

# **PRE-MEETING BADEN BOROUGH COUNCIL FEBRUARY 9<sup>TH</sup>, 2021**

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, Engineer Tony Sadaka

## **ACKNOWLEDGEMENT OF OTHER RECORDING DEVICES**

## **AGENDA (Changes and/or Deletions)**

## **ENGINEERS REPORT**

Engineer Tony Sadaka with Widmer Engineering went over his report.

### **1. USDA - Water System Improvements**

WEI has not received feedback on the preliminary plans from USDA's engineer yet but will address all comments received in the development of the final plans and specifications for the project.

The waterline project also includes fire hydrant replacement which will bid out together as one project under the USDA loan guidelines.

### **2. State Street Waterline Replacement (North to Virginia)**

WEI will prepare plans and specifications for the project so that we can bid concurrently with the USDA project. Estimated project cost is \$125,000.

### **3. Fire Department Roof**

Shop drawings have been reviewed and approved and the contractor is ordering materials.

### **4. Borough Building and Fire Department Property Boundary**

Based on information gathered, the plan reflecting the property boundary will require a revision requiring the involvement of the borough solicitor.

### **5. CDBG FY 2022 Grant Application**

The CDBG grant application is due March 31, 2022. The Borough should identify projects soon.

We could submit up to three projects. Mr. Stuban mentioned resubmitting for the water tanks. Discussion took place submitting for storm sewers and/or fire hydrants. Council agreed to apply for water tanks only.

## **6. North Avenue Paving**

Preliminary cost estimate to pave North Ave and provide a crown on the road is \$100,000.

Mr. Stuban asked council if they wanted to consider paving any other streets to the project. Mr. Josapak recommend Franklin Avenue. Mr. Trzcianka mentioned the side streets (dead ends) off of North Avenue. Mr. Trzcianka recommended driving around town and putting a list together of possible roads to pave.

## **MS4**

Mr. Stuban asked the engineer about the MS4 Storm Water Management requirements which currently Baden is under a waiver from the MS4 mandates. Mr. Sadaka explained that the MS4 prohibits harmful pollutants from being washed or dumped into the storm sewers and waterways. Eventually Baden will need to follow the MS4 and there will be costs associated with it. Mr. Stuban mentioned charging a fee for storm water management. Mr. Sadaka stated that the borough may not collect a fee for storm water management. It must be collected through a storm water authority or you use an existing authority such as a sanitary authority to collect the fee in cooperation with the borough. A fee study would need to be done, just like the water rates are calculated. Additional discussion took place regarding the fee being calculated on property acreage. Mr. Stuban stated that this isn't a decision for now, but he wants council to think about this for the future. Mr. Josapak spoke up and explained to council all of the reports and monthly monitoring that is required of the MS4.

## **ARP Funding**

Mr. Stuban stated that we were awarded funding from the county for three possible projects (water tank repair, inlet repair and SCADA system). Since we were not awarded the full amount he felt that the storm water inlets should be the focus and although we have not received the money yet he stated that the engineer should move forward with the specs and advertisement of bids for the project. Council agreed.

## **Canopy/Cover for the Building Walkway**

Mr. Stuban stated that we should look into the cost to put a canopy/cover over the walkway. Council agreed to have the engineer look into what options the borough may have.

## **Shed**

Mr. Stuban spoke about the recreation board wanting to replace the shed in the upper lot. He stated that maybe a prefab or cinderblock building would be a better idea. Mr. Trzcianka was thinking of a concession stand type of building. Mr. Trzcianka stated that he would get some measurements for the engineer but he was thinking 20' x 10' to get a price estimate for.

(Engineer, Tony Sadaka left the meeting at this time 6:32 PM)

## **VISITORS**

- Lori Tomb from Hillcrest Avenue addressed council in regards to the duplex that is being built on Ehman Avenue stating that she felt it was out of place and did not fall in the ordinance guidelines. She also had concerns regarding the height and obstruction of view for traffic since the it is located on the intersection. Mrs. Rakovan stated that the building inspector (BIU) approves and oversees the construction. She stated that she has addressed previous questions to BIU that the building is permitted to have three stories of living space and the garage is not considered living space and that the set backs are within the guidelines of the

zoning. As for the property size, she would have to address this with the building the inspector.

