

**PRE MEETING
BADEN BOROUGH COUNCIL
MARCH 17, 2014**

Council President Judi Montell called the Pre-Meeting of Council to order at 7:00 p.m. in Council Chambers of the Baden Municipal Building, 149 State Street, to conduct business of general purposes.

PLEDGE OF ALLEGIANCE

PRESENT: Mr. Besong, Mr. Kotula, Mrs. Michaels, Mr. Stuban, Mr. Trzcianka, Mrs. Villella and Mrs. Montell

ALSO PRESENT: Mayor Sam Gagliardi, CEO Jim Napolitan, Street Foreman Michael Josapak, Police Chief Christner

Acknowledgement of Recordings

VISITORS - None

DEPARTMENTAL REPORTS

BOROUGH SECRETARY

Mrs. Rakovan informed Council that At Your Door Service to pick up the computer equipment left her message to arrange a pickup date and time. She will be contacting them tomorrow.

Through the Beaver County COG, Mrs. Rakovan asked that Baden be included in the aggregate bid for the summer months per the request of Public Works Foreman Mike Josapak. She commented that we are still using COSTAR for Salt because we have had no problems in getting the salt through Cargill. BCOG bid was through Morton and they had supply issues. COSTAR is through the state, which supersedes the local COG.

The PSAB Convention is in April. Mrs. Rakovan arranged for Mr. Stuban, Mrs. Michaels and Mrs. Villella.

Mrs. Rakovan addressed the Generator Contract that Council approved with Kelly back in the fall. We have had at least two incidences where we have contacted Kelly and they did not respond, followed by claiming that they have no contract on file with Baden. Mrs. Rakovan had emails and copies of the contract however with Kelly's lack of input in wanting to assist the Borough Mrs. Rakovan recommended that we change companies. Today Mr. Josapak contacted Cummings to come in and service our one generator. The original pricing that we received for generator service came from Kelly (West Virginia), Cummings (Pittsburgh) and Cleveland Brothers (Cranberry).

The pension reports (AG-385 and AG-65) will be submitted to the state by the end of the month. A resolution will need done on Wednesday appointing the Secretary as the contact person for the pension plan.

With the situation that has occurred in Harmony Township concerning the collections of utility payments, Mrs. Rakovan presented (copies of reports given to council and mayor) and explained to Council the collection process for Baden Borough, which included a detailed transaction process that are tracked on the computer. This software breaks down by individual account number the cash, check receipts as well as credits, and change given back to individual customers. A report is generated that breaks down the deposits to the various funds. The borough treasurer (Citizens Bank) receives the check registers and balances all accounts. The auditor confirms that treasurer report, bank statements and borough accounts all balance. Mrs. Rakovan stated that if there

are questions or concerns to see her and she hopes that Council is comfortable with how the collection of utility payments are handled within Baden Borough.

PUBLIC WORKS

Mr. Josapak noted that we are good on our salt quantities. Mr. Trzcianka noted that the salt doesn't all fit in the shed and commented that it needs to be pushed further back into the shed.

CEO

Mr. Napolitan noted that he gave a copy of his report to the secretary (council was given a copy too). Mrs. Montell noted that she got a complaint regarding apartments on Oak Street that have a very messy yard. She asked that the CEO look at the apartments. Mrs. Montell also asked the CEO if he had ever sent a letter to Mr. McKee. Mr. Napolitan stated yes and that as soon as the weather gets nice Mr. McKee already has a contractor lined up.

POLICE CHIEF

Chief Christner presented Council will a request to reimburse the Police Petty Cash that they utilize for investigative drug busts. He explained how the money was used and presented receipts for each transaction. Conversation took place regarding the process that the county and state follows regarding drug investigations.

Discussion took place regarding the breakdown of money received from the County collections of fines. The breakdowns on the monthly collection are made of smaller amounts, which may consist mostly of less than \$10 payments that may take years of collections to meet the total fine amount.

Mr. Stuban asked about the collection of fines and how payments are tracked. Chief Christner stated that parking fines are tracked by matching up the payment envelopes with the ticket stub. If payment is not received within a reasonable amount of time then the individual is cited with a larger fine.

Chief Christner informed Council that Officer Spencer would be going on Short Term Disability for Carpal Tunnel Syndrome on May 3rd. He is having both hands done back to back, so he will be off for some time. Chief Christner then addressed the need for part time officers.

Chief Christner stated that he has completed the SOP (Standard Operating Procedure) for the police department. He has given it to the secretary to type. Once the draft is completed, he would like to take it to a printer in Center Township who will copy and place the documents in a binder that will permit the addition and removal of policies as needed. Every officer will have to sign off on receiving the SOP.

Mr. Stuban asked Chief Christner about the bill for the keys. Chief Christner stated that Officer Shipley locked his (Chief's) keys in the office and there was no spare key because Colaizzi put new high-tech locks on the doors after the Kenny Jones case. Guzyk's tried to make keys for the locks and they would not work. Therefore, a new lock was put on with keys and Guzyk only charged for materials not labor.

