



BOROUGH OF AMBRIDGE

Office of the Borough Manager

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TO: Borough Council
FROM: Joe Kauer, Borough Manager
CC: Mayor, Solicitor, Department Heads
Date: 6 November 2019
Re: **November 2019 - Borough Manager's Report**

Administration / Finance

- Insurance Claims & Matters:
 - 2020 Policy renewed, premium came in \$3,279 under budget.
- Grant Projects (*Awards Since Last Meeting / New Activity – Grant Log Attached*)
 - Heart and Soul Community Planning Grant – received notice on 10/29 that the Borough has been shortlisted. Grant agency coming out to Ambridge on 11/13 for a site visit; award is anticipated to be announced on 11/23. Funding would be \$50,000.
 - Henning St. Park Grant to DCED Greenways and Trails Program was denied. I'll continue to seek funding elsewhere and will reapply.
- Merchant St. Streetscape Project:
 - Project Update:
 - Merit Contract all complete – Hancock working to close out contract with County.
 - Baiano Contract – contractor still working on punch list items.
 - Youngblood Paving Contract – punch list work still outstanding before contract can be closed out.
- Participated in the Downtown Development Committee Meeting on October 14th, group working on 2020 goals to attract and retain businesses.
- Old Economy / Ambridge Bicentennial in 2024 – Attended committee meeting on 10/16 – there we finalized the plans for the Community Stakeholders Meeting. Also attended the October 29, 6PM Stakeholders Meeting and now chair community liaison / collaboration committee. Subcommittee to meet on November 20th. Also secured a small startup grant worth \$250 from Beaver County Tourism to help with future meeting costs.
- Audits:
 - 2017-18 State Pension Audit – completed no issues with Police and Fire Plans. A finding was made on the amended DC service plan. Actively working to resolve the matter.
 - 2018 Liquid Fuels Audit – completed on 10/9 – no findings or observations.
 - 2018 Borough Audit – working on Management Letter recommendations so they can be implemented for 2020.
- Right to Know Requests – responded to four Right to Know requests: 1) 2019 Employee pay rates, 2) Trash Billing Records, 3) very large request for 17 separate records relative to police operations, 4) current Police CBA.
- Troop Banner Program – program continues and processing many requests. Currently at 149 banners purchased as of 11/6/19.
- 2019 Budget to Actual –General Fund performing well to-date, as of 11/5 – Revenue is at

90.4% / Expenditures are at 84.6%

- 2020 Budget – proposed budget completed, presented to Council and now ready for public inspection.
- Safety Committee Meeting – attended meeting on 11/6, meeting minutes in Council packet. Also renewed State Labor and Industry Certification of our committee, renewing our policy discount of 5% for 2020 as result. Annual safety training for the committee was also completed on 11/6.
- Borough Building Computer Upgrades / year 2 of upgrades to the computer system: new computers installed, up and running – no issues.
- Drafted November Coffee Talk article for Chamber of Commerce newsletter, attached.
- Drafted proclamation recognizing Ambridge Area High School Marine Corps JROTC.
- Employee Health Screenings: coordinated event on 10/31 – 7 employees participated.
- Christmas Flags for Downtown Merchant Street – made possible through grant funds from the Chamber of Commerce, we ordered Holiday Flags and flagpoles for the new light poles on Merchant Street. Cost was \$832 and to be reimbursed fully by the Chamber.

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: waiting on County to proceed with demolition project. I'm now seeking their assistance to move forward with the demolition of 420 Merchant Street. The Building is now in danger of collapse.
- Residential Demolitions: Solicitor Start is working on securing necessary court orders to demolish 915 5th Street and 1633 Church Street. County will place the projects out to bid once orders or consents are in place.
- Community Tire Collection Event 10/5/19 at the Borough Building – 244 tires collected and properly disposed of.
- Zoning Hearing Board Hearings – November 13th, 5:30 (Jesky Garage on Glenwood) and 6:15 (Beemac Development) Prepared applications for the board, posted the properties and will represent the Borough at both hearings.
- Small Cell – 5G “towers” in the Borough, coordinated with County 9-1-1 to establish addresses for the three existing sites in the Borough.
- 3rd Quarter Building and Demo Permits provided to County Assessment.
- Development Projects:
 - Anthony Wayne School Redevelopment (Lenz Ave.): support letters drafted and provided to developer.

