

Borough of Jefferson Hills
Agenda Meeting of Council
February 8, 2017

The agenda meeting of Council was called to order by Council Member 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, Khalil, Montgomery, and Sockman answered to roll call. Borough Manager Levander, Finance Officer Bennett, Solicitor Shimko, Police Chief Roach, Consulting Engineer Omer, and Public Works Director Lovell were also present. Council Members Reynolds, Weber, and President King were absent.

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

Nicole Ruscitto:

- A) Commented on the City of Clairton Council public hearing concerning Nello Fiore's zoning request she attended.

4. Report from Borough Boards and Commissions

A) Jim Kingsley: Library Board and Montour Trail

- Reported the 14th annual Holiday Night was the most successful in the history of the event
- It is the 3rd anniversary of the Little Library at Jefferson Hospital. Jefferson Hospital requested a Little Library for their Emergency Department
- Reported on Spring and Summer programs
- Friends of the Library Book Sale is from Thursday, April 27, 2017 through Sunday, April 30, 2017. The Preview Party is on Thursday, April 27 and the regular book sale nights are Friday through Sunday April 28-30
- The Montour Trail was designated "Trail of the Year"

5. Motion to approve minutes of agenda meeting January 4, 2017
6. Motion to approve minutes of regular meeting January 9, 2017

Mr. Khalil pointed to the top of page 5 and noted he reached out to Chief Sohyda for his personal thoughts on the point system for the Volunteer Fire Companies as Mr. Sockman requested. Mr. Khalil has not yet heard back so he will reach out again.

7. Motion to approve monthly bills

Mr. Montgomery and Mr. Khalil requested Gateway to prepare a more user friendly Summary of Invoices for Council regarding Project Completion. One piece of information should include the

percentage of project completion out and a statement as to whether the project is complete by stating Yes or No. Lastly the budgeted amount, amount paid to date on the project, and any delay on the project should appear. Mr. Khalil will summarize Council's needs in an email to Gateway.

8. Motion to approve monthly payroll
9. Motion to adopt Ordinance No. 861 accepting and dedicating Maronda Homes, Mills School Plan Phase 1 that includes Christine Lane and Lexie Way as public streets and authorizing the appropriate officials to execute any and all documents necessary to approve such acceptance and dedication

Mr. Montgomery asked what the Borough is accepting. Mr. Shimko stated this is just for roads and sanitary sewers.

10. Motion to adopt Resolution No. 5-2017 authorizing the Borough Manager to submit an application for Traffic Signal Approval to the Pennsylvania Department of Transportation for the traffic signal located at S.R. 0051 (Clairton Boulevard) at Old Clairton Road
11. Motion to adopt Resolution No. 6-2017 authorizing the Borough Manager to submit an application for Traffic Signal Approval to the Pennsylvania Department of Transportation for the traffic signal located at S.R. 0051 (Clairton Boulevard) at Toll 0043 (Jefferson Boulevard)
12. Motion to adopt Resolution No. 7-2017 authorizing the Borough Manager to submit an application for Traffic Signal Approval to the Pennsylvania Department of Transportation for the traffic signal located at S.R. 0051 (Clairton Boulevard) at Peters Creek Road and Dick Corporation Drive
13. Motion to adopt Resolution No. 8-2017 authorizing the Borough Manager to submit an application for Traffic Signal Approval to the Pennsylvania Department of Transportation for the traffic signal located at S.R. 0051 (Clairton Boulevard) at Coal Valley Road
14. Motion to adopt Resolution No. 9-2017 granting a modification request to the Borough Subdivision and Land Development Ordinance Section 22.609.2 and final approval to the Subdivision Plan known as S-13-2016, Hunters Field Plan No. 6A
15. Motion to ratify the street lighting agreement between the Borough of Jefferson Hills and West Penn Power to provide street lighting service
16. Motion to approve Application for Payment No. 1 and Final for State Pipe Services, Inc. in the amount of \$16,199.70 for the SHACOG Preventive Maintenance – Year 6 Contract, subject to the receipt of an invoice from SHACOG

Mr. Montgomery asked what is included in the Preventive Maintenance contract. Ms. Omer stated it includes things such as cleaning and TV-ing the sanitary sewer lines. Mr. Khalil stated this amount is coming in below budget.

