

MEMORANDUM

Date: April 18, 2013
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager *JN*
Subject: Planning Commission Appointment

Background:

In late March, Mr. Tom Bartnik resigned his seat on the Planning Commission. The term for that seat ends in 2014. Staff advertised for interested parties on our website and received three (3) applications which are attached to this report.

Discussion:

The three applications are from Mr. John Essey of 3238 Gaylord Avenue, Ms. Sandra Warner of 1495 Park Blvd. and Mr. Frank Stumpo of 2923 Belrose Avenue. Each of them has provided you with a letter of interest and their resumes for your review.

Recommendation:

Staff recommends that Council select either Mr. Essey, Ms. Warner or Mr. Stumpo to fill the remainder of Mr. Bartnik's term on the Planning Commission.

JN

Attachments

John Essey

3238 Gaylord Ave
Pittsburgh, PA 15216
412.567.7524
john@essey.us

SUMMARY OF QUALIFICATIONS

A team-oriented Information Technology professional with in-depth experience in system and network administration, architecture, scalable virtual infrastructures, and high volume transactional services. I bring a professional and versatile technical background, quick and thorough learning, organizational skills as well as the ability to motivate others on all levels in the achievement of individual and organizational goals.

TECHNICAL PROFICIENCY OVERVIEW

System/Networking:

- Support all aspects of physical and virtual Windows and Linux environments. Windows 2003-2008. VMWare 3-4.
- LAN/WAN routing, design and implementation of network, services and devices.
- Implement and maintain high traffic, 24/7 production and development Microsoft and Linux environments.
- Maintain and monitor heavily traffic printing system (release stations, printers) of 30,000+ monthly print jobs in an academic environment.

Help Desk / Support:

- Provide excellent customer satisfaction by attentive listening in combination with in-depth technical knowledge to identify and resolve technical issues.
- Proven ability to handle 1st, 2nd, and 3rd tier support requests with various Windows and Linux operating systems, servers, laptops and devices.
- Document technical procedures for all aspects of hardware/software solutions, as well as training and working collaboratively.

Applications:

- Utilization Microsoft Dynamics and SharePoint packages to tie communications, resources, and documentation.
- Research, test and implement new and emerging technologies to meet and strengthen business needs. Utilization of VMware/Virtualization instrumental for development and testing processes.
- Maintain higher education printing environment with Pharos Printing Suite.

Project Management:

- Recommend specific and scalable technologies for clients, internal and external teams.
- Ability and persona to work with outside vendors, peers and clients to ensure all deliverables are met.
- Perception to analyze and use current technologies with forethought on emerging technologies and upgrades, and how new services, products and technologies would benefit the organization.

WORK EXPERIENCE

Carnegie Mellon University – Pittsburgh, PA

Sr. System Engineer

October 2010 – Present

- Physical Support of 75+ printing devices (printers, release stations) in high traffic academic environment.
- Manage 24/7 high traffic Production printing environment, supporting 12,000 users
- Maintain Software Licensing across 3 platforms, serving 20 unique applications, residing on a Windows 2003/2008 Cluster.
- Manage 2 mid level support personnel
- Primary resource for internal department webservers on a LAMP installation; internal/external tools, classroom reservations and report data for management, staff, and student employees.
- Manage Web Kiosk system; monitor and analyze logs, put in place new Kiosks, manage workstations
- Primary contact for SCOM monitoring of 500 classroom systems, 40 Printers, 15 Kiosks and 20-30 employee systems.
- Manager of private VMWare Cluster; 3 node network, central storage using FreeNAS
- Maintainer of internal wiki pages; using python, php, mysql

Ideal Integrations – North Versailles, PA

Network/System Engineer

May 2008 – October 2010

- Support 300+ servers in a physical and virtual infrastructure, running Microsoft Windows 2003-2008, Linux, and VMWare ESX/vSphere 3-4.

- Compellent and Equallogic SAN configuration and deployment.
- Act as key resource for maintaining Linux production and development servers utilizing RHEL 4-5, SLED10-11, Ubuntu 8.04 – 10.4; setup lvm, multipath, nagios, rdm configurations, virtual and physical installations.
- Support and implement scalable virtual environments by utilizing VMware technologies (Capacity Planner, Converter).
- Key resource for P2V/V2V/V2P conversions on Linux platforms, utilized PlateSpin Recon.
- Maintain Sonicwall Email Security appliances for clientele, as well as training of peers regarding best practices.
- Maintain and support scalable networks and services.
- LAN/WAN Architecture design and implementation.
- Implement and maintain large scale hub-spoke VPN environments with over 60 appliances.
- Upgrade and maintain existing equipment to preferred / best practice.
- Recommend specific technologies to provide solutions for corporate IT needs.
- Oversee backup, redundancy and disaster recovery capability.
- Remote and onsite troubleshooting and administration of networks and servers.
- Manage security of network, server and client infrastructure.
- Document technical procedures and best practices for all aspects of hardware and software

Campos Inc – Pittsburgh, PA

System Administrator

March 2007 – May 2008

- Managed and supported all aspects of Information Technology environment including systems, server, databases, websites, and surveys.
- Managed PBX phone system.
- Researched, deployed and developed new applications, services and technologies for small market research firm.
- Managed and migrated internal databases to online platform and internal CRM system(s), for email campaigns and surveys.
- Provided project-by-project statistics for email campaigns, surveys and website visits.
- Maintained SQL and MS Access Databases.
- Recommended and implemented optimal computer software, settings and services for executing client projects. This included internal documentation, internal business systems, computer-to-computer communications to clients, vendors, and information libraries (Internet, intranet, online documentation).
- Supported PBX and call center systems with 15+ workstations.
- Administrated Windows Small Business Server.
- Managed Microsoft Exchange Server 2000.
- Secured data integrity with Veritas and off-site backups.
- Maintained company website utilizing HTML editors, ASP, PHP, Visual Basic, JavaScript and SQL programming.
- Reviewed website traffic and recommended website changes using statistics and reports from Google Analytics.

California Borough Police Department – California, PA

Technical Consultant

November 2007 – November 2007

- Provided expert advice and training regarding 802.11 security standards.
- Gave training regarding 802.11 Access Point logs and MAC Address identification.
- Detailed documentation of technical procedures for reviewing 802.11 logs, availability and security.
- Trained staff on software packages to identify wireless access points with NetStumbler.

Tele-Tracking Technologies – Pittsburgh, PA

Help Desk

January 2007 – March 2007

- Maintained Tele-Tracking products on various production networks in a health-care environment.
- Provided 1st and 2nd level technical and end user support for multiple custom applications.
- Provided software, hardware, network and user support for clients of various skill levels.
- Documented all cases and the solution steps in customer database.
- Supported remote issues using PC Anywhere, Remote Desktop and VNC.
- Answered technical questions and address all technical issues in a timely manner.

PERT Survey Research – Pittsburgh, PA

Network Administrator Assistant

February 2005 – January 2007

- Handled all IT work requests from various departments within the organization.
- Administered VERITAS backup scripts/jobs and ensuring backups are integral; responsible for tape backups on Linux and Windows platforms.
- Managed Windows NT/2000/2003 servers using Active Directory.
- Charged with managing all Linux servers running Redhat, Fedora and Ubuntu.
- Handled all aspects of Intranet; create, update and maintain documents, files and resources.
- Administration of WSUS Server and Windows Updates; testing, deployment and support.
- Spam administration on iMail mail server; update filters, white list and black list, document spam traffic.

- Support remote users connecting to internal resources; vpn, remote desktop, email, systems and servers.
- Daily network scans and analysis of ad-ware and malware on staff systems and servers.
- Monitor and analyze all network traffic using PRTG, Wireshark, What's Up Gold and Site Scope.
- Support of 802.11 b/g wireless network.
- Support of remote web conferencing and presentations using Web Ex.
- Provide training to staff in regards to new software and technologies within the organization.
- Research current, new and emerging technologies to benefit a mid-size market research firm.

ICarnegie, Inc - Pittsburgh, PA

PC Support Specialist/Help Desk

February 2003 – April 2004

- Provided technical support to identify and resolve all PC and laptop issues.
- Build and image PC's and laptops for training lab and office use; provide on-site maintenance for 30+ systems.
- Handled off-hours support requests, emails and phone calls.
- Worked with outside vendors to ensure proper support and service level agreements.
- Tested and applied monthly software and security updates to servers and systems.
- Handled all aspects of wireless 802.11b/g network; site survey, security, administration, configuration.
- Organized, tracked and reviewed all IT tasks.
- Created IT documents and maintained Intranet.
- Researched and implemented new technologies to meet and strengthen business needs.

