

Borough of Jefferson Hills  
Agenda Meeting of Council  
December 7, 2016

The agenda meeting of Council was called to order by Vice President Weber at 7:00 p.m. in the Municipal Center, 925 Old Clairton Road. Following the Pledge of Allegiance Council Members Ielase, Khalil, Montgomery, Sockman, and Weber answered to roll call. Borough Manager/Secretary Levander, Finance Officer Bennett, Solicitor Shimko, Chief Roach, Consulting Engineer Minsterman, and Public Works Director Lovell were also present. Council President King, Council Member Reynolds and Mayor Cmar were absent.

1. Pledge of Allegiance
2. Roll Call
3. Citizens/Taxpayer Comments

Jim Sweeney: Following up on the traffic warning lights on Gill Hall Road at the Volunteer Fire Company. Mr. Weber moved Agenda Item number 31 up at this time based on Mr. Sweeney's comments.

31. Discuss the proposal from Traffic Systems and Services in the amount of \$3,989.69 to repair the Fire Department Warning Signal Device on Gill Hall Road

Mr. Weber stated that the pricing of the repair is under the pricing threshold and therefore Council is not required to get bids additional for this repair. Mr. Khalil and Mr. Sockman both stated they felt good about the pricing. Mr. Weber stated they will vote on this Agenda Item on Monday evening.

4. Report from Borough Boards and Commissions

A) Holly Schrum, Library Board

- Reported that Holiday night went well and was well attended
- Reported on the Friends of Library annual cookie sale
- Reported there are two pages of Programs within In Community Magazine which include new programs such as yoga for kids, baby sitting classes, and men's programs

B) Dave Graffam, Chairman Library Board

- Thanked everyone on Council for continued support
- Requested an increase in the 2017 Budget of \$6,000.00 for the increasing costs

the Library experiences

Mr. Weber stated they would take the request for the increase to the Budget for the Library into consideration. He also thanked the Library Board on behalf of Council for all they do throughout the year.

5. Motion to approve minutes of agenda meeting November 9, 2016
6. Motion to approve minutes of regular meeting November 14, 2016
7. Motion to approve monthly bills

Mr. Khalil asked Mr. Minsterman if the Gateway programs had changed that shows a recap when a program is completed. Mr. Minsterman stated the software program had changed, they got a new system. Additionally their office is moving next week; however Gateway is aware they need to build that back into the program to show when a program is completed.

8. Motion to approve monthly payroll
9. Motion to adopt Resolution No. 36-2016 adopting the Borough Budget for the year 2017 in final form

Mr. Khalil gave a recap of the budget stating the Budget is increasing 3.6%. On the revenue side, Ms. Levander feels the Borough can get more grant money for the recycling program this year and in years moving forward. Mr. Bennett found approximately \$17,000.00 in recycling grant money between the years of 2012-2016 which was added to the Borough's bottom line. Ms. Levander spoke about the possibility of obtaining a procurement card for the Borough to pay vendors who participate with this card, and the Borough would get cash back at the end of the year to go toward the bottom line. Mr. Khalil asked Mr. Bennett to explain the \$5.00 portion of sanitary sewage monthly service fee. Mr. Bennett explained the \$5.00 portion of the service fee for the Sewer account is in anticipation of borrowing one million dollars from the General Fund for Capital Projects that are underway. Over a five year period the money would be paid back at \$200,000.00 per year. Mr. Bennett stated it will depend on how much money is actually needed to borrow and how close that figure gets to the one million dollar mark. He further stated we can eliminate the \$5.00 portion of the fee early if we don't need the entire one million dollars. Mr. Khalil stated on the expense side the debt is at about 5.2%, and Mr. Bennett said the average is about 9-10%. There is a line item for about \$5,000.00-\$10,000.00 for hiring two engineering interns in the coming year. Mr. Khalil asked to have discussions about getting out of the Post-Gazette for advertising and get into another paper for less cost, but this will need to be discussed with Mr. Shimko. There's \$20,000.00 budgeted for a police clerk. The Fire Department has budgeted for a 2nd shift crew, the tablets and the Wi-Fi for one year. We budgeted \$29,000.00 in the inter-fund transfer fund last year. This year we are budgeting zero because we have a substantial salt storage facility full of salt. The overall drawdown to balance the Budget is about \$300,000.00 However, if you recall we are looking at \$175,000.00 in savings from the Bond refinance for 2017-2018. Mr. Bennett noted that we had a very

