

MINUTES OF THE ADJOURNED MEETING OCTOBER 27, 2020 OF THE MT. LEBANON COMMISSION

The Commission of Mt. Lebanon, Pennsylvania, held an Adjourned Meeting at 8:00 P.M., on Tuesday, October 27, 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 (remotely), Leeann Foster (remotely), Mindy Ranney (remotely), Steve Silverman (remotely), and Craig Grella. Also present were Assistant Manager/Planner McMeans, Police Chief Lauth, Finance Director McCreery (remotely), Public Works Director Sukal (remotely), I.T. Manager Schalles, Business Districts Officer Milliron, Library Director Vittek (remotely), and Public Information Officer Lilley (remotely). Also present were Phil Weis of the solicitor's office (remotely) and Dan Dieseroth of the engineer's office.

COMMISSION/MANAGER'S ANNOUNCEMENTS

Manager McGill summarized the information that was reviewed during the discussion session, including a schematic design for Vibrant Uptown, an update on the financial roadmap of municipal revenues, an update on the status of LPR, and heard Commission liaison 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. After tonight's meeting, we will go back into executive session to continue the discussion. He stated that the next regular meeting is scheduled to be held on Tuesday, November 10, 2020, at 8 p.m., in Commission Chambers with the discussion session meeting starting at approximately 6:30 p.m., to be held in Room C, and the executive session starting at approximately 6 p.m. He noted that Mt. Lebanon is taking precautionary measures to stay safe, and any resident attending must wear a mask, as well as social distance, where chairs are already appropriately spaced. Room C will also be available in the event of an overflow.

Mr. McGill stated that the budget workshops will occur on Saturday, November 7, at 9 a.m.; Saturday, November 14, at 9 a.m.; and, on Thursday, November 19, at 5:30 p.m. Registration links will be available on the municipal website to allow resident to view the workshops in real time.

Ms. Ranney said Election Day is Tuesday, November 3. Polls will be open from 7 a.m. to 8 p.m. Allegheny County manages all polling places, and assignments and sites are NOT being consolidated for this election as they were in the primary. All registered voters will receive a postcard to remind them of their assigned polling place. You also can search for your polling place on our website by going to ***mtlebanon.org*** and looking in the "trending now" section. If you have further questions, call the Allegheny County Elections Division at 412-350-4500 during business hours. If you typically vote at St. Bernard, you go to St. Bernard on November 3. Elementary school = same. No one is voting at the Mt. Lebanon High School on November 3.

The Commission wishes to congratulate Mt. Lebanon Police Lieutenant Mark Rayburg on his retirement on October 24. Mark has proudly served the department and Mt. Lebanon community for 22 years. Prior to joining the MLPD, Mark worked for the City of Erie Police Department for three years. In addition to his service to the Mt. Lebanon community, Mark served in the United States Army for 27 years, retiring at the rank of Lieutenant Colonel in the Pennsylvania National Guard. During his military career, he was deployed to Iraq in 2005. In addition to his time spent in the Patrol Unit, Lt. Rayburg was most recently assigned as the

supervisor of the MLPD Traffic Unit. We wish Mark well in his future endeavors and thank him for his selfless and dedicated service.

This Friday, October 30, is your last chance to fill out a 1- to 2-minute survey about your thoughts on Mt. Lebanon's brick streets. The survey, compiled by a graduate class at Carnegie Mellon University, is available at mtlebanon.org under "trending now."

A reminder that Mt. Lebanon will honor all who served at our Virtual Veterans Day ceremony, Wednesday, November 11, at 5 p.m., on the municipality's Facebook page. The keynote speaker will be Mt. Lebanon resident Commander Brandon Smith, commander of the Navy Talent Acquisition Group, in Pittsburgh. Boy Scout Group 284 will present the colors and give the Pledge of Allegiance, and the high school Triple Trio will perform the National Anthem. Please join us online.

JUNIOR COMMISSIONER JACK HORRIGAN COMMENTS

Junior Commissioner Jack Horrigan stated the school re-opened on a hybrid basis, but not a lot of the student body is in attendance on any given day. He spoke about the commissioners having a joint meeting with the school board, stating the last time this occurred, was eight years ago. He also spoke in support of the Vibrant Uptown project and about recreation being a vital part of a community.