Mellon Bank – Pittsburgh, PA

Customer Support Representative

October 2002 – February 2003

- Supported all Help Desk issues ranging from systems, network privileges, and remote access.
- Utilized ARS/Remedy to track, document and resolve trouble tickets.
- Administrated users on NT 4.0/2000/2003 and mainframe systems.
- Managed all aspects of hardware, software, devices and peripherals through organization.
- Supported remote staff and branch offices utilizing Remote Desktop, Hyena, Terminal Services, Secure-ID and Citrix.

PC Factor – Pittsburgh, PA

Technical Consultant

April 2002 – October 2002

- Installed, configured and supported various Microsoft Windows and Linux operating systems and applications, hardware and software, as well as network technologies and equipment.
- Provided superior customer support to corporations, small businesses, and end-users.
- Provided technical support to identify and resolve PC-related issues.
- Performed local software installations and hardware/software upgrades as necessary.

Allegheny Power – Greensburg, PA

Technical Support Supervisor

October 2001 – December 2001

- Team Leader for technical support department; handled 3rd tier technical support.
- Delegated call returns of customer's in 'audit' status to customer care representatives.
- Oversaw call volume and assuring that all calls are answered.

Print Café / EFI – Pittsburgh, PA

Web Analyst

October 2000 – October 2001

- Utilized Active Directory, Hyena, Citrix, PC Anywhere and Terminal services to complete daily tasks.
- Learned MySQL queries to ensure entries are correct; created database instances, backup and restoration, connectivity.
- Supported LAN and WAN networks, servers.
- Updated client websites using WinCVS.
- Assisted team managers and IT staff with projects.
- Handled all off-hour technical problems with internal websites, servers, databases and connectivity.

Stargate Industries/ Expedient – Pittsburgh, PA

Network Operations Center Analyst

July 2000 – October 2000

- Supported customer and internal websites, servers, colocation, connectivity and network equipment.
- Utilized What's Up Gold, Net Cool and Open View to monitor services for clients and internal systems.
- Handled all escalated technical support requests through Portal; follow-up with technical support leaders.
- Worked with outside vendors in regards to connectivity and telecommunications problems.

Technical Support Leader

September 1999 – July 2000

- Support of and mentorship of 1st and 2nd tier support teams.
- Created and maintained technical documents on Intranet.
- Utilized Portal to track and resolve trouble tickets.
- Resolved customer complaints and provided escalation management; liaison with Network Operations.

Backup Systems Administrator

August 1998 – September 1999

- Directed backup services for all internal corporate systems and servers, databases, client servers and colocation systems.
- Created and modified ArcServe/Amanda/Veritas backup scripts and ensuring backups are maintained; responsible for tape backups on Unix and Windows platforms.
- Maintained and administrated web servers running IIS, Netscape Web Server and Apache.
- Handled off-hour escalated support requests from technical support department.

Technical Support Representative

March 1998 – August 1998

- Handled all customers' issues to Internet Service Provider using Windows platforms as well as Macintosh clients.
- Configured and setup email accounts using Microsoft Outlook/Outlook Express, Eudora and Netscape Mail.

EDUCATION

12/2008 – VMWare VCP 3.0 Classes

09/2008 – Certified Sonicwall Security Administrator (CSSA).

10/2007 – Microsoft Access Level II (New Horizons)

07/2007 – Microsoft Access Level I (New Horizons)

07/2003 – Linux Administration (CompuMaster)

03/2002 – Westmoreland County Community College (Sociology/Computer Science)

05/1998 – Monessen High School Graduate

Sandra Warner
1495 Park Blvd.
Pittsburgh, PA 15216
April 15, 2013

Jeff Naftal
Dormont Borough Manager
1444 Hillsdale Avenue
Dormont, PA 15216

Dear Mr. Naftal:

I would like to volunteer to serve on the borough Planning Committee. I have been a Dormont resident for twelve years and although I do not have experience serving on a public board or committee, I am familiar with the value of teamwork and have a vested interest in our community. I have most recently served as treasurer for the Keystone Oaks Marching Band and volunteered to run the stadium concession stand for a few years.

I would like to commend the borough committees for the important contribution they make to our community, and I wish you and our board members continued success.

Sincerely,

Sandra Warner

Sandra L. Warner

1495 Park Blvd. ~ Pittsburgh, PA 15216

Home Phone: 412-207-2535 ~ Cell Phone: 412-638-1378

Email: warner.sandy@verizon.net

SUMMARY

Energetic, personable, highly organized, independent, creative and ambitious individual capable of juggling multiple-tasks efficiently and calmly. Proven ability to comprehend information and ideas, communicate clearly and effectively through speaking or writing, and correctly follow instructions. Proven ability to identify nature of problems and implement solutions.

Future career goal: Nurse Educator, post-secondary school, online/classroom setting

EDUCATION

2010 – Present	Clarion University, BSN program – anticipated graduation May 2013 Current GPA 4.0
1997-1999	A.A. Liberal Arts, A.A.S. Nursing (3.5 GPA) Burlington County College (81 additional credits)
1979-1983	Clarion University, 110 credits

EMPLOYMENT HISTORY

9/2008 – present **Systems Analyst, UPMC E-Record Project**

Liaison to over 50 ambulatory clinics and hundreds of users

- Use informatics science to analyze, design and implement health information technology applications to resolve clinical or health care administrative problems and improve patient care. Evaluate workflows and discuss options.
- Develop, implement and evaluate ambulatory electronic health record applications, tools, processes and structures to assist clinicians and staff with data management.
- Respond to clinic support requests according to established timeframes. Answer user inquiries regarding computer software or hardware. Work with physician champions, clinic leadership and information systems personnel to prioritize and resolve requests and issues.
- Provide classroom and on-site training for end-users. Create instructional materials as needed.

Implementation Analyst

- Collected and evaluated appropriate information during onsite observations by working with physician champion, clinic leadership, and medical management to prepare clinics for the use of electronic medical records.

- Designed, built, tested and implemented health record application for new satellites and implementation.
- Worked with practice leadership to encourage new staff training per standard eRecord methods such as new hire training, computer based training, tips and tricks sessions and refresher training.

4/2006-9/2008 Triage Nurse, UPMC/CMI/University General Medicine

- Directed patient calls to the appropriate physician or staff member according to seriousness of condition or patient need. Educated and reassured patients as necessary and determined need for additional follow-up as appropriate.
- Initiated phone calls to patients to discuss test results and implement physician orders. Managed anticoagulation. Ordered refills per standing orders.
- Provided diabetic education to select patients. Obtained and maintained patient education materials.

8/2004-4/2006 Clinical Coordinator, UPMC/CMI/SMG-Santucci Practice

- Accountable for clinical operations at Internal Medicine practice including staff payroll, employee reviews, OSHA requirements and enforcement of UPMC policies. Triage phone calls according to urgency.
- Reviewed all lab work, test results and physician correspondence, then taking appropriate action, including making physician aware of abnormal test results, calling in medications to the pharmacy and instituting patient follow-up as necessary.
- Utilized community resources to assist patients in all health care matters. Arranged for and obtained authorizations for patient testing, durable medical goods, home nursing care and other patient health needs. Filled out patient paperwork including FMLA forms.
- Served as liaison between patient and physician by contacting patients with physician instructions, test results and information and providing patient teaching and reassurance as necessary.

12/2002 - 07/2003 Center Administrator, Concentra Medical Centers

4/2002-12/2002 Medical Assistant/RN, Concentra Medical Centers

- Managed daily medical center activities to ensure exceptional customer service and healthcare delivery.
- Collaborated with the Center Leadership Team to establish and maintain a facility that is customer focused and supportive of employees, employers and insurers. Worked with Health Services Manager to develop and change protocols as necessary to ensure accurate and appropriate healthcare.
- Provided leadership, training and technical support to center personnel.
- Implemented initiatives and policies to enhance the center environment and meet company goals.

