



BOROUGH OF DORMONT

**1444 Hillsdale Ave.
Pittsburgh, PA, 15216-2019
TEL:(412)561-8900
FAX: (412) 561-7805
www.boro.dormont.pa.us**

**BOROUGH MANAGER
BENJAMIN ESTELL**

**MAYOR
PHILROSS**

**SOLICITOR
CAFARDI FERGUSON WYRICK WEIS +
SOTLER LLC**

**MEMBERS OF COUNCIL
JOHN MAGGIO, PRESIDENT
DREW LEHMAN, VICE PRESIDENT
KATE ABEL
JEFF FABUS
JOAN HODSON
ROBERT PALMIERI
DANIELE VENTRESCA**

**Agenda Meeting
May 31, 2016
7:00 PM**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Registered Comments from the Public**
- IV. Comments from the Mayor**
- V. Committee Reports**
 - A. Finance and Legal**
 - B. Property, Supplies, and Planning**
 - C. Public Safety/Public Service**
 - D. Recreation and Community Affairs**

VI. Council President's Report

VII. Borough Manager's Report

VIII. Consent Agenda

- A. Motion to Approve Written Report of Solicitor(Requested by Benjamin Estell, Borough Council) -
- B. Motion to Approve Written Reports of Borough Officials(Requested by Benjamin Estell, Borough Council) -
- C. Motion to Approve Minutes of May 2, 2016 Council Meeting(Requested by Benjamin Estell, Borough Council) -
- D. Motion to Approve Warrant List for May 2016(Requested by Benjamin Estell, Borough Council) -
- E. Motion to Appoint Seth Davis to Borough of Dormont Vacancy Board(Requested by Benjamin Estell, Borough Council) -
- F. 2016 Open Cut Spot Repair Recommendation of Award to NIANDO Construction, Inc.(Requested by Benjamin Estell, Borough Council) -
- G. Motion to Accept Recommendation of the Engineer to Approve Contracting with City of Pittsburgh for Wenzell Avenue Resurfacing at a Cost of \$14,681(Requested by Benjamin Estell, Borough Council) -
- H. Motion to Amend the Borough of Dormont Financial Policies and Procedures Section 2, Authorizing Purchases Up to \$5000 Without Prior Consent of Borough Council.(Requested by Benjamin Estell, Borough Council) -
- I. Motion to Grant Relief of Outstanding Sewer and Trash Fees for 2708 Broadway(Requested by Benjamin Estell, Borough Council) -
- J. Motion to Approve Purchase of Administrative and Police Computer Hardware and Software, Not to Exceed \$13,200, as Budgeted(Requested by Benjamin Estell, Borough Council) -
- K. Dormont Day Band Contract(Requested by Kristin Hullihen, Borough Council) -
- L. Motion to Approve Hiring Summer Staff 2016 - Pool Cashiers and Day Camp(Requested by Kristin Hullihen, Borough Council) -

IX. Action Items

- 1. Motion to Proceed with Potomac Reconstruction Plan(Requested by Benjamin Estell, Borough Council) -
- 2. Motion to Approve a Potomac Avenue Design Option(Requested by Benjamin Estell, Borough Council) -
- 3. Motion to Authorize Borough Manager to Apply and Enter into Agreement for a Pennsylvania Infrastructure Bank Loan for Neighborhood Paving Project and Potomac Avenue Reconstruction(Requested by Benjamin Estell, Borough Council) -

X. Discussion Items

A. Consideration of applicants for Traffic and Parking Planning Commission

1. Applicants for Traffic and Parking Planning Commission(Requested by Benjamin Estell, Borough Council) -

XI. Public Comment

XII. Executive Session - Personnel

XIII. Adjournment

**Borough Council**

1444 Hillsdale Avenue
Pittsburgh, PA 15216

DRAFT**DEPARTMENT REPORT (ID # 1008)**

Meeting: 05/31/16 07:00 PM
Department: Borough Council
Category: Report
Prepared By: Benjamin Ryan Estell
Initiator: Benjamin Ryan Estell
Sponsors:
DOC ID: 1008

Motion to Approve Written Report of Solicitor



Borough Council
1444 Hillsdale Avenue
Pittsburgh, PA 15216

Meeting: 05/31/16 07:00 PM
Department: Borough Council
Category: Report
Prepared By: Benjamin Ryan Estell
Initiator: Benjamin Ryan Estell
Sponsors:

DEPARTMENT REPORT (ID # 1009)

DOC ID: 1009

Motion to Approve Written Reports of Borough Officials

TAXING DISTRICT: BOROUGH OF DORMONT
TAX COLLECTOR'S REPORT TO TAXING DISTRICTS
PREPARED ON: 05/05/2016 FOR TAX YEAR 2016
FOR THE PERIOD: 04/01/2016 TO 04/30/2016

<u>A. COLLECTIONS</u>	<u>REAL ESTATE</u>	<u>INTERIM/OTHER</u>	<u>PER CAPITA</u>
Balance Collectable	3,001,277.41	.00	.00
Additions: During the Period	.00	.00	.00
Deductions: Credits during the Period	.00	.00	.00
Total Collectable	3,001,277.41	.00	.00
LESS: Face Collected for the Period	2,174,146.05	.00	.00
LESS: Deletions from the List	.00	.00	.00
LESS: Exonerations	.00	.00	.00
LESS: Liens/Non-Lienable Installments	.00	.00	.00
BALANCE COLLECTABLE - END OF PERIOD	827,131.36	.00	.00

<u>B. RECONCILIATION OF CASH COLLECTED</u>			
Face Amount of Collections	2,174,146.05	.00	.00
Plus: Penalties	.00	.00	.00
Less: Discounts	52,227.52	.00	.00
Total Cash Collected per Column	2,121,918.53	.00	.00
TOTAL CASH COLLECTED			2,121,918.53

<u>C. PAYMENT OF TAXES</u>		
Amount Remitted During the Period (SEE ATTACHED SCHEDULE)		2,121,918.53
Amount Paid with this Report Applicable to this Reporting Period		.00
TOTAL REMITTED THIS PERIOD		2,121,918.53

List Other Credit Adjustments (SEE ATTACHED SCHEDULE) .00

Interest Earnings (if applicable) .00

<u>TAXING DISTRICT USE (OPTIONAL)</u>	
Carryover from Previous Period	\$ _____
Amount Collected this Period	\$ _____
Less Amount Paid this Period	\$ _____
Ending Balance	\$ _____

Tax Collector Date

I verify this is a complete and accurate reporting of the balance collectable, taxes collected and remitted for the period.

