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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**  
**June 19, 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. Shade Tree Commission

*Ms. Ingrid Reiland - Shade Tree Commission will be presenting to Council next week.*

*There are currently two (2) Seats Available for someone to serve on the Shade Tree Commission.*

- b. Republic Services

*Mr. Edward Jesus - General Manager*

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

**6. Communications.**

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

- 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 May 31, 2017 as presented.*

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

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

- a. Consider adopting Resolution No. 2017-41, application for Multi-Modal Grant.

*Mr. President, Mr. Greg Jones from EDS will be present next week to review the Scope of Work associated with this Grant Application. The Borough has been working cost estimates associated with this project.*

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

- a. Consider Approving the Minutes from the May 15th and May 22nd, 2017 Council Meetings. [ACTION ITEM]

*Mr. President, I move to approve the meeting minutes from the May 15th and May 22nd, 2017 Council Meetings.*

- b. Consider Accepting the Treasurer's Report for the Period Ending May 31, 2017 - [ACTION ITEM].

*Mr. President, I move to accept the Treasurer's Report for the Period Ending May 31, 2017.*

- c. Consider ratifying the payment of bills from May 1, 2017 To May 31, 2017.[ACTION ITEM]

*Mr. President, I move the Borough ratify the payment of the bills for the period of May 1 through May 31, 2017 from the following Borough Fund Accounts:*

1. General Fund in the amount of \$532,253.57
2. Sanitary Sewer Fund in the amount of \$246,943.07
3. Capital Improvement Fund in the amount of \$93,842.95
4. Liquid Fuels Fund in the amount of \$0.00.
5. Non-Uniform Pension Fund in the amount of \$2,404.44
6. Police Pension Fund in the amount of \$30,378.75

- d. Consider rescheduling the September agenda meeting from September 18th to September 19th [ACTION ITEM].

*Mr. President, I move to alter the date of the September Agenda Meeting from Monday, September 18th to Tuesday, September 19th.*

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

- a. Consider adopting Resolution No. 2017-42, application for ALCOSAN GROW grant [ACTION ITEM]

***Mr. President, I move to adopt Resolution No. 2017-42, authorizing the Borough to make application for a grant through the ALCOSAN GROW program to fund a project that proposes to reduce the sewer overflow at and above the ALCOSAN point of connection MH89 in the Saw Mill Run Sewershed.***

- b. Consider approving the work authorization from The Gateway Engineers for preparation of a Pollutant Reduction Plan [ACTION ITEM].

***Mr. President, I move the Borough approve the work authorization from The Gateway associated with the development of a Pollutant Reduction Plan.***

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

- a. Consider reauthorizing the revised Brentwood Park site plan. [ACTION ITEM]

***Mr. President, I move to reauthorize the Brentwood Park site plan that was previously approved at the February 20th meeting of Council.***

- b. Consider advertising Ordinance No. 2017-1252, which amends Chapter VI of the Zoning Code to create provisions for digital signs.

***FYI, Mr. President, Ordinance No. 2017-1252, which amends Chapter VI of the Zoning Code to create provisions for digital signs, will be considered for adoption at next week's regular meeting.***

- c. Consider Ordinance No. 2017-1252: Commercial vehicle parking regulations [DISCUSSION ITEM]

## **13. Parks and Recreation Committee – Mr. Pat Carnevale**

- a. FYI - Brentwood Pool Rehabilitation Project Is Currently Out for Bid.

***Mr. President, sealed proposals will be received by the Borough of Brentwood, at the Municipal Building, 3624 Brownsville Road, Pittsburgh, PA 15227-3199 until 10:00 A.M. on July 20, 2017 to be publicly opened and read immediately thereafter for the following project.***

***There is a MANDATORY Pre-Bid Meeting on July 6th at 9:00 AM at the Brentwood Borough Community Room.***

***Copies of Drawings, Specifications, Instructions to Bidders, General Conditions, Forms of Proposals and Agreement are on file and open to public inspection at the office of The Gateway Engineers, Inc., 100 McMorris Road, Pittsburgh, PA 15205, from 8:00 A.M. to 4:00 P.M, Monday to Friday, where sets of said documents may be obtained starting on June 15, 2017 upon payment of \$75.00 per set. No refund will be made for the return of any documents. An additional \$10.00 will be required for each set of plans if they are to be mailed.***

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

- a. Consider Resolution No. 2017-36: Amendments to Police Policy & Procedures Manual [DISCUSSION]

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

- a. Consider adopting Resolution No. 2017-40, endorsing the Community Day & July 4th Events [ACTION ITEM].

***Mr. President, I move to adopt Resolution No. 2017-40, supporting the Community Day and Independence Day celebrations and recognizing both festivities as as Borough Special Events.***

- b. Consider request from the Brentwood Historical Society to use the grassy area between the Library and Middle/High School to permit residents to use for the August 5, 2017 Community Yard Sale [ACTION ITEM]

***Mr. President, I move to (APPROVE OR DENY) the request from the Brentwood Historical Society to use the grassy area between the Library and Middle/High School to permit residents to use for the August 5, 2017 Community Yard Sale.***

## **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.**

**SUBJECT: Shade Tree Commission**

**DATE: June 19, 2017**



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 4.b.**

**SUBJECT: Republic Services**

**DATE: June 19, 2017**



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

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

**DATE: June 19, 2017**

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

**STRATEGIC GOALS APPLIED:****Strategic Goal 4: Improve the Accountability of Various Borough Departments****ATTACHMENTS:**

Description	Upload Date	Type
May 2017 Monthly Report- CODE	6/7/2017	Cover Memo
2017 May Monthly Report_DPW	6/13/2017	Cover Memo
May 2017 Monthly Report - ENGINEER	6/19/2017	Cover Memo
May 2017 Monthly Report- PARKS & REC	6/7/2017	Cover Memo
May 2017 Monthly Report_EMS	6/13/2017	Cover Memo
May 2017 Monthly Report_POLICE CHIEF	6/17/2017	Cover Memo
May 2017 Monthly Report_MANAGER	6/13/2017	Cover Memo

Borough of Brentwood

# Dept. of Code Enforcement

May 2017 Monthly Report

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**Monthly Code Department Report  
May 2017**

**A. Building Inspections**

MTD

YTD

1. Building permits issued: .....	13 .....	32
2. Sign permits issued:.....	.0 .....	6
3. Demolition permits issued:.....	0 .....	0
4. Dumpster permits issued: .....	0 .....	3
5. Occupancy permits issued (transactions): .....	13 .....	67
6. Occupancy permits issued (commercial tenants): .....	0 .....	5
7. Plans reviewed:.....	2 .....	14
8. Construction inspections performed:.....	12 .....	56
9. Lien letters for foreclosure/refinance/equity loan .....	3 .....	13

**B. Code Enforcement/Property Maintenance**

MTD

YTD

1. Violation letters issued: .....	210 .....	613
2. Citations issued: .....	28 .....	69
3. Notable action:		
a. <u>Brentshire/Pine Tree</u> - settlement payments have been received, and the inspection process is continuing; 96 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, but progress has been excruciatingly slow; evidence has been provided that an HVAC contractor has been hired to address furnace violations, but validity of supporting documentation is questionable; an additional round of inspections took place in April; <b>follow-up action:</b> submitting follow-up report to property owner, and coordinating additional inspections.		
b. <u>SJ Group properties</u> - landlord has purchased properties at 3863 Delco, 103 E Garden, 14 W Bellecrest, 3037 Glendale, and 101 Pentland via sheriff sale; occupancy inspections were completed on the former three units, which are available for rent, and transfer fees were paid; owner initially agreed to comply with sewer lateral requirements but subsequently hired legal counsel and argued that this was an exclusive seller responsibility; cited and found guilty at August 2016 magistrate hearing, but verdict was appealed; dismissed in Common Pleas Court on technicality due to ordinance language; new violations filed under different code section; <b>follow-up action:</b> awaiting hearing at		

magistrate.

- c. 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, and an extended continuance was provided due to the owner claiming financial hardship; **follow-up action:** awaiting June follow-up hearing.
- d. 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 2016; follow-up action: case has been appealed to Common Pleas Court, but judge is issuing a multitude of continuances, despite inaction of property owner; **follow-up action:** awaiting June follow-up hearing.
- e. 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 submissions from property owners; because the property is no longer occupied, the conditions do not presently constitute an immediate hazard.
- f. 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 2016; 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; however, in the interim, one of the owner’s passed away, and the case was dismissed against the other party due to impending foreclosure action; **follow-up action:** coordinating with plumber to perform repairs privately; incumbent owner of 3835 preliminarily agreed to split the cost with the borough, and the unpaid portion will be filed as a lien.
- g. 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 2016 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 2016 hearing, and the owner was found guilty in December; because no additional action has been taken, another round of citations have been filed; **follow-up action:** awaiting June magistrate hearing
- h. 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,



and, upon receiving contact from the solicitor, indicated that a settlement could be reached; however, no further contract of any type has been received; **follow-up action:** awaiting arbitration hearing.

- i. 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; the Borough has proposed to excavate on the subject properties and install a site tee, which would also afford the owners easier access to the defective lines; to date, however, the requisite easements were only signed by one of three property owners; upon completion of borough portion of project, letters issued advising property owners that violation is still in effect and defects must be privately remedied; received written requests from property owners for an extension in May; **follow-up action:** will correspond by close of June for status update and will issue citations if no progress noted.
- j. 2901 Brownsville- discovered that former Wang's Kitchen was being renovated without a permit; severe degradation of a chimney was noticed; building was confirmed to be vacant, and a stop work order was posted; met with owners and advised that, except for removal of tenant items, no work may take place until plans are submitted; however, no documentation was received, and citations were issued; a second round of contractors was noted at the site, and a new stop work order was placed at the property; **follow-up action:** awaiting hearing at magistrate; will monitor for illegal construction activity at the site.
- k. 3839 Dalewood trees- upon receipt of a neighbor complaint, investigated and discovered two large dead trees in the rear of this lengthy, sloped lot; violation notice was issued in March to the individual renovating the home, and a follow-up email was sent to his local partner; met with the owner at the site but received limited cooperation; however, parcel was set to be transferred and set removal of trees as condition of property; received a notarized document signed by buyer and seller acknowledging that this action will be completed by July; **follow-up action:** if trees not removed, citation will be issued against current owner.
- l. 3154 Brentwood trees- property owner allowed a massive quantity of brush to be dumped on his property; individual claimed in late March that the items would be quickly transformed into mulch and firewood; a violation was issued in April for inaction; contacted the owner-occupant in May and gave an ultimatum that DPW would address the hazard if not completed in one week; received a written schedule via email, and, to day, approximately two-thirds of the work has been completed; **follow-up action:** will monitor through June and require continue progress to avoid the imposition of DPW fees.
- m. Requested DPW assistance to trim grass at 4101 Brownsville, 315 Dailey, and a vacant lot on Pointview.

**D. Rental Property Program**

MTD

YTD

- 1. Rental units inspections (initial and follow-up): ....17.....2,052 (since 5-13)
- 2. 2017 program fees collected .....\$ 27,240
- 3. Citations have been filed against all property owners who have not submitted registration. Fees for 20 separate properties remain delinquent
- 4. Received notification regarding two potential illegal basement apartments at single family

homes. An individual on E. Garden admitted to having a tenant in a police report. In response to an anonymous email, discovered that a home on Bellanca is being marketed for sale with a basement efficiency.

**E. Sewer Lateral Inspection Program**

1. Defective private laterals discovered ..... 182 (since 5-14)
2. Properties sold utilizing escrow process ..... 28 (since 5-14)
3. Damaged wye connections/sewers under public streets discovered..... 24 (since 5-14)

**F. Sidewalk Restoration Program**

1. As of the end of March, applications were received from 68 of the 96 eligible property owners that abut Clermont Avenue, Brentwood Avenue, and Bookman Avenue. Two owners have indicated that they will privately perform repair.
2. The upper section of Pointview Road was recently added to the sidewalk program. Defect notifications mailed to three individuals.
3. Citations were filed against property owners who did not make sidewalk repairs along the Brownsville Road corridor. One individual still has not made the requisite improvements from the Greenlee Road pilot project. This individual was previously found guilty and has subsequently requested to participate in this year's rendition of the sidewalk program at full cost.

**G. Other Departmental Programs**

1. Handicapped parking- No updates.
2. Amusement devices- In response to a citation, final delinquent licensee issued payment.
3. Disruptive conduct- No new reports filed.
4. CLEAN-UP Detail: No update.

**H. Boards/Commissions**

1. Planning Commission:
  - a. Awaiting the installation of the required buffer fence or hedges at 330 Marylea Avenue. This is the last outstanding item related to the conditional use permit. Mailed correspondence to the owner that listed a deadline of late June for installation of the buffer.
  - b. No meeting was held in May, and no meeting is scheduled for June.
2. Zoning Hearing Board
  - a. No meeting was held in May, and no meeting is scheduled for June.

**I. Department Administration**

1. Phone calls: 292
2. Gateway Engineers scheduled to wrap up needed modifications to GIS software in June. Subsequently pursuing a module to better track rental registration, as was available in GeoPlan.

**J. Development Updates**

1. Interior renovation has commenced for a new Great Clips barber shop, which will be located at a Brownsville Road space.

**K. Other Items**

1. E. Peccon worked with LGA intern on capital plan & strategic plan documents.
2. E. Peccon working on workman's compensation insurance renewal documents.
3. E. Peccon worked on Active Allegheny Grant.
4. E. Peccon prepared SHACOG trash questionnaire.
5. E. Peccon compiling invoices and cash receipts in AccuFund.
6. E. Peccon acting as initial approver of purchase orders.
7. E. Peccon working with Software Systems on rectifying trash billing discrepancy. Produced final list of outstanding balances for back billing project.
8. E. Peccon reviewing weekly sewage data.
9. E. Peccon updated meeting agendas and drafted resolutions for Council approval.
10. E. Peccon performed website administration.
11. E. Peccon issued invoices and lien notifications for property maintenance bills.
12. E. Peccon compiled deposits.



## THE BOROUGH OF BRENTWOOD

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### PUBLIC WORKS MONTHLY REPORT FOR MAY 2017

Crew members assisted the police department to recover a purse in a dumpster on Rt. 51, a water fountain was repaired in a jail cell, we assisted with the repair on 5 parking meters and also removed the meters located between East Francis and East Bellcrest on Brownsville. 30 chairs were set in the lobby for the military banner ceremony and all of the banners were hung along with the new American flags.

Various road signs were repaired or replaced, the Relay for Life banners were hung on the decorative light poles.

7 tons of hot asphalt was used to patch Allaire Way, Knoppe Way, Leafdale Wy , and Elroy Way.

The sweeper was used for 87 man hours with 15 hours used for maintenance. We collected 18 yards of material from the roadways. The inlet grates were cleaned after heavy rains and the storm pipes on Wanley road were cleared of branches. The sanitary lines were inspected after a heavy rain as part of our consent order. An overtime detail was needed to remove a tree which fell near East Willock blocking a driveway.

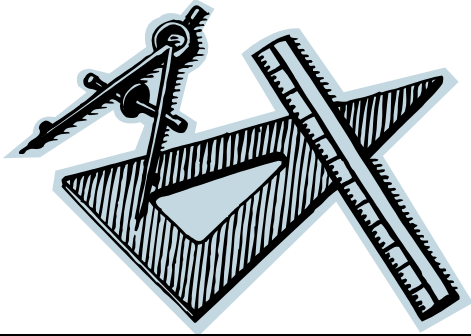
The rights of ways were cut along with properties located on Brownsville, Pointview, and Daily; cost will be forwarded to Code dept. Wanley road was cut back.

VASCAR lines were painted as requested by police department.

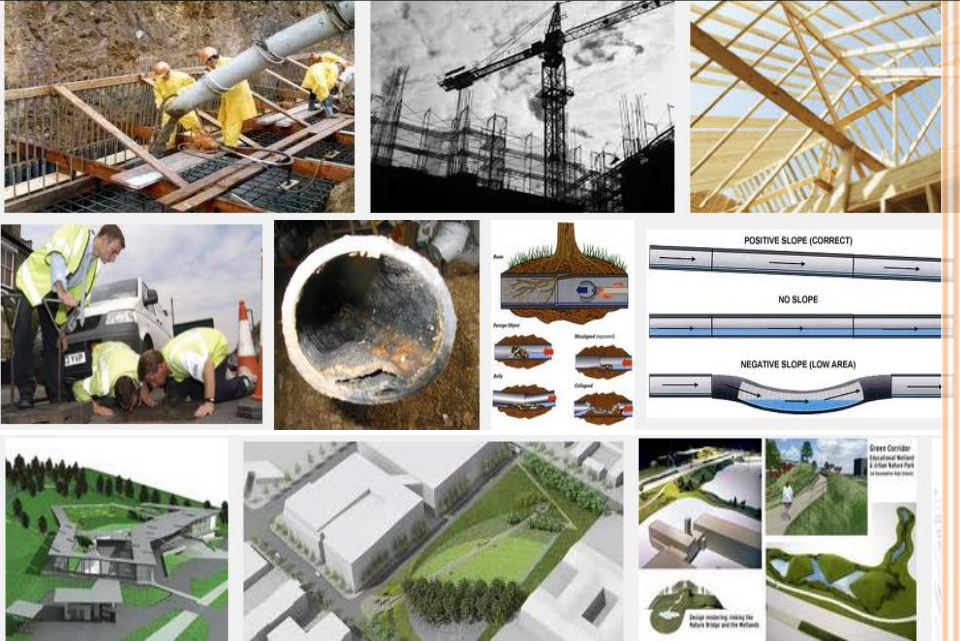
PARK: the infields are groomed 3 times a week and grass is cut twice a week, also the foul ball lines were painted, the plaza bathrooms were cleaned each morning (OT for blood clean up), the pool was cleaned and all cracks were caulked for the season, the bath house was cleaned and water turned on, a new hot water tank was installed for the bath house, sanitary for the BAA concession stand was unclogged due to rocks and stick put into the fresh air vent, we picked up the snacks from Sam's Club for our pool concession stand, branches picked up, playground and deck hockey area inspected and cleaned, civic center cleaned after events (Zumba, PALS), grass was cut.

Respectfully submitted,  
Robert Mackewich

May-17		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	24	-	16	-	24	-	26	-		-	-	-	90	-
CIVIC CENTER	2	-	2	-	-	-	-	-	-	-	-	-	4	-
LABRARY MAINTENANCE	47	-	16	-	22	-	24	-		-	-	-	109	-
PARK MAINTENANCE	59	-	91	-	144	-	76	17	76	7	-	-	446	24
PAVING AND PATCHING	12	-	-	-	-	-	58	-	24	-	-	-	94	-
ROAD CLEANING	10	-	14	-	32	-	23	-	8	-	-	-	87	-
RIGHT-OF-WAYS	45	16	6	-	34	-	-	-	28	-	-	-	113	16
SCHOOL MAINTENANCE	18	-	11	-	8	-	-	-	-	-	-	-	37	-
SNOW REMOVAL	-		-		-		-				-	-	-	-
SANITARY SEWERS	11	-	-	-	-	-	-	-	-	-	-	-	11	-
STORM SEWERS	24	-	16	-	-	-	16	-	-	-	-	-	56	-
SOLID WASTE MANAGEMENT	12	-	12		6	-	8	-	12	-	-	-	50	-
TRAFFIC MARKINGS	22	-	52	-	74		38	-	8	-	-	-	194	-
VECHICLE/EQUIPMENT	54	-	40	-		-	30	-		-	-	-	124	-
TOTAL WORK HOURS	340	16	276	-	344	-	299	17	156	7	-	-	1,415	40



# BRENTWOOD BOROUGH ENGINEERING REPORT



Prepared By: Vitali Alexandrov

Period: May, 2017

# BRENTWOOD BOROUGH ENGINEERING REPORT

## 2017 CIP Financial Statement (YTD)

BUDGET	01-GENERAL FUND PROJECTS ENGINEERING	BUDGETED	AWARDED	YTD	(%) COMPLETE	REMAINING
01 408-313	ENGINEERING SERVICES - GENERAL					
01 408-313		\$ -	\$ -	\$ -		
01 408-313		\$ -	\$ -	\$ -		
01 408-313		\$ -	\$ -	\$ -		
01 408-313	Miscellaneous Engineering	\$ 15,000.00	\$ 15,000.00	\$ 2,546.50		\$ 12,453.50
01-414-313	Miscellaneous Engineering Reimbursable	\$ 3,000.00	\$ 3,000.00	\$ -	17%	\$ 3,000.00
		\$ 18,000.00	\$ 18,000.00	\$ 2,546.50		\$ 15,453.50

BUDGET	08-SEWER FUND PROJECTS ENGINEERING	BUDGETED	AWARDED	YTD	(%) COMPLETE	REMAINING	NOTES
08 429-313	ENGINEERING SERVICES						
08 429-313	Feasibility Study	\$ 5,000.00	\$ 5,000.00	\$ 719.00	14%	\$ 4,281.00	
08 429-313	Operations and Maintenance Plan (Work Auth.)	\$ 115,000.00	\$ 115,000.00	\$ 44,673.62	39%	\$ 70,326.38	
08 429-313	Source reduction Study	\$ 25,000.00	\$ 25,000.00	\$ 233.00	1%	\$ 24,767.00	
08 429-313	Miscellaneous	\$ 5,000.00	\$ 5,000.00	\$ 1,750.50	35%	\$ 3,249.50	
08 429-313	Intern	\$ 7,000.00	\$ 7,000.00	\$ -	0%	\$ 7,000.00	
08 429-610		\$ -	\$ -	\$ -			
08 429-313	Flow Isolation Study	\$ 35,000.00	\$ 35,000.00	\$ 23,225.95	66%	\$ 11,774.05	
		\$ 192,000.00	\$ 192,000.00	\$ 70,602.07		\$ 121,397.93	

BUDGET	08-SEWER FUND PROJECTS CONSTRUCTION	BUDGETED	AWARDED	YTD	(%) COMPLETE	REMAINING	NOTES
08 429-372	O & M PLAN	\$ -	\$ -	\$ -	0%		
08 429-372	CCTV	\$ 35,000.00	\$ 71,850.00	\$ -	0%	\$ 71,850.00	this is 3 years contract
08 429-372	Point Repair/Manhole Repair Dig	\$ 110,000.00	\$ 727,954.50	\$ 116,298.53	16%	\$ 611,655.97	this is 3 years contract
08 429-372	Spot Lining	\$ 250,000.00	\$ 153,006.50	\$ -	0%	\$ 153,006.50	
08 429-372	Special Repairs	\$ 25,000.00	\$ -	\$ -			
08 429-610	Capital Construction, Brentwood	\$ 200,000.00	\$ 118,802.00	\$ -	0%	\$ 118,802.00	
08 429-610	Viking Drive	\$ 200,000.00	\$ 27,700.00	\$ 8,486.50		\$ 19,213.50	
08 429-372	Preventative Maintenance	\$ 40,000.00	\$ 29,925.00	\$ -	31%	\$ 29,925.00	this is 3 years contract
08-429-372	Emergency Repairs	\$ 20,000.00	\$ 12,000.00	\$ -	0%	\$ 12,000.00	
08-429-372	Miscellaneous	\$ 20,000.00	\$ 20,000.00	\$ 415.00	0%	\$ 19,585.00	
08-429-372	MH-MH Lining	\$ -	\$ 358,350.00	\$ -	2%	\$ 358,350.00	this is 3 years contract
		\$ 700,000.00	\$ 1,519,588.00	\$ 125,200.03		\$ 1,394,387.97	

BUDGET	18- CAPITAL IMPROVEMENT PROJECTS CONSTRUCTION/ENGINEERING	BUDGETED	APPROVED	WORK AUTH/AWARDED CONTRACT	YTD	(%) COMPLETE	REMAINING	NOTES
18-439-313	ENGINEERING SVCS	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	0%	\$ 10,000.00	
18-446-313	ENGINEERING SVCS STORMWATER, TMDL	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 3,730.75	9%	\$ 36,269.25	
18-409-313	Municipal Building	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 9,173.05	46%	\$ 10,826.95	
18-446-313		\$ -	\$ -	\$ -	\$ -			
18-439-619	2017 ROADWAY PAVING Engineering Design	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 18,600.00	93%	\$ 1,400.00	
18-439-619		\$ -	\$ -	\$ -	\$ -			
18-439-619		\$ -	\$ -	\$ -	\$ -			
18-439-619	PAVING PROGRAM	\$ 380,000.00	\$ 380,000.00	\$ 380,000.00	\$ -	0%	\$ 380,000.00	
18-439-619		\$ -	\$ -	\$ -	\$ -			
18-439-370	Contract A	\$ -	\$ -	\$ -	\$ -			
18-439-370	R&M SERVICES	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	0%	\$ 20,000.00	
18-439-372	CCTV	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	0%	\$ 20,000.00	
18-439-373	EMERGENCY REPAIRS/CATCH BASINS	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ -	0%	\$ 30,000.00	
18-407-455	Software/GIS	\$ 34,000.00	\$ 34,000.00	\$ 34,000.00	\$ -	10%	\$ 34,000.00	
18-439-610		\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ -	0%	\$ 50,000.00	
18-452-313	Pool Improvements Engineering	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ 39,562.90	61%	\$ 25,437.10	
18-452-611	Pool Improvements Construction	\$ 414,000.00	\$ 414,000.00	\$ 414,000.00	\$ -	0%	\$ 414,000.00	
		\$ 1,103,000.00	\$ 1,103,000.00	\$ 1,103,000.00	\$ 71,066.70		\$ 1,031,933.30	

**Friday 4-28-17**

1. Responded to multiple emails
2. Conference call with Gateway engineers related to 2017 O&M projects.
3. Processed street excavation permits
4. Worked on 2017 Contract A sanitary sewer replacement and storm inlet replacement on Dailey Rd.
5. Replied to multiple phone calls: 412-480-4701, 412-287-4237, 412-628-3137, 412-884-5705, 412-884-5702, 412-884-2642, 412-882-7034, 412-289-7927, 412-736-1323

**Monday 5-1-17**

- ## 1. Field Work on 2017 Paving Plan



**THE BOROUGH OF BRENTWOOD**

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

## DAILY CONSTRUCTION INSPECTION REPORT

PROJECT 2017 Paving contract A		WEATHER	
		Cloudy	
PROJECT LOCATION Point view, corb ave.		TEMPERATURE	
		70-75	
CLIENT/MUNICIPALITY Brentwood borough		CONTRACTOR FOREMAN	
PROJECT MANAGER Vitail Alexandrov			
CONTRACTOR Mele		SUB-CONTRACTOR FOREMAN	
SUBCONTRACTOR Na			

**WORK COMPLETED BY CONTRACTOR:(INDICATE ANY WORK THAT YOU'VE SEEN OR DID NOT SEE)**

Contractor performed the following
Placed 9.5 mm wearing on Banon from Theresa to Marylea
Placed 9.5 mm wearing on Olancha from Banon to dead end
Placed 9.5 mm wearing on Lanmore from Banon to Mira
Placed 9.5 mm wearing on Bookman
Placed 9.5mm wearing course on Olancha from Kaufman to Shadywell

#### CONTRACTORS EQUIPMENT USED AND QUANTITY

CONTRACTORS EMPLOYEES AND NUMBER PRESENT

BACKHOE		TRUCK	3				LABORER		FINISHER		
EXCAVATOR		ROLLER					OPERATOR		FOREMAN		
HIGHLIFT		DOZER					TRUCK DRIVER		FLAGMAN		
PAN/SCRAPER		COMPACTOR					CARPENTER				

CRITERIA FOR ACCEPTANCE    WORK INSPECTED IS IN    VISITORS

PROJECT SPECS	COMPLIANCE	NAME	REPRESENTING	ARRIVE	LEAVE
APPROVED PLANS	NON-COMPLIANCE				
OTHER	OTHER				

INSPECTORS SIGNATURE \_\_\_\_\_

Rev 11/04

Olancha Ave paved



## Banon Way



Munsey Ave





# BRENTWOOD BOROUGH ENGINEERING REPORT

**Tuesday 5-2-17**

1. Field Work on 2017 Paving Plan
2. Attended at monthly safety meeting

Dailey Rd paved



**THE BOROUGH OF BRENTWOOD**  
MUNICIPAL BUILDING - 3424 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199  
Office 412-884-1500 FAX 412-884-1911  
www.brentwoodboro.com

## DAILY CONSTRUCTION INSPECTION REPORT

PROJECT	2017 Paving contract A	WEATHER	Partly Cloudy
PROJECT LOCATION	Point view, corb ave.	TEMPERATURE	48-63
CLIENT/MUNICIPALITY	Brentwood borough	CONTRACTOR FOREMAN	
PROJECT MANAGER	Vitali Alexandrov	SUB-CONTRACTOR FOREMAN	
CONTRACTOR	Mele		
SUBCONTRACTOR	Na		

WORK COMPLETED BY CONTRACTOR: (INDICATE ANY WORK THAT YOU'VE SEEN OR DID NOT SEE)

Contractor performed the following
Adjusted manholes and inlets
Placed 19 mm binder
Placed 0.5 mm scratch
Placed 0.5 mm wearing
The work was done on dailey rd from raidson to pointview ave
Need three manhole risers they are in the back order

CONTRACTORS EQUIPMENT USED AND QUANTITY

CONTRACTORS EMPLOYEES AND NUMBER PRESENT

BACKHOE	TRUCK	3			LABORER	FINISHER	
EXCAVATOR	ROLLER				OPERATOR	FOREMAN	
HIGHLIFT	DOZER				TRUCK DRIVER	FLAGMAN	
PAN/SCRAPER	COMPACTOR				CARPENTER		

CRITERIA FOR ACCEPTANCE WORK INSPECTED IS IN VISITORS

PROJECT SPECS	COMPLIANCE		NAME	REPRESENTING	ARRIVE	LEAVE
APPROVED PLANS	NON-COMPLIANCE					
OTHER	OTHER					

INSPECTORS SIGNATURE

Rev 11/04




**Wednesday 5-3-17**

1. Replied to emails
2. Prepared EMS safety report
3. Attended at monthly engineering meeting with gateway engineers

**Thursday 5-4-17**

1. Field Work on 2017 Paving Plan
2. Replied to multiple phone calls : 412-551-4127, 412-965-7246, 412-354-2630, 412-884-5705
3. Filed project's documents
4. Worked on 2017 sewer projects
5. Met the contractor Roto-Rooter and prepared Pay application #2 for 2017 Sewer Contract A (see below)

 <b>THE BOROUGH OF BRENTWOOD</b> <small>MUNICIPAL BUILDING - 3624 BROWNVILLE ROAD  PITTSBURGH, PA 15227-3199  Office 412-854-1500 FAX 412-854-1911  www.brentwoodboro.com</small>																							
<h2 style="margin: 0;">CONTRACTOR'S APPLICATION FOR PAYMENT</h2>																							
<b>PROJECT TITLE:</b> 2017 Sanitary Sewer Contract A	<b>PROJECT NO.:</b> 18-439-619	<b>APPLICATION NO.</b> 2																					
<b>CONTRACTOR:</b> Roto-Rooter Services Company 3731 William Penn Hwy Murrysville, PA 15668	<b>CONTRACT DATE:</b> 04/11/16	<b>PERIOD FROM:</b> 04/10/17 <b>PERIOD TO:</b> 05/01/17																					
<b>EXTRA WORK SUMMARY</b>																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Extra Work Change Orders This Period</th> <th style="text-align: center;">Additions</th> <th style="text-align: center;">Deletions</th> </tr> <tr> <th style="text-align: center;">No.</th> <th style="text-align: center;">Date</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td></td> <td style="text-align: center;">\$ -</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">Totals</td> <td style="text-align: center;">\$ -</td> <td style="text-align: center;">\$ -</td> </tr> <tr> <td colspan="2" style="text-align: center;">Net Extra Work</td> <td style="text-align: center;">\$ -</td> <td></td> </tr> </tbody> </table>				Extra Work Change Orders This Period		Additions	Deletions	No.	Date			1		\$ -		Totals		\$ -	\$ -	Net Extra Work		\$ -	
Extra Work Change Orders This Period		Additions	Deletions																				
No.	Date																						
1		\$ -																					
Totals		\$ -	\$ -																				
Net Extra Work		\$ -																					
<b>BILLING SUMMARY</b>																							
<b>1. ORIGINAL CONTRACT SUM</b>		\$ 727,954.50																					
<b>2. ADDITIONAL WORK BY CHANGE ORDER</b>		-																					
<b>3. CONTRACT SUM TO DATE (1 + 2)</b>		727,954.50																					
<b>4. TOTAL COMPLETED TO DATE</b>		122,419.50																					
<b>5. CONTRACT AMOUNT REMAINING (1 - 4)</b>		605,535.00																					
<b>6. RETAINAGE HELD</b>		6,120.98																					
<b>RETAINAGE RELEASED</b>		5% 5%																					
<b>7. LESS PREVIOUS APPLICATIONS</b>		49,314.78																					
<b>8. CURRENT PAYMENT DUE</b>		\$ 66,983.75																					
<b>CONTRACTOR'S CERTIFICATION</b>																							
<p><small>According to the best of my knowledge and belief, I certify that all items and amounts shown on the face of this Application for Payment are correct; that all work has been performed and/or material supplied in accordance with the requirements of the referenced Contract and/or duly authorized deviations, substitutions, alterations, and/or additions; that the foregoing is a true and correct statement of the Contract account up to and including the last day of the period covered by this Application; that no part of the "Current Payment Due" has been received; and that all claims against the Contractor represented by the undersigned for labor, materials, expendable equipment, work performed by subcontractors, etc., which were outstanding prior to the date of the last preceding Application for Payment have been paid in accordance with the Contract Documents.</small></p>																							
<b>CONTRACTOR</b>																							
<b>By:</b> _____		<b>Date:</b> _____																					
<b>Title:</b> _____		<b>State of:</b> _____ <b>County of:</b> _____																					
Subscribed and sworn to before me this _____ day of _____, 20____																							
Notary Public My Commission Expires: _____																							
<b>CONSULTANT REVIEW</b>																							
<b>By:</b> _____		<b>Date:</b> _____																					
<b>APPROVAL RECOMMENDATIONS</b>																							
<b>Project Manager</b>		<b>Date</b>																					
		<b>Senior Project Manager</b>																					
		<b>Date</b>																					
<b>Project Management Engineer</b>		<b>Date</b>																					
		<b>Director</b>																					
		<b>Date</b>																					

**Friday 5-5-17**

6. Responded to multiple emails
7. Conference call with Gateway engineers related to 2017 O&M projects.
8. Attended at monthly staff meeting
9. Worked on 2017 Contract A sanitary sewer replacement
10. Filed project files
11. Replied to multiple phone calls: 412-551-4127, 412-965-7246, 412-354-2630, 412-884-5705

**Monday 5-8-17**

2. Field Work on 2017 Paving project
3. Replied to multiple phone calls: 412-881-4780, 412-310-6626, 412-586-6155, 412-882-5065, 412-537-1486
4. Attended at DPW monthly meeting
5. Attended at DPW employee meeting

**Tuesday 5-9-17**

3. Field Work on 2017 Paving Plan
4. Worked on 2017 Contract A sanitary sewer replacement
5. Attended at the meeting with sales rep from Steel City to assess the grass cutting tractor (please see below)



# BRENTWOOD BOROUGH ENGINEERING REPORT



Company: The Borough of Brentwood  
Contact:

Date: 5/12/2017 Expiration: 6/12/2017  
Vendor: Steele City Mower and Plow

Please accept the following proposal for the financing of your new equipment. Univest Capital has a full range of financing options to accommodate your specific needs. We can customize any financing you may require. It is our goal to make financing equipment as simple as possible. We would be happy to answer any questions you may have regarding this proposal. Please feel free to call me or your vendor sales rep.

Equipment Description	List	Disc. -Trade	Price	Quantity	Total
Ventrac 4500Z Tractor			\$ 26,071.19	1	\$ 26,071.19
Circle your preferred payment					Total Equipment Cost
					\$ 26,071.19

## Term in Months

### LEVEL PAYMENT PLANS

	36	48	60
Municipal Lease, \$1.00 Purchase Option, (0) Payments in Advance	\$774.37	\$593.34	\$484.86

### Some other considerations regarding the above proposal:

- \* A one time \$250 documentation fee is charged with the contracts
- \* Applicable taxes are not included in the above quotation
- \* Rates are subject to change without notice and are locked when the lease commences
- \* Bank Qualified Muni Lease

Joseph Lerario  
Business Development Manager  
Office: 484-913-1593  
Fax: 215-689-3417

Proposal Accepted By \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_



## Financing Options

Based on Total Package Cost of : **\$25,052.83**

Rates apply for qualified customers.



Univest Capital provides financial solutions to businesses, while building lasting relationships with their customers.  
866-604-8160  
<http://www.univestcapitalinc.com/>

**\$455.96 /month**

Expires on 06-30-2017

### 3.5% Financing For 60 Months

\$1.00 purchase option, \$250 documentation fee and 1 advance payment required.

**\$543.65 /month**

Expires on 06-30-2017

### 1.99% for 48 Months

\$1.00 purchase option, \$250 documentation fee and 1 advance payment required.

**\$695.91 /month**

Expires on 06-30-2017

### 0% Financing For 36 Months

\$1.00 purchase option, \$250 documentation fee and 1 advance payment required.



**Wednesday 5-10-17**

1. Replied to emails
2. Field work, walk thru with contractor Mele and Mele to calculate installed project quantities
3. Worked on 2017 storm sewer project, the contractor replaced 9LF of 15" pipe.



**Thursday 5-11-17**

1. Attended at Municipal Academy Golf Outing hosted in Cranberry Twp.

**Friday 5-12-17**

1. Responded to multiple emails
2. Worked on 2017 Contract A sanitary sewer replacement at 3901 Cloverlea
3. Conference call.
4. STM-279/STM-283 Utility in the line
5. Replied to phone call: 412-364-9114
6. Prepared News Letter



**Monday 5-15-17**

1. Replied to multiple emails
2. Pay app #1 for 2017 Paving project
3. 2017 Sewer catch basin replacement at Dewalt
4. 2017 Manhole to manhole lining
5. Meeting with Columbia Gas to discuss Delco Restoration
6. Replied to multiple phone calls: 412-341-9700, 724-422-4126, 412-884-5705, 412-609-6855





**Tuesday 5-16-17**

6. Reply to multiple emails
7. Worked on 2017 Sewer Contract A: Filed project documents and updated project tracking sheet
8. Replied to multiple phone calls: 800-785-5165 ex. 439, 412-803-1142, 412-884-5705, 724-439-8110, 412-680-0410, 412-288-3915
9. 2017 Sewer Contract A field inspection of storm inlet on Pyramid and Steck Way
10. 2017 Sewer Contract A Manhole to manhole lining 336 LF on Dauphin Ave. and Banon Way

**Wednesday 5-17-17**

4. Meadowbrook deep inlet replacement
5. 2017 Sewer Contract A Manhole to manhole lining at Lanmore Ave. and Oakton Rd.
6. Core Drilling at Delco Ave.
7. Capital Improvement Plan worksheet

**Thursday 5-18-17**

1. Replied to multiple emails
2. 2017 Sewer Contract A Manhole to manhole lining at Tuxey Ave.
3. Work with Verizon on Fire Alarm system in the park
4. Trip to Jefferson Hills Equipment related to lawn mower for the park
5. Replied to multiple phone calls: 412-491-5373, 412-559-8917, 412-350-5600
6. Performed field inspection of Dewalt concrete restoration



**Friday 5-19-17**

1. Responded to multiple emails
2. Worked on 2017 Contract A – Field inspection of inlet replacement on Meadowbrook Ave.
3. Conference call with Gateway
4. Replied to phone call: 412-956-7024
5. Performed Mock MS4 Inspection



**Monday 5-22-17**

1. Replied to multiple emails
2. Worked on 2017 Preventative Maintenance CCTV Review
3. Attended Department of Public Works monthly meeting
4. Replied to multiple phone calls: 412-884-9243, 412-884-5705, 412-913-6127, 412-364-9114, 412-207-2985

**Tuesday 5-23-17**

1. Reply to multiple emails
2. Replied to multiple phone calls: 412-350-6178, 412-882-9618
3. 2017 Paving Contract A – Additional work, approx. 90 LF of curb

**Wednesday 5-24-17**

1. 2017 Paving Contract A - Additional work installed
2. 2017 Sewer Repair Contract A – W. Garden sewer line replacement
3. 2017 Preventative Maintenance CCTV Review
4. 2017 Sewer Contract A – Manhole to manhole lining
5. Attended meeting with borough manager and council regarding Department of Public Works Contract
6. Replied to multiple phone calls: 412-884-9243, 412-350-5600, 724-448-5251, 412-260-2895, 412-767-5100
7. Began processing pay apps for CCTV and 2017 Spot Lining





**Thursday 5-25-17**

1. Replied to multiple emails
2. Replied to multiple phone calls: 412-969-5672, 305-519-6199
3. 2017 Preventative Maintenance CCTV Review
4. Worked on Capital Improvement Plan Purchases
5. Developed agenda for meetings with Gateway and DPW



# Park & Recreation Department Monthly Report

**May 2017**

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



# Park & Recreation Department Weekly Report

**April 28, – May 4 2017**

**Jim Attanucci  
Park & Recreation Director**



**April 28, – May 4, 2017**

## Meeting

- Parks & Recreation Department Meeting
- Topics included
- Swimming Pool
  - Jeff Ellis Management
  - Summer pool admission workers
- Borough Stadium Concession Stand
  - One location
    - Ticket booth for stock and office
- Park
  - Security
    - Suggested meeting with Police Chief, Crossing Guards and myself
    - Track and Stadium Rules
    - Dek Hockey Attendant
    - Parking
    - Signs
- Field 2 Drainage problems
  - Water flows onto filed



- Ball field concession stand doors have been kicked in
- Lights are needed on walkway near field 1 and playground
- Assigned ASANA tasks to DRW
- Update on Pavilion
- Community Day
- Walking Trails

## Notable Phone Calls

- Councilman Carnavale
  - Department need
- Councilman Pasquantonio
  - Walking Trails
- Councilman Schubert
  - Park Lighting on Walkway
- Mayor Dennis Troy
  - Walking Trail
- Police Chief Adam Zeppuhar
  - Park Security
  - Walking Trails
  - Trail Run

## 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
- Rented stadium field to NFPD for practice
- Rented stadium field to Pittsburgh flag football league

## Park Projects

- Field 4
  - All Pro Fields re-lasered field 4 and field is still experiencing ponding
    - They are scheduled for a third attempt
- Field 3
  - Drainage fabric was loose and exposed
    - DPW corrected Basketball Courts
- Security
  - Crossing guards turned in part that was from portable system
    - DPW Repaired

## Park Walk Through

Walk through was conducted with Councilman Carnavale, Vitale and myself.

