

Borough of New Stanton
Borough Council
November 1, 2016
Minutes of Meeting

Attendance

Council members: Todd Bartlow, Linda Echard, Scott Sistek, Tom Smith, Tom Theis, Others: Borough Solicitor John Campfield, Borough Engineer Emil Bove and Borough Manager Jeffrey McLaughlin.

Executive Session

Dean made a motion to come out of Executive Session at 7:13 PM.

Call to Order

President Scott Sistek called the meeting to order at 7:13 PM.

Invocation

A prayer was recited.

Pledge of Allegiance

The Pledge was recited.

Executive Session

Scott said that council went into the Executive Session at 6 PM for matters of real estate and personnel.

Approval of Bills

Scott asked for a motion to approve the bills in the amount of 24,342.28. He stated that there was a change to the last page of the bill list that was in the packet. The revised page was handed out at the meeting. Tom S. pointed out that the electric bill for the street lights is going up. Tom S. made a motion seconded by Todd approving the bills in the amount of \$24,342.28. Motion passed with all present voting in favor except for Tom T. who abstained.

Approval of Minutes

Linda made a motion seconded by Todd approving the minutes of the October 4, 2016 meeting. Motion passed with all present voting in favor except for Tom T. and Dean who abstained.

Council Additions to Agenda

Scott added items: 11. M/V on Pedestrian Walkway; and 12. M/V Package of Agreements for PennDOT Project including interchange lighting, retention pond, roundabouts, 119 lighting, and bridge signage.

Opportunity for Public Comment -- on Agenda Items Only

There were no comments on agenda items. Scott stated that there would be another comment period at the end.

Agenda

1. Discussion & M/V to adopt a tentative budget of \$1,059,908.40 and advertise the proposed budget and Tax Ordinance for adoption at the December 6, 2016 Council Meeting

After Scott reviewed some of the budget highlights and council discussed, Tom S. made a motion seconded by Tom T. to adopt a tentative budget of \$1,059,908.40 and advertise the proposed budget and Tax Ordinance for adoption at the December 6, 2016 meeting. Motion passed unanimously. Scott pointed out that the way the budget is proposed there would be no tax increase.

2. Discussion on codification of borough ordinances

Given the budget limitations, Scott asked for a motion to table a decision on codification until 2018. Todd made a motion seconded by Dean to table codification until 2018. Motion passed unanimously.

3. M/V on Public Work Laborer

Dean made a motion seconded by Tom S. to hire Matthew Sever as Second Class Laborer at \$12.10 contingent upon him passing all clearances and requirements. Motion passed unanimously. This motion superseded and made void the motion at the previous motion regarding the filling of this position.

4. M/V on purchase of Bobcat

Tom S. made a motion seconded by Dean to purchase a new Bobcat skid steer through Co-Stars putting \$20,000 down this year and paying the balance of approximately \$17,000 at the time of delivery in January.

5. M/V to purchase drawing cabinets

Tom T. made a motion seconded by Todd to purchase the cabinets which will be used to store architectural drawings. Motion passed unanimously.

6. M/V to accept retirement audit

Tom S. made a motion seconded by Linda to accept the retirement audit developed by Henninger. Motion passed unanimously.

7. Discussion on brush at 408 S. Center Ave.

Jeff stated that he will work with John to determine if the proper notifications were sent to the owner of 408 S. Center Avenue. Tom S. made a motion seconded by Tom T. to authorize Jeff, after all proper steps and notifications are sent out, to have Public Works

perform work on certain properties that are in violation of the property maintenance code and to bill the owners. Motion passed unanimously.

8. M/V on Planning Commission's recommendation of the Comprehensive Plan

Scott read the letter from the Planning Commission that was included in the agenda packet recommending approval of the Comprehensive Plan. John outlined the next steps: if council agrees they would need to approve their recommendation, and then Mackin would be directed to send out the plans to the adjacent municipalities, school district and the county planning department for a 45-day review and comment period. The plan should also be posted on the borough web site. After this the borough will need to advertise that a public hearing will be held for public input on the plan. Dean made a motion seconded by Linda to approve the Planning Commission's recommendation of the Comprehensive Plan and to have Mackin Engineering distribute it. Motion passed unanimously.

9. M/V on Hampton Inn lot consolidation

Scott read a second letter from the Planning Commission which recommended that the two lots that would make up the Hampton Inn site be consolidated. Tom S. made a motion seconded by Tom T. to approve the Planning Commission's recommendation that 111 Broadview Road (Parcel ID#: 64-03-00-0-050) and 120 Bair Boulevard (Parcel ID #: 64-03-00-0-051) be consolidated as per the drawing dated August 1, 2016. Motion passed unanimously.

10. M/V on donation to Stanwood Elementary

Nick stated that a donation to Stanwood Elementary is being proposed for boots, shoes and clothing for needy school children. Teachers often pay for such items out-of-pocket. Dean made a motion seconded by Linda to donate \$500 to Stanwood Elementary. Motion passed unanimously.

