

Borough of Jefferson Hills
Agenda Meeting of Council
October 9, 2019

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 and President King answered to roll call. Borough Manager Stinner, Finance Officer Bennett, Solicitor Shimko, Chief Roach, Borough Engineer Glistler, Consulting Engineer Minsterman and Public Works Director Volpe were also present. Council Member Reynolds and Vice President Weber were absent.

1. Pledge of Allegiance
2. Roll Call

President King announced Council was in Executive Session prior to the start of the meeting for the same items being discussed at the end of the meeting.

3. Borough Resident/Taxpayer Comments

Dave Oster, of 6009 Walton Road, asked about the status of a community center study. President King replied the possibility of a community center is in the very preliminary stages. President King indicated the Recreation Board took it upon themselves to do the feasibility study and Council had no input and did not see the study until it was presented at a May Council meeting. President King expressed what Council agreed to do was have Mr. Stinner send a letter to the community asking for feedback as to whether the community even wants a community center. Mr. Oster asked if the letter will have details regarding options or will it be very general. Mr. Stinner responded we are at the stage where it will be very general. The Borough's feedback request letter will be shared with Pleasant Hills and West Elizabeth.

4. Report from Borough Boards and Commissions

Jim Kingsley, of the Library Board, reported the annual Fall mailer collected approximately \$8,700.00 this year and the Buncher organization will match approximately 23% of that, which will bring the total to over \$10,000.00. Mr. Kingsley stated the library continues to have weekly Tai Chi classes, yoga, Mah Jong, Scrabble and grief support and has expanded the children's story time. Mr. Kingsley stated the Borough's Holiday Celebration Night is December 2 from 6:00 to 8:00 p.m. Mr. Kingsley mentioned there has been much discussion about expanding the library into the space potentially to be vacated by the police department and, while they appreciate the consideration, they are working amongst themselves as well to decide what the future of the library should be. President King stated any discussions regarding the expansion of the library are extremely preliminary and have only been made as potential options.

5. Motion to approve minutes of agenda meeting September 4, 2019
6. Motion to approve minutes of regular meeting September 9, 2019
7. Motion to approve the monthly bills

8. Motion to approve the monthly payrolls
9. Motion to adopt Resolution No. 34-2019 directing distribution of the Borough's allocation of General Municipal Pension System State Aid for 2019 in the amount of \$286,747.94 as follows: Police Pension Fund \$184,337.96, Service Employees Union Pension Fund \$81,927.98, Administrative Pension Plan \$20,482.00
10. Motion to adopt Resolution No. 35-2019 authorizing execution of the Winter Services Agreement with the Commonwealth of Pennsylvania for the period 2019-2024

Mr. Khalil asked Mr. Volpe if the Borough will still be providing snow removal services for all the same roads because his recollection is that some state roads were added. Mr. Volpe responded the Borough provides snow removal for all state roads, except for Route 51 and Route 837, and does not provide snow removal for any Allegheny County roads. Mr. Volpe stated there was a meeting with PennDOT and it asked if the Borough would like to take over winter maintenance for Route 837. Mr. Khalil asked if that was being considered. Mr. Volpe replied that would be up to Council. President King asked how long of a stretch of road it would be. Mr. Volpe responded a little over two (2) miles. Mr. Khalil asked if the Borough was reimbursed for that. Mr. Volpe indicated the Borough would be reimbursed and this would be in addition to the agreement being presented tonight. Mr. Khalil stated, as long as Mr. Glistler and Mr. Volpe feel the compensation is adequate, he is fine to move forward with it. There was a consensus of Council to move forward.

11. Motion to adopt Resolution No. 36-2019 declaring the Borough's intent to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008
12. Motion to adopt Resolution No. 37-2019 authorizing the disposition of certain public records consistent with the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008
13. Motion to adopt Resolution No. XX-2019 authorizing Stanley L. Gorski of SHACOG to file Year 46 Community Development Block Grant application in the amount of \$30,079.00 for the Andrew Reilly Memorial Park ADA Upgrades – Phase 2 Project estimated at \$46,275.00 with a Borough share of \$16,196.00
14. Motion to approve Application for Payment No. 2 and Final from Piccolomini Contractors, Inc. in the amount of \$19,485.00 for work completed on the former Borough Building demolition project
15. Motion to approve Application for Payment No. 9 from Jet Jack, Inc. in the amount of \$110,380.13 for work completed on the Jefferson Hills/West Elizabeth Sewershed Act 537 Plan Capital Improvements Project Contract C
16. Motion to approve Work Authorization dated September 11, 2019 from Gateway Engineers, Inc. for miscellaneous engineering and consulting services related to the West Elizabeth Sewershed in the amount not to exceed \$5,000.00

17. Motion to approve Work Authorization dated September 13, 2019 from Gateway Engineers, Inc. for assisting the Borough in preparing recommendations to repair the Lewis Run Streambank Erosion in the amount not to exceed \$10,000.00

Mr. Khalil stated three (3) options for this repair were presented at the engineering meeting with the third option being the preferred choice of the engineering committee and asked if this is something Council would discuss tonight or authorize further investigation and make the determination later. Mr. Glistler responded the investigation and due diligence have already been done and the options were presented to choose one with which to move forward. There was a consensus of Council to add option three to the agenda for Monday's meeting.

