

COUNCIL AGENDA MEETING
Minutes of February 11, 2009

CALL TO ORDER

President Christman called to order the Meeting of Crafton Borough Council, in Council Chambers of the Community Center. Flag Salute. Roll call, by Mrs. Tremblay, recorded seven members of Council present (7), as follows: Mr. Cindric, Mr. Crown, Mr. Donovan, Mrs. Luxbacher, Mrs. Sappie, Mrs. Viola and Mr. Christman— Also present were Manager Sample, Mayor O'Connell, Solicitor Ayoob, and Engineer Minsterman. (*Absent-Mr. Bloom, Mr. Byers*)

MAYOR'S COMMENDATION

Mayor O'Connell publicly acknowledged and commended Officer Daniel Berry for his apprehension, without incident, of an armed robbery suspect.

Chief Rost and Capt. Sumpter took this opportunity to report to Council that the Police Dept. was awarded a Federal Homeland Security grant for night vision equipment, valued at \$14,000., and Capt. Sumpter had attended equipment training in Washington, D.C. He also noted receipt of a grant through Congressman Tim Murphy, in conjunction with the Allegheny County Chief's of Police Association, for two video recorders, in the amount of \$10,000.

RATIFY APPROVE BILL LISTS

MOTION: It was regularly moved by Mr. Crown, seconded by Mr. Donovan, to ratify approval of the January 28, 2009 List of Bills and to approve the February 11, 2009 List of Bills, as presented.

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

APPROVAL OF MINUTES

MOTION: It was regularly moved by Mrs. Luxbacher, seconded by Mrs. Sappie, to approve the January 14, 2009 meeting Minutes.

MOTION carried by Unanimous Voice Vote (7-0).

CITIZEN'S PRESENT TO ADDRESS COUNCIL

Larry Kerstetter, 55 Belvidere – Mr. Kerstetter questioned the Road Tax being based on property assessment rather than a flat tax. Solicitor Ayoob advised that in accordance with State statute, a Road Improvement Tax must be assessed in this manner, and cannot be a flat tax.

Rev. Bowen, Crafton Presbyterian Church – Rev. Bowen reminded everyone to continue donations to the Crafton-Ingram Food Pantry; 91 area families used the facility in January.

RECEIPT OF WRITTEN REPORTS (December 2008):

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, REMS report, Animal Control Report and Engineer's Report. 2008 Annual Police Department Report added. **MOTION to Approve:** Crown/Luxbacher.

COMMENTS: **Mrs. Sappie** re-iterated her previous question for an answer as to why an incident, involving heroin packets found at the A-Plus, was not on any of the Police Reports provided to Council. **Mrs. Viola** questioned the large sum of uncollected 2008 real estate taxes at December 31, 2008; \$102,672. Mrs. Tremblay noted that this is pretty comparable to the uncollected amount for previous years. Mrs. Viola compared this delinquency to a Bill List item relating to 17 foreclosures. Mrs. Tremblay noted that the invoice was related to 17 Sheriff Sales, unrelated to foreclosures; representing collection of unpaid taxes and trash fees, new and pending/ re-filed claims. She also inquired as to the status of the missing historical sign from West Steuben Street – Mgr. Sample advised that he believed it was removed for restoration. She also had questions relating to the CVFD report; Mr. Crown clarified certain items reported as number of members vs. number of man hours. **Mr. Crown** questioned an account listed on the

Treasurer's Report; being the Police Forfeiture Account. He inquired as to how established, audited, signatories, and expense authorization. Mr. Crown expressed concerns that only Chief Rost and Capt. Sumpter were signers, and no Borough official (Treasurer, Manager, Secretary); and expenditures should be previewed by Council. It was clarified that these funds can only be spent on Police Dept. items, and required a separate checking account. Mayor O'Connell would provide particulars and guidelines. Solicitor Ayoob commented that the Police Dept. is not a separate entity, it is a part of Borough, and is accountable to the Borough; and as funds are used, they should be identified prior to expenditure, and is subject to the same process and handling as all Borough funds/accounts. Mrs. Sappie asked if the funds had to be spent in full within a certain time period; Mayor O'Connell said no.

