unless agreed to in writing by PennDDA. Any sum that Applicant owes under an invoice, but fails to pay when due, shall be subject to a finance charge computed by applying a monthly periodic rate of 1.5% (corresponding annual rate of 18%), or the highest rate permitted by applicable law, if less, to the adjusted balance of an account. All prices are F.O.B. point of manufacture unless specified otherwise by PennDDA. Quotations expire thirty (30) days from the date issued, and are subject to termination within that period. At its sole discretion, PennDDA may extend quotations.

Goods held beyond delivery date for convenience of Applicant will be invoiced on the date of completion and terms of payment in such case will apply from invoice date. Such goods will be subject to charges for warehousing and other expenses incident to such delays.

The Applicant shall immediately inform PennDDA of any change in its financial condition or in the structure of its business entity, including, but not limited to, changes to or additions of bank or brokerage accounts, mergers and/or acquisitions, asset purchases or sales, name changes, changes of officers, and any litigation to which the Applicant is a party, including pending and/or threatened suits, both civil and criminal.

If the financial condition or the business structure of Applicant at any time does not, in the sole judgment of PennDDA, justify the continued extension of credit or the continuance of the work performed or the goods to be supplied on the terms of payment as set forth above, PennDDA may require partial or full payment in advance, or shall be entitled to cancel any part of any order then outstanding, and shall be entitled to payment for reasonable cancellations charges.

In the event of bankruptcy or insolvency of Applicant, or in the event any proceeding is brought against Applicant, whether voluntary or involuntary, under the bankruptcy or any insolvency laws, PennDDA shall be entitled to cancel any credit account and/or any order or portion thereof then outstanding at any time during the period for filing claims against the estate, and shall be entitled to payment for reasonable cancellation charges.

**3. Designs.** All designs and specifications shown in PennDDA's catalogues are subject to change without notice. PennDDA shall not be obligated to furnish Applicant with such changes on equipment previously delivered.

**4. Force Majeure.** PennDDA shall not be liable for any loss, damage, failure, inability and/or delay in delivery or performance due to: the acts of any government, acts of civil or military authority, accidents, fires, wars, act of terrorism, insurrections; civil disorders, floods, strikes; or other labor disturbances or difficulties; shortages of fuel or power, breakdowns of machinery; acts of God; acts of Applicant; failures in source of supply; or any other cause beyond the control of PennDDA, and PennDDA shall then have the right to cancel any order or pending work, or extend any shipping or delivery date, if one or more such contingencies prevent or delay shipment or performance hereunder.

**5. Claims.** All material is carefully packed for shipment. Risk of loss shall pass to Applicant after delivery to the transportation carrier, and Applicant shall continue to be obligated to pay the purchase price for the goods in the event of any damage, loss or destruction after delivery at the F.O.B. point PennDDA will provide Applicant with all reasonable assistance in securing satisfactory adjustment of claims.

**6. Equipment and Services Provided by Others.** PennDDA shall not be responsible for equipment and/or materials supplied by others, nor for the overall operation of any system comprised of both equipment and/or materials furnished by PennDDA and others. Accordingly, any comments from PennDDA regarding Applicant-furnished drawings are responsive only and PennDDA shall have no liability therefore. PennDDA offers no opinion of a professional nature, including, but not limited to, the preparation or approval of plans, opinions, reports, surveys, designs, specifications and/or supervisory, inspection, or engineering services provided by others.

**7. Installation and Start-Up.** If requested in writing, PennDDA will provide field service technicians and engineers, if available, to supervise installation and start-up of its equipment at then-current rates.

**8. Warranty.** PennDDA warrants each product of its manufacture to be free from defects in materials and workmanship at the time of delivery. This warranty is non-assignable and shall not inure to the benefit of any person or entity other than Applicant.

This warranty covers only malfunctions resulting from defects in materials or workmanship. The Applicant is responsible for proper equipment installation and the performance of regular maintenance services as specified in the written materials accompanying the equipment or elsewhere.

This warranty does not cover conditions arising from the misuse, negligence, alteration, accident or lack of performance of normal maintenance services; any equipment which shall have been repaired by other than a PennDDA-authorized service outlet so as in any way, in the sole judgment of PennDDA, to affect adversely its performance and/or reliability; the replacement of maintenance items made in connection with normal maintenance services; loss of time, convenience, anticipated profits, use of the equipment or any other incidental, indirect, punitive, special or consequential damages; or equipment removal or reinstallation costs incurred in connection with the repair or replacement of defective equipment.

If any equipment, parts and/or materials supplied by PennDDA are manufactured by someone other than PennDDA, and said manufacture provides its own warranty, PennDDA's warranty shall be superseded with respect to such equipment, parts and/or materials. In that event, the manufacturer's warranty shall be the sole applicable warranty and PennDDA shall have no further liability or responsibility whatsoever, including any failure on the part of any other manufacturer to meet the conditions of its warranty. There is no warranty liability hereunder unless payment in full for the equipment supplied pursuant to any invoice has been received by PennDDA.

The repair or replacement, at PennDDA's option, of defective equipment under this warranty shall be performed by a PennDDA-authorized service outlet using new parts or, where applicable, remanufactured parts. Said repair or replacement shall take place within a reasonable time following the delivery, transportation prepaid, and in accordance with PennDDA's instructions, of the equipment to PennDDA, or its service outlet's place of business. If Applicant believes any equipment obtained from PennDDA is defective within the meaning of this warranty, Applicant shall notify PennDDA, in writing, within thirty (30) days of the discovery of such defect.

No equipment shall be returned to PennDDA or its service outlet without written authorization and shipping instructions first having been obtained from PennDDA. PennDDA must be in timely receipt of the warranty registration materials which accompanied the equipment, properly filled out, before any such warranty authorization will be issued.

THIS WARRANTY IS THE ONLY WARRANTY MADE BY PENNDDA, AND IS EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING.

BUT NOT LIMITED TO, ANY EXPRESS OR IMPLIED WARRANTY OF TITLE, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, USE OR WORKMANLIKE PERFORMANCE. EXCEPT AS OTHERWISE SPECIFICALLY SET FORTH HEREIN, REPAIR OR REPLACEMENT, AT PENNDDA'S OPTION, OF DEFECTIVE EQUIPMENT, IN THE MANNER PROVIDED HEREIN, SHALL CONSTITUTE FULFILLMENT OF ALL LIABILITIES OF PENNDDA TO APPLICANT, WHETHER BASED ON CONTRACT, NEGLIGENCE OR OTHERWISE, WITH RESPECT TO EQUIPMENT PROVIDED PURSUANT TO THIS INVOICE, AND IN NO EVENT SHALL PENNDDA BE LIABLE FOR ANY INCIDENTAL, INDIRECT, PUNITIVE, SPECIAL, OR CONSEQUENTIAL DAMAGES WHATSOEVER, INCLUDING, BUT NOT LIMITED TO, FOR LOSS OF USE, LOSS OF PROFITS, LOSS OF REVENUE, LOSS OF DATA, FAILURE TO REALIZE EXPECTED SAVINGS, DELAY, DETENTION, AND/OR ANY OTHER COMMERCIAL OR ECONOMIC LOSS OF ANY KIND. IN NO EVENT SHALL PENNDDA'S AGGREGATE LIABILITY TO APPLICANT, IN DAMAGES OR OTHERWISE, EXCEED THE TOTAL OF ALL PAYMENTS, IF ANY, RECEIVED BY PENNDDA FOR THE EQUIPMENT AND SERVICES PROVIDED PURSUANT TO THE TERMS OF ANY INVOICE. THE REMEDIES OF APPLICANT SHALL BE LIMITED TO THOSE PROVIDED HEREIN. IN NO EVENT SHALL PENNDDA BE LIABLE FOR ANY PERSONAL INJURY, INCLUDING DEATH, OR FOR DAMAGE TO PROPERTY OF THIRD PARTIES, UNLESS THE SAME IS THE RESULT OF THE SOLE GROSS NEGLIGENCE OF PENNDDA OR ITS EMPLOYEES.

**9. Taxes.** Prices quoted and/or invoiced are exclusive of taxes unless specifically stated. The amount of any present or any future sales, occupation, use, tariff, excise or other similar taxes and/or duties for which PennDDA may be liable, either on its own behalf or on behalf of Applicant, with respect to any orders for equipment and/or services, shall be in addition to the billing prices set forth in any invoice, and shall be paid by Applicant.

**10. Remedies.** Upon the failure of Applicant to make any payment when due under any invoice, to accept delivery at times stated, or to comply with all provisions of any invoice, and these Terms and Conditions, PennDDA shall have the right to suspend or cancel delivery to Applicant, and Applicant shall not have any cause of action or be entitled to any offset, counterclaim or recoupment against PennDDA by reason of such action. In addition to any remedies set forth in these Terms and Conditions, PennDDA shall be entitled to any and all rights and remedies available to it under law, and all rights and remedies available to PennDDA shall be cumulative. PennDDA shall be entitled to and Applicant responsible for any attorney's fees and costs incurred in connection with Applicant's failure to make any payment when due under any invoice, to accept delivery at times stated, retrieve any vehicle or other equipment from PennDDA property upon 30 days written notice or to comply with all provisions of any invoice and/or these Terms and Conditions.

**11. Title.** Title to any equipment provided by PennDDA shall not pass to Applicant until the purchase price for any such equipment and for services related thereto are paid in full. In order to ensure payment in full, Applicant grants to PennDDA a security interest in the said equipment and authorizes PennDDA to file applicable Uniform Commercial Code financing statements with respect to said equipment, and Applicant shall, upon request, execute such financing statements and/or other instruments deemed necessary by PennDDA. PennDDA shall release such filings upon full payment. Where PennDDA installs parts and/or performs service on and/or stores any equipment or vehicles owned by Applicant or others on behalf of or at Applicant's request or direction, Applicant agrees that such installation and/or service and/or storage shall create a lien against such equipment and/or vehicles and PennDDA shall be entitled to hold said equipments and/or vehicles in its sole possession until payment in full has been received by PennDDA. If, after 30 days written notice to Applicant of Applicant's failure to pay and PennDDA's request for removal of said equipment and/or vehicle from PennDDA's property Applicant has not made payment in full and removed vehicle from PennDDA's property, Applicant shall be deemed to have abandoned said equipment and/or vehicle and PennDDA may dispose of said equipment and/or vehicle or sell said equipment and/or vehicle and retain all proceeds of said sale which are in excess of the balance owed by Applicant to PennDDA as liquidated damages. If said equipment and/or vehicle is titled or otherwise registered in a way which prohibits transfer without the title holder or registrant's acknowledgement, authorization and/or signature, Applicant shall acknowledge, authorize and/or execute any required document to facilitate any transfer contemplated hereunder and if Applicant fails to do so, this Application shall act as Applicant's acknowledgement and authorization for any Court to Order such transfer without judgment and/or any other process including advertisement and or public or sheriff sale otherwise required by law or regulation.

**12. Export Shipments.** All equipment shall be delivered packed in accordance with PennDDA's standard domestic packing methods, unless export packing is expressly ordered, in which case special packing requirements must be specified. PennDDA does not assume responsibility for obtaining any export or import license or certificate. Export shipment is subject to PennDDA's ability to ship under the laws and/or regulations of the United States and other governments. PennDDA reserves the right to cancel any order, whether or not previously acknowledged, without liability, if at the time of the sale or shipment said shipment is subject to restrictions or prohibitions by any governmental agency or department of the United States or of any foreign country claiming jurisdiction over the shipment's transit route or destination.

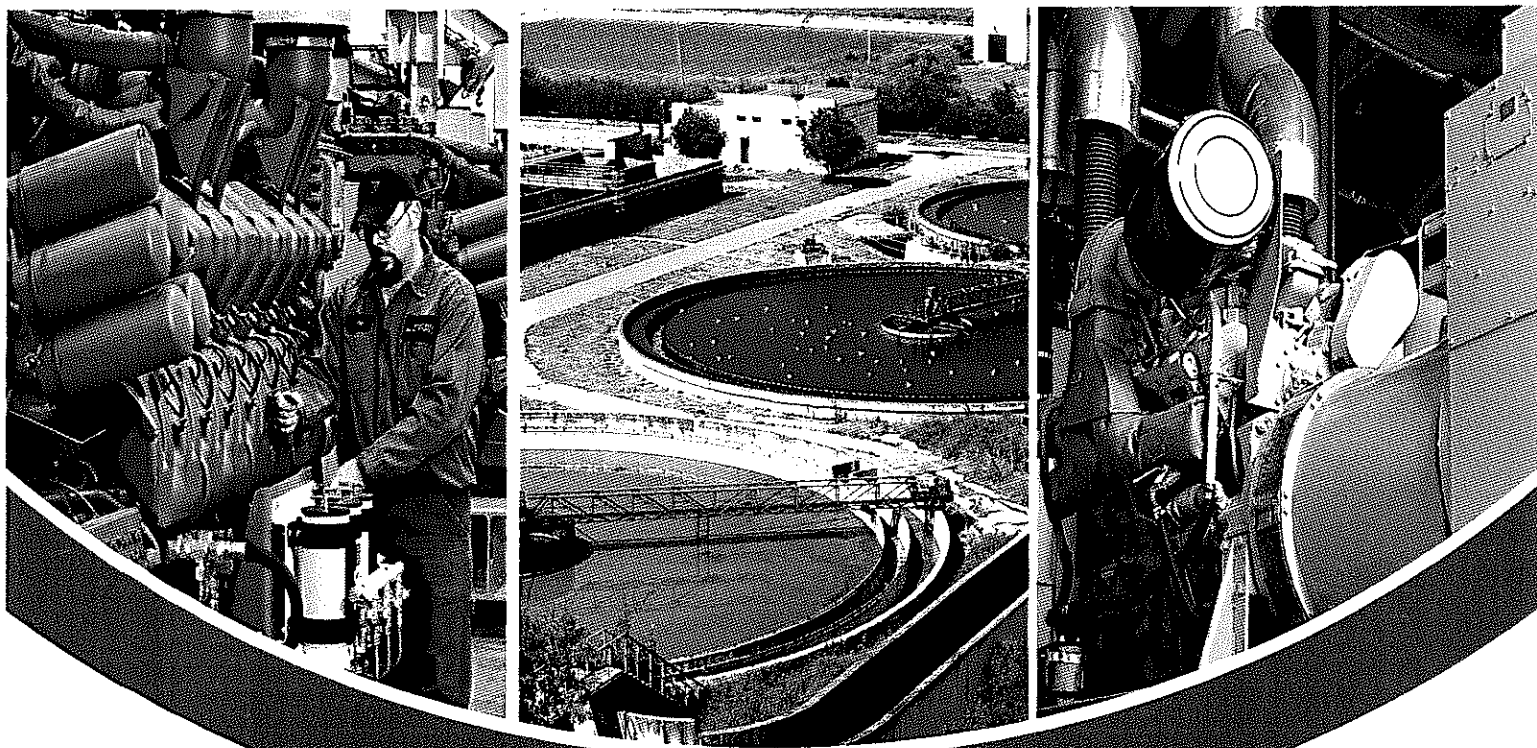
**13. Indemnification.** To the fullest extent permitted by law, Applicant agrees to indemnify and hold harmless PennDDA and all of its agents and employees from all claims, damages, losses, liabilities, actions, causes of action, costs, fines and expenses, including, but not limited to, interest, penalties, reasonable attorneys' fees and expenses, and all other amounts reasonably incurred in investigation, defense or settlement of any of the foregoing, arising out of, relating to, or resulting from, any act or failure to act pursuant to any invoice and these Terms and Conditions, except to the extent caused solely by the gross negligence of PennDDA or its employees.

**14. Miscellaneous.** All clerical errors are subject to correction. None of Applicant's rights under these Terms and Conditions shall be assigned or transferred by Applicant to any other person or entity, whether by operation of law or otherwise, without PennDDA's prior written approval. The failure of PennDDA to enforce any rights under these Terms and Conditions shall not constitute a waiver of any such rights, or any other rights, under these Terms and Conditions. This invoice and these Terms and Conditions, as set forth herein, or as changed or modified by written instrument executed by persons duly authorized by PennDDA and Applicant, shall constitute the entire agreement between PennDDA and Applicant. Any invoice and these Terms and Conditions shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, notwithstanding any conflict of law provision to the contrary, and all disputes arising under any invoice and/or these Terms and Conditions shall be resolved in the state courts of the Commonwealth of Pennsylvania, or in the United States District Court for the Eastern District of Pennsylvania. All of the provisions of these Terms and Conditions are separate and severable. If any of the provisions hereof are held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of any other provision hereof.

# **PENN** POWER<sup>®</sup> SYSTEMS

Power Generation Systems Specialists

For Over Fifty Years We've  
Been Providing Solutions For All  
Your Power Generation Needs



[pennpowersystems.com](http://pennpowersystems.com)



## **Planned Maintenance Services Performed To Factory Specifications**

We follow the manufacturer's guidelines for each specific machine. We provide product support for **ALL** brands of generator sets and fire pumps, including auto transfer switches and switchgear maintenance, inspection, and repairs.

## **Factory Trained Service Technicians**

We provide responsive, 24-hour Product Support Services performed by qualified, dedicated power generation systems technicians. Our maintenance and support vehicles are fully equipped and stocked for fast turnaround.

## **Guaranteed, Up-Front, "No Hassle" Pricing**

Your units planned maintenance requirements vary according to different applications. They range from visual inspections to full load testing with portable load banks. We will provide a guaranteed, "up-front" price to meet all your specific requirements.

## **No Environmental Concerns**

We take care of all the waste oil, filter and coolant disposal.

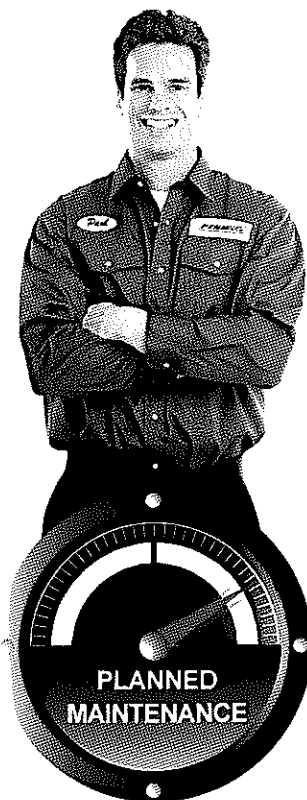
## **Personal, "One-To-One" Service**

We have dedicated Service Coordinators at each location assigned to your maintenance plan. They are responsible for scheduling, dispatching, notifying you about needed repairs and providing written follow-up reports.

