

Borough of Jefferson Hills  
Agenda Meeting of Council  
January 3, 2018

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, Council Members Ielase, Khalil, Montgomery, Sockman, Vice President Weber and President King answered to roll call. Borough Manager Levander, Finance Officer Bennett, Solicitor Shimko, Chief Roach, Consulting Engineer Minsterman and Public Works Director Volpe were also present. Mayor Cmar and Council Member Reynolds were absent

1. Pledge of Allegiance
2. Roll Call
3. Citizen/Taxpayer Comments
4. Report from Borough Boards and Commissions

A) David Graffam, Library Board, addressed Council with the following:

- Congratulated all newly elected officials.
- Thanked Council for improvement of the parking lot lighting.
- 2018 Budget is \$185,000.
- Looking for a site coordinator for the AARP Foundation Tax Aid work that will be done at the Library. Currently have two (2) tax preparers that will work one (1) day a week.
- There is a long list of programs in the Jefferson Hills In Community Magazine, including a Thai Chi class.

5. Presentation by Hosack, Specht, Muetzel & Wood LLP of the 2016 Financial Audit

Steve Niedenberger discussed the audit report for December 31, 2016, which encompassed an actuarial study from Mockenhaupt. Mr. Niedenberger stated that it was a clean audit report. There were no findings or questioned costs. Mr. Khalil noted that, on Page 10 of the report, it shows the Moody's Investors Service has upgraded the Borough's credit rating from an A1 to an Aa3 and thanked everyone for their work and efforts to be mindful of the budget.

6. Motion to approve minutes of agenda meeting December 6, 2017
7. Motion to approve minutes of regular meeting December 11, 2017
8. Motion to approve the monthly bills
9. Motion to approve the monthly payrolls

10. Motion to enact Ordinance No. 868 establishing a Volunteer Service Credit Program; enacting an Earned Income Tax Credit for Volunteer Members of Volunteer Fire Companies and Nonprofit Emergency Medical Service Agency; and establishing associated administrative procedures and appeals

Mr. Shimko stated this is the Act 172 Ordinance on which a public hearing was held November 30, 2017 to satisfy the law's requirement that a public hearing be held at least thirty (30) days before the Ordinance is enacted. Mr. Shimko noted that for the purposes of the proposed volunteer emergency worker tax credit Act 172 requires the Borough to formally define the term "active volunteer", which the Ordinance states needs to be done by Resolution. The Ordinance also establishes an appeal procedure for anyone who feels they should have qualified as an active volunteer, but has been determined they do not. As written in the Ordinance, the appeal process would go by the Local Agency Law appeal procedure for the Borough of Jefferson Hills. At present, the Borough does not have a procedure, but has three (3) options in establishing this procedure: (1) create a local tax appeals board; (2) Council may make decisions on appeals in Executive Session; or (3) appoint a hearing officer.

11. Motion to adopt Resolution No. 4-2018 appointing a representative and an alternate representative to the SHACOG Franchising Authority Board

President King stated Mr. Montgomery and Dave Crawford are presently listed as representative and alternate representative and asked if those appointments should remain the same. Mr. Montgomery replied yes. Vice President Weber asked if Mr. Montgomery's new position as Vice President of SHACOG would preclude him from being able to be the representative as well. Mr. Montgomery said it would not.

12. Motion to approve Application for Payment No. 3 to Roach Brothers in the amount of \$23,278.75 for the Wall Refinishing Project

Mr. Sockman asked whether a larger retainer should be withheld to be sure the project is completed. Ms. Levander replied the Architect visited the office last week and feels as though the retainage amount is acceptable.

13. Motion to approve Application for Payment No. 2 from Robinson Pipe Cleaning Company, Inc. in the amount of \$18,811.12 for the SHACOG O&M CCTV Inspections and Cleaning Contract, Year 7, subject to the receipt of an invoice from SHACOG
14. Motion to approve Application for Payment No. 2 and Final to A. Folino Construction, Inc. for the 2017 Paving Program in the amount of \$33,302.02 subject to the receipt of the two (2) year maintenance bond for 50% of the final contract amount and approval of the maintenance bond by the Borough Solicitor

Mr. Shimko stated, since this Agenda was prepared, the maintenance bond has been received and approved and the contingency language can be removed for the regular meeting agenda.

