

**Borough of New Stanton**  
**Borough Council**  
**December 6, 2016**  
**Minutes of Meeting**

**Attendance**

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

**Executive Session**

Todd made a motion to come out of Executive Session at 7:05 PM.

**Call to Order**

President Scott Sistik called the meeting to order at 7:05 PM.

**Invocation**

President Scott Sistik led a moment of remembrance and prayer for Dana and Caleb Remaley residents of Thermo Village Road who were the victims of a shooting.

**Pledge of Allegiance**

The Pledge was recited.

**Approval of Bills**

Scott asked for a motion to approve the bills in the amount of 21,667.69. Tom S. expressed his concern about recent errors on the bill list. He also stated that the Bove Engineering bills have been high lately and he would like a copy of the invoice attached to the bill list. Council agreed that they should be given copies. Dean made a motion seconded by Todd approving the bills in the amount of \$21,667.69. Motion passed unanimously.

Jeff stated that after preparation of the bill list, Emil submitted invoices for the month of October and November and John for the month of November, and he asked if council would consider approval of these bills as well. Jeff passed out copies of the invoices. On a motion by Dean and seconded by Linda payment of Emil's bill for October in the amount of \$2,010, and for November in the amount of \$4,450 and John's bill for November in the amount of \$1,672 were approved. Motion passed unanimously.

**Approval of Minutes**

Dean made a motion seconded by Linda approving the minutes of the November 1, 2016 meeting. Motion passed unanimously.

**Council Additions to Agenda**

Scott added 3 items to the beginning of the agenda moving the other items down. The new items:

1. M/V Authorizing Approval of the Rachel Drive Roundabout Agreement with PennDOT
2. Authorizing the Retaining Pond Agreement with PennDOT
3. Authorization to adopt an Indemnity Agreement with the Hampton Inn

There were no other additions to the agenda.

### **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**

Scott stated that the first three items were discussed in the Executive Session held just prior to the meeting.

**1. M/V Authorizing Approval of the Rachel Drive Roundabout Agreement with PennDOT including our amendments**

Dean made a motion seconded by Tom T. authorizing approval of the Rachel Drive Roundabout Agreement with PennDOT. Motion passed unanimously

**2. Authorizing the Retaining Pond Agreement with PennDOT including our amendments**

Linda made a motion seconded by Dean authorize the retaining pond agreement with PennDOT. Motion passed unanimously.

**3. Authorization to adopt an Indemnity Agreement with the Hampton Inn**

Todd made a motion seconded by Tom S. giving John, Emil and Dean the final authorization to adopt an Indemnity Agreement with the Hampton Inn that would call for the borough to release all necessary permits for the development upon payment by the developer and when and if PennDOT approves the retention pond agreement. Motion passed unanimously.

**4. M/V to adopt a tentative budget of \$1,059,908.40 and the Liquid Fuels Budget**

Tom T. made a motion seconded by Todd to adopt a tentative budget of \$1,059,908.40 and the liquid fuels budget for 2017. Motion passed unanimously. Scott pointed out that the way the budget is proposed there would be no tax increase.

**5. M/V to adopt Tax Ordinance 2016-254 for 2017, maintaining the tax rate at 2 mils for General Purpose; 1 mil for Debt Service and 1 mil for the New Stanton Volunteer Fire Department**

Tom S. made a motion seconded by Tom T. to adopt Tax Ordinance 2016-254. Motion passed unanimously.

**Scott mentioned for the record that Brandon arrived at 7:26 PM after the vote on the tax ordinance.**

**6. M/V to pay Kylor Contracting, LLC for replacement of PW Garage Roof**

Dean made a motion seconded by Tom T. to pay Kylor Contracting \$26,730, 90% of the bid price for the installation of the Public Works Garage Roof contingent upon receipt of the payroll reports and roof warranty information from the contractor. Motion passed unanimously.

**7. M/V to advertise for a Code Enforcement Officer (50 wks. x 10 hr./wk. x \$15 hr. to max. of \$7,500 per budget)**

Tom S. made a motion seconded by Tom T. to advertise the position of Code Enforcement Officer. Motion passed unanimously.

**8. M/V to advertise the Comprehensive Plan Public Hearing**

Linda made a motion seconded by Tom to advertise the Comprehensive Plan Public Hearing to be held on Feb. 7, 2017, at 6 PM. Motion passed unanimously. Scott asked that the advertisement state that the regular council meeting will start immediately after the hearing.

