

**Borough of New Stanton**  
**Borough Council**  
**March 6, 2018**  
**Minutes of Meeting**

**Attendance**

Council members: Todd Bartlow, Joshua Bennett, Linda Echard, Scott Sistek, Tom Smith, Tom Theis and Ray Strosko. Mayor Ronald Echard. Also: Solicitor John Campfield, and Borough Manager Jeffrey McLaughlin.

**Call to Order**

President Raymond Strosko called the meeting to order at 7:00 PM.

**Invocation**

Linda recited a prayer.

**Pledge of Allegiance**

The Pledge was recited.

**Approval of Bills**

Scott made a motion seconded by Todd approving the bills in the amount of \$28,669.43. Motion passed with all voting in favor with the exception of Tom T. who abstained.

**Approval of Minutes -- February 6, 2018**

Linda made a motion seconded by Josh approving the minutes of the February 6, 2018 meeting. Motion passed with all voting in favor with the exception of Tom T. who abstained.

**Opportunity for Public Comment – Items not on the Agenda**

Ray asked if there were any public comments on items not on the agenda. There were none.

**Council Additions to Agenda**

Ray asked if there were council additions to the agenda. Josh asked that council add two items: One to consider Nathan Bish for the Recreation Board and a second to consider James Purnell for the Recreation Board. The items were added as numbers 12 and 13.

**Opportunity for Public Comment -- on Agenda Items Only**

Ray asked if there any public comment on agenda items only. There were none.

**Guest**

**Rob Cammarata, Chief, New Stanton Volunteer Fire Department**

Rob read the monthly report that was provided to council members. He also reported that the Fire Department is having a record-breaking year with the fish fry and that their annual gun bash fundraiser will be held on Saturday, March 10<sup>th</sup>. He reported that they received some state grant funding.

**David Lucci, RLA Victor-Wetzel Associates Regarding Broadview Estates**

Mr. Lucci reviewed the proposed Broadview Estates development. He stated that he would like to come back next month for consideration of approval of the Preliminary Land Development Plan. 162 single-family homes are being proposed to be developed in 5 phases over approximately 10 years. Specifics include: planting street trees along all of the development's streets and Broadview Road, mail boxes being grouped in one area as per post office requirements, the installation of a park with playground equipment, the installation of an island and cross walks on Broadview Road to calm traffic, the upgrading and widening of Broadview Road where it abuts the site, and the donation of \$300 per lot to the borough to upgrade adjacent roads. The developer also revised the design of 2 of the streets to eliminate tight radiuses. He stated that the design of the streets now complies with borough requirements. He stated that they would like to have the portion of the site that is presently zoned R1 changed to B1 to allow for a little smaller lot size. In response to a question from Linda, Mr. Lucci stated that he would look at putting an additional buffer, aside from the sidewalk, between the park and Broadview Road.

**Agenda**

**1. M/V to Accept Extension Letter for Broadview Estates (See Attached)**

Tom T. made a motion seconded by Josh to accept the extension letter submitted by Victor-Wetzel Associates regarding the Broadview Estates Project. Motion passed unanimously.

**2. M/V Approving Resolution 2018-884 Subdividing a Lot (Parcel ID #64-03-00-0-066) Owned by Eland Property, LLC and Siwel Systems, LLC**

John outlined the reason for the subdivision as well as the lot consolidation that would be considered after the subdivision. John Heyl, the Engineering Manager from Lennon, Smith, Souleret Engineering, Inc. spoke on behalf of the Get Go which is requesting the subdivision and consolidation. He stated that PennDOT took property for Rachel Drive from the middle of the Eland/Siwel property but the property was never subdivided. Get Go is only interested in the portion of the Eland/Siwel property immediately adjacent to the Four Star Car Wash property.

Todd made a motion seconded by Tom T. to adopt Resolution 2018-884 approving the subdivision of Lot (Parcel ID #64-03-00-0-066) owned by Eland Property, LLC and Siwel Systems, LLC. Motion passed unanimously.