Received by (taxing district): _____

Title: _____ Date: _____

I acknowledge the receipt of this report.

Attachment: Fire and Tax Reports May 2016 (1009 : Borough Officials Reports)

TAKING DISTRICT: BOROUGH OF DORMONT
TAX COLLECTOR'S REPORT TO TAXING DISTRICTS
PREPARED ON: 05/05/2016 FOR TAX YEAR 2016
FOR THE PERIOD: 04/01/2016 TO 04/30/2016

8.B.a

SUPPORTING SCHEDULE FOR PAYMENT OF TAXES

DEPOSIT DATE	REAL ESTATE COLLECTED	PER CAPITA COLLECTED	TOTAL COLLECTED
04/01/2016	19,495.48	.00	19,495.48
04/02/2016	16,970.24	.00	16,970.24
04/03/2016	21,425.09	.00	21,425.09
04/04/2016	21,364.99	.00	21,364.99
04/05/2016	16,889.99	.00	16,889.99
04/06/2016	25,097.92	.00	25,097.92
04/07/2016	26,229.76	.00	26,229.76
04/08/2016	15,170.87	.00	15,170.87
04/09/2016	30,761.35	.00	30,761.35
04/09/2016	804.48	.00	804.48
04/10/2016	44,178.15	.00	44,178.15
04/11/2016	40,524.12	.00	40,524.12
04/12/2016	30,399.44	.00	30,399.44
04/13/2016	32,916.68	.00	32,916.68
04/14/2016	53,243.79	.00	53,243.79
04/15/2016	30,680.95	.00	30,680.95
04/16/2016	10,528.81	.00	10,528.81
04/17/2016	31,239.72	.00	31,239.72
04/18/2016	33,174.41	.00	33,174.41
04/19/2016	41,279.95	.00	41,279.95
04/20/2016	75,224.89	.00	75,224.89
04/20/2016	4,047.80	.00	4,047.80
04/21/2016	40,185.39	.00	40,185.39
04/22/2016	32,695.42	.00	32,695.42
04/23/2016	717,535.04	.00	717,535.04
04/23/2016	1,964.22	.00	1,964.22
04/24/2016	43,650.31	.00	43,650.31
04/25/2016	78,459.57	.00	78,459.57
04/26/2016	45,462.67	.00	45,462.67
04/27/2016	80,323.37	.00	80,323.37
04/28/2016	100,261.58	.00	100,261.58
04/29/2016	63,177.96	.00	63,177.96
04/30/2016	292,506.32	.00	292,506.32
04/30/2016	4,047.80	.00	4,047.80
** TOTAL:	2,121,918.53	.00	2,121,918.53

Attachment: Fire and Tax Reports May 2016 (1009 : Borough Officials Reports)

DORMONT VOLUNTEER FIRE DEPARTMENT

APRIL 2016 ALARM SUMMARY

<u>DATE</u>	<u>ADDRESS</u>	<u>NATURE OF CALL</u>	<u>TOTAL DAMAGES</u>
04/01/2016	Dell @ Kelton	Transformer Explosion	None
04/01/2016	1409 Potomac Ave.	Poss. Comm. Str. Fire	None
04/02/2016	1222 Oklahoma Ave.	Gas Odor	None
04/02/2016	254 Lindsey Rd.	RIT Team Call (MA)	None
04/02/2016	425 Hays Ave.	Structure Fire (MA)	None
04/02/2016	1470 Kelton Ave.	Illegal Burn	None
04/02/2016	Mattern@Potomac	Wires Sparking	None
04/03/2016	961 Rockwood Ave.	Brush Fire	None
04/05/2016	1697 Potomac Ave	Fire alarm (False)	None
04/05/2016	224 Allenberry Cir.	Poss. Dwelling Fire (MA)	None
04/05/2016	1139 Illinois Ave.	Grill Fire	None
04/05/2016	1320 Kelton Ave.	False Alarm	None
04/06/2016	W Liberty/Pioneer	Motor Vehicle Accident	None
04/06/2016	3229 W. Liberty Ave	Fire Alarm (false)	None
04/06/2016	1320 Kelton Ave.	False Alarm	None
04/07/2016	745 Florida Ave	Poss Dwelling Fire (MA)	None
04/08/2016	2883 W. Liberty Ave.	Odor of Something Burning	None
04/09/2016	2936 W. Liberty Ave.	Fire Alarm (False)	None
04/11/2016	3229 W. Liberty	Fire Alarm	None
04/13/2016	1265 Mississippi Ave	Fire Alarm (False)	None
04/14/2016	1100 Illinois Ave	Assist Medics	None
04/15/2016	2995 W Liberty Ave.	Fire Alarm (false)	None
04/15/2016	1311 Sylvandell Dr	Structure Fire (MA)	None
04/18/2016	2844 Broadway Avenue	Wire Down	None
04/20/2016	3069 Earlsmere Ave	Residential Lockout	None
04/22/2016	1263 McNeilly Rd.	Vehicle into Structure	None
04/22/2016	3077 Texas Ave.	Wires Down	None
04/25/2016	3325 Piedmont Ave.	Fire Alarm	None
04/25/2016	431 Parker Drive	House Fire (MA)	None
04/26/2016	2900 Belrose Ave	Assist Medics	None
04/28/2016	138 Jamestown Ct.	Smoke Showing (MA)	None

Attachment: Fire and Tax Reports May 2016 (1009 : Borough Officials Reports)

DORMONT VOLUNTEER FIRE DEPARTMENT**MONTHLY SUMMARY REPORT**

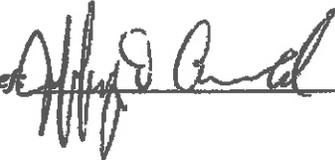
April 2016

Total Alarms	32
Drills.	2
False Alarms.	9
Alarms in House	7
Alarms in Buildings.	11
Mutual Aid (Given to other Departments)	8
Alarms Involving Automobiles and Trucks.	2
Alarms Involving Brush, Rubbish, Misc.	0
Day Alarms 06:00 AM. To 1800 Hrs.	19
Night Alarms 1800 Hrs.. To 06:00 AM.	13
Total Number of Volunteers at Alarms.	136
Total Number of Volunteers at Drills	30
Total Number of Career Staff at Alarms	50
Total Number of Career Staff at Drills	4
Estimated Value of Property Involved in Fires	0
Estimated Property Lost Due to Fire	0
Single Largest Loss	0
Monthly Stipend	\$ 1,478.00

