

MINUTES TO AGENDA MEETING OF APRIL 9, 2019

The Agenda Meeting of the Borough of Baldwin Council was called to order by President Edward Moeller at 7:00 p.m. on Tuesday, April 9, 2019

After the invocation and the Pledge of Allegiance to the Flag by Mrs. Conley, the following Council answered to roll call:

Mr. Michael Stelmasczyk

Mr. John Egger

Mr. Francis Scott

Mr. James Behers

Mr. Chad Hurka- absent

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-absent

Mr. Robert Firek- Borough Manager

Police Chief Tony Cortazzo

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 listed on the Agenda. No one approached.

ENGINEER'S REPORT

Mr. Jason Stanton submitted his monthly report from April 4, 2019 summarizing activity from the last Council Meeting. Additionally, Mr. Stanton provided brief updates on the following items:

Pleasant Hills Authority update:

- There is nothing new related to the PHA treatment plant expansion.

LR-30 Project:

- Construction is ongoing with a Job Progress Meeting held on April 4, 2019. Many of the laterals on Gardenville have been connected to the main line and completed. The laterals are starting to be connected on the various streets around this area along with restoration.

Streets Run and Becks Run:

- Council established the AD-HOC committee that met in February and reviewed the proposed regional Transfer Agreement.
- Associated with the Multi-Municipal Trunk Sewers, it has two separate guidelines of language associated with the agreement. An AD-HOC Committee meeting with the Solicitors presented significant issues with the language in the agreement. ALCOSAN is requesting important repairs for Baldwin Borough to complete.
- ALCOSAN is requesting that Baldwin make repairs for the interceptor, and they need to be made whether the sewers are transferred or not. If any municipality has any excavation repairs, they may "piggy back" onto that contract and ALCOSAN would tally all the construction costs and provide an invoice to be paid within a 12-month time.

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- LSSE recommends the borough be pro-active by Mr. Firek coordinating a meeting with other municipalities in the watershed. LSSE is also asking for action from Council to approve a third-party contracted to do aerial mapping of the area and provide the digital documentation that will show the depth of the sewers. This allows them to create a construction drawing and provide the 3D topographical mapping.
- Mr. Firek explained they would like to share these costs with other municipalities on the Streets Run interceptor for only the parts they are responsible for.

Public Works Items:

- Final pay requests for the 2018 Road Program pending three minor punch list items to be completed, and then the project will be closed. At this time, the 2019 Road Program will be placed out for bids.

Developments:

- The Highway Occupancy Permit for the-Lafferty Center was filed on March 28, 2019 on behalf of the borough.
- Construction has been re-initiated for Everest Foods.
- The borough received a resubmitted plan for the Revo Grading Permit on Cathell Dr. Their current permit ends in late June and proposes grading of the site to stabilize and terminate the active NPDES permit.

Mr. Moeller asked if there were any questions for the Engineer. None were asked.

SOLICITOR'S REPORT

Mr. Michael Lederman had the following items for discussion:

- Mr. Lederman spoke with the Borough Tax Collector who explained all taxes have been paid on the 1963 lien on parcel # 390-M-83 behind 5361 Brownsville Rd. Back in 1997, this property was purchased free of liens, and it should have been removed. However, the lien still exists. The current lien amount to be paid by the new property owner is \$2,523.90 and is good until April 30, 2019. This item will be placed on the agenda next month.

Mr. Lederman will have additional items to be discussed in executive session.

The remaining items will be for executive session.

Mr. Moeller asked if there were any questions for the Solicitor. None were asked.

MAYOR'S REPORT

Mayor Depretis will give his report at the next meeting. He asked Chief Tony Cortazzo if he had any items for discussion. The Chief did not have anything to discuss.

Mr. Moeller 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 are a few items he would like to discuss with Council:

Personnel updates:

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The interview process for the Public Works position was discussed, and he has a recommendation for a candidate. He asked Council how they would like to proceed with this decision. They will approve his recommendation for this position.