healthy increase in our fund balance which the auditors will be talking more about on Monday night. Mr. Bennett also noted that the drawdown of the \$125,000.00 will not hurt the fund balance. Mr. Khalil noted that the 885 Fire Department reduced the number of turn-out gear needed to 10 from 23 at a total cost of \$27,500.00. There is an invoice for \$67,000.00 to replace The Jaws of Life and other aging tools. Gill Hall Fire Company requested \$3500.00 to replace a pump and received 3 bids between \$26,000.00 and \$35,000.00 for the paving of their parking lot. Mr. Sockman asked about the Public Works Department being able to perform this paving job. Mr. Lovell stated if Gill Hall VFC is willing to purchase the material, the Borough can provide the labor. Mr. Khalil suggested if Council chooses to move forward with paving the lot we can look into incorporating this into the Borough's Road paving. Prior to doing that we should speak to Chief Gawlas to find out how often the Fire Department is being rented to see if the cost warrants this expense. Mr. Khalil will work with all of the Fire Companies moving forward to get a 5 year Capital Project Plan together for each of them. Mr. Khalil stated there will be a reduction to the CCTV line item once Matt Cidboy is trained and mirrored with Gateway. The Police Budget includes hiring three new officers and puts the Police Budget over by \$89,000.00. Mr. Khalil stated there are two things to consider in order to bring down that overage. One option is to purchase one new police vehicle instead of two for a savings of \$40,000.00. The second option would be to reduce the overtime line item by \$15,000.00. The 3.6% budgeted increase to the Library Fund included enhancing the Wi-Fi and upgrades to the wallpaper. Mr. Khalil stated he is comfortable adding the additional \$6,000.00 that Mr. Graffam asked to be added to the Library Fund.

10. Motion to enact Ordinance No 858 amending Chapter 18, Parts 1.A and 1.B of the Borough of Jefferson Hills Code of Ordinances providing for increases in Residential and Nonresidential Sewage Service Charges and Rentals in the following amounts (a) \$9.78 per 1,000 gallons water usage for the monthly Sanitary Sewer Service Charge, (b) \$17.00 per customer monthly, flat rate user charge as specifically applicable, (c) \$56.10/month plus the monthly, flat rate user charge for residential, non-metered, occupied uses, (d) the monthly, flat rate user charge for residential, non-metered, vacant uses, (e) \$91.25/quarter for non-metered, individual accounts not administered by the Borough and/or unmetered by Clairton Municipal Authority, (f) the monthly, flat rate user charge for non-residential user, vacant commercial uses, unless usage exceeds 1,000 gallons per month and then billed as occupied, and (g) non-residential, non-metered uses to be based on either a temporary meter on the sewer line or estimation of the usage pursuant 25 Pa.Code Section 73.17 with billing per 1000 gallons
11. Motion to enact Ordinance No. 859 establishing the base Real Estate Tax rate for the year 2017 at 5.66 mills (General 5.226 mills; Fire 0.355 mills; and Ambulance 0.079 mills)
12. Motion to adopt Ordinance No. 860 accepting and dedicating Blue Ridge Drive, Chestnut Ridge Drive and Shenandoah Drive in the Chamberlin Ridge Plan of Lots ó Phase 3 as public streets and authorizing the appropriate officials to execute any and all documents necessary to approve such acceptance and dedication