## **Round-The-Clock Service At Multiple Locations**

Penn Power Systems offers 24/7 parts and service support throughout Pennsylvania, Central and Western New York, Southern New Jersey, and Northern Delaware. A large rental generator fleet is available for temporary power requirements of any type.

***Call For Free Estimates On Repairs and Service Agreements!***



**MTU Onsite Energy Generators**

**Professional Support Staff**

**Industry Trained Technicians**

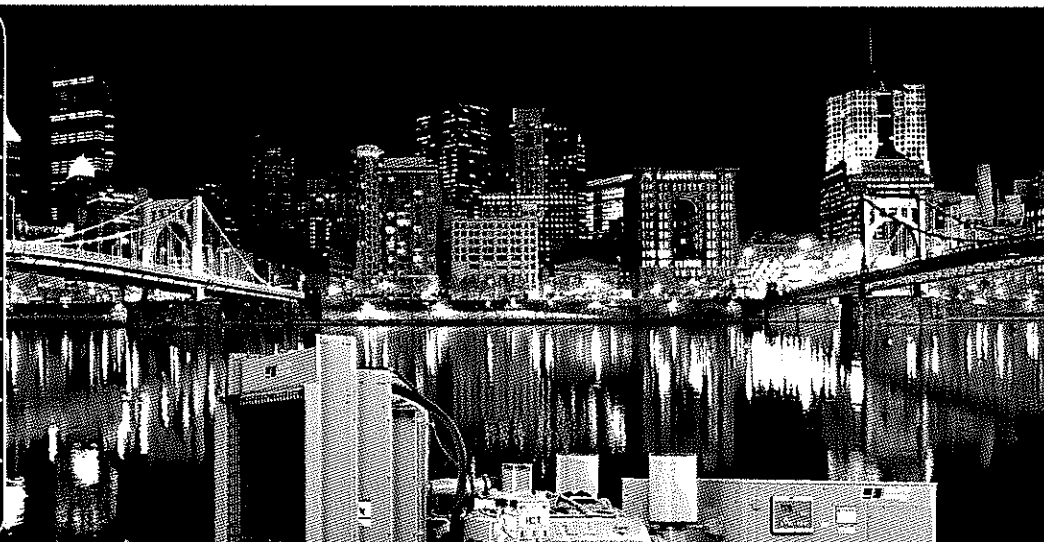
**Automatic Transfer Switches**

**Units Maintenance Services & Testing**

**Fire Pump Driver Repairs**

**Rental Generators**

**24 / 7 Emergency Service**



**MTU ONSITE ENERGY**

- 30kW to 3250kW Diesel Generator Sets
- 30kW to 400kW Natural Gas Generator Sets
- Automatic Transfer Switches
- Paralleling Switchgear

**TECHNICAL SERVICES**

- Generator Set Sizing & Load Factors
- Unit Specifications



**PENN POWER SYSTEMS GENERATOR SERVICES**

- MTU Onsite Energy Generator Warranty Services
- Exclusive MTU Mechanical Engine Warranty Source
- Comprehensive Maintenance Contracts for All Makes
- Non-Contract Maintenance
- Load Bank Testing
- Fire Pump Driver Service & Service
- Cooling System Service & Repairs
- Exhaust System Installation & Repairs
- Electrical System / Electronic Controls Repairs & Service
- Automatic Transfer Switches & Controller Service
- Fuel System Diagnostics & Repairs
- Fuel Conditioning Services
- Fluid Analysis Programs for Oil, Coolant & Fuel



**RENTAL GENERATOR SERVICES**

- kW Range: 40kW to 2000kW
- Voltages to 25kV
- Controls, Cables & Distribution
- Short Term or Long Term Agreements
- Sound Attenuated Equipment



**ANCILLARY PARTS SERVICE**

- Sub-Base Fuel Tanks
- Batteries, Chargers & Conditioners
- Exhaust System Components
- Exhaust System Blankets
- Generator Set Enclosures
- Filtration - Air, Oil, Water & Fuel
- Fluids - Oil & Coolant
- Cooling System Inhibitors Treatments
- Fuel System Treatments

**We Proudly Employ**



*Corporate Offices:*

8330 State Road • Philadelphia, PA 19136 • Phone: 215.335.5010

**Eastern Pennsylvania**  
215.335.5010

**Central Pennsylvania**  
717.273.4544  
610.944.0451

**Western Pennsylvania**  
724.631.1260

**Western New York**  
716.822.0051  
585.232.8530

**Central New York**  
315.451.3838



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 11.d.**

**SUBJECT: FYI - Military Banner Program for the Borough of Brentwood.**

**DATE: January 16, 2017**

**PRESENTED MR. AJ DOYLE**  
**BY: MEMBER, BRENTWOOD COUNCIL**

**MR. GEORGE ZBOYOVSKY, PE**  
**BOROUGH MANAGER**

**SUMMARY:**

**1. Introduction**

The Brentwood Borough Military Banner Program is created to honor any active, retired, or deceased Military personnel who lives or lived in the Borough of Brentwood by placing banners with our local heroes' photo and names on them. It is created for one purpose and that purpose is to honor and give thanks to our neighbors and loved ones for their service to our country.

**2. Purpose**

It is the purpose of this policy to articulate regulations pertaining to the circumstances, character, location and other standards under which the Borough of Brentwood will permit the use of Borough owned streetlight poles to display Military Banners that have a direct and substantial civic and/or community benefit and enrich the aesthetic and visual appearance of Brentwood Borough's thoroughfares. The display of the Military Banners will contribute to the community's quality of life which lend a special character to the Borough of Brentwood.

**3. Banners**

- a. Fabrication and design of banners is the sole responsibility of the Borough. Banner specifications will be provided by the Borough.
- b. The banners are full color, **single sided** and measure 24" x 36".
- c. The banner fabric: Synthetic or synthetic blend.
- d. The banner fabrication: Double-layered hems with 5/8 inch grommets
- e. The banner font size: 4-inches Tall
- f. The banner text: Will list the name of the person, service branch and logo on one (1) side of the Banner.
- g. Once produced and installed, the Banners shall remain the property of the Borough until removed and presented to the family or applicant.
- h. Banner installation shall be limited to Borough poles with approved Banner brackets.

#### **4. Eligibility for the Military Banner Program**

- a. Must have a DD214 Certificate.
- b. Active duty, retired, or deceased member of the U.S. armed forces and current/former resident of Brentwood Borough.
- c. A high quality digital photograph of the honoree, suitable for publication.

#### **5. Cost**

- a. Total Cost per banner: As set by Annual Borough Fee Resolution.

#### **6. Guidelines**

- a. The Brentwood Borough Council's Military Banner Program is to be used for the benefit of recognizing those current or former residents of Brentwood Borough, who are currently serving or who have served in the United States Armed Forces and pay tribute to our veterans and deceased veterans.
- b. The Borough Manager, or his/her designee, shall manage the Brentwood Borough Council's Military Banner Program and have sole authority to approve the installation of banners meeting the requirements as stated in these guidelines for this program utilizing any Borough resource that may be needed.
- c. The Banner purchasing applications may be obtained from the Borough of Brentwood's website at [www.brentwoodboro.com](http://www.brentwoodboro.com) or you may contact the Borough Administrative Office to have one emailed to you by calling 412-884-1500. Applications will also be available in the Borough Building lobby, located at 3624 Brownsville Road, Pittsburgh, PA 15227.
- d. Completed applications and full payment must be received by February 15<sup>th</sup> to be considered for installation in the same year. Applications received after February 15<sup>th</sup> will be filed for the following year.
- e. Only ONE (1) Banner per honored Veteran is permitted at any given time.
- f. Once all of the available poles/locations are taken no additional application will be accepted until such time that additional locations become available.
- g. Banners will be displayed each year from Memorial Day through Veteran's Day.
- h. No specific location is guaranteed for placement of the Banner.
- i. Installation shall be the responsibility of the Borough.
- j. Once the Banner is installed, Borough Staff will contact the applicant to confirm the location of the pole.
- k. Once the Banners are installed, they will be displayed each year for a maximum of five (5) years or until the Banner starts to show deterioration. At the end of the display period, Borough Staff will contact the family and/or applicant and arrange for pick up from the Borough within a reasonable time frame once the Banner has been taken down. Any Banners unclaimed after one (1) year will become the property of the Borough.
- l. After five (5) years, if the applicant is interested in another banner, a new application will have to be submitted along with the appropriate fee.
- m. Should the applicant decide not to replace a damaged banner within the five (5) year display period; within 30-days, the applicant must sign a waiver and/or statement stating no further interest in replacing a banner. This will free up the pole for another interested person.
- n. The Borough will conduct periodic inspections, however, the Borough shall NOT be responsible for damage to banners falling off the pole due to extreme weather elements or other unforeseen events, but will assist to put them back up as time permits.
- o. Should the Banner become damaged, lost, stolen, or starts to show deterioration, a replacement Banner may be purchased at a reduced price of \$50 as long as the replacement takes place within the five (5) year period.

#### **7. Deadline(s)**

- a. Application Deadlines: February 15<sup>th</sup> for Memorial Day installation.
- b. Submit completed application and fee to the following:  
C/O Brentwood Military Banner Program  
3624 Brownsville Road

Pittsburgh, PA 15227

**8. Banner Location Process:**

- a. Banner Locations are strictly arbitrary. Absolutely NO special requests will be accepted.
- b. The banners will be displayed at along Brownsville Road from Rt. 51 to Sankey Avenue.
- c. Dewalt Avenue
- d. Town Square Way from Rt. 51 to Brownsville Road.

**BUDGET IMPACT:**

Minor Major Budget Impact -

- The banners are paid for by Veterans families.
- DPW time to put and take down the banners and replace with seasonal banners.

Possible Budget Line item created to establish the fund with which to purchase banners for veterans in need.

**RECOMMENDATION:**

Staff recommends approving the policy as written.

**PROS:**

Brentwood Honors its Military Veterans with banners along Brownsville Road at little to no cost to the Borough. These banners will give our community a great look as you are driving along Brownsville. The only real cost to the Borough is the labor to hang these banners yearly. These banners seem to have a nice lifespan, as the older banners in Castle Shannon, where the program began in 2007 are almost 9 years old and still look great.

**CONS:**

With only 84 poles on Brownsville Road in Brentwood, we could run out of room at some point to honor every veteran.

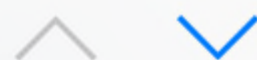
**ATTACHMENTS:**

Description	Upload Date	Type
Military Banner Example	7/18/2016	Cover Memo
08-11-16 Banner Application and Policy_Military Banner Program_Draft No. 1	8/13/2016	Cover Memo
Resolution No. 2016-47: Military Banner Program	8/15/2016	Cover Memo

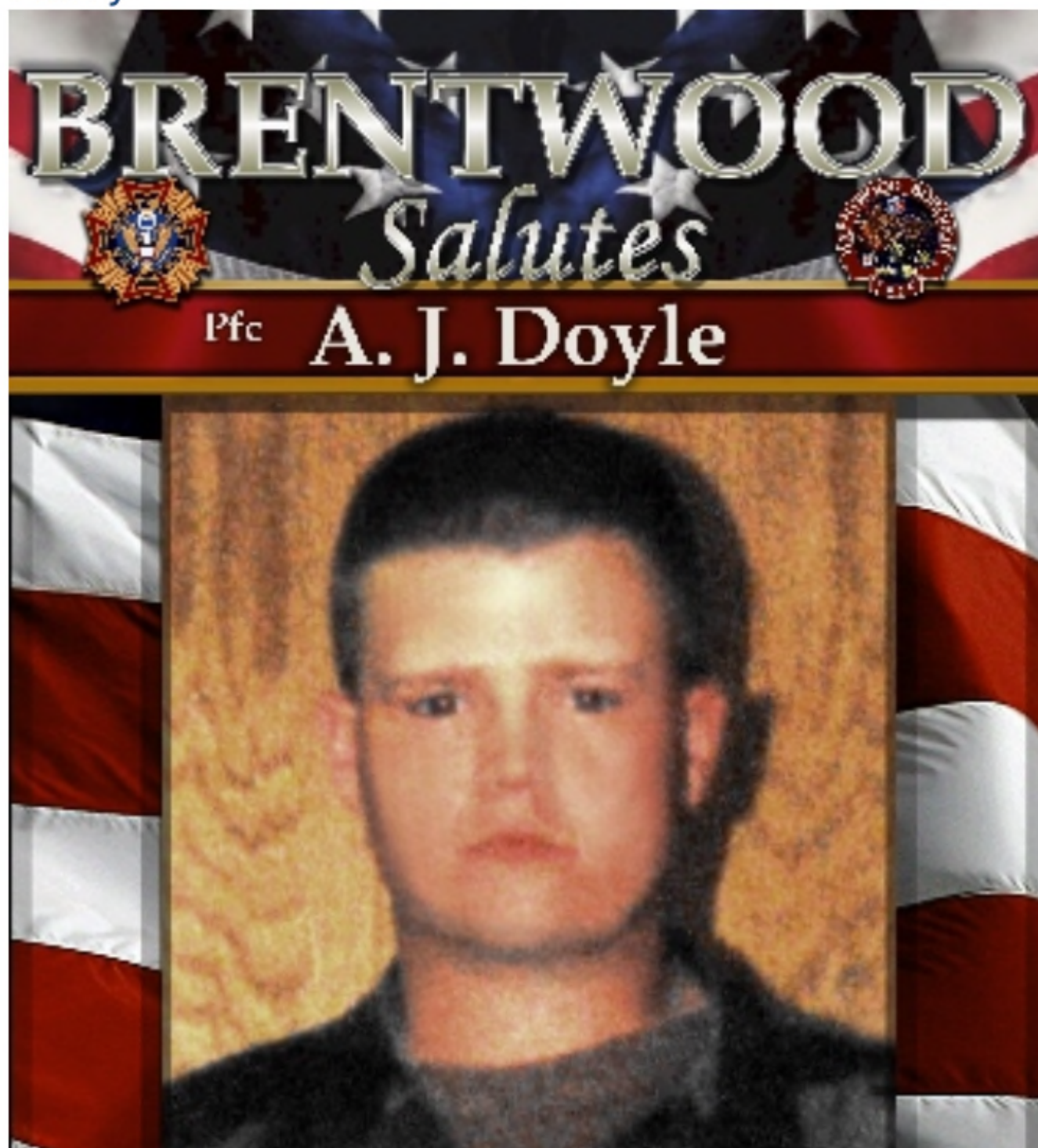


⬅ Thread

1 of 3



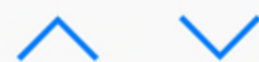
Thanks  
Harry



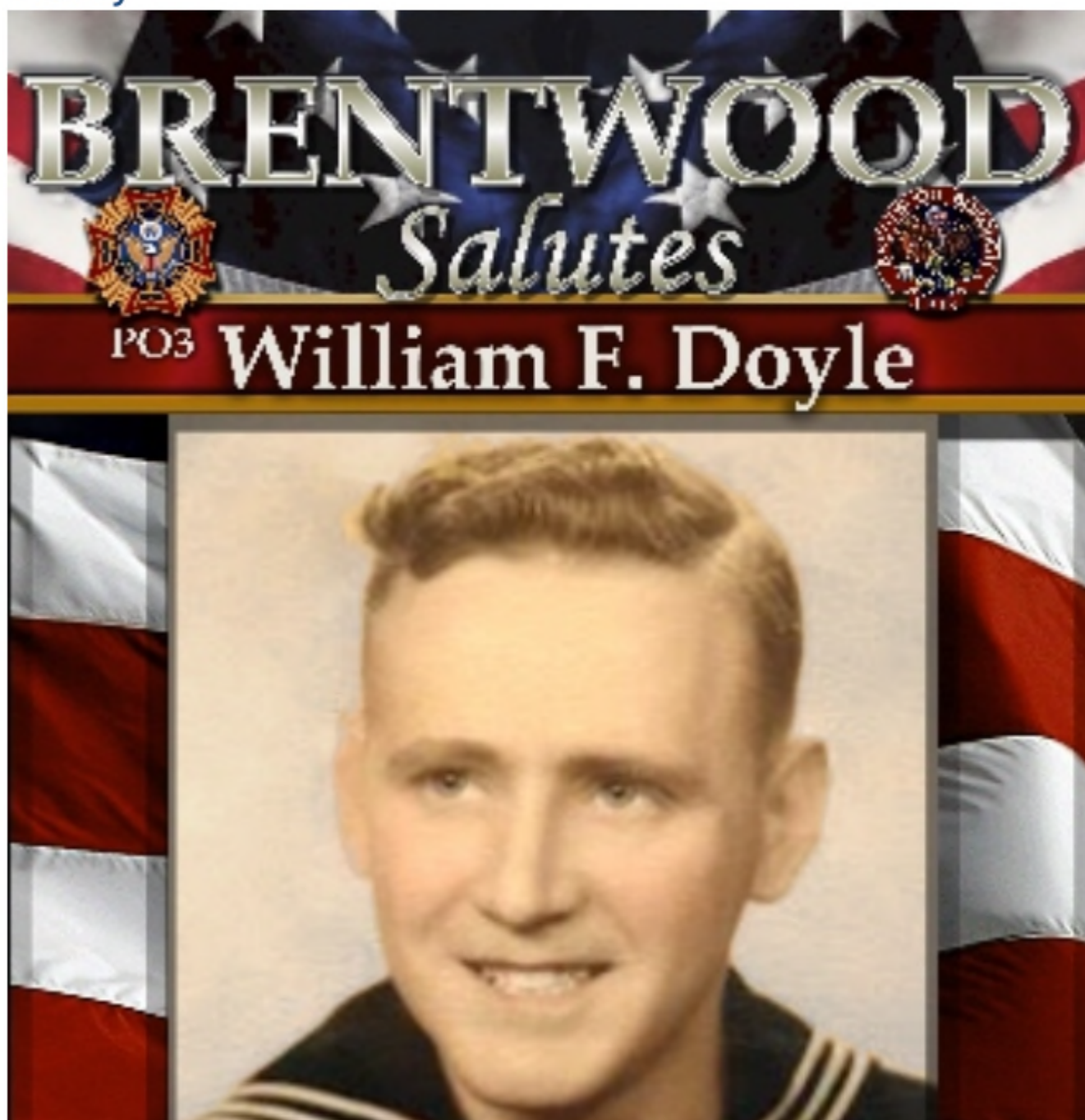


[Thread](#)

2 of 3



Please confirm all's correct and as desired...  
Thanks  
Harry





# THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199  
Office 412-884-1500 FAX 412-884-1911  
[www.brentwoodboro.com](http://www.brentwoodboro.com)



## The Brentwood Borough Council Military Banner Program



## Banner Application Form



The Brentwood Borough Military Banner Program is created to honor any active, retired, or deceased Military personnel who lives or lived in the Borough of Brentwood by placing banners with our local heroes' photo and names on them. It is created for one purpose and that purpose is to honor and give thanks to our neighbors and loved ones for their service to our country.

