

**COUNCIL MEETING  
Minutes of January 27, 2010**

**CALL TO ORDER**

President Cindric called to order the Meeting of Crafton Borough Council, in Council Chambers of the Community Center. Flag Salute lead by Mr. Pellegrino. ROLL CALL, by Mrs. Tremblay, recorded nine (9) members of Council present as follows: Mr. Donovan, Mr. Grapes, Mr. Johnston, Mr. Pellegrino, Mr. Phillips, Mrs. Sappie, Mr. Stewart Mrs. Viola and Mr. Cindric – Also present were Mayor Bloom, Manager Sample, and Solicitor Ayoob (*Engineer not present*).

**APPROVAL OF BILL LIST**

**MOTION:** It was regularly moved by Mrs. Sappie, seconded by Mr. Stewart, to approve the January 27, 2010 List of Bills.

MOTION carried by Unanimous Roll Call Vote (9-0).

**APPROVAL OF MINUTES**

**MOTION:** It was regularly moved by Mr. Pellegrino, seconded by Mr. Donovan, to approve the Meeting Minutes of January 4, 2010 (Reorganization Meeting) and January 13, 2010.

MOTION carried by Unanimous Voice Vote (9-0).

**CITIZEN'S PRESENT TO ADDRESS COUNCIL**

Curt Mechling, 1602 Crafton Blvd – Questioned why trash bill must be paid even though a unit is, and has been, vacant for five years. Manager Sample explained that the garbage collection contract is based on the number of residential units in the borough, and the borough pays the contractor based on that number; whether occupied or not. There would be no way to control, credit or report short term or long term vacancies, or adjust/pay anything less than the contract price. Properties with more than eight units and commercial properties are not included in the residential collection contract, and owners must contract with a private hauler.

Rev. Bowen, 80 Bradford Avenue – Reported that Carlynton School District engaged the services of an architect to perform a feasibility study to evaluate the status of their school building, considering action with regard to Crafton and Carnegie elementary schools; as to whether they should renovate or close one, or both, of these schools, or consolidate them into one new building on the school's high school property or do nothing at all. At a February 18<sup>th</sup> School Board Meeting, a presentation by the Architect, is scheduled to review the evaluation process, and the public can express comments and ask questions at that time. The study should be completed in April or May, and prior to any action, they are required to conduct public hearings. He expressed concerns of the negative impact the possible closing of either of these elementary schools would have on the community. He encouraged residents to attend these meetings and voice their opinion and any concerns. Mr. Cindric noted that he attended a PTA meeting and Dr. Panza reported on this activity. Mr. Cindric expressed concerns on the adverse affect on property values and tax revenue, if a local walk-to school would close in the borough.

**RECEIPT OF WRITTEN REPORTS**

Treasurer's Report, Financial Report, Act 511 and Trash Collection Reports, Property Tax Collection Report, Police Report, Ordinance Officer's report, Fire Department's Report, NorthWest EMS report, Animal Control Report and Engineer's Report. **COMMENTS:** Mrs.

Viola questioned the Special Reserve Accounts Payable account, with a balance of \$4.85, on the Treasurer's Report. Mrs. Tremblay advised that this account is sometimes used at the end of the year to account for outstanding year-end invoices. The Borough's accounting is on a Cash Basis, so in order to account for any invoices that are anticipated and unpaid at the year-end, funds are taken from the General Fund and put into the Accounts Payable account, so that those expenses would be accounted for in that tax year. The small balance may be the result of receiving and paying an invoice received at a lower than anticipated amount; and additionally, some fund balance must remain in the account so the bank does not close it. Mr. Stewart noted a typo error on the Jordan Real Estate Tax Report; reporting deposits made in December 2010, rather than 2009. Motion (*Stewart/Pellegrino*) to accept the Reports carried by Unanimous Voice Vote (9-0).

