



# BOROUGH OF AMBRIDGE

## Office of the Borough Manager

600 Eleventh Street  
Ambridge, PA 15003-2377  
(724) 266-4070, ext 203  
FAX: (724) 266-9191  
jmkauer@ambridgeboro.org

TO: Borough Council  
FROM: Joe Kauer, Borough Manager  
CC: Mayor, Solicitor, Department Heads  
Date: 4 March 2020  
Re: **March 2020 - Borough Manager's Report**

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### Administration / Finance

- Insurance Claims & Matters:
  - Workers Compensation Claims:
    - Two officers that occupied Car 305 on 1/5/2020 in the collision remain off work – paid at full Heart and Lung rates.
- Grant Projects (*Awards Since Last Meeting / New Activity – Grant Log Attached*)
  - Henning Street Playground Project – working on application to DCNR seeking \$283,027 (half of project costs) for construction of the park. DCNR is planning on a site visit this month to review our project. Received support letters for the project from Congressman Lamb, Senator Toomey, Representative Matzie and County Planning Commission.
  - Business District Parking Lot Improvements Project – seeking \$125,000 in CDBG funds to renovate the two Melrose Avenue parking lots to match the two Merchant St. Lots. Application to be submitted by the end of March.
  - Commercial Demolitions – submitting a first priority application for \$125,000 in CDBG funding to demolition 316 6<sup>th</sup> Street and 435 Maplewood Avenue. Application to be submitted by the end of March.
- Participated in the Downtown Development Committee Meeting on February 10th, group working on 2020 goals to attract and retain businesses. Group was awarded County Leadership Program assistance to help market available spaces and to attract new businesses.
- Old Economy / Ambridge Bicentennial in 2024 –Community Collaboration Sub-Committee Meeting held on 2/19, 5PM. Group is working on ways to get the community involved in the planning and upcoming events. Developed talking points to go out to community organizations and handouts to attract people to group's social media pages. Steering Committee also met on 2/6, working on a possible town mural project.
- Right to Know Requests – 1 request this month for rental property database information.
- Safety Committee Meeting – attended meeting on 3/4/2020, meeting minutes in Council packet. Group working on Coronavirus preparedness for the workplace.
- Drafted March Coffee Talk article for Chamber of Commerce newsletter, attached.
- 2020 State Reports – annual State AG-385 report completed and submitted to ensure the Borough is eligible for Fire Relief and pension support funds.
- Pension Plans:
  - Biannual Valuation of the Plans / Act 205 Reporting – actuary completed valuations of the three defined benefit plans. Valuations maintain status quo with the plan's operations. Employees provided updated retirement benefit calculations. Act 205 reports submitted to the state.
  - 2020 COLA for fire and police retirees – completed, up 2.5%, processed with April

- payments.
- 4<sup>th</sup> Quarter Investment Reports – received, reviewed and attached to this report. All funds experienced significant gains for the quarter, up on average 5% from last quarter and over 20% for the year.
- Firefighters Defined Contribution Plan – worked with special counsel, plan document created per the 2020 Firefighters CBA. RFP for plan advertised per Act 44 requirements. Draft Ordinance to be on the March Agenda.
- Newsletter – all articles sent to the printer, waiting for a draft. Hoping that the newsletter goes out later this month.
- Audits:
  - 2019 Borough Audit – now underway
  - 2018 Liquid Fuels Audit completed, no observations or findings – report within Council packets.
- Attended County Rivertown Partnership Meeting on 2/12 – lobbied the County for 2020 CDBG funding support.
- Independence Day Fireworks 7/3/2020: approval letter sent to Fireworks Committee, coordinated with all departments, insurance carrier notified and approved.
- Training – attended DCED municipal training seminar on 2/19 at Chippewa Township.
- IPSCO Plant – met with new owners of Duss Avenue Plant, Tenaris, also present was the Mayor and President of Council on 2/24. Tenaris wants to be an active corporate citizen within Ambridge.
- 2020 Budget / Finances – General Fund performing well, Budget to Actual on 3/3/20 – revenue at 16% and expenditures at 15% for the year-to-date. 2020 real estate tax bills have been mailed out and payments are now coming in.

