

**COUNCIL MEETING
Minutes of April 10, 2012**

CALL TO ORDER

President Weitzel called to order the Meeting of Crafton Borough Council, in Council Chambers of the Community Center. ROLL CALL, by Mrs. Tremblay, recorded all nine members of Council present as follows: Mr. Hayes, Mr. Johnston, Mr. O'Brien, Ms. O'Connell, Mr. Phillips, Mrs. Stacy, Mr. Stewart, Ms. Wojda and Ms. Weitzel.– Also present were Mayor Bloom, Manager Callen and Solicitor Ayoob, and Jr. Council Ms. Grondziowski.. *(Engineer not present)*

APPROVAL OF BILL LIST

MOTION: It was regularly moved and seconded (*O'Connell/Wojda*) to approve the April 10, 2012 List of Bills.

MOTION carried by Unanimous Roll Call Vote (9-0).

APPROVAL OF MINUTES

MOTION: It was regularly moved and seconded (*Johnston/Hayes*) to approve the Meeting Minutes of February 28, 2012. **COMMENTS:** One correction to be made; website cost correction.

MOTION carried by Unanimous Voice vote (9-0).

CITIZEN'S PRESENT TO ADDRESS COUNCIL

None

SOLICITOR'S REPORT

None

MANAGER'S REPORT

Manager's written report was reviewed (*attached*). He noted that he will be looking into a sprinkler system for the circle to hook up to an existing waterline. Mr. Phillips inquired on the cost for tree removal at the Park. Manager Callen reported that it was not contracted out and trees were taken down by Public Works; however, arborist cost will be approx. \$600.

PRESIDENT'S REPORT

President Weitzel reported that an Executive Session was held prior to the meeting to discuss personnel and litigation matters. She noted that she will be working on data updates/gathering for the website, as well as policies for inserting links for various Crafton businesses and organizations. Once completed, it will be provided to Council for review and comment.

COMMITTEE REPORTS

- a. **Administration** – Ms. O'Connell reported that she and Ms. Pescuric attended the Civil Service Training seminar; which was very informative. Some additional tweaking to the Civil Service Rules and Regulations will be necessary. With regard to the promotional exam, she requested any available Police Dept. job descriptions. Solicitor noted that these should be existing descriptions and not specifically prepared for this

- request. – possibly find within the Bargaining Agreement or in the department's Regulations manual. Ms. O'Connell also requested that the Borough look into acquiring a credit card, specifically for Online/Internet purchases, rather than someone being reimbursed for using their own personal credit card.
- b. **Finance/Budgets/Grants/Pension** – Mr. Stewart acknowledged receipt of a revised Financial Statement for the General Fund, which included additional detail as requested. It was noted that the bottom line reflected net revenue over expense, not the current fund balance.
 - c. **Public Safety** – Mr. Phillips reported that lines were painted within the crosswalk on East Crafton Avenue, and believes this has remedied the problem of vehicles parking in the crosswalk. The Stop sign at the Circle was discussed, as well as adequate Yield signs. It was noted that the Borough Ordinance states that there are to be four Yield signs at the Circle; one at each intersecting street. Currently, only one sign exists. It was requested that the additional signs be installed in accordance with the Ordinance and see if this creates a safer flow of traffic.
 - d. **Ordinance** – Mr. Johnston reported that parking alternatives on N. Emily were discussed at their last Ordinance Committee meeting, as well as suggestions for prohibited parking on certain streets during snow emergencies. He noted that there will be no Ordinance Committee this month.
 - e. **Parks/Recreation** – Ms. Wojda reported that various Grant possibilities were found by her, and passed on to Ms. O'Connell and Mr. Balicki to review for eligibility. She reported that wood mulch and other repairs/maintenance is being done at the playscape, and fencing that is planned for Noble Park should be approx. \$1,700. She is also looking into Playground Safety Training, and is suggesting that the COG possibly look into this for a joint municipalities program.
 - f. **Public Works** – Mr. Hayes reported that a list of general Public Works activities was prepared; season specific, and being reviewed by Mr. Johnston as well for additional tasks. It was noted that bigger tasks, out of the realm of normal activities, should most likely be contracted out, rather than Public Works neglecting or putting off normal, necessary tasks. Mr. Johnston inquired about the cost for the salt bin replacement; estimated to be approx. \$80,000. Again, he suggested this be contracted out rather than done in-house; especially to meet the June 30th salt delivery deadline. Also, the location still needs to be determined. Mayor Bloom inquired on pre-built structures, rather than building something – similar to a quonset hut.
 - g. **Strategic Planning** – Mr. O'Brien reported that the Committee discussed the Objective View of Crafton, noting that "Community" would be the theme; with residential integration and involvement.

