

**PRE-MEETING  
BADEN BOROUGH COUNCIL  
FEBRUARY 14<sup>TH</sup>, 2024**

Council President Dave Trzcianka called the Pre-Meeting of Council to order at 6:00 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:** Joe Bosh, Becky Gallagher, Doug Miller, John Shelkons, Dawn Singleton, Michael Stuban and Dave Trzcianka

**NOT PRESENT:** Mayor Judi Montell

**ALSO PRESENT:** Foreman Rodney Keenan

**ACKNOWLEDGEMENT OF OTHER RECORDING DEVICES**

**AGENDA (Changes and/or Deletions)**

**VISITORS - None**

**DEPARTMENT REPORTS**

**Manager**

**1. PennVest**

Up front bank loan amount for the PennVest loan/grant is \$380,000. Working with First National Bank on the loan process at 5.49% fixed rate.

**2. Street Light Request**

Residents at the dead end of Camilla are requesting a street light for safety reasons stating there have cars broken into and an attempted house break-in. There are no names or signatures on the letter. (From December's report – resident called and asked about the request)

Mr. Stuban stated that he did drive down to the area and didn't feel that it needed a light. Mr. Shelkons stated that the property at the end of the Camilla has abandoned vehicles on the borough right of way. After discussion, Mr. Trzcianka stated that council can address this matter next week after they get a chance to check (visit) the area.

**3. Wall – Corner of Lincoln Avenue and Phillips Street**

PennDOT has reached out regarding this matter. They were put in contact with our zoning solicitor is working with both PennDOT and the property owner's attorney.

**4. Utility Billing Ordinance Update**

Started to write a new ordinance for the water and garbage billing. Once completed the municipal authority will need to amend (write) their sewage billing ordinance. No Update.

**5. Beaver County ARPA Municipal Infrastructure Grants**

All funding reimbursements have been submitted to the county. We received the first funding request. Waiting on the second (final) funding.

**6. Property Encroachment Letters**

No action at this time. Will walk the property with Michael Stuban to see who is actually encroaching on our property.

**7. Harmony Road Property**

Need updated documents from the county and Ambridge School District signature.

**8. SPC Regional Traffic Signal Grant**

Traffic signal have been installed. No information on completion of the project.

**9. Theater**

No update

**10. Completed in January/February**

- Water Bills mailed out
- W-2 Mailed out
- 1099 Tax Forms
- Liquid Fuels Report
- 4<sup>th</sup> QTR UC Report
- COSTAR Piggy Back Salt Order
- DCED Annual Reports
- Shut-off notices have been mailed out

**11. USDA Water Project**

Next invoice approval for funding will be on the agenda for the regular meeting.

**12. PSAB Conference**

The conference is June 2<sup>nd</sup> to the 5<sup>th</sup>.

**13. Resolution for Disposal of Old Records**

A resolution for disposal of old records will be on next week's agenda.

**Public Works – Written Report**

**1/1/24 - 1/7/24**

- Pumps and one calls
- Continue lead line inventory
- Meter re-reads
- Locate Collins and Franklin curb boxes
- Prep for snow storm
- Fix Dippold sign that was run over

**1/8/24 - 1/14/24**

- Pumps and one calls
- Camilla St water break
- Salt and cinder roads
- Harmony Rd water break
- 6<sup>th</sup> and Collins FH
- Union FH
- State and Virginia tie in for water line
- Remove tree from street on Holmes and Camilla

**1/15/24 - 1/21/24**

- Pumps and one calls
- 5<sup>th</sup> and Rose FH
- Salt and cinder roads
- Pine Cone Village water break
- 4<sup>th</sup> St FH

- 4<sup>th</sup> St water break
- Salt and cinder roads

### **1/22/24 - 1/31/24**

- Pumps and one calls
- Kellinger FH
- USDA meeting
- 2<sup>nd</sup> Kellinger FH
- Carle St FH
- Charles St FH
- Fix Virginia and North sign
- Flush new water line from State and north to 4<sup>th</sup> St
- Cold patch roads
- Jet Oak St
- Neely FH
- Straube FH and 6<sup>th</sup> valves installation
- Clean up paper dumpster
- Neely 2<sup>nd</sup> FH

#### **Notes:**

18 fire hydrants have been installed with approximately 11 hydrants left to be installed. The water line replacement up north and around Franklin and Collins is 90% laid but will still need to pass bacteria and pressure testing. The contractors will then need to go back and tie in all of the intersections (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> and North, and Collins and North). Then all of the houses will need to be tapped into the new line by the contractors.

