

July 21, 2020
Council Meeting Minutes

CALL TO ORDER

The meeting of Ben Avon Borough Council was called to order at 7:02 p.m. by Council President Jennifer Bett.

PLEDGE OF ALLEGIANCE

COUNCIL MEMBERS PRESENT:

Jennifer Bett, Henry Casale, Megan Dolan, Ken Opipery, Kara Roggenkamp, Richard Wagner

Others Present:

Mayor Melanie Holcomb, Chief Joe Hanny, Solicitor Anne Sweeney, Public Works Supervisor Dale Regrut,

PUBLIC PARTICIPATION

Rea & Ed Kluitenberg

INTRODUCTION OF NEW BOROUGH SECRETARY – DEB KADLECIC

The Ben Avon Council Hiring Committee introduced Deb Kadlecik as the new Borough Secretary, Motion: Richard Wagner; Second: Henry Casale; Motion Carried by unanimous voice vote to retroactively approve Deb Kadlecik to be the full-time Ben Avon Borough Secretary, Tax Collector and Rights-to-Know Officer effective July 20, 2020.

BOROUGH REPORTS

Mayors Report – *report given by Mayor Melanie Holcomb*

Mayor Holcomb provided Hiring committee updates including coverage for Borough Secretary prior to filling the position.

Council President Jennifer Bett formally thanked the Mayor for covering the secretarial duties over the past month.

Police Report – *report given by Chief Joe Hanny*

Chief reported 50 calls this past month including several traffic citations. Increased calls at 207 Dalzell. The Chief has encouraged citizens to continue to call if there are any issues.

Fire Report – *No report this month*

Solicitor's Report – *report given by Anne Sweeney*

Working on a diversity and inclusion action by council. Researching how to make this impactful and not just words. Considerations include incorporating into interview and hiring process, bids and contracts, and complaints and how to handle in a fair and equitable manner.

Several Open Records Request have been submitted but have not been addressed, due to lack of an Open Records officer. Now that new Secretary has been hired, requests can be addressed.

Pre-existing Airbnb's are allowed to exist as they were established prior to Ben Avon's Short-Term Ordinance. They are considered pre-existing, non-confirming use. Mayor Holcomb wants to clarify that inspectors need to enforce all ordinances related to short-term rental, including off-street parking, regardless if they were grandfathered into being able to have a short-term rental.

Solicitor reported that a citation has been requested related to incomplete inspection. This was done prior to COVID-19. Borough has requested that this citation be enforced as soon as possible.

Mayor Holcomb requested a follow-up meeting with Solicitor, Inspector, and Code Enforcement committee to discuss the Borough's options for home owners who are out of compliance.

Idea of implementing a Hotel Tax where guests would need to be registered with the Borough Office including car information has been previously considered but would require establishment of fees and other considerations.

President Jennifer Bett reported that she will be attending the Joint Planning Meeting next week and will be requesting clarification on requirements for short-term rentals.

Council Member Kara Roggenkamp recommended that considerations also be given to necessary ADA compliance for parking and access. Inspectors need to ensure that parking and access code meets standards. Number of parking spaces needs to be equivalent or greater to number of bedrooms advertised as well as the number of bedrooms listed on the rental application.

Kara Roggenkamp asked if we can do just an exterior inspection until inspectors can get to interior side. Solicitor noted that we can ask Inspector to amend citation to separate interior and exterior inspections. Mayor Holcomb will make this recommendation to Harshman.

APPROVAL OF MINUTES

Motion: Ken Opiery; Second: Henry Casal; Motion Carried by unanimous voice vote to approve the minutes of the June 16, 2020 council meeting. There was no working meeting on July 7, 2020.

FINANCIAL REPORTS – *report given by Ken Opiery*

Statement of Revenue & Expense

Mr. Opiery reported that the Borough is still being cautious and watching revenues due to pandemic. Paving program has been deferred until next year. Slight shortfall in EIT, which is expected to be most the volatile line item. While we are behind last year's revenue, it is not a major concern at this point. Delinquent sewer collection is behind last year, but there is a revenue offset with real estate transfer tax.