- Clarence Singleton from 524 Moore Avenue asked council why the borough can't plow the hills in Baden on both sides. He comes home from work and he can't park on the street to shovel his driveway. Mr. Josapak stated that public works for the past 30 years would plow roads during a heavy snow storm one up, one down and then side streets. This is repeated until the snow stops and then they go back to clear curb to curb unless there is something else that needs their attention and he noted that there was a waterline break that public works had to fix.

Mr. Stuban commented that last council meeting there were complaints about the fire department not being plowed out, fire hydrants not being cleared, cars being plowed in and sidewalks not being cleaned. Mr. Stuban stated that this was all discussed with Mr. Josapak. There are no answers to some of these complaints because during heavy snow this is going to happen. What is the priority for plowing? Mr. Trzcianka stated that the fire department should be a priority. Mr. Stuban stated that his discussion with Mr. Josapak was to first do Harmony Road, Ehman Avenue and then the fire station. Mr. Josapak stated that on his plow route the first roads plowed are Johnson Avenue, Harmony Road, Bauman Avenue and Ehman. Mr. Stuban stated that he has concern over the plowing. They (public works) come out and plows for 8 hours, then they go home while it is still snowing and then come out in the morning. Mr. Stuban felt (like the turnpike) public works should stay out 16 or 24 hours to get the job done. He didn't feel the employees should go home during a major snow storm or if they do go home do it in shifts with at least two people out plowing. Mrs. Jones spoke up about firefighters needing to shovel the snow at the fire station to prevent a fall. Mr. Stuban mentioned purchasing a quad with a plow to take care of cleaning up the borough complex. He also addressed possibly hiring someone to drive the quad to clear the complex and sidewalks when needed.

Mr. Josapak mentioned that Saturday morning everything was a sheet of ice because the police never called them out. Mayor Montell stated that she has directed the police department to be out checking road conditions during snow storms and contacting public works.

## DEPARTMENT REPORTS

### Manager

1. **Baden Properties to Sell**  
On hold – Habitat for Humanity.
2. **Speed Humps/Traffic Calming**  
Will install in the spring.
3. **Garbage Contract**  
Recycle bin has been placed in the lower parking lot.
4. **Theater**  
Code Enforcement Officer has filed with the magistrate. Waiting for hearing date.
5. **Water Ordinance Update**  
Will be working with the solicitor on this matter starting in February.
6. **Time Clocks**  
Mr. Bosh has completed the set-up of the devices. Will be assisting with fingerprinting and training of employees over the next few weeks.
7. **Phone System & Go Net Speed**  
Cost analysis has been completed. Internet upgrade at the garage and fire department is not recommended as the monthly cost is too high for the low

internet usage of the locations. New phones for all locations and changing to Go Net Speed in the borough building will cost less than an extra \$100 per month.

Mr. Baker stated that a couple of years ago he got a price for the fire department from Go Net Speed of around \$150.

**8. Cameras for Water Tanks**

No update.

**9. Condominium/row houses**

After discussion with the attorney, he said that the ordinance should be done after the Planning Board approves the subdivision of the property.

**10. Library project**

Library Revised Change Order #2 was received from the engineer. The amount of payment for this change order was \$35,320.70 to be paid by the grant funding.

**11. Water/Mold in Furnace Room**

New flooring is being installed starting on Monday.

**12. Workers Comp and Safety Board Committee**

The first meeting will be in March.

**13. 15 Minute Parking**

Solicitor is working on the ordinance.

**14. RAFA System**

The new RAFA System that replaced the SCADA system is currently being installed. Set up email addresses for each public work employee so that they may have report accessing and tracking to the system.

