

**Borough of New Stanton**  
**Borough Council**  
**September 5, 2017**  
**Minutes of Meeting**

**Attendance**

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

**Call to Order**

President Scott Sistek called the meeting to order at 7:00 PM.

**Invocation**

Linda recited a prayer.

**Pledge of Allegiance**

The Pledge was recited.

**Executive Session**

Scott asked for a motion to go into Executive Session.

Dean made a motion seconded by Linda to go into Executive Session for matters of litigation at 7:03 PM.

Dean made a motion to come out of Executive Session at 7:17 PM.

**Approval of Bills**

Dean made a motion seconded by Tom T. approving the bills in the amount of \$39,273.89. Motion passed unanimously.

**Approval of Minutes**

**Regular Meeting Minutes**

Tom S. pointed out that the mayor was present at the meeting but was not listed as having attended.

Linda made a motion seconded by Dean approving the minutes of the August 2017 regular council meeting with the change of adding the mayor to the attendance listing. Motion passed unanimously.

**Public Hearing Meeting Minutes**

Linda made a motion seconded by Tom T. approving the minutes of the public hearing meeting regarding the MS4 Pollution Reduction Plan held on August 2017 with the change of adding the mayor to the attendance listing. Motion passed unanimously.

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

Scott asked if there was any public comment on items not on the agenda:

#### ***Lisa Perkins, 162 Stratford Court***

Ms. Perkins expressed concern about the Chanticleer Stormwater Drainage Project underway directly behind her property. She stated that she was not notified before the borough's Public Works department began to install a storm drain behind her property. She stated that if she had received notice, she would have had the trees that she had planted on borough property about 15 years ago moved to her property. She asked if the borough would be willing to plant new trees. Jeff apologized to Ms. Perkins for not notifying her. He stated that he had apologized to her on the phone the day after the work took place. He also stated that the borough did not know that the trees on borough property were planted by her. Dean stated that Ms. Perkins may plant trees or erect a fence on her property, but the borough cannot plant trees on its property because this would set a precedent that other residents may request such landscaping. In addition, the area needs to remain clear to be able to access the pipe in the event it needs repaired or maintained.

Mrs. Fox mentioned that Joseph Depta was present at the meeting. Jeff stated that we are working on an agreement with Mr. Depta to lease his goats to clean the retention pond. Mr. Depta said that he would be willing to check on the goats at the site on a regular basis.

Tom T. made a motion seconded by Dean in support of having John draft an agreement with Mr. Depta for council's consideration at the next meeting. Motion passed unanimously.

### **Council Additions to Agenda**

Given Todd's absence, Scott stated that he was going to remove the two items that Todd requested be added to the agenda: Item 3. *Discussion – Dogs in New Stanton Park*; and 4. *Discussion – CWCTC (Brick Oven)*

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

There was no public comment on agenda items.

## **Agenda**

### **1. Bid Opening – Chanticleer Storm Drain Project**

Scott opened the bids for the Chanticleer Storm Drain Project:

<b>Bidder</b>	<b>Bid Bond</b>	<b>PWEV Form*</b>	<b>Non-Collusion Affidavit</b>	<b>Bid</b>
Kukurin Contracting	Yes	Yes	Yes	\$96,969.00
Ligonier Construction	Yes	Yes	Yes	\$71,000.00
D'Andrea Plumbing & Const.	Yes	Yes	Yes	\$65,720.00
RJF Development Corp.	Yes	Yes	Yes	\$56,325.00

Murin & Murn, Inc.	Yes	Yes	Yes	\$70,000.00
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\* Public Works Employment Verification Form

In light of the cost coming in higher than the amount budgeted for the project, Tom S. made a motion seconded by Linda to reject the bids received and to re-bid the project with modifications to the specifications for an opening at the next council meeting, October 3, 2017. Motion passed unanimously.

## 2. Discussion M/V on Stanwood's Color Race

Jenna O'Shell representing Stanwood Elementary stated that the school is requesting that Arona Road in the area of the school and Wentzler Avenue be closed the morning of Sunday, October 22, 2017 for the run. This is the 3<sup>rd</sup> year for the event. They have already contacted the New Stanton Fire Department about blocking the streets and providing traffic control. They will also be contacting residents that live along the path of the race.

Tom S. made a motion seconded by Tom T. to authorize the closing of Arona Road in the area of the Stanwood Elementary School and Wentzler Avenue on October 22, 2017 for the Stanwood Color Race. Motion passed unanimously.

## 3. M/V to Advertise Automotive Refueling Ordinance

John reviewed the proposed automotive refueling ordinance that would revise the borough's zoning ordinance.

Tom S. asked about incorporating electric charging stations into the ordinance. After discussion, John reviewed changes that he could make to the proposed ordinance that would incorporate charging stations.

