

COUNCIL MEETING
Minutes of December 11, 2012

CALL TO ORDER

President Weitzel called to order the Regular Meeting of Crafton Borough Council, in Council Chambers of the Community Center. Flag Salute led by Ms. Post. ROLL CALL, by Mrs. Tremblay, recorded seven (7) members of Council present, plus Councilman Hayes* (1) via telephone, as follows: Mr. Hayes*, Mr. Johnston, Mr. O'Brien, Ms. O'Connell, Mr. Phillips, Mrs. Post, Mr. Stewart and Ms. Weitzel. (*Absent: Mrs. Stacy*) Also present were Manager Callen, Mayor Bloom, Solicitor Daley and Jr. Council-Ms. Meredith.

APPROVAL OF BILL LIST

MOTION: It was regularly moved and seconded (*Johnston/O'Connell*), to approve the December 11, 2012 List of Bills.

MOTION carried by Unanimous Roll Call Vote (8-0).

APPROVAL OF MINUTES

MOTION: It was regularly moved and seconded (*O'Connell/Stewart*) to approve the November 27, 2012 Meeting Minutes.

MOTION carried by Unanimous Roll Call Vote (8-0).

CITIZENS PRESENT TO ADDRESS COUNCIL

None

SOLICITOR'S REPORT

Solicitor Daley commented on the status of the County's certification of the 2013 property reassessment; reading from Judge Wettick's Order (*copy attached*). He advised that Council could still adopt the 2013 Budget, as proposed on the Agenda, but suggested the motion to adopt the tax ordinance be delayed until January 2013, per the extension provided in the Order. He referred to several sections of the Borough Code relating to the Budget adoption and Tax Millage Ordinance (Sections 1310, 1310.1, 3301) He advised that, in accordance with the Anti-Windfall regulations, Council must adopt a final millage rate that does not exceed 105%.

MANAGER'S REPORT

Manager Callen provided his written report to Council (*copy attached*). Mayor Bloom inquired on the suggested rebuild of the Clearview/E. Crafton public steps. He suggested, for now, just have Public Works remove them, and see if they are still necessary at this location (re: bus stop, school bus, etc.); may not need to rebuild them. He also noted that the patch on Morton near the new manhole is sinking, and needs to be looked at/remedied.

PRESIDENT'S REPORT

Ms. Weitzel reported that an Executive Session was held following the last Council meeting to discuss Personnel and Contract matters; no action was taken. She also reported that an Executive Session of Council was held prior to this meeting to discuss Personnel and Contract matters; no action was taken. She thanked the many Decorating Committee Volunteers and the Public Works crew for their work decorating the Borough for the holidays. She announced that a Holiday get-together for officials and employees is planned for either Dec. 19th or 21st.

COMMITTEE REPORTS

- Administration - Ms. O'Connell also thanked the Decorating Committee and Public Works. She reported that she had attended the recent REMS Board Meeting, need to fill the two part-time administrative positions, and suggested one job description for both part-time positions – needs to be considered and advertised. Discussed 2013 Council meeting and Committee meeting dates, to be advertised. The Park & Rec Study Committee narrative to be completed soon and provided to Council and on the website. Per the Consultant, immediate park needs are approx. \$125,000.
- Finance -- Recommends voting on Budget, as prepared.
- Public Safety – It was reported that it is difficult to see out of the back window of the SUV; Chief Sumpter is looking into backup camera equipment. The 2013 SUV will be ordered with that equipment installed.
- Ordinance/Zoning – Mr. Johnston reported that no Committee meeting is planned for December or January. He mentioned the issue with the rental property on Duncan Street; comparable to Hotel/overnight/day-to-day occupancy. This arrangement is not permitted at this location, and is being addressed by BIU.
- Parks/Recreation – Once the Study Committee submits their recommendations, this will need to go to Council for approval, then to the DCNR for approval.

BUSINESS AGENDA**BUDGET AND FINANCE**

MOTION: It was regularly moved and seconded (*Johnston/Phillips*) to adopt the 2013 Borough of Crafton General Fund Budget, Special Road Improvement Tax Fund Budget and Sewer Fund Budget.

MOTION carried by Unanimous Roll Call Vote (8-0).

