

**COUNCIL MEETING
Minutes of May 12, 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 Mrs. Post. ROLL CALL, by Mrs. Tremblay, recorded seven (7) members of Council present as follows: Mr. Amendola, Ms. Amendola, Mr. O'Brien, Mr. Phillips, Mrs. Post, Ms. Weitzel and Mr. Hayes – Also present were Mayor Bloom, Director Beechey and Solicitor Daley.

EXECUTIVE SESSION

President Hayes announced that an Executive Session of Council was held prior to the Council Meeting to discuss a personnel matter; no action was taken.

BILL LIST APPROVAL

MOTION: It was regularly moved and seconded (*Post/O'Brien*) to approve the Bill List dated May 12, 2014. **COMMENTS:** Ms. Amendola questioned the CMIT invoice for police dept. computers being paid from line item #410.74 Capital Outlay. Mrs. Tremblay reported that it was agreed, during budget preparation, that rather than use the 2014 Capital Outlay funds for a new police car, that this line item would be used to purchase bullet proof vests, new computers and a few other items She also confirmed that the computers were purchased from Dell Computers under the Borough's government contract, but ordered through, and payable to CMIT.

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

APPROVAL OF MINUTES

MOTION: It was regularly moved and seconded (*N.Amendola/F.Amendola*) to approve the Meeting Minutes of April 14, 2014.

MOTION carried by a Six Yes, One Abstention (*Post*) Roll Call Vote (6-0-1).

CITIZEN'S PRESENT TO ADDRESS COUNCIL

Jack Duncan, 3037 Brownsville Road – Mr. Duncan inquired on the status of payment to him for his property. Ms. Beechey advised that the financing is in place with a scheduled closing with the bank on May 15th; she estimates payment to him early next week.

Michael Suehr, 250 Lincoln Street – Mr. Suehr noted that he was pleased that Council is bringing this matter to a close, and appreciates their settlement efforts on behalf of Mr. Duncan. He asked for clarification from Solicitor Ayoob regarding his statement at the last meeting; stating that half of his comments were inaccurate and not factual. He, again, stated his concerns for the actions of past Council members and legal counsel, and believes that this Council has a fiscal responsibility to pursue this matter. He added, that a Judge in this matter referred to the Borough's actions as "intentional missteps and legal rangling".

Rachel Mehl, 110 S. Grandview Avenue – Ms. Mehl inquired on the status of pothole patching. Ms. Beechey reported that this work is being done, weather-permitting, and should be completed within the next two and half weeks, starting with the main roads, then secondary roads. She also reported that no patching would be done on Crafton Blvd. (Backbone Road) unless necessary, since this entire road is to be repaved under the 2014 Paving Program; probably mid to late June.

