

COUNCIL MEETING
Minutes of April 14, 2014

CALL TO ORDER

President Hayes 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. O'Brien, Mr. Phillips, Ms. Weitzel (*electronically*) and Mr. Hayes – Also present were Mayor Bloom and Director Beechey. (*Absent: Ms. Post*)

BILL LIST APPROVAL

MOTION: It was regularly moved and seconded (*O'Brien/N. Amendola*) to approve the Bill List dated April 14, 2014.

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

APPROVAL OF MINUTES

March 24, 2014 Minutes – Not Available

CITIZEN'S PRESENT TO ADDRESS COUNCIL

None

COMMITTEE DISCUSSION ITEMS

- **Public Safety**
 - CVFD Consolidation Study/Resolution – Fire Chief Mike Crown reported on the status. He noted that, at this time, the study recommends a committee be formed to review and discuss the timelines and consolidation process; over a 36 month period. The DCED will remain involved during that time. The resolution establishes the creation of a committee and a chairperson will be appointed. He asked that President Hayes appoint one council person, and also an alternate, to serve on the committee. This person would then report the progress of the committee back to Council. A motion to adopt the resolution will be considered at the next Council meeting.
 - Animal Control Service Agreement – A revised contract has been prepared and executed; new service is in effect.
- **Administration**
 - Comcast Franchise Agreement – Ms. Amendola noted that the Comcast Agreement renewal has been reviewed, and includes a 1% fee increase and a ten year term. This will need to be approved by Council and placed for Council action.
 - Employee Handbook Update – Ms. Amendola suggested a few specific items be included regarding benefits packages offered as well as drug and alcohol testing requirements for new hires. Mrs. Tremblay noted that some specific items and benefits are already a part of the Wage Resolution prepared each year, and perhaps some language could be included in the Employee Handbook that states something like ... *In the event that the provisions of this Handbook or a written employment agreement is silent on any provision, said provision of the Borough's Wage Resolution may apply.* President Hayes added that completion of the Employee Handbook would be helpful in finalizing the provisions of Collective Bargaining Agreement with Public Works. He asked that any final input be provided so that action can be taken on adopting the Employee Handbook.
 - Code of Ethics – Ms. Amendola noted that she had additional recommendations and suggestions that she will be providing to Council to consider. President Hayes asked

that her additional input be reviewed, and any other input from other Council members, for further discussion at the next meeting; with a goal to take action on this in the next month or so. Various comments were heard noting the pros and cons, concerns of political tactics, violations, disciplinary action, and enforcement.

○ **Budget Finance**

- 1st Qtr. Financial Report; Two Year Comparison-Mr. Phillips reported that a First Quarter 2014 Financial report was prepared, including a two year comparison, for Council's review. Most items are tracking as anticipated. The following three items may go over budget: #400.32 – Blackboard program not budgeted, #411.32 – CVFD Operating Supplies – Firefighting foam/excess used at 3 Carnegie fires (no reimbursements/Mutual Aid) #430.37 includes Backhoe repair bill from 2013, and #454.36 waterline break/leak at stage.

○ **Parks/Recreation**

- Alcohol/Special Permit: Park-Two fundraisers events are being planned which will need Council's approval. 1. Great American Duckout; a reverse raffle, May 31, 2014 and 2. Gala Under the Stars July 18, 2014 – both are geared to Adults, no swimming during events; need alcoholic beverage approval; and need to obtain PLCB special permit. *Council Action 4/28/2014.*
- Playground – Old playscape is 100% demolished/removed. Installation of the new playground will begin, weather-permitting, the last week of April/first week of May. Old fencing boards with contributor names being retained/reused, unless owners want them. An “art” piece is being considered, constructed out of pieces of the old structure.
- Grant – Application being submitted 4/15/2014.

○ **Public Works**

- Salt Contract: Third Year Option-Cargill (Motion) – Per SHACOG Contract, must exercise option to secure price per ton-\$58.15, which represents a .63 increase over 2013 price.
- Valley Street Paving – Street is both Crafton and Ingram. Ingram securing paving bid for Valley Street for scratch and overlay. Total cost is estimated at \$25,263.13; shared equally, 50%. , or no more than \$15,000 cost to Crafton. Would also require an Intergovernmental Cooperation Agreement with Ingram.

○ **Ordinance**

- Proposed Ordinance: Parking-33 Alice Street/Drop-off Zone-Mr. O'Brien reviewed this matter with church representatives, and rather than handicap parking, they are considering only needing a drop-off zone. He provided an option to Council for review, for amending the existing ordinance for a drop-off zone. He addressed the suggestion for placement of cones; he described how this wouldn't work – if there is no official sign, cars could already be parked there before cones could be placed, and cones would not be enforceable. Clarification by the next meeting; advertise ordinance.

