

**WEST HOMESTEAD BOROUGH COUNCIL**  
**Caucus / Work-Shop Meeting Minutes**  
**October 5, 2021**

**Call to Order**

President Baran called the meeting to order at 6:15 pm in Council Chambers, 456 West Eighth Avenue, West Homestead, PA 15120.

**Pledge of Allegiance**

**Roll Call**

The roll was called to establish a quorum. Present were Mr. Harhai, Mr. Fonos, Ms. Cain, Mrs. Scolieri and President Baran. A quorum was established. Mr. Guzzi and Mrs. Ferson were absent.

Solicitors Stan Lederman, Borough Engineers Mark Brashear and Bill Roth, and Borough Secretary Donna McMichael were also present. Mayor John Dindak and Borough Manager Bill Etherington were absent.

**President Baran asked anyone in the audience if they had any questions not included on the agenda.**

No response.

**The meeting was administered by Council President Joe Baran.**

**Hot Topics and Actions from Prior Month Meeting**

- Reconstruction of Salt Shed
  - Structure Walls are complete as of 9/24/21.
  - Asphalt base will be complete by 9/30/21.
  - Metal Arched Roof will be complete by 11/05/21
- 912 Sarah Street – Complaint of Discrimination with PHRC (PA. Human Relations Commission).
  - Solicitor (Stan) **NO Update** from September Caucus Meeting.
- Manager to revisit the Operational Audit showing the need to complete Human Resource Training and Development including the Employee Handbook distribution to ALL Borough employees. Currently in-process as there has been findings showing inconsistencies within the Police CBA and Handbook.
  - Manager targeting Q1-22 for completion of this task.
- 2022 Budget Process will begin on October 1, 2021. Manager will follow the same schedule as 2021. The 2021 YTD Actual vs. Budget Analysis will be distributed to Council no later than 10/15/21.

## Committee Reports

### Administration (Manager)

- Housekeeping / Storage / Laserfiche Documents
  - Complete on Laserfiche = Ordinances, Resolutions and Meeting Minutes.
  - Next step is to organize remaining documents. Work with Scan-Tek on next documents to be scanned to Laserfiche repository. Training is scheduled for 10/14/21.
- Manager still working with C. Harper Ford (Co-Stars) on delivery of 2 New Vehicles and Trade-In of 4 Old Vehicles. New vehicles are waiting for equipment on backlog due to supply chain issues.
- Administration role in Code Enforcement shows: = **Donna provided updated report.**
- Met with the Phoenix Benefits Group (Mike Pisula) on projected 2022 MMO's (Municipal Minimum Obligations). Recommendation is to maintain the 2021 contribution rates of 4% (Service Employees) and 2.5% (Police). Report sent to Council on 9/27/21. **Action: Manager to simplify and summarize Mike Pisula MMO Report.**

### Borough Properties (Mrs. Scolieri) / (Mr. Harhai)

- Meeting with SVSB to promote Tri-COG Land **Bank has been rescheduled for January 2022.** This will allow sufficient time to gain political traction with the 3 Borough's and the School Board members. An Lewis agrees with this plan going forward.
- Mrs. Scolieri discussed the West 9<sup>th</sup> & Hays properties noting that City and Borough Taxes need to be exonerated. SVSB already exonerated taxes.

### Community Affairs (Mrs. Ferson)

- Next on the list of events for this committee is Halloween. October 31, 2021. Tentative timeline shows there will be NO PARADE. Costume Contest will start @ 5:30 P.M. Halloween will follow from 6:00 P.M. – 7:30 P.M.

### Personnel (Mr. Harhai)

- Workers Compensation case is in 4<sup>th</sup> Quarter waiting for final documents to be approved and signed. Dave H. / Stan will provide updates on latest CBA held prior to this meeting.

### Public Safety (Mrs. Scolieri)

- Mrs. Scolieri provided monthly police report for September-21 and YTD (see attached report in presentation).
- Manager finalizing the need for 2 "Speed Humps" to be applied on roadway adjacent to Calhoun Community Park due to width of the road. Will continue investigation into this application along with proper legal language prior to implementation in Spring of 2022.

