

Borough of New Stanton
Borough Council
June 28, 2016
Minutes of Meeting

Attendance

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

Motion to come out of Executive Session

Tom T. made a motion at 7:09 PM to come out of Executive Session.

Call to Order

President Scott Sistik called the meeting to order at 7:09 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 \$26,884.44. Motion passed unanimously.

Approval of Minutes

Tom S. made a motion seconded by Dean approving the minutes of the May 3, 2016 meeting. Brandon abstained and the balance of council voted to approve the minutes.

Council Additions to Agenda

President Scott Sistik asked for council additions to the agenda. Tom S. asked that discussion of a borough retirement policy be added to the agenda. Scott designated it as item 13. Scott stated that two items would under Executive Session, Personnel and Litigation, would be removed from the agenda since council went into Executive Session at 6:36 and came out at 7:08.

Opportunity for Public Comment -- on Agenda Items Only

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

1. Motion/Vote on Ordinance 2016-253

Tom T. made a motion seconded by Linda to pass the ordinance. Motion passed - unanimously.

2. Discussion on & M/V on AED Purchase

On a motion by Tom T. and seconded by Linda council voted unanimously to purchase two AEDs, at approximately \$1,200 each, one for the municipal building and one for the concession stand at the park, and to purchase a third unit if the fire department felt that one is needed at the fire department hall. Motion passed unanimously.

3. Discussion on Borough Newsletter

Jeff stated that at the last meeting a committee was established to work on a borough newsletter. He stated that he would be interested in working with the committee and has come up with a first draft of the newsletter for the committee's review. He stated that the timing of the newsletter could tie into the promotion of a public meeting that the Comprehensive Plan Steering Committee would like to hold at the community picnic on August 6th. Mackin Engineering has come up with a draft of their recommendations that the committee reviewed at its last meeting. Mackin would also like to present this to council at the July 12th meeting and planning, at their meeting scheduled for the next day, July 13th. The alternative of advertising the public meeting at the picnic in the newsletter, would be to send out a postcard, which Mackin stated that they would be willing to design. Jeff stated that this decision on how to market the public meeting could be decided at meeting of the newsletter committee. Tom T. suggested that we could begin to gather e-mail addresses of residents who would want to receive the newsletter electronically as a way to save mailing costs. The idea of posting the newsletter on the web site was also discussed.

4. Motion / Vote on Child Protection Policy

Scott asked John to address this item. John stated that this would be an update of the borough's existing policy and put the borough in compliance with recent changes in the law. He stated that just prior to the meeting, he received an e-mail containing comments from the mayor regarding the draft policy. He asked that council consider adopting the policy as presented and then possibly revisit it once he is given the opportunity to review the mayor's comments.

Tom T. made a motion seconded by Todd adopting the Child Protection Policy. Motion passed unanimously.

5. M/V to appoint Open Records Officer

Tom T. made a motion seconded by Todd appointing Jeff as the Open Records Officer. Motion passed unanimously.

6. M/V on Donation to Five Star Trail

Dean made a motion seconded by Tom T. to donate \$200 to the Five Star Trail. Motion passed unanimously.

7. M/V on Donation on Sewickley Creek Watershed

Dean made a motion seconded by Brandon to donate \$200 to the Sewickley Creek Watershed. Motion passed unanimously.

8. M/V to appoint Henninger to perform Special Audit at a cost of \$2,500

Tom S. made a motion seconded by Tom T. to have Henninger perform a special audit because of the retirement of former Borough Secretary, Mary Ann Roll. Motion passed unanimously.

9. M/V to pay Anita for balance of Notary Costs for 1 ½ years - \$201.22

Tom S. made a motion seconded by Tom T. to reimburse Anita for the balance of her Notary license, since she will act as the borough's notary. Motion passed unanimously.

10. M/V on road closure on Sun., Oct. 16th for Stanwood Elementary CPAT

Todd made a motion seconded by Tom S. approving the road closure for the designated course of the Stanwood Elementary CPAT on the morning of October 16th. Motion passed unanimously.