### **This program includes:**

1. 1 - 24" x 36" Military Banner to be displayed by the Borough.
2. 1 - 12" x 18" Military Banner to be presented to the family for personal display.
3. 1 - Mounting Bracket to hold the Banner while displayed.
4. 1 - Mounting hardware to hang the bracket on a pole.
5. Web presence on the Brentwood Borough Military website at

<http://www.troopbanners.com/BrentwoodBorough>

**The one-time cost to join the program is \$80 for 2017 as established by the Annual Borough Fee Resolution.**

To have a banner for your hero installed and displayed in 2017 please complete the form and submit it along with a check in the amount of \$80.00 made payable to "The Borough of Brentwood". You must include a good quality Military Photograph. Once your photograph is scanned it will be returned unharmed to you. You may email a good/publishing quality photograph electronically scanned at 600 dpi or higher to [hmunson@htmdesigns.com](mailto:hmunson@htmdesigns.com).

**Deadline for the year is February 15<sup>th</sup>.**



## SECTION 1 - Banner Information

Applicant's Name: \_\_\_\_\_

Applicant's Phone  
Number: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Applicant's  
Address: \_\_\_\_\_

(City/State/Zip) \_\_\_\_\_

Date Submitted: \_\_\_\_\_

## SECTION 2 - Service Person's Information

Name: \_\_\_\_\_

Rank: \_\_\_\_\_

Service Branch: \_\_\_\_\_

Division/Squad: \_\_\_\_\_

Conflict: \_\_\_\_\_

POW: \_\_\_\_\_ MIA: \_\_\_\_\_ KIA: \_\_\_\_\_

### **Medals of Valor:**

Medal of Honor: \_\_\_\_\_ Distinguished Service: \_\_\_\_\_ Service Cross: \_\_\_\_\_

Silver Star: \_\_\_\_\_ Bronze Star: \_\_\_\_\_ Purple Heart: \_\_\_\_\_



### SECTION 3 - Applicant's Certification

I hereby certified that I have read and understand the Brentwood Borough Council Military Banner Policy. I further understand that no specific location is guaranteed for placement of my Brentwood Borough Military Banner in the Borough of Brentwood; furthermore, I agree that once the Banner is installed, it is not moved again until the next season. The Banners will be displayed from Memorial Day through Veteran's Day.

**IF THIS STATEMENT IS NOT SIGNED, WE DO NOT CONSIDER THE APPLICATION COMPLETE AND THEREFORE CANNOT ACCEPT.**

Signature of \_\_\_\_\_  
Nominator: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank You for your participation in this program!**

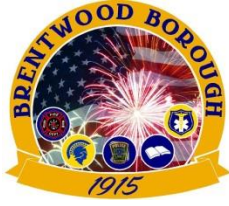
-----  
**Brentwood Official**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Check Amount: \_\_\_\_\_ Check No. \_\_\_\_\_

Photograph Received: \_\_\_\_\_ Photograph Emailed: \_\_\_\_\_



	Brentwood Borough Council	BB #__
		Revision #
	Brentwood Borough Council's Military Banner Program	Implemented __/__/2016
		Last Reviewed __/__/2016
p. #	1 of __	Approved by Council __/__/2016

## 1. Introduction

The Brentwood Borough Military Banner Program is created to honor any active, retired, or deceased Military personnel who lives or lived in the Borough of Brentwood by placing banners with our local heroes' photo and names on them. It is created for one purpose and that purpose is to honor and give thanks to our neighbors and loved ones for their service to our country.

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It is the purpose of this policy to articulate regulations pertaining to the circumstances, character, location and other standards under which the Borough of Brentwood will permit the use of Borough owned streetlight poles to display Military Banners that have a direct and substantial civic and/or community benefit and enrich the aesthetic and visual appearance of Brentwood Borough's thoroughfares. The display of the Military Banners will contribute to the community's quality of life which lend a special character to the Borough of Brentwood.

## 3. Banners

- a. Fabrication and design of banners is the sole responsibility of the Borough. Banner specifications will be provided by the Borough.
- b. The banners are full color, **single sided** and measure 24" x 36".
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- e. The banner font size: 4-inchs Tall
- f. The banner text: Will list the name of the person, service branch and logo on one (1) side of the Banner.
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- h. Banner installation shall be limited to Borough poles with approved Banner brackets.

Page   2	<b>Brentwood Borough Council's Youth Exceptional Service (YES) Award</b>	BB # ____
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#### **4. Eligibility for the Military Banner Program**

- a. Must have a DD214 Certificate.
- b. Active duty, retired, or deceased member of the U.S. armed forces and current/former resident of Brentwood Borough.
- c. A high quality digital photograph of the honoree, suitable for publication.

#### **5. Cost**

- a. Total Cost per banner: As set by Annual Borough Fee Resolution.

#### **6. Guidelines**

- a. The Brentwood Borough Council's Military Banner Program is to be used for the benefit of recognizing those current or former residents of Brentwood Borough, who are currently serving or who have served in the United States Armed Forces and pay tribute to our veterans and deceased veterans.
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- c. The Banner purchasing applications may be obtained from the Borough of Brentwood's website at [www.brentwoodboro.com](http://www.brentwoodboro.com) or you may contact the Borough Administrative Office to have one emailed to you by calling 412-884-1500. Applications will also be available in the Borough Building lobby, located at 3624 Brownsville Road, Pittsburgh, PA 15227.
- d. Completed applications and full payment must be received by February 15<sup>th</sup> to be considered for installation in the same year. Applications received after February 15<sup>th</sup> will be filed for the following year.
- e. Only ONE (1) Banner per honored Veteran is permitted at any given time.
- f. Once all of the available poles/locations are taken no additional application will be accepted until such time that additional locations become available.
- g. Banners will be displayed each year from Memorial Day through Veteran's Day.
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- i. Installation shall be the responsibility of the Borough.
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- l. After five (5) years, if the applicant is interested in another banner, a new application will have to be submitted along with the appropriate fee.



Page   3	<b>Brentwood Borough Council's Youth Exceptional Service (YES) Award</b>	BB #____
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- m. Should the applicant decide not to replace a damaged banner within the five (5) year display period; within 30-days, the applicant must sign a waiver and/or statement stating no further interest in replacing a banner. This will free up the pole for another interested person.
- n. The Borough will conduct periodic inspections, however, the Borough shall NOT be responsible for damage to banners falling off the pole due to extreme weather elements or other unforeseen events, but will assist to put them back up as time permits.
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**7. Deadline(s)**

- a. Application Deadlines: February 15<sup>th</sup> for Memorial Day installation.
- b. Submit completed application and fee to the following:  
C/O Brentwood Military Banner Program  
3624 Brownsville Road  
Pittsburgh, PA 15227

**8. Banner Location Process:**

- a. Banner Locations are strictly arbitrary. Absolutely NO special requests will be accepted.
- b. The banners will be displayed along Brownsville Road from Rt. 51 to Sankey Avenue.
- c. Dewalt Avenue
- d. Town Square Way from Rt. 51 to Brownsville Road.
- e.

***NOTE: The Borough reserves the right NOT to install a Banner if the requirements of this Banner Policy are not met.***

**END OF POLICY**



# THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199  
Office 412-884-1500 FAX 412-884-1911  
[www.brentwoodboro.com](http://www.brentwoodboro.com)

## RESOLUTION NO. 2016-47

### “MILITARY BANNER PROGRAM”

#### **A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY, AND COMMONWEALTH OF PENNSYLVANIA AUTHORIZING THE ESTABLISHMENT OF A MILITARY BANNER PROGRAM.**

**WHEREAS**, Brentwood Borough Council recognizes the important role that members of the United States Armed Forces have played in both preserving the safety of Americans at home and defending the rights of allies abroad; and

**WHEREAS**, Council deeply respects members of all branches of the military for committing their time and risking their well-being in the name of freedom and democracy; and

**WHEREAS**, since the founding of the municipality, a significant number of Brentwood Borough residents have honorably served in combat; and

**WHEREAS**, Council seeks to raise awareness of the sacrifices made by local citizens by implementing a Military Banner Program through which the photos of active, retired, and deceased members of the Armed Forces are prominently displayed along some of the Borough's most heavily travelled corridors; and

**WHEREAS**, Council seeks to adopt a policy for the implementation of the Military Banner Program so as to ensure that applications are equitably processed and that the installed banners are aesthetically pleasing; and

**NOW, THEREFORE, BE IT RESOLVED AND ADOPTED** by the Council of the Borough of Brentwood, County of Allegheny, and Commonwealth of Pennsylvania that the Borough shall implement a Military Banner Program in accordance with the terms and conditions outlined in the policy attached hereto as **Exhibit 1**.

**RESOLVED AND ADOPTED** by the Council of the Borough of Brentwood, County of Allegheny, and Commonwealth of Pennsylvania, meeting in regular and public session, this **22<sup>nd</sup>** day of **August 2016**.

**ATTEST:**

**BOROUGH OF BRENTWOOD**

\_\_\_\_\_  
George Zboyovsky, PE  
Borough Manager

\_\_\_\_\_  
John Frombach  
President of Council





**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 12.a.**

**SUBJECT: FYI- Public hearing for an intermunicipal liquor license transfer will be held on January 23rd.**

**DATE: January 16, 2017**

**PRESENTED BY: MR. GEORGE ZBOYOVSKY, PE  
BOROUGH MANAGER**

**SUMMARY:**

In response to alterations in PA law relating to the sale of alcoholic beverages, Giant Eagle is applying for a restaurant liquor license. Because Brentwood, based upon its population, is not eligible for the receipt of additional liquor licenses, any business seeking to attain such a license must procure one from an outside municipality. No new liquor license may be brought into a community unless the public has an opportunity to provide commentary and the governing body formally authorizes the license acquisition.

Because the Borough has received a formal request, a public hearing must be held to allow resident review of this matter. Following the hearing, Council will need to take action via resolution. The hearing will be held at 7PM prior to the January 23rd meeting of Council.

**BUDGET IMPACT:**

Application fees of \$500 will offset advertising and court reporter expenses.

**ATTACHMENTS:**

Description	Upload Date	Type
SHR Advertisement	1/12/2017	Cover Memo
11-1-16 Letter from Flaherty & O'Hara RE: Giant Eagle Liquor License	1/12/2017	Cover Memo



# THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD

PITTSBURGH, PA 15227-3199

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

[www.brentwoodboro.com](http://www.brentwoodboro.com)

**Borough of Brentwood  
Legal Notice  
Public Hearing  
Liquor License Transfer  
January 23, 2017; 7:00 PM**

Notice is hereby given that Brentwood Borough Council will hold a Public Hearing in accordance with Liquor Code (47 P.S. Section 102) as amended, on **Monday, January 23, 2017 at 7:00 PM** regarding the written request of Giant Eagle, Inc., that the Borough Council adopt a Resolution approving the inter-municipal transfer of a Pennsylvania "R" or "restaurant" liquor license from outside the municipality into Brentwood Borough. Giant Eagle will be operating a restaurant inside its GetGo store at 361 Sawmill Run Boulevard, in Brentwood Borough in which it intends to sell beer, referred to in the Liquor Code as malt and/or brewed beverages and wine. Giant Eagle plans to sell beer and wine from the restaurant for consumption on premises in the restaurant and "to go". In order to sell beer, and wine, in its restaurant in Brentwood Borough, Giant Eagle must secure a restaurant liquor license. No Brentwood Borough restaurant liquor license is available for purchase. As a result, Giant Eagle has entered into an agreement to purchase a liquor license currently located outside of Brentwood Borough and plans to move the license into Brentwood Borough, with the approval of the municipality, and subsequently the Pennsylvania Liquor Control Board ("PLCB"), pursuant to the intermunicipal transfer provisions of the Liquor Code (47 P.S. 461). The license under agreement is currently located in Upper St. Clair Township (liquor license no. R-12368).

Brentwood Council will either approve or deny the Resolution requesting the transfer of the liquor license during the February 20, 2017 Council meeting at 7:30 PM.

A complete copy of the text of **Draft Resolution No. 2017-xx**, is available in the Administrative Office for review during regular business hours Monday – Friday, 8:00 A.M. to 4:00 P.M., or may be viewed on the Borough's website at [www.brentwoodboro.com](http://www.brentwoodboro.com).

Any person with a disability requiring a special accommodation to attend a Brentwood Borough Council Meeting or Public Hearing should notify Denise Assenti at 412-884-1500 ext. 115 as early as possible, but not later than 5 business days prior to the meeting. The Borough of Brentwood will make every effort to provide a reasonable accommodation.

George Zboyovsky, PE  
Borough Manager

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**Please publish this ad in the South Hills Record on the following date:**

**Thursday, January 12, 2017**

**AND in the Sunday Edition of the Pittsburgh, Tribune Review on the following date:**

**Sunday, January 15, 2017**

**Please send invoice and proof of publication to:**

Brentwood Borough  
C/O Susan Toth  
3624 Brownsville Road  
Pittsburgh, PA 15227





Pittsburgh Office:  
610 Smithfield Street  
Suite 300  
Pittsburgh, PA 15222

412-456-2001  
FAX: 412-456-2019  
www.flaherty-ohara.com

Robert J. O'Hara, III, Esquire  
Direct Dial: 412-456-2005  
E-mail Address: [rj@flaherty-ohara.com](mailto:rj@flaherty-ohara.com)

Toll Free: 1-866-4BEVLAW  
File No. 22015.0128



November 1, 2016

*Via Federal Express*

George Zboyovsky, Borough Manager  
Brentwood Borough  
Brentwood Municipal Building  
3624 Brownsville Road  
Brentwood, PA 15227

Re: Giant Eagle, Inc. – Request for a Municipal Hearing on the Intermunicipal  
Transfer of a Restaurant Liquor License into Brentwood Borough

Dear Mr. Zboyovsky:

I represent and am writing on behalf of Giant Eagle, Inc., t/a GetGo (“Giant Eagle”) to request a resolution from Brentwood Borough approving the inter-municipal transfer of a Pennsylvania “R” or “restaurant” liquor license from outside the municipality into Brentwood Borough. Giant Eagle will be operating a restaurant inside its GetGo store at 361 Sawmill Boulevard, in Brentwood Borough in which it intends to sell beer, referred to in the Liquor Code as malt and/or brewed beverages and wine. Giant Eagle plans to sell beer and wine from the restaurant for consumption on premises in the restaurant and “to go”. The Pennsylvania Liquor Control Board requires grocery and convenience store based restaurants to permit on-premises consumption of alcohol, primarily as a result of a Pennsylvania Supreme Court ruling of a few years ago holding that licensed eating places were required to serve for on-premises consumption.

In order to sell beer, and wine, in its restaurant in Brentwood Borough in accordance with its business plan, Giant Eagle must secure a restaurant liquor license. No Brentwood Borough restaurant liquor license is available for purchase. As a result, Giant Eagle has entered into an agreement to purchase a liquor license currently located outside of Brentwood Borough and plans to move the license into Brentwood Borough, with the approval of the municipality, and subsequently the Pennsylvania Liquor Control Board (“PLCB”), pursuant to the intermunicipal transfer provisions of the Liquor Code (47 P.S. 461). The license under agreement is currently located in Upper St. Clair Township (liquor license no. R-12368).



November 1, 2016

Page 2

Giant Eagle hereby formally requests that, pursuant to 47 P.S. 461, that Brentwood Borough issue a resolution approving the transfer by Giant Eagle of a restaurant liquor license from outside the municipality to within the municipality.

Pursuant to 47 P.S. 461, Brentwood Borough must hold a hearing for the purpose of allowing the residents of the municipality to voice their opinions on the proposed intermunicipal transfer by Giant Eagle. The municipality, under 47 P.S. 461, must, after a hearing, approve or deny the requested transfer, by way of a resolution or ordinance, within 45 days of this request.

To date, the PLCB has approved liquor licenses at forty-four (44) Giant Eagle locations. Forty-three (43) of the locations currently sell beer both for consumption on premises in the restaurant and "to go." The other is being held in safekeeping with the PLCB pending completion of the licensed premises.

For your convenience and reference, I have enclosed a form resolution which numerous other municipalities have used in responding to requests for intermunicipal transfers. The Pennsylvania Liquor Control Board requires that a resolution approving an inter-municipal transfer must include the following: (1) the name of the applicant (here, Giant Eagle, Inc.); (2) the address to which the license is being transferred (here, 361 Sawmill Boulevard, Brentwood Borough, Pittsburgh, PA 15227); (3) the liquor license number (here, R-12368); (4) a statement that a public hearing was held on the requested resolution; (5) a statement that proper notice of the hearing was published and (6) the name of the current licensee and address (here, SEGMON, LLC, 1600 Painters Run Road, Upper St. Clair Township, Pittsburgh, PA 15243).

Giant Eagle, Inc. will reimburse the municipality for all costs related to the municipal hearing.

Effective July 1, 2006, the Liquor Code (47 P.S. Section 102) was amended to require that notice of the public hearing must be published once each week for two successive weeks in a newspaper of general circulation in the municipality. Further, such notices must state the time and place of the hearing and the matter to be considered at the hearing. Amended Section 102 also provides that the first publication shall not be more than 30 days before the date of the hearing and the second publication shall not be less than seven (7) days before the date of the hearing.

