

COUNCIL MEETING
Minutes of June 12, 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. Johnston, Mr. O'Brien, Ms. O'Connell, Mr. Phillips, Mr. Stewart, Ms. Wojda and Ms. Weitzel. (*Absent: Mr. Hayes, Mrs. Stacy*) – Also present were Mayor Bloom, Manager Callen and Solicitor Ayoob. (*Engineer not present*) President Weitzel reported that an Executive Session of Council

APPROVAL OF BILL LIST

MOTION: It was regularly moved and seconded (*Johnston/Wojda*) to approve the June 12, 2012 List of Bills. **COMMENTS:** Ms. O'Connell noted a few items listed under #409.37 that should be expensed to other line items; Mrs. Tremblay indicated that she would review these and necessary corrections would be made.

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

APPROVAL OF MINUTES

MOTION: It was regularly moved and seconded (*O'Connell/Johnston*) to approve the Meeting Minutes of May 22, 2012.

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

CITIZEN'S PRESENT TO ADDRESS COUNCIL

None

SOLICITOR'S REPORT

None

MANAGER'S REPORT

Manager's written report was reviewed (*attached*). Additionally, he reported that the bids for both concrete and asphalt for West Crafton Avenue came in under the Engineer's estimate, but both are above what was budgeted for the project. Curbing is included as an alternate bid, and two storm sewers and pipe may need to be replaced, and may be included in the sewer contract. Mr. O'Brien inquired on the status of the abandoned properties once the buildings are demolished? Solicitor Ayoob explained the process which ultimately results in a municipal lien being placed on the property for the cost of the demolition. Depending on the results of a title search, the property could be considered for a tax sale. He advised that it is best to prevent blighted and abandoned properties, through early diligence and prompt and aggressive tax sale; watch for years of vacancy, property maintenance issues and unpaid taxes.

PRESIDENT'S REPORT

President Weitzel reported that she is on an Anti-Bullying Committee at the Crafton Elementary School/Carlynton School District and are looking into ways to partner with other communities throughout the summer, and year round, to communicate this message to the children. Brief presentation to the pool staff and posters for reinforcement. She also reported

that the Council Committee assignments will be posted on the new website to better help the community understand what committee each Council person is assigned to and for what they are responsible (Committees, Chairpersons, explanations were read from the list). She noted that all resident questions and concerns are welcome, via phone calls or e-mails; that Council looks to resolve the problems and provide answers to the residents.

COMMITTEE REPORTS

1. Administration

- **Summer Newsletter** – Ms. O’Connell advised that the Borough Secretary had requested that she ask Council for direction on if/when a Borough Newsletter was to be done this year. Mrs. Tremblay noted that the Spring-Summer issue contained a lot of information with all of the summer events, and a later issue may not have much information to publish. It was noted that it may be a smaller newsletter, less funds were budgeted this year, and it was also discussed that this information is being provided on the website as well. It was suggested that a Summer-Fall Newsletter be prepared by the Borough Secretary, with Council input/articles to the Borough Secretary for the first Council meeting in July.
- **Other** – Ms. O’Connell noted that the Committee is working on a Personnel Manual to include policies and job descriptions. The Rec Study Committee will be meeting on June 14th, at 7pm. She noted that two Focus Groups have completed, and that the consultant, EBD, will be soliciting resident input during Crafton Celebrates. She noted that the revised Civil Service Commission Rules and Regulations have been provided to Council for approval; Motion on Business Agenda for action.

2. **Public Safety** – Mr. Phillips reported that a Verizon cell tower (195’) is proposed in the City of Pittsburgh, adjacent to the Third Ward of Crafton; concerns for health issues and property values. A meeting is scheduled at Canevin High School to address these issues and oppose this tower. Mayor Bloom reported that if this does go through it may help with the poor radio reception/transmissions experienced in that area by the police, fire and ems. It was noted that the City had already had a hearing (5/17/12) on this matter, and Crafton was not notified as an adjoining community or adjacent property owner.
- **Stop Sign/S. Linwood** – Due to a miscommunication, a stop sign was installed, and removed, since it was not approved by Council or by ordinance. Mr. Phillips reported that he has observed that location and did not see enough traffic to warrant a stop sign at that location, nor has he received any complaints. Mayor Bloom noted that he had previously reported that he had received an e-mail from a resident complaining of that intersection, and he actually requested three stop signs; and Mayor Bloom passed this on in an e-mail. This matter needs further review for the necessity of a stop sign and any traffic study requirements; the Solicitor noted that he wanted to review these publications further, and even if a traffic study isn’t necessary, Council may still want its Engineers to sign off on it, based on study information provided by the Police.
- **Speed Bumps on Fountain Street** – Manager reported that he has no new information on restrictions or requirements for installation of speed bumps. Solicitor could not offer advice on this, but noted that in other communities the speed bumps were a hazard and liability issue, and even resulted in some vehicle damage. Mr. O’Brien suggested that a traffic engineer be consulted for a lot of these issues especially with the recent closing of Ewing Road and re-routing of traffic onto the streets in the

Third Ward. Discussion and information was reviewed regarding traffic study requirements, police recommendations.

