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TO: Mt. Lebanon Commission
FROM: Keith A. McGill, Municipal Manager
DATE: May 4, 2018
SUBJECT: Agenda – Regular Meeting –May 8, 2018 – 8 p.m.

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

SS 1. Recognition of newly-promoted Deputy Chief Kevin Abbott.

Chief Sohyda will recognize newly-promoted Deputy Chief Kevin Abbott.

SS 2. Commission/Manager’s announcements:

- Summary of discussion session topics (Manager McGill)
- Manager’s announcements (Manager McGill)
- Community highlights (Commission Vice President McLean)

SS 3. Junior Commissioner Thomas Cosentino comments (presentation of gift/last meeting).

SS 4. Recognition of Student Intern.

In August of 2017, the Municipality launched a pilot program to provide an opportunity for high school students who expressed an interest in learning more about how local government functions in Mt. Lebanon. The program included a real world look at the decision process behind the provision of local services, the budget process, the role of various boards and authorities, the role of the elected officials, how policies are developed and implemented, the importance of public outreach and effective communication and other related topics. Interns attend public meetings each month, attend advisory board meetings, and meet with department heads.

The Municipality would like to recognize our student intern, Cassidy Higgins, who took part in the program during the spring semester of 2018 and thank her for her time and dedication to the program.

SS 5. Citizens Comments.

JB 6. Consideration of the minutes from the Regular Meeting held [April 10, 2018](#) and the Special Adjourned Meeting held [April 30, 2018.](#) - passed

Recommended Action: Move to approve the minutes.

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CG 7. **Public hearing on Ordinance (Bill No. 3-18) of Mt. Lebanon, Pennsylvania, Amending Overnight Parking Restrictions.** – *hearing held*

Mt. Lebanon currently prohibits overnight parking on public streets, subject to certain exceptions, including the option for residents to request three and fifteen day exemptions. This ordinance clarifies the exceptions to allow each vehicle license plate three (3) overnight parking requests per year. In addition, the ordinance provides that the Manager or a designee may grant the applicant up to fifteen (15) additional requests per vehicle license plate per year for good cause shown. Thereafter, a resident will need to follow either an existing process for an overnight parking zone or a new process for a special permit parking space, which requires a demonstration of good reason. The ordinance also clarifies the duties of the Manager in establishing traffic and parking controls under the Motor Vehicle Code.

This ordinance was introduced April 10, 2018.

Recommended Action: Conduct the public hearing.

KF 8. **Public hearing and consideration of Ordinance (Bill No. 4-18) of Mt. Lebanon, Pennsylvania, Amending the Mt. Lebanon Code, Chapter 1 (Administration and Government), Part 1, Administrative Code, Section 105, Compensation, By Increasing the Compensation of Commissioners.** – *did not pass*

This Ordinance will amend the Mt. Lebanon Code, Chapter 1 (Administration and Government), Part 1 Administrative Code, Section 105, Compensation by Increasing the Compensation of the Commissioners

The current Commission compensation per Commissioner is three thousand five hundred (\$3,500) per year, payable in (monthly) equal installments. The current rate of compensation was established by ordinance in 1993.

Under the ordinance as proposed each Commissioner would receive five thousand (\$5,000) per year, payable in (monthly) equal installments. If enacted the change in compensation would become effective no sooner than four (4) years after the effective date of the ordinance.

This ordinance was introduced April 10, 2018.

Recommended Action: SS 1. Conduct the public hearing.
KF 2. Move to enact Ordinance (Bill No. 4-18).

SM 9. **Consideration of Resolution No. R-9-18, the Standard Resolution for a Planning Module for the Proposed St. Clair Hospital Ambulatory Care Facility.** – *passed*

As a part of the land development permit process the Pennsylvania Department of Environmental Protection (PADEP) requires a Planning Module to be submitted to account for the sanitary sewer service for the proposed St. Clair Hospital Ambulatory Care Facility. The

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standard resolution associated with the Planning Module is an update to the Municipalities “Official Sewage Facilities Plan” to include the development.

The Municipal Engineer has reviewed the document and recommends adoption of the resolution and transmitting it to the PADEP.

Recommended Action: Move to adopt Resolution No. R-9-18, the Plan Revision for New Land Development for the St. Clair Hospital Ambulatory Care Facility project and transmit the Planning Module to the PADEP.

CG 10. Introduction of a conditional use request approval for the expansion of a Hospital Use at 1000 Bower Hill Road. - *introduced*

St. Clair Hospital operates as an existing conditional use at 1000 Bower Hill Road. The Hospital is seeking to expand their existing facility by constructing an Ambulatory Care Center on the southwestern end of the existing hospital structure. The new structure will be located in both the Municipality of Mt. Lebanon and Scott Township. The property within the Municipality of Mt. Lebanon is zoned R-2 Single-Family Residential. Chapter XX, Zoning, of the Mt. Lebanon Code, identifies “Hospitals” as a Conditional Use in the R-2 Single-Family Residential zoning district.

