

COUNCIL MEETING
Minutes of May 8, 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 seven (7) members of Council present as follows: Mr. Hayes, Mr. Johnston, Mr. O'Brien, Ms. O'Connell, Mr. Phillips, Mrs. Stacy, and Ms. Weitzel. (*Absent: Mr. Stewart, Ms. Wojda*) – Also present were Mayor Bloom, Manager Callen and Solicitor Ayoob, (*Engineer not present*)

EXECUTIVE SESSION

Ms. Weitzel reported that an Executive Session of Council was held prior to the meeting to discuss personnel matters; no action taken.

APPROVAL OF BILL LIST

MOTION: It was regularly moved and seconded (*O'Connell/Phillips*) to approve the May 8, 2012 List of Bills.

MOTION carried by Unanimous Roll Call Vote (7-0).

APPROVAL OF MINUTES

MOTION: It was regularly moved and seconded (*Johnston/Stacy*) to approve the Meeting Minutes of April 24, 2012.

MOTION carried by Unanimous Voice vote (7-0).

CITIZEN'S PRESENT TO ADDRESS COUNCIL

Betsy Martin and Mary Luxbacher, Shade Tree Commission – Requested a timeline for planting the trees being stored; noted that in the past, several trees were lost due to delays in planting. Manager Callen reported that Public Works will be planting the trees within the next two weeks. Mrs. Luxbacher thanked the volunteers who helped plant the new flowers in the circle. She also asked the status of the playscape and mini golf course. It was reported that repairs and maintenance at the playscape are on schedule and it should be open by Memorial Day weekend, or sooner. Summer employees will be cleaning and weeding in the mini golf course and the Borough does plan on opening the facility for the summer. It was noted that planting in some of the other flower beds in the borough (park, etc.) is scheduled for Saturday, May 19th at 9am, and will need Volunteers.

SOLICITOR'S REPORT

None

MANAGER'S REPORT

Manager's written report was reviewed (*attached*). He reported that approx. \$4,200 for Public Works man hours was expended on the circle, per written memo provided to Council. Concerns were expressed on various Public Works projects not being completed and the debris and overgrown weeds along Crafton Boulevard approaching the City. Manager Callen reported that there are approx. 10 applicants for Summer laborers and possibly 5 will be hired, which will help Public Works catch up on these projects, grass cutting, etc.

PRESIDENT'S REPORT

President Weitzel provided an update on Carlynton School matters and Rosslyn Farms' actions to secede from the Carlynton School District. She noted that a Motion made by Council on Feb. 23, 2011, stated "*authorize Crafton Council President and Crafton Borough Manager to work with their Rosslyn Farms counterparts to jointly contact the Pennsylvania Department of Education to explore the feasibility of and the process necessary for secession from the Carlynton School District*". It was noted that, at that time, the School Board was moving forward to close the Crafton Elementary School, which was not the desire of the Crafton community or in their best interest. However, presently, with the newly elected School Board, there are no plans to close the Crafton Elementary School and she feels that a Borough Resolution should be made to clarify Council's position on this matter. She will draft a Resolution for Council's review at the next meeting.

COMMITTEE REPORTS

- a. **Administration** – Ms. O'Connell reported that the Website design and update is a work in progress; anticipate installing the Opt-In login for the Express E-mail, etc. once a municipal credit card is obtained (*Motion on Agenda*). Civil Service Commission met, received police job descriptions for the promotional exam process, proposing revisions to the Rules and Regulations to be submitted to Council for review and approval. She reported that the next Park/Rec Study meeting is scheduled for May 17th, at 7pm, various concepts will be presented.
- b. **Finance/Budgets/Grants/Pension** – Year to Date financial statement was reviewed at the last committee meeting; nothing to report.
- c. **Public Safety** – Mr. Phillips reported that the CharWest COG had provided a letter requesting Councils support of a Fire Chief's meeting group, similar to the Police Chief's group. Council consensus was in support of same; Manager to respond to the COG. The next Public Safety Committee meeting is scheduled for May 17th, at 5:30pm – Police Chief Sumpter, Fire Chief Crown and a REMS representative will be present to discuss their various duties in the borough and answer questions; a tour of the various facilities will also be available.
Mayor Bloom reported that the new police vehicle is at the dealers, being detailed and accessory items installed. The new car will be ordered in June. Both vehicles costing under \$33,000 each, with trade-ins of the two older cars.
- d. **Ordinance** – Mr. Johnston reported that there will be no Ordinance Committee meeting on May 17th, which will allow more time for the special Public Safety meeting. He noted that the Mayor has requested the committee to look into installation of a stop sign at Promenade and S. Linwood; for safety reasons. It is not a major intersection with high traffic volume, and does not believe a Traffic Study is necessary. May only require a study/report/recommendation by the Police Chief. Solicitor Ayoob stated that there may be certain criteria to warrant a stop sign; Mr. Johnston said he would look into it and report back to Council. Mr. Johnston also noted that several streets in the Borough Ordinance are listed as less than 25mph, and need to be revised – only streets near schools and parks can be listed at less than 25mph. He will be reviewing these at the next committee meeting.
- e. **Parks/Recreation** – Manager Callen reported that he is looking into an updated video surveillance system in the park. He noted that on page 18 of the correspondence provided to Council, there is a proposed sign to be place in the Circle; noting one