### **ENGINEER'S REPORT**

Manager Sample referred to the Engineer's written report; Sewer Defect Correction Contract specifications will be completed and put out to bid in February. Emergency Contractor Bid specifications are being prepared and bid out in February. The contractor would perform emergency sewer repairs, such as the recent Elmwood repair, which should be completed and the street opened today. It was a line that was not on the borough's sewer maps so this correction will also be made to the maps. Manager Sample referred Council to the HDR work specifications and estimates for Black's Bridge, which will be acted on by Council in February. He recommended that Council consider removing the girder painting item from the bid; at a cost of \$71,000., and consider having this work performed, in-house, by Public Works. Mrs. Viola inquired if item #9000-0042 could then be removed for the bridge paint inspection kit; which was confirmed by Manager Sample.

### **MAYOR'S REPORT**

Mayor Bloom referred Council to the Police Department written report for December; noting a reported drug arrest. He reported that he, Chief Rost and Capt. Sumpter met with DANET, and reviewed drug investigations in the borough, and how to approach this problem. He noted that residents are contacting him personally with reports of various suspected drug activity; he asked that this be reported directly to the police to be investigated, rather than to him, and not to hesitate to call 911. He noted that the 24A bus is scheduled to be eliminated on March 14<sup>th</sup>, due to low ridership. He contacted Port Authority, and informed that there were public hearings on the various route/bus eliminations this past summer, and there is nothing that can be done about it at this point. He will be working with Mrs. Sappie, and the management at the two senior hi-rises, to look into alternate transportation for the seniors.

### **PRESIDENT'S REPORT**

President Cindric acknowledged and introduced Paul Bingham, representative from Rep. Fontana's office, in attendance at the meeting. He reported his attendance at the District 4 Townhall Meeting; attended also by Mr. Phillips. It was a good source of information. Sheriff Mullen spoke on the foreclosure problem in the County, and a County program available to help property owners. County Council President Fitzgerald spoke and reported no county tax hike for the past nine years. Other speakers: Andy Baechle, County Parks Director, and a representative from the DCED spoke on various matters; Marsellas shale questions, and the Redevelopment Authority taking over the CITF funding program. He reported on the upcoming ALCOSAN public informational meeting, scheduled for February 3<sup>rd</sup>, reporting on their compliance with the EPA Consent Decree. He attended the recent CharWest COG meeting; possible dump truck purchasing through the COG. The COG Solicitor spoke on mobile storage unit activity and several boroughs regulating this activity by ordinance; this may

be a matter that should be considered by Crafton's Ordinance Review Committee. Lastly, he reported that the February COG meeting will be held in Crafton on February 18<sup>th</sup>, and may be attended by all of Council, Police and Fire Chiefs, Mayor, Secretaries, etc.

### **MANAGER'S REPORT**

Manager Sample reported that PAWC is replacing major water lines on Keever, Barr, Mueller and Crotzer; it's a pretty significant project which should be completed during the summer, including sidewalk replacement and restoration work.

### **UNFINISHED BUSINESS and NEW DISCUSSION ITEMS**

#### **a. Administration**

1. Committee Meeting Schedule – Manager Sample referred Council to the proposed schedule. Mrs. Sappie added a Parks & Recreation meeting for the first Wednesday of each month at 6:30pm. Mr. Cindric noted that he has also established a Grant Committee and added “Environmental” description to the Sanitation Committee, to particularly consider Green projects in the borough, through possible Grant funding. He visited the High Mark Building's Green Roof, and suggested that this be an item considered by the Committee for the rooftop of the Rea/Hultman buildings. It was noted that Committee's do not need to meet, and can provide reports and information at Council meetings.

2. Rules of Government – Mrs. Sappie questioned several of the rules being proposed as Supplemental Rules. She questioned Rule 1 - The Chair having the final decision on questions of procedure, and suggested this be the role of the Solicitor. Mr. Cindric noted that the Solicitor is present for legal advice not conducting the meeting, procedures and order. Rule 3 – Chair shall be responsible for establishing the Business Agenda; does the Chair have the final word on what is placed on the Agenda, and does the Chair then have the option to exclude something a member of Council would request be placed on the Agenda. Mr. Cindric stated that is not the intention, and would not exclude any item requested by a Councilmember. Rule 6 – As a Councilmember, the Chair can be recognized for discussion/debate as like other Councilmembers. She referred to the language of Robert's Rules noting that this practice is not acceptable, since the Chair is in control of the meeting; under this scenario, no one would be permitted to control or rule on the actions of the Chair. Mr. Cindric noted that this is intended to allow him to speak on all issues, without the necessity of slowing down the meeting by passing the gavel over to the Vice President each time the Chair wishes to speak or participate in debate on all issues.

