

**Borough of New Stanton**  
**Borough Council**  
**October 2, 2018**  
**Minutes of Meeting**

**Attendance**

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

**Call to Order**

President Raymond Strosko called the meeting to order at 5:30 PM.

**Invocation**

Linda recited a prayer.

**Pledge of Allegiance**

The Pledge was recited.

**Approval of Bills – \$33,948.27**

Scott made a motion seconded by Tom approving the bills in the amount of \$33,948.27. Motion passed unanimously.

**Approval of Minutes – August 7, 2018**

Linda made a motion seconded by Scott approving the minutes of the September 4, 2108 meeting. Motion passed unanimously.

**Guests**

Rob Cammarata, NSVFD Chief

In Rob's absence, Ray stated that the council members could review on their own the chief's written report which was provided to each member. He then thanked Rob and the rest of the fire department for their work during the recent flooding, particularly with the residents of the Capri and Suburban Trailer Courts. He stated Rob cared for the trailer park residents like family members and they respected and reached out to him for help.

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

Ray asked if there were any public comments on items not on the agenda.

**Dr. Mark Wells, 164 Stratford Court**

Dr. Wells thanked council for voting in favor of the fence that him and his neighbors want to install on borough property behind their homes. However, he had concerns regarding the license

agreement drafted by the borough and felt that he would not be able to sign the agreement in its present configuration. John stated that the agreement is similar to what the borough has used in the past for other like situations. John pointed out that the license agreement only covers the area *inside* the fence. Dr. Wells took issue with the language in the document regarding his pool, which is located on borough property, which he stated he has a permit for.

### **Henry “Bud” Moore, 100 Water Street**

Bud expressed his concern about speeding on Post Avenue. He stated that drivers are using the street to bypass the traffic signal at Pennsylvania Avenue. He stated that the Dollar General construction and a dump truck parked on the street has complicated matters. He also expressed concern for the welfare of the residents of the personal care home on the street. He asked if the borough could install the electronic speed monitoring sign or additional speed limit signs on the street. He also expressed concern about speeding on Center Avenue with people trying to beat the traffic signal.

### **Council Additions to Agenda**

Ray asked if any council members had items to add to the agenda. There were none.

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

Ray asked if there were any public comments on agenda items only. There were no comments.

## **Agenda**

### **1. M/V to Ratify Declaration/Recension of Emergency at Suburban and Capri Trailer Courts**

Jeff reported that council is being asked to ratify the actions of the mayor who, given the flooding that occurred at the Suburban and Capri Trailer Courts, declared an emergency and 7 days later rescinded the emergency. John stated that the borough officials including himself, the manager, fire chief and mayor determined this was a necessary course of action.

Todd made a motion seconded by Linda to declare and rescind the state of emergency at the suburban and Capri Trailer Courts. Motion passed unanimously.

### **2. M/V Accepting the Borough’s Anticipated Minimum Municipal Obligation for the Pension Plan of \$6,790**

Jeff pointed out that this is the money that the state provides to the borough on behalf of the borough employees.

Scott made a motion seconded by Todd to accept the Borough’s anticipated Minimum Municipal Obligation for the pension plan of \$6,790. Motion passed unanimously.

### **3. M/V Approving Handicapped Parking Space at 581 Woodmere Drive**

There was a concern about allowing the parking space because it would be located in an area posted as *No Parking November to April*.

Scott made a motion seconded by Todd to table consideration of the handicapped parking space at 581 Woodmere so as to give the Public Works Committee an opportunity to review. Motion passed unanimously.

#### **4. M/V Approving Paving of Oak Street Beyond Cherry Street**

Jeff stated that Public Works is proposing paving Oak Street beyond Cherry Street in-house at a cost of approximately \$1,700 using the recently purchased drag box.

Scott made a motion seconded by Linda to have the borough pave Oak Street beginning at Cherry Street to its terminus as a borough street. Motion passed unanimously.

#### **5. M/V to Advertise for Refuse Collection Proposals**

John gave an overview on the current contract which ends on December 31, 2018. He pointed out that what has typically happened is that the borough advertises for proposals to be received for opening before the November meeting and to award the contract at the December meeting. He stated that there are many variables that have to be considered in drafting a request for proposals including: the term of the contract, whether we wanted spring and fall clean-ups, who is eligible for the service, ability to pay per bag, whether to recycle (the borough is not required to recycle), how to handle electronic waste. He asked if council would like to form a committee to review these. suggested that a committee be formed to review the draft request for proposals. Jeff stated that he spoke to Ellen Keefe from Westmoreland Cleanways, who stated that there are a lot of changes with regards to what can and cannot be recycled.

Linda made a motion seconded by Todd to advertise the refuse collection proposals for opening at the next meeting. Motion passed unanimously.

Jeff pointed out that the next meeting would not be until November 13<sup>th</sup> due to election Day falling on the first Tuesday.

#### **6. Discussion Regarding Fencing at Park**

Jeff reported that 140' linear feet of fencing around the ballfields was uprooted during the recent storm. An addition 70' feet or so also needs adjusted because the top rail became detached from the posts. Tom suggested having us install the fence in-house. Linda suggested looking to hire a general contractor as opposed to a fence contractor, that perhaps they would be able to tell us if the fence could be reused or needs to be replaced.

Given the season is over and the park is closing soon council decided to wait have Jeff bring back multiple quotes for refurbishing or replacing the fence for council's review and consideration. Motion passed unanimously.

## **7. Discussion Regarding Veterans' Banners**

After discussion, there was general agreement to pursue the banner program with David Chaek Photography.