change to include the word "Garden", as indicated. Council consensus was to approve the sign as proposed. Ms. Weitzel reported that a letter and press release was received, announcing that the Borough has once again, for the 23rd year, been named a Tree City USA, and has met all of the qualifying criteria/requirements.

- f. **Public Works** – Mr. Hayes reported that he may be out of town on May 17th, and may need to cancel the Public Works committee meeting; he will keep Manager Callen informed. Due to discussions with various Council members and residents, he will be evaluating Public Works activities, scheduling and prioritization of projects. Manager Callen will continue to report to Council on tasks completed, and Mr. Hayes plans to report on future projects and discuss same with Council
- g. **Strategic Planning** - No Report

BUSINESS AGENDA

ADMINISTRATION

MOTION: It was regularly moved and seconded (*Johnston/Phillips*) to approve payment to Controlled Climate Systems, in the amount of \$40,830.00, from the 2011 Reserve Fund, for the HVAC Contract at the Borough Building and Community Center.

MOTION carried by a Unanimous Roll Call Vote (7-0).

FINANCE

MOTION: It was regularly moved and seconded (*O'Connell/Stacy*) to adopt Resolution No. 2012-09 to approve the application for a credit/procurement card through the Pennsylvania Local Government Trust (PLGIT).

MOTION carried by a Unanimous Roll Call Vote (7-0).

PARKS AND RECREATION

MOTION: It was regularly moved and seconded (*Phillips/Johnston*) to approve the hiring of Bradley Kaiser as additional Lifeguard, and Justin Mixon and Olivia Bauman as pool attendants; revising/approving the summer hiring list dated May 3, 2012.

MOTION carried by a Unanimous Roll Call Vote (7-0).

ADDITIONAL CITIZEN COMMENTS

Mary Luxbacher, Shade Tree Commission – She spoke to clarify that the Circle project is/was not a Shade Tree Commission Project; that it was both the Borough and Gateway Engineers who proposed the design and re-do of the Circle. The Shade Tree Commission provided assistance and volunteers to do the planting.

ADJOURNMENT

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

MOTION carried by a Unanimous Voice Vote (7-0).

Respectfully submitted,
Mary Tremblay, Borough Secretary

MANAGER'S REPORT—May 8, 2012

1. Public Works

- Reinstalled fence at Noble Park; remaining posts will be removed
- Sweeper on neighborhood rounds as weather permits.
- Apply cold patch in scattered pot-hole sites.
- Replaced sidewalks on Steuben.
- Chipped tree branches at 2 locations throughout Borough and planning on 6 additional sites next week.
- Replacing wood and other items at Playscape and scheduled to be reopened May 28.
- Conducting Park and Pool repairs/painting as weather permits.
- Dave Killen will be at Aquatic /Pool Certifying training May 15-16 in East Liberty.
- Assisted the Shade Tree Commission with the renovation and preparation of Stotz Circle beautification project.

2. Shade Tree Commission

a) Stotz Ave. Circle

- Commission members and volunteers planted the flowers as funded by Gateway Engineers on May 5.
- Within next 2 weeks a sprinkler will be installed by Commission volunteers.
- Recognition is planned in conjunction with Memorial Day Parade and comments by the memorial in front of Borough Building.

3. Properties

a) Borough Building

- Rooftop HVAC Units Replacement project completed; Controlled Climate System will visit on May 10 for minor adjustments per Architect's recommendations.
- ADA doors for Community Center entrance and walkway doors delayed until contractor submits Electrical Permit to Building Inspector for review.
- Since last report, 2 other Structural Engineers have/will have visited police garage deterioration. Attached is a 2nd proposal; another is anticipated within the next week
- Roof replacement consultants/architects visiting site to submit proposals to oversee the roof replacement project. Hope to have 3 proposals completed by next meeting.

