

Borough of Jefferson Hills
Agenda Meeting of Council
February 7, 2018

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

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

A) Chief Donald Withers, of Floreffe VFC, addressed Council with the following:

- The tablets have been added to the trucks and are running Active 911.
- Floreffe is up to date on the reporting system and have been drilling once a week and cross training with 885 and Elrama.
- Floreffe has responded to forty-four (44) calls since January 1 and have added approximately thirty (30) new members.
- Have been meeting with Brian Chalfant and Andrew Tomer and have running drills at their station.

B) Chief Andrew Tomer, of Jefferson 885 VFC, addressed Council with the following:

- Floreffe is doing a great job and have really taken the steps necessary for improvement.
- Jefferson 885 is committed to helping Floreffe fully in their efforts.
- An Intro to Officers Fire Training Class was originally scheduled to be hosted at 885, but because of the expected attendance, Floreffe has offered to host the training.
- So far this year, Jefferson 885 has responded to sixty (60) incidents and have added four (4) new members.
- Jefferson 885 is still 100% in support of the consolidation.

C) Chief Andrew Tomer, also noted the following Consolidation Task Force items:

- Letter from John Thatcher of the Task Force was read (attached hereto).
- Chairman Pro Tem Khalil stated he feels the letter is asking for the following actions from Council: (1) a letter from Council to the Task Force explaining the ramifications if members are not cooperative and are not working towards the merger; and (2) a

letter from Council requesting resumes for applicants for Chief, Assistant Chief.

- By-laws will be discussed at the next meeting on February 19.
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D) Chief Brian Chalfant, of Gill Hall VFC, addressed Council with the following:

- Chief Chalfant arrived at the Consolidation Task Force meeting late. He was unaware of the recording until after the meeting and asked Mr. Shimko if the recording was legal. Mr. Shimko responded that at this time he would not give a legal opinion on the issue to a non-client, but would speak to his client, Borough Council, about it.

4. Report from Borough Boards and Commissions

A) Melissa Steffy, of the Recreation Board, addressed Council with the following:

- The Recreation Board held a meeting Monday. Councilwomen Ielase and Reynolds were in attendance, along with four (4) members and one (1) resident. Productive meeting.
- No word has been received regarding Robert Pugh's pavilion rental request. A call was received today from Mrs. Ielase stating it was confirmed, but would like to get confirmation from someone in the Borough office.
- The itemized list was received for Beedle Park grant improvements. The Recreation Board does not feel equipped to make a decision on a lot of these items. There are no storage facilities, restrooms or electricity at Beedle Park, which we feel is needed. Also, better communication is our main goal. Chairman Pro Tem Khalil asked is running electricity the most important item. Mrs. Steffy replied electricity, restrooms, storage and batting cages are the top priority. Mr. Minsterman suggested the itemized list could be reworked in a way that would make it easier to choose the projects that are most beneficial for Beedle Park. Chairman Pro Tem Khalil stated some of the work may be able to be done in house and asked how that would work into the itemized list. Mr. Minsterman suggested, once the list is redone and each project is better defined, a decision can be made about what can be done in house and the costs may be adjusted at that time. Chairman Pro Tem Khalil agreed.
- It was brought to the Recreation Boards' attention that bleachers were taken from the 885 T-Ball field and put at Beedle Park rather than buying new bleachers. Mr. Bennett responded new bleachers were purchased, but are smaller than the ones that were at Beedle Park so that they would be movable.
- The President of Thomas Jefferson Youth Baseball was also at the Recreation Board meeting and stated that there is a drainage issue at 885 Park. Chairman Pro Tem Khalil asked Mr. Volpe to take a look at 885 Park.
- Chairman Pro Tem Khalil discussed a Task Force be formed for the Community Center Project and possible use of the high school.
- Meeting February 22 between Mrs. Levander, Brian Konick and Mrs. Steffy to discuss budget request items that will need attention from Public Works before Community Day.

5. Motion to approve minutes of reorganization meeting January 2, 2018
6. Motion to approve minutes of agenda meeting January 3, 2018
7. Motion to approve minutes of regular meeting January 8, 2018
8. Motion to approve the monthly bills
9. Motion to approve the monthly payrolls
10. Motion to authorize the proper Borough officials to execute the Memorandum of Understanding between the West Jefferson Hills School District and the Borough of Jefferson Hills Police Department

Chief Roach commented this is the standard Safe Schools Act template that gets renewed every two (2) years. Mr. Shimko agreed.