- Mr. Firek would like to advertise for the Director of Municipal Services position he previously held, but also continues to carry this workload as well as the position of Borough Manager. The title will now be a Municipal Services Manager with a job description provided to Council.
- Mr. Firek would like Council to approve the acceptance of six part-time DPW Summer employees (summer help).
- The search for a summer intern has led Mr. Firek to search not only with the LGA Program, but also those students that were not chosen. Mr. Firek would like to fill the position for 12 weeks at 32 hours per week. A spreadsheet analysis provided to Council shows the breakdown of which situation would work best. Council also suggested to see if anyone from the Highschool is seeking an internship as another source for filling this position.
- The Police Chief request for a Deputy Chief of Police: The Chief was asked to provide a memo to Council along with a complete cost analysis. Mr. Firek asked Chief Cortazzo to explain the memo to Council:
 - The Chief said he would like to change the management structure to a Chief and Deputy Chief with four Sergeants. The current system is a Chief, two Lieutenants and two Sergeants, with one Lieutenant retired. Their schedule is a 12-hour shift with four shifts working the road, and they are supervised by two Lieutenants and two Sergeants. This system does not allow for a workable “Chain of Command.”
 - The position of Deputy Chief would allow for a more structured “Chain of Command” and down to the four Sergeants who control a shift. The cost analysis prepared by Mr. Firek and Ms. Hornyak was completed by using 2019 figures and shows a cost savings of about \$1,000 over current salary.

Mr. Firek said the key to the Deputy Chief position is to create the ordinance and then hire once the last Lieutenant retires.

- The Chief explained that once Council prepares the necessary ordinance for the Deputy Chief, it would then take a few months for the solicitor to create the ordinance. Then, advertising the position would take at least 30-60 days to complete. By this time, a current Lieutenant would be retiring and the legal process would be completed, as opposed to waiting until the Lieutenant retires to begin the process.

Mr. Stelmasczyk asked if the Deputy Chief would be a non-Civil Service position and no vacations scheduled at the same time.

- The Chief is asking that the qualifications for the Deputy Chief be the same as the qualifications for the Chief of Police; which is a Non-Civil Service “at will” employee and not part of the bargaining unit. If the Chief is not here, then the Deputy Chief would be in charge. At no time would they both be off, except for the CALEA Accreditation. The Chief is the CEO of Accreditation, and he would assign the Deputy Chief to be Accreditation Manager. Every four years they are required to attend the National Conference for re-certification for a four-day period. The main benefit to this structure is that someone would be here in charge at all times.

Council asked additional questions about the structure and asked Mr. Michael Lederman what the process would be to create an ordinance for the Deputy Chief position. Mr. Michael Lederman explained what language should be included in the ordinance to cover all information.

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CITF Grant for Colewood Restroom Project:

Mr. Firek explained the Borough was awarded the grant and the County sent an agreement that requires not only signatures, but a resolution saying they accept the grant. He would like this approved and signed at the next meeting in order to begin the construction of this project.

Body Worn Cameras and Police in Car Video System:

- Mr. Firek is asking for a motion at the next meeting to accept these cameras and in car video systems. The Police Department received a grant of approximately \$25,000 and will be paying the remainder of the costs with the Asset Forfeiture Money. These will be paid in three installments. Therefore, a resolution will need to be passed at the next meeting.

Mr. Stelmasczyk asked about the car camera systems and which ones are not working. The Chief explained the details of which cars will need the cameras replaced through COSTARS.

Elm Leaf Baseball Fields:

- GBWAA approached the Manager regarding a \$5,000 grant they received from the Pirates Charities. They are looking for a \$5,000 match from the Borough. Mr. Firek explained that he would like to hold off on approving this request from GBWAA. Currently, the Borough is applying for a grant towards the Phase III of the Borough Park Master Plan that may change the layout of these fields.

Hays Woods Task Force Meeting:

- A Public Meeting with the Hays Woods Task Force Group and Baldwin is scheduled for April 22, 2019 at 6:30 pm. This meeting is to review the findings of the task force and the proposed plans for the site.

Mr. Stelmasczyk had a few questions about the meeting previously and what he would like to cover for the next meeting.

Crafthouse Complaints:

- The police have received several noise complaints stemming from loud music at the Crafthouse with bands playing loud until the bars closing time at 2:00 am. The Chief explained they are bound by the Disorderly Statute, which is unreasonable noise before 11- 11:30 pm. They are unable to cite them up until this time, and neighbors are asking if we have a local ordinance for noise.

Council went on to discuss a few additional comments on this issue.