MOTION carried by Unanimous Voice Vote (7-0).

ENGINEER'S REPORT

Engineer Minsterman reported that a motion is on the Agenda to authorize Gateway to prepare the design and bid documents for the 2009 Road Paving program. The bid documents will allow for a base bid and an alternate bid to include additional paving of Backbone Road from Broadhead to Duncan. Accordingly, paving could start as early as May. Mr. Sample noted that \$152,000 was budgeted for road paving, of which \$10,000 will be spent on reclaimite resurfacing. The Base bid is estimated to be \$110,000, and the additional paving estimated to be \$80,000 for the alternate bid. Mrs. Luxbacher asked if there is any sewer or drainage work needed on Backbone; Engineer Minsterman said there were none, no additional inlets or other sewer work planned so far. Roto Rooter, performing the CCTV work through the SHACOG joint municipal contract, will be in the area soon and should complete the required televising for this year by May 31, 2009, and the balance of the CCTV must be completed by May 31, 2010. Clearview, Harris and Barr Avenue; drainage problems. Reviewing this with Manager Sample to evaluate the problems and consider remedies and a repair program, in a phase approach. He will submit a scope of work and engineering estimate.

MAYOR'S REPORT

Mayor O'Connell reported the Department responded to 223 complaints during December 2008, and she noted that the 2008 Annual Report was distributed to Council. Once Council has had a chance to review the 2008 Annual Report, contact the Mayor with any questions. She noted that Crime Watch recently held a 2009 planning meeting, and anyone interested in being a Block Captain or getting involved in activities should contact the Area Coordinator or contact her. She reported that the SHACOG bid information, for a new police car, was provided to Council as well as a mileage report for the car to be replaced. She noted that the mileage is lower than usual due to last year's manpower situation and using only one car on many shifts. Council may want to consider this low mileage before any action is taken on this purchase. Mrs. Luxbacher asked what the norm was for replacement. Mayor O'Connell stated that past practice was every two years, at which time the car would have between 70,000 to 80,000 miles. It was noted that any longer than a two year period may result in transmission and other repair problems, and the extended service warranty on the vehicle is only for that first two year period. She also indicated that there is a deadline for this bid period, so you can't wait too long if it is the desire to put more mileage on the car. Mr. Crown asked that a replacement plan/policy be established for future reference, especially during Budget meetings – not only for the Police vehicles but for the Public Works trucks as well. Mr. Christman inquired on other models, rather than the Crown Vic, and asked if the low mileage would bring a better trade-in value. Reasons were noted why the Crown Vic is the best vehicle for this type of use, and that the value is set by the dealer. It was the consensus of Council to lock in the purchase as soon as necessary, but try to delay delivery until July or later, so that additional mileage could be put on the car before traded-in. Chief Rost mentioned that there is a new form available, if you are a victim or a witness to a crime, you can be notified if the imprisoned person has been released, transferred, or escapes. Forms are available at the Police Department, and a link will be added to the Police Dept. website.

