

**PRE MEETING
BADEN BOROUGH COUNCIL
APRIL 14, 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 a copy of the Library Ordinance is their packet them for review. She transferred \$40,000 to the Equipment Fund from the General Fund per last month's motion. The Fire Truck Loan will be paid off in May. We got the bid results through the Beaver County COG for summer commodities. Baden will get their slag (limestone) from A.R. Oliastro at a cost of \$11.55 per ton. The signed contract and a deposit check were sent to start the website design through the PSAB. Utility bills will be mailed tomorrow. Mrs. Rakovan noted that she pulled approximately 38 bills that had past due balances and she wrote individual letters to each account informing them that they need to address the payment of their past due bill. All articles for the newsletter were submitted to Donna Michaels. Mrs. Rakovan noted that she spent a day and half writing and formatting articles for the newsletter. Still needing completed by the secretary is the Police SOP. She commented that she needs a good full day to complete it and it is working its way to the top of her to do pile. In addition, due in two months is the CCR (water quality report) which Mrs. Rakovan has to do the calculations for the report, write the report, have it reviewed by the DEP and mailed out to all residents. Mrs. Rakovan gave an overview of the MS4 (Municipal Separate Storm Sewer System) that is required by the DEP. She explained after talking with the borough engineer that we are at the point in the process that it would be in the borough's best interest to have all storm sewer inlets and outfalls GPS mapped. Discussion took place regarding what is all involved in the MS4 process (reporting, educating, advertising, testing, and writing a manual, community involvement...)

Mr. Stuban asked Mrs. Rakovan about the removal of the computer equipment. Mrs. Rakovan stated that it has all been removed. He then asked about the office computers and the operating system. Mrs. Rakovan stated that she spoke to the boroughs computer company and he explained that the cost to update the software and increasing the memory would be approximately \$800 per computer. New computers with up to date software and technology would be around \$1,500 per computer. Mr. Kotula commented that he would prefer getting the new computers especially since the camera and keyless entry system is coming and it will be tied into the computers. Discussion took place and Mrs. Rakovan commented that she would get more detailed pricing for next month's meeting. Discussion took place regarding putting the computers on a replace rotation (3 to 5 year plan).

PUBLIC WORKS

Mr. Josapak reported that the street sweeper is down. About 90% of the sweeping was completed however, the machine started leaking oil and it is currently being worked on. Cleveland Brothers came in and inspected all of the generators and there are repairs required on each generator. This includes replacing valves, dry rotted hoses, and one unit needs the radiator repaired/replaced. These repairs are due to lack of maintenance. Once the repairs are done, semi-annual maintenance per the contract will be done as preventative action. The 2014 truck has been ordered. The trade in value on the old truck came in low and he felt we should try to bid it out to try to get more money. The paving project has started and there have been no major complaints so far. The annual DEP inspection for the water system went well and there were no major findings. Curbside chipping starts on April 24th. Mr. Josapak purchased a new computer but he now needs a printer. The cost should be around \$100. Mr. Josapak asked that the Public Works Department get new id badges. Mr. Trzcianka told him to call down to the 911 Center on Wednesday and they will help with the ID cards. Mr. Josapak asked that we advertise for summer help. He also commented that maybe pay more and get two or three good workers versus getting four cheaper and not getting any work out of them. Discussion took place regarding hiring workers from Baden. Additional discussion took place hiring an older worker at a higher rate. No conclusion was made regarding summer help but an advertisement will be done for part time summer help for a period of three months. Further discussion took place regarding job requirements.

Mr. Stuban asked about the status of the book drop box for the Library. Mr. Josapak stated that nothing was done yet, however, there is a lot involved in putting the box in. There are structural supports and electrical issues. Mrs. Vilella stated that actually a part of the box is being returned because it does not fit properly due to the step outside the building. Originally, Council agreed that Public Works would put the book drop in but now that it is more involved, a contractor needs to put it in. Mrs. Vilella felt that it should only cost a couple hundred dollars. Mr. Stuban asked Mrs. Vilella to get pricing.

CEO

Mr. Napolitan noted that council has a copy of his report. He noted that the apartment manager is frustrated with Mr. Matthews. He is very rude to her and the residents. They have their own garbage service and it is picked up weekly. Larger items like mattresses and furniture are picked up separately. Chief Christner noted that if there is harassment going on with the neighbor by the apartments then the police should be called. Mrs. Montell asked Mr. Napolitan if he is following up on the letters that he sent. He commented that he does and the resident clean up but a few weeks later they are back to where they started. Mr. Kotula asked what is done to the repeat offenders. Mr. Napolitan and Mr. Stuban explained how the magistrate waits three months for the hearing and then only fines them \$30. The magistrate does not make it easy for the Code Enforcement Officer. Other municipalities have the same complaints about the magistrate.

