

MINUTES TO AGENDA MEETING OF MARCH 8, 2016

The Agenda meeting of the Borough of Baldwin Council was called to order by President Michael Stelmasczyk at 7:30 p.m. on Tuesday, March 8, 2016. After the Pledge of Allegiance to the Flag, the following answered the roll call: Mr. Ducker, Mr. Moeller, Mr. Fischer, Mr. Scott, Mr. Conley, and Mr. Stelmasczyk. Also present were Mayor Depretis, Larry Souleret, Engineer, Mr. Stanley Lederman, Solicitor, Michael Lederman Solicitor and Mr. John Barrett, Borough Manager. Mr. Behers was absent.

AUDIENCE AGENDA: Agenda Items Only: 5 MINUTES PER SPEAKER OR GROUP

Mr. Stelmasczyk asked the audience if they would like to address Council on anything that is on the Agenda as well as non-agenda items.

No one approached with questions.

ENGINEER'S REPORT

Mr. Larry Souleret, of Lennon, Smith, Souleret Engineering, Inc. (LSSE) had submitted his monthly report on March 3, 2016 summarizing activity from the last Council Meeting. Additionally, Mr. Souleret provided brief updates on the following items that would need to be placed on the Agenda for motions at the next Council Meeting:

- Mr. Souleret explained the various options of the LR-30 SSO project. In November, Jason Stanton met with Council and provided a power point presentation explaining the five different options which mostly relate to how private laterals are addressed. What LSSE is recommending is the phased partial parallel rehab. He continued to explain the steps required for the parallel sewer and how it would not cost the homeowner anything for this option unless their lateral showed signs of distress. A camera would be placed in the lateral line for infiltration overnight to see if there are any leaks. If any leaks are found, it could be at the homeowner's expense. Discussion continued about the ROW responsibilities of homeowners vs. Borough. It was confirmed to put it on the agenda for next week.
- Second, Mr. Souleret explained the updates on the EQ Basin for the Lick Run Wet Weather Project. A meeting took place on March 2, 2016 with LSSE, the Borough Manager and residents of Colewood. The purpose of this meeting was to inform residents of the project and provide ROW Agreements in anticipation of having the agreements executed. A few accommodations may need to be provided to residents with special circumstances.

Mr. Barrett explained a second follow-up letter was sent out to those residents still needing a signed agreement. Residents had the option to either come to the Borough building on two separate days or schedule an appointment to meet with Alan Main of LSSE and Tammi Genilla, Administrative Assistant to have their ROW agreements signed and notarized.

- Lastly, Mr. Souleret updated information with the 2016 Road Improvement Program. Public Works provided a preliminary list of roadways, however these roads would need

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to be reviewed and opinions of probably cost forecasted before a bid spec can be generated.

Mr. Barrett explained the Borough was approached by Baldwin Emergency Medical Services, Inc. (BEMS), for some assistance to repave the driveway in front of the ambulance base. Mr. Barrett explained this could possibly be used as an add alternate to the 2016 Road Improvement Program. This alternate would be included so competitive bids could be generated for only the BEMS property, without committing the work in the base bid of the Borough. There would be an understanding that BEMS would reimburse the Borough for all construction and engineering costs associated with the work.

Mr. Souleret asked Council if they have any questions on the report. No questions were asked by Council.

SOLICITOR'S REPORT

Mr. Stanley Lederman explained most of his items will be discussed in executive session following the meeting.

- Mr. Lederman presented Council with a rough draft of an Ordinance prohibiting parking on lawns. It was concluded that Mr. Lederman will set the fees and they will be discretionary. A first reading of this Ordinance will be done at the March Regular Meeting. Mr. Barrett asked if an explanation of "lawn" should be included in this Ordinance, in addition, define action of the Code Enforcement Officer for a violation.
- Second, Mr. Lederman explain Mr. Lockaton is due back in court in the next two weeks based upon a citation he was found guilty. The citation was done prior to his property being cleaned so this citation will be removed.
- Lastly, the Ordinance involving Legal Tax, will have a First Reading in April. Mr. Barrett explained this Ordinance is about their fee schedule.

Mr. Stelmasczyk asked if anyone had any questions for the solicitor, none were asked.

MAYOR'S REPORT

Mayor Depretis said he will give his monthly police report at the Regular meeting next week.

Mr. Fischer asked about the article in the Post-Gazette dealing with the mentally ill and Crisis Intervention Training (CIT) that took place. He asked about CIT Training with the Borough Police Department and also inquired as to why other departments seem to have at least one officer who has attended this training. The Chief explained the city offered this week long training last time and they were unable to send an officer since the department was short three officers. Mr. Fischer asked why other departments were able to send at least one officer and felt it would be a good suggestion to have someone attend this training. The Chief explained he will offer this training again to officers.

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Mr. Ducker asked if the Borough would be obtaining new money from the DEA. The Chief explained that once the Budget is passed, then funding will resume and they will get a percentage on \$100,000-200,000. Mr. Ducker asked the Chief to provide to Council the amount of percentages other Borough's receive from the DEA.

Mr. Stelmasczyk asked if anyone had any questions for the Mayor. None were asked.

