

# MINUTES TO AGENDA MEETING OF FEBRUARY 9, 2021

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The Agenda meeting of the Borough of Baldwin Council was called to order by President Marianne Conley at 7:30 p.m. on Tuesday, February 9, 2021.

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

Mrs. Patty Boyer  
Mr. Chad Hurka  
Mrs. Denise Maiden  
Mr. Francis Scott  
Mr. James Behers  
Mr. John Egger - Vice-President- not present  
Mrs. Marianne Conley - President  
Mr. David Depretis - Mayor  
Mr. Jason Stanton – Engineer  
Mrs. Ashley Wagner – Solicitor  
Chief Tony Cortazzo  
Mr. Robert T. Firek - Borough Manager

**AUDIENCE AGENDA: Agenda Items only – Only 5 MINUTES PER SPEAKER OR GROUP:** There were none.

## ENGINEER’S REPORT

Mr. Stanton reviewed the monthly report dated February 4, 2021 summarizing activity since the last Council Meeting. Additionally, Mr. Stanton provided brief updates on the following items:

### **Sanitary Sewer System (Lick Run):**

#### *PHA Quarterly Engineers Meeting*

- Final certificates of completion to be issued. PHA is coordinating with PaDEP on final inspection (PennVEST requirement). This final inspection will be collaborated with COA release.

### **Sanitary Sewer System (Streets Run):**

- A multi-municipal coordination meeting was held in January 2021 and the MOU has been approved by all of the municipalities. ALCOSAN advised the project is not required to submit a Letter of Interest (LOI) and can proceed to the application phase in June 2021. ALCOSAN requested a technical meeting for late February.

### **Public Works Items (General MS4 Activity):**

- LSSE supporting the Borough on an article/letter pertaining to the SW Authority and associated fee.

### **Pollution Reduction Plan requirements (PRP) MS4 Activity:**

- Progress is being made on PRP projects; Surveys completed and design tasks initiated.

### **2020 Road Improvement Program:**

- Work completed with a final payment request (retainage release) will be on the Agenda at the next meeting.

# MINUTES TO AGENDA MEETING OF FEBRUARY 9, 2021

---

## **2021 Municipal Building Improvements:**

- To be discussed under the Borough Manager's Report.

## **Developments:**

- *Paynter Elementary School* - A revised submittal was received in early February 2021 and LSSE issued a review letter pertaining to outstanding comments.
- *Crossgates / Schwotzer Family Trust Parcel 1 Subdivision Plan* – A resubmittal was received on January 19, 2021. LSSE's most recent review letter was issued on January 25, 2021. The only remaining item pertains to sewage facilities planning.
- *Lazzari Consolidation Plan* – The plan proposes consolidation of two lots into one lot at the intersection of Streets Run Road, Springdale Drive and Boni Drive. The subdivision plan conforms to Borough ordinances and this will be discussed under the Borough Manager's Report.

Mrs. Conley asked if there were any questions for the Engineer. None were asked.

## **SOLICITOR'S REPORT**

Mrs. Wagner discussed the following items with Council:

### **Stormwater Authority:**

- The first Stormwater Authority Meeting will take place prior to the Regular Council Meeting in February at 7:00 pm. This meeting will serve as the organizational meeting and to establish the fees and the fee schedule.

### **Voter Referendum Requirements (for a Fire Tax):**

- Mrs. Wagner explained the language in the Borough Code allows Council to approve and enact a Fire Tax under 3 mils without the need for a referendum. A Fire Tax over 3 mils would require a voter referendum. Mr. Firek explained the breakdown of what one mil brings into the Borough which is approximately \$900,000.

### **Legal Tax Service inquiry:**

- Mrs. Wagner was asked to review the form Legal Tax Service would be using regarding satisfactions. She approved of the forms and made sure they comply with the requirements of the Borough.

Mrs. Conley asked if there were any questions for the Solicitor.

## **MAYOR'S REPORT**

Mayor Depretis will give his monthly report next week and said the Chief does have items to discuss in executive session.

Mrs. Conley asked if there were any questions for the Mayor.

