

MINUTES TO REGULAR MEETING OF MARCH 21, 2017

The Regular Meeting of the Borough of Baldwin Council was called to order by President Michael Stelmasczyk at 7:30 p.m. on Tuesday, March 21, 2017

After the Invocation and Pledge of Allegiance to the Flag by Mr. Stelmasczyk, the following Council answered to roll call:

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

Absent: Mr. James Behers, Mr. Michael Lederman- Solicitor, and Mrs. Diana Behers-Treasurer
Staff Present:

APPROVAL OF MINUTES

Mr. Stelmasczyk asked for the following approval of Council Meeting Minutes:

- M-1** *Mr. Fischer made the motion to approve the Minutes the Agenda Meeting of February 14, 2017; second by Mr. Moeller. Upon vote, motion passed unanimously.*
- M-2** *Mr. Fischer made the motion to approve the Minutes the Regular Meeting of February 21, 2017; second by Mr. Moeller. Upon vote, motion passed unanimously.*

Mr. Stelmasczyk asked if anyone had any questions or comments pertaining to these motions, none were asked.

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.

No one approached the podium with questions.

ENGINEER'S REPORT

Mr. Stanton noted his report from March 9, 2017 summarizing activity since reviewing it with Council at the Agenda Meeting on March 14, 2017. He does not have any additional items to add to this report and asked if anyone had any questions pertaining to any other Engineering item, no questions were asked by Council. He did ask for the following motions:

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Mr. Stanton explained the motion is pertaining to the Partial Payment No. 6 to Mele, Mele & Sons, Inc. for the Lick Run payment to the contractor:

- M-3** *Mr. Scott made the Motion to Approve Partial Payment Request (No. 6) from Mele & Mele and Sons for the Lick Run Wet Weather Flow Strategy, contract No. 14-S1. The amount is \$238,212.41 per the recommendation of the Borough Engineer; second by Mr. Ducker. Upon vote, motion passed unanimously.*
- M-4** *Mr. Scott made the Motion to Approve Partial Payment Request (No. 6) from Guyer Brothers, Inc for the Lick Run Wet Weather Flow Strategy, contract No. 14-S2. The amount is \$193,325.13 per the recommendation of the Borough Engineer; second by Mr. Moeller. Upon vote, motion passed unanimously.*
- M-5** *Mr. Scott made the Motion to Approve Partial Bond Reduction from A.R. Builders for the Crossroad Towers, Phase I project. The Engineer recommends the release of \$33,788.29 and the retention of \$10,000; second by Mr. Fischer. Upon vote, motion passed unanimously.*

Mr. Scott asked Mr. Stanton to explain the reason for the retention. Mr. Stanton explained this is related to their Erosion and Sedimentation Control Plan and how it was reviewed under the General Permit.

Mr. Stanton explained a few details on Contract No. 2017-R01-Liquid Fuels and 2071-R02 General Fuels Contract with the tentative selection of roads for the 2017 Road Program. The target is for the base bid around \$1.5 million and would leave flexibility to add to the base bid from the add alternates for the program. To hit this amount, two roads could be moved to the add alternates list.

Mr. Stelmasczyk asked if the Liquid Fuels would be fund Elmwood Drive, Mr. Stanton said only part of it. With these two revisions, the following motion is asked:

- M-6** *Mr. Scott made the Motion to Advertise Contract No. 2017-RO1-Liquid Fuels and 2017-RO2, for the 2017 Road Program; second by Mr. Fischer. Upon vote, motion passed unanimously.*

Lastly on the report, the next motion is asked for approval for a bid opening for April 13, 2017:

- M-7** *Mr. Moeller made the Motion to Advertise Contract No. 2017-ST1 – McAnnulty Road Bridge Replacement Project; second by Mr. Fischer. Upon vote, motion passed unanimously.*

Mr. Stelmasczyk asked if anyone had any questions or comments pertaining to this motion or for the Engineer, none were asked.

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SOLICITOR'S REPORT

Mr. Stanley Lederman explained the legal action taking will be considered under Mr. Fischer's report to pass an Ordinance for allow borrowing under the bond issue in past discussions.

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

MAYOR'S REPORT

The Mayor reported calls for the month of February were 506 and calls given to police from 911 656.

Money collected for the month were \$628.00. He also read a brief overview of activity for and K-9 Officer Niko with Officer Parrotta and K-9 Officer Ajay with Officer Pagane.

He would to advise Council the Police Department has joined WeTip, a program for people wishing to report a crime not only anonymously, but confidentially. A crime tip can be reported to a hotline 24 hours a day/ 365 day a year. If the tip leads to a conviction, the caller is can be rewarded up to \$1,000 for the information.

Mr. Stelmasczyk asked if anyone had any questions for the Mayor.

ADMINISTRATION

Mr. John Barrett submitted his written report to Council at the last Agenda Meeting. There were not any questions, Mr. Barrett continued with the following formal motions needed by Council explaining the first three are pay requests for the contractors that are working on the Municipal Building.

