

EDGEWORTH BOROUGH COUNCIL  
REGULAR MEETING MINUTES  
November 21, 2023

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MEETING was called to order at 7:00 p.m. with Council President Joseph T. Hoepp presiding and the following members of Council and officials of the Borough present: Mr. Joseph T. Hoepp, Mr. Ivan T. Hofmann, Mr. Gregory J. Marlovits, Mr. Daniel S. Wilson, Mrs. Elizabeth H. Genter, Mrs. Katie D. Larsen, Borough Manager John F. Schwend, and Mr. Brendan Lucas representing the Borough Solicitor.

MINUTES of the Regular Meeting held on October 17, 2023 were presented to Council. After discussion, a motion was made by Mr. Hofmann with a second by Mrs. Genter to approve the Regular Meeting Minutes from October 17, 2023. All present voted in favor of the motion.

TREASURER'S REPORT for the month of October 2023 was presented to Council. After brief discussion, this report was ordered received and filed.

FINANCIAL REPORT for the month of October 2023 was presented to Council. After review and discussion, this report was ordered received and filed.

BILLS PAYABLE for the month of November 2023 were presented to Council as follows: General Expenditures, in the amount of \$203,556.39 and Scheduled Expenditures, in the amount of \$195,342.16 were presented to Council as per the following list.

<u>Scheduled Expenditures Account</u>			
136	Mike Cevarr	Sidewalk Refund	\$221.84
137	Electric Eel	Push Camera Supplies	\$4,565.20
138	Forsite Signs	Sign Posts	\$3,808.45
139	Garvin Boward Beitko	Engineering Fees	\$776.00
140	Lennon Smith Souleret	Engineering Fees	\$12,035.62
141	Parking Lot Painting Co.	Rt. 65 Painting	\$22,205.00
142	Penn Landscape and Cement	Sidewalk Repairs	\$19,918.52
143	Rally Specialist	Police Car Upfit	\$12,569.00
144	Garrett Richey	Retainer Refund	\$449.00
145	Stephenson Equipment	Public Works Truck Upfit	\$45,663.53
146	Tall Timber Tree Experts	Tree Removal	\$6,425.00
147	Universal Information Systems	Admin Computer	\$1,540.00
148	Woltz and Wind Ford	Public Works Truck	\$65,165.00

After some discussion, a motion was made by Mr. Hofmann with a second by Mr. Wilson that a voucher be drawn on the General Account in the amount of \$203,556.39, and a voucher be drawn on the Scheduled Expenditures Account in the amount of \$195,342.16. The motion was unanimously carried by all members in attendance.

TAX COLLECTOR'S REPORT for the month of October 2023 was presented to Council. After some review and discussion, this report was ordered received and filed.

DISTRICT JUSTICE REPORT for the month of October 2023 was presented to Council. District Justice Robert L. Ford, for District Court No. 05-03-02, reported remitting fines in the amount of

\$589.33 to the Borough for the month. After discussion, this report was ordered received and filed.

POLICE REPORT for the month of October 2023 was presented to Council. Chief John Burlett stated that all full-time patrol officers attended emergency response driver training. After discussion, this report was ordered received and filed.

FIRE REPORT for the month of October 2023 was presented to Council. After review and discussion, this report was ordered received and filed.

PUBLIC WORKS REPORT for the month of October 2023 was presented to Council. Mr. Fred Gregorich stated that leaf collection began, and the culvert repair on Pine Road has been completed. After discussion, this report was ordered received and filed.

BUILDING PERMIT AND ZONING PERMIT REPORTS for the month of October 2023 were presented to Council. After discussion, the reports were ordered received and filed.

MS4 UPDATE AND PUBLIC PARTICIPATION for the month of October 2023 was presented to Council. After discussion, the report was ordered received and filed.

QUAKER VALLEY COG REPORT for the month of October 2023 was presented to Council. Mr. Schwend stated that a Christmas light collection bin will be placed at the Borough building for residents to recycle old string lights. After discussion, this report was ordered received and filed.

CORRESPONDENCE:

- A. Minutes from the Edgeworth Municipal Authority meeting were received.
- B. Minutes from the Leetsdale Municipal Authority meeting were received.
- C. The Uniform Construction Code audit, performed by the Bureau of Occupational and Industrial Safety, was received. Mr. Schwend noted that the audit was performed in 2022 with respect to issued building permits, and no comments or modifications were received.
- D. The Leetsdale Municipal Authority audited financial statements and 2024 operating budget were received.
- E. The Quaker Valley Ambulance Authority audited financial statements were received.