**FIRE DEPARTMENT MEMBERS OR RESIDENTS INJURED OR TREATED AT ALARMS
MUTUAL AID GIVEN OR RECEIVED**

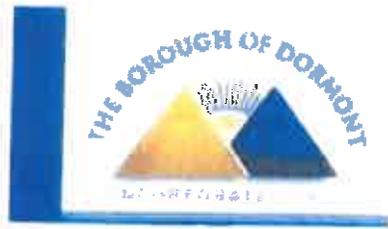
16-000084 Dormont Fire Assist Mt. Lebanon Fire
 16-000085 Dormont Fire Assist Mt. Lebanon Fire
 16-000091 Dormont Fire Assist Mt. Lebanon Fire
 16-000097 Dormont Fire Assist Mt. Lebanon Fire
 16-000104 Dormont Fire Assist Mt. Lebanon Fire
 16-000110 Dormont Fire Assist Mt. Lebanon Fire
 16-000112 Dormont Fire Assist Mt. Lebanon Fire

Dormont Fire Chief



Date: April 2016

Attachment: Fire and Tax Reports May 2016 (1009 : Borough Officials Reports)



MEMORANDUM

Date: May 21, 2016

To: Benjamin Estell, Borough Manager

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

Subject: Engineer's Report -- June 2016

1. COUNCIL ACTION REQUESTED

a. Wenzell Avenue Paving Project – City of Pittsburgh

The water company recently installed a main up Wenzell Avenue. In lieu of just restoring the trench, the City of Pittsburgh will be milling and overlaying the entire street, a portion of which is located within the Borough. This project is similar to what was done on McNeille Avenue. They are requesting that the Borough share in the cost for that portion, which at \$18.10/SY for 7,300 SY amounts to \$14,681.00. I have reviewed both the area and the unit cost and find both to be acceptable. I recommend approval of the cost sharing for the paving of Wenzell Avenue in the amount of \$14,681.00.

b. 2016 Open Cut Spot Repair Project

Contractor:

Recommend award to Niando Construction, Inc., in the amount of \$59,792.00. See my May 19, 2016 Recommendation of Award memo.

2. ENGINEERING IN PROGRESS

a. REBID 2016 STREET & ALLEY RECONSTRUCTION & RESURFACING PROJECTS

1. CONTRACT A – Street Reconstruction & Resurfacing Contract

The scope of the project has been revised such that all subject streets are asphalt reconstruction. Texas Avenue is the base bid, Arkansas Avenue and Kelton Avenue are alternates carried from the prior bid and Veteran's Parking Lot inserted as a new alternate. Project is out to bid. Bids are to be received on May 25, 2016.

Attachment: Engineer's Report May 2016 (1009 : Borough Officials Reports)

May 21, 2016

ii. **CONTRACT B - Alley Resurfacing Contract**

The scope of the project has been revised such that Ranger Way is the base bid and Milan Alley is an alternate. Project is out to bid. Bids are to be received on May 25, 2016.

b. **2016 POTOMAC AVENUE RECONSTRUCTION**

Preliminary design continues. Renderings were presented at the April council meeting showing 3 alternatives for construction. Selection of an alignment is needed so that the final design may be completed.

A presentation to business owners was presented at the Hollywood Theater on April 26, 2016.

Utility replacement, beginning with the water main, began on May 1, 2016 and is anticipated to last approximately 4 months.

c. **2016 Sanitary Sewer O&M Project**

CCTV data, obtained from the 2015 O&M Contract, has been forwarded to the borough GIS maintainer to update the database. Once updated, the sewers to be televised in 2016 will be determined. Subsequently, a CCTV O&M contract will be put out to bid.

d. **2016 Sanitary Sewer Repair Projects**

i. **OPEN CUT SPOT REPAIR** --The project was advertised for bid on April 22, 2015. Bids were received on May 19, 2016. See my May 19, 2016 Recommendation of Award memo.

e. **ALCOSAN Sewer Regionalization Implementation**

On August 27, 2015 the Borough Manager and Engineer met with representatives from ALCOSAN to identify sewers for transfer. On September 30, 2015 all available CCTV data and reports for the subject sewers, were uploaded to the ALCOSAN FTP site. The Borough is awaiting any future correspondence as to whether additional information is required.

f. **MS4 TMDL Strategy Plan**

The updated TMDL Strategy Plan was hand delivered to the PaDEP on December 30, 2015.

3. **CONSTRUCTION IN PROGRESS**

a. **CD 41 7.2 ADA Curb Ramps (34,000.00)**

Contractor: R&B & Excavating, Contracting Inc.

Notice to Proceed was issued April 15, 2016. Construction began on May 2, 2016. Project is complete except for punch list items.

b. **2016 STREET RECONSTRUCTION & RESURFACING CONTRACT**

Contractor: Mele & Mele and Sons, Inc. (\$125,094.85)

Attachment: Engineer's Report May 2016 (1009 : Borough Officials Reports)

May 21, 2016

Notice of Award was issued April 5, 2016. Construction began on May 2, 2016.

c. **2016 STREET ALLEY RESURFACING CONTRACT**

Contractor: Mele & Mele and Sons, Inc. (\$58,356.35)

Notice of Award was issued April 5, 2016. Contracts have been forwarded to contractor for signature.

d. **2016 Sanitary Sewer Repair Projects**

i. **MH to MH CIPP LINING**

Insight Pipe Contracting, LP (\$96,643.13)

At the May 2, 2016 Council approved award of a contract to Insight Pipe Contracting, LP in the amount of \$96,643.13. Notice to Proceed has been issued.

ii. **SPOT CIPP LINING & GROUTING**

Robinson Pipe Cleaning Co. (78,875.00)

A contract has executed with Robinson Pipe Cleaning Co. and Notice to Proceed has been issued.



MEMORANDUM

Date: May 31, 2016

To: Borough Council

From: Benjamin Estell, Borough Manager

Subject: Motion to Approve Minutes of May 2, 2016 Council Meeting



MEMORANDUM

Date: May 31, 2016

To: Borough Council

From: Benjamin Estell, Borough Manager

Subject: Motion to Approve Warrant List for May 2016



MEMORANDUM

Date: May 31, 2016
To: Borough Council
From: Benjamin Estell, Borough Manager
Subject: Motion to Appoint Seth Davis to Borough of Dormont Vacancy Board

Prior appointment no longer resides in Dormont and can not serve in this position.



