

Borough of Jefferson Hills
Agenda Meeting of Council
January 4, 2017

The agenda meeting of Council was called to order by President King at 7:03 p.m. in the Municipal Center, 925 Old Clairton Road. Following the Pledge of Allegiance, Mayor Cmar and Council Members Ielase, Khalil, Montgomery, Sockman, Weber, and King answered to roll call. Borough Manager Levander, Finance Officer Bennett, Solicitor Shimko, Chief Roach, Consulting Engineer Minsterman, and Public Works Director Lovell were also present. Council Member Reynolds was absent.

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

None

4. Report from Borough Boards and Commissions

None

5. Motion to approve revised minutes of regular meeting November 14, 2016

Ms. Levander stated the minutes needed to be revised to accurately reflect a recently hired employee as a Park Laborer.

6. Motion to approve minutes of agenda meeting December 7, 2016
7. Motion to approve minutes of regular meeting December 12, 2016
8. Motion to approve minutes of special meeting December 21, 2016
9. Motion to approve the monthly bills

Mr. Sockman asked about other possibilities for advertising for Council meetings. Mr. Shimko stated that based on the Sunshine Act and the newspapers currently available in the Borough, the meetings will have to be advertised in the Post-Gazette.

10. Motion to approve the monthly payrolls
11. Motion to adopt Resolution No. 1-2017 granting preliminary and final approval to the Subdivision Plan known as S-10-2016, JCCO Subdivision

12. Motion to adopt Resolution No. 2-2017 granting modification request to Borough Subdivision and Land Development Ordinance Section 607.B and preliminary and final approval to the Subdivision Plan known as S-12-2016, Eckley-Kunkel Subdivision Plan

Mr. Weber stated there is a letter from the applicant that was not in the packet but was here prior to the meeting that addresses some of the concerns regarding the sanitary sewer line.

13. Motion to adopt Resolution No. 3-2017 authorizing issuance of individual procurement cards under the Pennsylvania Local Government Investment Trust Procurement Card Program

President King asked for information on the cards. Ms. Levander stated a previous agreement into which the Borough entered for this Program is no longer valid. Mr. Bennett stated PLGIT would like the Borough to reapply to obtain a new set of documents because the officers have changed and much time has gone by since the original agreement was signed. Mr. Bennett explained the Borough will get a rebate based on how much money is spent by using the procurement card. There is a check and balance system, a spending limit, and the card will be limited to only certain users, purchases, and vendors. Mr. King asked what the internal mechanisms were. Mr. Bennett stated there is a Resolution regarding credit card use that he assumes would apply and controls that could be set up for the cards such as only giving them to department heads. Mr. Bennett stated that using the procurement card could garner us about a half a percent savings on a half million dollar waste removal bill. Mr. King stated that he would like to see a set of procedures from Ms. Levander such as who will use the cards, when they will be used, and so forth before moving forward. Mr. Weber stated he's inclined to roll this out slowly in regards to the users of the card. Mr. Weber asked what the rolling credit limit is per month. Mr. Bennett stated it is \$200,000.00 per month. Mr. Weber stated his concern is the potential for fraud, and not necessarily internal fraud and would like to see some reassurance at this high credit limit that the Borough is not responsible for fraudulent activity. Mr. Shimko pointed to language in the Agreement regarding fraud. Mr. King stated we all need to agree not to use the card until procedures are put in place around who will use the card and what we pay with the card. Mr. Khalil wanted to confirm that this is one of the programs they discussed while developing the Budget and it was a cost saving mechanism for the Borough.

14. Motion to approve the submitted Work Authorization for \$10,000.00 to continue work on the WESA ACT 537 Plan

Mr. Minsterman stated this is a work authorization on which Gateway requests an additional authorization as the previous one is depleted. They are on hold currently for design work for the WESA 537 Plan but other work still continues that does not relate to design, so this will keep money available as needed.

15. Motion to approve the Work Authorization for the 2017 CCTV inspections work dated December 21, 2016 for Gateway Engineers, Inc. in the amount of \$24,000.00 as shown in the 2017 O&M budget

Mr. Montgomery asked if this is for the in-house work to help train the employees to work the cameras or for SHACOG. Mr. Minsterman stated it is for both. However the work will be divided over the next year and will include both.

