

# MINUTES TO AGENDA MEETING OF FEBRUARY 13, 2018

---

The Agenda meeting of the Borough of Baldwin Council was called to order by President Edward Moeller at 7:00 p.m. on Tuesday, February 13, 2018

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

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

## **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 came forward, however, Mr. Moeller asked Chief Barbour if he would like to address Council. Mr. Barbour along with Captain Hallett from Option Fire Department, provided Council with an overview of their participation in the Western Pennsylvania Boca Chica FD Mission. Option Fire Department will be going to the Dominican Republic on June 21, 2018 for about 4 days to provide extensive training to the volunteer department in the Dominican Republic. Option will also be donating a used fire engine to the Dominican agency, and Chief Barbour described how the transport of that truck will be coordinated.

## **ENGINEER'S REPORT**

Mr. Jason Stanton submitted his monthly report from February 8, 2018 summarizing activity from the last Council Meeting. Additionally, Mr. Stanton provided brief updates on the following items:

- The Pleasant Hills Authority (PHA) Lick Run Treatment Expansion Project.
- LR-30 Right of Ways (ROW) have been coming in slowly. LSSE has submitted all necessary permits to the DEP and will be prepared to advertise the project next month. Mr. Stelmasczyk asked how many ROW agreements have been signed and Mr. Barrett responded that nearly half of the 34 required agreements have been executed. The Borough will pursue the condemnation process for any ROW agreement that has yet to be signed.
- LSSE submitted a Source Reduction Study to comply with the Phase I Consent Order. The DEP has reviewed the study and has approved of the strategy the Borough has identified moving forward.
- MS4 Training for Council would be taking place either in March or April.
- The 2018 Road Improvement Program is beginning to take shape with Council being presented with a preliminary listing of roads to be included. Additional discussion on the roads to be paved was held. The project will be advertised for public bidding next month.

# MINUTES TO AGENDA MEETING OF FEBRUARY 13, 2018

---

- Developments: The Baldwin Library will be seeking final site plan approval for the Leland Center, at the next Planning Commission meeting. Mrs. Conley asked if the Library will be putting on the addition as originally proposed to the Leland Building. Mr. Barrett indicated that the Library does not intend to build the proposed addition. The Planning Commission is waiting for the final site plan submission.

Mr. Hurka asked Mr. Stanton about the status of the Crossroad Towers II. Mr. Stanton explained the plans have been approved and they are able to submit building permits to the Borough when they are ready. Mr. Firek explained the weather has been a delay for them and doesn't expect any more contact from them until the weather is better. Mr. Hurka explained the first set of buildings were not required to have a sprinkler system. Mr. Hurka said from his Fire Department perspective, this is alarming as the building is mostly built from wood. It was agreed that this should be addressed with the developer before issuing permits for construction.

Mr. Moeller asked if there were any questions for the Engineer. None were asked.

## SOLICITOR'S REPORT

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

- The Lockaton case is completed. Mr. Lederman explained the court said Mr. Lockaton would go to jail immediately if he did not comply with the orders to clean up his property by February 5, 2018. By this, he had made some progress and Mr. Anthony Ascioffa, Code Officer took pictures to present to Council.
- Mr. Lederman did legal research concerning group homes in the Borough. The Fair Housing Act is the guiding doctrine that must be upheld. There are some areas where local municipalities can enforce regulations upon group homes, but they cannot be restricted entirely from zoning districts. Mr. Lederman will continue to review with Council and will present a draft ordinance at a later date. Mr. Stelmasczyk provided information from another municipality on group homes. Mr. Lederman will review the example Ordinance and provide Council with a report at the next meeting.