- Park Fences
  - Prep and paint fence along walkway at fields using black paint
    - Assigned Asana tasks to DPW
- Prep and paint ball field fences
  - Assigned Asana task to DPW
- Field 2
  - Asphalt to be installed on outside of field where spectators sit
  - Dugouts to be completed – above door
- Fields to be sprayed for clover
- Hill sides to be cut on regular basis
- Field 3
  - Water bib to be repaired
- Field 4
  - Dugouts to be completed
- Playground –
  - Mulch around shrubs
- Stadium area
  - Mulch to be placed around shrubs
- Working on all of the above

### ASANA Tasks

- Assigned various tasks to DPW
  - Community banner pickup and delivery for date change
  - Sam's Club Pick up of tables and chairs

## Program and Events Advertising and Marketing

- The following was advertised in the In Brentwood Magazine
  - Concerts
  - Movies
  - Jump Start Dek Hockey
    - In progress
  - Jump Start Basketball
    - In progress
  - Road Runner Track
    - In progress
  - Jump Start Sports Camp
  - Zumba
    - In progress
  - Kettle Bell
    - In progress
  - Body Blast – added some Saturday morning classes
    - In progress

## Programming

- Brentwood Borough Parks and Recreation Program Book was created featuring spring/summer programs and events
- Kettlebell and Body Blast classes continue every Tuesday and Thursday at the Civic Center
  - Added some Saturday mornings when Civic Center is not being rented
- Zumba classes continue every Wednesday at the Civic Center
- Little Penguins Dek Hockey started Wednesday April 5
- Little Hoop Stars Basketball starts April 6
- Road Runner Track starts April 17
- Concerts First Saturday of June, July and August

Dates are as follows

- The McCartney Project is a McCartney/Wings/Beatles Tribute Band and will perform in Brentwood on Saturday June 3.
- Music Legends Live will present KAVAN who is a nationally recognized Elvis Tribute Artist and will perform as Elvis in all eras of his career on Saturday July 1
- Sinjon Smith will perform in Brentwood on Saturday August 5.
- Dive In Movies Third Friday of June, July and August
- June 16<sup>th</sup> - Star Wars the Force Awakens
- July 21<sup>st</sup> - E.T.
- August 18<sup>th</sup> - Trolls



## Community Day

- Community Day Invitation
- Replies have been received from
- Rep. Readshaw
- Brentwood PTSS
- Whitehall Boy Scouts
- Pittsburgh Crepes
  - MM Pizza
  - Thirty One Gifts
  - Redeeming Grace Church
  - City of Bridges Chiropractic
  - Levitske Bros.
  - Allegheny County Park Rangers
  - Hawaiian Shaved Ice
  - Brentwood Park Initiative
  - Substatic Food Trailer
  - Nakama Food Truck
  - Jim Allen Kettle Korn
  - Presbyterian Church

## 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

**May 5, – May 11, 2017**

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

## May 5, – May 11, 2017

### Meeting

- Attended Brentwood Borough Monthly Staff Meeting.
  - Borough Manager gave direction to the Department Head
  - Department heads gave updates on their department
  - All departments coordinating work and events with each other
- Attended Tractor demo along with Councilman Carnavale, Vitale, Bob and DPW workers
  - Demo was given on the tractor
  - Tractor is on loan for 5 days for DPW to use to see how it performs
- Meeting was planned with Dennis Piper for WI Fi problems in stadium to be corrected
  - Dennis Piper canceled meeting and will reschedule
- Chaired the Pavilion Committee meeting
  - Reviewed previous suggestions and offered new ones
    - Size 20'x28'
    - Stained Wood Columns
    - Upgrade 5" columns to 8" columns
    - Blue metal roof
    - Added additional electrical packages
    - Included free standing wood tables and benches
    - Hosmer Concrete has agreed to donate up to ten yards of concrete
      - Ten yards will do the base, the ADA entry way, and a small platform for grills
- Researching
  - Site prep
  - Concrete Finisher
  - Gate for railing
  - Installation Date
- Meet with ALL Fields Pro concerning issues on Field 4
- Along with Sue Toth conducted interviews for summer, pool, concession stand and park attendants

### Notable Phone Calls

- Councilman Carnavale
  - Requested that I attend the Tractor Demo
- Councilman Schubert
  - Park Concerns

## 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
- In addition to the stadium rental rented the Community Room to NFBD
- Assisted patron with entry to Civic Center due to her forgetting to pick up key
- Titan Baseball cancelled two ages of their baseball tournament scheduled to start May 20

## Park Projects and Walk Thru

- Field 4
  - All Field Pro for the third time worked on Field 4 to correct water problems
- Park Fences
  - Prep and paint fence along walkway at fields using black paint
    - Assigned Asana tasks to DPW
- Prep and paint ball field fences
  - Assigned Asana task to DPW
- Field 2
  - Asphalt to be installed on outside of field where spectators sit
  - Dugouts to be completed – above door
- Fields to be sprayed for clover
- Hill sides to be cut on regular basis
- Field 3
  - Water bib to be repaired
- Field 4
  - Dugouts to be completed
- Playground –
  - Mulch around shrubs
- Stadium area
  - Mulch to be placed around shrubs
- Working on all of the above

## Program and Events Advertising and Marketing

- Current and future events articles for the In Brentwood Magazine include
  - Concerts
  - Movies
  - Jump Start Dek Hockey
    - In progress
  - Jump Start Basketball
    - In progress
  - Road Runner Track
    - In progress
  - Jump Start Sports Camp
  - Zumba
    - In progress
  - Kettle Bell
    - In progress
  - Body Blast – added some Saturday morning classes
    - In progress
- Promoting Concerts and Community Day on [EVENTS Near Here](#)

## Programming

- Current Programs include
- Kettlebell and Body Blast classes continue every Tuesday and Thursday at the Civic Center
  - Added some Saturday mornings when Civic Center is not being rented
- Zumba classes continue every Wednesday at the Civic Center
- Little Penguins Dek Hockey started Wednesday
- Little Hoop Stars Basketball
- Road Runner Track
- Concerts First Saturday of June, July and August

Dates are as follows

- The McCartney Project is a McCartney/Wings/Beatles Tribute Band and will perform in Brentwood on Saturday June 3.
- Music Legends Live will present KAVAN who is a nationally recognized Elvis Tribute Artist and will perform as Elvis in all eras of his career on Saturday July 1
- Sinjon Smith will perform in Brentwood on Saturday August 5.
- Dive In Movies Third Friday of June, July and August
- June 16<sup>th</sup> - Star Wars the Force Awakens
- July 21<sup>st</sup> - E.T.
- August 18<sup>th</sup> - Trolls

## Community Day

- Community Day Invitation
- Replies have been received from
- Rep. Readshaw
- Brentwood PTSS
- Whitehall Boy Scouts
- Pittsburgh Crepes
- MM Pizza
- Thirty One Gifts
- Redeeming Grace Church
- City of Bridges Chiropractic
- Levitske Bros.
- Allegheny County Park Rangers
- Hawaiian Shaved Ice
- Brentwood Park Initiative
- Substatic Food Trailer
- Nakama Food Truck
- Jim Allen Kettle Korn
- Presbyterian Church
- Bad Mixies – Remote Miniature Race Trucks
- Brentwood 4<sup>th</sup> of July Committee

## Community Events

- Art in the Park – Acres of Makers May 18 Brentwood High School at the Community Room
- Multi-Cultural Event May 20 Brentwood Library
  - Parking may be a concern

## Concession Stand

- We will operate out of the Stadium Concession Stand
  - Ticket Booth will be for pool needs such as Noodles, Beach Balls, Goggles, Computer etc.

## Park Advertising and Sponsorship

- Sols several Brick Pavers
- Sold one Advertising Banner to Drop the Puck for Dek Hockey Rink
- Sold on field banner to the Lions Club for Field 3

## 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



**May 12, – May 18, 2017**

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



## May 12, – May 18, 2017

### Meeting

- Met with Dennis Piper to give him access to the router at the stadium and ticket booth
- Met with Superintendent Amy Burch to formulate a plan for the 5<sup>th</sup> grade graduation activities in the park on June 2, 2017
  - The PTA requested the Civic Center for 200 people and also stated verbally there would be over 100 people at a time in the Civic Center
    - I would not approve their permit request under these conditions as it is not in compliance with Borough Policy or Borough Code
    - A plan is being developed to create activity stations and a rotating lunch served in the Civic Center to assure that the capacity limit is adhered to
    - The Community Room will also be made available to use if there is inclement weather
- Scheduled meeting with All Fields Pro to formulate a plan for them to correct the water problem on Field 4 that they renovated
- Met with Sergeant Matt DeLallo concerning a parking plan for the Multi-Cultural event on May 20

### Notable Phone Calls

- Mayor Dennis Troy
  - Trail Walk
- Councilman Carnavale
  - Department needs
- Councilman Schubert
  - Park Concerns
  - PTA request for Civic Center
- Councilman Pasquantonio
  - Trail Walk
- Police Chief Zeppuhar
  - Park Security
  - Parking
  - Walking Trails
  - Trail and Street Run
- Mike Columbus
  - Pavilion

## 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
- Consulted Code Enforcement Officer concerning Capacity of Civic Center

## Park Projects and Walk Thru

- Field 4
  - All Field Pro for the third time worked on Field 4 to correct water problems
- Park Fences
  - Prep and paint fence along walkway at fields using black paint
    - Assigned Asana tasks to DPW
- Prep and paint ball field fences
  - Assigned Asana task to DPW
- Field 2
  - Asphalt to be installed on outside of field where spectators sit
  - Dugouts to be completed – above door
- Fields to be sprayed for clover
- Hill sides to be cut on regular basis
- Field 3
  - Water bib to be repaired
- Field 4
  - Dugouts to be completed
- Playground
  - Mulch around shrubs
- Stadium area
  - Mulch to be placed around shrubs
- Working on all of the above

## Programming

- Current Programs include
- Kettlebell and Body Blast classes continue every Tuesday and Thursday at the Civic Center
- Zumba classes continue every Wednesday at the Civic Center
- Little Penguins Dek Hockey on Wednesdays
- Little Hoop Stars Basketball on Thursdays
- Road Runner Track - Going well
- Concerts First Saturday of June, July and August

Dates are as follows

- The McCartney Project is a McCartney/Wings/Beatles Tribute Band and will perform in Brentwood on Saturday June 3.
- Music Legends Live will present KAVAN who is a nationally recognized Elvis Tribute Artist and will perform as Elvis in all eras of his career on Saturday July 1
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## Community Day

- Community Day Invitation
- Replies have been received from
- Rep. Readshaw
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- Whitehall Boy Scouts
- Pittsburgh Crepes
- MM Pizza
- Thirty One Gifts
- Redeeming Grace Church
- City of Bridges Chiropractic
- Levitske Bros.
- Allegheny County Park Rangers
- Hawaiian Shaved Ice
- Brentwood Park Initiative
- Substatic Food Trailer
- Nakama Food Truck
- Jim Allen Kettle Korn
- Presbyterian Church
- Bad Mixies – Remote Miniature Race Trucks
- Brentwood 4<sup>th</sup> of July Committee

## Community Events

- Art in the Park – Acres of Makers May 18 Brentwood High School at the Community Room
- Multi-Cultural Event May 20 Brentwood Library
  - Parking may be a concern
- Titan Travel Baseball tournament Saturday and Sunday May 19-21 on Field 4

## Concession Stand

- Setting up for the season
- Setting up Rec Desk Point of Sale for concession sales

## Swimming Pool

- Requested JEM to schedule swim lessons and post on their website
- Pool passes are being sold on – line
- Pool passes were sold at Borough Building on Monday May 15
- Pool passes will be sold at Community Room on Monday May 22

## Park Advertising and Sponsorship

- Sold additional Brick Pavers
  - Received inquiries

## Pavilion Update

- Alan Fields will provide in kind services for the site prep, forms, footers, concrete pour and finish
- Spoke with Mike Columbus from Columbus Brothers about the possibility of providing in kind services to assemble a Pavilion that will be paid for by the Brentwood Park Initiative
- Provided Mike Columbus with the Pavilion assembly manual for him to review
- Pat Hein received verbal confirmation from Hosmer Concrete for a donation of up to yards of concrete
- Pat also received confirmation from Option Supply for a 20% discount

## 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

**May 19, – May 25, 2017**

**Jim Attanucci  
Park & Recreation Director**

## May 19, – May 25, 2017

### Meeting

- Met with Chris Collins and Tom Lejune from All Fields Pro for a resolution to the pooling of water on Field 4
  - An additional four truckloads of ballfield mix is needed to correct the ponding of water
  - Council approved the purchase of four truckloads of ballfield mix
- Met with Councilman Carnavale concerning cleanliness of park
- Second meeting with Dennis Piper for Wi Fi problems for security camera, swimming pool, press box and concession stand
  - Dennis discovered there is a hard wire connection to the concession stand and provided an Ethernet cable and ran it to location of the computer
    - This will allow the workers to use Rec Desk POS as a cash register for concession sales
  - Dennis also installed battery back to the ticket booth for the pool use and the press box
  - Also installed boosters that will enhance the range of the Wi Fi
  - After everything was installed and tested Dennis performed a ping to test and it was made clear that the security camera settings are interfering with the Wi-Fi connection and the cameras need re-programmed
  - Dennis alerted the security camera company and police chief

### Notable Phone Calls

- Mayor Dennis Troy
  - Trail Walk
- Councilman Carnavale
  - Pavilion Update
  - Park Concerns
- Councilman Schubert
  - Park Concerns
  - PTA request for Civic Center
- Councilman Pasquantonio
  - Trail Walk
- Police Chief Zeppuhar
  - Park Security
  - Parking
  - Walking Trail



## 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
- Consulted Code Enforcement Officer concerning Capacity of Civic Center
- Met with a Baldwin resident on the spur of the moment for a last minute rental of the Civic Center
- After receiving an assurance the Brentwood School Districts PTA's would adhere to the capacity limits of the Civic Center and receiving a new application a permit was approved
- The Community Room was found in less than a minimal standard of cleanliness after Art in the Park/Acres of Maker event
  - Tables were found with paint on them along with tape and taped materials
  - Painted hand prints on the columns
  - Sand on the floor
  - Signs taped to windows
  - Ceiling tiles disrupted
- This is the third time in the past year that facilities have been found this way after school district use
  - Chalk drawings on track and walkways from cross country
  - After the last playoff football game the ticket booth was found with debris on floors and in disarray

## Programming – No Update Same as Previous Week

## Community Day Listing Below

# "AMERICA ROCKS"

## BRENTWOOD COMMUNITY DAY

### SATURDAY - JULY 1, 2017

BRENTWOOD  
POLICE

10:00 am - 4:00 pm

BRENTWOOD  
VOL. FIRE CO.

BRENTWOOD  
PARKS & REC

BRENTWOOD PARK

BRENTWOOD  
EMS

#### ATTRACTIONS

Inflatables Include:  
Obstacle Challenge  
Duel Giant Slide  
5 in 1 Fun House  
Moon Bounce  
Speed Pitch



Mike the Balloon Guy  
Air Brush Tattoo  
Juggler  
Stilt Walker  
Bad Mixies Remote Trucks  
Games  
Crafts

And More . . .

#### FOOD TRUCKS AND BOOTHS

JIM ALLEN KETTLE CORN  
HAWAIIAN SHAVED ICE &  
FUNNEL CAKES  
Mm! Mm! PIZZA  
NAKAMA  
SMOKIN MOOSE JERKY  
PITTSBURGH CREPES  
SUBSTATSTIC SUBS  
SUGAR & SPICE ICE CREAM  
BRENTWOOD PARK INIATITIVE  
GOURMET BURGERS & DOGS  
BRENTWOOD MIDDLE SCHOOL PTSS  
BAKE SALE

#### VENDORS & BOOTHS

Thirty-one Gifts  
Paparazzi Jewelry  
Lipsense  
Grace & Heart Jewelry  
Boy Scout Troop 210  
Magnabilities Jewelry  
LuLaRoe Clothing  
West Shore Home  
Sprint  
Park Rangers  
Comcast  
Manor House  
Rehoboth Assembly  
Redeeming Grace Church  
City of Bridges Chiropractic  
Squirrel Hill Health Center  
Brentwood Presbyterian Church

ZUMBA  
by  
SHAWNA SHANNON

Brentwood  
Middle School PTSS  
Silent Auction

Jump Start Sports  
Learn - Develop  
Succeed

KETTLEBELL  
by  
LAURIE KRAYVO

Concert in the Park - 7:00 pm  
Featuring  
KAVAN The World's #1  
Rock-n-Roll ELVIS

## Concession Stand

- Many hours of preparation cleaning, setting up, and shopping for the Concession Stand

## Swimming Pool

- JEM scheduled swim lessons for July and posted on their website
  - Requested additional lessons for June and waiting on response
  - Requested costs associated for certified pool operator to fill in when ours is on vacation
- Pool passes are available on-line
- Pool passes were sold at Borough Building on Monday May 19 and at the Community Room on Monday May 22

## Park Advertising and Sponsorship

- Sold additional Brick Pavers
  - Received additional enquiries

## Pavilion Update

- Alan Fields will provide in kind services for the site prep, forms, footers, concrete pour and finish
- Spoke with Mike Columbus from Columbus Brothers about the possibility of providing in kind services to assemble a Pavilion that will be paid for by the Brentwood Park Initiative
- Provided Mike Columbus with the Pavilion assembly manual for him to review
- Pat Hein received verbal confirmation from Hosmer Concrete for a donation of up to yards of concrete
- Pat also received confirmation from Option Supply for a 20% discount

## Phone Calls & E-mail

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



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  
June 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 May 2017.

In May we responded to a total of 184 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 116 patients.

We had a total of 24 refusals of transport calls during the month.

In May our average response time from Dispatch to a call and then on scene in the borough of Brentwood was 5.6 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 May we had 12 calls handled by Mutual Aid services while we were on calls.

Also in April we handled 17 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*

**Criteria**

Date From: 05/01/2017

Date To: 05/31/2017

ALL by Base / Station 

Group	Count	Pct
Station 530	184	100.0
<b>Total:</b>	<b>184</b>	

**Criteria**

Date From: 05/01/2017

Date To: 05/31/2017

ALL by Medical Category



Group	Count	Pct
Abdominal Pain	6	3.3
Behavioral	5	2.7
Burn	2	1.1
Cardiac	3	1.6
Chest Pain-STEMI	2	1.1
Diabetes	5	2.7
Fall Victim	21	11.4
GI Problem	1	0.5
Generalized Weakness	3	1.6
Hemorrhage	4	2.2
Hypotension	1	0.5
Hypothermia	1	0.5
Medical (NOS-last choice)	47	25.5
Nausea	1	0.5
Neurological	1	0.5
Not Applicable	13	7.1
<b>Not Entered</b>	1	0.5
Pain	6	3.3
Poison / Overdose	3	1.6
Respiratory	14	7.6
Seizure	1	0.5
Standby	15	8.2
Stroke	4	2.2
Transfer / Interfacility / Palliative Care	8	4.3
Trauma	5	2.7
Unconscious / Fainting	9	4.9
Vomiting	2	1.1
<b>Total:</b>	<b>184</b>	



**Criteria**

Date From: 05/01/2017

Date To: 05/31/2017

ALL by Outcome




Group	Count	Pct
Cancelled	2	1.1
Cancelled Enroute	4	2.2
Care Transferred	1	0.5
DOA	2	1.1
Fire Standby	4	2.2
Lift Assist	7	3.8
No Patient Found	10	5.4
<b>Not Entered</b>	1	0.5
Other	2	1.1
Refused	22	12.0
Standby Only	10	5.4
Transported	116	63.0
Transported in Other Unit	1	0.5
Treatment / No Transport	2	1.1
<b>Total:</b>	<b>184</b>	

**Criteria**

Date From: 05/01/2017

Date To: 05/31/2017

ALL by Response Code 

Group	Count	Pct
E-0	25	13.6
E-1	72	39.1
E-2	20	10.9
E-3	29	15.8
E-4	17	9.2
E-5 Net	21	11.4
<b>Total:</b>	<b>184</b>	

Response Times by MCD / FIPS				
<b>MCD / FIPS</b>	<b>Count</b>	<b>Avg.</b>	<b>Min.</b>	<b>Max.</b>
Baldwin (2117)	3	11.3	9.000	15.000
Bethel Park (2119)	1	3.0	3.000	3.000
Brentwood (2121)	130	5.6	2.000	13.000
Dormont (2125)	2	19.0	18.000	20.000
Homestead (2824)	1	14.0	14.000	14.000
Jefferson Hills (2826)	10	9.6	1.000	16.000
Munhall (2130)	1	13.0	13.000	13.000
Pittsburgh (2001)	6	26.0	9.000	90.000
West Mifflin (2115)	1	10.0	10.000	10.000
Whitehall (2139)	2	6.5	6.000	7.000

## Criteria

From: 05/01/2017  
 To: 05/31/2017  
 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	0	00.00 %
1-2	1	05.00 %
2-3	5	25.00 %
3-4	8	40.00 %
4-5	0	00.00 %
5-6	3	15.00 %
6-7	2	10.00 %
7-8	0	00.00 %
8-9	1	05.00 %
9-10	0	00.00 %

Count: 20

Average: 4.50

Average (0-15 times): 4.50

Min.: 2.000

Max.: 9.000

## Criteria

From: 05/01/2017

To: 05/31/2017

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	0	00.00 %
1-2	5	07.69 %
2-3	6	09.23 %
3-4	13	20.00 %
4-5	12	18.46 %
5-6	11	16.92 %
6-7	7	10.77 %
7-8	3	04.62 %
8-9	3	04.62 %
9-10	1	01.54 %
Above Max Range	4	06.15 %

Count: 65

Average: 5.58

Average (0-15 times): 5.58

Min.: 2.000

Max.: 12.000

## Criteria

From: 05/01/2017

To: 05/31/2017

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	0	00.00 %
2-3	2	11.76 %
3-4	4	23.53 %
4-5	3	17.65 %
5-6	2	11.76 %
6-7	0	00.00 %
7-8	0	00.00 %
8-9	3	17.65 %
9-10	0	00.00 %
Above Max Range	3	17.65 %

Count: 17

Average: 6.53

Average (0-15 times): 6.53

Min.: 3.000

Max.: 13.000

## Criteria

From: 05/01/2017

To: 05/31/2017

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	0	00.00 %
2-3	2	08.70 %
3-4	4	17.39 %
4-5	3	13.04 %
5-6	5	21.74 %
6-7	3	13.04 %
7-8	3	13.04 %
8-9	2	08.70 %
9-10	1	04.35 %

Count: 23

Average: 6.09

Average (0-15 times): 6.09

Min.: 3.000

Max.: 10.000

## Criteria

From: 05/01/2017  
 To: 05/31/2017  
 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	0	00.00 %
2-3	0	00.00 %
3-4	1	12.50 %
4-5	1	12.50 %
5-6	2	25.00 %
6-7	1	12.50 %
7-8	2	25.00 %
8-9	0	00.00 %
9-10	1	12.50 %

Count: 8

Average: 6.75

Average (0-15 times): 6.75

Min.: 4.000

Max.: 10.000

## Criteria

From: 05/01/2017  
To: 05/31/2017  
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: 6/17/2017

FROM: Chief Adam Zeppuhar



RE: Monthly Council Report (May 1, 2017 through May 31, 2017)

TOTAL ARRESTS		COUNT	YTD
TOTAL ARREST ADULT		30	166
Gender	Male	21	109
	Female	9	54
TOTAL ARREST JUVENILE		2	18
Gender	Male	1	14
	Female	1	4
TRAFFIC STOPS		COUNT	COUNT
TOTAL		197	811
CITATION(S) ISSUED		109	446
WARNING(S) ISSUED		85	333
ARREST		3	21
OTHER		0	11

Arrest	Total Count: 32	YTD
OTHER WARRANT	3	7
PFA/ICC	0	2
UCR – ARRESTED AND RELEASED -NOT INCARCERATED	21	119
UCR – ARRESTED AND TAKEN TO ACJ/SHUMAN	7	34
WITH WARRANT	1	14

Citation	Total Count	YTD
BOROUGH PARKING TICKET	204	1044
PARKING TICKET TO MAGISTRATE	39	204
NON-TRAFFIC CITATION	13	43
TRAFFIC TICKET	205	564

EVENT TYPE	COUNT
911 HANG UP	1
ALARM	14
ANIMAL COMPLAINT	21
ANIMAL LOST/FOUND	6
AREA 1 CHECK	60
AREA 2 CHECK	62
ASSAULT	8
ASSIST CITIZEN	12
ASSIST EMS	90
ASSIST FIRE	17
ASSIST POLICE	15
BOROUGH PARK CHECK	49
BRENTWOOD TOWNE CENTER CHECK	8
BURGLARY	1
CHILD CUSTODY	2
CHILD LINE REFERRAL	2
CIVIL COMPLAINT	4
COMMUNITY RELATIONS	1
CRASH/NON-REPORTABLE	1
CRIME LAB RUN	3
CRIMINAL MISCHIEF	5
DISABLED VEHICLE	5
DISORDERLY CONDUCT	5
DISPUTE	2
DISTURBANCE	8
DOMESTIC	13
DUI	8
FOLLOW-UP INVESTIGATION	4
FOOT PATROL	3
FOOT PATROL NORTH-BROWNSVILLE	1
FRAUD	2
HARASSMENT	14
HAZARDOUS CONDITIONS	8
JUVENILE COMPLAINT	8
LANDLORD/TENANT DISPUTE	1
LIQUOR LAW	0
MEGAN'S LAW NOTIFICATION	1
MISSING PERSON, +18	1
MOTOR VEHICLE CRASH	38
MOTOR VEHICLE THEFT	1
NARCOTICS	6
OVERDOSE / NON-FATAL	3
PARKING COMPLAINT	7
PARKING ENFORCEMENT DETAIL	3
PERSON SEEKING POLICE ADVICE	7
PFA	8
PROPERTY RETURN	1
PROPERTY-LOST/FOUND/RECOVERED	8

PUBLIC DRUNKENNESS .....	7
PURSUIT .....	3
REFER TO MAGISTRATE .....	1
REFER TO OTHER AGENCY .....	5
SRT/SWAT DETAIL .....	1
SUSPICIOUS ACTIVITIES .....	16
SUSPICIOUS PERSON .....	20
SUSPICIOUS VEHICLE(S) .....	3
THEFT .....	8
TRAFFIC COMPLAINT .....	38
TRAFFIC DETAIL/ENFORCEMENT .....	62
TRAFFIC STOP .....	197
TRAINING .....	5
UNAUTHORIZED USE / MOTOR VEHICLE .....	1
UNWANTED PERSONS .....	1
UTILITY COMPLAINT .....	8
WARRANT .....	5
WARRANT SERVED .....	1
WATER SHUT OFF DETAIL .....	6
WEAPONS .....	4
WELFARE CHECK .....	25

## NOTES

- On 5.22 and 5.23, Officers Scott and Skrip attended a 2 day firearms course hosted by SHACOG.
- All patrol officers have been recertified for year 2017 through the Municipal Police Officers Education and Training Commission (MPOETC).
- On 5.30.17, Officer Wagner initiated a traffic stop of a vehicle for an equipment violation. This vehicle failed to yield and a determination was made to terminate the pursuit. Officer Wagner did locate the vehicle a short time later and learned that the driver fled. One of the passengers was subsequently arrested for drug and firearms violations. The firearm did have an obliterated serial number.
- The Stanley Cup Final game yielded 3 public drunkenness arrest, 2 DUI arrests, and no reports of property damage in the hours before and during the post-game celebration.

- Towards the middle of June, our region experienced flash flooding causing property damage and infrastructure challenges. Fortunately all of public safety agencies handled these events professionally and there were no reported injuries.
- We would like to thank District Attorney Stephen Zappala for his generous grant and county-wide project for cameras (Brownsville Road and SR51). His generosity saved the borough over \$14,000 in costs while increasing our investigative ability to help keep our residents and guests safe.
- We want to announce that we have confirmed a date and location for our Opiate Town Hall Meeting. The event will be on Tuesday, August 22nd from 6pm to 9pm. Stay tuned for further details on guest speakers and other information.
- The new patrol car 19 is back from the up fitter and now in service.



- We are happy to announce that we recently partnered with [Cribs for Kids](#) to promote the Cops 'n Kids public safety campaign. Cribs for Kids is a nationwide-Pittsburgh based non-profit organization which can provide pack and play cribs for less fortunate parents/guardians. The goal is to end Sudden Unexpected Infant Death (SUID). There is no cost to the borough for this.



- 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 since the last report:
  - o Officers Skrip and Rech. 6/14/17.

- Meter Patrol Officer Bettina Grimes is unfortunately leaving for the state of Georgia. Bettina has been employed by the borough for 10 years. In that time she was a crossing guard, meter patrol officer, and meter revenue collector. She will truly be missed. We want to thank her for her service and we want to wish her good luck on her future endeavors.





- We would like to remind all residents to 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.





# 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)

June 19, 2017

Brentwood Borough Council  
3624 Brownsville Road  
Pittsburgh, PA 15227

**RE: Monthly Progress Report 2017-05**  
**Office of the Borough Manager**  
**Period May 01, 2017 to May 31, 2017**

Honorable Members of Council:

Enclosed is my monthly progress report for the period of  
May 01 to May 31, 2017.

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

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## SPECIAL PROJECTS

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### ALCOSAN – CONSENT DECREE

#### Status Update:

##### 3 Rivers Wet Weather

Please see the attached meeting summary from the 3 Rivers Source Reduction and Flow Target Subcommittee meeting held on March 16, 2017.



##### Region Wide Multi-Municipal Source Reduction

##### Regionalization Project

As discussed last year, ALCOSAN has procured a contract for the inspection of regionalization sewers and associated infrastructure in the Saw Mill Run, Southern Allegheny River, and Southern Monongahela River sewersheds. ALCOSAN has contracted with Red Zone Robotics Inc. to conduct an assessment of Regionalization sewers within the ALCOSAN service area. Contractor personnel have been authorized by ALCOSAN and your municipality to access the sewer system as necessary to complete inspections of the local sewer infrastructure in a multi-phase rolling cycle. Manhole investigations will be the first phase of work. During this phase, crews will access manholes to gather measurements and confirm pipe connectivity and then document the location of the manholes using GPS technology. The second phase of work involves crews performing preparatory cleaning and CCTV inspection of the sewer lines. Please note that the manhole and CCTV inspection work may not occur at the same time and that there may be a lag between phases of work.

As a courtesy notice we wanted to let you know that the work will be starting in your area in the near future. It is anticipated that the inspection crews will be in your area multiple times throughout the next several months with an approximate start date as early as March 20<sup>th</sup> for work in the M-42 (Streets Run) POC sewershed.

Our field inspectors will also be reaching out to you during the progress of work in your municipality. If you have any concerns or questions about the inspection work, please contact Darby Neidig, AECOM at 412-297-4503 or Mike Lichte, ALCOSAN at 412-732-8004.

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

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

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## DPW/CLERICAL CONTRACT RENEWAL

### Status Update:

05/24/17 - DPW Contract Kick-Off meeting. Went through the existing Collective Bargaining Unit Contract page by page to identify issues that the Borough may want to include in their negotiations.

05/23/17 - Sent an email to SHACOG Communities. Sat down with Intern Stephen Berry regarding pulling together some information in preparation for the Contract Negotiations.

---

## GIS PROJECT

### Status Update:

05/03/17 - Meeting with Ryan Berner at the Gateway Engineers Offices to review the status of the GIS Code Enforcement project. It appears that the project is just about completed having been able to migrate over all of the historic data from GeoPlan. I asked if he would be ready to give a presentation of the project to Brentwood Council during the June 19<sup>th</sup> Council meeting and he indicated he will prepare a presentation. The next, and more than likely final phase, of this project will be to incorporate a Citizen Request Management (CRM) system that can be integrated with the Code Enforcement App.

---

## MARKETING COMMITTEE (JOINT WITH SCHOOL DISTRICT)

05/01/17 - Prepared for Joint Council/School District Marketing Committee Meeting.

### 1. Call to Order.

6:00PM

### 2. RollCall. - (Sign In Sheet)

6:00PM

Councilman Rich Schubert

Councilman A J Doyle

Councilwoman Stephanie Fox - Absent

Director Kristie Kraeuter

Director Gary Topolosky

Director Donna Werner - Absent

Borough Manager, George Zboyovsky, PE

### 3. RealtorsInvitation - G. Zboyovsky

6:00PM

*Surveys for people who just purchased property. Why?*

*Surveys for realtors.*

*Obtain emails from buyers AND Sellers to send them a survey. Also send them the community welcome packet.*

*How does one get Brentwood homes listed on Showcase of homes?*



*Can the Borough get a link added to the Realtors web site for each property sold? Have a link to Howard Hanna etc. on the Boroughs web site.*

*Have School District develop a video of Brentwood. Can include 4th of July, Parade, 5k race, park, housing stock, etc.*

*Or look at Dormont's video that was paid for by the Businesses.*

*Community Calendar with dates of various activities listed.*

*RFP - For Marketing Firm. - GZ to take the lead. Include Web Site updates. Add to Agenda.*

5. PropertyTax Incentives/Policies – G. Zboyovsky/A. Doyle 6:05PM

6. Inc.School District Ranking – G. Topolosky/K. Kraeuter/D. Werner 6:10 PM

*GT - Dr. Burch preparing an action plan on how to increase Brentwood School District ranking.*

7. Dare Program/Realty Tours – S. Fox/R.Schubert 6:15PM

*RS - exploring if Officers need to recertify. Still looking into it. The number of officers currently employed will currently hamper this. Looking at other methods to prevent/educate students.*

*Salt works theater company recently performed at the District regarding opiad abuse.*

*RS - perhaps the Borough could help fund some drug prevention programs.*

*GZ - mentioned Reality Tours*

8. 4<sup>th</sup> of July “Package Deal” – A.Doyle/G. Zboyovsky 6:20PM

*AJ - gave a summary.*

*GZ - list in Travel Magazines. Visit Pittsburgh might be interested. Perhaps BBW Chamber might be interested.*

*RS - stated that this idea may be more suited for the Borough and not this Joint Marketing Committee. Wants to focus on improving the School District.*

9. Little League World Series – R. Schubert/A.Doyle 6:35PM

*RS - these should be included as part of the Borough Parks and Rec and not necessarily part of the Marketing Committee.*

10. Other Items 6:50PM

11. Action Items/Next Step/New Items 6:55PM

12. Adjournment. 7:00PM



## **MILITARY BANNER POLICY**

**Status:** 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:**

05/10/17 – Weekly progress call from Dennis Flynn of The Gateway Engineers. Working on Design Development Plans and will have a draft sent over to the Borough later this week. Will discuss whether to bid the project as a Lump Sum or with Unit Prices for the various components. We'll also need to discuss the various Bid Alternates that will be included.

---

## **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.

---

## **2017 ROAD PAVING PROJECT**

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

05/01/17 – I, along with V. Alexandrov and Councilman Rich Schubert walked the recently milled and paved Lora Way. R. Schubert pointed out some concerns with existing ditchside drainage ditches and driveway culverts that were left in place. V. Alexandrov explained that Gateway Engineers stated that these were privately owned and thus the responsibility of the property owner. However, I agreed with R. Schubert that the Borough has always corrected such issues identified during the road paving program whether the road was simply being milled and paved or a total reconstruction. We also looked at some of the ancient "Pittsburgh Inlets" with the raised hoods that should also be replaced based on today's best practices. The improvements to Lora Way should be minimal and can be completed by the DPW.

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## TRAIL COMMITTEE

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

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## NEW MUNICIPAL COMPLEX PROJECT/FINANCE & DEVELOPMENT

### STATUS:

05/11/17 – Project update call to Skelly & Loy regarding the status of the Phase II/III.

- **Subsurface Investigation:** We were able to advance four borings at the property, 2 outside along the sidewalk and 2 within the basement of the property. All 4 borings displayed no visual evidence of gross contamination and field readings on our analyzers detected very low readings of VOCs. Soil samples collected during this investigation were submitted for laboratory analysis and we anticipate the results either tomorrow or Monday, May 15 at the latest. If we receive the results prior to your meeting Monday, I will email them to you and provide a preliminary interpretation.
- **Sampling of the Transformer:** When our crew inspected the transformer to attempt to sample it, we heard a humming/buzzing which indicated the transformer was still energized. Based on our interview with Tim, we were under the impression that it was no longer being used. Since then, we were able to have Duquesne Light shut off power to the building (which took about a week to complete) and we are currently coordinating a time with Tim to go back and sample. I'll keep you updated on the progress of this item.
- **Geophysical Survey for Suspected UST:** We completed the geophysical survey on the same day as the Subsurface Investigation unfortunately the sidewalk area that we surveyed is composed of steel reinforced concrete which renders traditional geophysical survey methods ineffective. Thus, the results of the survey were inconclusive. Based on information provided by Gateway (the geotech firm), they did not encounter reinforced concrete during their borings and, based on this, we didn't anticipate the sidewalk being reinforced, otherwise, we would not have moved forward with the geophysical.

---

## IN-HOUSE SEWAGE/DELINQUENT REFUSE COLLECTIONS PROJECT

### STATUS:

05/05/17 – Met with a couple regarding their rental property 19 W. Garden Road and the notice to vacate the premises due to the property not having water service. They informed me that they actually rent the property to their son and were not aware that he was not staying current with the sewage bills. They stated had they known, they would have ensured that the bills were current. I stated that as the landlords they should have been receiving the bills. They stated that they never received a bill associated with the property. I then asked if they have registered the property with the Borough as being a rental property and they stated they did not know they had too. (that explains why they never received the bills). I explained that the Borough would not know that their son was not the property owner if they never submitted a



landlord registration form. They asked what they can do to have the water turned back on. I explained the Borough Ordinance and stated that since they never had a sewage payment plan agreement with the Borough we can set them up but that they would have to pay 50% of the outstanding amount due and then the remaining 50% in 30-days. They asked if they can pay with a credit card and I said yes via the Borough web page. I stated in front of E. Peccon, that since it may take some time for the credit card to process the payment and being it is Friday, I would, in good faith, have the Water Company turn on the water and come Monday we can verify that the payment went through. E. Peccon also gave them a Landlord Registration Form that they needed to complete. Beginning in May, all sewage/refuse bills will be mailed to their mailing address.

05/03/17 - G. Zboyovsky returned the call to "Tom" regarding 3600 Kaufmann Avenue and the termination of water. When asked if there was anything he can do to get the water turned back on, as it has been off over a week, G. Zboyovsky informed Tom that he could do two things. 1.) Pay the entire balance or 2.) contact the water company to have them determine if there was a leak. "Tom" indicated that he does not believe there is a leak and that he is on hard times. "Tom" again asked if there was ANYTHING that can be done and he is trying to "get back on his feet". G. Zboyovsky stated, that this was the Borough Law and that there really is not much he can do considering he has been on payment plans in the past and that they have been broken in the past. G. Zboyovsky stated that the Borough Ordinance does state that in order to get on a payment plan, the payer must satisfy ½ of the total balance for the delinquent premises. In his case, based on an outstanding balance of \$2,663.17, he would need \$1,331.58. "Tom" asked if he comes up and pays that amount tomorrow, (May 4, 2017), would the Borough turn back on the water. G. Zboyovsky stated that if he can pay ½ of the amount due AND enter into another payment plan, then the Borough could turn the water back on. G. Zboyovsky **STRESSED**, that this is not a typical payment plan in that he would ONLY have 30 days to pay the remaining balance. G. Zboyovsky also **STRESSED** that considering he has broken payment plans in the past that this would be the **LAST AND FINAL CHANCE AGREEMENT**. "Tom" stated that he understands that and thanked G. Zboyovsky for calling. G. Zboyovsky again stressed that this would be the **FINAL** chance and hopes this would help him to get caught up. G. Zboyovsky also stated that perhaps he can go to some organization (Church etc.) for assistance. "Tom" stated that he knows. G. Zboyovsky also informed "Tom" that ALCOSAN has some kind of assistance program that he may qualify for and that he can ask Karen to Denise about it in the morning.