17. Motion to approve Application for Payment No. 3 and Final for RedZone Robotics, Inc. in the amount of \$15,353.65 for the SHACOG O&M CCTV – Year 6 Contract, subject to the receipt of an invoice from SHACOG

Mr. Khalil stated this is under budget as well.

18. Motion to approve Application for Payment No. 2 to State Pipe Services, Inc. in the amount of \$32,984.48 for O&M Manhole repairs
19. Motion to approve the Work Authorization for the 2017 Manhole Inspections assistance work dated February 1, 2017 from Gateway Engineers, Inc. in the amount of \$5,000.00

Ms. Omer stated all of the manholes are currently inspected. The Work Authorization amount is predicated on the Borough securing two interns to work on this project over the summer.

20. Motion to approve the Work Authorization for the 2017 Remote Sanitary Inspection work dated February 1, 2017 from Gateway Engineers, Inc. in the amount of \$9,000.00

Ms. Omer stated there has been an increase in flow over the past 6-8 months and Gateway believes it may be attributed to some leaks in remote locations. Some inspections can only be done by walking along the creeks. Employees in the Public Works Department can be trained to walk the banks of the creeks where the sanitary sewers are located to investigate if there are leaks and identify where, if any, problems may be. The Public Works employee(s) can do this work annually moving forward after being trained by Gateway. The Work Authorization amount is predicated on a public works employee working with Gateway for 48 hours.

21. Motion to approve the Work Authorization for the 2017 Manhole Rehabilitation assistance work dated February 1, 2017 from Gateway Engineers, Inc. in the amount of \$30,000.00
22. Discuss Josephine Lipnicky's request to increase the Tax Collectors salary effective January 1, 2018

Mr. Khalil stated Ms. Lipnicky's letter stated she has not had an increase in salary in 15 years. Neither Mr. Khalil, nor Mr. Montgomery saw any issue with her receiving an increase.

23. Discuss summer internship through Local Government Academy

Ms. Levander discussed potential projects and the financial aspects of using an intern through the Local Government Academy.

24. Discuss projects for the Gaming Economic Development Fund Grant with submissions due by April 28th

Mr. Khalil thanked Mr. Montgomery for his work finding this Grant.

25. Discuss Wall Paper Bids (Bid opening 10:00 am on 2/6/2017)

The Borough received one (1) bid in the amount of \$211,890.00 including all alternate bids. The bidder was the same company who previously submitted a bid without investigating the project fully. Council believed the bid amount was too large and was interested in seeing if any other contractors might bid on the project as Ms. Levander noted others had been interested. Mr. Shimko stated this item can be put on Monday's Agenda to reject the bid we received and re-bid the project.

26. Discuss resubmission of a DCNR grant application for Phase 2 of the Beetle Park Project

Ms. Omer stated this grant was rejected. She believes it was because the amount of the grant the Borough requested was too high. Ms. Omer suggested the Borough lower the amount of the grant they are requesting and resubmit the application in April.

27. Reports

Fire Chief:

- Brian Chalfant gave a report on purchases made
- Tablets have arrived and are working well. Some volunteers still need to pick their tablets up and Mr. Khalil has been copied on the emails to the Volunteer Fire Companies requesting the same.
- Mr. Lovell asked if the 885 Volunteer Fire Company would come out with trucks on Clean-up Day to help keep the volunteers safer. Brian asked Mr. Lovell to send him an email reminder.

