

PRE MEETING BADEN BOROUGH COUNCIL MARCH 16, 2015

Council Vice-President Donna Michaels 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
(Not Present: Mrs. Villella, Mrs. Montell)

ALSO PRESENT: Mayor Samuel Gagliardi, Foreman Michael Josapak, CEO James Napolitan

Acknowledgement of Recordings

VISITORS - None

DEPARTMENTAL REPORTS

BOROUGH SECRETARY

Mrs. Rakovan presented her report to Council as follows:

1. Received the resignation of Keith Kristek from the Zoning Board.
2. 2014 Recycling Report has been completed and turned in to the county.
3. 2014 Audit is still being conducted.
4. Gathering 2014 data for the police consolidation analysis.
5. FEMA Flood Ordinance is still being reviewed.
6. Typed proclamation for the Mayor
7. The Baden Parks and Recreation Board is asking for the release of their 2015 funding.
8. Advertised the Police Joinder Agreement Ordinance.
9. Working with Ubility Software to get access to our current system. InHance wants to charge over \$10,000 to transfer and format the information. Ubility is going to see if they can access our systems and format it themselves.

Tax Collector

- Went to the courthouse with our solicitor, Rick Start and the Manager and solicitor for the School District to petition the courts in regards to the Property Tax Collector. The Borough Secretary is the interim tax collector until a new collector is appointed.
- With a police escort went to the Tax Collector's office to retrieve the keys and tax files. The entire office was packed up and all tax files moved to the borough office file room.
- Continuous communication with detectives and solicitor.
- Looking through files for current information regarding the current collections of the school and borough taxes. Researching delinquent payments, trends in past deposits and delinquent list and possible shortfall if documentation cannot be deciphered. (Mr. Stuban will go into greater detail regarding this matter).
- A BIG THANK YOU to Christine and Michele for assisting in the initial documentation of found receivables and collections of current taxes. An extra thank you to Michele for breaking out the collections and preparing the deposits. We are averaging over 20 walk-ins per day for tax payments and because due date at discount is March 31st there is an increase in walk-ins.
- Through March 12th \$48,042.70 has been collected in school taxes. Year to date borough taxes collected are \$296,518.47

COMCAST Day of Caring April 25th

Baden has been chosen for the Comcast Day of Caring on April 25th to beautify the Memorial Park. Weed, mulch and plant flowers to the left and right of the steps (25 feet), around the flag pole area and extra workers may help clear area along the fence to the ball fields. We need volunteers (Boy Scouts, Recreation Board, Interact and citizens). They would like to see at least 50 volunteers. The borough will receive grant money based upon how many volunteers there are. If the volunteers and borough can bring their own rakes, shovels.... The money set aside for those items will be given to the borough. The same goes for drinks and food for the volunteers. If we can get donations then that is more money back to the borough. There is a waiver form for the volunteers to fill out and they will get a T-Shirt too. Someone is needed to over the project. Mrs. Rakovan will be the middleman and help where she can. We need to get a list of volunteers so we have an idea of how many there will be.

Garbage Contract

The Garbage Contract needs to be reviewed and advertised for future service. With the curbside pick-up of "special items" the contract may need to be amended as well as determining the length of the contract.

330 State Street

Paperwork is back from the DEP. We had to trim back some trees around the building so the Asbestos removal will start within the next couple of weeks.

- We are being charged taxes on this property of \$63.27. Until Council determines what its purpose shall be or if it will be sold we may not ask for exoneration of taxes.

James Stephens

No update at this time

Educational Service Board

During last month's meeting a motion was made to send a letter to the school district asking that they take over the Educational Services. With the overwhelming tax collector situation, a letter has not been sent at this time. The School District Manager will be notified and a follow-up letter sent.

West View Water

West View Water has sent a packet of information and drawings regarding their intake facility along the water front. The Engineer may need to review the packet along with the Foreman.

Zoning Hearing Board

- Ryan Eichhorn – Hearing is at 7:00 PM on Monday, March 16th.

Open Board Positions

- Library Board
- Zoning Board – two positions (1 member and 1 alternate)

PUBLIC WORKS

Mr. Josapak stated that the street sweeper is still broken. Discussion took place regarding obtaining a cost to lease a sweeper.