I informed Collections that based on the above, he was going to come in and pay ½ of what is owed tomorrow. If he does, and if he signs the Payment Plan (Last Chance Agreement) then contact PA American to have the water returned. However, please stress to "Tom" that after this month there is nothing else the Borough can do if he happens to go delinquent again. I also asked that they provide him with that information from ALCOSAN regarding assistance etc.? I asked for a total number of accounts that are over \$1,000.00. Moving forward, there should not be many accounts that reach these amounts after 60-days.

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## **SAW MILL RUN WATERSHED ASSOCIATION**

**Status:** Nothing new to report.

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## **CAPITAL IMPROVEMENT PLAN (CIP)/STRATEGIC ACTION PLAN (SAP)**

### **Status:**

05/09/17 – Meeting with LGA Intern regarding project. Set up project in ASANA.

05/08/17 – Working with LGA Intern Stephen Berry to pull together the information and get it out to Council for the next step in this process.

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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, May 05<sup>th</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

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### BOROUGH BUILDING

#### DPW Furniture

05/10/17 - Met with a representative to review a layout to fit V. Alexandrov into the same office as R. Mackewich at the DPW facility. Estimated costs - \$2,500 - \$4,000. It appears another similar desk will fit.

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### Code Enforcement/Building Inspection

05/02/17 - Monthly Code Department Meeting.

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### COMMUNITY AFFAIRS/ECONOMIC DEVELOPMENT

#### Brentwood Baldwin Whitehall Chamber of Commerce

05/04/17 - Attended the BBW Chamber meeting.

#### May

- **May 4<sup>th</sup> - Chamber General Luncheon**, noon, at South Hills Country Club, 4053 Brownsville Road, 15227, **Guest Speaker: Henry Scully**, Executive Director of Friends of Flight 93
- **May 12<sup>th</sup> - Women's Networking Luncheon**, noon, at South Hills Country Club, 4053 Brownsville Road, 15227, **Guest Speaker: Dr. Shellie Hipsky**, Editor-in-Chief, *Inspiring Lives Magazine*
- **May 16<sup>th</sup> - Social Security Planning: Retirement Planning Seminar sponsored by John F. Slater Funeral Home, Inc. and Donnelly-Boland and Associates** at Brentwood Library, 4:30-5:30. RSVP by May 7<sup>th</sup> to [communityservice@johnfslater.com](mailto:communityservice@johnfslater.com) (2<sup>nd</sup> in a series of four)



- **May 17<sup>th</sup> – Celebrate the South Hills with SHIM**, Hilton Garden Inn, Southpointe, dinner and program. Learn more at [www.shimcares.org/celebrate2017](http://www.shimcares.org/celebrate2017)
- **May 31<sup>st</sup> – Payroll/Quarterly Taxes Seminar** (second in the Small Business Seminar Series) **sponsored by Donnelly-Boland and Associates**, 4:30 -5:30 PM, 2801 Custer Avenue. RSVP to Matt at [mfazio@donnelly-boland.com](mailto:mfazio@donnelly-boland.com), 412.882.5383 x 1138

## June

- **June 1<sup>st</sup> – Chamber General Luncheon**, noon, at South Hills Country Club, 4053 Brownsville Road, 15227, Guest Speaker Kyle Hardy, Director, Business Development, Gateway Rehab.
- **June 3<sup>rd</sup> – Whitehall Community Day**
- **June 9<sup>th</sup> – Women’s Networking Luncheon**, noon, at South Hills Country Club, 4053 Brownsville Road, 15227, Guest Speaker
- **June 10<sup>th</sup> – Relay for Life, Baldwin**, Brentwood, Whitehall, Baldwin High School Stadium, 10AM -10PM

**For additional information about upcoming BBW Chamber and Chamber Member Events, go to our website [www.bbwchamber.com](http://www.bbwchamber.com)**

## Economic Development South (EDS)

05/04/17 – I, along with John Frombach with G. Jones. Discussed the following:

1. GEDF Grant for Central Business District Development – Deadline April 28<sup>th</sup>. Borough is currently working on the grant application. EDS will prepare a letter of support.
2. Parking Study – G. Jones will forward a copy of the EDS Parking Study to the Borough. I asked if it included any conversations with the Churches and G. Jones stated that they have actually contacted the Churches but there was some reluctance due to Liability Concerns. I stated that they currently have the Parking Lot for their patrons so they should be covered regardless if the Parking Lot is used only on a Sunday or 7 Days a week. He stated that makes sense and informed me that John Slater was also looking into this with the churches.
3. Multi-Modal Grant – Streetscape – Deadline is July. G. Jones agreed to facilitate a Workshop at the end of the May 22<sup>nd</sup> Council Meeting.
4. Master Plan of Brownsville Road Business Districts – Architect Renderings, Façade Improvements based on Design Details, Sign Details/Requirements, landscaping, street signage plan, parking signage plan, etc. – G. Jones that these items can be further discussed during the May 22<sup>nd</sup> Workshop meeting with all of Council.



## CONNECT

### CONNECT Executive Committee Meeting

CONNECT Executive Committee meeting that will take place on **Thursday, May 18<sup>th</sup> at 10:00 a.m. at the Green Tree Municipal Building located at 10 W. Manilla Avenue (please note the location change!)**.

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## 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.

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## COUNCIL MEETING & PREPARATIONS

05/22/17 - Updated Regular Agenda. Prepared for and attended Regular Council Meeting.  
05/15/17 - Prepared for and attended the Council Agenda Meeting.  
05/14/17 - Reviewed Agenda  
05/13/17 - Worked on Agenda Packet

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## COUNCIL PACKETS

05/31/17 - Completed and emailed out last week's Council Packet.  
05/15/17 - Completed and emailed out last two week's Council Packets.  
05/02/17 - Completed and emailed out last week's Council Packet.

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## Engineering

Refer to Engineer's Report Attached.

### Monthly Engineering Progress Meeting with Gateway Engineers

05/03/17 - 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 1:30 PM - See attached Summary.

The following topics were discussed:

- a. Work Authorizations - Executed



In the future, Gateway will have the Borough Manager as the signer. The Borough, when acting on a Work Authorization, can also authorize the Borough Manager to be the signatory.

b. Allegheny County Act 167 Stormwater Management Plan  
Public Meeting is scheduled for May 9, 3:00 PM.  
This Plan is more stringent than the Department of Environmental Protection.  
Would prohibit any development within 35 feet of a street.

c. 2017 Paving Program Updates  
Completed on May 2, 2107. V. Alexandrov preparing punchlist of a few outstanding items.

d. O&M Updates  
Everything is progressing. Refer to attached Progress Report.

e. Streets Run Project  
Meeting scheduled for May 4, 2017 to come up with a solution as to the responsibility of the sanitary sewer line in the area.

f. Leventon Property  
No update

g. Viking Drive Update – Refer to Progress Report

h. Grow Grant

The Borough should be receiving notification soon. This grant application again will be for the reimbursement of costs associated with the Viking Drive Project.

i. Utility Coordination Update  
V. Alexandrov taking the lead on coordinating existing and future utility projects.

j. Borough Building Update  
G. Zboyovsky gave a brief update on the status of the project. Phase II/III activities are currently taking place.

k. Pool Project Update – Refer to Project Status Report

l. Brentwood Park Plan for Recording  
J. Slagle will have the Plan signed and sent to Brentwood for the appropriate signatures.



## Finance

05/24/17 - Reviewed invoices and signed checks. Prepared, reviewed, and process Purchase Orders.

05/08/17 - Reviewed invoices and signed checks. Prepared, reviewed, and processed Purchase Orders.



## Monthly Department Meeting

05/08/17 - Prepared for and attended monthly department meeting. Reviewed monthly budget report, AccuFund Reports, A/P, Accounts Paid via ACH.

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## Grants

### GROW Grant

5/23/17 Pre-Application Meeting hosted by Tim Prevost  
10:00 am

### Purpose

Reduce I/I with grant funding  
Cycle 2 - 46 LOIs from 30 municipalities  
7 requesting reimbursements (Brentwood is one)  
Projects from less than \$250,000 to \$4 mil  
Some municipalities were asked to have a meeting.  
Total of project = \$27,154,000  
Estimated Match = \$14,971,000

### Eligibility

ALCOSAN Service  
Reduce I/I  
Can be design and/or construction

### Program Requirements

Must show matching funds  
Own the property  
Secure permits  
Allow ALCOSAN unrestricted access to site  
Agree to maintain project for 20 years  
Project Audit over \$500,000 (under \$500,000 ALCOSAN may require)  
Prevailing Wage  
Bidding requirements  
1% Origination Fee

### Grants

Max - \$2 mil



Match - 25% to 85%

No guarantee of grant award

### Application Procedures

Typewritten only and provide electronic version

Provide Contact info

If more room is required, provide on separate sheets of paper

Budget info is to be provided in two places (sec 3.4 and 6.1c)

Tech Info to be provided in sec 4.3

Only complete project type.

Justify ALL non-default values

Provide tech info regarding utilities (sec 4.5)

(Changes in project scope due to utility conflicts not identified in the application will be on the Municipality)

Required Documentation- Sec 6.1

- Official Resolution (**2 ORIGINAL SIGNED Versions**)
- Project cost estimates
- Project Description/ Scope
- Flow monitoring

Sect 7 must be signed by municipal rep as identified in Official Resolution

Send Applications to Suzanne Thomas - Contracts Department ALCOSAN

### Application Evaluation

Source Reduction = 50%

Municipal Commitment

### Due

Friday, June 30, 2017 at 2pm (NO exceptions)

2 Hard Copies are required in addition to electronic versions

Review - July to September 2017

Award Recommendations- Mid September 2017

ALCOSAN Board Award - Sept. 28, 2017

Cycle 3 Begins February 1, 2018

Pre-Grant Workshops may be held in the future

### Accessing Funds

Sign GROW agreement within 45 business days

Agreements are NON-Negotiable

Payments based on work completed

15% Retainage on all progress request for payment applications

Retainage will be provided in final request for payment



## Questions

How do we quantify Overflow data?

A. Monitoring Data should be provide and evidence on issues (manhole surcharges, known flooding issues downstream, basement backups etc.)



## Active Allegheny Grant Program

05/02/17 - Placed a call to Ann Ogoreuc, Program Manager for the Active Allegheny Grant Program and asked if she could direct me to a web site that I can download this year's Active Allegheny Grant Program Application. She informed me that she emails out the Grant Applications and took down my email address. I informed her that the Borough had applied in 2016 for this grant but was denied. I explained the project to her and she stated that she recalls that the "recreation type trail" does not meet the guidelines of the grant program and that the Active Allegheny Grant Program is for new sidewalks, bike lanes, or trails, that would connect pedestrians to commercial areas or other key areas such as park and rides, etc. I stated that this trail could eventually involve connecting Brentwood with Baldwin and Whitehall and even the Riverfront Trail. She stated that perhaps a DCNR type of grant would be better for this type of trail that is being proposed. I asked that she still email me the grant application.

---

## **HEALTHCARE**

05/11/17 - Reviewed BENECOM HIPPA Forms.

05/01/17 - Looked into some issues with Healthcare Reimbursement Account. Discussed some future plans with BENCOM for future Healthcare.

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## **INFORMATION TECHNOLOGY**

05/24/17 - Met with Dennis Piper of DEP. He gave me a summary of the issues with the Park WiFi/Park Cameras. He stated that the WiFi is fine and in fact when he conducted a test without the Park Cameras being connected, the WiFi worked better than fine. It was only after he reconnected the Park Camera's that internet drops occurred. He indicated that the Park Cameras are causing the internet drops and issues with the WiFi. D. Piper also trouble shot the DPW Building and determined the issue with their accessing the Borough Server. It appears the DPW Building requires a different router. Once this is installed then there should be no connectivity or slow issues at the DPW building.

05/04/17 - Set up for Remote Access.





## LEGAL



### Stadium Agreement

05/25/17 – Worked on Draft#1 of the Stadium Agreement. Met with Dr. Burch to discuss the edits to the current agreement. She pretty much agreed to everything but will have to run the proposed rental fees past her board. I simply increased the rentals by a flat 3% over the next four years. (Last Contract the fees were increased 2% per year.)

05/24/17 – Edited 1<sup>st</sup> Draft of the proposed Stadium Agreement in preparation for meeting with Dr. Burch scheduled for Thursday, May 25, 2017.

### Parade/Assemblage Ordinance

05/10/17 – Reviewed and researched some issues pertaining to organizations or individuals conducting “events” and or “parades” etc. on Borough property.

### SHACOG Refuse Contract

05/24/17 – Prepared and emailed to Council a summary update:

Good evening everyone.

I just wanted to give everyone a brief update on the continuing refuse issues the Borough has been receiving. It appears that one of the reasons is that Republic’s Regional Manager, Mr. John McGoran is out on Disability fighting Throat Cancer! He was the only person that is familiar with Brentwood and the South Hills routes and issues etc. So, this could very well be a case of “while the cat is away the mice shall play”. I did speak to the gentleman who is filling in for John during his recovery. His name is Craig Lutz. He was “surprised” to hear the issues that Brentwood is having. I sent him a copy of the spreadsheet the Borough has been compiling and explained to him some of the issues. I also invited him to one of the June Council meetings to explain what has been happening and what they are going to do to rectify the issues. I’ll let you all know exactly what day he is able to attend.

I contacted Lou Gorski at SHACOG to see if he has received any complaints from any other community regarding Republic and he said only Castle Shannon to date.

I have attached a copy of the SHACOG Contract that states how Republic is to handle Complaints as well as some options for the Borough regarding withholding \$50 as well as sending DPW to clean up the messes and then charging Republic etc. I’ll discuss these with Gavin before moving forward on this.

I am hoping now that this Craig Lutz is aware of what has been going on he will be able to take care of the issues internally with Republic. He also offered to prepare a letter that could be mailed out to the residents. Perhaps his showing up at the Council meeting in June will get the South Hills Record to report on the issue and Republic’s solutions. In the meantime, we will continue to document all complaints and pass some of this information onto the residents.

I hope this helps with some of the calls you all are receiving.

Any questions, please let me know.

George



05/23/17 – Contacted Craig Lutz of Republic Waste. He informed me that John McGoran is out for extended leave to recover from an illness. I informed him of the many issues the Borough has been experiencing with Republic Waste Collections over the past several months. I informed him that the Borough began compiling a list of complaints and he asked that I email him said list. I invited him to attend the June Borough Council meeting and he stated that he will try to attend or have someone from Republic Attend.

I also emailed Lou Gorski of SHACOG to see if other SHACOG Communities were experiencing issues with Republic Waste and if there was something we can do about it.

#### PLRB

05/08/17 – Reviewed correspondence from PLRB and forwarded to Borough Labor Counsel.

#### Solicitor

05/11/17 – Monthly Solicitor Meeting.

#### Police Grievances

05/25/17 – Reviewed some language in the Police Contract.

05/12/17 – Emailed Teamsters to schedule Step III meeting.

05/10/17 - Reviewed and set up four (4) Police Grievances as Step III.

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### **MANAGER'S REPORT**

05/31/17 – Worked on last week's Manager's Report.

05/25/17 – Worked on this week's Manager's Report.

05/24/17 – Worked on this week's Manager's Report.

05/15/17 – Finalized Manager's Report.

05/02/17 – Worked on last week's Manager's Report.

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### **MARKETING**

#### IN Community Magazine

05/22/17 – Reviewed draft of IN Community. Made some edits.

05/12/17 – Worked on Manager's Article.

2017 Submission Deadlines to D. Assenti:

~~Spring – February 10, 2017 – Mailed 3/20/17~~

Summer - May 05, 2017 – Scheduled to be Mailed 6/12/17



Fall - July 28, 2017 - Scheduled to be Mailed 9/4/17  
Winter - October 8, 2017 - Scheduled to be Mailed 11/20/17

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## **PARKS & RECREATION**

Weekly Report attached.

05/31/17 - Met with J. Attanucci for an update on the opening weekend of the Pool and other park matters. Also, set up a Brentwood Community Day Events page on Facebook.

05/09/17 - Discussed some park maintenance concerns with J. Attanucci.

05/01/16 - Prepared for and attended the Monthly Department Meeting with J. Attanucci.

Discussed the following items:

1. Community Day
2. Park Security - Need to hire outside firm.
3. Hiring a Dek Attendant
4. Park Lighting along pathway from Field 1 to Field 4 - Will need estimates and included in 10 year Cap Plan.
5. "BAA" Concession Stand needs a new door due to vandels.
6. Field 2 Drainage
7. Park Maintenance

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## **PENSION**

05/15/17 - Met with the representative from the State Auditor General's Office for the Exit Interview associated with the state's audit of the Borough's Pension Plans. Everything was fine and no findings were noted.

05/5/17 - Met with the representative from the State Auditor General's Office for the Exit Interview associated with the state's audit of the Borough's Pension Plans. Everything was fine and no findings were noted.

05/04/17 - Prepared for and attended the quarterly pension board meeting. (See attached).

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## **PERSONNEL RELATED**

05/10/17 - Personnel matter.

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## PROFESSIONAL DEVELOPMENT

### ICMA Coaching Program

05/11/17 – I, along with D. Assenti and E. Peccon participated in a Free ICMA Coaching Webinar titled “Best Practices in Citizen/Customer Service. Items discussed during the Webinar Included:

What are agencies doing to raise the bar of service delivery and cost effectiveness?

How are agencies engaging citizens to be more than simply consumers of service?

What are some future prospects for enhancing citizen/customer experience?

### APMM Executive Development Conference

05/16/17 to 05/18/17 – Attending the Annual APMM Executive Development Conference.

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## PUBLIC RELATIONS

05/02/17 – Resident issue regarding adjacent property and dead tree hazard. Here is an issue that was brought to our attention in February. A property owner adjacent to 3839 Dalewood Avenue has had property damage occur on account of his neighbor's dead trees. The property was vacant at that time and still is vacant. Ralph had contacted the property owner who seemed understanding about the need to remove the trees. When the Borough never heard back from this property owner Ralph sent out a Notice of Violation Letter to the property owner indicating the need to remove said trees. Upon receiving the letter the property owner contacted Ralph Costa to schedule a meeting to have Ralph mark which trees need to be removed. That meeting was not yet set when the afternoon of May 2, 2017 wind gusts caused a tree to uproot onto the adjacent property. It should be noted that the resident's property was also identified as having a few dead trees itself which I was informed that he has since removed his trees. I contacted the Borough Solicitor to see, legally, "how much time" does the Borough have to give this property owner to remove what could be a potential "dangerous situation"? Can we authorize a tree removal company to remove the trees and then send a bill to this property owner? Ralph contacted the owner of the property with the dead trees to inform him of the fallen tree as well as set up a time frame for him to remove the other dead trees. The property owner is out of town but a meeting has been scheduled for Monday, May 8, 2017 to assess the trees that need to be removed as well as establish a time frame.

05/01/17 – Return call to a Ms. Marlene Paulikonis regarding property next to her elderly mother at 105 Catskill Avenue. She informed me that the subject property tenants do not cut their grass and that it is already very high. She stated that this went on all of last summer and does not want her mother living next to this again this summer for fear of rodents etc. She also stated that the tenants do not own the property but that their mother does who resides out of state. I sent this case to Code Enforcement to follow up.



## CALL SHEET

Telephone Log Tracker for Incoming Calls/Outgoing Calls/Voicemail

Date	Time of Call	Type of Call (In/Out/VM)	Name	Phone Number	Subject	Notes	Action Items	Follow-up Needed? Y/N	Open/Closed
5/1/2017	9:17 AM	VM	Marlene P?	412-848-0794	An Issue			Y	OPEN
5/1/2017	9:20 AM	VM	NM	412-884-2097				N	CLOSED
5/1/2017	9:45 AM	OUT	Marlene P?	412-848-0794	105 Katskill - High Grass. They do not cut the grass.		Sent to Ralph Costa to follow up.	N	CLOSED
5/1/2017	2:01 PM	VM	Pat Geary	814-504-3006					
5/2/2017	8:36 AM	VM	Janine Del Signore	412-680-9113	322 Marylea	Issues with neighbor "Tommy"			
5/2/2017	10:14 AM	VM	Jenn Sawers	724-514-6323 724-288-6637	516 Pointview	Thought they set up an Occupancy Permit	Sent to R. Costa	N	OPEN
5/2/2017	3:30 PM	VM	Jain	412-478-2047		Property Owner in Brentwood	Sent to Denise to call and ask him what his call is in reference too.	Y	OPEN
5/3/2017	9:39 AM	VM	John Daley	412-882-8450	3828 Hilpert Street	Tree went down on corner near Hilpert Street. Not sure who's tree it might belong to. Wants to get the property "pinned"?	Sent to E. Peccoon	Y	OPEN
5/3/2017	11:05 AM	VM	Jain	412-478-2047	No Subject	Property Owner in Brentwood		Y	OPEN
5/3/2017	12:45 PM	VM	Bob Salak	412-848-4778	105 Burdine Ave.	Have not picked up garbage and it was 1:00 PM	Sent to Denise to call Republic.	N	CLOSED
5/3/2017	1:45 PM	VM	Susan from NW5G	419-897-9120 888-808-3008 ext. 1029			Sent her an email	N	CLOSED
5/3/2017	2:00 PM	VM	Tom on behalf of Elenor	412-420-0709	3600 Kaufmann Avenue - Water Shutoff			Y	OPEN
5/3/2017	2:27 PM	VM	Ann	412-722-7498	3928 Cloverlea St.	Garbage has not been picked up.	Was picked up at 4:45 PM	N	CLOSED
5/3/2017	3:45 PM	VM	David	412-491-5373	329 Outlook St.	\$5,000 in escrow account for sewer. Sewer has been completed. Looking for refund.	Sent to E. Peccoon	N	CLOSED
5/3/2017	5:15 PM	OUT	Tom on behalf of Elenor	412-420-0709	3600 Kaufmann Avenue - Water Shutoff	See Weekly Report for Phone record.		N	CLOSED
5/4/2017	11:34 PM	VM	Mike	412-606-1056	3784 Woodrow Avenue	Garbage has not been picked up in two days.	Sent to Denise	N	CLOSED
5/4/2017	9:44 AM	VM	Marty Machi	412-291-5428 813-202-8000				Y	OPEN
5/4/2017	10:18 AM	VM	Deanna at NovusAgenda	800-274-5624 ext.	Just checking in.			N	CLOSED
5/4/2017	11:28 AM	VM	Dave Montz	412-670-2966				N	CLOSED
5/4/2017	2:43 PM	VM	Charlene	412-596-6858	4586 East Willock	Past Due - Work with on Payment Plan		Y	CLOSED
5/4/2017	2:54 PM	VM	Dan	724-787-7828 412-646-5042	Century Insurance	PSAB - Insurance Proposal for Workers Comp.		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
5/4/2017	4:04 PM	VM	Mike McCaig	412-201-7215				Y	OPEN
5/4/2017	5:46 PM	VM	Kay Farbaugh	412-512-0665	Filing Bankruptcy	Trying to call Borough all week to make a payment arrangement. Her		Y	CLOSED
5/5/2017	9:52 AM	VM	John Vogel	412-566-1212	Brentwood Forward Tax Appeal	\$2 million value - Bank Financing		N	CLOSED
5/5/2017	10:55 AM	VM	Cindy Gallo	412-881-0951	Sewage Bill			Y	CLOSED
5/5/2017	12:43 PM	VM	Elieen	412-586-6155	Farabaugh	4586 E. Willock Road - Water Shut Off		Y	CLOSED
5/2/2017	1:13 PM	VM	Elieen	412-586-6155	Farabaugh			Y	CLOSED
5/6/2017	12:23 PM	VM	Marleen	412-848-0794	105 Catskill - High Grass	Thank You.		Y	CLOSED
5/7/2017	7:59 AM	VM	Janine Del Signore	412-680-9113				Y	CLOSED
5/9/2017	9:54 AM	VM	Cindy	412-491-1604	Building Permit	Where to park.	Sent to Ralph Costa to follow up.	N	OPEN
5/9/2017	11:06 AM	VM	Ron Coder	412-401-8450				Y	OPEN
5/9/2017	2:35 PM	OUT	Janine Del Signore	412-680-9113				Y	CLOSED
5/9/2017	2:35 PM	IN	Jennifer Hoff		Sidewalk Program	Just wanted to know when Marylea was scheduled for the Sidewalk		Y	CLOSED
5/9/2017	2:35 PM	IN	Janine Del Signore	412-680-9113	322 Marylea	Sewage Issue -		Y	CLOSED
5/9/2017	3:13 PM	VM	Charlene	412-624-4444 412-596-6858	E. Willock - Sewage			Y	CLOSED
5/9/2017	3:36 PM	OUT	Charlene Lydon	412-596-6858	4586 E. Willock	What is liability on property owners - RE. Bankruptcy.	Will return her call on Thursday or Friday with an update.	Y	OPEN
5/10/2017	9:03 AM	VM	John Fess	412-882-1411	3340 Kaufmann Avenue	Garbage Pick Up -		Y	CLOSED
5/10/2017	9:15 AM	VM	Gary	412-260-2895				Y	CLOSED
5/10/2017	9:19 AM	VM		412-742-1912	Alley Way needs paved.	Vernon Avenue/Hazelhurst	Sent to V. Alexandrov	Y	CLOSED
5/10/2017	1:08 PM	VM	Paul Sandusky	412-802-3100 412-526-0774	Season Pool Pass		Sent to Jim Attanucci	N	CLOSED
5/10/2017	1:20 PM	VM	Christie Zaparonie	412-323-8026	3153 Glendale Avenue	3161 Glendale - Patricia Sexton - Property behind her house. She has been taking care of the property and would like to know what she needs to do to take over the property.		Y	OPEN
5/10/2017	2:54 PM	VM	John McGoran	724-695-4414 412-906-7513				Y	OPEN
5/11/2017	9:46 AM	VM	Mike Ray	412-489-1120	Third Generation			N	CLOSED
5/11/2017	10:15 AM	OUT	Christie Zaparonie	412-323-8026	3153 Glendale Avenue			Y	CLOSED
5/11/2017	10:17 AM	VM	Aaron	412-350-6494	Flags to be donated	drop them off at the head quarters		N	CLOSED
5/11/2017	11:29 AM	VM	Courtney	412-600-3568	4100 Dalewood Street	April 29th of Barone Parking Lot	DPW is going to cut it this week.	Y	OPEN
5/11/2017	11:40 AM	OUT	Courtney	412-600-3568		Informed her that DPW will be there.	Confirm when DPW cleans up Barone Parking Lot	N	CLOSED
5/11/2017	2:01 PM	VM	Janine Del Signore	412-394-5932	322 Marylea	Wants to give me a heads up about something.		Y	OPEN
5/11/2017	3:34 PM	VM	Pat Carnevale	412-884-5705	Lawnmower	Rent it for the rest of the summer but look into other Lawnmowers before one is purchased.		N	CLOSED
5/12/2017	9:09 AM	VM	Ashley - Advent Communications.	724-916-3964	Communication Needs for new Borough Building			Y	CLOSED
5/12/2017	9:45 AM	OUT	Ashley - Advent Communications.	724-916-3964		Informed her to call back in 6 months or so.		N	CLOSED
5/12/2017	11:52 AM	VM	Dan Foyle - Davis Davis Communications	724-348-5463	Communication Needs for new Borough Building			Y	OPEN



# 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
5/15/2017	9:50 AM	VM	Mike ??	412-407-7708	3024 Brentwood Blvd. Schedule an occupancy Permit		Sent to E. Peccon and R. Costa	N	CLOSED
5/15/2017	10:11 AM	VM	Maria from General Code	855-436-2633 x. 215	Electronic Supplement 34	Looking for status.	Sent to Denise	Y	OPEN
5/15/2017	10:59 AM	VM	Angela Pietro	412-595-7263	Blue Sky Closing Company	Representing two properties. Does either property involve an occupancy or dye Testing.	Sent to E. Peccon and R. Costa	N	CLOSED
5/15/2017	11:40 AM	VM	Pat Carnevale	412-884-5705	Tree is down. Needs cut up on DiCarlo Hill. Mrs. Toth's Finance Report -			N	CLOSED
5/16/2017	10:31 AM	VM	Mario Caputto		112 Balanca - Grass has been cut. Thank You to Ralph			N	CLOSED
5/16/2017	11:54 AM	VM	Janine Del Signore	412-680-9113	322 Marylea	There were trucks outside her house doing work.		Y	OPEN
5/16/2017	12:07 PM	VM	William	412-632-1737	Goodwill	Connecting Local High School Students with Businesses.		Y	OPEN
5/16/2017	12:46 PM	VM	Tim Gaber	412-874-3141	Addendum - Signed	Will sign and drop off at the Borough		N	CLOSED
5/16/2017	1:21 PM	VM	Sherry Bush	724-916-0096 412-853-5681	New Borough Building			Y	OPEN

5/17/2017	9:26 AM	VM	Janine Del Signore	412-680-9113	322 Marylea	Windows are open and she was getting nauseous from the fumes coming from the Home Business Nail Salon.		Y	OPEN
5/17/2017	2:11 PM	VM	Charlene Lydon	412-624-4444 412-596-6858	4586 E. Willock	Sewage Issue - with Farabaugh's regarding bankruptcy	Contacted Solicitor for follow up prior to my returning Ms. Lydon's call.	Y	OPEN

5/23/2017	11:22 AM	VM	Lauren?	412-885-6269		Paid \$80 to have WWII Banner Hung. Was not informed about the Military Banner Flags. Needs info on the flags.	Sent to Denise	N	CLOSED
5/23/2017	11:37 AM	VM	Janine Del Signore	412-680-9113	322 Marylea	Chemicals from Nail Salon and bothering her. Also, what is the status of the "fence?" Needs to discuss the matter with the lawyers.		Y	OPEN
5/23/2017	6:11 PM	VM	Scott Smith	412-953-0076	3776 Woodrow Avenue - Garbage has not picked up E. Willock Side of Woodrow Avenue.			Y	OPEN
5/24/2017	8:38 AM	VM	Dave Letaris	412-393-6309	Duquesne Light	Asking for my email address.		Y	OPEN
5/24/2017	11:30 AM	VM	John McGoran	412-906-7513	Out of the Office on Disability	Republic Waste		Y	OPEN
5/24/2017	3:06 PM	OUT	John McGoran	412-906-7513	Brentwood Refuse Collections	Received voicemail. Left a message.		Y	OPEN
			Laura		E. Willock Road -			N	CLOSED
5/24/2017	3:30 PM	OUT	Craig Lutz - Republic Waste	317-716-4260	Refuse Collections	Received voicemail. Left a message.		Y	OPEN
5/24/2017	3:45 PM	IN	Craig Lutz - Republic Waste		Refuse Collections	Craig Lutz email - lutzc@republicservices.com			
5/24/2017	9:55 PM	VM	Janine Del Signore	412-680-9113	322 Marylea	Damage caused by clients leaving.		Y	OPEN
5/24/2017	7:13 AM	VM	Janine Del Signore	412-680-9113	322 Marylea			Y	OPEN
5/25/2017	10:00 AM	OUT	Janine Del Signore	412-680-9113	322 Marylea	Nail Salon/"Fence"/Shed etc.	Received voicemail message that her mailbox is full. I followed up with an email.	Y	OPEN
5/25/2017	11:07 AM	VM	Cheryl	877-974-3205	Northern Light Display	Banner Displays		Y	OPEN

## South Hills Manager's Meeting

05/23/17 - Prepared for and attending Monthly South Hills Manager's Meeting.

Monthly Manager's Report 05/01/17 to 05/31/17



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## **PUBLIC SAFETY**

05/09/17 - Reviewed article on Police Body Cameras. Met with Chief regarding some matters.

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## **PUBLIC WORKS**

Refer to Monthly DPW Report

05/08/17 - Prepared for and attended the first Monthly Employee Department meeting. These meetings are to provide more communication between the DPW employees and the many tasks and projects. Below are items that were discussed.

### **AGENDA**

1. Previous Month Review
2. Monthly Priorities
3. Safety Committee Review/Items/Issues
4. Equipment Items
5. Future Projects/Priorities
6. Employee Related
7. Other Items

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## **SAFETY COMMITTEE**

05/02/17 - Prepared for and attended the Monthly Safety Committee Meeting of the Brentwood Borough Employees. (See attached meeting packet). Reviewed and edited agenda.

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

### Resident Issue

05/25/17 - Listened to lengthy voicemail message from resident. Return call to resident, regarding 322 Marylea Ave. received a message her voicemail was full. I emailed her an update.

05/09/17 - Return call to resident, regarding 322 Marylea Ave.

### Engineering

### Streets Run Road Joint Sewer Authority

05/04/17 - Prepared for and participated in conference call.





## SCHOOL DISTRICT

### OVR – Placement for high school students

05/31/17 – Meeting with Mrs. Collen Mertz, Special Ed Teach at Brentwood High School regarding the Borough's participation in the OVR program. Mrs. Mertz introduced me to the students who would be assigned to the Borough. Two (2) in the Park and one (1) assisting with custodial duties. All of the students looked like they would be fine in these positions. I will reach out to Ms. Denise Mayer regarding some questions regarding the supply of work boots and clearances.

05/04/17 – Meeting with Mrs. Colleen Mertz, Special Ed Teacher at Brentwood High School, regarding the Borough participating in the My Work Summer Program through the Office of Vocational Rehabilitation that would place some special needs students with the Borough to work as seasonal employees throughout the summer. Ms. Denise Mayes, OVR PETS BSR was present as was Mr. Golvash.

A summary of the meeting is below. (See attached OVR information.)

People know that employment can provide valuable experience for youth.

- It teaches responsibility,
- develops organizational
- time management skills,
- form good work habits,
- gain valuable work experiences,
- Become financially independent.

But did you know

- Teens who work are less likely to drop out than those who do not work during high school.
- High school "school-to-career" programs with a work experience component can increase the likelihood of students' enrolling in college after graduation.
- Teen employment is linked to greater attachment to the labor market in the adult years and to increased earnings

Summer jobs programs for youth have been found to increase the likelihood of high school graduation to reduce the likelihood of subsequent involvement in crime and the juvenile justice system.

<https://www.childtrends.org/indicators/youth-employment/>

No financial obligation to the Borough. The OVR pays all salaries and insurances, etc.

Types of jobs



Painting fire hydrants  
Cutting grass  
Beautification projects  
Painting park benches  
Custodian  
Data Entry  
Trash pick up.

Customer service - calls to residents, front desk work.

Can provide coordinators/supervisors to oversee. They will have the clearances. They can be onsite with the students or they can stop by daily or weekly. Up to the Borough.

May 15th - Orientation at AIU

June 12 the to Aug. 19th

\$10.15/hr is the rate. - provider covers and processes.

Workers Comp - provider covers.

Restrictions on students:

- Can't drive
- No riding lawn mowers
- No ladders
- No power tools

Have students work at least 20-30 hours per week but can work more hours.  
17-18 years old

Weekends are acceptable.  
Try to set a schedule.

Extra items are covered - shirts, boots, gloves, googles



## Review of Meetings and Priorities accomplished during the Week ending May 05, 2017

		Proposed Hours	Actual Hours
<b>SPECIAL PROJECTS</b>			
1 – Grants (GEDF Grant)	=	0	0.5
2. 2017 Budget	=	0	0
3 - ARLE Grant Project - Willock/Brwnsvl Rd. Signals	=	2	0
4 - Trail Committee Project	=	0	0
5 - DPW/Clerical Contract	=	0	0
7 - Sidewalk Improvement Policy/Project	=	4	0
8. 2017 Road Paving	=	2	0
9. GIS Project	=	2	2
11. New Municipal Complex	=	0	0
12. Marketing Committee	=	3	2
13. - Sewage/Refuse Fee Collections Project	=	0	0
16.. RFP 2015-03 - Pool Repairs/Master Plan	=	1	0
17. Parking Ordinance	=	0	0
18. RT 51 Technical Advisory Committee	=	0	0
19. Organization Policy	=	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	6
Civil Service	=	0	0
Code Enforcement	=	0	2.25
Community Affairs/Economic Development	=	2	0
CONNECT	=	0	0
EDS	=	0	0
Engineering	=	3	6.25
Finances	=	2	0
Healthcare Related	=	2	3
IT Related	=	1	1
Council Related (phone calls, meetings, etc.)	=	2	2
Council Meetings (Prep./Agendas/Attend	=	2	0
Council Packets	=	1	0
Manager's Report	=	2	0.5
Insurance	=	0	0
Legal	=	2	0.5
Library	=	0	0
Parks & Recreations	=	0	2
Pensions	=	2	2
Personnel	=	1	0
Pool	=	0	0
Professional Development	=	0	1
Public Relations	=	2	1
Public Safety	=	1	0.5
Public Works	=	1	0
Right-To-Know	=	0	0
Safety Committee Meeting	=	1	1.25
Sewage Related	=	3	5
SHACOG	=	0	0
School District	=	0	1.5
Bereavement Day	=	0	0
Personal Days /PTO/Sick Day	=	0	0
Holiday (Good Friday)	=	0	0
<b>Totals</b>	=	<b>49</b>	<b>40.25</b>



## Review of Meetings and Priorities accomplished during the Week ending May 12, 2017

		Proposed Hours	Actual Hours
<b>SPECIAL PROJECTS</b>			
1 – Grants (GEDF Grant)	=	0	0
2. 2017 Budget	=	0	0
3 - ARLE Grant Project - Willock/Brwnsvl Rd. Signals	=	0	0
4 - Trail Committee Project	=	0	0
5 - DPW/Clerical Contract	=	0	0
7 - Sidewalk Improvement Policy/Project	=	0	0
8. 2017 Road Paving	=	2	0
9. GIS Project	=	2	0
11. New Municipal Complex	=	2	1.75
12. Marketing Committee	=	0	0
13. - Sewage/Refuse Fee Collections Project	=	0	0
16. RFP 2015-03 - Pool Repairs/Master Plan	=	1	0.5
17. Parking Ordinance	=	0	0
18. RT 51 Technical Advisory Committee	=	0	0
19. Organization Policy	=	0	0
21. YES Policy	=	0	0
22. Capital Improvement Plan	=	3	3.25
23. 2017/2018 Strategic Plan	=	0	0
<b>OPERATIONS</b>	=		
IN Community/Newsletter	=	1	1
Administrative Items	=	3	3.25
Civil Service	=	0	0
Code Enforcement	=	0	0
Community Affairs/Economic Development	=	2	0
CONNECT	=	0	0
EDS	=	0	0
Engineering	=	3	0
Finances	=	5	6
Healthcare Related	=	2	3
IT Related	=	1	0.5
Council Related (phone calls, meetings, etc.)	=	2	2.75
Council Meetings (Prep./Agendas/Attend	=	2	1
Council Packets	=	1	0
Manager's Report	=	2	0
Insurance	=	0	0
Legal	=	5	6.25
Library	=	0	0
Parks & Recreations	=	0	0
Pensions	=	0	0.25
Personnel	=	1	1.25
Pool	=	0	0
Professional Development	=	2	1.75
Public Relations	=	2	1.25
Public Safety	=	1	0.75
Public Works	=	4	3.25
Right-To-Know	=	0	0
Safety Committee Meeting	=	1	0
Sewage Related	=	1	0.5
SHACOG	=	0	2
School District	=	0	0
Bereavement Day	=	0	0
Personal Days /PTO/Sick Day	=	0	0
Holiday (Good Friday)	=	0	0
<b>Totals</b>	=	<b>51</b>	<b>40.25</b>



## Review of Meetings and Priorities accomplished during the Week ending May 19, 2017

		Proposed Hours	Actual Hours
<b>SPECIAL PROJECTS</b>			
1 – Grants (GEDF Grant)	=	0	0
2. 2017 Budget	=	0	0
3 - ARLE Grant Project - Willock/Brwnsvl Rd. Signals	=	0	0
4 - Trail Committee Project	=	0	0
5 - DPW/Clerical Contract	=	0	0
7 - Sidewalk Improvement Policy/Project	=	0	0
8. 2017 Road Paving	=	0	0
9. GIS Project	=	0	0
11. New Municipal Complex	=	0	0
12. Marketing Committee	=	0	0
13. - Sewage/Refuse Fee Collections Project	=	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
21. YES Policy	=	0	0
22. Capital Improvement Plan	=	0	0
23. 2017/2018 Strategic Plan	=	0	0
<b>OPERATIONS</b>	=		
IN Community/Newsletter	=	0	0
Administrative Items	=	3	1.25
Civil Service	=	0	0
Code Enforcment	=	0	0
Community Affairs/Economic Development	=	0	0
CONNECT	=	0	0
EDS	=	0	0
Engineering	=	0	0
Finances	=	2	0
Healthcare Related	=	0	0
IT Related	=	0	0
Council Related (phone calls, meetings, etc.)	=	2	1
Council Meetings (Prep./Agendas/Attend	=	6	8.75
Council Packets	=	1	1
Manager's Report	=	2	1
Insurance	=	0	0
Legal	=	2	1.25
Library	=	0	0
Parks & Recreations	=	0	0
Pensions	=	0	1.5
Personnel	=	0	0
Pool	=	0	0
Professional Development	=	20	28
Public Relations	=	2	0.75
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	=	0	0
Holiday (Good Friday)	=	0	0
<b>Totals</b>	=	<b>40</b>	<b>44.5</b>



## Review of Meetings and Priorities accomplished during the Week ending May 26, 2017

		Proposed Hours	Actual Hours
<b>SPECIAL PROJECTS</b>			
1 – Grants (GEDF Grant)	=	0	2.5
2. 2017 Budget	=	0	0
3 - ARLE Grant Project - Willock/Brwnsvl Rd. Signals	=	2	0
4 - Trail Committee Project	=	0	0
5 - DPW/Clerical Contract	=	4	3.75
7 - Sidewalk Improvement Policy/Project	=	0	0
8. 2017 Road Paving	=	0	0
9. GIS Project	=	0	0
11. New Municipal Complex	=	1	0
12. Marketing Committee	=	0	0
13. - Sewage/Refuse Fee Collections Project	=	0	1.25
16. RFP 2015-03 - Pool Repairs/Master Plan	=	1	0.5
17. Parking Ordinance	=	0	0
18. RT 51 Technical Advisory Committee	=	0	0
19. Organization Policy	=	0	0
21. YES Policy	=	0	0
22. Capital Improvement Plan	=	1	0
23. 2017/2018 Strategic Plan	=	1	0
24. Stadium Agreement	=	4	4
<b>OPERATIONS</b>	=		
IN Community/Newsletter	=	0	0.5
Administrative Items	=	5	4.25
Civil Service	=	0	0
Code Enforcement	=	0	0
Community Affairs/Economic Development	=	3	4
CONNECT	=	0	0
EDS	=	0	0
Engineering	=	0	0
Finances	=	4	3.25
Healthcare Related	=	0	0
IT Related	=	0	0.5
Council Related (phone calls, meetings, etc.)	=	4	2.75
Council Meetings (Prep./Agendas/Attend	=	5	4.5
Council Packets	=	1	0.25
Manager's Report	=	2	2
Insurance	=	0	0
Legal	=	1	0.5
Library	=	0	0
Parks & Recreations	=	0	0
Pensions	=	0	0
Personnel	=	0	0
Pool	=	0	0
Professional Development	=	0	0
Public Relations	=	2	0
Public Safety	=	0	0.5
Public Works	=	2	1.75
Right-To-Know	=	0	0
Safety Committee Meeting	=	0	0
Sewage Related	=	2	0.5
SHACOG	=	0	0
School District	=	0	0
Bereavement Day	=	0	0
Personal Days /PTO/Sick Day	=	0	2.75
Holiday (Good Friday)	=	0	0
<b>Totals</b>	=	<b>45</b>	<b>40</b>



## MEETINGS HELD IN MAY

### May 01, 2017

11:00 AM – 12:00 PM	MTG/Monthly Parks & Recreation Department Meeting
6:00 PM – 7:00 PM	MTG/Joint Borough – SD Marketing Committee Meeting

### May 02, 2017

9:00 AM – 10:00 AM	MTG/Monthly Code Department Meeting
11:30 AM – 12:30 PM	MTG/Monthly Safety Committee Meeting

### May 03, 2017

10:30 AM – 11:30 AM	MTG/GIS Project Meeting
11:30 AM – 2:30 PM	MTG/Monthly Engineer's Meeting with Gateway Engineers

### May 04, 2017

11:00 AM – 12:00 PM	MTG/Pension Board Meeting
12:00 PM – 1:00 PM	MTG/BBW Chamber Monthly Meeting
1:00 PM – 2:00 PM	MTG/with J. Fromach and G. Jones of EDS
2:00 PM – 4:00 PM	MTG/Streets Run Interceptor Meeting

### May 05, 2017

9:15 AM – 10:00 AM	MTG/Monthly Staff Meeting
1:00 PM – 2:30 PM	MTG/Monthly DPW Department Meeting
2:30 PM – 3:30 PM	MTG/Monthly DPW Employee Meeting

### May 15, 2017

10:00 AM – 11:00 AM	MTG/Pension Fund Audit Exit Interview
6:00 PM – 7:00 PM	MTG/Executive Session
7:00 PM – 7:30 PM	MTG/Public Hearing
7:30 PM – 10:00 PM	MTG/Council Agenda Meeting

### May 16, 2017 to May 18th

APMM Executive Leadership Conference



May 22, 2017

2:00 PM – 3:00 PM	MTG/with DPW
6:30 PM – 7:30 PM	MTG/Executive Session
7:30 PM – 10:00 PM	MTG/Council Regular Meeting

May 23, 2017

10:00 AM – 11:30 AM	MTG/ALCOSAN GROW Grant Meeting
12:00 PM – 1:30 PM	MTG/South Hills Manager's Meeting

May 24, 2017

10:00 AM – 12:30 PM	MTG/DPW Contract Kick-Off Meeting
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May 25, 2017

8:00 AM – 9:00 AM	MTG/RT. 51 Corridor's Golf Committee Meeting
2:30 PM – 3:30 PM	MTG/with Dr. Amy Burch RE. Stadium Agreement

May 29, 2017

Holiday – Memorial Day – Borough Offices Closed

May 30, 2017

8 Hours – Paid Time Off

May 31, 2017

10:00 AM – 11:00 AM	MTG/Multi-Modal Grant Meeting with G. Jones of EDS
2:00 PM – 3:00 PM	MTG/OVR

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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 9.a.**

**SUBJECT: Consider adopting Resolution No. 2017-41, application for Multi-Modal Grant.**

**DATE: June 19, 2017**

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

**SUMMARY:**

This item is associated with the Brownsville Road improvement project. The Borough will submit an application through the Commonwealth Financing Authority's Multi-modal Transportation Fund program to conduct streetscape enhancements. After receiving input from Council, staff met with Greg Jones of EDS to develop a conceptual framework for the application, which is anticipated to include items such as crosswalk improvements, ADA ramp upgrades, additional sidewalk work, new street lighting, and traffic calming curb bump-outs.

