



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: 1 October 2019
Re: **October 2019 - Borough Manager's Report**

Administration / Finance

- Insurance Claims & Matters:
 - Notice of Suit received on 9/25/19 for a police related claim, forwarded to insurance company with our police reports. Solicitor advised, update to Council in Executive Session.
- Grant Projects (*Awards Since Last Meeting / New Activity – Grant Log Attached*)
 - Heart and Soul Community Planning Grant – met with project partners in Ambridge: Chamber, Library, Old Economy Village and Downtown Development Committee. Completed application.
- Merchant St. Streetscape Project:
 - Project Update:
 - General Contractor working on minor punch list items.
 - Electrical Contractor finished up their punch list work.
 - Paving substantially completed, 5% retainage being held as they address punch list work.
 - All Borough work completed (line painting, parking lot bumpers, sponsorship plaques, parking meter refurb and installs, US Flag installations.
 - Christmas lights ordered for all of the light poles in the downtown for this season, cost was \$1,400.
 - Vandalized tree was replaced and vandalized sponsorship plaques has been replaced and riveted to poles.
 - Dedication Ceremony on Saturday 9/28/19– prepared program books, coordinated event. Ceremony went very well, thank you to all who participated.
- Participated in the Downtown Development Committee Meeting on September 9th, group worked on a “Celebrate Merchant St.” cleanup day on 9/14. Event went very well, about 100 volunteers cleaned up storefronts and the downtown.
- Old Economy / Ambridge Bicentennial in 2024 – The Committee has set a community stakeholders meeting for October 29, 6PM at the Borough Building.
- Audits:
 - 2017-18 State Pension Audit – completed no issues with Police and Fire Plans. A finding was made on the new DC service plan. Will review the matter with Council to review a possible solution.
- Right to Know Requests – responded to eight Right to Know requests: 1) 2017 Paving Project Files, 2) 2002 Brownfield Records, 3) all Capital Project Fund activities, 4) August Permit Log, 5) 2018 Audit Report, 6) records relative to 205 Locust St., 7) Pension Records

and 8) employee wage information.

- Troop Banner Program – program continues and processing many requests. Currently at 142 banners purchased as of 10/1/19.
- Budget to Actual – continue to monitor weekly, General Fund performing well to-date.
- 2020 Budget – draft of proposed budget completed, to be distributed in advance of October 22nd Budget Meeting to officials.
 - 2020 Healthcare, attended renewal meeting on September 24th, rates increasing 5% next year for our plans.
- Safety Committee Meeting – attended meeting on 10/2, meeting minutes in Council packet.
- Borough Building Computer Upgrades / year 2 of upgrades to the computer system: purchased new computers for the Borough Office and Fire Station, work to be completed and new computers installed on October 3 and 4.
- Drafted October Coffee Talk article for Chamber of Commerce newsletter, attached.
- Monthly Reports for all Departments now on website, special page created. Over 300 visits to page last month since going online.
- Assessment Hearings – attended tax exempt hearings for Borough requested parcel at 537 Merchant Street (central park) on 9/16/19. Also attended exemption hearing for Miracle Church No. 2 for the former Social Security Building, gave testimony that no permits have been applied for to convert the office building into a church.
- Rotary Club 98th Anniversary, prepared Council proclamation, President of Council presented at their anniversary picnic on September 25th.

Code Enforcement / Planning

- Multiple zoning-related permits issued – separate report included within the monthly code report highlighting the activity.
- Commercial Demolition: 439-441 Merchant Street: affordable bids received, lowest bid was \$34,000, and second lowest was \$44,500. County reviewing bid documents and will award contract shortly. The County will be putting out the demolition of the former Little Bridger Building on 6th Street shortly as the budget supports that project as well.
- Residential Demolitions: County is moving forward with the upcoming demolitions of 915 5th Street, 320 Duss Avenue and 1633 Church Street. The Solicitor is working on securing updated Court Orders for two of the properties. Demolition is expected at these three locations by the end of the year.
- Community Tire Collection Event is set for 10/5 at the Borough Building. AWA included information on event printed on the October water bills. Promoted the event heavily, one DPW employee to assist with event.
- Zoning Hearing Board request received from Beemac for New Economy Drive property on 9/30/19, seeking use variance. Application sent to ZHB Solicitor to set hearing, no date set as of 10/1.
- Development Projects:
 - Anthony Wayne School Redevelopment (Lenz Ave.): have been working with Kelley Coey of Hudson Companies. They have secured an option agreement with the School District to purchase the school and redevelop it into an apartment building. They would like to make a presentation to Borough Council at the October Council Meeting.
 - Per advice of the Mayor, reached out to a doctor who may be interested in establishing his general practice in the area.
 - Grocery Store Committee – Mayor has created a committee to help attract a grocery

