

PRE-MEETING BADEN BOROUGH COUNCIL JULY 10TH, 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, Michael Stuban and Dave Trzcianka

NOT PRESENT: Dawn Singleton, Mayor Judi Montell

ALSO PRESENT: Foreman Rodney Keenan, Fire Chief and CEO Dennis Baker

ACKNOWLEDGEMENT OF OTHER RECORDING DEVICES

AGENDA (Changes and/or Deletions)

VISITORS - None

DEPARTMENT REPORTS

Manager

1. **Wall – Corner of Lincoln Avenue and Phillips Street**
Zoning Hearing is cancelled. Property owner is speaking with PennDOT. No update
2. **2024 Paving Project**
Contract has been signed. Start date is July 17th.
3. **Tevebaugh Road Speed Limit Ordinance**
Advertised and ready for adoption at the regular meeting next week.
4. **Schiller Street Slide**
Representative Matzie's has asked for cost estimates (provided by Widmer Engineering). He is trying to get funding for repairs.
5. **Duquesne Light Project**
Working on side streets. Traffic still control still taking place on State Street. Public works will remove all flag and banner clips once DQL notifies them they are finished working on or off of State Street.
6. **New Server**
Server is installed and working.
7. **Ordinances**
Street Opening Ordinance – given to council for review at last month's meeting
Solicitation Ordinance – revisiting the ordinance. (Mr. Bosh will address)
8. **PennDOT Brake Retarder Route 65**
Copy of the letter regarding prohibiting engine brake retarders along Route 65 was placed in council mailboxes. PennDOT stated that Route 65 from Johnson Ave to the Baden line (towards Conway) meets the requirement for prohibiting brake retarders. The borough must enact the ordinance, procure, erect and maintain the required PennDOT approved signs.

9. Storm Damage

Still submitting costs to the insurance company. No update at this time.

10. USDA Water Project

Requisition #23 will be on next week's agenda for approval of \$61,093 (\$15,520 for engineering and 445,573 for JR Contracting).

11. Phillips Street Sink Hole

No Update

12. Zoning Hearing

Kingerski variance request was approved on June 24th by the zoning board.

13. Planning Board Meeting

The Planning Board approved a subdivision and lot consolidation at their June 24th planning board meeting.

14. PennVest / Paving Project Loans

Ordinance for the WesBanco loan has been advertised for next week adoption.

15. SPC Regional Traffic Signal Grant

Project is in final inspection. There is an extra control box at Johnson Avenue. They recommend removing and storing it for future use, if needed.

Discussion took place having the company check the Route 65 sensors for Emergency Vehicles.

16. Theater

No update

17. 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.

18. Municipal Management Employment Law Workshop

Reservations have been made for July 31st and August 1st in Hershey for Becky Gallagher and Elaine Rakovan.

19. Newsletter

Final review will be completed this week.

20. Water Finals

Due to the increase in residents not registering (meter deposit) with the borough, water service will be shut off when a final us done. Discussion took place regarding exceptions, rental properties that have one meter for multiple tenants, unpaid utility bills from the Covid restrictions for shut-off and documentation for final requests.

Public Works – Written Report

6/1/24-6/9/24

- Pumps and one calls
- Water samples
- Cut grass
- Trim borough building hedges
- Cut up and chip fallen tree in cemetery
- Columbia gas open hole one calls
- Cold patch
- Re-seed Rose St from water break
- Mulch in front borough building

- Lead line inventory
- Repair 610 State St water service
- 517 Rotteck storm water drain

6/10/24-6/16/24

- Pumps and one calls
- Finish 517 Rotteck storm pipe
- Cut grass
- Quarterly water shut offs
- Repair 6th St catch basin
- Curbside chipping

6/17/24-6/23/24

- Pumps and one calls
- Penndot meeting about Phillips St storm pipe
- Water samples
- Repair McNair Catch Basin
- Cut grass
- 1125 Harmony Road water break
- Weed wack dead ends Tevebaugh bends
- Raise and straighten 5th St curb box
- Chipping from storm

6/24/24-6/30/24

- Pumps and one calls
- Quarterly water meter readings
- Cut grass
- Paint railing at borough building
- Paint light posts at borough building
- Flush dead-end water line streets because of warm weather
- Curbside chipping

Notes:

Paving project to begin July 17

Harmony tank RHQ install is scheduled for July 25

Continue repairing catch basins

Rodney Keenan stated that the piece of the bucket truck that failed inspection isn't leaking after being cleaned up. He is hoping that it was just dirty and pass inspection. He spoke with the property owner on Phillips Street regarding the fire hydrant on his property. Rodney is getting pricings for a new or refurbished hydrant for the owner. This is a private line, but the neighboring property is tied into this private line for water service. Discussion followed.