At the time of the hearing, we will present complete information on the operations of Giant Eagle's proposed restaurant and answer any questions that you, Brentwood Borough, Solicitor or Residents might have. Initially, by way of background, I am providing the following information. Giant Eagle has close to 400

November 1, 2016

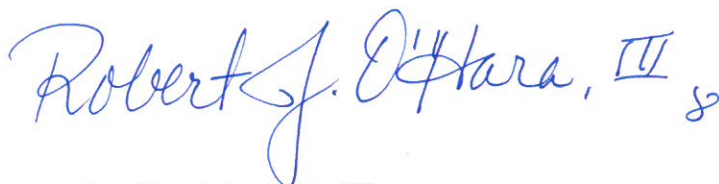
Page 3

grocery stores and restaurants in Pennsylvania and neighboring states. This Giant Eagle restaurant in Brentwood Borough will be a family-friendly restaurant which will have a separate entrance, but also have interior connections or openings to the grocery store. The restaurant will be located in a distinct, tastefully decorated and well accommodated area removed from the grocery store. Initially, Giant Eagle's restaurant will sell beer, other malt and brewed beverages and wine as well as high-quality meals for consumption on and off the premises. Potentially, at some future date, the restaurant may sell wine for consumption on the restaurant premises.

Brentwood Borough's Giant Eagle restaurant will have a seating capacity of at least thirty (30). A restaurant within Giant Eagle will offer another dining alternative in Brentwood Borough, regardless of whether patrons will also be shopping at Giant Eagle's store. Giant Eagle is very sensitive to its role in the communities it serves and is very involved in those communities. A Giant Eagle store and restaurant employs a significant number of full and part-time people and generates significant tax revenues for the local economy. The Brentwood Borough approval of an inter-municipal transfer of a restaurant liquor license for Giant Eagle's restaurant will permit the operation of a restaurant in Brentwood Borough that will be a positive attribute to the township.

Please call me or my paralegal, Heather Penn, as soon as possible when a hearing date is scheduled in order that I can be sure my client and I are available to attend.

Best regards,



ROBERT J. O'HARA, III  
RJO:hlp

Enclosure: Draft Municipal Resolution

BRENTWOOD BOROUGH  
RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF BRENTWOOD BOROUGH,  
COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA,  
APPROVING THE TRANSFER OF RESTAURANT LIQUOR LICENSE NO. R-12368  
INTO BRENTWOOD BOROUGH  
FROM UPPER ST. CLAIR TOWNSHIP

WHEREAS, Act 141 of 2000 ("the Act") authorizes the Pennsylvania Liquor Control Board to approve, in certain instances, the transfer of restaurant liquor licenses across municipal boundaries within the same county regardless of the quota limitations provided for in Section 461 of the Liquor Code if, as in Brentwood Borough, sales of liquor, wine and malt or brewed beverages are legal in the municipality receiving the license; and

WHEREAS, the Act requires the applicant to obtain from the receiving municipality a resolution approving the inter-municipal transfer of the liquor license prior to an applicant's submission of an application to the Pennsylvania Liquor Control Board; and

WHEREAS, the Liquor Code stipulates that, prior to adoption of a resolution by the receiving municipality, at least one hearing be held for the purpose of permitting individuals residing within the municipality to make comments and recommendations regarding applicant's intent to transfer a liquor license into the receiving municipality; and

WHEREAS, an application for transfer filed under the Act must contain a copy of the resolution adopted by the municipality approving the transfer of a liquor license into the municipality.

NOW, THEREFORE, BE IT RESOLVED, that Giant Eagle, Inc., has requested the approval of the Brentwood Borough Council for the proposed transfer of Pennsylvania restaurant liquor license no. R-12368 by Giant Eagle, Inc., to restaurant facilities within Brentwood Borough to be located at 361 Sawmill Blvd., Brentwood Borough, Allegheny County, Pittsburgh, Pennsylvania 15227; from SEGMON, LLC, 1600 Painters Run Road, Upper St. Clair Township, Pittsburgh, PA 15243 with the understanding that said transfer must be approved at a later date by the Pennsylvania Liquor Control Board; and

BE IT FURTHER RESOLVED, that Brentwood Borough has held a properly advertised public hearing pursuant to the notice provisions of Section 102 of the Liquor Code to receive comments on the proposed liquor license transfer; and

BE IT FURTHER RESOLVED that the Brentwood Borough Council approves, by adoption of this Resolution, the proposed intermunicipal transfer of restaurant liquor license no. R-12368 into Brentwood Borough by Giant Eagle, Inc.; and

BE IT FURTHER RESOLVED that transfers, designations and assignments of licenses hereunder are subject to approval by the Pennsylvania Liquor Control Board.

Duly adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by Brentwood Borough, Allegheny County, Pennsylvania, in lawful session duly assembled.

BRENTWOOD BOROUGH COUNCIL:

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**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 12.b.**

**SUBJECT: FYI- A Planning Commission meeting will be held on January 19th.**

**DATE: January 16, 2017**

**PRESENTED MR. RALPH COSTA**  
**BY: BUILDING CODE OFFICIAL**

**SUMMARY:**

The Borough received information that the owner of 330 Marylea Avenue was operating a nail salon at his owner-occupied property. The presence of this business was confirmed via an online advertisement. A home occupation is permitted only as a conditional use. Mr. Tommy Ho has filed for an appearance before the Planning Commission. Following receipt of recommendation from this body, Council will need to hold a public hearing before taking final action on the permit request.

**BUDGET IMPACT:**

Advertising fees will be offset by the resident application.

**ATTACHMENTS:**

Description

Upload Date

Type

1-19-17 Planning Commission Agenda

1/12/2017

Cover Memo



**THE BOROUGH OF BRENTWOOD**  
MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199  
Office 412-884-1500 – FAX 412-884-1911  
[www.brentwoodboro.com](http://www.brentwoodboro.com)

**MEETING OF THE BRENTWOOD BOROUGH PLANNING COMMISSION**

**JANUARY 19, 2017  
7:30PM**

1. (Chairman) Call to order.
2. (Chairman) Recitation of Pledge of Allegiance.
3. (Secretary) Roll call.
4. (Building Inspector) Acknowledgment of Members of Council present.
5. (Chairman) Motion to approve August 2016 meeting minutes.
6. (Chairman) New Business:  
PC Case No. 2017-01: Request for a conditional use permit for a home occupation. Owner of 330 Marylea Avenue is seeking to continue the operation of a nail salon at the premises.
7. (Chairman) Old Business:  
None.
8. Miscellaneous discussion and questions from members.
9. Adjournment.



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 12.c.**

**SUBJECT: FYI- Public hearing for Digital Sign Ordinance scheduled for February 20th.**

**DATE: January 16, 2017**

**PRESENTED BY: MR. ERIC PECCON  
ASSISTANT BOROUGH MANAGER**

**SUMMARY:**

At its September 26, 2016 business meeting, Council voted to advertise the proposed adoption of an amendment to the Brentwood Zoning Code. Ordinance 2016-1252 outlined new guidelines for the placement of digital signs. Council also indicated its desire to delay the associated public hearing, as is required under the Municipalities Planning Code, until after the receipt of commentary from the Allegheny County Department of Economic Development. This organization reviewed the draft ordinance and indicated that it has no comments regarding the proposal.

Members of the public will have an opportunity to voice their opinions during the upcoming public hearing. Council will need to re-advertise its intent to adopt the ordinance prior to granting final approval.

**BUDGET IMPACT:**

Advertising and court reporter fees will be incurred.

**ATTACHMENTS:**

Description

DRAFT Ordinance No. 2016-1252: Digital Signs

Upload Date

1/12/2017

Type

Cover Memo



THE BOROUGH OF BRENTWOOD  
MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199  
Office 412-884-1500 – FAX 412-884-1911  
www.brentwoodboro.com

## ORDINANCE NO. 2016-1252

### “DIGITAL SIGNS”

AN ORDINANCE OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AMENDING IN LIMITED PART CHAPTER 210 OF THE CODE OF THE BOROUGH OF BRENTWOOD, WHICH PERTAINS TO ZONING, TO INCLUDE REGULATIONS FOR THE PLACEMENT AND USE OF DIGITAL SIGNS.

**WHEREAS**, the Borough of Brentwood is a municipal corporation organized and existing under the laws of the Commonwealth of Pennsylvania, including, but not limited to, the Borough Code and the Water Services Act; and

**WHEREAS**, the Legislature of the Commonwealth of Pennsylvania vests the Borough of Brentwood with the power and authority to make and adopt all such ordinances, bylaws, rules and regulations not inconsistent with or restrained by the Constitution and laws of this Commonwealth, as is expedient or necessary for the proper management, care and control of, *inter alia*, the Borough’s finances, the maintenance of peace, good government, health, safety and welfare of the Borough, its trade, commerce and manufacturers; and

**WHEREAS**, Brentwood Borough Council has determined that it is necessary to amend its Zoning Ordinance to include regulations for the placement and use of digital signs:

**NOW THEREFORE**, on this \_\_\_\_ day of \_\_\_\_\_, 2016, it is hereby Enacted and Ordained by the Council for the Borough of Brentwood, that;

### PART I: AMENDMENTS

Chapter 210, Section 57, of the Code of the Borough of Brentwood is hereby amended in limited as part as follows. Text marked in ***bold italics*** shall be added to said section and placed in alphabetical order. Text marked with a ~~strikethrough~~ shall be deleted from said section.

#### §210-57: TYPES OF SIGNS

##### ***Digital sign:***

***A computer programmable sign capable of displaying words, numbers, symbols, figures or picture images that can be altered or rearranged by remote or automatically without physically altering the face or surface of the sign. These signs typically utilize light-emitting diode, plasma, or liquid crystal display technology to produce the character and graphic of the display.***

~~Electronic message board:~~

~~A sign which displays messages, such as time and temperature, in alternating light cycles.~~

***NITS: The measure of the light emanating from an object that is used to quantify digital sign brightness, which is calculated by the total amount of light emitted from a sign divided by the surface area of the sign measured as candelas per square meter.***

***Static alphanumeric display:***

***A digital sign that is only capable of displaying numbers and letters and that is not designed or programmed to flash, blink, move, or display multiple messages over a preset time interval.***

~~Time and temperature sign:~~

~~A sign which indicates changing time and/or temperature.~~

Chapter 210, Section 58, Subsection B, of the Code of the Borough of Brentwood is hereby amended to read as follows:

#### §210-58: PROHIBITED AND EXEMPT SIGNS

B. The following signs shall not be permitted in any zoning district:

- 1) Pennants, flags, or streamers.
- 2) Signs advertising a property for sale or rent that lists a use of the property that is inconsistent with the Zoning Ordinance.
- 3) Signs that resemble any traffic control device.
- 4) Signs that contain obscene or pornographic material; this shall include the non-repair of illegal acts of vandalism.
- 5) Off-premises signs, other than outdoor advertising.
- 6) Roof signs.
- 7) Signs on trees, utility poles, and traffic devices.
- 8) Signs that are hazardous to public safety.

Chapter 210, Section 61, Subsection G of the Code of the Borough of Brentwood is hereby amended to read as follows

#### §210-61: PERMITTED SIGNS IN COMMERCIAL AND INDUSTRIAL DISTRICTS; CONDITIONS

G. Window signs.

- 1) A window sign is considered to be a secondary sign and shall not be permitted at any authorized principal use unless another authorized pole sign, wall sign, ground sign, or projecting sign has been installed or erected.

- 2) Window signs shall be permitted to be installed on the inside of the window of nonresidential uses only.
- 3) Window signs shall not cover more than 25% of the glazing of any window.
- 4) No more than one internally illuminated window sign shall be permitted at any authorized principal use. Such signs shall be limited to a size of two (2) square feet and shall not blink, flash, or move.
- 5) Window signs shall not be permanently affixed to a window or windowpane.

Chapter 210, Section 61 of the Code of the Borough of Brentwood is hereby amended to add Subsection K as follows:

**§210-61: PERMITTED SIGNS IN COMMERCIAL AND INDUSTRIAL DISTRICTS;  
CONDITIONS**

**K. Digital signs.**

- 1) A static alphanumeric display shall be a permitted use in the MUN, CRD, and I districts.
- 2) A digital sign other than a static alphanumeric display shall be permitted only as a conditional use in the MUN, CRD, and I districts.
- 3) No digital sign face shall be installed except as part of a wall sign, ground sign, or pole sign, and the placement and manner of installation of digital sign faces shall be subject to the placement and installation restrictions for the same.
- 4) Digital sign faces shall not exceed an area of fifty (50) square feet in the CRD and I districts. Digital sign faces shall not exceed a height of four (4) feet, a width of five (5) feet, or a total area of twenty (20) square feet in the MUN district.
- 5) No digital sign shall be brighter than is necessary for clear and adequate visibility.
  - a. All digital signs shall have installed ambient light monitors and shall at all times allow such monitor to automatically adjust the brightness level of the digital sign based on ambient light conditions so as to minimize and keep consistent sign brightness.
  - b. The maximum brightness level for such signs shall not exceed five thousand (5,000) NITS when measured from the sign's face at its maximum between dawn and dusk, as those times are determined by the National Weather Service.
  - c. The maximum brightness level for such signs shall not exceed three hundred (300) NITS when measured from the sign's face at its maximum between dusk and dawn, as those times are determined by the National Weather Service.

- d. No permit shall be issued for the installation of a digital sign unless the applicant has submitted a written certification from the sign manufacturer certifying that the light intensity of the sign has not be preset to exceed the illumination levels established herein and that the intensity level is protected from end-user manipulation by password-protected software or similar security measures.
- 6) All digital signs shall contain a default mechanism that will cause the sign to revert immediately to a black screen in instances of malfunction.
- 7) Digital signs, exclusive of static alphanumeric displays, shall additionally be subject to the following operational limitations:
  - a. Each message or image shall remain static and unchanged for a period of no less than eight (8) seconds.
  - b. No message or image shall be permitted to blink, flash, or move.
  - c. No message shall display any characters with a height of less than nine (9) inches.
  - d. No message shall display more than twelve (12) individual words.
  - e. Each message or image shall be complete without continuation of content to the next display or to another sign.
  - f. Each message or image shall be followed by a transition period in which the display reverts to a black screen for a minimum period of three (3) seconds.
  - g. No digital sign shall emit any sound or audio message.
- 8) Digital signs located in the MUN district shall not be placed at a height in excess of twelve (12) feet.
- 9) Digital signs, exclusive of static alphanumeric displays, placed in the MUN district shall be limited to operation between the hours of 7:00 am and 9:00 pm. At all other times, such sign face shall not be illuminated nor shall such sign face display any messages.
- 10) The message contained on a static alphanumeric display shall not be change more frequently than two (2) times in any twenty-four (24) hour period.

**PART II-** The Borough Manager, Code Department, Police Department, Borough Solicitor, and all others employed or appointed by the Borough of Brentwood, are authorized to take any and all action necessary to ensure implementation of this Ordinance and to effectuate the purpose hereof.

**PART III-** Any and all Ordinances and/or Resolutions, or parts thereof, conflicting herewith are repealed insofar as the matters here in affected.

**PART IV-** The provisions of this Ordinance are servable, and if any clause, sentence, section or subsection hereof shall be adjudged by any court of competent jurisdiction to be illegal, invalid or unconstitutional, such judgment or decision shall not affect, impair, or invalidate the

remainder, but shall be confined in its operation and application to the clause, sentence, section or subsection rendered. It is hereby declared that the intent of the Borough of Brentwood Council that this Ordinance would have been adopted if such illegal, invalid, or unconstitutional clause, sentence, section, or subsection had not been included therein.

**PART V-** This Ordinance is effective immediately upon enactment according to law, and shall remain in effect hereafter until revised, amended, or revoked by action of the Council of the Borough of Brentwood.

**ORDAINED AND ENACTED THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_ **2016 BY**  
**THE BOROUGH COUNCIL OF THE BOROUGH OF BRENTWOOD.**

**ATTEST:**

**BOROUGH OF BRENTWOOD**

\_\_\_\_\_  
George Zboyovsky, P.E.

Borough Manager

\_\_\_\_\_  
John Frombach

President of Council

EXAMINED AND APPROVED BY ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
2016.

\_\_\_\_\_  
Dennis Troy

Mayor

APPROVED AS TO FORM

\_\_\_\_\_  
Clifford Levine

Borough Solicitor





**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 12.d.**  
**ACTION ITEM**

**SUBJECT: Consider adopting Resolution 2017-10, appointing Bob Cranmer to the Brentwood Borough Planning Commission [ACTION ITEM]**

**DATE: January 16, 2017**

**PRESENTED BY: MR. RALPH COSTA  
BUILDING CODE OFFICIAL**

**SUMMARY:**

Longtime Planning Commission member declined to be appointed to another term. The Borough placed an advertisement in the South Hills Record to solicit letters of interest. One application was received.

**BUDGET IMPACT:**

No impact.

**RECOMMENDATION:**

Adopt Resolution No. 2017-10 as presented.

**ATTACHMENTS:**

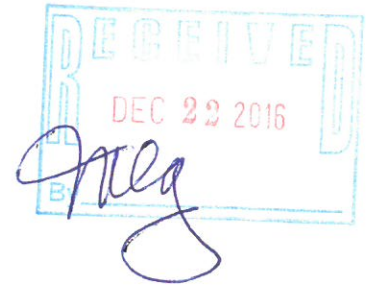
Description	Upload Date	Type
Advertisement	1/12/2017	Cover Memo
12-19-16 Letter_From Bob Cranmer to Council Re. Vacancy	1/12/2017	Cover Memo
Resolution No. 2016-10: Appointment of R. Cranmer to PC	1/13/2017	Cover Memo

Public Notice  
Brentwood Borough Planning Commission  
Request for Letters of Interest to Fill Vacant Seat

Are you interested with helping to guide land use and property development decisions within our municipality? The Borough of Brentwood is seeking a community-oriented individual to fill an open seat on its Planning Commission. This body meets on an as-needed basis approximately three to four times per year to review site plans, conditional use permit requests, and proposed Zoning Ordinance amendments. Board members are required to be Borough residents and must be at least 18 years of age. To apply for this position, please submit a résumé and letter of interest to George Zboyovsky, PE, Borough Manager at 3624 Brownsville Road, Pittsburgh, PA 15227 by January 13, 2017.

It is anticipated that Borough Council will appoint a new member at its January Regular Meeting. The successful candidate will serve a four year term that expires December 31, 2020.

December 19, 2016



Borough Office  
Borough of Brentwood  
3624 Brownsville Rd.  
Pittsburgh, PA 15227

Dear President and Members of Council,

With the unfortunate passing of Emanuel (Manny) Perry I understand that there is a vacancy on the Borough Planning Commission. I would like to submit my name for consideration when council considers finding a replacement. When I served as a Brentwood Councilman (1992-1996) I chaired the Zoning and Ordinance Committee and worked closely with both the Planning Commission and Zoning Hearing Board. Thus, I am knowledgeable of the board's purpose, functions, and responsibilities. I believe that I possess the requisite experience and qualifications to serve on the board and ask that I be considered.

