

MINUTES OF THE REGULAR MEETING DECEMBER 8, 2020 OF THE MT. LEBANON COMMISSION

The Commission of Mt. Lebanon, Pennsylvania, held a virtually run Adjourned Meeting at 8:00 P.M., on Tuesday, December 8, 2020. Commission President Craig Grella called the meeting to order and led in the Pledge of Allegiance to the Flag. Manager McGill called the roll. Present were Commissioners Andrew Flynn, Leeann Foster, Mindy Ranney, Steve Silverman, and Craig Grella. Also present were Assistant Manager/Planner McMeans, Police Chief Lauth, Fire Chief Sohyda, Finance Director McCreery, Public Works Director Sukal, I.T. Manager Schalles, Library Director Vittek, Chief Building Inspector Sarver, Finance Assistant Director Windstein, and Public Information Officer Lilley. Also present were Phil Weis of the solicitor's office and Dan Deiseroth of the engineer's office.

COMMISSION/MANAGER'S ANNOUNCEMENTS

Manager McGill summarized the information that was reviewed during the discussion session, including a discussion on the brick street policy, review of bids for the library roof replacement, review of the Comprehensive Plan, and heard from commission liaisons on activities with various boards and authorities.

Manager McGill stated that prior to this meeting, the Commission met in executive session to receive legal advice from the solicitor on various legal issues as well as review board and authority appointments. He stated that the organizational meeting is scheduled for Monday, January 4, 2021, at 8 p.m., to be held remotely. The next regular meeting is scheduled to be held on Tuesday, January 12, 2021, at 8 p.m., to be held remotely, with the discussion session meeting starting at approximately 6:30 p.m., to be held remotely, and the executive session starting at approximately 6 p.m. He noted that Mt. Lebanon is taking precautionary measures to stay safe.

Ms. Ranney said the Mt. Lebanon Commission would like to remind residents that the state of Pennsylvania is under a stay-at-home advisory and that your actions during this pandemic have consequences for others during this period of rapid COVID-19 case spread. Please consider this as you plan your daily routine and holiday activities. We value all of our residents, and we want to do our part to halt the striking increase in cases. Remember when you leave your home to wear your mask indoors at all times and outdoors when you cannot consistently maintain six feet of separation. Select contact-free options whenever possible and keep your celebrations to those within your household.

Mt. Lebanon Emergency Management continues to prepare for all situations, but they can't do it alone. We do our best work when we work together. This continues to be a very fluid situation. As there are further changes that impact Mt. Lebanon, we will update our website accordingly. You can always find a list of COVID cancellation and closure notices, as well as important updates and resources on our website, 24 hours a day, at mtlebanon.org/corona.

The Commission would like to thank all of our first responders and first line health care workers. We know that this surge has hit you the hardest, yet you continue to give. You have our gratitude and our support for all your sacrifices.

Mt. Lebanon and Dormont residents who need errands, such as urgently needed food and prescriptions, can still get help from Neighborhood Aid. A call to 412-253-4104 or a visit

to *Neighborhoodaid.org* will connect you with a large volunteer network to get you the help you need. The service is free, although you are expected to pay for purchases you request. The Mt. Lebanon Public Library can come to the rescue if you're bored at home. This month, the library is sharing its Home for the Holidays lineup of virtual programs, activities, book lists, craft ideas, and more at *mtlebanonlibrary.org/holidays*. They'll be adding new content throughout the month, so check back regularly!

The Mt. Lebanon public information office is now taking applications for summer internship positions. Applicants should be rising juniors or seniors and enrolled in a college journalism, communications or public relations program with excellent writing skills. It is unpaid but it can be completed for college credit if your school allows. You will get a solid grounding in writing for the web and magazines and you will learn a lot about local government. Details at *mtlebanon.org*.

The Mt. Lebanon Partnership has put together an outdoor elf rescue. The elf search and rescue has begun. If your kids want to help, you can find elves in our storefront windows on Washington Road and Beverly Road. Take a picture with your phone and rescue as many elves as you can. The children who find the most elves will win a prize. Good luck with your search!

**JUNIOR COMMISSIONER JACK HARRIGAN
COMMENTS (PRESENTATION OF GIFT/LAST MEETING)**

Junior Commissioner Jack Horrigan stated that Pennsylvania is the only state that doesn't use radar to curb speeding. He asked that the commission reach out to the state again regarding this matter.

Mr. Grella thanked Mr. Horrigan for a job well done as Junior Commissioner, and he presented Mr. Horrigan with a gift.

CITIZENS COMMENTS

Michelle Heck of 511 Oxford Boulevard spoke about COVID, stating that it is her hope that our leadership conveys to the public in every format possible that we have, the seriousness of the situation.

**CONSIDERATION OF THE MINUTES FROM THE
THE ADJOURNED MEETING HELD NOVEMBER 24, 2020**

Ms. Foster moved and Mr. Silverman seconded to approve the minutes. The vote was called. The motion carried unanimously.

**PUBLIC HEARING AND CONSIDERATION OF ORDINANCE
(BILL NO. 11-20) CONCERNING THE MUNICIPALITY'S 2021 BUDGET**

Mr. Silverman said 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.

