

**COUNCIL MEETING
Minutes of October 14, 2013**

CALL TO ORDER

President Weitzel called to order the Agenda Meeting of Crafton Borough Council, in Council Chambers of the Community Center. Flag Salute led by Mr. Phillips. ROLL CALL, by Mrs. Tremblay, recorded eight (8) members of Council present as follows: Mr. Hayes, Mr. Johnston, Mr. O'Brien, Ms. O'Connell, Mr. Phillips, Mrs. Post, Dr. Stewart and Ms. Weitzel; (*Absent: Stacy*) Also present were Mayor Bloom, Manager Callen, Director Beechey, and Solicitor Daley.

EXECUTIVE SESSION

President Weitzel reported that an Executive Session of Council was held October 8, 2013 to discuss personnel matters; no action was taken.

APPROVAL OF BILL LIST

MOTION: It was regularly moved and seconded (*Hayes/Post*), to approve the October 14, 2013 List of Bills.

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

APPROVAL OF MINUTES

MOTION: It was regularly moved and seconded (*Johnston/Post*), to approve the September 23, 2013 Meeting Minutes.

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

MOTION: It was regularly moved and seconded (*Johnston/Phillips*), to approve the revised September 9, 2013 Meeting Minutes. **COMMENTS:** The revision to the Minutes regarding appointments to various committees/commissions was reviewed; discussion followed and questions regarding Minutes preparation/requirements. Solicitor Daley referred Council to the Sunshine Act-Open Meetings/Open Records. He stated that the Minutes must include: The date, time, and place of the meeting, the names of members present, the substance of all official actions and a record of roll call votes, and the names of all citizens who appeared officially at the meeting and the subject of their testimony. It was noted that enough detail should be included, if necessary, to provide reasons for Council's action (*withdraw, table, etc*).

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

CITIZENS PRESENT TO ADDRESS COUNCIL

Matt Hilarzewski, 266 Noble Avenue , Karen Falbo, 257 Noble Avenue – Both residents expressed concerns over the upcoming closure of Noble Avenue; referring to the borough notice they received. They requested that the borough consider doing the road replacement in sections or ramp their driveways so they are useable during the three week road closure. Some of the affected residents on Noble are elderly or have medical conditions, and this situation would be extremely inconvenient for

them. Manager Callen reported that the contract price is for total removal of all of the brick and sub-bases; and could result in an 18" drop from curb level, which is the reason why no cars or ramps can be considered. Council and Manager Callen will review this situation, and will notify the residents of any changes. Manager Callen did also state that the job may be completed in two weeks; less than the three week estimate.

Tom Stacy, 302 Maxwell Street – Mr. Stacy stated that he wants to place a shed on a vacant lot he owns across the street from his home, on Duncan Avenue. He noted that the Building Inspector told him he would have to come before Council with this request. Manager Callen was not sure why he was told that by the Inspector, but he would look into it.

SOLICITOR'S REPORT

None

PRESIDENT'S REPORT

President Weitzel reported that she will be helping the Local Government Academy training being held on November 23rd; a Motion is on the Agenda authorizing payment of the fees for newly Elected Officials Training Course – teaches about Budget process, ordinances, public works, etc.

MANAGER'S REPORT

Manager Callen referred Council to his written report (*copy attached*). Mr. Johnston inquired on the paving of the Steuben Street intersection by the PAWC contractor – Manager Callen said he may schedule that for Spring 2014, but may complete the handicapped sidewalk ramps in conjunction with our paving work. Manager Callen confirmed that the issues raised by Mr. Arbuckle have been taken care of. Mr. Hayes noted that he has not received any Council comments or input with regard to the Public Works contract; he will send his comments to each member and request comments by the Friday before the Budget meeting on Monday, Oct. 21st.

COMMITTEE REPORTS

- **Administration – Committee/Commission Appointment Policy.** Ms. O'Connell reported that a policy was discussed at the Admin. Committee meeting on Oct. 2nd and a draft policy was placed in the Council Cubby folder for Council to review (*on Agenda for approval*). The Laser Fiche was also discussed; our current IT support also has a document management system; they will be providing a presentation at the Dept. leaders meeting on Oct. 28th at 10:00am. She also reported that the Civil Service Commission met on Saturday, and certified the Eligibility list, as well as making some minor changes to the Rules and Regulations in accordance with the changes in the Borough Code (*appointment of alternate members*), which are being reviewed by their Solicitor. She thanked Chief Sumpter for his assistance on the background checks and information provided to the Commission.
- **Public Safety – Police Staffing and Process.** Mr. Phillips noted that the Police Dept. is currently understaffed, and in need of hiring at least one, if not two, new police officers as soon as possible. He requested a Motion be drafted by the Solicitor. Discussion followed regarding the hiring process, testing/scoring, eligible candidates, offer of employment, etc. Ms. O'Connell noted that she had requested the Public Safety Committee to provide information to Council on Crime Rates, Statistics, Staffing needs, so Council can make an informed decision. He added that one officer recently resigned and another may be on an extended medical leave. He

expressed concerns that Crafton is surrounded on three sides by the City of Pittsburgh crime element, and the type of crime has been changing over the years. He referred to the Peer-to-Peer report (2000), and at that time, former Chief Rost and Mayor Stewart had requested Council to provide a 10-man department. Mayor Bloom noted that information was provided, in an e-mail to Council, but he would provide additional, statistical information. Additional discussion continued. Mr. Hayes agreed that he, as well as all of Council, need to make a fiscally responsible and informed decision, and would like to review as much information as can be provided. It was noted that the candidate information will be made available for Council to review, and can be discussed in Executive Session, if desired.

