

**COUNCIL MEETING  
Minutes of August 26, 2013**

**CALL TO ORDER**

Vice President O’Connell called to order the Meeting of Crafton Borough Council at 7:15 pm, in Council Chambers of the Community Center. Flag Salute led by Ms. O’Connell. ROLL CALL, by Mrs. Tremblay, recorded five (5) members of Council present as follows: Mr. Hayes, Mr. Johnston, Ms. O’Connell, Mr. Phillips, and Dr. Stewart. (*Absent: Mr. O’Brien, Ms. Post, Mrs. Stacy, and Ms. Weitzel*) Also present were Mayor Bloom, Engineer Minsterman, Manager Callen, Director Beechey, Solicitor Ayoob and Jr. Council Ms. Meredith.

**APPROVAL OF BILL LIST**

**MOTION:** It was regularly moved and seconded (*Johnston/Hayes*) to approve the August 26, 2013 List of Bills.

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

**APPROVAL OF MINUTES**

8/12/13 - Not Available

**CITIZEN’S PRESENT TO ADDRESS COUNCIL**

Sue Greiner, 91 N. Emily and Mary Flemming, 1725 Barr Avenue, others – Comments regarding Capt. Tolkacevic; Spoke of his possible retirement plans, the community’s appreciation of his many years of service on the Crafton Police Dept., his involvement in the Crime Watch Program and DARE Program.

**RECEIPT OF WRITTEN REPORTS (July 2013):**

Treasurer’s Report (June & July), Financial Report, Act 511 and Trash Collection Reports, Property Tax Collection Report, Police Report, ~~Ordinance Officer’s Report, REMS Report, CVFD Reports,~~ and Engineer’s Report. MOTION (*Johnston/Post*) carried by Unanimous Roll Call Vote (6-0).

**ENGINEER’S REPORT**

Engineer Minsterman noted that a pre-construction meeting is scheduled for 8/27/2013 for the Noble Avenue Paving Contract. This work will be scheduled once the water company has completed their water main replacement on Noble Avenue.

Mr. Johnston inquired on the status of Verizon repairing the crack on West Crafton Avenue. Manager Callen said he has been in touch with Verizon and some issues to be resolved.

**MANAGER’S REPORT**

Manager Callen – Referred to written report (copy attached).

**SOLICITOR’S REPORT**

None

**COMMITTEE REPORTS**

- Administration – Ms. O’Connell reported that Laserfiche representative will be at the next Council meeting, on Sept. 9, 2013, to review this service and answer any questions.

**BUSINESS AGENDA**

**ADMINISTRATION**

**MOTION:** It was regularly moved and seconded (*Hayes/Stewart*) to enter into a no cost Agreement with Turnkey to beta test software using Crafton Borough tax collection receipts and to measure proper collections and identify delinquencies for tax collector follow up. **COMMENTS:** Mr. Phillips inquired on the cost for this service and why Crafton chosen for this beta test. Mark Shuster (Turnkey representative) was present and stated that, being a lifelong resident he had chosen Crafton for this test program; and there is no cost to the Borough, and after the initial 6 month’s of service, he will continue to provide this service at no cost to the Borough. Ms. O’Connell stated that after the initial six months, if the service is desired to continue, any costs could be reviewed and considered at that time. Mayor Bloom inquired as to where the collection information is obtained from. It was noted that this information will come directly from the tax collectors, via electronic feed.

MOTION carried by Unanimous Roll Call Vote (5-0).

**PUBLIC SAFETY**

~~**MOTION:** Motion to begin the process to hire a Police Officer to replace a resigning police officer. Motion withdrawn, restated (below).~~

