

TO: Mt. Lebanon Commission
FROM: Keith A. McGill, Municipal Manager
DATE: December 4, 2020
SUBJECT: Agenda – Regular Meeting – December 8, 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 (presentation of gift/last meeting).**
- CG 3. Citizens Comments.**
- LF 4. Consideration of the [minutes](#) from the Adjourned Meeting held November 24, 2020. - passed**

Recommended Action: Move to approve the minutes.

- SS 5. Public hearing and consideration of Ordinance ([Bill No. 11-20](#)) concerning the Municipality’s 2021 Budget. - passed**

The Commission held budget work sessions on November 7, November 14, November 19, and November 30. A public hearing was held November 10 to comment on the Manager’s 2021 recommended budget. A second public hearing is being held tonight regarding any Commission revisions to the manager’s recommended budget. The amendments are displayed.

Recommended Action:

CG	1. Conduct the public hearing.
SS	2. Move to enact Ordinance (Bill No. 11-20).

Amendments to the 2021 Manager's Recommended Budget

Department	Decision Unit	Item	Funding Source						
			General Fund	State Hwy Aid Fund	Sewage Fund	Storm Water Fund	Capital Proj. Fund	Total Gov't Funds	Parking Fund
Initial Revenue Budgets			\$38,399,540	\$ 832,070	\$ 12,595,300	\$ 1,519,000	\$ 6,579,200	\$59,925,110	\$ 1,779,200
2021 Budget Revenue Amendments									
Capital Improvements	Contributions	SCBA Contributions from VFC	28,100	-	-	-	-	28,100	-
Public Works	Contributions	Sidewalk Assessments	73,500	-	-	-	-	73,500	-
Recreation	Contributions	Recreation Master Plan - Sports Organizations	16,900	-	-	-	-	16,900	-
Animal Control	Charges for Service	Community Contribution for Animal Control Truck	24,150	-	-	-	-	24,150	-
Fund Balance	Fund Balance	Fund Balance Enhancement	2,500	-	-	-	-	2,500	-
Fund Balance	Fund Balance	Fund Balance Enhancement	(128,660)	-	-	-	-	(128,660)	-
Fund Balance	Use of Fund Balance	2020 Carryovers	1,296,720	-	-	-	-	1,296,720	-
Capital Improvements	Grant Revenue	N. Wren/Bower Hill Traffic (GLG)	-	-	-	-	170,000	170,000	-
Capital Improvements	Grant Revenue	Washington Road Streetscape Grants	-	-	-	-	1,041,500	1,041,500	-
Capital Improvements	Use of 2019 Bond Proceeds	Washington Road Streetscape	-	-	-	-	2,672,500	2,672,500	-
Capital Improvements	Use of 2019 Bond Proceeds	Library Roof Replacement	-	-	-	-	755,000	755,000	-
Capital Improvements	Use of 2019 Bond Proceeds	Public Works Culvert	-	-	-	-	215,000	215,000	-
Capital Improvements	Grant Revenue	Bower Hill and Washington Road Improvements	-	-	-	-	184,560	184,560	-
Capital Improvements	Use of 2019 Bond Proceeds	Bower Hill and Washington Road Improvements	-	-	-	-	81,440	81,440	-
Capital Improvements	Grant Revenue	Grant-Bower Hill and Segar Road Improvements	-	-	-	-	83,590	83,590	-
Fund Balance	Use of Fund Balance	2020 Bond Refinance Proceeds	-	-	-	-	345,560	345,560	-
Fund Balance	Use of Fund Balance	2020 Carryovers	-	-	-	-	75,000	75,000	-