The Planning Board recommended approval of the conditional use request on April 24, 2018.

Recommended Action:

CG	1. Introduce the request.
SS	2. Set the public hearing for Tuesday, May 29, 2018.

KF 11. Consideration of an Award for Mt. Lebanon’s 2018 - 2019 Insurance Program. - *passed*

The non-employment-related insurances for the municipality expire on June 5, 2018. This includes property, equipment, crime, automobile, general liability, professional, umbrella and cyber liability coverages. For the upcoming year, the quote from MRM PLT, the insurance pool that currently insures the municipality, is \$362,545. There are minimal changes to the coverage, deductibles or limits for the next year. The general fund will be responsible for \$338,011, and the parking fund will pay \$24,534.

Recommended Action: Move to authorize the placement of insurance for 2018-2019 with the MRM PLT insurance pool at a premium of \$362,545.

CG 12. Consideration to install a Stop Sign and supplemental Except Right Turn plaque on the northbound Country Club Drive approach to Summit Drive. Additionally, to add a Traffic From Right Does Not Stop plaque underneath the existing stop sign on the Summit Drive approach to Country Club Drive. - *passed*

Residents of this neighborhood have expressed a concern over sight distance at this intersection. Residents of the neighborhood were invited to a Traffic Board meeting in April 2016 for input on this request. Upon review, it was determined that the sight distance looking left from Summit Drive does not meet the minimum criteria for the posted speed limit. It was recommended that a stop sign be installed on the northbound approach with an “Except Right Turns” plaque underneath. It was also recommended that a “Traffic From Right Does Not

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Stop” plaque be installed under the existing Summit Drive stop sign. A motion to this affect was made, seconded, and passed unanimously.

Recommended Action: Move to install a Stop Sign and supplemental Except Right Turn plaque for the northbound Country Club Drive approach to Summit Drive as well as to add a Traffic From Right Does Not Stop plaque under the existing Stop Sign on the Summit Drive approach.

JB 13. Consideration for the Award of the Scrubgrass Road - Elm Spring Road Culvert Lining Contract. - passed

Bids were received on April 17, 2018 for the Scrubgrass Road - Elm Spring Road Culvert Lining contract. The project consists of the base bid for gunite (sprayed lightweight concrete) application to the 42” metal culvert at Scrubgrass Road and Elm Spring Road. An add alternate bid item included the repair of 20 feet of the 96” culvert on the Department of Public Works Facility. Both repairs were recognized as a part of the Stormwater Capital Plan.

The Municipal Engineer has verified the bids as follows:

Contractor	Base Bid	Alternate Bid 1
Proshot Concrete, Inc.	\$39,798.30	\$28,000.00
National Shotcrete, LLC dba National Gunite	\$39,965.00	\$26,400.00
A. Merante Contracting, Inc.	\$76,000.00	\$55,000.00

The Municipal Engineer has reviewed the bids and determined the low bid to be accurate. The Engineer recommends the project be awarded to National Gunite. The engineer is familiar with their work in several locations.

The project is within budget and is to be funded through the Storm Sewer Fund.

Recommended Action: Move to award the Base Bid for the Scrubgrass Road - Elm Spring Road Culvert Lining contract to National Shotcrete, LLC dba National Gunite in the amount of \$39,965 and Add Alternate #1 at \$26,400, for a total of \$66,365.

SM 14. Consideration of bids for the sale of a 2002 Spartan/Precision fire pumper truck. - passed

Bids were received on Monday, April 16, 2018, for the sale of a fire pumper truck. Mt. Lebanon’s Administrative Code requires Commission approval for the sale of municipal equipment and supplies with an estimated value of more than \$7,500.

The minimum bid for the pumper truck was \$20,000. There was one bid as follows:

Clymer Volunteer Fire Company #1 \$55,402

Recommended Action: Move to approve the sale to the Clymer Volunteer Fire Company #1 for the amount of \$55,402.

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KF 15. Consideration of commencement of pension benefits. - passed

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 his respective pension plan.

Employee Name Title	Pension Plan Department	Benefit Start Date
Kevin Maehling Platoon Chief	Firemen Fire	5/1/18

Recommended Action: Move to approve benefit commencement for Kevin Maehling.

JB 16. Consideration of the expenditure list for March for \$2,533,911.98. - passed

Recommended Action: Move to approve the expenditure list for March totaling \$2,533,911.98.

SM 17. Departmental reports. - filed

Recommended Action: Ask that the reports be received and filed.

SS 18. Adjournment.