Christmas decorations have been taken down

Library window has been installed

Vinyl fence in front of borough building has been fixed

#### **Valve Turner**

Mr. Trzcianka stated that last month council approved the purchase of a valve turner to be used as an attachment to the Municipal Authorities equipment. The Municipal Authority Administrator did not like sharing the equipment. Mr. Trzcianka asked that council approve the purchase of a valve turner for the borough. The cost is \$6,155. Mr. Trzcianka asked to have this on next week's agenda.

#### **FIRE CHIEF**

##### **Incidents / Training:**

33 Incidents (January)

44 Incidents (Year to Date)

132 Training / Staffing Hours / 17 firefighters (Year to Date)

##### **Grants:**

The 2023 State Fire Commission Grant Program: The State has released individual funding amounts. We were awarded \$16,951.99. This funding will be used for rescue equipment upgrades.

The 2023 FEMA AFG Grant Application Period is now open; we will submit two grant applications for this cycle. One will be for a microgrant used for upgrading/replacing equipment. The other application will be for the replacement of our rescue truck.

The Local Share Account Statewide Program (gaming funds) Update: This grant was submitted on behalf of the borough for funding to replace our Fire Engine (Pumper Truck). Applications are in the review process. I spoke with Representative Matzies office last week, and these awards are slated to start around September of this year.

## CODE ENFORCEMENT

The commercial Fire & Property Maintenance Inspection is underway, and 12 inspections have been completed thus far.

*AWT, we have a few issues with some living conditions that I am working on with the Association. Update: the attorney for AWT has issued a letter to the tenants regarding these issues; a copy of the letter is on the clipboard. If tenants fail to comply by the end of the month, citations will be issued through the magistrate's office.*

AWT Unit 161, all violations mitigated, and Condemnation has been lifted

*1010 4th Street. Next of Kin addresses were provided to the magistrate (No Update)*

*533 Ehman. All violations have been resolved, and Condemnation has been lifted.*

*851 Schiller - Awaiting review of making Schiller Street - No Parking.*

*423 Moore Ave - The property was Condemned due to Hoarding / Sanitation and Fire Safety Concerns. The property owners acknowledged the notice and are slowly addressing the issues. This is a big project, so it will take some time to bring it into compliance.*

I aim to address any other code issues with commercial properties through and during the inspection program.

## COMMITTEE REPORTS

### Finance (John Shelkons)

General Fund Balance	\$147,104	Expenses \$692,283
Water Fund Balance	\$192,746	Expenses \$89,836

Mr. Shelkons spoke with council about minimum utility bill charges being prorated when a property is being sold. Garbage and Maintenance Fee are prorated but the minimum for water and sewage are not. Discussion included prorating the entire minimum rate for a final bill when the usage is zero. The use of the word minimum may need to be changed to service fee. Mr. Trzcianka instructed the Manager to speak to the solicitor regarding this matter.

### Public Safety (Dawn Singleton)

Nothing to Report

### Public Works (Doug Miller)

**Road Grader** – Discussion took place regarding what the minimum bid should be on Muncibid.

### Technology / Public Relations / Liaison (Library, Parks & Recreation, Municipal Authority)

#### **Emergency Alert System – OnSolve**

Mr. Bosh handed out a packet to council for discussion and input. He gave an update on where we are launching OnSolve to the residents of Baden. He went over the platform configuration (account access/registration and text to enroll). Rules need to be established for governance of the program. Recommendation for administrators to be Joe Bosh and Elaine Rakovan. Initiators should include the two office staff employees. Mrs. Rakovan stated that to have individual councilmembers be initiators may not be wise because Council is one of seven and they should not be the initiator of messages. As for Joe Bosh being the Administrator, Council should make a motion stating that he is the Administrator so that it is on record.