store to the former Bottom Dollar Store location on 11th Street. Participated in meeting on September 27th. Committee is developing a resident survey to get statistics to help attract a future grocer.

- Met with prospective new businesses: a possible restaurant on Duss and a retail store in the 600 block of Merchant. Both given new business packets and explained the permitting process.

Fire Department / Public Safety

- Towing Services RFP – met with one bidder to receive follow up information on their proposal on September 26th. Public Safety Committee to meet in October to discuss proposals and have a recommendation to Council for the November meeting.
- Improved Signage Requests: a Wrong Way sign was installed on Federal Street per suggestion from a citizen at Coffee with a Cop, and a No Left Turn sign added on Henning at Church Street to improve the intersection.
- FEMA Grant – AFD awarded \$84,000 grant to purchase an exhaust system for the firehouse, Borough match is 5%, approximately \$4,200.
- Part-time Police Officers – the Chief reports that we are experiencing schedule issues and a shortage of part-time officers. An employment recruitment ad was posted in the Times and Borough website.
- Fire Prevention Week 2019 – AFD has scheduled visits at day cares, nursing homes and elementary schools week of October 7th. They are also hosting the County Fire Prevention Parade on Merchant Street on Saturday, October 12th.

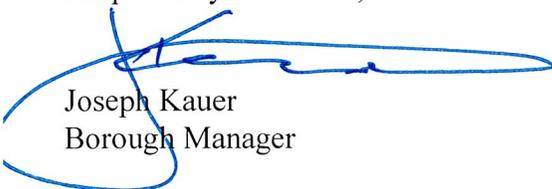
Public Works

- Street Openings – restoration orders sent to all utility companies for openings made since this spring. Restorations are to be made by the end of October.
- Degradation Fees for Openings on New Streets – reviewed open sites on new roads, measured and calculated assessment. Columbia Gas Company billed \$14,400.
- 11th Street New Gas Lines from Duss to Sherman Street – met with Columbia Engineers and sought their assistance to keep work out of the roadway on 11th Street. They completed survey work and amended their project so that all construction will be in the sidewalk. Work is anticipated to start by end of the year.

Parks

- Lions Club Drinking Fountain for 8th Street Park – DPW and AWA crew installed fountain on October 1st. Lion's Club to dedicate on October 10th.