Fire Department / Public Safety

- Say No to Drugs / Halloween Bags made and given to Police, they passed out during Trick or Treat. Made possible by a \$1,000 Community Drug Prevention Grant.
- Annual State Firemen's Relief Association Payment – report on disbursement completed and sent back to Auditor General's office.
- Street lights – directed DPW to patrol the town on 10/16 to look for out lights, 69 were identified, ribbons placed on the pole and Duquesne Light have already replaced.
- 2018-19 Drug Fund Expense Report – completed report and provided to the District Attorney's Office on 10/31/19.

Public Works

- Park and Ride Facility – met with BCTA and PAT officials on 10/16 to express concerns

about the lack of maintenance. PAT agreed to increase the frequency of trash removal from once per week to two times weekly starting the beginning of the year.

Parks

- Lions Club Drinking Fountain for 8th Street Park – DPW and AWA crew installed fountain on October 1st. Attended dedication ceremony on October 10th. AWA recently completed restoration of the roadway and curb completing the project.
- Met with the Committee to Clean and Beautify Ambridge on 10/29 – they have raised funds to add decorative lighting to the trees and WWI memorial within PJ Caul Park, sought Council's approval. They are also seeking a resolution to the fountain in the park, they would like to remove it as it no longer works.

Respectfully submitted,



Joseph Kauer
Borough Manager

News from Town Hall
By: Joe Kauer, Borough Manager

November 2019

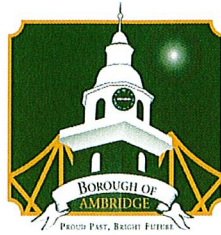
Nominating Downtown Ambridge to the National Register of Historic Places is one step closer to becoming reality. At the Pennsylvania Historic Museum Commission State Board Meeting on October 1st, the Borough's nomination application received a favorable recommendation and was then forwarded to the National Parks Service for consideration. The National Parks Service is anticipated to act on the application by year's end; and possibly grant National Register status by the start of 2020. National Register designation of Merchant Street can provide several benefits to the community. The Register is our nation's list of significant historic properties, places worthy of preservation. It is an excellent planning tool, provides marketing and promotional opportunities and helps raise awareness about the importance of historic properties. Income-producing properties listed in the National Register, like most of the commercial buildings along Merchant Street, could be eligible for federal and state rehabilitation investment tax credits and grants. National Register designation does not affect what property owners can do with their property. Listing a property on the National Register has no effect on local zoning or ordinances. National Register designation allows for flexibility in building codes and accessibility requirements but, again, does not affect use or how a private property owner manages their property. This effort is part of the Borough Council's plan to revitalize the commercial areas of the community.

As Christmas is right around the corner, the Borough Council and Mayor are happy to announce that Merchant Street will be once again decorated for the holidays. It has been a very long time since there were lights on Merchant and we're excited that with the streetscape project there is now capabilities to decorate again. We all look forward to celebrating "Christmas on Merchant" and the many other holiday events in town with you.

Lastly there has been some questions regarding parking in the Downtown with the removal of the parking meters last year. There is free 2-hour parking on Merchant Street. If you'd like to stay beyond 2-hours, there is metered parking within the municipal lots that offer up to 10-hour parking that cost \$0.25 for every two hours. Permit parking is also available in the lots for business owners or residents and cost \$15 per month.

Thanks for keeping up on what's happening in Ambridge and we wish you all a Happy Thanksgiving!

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*From the Desk of
Marilyn Sheleheda
Executive Assistant*

Fine Collection Report for October 2019

Fines assessed & collected by the Magistrate

Dog Fines	\$0.00
Dog Law Rabies	\$0.00
Local Ordinance	\$557.07
Motor Vehicles	\$1,467.45
Payable to Municipality	\$797.62
Parking Offenses (Motor License Fund):	\$1,014.86
Overweight Fines (Motor License Fund)	\$141.34
Restitution	\$0.00

Total Magistrate Fines –Deposited October 2019 **\$3,978.34**

Parking Violations (October 2019)

Parking Permits Purchased	\$120.00
Parking Meters (Incl. in Street Sweeping)	\$0.00
Parking Tickets Receipts -Other	\$160.00
Street Sweeper Violations Receipts	\$5,210.00