**15. Tax Exoneration**

There is another parcel on the County repository that requested tax exoneration. It will be presented to council next week.

**16. SPC Regional Traffic Signal Grant**

No update.

**17. Beaver County ARPA Municipal Infrastructure Grants**

The Borough was awarded \$204,000 for infrastructure improvement as a result of the American Rescue Plan Act. Waiting for funds.

**18. COSTAR Salt Bidding**

Submitted the Borough's request to be included in the COSTAR salt bid.

**19. Annual Reports**

Completed the Liquid Fuels Report, DCED Tax Information Report, DCED Elected Official Report, 1099 Misc., Pension Reports, Workers Comp Report. Currently working on the Recycling Grant.

**20. Credit Card Payments**

Last year over \$100,000 of utility bills were paid by credit cards.

**21. Record Retention**

A resolution will be ready for next months meeting to purge old files in accordance with the Pennsylvania Retention Policy. The fire department could make a list of their records that they want to include in the disposal.

**22. Campbells Lab**

Campbells Lab is increasing their price for total coliform bacteria testing to \$35 per test.

**23. Baden American Legion**

Requesting donation in support of being selected to host the National Commanders Recognition Dinner in March. Council agreed to use (council) flower funds to purchase a full-page ad for \$100.

**Public Works**

• **RAFA System**

Mr. Josapak stated that the RAFA System is up and running. He stated that he needs a new computer for the RAFA System. His current computer is over 12 years old.

• **Computers**

Mr. Stuban stated that in addition to a new computer for public works, we also need a new computer for office and a lap top for the secretary to take home so that she may have access to borough records when needed.

**Code Enforcement Officer**

Nothing to report

**Police Chief**

Not present. Mayor Montell stated that council was given the vehicle information during last month’s meeting.

**FIRE CHIEF**

Chief Baker stated that there were 31 calls in January. Official notification was received from the State Fire Grant that they received \$15,000. The Safer Grant has been submitted. This is the grant for the incentive program. Chief Baker corrected a comment that he had made regarding the incentive program for the fire department. He saw that the borough had budgeted for the incentive program so he assumed it was approved. He now understands that although budgeted it has not been approved. Mr. Stuban stated that council needs to stop dragging their feet on this and we need to do more research and move forward with what council wants to do. He mentioned having this as an annual budgeted item that may be changed if the budget is tight. He asked that this be resolved by June or July.

Mr. Baker stated that the ladder truck needed to have the battery system replaced on it. The squad (pickup) truck which is owned by the fire department did not pass inspection due to rust. They are looking into repair costs or purchasing a new one.

The ISO review was conducted. They need to do hydrant flow testing at three locations within town but we need to wait until the weather gets better.

**COMMITTEE REPORTS**

**Finance (John Shelkons)**

General Fund Balance	\$213,913	Expenses \$156,743
Water Fund Balance	\$343,675	Expenses \$123,581

### **Public Works, Sanitation & Municipal Authority (John Jones)**

Mr. Jones asked Mr. Josapak about the bucket truck, its repairs and if we still need to look for a replacement. Mr. Josapak stated that it has been repaired however the hydraulic lift inspection will be in April or May so it all depends on if it will pass inspection.

Mr. Jones asked for an update on the grader. Mr. Josapak stated that the parts are in however they have not put them in yet. Mr. Stuban asked if the tires were ok on the grader. Mr. Josapak wasn't sure.

Mr. Stuban addressed purchasing a quad with a plow that could be kept in the new building that we plan to build/purchase. Discussion took place regarding what type of vehicle and having volunteers or part time employee to use it to clear the parking lot and sidewalks.

Mr. Stuban asked about the speed control device. Mr. Josapak stated that it was in the old Harmony Tank and he believes it needs new batteries. Council agreed to purchase batteries to get the speed control up and running.

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

#### **Website**

Mr. Bosh stated that he got input from Facebook comments regarding what people would like to see on the borough website. He is currently working with the PSAB web host and design team to collaborate updating and improving the borough web page.

