

**COUNCIL MEETING
Minutes of March 23, 2011**

CALL TO ORDER

President Cindric called to order the Meeting of Crafton Borough Council, in Council Chambers of the Community Center. Flag Salute lead by Mrs. Viola. ROLL CALL, by Mrs. Tremblay, recorded nine (9) members of Council present as follows: Mr. Donovan, Mr. Grapes, Mr. Johnston, Mr. Pellegrino, Mr. Phillips, Mr. Stewart Mrs. Viola, Ms. Weitzel and Mr. Cindric – Also present were Mayor Bloom and Solicitor Ayoob. *(Engineer not present)*

OATH OF OFFICE – JUNIOR COUNCIL PERSON

Ms. Courtney Grondziowski was sworn-in by Mayor Bloom. She reported that she is a Junior at Carlynton Jr/Sr High School and has lived in Crafton all of her life.

APPROVAL OF BILL LIST

MOTION: It was regularly moved and seconded (Stewart/Grapes) to approve the March 23, 2011 List of Bills. **COMMENTS:** None

MOTION carried by Unanimous Roll Call Vote, with an exception noted (#413.14, #413.45) by Mr. Donovan (9-0).

APPROVAL OF MINUTES

MOTION: It was regularly moved and seconded (Donovan/Pellegrino) to approve the Meeting Minutes of March 9, 2011.

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

CITIZEN'S PRESENT TO ADDRESS COUNCIL

Judy Kueshner, 1572 Barr Avenue – Reported property damage, caused by snow removal contractor last winter, still has not been taken care of; including removal and replacement of damaged bushes. Manager Callen will follow-up on this complaint

RECEIPT OF WRITTEN REPORTS (February 2011)

Treasurer's Report, Financial Report, Act 511 and Trash Collection Reports, Property Tax Collection Report, Police Report, Ordinance Officer's report, REMS report, Animal Control Report, Fire Department's Report and Engineer's Report. Motion made and seconded (*Pellegrino/Grapes*) to accept the Reports carried by Unanimous Voice Vote (9-0).

ENGINEER'S REPORT

None (*See Manager's Report*)

MAYOR'S REPORT

Mayor Bloom reported that he has been volunteering time at the Crafton Meals On Wheels, and reminded everyone that they are in need of more volunteers; (kitchen/deliveries) if only for an hour or two a week. He noted that the new officer, Justin Allenbaugh, was sworn-in on March 15th and is currently in training. He will be looking for a new home closer to the Crafton area. He reported that a child abuse incident, involving an infant, was reported in Crafton recently, and is being investigated by Allegheny County Police. Mayor Bloom provided information to Council advising that the department plans to re-establish the bike patrol, using the existing

bikes but will need some start up costs for uniforms, duty belts and accessories. Three new officers are interested and will be assigned to this detail. Mrs. Viola asked if any of these items are available from the prior patrol, and may not need to purchase new. Mayor Bloom will look into this. Inquiry was made on the status of the property at 283 W. Steuben, and the possible unsafe porch roof. Manager Callen reported the Building Inspector has been in contact with the property owner, who has been out of town. Upon his return, the property owner is to stop by office for permit application and proceed with removing the porch roof.

EXECUTIVE SESSION

President Cindric requested a brief Executive Session at this time to discuss personnel and litigation issues. No action taken.

PRESIDENT'S REPORT

President Cindric advised that the banners where completed, and referred to the banner temporarily hanging in the Council Chambers. He reported that an item that appeared on the last bill list, relating to the work at the Public Works garage, in the amount of \$14,000 was corrected and was only \$1,400. President Cindric asked for Council members to volunteer for a committee concerning the recent Census, and attend an upcoming class on June 7th, in Moon Township; and possible reworking the division of the three wards in Crafton based on the population. Ms. Weitzel was asked to consider this request. He provided brief comments on the recent COG meeting.