As part of the application process, Council must adopt a resolution to formally authorize the submission.

**BUDGET IMPACT:**

If approved, the Borough would be required to contribute a project match in the amount of 15% of the total project costs, which would amount to \$150,000 if a full award is received

**RECOMMENDATION:**

Adopt Resolution 2017-42 as presented

**PROS:**

- Revitalization to Brownsville Road corridor.
- Complement to new municipal building project.
- Improves safety for pedestrians.

**CONS:**

- Due to scope of total project, significant dollar value of matching share.

**STRATEGIC GOALS APPLIED:**

**Strategic Goal 6: Address Poor Business District Structures/Lack of Property Maintenance**

**Strategic Goal 10: Improve Conditions of Infrastructure.**

ATTACHMENTS:

Description

Resolution No. 2017-41: Multimodal Grant

Upload Date

6/9/2017

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. 2017-41

### “APPLICATION FOR MULTIMODAL TRANSPORTATION FUND GRANT”

#### A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING AND APPROVING AN APPLICATION FOR A GRANT UNDER THE COMMONWEALTH FINANCING AUTHORITY MULTIMODAL TRANSPORTATION FUND PROGRAM

Be it **RESOLVED** that the Borough of Brentwood, County of Allegheny, here by requests a Multimodal Transportation Fund grant of \$850,000 to be used for the Brownsville Road Central Business District Streetscape Enhancement Project.

Be it **FURTHER RESOLVED** that the Applicant does hereby designated George Zboyovsky, Borough Manager, and John Frombach, President of Council, as the officials to execute all documents and agreements between the Borough of Brentwood and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

**RESOLVED AND ADOPTED THIS 19<sup>th</sup> DAY OF JUNE 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

I, Denise Assenti, duly qualified Secretary of the Borough of Brentwood, Allegheny County, PA, hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by majority vote of the Council of the Borough of Brentwood at a regular meeting held June 19, 2017, and said resolution has been recorded in the Minutes of the Borough of Brentwood and remains in effect as of this date.

**IN WITNESS THEREOF**, I affix my hand and attach the seal of the Borough of Brentwood this 19<sup>th</sup> day of June 2017.

Brentwood Borough  
*Name of Applicant*

Allegheny County  
*County*

\_\_\_\_\_  
*Secretary*





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

**SUBJECT: Consider Approving the Minutes from the May 15th and May 22nd, 2017 Council Meetings.[ACTION ITEM]**

**DATE: June 19, 2017**

**PRESENTED MR. ERIC PECCON**  
**BY: 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.

**STRATEGIC GOALS APPLIED:**

**Strategic Goal 3: Increase Community Involvement within the Borough**

**Strategic Goal 8: Improve Communication with Community Organizations.**

**ATTACHMENTS:**

**Description**

**Upload Date**

**Type**

5-15-17 Agenda Meeting Minutes

6/7/2017

Cover Memo

5-22-17 Regular Meeting Minutes

6/8/2017

Cover Memo

**BOROUGH OF BRENTWOOD**  
**AGENDA**  
**May 15, 2017 - AGENDA 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.**

Called to order at 7:35PM.

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

None.

**5. Communications.**

- a. Thank You to Code Department.

*The Borough received a Thank you letter from Michelle at 3320 Sunview Drive for sending a letter to have her landlord fix a retaining wall and garage door.*

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

- 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 April 30th, 2017 as presented.*

Motion By: Dennis Troy

Second By: Stephanie Fox

Ayes: Carnevale, Doyle, Fox, Pasquantonio, Schubert

President: "Motion Passed"

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

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

- a. FYI - Multi-Modal Grant Application - Presentation by EDS at next Week's meeting.

***Greg Jones from EDS will be at next week's Council meeting to facilitate the scope that will be associated with the Borough's Application for a Multi-Modal Grant to redevelop Brownsville Road Business District(s).***

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

- a. Consider Approving the Minutes from the April 17th and April 24th, 2017 Council Meetings.  
[ACTION ITEM]

***Mr. President, I move to approve the meeting minutes from the April 17th and April 24th, 2017 Council Meetings.***

Motion By: Pat Carnevale

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Fox, Pasquantonio, Schubert

President: "Motion Passed"

- b. Consider Accepting the Treasurer's Report for the Period Ending April 30, 2017 - [ACTION ITEM].

***Mr. President, I move to accept the Treasurer's Report for the Period Ending April 30, 2017.***

Mr. Carnevale asked when information from payroll will be included in the report. Manager Zboyovsky responded that it is anticipated that the next pay will be generated in the new financial software.

Motion By: Pat Carnevale

Second By: Stephanie Fox

Ayes: Carnevale, Doyle, Fox, Pasquantonio, Schubert

President: "Motion Passed"

- c. Consider ratifying the payment of bills from April 1, 2017 To April 30, 2017.[ACTION ITEM]

***Mr. President, I move the Borough ratify the payment of the bills for the Period April 1 to April 30, 2017 from the following Borough Fund Accounts:***

- 1. General Fund in the amount of \$447,766.44**
- 2. Sanitary Sewer Fund in the amount of \$45,552.19**
- 3. Capital Improvement Fund in the amount of \$745,471.17**
- 4. Liquid Fuels Fund in the amount of \$0.00.**
- 5. Non-Uniform Pension Fund in the amount of \$2,404.44**
- 6. Police Pension Fund in the amount of \$30,378.75**

Motion By: Pat Carnevale

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Fox, Pasquantonio, Schubert

President: "Motion Passed"

- d. Consider Agreement with Industrial Appraisals for fixed asset accounting control and insurance valuation purposes in the amount of \$5,000.00 to be paid from the Borough's Capital Improvement Fund Line Item 18-409-313 Engineer & Architectural Services. [ACTION ITEM]

***Mr. President, I move the Borough enter into an Agreement with Industrial Appraisals for fixed asset accounting control and insurance valuation purposes in the amount of \$5,000.00 to be paid from the Borough's Capital Improvement Fund Line Item 18-409-313 Engineer & Architectural Services.***

Mr. Schubert asked for clarification on the motion. Manager Zboyovsky explained that this item is associated with updating the appraised value for Borough structures and facilities, as was recommended by the insurance carrier.

Motion By: Pat Carnevale

Second By: Stephanie Fox

Ayes: Carnevale, Doyle, Fox, Pasquantonio, Schubert

President: "Motion Passed"

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

- a. FYI -Flag Retirement Ceremony - South Park

***Mr. President, as everyone is aware, the Borough will be putting up the new American Flags along Brownsville Road. Consequently, the Borough will need to properly retire, in a dignified manner, those flags that cannot be flown with the honor and dignity befitting them as symbols of all that we are as a nation. Allegheny County, in***

***conjunction with County Executive Rich Fitzgerald, is inviting members of Council to the South Park Flag Retirement Plaza, "By the Dawn's Early Light", on this Flag Day, June 14th, at 6:30 PM for the Flag Retirement Ceremony.***

- b. Consider New Banner Contest for Holiday and Spring Banners [ACTION ITEMS]

***Mr. President, I move the Borough authorize the Borough Manager to establish a Community Banner Contest for Residents & Students to submit designs that will be used to create Holiday and Spring Banners.***

Ms. Fox asked if this contest could be limited to serve only as a student project. Mr. Doyle responded that the contracted printer will charge a flat per unit price regardless of the number of designs that are selected; consequently, the purpose of the contest is to ask for designs from as broad a swath of the community as possible.

Motion By: AJ Doyle

Second By: Pat Carnevale

Ayes: Carnevale, Doyle, Fox, Pasquantonio, Schubert

President: "Motion Passed"

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

- a. Consider advertising Ordinance No. 2017-1252, which amends Chapter VI of the Zoning Code to create provisions for digital signs. [DISCUSSION ITEM]

***This item will be acted on during next week's Council meeting.***

Mr. Carnevale spoke against the revised ordinances. Stated that provisions in the original draft related to hours of operation and brightness will prevent these signs from disturbing residents. Mr. Doyle concurred and affirmed that these signs will make the Borough appear to be more supportive of technology.

Ms. Fox argued that this item should not be considered due to a request by a single entity. Asked for this matter to be reconsidered following the implementation of the streetscape ordinance. Mr. Schubert spoke in opposition of the ordinance and stated that such change would reduce the traditional neighborhood feel of the corridor.

- b. Consider participation in MY Work Initiative summer employment program [ACTION ITEM]

***Mr. President, I move the Borough authorize the Borough Manager to hire up to four (4) individuals associated in MY Work Initiative summer employment program. (Note: there are not costs to the Borough.)***

Mr. Carnevale asked for clarification on the motion. Manager Zboyovsky explained that this program is designed to allow individuals with disabilities to built workplace skills. There is no cost for the Borough to participate.



Motion By: Stephanie Fox

Second By: Pat Carnevale

Ayes: Carnevale, Doyle, Fox, Pasquantonio, Schubert

President: "Motion Passed"

- c. FYI - Sewage/Trash Fees Collections Update

***Mr. President, as an FYI I'd like to give a summary report of the ongoing efforts of the Borough staff to collect current sewage and refuse fees in addition to the delinquent fees.***

## **12. Parks and Recreation Committee – Mr. Pat Carnevale**

Mr. Carnevale reported that the commercial grade mower is no longer operational. DPW has been using a demo model temporarily, but there will be a need to rent equipment for the remainder of the season. Manager Zboyovsky responded that a new mower will be included in the 2018 budget.

Mr. Carnevale also discussed noted lighting deficiencies in portions of the park. Manager Zboyovsky invited to Council to mention this items when responding to the survey for the Capital Improvement Plan.

- a. FYI - Acres of Makers Event - May 18th from 4PM to 7PM

***FYI, Mr. President, this Thursday, May 18th, the Borough School District presents "Acres of Makers," a celebration of local makers, artists, writers, musicians, film-makers, engineers, and more. The event formerly known as "Art in the Park," which is organized by high school art teacher Ben Miller, has expanding this year to showcase more of Brentwood's maker spirit, with a celebration highlighting what Brentwood students and community members are contributing to Pittsburgh's city-wide maker initiative.***

***Join the celebration on Thursday, May 18th from 4PM to 7PM in the Brentwood Community Room and at Brentwood Middle/High School. You can also invited to attend a musical performance from the Brentwood High School Chorus.***

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

- a. Consider Resolution No. 2017-36: Amendments to Police Policy & Procedures Manual  
[DISCUSSION ITEM]

***Mr. President, this item requires discussion prior to any consideration by Council.***

Mr. Carnevale asked for clarification regarding the motion. Solicitor Robb explained that this resolution is designed to ensure that the approval process outlined within the police department procedural manual is consistent with state law.

#### 14. Community Affairs Committee – Dr. Robert Pasquantonio

- a. Consider adopting Resolution No. 2017-37: Active Allegheny Grant [ACTION ITEM]  
***Mr. President, I move to adopt Resolution No. 2017-37, authoring the Borough to apply for a \$50,000 grant through the Active Allegheny Program.***

Motion By: Robert Pasquantonio

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Fox, Pasquantonio, Schubert

President: "Motion Passed"

#### 15. Special Committees

- a. Consider authorizing the Borough Manager to prepare a Request for Proposals associated with retaining a Marketing Firm to assist the Borough and School District with the preparation of a comprehensive Borough Marketing Plan. [ACTION ITEM]  
***Mr. President, I move the Borough authorize the Borough Manager to prepare a Request for Proposals associated with retaining a Marketing Firm to assist the Borough and School District with the preparation of a comprehensive Borough Marketing Plan.***

Mr. Schubert asked for clarification on the motion. Manager Zboyovsky explained that this proposal was recommended by a joint Borough-School District marketing committee.

Motion By: AJ Doyle

Second By: Stephanie Fox

Ayes: Carnevale, Doyle, Fox, Pasquantonio, Schubert

President: "Motion Passed"

#### 16. Old Business

- a. Consider ratifying the Affidavit certifying the existence and location of certain sewer facilities located within the municipal limits of West Mifflin Borough and Baldwin Borough [ACTION ITEM]  
***Mr. President, I move the Borough ratify the Affidavit certifying the existence and location of certain sewer facilities located within the municipal limits of West Mifflin Borough and Baldwin Borough.***

Motion By: AJ Doyle

Second By: Stephanie Fox

Ayes: Carnevale, Doyle, Fox, Pasquantonio, Schubert

President: "Motion Passed"

**17. New Business**

None.

**18. Public Comment**

Father John Bachkey, St. Sylvester's Church, spoke against the proposed zoning amendment. Stated that his organization is proposing a sign that is less distracting than some existing backlit signs.

Al Chodor, 2814 Brentwood Ave., argued that small, unintrusive digital signs could enhance the neighborhood feel of Brownsville Road.

Frank Bova, 4051 Edge Rd., spoke in favor of digital signs. Also asked Council to consider a rent-to-own contract for the mower.

**19. Adjournment**

Motion By: Stephanie Fox

Second By: AJ Doyle

Ayes: Carnevale, Doyle, Fox, Pasquantonio, Schubert

President: "Motion Passed"

**BOROUGH OF BRENTWOOD**  
**AGENDA**  
**May 22, 2017 - 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: 6:30 PM**

**1. Call to Order.**

Call to order at 7:32PM.

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

Eugene Werner, 4328 Brownsville Road, asked Council to vote against the current draft of the digital sign ordinance and to reconsider permitting such signs on Brownsville Road.

**5. Communications.**

None.

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

Mr. Frombach reported that Brentwood School District is requesting that the Borough fund one-half of the costs for two students to attend the YCMA's Camp Aim. This expenditure was previously approved as part of the 2017 budget.

Mr. Frombach also noted that the Brentwood Presbyterian Church will be holding several fundraising events as part of the Community Day/July 4th celebration. Proceeds will benefit the organization's capital campaign.

- a. FYI - Multi-Modal Grant Presentation

***Mr. Greg Jones, Executive Director of Economic Development South, will be assisting the Borough with its application for a Multi-Modal Grant associated with a Brownsville Road Redevelopment Plan. He will facilitate a presentation at the end of the June 26th Council meeting to gather Council input on the grant application and scope of the grant. Drafts will be provided to Council prior to the meeting in order for them to come prepared as this grant does require a match and is very specific on what it can be utilized for.***

Presentation has been rescheduled for the June meeting.

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

No report.

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

No items.

**9. Public Works Committee – Mr. AJ Doyle**

- a. Consider Resolution No. 2017-38: Amendments to Personnel Manual [ACTION ITEM]

***Mr. President, I move the Borough adopt Resolution No. 2017-38: Amendments to Personnel Manual associated with the Job Descriptions for the DPW Superintendent and DPW Director.***

Motion By: AJ Doyle

Second By: Stephanie Fox

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

President: "Motion Passed"

- b. Consider adopting Resolution No. 2017-39: Sale of 2000 Cheverolet Silverado [ACTION ITEM]

***Mr. President, I move to adopt Resolution 2017-39, authorizing the sale of a 2000 Chevrolet Silverado as surplus property.***

Mr. Schubert asked for clarification on the motion. Manager Zboyovsky explained that this DPW supervisor vehicle is in poor condition. No bids were received at the minimum price for the Ford Expedition that were recently market for sale. Consequently, this vehicle will be transferred to DPW.

Motion By: AJ Doyle

Second By: Stephanie Fox

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

President: "Motion Passed"

- c. Consider purchase of office furniture in the not-to-exceed amount of \$2,000 to be paid from the Borough General Fund Line Item 01-430-700 Miscellaneous Items. [ACTION ITEM]  
***Mr. President, I move the Borough authorize the purchase of office furniture for the Director of Public Works in the not-to-exceed amount of \$2,000 to be paid from the Borough General Fund Line Item 01-430-700 Minor Purchases***

Motion By: AJ Doyle

Second By: Stephanie Fox

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

President: "Motion Passed"

- d. Consider promoting Vitali Alexandrov to position of DPW Director.

Motion By: AJ Doyle

Second By: Rich Schubert

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

President: "Motion Passed"

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

- a. Consider advertising Ordinance No. 2017-1252, which amends Chapter VI of the Zoning Code to create provisions for digital signs. [ACTION ITEM]  
***Mr. President, I move to authorize the advertising of Ordinance No. 2017-1252 which amends Chapter VI of the Zoning Code to create provisions for digital signs.***

Mr. Carnevale reiterated that he believes that digital signs would be beneficial for Brownsville Road businesses and that such signs would not be distracting to neighboring residents.

Motion By: Stephanie Fox

Second By: Rich Schubert

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

President: "Motion Passed"

## 11. Parks and Recreation Committee – Mr. Pat Carnevale

Mr. Carnevale gave a status update on the commercial lawnmower. Using demo models from several companies. The incumbent device has been evaluated by a mechanic, and it may be able to function for the remainder of the season.

- a. FYI - 2017 Summer Concert Series

***The McCartney Project will kick off the 2017 Summer Concert Series on Saturday, June 3, 2017 at 7:00 PM at Brentwood Stadium. Tony Burlingame will perform as Paul McCartney in the ultimate tribute to The Beatles and Wings.***

- b. Consider authorizing the transfer of \$6,000 from the Park Fund to the Capital Improvement Fund [ACTION ITEM].

***Mr. President, I move to authorize a transfer in the amount of \$6,000 from Park Fund Line Item 15-494-030: Transfer to Capital Improvement Fund, to Capital Improvement Fund Line Item 18-392-030: Transfer from Park Fund.***

Motion By: Pat Carnevale

Second By: AJ Doyle

Ayes: Carnevale, Fox, Frombach, Pasquantonio, Schubert

President: "Motion Passed"

- c. Consider authorizing increasing the budget for Line Item 18-454-700 from \$20,000 to \$26,000 [ACTION ITEM].

***Mr. President, I move to authorize an increase in the budget for Line Item 18-454-700: Park Improvements from \$20,000 to \$26,000, which will be used to fund additional grading services and the purchase of additional infield mix as is required to complete the Field #4 improvement project.***

Ms. Fox commented that, while this repair is necessary, the Borough should prioritize funding items other than park improvements.

Motion By: Pat Carnevale

Second By: Rich Schubert

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

President: "Motion Passed"

- d. Consider authorizing a not-to-exceed expenditure of \$6,000 for grading services and the purchase of infield mix for Field #4 [ACTION ITEM].

***Mr. President, I move to authorize an expenditure in the not-to-exceed amount of \$6,000 from Capital Improvement Fund Line Item 18-454-700: Park Improvements, which***

***will be used to fund additional grading services and the purchase of additional infield mix as is required to complete the Field #4 improvement project.***

Motion By: Pat Carnevale

Second By: AJ Doyle

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

President: "Motion Passed"

**12. Public Safety Committee – Mr. Pat Carnevale**

No agenda items.

Mr. Carnevale asked for the police to coordinate with and to provide backup for the crossing guards to enforce ordinances in the park. Chief Zeppuhar stated that he currently has his officers performing foot patrol overtime details in the park.

Mr. Carnevale asserted that he believed that the section of Old Clairton Road near GetGo may have been privately constructed within the boundaries of a paper street. Manager Zboyovsky responded that this street was conveyed to the Borough and that the specific ordinance will be researched.

**13. Community Affairs Committee – Dr. Robert Pasquantonio**

- a. FYI - Brentwood Historical Society's History Walk

***Join the Brentwood Historical Society on Saturday, June 24th from 12:30PM to 3:30PM for this fun and informative event featuring nine quick stops along a 2 mile section of Brownsville Road.***

***Although this event is free, we request your RSVP for planning purposes.***

***This event is sponsored by The Brentwood Historical Society and Economic Development South With support from Brentwood Borough.***

**14. Special Committees**

Dr. Pasquantonio reported that the Walking Trail Committee will meet to complete a site visit next week.

Ms. Fox stated the the Anti-Bullying Committee is planning an event to convey lessons pertaining to respect for others.

**15. Old Business**

Mr. Schubert discussed parking within the park. Asked Council to consider removing the flagpole from the turn circle and to install spots in this area.



Mr. Fomrbach reported that it is anticipated that the selected consultant will submit the environmental site assessment report for the proposed municipal building site next month.

**16. New Business**

Manager Zboyovsky stated that the Borough is completing its Ten Year Capital Improvement Plan. A document has been disseminated to Council on which members can list any projects or purchases that they would like to see occur during this time period.

**17. Public Comment**

Chad Ringbloom, 3904 Lawnview Avneue, expressed concern with the service being provided by Republic Waste. Block was skipped by the drivers twice in a one month period.

**18. Adjournment**

Adjourned at 8:40PM.

Motion By: Stephanie Fox

Second By: Rich Schubert

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

President: "Motion Passed"



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

**SUBJECT: Consider Accepting the Treasurer's Report for the Period Ending May 31, 2017 - [ACTION ITEM].**

**DATE: June 19, 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

May Revenues

Upload Date

6/12/2017

Type

Cover Memo

**May, 2017**

**TREASURER'S REPORT**

**Treasurer's Report**  
**Summary of Reconciled Bank Statements**  
**May, 2017**

General Fund			Operating Reserve Fund--Brentwood Bank		
4/30/2017		\$1,567,116.77	4/30/2017		\$ 272,346.45
Receipts		\$365,762.82	Receipts	Interest	\$ 34.69
Interest		\$114.07			
RE Taxes wired in		\$2,549,664.76			
Trans to Cap Fund		-\$431,250.00	Expenditures		\$ -
Paid out		-\$309,634.37			
Trans in from sewage	Del refuse	\$56,379.47			
Trf to Payroll		-\$252,095.49			
5/31/2017		\$3,546,058.03	5/31/2017		\$ 272,381.14
Park Fund		Brentwood Bank	Capital Improvement Fund		
4/30/2017		\$ 93,398.06	4/30/2017		\$ 250,344.61
Receipts		\$ 425.00	Receipts		\$ 275.00
			Trans. From GF		\$ 431,250.00
Interest		\$ 19.89	Interest		\$ 66.53
Checks cleared		\$ -	Checks Cleared		\$ (108,797.52)
5/31/2017		\$ 93,842.95	5/31/2017		\$ 573,138.62
Sanitary Sewer Fund			Highway Aid Fund		
4/30/2017		\$ 3,758,326.11	4/30/2017		\$ 376,847.20
Receipts		\$ 388,242.17	Receipts		\$ -
Interest		\$ 173.73			\$ -
Expenditures		\$ (125,398.78)	Interest		\$ 17.03
Trans to GF (del garbage & liens)		\$ (56,379.47)	Expenditures		\$ -
5/31/2017		\$ 3,964,963.76	5/31/2017		\$ 376,864.23
Employee Pension Fund -Huntington			Police Pension Fund -Huntington		
4/30/2017		\$1,769,380.33	4/30/2017		\$ 5,484,286.31
Employee Contribs		\$ 3,609.01	Employee Contribs		\$ 8,457.10
Dividend Income		\$ 712.63	Dividend Income		\$ 2,211.78
Interest Income		\$ 975.98	Interest Income		\$ 2,905.90
Accrued Income		\$ 1,401.10	Accrued Income		\$ 4,354.11
Legal Fees (Rhoades)		\$ -	Legal Fees (Rhoades)		\$ -
Actuary fee (Mockenh)		\$ -	Actuary Fee (Mocken)		\$ -
Payment to Retirees		\$ (2,087.94)	Payment to Retirees		\$ (23,122.54)
Chg in Mkt Value		\$ 9,398.04	Chg in Mkt Value		\$ 30,459.12
Fed Income Tax		\$ (351.72)	Fed Income Tax		\$ (1,640.68)
Trustee Fee (Huntington)		\$ (71.14)	Trustee Fee (Huntington)		\$ (220.53)
CIM Fee		\$ -	CIM Fee		\$ -
5/31/2017		\$1,782,966.29	5/31/2017		\$5,507,690.57

**Outstanding Debt  
May, 2017**

<b>Pennvest Loan #71217 PWSA</b>			<b>2009 PNC Equipment Finance</b>	
			<b>Energy Saving Equip.</b>	
<b>Balance 4/30/2017</b>		<b>\$ 839,732.77</b>	<b>Balance 4/30/2017</b>	
<b>Next pymt due 2018</b>			<b>Payment 5/17/17</b>	
<b>5/31/2017</b>		<b>\$ 839,732.77</b>	<b>5/31/2017</b>	
<b>2008 Pennvest Loan #75210 (Sewage fund)</b>			<b>2012 GO Bond</b>	<b>US Bank</b>
<b>Balance 4/30/2017</b>		<b>\$1,903,583.44</b>	<b>Balance 4/30/2017</b>	
<b>Monthly Loan payment</b>		<b>\$ (15,677.10)</b>	<b>Next pymt due 9/1/17</b>	<b>\$225,000.00</b>
<b>5/31/2017</b>		<b>\$1,887,906.34</b>	<b>5/31/2017</b>	
<b>PNC Loan</b>	<b>PW Trucks</b>	<b>#185217000</b>	<b>PNC Equipment Fin.</b>	<b>HVAC Units</b>
<b>Balance 4/30/2017</b>		<b>\$57,982.02</b>	<b>Balance 4/30/17</b>	
<b>Next pymnt 9/15/17</b>	<b>\$19,777.45</b>		<b>Pymt made 3/1/17</b>	
<b>5/31/2017</b>		<b>\$57,982.02</b>	<b>5/31/2017</b>	
<b>2015 GO Bond</b>			<b>2017 TAN</b>	
<b>Balance 4/30/2017</b>		<b>\$5,297,078.39</b>	<b>Balance 4/30/2017</b>	
<b>Next pymt 9/1/17</b>	<b>\$218,250.00</b>			
<b>5/31/2017</b>		<b>\$5,297,078.39</b>	<b>5/31/2017</b>	

# REVENUE ACCOUNTS

**Brentwood Borough**  
**Treasurer's Revenue Report by Fund**  
**For the Period Ending May 31, 2017**

**01 General Fund**

**REVENUES**

	Budget	Current Month	Year To Date	Unrealized Revenue YTD as % of Budget	Prior Year	PY as % of Budget
01 301 100 000 R.E. Taxes-Current	\$ 3,400,000.00	\$ 2,498,671.46	\$ 3,157,080.30	\$ (242,919.70)	\$ (0.93)	\$ 0.00
01 301 104 000 Re Current - Library	196,000.00	50,993.30	85,449.37	(110,550.63)	(0.44)	0.00
01 301 300 000 R.E. Taxes-Delinq.	350,000.00	19,935.32	131,530.64	(218,469.36)	(0.38)	0.00
01 310 100 000 Re Transfer Tax	85,000.00	7,604.86	26,342.47	(58,657.53)	(0.31)	0.00
01 310 210 000 Earned Income Tax - Current	1,050,000.00	183,090.44	509,842.05	(540,157.95)	(0.49)	0.00
01 310 230 000 Earned Inc Tax - Delinquent	6,500.00	0.00	994.09	(5,505.91)	(0.15)	0.00
01 310 401 000 Local Service Tax	85,000.00	5,534.81	28,764.18	(56,235.82)	(0.34)	0.00
01 321 740 000 Video Machine	26,000.00	7,830.00	23,670.00	(2,330.00)	(0.91)	0.00
01 321 750 000 Pool Tables	600.00	200.00	600.00	0.00	(1.00)	0.00
01 321 800 000 Cable TV Franchise Fees	190,000.00	99,853.76	148,478.66	(41,521.34)	(0.78)	0.00
01 322 801 000 Street Permits	40,000.00	2,298.00	5,792.00	(34,208.00)	(0.14)	0.00
01 322 900 000 Sign Permits	600.00	138.00	412.00	(188.00)	(0.69)	0.00
01 322 901 000 Solicitation Permits	100.00	0.00	280.00	180.00	(2.80)	0.00
01 331 110 000 Motor Vehicle Violations	95,000.00	5,660.43	23,809.99	(71,190.01)	(0.25)	0.00
01 332 100 000 DPW Reimbursements	7,000.00	1,782.00	18,404.89	11,404.89	(2.63)	0.00
01 332 101 000 Restitutions/Settlements	1,000.00	0.00	0.00	(1,000.00)	0.00	0.00
01 332 102 000 Code Enforcement Citation Receipts	5,000.00	0.00	1,019.88	(3,980.12)	(0.20)	0.00
01 332 103 000 Delinquent Trash Fees	0.00	0.00	(254.08)	(254.08)	0.00	0.00
01 341 000 000 Interest- Temp Invest	600.00	114.07	241.75	(358.25)	(0.40)	0.00
01 342 101 000 Rent Of Land	57,000.00	0.00	28,611.00	(28,389.00)	(0.50)	0.00
01 342 200 000 Recreation Center	4,000.00	1,275.00	3,525.00	(475.00)	(0.88)	0.00
01 342 201 000 Rent Of Buildings	25,000.00	800.00	7,940.00	(17,060.00)	(0.32)	0.00
01 342 300 000 Community Center	1,000.00	300.00	700.00	(300.00)	(0.70)	0.00
01 355 080 000 Rad - Sales Tax Proceeds	0.00	37,487.92	171,456.03	171,456.03	0.00	0.00
01 361 310 000 Zoning/Planning Fees	3,000.00	0.00	1,000.00	(2,000.00)	(0.33)	0.00
01 361 560 000 Photocopies	0.00	1.00	2.25	2.25	0.00	0.00
01 362 102 000 Special Police Services	40,000.00	8,273.31	22,553.36	(17,446.64)	(0.56)	0.00
01 362 112 000 Accident Reports	7,500.00	270.00	4,904.87	(2,595.13)	(0.65)	0.00
01 362 313 000 Engineering Reimbursables	3,000.00	215.80	863.30	(2,136.70)	(0.29)	0.00
01 362 410 000 Bldg. Permits	20,000.00	3,556.00	5,609.00	(14,391.00)	(0.28)	0.00
01 362 450 000 Occupancy Permits	25,000.00	5,050.00	16,380.00	(8,620.00)	(0.66)	0.00
01 362 460 000 Tenant Registration	20,000.00	1,750.00	20,150.00	150.00	(1.01)	0.00
01 362 461 000 Rental Inspection Fees	25,000.00	840.00	6,860.00	(18,140.00)	(0.27)	0.00
01 363 120 000 Parking Meter Violations	0.00	970.00	9,629.21	9,629.21	0.00	0.00
01 363 210 000 Parking Meter Revenue	55,000.00	9,893.02	37,943.49	(17,056.51)	(0.69)	0.00
01 364 300 000 Solid Waste Collection & Disposal Charges	670,000.00	216,873.55	216,873.55	(453,126.45)	(0.32)	0.00
01 364 310 000 Del Solid Waste Collection & Disposal Charges	40,000.00	0.00	1,754.98	(38,245.02)	(0.04)	0.00
01 364 320 000 Recycle Bins	100.00	0.00	0.00	(100.00)	0.00	0.00
01 364 902 000 Lien Removal Fee	4,000.00	0.00	12,397.00	8,397.00	(3.10)	0.00
01 367 202 000 Swimming Pool Fees	20,000.00	105.00	105.00	(19,895.00)	(0.01)	0.00
01 367 300 000 Recreation Program Fees	24,000.00	3,261.07	9,251.38	(14,748.62)	(0.39)	0.00
01 367 303 000 Stadium Rental Fee	500.00	675.00	2,775.00	2,275.00	(5.55)	0.00
01 367 304 000 Baseball Rental Fee	500.00	1,000.00	2,280.00	1,780.00	(4.56)	0.00
01 367 306 000 Military Banner Program	4,200.00	340.00	5,610.00	1,410.00	(1.34)	0.00
01 367 400 000 Park & Rec Concessions	20,000.00	0.00	400.00	(19,600.00)	(0.02)	0.00
01 367 403 000 Community Day	3,000.00	675.00	1,225.00	(1,775.00)	(0.41)	0.00
01 368 100 000 School Guard Payroll	51,000.00	0.00	37,415.66	(13,584.34)	(0.73)	0.00
01 368 110 000 School Guard Uniforms	500.00	0.00	0.00	(500.00)	0.00	0.00
01 380 000 000 Miscellaneous Rev	500.00	32.50	2,555.21	2,055.21	(5.11)	0.00
01 380 802 000 Municipal Lien Letters	10,000.00	10,040.85	13,390.85	3,390.85	(1.34)	0.00
01 380 805 000 Sale Of Borough Property--Auction	0.00	0.00	36,930.00	36,930.00	0.00	0.00
01 387 000 000 Police Donations	0.00	1,500.00	6,500.00	6,500.00	0.00	0.00
01 392 080 000 Transfer - Sewer Fund	484,000.00	0.00	0.00	(484,000.00)	0.00	0.00
01 394 010 000 Tax Anticipation Note	1,000,000.00	0.00	1,000,000.00	0.00	(1.00)	0.00

**Brentwood Borough**  
**Treasurer's Revenue Report by Fund**  
**For the Period Ending May 31, 2017**

**01 General Fund**

	Budget	Current Month	Year To Date	Unrealized Revenue YTD as % of Budget	Prior Year	PY as % of Budget
TOTAL REVENUE	\$ 8,156,200.00	\$ 3,188,891.47	\$ 5,850,049.33	\$ (2,306,150.67) (0.72)	\$ 0.00	\$ 0.00



**Brentwood Borough**  
**Treasurer's Revenue Report by Fund**  
**For the Period Ending May 31, 2017**

**08 Sewer Fund**

**REVENUES**

08 341 010 000 Interest	\$ 1,200.00	\$ 173.73	\$ 773.43	\$ (426.57)	\$ (0.64)	\$ 0.00	\$ 0.00
08 364 010 000 Sewer Charges - Alcosan & Brentwood	2,660,000.00	148,433.36	1,570,855.31	(1,089,144.69)	(0.59)	0.00	0.00
08 364 050 000 Sewer Charges - Delinquent	176,000.00	21,148.69	108,307.37	(67,692.63)	(0.62)	0.00	0.00
08 364 100 000 Alcosan Billing Reimbursement	11,000.00	0.00	11,146.46	146.46	(1.01)	0.00	0.00
08 364 900 000 Reimbursable Shut-Off Fee	600.00	0.00	(1,380.00)	(1,980.00)	2.30	0.00	0.00
08 364 901 000 Reimbursable Postage Exp	100.00	0.00	0.00	(100.00)	0.00	0.00	0.00
08 364 902 000 Lien Removal Fee	3,200.00	1,278.39	4,605.09	1,405.09	(1.44)	0.00	0.00
08 364 903 000 Sewage Escrow	0.00	36.00	12,686.00	12,686.00	0.00	0.00	0.00
TOTAL REVENUE	\$ 2,852,100.00	\$ 171,070.17	\$ 1,706,993.66	\$ (1,145,106.34)	\$ (0.60)	\$ 0.00	\$ 0.00

**Brentwood Borough  
Treasurer's Revenue Report by Fund  
For the Period Ending May 31, 2017**

**15 Park Fund**

**REVENUES**

15 341 000 000 Interest Income  
 15 342 550 000 Ball Field 1 - Advertising  
 15 342 551 000 Attanucci Field - Advertising  
 15 342 552 000 Tepsic Field - Advertising  
 15 342 553 000 Ball Field 4 - Advertising  
 15 342 555 000 Ball Dek Hockey - Advertising  
 15 342 558 000 Commemorative Bricks  
 15 387 110 000 Brentwood School District Lease

**TOTAL REVENUE**

	Budget	Current Month	Year To Date	Unrealized Revenue YTD as % of Budget	Prior Year	PY as % of Budget
\$	\$	\$	\$	\$	\$	\$
	100.00	0.00	0.00	(100.00)	0.00	0.00
	300.00	0.00	0.00	(300.00)	0.00	0.00
	300.00	0.00	0.00	(300.00)	0.00	0.00
	300.00	0.00	0.00	(300.00)	0.00	0.00
	300.00	0.00	0.00	(300.00)	0.00	0.00
	200.00	0.00	0.00	(200.00)	0.00	0.00
	5,000.00	425.00	575.00	(4,425.00)	0.00	0.00
	30,000.00	0.00	0.00	(30,000.00)	0.00	0.00
<b>TOTAL REVENUE</b>	<b>36,500.00</b>	<b>425.00</b>	<b>575.00</b>	<b>(35,925.00)</b>	<b>(0.02)</b>	<b>0.00</b>

**Brentwood Borough**  
**Treasurer's Revenue Report by Fund**  
**For the Period Ending May 31, 2017**

**18 Capital Improvements**

**REVENUES**

18 341 000 000 Interest	\$	0.00	\$	66.53	\$	187.10	\$	187.10	\$	0.00	\$	0.00	\$	0.00
18 354 095 000 Arle Grant - Traffic Signals		162,000.00		0.00		0.00		(162,000.00)		0.00		0.00		0.00
18 354 100 000 SHACOG Grant - CD43		27,000.00		0.00		0.00		(27,000.00)		0.00		0.00		0.00
18 363 100 000 Streets, Sidewalks And Curb Ramps		25,000.00		450.00		3,796.20		(21,203.80)		0.00		0.00		0.00
18 363 110 000 Reimbursements		0.00		0.00		481,948.00		481,948.00		0.00		0.00		0.00
18 387 110 000 Donation from Brentwood Athletic Association		5,000.00		0.00		5,000.00		0.00		(1.00)		0.00		0.00
18 392 010 000 Transfer From General Fund		1,710,000.00		0.00		0.00		(1,710,000.00)		0.00		0.00		0.00
18 392 020 000 Transfer in from sweep acct		0.00		0.00		771,471.95		771,471.95		0.00		0.00		0.00
18 392 030 000 Transfer From Park Fund		15,000.00		0.00		0.00		(15,000.00)		0.00		0.00		0.00
18 392 080 000 Transfer From Sanitary Sewer Fund		100,000.00		0.00		0.00		(100,000.00)		0.00		0.00		0.00
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>2,044,000.00</b>	<b>\$</b>	<b>516.53</b>	<b>\$</b>	<b>1,262,403.25</b>	<b>\$</b>	<b>(781,596.75)</b>	<b>\$</b>	<b>(0.62)</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>0.00</b>

**Brentwood Borough  
Treasurer's Revenue Report by Fund  
For the Period Ending May 31, 2017**

**35 Highway Aid Fund**

**REVENUES**

35 341 000 000 Interest Earnings	\$	40.00	\$	17.03	\$	50.83	\$	10.83	\$	(1.27)	\$	0.00	\$	0.00
35 355 020 000 State Highway Aid (Liquid Fuels Tax)		238,000.00		0.00		255,436.49		17,436.49		(1.07)		0.00		0.00
TOTAL REVENUE	\$	238,040.00	\$	17.03	\$	255,487.32	\$	17,447.32	\$	(1.07)	\$	0.00	\$	0.00

**Brentwood Borough**  
**Treasurer's Revenue Report by Fund**  
**For the Period Ending May 31, 2017**

**60 Non Uniform Pension Fund**

**REVENUES**

60 341 000 000 Interest									
60 343 000 000 Dividend Income									
60 345 000 000 Unrealized Gain(Loss)									
60 387 000 000 Member Contributions									
<b>TOTAL REVENUE</b>									
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
	0.00	0.00	5,613.04	5,613.04	0.00	0.00	0.00	0.00	0.00
	0.00	3,088.71	4,922.38	4,922.38	0.00	0.00	0.00	0.00	0.00
	0.00	9,398.04	81,701.59	81,701.59	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	9,561.51	9,561.51	0.00	0.00	0.00	0.00	0.00
	<b>0.00</b>	<b>12,487.75</b>	<b>101,798.52</b>	<b>101,798.52</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Brentwood Borough**  
**Treasurer's Revenue Report by Fund**  
**For the Period Ending May 31, 2017**

**65 Police Pension Fund**

**REVENUES**

65 341 000 000 Interest									
65 343 000 000 Divident Income	\$ 0.00	\$ 0.00	\$ 14,233.85	\$ 14,233.85	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00
65 345 000 000 Unrealized Gain(Loss)	0.00	9,471.79	34,212.10	34,212.10	0.00	0.00	0.00	0.00	0.00
65 387 000 000 Member Contributions	0.00	30,459.12	265,245.09	265,245.09	0.00	0.00	0.00	0.00	0.00
		8,457.10	31,506.20	31,506.20	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<b>\$ 0.00</b>	<b>\$ 48,388.01</b>	<b>\$ 345,197.24</b>	<b>\$ 345,197.24</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00</b>



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

**SUBJECT: Consider ratifying the payment of bills from May 1, 2017 To May 31, 2017.**  
**[ACTION ITEM]**

**DATE: June 19, 2017**

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

**SUMMARY:**

This is associated with the Borough's Monthly Expenditures.