3. Ordinance/Planning

- 41 White Avenue Subdivision – It was noted that Council will need to approve this subdivision application, and Manager Callen interpreted the Municipal Planning Code as not requiring a public hearing on this matter, but Council should wait for the recommendations from the Allegheny County Planning Department. A letter of concerns and recommendations was just received from the County, requiring some corrections to the plans. He will review this with the applicants and possibly bring this before Council next month. Solicitor Ayoob noted that Council could still act on this but have the approval subject to them satisfying the recommendations of the County.
- 4. **Parks/Recreation** – Ms. Wojda reported that the grass cutting and overall maintenance of borough properties should be commended. She noted that Crocodile Swim Team is conducting registration. She announced that July is National Parks and Recreation month, and hopes to promote this and solicit interest, ideas and donations for the planned park improvements; noting that possibly during Crafton Celebrates would be a good opportunity. Mrs. Tremblay reported that a Crafton Celebrates meeting is scheduled for June 13th, and perhaps any plans or ideas should be addressed with that Committee. Ms. O’Connell noted that Celebrates solicits funds during the festival to help with its expenses, and perhaps other areas should be considered (Pool, golf course, etc.). It was also reported that there are three additional trees to be planted somewhere in the park. She also inquired on maintenance of a section of Hardy Street; it was noted that the section in question is not Hardy Street, but a portion of a paper street that is not maintained by the Borough. Solicitor said they should be advised that this is a private property matter; and the borough should not try to advise them on ownership, access rights, etc. It was noted that the Opt-In and E-mail program is not ready yet, and Ms. O’Connell noted that presently without a Borough credit card, it is at a standstill. She asked for Council’s approval for her to incur the expenses to get it up and running, and then be reimbursed. Ms. Wojda inquired on the status of the apartments on Steuben Street, as to Section 8 occupancy. Manager Callen reported that it is not a Section 8 Housing Project, but it does qualify to house Section 8 tenants. Ms. Wojda reported that there is some graffiti in the borough that needs to be addressed; some private property and some borough property (Clearview retaining wall, steps, playscape).
- Video Surveillance System – Estimates are being received, but considering other park expenses, this should be postponed, possibly to next year’s budget.
- Completion of Stage Storage Shed – Roofing needs to be completed; estimate of approx. \$6,200, not budgeted, but needs to be taken care of. Manager should seek additional estimates and negotiate a lower estimate. It was noted that the temporary felt paper and staples were inadequate, and funds for this item is not in the budget. Manager Callen noted that there could be funds in the budget, and in September, Council can look at the budget and re-allocate funds.
- Acqua-Robics Instructor: Hiring, Program and Wage – It was explained that the program is available two nights per week, for one hour, but instructors request atleast \$14-\$15 hour but the current wage resolution states only \$10 per hour. The Manager will proceed on this considering the cost vs. revenue.

Mr. Johnston noted that Saturday, is setup day in the park for Crafton Celebrates, volunteers are needed to help put up the booths; 9am – 12noon/1pm.

5. Public Works

- Salt Storage/Cargill – Manager had nothing new to report.
- Purchase of two stand-behind lawn mowers – Motion for Councils consideration on the Business Agenda. The mowers are used; approx. 3 years old, hardly used and original cost, new, was \$1,800 each. Could be purchased under the minor equipment budget at a cost of \$1,000. Some training will be needed to operate them.
- Bid Opening Results - Sanitary Sewer Repairs – Reviewed in Manager’s report.

BUSINESS AGENDA

PUBLIC SAFETY

MOTION: It was regularly moved and seconded (*Johnston/Phillips*) to adopt the revised Civil Service Rules and Regulations, as submitted and adopted by the Civil Service Commission on May 7, 2012. **COMMENTS:** Solicitor Ayoob noted that he had not reviewed the revised Rules and Regulations. Ms. O’Connell noted that the amendments offered by the Borough’s Labor Counsel were made and also the Civil Service Commission’s Legal Counsel reviewed them.

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

MOTION: It was regularly moved and seconded (*O’Connell/Johnston*) to re-appoint Alice J. Pescuric to the Crafton Civil Service Commission for a six year term, effective July 1, 2012.

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

PARKS AND RECREATION

MOTION: It was regularly moved and seconded (*Phillips/Wojda*) to approve the hiring of Jocelyn Gentile as additional Lifeguard for Crafton Pool.

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

MOTION: It was regularly moved and seconded (*O’Connell/Johnston*) to appoint Sharon Gaitens to the Crafton Recreation Board for the At-Large position for a term to expire on September 30, 2015.

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

MOTIONS ADDED:

MOTION: It was regularly moved and seconded (*Phillips/Wojda*) to authorize the Solicitor to begin the legal process to demolish the following structures: 227 W. Steuben Street (69-F-184), 1513 Barr Avenue (#40-K-65) and 1656 Crafton Boulevard (#39-B-215).