MEMORANDUM

Date: May 31, 2016

To: Borough Council

From: Benjamin Estell, Borough Manager

Subject: 2016 Open Cut Spot Repair Recommendation of Award to NIANDO Construction, Inc.

Borough Engineer recommends awarding 2016 Open Cut Spot Repair Project contract to NIANDO Construction, Inc., in the amount of \$59,792.00.



MEMORANDUM

Date: May 19, 2016

To: Benjamin Estell, Borough Manager

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

Subject: RECOMMENDATION OF AWARD
2016 Open Cut Spot Repair Project

In March the Borough advertised for bids for the 2016 Open Cut Spot Repair Contract. On Thursday, May 19, 2016, the Borough received bids for the project. Three sets of bid documents were issued/sold and two bids were received. The following are the results of the bids received. A bid tabulation for project is attached.

1	NIANDO Construction, Inc Pittsburgh, PA 15235	Base Bid:	\$59,792.00
2.	Osiris Enterprises, Inc. Oakdale, PA 15227	Base Bid:	\$78,030.00

My review of the bids indicates that all totals are mathematically correct and do contain all required documentation properly executed in accordance with the requirements of the bid specifications.

The Borough is familiar with the work of the low bidder, NIANDO Construction, Inc., having worked with them in the past, most recently on the 2015 Open Cut Spot Repair Project. My experience with this contractor is that they complete the projects within budget in a timely professional manner

After review of the bids, I find the apparent low bidder, NIANDO Construction, Inc., to be the lowest responsive and responsible bidder. Based upon the Borough's experience with this bidder and the value of the bid, I would recommend award of the Contract to **NIANDO Construction, Inc.** in the amount of **\$59,792.00**.

Borough of Dormont 2016 SPOT REPAIR & OPEN CUT CONTRACT TABULATION OF BIDS RECEIVED DATE: May 19, 2016				Niando Construction, Inc. 620 Long Road Pittsburgh, PA 15235		Osirus Enterprises 2943 Brownsville Road Pittsburgh, PA 15227	
#	ITEM	QUANTITY & UNITS	MINIMUM PRICE	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
2016 SPOT REPAIR & OPEN CUT CONTRACT							
1	Mobilization & Demobilization, complete in place.	1 LS		\$8,800.00	\$8,800.00	\$8,000.00	\$8,000.00
2	8" Sanitary Sewer Point Repair, Critical Settlement Area, 0-8' in depth, complete in place.	6 LF		\$205.00	\$1,230.00	\$150.00	\$900.00
3	8" Sanitary Sewer Point Repair, Critical Settlement Area, 10-12' in depth, complete in place.	4 LF		\$225.00	\$900.00	\$175.00	\$700.00
4	8" Sanitary Sewer Point Repair, Critical Settlement Area, 12'-14' in depth, complete in place.	4 LF		\$300.00	\$1,200.00	\$200.00	\$800.00
5	12" Sanitary Sewer Point Repair, Critical Settlement Area, 10-12' in depth, complete in place.	12 LF		\$275.00	\$3,300.00	\$155.00	\$1,860.00
6	12" Sanitary Sewer Point Repair, Critical Settlement Area, 12-14' in depth, complete in place.	12 LF		\$355.00	\$4,260.00	\$205.00	\$2,460.00
7	Wye Branch - SDR-35 or SDR-26 PCV All Depths, complete in place.	6 EA		\$450.00	\$2,700.00	\$75.00	\$450.00
8	Sanitary Sewer Laterals, Critical Settlement Area, All Depths, complete in place.	8 LF		\$85.00	\$680.00	\$125.00	\$1,000.00
9	Construct New 4' Diameter Pre-Cast Sanitary Manhole, Critical Settlement Area, 0'-8' Depth, complete in place.	6 EA		\$3,000.00	\$18,000.00	\$2,500.00	\$15,000.00
10	Locate Buried Manhole and Adjust To Grade, complete in place.	3 VF		\$550.00	\$1,650.00	\$1,000.00	\$3,000.00
11	Trench Restoration in Bituminous Roadway, complete in place.	45 SY		\$46.00	\$2,070.00	\$110.00	\$4,950.00
12	Trench Restoration in Brick Roadway, complete in place.	6 SY		\$130.00	\$780.00	\$125.00	\$750.00

Attachment: 2016 Open Cut Spot Repair Project (1005 : 2016 Open Cut Spot Repair)

Borough of Dormont 2016 SPOT REPAIR & OPEN CUT CONTRACT TABULATION OF BIDS RECEIVED DATE: May 19, 2016				Niando Construction, Inc. 620 Long Road Pittsburgh, PA 15235		Osirus Enterprises 2943 Brownsville Road Pittsburgh, PA 15227	
#	ITEM	QUANTITY & UNITS	MINIMUM PRICE	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
13	Trench Restoration in Non-Critical Areas, complete in place.	4 SY		\$29.00	\$116.00	\$50.00	\$200.00
14	Concrete Driveway Restoration, complete in place.	4 SY		\$74.00	\$296.00	\$150.00	\$600.00
15	Restoration of Disturbed Lawn Areas, complete in place.	4 SY		\$10.00	\$40.00	\$15.00	\$60.00
16	Crew Time, complete in place.	4 HR		\$375.00	\$1,500.00	\$300.00	\$1,200.00
17	Pre-CCTV Repair Location Determination, complete in place.	8 EA		\$340.00	\$2,720.00	\$300.00	\$2,400.00
18	Post Repair Sanitary Sewer CCTV Inspection & Light Cleaning, complete in place.	1,400 LF		\$2.25	\$3,150.00	\$3.00	\$4,200.00
19	Photographic Documentation, complete in place.	1 LS		\$1,600.00	\$1,600.00	\$500.00	\$500.00
20	Traffic Control & Resident Notification, complete in place.	1 LS		\$4,800.00	\$4,800.00	\$29,000.00	\$29,000.00
TOTAL BID					\$59,792.00		\$78,030.00



WAYNE R. MCVICAR, PE
PA License No. PE-044085-R

5/19/2016
DATE

Attachment: 2016 Open Cut Spot Repair Project (1005 : 2016 Open Cut Spot Repair)