Tom T. and Ray brought up the idea of purchasing a 4-door pick-up truck to lessen the wear and tear on the Ford F-550's. It could be used for projects that don't require a dump truck.

## **8. Discussion Regarding Changing Cell Phone Plan**

Jeff stated that Charlie and Matt had inquired about the possibility of getting smart phones through the borough phone plan. Right now they are reimbursed \$25 each per month to use their personal phones to take borough calls. Jeff stated that Charlie and Matt felt that the internet access would help them when John was not at work and that with the number of work calls, they receive the \$25 reimbursement may not be sufficient. There was general agreement that Matt and Charlie should submit more information before a decision is made to change the phone plan or to provide them with a larger reimbursement.

## **Reports**

### **Administrative**

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

Jeff stated that the Planning Commission did not meet in September and has not received any new submittals, so there will be no meeting in October.

Ray asked about the status of Broadview Estates. Jeff said that they are working on the detailed working drawings for phase one. John said that those drawings would go through the Planning Commission and council.

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

Jeff said that he had an item for executive session. He also stated that the office received a lot of calls on flooding with the most recent rains particularly in the Melrose area and he was planning on bringing a catch basin project to the budget committee as one possible way to help alleviate the situation.

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

Jeff stated that the report was included in the agenda packet. Jeff stated that 7 trailers sustained are uninhabitable at the Suburban and Capri Trailer Courts because of the flooding. He said that the residents were put up into hotels, the County and Red Cross were helping to pay the bill. The borough may be asked to pay part of that, but we have not yet received a bill. Jeff said that we have given the trailer owners 30 days, to tear down the trailers, but we told them that we would be willing to give them more time if we see progress.

Scott asked if there was a possibility that new trailers would be placed in that area. Jeff stated that part of the area is classified as a Flood Way and no structures are permitted in that area. Much of the rest of the area is in a Flood Plan and Emil stated that structures in those areas are

allowed, but there are a lot of requirements that have to be met. Jeff also stated that he was able to get a dumpster donated by Republic Services to help out the residents.

**Solicitor – *John Campfield***

John reported that GetGo is in the process of executing and submitting the final documents.

He stated that he had two other items that had involved litigation and he asked that they be discussed in executive session.

**Engineer -- *Emil Bove***

Emil stated that he is still waiting on the paving project to start. Emil stated that Fay did install the speed humps, but they were not constructed properly. Emil stated that he received less than one day notice and the work was done on a Saturday on which Emil had already scheduled an appointment. He stated that he met with the contractor in the morning before going to his appointment to review the specifications. Emil surveyed the speed-humps and created as-built drawings showing why the speed humps did not meet the specifications provided. He said that the speed humps are approximately 30' long as opposed to the 12' that they are supposed to be. They are too long and too gradual. There was an agreement that Emil should follow up with Fay and send them the as-built drawings and get them to reinstall the speed-humps.

Ray stated that a custom-made tarp for the bocce court was canceled because of the cost.

Tom T. asked whether the 90-day trial period is up on the stop sign at Fry Hollow, Pine Drive and Thermo Village Road was up. Scott suggested talking to Emil to what he would have to do to incorporate it into an ordinance.

Todd asked about downloading information from the speed sign for Broadview Road. Jeff stated that it hasn't been done yet.

**Business**

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

No report.

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

No report.

**Executive**

**Council President**

No report.

**Mayor**

No report.

## **Council Committees**

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

Scott stated that evaluations are underway. No report.

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

Ray reported that the Public Works continues to work on catch basins.

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

Linda had nothing new to report.

## **Executive Session**

Todd made a motion seconded by Tom to go into Executive Session at 7:24 PM.

Todd made a motion to come out of Executive Session at 7:33 PM.

## **Special Events**

Linda updated everyone on the Veteran's Day Program. Chris Kolbosky from the Army Office of the Surgeon General will be the keynote speaker.

Jeff reported that the Halloween Trick-or-Treat signs are up.

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

Tom reported that the committee's September meeting was on striking hazards. Jeff stated that the October meeting will be a defensive driving course at the Pennsylvania Turnpike Commission office.

## **Finance – Chairperson Scott Sistik**

Scott reviewed the financial report through September 30, 2018: checkbook balance: \$521,046.56, total all savings accounts: \$1,660,413.22 and taxes remitted from September 1, 2018 through September 30, 2018: \$8,761.80.

Scott reported that the Budget Committee had their first meeting earlier in that evening going over revenue. The next meeting will be on October 9<sup>th</sup> when the committee starts getting into the expenditure side of the budget. The October 16<sup>th</sup> budget meeting will be for the "wish list" (i.e., capital projects) and the October 23<sup>rd</sup> meeting will cover payroll. The budget will be presented to council at the next meeting. It was decided to hold a Personnel Committee meeting at 4:30 before the October 23<sup>rd</sup> Budget Committee meeting.

Linda stated that we would need to make some decisions on Refuse Collection to give John C. some direction on what we want included in the Request for Proposals. John suggested that Jeff contact Ellen Keefe of Westmoreland Cleanways about getting clarification on recycling.

Jeff asked if anybody had any questions or comments on the draft newsletter that was included in the agenda packet. Linda and Tom T. mentioned about getting the word out about baseball and softball sign-ups.

### **Announcements**

No announcements.

### **Adjournment**

Todd made a motion to adjourn the meeting at 7:55 PM.

Respectfully submitted,

Jeffrey McLaughlin  
Secretary