**3. M/V Approving Resolution 2018-885 Consolidating Lots Owned by Eland Property, LLC and Siwel Systems, LLC (Parcel ID #64-03-00-0-066) and Four Star Car Wash (Parcel ID #64-03-00-0-066)**

Todd made a motion seconded by Scott to adopt Resolution 2018-885 M/V approving the consolidation of lots owned by Eland Property, LLC and Siwel Systems, LLC (Parcel ID #64-03-00-0-066) and Four Star Car Wash (Parcel ID #64-03-00-0-066). Motion passed unanimously.

**4. M/V to Temporarily Close Broadview Road for Borough Drainage Work & MAWC Water Line Installation**

Jeff reviewed the project. Scott said that MAWC should give us firm dates for the closure as well as propose a detour for the project.

Scott made a motion seconded by Todd to table this item pending additional information. Motion passed unanimously.

**5. M/V to Close Glen Fox Road and Westinghouse Dr. for the UPS 5K on May 19, 2018**

Todd made a motion seconded by Linda to close Glen Fox Road and Westinghouse Dr. for the UPS 5K on May 19, 2018. Motion passed unanimously.

**6. M/V to Put Surplus Recreation Equipment Up for Sale**

Mr. Naylor from the Recreation Board reviewed the idea of selling the items.

John pointed out that these items would have to be competitively sold as per the borough code because they are valued in excess of \$1,000.

Todd made a motion seconded by Josh to sell the surplus sporting goods, outlined on the list provided to council by the Recreation Board, as per the borough code. Motion passed with all voting in favor with the exception of Tom S. who voted no.

Scott made a motion seconded by Todd to have Jeff work with the Recreation Board to break-down the surplus items into a series of logical for-sale lots. Motion passed unanimously.

Bill Naylor stated that the Recreation Board is looking to hold the Easter Egg Hunt at the park on Saturday, March 31<sup>st</sup> from 10 AM until 1 PM.

Scott made a motion seconded by Tom T. approving Resolution 2018-886 to hold the New Stanton Easter Egg Hunt for ages 3-10 on the Saturday before Easter. Motion passed unanimously.

Bill proceeded to review the status of the baseball/softball sign-ups. He stated that sign-ups will be extended.

**7. M/V to Adopt Pay Resolution 2018-887 Regarding Concession Stand Coordinator**

Jeff stated that John found that the concession stand will need to be certified by the PA Department of Agriculture.

The proposed pay resolution was included in the council packet. Linda made a motion seconded by Josh adopting Resolution 2018-887 regarding the position of Concession Stand Coordinator with the change that the position runs from April 16, 2018 until July 7, 2018 and changing the language in the “Compensation” section regarding approvals to “with the approval of council”. Motion passed unanimously.

**8 M/V to Create and Equipment Yard on the Side of the Borough Building Including Fencing and Landscaping**

Jeff stated that the idea to create a storage yard along the side of the building was brought up at a Public Works committee meeting. He stated that it would allow for the use of the side garage door and would secure the trailers and other equipment in a gated area. He estimated a cost of approximately \$2,000 for the fence and landscaping in front of the fence and at other parts of the property including around the gas meter. Todd said that we should check with the gas company as per their planting requirements.

Tom T. made a motion seconded by Todd to create an equipment yard on the side of the borough building including fencing and landscaping. Motion passed with all voting in favor with the exception of Scott who voted no.

**9. M/V Advertise the Proposed Ordinance Re: Dogs in the Park**

In addition to a copy of the proposed ordinance council was also provided with copies of draft that would govern “Dogs in the Park” and the “Dog Park”. Tom S. questioned the Dog Park policies regarding children under the age of 16 being allowed to enter with the accompaniment of a parent and also the no smoking policy. Todd suggested that we may want to have the whole park smoke free. Tom S. suggested having designated smoking areas. There was consensus that the fine should be a minimum of \$25 with a maximum fine of \$250.

Tom T. made a motion seconded by Josh to advertise the proposed Ordinance Re: Dogs in the Park. Motion passed unanimously.

