

# MINUTES TO AGENDA MEETING OF JANUARY 9, 2018

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The Agenda meeting of the Borough of Baldwin Council was called to order by President Edward Moeller at 7:00 p.m. on Tuesday, January 9, 2018

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

Mr. John Egger  
Mr. Francis Scott  
Mr. James Behers  
Mr. Chad Hurka  
Mr. Michael Stelmasczyk  
Mrs. Marianne Conley- Vice-President  
Mr. Edward Moeller-President  
Mr. David Depretis-Mayor  
Mr. Jason Stanton- Engineer  
Mr. Stanley Lederman- Solicitor  
Mr. Michael Lederman- Solicitor  
Mrs. Diana Behers- Treasurer  
Mr. John Barrett- Borough Manager

**Absent:**

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

Mr. Moeller asked the audience if they would like to address Council on anything that is on the Agenda. No one approached the podium.

## **ENGINEER'S REPORT**

Mr. Jason Stanton submitted his monthly report from January 5, 2018 summarizing activity from the last Council Meeting. Additionally, Mr. Stanton provided brief updates on the following items:

- For the Regular Meeting next month, he does not anticipate any pay requests will be presented to Council.
- LSSE continues to work towards finalizing construction drawing for the LR-30 Project. Mr. Stanton believes the project can be bid in March and awarded in April. The Right of Way (ROW) acquisition phase is active with several property owners signing and sending their ROW's back already. They are giving notice to property owners to let them know these must be received back at the end of January. LSSE will be sending out maps to Bethel Park just to get their concurrence. A meeting is scheduled for next Tuesday with residents who have some concerns that they may be able to address.

Mr. Moeller asked if there were any questions for the Engineer.

Mr. Moeller asked at what point we would be looking into the potential 2018 Road Program. Many residents have been asking about this subject for the last few months. He would like to provide a list of roads needing the most repairs and let the residents be informed of this.

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Mr. Stanton explained to Council there are two roads from the 2017 Road program that we are holding a contract to complete - Youngridge and Keepport. Plans are to have a preliminary list to Council in February for the 2018 Program. Mr. Barrett explained the management company of The Residence of South Hills of the project will to pay half of the costs for Youngridge Drive to be paved.

## SOLICITOR'S REPORT

Mr. Lederman provided Council with the following updates since their last meeting:

- He explained they did research on group homes and the manner in which Baldwin could regulate their activity in the Borough. The Fair Housing Act does not allow you to deny group homes, unless there is an actual threat to public safety, health and welfare. Mr. Lederman noted that group homes that deal with alcohol and drug addiction have higher standards to uphold, and that we may be able to require criminal background checks be performed on employees of these institutions. Mr. Stelmasczyk mentioned a local ordinance from a community in Southeastern PA that he would like Mr. Lederman to review. Mr. Stelmasczyk asked the Manager to request the Tax Collector provide notification of all home sales to tax exempt agencies, so that we could anticipate when future group homes come into operation.
- Before the Borough considers adopting an Ordinance, Anthony needs to check each home to see if they've received an inspection along with their occupancy permit to make sure they comply with our codes. By Anthony checking each of these homes, a database can be created so our information on each home remains updated.

Lastly, Mr. Lederman has a few items for executive session.

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

## MAYOR'S REPORT

Mayor Depretis will give his report at the next meeting.

- The hiring of the next two officers, they will be sworn in at the end of January
- As far as the eligibility list, there are three officers on that list as of today, and another 6-8 that could be added to this list. He brings this up because if we have retirements or other vacancies, we may need a larger list to choose from. He also suggested that the Civil Service Commission perform testing in the future to allow us to act quicker. Ultimately, it was agreed that there was not a need to expand the current list, but only to ask the Civil Service Commission to update the list to reflect our new hires being removed.

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

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## ADMINISTRATION

Mr. Barrett submitted his monthly written report to Council for review. Mr. Barrett mentioned a items from his report he would like review with Council:

- Mr. Barrett reviewed who qualifies for the Volunteer Fireman Tax Credit in all departments. The Ordinance was designed to have a Resolution in place that sets all procedures and requirements to qualify for the credit. Council will be asked to formally pass both the Resolution and Ordinance to establish the procedures for the tax credit. As a reminder, to qualify for the tax credit, you must submit a document verifying that the resident has satisfied established criteria to be eligible for the tax credit, and the district Fire Chief has approved. Council had several comments and gave their opinions on the tax credit and who can qualify by determining the definition of 'active'. Mr. Barrett asked that Council review the Ordinance first and could be reviewed before it's adoption at the Regular Meeting.

For the Resolution, they may take more time with what the Resolution will accomplish and be considered for adoption at the February meeting. Mr. Moeller asked what year end date he would need to file these with Jordan Tax Service. Mr. Barrett said by speaking with the Fire Chiefs, they would have a deadline of Dec. 15<sup>th</sup>.