FIRE DEPARTMENT

Truck Captain, Randy Dobich stated that there were 8 calls for the month of February. Engine 2 is going for inspection this month. Tower47 got the rear end fixed this month. The cost came in \$800 less than the estimate. The ladder truck isn't back yet and the technical rescue 47 trailer was sold this month to a Fire Department from Alabama. The Fire Department sent paperwork to the state for the 75% National Registry Certification. Actually 86% of the Firemen are Nationally Registered.

Mrs. Montell asked why they sold the trailer. Mr. Dobich commented that the box truck replaced it. The trailer did not meet the weight capacity needed to hold and transport the equipment.

COMMITTEE REPORTS

Administration & Finance (Michael Stuban)

Mr. Stuban noted that on Wednesday he is going to have a couple of motions. 1) To pay off the fire department loan early. 2) Transfer \$40,000 to the Equipment Fund.

Mr. Stuban stated that there are some properties that are vacant and we are trying to locate the owners. The one is on Kellinger Drive. A memo was given to the police department to assist in helping to locate the owner so that papers can be served to the owner. We are having the same problem with a property on 864 Riverview. Chief Christner stated that if we give him the paperwork he would try to locate them.

Mr. Stuban addressed Council in regards to considering the acceptance of credit cards in the borough for bill payment. Discussion took place in regards to the cost associated with accepting credit card payments. Mr. Stuban stated that he would ask the solicitor to research this matter. Mr. Stuban also reminded everyone that there are still two vacancies on the Recreation Board. He stated that we would put something in the newsletter asking for volunteers.

Mayor Gagliardi questioned Mr. Stuban on the \$40,000 for the Equipment Fund from the General Fund. Mr. Stuban explained that the money (carryover) is for purpose of purchasing a new truck for public works.

Building, Property & Grounds (Bob Besong)

Mr. Besong welcomed new councilmember, Ted Kotula. Mr. Besong commented that the Public Works Department is doing a good job plowing the streets.

Mrs. Montell asked Mr. Besong about the camera's for the buildings. Mr. Besong noted that he did attend the meeting with the secretary and Mr. Stuban. Mr. Stuban commented that we did meet and we are still finalizing the location of the cameras. He went over the locations of the cameras. Discussion took place regarding camera locations. Mr. Besong stated that everywhere in the building where safety may be an issue would be monitored. Mrs. Montell asked about the location of the monitors. It was explained that a monitor really is not needed because it will be accessible via the internet. Mayor Gagliardi stated that there should be a monitor in the Police Chief Office and a separate for upstairs. He commented that the police cameras should not be public knowledge. Mr. Stuban stated that there would be no monitors because of internet access that would require special passcode access to each camera.

Community Relations (Ted Kotula)

Mrs. Montell welcomed Mr. Kotula to Baden Borough Council.

Mr. Kotula commented that he is looking forward to working with Council. He will have a report for next month.

Library (Kim Vilella)

Mrs. Vilella commented that the Library is waiting for the Ordinance to be received for review so that it can be advertised and adopted by council.

Mrs. Vilella stated that the Library is updating the job descriptions for the library so that they coincide with their five-year strategic plan. The library is also teaming up with the Recreation Board for the Easter Celebration.

Police Department (Kim Vilella)

Mrs. Vilella commented that we already addressed the drug money. She commented to council that a letter was received from the Pennsylvania Labor Relations on the Police Pension Arbitration. There is no violation under Labor Relations and they referred it back to the union.

Mrs. Vilella stated that she is happy that the Police Chief is near completion on the police policy and procedure manual. She commented that earlier in the month, the public safety committee met and they are starting to update and review some of the job descriptions, duties and hiring process for the police.

Mrs. Vilella questioned Chief Christner in regards to refusing to sign the receipt of the police policy that was adopted by council. A comment was made that this should be addressed in executive session. Mrs. Vilella than asked Chief Christner what procedure he had in place in regards to the policy manual that he is writing. Chief Christner explained that in order to work for the police department the officer would have to agree to the policy and sign off on it. Chief Christner stated that he did initial that he received it but he would not sign off on it because it is his belief that the Mayor is his boss and what he tells him to do he will do. If the Mayor wants him to do what is on that list then he will do it. He is not going to sign something that will go against what my boss wants me to do. If the Mayor gives him that policy as an order then he will sign and agree to it. He didn't sign it because he (the Mayor) told him not to. He did acknowledge that he did receive it. Mrs. Vilella then addressed the Mayor by asking if he agrees that Council has the power to create duties, positions and the hiring process? Mayor Gagliardi stated that this is correct. Mrs. Vilella then added that Council also has the power to create the standing rules of the borough. Mayor Gagliardi disagreed with this comment. He stated that Council has authority over hiring, firing, wages and job descriptions. Mrs. Vilella commented on standard rules and the procedures that need to be followed. Mayor Gagliardi stated that this is fine, but the problem is when Council tries to do the internal policies. Mrs. Vilella stated that the Mayor is responsible for the operation of the police department.

Mrs. Vilella commented that the new borough code has clarified many of the gray areas regarding the authority of the Mayor and Council. Mrs. Vilella said to the Mayor that he should be included in the safety committee meetings. Mayor Gagliardi stated that he should have met with the committee prior to the adoption of the policies by council.

