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**TO:** Mt. Lebanon Commission  
**FROM:** Keith A. McGill, Municipal Manager  
**DATE:** December 8, 2017  
**SUBJECT:** Agenda – Regular Meeting – December 12, 2017 – 8 p.m.

Call to Order – Pledge of Allegiance to the Flag – Roll Call

- DB 1. Commission/Manager’s announcements:**
- Summary of discussion session topics (Manager McGill)
  - Manager’s announcements (Manager McGill)
  - Community highlights (Commission Vice President Silverman)
- DB 2. Junior Commissioner Katherine Izzo comments (presentation of gift/last meeting).**
- DB 3. Citizens Comments.**
- SS 4. Consideration of the [minutes](#) from the Adjourned Meeting held November 27, 2017. - approved**
- Recommended Action:* Move to approve the minutes.
- KF 5. Public hearing and consideration of Ordinance ([Bill No. 14-17](#)) concerning the Municipality’s 2018 Budget. – hearing held/approved**

The Commission held budget work sessions to review the budget on November 13, November 20, and November 29. A public hearing was held November 14 to comment on the Manager’s 2018 recommended budget. A second public hearing is being held tonight regarding the Commission’s proposed revisions to the manager’s recommended budget. The amendments are displayed on the side wall of the Commission Chambers.

- Recommended Action:*
- DB 1. Conduct the public hearing.
  - KF 2. Move to enact Ordinance (Bill No. 14-17).

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**Amendments to the 2018 Manager's Recommended Budget**

