

**PRE-MEETING
BADEN BOROUGH COUNCIL
JANUARY 16, 2016**

Council president Mr. Besong called the Pre-Meeting of Council to order at 6:30 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. Kotula, Mrs. Furr, Mrs. Montell, Mr. Sheikons, Mr. Stuban, Mr. Trzcianka and Mr. Besong

ALSO PRESENT: Mayor Sam Gagliardi, Code Enforcement Officer Bob Weber, Police Chief Dave Christner and Public Works Foreman Mike Josapak

ACKNOWLEDGEMENT OF OTHER RECORDING DEVICES

AGENDA (Changes and/or Deletions)

VISITORS

- Rick Davies, District Manager for Waste Management addressed Council in regards to the recent problems with trash service during the past few months. He noted that the manager for Baden's service was let go and a new manager was hired that they feel will meet the service needs of Baden. Discussion followed regarding the past weeks lack of pickup of recycling. Mr. Davies stated that the cause of that was an employee not showing up for work and he apologized for not finding out until Monday morning. He stated that they have assigned steady drivers for Baden who know the routes. Mr. Kotula commented that the workers are overloading the trucks and trash/recycling is falling onto the streets and making a mess. Mrs. Montell asked that they exchange phone numbers so that they can have direct contact in the event of future issues.

- Susan Scherfel Dunlap from 629 Dettmar Avenue spoke to council in regards to adding the name of her brother William Francis Scherfel who served in the US Air Force from 1963 to 1967 to the Baden Vietnam Memorial Honor Roll. His name is not listed on any Honor Roll in the area. She presented a letter from herself, Vietnam Veterans of America President and Retired Major Larry Googins as well as discharge papers and proof of service. Mrs. Dunlap stated that she contacted Rome Monument to see if a name could be added, how it would be done and the cost. She explained that Rome would make a small plaque from the same bronze and add to the end of the honor roll with two small screws. Mrs. Montell, Mr. Trzcianka and Mr. Kotula had no issues with adding the name to honor roll. Mr. Trzcianka stated that he would make a motion on Wednesday. Mr. Besong asked additional questions regarding where her brother was born and stated that a committee needs to be formed to address this matter as well as future war veterans. Discussion took place between council as to how the names were collected for the honor roll. Mr. Weber spoke up and commented as the Chairman for the plague committee at that time your name was put on the honor roll if you went into the service from Baden. Years were spent reaching out to the residents to get the names. If he was from Conway then he should be on Conway's plague. Mr. Kotula commented that Mr. Scherfel's name is not on any plague. Mr. Trzcianka commented that he wanted to take care of it and correct it. Mr. Weber stated that he needs a committee meeting. Mr. Besong stated the council needs to be involved with the committee regarding the honor roll for the wars since Vietnam. Mr. Sheikons questioned if we had a committee why haven't we heard from them and it hasn't been in existence for many years. Mr. Sheikons stated that a committee/procedure needs to be put in place. Mrs.

Montell commented that it is one name that is entitled to be on a plaque. Mrs. Dunlap understood that communities have different guidelines for placing a veterans name on a plaque and none of them are consistent. Mr. Besong said that a committee will be formed and they will work on it. Mrs. Dunlap went on to say that her brother now has cancer from Agent Orange exposure and it is her brothers wish to see his name on the honor roll. Mrs. Dunlap didn't understand why a committee needed to be formed to add a name. Mrs. Montell stated that the majority of council was aware of the request. Mrs. Dunlap stated that they are willing to pay the \$200. Mr. Weber commented that it will ruin the plaque. Mrs. Dunlap stated that Vince from Rome Monument assured her that the name would be added to match the current names and it would be pleasing to the eye. At first it may be a bit shinier than the others but in time it will fade and blend. Mr. Trzcianka commented that the Vietnam Veterans have been looked down upon since that war and no matter what it looks like the man needs to be honored for his service. Mr. Trzcianka stated that he will make the motion on Wednesday. Mr. Kotula stated that he will second that motion. Mrs. Montell stated that if a committee plans to get a new plaque for veterans of the wars since Vietnam then those missed could be added on at that time, but temporarily add Mr. Scherfel's name to the Baden Memorial Honor Roll.