○ **Comprehensive Planning**

- Multi-Municipal Comprehensive Plan-Status Report – Waiting for decision by Thornburg and Rosslyn; Manager Callen would see this through the application, due to the Local Governmental Academy by 4/30/2014.
- Intergovernmental Cooperation Agreement (Ingram, Rosslyn Farms, Thornburg) (Motion)

CORRESPONDENCE

A resident letter concerning potholes was reviewed. Director Beechey reported that some of the potholes have been addressed, and there are plans to continue filling the potholes now that hotpatch is available. She also spoke to the City of Pittsburgh regarding some streets shared with the City; possibly shared projects. She also noted that she met with PennDot regarding an Agility Contract, to share services and equipment, and information will be provided to Council for consideration.

MANAGER’S REPORT

President Hayes referred Council to the written report (copy attached). Additionally, he commented that Council may want to amend the resolution to increase the number of members to be appointed to the Vacant/Blight Property Committee and seek candidates for the next meeting; any input or suggestions should be provided to Ms. Weitzel, Chair of the Committee. Ms. Weitzel reported that names were submitted previously meeting some of the needs; engineering, landscaping, etc., and she would like to resubmit those candidates. Ms. Amendola inquired on the role of Dave Morgan, the Ordinance Officer, being referred to as staff support. She asked for clarification of the roles of the Committee. President Hayes noted that this Committee is only a recommending committee; any decisions for action on properties, would be Councils decision. Ms. Weitzel, being the Council representative on the Committee, would report back to Council. Mr. Hayes noted that the appointment to the Planning Commission should be addressed and acted upon at the next Council meeting.

MAYOR’S REPORT

Mayor Bloom announced that a new large American Flag for the circle was donated by Susan O’Connell and Tom Pellegrino, in memory of her Uncle, William O’Connell.

BUSINESS AGENDA

PUBLIC WORKS

MOTION: It was regularly moved and seconded (*F. Amendola/ Phillips*) to exercise the Third Year Option of the Road Salt Contract with Cargill, Inc., under the SHACOG joint purchasing agreement; setting the price of \$58.15 per ton.

MOTION carried by Unanimous Roll Call Vote.

COMPREHENSIVE PLAN

MOTION: It was regularly moved and seconded (*Weitzel/N.Amendola*) to approve the Intergovernmental Cooperation Agreement for a multi-municipal Comprehensive Plan with the Boroughs of Ingram, Rosslyn Farms, Thornburg.

MOTION carried by Unanimous Roll Call Vote.

MOTIONS ADDED

MOTION: It was regularly moved and seconded (*Phillips/F. Amendola*) to enter into an Intergovernmental Agreement with Ingram Borough for the shared cost of paving Valley Street, for an amount not to exceed \$15,000.

MOTION carried by Unanimous Roll Call Vote.

MOTION: It was regularly moved and seconded (Phillips/F. Amendola) to appoint Jamie Beechey as Interim Borough Manager for Crafton Borough. **COMMENTS:** Search for a new Manager will be pursued over the next several months.

MOTION carried by Unanimous Roll Call Vote.

ADDITIONAL CITIZEN COMMENTS:

President Hayes reported that an Executive Session of Council was held prior to the meeting; no action taken.

Phillip Levasseur, 401 Clearview – Asked who would now be the Right to Know Officer in the absence of Manager Callen. He asked what are the reasons to hold Executive Sessions. And, lastly, expressed concerns that the Alt. Two bump-out proposed for the Clearview Phase III project is shown on the drawings to be the entire length, from Harris to Willard, but should only be from Harris to the end of the trees. President Hayes noted that this would be reviewed with the Engineer. It was reported that Ms. Beechey would now assume the role of Right To Know Officer. He also advised that Executive Sessions are permitted to discuss private personnel matters, litigation matters, and contractual and real estate negotiations. Mrs. Tremblay added that a detailed publication is available through the PA DCED specifically regarding meetings; Sunshine Act and the Right To Know Law.

ADJOURNMENT

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

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

Respectfully submitted,
Mary Tremblay, Borough Secretary

Manager's Report-April 14, 2014

Vacant/Blight Property Committee: Three (3) appointees from 3/24/14 mtg. notified. Council needs to consider amending Resolution for additional QUALIFIED volunteers who had been identified and in accordance with deadlines and disciplines. Remainder should be completed by 4/28/14.