**10. M/V to Hire Henninger Accounting Services to Audit the New Stanton Fire Department**

Tom T. made a motion seconded by Scott to Hire Henninger Accounting Services to audit the New Stanton Fire Department. Motion passed unanimously.

**11. Discussion Regarding Codification of Ordinances**

Jeff pointed out the continued need to codify the ordinances. He stated that Scott Herod has been having difficulty developing a ticket due to multiple changes over the years to the various code enforcement ordinances. He stated that this was considered in 2016 and the proposals being considered at that time were in the \$14,000 range. He asked if we wanted to restart the process, getting new proposals. Scott stated that this was reconsidered during the development of the 2018 budget but it was not included for financial reasons. He stated that perhaps we

could reconsider during the 2019 budget and perhaps the company may be willing to allow us to have a payment plan.

**12. M/V on Resolution 2018-888 Appointing Nathan Bish to the Recreation Board**

Tom T. made a motion seconded by Josh to approve Resolution 2018-888 appointing Nathan Bish Recreation Board through December 31, 2018 pending approval of all clearances. Motion passed unanimously.

**13. M/V on Resolution 2018-889 Appointing James Purnell to the Recreation Board**

Scott made a motion seconded by Tom T. approving 2018-889 appointing James Purnell to the New Stanton Recreation board through December 31, 2018 pending approval of all clearances. Motion passed unanimously.

**14. M/V to Hire Daniel Bernstein as Concession Stand Coordinator**

Linda stated that Mr. Bernstein has a Food Safe certificate. Scott suggested having the Concession Stand Coordinator bonded.

Scott made a motion seconded by Linda to offer Daniel Bernstein conditional employment as the Concession Stand Coordinator with the hiring pending approval of all clearances. Motion passed unanimously.

Bill Naylor asked that the borough contact the Hempfield School District about the girls' softball team using Stanwood Elementary. Bill also reviewed the uniform design. Mr. Naylor also mentioned about having some adult sports leagues like bocce. There was also discussion regarding the need to solicit banner sponsors.

## **Reports**

### **Administrative**

**Planning Commission Liaison – *Chairperson Jay Gomolak***

Jeff reported that the Planning Commission will be meeting on March 14<sup>th</sup> regarding the Dollar General. John brought up the alley between the Dollar General site and the Marathon Gas Station that Dollar General has offered to pave. The assumption is that they would not maintain it. He said that the alley is currently not part of the borough road system. He asked if the borough wanted to get the right of ways from the adjacent property owners. Jeff read Emil's comment regarding the alley from his Dollar General comment letter. John mentioned the Conditional Use Hearing regarding the Get Go that is to be held on March 13, 2018. Tom S. said we want to have it paved we should stipulate that it be 16' wide in order to get Liquid Fuels money. Scott said that we should stay away from it. Jeff stated that PennDOT installed a curb cut for the alley in the Pennsylvania Avenue sidewalk.

**Borough Manager – *Jeffrey McLaughlin***

Jeff reported that:

- John B. received a quote from the Jayco Co. in the amount of \$1,900 to wire, install a panel box, lighting, outlets, a meter socket and a mast head at the park pole building. The borough would be responsible to supply all materials, but most of the items are already at the pole building. Council asked to get additional quotes and have them available for the council meeting scheduled for March 20, 2018. Tom S. also asked Jeff to get a price from West Penn Power to install the pole to service the building.
- A new net for between the ballfields has been purchased and that Todd is going to approach West Penn to see if they would install.
- Westmoreland County is holding an Elected Officials & Public Safety Seminar on March 14, 2018 at the Westmoreland County Community College.
- He has e-mailed the prospective tenant, who expressed interest in the old borough building, twice over the last month but has not received a response. Also the adjacent property owner is planning on selling his property.
- The New Stanton-Youngwood Rotary will be holding a golf outing on June 15, 2018 at the Greensburg Country Club.
- Colmat Landscaping submitted a quote of \$10,800 to cut the grass at the park for 2018. Jeff stated that the limit before seeking three quotes is \$10,900. Tom S. asked Jeff to check with Colmat to determine whether they would be willing to removal the grass or to throw it in the dumpster.
- That he spoke to Jeff Miller from PennDOT and he stated that the guide rails will be installed by the Hunt Club and by the fire station.