RECOGNITION OF VISITORS CONCERNING NON-AGENDA ITEMS:

Mr. Hugh St. Martin – 609 Maple Lane

OLD BUSINESS:

STREETS COMMITTEE – BEAVER ROAD BRIDGE: Mr. Wilson stated that the Streets Committee met to discuss additional options for guiderail placement on the Beaver Road bridge. The Borough Engineer provided renderings and project cost estimates for a top-mount guiderail in the amount of \$257,156.00, and a side-mount guiderail in the amount of \$293,406.00. Cost estimates include installation, drainage, spalled concrete, and manhole repairs. Mr. Wilson explained that the Borough Engineer felt that both guiderail options would provide equal stability and strength, while the top-mount option had less risk of cracking or causing additional damage. After considering safety, financial and aesthetic perspectives, the Committee recommended moving forward with the top-mount guiderail. Mr. Hofmann asked what the purpose of the guiderail was. Mr. Schwend stated that the guiderail is designed

to comply with PennDOT safety standards, and to remedy deficiencies noted in reports from PennDOT regarding the safety of the bridge. Mr. Marlovits asked what the proposed height of the guiderail is. Mr. Schwend stated that it is approximately four and a half to five feet in total height. Mrs. Genter stressed the importance of completing the project for compliance and safety. Mr. Hoeppe asked whether the mounting plate will be flat with grout, or rounded. Mr. Schwend stated that the plate is rounded in order to prevent saw cutting the top of the bridge. Mr. Hoeppe expressed doubt with the rounded plate, and stated that using a flat plate with grout could be as stable but a cheaper option. Mr. Hofmann stated that further review of Mr. Hoeppe's suggestion is warranted. Mrs. Genter stated that Council should vote to authorize the bidding of the project while the Borough Engineer assesses if Mr. Hoeppe's suggestion results in a cost savings. After further discussion, a motion was made by Mr. Hofmann with a second from Mr. Marlovits to table the matter, until additional information regarding the plate to mount the guiderail is received from the Borough Engineer. Mr. Hoeppe, Mr. Hofmann, Mr. Marlovits, Mrs. Larsen, and Mr. Wilson voted in favor of the motion, while Mrs. Genter opposed.

#### NEW BUSINESS:

##### ACTION CONCERNING 2024 PROPOSED BUDGET – AUTHORIZATION TO ADVERTISE

BUDGET: Mr. Wilson stated that the Finance Committee met to review the proposed 2024 budget, with no proposed property tax increase for the twenty-first consecutive year. Mr. Wilson highlighted scheduled expenditure funds reserved for repairs to the Beaver Road wall, relocating the Borough's sewer line beneath the Edgeworth Club, and grant funding requests for ADA parking at the Borough Building, and the second phase of sewer lining on Church Lane. Mr. Hofmann and Mrs. Genter inquired about the parking project at the Borough Building. Mr. Schwend explained that the Borough has applied for project funds through the Allegheny County Community Development Block Grant (CDBG) program, and the purpose of the project would be to add additional parking spaces in front of the Borough Building. Mr. Schwend noted that the Borough Building currently has no accessible parking for those with disabilities, and highlighted the difficulty of residents and visitors finding parking on Chestnut Road. Mr. Hofmann expressed concern with the estimated cost of the project, and asked whether additional parking can be established in other areas around the Borough Building. Mr. Schwend explained that the Borough can opt not to move forward with the proposed project if grant funding is not awarded. Mrs. Genter asked about the status of the Beaver Road wall. Mr. Schwend stated that all property owners have agreed to grant temporary construction easements and permanent maintenance easements in order to complete necessary repairs to the wall. Once all agreements are signed, the Borough Engineer will begin the bidding process. After further discussion, a motion was made by Mr. Hofmann with a second from Mr. Wilson to authorize the advertisement of the 2024 budget. All present voted in favor of the motion.

ACTION CONCERNING 2024 REVISED MMO: Mr. Schwend stated that the Borough's actuary recently completed actuarial valuations with updated data, resulting in decreased minimum municipal obligations for the Borough's pension plans. Contributions to the plans are now \$0.00 for the general plan, and \$50,452 to the police plan. After brief discussion, a motion was made by Mr. Wilson with a second from Mrs. Larsen to approve the modified 2024 MMO. All present voted in favor of the motion.

