

**BOROUGH OF GREEN TREE
COUNCIL MEETING
NOVEMBER 20, 2017**

Call to Order / Moment of Silence / Pledge of Allegiance

Green Tree Borough Council met on Monday, November 20, 2017 at 7:30 p.m. at the Green Tree Municipal Center, 10 West Manilla Avenue, Pittsburgh, Pennsylvania.

Roll Call

Members Present:

Edward Schenck, Mayor
Arthur Tintori, Vice President
Rino Lindsey
David Lorenzini
John Novak
Ron Panza
David Rea

Also Present:

W. David Montz, Borough Manager
Harry Faulk, Assistant Borough Manager
Louis A. Casadei, P.E., Borough Engineer
Chief Colin Cleary, GT Police Department
Kary Rahner, Public Works Director
Babette K. Legler, Finance Director
Jennifer Mathie, Recreation Director
Adaena Tray, Library Director
Deborah N. Gawryla, Stenographer

Absent:

Mark Sampogna, President

HEARING OF THE CITIZENS

There was no one present who wished to be heard.

MAYOR'S REPORT - Mayor Schenck

Mayor Schenck had nothing to report at this time.

REPORT OF BOROUGH COUNCIL COMMITTEES

A. FINANCE - Mr. Tintori

1. Presentation of the 2018 Proposed Budget by the Borough Manager

Mr. Tintori turned the meeting over to Mr. Montz to begin the 2018 budget presentation. Mr. Montz stated that each department head would be presenting a PowerPoint presentation to highlight what his/her department had done over the past year and what might be anticipated in 2018.

Mr. Louis A. Casadei, P.E., Borough Engineer

Mr. Casadei said that two years of paving were done in the first half of 2017. The paving scheduled for 2016 was delayed because of gas line installation in the Ringold/Churchill area and the 2016 and 2017 paving programs were combined with the contractor who agreed to the same prices as accepted in the 2016 bid. This saved the borough money.

Mr. Casadei highlighted some of the sewer work that had been done throughout 2017 and detailed some of work being done in lining sewers that are in need of repair. He said that 2.7 miles of sewers have been cleared and videoed, six manholes were repaired, and two sewer repairs were completed in 2017.

Mr. Casadei explained the upcoming sewer work scheduled for early 2018 on Poplar Street to help remove storm water infiltration in the sanitary sewer. The borough has received a

grant for this project. Alcosan has indicated that this particular project will reduce overflow by approximately 23 million gallons of water a year and is the most cost effective project that was submitted for their grant. Mr. Casadei said that the borough recently learned that PennDOT plans to repave Poplar Street in 2018. In discussions with PennDOT, they appear to have agreed to repave the entire road, which will save the borough restoration costs in the area of the sewer work. Discussion continued regarding the details of this project.

Mayor Schenck asked if the Poplar Street sewer project had gone out to bid yet. Mr. Casadei replied that it had not yet gone out to bid, but he expected it to go out to bid soon and he hoped the work could begin in February or March. The borough is waiting for the highway occupancy permit from PennDOT.

Mr. Montz said the area where the Poplar Street sewer project will take place does not have a lot of residential homes. It is near a business district and most of the work will be done at night when there is lighter traffic. The work will take place between the Pizza Hut and the BP on Poplar Street. Discussion continued regarding the details of the project.

Mr. Casadei said that the borough processes about 100-120 permits a year. Building permits, zoning permits, and fire code permits comprise the largest share of permit applications submitted.

Mr. Casadei said that storm water management would be important in 2018 with MS4. The borough no longer uses corrugated metal piping in storm water sewers since it corrodes quicker and has a shorter lifespan. He detailed several emergency sewer projects that have taken place over the years due to deteriorating corrugated metal sewers. Mr. Lorenzini asked what funds had been used for these emergency projects. Mr. Montz replied that the emergency projects' funding came from the Capital Fund. Mr. Casadei said that in 2018 the borough would be reviewing where corrugated metal piping is located so it can be lined or replaced before a major emergency break occurs. Mr. Lorenzini asked how much it would cost to repair the areas with corrugated metal pipes. Mr. Casadei said that in 2018 the borough would only begin investigating where these types of pipes are located and no work would begin.