MEMORANDUM

Date: May 31, 2016

To: Borough Council

From: Benjamin Estell, Borough Manager

Subject: Motion to Accept Recommendation of the Engineer to Approve Contracting with City of Pittsburgh for Wenzell Avenue Resurfacing at a Cost of \$14,681



MEMORANDUM

Date: May 21, 2016

To: Benjamin Estell, Borough Manager

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

Subject: Engineer's Report – June 2016

1. COUNCIL ACTION REQUESTED

a. Wenzell Avenue Paving Project – City of Pittsburgh

The water company recently installed a main up Wenzell Avenue. In lieu of just restoring the trench, the City of Pittsburgh will be milling and overlaying the entire street, a portion of which is located within the Borough. This project is similar to what was done on McNeille Avenue. They are requesting that the Borough share in the cost for that portion, which at \$18.10/SY for 7,300 SY amounts to \$14,681.00. I have reviewed both the area and the unit cost and find both to be acceptable. I recommend approval of the cost sharing for the paving of Wenzell Avenue in the amount of \$14,681.00.

b. 2016 Open Cut Spot Repair Project

Contractor:

Recommend award to Niando Construction, Inc., in the amount of \$59,792.00. See my May 19, 2016 Recommendation of Award memo.

2. ENGINEERING IN PROGRESS

a. REBID 2016 STREET & ALLEY RECONSTRUCTION & RESURFACING PROJECTS

1. CONTRACT A – Street Reconstruction & Resurfacing Contract

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Attachment: Engineer's Report May 2016 (1014 : Wenzell Avenue Paving)

May 21, 2016

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f. **MS4 TMDL Strategy Plan**

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3. **CONSTRUCTION IN PROGRESS**

a. **CD 41 7.2 ADA Curb Ramps (34,000.00)**

Contractor: R&B & Excavating, Contracting Inc.

Notice to Proceed was issued April 15, 2016. Construction began on May 2, 2016. Project is complete except for punch list items.

b. **2016 STREET RECONSTRUCTION & RESURFACING CONTRACT**

Contractor: Mele & Mele and Sons, Inc. (\$125,094.85)

Attachment: Engineer's Report May 2016 (1014 : Wenzell Avenue Paving)

May 21, 2016

Notice of Award was issued April 5, 2016. Construction began on May 2, 2016.

c. **2016 STREET ALLEY RESURFACING CONTRACT**

Contractor: Mele & Mele and Sons, Inc. (\$58,356.35)

Notice of Award was issued April 5, 2016. Contracts have been forwarded to contractor for signature.

d. **2016 Sanitary Sewer Repair Projects**

i. **MH to MH CIPP LINING**

Insight Pipe Contracting, LP (\$96,643.13)

At the May 2, 2016 Council approved award of a contract to Insight Pipe Contracting, LP in the amount of \$96,643.13. Notice to Proceed has been issued.

ii. **SPOT CIPP LINING & GROUTING**

Robinson Pipe Cleaning Co. (78,875.00)

A contract has executed with Robinson Pipe Cleaning Co. and Notice to Proceed has been issued.

Attachment: Engineer's Report May 2016 (1014 : Wenzell Avenue Paving)



MEMORANDUM

Date: May 31, 2016

To: Borough Council

From: Benjamin Estell, Borough Manager

Subject: Motion to Amend the Borough of Dormont Financial Policies and Procedures Section 2, Authorizing Purchases Up to \$5000 Without Prior Consent of Borough Council.

This motion was made by the Finance and Legal Committee. The spending limit for safety related issues will remain at \$9,995.

Section 2: Purchasing Policy

PURPOSE: The purpose of this Purchasing Policy is to: obtain the highest quality goods and services for the Borough of Dormont at the lowest possible price; exercise financial control and oversight of the purchasing process; clearly define purchasing authority; allow fair and equal opportunity among qualified suppliers; and provide for increased public confidence in the procedures followed in public purchasing.

PURCHASE AUTHORIZATION: No purchases over ~~\$1,000~~ **\$5,000** shall be made by any Borough officer or employee without prior approval of the Council. When making any purchase over \$100 not subject to the bid process described below, officers and employees must solicit quotes from at least two vendors unless the Council has approved a sole source vendor. Suppliers will be selected based on cost, the quality of the goods and services offered, and the ability, capacity, and skill of the vendor demonstrated under prior contracts with the Borough.

BID PROCESS: Pursuant to the Borough Code purchases of \$18,900.00 or more shall be subject to a bid process as required in the State of Pennsylvania Borough Code. Items from \$10,200 to \$18,900 require 3 written quotes. The bid process shall be initiated by the issuance of a Request for Bids, Request for Proposals, Request for Quotations or similar process, prepared by the Borough Manager. Notice of the request for bids shall be made by letters to known providers soliciting bid responses, advertisements posted in a public location within the Borough, and advertisements placed in a newspaper of general circulation in the region.

BID SPECIFICATIONS: Bid specifications shall include:

1. Bid name.
2. Bid submission deadline.
3. Date, location, and time of bid opening.
4. Specifications for the project or services including quantity, design, and performance features.
5. Bond and/or insurance requirements.
6. Any special requirements unique to the purchase.
7. Delivery or completion date.

Once a request for bids has been issued, the bid specifications will be available for inspection at the Borough office.

BID SUBMISSION: All bids must be submitted in sealed envelopes, addressed to the Borough in care of the Borough Manager, and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened.

Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any

other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

BID OPENING: Every bid received prior to the bid submission deadline will be publicly opened and read aloud by the Borough Manager or his/her designee. The bid opening will include the name and address of bidder; for lump sum contracts, the lump sum base bid and the bid for each alternate; for unit price contracts, the unit price for each item and the total, if stated; and the nature and the amount of security furnished with the bid if required.

CRITERIA FOR BID SELECTION: In evaluating bids, the Borough Manager and Council will consider the following criteria:

1. Price.
2. Bidder's ability to perform within the specified time limits.
3. Bidder's experience and reputation, including past performance for the Borough.
4. Quality of the materials and services specified in the bid.
5. Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
6. Bidder's financial responsibility.
7. Bidder's availability to provide future service, maintenance, and support.
8. Nature and size of bidder.
9. Any other factors that the Borough determines are relevant and appropriate in connection with a given project or service.

