

TO: Mt. Lebanon Commission

FROM: Keith A. McGill, Municipal Manager

DATE: Revised August 27, 2019

SUBJECT: Agenda – Adjourned Meeting – August 27, 2019 – 8 p.m.

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

SM 1. Commission/Manager’s announcements:

- Summary of discussion session topics (Assistant Manager McMeans)
- Manager’s announcements (Assistant Manager McMeans)
- Community highlights (Commissioner Grella)

SM 2. Citizens Comments.

SS 3. Consideration of the [minutes](#) from the Adjourned Meeting held July 23, 2019. - approved

Recommended Action: Move to approve the minutes.

KF 4. Consideration of Ordinance (Bill No. 3-19) to clarify and update a number of provisions in Chapter XVI (Subdivision and Land Development) of the Mt. Lebanon Code. - approved

The proposed ordinance would amend Chapter XVI of the Mt Lebanon Code, entitled “Subdivision and Land Development,” (SALDO) to clarify and update a number of provisions. The proposed Ordinance includes amendments to submission deadlines, replacing outdated mediums, conformance with current standards of regulating bodies as well as with the municipal Zoning Ordinance, and clarification of a number of terms. New standards being added to the SALDO include requirements for private stormwater management systems, landscaping and screening requirements, and pervious pavement standards. On February 19, 2019, the Planning Board recommended approval of the Ordinance.

This ordinance was introduced June 25, 2019, and a public hearing was held July 23, 2019.

Recommended Action: Move to enact Ordinance (Bill No. 3-19).

CG 5. Consideration of Resolution No. R-15-19 authorizing an application for Traffic Signal Approval with the PA Department of Transportation. - approved

The Pennsylvania Department of Transportation (PennDOT) has requested the Municipality prepare and sign a Resolution and enter into an Agreement to maintain certain traffic signals and related equipment that will be installed as part of the SR 0019 A75 project from Upper St. Clair to Mt. Lebanon.

The following signals are included in this agreement:

- S.R. 0019 (Washington Road) Connor Road and Gilkeson Road
- S.R. 0019 (Washington Road) and Abbeyville Road

The Municipality currently maintains these traffic signals.

Recommended Action: Move to adopt Resolution No. R-15-19 and enter into a Traffic Signal Maintenance Agreement with PennDOT for the traffic signals and equipment as S.R. 0019 A75 project from Upper St. Clair to Mt. Lebanon.

SS 6. **Consideration of Resolution No. R-16-19 authorizing a reimbursement and maintenance agreement with the Pennsylvania Department of Transportation (PennDOT).** - approved

The Pennsylvania Department of Transportation will be awarding a contract to resurface Washington Road from Abbeyville Road to Connor Road and Gilkeson Road. As part of this contract, Mt. Lebanon has asked PennDOT to include new pedestrian facilities that meet current ADA design guidelines on the side streets at three separate intersections. PennDOT is requiring a reimbursement agreement for the cost to complete this work.

Recommended Action: Move to adopt Resolution No. R-16-19.

KF 7. **Consideration of Resolution No. R-17-19 to execute an ARLE Grant Agreement with PennDOT for capital improvements at the intersection of Bower Hill Road and Segar Road.** - approved

The municipality submitted a 2018 Automated Red Light Enforcement (ARLE) Grant application for capital improvements at the intersection of Bower Hill Road and Segar Road. The improvements are proposed to consist of the construction of an auxiliary right turn lane on the Segar Road approach to Bower Hill Road and minor modifications to the traffic signal to accommodate the proposed turn lane. The total project cost estimate in the application was \$104,488. A proposed 20% local match was included with the application (\$20,897.60).

In a letter dated August 2, 2019, PennDOT issued a notice of award to the Municipality for grant funds totaling \$83,590.40 pending execution of a formal Grant Agreement with PennDOT. The Grant Agreement was subsequently sent to Manager McGill via email on August 5, 2019 by a representative of PennDOT District 11-0 along with a Resolution authorizing Manager McGill to sign the ARLE Grant Agreement.

Recommended Actions: Move to Resolution No. R-17-19 authorizing the Municipal Manager to execute the Grant Agreement and to submit the signed Agreement to PennDOT.