Mr. Casadei outlined the improvements that have been made at the pool in the off-season.

Mr. Kary Rahner, Public Works Director

Mr. Rahner said the Public Works Department takes pride in maintaining the borough. The Public Works Department prepares, maintains, and beautifies the borough parks, including six baseball fields; maintains and winterizes Wilson Pool; plants annual flowers, trims and maintains the grass, shrubs and trees on all borough properties; maintains all borough-owned buildings; collects, shreds, and mulches leaves and Christmas trees; plows, shovels, salts, and pre-treats roads and sidewalks during snowy and icy weather.

Mr. Rahner said that the 2016 leaf and tree collection yielded 1,907 tons of leaves and trees. Leaves and trees were shredded and composted to be used by residents and in borough parks.

Mr. Rahner said that Public Works recently installed the new Greentree Cemetery wall. Discussion continued regarding the issues with parking near the cemetery. Mr. Rahner

noted that the dirt removed from the cemetery to build the wall was used in Greentree Park in the area between the parking lot and the dek hockey rink.

Mr. Rahner said the dek hockey rink had been rebuilt in 2017. After Public Works removed the structure around the rink, a contractor came in and milled, re-graded and resurfaced the area. Public Works installed the new plastic fence around the rink, sealed the surface, and lined the rink.

Public Works also installed a small gazebo at the entrance to Rook. The area was re-graded, trees were planted, and three shrubs were moved to this area from the dek hockey rink renovation. The gazebo has permanent benches inside for people who are waiting for buses. A Rook plaque highlighting the history of the Rook area will be installed near the gazebo.

Mr. Rahner said that Public Works maintains the recycling area on a daily basis. Public Works assisted with this year's paper shredding event and the electronics recycling event. The 2017 electronics recycling event was the first one held in the Public Works parking lot and it was easier to control. Mr. Montz thanked the borough employees who had helped with this year's electronics recycling event. Discussion took place regarding the possibility of the borough switching over to curbside recycling twice a month, with the borough purchasing recycling containers for the residents.

Mr. Rahner said that the Municipal Center Park gazebo became unsafe in 2017. However, a contractor was found that made the repairs.

Mr. Rahner said that it takes approximately 120 hours to install all the Christmas lights and decorations throughout the borough.

Mr. Rahner stated that snow removal of borough roads takes an average of 195.5 regular hours and 306.6 overtime hours. Each winter, approximately 675 tons of salt is used. Currently 1,200 tons of salt are in storage in the borough at this time, and the borough must take delivery of an additional 400 tons by December 31. Discussion continued regarding the work that Public Works accomplishes.

Mr. Rahner showed photographs of a new lawn mower that was purchased in 2017 and described the differences between the previous mower that had broken and the new one. He hoped that a new engine for the older mower could be found and installed during the winter months to give Public Works an additional lawn mower during the summer.

Mr. Rahner said that the Public Works 1998 Ford F-700 truck has 138,000 miles on it. It has significant rust. It is being proposed that this truck be replaced with a 2018 Ford F-750 costing approximately \$120,000. This cost includes the chassis, the dump body, the central hydraulic system, and the plow hitch. Public Works will utilize the current plow and salt spreader. Discussion continued regarding the new truck purchase.

Mr. Panza asked how many Public Works man-hours are utilized for Octoberfest. Mr. Rahner did not know, but said he could find out.

Ms. Adaena Tray, Library Director

Ms. Tray said the Green Tree Public Library has been having a wonderful year so far. She said the mission of the library is to nurture the educational and intellectual needs of the community. In 2017, the library has introduced caregiver backpacks, upgraded the library's computers and laptops, and improved its wireless capabilities.

Ms. Tray said that the Pennsylvania Library Association chose the Green Tree DoubleTree to hold its annual conference and over 500 library workers from around the state were in attendance.

The library launched a new Learning Challenge in 2017 for users of all ages. The program was introduced for children in 2016 and expanded for all ages this year. The program encourages participants to do more than just reading.

