

**MINUTES OF THE REGULAR MEETING DECEMBER 12, 2017  
OF THE MT. LEBANON COMMISSION**

The Commission of Mt. Lebanon Pennsylvania held a Regular Meeting at 8:00 P.M., on Tuesday, December 12, 2017, at the Municipal Building. Commission President David Brumfield called the meeting to order and led in the Pledge of Allegiance to the Flag. Manager Keith McGill called the roll. Present were Commissioners Kelly Fraasch, Steve McLean, Steve Silverman, and Dave Brumfield. Commissioner John Bendel was not present. Also present were Assistant Manager McMeans, Police Chief Lauth, Public Works Director Sukal, Finance Director McCreery, Recreation Director Donnellan, Fire Chief Sohyda, and Assistant Finance Director Weinstein. 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 presentation on the firing range site plan, reviewed the 2018 recommended budget amendments, and heard Commission comments regarding activities of boards and authorities.

Manager McGill stated that prior to the meeting, the Commission met in executive session to receive legal advice from the solicitor on several issues, and conducted the manager's review. The next Commission meeting is the organizational meeting scheduled for Tuesday, January 2, 2018, at 8 p.m. The next regular Commission meeting is scheduled for Tuesday, January 9, 2018, at 8 p.m. The discussion session will also begin at approximately 6:30 p.m. in Room C

Mr. Silverman stated that tonight it the first night of the eight-day Jewish holiday Chanukah, known as the festival of lights. There is a free event called South Hills Lights at the Galleria on Wednesday at 6 p.m. He also stated that the Mt. Lebanon Police Association is collecting winter coats, hats, scarves and outwear for the Salvation Army through Saturday. There is a drop-off box in the basement lobby of the public safety center. He also stated that if you are elderly and need assistance with shoveling your sidewalk, students at the high school are volunteering their time to assist. Contact Judith Kolko at 412-344-2105 or email her at jkolko@mtlisd.net. He stated that the community relations board is accepting nominations for the Community Service Award; the deadline is February 19. He also noted that the library has tickets for the upcoming event Brews for a Chili Night VIII scheduled for Saturday, January 27, at 6 p.m.

**JUNIOR COMMISSIONER KATHERINE IZZO COMMENTS**

Ms. Izzo stated the annual Mt. Lebanon Holiday Show will be held December 13, at 7 p.m. The proceeds will benefit five separate charities chosen by the student council. She also stated that Mt. Lebanon's percussion ensemble will be performing its 22<sup>nd</sup> annual event, Holiday Bells, Mallets and Drums, on Friday and Saturday at 7:30 p.m., with an additional show at 1 p.m. on Saturday. She also noted that the toy drive is underway at the high school.

Ms. Izzo thanked the Commission for giving her the opportunity to be the Junior Commissioner. Because of her experience, she is now considering majoring in finance or accounting at college.

Mr. Brumfield recognized Katherine Izzo, thanking her for her service, and presenting her with a gift.

**RECOGNITION OF STUDENT INTERNS**

Mr. Brumfield said 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.

Mr. Brumfield said the Municipality would like to recognize our two student interns, Thomas Heagy and Bryce McKain, who took part in the program during the fall semester of 2017 and thank them for their time and dedication to the program. Mr. Brumfield recognized the student interns, presenting them with a certificate and gift.

**CITIZEN COMMENTS**

Bill Hoon of 456 Coolidge Avenue spoke against funding for deer management.

Manny Bhojwani of 31 Lebanon Hills Drive spoke in support of the police officers, stating that they do a fine job. He spoke against paying officers overtime to become trained for certification tests, believing they should become trained on their own time. He also spoke about the cost of the firing range.

Dave Franklin of 739 Pinetree Road stated that he participated in the Citizens Fire Academy this year, and he found it to be fascinating and a great experience. He acknowledged Chief Sohyda and the firefighters, stating that they are the best professionals he has encountered in any profession. He also thanked Dave Brumfield for his passion for the community and the residents, and for his years of service.

