

Borough of Jefferson Hills  
Agenda Meeting of Council  
January 8, 2020

The agenda meeting of Council was called to order by President Bucy at 7:00 p.m. in the Municipal Center, 925 Old Clairton Road. Following the Pledge of Allegiance, Mayor Cmar and Council Members Ielase, Reynolds, Ruscitto, Sockman, Steffey, Vice President Montgomery and President Bucy answered to roll call. Borough Manager Stinner, Finance Officer Bennett, Solicitor Shimko, Chief Roach, Borough Engineer Glister and Public Works Director Volpe were also present.

1. Pledge of Allegiance
2. Roll Call

Introduction from Council from President Bucy: The newly comprised Jefferson Hills Council welcomes the Jefferson Hills residents and extends our wishes to you and your families for a healthy, happy, and prosperous 2020 new year. It is our hope to combine the knowledge and wisdom of our past council members Dave Montgomery, Vicki Ielase, and Frank Sockman with the enthusiasm and freshness of ideas from the recently appointed council member Melissa Steffey and newly elected members Nicole Ruscitto, Keith Reynolds, and myself into our council. Our professional goal is to model a spirit of collective collaboration, while respectively acknowledging our individual differences. All of us are committed to working together for the betterment of this community and recognize our civic responsibilities. Together, the Jefferson Hills Council members and the Jefferson Hills citizens are beginning on our new 2020-year long journey to keep Jefferson Hills Borough the #1 place to raise a family. Receiving feedback from our community is essential to establish and promote communication among citizens and council members. Therefore, please note that requests to speak are located on the back table and should be filled out prior to the 7:00 beginning of the meeting and then delivered to the borough secretary's table. Residents will be recognized and proceed to the podium. State your name and address for recording purposes. Each resident will be permitted 4 minutes for your statement. We thank you for your attendance, and we encourage all of you to attend our council, planning, zoning, and recreational meetings throughout the year. A schedule of the meetings for this year has been placed on the back table for your convenience and will be posted outside the door in the hallway for future reference if needed.

3. Borough Resident/Taxpayer Comments

John Thatcher, of 604 Gill Hall Road, President of Jefferson Hills Fire and Rescue ("JHFR"), congratulated the new Members of Council and thanked the previous Council Members for all their support of the fire department. Mr. Thatcher stated JHFR wants to be a team player with Council and have a good relationship. Mr. Thatcher indicated the fire departments in the area that work the best are those that have a good relationship with their Council Members and he extended the invitation to have open communications with the fire department and hopes that it continues in the future.

4. Report from Borough Boards and Commissions
5. Motion to approve minutes of agenda meeting December 4, 2019

6. Motion to approve minutes of regular meeting December 9, 2019
7. Motion to approve the monthly bills
8. Motion to approve the monthly payrolls
9. Motion to adopt Resolution No. 1-2020 granting preliminary and final approval to the subdivision plan know as S-11-2019, Richard Plan of Lots Phase 3
10. Motion to adopt Resolution No. 2-2020 granting final approval to the land development plan known as SP-11-2019, Riverlift Office and Garage Land Development
11. Motion to adopt Resolution No. 3-2020 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
12. Motion to approve Application for Payment No. 3 and Final from Alex E. Paris Contracting Company in the amount of \$33,835.65 for work completed on the 2019 Road Program
13. Motion to approve Application for Payment No. 3 and Final from SHACOG for Select Contracting, LLC in the amount of \$2,052.32 for work completed on the Borough Building ADA Doors Project, subject to the receipt of an invoice from SHACOG
14. Motion to approve Invoice #19-161 from D & D Engineering, Inc. in the amount of \$2,341.50 for work completed on the Jefferson Hills/West Elizabeth Sewershed Act 537 Plan Capital Improvements Project Electrical Engineering Design Services
15. Motion to approve Work Authorization dated December 11, 2019 from Gateway Engineers, Inc. for miscellaneous engineering and consulting services in 2020 in the amount not to exceed \$10,000.00
16. Motion to approve Work Authorization dated December 11, 2019 from Gateway Engineers, Inc. for miscellaneous engineering and consulting services related to the Clairton Sewershed in the amount not to exceed \$10,000.00
17. Motion to approve Work Authorization dated December 11, 2019 from Gateway Engineers, Inc. for miscellaneous engineering and consulting services related to the West Elizabeth Sewershed in the amount not to exceed \$10,000.00
18. Motion to approve Application for Payment No. 1 from Bronder Technical Services, Inc. in the amount of \$19,118.39 for work completed on the State Route 837 and Walton Road Signal Replacement project

19. Motion to approve the operation and maintenance proposal from CME Operations LP (Proposal #071908) for a six-month contract to manage the Lick Run and 837 pump station operations and maintenance

Mr. Volpe explained the Borough has two (2) pump stations. He stated a license is required to operate the pump stations and no in-house employees are currently licensed to do so. Mr. Volpe expressed any employee interested in obtaining a license would have to work under a licensed operator for six (6) months and be tested for certification. Mr. Volpe indicated the requested proposal from CME would allow a six-month apprentice program with the goal of the Borough taking over operation of the pump stations.

## 20. Reports

Andrew Tomer, JHFR Fire Chief and Emergency Management Coordinator, reported:

- For 2019, there were four hundred nineteen (419) emergency requests for service from the fire departments, with three hundred thirty-six (336) of them being in-Borough responses, leaving only eighty-three (83) responses being outside the Borough.
- Thirty-eight (38) individuals attended over two hundred one (201) trainings in 2019.
- He echoed Mr. Thatcher's comments of looking forward to having a good relationship with Council.
- He will provide information in the next few days for required elected official training which Council Members will need to take. This can be done online or at a seminar. Vice President Montgomery commented that SHACOG is consolidating this training among ten (10) communities.
- President Bucy asked Mr. Tomer to provide more detailed information on the JHFR calls in the future. Mr. Tomer responded he would be happy to provide an example of a report and go from there.

