

**COUNCIL MEETING  
Minutes of July 24, 2012**

**CALL TO ORDER**

President Weitzel called to order the Agenda Meeting of Crafton Borough Council at 7:15 PM, in Council Chambers of the Community Center. Flag Salute led by Mr. Stewart. ROLL CALL, by Mrs. Tremblay, recorded Eight (8) members of Council present as follows: Mr. Hayes, Mr. Johnston, Mr. O'Brien, Mr. Phillips, Mrs. Stacy, Mr. Stewart, Ms. Wojda and President Weitzel. Also present were Engineer Minsterman and Manager Callen. (*Absent: Ms. O'Connell, Mayor Bloom*). Solicitor not present.

**EXECUTIVE SESSION**

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

**APPROVAL OF BILL LIST**

**MOTION:** It was regularly moved and seconded (*Johnston/Stewart*) to approve the July 24, 2012 List of Bills.

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

**APPROVAL OF MINUTES**

**MOTION:** It was regularly moved and seconded (*Johnston/Stacy*) to approve the July 10, 2012 Meeting Minutes.

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

**CITIZEN'S PRESENT TO ADDRESS COUNCIL**

Frank Daily, 30 Home Avenue – Reported a deteriorated condition of Taylor, at the dead end, at Home Avenue. Requested paving and patching. He also noted that the catch basin, at the bottom of the hill, is full of debris and hasn't been cleaned out since last November.

**PRESIDENT'S REPORT**

President Weitzel read the following statement: Many residents have approached me and other members of council regarding the recent news coverage of the accident that occurred with one of our summer help public works employees back on June 29th. The young man who was injured has been in Council's thoughts and prayers since the accident occurred. Vice President Susan O'Connell and I visited the young man in the hospital just hours after the accident to express Council's sympathy and concern. In light of this accident, it is important for Crafton residents to be reminded that Crafton Borough Council places the greatest importance on the health, safety and welfare of its employees, contractors, partners, residents and all others who may be affected by its undertakings, including the general public. Our objective is a positive and safe culture which involves everyone working together to ensure the healthiest and safest working conditions possible. We expect our employees, contractors and business partners to follow the law and be mindful of safety in all situations. Crafton Borough Council will continue to provide our employees with the necessary tools and training that reinforces our commitment to the health, safety and welfare of our employees, contractors, partners and residents.

**RECEIPT OF WRITTEN REPORTS (June 2012):**

Treasurer's Report, Financial Report, Act 511 and Trash Collection Reports, Property Tax Collection Report, Police Report, Ordinance Officer's Report, ~~REMS Report~~, ~~CVFD Report~~, Animal Control Report and Engineer's Report. MOTION (*Hayes/Phillips*) carried by Unanimous Roll Call Vote (8-0).

**ENGINEER'S REPORT**

Engineer Minsterman reviewed items on the written report (copy attached). He reported that the W. Crafton Avenue road project is scheduled to start on August 6<sup>th</sup>. Access agreements need to be revised for Emerson Street properties, and reviewed by Solicitor. It was reported that a waterline break was found on the hill in Crafton Park, however, there is still problems along Afton Avenue and at the ballfield catch basin. Gateway will work on a conceptual design to reroute the water. The ADA sidewalk locations were discussed, along with other locations that need redone/deteriorated. Engineer confirmed that he will double check to make sure the utility companies have been contacted regarding the W. Crafton road project. He noted that the Engineers would like to attend the August 23<sup>rd</sup> Public Works Committee meeting to discuss street opening permits and other items.

**DISCUSSION ITEMS****a. Public Works**

- W. Crafton Avenue Reconstruction. Discuss Bid results and Alternate Bid.
- Crafton Blvd. (Backbone Road) – Guard Rail. An unknown vehicle took out approx. 80' of guard rail on Crafton Blvd. and remaining guard rail is cable-type, which is not acceptable. Need specs developed for new guard rail for that length of Crafton Blvd., considering both In-House/Public Works and outside contractor.

**b. Ordinance Committee**

- Prohibited Parking/Severe Winter Weather Periods – Ordinance Proposed. Additional streets to be provided, if any, for consideration from Public Works – Table advertisement until next meeting.
- Weapons; Parks and Recreation Areas – Ordinance Amendment Proposed-Table advertisement until next meeting; advertise with Winter Weather Parking Ordinance.
- Tobacco-Free Playground/Parks – Ordinance (sample/review/discussion)
- Committee will be looking into False Alarms and Alarm Permit – Ordinances.

**c. Public Safety**

- Sale of 1962 Seagrave fire truck; coordinate with CVFD – Action at next meeting; determine minimum value, “as is” sale.
- Downed power lines; Duquesne Light – CVFD responsibilities at site. This was discussed last year; still no answer or advise on procedure/liability issues.
- Requested Motion be placed on the next meeting Agenda for the police sergeant promotion(s).