Operating Transfers	Capital Projects Fund	Transfer from General Fund	-	-	-	-	144,760	144,760	-
Amended Revenue Budgets			\$39,712,750	\$ 832,070	\$ 12,595,300	\$ 1,519,000	\$ 12,348,110	\$67,007,230	\$ 1,779,200
Initial Expenditure Budgets			\$38,399,540	\$ 832,070	\$ 12,595,300	\$ 1,519,000	\$ 6,579,200	\$59,925,110	\$ 1,874,600
2021 Budget Expenditure Amendments									
Recreation	Multiple Functions	Retirement of Rec Center Manager	(4,000)	-	-	-	-	(4,000)	-
Public Works	Multiple Functions	Reduction in Cleaning Contract	(19,340)	-	-	-	-	(19,340)	-
Police	Police Field Services	(2) LPR Equipment Upgrades (General Fund Only)	25,110	-	-	-	-	25,110	-
Police	Police Field Services	(1) LPR Equipment Upgrades (General Fund Only)	12,550	-	-	-	-	12,550	-
Public Works	Pedestrian Routes	SL4 - Additional Root Damaged Sidewalk Repairs	40,000	-	-	-	-	40,000	-
Public Works	Refuse Collection	SL2 - Move to Fee based paper shredding	(12,000)	-	-	-	-	(12,000)	-
Public Works	Parks Maintenance	SL5 - Invasive Species	5,000	-	-	-	-	5,000	-
Public Works	Parks Maintenance	SL4 - Additional Deer Management	(6,000)	-	-	-	-	(6,000)	-
General Government	Information Services	SL7 - Meeting Room Technology	2,400	-	-	-	-	2,400	-
Human Services	Outreach	SL4 - Additional Service (partnership with MLPD)	10,000	-	-	-	-	10,000	-
Human Services	Outreach	SL3 - Additional Contribution (community outreach)	3,000	-	-	-	-	3,000	-
Human Services	Community Organizations	SL3 - Mt. Lebanon Partnership	10,000	-	-	-	-	10,000	-
Fire	Emergency Management	SL2 - Pandemic Supplies	10,000	-	-	-	-	10,000	-
Capital Improvements	Municipal Building	SL5 - Building Security Door Systems	-	-	-	-	43,060	43,060	-
Capital Improvements	Municipal Building	SL7 - Southern Facade Repair	-	-	-	-	27,500	27,500	-
Capital Improvements	Public Safety Center	SL4 - Building Security Door Systems	-	-	-	-	20,000	20,000	-
Capital Improvements	Public Safety Center	SL10 - Entry Door Concrete/Door Replacements	-	-	-	-	35,000	35,000	-
Capital Improvements	Public Safety Center	SL9 - Concrete Apron and Sidewalk Replacement	-	-	-	-	30,000	30,000	-
Capital Improvements	Platform Tennis	Renovation of Warming Hut	-	-	-	-	30,000	30,000	-
Fund Balance	Fund Balance	Fund Balance Enhancement	(42,880)	-	-	-	-	(42,880)	-
Operating Transfers	Capital Projects Fund	Transfer to Capital Projects Fund	(160,000)	-	-	-	-	(160,000)	-
Subtotal: Budget Amendments			(126,160)	-	-	-	185,560	59,400	-
2020 Carryovers to 2021 Budget									
Operating Expenditures									
Public Works	Parks Maintenance	Deer Management	21,830	-	-	-	-	21,830	-
Public Works	Refuse Collection	Recycling and Refuse Outreach/Education	17,430	-	-	-	-	17,430	-
Public Works	Refuse Collection	Glass Recycling	38,070	-	-	-	-	38,070	-
Public Works	Pedestrian Routes	ADA Ramps	25,000	-	-	-	-	25,000	-
Public Works	Traffic Planning and Signals	Traffic Calming	35,000	-	-	-	-	35,000	-