I advanced Manny's name for appointment when I was on council and would be honored to continue his dedicated service to the borough.

Sincerely,

Bob Cranmer  
3406 Brownsville Rd.  
Brentwood, PA 15227

Cc: Mayor Dennis Troy



# THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD

PITTSBURGH, PA 15227-3199

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

[www.brentwoodboro.com](http://www.brentwoodboro.com)

## RESOLUTION NO. 2017-10

### "PLANNING COMMISSION APPOINTMENT"

A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, APPOINTING ROBERT CRANMER TO FILL A FOUR-YEAR TERM ON THE BRENTWOOD BOROUGH PLANNING COMMISSION WHICH EXPIRES DECEMBER 31, 2020.

WHEREAS, Chapter 37 of the Brentwood Borough Code establishes a Planning Commission; and

WHEREAS, due to the retirement of Michael Wooten, there is an open seat on the Planning Commission; and

WHEREAS, *Robert Cranmer*, a Brentwood resident, has expressed interest in serving as a member of the Planning Commission; and

NOW, THEREFORE, BE IT RESOLVED AND ADOPTED by the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, and it is hereby **RESOLVED and ADOPTED** by authority of the same, that *Robert Cranmer* be reappointed to fill a four-year term as a member of the Brentwood Borough Planning Commission, which term expires December 31, 2020.

**RESOLVED AND ADOPTED** by the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, meeting in regular and public session, this 16<sup>th</sup> day of January 2017.

ATTEST:

BOROUGH OF BRENTWOOD

\_\_\_\_\_  
George Zboyovsky, PE  
Borough Manager

\_\_\_\_\_  
John Frombach  
President of Council





**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 13.a.**

**SUBJECT: Field 4 Renovation - [UPDATE]**

**DATE: January 16, 2017**

**PRESENTED MR. JIM ATTANUCCI**  
**BY: PARKS & RECREATION DIRECTOR**

**SUMMARY:**

BAA received a \$5,000.00 matching grant from the Pittsburgh Pirates Field for Kids program for infield and fence repairs. The Boroughs cost would act as matching funds and the BAA will present the grant funds to Brentwood Borough for such repairs.

The Borough is in the processing of obtaining two (2) additional quotes. Three (3) quotes are required for projects that range between \$10,000 - \$20,000.

**BUDGET IMPACT:**

The grant will reduce the Boroughs expenditure for this project by 25%

**RECOMMENDATION:**

Purchase same type of mix that is used on other fields.  
Requested quote with out infield mix.  
Request additional bids/quotes  
Schedule and proceed.

**PROS:**

Improve playing conditions for the Brentwood High School teams.  
Improve playing condition for the community.  
Reduce the amount of work the Borough provides to remove water and groom field for High School games.

**CONS:**

None

**ATTACHMENTS:**

Description

Upload Date

Type

FILED 4 KAISER FIELD FENCE QUOTE  
FIELD 4 KAISER FIELD INFELD QUOTE

12/4/2016      Cover Memo  
12/4/2016      Cover Memo



# METRO FENCE CO., INC.

2111 Montour West Industrial Blvd.  
Coraopolis, PA 15108  
Phone: 724.695.8650  
Fax: 724.695.8653

Brentwood Athletic Association  
Jim Attanucci  
P.O. Box 98162  
Pittsburgh, PA 15227

Quote #20751  
September 8, 2016

Reference: Fence Fabric Replacement At Field #4

Dear Jim:

This quotation includes the cost to provide and install the following material at the location referenced above:

**SPECIFICATIONS:      8' High Chain Link Fence**

**Fabric**.....#9 gauge wire x 2" mesh x 96" high galvanized  
**Fence Framework**.....Existing in place

**QUANTITIES and SCOPE of WORK:**

Remove existing fence fabric and replace with approximately 350 lineal feet of chain link fence fabric and re-tie to existing fence framework.

Installation of the materials above provided by our crews.

**Total Materials & Labor .....\$ 2,606.45**

**Please note: Prices are valid for 30 days from date of quote and material is subject to availability at the time of order**

**Terms**.....Net 30 days after completion  
**Delivery**.....Work can begin in 4 to 5 weeks after receipt of signed contract – weather permitting  
**Warranties**.....1 year on all material and labor plus any manufacturer's warranties

I hope this quotation provides you with the information you had desired. Please feel free to call me if you have any questions or if I can be of any further assistance. To accept this proposal, please sign the acceptance form on the back and return one copy to Metro Fence. Once we receive the acceptance we will schedule a crew for the work.

Sincerely,

*Jeffrey M. Zwergel*

Jeffrey M. Zwergel JMW/llg  
Sales Manager



# ATHLETIC FIELD PROS

## Athletic Field Quote

**CUSTOMER:** Brentwood Athletic Association  
**CONTACT:** Jim Attanucci  
**ADDRESS:** 5601 Brownsville Rd. Pittsburgh, PA 15227  
**PROJECT:** Field 4 Renovation complete  
**DATE:** 6-17-2016

**ATTN:** Jim Attanucci  
**PHONE:** 412-969-7535  
**EMAIL:** jattanucci@brentwoodboro.com  
**FAX:** N/A  
**PROJECT NUMBER:** BREN02-20160617-Field 4

---

**APPROX. AREA AFFECTED:** 17900 SF

**SCOPE OF WORK:** Mobilize to site

Prepare existing surface to receive infield mix  
Import and apply approximately 164.5 tons of infield mix: Fielder's Choice.  
Remove existing lip at Infield Radius of 3 foot or less and define turf edges  
Strip off 2000 square feet of existing grass on infield  
Laser Grade utilizing a dual plane laser controlled system to provide positive surface drainage, compact and finish drag.  
Apply and incorporate 3 Tons 50/50 conditioner and finish drag  
Install two 24" removable station pitching rubbers, one at 60'6", one at 54'  
Repair mound install packing clays.  
Install two sets of Pro hollywood bases: one at 80' and one at 90'  
Rebuild batters box

**Material:** \$ 8,524.41

**Labor:** \$ 8,197.69

---

**TOTAL:** \$ 16,722.10

**NOTES:** Dry conditions must be present for traction of equipment  
Credit terms to be established prior to service  
Quote valid for 45 days  
Quote based on conditions at time of assessment. Additional charges may apply if field conditions have changed

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_





**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 13.b.**

**SUBJECT: Park Lighting - [DISCUSSION]**

**DATE: January 16, 2017**

**PRESENTED BY: MR. JIM ATTANUCCI**  
**PARKS & RECREATION DIRECTOR**

**SUMMARY:**

Need to establish seasonal hours for park lighting.

Relay switches added to each facility to turn lights on during hours that timer is activated.

Current hours.

Football field and Dek Hockey by permit only.

Additional lighting needed on walkway leading to Civic Center and walkway near playground and filed #1

Solar Lighting

**BUDGET IMPACT:**

Positive impact on budget as lights will not be on during inclement weather and when facility is not in use.

May increase rentals on Dek Hockey Rink

Other impact on budget is initial costs but reflect long term savings.

**RECOMMENDATION:**

Seasonal hours and publicize in the In Brentwood Magazine, Park Bulletin Board and possibly on permit application or policy.

Walkway near playground and field 1.

Solar Lighting and additional street light.

Walkway leading Civic Center.

Additional street lights.

Develop a plan for future years to enhance the park lighting on walkways and in and around entrances and exits for park visitors

**PROS:**

Promotes public awareness of park facility rules.  
Promotes safety.  
Saves on wasted electricity.  
Reduces expenses.

## **CONS:**

Nonme

## **ATTACHMENTS:**

Description

FACILITY LIGHTING GUIDELINES

Upload Date

12/4/2016

Type

Cover Memo

# **Brentwood Park Facility Lighting Guidelines for Non-Permit/Reservations**

## **BASKETBALL COURT**

### **APRIL 1 TO MAY 31**

- SUNDAYS THRU THURSDAYS ON UNTIL 10:00 PM
- FRIDAYS AND SATURDAYS ON UNTIL 11:30 PM

### **JUNE 1 TO SEPTEMBER 7**

- SUNDAYS THRU SATURDAY ON UNTIL 11:30 PM

### **SEPTEMBER 8 TO NOVEMBER 15**

- SUNDAYS THRU THURSDAYS ON UNTIL 10:00 PM
- FRIDAYS AND SATURDAYS ON UNTIL 11:30 PM

## **TENNIS COURT**

**SAME AS BASKETBALL COURT**

## **FIELD 2**

**SAME AS BASKETBALL and TENNIS COURT**

- EXCEPT REPLACE NOVEMBER 15 WITH OCTOBER 31

## **DEK HOCKEY RINK**

**SAME AS BASKETBALL and TENNIS COURT**

- OR BY PERMIT ONLY

## **FOOTBALL FIELD**

**BY PERMIT ONLY**

## **TRACK**

### **APRIL 1 TO NOVEMBER 15**

- SUNDAYS THRU SATURDAYS ON UNTIL 11:30 PM

### **NOVEMBER 16 TO MARCH 31**

- SUNDAYS THRU SATURDAYS ON UNTIL 10:00



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 13.c.**

**SUBJECT: Consider the request from the Brentwood Park Initiative (BPI) asking the Borough to construct a pavilion(s) in the Brentwood Park. [DISCUSSION]**

**DATE: January 16, 2017**

**PRESENTED BY: JIM ATTANUCCI**  
**PARKS & RECREATION DIRECTOR**

**SUMMARY:**

Brentwood Park Initiative would like to see the Borough move forward with constructing one or possibly two pavilions for the park. They indicated that the BPI, through their continuing fundraising efforts, would assist financially with the costs associated with this project.

The Borough and BPI worked successfully on a similarly project, that being the purchase and installation of the new Park Playground.

There are many requirements when it comes to public projects and purchases. As such, it was not as simple as having a third party purchase an item for the Borough and then "donate it" back to the Borough.

If council wishes to pursue this endeavour, like with the Playground, a Committee of the BPI and the Borough would work together to develop the plans and cost estimates and then present them to Council to authorize the funding during the 2018 Budget process. As with the Playground, Council would also have the final approval of the design and location of any pavilion.

In order to utilize Borough resources and staff, Council will have to authorize such project. This does NOT mean the Borough is committed to funding any such project, only that they agree that this is a worthwhile project and should be considered to see if it can be funded next year especially if outside funding is available.

**BUDGET IMPACT:**

At the beginning, the only budget impact would be in staff man hours.

**RECOMMENDATION:**

- Create a committee similar to the Playground Committee for the pavilion
- Committee to include Borough Manager, Park & Recreation Director, Chairman of Park & Recreation Committee and equal number of members of the BPI
- Develop plan.
- Comparison of pavilions.

- Obtain three quotes.
- Proceed with project in same manner as playground.

## **PROS:**

- A Pavilion would be another nice and needed amenity for the park.
- Could bring more people into the park.
- Can also be a source of additional revenues as the Pavilion could be rented.
- Outside Funding through the BPI to help subsidize the cost.
- Borough would have time to research grants for Pavilions.

## **CONS:**

Allocating funds for a Park Pavilion that could be better used on other more important projects.

## **STRATEGIC GOALS APPLIED:**

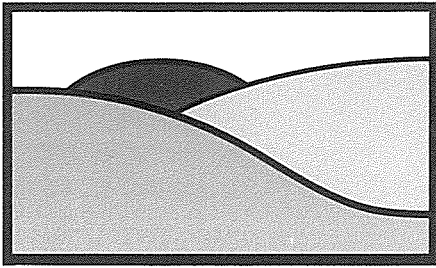
**Strategic Goal 2: Identify and Explore Additional Sources of Revenues**

**Strategic Goal 3: Increase Community Involvement within the Borough**

**Strategic Goal 11: Establish More Benefits of Residency**

### **ATTACHMENTS:**

Description	Upload Date	Type
01-12-17 Letter_From BPI to Council RE. Request for Pavilion	1/16/2017	Cover Memo
PROPOSAL_Park Pavilion	1/16/2017	Cover Memo



## BRENTWOOD PARK INITIATIVE

3903 Clairton Blvd.  
Brentwood, PA 15227-2605  
412-641-0008  
[www.brentwoodparkinitiative.com](http://www.brentwoodparkinitiative.com)

January 12, 2017

George Zboyovsky, Boro Manager  
Brentwood Boro Council and Mayor  
3624 Brownsville Road  
Pittsburgh, PA 15227

Dear Mr. Zboyovsky,

The Brentwood Park Initiative is requesting the Brentwood Boro Council to consider constructing a picnic pavilion(s) in the park. We will assist financially with the construction in an area(s) mutual to both.

The construction of these pavilions would afford the residents of our boro the opportunity to enjoy all of the amenities of our beautiful park. They would provide shelter from the sun, protection from sudden cloud outburst and an area for socialization with friends and family. The structures could also be used as a revenue generator for the Boro if a rental policy were to be created to issue permits for use of the facilities.

As in the past we would welcome the opportunity to work with you to help enhance the park facilities and look forward to hearing from you in the near future to begin work. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Donna Werner". The script is fluid and cursive, with the first name "Donna" being more prominent than the last name "Werner".

Donna Werner,  
BPI President

cc: Members of Brentwood Boro Council  
Mayor Dennis Troy

*The Mission of the Brentwood Park Initiative is to ensure that Brentwood Park is sustainably protected, restored, enhanced and developed for the educational, recreational, and wellness use of our Brentwood residents and visitors.*



## **Picnic Shelter Proposal**

# **The Purpose of this Presentation**

**The Brentwood Park Initiative would like to donate a picnic pavilion to be constructed in Brentwood Park above the current playground between the circle and the playground near where the charcoal grills are currently located.**



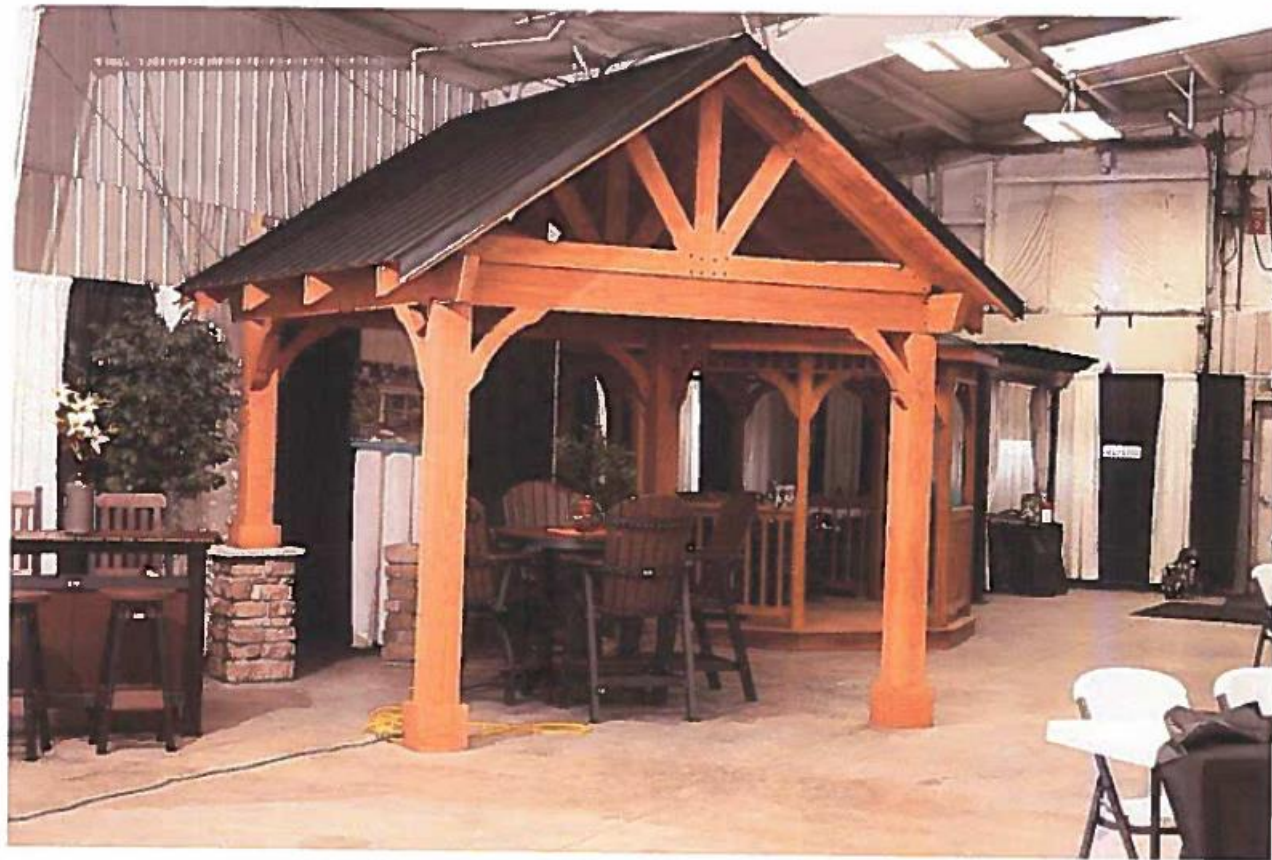
# **Introducing the Brackenridge**

**The richness and warmth of a wood pavilion are unsurpassed. This would afford the residents of Brentwood Boro the opportunity to enjoy even more all of the amenities of our beautiful park. It would provide shelter from the sun, protection from sudden cloud outbursts and an area for socialization with friends and family. This structure could also be used as a revenue-generator for the Boro if a rental policy were to be created to issue permits for use of the facility.**

# **Brackenridge 1**



## **Brackenridge 2**





# **Brackenridge 3**



## **Basic Information**

- Pavilion size would be a 20" X 24" wood construction with 6 posts and a blue metal roof.
- Top-Grade Treated Southern Yellow Pine
- 8x8 Posts
- Straight Beams & Braces
- Anchor Brackets
- Harvested and Made in the U.S.A.
- This would be constructed on site by The Amish Yard.