Total Parking Violations - Deposited October 2019 **\$5,490.00**

County Court Fines: Judy R. Enslen, Clerk of Courts **\$701.01**

Deposited October 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	5368	16.40%
Ambridge Borough Government	304	0.90%
Mayor and Council	195	0.60%
Meeting Agenda	218	0.70%
Council Minutes	397	1.20%
Monthly Official Reports	284	0.90%
Budgets and Audits	186	0.60%
Boards, Authorities & Commissions	215	0.70%
Ambridge Municipal Authority	489	1.50%
Ambridge Water Authority	333	1%
Planning Commission	328	1%
Borough Departments	186	0.60%
Administration	189	0.60%
Administration Staff	349	1.10%
Professional Services Staff	288	0.90%
Right-to-Know Requests	153	0.50%
Local Service Tax. Act 32 Information & Form	118	0.40%
Code Enforcement	391	1.20%
Code Enforcement Staff	194	0.60%
Zoning & Code Enforcement	170	0.50%
Police Department	444	1.40%
Mapping & Statistics	117	0.40%
UCR & Calls for Service	111	0.30%
Department Roster	1485	4.50%
Police News	208	0.60%
Police Survey	0	0%
Right-to-Know Requests	143	0.40%
Fire Department	398	1.20%
Professional Firefighter Staff	318	1%
Volunteer Fire Department	272	0.80%
Fire Department News	0	0%
		(over)

Section	Page Views	Percent of Total
Public Works	387	1.20%
Buildings	158	0.50%
Grounds	161	0.50%
Street Maintenance	248	0.80%
Health Department	361	1.10%
Ambridge Borough Tax Collector	273	0.80%
Department of Veteran Affairs	161	0.50%
Troop Banners	158	0.50%
Borough Ordinances	502	1.50%
Public Notices	458	1.40%
Borough News	813	2.50%
Archived Borough News	373	1.10%
Ambridge Road Repair Updates	156	0.50%
Frequently Asked Questions.	234	0.70%
Receive a Text from the Borough of Ambridge	124	0.40%
Economic Development	902	2.80%
Historic District	0	0%
Borough Employment	259	0.80%
Borough Employment Applications	128	0.40%
Other Employment	123	0.40%
Ambridge Businesses (by category) & Business Owner Testimonials	1178	3.60%
Places to Worship in Ambridge Borough	117	0.40%
Tourism	331	1%
Historical Facts about Ambridge	389	1.20%
Preserve America	165	0.50%
Stormwater Management	130	0.40%
Links	175	0.50%
Contact Us	359	1.10%
Calendar	4878	14.90%
New Residents Info	1146	3.50%
Recycling	215	0.70%
Announcements	1242	3.80%
Real Estate Transfers	180	0.50%
Printable Boro Forms	1478	4.50%
TOTAL	32744	100%

Treasurer's Report (11/12/2019)

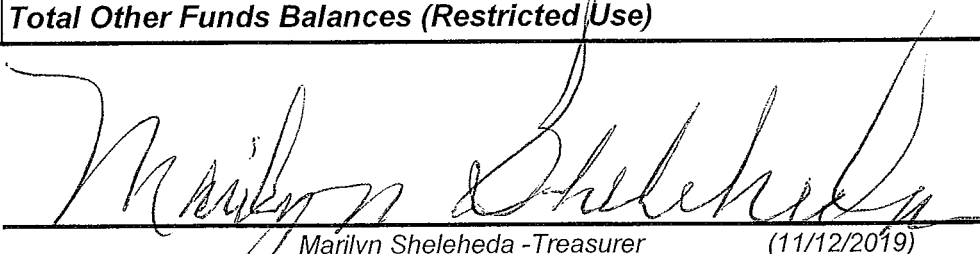
Marilyn Sheleheda - Treasurer

General Fund Analysis

\$573,307.20	General Fund Bank Account Balance as of:	-(11/12/2019) -3:00 pm
\$110,909.73	All (including todays checks) Outstanding Checks as of:	-(11/12/2019) -3:00 pm
\$462,397.47	Available Balance as of:	-(11/12/2019) -3:00 pm

General Fund Bank Summary:	Totals are as follows:	
	Deposits:	\$503,130.33
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	Debits:	\$963,295.95
	-which include the followi	
	<u>73 Checks</u>	\$800,490.42
	<u>2 Payroll (s)</u>	\$147,438.06
<u>2 Debits</u>	\$15,367.47	

Other Fund Balances as of (11/12/2019) 3:00 pm	
\$16,503.89	Ambridge Borough Drug Investigation Fund
\$82,675.01	Ambridge Capital Project Fund 2016-PLGIT Account
\$0.00	Ambridge Fire Apparatus Replacement Fund
\$26,854.90	Escrow Disbursement Account
\$6,324.77	Grants/Special Funds
\$11,734.22	Liquid Fuels Fund
\$35,961.82	Recreation Fund
\$418,695.19	Sinking Fund
\$598,749.80	Total Other Funds Balances (Restricted Use)


 Marilyn Sheleheda - Treasurer (11/12/2019)

Respectfully Prepared & Submitted to Ambridge Borough Council