

TO: Mt. Lebanon Commission
FROM: Keith A. McGill, Municipal Manager
DATE: October 23, 2020
SUBJECT: Agenda – Adjourned Meeting – October 27, 2020 – 8 p.m.
Call to Order – Pledge of Allegiance to the Flag – Roll Call

- CG 1. **Commission/Manager’s announcements:**
- Summary of discussion session topics (Manager McGill)
 - Manager’s announcements (Manager McGill)
 - Community highlights (Commission Vice President Mindy Ranney)

CG 2. **Junior Commissioner Jack Horrigan comments.**

CG 3. **Citizens Comments.**

AF 4. **Consideration of the [minutes](#) from the Regular Meeting held October 13, 2020. - approved**

Recommended Action: Move to approve the minutes.

MR 5. **Public hearing and consideration of an Ordinance ([Bill No. 7-20](#)) adopting interest, penalties and a schedule of attorney fees in connection with the collection of taxes, tax claims, tax liens municipal claims and municipal liens. - approved**

This ordinance updates the fees that may be collected for unpaid taxes, tax claims, tax liens, municipal claims and municipal liens.

Recommended Action: CG 1. Conduct the public hearing
MR 2. Move to enact Ordinance (Bill No. 7-20).

SS 6. **Introduction of Ordinance ([Bill No. 8-20](#)) amending the 2020 Budget for revenue and expenditures not anticipated in the 2020 Budget. - introduced**

The following adjustments are proposed:

General Fund

Revenue:

CARES Act	\$	250,000
Grow Grant Recognition		514,000
Animal Control - Baldwin Borough		70,000
	\$	834,000

Expenditures:

Police Policy Software (Lexipol)	\$	34,000
Intersection Cameras		(34,000)
Animal Control - Baldwin Borough		70,000
Transfer to Capital Projects Fund		35,000
Decrease in the use of Fund Balance		729,000
	\$	834,000

Capital Projects Fund

Revenue:

Fund Balance	\$	40,000
Transfer from General Fund		35,000
	\$	75,000

Expenditures:

Bower Hill Rd. & Washington Rd Intersection Improv.	\$	40,000
Bower Hill Rd. & Segar Rd Intersection Improv.		35,000
	\$	75,000

Recommended Action: SS 1. Introduce Ordinance (Bill No. 8-20)
CG 2. Set the public hearing for November 10, 2020.

LF 7. **Consideration of the Concurring Resolution No. R-19-20 for a 2021 CDBG Grant Application for ADA Sidewalk Ramp Upgrades.** - *approved*

A pre-application has been submitted to Allegheny County Economic Development (ACED) for the 2021 Community Development Block Grant (CDBG) Project through the South Hills Area Council of Governments (SHACOG). A full application with Concurring Resolution must be submitted by November 6, 2020. The project will include the installation of 15 ADA curb ramps at various intersections within the Municipality.

The Municipal Engineer has reviewed the document and recommends adoption of the resolution and transmitting it to SHACOG for submission to ACED.

Recommended Action: Move to adopt the Concurring Resolution No. R-19-20 for the 2021 CDBG Grant application for the ADA sidewalk ramp upgrade project.

AF 8. Consideration of an agreement with Jordan Tax Service and Goehring, Rutter & Boehm for collection of delinquent and liened real estate taxes. - approved

Mt. Lebanon currently collects delinquent and liened real estate taxes internally. Jordan Tax Service has been an established collector for municipal sewage fees, delinquent and liened storm water fees and local services tax. It is the recommendation that current real estate tax collection remains in house. Through this agreement, the municipality would transition all delinquent and liened real estate tax by the end of 2020 and then annually by March 31st of the year following current collection.

Recommended Action: Move to authorize the proper municipal officials to execute the agreement.

SS 9. Consideration of Award of a Contract for Custodial Building Maintenance. - approved

On October 8, 2020 three bids were received for the custodial building maintenance contract. Five contractors took part in the mandatory pre-bid walk-through of the Municipal facilities.

The bid results are as followed:

Checklist Facilities	PSB	Municipal Building	Library	Tennis Center	Public Works	Range	Per Month Total	Annual Total
2021	\$ 2,900.00	\$ 2,000.00	\$ 1,600.00	\$ 400.00	\$ 550.00	\$ 150.00	\$ 7,600.00	\$ 91,200.00
2022	\$ 2,900.00	\$ 2,000.00	\$ 1,600.00	\$ 400.00	\$ 550.00	\$ 150.00	\$ 7,600.00	\$ 91,200.00
2023	\$ 2,900.00	\$ 2,000.00	\$ 1,600.00	\$ 400.00	\$ 550.00	\$ 150.00	\$ 7,600.00	\$ 91,200.00
Total / Facility	\$ 8,700.00	\$ 6,000.00	\$ 4,800.00	\$ 1,200.00	\$ 1,650.00	\$ 450.00		\$ 273,600.00
In-Touch Cleaning	PSB	Municipal Building	Library	Tennis Center	Public Works	Range	Per Month Total	Annual Total
2021	\$ 3,238.56	\$ 3,238.56	\$ 3,196.76	\$ 799.19	\$ 799.19	\$ 799.19	\$ 12,071.45	\$ 144,857.40
2022	\$ 3,288.56	\$ 3,288.56	\$ 3,196.76	\$ 799.19	\$ 799.19	\$ 799.19	\$ 12,171.45	\$ 146,057.40
2023	\$ 3,338.56	\$ 3,338.56	\$ 3,196.76	\$ 799.19	\$ 799.19	\$ 799.19	\$ 12,271.45	\$ 147,257.40
Total / Facility	\$ 9,865.68	\$ 9,865.68	\$ 9,590.28	\$ 2,397.57	\$ 2,397.57	\$ 2,397.57		\$ 438,172.20
Signature	PSB	Municipal Building	Library	Tennis Center	Public Works	Range	Per Month Total	Annual Total
2021	\$ 2,250.00	\$ 2,450.00	\$ 2,450.00	\$ 425.00	\$ 725.00	\$ 425.00	\$ 8,725.00	\$ 104,700.00
2022	\$ 2,270.00	\$ 2,450.00	\$ 2,470.00	\$ 435.00	\$ 735.00	\$ 435.00	\$ 8,795.00	\$ 105,540.00
2023	\$ 2,290.00	\$ 2,470.00	\$ 2,480.00	\$ 445.00	\$ 745.00	\$ 445.00	\$ 8,875.00	\$ 106,500.00
Total / Facility	\$ 6,810.00	\$ 7,370.00	\$ 7,400.00	\$ 1,305.00	\$ 2,205.00	\$ 1,305.00		\$ 316,740.00

The cleaning services are for the Municipal Building, Public Safety Center, Library, Public Works Building, Firing Range, and Tennis Center. The contract runs a 12-month term, from January 1, 2021 – December 31, 2021 followed by two (2) consecutive renewal options coinciding with the calendar year. The low bid was submitted by Checklist Facilities Maintenance.

The annual cost of the current custodial contract is \$104,820. The annual cost proposed by Checklist Facilities for 2021, 2022 and 2023 is \$91,200 which is a 7.7% reduction from the current contractual custodial services cost.

Recommended Action: Move to award the Custodial Services contract for the custodial building maintenance to Checklist Facilities Maintenance in the amount of \$91,200 for the year 2021.

MR 10. Consideration of the expenditure list for September totaling \$4,663,280.69. - *approved*

Recommended Action: Move to approve the expenditure list for September totaling \$4,663,280.69.

LF 11. Departmental reports. - *filed*

Recommended Action: Ask that the reports be received and filed.

CG 12. Adjournment.