Experience prior to 2002

Available on Request

LICENSES & CERTIFICATES

Pennsylvania and New Jersey Registered Nurse, in good standing

ACHIEVEMENTS AND AWARDS

Rosemary Coogan Endowed Scholarship Recipient 2011-2012
Clarion University PHEAA Scholarship Recipient 2010-2011
Burlington County College Deans List Spring 1997, Fall 1997, Spring 1998, Fall 1998
Burlington County College Nursing and Allied Health Director's List (recognition of outstanding academic achievement)
Certificate of Recognition for Quality Service to the Physician Services Division and the Ambulatory eRecord, September 2010

PROFESSIONAL MEMBERSHIPS

American Nursing Informatics Association
Healthcare Information and Management Systems Society

COMPUTER SKILLS

UPMC/Epic/EpicCare organizational specific programs
MS Office including Word, Excel, Access and PowerPoint and MS Works
Highly proficient word processing (over 60wpm)

Jeffrey Naftal

From: Warner, Sandra L [warnersl@upmc.edu]
Sent: Monday, April 15, 2013 3:24 PM
To: Jeffrey Naftal
Subject: Dormont Committee Letter of Interest

Please see attached.

Sandy Warner, RN

UPMC | University of Pittsburgh Medical Center
Systems Analyst Intermediate, PSD-IT Ambulatory eRecord

UPMC Mercy South Side Outpatient Center
2000 Mary St., Suite 501.14
Pittsburgh, PA 15203

Phone: 412-586-1798

Fax: 412-488-5369

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April 17, 2013

Jeff Naftal, Borough Manager
Dormont Borough
1444 Hillsdale Ave
Dormont, PA 15216

Dear Mr. Naftal,

This letter is to express my interest in the open position with the Borough Planning Commission. Based on my career as a Civil Engineer and Project Manager, I am confident that I would be a great addition to your team.

Enclosed, please find my resume, which provides information on my background. To briefly summarize, I have over 15 years experience in engineering and construction management and have managed a diverse project portfolio consisting of residential, commercial and industrial projects throughout the country. I have been responsible for all phases of project management from pre-development and approvals, including planning and zoning submittals and presentations, to final completion, inspection and certification.

If I can provide any additional information, please feel free to contact me at 412-315-5040 or anytime at my e-mail address: stumpopgh@verizon.net.

Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Frank Stumpo
Cell: 412-315-5040
email: stumpopgh@verizon.net

FRANK STUMPO

2923 Belrose Ave
Pittsburgh, PA 15216

Phone: (412) 315-5040
Email: stumpopgh@verizon.net

ENGINEERING AND PROJECT MANAGEMENT EXPERTISE

I am a highly flexible project manager with over 15 years on-the-project experience in engineering and construction management, corporate facility management and managing ongoing client relationships. My proven record of successful multi-million dollar projects includes all aspects of project management, from fostering partnerships to internal and vendor team building. I have a keen ability to surpass customer/client goals while maintaining and frequently beating, budget. I have significant experience in contract negotiation, cost estimating, cash-flow and change management, and am skilled at planning and scheduling projects, large and small. Key areas of experience and knowledge are:

Project Management

- Leadership and team building
- Scope and change management
- Critical Path project management
- Client, contractor, vendor relations

Vendor Management

- Field implementation and partnering
- Contract administration
- Procurement
- Contract Negotiation

Engineering Management

- Conceptual design
- Design progress and document control
- Budget and cost management
- Quality control

PROFESSIONAL EXPERIENCE

Black & Veatch, Pittsburgh, PA

Lead Civil Engineer (contract)

October 2012 - Present

Provide technical engineering management support to construction, operations, real estate, and executive teams, coordinating with all project disciplines to facilitate, expedite and drive to closure all assigned projects. Manage the design, development and construction administration for multiple telecommunication sites including new site builds, rooftop installations and tower installations and modifications.

- Serve as main point of contact for Clients, Consultants and construction team on design and issues resolution.
- Lead and manage internal production team for the on time delivery of work products and service that meet Clients needs on projects.
- Lead and conduct field visit with Client, Owners, and Real Estate brokers to determine site suitability and develop site specific scopes of work.
- Perform design development coordination of site development, utility installation foundation design and structural modification.
- Manage and evaluate quality and progress for 3rd party A/E services and self performed work.
- Negotiate with client in circumstances where scope and deliverables are undefined and provide alternative solutions.
- Bridge communication between multiple markets, cross-functional groups, subcontractors and field personnel.
- Manage and maintain relationships while assuring work is performed in accordance with project objectives.
- Coordinate deliverables for planning, zoning and permitting in differing jurisdictional areas adapting to differing requirements.
- Identify, assess and engage both internal and external customers for improvement opportunities that add value and reduce project construction cost.

PW Campbell Contracting, Pittsburgh, PA

Project Manager

2009- 2011

Responsible for the successful execution, completion and client satisfaction on commercial design/ build construction projects. Well versed in all aspects of contract administration & staff supervision (from conceptual design stages to close-out), CPM scheduling, project accounting/earned value billing, and the oversight of QA/QC and safety programs.

- Manage the development of design and construction documents for compliance with Client requirements.

FRANK STUMPO

- Manage and direct multi-phase construction projects, including schedule, scope and budget management.
- Responsible for making key decisions and assisting the Owner with key design / construction issues to ensure satisfaction.
- Assist in coordinating with necessary jurisdictional agencies for approvals, permits, inspections and final certifications.
- Act as company liaison for Owner and client.
- Coordinate and direct construction contracting process including development of project scopes, hire, schedule, supervise and coordinate, the work of multiple trade Subcontractors, Engineering Consultants, Contractors and other professionals.
- Report budget status and project progress to upper management.
- Schedule and coordinate Client meetings, explained design and construction concerns and cost effective options.
- Assist Superintendent in project coordination and trouble shooting.

Noted Accomplishments

- *Exceed projected budget profitability for all assigned projects.*
- *Successfully managed multi-phase renovation and expansion of a 5000SF financial institution while maintaining daily operations, with no disruption to service.*
- *Met schedule and safety goals for multiple projects.*
- *Met or exceeded Client satisfaction on all projects.*

FedEx Ground, a Division of FedEx Corporation, Pittsburgh, PA

2000 - 2009

Project Engineer/ Project Manager

Responsible for cross-functional project management for the implementation of large and diverse capital improvement projects. Simultaneously manage and implement design and construction for multiple projects annually ranging from \$1M to \$60M.

- Supervise and coordinate the work of multiple internal departments (real estate, IT/ telecom, field operations, planning, design engineering and material handling).
- Supervise, coordinate and review the work of Real Estate Developers, Engineering Consultants, Construction Managers, Contractors and other professionals.
- Plan, develop, coordinate and direct complex site and building development projects including current and future year Capital and Expense budget and planning needs.
- Manage the development of design and construction documents for compliance with company standards and to ensure the conformance to applicable codes.
- Assist in coordinating with necessary jurisdictional agencies for approvals, permits and final certifications. Including presentations to Planning and Zoning boards and other local, State and Federal approving agencies.
- Coordinate and direct construction contracting process including bid package assembly, contractor solicitation, proposal evaluation and contract award.
- Manage and direct multi-phase construction projects, including schedule, scope and budget management.
- Report budget status and project progress to upper management.
- Provide technical engineering and management support to internal departments.
- Mentor and provide guidance to lower level engineers.

Noted Accomplishments

- *Successfully managed a \$60M, 185,000 square foot expansion of the largest operating facility in the company's network, including multiple phased turnovers to ensure continuous operation of the facility. This project doubled the facility's volume processing, reduced operating costs and created a more efficient processing system.*
- *Successfully completed a \$50M, new construction of a state of the art automated distribution facility, fueling station and vehicle maintenance garage. The project will decrease transit lane times on the East Coast and increase on-time service to the New York Metro and Eastern seaboard regions.*
- *Responsible for design, development and roll-out of Company wide automated Fleet Fueling Systems that contributes daily to a more efficient vehicle fueling process.*
- *Developed company wide standard design details and specification.*

FRANK STUMPO

Wilson Construction Co., Inc., Windber, PA

Project Manager/ Estimator

1997 - 2000

Performed project management and estimating duties for multi-million dollar commercial & industrial projects.

- Effectively contributed to the implementation of a database-managed estimating system that contributed to faster and more accurate estimations of project costs.
- Managed all phases of multi-discipline construction projects, including company workforce, outside consultants and subcontractors.
- Quantity take-off, cost estimation and final proposal preparation and presentation.
- Subcontract solicitation, proposal/contract negotiation, buyout and purchasing, cost control and scheduling.