Please note that the Borough no longer administers the Non-Uniform or Police Pension Plans. They are administered by the new Third Party Plan Administrator (TPA) Huntington Bank. The Borough is working with Huntington on providing the Borough with Monthly reports.

**BUDGET IMPACT:**

Various Budget Line Items

1. General Fund in the amount of **\$532,253.57**
2. Sanitary Sewer Fund in the amount of **\$246,943.07**
3. Capital Improvement Fund in the amount of **\$93,842.95**
4. Liquid Fuels Fund in the amount of **\$0.00.**
5. Non-Uniform Pension Fund in the amount of **\$2,404.44**
6. Police Pension Fund in the amount of **\$30,378.75**

**RECOMMENDATION:**

Ratify payment of the May 2017 expenditures.

**PROS:**

N/A

**CONS:**

N/A

**ATTACHMENTS:**

Description

May Expenditures

Upload Date

6/13/2017

Type

Cover Memo

# EXPENDITURES



**01**

**GENERAL FUND  
BUDGET REPORT**

**May 1 to May 31, 2017**

**\$280,158.08 (bills)**

**\$252,095.49 (payroll)**

**\$532,253.57**

# **Brentwood Borough** **Treasurer's Report General Fund Expenditures** **For the Period Ending May 31, 2017**

## **EXPENDITURES**

### **COUNCIL**

01 400 110 Salaries Elected Officials	\$ 16,800.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16,800.00
01 400 161 FICA	1,300.00	0.00	0.00	0.00	0.00	1,300.00
01 400 210 Office Supplies	500.00	0.00	0.00	0.00	0.00	500.00
01 400 420 Dues Sub & Member	2,700.00	1,528.00	490.00	0.00	1,172.00	6,920.00
01 400 460 Meetings & Conf	10,000.00	3,080.00	100.00	0.00	0.00	2,000.00
01 400 700 Minor Purchases	2,000.00	0.00	0.00	0.00	0.00	2,000.00
<b>TOTAL - COUNCIL</b>	<b>33,300.00</b>	<b>4,608.00</b>	<b>590.00</b>	<b>0.00</b>	<b>0.00</b>	<b>28,692.00</b>

### **MAYOR**

01 401 110 Salary - Mayor	\$ 3,400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,400.00
01 401 161 FICA	300.00	0.00	0.00	0.00	0.00	300.00
01 401 210 Office Supplies	300.00	0.00	0.00	0.00	0.00	300.00
01 401 420 Dues Sub & Member	250.00	0.00	0.00	0.00	0.00	250.00
01 401 460 Meetings & Confer	1,600.00	756.00	100.00	0.00	0.00	844.00
01 401 700 Minor Purchases	500.00	0.00	0.00	0.00	0.00	500.00
<b>TOTAL - MAYOR</b>	<b>6,350.00</b>	<b>756.00</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,594.00</b>

### **FINANCE**

01 402 311 Auditing Services	\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,000.00
01 402 312 Actuarial Services	4,000.00	3,500.00	0.00	0.00	0.00	500.00
<b>TOTAL - FINANCE</b>	<b>14,000.00</b>	<b>3,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,500.00</b>

### **TAX COLLECTION**

01 403 110 Salary-Elected	\$ 5,000.00	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
01 403 161 FICA	400.00	0.00	0.00	0.00	0.00	400.00
01 403 162 Unemployment Compensation	200.00	0.00	0.00	0.00	0.00	200.00
01 403 210 Office Supplies	1,700.00	545.90	0.00	0.00	0.00	1,154.10
01 403 305 Del R.E. Tax Commission	35,000.00	12,074.75	1,812.35	0.00	0.00	22,925.25
01 403 307 EIT Collection Commission	1,000.00	90.40	0.00	0.00	0.00	909.60
01 403 309 LST Collection Commission	2,000.00	519.45	101.32	0.00	0.00	1,480.55
01 403 314 Special Legal Services	10,000.00	1,263.57	600.00	0.00	0.00	8,736.43
01 403 325 Postage	1,500.00	0.00	0.00	0.00	0.00	1,500.00
01 403 450 Contracted Services	800.00	685.00	0.00	0.00	0.00	115.00
01 403 900 Refund Of Prior Years	10,000.00	1,567.66	237.53	0.00	0.00	8,432.34
<b>TOTAL - TAX COLLECTION</b>	<b>67,600.00</b>	<b>21,746.73</b>	<b>2,751.20</b>	<b>0.00</b>	<b>0.00</b>	<b>45,653.27</b>

### **LEGAL SERVICES**

01 404 314 Special Legal Services	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00
01 404 317 Solicitor (Hourly)	80,000.00	23,854.96	0.00	0.00	0.00	56,145.04
01 404 330 Codification	0.00	0.00	0.00	0.00	0.00	5,000.00
01 404 341 Advertising	4,000.00	2,606.55	245.00	0.00	0.00	1,393.45
<b>TOTAL - LEGAL SERVICES</b>	<b>94,000.00</b>	<b>26,461.51</b>	<b>245.00</b>	<b>0.00</b>	<b>0.00</b>	<b>67,538.49</b>

### **ADMINISTRATION**

01 405 110 Salary - Professional	\$ 163,000.00	\$ 6,239.50	\$ 6,239.50	\$ 0.00	\$ 0.00	\$ 156,760.50
01 405 140 Salary - Staff	52,000.00	2,628.50	2,628.50	0.00	0.00	49,371.50
01 405 150 Salary - Temporar/Intern	7,100.00	0.00	0.00	0.00	0.00	7,100.00
01 405 153 Health - Disability	2,000.00	758.46	161.66	0.00	0.00	1,241.54
01 405 156 Health - Hospitalization	46,000.00	20,615.70	6,003.75	0.00	0.00	25,384.30
01 405 158 Life Insurance	700.00	224.40	54.40	0.00	0.00	475.60
01 405 161 FICA	17,000.00	622.38	622.38	0.00	0.00	16,377.62
01 405 162 Unemployment Compensation	1,100.00	115.68	115.68	0.00	0.00	984.32
01 405 168 Employee Retirement Benefits	5,000.00	13.60	0.00	0.00	0.00	4,986.40
01 405 183 Overtime	1,000.00	92.25	92.25	0.00	0.00	907.75

**Brentwood Borough**  
**Treasurer's Report General Fund Expenditures**  
**For the Period Ending May 31, 2017**

	Budget	YTD Expenditures and Encumbrances	Current Expenditures	Current Encumbrances	Budget Remaining
01 405 189 Vacation Buy Back	9,000.00	0.00	0.00	0.00	9,000.00
01 405 192 MEA Allowance	30.00	0.00	0.00	0.00	30.00
01 405 210 Office Supplies	6,000.00	2,387.53	231.54	0.00	3,612.47
01 405 215 Postage	5,000.00	2,999.35	982.66	750.00	2,000.65
01 405 231 Vehicle Fuel	1,300.00	860.37	164.78	0.00	439.63
01 405 317 Other Services	500.00	0.00	0.00	0.00	500.00
01 405 321 Telephone Charges	3,000.00	1,723.29	354.02	0.00	1,276.71
01 405 324 Wireless Telephone	2,300.00	201.13	92.91	0.00	2,098.87
01 405 353 Fidelity Bonds- In	1,700.00	1,622.00	788.00	0.00	78.00
01 405 384 Rental - Machinery & Equipment	13,000.00	5,787.69	901.70	0.00	7,212.31
01 405 420 Dues Subscriptions, Memb	2,100.00	4,918.62	2,500.00	0.00	(2,818.62)
01 405 450 Contracted Services	1,100.00	710.00	0.00	0.00	390.00
01 405 460 Meetings & Confer.	9,200.00	3,860.95	1,588.98	0.00	5,339.05
01 405 700 Minor Purchases	500.00	172.50	0.00	0.00	327.50
<b>TOTAL - ADMINISTRATION</b>	<b>349,630.00</b>	<b>56,553.90</b>	<b>23,522.71</b>	<b>750.00</b>	<b>293,076.10</b>
<b>COMMUNITY NEWSLETTER</b>					
01 406 342 Community Newsletter	22,000.00	5,625.00	0.00	0.00	16,375.00
<b>COMMUNITY NEWSLETTER</b>	<b>22,000.00</b>	<b>5,625.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,375.00</b>
<b>IT-NETWORKING-DATA PROCESSING</b>					
01 407 213 General Supplies	500.00	0.00	0.00	0.00	500.00
01 407 452 Contracted IT	28,000.00	8,645.00	0.00	0.00	19,355.00
01 407 453 Web Design/Maintenance	4,000.00	1,377.55	260.06	0.00	2,622.45
01 407 454 General Hardware	3,000.00	1,645.00	0.00	0.00	1,355.00
01 407 455 General Software/Licenses	1,000.00	889.97	0.00	0.00	110.03
01 407 456 Police Hardware	1,000.00	0.00	0.00	0.00	1,000.00
01 407 457 Police Software	7,000.00	3,688.75	0.00	2,400.00	3,311.25
<b>TOTAL - IT-NETWORKING-DATA PROCESSING</b>	<b>44,500.00</b>	<b>16,246.27</b>	<b>260.06</b>	<b>2,400.00</b>	<b>28,253.73</b>
<b>ENGINEERING SERVICES</b>					
01 408 313 Engineering Services	15,000.00	3,111.50	357.00	0.00	11,888.50
<b>TOTAL - ENGINEERING SERVICES</b>	<b>15,000.00</b>	<b>3,111.50</b>	<b>357.00</b>	<b>0.00</b>	<b>11,888.50</b>
<b>BOROUGH BUILDING</b>					
01 409 240 Operating Supplies	6,500.00	1,267.68	318.84	0.00	5,232.32
01 409 325 Internet Service	4,000.00	799.50	159.90	0.00	3,200.50
01 409 361 Electricity	13,000.00	12,347.23	824.22	0.00	652.77
01 409 362 Gas	5,000.00	3,374.47	557.51	0.00	1,625.53
01 409 366 Water	3,000.00	897.78	143.25	0.00	2,102.22
01 409 373 R&M Services	5,000.00	947.80	0.00	0.00	4,052.20
01 409 374 R&M - Machinery & Equipment	2,000.00	47.43	0.00	0.00	1,952.57
01 409 384 Rental - Machinery & Equipment	500.00	0.00	0.00	0.00	500.00
01 409 450 Contracted Services	8,000.00	2,871.25	666.58	(100.00)	5,128.75
01 409 750 Minor Purchases	3,000.00	0.00	0.00	0.00	3,000.00
<b>TOTAL - BOROUGH BUILDING</b>	<b>50,000.00</b>	<b>22,553.14</b>	<b>2,670.30</b>	<b>(100.00)</b>	<b>27,446.86</b>
<b>POLICE DEPARTMENT</b>					
01 410 130 Salary - Professional	173,000.00	70,726.65	4,060.65	0.00	102,273.35
01 410 140 Salary - Staff	1,102,000.00	40,661.75	40,661.75	0.00	1,061,338.25
01 410 145 Personal Day Buy-Back	9,000.00	0.00	0.00	0.00	9,000.00
01 410 153 Health - Disability	21,000.00	5,106.80	1,021.36	0.00	15,893.20
01 410 156 Health - Hospitalization	240,000.00	94,370.50	14,010.37	0.00	145,629.50
01 410 158 Life Insurance	4,000.00	1,768.00	353.60	0.00	2,232.00
01 410 161 FICA	110,000.00	4,156.98	4,156.98	0.00	105,843.02
01 410 162 Unemployment Compensation	4,000.00	773.24	773.24	0.00	3,226.76

**Brentwood Borough**  
**Treasurer's Report General Fund Expenditures**  
**For the Period Ending May 31, 2017**

	Budget	YTD Expenditures and Encumbrances	Current Expenditures	Current Encumbrances	Budget Remaining
01 410 168 Retiree Benefits	33,000.00	20,247.02	4,893.77	0.00	12,752.98
01 410 183 Overtime	100,000.00	2,251.32	2,251.32	0.00	97,748.68
01 410 184 Officer In Charge	8,000.00	546.72	546.72	0.00	7,453.28
01 410 188 Holiday Pay	55,000.00	0.00	0.00	0.00	55,000.00
01 410 189 Court Pay	160,000.00	6,060.30	5,804.94	0.00	153,939.70
01 410 190 Reimbursable Overtime	30,000.00	1,468.08	1,468.08	0.00	28,531.92
01 410 191 Uniforms	24,000.00	9,036.27	3,561.88	(2,460.80)	14,963.73
01 410 193 Training/Education	8,500.00	4,624.43	62.43	0.00	3,875.57
01 410 210 Office Supplies	4,000.00	796.65	43.96	0.00	3,203.35
01 410 215 Postage	250.00	18.85	18.85	0.00	231.15
01 410 231 Vehicle Fuel	13,000.00	6,596.16	1,231.30	0.00	6,403.84
01 410 240 Operating Supplies	4,000.00	2,833.40	333.95	0.00	1,166.60
01 410 242 Police Protection Services	5,000.00	2,334.01	2,262.67	(2,048.91)	2,665.99
01 410 245 Crime Scene Supplies	1,000.00	45.37	0.00	0.00	954.63
01 410 247 Crime Hardware	500.00	0.00	0.00	0.00	500.00
01 410 249 K-9 Officer	14,000.00	237.41	0.00	0.00	13,762.59
01 410 251 R&M Vehicle Parts	13,000.00	3,907.49	614.39	0.00	9,092.51
01 410 310 Professional Services	7,000.00	0.00	0.00	0.00	7,000.00
01 410 314 Special Legal Services	10,000.00	2,415.00	0.00	0.00	7,585.00
01 410 317 OTHER Services	500.00	232.00	0.00	0.00	268.00
01 410 321 Telephone	3,000.00	1,173.29	251.32	0.00	1,826.71
01 410 324 Wireless Telephone	6,000.00	1,648.20	511.12	0.00	4,351.80
01 410 327 Radio Equipment/Maintenance	2,000.00	506.69	56.69	0.00	1,493.31
01 410 342 Printing	2,000.00	0.00	0.00	0.00	2,000.00
01 410 374 R&M - Machinery & Equipment	1,000.00	0.00	0.00	0.00	1,000.00
01 410 384 Rental - Machinery & Equipment	4,500.00	1,395.80	121.52	0.00	3,104.20
01 410 400 Court Costs	3,000.00	811.66	257.63	0.00	2,188.34
01 410 420 Dues Scrip & Memb.	4,500.00	3,310.32	0.00	0.00	1,189.68
01 410 450 Contracted Services	15,000.00	3,712.50	0.00	0.00	11,287.50
01 410 454 Civil Service Commission	6,000.00	0.00	0.00	0.00	6,000.00
01 410 460 Meetings & Conf.	4,500.00	1,391.16	120.00	0.00	3,108.84
01 410 750 Minor Purchases	9,000.00	7,921.98	7,336.18	(7,110.00)	1,078.02
<b>TOTAL - POLICE DEPARTMENT</b>	<b>2,214,250.00</b>	<b>303,086.00</b>	<b>96,785.67</b>	<b>(11,619.71)</b>	<b>1,911,164.00</b>
<b><u>VOLUNTEER FIRE DEPARTMENT</u></b>					
01 411 231 Vehicle Fuel	\$ 5,100.00	\$ 1,524.66	\$ 237.82	\$ 0.00	\$ 3,575.34
01 411 352 Professional Liability Ins.	750.00	824.00	0.00	0.00	(74.00)
01 411 363 Hydrant Service	34,000.00	13,600.53	2,711.97	0.00	20,399.47
01 411 420 Dues, Subscript, Memb	1,200.00	1,127.96	0.00	0.00	72.04
01 411 540 Contributions To VFD	96,000.00	24,000.00	0.00	0.00	72,000.00
01 411 541 State Fire Relief Assoc	47,000.00	0.00	0.00	0.00	47,000.00
<b>TOTAL - VOLUNTEER FIRE DEPARTMENT</b>	<b>184,050.00</b>	<b>41,077.15</b>	<b>2,949.79</b>	<b>0.00</b>	<b>142,972.85</b>
<b><u>EMERGENCY MEDICAL SERVICE</u></b>					
01 412 231 Vehicle Fuel	\$ 13,593.00	\$ 4,742.35	\$ 890.85	\$ 0.00	\$ 8,850.65
01 412 325 Internet	50.00	31.70	6.34	0.00	18.30
01 412 540 Contributions To EMS	80,597.00	40,298.50	0.00	0.00	40,298.50
<b>TOTAL - EMERGENCY MEDICAL SERVICE</b>	<b>94,240.00</b>	<b>45,072.55</b>	<b>897.19</b>	<b>0.00</b>	<b>49,167.45</b>
<b><u>PLANNING AND ZONING</u></b>					
01 414 140 Salary - Staff	\$ 110,000.00	\$ 4,224.70	\$ 4,224.70	\$ 0.00	\$ 105,775.30
01 414 153 Health - Disability	1,100.00	477.05	96.41	0.00	622.95
01 414 156 Health - Hospitalization	26,000.00	11,502.02	1,666.00	0.00	14,497.98
01 414 158 Life Insurance	450.00	170.00	34.00	0.00	280.00
01 414 161 FICA	8,500.00	321.58	321.58	0.00	8,178.42
01 414 162 Unemployment Compensation	500.00	59.85	59.85	0.00	440.15
01 414 189 Vacation/PTO Buyback	4,500.00	0.00	0.00	0.00	4,500.00

**Brentwood Borough**  
**Treasurer's Report General Fund Expenditures**  
**For the Period Ending May 31, 2017**

	Budget	YTD Expenditures and Encumbrances	Current Expenditures	Current Encumbrances	Budget Remaining
01 414 193 Training/Education	1,500.00	942.90	0.00	0.00	557.10
01 414 210 Office Supplies	500.00	363.08	0.00	0.00	136.92
01 414 231 Vehicle Fuel	1,200.00	622.77	105.78	0.00	577.23
01 414 240 Operating Supplies	500.00	84.45	0.00	0.00	415.55
01 414 251 R&M Supplies - Vehicle Parts	1,000.00	49.00	0.00	0.00	951.00
01 414 313 Reimbursable Engineering Costs	3,000.00	0.00	0.00	0.00	3,000.00
01 414 314 Special Legal Service	13,000.00	2,162.35	0.00	0.00	10,837.65
01 414 317 Other Services	3,000.00	1,835.70	0.00	0.00	1,164.30
01 414 321 Telephone	500.00	113.62	22.92	0.00	386.38
01 414 324 Wireless Telephone	3,000.00	152.24	44.02	0.00	2,847.76
01 414 341 Advertising	1,500.00	0.00	0.00	0.00	1,500.00
01 414 420 Dues Scrip & Membr.	1,200.00	825.24	135.00	0.00	374.76
01 414 450 Contracted Services	2,000.00	2,000.00	0.00	0.00	1,000.00
01 414 460 Meetings & Confer.	5,500.00	1,273.14	15.00	0.00	4,226.86
01 414 700 Minor Purchase	500.00	39.80	0.00	0.00	460.20
<b>TOTAL - PLANNING AND ZONING</b>	<b>189,950.00</b>	<b>27,219.49</b>	<b>6,724.26</b>	<b>0.00</b>	<b>162,730.51</b>
<b>POLICE CLERICAL</b>					
01 415 140 Salary - Staff	106,000.00	4,068.00	4,068.00	0.00	101,932.00
01 415 153 Health - Disability	1,500.00	490.60	98.12	0.00	1,009.40
01 415 156 Health - Hospitalization	28,000.00	9,895.21	1,668.47	0.00	18,104.79
01 415 158 Life Insurance	450.00	195.50	34.00	0.00	254.50
01 415 161 FICA	8,100.00	335.19	62.36	0.00	7,764.81
01 415 162 Unemployment Compensation	500.00	62.36	62.36	0.00	437.64
01 415 183 Overtime	2,500.00	354.69	354.69	0.00	2,145.31
01 415 189 Vacation/PTO Buyback	4,100.00	0.00	0.00	0.00	4,100.00
01 415 191 Uniform Allowance	600.00	169.99	0.00	0.00	430.01
01 415 193 Training/Education	800.00	0.00	0.00	0.00	800.00
<b>TOTAL - POLICE CLERICAL</b>	<b>152,550.00</b>	<b>15,571.54</b>	<b>6,620.83</b>	<b>0.00</b>	<b>136,978.46</b>
<b>PARKING METERS</b>					
01 417 140 Parking Meter Enforcement	38,000.00	778.30	778.30	0.00	37,221.70
01 417 161 FICA	3,000.00	59.55	59.55	0.00	2,940.45
01 417 162 Unemployment Compensation	700.00	10.98	10.98	0.00	689.02
01 417 191 Uniform Allowance	300.00	0.00	0.00	0.00	300.00
01 417 240 Operating Supplies	5,000.00	1,450.06	420.81	0.00	3,549.94
<b>TOTAL - PARKING METERS</b>	<b>47,000.00</b>	<b>2,298.89</b>	<b>1,269.64</b>	<b>0.00</b>	<b>44,701.11</b>
<b>SCHOOL CROSSING GUARDS</b>					
01 419 140 Salary - Staff	92,000.00	5,892.84	5,892.84	0.00	86,107.16
01 419 161 FICA	8,000.00	450.83	450.83	0.00	7,549.17
01 419 162 Unemployment Compensation	2,500.00	83.08	83.08	0.00	2,416.92
01 419 191 Uniform Allowance	1,200.00	128.00	0.00	0.00	1,072.00
01 419 240 Operating Expense	0.00	88.20	0.00	0.00	(88.20)
<b>TOTAL - SCHOOL CROSSING GUARDS</b>	<b>103,700.00</b>	<b>6,642.95</b>	<b>6,426.75</b>	<b>0.00</b>	<b>97,057.05</b>
<b>SUMMER CROSSING GUARDS</b>					
01 420 140 Salary - Staff	22,000.00	0.00	0.00	0.00	22,000.00
01 420 161 FICA	2,000.00	0.00	0.00	0.00	2,000.00
01 420 162 Unemployment Compensation	550.00	0.00	0.00	0.00	550.00
<b>TOTAL - SUMMER CROSSING GUARDS</b>	<b>24,550.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,550.00</b>
<b>RECYCLING COLLECTION &amp; DISPOSAL</b>					
01 426 210 Office Supplies	500.00	0.00	0.00	0.00	500.00
01 426 325 Postage	500.00	50.00	0.00	50.00	450.00
01 426 450 Contracted Services--Leaf bins	20,000.00	49,998.99	1,910.96	0.00	(29,998.99)

**Brentwood Borough**  
**Treasurer's Report General Fund Expenditures**  
**For the Period Ending May 31, 2017**

	Budget	YTD Expenditures and Encumbrances	Current Expenditures	Current Encumbrances	Budget Remaining
01 426 451 Contracted Svc-Refuse	580,000.00	193,314.39	49,432.71	0.00	386,665.61
01 426 452 Contracted Svc-Software Systems	500.00	450.00	300.00	0.00	50.00
<b>TOTAL - RECYCLING COLLECTION &amp; DISPOSAL</b>	<b>601,500.00</b>	<b>243,813.38</b>	<b>51,643.67</b>	<b>50.00</b>	<b>357,686.62</b>

<b>SOLID WASTE COLLECTION &amp; DISPOSAL</b>					
01 427 750 Minor Purchases	2,000.00	1,980.00	0.00	0.00	20.00
<b>TOTAL - SOLID WASTE COLLECTION &amp; DISPOSAL</b>	<b>2,000.00</b>	<b>1,980.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20.00</b>

<b>PUBLIC WORKS DEPARTMENT</b>					
01 430 110 Salary - P.W. Superintendent	142,000.00	5,458.65	5,458.65	0.00	136,541.35
01 430 140 Salary - Staff	470,000.00	18,432.80	18,432.80	0.00	451,567.20
01 430 141 Salary - Summer Part Time	29,000.00	1,558.50	1,558.50	0.00	27,441.50
01 430 153 Health - Disability	7,000.00	2,782.85	556.57	0.00	4,217.15
01 430 156 Health - Hospitalization	133,000.00	56,261.65	10,539.10	0.00	76,738.35
01 430 158 Life Insurance	2,500.00	986.00	197.20	0.00	1,514.00
01 430 161 FICA	50,000.00	1,880.72	1,880.72	0.00	48,119.28
01 430 162 Unemployment Compensation	3,200.00	337.64	337.64	0.00	2,862.36
01 430 183 Overtime	56,000.00	0.00	0.00	0.00	56,000.00
01 430 187 Healthcare Benefit Buy-Back	16,000.00	0.00	0.00	0.00	16,000.00
01 430 189 Vacation/PTO Buy-Back	11,000.00	0.00	0.00	0.00	11,000.00
01 430 191 Uniform Allowance	11,000.00	3,991.04	905.27	0.00	7,008.96
01 430 192 Meal Allowance	1,400.00	0.00	0.00	0.00	1,400.00
01 430 193 Training/Education	2,000.00	0.00	0.00	0.00	2,000.00
01 430 210 Office Supplies	500.00	62.89	0.00	0.00	437.31
01 430 231 Vehicle Fuel	20,000.00	9,174.39	1,918.58	0.00	10,825.61
01 430 240 Operating Supplies	9,000.00	5,982.69	1,329.41	0.00	3,017.31
01 430 245 DPW - Highway Supplies	18,000.00	3,473.87	384.95	0.00	14,526.13
01 430 250 R&M Supplies	5,000.00	0.00	0.00	0.00	5,000.00
01 430 251 R&M Supplies - Vehicle Parts	20,000.00	10,420.96	1,026.74	808.86	9,573.04
01 430 314 Special Legal Services	8,000.00	0.00	0.00	0.00	8,000.00
01 430 317 Other Services	3,000.00	200.00	200.00	(200.00)	2,800.00
01 430 321 Telephone	2,200.00	903.00	188.13	0.00	1,297.00
01 430 324 Wireless Telephone	3,000.00	937.78	100.74	0.00	2,062.22
01 430 325 Internet Services	2,000.00	419.96	104.99	0.00	1,580.04
01 430 327 Radio Equipment/Maintenance	800.00	148.95	0.00	0.00	651.05
01 430 361 Electricity	4,000.00	1,677.64	322.24	0.00	2,327.36
01 430 362 Gas	4,000.00	3,102.77	584.70	0.00	897.23
01 430 366 Water	5,000.00	2,566.40	445.59	0.00	2,433.60
01 430 374 R&M - Machinery & Equipment	3,000.00	1,389.92	0.00	0.00	1,610.08
01 430 384 Rental Machinery and Equipment	500.00	0.00	0.00	0.00	500.00
01 430 420 Dues Scrip Member.	1,000.00	35.00	0.00	0.00	965.00
01 430 450 Storm Sewers	0.00	450.00	0.00	0.00	(450.00)
01 430 460 Meetings & Confer.	3,000.00	384.09	0.00	0.00	2,615.91
01 430 700 Minor Purchases	5,000.00	1,902.94	916.02	0.00	3,097.06
<b>TOTAL - PUBLIC WORKS DEPARTMENT</b>	<b>1,051,100.00</b>	<b>134,922.90</b>	<b>47,388.54</b>	<b>608.86</b>	<b>916,177.10</b>

<b>STREET SIGNS AND STREET MARKINGS</b>					
01 433 361 Electricity	3,000.00	0.00	0.00	0.00	3,000.00
01 433 450 Contracted Services	6,000.00	1,180.50	0.00	0.00	4,819.50
<b>TOTAL - STREET SIGNS AND STREET MARKINGS</b>	<b>9,000.00</b>	<b>1,180.50</b>	<b>0.00</b>	<b>0.00</b>	<b>7,819.50</b>

<b>STREET LIGHTING</b>					
01 434 361 Street Lighting	2,500.00	0.00	0.00	0.00	2,500.00
<b>TOTAL - STREET LIGHTING</b>	<b>2,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,500.00</b>

**RECREATION**

# **Brentwood Borough** **Treasurer's Report General Fund Expenditures** **For the Period Ending May 31, 2017**

	Budget	YTD Expenditures and Encumbrances	Current Expenditures	Current Encumbrances	Budget Remaining
01 451 110 Salary - Recreation Director	\$ 30,000.00	\$ 1,361.52	\$ 1,361.52	\$ 0.00	\$ 28,638.48
01 451 140 Salary - Temporary/Part Time	10,000.00	0.00	0.00	0.00	10,000.00
01 451 161 FICA	2,400.00	106.45	106.45	0.00	2,293.55
01 451 162 Unemployment Compensation	300.00	19.62	19.62	0.00	280.38
01 451 210 Office Supplies	500.00	75.45	0.00	0.00	424.55
01 451 240 Operating Supplies	3,000.00	73.52	0.00	0.00	2,926.48
01 451 324 Wireless Telephone	780.00	30.00	30.00	0.00	750.00
01 451 420 Dues, Subscriptions, Memberships	300.00	0.00	0.00	0.00	300.00
01 451 450 Contracted Services	35,000.00	3,687.70	(621.70)	0.00	31,312.30
01 451 455 Community Day	13,000.00	3,090.00	0.00	600.00	9,910.00
01 451 460 Meetings & Conferences	500.00	0.00	0.00	0.00	500.00
01 451 530 Contribution-Government Groups	22,000.00	0.00	0.00	0.00	22,000.00
01 451 700 Minor Purchases	3,000.00	99.96	0.00	0.00	2,900.04
<b>TOTAL - RECREATION</b>	<b>120,780.00</b>	<b>8,544.22</b>	<b>895.89</b>	<b>600.00</b>	<b>112,235.78</b>
<b>SWIMMING POOL</b>					
01 452 140 Salary - Staff	\$ 25,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 25,000.00
01 452 161 FICA	2,000.00	0.00	0.00	0.00	2,000.00
01 452 162 Unemployment Compensation	600.00	0.00	0.00	0.00	600.00
01 452 193 Training/Education	600.00	0.00	0.00	0.00	600.00
01 452 240 Operating Supplies	10,000.00	617.00	617.00	0.00	9,383.00
01 452 260 Concession Stand	12,000.00	0.00	0.00	0.00	12,000.00
01 452 310 Professional Services	500.00	0.00	0.00	0.00	500.00
01 452 321 Telephone Charges	300.00	0.00	0.00	0.00	300.00
01 452 361 Electricity	5,000.00	842.42	186.00	0.00	4,157.58
01 452 366 Water	11,000.00	632.42	0.00	0.00	10,367.58
01 452 372 Pool Maintenance Repairs	3,000.00	0.00	0.00	0.00	3,000.00
01 452 450 Contracted Services	60,000.00	13,386.16	13,386.16	0.00	46,613.84
01 452 700 Minor Purchases	3,000.00	139.96	0.00	0.00	2,860.04
<b>TOTAL - SWIMMING POOL</b>	<b>133,000.00</b>	<b>15,617.96</b>	<b>14,189.16</b>	<b>0.00</b>	<b>117,382.04</b>
<b>CIVIC CENTER</b>					
01 453 240 Operating Supplies	\$ 2,000.00	\$ 1,145.77	\$ 0.00	\$ 0.00	\$ 854.23
01 453 361 Electricity	5,000.00	1,405.85	291.90	0.00	3,594.15
01 453 362 Gas	4,000.00	3,122.32	424.99	0.00	877.68
01 453 372 Maintenance And Repairs	3,000.00	704.31	0.00	0.00	2,295.69
01 453 450 Contracted Services	2,000.00	1,000.00	1,000.00	0.00	1,000.00
01 453 700 Minor Purchases	2,000.00	762.44	126.84	0.00	1,237.56
<b>TOTAL - CIVIC CENTER</b>	<b>18,000.00</b>	<b>8,140.69</b>	<b>1,843.73</b>	<b>0.00</b>	<b>9,859.31</b>
<b>PARK</b>					
01 454 240 Operating Supplies	\$ 11,000.00	\$ 5,698.57	\$ 2,131.65	\$ 1,028.00	\$ 5,301.43
01 454 251 R & M Supplies - Vehicle	500.00	201.76	0.00	0.00	298.24
01 454 321 Telephone Charges	250.00	0.00	0.00	0.00	250.00
01 454 361 Electricity	12,000.00	3,396.43	1,060.19	0.00	8,603.57
01 454 366 Water	2,000.00	2,384.90	158.82	0.00	(384.90)
01 454 374 R&M-Machinery & Equipment	1,000.00	522.42	0.00	0.00	477.58
01 454 384 Rental - Machinery & Equipment	500.00	317.79	0.00	0.00	182.21
01 454 450 Contracted Service	6,000.00	4,440.00	3,990.00	(300.00)	1,560.00
01 454 460 Meetings and Conferences	300.00	0.00	0.00	0.00	300.00
01 454 700 Minor Purchases	4,000.00	1,299.43	786.27	0.00	2,700.57
<b>TOTAL - PARK</b>	<b>37,550.00</b>	<b>18,261.30</b>	<b>8,126.93</b>	<b>728.00</b>	<b>19,268.70</b>
<b>LIBRARY</b>					
01 456 240 Operating Supplies	\$ 4,100.00	\$ 806.40	\$ 155.17	\$ 0.00	\$ 3,293.60
01 456 311 AUDITING Services	1,700.00	0.00	0.00	0.00	1,700.00
01 456 361 Electricity	13,000.00	4,865.91	707.88	0.00	8,134.09

**Brentwood Borough**  
**Treasurer's Report General Fund Expenditures**  
**For the Period Ending May 31, 2017**

	Budget	YTD Expenditures and Encumbrances	Current Expenditures	Current Encumbrances	Budget Remaining
01 456 362 Gas	5,000.00	3,963.00	619.93	0.00	1,037.00
01 456 366 Water	2,400.00	1,486.35	141.44	0.00	913.65
01 456 370 Repair & Maintenance	3,000.00	0.00	0.00	0.00	3,000.00
01 456 450 Contracted Service	3,000.00	495.00	100.00	(100.00)	2,505.00
01 456 540 Contributions	197,000.00	98,500.00	0.00	0.00	98,500.00
01 456 700 Minor Purchases	1,500.00	1,049.26	0.00	0.00	450.74
<b>TOTAL - LIBRARY</b>	<b>230,700.00</b>	<b>111,165.92</b>	<b>1,724.42</b>	<b>(100.00)</b>	<b>119,534.08</b>
<b>STADIUM</b>					
01 459 240 Operating Supplies	1,000.00	0.00	0.00	0.00	1,000.00
01 459 325 Internet Services	2,000.00	1,250.21	288.87	0.00	749.79
01 459 361 Electricity	15,000.00	4,939.22	1,392.41	0.00	10,060.78
01 459 366 Water	2,000.00	0.00	0.00	0.00	2,000.00
01 459 370 Repair & Maintenance	1,000.00	140.00	100.00	(100.00)	860.00
01 459 700 Minor Purchases	1,000.00	136.56	0.00	0.00	863.44
<b>TOTAL - STADIUM</b>	<b>22,000.00</b>	<b>6,465.99</b>	<b>1,781.28</b>	<b>(100.00)</b>	<b>15,534.01</b>
<b>ECONOMIC DEVELOPMENT</b>					
01 463 310 Professional Services	5,000.00	0.00	0.00	0.00	5,000.00
01 463 340 Advertising/Marketing	15,000.00	330.00	200.00	0.00	14,670.00
<b>TOTAL - ECONOMIC DEVELOPMENT</b>	<b>20,000.00</b>	<b>330.00</b>	<b>200.00</b>	<b>0.00</b>	<b>19,670.00</b>
<b>10-12 MARYLEA</b>					
01 465 314 Special Legal Services	4,000.00	1,127.40	0.00	0.00	2,872.60
01 465 362 Gas	1,000.00	117.25	0.00	0.00	882.75
01 465 366 12 Marylea Ave - Water	200.00	147.15	65.96	0.00	52.85
<b>TOTAL -10-12 MARYLEA</b>	<b>5,200.00</b>	<b>1,391.80</b>	<b>65.96</b>	<b>0.00</b>	<b>3,808.20</b>
<b>DEBT PRINCIPLE</b>					
01 471 600 Tan	1,000,000.00	0.00	0.00	0.00	1,000,000.00
<b>TOTAL -DEBT PRINCIPLE</b>	<b>1,000,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000,000.00</b>
<b>INTEREST ON TAN</b>					
01 472 600 Interest On Tan	6,000.00	0.00	0.00	0.00	6,000.00
<b>TOTAL -INTEREST ON TAN</b>	<b>6,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,000.00</b>
<b>INSURANCE</b>					
01 486 351 Property/Casualty	85,000.00	66,358.00	0.00	0.00	18,642.00
01 486 352 Liability Insurance	26,000.00	6,767.00	0.00	0.00	19,233.00
01 486 354 Workers Compensation	260,000.00	95,237.40	0.00	0.00	164,762.60
01 486 355 Insurance Deductibles	15,000.00	0.00	0.00	0.00	15,000.00
01 486 356 Mine Subsidence	200.00	0.00	0.00	0.00	200.00
01 486 460 Meetings/Conferences	2,000.00	979.58	128.10	0.00	1,020.42
<b>TOTAL -INSURANCE</b>	<b>388,200.00</b>	<b>169,341.98</b>	<b>128.10</b>	<b>0.00</b>	<b>218,858.02</b>
<b>RAD DISTRIBUTION</b>					
01 489 080 RAD Distribution	6,000.00	0.00	0.00	0.00	6,000.00
01 489 420 Shacog Membership	3,000.00	3,000.00	0.00	0.00	0.00
01 489 421 Connect Membership	800.00	740.00	0.00	0.00	60.00
<b>TOTAL -RAD DISTRIBUTION</b>	<b>9,800.00</b>	<b>3,740.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,060.00</b>
<b>INTERFUND TRANSFERS</b>					
01 492 080 Transfer To Sanitary Sewage Fund	0.00	0.00	0.00	0.00	0.00
01 492 085 Transfer - Operating Reserve Fund	0.00	0.00	0.00	0.00	0.00
01 492 150 Transfer-Brentw Park Intl. Fund	30,000.00	0.00	0.00	0.00	30,000.00
01 492 918 Transfer - Capital Improvement Fund	1,725,000.00	0.00	0.00	0.00	1,725,000.00



