

The Regular Meeting of the Borough of Baldwin Council was called to order by President Edward Moeller at 7:30 p.m. on Tuesday, April 17, 2018

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

Mr. Chad Hurka  
Mr. Michael Stelmasczyk  
Mr. John Egger  
Mr. Francis Scott  
Mr. James Behers  
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

### **APPROVAL OF MINUTES**

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

- M-1**      *Mr. Scott made the motion to approve the Agenda Meeting Minutes of March 13, 2018; second by Mr. Behers. Upon vote, motion passed unanimously.*
  
- M-2**      *Mrs. Conley made the motion to approve the Regular Meeting Minutes of March 20, 2018; second by Mr. Scott. Upon vote, motion passed unanimously.*

Mr. Moeller asked if there were any questions on these motions.

### **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.

### **PRESENTATION:**

#### **Maher Duessel CPA's Presentation of 2017 Audited Financial Statements**

Daniel Caponi, CPA with Maher Duessel reviewed the work of the independent audit they recently concluded. Dan noted the strength of the fund balance as a positive sign for Borough Financial Condition, and noted the audit includes no findings. Mr. Caponi briefly described the process of the independent audit, the support of Borough staff, and the Financial Statements that were reviewed. There were some follow up questions from Borough Council that were addressed by Mr. Caponi. Mr. Moeller asked if there were any further questions from Borough Council and then asked the audience if they had any questions for the independent auditor. Mr. Moeller asked Mr. Caponi to confirm that audit process is complete and the documents submitted are in final form. Mr. Caponi confirmed and the presentation concluded.

## **ENGINEER'S REPORT**

Mr. Stanton noted his Monthly Engineers report from April 5, 2018 summarizing activity for the month. He does not have any additional items to add, and asked Council if they had any additional questions.

Mr. Moeller asked if anyone had any questions for the Engineer.

## **SOLICITOR'S REPORT**

Mr. Michael Lederman explained the filing process for the Declaration of Taking of the Right of Ways needed for the LR-30 Project. He commented that our original list has been greatly reduced and the next step is to appraise the value of the Rights of Way that have not been provided by the homeowner.

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

## **MAYOR'S REPORT**

The Mayor reported the following for the month of March:

Calls for the month were 494

Calls given to police from 911 were 851

Fees collected for March 2018 were \$3,923.00

The Mayor did not have the monthly activity reports for the K-9's.

The Mayor would like to introduce to Council, Rachel Bradford, our newly hired part-time Police Clerk.

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

## **ADMINISTRATION**

Mr. John Barrett first welcomed Rachel to the Borough and announced that Finance Officer, Molly Brennan will be leaving the Borough to return to California. Her last day will be April 19<sup>th</sup>. Mr. Barrett would like to thank Molly for her contribution to the Borough and for all of her hard work.

Mr. Barrett would also take note that the next Regular Council Meeting is scheduled in May Election Day. The meeting will be taking place instead on the next day, Wednesday, May 16, 2018.

Mr. Barrett submitted his written report to Council at the Agenda Meeting. He has a few motions for consideration this week. The first motion is a matter of housekeeping and is a resolution for the destruction of records in the Borough. We follow the Pennsylvania Historic Museum Commissions recommendation for record retention and when we destroy records we pass a resolution and keep a record of these documents in our files.

**M-3**      *Mr. Stelmasczyk made a motion to Approve Resolution No. 2018-04-06 Authorizing the Disposal of Records in Accordance with the Pennsylvania Municipal Records Manual; second by Mrs. Conley. Upon vote, motion passed.*

The next motion is for the PA Rapid Bridges project and requires a motion to authorize the sanitary relocation which will not require a contribution from the Borough.

**M-4** *Mr. Scott made a motion to Approve Resolution No. 2018-04-07 Authorizing the Council President to sign on behalf of the Borough for project JV 432 Streets Run Interceptor Agreement; second by Mrs. Conley. Upon vote, motion passed.*

The last motion will be participation in the PennDOT grant for aggressive driving and we have been participating in this for several years.

**M-5** *Mrs. Conley made a motion to approve Resolution No. 2018-04-08 Authorizing the Borough to participate in the Pennsylvania DUI Enforcement Grant Program FY 2019-2020; second by Mr. Behers. Upon vote, motion passed.*

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

## **FINANCE**

Mr. Hurka reviewed the Revenue and Expenditure report with Council last week. Mr. Hurka would like to ask for the following motions:

**M-6** *Mr. Hurka made the motion to approve the Treasurer's Report for March 2018; second by Mr. Stelmasczyk. Upon vote, motion passed.*

Mr. Moeller asked if anyone had any questions or comments pertaining to this motion or for Mr. Hurka, none were asked.