Noted Accomplishments

- *Successfully estimated and managed multiple projects with a combined annual budget of \$8.0M.*
- *Clients included Colleges and Universities, Hospitals, Churches various School Districts and retail chains.*

All Eastern Sales & Construction, Patton, PA

Project Manager

1996 - 1997

Responsible for management and coordination of commercial and residential construction projects. Direct reports included site superintendents, company labor force and outside subcontractors.

- Responsible for developing proposals, negotiating contracts and business development.
- Estimate project costs and develop project schedules.
- Coordinate client requirement with design and construction.
- Schedule and supervise subcontractors, and administer contracts.

Noted Accomplishments

- *Successfully implemented cost estimating techniques and strategies for commercial and residential construction projects.*
- *Launched and introduced the use of schedule software to aid in project tracking, and management of subcontractor and suppliers.*

EDUCATION AND PROFESSIONAL DEVELOPMENT

University of Pittsburgh, 1994

B.S. Civil Engineering, minor in Land Surveying, with concentrations in Environmental Engineering and Engineering Management.

Continuing Education and Skills

Certifications

- RS Means estimating course, 2005
- ASCE continuing education courses annually
- The Art of Project Management Course, 2004
- ACI concrete courses, 2005, 2008
- Member ASCE

Construction Management Skills

- Cost Estimating and Budgeting
- Cash flow Management
- Contract Administration
- Scheduling
- Design Development

Computer Skills

- Microsoft Office 2003 / 2007: Project, Word, Excel, Outlook, PowerPoint
- Lotus Notes
- Timberline



MEMORANDUM

Date: April 17, 2013
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager *jn*
Subject: Approval of Donation to Boy Scout Troop 23

Background:

Staff has received a request for the Borough to donate funds for Boy Scout Troop 23 which operates out of the United Methodist Church on Potomac Avenue. A copy of their request is attached. There is a line item in the Budget for Contributions which Council can use for these situations. Last year Council approved donations for the Elementary School and for AARP.

Discussion:

Troop 23 does not request a specific amount but do indicate that the Borough donated \$300 per year in the past and in 2010 and 2011 donated \$500. While they indicate in their letter that there is a "standing agreement" I can find no record of anything in writing. As indicated in their letter, they do take responsibility for placing and removing flags along West Liberty and Potomac Avenues.

The budget for donations is \$1,500 and would be depleted by whatever amount Council wishes to donate this year. With last year's donations, I recommended that Council consistently donate the same amount to whichever organizations request a donation. At that time I suggested that \$100 was a reasonable amount that would allow 15 donations under the existing \$1,500 budget. But I also said that if there were some organizations that Council feels merit more of a donation that could be done if a majority of Council authorized the increase. Consistency in this case appears to be \$300. So even though Council approved \$100 donations for the 2 organizations last year, it would be appropriate to consider a higher amount for this request.

Recommendation:

I recommend that Council authorize a donation of \$300 to Boy Scout Troop 23 of Dormont with funds coming from the Contributions line item.

JN

Attachment



Darren Frederick,
Scoutmaster

Troop 23

Boys Scouts of America

Dormont United Methodist Church,
1641 Potomac Avenue
Dormont, PA 15216



Millie Rutkowski,
Committee Chair

March 28, 2013

Jeff Naftal
Borough of Dormont
1444 Hillsdale Ave., Suite 10
Pittsburgh, PA 15216

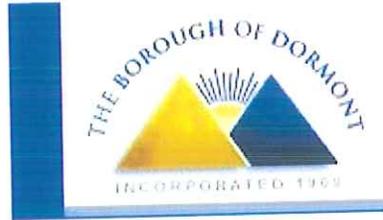
Jeff,

Boy Scout Troop 23 chartered by Dormont United Methodist Church has served the community for 86 years and is one of the oldest troops in the area. For many years now, our troop has taken up the responsibility of putting up and taking down over 100 flags six times a year along West Liberty and Potomac Avenues. We perform this duty for the borough on Memorial Day, Flag Day, Fourth of July, Labor Day, Veterans Day and the Christmas parade day in December. In recent years we have also added a seventh day, September 11. In addition to this civic duty, we purchase these flags and the poles through donations and in turn, donate them to the borough. We maintain these flags as well when they need repairs or cleaning. Each flag costs \$50.00.

As per a standing agreement between the borough of Dormont and Troop 23, the borough has donated \$300 to our troop each year we perform this service. Last year, when we solicited for the donation for 2010 and 2011, the borough graciously donated \$500 for each year. In recent years, we decided to hold the funds donated by the borough in a separate fund to be used to purchase new flags/poles and maintain the existing flags and poles. At this time, I wish to ask for a donation for the services performed in 2012. If you have any questions, you can contact myself or our Charter Representative, Russ Dunn.

Thank You,

Darren Frederick
Scoutmaster – Troop 23



MEMORANDUM

Date: April 18, 2013
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager *JN*
Subject: Proposed Amendment to Reserved Accessible Parking Policy

Background:

In January, Council passed, at the recommendation of the Traffic and Parking Planning Commission (TPPC), a new, comprehensive Policy addressing the issuance of Reserved Accessible (Handicapped) Parking Spaces. That Policy has been in effect and was utilized last month for a requested space.

Discussion:

At their April meeting, the TPPC recommended a change to the Policy in order to clarify the annual renewal of Reserved Accessible Spaces. They want to make sure that if someone's situation has changed with regards to off-street parking or their disability or any other mitigating factor that they have the opportunity to suggest that the Reserved Accessible Space not be renewed. They would then forward their recommendation to Council for final action either to renew or not to renew.

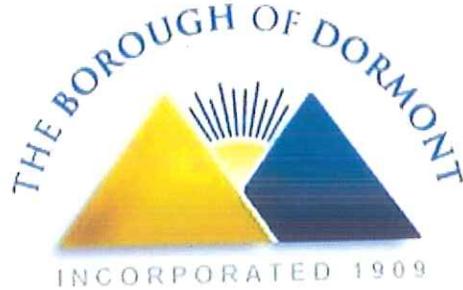
The attached Policy reflects these changes which are only to Section II dealing with the Renewal Application Process. If approved, the changes would go into effect the end of this year and with the renewals for 2014.

Recommendation:

I recommend that Council approve the revised Reserved Accessible Parking Space Policy as recommended by the Transportation and Parking Planning Commission.

JN

Cc: Traffic and Parking Planning Commission
Jim Kolesky, Fire Apparatus Operator/Desk Officer



Reserved Accessible Parking Policy

POLICY STATEMENT

A Reserved Accessible Parking Space near a residence is a special privilege granted by the Borough of Dormont only to persons with a verifiable disability. Such a space will be granted only to those who are mobility impaired to the extent that they cannot manage without the Reserved Accessible Parking Space. This policy only applies to public residential street parking in un-metered areas.

I. Application Process

- 1) Any resident with a disability or their caregiver (hereafter referred to as The Applicant) can apply for Reserved Accessible Parking on the street of their residence. If the residence is on a corner lot, then the Reserved Accessible Parking would be on the street facing the front door of the unit.
- 2) The Applicant must file a proper application at the Borough Office on forms provided by the Borough Manager.
- 3) The Applicant must submit a Physician's Certificate on a form as provided by the Borough Manager. The certificate shall be completed based on an examination within 6 months of submission of this Application.
- 4) An incomplete or illegible application form may be denied by the Borough.

II. Renewal Application Process

- 1) Reserved Accessible Parking Spaces are reviewed on an annual basis in January of each year by the Traffic and Parking Planning Commission.
- 2) Renewal notices are sent out in October of each year. The Transportation and Parking Planning Commission will get a list of these notices in October as well. It is the responsibility of each applicant to send in their renewal application by January 1st of each year.
- 3) Borough staff will review the applications to ensure that basic conditions such as having a handicapped designation on the vehicle are still current.

- 4) The Traffic and Parking Planning Commission will review the complete list of renewals at their January meeting and recommend any applications which should not be renewed. Any applications so recommended will be provided to the Borough Council for final action on whether to renew or not.
- 5) A designated Reserved Accessible Parking Space may be removed if a renewal application is not completed and approved by either the Traffic and Parking Planning Commission or the Borough Council.