11. M/V on Pedestrian Walkway

Tom S. made a motion seconded by Tom T. to let the Federal Highway Administration determine the timing of the removal of the pedestrian walkway. Motion passed unanimously.

12. M/V on a Package of Agreements for the PennnDOT project including interchange lighting, retention pond, roundabouts, 119 lighting, and bridge signage

Linda made a motion seconded by Todd to authorize a package of agreements for the PennnDOT project including interchange lighting, retention pond, roundabouts, 119 lighting, and bridge signage. Motion passed unanimously.

Reports

Administrative

Borough Manager – Jeffrey McLaughlin

Jeff reported on:

- **LED Lights for Existing Street Lights**

Tom S. made a motion seconded by Tom T. that we sign an LED lighting agreement with West Penn/First Energy for the existing borough street lights. Motion passed unanimously.

- **Canoe/Kayak Access**

Todd made a motion seconded by Tom T. that we permit and support, the Sewickley Creek Watershed Association applying for a grant from the Western Pennsylvania Conservancy for the construction of a canoe and kayak access ramp including the borough contributing in-kind work, if the project does not have an adverse effect on our liability insurance and that the park hours do not have to be changed. Motion passed unanimously.

- **PW Garage Roof**

Jeff stated that he and Dean had a pre-construction meeting with Troy Kylor of Kylor Contracting. The contractor has signed the contract and we have received the certificates of insurance. We are just waiting on the bonding.

- **Rental of Council Chamber**

Tom S. made a motion seconded by Dean to adopt a general policy not to rent out the council chamber. Motion passed unanimously.

- **Veterans Day**

Jeff stated that he has been working with Linda to put together the Veterans Day event which will be held on Friday, November 11th at 1 PM.

- **PSAB Fall Conference**

Jeff stated that he attended the conference and would provide council with a report.

Solicitor – John Campfield

John mentioned that:

- **Act 13**

The borough needs to have an Act 13 budget passed regarding the oil and gas impact fees.

- **Fire, Emergency & Medical Services**

The borough code requires that fire, emergency and medical services providers that receive borough funds submit a report to the borough on the use of these funds before the borough approves a budget allotting additional funds to these entities.

Engineer -- Emil Bove

Emil reported that:

- **Hilton Tru**

Dean made a motion seconded by Todd that we amend resolution 2016 -833 giving the developer an additional 6 months to fulfill all the requirements of the resolution and contingent upon having a sales agreement with the owner of the property. Motion passed unanimously.

- **Russell Standard**

Tom S. made a motion seconded by Todd to pay Russell Standard the retainage amount of \$2,480.41 for the seal coating of Center Avenue. Motion passed unanimously.

- **Sell Subdivision**

Todd made a motion seconded by Tom T. to sign the Sell Subdivision Mylar, given that the borough received no communication from any party with an interest in this parcel and that at the last meeting the borough voted to approve the Sell Subdivision. Motion passed unanimously.

- **Hampton Inn**

Tom T. made a motion seconded by Todd to have John start preparing the documents for final approval pending okay by PennDOT. Motion passed unanimously.

- **Broadview Road Watershed Change**

Emil stated that he met with Jim Pillsbury and discussed changing the watershed to 50% post-development run-off.

Tom T. asked that we approach MAWC about the possibility of them installing a sewer on Broadview Road.

Business

Fire Department Liaison – Thomas Theis

Tom T. reviewed the Chief's monthly report. He stated that he was informed that the fire department's electronic message board sign is broken.

Recreation Board Liaison – Nick DeSantis

Nick stated that the kids really turned out for Halloween, they were out of treat bags by 6:45. The Christmas party is tentatively scheduled for Sunday, December 4th unless the fire hall is not available.

PennDOT Project Liaison – Dean Clark

Dean reported that traffic should be back onto the restored four-lane in another month.

Council Committees

Personnel and Human Resources – Scott Sistik

Scott said that there was no report since it was covered earlier in the meeting.

Public Works/MS-4 and Parks – Dean Clark & Todd Bartlow

Todd gave a quick review of Public Works activities over the last month. The part-time casual snow plow position is still vacant.

Building and Real Estate – Linda Echard

No report.

Workplace Safety – Thomas Theis

No report.

Finance – Scott Sistek

Tabled until next month.

Comprehensive Plan – Linda Echard

Linda stated that she had nothing to add to what was said previously.

Mayor's Report

No report.

Announcements

Scott reported that:

- The next council meeting will be December 6th.
- The next Planning Commission meeting will November 9th.
- The general election is November 8th.
- Veterans Day is November 11th.
- The Christmas party is tentatively set for December 4th.

Tom S. mentioned that the Salvation Army is looking for bell ringers.

Opportunity for Public Comment

There was no public comment.

Adjournment

Tom T. made a motion to adjourn at 9:20 PM.

Respectfully submitted,

Jeffrey McLaughlin
Secretary