## MINUTES TO AGENDA MEETING OF FEBRUARY 9, 2021

---

Mr. Behers asked the Mayor for a signature for a proclamation for a resident who has turned 100 years old.

### **ADMINISTRATION**

Mr. Firek submitted his monthly written report to Council for review. There are a few items for Mr. Firek to discuss in executive session and covered the following other items from his report:

#### **Planning and Zoning Director/ Code Officer:**

- Initial interviews with four candidates are completed with two candidates returning for a 2<sup>nd</sup> interview. The expectation is to select a candidate from the 2<sup>nd</sup> interviews should they go well and discuss this with Council at the March Agenda meeting for a potential hire.

#### **Abandoned & Blighted Property Conservatorship:**

- The Borough Code Enforcement Officer, Todd Tulowitzki, had discussed with Mr. Firek this program he established in the municipality he previously worked at prior to coming to Baldwin Borough. Mr. Firek explained that he met with Penn Pioneer Enterprises LLC, a company who does conservatorships within municipalities in Western PA and would like to have their representative come to the March meeting to discuss in greater detail the Conservatorship process.

#### **Underground Storage Tank (UST) Removal:**

- Removal of the UST's at the Municipal complex was successful, however at Leland Center, a old unknown leak in the line resulted in the contamination of the soil. Required remediation by the DEP resulted in installation of Monitoring wells. One well is still showing some residual results so an additional well is required to be drilled. Council will continue to be updated as this required remediation progresses.

#### **Lazzari Subdivision Plan:**

- The plan to consolidate two lots of a duplex structure into one single lot has been recommended for approval by the Planning Commission. It has been reviewed by LSSE and conforms to all Borough requirements. Mr. Firek would like to have this voted on tonight by Council as it was inadvertently omitted at the January meeting.

#### **Fire Department Consolidation:**

- The Department of Community & Economic Development (DCED) Letter of Intent was completed and the Letter of Interest Form was signed by the Council President and submitted to the DCED. Mr. Firek provided a summary explaining how Bethel Park instituted the adoption of a Fire Tax referendum and agreement between the municipality and fire department. Mr. Firek addressed a few questions from Council regarding their process.

#### **Sanitary Sewer Sale:**

- The Sewer and Water Authority Board and Mr. Firek met with representatives on January 13<sup>th</sup> to discuss the process and how it would affect the rate payers and what benefits it would provide to the Borough.

# MINUTES TO AGENDA MEETING OF FEBRUARY 9, 2021

---

## **Municipal Building Improvements:**

- Mr. Firek reviewed in detail each of the preliminary drawings provided to Council for both the Police and Administration side of the building. At the next Council Meeting, he would ask Council to approve advertising for this project once the bid documents are completed. The anticipation is to have the project out for bid by the end of March or early April with a bid opening in early May.

Mr. Firek asked Council for the following motion:

**M-1** *Mrs. Maiden made the motion to approve the Lazzari Subdivision Plan as recommended by the Planning Commission at their January 11, 2021 meeting; second by Mr. Behers. Upon vote, motion passed.*

Mrs. Conley asked if there were any discussions or questions for Mr. Firek. None were asked.

## **FINANCE**

Mr. Hurka said all of Council have received the Monthly Financial Reports. He will provide his report at the next meeting.

Mrs. Conley asked if there were any questions for Mr. Hurka. None were asked.

## **PUBLIC WORKS**

Mrs. Boyer said Council should have received the Monthly Report for Public Works. She will provide her report at the next meeting.

Mrs. Conley asked if there were any questions for Mrs. Boyer. None were asked.

## **MUNICIPAL SERVICES MANAGER**

Mr. Lubin reviewed the monthly report for Council and explaining he wanted to recap of few items from Decembers report:

### **2019 Road Program:**

- Completed and this contract is closed out.

### **2020 Road Program:**

- Council is to anticipate a Final Payment Request No. 4 in the amount of \$12,171.18.

### **2021 d Program:**

- The program will take into consideration some roads that were not listed in previous years and reviewing any known utility projects submitted for 2021 design. The final roadways were provided to Council and ready for approval and also needed is an authorization to advertise for bids.

