

MINUTES TO AGENDA MEETING OF JANUARY 12, 2021

The Agenda meeting of the Borough of Baldwin Council was called to order by President Marianne Conley at 7:30 p.m. on Tuesday, January 12, 2021.

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

Mr. Francis Scott
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
Mr. Jason Stanton – Engineer
Mrs. Ashley Wagner – Solicitor
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 January 7, 2021 summarizing activity since the last Council Meeting. Additionally, Mr. Stanton provided brief updates on the following items:

Sanitary Sewer System (Streets Run):

- A letter was issued to PaDEP requesting the Interim CAP be extended until June 30, 2021. This letter was issued by the Borough on December 22, 2020. 3RWW anticipates to schedule Basin oriented Solicitor’s meetings in the next few weeks to roll out the Phase II COA.

Regionalization:

- Baldwin has signed the MOU. The MOU has been signed by PWSA as well. 3RWW is currently coordinating with the other municipalities and will get a signed copy by all involved to all parties.

Streets Run/Glass Run Interceptor Sewer Repair Program:

- Construction drawings have progressed to the point of a 60% design submittal in June 2021, permitting activities (PaDEP Stream Crossing permits, PennDOT Highway Occupancy Permits and Railroad permits) are nearly ready for submittal. A draft letter of interest is currently being prepared for submission to ALCOSAN.

Public Works Items (General MS4 Activity):

- LSSE supporting the Borough on a newsletter article/letter pertaining to the SW Authority and associated fee.

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Pollution Reduction Plan requirements (PRP) MS4 Activity:

- Progress is being made on PRP projects; Surveys completed and design tasks initiated.

2020 Road Improvement Program:

- Work completed with the exception of a few punch list items

2021 Road Improvement Program:

- Suggest that scope of work be developed and approved at the February Council meeting.

2021 Municipal Building Improvements:

- Kickoff meeting pertaining to final scope is scheduled for January 20, 2021.

Developments:

- *Paynter Elementary School*- A Pre-application meeting/conference call was held on December 3, 2020.
- *Crossroads Towers*-LSSE reviewed request for bond reduction, sanitary sewer dedication process, stormwater record drawing and storm water Operation and Maintenance agreement items by letters dated January 6, 2021.
- *Crossgates Development* –LSSE completed the initial plan review and issued comments by letter dated December 9, 2020.
- *Ferry Electric Offices and Storage Building Expansion* - (Two-parcels in involved with development of the one in Baldwin Borough and the other is in Pleasant Hills) - Developer's attorney issued a letter dated January 4, 2021 indicating the County recorder's office has incorrectly shown the property on two parcels and it should be shown on one. A joint planning conference call between Baldwin Borough and Pleasant Hills Borough was held on January 7, 2021.
- *Wuenschell Plan of Lots (40 Hartl Drive)* – Sewage facilities planning module, grading permit and stormwater management plan have been submitted for review. LSSE's review comments are in their letter dated December 9, 2020.

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

SOLICITOR'S REPORT

Mrs. Wagner discussed the following items with Council:

Stormwater Authority:

- The articles of incorporation have been filed with the State after they were properly advertised. It is now certified and the Authority is permitted to conduct business.
 - Mr. Firek commented in addition to Mrs. Wagner's report, explaining the first Stormwater Authority Meeting will take place prior to the Regular Council Meeting in February at 7:00 pm. This meeting will establish the fees and the fee schedule. Mr. Firek and Mr. Lubin would like to include a letter they are currently drafting to explain the fees associated with the Stormwater Authority. They would like to

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include this letter in the February sanitary billing from Legal Tax Service.

621 Portia Drive Property Defection:

- Mrs. Wagner explained both of the School Districts involved did not have any opposition to the property defection. The County did not require them to sign the letter and they are satisfied with only having the Municipalities signatures. She will look for a motion from Council to give her the authority to sign the reclassification letter for this property.

Legal Tax Service inquiry:

- Not listed on her report, Mrs. Wagner explained she was contacted by Legal Tax Service who wanted to know if her office would sign all satisfactions or have LTS sign. Jordan Tax Service previously signed these satisfactions and it was discussed by Council to have them continue with the protocol.

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

Mr. Scott asked if Mrs. Wagner would review the form Legal Tax Service would be using and make sure it complies with the requirements of the Borough.

There were no further questions on the Solicitor.

MAYOR'S REPORT

Mayor Depretis will give his monthly report next week.