III. Applicant Eligibility Criteria

- 1) The Applicant must be a resident of Dormont. With this in mind, every applicant must show a valid Pennsylvania Drivers License with a Dormont address.
- 2) The Applicant must possess a valid PennDOT issued Person with Disability (PD*) registration plate, or PD parking placard.
- 3) PD registration plates and PD placards do not exempt a resident from the requirement to purchase a residential permit parking sticker in zoned areas.
- 4) The Applicant cannot have adequate off-street parking (driveway, parking pad, garage, etc.) available at the Applicant's residence.

* Includes disabled veteran, severely disabled registration plate/decal and person with disability motorcycle plate.

- 5) If the Applicant is a caregiver, they must reside in the same residence as the person with disability.
- 6) The Applicant's PD registration plate or PD placard must be valid for at least 6 months beyond the period of filing the application or beyond the Borough's review of Renewal Applications.
- 7) The Applicant shall meet at least one of the conditions outlined in the Physician's Certificate.
- 8) If the Applicant, or their property, has physical or other limitations that are not outlined in the Physician's Certificate or other documents and the Borough believes they are severe enough to warrant a Reserved Accessible Parking Space, serious consideration will be given during the review process.

IV. Application Review Process

- 1) After the Application is verified, the Accessible Parking Coordinator, as assigned by the Borough, will perform a site inspection and include a report with the New or Renewal Application. The Accessible Parking Coordinator will contact Applicant with further details regarding the Application review process.
- 2) The Police Chief will evaluate the safety and traffic impact of designating reserved parking and include a report with the Application.

- 3) New and Renewal applications will be reviewed by the Traffic and Parking Planning Commission (T&PPC), who will make a recommendation to Borough Council for final determination regarding granting a Reserved Accessible Parking Space. Attendance of the Applicant is mandatory at this review.
- 4) The T&PPC reviews applications at its monthly Public Meeting (the second Tuesday of each Month).
- 5) Borough Council will review the Application at their monthly Business Meeting (the first Monday of each month). Attendance of the Applicant is not mandatory.
- 6) The final decision regarding the Application will be provided to the Applicant in writing.
- 7) In making the final determination regarding New or Renewal Applications, the Borough will apply the criteria contained in this policy.

V. Designation of Reserved Accessible Parking Spaces

- 1) Reserved Accessible Parking Spaces will be located and designated according to the American for Disabilities Act, Pennsylvania State Law, and Borough of Dormont Code.
- 2) Reserved Accessible Parking Spaces will be designated by a Reserved Parking Sign and blue paint on the curb.
- 3) The requested Reserved Accessible Parking space must be installed in front of the applicant's property, unless deemed unfeasible by the Borough, and then such space should be placed as near to the requested property as possible.
- 4) The shape, size, and color of the Reserved Parking Sign shall conform to the requirements set forth in Section § 212.114.(e) of the Pennsylvania Code and PennDOT Handbook of Approved Signs (Publication 236).
- 5) The installed Reserved Accessible Parking Sign shall be reflective.
- 6) Reserved Accessible Parking Signs that are damaged, disappear, or become obsolete are to be replaced as rapidly as feasible by the Borough.
- 7) Reserved Accessible Parking signs shall be positioned so as to be visible to the driver of a vehicle when parked in the space or passing by.
- 8) Reserved Accessible Parking Signs shall be positioned below all other signs.
- 9) Reserved Accessible Parking Signs shall meet all standards set by the Pennsylvania Department of Transportation.
- 10) Reserved Accessible Parking Signs that do not meet the State's and/or Borough's criteria for installation shall be removed at the direction of the Borough Manager.
- 11) The requested Reserved Accessible Parking Space shall not conflict with any parking restrictions already in place.

VI. Enforcement

- 1) Reserved Accessible Parking Signs and PD registration plates or placards do not exempt a resident from requirement to purchase a residential permit parking sticker in zoned areas.
- 2) Designating a Reserved Accessible Parking Space does not guarantee the Applicant a parking space because any vehicle with a PD registration plate or placard may use the space.

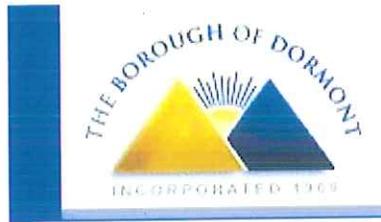
- 3) Dormont Police will ticket vehicles parked in a Reserved Accessible Parking Space without a valid PD plate or placard.
- 4) The fine for parking without appropriate requirements in a Reserved Accessible Parking Space shall be imposed as set forth in 75 Pa. C. S. § 3354.
- 5) A vehicle parked in a Reserved Accessible Parking Space shall be towed only if the parking space is posted with a sign indicating that vehicles in violation of this section may be towed.
- 6) The Borough reserves the right to remove a Reserved Accessible Parking Space at any time for any reason.
- 7) All Reserved Accessible Parking Spaces approved and implemented prior to the effective date of this policy shall be allowed to remain as located, but must be renewed as noted in Section II of this Policy.
- 8) There shall be no more than two Reserved Accessible Parking Spaces in any one numerical street block where parking is permitted on both sides of the street, unless for cause shown. A numerical street block shall be based on increments of hundreds (i.e., 2800 block).
- 9) There shall be no more than one Reserved Accessible Parking Space in any one numerical street block where parking is permitted on one side of the street, unless for cause shown.
- 10) In the event that an application requests a Reserved Accessible Parking Space in a location that exceeds the permitted number set forth in the previous paragraphs, the Borough shall review the application and determine if the additional space would have any adverse effect to the Borough or would adversely affect the traffic patterns or safety features thereof before approving the applied parking space.

Costs

- The applicant will be charged a non-refundable application fee of \$50 for the installation of the sign and curb markings if they are renters or only temporarily disabled. Owners of property will not be charged for the sign installation.

This policy may be amended from time to time by the Borough Council.

Policy adopted on January 7, 2013



MEMORANDUM

Date: April 18, 2013
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager *JN*
Subject: Resolution No. 04-2013 – FY 2013 Fee Schedule Amendments

Background:

Each year, pursuant to the Borough's Code of Ordinances, Council is required to adopt a fee schedule for the Borough for the coming Fiscal Year. Council did so this past December for Fiscal Year 2013. Among the fees approved were fees for Planning Commission and Zoning Hearing Board plan reviews.

Discussion:

The current fee schedule identifies a flat fee cost for an applicant to send an item to either the Planning Commission or Zoning Hearing Board plus administrative fees. Part of those administrative fees were for engineering review of the plans being submitted. Those reviews were previously done by Gateway Engineering acting as the Borough's engineer and the applicant would remit payment of their fees directly to Gateway. Now that our engineering is handled in-house, we need to receive payment for the engineering review of plans but there is no specific fee in place. The Borough Engineer evaluated the rate that Gateway was charging as well as what is usual and customary in the area and determined that a fee of \$95 per hour was appropriate. Therefore I would request that Council authorize the following new fee to be included in the Fee Schedule:

Borough Engineer Review of Plans: \$95 per hour

The attached Resolution No. 04-2013 identifies this new fee for inclusion in the Borough's overall fee schedule.

Recommendation:

I recommend that Council approve Resolution No. 04-2013 and amend the FY 2013 Fee Schedule.

JN

Attachment



BOROUGH OF DORMONT

RESOLUTION 04-2013 BOROUGH FEE SCHEDULE AMENDMENT

A RESOLUTION OF THE BOROUGH OF DORMONT IN THE COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AMENDING THE SCHEDULE OF FEES ASSOCIATED WITH THE BOROUGH'S PLANNING COMMISSION AND ZONING HEARING BOARD ENGINEERING REVIEWS FOR THE YEAR 2013.

WHEREAS, the various ordinances and codes of the Borough of Dormont require that fees be established from time to time by the Dormont Borough Council for services, permits and licenses; and

WHEREAS, such fees shall be set at a rate at which the administrative costs of providing such services, permits and licenses are paid through the assessment of such fees;

WHEREAS, the fees for the review of Planning Commission and Zoning Hearing Board items by the Borough Engineer have been determined to need revisions to address the costs of these reviews:

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Dormont, Allegheny County Pennsylvania, in meeting assembled, and it is hereby resolved by the authority of the same, that the schedule of fees are hereby amended as follows:

Borough Engineer Review of Plans: \$95 per hour

Said fees shall be effective May 7th, 2013, unless otherwise noted, and shall remain in force until otherwise amended by the Borough Council.

