

**COUNCIL MEETING  
Minutes of March 24, 2014**

**CALL TO ORDER**

President Hayes called to order the Regular Meeting of Crafton Borough Council, in Council Chambers of the Community Center. Flag Salute led by Mr. Phillips. ROLL CALL, by Mrs. Tremblay, recorded seven (7) members of Council present as follows: Mr. Amendola, Ms. Amendola, Mr. O'Brien, Mr. Phillips, Ms. Post, Ms. Weitzel and Mr. Hayes. Also present were Mayor Bloom, Engineer Minsterman and Solicitor Ayoob, and Jr. Council, Ms. Meredith. (*Absent: Manager Callen, Director Beechey*)

**EXECUTIVE SESSION:** President Hayes reported that an Executive Session of Council was held prior to the meeting to discuss personnel matters and labor Agreement; no action taken. He also reported that an Executive Session was held on March 10, 2014, prior to the Agenda Meeting of Council to discuss litigation and personnel matters; no action taken.

**BILL LIST APPROVAL**

**MOTION:** It was regularly moved and seconded (*Post/O'Brien*) to approve the Bill List dated March 24, 2014.

MOTION carried by Unanimous Roll Call Vote.

**APPROVAL OF MINUTES**

**MOTION:** It was regularly moved and seconded (*Post/O'Brien*) to approve the March 10, 2014 Meeting Minutes.

MOTION carried by Unanimous Roll Call Vote.

**CITIZEN'S PRESENT TO ADDRESS COUNCIL**

Nancy Koerbel, Frank Lehner 613 Clearview Avenue – Requested that plans for Clearview street reconstruction include the preservation of the historic trees at 401 Clearview.

Mary Luxbacher, 71 Dinsmore Avenue – On behalf of the Shade Tree Commission, also recommended preservation of the Clearview Trees.

Phillips Lavasseur, 401 Clearview Avenue – Requested continued dialogue regarding the plans for the trees on Clearview; that several options and solutions have been discussed. He also noted that he has a copy of the DEP Grant, and noted that the Grant deadline does allow for a one year extension, so considering that fact, there should be no rushing into a final decision, if more time is needed to review the options, financial considerations, or to obtain a traffic study. He also requested that the Engineer not be excused following his report, and that he be available at the end of the meeting for additional citizen comments and questions.

**RECEIPT OF WRITTEN REPORTS (February 2014):**

Treasurer's Reports, Financial Report, Act 511 and Trash Collection Reports, Property Tax Collection Report, Police Report, Ordinance Officer's Report, REMS Report, CVFD Report and Engineer's Report. MOTION moved and seconded (*Post/N. Amendola*) carried by Unanimous Roll Call Vote (7-0).

**MAYOR'S REPORT**

Mayor Bloom addressed several matters: 1. Status of the Crosswalk installation at McCormick and Steuben (*Ms. Beechey not available for update*), 2. Pothole situation on Steuben Street across from the CVS; will refer this back to PennDot, 3. Advised that he took a look at the trees on Clearview; they appear to be healthy and agreed with trying to preserve them.

**ENGINEER'S REPORT**

Engineer Minsterman requested that Council concur with ShaCOG's recommendation to award the Joint Municipal O&M CCTV-Year 4 project; Motion is on the Agenda. He reported that he had reviewed the video from the last meeting, addressing both citizen and Council comments/concerns. He provided renderings of two options to be considered with regard to the Clearview project. Proceed with the original Base Bid, and add an Alternate Bid to include a 7' bump-out, only a 12' wide cartway and this would require a One-Way designation between Harris and Willard. Also, an Alternate Bid providing only a 1' bump-out, involving increasing the curb height by 6". This would provide an 18' wide cartway, and require only a 4-6" excavation beneath the existing brick, and eliminating the curb drain at that location. He described the various design elements, per the renderings. With these options, this could be put out to bid, with bids being opened on April 23<sup>rd</sup> for Council to consider at the April 28<sup>th</sup> meeting. He also noted that a Bid hold-over Clause would be included; giving Council an option to delay awarding the bid. He agreed that he would stay and be available at the end of the meeting.

**MANAGER'S REPORT**

Manager Callen not present (*attending Council meeting at Rosslyn Farms*); provided written report (*copy attached*). President Hayes read the report for comments from Council. Ms. Weitzel inquired on the change from 7 appointments to only 3 appointments for the Abandoned Properties/Blight Committee. President Hayes reported that the Resolution that created this committee only established the appointment of 3 members at large. Council can amend the Resolution in the future to increase that number if they desire. Also, need to appoint the Council representative.

