

**REGULAR MEETING
BADEN BOROUGH COUNCIL
DECEMBER 16th 2020**

NO DECEMBER PRE-MEETING DUE TO COVID RESTRICTIONS

Council President Judith Montell called the Regular Meeting of Council to order at 6:30 p.m. in Council Chambers of the Baden Municipal Building, 149 State Street, to conduct business of general purposes.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Mr. Kotula, Mr. Shelkons, Mr. Trzcianka and Mrs. Montell

NOT PRESENT: Mr. Besong, Mrs. Furr, Mrs. Singleton

ALSO PRESENT:

ACKNOWLEDGEMENT OF OTHER RECORDING DEVICES

AGENDA (Changes and/or Deletions)

VISITORS - None

MINUTES

MOTION by Mr. Trzcianka, second by Mr. Kotula, carried unanimously to approve the minutes of November 9th and December 2nd, 2020.

BILLS TO BE PAID

MOTION by Mr. Trzcianka, second by Mr. Kotula, carried unanimously to pay all bills with two signatures.

RESOLUTIONS – None

ORDINANCES – *Advertised in the Beaver County Times for Public Review*

- 67 Setting 2021 Tax Rate at 29.5 mill (will be adopted after adoption of the budget)

BIDS – None

CORRESPONDENCE - None

COMMITTEE REPORTS

Finance (John Shelkons)

- | | | | |
|------------------------|-----------|------------|-----------|
| • General Fund Balance | \$181,681 | - Expenses | \$426,813 |
| • Water Fund Balance | \$129,778 | - Expenses | \$255,270 |

Public Safety (Ted Kotula)

Full Time Police Officer – Civil Service

Mr. Kotula stated that the Allegheny County Police Academy has opened up for training and the agility and written test will be held on January 18, 2021.

Fire Department Surveys

Mr. Kotula stated that he is still going through the surveys. It is a lot of information to put onto one spreadsheet.

Building, Property & Grounds (Ted Kotula)

Memorial Park

Mr. Kotula asked that the hay bales, corn stocks and lights be removed from the park. The recreation board will take care of the lights and public works will remove the hay bales and corn stocks.

Public Works & Sanitation (Dave Trzcianka)

Public Works Advertisement

Mr. Trzcianka stated that the public works deadline for applications is January 12th 2021.

Municipal (Dave Trzcianka)

Nothing to report

Library (Suzie Furr)

Not present

Community Relations & Recreation (Dawn Singleton)

Santa on the Fire Truck

Mr. Shelkons reported that Santa will be on a firetruck this Friday, December 18th 2020.

Administration & Legislation (Bob Besong)

Not present

SOLICITOR'S REPORT

Nothing present

ENGINEER'S REPORT – Not present, but written report as follows

- **USDA Loan Closing**

The closing will be on January 15th 2021.

MAYOR'S REPORT

Not present

PRESIDENTS REPORT

- **Board Appointments – review the board openings for next month's meeting.**

Old Business Not on the Agenda, New Business or Unfinished Business

Mr. Kotula addressed the need for developing a five or ten year plan. This should include waterlines, water tanks, storm sewer repairs/replacement and fire hydrants.

Mrs. Rakovan addressed the need for the Borough Code Book to be updated and it requires a joint effort of council.

Mrs. Rakovan addressed Cohen Law Group assisting with the cell tower ordinance as well as agreement removes. We should have an ordinance for review by next month's meeting. She also stated that she discussed with them having a charge or assistance in water tank repairs and maintenance when antennas are located on or near the water tanks.

Mr. Shelkons asked about paying for the additional cost to survey the waterfront property owned by Baden. Mr. Shelkons stated that he would take to Widmer. If the borough has an idea of what areas need cleared maybe public works could do it.

Mrs. Montell asked about taking money from the Flower Fund to purchase something for the retirement of Rick Sedlacek since we can't really do anything because of Covid.

