

Borough of Jefferson Hills
Agenda Meeting of Council
May 3, 2017

The agenda meeting of Council was called to order by President King 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, Sockman, Weber, and King answered to roll call. Borough Manager Levander, Finance Officer Bennett, Solicitor Shimko, Chief Roach, and Public Works Director Lovell were also present. Council Member Reynolds was absent. Consulting Engineer Minsterman arrived at 7:10 p.m.

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

Jayson Lawson, Associate General Counsel at Keystone Collections Group, spoke about the status of the delinquent real estate tax collection contract. Mr. Lawson stated Keystone has served as delinquent tax collector for the Borough since 1991. Keystone Collections Group received a letter terminating the agreement about ten days ago and there wasn't a lot of information contained in the letter. Mr. Lawson stated he looked at the contract, which is old and is a 5/10/20 contract. Mr. Lawson drafted a new contract which is 0% commission with a new resolution and put collection costs on to the tax payer. Mr. King thanked Mr. Lawson for coming in and stated the Borough is exercising the provision of the contract and is not in a position to vote on what Mr. Lawson proposed.

4. Report from Borough Boards and Commissions

A) Holly Rubinoff, Melissa Steffey, and Brian Konick

- Community Day Updates:
 - Stated the Recreation Board now has 24 confirmed vendors as well as a few food booths that have been added.
 - Stated the band contract was not final yet and requested an update. Ms. Levander stated the band did agree to the changes the Borough proposed, that Mr. Shimko is reviewing it a final time and that the agreement will be added to the agenda for approval at Monday's Regular Meeting.
 - Stated they would like a Banner strung across the road on 885 and Old Clairton, but the Board didn't know if the Borough has done that in the past. Mr. King stated those two roads would need to have permission from the State and the County because they are not Borough roads. Chief Roach stated the State will require a permit and perhaps a bond in order to approve. The Board decided to stick with grass signs only. Mr. Lovell stated public works can install the signs

- at the same locations where the Library Cookie Sale signs are placed every year.
 - Stated they are unsure if each vendor participating in Community Day will need a certificate of Insurance. Mr. King stated they can scan and email the list of Vendors so the Borough can decide if a certificate of Insurance is needed for each vendor.
 - Stated the Board would like to allow the vendors to set up the night before Community Day if requested. Mr. King stated it is ok to give Vendors the approval to set up the night before if they choose to do that.
- Stated TJ Youth football came to the Recreation Board meeting to discuss applying for a grant. Residents from Pleasant Hills also attended the meeting to discuss the task force for the Community Center.

Mr. Khalil stated the Borough agreed to contribute \$15,000.00 toward Community Day and asked the Board how much it had spent so far. Mr. Konick discussed the fireworks and the band, which the Borough was paying for directly, and said he does not believe the Board will need the full \$15,000.00.

5. Motion to approve minutes of agenda meeting April 5, 2017

Mr. Khalil stated he would like to know if there is a timeline for item #17, page 3, which reads “Mr. Shimko stated the Borough did well for the DEP audit and also mentioned the Borough needs to update their stormwater maintenance ordinance to bring it into compliance with DEP and EPA guidelines.” Ms. Levander stated she believes the current stormwater maintenance ordinance needs to be updated and approved by September.

6. Motion to approve minutes of regular meeting April 10, 2017

7. Motion to approve the monthly bills

Mr. Khalil stated each time there is a revision, like the one to Beedle Park or to WESA, there is also a cost associated with that revision. He would like everyone to be cognizant that there is a cost to the Borough each time they reach out to anyone.

8. Motion to approve the monthly payrolls

9. Motion to accept the proposal of Woltz & Wind Ford, Inc. in the amount of \$47,479.00 to purchase one (1) 2017 F550 Cab and Chassis Public Works Vehicle under the PA COSTARS Cooperative Purchasing Program (Tabled from 4/10/2017 meeting)

Mr. Sockman stated he has not had an opportunity to talk with Mr. Lovell but he will have an update at the Regular Monday night meeting.

