

**BOROUGH OF CRAFTON
COUNCIL MEETING
Minutes of February 12, 2018**

CALL TO ORDER

President Levasseur called to order the Discussion Meeting of Crafton Borough Council of February 12, 2018 at 7:15 pm, in the Community Center of the Municipal Building. The Flag Salute was led by Mr. Crouse.

ROLL CALL, by Manager Scott, recorded Seven (7) Members of Council present as follows: Mr. Amendola, Mr. Crouse, Ms. Perry, Ms. Damits, Mr. Rosario and Mr. Levasseur. Ms. Glaser was in attendance via Skype. Also present Mayor Bloom and Manager Scott.

Mr. Levasseur announced an executive session was held prior to the meeting, no action was taken.

BILL LIST APPROVAL

MOTION: It was moved and seconded (*Perry/Rosario*) to approve the Bill List dated February 12, 2018 as presented.

MOTION #1 was moved and seconded by Unanimous Vote (7-0).

ACCEPTANCE/APPROVAL OF MINUTES:

MOTION: It was moved and seconded (*Rosario/Perry*) to approve the Minutes for the January 22, 2018 Meeting as presented.

MOTION #2 was moved and seconded by Unanimous Vote (7-0).

CITIZEN'S PRESENT TO ADDRESS COUNCIL/Agenda Items Only:

Mr. Levasseur noted there were No Citizens signed in to address Council regarding Agenda items.

Mr. Levasseur noted the first item on the Agenda was a Motion.

MOTION: It was moved and seconded (*Rosario/Damits*) to terminate Welch, Gold, Siegel & Fiffik, P.C. as Crafton Borough Solicitor and to appoint the law firm of Babst Calland Clements and Zomnir, P.C. to serve as the new Borough Solicitor effective immediately at the rates set forth in the engagement letter.

Mr. Amendola inquired if the removal of the solicitor and appointing a new solicitor could be done in the same motion. Mr. Levasseur responded it can be in the same motion.

Mr. Amendola noted at the Reorganization Meeting, this Council voted unanimously to retain the services of Welch, Gold, Siegel & Fiffik as the Solicitor for the year 2018. At the first regular meeting of 2018, Council reopened the budget as a means to review and discuss the Library Board. Instead, this Council increased the line item for solicitor's expenses to \$50,000. He noted in 2016 and 2017 WGSF were able to keep legal costs under \$35,000 per year for double the work they accomplished. He reminded Council the Borough demolished two (2) structures in 2017. The rate structure for the Borough was \$1,000 monthly retainer, including all telephone calls. He inquired if the proposal he had a copy of was accurate. BCCZ annual retainer of \$50,000 according to the "stale" proposal.

Mr. Crouse inquired if the proposal was "stale". Mr. Levasseur noted the proposal was from 2014, it was not stale and the \$50,000 annual retainer was an option presented.

Mr. Amendola noted he has not received a copy of the Letter of Engagement noted in the motion. He noted, nothing against BCCZ, he believes the way this Council went about bringing them into Crafton is what is wrong and a waste of taxpayers' money. He has concerns over how the firm was selected, including violations of the Sunshine Act and the Commonwealth Procurement Act.

Mr. Crouse apologized for his behavior at the last meeting, and for Council's behavior overall. In review of the last meeting, he felt as if he were watching an NFL film, instead of a Council Meeting. He reminded Council of the parliamentary procedures outlined in Roberts Rules, including every member of Council is equal and every member of Council has the right to be heard. If a member of Council has a minority view point on a particular matter, their opinion matters. It shall not however, interrupt the decision of the majority of Council.

Mr. Crouse noted regarding the committee process for the selection of solicitor, in the Borough Code committees are only mentioned once; in 1998 Crafton Borough adopted a Resolution eliminating the use of committees and made the Borough Manager the Chief Administrative Officer of the Borough. In 2015, Council made the decision to maintain the decision that committees were inefficient and established the first meeting of the month the discussion meeting to provide Council opportunity to discuss matters at hand. Mr. Levasseur was elected by majority vote, the President of Council and he has the right to assign committees as necessary. He noted, the Manager and the President of Council are the appropriate persons to meet with firms to discuss appointment of a solicitor.

Mr. Crouse then discussed the expected conduct of Members of Council in accordance with Roberts Rules. Differences in opinions are part of the democratic process, however, civil behavior is expected.

In conclusion, Mr. Crouse noted, an investment in Crafton now, assures a better Crafton in the future. He is in favor as a new solicitor that assists in moving this Community forward to our goals.

Ms. Perry wanted to clarify any confusion regarding the proposed rates of the new solicitor. The proposal included two options; \$500 monthly retainer for attendance at two meetings and \$135 per hour for a shareholder; the second option was an annual retainer of \$50,000.

Through the interview process, the Committee recommends the latter of the two, utilizing the hourly rates.