18. Motion to approve Work Authorization dated October 10, 2019 from Gateway Engineers, Inc. for assisting the Borough with miscellaneous engineering and consulting services within the Borough in the amount not to exceed \$5,000.00
19. Discuss approving the distribution of the Pennsylvania Foreign Fire Insurance allocation in the amount of \$65,148.10

Mr. Khalil stated his recommendation would be to distribute the entire amount to the new organization JHFR. Mr. Shimko mentioned the statute and the information from the Auditor General leads one to believe that this amount needs to be distributed to each fire company that was certified in 2019, which would be all three (3) fire companies. However, there is no specificity as to how much should go to each. Mr. Khalil asked if that meant \$1 could be sent to Gill Hall VFC. Mr. Shimko replied that is correct. President King asked what the deadline to distribute is. Mr. Shimko responded 60 days from receipt, which would be November 15. President King asked this item to be removed from the agenda until next month. Mr. Shimko also stated the resolution for distribution of tax money needs to be amended.

20. Discuss CU-3-2019, Northwest Outdoor Advertising Billboard Conditional Use

Mr. Shimko stated Council had a public hearing at 6:00 this evening where it accepted evidence from the applicant about the application for conditional use for a billboard on Route 51. The applicant was the only one in attendance. Mr. Shimko indicated there did not appear to be anything in terms of conditions and that the applicant provided a very clear application. Mr. Shimko expressed it is in order to vote on Monday if Council is interested in doing so. There were four (4) Council Members present at the public hearing, so, those four (4) Council Members would be eligible to vote. Mr. Shimko stated the decision has to be made and provided to the applicant by November 23.

21. Discuss switching payroll providers to ADP Payroll Services

Jennifer Todd and Naomi Moffat of ADP Payroll Services were in attendance. Mr. Stinner stated Ms. Moffat presented him with the possibility of switching to ADP Payroll Services, which he believes is better suited now to the Borough than what is currently being used for an equitable monetary increase. President King asked Mr. Bennett if he recommended this. Mr. Bennett indicated ADP is more robust and has more human resources capabilities. Ms. Todd expressed the number of employees at the Borough of Jefferson Hills fits well with ADP. Ms. Todd stated, from a payroll aspect, their system is

more efficient, user friendly and there are more features that can be automated. There was a consensus of Council to add this to the agenda for Monday.

22. Discuss replacing small shelter at 885 Park and related quote from Jeffery & Associates

Mr. Stinner indicated discussions with the recreation board have indicated the need for replacement of shelters and there is enough in the budget to replace two (2) of them. Mr. Khalil asked which two (2) he is considering for replacement. Mr. Stinner replied one (1) at 885 and the other at Beedle. Mr. Bennett indicated the COSTARS quotes for review will not include the cost of removing and reinstalling electricity. Mr. Khalil asked if this cost was only to erect the new shelter and not to demolish the old. Mr. Bennett replied this cost is only for the kit and not for construction or to demolish the old shelter. Mr. Sockman asked Mr. Volpe if this could be worked into his current workload or is it best to look into someone else erecting it. Mr. Volpe replied there is no problem for Public Works to do the demolition and, depending on the weather, the construction may be possible. Mr. Sockman asked if it were possible to get a quote for the construction. President King asked Mr. Volpe to get some costs on construction of the shelter. Mr. Bennett suggested, since this is kind of a new venture for the Borough, maybe only the one shelter at 885 Park should be replaced now to see how things go and then decide on another later. There was a consensus of Council to put one 16' x 40' shelter with the regular grand rib steel roofing on the agenda for Monday.

23. Reports

Andrew Tomer, Jefferson 885 VFC Fire Chief and Emergency Management Coordinator, reported:

- Allegheny County is in the process of updating the County Hazard Mitigation Plan and every municipality has to adopt such a plan. If it is not adopted from the County when it is completed in 2021, the municipality has to establish their own plan. To adopt the County Plan, Borough representation is needed.
- Asked if Mr. Stinner would be able to recreate the Emergency Operations Plan. Mr. Stinner indicated he was working on it.
- Received an AFG grant for first time ever for the extractor and dryer installed at Floreffe VFC, but asked Council to help pay for the cost share portion.

Brian Chalfant, Jefferson 885 VFC Assistant Fire Chief and President of Jefferson Fire and Rescue, reported:

- JFR will have a meeting to vote to transfer all assets, except for the truck that is in litigation, and will let Council know when this occurs. JFR will need to remain open until the litigation is complete.
- Mr. Khalil asked for an explanation of rescue tools that were requested and the discount being offered. Mr. Chalfant expressed the rescue tools being considered are cutters and spreaders that are battery operated, waterproof and more mobile and would be greatly discounted because they are the demonstration models, but are basically new. President King asked this be added to the agenda for Monday.