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. He had other updates to discuss with Council:

- He would like to introduce the two officers that have been recently hired in the Police Department at the next meeting. A small reception with refreshments and drinks will be provided after the meeting.
- The Chief has begun interviews for the position of a Part-Time clerk for the Police Department and hopes to hire someone by the end of March

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

# MINUTES TO AGENDA MEETING OF FEBRUARY 13, 2018

---

## ADMINISTRATION

Mr. Barrett submitted his monthly written report to Council for review. Mr. Barrett mentioned a few items for Council to consider. There are a few items he would like to go through with Council:

- Mr. Barrett updated Council on the Streets Run Watershed Association. Economic Development South (EDS) has legally taken control of this organization, and may be an ally for the Borough in our ongoing efforts to prevent flooding of the roadway. Mr. Scott expressed some concern over the capacity of EDS to function in this capacity and asked Mr. Barrett to report back to Council after meeting with representatives from EDS on this subject.
- A meeting took place with the Allegheny County Health Department (ACHD) pertaining to the resident, Bob Ganther at 473 Brentwood Road. The homeowner has been complaining to various organizations and getting the attention of the ACHD. They issued an ORDER to the Borough to prevent sanitary waste coming into his home. The Borough issued an appeal to the order in 2017 without further action. ACHD contacted the Borough recently and will be issuing an amended order asking the Borough to study this problem.
- The application period for a new Finance Officer/Asst. Borough Manager is closing with many applicants. With around 122 applications submitted, they would narrow down the list with Mr. Barrett beginning interviews February 21<sup>st</sup> and 26<sup>th</sup>. Mr. Barrett suggested to have a committee as a part of the interview process. It was decided Mr. Barrett, Mrs. Conley, Mr. Scott, and Mr. Stelmasczyk would be on the interview committee.
- Field permits are open with a deadline to submit as March 1, 2018. Council will be updated accordingly.
- The ROW Agreements for the LR30 project have been submitted to Mr. Lederman to record. Mr. Lederman will begin condemnation procedures for the properties that have not signed the agreement. Mr. Stanton would advertise for this project in March and in early April bid opening with award on the third Tuesday, April 17<sup>th</sup>.
- Elmleaf Park Phase II was discussed with Council and the conceptual plans were reviewed. The Borough received a DCNR grant of \$200,000 for this project that will require a local match. The design includes renovation of the baseball fields, basketball court/tennis court area as well as the reconfiguration of the lower pool parking lot. Mr. Barrett would like to have the project begin in the fall to allow for a Spring 2019 opening.
- We received communication from Senator Brewster's office to apply for a (Community Infrastructure and Tourism fund) CITF Grant. The Borough would seek grant funding for the Colewood Park renovation project. We would need a resolution to move forward since the deadline for this grant is February 28, 2018.

Mr. Stelmasczyk asked about the stream above Chapon's Nursery on Streets Run Road. Mr. Barrett, Mr. Firek and Mr. Stanton provided information related to what would be impacted and the cost on this issue.

- Lastly, Mr. Barrett has previously discussed with Council the recent efforts to switch service providers for our pension plan. The Borough has changed from The Standard to Rivers Edge to help reduce administrative expenses included in the pension oversight. The Pension Auditors have brought to our attention the change may have been discussed,

# MINUTES TO AGENDA MEETING OF FEBRUARY 13, 2018

---

but not formally adopted. The Regular Meeting of February 20, 2018 will have this item on the Agenda for a formal motion of approval.

The Mayor asked about the prefabricated restroom sitting at the Chesapeake's parking lot. It was explained to everyone that this is destined for Elm Leaf Park, however, delivery issues prevented it from being placed earlier. A smaller truck will need to be brought in to allow delivery to the site.

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

## FINANCE

Mr. Hurka explained the cash flow report under the Monthly Financial Report. From Cash flow perspective things look very good with nothing else to mention.

- On the Budget Report, he passed along a few questions for the Finance Officer/ Asst. Borough Manager about a few line items in the report that need to be further explained. He noticed the current expenditures were high from a percentage standpoint compared to previous years. One of the items is the office supplies from the tax collection. This amount was higher due to the pre-stamped envelopes that had to be bought for the tax collector.
- A few other questions answered by Ms. Brennan answered was about the general expenses and service fees located under tax collection. Lastly, under the general administration, he looked closely at the costs associated with computer hardware and software that we currently pay for. Mr. Hurka will work with the administration to ensure we are not overpaying for services.