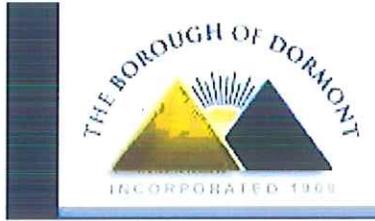
ADOPTED this 6th day of May, 2013

ATTEST:

BOROUGH OF DORMONT

Jeffrey Naftal
Borough Manager

Willard McCartney
Council President



MEMORANDUM

Date: April 19, 2013
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager *JN*
Subject: West Liberty Avenue Subdivision Request

Background:

Mr. Robert Morosetti is the owner of a lot that includes three (3) buildings and five (5) addresses: 2895, 2897, and 2899 West Liberty Avenue; and, 1368 and 1370 Tennessee Avenue. Mr. Morosetti applied to the Planning Commission for approval to subdivide this lot into three (3) lots mainly following the lines of the buildings on the lot. The total area of the lot is 7,590 square feet. The proposed lots would be 3,501.11, 2,149.38, and 1,939.51 square feet. Two of the three proposed lots would be irregular in shape. There would also be two (2) easements necessary because the basement of one building includes access from another building and because the fire escape of one building would be on the property of another building. The existing lot is non-conforming, as are most of the lots on West Liberty because of lot coverage and setback requirements but is grandfathered in under the current configuration.

Discussion:

Mr. Morosetti argued before the Planning Commission that he should be allowed to create the new lots because there is no minimum lot size requirement in the Zoning Code. And he argued that since the existing lot was non-conforming there was no harm in making two additional non-conforming lots. Staff responded to the request with the attached report that I prepared in January and the attached report prepared by the Borough Engineer in February.

The Planning Commission discussion revolved around the issue of non-conformance and the issue of the applicant needing to decide if they wanted the easements or whether they wanted to close off the buildings so that no easements would be necessary. The applicant indicated a desire to proceed with the easements. After a discussion, the Planning Commission voted against a motion to recommend approval of the subdivision by a 1-3 vote. A copy of their recommendations is attached.

Recommendation:

I recommend that Council follows the recommendation of the Planning Commission and does not approve the proposed Morosetti subdivision.

JN

Cc: Planning Commission
Wayne McVicar, Borough Engineer
Pat Kelly, Building Official

LIMA WAY - 12'

← 550°41' W

6' 2 7/8" 6' 3 1/4"

BLDG ON LINE

CONC
BLOCK
BLDG

45' 12'

KITCHEN

4 1/2' 66.00

#1368
1 STY

INSEL BRIC
BLOG.

#1370
2 STY

INSEL BRIC
DWLG.

X

6' 6 5/8"

LOT #170

64'

3 STY
BRICK
BLOG

539°19' E

115.00
SEPARATE
1 STY
BRICK
BLOG

LOTS #171-172

63-5-138
3 STY
BRICK
BLOG.

115.00

← N39°19' W

#2897 & #2899

FLOWER
SHOP

BLOG ON LINE

#2895
APPLE
INN

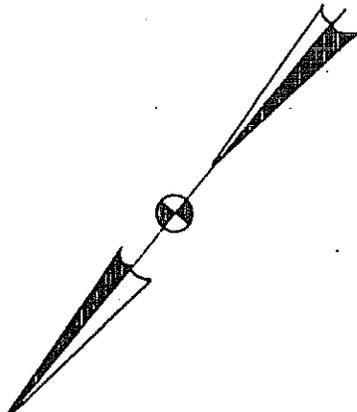
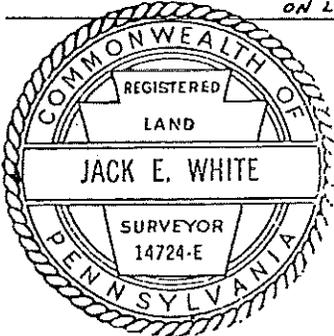
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STORE
66.00

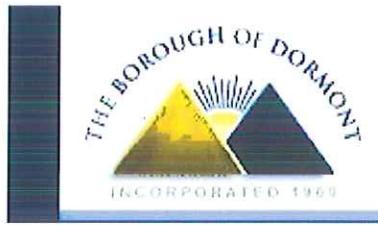
← N50°41' E

← 17' →

TENNESSEE AVENUE - 40'

WEST LIBERTY AVENUE





MEMORANDUM

Date: January 15, 2013
To: Planning Commission Members
From: Jeff Naftal, Borough Manager
Subject: Morosetti Subdivision Application

Background:

Mr. and Mrs. Morosetti submitted an application on January 8, 2013 to subdivide their lot into three (3) smaller lots. The total lot area is only 7,590 square feet and they are proposing to further divide this lot into one of 3,501.11 square feet, one of 2,149.38 square feet, and one of 1,939.51 square feet. Two of the three subdivided lots would be irregularly shaped. All three areas currently contain structures.

Discussion:

Staff is opposed to this subdivision of the lot for the following reasons:

1. The small size of the lot to start means that the subdivided lots are significantly smaller than anything else in the Borough. It is not in the Borough's best interest to have tiny lots.
2. Two of the three new lots will be irregularly shaped. That goes against standard development practices which call for lots to be standardized as much as possible. The existing lot is a standard size lot for the area but the three new lots would not be.
3. Subdividing lots is most often done to allow for an increased intensity of development on the existing lot. In this case, that cannot happen as the three lots are already developed and would be non-conforming and no one would be able to develop any of the lots properly with the reduced sizes.
4. Subdividing lots is almost always done on a large scale where platting occurred that left large lots of many acres and which could be enhanced by reducing the lot size to encourage development. In this case, the opposite is occurring as reducing lot sizes will make the lots undevelopable and as such detract from the value of all three lots.

Recommendation:

Staff recommends that the Planning Commission reject the applicant's request to subdivide as presented in their application and plans.

JN



MEMORANDUM

Date: February 25, 2013

To: Jeff Naftal, Borough Manager

From: Wayne R. McVicar, P.E., Borough Engineer

Subject: Minor Subdivision,
Block 63-S, Lot 138
2895, 2897 & 2899 West Liberty Avenue & 1368 & 1370 Tennessee
Avenue
C – General Commercial Zoning District

Our office is in receipt of the following documents relative to the Minor Subdivision application referenced above:

1. A map titled, “Morosetti Corner Plan of Lots, Being a Resubdivision of Lots 171 and 172 in the plan of Fetterman as recorded in P.B.V. Pages 38-39, for Robert J. & Concetta Morosetti”, prepared by Liandis Engineering & Surveying, Inc., consisting of 1 sheet, dated November 2, 2012, latest revision February 20, 2013.

We have reviewed all submitted documents and offer the following information and comments for your consideration:

A. BACKGROUND

The property in question (PIQ) is “double frontage” rectangular parcel by definition, specifically with frontage on West Liberty Avenue, Tennessee Avenue and Lima Way. The PIQ is located within the C – General Commercial Zoning District. The PIQ previously existed as 2-lots, Lots 171 & 172, which was consolidated into one lot, Lot 138. The applicant proposes to subdivide the PIQ into 3 irregularly shaped lots, the purpose of which is to better follow the perimeter of the existing structures on the PIQ. Only interior lot line modifications are proposed.

B. ZONING

Bulk Requirements: The PIQ is located within C – General Commercial Zoning District. The chart below summarizes the area and bulk requirements for the zone:

C - ZONING SCHEDULE

	<u>REQUIRED</u>	<u>PROPOSED</u> <u>MINIMUM</u>
MIN. LOT SIZE	N/R	1,939.51 SF
MIN. LOT WIDTH	N/R	18.41 FT
MIN. FRONT YARD SETBACK	10 FT	0.18 FT OVER ⁽¹⁾
MIN. SIDE YARD SETBACK	0 FT	0.18 FT OVER ⁽¹⁾
MIN. REAR YARD SETBACK	25 FT	0.0 FT ⁽¹⁾
MAX. BUILDING COVERAGE	90%	100% ⁽¹⁾

(1) Existing Non-Conformance

C. DESIGN COMMENTS

1. Although there is no minimum in the C-Zone for Lot Size, a review of the lots in the immediate area of the PIQ shows the minimum lot size in the surrounding area to be approximately 3,450 SF. Approval of the subdivision as proposed will result in 2 lots with less than this minimum lot area, (1,939.51 SF and 2,149.38 SF), which would be inconsistent with the character of the neighborhood.
2. Although the proposed subdivision follows the perimeter of the existing structures, which would simply the sale of any one building, 2 of the 3 lots will have irregular shapes. As a result would not be in accordance with proper planning practice and would make future development of any one lot difficult.
3. Currently the PIQ is one non-conforming lot with 4 zoning non-conforming conditions, namely front, side and rear setback; and lot coverage. The result of the subdivision will be 3 non-conforming lots. Lot 1 would not conform for front, side and rear setback; and lot coverage. Lot 2 would not conform for front and rear setback; and lot coverage. Lot 3 would not conform for front and rear setback; and lot coverage.
4. From a zoning standpoint, there appears to be only one benefit to the subdivision. In accordance with Section 183-31.C. Double frontage. "Double-frontage lots shall be avoided"... it is clear that the ordinance finds double frontage lots as undesirable. The existing lot currently has frontage on 3-streets. Under the proposed subdivision, none of the resultant lots would have frontage on more than 2-streets. Although the double frontage is not eliminated, the proposed subdivision does reduce the desirable condition.