**MOTION:** It was regularly moved and seconded (*Johnston/Phillips*) to instruct the Civil Service Commission to certify an Eligibility List and authorize the Crafton Police Dept. to assist with said certification. **COMMENTS:** Ms. O’Connell explained the process of the request to certify the list, per the Civil Service Commission Rules and Regulations. Crafton Police would be requested to conduct the background checks and then the Civil Service Commission would have to certify a list of three candidates for Council to consider. She further added, in her opinion, that this would be a good opportunity for Council to assess the need to replace a police officer and maintain the department at its current level. Mr. Phillips noted that money is in the budget for this officer and the Borough shouldn’t short staff public safety. In response to Mr. Hayes, Ms. O’Connell stated that currently there is an eligibility list of candidates who passed the written and oral examinations, and candidates are listed in order of test scores; and the list is good for one year; or extended one additional year at the request of the Commission. Some of the candidates may already have new jobs and no longer interested in being hired by Crafton. Mayor Bloom noted that he spoke to Chief Sumpter, once he learned of the resignation of Officer Allenbaugh. He requested that the Chief prepare a list of various factors to be considered by Council (referencing the need to continue servicing Thornburg Borough, avoiding excess overtime due to manpower shortages for vacations, illness, court time, etc., other programs such as the DARE Program, school patrols, special training details, etc. will go away). May additionally lose another officer, for retirement and/or lengthy medical leave; not to mention a female officer that may be looking to starting a family soon. Ms. O’Connell noted that there was a Peer-to-Peer review performed back in the early 2000’s, which indicated the Borough was overstaffed with nine officers; some of these factors should be looked at by Council to make a business-like and informed decision.

MOTION carried by Unanimous Roll Call Vote (5-0).

**PUBLIC WORKS**

**MOTION:** It was regularly moved and seconded (*Hayes/Stewart*) to authorize the Borough Manager to advertise and compile a list for part-time public works personnel to assist during times of storm events, snow removal, leaf pick-up, and vacation coverage, at the current rate of pay of \$10.00 per hour.

MOTION carried by Unanimous Roll Call Vote (5-0).

**MOTION:** It was regularly moved and seconded (*Johnston/Hayes*) to approve Payment #1 to SHACOG in the amount of \$24,262.96 for work completed by Insight Pipe Contracting from July 1, 2013 to July 31, 2013 for the Joint Pipe Lining Project-Year 7 and as reviewed and certified by Gateway Engineers.

MOTION carried by Unanimous Roll Call Vote (5-0).

**MOTION:** It was regularly moved and seconded (*Hayes/Stewart*) to approve Payment #3 to SHACOG in the amount of \$57,684.82 for work completed by Roto Rooter from June 18, 2013 through August 12, 2013 for the Joint Sanitary Sewer O & M point Repair Project-Year 2 and as reviewed and certified by Gateway Engineers.

MOTION carried by Unanimous Roll Call Vote (5-0).

**MOTION:** It was regularly moved and seconded (*Stewart/Hayes*) to recommend that CharWest COG award a contract to A.W. McNabb, the lowest bidder, in the amount of \$6,700 for the demolition of the structure located at 1513 Barr Avenue.

MOTION carried by Unanimous Roll Call Vote (5-0).

**PARKS/RECREATION**

**MOTION:** It was regularly moved and seconded (*Stewart/Johnston*) to appoint Susan Mucha to the Crafton Shade Tree Commission for the unexpired term of Betsy Martin, which shall expire on March 31, 2014. **COMMENT:** Experience - She has been involved in the Crafton Tree Vitalize program.

MOTION carried by Unanimous Roll Call Vote (5-0).

**MOTION:** It was regularly moved and seconded (*Hayes/Stewart*) to establish a Capital Reserve Account with PLGIT for deposit of funds received for Recreational/Pool and Park capital projects. **COMMENT:** Ms. Beechey indicated this would be a holding place for the funds raised.

MOTION carried by Unanimous Roll Call Vote (5-0).

**MOTION:** It was regularly moved and seconded (*Stewart/Hayes*) to allow pets in Crafton Park and Pool area for a fundraising event to be held on Sunday, September 15, 2013, from 1:30pm to 4:00pm, at a cost of \$10. per dog and \$1. per spectator, with proceeds benefiting pool renovation projects. **COMMENTS:** Mr. Phillips questioned this type of activity. It was noted that this is becoming a

popular event and is provided by many of the local pools at the end of the season. Rules, guidelines, disclaimer, etc. are being prepared; mirroring Dormonts' policies.

MOTION carried by Unanimous Roll Call Vote (5-0).

