

**BOROUGH OF FRANKLIN PARK
BOROUGH COUNCIL WORK SESSION MINUTES
WEDNESDAY, JULY 6, 2022**

A work session of the Borough Council of the Borough of Franklin Park was held on Wednesday, July 6, 2022 at 6:00 p.m. at the Municipal Building, 2344 West Ingomar Road, Pittsburgh, Pennsylvania 15237. The meeting was also held virtually via remote audio and video conferencing.

Council President John Parks called the meeting to order.

COUNCIL MEMBERS:

Jiang Lipresent
Brian S. Malkinpresent
Lucas R. Myslinski, Vice Presidentpresent
Uday Palledabsent
John P. Parks, Presidentpresent
Thomas C. Schwartzmier, Second Vice Presidentpresent
Junior Councilperson Jackie DiGiacomopresent
Mayor Dennis E. O'Keefepresent

ENGINEER:

Shawn Wingrove, Lennon, Smith, Souleret Engineering, Inc.present
Justin Wagner, Civil & Environmental Consultants, Inc.present

SOLICITOR:

Robert Max Junker, Babst Callandpresent

STAFF:

Zach Brower, Recreation Program Directorpresent
Gary Bucuren, Superintendent of Public Works.....absent
Cindy Crain, Finance Director/Borough Treasurer.....present
Rege Ebner, Borough Managerpresent
Walt Healy, Police Chief.....absent
Jim Huff, Manager of Golf Course & Parks Facilitiespresent
Cathy Krummert, Borough Secretarypresent
Tim Phillips, Building Inspector/Zoning Officer.....present
Ron Skillen, Police Sergeant.....present

AUDIENCE: 4 (0 in person and 4 via Zoom)

MID-YEAR BUDGET REVIEW – Mrs. Crain presented the mid-year budget review.

In summary, it is anticipated that the Borough will finish 2022 with an unrestricted fund balance of \$3.7 million, of which \$1.8 million (17%) will be reserved to fund operations in the beginning of 2023. We budgeted to have an ending fund balance of \$2.57 million with only a 15-1/2% reserve, which was less than the GFOA recommended 17%. As we look to the end of 2022, things will be better than we budgeted for because we postponed some initiatives and projects.

General Fund Financials:

- **Revenue** – Year-end revenues at 12/31/22, net of cash reserves transferred in, are projected to be \$10.6 million, which is a .31% increase over 2021 actual revenue. Revenue is tracking nicely with taxes received through 06/24/22 at 63% of the budget. All taxes account for 66% of the total budget. Specific line items were then reviewed and discussed if they were over or under 5% or more. Mr. Malkin and Dr. Li arrived at the meeting during this review.

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- Expenditures – Year-end expenditures at 12/31/22 are projected to be almost \$11.5 million, which is a 20% increase over actual 2021 expenditures. This includes a transfer of \$1.4 million (\$910,000 for capital projects and \$500,000 for the fire fund). Expenditures were budgeted at a 30% increase over 2021. Specific line items were then reviewed and discussed if they were over or under 5% or more.

2022 Borough Initiatives (large capital projects)

Mrs. Crain pointed out some of the specific line items:

- Budgeted \$150,000 for municipal complex stormwater upgrades. Some work will be done this year at a lower cost of \$50,000.
- Two additional police vehicles were purchased.
- The Graff property was purchased off Big Sewickley Creek Road.
- Budgeted \$21,000 for the audio in the meeting room. A portion of this project has been delayed until 2023.
- Upgrades for firewalls have been delayed.
- Public display boards have been delayed.
- The purchase of the tow behind air compressor for the Public Works Department has been delayed.
- The \$300,000 expenditure for Acorn Park has been delayed since we are still waiting for the grant determination.
- The construction of a football storage building at a cost of \$125,000 has been delayed.
- The paving of the parking area at the lower meadow field in Blueberry Hill Park has been delayed.
- The MS4 work for 2022 was projected at \$500,000, but we estimate spending \$250,000 for engineering.

In total, Council approved initiatives of approximately \$3.5 million, but the current projection is approximately \$2.8 million in expenditures for the initiatives.

- Clover Hill Golf Course – The revenue and expenditures are on track, and the golf course will be self-sustaining in 2022.
- Highway Aid Fund – We received approximately \$440,000 in Liquid Fuels funds and spent approximately \$340,000 on road salt. The remaining balance can be used for wages, snow removal or the truck purchase.

Mrs. Crain will present the Five-year Capital Improvement Plan at the August work session. Council discussed how to communicate budget information with residents.

