

Monthly Report

TO: Joe Hartzell, Borough Secretary
FROM: David Buskirk, International Code Consultants
DATE: 11/30/15
RE: Hours for November 2015

For the Month November 2015 I worked a total of 57 hours which included the following:

To follow will be a list of the up to date Occupancy permits that have been issued.

- Met with Louise concerning the citations to be issued, follow up inspections and Code Enforcement Duties in the borough.
- Received and returned phone calls to schedule inspections and answer questions regarding inspections.
- Checked various properties for property maintenance complaints.
- Prepared and delivered citations to Magistrate's office several times.
- Attended Magistrate hearing for citations issued.
- Attended hearings in Common Pleas Court, Judge Gallo's Courtroom RE: Sean Kerrigan Appeals from Magistrate's rulings.
- Inspected and issued occupancy permit for 100 Ave U Unit 10 for a rental property.
- Inspected and issued occupancy permit 136 Card Ave for a rental property.
- Inspected and issued occupancy permits for 210 Maguerite Apts 3, 12, 17 and 21 for a rental property.
- Inspected and issued occupancy permit for 512A Middle Ave for a rental property.
- Inspected but found deficiencies for a property at 308A, 308D and 308F Westinghouse.
- Inspected and issued occupancy permit for 642 Middle Ave for a rental property.
- Inspected and issued occupancy permits for Park House units 31 and 32.
- Inspected and issued occupancy permit for 432 Airbrake Ave.
- Inspected units in the Park House on various days. They include 26, 34, 35, 43, 45 and 46.
- Inspected Unit 37 in the Faller building.

- Met with a contactor several time at 220 Card Ave Re: building permit for rear porch roof/stairs.
- Inspected and issued occupancy permit for 406 Airbrake Ave for the sale of a property.
- Will be attending a conciliation conference at Borough office Re: Hearings 12/1/15 in Common Pleas Court.