~~**MOTION:** I move to Adopt Ordinance No.1614 of the Borough of Crafton fixing the Tax Rates on Real Property for the 2013 Fiscal Year at ___ mills for General Fund purposes and ___ mills for the Special Road Improvement Tax Levy. MOTION withdrawn pending revised 2013 Property Assessment Certification.~~

MOTION carried by Unanimous Roll Call Vote (8-0).

MOTION: It was regularly moved and seconded (*Stewart/Post*) to adopt Resolution No. 2012-17 of the Borough of Crafton establishing the 2013 General Schedule of Fees, Costs, Charges and Expenses pursuant to Borough Ordinances and repealing any and all Resolutions inconsistent therewith.

MOTION carried by Unanimous Roll Call Vote (8-0).

MOTION: It was regularly moved and seconded (*O'Connell/Post*) to adopt Resolution No. 2012-18 fixing the Annual Salaries of Certain Employees of the Borough of Crafton, Commencing with January 1, 2013, establishing Holidays, Vacations, Sick Leave and other Benefits and providing

Disciplinary Procedures for the Violations thereof; and, repealing any and all Resolutions inconsistent therewith.

MOTION carried by Unanimous Roll Call Vote (8-0).

MOTION: It was regularly moved and seconded (*Stewart/O'Connell*) to appoint the firm of Hosack, Specht, Muetzel and Wood, LLP, as the Independent Auditor to perform the 2012 Financial Audit, by Resolution No. 2012-19.

MOTION carried by a Five Yes, Three No (*Johnston, Phillips, Post*) Roll Call Vote (5-3).

PUBLIC WORKS

MOTION: It was regularly moved and seconded (*Johnston/Phillips*) to approve Payment Request #2 from Merante Contracting, Inc. for the Clearview Ave. Storm Sewer/Road Improvements-Phase I, in the amount of \$91,645.08, as reviewed and recommended by Gateway Engineers, for the period November 3 through December 5, 2012.

MOTION carried by Unanimous Roll Call Vote (8-0).

MOTION: It was regularly moved and seconded (*O'Connell/Stewart*) to approve Payment Request #3 from Roto Rooter Services Company for the 2012 Sanitary sewer Point Repair project in the amount of \$23,559.05, as reviewed and recommended by Gateway Engineers, for the period October 13, 2012 through November 30, 2012.

MOTION carried by Unanimous Roll Call Vote (8-0).

MOTION: It was regularly moved and seconded (*Johnston/O'Connell*) to recommend to the Char west COG to pay Excaliber Construction \$6,091.00 for work completed on 2 ADA Curb Ramps and as inspected and recommended by Gateway Engineers. **COMMENTS:** Inquiry; had Merante or Excaliber considered/responded to doing the curb project on Clearview Extension-PAWC damaged. Manager Callen said he received no definite response from either, and at this point, the project will have to wait until the Spring.

MOTION carried by Unanimous Roll Call Vote (8-0).

PLANNING/ZONING

MOTION: It was regularly moved and seconded (*O'Connell/Post*) to re-appoint Jeffrey Harlich to the Crafton Borough Zoning Hearing Board, for a term to expire on December 31, 2015.

MOTION carried by Unanimous Roll Call Vote (8-0).

MOTION: It was regularly moved and seconded (*O'Connell/O'Brien*) to re-appoint James Schriver as an Alternate member on the Crafton Borough Zoning Hearing Board, for a term to expire on December 31, 2015.

MOTION carried by Unanimous Roll Call Vote (8-0).

ADMINISTRATION

MOTION: It was regularly moved and seconded (*Phillips/Johnston*) to authorize the purchase of ten (10) Tablets/I-Pad equipment for Council members and the Mayor not to exceed \$4,500.

MOTION carried by Unanimous Roll Call Vote (8-0).

MOTION: It was regularly moved and seconded (*O'Connell/Post*) to hire Jamie Beechey as Director of Borough Services.

MOTION carried by a Seven Yes, One No (*Phillips*) Roll Call Vote (7-1).

MOTION: It was regularly moved and seconded (*Johnston/O'Connell*) to advertise the two part-time Administrative positions.

MOTION carried by Unanimous Roll Call Vote (8-0).

MOTION: It was regularly moved and seconded (*Johnston/O'Connell*) to set and advertise the 2013 Council Meeting dates; being the Second and Fourth Wednesday of each Month, commencing at 7:15pm

MOTION carried by Unanimous Roll Call Vote (8-0).

