

BOROUGH OF SEWICKLEY
COMMITTEE OF THE WHOLE MINUTES
TUESDAY, FEBRUARY 11, 2014

President Susan Aleshire called the Committee of the Whole Meeting to order at 7:30 p.m. Members in attendance were Bill Cornman, Tom DeFazio, Charles Driscoll, Stan Ference, Carole Ford, Jamie Morrill, Todd Renner and Larry Rice. The others in attendance were Jennifer Markus and Alex DeLoia of Village Green Partners, Richard Meyer and Henry Beukema of Guyasuta, Inc., Bob Aumer and Alisha Phillips of Janney Montgomery Scott, Fire Chief Jeff Neff, Bobby Cherry of the Sewickley Herald, Robert Glenn, Del Miller, Susan Kaminski, Brian Dugan, Solicitor Richard Tucker, and Borough Manager Kevin M. Flannery.

COMMENTS FROM THE PUBLIC

Jennifer Markus and Alex DeLoia, of Village Green Partners, reported that two Ribbon Cutting Ceremonies were held recently, for brandu2 and Everyone Needs a Fred. In addition, the Village Green Advisory Committee has been organized and held their first meeting today. Mr. Tom DeFazio, Sewickley Borough Council, is one of the Members of the Village Green Advisory Committee. Meetings will be held on the second Tuesday of the month. At the initial meeting, there was discussion about improvements to the business map, a touch screen and application at Wolcott Park, branding and parking.

Ms. Markus indicated that the Gallery Walk is in full swing and scheduled for Friday, April 4, 2014. The Soup Crawl will be on March 15th, and a request will be made for the closing of Broad Street, from Beaver Street to School Street, to accommodate the crowd.

The next “Happy Hour with Village Green Partners” will be on Thursday, March 6, at 5:30 p.m.

Mr. Cornman asked about the importance of Ribbon Cutting Ceremonies. Alex DeLoia indicated that the ceremonies are held to welcome new businesses into Sewickley and to serve as a public relations tool. The Village Green Website promotes those new businesses.

Mr. Cornman asked if this information is shared with the Sewickley Herald, because it would be nice if the local paper also recognized these new businesses. Mr. Cornman asked if the Code Enforcement Officer could check on addresses and numbers on the doors of the commercial businesses on Beaver Street. The Borough Manager indicated that Nancy Watts, Code Enforcement Officer, will be directed to be sure that there is compliance regarding having address numbers on doors in the business district.

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COMMENTS FROM THE PRESIDENT/MEMBERS/MAYOR

The Borough Manager provided a report on behalf of Mayor Brian Jeffe, indicating that the Mayor was proud to announce that twelve points of agreement, with regard to Village Theater, were being presented to Council. Mayor Jeffe requested that a motion be placed on the agenda to have the Borough Solicitor and the attorney from the Village Theater meet and finalize the lease, for adoption at the Tuesday, March 11th Committee of the Whole Meeting.

The Borough Manager reported that the Civil Service Commission established a Police Officer Eligibility List. Therefore, in accordance with the 2014 adopted Budget, interviews for one full-time officer have been scheduled for Monday, February 17th, beginning at 7:00 p.m., in order that Council may hire a full-time police officer at the February 17th Council Meeting.

Susan Aleshire advised that the Police Department Orientation for Council will be on Monday, February 17th, at 6:30 p.m.

PENSION PLAN REVIEW WITH GUYASUTA ADVISORS, INC.

Mr. Richard Meyer and Henry Beukema, of Guyasuta Investment Advisors, addressed Council. Mr. Meyers indicated that they have reviewed the Borough's pension plans for the Non-Uniform Employees as well as for Police Officers. Mr. Meyer indicated that since taking over the pension program in 2011, the annualized return in investments is just under 7%. Mr. Meyer indicated that the funds grew by more than \$1.2 million in 2013, and that their approach is a top down approach with even size positions in most of the stock. Mr. Beukema indicated that there are four small caps which make up about 14% of the portfolio. There are two foreign stocks, Unilever and BCE, Inc. Mr. Driscoll questioned high yield bonds or the use of hedge funds. Mr. Beukema indicated that their company's approach in safeguarding the Borough's investments is to look at emerging markets.