11. M/V to Accept the 2015 Audit

Tom S. stated that council needs to be given periodic reports as to when the items that are cited in the management letter are addressed. Linda made a motion seconded by Todd to accept the 2015 Audit. Motion passed unanimously. Jeff mentioned one of the notes in the management letter, regarding the amount in some of the borough's bank accounts are in excess of FDIC insured amounts. John stated that we will probably find that both of the banks where the borough has its money, S&T and First Commonwealth, have adequate collateral and comply with Act 72; however, collateralization agreements need to be in place between the borough and these institutions to cover our accounts to the extent that they are not covered by the federal insurance programs. He stated that it is an easy to correct situation.

12. M/V on Planning Commission Recommendation

Scott read the letter from the Planning Commission recommending that council approve the Hilton Tru Land Development with contingencies. Jeff introduced John Frydrych, from R. A. National, the engineering firm working with the developer of the hotel, who reviewed the site plan. John C. mentioned that he had prepared a resolution, for council's consideration that would grant conditional approval of the preliminary land development site plan for a land development plan for New Stanton Hotel Partners, LP. Dean made a motion seconded by Tom T. to adopt the resolution, 2016-833. Motion passed unanimously.

13. M/V adopting borough retirement policy

Linda made a motion seconded by Tom S. to retroactively, to May 3, 2012, institute a formal retirement policy for all employees based on a motion made on that date that

provided a \$20 per year net lump sum bonus for one employee that retired. Motion passed unanimously.

Reports

Administrative

Borough Manager -- Jeffrey McLaughlin

Jeff reported that:

- At the previous meeting, council requested that he gather state police crime statistics for New Stanton to determine if next steps should be taken to form a police department. A state trooper will attend the next council meeting, scheduled for July 12th, to discuss this and to answer any questions about response time, etc.
- At the PSAB Conference he and Scott met with several vendors that codify ordinances and Jeff is in the process of securing quotes from these vendors.
- The staff and Brandon went through the CPR/First Aid Training and certification process.
- The PW staff attended the PW session as well as the MS4 session at the G13 Conference and Jeff attended all but two sessions. Council had a good turnout at the closing dinner which featured guest speaker Lt. Gov. Mike Stack.
- At the last meeting there was a discussion on National Incident Management System (NIMS). The borough does have a resolution in place, passed in 2006, Resolution 2006-609, making NIMS the basis for all incident management in the borough. Jeff reported that he did some research on training and will have more information at the next meeting.

Solicitor -- John Campfield

John referenced the Planning Commission's letter, which was included in the packet regarding the possible adoption of a sidewalk ordinance. He mentioned that a draft ordinance was presented to council in February of 2015 for consideration, but it was tabled. He stated that one of the benefits of the ordinance is standardizing the dimensions of the sidewalk. Emil said that depending upon the type of road that the sidewalk is abutting -- curb or no curb, state road or borough road -- there needs to be some flexibility in the design. He stated that he could develop some cross-sections for review.

Engineer -- Emil Bove

Emil reported/requested that:

- A motion be made to pay Tresco, who paved Melrose and 400 linear feet of Arona Road, between the two schools, in the amount of \$64,353.15. This is the total cost of the work, less retainage.

- The borough authorize his firm, in order to comply with MS4 requirements, to map all of the borough's catch basins, inventorying their depth, size, direction of flow and where they outfall, a creek or swale, etc. Jeff stated that Mel and to a limited extent, John B., did some of this, but the information collected is very limited. Jeff stated that perhaps the borough's PW employees could help Emil's employees as a way to complete the project more quickly and cheaply. Members of council expressed concern about pulling PW employees from their already busy schedule. Emil stated that his firm would take approximately 3 weeks to complete the mapping at an approximate cost of \$3,000 per week.

Todd made a motion seconded by Brandon to have Bove Engineering map the catch basins as required; if there is an opportunity for a PW employee to assist then they will do so.

- Trunbull is willing to let the borough create an easement for a sanitary sewer line on their Broadview Road property.

Dean made a motion seconded by Tom T. to authorizing John and Emil to work on the creation of this easement. Motion passed unanimously.

- A meeting is needed with PennDOT regarding the retaining pond at the end of W. Byers Avenue. PennDOT is unwilling to allow any new development storm water runoff enter into their and that such a decision could limit development in that area. Emil stated that Jim Pillsbury from the Westmoreland Conservation District would be willing to participate in the meeting.