Tom S. made a motion seconded by Dean to: send the proposed Automotive Refueling Ordinance to the borough and county planning commissions for review, to advertise the ordinance, and to schedule a public hearing immediately prior to the November council meeting. Motion passed unanimously.

## 4. M/V to Send Representation to PSAB Fall Conference

Scott stated that there are some good topics on the conference schedule, but it probably could be covered by one person. Tom S. stated that he had not received a report on the previous conference. Jeff stated that he would check to see if he drafted a report.

Dean made a motion seconded by Linda to send one representative to the PSAB Fall Conference, Friday, October 13 through Sunday, October 15, 2017. Motion passed with all voting in favor with the exception of Tom S. who voted no.

## 5. Discussion & M/V for Traffic Study on Fry Hollow Road for Stop Sign

Emil stated that the borough can install a stop sign without PennDOT approval but we have to have an engineering study. John stated that council has the authority to approve the installation of a temporary stop sign.

Tom T. made a motion seconded by Dean to place a temporary stop sign on Fry Hollow Road at the intersection with Pine Drive and Thermo Village Road for a 90 day period unless superseded by the borough code. Motion passed with all voting in favor with the exception of Tom S. who voted no.

#### **6. M/V on Resolution Regarding MAWC's Acquisition of THTMA**

John stated that the MAWC is requesting that we adopt a resolution to our official sewage plan to reflect the updating of the Act 537 Plan, transferring responsibility for sewage facilities in the borough from Hempfield Township Municipal Authority to the Municipal Authority of Westmoreland County. The resolution states that the plan conforms to borough ordinances. Tom asked if this plan will benefit the borough. Emil stated that this only relates to the interceptor that runs along Jack's Run and Sewickley Creek. If the MAWC proceeds according to their plan, borough residents will have to pay \$6 per month more for sewage treatment.

Dean made a motion seconded by Tom S. to approve Resolution 2017-862 approving revisions to the borough's official sewage facilities plan. Motion passed 3-2 with Tom T. and Tom S. voting no.

### **Reports**

#### **Administrative**

##### **Planning Commission Liaison**

Jeff stated that the Planning Commission did not meet in August so there was no report.

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

Regarding the Hampton Inn:

- Jeff stated that there is a pre-construction meeting scheduled regarding the Hampton Inn project on September 6, 2017. The primary focus of the meeting is regarding stormwater and erosion control.
- Emil reported that we are in receipt of the check for the Broadview Street bond for the Hampton Inn project. He stated that they included the application, but it has not yet been signed by the developer. Jeff stated that the Planning Commission did not meet in August so there was no report.
- Jeff stated that the developer has not yet picked up their building permit.

Jeff also asked council to consider purchasing a block of time from Henninger Accounting Services. He stated that we could use this time to consult with them regarding proper procedures for handling cash deposits and for occasional accounting questions that come up. The regular hourly rate is \$100 an hour. If 5 or more hours are purchased at once, the price is \$80 per hour.

Tom S. made a motion seconded by Tom T. approving the purchase of 5 hours of time at \$80 per hour from Henninger Accounting Services. Motion passed unanimously.

Jeff mentioned that Public Works purchased the material to install the Pine Drive storm sewer system. This week the guys are helping Youngwood with a storm water project.

### **Code Enforcement**

Scott referred council to the report which was in the agenda packet.

### **Solicitor – John Campfield**

John commented on several items:

- He sent information to Jeff from a legal update meeting that he attended that council may want to review in setting up some auditing safe guards. Jeff stated that he would send it out to council.
- He spoke to the claims adjuster for Republic Services regarding the accident at the park where one of Republic's trucks pulled down a wire. John stated that Republic agreed to issue the check without having the borough sign the release. Jeff stated that the check came in earlier in the day.
- In preparation of the agenda item about animals in the park, he made copies of the appropriate borough ordinance for council's review.
- He asked Emil about the submittal of the Pollution Reduction Plan. Emil stated that we needed a \$500 check from the borough to submit.
- He asked Jeff to send a letter to the executor of the Sell estate regarding the borough's extension of the Sell subdivision application.

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

Emil stated that we need to submit the application for the MS4 permit.

Tom S. made a motion seconded by Tom T. authorizing Scott to sign the MS4 permit application on behalf of the borough and to have the borough pay the \$500 application fee. Motion passed unanimously.

Emil asked for a motion approving the release of retainage Payment #2 to Tresco Paving Corporation for paving at Pagano, Melrose and the park in the amount of \$3,980.32 Motion passed unanimously.

Linda made a motion seconded by Dean to pay Tresco Paving Corporation Payment #2 in the amount of in the amount of \$3,980.32 for the paving of Pagano, Melrose and the park access road. Motion passed unanimously.

