

TO: Mt. Lebanon Commission
FROM: Keith McGill, Municipal Manager
DATE: August 5, 2022
SUBJECT: Agenda – Regular Meeting – August 9, 2022 – 8 p.m. – Mt. Lebanon Municipal Bldg.,
710 Washington Road, Commission Chambers – Meeting is Recorded
Zoom Link: <https://us02web.zoom.us/j/89458206435?pwd=cW9JbWJaZDZVMXZEalR6WGU5dTMzQT09>

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

- SS 1. **Commission/Manager’s announcements:**
- Summary of discussion session topics (Manager McGill)
 - Manager’s announcements (Manager McGill)
 - Community highlights (Commissioner Grella)

- SS 2. **Citizens Comments.**

- CG 3. **Consideration of the minutes from the Adjourned Meeting held July 26, 2022.**

Recommended Action: Move to approve the minutes.

- MR 4. **Receipt of the [Capital Improvement Program \(CIP\)](#).**

As required by the Charter, the Capital Improvement Program (CIP) for 2023-2027 was submitted to the Commission on August 1, 2022. A public hearing is required to be held on this program prior to the issuance of the Manager’s Recommended Budget.

Recommended Action:

MR	1. Acknowledge receipt of the 2023-2027 Capital Improvement Program (CIP).
SS	2. Set the public hearing for October 11, 2022.

- CG 5. **Consideration of the execution of the Development Agreement for Grading, Stormwater Management, and Erosion and Sedimentation Controls at 419 Castle Shannon Boulevard.**

The Municipal Engineer and Solicitor have recommended that the Municipality enter into a Developer’s Agreement with the developer of 419 Castle Shannon Boulevard, to ensure completion of the Grading, Stormwater Management, and Erosion and Sedimentation Control plans associated with the construction of a new single-family home at 419 Castle Shannon Boulevard.

Recommended Action: Move to authorize the proper municipal officials to execute the Development Agreement between Loco Construction and Mt. Lebanon Municipality for the Grading, Stormwater Management, and Erosion and Sedimentation Controls at 419 Castle Shannon Boulevard contingent upon receipt of the required financial securities within 60 days.

MR 6. Consideration of appointments to serve as Junior Commissioners.

The Commission received applications from several highly qualified applicants for Junior Commissioner. The applicants were interviewed by a committee.

Recommended Action: Move to make the following appointments:

- a) _____ for fall 2022 semester.
- b) _____ for spring 2023 semester.

CG 7. Consideration of commencement of pension benefits.

Mt. Lebanon sponsors three defined pension benefit plans for its employees: General Employees, Police and Firefighters. 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	Pension Plan	Start Date
Christopher Switala	Firefighter's	09/01/2022

Recommended Action: Move to approve benefit commencement for Christopher Switala.

MR 8. Consideration of Bids for Custodial Building Maintenance.

On July 28, 2022, one bid was received for the custodial building maintenance contract. Two contractors participated in the mandatory pre-bid walk-through of the municipal facilities. The cost to perform the specified custodial maintenance services for municipal facilities was \$213,520 for a period of 16 months starting on September 1, 2022 and ending on December 31, 2023.

The bid results are as follows:

CUSTODIAL SERVICES BID TAB: JULY 28, 2022

Contractor: Signature Building Services	Public Safety Center 555 Washington Road (5 Days/week-Base)	Municipal Building 710 Washington Road (5 Days /week-Base)	Public Library 16 Castle Shannon Blvd (6 Days/Week-Base)	Tennis Center 900 Cedar Blvd (3 Days/Week-Base)	Public Works Complex 1250 Lindendale Dr. (3 Days/Week-Base)	Firing Range Cedar Blvd (3 Days/Week-Base)
September 1, 2022-December 31, 2023						
Base Bid Cost per Month	\$ 2,990.00	\$ 2,780.00	\$ 4,250.00	\$ 1,260.00	\$ 1,470.00	\$ 595.00
ALT. A: 6 Days/Wk service Cost per Month	\$ 3,750.00	Not Applicable	Included in Base Bid	Not Applicable	Not Applicable	Not Applicable
ALT. B: 7 Days/Wk Service Cost per Month	\$ 4,650.00	Not Applicable	\$ 5,950.00	Not Applicable	Not Applicable	Not Applicable
ALT. C: One-Time Service for Special Events	\$ 24.50	\$ 24.50	\$ 24.50	\$ 24.50	\$ 24.50	\$ 24.50
January 1, 2024-December 31, 2024						
Option Year #1 Renewal						
Base Bid Cost per Month	\$ 3,080.00	\$ 2,860.00	\$ 4,375.00	\$ 1,295.00	\$ 1,520.00	\$ 615.00
ALT. A: 6 Days/Wk service Cost per Month	\$ 3,840.00	Not Applicable	Included in Base Bid	Not Applicable	Not Applicable	Not Applicable
ALT. B: 7 Days/Wk Service Cost per Month	\$ 4,750.00	Not Applicable	\$ 6,050.00	Not Applicable	Not Applicable	Not Applicable
ALT. C: One-Time Service for Special Events	\$ 26.50	\$ 26.50	\$ 26.50	\$ 26.50	\$ 26.50	\$ 26.50
January 1, 2025-December 31, 2025						
Option Year #2 Renewal						
Base Bid Cost per Month	\$ 3,170.00	\$ 2,940.00	\$ 4,500.00	\$ 1,330.00	\$ 1,570.00	\$ 635.00
ALT. A: 6 Days/Wk service Cost per Month	\$	Not Applicable	Included in Base Bid	Not Applicable	Not Applicable	Not Applicable
ALT. B: 7 Days/Wk Service Cost per Month	\$ 4,750.00	Not Applicable	\$ 6,150.00	Not Applicable	Not Applicable	Not Applicable
ALT. C: One-Time Service for Special Events	\$ 26.50	\$ 26.50	\$ 26.50	\$ 26.50	\$ 26.50	\$ 26.50

Recommended Action: Move to reject the bid submitted for custodial building maintenance services from Signature Building Services in the amount of \$213,520 for a 16-month period from September 2022 through 2023.

CG 9. Consideration of the expenditure list for July totaling \$6,646,576.57.

Recommended Action: Move to approve the expenditure list for July totaling \$6,646,576.57.

MR 10. Departmental reports.

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

SS 11. Adjournment.