**BUSINESS AGENDA:****ADMINISTRATION**

**MOTION:** It was regularly moved and seconded (*Post/F. Amendola*) to accept the resignation of Robert Callen, Borough Manager, to be effective April 15, 2014. **COMMENTS:** Ms. Weitzel thanked Manager Callen for all of his efforts; President Hayes concurred, noting that he had represented the Borough well.

MOTION carried by a Six Yes, One No (*Weitzel*) Roll Call Vote (6-1).

**MOTION:** It was regularly moved and seconded (*Weitzel/O'Brien*) to appoint the following Crafton Borough resident to serve on the Crafton Borough Abandoned/Blight Property Review Committee, for a one year term, as needed: Duncan Penny (Architect). **COMMENT:** Mr. Amendola advised that he did not know anything about this person to make an informed decision.

MOTION carried by a Five Yes, One No (*N. Amendola*), One Abstention (*F. Amendola*) Roll Call Vote (5-1-1).

**MOTION:** It was regularly moved and seconded (*Weitzel/Post*) to appoint the following Crafton Borough resident to serve on the Crafton Borough Abandoned/Blight Property Review Committee, for a one year term, as needed: Luanne Ryan (Real Estate).

MOTION carried by Unanimous Roll Call Vote (7-0).

**MOTION:** It was regularly moved and seconded (*Weitzel/Phillips*) to appoint the following Crafton Borough residents to serve on the Crafton Borough Abandoned/Blight Property Review Committee, for a one year term, as needed: Samuel Strohm (Banker). **COMMENTS:** President Hayes reported that his being a member on the committee is not a conflict of interest being an employee of PNC bank. Mr. Amendola inquired on his banking field of expertise. It was reported that he is a Vice-President involved in Cyber security; an IT person – not mortgages, finances, etc. Mr. Amendola noted that another candidate submitted interest today, having a mortgage banking background, and he would like to have him considered as well.

MOTION carried by a Four Yes, Two No (*N. Amendola, Phillips*), One Abstention (*F. Amendola*) Roll Call Vote (4-2-1).

**MOTION:** It was regularly moved and seconded (*Post/Weitzel*) to appoint April Weitzel, as the Council representative to serve on the Crafton Borough Abandoned/Blight Property Review Committee.

MOTION carried by a Six Yes, One No (*Phillips*) Roll Call Vote (6-1).

**MOTION:** It was regularly moved and seconded (*Post/N.Amendola*) to enter into a One Year Service Contract with Kimberly A. Secreet, as Animal Control Officer, commencing April 1, 2014 through March 31, 2015 at a monthly cost of \$300, plus call out costs on weekends as further defined in the Service Agreement, subject to final review and approval by the Solicitor.

MOTION carried by Unanimous Roll Call Vote (7-0).

**MOTION:** It was regularly moved and seconded (*N.Amendola/F.Amendola*) to approve the Crafton Borough Mass Communication User and Notification Procedure Policy in conjunction with the launch of Blackboard Connect for Government. **COMMENTS:** Ms. Post and Ms. Weitzel reported that they did not have adequate time to review the policy.

MOTION carried by a Four Yes, One No (*Phillips*), Two Abstentions (*Post/Weitzel*) Roll Call Vote (4-1-2).

**MOTION:** It was regularly moved and seconded (*Post/Weitzel*) to adopt Resolution No. 2014-03 authorizing a Grant application with the DCNR for the Crafton Pool Rehabilitation project, ~~in the amount of \$250,000.~~ in an amount not to exceed \$500,000. **COMMENTS:** Ms. Post explained that Director Beechey learned that other state grant funds can be applied as matching funds, and recommends Council increase to the maximum grant application of \$500,000.

MOTION carried by Unanimous Roll Call Vote (7-0).

**MOTION:** It was regularly moved and seconded (*N. Amendola/Post*) to authorize the legal advertisement for a public hearing on April 14, 2014, to solicit public comment regarding an Inter-Municipal Transfer of a PA Liquor Control Board License, #R-1443, from Bridgeville to the Crafton-Ingram Shopping Center, Crafton, Pennsylvania. **COMMENTS:** President Hayes and Manager Callen reported on this process, required fees were paid per the ordinance, and requires a public

hearing prior to Council action. The subject location is in the Crafton-Ingram Shopping Center. This motion is just to authorize the advertisement for a public hearing.

MOTION carried by Unanimous Roll Call Vote (7-0).

**MOTION:** It was regularly moved and seconded (*Post/O'Brien*) to re-appoint Susan Mucha to the Parks & Shade Tree Commission for a five-year term, from April 1, 2014 through March 31, 2019.