Mr. Montgomery explained we are not accepting the storm sewers, only the sanitary sewers and roads. Mr. Khalil stated his opinion is the Borough should have full acceptance of all

infrastructure and not accept a portion of it. Mr. Shimko stated that PA Municipalities Planning Code does not require the Borough to accept the infrastructure all at once, they can be accepted one at a time. Moreover if acceptance doesn't happen in a particular timeframe required they are deemed accepted. Mr. Khalil asked what the timeframes are. Mr. Shimko stated the Borough has 10 days to authorize the Engineer to inspect and he believes 45 days from that point for the engineers to make the inspection, report back to Council, thereafter Council must accept if it is up to Borough standards.

13. Motion to adopt Resolution No. 37-2016 amending and adding certain fees for the year 2017
14. Motion to adopt Resolution No. 38-2016 amending the salaries, compensation and wages for Borough employees for the year 2017
15. Motion to adopt Resolution No. 39-2016 granting preliminary and final approval to the Land Development Plan known as SP-4-2016, Thomas Jefferson High School & Loop Road Connection

Mr. Montgomery explained that for public safety they are completing the road that goes around the new High School.

16. Motion to adopt Resolution 40-2016 granting preliminary and final approval to the Subdivision Plan known as S-8-2016, Community Bank & JHB Plan No. 1

Mr. Shimko explained there was an error found by the County that precluded recording after the previous Borough approval and there were also a few minor errors found by the Borough and the Developer that have been fixed, otherwise the plan is identical except the fixing of the minor errors. Mr. Shimko requests making a change to the agenda language for Monday's meeting and will talk to Borough Administration. The reason for the change in language is because currently the motion does not include a decision on a modification the Developer requested related to allowing for lots not on a public street and the Pennsylvania Municipalities Planning Code requires Council make a decision on the modification request.

17. Motion to adopt Resolution No. 41-2016 granting preliminary approval to the Subdivision Plan known as PS-1-2016, Wilson Battery Storage Project

Mr. Montgomery explained that this motion is in conjunction with the land development plan SP-3-2016. They are going to split two lots off of Miller Road and Rt. 885 and build an electric storage facility which will be comprised of lithium ion batteries. This will take excess power off the grid and put power back on when it's needed. Mr. Khalil questioned why there are three resolutions for one project. Mr. Shimko explained that when there is a commercial subdivision the Borough Subdivision and Land Development Ordinance requires preliminary and final approvals to be pursued separately. The last resolution is the Land Development Plan and it basically tells us things like here is what the Developer is putting on the property and here is how you'll get in and out of the property and how the entire thing works. Michael Hoadley, Director of Real Estate for GlidePath, was invited to speak about the project. Mr. Hoadley stated this would be the fifth facility they have built. They are working out the details with Duquesne Light on the deed easement which is on

Duquesne Light's property. This easement will then allow them to obtain the necessary Highway Occupancy Permit from PennDot. Mr. Hoadley stated the Wilson Battery Storage Project will improve power quality, enhance power stability, and the technology is innovative.

18. Motion to adopt Resolution No. 42-2016 granting final approval to the Subdivision Plan known as S-9-2016, Wilson Battery Storage Project

19. Motion to adopt Resolution No. 43-2016 granting preliminary and final approval to the Land Development Plan known as SP-3-2016, Wilson Battery Storage Project

Mr. Khalil stated the Land Development Plan was approved by both Planning Commission and Gateway Engineers. Mr. Shimko stated the Land Development Plan has a modification request in it for storm sewers with a slope of less than two percent (2%) because the land does not allow for the required slope without digging very deeply and a great cost. The Developer is proposing slopes that are less than two percent (2%), but more than the PennDOT minimum. Mr. Shimko requested that similar to the Community Bank Plan above, the agenda language be revised to address the modification request for lower slope for storm sewers and noted the modification request was recommended for approval by the Planning Commission and Gateway Engineers.

