

COUNCIL MEETING Minutes of June 26, 2013

CALL TO ORDER

President Weitzel called to order the Meeting of Crafton Borough Council at 7:27 pm, in Council Chambers of the Community Center. Flag Salute led by Mrs. Post. ROLL CALL, by Mrs. Tremblay, recorded six (6) members of Council present as follows: Mr. Johnston, Mr. O'Brien, Ms. O'Connell, Mrs. Post, and President Weitzel – Mr. Hayes was present via electronic means. (*Absent: Mr. Phillips, Mrs. Stacy, Mr. Stewart*) Also present were Mayor Bloom, Engineer Minsterman, Manager Callen, Director Beechey and Solicitor Daley.

EXECUTIVE SESSION

President Weitzel reported that an Executive Session of Council was held prior to the meeting to discuss legal and personnel matters; no action taken.

APPROVAL OF BILL LIST

MOTION: It was regularly moved and seconded (*O'Connell/Post*) to approve the June 26, 2013 List of Bills, with Addendum. **COMMENTS:** It was requested to create new line item numbers to accommodate both the Pool and Public Works computer related expenses, rather than using #407.32.

MOTION carried by Unanimous Roll Call Vote (6-0); with exception noted by Mr. Johnston-#411.24 and Ms. O'Connell-#456.54.

APPROVAL OF MINUTES

MOTION: It was regularly moved and seconded (Johnston/Post) to approve the Meeting Minutes of May 22, 2013.

MOTION carried by a Five Yes, One Abstention (Weitzel) Roll Call Vote (5-0-1).

CITIZEN'S PRESENT TO ADDRESS COUNCIL

Susan Greiner, 91 N. Emily – Mrs. Greiner commented on Crafton Pool; noting that the Lifeguards do a tremendous job and there is a lack of parental supervision of the young patrons. She inquired on the status of the guardrails along Backbone Road, noting that she believes this to be an unsafe condition and also looks unsightly. It was noted that perhaps funds may be available to in the Road Fund to do some work on that road and guardrails. Mrs. Greiner also noted that during the summer, maintenance at the elementary school seems to be ignored and requested that Ordinance Enforcement be watchful of this.

RECEIPT OF WRITTEN REPORTS (May 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 Reports, and Engineer's Report. **MOTION** (*Johnston/Post*) carried by Unanimous Roll Call Vote (6-0).

ENGINEER'S REPORT

Engineer Minsterman referred Council to items on the written report (copy attached).

MANAGER'S REPORT

Manager Callen – Referred to written report (copy attached). Grass/weed cutting at abandoned or blighted properties was discussed; consider Public Works or outside contractor performing this work and billing and/or liening the property owner; need protocol. Manager Callen reported that a petition to vacate a portion of John Street was received; it would involve Council holding a public hearing, per the Borough Code; advertising, preparation of documents, etc. – either Council can deny the petition or, by Ordinance, vacate the street. Solicitor Daley referred to Section 1732 of the Borough Code; under the code it would be mandatory for Council to hold a public hearing. Ms. Weitzel questioned who bears the cost for this process; Solicitor Daley states that the Code is silent on this, but seems reasonable to pass the cost on to the petitioner.

PRESIDENT'S REPORT

President Weitzel reported that the PAWC will be contributing \$54,000 toward the cost of the Noble Avenue Paving Project. They will be replacing the 90 year old water main, and rather than restore the street following that work, the Borough will do so through its paving program; the savings to PAWC was estimated to be \$54,000.