11. Motion to accept the proposal from Cleveland Brothers in the amount of \$126,197.00 to purchase a Caterpillar 926M – 3V – Fusion Coupler Wheel Loader under the PA COSTARS Cooperative Purchasing Program Contract #4400011420

Chairman Pro Tem Khalil remarked the budget amount for this item is \$125,000.00.

12. Motion to accept the proposal from Tri-State Motors in the amount of \$33,065.00 to purchase a 2018 Ford F-250 Crew Cab Pickup under the SHACOG Purchasing Alliance Program

Chairman Pro Tem Khalil stated the budget amount for this item is \$35,000.00.

13. Motion to turn over unpaid 2017 Borough Real Estate Taxes to Delinquent Tax Collector, McGrail & Assoc., for collection and to exonerate Josephine Lipnicky, Real Estate Tax Collector, from collecting 2017 Borough Real Estate Taxes

Mr. Bennett commented that this item usually occurs in July, but since the Borough changed its collection methods to turn over the delinquencies immediately following the fiscal year, this item has been moved to February. Mr. Sockman asked what the basic percentage of collection is on this. Mr. Bennett replied he usually bases the budget on a collection rate of 94.5%, but it usually comes in around 96%-97%.

14. Motion to issue a Street Opening Permit to Peoples Natural Gas Company for the purpose of mainline renewal for a distance of 579 feet on Loyal Drive and McKinley Drive subject to the approval of a maintenance agreement acceptable to the Solicitor

Mr. Shimko stated if Council would like to proceed, he will prepare an Agreement and provide it to Mrs. Levander to send to Peoples Natural Gas Company. Anytime the distance is more than 500 feet, under the Borough of Jefferson Hills Ordinance, it needs to be approved by Council.

15. Motion to authorize the proper Borough officials to execute an agreement with Zambelli Fireworks Manufacturing Co. for Community Day

Mr. Montgomery noted that there was no postponement day selected in the contract. Mr. Shimko stated this is a good point and needs to be done in order to not lose 50% of the money paid. Mr. Shimko added the party to the contract is "Jefferson Hills Community Day of Jefferson Hills, Pennsylvania" and that is not an entity. It should be changed to read Borough of Jefferson Hills Recreation Board or the Borough of Jefferson Hills.

16. Motion to approve Application for Payment No. 2 and Final from Roto-Rooter Services Company in the amount of \$4,776.05 for the SHACOG Sanitary Sewer Point Repair Project, Year 5 Contract, subject to the receipt of an invoice from SHACOG
17. Motion to approve Application for Payment No. 3 and Final from Robinson Pipe Cleaning Company, Inc. in the amount of \$6,647.37 for the SHACOG Sanitary Sewer O&M CCTV Inspections and Cleaning Contract, Year 7, subject to the receipt of an invoice from SHACOG
18. Motion to approve Application for Payment No. 2 and Final from Jet Jack, Inc. in the amount of \$19,048.98 for the SHACOG Sanitary Sewer Lining Project, Year 11 Contract B, subject to the receipt of an invoice from SHACOG
19. Motion to approve Application for Payment No. 3 from Swede Construction Corporation in the amount of \$35,787.26 for work completed on the Beedle Park Baseball Field Improvements Phase 1B Project
20. Motion to approve Work Authorization dated January 30, 2018 from Gateway Engineers, Inc. for the construction, inspection and administration for the West Elizabeth Sewershed ACT 537 Plan Project in the amount not to exceed \$550,000.00

Mr. Minsterman explained the major cost associated with this is because the project is going to last one (1) year. There are four (4) contracts: (1) to construct the pump station and the equalization tank, (2) the electrical contract associated with the pump station and equalization tank, (3) the replacement of the sewer on Walton Road, and (4) force main and gravity sewers along Route 837 that will discharge the sewage to the WESA treatment plant. Those four (4) contracts could result in up to six (6) work crews onsite at any given time. So, full time inspection from the start to the end of the project will be needed to cover the four (4) contracts, which will be three (3) to four (4) work crews on a regular basis. When there are five (5) or six (6) work crews onsite, a second inspector will be needed.