COMMITTEE DISCUSSION ITEMS

- Administration
 - Comcast – Resolution/Renewal. Renewal was advertised, and Contract was made available for public inspection and comment. Contract was reviewed and amended by the Solicitor; it is a ten year contract with a 1% fee increase.
 - Junior Councilperson Scholarship/Resolution Amendment. Ms. Post explained the Junior Council Program, and is asking that some acknowledgement be given to these Carlynton Students for their participation. The proposed resolution would provide for awarding them with a college scholarship in the amount of \$200. Details on how the funds would be properly distributed to the student would be determined. A Council proclamation would be presented to her at the next meeting.
 - Borough Building Ext. Painting-Pointing/Garage & Basement Repair – Ms. Beechey stated that she had received three quotes for the exterior painting of the community center; anywhere from \$7,900 to \$15,000., and was concerned with the big difference. She only received one bid for repointing work, and has three additional contractors lined up to inspect and bid. Structural issues with the police garage and basement are being looked at by Gateway. All three of these items were discussed and included in the budget, but based on the actual cost, the priority work would be considered.
 - Employee Handbook Update – If Council provides additional input, a final draft could be prepared for Council to act on this at the next meeting.
 - Ethics Code – Solicitor Daley questioned Council’s intent; ethics or a code of conduct; decorum, civility, for meetings. The State Ethics Code is comprehensive relating to financial disclosure; pecuniary and monetary gains. The existing policy adopted in 1999 was discussed and compared to the proposed new code. The Solicitor noted that the proposed new code did not appear to be complete and was a work in progress; it list definitions, etc. but not in a finished format. Ms. Weitzel is recommending the proposed code represent both financial concerns and civility. Many communities have adopted such policies. Mr. Hayes noted that there were concerns for the enforcement and/or disciplinary measures. It was suggested to just amend the 1999 policy to include some of the civility concerns; Council has taken an Oath, the State Code is already in place, so there is no need to restate this language and be redundant. President Hayes noted that he would review all of the materials, the 1999 policy, the proposed policy, and will have something posted on the Cubby for Council to review and consider for adoption at the next meeting.
- Parks/Recreation
 - Amendment/Pool Rates: Family rate/Non-Res. Swim Team and Recreational Special/Promotional events; rates set by Management. Ms. Beechey explained that there has been interest in offering a non-resident family pool pass rate to the families of the registered swim team members. Various recreation programs will be considered during the summer to be offered to the residents, and management would have some latitude in offering these programs and setting a reasonable fee. Some similar language is already in the resolution as it relates to special programs for the miniature golf facility. Mrs. Post added that there is a motion on the Agenda to hire additional summer pool staff.
- Public Works
 - Award Paving Contract-Motion on Agenda; discussion at that time.
- Public Safety
 - Civil Service Commission Appointment – Mrs. Tremblay explained that in the recent changes to the Borough Code, the need and procedure for alternate members has been

included. There are currently three members, serving six year terms, and no alternates. Ms. Nickel has submitted a letter of interest to be appointed as an alternate. It was confirmed that one member of Council can serve on the Commission. Ms. O'Connell's term will expire in July, and she has expressed an interest in being reappointed. Mr. Amendola noted that he would also like to be considered for that Commission seat. President Hayes recommended that Council act on the appointment at the next meeting and request that the candidate attend the meeting.

- Ordinance – Mrs. Post inquired on the status of a property on Steuben Street, having regular yard sales, needs to be addressed by the Ordinance Officer. Mr. O'Brien indicated that he has been discussing this with the Ordinance Officer. President Hayes noted that there is an issue of an occasional yard sale vs. operating as a business, that needs to be investigated.
- Comprehensive Planning
 - Intergovernmental Cooperation Agreement (Ingram, Rosslyn, Thornburg) – Ms. Weitzel reported that Mr. Callen followed through on his commitment to engage Rosslyn Farms and Ingram. They are on board with doing a comprehensive plan with us. He also submitted the grant application to the Local Government Academy, by April 30th due date. He is currently working on the application for Allegheny County, due after July 1st for the DCED. It was noted that Thornburg has declined. Ms. Amendola inquired on Mr. Callen continuing to provide services after April 30th; it was noted that he would not, and this work would continue by our staff.
- President's Report – President Hayes reported that he met with Susan Hockenberry, LGA, to discuss the Borough Manager hiring process. She suggested that a human resource analysis of the current staff be reviewed; qualifications, expertise, deficiencies, to determine what is needed. She is going to draft a proposal for either the LGA or an outside consultant to do this analysis. The cost is not known at this time. There are current job descriptions, but after this analysis, these job descriptions can be revised.

CORRESPONDENCE

A resident letter requesting a "No Outlet" sign for the dead end section of Walnut; this is not an enforceable type sign, and does not require an ordinance. Council consensus was to install the sign. Correspondence was also provided notifying the Borough that Cargill will not be providing road salt for the Third Year Option of the contract; ShaCOG will be putting this out to bid next month, so possibly expect an increase in price per ton.