OLD BUSINESS - None

AGENDA REVIEW - The following July 20, 2022 regular meeting agenda items were discussed:

- WetGo Conditional Use and Land Development applications and Nicholson Heights Subdivision application – These applications were on the June Planning Commission agenda, but the meeting had to be cancelled due to a lack of a quorum. These applications will now be on the July 19th Planning Commission agenda, and they have also been advertised for the July 20th Council meeting agenda. The approval resolutions will be updated as necessary after the Planning Commission meeting, but prior to action by Council.
- Oak Grove Development – The developer has requested the Borough accept the public improvements, and a motion is on the regular meeting agenda to begin the process. Mr. Phillips noted that we will need to determine who will be responsible for the maintenance of the detention pond.

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STAFF REPORTS:

Report by Finance Director/Borough Treasurer

- Mrs. Crain requested that Council approve new accounting software for the finance department. The current system has been in place since 2012; it is outdated, and it is not user friendly. She and her staff had five demos with companies that service municipalities in Pennsylvania, and they have chosen Springbrook software. It is cloud based software that will automate and reduce payables, track projects and improve reporting. It will also allow them to prepare the budget within the system. There is a four month implementation period, and they would like to go live in January 2023. The annual spend will increase approximately \$5,000 per year and there will be a \$50,000 outlay for the first year. This software purchase was not budgeted. Council concurred to authorize the purchase of the accounting software, and a motion will be added to the regular meeting agenda for approval.

Report by Building Inspector/Zoning Officer

Mr. Phillips provided the following report:

- The Planning Commission will continue the review of the WetGo Car Wash and the Nicholson Heights Subdivision. They will also review a pre-application from Mr. Yochus for medical offices at 2568 Wexford Bayne Road.
- The Zoning Hearing Board will consider three applications: Encroachment of an addition into a required front yard on Trimble Road; Encroachment of an addition into a required side yard on West Ingomar Road; and an appeal to a Notice of Violation issued to Mr. Davies for commercial vehicles parked on his property on Royal Oak Drive.

Report by Recreation Program Director

Mr. Brower provided the following report:

- National Night Out – There was previous discussion about moving the Night Out event to Blueberry Hill Park. The Police and Public Works vehicles would have to be moved to the park, and there would be no tours of the police station. Council discussed and concurred to keep the event at the municipal building this year and consider moving the event next year.
- Council commended Mr. Brower on the recent Festival in the Park event.

Report by Manager of Golf Course & Parks Facilities

Mr. Huff provided the following report:

- He will provide a monthly written report starting in August.
- Play has been great at the golf course.

Report by Stormwater Engineer

Council had previously received a written report from Mr. Wagner of CEC.

STORMWATER COMMITTEE MEETING – The three member committee of Council needs to schedule a meeting to review the stormwater fee information. Mr. Wagner has prepared a preliminary report that will be provided to the committee prior to the meeting. The committee will need to determine what the stormwater expenses will be every year and what we need to do to cover those costs.

Report by Borough Engineer

Council had previously received a written report from LSSE. Mr. Wingrove reviewed the following items:

- 2023 Curb and Gutter Project – The contractor intends to move in on July 18th to begin work. They will start with the roads that are scheduled to be paved this year.
- The bids for the Summer Fields Sidewalk Project will be opened July 12th.
- They met with Mr. Ebner regarding recycling dumpster enclosures.
- They met with Mr. Brower regarding trail repair projects in Blueberry Hill Park.
- They are working with Mr. Nock regarding the update of the fire alarm system in the municipal building and public works building.
- Deerfield Estates – Paving was completed, and Mr. Phillips is beginning to receive building permit applications for new homes.

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- Oak Grove – The outstanding issues have been resolved, and it is ready for Council's consideration.
- Nicholson Heights – No technical comments remain. All comments are administrative.
- WetGo – LSSE had a recommended condition as it related to the noise study, and the applicant is requesting modifications for an alternate buffer yard and slope disturbance. Mr. Wingrove reviewed the requested slope disturbance modifications.

JUNIOR COUNCIL PERSON POSITION FOR 2022/2023 SCHOOL YEAR – Council discussed the candidates and decided to appoint Ava DiGiacomo.

Mrs. Crain, Mr. Wagner, Mr. Huff and Sergeant Skillen left the meeting at this time.