**Brentwood Borough**  
**Treasurer's Report General Fund Expenditures**  
**For the Period Ending May 31, 2017**

01 492 960 Transfer - Ge Pension	<u>Budget</u>	<u>YTD Expenditures and Encumbrances</u>	<u>Current Expenditures</u>	<u>Current Encumbrances</u>	<u>Budget Remaining</u>
01 492 965 Transfer - Police Pension	75,000.00	0.00	0.00	0.00	75,000.00
TOTAL -INTERFUND TRANSFERS	<u>200,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>200,000.00</u>
	2,030,000.00	0.00	0.00	0.00	2,030,000.00
<u>BOND ISSUANCE COST</u>					
TOTAL -BOND ISSUANCE COST	0.00	0.00	0.00	0.00	0.00
<u>REFUND OF PRIOR YEARS REVENUE</u>					
TOTAL -REFUND OF PRIOR YEARS REVENUE	0.00	0.00	0.00	0.00	0.00
<u>UNRESERVED BALANCE</u>					
TOTAL - UNRESERVED BALANCE	0.00	0.00	0.00	0.00	0.00
<u>TOTAL EXPENDITURES</u>	<u>\$ 9,394,000.00</u>	<u>\$ 1,327,027.26</u>	<u>\$ 280,158.08</u>	<u>\$ (6,782.85)</u>	<u>\$ 8,066,972.74</u>

## Brentwood Borough

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## A/P Distribution from 5/01/2017 to 5/31/2017

Account	Vendor	Invoice Date	Invoice	A/P Due Date	Description	A/P Owed
<b>01 130 350 000 Due From Highway Aid Fund</b>						
[10113] Constellation Newenergy, Inc.		4/28/2017	Apr0039203834	5/05/2017		45.64
[10139] Duquesne Light		5/07/2017	Apr2505200000	5/12/2017		95.02
[10139] Duquesne Light		4/30/2017	Apr2980600000	5/05/2017		8,872.65
[10139] Duquesne Light		4/24/2017	Apr9090660000	5/05/2017		610.81
[10139] Duquesne Light		5/06/2017	May0524420000	5/12/2017		62.06
[10139] Duquesne Light		5/06/2017	May099681000	5/12/2017		199.04
[10139] Duquesne Light		5/06/2017	May4785410000	5/12/2017		252.72
<b>01 342 200 000 Recreation Center</b>						<b>10,137.94</b>
William Luffey		5/06/2017	Brent2017-191	5/19/2017		150.00
Ackerman, Marybeth		5/24/2017	Brent2017-194	5/26/2017	Civic Center dep refund	150.00
<b>01 342 300 000 Community Center</b>						<b>300.00</b>
David Wright		5/07/2017	Brent2017-171	5/26/2017	Civic center dep refund	150.00
Coberly, Lovie		5/10/2017	Brent2017-211	5/26/2017	Comm room deposit refund	150.00
<b>01 362 460 000 Tenant Registration</b>						<b>300.00</b>
Daniel McKeever		5/15/2017	2017-101OWEN	5/19/2017	Rental registration fee	10.00
<b>01 400 420 000 Dues Sub &amp; Member</b>						<b>10.00</b>
[10038] Allegheny League of Municipalities		4/28/2017	2078	5/05/2017	Annual dues	490.00
<b>01 400 460 000 Meetings &amp; Conf</b>						<b>490.00</b>
[10084] Brentwood EMS		5/24/2017	Brent2017-207	5/26/2017	Golf Outing	100.00
<b>01 401 460 000 Meetings &amp; Confer</b>						<b>100.00</b>
[10084] Brentwood EMS		5/24/2017	Brent2017-207	5/26/2017	Golf Outing	100.00
<b>01 403 305 000 Del R.E. Tax Commission</b>						<b>100.00</b>
[10220] Jordan Tax Service		5/03/2017	5-C-#22	5/12/2017	April	1,812.35
<b>01 403 309 000 LST Collection Commission</b>						<b>1,812.35</b>
[10220] Jordan Tax Service		5/01/2017	5-C-#1	5/05/2017		101.32
<b>01 403 314 000 Special Legal Services</b>						<b>101.32</b>
[10220] Jordan Tax Service		3/28/2017	3-17-108	5/26/2017	Sheriff Sales	600.00
<b>01 403 900 000 Refund Of Prior Years</b>						<b>600.00</b>
Hartz, Joshua & Valerie		5/09/2017	Brent2017-172	5/12/2017	2015 RE tax refund	237.53
<b>01 404 341 000 Advertising</b>						<b>237.53</b>
[10451] Tribune - Review		3/16/2017	1851849	5/01/2017		200.00
[10451] Tribune - Review		5/04/2017	1868953	5/12/2017		45.00
<b>01 405 153 000 Health - Disability</b>						<b>245.00</b>
[10408] Standard Insurance Company		5/15/2017	Brent2017-200	5/26/2017		161.66
					<b>01 405 153 000 Health - Disability Total</b>	<b>161.66</b>

## Brentwood Borough

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## A/P Distribution from 5/01/2017 to 5/31/2017

Account	Vendor	Invoice Date	Invoice	A/P Due Date	Description	A/P Owed
<b>01 405 156 000 Health - Hospitalization</b>						
[10312] PA Municipal Health Insurance Cooperative		5/01/2017	Brent2017-162	5/12/2017		2,792.80
[10146] Employer - Teamsters Local 205 Welfare		5/25/2017	Brent2017-204	5/26/2017		195.00
					<b>01 405 156 000 Health - Hospitalization Total</b>	<b>2,987.80</b>
<b>01 405 158 000 Life Insurance</b>						
[10408] Standard Insurance Company		5/15/2017	Brent2017-200	5/26/2017		51.00
[10408] Standard Insurance Company		5/15/2017	Brent2017-200	5/26/2017		3.40
					<b>01 405 158 000 Life Insurance Total</b>	<b>54.40</b>
<b>01 405 210 000 Office Supplies</b>						
[10480] W. B. Mason Company, Inc.		5/17/2017	"144310852	5/26/2017	pens, wipes	51.96
[10159] Ford Business Machines, Inc.		5/15/2017	221099	5/26/2017	toner	8.00
[10159] Ford Business Machines, Inc.		5/22/2017	221892	5/26/2017	toner	8.00
[10480] W. B. Mason Company, Inc.		4/26/2017	143718293	5/05/2017	sign here flags	13.49
[10480] W. B. Mason Company, Inc.		4/28/2017	143799700	5/26/2017	address labels	32.99
[10480] W. B. Mason Company, Inc.		5/08/2017	144021387	5/19/2017	ink, binder clips	64.16
[10480] W. B. Mason Company, Inc.		5/12/2017	144195528	5/26/2017	tape	29.95
					<b>01 405 210 000 Office Supplies Total</b>	<b>208.55</b>
<b>01 405 215 000 Postage</b>						
[10365] Purchase Power		5/16/2017	May633382	5/19/2017		1,008.50
					<b>01 405 215 000 Postage Total</b>	<b>1,008.50</b>
<b>01 405 231 000 Vehicle Fuel</b>						
[484] Zboyovsky, George		5/02/2017	Brent2017-165	5/05/2017		8.56
[484] Zboyovsky, George		5/02/2017	Brent2017-165	5/05/2017		5.35
[484] Zboyovsky, George		5/24/2017	Brent2017-203	5/26/2017	ASHE, GIS, APMM	150.87
					<b>01 405 231 000 Vehicle Fuel Total</b>	<b>164.78</b>
<b>01 405 321 000 Telephone Charges</b>						
[10106] Comcast		5/15/2017	53226761	5/26/2017		228.80
[10106] Comcast		5/09/2017	May89932087934319	5/19/2017		125.22
					<b>01 405 321 000 Telephone Charges Total</b>	<b>354.02</b>
<b>01 405 324 000 Wireless Telephone</b>						
[10477] Verizon Wireless		5/08/2017	9785328381	5/19/2017		23.83
					<b>01 405 324 000 Wireless Telephone Total</b>	<b>23.83</b>
<b>01 405 353 000 Fidelity Bonds- In</b>						
[10447] Travelers		5/12/2017	2838fa196	5/26/2017	Fin Dir Bond	788.00
					<b>01 405 353 000 Fidelity Bonds- In Total</b>	<b>788.00</b>
<b>01 405 384 000 Rental - Machinery &amp; Equipment</b>						
[10159] Ford Business Machines, Inc.		4/28/2017	219075	5/05/2017		380.00
[10233] Leaf		4/30/2017	7350498	5/05/2017		521.70
					<b>01 405 384 000 Rental - Machinery &amp; Equipment Total</b>	<b>901.70</b>
<b>01 405 460 000 Meetings &amp; Confer.</b>						
[484] Zboyovsky, George		5/02/2017	Brent2017-165	5/05/2017		410.00
[484] Zboyovsky, George		5/02/2017	Brent2017-165	5/05/2017		20.00
[10075] Brentwood Baldwin Whitehall Chamber		5/09/2017	Brent2017-176	5/12/2017	Women's Networking Luncheon	40.00
[10075] Brentwood Baldwin Whitehall Chamber		5/23/2017	Brent2017-202	5/26/2017		60.00
[484] Zboyovsky, George		5/24/2017	Brent2017-203	5/26/2017	ASHE, GIS, APMM	958.98
[10084] Brentwood EMS		5/24/2017	Brent2017-207	5/26/2017	Golf Outing	100.00
					<b>01 405 460 000 Meetings &amp; Confer. Total</b>	<b>1,588.98</b>

## Brentwood Borough

## A/P Distribution from 5/01/2017 to 5/31/2017

<u>Account</u>	<u>Vendor</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>A/P Due Date</u>	<u>Description</u>	<u>A/P Owed</u>
<b>01 407 453 000 Web Design/Maintenance</b>						
Data Blueprints, LLC		5/16/2017	4332	5/19/2017		72.90
					<b>01 407 453 000 Web Design/Maintenance Total</b>	<b>72.90</b>
<b>01 408 313 000 Engineering Services</b>						
[10430] The Gateway Engineers, Inc.		5/05/2017	241899	5/12/2017		357.00
					<b>01 408 313 000 Engineering Services Total</b>	<b>357.00</b>
<b>01 409 240 000 Operating Supplies</b>						
[10250] Mcmannus Merchants		5/03/2017	85225	5/05/2017		219.19
[10222] Keener Hardware		5/01/2017	April2017	5/12/2017		81.81
[10222] Keener Hardware		4/01/2017	March 2017	5/05/2017		17.84
					<b>01 409 240 000 Operating Supplies Total</b>	<b>318.84</b>
<b>01 409 325 000 Internet Service</b>						
[10106] Comcast		5/09/2017	May89932087934319	5/19/2017		159.90
					<b>01 409 325 000 Internet Service Total</b>	<b>159.90</b>
<b>01 409 361 000 Electricity</b>						
[10113] Constellation Newenergy, Inc.		4/28/2017	Apr0039203834	5/05/2017		805.22
[10139] Duquesne Light		5/06/2017	May6058160000	5/12/2017		19.00
					<b>01 409 361 000 Electricity Total</b>	<b>824.22</b>
<b>01 409 362 000 Gas</b>						
[10394] Snyder Brother's Inc.		5/15/2017	1023022	5/19/2017		266.06
[10344] Peoples Natural Gas		5/09/2017	May200006711291	5/12/2017		291.45
					<b>01 409 362 000 Gas Total</b>	<b>557.51</b>
<b>01 409 366 000 Water</b>						
[10336] Pennsylvania American Water		5/08/2017	May1024210035665156	5/12/2017		143.25
					<b>01 409 366 000 Water Total</b>	<b>143.25</b>
<b>01 409 450 000 Contracted Services</b>						
Uni-First Corporation		5/24/2017	074 5262832	5/26/2017	mats & mop	50.79
Uni-First Corporation		5/10/2017	074526881	5/26/2017		50.79
[10011] ABM Building Solutions, LLC.		4/27/2017	10891443	5/12/2017		321.00
[10178] Guardian Protection Service		4/21/2017	43765296	5/05/2017		144.00
Silverado Service		3/31/2017	Brent2017-180	5/12/2017	Backflow--preventive maint.	100.00
					<b>01 409 450 000 Contracted Services Total</b>	<b>666.58</b>
<b>01 410 153 000 Health - Disability</b>						
[10408] Standard Insurance Company		5/15/2017	Brent2017-200	5/26/2017		1,021.36
					<b>01 410 153 000 Health - Disability Total</b>	<b>1,021.36</b>
<b>01 410 156 000 Health - Hospitalization</b>						
[10312] PA Municipal Health Insurance Cooperative		5/01/2017	Brent2017-182	5/12/2017		13,526.19
[10146] Employer - Teamsters Local 205 Welfare		5/25/2017	Brent2017-204	5/26/2017		845.00
					<b>01 410 156 000 Health - Hospitalization Total</b>	<b>14,371.19</b>
<b>01 410 158 000 Life Insurance</b>						
[10408] Standard Insurance Company		5/15/2017	Brent2017-200	5/26/2017		353.60
					<b>01 410 158 000 Life Insurance Total</b>	<b>353.60</b>
<b>01 410 168 000 Retiree Benefits</b>						
[10312] PA Municipal Health Insurance Cooperative		5/01/2017	Brent2017-182	5/12/2017		3,403.11
[10408] Standard Insurance Company		5/15/2017	Brent2017-200	5/26/2017		25.50
[10146] Employer - Teamsters Local 205 Welfare		5/25/2017	Brent2017-204	5/26/2017		195.00
					<b>01 410 168 000 Retiree Benefits Total</b>	<b>3,623.61</b>

## Brentwood Borough

## A/P Distribution from 5/01/2017 to 5/31/2017

Account	Vendor	Invoice Date	Invoice	A/P Due Date	Description	A/P Owed
<b>01 410 191 000 Uniforms</b>						
[10278]	North Eastern Uniforms & Equipment Inc.	1/03/2017	34766-2	5/12/2017	Office Delallo	16.14
[10278]	North Eastern Uniforms & Equipment Inc.	5/12/2017	37064	5/19/2017	Officer Delallo	84.99
[10278]	North Eastern Uniforms & Equipment Inc.	5/12/2017	37065	5/19/2017	Officer Delallo	1,143.60
[10278]	North Eastern Uniforms & Equipment Inc.	5/15/2017	37074	5/19/2017	Officer Meisel	868.00
[10278]	North Eastern Uniforms & Equipment Inc.	5/15/2017	37074	5/19/2017	Officer Meisel	210.80
[10242]	M & M Uniforms, Inc.	5/04/2017	65560	5/26/2017	Skip vest	238.40
						999.95
<b>01 410 193 000 Training/Education</b>						<b>3,561.88</b>
[062]	Davidson, Scott T	5/05/2017	Brent2017-170	5/12/2017	NRA training school	62.43
<b>01 410 210 000 Office Supplies</b>						
[10480]	W. B. Mason Company, Inc.	5/09/2017	144074667	5/19/2017		62.43
<b>01 410 210 000 Office Supplies Total</b>						<b>43.96</b>
<b>01 410 231 000 Vehicle Fuel</b>						
[10486]	WEX Bank	4/30/2017	49659248	5/12/2017		1,231.30
<b>01 410 231 000 Vehicle Fuel Total</b>						<b>1,231.30</b>
<b>01 410 242 000 Police Protection Services</b>						
[10488]	Witmer Public Safety Group, Inc.	5/08/2017	S1772758	5/19/2017	2017 Ammo purchase.	2,048.91
<b>01 410 242 000 Police Protection Services Total</b>						<b>2,048.91</b>
<b>01 410 251 000 R&amp;M Vehicle Parts</b>						
[10412]	Sturman & Larkin Ford, Inc.	4/30/2017	apr 58452	5/12/2017		539.84
<b>01 410 251 000 R&amp;M Vehicle Parts Total</b>						<b>539.84</b>
<b>01 410 321 000 Telephone</b>						
[10106]	Comcast	5/15/2017	53226761	5/26/2017		183.04
[10112]	Consolidated Communications	5/16/2017	May412882524	5/26/2017		68.28
<b>01 410 321 000 Telephone Total</b>						<b>251.32</b>
<b>01 410 324 000 Wireless Telephone</b>						
[10405]	Sprint	5/12/2017	631922397-101	5/26/2017		173.84
[10405]	Sprint	4/27/2017	712299945035	5/19/2017		291.12
<b>01 410 324 000 Wireless Telephone Total</b>						<b>464.96</b>
<b>01 410 327 000 Radio Equipment/Maintenance</b>						
[10230]	Lautamus Communications, Inc.	4/28/2017	17-03155	5/05/2017		56.69
<b>01 410 327 000 Radio Equipment/Maintenance Total</b>						<b>56.69</b>
<b>01 410 384 000 Rental - Machinery &amp; Equipment</b>						
[10226]	Konica Minolta Bus Solution	4/30/2017	30189140	5/05/2017		121.52
<b>01 410 384 000 Rental - Machinery &amp; Equipment Total</b>						<b>121.52</b>
<b>01 410 400 000 Court Costs</b>						
[364]	Meisel, William M	5/08/2017	Brent2017-173	5/12/2017		38.00
[365]	Mikelonis, Gerald M	5/08/2017	Brent2017-174	5/12/2017		38.98
[534]	Heynes, Richard J	5/10/2017	Brent2017-178	5/12/2017		13.49
[124]	Hewes, Christian D	5/08/2017	Brent2017-188	5/19/2017	mileage & parking	80.20
[062]	Davidson, Scott T	5/08/2017	Brent2017-189	5/19/2017		19.49
[224]	Mulholland III, Milton E	5/08/2017	Brent2017-190	5/19/2017		32.49
[365]	Mikelonis, Gerald M	5/22/2017	Brent2017-195	5/26/2017		19.49
[534]	Swick, Richard J	5/18/2017	Brent2017-196	5/26/2017		15.49
<b>01 410 400 000 Court Costs Total</b>						<b>257.63</b>

## Brentwood Borough

### A/P Distribution from 5/01/2017 to 5/31/2017

<u>Account</u>	<u>Vendor</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>A/P Due Date</u>	<u>Description</u>	<u>A/P Owed</u>
<u>01 410 460 000 Meetings &amp; Conf.</u>						
[10075] Brentwood Baldwin Whitehall Chamber		5/23/2017	Brent2017-202	5/26/2017		20.00
[10084] Brentwood EMS		5/24/2017	Brent2017-207	5/26/2017	Golf Outing	100.00
					<b>01 410 460 000 Meetings &amp; Conf. Total</b>	<b>120.00</b>
<u>01 410 750 000 Minor Purchases</u>						
Saving Grace Medical		4/18/2017	0327	5/26/2017	Philips Defibrillators	7,110.00
					<b>01 410 750 000 Minor Purchases Total</b>	<b>7,110.00</b>
<u>01 411 231 000 Vehicle Fuel</u>						
[10486] WEX Bank		4/30/2017	49659248	5/12/2017		237.82
					<b>01 411 231 000 Vehicle Fuel Total</b>	<b>237.82</b>
<u>01 411 363 000 Hydrant Service</u>						
[10336] Pennsylvania American Water		5/01/2017	May/1024210037062784	5/05/2017		2,711.97
					<b>01 411 363 000 Hydrant Service Total</b>	<b>2,711.97</b>
<u>01 412 231 000 Vehicle Fuel</u>						
[10486] WEX Bank		4/30/2017	49659248	5/12/2017		890.85
					<b>01 412 231 000 Vehicle Fuel Total</b>	<b>890.85</b>
<u>01 412 325 000 Internet</u>						
[10106] Comcast		5/09/2017	May899320879245	5/19/2017		6.34
					<b>01 412 325 000 Internet Total</b>	<b>6.34</b>
<u>01 414 153 000 Health - Disability</u>						
[10408] Standard Insurance Company		5/15/2017	Brent2017-200	5/26/2017		95.41
					<b>01 414 153 000 Health - Disability Total</b>	<b>95.41</b>
<u>01 414 156 000 Health - Hospitalization</u>						
[10312] PA Municipal Health Insurance Cooperative		5/01/2017	Brent2017-182	5/12/2017		1,658.43
[10146] Employer - Teamsters Local 205 Welfare		5/25/2017	Brent2017-204	5/26/2017		130.00
					<b>01 414 156 000 Health - Hospitalization Total</b>	<b>1,788.43</b>
<u>01 414 158 000 Life Insurance</u>						
[10408] Standard Insurance Company		5/15/2017	Brent2017-200	5/26/2017		34.00
					<b>01 414 158 000 Life Insurance Total</b>	<b>34.00</b>
<u>01 414 231 000 Vehicle Fuel</u>						
[10486] WEX Bank		4/30/2017	49659248	5/12/2017		99.78
[564] Peccon, Eric P		4/28/2017	Brent2017-208	5/26/2017		6.00
					<b>01 414 231 000 Vehicle Fuel Total</b>	<b>105.78</b>
<u>01 414 321 000 Telephone</u>						
[10106] Comcast		5/15/2017	53226761	5/26/2017		22.92
					<b>01 414 321 000 Telephone Total</b>	<b>22.92</b>
<u>01 414 324 000 Wireless Telephone</u>						
[10477] Verizon Wireless		5/08/2017	9785328381	5/19/2017		23.83
					<b>01 414 324 000 Wireless Telephone Total</b>	<b>23.83</b>
<u>01 414 460 000 Meetings &amp; Confer.</u>						
[392] Costa, Ralph J		4/25/2017	Brent2017-119	5/05/2017	parking	15.00
					<b>01 414 460 000 Meetings &amp; Confer. Total</b>	<b>15.00</b>
<u>01 415 153 000 Health - Disability</u>						
[10408] Standard Insurance Company		5/15/2017	Brent2017-200	5/26/2017		98.12
					<b>01 415 153 000 Health - Disability Total</b>	<b>98.12</b>
<u>01 415 156 000 Health - Hospitalization</u>						
[10312] PA Municipal Health Insurance Cooperative		5/01/2017	Brent2017-182	5/12/2017		1,658.43

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## A/P Distribution from 5/01/2017 to 5/31/2017

<u>Account</u>	<u>Vendor</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>A/P Due Date</u>	<u>Description</u>	<u>A/P Owed</u>
[10146] Employer - Teamsters Local 205 Welfare		5/25/2017	Brent2017-204	5/26/2017		130.00
<b>01 415 158 000 Life Insurance</b>				<b>01 415 156 000 Health - Hospitalization Total</b>		<b>1,788.43</b>
[10408] Standard Insurance Company		5/15/2017	Brent2017-200	5/26/2017		34.00
<b>01 417 240 000 Operating Supplies</b>				<b>01 415 158 000 Life Insurance Total</b>		<b>34.00</b>
[10253] Meter Feeder		5/05/2017	Brent2017-175	5/12/2017	ticket paper roll	100.00
<b>01 426 450 000 Contracted Services--Leaf bins</b>				<b>01 417 240 000 Operating Supplies Total</b>		<b>100.00</b>
[10372] Republic Services #674		4/20/2017	0674-001697223	5/05/2017		773.48
[10372] Republic Services #674		5/20/2017	0674-001704314	5/26/2017	roll offs	1,137.48
<b>01 426 451 000 Contracted Svc--Refuse</b>				<b>01 426 450 000 Contracted Services--Leaf bins Total</b>		<b>1,910.96</b>
[10372] Republic Services #674		4/30/2017	0674-001699164	5/12/2017		49,432.71
<b>01 426 452 000 Contracted Svc--Software Systems</b>				<b>01 426 451 000 Contracted Svc--Refuse Total</b>		<b>49,432.71</b>
[10397] Software Systems		4/26/2017	12867-9	5/12/2017		150.00
[10397] Software Systems		5/16/2017	12878	5/19/2017		150.00
<b>01 430 153 000 Health - Disability</b>				<b>01 426 452 000 Contracted Svc--Software Systems Total</b>		<b>300.00</b>
[10408] Standard Insurance Company		5/15/2017	Brent2017-200	5/26/2017		556.57
<b>01 430 156 000 Health - Hospitalization</b>				<b>01 430 153 000 Health - Disability Total</b>		<b>556.57</b>
[10312] PA Municipal Health Insurance Cooperative		5/01/2017	Brent2017-182	5/12/2017		7,768.09
[10146] Employer - Teamsters Local 205 Welfare		5/25/2017	Brent2017-204	5/26/2017		585.00
<b>01 430 158 000 Life Insurance</b>				<b>01 430 156 000 Health - Hospitalization Total</b>		<b>8,353.09</b>
[10408] Standard Insurance Company		5/15/2017	Brent2017-200	5/26/2017		187.00
[10408] Standard Insurance Company		5/15/2017	Brent2017-200	5/26/2017		10.20
<b>01 430 191 000 Uniform Allowance</b>				<b>01 430 158 000 Life Insurance Total</b>		<b>197.20</b>
Uni-First Corporation		5/03/2017	074 5253799	5/05/2017		173.61
Uni-First Corporation		5/17/2017	074 5259763	5/26/2017		173.61
Uni-First Corporation		5/24/2017	074 5262746	5/26/2017		173.61
Uni-First Corporation		4/12/2017	0745244805	5/05/2017		173.61
Uni-First Corporation		5/10/2017	0745256798	5/12/2017		210.83
<b>01 430 231 000 Vehicle Fuel</b>				<b>01 430 191 000 Uniform Allowance Total</b>		<b>905.27</b>
[10486] WEX Bank		4/30/2017	49659248	5/12/2017		1,918.58
<b>01 430 240 000 Operating Supplies</b>				<b>01 430 231 000 Vehicle Fuel Total</b>		<b>1,918.58</b>
[10289] Option Supply Company, Inc.		3/08/2017	228206	5/05/2017		108.50
[10234] Light Brothers		4/27/2017	29320	5/05/2017	Embroidery	68.75
[10172] Gil - Con Tool Company		3/30/2017	56516	5/05/2017		138.95
[10172] Gil - Con Tool Company		5/10/2017	56956	5/26/2017	oic mix	101.97
[10341] Pennsylvania One Call System, Inc.		4/30/2017	723975	4/30/2017		60.77
[10251] Medexpress Urgent Care, PC Pennsylvania		5/01/2017	751711c3908	5/12/2017	Richard Craig physical	80.00
[10040] Alloy-Oxygen & Welding Supply Company		4/30/2017	815858	5/12/2017		48.10
[10175] Grainger		5/11/2017	831420047	5/26/2017	ear plugs	215.38

## Brentwood Borough

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<u>01 430 245 000 DPW - Highway Supplies</u> [10391] Sherwin - Williams	[10250] Mcmannus Merchants	5/03/2017	85226	5/05/2017		246.61
	[10222] Keener Hardware	5/01/2017	April2017	5/12/2017		20.98
	LukasShaulis	5/10/2017	Brent2017-177	5/12/2017	clearances	39.00
	Nicholas Smith	5/17/2017	Brent2017-187	5/19/2017		39.00
	Bezek, Christopher	5/22/2017	Brent2017-198	5/26/2017	Clearances	39.00
<u>01 430 317 000 Other Services</u> Silverado Service	Bakowski, Kevin	5/24/2017	Brent2017-205	5/26/2017	clearances	39.00
	[10222] Keener Hardware	4/01/2017	March 2017	5/05/2017		77.40
<b>01 430 240 000 Operating Supplies Total</b>						<b>1,323.41</b>
<u>01 430 251 000 R&amp;M Supplies - Vehicle Parts</u> [10016] Advance Auto Parts [10008] A & H Equipment Company		5/10/2017	7102-0	5/26/2017		384.95
		4/30/2017	Apr1222036705	5/12/2017		384.95
		5/04/2017	c14537	5/12/2017		217.88
<u>01 430 321 000 Telephone</u> [10474] Verizon		3/31/2017	Brent2017-180	5/12/2017	Backflow--preventive maint.	808.86
		5/04/2017	May4128820700	5/12/2017		1,026.74
<b>01 430 317 000 Other Services Total</b>						<b>200.00</b>
<u>01 430 324 000 Wireless Telephone</u> [10477] Verizon Wireless		5/08/2017	9785328381	5/19/2017		188.13
		5/04/2017	May4128820700	5/12/2017		188.13
<b>01 430 324 000 Wireless Telephone Total</b>						<b>47.66</b>
<u>01 430 325 000 Internet Services</u> [10474] Verizon		5/04/2017	May4128820700	5/12/2017		47.66
		5/04/2017	May4128820700	5/12/2017		104.99
<b>01 430 325 000 Internet Services Total</b>						<b>104.99</b>
<u>01 430 361 000 Electricity</u> [10113] Constellation Newenergy, Inc. [10139] Duquesne Light		4/28/2017	Apr0039203834	5/05/2017		200.36
		5/06/2017	May0458260000	5/12/2017		121.88
		5/09/2017	May200006711705	5/12/2017		322.24
<b>01 430 361 000 Electricity Total</b>						<b>584.70</b>
<u>01 430 362 000 Gas</u> [10344] Peoples Natural Gas		5/16/2017	May1024220002179843	5/19/2017		584.70
		5/16/2017	May1024220002179843	5/19/2017		445.59
<b>01 430 362 000 Gas Total</b>						<b>445.59</b>
<u>01 430 366 000 Water</u> [10336] Pennsylvania American Water		4/28/2017	9429138606	5/12/2017	leather gloves	380.30
		4/28/2017	9429138606	5/12/2017		380.30
<b>01 430 366 000 Water Total</b>						<b>380.30</b>
<u>01 430 700 000 Minor Purchases</u> [10175] Grainger		5/22/2017	Brent2017-197	5/26/2017	Clearances	39.00
		5/24/2017	Brent2017-206	5/26/2017	Clearances	39.00
		5/25/2017	Brent2017-212	5/26/2017	clearances	39.00
<b>01 430 700 000 Minor Purchases Total</b>						<b>117.00</b>
<u>01 452 240 000 Operating Supplies</u> [Drazdzinski] Drazdzinski, Erin Bakowski, Mathew Marissa Brittan		5/06/2017	May0071960000	5/12/2017		186.00
		5/06/2017	May0071960000	5/12/2017		186.00
		5/06/2017	May0071960000	5/12/2017		186.00
<b>01 452 240 000 Operating Supplies Total</b>						<b>186.00</b>
<b>01 452 361 000 Electricity</b>						<b>186.00</b>
<b>01 452 361 000 Electricity Total</b>						<b>186.00</b>



## Brentwood Borough

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## A/P Distribution from 5/01/2017 to 5/31/2017

Account	Vendor	Invoice Date	Invoice	A/P Due Date	Description	A/P Owed
<b>01 452 450 000 Contracted Services</b>						
[10208] Jeff Ellis Management, LLC		5/01/2017	2008285	5/05/2017		13,386.16
					<b>01 452 450 000 Contracted Services Total</b>	<b>13,386.16</b>
<b>01 453 361 000 Electricity</b>						
[10113] Constellation Newenergy, Inc.		4/28/2017	Apr0039203834	5/05/2017		151.36
[10139] Duquesne Light		5/06/2017	May7258240000	5/12/2017		140.54
					<b>01 453 361 000 Electricity Total</b>	<b>291.90</b>
<b>01 453 362 000 Gas</b>						
[10394] Snyder Brother's Inc.		5/15/2017	1023022	5/19/2017		213.26
[10344] Peoples Natural Gas		5/09/2017	May200006711499	5/12/2017		211.73
					<b>01 453 362 000 Gas Total</b>	<b>424.99</b>
<b>01 453 450 000 Contracted Services</b>						
ADA Consultants, LLC		5/10/2017	ADAC05102017	5/12/2017		1,000.00
					<b>01 453 450 000 Contracted Services Total</b>	<b>1,000.00</b>
<b>01 453 700 000 Minor Purchases</b>						
[10240] Lowe's		5/02/2017	apr98007112026	5/12/2017		126.84
					<b>01 453 700 000 Minor Purchases Total</b>	<b>126.84</b>
<b>01 454 240 000 Operating Supplies</b>						
[10289] Option Supply Company, Inc.		4/07/2017	228929	5/12/2017		73.95
[10289] Option Supply Company, Inc.		4/11/2017	229257	5/12/2017		105.00
[10289] Option Supply Company, Inc.		4/11/2017	229259	5/12/2017		135.00
[10289] Option Supply Company, Inc.		4/12/2017	229271	5/12/2017		126.00
[10289] Option Supply Company, Inc.		4/12/2017	229287	5/12/2017		72.00
[10391] Sherwin - Williams		5/10/2017	2409-4	5/26/2017		83.75
[10172] Gil - Con Tool Company		1/12/2017	56233	5/05/2017		240.75
[10175] Grainger		5/11/2017	831420047	5/26/2017	ear plugs	215.38
[10250] Memanus Merchants		5/03/2017	85224	5/05/2017		203.24
[10491] ZEP Manufacturing Company		5/18/2017	9002831808	5/26/2017	Weed defeat III	354.98
[10222] Keener Hardware		5/01/2017	April2017	5/12/2017		212.93
[10222] Keener Hardware		4/01/2017	March 2017	5/05/2017		308.67
					<b>01 454 240 000 Operating Supplies Total</b>	<b>2,131.65</b>
<b>01 454 361 000 Electricity</b>						
[10113] Constellation Newenergy, Inc.		4/28/2017	Apr0039203834	5/05/2017		33.88
[10113] Constellation Newenergy, Inc.		4/28/2017	Apr0039203834	5/05/2017		357.50
[10139] Duquesne Light		5/06/2017	May0852450000	5/12/2017		112.30
[10139] Duquesne Light		5/09/2017	May4739130000	5/19/2017		214.77
[10139] Duquesne Light		5/09/2017	May4739130000-2	5/19/2017		211.40
[10139] Duquesne Light		5/06/2017	May7008065151	5/12/2017		16.42
[10139] Duquesne Light		5/06/2017	May8733760000	5/12/2017		113.92
					<b>01 454 361 000 Electricity Total</b>	<b>1,060.19</b>
<b>01 454 366 000 Water</b>						
[10336] Pennsylvania American Water		5/16/2017	May1024210035894169	5/19/2017		158.82
					<b>01 454 366 000 Water Total</b>	<b>158.82</b>
<b>01 454 450 000 Contracted Service</b>						
[10264] Mr. John of Pittsburgh		4/15/2017	415444	5/12/2017		1,070.00
[10264] Mr. John of Pittsburgh		5/08/2017	417128	5/12/2017		870.00
ADA Consultants, LLC		5/10/2017	ADAC05102017	5/12/2017		1,750.00
Silverado Service		3/31/2017	Brent2017-180	5/12/2017	Backflow--preventive maint.	200.00

## Brentwood Borough

## A/P Distribution from 5/01/2017 to 5/31/2017

<u>Account</u>	<u>Vendor</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>A/P Due Date</u>	<u>Description</u>	<u>A/P Owed</u>
Silverado Service		3/31/2017	Brent2017-180	5/12/2017	Backflow--preventive maint.	100.00
<b>01 454 700 000 Minor Purchases</b>					<b>01 454 450 000 Contracted Service Total</b>	<b>3,990.00</b>
[10172] Gil - Con Tool Company		5/10/2017	56957	5/26/2017	Trimmer	399.95
[10240] Lowe's		5/02/2017	ap198007112026	5/12/2017		386.32
<b>01 456 240 000 Operating Supplies</b>					<b>01 454 700 000 Minor Purchases Total</b>	<b>786.27</b>
[10250] Mcmannus Merchants		5/10/2017	85311	5/12/2017	towels, TP, liners	155.17
<b>01 456 361 000 Electricity</b>					<b>01 456 240 000 Operating Supplies Total</b>	<b>155.17</b>
[10139] Duquesne Light		5/17/2017	3384-710-000	5/26/2017		3.14
[10113] Constellation Newenergy, Inc.		4/28/2017	Apr0039203834	5/05/2017		704.74
<b>01 456 362 000 Gas</b>					<b>01 456 361 000 Electricity Total</b>	<b>707.88</b>
[10394] Snyder Brother's Inc.		5/15/2017	1023022	5/19/2017		314.32
[10344] Peoples Natural Gas		5/09/2017	May200007895440	5/12/2017		305.61
<b>01 456 366 000 Water</b>					<b>01 456 362 000 Gas Total</b>	<b>619.93</b>
[10336] Pennsylvania American Water		5/16/2017	May1024210035367186	5/19/2017		141.44
<b>01 456 450 000 Contracted Service</b>					<b>01 456 366 000 Water Total</b>	<b>141.44</b>
Silverado Service		3/31/2017	Brent2017-180	5/12/2017	Backflow--preventive maint.	100.00
<b>01 457 700 000 Minor Purchases</b>					<b>01 456 450 000 Contracted Service Total</b>	<b>100.00</b>
[10427] The Flag Factory		5/04/2017	170287	5/19/2017		1,345.00
<b>01 459 325 000 Internet Services</b>					<b>01 457 700 000 Minor Purchases Total</b>	<b>1,345.00</b>
[10474] Verizon		5/09/2017	May152996784122	5/19/2017		165.33
[10474] Verizon		5/16/2017	May4128851000090	5/26/2017		123.54
<b>01 459 361 000 Electricity</b>					<b>01 459 325 000 Internet Services Total</b>	<b>288.87</b>
[10139] Duquesne Light		5/09/2017	May256510000	5/19/2017		1,052.26
[10139] Duquesne Light		5/06/2017	May609370000	5/12/2017		340.15
<b>01 459 370 000 Repair &amp; Maintenance</b>					<b>01 459 361 000 Electricity Total</b>	<b>1,392.41</b>
Silverado Service		3/31/2017	Brent2017-180	5/12/2017	Backflow--preventive maint.	100.00
<b>01 463 340 000 Advertising/Marketing</b>					<b>01 459 370 000 Repair &amp; Maintenance Total</b>	<b>100.00</b>
[10084] Brentwood EMS		5/05/2017	Brent2017-169	5/05/2017	golf tee sponsorship	200.00
<b>01 465 366 000 12 Marylea Ave - Water</b>					<b>01 463 340 000 Advertising/Marketing Total</b>	<b>200.00</b>
[10336] Pennsylvania American Water		5/10/2017	May1024210033864469	5/19/2017		32.46
[10105] Columbia Gas		5/22/2017	May19665490033	5/26/2017	2nd floor	16.75
[10105] Columbia Gas		5/22/2017	may196655490042	5/26/2017	2nd floor apt. 1	16.75
<b>08 429 325 000 Postage</b>					<b>01 465 366 000 12 Marylea Ave - Water Total</b>	<b>65.96</b>
[10468] UPS		5/06/2017	X927V9187	5/12/2017		18.62
					<b>08 429 325 000 Postage Total</b>	<b>18.62</b>

**Brentwood Borough**  
**A/P Distribution from 5/01/2017 to 5/31/2017**

<u>Account</u>	<u>Vendor</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>A/P Due Date</u>	<u>Description</u>	<u>A/P Owed</u>
18 410 742 000 Police Vehicle Purchase						
Valero Service, Inc.		4/20/2017	SI118237	5/19/2017	(2) Light bars to replace car 17 and Car 18's	4,095.36
				18 410 742 000 Police Vehicle Purchase Total		4,095.36
				Report Total		170,443.21

**Brentwood Borough**  
**Adjustments Register from 5/01/2017 to 5/31/2017**  
**General Fund Cash Account - PNC**

Reference	Date	Description	Deposit Amount
0000062	5/01/2017	del trash	56,379.47
0000051	5/08/2017	RE Transfer Tax	7,604.86
0000058	5/08/2017	Google	-187.16
0000054	5/10/2017	RE Taxes--Fay	2,549,664.76
0000057	5/11/2017	bank dep bag fees--to be refunded	-368.06
0000059	5/17/2017	ESRI & ICC memberships	-2,635.00
0000056	5/18/2017	refund of ck order fees	47.25
0000063	5/30/2017	Debit Cards	-1,577.10
0000050	5/31/2017	EIT Collection	183,090.44
0000052	5/31/2017	Meter Feeder	3,597.00
0000053	5/31/2017	Parking meters	6,296.02
0000055	5/31/2017	Rec fees--Stripe	2,651.07
0000064	5/31/2017	NWGS Monthly chgs	-13,920.94
Total Adjustments:			<u>2,790,642.61</u>