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

MOTION: It was regularly moved and seconded (*Johnston/Phillips*) to approve the purchase of two used stand-behind mowers for a cost of \$1,000 each. **COMMENTS:** It was noted that these are 62" Farris mowers.

MOTION carried by a Six Yes, One No (*O'Connell*) Roll Call Vote (6-1).

MOTION: It was regularly moved and seconded (*Johnston/Wojda*) to approve the sale of the asphalt paver and to solicit bids for no less than \$7,500, in accordance with the requirements of §1201 of the Borough Code. **COMMENTS:** It was noted that it was originally purchased for \$9,000, and it was purchased from the Road fund, so any proceeds from the sale would go to the Road Fund, not the General Fund.

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

ADDITIONAL CITIZEN COMMENTS

None

EXECUTIVE SESSION

Ms. Weitzel reported that an Executive Session of Council will follow the Regular Meeting of Council to discuss a personnel matter; with no Council action planned.

ADJOURNMENT

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

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

Respectfully submitted,
Mary Tremblay, Borough Secretary

MANAGER'S REPORT—June 12, 2012

1. Public Works

- Crew instructed to maintain all equipment used on a weekly basis; trucks washed and maintained on a weekly basis as well. Safety of utmost concern and safety measures to be employed at all times.
- Hot asphalt on pot holes completed and planned for areas on the following over next week (weather permitting): Sarah, Glenn, Backbone, John, Highland (off Emily), Locust; following alleys: Motor, Franklin & Union.
- Debris and obstacles cleared along Clearview Trail.
- Newly planted trees in Crafton Park, replacing those trees removed previously.
- Signs installed: Handicapped ramp sign at east Crafton Blvd., 3 Yield signs installed around Stotz Circle (1 remains following relocation of Duquesne Light Pole; No Parking sign repositioned on Alley A; Handicapped Parking sign at 51 N. Linwood.
- Bell Ave/Bell Alley intersection cleared.
- Once/week communitywide garbage can debris removal and disposed at Crafton Park.
- Six (6) resident tree limbs chipping scheduled and completed.
- Weeded Stotz Circle & around Municipal Building; placement of mulch around Circle.
- Posts, mud & weed removal and placement of basketball nets at Noble Park.
- Crafton Park Volleyball court tilled and sand installed; need to purchase new Volleyball Net and Standard Posts for net.
- Stage cleaned and dirt removed at parking lot behind stage.
- Bid Opening for 'Crafton 2012 Sewer Repair project conducted on June 8; 4 bids received and presently reviewed by Gateway with a projected recommendation to Council on June 26. Attached copy of bid results.
- Bid opening for 'West Crafton Avenue (Church Hill) conducted on June 11; 2 bids received. Gateway reviewed and recommendation attached to this report for Council consideration and hopeful action on June 26.

2. Shade Tree Commission

a) Stotz Ave. Circle

- Mary Luxbacher and summer youth spruced up the circle, installed mulch
- Sprinkler system installed; need electric access.
- Gateway Sign in PW area and planned to be installed in Circle soon.
- Commission members attended required TreeVitalize Tree tender training at Carlow College. Crafton should reimburse each at \$40 paid by them for the training.

3. Properties

a) Borough Building

- ADA doors for Community Center entrance and walkway doors approved for installation subject yet for fire alarm connection per Fire Code. Manager to meet with contractor electrician to determine electric supply; will be a cost to Crafton—not included in the original specs.
- Contract signed with Whitney, Bailey, Cox & Magnani (WBCM) for police garage structural corrections
- Roof replacement architect, Source Architechnology received, signed by Manager and awaits signature of President & VP. Architect stipulated \$1,000 advance upon contract execution. Sooner we have contract executed the sooner specs can be developed and placed for bid.

b) Crafton Park

- Four (4) proposals received regarding Video Surveillance System at park/Pool areas. Two (2) sent to Council with Agenda and two (2) attached herein. Recommend the Recreation Committee study these proposals and call in proposers for interviews on at its June 21 Committee meeting and make recommendation at June 26 Council mtg.
- Stage/back Shed needs completed. Crafton depleted the original \$5,000 DCED grant from last year. Remaining improvements are estimated to cost @\$6,500; this is a non-budget item but should be addressed by the Recreation Committee for consideration and recommendation to Council at its 6/26 meeting. Attached is the original estimate to complete.

4. Vacant Structures/Abandoned Properties

- Several vacant, abandoned residential structures visited by Ordinance Officer and Manager during mid-May, photos taken in preparation of CDBG 7/31 funding application for demolition of up to 3 structures in 2013.
- Alerted Solicitor regarding legal clearances that need completion prior to CDBG application submittal. Recommend Council authorize Solicitor to proceed with legal clearance procedures.

5. Summer Part Time Workers

- Four (4) summer youth workers began with PW on 6/4; two (2) others to start by 6/18. All have been approved by Council.

6. Meeting/Networking Opportunities:

- June 14: Represent Crafton at CONNECT Annual Meeting in Oakland, 2pm -6pm.