**M-7** *Mr. Hurka made the motion Ratify Bills in the Amount of \$603,882.56 and approve bills in the amount of \$777,017.67 for a total of \$1,380,900.23; second by Mrs. Conley. Upon vote, motion passed unanimously.*

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

## **PUBLIC WORKS**

Mr. Scott provided Council with an April 2018 Public Works Monthly Report. This included:

- Salt supplies are good and fully stocked
- Cold Patching work is just about completed for the season and hot mix will begin when material is available.
- PW cleaned up downed trees within the Borough due to extremely bad weather
- Street Signs are being replaced as needed with the hope of replacing all signs within the next 2 years.
- Mark Stephenson is retiring on April 20, 2018. It was expressed how much all appreciated Mark and all of his years supporting the Public Works Department.
- Update on the promotion of Dave Pogany to the Foreman Position.

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

## **PARKS AND RECREATION**

**M-8**      *Mr. Stelmasczyk made a motion to approve the April 2018 Blanket List; second by Mrs. Conley. Upon vote, motion passed unanimously.*

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

## **ZONING & PLANNING**

Mr. Egger stated the Planning Commission held a workshop session on April 9, 2018. They explained:

- Roles of the Planning Commission
- Land Development process
- Permit Approval Process
- Available Resources

The Zoning Hearing Board did not meet in March. The Monthly Inspection Report showed the following fees issued and collected:

**March 2018** Fees Collected: \$12,761.70

2018 YTD Fees Collected: \$30,612.41

**March 2017** Fees Collected: \$13,373.88

2017 YTD Fees Collected: \$ 21,530.88

The 2018 YTD fees were about 40% higher this year as compared to last year.

Mr. Moeller asked if there were any questions for Mr. Egger. Mr. Moeller asked if they are planning on doing a similar Workshop Meeting for the Zoning Hearing Board. Mr. Egger said yes as the Planning Commission went well.

## **PUBLIC SAFETY**

Mr. Behers noted everyone has received the Monthly Activity Reports.

- BEMS had 264 calls with a 7-minute response time
- Option Fire had 25 incidents with a 6.41-minute response time
- Baldwin #1 had 36 incidents with a 5.16-minute response time
- SBVF had 16 incidents with an 8.1-minute response time.

Chief Todd Plunkett provided the latest updates for Council explaining and shared detail on the Strike Team Deployment Model that was presented to the Public Safety Committee. The purpose is to develop specialized response teams for various emergency conditions. The committee will continue to refine the concept and integrate into our preparation exercises. Chief Plunkett also announced that at the next Council Meeting there will not be a BEMS representative as they are attending the Town Hall Meeting pertaining to the Opioid epidemic.

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

## **PERSONNEL**

Mrs. Conley asked Council for the following motion for summer help for the Public Works Department:

**M-9** *Mrs. Conley made a motion to advertise season employment of up to six (6) Department of Public Works Summer Aides; second by Mr. Egger. Upon vote motion passed.*

Mr. Moeller asked if there were any questions for Mrs. Conley. Mr. Stelmasczyk stated the positions should be available to residents of Baldwin Borough and that relatives of Council should be the last ones considered. Mr. Scott concurred with this suggestion and asked Mr. Barrett to ensure the policy is upheld.

The Motion was **amended to read:**

**M-9** *Mrs. Conley amended the motion to advertise season employment of up to six (6) Department of Public Works Summer Aides with any qualified relatives of Council Members considered to be the last candidates; second by Mr. Egger. Upon vote motion passed.*

We are still working toward selecting a candidate for the vacated position of Finance Officer.

Mr. Moeller asked if there were any additional questions for Mrs. Conley.

#### **NEW BUSINESS-**

Mr. Egger announced The Baldwin Borough Library is relocation to Leland Center and they are raising money to help renovate the building. They have a fund-raising event scheduled for May 12, 2018 for \$25.00 a person. As the liaison for the Library, he would like to see as many there as possible to help this cause.

The Kiwanis Club has their Monte Carlo night this coming Saturday. Lastly, the Woman's Club is having their fundraiser this Saturday at Salvatore's.

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

**M-10** *Mr. Egger made the motion to go into executive session; second by Mr. Stelmasczyk. Upon vote, motion passed.*

Respectively submitted,

BOROUGH OF BALDWIN

John M. Barrett  
Borough Manager