- Mr. Sockman asked what the status regarding the truck in litigation is. Mr. Chalfant responded the next step is depositions and move to court proceedings after.
- President King asked if a relief association was set up yet for the new organization. Mr. Chalfant stated it was set up, but is not yet 501(c)(3) certified.

Don Withers, Floreffe VFC Fire Chief, reported:

- Floreffe VFC ran 23 responses for the month of September.
- Trained with Jefferson 885 VFC and did pumping detail at Floreffe station.

Engineer Glistler reported:

- The Borough was notified by owners of the PICCO landfill that there was a landslide that caused a break in a Borough sanitary sewer line and he confirmed it. There will be emergency repair needed.
- CDBG Year 46 application for the Andrew Reilly Memorial Park ADA Upgrades was approved.
- He may possibly have the demolition resolutions available for Monday.
- The requested extension was granted until June 30, 2020 for the Beedle Park Concession Stand GEDF Grant application.

Consulting Engineer Minsterman reported:

- Nothing to report.

Finance Officer/Treasurer Mr. Bennett reported:

- The majority of the taxes collected have been distributed to the fire and ambulance obligations.
- The first budget meeting went well and several more meetings will be held before the adoption in December.

Public Works Director Mr. Volpe stated he had nothing beyond his written report.

Police Chief Roach reported:

- SHACOG entry level testing continues to move forward. The goal is to have qualified candidates on the November agenda.
- Sergeant promotional testing is underway.

Mayor Cmar reported:

- She met with executive board of Clairton AARP and a vote was taken and it was approved to change the name to Clairton/Jefferson Hills AARP and to change the

meeting location to the Jefferson Hills Borough Building Community Room. These changes will not take place until March 25, 2020.

- October 31 from 6:00-8:00 p.m. is trick or treat.
- Banner program application needs to be submitted before January 24, 2020.
- President King asked Mr. Stinner if there were some questions regarding AARP's use of the Community Room. Mr. Stinner stated Jane Milner emailed the Executive Director of the Clairton AARP approximately five (5) questions in early September, which were not answered. Mr. Stinner continued to say an application for use of the Community Room was submitted for a period of time that already has Borough Library classes scheduled and have been for the past four (4) years. Mayor Cmar stated she thought those classes were at different time than AARP needed and feels these older people would have a hard time changing their date. Mr. Khalil asked Mayor Cmar to reach out to her contact at AARP and get answers to the questions. President King asked Mr. Stinner to work through the scheduling situation.

Borough Manager Stinner reported:

- The Allegheny League of Municipalities Banner Community Application is coming due and a delegate needs to be listed on the application. Mr. Stinner suggested preparing a resolution that would appoint him as delegate to a number of different organizations of which the Borough is already a member and he attends the meetings. President King stated the resolution would be good and thought Mayor Cmar could be listed as vice-delegate. There was a consensus of Council to prepare the resolution.

24. General Business

Mr. Montgomery noted regarding SHACOG:

- There was a presentation regarding national incident management training, which must be done by elected officials and management personnel in each municipality. Allegheny County will hold two (2) classes. Mr. Stinner stated all elected officials have to take this training and taking a class is better than trying to get everyone to go online independently. President King asked Mr. Montgomery to get the dates and let Council know.
- CDBG 46 had twelve (12) pre-applications for ten (10) municipalities.

Mr. Sockman noted:

- He provided a five-year plan for public works. Mr. Sockman stated, if the Borough is going to continue to carry out in-house paving, the equipment will need to be upgraded.

Mr. Khalil noted:

- Regarding the questionnaire for the community center, with the question regarding an increase in the millage, should there maybe be a millage percent listed. Mr. Stinner

stated he was trying to make it a broad stroke instrument, but would be happy to add an amount. President King asked if Mr. Stinner could please add an amount to that question.

Mrs. Ielase noted:

- The library would like to purchase more round tables and need the chairs fixed or replaced. President King asked if the library could provide a list of what is needed and a potential cost. Mr. Stinner stated he would work with Ms. Reschenthaler on this matter.

President King noted:

- Victor Graves of the Boy Scouts asked if Council has any ideas for upcoming projects. President King asked Mr. Stinner to contact Mr. Graves.
- President King commended Mr. Stinner on the job he is doing and getting up to speed very well.

25. Adjournment

President King adjourned the meeting at 8:37 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.

26. Executive Session – Personnel, Collective Bargaining, Real Estate, Legally Privileged/Confidential and Litigation (*Peters Creek Sanitary Authority, et al. v. Clairton Municipal Authority, Court of Common Pleas of Allegheny County, GD-17-017711*; *Carol Ann Bucar v. Borough of Jefferson Hills, Court of Common Pleas of Allegheny County, SA-19-000528*; *Levander v. Borough of Jefferson Hills, United States Equal Opportunity Commission, Charge No. 533-2018-01896*; *Jefferson Estates Homeowners Association v. Zokaites Properties, Court of Common Pleas of Allegheny County, Docket No. GD-17-011526*)

John P. Stinner
Secretary/Borough Manager