## MINUTES TO AGENDA MEETING OF FEBRUARY 9, 2021

---

### **Colewood Park New Restroom**

- All work is completed with a few punchlist items. Council should anticipate at the next meeting a pay request No. 4 for the Plumbing Contractor in the amount of \$10,065 and for The General Contractors' final pay request in the amount of \$9,738.70. These Pay Requests were submitted to HRG for review, and were approved contingent upon punchlist items being completed, which have been addressed.

### **Elm Leaf Park Phase II:**

- Final Walkthrough took place on January 21, 2021 with only a couple of minor punch list items remain.

### **Elm Leaf Park Streetscape/Wayfair/Sharrow project:**

- Waiting for the Contractor to install all Wayfinding/Sharrow Signage and then the project will be complete. After the scheduled site walkthrough on January 12, 2021, anticipate a final pay request in the next months or two.

### **MS4:**

- This will continue to be ongoing throughout the year with updates provided to Council.

### **Utility Work and Projects: (gas, water, electric etc.)**

- Mr. Lubin listed all of the utility projects that he has been aware of since working in Baldwin. They include projects by both PAW and Columbia Gas, that paving has been completed or will be completed this year. This has been a substantial savings to the Borough by not having to incur these costs associated with paving of these roadways.

### **Winter items with DPW:**

- Mr. Lubin discussed comments pertaining to the snow plowing/salting by the DPW over the last month. Mr. Firek had additional comment on how long the staff has been working to make sure the roads are cleared and maintained.

### **Winter Maintenance and Salt usage:**

- Mr. Lubin provided details from his report with salt tonnage orders, storage, commitments and usage.

Mrs. Conley asked if anyone had any questions or items regarding Mr. Lubin's report. None were asked.

## **PARKS AND RECREATION**

Mrs. Maiden will provide her monthly Parks and Recreation Report to Council at the next meeting.

### **Library Director's Report to Council:**

- The Library is anticipating to reopen for in-person services February 22 or March 1, 2021. A \$15,000 grant was received from the Allegheny County Library Association that enabled the library to offer technology classes for the Bhutanese Communities and caregivers.

### **Community Advisory Events Committee updates:**

- Mrs. Maiden explained the report is lengthly due to the Committee being an advisory committee that first requires an approval from Council before events

## MINUTES TO AGENDA MEETING OF FEBRUARY 9, 2021

---

are scheduled. Discussion continued on the events listed for the June 5<sup>th</sup> Community Day. Mrs. Wager was asked to look into licensing requirements and event insurance and will get back to Council.

Mrs. Conley asked if anyone had any additional questions for Mrs. Maiden. None were asked.

### **ZONING AND PLANNING**

Mr. Egger was absent for tonight's meeting and will provide Council with the Monthly Report at the next meeting.

Mrs. Conley said if anyone had any questions for Mr. Egger, he will address those at the next meeting.

### **PUBLIC SAFETY**

Mr. Behers provided copies of the monthly activity reports for Council and provided the following details:

BEMS:	268 calls	7.6 minute- average response time
OPTION Fire	31 incidents	7.2 minute -average response time
SBVF	13 incidents	6.1 minute -average response time

Baldwin #105 did not have a report for Council at this time.

### **PERSONNEL**

Mr. Scott said he has nothing to report for this month. There will be a few items for executive session.

Mrs. Conley asked if anyone had any questions for Mr. Scott. None were asked.

### **NEW BUSINESS**

Mrs. Conley asked if there was any additional new business.

Mayor Depretis announced Blessed Trinity, which is part of St. Alberts Church, is having a food give away in St. Albert's parking lot on Feb. 26<sup>th</sup>, 2021. Mr. Firek said he has posted this on the Borough website with the details of the event as requested.

**AUDIENCE AGENDA:** Any issue pertaining to Borough Business. No questions

MINUTES TO AGENDA MEETING OF FEBRUARY 9, 2021

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**M-2** *Mr. Scott made the motion to go into executive session to discuss personnel and legal matters; second by Mr. Hurka. Upon vote, motion passed.*

Respectively submitted,  
BOROUGH OF BALDWIN

Robert T. Firek,  
Borough Manager