20. Motion to ratify payment to Keystone Municipal Collections Group to file real estate tax liens for tax years 2014 and 2015 for properties as directed by the Borough at \$20.00 per lien filing cost as recommended in its November 15, 2016 proposal

Mr. Khalil thanked everyone involved who had the \$50.00 fee ratified to \$20.00.

21. Motion to accept the Borough of Jefferson Hills Financial Statements for the year ending December 31, 2015 as audited by Hosack, Specht, Muetzel & Wood LLP

Mr. Khalil asked Mr. Bennett to comment on how the Borough underspent in 2015. Mr. Bennett stated there were vacancies in positions which reduced salary spent, it was a light year for bad weather, the Borough had a strong Real Estate tax collection, and a robust economy which all led to the Borough underspending. Mr. Khalil asked Mr. Bennett what the total net figure included. Mr. Bennett stated it includes such things as land, buildings, and all Borough assets. Mr. Weber stated he is particularly proud of the refinance debt obligation at \$670,000.00

22. Motion to approve GeoDecisions Service Agreement Extension from January 1, 2017 through December 31, 2018

Mr. Khalil asked how much of a rate increase there was from 2016 to 2017. Mr. Shimko stated he was not sure of the exact figure; however from his review of the original Agreement from 2007 proposed here for extension to the 2017 extension there was not a significant rate increase.

23. Motion to approve agenda and regular meeting dates for the year 2017
24. Motion to approve Payment Application No. 1 and Final to Pavement Technology, Inc. in the amount of \$41,427.79 for the 2016 Roadway Rejuvenator Program - Contract C
25. Motion to approve Payment Application No. 1 to Roto Rooter Service Company in the amount of \$56,601.95 for the SHACOG Sanitary Sewer O&M Point Repairs ó Year 5 Project, subject to the receipt of an invoice from SHACOG
26. Motion to approve Payment Application No. 2 and Final to Jet Jack, Inc. in the amount of \$26,652.52 for the SHACOG Sanitary Sewer Lining Project ó Year 10 - Contract B, subject to the receipt of an invoice from SHACOG
27. Motion to accept the proposal of Traffic Systems and Services in the amount of \$19,100.00 to replace the 885 VFC warning light that was damaged in a storm (Tabled from 11/12/16 meeting)

Mr. Shimko explained that the presence of #27 on the Agenda is a result of Parliamentary Procedure under Robert's Rules. Because the Motion was tabled last month it must show up on the Agenda.

28. Discuss the resubmitted proposals from Bronder Technical Services and Traffic Systems & Services to replace the 885 VFC warning light that was damaged in a storm

Mr. Sockman stated he was concerned that the bid number was already out and another company could come in and bid lower knowing that number. Mr. Khalil stated all three parties had an opportunity to re-bid. Mr. Weber stated the slate was wiped clean and all three companies were given a chance to submit their bids. Mr. Weber asked if the Motion should be rewritten to award the lowest bidder. Mr. Weber, Mr., Khalil, and Mr. Sockman all agreed the lowest bidder should be awarded. Mr. Chelfant asked what they were replacing because the light is not damaged, the pipe rusted off, but the volunteers went up and cut the light down prior to any damage. Chief Roach stated the light cannot be retro fit because the pole and mast do not meet PennDot's specifications and therefore they must replace entire unit. Mr. Bennett stated this is an insurance claim which the Borough is responsible for \$5,000.00 deductible. Mr. Bennett stated the payment from the insurance company was based on the higher bid of and as a result the Borough will need to refund a portion of that payment to the Insurance Company due to accepting the lower bid.

29. Discuss the proposal from Hosack, Specht, Muetzel & Wood LLP for auditing services for the years 2016, 2017 and 2018

Mr. Khalil asked if Mr. Bennett has been satisfied with their work to date. Mr. Bennett stated he has and they were really helpful and instrumental in balancing and closing out 2015. They provided procedures for the Borough that Council asked for as well. 2015 to 2016 there was no increase to pricing and in 2017 and 2018 they have increased their fees by \$500.00 in each of those years.