Ms. Omer:

- Reported that the DEP possible meeting dates are Tuesday, February 21, 2017 from 9-noon, Wednesday, February 22, 2017 from 9-noon, and Friday, February 24, 2017 from 1-3. Mr. Montgomery, Mr. Khalil, and Ms. Levander would like to attend as will Ms. Omer. The DEP will be meeting with West Elizabeth, Jefferson Hills, and WESA. Mr. Khalil asked if Council should have their own pre-meeting. Mr. Shimko stated it appears the meeting was called at the behest of West Elizabeth and it seems that it has questions for the DEP. The DEP wants to discuss the project and where the sewer lines will be going through West Elizabeth and also discuss the agreement. Mr. Shimko stated we are in a good place with the agreement and hopefully that is relayed to the DEP as part of this process. Mr. Khalil stated that at the December meeting the two biggest issues West Elizabeth seemed to be having were having a lid on the holding tank and the street opening permits regarding which streets to open in order to cause the least disruption to residents.
- Reported Gateway will have a work authorization next month for the MS4 Program.

Mr. Bennett

- Reported Jefferson Fire Rescue requested invoicing be done monthly instead of quarterly. Mr. Bennett requested Jefferson Fire Rescue include more detail in their invoicing.
- Reported he will be completing a PENNVEST pre-application and involving Linda Essey and Ms. Levander in that process.

- Reported he has 2 of the 3 files for the Volunteer Fire Companies audit information. 885 VFC information is still outstanding. All three files will be turned over to the auditor.

Mr. Lovell:

- Requested to purchase a 1999 Freight Liner with 2100 Vactor Series from Clairton Municipal Authority (CMA) for \$30,000.00. Mr. Lovell explained the Borough spends \$25,000.00 each year to rent an older version of this truck for 5 weeks from SHACOG. Mr. Khalil asked if the truck is currently in good working order and if we have anyone employed who knows how to operate this truck. Mr. Lovell stated he and two Public Works employees went to inspect the truck. The truck was winterized so not every component could be inspected. The parts that could be inspected were working. Matthew Cidboy has worked with this type of truck specifically. Additionally all Public Works employees have worked with the SHACOG truck and the skill set is not very different. Mr. Lovell asked CMA if he could come back next week to inspect the components of the truck which were winterized and be sure they were in working order and they agreed. Council authorized Mr. Lovell to proceed with investigating the purchase and asked that the purchase be placed on the agenda for the Regular Meeting.
- Requested two promotions within the Road Department, one from Laborer to Truck Driver and one from Parks Laborer to a Road Laborer. Mr. Khalil stated they will discuss in Executive Session.

Chief Roach:

- Reported he had a meeting at Thomas Jefferson High School where the principal asked his opinion about having a Police Officer in the school. Chief explained by law there are two ways a Police Officer can be present in a school in Pennsylvania.
 - The first way is to have a School Resource Officer (SRO) in the school. This Officer is employed by and paid by the local municipality where the school resides. The police officer has jurisdiction in the municipality in which they are employed. This arrangement impacts the Borough more and requires a Memorandum of Understanding (MOU) to be put in place. It requires the Borough to hire an additional officer because you cannot take a current staff member and place them in the school on a full time basis. The officer is hired, managed, and paid by the Borough. However, in this arrangement the school district shares the cost of the SRO salary with the municipality. The district has the Police Department's full support because the SRO has a direct line of communication to the Police Department.
 - The second way is to have a School Police Officer. The school district must petition the court to have a police officer in their school as an employee. The court must grant this by court order and this officer is paid by the school district. Their jurisdiction is on school property, school grounds and school buses but not outside of that nor in the municipality. The officer does not have a direct line of support to the municipality's Police Department because they are not an employee of that police department.

Mr. Sockman prefers the model where the district hires their own officer to reduce the liability to the Borough. Mr. Khalil asked if the district approached the Pleasant Hills Police Department or only Jefferson Hills. The Chief stated that two years ago the Pleasant Hills

Police Department and the Borough of Pleasant Hills approached the West Jefferson Hills School District and hired a School Resource Officer and placed that officer as an SRO in the Pleasant Hills Middle School and McClellan Elementary. The Borough of Pleasant Hills sought grant funding and got about 50% of his salary paid for by this grant and paid the other 50%. Currently the staffing levels here at the Borough of Jefferson Hills within the Police Department are not feasible to move forward to hire an SRO.