Mayor Bloom reported that a report of traffic activity and violations on Fountain Street was provided to him by Chief Sumpter, with regard to the Ewing Road Detour complaints. He noted that 10 citations/warnings were issued during a 12 hour period, but overall, it wasn't too bad. Police patrols and spot checks will continue on Fountain Street, especially during the hours of 4pm-8pm. He also requested that Public Works remove the branches that were placed out for pickup by a resident on Johnston Street, due to borough sewer work being done at that location, the branches were pushed back onto the property.

BUSINESS AGENDA

PARKS AND RECREATION

MOTION: It was regularly moved and seconded (*Johnston/Wojda*) to adopt Resolution No. 2012-07, amending Wage Resolution No. 2012-02; Section II G. Swimming Pool Personnel, to remove the Pool Manager and Assistant Manager positions and to establish Co-Manager positions and the salary for same.

MOTION carried by a Unanimous Roll Call Vote (9-0).

MOTION: It was regularly moved and seconded (*Wojda/Phillips*) to approve the 2012 Summer Employment Hiring List.

MOTION carried by a Unanimous Roll Call Vote (9-0).

PUBLIC WORKS

MOTION: It was regularly moved and seconded (*Hayes/Johnston*) to authorize the proper Borough Official to exercise the First Option Year with Cargill, Inc. for Rock Salt, in accordance with the requirements of the SHACOG joint purchasing agreement.

MOTION carried by a Unanimous Roll Call Vote (9-0).

MOTION: It was regularly moved and seconded (*Phillips/Hayes*) to award a contract to Robinson Pipe Cleaning for additional sewer cleaning and televising, relating to various sinkhole sites, at a cost of \$250. hour plus an additional \$48. hour for labor, as needed for off road areas, per the recommendation of Gateway Engineers and separate from the SHACOG joint municipal contract, for an amount not to exceed \$5,000. **COMMENTS:** Motion was amended to include "amount not to exceed of \$5,000. Proposed work was estimated to be completed in two days.

MOTION carried by a Unanimous Roll Call Vote (9-0).

ADMINISTRATION

MOTION: It was regularly moved and seconded (*O'Connell/Wojda*) to purchase Express Email Marketing; permission based Email service, at an annual cost of \$120 to communicate with up to 1000 subscribers, through Holt Web Design. **COMMENTS:** Questions were raised on how to obtain subscribers; Ms. O'Connell noted that there would be several sources through various local organizations.

MOTION carried by an Eight Yes, One Abstention (*Weitzel*) Roll Call Vote (8-0-1).

MOTION: It was regularly moved and seconded (*Wojda/Phillips*) to purchase Group Calendar service with Emailboxes and 100 GB Online File Storage and Sharing, for use by Elected Officials and Borough Administrative Staff, at a cost of \$90. per year, through Holt Web Design.

MOTION carried by an Eight Yes, One Abstention (*Weitzel*) Roll Call Vote (8-0-1).

PLANNING

MOTION: It was regularly moved and seconded (*O'Connell/O'Brien*) to appoint Justin Weaver to the Crafton Borough Planning Commission for a four year term to commence April 13, 2012.