Mr. McGill stated that the administration from the municipality frequently is in contact with the administration from the school district. He explained the purpose of joint meetings in the past and why they were held.

CITIZENS COMMENTS

Bill Hoon of 456 Coolidge Avenue spoke about COVID. He also spoke about deer being able to swim across rivers, cross four-lane highways, etc. He said that the main source of food for deer is vegetation, and they are good for the environment since they spread seeds from their waste.

CONSIDERATION OF THE MINUTES FROM THE THE REGULAR MEETING HELD OCTOBER 13, 2020

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

PUBLIC HEARING AND CONSIDERATION OF 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

Ms. Ranney said this ordinance updates the fees that may be collected for unpaid taxes, tax claims, tax liens, municipal claims and municipal liens.

Ordinance (Bill No. 7-20) was introduced on October 13, 2020.

Mr. Grella declared the public hearing opened.

There were no comments.

Mr. Grella declared the public hearing closed.

Ms. Ranney moved and Mr. Flynn seconded to enact Ordinance (Bill No. 7-20). The vote was called. The motion carried unanimously.

**INTRODUCTION OF ORDINANCE (BILL NO. 8-20) AMENDING THE 2020 BUDGET
FOR REVENUE AND EXPENDITURES NOT ANTICIPATED IN THE 2020 BUDGET**

Mr. Silverman said the following adjustments are proposed:

General Fund

Revenue:

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

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
		<u>729,000</u>
	\$	<u>834,000</u>

Capital Projects Fund

Revenue:

Fund Balance	\$	40,000
Transfer from General Fund		35,000
		<u>35,000</u>
	\$	<u>75,000</u>

Expenditures:

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

Ordinance (Bill No. 8-20) was introduced, and the public hearing was set for November 10, 2020.

**CONSIDERATION OF THE CONCURRING RESOLUTION NO. R-19-20 FOR A
2021 CDBG GRANT APPLICATION FOR ADA SIDEWALK RAMP UPGRADES**

Ms. Foster said 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.

Ms. Foster moved and Mr. Silverman seconded to adopt the Concurring Resolution No. R-19-20 for the 2021 CDBG Grant application for the ADA sidewalk ramp upgrade project. The vote was called. The motion carried unanimously.

**CONSIDERATION OF AN AGREEMENT WITH JORDAN TAX
SERVICE AND GOEHRING, RUTTER & BOEHM FOR
COLLECTION OF DELINQUENT AND LIENED REAL ESTATE TAXES**

Mr. Flynn said Mt. Lebanon currently collects delinquent and lienied real estate taxes internally. Jordan Tax Service has been an established collector for municipal sewage fees, delinquent and lienied 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 lienied real estate tax by the end of 2020 and then annually by March 31 of the year following current collection.

Mr. Flynn moved and Mr. Silverman seconded to authorize the proper municipal officials to execute the agreement. The vote was called. Mr. Flynn, Ms. Foster, Ms. Ranney and Mr. Silverman voted in support of the motion. Mr. Grella voted against the motion. The motion passed four to one.

**CONSIDERATION OF AWARD OF A CONTRACT
FOR CUSTODIAL BUILDING MAINTENANCE**

Mr. Silverman said 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.

Mr. Silverman moved and Ms. Foster seconded 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.

Ms. Ranney inquired about options at the end of 2021, and if the municipality would incur any fees, etc.

Mr. McGill stated that at the end of 2021, the municipality has the option to remove any of the buildings from the contract, and the cost would be adjusted. Mr. Sukal added that the municipality has the option during the renewal period to walk away from the contract if services are not adequate.

Mr. Sukal stated that the municipality will be changing contractors if this bid is approved by the Commission. He noted that public works will be proposing an in-house custodial item during the budget workshops.

Mr. Grella stated that it's frustrating to have contracts while we're not get the services we're paying for.

Ms. Ranney stated that we are getting the services we're paying for; we're getting transient workers at this low price.

The vote was called. The motion carried unanimously.

**CONSIDERATION OF THE EXPENDITURE
LIST FOR SEPTEMBER TOTALING \$4,663,280.69**

Ms. Ranney moved and Mr. Silverman seconded to approve the expenditure list for September totaling \$4,663,280.69. The vote was called. The motion carried unanimously.

DEPARTMENTAL REPORT

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

ADJOURNMENT

The meeting was adjourned at 8:40 p.m.