Expenses are behind last year due to the timing of the Ohio Township Police Department's quarterly payment. Last year it was paid in June and this year it will be reflected in the July expenses. To date the borough is not overspending and is coming in under were we were last year.

Motion: Ken Opiery; Second: Henry Casale; Motion Carried by unanimous voice vote to approve the statements as presented for the month of June.

Accounts Payable

Mr. Opiery reported the only large payable is for Q3 OTPD and otherwise expenses are standard.

Motion: Ken Opiery; Second: Henry Casale; Motion Carried by unanimous voice vote to approve the payment of the bills shown on the accounts payable list in the amount of \$108,946.11 for the month of June.

COMMITTEE REPORTS

Administration Report - *report given by Jennifer Bett*

Mayor Holcomb previously provided updated as the focus has been on hiring and onboarding the new secretary.

Mayor Holcomb recognized Rick Wagner for creating a Policy and Procedures Manual to provide future documentation to be used for secretary onboarding.

Public Affairs/Communications Committee – *report given by Jennifer Bett*

President Jennifer Bett provided an Allegheny County and Ben Avon update regarding COVID-19. Operations continue to be conducted remotely and the benavon.com website has latest information. Meeting minutes are behind but will be addressed immediately.

Public Safety/Code Enforcement – report given by Henry Casale

Council Member Henry Casale reported that there were no major issues other than previously discussed.

Public Works - report given by Ken Opiery

Council Member Opiery presented a verbal proposal from Public Works that while being conservative with expenses, Public Works is focusing this year on equipment improvements related to leaf collection because it is such a critical service to Ben Avon. Ben Avon participates in the CoStars program, a statewide bid program for local procurement of services and equipment. These negotiated prices are much lower than what the Borough could negotiate for as a single entity.

Ben Avon placed a bid for a new leaf blower with flexible tube, the Tarco Windy 400 Leaf Machine, at a cost of \$61,845 and matching \$6,895 leaf box. Sum of investment is \$68,740.

Council Member Opiery indicated that the old machine lasted 20 years. With no loan required for the purchase of this equipment, the Borough would depreciate the cost over another 20-year life cycle. Funds are available within the capital budget to purchase this equipment.

Motion: Ken Opiery; Second: Megan Dolan; Motion Carried by unanimous voice vote to approve to purchase the Tarco Windy 400 Leaf Machine with a flexible connector and matching Leaf Box for a total sum of \$68,740.

QV COG Report – report given by Rick Wagner

2 Travelling Glass Recycling events being held in August provided by PRC (Pennsylvania Resource Council) and organized by the COG and sponsored by Sustainable Sewickley.

August 1-6
Kilbuck Township
Upper Parking Lot
343 Eicher Road
Pittsburgh PA 15237

August 8-13
Quaker Valley High School
Lower Lot – access from Rt 65
625 Beaver Street
Leetsdale PA 15056

Traveling Glass Bin

by Pennsylvania Resources Council

WHERE & WHEN

Kilbuck Township Upper Parking Lot 343 Eicher Road Pittsburgh, PA 15237	August 1 – 6, 2020
Quaker Valley High School Lower Lot – access from Rt 65 625 Beaver Street Leetsdale, PA 15056	August 8 – 13, 2020

What is Traveling Glass Bin?

Responding to the many residents of Quaker Valley Council of Governments municipalities who have expressed their desire to continue to recycle glass, QVCOG, through the generous support of Sustainable Sewickley, is bringing the PRC Traveling Glass Bin to two different location over the course of 2 weeks. COVID-19 Safety Measures in Effect.



Presented by
Quaker Valley Council of Governments



HOW IT WORKS

Open to all members of the public, this monitored glass-only collection site is a temporary weeklong collection at each site. PRC operates the collection bin and monitors it for proper materials and cleanliness. QVCOG member municipalities evaluate the program to inform discussions about long-term glass recycling solutions.