## **Business**

### **Fire Department Liaison – Thomas Theis**

Tom T. reviewed the monthly report that was included in the agenda packet.

### **Recreation Board Liaison – Nick DeSantis**

No report.

### **PennDOT Project Liaison – Dean Clark**

Dean asked for a motion to accept and maintain guide rail that PennDOT is willing to install on our roadways. This is being done due to the widening of I-70.

Linda made a motion seconded by Tom T. that the borough will accept and maintain guide rail installed by PennDOT on borough roadways. Motion passed unanimously. Dean mentioned that he would need a letter to that effect.

Dean reminded council that the borough has an agreement with Fay Construction to reinstall the two speed humps on Thermo Village and Pine Drive. Fay has offered to install a third speed hump at no charge if the borough will allow them to use a different installation technique instead of what was outlined in the agreement. They would saw cut the area instead of using a milling machine.

Tom T. made a motion seconded by Dean to change the installation method for the two speed humps under agreement and to have Fay install a third speed hump on Pine Drive at no charge to the borough. Motion passed unanimously. Dean mentioned that he would need a letter to that effect.

Dean stated that Linda had contacted him about with some concerns regarding the intersection of Highland Avenue and Center Avenue and a site line issue for those at the bottom of the West bound I-70 ramp. He passed those concerns on to PennDOT. He said that with Highland Avenue, PennDOT's work was confined to installing a new traffic signal. Linda said that the work did change the traffic pattern. Regarding the ramp issue, he said that PennDOT informed him that the roundabout speed limit is 15 mph. This should give people entering the roundabout from the ramp enough time to enter the ramp.

Dean said that the stamped concrete has been installed in one of the roundabout. The entire interchange project is to be completed by the end of November with the exception of the landscaping which is to be completed in the spring.

## **Council Committees**

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

No report.

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

Dean asked Jeff if he had any information on the canoe/kayak access sign. Jeff said he and Dean met with Tom Keller and a representative from Westmoreland Conservation District at the site. They will be getting us some designs for our review for not only a canoe/kayak sign but they said they would be willing to design a main entry sign.

Dean also asked Jeff to speak on the electric poles in the center of the parking lot. Jeff said that he spoke to Scott earlier about this item and he suggested that we could consider this during budget discussion because the cost to move the poles to the perimeter of the parking lot would be about \$4,500. Tom S. stated that this is a significant cost to gain a couple of parking spaces. Jeff stated that they could lay out the lines and see how many spaces would be gained.

Jeff stated that the metal shed building that the Recreation Board built in the park still does not have any electricity. He suggested that we may want to discuss wiring the building during the budget meetings.

Dean mentioned an issue with a Fry Hollow catch basin near the intersection with Pine Drive.

Tom. T. asked about a catch basin on Pennsylvania Avenue near Pro-scape. Emil said that the metal pipe going into the catch basin is rusted out.

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

Linda spoke on the IT providers that the committee received proposals from and interviewed. Council discussed the merits of the different companies and their strategies to address some of the borough's computer issues.

Tom T. made a motion seconded by Linda to accept Major Solutions proposal in the amount of \$1,631.75 to upgrade the computer system and to have them serve as the borough's IT provider. Motion passed unanimously.

Linda reported that Jeff spoke to Bob Fisher regarding the rental of the former borough building. Jeff stated that February is now the best case scenario for them to rent the building.

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

Tom reported that the committee met in August and viewed an active shooter webinar.

#### **Finance – Scott Sistik**

Tom S. pointed out that the report seemed identical to the July report. Jeff stated that he may have printed the wrong report. Scott asked Jeff to have both August's and September's reports ready for the next meeting.

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

No report.

## **Announcements**

Scott reported that Trick-or-Treat would be scheduled for October 31<sup>st</sup>. He asked Jeff to check with the Recreation Board on their plans. Scott also reminded council that the Veterans' Day Program will be on November 11, 2017 at 11 AM. Linda said that if anyone knew of a veteran from New Stanton who would be a good speaker on Veterans' Day to let her know.

Dean made a motion seconded by Tom S. to send Jeff and Anita to PSAB's *Municipal Budgeting: Tools and Techniques* training. Motion passed unanimously.

Tom S. asked Jeff if he had a chance to contact PennDOT about helping with the Broadview Road paving specifications. Jeff said he did not, but would do so.

Scott mentioned that the next Westmoreland County Boroughs Association meeting is scheduled for Thursday, September 28, 2017, 7 PM.

## **Adjournment**

Todd made a motion to adjourn the meeting at 10:37 PM.

Respectfully submitted,

Jeffrey McLaughlin  
Secretary