

**COUNCIL AGENDA MEETING  
Minutes of January 9, 2008**

**CALL TO ORDER**

President Koerbel called to order the Meeting of Crafton Borough Council, in Council Chambers of the Community Center. Flag Salute. Roll call, by Mrs. Tremblay, recorded eight members of Council present (8), as follows: Mr. Bloom, Mr. Cindric, Mr. Christman, Mr. Donovan, Mr. Ogden, Mrs. Sappie, Mrs. Viola and Ms. Koerbel – Also present were, Mayor O’Connell, Manager Sample and Solicitor Ayoob. (*Absent: Mr. Byers*)

**RATIFY DECEMBER 31, 2007 BILL LIST**

**MOTION:** It was regularly moved by Mr. Ogden, seconded by Mrs. Sappie, to ratify approval of the December 31, 2007 List of Bills.

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

**APPROVAL OF MINUTES**

*None*

**CITIZEN’S PRESENT TO ADDRESS COUNCIL**

*None*

**ENGINEER’S REPORT**

*None*

**PRESIDENT’S REPORT**

Ms. Koerbel asked that Council consider shared services with our neighboring communities, while each retains autonomy and individualism. Additionally, to work on comprehensive planning and developing resource streams. The increase in taxes is a concern to all, and Council will work to further streamline costs and increase revenues. Committees will be appointed to address comprehensive planning, not only to improve zoning, but the police department and other municipal services. She encouraged residents to get involved.

**SOLICITOR’S REPORT**

*None*

Mr. Ayoob thanked Council for the reappointment as Solicitor, and Council’s support in their ability to do the job. Ms. Koerbel reported that Council had met, in Executive Session, prior to the meeting to discuss the Engineer’s Performance and Police contract matters.

**OLD BUSINESS and NEW DISCUSSION ITEMS:**

- a. Committee Assignments – Request Council’s input on Committee preferences and suggestions on any changes to the Committees.
- b. Commission Vacancies – List of vacancies provided to Council, and read aloud for any Citizens who may be interested in submitting a letter of interest to be considered by Council. It was decided that there was some urgency in filling the Civil Service Commission vacancy sooner, as they are required to meet and organize on the first Monday in February; letters of interest should be submitted by 4:30pm on January 21<sup>st</sup>. To allow more time for others to submit their letters of interest, all other positions should be submitted by February 22<sup>nd</sup>, for consideration at the February 27<sup>th</sup> Council meeting. The only position requiring specific qualifications would be to the Building Code Appeals Board. It was noted that Mark Viola has provided a letter of interest to be re-appointed to that board. The Zoning Hearing board presently has 2 alternates, so there is no urgency in filling that position immediately. Other positions available: Recreation Board – Two at Large seats, one CIT, and one Friends of Crafton Library.

- c. Borough Meeting Format – Pa State Association of Boroughs provided A Guide to Council Meetings, which Council should refer to, and a memo from the Manager indicating the examples of different meeting formats in other municipalities, which they have in place. Agenda, non-voting meetings, and a business meeting. Meeting minutes were discussed; minimum required for all meetings to record date, time, place ... attendance, citizen comments, subject matter of comments, and record of any Council action. Mr. Cindric stated that Minutes do not need to be verbatim, which is what we used to have a long time ago; what's being done now is more than adequate. Mr. Ayoob added, per the Sunshine Law, written Minutes shall be kept of all open meetings of agencies, and for Agenda and Voting meetings, and shall include date, time, place of meeting, names of members present, the substance of all official actions and a record by individual members of the roll call votes taken, and name of all citizens who appear officially and the substance of their testimony; stating that this is the minimum required. Ms. Viola suggested that Committee meetings be scheduled for, and held, on the off Wednesdays of each month. If there is no Committee business, it can be posted on the door.
- d. Rules of Government – None were adopted the past couple of years. Council should review this also in the Guide to Council Meetings. Clear understanding of chain of command, utilize manager Sample, clarify format and procedures of meetings.
- e. Act 40 – Realty Transfer Tax - Solicitor Ayoob commented on this matter. Underpaid/non paid Realty Transfer Tax would be collected by the state, if authorized by Ordinance. Usual collection, at property closings, would remain as is, with collection by the County and submitted to the Borough. Act 40 only involves the underpaid/non paid collection.
- f. Engineering Proposals – Motion to approve advertisement and solicitation for RFPs for engineering services appears on the Agenda. RFP announcement provided to Council for their information. Proposals due in the office by Feb. 7<sup>th</sup>, for review and discussion at the Feb. 13<sup>th</sup> meeting.
- g. Sewer Defect Correction Contract – Change Order No. 3. Mr. Sample reported that the Change order was provided to Council for review. Motion on the Agenda to approve it. Reiterated that no PennVest borrowing will be needed this year for point repairs; that the Sewer Account will have enough funds.
- h. Amendment No. 3 Civil Service Changes – Deferred discussion to the Business Agenda motion.