Mary Birks of 560 Sunset Drive thanked Dave Brumfield for his service to the community over the past eight years, stating she has always admired his ability to work with anyone.

**CONSIDERATION OF THE MINUTES  
FROM THE ADJOURNED MEETING HELD NOVEMBER 27, 2017**

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

**PUBLIC HEARING AND CONSIDERATION OF ORDINANCE  
(BILL NO. 14-17) CONCERNING THE MUNICIPALITY'S 2018 BUDGET**

Ms. Fraasch said the Commission held budget work sessions to review the budget on November 13, November 20, and November 29. A public hearing was held November 14 to comment on the Manager's 2018 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.

Amendments to the 2018 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
<b>Initial Revenue Budgets</b>			<b>\$ 37,187,840</b>	<b>\$ 947,900</b>	<b>\$ 11,785,580</b>	<b>\$ 1,493,090</b>	<b>\$ 7,614,680</b>	<b>\$ 59,029,090</b>	<b>\$ 2,086,870</b>
Tax Collection	Eamed Income Tax	Additional 1% Estimated Collections	120,000	-	-	-	-	120,000	-
Public Works	Pedestrian Routes	Assessment Program Reimbursements	(70,000)	-	-	-	-	(70,000)	-
Public Safety	Police Crime Prevention	School Resource Officer (MLSD Contribution)	26,750	-	-	-	-	26,750	-
Public Safety	Animal Control	Addition of Bethel Park to Animal Control Coop.	70,000	-	-	-	-	70,000	-
Public Safety	Capital Improvements	Sale of Fire Pumper Truck	-	-	-	-	20,000	20,000	-
Operating Transfers	Operating Transfers	Transfers to Capital Projects Fund	-	-	-	-	242,380	242,380	-
Fund Balance	Fund Balance	Carryovers Use of Available Funds/Fund Balance	904,410	-	-	-	7,329,870	8,234,280	-
<b>Amended Revenue Budgets</b>			<b>\$ 38,239,000</b>	<b>\$ 947,900</b>	<b>\$ 11,785,580</b>	<b>\$ 1,493,090</b>	<b>\$ 15,206,930</b>	<b>\$ 67,672,500</b>	<b>\$ 2,086,870</b>
<b>Initial Expenditure Budgets</b>			<b>\$ 37,187,840</b>	<b>\$ 947,900</b>	<b>\$ 11,785,580</b>	<b>\$ 1,493,090</b>	<b>\$ 7,614,680</b>	<b>\$ 59,029,090</b>	<b>\$ 1,811,140</b>
<b>2018 Budget Expenditure Amendments</b>									
General Government	Employment Benefits	Reduction in Health Insurance Estimate	(90,260)	-	-	-	-	(90,260)	(4,010)
General Government	Financial Management	Real Estate Tax Appeals	(4,750)	-	-	-	-	(4,750)	-
Community Development	Community and Economic Development	Uptown Shopping/Dining Guide Update	2,000	-	-	-	-	2,000	-
Community Development	Community and Economic Development	Planning and Design - LRT Stairway/Parse Way	15,000	-	-	-	-	15,000	-
Community Development	Planning	Historic District Voluntary Guideline Development	6,000	-	-	-	-	6,000	-
Public Works	Pedestrian Routes	Additional Root Damaged Sidewalks	52,000	-	-	-	-	52,000	-
Public Works	Pedestrian Routes	Additional Sidewalk Repairs	11,800	-	-	-	-	11,800	-
Public Works	Pedestrian Routes	Residential Sidewalk Assessment Program	(100,000)	-	-	-	-	(100,000)	-
Public Works	Refuse Collection	Expanded Wood Waste Pickup	5,630	-	-	-	-	5,630	-
Public Works	Parks Maintenance	Twin Hills Park Invasive Control	20,000	-	-	-	-	20,000	-
Public Works	Equipment Maintenance	UST Leak Detection Module	5,800	-	-	-	-	5,800	-
Human Services	Library	Part-time Teen Librarian (25 hrs/week)	37,950	-	-	-	-	37,950	-
Human Services	Library	Personnel Cost Reduction	(13,900)	-	-	-	-	(13,900)	-
