

PRE-MEETING BADEN BOROUGH COUNCIL JANUARY 11, 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, Mrs. Singleton, Mr. Stuban and Mr. Trzcianka

NOT PRESENT: Mr. Miller

ALSO PRESENT: Mayor Montell, Fire Chief and CEO Dennis Baker Jr., Officer Shipley

ACKNOWLEDGEMENT OF OTHER RECORDING DEVICES

AGENDA (Changes and/or Deletions)

VISITORS - None

DEPARTMENT REPORTS

Manager

1. **Invoice Cloud** – Online payments are being made. Running well.
2. **Theater**
No update.
3. **Water Ordinance Update**
No update.
4. **SPC Regional Traffic Signal Grant**
The second and final payment from Liquid Fuels in the amount of \$23,851 is being requested.
5. **Beaver County ARPA Municipal Infrastructure Grants**
Engineer is working on the spec for the inlets (storm sewers). Going to have the engineer meet one more time with current public works to go over the inlets.
6. **Prevention Network / Class Academy**
The final quarter bill for police service was mailed on December 14th in the amount of \$3,223.13. The 2023 Payment In Lieu of Taxes (PILOT) was mailed on January 4th, 2023 in the amount of \$1,490. Total balance owed to date is \$22,668.72. Preparing a letter to be sent to the appropriate officials regarding this matter.
7. **Campbell Durrant, P.C. Engagement/Fee Agreement**
Agreement letter regarding their fees in the event we need them for any labor and employment law legal services.
8. **EAP Industries – Neptune Water Meters**
Would like to meet to discuss what they have to offer regarding water meters, remote meters.....

9. Fence Repair for Water Tanks per the DEP

Cost of the fence repairs is approximately \$10,500. We already paid \$7,500 for the tree removal. Do we want to use county COVID funding towards these costs?

A separate file will be made to keep track of these costs for reimbursement by the County Funds.

10. Harmony Road Property

Will need a motion next week to exonerate the borough taxes for this property that is located on the county repository.

11. Recycling Grant

Completed the submission of the recycling grant.

12. Annual Liquid Fuels Report

Completed the 2022 annual Liquid Fuels Report.

13. Ethic Forms

Forms were placed in mailboxes please return them to me by May 1st.

14. Right To Know Request

The appeal for the RTK request for documentation regarding the retirement of the police chief has been finalized in the medias favor. All personal information will be redacted from the documents. A motion will be needed at next week's meeting.

Public Works

Written Report –

11/28/22-12/4/22

- Pumps and one calls
- Weekly chlorine samples
- Update O&M water procedures
- Christmas decorations
- Sweep streets
- Water shut off Bauman
- Install back up lights F-550
- Tree clean up schiller street
- Close Straube Avenue for downed wires
- Clean and organize garage
- Backhoe maintenance
- Cold patch streets
- North Avenue one calls for sewer replacement
- Snaked/cleaned garage drains

12/5/22-12/11/22

- Sewer jet 918 Fourth st
- Cold patch roads
- Water samples
- Empty trash at parks
- Lead line class in New Stanton
- Cleaned catch basins and grates
- Quarterly water shut offs
- Schiller St one calls
- Set up chair's council chambers
- Take down chairs
- Replace sign at Camilla and Wilson

- Install “No Dumping” sign on harmony rd
- Push piles Milton dump site
- Center St sewer back up
 - Jetted and camera. Found covered over manhole

12/12/22-12/18/22

- Pumps and one calls
- Contractor hit schiller service line-repaired
- Center st sewer back up
 - Jetted after contractor fixed collapsed pipe
- Jet MH#s 281C, 281B, 113, and 12 to 19
- Final water reads
- Repair Mt. Gallitzin meter
- Schiller St. One calls
- Install meter on Bryan ave new house
- Fix X-mas bells and lights
- Start reading quarterly water meters
- Salt and cinder roads

12/19/22-12/25/22

- Pumps and one calls
- Service calls for meters
- Repair F-550 spreader and plow
- Repair bucket truck
- Grease trucks and spreaders for upcoming snow storm
- Grease Backhoe
- Load trucks for snow storm
- Replace frozen meter Mcnair St
- Salt and cinder roads

12/26/22-1/1/23

- Pumps and one calls
- Investigate Mellon house with no water
- Repair water meters/work orders
- Cinder Tevebaugh and Maple
- Linmore water break
- Clean up from water break
- Reset pumps
- Repair fallen snow flake
- Read quarterly water meters

Fire Chief

Chief Dennis Baker Jr provided the written report as follows:

Incidents / Training:

23 Incidents for December

272 Total Incidents for 2022

2170 Hours of Training and Staffing for 2022

1752 Hours for Incident Responses

3922 Total manhours in 2022, not including meetings, fundraising, and public relations.

Apparatus:

The new Pickup truck build date has been changed to February by GM.