### **Code Enforcement / Planning**

- Multiple zoning-related permits issued – separate report included within the monthly code report highlighting the activity.
- Commercial / Residential Demolitions- no update, waiting on contractor to start work at four of the five approved locations.
- Electronic Recycling / Household Hazardous Waste Collection Event, March 28<sup>th</sup> at the Borough Building, coordinated event, DEP approvals in place, Code Enforcement giving out flyers with code notices, event promoted with local media.
- Beemac Variance, applicant appealed the ZHB denial to Common Pleas Court, received notice on 2/14.
- Grocery Store Committee – committee met on 2/18, reviewed survey responses to-date. Close to 1,000 responses received. Committee is working on calculating survey responses so that formal proposals can be developed.
- Heart and Soul Community Planning – grant awarded (\$50,000 over two years), program had a kickoff meeting with the County Commissioners on 2/26. Ortin Foundation and PA Humanities Council has assigned a coach to Ambridge (planning professional from Williamsport, PA.) Waiting on grant contract, anticipate local work to start within the next two months. Press release sent out to local media and posted on borough sites.

### **Fire Department / Public Safety**

- Engine 1 Refurbishment: work to start within the next two weeks.
- Animal Control – Beaver County Humane Society has a new Animal Control Officer. We met with her on 2/10. Coordinated humane enforcement in the Borough partnering with police and code enforcement.
- New Police Car 305 – 2020 Ford SUV ordered, April delivery anticipated, Chief ordered in-

car camera, Ibis Tek coordinated for emergency upfitting and received lease financing proposals.

- Rt. 65 Bridge at Merchant Street – as requested by Mayor and Council, letter sent to PENNDOT asking them to erect *Bridge Ices Before Roadway* signage at this bridge. PENNDOT did respond to Police Chief asking for crash data to validate this request.
- Coronavirus Planning – working on developing emergency preparedness procedures and plans for the possible pandemic threat.

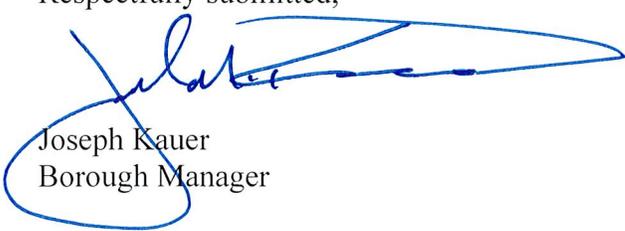
## Public Works

- 2020 Road Program
  - 11<sup>th</sup> Street from Beaver Road to the Borough Line: Engineer negotiating and securing quote for this paving with Gas Company contractor.
  - 1100 Block of Maplewood – brick restorations, having difficulties getting interested contractors to perform this limited work. One proposal received to-date.
  - 10<sup>th</sup> Street between Glenwood and Busway – on the Agenda for consideration to bid with paving of the DPW facility project.
  - Once we get back the above requested quotes, we can then determine remaining available budget to see if anything additional can be accomplished this year.
- 2020 Shade Tree Maintenance and Planting Plan: reviewed recommendations with Shade Tree Commission at their meeting on 3/3/20. Received approval to go get estimates for the trimming and removal work that will be presented to Council at the April Meeting.
- DEP Recycling Grant:
  - Executed grant contract received, received approval to proceed from DEP with project.
  - Leaf Vac Machine- received multiple proposals, DPW went, saw and used demo units and recommendation to purchase is on the March Agenda.
  - Truck – working on securing quotes / proposals at state contract prices
  - Yard Paving – on the agenda to authorize the Engineer
- 2019-20 Salt Contract: to-date only 222 tons of 900-ton contract used. Contract requires purchase of 60% (540 tons.) Working on determining if there is an out of the 60% requirement or we'll need to stockpile 300 tons over summer.
- Summer help employees: working with Job Training of Beaver County and the High School OVR program for summer help employees that would be paid entirely through those two programs. There is a general staffing need in both the Public Works and Fire Departments that needs to be prioritized in future budgets.

## Parks

- Nothing reportable for the month.