2021 General Fund Budget

Income

301 · PROPERTY TAXES	
301.100 · Property Tax - Current	1,006,300.00
301.200 · Property Tax - Prior	30,000.00
301.400 · Property Tax - Claim Bureau	35,500.00
301.900 · Property Tax - PILOT Payments	1,490.00
Total 301 · PROPERTY TAXES	1,073,290.00
310 · OTHER TAXES	
310.010 · Per Capita - Current	11,000.00
310.100 · Real Estate - Transfer Tax	20,000.00
310.210 · EIT - Current Year	394,000.00
310.310 · Mercantile Tax	16,000.00
310.510 · Local Service Tax (LST)	28,000.00
310.515 · LST Tax Refund	100.00
310.700 · Mechanical Device Tax	2,000.00
Total 310 · OTHER TAXES	471,100.00
320 · LICENSES & PERMITS	
321.300 · Special Licenses & Permits	750.00
321.400 · Mercantile Licenses	200.00
321.800 · Comcast - Franchise Fee	60,000.00
Total 320 · LICENSES & PERMITS	60,950.00
330 · FINES & FORFEITS	
331.110 · Fines - Motor Vehicles	5,000.00
331.130 · Fines - State Police	1,500.00
331.140 · Fines - Non-Traffic	6,000.00
Total 330 · FINES & FORFEITS	12,500.00
340 · INTEREST & RENTS	
341.500 · Interest	500.00
342.100 · Community Room Rental	4,000.00
342.200 · Tower Rental / Crown Castle	57,000.00
342.300 · Office Space Rental	1,200.00
Total 340 · INTEREST & RENTS	62,700.00
350 · INTERGOVERNMENTAL REVENUE	
354.200 · State Aid - Pension	59,800.00
354.300 · State Aid - BVFD - Foreign	20,000.00
354.400 · State Aid - Grants - Misc.	70,000.00
354.500 · State Recycling Grant	3,000.00
Total 350 · INTERGOVERNMENTAL REVENUE	152,800.00
355 · STATE SHARED REV & ENTITLEMENT	
355.010 · PURTA Tax	1,500.00

355.080 · LCB - Alcoholic Beverage Tax	800.00
355.090 · State Act 13 Gas Funds	<u>7,600.00</u>
Total 355 · STATE SHARED REV & ENTITLEMENT	9,900.00
360 · CHARGES FOR SERVICES	
361.340 · Zoning Appeals/Permits	200.00
361.510 · Liens/Dye Test/Copies/Maps/Etc.	8,000.00
361.630 · Ambridge Area School District	3,000.00
362.100 · Police - Accident Reports	1,000.00
362.120 · School Resource Officer	70,500.00
362.400 · Building Permits	16,000.00
362.430 · Plumbing Licenses	65.00
362.450 · Occupancy Permits	275.00
364.300 · Garbage Collections	300,000.00
364.310 · Garbage Billing Penalties	3,000.00
364.400 · MA Allocation	80,000.00
364.410 · MA Reimbursements	<u>1,000.00</u>
Total 360 · CHARGES FOR SERVICES	483,040.00
380 · MISCELLANEOUS REVENUE	
380.100 · Misc. Revenue	1,000.00
380.120 · NSF Checks	100.00
380.130 · Insurance Reimbursements	<u>0.00</u>
Total 380 · MISCELLANEOUS REVENUE	1,100.00
Total Income	2,327,380.00
Expense	
400 · GENERAL GOVERNMENT EXPENSES	
400.100 · LEGISLATIVE (COUNCIL) EXPENSES	
400.110 · Salary - Council	6,000.00
400.420 · Council Dues / Subscrip / Mtgs	<u>2,500.00</u>
Total 400.100 · LEGISLATIVE (COUNCIL) EXPENSES	8,500.00
401 · EXECUTIVE (MAYOR) EXPENSES	
401.110 · Salary - Mayor	1,512.00
401.420 · Mayor Dues / Subscrip / Mtgs	300.00
401.430 · Mayor Legal Fees	<u>1,000.00</u>
Total 401 · EXECUTIVE (MAYOR) EXPENSES	2,812.00
402 · FINANCIAL ADMINISTRATION	
402.300 · Auditor	6,800.00
402.400 · Accountant / Consultant	1,500.00
402.600 · Banking / Admin Fees	<u>350.00</u>
Total 402 · FINANCIAL ADMINISTRATION	8,650.00
403 · TAX COLLECTION	
403.110 · Prop Tax Collector Commission	25,000.00
403.123 · Prop Tax Collector Postage	1,200.00
403.143 · Prop Tax Collector Printing	2,000.00
403.210 · ACT 511 Commission	5,500.00
403.223 · ACT 511 Postage & Printing	<u>2,000.00</u>
Total 403 · TAX COLLECTION	35,700.00
404 · LEGAL EXPENSES	
404.130 · Solicitor - Retainer	3,600.00
404.190 · Solicitor - Other	<u>20,000.00</u>
Total 404 · LEGAL EXPENSES	23,600.00
405.100 · ADMINISTRATIVE WAGES	
405.120 · Salary - Secretary	54,000.00
405.140 · Salary - Billing Clerk	<u>44,000.00</u>
Total 405.100 · ADMINISTRATIVE WAGES	98,000.00
405.200 · ADMINISTRATIVE EXPENSES	
405.210 · Admin Office Supplies	3,750.00
405.215 · Admin Copy Machine	4,000.00
405.321 · Admin Telephone	2,000.00