MOTION: It was regularly moved and seconded (*Johnston/O'Connell*) to set and advertise the 2013 Committee Meeting dates; being the First Wednesday of each Month, commencing at 6:00pm, beginning with the month of February.

MOTION carried by Unanimous Roll Call Vote (8-0).

MOTION: It was regularly moved and seconded (*O'Connell/Stewart*) to advertise the 2013 Tax Ordinance, No. 1614, for adoption at the January 9, 2013 Council Meeting.

MOTION carried by Unanimous Roll Call Vote (8-0).

COMMENTS:

Mr. Johnston announced that Santa will be visiting Crafton via fire truck on Saturday, Dec. 22nd, starting at 9:30a.m. Mayor Bloom noted that his office was open for use by others, without the courtesy of a request and without his permission. Advised that his office is to be locked at all times. President Weitzel confirmed that the Holiday get-together will be on Friday, December 21st.

ADJOURNMENT

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

MOTION carried by Unanimous Voice Vote (8-0).

Respectfully submitted,
Mary Tremblay, Borough Secretary

IN THE COURT OF COMMON PLEAS
OF ALLEGHENY COUNTY, PENNSYLVANIA

JAMES C. CLIFTON, CHARLES and)
LORRIE CRANOR, husband and wife,)
ROY SIMMONS and MARY LISA)
MEIER, husband and wife,)

Plaintiffs,)

CIVIL DIVISION...

v.)

GD. NO.: 05-028638

GD. NO.: 05-028355

ALLEGHENY COUNTY,)

Defendant)

*****)

KENNETH PIERCE and STEPHANIE)
BEECHAUM,)

Plaintiffs,)

v.)

ALLEGHENY COUNTY,)

Defendants,)

ORDER

AND NOW, this ___ day of December, 2012, it is Ordered as follows:

1. The Court's March 20, 2012 Comprehensive Order is amended. The Office of Property Assessment shall provide to all taxing bodies within Allegheny County a final and revised assessment roll of the 2012 assessment for use in 2013 by December 21, 2012. This final and revised assessment roll of the 2012 assessment shall include all information pertaining to disposition of appeals by BPAAR up to, and including, those appeals disposed of at BPAAR's meeting of December 20, 2012.

In all other respects, the Court's March 20, 2012 Comprehensive Order remains in effect.

2. All taxing bodies within Allegheny County that face a December 31, 2012 statutory deadline for either the adoption of a 2013 budget or the enactment of a real estate tax levy shall have such statutory December 31, 2012 deadlines extended until **January 31, 2013**.
3. Alternatively, all said taxing bodies subject to Paragraph 2 may levy fiscal year 2013 real estate taxes and set the final millage figure no later than ten (10) days before the planned mailing of 2013 real estate tax bills or June 15, 2013, whichever date is earlier ("Millage Deadlines"). In the event a taxing body subject to Paragraph 2 has enacted by ^{Jan 31 2013} ~~December 14, 2012~~ an ordinance setting forth a 2013 millage figure or a formula to determine said figure, such taxing body may modify such ordinance per amendment or other process as allowed by law, to set a final 2013 millage figure in accordance with the Millage Deadlines.

BY THE COURT:

12/10/12
Wettick, J.

MANAGER'S REPORT—December 11, 2012

1. Public Works

- **Salt Bin Concrete Pad:** Excaliber Contracting completed the concrete pad on 12/7/12. Need to allow 3 weeks to cure, or, when core samples determine time to apply tar surface and delivery of Road Salt
- **Road Salt:** Anticipate the delivery of @ 400tons or less Road Salt by 12/31/12 or before. Salt will be covered w/tarp and remain so until used and/or contract awarded for gable salt bin structure. Bidding will be conducted in concert w/Gateway.
- **Roto Rooter** is nearly completed in its sewer point-repair contract and should be completed by end of December.
- **Jet Jack:** Is vacating existing sanitary sewer line that has been causing the breaking, collapsing and lining malfunctions; and is now installing a new sanitary sewer line that will run close to the vacated line but a bit higher in elevation. Dye testing is occurring at 31 Harrison and residents at 31 Harrison have been kept informed by contractor/inspector. There are 3 laterals located at 31 Harrison, need to locate the active one and connect to new line. Dye testing occurring with immediate neighbors as well. Two (2) new manholes will be installed. Dec. 12 Jet Jack will bring in a 'locator w/push camera' to further inspect lines/laterals. CWCOG Vactor will be on site w/PW laborer to clean laterals/basins for dye testing—public laterals have been clogged for quite some time. We anticipate that all work will be completed by 12/21/12; if not, contractor will be instructed not to work at the site during Christmas week.
- **Clearview Avenue Storm/Road Contract:** Completed; final inspection and punch list scheduled soon. Phase 2 will be bid in January/February or March construction.
- **Crafton Blvd/Clearview Public Steps:** Will begin demolition 12/12/12 and restricted usage. PW will rebuild with concrete bases and wooden steps constructed. Despite being closed, people insist on using these unsafe steps.
- **Leaf Pick Up:** Completed for 2012 as posted and previously scheduled in newsletter and website. Any property owner that does not have leaves piles in the street bagged and removed may be cited by Ordinance Officer.