16. Motion to approve the Work Authorization for the open cut repairs and lining dated December 21, 2016 from Gateway Engineers, Inc. in the amount of \$54,000.00 as shown in the O&M 2017 budget
17. Motion to approve Application for Payment No. 1 for State Pipe Services, Inc. in the amount of \$43,177.50

Mr. Montgomery asked if this project is complete. Mr. Minsterman stated they are wrapping up now with the final manhole repair work. The invoices will probably total \$92,000.00-\$93,000.00 and the budget was for \$99,000.00.

18. Motion to award the Demolition contract for 6612 Sixth Street to A. W. McNabb, LLC. in the amount of \$8,400.00

Ms. Levander noted the award letter needs to go out to SHACOG prior to the Monday night Council meeting so it would need to be ratified if awarded. Mr. Khalil asked if we have any history with this company. Mr. Minsterman stated Gateway has heard of them and they have a decent reputation as far as demolition contractors.

19. Motion to approve Invoice #16-511 from Test Boring Services, Inc. in the amount of \$17,474.55 for test drilling work completed for the CMA Act 537 Plan

Mr. Minsterman stated this is only the drilling work. Once the pump station location is finalized there will be a small amount of drilling to go back to do and install two borings to be sure of correct installations. Mr. Khalil asked if and Mr. Minsterman confirmed this was the pump station for Coal Valley. Mr. Weber asked if they are looking for another site location for the pump station. Mr. Minsterman stated no they are not changing the site location, but that it could grow at that location as necessary.

20. Discuss appointments/reappointments to Borough Boards and Commission

President King stated there should be a list of appointments who are needed in everyone's packet. Ms. Levander stated the updated list has been given to Council.

21. Discuss proposed Commercial Alarm and Key Box Ordinance

Mr. Shimko stated he started a draft on the Commercial Alarm Ordinance so that everyone can start reviewing. Mr. Shimko discussed alarm registration fees and false alarm charges. Council was interested in a registration fee and further investigating false alarm charges. A key box requirement for commercial properties was also discussed. Following discussion

on notification and security of key boxes, President King stated we can proceed with the ordinance and eliminate the box. Mr. Khalil stated he would like to reach out to the Fire Chiefs and ask if this is something the fire departments see as an immediate need in the Borough and if so invite them to the Council meeting to ask them to provide data. In the event the key box requirement is pursued, Council wants the requirement to apply only to for-profit commercial properties and not hospitals, nursing homes, schools, etc. Finally, Mr. Shimko updated Council on its request to review abolishing the Educational Service Agency and reported a potential issue with unemployment compensation that needed to be reviewed.

22. Discuss Wall Paper Bids (Bid opening 10:00 am on 1/3/2017)

Ms. Levander stated we received one bid from Iron City Contracting. Total bid is \$51,000.00 with a 10% bid bond. Mr. McLean is checking references and will have a recommendation by Monday's meeting. President King stated that is a low number and asked Mr. Bennett what is budgeted for the project. Mr. Bennett stated we have \$72,500.00 budgeted and there is \$30,000.00 in additional equipment on another line item. Mr. Bennett stated that when Mr. McLain speaks to the potential vendor to reiterate and ask if this is a good bid because they are under what we anticipated ask if they are missing anything. President King asked if everything comes back ok, is Council interested in moving forward with this bid? Mr. Khalil stated yes. Mr. Weber asked if they have 60 days to do the work. President King stated yes complete within 60 calendar days.

23. Reports

Fire Chief:

- Nothing to Report

Mr. Minsterman:

- Reported (under Act 537) that at the Clairton Municipal Authority sewershed meeting CMA indicated some things that were different than in our initial talks about a year ago. The first difference is they are possibly interested in participating in the capital improvements of the Coal Valley Project as they would like to include some of their Clairton residents and sewer them into our pump station for treatment. There is a meeting this Friday, January 6, 2017 to discuss further. If they participate everything they participate in will be paid for by them including engineering, inspection, capital improvement, contract work. They indicated that the tap-in location they gave us may no longer be valid. The alternate tap-in location is 1,700 feet away from the originally designated tap-in. That could have ramifications to the capital expense of the project. We will find out why and understand the issues and potential solutions then report back.
- Reported that Allegheny Conservation District required notice of termination of the

NPDES Permit for Beedle Park. This was always a requirement but it was never enforced. They are enforcing it now. The Engineer must sign off on it and it must also be attached to the deed.