Recreation	Ice Rink	Full-time Maintenance Personnel	36,900	-	-	-	-	36,900	-
Recreation	Swimming Center	Picnic Tables	4,000	-	-	-	-	4,000	-
Recreation	Swimming Center	Vacuum	8,000	-	-	-	-	8,000	-
Public Safety	Police Administration	Policy Management Software	6,500	-	-	-	-	6,500	-
Public Safety	Police Support Services	Community-based Surveillance Cameras	40,000	-	-	-	-	40,000	-
Public Safety	Police Traffic Safety	StatTrak Data Collector	2,820	-	-	-	-	2,820	-
Public Safety	Police Crime Prevention	School Resource Officer (Partial year)	40,070	-	-	-	-	40,070	-
Public Safety	Animal Control	Addition of Bethel Park to Animal Control Coop.	70,000	-	-	-	-	70,000	-
<b>Subtotal: Budget Amendments</b>			<b>155,560</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>155,560</b>	<b>(4,010)</b>
<b>2017 Carryovers to 2018 Budget</b>									
<b>Operating Expenditures</b>									
General Government	Information Services	Mobile App Development	5,000	-	-	-	-	5,000	-
General Government	Employment Benefits	Investment Consultant	5,000	-	-	-	-	5,000	-
General Government	Legal Services	Other Counsel	26,500	-	-	-	-	26,500	-
Public Safety	Animal Control	Animal Control Vehicle	32,940	-	-	-	-	32,940	-
Public Works	Pedestrian Routes	ADA Sidewalk Ramps (2017)	14,250	-	-	-	-	14,250	-
Public Works	Refuse Collection	Recycling Outreach/Education	20,000	-	-	-	-	20,000	-
Public Works	Parks Maintenance	Deer Management	16,130	-	-	-	-	16,130	-
<b>Capital Expenditures</b>									
Public Works	Capital Improvements	Robb Hollow Greening	132,000	-	-	-	-	132,000	-
Recreation	Capital Improvements	Golf Course Sand Bunker Liners	64,190	-	-	-	-	64,190	-
Public Safety	Capital Improvements	Fire Pumper Truck	-	-	-	-	575,000	575,000	-
Public Works	Capital Improvements	Public Works Facility & Firing Range	-	-	-	-	6,711,870	6,711,870	-
Public Works	Capital Improvements	Cochran Road ADA Ramps	-	-	-	-	63,000	63,000	-
Public Works	Capital Improvements	Crosswalk Installations	-	-	-	-	50,000	50,000	-
<b>Assignment Carryovers</b>									
Public Works	Parks Maintenance	Deer Management	27,830	-	-	-	-	27,830	-
Public Works	Capital Improvements	Robb Hollow Improvements	27,950	-	-	-	-	27,950	-
Public Works	Capital Improvements	Mt. Lebanon Park Basketball Court Improvements	53,150	-	-	-	-	53,150	-
Public Works	Capital Improvements	Parks Lighting System	75,850	-	-	-	-	75,850	-
Recreation	Capital Improvements	Recreation Center Light Pole Replacement	145,430	-	-	-	-	145,430	-
Recreation	Platform Tennis	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>895,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,592,250</b>	<b>8,487,850</b>	<b>-</b>
<b>Amended Expenditure Budgets</b>			<b>\$ 38,239,000</b>	<b>\$ 947,900</b>	<b>\$ 11,785,580</b>	<b>\$ 1,493,090</b>	<b>\$ 15,206,930</b>	<b>\$ 67,672,500</b>	<b>\$ 1,807,130</b>

Mr. Brumfield declared the public hearing opened.

Manny Bhojwani of 31 Lebanon Hills Drive spoke in support of library services for teenagers. He spoke about other programs that he thought were wasteful spending, including yoga classes, which he stated the recreation department already holds yoga classes, vinyl and older dvd's.

Ms. Fraasch suggested setting up a meeting with Mr. Bhojwani, the library director, and herself to review his concerns.