Respectfully submitted,



Joseph Kauer
Borough Manager

Borough of Ambridge

Grant Log

<u>Project</u>	<u>Amount Request</u>	<u>Date Submitted</u>	<u>Submitted To</u>	<u>Status</u>	<u>Awarded</u>	<u>Note</u>
2014 Recycling Performance Grant	\$ 705.00	2015	DEP	Awarded	\$ 705.00	Awarded 5/2016 -
Hazel Avenue Paving Project	\$ 100,000.00	3/4/2015	CDBG	Denied		Total Project - \$114,000
Demolition of 451 Merchant St.	\$ 83,000.00	3/4/2015	CDBG	Awarded	\$ 83,000.00	
Merchant St. Electrical Improvements	\$ 138,512.00	2/13/2015	Duquesne Light	Denied		
LGA Intern (Landlord Database / Records)	\$ 2,500.00	2/12/2015	Local Gov. Academy	Denied		Matching Grant - 1/2 costs
8th and Duss Ave Traffic Signal LED Project	\$ 1,632.00	2/12/2015	PENNDOT	Awarded	\$ 1,632.00	Matching Grant - 1/2 costs
Firefighter Hiring - 1 Firefighter	\$ 108,982.00	2/27/2015	FEMA - SAFER	Denied		Prepared by Rob Gottschalk
ABE Baseball Assoc. - New Lawn Tractor	\$ 2,219.00	3/2/2015	Pgh. Pirates Charities	Awarded	\$ 2,219.00	Submitted for ABE Baseball
Recycling / Trash Contract Review Assistance	\$ 7,500.00	3/3/2015	PA - DEP	Awarded	\$ 7,500.00	Help for 2016 Trash Contract
VFD Brush Fire Equipment (Hose / Nozzels)	\$ 1,495.18	4/21/2015	DCNR	Denied		Total Project - \$2,990.35
8th Street Playground Improvements	\$ 44,412.50	6/12/2015	DCED	Denied		Match by 15% at \$7837.50
COPS Hiring Grant - 2 new officers	\$ 250,000.00	6/15/2015	US DOJ	Awarded	\$ 250,000.00	3 year funding - overall match over 3 yrs
Tree Inventory of Shade / Street Trees	\$ 77,400.00	7/29/2015	PA - TreeVitalize	Denied		Tech. Assistance Grant - Funding directly
Wood Chipper / Dump Truck / New Collection Box	\$ 698,000.00	11/18/2015	PA DEP	Awarded	\$ 77,400.00	Boro Match - 65% of Truck = \$60,654.10
New Fire Engine - Replace 1973 Snorkel	\$ 1,500.00	1/4/2016	FEMA - AFG	Denied		Gottschalk / Larrick App
2015 Recycling Performance Grant	\$ 26,089.09	2/17/2016	PA DEP	Awarded	\$ 772.00	Estimate on tonnage collected
Firefighting Equipment	\$ 95,632.00	3/16/2016	Firehouse Subs	Awarded	\$ 26,089.09	Dave Gorecki's Application
Commercial Demolitions - 2017	\$ 12,500.00	3/8/2016	CDBG	Awarded	\$ 125,000.00	
Historic Preservation Plan	\$ 15,000.00	3/9/2016	PHMC	Denied		Match 50/50
2017 Main Street Managers Conference - CLG	\$ 2,681.48	3/8/2016	PHMC	Awarded	\$ 15,000.00	Pass thru grant for PHMC
2015 DCED Floodplain Management Reimb.	\$ 1,500.00	3/15/2016	DCED	Awarded	\$ 3,200.00	Reimb 2015 Flood Ordinance - 50%
AVFD Brush Fire Equipment and Tools	\$ 223,743.00	7/1/2013	DCNR	Denied		VFD to match 50/50
SPC Traffic Signal Improvements	\$ 5,000.00	6/30/2016	SPC - PENNDOT	Awarded	\$ 178,994.00	Borough Match - \$44,749 - over 2 yrs
Feasibility Study for Preservation of 284 13th St.	\$ 1,000.00	8/11/2016	Pres. PA	Awarded	\$ 5,000.00	Seeking 100% funded
Sav No to Drug Kid Supplies	\$ 12,500.00	1/12/2017	PA Attorney Gen.	Awarded	\$ 1,000.00	Match would be \$90.09
Historic Dist. Inventory and Ordinance Review	\$ 1,500,000.00	1/1/2017	PHMC - CLG	Awarded	\$ 14,000.00	Match would be \$12,000
Merchant St. Streetscape - 4th to 8th Streets	\$ 1,450.00	1/5/2017	Beaver County	Awarded	\$ 1,500,000.00	County Section 108
AED for Borough Building	\$ 124,120.00	2/8/2017	Aidan's Heart Found	Awarded	\$ 1,450.00	Fully Fund AED / Cabinet / Pads
Stormsewer Outfall Repairs No. 7 and 8 Under Bridge	\$ 43,602.50	2/8/2017	CDBG	Denied		Seeking 100% funded
6th and Melrose Parking Lot Improvements	\$ 2,400.00	2/8/2017	CDBG	Denied		Seeking 100% funded
LGA Intern (Business Investment Strategy Plan)	\$ 74,330.00	4/12/2017	Local Gov. Academy	Awarded	\$ 2,400.00	1/2 to be funded by Hist. Dist.
Ambridge Park System Improvements Project	\$ 5,000.00	12/31/2016	Ambridge Rotary	Awarded	\$ 74,000.00	Match would be \$74,330
H&H Sportscourts Lighting	\$ 13,451.97	5/15/2017	Duquesne Light	Awarded	\$ 5,000.00	
Merchant St. Wiring / Light Removal Project	\$ 126,361.00	5/31/2017	DCED	Awarded	\$ 13,451.97	Seeking 100% funded
Ambridge Park System Improvements Project	\$ 1,500.00	6/26/2017	DEP	Awarded	\$ 100,000.00	
2016 Recycling Performance Grant	\$ 304,933.25	6/27/2017	KaBoom	Denied	\$ 1,918.00	Full Playground - Match = \$8500
KaBoom Playground - Merchant / Henning St. Park			PENNDOT - ARLE	Denied		Seeking 100% funded
Traffic Signal Replacement - 11th and Merchant						