21. Motion to approve Work Authorization dated January 10, 2018 from Gateway Engineers, Inc. for the participation in the Peters Creek Interceptor Engineering Group Meetings with South Park Township and Peters Creek Sanitary Authority in the amount not to exceed \$10,000.00
22. Motion to approve Work Authorization dated January 30, 2018 from Gateway Engineers, Inc. for 2018 MS4 Permit work in the amount not to exceed \$30,000.00

23. Motion to approve Work Authorization dated January 24, 2018 from Gateway Engineers, Inc. for General Operations and Maintenance work in 2018 in the amount not to exceed \$10,000.00
24. Motion to approve Work Authorization dated January 24, 2018 from Gateway Engineers, Inc. for the 2018 Manhole inspection assistance work in the amount not to exceed \$5,000.00
25. Motion to approve Work Authorization dated January 31, 2018 from Gateway Engineers, Inc. for the 2018 Manhole Rehabilitation work in the amount not to exceed \$30,000.00
26. Motion to approve Work Authorization dated January 24, 2018 from Gateway Engineers, Inc. for the 2018 Road Paving Program in the amount not to exceed \$5,000.00
27. Motion to approve Work Authorization dated January 10, 2018 from Gateway Engineers, Inc. for general engineering, consulting and negotiation support services related to the Wall Plan Agreement Development in the amount not to exceed \$5,000.00
28. Motion to approve Work Authorization dated January 10, 2018 from Gateway Engineers, Inc. for general engineering and consulting services related to the Clairton Sewershed in the amount not to exceed \$10,000.00
29. Motion to approve Work Authorization dated January 10, 2018 from Gateway Engineers, Inc. for general engineering and consulting services related to the West Elizabeth Sewershed in the amount not to exceed \$10,000.00
30. Motion to approve Work Authorization dated January 10, 2018 from Gateway Engineers, Inc. for general engineering and consulting services within the Borough in the amount not to exceed \$10,000.00
31. Motion to approve Work Authorization dated January 10, 2018 from Gateway Engineers, Inc. for general engineering and consulting services related to all Sanitary Sewers within the Borough in the amount not to exceed \$10,000.00
32. Discuss quotes for upgrading the lights in the back parking lot of the Municipal Center, one (1) quote from Pellegrini Electric for labor costs to retrofit new LED light heads on the existing poles and three (3) quotes from Hite Electric supply, Van-Beck Electric Supply and Scott Electric for materials only

Mrs. Levander commented she received an email from Mr. Shimko today stating because the lowest material quote added to the labor quote is over the threshold, the Borough is required to get two (2) additional quotes for this project. Mr. Sockman asked why the quote was for twelve (12) lights, but there are only nine (9) poles. Mr. Volpe replied the contractor planned to put double lights in through the center of the parking lot. Mr. Sockman suggested that the light which should be doubled should be closer to the Library since that was the basis of the lighting complaints. Chairman Pro Tem Khalil asked if Council would like to proceed and get additional quotes. Council agreed to move forward.

33. Discuss the bid for the SHACOG CDBG Year 43 ADA Wheelchair Lift and Doors Project for the Gill Hall Park Community Center

Mrs. Levander stated the CD money allocation for this project is \$20,092.00. Anything over that amount would be the Borough's responsibility. The only bid received was broken out into three (3) base bids: (1) wheelchair lift at the cost of \$30,810.00, (2) replace two (2) exterior doors and nine (9) interior doors at the cost of \$31,300.00, and (3) replace four (4) exterior doors at the cost of \$12,500.00. For base bid (3), the Borough would have to provide fifty percent (50%) of the cost because the CD grant will only cover one (1) exterior door on each level for a total of two (2). She asked how Council would like to proceed. Mr. Minsterman asked if there is any obligation by the Borough to contribute if the grant is used. Mrs. Levander replied there is not. Mr. Minsterman suggested accepting base bids numbers (1) and (3), but seeing if the contractor will agree to only replacing two (2) doors. The building would then be accessible from the outside on both levels and there would be a wheelchair lift for access to the second floor. Mr. Sockman asked if the other doors could possibly be replaced in the future with another grant and Mrs. Levander replied they could. Mrs. Levander remarked with Mr. Minsterman's scenario, the Borough would be responsible for about \$18,000.00. Mr. Montgomery brought up the fact that there should probably be two (2) ADA compliant doors on the lower level because of voting locations. It may be better to have three (3) doors replaced. Council's consensus is to approve base bid (1) and base bid (3) with only three (3) exterior doors as long as the contractor accepts.