~~**MOTION:** — Motion to approve a tailgate party fundraiser on Sunday, November 3, 2013, at a fee per person to be determined based on costs, to be held in, either, the parking lot at the rear of the borough building with CVFD approval or in Crafton Park; and permission to provide both food and beer (alcohol) — proceeds to benefit pool renovation projects. — Motion withdrawn; restated as two separate motions (below).~~

**COMMENT:** Solicitor recommended that the alcohol use section be reviewed and approved with the Borough's insurance carrier, and suggested two separate motions so as not to hold up the arrangements and plans for this event.

**MOTION:** It was regularly moved and seconded (*Hayes/Stewart*) to approve a tailgate party fundraiser on Sunday, November 3, 2013, at a fee per person to be determined based on costs, to be held in, either, the parking lot at the rear of the borough building with CVFD approval or in Crafton Park; with proceeds to benefit pool renovation projects. **COMMENT:** Mr. Johnston also requested that the CVFD property/location be reviewed with the Insurance carrier, as to being held at a location that is not actually owned by the Borough. Ms. Beechey noted that the CVFD could be added as an additional insured for this event.

MOTION carried by Unanimous Roll Call Vote (5-0).

**MOTION:** It was regularly moved and seconded (*Hayes/Stewart*) to approve alcohol be provided at the tailgate party fundraiser on Sunday, November 3, 2013, as long as it is approved as covered by the Borough's Insurance Carrier.

MOTION carried by Unanimous Roll Call Vote (5-0).

**ADDITIONAL CITIZEN COMMENTS**

None

**ADJOURNMENT**

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

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

Respectfully submitted,  
Mary Tremblay, Borough Secretary

# Manager's Report-August 26, 2013

**Clearview Phase 2:** Project completed Friday, August 23, 2013

**Noble Ave. Improvements:** PAWC is currently replacing its waterline on Noble, from Cross to East Steuben. It is expected that this PAWC work will continue through this Wednesday/Thursday. We have a Pre-Construction conference with TA Robinson, the contractor selected to reconstruct Noble Avenue tomorrow, 8/27; detour signage will be discussed and a decision made. Work should begin within the following 2 weeks. Area residents will be notified in advance when the road work will occur.

**Demolition 1513 Barr Avenue.**

- **1513 Barr Ave.** Action item for this evening's meeting; \$\$ have been released to allow this project to commence.

**Demolition of 227 W. Steuben and 1656 Crafton Blvd.**

- Demolition Bid Opening for **227 W. Steuben** will commence once we have the required insurance and bonds submitted by Continental Construction. Company is completing work in another community at present.

**Salt Shed Project.**

- Bid opening scheduled for 9/3; and Council award 9/9.

**Catch Basin Inlet Reconstruction**

- This project advertised 8/14 and 8/21 with a 9/3 bid opening for 9/9 council action to award.

**Tablet & Server Training**

- Council training scheduled for Wednesday, September 4 at 6pm. Bring your tablets.
- CMIT may be emailing Council members re: Tablet set up if you are having difficulty before 9/4.

**Contract Review/Negotiate/Refine:**

- Following contracts/documents are due to expire and/or undergoing review for re-negotiation/bidding or refined:
  - Refuse Hauling
  - Comcast Cable Franchise (expires in 2014)
  - District Magistrate Space Lease
  - Public Works Labor Agreement (expires 4/14/14)
  - Final Draft of Police Labor Agreement
  - Janitorial Services
  - Employee Handbook & Policies

(over)

**2014 Budget Meetings** should occur no later than early October; following is a 'suggested' budget formulation timeline:

- Department 'wish lists' due to Manager by Sept. 25
- Preliminary Budget by Manager to Council by October 3
- Council Budget Meetings: Oct. 7, 21; Nov. 4, 18; Dec. 2; other meetings, if needed: Nov. 6 & Dec. 4
- Projected Budget adoption December 9 Council meeting; fall back adoption meetings Dec. 23 a/o 30, if needed.

**Out of Office Scheduled Meetings/Initiatives:**

August 29: 10am – 11am: PAWC Street Opening Permits -Bethel

September 4: 6:00am – 10:00am Scheduled Breakfast mtg.

September 6: Vacation Day

September 9: 1:30pm – 3:00pm—Workers Comp Hearing-Pittsburgh