News from Town Hall

October 2019

By: Joe Kauer, Borough Manager

Now that fall is amongst us, curbside leaf collection throughout Ambridge is set to start Monday, October 21st and run through December 6th. Please rake your leaves to the curb in neat piles, and do not park on top of your raked leaves.

Planning for 2020 is now underway. Borough Council is to meet on Tuesday, October 22, at 4:00PM to deliberate the proposed 2020 budget. The Manager's proposed budget does not call for any tax or major fee increases next year. This will be the 15th year without a tax increase in the Borough. The proposed budget will be advertised after the November 12th Council Meeting and public comment will be welcomed through its adoption on December 10th. Projects slated for 2020 include improvements to the Public Works facility, fire station, upgrades to equipment and vehicle replacement. A more detailed budget report will be a topic for upcoming "Coffee Talks."

Recently, in an effort to increase transparency in local government, Ambridge Borough Council approved posting all department and official's monthly reports on the Borough website. The reports include the monthly Borough Manager's Report, Police Chief's Report, Fire Chiefs' Report, detailed Code Enforcement Activity Report, Public Works Report and Engineer's Report. To access the monthly reports, please visit: www.AmbridgeBoro.org and go to the "Ambridge Borough Government" tab. Monthly reports will be posted after each Council meeting into the future.

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*From the Desk of
Marilyn Sheleheda
Executive Assistant*

Fine Collection Report for September 2019

Fines assessed & collected by the Magistrate

Dog Fines	\$0.00
Dog Law Rabies	\$100.00
Local Ordinance	\$296.44
Motor Vehicles	\$1,655.58
Payable to Municipality	\$1,481.42
Parking Offenses (Motor License Fund):	\$973.91
Overweight Fines (Motor License Fund)	\$305.60
Restitution	\$0.00

Total Magistrate Fines –Deposited September 2019 **\$4,812.95**

Parking Violations (September 2019)

Parking Permits Purchased	\$150.00
Parking Meters (Incl. in Street Sweeping)	\$0.00
Parking Tickets Receipts -Other	\$0.00
Street Sweeper Violations Receipts	\$3,125.00

Total Parking Violations - Deposited September 2019 **\$3,275.00**

County Court Fines: Judy R. Enslin, Clerk of Courts **\$1,019.28**
Deposited Septèmber 2019

BOROUGH OF AMBRIDGE WEBSITE STATISTICS

2019

October 1 through October 31

Pages viewed by Section

Presented and Maintained by

Marilyn Sheleheda

Section	Page Views	Percent of Total
Home	3342	12.60%
Ambridge Borough Government	297	1.10%
Mayor and Council	193	0.70%
Meeting Agenda	154	0.60%
Council Minutes	327	1.20%
Monthly Official Reports	335	1.30%
Budgets and Audits	124	0.50%
Boards, Authorities & Commissions	191	0.70%
Ambridge Municipal Authority	446	1.70%
Ambridge Water Authority	308	1.20%
Planning Commission	280	1.10%
Borough Departments	157	0.60%
Administration	161	0.60%
Administration Staff	339	1.30%
Professional Services Staff	243	0.90%
Right-to-Know Requests	102	0.40%
Local Service Tax. Act 32 Information & Form	90	0.30%
Code Enforcement	332	1.30%
Code Enforcement Staff	180	0.70%
Zoning & Code Enforcement	163	0.60%
Police Department	423	1.60%
Mapping & Statistics	96	0.40%
UCR & Calls for Service	94	0.40%
Department Roster	1271	4.80%
Police News	175	0.70%
Police Survey	0	0%
Right-to-Know Requests	107	0.40%
Fire Department	308	1.20%
Professional Firefighter Staff	298	1.10%
Volunteer Fire Department	211	0.80%
Fire Department News	0	0%