FIRE CHIEF

Incidents / Training:

26 Incidents (June)

164 Incidents (Year to Date)

104 Training / Staffing Hours / 17 firefighters (June)

639 Training / Staffing Hours (Year to Date)

2 Smoke detector installs in June

Grants:

The 2023 FEMA AFG Grant Application Period has closed. We submitted two grant applications for two different projects. One was a microgrant for equipment totaling \$69,497.00. If awarded, the fire department would be required to fund \$3,309.38 towards the project. The second application is for funding to replace our rescue truck, totaling \$1,445,000.00. If awarded, the fire department would be required to fund \$68,809.52 toward the project. **(No Update as of the date of this report)**

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. Received email confirmation that this application made it through the initial review process and is now in the second step of the review process. The only change to the application was that we submitted the application for the maximum amount of \$1,000,000.00. However, the cost estimate for the Fire Engine came in at \$961,000.00, so they adjusted the figure, stating that they could not provide additional funding based on expected cost increases. **(No Update as of the date of this report)**

Norfolk Southern Grant - The application has been Submitted **(Awarded \$10,000 towards rescue equipment upgrade project)**

We are in the process of obtaining quotes for the addition to the fire station, which will be funded by a grant obtained through Representative Matzie's office.

Quick Response (QRS) medical recertification site inspection through the Department of Health was completed on Rescue 47 and Squad 47, along with our personnel files regarding medical certification. We have successfully met the recertification requirements. This certification is good through 2027.

We are in the process of equipping Squad 47-2 with the necessary medical equipment needed to meet QRS certification in order to utilize this vehicle for medical calls as well.

Voluntary Rescue Service Recognition (VRSR) recertification is underway.

CODE ENFORCEMENT

Commercial Fire & Property Maintenance Inspections / Reinspections: 41 (Year to date)

General Code Issues Addressed: 55 (Year to date)

General Code Issues Abated: 30 (Year to date)

Preparing to issue citations on 4-5 property issues that property owners are not responding to Violation Notices that have been mailed.

In the process of sending out reminder notices to Commercial Property Owners that still need Inspections completed for 2024. (Approx. 40)

423 Moore Ave - The property was Condemned due to Hoarding / Sanitation and Fire Safety Concerns. The property owners are in the process of cleaning out the building.

Mr. Shelkons asked the CEO to look into the junk that is building up on the property along Tevebaugh Road.

COMMITTEE REPORTS

Finance (John Shelkons)

General Fund Balance	\$233,853	Expenses \$284,201
Water Fund Balance	\$270,834	Expenses \$55,388

Mr. Shelkons addressed getting a break retarder ordinance on Route 65 has approved by PennDOT. Discussion followed regarding enforcement, ordinance, signage and number of complaints.

Public Works (Doug Miller)

Nothing to Report

Technology / Public Relations / Liaison (Library, Parks & Rec., M/A) (Joe Bosh)

Library – Mr. Shelkons stated the county has one social worker for the entire county who will be available by appointment for any resident who may need the assistance of a social worker. The library thought that the county allotment to them was suppose to be 15% but it looks more like 9%. They are sending an email questioning the percentage.

Website – Mr. Bosh addressed the temporary shutdown of the website due to an email address error for billing.

Solicitation Ordinance - Mr. Bosh went over a list for discussion regarding changes to the propose ordinance. Discussion include who is excluded (religious, charitable and political organization). Following is the list of questions and suggestions discussed by council.

Section 4 – Application

- Suggestion: The fee should be enough to cover the cost of a background check for the application. Question: Are there any other costs associated with this process that should be incorporated into the fee? Possibly the production costs for the ID badge/lanyard
- Question: Should the fee be set annually to account for changes in background check/etc. fees? Fee will be set by resolution.
- Suggestion: The ordinance should state that a separate application/fee is required for each person that will be canvassing.
- Suggestion: The application must be submitted before the canvasser intends to be in town What's a reasonable time frame? 2 weeks? How long does it take to conduct the background check?
- Suggestion: A passport should be a valid/accepted form of identification for applicants
- Suggestion: Remove the requirement for two 2"x2" color photographs. The photo ID should be sufficient.
- Suggestion: Remove application requirement #3 ("All applicants must present a Criminal Background Check conducted by the Pennsylvania State Police...") if we'll be performing the background check ourselves.