M-8 *Mr. Ducker made the motion to Approve Partial Payment Requests (No. 3) from Emmocon Corporation for the Municipal Auditorium Renovation Project in the amount of \$70,301.25 per the recommendation of the Project Architect; second by Mr. Fischer. Upon vote, motion passed unanimously.*

M-9 *Mr. Ducker made the motion to Approve Partial Payment Request No. 1 from Scalise Industries for the Municipal Auditorium Renovation Project in the amount of \$10,908.00 per the recommendation of the Project Architect; second by Mr. Fischer. Upon vote, motion passed unanimously.*

M-10 *Mr. Scott made the motion to Approve Partial Payment Request No. 1 from Advanced Plumbing & Mechanical, Inc. for the Municipal Auditorium Project in the amount of \$56,310.75 per the recommendation of the Project Architect; second by Mr. Fischer. Upon vote, motion passed unanimously.*

The last motion is for another Capital Improvement project, Phase II of the Pool Renovations which include the exterior of the building. The total budget approved by council for this project

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was reviewed, and modifications were made to Phase II since Phase I cost more than anticipated.

M-11 *Mr. Fischer made the Motion to Advertise Phase II of the Baldwin Pool House Renovation Project for public bidding; second by Mr. Moeller. Upon vote, motion passed unanimously.*

Mr. Ducker asked Mr. Barret about advertising the correct meeting locations and also post it on the website for residents to remain informed.

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

FINANCE

Mr. Fischer noted the monthly financial reports with Revenues and Expenditures as well as the current cash position at the Agenda Meeting. He asked if Council had any questions pertaining to these items, none were asked.

Mr. Fischer would like to ask for the following motions:

M-12 *Mr. Fischer made the motion to approve the Treasurer's Report for February 2017; second by Mr. Conley. Upon vote, motion passed unanimously.*

M-13 *Mr. Fischer made the Motion to Ratify Bills in the Amount of \$658,593.18 and approve bills in the amount of \$628,999.28 for a total of \$1,287,592.40; second by Mr. Conley. Upon vote, motion passed unanimously.*

Representatives from the Bond Council went into detail of the selling, schedules, interest rates and the current and existing debt service for the Borough.

M-14 *Motion to Approve Ordinance No. 878, incurring non electoral debt in the form of the Borough's General Obligation Bonds, Series of 2017 for the purpose of financing various capital projects ; second by Mr. Conley. Upon vote after a roll call was taken, the motion passed 6-0 with one absence.*

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

PUBLIC WORKS

Mr. Barrett explained with tonight's approval for the advertisement of the 2017 Road Program, Public Works will begin to camera into the storm and sanitary lines under the roads proposed for the project. In addition, they have been working on capital improvement projects within the Borough including the auditorium renovations and are preparing for the new addition of the Municipal Services Director.

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

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PARKS AND RECREATION

Mr. Conley asked for a motion on the Borough parks and facilities:

M-15 *Mr. Conley asked for a motion to approve the March 2017 Blanket Approval List for the Borough parks and facilities; second by Mr. Fischer. Upon vote, the motion passed unanimously.*

M-16 *Mr. Conley asked for a Request by Pittsburgh Mercy Behavioral Health to use Leland Center on Saturday, April 22, 2017 from 11:00 am – 3:30 pm for their Annual Spring Dance and Friday, and April 21st for preparation. A fee waiver is requested; second by Mr. Scott. Upon vote, the motion passed unanimously.*

Mr. Stelmasczyk asked if this request comes from a Borough resident. Mr. Barrett explained this is from a Borough resident and the location of the center is in Baldwin.

M-17 *Mr. Conley made a request by The Baldwin Borough Democratic Organization to use Leland Center on Saturday, April 29, 2017 from 5:00 – 12:00 am for a fundraiser and Friday, April 28, 2017 for preparation. A fee waiver is requested; second by Mr. Fischer. Upon vote, the motion passed unanimously.*

M-18 *Mr. Conley made a Request by Paynter 5th Grade to use the Baldwin Pool on June 5, 2017 for a pool party with a rain date of June 6, 2017. A fee waiver is requested; second by Mr. Moeller. Upon vote, the motion passed unanimously.*

M-19 *Mr. Conley made a Request by the Baldwin Borough Public Library to use the Baldwin Borough Municipal Complex on Saturday, June 17, 2017 from 8:00 am - 3:00 pm for a Touch – a- Truck Community Event as a fundraiser. A fee waiver is requested; second by Mr. Fischer. Upon vote, the motion passed unanimously.*

Mr. Stelmasczyk said this motion would be changed for only the use of the outside area of the Borough Municipal Complex only. Motions were amended.

Mr. Moeller also mentioned the field permits were on the Blanket List and would like to ask for a motion.