ADMINISTRATION

Mr. Barrett reviewed several items on tonight's agenda represent items that require additional information or Council input prior to formal action. These items include:

- Mr. Barrett explained he would hope to award a contract for the demolition of the playgrounds at the Regular Meeting. Bids will be opening on April 15, 2016 at 11:00 am and the project would utilize funds from the Community Infrastructure and Tourism Fund (CITF) Grant. These funds will be used to demolish the wooden playground structures and remaining funds for the purchase of new equipment for Elm Leaf and Colewood Park. His opinion would be to put up signs for Borough residents with Conceptual designs of the future site.
- The Crossroad Towers provided a tour for all departments (Fire, Police, and EMS) and the Borough. They did have a good turnout of people attending the open house with only one small problem. The Knox boxes installed at this location were the wrong style, however the Borough has worked with the property owner to secure the appropriate Knox Box which will be installed momentarily.
- The Shop and Save will be closing and the builders are planning on the addition of other businesses along with the Dollar General. Deans Beer plans on building a new building at the corner of Joseph Street and Custer Avenue. Plans for this new building will go through the land development process.
- The Planning and Zoning Project had a joint meeting to review the intricacies of the revised Zoning Ordinance and Revised Zoning Map. There is a final approval of recommendation from the Planning Commission to Council. April will be the time to advertise a public hearing for May and allow Council to take some time to review the document. Mr. Scott asked Mr. Barrett, as a courtesy invite George Hoffman, the solicitor of the Zoning Hearing Board, to be in attendance when reviewing the Zoning Map. Mr. Barrett agreed.
- Mr. Barrett explained the meeting summary from the session for the auditorium. The committee was concerned about some of the ideas and the cooling required for the warmer months. Refined cost estimates were asked by the committee to repair these issues with the largest expense to the electric panel. Pricing options for the walls in the auditorium were discussed as well and cost estimates from the mechanical engineer will be provided to Council and then should be ready to bid.
- Feedback from the structural engineer on the Leland building was discussed with the potential of the Library to occupy this building. The floors could possibly hold the weight loads of book stacks, however, with restrictions for weight and height of the book shelves.

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- The Borough has been conducting Fire Safety inspections since adopting the International Fire Code, however we have never adopted an ordinance that includes penalty and enforcement parameters. A sample Ordinance from another township was provided to Mr. Lederman for consideration and potential adoption.
- Lastly, Mr. Barrett explained about the Vacant Property Registration Program. This program would require us to pass an Ordinance that would require bank owned properties to register with the Borough along with a fee for the registration. A third party, Community Champions, a non-profit company, could provide a service for the Borough to help identify contact information on these properties. Mr. Lederman had a few questions surrounding this potential ordinance and how to enforce the penalties.

Mr. Moeller asked about the letter received from Representative Readshaw about street lights missing on Hamlet Court. It was discussed it would be the responsibility of the Home Owners Association (HOA) to install security lights not the Borough.

Mr. Barrett asked Council if they had any questions for him with his report. None were asked.

FINANCE

Mr. Fischer asked everyone to review the Revenue and Expenditure report for February 2016 showing the budget. We are only into the year two months with only about 16% of revenues are reported with the Real Estate Taxes just being sent out. A few issues with online payments for the taxes are being worked out and Mr. Barrett anticipates it should be worked out soon.

- First, Mr. Fischer explained the total expenditures are around 14%. Earned income tax is up at about 18% from where it was budgeted. The P-Card rebate is already \$4800, this is over 81% of what was budgeted.
- Second, the Finance Committee would like to considerate current expenses from a budget perspective. Specific line items are over a percentage in the budget with the Police having a majority of these items since they are the largest expense in the budget. Police overtime is a major contributor to the expenses is at 47% of what was budgeted. The Finance Committee will concentrate on accounting for this specific line item in the future.

Mr. Stelmasczyk asked if anyone had any questions or items from this report. No questions were asked.

PUBLIC WORKS

Mr. Behers was absent for the meeting, however Council has been provided the Public Works listing of bills and the projects currently being done in the Borough.

Mr. Stelmasczyk explained these items will be discussed at next week's meeting.

PARKS AND RECREATION

Mr. Conley noted the blanket items listed for March 2016.

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Another item for Council consideration is the Baldwin Library for their Touch-a-Truck Fundraiser taking place this year again for Saturday, June 25, 2016 between 8:00 am – 3:00 pm with a request for a fee waiver.

Mr. Stelmasczyk asked if anyone had any questions or items from Mr. Conley's report. No questions were asked.

ZONING AND PLANNING

Mr. Moeller reported that the Planning Commission meeting is scheduled to meet on Monday, March 14, 2016 at 7:30 pm.

The Zoning Hearing Board Meeting is scheduled to meet on Thursday, March 17, 2016.

- Mr. Moeller will review the monthly report at the Regular Meeting. Mr. Robert Ieraci explained a few items from the Planning Commission and what would need approved by the Borough.

Mr. Stelmasczyk asked if anyone had any questions or items from Mr. Moeller's report. No questions were asked.

PUBLIC SAFETY

Mr. Ducker asked Council if there were any questions on the monthly Activity Reports received this month with the exception of a few missing reports.

Mr. Ducker had the remaining of his items for executive session.

Mr. Stelmasczyk asked if anyone had any questions for Mr. Ducker. No questions were asked.

PERSONNEL

Mr. Scott has nothing to report at this time.

NEW BUSINESS

Mr. Conley asked Mr. Barrett about Municipal Publications who would be a company to consider for issuing the new Borough map. Mr. Barrett explained there was a meeting between himself and Tammi and it would look like toward the end of the year for this publication to go out to residents.

Mr. Barrett explained permission from Duquesne Light was granted to hang Military Banners in the Borough. They asked for recommendations for streets to display the banners. Council discussed what best streets would be recommended for their location and expenses associated with the maintenance of the banners.

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AUDIENCE AGENDA: Any issue pertaining to Borough Business; 5 MINUTES PER SPEAKER OR GROUP

No one approached Council from the audience.

M-1 *Mr. Moeller made a motion to enter Executive Session; second by Mr. Fischer. Upon vote, motion passed unanimously.*

Council entered Executive Session at 9:22 p.m.

Respectively Submitted,
BOROUGH OF BALDWIN

John Barrett
Borough Manager