

**COUNCIL MEETING
Minutes of January 23, 2013**

CALL TO ORDER

President Weitzel called to order the Meeting of Crafton Borough Council at 7:20 pm, in Council Chambers of the Community Center. Flag Salute led by Mrs. O’Connell. ROLL CALL, by Mrs. Tremblay, recorded five (5) members of Council present as follows: Mr. Johnston, Ms. O’Connell, Mr. Phillips, Mrs. Post, and President Weitzel. (*Absent: Mr. Hayes, Mr. O’Brien, Mrs. Stacy – Note: Mr. Stewart (1) arrived late; not present for Roll Call*) Also present were Mayor Bloom, Engineer Minsterman and Manager Callen. Director J. Beechey also present. (*Solicitor not present.*)

APPROVAL OF BILL LIST

MOTION: It was regularly moved and seconded (*Johnston/O’Connell*) to approve the January 23, 2013 List of Bills.

MOTION carried by Unanimous Roll Call Vote (5-0); with abstention by Ms. O’Connell-#456.54.

APPROVAL OF MINUTES

(None; Jan. 9, 2013 Not Available)

CITIZEN’S PRESENT TO ADDRESS COUNCIL

None

RECEIPT OF WRITTEN REPORTS (December 2012):

Treasurer’s Report, Financial Report, Act 511 and Trash Collection Reports, Property Tax Collection Report, Police Report and 2012 Annual Police Report, Ordinance Officer’s Report, REMS Report, ~~CVFD Report, Animal Control Report~~ and Engineer’s Report. MOTION (*Phillips/O’Connell*) carried by Unanimous Roll Call Vote (5-0).

ENGINEER’S REPORT

Engineer Minsterman referred Council to project updates on the Engineer’s written report. He noted that restoration work at Harrison and Morton would be performed, weather-permitting.

MANAGER’S REPORT

Manager Callen commented on the following matters: Public Works is continuing pothole patching; weather-permitting, met with Waste Management representatives to review service complaints; added that we are in the 4th year of the contract, with one more option year. He noted that PA landfills can no longer accept electronic equipment (tv’s, computers, etc) and residents cannot place these items out for garbage day pick-up. Attending an LGA meeting, in Greentree, regarding the Feasibility study be prepared for completion by 7/30/13. A few roof leaks in the Borough bldg. are being addressed with Ramp Construction; will withhold final payment until remedied. The municipal building generator, backup to the Police Dept., is shot and needs to be replaced; reviewing the needs and replacement options. Considering a recommendation to Council to acquire an Intern graduate student, this Spring/Summer; to assist in developing best practices and a program relating to vacant and blighted

properties in the borough; at no cost to the borough (through membership with CONNECT). Continuing to search for a new Animal Control company. Also, reviewing EIT collections through 12/31/12; have concerns since final revenue is higher than projected.

PRESIDENT'S REPORT

President Weitzel reported on the 2012 Borough Accomplishments (written copy attached). She welcomed Jamie Beechey, from Titusville, the new Director of Borough Services. She noted her various qualifications and credentials in parks and recreation.

DISCUSSION ITEMS

- **Administration** – Ms. O'Connell reported that she has been developing an Employee Handbook; work in progress. Also, met with Paychex; they can provide H.R. support – they can provide a personalized employee handbook for a fee plus a monthly maintenance/update fee. This will be reviewed and discussed further in the next Committee meeting vs. in-house preparation, and a recommendation will be provided to Council for consideration at the next meeting. She also noted that no decision has been made yet regarding the Council I-pad/Tablet – discussion regarding various options to consider (10" display size, 16 gig, battery life, upgrades, internet access, WiFi, etc.) – Manager Callen will review Council's input and have a recommendation for the next meeting. Mr. Johnston inquired on the status of the new Administration computers (two; Manager and Director); motion was removed from the Agenda last month. Ms. Weitzel advised that it has been budgeted and will meet the parameters approved, so a Motion is not necessary to proceed on it. Presently being look into and ordered by the Manager.
- **Finance** – Treasurers appointment on the Business Agenda. Candidate works for a CPA and is an accountant and Crafton resident. Treasurer's responsibility, qualification and tasks were reviewed.
- **Public Safety** – Mr. Phillips reported that some snow accumulation is predicted, so Public Works will be out to take care of the streets. He noted the catch basin collapse at the underpass; one of many to be addressed in the spring. Manager Callen also noted that a manhole cover was removed but was recovered. There was a water-main break near the Elementary School and all seems to have been taken care of by the water company. He inquired on the status of Franklin Alley (water/icing conditions) – Manager Callen noted that nothing has yet been resolved; no update.

Mayor Bloom reported that area Mayors and Police Chiefs met with Carlynton representatives; roundtable discussion regarding safety and security concerns at the individual school buildings. Current security measures are in place and will continue, but will be reviewed further. Also, there are current architectural plans to address safety; new entrance systems and captive vestibules.

BUSINESS AGENDA

FINANCE

MOTION: It was regularly moved and seconded (*Stewart/Phillips*) to appoint Annette Lherbier to the position of Treasurer, commencing February 1, 2013, at the wage set by Resolution.

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

MOTION: It was regularly moved and seconded (*O'Connell/Post*) to authorize the Treasurer to perform bank account set-up in Quickbooks, as needed, for a one time fee of \$250.

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

MOTION: It was regularly moved and seconded (*O'Connell/Post*) to adopt Resolution No. 2013-01 amending the 2013 Treasurer's wages to \$3,000. annually.

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

PUBLIC WORKS

MOTION: It was regularly moved and seconded (*O'Connell/Phillips*) to authorize payment to Excaliber Construction Company for the installation of Salt Bin Concrete Pad, per the recommendation of Gateway Engineers, in the amount of \$17,828. payable from the 2012 Accounts Payable Reserve Fund.

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

ADJOURNMENT

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

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

Respectfully submitted,
Mary Tremblay, Borough Secretary