

**COUNCIL MEETING
Minutes of October 13, 2014**

CALL TO ORDER

Ms. Amendola, President-Pro Tem, called to order the Agenda Meeting of Crafton Borough Council, in Council Chambers of the Community Center. Flag Salute led by Mr. O'Brien. ROLL CALL, by Mrs. Tremblay, recorded Five (5) members of Council present as follows: Mr. Amendola, Ms. Amendola, Mr. O'Brien, Mr. Phillips and Ms. Weitzel. (*Absent: Hayes*) Also present were Mayor Bloom, Manager Grass and Director Kaczorowski.

EXECUTIVE SESSION Ms. Amendola announced that an Executive Session of Council was held prior to the meeting to discuss a personnel matter; no action taken.

BILL LIST APPROVAL

MOTION: It was regularly moved and seconded (*N.Amendola/F.Amendola*) to approve the Bill List dated October 13, 2014.

MOTION carried by Unanimous Roll Call Vote (5-0), with exception noted by Mr. O'Brien (#400.11).

APPROVAL OF MINUTES

(9/22/14 – Not available)

CITIZEN'S PRESENT TO ADDRESS COUNCIL/Agenda Items only

None

DISCUSSION AND BUSINESS AGENDA

1. ADMINISTRATION

- a. District Court Lease – Reviewed changes for renewal; not much change from previous leases. Provides for a ten year lease with rental increases every three years, retro to January 1, 2014. Lease expired December 31, 2013, and has been continuing on a month-to-month basis at 2013 rental amount. Council action at the Oct. 27th Meeting.
- b. Borough Manager – Review search process and job description for advertisement and posting.
 - i. **MOTION:** It was regularly moved and seconded (*F. Amendola/Phillips*) to approve the proposed Borough Manager Search Process. **COMMENTS:** The Search Committee will consist of Interim Managers, President Hayes, Ms. Amendola and Mr. O'Brien. Qualification and advertisement to be approved at the next meeting on Oct. 27th. Application period, then first round and second round interviews will be scheduled; a timeline of December thru January, with a candidate and offer at the first meeting in February.

MOTION carried by Unanimous Voice Vote (5-0)

2. BUDGET / FINANCE

- a. Auditor – RFP provided for review; with a three-year engagement. Time sensitive; must appoint by the Nov. 24th meeting. Ms. Weitzel inquired on the status of Solicitor proposals; would need update from President Hayes (not present).

- i. **MOTION:** It was regularly moved and seconded (*Phillips/Weitzel*) to advertise an RFP for an Independent Auditor.

MOTION carried by Unanimous Voice Vote (5-0)

- b. Southwest Allegheny County Tax Collection Committee Delegate/Alternate – Prior Resolution was reviewed; noting the delegate appointment should be considered every year in Nov/Dec. It was suggested that the Borough Manager, by title, be the primary Delegate and the Vice President of Council, by title, be the alternate. Will be placed on the Oct.27th Agenda for consideration.
- c. Draft Summary Budget Overview – Proposed Budget distributed by Ms. Grass for the October 20th workshop meeting. Prior years trending and projected has been included and other helpful information. Proposing no tax increases, but will have to look at some charges for services. Also, Capital Projects will be reviewed at the October 20th workshop meeting; Gateway Engineers will be presenting at that time. Final Budget should be adopted at the December 8th Council meeting.

3. PARKS / RECREATION

- a. Recreation Board Appointments; Two Seats – Two seats expired on Sept. 30th and received letters from Ms. Breeden and Ms. Kozy for re-appointment, with action at the October 27th meeting.

4. PUBLIC WORKS

- a. SHACOG Joint O&M Preventive Maintenance Project-Year 3
 - i. **MOTION:** It was regularly moved and seconded (*Phillips/O’Brien*) to pay SHACOG the amount of \$1,681.99 for Payment No. 2 and final payment for work performed by Sewer Specialty Services Company, Inc., for the SHACOG Joint O&M Preventive Maintenance project, Year 3 – as reviewed and certified by Gateway Engineers.

MOTION carried by Unanimous Voice Vote (5-0).

- b. Gateway Authorization-Harris Street Remediation Project
 - i. **MOTION:** It was regularly moved and seconded (*Phillips/O’Brien*) to approve Gateway Engineer’s Authorization for services, regarding the Harris Street Remediation Project, for an amount not to exceed \$4,500.

MOTION carried by a Four Yes, One No (*Phillips*) Roll Call Vote (4-1).

5. PUBLIC SAFETY

- a. Presidential Appointment/ Representative Char-West #1 Emergency Services Task Force aka Steering Committee (F.D. Consolidation). It was confirmed that Councilman Fred Amendola was appointed by President Hayes to this committee.
- b. Mayor Bloom noted that the police are having problems with the new phone system and prefer that no music be played while on hold. Mrs. Tremblay stated that no one else is having any problems, and that the office can access the programming/settings to remove the music.

6. BLIGHT & ABANDONED PROPERTY COMMITTEE

- a. 13 Union Avenue Demolition Contract Award – Gateway recommendation letter provided; will be placed on the Oct. 27th meeting Agenda for action. Legal clearance for the other properties being considered for demolition are not completed yet. Appropriate public notice, etc. is provided prior to action. Actions pending on 96 Noble Avenue were noted.

7. COMPREHENSIVE PLANNING

- a. LGA Grant Application-Status letter was provided to Council/denied (letter read/noting preference for permanent borough management be in place). Additional grant opportunities will be available in 2015.
- b. Scope of Work and Consultant RFP – A revised Scope of Work needs to be prepared for Allegheny County, and will be provided to Council at the Oct. 27th meeting for approval. Ingram Borough Council will be reviewing the same scope of work for approval.

8. ORDINANCE

- a. Stop Signs and Parking Prohibited Ordinance (Steuben) – Ordinance has been prepared and will be placed on the Oct. 27th meeting Agenda for action.

Ms. Grass reported on the upcoming Bid Proposals, with a public Bid Opening for the Garbage Contract, and the other two, Solicitor and Auditor are professional services, and Council may desire interviews.

Ms. Amendola reminded everyone of the vacancy on Council and requested letters of interest be provided to the Borough by qualified residents; over 18 years of age and a borough resident for at least one year. Action planned for the October 27th Council meeting.

ADDITIONAL CITIZEN COMMENTS:

John Richnavsky, Noble Avenue Business Owner – Was please to know that actions are in place with regard to the condemned property at 96 Noble and removal of the junk vehicles (3). He also noted that there are high weeds and trees in the rear, and noted that it has become a hangout for kids. It was noted that even if the Borough demolishes the 96 Noble property, it is still owned by the current property owner, not the Borough, and will have a lien attached to it for all costs incurred by the Borough.

ADJOURNMENT

MOTION: It was regularly moved and seconded (*Weitzel/Phillips*) to adjourn the meeting.

MOTION carried by Unanimous Voice Vote (5-0).

Respectfully submitted,
Mary Tremblay, Borough Secretary