Visit www.prc.org for more information about Traveling Glass Bin

NO COST



CONTACT

412.766.7458
www.qvcog.org



Solid Waste and Recycling Forum

Forum held this past Saturday. Attended by several different municipalities and organizations including Beaver County, Cranberry TWP, Center County COG, Connect Pittsburgh and others. Purpose was education of local officials and planning for upcoming the Solid Waste and Recycling RFP.

CONNECT Pittsburgh was on hand at the forum and encouraged municipalities to review current ordinances and consider updating as we move forward with contract renewal process. Glass recycling issue was discussed because broken glass contaminating other recycling can impact the single stream process. Need to consider glass and other recycling efforts as we move forward. Also need to update wording regarding “blue bags”.

OLD BUSINESS

Short Term Rental Ordinance was discussed in Solicitor report.

Garbage Collection and Recycling in Ben Avon was discussed in QVCOG report.

Also need to revisit public trash collection in the borough which was put on hold due to pandemic. Mayor Holcomb expressed continued interest from residents now that people are

home more often. Earlier inquiries indicated that Waste Management is able to provide collection. Borough needs to explore costs (purchase and installation of trash cans, collection service by Waste Management), labor, and feasibility of installation locations.

President Jennifer Bett and Council Member Kara Roggencamp will explore borough to determine location feasibility.

Diversity and Inclusion was previously discussed in Solicitor report.

Council Member Roggencamp acknowledged that the diversity and inclusion process is not a one-step process and the first item to address would be a vision statement for how we want to manage diversity and inclusion and then evaluate policies and procedures from there. Council may want to look into establishing a committee.

Volunteer Vacancies

One opening for a Commissioner on Tri-Borough's Joint Planning Commission and three non-voting volunteer openings with the Avonworth Municipal Park.

NEW BUSINESS

Local Climate Action Program - <https://www.dep.pa.gov/Citizens/climate/Pages/Local-Climate-Action.aspx>

Council Member Roggencamp reported that the PA DEP offers a free program for local municipalities to be matched with a college student to help create a greenhouse gas inventory and a climate action program. Submission deadline was July 13 so Kara Roggencamp proactively applied. This program can provide potential useful borough energy usage at no cost to us and Kara will spearhead this endeavor. Program was just implemented last year by the Department of Energy. 20 municipalities are accepted. Program should start in August if we are accepted.

Motion: Kara Roggencamp; Second: Henry Casale; Motion Carried by unanimous voice vote to retroactively approve submission of application for Ben Avon to participate in the Local Climate Action Program.

Retrofit street lights with LED

Currently Ben Avon has over 170 street lights being managed on Duquesne Light poles and the borough pays a monthly fee for their usage. Council Member Roggencamp looked at how to retrofit with LED fixtures for a cost and electricity savings. Duquesne Light has an LED retrofit program with an application deadline of September 1st. Will meet with Public Works committee and have a proposal for next meeting. Cost is \$109 per retrofit and a minimum order of 10 lights. The light wattage will vary the cost benefit. May want to consider a phased approach as we consider costs. Need to consider light quality, wattage, and cost into decision-making process. Recommendation is to view lighting in other boroughs to assess quality. The highest wattage lights for Ben Avon are the lights along Ohio River Blvd. and may be most advantageous to initially

replace. What would PennDOT's requirements be if we were to replace the ORB lights and would PennDOT be willing to assist with cost?

Free ranging domestic animals in Ben Avon

Some inquiries have been received regarding free roaming cats in people's yards. There is a borough pet ordinance but looking for suggestions to remind residence to abide by the ordinance. Solicitor Sweeney mentioned that municipalities don't typically regulate cat ordinances: that is usually done at a state level.

ADJOURNMENT

Motion: Henry Casale ; Second: Kara Roggenkamp ; Motion carried by unanimous voice vote to adjourn the meeting at 8:38 p.m.

Respectfully submitted,

Borough Secretary Pro Tems

Richard Wagner §

Jennifer Bett