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**TO:** Mt. Lebanon Commission  
**FROM:** Keith A. McGill, Municipal Manager  
**DATE:** December 7, 2018  
**SUBJECT:** Agenda – Regular Meeting – December 11, 2018 – 8 p.m.

Call to Order – Pledge of Allegiance to the Flag – Roll Call

**SS 1. Commission/Manager’s announcements:**

- Summary of discussion session topics (Manager McGill)
- Manager’s announcements (Manager McGill)
- Community highlights (Commission Vice President McLean)

**SS 2. Junior Commissioner Aoife Ruby Dunne comments (presentation of gift/last meeting).**

**SS 3. Recognition of Student Intern.**

In August of 2017 the Municipality launched a pilot program to provide an opportunity for high school students who expressed an interest in learning more about how local government functions in Mt. Lebanon. The program included a real world look at the decision process behind the provision of local services, the budget process, the role of various boards and authorities, the role of the elected officials, how policies are developed and implemented, the importance of public outreach and effective communication and other related topics. The interns have attended public meetings each month, attended advisory board meetings, and met with department heads.

The Municipality would like to recognize our student intern Daniel McNulty, who took part in the program during the fall semester of 2018 and thank him for his time and dedication to the program.

**SS 4. Citizens Comments.**

**SM 5. Consideration of the [minutes](#) from the Adjourned Meeting held November 26, 2018. - passed**

Recommended Action: Move to approve the minutes.

**CG 6. Public hearing and consideration of Ordinance ([Bill No. 12-18](#)) concerning the Municipality’s 2019 Budget. – hearing held - passed**

The Commission held budget work sessions on November 10, November 19 and December 3. A public hearing was held November 13 to comment on the Manager’s 2019 recommended budget. A second public hearing is being held tonight regarding the Commission’s proposed revisions to the manager’s recommended budget. The amendments are displayed on the side wall of the Commission Chambers.

Recommended Action: SS 1. Conduct the public hearing.  
CG 2. Move to enact Ordinance (Bill No. 12-18).

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**Amendments to the 2019 Manager's Recommended Budget**