**9. M/V to hire Ford Business Machines to scan and index drawings and property files**

Jeff stated that a second price was received for the architectural drawings from Royal Imaging. The price was \$.20 more per sheet and the shipping was higher.

John suggested that Jeff check the state's guidelines on record keeping to determine what should be scanned and what should be thrown out. He also stated that some of the property map numbers may no longer be accurate because of the consolidation or subdivision of lots.

Tom S. made a motion seconded by Dean to hire Ford Business Machines to scan and index property files at a rate not to exceed \$10,235 including shipping. Motion passed unanimously.

**10. M/V to pay WCTA bus transportation assessment in the amount of \$810 in January**

Dean made a motion seconded by Linda to pay the WCTA bus transportation assessment in January 2017 in the amount of \$810. Motion passed unanimously.

**11. M/V to pay membership in CWCOC for 2017 in the amount of \$195**

Todd made a motion seconded by Brandon to pay the annual membership dues for the Central Westmoreland Council of Governments in the amount of \$195.

**12. Donations**

**a) M/V to donate to the Youngwood Hose Company #1 -- \$500 last year**

Tom S. made a motion seconded by Linda to donate \$500 to Youngwood Hose Company #1. Motion passed unanimously.

**b) M/V to donate to the Westmoreland County Blind Association**

Tom S. made a motion seconded by Todd to donate \$200 to the Westmoreland County Blind Association. Motion passed unanimously.

**c) M/V to donate to the DAV Van Fund**

Tom T. made a motion seconded by Tom S. to donate \$500 to the Disabled American Veterans Van Fund. Motion passed unanimously.

**13. M/V to adopt the 2017 New Stanton Borough Calendar and advertise meetings accordingly**

After discussion council decided, on a motion by Todd and Dean to adopt and advertise the following calendar:

Month	Council	Planning Cut-off	Planning Planning	Budget	Community Events	Borough Holidays
January	3 <sup>rd</sup> & 24 <sup>th</sup>	25 <sup>th</sup>	11 <sup>th</sup> & 25 <sup>th</sup>			2 <sup>nd</sup>
February	7 <sup>th</sup> & 28 <sup>th</sup>	22 <sup>nd</sup>	15 <sup>th</sup> & 22 <sup>nd</sup>			
March	7 <sup>th</sup> & 28 <sup>th</sup>	29 <sup>th</sup>	15 <sup>th</sup> & 29 <sup>th</sup>		19 <sup>th</sup>	
April	4 <sup>th</sup> & 25 <sup>th</sup>	26 <sup>th</sup>	15 <sup>th</sup> & 26 <sup>th</sup>			
May	2 <sup>nd</sup> & 23 <sup>rd</sup>	31 <sup>st</sup>	10 <sup>th</sup> & 31 <sup>st</sup>			29 <sup>th</sup>
June	6 <sup>th</sup> & 27 <sup>th</sup>	28 <sup>th</sup>	14 <sup>th</sup> & 28 <sup>th</sup>			
July	11 <sup>th</sup> & 25 <sup>th</sup>	26 <sup>th</sup>	19 <sup>th</sup> & 26 <sup>th</sup>			4 <sup>th</sup>
August	1 <sup>st</sup> & 22 <sup>nd</sup>	30 <sup>th</sup>	9 <sup>th</sup> & 30 <sup>th</sup>		5 <sup>th</sup>	
September	5 <sup>th</sup> & 26 <sup>th</sup>	27 <sup>th</sup>	13 <sup>th</sup> & 27 <sup>th</sup>			4 <sup>th</sup>
October	3 <sup>rd</sup> & 24 <sup>th</sup>	25 <sup>th</sup>	14 <sup>th</sup> & 25 <sup>th</sup>	Every Wed	31 <sup>st</sup>	
November	14 <sup>th</sup> & 28 <sup>th</sup>	22 <sup>nd</sup>	15 <sup>th</sup> & 22 <sup>nd</sup>			23 <sup>rd</sup> & 24 <sup>th</sup>
December	5 <sup>th</sup> & 19 <sup>th</sup>	27 <sup>th</sup>	13 <sup>th</sup> & 27 <sup>th</sup>		3 <sup>rd</sup>	25 <sup>th</sup>

**Notes to Calendar:** Council and Planning Commission meetings start at 7 PM and the second meeting of the month is to be held as needed. Budget meetings to be held at 4:30 PM. Community events include: March 19<sup>th</sup> -- Easter Egg Hunt; August 5<sup>th</sup> -- Community Picnic; October 31<sup>st</sup> -- Halloween; December 3<sup>rd</sup> -- Children's Christmas Party.