Department	Decision Unit	Item	Funding Source						Total Gov't Funds	Parking Fund
			General Fund	State Hwy Aid Fund	Sewage Fund	Storm Water Fund	Capital Proj. Fund			
<b>Initial Revenue Budgets</b>			<b>\$ 37,187,840</b>	<b>\$ 947,900</b>	<b>\$ 11,785,580</b>	<b>\$ 1,493,090</b>	<b>\$ 7,614,680</b>	<b>\$ 59,029,090</b>	<b>\$ 2,086,870</b>	
<b>2018 Budget Revenue Amendments</b>										
Tax Collection	Earned Income Tax	Additional 1% Estimated Collections	120,000	-	-	-	-	120,000	-	
Public Works	Pedestrian Routes	Assessment Program Reimbursements	(70,000)	-	-	-	-	(70,000)	-	
Public Safety	Police Crime Prevention	School Resource Officer (MLSD Contribution)	26,750	-	-	-	-	26,750	-	
Public Safety	Animal Control	Addition of Bethel Park to Animal Control Coop.	70,000	-	-	-	-	70,000	-	
Public Safety	Capital Improvements	Sale of Fire Pumper Truck	-	-	-	-	20,000	20,000	-	
Operating Transfers	Operating Transfers	Transfers to Capital Projects Fund	-	-	-	-	242,380	242,380	-	
Fund Balance	Fund Balance	Carryovers Use of Available Funds/Fund Balance	904,410	-	-	-	7,329,870	8,234,280	-	
<b>Amended Revenue Budgets</b>			<b>\$ 38,239,000</b>	<b>\$ 947,900</b>	<b>\$ 11,785,580</b>	<b>\$ 1,493,090</b>	<b>\$ 15,206,930</b>	<b>\$ 67,672,500</b>	<b>\$ 2,086,870</b>	
<b>Initial Expenditure Budgets</b>			<b>\$ 37,187,840</b>	<b>\$ 947,900</b>	<b>\$ 11,785,580</b>	<b>\$ 1,493,090</b>	<b>\$ 7,614,680</b>	<b>\$ 59,029,090</b>	<b>\$ 1,811,140</b>	
<b>2018 Budget Expenditure Amendments</b>										
General Government	Employment Benefits	Reduction in Health Insurance Estimate	(90,260)	-	-	-	-	(90,260)	(4,010)	
General Government	Financial Management	Real Estate Tax Appeals	(4,750)	-	-	-	-	(4,750)	-	
Community Development	Community and Economic Development	Uptown Shopping/Dining Guide Update	2,000	-	-	-	-	2,000	-	
Community Development	Community and Economic Development	Planning and Design - LRT Stairway/Parse Way	15,000	-	-	-	-	15,000	-	
Community Development	Planning	Historic District Voluntary Guideline Development	6,000	-	-	-	-	6,000	-	
Public Works	Pedestrian Routes	Additional Root Damaged Sidewalks	52,000	-	-	-	-	52,000	-	
Public Works	Pedestrian Routes	Additional Sidewalk Repairs	11,800	-	-	-	-	11,800	-	
Public Works	Pedestrian Routes	Residential Sidewalk Assessment Program	(100,000)	-	-	-	-	(100,000)	-	
Public Works	Refuse Collection	Expanded Wood Waste Pickup	5,630	-	-	-	-	5,630	-	
Public Works	Parks Maintenance	Twin Hills Park Invasive Control	20,000	-	-	-	-	20,000	-	
Public Works	Equipment Maintenance	UST Leak Detection Module	5,800	-	-	-	-	5,800	-	
Human Services	Library	Part-time Teen Librarian (25 hrs/week)	37,950	-	-	-	-	37,950	-	
Human Services	Library	Personnel Cost Reduction	(13,900)	-	-	-	-	(13,900)	-	
Recreation	Ice Rink	Full-time Maintenance Personnel	36,900	-	-	-	-	36,900	-	
Recreation	Swimming Center	Picnic Tables	4,000	-	-	-	-	4,000	-	
Recreation	Swimming Center	Vacuum	8,000	-	-	-	-	8,000	-	
Public Safety	Police Administration	Policy Management Software	6,500	-	-	-	-	6,500	-	
Public Safety	Police Support Services	Community-based Surveillance Cameras	40,000	-	-	-	-	40,000	-	
Public Safety	Police Traffic Safety	StatTrak Data Collector	2,820	-	-	-	-	2,820	-	
Public Safety	Police Crime Prevention	School Resource Officer (Partial year)	40,070	-	-	-	-	40,070	-	
Public Safety	Animal Control	Addition of Bethel Park to Animal Control Coop.	70,000	-	-	-	-	70,000	-	
<b>Subtotal: Budget Amendments</b>			<b>155,560</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>155,560</b>	<b>(4,010)</b>	
<b>2017 Carryovers to 2018 Budget</b>										
<b>Operating Expenditures</b>										
General Government	Information Services	Mobile App Development	5,000	-	-	-	-	5,000	-	
General Government	Employment Benefits	Investment Consultant	5,000	-	-	-	-	5,000	-	
General Government	Legal Services	Other Counsel	26,500	-	-	-	-	26,500	-	
Public Safety	Animal Control	Animal Control Vehicle	32,940	-	-	-	-	32,940	-	
Public Works	Pedestrian Routes	ADA Sidewalk Ramps (2017)	14,250	-	-	-	-	14,250	-	
Public Works	Refuse Collection	Recycling Outreach/Education	20,000	-	-	-	-	20,000	-	
Public Works	Parks Maintenance	Deer Management	16,130	-	-	-	-	16,130	-	
<b>Capital Expenditures</b>										
Public Works	Capital Improvements	Robb Hollow Greening	132,000	-	-	-	-	132,000	-	
Recreation	Capital Improvements	Golf Course Sand Bunker Liners	64,190	-	-	-	-	64,190	-	
Public Safety	Capital Improvements	Fire Pumper Truck	-	-	-	-	575,000	575,000	-	
Public Works	Capital Improvements	Public Works Facility & Firing Range	-	-	-	-	6,711,870	6,711,870	-	
Public Works	Capital Improvements	Cochran Road ADA Ramps	-	-	-	-	63,000	63,000	-	
Public Works	Capital Improvements	Crosswalk Installations	-	-	-	-	50,000	50,000	-	
<b>Assignment Carryovers</b>										
Public Works	Parks Maintenance	Deer Management	27,830	-	-	-	-	27,830	-	
Public Works	Capital Improvements	Robb Hollow Improvements	27,950	-	-	-	-	27,950	-	
Public Works	Capital Improvements	Mt. Lebanon Park Basketball Court Improvements	53,150	-	-	-	-	53,150	-	
Public Works	Capital Improvements	Parks Lighting System	75,850	-	-	-	-	75,850	-	
Recreation	Capital Improvements	Recreation Center Light Pole Replacement	145,430	-	-	-	-	145,430	-	
Recreation	Platform Tennis	Digital Video Security System	7,000	-	-	-	-	7,000	-	
Public Works	Capital Improvements	Private Street Contribution	-	-	-	-	50,000	50,000	-	
Public Works	Capital Improvements	Sidewalk Installations	-	-	-	-	50,000	50,000	-	
Public Works	Capital Improvements	Traffic & Pedestrian Upgrades	-	-	-	-	92,380	92,380	-	
Operating Transfers	Capital Projects Fund	Transfer to Capital Projects Fund	242,380	-	-	-	-	242,380	-	
<b>Subtotal: Carryovers</b>			<b>895,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,592,250</b>	<b>8,487,850</b>	<b>-</b>	
<b>Amended Expenditure Budgets</b>			<b>\$ 38,239,000</b>	<b>\$ 947,900</b>	<b>\$ 11,785,580</b>	<b>\$ 1,493,090</b>	<b>\$ 15,206,930</b>	<b>\$ 67,672,500</b>	<b>\$ 1,807,130</b>	

