

PRE MEETING BADEN BOROUGH COUNCIL AUGUST 18, 2014

Council Vice-President Donna Michaels called the Pre-Meeting of Council to order at 7:00 p.m. in Council Chambers of the Baden Municipal Building, 149 State Street, to conduct business of general purposes.

PLEDGE OF ALLEGIANCE

PRESENT: Mr. Besong, Mr. Kotula, Mrs. Michaels, Mr. Stuban, Mr. Trzcianka, and Mrs. Villella (Not Present: Mrs. Montell)

ALSO PRESENT: Mayor Sam Gagliardi, CEO Jim Napolitan, Fire Representative Tim Firich, Police Chief Christner

Acknowledgement of Recordings

VISITORS

Joe Kostial from Franklin Avenue addressed Council in regards to the 175th Anniversary Financial Report. He had placed a Right-To-Know request with the secretary who supplied him with what he felt was inadequate. He asked who was in charge of the documentation. Mr. Stuban responded that nothing is written beyond what was given to him and it is not required that a report be created for him. Mr. Stuban stated that if Mr. Kostial wants to see the invoices that were paid then he can ask to see them. Mr. Stuban noted that the 175th Anniversary Committee was not a Council/Borough Committee. All that Council is responsible for is the money (government money) that they gave the committee for the event. Private donations are not accountable under the Borough. Mr. Kostial was told that the secretary has the bills that were paid. Mr. Kostial asked about the 50/50 raffle that wasn't drawn until the following day after the dinner. Mr. Stuban stated that the 50/50 was drawn that night and it is not Council's responsibility. Discussion took place between Council regarding the responsibility of record keeping for events that are not run by Council. Mrs. Villella commented that Mr. Stuban funded a lot of the 175th celebration out of his own pocket.

DEPARTMENTAL REPORTS

BOROUGH SECRETARY

Mrs. Rakovan commented that a copy of the important correspondence has been given to council. She noted that the borough email was down for almost three weeks. It was a Comcast problem and after daily calls and complaints it was fixed. She also noted that the phones were down for about a day and this too was fixed. The phones were not a Comcast issue but the phone service provider problem.

Mrs. Rakovan stated that the Utility Billing late bills were mailed out and shut off is the first week of September.

PUBLIC WORKS

Not present

CEO

Mr. Napolitan noted that council has a copy of his report.

POLICE CHIEF

Part Time Police - Chief Christner commented that he is receiving applications for the part time positions. He is not ready to present any information to Council at this time because he would like to review all of the resumes first. Mr. Stuban asked that a copy of all the applications be made and given to Council for review.

Training - Chief Christner addressed Council in regards to sending Officer Derek Shipley to police training regarding criminal investigation and sponsored by California University. The cost is \$395 per officer and the county will pay \$100 of the total cost. He emphasized the need to send Officer Shipley because he would be the first to respond to a criminal matter.

Guns and Ammo - Chief Christner presented Council with the cost breakdown for new guns and was pleased to note that the cost will be less than what was initially thought. To get all new firearms (side arms, shot guns, and rifles) the cost breakdown is beginning total of \$6785, minus \$1000 (guns already sold), minus trade-ins leaves a total cost of \$3,090. This will give the police an entirely new arsenal that will last another 15 years. Ammunition has not been purchased since Chief Colaizzi worked for the borough. Chief Christner is working on pricing and noted that Taser cartridges are also going to be needed. He commented that he will need the Taser cartridges before qualifications in the next couple of months. Chief Christner stated that he has the paperwork and figures for the guns. Council asked that a copy be made for each of them. Mr. Trzcianka asked Chief Christner to get him a price for the Taser cartridges for Wednesday's meeting and a ball park figure for how much needs to be spent for ammunition.

Police Manual - Mr. Stuban asked for the status of the Police Manual. Chief Christner stated that on the police end they are ready to roll and just waiting for council approval. Mr. Stuban noted that last month it was noted that one more officer had to review the manual. Christner commented that they have the votes anyway. Mrs. Rakovan explained that we are waiting for an approval date from the police so that it can be placed on the manual cover as well as the council approval date. Chief Christner commented that he will type something up for council as documentation that the police have approved the manual.

Ambridge School District Agreement - Mr. Stuban asked the Chief if he reviewed the agreement with Ambridge Area School District. Chief Christner commented that he did review it and already signed and gave it back to the school. Mrs. Rakovan commented that the Council President was to sign the agreement too.

Nuisance Vehicles - Mr. Stuban commented complaints are being received regarding cars on the streets that are not inspected, have flat tires or not drivable. He noted that there are at least five on Berry Street. Mr. Stuban stated that the police need to drive around town and start citing the people with the vehicles. Chief Christner stated that if there are that many complaints why the police were not notified. Mr. Stuban commented that it shouldn't be complaint driven. The police should look for and see the vehicles in violation. Chief Christner explained that there are a lot of functions that the police do while on patrol but to be honest there are more important functions than looking at vehicles. Chief Christner stated that he will have the guys look into the situation.

FIRE DEPARTMENT

Tim Firich commented that there were 14 calls last month. Three were in Baden.

