

Borough of New Stanton
Borough Council
May 3, 2016
Minutes of Meeting

Attendance

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

Call to Order

President Scott Sisteck called the meeting to order at 7:02 PM.

Invocation

A prayer was recited.

Pledge of Allegiance

The Pledge was recited.

Approval of Bills

Dean made a motion seconded by Tom T. approving the payment of the bills in the amount of \$23,891.12. Motion passed unanimously.

Approval of Minutes

Tom S. made a motion seconded by Tom T. approving the minutes of the April 5, 2016 meeting. Motion passed unanimously.

Council Additions to Agenda

President Scott Sisteck asked for council additions to the agenda. Jeff asked that Horizon Properties be added to the agenda.

Opportunity for Public Comment -- on Agenda Items Only

Scott asked for public comment on agenda items only. There were none.

Motion/Vote on Resolution #2016-832: *The Rollin Oldies*

Tom S. made a motion seconded by Tom T. to pass the resolution making May 29, 2016, Rollin Oldies day in New Stanton.

Discussion on the Amendment to the Zoning Ordinance

John stated that at the last meeting, council made a motion to have an amendment to the zoning ordinance prepared addressing items such as parking and height for hotels in the B-1 business district. As required by the Municipal Planning Code, the ordinance was sent to the Planning Commission which reviewed the proposal and responded to council with a list of

recommendations and a question that they would like addressed. After a review of the Planning Commission's items, it was decided:

On a motion by Dean and seconded by Linda to amend Section 501.a.5.A.1 of the proposed amendment to the zoning ordinance changing the specific reference to Mutual Aid to any ambulance service serving the borough; to advertise the proposed amendment to the ordinance, to send it to the Planning Commission and the County Planning Department for review; to hold a hearing on the proposed amendment on June 28th at 6:30 PM; and to consider adoption at the council meeting on June 28th. Motion passed unanimously.

On a motion by Tom S. and seconded by Dean council voted unanimously to ask the Planning Commission to further review and discuss the reminding changes that they were recommending. Motion passed unanimously.

Report on DCED Meeting

Jeff, Tom S. and Todd reported on the meeting with Bill Gamble, a consultant that performs studies for municipalities that are considering forming a police department or a regional department. Mr. Gamble was filling in for Ron Stern from the DCED who was unable to attend. After the discussion, council agreed that Jeff should gather the crime statistics for the borough to see if there is a problem before making any other decisions.

Motion / Vote to Change the Date of the June Council Meeting

Linda made a motion seconded by Dean canceling the June 7, 2016 council meeting. The meeting for June will be held on Tuesday, June 28, 2016, the date of the second advertised meeting of the month.

Discussion on the Codification of Borough Ordinances

John reported that the last codification of ordinances was approximately 1994 and that for ease of ordinance review this needs to be updated. He felt that the cost would be at least \$5,000 initially and that there would be annual cost thereafter to update. He stated that a paper copy as well as an electronic copy would be preferred. Scott suggested and council agreed that while at the PSAB conference vendor fair, he and Jeff would look for codification firms and bring back information about cost, etc. to council for their consideration.

Reports

Administrative

Borough Manager – Jeffrey McLaughlin

Jeff reported that:

- As council requested, he checked with CPR instructor Brandon Simpson on his AED preference. He said that all of the major brands are pretty much the same. Jeff was directed to get prices on 3 AEDs for discussion at the June meeting.

- The “For Lease” and “Community Yard Sale” signs were ordered and received from JL Signs. Jeff checked with the vo-tech but they were unable to make them.
- The PSAB Boot Camp went well. There were only 3 in the attendance the first day, but 9 attended the second day. Linda stated that it would be great if more members could attend the next time the sessions become available.
- NIMS (National Incident Management System) training was mentioned at the Boot Camp. Linda encouraged staff and council members to participate in this free online training. Jeff said he would look into getting information on the training to council.
- The CPR Class is set for this Tuesday, May 10th from 6-9 PM at council chambers.
- The G13 Conference will be meeting on May 4th to make final preparations for their annual conference scheduled for May 19th to 21st at the Laurelville Mennonite Center. Tom S. strongly encouraged attendance at the conference.

Solicitor – John Campfield

John stated that the deadlines imposed by the state that will require the borough to revise our Child Safety Policy are quickly approaching. He encouraged council to move as quickly as possible to revise the policy.

Engineer -- Emil Bove

Emil reported that:

- He toured Broadview Road with Mr. Fox who owns property on Broadview. Of the 12 residential septic systems they looked at, 6 have confirmed malfunctions and 5 have suspected malfunctions. Emil is still awaiting a response from Turnbull, which also owns property on Broadview as to whether they will allow the installation of a sewer line on their property to serve the residents there. He also touched on about possible sources of funding including CDBG.
- He is considering a box culvert design for the Arona Road Bridge replacement. He said that compared to a conventional bridge this design could result in a savings of approximately \$50,000 and would limit the amount of time that the bridge would be out of service.
- For the Center Avenue seal coating, Emil said that the plan is to coat the entire road, and the unimproved parts a second time, so as to level the road out with the areas that were recently patched.

