

# AGENDA MEETING MINUTES OF MAY 11, 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, May 11, 2021.

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

Mr. Francis Scott- absent  
Mrs. Patty Boyer  
Mr. Chad Hurka  
Mrs. Denise Maiden  
Mr. James Behers  
Mr. John Egger - Vice-President  
Mrs. Marianne Conley - President  
Mr. David Depretis - Mayor  
Mrs. Ashley Wagner – Solicitor  
Mr. Jason Stanton – Engineer  
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 May 7, 2021 summarizing activity since the last Council Meeting. Additionally, Mr. Stanton provided brief updates on the following items:

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

Pleasant Hills Authority (PHA) Quarterly Engineers Meeting: Remote meeting held April 20, 2021 with the following details:

- STP Expansion: Recently completed and processed storms up to 20 million gallons with the capacity to treat up to 25 million gallons.
- Master Monitors: Work is ongoing.
- Consent Order and Agreement (COA) Release: PHA prepared a Draft letter to the PaDEP for review by all five Municipalities to send to the PHA requesting a release from the PaDEP from the COA.

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

- The municipal coordination meeting was held on April 12, 2021 with all five municipalities signing a letter of understanding and will move forward with a ALCOSAN Grow application with a June 30, 2021 deadline for

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submission. Drafts of the construction drawings, technical specifications, GROW applications, and MOU Cost Allocations were issued to all five municipalities. Consideration of the ALCOSAN Grow Resolution expected at the June 2021 Council / Board meetings. The next monthly coordination meeting is scheduled for May 19, 2021.

## **General MS4 Activity:**

- A Field meeting was held on April 13, 2021 to review the Stormwater Fee Appeals at 5415 Clairton Blvd and 921 Missionary Drive. Letter is pending for 921 Missionary Dr. questioning their impervious area calculations.

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

- Internal design continues with primarily stormwater pond retrofits and stream restoration as well as other PRP reviewed with Council last year.
- Two funding opportunities for the Stormwater Authority: 1. CFA- Watershed Restoration and Protection Grant Program, the key criteria due at the end of May, 2021. A SWA Authority Meeting is scheduled on Wednesday, May 19, 2021 to pass a resolution as a requirement for this grant. 2. PaDEP- Growing Greener Grant Program, is a June 25, 2021 deadline.

## **2021 Roadway Improvement Program:**

- Bids were opened on May 6, 2021 via Quest on-line bidding platform and Go-To- Meeting. Bids were competitive and under budget being able to get potentially award four Add-Alternates.
- **2021 Municipal Building Improvements:**
- Field measurements, architectural, mechanical electrical and plumbing plans have all been completed as well as contract documents and technical specifications. Pre-bid meeting is scheduled for May 20, 2021 and scheduled to open remotely June 3, 2021.

## **Parks and Recreation Grant Funding:**

- Supplemental funding for pool improvements were discussed. Request consideration at the May 19, 2021 meeting to approve a resolution and file grant application with the DCED through the CFA-Greenways, Trail and Recreation Grant Program (GTRP).

## **Developments:**

- *Crossgates/Schwotzer Family Trust Parcel 1 Subdivision Plan* – Sewage facilities planning has been forwarded back to the developer's agent.
- *Ferry Electric Offices and Storage Building Expansion* – The Borough received a letter requesting a 60-day time extension for consideration on their application.
- *Mazzarini Lot Consolidation (John Street)*- This item was on the agenda at the Planning Commission last evening. It's a consolidation of two lots into

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one and conforms to the Borough Ordinances. Consideration to be asked at the May 19, 2021 Council meeting.

## **Rt. 51 Overlay District:**

- A letter was received from County Planning pertaining to the proposed overlay district. This was discussed at the Planning Commission Meeting.

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

## **SOLICITOR'S REPORT**

Mrs. Wagner had one item to review with Council:

### **The Kiwanis Club Game of Chance Resolution:**

The Kiwanis are required to have a small game of chance license to operate specific games for Community Day. You must either be considered a charitable organization or you have to be a designated civic and/or service association.

Mrs. Wagner confirmed they are a non-profit organization dedicated to serving the community and affirming their status as a civic and service association. They are not affiliated with any national or state association.

Mr. Firek asked for a motion on the resolution so it may be sent to the Kiwanis to file with county.

**M-1** *Mr. Egger made a motion to adopt **Resolution No. 2021-05-05**; second by Mrs. Boyer. Upon vote, motion was passed.*

Mr. Egger asked the Solicitor if he was allowed to have a booth at Community Day for his business and it would not be as a member of Council nor as a candidate along with Mrs. Erin Brown doing the same. Mrs. Maiden said there were no available booths at Community Day so this would not be an issue this year. However, Mrs. Wagner said she would look into this and confirm for future events.

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

## **MAYOR'S REPORT**

Mayor Depretis will give his monthly report next week.