Respectfully submitted,



Joseph Kauer  
Borough Manager



## News from Town Hall

By: Joe Kauer, Borough Manager

Are you looking for ways to get more involved in the community? There are several open seats on the Borough's volunteer advisory boards including the Planning Commission, Historical Architecture Review Board, Shade Tree Commission, and Disruptive Properties Appeals Board. Most of these boards meet as needed and have a specific role within the Borough. If you are interested in being consider for an appointment, please submit an application (found at [www.AmbridgeBoro.org](http://www.AmbridgeBoro.org) or in the office), resume, and letter of interest to the Borough Manager's office.

Litter has been a recent issue within the community. We ask that everyone share in the Ambridge pride and keep their areas of the community clean. The Community-Clean Up Day coordinated by the Committee to Clean and Beautify Ambridge is scheduled for Saturday, May 2, 2020, meeting at the Falcons Club at 9:30AM. The Borough will be also sponsoring a special Recycling Collection Event on Saturday, March 28th, 9AM at the Borough Building. The event targets household hazardous waste that isn't collected with weekly trash collections such as TVs, computers, electronics, chemicals, bulbs and freon waste. There is a nominal fee to participate and registration is required. To register please call 1-866-815-0016 or visit [www.ecsr.net](http://www.ecsr.net)

THIS EDITION OF COFFEE TALK IS BROUGHT TO YOU BY



UNA BELLA  
BEAUTY AND  
WELLNESS STUDIO

Una Bella Beauty & Wellness Studio is located at

611 Merchant Street, in the heart of Downtown Ambridge. Our team of professional beauty and medical experts is here to provide you with exceptional services and an unforgettable experience so you can obtain your optimum health, balance and beauty.

611 MERCHANT STREET

[WWW.UNABELLASTUDIO.COM](http://WWW.UNABELLASTUDIO.COM) (724) 266-1700

LOCAL HAPPENINGS

Vol. 36  
March 2020

# Ambridge Community COFFEE talk



To submit information, contact us at

[ambridgeregionalchamber@gmail.com](mailto:ambridgeregionalchamber@gmail.com) or call 724-266-3040

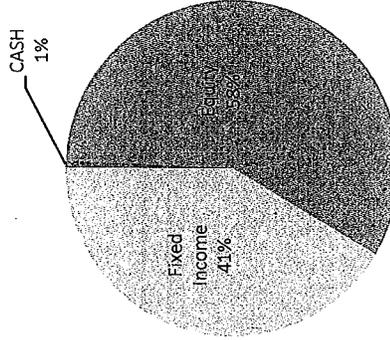


# PORTFOLIO PERFORMANCE

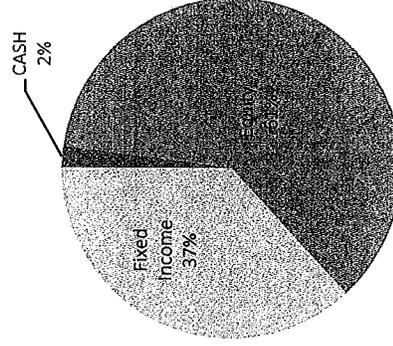
## Borough of Ambridge Service Employee's Pension Plan - Balanced Portfolio

As of December 31, 2019

Change in Portfolio	
Portfolio Value on 6/30/19	\$ 782,210.82
Contributions	2,613.83
Withdrawals	(27,466.81)
Realized Gains	1,990.32
Unrealized Gains	2,341.82
Interest	1,770.68
Dividends	2,050.65
Change in Accrued Interest	479.34
<b>Portfolio Value on 9/30/19</b>	<b>\$ 765,990.42</b>
<b>Total Investment Gain/Loss **</b>	<b>\$ 8,632.81</b>
for Trailing 3 Months	



Change in Portfolio	
Portfolio Value on 9/30/19	\$ 765,990.42
Contributions	68,972.28
Withdrawals	(25,973.87)
Realized Gains	3,232.53
Unrealized Gains	35,388.95
Interest	2,474.92
Dividends	2,953.76
Change in Accrued Interest	(200.95)
<b>Portfolio Value on 12/31/19</b>	<b>\$ 852,838.04</b>
<b>Total Investment Gain/Loss **</b>	<b>\$ 43,849.21</b>
for Trailing 3 Months	



	Beginning Balance	Ending Balance	Total Return
Previous Quarter (9/30/19 to 12/31/19)	\$765,990.42	\$852,838.04	5.57%
Trailing 1 Year (12/31/18 to 12/31/19)	\$732,519.67	\$852,838.04	20.45%
Trailing 3 Year (12/31/16 to 12/31/19)	\$730,226.47	\$852,838.04	9.33%
Trailing 5 Year (12/31/14 to 12/31/19)	\$697,628.24	\$852,838.04	7.06%

\*\* Contributions and Withdrawals are not considered when calculating the Investment Gain/Loss.