3. New Computer for Borough Manager – Computer is five years old, very slow. It was not recommended to refurbish it. Estimated cost of new computer is \$900. plus possible cost for software/program updates; not to exceed a total cost of \$1,500. Mr. Phillips commented that this estimate is high, and Mr. Taylor commented that it would make sense to spend money on quality equipment now, and not something cheap that would need to be replaced it in a couple years. Mr. Taylor noted that, under his Administration Committee, he will be meeting with the Manager to review equipment and employee evaluation, job descriptions, etc. Mr. Cindric noted that reports should be provided to Council for any seminars/conferences attended by employees or officials.

#### **b. Finance**

1. 2010 Budget Review – Manager Sample note that recommended changes and reallocations have been made to the Budget. He confirmed that the Sewer Budget does still reflect a surcharge increase of .50 per 1,000 gallons.

**c. Public Safety**

1. Mayor's Office – Mr. Pellegrino noted that the second floor office would be ADA accessible, and most of the requested items would not need to be purchased, and are already existing and available; the only cost would be to clean/scrub the information from the available computer. If it is the Mayor's desire to update any of these items, it would not be at the Borough's cost, but future requests can be considered as they arise.

**d. Public Works**

1. Blacks Bridge Repairs – Manager Sample requested that the last Motion be withdrawn pending an estimate from the Engineers; possibly address at the next meeting.

2. Time and Material Contract – Manager Sample noted that the word "Emergency" be written into the Motion, and the necessity to have an Emergency Time and Material Contractor available at established rates and costs. He noted that this is just to have the Engineer prepare specifications and put out to bid; Council would actually vote on, and award, the Contract.

3. Hiring Full-time Employee – Manager Sample advised that there is a current vacancy on Public Works, and he has prepared an advertisement and qualifications; would like to fill this position by April 1<sup>st</sup>. Mr. Cindric expressed concerns for the need for concrete repairs, at the seams, on Clearview Extension, and asked that this area be considered for repair. The condition of Noble Avenue, on the Ingram side of Steuben, was discussed for spot repairs. Major repairs would not be this year, and are addressed in the Borough's Five-Year Plan. Manager Sample noted that many of the brick streets need attention; the bases are failing, creating depressions in the road surface – and Public Works will address as many spot repairs as possible.

**e. Recreation**

1. Summer Employment – Advertisement is being prepared for pool and public works summer help. Public Works would be for both part-timers and summer laborers. Part-timers would be skilled works at a different hourly wage than the summer laborers; two part-timers and two laborers.

**BUSINESS AGENDA****ADMINISTRATIVE:**

**MOTION:** It was regularly moved by Mrs. Viola, seconded by Mr. Stewart, to adopt the Supplemental Rules of Order, which would be in addition to the already adopted Robert's Rules, as the parliamentary procedure for all Crafton Borough Council meetings.

MOTION carried by a Seven Yes, Two No (*Donovan, Sappie*) Roll Call Vote (7-2).

**MOTION:** It was regularly moved by Mrs. Sappie, seconded by Mr. Donovan, to appoint Douglas Clark to the Crafton "Building Code" Board of Appeals, for a term which shall expire December 31, 2012.

MOTION carried by Unanimous Voice Vote (9-0).

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

MOTION carried by Unanimous Voice Vote (9-0).

**MOTION:** It was regularly moved by Mr. Johnston, seconded by Mr. Stewart, to authorize the Borough Manager to prepare and advertise for a full time Public Works employee.

MOTION carried by Unanimous Roll Call Vote (9-0).