National Certification - In July the Fire Department received their Professional Certification indicating that 75% of the Baden Firemen are certified at the national level. Baden Fire Department is one of 70 Departments in Pennsylvania (out of 2,400 departments) that has national certification.

Grant - Baden Fire Department received a \$22,000 grant from FEMA that will go toward new communications equipment (pagers and paging equipment).

Electric at the Fire Station – Electrical wiring installation is about 50% complete. About 1,000 feet of wiring has been installed underground. Mr. Firich noted that while doing the electrical upgrade wiring that was installed for the generator is severely undersized. 200 amp service was downgraded to 100 amp. The generator is actually set up for 3 phases but this wasn't discovered until after single phase was already put in. Mr. Firich also commented that the light for the fixture in the parking lot by the steps had a dusk to down bulb put in so that it will light up the fire department parking lot during the night.

COMMITTEE REPORTS

Administration & Finance (Michael Stuban)

Police Ordinance - Mr. Stuban commented that the ordinance was passed out last month for council review. He will make a motion to advertise at Wednesday meeting.

Utility Billing Resolution - Mr. Stuban commented that the resolution was passed out last month for council review. He will make a motion to advertise at Wednesday meeting.

Camera Safety Policy – Two months ago the policy was passed out and some changes were made last month. If there are no further changes he will make a motion to adopt the policy at Wednesday's meeting.

Door Access Policy – Passed out last month for Council review and input. No one gave any input regarding who should have access to which doors. If he does not receive input this week he will prepare the policy for next month. Discussion took place regarding council key not working on the community room door. Mrs. Rakovan explained that the Community Room lock is being moved to the police department entrance door. Mrs. Villella commented that she has gotten complaints about the main door from outside being locked and people being intimidated to use the red phone. Chief Christner explained that it was remaining locked under the direction of the Mayor mainly because of vandalism to the rest room. Discussion ended with Mrs. Rakovan having the downstairs main door unlocked during the same times as the upstairs main doors. Mr. Trzcianka commented that most police departments do not leave their doors unlocked and they use the phone for access. Comment was also made that with the new camera system vandalism should not happen. Mr. Besong commented that he would like to know who has access to what doors within the borough. Mrs. Rakovan explained that there is no change from the original keys as to what door council has access to. Mrs. Rakovan noted that she will print out the list.

Camera Training – Mr. Stuban asked the secretary to set up training for the Police Department and Council. Mayor Gagliardi asked who has access to the main screen and where is it located. Mrs. Rakovan noted that it is locked in the dead file room and access is only permitted to the secretary, Chief and Sargent. The police will be trained individually and first.

Property Incident Report – It was passed out last month and Mr. Stuban would like to adopt it on Wednesday.

Complaint Policy – Mr. Stuban noted that he will give a copy to council on Wednesday for review. Comment was made that documentation and a form may be needed.

Ambridge Water Rate Increase – Mr. Stuban commented that the increase may need to be passed on to the residents.

Recreation Board Vacancy - Mrs. Michaels noted that Gary Ford would like to be on Recreation Board. A motion will be made Wednesday.

330 State Street – The property is now owned by the borough. Council must now determine what to do with it. Mr. Stuban started the conversation by saying one option is selling the property as is with the stipulation that it must be torn down or repaired within a certain time frame. He asked what council wishes to do with it. Mrs. Michaels commented that it is filled with mold. Mrs. Villella would like to see it be a public works building. Mr. Besong thought we were going to tear it down. Mr. Stuban stated that he

would like to get out of it what we put into it and there are individuals currently interested in it. Mr. Kotula felt that it should be cleaned up first and see what the cost is to clean it up. Mr. Besong commented that the soil better be tested first. Mrs. Rakovan commented that the DEP already tested the soil. Mr. Besong noted that behind the building is saturated soil that he put a 20 inch screw driver in. Mr. Stuban stated that it is still an eyesore and something must be done with it to rectify it. Mrs. Villella felt that we should sell it for fair market value. Mr. Stuban noted that it must be a bidding process. Conversation ended.

CDBG Projects – Mr. Stuban commented that council should look at possible projects now instead of waiting one month before the paperwork due date.

Building, Property & Grounds (Bob Besong)

330 State Street - Mr. Besong thanked council for having the signs and barrier put up at 330 State Street.

Library Ramp – Mrs. Villella asked about the library ramp. Mr. Besong felt it should be replaced. The engineer was supposed to look at it. Mrs. Rakovan stated that it was looked at by the engineer and he should report on it Wednesday. Further discussion took place regarding the ramp not being ADA compliant and other ways of repairing it. Comment was also made regarding the removal/replacement of the carpeting on the steps. The ramp is structurally sound and may only need a façade repair.

Community Relations (Ted Kotula)

Nothing to report at this time.

Library (Kim Villella)

Mrs. Villella commented that the library had a busy month and she gave a breakdown of the attendance for each event. They had a book sale in July that brought in \$150. They had 34 adult and 14 children get a library card last month. Circulation for last month was 1,410. Mrs. Villella also commented that they have a new library staff.