10. Motion to accept the proposal of Walsh Equipment in the amount of \$29,707.00 to purchase body, hydraulics and spreader for the Public Works Vehicle under the PA COSTARS Cooperative Purchasing Program (Tabled from 4/10/2017 meeting)

11. Motion to accept the proposal of Push & Pull in the amount of \$6,693.00 to purchase a snow plow for the Public Works Vehicle under the PA COSTARS Cooperative Purchasing Program (Tabled from 4/10/2017 meeting)
12. Motion to approve bids for the SHACOG Purchasing Alliance 2017 Spring Commodities
13. Motion to recommend to SHACOG the award of a bid to State Pipe Services, Inc. for Sanitary Sewer Lining Project – Year 11 – Contract A (Spot Lining) in the amount of \$97,310.00 with the Borough share being \$22,700.00
14. Motion to recommend to SHACOG the award of a bid to Jet Jack, Inc. for Sanitary Sewer Lining Project – Year 11 – Contract B (MH-MH Lining) in the amount of \$247,145.00 with the Borough share being \$62,730.00
15. Motion to approve Work Authorization dated April 26, 2017 from Gateway Engineers, Inc. for construction administration services for the 2017 Paving Program in an amount not to exceed \$4,000.00
16. Discuss a resolution supporting the Coalition to Eliminate the Prohibition Against Municipal Police Using Radar
17. Discuss sewer rate letter to residents

Mr. Sockman asked if we will add any information regarding the bill reduction to those residents who are eligible. Two parameters for a discount were discussed. Mr. Bennett stated there are two options for bill reduction. The first option is a flat 50% reduction on the sewage bill and the second option is to decrease the \$17.00 service fee to a \$12.00 service fee. Mr. King and Mr. Khalil both stated they don't have a problem with a flat 50% reduction. Mr. Khalil stated he doesn't feel it's worth sending a letter to residents at this point. Mr. Sockman stated he does feel the information should go out to residents. Mr. King stated the information regarding the increase needs condensed if it's sent out. Mr. Weber stated he also thinks its nice way to educate the residents but doesn't know that it's absolutely necessary to send. Mr. King asked that the letter be condensed, read less apologetically, and to have a cost associated with the printing/mailing. Mr. Shimko stated the reduction to the sewage bill will need to happen with an ordinance so there will be public notice about the reduction. Mr. King stated Mr. Shimko will start work on the Ordinance for a flat 50% reduction for those residents who meet the guidelines.

18. Discuss janitorial services for the Municipal Center, Gill Hall Park Community Center and the Public Works Facility – option year two with Service First Cleaning expires August 31, 2017

Mr. Shimko stated that, while this is a personal service, it should go out for Bid because it's a service many people provide. Mr. King stated there needs to be some things stipulated or added because of the past issues at Gill Hall Park.

19. Discuss road conditions of West Bruceton Road and Waterman West Road

Ms. Levander stated she's been receiving calls about the condition of West Bruceton and in a recent staff meeting Chief Roach stated he's been getting calls as well. Mr. Montgomery recommended to tar and chip West Bruceton every year. Mr. Khalil stated if work is continuing in the housing development he believes Maronda should be requested to help pave the road, and asked if Maronda is required to bond the road when they are transporting heavy loads on West Bruceton. Mr. Shimko stated to his knowledge there is no obligation financially for Maronda to help in any way. Maronda is only obligated to bond the road if a road can be bonded. The Borough would have to have a traffic study first, and then, from the results of the traffic study, establish weight limits for those roads. Mr. Lovell stated Maronda was not receptive to helping with the road in past discussions. Mr. Lovell stated, until the majority of the plan is completed, he believes public works can scratch over the bad ends, tar and chip, and fog seal the road so the chips wouldn't become an issue. Mr. Weber stated he believes it's worth having a discussion with Maronda to look into cost sharing. Mr. King stated we should engage in a conversation with the Developer again and broach the topic of cost share. Once we have an answer from the Developer, we can make a determination internally on how we want to handle the road. Mr. Minsterman stated when the Development is complete the road will need to be reconstructed and that will be expensive. Mr. Minsterman stated the Borough could consider a sinking fund to prepare for that cost. Mr. King asked Ms. Levander to inform Council when a meeting with the Developer is scheduled.