2014 Infrastructure Projects: Clearview Phase 3 positioned for receiving bids in April 23 with recommendation to Council for its 4/28/14 Action Meeting. Property owner of 401 Clearview given Alternates #1 & #2 along with sketch to share with his arborist prior to construction. Audience attendance at the 4/28 Council mtg.

Reviewed/tour Woodlawn & Crafton Blvd.: Manager toured both w/Gateway prior to spec prep. Bids to be advertised 4/16 & 23 in Suburban Gazette. Expected bid opening May 8 w/recommendation to award by Council on May 12. Expect construction to commence by mid-June at latest.

Mercantile & Business Privilege Tax Analysis: Contract executed w/eCollect+.

Animal Control Service: Agreement reviewed w/Solicitor w/some recommended changes. Manager and Animal Control Service (ACS) principal exchanged 2-3 revisions to the satisfaction of both parties (Crafton Borough and ACS). Agreement effective April 1, 2014 through March 31, 2015.

PennVEST Audit Reports: multi-year audit reports submitted to PennVEST as required. Completed 4/10/14.

Comcast Franchise Contract: Completed, subject to Council ratification. Contract to be reviewed by Admin Committee w/recommendation to Council by 4/28. New Agreement (2014-2024) has a 4% franchise fee. Maximum allowed by law is 5%. Previous Agreement, executed in 2004 had a 3% franchisee fee. Fee is retained by Crafton Borough government.

Public Works Contract: Teamsters #249 & Management continue to meet. No final agreement at this time. Teamsters coming in at last minute w/expectations. Management desired to start negotiations in October 2013...delayed by Teamsters until late February.

Employee Handbook: Draft completed 4/3/14 and with Admin Committee for review and recommendations to council for 4/28 mtg.

2013 General Fund Audit: Contact w/Hosak et. al. to begin work. Borough Secretary & Treasurer to discuss changes that Treasurer needs to make prior to beginning the actual audit work.

District Magistrate Lease: Phone discussions ensued with Allegheny County Law Department for new lease. Parties are aware of the delay and expediting new arrangements. Crafton requests 6%/year increase from previous 6 years. I agreed w/Magistrate Joyce several months ago that arrangements would be made to clean carpets, interior painting and exterior awnings installed. Funds would come from the Special Rent Account and designated for this purpose.

PennDoT Agility Agreement: Met with Jim Keyes, PennDoT Coordinator for Agility contracting w/municipalities. Crafton is now in a position to 'barter' with PennDoT regarding equipment a/or services, now that we have some maintenance equipment that PennDoT may use when in/around Crafton. In return Crafton may receive materials/services that PennDoT may provide. Anticipate an Agility Agreement to be executed at the 4/28/14 Council mtg.

\$1.3M Unit Debt Act Application to DCED: Completed and reviewed w/PNC for DCED submittal 4/14/14. Needs DCED review and approval prior to Crafton Borough executing a 5-year loan agreement w/PNC to settle recent litigation matter from 1999.

Crafton Planning Commission: One (1) vacancy exists on the Planning Commission effective 4/14/14. Incumbent (D. Johnston) was sent a letter to respond if he was interested in re-appointment. No interest was expressed. Suburban Gazette press released was issued, placement on website and posted on bulletin board for 3/15/14 deadline to respond. Deadline was extended to 3/31/14 since there was no interest expressed by any new applicant or incumbent. However, Sheila Hrinda responded w/application for consideration on March 25, 2014. Based on her credentials (attached), I recommend that she be appointed to the Crafton borough Planning Commission effective 4/15/14. This will be for a 3 year term. Perhaps this can be done at the 4/28/14 Action mtg.

Multi-Municipal Comprehensive Development Plan:

- I met with Ingram Council Admin Committee on 4/9 to review concept. Plan to meet w/Ingram Council 4/14 Regular mtg. Resolution and Intergovernmental Coop Agreement expected to be ratified.
- I meet with Thornburg Council 4/14/14 for same reason as w/Ingram.
- No word from Rosslyn Farms as to its position at this time.
- Local Governmental Academy applications due 4/30 and that of Allegheny County which Manager agrees to complete for all by 4/30 deadline.
- Crafton Council needs to vote to adopt Intergovernmental Coop Agreement for LGA application (required). Crafton adopted previous Resolution to authorize applications to both LGA and Allegheny County.

Out of Office/Off Site Scheduled Meetings/Initiatives:

April 14, 2014 6:30pm – Mtgs. w/Ingram & Thornburg Councils re: Comp Plan.
April 14, 2014 8:00pm—Management service completed. Not returning.