Recreation	Community Center	Recreation Center Sidewalk Repairs	40,000	-	-	-	-	40,000	-
General Government	Information Services	Municipal Website Redesign	25,000	-	-	-	-	25,000	-
Public Works	Pedestrian Routes	Residential Assessment Program	105,000	-	-	-	-	105,000	-
Public Works	Parks Maintenance	Parks Master Plan	80,000	-	-	-	-	80,000	-
Recreation	Recreation Management	Recreation Master Plan	33,800	-	-	-	-	33,800	-
Public Works	Parks Maintenance	Invasive Species	1,730	-	-	-	-	1,730	-
Recreation	Ice Center	Ice Rink Bleacher Railings	50,100	-	-	-	-	50,100	-
Recreation	Swim Center	Diving Platform	18,000	-	-	-	-	18,000	-
General Government	Public Information Office	Implementation of communications plan	12,860	-	-	-	-	12,860	-
Recreation	Tennis Center	Tennis Center Wall	26,500	-	-	-	-	26,500	-
Human Services	Outreach	Outreach and Library - Coordination of enhanced programming	5,000	-	-	-	-	5,000	-
Public Works	Forestry	Forestry Contracted Services	15,000	-	-	-	-	15,000	-
Public Safety	Animal Control	Animal Control Truck	34,500	-	-	-	-	34,500	-
Public Works	Parks Maintenance	Pickleball Striping Allocation	1,500	-	-	-	-	1,500	-
Public Works	Public Safety Center	Engineering for Building Improvements	43,600	-	-	-	-	43,600	-
Capital Expenditures									
Public Works	Capital Improvements	Robb Hollow Park-Cedar Blvd Path	34,160	-	-	-	-	34,160	-
Fire	Capital Improvements	Self-Contained Breathing Apparatus	463,530	-	-	-	-	463,530	-
Public Works	Capital Improvements	Crosswalk Installations	-	-	-	-	50,000	50,000	-
Public Works	Capital Improvements	GLG Grant-N Wren/Firwood/BH	-	-	-	-	170,000	170,000	-
Public Works	Capital Improvements	Library Building - Solar Panels	-	-	-	-	149,660	149,660	-
Public Works	Capital Improvements	Library Building - Roof Replacement	-	-	-	-	755,000	755,000	-
Public Works	Capital Improvements	Washington Road Streetscape	-	-	-	-	3,714,000	3,714,000	-
Public Works	Capital Improvements	Public Works Culvert	-	-	-	-	290,000	290,000	-
Public Works	Capital Improvements	Bower Hill and Washington Road Improvements	-	-	-	-	266,000	266,000	-
Public Works	Capital Improvements	Bower Hill and Segar Road Improvements	-	-	-	-	83,590	83,590	-
Parking	South Garage	South Garage Entry Sign	-	-	-	-	-	-	20,000
Parking	Meter Enforcement	Parking LPR Implementation	-	-	-	-	-	-	82,500
Assignment Carryovers									
Public Works	Capital Improvements	Sidewalk Improvements	-	-	-	-	50,000	50,000	-
Public Works	Capital Improvements	Private Street Contribution	-	-	-	-	50,000	50,000	-
Public Works	Capital Improvements	Traffic Pedestrian Upgrades	-	-	-	-	5,100	5,100	-
Recreation	Community Center	Digital Video Security System	7,000	-	-	-	-	7,000	-
Operating Transfers	Capital Projects Fund	Transfer to Capital Projects Fund	304,760	-	-	-	-	304,760	-
Subtotal: Carryovers			1,439,370	-	-	-	5,583,350	7,022,720	102,500
Amended Expenditure Budgets			\$39,712,750	\$ 832,070	\$ 12,595,300	\$ 1,519,000	\$ 12,348,110	\$67,007,230	\$ 1,977,100