**Action: Mrs. Scolieri to schedule next Public Safety Meeting to cover:**

- **Update on Forest/8<sup>th</sup> Avenue Intersection traffic study. Chief**
- **Update on Training Certification Requirements – Chief/Manager**
- **Discussion on Police Awareness/Enforcement – Code Violations / Building Permits / Parking.**
- **WHPD is compliant with Act 57 (MPOETC) & Act 59 (PTSD). Would like to see paperwork showing compliance if available.**
- **Need to discuss Vehicle Rotation / Usage / Maintenance.**
- **Need to discuss Police Scheduling.**
- **Need to discuss issues with time cards for multiple pay periods.**

### **Public Works (Manager)**

- PW employees working on standard work schedule activities for the month of September 2021. Additional activities included but not limited to: Prepare Salt Shed area for re-construction.
- Manager still investigating the purchase of a larger size lawn mower to assist in grass cutting Borough properties.
- Residents still not familiar with Recycling Schedule according to zones and impacts from 5-week months and Monday holidays. Ms. Cain recommends sending calendar for remainder of 2021 & also include 2022. Calendar (2021 ROY) has been provided for Facebook and on New Website.
- August Waste Collection results show Trash = 10 Trucks & 88 Tons. Recycling = 5 Trucks & 7.3 Tons.

### **Sewer (Sanitary/Storm) Management (Ms. Cain)**

- Goal/Objective of the group is to maintain fundable and sustainable sanitary and storm systems that adhere to governmental (DEP) conditions and requirements (Consent Order).
- Committee met with PFM (Public Financial Management) on 9/8/21. Good presentation providing the committee with hands on experience on what is involved during the investigative process related to the sale of Borough assets (Sanitary/Combined Sewers). Next step = Committee is recommending moving forward with PFM on Phase 1 (Valuation of West Homestead CSS/SSS). Manager will schedule next meeting.
- 3 Rivers Wet Weather Meeting – Important meeting on 9/28/21 to discuss changes and more strict guidelines to existing Consent Order. Mark B. attended meeting and will provide report. **No attendance from Council.**

### **Web Site Development (Mr. Fonos)**

- The roll-out of the NEW web site **achieved its goal of launching on 9/30/21**. Please review and provide any additional requests to the Borough Manager or Secretary.  
**Action: Donna to put article in Valley Mirror about NEW Web Site.**

## **Authorities/Boards/Commissions**

**Main Street TIF Committee – Ray F. to provide report.**

**Planning Commission - Ray F. or Mark B. (see below Zoning Approvals/Matters)**

### **Zoning Approvals/Matters**

- 3415 West Run Road (Property is in the R-1 Residential District). Looked at potential drainage concern from neighboring property. No citable offenses were observed.
- 229 West Bridge Street (Property is in the WDD Waterfront Development District). Provided zoning approval for sign installation.
- P.F. Chang's (Property is in the WDD Waterfront Development District). Provided zoning approval for sign installation.
- 1105 Cascade Drive (Property is in the R-1 Residential District). Provided zoning approval for Fence installation.
- 3449 Pinewood Drive (Property is in the R-1 Residential District). Provided zoning approval for addition construction.
- Parcel 90-H-228 (Property is in the C-1 Commercial District). Provided zoning advice regarding potential use as automotive sales.
- 1080 Forest Avenue (Property is in the C-1 Commercial District). Provided zoning advice for potential use as automotive repair.
- 963 Forest Avenue (Property is in the C-1 Commercial District). Provided zoning approval for wall reconstruction.
- 882 Forest Avenue (Property is in the C-1 Commercial District). Provided zoning advice for potential construction of a large storage garage on the property.
- 3668 Pinewood Drive (Property is in the R-1 Residential District). Provided zoning approval for backup generator installation.
- 931 Forest Avenue (Property is in the C-1 Commercial District). Provided zoning advice regarding potential use as residential occupancy.
- 1261 Edgewood Drive (Property is in the R-1 Residential District). Provided zoning approval for deck installation.
- 1342 Breezewood Drive (Property is in the R-1 Residential District). Provided zoning approval for deck extension.
- 3518 Pinewood Drive (Property is in the R-1 Residential District). Provided zoning approval for fence installation.
- 1265 Breezewood Drive (Property is in the R-1 Residential District). Provided zoning approval for fence installation.