The Friends of the Library's Annual Used Book Sale was the most successful one to date. The library has circulated over 98,500 items, including books, DVDs, CDs, etc. Over 3,000 resources were downloaded from the library in 2017, such as e-books, e-audio, and e-video. In 2017, the library offered 180 children's programs and 60 adult programs. A total of 9,876 computer log-ins on library computers and 4,125 library Wi-Fi log-ins were done in 2017. Mr. Tintori asked for the profits generated by the used book sale. Ms. Tray replied that the book sale brought in over \$8,000 in 2017.

Ms. Tray said that the library hopes to expand its teen services in 2018 and partner more with the school district. It plans to continue its volunteer appreciation event to encourage new volunteer recruits as well as honor continuing volunteers. The Summer Reading Program will be streamlined. Staff collaboration and project management will be increased using new internal software program called Sharepoint that will be launched next week. Additionally the library hopes to expand its growing collection of unique items and devise a marketing plan to let more patrons know about them, such as the library's American Girl doll collection, the library's Wi-Fi hotspots, the caregiver backpacks, etc. Ms. Tray detailed some of the special programs that library has offered throughout the year.

Mr. Harry Faulk, Assistant Borough Manager/Code Enforcement Officer

Mr. Faulk said that his mission is to deliver exceptional service while upholding and enforcing codes and ordinances that are adopted for the public's health, safety, and welfare. In 2017, Mr. Faulk said he has performed a number of traffic studies, worked on a GeoPlan working group with various municipalities, and worked on the Sustainable Pennsylvania Community Certification where Green Tree was awarded the gold status.

Mr. Faulk said a traffic study was conducted on Avacoll Drive regarding vehicles using the street as a cut-through during the day. An ordinance restricting turning on Avacoll has decreased the volume of traffic by 37%. Another study was conducted on Greenridge Lane regarding increased traffic at the 9:00 a.m. and 12:00 p.m. hours due to preschool traffic from the church. Another study was conducted on Rhodes Avenue regarding vehicles traveling above the posted speed limit of 15mph. An LED speed display was installed in the area, which has reduced average vehicle speed by 76%. Another speed study was conducted on West Manilla Avenue between Poplar and Glencoe. It showed that 17.5% of the vehicles traveling in this area exceeded the speed limit and a total of 3,749 vehicles travelled that area during the day. Mr. Faulk said that the LED speed displays are assets that help slow traffic.

Mr. Faulk stated that GeoPlan is a software program that shows storm sewer locations and records sewer maintenance. Code violations, complaints, service requests, and permits are recorded. A new program that will begin in early 2018 will allow GeoPlan to be used in the field, making the operation more efficient.

Mr. Faulk stated that Sustainable Pennsylvania Community Certification, a project of the Pennsylvania Municipal League and Sustainable Pittsburgh, is designed to award municipalities that achieve their sustainability goals, which include saving money, conserving resources, and encouraging innovation. After a review of Green Tree's policies, the borough was certified as a gold community. The borough scored the highest in municipal operations, community engagement, sustainability, public safety, recycling, water conservation, and government cooperation.

Mr. Faulk presented a list of code enforcement complaints that he had investigated in 2017, such as raking leaves onto the street and putting trash out early at the curb. The Zoning Hearing Board reviewed eight applications in 2017. He said that in 2018 he hoped to take a proactive approach in educating the public about Green Tree's ordinances. Discussion continued regarding the enforcement of code enforcement issues.

Chief Colin Cleary, Green Tree Police Department

Chief Cleary stated that Green Tree is a low crime area. He detailed some of the police statistics for 2017: 79 criminal offenses, 428 ambulance calls, 336 alarms, 288 suspicious activities, 486 driving citations (includes 93 driving without a license or license under suspension), 162 crash incidents, and 35 non-traffic citations. Discussion continued regarding the details of these violations. Chief Cleary reported that in 2017 there have been nine Narcan reversals with a total of 16 Narcan reversals since the GTPD began using Narcan in 2016.

Chief Cleary said that a lot of effort has been put into training the officers. He detailed the courses that the officers had taken over the past year.

