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TO: Mt. Lebanon Commission
FROM: Keith A. McGill, Municipal Manager
DATE: December 6, 2019
SUBJECT: Agenda – Regular Meeting – December 10, 2019 – 8 p.m.

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

- SM 1. Commission/Manager’s announcements:**
- Summary of discussion session topics (Manager McGill)
 - Manager’s announcements (Manager McGill)
 - Community highlights (Commissioner Grella)

- SM 2. Junior Commissioner Daniel McNulty comments (presentation of gift/last meeting).**

- SM 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 interns Karen Lin and Rachel Short, who took part in the program during the fall semester of 2019 and thank them for their time and dedication to the program.

- SM 4. Citizens Comments.**

- SS 5. Consideration of the [minutes](#) from the Adjourned Meeting held November 26, 2019. - approved**

Recommended Action: Move to approve the minutes.

- CG 6. Public hearing and consideration of Ordinance ([Bill No. 7-19](#)) concerning the Municipality’s 2020 Budget. – hearing held and approved**

The Commission held budget work sessions on November 12, November 25, and December 5. A public hearing was held November 12 to comment on the Manager’s 2020 recommended budget. A second public hearing is being held tonight regarding any Commission revisions to the manager’s recommended budget. The amendments are displayed on the side wall of the Commission Chambers.

Recommended Action: SM 1. Conduct the public hearing. CG
2. Move to enact Ordinance (Bill No. 7-19).