Mr. Stuban asked about the condemnation of some vacant trailers in the trailer court. Mr. Trzcianka commented that the Building Inspector should be able to do it.

POLICE CHIEF

Chief Christner recommended going after property owners instead of the resident. Mr. Stuban stated that this is a very good suggestion. Further discussion followed which involved going after both the property owner and tenant.

Chief Christner stated that he submitted the application for the must wear vest grant. He is waiting to hear back from them. Chief looked into the Center Street lines and he agreed that the yellow curbing needs to be extended. As for the mirror, Chief Christner commented that this would be something that Council can decide on. He also noted that further down at Washington Street where the crosswalk is from the ball fields that the yellow curbs should be extended there too. He is going to get the baseball schedule and try to make sure that there is police presence so that cars slow down.

Chief Christner stated that he put a job application for a part time officer in the mailbox of the Safety Committee for review. He asked that the Committee review and interview (if they would like) the applicant. With Office Spencer being off starting in May, the extra part time help is needed. Currently we have about 8 or 9 part time officers.

Discussion took place regarding the AED. It is not worth fixing the old AED when a new one would cost around \$1,200. Mr. Trzcianka commented that one AED needs to be purchased immediately. Chief Christner is working on grant funding to purchase additional AED's. His ultimate goal is to have an AED and fire extinguisher in each vehicle. Mrs. Montell stated that maybe a letter should be sent out the businesses within town asking for assistance in purchasing the AED's and fire extinguishers. Chief Christner agreed that soliciting the local businesses like McDonalds would be a good idea. He noted how an AED helped him save the life of someone at ALDI's. Chief asked that Council consider purchasing one AED immediately. Mr. Trzcianka noted that the fire extinguishers company is bringing them tomorrow. The ultimate goal is to have an AED and fire extinguisher mounted in every car.

Mrs. Vilella noted that at conference she attended a class regarding risk management and police/school partnerships, which she knows that, the borough does have somewhat of a program. She wants to meet with the Mayor and Police Chief to see how we can enhance the program. Something like this is a great way to tie in all the equipment that we need for this program. She commented that she has tried to contact the Mayor to go over the program. Before any letters are sent out, she wants to meet with the Mayor and Chief Christner to go over and create a plan. Mrs. Vilella even mentioned Sheetz having funding that supports children. Further discussion followed regarding ideas for funding the AED's and fire extinguishers.

Mrs. Michaels asked about the Walmart grant. Chief Christner stated that we are still in the running and hopefully by the fall we will know more information.

FIRE DEPARTMENT

Chief Trzcianka noted that there were 14 calls last month.

COMMITTEE REPORTS

Administration & Finance (Michael Stuban)

Mr. Stuban noted that the street program has started and additional streets have been added. The roads included are Fourth Street, Carl Street, Burkhardt Street, Charles Street and parts of Harmony Road. We are currently working with the Bank to obtain a loan to complete the project. Last month Mr. Stuban passed out the Utility Billing Policy. If there are no objections or changes, he asked that it be adopted on Wednesday. Mr. Stuban then addressed the efforts to proceed with citing property owners for deplorable and blighted property. We are still trying to locate a property owner, Mr. Stephens. The property on Jefferson Street had a hearing. Nothing happened so far however, the next hearing date is in August. The owner of the Jefferson Street house is trying to resolve the title issue with his late wife. The borough has asked that the property be posted and have the grass maintained. The Riverview property hearing is set for Tuesday, May 13th at 10:45 AM. Mr. Stuban recommended that anyone who can attend this hearing should do so to support the borough.

Mr. Stuban commented that last week the Pennsylvania House and Senate passed House Bill 1719, which is amending the Borough Code. He also stated that about 10 years ago the borough published a map through PRINT. He asked that we consider doing this again. There is no cost to the borough.

Mr. Stuban addressed items just for Council. If we have a Wednesday, meeting that is cancelled due to lack of quorum, under law we must reschedule that meeting for that month. It is not Council's job to enforce ordinances. Council is legislation. The Building Inspector, Code Enforcement Officer, Police and Departments enforce the ordinances.