Tupper Group:

- Mr. Firek explained that a discussion took place at the last meeting about the payment of this bill, and it was agreed by Council not to pay this bill. Subsequent to this bill (which is part of the Borough regular bills) a check was paid and cashed by the time of that meeting. Mr. Firek asked the solicitor for a recommendation on this bill. Mr. Stanley Lederman suggested to ratify this payment.
- The Chief explained that Tulip Group created a records management system called Informer, which covers the Police Department along with around 30 other departments. Certain information and correspondence is protected for law enforcement use only, and this information cannot be controlled or owned by a private entity. Tupper Group controls the super master name index where the Police Department puts all of their protected information. In order to have this master database, it must be controlled by a law enforcement entity. Chief McDonough is on the Board of Directors and emails are sent to the communities each year that provide the cost for

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yearly access. Tupper contracts with Tulip to do their computer work, and they are both entities allowed to do this work. It was decided in the future; payment can be made out to Tupper Group.

BEMS 2019 Contribution:

- Mr. Firek explained his line item for this contribution to Council and provided a brief outline of payments made to them since 2008. The discussion covered the \$0.00 contribution to BEMS for 2019, due to an overpayment of \$50,000 made to them in 2018.
- Chief Todd Plunkett of BEMS explained their position on the issue, and asked why they were not asked to participate in any discussions about the 2018 budget. Even after several attempts to be included in meetings as in previous years, he was not invited to discuss it for 2018. He further explained the budget provided on the website in February 2019 was incorrect.

Mr. Firek explained the software provided an incorrect number and Ms. Hornyak made the correction when they were notified of the discrepancy. Discussion continued with Council on this issue.

Mr. Moeller asked if there were any questions for Mr. Firek. None were asked.

FINANCE

Mr. Moeller explained that Council should have received the Monthly Financial Reports. In Mr. Hurka's absence, if Council has any questions, please address them directly with Mr. Hurka.

Mr. Moeller asked if there were any questions for Mr. Hurka, none were asked.

PUBLIC WORKS

Mr. Scott reviewed his monthly report with Council reviewing the current workings of the Public Works:

- The report will show a detailed listing of all the items for the Spring Seasonal work. Additionally, both facilities are stocked with salt and contracts with SHACOG and COSTARS have been completed as required.

Mrs. Conley asked about the loss of the DPW vehicle during a storm. Mr. Firek explained the insurance company deemed the vehicle a total loss. A replacement vehicle has deemed to be difficult as they are not readily available.

Mr. Firek provided the Director of Municipal Services monthly report for Council:

- The 2019 Road Program was discussed by Mr. Stanton.
- Colewood Park Phase II: Mr. Firek explained the contractor has completed the installation of the fence. They are now working on the field area and the restoration of the area disturbed during the install of the fence and sidewalk.
- The 2019 Roads were discussed, along with the add alternates.

Mr. Moeller asked if anyone had any questions or items for Mr. Scott or Mr. Firek. No questions were asked.

PARKS AND RECREATION

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Mr. Stelmasczyk said he will discuss the April Blanket list at the Regular meeting. Two notable items are the Library Touch- A- Truck event in June and the Baldwin Historical Society Car Cruise in May.

Mr. Moeller asked if anyone had any questions for Mr. Stelmasczyk report. No questions were asked.

ZONING AND PLANNING

- Mr. Egger said the Planning Commission did not hold a meeting this month.
- The Zoning Hearing Board is scheduled for a meeting Thursday, April 18, 2019 at 7:30 pm

He will not be at the Regular Meeting, and Mr. Firek explained the next report will be more detailed to.

Mr. Moeller asked if anyone had any questions from Mr. Egger's report. No questions were asked.

PUBLIC SAFETY

Mr. Behers provided updates for Council on the monthly safety reports:

- BEMS had 284 calls with an average response time of 7.2 minutes
- SBVFC had 19 incidents and an average response time of 8.4 minutes
- OPTION had 27 incidents and an average response time of 7.34 minutes
- Baldwin #105 had ___ incidents and an average response time of ___ minutes (no report)

Mr. Moeller asked if anyone had any questions for Mr. Behers. No questions were asked.

PERSONNEL

Mrs. Conley does not have anything to report.

Mr. Moeller asked if anyone had any questions for Mrs. Conley. No questions were asked.

NEW BUSINESS- Mr. Stelmasczyk said they have received three proposals that are interested in doing the delinquent real estate tax collection. Council decided to schedule the first of three interviews beginning next month to be held prior to the Regular Meeting.

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

No one approached council.

M-1 *Mr. Egger made the motion to go into executive session; second by Mrs. Conley. Upon vote, motion passed.*

Respectively submitted,

BOROUGH OF BALDWIN

Robert T. Firek

Borough Manager