PRESIDENT'S REPORT

None

MANAGER'S/SECRETARY'S REPORT

Manager Sample noted that the year end financial reports for the borough's finances were provided to Council in January, summarizing and comparing actual vs. budget on the income and expenses, and providing reasons for some of the shortfalls, etc. Road Salt usage – He noted that 610 tons of salt have been purchased this year; which is a lot of salt. The estimate provided to the salt company was 700 ton; and based on that, we must order a minimum of 420 ton or a maximum of 1,050 ton at the current price of \$45. If purchases exceed 1,050 ton, the price could be as high as \$140. per ton. Manager Sample stated that during real cold weather and icy conditions, they do use an antiskid material – cinders are no longer used. Salt Bin Grant – Was scheduled to go before the County grant review board at the end of January, but was pulled off of the Agenda; waiting to be put back on the Agenda. CIT Baseball correspondence – Referred Council to the CIT letter requesting \$500 contribution; this funding was established several years ago, is budgeted for, and he noted that Ingram provides \$1,000. Planning Commission – Manager Sample noted that the proposed Aldi store development will be reviewed at the February 23rd Planning Commission meeting, at 6:30pm; plans provided to Council. Town Hall Meeting – He reported that Rep. Dan Deasy will be holding a town meeting (*Crafton, Ingram, City Pittsburgh*) on Thursday, March 19th, at 7pm, in Crafton's Community Center.

OLD BUSINESS and NEW DISCUSSION ITEMS:

- a. 2009 Paving Program – If Alternate bid award, there will be an additional \$3,000 in Engineering costs, for oversight and inspection. Mr. Crown asked if the gravel/parking area on Backbone can be paved up to the new sidewalk near the sled riding hill. Speed bumps will be replaced.
- b. RFP for Lawn Services – RFP was advertised; proposals due by Feb. 27th, and plan to review and discuss them at the March 11th meeting. Approx. \$10,000. is available for either part-time summer laborers or for a lawn service contract. Local businesses providing proposals previously (4), have again been contacted with RFP.
- c. Animal Control Services Contract – Triangle Pet contract expires at the end of March. They are the only service in the area and used by most municipalities. Cats, wild animals are not included in the contract; would be removed at callers expense. Monthly fee includes 2-3 stops in the borough per week, and all calls/services provided during normal business hours. Mt. Lebanon has their own service, which is also used by Greentree, and the City of Pittsburgh has their own. Various services were discussed. Request to look into reimbursement from pet owners when costs incurred for evenings or weekend services.
- d. RFP for Emergency Medical Services – RFP's have been advertised. Mr. Cindric inquired on the RFP language "work in conjunction with the CVFD's QRS" and questioned chain in command. Mr. Crown explained that at a scene, both EMS and QRS respond, but protocol is that the highest ranking personnel on scene is the lead medical command person.
- e. Black's Bridge Engineering Proposal – Changes in Economic Stimulus funding; no money available for local municipalities for infrastructure or bridges. HDR Engineering is swamped with work right now, and there is no immediate need for HDR to update specs for Black's Bridge; possibly provide specs by the end of June, to bid out early 2010 for work to be done in 2010 (expansion dams, rocker bearings, etc.).
- f. Chiefs Association – Police Captain Membership. Mayor and Chief noted that membership and attendance at the various Chief's Association meetings is an invaluable source for information, networking, opportunities, updates relating to Police work and funding/grant resources. Both could attend, or if Chief not available, Capt. Sumpter could. Captains' membership would come out of the officer's dues line item of the budget. Mr. Crown expressed concerns of protocol in relation to the bargaining unit, not making this opportunity available to all officers, and the memberships being paid out of pocket rather than through the borough. Mayor O'Connell stated that there is no interest on the part of any other officer. Chief Rost indicated that memberships must be referred by him, and that not only interest, but willingness to do the extra work, is necessary. Attending Chief Association activities would be on Capt. Sumpter's own personal time, and not overtime.
- g. 2009 Crown Victoria Police Bids – *Discussed earlier.*