The Borough reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Borough's interest. Should this be recommended, the Borough Manager will provide a detailed explanation for the Borough Council and the public. The Borough reserves the right to investigate the financial responsibility of any bidder to determine his or her ability to assure service throughout the term of the contract.

CHANGE ORDERS: If specification changes are made prior to the close of the bid process, the Request for Bids will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated. Once a bid has been accepted, if changes to the specifications become necessary, the Borough Manager will prepare a change order specifying the scope of the change. Once approved by the Borough Council, the contractor and an authorized agent of the Borough must sign any change order.

EXCEPTIONS

Sole Source Purchases: If the Borough Council determines that there is only one possible source for a proposed purchase, it may waive the bid process and authorize the purchase from the sole source. The Borough Manager will provide a detailed explanation for why the purchase is a sole source purchase.

Recurring Purchases: If the total value of a recurring purchase of a good or service is anticipated to exceed \$18,900 during any fiscal year, the bid process shall be utilized and shall specify the recurring nature of the purchase. Once a bid has been accepted, all future purchases shall be made from that bidder without necessity of additional bids, until such time as the Borough Council votes to initiate a new bid process.

Emergency Purchases: The Borough Council may award contracts and make purchases for the purpose of meeting a public emergency without complying with the bid process. Emergency expenditures may include immediate repair or maintenance of Borough property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of vital Borough services such as snow removal, police or fire services or even tax collection processes.

Professional Services: The bid process shall not apply to the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, engineering, risk management, and insurance services. The Borough Manager after approval by Council shall undertake a formal Request for Proposals process for special projects or for reevaluating existing recurring contracts when it is expected that the cost of professional services will exceed \$18,900.

State Contracts: The Borough Council may award contracts and make purchases from any Federal, State or Local purchasing contract without the need for following the formal bid process. These contracts, such as the Federal GSA or local SHACOG contracts have been professionally and formally specified and bid out and the resulting vendors therefore meet the spirit of the purchasing rules for the Borough.



MEMORANDUM

Date: May 31, 2016

To: Borough Council

From: Benjamin Estell, Borough Manager

Subject: Motion to Grant Relief of Outstanding Sewer and Trash Fees for 2708 Broadway

Motion requested by Attorney John Rushford for Conservatorship property located at 2708 Broadway Ave. This action is necessary for buyer to close on property.

UNIVERSAL SETTLEMENT SERVICES, INC.

1106 FIFTH AVENUE
PITTSBURGH, PENNSYLVANIA 15219

JOSEPH DIPAULO, Esquire
SEVERIN A. RUSSO, Esquire
SEVERIN D. RUSSO, Esquire

TELEPHONE 412-566-2282
FAX 412-228-5206

May 13th, 2016

Buyer: Upstreet Properties, LLC

Seller: Household Finance Consumer Company

Property Address: 2708 Broadway Ave

Delinquent:

Sewage- \$1,518.98 - Borough of Dormont

Trash- \$3,811.46 - Jordan Tax Service, Inc.

County Taxes- \$3,037.14 - Jordan Tax Service, Inc.(2012-2015)

Borough Taxes- \$6,552.03 - Borough of Dormont (2011-2015)

KeyStone Oaks School Taxes- \$12,069.91 – MBM Collections, LLC (2011-2015)

Current:

County Taxes- \$201.56 - County Treasurer

Borough Taxes- \$377.81 – Harvey Lieberman, Tax Collector

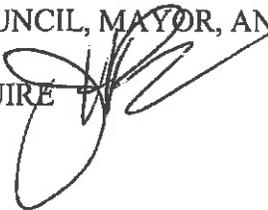
Sincerely,

Matthew Stehley
mstehley@dipaolo-russo.com
412-566-2282

Attachment: 2708 Broadway (1007 : Grant Relief of Charges for 2708 Broadway)

MEMORANDUM

TO: DORMONT BOROUGH COUNCIL, MAYOR, AND MANAGER

FROM: JOHN H. RUSHFORD, ESQUIRE 

DATE: MAY 19, 2016

RE: 2708 BROADWAY AVE SEWER AND TRASH FEES

As you aware the Conservatorship property 2708 Broadway is under agreement. To close on this property, the Borough is being asked to waive outstanding sewer and trash fees on this property. The property has been vacant for some years. This has caused these charges to escalate greatly. The following is a breakdown according to the most recent title search:

Sewage- \$1,518.98 - Borough of Dormont

Trash- \$3,811.46 - Jordan Tax Service, Inc.

We would ask that Council authorize the granting of this relief. This will allow the property to sell and ultimately be developed into tax generating real estate.

Attachment: 2708 Broadway Rushtford Memo (1007 : Grant Relief of Charges for 2708 Broadway)



MEMORANDUM

Date: May 31, 2016

To: Borough Council

From: Benjamin Estell, Borough Manager

Subject: Motion to Approve Purchase of Administrative and Police Computer Hardware and Software, Not to Exceed \$13,200, as Budgeted



MEMORANDUM

Date: May 31, 2016
To: Borough Council
From: Kristin Hullihen, Rec. Director
Subject: Dormont Day Band Contract

ENTERTAINMENT UNLIMITED

1701 Banksville Road • Pittsburgh, Pa 15216

412-343-7700

or visit us online at
www.entertainmentunlimited.com

FAX: 412-344-2263

PURCHASER RETURN COPY

Date: 5/10/2016

Contract Number: 54175 MM AW

FOR: COMMUNITY FUNCTION
CONCERTS

TO: BOROUGH OF DORMONT
KRISTIN HULLIHEN
1444 HILLSDALE AVE, SUITE 10
PITTSBURGH PA 15216

Phone: (412) 561-8900 x227 Fax:

Email: KHULLIHEN@BORO.DORMONT.PA.US

THIS CONFIRMS THE FOLLOWING CONTRACT BETWEEN YOU ("PURCHASER") AND THE "ARTIST(S)" NAMED HEREIN, CONTRACTING THROUGH US AS "AGENT".

