

**REGULAR MEETING
MINUTES OF JANUARY 23, 2008**

President Koerbel called to order the Regular Meeting of Crafton Borough Council, in Council Chambers of the Community Center; Flag Salute was led by Mr. Cindric. Roll call, by Mrs. Tremblay, recorded seven (7) members of Council present, as follows: Mr. Byers, Mr. Cindric, Mr. Donovan, Mr. Ogden, Mrs. Sappie, Mrs. Viola, and Ms. Koerbel. Mr. Bloom arrived later; not present for Roll call. Also present were Mayor O'Connell, Manager Sample, Solicitor Ayoob, and Engineer Minsterman. (*Absent: Mr. Christman*)

APPROVAL OF BILL LIST

MOTION: It was regularly moved by Mrs. Sappie, seconded by Mr. Donovan, to approve the January 23, 2008 List of Bills.

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

APPROVAL OF 2007 MINUTES

MOTION: It was regularly moved by Mr. Donovan, seconded by Mrs. Sappie, to approve the November 28, 2007 and December 12, 2007 meeting Minutes.

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

APPROVAL OF 2008 MINUTES

MOTION: It was regularly moved by Mr. Donovan, seconded by Mrs. Sappie, to approve the January 7, 2008 (Re-organization), January 9, 2008 and January 16, 2008 (Special) meeting Minutes, as amended. **COMMENTS:** Ms. Koerbel noted that a memo describing the amendments to the Minutes was provided to Council, and the additions, clarifications and corrections will be made to the Minutes.

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

CITIZEN'S PRESENT TO ADDRESS COUNCIL

Monica Murphy, 87 Lincoln Avenue – Ms. Murphy, again, reported that there are insufficient handicap curb ramps throughout the borough. Her son, who is handicapped, has difficulty traveling through the borough due to this situation. She also noted that tree roots are causing much sidewalk damage, which also makes it difficult. **Comments:** The borough participates annually in the CharWest COG grant program and receives grant funds for the handicapped curb ramps. Ms. Murphy volunteered to help, and possibly she, and her son, could provide a list of corners that are lacking curb ramps.

Keith Papinchak, 246 Ewing Road – Mr. Papinchak expressed concern for the condition of Ewing Road and requested that Council consider repairing it, or closing it, or installing guard rails. Various options and cost estimates were discussed.

Rev. Ed Bowen, 80 Bradford Avenue – Rev. Bowen spoke of the Food Pantry housed at the Bradford Presbyterian Church. He noted that 70 households; 154 family members, from Crafton are provided items from this food pantry. He also noted that donations are needed; non-perishable food, paper products and/or cash donations.

Amy Kerlin, 52 Maplewood Avenue – Thanked the borough for placing a recycling receptacle in Clearview Park. She suggested more recycling information be provided to residents and additional community clean-up days. Manager Sample noted that Citizen's Against Litter have organized strong participation; over 100 area communities, in the Spring Redd Up weekend on April 18th.

RECEIPT OF WRITTEN REPORTS

The following written reports were provided in Council's Packet: The Treasurer's Report, Financial Report, Act 511 and Trash Collection Fee Reports, Property Tax Collection Report, Police Report, Ordinance Officers report, REMs Report, Animal Control and Engineers Report. Mr. Byers moved to approve the reports; seconded by Mrs. Sappie. Reports were unanimously approved by Roll Call Vote (7-0).

MAYOR'S REPORT

Mayor O'Connell reported that the Police responded to 221 complaints during the month of December 2007, and referred Council to the written report. She noted that the annual report was provided to Council, and once they have an opportunity to review the report, Chief Rost would be available at the Feb. 27th Council meeting to answer any questions. She commented on the good police work and the joint efforts of Capt Sumpter, Ingram and City of Pittsburgh police, in capturing the actor, within a couple of hours, who robbed the Parkvale Savings Bank. She announced that PennDOT has provided Pedestrian Crosswalk signs at no cost to the borough, which normally cost approx. \$300 each, and will be placed in various locations throughout the borough.

PRESIDENT'S REPORT

President Koerbel reported that a special meeting of Council was held on January 16th with members of the Civil Service Commission, to review amendments to the Civil Service Commission Rules and Regulations, and to discuss outsourcing vs. in-house hiring process, and possibility of hiring part-timers. She also noted that an Executive Session of Council was held prior to the meeting to discuss a personnel matter and engineer's performance evaluation.

ENGINEER'S REPORT

Engineer Minsterman advised that the sewer at Bell's Run has been repaired, as well as 18 additional sewer repairs; staying within the original budget. He reported that the Progress Report would be prepared and submitted before the end of the month, as required by the DEP.

SOLICITOR'S REPORT

Solicitor Ayoob commented on the Library; being a separate and distinct entity, noting that he represents the Borough and it should be clarified if his services should be provided to the Library. A lease agreement has not been found in the office, but one should be prepared, or a memorandum of understanding, stating such things as responsibilities of the parties, risks, maintenance, etc. Mayor O'Connell added that a Resolution was adopted last year by Council indicating its support, etc. Mr. Byers stated that there were also documents to that affect required in 1994 or 1995 for grant funds.

MANAGER'S REPORT

Manager Sample reported that the office experienced several problems with ADP payroll services with the 1st payroll of the year; switching from Paychex to ADP. Everything has been corrected, and ADP has offered two months of payroll services at no cost to the Borough. He noted that he has advertised and sent out RFP's for engineering services. He has inquired to the Police bargaining unit for a date to meet with him and Solicitor Ayoob, to discuss the possibility of hiring Part-time officers/stop gap measures.