Chief Cortazzo had one comment for Council: The police department will be receiving their first round of COVID-19 vaccinations next Monday, January 18th and the second round on Monday, February 15th.

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

ADMINISTRATION

Mr. Firek submitted his monthly written report to Council for review. There are a few items for Mr. Firek to discuss in executive session and covered the following other items from his report:

Tax Collector Salary Increase Request:

- Council was provided a written request from the Tax Collector to increase this position's salary from \$12,400 to \$15,000 and Mr. Firek also provided neighboring Tax Collector salaries for comparison. Mr. Firek will place this item on the Agenda for the January 19, 2021 Regular Council Meeting.

Bond ReFi's:

- The Manager wanted to provide Council with a final tally of the results of the three (3) separate refinancing of bonds done in 2020. Overall, the Borough realized a total savings of \$2.7 million.

Korb Way from Elma St. to Mellott Rd.:

- The owner of 3166 Mellott Road is asking for a guiderail to protect his property located on the corner of Mellot and Korb Way. A number of accidents have come into his yard that were not safely able to make this sharp turn. Mr. Firek and Mr. Lubin agreed the guiderail was warranted, however, topography and underground utilities would make it impossible to install. However, they were able to prn alternative option to Council by suggesting to make a small section of Korb Way One Way as it would prevent traffic from coming down Mellott trying to make the difficult turn. The Manager would place this on the agenda for a Traffic Resolution at the Regular Council meeting.

2021 Pool Management:

- Pending the pools opening for the 2021 season, Mr. Firek is looking for Council's approval to put out an RFP for 2021 Pool Management. He will work with our Solicitor to include an escape clause and a late start-up clause due to the still existing pandemic and uncertainty of any State restrictions.

2021 Grass Cutting RFP:

- Mr. Firek is asking that an RFP also be completed for the Grass Cutting contract that expired at the end of October 2020. He will be looking to place this on the Agenda at the next Council Meeting. Council had a few questions on the Pool RFP and specific language they would like to place in the new RFP for this year. The pending repairs for the pool were discussed and what it would take for the pool to operate this year.

Underground Storage Tank (UST) Removal:

- The first round of tests found a small leak so they will be setting up three new monitoring wells. The company is waiting for one more test from the monitoring wells before determining course of action required.

Property Defection 621 Portia Drive:

- The solicitor provided an update in her report.

Sanitary Sewer Sale:

- The Sewer Committee along with Mr. Firek is scheduled to meet with representatives on January 13. Mr. Firek will provide the whole of Council with an update after that meeting.

Personnel Update for a Planning and Zoning Director/Code Officer:

- Mr. Firek has 4 candidates that he would like to schedule for interviews over the next two weeks and is asking for no more than 3 Council members to be a part of this process.
- Mr. Egger, Mrs. Conley asked to be included in this interview process.

Library Board Appointments:

- An amendment to the motion for the re-appointment of two members to the Library Board correcting the term appointment to show a 3-year term. This will be on the agenda for next week to correct that action.

Resolution for Sanitary Work by PennDOT on Curry Hollow:

- Mr. Firek explained that PennDOT will be reconstructing Curry Hollow in 2021. As such there are a number of the Borough's Sanitary sewer manholes that need to be adjusted while the work is occurring. To have PennDOT perform this work by their contractor, the Borough must pass a

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resolution authorizing this work. Mr. Firek will place this on the Agenda at the next meeting for approval.

Elm Leaf Park Rentals:

- Mr. Firek explained last year due to COVID-19 only Saturday rentals were approved for safety reasons. He would like to continue this action for May and June 2021 rentals and a determination on the remaining months will be made later on.

Letter from State Rep. Nick Pisciotano:

- Mr. Firek received a letter on behalf of Council introducing himself and to notify he was fortunate to retain former Rep. Kortz's staff and same locations in Dravosburg and Baldwin. He will continue to provide the same level of assistance to the Borough as his predecessor.

Library Report:

- The Monthly Report was included for Council along with a thank you letter for Council's increase to the Library for this fiscal year.

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

FINANCE

Mr. Hurka said all of Council have received the Monthly Financial Reports. He will provide his report at the next meeting.

Mr. Hurka noted they are still in the process of closing out the December finances for 2020. He explained the year so far is shaping up well with only around \$47,000 short in dead revenue and having room from an expenditures point with \$413,000 in revenue with bills still to be paid out.

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

PUBLIC WORKS

Mrs. Boyer said Council should have received the Monthly Report for Public Works. She will provide her report at the next meeting.