KF 8. **Consideration of Resolution No. R-18-19 to execute an ARLE Grant Agreement with PennDOT for capital improvements at the intersection of Washington Road and Bower Hill Road.** - approved

The municipality submitted a 2018 Automated Red Light Enforcement (ARLE) Grant application for capital improvements at the intersection of Washington Road and Bower Hill Road. The improvements are proposed to consist of the construction of an auxiliary right turn lane on the Bower Hill Road approach to Washington Road and the installation of a new traffic signal at the intersection. The total project cost estimate in the application was \$230,699.50. A proposed 20% local match was included with the application (\$46,139.90).

In a letter dated August 2, 2019, PennDOT issued a notice of award to the Municipality for grant funds totaling \$184,559.60 pending execution of a formal Grant Agreement with PennDOT. The Grant Agreement was subsequently sent to Manager McGill via email on August 5, 2019 by a representative of PennDOT District 11-0 along with a Resolution authorizing Manager McGill to sign the ARLE Grant Agreement.

Recommended Actions: Move to adopt Resolution No. R-18-19 authorizing the Municipal Manager to execute the Grant Agreement and to submit the signed Agreement to PennDOT.

CG 9. **Announcement m of Public Hearing Regarding Verizon Cable Franchise Renewal. – hearing set**

Mt. Lebanon will hold a public hearing regarding cable franchise agreement renewal with Verizon Pennsylvania, LLC. The public hearing will take place on September 10, 2019, at 8 p.m. in Mt. Lebanon Commission Chambers. Citizens are invited to testify. The purpose of the public hearing is to review the past performance of the cable operator and to identify future cable-related community needs of the municipality.

Recommended Action: SM 1. Set the public hearing for September 10, 2019.

SS 10. **Receipt of the Capital Improvement Program (CIP). – hearing set**

As required by the Charter, the Capital Improvement Program (CIP) for 2020-2024 was submitted to the Commission on August 1, 2019. A public hearing is required to be held on this program prior to the issuance of the Manager’s Recommended Budget.

Recommended Action: SS 1. Acknowledge receipt of the 2020-2024 Capital Improvement Program (CIP).
SM 2. Set the public hearing for Monday, October 7, 2019.

CG 11. **Consideration of appointments to serve as Junior Commissioners. - approved**

The Commission received applications from six highly-qualified applicants for Junior Commissioner. All of the applicants were interviewed by a committee.

Recommended Action: Move to make the following appointments:

- a) _____ for fall 2019 semester.
- b) _____ for spring 2020 semester.

SS 12. **Consideration of appointment to serve in the Student Intern program. - approved**

This is a pilot program that provides an opportunity for a high school student(s) who has applied to be a Junior Commissioner and as part of that application or interview process expressed an interest in learning more about how local government functions in Mt. Lebanon.

The program will include 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. The student intern will have the opportunity to attend public meetings each month and may attend advisory board meetings or shadow department heads.

Ian McMeans, Assistant Manager/Planner, will be the staff lead for this program. The program will run from September through November and February through April. At the conclusion of the

program, the student(s) will be asked to provide a summary report detailing the experience and offering their perspective and insight on what they have learned and ways the program might be improved.

Recommended Action: Move to make the following appointments:

_____ and _____ for fall 2019 semester.

_____ and _____ for spring 2020 semester.

KF 13. Consideration of a Lot Consolidation Plan. - approved

Request for final approval for a lot consolidation plan. Mr. Randall Tomb owns the property located at 1042 Locust Lane, which is comprised of parcels 193-A-192, 193-A-198, and a portion of a right-of-way that was vacated by the Municipality in 1998 and deeded to Mr. Tomb in 1999. The plan combines the three properties owned by Mr. Tomb into one lot.

The Planning Board reviewed and recommended approval of the Consolidation Plan at its June 18, 2019 meeting. All engineering comments have been addressed.

Recommended Action: Move to grant final approval for the Tomb Consolidation Plan.

CG 14. Consideration for the Award of the Shadowlawn HDD Sewer Installation Contract. - approved

Bids were received on July 12, 2019 for the Shadowlawn HDD Sewer Installation contract. The project consists of the installation of approximately 44 linear feet of sanitary sewer via open cut and approximately 282 linear feet sanitary sewer installed via HDD methods. The project also involves all related site preparation, manhole removal, replacement and new installation, resident notification, E&S controls, and restoration of disturbed areas, including bituminous driveways, walls, lawn areas, trees and shrubbery.

