TO: Mt. Lebanon Commission

FROM: Keith A. McGill, Municipal Manager

DATE: October 23, 2020

SUBJECT: Agenda – Adjourned Meeting – October 27, 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.


   Recommended Action: Move to approve the minutes.

MR 5. Public hearing and consideration 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.

   This ordinance updates the fees that may be collected for unpaid taxes, tax claims, tax liens, municipal claims and municipal liens.

   Recommended Action: CG 1. Conduct the public hearing
                      MR 2. Move to enact Ordinance (Bill No. 7-20).

SS 6. Introduction of Ordinance (Bill No. 8-20) amending the 2020 Budget for revenue and expenditures not anticipated in the 2020 Budget.

   The following adjustments are proposed:
Recommended Action:

SS 1. Introduce Ordinance (Bill No. 6-20)


A pre-application has been submitted to Allegheny County Economic Development (ACED) for the 2021 Community Development Block Grant (CDBG) Project through the South Hills Area Council of Governments (SHACOG). A full application with Concurring Resolution must be submitted by November 6, 2020. The project will include the installation of 15 ADA curb ramps at various intersections within the Municipality.

The Municipal Engineer has reviewed the document and recommends adoption of the resolution and transmitting it to SHACOG for submission to ACED.

Recommended Action: Move to adopt the Concurring Resolution No. R-19-20 for the 2021 CDBG Grant application for the ADA sidewalk ramp upgrade project.
AF  8. **Consideration of an agreement with Jordan Tax Service and Goehring, Rutter & Boehm for collection of delinquent and liened real estate taxes.**

Mt. Lebanon currently collects delinquent and liened real estate taxes internally. Jordan Tax Service has been an established collector for municipal sewage fees, delinquent and liened storm water fees and local services tax. It is the recommendation that current real estate tax collection remains in house. Through this agreement, the municipality would transition all delinquent and liened real estate tax by the end of 2020 and then annually by March 31st of the year following current collection.

**Recommended Action:** Move to authorize the proper municipal officials to execute the agreement.

SS  9. **Consideration of Award of a Contract for Custodial Building Maintenance.**

On October 8, 2020 three bids were received for the custodial building maintenance contract. Five contractors took part in the mandatory pre-bid walk-through of the Municipal facilities.

The bid results are as followed:

<table>
<thead>
<tr>
<th></th>
<th>PSB</th>
<th>Municipal Building</th>
<th>Library</th>
<th>Tennis Center</th>
<th>Public Works</th>
<th>Range</th>
<th>Per Month Total</th>
<th>Annual Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Checklist Facilities</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>2021</td>
<td>$2,900.00</td>
<td>$2,000.00</td>
<td>$1,600.00</td>
<td>$400.00</td>
<td>$550.00</td>
<td>$150.00</td>
<td>$7,600.00</td>
<td>$91,200.00</td>
</tr>
<tr>
<td>2022</td>
<td>$2,900.00</td>
<td>$2,000.00</td>
<td>$1,600.00</td>
<td>$400.00</td>
<td>$550.00</td>
<td>$150.00</td>
<td>$7,600.00</td>
<td>$91,200.00</td>
</tr>
<tr>
<td>2023</td>
<td>$2,900.00</td>
<td>$2,000.00</td>
<td>$1,600.00</td>
<td>$400.00</td>
<td>$550.00</td>
<td>$150.00</td>
<td>$7,600.00</td>
<td>$91,200.00</td>
</tr>
<tr>
<td><strong>Total / Facility</strong></td>
<td>$8,700.00</td>
<td>$6,000.00</td>
<td>$4,800.00</td>
<td>$1,200.00</td>
<td>$1,650.00</td>
<td>$450.00</td>
<td></td>
<td>$273,600.00</td>
</tr>
</tbody>
</table>

| **In-Touch Cleaning** |             |                    |           |               |              |       |                |              |
| 2021                 | $3,238.56   | $3,238.56          | $3,196.76 | $799.19       | $799.19      | $799.19| $12,071.45     | $144,857.40  |
| 2022                 | $3,288.56   | $3,288.56          | $3,196.76 | $799.19       | $799.19      | $799.19| $12,171.45     | $146,057.40  |
| 2023                 | $3,338.56   | $3,338.56          | $3,196.76 | $799.19       | $799.19      | $799.19| $12,271.45     | $147,257.40  |
| **Total / Facility** | $9,865.68   | $9,865.68          | $9,590.28 | $2,397.57     | $2,397.57    | $2,397.57|                | $438,172.20  |

| **Signature**        |             |                    |           |               |              |       |                |              |
| 2021                 | $2,250.00   | $2,450.00          | $2,450.00 | $425.00       | $725.00      | $425.00| $8,725.00      | $104,700.00  |
| 2022                 | $2,270.00   | $2,450.00          | $2,470.00 | $435.00       | $735.00      | $435.00| $8,795.00      | $105,540.00  |
| 2023                 | $2,290.00   | $2,470.00          | $2,480.00 | $445.00       | $745.00      | $445.00| $8,875.00      | $106,500.00  |
| **Total / Facility** | $6,810.00   | $7,370.00          | $7,400.00 | $1,305.00     | $2,205.00    | $1,305.00|                | $316,740.00  |
The cleaning services are for the Municipal Building, Public Safety Center, Library, Public Works Building, Firing Range, and Tennis Center. The contract runs a 12-month term, from January 1, 2021 – December 31, 2021 followed by two (2) consecutive renewal options coinciding with the calendar year. The low bid was submitted by Checklist Facilities Maintenance.

The annual cost of the current custodial contract is $104,820. The annual cost proposed by Checklist Facilities for 2021, 2022 and 2023 is $91,200 which is a 7.7% reduction from the current contractual custodial services cost.

*Recommended Action:* Move to award the Custodial Services contract for the custodial building maintenance to Checklist Facilities Maintenance in the amount of $91,200 for the year 2021.

**MR 10. Consideration of the expenditure list for September totaling $4,663,280.69.**

*Recommended Action:* Move to approve the expenditure list for September totaling $4,663,280.69.

**LF 11. Departmental reports.**

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

**CG 12. Adjournment.**