**d. Recreation**

- Tobacco-Free Playground/Parks Resolution (submitted by Ordinance Committee)-Motion on Agenda.
- Revisions; Pool Rules and Regulations, including Concession Stand. Discussed and to be reviewed further for changes for next year.
- Discussed: Mini Golf facility not opened this season; can it be open for some fall activity? Various repair and maintenance items at the park/playscape were noted for

immediate attention; also playscape needs inspected and cleaned regularly. Table carving and graffiti was discussed; possibly look into non-wood picnic table. It was noted that the wood is easily fixable (sanding/painting); other materials would not be.

**BUSINESS AGENDA**

**ORDINANCE**

**MOTION:** ~~Motion to authorize the preparation and advertisement of an Ordinance establishing Parking Regulations on certain streets during Severe Winter Weather Periods~~ *Tabled until next meeting.*

**MOTION:** ~~Motion to authorize the preparation and advertisement of an Ordinance amending Chapter 154 of the Crafton Borough Code of Ordinances Parks and Recreation Areas, § 154-2 E. Weapons~~ *Tabled until next meeting.*

**PARKS/RECREATION**

**MOTION:** It was regularly moved and seconded (*Phillips/Wojda*) to adopt Resolution No. 2012-13 establishing Tobacco-Free zones at the playgrounds and park areas of the Borough of Crafton.

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

**PUBLIC WORKS**

**MOTION:** It was regularly moved and seconded (*Johnston/Phillips*) to authorize Gateway Engineers to provide construction administration and inspection services for the 2012 Road Paving Program at a cost not to exceed \$14,000, without submitting and receiving signed work authorization prior to performing additional services.

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

**MOTION:** It was regularly moved and seconded (*Stewart/Hayes*) to advertise the position of Public Works Director and Recreation Manager

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

**ADMINISTRATION**

**MOTION:** It was regularly moved and seconded (*Johnston/Hayes*) to approve the 2012/13 Fall/Winter Borough Newsletter articles; as submitted, subject to any necessary formatting adjustments.

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

**MOTION:** It was regularly moved and seconded (*Phillips/Wojda*) to suspend Joseph Pittinaro for one day, unpaid, effective Monday, July 30, 2012.

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

**PARKS/RECREATION**

**MOTION:** It was regularly moved and seconded (*Phillips/Stacy*) to changes to Pool Rules, numbers one through six.

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

**ADJOURNMENT**

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

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

Respectfully submitted,  
Mary Tremblay, Borough Secretary



# GATEWAY

On. Call. On Time. On Target

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July 20, 2012  
C-5667-2012

TO: Crafton Borough Council  
Bob Callen, Borough Manager

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

SUBJECT: July Engineer's Report

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

1. C-5667-2012 General

Gateway is working to have several suspected and confirmed water line breaks evaluated by PAWC.

2. C-5670-D012 YR 38 ADA Curb Ramps - Design

Gateway and Public Works visited site locations of the ramps scheduled to be replaced through the YR 38 ADA Curb Ramp Program administered by Char-West COG. In addition, the site locations for the ramps that will be replaced in-house were also visited.

The plans and specifications were due to the Char-West COG on July 18, 2012. They were submitted by Gateway on behalf of the Borough.

Gateway will schedule a meeting with PennDOT to confirm the design requirements of the ramps along Steuben Street for the required Highway Occupancy Permit that must be obtained prior to installing the ramps.

An anticipated task list and work authorization for this project has been submitted to the Manager.

3. C-5709-1200 2012 O&M General

Fountain Street

Gateway worked with the Borough and the prior repair contract Contractor, Mongiovi and Son, to resolve the issue with the manhole adjacent to 99 Fountain Street. This correction work by Mongiovi was done at no cost to Carnegie Borough.



## Promenade Street

In 2010, Gateway performed a cursory review of drainage issues at the intersection of Promenade Street and Marion Street. In 2011, the slope next to the concrete stairway which connects Promenade and Fountain Street failed. It was assumed that this failure was caused due to drainage patterns being altered when PAWC performed restoration work. Through conversations with residents, it was stated that prior to the slope failure, the excess drainage flowed into the garage at 9 Fountain Street. When PAWC bermed the driveway in an effort to be helpful to the residents, the excess drainage was diverted alongside the concrete stairway thus resulting in this failure.

Part of working toward a permanent solution was to determine if the outlet pipe from the catch basin on Fountain Street had adequate capacity to convey drainage from the proposed new piping and an inlet at the top of the stairway along Promenade Street. Recently, Public Works cleaned this catch basin on Fountain Street (next to the stairway) and measured the outlet pipe as having only an 8" diameter. Even without detailed calculations, we do not believe this pipe diameter (8") is sufficient to carry the additional flow being generated by the new proposed catch basin along Promenade.