The Municipal Engineer has verified the bids as follows:

Contractor	Base Bid	Alternate Bid 1
Jet Jack, Inc.	\$194,249.00	\$227,525.00
A. Merante Contracting, Inc.	\$252,815.92	\$338,078.52
J5 Construction	\$366,467.00	No Bid Received

The Municipal Engineer has reviewed the bids and determined the low bid to be accurate. The Engineer recommends the project be awarded to Jet Jack, Inc. The contractor has completed work in the Municipality in a satisfactory manner.

The engineer's opinion of cost for this project was \$200,000. The project is in line with the opinion of cost and is to be funded through the Sanitary Sewer Fund.

Recommended Action: Move to award the Shadowlawn HDD Sewer Installation contract Base Bid to Jet Jack, Inc., in the amount of \$194,249; provided that the contract award is subject to and will not be considered made until all necessary easements for the project have been obtained and the contract is executed by the proper Municipal officials.

KF 15. Consideration for the Awards of the Mt. Lebanon Library Dynamic Learning Lab Contracts. - approved

Bids were received on July 24, 2019 for the Mt. Lebanon Library Dynamic Learning Lab contracts. The project includes, renovating an existing office/storage area, maker lab and teen reading area into a Dynamic Learning Lab and Classroom. The scope includes new demountable partitions, drywall partitions, a movable wall, casework, new ceilings, lighting, power, HVAC, plumbing and sprinkler modifications. The contracts are broken down into the following:

- | | |
|--|------------------------------|
| Contract 1 – General Construction Work | Contract 4 – HVAC Work |
| Contract 2 – Fire Protection Work | Contract 5 – Electrical Work |
| Contract 3 – Plumbing Work | |

The Municipal Engineer has verified the public bids as follows:

Contractor	Bid Received	Status
R.D. Stewart Company	\$163,000	Low Bid
FMS Construction	\$176,894	
Caliber Contracting Services	\$198,393	

The responses to the other requests for quotations were under the limit required for public bidding were as follows:

	Contract 2 Fire Protection	Contract 3 Plumbing	Contract 4 HVAC	Contract 5 Electrical
R.D. Stewart Co.	\$13,300	\$6,500	\$14,100	
Merit Electrical Group, Inc.				\$34,610
Allegheny City Electric, Inc.				\$37,000

The Municipal Engineer has reviewed the public bids and quotations and determined the bids to be accurate.

The budgeted estimate amount for all Contracts is \$267,594.00. The Mt. Lebanon Library will be funding the project in full.

Recommended Actions: Move to award the Mt. Lebanon Library Dynamic Learning Lab General Construction Work Contract 1 to R.D. Stewart Co. in the amount of \$163,000.

CG 16. Consideration of bids received by SHACOG Purchasing Alliance to Supply Rock Salt for the 2019-2020 Winter Season. - approved

SHACOG has received bids to furnish rock salt for the coming winter season. The sole bidder is Cargill, Inc. at a price of \$82.24 per ton or 16% above last winter's price. The two primary factors

driving the cost increase that were cited are limited industry wide supply and increases in transportation costs, which include rail, truck and barges.

Recommended Action: Move to accept the bid for rock salt of \$82.24 per ton as submitted by Cargill, Inc., and authorize the proper municipal officials to execute the contract.

SS 17. Consideration to purchase one leaf loader to replace a unit that has reached the end of its useful life. - approved

Commission approval is requested to purchase one trailer-mounted leaf loader from A&H Equipment of Bridgeville at a total cost of \$60,885. There has been \$46,000 appropriated in the 2019 Operating Budget. A & H Equipment participates in the Pennsylvania Costars Purchasing Program, Contract #25-044.

Recommended Action: Move to purchase one trailer-mounted leaf loader through the Costars Purchasing Program from A&H Equipment for \$60,885.

KF 18. Consideration of the expenditure list for July totaling \$6,880,273.98. - approved

Recommended Action: Move to approve the expenditure list for July totaling \$6,880,273.98.

CG 19. Departmental Reports. - filed

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

SM 20. Adjournment.