##### ACTION CONCERNING RESOLUTION 2023-09 – ESTABLISHING THE CRITERIA FOR THE

VOLUNTEER SERVICE CREDIT PROGRAM: Mr. Schwend stated that this resolution allows for Borough residents who serve as volunteer firefighters to receive a credit on earned income tax, and a reduction in real estate tax. After brief discussion, a motion was made by Mr. Hofmann with a second from Mr. Marlovits to approve Resolution 2023-09, establishing criteria for the volunteer service credit program. All present voted in favor of the motion.

##### ACTION CONCERNING RESOLUTION 2023-10 – APPLICATION FOR FUNDS THROUGH THE COMMUNITY DEVELOPMENT BROCK GRANT FOR BOROUGH BUILDING PARKING

IMPROVEMENTS: Mr. Schwend stated that the Borough is requesting \$39,229 in grant funds for parking improvements at the Borough Building from the CDBG program. He explained that the Quaker Valley COG administers the application, and the proposed resolution authorizes COG Executive Director Patrick Conners to file all necessary applications and documents. After discussion, a motion was made by Mr. Marlovits with a second from Mrs. Genter to approve Resoluion 2023-10, applying for CDBG funds for parking improvements at the Borough building. All present voted in favor of the motion.

ACTION CONCERNING RESOLUTION 2023-11 – APPLICATION FOR FUNDS THROUGH THE LOCAL SHARE ACCOUNT FOR THE BEAVER ROAD WALL: Mr. Schwend stated the Borough is seeking \$1,000,000 in grant funds through the Local Share Account for the Beaver Road wall. He noted that State Representative Valerie Gaydos is advocating for the project as well. After brief discussion, a motion was made by Mr. Wilson with a second from Mrs. Genter to approve Resolution 2023-11 – applying for funds through the Local Share Account for the Beaver Road wall. All present voted in favor of the motion.

ACTION CONCERNING RESOLUTION 2023-12 – ESTABLISHING CHARGES FOR ADMINISTRATIVE FEES, SERVICES AND PRODUCTS: Mr. Schwend presented a list of updated charges for administrative fees and services. He explained that the current fee structure has been in place since 2017, and each charge was reviewed. Mr. Wilson asked about increased fees for park shelter rentals. Mr. Schwend explained that while residents are currently not charged for shelter rentals, the Borough incurs costs for dumpster services, shelter maintenance, and cleaning; therefore a resident fee of \$50 was included on the updated fee structure. After further discussion, a motion was made by Mr. Hofmann with a second from Mrs. Larsen to approve Resolution 2023-12, establishing updated charges for administrative fees. All present voted in favor of the motion.

ACTION CONCERNING RESOLUTION 2023-13 - ESTABLISHING A NEW SCHEDULE OF CHARGES FOR THE ISSUANCE OF BUILDING PERMITS: Mr. Schwend stated that the fee structure for building permits was reviewed, and included nominal increases compared to the current fee structure implemented in 2017. After brief discussion, a motion was made by Mr. Hofmann with a second from Mrs. Larsen to approve Resolution 2023-13, establishing a new schedule of charges for the issuance of building permits. All present voted in favor of the motion.

#### OTHER BUSINESS:

PERSONNEL POLICY MANUAL UPDATES: Mr. Schwend highlighted proposed updates to the personnel policy manual, including increasing the number of personal days, increasing the amount of life insurance provided to each employee, clarifying the use of earned sick time during the parental leave period, and clarifying the cell phone use policy for employees who must use their personal cell phones for work use. After discussion, a motion was made by Mr. Wilson with a second from Mr. Marlovits to approve updates to the personnel policy manual. All present voted in favor of the motion.

#### EXECUTIVE SESSION:

Council entered Executive Session at 8:17 p.m. to discuss a personnel matter, and returned to regular session at 9:07 p.m.

A motion was made by Mr. Hofmann with a second from Mrs. Genter to adopt Resolution 2023-14 – Establishing Promotion Criteria for the Position of Police Lieutenant and Sergeant. All present voted in favor of the motion.

A motion was made by Mr. Wilson with a second from Mr. Marlovits to approve the employment agreement dated November 21, 2023 between the Borough and Chief Burlett. All present voted in favor of the motion.

A motion was made by Mr. Wilson with a second from Mr. Marlovits to set the Borough Manager's salary at \$110,250 for 2024, and to give a \$5,000 bonus to the Borough Manager, and a \$1,000 bonus to the Administrative Assistant. All present voted in favor of the motion.

There being no further business, the meeting on motion duly made and seconded was adjourned at 9:10 p.m.

John F. Schwend – Borough Manager