**08**

**SANITARY SEWER FUND  
BUDGET REPORT**

**May 1 to May 31, 2017**

**\$246,943.07**

**Brentwood Borough**  
**Treasurer's Report Sanitary Sewer Fund Expenditures**  
**For the Period Ending May 31, 2017**

EXPENDITURES	Budget	YTD Expenditures and Encumbrances	Current Expenditures	Current Encumbrances	Budget Remaining
<u>IT/DATA PROCESSING</u>					
08 407 454 000 General Hardware	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00
08 407 455 000 General Software/Licenses	7,000.00	13,128.00	0.00	0.00	(6,128.00)
<b>TOTAL - IT/DATA PROCESSING</b>	<b>8,000.00</b>	<b>13,128.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(5,128.00)</b>
<u>SANITARY SEWER</u>					
08 429 210 000 Office Supplies	\$ 1,000.00	\$ 73.19	\$ 0.00	\$ 0.00	\$ 926.81
08 429 311 000 Auditing Services	5,000.00	0.00	0.00	0.00	5,000.00
08 429 313 000 Engineering Services	192,000.00	79,811.82	25,579.45	0.00	112,188.18
08 429 314 000 Legal Services	20,000.00	2,440.50	0.00	0.00	17,559.50
08 429 316 000 Service Charges	3,000.00	1,699.31	1,260.00	0.00	1,300.69
08 429 325 000 Postage	2,000.00	246.55	18.62	200.00	1,753.45
08 429 341 000 Advertising	5,000.00	22.50	0.00	0.00	4,977.50
08 429 370 000 R&M Services	5,000.00	0.00	0.00	0.00	5,000.00
08 429 372 000 O&M Plan	0.00	276,722.93	183,688.37	0.00	(276,722.93)
08 429 372 050 Emergency	0.00	4,695.00	4,695.00	0.00	(4,695.00)
08 429 372 100 O&M - CCTV	35,000.00	76,450.00	0.00	0.00	(41,450.00)
08 429 372 200 O&M - Contract A Point Repair/Manhole Repair	110,000.00	0.00	0.00	0.00	110,000.00
08 429 372 300 O&M - Contract B Lining - Spot Lining	250,000.00	0.00	0.00	0.00	250,000.00
08 429 372 400 O&M - Special Repairs	65,000.00	0.00	0.00	0.00	65,000.00
08 429 372 500 O&M - Preventative Maintenance	40,000.00	0.00	0.00	0.00	40,000.00
08 429 380 000 Return Of Sewage Escrow	0.00	7,150.00	7,150.00	0.00	(7,150.00)
08 429 450 000 Contracted Services	20,000.00	8,150.00	0.00	0.00	11,850.00
08 429 453 000 Contracted Services - Alcosan	1,920,000.00	780,225.04	0.00	0.00	1,139,774.96
08 429 454 000 Contracted Services	86,000.00	46,428.75	8,796.04	0.00	39,571.25
08 429 610 000 Capital Construction	200,000.00	76,099.71	48.50	0.00	123,900.29
08 429 700 000 Capital Purchases	1,000.00	0.00	0.00	0.00	1,000.00
<b>TOTAL - SANITARY SEWER</b>	<b>2,960,000.00</b>	<b>1,360,215.30</b>	<b>231,235.98</b>	<b>200.00</b>	<b>1,599,784.70</b>
<u>DEBT PRINCIPAL</u>					
08 471 201 000 2005 PWSA Loan	\$ 21,000.00	\$ 20,652.06	\$ 0.00	\$ 0.00	\$ 347.94
08 471 202 000 2007 Penvest Principal	183,300.00	72,285.49	15,218.23	0.00	111,014.51
<b>TOTAL - DEBT PRINCIPAL</b>	<b>204,300.00</b>	<b>92,937.55</b>	<b>15,218.23</b>	<b>0.00</b>	<b>111,362.45</b>
<u>DEBT INTEREST</u>					
08 472 201 000 2005 Pwsa Loan Interst	\$ 5,000.00	\$ 4,483.86	\$ 0.00	\$ 0.00	\$ 516.14
08 472 202 000 2007 Pennvest Interest	5,000.00	6,100.01	458.87	0.00	(1,100.01)
<b>TOTAL - DEBT INTEREST</b>	<b>10,000.00</b>	<b>10,583.87</b>	<b>458.87</b>	<b>0.00</b>	<b>(583.87)</b>
<u>REFUNDS</u>					
08 491 000 000 Refunds	\$ 5,000.00	\$ 2,363.38	\$ 29.99	\$ 0.00	\$ 2,636.62
<b>TOTAL - REFUNDS</b>	<b>5,000.00</b>	<b>2,363.38</b>	<b>29.99</b>	<b>0.00</b>	<b>2,636.62</b>
<u>INTERFUND TRANSFERS</u>					
08 492 018 000 Transfer To Capital Improvement	\$ 100,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100,000.00
08 492 100 000 Transfer - GI Fund	484,000.00	0.00	0.00	0.00	484,000.00
<b>TOTAL - INTERFUND TRANSFERS</b>	<b>584,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>584,000.00</b>
<u>OTHER FINANCE USES</u>					
<b>TOTAL - OTHER FINANCE USES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>UNRESERVED BALANCE</u>					
08 495 000 000 Unreserved Balance	\$ 2,080,800.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,080,800.00
<b>TOTAL - UNRESERVED BALANCE</b>	<b>2,080,800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,080,800.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,852,100.00</b>	<b>\$ 1,479,228.10</b>	<b>\$ 246,943.07</b>	<b>\$ 200.00</b>	<b>\$ 4,372,871.90</b>



**Brentwood Borough**  
**Adjustments Register from 5/01/2017 to 5/31/2017**  
Sewage Fund Account - PNC

<u>Reference</u>	<u>Date</u>	<u>Description</u>	<u>Deposit Amount</u>
0000047	5/01/2017	Pennvest loan	-15,677.10
0000045	5/02/2017	PNC Merch chgs	-963.74
0000046	5/17/2017	Returned ACH	-705.00
0000063	5/25/2017	Cr adj	48.37
0000042	5/31/2017	Lockbox	252,779.03
0000043	5/31/2017	payer xpress	57,221.59
0000044	5/31/2017	credit card payments	51,933.71
0000048	5/31/2017	Ret'd deps	-800.23
0000049	5/31/2017	Corp. analysis chgs	-6,992.30
Total Adjustments:			<u>336,844.33</u>



**15**

**BRENTWOOD PARK**

**FUND**

**\$93,842.95**

**May 1 to May 31, 2017**

**Brentwood Borough**  
**A/P Distribution from 5/01/2017 to 5/31/2017**

<u>Account</u>	<u>Vendor</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>A/P Due Date</u>	<u>Description</u>	<u>A/P Owed</u>
15 492 030 000 Transfers-Capital Improvement Fund						
[10067] Borough Of Brentwood		5/23/2017	Brent2017-201	5/26/2017	Trans to CIF	6,000.00
				15 492 030 000 Transfers-Capital Improvement Fund Total		6,000.00
				Report Total		6,000.00

**18**

**CAPITAL IMPROVEMENT FUND  
BUDGET REPORT**

**May 1 to May 31, 2017**

**\$100,516.24**

**Brentwood Borough**  
**Treasurer's Report Capital Improvement Fund Expenditures**  
**For the Period Ending May 31, 2017**

EXPENDITURES	Budget	YTD Expenditures and Encumbrances	Current Expenditures	Current Encumbrances	Budget Remaining
<u>IT/DATA PROCESSING</u>					
18 407 455 000 General Software/Licenses	\$ 34,000.00	\$ 31,982.25	\$ 0.00	\$ 0.00	\$ 2,017.75
<b>TOTAL - IT/DATA PROCESSING</b>	<b>34,000.00</b>	<b>31,982.25</b>	<b>0.00</b>	<b>0.00</b>	<b>2,017.75</b>
<u>BOROUGH BUILDING</u>					
18 409 313 000 Engineer & Architectural Services	\$ 235,000.00	\$ 6,784.00	\$ 1,231.50	\$ 0.00	\$ 228,216.00
18 409 745 000 Borough Building Demolition - 10 Manylea	35,000.00	0.00	0.00	0.00	35,000.00
<b>TOTAL - BOROUGH BUILDING</b>	<b>270,000.00</b>	<b>6,784.00</b>	<b>1,231.50</b>	<b>0.00</b>	<b>263,216.00</b>
<u>POLICE DEPARTMENT</u>					
18 410 700 000 Minor Purchases	\$ 20,000.00	\$ 1,426.50	\$ 0.00	\$ 0.00	\$ 18,573.50
18 410 742 000 Police Vehicle Purchase	50,000.00	37,172.36	37,172.36	(37,172.36)	12,827.64
<b>TOTAL - POLICE DEPARTMENT</b>	<b>70,000.00</b>	<b>38,598.86</b>	<b>37,172.36</b>	<b>(37,172.36)</b>	<b>31,401.14</b>
<u>PLANNING AND ZONING</u>					
<b>TOTAL - PLANNING AND ZONING</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>PUBLIC WORKS DEPARTMENT</u>					
18 430 700 000 Sign Management	\$ 15,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,000.00
<b>TOTAL - PUBLIC WORKS DEPARTMENT</b>	<b>15,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,000.00</b>
<u>STREET SIGNS AND STREET MARKINGS</u>					
18 433 313 000 Engineering - Engineering	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00
18 433 610 000 Traffic Calming Devices	20,000.00	0.00	0.00	0.00	20,000.00
18 433 700 000 Minor Purchases	146,000.00	145,933.65	29,759.99	0.00	66.35
<b>TOTAL - STREET SIGNS AND STREET MARKINGS</b>	<b>168,000.00</b>	<b>145,933.65</b>	<b>29,759.99</b>	<b>0.00</b>	<b>22,066.35</b>
<u>CONSTRUCTION</u>					
18 439 313 000 Engineering Svcs	\$ 10,000.00	\$ 7,369.05	\$ 0.00	\$ 0.00	\$ 2,610.95
18 439 610 000 General Const. Sidewalk Cost Sharing	50,000.00	0.00	0.00	0.00	50,000.00
Repair Policy					
18 439 619 000 Roadway Rehabilitation Projects	400,000.00	1,166,595.56	13,506.89	0.00	(766,595.56)
<b>TOTAL - CONSTRUCTION</b>	<b>460,000.00</b>	<b>1,173,964.61</b>	<b>13,506.89</b>	<b>0.00</b>	<b>(713,964.61)</b>
<u>SWIMMING POOL</u>					
18 452 313 000 Engineering Svcs	\$ 50,000.00	\$ 30,892.90	\$ 0.00	\$ 0.00	\$ 19,107.10
18 452 611 000 Pool Improvements	414,000.00	14,936.00	8,450.00	0.00	399,064.00
<b>TOTAL - SWIMMING POOL</b>	<b>464,000.00</b>	<b>45,828.90</b>	<b>8,450.00</b>	<b>0.00</b>	<b>418,171.10</b>
<u>CIVIC CENTER</u>					
<b>TOTAL - CIVIC CENTER</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>PARK</u>					
18 454 611 000 Phase III Construction-Misc	\$ 300,000.00	\$ 55,105.34	\$ 9,895.50	\$ 0.00	\$ 244,894.66
18 454 700 000 Park Improvements	20,000.00	20,341.84	0.00	0.00	(341.84)
<b>TOTAL - PARK</b>	<b>320,000.00</b>	<b>75,447.18</b>	<b>9,895.50</b>	<b>0.00</b>	<b>244,552.82</b>
<u>LIBRARY</u>					
<b>TOTAL - LIBRARY</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>DEBIT PRINCIPAL</u>					
18 471 202 000 2012/2007 Gob Principal	\$ 225,000.00	\$ 500.00	\$ 500.00	\$ 0.00	\$ 224,500.00
18 471 203 000 2009 Energy Savings Equip.	24,000.00	22,908.78	0.00	0.00	1,091.22
18 471 204 000 2013 Lease-Dpw Backhoe	10,000.00	9,469.96	0.00	0.00	530.04

**Brentwood Borough**  
**Treasurer's Report Capital Improvement Fund Expenditures**  
**For the Period Ending May 31, 2017**

	Budget	YTD Expenditures and Encumbrances	Current Expenditures	Current Encumbrances	Budget Remaining
18 471 205 000 2013 Gob Principal - Dpw	165,000.00	520.00	0.00	0.00	164,480.00
18 471 206 000 DPW Trucks	42,000.00	18,885.78	0.00	0.00	23,114.22
18 471 207 000 2015 Lease Hvac Equip	12,000.00	0.00	0.00	0.00	12,000.00
18 471 208 000 2017 Lease - DPW Truck	20,000.00	0.00	0.00	0.00	20,000.00
<b>TOTAL - DEBT PRINCIPAL</b>	<b>498,000.00</b>	<b>52,284.52</b>	<b>500.00</b>	<b>0.00</b>	<b>445,715.48</b>
<b>DEBT INTEREST</b>					
18 472 202 000 2012/2007 Gob Interest	\$ 69,000.00	\$ 34,009.38	\$ 0.00	\$ 0.00	\$ 34,990.62
18 472 203 000 2009 Energy Savings Equip. Int.	9,000.00	6,290.20	0.00	0.00	2,709.80
18 472 204 000 2013 Lease-Dpw Backhoe	0.00	110.44	0.00	0.00	(110.44)
18 472 205 000 2015 GOB Interest	158,000.00	78,663.13	0.00	0.00	79,336.87
18 472 206 000 DPW Interest	2,000.00	891.67	0.00	0.00	1,108.33
18 472 207 000 2015 Lease Hvac Equip Int	2,000.00	0.00	0.00	0.00	2,000.00
<b>TOTAL - DEBT INTEREST</b>	<b>240,000.00</b>	<b>119,964.82</b>	<b>0.00</b>	<b>0.00</b>	<b>120,035.18</b>
<b>INTERFUND TRANSFERS</b>					
<b>TOTAL - INTERFUND TRANSFERS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>UNRESERVED BALANCE</b>					
18 495 000 000 Unreserved Balance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,539,000.00</b>	<b>\$ 1,690,808.79</b>	<b>\$ 100,516.24</b>	<b>\$ (37,172.36)</b>	<b>\$ 848,191.21</b>



**Brentwood Borough**  
**Adjustments Register from 5/01/2017 to 5/31/2017**  
Capital Improvement Cash Account - PNC

<u>Reference</u>	<u>Date</u>	<u>Description</u>	<u>Deposit Amount</u>
000022	5/10/2017	Trans from GF to CIP	431,250.00
Total Adjustments:			<u>431,250.00</u>

**35**

**HIGHWAY AID FUND  
BUDGET REPORT**

**May 1 to May 31, 2017**

**\$0.00**



**60**

**EMPLOYEE PENSION FUND  
BUDGET REPORT**

**May 1 to May 31, 2017**

**\$2,404.44**

**Brentwood Borough**  
**Treasurer's Report Employee Pension Fund Expenditures**  
**For the Period Ending April 30, 2017**

EXPENDITURES	Budget	YTD Expenditures and Encumbrances	Current Expenditures	Current Encumbrances	Budget Remaining
<u>FISCAL AGENT FEES</u>					
60 475 000 000 Administrative Fees	\$ 0.00	\$ 195,105.14	\$ 2,404.44	\$ 0.00	\$ (195,105.14)
60 475 317 000 Trustee fee	0.00	351.60	0.00	0.00	(351.60)
<b>TOTAL - FISCAL AGENT FEES</b>	<b>0.00</b>	<b>195,456.74</b>	<b>2,404.44</b>	<b>0.00</b>	<b>(195,456.74)</b>
<u>MISCELLANEOUS EXPENDITURE</u>					
<b>TOTAL - MISCELLANEOUS EXPENDITURE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>PENSION PAYMENTS</u>					
60 487 000 000 Pension Payments Byments	\$ 0.00	\$ 6,263.82	\$ 0.00	\$ 0.00	\$ (6,263.82)
<b>TOTAL - PENSION PAYMENTS</b>	<b>0.00</b>	<b>6,263.82</b>	<b>0.00</b>	<b>0.00</b>	<b>(6,263.82)</b>
<u>REFUND OF MEMBER CONTRIBUTIONS</u>					
<b>TOTAL - REFUND OF MEMBER CONTRIBUTIONS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>REFUNDS</u>					
<b>TOTAL - REFUNDS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>INTERFUND TRANSFERS</u>					
<b>TOTAL - INTERFUND TRANSFERS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 0.00</b>	<b>\$ 201,720.56</b>	<b>\$ 2,404.44</b>	<b>\$ 0.00</b>	<b>\$ (201,720.56)</b>

HUNTINGT Run on 4/26/2017 11:07:43 AM

PR Administrator's Report Start Date: 05/01/2017

End Date: 05/01/2017

Plan#: 15448

Plan Name: BRENTWOOD-EMP

Total Participants      Status  
1 ACTIVE  
1 BENEFICIARY

Participant	Gross Amount	Fed With	Net Amount
<b>ACTIVE</b>			
HERZBERGERVON	2,344.81	351.72	1,993.09
<b>BENEFICIARY</b>			
WILLIAMS EUNICE	94.85	-	94.85
	<hr/>		
	2,439.66	351.72	2,087.94
	<hr/>		

**Brentwood Borough**  
**Adjustments Register from 5/01/2017 to 5/31/2017**  
**Non Uniform Pension Cash Account - Huntington**

<u>Reference</u>	<u>Date</u>	<u>Description</u>	<u>Deposit Amount</u>
0000029	5/01/2017	Payments & fed taxes	-2,439.66
0000022	5/09/2017	payments to retirees	-2,439.66
0000025	5/31/2017	Dividend income	712.63
0000026	5/31/2017	Interest income	975.98
0000027	5/31/2017	Change in mkt value	9,398.04
0000028	5/31/2017	Accrued income	1,401.10
0000030	5/31/2017	Trustee fee--Huntington	-71.14
Total Adjustments:			<u>7,537.29</u>

**65**

**POLICE PENSION FUND  
BUDGET REPORT**

**May 1 to May 31, 2017**

**\$30,378.75**

**Brentwood Borough**  
**Treasurer's Report Police Pension Fund Expenditures**  
**For the Period Ending April 30, 2017**

EXPENDITURES	Budget	YTD Expenditures and Encumbrances	Current Expenditures	Current Encumbrances	Budget Remaining
<u>FISCAL AGENT FEES</u>					
65 475 000 000 Administrative Fees	\$ 0.00	\$ 58,293.73	\$ 30,378.75	\$ 0.00	\$ (58,293.73)
65 475 317 000 Trustee fees	0.00	3,526.88	0.00	0.00	(3,526.88)
<b>TOTAL - FISCAL AGENT FEES</b>	<b>0.00</b>	<b>61,820.61</b>	<b>30,378.75</b>	<b>0.00</b>	<b>(61,820.61)</b>
<u>MISCELLANEOUS EXPENDITURE</u>					
<b>TOTAL - MISCELLANEOUS EXPENDITURE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>PENSION PAYMENTS</u>					
65 487 000 000 Pension Payments	\$ 0.00	\$ 359,270.65	\$ 0.00	\$ 0.00	\$ (359,270.65)
<b>TOTAL - PENSION PAYMENTS</b>	<b>0.00</b>	<b>359,270.65</b>	<b>0.00</b>	<b>0.00</b>	<b>(359,270.65)</b>
<u>REFUNDS</u>					
<b>TOTAL - REFUNDS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>INTERFUND TRANSFERS</u>					
<b>TOTAL - INTERFUND TRANSFERS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 0.00</b>	<b>\$ 421,091.26</b>	<b>\$ 30,378.75</b>	<b>\$ 0.00</b>	<b>\$ (421,091.26)</b>

PR Administrator's Report

HUNTINGTON Run on 4/26/2017 11:02:05 AM  
 Start Date: 05/01/2017  
 End Date: 05/01/2017

Plan#: 15449  
 Plan Name: BRENTWOOD-POLICE

Total Participants

Status  
 5 ACTIVE  
 5 BENEFICIARY  
 2 DISABLED

Participant	Gross Amount	Fed With	Net Amount
<b>ACTIVE</b>			
CAPUTOFRANK	2,667.42	150.00	2,517.42
MULHOLLANDMILT	2,245.57	178.00	2,067.57
SWINNEYGEORGE	2,999.31	410.00	2,589.31
VICKLESSROBERT	2,544.45	179.00	2,365.45
VOJTASJOHN	4,655.49	512.04	4,143.45
<b>BENEFICIARY</b>			
FOYLESANDRA	829.18	129.18	700.00
HARTSHORNRITA	1,113.98	125.00	988.98
KLEINSMITHELIZ	1,060.46	25.00	1,035.46
MCDONALDANGELA	100.00	-	100.00
ZEYBELCAROL	912.52	110.00	802.52
<b>DISABLED</b>			
HARDINGSCOTT	2,940.28	-	2,940.28
NORTJOHN	2,694.56	334.50	2,360.06
	24,763.22	2,152.72	22,610.50

**Brentwood Borough**  
**Adjustments Register from 5/01/2017 to 5/31/2017**  
Police Pension Cash Account - Huntington

<u>Reference</u>	<u>Date</u>	<u>Description</u>	<u>Deposit Amount</u>
0000028	5/01/2017	Payouts and fed taxes	-24,763.22
0000023	5/31/2017	Employee contributions	8,457.10
0000024	5/31/2017	Dividend income	2,211.78
0000025	5/31/2017	Interest income	2,905.90
0000026	5/31/2017	Change in mkt value	30,459.12
0000027	5/31/2017	Accrued income	4,354.11
0000029	5/31/2017	Trustee fee--Huntington	-220.53
Total Adjustments:			<u>23,404.26</u>



**95**

**Operating Reserve  
Fund**

**\$272,381.14**

## Brentwood EMS

2017 Contributions \$80,597.00

01-412.540

1 <sup>st</sup> Quarter	\$20,149.25	Manager _____ Council Rep _____ Treasurer _____ Brent2017-_____
2 <sup>nd</sup> Quarter	\$20,149.25	Manager _____ Council Rep _____ Treasurer _____ Brent2017-_____
3 <sup>rd</sup> Quarter	\$20,149.25	Manager _____ Council Rep _____ Treasurer <u>amt</u> _____ Brent2017- <u>230</u>
4 <sup>th</sup> Quarter	\$20,149.25	Manager _____ Council Rep _____ Treasurer _____ Brent2017-_____



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

**SUBJECT: Consider rescheduling the September agenda meeting from September 18th to September 19th [ACTION ITEM].**

**DATE: June 19, 2017**

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

**SUMMARY:**

In accordance with the advertised schedule, agenda meetings are held on the third Monday of each month. On the date of the scheduled September 18th meeting, EDS will hold its annual Route 51 Corridor Communities golf outing. Because this community event will interfere with the meeting, it is necessary to reschedule to an alternate date. It is proposed to push this meeting back by a single day to Tuesday, September 19th. In 2016, this meeting was similarly held on a Tuesday due to this scheduling conflict.

**BUDGET IMPACT:**

Advertising fees.

**RECOMMENDATION:**

Reschedule the meeting as presented.



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 11.a.**  
**ACTION ITEM**

**SUBJECT: Consider adopting Resolution No. 2017-42, application for ALCOSAN GROW grant [ACTION ITEM]**

**DATE: June 19, 2017**

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

**SUMMARY:**

In 2016, ALCOSAN debuted its "Green Revitalization of Our Waterways" program, which provided funding to municipalities to reduce intrusion & infiltration into the sanitary sewer system. For the first year of the program, Brentwood submitted an application to offset the cost of the lining of the Viking Way sewer line. Although this application was unsuccessful, Borough staff and representatives from Gateway Engineers met with ALCOSAN to review methods for improving the data that would be included in the application.

For 2017, the Borough will re-submit a request to receive funding for this now completed project. Additional flow monitoring was completed to quantify the downstream impacts of this project. As is required by ALCOSAN, a pre-application letter was previously disseminated to ensure of this project with basic program guidelines. A resolution must be submitted as part of the final application.

**BUDGET IMPACT:**

This reimbursement grant could cover up to 85% of the total cost of the project. Based upon a total price of \$166,873.15, the Borough could receive a grant equal to approximately \$142,000. A successful award will offset expenditures under Line Item 08-429-610.

**RECOMMENDATION:**

Adopt Resolution No. 2017-42 as presented.

**PROS:**

A successful application will provide a new stream of revenue to fund a mandated project.

**CONS:**

Engineering fees for data review and preparation.

**STRATEGIC GOALS APPLIED:**

**Strategic Goal 2: Identify and Explore Additional Sources of Revenues**

## Strategic Goal 10: Improve Conditions of Infrastructure.

### ATTACHMENTS:

Description	Upload Date	Type
Pre-Application Letter	6/8/2017	Cover Memo
2017GROW_Program Resolution	6/19/2017	Resolution Letter



# 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)

March 30, 2017  
C-40167-2017

ALCOSAN  
3300 Preble Avenue  
Pittsburgh, PA 15233

Attn: Timothy Prevost, Manager of Wet Weather Programs  
*Re: Grow Grant Letter of Interest for Brentwood Borough  
Viking Drive Sanitary Sewer Repair*

Dear Mr. Prevost:

Brentwood Borough is submitting this Letter Of Interest in requesting funds as part of the ALCOSAN Green Revitalization of Our Waterways (GROW) Program for the following project that is under construction at the date of this letter.

The original project scope proposed to rehabilitate 3 brick manholes, replace 2 manholes, install watertight lids and install approximately 1,050 linear feet of lining and grouting of laterals to reduce inflow and infiltration into the system and improve the overall water quality. The project is located in one of only two areas of open stream along Saw Mill Run within Brentwood Borough. The final construction cost is anticipated to be \$135,000 and engineering cost of around \$18,000. The Borough is 100% committed financially to complete the project. The project is currently in construction with a completion date of April 2017. There are no partners on the project.

Preliminary estimates for the amount of flow to be removed by rehabilitating and replacing manholes and installing watertight lids, lining and grouting laterals is approximately 783,000 gallons per year. Based on this data and the anticipated construction cost of the project, the overall cost is \$0.20 per gallon of stormwater removed.

Additionally, the Borough has been working with Whitehall to remediate overflows located in this trunk line along Saw Mill Run Road. The Borough is committed to provide flow meter data for the pre- and post-project conditions to identify the flow removed. The Brentwood would appreciate consideration of this project for reimbursement and look forward to meeting with you in order to discuss further.

If you should have any questions or concerns, please do not hesitate to call our office.



Very truly,

*George Zboyovsky* /dAA

George Zboyovsky, P.E.  
Borough Manager

Attachments

cc: Brentwood Council  
Jennifer J. Slagle, P.E., Consulting Borough Engineer  
V. Alexandrov

G:\Projects\40000 Brentwood\40167 Sanitary Sewer Studies\ -2017\ Grow Grant LOI\ Viking Drive Cover Letter Letterhead.docx







**THE BOROUGH OF BRENTWOOD**  
MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199  
Office 412-884-1500 – FAX 412-884-1911  
www.brentwoodboro.com

## **APPENDIX A – AUTHORIZED OFFICIAL RESOLUTION**

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### **RESOLUTION NO. 2017-42**

#### **“GROW PROGRAM GRANT”**

**A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, REQUESTING A GREEN REVITALIZATION OF OUR WATERWAYS (GROW) PROGRAM GRANT FROM THE ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN) TO BE USED FOR THE VIKING DRIVE PROJECT.**

Be it RESOLVED, that the Brentwood Borough of Allegheny County, Commonwealth of Pennsylvania, is seeking grant funding under the Allegheny County Sanitary Authority (“ALCOSAN”) Green Revitalization of Our Waterways (GROW) Program to fund a project that proposes to reduce the sewer overflow at and above the ALCOSAN point of connection MH89 in the Saw Mill Run Sewershed.

Be it FURTHER RESOLVED, that the Brentwood Borough requests a GROW Program grant from ALCOSAN to be used to help fund the Viking Drive Sanitary Sewer project; and

Be it FURTHER RESOLVED, the Brentwood Borough does hereby designate John Frombach, Council President and George Zboyovsky, Borough Manager as the official(s) to execute all documents and agreements between Brentwood Borough and ALCOSAN to facilitate and assist in obtaining the requested grant; and

Be it FURTHER RESOLVED, the Brentwood Borough has appropriated up to \$166,873.15 (Municipal Financial Commitment to Project) for the project, to be used to cover the cost and expense of the project; and

Be it FURTHER RESOLVED, the Brentwood Borough will operate and maintain the Viking Drive project for a period no less than twenty (20) years.

I, George Zboyovsky, duly qualified Manager of the Brentwood Borough, Allegheny County, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Council at a regular meeting held \_\_\_\_\_ (Date) and said Resolution has been recorded in the Minutes of the Brentwood Borough and remains in effect as of this date.



IN WITNESS THEREOF, I affix my hand and attach the seal of the Borough of Brentwood  
(Applicant), this 19th day of 2017.

**ATTEST:**

**BOROUGH OF BRENTWOOD**

---

George Zboyovsky, PE  
Borough Manager

---

John Frombach  
President of Council



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 11.b.**  
**ACTION ITEM**

**SUBJECT: Consider approving the work authorization from The Gaterway Engineers for preparation of a Pollutant Reduction Plan [ACTION ITEM].**

**DATE: June 19, 2017**

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

**SUMMARY:**

This item is associated with the Borough's MS4 permit from the PA Department of Environmental Protection. All municipalities that operate separate stormwater sewers are required to submit a Total Maximum Daily Load Report and a Pollutant Reduction Plan by 2017. Council authorized the production of the former document in 2016.

The Borough will contract with Gateway Engineers to generate this mandatory report. The purpose of this project is to quantify the amount of impervious surface within the Saw Mill Run watershed, as well as the sources of environmentally damaging nutrients and sediments, and to create strategies for incrementally reducing the amount of pollutants that reach this waterway.

In accordance with state law, the plan must be advertised for public commentary at least 45 days prior to the September 17th due date.

**BUDGET IMPACT:**

Expenditures in the not-to-exceed amount of \$15,000 would be made from Line Item 08-429.313: Engineering Services.

**RECOMMENDATION:**

Approve the work authorization as presented.

**PROS:**

- Improves water quality.
- Ensures compliance with state and federal law.

**CONS:**

Cost passed to municipalities by state due to no funding source for federal mandate.

**STRATEGIC GOALS APPLIED:**

## Strategic Goal 10: Improve Conditions of Infrastructure.

### ATTACHMENTS:

#### Description

Work Authorization Form

#### Upload Date

6/19/2017

#### Type

Cover Memo

June 13, 2017

**Project Name:** MS4 Pollutant Reduction Plan (PRP)**Project Number:** C-40113-PR17**Project Location:** Borough of Brentwood, Allegheny County, PA**Work to be Performed**

Gateway shall provide engineering services for the preparation of the Pollutant Reduction Plan for the Borough's MS4 permit.

**Fee Schedule**

The above Work to be Performed will be billed on a time and materials basis. Invoicing for the project will occur monthly in accordance with the previously submitted hourly rates. Our fees will not exceed \$15,000.00 without submitting and receiving another signed work authorization prior to continuing our work.

\_\_\_\_\_  
Jennifer J. Slagle, P.E.

Project Manager

\_\_\_\_\_  
Aaron L. Richardson, PMP

Principal-in-Charge

**Acceptance**

I/We, the undersigned, accept this proposal as outlined.

Company Borough of Brentwood

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Contact Number \_\_\_\_\_

Upon acceptance and  
completion of this form,  
return the signed proposal.

**RETURN**



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 12.a.**  
**ACTION ITEM**

**SUBJECT: Consider reauthorizing the revised Brentwood Park site plan. [ACTION ITEM]**

**DATE: June 19, 2017**

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

**SUMMARY:**

While reviewing closeout documentation for the Brentwood Park grants, a surveying error was noted on the site plan for this facility. This document inaccurately displayed the location of the boundary between this parcel and the Brentwood VFC property. A new survey was not completed at the time of site plan generation, but rather this document was created using existing data. The error appears to date from the subdivision of the VFC property. The Gateway Engineers has altered the plan and presented to the Planning Commission, which recommended approval at its January 19th meeting. The board asked Gateway to review for administrative completeness before submitting to be recorded.

In accordance with state law, any subdivision or consolidation plan must be recorded with the county within 90 days of the date of approval by the municipality. Council previously approved this plan on February 20th. However, Gateway Engineers was not able to finalize the plan until May, and a signature was not received from the Planning Commission chairman until June. Consequently, this action will need to be reauthorized.

**BUDGET IMPACT:**

Engineering fees and some legal fees to record.

**RECOMMENDATION:**

Approve the site plan as presented.



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 12.b.**

**SUBJECT: Consider advertising Ordinance No. 2017-1252, which amends Chapter VI of the Zoning Code to create provisions for digital signs.**

**DATE: June 19, 2017**

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

**SUMMARY:**

The Brentwood Zoning Code currently bans digital signs in **ALL** districts. In 2016, Council indicated a desire to set standards for the installation of such signs in the commercial district. A draft ordinance, which allows these signs only as a conditional use, was reviewed by the Planning Commission at its August meeting.

This Planning Commission recommended additionally permitting such signs to be installed in the mixed use district (MUN), subject to several further restrictions. However, Council has indicated that it does not wish to adopt such version verbatim.

After deliberation, Council formally voted to retain the language from the original 2016 draft, whereby digital signs will continue to be **prohibited** on Brownsville Road; the proposed provisions for allowing such signs as a conditional use only on Route 51 remain intact. In accordance with the Municipalities Planning Code, because a substantiate change was made to the ordinance, a second public hearing was held. Additionally, the ordinance cannot be adopted until the Borough receives commentary from the Allegheny County Department of Economic Development.

It is anticipated that formal action will be taken during the June 26th Council Meeting.

**BUDGET IMPACT:**

Advertising fees.

**ATTACHMENTS:**

Description	Upload Date	Type
SHR Advertisement	5/11/2017	Cover Memo
Ordinance No. 2017-1252 REVISED VERSION A	5/22/2017	Cover Memo
ACED Review Letter	6/9/2017	Cover Memo
Public Hearing Minutes	6/9/2017	Cover Memo

**Borough of Brentwood**  
**Official Legal Notice**

Notice is hereby given that Brentwood Borough Council will consider adoption of Ordinance No. 2017-1252 at its next regular meeting. Said meeting shall be held on Monday, June 26, 2017, at 7:30 PM at the Brentwood Municipal Building, which is located at 3624 Brownsville Road, Pittsburgh, PA 15227. This ordinance shall amend, in limited part, Chapter 210 of the Brentwood Borough Code, which pertains to zoning and land use, to include new provisions for the placement and operation of digital signs.

A full copy of this ordinance is available at the Brentwood Municipal Building during regular business hours or online at [www.brentwoodboro.com](http://www.brentwoodboro.com).

George Zboyovsky, PE  
Borough Manager

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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

## ORDINANCE NO. 2017-1252

### “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 \_\_\_\_\_, 2017, it is hereby Enacted and Ordained by the Council for the Borough of Brentwood, that;

### PART I: AMENDMENTS

Chapter 210, Section 55, 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 ~~striketrough~~ 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 56, 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

#### §167-4: 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:

**§167-4: PERMITTED SIGNS IN COMMERCIAL AND INDUSTRIAL DISTRICTS;  
CONDITIONS**

**K. Digital signs.**

- 1) Digital signs shall be prohibited in the MUN District.
- 2) Conditional use approval shall be required for the installation of any digital sign other than a static alphanumeric display in the CRD or I Districts.
- 3) No digital sign face shall be installed except as part of a ground sign or pole sign, and the size and manner of installation of digital sign faces shall be subject to size and installation restrictions for the same.
- 4) 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.
- 5) All digital signs shall contain a default mechanism that will cause the sign to revert immediately to a black screen in instances of malfunction.
- 6) 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.
- 7) 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** \_\_\_\_\_ **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

APPROVED AS TO FORM

\_\_\_\_\_

Gavin Robb

Borough Solicitor

COUNTY OF



ALLEGHENY

**RICH FITZGERALD**  
COUNTY EXECUTIVE

26 May 2017

Mr. Eric Peccon  
Assistant Borough Manger  
Brentwood Borough  
3624 Brownsville Road  
Pittsburgh, PA 15227-3199

**RE: Borough of Brentwood: Digital Sign Ordinance**  
ACED File #: 16071-OR (2<sup>nd</sup> submission)  
Mail Date: April 18, 2017  
45 Days: June 2, 2017

Dear Mr. Peccon:

The Planning Division of Allegheny County Economic Development (ACED) has reviewed the above matter pursuant to the Pennsylvania Municipalities Planning Code (MPC). The proposed amendment is a revision of the draft we reviewed previously on 21 November 2016 (date of letter to the Borough). The proposed amendment would prohibit digital signs within the MUN Mixed-Use Neighborhood District, and permit them as a conditional use in the CRD Commercial Redevelopment and Industrial Districts. We have no comments at this time.

If the proposed amendment is adopted, please send a copy of the fully executed ordinance to the County, including the signed and dated signature pages, within 30 days of adoption as required by the MPC. If the proposed amendment is modified, please resubmit the ordinance for review and reference the ACED file number in the request.

Please direct any inquiries or comments to my attention.

Sincerely,

Kay K. Pierce

kjb/ds/KKP

Page 1 of 1

BRENTWOOD BOROUGH  
PUBLIC HEARING

IN RE: )  
ORDINANCE NO. 2017-1252 )  
"DIGITAL SIGNS" )

Brentwood Municipal  
Building  
3624 Brownsville Road  
Pittsburgh, PA 15227  
Monday, May 15, 2017  
7:04 p.m.

BEFORE: Rich Schubert, Council Vice-President  
Pat Carnevale, Councilman  
A.J. Doyle, Councilman  
Stephanie Fox, Councilwoman  
Dr. Robert Pasquantonio, Councilman

TRANSCRIPT OF PROCEEDINGS

Reported by:

Leah M. Attanucci  
Professional Court  
Reporter

**ORIGINAL**

REPRODUCTION OF THIS TRANSCRIPT IS PROHIBITED  
WITHOUT AUTHORIZATION FROM THE CERTIFYING AGENCY

1        COUNSEL PRESENT:

2        For the Borough:

3            Gavin A. Robb, Esquire  
4            Tucker Arensberg  
5            1500 One PPG Place  
6            Pittsburgh, PA 15222

7        ALSO PRESENT: George Zboyovsky, Borough Manager  
8            Eric Peccon, Assistant Borough  
9            Manager

10            - - - - -

P R O C E E D I N G S

- - - - -

MR. SCHUBERT: All right. So we are going to start the special hearing, the Public Hearing. So we're going to have a call to order. I would like to call to order this Monday, May 15, 2017, Public Hearing tonight where we will hear testimony to a proposed amendment in the Brentwood zoning code. We'll stand now for the Pledge of Allegiance. And, Pat, do you want to start us off with that.

(At this point, the Pledge of Allegiance was recited.)

MR. SCHUBERT: Thank you, Pat. Thank you, Council. Roll call, please.

MR. PECCON: Dr. Pasquantonio?

DR. PASQUANTONIO: Here.

MR. PECCON: Ms. Fox?

MS. FOX: Here.

MR. PECCON: Mr. Smith?

(No response.)

MR. PECCON: Mr. Carnevale?

MR. CARNEVALE: Here.

MR. PECCON: Mr. Doyle?

MR. DOYLE: Here.



1 MR. PECCON: Mr. Schubert?

2 MR. SCHUBERT: Here.

3 MR. PECCON: Mr. Frombach?

4 (No response.)

5 MR. PECCON: Mayor Troy?

6 (No response.)

7 MR. PECCON: Solicitor Robb?

8 MR. ROBB: Here.

9 MR. PECCON: Mr. Zboyovsky?

10 MR. ZBOYOVSKY: Here.

11 MR. SCHUBERT: Thank you, Eric.

12 Now, we'll do the swearing of witnesses. Would  
13 all individuals wishing to give testimony please  
14 rise and be sworn by the court reporter. And  
15 you'll need what, your name and address.

16 THE COURT REPORTER: Just when  
17 they speak.

18 MR. SCHUBERT: Oh, okay.

19 (At this point, all those who  
20 wished to testify were collectively sworn.)

21 MR. SCHUBERT: Thank you very  
22 much. Now, we'll do the presentation of agenda  
23 items, okay, in regard to this meeting here  
24 tonight.

25 Tonight's agenda item pertains to

1 Ordinance No. 1252. If adopted, this Ordinance  
2 would revise, in limited part, Chapter 7 of the  
3 Brentwood Zoning Code to create provisions for the  
4 installation and the use of digital signs.

5 Following a brief staff report, I will  
6 ask any individuals who wish to speak in favor of  
7 the proposal to take the floor. Subsequently, I  
8 will ask any individuals who wish to speak in  
9 opposition to take the floor. Once an agenda item  
10 is closed, we will not return to it.

11 And as a courtesy, please limit your  
12 comments to three minutes. And we will have a  
13 clock up here as well. If you're part of a group,  
14 we ask that you assign one person to speak as part  
15 of -- as a spokesman for the group. I also ask  
16 the public to refrain from making comments while  
17 another person is addressing Council. Thank you  
18 in advance for your cooperation.