Council was invited to forward any additional questions to Mr. Meyer and Mr. Beukema.

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FINALIZATION OF PERMANENT FINANCING OF THE GLEN OSBORNE INTERCONNECT PROJECT

Mr. Bob Aumer and Alisha Phillips, of Janney Montgomery Scott, were in attendance and reviewed the proposed financing and presented a proposal for permanent financing on the Glen Osborne Interconnect Project. This proposed financing will complete the project as well as return monies advanced from the Borough of Sewickley for the completion of the project. The Glen Osborne Interconnect Project included the establishment of the new Seibert Pump Station as well as repairs to the system in the Borough of Glen Osborne. With the establishment of the Glen Osborne Interconnect, the Borough of Sewickley now owns and operates that pump station. The Township of Aleppo now has sewage and has agreed to a thirty-year payback, in which Sewickley Borough is generating approximately \$22,000 a month from Aleppo. In December, the customers of Glen Osborne were advised that an additional \$4.90 per 1,000 gallons would be on all of the Glen Osborne residents' bills. This increase is to pay for the cost of improvements to the Seibert Street Pump Station as well as making the additional repairs needed during the construction of the project within the corporation limits of the Borough of Glen Osborne.

The proposed refinancing is a wrap-around loan which will bring the debt service to a constant number of approximately \$950,000 per year. Ms. Phillips then proceeded to review the total debt structure for sewer operations, paying Bonds A, B & C.

This refinancing is solely being paid by Glen Osborne Borough and Aleppo Township users of the system. No Borough of Sewickley users are paying for any of these improvements. In addition, a portion of the fees generated from both municipalities will also supplement the operating costs at the Borough of Sewickley Wastewater Treatment Plant.

On motion of Mr. DeFazio, seconded by Mr. Morrill, Council voted, 8-1, with Mr. Ference voting no, to hire Janney Montgomery Scott, Bond Underwriter, for the permanent financing of the Glen Osborne Interconnect Project and the issuance of the bonds in the amount of \$4,650,000, and to have the Tucker Arensberg Solicitor advertise an enactment of the adopting ordinance.

The Borough Manager thanked Janney Montgomery Scott and the Tucker Arensberg Law Firm for their commitment to the Borough of Sewickley and for working with Sewickley Borough through the various phases of providing a regional sewer system to Sewickley, Glen Osborne and Aleppo, and hopefully, someday, the Haysville/Glenfield area.

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**REPORT ON BUILDING INSPECTION. ZONING. PUBLIC WORKS AND
WASTEWATER TREATMENT PLANT**

Council reviewed the Building Inspector's Report, indicating that 5 permits were issued, with fees of \$2,444 collected on \$206,400 worth of construction. There were 9 building inspections performed.

Council reviewed the Public Works Report for January, highlighting 14 days of snow removal within the Borough, the cleaning of the Sewickley Bridge area, the placement of a new engine in Police Car 7322, and the collection of Christmas trees.

The Borough Manager provided an update on the road salt. The Borough of Sewickley agreed to purchase 1200 tons of salt. Currently, the Borough has purchased 1100 tons of rock salt, with 400 tons remaining in the shed. The Borough has available 400 additional tons at the current price before we reach 125% of the original total. The Borough Public Works Foreman and the Borough Manager are reviewing totals on a weekly basis in order that sufficient road salt is available for the Borough of Sewickley and for the surrounding municipalities in which the Borough provides road salt.

Council reviewed the Wastewater Treatment Plant Report for January, indicating that 21.281 million gallons of sewage were treated. In addition, 88,415 cubic feet of digester gas was used. Repairs were made to the overhead door, water leaks in the Secondary Building, and heaters in the Dewatering Building.

The Borough Manager also advised that the Borough has begun the Municipal Wasteload Management Report for the Department of Environmental Protection. This is an annual report that is due by March 31, 2014. A copy of the final report will be presented to Council at the April Committee of the Whole Meeting.

Council reviewed a letter from KLH Engineers, indicating a proposal of a "not to exceed" fee of \$2,700 to update the Act 57 tap-in fee. Council was in agreement to place this matter on the agenda for Monday.

