

PRE-MEETING BADEN BOROUGH COUNCIL JUNE 12TH, 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, Fire Chief and CEO Dennis Baker

ALSO PRESENT: Foreman Rodney Keenan

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**
Bid openings were on May 29th. Youngblood was the lowest bidder. Total Bid amount of \$729,000.73. (Base Bid - \$563,393.43 Add on #1 \$82,732.55 Add on #2 \$82,874.75)
3. **MDIA – New Building Inspector**
Started June 1, 2024
4. **Tevebaugh Road Speed Limit Ordinance**
Included in councils' packet for review.
5. **Schiller Street Slide**
Geoengineering report was done and given to the engineer to review. Discussion took place regarding not having funding for the repair and if the contractor could be held liable for the slide.
6. **Duquesne Light Project**
No update
7. **New Server**
Server has been shipped
8. **Storm Damage**

Route 65 and Johnson Avenue traffic signals – filed a claim with the insurance company. Damage estimate is \$100,000. Waiting on invoices. Insurance only has an \$85,000 replace cost associated with it.

Pole building roof – hole in the roof. Getting cost estimate. Public works said they will be able to do the repair.

Trees down in the park, borough right of ways and behind the fire department. Jule's Tree Service removed trees from Route 65, park, behind fire department and has one more in the right of way off of McNair.

9. USDA Water Project

Requisition #22 will be on next week's agenda for \$104,191.06 for JR Contracting.

Mr. Stuban noted that there was a dispute regarding additional charges for having to dig deeper than the bid specifications stated. The cost of going arbitration will be greater than agreeing to the additional charges.

10. Billboard Ordinance

The ordinance should be available for next week's meeting.

11. Right To Know Requests

Responded to 5 Right To Know Requests.

12. Phillips Street Sink Hole

PennDOT filled the sinkhole with stone. The storm sewers are the cause and the borough is responsible for the repair. Setting up a meeting next week with PennDOT, Matzie's representative and Vogel's representative to discuss the problem, funding and plan to resolve and prevent any further sinkhole issues.

13. Zoning Hearing

Kingerski variance. June 24th at 7PM in Council Chambers. Advertised in the paper. Property posted. Thirty five residents within 300 feet of the property have been mailed notifications. Posted to the website. Stenographer will be present.

14. Planning Board Meeting

June 24th in the Community Room at 6:30PM. Subdivision approval for two properties, one for Villella property located off of Lincoln Avenue and the second for Eichhorn's Town Houses on Jefferson Street.

15. Property Lot Line Revision approval

BC Planning Commission reviewed the lot line revisions approved by the Baden Planning Board. Council will need to make the motion next week to approve and sign the plans before being filed with the county.

16. PennVest / Paving Project Loans

WesBanco Government Banking is working on the loans.

17. Harmony Road Property

Exoneration of taxes form has been sent to the Ambridge School District for tax exoneration.

18. SPC Regional Traffic Signal Grant

Project in progress.

19. Theater

No update

20. 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.

21. Employee Acknowledgement

Resident from Fourth Street who was having water in her basement for over a month and had multiple plumbers look into the matter finally reached out to the borough for help and Rodney Keenan discovered that her water line from the curb to her house was broken. She called to say what "an awesome person Rodney is... He went above and beyond... giving her contacts and phone number to people who could help her resolve the problem".

22. Municipal Management Employment Law Workshop

July 31st and August 1st in Hershey. Borough Manager, Elaine Rakovan and Becky Gallagher would like to attend the Workshop.

23. Newsletter

Being worked on. We should have a draft by the end of next week.

24. Street Openings

The borough needs to update their street opening ordinance. The engineer will be supplying a sample for council review.

Public Works – Written Report

5/1/24-5/12/24

- Pumps and one calls
- Continue flushing hydrants
- Cut grass
- Fix Bauman sinkhole
- Water samples
- Tank Cathodic inspection
- Young blood meeting
- Put up 3rd St. handicap signs

5/13/24-5/20/24

- Pumps and one calls
- Continue flushing hydrants
- Cut grass
- Raise Sixth and Collins catch basins for paving
- Replace flags at park, boro building and library

5/21/24-5/31/24

- Pumps and one calls
- Water samples
- Cut grass
- Raise Sixth and Collins catch basins for paving
- Storm clean up
- Replace 4th st Catch basin for paving
- Repair Frankling Ave catch basin for paving
- Put on chipper box
- Lead line inventory
- Repair push mowers
- Cold patch roads
- Repair 2nd St. alley from storm
- Replace Prevention Network water meter

Notes:

Hydrant flushing has been completed and will need to be done again in the fall.

Curbside chipping to begin June 13.

July 25 is when IXOM water car plans to install harmony tank mixer and residual HQ.

The red Chevy (2005) pickup is beginning to have mechanical problems.

8 catch basins have been repaired or replaced in preparation of paving. PW will continue to repair/replace more over the summer.

The sink hole on Phillips St is Baden's issue, per PennDOT.

Quarterly water shut offs to begin week of June 10.

Quarterly water readings to be completed by end of June.

Ordinance/Rule for water shut offs for apartment buildings/houses.

Rodney Keenan informed council about public works having to clean up yard debris that a resident is putting at the dead end of the street. She was given approval last year to do this once, but she did it again this year.

The bucket truck will take about two weeks to get repaired.

The banner and flag clips will be removed from the poles after Duquesne Light is done with installing the poles.

