

**PRE-MEETING
BADEN BOROUGH COUNCIL
NOVEMBER 16, 2015**

Council President Mrs. Montell called the Regular Session 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

ROLL CALL

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

ALSO PRESENT: Mayor Gagliardi, Fire Department Representative Tim Firich

ACKNOWLEDGEMENT OF OTHER RECORDING DEVICES

AGENDA (Changes and/or Deletions)

VISITORS

- Tom Turney, 334 and 336 State Street stated that Mrs. Michaels will be taking over the tax collections starting in 2016. He noted that he will be turning everything over to Mrs. Michaels at that time. Mr. Turney asked about 330 State Street, the costs associated with maintaining that property and now the need to raise taxes. Mr. Turney addressed his concern of a tax increase affecting the residents of our borough.

COMMITTEE REPORTS

Secretary

Mrs. Rakovan noted that Council had a copy of her report.

Tax Collections

The end is near. Minimal collections.

330 State Street

Restoration is complete. Letter sent to the school district asking for exoneration for 2015 taxes. Letter sent to the County Assessment Office stating that the borough exonerates the 2015 taxes.

General Code

The preliminary update/revisions still need to be reviewed.

Ubility

The new system billing went well. Still somethings to learn and correct, but overall the transition was good. Late bills (approximately 200+) were mailed out today.

Ordinances –

- 941 Amending the Code striking Chapter 170
- 942 Establishing the licensing and inspection of all rental units
- 943 Blight reclamation and revitalization
- 944 Tax rate for 2016 26.5 mills

Advertisements – All ordinances have been advertised as well as the budget review for a period of 10 days.

Insurance Claims – None

Duties of the Code Enforcement Officer vs. Building Inspector – Council still needs determine and give guidelines to the CEO and Building Inspector as to their responsibilities. The secretary is being put in the middle of these decisions which legally she cannot make.

Harmony Township – A letter was sent to Chief Christner and copied the Borough thanking the entire Police Department for their assistance during their very personal ordeal on October 28th.

West View Water – Thank you for meeting to review their project and that involves access to Tevebaugh Road. Also, they emailed me a copy of a letter that they sent last year, but this time attached a map. (Copy enclosed for Council).

Resolution – Resolution number for the appointment of John Shelkons is 15-04.

Leaf Pickup Dates – November 21st and December 5th. Leaves must be in paper bags.

Calendar – 2016 Calendar is going to the printer for set-up. Once proof is approved we will authorize printing.

Mrs. Rakovan informed Council that she would not be present at the Wednesday meeting and Ms. Miketa will be taking the minutes.

Mr. Stuban addressed Mrs. Rakovan's report and the request of the Building Inspector and Code Enforcement Officer identifying the duties (procedures) of each position.

Public Works

Mr. Josapak had nothing to report.

CEO

Mr. Demchak was not present however Council had a copy of a letter he sent to a property owner as well as some changes to the Ordinance.

FIRE DEPARTMENT

Tim Firich reported that there were 23 calls in the month October. Eight of the calls were medical calls within Baden. The official denial letter was received from FEMA. They ran out of funding. They did apply for the Pennsylvania State Fire Commission Grant. This is approximately a \$15,000 grant. Half of this money will go for the last payment of the technical rescue truck. The Baden Fire Department was asked to go into a partnership with Economy Ambulance to distribute Narcan for drug overdoses. Training will take place for the Fire and Police Department

Conversation took place regarding the DCED looking at Fire Department consolidation. This was a voluntary study. Mr. Trzcianka noted that the fire department enrollment is down to 30 from 50 over the past few years. He felt that Fire Departments should consolidate by school district. Baden has a great fire prevention and safety program. Over 1,000 students participated in the BVFD Fire Prevention Program this year.

COMMITTEE REPORTS

Administration & Finance (Michael Stuban)

Storm Sewer Project – Met with the Engineer regarding the Anderson and Alley project. The contractor is expected to start within the next three weeks. The engineer was also asked to have the contractor look at the drainage problem on Maple Avenue and Milton Street.

MS4 – This involves storm water run-off and is overseen by the DEP. Baden needs to check storm water outfalls that go to the river. A boat is needed to do this. Mr. Trzcianka noted that he would assist in this matter.

Street Weight Limits – There are only four streets within the borough that have had weight studies done on them which gives the borough (police) the ability to pull over and fine overweight vehicles that damage the borough streets. It is recommended by the Engineer to do a study and put weight limits on certain streets that connect to the State Roads off of Phillips Street and State Street. The cost to do this study would be approximately \$4,000.

Ordinance 943 (Blight Property) - The Code Enforcement Officer would like to add some more to this ordinance including obnoxious weeds. Mr. Stuban asked that council review the changes/additions for Wednesday's meeting.

Ordinance 942 (Inspections of Rental Property) – Mr. Shelkons questioned the fees, enforcement and who all falls under the Ordinance. He asked if Anthony Wayne Terrace falls under this Ordinance. Mrs. Montell clarified that Anthony Wayne Terrace is not a rental property. They own their unit. Mr. Trzcianka questioned this ordinance commenting that we already had an ordinance regarding property maintenance. He was told that Ordinance 942 would replace that ordinance. Mr. Trzcianka stated his concern is not having enough people to do the inspections. The landlord pays the annual fee and no inspection has ever been because there are not enough people to do them. This was his personal experience. Mrs. Rakovan stated that she thought this was not an annual inspection but rather when someone moves out it needs to be inspected before anyone moves in. Discussion followed including tracking, costs and ability to do the inspections.