Council reviewed a letter from Columbia Gas, indicating that they are going to do noninvasive video inspections of sewer lines in the Borough of Sewickley to ensure that there are no intersections of gas lines and sewer lines.

Council reviewed the Consulting Engineers Report, indicating that Mele and Mele has final restoration work to complete, along with an Enertech punch list. It expected the close-outs will be completed by the end of March.

The Building Inspector's Report, the Public Works Report, the Wastewater Treatment Plant Report and the Consulting Engineers Report and were received and filed.

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SOLICITOR'S REPORT

Council reviewed the Solicitor's Report for January, highlighting the Presbyterian Church executed Consent Order by Judge James, preparation of the Police Services Agreement with Glen Osborne Borough, AVK Enterprises Ltd. vs. the Borough of Sewickley, and tax assessment appeals.

Council reviewed the Solicitor's Invoice in the amount of \$4,856.78.

Solicitor Tucker also advised that he had received an appeal in the Mike Lyons vs. the Borough of Sewickley case. The appeal will now be forwarded to the Commonwealth Court.

Solicitor Tucker reviewed various real estate tax assessment appeals and notices of discontinuation and settlement on real estate tax appeals.

Council reviewed the Jordan Delinquent Tax and Municipal Claim Report for January in the amount of \$6,897.31. It is noted that there was a municipal claim for a sidewalk which represents a sidewalk that was placed as part of the Road Program in 2004. The initial cost of the sidewalk was \$360, and the final was \$939.95 with interest, penalty and costs associated with the lien.

Solicitor Tucker reviewed postponements for Sheriff's Sales.

Council reviewed a proposed Police Protection Ordinance and Agreement with the Borough of Glen Osborne. This includes an ordinance and a Police Protection Agreement which is at a set fee for 2 years, then is automatically renewed at a 4% increase each and every year. Council was in agreement to place the matter on the agenda for advertising for adoption at the March 17, 2014 Council Meeting.

The Solicitor's Report was received and filed.

BOROUGH MANAGER'S REPORT

The Borough Manager reviewed road projects, beginning with the Columbia Gas Restoration. Columbia Gas and its subcontractors anticipate returning to work during the week of February 24, and completing the work within three weeks. Columbia Gas has asked for a meeting on March 27, 2014, at 10:00 a.m., on the proposed Columbia Gas work on Chadwick Street, Maple Lane and Dippold Street. Upon the finalization of the details from the meeting, a Resident Informational Meeting will be scheduled for the affected streets.

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BOROUGH MANAGER'S REPORT (CONTINUED)

In January, Council awarded the 2014 Road Project to S and E Utility Contracting. The Preconstruction Meeting is scheduled for Thursday, February 13, 2014, at 10:00 a.m. In addition, Council reviewed a letter to residents and property owners on Ferry Street, as well as the adjoining streets, indicating that a Resident Informational Meeting will be held on Wednesday, February 19th, beginning at 6:00 p.m., in the Council Chambers.

The Borough Manager reported that only one bid was received for the 13.635 acres of land in Waterworks Park. Bids were opened on Friday, January 31, 2014. One bid was received from Mr. and Mrs. James Rock and the Will Snyder Trust Fund for the Allegheny Land Trust. Certified checks in the amount of \$35,000 (10% of the bid) were presented to the Borough. It is recommended that Council accept the bid and that Solicitor Tucker's firm proceed to prepare the deeds and handle the closing, tentatively scheduled on or before March 31, 2014.

Council was in agreement to place the matter on the agenda for Monday.

The Borough Manager advised that the 2013 Audit had begun, performed by Mark Turnley, CPA. A copy of the engagement letter was included in the packet for Council's review. Mr. DeFazio is the Councilperson assisting with the audit. New this year is a fraud questionnaire to be completed by all Members of Council. The questionnaire was distributed at this Committee of the Whole Meeting. Addition, questionnaires were provided to all Department Heads. A review meeting has been scheduled for Thursday, March 6th with staff, Mr. DeFazio and the auditors. Members of Council are welcomed to attend. The auditors will then make a formal presentation of the audit at the March 17th Council Meeting. Copies will be provided to Council in that Council Packet.