DISCUSSION ITEMS

- **Administration** – Ms. O'Connell reported that a Webinar presentation has been set up for July 10th, at 6pm, regarding Laserfiche; able to view using the tablets. Requested that arrangements commence on the Annual Community Service Awards, typically presented in September – need to notify the non-profits and provide applications. Also, noted that there may be someone interested in taking the pool table. A USB/flash drive accessory is available for the tablets at a cost of \$8. if anyone is interested in purchasing one. Crafton Celebrates festival begins Friday, through Sunday, and she thanked the new group of volunteers for making it happen.
- **Parks and Recreation** – Mrs. Post commented additionally on the Crafton Celebrates event; still need volunteers. The Recreation Committee welcomed a new group of Volunteers, Crafton Renaissance, desiring to bring back the historic and cultural aspects of Crafton, and planning to do the Christmas House Tour. Ms. Beechey noted that there is a motion on the Agenda to amend the fees resolution to include a babysitter/nanny rate for non-resident caretakers, with limited use, as well as fees for a Lifeguard Certification Program and a LaCrosse camp for 1st-7th graders.
- **Public Works** – Ms. Beechey noted that there is a motion on the Agenda to authorize Gateway to prepare specs to outsource the catch basin repair work; rather than do the work in-house which would involve 2-3 men, 2 days, per catch basin. She is looking into selling the borough's paver, and while looking into this, has found a used flail/boom mower she would like to purchase for vegetation management which would be a more efficient method to trimming back along some of the roads. The cost is \$7,000-\$8,000 used, and, new, this equipment would cost \$9,500-\$14,000. – funds are available in the budget; would need a motion added to the Agenda. Mayor Bloom expressed concerns that Public Works men be capable of properly operating this equipment, unlike the paver equipment. Ms. Beechey noted that they will be trained, and also believes that PennDot has instructional classes.

- Ordinance – Ms. Weitzel requested the Ordinance Committee look into banner sign violations at the storefronts on Crafton Blvd. as well as sidewalk sales, which are prohibited by ordinance.

BUSINESS AGENDA

ADMINISTRATION

MOTION: It was regularly moved and seconded (O’Connell/Post) to permit Council members the option purchase the Samsung Galaxy Tab-2 with Prop Folio Case at the expiration of the member’s term; the purchase price to be based on a depreciate rate of 25% per year of use applied to the price of anew Samsung Galaxy Tab-2 and Prop Folio Case at the time of the exercise of this option.

COMMENTS: Ms. O’Connell noted that this was discussed at the Administrative Committee Meeting and the costs/age of equipment/depreciation being considered.

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

MOTION: It was regularly moved and seconded (O’Connell/Post) to change the Council Agenda and Regular meeting days from the second and fourth Wednesday of each month to the second and fourth Monday of each month. **COMMENTS:** Mr. Johnston stated that this is not necessary; there are only 11 meetings left in the year – consider changing next year. Ms. O’Connell feels it is necessary to accommodate as many Council members as possibly, noting the lack of a quorum at the last two meetings. Ms. Weitzel and Ms. Post agreed and noted that the special meeting held on Monday was well attended and may be a better meeting date for the majority of Council. After proper advertisement, this would commence on Monday, July 8, 2013; Committee Meetings will continue on Wednesdays as originally advertised, but can be changed as a Committee Chair feels necessary.

MOTION carried by a Five Yes, One No (*Johnston*) Roll Call Vote (5-1).

MOTION: It was regularly moved and seconded (O’Connell/Post) to commit Council to operate in a paperless environment, within which all materials necessary to conduct Council business and meetings will be provided to elected officials electronically only, and will be accessible from the Samsung Galaxy Tab-2’s purchased for each elected member. **COMMENTS:** Mr. Johnston feels that he, and maybe others, may still like certain items in paper form, and to limit this Council, and future Councils, to this format “only” would not be proper, especially if some are not computer savvy. Ms. O’Connell said paperless would be a cost savings to the borough, and at times, there may be exceptions, but she encourages Council to use the tablets and technology made available to them.

MOTION carried by a Five Yes, One No (*Johnston*) Roll Call Vote (5-1).

MOTION: It was regularly moved and seconded (O’Connell/Johnston) to adopt Resolution No. 2013-05 accepting the bid of \$15,000 from Samuel and Debra Patti for the Real Property at 37 White Avenue, Crafton, Pennsylvania, Lot/Block #40-N-319, and thereby authorizing the Solicitor to prepare any and all documents necessary to convey said property.

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

PUBLIC WORKS

Added MOTION: It was regularly moved and seconded (*O'Connell/Post*) to authorize the purchase of a 1984 Ford 1661 Tractor with both a tiger boom mower and a Tiger flail mower from West Pike Run Township in Daisytown, PA. Starting offer to be \$6,000 and not greater than \$8,000.