- **Pot Hole Patching:** Pot-hole patching will occur as time/manpower allow, weather permitting, between now and December 31, 2012. A pallet of Perma Patch is ordered—good during winter weather conditions.
- **Trucks Maintenance/Prep:** PW trucks have been winterized and fitted for snow plows and salt spreaders. Some major repairs being conducted on 2 trucks at Woltz & Wind Ford.

2. Properties

a) Borough Building

- **Roof Replacement:** 90% complete. First invoice from RAMP Construction w/Architect. Architect and I will walk the roof this week to inspect prior to authorizing 1st payment.
- **Municipal Building Rain-Water Drains:** As part of the roof replacement, it was discovered that serious drainage problems became evident with roof drains. PW able to correct all with the exception of the drain over police garage. Major issue with clogged vertical and lateral cast iron drain pipe, accumulating over the decades. Roofer can not complete roof work and guarantee Joseph J. Mercurio Plumbing & Heating attempting to correct problem and should have work completed 12/12/12. Work began on 12/8.

3. Independent Auditing Service

Request for Proposals (RFPs) were requested for 2012 Independent Auditing Services. Three (3) proposals were received and results were circulated among Council Members. Attached is what was circulated. At the Business Agenda, Council will need to select and adopt a Resolution to appoint the auditor.

4. Meeting/Networking Opportunities:

- December 18: 12:30am CDL Records Management Seminar: Cranberry
- October 20: 9:00am (?): Civil Service Commission changes for Boroughs: Cranberry

5. Out of Office

- December 14: Vacation Day.
- December 26-27-28 & 31: Balance of Vacation Time accrued for 2012

BOROUGH OF CRAFTON

OFFICE OF THE BOROUGH MANAGER

100 STOTZ AVE. • PITTSBURGH, PENNSYLVANIA 15205 • PHONE: 412-921-0752 Ext. 19 • FAX: 412-921-4158

December 10, 2012

TO: Crafton Borough Council
FROM: Robert Callen, Manager 
SUBJ: **Independent Auditing Services Proposal Results**

At Council's direction, a Request for Proposals (RFP) was developed and circulated among reputable CPA Firms on November 28, 2012 with a response deadline of December 10, 2012 Noon, for Auditing Services for the Year Ending December 31, 2012. Soliciting Professional Services per Pennsylvania Borough Code (as enacted & implemented July 16, 2012) and per the concurrence from the Governor's Center for Local Government Services—Pittsburgh Office (Michael Foreman, 11/28/12), proposals may be solicited informally and no print advertisement required. The following reputable firms were solicited to submit responses to the RFP:

Alpern Rosenthal; Herbin & Company; Hosack Specht Muetzel & Wood; Matthew Stevens; Case Sabatini; and Maher Dussell. Among these six (6), three (3) chose to submit proposals by the stated deadline of December 10, 2012 Noon.

Below are the proposal costs, followed by the Proposal Sheet submitted within the proposals. Full proposals may be inspected at my office. I can tell you that all 3 firms are reputable and capable of conducting Auditing Services as required.

<u>FIRM</u>	<u>PROPOSED COST</u>
Hosack Specht Muetzel & Wood LLP	\$ 7,500
Maher Dussell	\$11,900
Case Sabatini	\$ 8,000* (* \$7,500/year for 3 audit years- 2012, 2013 & 2014.)

Council should be prepared to make a decision on which firm to award on December 11, 2012 at the earliest or December 31, 2012 at the latest.