Department	Decision Unit	Item	Funding Source						Parking Fund
			General Fund	State Hwy Aid Fund	Sewage Fund	Storm Water Fund	Capital Proj. Fund	Total Gov't Funds	
<b>Initial Revenue Budgets</b>			<b>\$ 37,583,020</b>	<b>\$ 1,002,000</b>	<b>\$ 12,004,700</b>	<b>\$ 604,870</b>	<b>\$ 6,708,320</b>	<b>\$ 57,902,910</b>	<b>\$ 2,129,590</b>
<b>2019 Budget Revenue Amendments</b>									
Fund Balance	Fund Balance	Assignment of Funds for Storm Water Projects	521,500	-	-	-	-	521,500	-
Tax Collection	Sales Tax Collection	Sales and Use Tax Estimate Increase	30,000	-	-	-	-	30,000	-
Public Safety	Animal Control	Contributions from Member Communities	21,450	-	-	-	-	21,450	-
Public Works	Capital Improvements	Grant/Contribution Revenue for Signal Projects	-	-	-	-	1,156,800	1,156,800	-
Operating Transfers	Operating Transfers	Transfers to Capital Projects Fund	-	-	-	-	763,880	763,880	-
Fund Balance	Fund Balance	Carryovers Use of Available Funds/Fund Balance	850,210	-	-	-	5,183,860	6,034,070	-
<b>Amended Revenue Budgets</b>			<b>\$ 39,006,180</b>	<b>\$ 1,002,000</b>	<b>\$ 12,004,700</b>	<b>\$ 604,870</b>	<b>\$ 13,812,860</b>	<b>\$ 66,430,610</b>	<b>\$ 2,129,590</b>
<b>Initial Expenditure Budgets</b>			<b>\$ 37,583,020</b>	<b>\$ 1,002,000</b>	<b>\$ 12,004,700</b>	<b>\$ 604,870</b>	<b>\$ 6,708,320</b>	<b>\$ 57,902,910</b>	<b>\$ 1,828,690</b>
<b>2019 Budget Expenditure Amendments</b>									
General Government	Finance	Debt Service Management Software	2,500	-	-	-	-	2,500	-
General Government	Legal Services	Reduction in SL2	(2,500)	-	-	-	-	(2,500)	-
General Government	Information Services	Reduction of AS400 Programming	(14,000)	-	-	-	-	(14,000)	-
Human Services	Library	Full-time Conversion - Teen Librarian	11,170	-	-	-	-	11,170	-
Human Services	Library	Full-time Conversion - Library Assistant	13,330	-	-	-	-	13,330	-
Community Development	Building Inspection	PT Code Enforcement Officer	(31,420)	-	-	-	-	(31,420)	-
Public Safety	Police Support Services	Expanded Community-Based Surveillance Cameras	20,000	-	-	-	-	20,000	-
Public Safety	Emergency Management	Community Emergency Alert Service	7,440	-	-	-	-	7,440	-
Community Development	Civic Activities	More Inclusive Holiday Recognitions	3,500	-	-	-	-	3,500	-
General Government	Manager's Office	Community Engagement Strategy Consultant	10,000	-	-	-	-	10,000	-
Public Works	Pedestrian Routes	Additional Sidewalk Repairs	15,900	-	-	-	-	15,900	-
Public Works	Traffic Planning & Signals	Traffic Calming	(50,000)	-	-	-	-	(50,000)	-
Public Works	Traffic Signs & Painting	Design and Refurbish Entry Signs	5,000	-	-	-	-	5,000	-
Public Works	Forestry	Additional Contractual Work	20,000	-	-	-	-	20,000	-
Public Works	Refuse Collection	Glass Recycling	41,560	-	-	-	-	41,560	-
Public Safety	Capital Improvements	Body Cameras (Reduction for Commitment)	(22,480)	-	-	-	-	(22,480)	-
Operating Transfers	Capital Projects Fund	Transfer to Capital Projects Fund	521,500	-	-	-	-	521,500	-
Public Works	Capital Improvements	Storm Water Project Funding	-	-	-	-	521,500	521,500	-
<b>Subtotal: Budget Amendments</b>			<b>551,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>521,500</b>	<b>1,073,000</b>	<b>-</b>
<b>2018 Carryovers to 2019 Budget</b>									
<b>Operating Expenditures</b>									
General Government	Information Services	Mobile App Development	5,000	-	-	-	-	5,000	-
Community Development	Economic Development	Uptown Shopping Guide	2,000	-	-	-	-	2,000	-
Public Safety	Animal Control	Animal Control Vehicle	32,020	-	-	-	-	32,020	-
Public Works	Pedestrian Routes	ADA Sidewalk Ramps (2018)	28,000	-	-	-	-	28,000	-
Public Works	Refuse Collection	Recycling Outreach/Education	20,000	-	-	-	-	20,000	-
Public Works	Parks Maintenance	Deer Management	6,500	-	-	-	-	6,500	-
Public Works	Traffic Planning & Signals	Traffic Calming	50,000	-	-	-	-	50,000	-
Recreation	Tennis Center	Drainage Improvements	27,000	-	-	-	-	27,000	-
<b>Capital Expenditures</b>									
Public Works	Capital Improvements	Robb Hollow Greening	125,790	-	-	-	-	125,790	-
Recreation	Capital Improvements	Golf Course Sand Bunker Liners	63,140	-	-	-	-	63,140	-
Public Works	Capital Improvements	Library Building HVAC Upgrades	188,280	-	-	-	-	188,280	-
Public Works	Capital Improvements	Public Works Facility & Firing Range	-	-	-	-	4,822,200	4,822,200	-
Public Works	Capital Improvements	Cochran Road ADA Ramps	-	-	-	-	63,000	63,000	-
Public Works	Capital Improvements	Crosswalk Installations	-	-	-	-	50,000	50,000	-
Public Works	Capital Improvements	Traffic Signal Improv. - CS Blvd/Anawanda	-	-	-	-	176,710	176,710	-
Public Works	Capital Improvements	Traffic Signal Improv. - Cedar/Morgan	-	-	-	-	221,850	221,850	-
Public Works	Capital Improvements	Traffic Signal Improv. - BH/Carleton/Kelso	-	-	-	-	298,340	298,340	-
Public Works	Capital Improvements	Traffic Signal Improv. - Equip Upgrades	-	-	-	-	448,560	448,560	-
Public Works	Capital Improvements	Traffic Signal Improv. - N Wren/Firwood/BH	-	-	-	-	310,000	310,000	-
<b>Assignment Carryovers</b>									
Public Works	Parks Maintenance	Deer Management	27,830	-	-	-	-	27,830	-
Public Works	Capital Improvements	Mt. Lebanon Park Basketball Court Improvements	46,720	-	-	-	-	46,720	-
Recreation	Community Center	Digital Video Security System	7,000	-	-	-	-	7,000	-
Public Works	Capital Improvements	Private Street Contribution	-	-	-	-	50,000	50,000	-
Public Works	Capital Improvements	Sidewalk Installations	-	-	-	-	50,000	50,000	-
Public Works	Capital Improvements	Traffic & Pedestrian Upgrades	-	-	-	-	92,380	92,380	-
Operating Transfers	Capital Projects Fund	Transfer to Capital Projects Fund	242,380	-	-	-	-	242,380	-
<b>Subtotal: Carryovers</b>			<b>871,660</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,583,040</b>	<b>7,454,700</b>	<b>-</b>
<b>Amended Expenditure Budgets</b>			<b>\$ 39,006,180</b>	<b>\$ 1,002,000</b>	<b>\$ 12,004,700</b>	<b>\$ 604,870</b>	<b>\$ 13,812,860</b>	<b>\$ 66,430,610</b>	<b>\$ 1,828,690</b>