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

MOTION: It was regularly moved and seconded (*O'Connell/Johnston*) to authorize Gateway Engineers to design the ADA ramps for the PennDot Highway Occupancy Permit (HOP) for Noble Avenue and East Steuben Street, at a cost not to exceed \$2,500.

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

MOTION: It was regularly moved and seconded (*Post/Johnston*) to approve the Final Payment to A. Merante Contracting, Inc., in the amount of \$19,504.99 for the Clearview Sewer/Road Reconstruction Project Phase I; payable from the 2012 Accounts Payable Reserve Fund.

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

MOTION: It was regularly moved and seconded (*O'Connell/Post*) to authorize the first and final payment of \$23,149.81 to SHACOG for work completed by Roto Rooter Service Company and SHACOG for Crafton Borough's portion of the Joint Municipal O&M CCTV Inspection and Cleaning-Year 3 Project.

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

MOTION: It was regularly moved and seconded (*O'Connell/Post*) to approve the first payment to SHACOG in the amount of \$89,808.60 for work completed by Roto Rooter from April 29, 2013 to May 29, 2013 for the Joint Sanitary Sewer O & M point Repair Project-Year 2 and as certified by Gateway Engineers.

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

MOTION: It was regularly moved and seconded (*Johnston/Post*) to make Final payment to Ramp Construction in the amount of \$12,800 for Roof Replacement Contract, subject to it replacement of the damaged ceiling tiles in the Community Center and Municipal Building; with such payment payable from the 2012 Accounts Payable Reserve Fund.

MOTION carried by a Five Yes, One Abstention (*O'Connell' appearance/Conflict of Interest*) Roll Call Vote (5-0-1).

MOTION: It was regularly moved and seconded (*O'Connell/Post*) to approve payment #3 to Jet Jack, Inc. in the amount of \$34,587.10 for Sanitary Sewer Liner Repairs completed from March 1, 2013 to May 31, 2013, and as approved by Gateway Engineers.

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

MOTION: It was regularly moved and seconded (*O'Connell/O'Brien*) to authorize Gateway Engineering Co. to prepare contract specifications and bidding services for Storm Inlet Replacement Program at a cost not to exceed \$3,000.

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

MOTION: It was regularly moved and seconded (*Johnston/Post*) to award the Noble Avenue Road Improvement Project to T.A. Robinson Asphalt Paving at the Base Bid of \$172,635, Alternate 2, Crack Sealing Cross St, \$2,700,& Alternate 3 Inlet, Pipe & Hood, \$3,475.

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

PARKS/RECREATION

MOTION: It was regularly moved and seconded (*O'Connell/Post*) to hire additional 2013 summer employees, as follows: Madison Gallagher-Lifeguard, Kristin Zyskowski-Assistant Swim Team Coach, and Isiah Canton, Attendant.

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

MOTION: It was regularly moved and seconded (*Post/O'Connell*) to adopt Crafton Renaissance as a Committee of Crafton Borough for the purpose of creating new fundraising and volunteer opportunities enhancing Crafton Borough public areas.

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

MOTION: It was regularly moved and seconded (*Post/O'Brien*) to Adopt Resolution 2013-06 amending Resolution 2012-17 to amend Swimming Pool General Admission Fees and adding \$75 for Individual Passes for Babysitters/Nannies, Lifeguard Certification & LaCrosse Program fee.

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

ADDITIONAL CITIZEN COMMENTS

None

ADJOURNMENT

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

MOTION carried by Unanimous Voice Vote (6-0).

Respectfully submitted,
Mary Tremblay, Borough Secretary



On Call. On Time. On Target.

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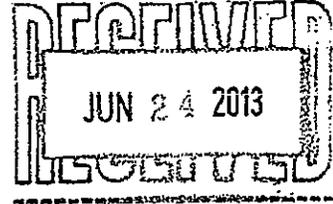
June 21, 2013

C-5667-2013

TO: Crafton Borough Council
Bob Callen, Borough Manager

FROM: Richard D. Minsterman, P.E., Borough Engineer

SUBJECT: June Engineer's Report



The following summarizes the work performed during the month and a status report of various projects.