Grants:

2021 FEMA AFG Grant, Initial order placed, with an expected arrival date of April.

2021 FEMA SAFER Grant, no update

The 2022 State Fire Commission Grant Application has been approved, award amounts have not been provided yet, but is normally around \$15,000.

The 2022 FEMA AGF application period is now open, we will be applying for a micro-grant to replace outdated rescue equipment.

Consolidation Study Baden / Harmony:

Nothing

General:

Just a reminder regarding the Comprehensive Plan I submitted. If any council member has any questions please feel free to contact me.

Emergency Medical Responder Class Starting this month.

In the process of arranging a joint partnership with the American Red Cross to establish a Smoke Detector Program for the Borough.

Annual Tool Bash Fundraiser is next month.

CEO

CEO Dennis Baker Jr. provided the written report as follows:

158 Code Issues have been addressed since March 2022

131 of those have been abated

15 are still in progress

12 Citations

1010 4th Street (any update from the solicitor)

Mrs. Rakovan noted that the solicitor stated that the family wants nothing to do with the property so it will go to the unpaid tax list and end up for tax sale.

533 Ehman. In process of scheduling re-inspection

851 Schiller situation ended up with having to issue a citation, Hearing is scheduled for the end of January.

755 Schiller. Mortgage Company PA Housing Finance Agency, has Safeguard Properties taking care of securing and preservation of the property. Going to take some time, due to the amount of work and costs involved. They will be in contact with me for any issues, or concerns and to provide updates. A list of violations and pictures were provided. Once complete another inspection will be completed to ensure the dwelling can be occupied, following the IPMC 2018 Regarding the cats on the same property, volunteers have started trapping the cats and taking them to get treated, and finding places for them. As of last week, they trapped about 24 to date. No other real updates at this time, they are going through the legal process. (no current updates)

According to our records, we have about 16 buildings in town that are vacant and showing a lack of property maintenance. I have developed an electronic form to collect survey data in the field regarding concerns with these buildings and properties. The data is then automatically

downloaded into a letter that will be sent to each property owner. The goal is to try and address issues and inquire future intentions of these properties before they become completely deplorable and uninhabitable.

Police

Only one application has been submitted for the full time police position. Discussion took place regarding the difficulty of the agility test being the cause for lack of applicants.

Mr. Stuban commented that there may be some part time hires for next week.

COMMITTEE REPORTS

Finance (John Shelkons)

General Fund	\$296,511	Expenses	\$194,221
Water Fund	\$170,963	Expenses	\$126,555

Public Works, Sanitation & Municipal Authority (John Jones)

Nothing to report

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

PSAB Online Learning Series - Mr. Bosh noted that there is a "Writing an Effective Grant Proposal" online class. It is a 4 part series.

Email Security – Mr. Bosh went over Computer Bobs information regarding elevated email security platform. The cost is \$5 per month per email. More information is needed. Discussion took place regarding the email host/set-up and consolidating some of the email addresses.

IT & Technology – Mr. Bosh stated that he would like to have a monthly committee meeting regarding IT, technology and social media.

Website – Redesign is in process. The new site will have an events calendar. A list of categories will need to be set up (fire, police, public works, meetings, public events...) Further discussion took place regarding the cost for the website design and what all may be done inhouse (by Mr. Bosh).

Library Story Walk Grant – Mr. Bosh addressed the libraries wish to apply for a \$7,500 grant to place a story walk in the memorial park. A letter of support is needed from the borough and the school district. Mrs. Rakovan will write the letter on behalf of the borough.

Administration & Legislation (Doug Miller)

Solicitation Ordinance – Mr. Bosh went over the solicitation ordinance that was presented to council during last month's meeting. He felt the ordinance was a bit aggressive. He felt that we need to know who is in town, what they are soliciting, time frame for solicitation and acknowledging the no soliciting signs that residents put on their doors. Mayor Montell stated that she would get a sample of another municipality's solicitation ordinance. Mr. Trzcianka stated that we need a simpler ordinance. Discussion also took place regarding a charge for solicitation. Mrs. Rakovan stated that currently we make a copy of their id, write down what they are soliciting and we give a copy to the police.

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

Mrs. Singleton stated that they will be having their reorganization meeting this month.

Public Safety (Michael Stuban)

Johnson Avenue – Mr. Shelkons noted that he spoke with Foreman, Rodney Keenan regarding the water on Johnson Avenue and possibly putting a French drain in. Discussion took place regarding cause (waterline vs spring water). No action was determined.

