

**COUNCIL MEETING  
Minutes of January 27, 2014**

**CALL TO ORDER**

President Post called to order the Agenda Meeting of Crafton Borough Council, in Council Chambers of the Community Center. Flag Salute led by Ms. Amendola. ROLL CALL, by Mrs. Tremblay, recorded six (6) members of Council present as follows: Mr. Amendola, Ms. Amendola, Mr. Phillips, Ms. Post, Ms. Weitzel, and Mr. Hayes (*Absent: Mr. O'Brien*). Also present were Mayor Bloom, Manager Callen, Engineer Minsterman and Solicitor Daley (*Absent: Director Beechey*).

**BILL LIST APPROVAL**

**MOTION:** It was regularly moved and seconded (*Post/Weitzel*) to approve the Bill List dated January 27, 2014.

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

**APPROVAL OF MINUTES**

**January 6, 2014 Reorganization:** Ms. Weitzel requested additional time to review revisions; Motion tabled until next meeting.

**EXECUTIVE SESSION:** President Hayes reported that an Executive Session of Council was held on January 6, 2014, following the reorganization meeting of Council, to discuss litigation matters; no action taken.

**CITIZEN'S PRESENT TO ADDRESS COUNCIL**

None

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

~~Treasurer's Report~~, Financial Report, Act 511 and Trash Collection Reports, Property Tax Collection Report, Police Report, Ordinance Officer's Report, REMS Report, CVFD-2013 Annual Report, and Engineer's Report. **COMMENTS:** Ms. Post reported that one of the Jordan Reports was not legible on the Cubby. Ms. Amendola noted that she had to make adjustments to read/view the entire report. MOTION moved and seconded (*Post/Weitzel*) carried by Unanimous Roll Call Vote (6-0).

**ENGINEER'S REPORT**

Engineer Minsterman reported that all 2013 projects are wrapping up. They are ready to commence the Consent Order items and the Clearview Phase III project. Mr. Phillips inquired on the 2014 Paving Program. Manager Callen noted that it is part of his report. Engineer Minsterman noted that it is always beneficial to bid this out early in the year. He reminded Council that the cancelled get-together is rescheduled to follow the second meeting in February (4<sup>th</sup> Monday).

**MANAGER'S REPORT**

Manager Callen – Referred to written report (*copy attached*). Road Improvements were discussed; budget numbers provided; approx. \$340,000 in Road Budget. Also, anticipating \$54,000. Water Company reimbursement for 2013 Noble Avenue paving, and it was noted that additionally, there was a fund balance carryover in the account from 2013. It was requested that Manager Callen provide the most recent road ranking for Council to review along with the cost estimates provided in 2013. EIT and TurnKey report – It was requested that new Council be provided with information on TurnKey. It was noted that Animal Control services may be available through the SHCAC/Mt.

Lebanon Police. Mayor Bloom reported that during this frigid period, several complaints were received and investigated by Crafton Police and Humane Society, and found no violations; the dogs, although kept outside, were fine and provided warm bedding and protection, and accustomed to the outside. As for the reported incident on Ewing Road, he believes it was not a resident of Crafton and that the dog was dropped off on Ewing from outside the area.

### **PRESIDENT'S REPORT**

- Appointment of Committee Chairs (Council/Other) – President Hayes appointed the Committee Chairs, as follows:
  - Public Works – J. Hayes
  - Public Safety – F. Amendola
  - Ordinance – D. O'Brien
  - Parks/Recreation – T. Post
  - Administration – N. Amendola
  - Finance – T. Phillips
  - Comprehensive Planning – A. Weitzel

Some preliminary goals have been suggested, and he will provide that information to Council via e-mail, but Committee Chairs are requested to set their own goals for their committees; possibly by the second or third meeting (by March 10<sup>th</sup>). Ms. Weitzel inquired on a budget for working on the Comprehensive Plan. President Hayes noted that although there is no budgeted amount for this, funds can possibly be reallocated in the Budget to provide necessary funds. It was also noted that the current Comprehensive Plan was prepared in 1991 and was based on a multi-municipal plan with Thornburg and Rosslyn Farms.

President Hayes additionally appointed the following:

- CharWest COG – T. Post, Delegate and N. Amendola, Alternate
- CONNECT – N. Amendola, T. Post, T. Phillips
- Pension Board – A. Weitzel, T. Phillips
- Blight/Property – tba later

### **BUSINESS AGENDA:**

#### **ZONING/BUILDING**

**MOTION:** It was regularly moved and seconded (*Post/F. Amendola*) to appoint James Schriver as a Regular member of the Crafton Borough Zoning Hearing Board for a 3 year term, to expire December 31, 2016.

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

**MOTION:** It was regularly moved and seconded (*F. Amendola/Phillips*) to re-appoint Mark Viola to the Crafton Borough Building Appeals Board for a 3 year term, to expire December 31, 2016.

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

#### **FINANCE**

**MOTION:** It was regularly moved and seconded (*F. Amendola/Phillips*) to reallocate and increase Budget #399.00 Sinking Fund \$10,200, offsetting Expense line item #400.11-Council Salary \$8,400 and #401.11-Mayor Salary \$1,800. **COMMENTS:** Mr. Phillips questioned the language “reallocate”; increasing the sinking fund carry-over is not a reallocation. President Hayes noted that the necessary language is in the motion to increase the sinking fund in order to place funds in the budget for the Mayor/Council salaries.