Engineer Glister reported:

- Nothing further to report.

Consulting Engineer reported:

- Nothing further to report.

Finance Officer/Treasurer Mr. Bennett reported:

- He is in the process of making closing entries for 2019 and will, most likely, be making those entries through March.
- The 2020 Budget is entered in the software program.
- The new ADP payroll system is going live this week.

- He will attempt to have the month and year-end financial report for 2019 in Council's packets next week. It will not be complete because, as he stated, journal entries are still being entered.

Public Works Director Mr. Volpe reported:

- Nothing further to report.

Police Chief Roach reported:

- His written report will be in Council's packet for Monday.
- He would like a few minutes of time in Executive Session for personnel matters.

Mayor Cmar reported:

- She presented an article from the latest edition of the Borough News dealing with the Real ID program beginning on October 1 and asked this article be posted on the Borough website.
- She would like to schedule Cleanup Day for April 26 and have a meeting sometime in the next few weeks. Mayor Cmar indicated, in order for this to be successful, help will be needed from the community.
- She received a letter from a couple regarding the survey sent out for the proposed community center and read some excerpts from the same.
- Mrs. Ielase asked if Mayor Cmar stated April 26 for Cleanup Day and told her it was a Sunday. Mayor Cmar corrected the date to April 25.

Borough Manager Stinner reported:

- The IT infrastructure upgrade is in full swing.
- The current telephone system is very poor, but the IT infrastructure must be in place before installing the new telephone system. Mr. Stinner stated he is hopeful to have something in place by March.
- As Mr. Bennett stated, the payroll transition is happening now and he thanked Mr. Bennett and Ms. Daily for their hard work on this project.
- An excellent response has been received from the residents on the community center survey. Mr. Stinner commented he received the letter that Mayor Cmar referenced and is in the process of responding. Mr. Stinner expressed the survey is a broad-stroke instrument and was approved by the Recreation Board and Council.
- Twelve (12) examples for a community seal were provided to him yesterday and he will provide them to Council.
- The paperwork purging is nearing completion and documents are beginning to be scanned.

Solicitor Shimko reported:

- He was contacted by the Zoning Hearing Board Solicitor regarding vacancies on the Zoning Hearing Board and he contacted President Bucy, who asked him to convey that message to Council tonight. There is concern that there will not be enough Zoning Hearing Board members to hold a hearing scheduled for January 30. The deadline for this hearing may be extended, but the applicant has to agree. Mr. Shimko indicated President Bucy thought it may be good to have a conversation about the appointment process and how Council would like to handle it in the future. Vice President Montgomery stated it is his understanding that Beverly McConeghy's term does not expire until the end of 2020 rather than 2019, which means there is only one (1) vacancy. President Bucy stated she asked for this announcement due to Council asking that all vacancies be posted and requested that the one (1) vacancy be posted.

## 21. General Business

Mr. Sockman noted:

- Mr. Volpe and his crew have torn down the small pavilion at 885 Park and the new pavilion will be installed soon.
- There are four (4) basically new Members of Council and there will be times when there are differences of opinion, but he hopes that they respect each other and agree to disagree, also the same to the general audience.

Vice President Montgomery noted:

- At the end of last year, Council agreed to prepare a resolution or proclamation for the Thomas Jefferson High School football team consistent with what Pleasant Hills was doing. Pleasant Hills prepared their resolution and provided it to Council. Pleasant Hills plans to award the resolution at a future football banquet. Vice President Montgomery asked if Council wants to prepare a resolution or a proclamation. Mr. Sockman stated he had suggested naming Bill Cherpak man of the year, Council agreed to that and Mayor Cmar was going to make the presentation at the football banquet. Council agreed to have Mayor Cmar present a proclamation at the football banquet. Mayor Cmar expressed that she would like to recognize Chase Winovich for becoming an NFL player and for paying off school lunches owed in the district. Vice President Montgomery suggested doing that with a resolution.
- He believes Council should go to the Borough's Association banquet on February 1. Mayor Cmar stated she asked Mr. Stinner if the Borough would purchase an ad in their booklet as well.

## 22. Adjournment

President Bucy adjourned the meeting at 7:58 p.m. with an executive session to follow from which Council would not return on motion by Mr. Sockman, seconded by Vice President Montgomery and carried unanimously.

23. Executive Session: Personnel, Collective Bargaining, Lawfully Privileged/Confidential, Public Safety Preparedness, Litigation (*Jefferson Estates Homeowners Association v. Zokaites Properties et al.*, Court of Common Pleas of Allegheny County, Docket No. GD-17-011526; *Peters Creek Sanitary Authority, et al. v. Clairton Municipal Authority*, Court of Common Pleas of Allegheny County, GD-17-017711; *Borough of Jefferson Hills v. Zoning Hearing Board of the Borough of Jefferson Hills*, Court of Common Pleas of Allegheny County, SA-19-000709; *AUUE, Inc. v. Borough of Jefferson Hills Zoning Hearing Board*, Court of Common Pleas of Allegheny County, SA-19-000748; *Levander v. Borough of Jefferson Hills*, United States District Court for the Western District of Pennsylvania, 2:19-cv-01629-MJH)

John P. Stinner  
Secretary/Borough Manager