**MOTION:** It was regularly moved by Mr. Donovan, seconded by Mr. Pellegrino, to authorize the Borough Manager to purchase a new laptop computer and necessary software programs for an amount not to exceed \$1,500.00.

MOTION carried by an Eight Yes, One Abstention (*Viola*) Roll Call Vote (8-0-1). *Mrs. Viola abstained since her husband has a computer business, and there may be a conflict of interest if they are considered for this purchase.*

### **FINANCE**

**MOTION:** It was regularly moved by Mr. Johnston, seconded by Mrs. Sappie, to adopt the Proposed 2010 General Fund, Road Fund and Sewer Fund Budgets, as amended, and make same available for Public Inspection. **COMMENTS:** Mr. Cindric thanked everyone for their attendance and input at the Budget meetings.

MOTION carried by Unanimous Roll Call Vote (9-0).

### **PUBLIC SAFETY**

**MOTION:** It was regularly moved by Mr. Pellegrino, seconded by Mr. Grapes, to establish a Mayor's Office on the second floor of the Borough Building which would be ADA accessible and furnish the office with the following, used and/or existing items: Desk, chairs, telephone, computer and locking file cabinet. (*Motion made, seconded and carried by Unanimous Roll Call vote to amend the motion to include the language: used and/or existing.*)

MOTION carried by Unanimous Roll Call Vote (9-0).

### **PUBLIC WORKS**

**MOTION:** It was regularly moved by Mr. Donovan, seconded by Mr. Stewart, to authorize Gateway Engineers to prepare time and material emergency contractor specifications for bid, at a cost not to exceed \$1,000.

MOTION carried by Unanimous Roll Call Vote (9-0).

~~**MOTION:** It was regularly moved by , seconded by , to authorize Gateway Engineers to prepare contract documents for the repairs of the deck and all other authorized work for Blacks Bridge. MOTION WITHDRAWN~~

### **COUNCIL/COMMITTEE COMMENTS**

Mr. Grapes – Reiterated plans to develop employee evaluation forms, review equipment and technology in the borough building, and meet with the Borough Manager.

Mr. Johnston – Noted that he, Mr. Pellegrino and Manager Sample met with the Insurance provider representative and reviewed the current policies, and recommended a few coverage changes, but all seems to be in order. Plans to meet and review Building Inspection.

Mr. Pellegrino – Reported that police contract negotiations are continuing. He acknowledged that Fire Chief Crown is keeping him informed on CVFD activities, that the SCBA equipment has been tested and any necessary repairs will be made.

Mrs. Sappie – Reported that there are no Senior Citizen’s Dinners scheduled until March, due to weather. The Parks & Rec Committee plan on attending the Recreation Board Meeting in February to review various activities and suggestions for use of the old Mini Golf Course. She congratulated Chief Roy Hermes on his retirement as Fire Chief and noted the nice dinner, in his honor.

Mr. Stewart – Expressed concerns on Green Roof projects; weight and collapse concerns. Mr. Cindric noted that he would provide Mr. Stewart with some examples and technology information.

Mr. Donovan – Reminded everyone to support volunteer fire departments.

Mr. Phillips - Reported that the road salt supply is good, and one of the trucks is scheduled for inspection at the end of the month. Mr. Cindric re-iterated comments on possible truck purchases through the COG.

Mrs. Viola – Reported the first Finance meeting is scheduled for Feb. 17<sup>th</sup>, at 7:30 pm. She noted that Crafton Celebrates will be meeting on Feb. 9<sup>th</sup> at 7pm, and are always looking for volunteers. She also reminded everyone of the upcoming Health & Safety Day being sponsored by NorthWest EMS, at the Fire Department on Feb. 6<sup>th</sup> from 10am – 2pm.

**ADDITIONAL CITIZEN COMMENTS**

None

**President Cindric** announced that Council would be going to an Executive Session following the meeting to discuss the Eminent Domain lawsuit status, Collective Bargaining Agreements with the unions, and a personnel matter. No Council action will be taken.

**ADJOURNMENT**

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

MOTION carried by a Unanimous Voice Vote (9-0).

Respectfully submitted,  
Mary Tremblay, Borough Secretary