All performance for periods greater than one year is annualized.



# PORTFOLIO PERFORMANCE

## Borough of Ambridge Firemen Pension Plan - Balanced Portfolio

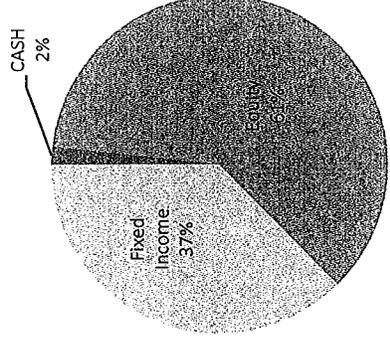
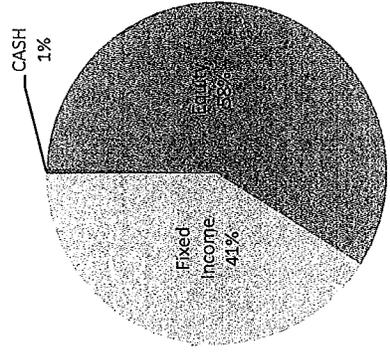
As of December 31, 2019

<u>Change in Portfolio</u>	
Portfolio Value on 6/30/19	\$ 2,393,031.30
Contributions	2,464.13
Withdrawals	(39,372.62)
Realized Gains	4,536.42
Unrealized Gains	11,255.85
Interest	6,923.67
Dividends	6,387.56
Change in Accrued Interest	(601.94)
<b>Portfolio Value on 9/30/19</b>	<b>\$ 2,384,624.36</b>
<b>Total Investment Gain/Loss **</b>	<b>\$ 28,501.55</b>

for Trailing 3 Months

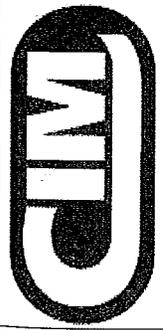
<u>Change in Portfolio</u>	
Portfolio Value on 9/30/19	\$ 2,384,624.36
Contributions	18,807.70
Withdrawals	(39,404.59)
Realized Gains	14,451.99
Unrealized Gains	103,647.91
Interest	5,203.37
Dividends	8,407.00
Change in Accrued Interest	1,052.42
<b>Portfolio Value on 12/31/19</b>	<b>\$ 2,496,790.16</b>
<b>Total Investment Gain/Loss **</b>	<b>\$ 132,762.69</b>

for Trailing 3 Months



	<u>Beginning Balance</u>	<u>Ending Balance</u>	<u>Total Return</u>
Previous Quarter (9/30/19 to 12/31/19)	\$2,384,624.36	\$2,496,790.16	5.60%
Trailing 1 Year (12/31/18 to 12/31/19)	\$2,188,702.36	\$2,496,790.16	20.50%
Trailing 3 Year (12/31/16 to 12/31/19)	\$2,247,104.46	\$2,496,790.16	9.53%
Trailing 5 Year (12/31/14 to 12/31/19)	\$2,086,858.59	\$2,496,790.16	7.26%

\*\* Contributions and Withdrawals are not considered when calculating the Investment Gain/Loss. All performance figures for periods greater than one year are annualized.

