

PRE-MEETING BADEN BOROUGH COUNCIL JULY 12th , 2023

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: Mr. Bosh, Mr. Jones, Mr. Shelkons, Mr. Stuban and Mr. Trzcianka

NOT PRESENT: Mr. Miller, Mrs. Singleton, Mayor Montell

ALSO PRESENT:

ACKNOWLEDGEMENT OF OTHER RECORDING DEVICES

AGENDA (Changes and/or Deletions)

VISITORS – None

DEPARTMENT REPORTS

Manager

- 1. Up & Running Computers**
Mr. Bosh reviewed, commented and sent his analysis of the invoices and letter from Up & Running Computer Services to the attorney. Discussion needed.
- 2. 2022 CCR (Water Quality Report)**
CCR access information was posted to website, Facebook, included on water bills, delivered to apartment complexes and placed in the newsletter.
- 3. Audit**
The 2022 Audit – will need a motion to approve at regular meeting.
- 4. Water Bills**
2nd quarter bills were done without any major issues. Due date is 8.8.2023
- 5. Waterline Project**
Bid opening is next week. Pre-bid meeting was held on Monday.

Mr. Stuban stated that he attended the meeting and the contract reads that the contractor has 180 days to complete the project. The contractors brought up that due to a shortage of materials they may not be able to meet the 180 day requirement on some items such as the larger pipes and fire hydrants. There is at least a 30 week delay on Mueller fire hydrants. So, we will accept the bids but may need postpone the project to next year. Discussion took place regarding if we must use Mueller fire hydrants.

Mr. Stuban stated that the water on Johnston Avenue is a concern as the amount of water is increasing and causing an emergency situation. The engineer is getting Stefanik Contracting to check into this problem and hopefully have an answer for cause, and cost for repair. Mrs. Rakovan stated that Stefanik is placing monitors on the valves overnight to listen for leaks.

6. Waterfront Dock Permit Documents

During last month's meeting the motion was for the documents to be signed by the manager, after speaking with the DEP, the president of council needs to sign the forms.

7. Ordinance 978

Reminder that Ordinance 978 establishing a fire safety & property maintenance inspection was tabled last month.

8. Public Works

Public works will have their report for next week's meeting. Paving of the waterline repair areas started today. They will be finishing up the last catch basin repair on Tevebaugh Road tomorrow. Stefanik will be placing sensors down on Johnson Avenue this evening to listen for water leaks.

9. Property Encroachment Letters

Before we send out any letters, all of the property lines need to be marked. After looking with Mr. Stuban, it doesn't appear that the markers are up on the State Street side of the borough property.

10. Budget

Will have mid-year budget for next week's meeting.

11. Recreation Board 2023 Budget Allocation

Mrs. Singleton requested the recreation boards 2023 budget allocations. Will cut checks for the all allocations on Friday. Mr. Stuban mentioned paying the monthly regional police payment as a lump sum since we already approved the cost. Mr. Trzcianka asked that all the budget allocation checks be cut and given to the treasurer for the appropriate boards.

12. Estimated Tax Millage

The county calculated the 2024 estimate tax millage for school districts and municipalities.

County 3.66 mills, Ambridge School District 11.79 mills and Baden Borough 4.63 mills. NOTE: These are estimates.

13. Maintenance Program Bid

The engineer wrote up a bid for advertisement for emergency services with public work repairs of waterlines, roads, sewers..... Will advertise and set bid openings for next month before meeting.

14. Theater

No update.

15. Utility Billing Ordinance Update

No update.

16. SPC Regional Traffic Signal Grant

No update.

17. Beaver County ARPA Municipal Infrastructure Grants

We received a letter on February 21, 2023 from the county stating that the \$204,000 ARPA funding must be spent by December 31, 2024. This money carries with it, a 20% contribution by the borough. NO UPDATE

18. Harmony Road Property

The county updated the borough cost to a lower amount. Need to get the school district to sign off on the form. NO UPDATE

19. H2O Grant

No updates

20. T-Mobile

Emails and documentation from previous T-Mobile representatives have been sent to the solicitor. NO UPDATE.

Public Works

Written report will be submitted for the regular meeting.

Mr. Stuban asked for an update on the Harmony Tank DEP project. Mrs. Rakovan stated that the building is complete and the electrician is coming in next. Mr. Stuban asked that cost for this project be submitted to the county for funding under the covid money.

