

**COUNCIL MEETING
Minutes of February 10, 2014**

CALL TO ORDER

Vice President Post called to order the Agenda Meeting of Crafton Borough Council, in Council Chambers of the Community Center. Flag Salute led by Mr. Amendola. ROLL CALL, by Mrs. Tremblay, recorded six (6) members of Council present as follows: Mr. Amendola, Ms. Amendola, Mr. O'Brien, Mr. Phillips, Ms. Post, and Ms. Weitzel – Also present were Mayor Bloom and Manager Callen. (**President Hayes entered the meeting at 7:25pm and took the Chair. Director Beechey entered the meeting later*).

BILL LIST APPROVAL

MOTION: It was regularly moved and seconded (*Phillips/N. Amendola*) to approve the Bill List dated February 10, 2014.

MOTION carried by Unanimous Roll Call Vote (6-0).

APPROVAL OF MINUTES

MOTION: It was regularly moved and seconded (N. Amendola/Phillips) to approve the Meeting Minutes of January 6, 2014 and January 27, 2014. **COMMENTS:** Ms. Weitzel inquired on the procedure for recording the votes; recording member names varied on yes votes vs. no votes. She requested a standard for recording the votes be established, by motion of Council. Secretary Tremblay reported that the past practice has been to record the prevailing/majority vote first, whether Yea or Nay, and the minority vote second with the Councilmember's names voting in the minority to follow. She added that there is no set standard for recording the votes in the Minutes, and the will of Council would be accommodated. **President Hayes entered the meeting at this time and took the Chair; was present for approval of Minutes vote.*

MOTION carried, as to January 6, 2014, by a Six Yes, One No (*Weitzel*) (6-1) and, as to January 27, 2014, a Six Yes, One Abstention (*O'Brien absent Jan. 27, 2014 meeting*) Roll Call Vote (6-0-1).

CITIZEN'S PRESENT TO ADDRESS COUNCIL

Eric Burcham, 231 W. Steuben – Mr. Burcham reported problems with the Crosswalk on W. Steuben and McCormick; noting that better signage and enforcement, or a stop sign, was needed. He noted that he had sent e-mails to the Mayor and Council, and hadn't heard anything. It was noted that he had send e-mails to the .org addresses previously provided on the website. Council's lack of use of the .org and the expiration/renewal of the domain was discussed. It was also noted that the Borough's craftonborough.com was available for Council, with unlimited e-mail address capability. It was agreed to look into this matter and establish Council e-mail addresses to be placed on the website as soon as possible. Mayor Bloom further added that Steuben is a State Road and therefore, only the State could approve a stop sign at that location. He noted that this location would be reviewed and, weather-permitting, the crosswalk would be painted and appropriate crosswalk signage installed.

Doug Johnston, 25 S. Emily Street - Mr. Johnston inquired on Supreme Court denial (2/6/14) of the Duncan Property appeal and Councils intentions going forward. He inquired if the School District ever exonerated the delinquent taxes on 37 White Avenue, in lieu of the discounted building permit

fees – Manager Callen stated no. Mr. Johnston also requested that when Public Works plows a road, that they come back and re-plow but widened the plowed area, and parking lanes when cars are gone.

CONNECT Presentation

James Price of CONNECT provided information on the organization. CONNECT is the Congress of Neighboring Communities created to engage local government, as part of the representation from the 36 municipalities in cooperation and collaboration with the City of Pittsburgh on various issues, projects-similar to the local COGs, and potential grant possibilities. He referenced past successful projects and accomplishments, and future goals and issues; noting Manager Callen/Crafton's involvement in advocating for LED street lights-volunteering Crafton to be a "test" community for installation; and via a Transportation committee, advocating for "Transit Oriented Development" adjacent to the busway and parking lot.

TURNKEY Presentation

Mark Schuster explained Turnkey's work with Crafton and Beta Testing with Jordan Tax, with regard to EIT collection and reporting. He noted that he has further investigated the Borough's Business Privilege Tax and Mercantile Tax Collections and believes that there are many businesses not paying these taxes, as there is no accurate accountability-currently recorded/updated in a hand-written index card file system. Some small business owners/landlords know about these taxes, and fail to pay, but many are not aware. He requests that Council consider contracting with him to pursue these businesses for delinquent taxes for 15% of the successful collection of this tax revenue. This would also result in a property data base for the various taxes and other unlimited use possibilities. Council responded favorably, and requested that Mr. Schuster submit a proposal to the Finance Committee for Council's consideration and action.