15. Motion to approve Application for Payment No. 1 to Ward Building & Highway Specialties, Inc. for the Waterman Road Guiderail project in the amount of \$35,660.63
16. Motion to approve Work Authorization dated December 22, 2017 from Gateway Engineers, Inc. for the 2018 O&M CCTV inspections work in the amount of \$24,000.00
17. Motion to approve Work Authorization dated December 22, 2017 from Gateway Engineers, Inc. for the 2018 O&M open cut repairs & lining repairs in the amount of \$50,000.00
18. Motion to approve Work Authorization dated December 12, 2017 from Gateway Engineers, Inc. for the ongoing construction, inspection and administration for Peters Creek Stream Restoration Phase V in the amount of \$10,000.00

Mr. Minsterman stated that the Fish Commission visited the site and the officer took exception to the erosion and sedimentation control measures implemented by the contractor. There have been several meetings to get things back to a reasonable situation where the Fish Commission is satisfied. The Fish Commission coming to a better understanding of the project was part of the solution, as was the contractor needing to do a better job. Effort was expended in, not only negotiating and working with the Fish Commission, but also increasing the inspection efforts to be sure the contractor was following the requirements on the contract to avoid fines or retribution from the Fish Commission. Vice President Weber asked if this was the final phase of work to be done on Peters Creek. Mr. Minsterman replied it was.

19. Motion to approve Work Authorization dated December 22, 2017 from Gateway Engineers, Inc. for general planning assistance in 2018 in the amount of \$20,000.00
20. Motion to approve Work Authorization dated December 12, 2017 from Gateway Engineers, Inc. for permitting for the Lewis Run Stream Stabilization in the amount of \$7,500.00
21. Discuss the letter from The Redevelopment Authority of Allegheny County announcing the award of the Gaming Economic Development Fund (GEDF) Grant in the amount of \$100,000.00 for the Beedle Park Phase 2 Project

Ms. Levander stated Mr. Minsterman is going to see what can be done on this Phase 2 project for this amount. Ms. Levander stated she also spoke to Kathleen Castner, the project manager at DCED, about the time frame of when the funds need to be spent and the timing is a year to eighteen (18) months. Ms. Levander added there is no Borough match required for this grant by the Borough, so the Borough should find some portion of the project to complete. President King suggested communicating with the Recreation Board and asked that Ms. Levander reach out to the Board. Mr. Minsterman commented Gateway could provide some options for portions of the project that are already part of the scope to spend the funding.

22. President of Council to make appointments of delegates to organizations and representatives to Boards and Commissions

President King made the following appointments in consultation with the Council members:

<u>Board/Commission/Organization</u>	<u>Delegate</u>	<u>Alternate Delegate</u>
South Hills Area Council of Governments	David Montgomery	Christopher W. King
PA State Borough Associations	Janice Cmar	Kathleen Reynolds
Allegheny County Borough Associations	Janice Cmar	Kathleen Reynolds
Jefferson Fire Rescue	Tracey Khalil	James A. Weber
West Jefferson School District	Vickie Ielase	Christopher W. King
Eastman Advisory Panel	Kathleen Reynolds	Vickie Ielase
Jefferson Hills Area Ambulance Board of Directors	Tracey Khalil	Francis L. Sockman
Southwest Allegheny County Tax Collection District	Charles W. Bennett	James A. Weber
Economic Development South will be removed		
Planning Commission	Francis L. Sockman	James A. Weber
Environmental Quality Board	David Montgomery	Christopher W. King
Recreation Board	Vickie Ielase	Kathleen Reynolds
Library Board	Christopher W. King	Vickie Ielase
Engineering Committee	David Montgomery	James A. Weber Francis L. Sockman

23. Reports

Finance Officer/Treasurer Mr. Bennett reported:

- Approval from the DCED was received regarding the PENNVEST loan and it is scheduled to close toward the end of January.
- Working on the end of the year adjustments and will have a preliminary December financial statement for Council on Friday.