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

Ms. Fraasch moved and Mr. Silverman seconded to enact Ordinance (Bill No. 14-17). The vote was called. The motion carried unanimously.

**CONSIDERATION OF ORDINANCE (BILL NO. 15-17)**  
**FIXING THE TAX RATE FOR THE YEAR 2018**

Mr. Silverman 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 14, 2017.

Mr. Silverman moved and Ms. Fraasch seconded to enact Ordinance (Bill No. 15-17). The vote was called. The motion carried unanimously.

**CONSIDERATION OF ORDINANCE (BILL NO. 16-17)**  
**ESTABLISHING COMPENSATION FOR EMPLOYEES FOR 2018**

Ms. Fraasch said this ordinance establishes the pay rates and levels for employees, including those covered by collective bargaining for 2018. It also sets hours of work and overtime, longevity and fringe benefits.

Ms. Fraasch moved and Mr. Silverman seconded to enact Ordinance (Bill No. 16-17). The vote was called. The motion carried unanimously.

**CONSIDERATION OF RESOLUTION NO. R-20-17**  
**ADOPTING THE CAPITAL IMPROVEMENT PROGRAM (CIP)**

Mr. McLean said the Capital Improvement Program (CIP) for 2018-2022 was submitted to the Commission on August 1, 2017. Copies of the document were placed at the library, municipal building and website. A public hearing was held October 10, 2017.

Mr. McLean moved and Mr. Silverman seconded to adopt Resolution No. R-20-17. The vote was called. The motion carried unanimously.

**CONSIDERATION OF RESOLUTION NO. R-21-17 DESIGNATING  
A DEPOSITORY FOR THE FUNDS OF MT. LEBANON**

Mr. McLean 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. McLean moved and Mr. Silverman seconded to adopt Resolution No. R-21-17. The vote was called. The motion carried unanimously.

**CONSIDERATION OF RESOLUTION NO. R-22-17 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. Fraasch seconded to adopt Resolution No. R-22-17. The vote was called. The motion carried unanimously.

**CONSIDERATION OF RESOLUTION NO. R-23-17  
ADOPTING THE 2018 COMPREHENSIVE FEE SCHEDULE**

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

Mr. McLean moved and Mr. Silverman seconded to adopt Resolution No. R-23-17. The vote was called. The motion carried unanimously.

**CONSIDERATION OF RESOLUTION NO. R-24-17 ESTABLISHING  
EMPLOYEE CONTRIBUTIONS TO THE PENSION PLANS FOR 2018**

Ms. Fraasch 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 2018 to the Mt. Lebanon Police, Fire and General Pension Plans are hereby established as follows:

<b><u>Police:</u></b>	4.5% of total compensation
<b><u>Fire:</u></b>	
Hired prior to August 28, 2011	5.0% of total compensation
Hired after August 28, 2011	5.0% of base salary and longevity
<b><u>General Employees:</u></b>	
Hired prior to January 1, 2012	5.0% of total compensation
Hired after January 1, 2012	5.0% of base salary and longevity

Ms. Fraasch moved and Mr. Silverman seconded to adopt Resolution No. R-24-17. The vote was called. The motion carried unanimously.

**CONSIDERATION OF FINAL APPROVAL OF  
MT. LEBANON FIRING RANGE LAND DEVELOPMENT PLAN**

Mr. Silverman said at its meeting on Tuesday, November 28, 2017, the Planning Board voted in favor of a motion to recommend final approval for the Mt. Lebanon Firing Range Land Development Plan.

All engineering comments related to the application have been satisfied.

The Municipality of Mt. Lebanon owns the property located at 1000 Pine Avenue where the Golf Course is currently. The municipality is requesting approval of a land development plan to construct a new free-standing structure adjacent to the golf course parking lot to be used as a firing range.

Mr. Silverman moved and Mr. McLean seconded to grant final approval of the Mt. Lebanon Firing Range Land Development Plan. The vote was called. Mr. McLean, Mr. Silverman and Mr. Brumfield voted in favor of the motion. Ms. Fraasch voted against the motion. The motion passed three to one.