Proposed Budget – Mr. Stuban asked if there were any questions on the budget that was presented to council during the previous monthly meeting. Mayor Gagliardi commented that Baden is one the largest taxing municipalities in Beaver County. He noted that the assessed value of \$30,000 on a home in Baden would cost the homeowner over \$4,000 in taxes between the Borough, School and County. Mayor Gagliardi stated that with the already increase in revenue of approximately \$45,000 the additional \$35,000 from the additional 1 mill of taxes will make a substantial increase. Mr. Stuban noted that the 1 mill tax increase is already reflected in the budget. Mayor Gagliardi stated that the goal is stay within the budget and then gave examples of accounts that were overspent on the 2015 budget. He gave examples that included legal and engineering fees as well as building expenses. The police budget only went down by approximately \$9,000. He thought it would have been a greater savings. The Mayor also thought that the fire truck savings should be greater than the \$25,000. The building inspector cost was also questioned. Mr. Stuban explained that the building inspector costs were an in/out in that his cost is directly offset by the revenue. Mr. Stuban also explained that the increase in the bond issue payment is driven by the amortization schedule. Mayor Gagliardi asked about the water budget and contingency fund which he felt should fall under capital outlay. Mr. Stuban noted that under Debt Services there is a bond payment of \$77,000 per year. This bond will be paid off in 2016. The difference from that payment was placed under contingency which could also be labeled as capital outlay. There are water projects that need to be done. Generators for the water tanks which cost approximately \$60,000 need to purchases. Eighteen fire hydrants need to be replaced. Money needs to be put away for the water tanks. Council will need to decide what projects need to be addressed. Mayor Gagliardi also addressed the need for a three or five year plan. Mr. Stuban agreed and noted that the emergency generators are priority followed by hydrants. Mr. Shelkons questioned the need for a comprehensive plan and asked if council is working on it. He also asked is the 1 mill increase is just going to cover us for one year. Mr. Stuban commented that 1 mill will help the borough get by. Between employee benefits and wages taxes would have to be raised ½ mill per year to cover these expenses. Further conversation took place regarding uncontrollable expenses. Mr. Shelkons asked for an explanation of the in/out of the Building Inspector. Mr. Stuban explained that the Building Inspector is a certified outside company and they are in control of the fees that they charge. The borough makes 10% off of the charge. The Code Enforcement Officer is paid a flat monthly salary. The electrical inspector falls under the Building Inspector.

Newly Elected Tax Collector – Mr. Stuban explained that when the new borough building was constructed it was the intent at that time to have the tax collector in the building. The new collector is requesting that the borough rent her space so that the tax collections may be done in the borough building. He explained that the Mayor's office was originally intended for the tax collector. Mr. Besong was against giving the Mayor's office to the tax collector. Mayor Gagliardi expressed his discern stating that he has been in that office for 15 years. He felt another area may be used within the building. Mr. Stuban noted that the Mayor may be moved to the police department. Mayor Gagliardi commented that the new tax collector stated during meet the candidate night that she was planning on looking for space to rent in town. Mayor Gagliardi felt that removing him from his office would be a disservice to him and there are other accommodations that she may use. Mr. Stuban had concerns regarding storage and safety of her records. Mr. Turney stated that she would need a copy and fax machine as well as a filing cabinet, internet access and secured area. Mrs. Montell commented that the Community Room would be a suitable location. Mr. Stuban noted that the tax collector will and should not have any use of the borough office, staff or equipment. This should all be at the tax collectors expense. Further locations were discussed by council. Mayor Gagliardi stated that finding space to collect taxes is the tax collectors responsibility, not council. Mr. Turney emphasized the need to keep all files organized and secured.

Buildings, Property & Grounds (Bob Besong)

Mr. Besong had nothing to report.

Public Safety & Community Relations (Ted Kotula)

Borough Park - Mr. Kotula commented that the Eagle Scouts did a great job beautifying the park.

Narcan -Mr. Kotula stated that he met with the Chief and Mayor regarding the Narcan training with the fire department.

Street Lights - Mr. Kotula noted that some of the street lights have been fixed but there are still a lot that need to be fixed. Duquesne Light is working very slowly.

Safety Cones – Six cones have been purchase for each police vehicle.

Library

Mrs. Montell noted that Mr. Shelkons will be the liaison for the library until the end of the year.

Public Works (Dave Trzcianka)

Street Sweeper – Broke down and then repaired.

Winter preparation – The road department is preparing the equipment and getting ready for the snow.

Recreation & Communications (Donna Michaels)

Not present

Sanitation, Recycling & Municipal Authority (Donna Michaels)

Not present

Mayor's Report

Mayor Gagliardi commented that he wants to keep his office.

President's Report

Nothing to report.

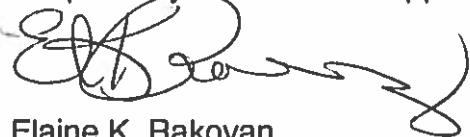
OLD BUSINESS

Mr. Kotula commented that the Lion's Club has funding for Christmas Lights. He stated that he would get the information and address for the secretary.

ADJOURNMENT

MOTION by Mr. Stuban, second by Mr. Besong, carried unanimously to adjourn the meeting. Meeting adjourned at 8:28 PM.

Respectfully submitted for approval,



Elaine K. Rakovan
Borough Secretary
December 14, 2015