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Amendments to the 2020 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	
Initial Revenue Budgets			\$ 38,728,200	\$ 995,000	\$ 12,255,000	\$ 1,528,380	\$ 11,227,130	\$ 64,733,710	\$ 2,182,050
2020 Budget Revenue Amendments									
Taxes	Sales Tax Revenue	Decrease in projection	(45,000)	-	-	-	-	(45,000)	-
Taxes	Earned Income Tax	Increase in Projection	160,000	-	-	-	-	160,000	-
Recreation	Recreation Management	SL2-Sports Orgs Contributions	16,900	-	-	-	-	16,900	-
Public Works	Int. Gov't & Contributions	N. Wren/Firwood Traffic Installation	-	-	-	-	300,000	300,000	-
Public Works	Intergovernmental Revenue	Library Building Keystone Grant	-	-	-	-	215,160	215,160	-
Public Works	Intergovernmental Revenue	Robb Hollow Park Improv. Grant not rec'd	-	-	-	-	(141,930)	(141,930)	-
Fund Balance	Use of Fund Balance	Grow Grant Recognition	519,150	-	-	-	-	519,150	-
Fund Balance	Use of Fund Balance	Reassignment to Parks Master Plan	65,890	-	-	-	-	65,890	-
Fund Balance	Use of Fund Balance	2020 Budget Assignment	116,000	-	-	-	-	116,000	-
Fund Balance	Use of Fund Balance	2019 Carryovers	912,110	-	-	-	-	912,110	-
Fund Balance	Use of Fund Balance	Library Building HVAC (Bond Proceeds)	-	-	-	-	190,000	190,000	-
Fund Balance	Use of Fund Balance	Robb Hollow Park Improv. Funding	-	-	-	-	82,030	82,030	-
Operating Transfers	Transfer from General Fund		-	-	-	-	687,820	687,820	-
Amended Revenue Budgets			\$ 40,473,250	\$ 995,000	\$ 12,255,000	\$ 1,528,380	\$ 12,560,210	\$ 67,811,840	\$ 2,182,050
Initial Expenditure Budgets			\$ 38,728,200	\$ 995,000	\$ 12,255,000	\$ 1,528,380	\$ 11,227,130	\$ 64,733,710	\$ 1,849,540
2020 Budget Expenditure Amendments									
General Government	Employment Benefits	Health Insurance Rate Finalization	(37,530)	-	-	-	-	(37,530)	-
General Government	Employment Benefits	OPEB Contribution	(10,810)	-	-	-	-	(10,810)	-
General Government	Employment Benefits	SL2-Implementation of Salary Survey	(20,000)	-	-	-	-	(20,000)	-
General Government	General Management	SL6-Intern	6,480	-	-	-	-	6,480	-
General Government	Information Services	SL1-Google services subscription increase	4,740	-	-	-	-	4,740	-
General Government	Public Information Office	SL4-Implementation of Comm. Survey	12,860	-	-	-	-	12,860	-
Public Works	Pedestrian Routes	SL5-Expanded Root Damaged Sidewalk Repair Program	67,200	-	-	-	-	67,200	-
Public Works	Traffic Signs and Painting	SL4-Historic District Signage	10,000	-	-	-	-	10,000	-
Public Works	Refuse Collection	SL2-Glass Recycling	(5,000)	-	-	-	-	(5,000)	-
Public Works	Municipal Building	SL4-Building Security Upgrade	25,000	-	-	-	-	25,000	-
Public Works	Public Safety Center	SL7-Parking Lot Fence Installation	12,000	-	-	-	-	12,000	-
Public Works	Parks Maintenance	SL11-Parks Master Plan	80,000	-	-	-	-	80,000	-
Public Works	Forestry	Expanded forestry contractual work (Oak pruning)	40,000	-	-	-	-	40,000	-
Human Services	Outreach Program	SL3-Additional Contribution (Library Collaboration)	5,000	-	-	-	-	5,000	-
Recreation	Platform Tennis	SL2-Courts 3 & 4 Lighting Replacement	8,500	-	-	-	-	8,500	-
Recreation	Swimming Center	SL3-Pump Replacement	10,000	-	-	-	-	10,000	-
Recreation	Community Center	SL4-Sidewalk Replacement	40,000	-	-	-	-	40,000	-
Recreation	Tennis Center	SL2-Sidewalk and Retaining Wall Replacement	26,500	-	-	-	-	26,500	-
Recreation	Tennis Center	SL3-Utility Cart	18,900	-	-	-	-	18,900	-
Recreation	Recreation Management	SL2-Recreation Center Feasibility Study	33,800	-	-	-	-	33,800	-
Community Development	Building Inspection	SL3-Expanded Code Enforcement Officer	63,840	-	-	-	-	63,840	-
Public Safety	MRTSA	SL1-Appropriation Adjustment	(3,260)	-	-	-	-	(3,260)	-
Public Safety	Police Support Services	SL3-Surveillance Cameras	20,000	-	-	-	-	20,000	-
Public Safety	Police Support Services	SL4-Expanded Surveillance Cameras	20,000	-	-	-	-	20,000	-
Public Safety	Fire Protection	SL7-Full Fire Prevention Services	55,570	-	-	-	-	55,570	-
Capital Improvements	Recreation	SL17-Ice Center Cooling Tower	180,000	-	-	-	-	180,000	-
Capital Improvements	Public Works	SL3-Additional Storm Water Projects	-	-	-	-	169,150	169,150	-
Operating Transfers	Capital Projects Fund	Transfer to Capital Projects Fund	169,150	-	-	-	-	169,150	-
Parking	South Garage	SL4-South Garage Sign Fabrication	-	-	-	-	-	-	20,000
Parking	Street Meters	SL4-Implementation of LPR	-	-	-	-	-	-	82,500
Subtotal: Budget Amendments			832,940	-	-	-	169,150	1,002,090	102,500
2018 Carryovers to 2019 Budget									
Operating Expenditures									
Community Development	Comm. & Econ. Development	Uptown Shopping Guide	2,000	-	-	-	-	2,000	-
Public Works	Pedestrian Routes	ADA Sidewalk Ramps (2019)	25,000	-	-	-	-	25,000	-
Public Works	Refuse Collection	Recycling Outreach/Education	17,430	-	-	-	-	17,430	-
Public Works	Refuse Collection	Glass Recycling	39,870	-	-	-	-	39,870	-
Public Works	Parks Maintenance	Deer Management	25,000	-	-	-	-	25,000	-
Public Works	Traffic Planning and Signals	Traffic Calming	35,000	-	-	-	-	35,000	-
Recreation	Ice Rink	Rink entry and stairwell replacement	11,000	-	-	-	-	11,000	-
Capital Expenditures									
Public Works	Capital Improvements	Robb Hollow Greening Reassignment	-	-	-	-	-	-	-
Public Works	Capital Improvements	To: Robb Hollow Park Development	59,900	-	-	-	-	59,900	-
Public Works	Capital Improvements	Robb Hollow Improvements-Path along Cedar Blvd	34,160	-	-	-	-	34,160	-
Public Works	Capital Improvements	Public Safety Building Carpet	-	-	-	-	27,920	27,920	-
Public Works	Capital Improvements	Library Building HVAC Upgrades	-	-	-	-	370,000	370,000	-
Public Works	Capital Improvements	Library Building Stair Carpet Replacement	-	-	-	-	13,600	13,600	-
Public Works	Capital Improvements	Library Building Security Upgrade	-	-	-	-	56,900	56,900	-
Public Works	Capital Improvements	Library Building Solar Panel Funding	-	-	-	-	149,660	149,660	-
Public Works	Capital Improvements	Crosswalk Installations	-	-	-	-	50,000	50,000	-
Public Works	Capital Improvements	Traffic Signal Improv. - N Wren/Firwood/BH	-	-	-	-	300,000	300,000	-
Assignment Carryovers									
Public Works	Parks Maintenance	Deer Management	27,830	-	-	-	-	27,830	-
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	-	-	-	-	90,000	90,000	-
Public Works	Capital Improvements	2018 Storm Water Allocation	-	-	-	-	175,000	175,000	-
Operating Transfers	Capital Projects Fund	Transfer to Capital Projects Fund	627,920	-	-	-	-	627,920	-
Subtotal: Carryovers			912,110	-	-	-	1,333,080	2,245,190	-
Amended Expenditure Budgets			\$ 40,473,250	\$ 995,000	\$ 12,255,000	\$ 1,528,380	\$ 12,729,360	\$ 67,980,990	\$ 1,952,040