Two police vehicles have been ordered to replace the Crown Vic and the Explorer. The Crown Vic has approximately 97,000 miles and the Explorer has about 90,000 miles. The new Watchguard Camera System has been much more reliable and stable than the previous system. Chief Cleary said that if Council should choose to purchase body cameras for the officers in 2018, the body cameras would work on the same platform as the Watchguard system. He hoped that 2018 would bring increased bicycle patrols with more officers getting out into the community at events. When asked, Chief Cleary described the details of how the Watchguard Camera System worked.

Mr. Novak asked if the officers had received any training through Char West COG. Chief Cleary replied that the officers have done training through SHACOG, but have not done any with Char West COG.

Ms. Jen Mathie, Recreation Director

Ms. Mathie outlined some of the recreation programs that have taken place in 2017 and others that are scheduled in 2018. Fitness programs offered have included Cize, Insanity, Senior Fit, Country Heat, Line Dancing, Kids Yoga, and Pickleball. The watercolor painting class, which started with one or two sessions a year has become so popular that it now

runs year-long and is consistently filled. Summer Recreation had the most participants ever in 2017. There were 182 children registered, 45 employees, and 22 volunteers to run the program. There were several summer field trips and the Summer Recreation Program offered a "wrap-around" benefit so those attending Summer Recreation and going on the afternoon trip could stay for lunch following recreation, giving parents an all-day break if desired. The annual Senior Picnic had a record 177 attendees in 2017.

Ms. Mathie said that there were seven concerts in the 2017 Green Tree Summer Concert Series. They were well attended. Other ongoing events conducted by the recreation department include the annual Pirate game, Light Up Green Tree, 4th of July Celebration, Winter Recreation, kids soccer and basketball programs, softball league, volleyball league, kids yoga, and wreath workshop. Ms. Mathie stated that recreation also runs the borough's annual Holiday Decorating Contest and Snowman Contest.

Ms. Mathie said that with the success of the Senior Picnic, a new Adult Valentine's Dance will be offered in February. Mr. Lorenzini asked what the budget was for the recreation programming. Mr. Montz replied that the details were in the budget. Ms. Mathie noted that many of the programs pay for themselves through the fees charged.

2018 Highlights

Revenues

Mr. Montz stated that there would be no tax increase in 2018, and this is the 16th consecutive year without a tax increase.

Mr. Montz reviewed the special funds in the budget, such as the Storm Sewer Fund. The current collection for this fund appears to be able to cover the upcoming expenses since the borough's sewer system is in relatively good shape. Primary sewer work will concentrate on maintenance and lining potential trouble spots in the sewers.

Mr. Montz said that Alcosan enacted a 5% increase this year, which is passed onto the residents. Next year the increase will be 7% with additional increases between 7% and 7.5% over the next five years. The in-house sewer billing collection system is working well. There are very few delinquent accounts, and residents with delinquent accounts are not permitted to purchase pool passes or rent borough facilities until their bills are paid. Customers now have the option to pay their sewer bills online via credit card.

Expenditures

Mr. Montz said this 2018 would be a busy year with negotiations with Public Works beginning around March 31. The police union contract expires at the end of the year and Mr. Montz anticipated those talks to begin in June.

Mr. Montz said that employees are pleased with the borough's healthcare plan, but it will be increasing substantially in 2018. Workers Compensation through MRM has provided good service to the borough. Auto insurance has been stable. The police liability coverage date has been changed from December 31 to October 1, which helps with the budget planning and is the same renewal date as other borough policies.

Mr. Montz said that the 2018 budget does not include the purchase of a new police vehicle, so the annual monies that are budgeted for a new vehicle are being considered for other possible one-time purchases in the police department. The Chief has requested the

purchase of body cameras and the majority of the officers need new bulletproof vests. Some grant funding has been found that could be used towards the purchase of the vests. The Chief is requesting that the SUV that is being replaced be kept as a back-up vehicle. Council needs to consider whether they want to do this.