**At this point additional information will need to be gathered regarding the cost of site preparation.**

**Once that information is gathered we can have additional discussion as to possibly sharing the cost of this portion of the project or reaching out to another group to share the cost. At this point the BPI is interested in your thoughts. Would you be interested in the BPI pursuing this project for spring of 2017?**

**Thank you for your time and consideration.**



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 14.a.**

**SUBJECT: Consider adopting Ordinance No. 2017-1253; Stop Sign at Kaufmann and Lawnview and on Theresa Ave.**

**DATE: January 16, 2017**

**PRESENTED BY: MR. GEORGE ZBOYOVSKY, PE  
BOROUGH MANAGER**

**SUMMARY:**

Location No. 1

The intersection of Lawnview Avenue approaching Kaufmann Avenue does not have any Stop Signs. Kaufmann Avenue is the more heavily traveled roadway and thus a Stop Sign would be warranted approaching Kaufmann from the East and West approached on Lawnview.

In addition, there are hedges on the property at the intersection of Kaufmann and Lawnview. Although when maintained, these hedges do not affect the Line of Site looking right up Kaufmann. The addition of a stop sign at this location will further aid vehicles traveling on Lawnview towards Kaufmann from the east to come to a complete stop prior to entering the intersection.

Location No. 2

The "T" intersection of Theresa Avenue and Kaufmann Avenue is currently a "Two Way Stop" intersection with Stop Signs located on Kaufmann Avenue at Theresa Avenue. Due to the parking of vehicles on Kaufmann Avenue, the Line-of-Sight for vehicles stopped at the Stop Sign traveling East up Kaufmann looking down Theresa Avenue is often obstructed. As such, installing a Stop Sign on Theresa Avenue approaching Kaufmann Avenue will add another means of safety.

This Ordinance has been introduced during the November Borough Council meeting and it has been advertised and set for Council to take Action on during the January 23, 2017 Council Meeting.

**BUDGET IMPACT:**

Cost of DPW time and the cost of the two (2) stop signs and posts.

**RECOMMENDATION:**

Staff recommends that Council authorize the Borough Manager to prepare the necessary ordinance to install the signs.

**PROS:**

Will make the intersection safer.

## CONS:

### ATTACHMENTS:

Description	Upload Date	Type
Looking East Towards Kaufmann from Lawnview	10/17/2016	Cover Memo
Looking North Towards Lawnview from Kaufmann	10/17/2016	Cover Memo
Looking SouthTowards Lawnview from Kaufmann	10/17/2016	Cover Memo
Looking West Towards Kaufmann from Lawnview	10/17/2016	Cover Memo
Plan View - Stop Sign Warrant Study at Lawnviewa and Kaufmann Ave	10/17/2016	Cover Memo
MUTCD Section 2B.05 STOP Sign Applications	11/21/2016	Cover Memo
01-16-17 Ordinance No 2017-1253 - Stop Sign on Lawnview and Kaufmann-FINAL	1/3/2017	Cover Memo
01-03-17 Adv Legal Notice_Ordinance No. 2017-1253-Stop Signs	1/14/2017	Cover Memo



Google Maps 3810 Lawnview Ave



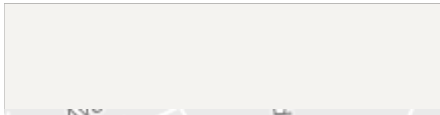
Image capture: Jul 2007 © 2016 Google

Brentwood, Pennsylvania

Street View - Jul 2007

10/17/2016

3810 Lawnview Ave - Google Maps





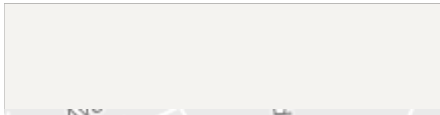
Google Maps 160 Kaufmann Ave



Image capture: Aug 2014 © 2016 Google

Brentwood, Pennsylvania

Street View - Aug 2014





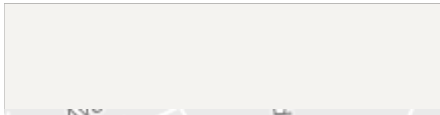
Google Maps 87 Kaufmann Ave



Image capture: Oct 2012 © 2016 Google

Brentwood, Pennsylvania

Street View - Oct 2012





Google Maps 3825 Lawnview Ave



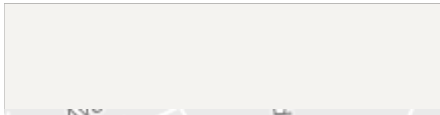
Image capture: Aug 2014 © 2016 Google

Brentwood, Pennsylvania

Street View - Aug 2014

10/17/2016

3825 Lawnview Ave - Google Maps





## Google Maps 115 Kaufmann Ave



Imagery ©2016 Google, Map data ©2016 Google 20 ft

**Table 2B-1. Regulatory Sign Sizes (Sheet 5 of 5)**

Sign	MUTCD Code	Section	Conventional Road	Expressway	Freeway	Minimum	Oversized
Keep Off Median	R11-1	2B.47	600 x 750 (24 x 30)	—	—	—	—
Road Closed	R11-2	2B.48	1200 x 750 (48 x 30)	—	—	—	—
Road Closed - Local Traffic Only	R11-3,3a, 3b,4	2B.48	1500 x 750 (60 x 30)	—	—	—	—
Weight Limit	R12-1,2	2B.49	600 x 750 (24 x 30)	900 x 1200 (36 x 48)	—	—	900 x 1200 (36 x 48)
Weight Limit	R12-3	2B.49	600 x 900 (24 x 36)	—	—	—	—
Weight Limit	R12-4	2B.49	900 x 600 (36 x 24)	—	—	—	—
Weight Limit	R12-5	2B.49	600 x 900 (24 x 36)	900 x 1200 (36 x 48)	1200 x 1500 (48 x 60)	—	—
Metric Plaque	R12-6	2B.49	600 x 225 (24 x 9)	—	—	—	—
Weigh Station	R13-1	2B.50	1800 x 1200 (72 x 48)	2400 x 1650 (96 x 66)	3000 x 1100 (120 x 84)	—	—
Truck Route	R14-1	2B.51	600 x 450 (24 x 18)	—	—	—	—
Hazardous Material	R14-2,3	2B.52	600 x 600 (24 x 24)	750 x 750 (30 x 30)	900 x 900 (36 x 36)	—	1050 x 1050 (42 x 42)
National Network	R14-4,5	2B.53	600 x 600 (24 x 24)	750 x 750 (30 x 30)	900 x 900 (36 x 36)	—	1050 x 1050 (42 x 42)
Railroad Crossbuck	R15-1	8B.03	1200 x 225 (48 x 9)	—	—	—	—
Look	R15-8	8B.16	900 x 450 (36 x 18)	—	—	—	—

**Notes:**

1. Larger signs may be used when appropriate.
2. Dimensions are shown in millimeters followed by inches in parentheses and are shown as width x height.

**Section 2B.05 STOP Sign Applications****Guidance:**

STOP signs should be used if engineering judgment indicates that one or more of the following conditions exist:

- A. Intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law;
- B. Street entering a through highway or street;
- C. Unsignalized intersection in a signalized area; and/or
- D. High speeds, restricted view, or crash records indicate a need for control by the STOP sign.

**Standard:**

Because the potential for conflicting commands could create driver confusion, STOP signs shall not be installed at intersections where traffic control signals are installed and operating except as noted in Section 4D.01.

Portable or part-time STOP signs shall not be used except for emergency and temporary traffic control zone purposes.

**Guidance:**

STOP signs should not be used for speed control.

STOP signs should be installed in a manner that minimizes the numbers of vehicles having to stop. At intersections where a full stop is not necessary at all times, consideration should be given to using less restrictive measures such as YIELD signs (see Section 2B.08).

Once the decision has been made to install two-way stop control, the decision regarding the appropriate street to stop should be based on engineering judgment. In most cases, the street carrying the lowest volume of traffic should be stopped.

A STOP sign should not be installed on the major street unless justified by a traffic engineering study.

**Support:**

The following are considerations that might influence the decision regarding the appropriate street upon which to install a STOP sign where two streets with relatively equal volumes and/or characteristics intersect:

- A. Stopping the direction that conflicts the most with established pedestrian crossing activity or school walking routes;
- B. Stopping the direction that has obscured vision, dips, or bumps that already require drivers to use lower operating speeds;
- C. Stopping the direction that has the longest distance of uninterrupted flow approaching the intersection; and
- D. Stopping the direction that has the best sight distance to conflicting traffic.

The use of the STOP sign at highway-railroad grade crossings is described in Section 8B.08. The use of the STOP sign at highway-light rail transit grade crossings is described in Section 10C.04.

### **Section 2B.06 STOP Sign Placement**

**Standard:**

The STOP sign shall be installed on the right side of the approach to which it applies. When the STOP sign is installed at this required location and the sign visibility is restricted, a Stop Ahead sign (see Section 2C.29) shall be installed in advance of the STOP sign.

The STOP sign shall be located as close as practical to the intersection it regulates, while optimizing its visibility to the road user it is intended to regulate.

STOP signs and YIELD signs shall not be mounted on the same post.

**Guidance:**

Other than a DO NOT ENTER sign, no sign should be mounted back-to-back with a STOP sign in a manner that obscures the shape of the STOP sign.

**Support:**

Section 2A.16 contains additional information about separate and combined mounting of other signs with STOP signs.

**Guidance:**

Stop lines, when used to supplement a STOP sign, should be located at the point where the road user should stop (see Section 3B.16).

If only one STOP sign is installed on an approach, the STOP sign should not be placed on the far side of the intersection.

Where two roads intersect at an acute angle, the STOP sign should be positioned at an angle, or shielded, so that the legend is out of view of traffic to which it does not apply.

Where there is a marked crosswalk at the intersection, the STOP sign should be installed in advance of the crosswalk line nearest to the approaching traffic.

**Option:**

At wide-throat intersections or where two or more approach lanes of traffic exist on the signed approach, observance of the stop control may be improved by the installation of an additional STOP sign on the left side of the road and/or the use of a stop line. At channelized intersections, the additional STOP sign may be effectively placed on a channelizing island.

**Support:**

Figure 2A-2 shows examples of some typical placements of STOP signs.

### **Section 2B.07 Multiway Stop Applications**

**Support:**

Multiway stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multiway stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multiway stop control is used where the volume of traffic on the intersecting roads is approximately equal.

The restrictions on the use of STOP signs described in Section 2B.05 also apply to multiway stop applications.





# THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199  
Office 412-884-1500 FAX 412-884-1911  
[www.brentwoodboro.com](http://www.brentwoodboro.com)

## ORDINANCE NO. 2017-1253

### “STOP SIGNS”

**AN ORDINANCE OF THE BRENTWOOD BOROUGH, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, PROVIDING FOR THE ESTABLISHMENT OF STOP SIGNS ON LAWNVIEW AVENUE, FACING NORTH, TOWARDS KAUFMANN AVENUE AND ON LAWNVIEW AVENUE, FACING SOUTH, AT KAUFMANN AVENUE.**

**WHEREAS**, the laws of the Commonwealth of Pennsylvania and the Code of Ordinances of Brentwood Borough empower Borough Council to establish traffic regulations and devices; and

**WHEREAS**, Borough of Brentwood Council, after a completion of a traffic investigation study, have determined the necessity for establishing additional traffic regulations and devices in the Borough; and

**WHEREAS**, Borough of Brentwood Council has determined that such regulations and devices are necessary to protect the health, safety, and welfare of Borough residents and visitors to the Borough, and

**WHEREAS**, the express purpose of this Ordinance is to establish and add stop intersections at Lawnview Avenue and Kaufmann Avenue..

**NOW, THEREFORE, IT IS HEREBY ORDAINED AND ENACTED** by the Borough of Brentwood, County of Allegheny, Commonwealth of Pennsylvania, as follows:

#### **Section 1. Locations:**

Stop Signs shall be erected and installed at the following locations:

On Lawnview Avenue, facing North, at Kaufmann Avenue

On Lawnview Avenue, facing South, at Kaufmann Avenue.

On Theresa Avenue, facing Northeast, at Kaufmann Avenue.

#### **Section 2. Limitations:**

In the event that any of these revisions or any section of the Ordinance are found to be illegal, unconstitutional, or unenforceable, then the specific intent of the Borough Council of the Borough of Brentwood is to enforce the remaining portions of the Ordinance.

#### **Section 3. Effective Date**

The provisions of this ordinance shall take effect immediately from the date of enactment.



**ORDAINED AND ENACTED** THIS 16<sup>th</sup> DAY OF JANUARY 2017 BY THE BOROUGH COUNCIL OF THE BOROUGH OF BRENTWOOD.

**ATTEST:**

**BOROUGH OF BRENTWOOD**

\_\_\_\_\_  
George Zboyovsky, P.E.  
Borough Manager

\_\_\_\_\_  
John Frombach  
President of Council

EXAMINED AND APPROVED BY ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

\_\_\_\_\_  
Dennis Troy  
Mayor



**CERTIFICATE**

I, the undersigned, hereby certify that the foregoing and attached is a true copy of an Ordinance which was duly enacted at a meeting of the Borough Council of the Borough of Brentwood on January 16, 2017, and that at such meeting a quorum was present and acting throughout, after due notice to the members of the Borough Council of the Borough of Brentwood and to the public and such meeting was at all times open to the public; that the Ordinance was duly recorded in the Borough of Brentwood's Minutes Book and that a summary thereof was published as required by law in a newspaper of general circulation in the Borough. I further certify that the Borough met the advance requirements of Act No. 1998-93 by advertising the date of the meeting and posting a notice of the meeting at the public meeting place of the Borough Council; that the total number of members of the Borough Council is seven; and the vote upon the Ordinance was called and duly recorded upon the minutes and that the members voted in the following manner:

<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
------------	-----------	----------------	---------------

John Frombach, President

Rich Schubert, Vice President

Stephanie Fox, President Pro Tem.

Pasquale Carnevale

A.J. Doyle

Dr. Robert Pasquantonio

Harold Smith

WITNESS my hand and the seal of the Borough on this 16<sup>th</sup> day of January, 2017.

(Seal)

By: \_\_\_\_\_  
George Zboyovsky, PE  
Borough Manager





# THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD

PITTSBURGH, PA 15227-3199

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

[www.brentwoodboro.com](http://www.brentwoodboro.com)

## Legal Notice

Brentwood Borough Council at their regular meeting on Monday, January 23, 2017, at 7:30 p.m. at the Brentwood Municipal Building, 3624 Brownsville Road, Pittsburgh, PA 15227, will consider the following ordinance:

### ORDINANCE NO. 2017-1253

#### "STOP SIGNS"

**AN ORDINANCE OF THE BRENTWOOD BOROUGH, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AMENDING, IN LIMITED PART, CHAPTER XV, PART 2, TRAFFIC REGULATIONS, OF THE CODE OF THE BOROUGH OF BRENTWOOD, PROVIDING FOR THE ESTABLISHMENT, AT SPECIFIED LOCATIONS, OF STOP SIGNS.** This Ordinance is to amend the existing Code, in limited part, to establish and add stop intersections on Lawnview Avenue, facing south and north, at Kaufmann Avenue and on Theresa Avenue, facing north, at Kaufmann Avenue.

Any person with a disability requiring a special accommodation to attend a Brentwood Borough Council Meeting or Public Hearing should notify Denise Assenti at 412-884-1500 ext. 115 as early as possible, but not later than 5 business days prior to the meeting. The Borough of Brentwood will make every effort to provide a reasonable accommodation.

A full copy of the text of this ordinance is available in the Borough Manager's office during regular business hours or online at [www.brentwoodboro.com](http://www.brentwoodboro.com).

George Zboyovsky, PE  
Borough Manager

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**Please publish this ad in the South Hills Record on the following date:**

**Thursday, January 12, 2017**

**Please send invoice and proof of publication to:**

Brentwood Borough  
C/O Susan Toth  
3624 Brownsville Road  
Pittsburgh, PA 15227



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 14.b.**  
**ACTION ITEM**

**SUBJECT: Consider adopting Resolution 2017-11, Entering Into a Prepaid Card Issuance Agreement with PNC Bank [ACTION ITEM]**

**DATE: January 16, 2017**

**PRESENTED BY: MR. GEORGE ZBOYOVSKY, PE  
BOROUGH MANAGER**

**SUMMARY:**

This is associated with the Police Department and DPW employee's uniform allowance.

Each member of the Brentwood Police Department and DPW will received a prepaid debit card with an amount equal to their respective uniform allowance. They will then be able to utilize this card when the need arises to spend monies on authorized uniform expenses. Each employee will still be required to turn in receipts for every item purchased with said debit card.

**BUDGET IMPACT:**

This item is funded through the Borough's General Fund:

Police Department

01-410-191 Uniforms

Per the Collective Bargaining Agreement, each officer is allocated \$900 to be used toward the purchasing, cleaning, maintaining of their Uniforms as outlined in their Uniform Policy.

-

Department of Public Works

01-430-191 Uniforms

Per the Collective Bargaining Agreement, each DPW Employee is allocated \$275 to used towards the purchasing of new Work Boots and other related clothing as outlined in their uniform policy.

**ATTACHMENTS:**

**Description**

PNC Prepaid Card Agreement

Resolution No. 2017-11: PNC Bank Uniform Card Agreement

**Upload Date**

1/12/2017

1/13/2017

**Type**

Cover Memo

Cover Memo



## **PREPAID CARD ISSUANCE AGREEMENT**

**PNC Bank, National Association** ("Issuer") and **Borough of Brentwood** ("Client") are entering into this Prepaid Card Issuance Agreement (this "Agreement"), as of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (the "Effective Date").

Client and Issuer, intending to be legally bound, hereby agree as follows:

1. **Incorporation of Master Agreement.** This Agreement, is part of the General Terms and Conditions of the Treasury Management Services Comprehensive Agreement (the "Comprehensive Agreement") by and between Issuer and Client any and all amendments, modifications, and supplements thereto. All the terms of the Comprehensive Agreement and all the rights, duties and obligations of Issuer and Client under the Comprehensive Agreement shall apply with respect to the prepaid card services provided in accordance with this Agreement. In the event of a conflict between the terms of this Agreement and the Comprehensive Agreement, the terms of this Agreement shall apply.

2. **Definitions.** For purposes of this Agreement, in addition to other terms defined elsewhere in this Agreement, the following terms shall have the following meanings:

"Affiliate" of a party means any entity that directly or indirectly controls, is controlled by or which is under common control with the party.

"Business Day" means Monday through Friday, excluding Federal holidays.

"Card" means a Visa® prepaid debit card issued by Issuer pursuant to this Agreement.