## **BUSINESS AGENDA**

### **ADMINISTRATIVE**

**MOTION:** It was regularly moved by Mrs. Viola, seconded by Mr. Ogden, to authorize the Borough Manager to solicit proposals for municipal engineering consulting services to provide professional services to the Borough on all general engineering services related to the operations of the Borough.

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

**MOTION:** Ratify the Amendment No. 3 to the Civil Service Rules and Regulations, as approved by the Civil Service Commission at their meeting on January 3, 2008. – ***MOTION TABLED.***

**MOTION BACK ON TABLE/RE-STATED:** It was regularly moved by Mr. Christman, seconded by Mr. Cindric, to disapprove the Amendment No. 3 to the Civil Service Rules and Regulations, as approved by the Civil Service Commission at their meeting on January 3, 2008. **COMMENTS:** Mayor O'Connell referenced a meeting that was held by the Civil Service Commission back in June, attended also by Mr. Cindric, Mr. Stewart and Chief Rost, wherein the eligibility requirements were discussed; particularly changes to include prior military service. More discussion and consideration of the amendment is needed, before Council action.

MOTION carried by Six Yes, Two No Roll Call Vote (6-2).

Ms. Koerbel commented that the work of the Civil Service Commission is appreciated, and they continue to work in good faith on behalf of the borough, but have experienced many delays in the fulfilling their duties regarding the hiring process due to actions of Council. A special meeting has been agreed upon by Council for Wed., January 16<sup>th</sup>, with the hopes that members of the Civil Service will attend in order discuss and review various pending matters.

### **PUBLIC WORKS**

**MOTION:** It was regularly moved by Mr. Cindric, seconded by Mr. Christman, to approve the Mongiovi & Son Change Order #3 to Sanitary Sewer Contract A for an additional 18 repairs resulting in a net increase of \$131,300.00.

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

**MOTION:** It was regularly moved by Mrs. Sappie, seconded by Mr. Donovan, to approve final payment to Peter J. Caruso & Sons, Inc, in the amount of \$57,894.29 for Payment #3, for the 2007 Road Resurfacing Program, as recommended by the Engineer. **COMMENTS:** Manager Sample stated that this amount will not go to the 2008 Budget, that 2007 funds were sufficient to cover this amount.

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

### **MOTIONS ADDED:**

**MOTION:** It was regularly moved and seconded to authorize the advertisement of the proposed adoption of an Ordinance relating to Act 40 – Collection of Realty Transfer Taxes.

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

**MOTION:** It was regularly moved and seconded to advertise the 2008 Council meeting dates. **COMMENTS:** There will be no 4<sup>th</sup> week meetings scheduled in November and December due to Holidays.

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

### **SET AGENDA BUSINESS FOR REGULAR MEETING (January 23, 2007)**

1. Vacancy – Appointment to Civil Service Commission
2. Council Meeting Format
3. Adoption of Ordinance No. 1588
4. Adoption of Civil Service Amendment; 3.5 Qualifications

### **COUNCIL COMMENTS/COMMITTEE REPORTS**

**Mr. Ogden** – Encouraged residents to attend Council meetings; looking forward to accomplishing a lot.

**Mr. Cindric** – Reminded Council of the REMS dinner; January 21<sup>st</sup> – RSVP.

**Mrs. Sappie** – Reminded everyone that there are no Senior Citizen dinners in January or February; but will begin again in March.

**Mr. Christman** – Reminded everyone of the Crafton Celebrates meetings, and the upcoming fund raisers – Bingo on January 24<sup>th</sup> and Feb. 1<sup>st</sup> raffle for the Valentines Day package.

**Mayor O’Connell** – Commented on Crafton being spotlighted at an upcoming Mayor Association Meeting; Council invited, February 21<sup>st</sup>, at the Holiday Inn, East.

**Mr. Bloom** – New guy on Council, but looking forward to learning more and working on behalf of the borough residents.

**Mrs. Viola** – Reminded residents to consider available positions on the various boards/commissions and to submit letters of interest.

**ADDITIONAL CITIZEN COMMENTS**

*None*

**ADJOURNMENT**

**MOTION:** It was regularly moved by Mr. Donovan, seconded by Mr. Christman, that this meeting be adjourned.

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

Respectfully submitted,  
Mary Tremblay, Borough Secretary