AF 6. **Consideration of Ordinance (Bill No. 12-20) fixing the tax rate for the year 2021. - 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 10, 2020.

Recommended Action: Move to enact Ordinance (Bill No. 12-20).

MR 7. **Consideration of Ordinance (Bill No. 13-20) establishing compensation for employees for 2021. - passed**

This ordinance establishes the pay rates and levels for employees, including those covered by collective bargaining for 2021. It also sets hours of work and overtime, longevity and fringe benefits. This ordinance was introduced November 24, 2020.

Recommended Action: Move to enact Ordinance (Bill No. 13-20).

LF 8. **Consideration of Resolution No. R-20-20 adopting the Capital Improvement Program (CIP) for 2021-2025. - passed**

As required by the Charter, the Capital Improvement Program (CIP) for 2021-2025 was submitted to the Commission on August 1, 2020. Copies of the document were placed at the library, municipal building and website. A public hearing was held October 13, 2020.

Recommended Action: Move to adopt Resolution No. R-20-20.

SS 9. **Consideration of Resolution No. R-21-20 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-21-20.

AF 10. **Consideration of Resolution No. R-22-20 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-22-20.

MR 11. **Consideration of Resolution No. R-23-20 adopting the 2021 Comprehensive Fee Schedule.** - passed

The Commission has reviewed and is now approving the proposed 2021 Comprehensive Fee Schedule for municipal operations and activities.

Recommended Action: Move to adopt Resolution No. R-23-20.

LF 12. **Consideration of Resolution No. R-24-20 establishing employee contributions to the pension plans for 2021.** - 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 2021 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-24-20.

AF 13. **Consideration of Resolution No. R-25-20, amending the Mt. Lebanon Flexible Benefit Plan.** - passed

The CARES Act allowed additional items to be reimbursed in a Health Care Flexible Spending Plan. This resolution incorporates that change into the Mt. Lebanon plan. It also formally incorporates summary documents into the terms of the Cafeteria Plan, and grants amendment authority to the Manager.

Recommended Action: Move to adopt Resolution No. R-25-20.

SS 14. Introduction of a conditional use request for the modification of an existing conditional use plan at 1300 Bower Hill Road.- *introduced*

Concordia of Mt. Lebanon operates an existing facility as a conditional use at 1300 Bower Hill Road. Concordia is seeking to expand their existing facility by constructing a covered walkway to connect the primary structure with the parking garage structure. Additionally, Concordia is seeking to construct a roof on the parking structure and alter the parking alignments near the main entrance to the building. The property is zoned as R-2 Single-Family Residential with a Continuing Care Overlay and has an existing Conditional Use Approval. The applicant is seeking a revision to the existing Conditional Use Approval to include the extension of the primary structure, the parking garage roof, and the altered parking alignments.

The Planning Board recommended approval of the conditional use request on November 17, 2020. The Planning Board granted preliminary approval to the Site Plan on November 17, 2020.

Recommended Action: SS 1. Introduce the Conditional Use request.
CG 2. Set the public hearing for Tuesday, January 12, 2021.

LF 15. Consideration of appointments to fill unexpired terms on the Library Board. -*passed*

Recommended Action: Move to appoint Christine Menand of Jefferson Drive to fill an unexpired term ending March 31, 2021, Lorna Kearns of Theodan Drive to fill an unexpired term ending March 31, 2022, and Mary Menk of Pennsylvania Blvd. to fill an unexpired term ending March 31, 2023.

MR 16. Reappointment to Medical Rescue Team South Authority (MRTSA). - *passed*

Recommended Action: Move to reappoint Steve Silverman to a new five-year term ending December 31, 2025.

AF 17. Consideration of Bids for Self-Contained Breathing Apparatus. - *passed*

Bids for Self-Contained Breathing Apparatus (SCBA) for the Fire Department were received on November 13, 2020. The current units will be 15 years old in April of 2021 and will no longer meet DOT and NFPA requirements. The bid includes the replacement of 65 self-contained breathing apparatus, 50 45-minute spare breathing air cylinders, 20 spare facepieces, five rapid intervention packs, 15 spare regulators, four supplied air respirators, and four 60-minute cylinders. Two bids were received as follows:

Vendor	Bid Amount
Pro-Am Safety	\$463,528.85
Mid-Atlantic Fire & Air	\$464,015.75

The amount allotted in the 2020 Capital Improvement Project Budget for this item was \$515,000. The fire department applied for a federal FIRE Act Grant in the amount of \$189,000 towards this purchase, but the department did not receive grant funding. The volunteer fire department relief association will contribute \$28,128.25, for a total municipal cost of \$435,400.60. The general fund capital budget has capacity to make up for the grant not being funded.

Recommended Action: Move to award the contract for self-contained breathing apparatus to Pro-Am Safety, Inc., for a total price of \$463,528.85.

SS 18. **Consideration of the expenditure list for November totaling \$4,967,245.12.** - *passed*

Recommended Action: Move to approve the expenditure list for November totaling \$4,967,245.12.

MR 19. **Department reports.** - *filed*

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

CG 20. **Adjournment.**