Mr. Lovell stated the road coming out of Washington Square at Waterman West Road is close to being complete. Mr. Lovell stated Waterman Road West, from the tunnel up to where the previous collapse in the Road happened, could be another candidate for future rebuilding.

20. Discuss letter from PAMS offering the option to increase the number of water shut offs to 4 times a year

Mr. Montgomery asked if the PUC will let utilities be shut off in the winter. Ms. Levander stated water shutoffs are not done in the winter. Ms. Levander is recommending shutoffs three (3) times per year; spring, summer, and fall. Council directed Ms. Levander to move forward with switching to three (3) shutoffs per year.

21. Discuss letter from Nancy Severns requesting to use the downstairs portion the of Gill Hall Park Community Center on Sunday September 3, 2017 at no charge

Mr. Khalil stated he is ok with approving this because it's for the 1972 TJ Class Reunion.

22. Discuss Community Day donations and the purchase of two (2) banner signs plus yards signs to market the event (discussed previously during Recreation Board report)

23. Reports
Fire Chief:

- Nothing to report

Engineer:

- Nothing to report

Finance Officer/Treasurer:

- Mr. Bennett stated the 2016 Financial Audit is with DCED and the Prothonotary's Office. We lost about \$850,000.00 in the Sewage Fund, which was less than anticipated, and the Sewage Fund ended at about \$450,000.00, but the reduction lends further evidence of the need for the recent rate increase.
- Mr. Bennett stated we should be looking at establishing a Fund Balance Policy. Because the Borough infrastructure, is becoming more complex, as discussed earlier in the meeting, it will behoove the Borough to look at contingencies and reserves.
- Mr. Bennett stated the Borough received a refund check from SHACOG for \$59,000.00. This refund is for franchise fees with Comcast and Verizon for the years 2013-2015.

Public Works Director:

- Mr. Lovell thanked everyone for the cards they sent during his time out of the office.

Police Chief:

- Chief Roach stated May 24, 2017 is a commitment date to participate in the SHACOG joint Police testing. Testing is for entry level police officers exam. Chief Roach stated SHACOG will need a formal written confirmation in response to their letter for the Municipality to be considered committed. Ms. Levander will send the letter to SHACOG and copy Chief Roach.

Manager:

- Ms. Levander stated she would like clarification on what motions need to be on the Agenda for Community Day for Monday. Mr. King stated only the agreement for the band would need to be on the agenda.
- Ms. Levander stated she received a letter from Allegheny County requesting the Borough to continue to participate in CDBG grant and the Home Investment Partnership Program. This would be a three year partnership with the County beginning in 2018. A Resolution needs to be passed by June 12, 2017 to opt in or out of the programs. Mr. Montgomery and Mr. King asked for more information from Ms. Levander on the Home Investment Partnership Program.

Solicitor:

- Mr. Shimko noted the direction he was given previously on drafting an Ordinance for the proposed sewage rate reduction for low income seniors is being completed and stated the Borough can also do the Tax Collector compensation increase and the abolition of the Educational Service Agency (ESA) in the same Ordinance to save on advertising costs.

Mayor:

- Ms. Cmar thanked the Road Crew, Chief Roach, and everyone involved in making Cleanup Day a success. Ms. Cmar also thanked Mr. Shimko and The Gateway Engineers for their donation.
- Ms. Cmar asked if The Gateway Engineers will donate anything, perhaps giveaways, for Community Day.
- Ms. Cmar stated PennDOT District 11 and the Federal Highway Administration are hosting a public meeting on Tuesday, May 9, 2017 from 5:00 pm- 6:30 pm at Elizabeth Forward High School to provide information on the Elizabeth Bridge Preservation Project. The project involves the Elizabeth Bridge and associated Route 51 and Route 837 interchange ramps.