405.325 · Admin Postage	3,500.00
405.341 · Admin Advertising	3,000.00
405.342 · Admin Printing	1,500.00
405.343 · Admin Newsletter	5,000.00
405.370 · Admin Repairs & Maintenance	500.00
405.375 · Admin Computer Maint/Support	9,000.00
405.420 · Admin Dues / Subscrip / Confr	1,000.00
405.450 · Payroll Fees	<u>2,750.00</u>
Total 405.200 · ADMINISTRATIVE EXPENSES	36,000.00
408 · ENGINEER EXPENSES	
408.130 · Engineer - Retainer	1,800.00
408.135 · Engineer - Other	<u>25,000.00</u>
Total 408 · ENGINEER EXPENSES	26,800.00
409 · BUILDING EXPENSES	
409.100 · Bldg Janitor Expense	13,000.00
409.220 · Bldg Janitorial Supplies	2,000.00
409.260 · Bldg Small Tools & Repairs	200.00
409.360 · Building Utilities	12,100.00
409.370 · Bldg Repairs & Maintenance	15,000.00
409.372 · Bldg Improvements	<u>2,500.00</u>
Total 409 · BUILDING EXPENSES	44,800.00
Total 400 · GENERAL GOVERNMENT EXPENSES	284,862.00
410 · POLICE DEPARTMENT	
410.100 · POLICE EMPLOYEE WAGES	
410.121 · Salary - Police Chief	83,000.00
410.130 · Salary - Full Time Officers	195,925.00
410.131 · OT - Full Time	12,000.00
410.135 · Salary - Part Time Police	45,000.00
410.138 · Salary - Traffic Attendant	3,500.00
410.142 · Salary - Longevity	3,000.00
410.144 · Salary - Court	6,000.00
410.190 · Police School Resource Officer	<u>55,000.00</u>
Total 410.100 · POLICE EMPLOYEE WAGES	403,425.00
410.150 · POLICE EMPLOYEE EXPENSES	
410.191 · Police Uniform Allow - Full	3,000.00
410.192 · Police Uniform Allow - Part	<u>3,000.00</u>
Total 410.150 · POLICE EMPLOYEE EXPENSES	6,000.00
410.200 · POLICE DEPT EXPENSES	
410.205 · Police Copy Machine	2,400.00
410.210 · Police Supplies	800.00
410.231 · Police Vehicle Fuel	8,000.00
410.237 · Police Training & Education	1,000.00
410.242 · Police Guns & Ammo	1,000.00
410.250 · Police Vehicle Repairs	5,000.00
410.260 · Police Small Tool & Minor Equip	1,500.00
410.300 · Police Other Services & Charges	8,000.00
410.321 · Police Telephone	3,000.00
410.325 · Police Postage	250.00
410.327 · Police Radio Equip & Mainten	800.00
410.331 · Police Travel Expenses	125.00
410.341 · Police Advertising	100.00
410.342 · Police Printing	200.00
410.375 · Police Computer Rep/Maint	4,000.00
410.420 · Police Dues and Subscriptions	1,000.00
410.450 · Police Photographer	250.00
410.710 · Police Accutrak	450.00
410.910 · Police Animal Control	<u>2,400.00</u>
Total 410.200 · POLICE DEPT EXPENSES	40,275.00

