

AGENDA MEETING MINUTES OF MAY 9, 2023

The Agenda Meeting of the Borough of Baldwin Council was called to order by Vice President Marianne Conley at 7:00 p.m. on Tuesday, May 9, 2023.

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

Mr. James Behers
Mrs. Erin Brown
Mr. Raymond Dee
Mrs. Denise Maiden
Mrs. Patricia Boyer
Mrs. Marianne Conley – Vice President
Mr. John Egger – President (*Not Present*)

Mr. David Depretis – Mayor
Mr. Devonté Miles - Engineer
Mrs. Ashley Wagner – Solicitor
Ms. Kelly Parker – HR Officer
filling in for Mr. Robert Firek- Absent
Chief Tony Cortazzo

AUDIENCE AGENDA – AGENDA ITEMS ONLY: No one wished to speak.

ENGINEER’S REPORT

Mr. Miles reviewed the monthly written report and gave the following updates:

2022 O/M Program - Hollowhaven, Marlane, Nurnberger, Ranchview Sanitary Sewer Repairs

- The contractor plans on completing the work by May 29, 2023.

Streets Run/Glass Run Improvements

- Approximately 26 manholes have been raised to grade and 4 in-trench repairs have been completed.

2023 Road Improvement Program

- The bid was awarded to A. Liberoni, Inc. at the April 18, 2023 Council Meeting.

2021 Municipal Building Improvements

- The construction project is in its final phase. Work is currently being completed in the Police Station records/entrance room. The tentative date for project completion is May 15, 2023.

SOLICITOR’S REPORT

A discussion was had regarding the Planning Commission’s review of the Borough’s Ordinances.

The public hearing for the Zoning Ordinance Amendment scheduled for the May 15, 2023 Council Meeting will need to be rescheduled and readvertised for June to allow time for the Planning Commission to review and make recommendations on the amendment.

Mrs. Wagner reviewed the Criminal History Record Information Act (Act 134 CHIRA) which allows individuals in civil action to obtain criminal history and investigative information that has been gathered by Law Enforcement Agencies.

Mr. Dee asked for next steps for the revision of the fence ordinance. A discussion was had amongst Council and Mrs. Wagner regarding the drafting and review of the ordinance.

MAYOR’S REPORT- Mayor Depretis will give his monthly report next week.

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ADMINISTRATION

Ms. Parker-Divens gave Mr. Firek's Manager's report with the following updates:

- Two applications have been received thus far for the open Part Time Recreation and Events Director Position.
- The Manager wanted to ask Council to consider a temporary change to the Administration Office hours for the months of June and July. The revised hours would be Monday - Thursday from 8:30-5:30 and Fridays from 8:30-12:30. During the summer months, the office sees a major decrease in foot traffic and phone calls on Fridays. The expanded weekday hours would allow more flexibility for residents who cannot typically make it to the office by the normal closing time of 4:30 pm. Any complaints or issues with the schedule change will be documented, as well as how many residents take advantage of the expanded weekday hours. There were no objections from Council.
- Ms. Parker asked Council to consider options for how to best use the \$600,000 pool grant.

FINANCE - Mrs. Maiden provided her monthly financial report to Council.

PUBLIC WORKS - Mr. Dee will provide his report next week.

MUNICIPAL SERVICES MANAGER REPORT

Mr. Lubin provided a few updates to Council:

- The 2022 Road Program punch list items are being completed.
- The 2023 Road Program paving is anticipated to begin in June.
- Nelson Tree service has begun their annual power line clearing in Baldwin for Duquesne Light Company and will be in the Municipality throughout the summer.
- The Public Works Department has begun painting the pool and performing routine maintenance in preparation of opening day.
- The Borough's minimum salt purchase obligation has been fulfilled and the excess will be stored through Cargill until the end of December 2023. Next winter's salt purchase will be adjusted to accommodate for the salt in storage.

A discussion was had regarding a stop sign at Leland Park and a temporary stop sign at the former Paynter school.

PARKS AND RECREATION - Mrs. Boyer will provide her report next week.

ZONING AND PLANNING - Mrs. Brown provided the following updates:

112 permits were issued for the month of April. 308 permits have been issued in 2023. Fees collected for April 2023 are \$19,255.85. The total fees for 2023 thus far are \$57,547.75

- The Planning Commission Meeting was held on May 8, 2023. The review of Borough ordinances will begin at the June meeting.
- The Zoning Hearing Board Meeting will be held May 18, 2023. There are two items on the agenda.

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PUBLIC SAFETY - Mr. Behers provided his report:

- BEMS: 290 calls, 6.9 minutes response time
- South Baldwin VFD: 29 calls, 8.4 minutes response time
- No report was provided by Option VFD or Baldwin #105

PERSONNEL - Mrs. Conley had no report this evening.

COMMUNITY EVENTS ADVISORY COMMITTEE - Mrs. Maiden provided updates:

- A summation of Community Day was provided to Council for review.
- Summer Camp is in the final planning stages. It is scheduled for the month of July.
- Mrs. Maiden will finalize scheduling for a presentation that will be given on how to best assist Autistic residents.

Mrs. Wagner and Mrs. Maiden discussed the paperwork that will be signed by the parents of children attending summer camp.

NEW BUSINESS

Mr. Dee discussed a potential training for Council and reviewed the outline for the training.

Mrs. Conley discussed an e mail that was sent to members of Council from a resident regarding the dangers of Silver Maple Trees in the Borough. After discussion, it was decided that this would be referred to the members of the Shade Tree Commission before responding to the resident.

AUDIENCE AGENDA: Any issue pertaining to Borough Business – No one wished to speak.

M-1 *Mrs. Brown made a motion to enter into Executive Session; second by Mrs. Maiden. Upon vote, the motion passed unanimously.*

M-2 *Mrs. Brown made a motion to Adjourn from Executive Session; second by Mrs. Maiden. Upon vote, the motion passed unanimously.*

M-3 *Mrs. Brown made a motion to Adjourn; second by Mrs. Boyer. Upon vote, the motion passed unanimously.*

Respectively submitted,
BOROUGH OF BALDWIN

Robert T. Firek,
Borough Manager