Mr. Phillips also reported that the new police car is in; it is getting detailed and ready for delivery.

BUSINESS AGENDA

ADMINISTRATION

MOTION: It was regularly moved and seconded (*O'Connell/Post*) to approve a Selection Policy for appointments to Crafton Borough Boards, Commissions, Committees, as reviewed and recommended by the Administrative Committee.

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

MOTION: It was regularly moved and seconded (*O'Connell/Post*) to appoint Rachael Richter to the Crafton Borough Planning Commission for the unexpired term which shall expire on April 13, 2017.

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

MOTION: It was regularly moved and seconded (*O'Connell/O'Brien*) to appoint Phillip Lavasseur to the Crafton Borough Planning Commission for the unexpired term which shall expire on April 13, 2017.

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

MOTION: It was regularly moved and seconded (*O'Connell/Post*) to appoint Marissa Mendoza-Burcham to the Crafton Borough Recreation Board for the unexpired term which shall expire on September 30, 2016.

MOTION carried by Seven Yes, One Abstention (*O'Brien*) Roll Call Vote (7-0-1). (*Mr. O'Brien recommended her for appointment.*)

MOTION: It was regularly moved and seconded (*O'Connell/Post*) to reappoint Anjanette Brown to the Crafton Borough Park & Shade Tree Commission for the unexpired term which shall end on March 31, 2018.

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

MOTION: It was regularly moved and seconded (*Hayes/Post*) for Crafton Borough to register and

pay \$225 fee for newly elected council members to the Local Government Academy for Newly Elected Officials. COMMENTS: It was noted that this fee is being paid by the Borough, expecting that those registered successfully complete the course, and with the understanding that they would have to return the fee if they fail to complete the course. The Manager will provide a letter of understanding to anyone registering for the course.

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

MOTION: It was regularly moved and seconded (*Post/O'Connell*) to exercise Crafton Borough's right to extend Garbage Contract with Waste Management for the 5th year and at 2013 prices for the period January 1, 2014 through December 31, 2014. COMMENTS: Mr. Hayes inquired on the reasoning for returning all Bids received, unopened. Manager Callen reported that prior to receipt of the Bids, the current hauler offered to renew the 2014 option at no increase over the 2013 rates.

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

PUBLIC WORKS

MOTION: It was regularly moved and seconded (*Hayes/O'Connell*) to pay Continental Construction and Demolition \$11,000 for the demolition of the structure on 227 West Steuben Street, and as certified as completed by Gateway Engineers.

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

MOTION: It was regularly moved and seconded (*Hayes/Stewart*) to recommend to SHACOG that it award a contract for Joint Municipal O& M Year 3 Preventative Maintenance to Sewer Specialty Services Company at the bid price of \$119,525 with \$19,525 of that sum as Crafton Borough's share of the cost.

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

PUBLIC SAFETY

MOTION: It was regularly moved and seconded (*O'Connell/Post*) to accept the certified eligibility list of police candidates as submitted by the Crafton Borough Civil Service Commission.

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

MOTION: It was regularly moved and seconded (*Johnston/Phillips*) to authorize the hiring of one police officer from the certified eligibility list provided by the Civil Service Commission.

MOTION carried by a Six Yes, Two No (*Hayes/O'Connell*) Roll Call Vote (6-2).

ADJOURNMENT

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

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

Respectfully submitted,
Mary Tremblay, Borough Secretary

Manager's Report-October 14, 2013

Noble Ave. Improvements: Road reconstruction will commence on Monday, October 21. TA Robinson will install detour signage same day when equipment mobilization will commence. Two days will be dedicated to remove existing road surface. Resident parking will be restricted with alternate parking arranged with First Baptist Church parking lot. Waste Management will place dumpsters at each end of Noble for resident disposal. Expected construction should be no more than 3 weeks, weather permitting.

Demolition 1513 Barr Avenue.

- **1513 Barr Ave.** Pre Con mtg. with Demolition contractor, AW McNabb 10/15 at 2:30pm on site.

Demolition of 227 W. Steuben

- Completed; lien to be filed in addition to Crafton Borough reimbursed for costs incurred for balance of Fire Escrow Funds (@11k+)

Salt Shed Project.

- Site work begun via Plavchak Construction; should be completed by mid-November. If Road Salt needed prior to completion, such will be stored in existing Shed.

Catch Basin Inlet Reconstruction

- Pre Construction conference held 9/26; expected construction to begin 10/16. Special pre-cast concrete basins needed special order.

Shade Tree Commission

- TreeVitalize has set 11/13/13 for tree planting and a # of volunteers/groups have come forward to assist. Arbor Day ceremony will be conducted same date after tree planting.

Contract Review/Negotiate/Refine:

- Following contracts/documents are due to expire and/or undergoing review for re-negotiation/bidding or refined:
 - Comcast Cable Franchise (expires in 2014); **meeting 10/30/13**
 - 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) ? **10/21/13**
 - Janitorial Services—reviewing previous specs/conditions, etc.
 - Employee Handbook & Policies—updating as time permits.

(over)

2014 Budget Meetings continue as follows and as advertised on 10/9/13:

- Council Budget Meetings: Oct. 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/Off Site Scheduled Meetings/Initiatives:

October 17, 8:30am – 11:00am Managers/Secretaries Mtg. & LGA

October 23, 8:00am – 11:00am ALCOSAN Governance, Oakland.

October 24, 10:00am – Noon CONNECT Ex. Com.