Mr. Montz said the volunteer fire company does excellent work for the borough. The borough has helped update the fire company's fleet over the years. He detailed some of the features and some of the problems they have had with the fire company's fleet. An addition to the budget has been the Act 172 Relief Program that provides assistance to volunteer fire fighters by giving them reductions in their primary property real estate taxes and earned income tax that is paid to the borough (not the school district).

Mr. Montz said the borough pays MRTSA approximately \$43,000 per year and this number will significantly increase in 2019. MRTSA has not had an increase in transportation payments for Medicare and Medicaid patients, who are their largest transportation group. Discussion continued regarding MRTSA services.

Mr. Montz said the borough is in the 14th year of the administrative decree for sanitary sewers. Many sewer issues have been fixed during that time. The borough routinely videos a portion of its sewers each year with the entire borough's sewers covered over a ten-year period. He detailed some of the procedures carried out by Public Works and the Engineering Department in reviewing the videos and fixing problems when possible.

Mr. Montz said that Council recently discussed the new mandate where the borough is projecting a \$1 million expenditure over five years to improve the sewer system. The borough has proposed the installation of two sediment ponds in Greentree Park. The plan is to use \$50,000 from the Capital Fund for the creation of the sediment ponds, but if other funds should become available the money can be transferred back to the Capital Fund.

Mr. Montz said if the borough should decide to change to every other week door-to-door recycling, it would cost an extra \$4,800 a month or an additional \$60,000 per year. The borough would also have to spend approximately \$50,000 for residential recycling containers. Discussion continued regarding the recycling costs and benefits. Mr. Lorenzini asked why the borough would be considering curbside recycling at an additional cost if it is not required. Mr. Montz replied that several Council members have asked about it. It could increase the number of people and the volume of recycling in the borough. Another consideration is the upcoming census. If the borough's population exceeds 5,000 in the next census it will be required to provide curbside recycling. Mr. Montz said it is something for Council to consider.

Mr. Montz said Mayor Schenck had asked about the money in the budget that the library refunds to the borough. The reimbursement is for salaries, healthcare, etc. The library receives funding through state aid, table gambling, and the RAD tax. The Allegheny County Library Association (ACLA) has changed the way the local libraries are funded. Discussion continued regarding the details of the library funding.

Mr. Montz said that the borough does a good job of getting messages and information out to the residents through the newsletter, website, Facebook, Twitter, and Greetings from Green Tree. The borough is considering asking residents if they would prefer receiving

their quarterly newsletters electronically instead of through the mail. He detailed the success of the communications the borough has with its residents.

The Sanitary Sewer Fund will help pay for the Poplar Street sewer project in 2018. By receiving a grant that will pay for 85% of this project, the borough will save a lot on the total expense of this project and complete an important sewer project.

Repair to the Public Works roof has been in the Capital Projects Fund for two years. When the borough went out to bid for this project in September 2017, they were informed that the product that goes under the rubber on the roof is only produced in limited amounts at the beginning of each year and was not available last September, so the roof could not be replaced. Mr. Montz continued to detail several other Capital Projects proposed for 2018, such as the Sinc-Up Project for Greentree Road traffic lights, new reversible lane lights, the multimodal sidewalk grant, etc. Discussion continued regarding the Capital Fund projects. Mr. Montz thanked State Senator Fontana and State Representative Deasy for their assistance in helping the borough to receive the Sinc-Up grant, Green Light Go grant, Alcosan GROW grant, and the Multimodal Sidewalk grant. The borough has brought in \$1.7 million in grant money, which is a significant amount of money benefitting Green Tree.

Mr. Lorenzini asked if Council should start preparing the community for possible tax increases in future years. Mr. Montz replied that the borough has been fortunate in avoiding tax increases in past years with the various grants it has received and one-time windfalls from large property transfers.

After further discussion, Council decided to forego the other committee reports on the agenda. Mayor Schenck thanked all the department heads for attending the meeting and being well prepared in providing information on their departments.

ADJOURNMENT

Motion:

Mr. Panza made a motion, seconded by Mr. Lindsey, to adjourn the meeting.

Motion carried unanimously.

Mark Sampogna, President

W. David Montz, Manager