Mr. Korbelt, representative from BCCZ provided President of Council Levasseur with a copy of the Engagement Letter, noting the rates were the same as presented at the interview, \$500 monthly retainer and \$135/hour for shareholder. Mr. Levasseur read the Engagement Letter to Council to verify such.

Ms. Perry noted, Mr. Amendola stated Council increased the Budget, increasing the line item for solicitor to \$50,000 total, this will provide the Borough a more accurate view of fees and services. This will provide the solicitor to pursue legal action in accordance with the Comprehensive Plan.

Mr. Levasseur inquired if anyone else on Council wished to speak on the matter. Ms. Glaser noted she has concerns regarding phone calls and the \$135 hourly rate, noting they can add up rather quickly.

Mr. Levasseur agreed with Ms. Glaser, he also had concerns regarding phone calls. He reviewed the invoices for WGSF and found numerous phones were invoiced outside the retainer and we, as Council and the Manager must do our due diligence to keep a watchful eye on these invoices and our budget.

MOTION #3 was moved and seconded by Roll Call Vote (5-2).

SOLICITOR'S REPORT

Mr. Korbelt took his place at the Council table. He thanked Council for providing him the opportunity to serve as the Crafton Borough Solicitor. He noted he is here to work as a partner with Council to achieve their goals. He noted the Letter of Engagement is not a contract, however, it does bind him to the rates submitted for 2018. As with any Borough Solicitor, it is a professional service and he serves at the pleasure of Council.

MAYOR'S REPORT

Mayor Bloom noted in response to a matter presented at the last meeting, traffic conditions along Broadhead Road, between Crafton Boulevard and Crennell. The speed monitoring signs were installed by the Public Works Department and the period between January 22 and February 5, the average speed was found to be 15 mph, with the roadway posted at 20 mph. The maximum speed along the roadway was 29 mph. The Mayor noted, he spoke with the Police Chief and asked for a police car to be down at the location for a period of ten days in the early morning rush hour. During this ten day period, two citations were issued; 1 stop sign violation and 1 for one way street violation. The Police Department will continue to monitor the area. He noted, due to winter weather conditions, in a few weeks the speed monitoring devices will be placed in the location again to gather additional data.

BUSINESS AGENDA

ZONING AND PLANNING

Mr. Crouse announced there is a Blight Seminar on Wednesday, February 21 at Ingram Borough, beginning at 7:00 pm. There is no cost to attend this seminar.

Ms. Scott noted she received a phone call from Mr. Nucci the President of Council in Ingram inquiring if a joint meeting could be scheduled. He suggested Thursday, March 8, 2018 at 6:30 pm at Ingram. He noted, it was the night of their scheduled Agenda Meeting, therefore, it has been advertised. Ms. Scott noted since this meeting is after the Blight Seminar, perhaps new ideas in regards to the Comprehensive Plan could be discussed. Council agreed to the date and time of the meeting.

FINANCE

Ms. Damits made the following motion;

MOTION: It was moved and seconded (*Damits/Crouse*) to adopt the revised 2018 Budget as discussed and advertised in accordance with Section 13-11 of the Borough Code.

MOTION #4 was moved and seconded by Unanimous Vote (7-0).

LIBRARY

Ms. Perry made the following announcement, Letters of Interest in reference to consideration for appointment to the Library Board are due in the Managers office by February 22, 2018, and there are currently four (4) letters of interest received. She stated Council, in accordance with the by-laws, may make two appointments to the Board.

Mr. Crouse inquired who will be receiving and review the letters of interest. Mr. Levasseur recommended all of Council review the letters of interest, discuss and meet with each of the candidates.

PUBLIC WORKS

MOTION: It was moved and seconded (*Rosario/Perry*) to adopt Resolution NO. 2018-01 Johnston Street Sewer Repair Project to be included in the Small Water and Sewer Grant Application submitted by the Borough.

Mr. Levasseur inquired if the program was through Department of Community and Economic Development. Ms. Scott acknowledged that it was through DCED. Mayor Bloom clarified the project has not been completed, the Resolution is submitted with the grant application.

MOTION #5 was moved and seconded by Unanimous Vote (7-0).

MOTION: It was moved and seconded (*Perry/Rosario*) to authorize second and final pay request, for Joint O&M Repairs, Year 6, payable to SHACOG in the amount of \$29,405.01, as recommended by the Engineer and included in the 2018 budget.

MOTION #6 was moved and seconded by Unanimous Vote (7-0).

ADMINISTRATION

Mr. Levasseur noted the next item on the Agenda was a discussion of a letter prepared by the Manager to be sent to Service Line Utilities to terminate their contract. The letter has been reviewed by Mr. Korbel.

Ms. Scott noted, a draft of the spring mailing letter was received this afternoon, this will be included on the Agenda for the next meeting for approval. The Borough is required to send out a spring letter.

Mr. Korbel noted, even though a spring mailing is required and received their draft today, in accordance with the agreement entered into, the Borough would need to send out the notice of cancellation sooner rather than later. The contract states notification must be received with 90 days notification, if not received prior to the 90 days the contract automatically renews. Ms. Scott will send out the letter of cancellation notice tomorrow.