The weekly rate to rent a sweeper is \$2,500 and a monthly rate is \$8,000. Mr. Josapak commented that we sweep at least three weeks.

CEO

Nothing to report.

POLICE CHIEF

Not Present.

FIRE DEPARTMENT

Engine two goes for inspection this week and there approximately 11 calls last month.

COMMITTEE REPORTS**Administration & Finance (Michael Stuban)**

Mr. Stuban commented that this is the contract year for the police department. He asked council to review the contract in preparation for negotiation.

Mr. Stuban noted executive session will be needed at the end of the meeting regarding the tax collector.

Mr. Stuban stated that eleven resumes were received for the tax collector position commenting that they need to be interviewed and informed what the position involves. We have until April 4th to fill the position. Discussion followed which included:

- Compensation for the collector (2.5% to 5% for the Borough and a flat dollar amount for the school).
- Bonding is also required.
- Council does have input and approval of certain aspects of the tax collector giving an example that all deputies must be approved by council.
- Mr. Stuban has met with Mike Kohlman from the Assessment Office and Minnie Baker from the high school.
- A representative from the High School should be invited to participate in the interviews
- Office is collecting taxes
- Checks should be made payable to Baden Tax Collector or Baden Borough
- 511 Tax (per capita) can be collected by the Borough
- Delinquent Taxes for 2014 need to be filed by April 15th. The tax collector makes no money from delinquents turned over to the County. Mr. Kohlman informed Mr. Stuban that the borough can ask for an extension on the due date. Borough taxes appear to be easier to compile. School taxes will be harder, but doable.
- Currently Borough Taxes for 2014 appear to be delinquent between \$80,000 and \$90,000. Traditionally our average turnover to the county is \$50,000.

On Wednesday Mr. Stuban is going to make a motion to authorize the solicitor to ask for an extension for the delinquent taxes and authorize overtime for the office staff to assist in compiling the delinquent list.

Mr. Besong asked about training for the tax collector. Mr. Stuban stated that the tax collector will be on his own however the neighboring tax collectors may be willing to assist and Mr. Kohlman from the Assessment Office is also willing to help the new collector out.

Mr. Stuban commended the Borough Secretary, Elaine Rakovan who has been working long hours in researching, meetings, hearings and preparing information as well as the Office Staff for helping in collections and organizing the information.

Building, Property & Grounds (Bob Besong)

Nothing to Report

Community Relations (Ted Kotula)

Mr. Kotula addressed the need for the lights on the walkway to be fixed.

Library (Kim Villella)

Not Present

Police Department (Kim Villella)

Mr. Trzcianka commented that the Police Chief purged the part time list by dropping about 15 of them. The Chief asked Mr. Trzcianka if we could hire a couple of new part time officers. Mr. Stuban noted that if Chief can set up interviews with Council prior to our next meeting then we can hire at that time.

Lillian Bionda, 527 Daly Avenue spoke out regarding run down properties within borough. She also supplied Council with photos. Council will have the CEO look into the properties. Some of the properties are already being addressed by the CEO, Building Inspector and Solicitor.

Public Works (Dave Trzcianka)

Mr. Trzcianka stated that Staley's has the new part for the pump station and they are coming in on Thursday to fix it.

Sanitation, Recycling & Municipal (Donna Michaels)

Mrs. Michaels has nothing to report.

Recreation & Communications (Donna Michaels)

Mrs. Michaels stated that she will give her report during Wednesday's meeting.

Mayor's Report

Nothing to report.

OLD/NEW BUSINESS

- Interviews will be set up at the borough building by the secretary, tentatively on Tuesday March 24th in the evening.

President's Report**ADJOURNMENT**

MOTION by Mr. Stuban, second by Mr. Trzcianka carried unanimously to go into executive session regarding litigation and personnel at 8:40 PM.

MOTION by Mr. Stuban, second by Mr. Trzcianka carried unanimously to return into session at 9:18 PM.

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

Meeting adjourned at 9:19 PM.

Respectfully submitted for approval,

Elaine K. Rakovan
Borough Secretary
April 15, 2015