

TO: Mt. Lebanon Commission
FROM: Keith A. McGill, Municipal Manager
DATE: October 9, 2020
SUBJECT: Agenda – Regular Meeting – October 13, 2020 – 8 p.m.

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

- CG 1. Commission/Manager’s announcements:**
- Summary of discussion session topics (Manager McGill)
 - Manager’s announcements (Manager McGill)
 - Community highlights (Commission Vice President Mindy Ranney)
- CG 2. Junior Commissioner Jack Horrigan comments.**
- CG 3. Citizens Comments.**
- LF 4. Consideration of the [minutes](#) from the Adjourned Meeting held September 22, 2020.
*- passed***
- Recommended Action:* Move to approve the minutes.
- SS 5. Public hearing on the [Capital Improvement Program \(CIP\)](#). – *hearing held***
- As required by the Charter, the Capital Improvement Program (CIP) for 2021-2025 was submitted to the Commission on August 1, 2020. A public hearing is required to be held on this program prior to the issuance of the Manager’s Recommended Budget.
- Recommended Action:* Conduct the public hearing.
- MR 6. Introduction of an Ordinance ([Bill No. 7-20](#)) adopting interest, penalties and a schedule of attorney fees in connection with the collection of taxes, tax claims, tax liens municipal claims and municipal liens. - *introduced***
- This ordinance updates the fees that may be collected for unpaid taxes, tax claims, tax liens, municipal claims and municipal liens.
- Recommended Action:*
- MR 1. Introduce Ordinance (Bill No. 7-20).
 - CG 2. Set the public hearing for October 27, 2020.

AF 7. **Consideration of Ordinance (Bill No. 6-20) Regulating Uncontrolled Water Discharges.** - passed

The proposed Ordinance addresses the adverse consequences of uncontrolled stormwater discharges onto a public street, sidewalk or public right-of-way. The ordinance regulates discharges from new and existing pipes and drains. The ordinance contains restrictions relating to location, setbacks, design and installation standards. The ordinance requires a permit for the installation of new facilities.

This ordinance was introduced September 8, 2020, and the public hearing was held September 22, 2020.

Recommended Action: Move to enact Ordinance (Bill No. 6-20).

LF 8. **Consideration of Resolution No. R-15-20 for the transfer of a liquor license to Orbis Capulus, LLC.** - passed

Changes in state law allow liquor licenses to be transferred between establishments in different municipalities. Prior to submitting the license transfer to the Liquor Control Board, the municipality into which the license is being transferred must hold a public hearing and act on the transfer.

Orbis Capulus, LLC has a lease for property located at 673-675 Washington Road, Pittsburgh, PA 15228, and is seeking to transfer a liquor license to a restaurant they plan on opening at this location. Orbis Capulus, LLC requested a hearing before the Commission for approval of the transfer of a liquor license to this location, which was held September 22, 2020.

Recommended Action: Move to adopt Resolution No. R-15-20.

SS 9. **Consideration of Resolution No. R-18-20 authorizing a data sharing agreement with Allegheny County.** - passed

Mt. Lebanon maintains databases for property owner notifications throughout various functions. In addition, Allegheny County maintains the same information and the Municipality currently receives a large update once a year for real estate tax billing. In the interim, the municipality updates our databases through various sources. This resolution will authorize the municipality to enter into an agreement with the County to obtain limited property information on-demand from the County's electronic database in order to more accurately update the Municipality's records.

Recommended Action: Move to adopt Resolution No. R-18-20.

MR 10. Consideration for the award of a contract for Historic District Sign Design Services.
- passed

Bids were received on Monday, September 14, 2020, for the design of signs recognizing Mt. Lebanon as a historic community. In 2014, the National Park Service recognized a portion of Mt. Lebanon as a Historic District and placed it on the National Register of Historic Places. Since that time, the Mt. Lebanon Historic Preservation Board has been educating the community on the importance of this designation. The board listed a comprehensive sign program as a priority in that education effort.

The project includes the design of medallions to be placed on street signs within the Historic District, as well as bars to be placed below the existing green bronze Mt. Lebanon entry signs.

Mt. Lebanon received one bid, from Kolano Design, a firm that has completed similar projects for Fallingwater, The Frick Pittsburgh, Phipps Conservatory, Cranberry Township, the Borough of Dormont and Upper St. Clair Township.

The 2020 budget includes \$10,000 to begin the sign project. Kolano Design's bid is \$10,230.

The Historic Preservation Board has reviewed the bid and recommends the Commission award the contract to Kolano Design.

Recommended Action: Move to award the contract for Historic District Signage Design Services to Kolano Design in the amount of \$10,230.

AF 11. Consideration to purchase and install 605 square yards of 24" X 24" carpet tile and Cove Base at the Mt. Lebanon Public Safety Building. *- passed*

The total cost to remove the existing flooring, purchase and install new flooring and base is \$50,546.99, which will be funded through the 2020 CIP. The carpeting will be provided and installed by Steinberger Floors, Inc., a Pennsylvania Costars approved contractor. This pricing is guaranteed through Pennsylvania State Contract #4400020404. This is the third and final year of the phased flooring replacement program for the facility. The final year cost came in \$7,453.01 under budget.

Recommended Action: Move to authorize the purchase and installation of new carpeting for the Public Safety Building through the Pennsylvania State Purchasing Costar's Program from Steinberger Floors, Inc., at a total cost of \$50,546.99.

LF 12. **Consideration for Approval for the Sale of a 2006 Chevy/Dodgen Mobile Command Unit.** - passed

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. A 2006 Chevy/Dodgen Mobile Command Unit, with an estimated value of 30,000, was advertised for sealed bids in the Pennsylvania Fireman and received only one bid for \$5,000. The bid was rejected. The vehicle was then listed with a used fire apparatus broker, Brindlee Mountain Fire Apparatus, and an offer was received from the Torrance County, New Mexico, Office of Emergency Management, for \$30,000. Brindlee Mountain Fire Apparatus will receive \$500. Commission approval of the sale is requested since the actual sale price exceeded the \$7,500 threshold.

Recommended Action: Move to approve the sale of a 2006 Chevy/Dodgen Mobile Command Unit to the Torrance County, New Mexico, Office of Emergency Management for the amount of \$30,000.

SS 13. **Consideration of award for the 2020 - 2023 Sidewalk Snow and Ice Removal Service.** - passed

Requests for bids, as well as specifications for the contractual removal of snow and ice from municipal steps and sidewalks, were sent to seven local contractors. The bid was structured to provide for a base year with two renewal periods. One bid was received from Little's Landscaping LLC. The proposed cost per response for the 2020 / 2021 season was \$1,014.28 with a minimum guaranteed number of 35 responses for a total of \$35,500. The proposal also includes a cost of \$36,500 for the 2021 / 2022 season and \$37,500 for the 2022 / 2023 renewal periods. Little Landscape LLC provided this service during the 2019 / 2020 season in a satisfactory manner, and there is sufficient funding remaining in the 2020 budgeted snow and ice contractual account to award the contract based on the proposed cost.

Recommended Action: Move to award the 2020 / 2021 Contractual Sidewalk Snow and Ice Removal Service to Little Landscaping LLC in the amount of \$35,500 with two optional renewal periods.

CG 14. **Adjournment.**