MOTION carried by a Unanimous Roll Call Vote (9-0).

ADJOURNMENT

MOTION: It was regularly moved and seconded (*Johnston/Phillips*) that this meeting be adjourned.

MOTION carried by a Unanimous Voice Vote (9-0).

Respectfully submitted,
Mary Tremblay, Borough Secretary

MANAGER'S REPORT—April 10, 2012

1. Public Works

- Removed Buckeye tree in Crafton Park & Evergreens at Noble Park. Removed fence from Noble to be reinstalled.
- Sweeper on neighborhood rounds as weather permits.
- Apply cold patch in scattered pot-hole sites.
- Ground tree stumps at various locations.
- Chipped tree branches at 6 locations throughout Borough
- Removed hazardous items from Playscape and substandard safety surfaces from concrete pad.
- Conducting Park and Pool maintenance/repairs/painting as weather permits.
- Collecting estimates and specs for Salt Bin construction
- 3 PW folks attended 'rat baiting' training 4/9 by ACHD.
- Entire PW crew attended ½ day training on Fire Extinguisher use on March 28.

2. Shade Tree Commission

a) TreeVitalize Activity

Tree planting will occur in September at Park & Steuben following Tree Tending Course by 2-3 Commission members at Carlow College in June.

b) Stotz Ave. Circle

Commission met on March 27 and April 10 with continuation of design & renovation of the Stotz Avenue Circle with Gateway Engineers. Attached is a synopsis of that project.

3. Properties

a) Borough Building

- Rooftop HVAC Units Replacement project completed.
- ADA doors for Community Center entrance and walkway doors delayed until contractor submits drawings to Building Inspector re: electric connections for review and approval.
- Subject to locating the original drawings of the municipal building, structural engineers will view the structural damage to the police garage areas. Anticipate 4/13 for meetings.
- Roof replacement specs will be reviewed within next month for summer construction & propose an agreement with Architect to prepare drawings, specs and inspections.

4. Vacant Structures/Abandoned Properties

- Ordinance Officer continues to work on assembling a list, with supporting documentation, regarding the 50+ abandoned structures/vacant properties in order to assist Council toward formulating a public policy and action to address these problem properties. Manager involved in a regionwide task force to share/gain information regarding this blighting issue.

5. Jordan Tax Service

- Met w/Jordan Tax reps re: ALCOSAN billing statement to become effective July 1, 2012 (originally set for June 1, but moved 1 month to coincide with new quarter billings).

6. Municipal Risk Management

- Met with rep re: Crafton's workers comp program and suggested measures to reduce risk and possible training courses in 'Confined Space' and Flagger' training, etc.
- Crafton Borough received nearly \$17k in workers comp premium rebate due to reduce WC claims in 2011.

7. Meeting/Networking Opportunities:

- April 19: Represent Crafton at CONNECT Executive Committee meeting, Site TBD (10:00am- Noon)

BOROUGH OF CRAFTON

OFFICE OF THE BOROUGH MANAGER

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April 9, 2012

TO: Rege Patton, Public Works Foreman

FROM: Robert Callen, Manager



SUBJ: **Stotz Circle Improvements**

As you are well aware, the Stotz Circle is position for improvements, with Crafton Shade Tree Commission and Gateway Engineers working in partnership.

Plan over the next 2 months (April & May) include:

Public Works Crew:

- Remove existing soil to 20"-24" deep
- Install gravel as a drainage base
- Place new, good topsoil sufficient to bring to current levels
- Remove blue-green metal posts/barriers (?) Possible alternative may be to have an artist paint the posts to resemble flowers

Shade Tree Commission: Plant new flowers/plants to include:

- Reddish-Pink Knock-Out Roses
- Purple Verbena
- Black-Eyed Susan
- Pampas Grass
- White Alisa Vinca

Gateway Engineers:

- Design the Circle layout
- Oversee improvements
- Provide signage acknowledging the Shade Tree Commission & Gateway partnership