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

**PUBLIC WORKS**

**MOTION:** It was regularly moved and seconded (*Phillips/Post*) to pay SHACOG the amount of \$72,076.83 for Payment No. 3 representing Final Payment for work completed between October 1, 2013 to October 31, 2013 by Insight Piping for Sewer Lining Repair Project-Year 7 contract, as reviewed and certified by Gateway Engineers.

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

**MOTION:** It was regularly moved and seconded (*N. Amendola/Post*) to authorize Gateway Engineers to prepare plans, conduct construction administration and Inspection Services for the Clearview Avenue Drainage Improvements Project—Phase 3.

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

**MOTION:** It was regularly moved and seconded (*Weitzel/Post*) to adopt Resolution 2014-01, authorizing the Borough Manager to submit a grant application to the Redevelopment Authority of Allegheny County for \$250,000 in Community Infrastructure & Tourism Funds for the Clearview Avenue Drainage Improvements future construction phases.

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

**RECREATION**

**MOTION:** It was regularly moved and seconded (*Post/Weitzel*) to authorize the extension of contract between Crafton Borough and Environmental Planning & Design to complete Crafton Parks Plan Master Site Plans as required by the PA. Department of Conservation and Natural Resources (PaDCNR) at a cost not to exceed \$3,638.

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

**ADJOURNMENT**

**MOTION:** It was regularly moved and seconded (*Post/N. Amendola*) to adjourn the meeting.

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

Respectfully submitted,  
Mary Tremblay, Borough Secretary

## Manager's Report-January 27, 2014

**Emerson Ave. Manhole Install:** Access to 32 Emerson, rear yard authorized, to comply with COA by 100%; Roto Rooter given ok to install. Property owner notified and Crafton Borough legally cleared to excavate, install & restore.

**Road Salt Shed & Road Salt Supply:** Road Salt Shed Completed. So far 783 tons have been ordered and used/being used through January 27. Low bid was \$57.52/ton delivered by Cargill; we are greater than 125% of our estimated quantity for 2013-2014 and now at \$63.27/ton delivered. When we reach 840 ton (140% of original estimate of 600 tons), the cost/ton delivered will be \$81.62 (40% over the low bid price of \$57.52). **Bottomline:** 2014 Road Salt budget: \$45,000. So far (1/27/14) we have spent \$45,260 with perhaps 2-2 ½ winter months ahead.

**Telecommunications Service:** Five (5) consultants reviewed telephone system and to recommend alternatives/costs for 1<sup>st</sup> quarter 2014 decision. Review continues with recommendation to Council on 2/10/14 for discussion..

**2014 Cleaning Service:** Five (5) firms submitted proposals for 2014 facility cleaning services. Will recommend at 2/10/14 mtg. and discussion

**2014 Social Media Service:** Crafton Borough needs to communicate better with younger & tech savvy citizens and those inclined to receive alerts/updates/info via Twitter/Social Media; will present proposal for discussion 2/10/2014. Four (4) proposals received and being reviewed.

**Vacant/Blight Property Committee:** In process of identifying qualified persons to serve on this Committee. Of the 5-person Committee, 1 person needs to be a Councilperson.

**2014 Infrastructure Projects:** Prelim. discussions re: Road Improvements and **Phase 3 Clearview** construction. Need to spec/receive bids early 2014. Clearview Phase 3 positioned for receiving bids in early March with a May 2014 start. Council needs to decide on the 2014 Road construction project(s): **Noble (from Crafton Blvd. to Bradford), Woodlawn (entire length), Crafton Blvd. (from W. Steuben to Broadhead).** Need to cut this rug in February to begin spec prep and bidding process.

**EIT & Mercantile Tax Analysis:** There is concern that Crafton is missing out on EIT and Mercantile Tax collections. Meeting with TurnKey on 1/30/14 to review models to capture lost (non-collected) revenue.

**Animal Control Service:** Crafton has been w/o this service since the demise of Triangle Pet. We're working with SHCAC/Mt. Lebanon Police for Crafton Service. Proposal/application is being submitted. I meet w/Mt. Lebanon Manager 1/28 and will discuss Crafton's Interest: \$1,500/year + % of costs based on annual volume. Crafton, in 2013, of 115 animal complaints, actually would have needed 15 separate call out/pick up service. (over)

**Contract Review/Negotiate/Refine:**

- Following contracts/documents are due to expire and/or undergoing review for re-negotiation/bidding or refined:
  - Comcast Cable Franchise: Execute 10-year Agreement w/4% franchise fee in 2014. Agreement being reviewed by Solicitor.
  - District Magistrate Space Lease—contact with County Court & Magistrate Joyce completed—awaiting response from courts as to another 6-year lease terms/conditions.
  - Public Works Labor Agreement (expires 4/14/14); requested meeting w/#249 several times.
  - Employee Handbook & Policies—updating as time permits, should be completed for early 2014 Council review.

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

Jan. 28: 11:30am – 1:30pm SH Municipal Managers Luncheon-Bethel  
Jan. 29: 12:30pm – 2:30pm Attorney Dempsey Office-Pgh.: Crafton files.  
Jan. 30: 10:00am – 3:00pm CONNECT Strategic Plan-Greentree  
Feb. 04: 10:00am Noon SPC-Pgh.-Transportation Funding seminar