- Next on Mr. Barrett's agenda was to explain that he believes Council would benefit from attending a developmental workshop, for two separate nights, to explain the various departments and what their responsibilities are in the Borough. Council agreed this would be something positive for them to attend. It was discussed amongst everyone and tentatively scheduled the workshops for Tuesday, Feb. 6<sup>th</sup> and Tuesday, March 6<sup>th</sup>.
- A few other misc. items from Mr. Barrett's agenda were discussed, the first of these would be the Leland Project. The Library filed the necessary paperwork for the subdivision/lot line revision and the Borough is now waiting for the revised lot and block numbers for the revised parcels. Two variances were secured for the Library from the Zoning Hearing Board with the final site plan to be approved by the Borough.
- Mr. Barrett made Council aware of the Independent Auditors are scheduled to be at the Borough with Maher Duessel. Results from this audit will be presented by Maher Duessel in a presentation either in March or April.

Mr. Moeller asked Council if they had any questions with the Managers report. None were asked.

## FINANCE

- Mr. Hurka explained the cash on hand is positive even with the estimated liabilities for the next 30 days. Also, with the addition of tax collections, the budget will end in a positive figure in the ending balance.

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- Lastly, he explained the Borough's year end budget is very healthy with a positive balance while heading into 2018.

Mr. Moeller asked if anyone had questions for Mr. Hurka. None were asked.

## PUBLIC WORKS

Mr. Scott does not have a formal monthly report for council. He will ask Mr. Firek to provide Council items from Public Works for this month:

Mr. Firek provided his monthly report for Council:

- Mr. Firek provided an update on Elm Leaf Park Phase I with the contract awarded to Stefanik's Next Generation Contracting, Inc. with the work approximately 80% completed.
  - The pavilion pad and pavilion structure has been installed along with 80% of the concrete walkways and ADA ramps.
  - A prefabricated restroom is scheduled for delivery the week of January 15<sup>th</sup>. The restroom is precast with concrete walls, prebuilt with everything constructed including the interior piping, soap dispensers, etc.
  - They set this down with a crane over the existing pad. The contractor will be starting on Monday with installing the pipes on the pads, so it will be ready to go when the delivery of the restroom is closer.
  - As a security feature, the restroom will have timed locks on the doors after a set time. It also has an emergency if someone happen to be inside when its time to lock the doors.

It was asked if any security cameras would be placed at the restroom. Mr. Firek and Mr. Barrett have discussed this before and in time they will place trail cameras with motion sensors. Also, Council discussed with Mr. Firek and Mr. Barrett when the park is set to open in May, will they be scheduling a grand opening.

- Mr. Firek explained updates to the MS4 with staff training back in December with another one possibly scheduled for March with participation by Emergency Services as well. Mr. Firek said the Police and Fire Departments need to be trained in the MS4 like all other departments maybe starting in March.
- CD-Year 43, with bids opening next Friday, January 19, 2017. This is for the 855 Streets Run Road Demolition. In addition, the 3040 Brentwood Rd. they had put out three quotes and proposals. Only one company got back with the Borough and it was Schaff Excavating. The amount listed is \$9, 470.00 to take down the 3040 Brentwood Rd. burned out structure.
- Public Works Winter Road Salting/Plowing – the winter weather has been a difficult task due to the cold weather and the water breaks. They have also been doing cold patching on areas that have become a concern due to the amount of rain, along with water main breaks, a manhole covers with a broken ring and all snow we have received.

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- The three roadways that were dedicated to the Borough as part of a Breckenridge Plan were: Michael Dr., Camarta Dr. and Towervue Dr. can be added to the Borough Liquid Fuels list for 2019 funding.

Mr. Moeller asked if anyone had any questions or items for Mr. Scott or Mr. Firek's. No questions were asked.

## **PARKS AND RECREATION**

Mr. Stelmasczyk explained he will hold off on providing his report until the next meeting. He believes everyone has received a copy of this list.

The lights at the basketball court and tennis courts have been staying on until late. It was asked how late these will be on and if they could be monitored to be turned off earlier.

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

## **ZONING AND PLANNING**

Mr. Egger reported the following meeting dates and times:

- The Planning Commission was cancelled for Jan 8, 2018
- The Zoning Hearing Board was cancelled for Jan. 18, 2018 at 7:30 pm
- The monthly Zoning and Planning and inspection reports will be discussed at the next meeting.

Mr. Moeller asked if anyone had any questions from Mr. Egger's report. No questions were asked.

## **PUBLIC SAFETY**

Mr. Behers provided updates from the BEMS meeting. Currently their subscriptions have been down but expect them to catch up once they receive tax returns. Mr. Behers mentioned the details of the BEMS report for Council as well as the other reports received so far.

Mr. Moeller asked if anyone had any questions for Mr. Behers. No questions were asked.

## **PERSONNEL**

Mrs. Conley has no items for discussion for tonight's meeting.

Mr. Moeller asked if anyone had any questions for Mrs. Conley. No questions were asked.

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## NEW BUSINESS

Mr. Stelmasczyk said in the past they have asked to have inserts into the tax bills sent out to residents which was a reminder they would be able to pay their tax bills online. For some reason last year these did not get included in the mailings to residents. He asks for Mr. Barrett's help in getting these inserts into the bills for this new mailing this year.

Mr. Moeller mentioned the vacancies for the Boards and Commissions and when they will be decided for the terms on each board. Mr. Barrett listed all the vacancies on several organizations that need filled.

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

No one approached the podium.

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

Council entered Executive Session at 8:50 pm.

Respectively Submitted,

BOROUGH OF BALDWIN

John Barrett