19 Now, we'll go into the staff report,  
20 which, Eric, I believe --

21 MR. PECCON: Yes.

22 MR. SCHUBERT: -- is going to give  
23 our presentation here.

24 MR. PECCON: Yes. Thank you,  
25 Mr. President. The current Brentwood Zoning Code

1 explicitly prohibits digital signs of any kind.  
2 Existing digital signs on the Route 51 corridor  
3 were permitted due to the granting of variances by  
4 the Zoning Hearing Board. This amendment would  
5 authorize the installation of such signs as a  
6 conditional use in the commercial district.

7 This Ordinance will set standards to  
8 regulate the size of the sign face, the brightness  
9 of the display, and the size and duration of the  
10 character output.

11 Additionally, the Ordinance would alter  
12 language pertaining to the use of window signs so  
13 as to allow these signs to feature backlighting.

14 Based upon instruction from Council,  
15 language pertaining to the installation of digital  
16 signs in a mixed-use district has been removed  
17 from this graph. Such signs would continue to be  
18 prohibited in a mixed-use zoning district.

19 MR. SCHUBERT: And for those who  
20 may not know, the mixed-use zoning district was  
21 created a couple of years ago and pertains to a  
22 few areas on Brownsville Road.

23 Now, we'll ask for public comment. At  
24 this time, I would like to invite any members of  
25 the audience who wish to speak in favor of

1 adopting this Ordinance to take the floor. Please  
2 limit your comments to three minutes. And if  
3 you're part of a group, we ask that one person be  
4 the spokesperson and speak for the entire group.

5 Now, Gene, if you're in favor of this,  
6 that means you're in favor of it not being on  
7 Brownsville Road, just to clarify, because it's  
8 gone back and forth.

9 MR. WERNER: I'm getting confused  
10 here.

11 MR. SCHUBERT: Well, that's right.  
12 That's why I wanted to clarify, just because this  
13 has been talked about and re-written a couple of  
14 times.

15 (No response.)

16 MR. SCHUBERT: Seeing no one, I  
17 would like now to invite members of the audience  
18 who wish to speak against adopting this Ordinance  
19 to take the floor. Name and address, please.

20 MR. WERNER: Eugene Werner from  
21 4328 Brownsville Road representing St. Sylvester  
22 parish.

23 MR. SCHUBERT: Thank you.

24 MR. WERNER: I did read somewhere  
25 that there was a sign size as well on the

1 ordinance that they were supposedly going to adopt  
2 if they adopted it. But this is -- you know, this  
3 is for no adoption. I'm still confused. This is --

4 MR. SCHUBERT: This is for --  
5 you're speaking against adopting this ordinance  
6 which does not allow --

7 MR. WERNER: Which prohibits --

8 MR. SCHUBERT: -- it on  
9 Brownsville Road.

10 MR. WERNER: Okay.

11 MR. SCHUBERT: Yes.

12 MR. WERNER: Yes. I see no reason  
13 why we can't have LED signs out there. We did do  
14 a petition at church to sign to allow that  
15 Ordinance -- or to disallow the Ordinance, to go  
16 ahead with LED lighting. And we have obtained 351  
17 signatures. Okay?

18 And, again, this (indicating) is a  
19 picture of the sign that we would like to adopt,  
20 not the one that --

21 MR. SCHUBERT: Not the one that  
22 the church submitted here?

23 MR. WERNER: No, not that one.  
24 This is actually the one -- that was just an  
25 example.

1 MR. SCHUBERT: That was the one  
2 that was in your --

3 MR. WERNER: Yeah.

4 MR. SCHUBERT: Okay.

5 MR. WERNER: That was not correct.  
6 That's the only one we had at the time. Okay?  
7 And I think it's unintrusive. I think we as a  
8 community have to go forward. The Borough goes  
9 for technology, upgrading technology and always  
10 votes for it. That's what we're trying to do.  
11 There's going to come a time where you're not  
12 going to be able to buy things for these signs  
13 that are currently up there. You're going to have  
14 to pass the Ordinance to get LED lighting. It's  
15 just a matter of time. And I'm for an LED-lighted  
16 sign in Brentwood.

17 And I did read somewhere that there  
18 wasn't -- in the Ordinance which was going to be  
19 passed, the Ordinance was for two square foot,  
20 which is this (indicating), which is not very big.

21 MR. SCHUBERT: Well, it was  
22 supposed to be an open-and-close sign.

23 MR. WERNER: Okay. And, also, for  
24 the sign, it was limited to eight seconds. That's  
25 the minimum. There would be no problem making the

1 sign lit for a longer period of time with  
2 scrolling. And it would just come up, the message  
3 would be sent, and that's about it. But the  
4 Borough -- or the church also wanted to use it as  
5 a community sign where they could also put other  
6 community activities. And I think it is a really  
7 good idea to have this sign.

8 MR. SCHUBERT: Thank you,  
9 Mr. Werner.

10 MR. WERNER: Okay. Thank you.

11 MR. SCHUBERT: Since Mr. Werner  
12 has spoken for the St. Sylvester's parish, is  
13 there anyone else outside of St. Sylvester's  
14 parish that would like to come up and speak for  
15 three minutes? I think he's done an eloquent job.  
16 He's spoken on behalf of the church many times.  
17 Every time he's come up. So I will hand it to  
18 Gene for doing that for sure.

19 (No response.)

20 MR. SCHUBERT: All right. Well, I  
21 thank you very much. Now, we're going to have the  
22 closure of agenda items. If there are no further  
23 comments, we will close this agenda item to  
24 discussion.

25 Will a member of Council please make a

1 motion formally to close the record.

2 MR. DOYLE: Mr. President, I move  
3 we close the record on this item.

4 MR. SCHUBERT: Second? Do we have  
5 a second?

6 MR. CARNEVALE: No, I'm not  
7 seconding.

8 DR. PASQUANTONIO: Pat, do you  
9 have something to say?

10 MR. SCHUBERT: Well, we need a  
11 second before he can do that.

12 MS. FOX: I second.

13 DR. PASQUANTONIO: We need a  
14 second first.

15 MR. CARNEVALE: I second.

16 MR. SCHUBERT: Okay. There's been  
17 a motion and a second. Any questions from  
18 Council?

19 MR. CARNEVALE: Yes. I'd like to  
20 ask a few questions for Council. You know --

21 MR. SCHUBERT: If it's about  
22 debating the sign, it's not for now.

23 MR. CARNEVALE: Well --

24 MR. SCHUBERT: That's going to be  
25 during our Council meeting. We're not here to



1       argue for or against it right now. This is just  
2       for -- to have a meeting minute. And now we've  
3       made a motion to close or not close.

4               MR. CARNEVALE: Okay.

5               MS. CHODOR: Well, I think we're  
6       against --

7               MR. SCHUBERT: We will during our  
8       regular Council meeting.

9               MS. WHITE: Today?

10              MR. SCHUBERT: Yes.

11              MS. WHITE: We're done.

12              MR. CARNEVALE: No, the regular  
13       Council meeting.

14              MR. SCHUBERT: I'm sorry. No, no,  
15       no. I meant during our -- it is today.

16              MS. WHITE: Oh. It is today then?

17              MR. SCHUBERT: It's our regular  
18       agenda.

19              DR. PASQUANTONIO: It's part of  
20       our regular session. Right.

21              MR. SCHUBERT: Right.

22              MS. WHITE: Okay.

23              MS. CHODOR: Do you -- you can't  
24       tell us why you're opposed to this? I mean --

25              MR. SCHUBERT: At this meeting,

1 no. This is just a -- at the regular Council  
2 meeting we can, you know, and I'll gladly tell  
3 anyone what I think about it. That isn't our --  
4 this isn't what this meeting's about right now.  
5 This was just for you to give testimony for or  
6 against. Okay?

7 There's been a motion and a second.  
8 All those in favor, say aye.

9 ALL: Aye.

10 MR. SCHUBERT: All opposed?

11 (No response.)

12 MR. SCHUBERT: Motion passes. I  
13 would like to thank the public and especially Gene  
14 for coming up as a -- you know, a true fighter for  
15 this for, you know, quite some time. And I thank  
16 you very much. We will reconvene our agenda  
17 meeting at 7:30 regularly scheduled.

18 MS. WHITE: Can we stay for that?

19 DR. PASQUANTONIO: Oh, absolutely.

20 MR. SCHUBERT: Absolutely.

21 (Whereupon, the above-entitled  
22 matter was concluded at 7:13 p.m., this date.)

23 - - - - -

24

25

C E R T I F I C A T E

I hereby certify that the  
proceedings and evidence are contained  
fully and accurately in the  
stenographic notes taken by me on the  
hearing of the within cause and that  
this is a correct transcript of the  
same.

S/Leah M. Attanucci

*Leah M. Attanucci*

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**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 12.c.**

**SUBJECT: Consider Ordinance No. 2017-1252: Commercial vehicle parking regulations  
[DISCUSSION ITEM]**

**DATE: June 19, 2017**

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

**SUMMARY:**

This item is associated with parking on Borough streets. Council recently voted to table a proposed Ordinance No. 2017-1252, which would have mandated the use of available off-street parking stalls. Although additional research will be completed regarding solutions for abating parking concerns, there appears to be a consensus of Council that, due to a scarcity of on-street stalls, it should be mandatory for residents to park commercial vehicles in their driveways.

This revised ordinance amends three sections of Article I of the incumbent parking ordinance. Section 1 has been altered to expand these parking provisions to all zoning districts. The current ordinance does not apply to the Brownsville Road or Route 51 corridors.

Section 3 has been changed to include new definitions for construction vehicles and oversized vehicles. Additionally, the definition for commercial vehicles has been expanded to encompass any auto that is utilized primarily for work and that is not registered to the resident, regardless of whether or not it displays commercial signage.

Section 6 has been changed to further clarify that commercial vehicles must be stored on private property. Additionally, oversized vehicles would be prohibited from the front driveway. Tow trucks, dump trucks, and construction vehicles would be banned unless stored in a garage.

**BUDGET IMPACT:**

Advertising fees.

**ATTACHMENTS:**

Description	Upload Date	Type
DRAFT Ordinance No. 2017-1257 ANNOTATED	6/9/2017	Cover Memo
DRAFT Ordinance No. 2017-1257 CLEAN	6/9/2017	Cover Memo



**THE BOROUGH OF BRENTWOOD**  
MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD  
PITTSBURGH, PA 15227-3199  
Office 412-884-1500 – FAX 412-884-1911  
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**ORDINANCE NO. 2017-1257**

**“PARKING ON STREETS AND PRIVATE PROPERTY”**

**AN ORDINANCE OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AMENDING, IN LIMITED PART, CHAPTER 154 OF THE CODE OF THE BOROUGH OF BRENTWOOD, WHICH PERTAINS TO PARKING.**

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

**WHEREAS**, Borough of has the power to regulate parking of motor vehicles within the Borough; and

**WHEREAS**, Brentwood Borough Council has determined that it would further the health, safety and welfare of the residents of the Borough to amend Chapter 154 of the Code of the Borough of Brentwood to reflect a change in the way that motor vehicles may be parked on streets and private property.

**NOW THEREFORE**, it is hereby Enacted and Ordained by the Council for the Borough of Brentwood, that:

**PART I: AMENDMENTS**

The short title of Chapter 154, hereto known as “Parking in Residential Districts,” is hereby restated as “Parking on Streets and Private Property.”

Chapter 154, Article I, Section 1 of the Code of the Borough of Brentwood is hereby amended and restated in as follows:

**Section 154-1: Applicability**

- A. Unless otherwise explicitly stated, the provisions of this Article shall apply to all zoning districts of the Borough of Brentwood.
- B. This Article shall not be construed so as to prohibit activities pertaining to the loading or unloading of goods from or onto any vehicle, provided that such activities are conducted between the hours of 7:00 AM and 10:00 PM, nor shall this Article prohibit the collection

**Comment [A1]:** Under the current ordinance, there are no specific commercial vehicle prohibitions for the MUN and CRD districts.



and transportation of solid waste between the hours of 6:00 AM and 8:00 PM, Monday through Saturday.

**Comment [A2]:** Collection times altered to reflect language in solid waste ordinance.

Chapter 154, Article I, Section 3 of the Code of the Borough of Brentwood is hereby amended and restated in as follows:

### Section 154-3: Definitions

- A. All of the terms used herein shall have the definitions and connotations ascribed to them in the Pennsylvania Motor Vehicle Code, Title 75 of the Pennsylvania Code, unless otherwise specifically and expressly set forth herein.
- B. As used in this Article, the following terms shall have the meanings indicated:

#### Commercial vehicle:

1. Any vehicle which displays on its outer surfaces or windows, or by any other means carried on the vehicle, any information advertising a business, service, or product, excluding police, fire, and other emergency vehicles.
2. Any vehicle containing boxes or chests designed for carrying tools or equipment, and any vehicle containing racks or other means for carrying ladders, tools, and equipment.
3. Any vehicle designed for the transportation of more than nine passengers, inclusive of a driver.
4. Any vehicle utilized primarily for a commercial, industrial, or institutional purpose that is registered to an address other than that of the primary residence of the operator of said vehicle.

**Comment [A3]:** Council has expressed interest in further tightening this stipulation due to the expanding number of service industry workers who now have take-home vehicles. Any vehicle that is used for employment purposes that is not registered to the homeowner would be prohibited from parking on the street.

#### Construction vehicle

Any vehicle designed for specialized construction and maintenance duties, including, but not limited to, backhoes, bulldozers, excavators, forklifts, and tractors.

**Comment [A4]:** This term is used, but is not defined, in the present ordinance.

#### Enclosed

A structure containing a permanently affixed, opaque roof and sides that are designed to surround the interior of said structure in its entirety. Said structure must be accessed through permanently affixed doors. A structure shall not be considered as “enclosed” if the roof or any side is covered with a tarpaulin, canvas or cloth cover, plastic sheeting, or any similar temporary material.

#### Lift kit

Any apparatus or device installed or mounted on a vehicle and adapted to raise permanently or periodically the height of the vehicle bumper above the road surface or the vehicle axle.

**Oversized vehicle:**

Any vehicle that, inclusive of fixtures and accessories, has a length of greater than twenty-two (22) feet, a width of greater than ninety (90) inches, or a height of greater than eight (8) feet, or any vehicle that contains more than two (2) axles.

**Comment [A5]:** The Z&O Committee recommended this alteration to prevent excessively sized personal vehicles from parking on the street.

**Park or Parking:**

The temporary storing of a vehicle, whether occupied or not, excluding momentary stopping for the purpose of loading or unloading property or passengers for a period of time not to exceed two (2) minutes.

**Person:**

A natural person, partnership, corporation, association, institution, cooperative enterprise, trust, or other entity classified as a person under Pennsylvania law.

**Private parking stall:**

Any privately owned driveway, parking pad, or garage constructed for the storage of motor vehicles, excluding those access aisles designed for the circulation of motor vehicles.

**Comment [A6]:** This new definition is designed to aid with enforcing the requirement that commercial vehicles be stored , where possible, on private property.

**Recreational vehicle**

Any self-propelled or towed vehicle that provides living and/or sleeping accommodations.

**Comment [A7]:** This term is used, but is not defined, in the present ordinance.

**Street:**

A section of a recorded public right-of-way designed for vehicular access.

Chapter 154, Article I, Section 5 of the Code of the Borough of Brentwood is hereby amended and restated in as follows:

**Section 154-5: Parking of commercial and oversized vehicles**

- A. Unless actively engaged in a commercial activity, tow trucks, dump trucks, and construction vehicles, shall be prohibited from parking in the R-1, R-2, R-3, or MUN District or at any residential unit, unless parked in an enclosed private garage.
- B. Unless actively engaged in a commercial activity, oversized vehicles, except as further regulated in Subsection A, shall be prohibited from parking in the R-1, R-2, R-3, or MUN District or at any residential unit, unless parked behind all front building setback lines of the property on which said commercial vehicle is parked.
- C. Unless actively engaged in a commercial activity, tow trucks, dump trucks, construction vehicles, and oversized vehicle shall be prohibited from parking in the CRD district, unless parked behind all front building setback lines of the property on which said commercial vehicle is parked.

- D. Unless actively engaged in a commercial activity, all commercial vehicles, except as further regulated in Subsection A and Subsection B, shall be parked in a private parking stall.

**Comment [A8]:** These alterations clarify and expand the prohibitions against storing commercial vehicles on street.

**PART II-** The Borough Manager, 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 to the extent of such conflict.

**PART IV-** The provisions of this Ordinance are servable, and if any cause, 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 of the Ordinance, but shall be confined in its operation and application to the clause, sentence, or subsection rendered. It is hereby declared that it is the intent of the Borough of Brentwood Council that this Ordinance would have been adopted as 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** \_\_\_\_\_ **2017 BY**  
**THE BOROUGH COUNCIL OF THE BOROUGH OF BRENTWOOD.**

**ATTEST:**

**BOROUGH OF BRENTWOOD**

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

\_\_\_\_\_  
John Frombach

Borough Manager

President of Council

EXAMINED AND APPROVED BY ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
2017

\_\_\_\_\_

Dennis Troy

Mayor

APPROVED AS TO FORM

---

Gavin Robb

Borough Solicitor



**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. 2017-1257**

**“PARKING ON STREETS AND PRIVATE PROPERTY”**

**AN ORDINANCE OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AMENDING, IN LIMITED PART, CHAPTER 154 OF THE CODE OF THE BOROUGH OF BRENTWOOD, WHICH PERTAINS TO PARKING.**

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

**WHEREAS**, Borough of has the power to regulate parking of motor vehicles within the Borough; and

**WHEREAS**, Brentwood Borough Council has determined that it would further the health, safety and welfare of the residents of the Borough to amend Chapter 154 of the Code of the Borough of Brentwood to reflect a change in the way that motor vehicles may be parked on streets and private property.

**NOW THEREFORE**, it is hereby Enacted and Ordained by the Council for the Borough of Brentwood, that:

**PART I: AMENDMENTS**

The short title of Chapter 154, hereto known as “Parking in Residential Districts,” is hereby restated as “Parking on Streets and Private Property.”

Chapter 154, Article I, Section 1 of the Code of the Borough of Brentwood is hereby amended and restated in as follows:

**Section 154-1: Applicability**

- A. Unless otherwise explicitly stated, the provisions of this Article shall apply to all zoning districts of the Borough of Brentwood.
- B. This Article shall not be construed so as to prohibit activities pertaining to the loading or unloading of goods from or onto any vehicle, provided that such activities are conducted between the hours of 7:00 AM and 10:00 PM, nor shall this Article prohibit the collection

and transportation of solid waste between the hours of 6:00 AM and 8:00 PM, Monday through Saturday.

Chapter 154, Article I, Section 3 of the Code of the Borough of Brentwood is hereby amended and restated in as follows:

**Section 154-3: Definitions**

- A. All of the terms used herein shall have the definitions and connotations ascribed to them in the Pennsylvania Motor Vehicle Code, Title 75 of the Pennsylvania Code, unless otherwise specifically and expressly set forth herein.
- B. As used in this Article, the following terms shall have the meanings indicated:

**Commercial vehicle:**

Any vehicle used primarily for a commercial, industrial, or institutional purpose, including, but not limited to, the following:

1. Any vehicle which displays on its outer surfaces or windows, or by any other means carried on the vehicle, any information advertising a business, service, or product, excluding police, fire, and other emergency vehicles.
2. Any vehicle containing boxes or chests designed for carrying tools or equipment, and any vehicle containing racks or other means for carrying ladders, tools, and equipment.
3. Any vehicle designed for the transportation of more than nine passengers, inclusive of a driver.

**Construction vehicle**

Any vehicle designed for specialized construction and maintenance duties, including, but not limited to, backhoes, bulldozers, excavators, forklifts, and tractors.

**Enclosed**

A structure containing a permanently affixed, opaque roof and sides that are designed to surround the interior of said structure in its entirety. Said structure must be accessed through permanently affixed doors. A structure shall not be considered as “enclosed” if the roof or any side is covered with a tarpaulin, canvas or cloth cover, plastic sheeting, or any similar temporary material.

**Lift kit**

Any apparatus or device installed or mounted on a vehicle and adapted to raise permanently or periodically the height of the vehicle bumper above the road surface or the vehicle axle.

**Oversized vehicle:**

Any vehicle that, inclusive of fixtures and accessories, has a length of greater than twenty-two (22) feet, a width of greater than ninety (90) inches, or a height of greater than eight (8) feet, or any vehicle that contains more than two (2) axles.

**Park or Parking:**

The temporary storing of a vehicle, whether occupied or not, excluding momentary stopping for the purpose of loading or unloading property or passengers for a period of time not to exceed two (2) minutes.

**Person:**

A natural person, partnership, corporation, association, institution, cooperative enterprise, trust, or other entity classified as a person under Pennsylvania law.

**Private parking stall:**

Any privately owned driveway, parking pad, or garage constructed for the storage of motor vehicles, excluding those access aisles designed for the circulation of motor vehicles.

**Recreational vehicle**

Any self-propelled or towed vehicle that provides living and/or sleeping accommodations.

**Street:**

A section of a recorded public right-of-way designed for vehicular access.

Chapter 154, Article I, Section 5 of the Code of the Borough of Brentwood is hereby amended and restated in as follows:

**Section 154-5: Parking of commercial and oversized vehicles**

- A. Unless actively engaged in a commercial activity, tow trucks, dump trucks, and construction vehicles, shall be prohibited from parking in the R-1, R-2, R-3, or MUN District or at any residential unit, unless parked in an enclosed private garage.
- B. Unless actively engaged in a commercial activity, oversized vehicles, except as further regulated in Subsection A, shall be prohibited from parking in the R-1, R-2, R-3, or MUN District or at any residential unit, unless parked behind all front building setback lines of the property on which said commercial vehicle is parked.
- C. Unless actively engaged in a commercial activity, tow trucks, dump trucks, construction vehicles, and oversized vehicle shall be prohibited from parking in the CRD district, unless parked behind all front building setback lines of the property on which said commercial vehicle is parked.

- D. Unless actively engaged in a commercial activity, all commercial vehicles, except as further regulated in Subsection A and Subsection B, shall be parked in a private parking stall.

**PART II-** The Borough Manager, 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 to the extent of such conflict.

**PART IV-** The provisions of this Ordinance are servable, and if any cause, 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 of the Ordinance, but shall be confined in its operation and application to the clause, sentence, or subsection rendered. It is hereby declared that it is the intent of the Borough of Brentwood Council that this Ordinance would have been adopted as 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** \_\_\_\_\_ **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

APPROVED AS TO FORM

---

Gavin Robb

Borough Solicitor



**BOROUGH COUNCIL INFORMATIONAL SHEET  
AGENDA ITEM 13.a.**

**SUBJECT: FYI - Brentwood Pool Rehabilitation Project Is Currently Out for Bid.**

**DATE: June 19, 2017**

**ATTACHMENTS:**

Description

Upload Date

Type

Legal Advertisement Brentwood Pool Renovations

6/19/2017

Cover Memo

## **NOTICE TO BIDDERS**

### **BRENTWOOD BOROUGH ALLEGHENY COUNTY, PENNSYLVANIA**

Sealed Proposals will be received by the Borough of Brentwood, at the Municipal Building, 3624 Brownsville Road, Pittsburgh, PA 15227-3199 until **10:00 A.M. on July 20, 2017** to be publicly opened and read immediately thereafter for the following project:

#### **BRENTWOOD POOL REHABILITATION – 2016-1-CITF-031**

##### **BASE BID:**

This project includes multiple pool renovations including the installation of an ADA compliant zero depth entry pool area, pool slide peninsula, various pool specific appurtenances, pool liner, pool edge gutter system, demolition, site grading, electrical work, chain-link fence, concrete installation, retaining walls, inlets, SLCPP storm pipe, installation and maintenance of E&S controls, landscaping, and site restoration, complete in place.

**The project also includes the following Add Alternate Bids:**

- Add Alternate Bid No. 1 – Installation of Seat Wall**
- Add Alternate Bid No. 2 – Installation of Retaining Wall**
- Alternate Bid No. 2A- Additional Work to Relocate Light Fixtures**
- Add Alternate Bid No. 3 – Installation of Seat Wall**
- Add Alternate Bid No. 4 – Installation of Pool Feather Steps**
- Add Alternate Bid No. 5 – Installation of Pool Pump for Slide Feature**
- Add Alternate Bid No. 6 – Installation of Pool Pump for Additional Water Features**
- Add Alternate Bid No. 7 – Installation of Pool Heater Gas Line**
- Add Alternate Bid No. 8 – Installation of Waterslide Feature**
- Add Alternate Bid No. 9 – Installation of Shade Structures**
- Add Alternate Bid No. 10 – Installation of Tot Slide and Landing Pad**
- Add Alternate Bid No. 11 – Installation of Spraying Crab Water Feature**
- Add Alternate Bid No. 12 – Installation of Dumping Buckets Water Feature**
- Add Alternate Bid No. 13 – Installation of Bell Sprayer Feature**
- Add Alternate Bid No. 14 – Installation of Climbing Wall**
- Add Alternate Bid No. 15 – Installation of Mini Foam Geyser Water Feature and Supply Lines**
- Add Alternate Bid No. 16 – Installation of Pop Jets Water Feature and Supply Lines**

##### **Special Note:**

Compliance is required with the Pennsylvania Prevailing Wage Act of 1961, P.L. 987, No. 442; Title VI and other applicable provision of the Civil Rights Act of 1964; the Department of Labor Equal Opportunity Clause (41 CFR 60-1.4); Executive Order 11625 (Utilization of Minority Business Enterprise); Executive Order 12138 (Utilization of Female Business Enterprise); in compliance with Section 504 of Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990; and the Allegheny County MBE/WBE Program enacted July 1981, which sets forth goals of 13 percent Minority and 2 percent Female Business Enterprise; and the Allegheny County Ordinance #6867-12, setting forth goals of 5 percent Veteran Owned Small Businesses.

Proposals shall be delivered in a sealed envelope and clearly marked on the outside with the words "**BRENTWOOD POOL REHABILITATION – 2016-1-CITF-031**".

## **BID Documents**

Copies of Drawings, Specifications, Instructions to Bidders, General Conditions, Forms of Proposals and Agreement are on file and open to public inspection at the office of **The Gateway Engineers, Inc.**, 100 McMorris Road, Pittsburgh, PA 15205, from 8:00 A.M. to 4:00 P.M, Monday to Friday, where sets of said documents may be obtained starting on **June 15, 2017** upon payment of **\$75.00 per set**. No refund will be made for the return of any documents. An additional \$10.00 will be required for each set of plans if they are to be mailed.

**Pennsylvania Prevailing Wages are required to be paid on this contract.**

**There will be a mandatory pre-bid meeting on July 6, 2017 at 9:00 A.M. at the Brentwood Borough Community Room, located downstairs of the Brentwood Borough Public Library, Park Drive, Brentwood, PA. Contractors who intend to bid MUST attend for their bid to be considered responsive.**

All bidders shall submit the Non-Collusion Affidavit with the Proposal in order for the Proposal to be considered responsive.

Proposals to receive consideration must be accompanied by a Certified Check or Bidder's Bond from a Surety Company authorized to do business in Pennsylvania, made to the order of Brentwood Borough in an amount equal to ten percent (10%) of the total amount of the Proposal as a guarantee that, if the Proposal is accepted, the successful Bidder will enter into an Agreement within 15 days after Notice of the Award of the Contract.

All **PROPOSALS** must be in the hands of Brentwood Borough, 3624 Brownsville Road, Pittsburgh, PA 15227-3199, by **10:00 A.M. prevailing time, July 20, 2017** and the same will be opened and read publicly immediately thereafter. The Proposals must be made to Brentwood Borough, Allegheny County, Pennsylvania, and shall remain firm for a period of ninety (90) days. No Bidder may withdraw his Proposal during the ninety (90) day period without forfeiting his Bid guarantee.

Performance, Maintenance, and Labor and Material Payment Bonds, along with Public Liability and Property Damage Certificates of Insurance in the amounts specified, as well as Certificates of Workman's Compensation must be filed with the executed Agreement upon acceptance of the Proposal from the successful Bidder.

All questions must be addressed to The Gateway Engineers, Inc. attention Dennis J. Flynn, PE at [dflynn@gatewayengineers.com](mailto:dflynn@gatewayengineers.com). **No questions will be received or responded to by phone.** All questions must be submitted prior to Thursday, July 13, 2017. No questions will be addressed after 4:00 PM on July 13, 2017.

The Owner reserves the right to reject any or all Bids, or any part thereof, for any reason, and also reserves the right to waive any informality therein.

BY: George Zboyovsky, P.E.  
Borough Manager

---

### **Notice to Bidders**

Copyright © 2017 The Gateway Engineers, Inc. All rights reserved.

**00100 - 2**

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**Please publish this ad in the Post Gazette on the following dates:**

**Friday, June 16, 2017**

**Thursday, June 22, 2017**

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

Brentwood Borough  
C/O George Zboyovsky, PE  
3624 Brownsville Road  
Pittsburgh, PA 15227



**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 15.a.**  
**ACTION ITEM**

**SUBJECT: Consider adopting Resolution No. 2017-40, endorsing the Community Day & July 4th Events [ACTION ITEM].**

**DATE: June 19, 2017**

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

**SUMMARY:**

This item is associated with the July 4th celebration. Council annually adopts a resolution that endorses the work of the July 4th & 5K Race Committees to planning these events and concurrently authorizes the use of Borough streets for these festivities.

An additional item has been added to the resolution that references Community Day. In accordance with the CBA, the Borough can, by vote of Council, designate up to three days per year as "special events." A special event declaration allows the Chief to have additional scheduling flexibility.

**BUDGET IMPACT:**

Additional officer OT for Community Day.

**RECOMMENDATION:**

Adopt Resolution 2017-40 as presented.

**STRATEGIC GOALS APPLIED:**

**Strategic Goal 1: Improve Brentwood Borough's "Reputation".**

**Strategic Goal 3: Increase Community Involvement within the Borough**

**ATTACHMENTS:**

Description

Resolution No. 2017-40: July 4th & Community Day

Upload Date

6/7/2017

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. 2017-40

### “COMMUNITY DAY & INDEPENDENCE DAY CELEBRATION”

**A RESOLUTION OF THE BOROUGH OF BRENTWOOD, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, SUPPORTING THE COMMUNITY DAY AND INDEPENDENCE DAY EVENTS.**

**WHEREAS**, the Pennsylvania Borough Code empowers Council to approve and authorize various lawful uses of Borough public property; and

**WHEREAS**, the Borough recognizes the symbolic importance of the Independence Day holiday to commemorating our cherished American values of individual liberty, equality of opportunity, and democratic government; and

**WHEREAS**, Council commends the efforts of the selfless volunteers of the Brentwood Fourth of July Committee and Brentwood Firecracker 5K Race Committee to organizing one of our state’s most popular Independence Day celebrations; and

**WHEREAS**, Council recognizes that the Borough has worked to expand the scope of these summer festivities by inaugurating a Community Day event that shall take place annually on the weekend preceding Independence Day; and

**NOW, THEREFORE**, it is hereby resolved by the Council of the Borough of Brentwood as follows:

1. All functions planned, authorized, and conducted by the Brentwood Fourth of July Committee, Brentwood Firecracker 5K Race Committee, and by the duly elected officers thereof, related to celebration of the Independence Day holiday on July 4, 2017, or on any authorized postponed date thereafter, conducted upon property owned or controlled by the Borough of Brentwood, be hereby sanctioned, authorized and approved.
2. In accordance with Article VII of the Collective Bargaining Agreement with the uniformed officers of the Brentwood Police Department, celebration of Community Day on July 2, 2017 shall be declared a Borough Special Event, and the Chief of Police is authorized to alter or amend the works schedules of said uniformed officers subject to the terms and conditions listed therein.

**RESOLVED AND ADOPTED THIS 19<sup>th</sup> DAY OF JUNE 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







**BOROUGH COUNCIL INFORMATIONAL SHEET**  
**AGENDA ITEM 15.b.**  
**ACTION ITEM**

**SUBJECT: Consider request from the Brentwood Historical Society to use the grassy area between the Library and Middle/High School to permit residents to use for the August 5, 2017 Community Yard Sale [ACTION ITEM]**

**DATE: June 19, 2017**

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

**SUMMARY:**

This item is associated with the annual Community Yard Sale. The Historical Society is seeking to improve turnout by including an option for residents of side streets to sell items in a higher traffic area. Because the library yard is not included as a specific option on the facility rental application, in accordance with the facility policy, use of this space is contingent upon Council approval.

**BUDGET IMPACT:**

No impact.

**STRATEGIC GOALS APPLIED:**

**Strategic Goal 3: Increase Community Involvement within the Borough**

**ATTACHMENTS:**

Description

05-05-17 Request from Brentwood Historical Society

Upload Date

5/10/2017

Type

Cover Memo

May 5, 2017

Dear Brentwood Borough Administration,

The Brentwood Historical Society is planning for the third annual Community Yard Sale. The date will be Saturday, August 5, 2017.

In the two previous years, the Historical Society prepared maps to show locations of participating residents so that shoppers could find their way. However, it seems that residents whose homes are not on Brownsville Road experienced very little business.

After discussion, the Historical Society recognized that the grassy area between the Library and the Middle/High School could be a resource for those residents.

This area has been used for several community functions over the years with much success. The Library itself has used that space for a concert performed by the Blairsville Community Orchestra, an Ice Cream Social and several family events which were a part of summer Library programs.

We recognize that the property may fall under two domains, one for the Borough and another for the School District. I am submitting a Use of Facility form to both entities in order to have the request for use be thoroughly considered.

The Historical Society would like to offer residents to set up their yard sale tables beginning at 7:00 am. The area would be vacated by 4:00 pm on that day.

Can you please advise if the use of your portion of this property on August 5<sup>th</sup> would be agreeable to you? Feel free to address any concerns to me by email: [saiahouse@aol.com](mailto:saiahouse@aol.com), phone 412-951-1059, or mail, to the Brentwood Historical Society address: 3501 Brownsville Rd. 15227.

Thank you for your attention to this request.

Sincerely,



Julie McCarthy





Permit No. \_\_\_\_\_

**Brentwood Borough Use of Facility Application & Permit**

Name of Resident or Organization: \_\_\_\_\_

Brentwood Historical Society

- ☒ Resident/Borough Organization    ☐ Non-Resident    ☐ Borough Not-for-Profit Organization  
☐ Borough Recognized Organization    ☐ Brentwood Borough School District

The Permittee identified hereon is granted hereby the privilege to possess the park, recreation area, recreation facility, structure, or other facility owned and maintained by Brentwood Borough identified below for the Permittee's exclusive use on the following date, Saturday, August 5, 2017

subject to full compliance with the Rules and Regulations attached hereto, subject to the terms and conditions therein, and subject to payment of: \$ \_\_\_\_\_

Make Checks Payable to: Brentwood Borough

Mail Payment To: Brentwood Borough Park &amp; Recreation Director 3624 Brownsville Road, Pittsburgh, PA 15227

**THIS PERMIT IS VALID FOR USE OF THE FOLLOWING AS INDICATED:**

Each facility requires a separate application and permit

**FACILITY****FACILITY OPTIONS**

- |  |                                  |  |
|--|----------------------------------|--|
| <input type="checkbox"/> Civic Center  | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Alcohol Permit  |
| <input type="checkbox"/> Community Room  | <input type="checkbox"/> Kitchen |  |
| <input type="checkbox"/> Borough Building {Ball Room}  |                                  |  |
| <input type="checkbox"/> Basketball Court  | <input type="checkbox"/> Lights  |  |
| <input type="checkbox"/> Dek Hockey Rink   | <input type="checkbox"/> Lights  | <input type="checkbox"/> Scoreboard  |
| <input type="checkbox"/> Tennis Court  | <input type="checkbox"/> Lights  |  |
| <input type="checkbox"/> Swimming Pool   |                                  |  |
| <input type="checkbox"/> Field 1   |                                  |  |
| <input type="checkbox"/> Field 2 {Jim Attanucci Field}   | <input type="checkbox"/> Lights  |  |
| <input type="checkbox"/> Field 3 {William Tepsic Field}  |                                  |  |
| <input type="checkbox"/> Field 4 {Ralph Kaiser Field}  |                                  |  |
| <input type="checkbox"/> Full Stadium Field {Herb E. Troy Memorial Field}                                    | <input type="checkbox"/> Lights  | <input type="checkbox"/> Scoreboard <input type="checkbox"/> Press Box <input type="checkbox"/> Ticket Booth |
| <input type="checkbox"/> ½ Stadium Field {Herb E. Troy Memorial Field} - End Closest to Pool                 | <input type="checkbox"/> Lights  | <input type="checkbox"/> Scoreboard <input type="checkbox"/> Press Box <input type="checkbox"/> Ticket Booth |
| <input type="checkbox"/> ½ Stadium Field {Herb E. Troy Memorial Field} - End Closest to Windsor/Dailey Roads | <input type="checkbox"/> Lights  | <input type="checkbox"/> Scoreboard <input type="checkbox"/> Press Box <input type="checkbox"/> Ticket Booth |
| <input type="checkbox"/> Stadium Track   |                                  |  |

☒ Other: Grassy area between Brentwood Library and Brentwood High School

See attached  
letter for details!

All Permits/Rentals Subject to Availability. All permit requests for fields must be accompanied by a detailed letter of request.

For additional information contact: Brentwood Borough Park & Recreation Director Jim Attanucci

By calling 412-884-1500 ext. 135 or by e-mailing jattanucci@brentwoodboro.com





Permit No. \_\_\_\_\_

**Brentwood Borough Use of Facility Application & Permit**☐ Field 1 ☐ Field 2 {Jim Attanucci Field} ☐ Field 3 {William Tepsic Field} ☐ Field 4 {Ralph Kaiser Field}☐ Basketball Court ☐ Dek Hockey Rink ☐ Swimming Pool ☐ Tennis Court ☐ Stadium Field ☐ Stadium TrackThis Agreement Grants \_\_\_\_\_  
Name of Resident or Organization☐ Resident/Borough Organization ☐ Non-Resident ☐ Borough Not-for-Profit Organization☐ Borough Recognized Organization ☐ Brentwood Borough School District

1. The use of the above checked Borough Field or Recreational Area for the following season and dates below:

Season: ☐ Spring/Summer (April 1- July 31) ☐ Fall (Aug. 1-Nov. 31) ☐ Winter (Dec. 1- March 31)

*\*Brentwood Borough requires that you only ask for the time you will use the field and schedule your games during those time frames, enabling to accommodate more teams and programs. Remember you/your organization will be held responsible for the field and times for which you have received a permit. Please notify Brentwood Borough of any cancelations.*

**Dates & Times Requested:**

___ Monday(s)	Date(s):	___ / ___ / ___	thru	___ / ___ / ___	Time: (from)	___ (to) ___	# of Hours: ___
___ Tuesday(s)	Date(s):	___ / ___ / ___	thru	___ / ___ / ___	Time: (from)	___ (to) ___	# of Hours: ___
___ Wednesday(s)	Date(s):	___ / ___ / ___	thru	___ / ___ / ___	Time: (from)	___ (to) ___	# of Hours: ___
___ Thursday(s)	Date(s):	___ / ___ / ___	thru	___ / ___ / ___	Time: (from)	___ (to) ___	# of Hours: ___
___ Friday(s)	Date(s):	___ / ___ / ___	thru	___ / ___ / ___	Time: (from)	___ (to) ___	# of Hours: ___
___ Saturday(s)	Date(s):	___ / ___ / ___	thru	___ / ___ / ___	Time: (from)	___ (to) ___	# of Hours: ___
___ Sunday(s)	Date(s):	___ / ___ / ___	thru	___ / ___ / ___	Time: (from)	___ (to) ___	# of Hours: ___

Rental Charge (Total Hours): \_\_\_\_\_ x (Rental Fee) \_\_\_\_\_ ☐ Exempt = \$ \_\_\_\_\_

*Rental fee is due ten (10) days prior to first date of use. Please review the fee schedule.  
A separate refundable Security Deposit of \$150.00 is due when application is submitted.*

Permittee (Signature): \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Permittee (Please Print): \_\_\_\_\_

Address: \_\_\_\_\_

Phone #'s: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

By signing above, I (we) confirm that I (we) have read and fully understand the Parks and Recreation Facility Rental Policy in particular §155-3 General Rules and Regulations. I (we) understand that this form is a rental request therefore the availability, time and date will not be confirmed until a Brentwood Borough staff member approves the request. A copy of the permit will be e-mailed to you.

**NOTE:** Upon issuance of this permit, the person whose signature appears above shall be considered the PERMITTEE whose presence or presence of authorized representative shall be necessary to validate this permit; this permit is not transferable.

**FOR OFFICIAL USE ONLY:**Completed Application ☐ Yes ☐ No Signed Facilities Hold Harmless Agreement: ☐ Yes ☐ NoSecurity Deposit Paid: \$ \_\_\_\_\_ ☐ Cash ☐ Check # \_\_\_\_\_ Bank: \_\_\_\_\_ ☐ ExemptReceived By: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee Signature

\*\*\*\*\*

Permit approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Recreation DirectorRental Fee Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_ ☐ Cash ☐ Check # \_\_\_\_\_ Bank: \_\_\_\_\_ ☐ Exempt