Business

Fire Department Liaison – Thomas Theis

Tom reviewed the monthly report from the Fire Chief.

Recreation Board Liaison – Nick DeSantis

No report.

PennDOT Project Liaison – Dean Clark

Dean reported on the progress of the I-70 interchange project. He estimated that the contractor is 4 months ahead of schedule.

Council Committees

Personnel and Human Resources – Scott Sistik

Scott reported that the Personnel Committee interviewed 3 candidates for the PW's Part-time Summer Laborer position and that it is hiring Robert Nye contingent upon him passing all of the clearances. The committee was given the authority to fill the position at the April council meeting.

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

Dean reported that the Public Works crew is finalizing repairs to the catch basins on the portion of Melrose that is to be paved.

Todd asked that the entrance to the Vo-tech on Arona Road be looked at for possible repaving either when the Arona Road Bridge is replaced or sooner.

Tom S. mentioned some issues at the park including:

- Two broken trees.
- Pieces of metal around the metal shed building.
- The tree between the deck and the main ballfield needs moved.
- Only one set of bathroom doors should be opened at a time.

Building and Real Estate – Linda Echard

Linda reported that rugs are less expensive than originally anticipated thus we will be able to 4 rugs instead of 2 with the money allocated at the last meeting. She stated that she is presently working with Jeff on color choices.

Workplace Safety – Thomas Theis

Tom T. stated that the CPR/First Aid Class was mentioned earlier.

Finance – Scott Sistik

Scott reviewed the financial report: checkbook balance \$472,238.60; total of all savings accounts: \$328,827.75 and total taxes remitted in the month of April \$30,346.16.

Comprehensive Plan – Linda Echard

Linda reported that at the April 18th meeting of the Steering Committee, Todd Poole from 4ward Planning, which is a subcontractor to Mackin Engineering, presented his findings and recommendations: the borough's biggest asset is transportation; we need to monitor development so as not to have too much of the same kind of businesses; we should strive for a mix of businesses. He also looked at the types of businesses in a 100 mile radius of New Stanton to see what gaps or niches are being underserved to determine what types of business could do well here. The next meeting will be May 16th.

Announcements

Scott reviewed the announcements:

- The G Conference is scheduled for May 19-21 at the Laurelville Mennonite Camp.
- The Community Yard Sale is scheduled for Saturday, June 4th.
- The Community Picnic is scheduled for Saturday, August 6th.

Tom S. asked about the status of the no parking areas. Scott said that at the last meeting council decided not to proceed. Tom S. suggested that the borough put out a newsletter and suggested that a committee be formed to work on it. Tom T. suggested that a newsletter could be e-mailed to keep expenses low. Linda suggested that for paper copies, we could use the printer that we used for the commemorative booklet. Council asked Tom S. to investigate and bring back to council.

Opportunity for Public Comment

Scott asked for public comment. There was none.

Executive Session

Dean made a motion to go into Executive Session at 9:05 PM.

Tom Smith made a motion to come out of Executive Session at 11:05.

Motion made Tom S. and seconded by Tom T. to have John Campfield and Emil attend the Zoning Hearing Board meeting on May 9, 2016 to defend the council's position on the Fairfield Inn variance request. Motion passed unanimously.

Motion made by Dean and seconded by Todd to notify the owner of the pool at 164 Stratford Court of our intention to work in that area in 2017. Motion passed unanimously.

Motion made by Tom S. and seconded by Tom T. to enter an amount of approximately \$30,000 into the 2017 budget to rectify the Chanticleer water issue, with the final dollar amount to be adjusted as per final specifications and design. Motion passed unanimously.

Motion made by Todd and seconded by Dean to draft a letter to PennDOT regarding the Route 119 light pole situation. Motion passed unanimously.

Motion made by Tom S. and seconded by Dean authorizing the Public Works Committee to assess the light poles on Route 119 and to decide which light poles need taken down. Motion passed unanimously.

Motion by Todd and seconded by Dean to have Jeff bonded and to have him assume the position of Assistant Secretary/Treasurer effective immediately and running through May 31, 2016. Motion passed unanimously.

Motion by Todd and seconded by Dean to have Jeff assume the role of Secretary/Treasurer as of June 1, 2016. Motion passed unanimously.

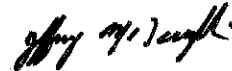
Motion by Linda and seconded by Tom S. to have Anita assume the position of Assistant Secretary/Treasurer effective June 1, 2016. Motion passed unanimously.

Motion by Tom S. and seconded by Dean to offer post-employment work to Mary Ann at her existing hourly rate. Motion passed unanimously.

Adjournment

Motion made by Todd to adjourn the meeting at 11:12 PM.

Respectfully submitted,



Jeffrey McLaughlin
Assistant Secretary