Minutes of the December 8, 2020 Regular Meeting of the Mt. Lebanon Commission

Amendments to the 2021 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			\$ 38,399,540	\$ 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									
2021 Budget Expenditure Amendments			\$ 38,399,540	\$ 832,070	\$ 12,595,300	\$ 1,519,000	\$ 6,579,200	\$ 59,925,110	\$ 1,874,600
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 - Continuation 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

Mr. Grella declared the public hearing opened.

Because there were no comments, Mr. Grella declared the public hearing closed.

Mr. Silverman moved and Ms. Foster seconded to enact Ordinance (Bill No. 11-20). The vote was called. The motion carried unanimously.

**CONSIDERATION OF ORDINANCE (BILL NO. 12-20)
FIXING THE TAX RATE FOR THE YEAR 2021**

Mr. Flynn said 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.

Mr. Flynn moved and Ms. Ranney seconded to enact Ordinance (Bill No. 12-20). The vote was called. The motion carried unanimously.

**CONSIDERATION OF ORDINANCE (BILL NO. 13-20)
ESTABLISHING COMPENSATION FOR EMPLOYEES FOR 2021**

Ms. Ranney said 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.

Ms. Ranney moved and Mr. Flynn seconded to enact Ordinance (Bill No. 13-20). The vote was called. The motion carried unanimously.

**CONSIDERATION OF RESOLUTION NO. R-20-20 ADOPTING
THE CAPITAL IMPROVEMENT PROGRAM (CIP) FOR 2021-2025**

Ms. Foster said 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.

Ms. Foster moved and Mr. Silverman seconded to adopt Resolution No. R-20-20. The vote was called. The motion carried unanimously.

**CONSIDERATION OF RESOLUTION NO. R-21-20 DESIGNATING A DEPOSITORY
FOR THE FUNDS OF MT. LEBANON FOR ALL PRIMARY BANKING ACTIVITIES**

Mr. Silverman said 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.

Mr. Silverman moved and Ms. Foster seconded to adopt Resolution No. R-21-20. The vote was called. The motion carried unanimously.

**CONSIDERATION OF RESOLUTION NO. R-22-20
DESIGNATING A DEPOSITORY FOR THE FUNDS OF MT. LEBANON**

Mr. Flynn said 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.

Mr. Flynn moved and Ms. Ranney seconded to adopt Resolution No. R-22-20. The vote was called. The motion carried unanimously.

**CONSIDERATION OF RESOLUTION NO. R-23-20
ADOPTING THE 2021 COMPREHENSIVE FEE SCHEDULE**

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

Ms. Ranney moved and Mr. Flynn seconded to adopt Resolution No. R-23-20. The vote was called. The motion carried unanimously.

**CONSIDERATION OF RESOLUTION NO. R-24-20 ESTABLISHING
EMPLOYEE CONTRIBUTIONS TO THE PENSION PLANS FOR 2021**

Ms. Foster said 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

Ms. Foster moved and Mr. Silverman seconded to adopt Resolution No. R-24-20. The vote was called. The motion carried unanimously.

**CONSIDERATION OF RESOLUTION NO. R-25-20
AMENDING THE MT. LEBANON FLEXIBLE BENEFIT PLAN**

Mr. Flynn said 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.

Mr. Flynn moved and Ms. Ranney seconded to adopt Resolution No. R-25-20. The vote was called. The motion carried unanimously.

**INTRODUCTION OF A CONDITIONAL USE REQUEST FOR THE MODIFICATION
OF AN EXISTING CONDITIONAL USE PLAN AT 1300 BOWER HILL ROAD**

Mr. Silverman said 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.

The Conditional Use request was introduced, and the public hearing was set for Tuesday, January 12, 2021.

**CONSIDERATION OF APPOINTMENTS TO FILL
UNEXPIRED TERMS ON THE LIBRARY BOARD**

Ms. Foster moved and Mr. Silverman seconded 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 Boulevard to fill an unexpired term ending March 31, 2023. The vote was called. The motion carried unanimously.

REAPPOINTMENT TO MEDICAL RESCUE TEAM SOUTH AUTHORITY (MRTSA)

Ms. Ranney moved and Mr. Flynn seconded to reappoint Steve Silverman to a new five-year term ending December 31, 2025. The vote was called. The motion carried unanimously.

CONSIDERATION OF BIDS FOR SELF-CONTAINED BREATHING APPARATUS

Mr. Flynn said 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.

Mr. Flynn moved and Ms. Ranney seconded to award the contract for self-contained breathing apparatus to Pro-Am Safety, Inc., for a total price of \$463,528.85. The vote was called. The motion carried unanimously.

**CONSIDERATION OF THE EXPENDITURE
LIST FOR NOVEMBER TOTALING \$4,967,245.12**

Mr. Silverman moved and Ms. Foster seconded to approve the expenditure list for November totaling \$4,967,245.12. The vote was called. The motion carried unanimously.

DEPARTMENTAL REPORTS

Ms. Ranney asked that the reports be received and filed.

Mr. Grella gave closing remarks, thanking the commissioners and municipal staff for their work over the past year.

ADJOURNMENT

The meeting was adjourned at 8:45 p.m.