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

MUNICIPAL SERVICES MANAGER

Mr. Lubin reviewed the monthly report for Council explaining he wanted to recap of few items from Decembers report:

Elm Leaf Park Phase II:

- Has been finalized and the grant will be closed out . Final Pay application was approved in December 2020 (part of grant close out) for \$126,833.76.

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Colewood Park New Restroom:

- Work is now is substantially completed (about 99 %). Anticipate “Final” pay request (Pay app NO 4) for approx. \$24K balance of the (General-, Electric-, HVAC) contracts to be submitted to HRG for review and approval. Mr. Firek explained only the Electric has been received and this will be listed on the agenda for next week.

2020 Road Program:

- Should be closing this out shortly as all punchlist items were completed.

2021 Road Program:

- Mr. Lubin explained this is a large project with the budget setting aside the established funds required for this project. An initial review of the roadways was done with the program taking into consideration roads that were outstanding. These roads will be moved to the front of the list for completion in this final 2021 list. Mr. Lubin is also reviewing any known utility projects submitted for 2021 design to see if there is any conflicts with what will be planned. They will be looking for approval to advertise for the 2021 Road Program in late February or March to have bid openings in April.

Allegheny County Project Notification:

- Parts of Horning Rd to be closed December 8 thru the 20th for Railroad Bridge Demolition. Mr. Firek explained all work is done and restoration work is remaining.

Old Pittsburgh Motel:

- Mr. Bob Fischer and Mr. Lubin have met with a prospective buyer along with the sellers agent. This was to review the necessary procedures for any future sale and occupancy as requested by potential buyer along with Code Enforcement, and provide current agreement status. If they do move forward (plans, application, etc.) they must put aside some money in escrow for the Borough to utilize this money for demolition at their expense.

Winter Maintenance and Salt usage:

- We fulfilled the requirement to purchase the stored amount of salt from both the Cargil/SHACOG and CoStars contracts from the 2019/2020 season and the salt has been delivered. We are still waiting on our last order that has not yet been fulfilled yet. Mr. Lubin explained the order commitment and explained the Min. (1500 tons) & Max. (3000 tons) salt amounts have been adjusted to reflect the changes from the total tons in storage including what is on backorder.

Snow callout information:

- There were 6 winter callouts for December (including 3 over the holiday season) with little vehicle maintenance and a few yard and curb repairs to complete in the spring.

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Mr. Stanton made one comment to explain for the 2020 Road Program, they did withhold a small retainer for a few punchlist items for the final bill.

Mrs. Conley asked if anyone had any questions or items regarding Mr. Lubin's report. None were asked.

PARKS AND RECREATION

Mrs. Maiden does not have a report for the Parks and Recreation this month. She did provide updates with the Community Advisory Events Committee. They had their first meeting and have decided to meet every other week to begin planning events for the year to include:

- Advertising - Community Day, June 5th with a COVID back up date of September 18th. Possibility of a small musical event on May 8th - a soft introduction into socialization (COVID permitting)

Mrs. Maiden and Mr. Firek discussed security clearances for any additional volunteers during an event. Mrs. Wagner will look into this and get back to Council.

Mrs. Conley asked if anyone had any questions for Mrs. Maiden. Mr. Egger and Mr. Firek asked about details surrounding the May 8th Event.

ZONING AND PLANNING

Mr. Egger provided Council with the Monthly Report and will present this to Council at the next meeting.

He noted the Planning Commission met on January 11, 2021 with three items on the Agenda with two of the three groups provided excellent and informative presentations.

Mr. Egger would like to note that Emily Palmer of Lennon, Smith, Souleret Engineering, Inc. is very knowledgeable and an asset to the Planning Commission.

Mrs. Conley asked if anyone had 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:	327 calls	7.5 minute- average response time
Baldwin #105	24 incidents	6.4 minute- average response time
OPTION Fire	36 incidents	6.3 minute -average response time
SBVF	18 incidents	9.0 minute -average response time

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PERSONNEL

Mr. Scott said he has nothing to report for this month.

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

NEW BUSINESS

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

Mrs. Conley wanted to mention Bill Sulanowski was a former Baldwin Council Member who passed away in December had a small family service earlier this week.

AUDIENCE AGENDA: Any issue pertaining to Borough Business. No questions

M-1 *Mr. Hurka made the motion to go into executive session to discuss personnel and legal matters; second by Mrs. Maiden. Upon vote, motion passed.*

Respectively submitted,
BOROUGH OF BALDWIN

Robert T. Firek,
Borough Manager