

MINUTES TO AGENDA MEETING OF APRIL 14, 2020

The Agenda meeting of the Borough of Baldwin Council was called to order by President Marianne Conley at 7:30 p.m. on Tuesday, April 14, 2020.

As a result of the current COVID-19 pandemic and State required stay at home orders from the Governor, the meeting was conducted via remote location by all members of Council. In attendance at the Municipal Building were, The Chief, Mayor Depretis and Mr. Firek who administered the proceedings from the municipal building while “attendees” from the public were able to access via via video conference or telephone conference.

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
Mrs. Diana Behers- Treasurer -- absent
Chief Tony Cortazzo
Mr. Robert T. Firek - Borough Manager

AUDIENCE AGENDA: Agenda Items and Non-Agenda items—Any issue pertaining to Borough Business. **Only 5 MINUTES PER SPEAKER OR GROUP;** No one was on the line for any comments or questions.

ENGINEER’S REPORT

Mr. Jason Stanton reviewed the monthly report dated April 9, 2020 summarizing activity since the last Council Meeting. Additionally, Mr. Stanton provided brief updates on the following items:

2020 Road Improvement Programs:

- The Bids are scheduled to open on May 8, 2020 and a bid report will be provided to Council for their review after the opening at the May Agenda meeting.

Mrs. Conley asked if things are on hold during this time. Mr. Stanton said projects continue to be bid, and provided a few other items still ongoing through working remotely with his staff.

Mr. Scott said the Road Program bids should be noted and discussed later in the meeting.

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

SOLICITOR'S REPORT

Mrs. Wagner has one item for discussion:

- Option Fire Department Finance request
 - Council was provided a memorandum explaining the request by Option Volunteer Fire Company (VFC) for the purchase of a new fire truck.
 - Mrs. Wagner explained statues recommend a Public Hearing prusuent to public notice so comments can be made by the public on the item.
 - COVID-19 pandemic options for the possibility of a meeting taking place were discussed.

Mr. Firek explained the Tribune Review, the Borough's designated paper for advertising, is not advertising during the COVID-19. All advertising has to be done in the Pittsburgh Post Gazette. This advertisement would be lenthly and done at a higher cost than the Tribune Review.

- Mrs. Wagner suggested Mr. Firek contact Option VFC and address options for a remote meeting or a pulic meeting and when it may occur.

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

MAYOR'S REPORT

Mayor Depretis submitted his monthly report and asked if any of council had any questions regarding his report.

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 are a few items Mr. Firek discussed in detail with Council:

902 Grant (Recycling Cans):

- Delivery was orginally scheduled for March 26, 2020, however with the current pandemic, Toter was contacted and asked if this could be postponed a later date. Toter agreed to provide an extension until June 30, 2020. Hopefully this date will not need to be pushed due to the pandemic.

Personnel:

- Officer David Youell will reach his one-year anniversary on May 10, 2020 which is before the next Council Meeting in May. Mr. Firek would like to ask Council for a vote this evening to change his status from probationary status to Regular Full-Time status.

Resolution No. 2020-04-09:

- This Resolution will extend Resolution No. 2020-03-08 for the proclamation of the State of Emergency set to expire April 21, 2020. This new resolution will extend it

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until May 31, 2020 which will allow the Borough to continue to potentially qualify and apply for any funds that may become available.

LGA Intern:

- Mr. Firek asked the LGA to defer the Borough's position until next year as the need for an intern was to be used for various community and social related activities that would be cancelled for the year. The LGA Intern Program agreed for the deferment until next year.

Due to the current COVID-19 situations, Mr. Firek would like to suggest the cancellation of the Regular Council Meeting next week. Mr. Firek has adjusted tonight's agenda to reflect all motions requiring approval by Council at next week's Regular Meeting should Council wish to proceed with cancelling.

Mrs. Wagner explained what is necessary to cancel the Regular Council Meeting:

- The Borough is required to post notice at the Municipal Building that the meeting was cancelled.
- Additionally, all Council Meetings have been previously advertised so voting would be permitted at tonight's meeting.

M-1 *Mr. Egger made the motion to cancel the Regular Meeting of April 21, 2020; second by Mrs. Boyer. A roll call vote was taken by Mr. Firek: Mr. Scott-yes, Mrs. Boyer-yes, Mr. Hurka-yes, Mrs. Maiden-yes, Mr. Behers-yes, Mr. Egger-yes, Mrs. Conley-yes. Upon vote, motion passed*

Mr. Firek continued with addressing the items requiring consideration and a motion from Council:

M-2 *Mr. Scott made a motion to approve Resolution No. 2020-04-09 extending Resolution No. 2020-03-08 and the Proclamation of a State of Emergency issued by the Mayor under the Borough Code and Pennsylvania's Emergency Management Services Act; second by Mr. Egger. A roll call vote was taken by Mr. Firek: Mr. Scott-yes, Mrs. Boyer-yes, Mr. Hurka-yes, Mrs. Maiden-yes, Mr. Behers-yes, Mr. Egger-yes, Mrs. Conley-yes. Upon vote, motion passed*

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

FINANCE

Mr. Hurka stated all of Council have received the Monthly Financial Reports.

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Mr. Hurka explained the Borough is collecting Tax Revenue this month and in the positive for revenues for now. He asked for the following motions:

M-3 *Mr. Hurka made a motion to approve the Treasurer's Report for March 2020; second by Mr. Egger. A roll call vote was taken by Mr. Firek: Mr. Scott-yes, Mrs. Boyer- yes, Mr. Hurka-yes, Mrs. Maiden-yes, Mr. Behers-yes, Mr. Egger-yes, Mrs. Conley-yes. Upon vote, motion passed.*

M-4 *Mr. Hurka made a motion to Ratify Bills in the amount of \$656,346.90 and approve bills in the amount of \$1,165,334.42 for a total of \$1,821,681.32; second by Mr. Behers. A roll call vote was taken by Mr. Firek: Mr. Scott-yes, Mrs. Boyer- yes, Mr. Hurka-yes, Mrs. Maiden-yes, Mr. Behers-yes, Mr. Egger-yes, Mrs. Conley-yes. Upon vote, motion passed.*

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 has nothing additional to add unless there were any questions.