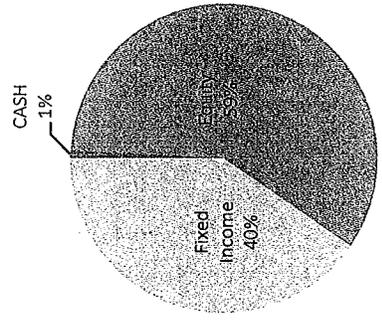


# PORTFOLIO PERFORMANCE

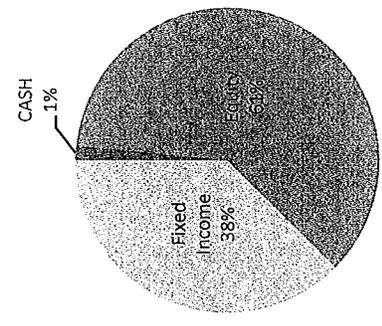
## Borough of Ambridge Police Pension Plan - Balanced Portfolio

As of December 31, 2019

<b>Change in Portfolio</b>	
Portfolio Value on 6/30/19	\$ 5,809,051.07
Contributions	10,654.12
Withdrawals	(91,899.50)
Realized Gains	16,264.44
Unrealized Gains	19,295.50
Interest	13,019.11
Dividends	15,994.65
Change in Accrued Interest	1,892.54
<b>Portfolio Value on 9/30/19</b>	<b>\$ 5,794,271.92</b>
<b>Total Investment Gain/Loss **</b>	<b>\$ 66,466.24</b>
for Trailing 3 Months	



<b>Change in Portfolio</b>	
Portfolio Value on 9/30/19	\$ 5,794,271.92
Contributions	258,115.66
Withdrawals	(99,625.51)
Realized Gains	33,946.49
Unrealized Gains	261,047.63
Interest	15,182.01
Dividends	20,947.34
Change in Accrued Interest	286.20
<b>Portfolio Value on 12/31/19</b>	<b>\$ 6,284,203.56</b>
<b>Total Investment Gain/Loss **</b>	<b>\$ 331,409.67</b>
for Trailing 3 Months	



	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Total Return</b>
Previous Quarter (9/30/19 to 12/31/19)	\$5,794,271.92	\$6,284,203.56	5.65%
Trailing 1 Year (12/31/18 to 12/31/19)	\$5,296,005.88	\$6,284,203.56	20.62%
Trailing 3 Year (12/31/16 to 12/31/19)	\$5,089,938.99	\$6,284,203.56	9.47%
Trailing 5 Year (12/31/14 to 12/31/19)	\$4,831,493.69	\$6,284,203.56	7.11%

\*\* Contributions and Withdrawals are not considered when calculating the Investment Gain/Loss. All performance greater than 12 months is annualized



*From the Desk of  
Marilyn Sheleheda  
Executive Assistant*

**Fine Collection Report for February 2020 (Year)**

**Fines assessed & collected by the Magistrate**

Dog Fines	\$0.42
Littering	\$0.38
Local Ordinance	\$586.55
Motor Vehicles	\$1,389.16
Payable to Municipality	\$937.63
Parking Offenses (Motor License Fund):	\$385.14
Overweight Fines (Motor License Fund)	\$143.03
Restitution	\$0.00

*Total Magistrate Fines –Deposited February 2020* **\$3,442.31**

**Parking Violations (February 2020)**

Parking Permits Purchased	\$165.00
Parking Meters (Incl. in Street Sweeping)	\$0.00
Parking Tickets Receipts -Other	\$0.00
Street Sweeper Violations Receipts	\$0.00

*Total Parking Violations - Deposited February 2020* **\$165.00**

**County Court Fines: Judy R. Enslin, Clerk of Courts** **\$220.56**  
*Deposited February 2020*

**BOROUGH OF AMBRIDGE WEBSITE STATISTICS**

**2020**

February 1 through February 29

Pages viewed by Section

Presented and Maintained by

Marilyn Sheleheda

Section	Page Views	Percent of Total
Home	3774	16.40%
Ambridge Borough Government	282	1.20%
Mayor and Council	206	0.90%
Meeting Agenda	152	0.70%
Council Minutes	330	1.40%
Monthly Official Reports	309	1.30%
Budgets and Audits	213	0.90%
Boards, Authorities & Commissions	209	0.90%
Ambridge Municipal Authority	394	1.70%
Ambridge Water Authority	258	1.10%
Planning Commission	222	1%
Borough Departments	169	0.70%
Administration	160	0.70%
Administration Staff	339	1.50%
Professional Services Staff	204	0.90%
Right-to-Know Requests	123	0.50%
Local Service Tax. Act 32 Information & Form	83	0.40%
Code Enforcement	310	1.30%
Code Enforcement Staff	163	0.70%
Zoning & Code Enforcement	156	0.70%
Police Department	446	1.90%
Mapping & Statistics	82	0.40%
UCR & Calls for Service	78	0.30%
Department Roster	1028	4.50%
Police News	165	0.70%
Police Survey	0	0%
Right-to-Know Requests	122	0.50%
Fire Department	371	1.60%
Professional Firefighter Staff	302	1.30%
Volunteer Fire Department	231	1%
Fire Department News	0	0%