Total 410 · POLICE DEPARTMENT	449,700.00
411 · FIRE DEPARTMENT	
411.100 · FIRE WAGES	
411.121 · Salary - Fire Chief	1,500.00
Total 411.100 · FIRE WAGES	<u>1,500.00</u>
411.200 · FIRE DEPT EXPENSES	
411.210 · Fire Operating Supplies	2,000.00
411.231 · Fire Vehicle Fuel	4,000.00
411.235 · Fire Uniform Allowance	11,000.00
411.237 · Fire Education & Training	500.00
411.250 · Fire Repair & Maintenance	15,000.00
411.260 · Fire Small Tools & Minor Equip	2,500.00
411.321 · Fire Telephone	2,600.00
411.327 · Fire Radio Equipment & Mainten	500.00
411.360 · Fire Utilities	10,000.00
411.730 · Fire Airpaks	5,000.00
411.750 · Fire Hose Replacement	2,000.00
411.900 · Fireman's Relief Reimbursement	20,000.00
Total 411.200 · FIRE DEPT EXPENSES	<u>75,100.00</u>
Total 411 · FIRE DEPARTMENT	76,600.00
414 · PLANNING & ZONING	
414.100 · CEO WAGES	
414.120 · Salary - CEO	3,600.00
Total 414.100 · CEO WAGES	3,600.00
414.210 · Building Inspector	15,000.00
414.220 · CEO - Operating Supplies	1,150.00
414.321 · CEO - Cell Phone	500.00
414.510 · Planning/Zoning Hearing Fees	600.00
Total 414 · PLANNING & ZONING	<u>20,850.00</u>
415 · EMERGENCY MANAGEMENT	
415.100 · Personal Services	100.00
Total 415 · EMERGENCY MANAGEMENT	100.00
426 · GARBAGE & RECYCLING SERVICES	
426.300 · Recycling Program	1,250.00
426.450 · Garbage Contract	298,000.00
Total 426 · GARBAGE & RECYCLING SERVICES	<u>299,250.00</u>
430 · PUBLIC WORKS EXPENSES	
430.100 · STREET EMPLOYEE WAGES	
430.110 · Salary - Laborer	162,080.00
430.131 · Salary - Summer Help	13,000.00
430.143 · Street Overtime	23,920.00
Total 430.100 · STREET EMPLOYEE WAGES	<u>199,000.00</u>
430.200 · STREET DEPT EXPENSES	
430.220 · Street Operation Supplies	6,000.00
430.238 · Street Uniform Allowance	2,000.00
430.250 · Street Bldg Repair/Maint	1,000.00
430.321 · Street Telephone	2,200.00
430.360 · Street Utilities	6,000.00
Total 430.200 · STREET DEPT EXPENSES	<u>17,200.00</u>
432.000 · WINTER MAINTENANCE	
432.100 · Snow & Ice (Salt / Cinder)	15,000.00
432.200 · Coldpatch	3,000.00
Total 432.000 · WINTER MAINTENANCE	<u>18,000.00</u>
433.000 · ELECTRIC - SIGNALS & LIGHTS	
433.370 · Traffic Signal - Repair & Maint	3,500.00
433.631 · Traffic Signals - Electricity	1,200.00
434.631 · Street Lights - Electricity	70,000.00
Total 433.000 · ELECTRIC - SIGNALS & LIGHTS	<u>74,700.00</u>