Public Works still needs to set a catch basin at the corner of Promenade and Marion before PAWC's Contractor can complete the asphalt restoration on Promenade Street. However, we cannot recommend where this captured stormwater should drain to until we conduct an evaluation of the sewer system in the surrounding area. It is recommended that further investigation be conducted to develop a plan that will direct drainage to proper drainage structures and to remedy capacity deficient lines.

## Miscellaneous

Gateway is in the process of setting up a Sewer System Complaint Database and a training program to help the Borough maintain compliance with the O&M portion of their PADEP approved Nine Minimum Control Plan. Gateway will be meeting with the Borough staff to install this database on the municipal computer system and provide the necessary training for them to operate it.

## **4. C-5709-1203 2012 O&M CCTV Multi-Municipal SHACOG Contract**

The Year 2 SHACOG CCTV contract is underway. Currently, work in Crafton is scheduled to begin in mid-August.

The SHACOG Preventative Maintenance contract is currently out to bid. SHACOG's pre-bid meeting is scheduled for July 25, 2012.

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

The pre-construction meetings for the excavation and lining contracts are scheduled for July 31, 2012.



## Emerson Repair

The Borough will need to acquire the access agreements for the Rooney and Bickus parcels (off of Emerson Avenue) so the effected sewer line can be extended and a manhole installed within the public right-of-way. The exhibits have been sent to the Borough under separate cover. Please note the Solicitor will need to review and update the agreements to reflect the agreement is being executed in 2012 and that April Weitzel is the current Council President.

Gateway requests to attend the Public Works meeting on August 23, 2012 to discuss proceeding with the Johnston/N. Emily project.

## 6. C-5718 Street Opening Permits

The Borough discovered that Equitable Gas is not following the proper procedure for street openings and restoration for utility repairs in the Borough.

Gateway would like to discuss with the Public Works committee reviewing and revamping the utility street opening permit process so that the Borough could be in a better position to protect the condition of the public streets and benefit from the work that the utility companies are doing throughout the community. Currently, Equitable has not been applying for permits for their scheduled work. PAWC has applied for permits, however; the applications are incomplete. There is very little information provided that details the locations, restoration plans, and scheduling. Gateway would like to revisit improving the permit process for the Borough. Gateway recommends:

- Improving the permit process so that the Contractor provides the Borough with the necessary plans, specifications and details for the work that will be performed.
- Evaluating the permit fee structure to ensure that it covers all costs that the Borough incurs (i.e. permit review, inspection time, etc.) Ensure the Borough incurs no costs associated with the utility work being conducted.
- Maintaining inspection records for the restoration performed by the utility companies to ensure that the Borough is getting a quality product.
- Tracking the pavement status of roads (age of the current pavement surface) within the community so that the appropriate level of restoration is provided by the utility company.
- Coordinating the utility companies work with sewer repairs and paving projects so that roads with new restoration performed by the utility companies can remain intact.
- Preparing cost estimates that the Borough can use to negotiate curb to curb restoration on roads where utility companies are not required to restore curb to curb in an effort to maximize road resurfacing opportunities.

With the completion of the above mentioned tasks, **all of the permit administration will be paid by the utility companies** (through the street opening permit fees.) Some of this work could be conducted by Borough staff. Either way, the utility companies will be conducting a significant capital improvement program over the next ten years. Gateway believes the Borough should position



itself to receive the highest quality construction work by capitalizing on the restoration work the utility companies will be conducting.

Gateway requests to attend the Public Works meeting on August 23, 2012 to discuss making this process more efficient and beneficial to Crafton Borough.

## 8. C-5612-0011 Clearview Avenue Pavement and Drainage Improvements

Gateway submitted the NPDES permit package to the Allegheny County Conservation District on June 28, 2012. Gateway received review comments from the County on July 18, 2012 which will be addressed during the week of July 23<sup>rd</sup>.

The project was advertised in the Suburban Gazette on July 11<sup>th</sup> and on July 18<sup>th</sup>.

A pre-bid meeting is scheduled for July 24, 2012.

## 10. C-5625-2012 West Crafton Avenue (Church Hill)

We have received the signed contracts and the bonds from the Contractor. All administrative items appear to be in order. We will be scheduling a pre-construction meeting shortly. A Work Authorization for Gateway to perform construction administration and inspection services dated July 10, 2012 was forwarded to the Borough Manager for review and approval.

## 11. C-5719 Municipal Building ADA Automatic Door Openers

The submittals for the door openers have been reviewed and approved by Mark Viola. The openers should be installed shortly.

## 12. C-17749-1206 Feasibility Study

Gateway installed the seven additional flow meters on March 1, 2012 for Point of Connection (P.O.C.) #C-22. These results will be used to develop and utilize a model of this sewer shed to determine capacity problems and alternatives for correction. The meters are anticipated to be removed by the end of June-early July. This work is ongoing.