Discussion took place to have the initiators be the office staff and the Emergency Response Coordinator, Matt Loftus. Once the initiators are assigned they will be trained. Mr. Bosh will work on Standard Operating Procedure. Privacy policy will be reviewed by the solicitor to see if it is necessary. Mr. Bosh stated that future tasks include training, workshops and outreach for the users (residents). Mr. Bosh stated that Mrs. Gallagher has a background in marketing so she will be very helpful with outreach. Mr. Trzcianka had concerns regarding control of users who do not live in Baden. Mr. Bosh explained that we will have the ability to monitor the users. Mrs. Gallagher stated that someone asked her about the cost for this service and it is less than \$1 a year per resident in Baden.

### **Newsletter**

Mr. Bosh stated that he would like to get the newsletter out so that it will be a means of marketing OnSolve. Mr. Stuban asked for a time frame so that the churches and organizations can be notified in case they want put something in the newsletter Mrs. Rakovan asked that the newsletter be mailed out no later than mid-June in order to include the CCR (water quality report) that has a DEP deadline of July 1<sup>st</sup>. Mr. Bosh stated that he will get in touch with Erica Loftus regarding the newsletter.

### **Christmas Lights**

Rodney Keenan stated that they took down the Christmas Lights. He explained that the electrical wiring is old, dangerous and not working. Council has the 8 months to think about what they want to do with the Christmas lights.

### **Administration / Personnel**

#### **Vicory House Grant**

Mrs. Gallagher stated that she attended a meeting and the Vicory House made a cut for a \$2.5M grant. It will include Logstown, Legionville and the 13 solders that are buried. If awarded they want to use the money to preserve the properties.

#### **OnSolve**

Mrs. Gallagher stated that she attended the county commissioners meeting and told them about the OnSolve Alert System that Baden is launching. She spoke to Jack Manning and asked him if there could possibly any county funding for Baden (OnSolve). She needs some background regarding what happened with the use of the 911 Center alert system. Elaine Rakovan and Joe Bosh will assist with writing the letter (email) to the commissioners.

### **Building / Grounds / Equipment**

#### **Foreman's Worklist**

Mr. Stuban stated that he gave a copy of the singed foreman's worklist that was presented last month to council.

#### **NIMS Class**

Mr. Stuban stated that all public officials need to take the online NIMS Certification Class for Emergency Management.

#### **Maple Street**

Mr. Stuban handed out a letter from Maple Street resident Alan Hazelwood regarding the condition of his street.

#### **United States 250<sup>th</sup> (2026)**

Mr. Stuban stated that he would like to put aside \$10,000 for planning a community celebration with the understanding that if needed for other borough matters it will be available.

#### **Thank You Dinner**

Mr. Stuban would like to have this year's thank you dinner in April or May.

**Past Due Garbage Bill**

Mr. Stuban stated that there is one resident in town who only gets billed for garbage and he refused to pay the bill which is over \$1,500. The solicitor has taken him to the magistrate and he was a no-show. What does council want to do next. Go after the property owner and his assets? The property does not have water or sewer service. Pass due taxes are also owed back to 2022. Discussion took place regarding placing a lien on the property and/or going after the assets.

**Building Inspector**

Mr. Stuban reminded council that they needed to decide what they want to do regarding the appointment of a building inspector and separate zoning officer. Discussion followed.

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

Mr. Bosh addressed feral cats on Jones Avenue. A work order was written up for the CEO to address this matter. There are also stray cats coming out of the window from the basement apartment on Second Street.

**Municipal Authority**

Mr. Stuban commented that the Municipal Authority made a motion to charge a \$5/month (\$15 per quarter) Sewer Maintenance Fee on the quarterly bills.

**PRESIDENTS REPORT****ADJOURNMENT**

**MOTION** by Mrs. Singleton, second by Mr. Miller, carried unanimously to adjourn the meeting at 7:26 PM.

Respectfully submitted for approval,

Elaine K. Rakovan  
Borough Secretary  
03/13/2023