<b>Section</b>	<b>Page Views</b>	<b>Percent of Total</b>
Public Works	334	1.50%
Buildings	110	0.50%
Grounds	121	0.50%
Street Maintenance	161	0.70%
Health Department	293	1.30%
Ambridge Borough Tax Collector	349	1.50%
Department of Veteran Affairs	111	0.50%
Troop Banners	103	0.40%
Borough Ordinances	392	1.70%
Public Notices	296	1.30%
Borough News	529	2.30%
Archived Borough News	279	1.20%
Ambridge Road Repair Updates	92	0.40%
Frequently Asked Questions.	186	0.80%
Receive a Text from the Borough of Ambridge	95	0.40%
Economic Development	698	3%
Historic District	0	0%
Borough Employment	166	0.70%
Borough Employment Applications	83	0.40%
Other Employment	105	0.50%
Ambridge Businesses (by category) & Business Owner Testimonials	962	4.20%
Places to Worship in Ambridge Borough	90	0.40%
Tourism	293	1.30%
Historical Facts about Ambridge	391	1.70%
Preserve America	117	0.50%
Stormwater Management	96	0.40%
Links	352	1.50%
Contact Us	457	2%
Calendar	1174	5.10%
New Residents Info	802	3.50%
Recycling	174	0.80%
Announcements	819	3.60%
Real Estate Transfers	210	0.90%
Printable Boro Forms	1155	5%
<b>TOTALS</b>	<b>23020</b>	<b>100%</b>

# Treasurer's Report

## March 10, 2020

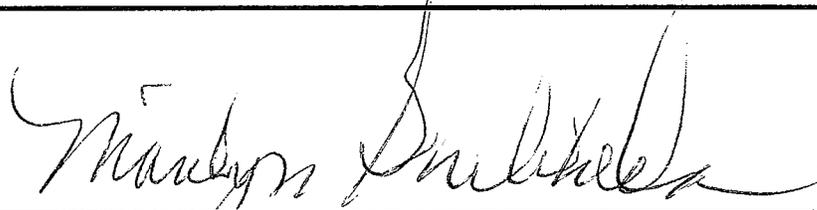
Marilyn Sheleheda - Treasurer

### General Fund Analysis

\$634,218.41	General Fund Bank Account Balance as of:	-March 10, 2020 -3:00 pm
\$155,988.70	All (including todays checks) Outstanding Checks as of:	-March 10, 2020 -3:00 pm
<b>\$478,229.71</b>	<b>Available Balance as of:</b>	<b>-March 10, 2020 -3:00 pm</b>

<b>General Fund Bank Summary:</b>	<b>Totals that cleared the bank are as follows:</b>	
	<b>Deposits:</b>	<b>\$468,909.03</b>
	<b>Debits:</b>	<b>\$296,015.38</b>
	<b>-which include the following:</b>	
	<u>61</u> <b>Checks</b>	\$138,142.38
<u>2</u> <b>Payroll (s)</b>	\$157,873.00	

Other Fund Balances as of March 10, 2020 3:00 pm	
250.00	Ambridge Bicentennial 2024 Fund.
\$6,711.89	Ambridge Borough Drug Investigation Fund
\$3,494.04	Ambridge Fire Apparatus Replacement Fund
\$8,455.46	Escrow Disbursement Account
\$5,843.62	Grants/Special Funds
\$219,335.07	Liquid Fuels Fund
\$35,833.11	Recreation Fund
\$4,767.11	Sinking Fund
<b>\$284,690.30</b>	<b>Total Other Funds Balances (Restricted Use)</b>



Marilyn Sheleheda - Treasurer

March 10, 2020

Respectfully Prepared & Submitted to Ambridge Borough Council