All present voted in favor of the calendar except Tom S. who voted no.

## **Reports**

### **Administrative**

#### **Borough Manager – Jeffrey McLaughlin**

Jeff reported that:

- **Canoe/Kayak Access**

He worked with the Sewickley Creek Watershed Association which submitted the canoe/kayak grant application to the Westmoreland Conservation District. We may hear something as soon as next month.

- **PSAB Fall Conference Report**

He completed his PSAB Fall Conference which he sent out via e-mail. He asked if anyone had any questions.

- **Reimagining Westmoreland**

He attended a meeting at the Lamp Theater with Tom Smith. The meeting was sponsored by Westmoreland County which is seeking public input for the development of a comprehensive plan, entitled *Reimagine Westmoreland*. He stated that he would let council know of additional meetings seeking public input.

- **Code Violations**

Hearings have been scheduled for January 17, 2017 with the Magistrate for two code violations.

- **New Public Works Employee Matt Sever**

As soon as one final clearance is received, Matt will be able to start.

**Solicitor – John Campfield**

John mentioned that he received an e-mail from Jeff regarding bank collateralization agreements. He stated that these agreements should be in place with every bank in which the borough has money.

**Engineer -- Emil Bove**

Emil stated that the items he has been working on were handled earlier in the meeting.

**Business**

**Fire Department Liaison – Thomas Theis**

Tom T. reviewed the Chief's monthly report which was included in the agenda packet.

**Recreation Board Liaison – Nick DeSantis**

In Nick's absence, there was no report.

**PennDOT Project Liaison – Dean Clark**

No report.

**Council Committees**

**Personnel and Human Resources – Scott Sistik**

Scott stated that Alan Wagner was interested in the Part-Time Casual Snow Plowing position. Tom S. made a motion seconded by Tom T. to hire Alan Wagner for the Part-Time Casual Snow Plowing position contingent upon him passing all borough pre-employment screening.

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

No report.

#### **Building and Real Estate – Linda Echard**

Linda stated that there was interest expressed by a pizza place to rent the old borough building, but they stated that they needed a minimum of a 5-year lease. Jeff also stated that another used car lot owner expressed interest, but wanted to negotiate on the rental rate.

#### **Workplace Safety – Thomas Theis**

Jeff stated that the state has two webinars scheduled in January for organizations looking to set up a Safety Committee: one on January 10<sup>th</sup> and January 18<sup>th</sup>. Tom T. stated that he would not be available, but would be willing to participate in a future webinar. Jeff stated that each member is required to participate.

#### **Finance – Scott Sistek**

Scott reviewed the report that was to be handed out at the previous meeting as well as the current report. For the period ending: October 27<sup>th</sup> the check book balance was \$445,991.17, the total in all savings accounts was \$236,809.81 and the tax receipts from October 1<sup>st</sup> until October 27<sup>th</sup> were \$8,545.16. For the period ending December 2<sup>nd</sup>: the check book balance was \$488,938.56, the total in all savings accounts was \$233,477.56 and the tax receipts from October 28<sup>th</sup> until December 2<sup>nd</sup> were \$91,580.60.

#### **Comprehensive Plan – Linda Echard**

Linda stated that the only point of business regarding the Comprehensive Plan was handled earlier in the meeting.

#### **Mayor's Report**

In Nick's absence, there was no report.

#### **Announcements**

There were no announcements.

#### **Opportunity for Public Comment**

Tom S. stated that he would like council to consider a new vice president in January citing Brandon's work schedule and suggested that Linda be considered for the position.

Linda reported on the Veterans' Day event held at the borough building on November 11<sup>th</sup>. She stated that she had received several positive comments regarding the event, particularly the part of the program where each veteran was invited to tell the audience about their service.

**Adjournment**

Tom S. made a motion to adjourn at 8:23 PM.

Respectfully submitted,

Jeffrey McLaughlin  
Secretary