STORMWATER REMEDIATION REQUEST FOR 2339 NEVIN DRIVE – Mr. Ebner noted that the Borough made a lot of drainage improvements in the area last year. A collapsed pipe along Nevin Drive was replaced; a catch basin was added; the pipe was moved over closer to the easement for the sanitary sewer so that more of the yard was accessible for the property owner; the old pipe was filled in with concrete so we did not have to dig up the yard; and we added a French drain system along the bottom of our slope that ties into the catch basin. Mr. Ebner noted that the new property owners directly behind the municipal building property have requested that the Borough pay a portion of their costs for work they feel is necessary because their yard is still wet. They believe that there is an underground spring coming from the Borough property, and they are asking the Borough to pay \$7,000 of the \$9,000 cost for a series of French drains to be installed to capture water. Mr. Ebner noted that a lot of the wet area was hidden by piles of wood and an old shed that was removed by the new owners. Mr. Junker asked if the Borough has a permitting process for residents to tie into the Borough stormwater system. Mr. Schwartzmier pointed out that 25 years ago he had installed a French drain on his property, at his expense, and he is now getting prices for three laterals because a spring is coming off the Borough property and water is running on to his property. He cautioned Council that the Borough would be setting a precedent. Council discussed and concurred that the Borough will make the additional planned improvements on the Borough property and will not share in the cost for the property owner's French drains.

FIRE HYDRANTS – Mr. Nock discussed concerns regarding issues accessing fire hydrants due to road improvements and PennDOT requirements. Many hydrants are too low or are now located behind guiderails. He specifically discussed hydrants along Brandt School Road and estimated that the cost will be \$35,000.00. He plans to include \$50,000.00 a year in the fire protection portion of the five-year capital improvement plan to cover the costs to upgrade fire hydrants. We will attempt to work with West View Water Authority regarding these issues, but we do not know how cooperative they will be. Mr. Nock will also work to set up Borough standards to address fire hydrant issues; ideally prior to road construction. Council discussed and commented.

SIDEWALK CONDITIONS – Mr. Nock discussed that he is receiving complaints regarding the condition of sidewalks, and he asked for guidance regarding standards and enforcement. Council discussed, and Mr. Nock was directed to contact other municipalities to see how they manage the enforcement of sidewalk conditions.

EMERGENCY ACCESS ROADS – Mr. Nock discussed that emergency access roads should be marked and maintained. He noted that recently there were landslides on Rochester Road on both sides of Castletown Court. Because emergency access roads are not marked or located on any of the Borough's GIS maps, no one knows where they are. They are currently only shown on the development plans. He also questioned who is supposed to maintain the emergency access roads, noting that there are trees growing on one emergency access. Staff is suggesting that the emergency access roads be marked and maintained in some way, and a few suggestions were discussed. Council discussed, and Mr. Nock will move forward to find a good standard.

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HISTORICAL COMMITTEE UPDATE – Tom Rooney and Christina Malkin of the Historical Committee were present to ask for guidance regarding the upcoming Borough Bicentennial. They discussed some proposed events to occur throughout the year to celebrate the Bicentennial. Mr. Parks expressed concerns regarding the progress made in the planning, and he would like Mr. Ebner, Mr. Brower, Mr. Nock and one Council member to be more involved in the process.

MANAGER'S REPORT DISCUSSION ITEMS

- Community Garden update – The garden is up and running, and all ten plots are planted. The fire company has been providing the water.
- Nicholson Road construction update – Despite the fact that signs were posted that construction would begin on July 11th, it will not. PennDOT indicated that the contractor incorrectly put up signs on all of the projects that are part of the larger overall project. PennDOT has now demanded that the contractor remove the signs from the projects that will not start on July 11th, or they will assess liquidated damages. Mr. Ebner asked for an estimated start date on the Nicholson Road construction, and the PennDOT representative indicated that the first meeting would be held next week. He will push to have the Nicholson Road project put at the top of the list, although it is generally up to the contractor to make that decision. Mr. Ebner informed PennDOT that we are ready to go to our elected officials to get the project started, and the PennDOT representative indicated that it is probably a good way to get things done. Mr. Ebner will give the representative a chance to see if he can get the project moved up, but if he is told that the project will not be done until 2023, Mr. Ebner will contact our state representatives.

REPORTS FROM COUNCIL MEMBERS

- Mr. Malkin noted that CEC was taking a look behind the landlocked portion of the property that his house sits on, and he asked if there were any results provided. Mr. Ebner indicated that CEC is still doing the calculations to see if they can pipe in the open stream to take it to a detention facility on Mr. Malkin's property and then further down.
- Mayor O'Keefe has been receiving comments from residents regarding the deer. He informed the residents that the Borough has a deer culling program, but they are welcome to attend the next meeting to voice their specific concerns. Mr. Brower left the meeting at this time.
- Mr. Schwartzmier's friends mentioned that their grandchild was bit by a tick in the Blueberry Patch sandbox, and someone else mentioned that the sand was full of ticks. Council briefly discussed. Mr. Schwartzmier also mentioned that he had received his post card regarding the Borough recreation and communication surveys.

EXECUTIVE SESSION – An executive session was held to discuss the Davies litigation, the Yochus litigation, the Willow Ridge Development potential litigation and a personnel matter.

As there was no further business, the meeting adjourned at approximately 10:10 p.m.

Respectfully submitted,



Cathy L. Krummert
Borough Secretary