MANAGER/SECRETARY'S REPORT

Manager Callen referred Council to his written report. Safety Standards-Manager met with representative from MRM; plans to update safety standards, form a committee and meet regularly. Mongiovi sewer work street patching reviewed with Gateway Engineers; patchwork is temporary, and will be redone and resealed once the asphalt plants are open. Station Street Wall project – Pre-construction meeting scheduled for March 30th. Gateway has submitted the proposed Work Authorization for their review and inspections relating to this project, in an amount not to exceed \$5,000. Purchase of tractor for Public Works; Motion on business Agenda. First Aid kits at public works are outdated; consider new kits at a cost of approx. \$60. per truck. CONNECT – Attended recent meeting; discussed transportation/road needs; under funded. Council to review Crafton streets and prioritize a list for repairs, by Wards. 2011 project to replace the A/C units at the Borough Building is being reviewed and will report back to Council. Elevator inspection/testing planned; elevator will be unavailable and shut down during that time. Manager will be attending meeting re: Airport Corridor detours and any affect on Crafton. Rec Committee met to discuss the DCNR grant needs; report to be provided by Mr. Pellegrino. Noted a Duquesne Light grant program, Power of Light – for small scale projects. UCC – Need to purchase the 2009 Code books for building and property maintenance; cost under \$1,000 but probably more than \$500. Action item: Memo of Understanding with Carlynton re: Comcast / PEG, reviewed by Solicitor, for consideration. Mr. Stewart inquired on airing of the meetings on Verizon as well as Comcast. Manager Callen reported that he believes this PEG would be available to both Comcast and Verizon subscribers, although Agreement only refers to Comcast. Solicitor Ayoub reported that under this agreement, the Borough would assign its rights to the Public Access Channel, under it's Franchise Agreement, to the School District. The School District would need consent by the three municipalities within the district, by an April 13th deadline. Discussion; pros-cons, were discussed – *Item A. New Discussion Items*. Mrs. Viola asked that the purchase of Public Works first aid kits be placed on the business agenda; at a cost of approx. \$300. Open burning permit

is being looked into with the County, to burn back growth/vegetation at the Public Works site – site will be evaluated by a County representative, for consideration.

UNFINISHED BUSINESS and NEW DISCUSSION ITEMS

a. Administration

1. Public Education and Government Channel (PEG) – Carlynton Agreement. Discussion continued; unclear who will run this programming (students, faculty or administration)? Mr. Cindric explained the problems with airing on Verizon; tape format (VHS, DVD, etc) – Borough needs to look into purchasing new camera equipment. Budgeted \$10,000 for sound and video equipment; Mr. Phillips was asked to investigate the needs and review with the Manager.

b. Finance – Ms. Weitzel reported that the next Finance Committee meeting is scheduled for April 20th. Mr. Cindric reported that the the fund balance carry over has been sufficient to cover the current temporary shortfall (approx. \$118,000.); which has eliminated the annual need for a Tax Revenue Anticipation Note.

c. Public Safety – Mrs. Viola reported that the preliminary report, #2, on the Fire Consolidation Assessment was available, and e-mailed to Council. The committee has requested that Carnegie complete its reporting on equipment testing and financial issues within six months, in order to complete the assessment. The next meeting of the Committee is scheduled for April 25th. Also, reported that the CVFD is requesting two MDTs; laptop needs will be reviewed with the Manager. Funds are available in their communications budget.

d. Ordinance/Planning – Nothing to report at this time. Mr. Cindric asked that the Committee review and consider regulations for placement of residential storage trailers; referred to Greentree’s ordinance as a sample ordinance.

e. Public Works – Mr. Phillips re-iterated Manager’s comments regarding open burning and tractor purchase. He noted that a trailer is needed and is being looked into.. He also reported on the rust condition on the top of the street sweeper; and referred Council to photographs provided. The warranty required annual inspections, which has not been done. Mr. Phillips asked that the Work Authorization for Gateway be tabled for now; asking what all is provided by Gateway for that amount of money. It was noted that pre-construction meeting, etc. are planned before the next meeting, so a decision would need to be made at this meeting.

f. Recreation – Mr. Pellegrino reported on a conference call meeting with the DCNR; 50% advance on grant funds could be made available. Informational packet has been provided; DCNR needs to approve the RFP rather than just appointing the current Engineer. The DCNR contact will be with the Borough Manager only, as Project Contract. Need volunteers for a committee to work on the Grant, who will work directly with the Manager. He proposes that Susan O’Connell be appointed to chair that committee; noting that she is his wife, she has extensive experience with this type of grant work, and it is an unpaid position. He noted that a motion is on the agenda to hire pool management, and they will be invited to attend the interview of the summer employment new hires. He would like the Manager and Solicitor to look into drug testing of employees. He suggests that a policy be established. Manager Callen reported that based on his meeting with the municipal risk representative, the borough may be able to have this testing done at no cost by Heritage Health Systems.