Mrs. Vilella informed Chief Christner of Federal Funding for bulletproof vest and body armor.

Chief Christner asked to address Council in regards to their defibrillator being in bad shape. He would like to have one in every car however he knows that they are expensive. Right now they have one and it is beaten when taken to and from the cars. Discussion took place refurbishing it or getting a new one. Dave Trzcianka stated that the Fire Department gave one to the police to use so that they have a reliable and usable defibrillator. Mr. Trzcianka noted that he spoke to the contact for the company that makes the defibrillator and they are going to come down and look at it to see if it can be repaired. The cost is about \$2,000 for a new one. Mr. Trzcianka commented that New Sewickley police just got a grant for 9 defibrillators from Firehouse Subs in Cranberry. Chief Christner commented that he is supposed to get a grant from Walmart and maybe he can use the money for a defibrillator. Comment made that the grant may need to be directed to a purchase from Walmart. Mr. Trzcianka noted that he has no problem to make a motion to buy one. He would first like to check with the local Ambulance Services that our equipment is compatible with theirs.

Chief Christner then added that he would like have an AED and fire extinguisher in every car. Mr. Trzcianka stated that he would get the fire extinguishers for the cars.

Mayor Gagliardi stated that he would check for the grant for the AED. Mr. Trzcianka stated that he would make the motion to buy at least one so that we have it readily available.

Public Works (Dave Trzcianka)

Mr. Trzcianka reported the Street Foreman is looking for prices on a new dump truck. The price for a new chassis is \$34,458 through the state COSTAR program. It will take 4 to 6 months for the chassis to be built.

Mr. Trzcianka noted that Johnson Control came in to look at our water system in regards to remote meters and leak detection. They told Mr. Trzcianka that our system is so tight that there really is no savings with leak detection and remotes. Mr. Stuban stated that Johnson Control was very impressed with the small percent of water loss.

Mr. Trzcianka did comment that he would like to get new readers for the public works department that would directly connect to the office computers. He asked that we look into getting a cost for the remote readers. He also asked that we look into getting a keyless entry system for the borough building.

Michael Stuban added that they met with the engineer regarding the street paving project. We are looking at adding some more streets: Harmony Road, Carl Street, Schiller Street, Burkhardt Street, Chestnut Street, Liberty Avenue, Milton Street and Jefferson Street. The engineer is going to get pricing for the add-ons.

Mr. Trzcianka also asked that we contact the owner of Baden Plaza and ask that whoever plows their parking lot to not plow it onto Johnson Avenue.

Sanitation, Recycling & Municipal (Donna Michaels)

Mrs. Michaels commented that she would like to extend the garbage contract for an additional year.

Recreation & Communications (Donna Michaels)

Mrs. Michaels reported that last year the recreation board was looking into putting a split rail fence in the park by the concession stand. Tristan McCullough would like to provide the labor for the fence as part of his Eagle Scout project. His father will be supervising and assisting his son. The borough will need to supply the materials.

Mrs. Michaels commented that a handicap picnic table is being purchased from the recycling grant funding.

The newsletter still is waiting for articles.

Mrs. Michaels stated that on Wednesday she would be making a motion to switch our web design over to the PSAB.

Mrs. Michaels asked that Council look into buying a wireless speaker system for all of our community events.

On April 5th there will be an Easter Egg Hunt at 9:00 AM in the borough park followed by breakfast with the Easter Bunny in the community room. Kids under the age of 13 are free and adults are \$5. The women's club and library assists the recreation board with this event and she thanked them for their help.

Mayor's Report

Mayor Gagliardi recommended to council that the \$40,000 to pay off the fire truck loan be used to buy the truck. Mr. Stuban stated that the \$40,000 is separate from the loan payoff, which is around \$27,000.

Mayor Gagliardi stated that a closer look needs to be made in regards to the camera system being accessible from the internet. Mr. Trzcianka explained that the cameras would be password protected and Council can select who has access to which cameras. Discussion took place regarding the protection from hackers.

OLD/NEW BUSINESS

Mr. Stuban asked if Council reviewed the Code Enforcement guidelines that were handed out during last month's meeting, if not he would make a motion on Wednesday to adopt the guidelines. Second he asked that Council review the Utility Bill Collection Policy that was supplied in their packet this evening.

Mr. Stuban asked to go into executive session after the meeting regarding personnel and litigation.

Mrs. Villella commented that the book drop has arrived. Public works will install it when they get some free time.

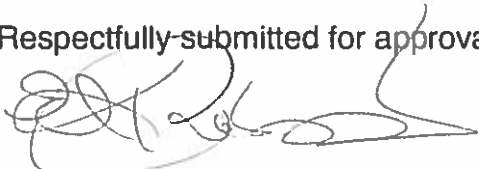
President's Report

ADJOURNMENT

MOTION by Mr. Stuban, second by Mrs. Michaels carried unanimously to adjourn the meeting and go into executive session regarding personnel and litigation.

Meeting adjourned at 8:23 PM

Respectfully submitted for approval,



Elaine K. Rakovan
Borough Secretary
April 14, 2014