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- KF 7. Consideration of Ordinance (Bill No. 8-19) fixing the tax rate for the year 2020. -approved**
- 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 12, 2019.
- Recommended Action:* Move to enact Ordinance (Bill No. 8-19).
- JB 8. Consideration of Ordinance (Bill No. 10-19) establishing compensation for employees for 2020. -approved**
- This ordinance establishes the pay rates and levels for employees, including those covered by collective bargaining for 2020. It also sets hours of work and overtime, longevity and fringe benefits.
- Recommended Action:* Move to enact Ordinance (Bill No. 10-19).
- SS 9. Consideration of Resolution No. R-21-19 adopting the Capital Improvement Program (CIP). -approved**
- The Capital Improvement Program (CIP) for 2020-2024 was submitted to the Commission on August 1, 2019. Copies of the document were placed at the library, municipal building and website. A public hearing was held October 7, 2019.
- Recommended Action:* Move to adopt Resolution No. R-21-19.
- CG 10. Consideration of Resolution No. R-22-19 designating a depository for the funds of Mt. Lebanon. -approved**
- 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-22-19.
- KF 11. Consideration of Resolution No. R-23-19 designating a depository for the funds of Mt. Lebanon for all primary banking activities. -approved**
- 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-23-19.
- JB 12. Consideration of Resolution No. R-24-19 adopting the 2020 Comprehensive Fee Schedule. - approved**

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The Commission has reviewed and is now approving the proposed 2020 Comprehensive Fee Schedule for municipal operations and activities.

Recommended Action: Move to adopt Resolution No. R-24-19.

KF 13. Consideration of Resolution No. R-25-19 establishing employee contributions to the pension plans for 2020. -approved

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 2020 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-25-19.

JB 14. Consideration for approval of the Change Order for undercut at the Mt. Lebanon Public Works Facility Project. - approved

Undercutting or removal and replacement of existing soils with suitable backfill was recommended to a depth 2 feet below finished grade in the geotechnical report prepared for the Mt. Lebanon Public Works Facility Project.

During the excavation of the foundations and floor slabs additional excavation was required below the 2-foot depth in certain areas as approved by the geotechnical engineer for the project, whose representative was on site to monitor the excavation activities.

ARCON Contracting, Inc., the general contractor who performed the work, has made claims for a payment of \$113,045 for both the undercut called for in the geotechnical report and additional undercut due to discrepancies in the bid documents. After negotiations on the matter, a settlement offer for the claim was made by ARCON Contracting, Inc., in the amount of \$57,000.

Recommended Action:

Move to approve change order for the proposal for undercut completed at the Public Works Facility Project in the amount of \$57,000 to ARCON Contracting, Inc.

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SS 15. Consideration for the Award of the Moreland Drive Storm Sewer Repair Project. -approved

Bids were received on November 19, 2019 for the Moreland Drive Storm Sewer Repair project. The project consists of the extension of an existing storm line, approximately 210 LF, associated structures, E&S controls, and site restoration.

The Municipal Engineer has verified the bids as follows:

Contractor	Base Bid
Dom Folino Construction	\$ 269,650.00
Gregori Construction	\$ 279,600.00
WG Land Company	\$ 388,870.00
Stefanik's (Next Generation Contracting Co.)	\$ 501,590.00
A. Merante Contracting	\$ 519,870.00
Niando Construction	\$ 678,450.00

The Municipal Engineer has reviewed the bids and determined the low bid to be accurate. The Engineer recommends the project be awarded to Dom Folino Construction. The contractor has completed similar work in other municipalities in a satisfactory manner.

Recommended Action: Move to award the Moreland Drive Storm Sewer Repair Contract to Dom Folino Construction in the amount of \$269,650.

CG 16. Appointment to Medical Rescue Team South Authority (MRTSA). -approved

Recommended Action: Move to appoint Leeann Foster to a new five-year term ending December 31, 2024.

JB 17. Consideration of the expenditure list for November totaling \$4,481,632.76. -approved

Recommended Action: Move to approve the expenditure list for November totaling \$4,481,632.76.

SM 18. Appointment as Commission Liaison to the Hospital Authority. -approved

Recommended Action: Appoint Steve Silverman effective January 1, 2020.

SS 19. Presentation of recognition of service to Commissioners Bendel, Fraasch and McLean.

Commissioners to present gift.

SM 20. Adjournment.