4. Vacant Structures/Abandoned Properties

- Ordinance Officer attend 2 of 3 training meetings on this subject offered by the LGA. The 3rd will be held in Crafton on 5/11.
- Ordinance Officer and I will be visiting a number of vacant structures 5/9, take pictures and determine and recommend to Council that Crafton submit a CDBG funding application for Demolition \$\$ to demolish the most unsafe structures. Several legal processes need to occur and if funded, project would not occur until next Spring at earliest.

5. Summer Part Time Workers

- Conducted Orientation Session with summer part-time Pool workers on April 25. Discussed drug testing requirement prior to employment
- Reviewed application for Public Works part-time workers and will review & interview w/PW Foreman soon.
- Connected w/Quest Diagnostics for drug testing arrangements throughout May, 2012

6. Jordan Tax Service

- Jordan Tax service Agreement re: ALCOSAN billing to become effective July 1, 2012 has been reviewed by Solicitor with minor adjustments. Adjusted Agreement sent to Jordan for its review.

7. Pension Summit

- Attended the annual Allegheny County Retirement Plan Summit on April 27 at PNC Park-Lexus Room to learn/listen to actuaries, pension consultants and public pension plan administrators.

8. Meeting/Networking Opportunities:

- May 17: Represent Crafton at 9AM CONNECT Executive Committee meeting in Westview
- May 22: Represent Crafton at 2pm CONNECT-Economic Development Committee hosted by Gateway Engineers, Greentree.
- May 23: Attend 9AM CMAC-ALCOSAN meeting #14 at ALCOSAN



May 7, 2012

Borough of Crafton
100 Stotz Avenue
Pittsburgh, PA 15205

Attn: Mr. Robert T. Callen
Borough Manager

RE: Concrete Garage Slab and Beam Repairs
Structural Engineering Fee Proposal
WBCM Proposal No.: 201200306p

Dear Mr. Callen:

WBCM is pleased to submit a fee proposal to provide structural engineering services required to repair/strengthen and existing concrete slab that is severely damaged. During my visit to the building last week (5/1/2012) I observed the condition and was able to ascertain the condition sufficiently such that an appropriate course of action could be determined and priced. I believe the following specific tasks should be performed:

1. Site visit to gain additional dimensional information and determine the extent of damage that requires repairs, strengthening or total replacement. This includes examining the top surface of the damaged concrete slab (in the garage area) and the bottom surface in the basement storage/electrical panel room.
2. Based on field information obtained, determine the course of action best suited for the varying degrees of damage observed. Evaluate various concrete repair techniques and concrete materials to be used for the top surface repairs and the underside repairs.
3. Prepare concrete repair/strengthening documents that can be "Issued for Construction". Documents shall consist of plans that define the limits and extent of the damaged materials that are to be repaired, sections/details that define the repair technique and specifications that define the recommended products to be used.
4. Provide assistance to the Borough during the bidding and construction phase as required. This service, if requested, will be provided on a time and material basis using the additional service hourly rates indicated below.

Proposed Fee

WBCM will provide the structural engineering services listed above (items 1-3) for a lump sum fee of Two Thousand Seven Hundred and Fifty (\$2,750) Dollars.

Additional services, as requested, can be provided on a time and material basis utilizing the following billing rates:

| | |
|----------------------------|----------|
| Engineering Manager | \$160/hr |
| Senior Structural Engineer | \$125/hr |
| Structural Engineer | \$95/hr |
| Cadd Technician | \$75/hr |

ATTN: Mr. Robert T. Callen

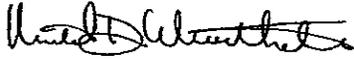
May 7, 2012

Page 2

Thank you for considering WBCM for this project. Should you have any questions or comments about this fee proposal please contact me at (412) 221-5385.

Sincerely,

WHITNEY BAILEY COX & MAGNANI, LLC

A handwritten signature in black ink, appearing to read "Michael D. Wuerthele". The signature is fluid and cursive, written over a light blue horizontal line.

Michael D. Wuerthele, P.E.
Senior Vice President

P:\2012\120306p\Crafton Borough Building\Task 0300\Proposal\CraftonBoroughBidg_ConcRepairFeeProp_5072012.doc