24. General Business

Mr. Montgomery:

- Engineering Committee Highlights:
 - Stated West Jefferson Hills School District has asked the Borough to take ownership of the sanitary sewer line connecting to the High School which is 3,687 feet and includes twenty (20) manholes. Presently, 1,480 feet and seven (7) manholes are already installed. Gateway's recommendation is the Borough not accept ownership because 35% of the project is already installed, the already completed work has not been inspected and that this is effectively a lateral, which are not normally owned by municipalities. Gateway Engineers drafted a response letter and Mr. Weber stated the letter to West Jefferson Hills School District, as it's drafted, is ok to send.
 - Stated the Borough is recommending option 3 regarding Miller Road and the Mon-Fayette Expressway. The smallest section of the road would be cut off of Route 837 and turned into a cal-de-sac. Mr. King stated it's ok to send the letter with option 3 as the Borough's choice.
 - Stated there has been a flow increase at Clairton sewershed. Only 15% of that increase is from the new taps and this increasing trend is troubling. Clairton is looking for manholes which may have holes and they are also going to

remote locations for walking inspections. The walking inspections should be done in about 2 weeks.

- Stated the Borough staff is working on the spreadsheets for Gateway projects.
- Stated Mr. King might want to discuss the West Elizabeth meeting he attended with Gateway.

Mr. King stated he and Mr. Minsterman attended the meeting with West Elizabeth Council regarding the Boarder Street crossing, which remains a problem. West Elizabeth Council presented information not previously discussed. Information presented included an authorization from the railroad to cross over the street in a different location and a right-of-away existing for the ball field location. There will be another meeting tomorrow, May 4, to discuss the issues again, but the Engineer for West Elizabeth Council will not be present. The Borough has two options in the current situation; either stay with Boarder Street crossing or look at Lincoln Crossing. Mr. King stated if West Elizabeth has the right-of-away from the ballfield owner and the changes pose no increase to the Borough, Council will need to have that documented by West Elizabeth before the Borough agrees to any changes. Mr. Weber stated the 11th hour change concerns him because of time and money and, if West Elizabeth wants to make changes now, they should pick up any associated costs. Mr. Shimko stated that one issue here is that the DEP governs the sewage not the street opening. The DEP told the Borough of Jefferson Hills to get a street opening permit from West Elizabeth. The DEP can't tell West Elizabeth to give the Borough of Jefferson Hills a street opening permit, so the Borough needs to negotiate with West Elizabeth. Mr. Weber asked who can tell West Elizabeth to give the street opening permit to the Borough. Mr. Shimko stated we need a denial from West Elizabeth first, then appeal that denial to West Elizabeth, and then appeal the appeal in court. Mr. Shimko stated the litigation for this process is incredibly long. Mr. King stated the right of way coming through the private property was found by Gateway by looking on the map while at the meeting. West Elizabeth's barrier to the current proposal is closing the street for 2-3 weeks, disrupting the businesses on the street, and West Elizabeth's belief that parts of the detour aren't wide enough. Mr. King will attend the meeting tomorrow and Mr. Khalil would also like to attend.

- The residents who asked for Pickleball have been calling again and believe they can show the Borough where to spray the lines. Mr. King stated that they need to work with the Recreation Board to accomplish this.

Mr. Sockman:

- Stated there needs to be a sign put at the road and entrance of the Public Works building clearly indicating the entrance is to the Public Works building. Mr. Lovell stated there is a sign a little further down. Mr. Lovell stated there is a

sign already. Mr. Sockman stated it needs to be moved up where it can be seen from Old Clairton Road before making the turn.

Mrs. Ielase:

- Stated Saturday, May 13, 2017 is Fish for Fun Day.
- Stated the Library sale went well.

Mr. Weber:

- Stated Pennsylvania American Water is going to increase their rates and people may get the proposed sewage increase notifications and Pennsylvania American Water increases confused as one in the same.

Mr. Khalil:

- Stated he put parameters together for Council to consider regarding the use and timing for the volunteer members of Boards and Commissions when utilizing parks for free.

Mr. King:

- Stated he wishes continued good health and recovery to Mr. Lovell and thanked him for attending the meeting.
- Stated Mayor Cmar did a wonderful job on Cleanup Day.

25. Adjournment

Mr. King adjourned the meeting at 8:48 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