M-20 *Mr. Moeller asked for a motion to approve the Borough Field Permits as approved by the Borough Manager; second by Mr. Fischer. Upon vote, the motion passed unanimously.*

Mr. Moeller asked about the permits for Elm Leaf Park and the updates on a timeline for permits being allowed. Mr. Barrett explained the advertisement, bid openings with construction starting in May with approximately two months for construction. Mr. Stelmasczyk wanted to know an updated Plan for the park and what the architect decided for a timeline of construction.

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

ZONING AND PLANNING

Mr. Moeller reported the Planning Commission Meeting did not meet in March 2017. They do have a few items for further discussion at the next meeting.

A motion is needed for a special meeting being held by the Zoning Hearing Board next week.

M-21 *Mr. Moeller would like to advertise for a Special Meeting for the Zoning Hearing Board for Thursday, March 30, 2017 at 7:30 pm; second by Mr. Scott. Upon vote, motion passed unanimously.*

Mr. Barrett explained the reasoning for this special meeting and the Borough's position on the application for the Zoning Hearing Board. The applicant has not provided all of the documentation required for this motion. It has already been advertised per Mr. Barrett.

He noted the Building Inspection Monthly reports were not included in his report as they were not available. Mr. Barrett explained they are now listed on the drive for review, but they were late. He has a hard copy for Mr. Moeller.

Mr. Moeller explained a total of 136 permits, and appeals were issued for 2017.

February 2017 fees collected were \$13,373.88

February 2017 YTD fees collected for a total of \$21,530.88

Compared to:

February 2016 fees collected were \$4,631.00

February 2016 YTD fees collected for a total of \$13,375.00

Mr. Stelmasczyk asked if there were any questions for Mr. Moeller.

PUBLIC SAFETY

Mr. Ducker noted everyone has received the Volunteer Fire Department Monthly Activity Reports that are due next month. The Emergency Medical Service Monthly Report was included for Council.

Mr. Stelmasczyk asked Mr. Ducker about the SBVFD report, it shows out of 11 dispatches, six of those got cancelled. At the next meeting, he asked Mr. Ducker why these were cancelled and why the department was called back from the incident. He feels a lot of the report was a wasted effort and it could also be the same for the other departments.

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

PERSONNEL

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Mr. Scott had nothing to report for tonight's meeting, but has a few items for motions at tonight's meeting. He would also like to announce a brief executive session was held prior to tonight's meeting to discuss personnel matters.

He asked for the following motions:

M-22 *Mr. Scott made the motion to Appoint Mr. Robert Firek, P.E. (Professional Engineer) to the position of Director of Municipal Services; second by Mr. Ducker. Upon vote, motion passed unanimously.*

M-23 *Mr. Scott made the motion to appoint Mr. Gregory Zeman as an Alternate Member of the Civil Service Commission; second by Mr. Ducker. Upon vote, motion passed unanimously.*

Mr. Moeller would like to ask for an amendment to the motion to include Greg Zeman and Robert Collect as residents of the Borough who could both be placed as alternates to this commission. It was discussed at a prior meeting of Council that two residents may be appointed to this vacancy and has not been discussed since then. He continued to explain the volunteer position as alternate, they would not vote unless needed to from a vacancy on the commission.

Mr. Scott believes the alternate should only be one individual for this alternate position.

M-24 *Mr. Moeller made the motion to appoint Mr. Robert Collet as an additional Alternate Member of the Civil Service Commission; second by Mr. Fischer. Roll call was taken to add this additional alternate member: Mr. Scott- no, Mr. Ducker- no, Mr. Moeller- yes, Mr. Conley- no, Mr. Stelmasczyk- no. The motion was defeated 4-2.*

Council continued to discuss the issue of how many alternates are required for a board or commission.

NEW BUSINESS

Mr. Stelmasczyk asked if anyone from Council had any additional items to discuss. Mr. Fischer talked more about the bond discussed earlier and the stability of the Borough.

Mr. Stelmasczyk spoke about the ALCOSAN Clean Water Assistance Fund to help lower income households pay their sewage bill. Mr. Barrett said these are already at the Borough building for residents seeking for this assistance.

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

David and Dorothy Lauterbach of 101 Eileen Drive had a question about the Ordinance with Utility vehicles parked on the street. They provided pictures for council to review. Mr. Barrett said the Code Enforcement Officer can issue a notice of violation during the day or after business

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hours, the Police Department will write a citation for this violation. Utility vehicle parking is not permitted anytime not just during the day.

Mr. Stelmasczyk said this will be given to the Code Enforcement Officer to review.

Mark Scanlon of 3052 Harmening Ave and also with Eat N Park Hospitality Mgmt. Group on Old Clairton Road. They are requesting access onto Readshaw Way to provide an exit lane for the drive-through traffic. He has the plans for the preliminary drawings of the project. Council will review these drawings and get back to him with their concerns.

The meeting adjourned by Mr. Stelmasczyk at 8:45 pm with a motion to adjourn to executive session:

M-25 *Mr. Moeller made the motion to adjourn; second by Mr. Fischer. Motion passed unanimously.*

Respectively submitted,

BOROUGH OF BALDWIN

John M. Barrett
Borough Manager