- Mr. Khalil asked if Mr. Minsterman knew how many people CMA is looking to bring on. Mr. Minsterman said he doesn't have a specific number but it's no more than what the Borough has which is about 70. Mr. Khalil asked Mr. Shimko if we can explore the option of a condemnation and condemn or take the property for the project if Clairton joins us in purchasing the property since the property is in Clairton. Mr. Shimko stated the Borough could not because the property is in Clairton, but it would be an option to explore because CMA has the power of Eminent Domain and suggested Mr. Minsterman raise the issue at the CMA meeting.
- Mr. Weber asked if we got the three month extension letter sent to extend the real estate transaction. Mr. Minsterman stated the letter is written and ready to be sent.
- Mr. Weber asked if the current location is the best location for the Coal Valley Road pump station. Mr. Minsterman stated there were several good locations, but this location is the first choice without a doubt from a technical and cost savings standpoint.
- President King asked Mr. Minsterman if the Beedle Park Phase 1B grant application was denied and Mr. Minsterman stated it was, but the Borough can apply again. President King asked if there was a reason for the denial. Mr. Minsterman stated he will call and follow up why we were denied. President King stated let's be sure to reapply.

Mr. Bennett

- Reported we closed out and submitted to DCNR the final close out documents for Beedle Park Phase I. We have \$90,000.00 in hand and once the close out documents have been accepted we will receive another \$10,000.00 for the previous grant.
- Reported the staff is performing the closing work for 2016 and opening up 2017 financials.
- Reported he received a call from Moody's who issues the bond credit rating for municipal entities. They asked for some additional information based on our 2015 financial statements. Mr. Bennett stated he has a conference call with them tomorrow, Thursday January 5th, to go over the findings and believes the information will pertain to the Borough's Bond Rating.

Mr. Lovell:

- Asked permission from Council to start the work for the 2017 Road Program, including working with Gateway Engineers to complete the necessary paperwork. Mr. Lovell stated he likes to get the paperwork back to Council by the February meeting for the bids and then get approval by the March Council meeting. There were no objections from Council
- President King asked how the new hires are working out. Mr. Lovell reported they are working out well.

Chief Roach:

- Reported Camo Kennels is being sold to Sable Kennels effective January 1, 2017. He's been told the transition should be seamless. There are currently no other local options if they don't work out. President King asked if we will need a new agreement. Mr. Shimko stated they may want a new agreement and stated he did not know without looking whether the Camo Kennel agreement has a successor clause. If so, it will just move on to Sable Kennel, the new owner.
- Reported the Police Department had new carpet installed and it's very nice.

Ms. Levander:

- Nothing to report

Mayor Cmar:

- Reported she may be late to Monday's meeting because she is swearing in new fire officers at Gill Hall Volunteer Fire Company.

24. General Business

President King stated Council was in Executive Session prior to the Council meeting.

Mr. Montgomery:

- Reported there is an engineering meeting on Monday, January 9, 2017 at 5:00 pm. They will discuss MS4 and WESA.

Mr. Khalil:

- Reported that he, Mr. Weber, and President King are meeting with Fire Chief Sohyda tomorrow, January 5, 2017 at 7:00 pm to go over the report. He asked Mr. Bennett where they stand with the auditors. Mr. Bennett stated he sent them a letter asking what they still need and will follow up with them for dates and times.
- Reported on the ranking point system for the volunteer fire companies. Stated each fire company would get a point for each volunteer fire fighter who showed up and one point would be per location.
- Reported he is working with the JFR Treasurer, Evan Hornyak on putting together a Capital Improvement Plan instead of Council receiving large requests for money all at once. Mr. Sockman asked if they will incorporate into the plan the dates when large equipment will expire. Mr. Khalil stated the plan is preliminary now but yes that's part of the plan.

- Reported the sign for the Dowling family on the donated land was never put up and he would like to see that happen.

Mr. King:

- Reported that he, Mr. Weber, and Mr. Khalil will report back to Council regarding their meeting with Chief Sohyda tomorrow.

25. Mr. King adjourned the meeting at 8:46 p.m. with an executive session to follow from which Council would not return on motion by Mr. Khalil, seconded by Mr. Sockman and carried unanimously.
26. Executive Session - Personnel, Labor, Real Estate, Legal, Privileged, Legally Confidential and/or Legal Investigatory Matters

Tricia Levander
Borough Manager