- h. Summer Recreation and Public Works Employment – Has been advertised; applications due by March 13, 2009.
- i. Recreation Plan Outline – Rec Board has met and reviewed the draft Recreation Plan Outline prepared by Manager Sample. Members of the board are preparing info. and reports on the various sections of the outline. A survey/questionnaire has been prepared to be distributed to residents for input on current and future programs. Manger Sample attending a grant conference with the DCNR next week. Mr. Crown inquired on getting professional planner or grant writer through the DCED; Manager Sample meeting with Rep. Deasy on Tuesday to discuss these issues and available moneys.
- j. Borough Email Program – Manager Sample looked into a mass e-mailing program, similar to the Crime Watch Opt-In program. Estimating up to 5,000 e-mails per year, the cost would be less than \$100. Concerns that this could exceed the \$100. cost was discussed; consensus that this would be worthwhile and a good thing to have that many residents interested in receiving e-mail notices from the borough. E-mail addresses would be provided by the residents; an Opt-In link. Items that may be e-mailed: Meeting notices, emergency notices, distribution of the Newsletter, Borough activities and events – e-mails have become a first source of information. Activities could be grouped in one message rather than each being a separately e-mailed message and would be more cost effective. The same information would also be posted to the borough's website.
- k. Resolution 2009-01 – PennDOT dot Grants. Administrative action authorizing Manager and/or Borough Secretary to sign application for online filing (liquid fuels, etc.).
- l. Resolution 2009-02 – Municipal Records Retention/Disposition. Resolution establishes acceptance of procedures for disposition and retention of records, in accordance with the most recent Municipal Records Manual, approved December 16, 2008.
- m. 1962 Seagrave Engine – Insurance purposes; equipment is on borough insurance. Council's thought on selling/putting out to bid, or donating equipment to CVFD, or do nothing.
- n. Charwest COG – CDBG funds. Grant funding for the thirteen handicapped ramps has been approved for \$9,100. Estimates were at \$1,200 per ramp/ \$10,400. Would like to do all thirteen ramps; budget line item can cover any costs over the grant funds. COG believes bids will come in under \$1,200 per ramp. CVS sidewalks/handicapped ramps discussed: Per PennDot specs, then changed and redone. Occupancy was being withheld until work was done. Several punchlist items such as property restoration issues, ADA cut, crosswalk line painting and street sign issues are being reviewed with the developer. Mr. Crown added that the contractors have been negligent of cleanup; materials and debris items strewn about the sidewalks along the main street coming into Crafton.

BUSINESS AGENDA

ADMINISTRATION

MOTION: It was regularly moved by Mrs. Viola, seconded by Mr. Cindric, to ratify the advertisement for the summer recreation and public works employment. **COMMENTS:** It was confirmed that if lawn service contracts not acceptable, the borough may need to hire summer help.

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

MOTION: It was regularly moved by Mrs. Viola, seconded by Mr. Donovan, to authorize the Borough Manager to enter into an agreement to provide the Borough with a mass email program, which will be administered by the Borough Office at a cost not to exceed \$100.00. **COMMENTS:** Mrs. Viola asked if this would be time consuming for the Administrative staff. Chief Rost indicated that it takes very little time to prepare and send messages, referring to the Crime Watch mass e-mail program.

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

MOTION: It was regularly moved by Mr. Crown, seconded by Mrs. Sappie, to adopt Resolution 2009-01 establishing that the Borough Manager and/or the Borough Secretary shall be authorized

signatures on all forms as required for the Electronic Access Licensing Agreement. COMMENTS: Mrs. Viola asked that it read Council President or Borough Manager. Mrs. Tremblay stated that filing state reports, including the filing of liquid fuels reports, is among her duties and not the Managers – however, this Resolution is solely for administrative purposes for e-filing registration, and actually has nothing to do with who does the e-filing. The language in the draft resolution and instructions were provided by PennDot appropriately designating the Borough Secretary and Borough Manager.

MOTION carried by Six Yes, One No (Viola) Roll Call Vote (6-1).

MOTION: It was regularly moved by Mr. Crown, seconded by Mrs. Sappie, to adopt Resolution 2009-02 declaring the Borough's intent to follow the schedules and procedures for disposition of records set forth in the Municipal Records Manual approved on December 16, 2008. COMMENTS: Manager Sample added that any documents scheduled for disposition would first be identified and provided to Council for approval.