NAME/ADDRESS OF PLACE OF ENGAGEMENT: DORMONT - POTOMAC AVE OPEN STAGE

ENGAGEMENT DATE(S) AND HOUR(S):

<u>ENGAGEMENT DATE</u>	<u>HOURS OF ENGAGEMENT</u>
Monday, July 04, 2016	3:00PM-5:00PM (THE LAVA BAND) 7:30PM-9:30PM (THE FOUR TOWNSMEN)

ARTIST WILL REPORT TO: KRISTIN HULLIHEN
NAME OF ARTIST(S): ENTERTAINMENT PACKAGE
THE LAVA GAME AND THE FOUR TOWNSMEN SHOW BAND

PRICE AGREED UPON: \$4,400.00 Four Thousand Four Hundred and 00/100

CONTRACT TERMS: Please submit the following payment by the due date indicated:

<u>AMOUNT DUE</u>	<u>DATE DUE</u>
\$2,200.00	5/20/2016

PLEASE SIGN AND RETURN ONE COPY OF CONTRACT ALONG WITH A \$2200 DEPOSIT - DUE BY 5/20/2016

BALANCE PAYABLE TO ENTERTAINMENT UNLIMITED

- SPECIAL PROVISIONS:
1. The balance of \$2200 is due to EU by July 4, 2016. Please make all checks payable to Entertainment Unlimited.
 2. Purchaser to provide sound, lights, stage, and electric power.
 3. Artist to provide backline.
 4. The attached weather rider is part of this contract.
 5. A 3% fee will be added to all credit card transactions.

I, THE ABOVE MENTIONED AND UNDERSIGNED PURCHASER, DO HEREBY AUTHORIZE AND CONFIRM ON MY BEHALF, THE ARRANGEMENTS EXPLAINED ABOVE WITH THE ABOVE MENTIONED ARTISTS. WE ACKNOWLEDGE AND CONFIRM THAT WE HAVE READ AND APPROVED THE TERMS AND CONDITIONS SET FORTH ON THE BACK OF THIS CONTRACT.

ENTERTAINMENT UNLIMITED

1701 Banksville Road • Pittsburgh, Pa 15216

412-343-7700

or visit us online at
www.entertainmentunlimited.com

Purchaser _____

Artist _____

(ARTIST - INDEPENDENT CONTRACTOR)

Attachment: Entertainment Unlimited Dormont Day Band Contract 2016 (1013 : Dormont Day Band Contract)

GENERAL TERMS AND CONDITIONS

1. The Person signing this Agreement on behalf of the Purchaser represents and warrants that he/she has the authority to bind the Purchaser to the terms of this Agreement, and shall personally guarantee and assume liability for the obligations of Purchaser stated herein.
2. Neither the Artist nor Agent shall be responsible for non-performance of Artist due to accidents, riots, strikes, sickness, Acts of God, death, inclement weather, family or employment obligations, or any other reason beyond Artist's or Agent's control. However, if possible with your approval we will endeavor to furnish a substitute at the same terms and conditions as stated on the face of this contract. If unable to furnish a substitute with your approval liability will be limited to refund of deposit.
3. Deposit is not refundable for postponement or cancellation for any reason other than those stated above.
4. Artist shall be considered an independent contractor and not an employee and/or agent of Agent. As an independent contractor, Artist shall be responsible for Artists own federal, state, and local withholding taxes, Workman's Compensation and Social Security contribution, Self Employment taxes, Insurance and any and all other taxes and obligations.
5. Allowing Artist to work is construed as acceptance of the terms of this contract even if not signed by both Purchaser and Artist.
6. Should Purchaser desire to purchase the services of Artist within two (2) years from the date of this engagement, Purchaser agrees to purchase said services directly through Entertainment Unlimited.
7. Artist agrees that any leads and/or inquiries regarding Artist's services arising out of this engagement are the exclusive property of Entertainment Unlimited and shall be referred directly to Agency.
8. It is hereby expressly understood and agreed by the parties that the Agent is acting solely as agent for Artist and shall not be held liable or responsible for any act or omission on the part of either Artist or Purchaser in connection with this Agreement, including any unpaid charges that Artist may incur at the engagement. Both Purchaser and Artist agree to indemnify and hold harmless Agent for any claims or liabilities arising out of or connected with this Agreement.
9. This Agreement constitutes the entire agreement between the parties and may not be modified or amended except by written instrument signed by the parties.
10. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania. Should it become necessary to institute legal proceedings arising out of this contract the parties do hereby agree that the venue set forth for said proceedings shall be Allegheny County, Pennsylvania. If it should be necessary for Entertainment Unlimited, to take legal action to collect on or enforce the contract, Entertainment Unlimited, Inc. shall be entitled to recover attorney's fees and court costs incurred.



MEMORANDUM

Date: May 31, 2016

To: Borough Council

From: Kristin Hullihen, Rec. Director

Subject: Motion to Approve Hiring Summer Staff 2016 - Pool Cashiers and Day Camp

the following are recommendaTIONS FOR SUMMER EMPLOYMENT FOR THE BOROUGH OF DORMONT:

Pool Staff – position/hourly rate

Patty Costantini – Cashier – 7.25

Tracy Zange – Cashier – 7.25

Daycamp staff – pOSITION/start date/hourly rate

Bridget Curry – Camp Director – 15.00

Kristin Kaminski – Assistant Camp Director – 11.00

Christopher Fennig – Counselor – 9.00

Megan Stout – Counselor – 9.00

Catherine Witt – Counselor – 9.00



MEMORANDUM

Date: May 31, 2016

To: Borough Council

From: Benjamin Estell, Borough Manager

Subject: Motion to Proceed with Potomac Reconstruction Plan



MEMORANDUM

Date: May 31, 2016

To: Borough Council

From: Benjamin Estell, Borough Manager

Subject: Motion to Approve a Potomac Avenue Design Option



MEMORANDUM

Date: May 31, 2016

To: Borough Council

From: Benjamin Estell, Borough Manager

Subject: Motion to Authorize Borough Manager to Apply and Enter into Agreement for a Pennsylvania Infrastructure Bank Loan for Neighborhood Paving Project and Potomac Avenue Reconstruction



MEMORANDUM

Date: May 31, 2016
To: Borough Council
From: Benjamin Estell, Borough Manager
Subject: Applicants for Traffic and Parking Planning Commission

There are two applicants for a single open position on the Traffic and Parking Planning Commission.

Jason P. Walsh

1410 Edgehill Ave
Pittsburgh, PA 15216
Cell: (412) 215-9050
Email: walshjasonp@gmail.com

QUALIFICATIONS:

Highly personable and professional with more than eight years of experience in benefit management, healthcare, service-center operations, and supervision.

- Provided role model leadership to Benefits Representatives.
- Foster teamwork, positive morale, and open communication.
- Proficient with Microsoft Office System (including Microsoft Word, Microsoft Excel, Microsoft PowerPoint® and Microsoft Outlook®), as well as QuickBooks and HRIS software.