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Chief Cortazzo was asked if he had anything to add and he provided the following updates:

- As per the CBA effective January 1st, Council has a contractual obligation to fill both the juvenile officer and narcotics officer position within 6 months of a vacancy. The Chief would like guidance from Council how they wish to proceed with the hiring process. These would include either the Chief post these jobs and have the candidate be interviewed by Council for a selection, or the Chief would post the job, interview candidates and make his recommendation to Council. The juvenile officer position needs the appointment by July 1<sup>st</sup> and the narcotics officer position would need the appointment by August 20<sup>th</sup> to be in compliance with Police Union contract. Mrs. Conley asked if the narcotics officer would be with our department and not the DEA. The Chief explained this was strictly with the Borough and not with the DEA. Mr. Egger explained both of these positions would be filled from within by officers currently under the Chief's command and therefore, would take his recommendation on these candidates. Mrs. Conley explained Council already interviewed officers and she feels there is no need to interview and would take the recommendation from the Chief as well. The Chief stated he would provide a recommendation for the juvenile officer at the June Council Agenda Meeting for an appointment at the June Regular Meeting.
- The Chief explained they will be holding their annual Department Meeting with all of staff, tomorrow, May 12<sup>th</sup>, 2021.

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

## ADMINISTRATION

Mr. Firek submitted his monthly written report to Council for review. There were a few items Mr. Firek wanted to cover:

### **Code Enforcement Officer:**

Interviews were completed with the 3 applicants for this position. Mr. Firek would like to discuss the results of these interviews with Council in executive session.

### **Municipal Building Improvements:**

The project is out to bid since all drawings and specifications are complete. The Bid Opening will take place on Thursday, June 3, 2021 at 11:00 am. Expected time frame for the award would be at the June 15<sup>th</sup>, 2021 Council Meeting.

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

Two new ground monitoring wells have been installed per the DEP with testing of the soil performed. The results of these tests will be forthcoming to Council.

## **Fire Department Consolidation:**

Mr. Firek noted the Borough received notification from DCED and was approved for assistance on Consolidation of the 3 fire departments to operate as one. DCED has assigned Bob Hedden to assist the Borough with the consolidation. Due to current restrictions on travel, he will continue working remotely with the Borough and Departments until the ban is lifted.

## **Overlay District:**

This was reviewed by Mr. Stanton in his monthly report.

## **Sanitary Sewer Sale:**

A meeting has taken place with Mr. Stanton to discuss the Sanitary Sewer Sale items the Borough needs as part of the due diligence. Mr. Firek and Mr. Lubin have developed a detailed action list showing what would be considered High Priority, Priority and Required. This list will be divided accordingly with LSSE and Borough staff.

## **New Paynter Elementary School:**

A meeting took place with Dr. Lutz about the current safety and access of the site and how to progress safely through this phase of the demolition. Just prior to the meeting the School District installed a perimeter fence to limit access to the site. Anticipation is for demolition to be completed by the end of May and then the project out to bid in June/July.

## **Library Board:**

The Library Board has conducted interviews to fill a previous vacancy on the board. Mr. Firek would like to move forward and ask Council to put the recommendation for Nakia Granberg on the Regular Meeting Agenda for a vote. Additionally, the Library Board has received a resignation letter from Kevin Moder. Mr. Moder holds a 3-year term to expire December of 2022. The Library Board will be advertising to fill this vacancy and then once a potential candidate is found, they will provide a recommendation to Council to interview.

## **Horning Road Cell Tower:**

Mr. Scott had asked the Borough Manager at the last meeting to look into the absence of a flag on the tower per the land development agreement. Mr. Firek has been in touch with the owner, Crown Castle and was advised the flag and materials have been ordered and are due to arrive in late May early June.

## **Community Day closure of Churchview Ave:**

Mr. Firek drafted a letter to be distributed to all of the residents that are affected by the route of the Baldwin Mile. The letter will provide notification to the affected

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homeowners of the closure from approximately 9:45 am to 11:00 am during the event.

### **Compliance Engine:**

The Compliance Engine (TCE) is a cloud-based service for code officials to track and drive inspection, testing and maintenance of code compliance for fire protection systems, reduces false alarm activity, and provides a safer community through third party inspection reporting and maintenance. TCE sends a letter 40 days prior to a commercial property notifying them that a service inspection is required. The commercial property then has a service company (typically a 3rd party provider) perform the required inspection and the 3rd party is then required to provide/post a report with TCE. TCE sends the Borough a report of all deficiencies (if any) for the Code Enforcement Officials to follow-up. Should there be no response to the original letter in a designated time frame (30 days typically) TCE sends a 2nd letter. Should there be in response to that letter then the Borough is notified and then Code sends a Violation letter or issues a citation. All cost for the inspection (varies) and posting of the reports on TCE (\$15) is wholly born by the Commercial owner. The Borough pays for nothing. Mr. Firek is asking the solicitor to review the agreement with the Compliance Engine and will have this on the agenda for next week for Council to vote on approving the Manager to sign the agreement.

### **MRM Workers' Compensation Trust:**

The Borough is back in good standing with the MRM Trust and have received the first dividend check in approximately 3 years. A Council member is asked to complete the voting designation forms while in attendance at the ALOM Conference in June.