#### **Library**

He attended his first library board meeting. The Ambridge School Board representative is Amy Fitsco. The library state aid should be received by the end of the week. They will be sending newsletter information to Mrs. Rakovan. He also noted that the librarian said water is pooling on the sidewalk in front of lift. Mr. Shelkons spoke up and said that he did take a look at the sidewalk and it does not appear to be pooling. There was a very small amount of water when he checked it out.

#### **Library Memorial**

Mr. Shelkons stated that there is an eagle scout (with the help of two knowledgeable men) who wants to repaint the memorial and bell bricks. He stated that he felt they should attend a meeting and present to council for approval what they would like to do.

#### **Newsletter**

Mr. Bosh stated that the deadline for newsletter articles is the end of the month and pictures will be taken of council and mayor at next weeks meeting.

### **Administration & Legislation (Doug Miller)**

Not present

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

#### **Recreation Board**

Mr. Singleton stated that the new president of the recreation board is Lavender Woolstrum. Secretary is Rachel Niesh. All other officers remain the same.

Mrs. Singleton asked Mr. Bosh if he could take down the old Baden Recreation Board Facebook page.

## **Public Safety (Michael Stuban)**

### **Covid Pay – Part Time Police**

Mr. Stuban stated that after research the part time officer is entitled to the covid pay so a motion will need to be made at the next meeting.

### **Civil Service**

The Civil Service Board met and we could move forward with advertising for a new full time police officer. Advertise for three weeks.

### **Police Car**

The new police car (Durango) has been ordered. The cost of the radio was not included in the original pricing. A Motorola radio for the new police car will cost \$3,240.80.

### **Old Police Car**

We only have one estimate for the repair from last month and no one else wants to even give an estimate due to the extent of the rust damage to the vehicle. The other vehicle (Charger) has a check engine light which is an easy repair of the thermostat.

### **Part Time Police Officer**

There are part time police officers that council has never met. He would like to have Chief reach out to council members to meet the part time officers when they are working.

### **International Fire Code**

Discussion took place to adopt the International Fire Code and have the solicitor write the ordinance to adopt the International Fire Code.

### **Commercial Inspections**

Mr. Stuban stated that we should look into inspecting commercial buildings (possibly apartments) once a year and not to charge astronomical fees for the inspection. Mr. Trzcianka stated that he believes the state law says we can only charge what the cost is to do the inspection. Council did not object.

### **Vacant Property**

Mr. Stuban asked that we look into purchasing the vacant property on Harmony Road from the repository.

### **Efficiency Experts**

Mr. Stuban asked council to consider finding efficiency experts to work with and assist all of the departments to increase efficiency.

### **Code Enforcement Officer**

Mrs. Rakovan explained how we currently have a CEO through Building Inspector Underwriters. The CEO is complaint driven. We do not have him drive through town looking for problems. The new company we were looking at would do both code enforcement and building inspections. Mr. Stuban stated there are plenty of people interested in the position, but we need to figure out what we as a council are looking for. Mr. Trzcianka stated that we could go into executive session after meeting to discuss hiring and code enforcement personnel.

## **MAYOR'S REPORT**

Mayor Montell stated that she sat in on an interview with the police chief to hire a part time officer to work as a school resource officer two weeks out of the month. His name is Nick Vigalotti and she recommends hiring him at a part time officer and school resource officer.

Mayor Montell stated that she will make sure that public works is notified by police when roads are bad.

## **PRESIDENTS REPORT**

Mr. Trzcianka asked what the status was of 48 State Street. Mrs. Rakovan stated that she would have the building inspector/code enforcement officer look into it.

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

## **ADJOURNMENT**

**MOTION** by Mr. Stuban, second by Mr. Jones, carried unanimously to adjourn the meeting and go into executive session regarding personnel and the code enforcement officer position at 8:03 PM.

Respectfully submitted for approval,

Elaine K. Rakovan  
Borough Secretary  
March 16<sup>th</sup>, 2022