DISCUSSION ITEMS AND OLD BUSINESS

- a. Ewing Road Review – Manager Sample provided preliminary cost estimates. Various remedies and options were discussed (such as temporary fixes; make road one way, partial one way, addition of stop signs, widening the road, guard rails, soil testing, etc.).
- b. Public Works Dump Truck – Manager Sample reported that this has been advertised, and bids to be received in February. The cost of the new truck is approx. \$59,000., including a new spreader and plow, and would be a four year-lease purchase, under a state piggy back contract.

- c. Memorandum of Understanding Between Carlynton School District and Crafton Borough – This is a Pa Dept. of Education template agreement, which has been reviewed and amended by the Solicitor for Council’s consideration. It involves police procedures in handling various school-related situations. The Chief would be listed as the liaison.
- d. Ordinance No. 1588 – Realty Transfer Tax. This amendment does not change the current collection at the time of property closing. It authorizes the State to collect any unpaid or underpaid realty transfer tax, on behalf of the Borough.
- e. Summer Recreation and Public Works Employment – Manager Sample noted that it is the time of year to advertise and consider applicants for the summer employment positions.
- f. Vacancy Board Chairman – Ms. Koerbel re-iterated that this position is normally appointed during Council’s reorganization and encouraged Council’s action on this matter. Only one person has expressed interest thus far; Gerry McDonough. Mrs. Viola commented that she does not know him and requested that he provide a resume for Council’s consideration. It was agreed that the motion on the Agenda would be withdrawn and reconsidered at the next meeting.
- g. Civil Service Commission Appointment – Several names have been provided to Council for consideration; a Motion for the appointment is on the Agenda.
- h. Council Committees and Community Groups – Ms. Koerbel stated that appointments will be made soon for the various Council Committees; some new committees may also be created, and some will be created when needed for specific projects, etc.; Ad-hoc committees.
- i. Rules of Government – Ms. Koerbel stated that although Council has adopted Robert’s Rules for parliamentary procedures, more specific guidelines and rules should be adopted; meeting formats, procedures, conduct business, timely motions, etc. Referred to examples provided; good guide just need tweaking.

BUSINESS AGENDA

ADMINISTRATIVE

~~**MOTION:** I move to appoint _____ to the Vacancy Board Chairperson. **MOTION WITHDRAWN** (Next Meeting)~~

MOTION: It was regularly moved by Mrs. Sappie, seconded by Mr. Donovan, to appoint Martin Bertocchi to the Crafton Civil Service Commission for a term that will expire on July 1, 2010.

MOTION carried by a Five Yes, Three No (*Byers, Cindric, Viola*) Roll Call Vote. (5-3)

MOTION: It was regularly moved by Mrs. Viola, Seconded by Mrs. Sappie, to adopt Ordinance No. 1588 enacting a realty transfer tax and authorizing the Department of Revenue of the Commonwealth of Pennsylvania to determine, collect and enforce the tax, interest and penalties.

MOTION carried by and Seven Yes, One No (*Donovan*) Roll Call Vote. (7-1)

MOTION: It was regularly moved by Mrs. Sappie, seconded by Mr. Donovan, to approve advertisement for the summer recreation and public works employment.

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

PUBLIC SAFETY:

MOTION: It was regularly moved by Mr. Cindric, seconded by Mrs. Viola, approve the Memorandum of Understanding between Carlynton School District and the Crafton Police Department pertaining to procedural guidelines when or if the presented list of incidences occur on school property, school-sponsored activities and school buses, subject to the language changes suggested by the Solicitor.

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

PUBLIC WORKS:

MOTION: It was regularly moved by Mr. Ogden, seconded by Mrs. Sappie, to offer for sale Dump Truck #107, including the Spreader and Plow, by advertised public bid, with \$2,500.00 as the minimum bid price.

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

MOTION: It was regularly moved by Mr. Cindric, to approve Resolution 2008-01 authorizing the Borough to participate in the PACC (PA Capital City) Automotive and Equipment Contract which is administered by the City of Harrisburg. **COMMENTS:** Mr. Cindric inquire if any other programs were considered. Mr. Sample stated that this specific contract offered the aluminum body and, also, there is a significant savings of approximately \$5,000.

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

COUNCIL COMMENTS/YEAR END COMMITTEE REPORTS:

Mr. Ogden – Encourage applicant for summer employment; applications are available on Crafton website.

Mr. Cindric – Received the 2008 directory; provided to office. Next meeting is being held in Crafton, on Feb. 21st, at 7:15 sharp. Need RSVP, and Fire Chief and Police Chief are welcome to attend. The Charwest COG has received funds for a new vactor. Mr. Cindric also stated that the COG solicitor commented on recent Supreme Court rulings regarding Business and Mercantile taxes, which would require language changes in our tax enabling ordinance.

Mrs. Sappie – Noted that there are no senior citizen dinners in January or February; the first one will be held in March.

President Koerbel – Thanked all of the candidates who volunteered for the seat on the Civil Service Commission, and encouraged others to volunteer for other open positions. She noted that the next Planning Commission meeting is scheduled for Tuesday, Jan. 29th at 6:30 pm.

Mrs. Tremblay – Spoke on behalf of Mr. Christman, in his absence; reminded everyone of the upcoming FireWorks Bingo fundraiser. Mrs. Breeden also reminded everyone of Crafton Celebrate’s Sweetheart Raffle fundraiser.

ADDITIONAL CITIZEN COMMENTS

Ed Stewart – Mr. Stewart commented on Council Rules of Government; streamline meetings.

ADJOURNMENT

MOTION: It was regularly moved by Mr. Cindric, seconded by Mr. Bloom, that this meeting be adjourned.

MOTION carried by a Unanimous Voice Vote.

Respectfully submitted,

Mary Tremblay, Borough Secretary