### **GAP Trail/ Friend of the Riverfront:**

Friends of the Riverfront (Friends) owns a portion of the GAP Trail within the Borough limits. As such, Friends is looking to upgrade the area via a grant and funding it has received. Friends had put out Requests for Proposals to guide the transformation of the riverfront space to a destination for trail users and the community. This is only for design/ planning purposes at this point (basically a master plan on much smaller scale) with the intent to bid this out once a final vision is provided. This area is near the Bald Eagle viewing area where one of the "Welcome to Baldwin Borough" signs are located along the trail. They have selected Pashek from 9 proposals received. Pashek will hold one public meeting to get some input for what people are looking for in this space as well as other COVID safe digital meetings. The Manger will attend these meetings and update Council as to what /where the planning is headed for this space as things move along.

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## **Grant Funding:**

Working to get funding for the Pool and the MS4 Pollutant Reduction Plan (PRP). This was covered by the Engineer.

## **Pool updates:**

Mr. Firek provided the following updates for Council:

- **Pool Party for Paynter Elem. 5<sup>th</sup> Grade:**

Mr. Firek stated the Paynter Elementary 5<sup>th</sup> Grade pool party is held each year. Since the pool management company was not wanting to hold pool parties due to COVID this year, Mr. Firek asked if Council would consider providing a one-day pool pass for each student at a reduced cost for the approximate 200 5<sup>th</sup> graders at \$3 each (\$6 regular price). Council agreed to not charge anything to the students and provide complimentary one day passes for the Paynter 5<sup>th</sup> graders.

- **Volunteer Fire Firefighters pool passes:**

Council agreed to continue the same practice as last year and provide passes at no charge to them.

- Mr. Egger asked if Mr. Firek has a list of streets for the 2021 Road Improvement Program. Mr. Firek and Mr. Lubin will be including this information in the InCommunity magazine's summer issue and Borough website.

- Mrs. Conley asked if the notice for the upcoming June Stormwater Authority (SWA) Meeting will be on the website. Mr. Firek confirmed this would be posted on the Borough's website and all the Borough's social media.

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

## **FINANCE**

Mr. Hurka said 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 she will provide her report at the next meeting.

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

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## **MUNICIPAL SERVICES MANAGER**

Mr. Lubin was not in attendance and will review the monthly report for Council next week.

## **PARKS AND RECREATION**

Mrs. Maiden will not be at the meeting next week and asked that her report for the blanket list be given to Council for approval.

### **Community Day Update:**

Mrs. Maiden said how much she has appreciated all of those involved in the planning of Community Day and how much they are all looking forward to such a big event.

The Library Report was provided and Mrs. Maiden updated Council on the recent events and programs available for the community.

Mrs. Maiden said there is a need for someone to watch over the equipment set up for Community Day. She thanked the Fire Departments (Dave Connell, Asst. Chief of SBVF) for their support in getting this covered.

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

## **ZONING AND PLANNING**

Mr. Egger will provide his Monthly report to Council at the next meeting.

The Planning Commission had a meeting on May 10, 2021 to discuss the Rt. 51 Overlay District.

A total of 54 permits were issued for April 2021

Total YTD permits issued were 165

April 2021 fees collected were \$6,493.50

Fees collected YTD for 2021 were \$23,318.61

April 2020 fees collected were \$2,915.00

Fees collected YTD for 2020 were \$18,735.82

The Zoning Hearing Board is scheduled for a meeting on May 20, 2021 at 7:30pm.



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

## **PUBLIC SAFETY**

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

BEMS:	288 calls	6.7 minute- average response time
OPTION Fire	31 incidents	8.14 minute -average response time
SBVF	19 incidents	5.57 minute -average response time
Baldwin #105	24 incidents	9.00 minute- average response time

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

Joint Fire Department monthly report provided by Dave Connell, Assistant Chief of South Baldwin Volunteer Fire Department. Mr. Connell explained they met with a separate Fire Department Consolidation Firm to possibly assist in the process of moving forward with a merger. They would like to incorporate the Borough in these discussions with Robb Barrow Consultants.

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

## **PERSONNEL**

Mr. Scott was not in attendance, however Mrs. Conley said he will have some items for his report next week.

## **NEW BUSINESS**

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

Mr. Egger explained the very successful music performance that took place last weekend at Colewood Park. He said this would be something he will ask for Council to consider for additional events of similar nature in the future.

Mr. Firek had one item from his report relating to the Hazard Mitigation and MS4 PRP Plan Requirements. He asked if Mrs. Maiden would like to discuss this now instead of next week.

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Mrs. Maiden explained the Borough is receiving money from the American Recovery Act 2021, and would like to determine as a Council, where these funds would be best allocated in the community.

Mr. Firek explained the funds can only be utilized on specific projects for infrastructure upgrades. Specifically for stormwater projects and sanitary sewer projects and upgrading those facilities. The guidelines are still pending from the Federal Government and the Borough will take further action once these rules have been finalized.

**AUDIENCE AGENDA:** Any issue pertaining to Borough Business. There were none.

**M-2** *Mr. Egger 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