Public Works Director Mr. Volpe reported:

- Full report was provided and indicates the number of times snow removal efforts were necessary.
- With the cold weather, Public Works is doing inside work at the Borough Building.
- Mr. Montgomery mentioned an issue with a light in the vestibule and Mr. Volpe stated he would take care of it.
- Ms. Levander commented that Siemens is coming in for a meeting next week regarding the heating problems in the Public Works Building and the Borough Building. President King suggested possibly getting bids from other providers once the weather breaks.

Police Chief Roach reported:

- We are three (3) weeks into the new officers' employment and all is going well as they continue the training program.
- Monthly report as well as the yearly statistical report will be provided for Monday.

#### 24. General Business

Mr. Montgomery noted:

- Coal Valley #1 CMA Act 537 Project estimated cost is now \$7M because of a Clairton Municipal Authority-required change in plans to convey sanitary sewage directly to the treatment plant requiring the Borough to run its line through the business district in Clairton along Route 837. Some alternate options to consider would be to build pump stations to get to 885 to the Peters Creek interceptor or build a sewage plant of our own at 837 and Coal Valley. Mr. Montgomery and Mr. Minsterman noted the possibility of engaging DEP and letting it know that there may be only about twelve (12) homes that have a sewage system that is failing and see what DEP says. According to Gateway, the DEP has allowed waivers on such projects where economic feasibility is not apparent in other communities. President King asked Mr. Minsterman to contact the DEP and report back to Council.

Mr. Sockman noted:

- Thanked Mr. Volpe and the road crew on the snow clean up and how great of a job they did over the holidays.
- Appreciates Mr. Graffam's comments about the better lighting in the parking lot, but also realizes that the trees are bare right now providing less blockage. Asked Mr. Volpe to look into changing the back lot lights with LEDs as in the front parking lot. Mr. Volpe will report back to Council on this.
- Ms. Levander is going to meet with the Chief and the Library regarding security plans for the Library and will report back to Council.
- Had a meeting with Mr. Volpe about capital equipment and would like to put the front end loader purchase on the Agenda for next month. Mr. Volpe stated the cost is approximately \$125,000.00. President King approved the addition to next month's Agenda.

Vice President Weber noted:

- Thanked Mr. Sockman for all his help with Public Works and feels as though Council should formalize Mr. Sockman as a Department of Public Works

representative because of the great work he has been doing and the need for such a position.

- A draft letter was provided to Council regarding the fire consolidation and he would like Council to finalize this letter as soon as possible and ask Ms. Levander to send it if no one has any further changes.

Mr. Khalil noted:

- During the Engineering Committee meeting, Mr. Khalil volunteered to reach out to Lew Miller, the President of Council for West Elizabeth, concerning the Border Street permit. Mr. Khalil sent a text to Mr. Miller, but has not heard back from him.
- The upstream communities would like to have a representative at the Clairton Municipal Authority treatment plant monthly construction meetings. It was decided internally for Gateway Engineering to be the sole representative at the meetings so that we get a clear perspective of what is happening. While there will be a cost to this, Mr. Khalil believes the communication level is invaluable. Mr. Khalil stated Mr. Minsterman also mentioned Clairton Municipal Authority would be putting together a narrative of the history of this project from their point of view as to why this occurred.
- A text message was received from Brian Chalfant mentioning that he was informed that Gill Hall VFCs had contacted an attorney. Mr. Khalil asked if the representatives present at the meeting for these companies would like to comment. No comment was provided.

25. Adjournment

President King adjourned the meeting at 8:13 p.m. with an executive session to follow from which Council would not return on motion by Mr. Khalil, seconded by Vice President Weber and carried unanimously.

26. Executive Session – Personnel, Labor, Real Estate, Legal, Privileged, Legally Confidential and/or Legal Investigatory Matters

Tricia Levander  
Borough Manager