g. Other – Mr. Cindric referred Junior Council to the PSAB website and other informational literature (Borough Code, Robert’s Rule of Order, etc) for a better understanding of this position and understanding of Borough government. Ms. Weitzel

reported that a resident of Council has volunteered to redo or upgrade the Borough's Website, who will work directly with her. She asked for Council's input and ideas. Mr. Cindric asked that it be provided to Council for final approval of any new formatting, etc.

BUSINESS AGENDA

PARKS AND RECREATION

MOTION: It was moved and seconded (Pellegrino/Stewart) to approve the hiring of Jason Beadle as Pool Manager, Zach Caine as Assistant Pool Manager, and Kathy Watson as Concession Stand Manager for the 2011 Summer Recreation season, contingent on drug and alcohol testing, and criminal background and child abuse clearances.

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

PUBIC WORKS

MOTION: It was moved and seconded (Donovan/Stewart) to approve the Station Street Retaining Wall project "Work Authorization" for Gateway Engineers, for Inspection and Construction Administration, for an amount not to exceed \$5,500. **COMMENTS:** Mrs. Viola asked if a time frame for the work was provided; Manager Callen was not sure, but would find out during the pre-construction meeting.

MOTION carried by an Eight Yes, One No (*Phillips*) Roll Call Vote (8-1).

MOTION: It was moved and seconded (Phillips/Johnston) to approve the purchase of a John Deere Z920 tractor and bag attachment collection system for a cost not to exceed \$10,030.17, from the Maple Mountain Equipment Company. **COMMENTS:** MR. Cindric noted that bidding was not required under the State CoStars purchasing program.

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

ADMINISTRATION

MOTION: It was moved and seconded (Donovan/Stewart) to authorize joint participation in the Public Educational and Government ("EG") Channel with the Carlynton School District, and authorize the Borough Manager to execute an Agreement for same, upon satisfactory review by legal counsel. **COMMENTS:** Too many unanswered questions on the operation of the PEG; Council not prepared to vote in favor of this action. Approval letter, to be signed by the Council President, was prepared by the School; no actually input from Mr. Cindric. Other concerns; current situation with the School District Board and Administration, and plans to close the elementary school.

MOTION TO TABLE, moved and seconded (Viola/Grapes) – Failed.

MOTION to authorize participation Failed by an Eight No, One Yes (*Grapes*) Roll Call Vote.

MOTION ADDED:

MOTION: It was regularly moved and seconded (*Viola/Grapes*) to approve the purchase of First Aid Kits for the five Public Works vehicles and one for the Public Works garage, not to exceed the cost of \$500.

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

MOTION: It was regularly moved and seconded (*Pellegrino/Stewart*) to appoint Susan O'Connell to chair for the DCNR Parks and Recreation grant study committee.

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

ADDITIONAL CITIZEN COMMENTS

Anastasia Wojda, Emerson Street – Inquired if any grant monies would be available for the bike patrol. It was reported by the Mayor that initially, the three bikes and accessories were purchased through grant funds. She suggested that perhaps Council could look into Webstreaming/Webcasts of the Council meetings. It was reported that the Shade Tree Commission is planning a clean-up day, and more information will be provided.

Mr. Cindric reported that the Senior Citizen dinner is this Saturday, and volunteers are always needed.

Alan Dorfield – Inquiries on the status of the apartment complex on W. Steuben Street. Mrs. Tremblay reported that the new owners have been in touch with the office and have plans for an extensive rehab; and there is no information that they are seeking Section 8 occupation; and rather, have plans to establish very nice rental units.

It was also noted at this time, that a school representative (principal) was scheduled to attend the Council meeting regarding the PEG channel agreement, but unexpectedly, was unable to attend; and no other arrangements were made to have Dr. Panza or another representative attend.

ADJOURNMENT

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

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

Respectfully submitted,
Mary Tremblay, Borough Secretary