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**KF 7. Consideration of Ordinance (Bill No. 13-18) fixing the tax rate for the year 2019. - passed**

The municipality will be reaffirming its tax rate in accordance with the adopted budget. The tax rate for general purposes is currently 4.71 mills. The tax shall continue in force for each successive calendar year unless the tax is subsequently changed. A public hearing was held November 13, 2018.

*Recommended Action:* Move to enact Ordinance (Bill No. 13-18).

**CG 8. Consideration of Ordinance (Bill No.14-18) establishing compensation for employees for 2019. - passed**

This ordinance establishes the pay rates and levels for employees, including those covered by collective bargaining for 2019. It also sets hours of work and overtime, longevity and fringe benefits.

*Recommended Action:* Move to enact Ordinance (Bill No. 14-18).

**SM 9. Consideration of Ordinance (Bill No. 7-18) amending the duties of the Traffic Board and revising the Parking Ticket Appeal Procedures. – Held until 1/7/19**

Mt. Lebanon currently provides for appeals of parking tickets. This ordinance adjusts those procedures by establishing a two-step appeal process. The first step is to appeal to the Parking Enforcement Supervisor. A second step allows the appeal of a decision of the Parking Enforcement Supervisor to the Traffic Board. The Traffic Board is also authorized to establish procedures for the hearing of appeals, which procedures may include having the appeals heard and determined by one or more of the members of the Traffic Board. A public hearing held November 13, 2018.

*Recommended Action:* Move to enact Ordinance (Bill No. 7-18).

**CG 10. Consideration of Resolution No. R-21-18 adopting the Capital Improvement Program (CIP). - passed**

The Capital Improvement Program (CIP) for 2019-2023 was submitted to the Commission on August 1, 2018. Copies of the document were placed at the library, municipal building and website. A public hearing was held October 9, 2018.

*Recommended Action:* Move to adopt Resolution No. R-21-18.

**KF 11. Consideration of Resolution No. R-22-18 designating a depository for the funds of Mt. Lebanon. - passed**

The Municipality must designate a depository each year for its funds. The Director of Finance recommends that the municipality retain depository of WesBanco Bank for the treasurer's account and petty cash account.

*Recommended Action:* Move to adopt Resolution No. R-22-18.

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SM 12. **Consideration of Resolution No. R-23-18 designating a depository for the funds of Mt. Lebanon for all primary banking activities.** - *passed*

The Municipality must designate a depository each year for its funds. The Director of Finance recommends that the municipality retain depository of First National Bank for all primary banking activities.

*Recommended Action:* Move to adopt Resolution No. R-23-18.

KF 13. **Consideration of Resolution No. R-24-18 adopting the 2019 Comprehensive Fee Schedule.** - *passed*

The Commission has reviewed and is now approving the proposed 2018 Comprehensive Fee Schedule for municipal operations and activities.

*Recommended Action:* Move to adopt Resolution No. R-24-18.