Section	Page Views	Percent of Total
Public Works	291	1.10%
Buildings	121	0.50%
Grounds	125	0.50%
Street Maintenance	197	0.70%
Health Department	315	1.20%
Ambridge Borough Tax Collector	276	1%
Department of Veteran Affairs	116	0.40%
Troop Banners	123	0.50%
Borough Ordinances	468	1.80%
Public Notices	342	1.30%
Borough News	784	3%
Archived Borough News	358	1.40%
Ambridge Road Repair Updates	137	0.50%
Frequently Asked Questions.	232	0.90%
Receive a Text from the Borough of Ambridge	94	0.40%
Economic Development	826	3.10%
Historic District	0	0%
Borough Employment	158	0.60%
Borough Employment Applications	170	0.60%
Other Employment	96	0.40%
Ambridge Businesses (by category) & Business Owner Testimonials	1053	4%
Places to Worship in Ambridge Borough	94	0.40%
Tourism	277	1%
Historical Facts about Ambridge	339	1.30%
Preserve America	146	0.60%
Stormwater Management	112	0.40%
Links	143	0.50%
Contact Us	377	1.40%
Calendar	3375	12.70%
New Residents Info	952	3.60%
Recycling	182	0.70%
Announcements	1144	4.30%
Real Estate Transfers	166	0.60%
Printable Boro Forms	1209	4.60%
TOTAL	26485	100%

Treasurer's Report

October 8, 2019

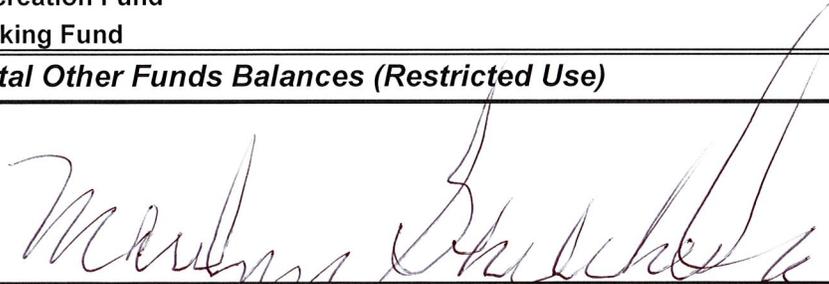
Marilyn Sheleheda - Treasurer

General Fund Analysis

\$1,033,890.94	General Fund Bank Account Balance as of:	-10/8/2019 -3:00 pm
\$396,377.16	All (including todays checks) Outstanding Checks as of:	-10/8/2019 -3:00 pm
\$637,513.78	Available Balance as of:	-10/8/2019 -3:00 pm

General Fund Summary:	<i>Totals are as follows:</i>	
	Deposits:	\$384,130.26
	<hr/>	
	Debits:	\$287,069.13
	<i>-which include the followi</i>	
	<u>67</u> <i>Checks</i>	\$136,358.09
	<u>2</u> <i>Payroll (s)</i>	\$150,711.04

Other Fund Balances as of 10/8/2019 3:00 pm	
\$16,478.04	Ambridge Borough Drug Investigation Fund
\$321,070.07	Ambridge Capital Project Fund 2016-PLGIT Account
\$7.71	Ambridge Fire Apparatus Replacement Fund
\$11,491.49	Escrow Disbursement Account
\$6,541.33	Grants/Special Funds
\$219,631.86	Liquid Fuels Fund
\$36,565.81	Recreation Fund
\$418,039.50	Sinking Fund
\$1,029,825.81	Total Other Funds Balances (Restricted Use)



Marilyn Sheleheda - Treasurer 10/8/2019

Respectfully Prepared & Submitted to Ambridge Borough Council