30. Discuss the proposal from Virgin Carpet Inc. in the amount of \$9,411.00 to replace all carpet in common areas of the Police Department

Mr. Bennett stated this is coming out of this year's Budget as opposed to next year's Budget.

### 32. Reports

Fire Chief:

- Brian Chelfant reported the tablets were received with the wrong operating system in them and needed the Windows operating system installed. 885 Volunteer Fire Company completed the Burn Class and attended the Pittsburgh International Airport firefighting training and are now certified to respond regionally to airport fires.

Mr. Minsterman:

- Nothing to Report

Mr. Bennett:

- Reported he will incorporate the changes they talked about tonight into the Budget for Monday
- Reported he will have the financial statements for the month ending November in the packet for Monday

Mr. Lovell:

- Reported the two new employees started and everything is going well

Mr. Weber requested the CCTV Program be reviewed closely by Gateway Engineers to make sure things are being done in a manner to gather the needed information and untimely reduce costs to the Borough. Mr. Lovell stated they are meeting with Gateway Engineers to talk through the process and material needed to complete this job.

Chief Roach:

- Reported on the Communications Specialist position and asked if Council wanted to move forward with the process. Council said to continue.
- Reported heard like an officer to be hired in December

Ms. Levander:

- Reported on Winter Maintenance for snow removal request for Castor Lane. Mr. Lovell stated this is simply renewing what had been done in 2014 and 2015.
- Reported on Winter Maintenance for snow removal request for Maronda Homes. Mr. Lovell stated the road surface is extremely porous and needs sealed. Gateway and the

Borough are going to ask Maronda for an extended bond for the sealing. Mr. Khalil would like to see the Borough only plow the roads after the Borough accepts a road and this is his recommendation. Mr. Weber asked Mr. Lovell what his thoughts were on plowing the roads here as they are. Mr. Lovell does not feel there will be an issue with plowing regarding damage to the road.

- Reported there is a meeting on Tuesday, December 13, 2016 at 11:30 am with CMA to discuss the 537 Plan. Mr. Minsterman stated this is more of an Engineering meeting than a Council Member meeting.

### 33. General Business

Mr. Montgomery:

- Reported on various SHACOG matters: The Fire Chiefs met last month and the joint purchasing is most likely not going to happen and their focus will be on training instead; the Technical Rescue Team had two (2) call outs; the Public Works Committee met for the first time in a while and eight (8) communities attended.
- Reported that the SHACOG Joint Paving Bids for 2017 is not going to happen. They are considering possibly doing partial paving, but not full paving. There will a Manhole survey in 2017 and the Borough can participate in this if we choose.
- Reported that Gateway Engineers should consider meeting with the Engineering Committee in January to prepare for the MS4 updates coming in 2017.

Mr. Sockman:

- Thanked everyone on the Budget Committee for the work on the Budget.

Mr. Khalil:

- Reported Chief Sohyda would like to meet with Council to go over the status of the volunteer fire company study.
- Reported on the 2017 criteria standards for the fire companies.
- Asked Mr. Bennett if the Auditors are ready for fire companies information. Mr. Bennett reported their only concern is the willingness of the three companies to open their books. Mr. Khalil stated there should not be any issues there.
- Asked Mr. Bennett about the CCTV line item and Mr. Bennett stated he'd like it to remain there for a year and if it's not needed after that it can be removed.

34. Mr. Weber adjourned the meeting at 9:20 p.m. with an executive session to follow from which Council would not return on motion by Mr. Sockman, seconded by Mr. Khalil and carried unanimously.

35. Executive Session - Personnel, Labor, Real Estate, Legal, Privileged, Legally Confidential and/or Legal Investigatory Matters

Tricia Levander  
Borough Manager/Secretary