EXPERIENCE:

Willis Towers Watson - Pittsburgh, PA
Benefits Specialist / Client Lead

2007 - Present

- Lead a team of Benefits Representatives in a health and welfare benefits enrollment service center
- Serves as single point of contact for escalated issues and a point of expertise on health benefit issues, eligibility, payroll and advocacy.
- Oversaw annual enrollments and the day to day operation of the call center for active employees, retirees and COBRA participants.
- Created and maintained service center orientation and reference materials.as well as conduct onboarding.
- Knowledge of medical benefits, IRS 125 benefits, COBRA and ARRA

Bartlett House Inc – Morgantown, WV
Resource Manager

2004 – 2007

- Human Resources Duties: *Interviewing applicants, creating and providing orientation materials, conducting reviews, scheduling trainings, maintaining employee records, I-9's, file unemployment paperwork, payroll and benefits administration.*
- Grant Administration Duties: *Assisted Director with pre-grant budgets, assure compliance of all federal, state, local and community grants. Tracked outcome measures for grant proposals and grant compliance.*
- Office Management Duties: *Payroll, AR/AP, processing reimbursements, recordkeeping, paying taxes and assuring timely facility maintenance and compliance.*
- Community Engagement: *Served as the organizations representative at local and statewide meetings. Served as Vice President of the Mon-Valley Homeless Initiative.*

AmeriCorps – Morgantown, WV
VISTA Volunteer

2003 - 2004

- Provided grant writing and research for new funding for a homeless shelter in Morgantown.
- Planned organized and advertised fundraising opportunities and events.
- Started quarterly newsletter and served as its Editor.
- Participated in community meetings.

EDUCATION and TRAINING:

Certified Employee Benefits Specialist
In Progress

2015

Indiana University of Pennsylvania
Bachelors of Science: American Studies

1999 – 2004

Major coursework included: Political Science, History and Economics

Autumn Kruse Brownlee, M.A.

3077 Texas Ave
PITTSBURGH, PA 15216

Phone: (864) 901-2287

AutumnKruseBrownlee@gmail.com

QUALIFICATIONS

Over 8 years of hands-on experience working with adults in a counseling setting, including social service coordination for adults in a Federal Prison Work Release Program. Highly experienced in leadership and relationship-building skills; organizing, leading, and co-leading discussions and activities both in one-on-one settings as well as in groups. Extensive training in Moral Reconciliation Therapy for criminal justice offenders. Thorough coursework in Counseling Psychology, including but not limited to: a concentration on multicultural issues, relational therapy.

EDUCATION

Masters of Arts, Counseling Psychology, 2010

The Seattle School of Theology and Psychology

Bachelor of Science, Religious Studies and Leadership, 2005

Holmes College

MOST RECENT POSITION

Personal Nanny: Pittsburgh, PA – Courtney Macurak

Nicole Peña

Jan. 2014 – Dec. 2015

Oct. 2013 – Sept. 2014

- Developing age appropriate activities for infant through 3rd grade
- Instilled sense of routine
- Developed a sense of play and imaginative learning

RELATED EXPERIENCE

Private Practice Therapist: Autumn Brownlee Counseling, Seattle, WA

Aug. 2010 – May 2013

- Individual long-term psychotherapy with women
- Create treatment plan/goals for each client
- Coordination of care with physicians, psychiatrists, and psychiatric hospitals

Social Services Coordinator: Pioneer Human Services, Seattle, WA

Mar. 2011 – Mar. 2012

- Fostered relationships between community employers and the Federal Bureau of Prisons
- Develop and implement strategies for employer outreach and programs to build short and long-term candidate pipeline.
- Develop and maintain relationships with key stakeholders for residents including community organizers, Seattle Police Department, job consulting firms, and the Mayor of Seattle
- Coach and taught potential employees interviewing skills
- Assess potential employees set and place them with an employer based on their skill set
- Create and maintain spreadsheets that recorded and tracked the resident's outcome
- Empower residents to pursue their goals by positive skill set evaluation and constructive feedback

Therapist (intern): Seattle Therapy Alliance, Seattle, WA

Aug. 2009 – Sep. 2010

- Individual long-term psychotherapy with women
- Create treatment plan/goals for each client
- Take detailed notes of each session

Residential Counselor: Pioneer Human Services (Spruce Street), Seattle, WA

Oct. 2007 – Mar. 2011

- Mentored and managed the needs and daily activities of displaced youth ages 11-18
- Daily case management
- Accessed local resources within the community
- Created projects that encouraged positive community involvement
- Lead, co-lead, and engaged youth in activity and discussion on skill setting on a weekly basis
- Lead multi-disciplinary team meetings
- Individually counseling and support with life skills and goal setting
- Determining clinical interventions, treatment goals, and facilitating collateral resources
- Meet with family members of the displaced youth for further planning

Resident Assistant: *Holmes College, Greenville, SC*

Sept. 2001 – May 2003

- Assisted new students in acclimation to the dorm life and setting
- One-on-one mentoring with life skills
- Maintained steady contact with students
- Lead and engaged college students in activity and discussion on a weekly basis

Personal Care Assistant: *Sunrise Assisted Living, Greenville, SC*

Oct. 2000 – Dec. 2001

- Attended to individual needs of residents
- Monitored the overall care of each resident
- Assisted with daily living activities
- Documented daily case notes and filed incident reports

VOLUNTEER EXPERIENCE

Multicultural Group Facilitation: *Mars Hill Graduate School, Seattle, WA*

June 2008 – June 2010

- Created a space for students to explore the realities of multicultural issues
- The ability to lead students in intensive conversations around issues of; race, white privilege, SES, etc.
- Participated in community discussions around such topics outside of the classroom

Student Leadership: *Mars Hill Graduate School, Seattle, WA*

June 2007 – June 2009

- Planned and organized student events
- Organized school-wide surveys dealing with the quality of the institution
- Led small groups during perspective student weekends

Twenty-Something Small Group Leader: *ReaLity, Greenville, SC*

May 2004 – Sept. 2005

- Organize and lead community relevant discussions twice a week
- Collaborated with others to provide supportive team environment
- Help to organize extra events, community outreaches, and other relevant activities

Outreach Program: *Greenville, SC*

Sept. 2001 – May 2004

- Aided in programming yearly community outreach to low-income neighborhoods