

**COUNCIL MEETING  
Minutes of February 13, 2013**

**CALL TO ORDER**

President Weitzel called to order the Agenda Meeting of Crafton Borough Council, in Council Chambers of the Community Center. Flag Salute led by Mr. Johnston. ROLL CALL, by Mrs. Tremblay, recorded six (6) members of Council present as follows: Mr. Johnston, Mr. O'Brien, Ms. O'Connell, Mrs. Post, Dr. Stewart and Ms. Weitzel. (*Absent: Hayes, Stacy, Phillips*) Also present were Manager Callen and Solicitor Daley.

**APPROVAL OF BILL LIST**

**MOTION:** It was regularly moved and seconded (*Johnston/O'Connell*), to approve the February 13, 2013 List of Bills.

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

**APPROVAL OF MINUTES**

**MOTION:** It was regularly moved and seconded (*O'Connell/Post*), to approve the January 9, 2013 and January 23, 2013 Meeting Minutes.

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

**CITIZENS PRESENT TO ADDRESS COUNCIL**

None

**SOLICITOR'S REPORT**

None

**PRESIDENT'S REPORT**

Ms. Weitzel reported that she had attended a Crafton Elementary PTA meeting; they are planning a Centennial Celebration, tentatively for Saturday, April 27, 2013.

**COMMITTEE REPORTS**

None. Manager Callen reported that Tablets were distributed to each Council person for their use and the WiFi installation is scheduled for Friday, Feb. 15<sup>th</sup>.

**BUSINESS AGENDA**

**PUBLIC WORKS**

**MOTION:** It was regularly moved and seconded (*Johnston/Stewart*) to authorize Gateway Engineers to prepare bid documents for 2013 Road program at a cost of \$7,000.

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

**MOTION:** It was regularly moved and seconded (*O'Connell/Johnston*) to authorize Gateway Engineers to proceed with the Phase II Clearview Avenue Drainage Improvement Project at a cost of \$25,000.

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

**MOTION:** It was regularly moved and seconded (*O'Connell/Stewart*) to Pay Jet Jack in the amount of \$40,314.74 for sewer repair work completed between October 1, 2012 and February 3, 2013.  
**COMMENTS:** Manager Callen reported that this is strictly for work as specified in the Contract.

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

**MOTION:** It was regularly moved and seconded (*O'Connell/Post*) to recommend to SHACOG that it award a contract to Roto Rooter Services Company for the Year 3 O&M CCTV Inspection & Cleaning at Crafton Borough's cost of \$48,865.

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

**MOTION:** It was regularly moved and seconded (*Stewart/Johnston*) to enter into an Agreement with SHACOG for the Joint O&M Preventive Maintenance Project-Year 2 at 3% of the awarded bid price.

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

**ADMINISTRATION**

**MOTION:** It was regularly moved and seconded (*O'Connell/Post*) to authorize the Borough manager to enter into an agreement with Paychex, a Human Resources company, for the preparation of an Employee Handbook and ongoing updating and monitoring of employment policies and procedures at a cost not to exceed \$1,350 for the Handbook and \$65 per month for support services.

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

**MOTION:** It was regularly moved and seconded (*O'Connell/O'Brien*) to authorize the use of the large meeting room in the Community Center be made available for use by community groups.

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

**MOTION:** It was regularly moved and seconded (*O'Connell/Post*) to authorize the exclusive use of both Council Chambers and Council Conference Room for Crafton Borough Council Members and Mayor only.

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

**MOTION:** It was regularly moved and seconded (*O'Connell/Post*) to adopt Usage Policies as discussed at the 9/25/12 Council Meeting relative to Website and Workspace and as referenced herein.

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

**ADJOURNMENT**

**MOTION:** It was regularly moved and seconded (*O'Connell/Post*) that this meeting be adjourned.

MOTION carried by Unanimous Voice Vote (6-0).

Respectfully submitted,  
Mary Tremblay, Borough Secretary