Intern Program – Mr. Stuban commented that we are looking into getting an intern for the borough office through the DCED. Conway had their town meeting and it went very well

Baden Fire and Maintenance Inspection Program – Mr. Stuban stated that council was given a copy of the program details two months ago. There are some concerns. Page 2, pre-sale inspection was not of interest because most homes need to be inspected prior to being sold. Mr. Stuban feels that inspections are needed however he would like to start out with business inspections first. After we see how this works then we can move on to apartment buildings. He also questioned some of the fees. One hundred dollars for businesses was fine but he felt apartments should be \$50 every two years. Mr. Stuban asked council for their input. Mr. Bosh felt that the inspections are necessary however he had concerns for the amount of administrative work that will need to be done. Mr. Trzcianka had concerns with the two year inspection being from inspection date and not year to year. Discussion took place regarding fees that will be charged to cover the expenses associated with the inspection. Another concern was the wording in the program that states a certified firefighter will do the inspection. Mr. Bosh stated that as long as the individual certified to do the inspection there should be no other requirement. Mr. Stuban commented and council agreed to get started with business inspections only and evaluate after 6 months of business inspections.

Police Consolidation – Mr. Stuban stated that we are waiting to hear back from Freedom Borough. He also commented that there is county backing on this police consolidation. The Beaver County DA wrote the resolution for the municipalities to adopt. An ordinance will eventually need to be done too.

Mr. Shelkons asked for confirmation that the contract went from 10 years to a 4 year contract with yearly renewal. If someone wants out of the contract, there needs to be a two year notice. Mr. Trzcianka asked if it falls apart what happens to all the equipment. Mr. Shelkons stated that the contract addresses this matter.

Mr. Stuban stated that the fire department asked that if the police consolidation goes through if council would consider giving the fire department the Expedition.

Town Video/Photos for Archive – Mr. Stuban asked if council would consider having a town video/photos for archive.

Comprehensive Plan – After the November meeting we had regarding the comprehensive plan. He did take it upon himself to pass the information on to the road department to supply a list of roads that need paved, prices on drive by remote water meter readers, cleaning of the storm sewers, hydrant flushing, line painting, quotes for a backhoe, and valve exerciser.

Office Staff – The water billing clerk will be retiring this year. We have discussed water billing and collections being done by an outside company. Mr. Stuban did not want to replace the employee and noted maybe a part time staff. Mr. Trzcianka stated that the Municipal Authority is also looking to bill through an outside company. Mayor Montell felt that a part time employee would be good. Mr. Stuban stated that there is an option to close the office during lunch. Mr. Bosh asked what the budget was for a part time employee. Mr. Stuban commented that it wasn't budgeted. Mrs. Rakovan commented that if anyone would have sat in on the meeting we had with the DCED regarding the

duties of the manager, secretary, treasurer and office staff you would of heard that we need more staffing. Mrs. Rakovan stated she didn't feel we need more people but going down to two is not going to work. Having a part time employee would be great. Someone to work 4 to 5 hours a day. Mr. Bosh asked why Mr. Stuban didn't want to hire and he commented that he wanted to save money. Mr. Bosh commented that we need someone to learn Elaine's (Manager/Secretary/Treasurer) job. Mrs. Rakovan agreed with Mr. Bosh. Mr. Stuban commented that we can go with an outside company to process and pay all the bills. Mrs. Rakovan commented that still requires having to write the codes and breakdown all the bills. Then go over the bills with whoever is going to pick them up and process them. Right now the codes are typed in when we pay the bills. Mrs. Montell stated that there are many people that like to come in and pay their bills. Mr. Stuban disagreed. Mr. Shelkons stated his support for hiring a part time employee. Mrs. Rakovan expressed her concerns with having an outside billing company for the utility bills.

We bill water, garbage, sewage and maintenance fee under one bill. All of the money is deposited into the water fund. On a weekly basis we breakdown what is owed to water, garbage, sewage and maintenance fee. A check is written out the municipal authority for sewage, a bank transfer is done from the water fund to the general fund for garbage and a bank transfer is done from water to the maintenance fee fund. Distribution of over payments are done with the same breakdown on quarterly basis. Discussion took place regarding having the bills mailed out by a company and having Berkheimer collect LST. Mr. Bosh stated that we need someone who wants to learn.

MAYOR'S REPORT

Mrs. Montell asked about the tree on State Street that was taken down for safety reasons. Mrs. Rakovan stated that the property is having a lien placed on it.

She also stated that she loves this year's calendar.

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

PRESIDENTS REPORT

Mr. Trzcianka commented that over the last year we have really come together and now that we are moving forward with the comprehensive plan we are moving in the right direction.

ADJOURNMENT

MOTION by Mr. Bosh, second by Mr. Jones, carried unanimously to adjourn the meeting at 7:28 PM and go into executive session.

Respectfully submitted for approval,

Elaine K. Rakovan
Borough Secretary
February 8, 2023