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SS 6. **Consideration of Ordinance (Bill No. 15-17) fixing the tax rate for the year 2018.** - approved

The municipality will be reaffirming its tax rate in accordance with the adopted budget. The tax rate for general purposes is currently 4.71 mills. The tax shall continue in force for each successive calendar year unless the tax is subsequently changed. A public hearing was held November 14, 2017.

*Recommended Action:* Move to enact Ordinance (Bill No. 15-17).

KF 7. **Consideration of Ordinance (Bill No. 16-17) establishing compensation for employees for 2018.** - approved

This ordinance establishes the pay rates and levels for employees, including those covered by collective bargaining for 2018. It also sets hours of work and overtime, longevity and fringe benefits.

*Recommended Action:* Move to enact Ordinance (Bill No. 16-17).

SS 8. **Consideration of Resolution No. R-20-17 adopting the Capital Improvement Program (CIP).** - approved

The Capital Improvement Program (CIP) for 2018-2022 was submitted to the Commission on August 1, 2017. Copies of the document were placed at the library, municipal building and website. A public hearing was held October 10, 2017.

*Recommended Action:* Move to adopt Resolution No. R-20-17.

KF 9. **Consideration of Resolution No. R-21-17 designating a depository for the funds of Mt. Lebanon.** - approved

The Municipality must designate a depository each year for its funds. The Director of Finance recommends that the municipality retain depository of WesBanco Bank for the treasurer's account and petty cash account.

*Recommended Action:* Move to adopt Resolution No. R-21-17.

SS 10. **Consideration of Resolution No. R-22-17 designating a depository for the funds of Mt. Lebanon for all primary banking activities.** - approved

The Municipality must designate a depository each year for its funds. The Director of Finance recommends that the municipality retain depository of First National Bank for all primary banking activities.

*Recommended Action:* Move to adopt Resolution No. R-22-17.

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**KF 11. Consideration of Resolution No. R-23-17 adopting the 2018 Comprehensive Fee Schedule. - approved**

The Commission has reviewed and is now approving the proposed 2018 Comprehensive Fee Schedule for municipal operations and activities.

Recommended Action: Move to adopt Resolution No. R-23-17.

**SS 12. Consideration of Resolution No. R-24-17 establishing employee contributions to the pension plans for 2018. - approved**

Each year the employee contribution levels must be set for the municipality's pension plans. The calculation is done in accordance with state law, and the contribution levels are collectively bargained with employee groups.

Employee contributions for 2018 to the Mt. Lebanon Police, Fire and General Pension Plans are hereby established as follows:

**Police:** 4.5% of total compensation

**Fire:**

Hired prior to August 28, 2011 5.0% of total compensation

Hired after August 28, 2011 5.0% of base salary and longevity

**General Employees:**

Hired prior to January 1, 2012 5.0% of total compensation

Hired after January 1, 2012 5.0% of base salary and longevity

Recommended Action: Move to adopt Resolution No. R-24-17.