DEPARTMENT REPORTS

Secretary

Correspondence

1. Letter, documentation and request from Sue Dunlap asking that her brother's name be added to the Baden War Memorial.
2. Letter from Eda Giordani regarding a "Dog" sign being placed at the entrance of the road to Quigley High School.
3. Letter to Harvey Marenic from PennDOT regarding Route 65 Notice of Encroachment
4. PA One Call is requesting a proclamation from Baden Borough to designate the month of April as "Pennsylvania 811 Safe Digging Month".

QuickBooks and New Format for Reports

Starting with January 1, 2017 all financials will be run through Quick Books. Yearend accounts are currently being reconciled.

For the Month of December there are check registers under the old accounting system and Quick Books.

Ordinance

A copy of the revised Dog (noise) Ordinance is attached for council review.

Duquesne Light Grant

Letter was sent to Duquesne Light acknowledging the receipt of their donation and information (news release) was submitted to Beaver County Times and Facebook (Ambridge Connection).

Waste Management

Multiple emails were sent to WM regarding missed recycling and promises of when they were going to pick it up.

Ordinances Tabled November 2015

941 Amending the Code striking Chapter 170

942 Establishing the licensing and inspection of all rental units

2016 Recycling Report

Paperwork is being mailed out to businesses to obtain their recycling tonnage for last year. These numbers will be used to calculate the county report due next month and the annual recycling grant due in the fall.

Annual Reports

Working the annual reports for the state:

- PURTA
- Municipal Tax Report
- Report of Elected and Appointed Officials
- Survey of Financial Conditions
- Liquid Fuels
- Flood Plain Management

Open Board Positions and Appointments

BOARD APPOINTMENTS

- Municipal Authority - 5 year term (term ended for Kevin Blanarik)
- Zoning Hear Board - 3 year term (term ended for Muffy Cappabianco)
- Planning Board - 5 year term (term ended for Joe Kostial)
- Educational Services - 3 year term (term ended for Regina Larue)
- Parks & Recreation - 2 years left in a 5 year term (Vacant)

COUNCIL APPOINTMENTS

- Beaver County COG 1 delegate and 1 alternate
- PSAB 1 delegate and 1 alternate

Police Department

Chief Christner addressed Council in regards to authorizing the police to get their updates in Beaver County at a cost of \$60 per officer. They are grandfathered into Allegheny County where there is no cost for updates however the distance, carpooling and traveling time is not worth it. If they go to the county the officers can drive themselves and meet at the facility. Mrs. Montell asked if he had money in the budget to pay for it. Chief Christner commented that he is always within budget and it shouldn't be an issue.

Chief Christner informed Council that they are good with man power and part timers. He stated that the expense for vesting and getting uniforms for part time officers is costly especially when we lose them after a few months to a full time position. He asked council to consider hiring a full time officer.

CEO

Mr. Weber stated that there is a hearing on Thursday in Freedom for Mr. Borriello. He asked if Council wanted to proceed with the hearing. Mr. Weber was told that it is his citation and part of his job. Mr. Weber stated that there is another property with multiple cars that he will be citing shortly. Mr. Weber addressed the trailer court having unsafe electrical boxes and open pit that someone could fall in. Council told Mr. Weber to write them up. Mr. Weber asked Council for authorization to address sidewalks on State Street that are unsafe and need repaired/replaced. Mrs. Montell stated that once council is notified of an unsafe sidewalk and it is not addressed with the property owner then both the borough and property owner are liable if someone get injured.

Public Works

Nothing to Report

Fire Department

Not Present

COMMITTEE REPORTS

Administration & Finance (John Shelkons)

General Fund Balance \$146,429	Expenses \$307,435
Water Fund Balance \$25,847	Expenses \$45,116

Buildings, Property & Grounds (Ted Kotula)

Nothing to Report

Public Safety (Ted Kotula)

Mr. Kotula stated that Fire Chief JR Baker gave written notes for council review.

Mr. Trzcianka addressed the sale of the Engine 2. They were asking \$12,500 and marked it down to \$10,000 however, the market value is around \$5,000. It was recommended to put the truck out for bid and if council feels the bid is too low then all bids could be rejected. Council said to make sure it is legally advertised for bid.

Public Works (Dave Trzcianka)

Nothing to report.

Library (Suzie Furr)

Mrs. Furr said the bylaws and budget was adopted.

Recreation & Communications (Suzie Furr)

Mrs. Furr said that the Recreation Board meeting will be held on the 24th of this month at 6:00.