435.000 · PUBLIC WORKS MAINTENANCE		
435.100 · Street Sidewalks & Crosswalks		2,000.00
435.200 · Street Signs		1,500.00
436.100 · Street Storm Sewers & Drains		3,000.00
436.200 · Street Storm Sewer Vac Rental		2,000.00
437.150 · Street Vehicle Repair & Mainten		12,000.00
437.200 · Street Small Tools & Equip		6,000.00
437.231 · Street Vehicle Fuel		10,000.00
437.300 · Street Machine Rental		3,000.00
438.330 · Street Slag & Road Materials		3,000.00
439.100 · Street Highway & Road Repairs		5,000.00
Total 435.000 · PUBLIC WORKS MAINTENANCE		<u>47,500.00</u>
Total 430 · PUBLIC WORKS EXPENSES		356,400.00
450 · CULTURE & RECREATION EXPENSES		
451.500 · Recreation Board Allocation		4,000.00
451.550 · Recreation Board Equipment		100.00
451.560 · Annual Community Celebration		3,000.00
454.570 · Christmas Lights - Electricity		500.00
456.500 · Baden Library Allocation		18,000.00
456.505 · Library Repairs & Misc Services		2,100.00
457.500 · Veterans Center Contribution		525.00
Total 450 · CULTURE & RECREATION EXPENSES		<u>28,225.00</u>
460 · COMMUNITY DEVELOPMENT		
460.372 · Property Demolition		5,000.00
Total 460 · COMMUNITY DEVELOPMENT		<u>5,000.00</u>
470 · DEBT SERVICE EXPENSE		
471.303 · 2017 Police Car Lease/Purchase	2019 Police Car Lease/Purchase	10,000.00
471.570 · 2016 Bond - GOB Princ (2032)		162,000.00
471.570 · 2016 BOND - GOB Int (2032)		51,000.00
475.100 · Bond Fiscal Agent Fees		550.00
Total 470 · DEBT SERVICE EXPENSE		<u>223,550.00</u>
481 · EMPLOYEE BENEFITS		
481.100 · Social Security / Medicare		52,540.00
481.300 · PSAB U/C Insurance		8,000.00
483.100 · Pension - Police		55,061.00
483.300 · Pension - Non-Uniform		79,498.00
483.350 · Pension Actuarial Fees		7,900.00
484.100 · Workers Comp. Insurance		105,000.00
Total 481 · EMPLOYEE BENEFITS		<u>307,999.00</u>
486 · INSURANCE & BONDS		
486.100 · General Property & Liability		83,994.00
486.200 · Administrative Bonds		1,600.00
487.100 · Health Insurance Benefit-Police		69,500.00
487.101 · Health Insurance Benefit Non-Uniform		95,000.00
487.200 · Life / Disability Insurance		3,500.00
Total 486 · INSURANCE & BONDS		<u>253,594.00</u>
490 · OTHER FINANCING USES		
491.811 · MA Wages - Reimbursable		1,000.00
492.000 · INTERFUND TRANSFERS TO		
492.120 · Transfer to Fire Truck Fund		10,000.00
492.200 · TRANSFERS TO SPECIAL REVENUES		
492.225 · Transfer to Airpack Fund		5,000.00
492.240 · Transfer to Equipment Fund		5,000.00
492.245 · Transfer to Flag Fund		250.00
Total 492.200 · TRANSFERS TO SPECIAL REVENUES		<u>10,250.00</u>
Total 492.000 · INTERFUND TRANSFERS TO		<u>20,250.00</u>
Total 490 · OTHER FINANCING USES		<u>21,250.00</u>
Total Expense		<u>2,327,380.00</u>

2021 Water Fund Budget

Income

378.000 · CHARGES FOR SERVICES	
378.110 · Water Charges	901,125.00
378.120 · Water Billing Penalties	4,000.00
378.130 · Other Water Revenues	2,000.00
378.210 · Meters / Tap In Fees	1,700.00
378.900 · Misc Revenue (Reimb, Refunds)	<u>8,100.00</u>
Total 378.000 · CHARGES FOR SERVICES	<u>916,925.00</u>

Total Income 916,925.00

Expense

448.000 · WATER SYSTEM	
448.100 · WAGES & EMPLOYEE EXPENSE	
448.110 · Salaries - Clerical	<u>45,000.00</u>
Total 448.100 · WAGES & EMPLOYEE EXPENSE	45,000.00
448.200 · WATER SYSTEM EXPENSES	
448.210 · Office Supplies	4,000.00
448.211 · Bank & Credit Card Fees	4,000.00
448.212 · Copy Machine	1,500.00
448.213 · Credit Card Machine Lease	300.00
448.300 · DEP Licenses & Permits	6,500.00
448.316 · Water Testing	5,000.00
448.325 · Postage	3,400.00
448.342 · Printing	1,000.00
448.366 · Water for Resale	<u>454,000.00</u>
Total 448.200 · WATER SYSTEM EXPENSES	<u>479,700.00</u>
Total 448.000 · WATER SYSTEM	524,700.00