**KF 13. Consideration of Final Approval of Mt. Lebanon Firing Range Land Development Plan. - approved**

At its meeting on Tuesday, November 28, 2017, the Planning Board voted in favor of a motion to recommend final approval for the Mt. Lebanon Firing Range Land Development Plan.

All engineering comments related to the application have been satisfied.

The Municipality of Mt. Lebanon owns the property located at 1000 Pine Avenue where the Golf Course is currently. The municipality is requesting approval of a land development plan to construct a new free-standing structure adjacent to the golf course parking lot to be used as a firing range.

Recommended Action: Move to grant final approval of the Mt. Lebanon Firing Range Land Development Plan.

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**SS 14. Consideration of the Extension of Final Approval of a Land Development Plan for the St. Clair Hospital Central Utility Building Land Development Plan. - *approved***

The Mt. Lebanon Commission granted final approval for the St. Clair Hospital Central Utility Land Development Plan and associated Development Agreement at a Commission meeting held on September 9, 2014.

Section 514 of the Mt. Lebanon Code, Chapter XVI ,Subdivision and Land Development states that if construction of a land development which has been granted final is not initiated and diligently pursued within one (1) year of the date of final approval, final approval shall expire immediately; provided however, that the Commission may grant a reasonable extension if a developer presents satisfactory evidence that difficulties have prevented the work from being initiated and/or diligently pursued.

At a prior Commission meeting, an extension of the approval was granted to and including December 31, 2017. By letter dated November 20, 2017, St. Clair Hospital is requesting an additional extension for the St. Clair Hospital Central Utility Land Development Plan and associated Development Agreement. The hospital is currently engaged in the planning process to construct a new Ambulatory Care Center adjacent to the existing hospital building. The hospital is currently analyzing their utility needs for the new facility, which may impact the capacity needed at the proposed Central Utility Plant. Once the analysis is complete, the hospital will be finalizing the process to advance the Central Utility Building project and expects to commence construction no later than December 31, 2018.

Recommended Action: Move to authorize the proper municipal officials to grant an extension of the deadline to initiate construction for the St. Clair Hospital Central Utility Land Development Plan and associated development agreement to and including December 31, 2018, conditioned on the execution of an amended development agreement and submission of a revised financial security to reflect a revised estimate of cost for the identified private improvements.

**KF 15. Consideration of commencement of pension benefits. - *approved***

Mt. Lebanon sponsors three defined pension benefit plans for their employees: General Employees, Police and Firemen. The Commonwealth of Pennsylvania’s Department of the Auditor General requires that all benefit commencements for the Police Pension Plan be approved by the Commission. It also recommends that all benefit commencements regardless of plan type be approved by the Commission.

The employee detailed below has requested benefit commencement commensurate with the terms of her respective pension plans.

<b>Employee Name Title</b>	<b>Pension Plan Department</b>	<b>Benefit Start Date</b>
Karen Hoffman Payroll Administrator	General Employees Finance	1/1/2018

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*Recommended Action:* Move to approve benefit commencement for Karen Hoffman.

**SS 16. Appointment to Medical Rescue Team South Authority (MRTSA). - approved**

On January 5, 2015, the Commission reappointed Mr. Brumfield to the board of directors with a term ending December 31, 2019. Mr. Brumfield is now leaving the Commission, resulting in a vacant position becoming available on the MRTSA board.

*Recommended Action:* Move to appoint Kelly Fraasch to a fill an unexpired term beginning January 1, 2018 and ending December 31, 2019.

**KF 17. Consideration of the expenditure list for November totaling \$4,466,905.73. - approved**

*Recommended Action:* Move to approve the expenditure list for November totaling \$4,466,905.73.

**SS 18. Presentation of recognition of service to Commissioner Brumfield.**

*Commissioners to present gift.*

**DB 19. Adjournment.**