PRESIDENT'S REPORT

President Hayes inquired of the Committees to express their goals through their reports, presenting information to Council at the Agenda/Workshop meetings so Council can make informed decisions, and requests that the Committee Chairs provide, to the Manager, any Agenda action items and/or motions for the voting meeting. He has a few ideas and goals, and will provide them to the Committee Chairs.

COMMITTEE DISCUSSION ITEMS

- **Administration – Drug/Alcohol Testing Policy:** A draft policy was provided to Council for review. Need to establish a policy now for all employees in order to consider and include in future Labor Agreements. A designated physician or clinic should be established as well. Current policy for new hire/summer recreation employees only; contract with Quest Diagnostics for testing. Ms. Amendola also suggested professional counseling services and employee assistance programs be considered; perhaps already offered by our Health Care provider. An Employee Handbook draft has been prepared and is a work in progress – work to update it and have goal to provide a Final Handbook to Council by April 15th. **Social Media:** Various options were discussed such as Facebook/Twitter verses mass e-mail blasts. It was suggested to use a resident survey to determine the best method, resident access to computers/internet/phone apps, etc. Plans to include a survey in the upcoming Borough Newsletter (March). It was recommended to avoid the need for an administrator to monitor negative comments, slams, etc. It was noted that the Borough's current e-mail blast program is not being used to its fullest potential by residents. Ms. Post advised that she would make an inquiry at the next COG meeting for input from the other municipalities. **Janitorial and**

Phone System Proposal update: Manager Callen noted that Proposals and information was provided to Council, adding that the current phone equipment and service is outdated and over 10 years old. He will bring recommendations to Council for action at the voting meeting.

Comcast Agreement update: Manager Callen reported that the Solicitor has reviewed the Agreement quite extensively; the current Agreement expires this year. The new Agreement will be for ten years and increases the current franchise fee to the residents from 3% to 4%.

- **Budget/Finance** – Mr. Phillips noted that the January financial statement was provided to Council; not too much activity so far. He asked for clarification of previous comments; it is his understanding that the PAWC paving reimbursement of \$54,000 was used to balance the budget and are not additional funds to be used toward the paving program. Manager Callen stated that it was not used to balance the budget and is extra available funds. Mr. Phillips stated that he would like to revisit certain discretionary items, such as the IT expenditure (CMIT), to find savings and cuts in the budget. Ms. Weitzel asked that Council be provided with a copy of CMIT's monthly monitoring report. It was suggested that he present actual proposals or pricing for comparisons; possibly presenting something to Council, line by line, discretionary vs. mandatory. It was suggested that Mr. Phillips (Finance Committee) review the Turnkey proposal discussed earlier, and provide to Council for consideration. Mr. Phillips inquired on the status of the borough's 2013 Audit. Manager Callen indicated that Treasurer has not yet made the recommended modifications to the Quickbooks accounting yet, which is delaying the start of the audit.
- **Comprehensive Plan** – A Written report was prepared and provided to Council at the meeting (copy attached) The cost to develop a Comprehensive Plan could cost as much as \$250,000; needing approx. \$100,000 to start the first year. It was noted that nothing was included in the 2014 Budget, but it is possible to find some money within the budget. Mr. Phillips expressed concern for funds needed relating to a pending liability issue. It was reported that a sinking fund balance of \$785,000 was carried over from 2013. A professional consultant would be needed (RFP), similar to the Parks/Rec Plan, and it would be a very involved process, and take anywhere from 12 to 24 months to accomplish. A comprehensive plan considers demographics, land use, housing, commercial-industrial development, recreation, economics, etc. Ms. Amendola suggested that perhaps the comprehensive plans from other municipalities be obtained and provided to Council to review and help with the direction it needs to go. It was the consensus of Council to proceed on this; giving Council a goal and direction in moving forward.
- **Ordinance/Zoning – 37 White (Parking Lot):** Manager Callen reported that the proposed use of the vacant lot has been approved by Zoning, and will need to come before Council for approval, and would be subject to the owners obtaining both a grading permit and building permit. **Commercial Handicap Parking Permit:** A request for two, on-street, handicapped parking spaces has been requested by the Episcopal church. It was noted that this is different than the residential handicapped spaces, and would actually require an Ordinance. Providing non-residential handicapped parking spaces could be opening up a can of worms; approve one but deny another – selection process. It was suggested that they look into installing a parking pad/curb cut on their property, if room on their property, and obtain Zoning approval. Mr. O'Brien indicated that he would follow-up on this request with the church and discuss options. Manager Callen also mentioned that there are costs involved with the installation of residential handicapped signs (signs, posts, painting, labor), and perhaps Council would consider a fee to cover costs. He also noted that the Ordinance adopted last year for Parking Restrictions during Severe Weather may need to be amended; removing the 4" of snow