"Cardholder" means a person or entity who or which is issued a Card.

"Cardholder Agreement" means the agreement between Issuer and a Cardholder containing the terms and conditions of a Card.

"Cardholder Information" means any and all information which Issuer obtains as a result of contact with a Cardholder, including but not limited to nonpublic personal information under Privacy Law.

"Privacy Law" means federal privacy laws and regulations, including but not limited to the Gramm-Leach-Bliley Act and any regulations, interpretations or issuances promulgated thereunder, including but not limited to 12 CFR Part 40 of the Comptroller of the Currency, and any applicable state privacy laws.

3. **The Program; Terms of the Cards.** Issuer agrees to issue Cards and provide the other services set forth in Exhibits A (the "Program"). Issuer shall determine the terms and conditions applicable to the Cards. Issuer reserves the right from time to time during the term of this Agreement to make any adjustments and additions to the Cardholder Agreement and/or program services, including modifying any monthly and miscellaneous account fees, as Issuer may determine are necessary or appropriate, and in compliance with applicable law. Issuer shall notify Client and provide an explanation of the change(s) thirty (30) days prior to implementing any change(s).

4. **Marketing of the Program.** Client shall obtain Issuer's prior written approval of all materials, if any, utilized for communications regarding the Program. Such approval shall not be unreasonably withheld or delayed.

5. **Marks.** For the term of this Agreement, Issuer agrees that all Cards issued to Cardholders may contain the name and trademark of Client. Client represents and warrants that it is authorized to grant a license for Issuer to use the name and trademarks and service marks of Client (the "Marks") and hereby grants to Issuer a limited, non-exclusive license to use the Marks: (i) on the Cards if applicable; (ii) in Cardholder Agreements, customer service communications, and other communications to Cardholders with respect to the Cards; and (iii) for identification purposes in any collection efforts related to a Card. During the period of use authorized herein, Issuer may use the Marks solely in the forms and formats and on forms as Client shall approve. The authorization contained herein shall be assignable by Issuer to an Affiliate or to a third party who purchases the Card portfolio from Issuer, provided that such Affiliate or third party agrees in writing to be bound by the terms herein applicable to Issuer. Issuer is not permitted to sublicense or otherwise authorize any other party to make any use of the Marks without Client's prior written consent. It is expressly agreed that Issuer is not purchasing or acquiring any right, title, or interest in the Marks. Upon any termination or expiration of this Agreement, the license granted by Client shall terminate, and Issuer shall refrain from further use of the Marks, except that Issuer may continue to use the Marks on outstanding Cards until their respective expiration dates, if any. Except as otherwise provided herein, neither party shall use the registered trademarks, service marks, logo, name, or any other proprietary designations of the other party without that party's prior written consent and shall submit to the other party for prior approval any advertising or promotional materials in which any other party's trademarks, service marks, logo, name, or any other proprietary designations are to be used, which approval shall not be unreasonably withheld or delayed. Neither party will issue or permit to be issued any publicity, advertisement, or other public statement concerning the subject matter of this Agreement, except as required by law, regulation, or the rules and regulations of Visa U.S.A., Inc., without obtaining the prior written consent of the other party, which shall not be unreasonably withheld or delayed.

6. **Issuer's Rights and Responsibilities.** Issuer shall be the issuer of all Cards, shall have the right to receive all payment/fees on all Cards, including interchange revenue on card transactions, as well as hold on deposit all unused Card balances for the benefit of the Cardholders, and shall provide the Cards to be issued to Cardholders. Issuer shall have the right to approve or decline transactions requested by Cardholders on the Cards. Issuer shall perform all such card issuer functions for Cardholders as may be necessary to operate the Cards including Cardholder customer service, and shall provide such services in accordance with its standard policies and practices in effect from time to time for its other prepaid cards. Issuer shall comply with all applicable laws and regulations relating to the Cards. Issuer shall have the right to refuse Card issuance to any Cardholder who does not meet Issuer's requirements, including without limitation, identity validation.

7. **Client's Rights and Responsibilities.** Client agrees to comply with Issuer's procedures with respect to issuance of Cards to Cardholders, including without limitation ensuring that each Cardholder is entitled to payments under the Program. Client agrees to collect Cardholder Information, including but not limited to name, address, date of birth, tax identification number, and any other personal information of a Cardholder as may be required by Issuer. Client will provide such Cardholder Information to Issuer on request in order to enable Issuer to administer the Program, including, without limitation, lost and stolen Card research and replacement, compliance monitoring and regulatory reporting. Client acknowledges that any failure by Client to provide Issuer with complete and accurate Cardholder Information for all Cardholders in accordance with this paragraph may result in the immediate closure of

Cards. Client acknowledges that all Cardholder Information shall be the exclusive property of Issuer and that Issuer reserves the right to request documentation to validate any Cardholder's identity.

Client has established or will establish an Account as a source of funds used to load value on the Cards using the real time loading option and/or to effect adjustments to Cards (the "Funding Account"), and Client agrees to maintain available funds on deposit in the Funding Account sufficient in amount to cover in full all outgoing funds transfers which are effected in connection with real time funding/balance adjustment of the Cards and Client's other payment or reimbursement obligations to Issuer under this Agreement. Client may originate ACH credits to fund Cardholder accounts and ACH debits to Cards to correct funding errors. Client acknowledges that payments on the Card are legitimately due to Cardholder in connection with the Program as approved by Issuer and agrees that it will not request Issuer to issue or fund a Card for any other reason. Furthermore, Client represents and warrants to Issuer that nothing arising from the issuance or funding of the Cards will violate any federal, state, or local laws or regulations, including, without limitation, the manner of payment, the type of payment, the timing of payment, the reason for the payment, the amount of any payment, or any other facet of the Program.

If Client desires to issue Instant-Issue Cards, it will be necessary for Client to maintain Card inventory at certain Client locations. In that case, Client must comply with Issuer's and Visa's requirements for the storage of Cards, as shown in Exhibit C, including but not limited to establishing and maintaining inventory control procedures to ensure against unauthorized access to the Card inventory and auditing for compliance with such procedures.

**Program Administrator.** Client shall designate one or more of its employees (individually and collectively the "Program Administrator") to act on its behalf in dealing with the Issuer and to assist Issuer in the administration of the Program. The Client shall cause the Program Administrator to be familiar with all aspects of the Program so that the Program Administrator is able to give Issuer instructions and communicate with Issuer as may be required for the operation and maintenance of the Program. All instructions and communications from the Program Administrator shall be binding on the Client.

The initial Client Program Administrator shall be designated to issuer in writing on the Signature Page of this Agreement. The Program Administrator can be changed by written notice to the Issuer.

**8. Program Expenses.** Client shall be responsible for all Program expenses related to the issuance of Cards, including, but not limited to, the Program set-up fee, card production fee, monthly maintenance fee, activation fees, shipping and handling expenses, and custom plastics, all as set forth on Exhibit B. If Client enters into this Agreement but has not issued any Cards within 12 months of the date of this Agreement, this Agreement will automatically terminate and Client will be responsible for the program cancellation fee, cost of producing Cards and any other costs incurred by Issuer from the date of this Agreement through the termination date, but in no event will such costs exceed the amounts set forth on Exhibit B. Client agrees to pay any such expenses by wire transfer of immediately available funds to an account specified by Issuer or by such other method agreed upon by the parties. Issuer shall have the right to amend Exhibit B, except with respect to the set-up fee, once during each calendar year upon at least thirty (30) days prior notice to Client. In the event Client does not desire to continue this Agreement at the new rates, Client may terminate this Agreement by providing notice to Issuer prior to the date on which the new rates go into effect, which notice must specify the date, but not more than sixty (60) days following the effective date of the new rates, on which this Agreement will terminate. Client shall be responsible for any and all applicable federal, state, and local taxes related to the Program

Expenses including, without limitation, sales, use, value added, and gross receipts taxes, but excluding taxes based on PNC 's income.

9. **Term.** This Agreement shall be subject to the term and termination provisions of the Comprehensive Agreement. Notwithstanding the termination of this Agreement, this Agreement will remain in full force and effect with respect to all transactions that occur prior to the effective date of termination.

10. **Events of Default; Termination.** The occurrence of any of the following shall constitute an "Event of Default" hereunder: (a) Client fails to pay any amount due to Issuer or its Affiliates within three (3) Business Days of its due date, (b) Client fails to maintain available funds in the Funding Account in accordance with paragraph 7 of this Agreement, (c) Client breaches any representation or warranty, (d) either party breaches any covenant in this Agreement in any material respect and fails to cure such breach within thirty (30) days following notice thereof from the other party, (e) any voluntary petition by or involuntary petition against either party shall be filed pursuant to any chapter of any bankruptcy code or either party shall make an assignment for the benefit of creditors, or there shall be any other marshalling of the assets and liabilities of either party for the benefit of such party's creditors; or (f) the occurrence of any event, condition, act, or fact described in the term and termination section of the Comprehensive Agreement which would cause the Comprehensive Agreement to terminate. Upon the occurrence of an Event of Default, and in addition to any other remedies available to the non-defaulting party under this Agreement or the Comprehensive Agreement, by operation of law, or otherwise, the non-defaulting party shall have the right to terminate this Agreement immediately by giving the other party notice thereof. Thereafter, Issuer shall have no further obligation to issue Cards or allow Client to add value to any Cards. Client agrees to safeguard, remove, and deliver all properties belonging to Issuer at the time this Agreement is terminated, or prior to surrender of Client's property to a receiver. Client shall reimburse Issuer for all costs and expenses (including reasonable attorneys' fees and court costs) incurred by Issuer to enforce collection of any moneys due to it in connection with this Agreement.

11. **Indemnification.** In addition to Client's obligation to indemnify the Issuer under the terms of the Comprehensive Agreement, Client shall reimburse and indemnify Issuer and its current and future directors, officers, agents, and employees (each, an "Issuer Indemnitee") and hold each Issuer Indemnitee harmless from and against any and all losses, damages, expenses (including reasonable attorneys' fees), fines, and penalties (collectively, "Losses") arising from, and shall defend each Issuer Indemnitee in connection with, any and all claims, actions, and suits brought by any Cardholder relating to any amounts loaded to or removed from any Card at the direction of Client, or the Client's failure to comply with any of its obligations and responsibilities under this Agreement, unless the sole basis for any such claim, action, or suit is the gross negligence or willful misconduct of the Issuer Indemnitee. Furthermore, Client shall reimburse and indemnify each Issuer Indemnitee and hold each Issuer Indemnitee harmless from and against any and all Losses arising from, and shall defend each Issuer Indemnitee in connection with, any and all claims, actions, and suits brought by third parties asserting that the use of the Marks infringes any copyright, trademark, patent, or other property right of such third party.

12. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the United States of America and, to the extent that state law applies, the laws of the State of Delaware.

13. **Books and Records.** During the term of this Agreement and for a period of two (2) years after its termination, each party shall maintain books of account and records, in accordance with standard

accounting practices and procedures, of all services between the parties to this Agreement arising in connection with its obligations pursuant to this Agreement. Each party may, at its own expense and upon reasonable prior notice, have full access to and the right to inspect, audit, and copy the books and records of the other party relating to obligations of such party herein. During the term of this Agreement, each party shall furnish to the other party all such information concerning matters contained in this Agreement as the other party may reasonably request.

14. **Notices.** For purposes of this Agreement, each party's notice address shall be as follows:

If to Client: **BOROUGH OF BRENTWOOD**  
3624 Brownsville Road  
Pittsburgh, Pennsylvania 15227  
Attn: Susan Toth  
Fax: (412) 884-1500

If to Issuer: **PNC BANK NATIONAL ASSOCIATION**  
Treasury Management  
1900 East Ninth Street  
Cleveland, OH 44114  
Attn: Prepaid Card Product Manager  
Mailstop: B7-YB13-07-6  
Fax: 216-222-2675

15. **Assignment.** In addition to the assignment provisions of the Comprehensive Agreement, this Agreement may be assigned by Issuer to any Affiliate of Issuer or to a third party who purchases the Card portfolio from Issuer without the consent of Client.

16. **Further Assurances.** The parties hereto hereby agree to do such acts and things, and to execute and deliver such additional conveyances, assignments, agreements, and instruments, as either party may at any time reasonably request in order to better assure and confirm unto each party their respective rights, powers, and remedies conferred hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed and each of the undersigned hereby warrants and represents that he or she has been and is, on the date of this Agreement, duly authorized by all necessary and appropriate action to execute this Agreement.

**Borough of Brentwood  
(Client)**

**By:** \_\_\_\_\_  
(Sole Owner or Authorized Signer  
for Treasury Management Services)

\_\_\_\_\_  
(Printed Name)

**Title:** \_\_\_\_\_

**PNC BANK, National Association  
(Issuer)**

**By:** \_\_\_\_\_  
(Authorized Signer)

\_\_\_\_\_  
(Printed Name)

**Title:** \_\_\_\_\_

Client hereby designates the following person as the Prepaid Card Program Administrator:

Name and Title: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Borough of Brentwood: Client Name

By: \_\_\_\_\_  
Authorized Signer for Treasury Services

**EXHIBIT A**  
**THE PROGRAM**

(check all that may apply; daily real time load limits can be set at a later date)

☐ **Personalized Card Delivered via 1<sup>st</sup> Class Mail to Cardholder or Bulk Shipped to Client for Distribution**

The Prepaid Card is a Visa branded debit card that may or may not be issued with a PIN number for ATM and PIN debit access. Client enters Recipient Information (name, address, and if a reloadable card, phone number, birth date, and social security number) into a simple one page web application (or upload a file containing Recipient Information using the same application). Cards are then created and mailed to each Recipient enrolled in the Prepaid Card Program. Recipients call a toll-free number to activate their Card and then can immediately begin using their Card. Client receives a routing number and a unique account number for every prepaid cardholder – and can add funds to each Card via ACH and/or via the web application. Cardholder servicing is handled by PNC Bank.

☐  
☐  
☐  
☐

**Client Logo Imprint on Card**

**Bulk Ship to Client**

**Custom Card Plastic and/or Materials**

**Online Real Time Loading Option (\$      daily limit)**

☐ **Non-Personalized Instant Issue Card Delivered to Client for Distribution**

The PNC Instant Issue Prepaid Card is a Visa branded debit card that may or may not be issued with a PIN number for ATM and PIN debit access. Client receives card stock that they inventory securely, in accordance with the standards established by Issuer and Visa. After the Client assigns a Card to a Recipient, the Client enters Recipient Information (name, address, and if a reloadable card, phone number, birth date, and social security number) into a simple one page web application (or upload a file containing Recipient Information using the same application). Recipient names are then immediately associated with the Cards. Recipients call a toll-free number to activate their Card and then can immediately begin using their Card. Client receives a routing number and a unique account number for every prepaid cardholder – and can add funds to each Card via ACH and/or via the web application. Cardholder servicing is handled by PNC Bank. A personalized Card can automatically be created and sent to the Cardholder after a pre-defined period of time.

☐  
☐  
☐

**Client Logo Imprint on Card**

**Custom Card Plastic and/or Materials**

**Online Real Time Loading Option (\$      daily limit)**

## EXHIBIT A-1

### Cardholder Fees

<b><i>Cardholder Fees</i></b>	<b>Price</b>
Purchase (Signature & PIN) Transaction	<b>NO CHARGE</b>
Declined Purchase Transaction	<b>NO CHARGE</b>
Foreign (outside of US) Transaction	3% of transaction amount
PNC ATM Withdrawal	<b>NOT OFFERED</b>
Other (non-PNC) ATM Withdrawal	<b>NOT OFFERED</b>
Declined ATM Withdrawal	<b>NOT OFFERED</b>
ATM Balance Inquiry	<b>NO CHARGE</b>
Teller Cash Withdrawal	<b>NOT OFFERED</b>
IVRU Phone Inquiry & Website Access	<b>NO CHARGE</b>
Operator Assisted Phone Inquiry <i>(waived if calling re: lost/stolen card or error/dispute)</i>	\$2.50
Paper Statement via US Mail <i>(statements online with no fee)</i>	\$5.00
Card Replacement (per card via US Mail)	\$10.00
Balance Refund (refund card balance via check)	\$10.00
Rush Card Delivery (per card, added to card replacement fee)	\$15.00
Monthly Inactivity - after 3 months of no card activity	WAIVED



## EXHIBIT B

### Client Fees

<b><i>Client Fees</i></b>	<b>Price</b>
Program Configuration & Setup ( <i>per unique program</i> ) - <i>includes up to ten (10) Program Administrators</i>	\$750.00
Monthly Program Fee	\$75.00
Per Card Ordered / Issuance Fee	\$4.25
<u><i>Optional Items</i></u>	
- Add'l Program Administrators – Setup Fee per additional 10	\$25.00
- Bulk Card Shipping Fee (per order if cards shipped to client)	\$40.00
- Single-Color Logo on Standard PNC Card Design	\$500.00 per logo no add'l cost per card ordered
- Batchloader Transmission Setup	\$2,000.00
- Customization of Card, Card Carrier, Inserts, Marketing Materials	Per Quote

## EXHIBIT C

### **Client Requirements for Inventorying and Securing Instant Issue Cards**

The following procedures must be followed for storage of all instant issue cards received at Client location(s):


As soon as an instant issue card order is received, the cards must be inventoried to confirm that the total number of cards ordered was received. Visa rules require that you utilize the Instant Issue Audit Log (to be provided by Issuer, see Exhibit C-1) and perform weekly audits to ensure all inventory has been accounted for. This log is subject to auditing by Issuer without prior notice. Cards must be stored in a secure location when not being issued or inventoried. A secure location can be in a vault, a locked desk, etc. where access is limited to only those that are authorized to issue cards.

To complete the Instant Issue Audit Log, each row represents a week. Indicate the Date of Audit, Time of Audit, Beginning # of Cards (at start of week), total # of Cards Destroyed/Spoiled, total number of Cards Issued, total number of Cards Ordered, and the auditor's initials. The Ending Balance will automatically calculate and should match the physical count of the inventory. The Ending Balance must match the beginning balance of the next week.

If in the Client inventory there are cards that have less than one year before expiration, that have been damaged, or have been issued in error (updated with an employee's information, but never given to employee), complete the Destruction & Spoilage Log (provided by Issuer, see Exhibit C-2), destroy the cards and all materials, and close the cards on the system. This log is subject to auditing by Issuer without prior notice. To complete the Destruction & Spoilage Log, indicate the last 6 digits of the card number(s) in either the "Spoilage" or "Destruction" column. The total number of cards being destroyed will be automatically tallied in the # of Cards field.

