

# The Borough of Sewickley

Pennsylvania

INCORPORATED 1853

BOROUGH MANAGER'S OFFICE

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**MAYOR**  
Brian F. Jeffe

**COUNCIL MEMBERS**

**PRESIDENT**  
Jeff Neff

**VICE-PRESIDENT**  
Todd Renner

**PRESIDENT PRO TEM**  
Sean Figley

Christine S. Allen  
Michelle Denk  
John Dunn  
Cynthia Mullins  
Larry Rice  
Hendrik van der Vaart

**BOROUGH MANAGER/  
SECRETARY**  
Kevin M. Flannery

**BOROUGH SOLICITOR**  
Richard B. Tucker

**TREASURER**  
Patricia Flaherty

**TAX COLLECTOR**  
Joshua Munn

**ZONING/  
CODE ENFORCEMENT**  
Nancy Watts

**TO:** President Jeff Neff  
Vice President Todd Renner  
Councilperson Christine Allen  
Councilperson Michelle Denk  
Councilperson John Dunn  
Councilperson Sean Figley  
Councilperson Cynthia Mullins  
Councilperson Larry Rice  
Councilperson Hendrik van der Vaart  
Mayor Brian Jeffe  
Solicitor Richard Tucker

**FROM:** Kevin M. Flannery  
Borough Manager and Secretary

**DATE:** October 5, 2018

**RE:** Borough Manager's Report

**B. 2018 ROAD PROJECT**

All work on the curbs and sidewalks is complete. Liberoni is scheduled to begin paving on October 10<sup>th</sup> and be completed by the end of October 2018. They have been behind schedule due to rain.

**C. FUEL PRICES FOR THE MONTH OF SEPTEMBER 2018**

Please note that fuel prices decreased by \$0.02 a gallon.

**D. FNB MONTHLY PENSION REPORTS**

Attached is the FNB Monthly Pension Reports.

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**E. 2018 FOREIGN FIRE PAYMENT (FOR COCHRAN HOSE COMPANY)**

The Foreign Fire Payment check was received in the amount of \$27,143.18. This is down from the 2017 amount of \$29,320.42. We have prepared a letter, check and form for Cochran Hose Company.

**F. 2018 MUNICIPAL PENSION STATE AID**

We are in receipt of a check in the amount of \$140,531.65 from the Department of the Auditor General's Municipal Pension State Aid. In accordance with the 2018 Minimum Municipal Obligation (MMO) approval by Council on September 12, 2017, a check in the amount of \$82,241 has been prepared for the Police Pension Plan and a check for \$213,711 has been prepared for the General Employees' Pension Plan.

**G. RECEIPT OF PAYMENT FOR POLICE CAR CLAIM**

Attached is an insurance check, minus the deductible, for the repairs to the police car hitting the telephone pole in Leetsdale last month.

**H. HOLIDAYS AS OBSERVED BY BOROUGH OFFICE**

In compliance with certain contracts, we are providing a list of the holidays in November and December.

**I. STAFF PERFORMANCE EVALUATIONS**

Previously, Council did the Staff Performance Evaluations for the Borough Manager, Police Chief and Solicitor. Proposed review dates:

November 13, 2018	-	Borough Manager
December 11, 2018	-	Chief Manko
January 8, 2019	-	Solicitor Tucker

Council needs to decide if this will continue.

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**J. MEMO ON HEALTHCARE**

Attached is a memo to the employees indicating that Municipal Benefit Services, our healthcare provider, is providing both the UPMC Health Plan and the Highmark Health Plan at the same cost. This is very important because the memo is reminding the employees of the consent decree which takes effect July 1, 2019. This means that if you have Highmark benefits, you cannot use a UPMC facility as of July 1, 2019. So, in order to better prepare our employees, the memo indicates that they need to sit down and review all of their doctors and all of their facilities and if they need to change for 2019, they can, so that they can validate that the services and places for the services meet their standards.

Municipal Benefit Service representatives will be at the Municipal Building on Monday, November 12, at 10:30 am, to assist the employees.

**K. BOARD AND COMMISSION APPOINTMENT NOTICES**

You will see a list of the members of Board, Commissions and Authority Members with terms that expire on December 31, 2018. These members will be receiving a letter asking if they wish to be considered for reappointment. In addition, as Council has done in past years, there will be a general advertisement provided in order that persons who are interested in a position on the various boards, commissions and authorities may submit an application for the position and will be interviewed by Council.

**L. ACT 44 DISCLOSURE FORM FOR ANNUAL REPORTING**

Act 44 Disclosure Forms will be sent to First National Trust Company and Findley to complete, with a return date to the Borough of Sewickley by Friday, November 16<sup>th</sup>. This is in compliance with Act 44.

**M. RIGHT-TO-KNOW LAW REQUEST – BUCHANAN, INGERSOLL & ROONEY, PC**

Attached is a Right-to-Know Request from Buchanan, Ingersoll and Rooney, P.C. The Borough 's 30-day compliance response is also attached.

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**N. SANITARY SEWER SERVICE FOR 807 BLACKBURN ROAD**

The property owner of 807 Blackburn Road and the owner of the adjacent property want sanitary sewer services. If Council wishes to pursue offering them sanitary sewer services, a proposed letter is attached to send. The properties are in the Borough of Sewickley Heights and will require the approval of Sewickley Heights.

**O. MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)**

Allegheny County has adopted a new Stormwater Management Ordinance in compliance with PA Act 168. All municipalities in Allegheny County must update their Stormwater Management Ordinance to comply with the Allegheny County Ordinance before December 1, 2018. A motion to advertise the new ordinance for adoption on November 13 is requested.

**P. ADMINISTRATIVE ASSISTANT POSITION**

Patty Flaherty has submitted her retirement date of January 4, 2019. Attached is a letter outlining her close out benefits from the Borough.

We have prepared a draft job description should Council wish to advertise the position.

Mary Hertz, part-time employee in the office, is not interested in the full-time position at this time.

I would envision if the Borough advertises the position in October, applicants could be interviewed in November, with a pre-employment physical completed by the first or second week of December.