The owner of Pagano's Restaurant expressed concern about the junk that the contractor left behind his restaurant while putting up the fence around the retention pond. He stated that the contractor also left holes in the ground.

#### **Code Enforcement – *Scott Herrod***

Jeff referred to a couple of items on Scott's written report that was provided to council.

#### **Solicitor – *John Campfield***

John stated that what he had needed to be discussed in Executive Session.

#### **Engineer -- *Emil Bove***

No report.

#### **Business**

#### **Fire Department Liaison – *Chairperson Thomas Smith***

Tom S. reported that he attended the Fire Department meeting the night before. Everything discussed at the meeting was reviewed by Chief Cammarata earlier. He stated the Chief about using the ladder truck to install the net at the park. The chief stated that they could but the weight of the truck would tear up the field.

#### **Recreation Board Liaison – *Chairperson Josh Bennett***

Josh reported that the Recreation Board is looking at a cost of \$2,525.92 for the purchase of uniforms. He passed the bill around. He also passed around a sign-up sheet for volunteers to sell tickets at the New Stanton Pharmacy or Hepler's.

### **Executive**

#### **Council President**

Ray had nothing to report.

#### **Mayor**

The mayor reported on his attendance at the PSAB Boot Camp for Newly Elected Officials. He also asked if council would approve the \$25 fee for him to attend a class on March 23, 2018 specifically for mayors.

Todd made a motion seconded by Josh to pay the \$25 for Mayor Echard to attend the mayor class. Motion passed with all voting in favor with the exception of Linda who abstained.

### **Council Committees**

#### **Personnel and Human Resources – Scott Sistik**

No report.

#### **Public Works/MS-4 and Parks – Chairperson Ray Strosko**

Ray mentioned that he had a list that John B. gave the committee about projects that need done for 2018. Josh asked if the borough received a complaint about a catch basin adjacent to a home. Jeff stated that the catch basin is 12' deep and thus could not be repaired by the borough. Jeff stated that Emil estimated a cost of \$20,000 to \$25,000 to repair.

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

Linda stated that Jeff gave the update during his report but she stated that the committee should meet to discuss next steps.

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

Tom T. reported on the last meeting. Jeff stated that the committee has been relying on the PA Department of Labor and Industry web site. He said that he needs to contact the borough's insurance carrier to see if they have some webinars that we could participate in. Tom S. suggested selecting a topic, for example "Summer Time Safety", and having committee members discuss it. .

Ron reiterated the idea of checking with our insurance carrier. During his time at the county they had many worthwhile safety topics.

Todd asked about the paving drag box that was discussed at the Public Works committee meeting. Jeff stated that John B. had also looked into a used paver; however John B. asked to remove this from the agenda because he discussed it with Rick Skovensky from PennDOT who stated that it would be very difficult for us to effectively do a paving project because of the small size of our crew and also because the small capacity of our trucks would require us to stop and start a lot which would affect the quality of the paving job.

#### **Finance – Chairperson Scott Sistik**

Scott reviewed the financial report through February 28, 2018: check book balance: \$547,099.25; total all savings accounts: \$1,429,413.94; taxes remitted from February 1, through February 28, 2018: \$73,494.29.

#### **Future/Other Meetings**

Ray mentioned the Get Go Public Hearing scheduled for March 13, 2018 at 5:30 PM and the council meeting on March 20, 2018 at 5:30 PM.

#### **Executive Session**

Todd made a motion to go into executive session at 9:05 PM for matters of litigation.

Todd made a motion to come out of executive session at 10:15 PM.

#### **Adjournment**

Todd made a motion to adjourn the meeting at 10:16 PM.

Respectfully submitted,

Jeffrey McLaughlin  
Secretary