The next item on the Agenda was the discussion of the Swimming Pool Passes for 2018. Ms. Scott noted the recreation software utilized by the Borough Leisure Services in the past notified the office, they are no longer doing business. Therefore, moving forward, Council will need to decide how we wish to provide pool passes in the future.

Ms. Scott noted there are a few options to consider, none included in the budget; EZ Facility is recreation software, the cost would be approximately \$2,254 which includes a set-up fee of \$400 for year one, and \$1,854 for the second year. She noted this would require the purchase of a new printer at a cost of \$1,000. The current printer is old and needs to be updated and replaced.

The second option would be a "badge" systems, similar to current passes, however, no interface to the accounting system. The cost would be approximately \$1,100 including the replacement printer. This would require the Borough to maintain a spreadsheet of passes sold as a record.

The last option would be the purchase of a "plastic tag", similar to a vendor store card, you would be able to put on your key ring. Every pass would be provided a number, and the Borough would maintain a spreadsheet. The cost is approximately \$800 annually.

Ms. Perry inquired if in the past the Borough took advantage of the Recreational Software utilized in the past for other aspects at the Pool. Ms. Scott noted, they have not, however, it could be something that it utilized moving forward. She explained even though it is a cloud based system, the bulk of the system was utilized at the Municipal Building, as Administration Department issued all pool passes. It could be utilized to schedule private pool parties, swim lessons, scheduling, rental of the park facilities, etc.

Ms. Glaser noted, she appreciated the type of identification utilized for pool passes in the past, it eliminated passes being slipped under the fence to friends and provided more oversight by pool personnel.

After discussion, Mr. Levasseur suggested Ms. Perry, Ms. Glaser, Ms. Damits work with the manager get together and continue to discuss the options presented this evening and make a recommendation to Council.

DISCUSSION ITEMS

Mr. Amendola stated he had concerns over the building security and the over use of the master key. He noted, someone had mentioned that a few items were taken from the Historical Society room here in the building.

Mr. Crouse inquired how many master keys were floating around, was there any record of who has been issued a master key.

Ms. Scott stated, an organization or someone renting the Community Center must come to the Administration Offices prior to their usage date to pick up and sign out a key. It is a master key, and can't be copied at a hardware store, it may only be copied by a locksmith.

Continued discussion on the matter, Mayor Bloom noted the Key pad system is what the fire department utilizes, each firefighter has their own entrance number. The system would require changing of access codes frequently.

Mr. Levasseur suggested we look into a Tile or Key Pad System which would allow the opportunity to keep record of who and when a tile/key was borrowed or returned. He suggested Mr. Amendola, Mayor Bloom and Ms. Scott look into the matter and bring a recommendation back to Council for consideration.

ANNOUNCEMENTS

The following announcements were made;

- *Reminder – All sidewalks, stairs, driveways, and parking spaces are to be maintained free of hazardous conditions during the winter weather. .*
- *ALCOSAN – Act 537 Special Study – Upgrades of the Woods Run Wastewater Treatment Plant – Comments accepted through March 7, 2018 (Contact Jeanne Clark, Director of Communications) – Copy of Study on Table*
- *Jordan Tax Service – Collection of 2018 Refuse Fees Crafton Municipal Building – Wednesday, February 28 from 1 pm to 4 pm*
- *Grace Tabernacle Community Church – Belvidere Street - Sr. Pastor Tony Armstead Building Dedication – Saturday, April 28, 2018 pm – Invitation*
- *Shred Event – Saturday, April 14, 2018 – 9:00 am to Noon Swimming Pool Parking Lot Area – Details to follow Sponsored by Representative Deasy and Senator Wayne Fontana*
- *Allegheny Lead Safe Homes Program – Free home repairs for qualified residents Brochure on table or contact (412) 227-5700*

CITIZEN COMMENTS

Dan Barry, 250 Ewing Road, requesting Council consider the installation of temporary speed bumps installed on Ewing Road leading into the CIT baseball field entrance. The Borough paved Ewing Road last year, and he has concerns of speeding into the field entrance. Mr. Barry stated the speed monitoring devices that were installed last year, were mounted in areas that did not provide the most accurate picture. They need to be installed on the straight away areas.

Mayor Bloom noted in the 2017 Road Program the Borough engineer provided a cost estimate for the installation of temporary and permanent speed bumps. He will speak to the engineer about providing an update on the costs. He suggested a meeting with Mr. Barry, himself and the PW Director, to find the best location to install the monitoring devices, once baseball season begins. Once we gather all of the facts and documentations we can best determine what if anything needs to be done down on Ewing.

ADJOURNMENT

MOTION: It was moved and seconded (*Damits/Crouse*) to adjourn the meeting at 8:45 pm.

MOTION #7 was carried by a Unanimous Voice Vote (7-0).

Respectfully submitted,
Ann C. Scott, Borough Manager