Police Department (Kim Villella)

Mrs. Villella commented that the police fixed up a very nice interrogation room. The police department would like 4 additional hard plastic chairs. Mrs. Rakovan that she will get pricing for the chairs.

Public Works (Dave Trzcianka)

Mr. Trzcianka commented that Youngblood Paving was in town to pave Murphy and Neely.

Mr. Trzcianka noted that some borough property was damage by an employee. A hole was put into the door of the new pole building. Mr. Trzcianka felt that something needs to be done regarding employees damaging property. Mr. Stuban noted that this is why the policy is being adopted.

Mr. Stuban asked about getting lighting at the end of the driveway toward the entrance. Mr. Trzcianka noted that within the next few weeks the electric to the light at the entrance should be working.

Mr. Stuban asked about the Scada system not working. Mr. Trzcianka commented that he had a conversation with Matt Staley about this matter earlier in the day. There is nothing on the pump end that shows that system is working. Staley stated that an electrician needs to put a relay on the pumps. Once this is done we would be able to get the system working. The other problem is that the installation of the equipment that Ambridge Water Authority had installed (Baden paid for) at the meter is not compatible with our Scada System. Mr. Trzcianka commented that we should address this matter

with Ambridge. It may be Ambridge's meter but it is our meter pit. Mr. Trzcianka felt that we should install the necessary equipment to get it work on our side of the system.

Mr. Kostial asked about marking our equipment as Borough property. He was questioning borough equipment being used on private property. Mr. Trzcianka stated that we were dumping dirt from our projects on private property with the home owner's approval however excavating beyond the dirt we dumped should not be permitted. Mr. Trzcianka stated that he will inform the street department of this matter.

Sanitation, Recycling & Municipal (Donna Michaels)

Mrs. Michaels commented that she has been driving around town on garbage day to look for misses and problems. Mr. Stuban noted that the current carrier is horrible with misses and garbage cans being thrown all over the place. Mrs. Michaels stated that all complaints are looked into. She noted one alley wasn't picked up for two weeks because a truck was parked near the alley and preventing the garbage truck from passing through. Mrs. Rakovan commented that part of the problem is that Waste Management has a large turn-over because workers bid out to other routes.

Recreation & Communications (Donna Michaels)

Mrs. Michaels commented that the Website is running and being updated weekly. Community day will be August 23rd. Applefest will be October 11th. On October 25th the Recreation Board is bringing back the Halloween Parade. The Wish Spooky Truck will be there and handing out the treats. Mr. Stuban asked when is Halloween. Chief Christner noted that he will double check but he believes it is October 30th. He will confirm tomorrow.

Mayor's Report

Mayor Gagliardi commented on Mr. Kostial's request and noted that Mr. Kostial and all residents should have access to information as part of community relations. Mrs. Rakovan noted that she did give Mr. Kostial what he requested under the Right-To-Know. Mayor Gagliardi noted that no matter what the event (Wine & Cheese, Applefest) it would be nice to give the public a report on the expenses and where their money was spent.

Mayor Gagliardi made a second comment on the old Texaco Station that the borough purchased for approximately \$23,000. He noted that the cost to tear it down is \$6,000 to \$8,000 and we lost over \$75,000 in taxes. He doesn't understand why we purchased it in the first place. Mayor Gagliardi felt that the open market should have decided what happened to the property and the owner should have sold it and be responsible for the \$75,000 in back taxes. Mr. Stuban noted that there wasn't \$75,000 in back taxes owed on the property. Mrs. Villella commented that it was a few thousand dollars. Mayor Gagliardi noted that the borough is now stuck with 4 pages of citations that need to be addressed.

OLD/NEW BUSINESS

Mr. Stuban stated that the auditor is recommending that the accounting side of utility billing be done with quick books. The current system is not set as GASB accounting which is not compatible with the cash base accounting that the borough uses which is causing extra work for the secretary and auditors. Mrs. Rakovan explained how the current system is too big for our needs and stated that Quick Books Pro will simplify the accounting end and make the reconciliation and auditing process much easier.

Mrs. Villella addressed Council about a breakfast meeting that she attended with the school district a few weeks ago to introduce a new program. She spoke to Judi and the police chief about it too. The Ambridge School District is offering a Career Path Program where students are placed into an apprenticeship. There is no cost to the borough. Mrs. Villella stated that she has tentatively applied to take on an apprentice for the library, police department, public works, and office. She stated that the kid for public works is an 11th grader who already has an established landscaping business. Mrs. Villella asked council to support the school district.

Mr. Trzcianka commented that they are trying to find a boom mower to cut Harmony Road. He stated that he never heard back from Economy Borough. Mr. Trzcianka noted that we are on the list with New Sewickley Township. He felt that we should ask the engineer about possible contractors that we can get to do the work. Mr. Stuban said that Harmony Road is a jungle and Mr. Trzcianka commented that it's almost down to one lane.

President's Report

ADJOURNMENT

MOTION by Mr. Stuban, second by Mr. Trzcianka carried unanimously to adjourn the meeting.

Meeting adjourned at 9:12 PM

Respectfully submitted for approval,



Elaine K. Rakovan
Borough Secretary
August 15, 2014