

MINUTES TO AGENDA MEETING OF SEPTEMBER 13, 2016

The Agenda meeting of the Borough of Baldwin Council was called to order by President Michael Stelmasczyk at 7:00 p.m. on Tuesday, September 13, 2016.

After the Pledge of Allegiance to the Flag, the following Council answered to roll call:

Mr. Ed Moeller
Mr. Kevin Fischer
Mr. Francis Scott
Mr. James Behers
Mr. Michael Ducker
Mr. John Conley- Vice-President
Mr. Michael Stelmasczyk-President
Mr. David Depretis-Mayor
Mr. Larry Souleret- Engineer
Mr. Stanley Lederman- Solicitor
Mr. John Barrett- Borough Manager

Absent: Mr. Michael Lederman- Solicitor

Staff Present:

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. However due to the heat in the auditorium, he will waive this issue to be for anyone wishing to address Council on any Agenda item as well as any item not on the Agenda.

- No one approached Council

ENGINEER'S REPORT

Mr. Larry Souleret submitted his monthly report on September 8, 2016 summarizing activity from the last Council Meeting. Specifically, Mr. Souleret reported on the following items:

- Contract No. 14-S2 (Collection System) for the Lick Run Wet Weather Program. The contract was notified of residents' complaints with mud on the roads, workers not obeying road signs, and the cold patch on Curry road has been lifting. The Contractors have been notified to resolve these issues. The work is about 65% completed.
- Contract No. 14-S1 (Tank and Lift Station) The Equalization Tank is being done by Mele & Mele & Sons, Inc. LSSE is reviewing the plans for mine grouting and the pump stations.
- LSSE would like to add a motion for the Regular Meeting for payment No.1 to Guyer Brothers, Inc. for the Lick Run Wet Weather Flow Strategy for \$104,507.32. An additional motion for Partial Payment No. 2 to Michael Facchiano Contracting, Inc. for the 2016 Roadway and Storm Sewer Improvement project in the amount of \$418,012.04.
- LSSE prepared Contract No. 16-01 for the Removal of Underground Storage Tanks at Leland Center for a bid opening October 4, 2016 at 11:00 am at the Borough Building. Mr. Barrett would like to place a motion on the Agenda for the Regular Meeting to advertise this contract.

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Mr. Fischer had a few questions for Mr. Souleret about the cold patch on Curry Rd. being a problem. Mr. Souleret explained this will continue to be an ongoing issue with the road until all the work is completed. Mr. Stelmasczyk asked about the completed roads paved by Michael Facchiano Contracting and if there are any concerns that need addressed. Mr. Souleret said they have a walk through scheduled to address these items prior to final payment.

Mr. Stelmasczyk asked if there were any questions for the Engineer, none were asked.

SOLICITOR'S REPORT

Mr. Stanley Lederman reviewed the items on tonight's agenda:

- Mr. Stanley Lederman said he will continue to amend Ordinance No. 872 regulating recreational vehicles in the Borough. Council has not taken any action on this item as of date, however, Mr. Lederman would like to have action taken in October for this Ordinance. He asked for final comments from all parties before action is taken in October.
- Next, Mr. Stanley Lederman discussed the potential Ordinance No. 874 restricting the parking of commercial vehicles on Borough streets. Mr. Lederman explained a few changes to this Ordinance with a First Reading and Advertisement at the September Regular Meeting.
- Mr. Lederman also spoke about the Library and their Grant applicant requirements and action needed by the Borough. Both an Agreement and Resolution is needed for this grant to formalize the use of the Leland Building and the commitment of matching funds.

The remaining items will be discussed in executive session. Mr. Stelmasczyk asked if there were 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.

- The Mayor discussed parking issues on Willett Rd. and asked for comment from Council. Mr. Stelmasczyk asked to have Sgt. Kearns clarify where the "No Parking" sign would be placed as the letter needs to be clearer. A neighbor of this property had comments and concerns with regard to this change of where they are permitted to park. Council asked for additional discussion with the residents and the Police Department before formal action is taken.
- The Mayor announced the upcoming Recognition Dinner and explained Tammi Genilla, Administrative Assistant, the organizer of the annual event, have discussed the venue and available dates. Mr. Ducker asked for the possibility of changing the venue to a Volunteer Fire Department. The Mayor said he will have a conversation with Tammi in getting this pricing for Council.

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

ADMINISTRATION

Mr. Barrett previously reviewed a few items on tonight's agenda with the addition of other items that require additional information or Council input prior to formal action. These items include:

- Mr. Barrett reviewed the proposed renovations to the auditorium, and specifically the heating and cooling systems that will be installed. The 2010 replacement of our boiler and chiller went through a

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value-engineering process that eliminated the auditorium to fit our budget. Therefore, the units are not sized to accommodate the auditorium. The remedy is to install roof top units to service the auditorium. This will likely be less expensive and more reliable than increasing the size of the central system and tapping into it. The work will be done in conjunction with the room renovations and contracts are expected to be awarded in November.