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

## PUBLIC WORKS

Mr. Scott reviewed his monthly report with council and explained what items Public Works worked on this month:

- The Salt supply is in good condition with both facilities fully stocked. Reached the minimum and maximum requirements under the SHACOG agreement. Also, operating under the COSTARS agreement, we have reached our minimum with room to reach the maximum.
- Cold patching continues in the Borough on repairs that are essentially necessary. He asked if Mr. Firek had anything to report:

Mr. Firek then provided his monthly report for Council:

- The Public Works Department has been keeping up with the major repairs on the roads that are in essential to fill until waiting for a warmer stretch to complete more work.
- 2017 Road Program with Mr. Firek meeting with A. Liberoni, Inc., contractor, with plans to begin curb removal on Keepport Dr. next week. He anticipates work between Keepport

# MINUTES TO AGENDA MEETING OF FEBRUARY 13, 2018

---

and Youngridge will take around a month and a half. Work will begin on Keepport Rd. closest to Curry Rd. starting next month.

- The Pool House Renovation Phase II project was reviewed. The last part of the work to complete is the installation of six shade structures. Currently, only two of the six shade structures have been built with weather delaying the construction of the remaining four.
- Elm Leaf Park Phase I, a report was done already by Mr. Firek in anticipation of the restroom to be set in place. However, they are still waiting for this to be completed.
- Last month, 3040 Brentwood Road Demolition bid came in from Schaaf Excavating, Inc. at \$9,470.00. The lowest responsible bid for the SHACOG CD 44 project, which the Borough applied to demolish 855 Streets Run Road, was received in the amount of \$17,060.00. The same contractor, Schaaf Excavating, Inc. was the low bidder. The SHACOG grant will pay for 100% of the Streets Run Road demo, and the Borough has budgeted funds for the second demolition.
- The 2018 Road Program was discussed and a preliminary list of roads were shared with Council. These include Wildwood and Meadowvue among others. The total amount budgeted for the 2018 Road Program is \$781,297.00.

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 Regular Meeting.

- A Certificate of Insurance or Tax ID Number will be required for anyone requesting exemption from any charge. Mr. Stelmasczyk requested that the administration verify the information submitted using GuideStar, a database of Pennsylvania tax exempt organizations.
- Elm Leaf Phase I is 80 % complete and on target for a May opening. The wearing course will be completed in early spring. In April, the play surface will be poured for the play area taking three (3) days to complete as long as temperatures are 50 degrees.

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 Feb. 12, 2018
- The Zoning Hearing Board was cancelled for Feb. 15, 2018
- 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.

Mr. Moeller asked about additional work being done at the Dollar General and making sure they have the required permits. It looks like they moved at the end the beer distributor and the corner of the building. Mr. Barrett will speak with Mr. Ascioffa if all required permits are in place.

# MINUTES TO AGENDA MEETING OF FEBRUARY 13, 2018

---

## PUBLIC SAFETY

Mr. Behers provided the following information from the monthly reports:

<u>Name</u>	<u>Calls Reported/ Incidents</u>	<u>Average Response Time</u>
BEMS	332	7.1 minutes
Baldwin #105	42 incidents	6.4 minutes
South Baldwin	22 incidents	6.5 minutes
Option Fire	32 incidents	

Mr. Behers provided information from the Emergency Management Meeting:

- They are working on updating our Emergency Response plans, including detailed plans for all known group home facilities.
- The NIMS training will be brought to Council in the month of April.

Mr. Stelmasczyk asked Mr. Barrett if he received an update on the monthly reports from Option Independent Fire Company related to false alarms. Specifically, he would like details on all reported false alarms so this can be shared with the ROSH owners. Mr. Barrett explained he has not received any updates. Mr. Hurka has asked all departments to submit their reports using the same template.

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

## PERSONNEL

Mrs. Conley will provide her monthly report next week. She has a few items to discuss in executive session. Also, the current vacancies for Boards and Commissions will be decided in executive session.

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

## NEW BUSINESS

Mr. Stelmasczyk explained he didn't understand on Option's Report they wrote Clairton and wanted this to be clarified.

**AUDIENCE AGENDA: Any issue pertaining to Borough Business; 5 MINUTES PER SPEAKER OR GROUP, no one approached.**

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

Council entered Executive Session at 8:35 pm.

Respectively Submitted,

BOROUGH OF BALDWIN  
John Barrett