1. C-17749-1306 Feasibility Study

A meeting was held with both Crafton and Ingram Borough representatives on June 10, 2013 to review the C-19 Point of Connection (POC) and discuss the proposed projects to eliminate the capacity problems and flooding in the sewershed as part of the Feasibility Study Report.

A meeting is scheduled at 6 p.m., prior to the June 26, 2013 Council meeting to review with Council all the POC sewersheds, related projects, and costs in Crafton. The Feasibility Study submittal deadline is July 31, 2013.

2. C-5612-0011 Clearview Avenue Pavement and Drainage Improvements Phase I

The final payment application and maintenance bond from A. Merante Contracting was submitted to the Borough on May 23rd. Construction is complete.

Paperwork for the Borough's second grant reimbursement was submitted to DEP on June 18, 2013.

3. C-5612-0013 Clearview Avenue Pavement and Drainage Improvements Phase II

Phase II construction will start the week of June 24th and is expected to last approximately eight weeks.

4. C-5625-2013 2013 Road Program

Bids were received on June 20, 2013 for the 2013 Road Program. The low bidder based on the sum of the Base Bid is TA Robinson Asphalt Paving in the amount of \$172,635.00. There were three add-alternate bids that were part of the contract. Add Alternate No.1 is for the installation of new concrete curbs for the entire length of reconstruction. Add Alternate No.2 is to complete crack



sealing along Cross Street between Noble Avenue and Union Avenue. Add Alternate No.3 is for installation of a new storm sewer at the corner of Noble Avenue and Steuben Street.

Gateway recommends Crafton Award the Base Bid, Add Alternate No.2, and Add Alternate No. 3 to TA Robinson Asphalt Paving for a total bid price of \$178,810.00. In addition, if funds allow, Gateway recommends Crafton also award Add Alternate No. 1 to TA Robinson for an additional \$76,350.00.

On June 11, 2013, Gateway and the Borough Manager met with representatives of PA American Water Company to discuss the coordination of the proposed waterline replacement, and Crafton's road reconstruction of Noble Avenue. PA American Water has agreed to complete their waterline replacement by the end of August (they originally wanted to do this work in 2014). Crafton will then come in and reconstruct the road as planned. Because Crafton Borough will be reconstructing the road after the water line is replaced, we requested that they contribute the cost savings they will see by not performing road restoration in cash to Crafton. After discussion at the meeting, PA American Water has agreed to pay \$54,000 to the Borough toward the Noble Avenue restoration costs.

5. C-5709-1205 2012 O&M Defect Repairs

Roto Rooter has delayed final paving restoration until later this month as they are trying to schedule all the state road related paving from 2012 and 2013 at the same time. This includes the emergency repair restoration at Steuben Street and Crafton Boulevard. Once the punch list is complete we will close out the 2012 excavation contract.

Jet Jack replaced 2 inlets and the storm pipe at the end of Harrison Street and they have completed the paving and restoration. We have recommended payment on this work.

6. C-5709-1303 2013 O&M CCTV Multi-Municipal SHACOG Contract

Roto Rooter completed the Borough's portion of the 2013 SHACOG CCTV contract on April 18th. We have reviewed the video data and sent Roto Rooter a punch list to be completed prior to recommending final payment. Roto Rooter has indicated they will be back to complete the punch list items once the SHACOG excavation repairs are complete.

7. C-5709-1305 2013 O&M Defect Repairs

A. Excavation Contract

Roto Rooter has been working in Crafton for a few weeks. They moved to another Borough while we coordinated some redesign with a few MH repair locations. They anticipate returning to Crafton the week of June 24th to complete the repairs. Gateway has been providing part-time inspection of the work to ensure the Contractor's compliance with the Contract Documents during critical aspects of each repair.



B. Lining Contract

A favorable low bid was received from Insight Pipe Contracting for the SHACOG 2013 Lining Contract that brought the proposed repairs in under budget. SHACOG has received concurrence from all participating communities for the SHACOG 2013 Lining Contract to award the contract to Insight Pipe Contracting. We will be scheduling a pre-construction meeting with Insight Pipe next week with their plan to start the contract in mid-July. Once we receive their schedule, we will inform the Manager.

11. C-5723-0001 Salt Storage Building Design and Bid Documents

A meeting with the Borough Manager was held on June 6th to review the plans and specifications. The bid opening is planned for August 6th and construction will follow in early September.