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

MUNICIPAL SERVICES MANAGER

Mr. Lubin reviewed his monthly report for Council. The COVID-19 Pandemic has many projects on hold and others that are on a modified schedule:

- The SHACOG Salt Agreement will be finalized by Mr. Firek and be submitted for salt for next year.
- 2020 Road Program as mentioned by Mr. Stanton has the bid opening scheduled for May 8, 2020.
- Per CDC guidelines, some cleaning supplies for staff and the building were procured.
- BW School District is utilizing the Municipal and Leland parking lots for the lunch distribution program for students Monday – Friday from 11:00 am – 1:00 pm.

Mrs. Conley asked if anyone had any questions or items for Mr. Lubin.

PARKS AND RECREATION

Mrs. Maiden said there are no items listed on the Blanket list for this month.

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

ZONING AND PLANNING

Mr. Egger provide the Buidling Inspection and Zoning Office Monthly Report:

Permits issued for March 2020: 46

Permits issued YTD 2020: 172

Fees for March 2020: \$5,788.32

Fees YTD 2020: \$18,735.82

Fees for March 2019: \$4,577.43

Fees YTD 2019: \$11,562.47

Mr.Egger would like to ask Mr. Firek to thank the Code Enforcement Officers for monitoring the vehicles that are parking on the lawns in the Borough.

Mrs. Conley asked if anyone had any questions from Mr. Egger. None were asked.

PUBLIC SAFETY

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

BEMS had 249 calls with a 6.6 minute average response time

SBVF had 29 incidents with a 5 minute average response time

OPTION Fire had 46 incidents with a 6.14 minute average response time

Baldwin #105 had 19 incidents with a 8.47 minute average response time

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

PERSONNEL

Mr. Scott said he has nothing to report for this month, but would like to ask for the following motion:

M-5 *Mr. Scott made a motion to change Officer Youell's status from the one-year Probationary Status to Regular Full-time Status per the recommendation of the Chief of Police; second by Mrs. Maiden. A roll call vote was taken by Mr. Firek: Mr. Scott-yes , Mrs. Boyer- yes, Mr. Hurka-yes, Mrs. Maiden-yes, Mr. Behers-yes, Mr. Egger-yes, Mrs. Conley-yes. Upon vote, motion passed.*

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Mrs. Conley asked if this is going to be on the anniversary of his start date. Mr. Firek said this will be included in the letter to Officer Youell once it gets approved this evening.

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

M- 6 *Mr. Egger made a motion to approve the Agenda Meeting Minutes of March 10, 2020; second by Mr. Behers. A roll call vote was taken by Mr. Firek: Mr. Scott-yes , Mrs. Boyer- yes, Mr. Hurka-yes, Mrs. Maiden-yes, Mr. Behers-yes, Mr. Egger-yes, Mrs. Conley-yes. Upon vote, motion passed.*

M-7 *Mr. Egger made a motion to approve the Regular Meeting Minutes of March 17, 2020; second by Mrs. Maiden. A roll call vote was taken by Mr. Firek: Mr. Scott-yes , Mrs. Boyer- yes, Mr. Hurka-yes, Mrs. Maiden-yes, Mr. Behers-yes, Mr. Egger-yes, Mrs. Conley-yes. Upon vote, motion passed.*

NEW BUSINESS –

Mr. Egger mentioned it was brought to his attention the independent organization, the Baldwin Food Pantry, their location at the BEMS Building is closed and asked if anyone knows if another location has been found.

Mrs. Maiden said she has discussed this with BEMS Chief Todd Plunket and also with Baldwin Superintendant Randy Lutz where a possible temporary location of Paynter Elementary School was discussed.

Chief Plunkett was part of the audience and attending via conference call into the meeting and stated BEMS had discussed this move back in March before the pandemic with the leadership of the Baldwin Food Panty. Chief Plunkett stated the only people allowed in the station currently are their (BEMS) own employees. This is to protect them and the public. They are seeing COVID-19 patients by the day and the crews come back “dirty” as they are considered infected and they, their equipment and trucks all must be decontaminated. There is no way for him to ensure the safety of anyone else in the building and he cannot take the chance of anyone getting exposed. They must follow the CDC guidelines and recommendations from the county. This isn’t something just BEMS is doing, but all EMS’s are doing.

Mrs. Maiden thanked BEMS for housing the Food Pantry for over 31 years and providing a place for the pantry.

Mrs. Conley also thanked Chief Plunkett for all of their support and service in the community.

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- M-8** *Mr. Egger made the motion to go into executive session; second by Mr. Behers. A roll call vote was taken by Mr. Firek: Mr. Scott-yes , Mrs. Boyer- yes, Mr. Hurka-yes, Mrs. Maiden-yes, Mr. Behers-yes, Mr. Egger-yes, Mrs. Conley-yes. Upon vote, motion passed.*
- M-9** *Mr. Egger made the motion to adjourn; second by Mrs. Maiden. A roll call vote was taken by Mr. Firek: Mr. Scott-yes , Mrs. Boyer- yes, Mr. Hurka-yes, Mrs. Maiden-yes, Mr. Behers-yes, Mr. Egger-yes, Mrs. Conley-yes. Upon vote, motion passed.*

Respectively submitted,

BOROUGH OF BALDWIN

Robert T. Firek
Borough Manager