EXHIBIT C-1

Instant Issue Card Audit Log



Instant Issue Weekly Audit Log

Company Name:

Period From:

Period To:

Date of Audit	Time of Audit	Beginning # of Cards	# of Cards Destroyed/Spoiled	# of Cards Issued	# of New Cards Received	Ending Balance	Initials
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	

Signature of Manager Reconciling Inventory





# THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199  
Office 412-884-1500 FAX 412-884-1911  
[www.brentwoodboro.com](http://www.brentwoodboro.com)

## RESOLUTION NO. 2017-11

### “PNC BANK PREPAID DEBIT CARD AGREEMENT”

#### **A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE BOROUGH OF BRENTWOOD TO ENTER INTO AN AGREEMENT WITH PNC BANK FOR THE ADMINISTRATION OF PREPAID DEBIT CARDS**

**WHEREAS**, officers of the Brentwood Police Department and laborers of the Brentwood Public Works Department are entitled to an annual uniform allowance under the terms of the respective Collective Bargaining Agreements; and

**WHEREAS**, it is the desire of Brentwood Borough to reduce the economic burden on its resources by increasing efficiency and reducing administrative costs associated with the utilization of uniform allowance benefits; and

**WHEREAS**, it is the desire of Brentwood Borough to increase the accountability of employees in managing and tracking uniform allowance disbursements; and

**WHEREAS**, PNC Bank has agreed to administer, on behalf of Brentwood Borough, a system of prepaid debit cards, which shall be utilized exclusively for purchases made in accordance with the uniform policy as defined within the respective Collective Bargaining Agreements; and

**WHEREAS**, the Borough and PNC Bank have heretofore negotiated Articles of Agreement for administration of the prepaid debit card system, with an exact copy of said Articles of Agreement attached here to as **Exhibit 1**.

**NOW, THEREFORE, BE IT RESOLVED AND ADOPTED** by the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, as follows:

1. The Borough of Brentwood hereby accepts and approves the Articles of Agreement negotiated with PNC Bank for the administration of a prepaid debit card system, and with an exact copy of said Articles of Agreement attached hereto as **Exhibit 1**.
2. The appropriate officials of the Borough of Brentwood are hereby authorized and directed to execute said Articles of Agreement on behalf of the Borough, and which Articles of Agreement shall be identical in form in content to **Exhibit 1** attached hereto.



**RESOLVED AND ADOPTED** by the Council of the Borough of Brentwood, County of Allegheny and Commonwealth of Pennsylvania, meeting in a regular and public session this **16<sup>th</sup>** day of **January 2017**.

**ATTEST:**

**BOROUGH OF BRENTWOOD**

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George Zboyovsky, PE  
Borough Manager

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John Frombach  
President of Council





**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 14.c.**  
**ACTION ITEM**

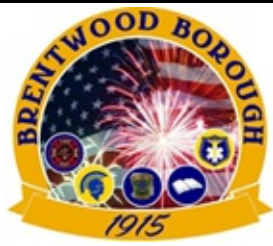
**SUBJECT: Consider Grievance No. 13266 - [ACTION ITEM]**

**DATE: January 16, 2017**

**PRESENTED MR. GEORGE ZBOYOVSKY, PE**  
**BY: BOROUGH MANAGER**

**SUMMARY:**

Personnel Matter. Was discussed in Executive Session.



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 14.d.**  
**ACTION ITEM**

**SUBJECT: Consider Grievance No. 13271 - [ACTION ITEM]**

**DATE: January 16, 2017**

**PRESENTED MR. GEORGE ZBOYOVSKY, PE**  
**BY: BOROUGH MANAGER**

**SUMMARY:**

Personnel Matter. Was discussed during the Borough's Executive Session.





**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 14.e.**

**SUBJECT: Letters of interest and Resumes Emergency Management Coordinator**  
**[DISCUSSION]**

**DATE: January 16, 2017**

**PRESENTED MR. GEORGE ZBOYOVSKY, P.E.**  
**BY: BOROUGH MANAGER**

**SUMMARY:**

With the unfortunate and untimely passing of former Borough Emergency Management Coordinator Marty Ritter, the Borough is in dire need to fill this important position.

Interested applicants must meet requirements under Pennsylvania Title 35 regarding the position of Municipal Emergency Management Coordinator (EMC).

The EMC shall be professionally competent and capable of exerting leadership, planning, training, and effecting coordination among operating agencies of government and controlling coordinated operations. The most important responsibility of the EMC is to coordinate disaster response efforts during the first 24 to 72 hours after any emergency. The EMC helps the community to achieve proper levels of preparedness, response, recovery, and mitigation for various emergencies or disasters that might affect the Borough.

Requirements include but are not limited to: Applicant to be appointed by Brentwood Council and then by the Governor through Allegheny County EMA, attend 3 of 4 quarterly Emergency Management Trainings (hosted by Allegheny County EMA), obtain Basic Certification within one year of appointment, obtain Advance Certification within three years of appointment; Update/Maintain the Borough's Emergency Operations Plan, Adopt or create a Hazard Mitigation Plan, Adopt NIMS Training Program for the Borough.

This position expires December 31, 2017 with the opportunity for reappointment to a 2-year term. This is a voluntary position with no salary or benefits.

Applications were to be received no later than 4:00 P.M., January 13, 2017.

The Borough only received one (1) resume. The Borough did receive an email from a Nate Niecgorski stating he was interested but has some questions. (attached). He was given some additional information on the position and also asked to submit a resume. The Borough did not receive a reply email or his resume.

The Borough did receive a Letter of Interest and resume from the Deputy Chief of Brentwood EMS Mr. John Balkovec. (see attached).

**ATTACHMENTS:****Description**

Niecgorski Email

12-01-16 Letter of Interest\_John Balkovec

Legal Notice

**Upload Date**

1/14/2017

1/14/2017

1/14/2017

**Type**

Cover Memo

Cover Memo

Cover Memo

## **George Zboyovsky**

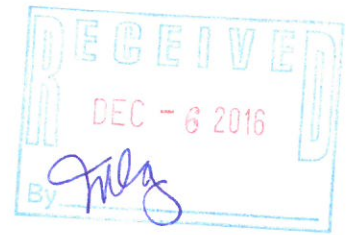
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**From:** Nate  
**Sent:** Monday, December 19, 2016 6:44 PM  
**To:** gzboyovsky@brentwoodboro.com  
**Subject:** Emergency Management Coordinator

I am interested in filling the spot of emergency management coordinator for Brentwood Borough. I have served with the Brentwood volunteer fire company for 15 years and have worked with Marty Ritter in the past with the BVFC and also when I volunteered for the Green Team (Hazmat). Please email or call at 412-657-7487, I am interested and would like to know more about the position. Hope to speak with you soon, Nate Niecgorski Sent from my iPhone



**Brentwood Emergency Medical Services, Inc.**  
**Station 530**  
**3624 Brownsville Road**  
**Pittsburgh, Pennsylvania 15227**  
**Office (412) 884-8740**  
**Fax (412) 884-8681**



**From the Desk of John Balkovec, Deputy Chief**

December 1, 2016

Mr. George Zboyovsky  
Manager  
Brentwood Borough  
3624 Brownsville Road  
Brentwood, PA 15227

Re: Emergency Management Coordinator

Dear George Zboyovsky,

I saw that the borough was looking for applicants for Emergency management coordinator so I am writing to see if I would qualify for an interview for the position.

I am born and raised in Brentwood Borough. I graduated from Brentwood High School in 1989 and also married and have continued to live here in the borough with my wife Deb and our son Nicholas. I have been involved in emergency services for over twenty years. I started as a volunteer firefighter and then Emergency Medical technician in 1990. I then became a paramedic and have been an employee in good standing with Brentwood Emergency Medical Service. I am currently the Deputy Chief of Operations at the service.

In addition to emergency services I am an Eagle Scout Award Recipient. Also I worked as the Cub master and Scoutmaster at St. Sylvester Parish and the Boy Scouts of America for several years. I currently am on their committee to continue to help young men grow.

I have attached my resume for review. Copies of all my certifications are available upon request. I thank you for your time in this matter and hope to hear from you.

Sincerely Yours,

John N. Balkovec, Emt-P  
Deputy Chief  
Brentwood Ems.

---

# John N. Balkovec

## *Objective*

I am applying for the Emergency Management Coordinator of Brentwood borough to help in the time of an emergency such as a disaster both natural and unnatural.

## *Education*

1984 -1989, Diploma, Brentwood High School, Brentwood, PA

1994 –1995 , Certification, CCAC Public Safety Institute

2006—2007, Diploma, Allegheny County Ems Council Leadership Development Academy, Pittsburgh, PA

1989 - 1992, did not finish, Bethany college, Bethany, WV.

## *Awards*

Eagle Scout, 1987

Life Member, 2010, Brentwood Emergency medical Service

## *Work Experience*

1993 to present, full time paramedic

Brentwood Emergency Medical Service, Brentwood, PA

Duties: handle emergency and non emergency calls for help. Help with daily duties around the station, equipment checks of ambulances

2003 to present, Deputy Chief / Operations Supervisor

Brentwood Emergency Medical Services, Brentwood , PA

Duties: In charge of daily operations of the ambulance service, handle call offs, public relations, Billing preparation,

1998 to Present, casual/ part time paramedic

Southbridge Emergency Medical Service, Bridgeville, PA

Duties: Handle Emergency and non-emergency calls for help. Help with daily duties.

## *Volunteer Work*

Scoutmaster and current Committee member

St. Sylvester Boy Scout Troop 296

Member of Enterprise Risk Management Committee

Laurel Highlands Council, Boy Scouts of America

## *References*

Joanne Cook, Chief, Brentwood Ems, Phone 412-292-1944

Knox Walk, Friend/ Former ACES Division Chief of Ems, Phone 412-292-6759

105 Munsey Avenue  
Pittsburgh, PA 15227

Phone: 412-881-6532

Cell 412-292-0705

E-mail: Als95Jnb@verizon.net

---

# John N. Balkovec

## *Licenses and Certificates*

Paramedic  
State of Pennsylvania  
Expires 10/01/2017

Bls Cpr Instructor  
American Heart Association  
Expires 6/30/2017

Healthcare Provider Cpr Certificaiton  
American Heart Association  
Expires 1/30/2018

Prehospital Trauma Life Support  
NAEMT  
Expires 3/31/2019

Advanced Cardiac Life Support Provider  
American Heart Association  
Expires 6/30/2017

Advanced Cardiac Life Support Instructor  
American Heart Associaon  
Expires 6/30/2017

Pediatric Advanced Life Support Provider  
American Heart Associaon  
Expires 10/31/2018

NIMS 100 Trained

NIMS 200 trained

NIMS 700 Trained

Copies of All certification Supplied upon request.

**Brentwood Borough**  
**Equal Opportunity Employer**

**Legal Notice**

The Borough of Brentwood is seeking a Brentwood resident to fill position of Emergency Management Coordinator (EMC) for the Borough of Brentwood. Interested applicants must meet requirements under Pennsylvania Title 35 regarding the position of Municipal Emergency Management Coordinator. The EMC shall be professionally competent and capable of exerting leadership, planning, training, and effecting coordination among operating agencies of government and controlling coordinated operations. The most important responsibility of the EMC is to coordinate disaster response efforts during the first 24 to 72 hours after any emergency. The EMC helps the community to achieve proper levels of preparedness, response, recovery, and mitigation for various emergencies or disasters that might affect the Borough. Requirements include but are not limited to: Applicant to be appointed by Brentwood Council and then by the Governor through Allegheny County EMA, attend 3 of 4 quarterly Emergency Management Trainings (hosted by Allegheny County EMA), obtain Basic Certification within one year of appointment, obtain Advance Certification within three years of appointment; Update/Maintain the Borough's Emergency Operations Plan, Adopt or create a Hazard Mitigation Plan, Adopt NIMS Training Program for the Borough. Please submit Letter of Interest and Resume to George Zboyovsky, PE, Borough Manager, 3624 Brownsville Road, Pittsburgh, PA 15227. This position expires December 31, 2017 with the opportunity for reappointment to a 2-year term. Applications are to be received no later than 4:00 P.M., January 13, 2017.



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 15.a.**  
**ACTION ITEM**

**SUBJECT: Consider adopting Resolution 2017-09, decalring the week of April 2, 2017 as Local Government Week [ACTION ITEM]**

**DATE: January 16, 2017**

**PRESENTED BY: MR. ERIC PECCON  
ASSISTANT BOROUGH MANAGER**

**SUMMARY:**

This annual item is associated with the Banner Communities Program. The Allegheny League of Municipalities sponsors an annual Local Government Week to recognize the work of borough and township officials. As part of the Banner Communities application process, Council is asked to endorse this initiative.

**BUDGET IMPACT:**

No impact.

**RECOMMENDATION:**

Adopt Resolution No. 2017-09 as presented.

**STRATEGIC GOALS APPLIED:**

**Strategic Goal 1: Improve Brentwood Borough's "Reputation".**

**ATTACHMENTS:**

Description

Resolution No. 2016-09: Local Gov't Week

Upload Date

1/12/2017

Type

Cover Memo





**THE BOROUGH OF BRENTWOOD**  
MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199  
Office 412-884-1500 – FAX 412-884-1911  
[www.brentwoodboro.com](http://www.brentwoodboro.com)

**RESOLUTION NO. 2017-09**

**“A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, RECOGNIZING THE WEEK OF APRIL 2, 2017 THROUGH APRIL 8, 2017 AS LOCAL GOVERNMENT WEEK.”**

**WHEREAS**, locally oriented and representative self-government is a key component of America’s political culture; and

**WHEREAS**, under the federal system, local government units have been entrusted with providing those services that have the greatest impact on citizen quality of life; and

**WHEREAS**, the employees and citizens legislators of local government work diligently to maintain the health, safety, and sustainability of their municipalities; and

**WHEREAS**, the duties and responsibilities of local government are not always clearly understood by citizens of the municipality; and

**WHEREAS**, municipal officials are obligated to maintain open communication with residents and to work with the public to ensure that community needs are being addressed; and

**NOW, THEREFORE, BE IT RESOLVED AND ADOPTED** by the Council of the Borough of Brentwood, County of Allegheny, and Commonwealth of Pennsylvania, and it is hereby by the authority of the same that the Borough of Brentwood joins with the Allegheny League of Municipalities in declaring a Local Government Week, which shall begin on April 2, 2017 and end on April 8, 2017.

**RESOLVED AND ADOPTED** by the Council of the Borough of Brentwood, County of Allegheny, and Commonwealth of Pennsylvania, meeting in regular and public session, this **16<sup>th</sup>** day of **January 2017**.

**ATTEST:**

**BOROUGH OF BRENTWOOD**

---

George Zboyovsky, PE  
Borough Manager

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John Frombach  
President of Council



**BOROUGH COUNCIL INFORMATIONAL SHEET  
AGENDA ITEM 15.b.**

**SUBJECT: FYI - Banner Community Application**

**DATE: January 16, 2017**

**PRESENTED BY: MR. GEORGE ZBOYOVSKY, PE  
BOROUGH MANAGER**

**SUMMARY:**

Borough will be applying again for the esteemed status of an Allegheny County Banner Community.

**What does it mean to be designated a BANNER COMMUNITY?**

- Willing to work together to deliver effective and efficient services
- Foster good will by educating youth about municipal government
- Implement sustainable practices in your community
- Commitment to professional development of local elected officials
- Dedication to communication, citizen involvement, and transparency
- Be recognized by residents as a model community
- Receive special recognition at ALOM Conferences & Events
- Recognition luncheon and press conference with County Executive Fitzgerald
- Become eligible for scholarships to attend ALOM Conferences & Events

Application deadline is January 31, 2017.

**BUDGET IMPACT:**

Not Applicable.

**PROS:**

Distinguishes Brentwood as a Model Community

**CONS:**

**STRATEGIC GOALS APPLIED:**

**Strategic Goal 1: Improve Brentwood Borough's "Reputation".**

**Strategic Goal 4: Improve the Accountability of Various Borough Departments**





**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 15.c.**

**SUBJECT: FYI - Brentwood's VFW Post 1810 Annual Man of the Year Banquet**

**DATE: January 16, 2017**

**ATTACHMENTS:**

Description

Upload Date

Type

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## Brentwood Post 1810

December 8, 2016

To Whom It May Concern:

Brentwood Veterans of Foreign Wars Post 1810 will hold their 54<sup>th</sup> annual Person of the Year banquet on Saturday, February 11, 2017. Our honoree this year will be Robert D. (Butch) Burke.

Butch is a long standing member of Brentwood VFW Post 1810 and Vietnam Veterans Inc. (VVI). He served his country during the Vietnam War as a member of the 18<sup>th</sup> Engineers 46<sup>th</sup> Engineer Battalion from 1964 – 1967, serving 19 months in Vietnam. Butch won the Golden Gloves while stationed at Lake Charles, Louisiana. Butch currently presides as Vice President and Honor Guard commander with VVI. In 2012 Butch was a Jefferson Award for public works recipient. He is still active in public works as head of the Annual POW-MIA Vigil, volunteers his time at both the Aspinwall and Oakland VA along with working with the Reverend Mike Wurschmidt of Shepherds Heart veterans home & Ministries.

We will sponsor a commemorative booklet as part of our evening celebration for Butch. We welcome you to show your support for our event and for Butch by placing an ad in our booklet. The prices are \$60.00 for a full page, \$30.00 for a half page, \$20.00 for a quarter page and \$10.00 for a business card. We will gladly incorporate your firm's logo at no additional cost. All ads must be submitted by January 25, 2017. Please make checks payable to Brentwood VFW Post 1810 and mail to the Post at 3801 Saw Mill Run Blvd. Pittsburgh, PA 15227. If you have any questions, please feel free to contact me at 412-523-5764. If you are interested in tickets for the banquet, the cost is \$15.00 per person and a reservation must be made by February 3, 2017.

Respectfully,

Henry Mannella  
Quartermaster



## MAN OF THE YEAR TESTIMONIAL DINNER

HONORING Robert D. (Butch) Burke

*Saturday, February 11th*

*Dinner: 7:00 P.M.*

*Reservations must be made by:*

*February 1<sup>st</sup>*

*Cost: \$15.00 per person*

**Contact: Henry @ 412-523-5764**