D. PLAT DETAILS

Should the planning commission approve the subdivision, the following revisions to the plat are recommended:

1. A zoning table should be added.

2. The title block should be revised to include the current designation of the PIQ as Block 63-S, Lot 138.

E. RECOMMENDATION

Although the proposed subdivision would mitigate an undesirable condition, that being the double frontage issue, this mitigation is offset by certain undesirable conditions being created. Two of the lots would have lot areas inconsistent with the area, two of the lots would have irregular shapes making it difficult for future development, plus there would be an increase in the number of non-conforming lots in the Borough. For these reasons I find that the detriments outweigh the benefits and would be opposed to the subdivision as proposed.

Memo

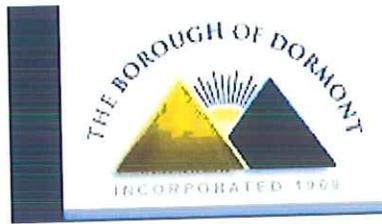
To: Dormont Borough Council
From: Dormont Planning Commission by Matthew Hamilton, Secretary, Planning Commission
CC: Jeff Naftal, Borough Manager | Pat Kelly, Borough Zoning Officer | Wayne McVicar, Borough Engineer
Date: 4/21/2013
Re: Planning Commission Recommendations to Council

Please be advised that at its April 16, 2013 meeting, the Planning Commission passed motions to make the following recommendations to Borough Council:

- The request to subdivide properties at 2895, 2897, 2899 West Liberty Avenue and 1368, 1370 Tennessee Avenue should not be approved.
- The Sprint request for conditional use antenna and cabinet additions at the 1444 Hillsdale Avenue rooftop location should be approved contingent upon a lease amendment being approved by Council.
- The request submitted by DABA to add a conditional use storage shed located in the right field (beyond fence) of the stated park should be approved.
- The request to amend the political sign ordinance according to the submitted changes should be approved.

Respectfully yours,

Matt D. Hamilton



MEMORANDUM

Date: April 19, 2013
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager *JN*
Subject: Sprint Antenna Conditional Use

Background:

In September of 2001, Sprint was granted a lease by the Borough Council at the time to place 3 cellular antenna structures on the roof of Borough Hall. For that, they pay us currently \$2,009 per month. That amount includes electricity usage from the Borough. It is approximately \$600 less per month than what AT&T is paying. They have now applied to modify their antenna arrangement on the roof to allow for the placement of 4G antenna arrays and have applied for a conditional use to proceed.

Discussion:

The Borough Engineer and Building Official both reviewed the proposed modifications for Sprint and both felt that there were load issues on the roof. Sprint modified their plans and these modified plans addressed all of the Borough's concerns. The only other issue is that the lease must be modified, as was done with AT&T. The Borough Solicitor is reviewing the lease agreement and we will suggest a modification, probably the same as with AT&T to Sprint and then when agreed upon, come back to Council for approval of the lease amendment.

Based on that, the Planning Commission recommended approval of the Conditional Use but with no work to begin until the lease amendment is approved by Council. A copy of their recommendations is attached.

Recommendation:

I recommend that Council approve the Sprint conditional use as recommended by the Planning Commission contingent upon Council approval of a lease amendment to be addressed at a future meeting.

JN

Cc: Planning Commission
Wayne McVicar, Borough Engineer
Pat Kelly, Building Official

Memo

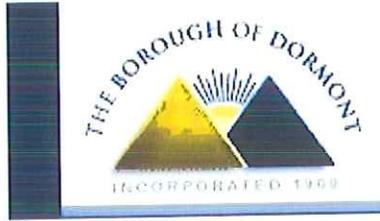
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From: Dormont Planning Commission by Matthew Hamilton, Secretary, Planning Commission
CC: Jeff Naftal, Borough Manager | Pat Kelly, Borough Zoning Officer | Wayne McVicar, Borough Engineer
Date: 4/21/2013
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- The Sprint request for conditional use antenna and cabinet additions at the 1444 Hillsdale Avenue rooftop location should be approved contingent upon a lease amendment being approved by Council.
- The request submitted by DABA to add a conditional use storage shed located in the right field (beyond fence) of the stated park should be approved.
- The request to amend the political sign ordinance according to the submitted changes should be approved.

Respectfully yours,

Matt D. Hamilton



MEMORANDUM

Date: April 19, 2013
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager *JN*
Subject: DABA Storage Shed Conditional Use

Background:

Because of recent renovations to the Borough's concession stand at Pop Murray Field made by DABA, they are in need of additional storage space. They have proposed to build for the Borough a storage shed just outside the right field line of the ball field. To do this they require a conditional use approval from the Borough.

Discussion:

This is a straightforward project that will match the look of the storage shed to the look of the concession stand and provides long term value to the Borough. Neither the Borough Engineer nor the Building Official had any concerns with the project. Because of that, the Planning Commission recommended approval of the Conditional Use. A copy of their recommendation is attached.

Recommendation:

I recommend that Council approve the conditional use for DABA to build a storage shed at Pop Murray Field as recommended by the Planning Commission.

JN

Cc: Planning Commission
Wayne McVicar, Borough Engineer
Pat Kelly, Building Official

Memo

To: Dormont Borough Council
From: Dormont Planning Commission by Matthew Hamilton, Secretary, Planning Commission
CC: Jeff Naftal, Borough Manager | Pat Kelly, Borough Zoning Officer | Wayne McVicar, Borough Engineer
Date: 4/21/2013
Re: Planning Commission Recommendations to Council

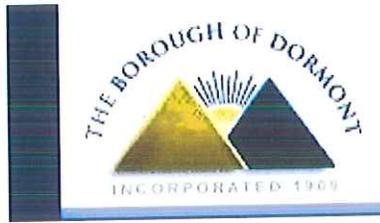
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- The Sprint request for conditional use antenna and cabinet additions at the 1444 Hillsdale Avenue rooftop location should be approved contingent upon a lease amendment being approved by Council.
- The request submitted by DABA to add a conditional use storage shed located in the right field (beyond fence) of the stated park should be approved.
- The request to amend the political sign ordinance according to the submitted changes should be approved.

Respectfully yours,



Matt D. Hamilton



MEMORANDUM

Date: April 25, 2013
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager 
Subject: Amendment to Agreement with Stormwater Engineering Firm

Background:

In November of 2012, Council selected Hazen & Sawyer as the consulting engineering firm to work on the Athens Alley stormwater project. The Borough subsequently entered into an agreement with them that called for a fee of \$39,960 which would include engineering services and outreach including one public meeting and attendance at the Council Meeting when the final report would be reviewed. The public meeting was held on March 18th. It was our intent to come back to Council with the final report at this Council Meeting on May 6th.

Discussion:

Because the attendance at the March 18th meeting was so little, we felt it best to add an additional public meeting and do a direct mail push to get residents to come out. That meeting was scheduled for April 24th and because of the extension, the final report is now delayed until the June Council Meeting. But since the direct mailing and the extra meeting were not part of the scope of work approved by Council, we need to execute an amendment to the agreement with Hazen & Sawyer to provide for the extra work and the extra cost for that work of \$3,000. Since there is \$55,000 in that line item, and since we received an \$8,500 grant to cover a portion of the costs of this project, we have sufficient funding to cover the cost of this amendment to the scope of work. A copy of the amendment is attached to this report.

In addition, the second meeting which was just held was a success with over a dozen addresses represented from those attending who live near Athens Alley. The extra cost was worth having more resident participation in the process.