KF 14. **Consideration of Resolution No. R-25-18 establishing employee contributions to the pension plans for 2019.** - *passed*

Each year the employee contribution levels must be set for the municipality's pension plans. The calculation is done in accordance with state law, and the contribution levels are collectively bargained with employee groups.

Employee contributions for 2019 to the Mt. Lebanon Police, Fire and General Pension Plans are hereby established as follows:

**Police:** 4.5% of total compensation

**Fire:**

Hired prior to August 28, 2011 5.0% of total compensation  
Hired after August 28, 2011 5.0% of base salary and longevity

**General Employees:**

Hired prior to January 1, 2012 5.0% of total compensation  
Hired after January 1, 2012 5.0% of base salary and longevity

*Recommended Action:* Move to adopt Resolution No. R-25-18.

CG 15. **Consideration of Final Approval of the Residences at Poplar Lot Consolidation Plan and Land Development Plan.** - *passed*

Request for final approvals for the Residences at Poplar Lot Consolidation Plan and for the Land Development Plan. G&B Consulting Partners, LLC has equitable interest in a property located on an unopened section of Pennsylvania Boulevard.

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With regard to the Lot Consolidation Plan, the developer is requesting approval to consolidate four parcels currently identified as lot and block 192-C-23, 192-C-24, 192-C-30 and 192-C-32 in the Avondale Plan of Lots.

The Planning Board reviewed the plan at its September 25, 2018 meeting and recommended final approval subject to the comments in the Engineer's Review Letter.

With regard to the Land Development Plan, the developer is requesting approval to construct 13 townhouse units on Pennsylvania Boulevard. The developer would also be responsible for construction of a road improved to municipal standards including sidewalks and utilities to serve the proposed units.

At its meeting on September 25, 2018, the Planning Board recommended against final approval for the Residences at Poplar Land Development Plan based on the recommendation of denial of the waivers and modifications listed as A, C, D, E, F, G in the Gateway review letter dated September 20, 2018. The Planning Board further recommended that if the Commission does vote to grant final approval to the Residences at Poplar land development plan, additional conditions should be placed on that approval. The requested waivers and modifications to Chapter XVI, *Subdivision and Land Development*, along with the additional conditions recommended by the Planning Board, have been provided to the Commission in a supplementary memo.

The Commission heard testimony from the developer and any interested resident regarding the lot consolidation plan and the land development plan. The Commission decided to hear all testimony at one time because the two applications deal with the same property.

Recommended Action:

1. Motion to approve the Application of G&B Development for a Lot Consolidation Plan for the Residences at Poplar as indicated in the Written Decision presented at this meeting.
2. Motion to deny the Application of G&B Development for a Land Development Approval for the Residences at Poplar and adopt the Written Decision presented at this meeting.

**SM 16. Consideration of an agreement by and between the Municipality of Mt. Lebanon and the Keystone Mountain Lakes Regional Council of Carpenters. - passed**

The union represents the public works laborers. The current labor contract with this group expires on December 31, 2018. The agreement is for a four-year period and provides for wage increases, changes in compensation, healthcare contributions and clarification of certain benefits.

Recommended Action: Move to approve the agreement by and between the Municipality of Mt. Lebanon and the Keystone Mountain Lakes Regional Council of Carpenters, and authorize the proper Municipal Officials to execute the labor agreement.

**CG 17. Consideration of a contract for white-tailed deer management utilizing sharpshooting. - passed**

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The Municipality desires to follow the controlled archery hunt program currently occurring with a sharpshooting program under a PA Game Commission political subdivision permit. This activity would occur from February 1, 2019 to March 31, 2019.

The Municipality received a proposal from White Buffalo, Inc., to provide deer management sharpshooting services. Under the contract, up to 75 deer could be removed at a cost of \$59,605.

Recommended Action: Move to authorize the execution of this agreement with White Buffalo, Inc., for removal of up to 75 deer at a cost not to exceed \$59,605, subject to the approval of the manager and the solicitor.

**SM 18. Consideration to fill an unexpired term on the Traffic Board. - *passed***

Recommended Action: Move to appoint Timothy Glace of Lakemont Drive to fill an unexpired term ending March 3, 2020.

**KF 19. Consideration of the expenditure list for November totaling \$7,372,250.72. - *passed***

Recommended Action: Move to approve the expenditure list for November totaling \$7,372,250.72.

**SS 20. Adjournment.**