34. Discuss the scope of work for the Beedle Park Phase 2 Project for the Gaming Economic Development Fund (GEDF) Grant award in the amount of \$100,000.00

Chairman Pro Tem Khalil mentioned this was discussed earlier in the meeting and we have a good sense of what to do. Mr. Sockman added getting the Recreation Board's input would be crucial.

35. Discuss the Allegheny County Department of Economic Development Active Allegheny Grant Application for a planning study to develop alternatives for upgrades to the Montour Run Trail along Peters Creek Road

Mrs. Levander stated this grant was submitted last year and was not awarded. Mrs. Levander would like to know if Council would like to submit it again this year. The grant money would be used to complete an engineering study to develop options to make the Montour Run Trail safer along Peters Creek Road. Council consented to submitting the grant.

36. Discuss the Consolidated Communications' three-year (3) Business Service Agreement

Mrs. Levander stated she received a call from the representative of Consolidated Communications expressing the Borough could save about \$80.00 a month by signing a contract for three (3) years.

37. Discuss the Local Government Academy 2018 Municipal Intern Program Application

Mrs. Levander stated this Local Government Academy program will pay fifty percent (50%) of the intern's wages up to a maximum of four hundred eighty (480) hours over the summer months. This program provides

an extra worker that can get projects done that are especially hard to find time to complete. The application is required to be submitted by February 28 and would need to include a project description. Ms. Levander outlined some ideas for potential projects. Chairman Pro Tem Khalil asked Council to select a project or two to include on the application for the summer intern. It was agreed the municipal records management project seems to be best suited and will be included on the application.

38. Discuss appointments/reappointments to Borough Boards and Commissions

Chairman Pro Tem Khalil stated that most positions seemed to be well staffed, except maybe the WESA Board. Tom Saracco and Mark Pastore no longer attend meetings. Mrs. Levander commented the Planning Commission has three (3) terms that expired at the end of 2017 and there are two (2) vacancies. Mrs. Levander stated she believes the three (3) expired members are still attending meetings, but would like to be sure the reappointment letter and it is motioned properly to keep them on board. Mr. Montgomery asked if a letter can be sent to remind them. Chairman Pro Tem Khalil explained the two (2) vacancies are as a result of decreasing the members from nine (9) to seven (7); so, the vacancies will stay, but letters may be sent to the expired members. Mrs. Levander stated she will send a letter to all expired members on all the boards as Council requested and will add any responses obtained for reappointment to the Agenda for Monday. Chairman Pro Tem Khalil questioned the progress of finding three (3) Property Maintenance Board members and asked everyone to keep this in mind.

39. Reports

Consulting Engineer Mr. Minsterman reported:

- Pre-construction meetings for all four (4) contracts under the West Elizabeth 537 Plan are February 14. The notices to proceed have already been issued and, after the pre-construction meetings, the field work will begin.
- Gateway was notified on February 1 by CMA officials that there was a substantial flow increase coming to the CMA treatment plant. When checking at the Peters Creek Interceptor, it was found that a manhole in the stream was completely severed allowing the sewer to take on the stream water which caused the flow increase. An emergency response contractor was contacted and he is able to do the job, but will have to wait until Monday for the weather to clear.
- Chairman Pro Tem Khalil thanked Kurt Todd from Gateway Engineers for picking up on a contractor's complaint of excessive flow and acting on it and Mr. Volpe and his crew for reacting quickly and finding the cause for the flow increase.

Finance Officer/Treasurer Mr. Bennett reported:

- On January 25, the Borough closed on the PENNVEST loan.
- A Teamster 205 Welfare Fund Agreed upon Procedures document was provided in the meeting packet. This is basically an audit and was favorable.