Brandon made a motion seconded by Tom T. to have a meeting set up with PennDOT to discuss this situation.

Business

Fire Department Liaison – Thomas Theis

Tom reviewed the monthly report from the Fire Chief that was included in the agenda packet.

Dean asked about the fire department parking lot. Jeff reported that it was his understanding that UPS paid to have the work done because it had damaged the lot. Tom T. asked if the fire department contacted the borough to get approval on storm water management. Jeff said that they did not. There was also concern expressed about a small piece of property in the lot not owned by the fire department. Jeff asked council for direction. Council decided to have Emil review the situation. Emil mentioned that because of the poorer quality of present day asphalt it is relatively porous as compared to what asphalt has been in the past.

Recreation Board Liaison – Nick DeSantis

In Nick's absence there was no report.

PennDOT Project Liaison – Dean Clark

Dean reported on the I-70 interchange project. He stated that the contractor continues to progress, whittling away at the estimated completion date. He suggested that we talk to Jason Sinay from Joseph B. Fay for an article for the newsletter.

Council Committees

Personnel and Human Resources – Scott Sitek

Scott stated that the Personnel Committee will be meeting before the next council meeting to discuss a couple of items.

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

Dean reported that the Public Works crew completed repairs to the catch basins on Melrose and the contractor is finished paving. Jeff stated that the PW crew also installed some French drains on Center Avenue to get rid of some water seeping up through the road. This is in anticipation of the seal coating of Center Avenue that is to take place at the end of July. The PW crew also replaced a drainage pipe crossing underneath Arona Road, and powerwashed and stained the park deck and gazebo floor. Bob Nye, the new summer employee is on board and he and John went through the flagging certification course.

Building and Real Estate – Linda Echard

Linda asked Jeff to report on the meeting of the committee. Jeff stated that there has been four inquiries about leasing the old borough building and he wanted direction on lease terms from council. Two folks are interested in the site as a restaurant, another a used car lot, and a fourth a consignment shop. Jeff said a used car lot would need to receive a Special Exception from the Zoning Hearing Board.

Jeff stated that he thought he would have to contact the first person that expressed interest, but there is no protocol requiring that. Council felt that given the improvements necessary to open a restaurant in the building they decided to negotiate with the car dealership.

Linda made a motion seconded by Tom T. to notify the owner of the used car lot that if they receive a Special Exception from the Zoning Hearing Board, show evidence of financial wherewithal to pay the lease, only sells vehicles – no repairs, oil changes etc. – and demonstrate a willingness to carry the proper insurance, the borough would be willing to offer a one year lease, month to month thereafter, at \$750 a month plus utilities. Motion passed unanimously.

Workplace Safety – Thomas Theis

Tom T. stated that the only thing to report was the motion by council regarding the ordering of the defibrillators.

Finance – Scott Sitek

Scott pointed out that there was no financial committee report included in the packet and asked Jeff to have it available for both May and June report at the next meeting. He also mentioned that a Financial Committee meeting will be scheduled to discuss the borough accepting credit cards.

Comprehensive Plan – Linda Echard

Linda stated that Jeff reported on the Steering Committee during the discussion on the newsletter. John asked if anyone had received 4ward Planning's findings, but no one had recalled receiving it.

Announcements

Scott announced that:

- He and Jeff would prepare a joint report on the sessions they attended at the PSAB Conference.
- The next meeting will be held on July 12th, a week later than usual because of the 4th of July holiday.
- The Community Day Picnic is set for August 6th at New Stanton Park. He asked members of council to let Jeff know if they were interested in volunteering to plan and work the event.

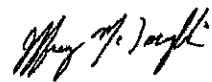
Opportunity for Public Comment

Scott asked for public comment. Bonnie Omlor of 311 S. Center Avenue expressed concern about the condition of 309 S. Center Avenue. Scott asked Jeff to contact the owner of the property to see if he could address her concerns.

Adjournment

Tom T. made a motion made adjourning the meeting at 9:47 PM.

Respectfully submitted,



Jeffrey McLaughlin
Secretary