**Shade Tree Commission – Barb F. to provide report.**

**Steel Rivers Council of Governments – Ashley C. or Barb F. to provide report.**

**Steel Valley Historic Architectural Review Board (HARB)– Bill R./Dave H. to provide report**

**Steel Valley Enterprise Zone – Ray F. or Barb Ferson**

**UCC/IPMC – Board of Appeals – Meet on As Needed Basis (Manager)**

**Waterfront Maintenance Committee – Meet on As Needed Basis (Manager)**

## Zoning Hearing Board – As Needed Basis – Meet on As Needed Basis (Mark B.)

### Engineering Reports

#### ▪ Code Enforcement

- Administration sent Notice of Violation for high weeds at Guardian Angels Building that is still under Conservatorship with the courts. Administration will follow up with Citation.
- Mark B. to investigate sidewalk repair at Forest & 8<sup>th</sup> Avenue with Duquesne Light.
- Need to coordinate GPS or Mapping for Conway Street as the WHVFD would have difficulty in finding the location. Also, investigate street signs for this location.  
**Action: Engineers (Mark/Bill) will investigate.**
- Zoning Site Visits – **Action: Mark & Manager to discuss process to visit approved zoning projects to assure project was completed to specifications approved.**

- **New 8<sup>th</sup> Avenue Sewer Project** – Improvements to sanitary sewer including drainage and rain garden (BMNECC). Improvements to New Eighth Avenue. Sanitary Sewer \$137K DCED Grant along with Alcosan Grow Grant of \$33K.
  - 3 Elements of project:
    - ✓ Sewer manhole repair/recovery – Complete Oct.-20.
      - Also included pre-lining camera inspection. Complete Nov-20.
    - ✓ Pipe Lining – Complete in January 2021.
    - Stormwater improvements (Rain Garden) – Q2 2021, Bid from Caruso for \$173K was awarded. **Final step of Landscaping in process.**
- **Calhoun Field Improvements** – Site design (Pashek) revisited. This ties to DCNR Grant for \$90K (\$45K) + matching \$45K. Manager & Engineering met with Pashek on 3/03/21 to finalize Construction Documents. Received cost estimates. Costs ranging from \$300K - \$400K. Manager working with DCED on additional Grant Monies.

**Action Complete** – Manager provided history on \$110K Campbell Foundation Grant. Action complete. \$10K used on Calhoun Park Improvement consultant plan. \$100K in Escrow (incorrect use of account). Monies needed in General Fund for 1<sup>st</sup> half of 2020 due to **Overspending of General Fund from 2017 – 2019** primarily in Police & Public Works departments. Manager will move \$100K from Gen. Fund to Capital Improvements for targeted park improvements.

- **Streets Repair (General)** – Laurel Hill Drive pavement repair equipment leaked excess tar on side street (Lynnwood). Repair of street was **NOT** curb to curb.

**Action** – Mark to follow up on the curb to curb requirement. This excess tar action item has been resolved/corrected.

- **Conway Street Slide** – Project for \$92K completed. Stan to send letter to County & School Board for shared expense.

**Action** Mark B. is awaiting final repair to Guiderail and grading before finalizing total cost.

- **SR-837 Project** – Mr. Roth mentioned that construction on this project will begin in Spring of 2022. All paperwork and approvals are complete. All Borough questions have been responded to by Penn-Dot. The Borough is responsible for the cleaning of catch basins and the replacement of old, worn-out manhole casting dated from 1900 – 1910. The cost responsibility shows Penn-Dot (75%), Borough (25%).

**Action:** The inspection of the manhole castings was completed on August 16<sup>th</sup> & 17<sup>th</sup>. Results of the 17 inspections show 3 that require cement castings repair. Mr. Roth will arrange for construction and coordinate with Penn-Dot.

- **Sanitary / Storm Sewer Clean Up** – Engineers continue to caution Council on future projects related to Sanitary Sewers (Consent Order) along with Old Storm Sewers within the Borough boundaries. Need to focus on MS4 requirements along with camera work required for the Storm Sewers. **See attached Engineering Report on West Homestead Borough Sewers.**
- **3 Rivers Wet Weather Consent Order** – Final changes have not been approved by DEP/EPA. **Action: Council to discuss need for another member to this committee.**

**Financial - Account Balances – See attached.**

**Manager will distribute YTD Revenues & Expenses vs. Budget by EOB on 10/15/21 using September Month End balances.**

**Meeting adjourned at 7:04 P.M.**