Suggestion: Add the following requirements to the application process

- Applicant's current phone number
- The name and address of the business employing the canvassers
- The name and phone number of the applicant's supervisor
- A list of days and times during which the canvassing will occur
- Vehicle license plate number and description
- Photo work ID or driver's license

Section 5 – Investigation; Payment of Fees; Issuance of Permit

Discussion regarding the process and the Beaver Valley Regional Police Department role in the background check and permit process.

- Suggestion: In subsection 2 ("The permit shall be issued upon...", change 5 business days to at least 10, giving the borough more time to review and reject the application.
- Suggestion: Remove subsection 3 ("Permits shall be issued per day, per week, or per month"). Suggested alternative: Permits are issued according to the schedule provided by the permittee. If the schedule needs to be altered or extended, the permittee must contact the borough to update/amend the original application.

Time limit for the permit was discussed.

- Suggestion: In subsection 6 (“Hours: 10:00am to dusk...”), change the end time from dusk to 6:00pm. Alternative suggestion: Set different end times based on the season.
- Suggestion: In subsection 7 (No permittee shall be permitted to solicit within borough parks...), remove “Director of Parks and Recreation”.
- Suggestion: Add additional language requiring the applicant/permittee to amend their application if any of the information provided on the application changes (e.g. they’re convicted of a crime, the supervisor changes, a new photo ID is issued)

Section 6 – Loud Noises and Speaking Devices

- Suggestion: Remove the explicit mention of “ice cream trucks” to give the Chief of Police more discretion when making exceptions to this rule.

Section 7 – Do Not Knock List

- Question: In subsection 1 (“Borough residents may post or display...”), is there any reason to restrict the “No Solicitation” sign to 80in2? I don’t anticipate that anyone would get a larger sign than that, but I also don’t see any reason to invalidate an 81in2 sign if that’s what a person decides to put on their own property.

Section 8 – Rules of Conduct

- Suggestion: In subsection 4 (“No permittee shall solicit within borough parks...”), remove “or the Director of Parks and Recreation.”
- Suggestion: Add language requiring that permittees contact the Borough to update/amend their solicitation application if something material changes (e.g. convicted of a crime, changes to contact information for permittee or company/staff)

Section 9 – Revocation of Permit

- Suggestion: Add language allowing for the revocation of a permit if a permittee doesn’t contact the borough to update/amend their application appropriately. This may already be covered by subsection 4, “Any violation of the rules cited in Section 5 and Section 8 of this ordinance.”

Section 10 – Transient Retail Business/Traveling Street Vendors Licenses

- Question: Why does this section need to be separate from the rest of the ordinance? The same subjects are covered and the rules are similar. Can these rules be merged into the preceding sections or remove it completely?

Administration / Personnel (Becky Gallagher)

Departmental Meeting - Becky Gallagher addressed doing departmental meeting and when should we start having them. After discussion, meeting the Monday or Tuesday prior to the work session meeting so anything that needs address could be addressed at the work session.

Facebook (Social Media) Ordinance – Mrs. Gallagher asked for an update on the ordinance regarding social media. Mr. Trzcianka stated that he is waiting on the ordinance sample from the attorney he spoke to at the Hershey convention.

NIMS Certification – Mrs. Gallagher asked if this was something we needed to do on our own. Mr. Trzcianka stated that each individual would need a PEMA SID number before you can take the test. He recommended taking the NIMS test numbers 100, 200, 700 and 800. Everyone on council are required to take the 100 and 200 test.

Public Safety (Dawn Singleton)

Not Present

Building / Grounds / Equipment (Michael Stuban)

Nothing to Report

MAYORS REPORT

Not Present

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

PRESIDENTS REPORT

Nothing to Report

ADJOURNMENT and Go Into Executive Session

MOTION by Michael Stuban, second by Becky Gallagher, carried unanimously to adjourn the meeting and go into executive session at 7:58 PM.

Respectfully submitted for approval,

Elaine K. Rakovan
Borough Manager
08/14/2024