

**Borough of New Stanton**  
**Borough Council**  
**September 6, 2016**  
**Minutes of Meeting**

**Attendance**

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

**Call to Order**

President Scott Sistik called the meeting to order at 7:06 PM. Immediately preceding the call to order, council came out of an Executive Session regarding matters of real estate that started at 6:17 and ended at 7:03.

**Invocation**

A prayer was recited.

**Pledge of Allegiance**

The Pledge was recited.

**Approval of Bills**

Jeff stated that prior to the meeting, Tom S. pointed out a mathematical error in the bill list. A revised list was made available to council. Tom S. made a motion seconded by Linda approving the payment of the bills in the amount of \$43,062.63. Motion passed unanimously.

**Approval of Minutes**

Tom S. made a motion seconded by Tom T. approving the minutes of the August 2, 2016 meeting. Motion passed with Todd abstaining.

**Council Additions to Agenda**

Scott stated that there is the additional matter of real estate regarding borough property being added to the Executive Session latter on the agenda. Scott asked for any other changes. There were none.

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

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

**Invited Guests**

**Codification Consultants' Presentations**

Jeff introduced the three codification consultants who each made presentations and responded to the questions that council had:

- Michael Peter, General Code.
- Timothy Witt, Watson Mundorff, Brooks and Sepic.
- deRicci Horwatt Getty, American Legal Publishing.

## **Agenda**

### **1. M/V on Codification of Borough Ordinances**

Scott stated that given the amount of information provided by all three consultants, council may want to consider tabling the selection to give an opportunity for review. Dean made a motion seconded by Todd that the decision be tabled. Motion passed unanimously.

## **Reports**

### **Administrative**

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

Jeff reported that:

- Public Works repaired a borough-owned catch basin located on private property on Melrose Dr. It seems that the property owner is satisfied with the work.
- The PW crew continues to paint stop bars throughout the borough.
- He issued 5 violation letters regarding items such as junk cars and high grass. He stated that some of the owners have corrected the problems while others have not. He will continue to monitor and take those not in compliance to the magistrate if necessary.

#### **Solicitor – John Campfield**

John stated that the items that he has been working on will come up under other reports and under the Executive Session.

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

Emil reported that:

- The sealcoating of N. Center Avenue, beyond Arona Road has been rescheduled for this Saturday, September 10<sup>th</sup> with a rain date of Sunday, September 11<sup>th</sup>.
- He prepared a Planning Module Resolution for approval by the borough regarding the Hampton Inn. Tom S. made a motion seconded by Tom T. adopting the Planning Module for the Hampton Inn. Motion passed unanimously.

- The PW/Street Committee has been meeting regarding the parking and sidewalks. He stated that he and John Barnes need to go and look at the various intersections to make a determination as to the placement of no parking signs.

Emil asked about the status of Broadview Road. Jeff stated that he developed a cover letter and hand delivered it along with the income form to all of the residents that would be affected by the sanitary sewer line project. The residents' income information is required to be gathered in order to apply for a Community Development Block Grant (CDBG) from Westmoreland County. Tom T. made a motion seconded by Dean to submit a CDBG application to Westmoreland County to install a sanitary sewer line on a Broadview Road. Motion passed unanimously.

## **Business**

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

Tom T. stated that he did not receive a report from the fire department. He stated that the fire department continues to sell raffle tickets for the Indian motorcycle.

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

In Nick's absence, there was no report.

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

Dean reported that Joseph B. Fay has:

- Set the beams for the I-70 bridge carrying thru traffic.
- Installed the road base on the section of I-70 to the west of the bridge.
- Installed the base asphalt coat on Bair Boulevard and Pennsylvania Avenue.

## **Council Committees**

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

Scott stated that personnel will be discussed in Executive Session.

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

Dean reported that Donohue Heating and Cooling submitted a proposal to maintain the HVAC system at the municipal building and public works garage at an annual cost of \$940. Tom T. made a motion seconded by Linda to have Donohue Heating and Cooling maintain the HVAC system at the municipal building and public works garage at an annual cost of \$940. Motion passed unanimously.

Tom S. asked that since the money budgeted for police coverage was not spent would council consider using some of it to put a new roof on the Public Works garage this year. There was a concern about whether there was enough time to get the work done given that winter is

approaching. Tom S. made a motion seconded by Todd to advertise for bids on the Public Works garage roof replacement. Motion passed unanimously.

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

Linda reported that the committee met with a potential tenant for the former borough building. Jeff introduced the prospective tenant, Mr. Ted Barko, Jr., who was in the audience. Mr. Barko said that he is looking to rent the building for a Farmers' Insurance agency. Linda made a motion seconded by Dean to have John draw up a formal lease for review by the Building and Real Estate Committee and Mr. Barko. Motion passed unanimously. When both parties are satisfied, a resolution would have to be adopted by council, possibly at the next regular meeting scheduled for October 4, 2016.

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

Tom T. stated that the AED training session for employees was postponed. Jeff stated that a representative of Mutual Aid volunteered to show the staff how to use the AED, but he had to cancel at the last minute. The session has been rescheduled for September 13, 2016 at 1:30 PM at the borough offices.

#### **Finance – Scott Sitek**

Scott reviewed the financial report that was included in the agenda packet: As of August 31, 2016: Checkbook balance: \$552,553.13; total of all savings accounts: \$284,391.69; total taxes remitted in June: \$66,930.32.

#### **Comprehensive Plan – Linda Echard**

Linda reported that the last meeting of the Comprehensive Plan Steering Committee is set for September 19, 2016. The Committee will be reviewing the final draft of the plan. She invited council members to attend if they would like to comment on the plan.

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

No report in Nick's absence.

#### **Announcements**

Scott reviewed the upcoming meeting schedule:

- Budget meetings will begin on October 5, 2016.
- Halloween will be held on October 31<sup>st</sup>. Scott pointed out that we will need to get with Nick to find out what the Recreation Board is planning.
- Veterans' Day will be November 11<sup>th</sup> and the event will be held at the municipal building.

#### **Opportunity for Public Comment**

Scott asked for public comment. There was none.

## **Executive Session**

Linda made a motion to go into Executive Session at 8:59 PM.

Dean made a motion to come out of Executive Session at 10:28 PM.

Dean made a motion seconded Tom S. to advertise for a full-time laborer and an on-call emergency snow plow operator with applications being due by September 20, 2016. Motion passed unanimously.

Tom S. made a motion seconded by Dean to strengthen the language in the proposed PennDOT I-70 lighting agreement so that it more clearly states that PennDOT would be responsible in the event that the lighting ever needs replaced. Motion passed unanimously.

Dean made a motion seconded by Todd to have Emil work with Jim Pillsbury of the Westmoreland Conservation District to craft new language for PennDOT, to consider incorporating into the retaining pond agreement, that would allow stormwater from the surrounding watershed to enter into the Rachel Drive pond. Motion passed unanimously.

Linda made a motion made adjourning the meeting at 10:31 PM.

Respectfully submitted,



Jeffrey McLaughlin  
Secretary