**CONSIDERATION OF THE EXTENSION OF FINAL APPROVAL  
OF A LAND DEVELOPMENT PLAN FOR THE ST. CLAIR  
HOSPITAL CENTRAL UTILITY BUILDING LAND DEVELOPMENT PLAN**

Mr. Silverman said the Mt. Lebanon Commission granted final approval for the St. Clair Hospital Central Utility Land Development Plan and associated Development Agreement at a Commission meeting held on September 9, 2014.

Section 514 of the Mt. Lebanon Code, Chapter XVI ,Subdivision and Land Development states that if construction of a land development which has been granted final is not initiated and diligently pursued within one (1) year of the date of final approval, final approval shall expire immediately; provided however, that the Commission may grant a reasonable extension if a developer presents satisfactory evidence that difficulties have prevented the work from being initiated and/or diligently pursued.

At a prior Commission meeting, an extension of the approval was granted to and including December 31, 2017. By letter dated November 20, 2017, St. Clair Hospital is requesting an additional extension for the St. Clair Hospital Central Utility Land Development Plan and associated Development Agreement. The hospital is currently engaged in the planning process to construct a new Ambulatory Care Center adjacent to the existing hospital building. The hospital is currently analyzing their utility needs for the new facility, which may impact the capacity needed at the proposed Central Utility Plant. Once the analysis is complete, the hospital will be finalizing the process to advance the Central Utility Building project and expects to commence construction no later than December 31, 2018.

Mr. Silverman moved and Ms. Fraasch seconded to authorize the proper municipal officials to grant an extension of the deadline to initiate construction for the St. Clair Hospital Central Utility Land Development Plan and associated development agreement to and including December 31, 2018, conditioned on the execution of an amended development agreement and submission of a revised financial security to reflect a revised estimate of cost for the identified private improvements. The vote was called. The motion carried unanimously.

**CONSIDERATION OF COMMENCEMENT OF PENSION BENEFITS**

Ms. Fraasch said Mt. Lebanon sponsors three defined pension benefit plans for their employees: General Employees, Police and Firemen. The Commonwealth of Pennsylvania's Department of the Auditor General requires that all benefit commencements for the Police Pension Plan be approved by the Commission. It also recommends that all benefit commencements regardless of plan type be approved by the Commission.

The employee detailed below has requested benefit commencement commensurate with the terms of her respective pension plans.

<b>Employee Name Title</b>	<b>Pension Plan Department</b>	<b>Benefit Start Date</b>
Karen Hoffman Payroll Administrator	General Employees Finance	1/1/2018

Ms. Fraasch moved and Mr. Silverman seconded to approve benefit commencement for Karen Hoffman. The vote was called. The motion carried unanimously.

**APPOINTMENT TO MEDICAL RESCUE TEAM SOUTH AUTHORITY (MRTSA)**

Mr. McLean said on January 5, 2015, the Commission reappointed Mr. Brumfield to the board of directors with a term ending December 31, 2019. Mr. Brumfield is now leaving the Commission, resulting in a vacant position becoming available on the MRTSA board.

Mr. McLean moved and Mr. Silverman seconded to appoint Kelly Fraasch to a fill an unexpired term beginning January 1, 2018 and ending December 31, 2019. The vote was called. The motion carried unanimously.

**CONSIDERATION OF THE EXPENDITURE  
LIST FOR NOVEMBER TOTALING \$4,466,905.73**

Ms. Fraasch moved and Mr. Silverman seconded to approve the expenditure list for November totaling \$4,466,905.73. The vote was called. The motion carried unanimously.

**PRESENTATION OF RECOGNITION  
OF SERVICE TO COMMISSIONER BRUMFIELD**

The Commissioners read a commendation recognizing Commissioner Brumfield for his service to the community. The Commissioners presented a gift to outgoing Commission President Dave Brumfield. Mr. Brumfield gave remarks, stating that it was a pleasure working for the community.

**ADJOURNMENT**

The meeting adjourned at 8:56 p.m.