Mr. Stuban asked about the Library roof. Mr. Trzcianka stated that he spoke Tim Cassidy who said there is an uncured rubber seam on the edge of the roof that is aged. If the uncured rubber seam tape is replaced the roof should last another 10 years. Cost would be around \$200 for materials plus labor. Mr. Kotula stated that this would give council the opportunity to save the money over the next 10 years for the roof. Mr. Trzcianka stated that we need to wait until spring for the repair. Mr. Kotula stated that he will get a cost for the roof repair.

Mrs. Trzcianka stated that the ceiling tile in the library where the roof leaked needs to be replaced. Mr. Josapak said that he would look at it.

Sanitation, Recycling & Municipal Authority (Judi Montell)

Nothing to report.

Community Relations (Michael Stuban)

Mr. Stuban presented comments and a list of issues (many of which he discussed with Mr. Shelkons) that needed addressed.

1. Fire Department Uniform Allowance – Mr. Stuban asked the secretary to send a letter to the fire department stating that the uniform allowance is taxable so this year's allowance will require additional information from the firemen/firewomen.

2. Emergency Generator for the Prospect Tank - The original bid was for a 400 amp generator but we only need a 200 amp generator. The contractor asked if we want to go with the smaller 200 amp generator which would be a saving to the borough. The savings would then be used for the installation of a transfer switch that is required for the generator but was not a part of the bid specs. Also we are looking into change orders to fix the lighting at the entrance to the driveway and wiring the emergency generator at the Kellinger tank and put a dusk to dawn light fixture.
3. Street Paving – The estimate cost to Columbia Gas to pave the streets affected by their gas line repairs is \$135,000. Additional streets to pave at the borough's expense are \$121,000. Presently we have \$10,000 in the street fund and we have Liquid Fuels money to make up the difference. The engineer feels that the quicker we put this out for bid the better pricing we will receive.
4. Community Development Grant – With the low income surveys being required to get the grant it was recommended that the borough tries to get West State Street paved since it is along the road where a school and institution reside.
5. Borough Building Repairs – Mr. Stuban explained that he and Mr. Shelkons walked around the building and noted the following repairs.
 - a. Driveway lights need repaired
 - b. Walkway
 - c. Canopy/roofing for walkway
 - d. Carpet for council room and office
 - e. Painting rooms
 - f. Chair rail in community room
 - g. Coat rack in community room
 - h. Old map file – get rid of/sale
 - i. Wall (bulletin) board trim in community room for hanging decorations
6. Borough Building clean up and safety issues
 - a. Under the police stairwell – old computers, junk
 - b. Upper police stairwell – decorations need moved
 - c. Upper hall stairwell – recycling bins should not be stored there
 - d. 3 burned out lights in lower lobby – ballast/fixture needs repaired (outside contractor)
 - e. Keyless entry, key fob – new part timers need fobs
7. Tax Collector Office – When the borough building was originally built the hall office was intended to be the tax collector office if they chose to use it. At the end of the year if the tax collector wishes to use it then we can raise the rent and it would be an advantage to the residents. Mr. Stuban wanted on record that there is no guarantee in the future whose office that will be. Mrs. Montell's only concern was that the tax collector is only open 9 hours per week. She recommended sharing the office space.
8. Street Opening Account – Need to transfer \$62,027 to this account. It represents the payment that West View Water made for the street opening of Tevebaugh Road. This money should be used for maintenance of the Tevebaugh Road.
9. Bond – Still have \$325,000 in the account. Part of this money was tagged for the emergency generator that we are keeping around \$75,000. The balance was to be used to purchase a street sweeper. Mr. Stuban noted that all of council received a letter from the Street Foreman stating that he doesn't feel we need a street sweeper. Mrs. Montell asked why it wasn't needed. Mr. Stuban asked Mr. Josapak, the street foreman to explain. Mr. Josapak commented that this was just his opinion and council can buy whatever they want. He looked at three street sweepers over the past few months and he does not feel paying between \$200,000 and \$300,000 is necessary for a