449.000 · TRANSPORT SYSTEM	
449.100 · WAGES & EMPLOYEE EXPENSE	
449.110 · Salary - Foreman	64,000.00
449.120 · OT - Foreman	<u>13,000.00</u>
Total 449.100 · WAGES & EMPLOYEE EXPENSE	77,000.00
449.200 · TRANSPORT EXPENSES	
449.210 · Operating Supplies	12,000.00
449.220 · Engineering Fees	8,000.00
449.230 · Solicitor	1,000.00
449.231 · Telephone / Telecomm	3,500.00
449.260 · Small Tools	1,000.00
449.360 · Utilities	15,000.00
449.370 · Repairs and Maintenance	30,000.00
449.420 · Certifications & Memberships	810.00
449.500 · Capital Purchases	1,000.00
449.820 · Contingency Expense (Misc)	<u>29,800.00</u>
Total 449.200 · TRANSPORT EXPENSES	<u>102,110.00</u>
Total 449.000 · TRANSPORT SYSTEM	179,110.00

471.000 · DEBT SERVICE	
471.510 · Bond Issue EXP2030	70,500.00
471.515 USDA LOAN EXP2060	<u>61,000.00</u>
Total 471.000 · DEBT SERVICE	131,500.00
481.000 · EMPLOYEE BENEFITS	
481.100 · Social Security / Medicare	8,000.00
481.200 · Employee Health/Life Insurance	37,900.00
481.300 · Non-Uniform Pension	<u>22,715.00</u>
Total 481.000 · EMPLOYEE BENEFITS	68,615.00
491.000 · OTHER FINANCIAL USES	
491.120 · Interfund Xfer to Equipment Fd	6,000.00

491.800 · Transfer to Water Tank Fund	<u>7,000.00</u>
Total 491.000 · OTHER FINANCIAL USES	<u>13,000.00</u>
Total Expense	<u>916,925.00</u>
Net Income	<u>0.00</u>

YEAR END MOTIONS

1. Motion to adopt the General Fund 2021 budget in the amount of \$2,327,380
2. Motion to adopt Ordinance 967 setting 2021 tax rate at 29.5 mills
3. Motion to adopt the Water Fund 2021 budget in the amount of \$916,925
4. Motion to pay street lights from the Liquid Fuels Account per the budget
5. Motion to pay one water fund employee from the general fund if necessary for the year 2020
6. Motion to purchase from the 2020 budget new computers/software, update internet if necessary for the borough office not to exceed \$10,000.
7. Motion to close the borough books and balance funds on December 30, 2020
8. Motion to enact all 511 taxes
9. Motion to open a new Sinking Fund bank account for the USDA loan/bond.
10. Motion to open a General Reserve Fund for year-end fund balances
11. Motion to continue with WesBanco as the borough Depository
12. Motion to authorize council president Judi Montell, finance chairman John Shelkons and secretary Elaine Rakovan to be authorized signatures on all financial and banking related accounts.
13. Motion to reappoint Borough Secretary, Elaine Rakovan as treasurer
14. Motion to reappoint Widmer Engineering as the Borough Engineer
15. Motion to reappoint Amato, Start & Associates as the Borough Solicitor
16. Motion to authorize Council & Mayor to attend Borough related conventions in Pennsylvania
17. Motion to adopt the 2021 IRS mileage rate
18. Motion to appoint Mark Turnley to do the audit for year 2020
19. Motion to advertise the monthly Council meetings to be held at 6:30 PM on the third Wednesday of the month with workshop on the second Wednesday at 6:30 PM
20. Motion to reappoint and ratify the agreement for the Borough Secretary, Elaine Rakovan
21. Motion to maintain Building Inspectors Underwriters (BIU) as the borough's building and zoning officer
22. Motion to advertise the Water Maintenance Fee ordinance with the intention to adopt at January's meeting.
23. Motion to advertise the Public Works position with application deadline of January 12, 2021.
24. Motion to open a Sinking Fund for Water Maintenance Fee.

MOTION by Mr. Trzcianka, second by Mr. Kotula, carried unanimously to accept year-end motions numbers 1 through 24.

ADJOURNMENT

MOTION by Mr. Kotula, second by Mr. Trzcianka, carried unanimously to adjourn the meeting at 7:24 PM.

Respectfully submitted for approval,



Elaine K. Rakovan
Borough Secretary
January 13, 2021