Meetings cannot be adjourned followed by going into executive session. After going into executive session, a motion is made to return to session and adjournment. It was recommended and annual evaluations be done on all borough employees as well as yearly job descriptions. Executive sessions are very strict. Council cannot vote on anything during an executive session. Individual elected officials can be personally liable up to \$1,000 for bringing up something that should fall under the Sunshine Law. A resolution should be written regarding the limitation of time that residents can speak. A resolution or policy should be written stating that once the minutes are approved by Council then the minutes should be erased from the recording device that the secretary uses as a tool for writing the minutes. Fees for water, garbage and sewage should be adopted yearly by resolution.

Mrs. Villella added that by law Council is required to have a monthly meeting. Even if there is no quorum, Council should meet and decide that there is no quorum and then recess the meeting until quorum then cancelation of the meeting is posted.

When a topic is listed on the agenda (i.e. raising garbage fees) residents can speak on it at the beginning of the meeting because it is on the agenda. When something that is on the agenda is being discussed by council, the residents are not permitted to speak out unless permitted by Council President because the resident had the opportunity to speak on the subject during the visitors section. Any new item that is addressed by Council may have public input. Discussion took place over how different Councils format discussions, which included time limits for visitors and council. Mrs. Montell asked about Roberts Rule of Order. Mr. Stuban noted that a resolution is needed to adopt Roberts Rules of Order. Conversation took place regarding the public comment section at the end of the meeting being only for items that were discussed during the meeting. Also, the public cannot shout out during meeting and that the President of Council controls public outburst. Further discussion followed. Mrs. Michaels commented that she had the secretary make a copy of a guideline for making motions and Robert Rules of Orders. Mr. Stuban stated that we are going to look at policies and ordinances for updates and clarification.

Building, Property & Grounds (Bob Besong)

Mr. Besong had no report.

Mr. Kotula addressed Council in regards to the keyless entry system for the borough building. He got a bid from Reliant Systems for seven different areas for keyless entry. The bid was for \$8,700. This would include materials and labor. He explained how the keys would work regarding access and programming. The doors would be include the front doors, council chamber, office, inner office, Police garage, police office, downstairs entrance and if council wishes the community room. Doors may be programmed to open and lock at certain times for meeting and community room access. Reliant can start installation within the week.

Mr. Kotula addressed the camera system. By going over the locations for the cameras, the bid was brought down under \$10,000. Knighthawk Security can start wiring installation next week. This bid comes with one monitor; however, access can be retrieved from any computer with internet access. Mrs. Villella commented that Council needs to be proactive. The cameras should be monitored and someone should be responsible for the monitor. Mr. Trzcianka commented that he felt one monitor should be in the police department and another in the borough office.

A motion will be made at Wednesday's meeting to purchase the keyless entry and camera system.

Community Relations (Ted Kotula)

Mr. Kotula commented that this is a new committee and he has a general understanding as to where he wants the committee go. He wants to meet with the committee to fine tune what we want the committee to encompass. To start we want to involve our businesses. Where together we can help them and they can help us. Something as simple as recognizing a business for their donations is a place to start. He also noted to utilize the newsletters, Ambridge Connection and Recreation Board for outreach. The

borough does a lot for the youth of our community but Mr. Kotula would like to focus on the senior citizens who have put a lot time into making our community a great community.

Library (Kim Vilella)

Mrs. Vilella commented that the Librarian is going to attend Wednesday's meeting to introduce herself and give an update on the Library.

Mrs. Montell asked if Mr. Matzie was going to be attending, Wednesdays meeting. Mrs. Rakovan had no confirmation Mr. Matzie's attendance and she will call his office in the morning.

Police Department (Kim Vilella)

Mrs. Vilella commented that there are some interesting things happening in our state that are going to affect public safety. The state is very close to authorizing local municipalities to use radar for vehicle speed monitoring. The second legislation that they are looking at would require a municipality who hires a full time police officer to reimburse the previous borough where the officer was a part timer for any costs associated with that officer. Mrs. Vilella disagreed with this because she felt that the individual should be responsible and not the borough.

Mrs. Vilella stated that the Police Committee did meet this month and she did meet with the Chief. She asked Chief Christner to give the secretary a copy of the comp and time off tracking. She asked the Mayor to post the police schedule in the office. He stated that he did and then noted where he posted it (bulletin board).