Fire Chief

Incidents / Training:

27 Incidents (June)

163 Incidents (Year to Date)

120 Training Hours / 16 firefighters (June)

Congratulations on the following achievements:

Firefighters Phil Tkatch and Adam Pearce, who recently obtained their Pro-Board Firefighter 1 Certification

Chief Baker recently obtained his National Registry Emergency Medical Technician Certification.

Firefighter Brandi Scott recently obtained her National Registry Emergency Medical Responder Certification.

Apparatus:

New Squad is in service and waiting for its re-certification by the Department of Health as a certified QRS response vehicle.

Grants:

2021 FEMA AFG Grant, New SCBA have arrived and are in service.

2021 FEMA SAFER Grant, no updates

The 2022 State Fire Commission Grant Application has been approved; the award amount is \$15,000. All equipment under this grant award has been purchased.

The 2022 FEMA AGF application, FEMA started the award process a few weeks ago.

General:

Will Start Hydrant Flow testing within the next few weeks.

CODE ENFORCEMENT

75 Code Issues have been addressed (Year to Date)

50 of those have been abated

25 are still in progress

438 Prospect Street, Hoarding House that was vacated, Bank took over the house. They brought in subcontractors to begin cleaning out the house. Received a complaint about items from inside the house being thrown over the hillside in the rear of the property. I visited the site and found a 30-yard dumpster in the driveway full of items, and in the rear of the property over the hill was an area about 40'x40' covered with items from inside the house. I was able to track down all responsible parties, and the

property was cleaned up within 48 hours. Apparently, the company hired to perform the clean-out work had a few unhappy employees, and they threw the stuff over the hill one day and walked off the job while the boss wasn't on site.

AWT, we have a few issues with some living conditions that I am working on with the Association.

1010 4th Street. Next of Kin addresses were provided to the magistrate (no update)

533 Ehman. Reinspection was completed on 2/28/23 (they are still addressing a few items on the interior.)

851 Schiller - Starting to receive complaints again, I will speak with the property owner and follow up with a letter and citation if needed.

755 Schiller. Mortgage Company PA Housing Finance Agency has Safeguard Properties taking care of securing and preservation of the property. (no current updates)

255 State Street - I have been in contact with the foreclosure company. Issues will be addressed. In the process of cleaning up the property.

423 Moore Ave - Complaint filled with DEP regarding the property's condition. Multiple Attempts have been made to contact the property owner. I will be issuing a citation, and I will Condemn the property if the council so wishes. No one is currently living in the property; however, I consider it uninhabitable, unsanitary conditions, and a fire safety concern due to severe hoarding.

298 Prospect Street. The exterior was cleaned up some, and no recent complaints from the neighbors.

1016 Phillips - House Fire - They have finally started cleaning out the house.

Mr. Shelkons addressed the condition of Harvey's along Route 65. The CEO will be asked to address with matter.

Police

Mr. Stuban stated that he is getting more positive comments that the police are being seen everywhere. Over the weekend there were 3 to 4 arrests which is unusual. Two to three officers are responding to calls. Mr. Stuban will be meeting with Rochester Township on Monday to discuss their interest in joining the regional police.

COMMITTEE REPORTS

Finance (John Shelkons)

General Fund Balance	\$188,135	Expenses \$155,192
Water Fund Balance	\$328,742	Expenses \$81,781

Public Works, Sanitation & Municipal Authority (John Jones)

Mr. Jones reported that the foreman's evaluation was done. Line painting, hydrant flushing, storm sewer repairs... was discussed with the foreman.

Mr. Stuban asked about pursuing a meeting with Ambridge Water Authority to discuss and make plan for communication and action needs in the event of another large water break. Mrs. Rakovan stated that the initial individual (Ambridge Water and DEP) are no longer there so it will be a meeting with the new individuals at AWA and the DEP.

Mr. Trzcianka asked about putting the backhoe on Municibid once we have an idea when the new backhoe will be in. Mrs. Rakovan stated that she will get the information (pictures) for Mr. Trzcianka to post on Municibid.