12. C-5727 Crafton CD Year 39 Demolition

The Char-West bid opening for 1513 Barr Avenue occurred on May 23rd with A.W. McNabb as the low bidder for \$6,700. Gateway sent an award recommendation letter but Char-West has requested the Borough wait to formally approve until they get word from the County on grant reimbursement availability.

13. C-5727 Crafton Borough Demolitions

The advertisement for demolitions of 227 West Steuben Street and 1656 Crafton Boulevard will be run on June 26th and July 3rd with the bid opening scheduled for July 15th.

Manager's Report-June 26, 2013

Vacate John Street Petition

- Notice received on June 17, 2013 re: Vacation of Paper Street filed by Carolyn Paletta, attorney for Ken & Janice Suchma. In order to grant this request Council must hold a Public Hearing (advertised, notices delivered to abutting property owners preparation of documents, etc.). Following Public Hearing, Council may either deny such petition, or by Ordinance vacate the street.

Clearview Phase 2: Clearview Avenue Storm/Road Improvements Pre w/Merante Construction began June 24 and scheduled to be completed by end of August. Clearview is shut down from Extension to Willard. Residents were notified by contractor and by me re: Parking and Garbage removal on Alley A.

PAWC

- Noble Ave Road Improvement meeting with Pennsylvania American Water Company with area Foreman and central office supervisor re: \$\$ consideration, etc. PAWC will have new waterline installed from Cross to East Steuben and completed by end of August, after which time we will begin the removal of brick and improvement the roadway with asphalt.

Demolition 1513 Barr Avenue.

- CWCOG opened bids this morning on the demolition of **1513 Barr Ave.** Bids ranged from \$22,500 to \$6,700. CWCOG has \$7,000 earmarked for Crafton for this project. CDBG funds held up by HUD to Allegheny County to CWCOG, among others. Once I get clearance re: required contract and bonds, I will have a recommendation for Council at a future meeting.

Demolition of 227 W. Steuben and 1656 Crafton Blvd.

- Demolition Bid Opening for 227 W. Steuben and 1656 Crafton Boulevard will be July 15. First ad yielded no bidders; rebid and Gateway to notify Demo contractors about bidding opportunity. Funded via unused and unclaimed Fire Escrow account.

Outdoor Generator

- Work order issued to Smith Electric Service for \$13,900 for 20KW Generator. Prep work began last week. Generator itself should be delivered for installation within next 2 weeks.

Grace Street 1-Way

- Grace Street One-Way is now in effect.

Salt Shed Project.

- Plans and drawings reviewed w/Gateway on 6/10; will advertise for bids on 7/24 and 7/31 w/8/6 bid opening w/re: to Council by 8/14 with projected completion by mid-end of October.

Ceiling Repairs

- RAMP Construction, roofing contractor, completed the replacement of ceiling tiles that were damaged after roof installed and leaks occurred. Leaks had been corrected several months ago. Damaged ceiling tiles in both buildings were to be replaced before issuing final payment.

2012 Audit

- Hosak, Specht, Muetzel & Wood is about finished with our 2012 financial audit and should have it completed by July 2. I have asked that the exit interview be done around that time and I invite members of the Finance Committee to attend, if available (Stewart, Hayes, O'Connell, Phillips).

Brine Equipment

- Exploring the possibility/feasibility of joint purchase of Brine Making and Brine Spreading equipment to replace, in part, substantial amounts of road salt. A few municipalities within CWCOG may jointly purchase such equipment. Initial capital cost would be @ \$35,000 shared among participating municipalities and each truck (Crafton) outfitted with equipment @ \$1000/truck.

Highway Occupancy Permits (HOP)

- PennDoT now requires that any HOP be submitted electronically, reducing review and permitting time/processing. Municipal Managers are required to execute the HOP with PennDoT.

Affordable Care Act

- I attended a few seminars on this federal health insurance initiative as it might/may affect Crafton Borough as a small employer.

Blight/Abandoned Properties

- Need to advance the concept of a Review Committee to advise Council/develop strategies to eliminate this communitywide problem
- Private lot maintenance-discussion.