- Reported West Mifflin Police Department is donating some of their ballistic panels which would add to improved security features for our police department. The Chief would like to take the ballistic panels to be installed by the Public Works Department in some of the Municipal Center walls if Council agrees.

Ms. Levander:

- Reported she is attending an executive conference on Thursday and Friday, February 16 - 17, 2017 in Bedford Springs through The Association of Pennsylvania Municipal Management Organization
- Reported the Recreation Committee is having a Community Day on Saturday, June 10, 2017
- Reported Clean-up Day will be on Saturday, April 22, 2017
- Reported the 2017 Allegheny League of Municipalities (ALOM) Conference will be Thursday through Sunday, April 6-9, 2017. Reservations need to be made ASAP
- Reported she spoke to Jane Milner about making some changes to the Summer Recreation Program. Mrs. Milner spoke to Council and proposed giving up the position of Director, the salary, and the daily duties. Instead she would like to have the two separate age group programs run by the site supervisor counselors from last year. Each site supervisor would receive \$2,500.00 and each would be responsible for planning their own daily activities of their camp and running the day to day tasks. Jane would stay involved by managing and overseeing the whole program at her normal hourly rate for other Borough-related work. Council approved the proposed changes.

Mayor Cmar:

- Reported she needs a list of the Borough's vendors to ask for help for Clean-up Day.

Solicitor:

- Reported EQM, a subsidiary of EQT, is requesting to Bond portions of Borough roads for heavy hauling in order to complete their project work on existing gas lines. Mr. Shimko requested this be added to the Agenda for Monday and Council stated it should be added.

28. General Business

Mr. Montgomery:

- Reported the recap for SHACOG in January:
 - Solid waste specifications are being developed for bid in 2018. A resolution will be forwarded for consideration to stay in the program in April 2017.

- SHACOG dinner is at Nevillewood either April 20 or 27, 2017
- Police Chiefs meeting will be bringing up new Civil Service testing for officers
- MS4 program will be brought up at the Administrative meeting so SHACOG can assist with the program
- The manhole rehabilitation survey should be to the municipalities by Mid-February
- Fire Chiefs will have a major training event in March. The Technical Rescue Team had no call outs and progress is being made on joint purchasing of hose, ladder, and pump equipment
- Civil Service Testing will be Saturday, August 12, 2017
- Truck bids have been opened and are on the website as of December 20, 2016
- The Spring Commodities bid opening will be Friday, March 17, 2017
- Salt prices will not increase for the rest of this season
- There are 11 communities involved in the Emergency Services Contract including the Borough of Jefferson Hills
- There will likely be a 2% cut back on the CDBG program going forward
- The SHACOG meeting will be held here at the Jefferson Hills Municipal Center on Thursday, June 15, 2017

Mr. Sockman:

- Asked about the request by South Hills Synergy Company to use the Jefferson Hills Municipal Center on Saturday, April 1, 2017 for a book sale. As the Mayor has the room scheduled for that day, it cannot be used for the proposed sale.

Mr. Khalil:

- Stated he believed it was a good idea to mail the letter regarding the pending sewer system and tie in along with questionnaire to residents living on Coal Valley 1. Council concurred.
- Reported he will be meeting with the Recreation Board at the Bethel Park Community Center on Saturday, February 4, 2017 at 10:00 am to investigate the development of the Community Center.
- Asked if there is an ad placed for Clerk position. Ms. Levander stated the ad was placed and she received many responses.

29. Mr. Khalil adjourned the meeting at 9:00 p.m. with an executive session to follow from which Council would not return on motion by Mr. Sockman, seconded by Mrs. Ielase and carried unanimously.
30. Executive Session – Personnel, Labor, Real Estate, Legal, Privileged, Legally Confidential and/or Legal Investigatory Matters

Tricia Levander
Borough Manager