- We are in the midst of closing out 2017. A very healthy fund balance was carried over for Liquid Fuels, which is used to pay for road salt and street lighting.
- The healthcare was effectively switched over for the Teamster 205 as of February 1 with regard to the CBA.

Public Works Director Mr. Volpe reported:

- As you know, the extreme weather has been taking its toll on the equipment. Two (2) trucks are being repaired due to front drive axel breakage and a third truck that we thought would be able to be fixed internally is being estimated for repair by an outside company.
- Carl Williams is planning to retire in March after twenty-three (23) years of service.

Police Chief Roach reported:

- A few years ago, the Allegheny County District Attorney started an initiative to get traffic cameras placed at certain intersections in Allegheny County. Since then, some of the funding has somewhat dried up for this project and the municipalities are footing the bill. There are no cameras in Jefferson Hills, but the other cameras in Allegheny County are still accessible by the Police Department and have been very helpful. Chief Roach has approached the DA's office for funding to put cameras at the intersections of Coal Valley at Route 51 and Route 43 at Route 51, with the Coal Valley intersection being priority because of the hospital and the number of calls it generates. The funding was rejected so Chief Roach reached out to Jefferson Hospital to fund cameras for the intersection at Coal Valley and Route 51. The cameras would still be the property of the Police Department. The administration seemed responsive and is checking with its legal department. This is in a very early stage and there is nothing in writing at present. Chief Roach will get an estimate from the DA's contractor who placed all the other cameras to provide to the hospital when and if it is requested. Chairman Pro Tem Khalil thanked Chief Roach for taking the initiative to do this.

Manager Levander reported:

- Addressed Melissa Steffy's comment about Robert Pugh's request. Mrs. Levander stated the request has been approved and she had asked a clerk in the office to contact him, but is not sure why she did not. Mrs. Levander will talk to the clerk and let her know to contact him.
- An email was received from Eric Lauver and his wife to rent the small shelter at 885 Park for the Healthy Kids Running Program as they did last year. Council approved the use again this year.

- Mrs. Levander asked Council their thoughts in putting all agendas and attachments in digital. The details and application to use would have to be researched and provided at a later time, but wanted to know if Council would want the research done. Council approved looking further into it and possibly having someone come in to provide a demonstration.

Mayor Cmar reported:

- Thanked Mr. Volpe and the Public Works Department for the great job they are doing.

40. General Business

Mr. Montgomery noted the following with respect to SHACOG:

- The Borough will host the SHACOG meeting on June 21.
- The Banquet is on April 26 at Nevillewood Country Club.
- The Solicitor retired and SHACOG is asking for proposals from the municipal solicitors of the municipalities involved.
- The Volunteer Fire Committee held a meeting on November 7 and December 7
- There is a major training event on February 18 at the SHACOG Fire Academy.
- The other major topics discussed at the SHACOG meeting were recruitment and retention.
- Joint purchasing was discussed. The salt price for January 2018 will remain at \$69.74 a ton. Truck equipment bids went out on December 17. Spring commodities are due from the municipalities by February 5. Solid waste specifications will be 108 pages, to be bid in July.
- Verizon has complied with all the contractual requirements as determined by an audit.
- The Public Works Committee met and it is much improved from the past.
- The CDBG 43 bids are all bid and CDBG 44 had thirteen (13) bids accepted.

Mr. Sockman noted:

- Thanked Mr. Volpe and the Public Works Crew for their great work and efforts during this bad weather.
- Asked if Mrs. Levander has had a chance to speak to the Library regarding the security plan. Ms. Levander replied that the panic buttons have been placed and are operational.

Mrs. Ielase noted:

- Agreement with Mr. Sockman on thanking Mr. Volpe and the Public Works Crew for their great work. There have been no complaints and the roads are clear.
- Attended Fun Night at the elementary school and a mock School Board Meeting by the students. It was very enjoyable.
- Thomas Jefferson High School has started a code program for the students to learn computer coding.
- The Borough is being remapped for the elementary schools.

41. Adjournment

Chairman Pro Tem Khalil adjourned the meeting at 9:18 p.m. with an executive session to follow from which Council would not return on motion by Mr. Sockman, seconded by Mr. Montgomery and carried unanimously.

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

Tricia Levander
Borough Manager/Secretary