Technology, Social Media, Library & Community Relations (Joe Bosh)

Property Maintenance Inspection Program (Ordinance)

Mr. Bosh stated that he met with the CEO/Fire Chief Dennis Baker to get a closer estimate of the cost associated with doing the inspections and fees that may need to be charged. It is not the intent of the borough to make money from the program, but to cover the costs associated with it. There will approximately 50 buildings for inspection and the average inspection would be 1 to 2 hours. The inspection report is generated on site through the tablet. From start to finish should with reports an inspection should be 3.5 to 4 hours. Mr. Bosh then addressed cost to the borough and fees. He felt that the borough should absorb all the initial costs for the inspections for businesses within the borough. If a re-inspection is needed then there should be a fee as well as any fines associated with non-compliance. The businesses would know in advance what is being inspected so they will be informed as to what is being inspected for safety and compliance. Not billing for initial inspections is also a saving on the administrative end. Mr. Bosh felt that the ordinance needs to be changed to reflect what he presented. He also felt the code enforcement hours should be increased by 2 hours per week to compensate for the inspections. Mr. Trzcianka questioned what the fee would be for re-inspections. Mr. Bosh stated that 3 or more re-inspections would be \$25 per inspection. Failure to show up for an inspection is \$250. Failure to allow the inspection is \$250 and then there are other fees for first offence and so on. Mr. Trzcianka asked that we confirm that the fines and fees are legal. Mr. Trzcianka suggested having initial fees after the first year. Mr. Stuban stated that we can always amend the ordinance after a few years if needed.

Up & Running Computer Services – Mr. Bosh stated that he went over the information from Up & Running Computer Services attorney. Mr. Bosh reviewed the invoices and text message exchanges with the borough manager and compared them to what was written the attorneys letter. After reviewing everything he sees that as early as October of last year council was informed and aware of the lack of service and concerns regarding Up & Running Computers and Bob (owner of Up & Running Computers) was informed of the concerns. On February 8th the manager asked Bob for all of the borough passwords and account/login information. The manager asked a second time a couple of weeks later. In May a letter was sent to Bob terminating service. A couple of weeks later Michele's computer lost information after a backup. When the new computer provider needed the information to access the backup on the cloud, this information was not a part of what Bob supplied. We paid every month for backups of all the computers. When reaching out to Bob for the information he changed the subject asking what did Michele do what did the new computer company do to her computer. This led to Bob talking about window updates, registry errors.... All of this is addressed in the attorney's letter. Mr. Bosh stated that Bob had no business or need to try and trouble shoot Michele's computer. We asked for a copy of a backup that we paid for every month. When looking for their response regarding the backup there are multiple answers. One text message state that they were getting ready to get rid of them. Another message is that they are working on it, will have it by end of day or tomorrow morning. Bottom line is that we asked for backup, any backup, even one from a few months ago but we didn't get anything and they are trying to say that Michele's computer problem is not their responsibility. We agree that they are not responsible for fixing Michele's computer. They are responsible for providing a backup that the borough paid for repeatedly. Council needs to decide what action they want to take regarding this matter. Mrs. Rakovan was asked how this effected Michele's job. She stated that Michele is recreating files from paper copies, a very time consuming process. Discussion followed which included what legal options that the borough can take. Mr. Bosh noted that although the attorney letter stated that Baden files were deleted, Bob admitted in his text messages that he was monitoring the Baden computers through remote access well after their service was terminated. Council agreed that action needs to be taken regarding this matter.

Newsletter – Mailed

Streaming Meetings – Discussion took place regarding the rules and guidelines (Sunshine Law) regarding streaming public meetings. There are different rules for school districts and municipalities. Mr. Bosh stated that if it is going to be done it needs to an easy process.

Library –

The library had 27 programs in the month of June. The baby chicks have hatched. The county library is looking at giving three automatic renewals on books that have been checked out before fines are charged.

Administration & Legislation (Doug Miller)

Not Present

General Government, Building Property/Grounds, Parks & Rec (Dawn Singleton).

Not Present

Public Safety (Michael Stuban)

2024 Calendar – We need to get the event dates from the boards as well as ask for old pictures.

2026 – 250 Anniversary of the United States – Mr. Stuban stated that if the borough wants to have something to celebrate then we may want to start soon.

MAYOR’S REPORT

Not Present

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

Mr. Shelkons noted that the engineer did not feel that the bond will cover the walkway and steps at the library. The library is looking into getting a sealant.

Mr. Jones asked Mr. Trzcianka about the building/shed for the upper parking lot. Mr. Trzcianka stated that the property lines have been marked so we can resubmit the drawings. Once the set backs are determine Mr. Trzcianka will paint the lines.

PRESIDENTS REPORT

Mr. Trzcianka stated that an electrician is needed for dusk to dawn sensor in lower lot and fix driveway lights.

ADJOURNMENT

MOTION by Mr. Jones, second by Mr. Bosh, carried unanimously to adjourn the meeting at 7:15 PM.

Respectfully submitted for approval,

Elaine K. Rakovan
Borough Secretary
August 9th, 2023