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

PUBLIC SAFETY

MOTION: It was regularly moved by Mrs. Sappie, seconded by Mr. Donovan, to authorize the proper Borough Official to proceed on the purchase/lease-purchase of a new Police Car, to be paid for from the General Fund Budget. COMMENTS: Mr. Crown reiterated that Chief Rost will try to defer delivery of the new vehicle to later in the year to accumulate more mileage on the old car.

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

MOTION: It was regularly moved by Mrs. Sappie, seconded by Mr. Crown, to authorize the Borough Manager to solicit proposals to provide the Borough with animal control services. COMMENTS: Contract amounts and services were reviewed. Current contract was a two year contract; proposed new contract is for five years. Mrs. Tremblay noted that the last renewal was also for five years but we amended it to two years. Mrs. Viola asked if it could again be renewed for two years; Manager Sample asked to wait on this until he receives information back from Mt. Lebanon, but, yes, it could be changed.

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

PUBLIC WORKS

MOTION: It was regularly moved by Mrs. Luxbacher, seconded by Mr. Donovan, to authorize Gateway Engineers to prepare and advertise Bid Specifications for the 2009 Paving Program.

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

MOTION: It was regularly moved by Mr. Donovan, seconded by Mrs. Sappie, to ratify the advertisement for the Borough Manager to solicit proposals for lawn services/grass cutting of Borough properties in accordance with the specifications set forth in the Request for Proposal.

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

Added MOTION: It was regularly moved by Mr. Cindric, seconded by Mrs. Luxbacher, that Captain Sumpter be reimbursed the dues paid by him to the Western Pennsylvania Chiefs' of Police Association, Pennsylvania Chiefs' of Police Association and Allegheny County Chiefs of Police Association in the amount of \$200.

MOTION carried by a Five Yes, Two No (*Donovan, Sappie*) Roll Call Vote.

COUNCIL COMMENTS/COMMITTEE REPORTS

Mr. Crown – Advised that he didn't know to what Committee he had been assigned – Mr. Christman noted that he would be revising the Committee appointments. Mr. Crown reported that the CVFD has received grant funds, in the amount of \$11,271, through the PA Fire Commission's Office. Also, the DCED grant application has been approved, in the amount of \$10,000 for miscellaneous equipment.

Mrs. Sappie – Reiterated information concerning the Recreation and Park Plan. The monthly Senior citizen dinner will be starting back up in March, and is scheduled for March 28th; reminder that the cost has been increased to \$6.00 per person.

Mrs. Luxbacher – Reminded everyone that there are a number of opportunities to volunteer in the borough; on a committee or board, or a one time event.

Mr. Cindric – Reported that the Crafton Historical Society is having a Renovation Fair at the Community Center, on Sunday, March 8th – featuring local businesses/remodelers and our building inspector. He also thanked Solicitor Austin for his e-mail confirming the appropriate order of business with regard to amending motions prior to voting.

Mr. Donovan – Reminded everyone to support the local volunteer fire companies.

Mrs. Viola – Reported that, in 2009, her committee will be holding meetings on the 3rd Wednesday of the month only, instead of twice a month – 6:00 pm. She reported that the Borough's website appears to be update. Mrs. Tremblay reported that the disclaimer, mentioned previously by a resident, has been removed from the Minutes section of the Website; that Minutes posted to the Borough's website are "Official". She also noted that a program has been installed on her computer which will allow her, and the administrative staff, to do more timely updates to the website.

Manager Sample – Requested Letters of Interest to serve on the Crafton Planning Commission to finish the unexpired term of Mark Halleman.

Mr. Christman – Reminder that Crafton Celebrates is in the planning stages for the 2009 festival and need volunteers.

ADDITIONAL CITIZEN COMMENTS

Resident – Expressed concerns over bricks taken at the site of gas line repairs, by person in van. Manager Sample noted that this is common practice so that when they are ready to make permanent repairs they will be available; often times taken by others.

ADJOURNMENT

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

MOTION carried by a Unanimous Voice Vote (7-0).

Respectfully submitted,
Mary Tremblay, Borough Secretary