Recommendation:

I recommend that Council authorize me to execute an amendment to the agreement with Hazen & Sawyer for the Athens Alley Stormwater Project totaling \$3,000.

JN

Attachment

**AMENDMENT TO PROFESSIONAL SERVICE
AGREEMENT BETWEEN THE BOROUGH OF DORMONT
AND HAZEN AND SAWYER, P.C.**

WHEREAS, THE BOROUGH OF DORMONT (DORMONT) entered into a Contract for Professional Engineering Services with **HAZEN AND SAWYER, P.C. (“Provider”)** dated November 14, 2012 (“**Contract**”); and

WHEREAS, Dormont and Provider have agreed to amend the Contract; and

WHEREAS, the Dormont Borough Council approved the amendment at its May 6, 2013 meeting.

NOW THEREFORE, in consideration of the mutual promises herein contained and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, Dormont and Provider agree as follows:

1. Contract for Professional Engineering Services, Exhibit A: Scope of Service, is hereby amended to include the following:

“Public Meeting No. 2 – Hazen and Sawyer will develop content for and lead a second public meeting to inform and seek input from Dormont residents about the findings of the evaluation of Storm Water Infrastructure Improvements in the watershed tributary to Athens Alley. Input received at the meeting will be incorporated into the final technical memorandum and recommendations therein.

Activities related to the additional meeting include mailing list development, meeting preparation, leading the meeting, and drafting the meeting summary. The contract will also be extended to accommodate the second meeting.”

2. Contract for Professional Engineering Services, Exhibit B: Cost information is hereby amended to include the additional services for a sum of \$3000.00.
3. Except herein amended, the Agreement shall remain in full force and effect.

Dated this 6th day of May, 2013.

BOROUGH OF DORMONT

By: _____

Its: _____

HAZEN AND SAWYER, P.C.

By: _____

Its: _____



MEMORANDUM

Date: April 22, 2013
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager *JN*
Subject: Zoning Official Designation

Background:

On April 2, 2012, Council appointed Pat Kelly, the Building Official as the Zoning Official also. That was necessary because the former Borough Manager had been the Zoning Official and was never replaced after his resignation. The Borough's Code requires us to have a Zoning Official appointed by the Borough Council.

Discussion:

The Borough's Code sets out the following criteria for the Zoning Official:

§ 210-92. Zoning Officer; permits; inspections.

A. Zoning Officer.

(1) The Zoning Officer shall be appointed by the Borough Council and shall hold no elective office in the borough. The Zoning Officer shall meet the qualifications established by the borough and shall be able to demonstrate, to the satisfaction of the borough, a working knowledge of municipal zoning.

(2) The Zoning Officer shall have all the powers and duties conferred on him by this chapter and the Pennsylvania Municipalities Planning Code. The Zoning Officer shall administer this chapter in accordance with its literal terms and shall not have the power to permit any construction or any use or change of use which does not conform to this chapter. The Zoning Officer's duties shall include the following:

(a) Enforcement. The Zoning Officer shall be empowered to institute civil enforcement proceedings in accordance with the provisions of §210-94 as a means of enforcement when acting within the scope of his/her employment.

(b) Receipt of applications. The Zoning Officer shall receive applications for any new use or change of use filed in accordance with §210-95 prior to the start of construction or establishment or change of the use by any landowner or lessee. Such application shall describe the proposed activity in sufficient detail to determine whether or not it meets the requirements of this and other applicable borough ordinances. Applications for uses by special exception, conditional uses and variances shall be filed in accordance with §210-60(A) or (B) or §210-101, whichever is applicable, and shall be forwarded by the Zoning Officer to the appropriate decision-making body. In addition, the Zoning Officer shall receive and forward all applications for appeals to the Zoning Hearing Board.

While the Building Official met and meets these criteria, in many municipalities it is the Borough Manager who is designated the Zoning Official. This is because the Manager has a better overall view of the municipality and direct contact with the Council which allows them to make zoning decisions that will meet the needs of Council and the community.

This distinction will become increasingly important as we move to a “development review” process for new development within the Borough. That process gives every interested party a seat at the table as plans are reviewed and allows everyone to identify from their particular area (zoning, utilities, public safety, etc.) what changes are needed in the development plans. If our Building Official was to continue as the Zoning Official, then he would have to review plans from two different perspectives, that of the Uniform Building Code and that of our own Zoning Code. Since I will be at the table for these reviews, it makes good sense to have me handle the zoning aspects of the development review and allow the Building Official to concentrate on his area of strength. So I am formally requesting that Council designate me as the Zoning Official for the Borough of Dormont.

While looking at this change, I noticed another area that I think needs to be changed. This one does not require Council approval but I did want you to be aware of the change. Currently, the Building Official is responsible for the administration of street opening permits. These are the permits we issue to utilities and contractors who make cuts in our streets and there is a very detailed section of the Code, Chapter 181, Article III, which delineates requirements that include notification to the public and to Police and Fire, coordination with other utilities, and permitting requirements that will ensure the Borough has better control over who tears up our streets.

Unfortunately no one has been enforcing most of these rules for years. I intend to start now however and to facilitate this will have our Borough Engineer handle all street openings. Permit applications will need to come in through our clerks at the front counter and then the Borough Engineer will make sure that all aspects of our Code are followed. This should help us avoid the situations that we have had in the past, most recently on Memorial Drive where the gas company came out to do work but never notified anyone on the street that they were coming and what they would be doing.

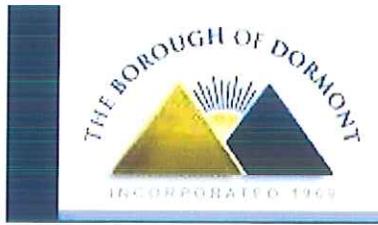
The end result of these changes and the addition of our Code Enforcement Officer and our Borough Engineer is we are creating an effective community development team that can address some of the issues of the past and help us move forward with Council's and residents goals for the future.

Recommendation:

I recommend that Council appoint me as the Borough's Zoning Official effective immediately.

JN

Cc: Pat Kelly, Building Official
Wayne McVicar, Borough Engineer



MEMORANDUM

Date: April 22, 2013
To: President, Vice-President, Council and Mayor
From: Jeff Naftal, Borough Manager 
Subject: Strategic Planning Update

Background:

Council began the Strategic Planning process by identifying their top ten issues that they wanted to see addressed in next one to three years. This led to a combined list of forty-four (44) items. Council, as well as the Planning Commission and senior staff (except myself) then ranked their top ten items out of the list of 44.

Discussion:

The top ten rankings of each group showed a clear overall top nine. This came from three items which were in everyone's top ten and six items which were in two of the three group's top ten rankings. Those nine, in alphabetic order are:

<u>Item</u>	<u>Description</u>	<u>Which Group's Top 10?</u>
1	Attracting and Retaining Young Families	All Three
2	Business District Improvements	All Three
3	Develop a 10 Year Financial Forecast for Borough	Planning Comm./Staff
4	Encourage Businesses to Improve Their Appearance	Planning Comm./Staff
5	Encourage Property Owners to Clean and Improve	Council/Staff
6	Improve the Use of Borough Assets (Park, Pool, etc.)	Council/Planning Comm.
7	Increase "Green" Initiatives Within the Borough	Council/Planning Comm.
8	Street and Alley Maintenance	All Three
9	Update the Borough Zoning Code	Planning Comm./Staff

The next step in this process is that we will send out a mailing to every address that currently gets a newsletter and ask them to rank these nine items from 1 to 9 so that this can be presented to you for consideration as we meet to formally develop the Strategic Plan. The cost for this is estimated to not exceed \$500.

Since this mailing will occur within the next week and since we will want to give residents as much opportunity as possible to respond, I would suggest that our Strategic Planning retreat be held during the second or third weekend in June. I am proposing that we utilize a Saturday from 9 AM until 3 PM to discuss the rankings, set our priorities, and determine our goals for the next few years. We will provide breakfast and lunch that day. I recommend that we pick an offsite location to provide the most relaxed atmosphere for this process. Some possibilities include the Crowne Plaza on Fort Couch Road or any of the hotels in Green Tree. The cost for the meeting room is yet to be determined but if Council approves this, I will get formal approval at the June Council meeting.

Recommendation:

I recommend that Council authorize me to mail out the ranking sheets to all residents at a cost of approximately \$500 and to select and book a meeting room at a local hotel for the purpose of holding our Strategic Planning workshop.

JN