requirement. This year, even under the 4" of snowfall, public works had snow removal problems with cars being parked on both sides of the street, and other areas posted. One accident was reported.

- **Parks/Recreation – Ms. Post reported:**
 - 1) The monthly Senior Citizen dinners will commence in March; first being March 22nd.
 - 2) Summer Employment applications are available; deadline to submit is March 15th.
 - 3) Crafton Celebrates: Sponsoring an upcoming Bowling fundraiser at Noble Manor. Festival returning to a 5-day event, from June 30th through July 4th.
 - 4) Crafton Library is sponsoring a program to assist school students in finding college funds.
 - 5) Discussing unlimited miniature golf pass purchasing, tournaments and other events to increase usage of the facility.
 - 6) Discussing possibility of offering a discounted price for "early" pool pass purchasing.
 - 7) Carlynton High School students providing a Community Service program, on May 21st, where 90 students will assist in projects in Crafton, Carnegie and Rosslyn Farms.
 - 8) A "Pool Together" fundraiser is planned for May 31st – Great American Duck Out; a reverse drawing of numbered, rubber ducks, in the pool with the winner receiving a percentage of the proceeds. Also, a kick-off to selling pool passes.

- **Public Safety – Mr. Amendola reported:** The 2013 Annual Police Report was provided to Council, which he has been reviewing. He also noted that the Peer Study has been provided to Council (Cubby), reporting on the fire department consolidation possibilities and recommendations. It is a quite lengthy report, and he will request Chief Crown attend the next Agenda meeting and review it with Council; particularly the recommendations.

- **Public Works – 2014 Road Tax Fund Project(s):** Manager Callen reported that three projects are being considered – 1. Noble Avenue from Crafton Blvd. to Bradford, 2. Woodlawn Avenue and 3. Crafton Blvd. (Backbone) from W. Steuben to Broadhead. Consent Order/sewer work may also be done at this time on Noble. Woodlawn would involve several handicapped curb ramps – which ever project chosen, inconvenience to the property owners, residential and commercial, will need to be considered. Approx. \$340,000 is available in the Road Fund for 2014 projects. President Hayes inquired on the extent of work previously done on the upper portion of Crafton Blvd.; was it a total reconstruction or just milling and new surface overlay. The proposed length of Crafton Blvd., from Steuben to Broadhead is estimated to be approx. \$124,000 just for milling and new surface overlay. It was noted that once a road is selected, the Utility companies are notified and given the opportunity to make repairs, etc. to avoid breaking into a newly paved street for future repairs. Continuation of the guard rail project may also be considered; in it's entirety or in part, along Crafton Blvd. (Backbone). Mr. Amendola suggested resident input on this decision, but the consensus of Council was that at this point, with the need to move forward as soon as possible, Council can make a more informed decision. Council to review options further, be provided additional information, and make a decision at the next Council meeting.

CITIZEN COMMENTS:

Wayne Nock, N. Emily – Road Program; commented on Council's indecision on selecting the street for 2014 Road Paving project. President Hayes stated that this is only a 2 week delay, and Council prefers to be more informed on certain issues before making its decision.

Charlene Krenke, Clearview Avenue – Commented on Borough’s website; needs some updating.

PRESIDENT’S CLOSING REMARKS:

President Hayes noted that he was pleased with the meeting; may have to consider time limits or other suggestions for future Agenda/Committee meetings. Consensus was that a lot of information was provided and reviewed under this format, Council is better informed and aware of issues. Meetings will be attended by most, if not all of Council, unlike other years with separate Committee meetings on different nights.

ADJOURNMENT

MOTION: It was regularly moved and seconded (*Post/F. Amendola*) to adjourn the meeting.

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

Respectfully submitted,
Mary Tremblay, Borough Secretary