- A meeting with the Library Board Director and a consultant took place to discuss A Keystone Grant that could provide up to \$500,000 of support but requires a local match. Council has previously agreed to support this project and formal action is needed at our Regular Meeting to support the grant application. Baldwin Library Director, Jenny Worley and Council discussed the future of the Leland Building and what needs to be done to move forward on this process.
- Mr. Barrett explained the PennDOT Winter Maintenance Agreement which provides the Borough with revenue in exchange for winter maintenance on several state owned roadways. The next Regular Meeting will require Council to adopt a Resolution for this agreement.
- Lastly, the Zoning Board made a few recommendations concerning their solicitor currently serving on their board. The Borough understands a solicitor is required to be present at each Zoning Hearing Board Meeting. It was mentioned, that honorably George Hoffman has served on this board as a volunteer and has not charged the Borough for his time. Council agreed he should have a special recognition at the dinner and a replacement needs to be considered.
- Mr. Barrett explained Allegheny County requires the Borough to formally adopt an Emergency Operations Plan (EOP) by Resolution every two years. Mr. Barrett would like to have this be adopted at the next Regular Meeting through a resolution provided by the County. Mr. Stelmasczyk asked about our school districts having their own Emergency Operations Coordinator and what is required. Council decided this would be discussed at a later date when Mr. Barrett has gathered more information to update Council.

Mr. Moeller asked about the BEMS timeline for insurance coverage. Mr. Barrett explained that upon renewal, the Borough will only provide liability insurance coverage to the BEMS, and comp/collision will have to be accounted for independently. Once completed, the Borough will provide liability insurance for all VFDs and BEMS only. The policy expires this year on October 17, 2016. Chief Plunkett has been made aware of the changes that will come with renewal. Mr. Barrett will provide BEMS with renewal options and will work with Chief Plunkett to ensure there is not a lapse in coverage. Mr. Scott asked about additional work on their parking lot and the striping needed to be completed and the amendments to the change order with separate payments by BEMS.

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

FINANCE

Mr. Fischer explained everyone has received a Revenue and Expenditure report for August 2016 along with the Real Estate Tax collection Monthly Report, Cash Position report and DEA Officer Revenue & Expenditure Report.

- Mr. Fischer explained at 2/3 of the year we are about 67% of the Budget expended with total expenditures about 72 % waiting for state reimbursements. The P-card rebates and market interests have exceeded more than what was budgeted.

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- The revenues from the pool YTD were about \$5,000 better than last year. He would expect this amount to increase after all the pool renovations are completed next year.

Council had a few questions pertaining to the end of the year summary from Jeff Ellis Management, the concession stand and the addition of last year's residents from Brentwood Borough using the Borough pool. Mr. Barrett explained what steps to consider for next year to increase revenues.

- Mr. Fischer discussed the DEA Officer with Revenue & Expenditures.
- Mr. Fischer noted the progress of the Finance Committee and Pension Committee to Council. No questions were asked.

Mr. Stelmasczyk asked if there were any questions for Mr. Fischer, none were asked.

PUBLIC WORKS

Mr. Behers will provide the Public Works report at the Regular Meeting.

- Public Works has been putting more emphasis on televising the sanitary lines and cleaning the sewers to meet the Consent Order with the DEP and EPA. The catch basins were completed for the MS4 Project and all newly paved roads were back filled and seeded by the Public Works Department.

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

PARKS AND RECREATION

Mr. Conley noted the Blanket monthly parks and facilities report for August 2016. He asked for a motion to approve the list due to time constraints.

M-1 *Mr. Conley asked for a motion to approve the August Blanket Approval List for the Borough parks and facilities; second by Mr. Ducker. Upon vote, the motion passed unanimously.*

It was discussed who would be charged for the use of the Municipal Auditorium and fees waived to particular organizations. They asked for a criteria for rates being established for the use of the Borough Auditorium for the 2017 budget.

Mr. Stelmasczyk asked if anyone had any questions since this item was not on the agenda for vote. There were not questions for Council.

ZONING AND PLANNING

Mr. Moeller reported the following meeting dates and times:

- The Planning Commission for September, 2016 was cancelled.
- The Zoning Hearing Board will meet on Thursday, September 15, 2016 at 7:30 pm. The monthly Zoning and planning report is not available and will be discussed at the next meeting.

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

PUBLIC SAFETY

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Mr. Ducker announced the BEMS and SBVF Monthly Activity Reports have been received for the month.

- He would like to comment that BEMS have received three awards and they will be expanded on at the Regular Meeting.

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

PERSONNEL

Mr. Scott explained he has nothing to report for tonight's meeting.

Mr. Scott will provide additional information for executive session.

NEW BUSINESS

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

M-2 *Mr. Moeller made a motion to enter Executive Session; second by Mr. Behers. Upon vote, motion passed unanimously.*

Council entered Executive Session at 8:51 p.m.

Respectively Submitted,

BOROUGH OF BALDWIN
John Barrett
Borough Manager