MOTION carried by Unanimous Roll Call Vote (7-0).

### **FINANCE**

**MOTION:** It was regularly moved and seconded (*Phillips/Weitzel*) to enter into an Agreement with e-Collect Plus, LLC for services related to the collection of delinquent Business Privilege Tax and Mercantile Tax, in accordance with the terms of the Agreement and as reviewed by the Solicitor. **COMMENTS:** Mr. Phillips and President Hayes re-iterated the services to be provided, to collect delinquent tax revenues (Business Privilege/Mercantile) where business owners are negligent in paying or may not even realize that they must pay this type of tax. It would be a Council's discretion on the handling of these delinquencies.

MOTION carried by Unanimous Roll Call Vote (7-0).

**MOTION:** It was regularly moved and seconded (*Weitzel/O'Brien*) to authorize payment to Councilman Thomas Phillips, in the amount of \$4,800, as requested for back pay for the period 2010 through 2013. **COMMENTS:** Mr. Phillips reported that he made this request to see what would happen, considering Solicitor Daley's prior comment that there is no guarantee that a former Councilperson would request the back pay. At this time, he does not want the backpay. He explained that legal fees were expended on this matter, and yet there is no clear, concise action or determination. He noted that Solicitor Daley's advice indicated that no Council has requested the compensation be re-instated since being eliminated, yet Mr. Phillips found that it was requested (*Minutes*) August 10, 2011 by Mr. Stewart, and Council was advised by Council President Cindric that it could not be re-instated by the sitting Council, and Solicitor Daley was in attendance at the meeting. Mr. Phillips went on to inquire on building permit fees not paid to the Borough, a loss of \$1,800, due to Ms. Weitzel's negotiation with the School District without Council's approval. Mr. Hayes noted that this matter is not relevant to the motion. Ms. Post expressed concerns that Mr. Phillips unnecessarily cost the borough legal fees, not understanding his motives, and as Finance chair. Solicitor Ayooob explained that all legal claims against the Borough are acted upon and pursued at the request of Council, and they do not generate fees unnecessarily; and in this case, opinions on this matter were provided at the request of the Council President. Mr. Hayes noted that it was reported by the Solicitor that this matter could go either way in the courts, and it was Council's decision as to what action to take. Ms. Weitzel, again, recommended that President Hayes reconsider Mr. Phillips being removed as the Finance Chair. Ms. Post called for a Point-of-Order for a vote.

MOTION failed by Unanimous Roll Call Vote (7-0).

### **PUBLIC WORKS**

**MOTION:** It was regularly moved and seconded (*Post/O'Brien*) to execute the Agreement with SHACOG for the contract, previously awarded by Council, including administrative services for Joint O&M Preventative Maintenance Project-Year 3, for actual costs of construction plus 3% administrative fee.

MOTION carried by Unanimous Roll Call Vote (7-0).

**MOTION:** It was regularly moved and seconded (*Post/N. Amendola*) to authorize payment to SHACOG the amount of \$15,156.46 from the Sewer Fund representing Payment No. 1, for the Joint O&M Preventive Maintenance Project-Year 3, for work completed by Sewer Specialty Services Company, for the period January 14, 2014 through February 3, 2014, as reviewed and certified by Gateway Engineers.

MOTION carried by Unanimous Roll Call Vote (7-0).

**MOTION:** It was regularly moved and seconded (*Weitzel/Post*) to authorize payment to SHACOG the amount of \$7,251.61 from the 2013 Accounts Payable Reserve Fund, representing the Second and Final Payment, of invoice for Joint Municipal O&M CCTV Inspection & Cleaning-Year 3, for work completed by Roto Rooter Services Company, for the period April 18, 2013 through February 24, 2014, as reviewed and certified by Gateway Engineers.

MOTION carried by Unanimous Roll Call Vote (7-0).

**MOTION:** It was regularly moved and seconded (*Post/N. Amendola*) to concur with the SHACOG recommendation to award the Joint Municipal O&M CCTV Inspection & Cleaning-Year 4 Contract to Sewer Specialty Services Company at its bid price of \$611,218.50 of which \$38,695.00 represents Crafton's portion of the Contract.

MOTION carried by Unanimous Roll Call Vote (7-0).

### **COMPREHENSIVE PLANNING**

**MOTION:** It was regularly moved and seconded (*Weitzel/Post*) to adopt Resolution No. 2014-04 authorizing the formation of a Multi-Municipal Comprehensive Development Plan Committee comprised of the Boroughs of Crafton, Ingram, Rosslyn Farms and Thornburg, and to submit funding applications to the Local Government Academy, for the purpose of partially funding the Multi-Municipal Comprehensive Development Plan for up to \$8,500 per municipality.