street sweeper. He commented that in the recommendation he wrote to council there are other things that are needed. The Elgin sweeper had money put into it for repairs and it is working just fine. For cleaning streets in the spring and fall it is meeting the needs of the borough. The other issue is that a new sweeper is a larger vehicle and there is no place to store it because of the size. Mr. Besong agreed that it is only being used less than a month out of a year why spend the money. Mr. Stuban stated that it could be used more often. One of the sweepers had a sewer vac that the borough could clean all of the storm sewers on a yearly basis. Mr. Josapak stated that only the \$270,000 sweeper would be able to be a sewer vac. The cheaper one does not have enough suction power. Mrs. Montell felt that this is going to need more discussion. Mr. Stuban noted that last year the excuse was that the street sweeper was broken and we can't get the streets done. What if this happens next year and the sweeper can't be repaired. Discussion took place regarding how often the streets are swept. Mrs. Rakovan was asked and she noted that the majority of phone calls that are received by the office are when the streets are going to be swept. She explained that most of the time they like to sweep after a rain in order to control dust. Mr. Shelkons asked if there is any extra money available. Mr. Stuban stated that after taking the money out for the generator there is approximately \$250,000 left in the bond fund. In addition there is an equipment fund that has \$100,000. Mrs. Montell was in favor of a new sweeper but felt the need to put signs up for when street sweeping is being done. Mr. Besong commented on the difficulty people have with moving their cars because there is no place else to park it. No further discussion followed.

Mr. Stuban addressed the additional items in Mr. Josapak's letter which included the need for a new pickup truck, replacing/fixing hydrants and expanding the workforce. Mr. Stuban went on record that he is against hiring another full time employee because we have three workers and a working foreman. The letter states that Mr. Josapak is amazed that work is getting done and Mr. Stuban stated the keywords are its getting done. Mr. Stuban stated that if any additional help is needed he would like to look into hiring more summer help so that the street department can fix/replace the hydrants and clean the storm sewers and other things around town that need to get done. Mr. Josapak stated that summer help is not the answer. Mr. Stuban stated that by taking public works away from the manual labor of cutting grass and trimming we are freeing them up to do the other things in town that are not getting done but need to get done. Mrs. Montell commented that the borough cannot afford hiring another full time employee without raising taxes. Mr. Josapak stated that last year summer help was around \$12,000. A new employee would make \$43,000. Mr. Trzcianka stated that would a cost of \$86,000 to the borough when you add in benefits, insurances and taxes. Mr. Josapak stated that he is 66 years old; the next worker is 57, followed by 50 and 46. He asked at what point is the borough going to hire someone to train and take the place of these workers. Mrs. Montell stated that when the time comes it will be addressed. Mr. Stuban asked Mr. Josapak if any of the other three workers are capable of doing the work and know the system. Mr. Josapak stated yes. Mr. Stuban noted then there are three other workers to take over and do the work. Mr. Josapak stated that we'd have to go into personnel on that subject.

Mr. Josapak went back to the peer to peer study that was done in the mid 2000's. He urges council to read the study and noted that nothing has been done since that study was completed.

Mr. Stuban commented to Mr. Josapak that more work is coming. Fire hydrants need fixed/replaced. Storm sewers need cleaned. The borough is not going out and contracting this work to get done. All four of the public works department will need to work together to get this done. Mr. Josapak noted that although Mr. Stuban and council do not believe him, the previous Foreman only replaced one hydrant. The other hydrants were repairs. Mr. Stuban stated that he feel the street department is capable of installing new hydrants. Mr. Josapak gave an example of his day which includes an

emergency call for a backed up sewer. Mr. Stuban asked if it was necessary to have three employees work on the sewer. Mr. Josapak stated yes. Mr. Josapak concluded that council can do whatever they want and as the public works supervisor he wanted council to know his opinions and suggestions on these matters. Mr. Stuban stated that what he said was not his opinion and thoughts but those of the council.

10. Condemning Buildings and cleaning up Baden – A new property to look at condemning is 864 Riverview. Mr. Stuban asked the building inspector to look into this property because the owner is repealing his tax assessment. The appraiser noted that this property is inhabitable, no one can live there. He asked council to look at any other buildings in town that they feel may need to be looked at by the building inspector. Discussion took place regarding previous condemned buildings. Mr. Stuban noted that the property owner on Jefferson Street is interested in turning the property over to the borough.

Mayor's Report

Mayor Gagliardi asked that a new sound system for the council chambers be added to the list of improvements needed.

Mayor Gagliardi commented that he does not agree with getting rid of sharing the mayor's office. He felt that it should be discussed in more detail and asked to see the original blueprint plans for the building.

President's Report

Mr. Besong had nothing to report.

OLD/NEW BUSINESS

None

ADJOURNMENT

MOTION by Mrs. Montell, second by Mr. Kotula, carried unanimously to adjourn the meeting. Meeting adjourned at 7:53 PM.

Respectfully submitted for approval,



Elaine K. Rakovan
Borough Secretary
February 13, 2017