FIRE CHIEF

Not Present

CODE ENFORCEMENT

Not Present

COMMITTEE REPORTS

Finance (John Shelkons)

General Fund Balance	\$149,085	Expenses	\$181,901
Water Fund Balance	\$310,979	Expenses	\$261,709

Public Works (Doug Miller)

Nothing to Report

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

Library – After last meeting Michael Stuban went to the county library and spoke to the director, Jody Oliver and got a copy of their budget. The library is thankful for the information that Michael Stuban was able to obtain. June 20th the board and friends of the library will be meeting to go over the up coming events. \$866 was raised during the community yard (book) sale.

Newsletter – The borough manager and Michael Stuban is working on it.

OnSolve – 367 registered users have signed up to date. Joe Bosh commended Sasha in the borough office for being a supporter and advocate for residents who need assistance with signing up.

Becky Gallagher stated that while attending the convention there is another emergency alert provider that we may want to look at in the future.

Michael Stuban mentioned that we need the borough calendar information (pictures, dates...) by the end of August.

Administration / Personnel (Becky Gallagher)

Becky Gallagher went over the information that she received from attending seminars at the convention. She handed out the State's Public Official And Employee Ethics Act and gave examples of violations. This included saying "You know who I am..." when a police officer or is questioning you. Nepotism is not permitted. Use of borough assets is not permitted. She gave examples of taking left over asphalt or using borough equipment for personal home use.

She also attended the Right To Know seminar.

The Crisis Management seminar was very informative. Becky emphasized the need for a borough representative to speak on behalf of the borough in the event of a crisis. The borough needs a crisis plan set in place. The plan will prevent miscommunication. There

should be a media list for disbursement of information. A generic emergency declaration is also needed for quick action. An emergency contact person and a disaster fund should also be set up. All of council should also be NIMS certified. Dave Trzcianka stated that there should be an Emergency Management binder in the office with all of this information. Discussion took place regarding the role of the Emergency Management Coordinator and who the spokes person would be for the borough in the event of a crisis. Depending on the crisis there are specific guidelines to follow. Elaine Rakovan gave an example of the DEP requiring specific verbiage for waterline service issues.

Public Safety (Dawn Singleton)

Dawn Singleton went over the seminar that she attended regarding police that emphasized the importance of the police being visible in the community. Interaction and visibility in the community helps to keep the crime rate low.

The Beaver Valley Regional Police Department is fundraising to get a K-9 Officer. They are soliciting local businesses and the general public. The ultimate goal is to raise enough money for a K-9 vehicle, food, vet bills and training. The BVRPD is also selling T-shirts online as a fundraiser. Dawn Singleton also stated that there are grants available for K-9 Officers.

Dawn Singleton also attend a public works seminar. She stated that the workers should have all their credentials and water certification.

Building / Grounds / Equipment (Michael Stuban)

Michael Stuban stated that the police seminar addressed the need to update the Civil Service Rules and Regulations. He also mentioned roadside speed radar signs that are available for under \$5,000.

Michael Stuban addressed that the majority of the repeat water shut customers are ones we can't shut off because they are multiple apartments with one shut off valve. He asked the attorney to look into what options we may have (i.e. turning off the entire building even though some of the tenants paid their bill).

The property owner with the outstanding garbage bill has not responded to the letters sent by the attorney. Discussion took place regarding what steps need to be taken next.

Michael Stuban addressed starting monthly lunch meeting with the employees to go over what is and needs to be done. Council was in agreement.

Landlord registration ordinance needs to be updated.

Pre-rental property inspection ordinance is also needed to prevent deterioration of properties within our borough.

Michael Stuban asked if the borough would contact the State Police to return the files they requested for the previous police chief investigation.

MAYORS REPORT

Not Present

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

Rodney Keenan informed council that Harmony Township is going to bring their boom mower down to cut back the sides of Harmony Road. This was a return favor for borrowing our sewer jetter.

John Shelkons stated that the Lutheran church is getting a historical landmark sign from Beaver County. He asked for direction regarding placement of the sign. Discussion

followed and more details regarding the sign size and foundation (building / post) is needed.

PRESIDENTS REPORT

Dave Trzcianka addressed the Tevebaugh Road speed limit ordinance words being changed from Baden Police to authorized police agency.

Dave Trzcianka attended the social media seminar at the convention. The borough does have to address and change some things. The Facebook, Twitter... sites should only have outgoing information posted to them. At no time should residents be able to comment and especially council (employees) post, comment, give opinions regarding borough/government business. He is going to ask the attorney who gave the seminar to share the policy that they have written regarding this subject matter. Personal social media pages should have a disclaimer that stating that the posts to their personal social media pages are not reflected of the Baden Borough policies and procedures.... Additionally, council / employes should not be posting to non-official social media sites that address or are meant to involve Baden Borough matters. Discussion followed regarding the process to make the appropriate changes and setting a policy regarding social media. Dave Trzcianka added that borough issued phones and computers should have all social media sites blocked except for an authorized user.

The Fire Commissioner seminar addressed firefighter retention. Tax credits for volunteer firefighters does nothing for retention. Trying to get federal funding to man fire departments was also discussed at the seminar.

Auction International is a company like Municibid, but they handle everything from start to finish (pictures, posting information....) Their fees are paid by the buyers.

EXECUTIVE SESSION

MOTION by Michael Stuban, second by Joe Bosh, carried unanimously to go into executive session at 7:21 PM

MOTION by Michael Stuban, second by Dawn Singleton, carried unanimously to go into return to session at 7:48 PM

ADJOURNMENT

MOTION by Michael Stuban, second by Becky Gallagher, carried unanimously to adjourn the meeting at 7:49 PM.

Respectfully submitted for approval,

Elaine K. Rakovan
Borough Manager
07/10/2024