MOTION carried by Unanimous Roll Call Vote (7-0).

**MOTION:** It was regularly moved and seconded (*N. Amendola/O'Brien*) to adopt Resolution No. 2014-05 authorizing Crafton Borough to submit a funding application on behalf of Crafton, Ingram, Rosslyn Farms and Thornburg to the Allegheny County Dept. of Economic Development; Planning Division, under the "Allegheny Places" Grant Program, for up to \$65,000 towards a Multi-Municipal Comprehensive Development Plan initiative.

MOTION carried by Unanimous Roll Call Vote (7-0).

### **RECREATION**

**MOTION:** It was regularly moved and seconded (*Post/Weitzel*) to authorize Director Jamie Beechey to attend the Pennsylvania Recreation & Park Society Annual Conference at Seven Springs, from March 24<sup>th</sup> through March 26, 2014, with a Registration Fee of \$325, lodging cost of \$600 and reimbursement for Travel Expenses. Further authorizing attendance and certification for Play Equipment Safety Inspection Course, May 12<sup>th</sup> through May 14, 2014-Cranberry Township, at a cost of \$635. (\$535 Course/\$100 Exam).

MOTION carried by Unanimous Roll Call Vote (7-0).

**ADDITIONAL CITIZEN COMMENTS**

Dan Cindric, 45 Creighton – Commented on Mr. Callen’s resignation as Manager; noting that he was Council President when Mr. Callen was hired; and wished him well. Susan O’Connell, 22 Creighton – Expressed similar sentiments.

Phillip Lavasseur – Presented a petition to the Borough; petitioning the support of retaining the 4 London Plane trees in front of 401 Clearview Avenue. He thanked the Engineer and Manager Callen for their efforts regarding the tree issue on Clearview, and hoped for continued dialogue.

Coreen Cassade – Asked if parking was being eliminated? She also asked if the Arborist would disagree with Alternate 2, how would Council proceed?

Jaqueline Lavasseur – Also thanked all involved in the effort to preserve the trees. She noted that there were 36 signatures on the petition to save the trees, that the Borough trees are a positive influence on the community.

Mary Luxbacher – She thanked Manager Callen for his work with the Shade Tree Commission. She appreciates the efforts of Council and Engineer on preserving these trees. She also asked that the Clearview Trail be improved; that it is used by many people. Manager Callen noted that he has been speaking with a representative from the City of Pittsburgh on a joint effort of improving the trail.

**ADJOURNMENT**

**MOTION:** It was regularly moved and seconded (*Post/O’Brien*) to adjourn the meeting.

MOTION carried by Unanimous Roll Call Vote (7-0).

Respectfully submitted,  
Mary Tremblay, Borough Secretary

## Manager's Report-March 24, 2014

**Telecommunications Service:** Phone analysis for hook up and further arrangements with PD in process.

**2014 Cleaning Service:** Aragon began service 2 weeks ago.

**2014 Social Media Service:** Contract w/Blackboard executed; Council needs to develop a policy, on Action Agenda.

**Vacant/Blight Property Committee:** On 3/24/14 Business Agenda; professional disciplines identified and residents agreed to serve as of 2/10/14. Need 1 Councilperson appointed as liaison between Committee and Council.

**2014 Infrastructure Projects:** Clearview Phase 3 positioned for receiving bids in April with a May 2014 start. Gateway Engineers has developed alternatives to 'save the trees. Request that property owner of 401 Clearview sign-off from his retained Arborist to assure health of trees following construction and alternative methods.

**Mercantile & Business Privilege Tax Analysis:** On 3/24/14 Business Agenda.

**Animal Control Service:** Police Chief and I met w/Kim Seccret of Animal Control Services, based out of Houston, Pa. Service has agreed to provide this service for 1-year effective 4/1/14 for \$300/month plus weekend pick up at \$35/call out, if needed.

### **\*\*Valley Street\*\*:**

This street is shared between Crafton and Ingram Boroughs. Ingram is looking to pave several alleys and has approached Crafton regarding feasibility partnering with it to share cost to pave Valley Street. Valley Street is not an alley but in dire need of attention. Attached is an Opinion of Probable Cost that ranges from @ \$50k to @ \$28k. Ingram is asking Crafton to share ½ the cost since ½ of this street lies in Crafton (much like Chartiers Avenue is split between Crafton and Pittsburgh). Crafton cost would be @\$25k to \$14k depending upon the agreed upon alternate shown on the attached. If agreed, Ingram's contractor would pave Valley and Crafton would reimburse Ingram for the cost. Since this was presented to me late last week, there should be discussion and gauge the will of Council. FYI...2014 Crafton Road Budget for Construction only is \$360,000:

- Woodlawn, \$180,000
- Backbone, \$125,000
- Guide Rail, \$ 25,000
- \$330,000

**Crafton Borough-Carlynton SD Management Joint Meeting:** Superintendent Gary Pfeiffer and Business Manager Kirby met with me and Jamie Beechey on 3/18. Items discussed and for which we would like closure are:

- Use of HS Swimming Pool for lifeguard training and certification (recruiting for Crafton Pool);
- Use of Crafton Elementary School Building and fields off of W. Steuben for future intramural recreation uses/leagues, etc.
- Endorsement of Vacant/Blighted property initiative to place properties back on real estate tax rolls.

**Local Government Academy:**

Three (3) Crafton Council members successfully completed the Newly Elected Officials Course and were honored at a 3/20 Graduation Ceremony at which Councilwoman Weitzel offered closing remarks and words of wisdom.

**Multi-Municipal Comprehensive Development Plan:**

- Resolutions on 3/24/14 Action Agenda to begin this process and required to submit funding applications to Local Government Academy (\$8,500 for Crafton) and \$65,000 to Allegheny County, 'Allegheny Places' (for Crafton on behalf of participating municipalities).
- I meet with Rosslyn Farms Council 3/24/14 (tonight) to present Crafton's initiative and asking for its participation via similar Resolutions.
- I meet with Ingram Council at Work Session on 4/10/14 to present same as with Rosslyn Farms.
- I meet with Thornburg Council 4/14/14 for same reason as w/Rosslyn Farms and Ingram.

**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 with hopeful submittal to Council on 4/14/14 for execution.
  - District Magistrate Space Lease—contact with County Court & Magistrate Joyce completed—awaiting response from Allegheny County Law Department as to another 6-year lease terms/conditions.
  - Public Works Labor Agreement (expires 3/31/14); conducted 2nd negotiation meeting today 3/17, Teamsters cancelled 3/24 session; rescheduled ~~3/24/14~~ 3/31
  - Employee Handbook & Policies—as directed by Council on 2/24/14, will be completed by 4/15/14.
  - 2013 General Fund Audit needs completed and should be prepared by end of May for PaDCED submittal, as required.

A.I.



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

March 25: 11:00am – Noon Waste Mgt to discuss 2015+ Garbage  
Contract alternatives/Recycling

March.26: 9:00am -11:00am 3 Rivers Wet Weather Municipal Managers  
Working Group-Greentree,

April 2: 6:00am – 11:00am COG Breakfast Mtg. per Agreement

**Crafton Borough and Ingram Borough**  
**Valley Street**  
**Opinion of Probable Cost**  
**March 19, 2014**

**3.5" Bituminous Milling and Paving**

STREET NAME	FROM:	TO:	3.5"+/- Milling (SY)		Soft Spot Repair (SY)		2" 19mm Blinder (TON)		1.5" 9.5mm 0-0.3 ESALS (SY)		Inlet & MH Adjust. (EA)		Traffic Control (LS)		Estimated Cost	Estimated Cost w/10% Contingency
			Item #1	Item #2	Item #3	Item #4	Item #5	Item #6								
Valley Street	Center	Terminus	2,075	104	228	2,075	3	1							\$44,918.75	\$49,410.63
<b>ESTIMATE</b>																
			Unit Cost	\$2.00	\$50.00	\$75.00	\$7.50	\$300.00	\$2,000.00							
			Total Cost	\$4,150.00	\$5,187.50	\$17,118.75	\$15,562.50	\$900.00	\$2,000.00							

**Notes:**

1. Estimates are merely opinions based on past experience and are not projections of current market conditions.
2. Quantities for Valley Street are based off of G.I.S. mapping

**3/4" Scratch and Overlay**

STREET NAME	FROM:	TO:	3/4" 9.5mm Scratch Course (TON)		1.5" 9.5mm 0-0.3 ESALS (SY)		24" Wide Keyways (LF)		Inlet & MH Adjust. (EA)		Traffic Control (LS)		Estimated Cost	Estimated Cost w/10% Contingency
			Item #1	Item #2	Item #3	Item #4	Item #5	Item #6						
Valley Street	Center	Terminus	114	2,075	215	3	1							
<b>ESTIMATE</b>														
			Unit Cost	\$85.00	\$4.00	\$300.00	\$2,000.00							
			Total Cost	\$9,700.63	\$860.00	\$900.00	\$2,000.00							

**Notes:**

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2. Quantities for Valley Street are based off of G.I.S. mapping