MANAGER'S REPORT

Director Beechey reviewed the written report with Council (copy attached). Most items were discussed during the Committee reports. Mrs. Post inquired on the Brine Equipment sharing discussed previously. Ms. Beechey indicated that they can continue to look into this; Mrs. Post noted that this is regularly discussed at the COG meetings. President Hayes noted that two additional motions are being added to the Agenda, and the public will have an opportunity to comment at that time.

BUSINESS AGENDA

PUBLIC SAFETY

MOTION: It was regularly moved and seconded (*Phillips/Post*) to notify the Civil Service Commission of a vacancy and request certification of eligible candidates for hiring.

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

PUBLIC WORKS

MOTION: It was regularly moved and seconded (*Weitzel/Post*) to award the 2014 Paving Contract to T.A. Robinson Asphalt Paving for the amount of \$246,600 Base Bid, plus \$37,165. Alternate Bid, as recommended by Gateway Engineers.

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

~~**MOTION:** Motion to hire _____ as full-time Public Works employee, effective on or before June 1, 2014, subject to satisfactory completion of background check and drug/alcohol testing. Motion removed from Agenda.~~

MOTIONS ADDED:

MOTION: It was regularly moved and seconded (*Post/Phillips*) to increase the salary of the Interim Borough Manager to the level of \$65,000. per year; the salary of the previous Borough Manager, retroactive to the date in which she assumed the duties of Interim Borough Manager, and to be in effect so long as she retains the duties of Interim Borough Manager.

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

MOTION: It was regularly moved and seconded (*Post/N.Amendola*) to appoint Joseph Hayes to be the second authorized contact person with respect to the confidentiality Agreement with the Southwest Allegheny Co0unty Tax Collection District and Jordan Tax Service, Inc.

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

MOTION: It was regularly moved and seconded (*N.Amendola/Phillips*) to hire Dan Perkey as a Swim Team Coach and Caleb Staker as a substitute Lifeguard for the 2014 Summer season.
COMMENTS: It was explained that three Swim Team coaches are recommended for hiring by the Swim Team Board; partially compensated by the Borough and the Swim Team organization.

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

ADDITIONAL CITIZEN COMMENTS:

None

President Hayes reminded everyone that the next meeting of Council is Monday, May 19th; there will be no Council meeting on May 26th due to the Memorial Day Holiday.

ADJOURNMENT

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

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

Respectfully submitted,
Mary Tremblay, Borough Secretary

Manager's Report-May 12, 2014

2014 Infrastructure Projects:

Received three quotes for painting-recommending for approval
Worked with Gateway to find alternative pointing/mason contractors-have spoken with 4 to for potential quotes.

Met with Gateway to discuss Police garage and subsequent structural repairs underneath-developing specs to get qualified contractors to quote.

Woodlawn & Crafton Blvd.: Bid opening on 5/8-recommendation on business agenda for action

Parks and Recreation Playground installation is behind due to weather and missing parts from manufacturer-grand opening may be delayed by one week.

Rate resolution Fee structure for recreation programs on as a discussion item
Non-resident family passes for families of Crocodile swimmers discussion

Clean-up/Arbor Day Wednesday May 21st 9am-1pm.

Administration

Jr Council award a scholarship to members that serve with a council proclamation/amend resolution

Comcast Franchise Contract:

May 19th- action Item-To be done via resolution.

Public Works Contract: meeting scheduled for Thursday May 15th

Employee Handbook- on cubby for comment

District Magistrate Lease: meeting with county and Magistrate Joyce on 5/15 to discuss terms and potential increase

\$1.3M Unit Debt Act Application to DCED: Received DCED approval-should have the closing documents at place.

Turnkey-Met with Mark Schuster to design process for implementation and how best to assess the data we get

Multi-Municipal Comprehensive Development Plan:

Signed agreements from Rosslyn Farms and Ingram

1st funding application made to LGA on April 30th, 2014 by former Manager Callen

2nd Funding application to Allegheny County to be completed by FMC

Out of the Office: May 12-15 for Certified Playground Safety Inspector School (recertification), Cranberry Township, PA