Mrs. Vilella commented that after the Committee meeting and looking at the Police call sheets and seeing about one call per shift the committee is recommending that our police work one officer per shift during the week with the exception of a power shift on Fridays and Saturdays. She commented that she wished that the Mayor would attend the Police Committee meetings because his input would help a lot. Mayor Gagliardi asked if this was a policy. Mrs. Vilella stated that this will be part of a policy for police funding. Mrs. Vilella asked Chief Christner about the timing for the power shift. He recommended a 7 to 3 shift. Mrs. Vilella then noted that during the week they want the officers to be on patrol for the school in the morning from 7 AM to 9 AM and afternoon 2 PM TO 4 PM. She also noted that it was recommended that an officer do a walk through at different times of the day through the local schools and sometimes they park right in front of the school with the lights on. It's the visibility to get to know the kids and the teachers. She stated that we (Mayor, Chief and committee) can talk more about that later. Mayor Gagliardi asked if this was a policy. Mrs. Vilella commented that this was part of the budget. Discussion took place regarding it be a recommendation and a budget action. Mayor Gagliardi noted that this was not going to fly. Mrs. Vilella commented that it would. She stated that it could be addressed with Mr. Amato on Wednesday and Mayor Gagliardi commented with his lawyer too. Mrs. Vilella explained that Council has every right to regulate money (budget) expenditures and to express how the resident's money is being spent. She asked that the Mayor not take this personally. He commented that it is not personal however again the division of powers between the Mayor and Council should be maintained. Mayor Gagliardi noted that there will be an opportune time for Mrs. Vilella to present her comments before the judge and he will present his. Further conversation took place regarding daily budget allotments and having one police officer per shift. Chief Christner noted that during a day light shift if council wants him out patrolling then the administrative and office work cannot be done. He had no problem with the other shifts however. Discussion took place regarding the shift, what is required within that shift and workload of the Chief. Mrs. Vilella commented that she did try to reach out to the Mayor to attend the meeting both through phone messages and in person. The Mayors comment was that he would not attend a meeting until it is resolved in the court.

Public Works (Dave Trzcianka)

Mr. Trzcianka reported that the fire extinguisher company will be in the borough tomorrow to check all extinguishers within the borough and to put new ones in the police

cars. Mr. Trzcianka will make a motion on Wednesday to purchase an AED. Mr. Trzcianka commented on money allocated for unpaved roads and the need to attend a seminar in order to be eligible. He will ask that someone for public works should attend the seminar.

Discussion took place regarding the website and domain name. This included linking .gov domain versus having it as the main address domain. Mrs. Rakovan explained how she is waiting for the access info from Mr. Cobern. In the end, the comment was made to get the website up and running.

Sanitation, Recycling & Municipal (Donna Michaels)

Mrs. Michaels noted that she got the recycling report for the three months in 2013. During that time, 2,483 pounds of special recycling took place.

Recreation & Communications (Donna Michaels)

Mrs. Michaels commented that the Easter egg hunt went well and the breakfast with the Easter Bunny was great. With the help of the Women's Club and Library, everyone had a great time. Over 75 people attended. Mrs. Michaels reported that Alan Hazelwood has resigned from the Recreation Board but will help when he can. Mrs. Michaels asked the Mayor to do a proclamation for Alan. He stated that he worked with Alan and knows him very well and he would write a proclamation for him.

Mrs. Michaels reported that all of the articles are ready to go but they are waiting for the advertisements. She also reported that the website is moving forward. The community yard sale and 5K Race is also in the works. August 23rd is the Community Day Event.

Mr. Stuban asked about the vacancies on the Recreation Board. Mrs. Michaels asked Mr. Weber if he was interested in serving on the Recreation Board. He said yes.

Comment was made in regards to getting the trees trimmed along the driveway. Mrs. Montell felt that professional tree trimmers should be contacted. Discussion followed to get pricing.

Mayor's Report

Mayor Gagliardi asked Mrs. Villella to give him a printed copy of what she is going propose for Wednesday's meeting tomorrow if she can.

OLD/NEW BUSINESS

Mr. Kotula commented that he would like to keep an open and closed item tracking. He already has a format for the tracking. This gives easy access for open and closed items.

Mr. Stuban noted that the booster station quotes are in council packets. He felt that we can't afford the generator this year.

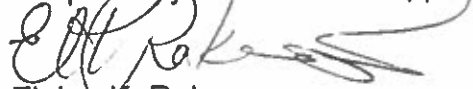
President's Report

ADJOURNMENT

MOTION by Mr. Stuban, second by Mrs. Michaels carried unanimously to adjourn the meeting.

Meeting adjourned at 8:53 PM

Respectfully submitted for approval,



Elaine-K. Rakovan
Borough Secretary
May 19, 2014