The Municipal Building boiler went down in November of 2013. Council authorized emergency repairs and the boiler was replaced in November. Huckestein Mechanical Services, the Borough's HVAC contractor, replaced the boiler and presented an invoice in late January. The cost for replacement was \$85,800. The bill will be on the check list for Council's approval at the Monday, February 17th Council Meeting.

The Borough Manager advised that the Borough of Sewickley received a letter providing an additional amount of money for the 2013 Community Development Block Grant Projects for the demolition of two residential structures. This will allow another house to be added to the demolition list. The demolitions are scheduled for June and July 2014. The Borough of Sewickley has also applied for a 2014 Grant for the demolition of three other residential structures.

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BOROUGH MANAGER'S REPORT (CONTINUED)

The Borough Manager reviewed the Borough insurance renewal. The Borough of Sewickley is a member of the MRM (Municipal Risk Management) Trust. The Trust shares its cost savings with its members based on experience. Over the past four years, \$17,608 in property dividends and \$11,400 in Workers' Compensation dividends have been returned to the Borough. The renewal package for the property liability, auto and umbrella policy is \$69,337. The increase in this premium is due to the substantial increase in our property values, which were determined by the recent third party Industrial Appraisal. The Professional Liability Policy has increased due to claims filed against the Police Department and the death event that occurred at the Wastewater Treatment Plant. The Borough Manager recommended, and Council was in agreement, to place the following motion on the agenda for approval at the Council Meeting on Monday:

Motion to accept Municipal Risk Management Insurance Renewal in the amount of:

\$69,337	-	for Package, Property, Auto
\$32,758	-	for Public Officials
\$ 5,727	-	for Employment Practices
\$16,730	-	for Law Enforcement

The Borough Manager reviewed the Designstream LLC Cochran Hose Company Feasibility Study. This study was distributed to Council on January 31, 2014. The Borough Manager is requesting that questions and comments be forwarded to the Borough Manager's Office by February 20th. A detailed compilation will be presented to Council in order that future meetings can be scheduled with the Cochran Hose Company Officers.

Council reviewed reimbursements for damage to a speed limit sign and the fence at the Salt Shed.

Borough Manager provided the current Wastewater Treatment Plant Employee Contract. The contract expires on December 31, 2014. The Borough Manager recommended an Executive Session for the March Committee of the Whole Meeting to review the contract and some suggested proposals to the contract which can then be forwarded to the WWTP personnel to begin negotiations. Council was in agreement to have an Executive Session at the March Committee of the Whole Meeting.

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The Borough Manager indicated that the Department Presentation Sheets compiled from the Council Retreat Meeting of January 27 have been included in the packet. The Borough staff has highlighted each topic of interest in yellow, designating the name of each Councilperson having questions. The Borough Manager asked Council to forward any additional comments or questions to the Borough Manager's Office by February 20th. Borough staff will then begin to prepare responses and schedule meetings with Council Members.

In addition, the Borough Manager reminded Council that the green sheets distributed at the Council Retreat, titled "Borough of Sewickley Council Goals and Comments 2014" are to be returned to the Borough Manger's Office no later than March 30, 2014.

The Borough Manager advised that Municipal Publications is working with the Borough of Sewickley on an update to the Sewickley Borough Community Map and Information Guide, a publication exclusively about Sewickley Borough. One side of the publication contains pertinent Borough information, and the Borough map and business ads are on the other side. This publication is usually done every 2 years. It is mailed to all Borough of Sewickley addresses, and 1,000 extra copies will be available for use by the Borough, realtors and businesses. Council reviewed a letter regarding advertising that was delivered to each of the businesses by a Municipal Publications employee. It is noted that there is no cost to the Borough for this publication. Upon completion of the publication, it will be mailed to all property addresses within the corporation limits of the Borough of Sewickley.

The Borough Manager presented the Act 44 requirements for pension review services.

The Borough Manager's Report was received and filed.

ADJOURNMENT

On motion of Mr. DeFazio, the Committee of the Whole Meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Kevin M. Flannery
Borough Manager/Secretary

KMF:pmf