

**Borough of New Stanton**  
**Borough Council**  
**New Stanton Council Chambers**  
**December 14, 2021**  
**Minutes of Meeting**

**Attendance**

Council members: Todd Bartlow, Alex Brown, Ray Strosko, Tom Theis and Edwina Zack; Mayor Scott Sistik. Absent: Joshua Bennett and Linda Echard.

Also in attendance: Borough Solicitor John Campfield, Borough Engineer Steve Eby and Borough Manager Jeffrey McLaughlin.

**Prayer**

Jeff recited a prayer.

**Pledge of Allegiance**

The Pledge was recited.

**Call to Order**

President Ray Strosko called the regular December 14, 2021 council meeting to order at 5:33 PM.

**Approval of Bills**

Alex made a motion seconded by Edwina to approve the bills in the amount of \$45,491.04. Motion passed unanimously.

**Approval of Minutes of the November 23, 2021 Meeting**

Alex made a motion seconded by Todd to approve the minutes of the November 23, 2021 meeting. Motion passed unanimously.

**Opportunity for Public Comment -- Items Not on the Agenda**

There were no comments.

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

There were no comments.

**Agenda**

**1. Opening of Municipal Waste Proposals and/or Discussion and/or Deliberation and/or Official Action to Select a Municipal Waste Hauler for 2022-2025 with an Option Year of 2026**

Jeff opened the only proposal received which was from Greenridge Waste Services LLC. (See the attached bid tabulation).

Alex made a motion seconded by Edwina to accept the contract from Greenridge Waste Services, LLC as the waste hauler for New Stanton for 2022-2025 with the option year of 2026 under the parameters provided in the bid proposal. Motion passed unanimously.

**2. Discussion and/or Deliberation and/or Official Action on Glenn Fox New Stanton LLC (i.e., SunCap) Developer's Agreement or on Time Extension Resolution 2021-981 Submitting DEP Application for SunCap Development**

Jeff stated that the SunCap developer's agreement is getting closer to completion but the current resolution expires on December 15, 2021 so an extension resolution has been brought to council for their consideration. The new resolution would extend until the next meeting on January 3, 2022.

John reported that he, Steve and Jeff had a 1.5-hour consultation with the developer and they just submitted a marked-up copy incorporating the discussed changes. John stated that a copy will be sent to council for their review.

Alex made a motion seconded by Todd adopting Resolution 2021-981 agreeing to a time extension until January 3, 2022 for the SunCap Developer's Agreement. Motion passed unanimously.

**3. Discussion and/or Deliberation and/or Official Action on SunCap Zoning Application**

Jeff stated that the application was included in the agenda packet and included specific language that the developer stated the tenant wants approved.

John told SunCap's attorney that the approval would have to come with conditions.

Alex made a motion seconded by Todd adopting the SunCap Zoning Application conditioned upon SunCap purchasing the two properties (Parcel ID #64-03-00-0-095 and a portion of Parcel ID # 64-03-00-0-029), having the lot consolidation plan approved and recorded and receiving final approval of the Final Land Development Plan. Motion passed unanimously.

**4. Discussion and/or Deliberation and/or Official Action on Resolution 2021-982 Submitting DEP Application for SunCap Development**

Todd made a motion seconded by Alex to adopt Resolution 2021-982 to submit the DEP Application to the DEP for the SunCap development. Motion passed unanimously.

**5. Discussion and/or Deliberation and/or Official Action on the Preliminary and Final Land Development Plan for the Pennsylvania Turnpike Commission's WRO Data Center**

Jeff stated that the Planning Commission approved the preliminary and final land development plan for this development back in September conditioned upon the developer installing sidewalks along the public streets. Subsequent to that decision, the PA Turnpike Commission submitted a letter to the Planning Commission asking that this condition be waived, and at its December 8, 2021 meeting, the Planning Commission agreed to the waiver.

Clarence Wysocki the engineer for the project gave a short overview of the project.

Jeff stated that Ray and Steve rode around the borough to see if they could determine areas where sidewalks should and should not be required.

Alex said that it did not make sense to require sidewalks in the area where the Turnpike Commission is located.

Alex made a motion seconded by Edwina to approve the Preliminary and Final Land Development Plan that was submitted by the Pennsylvania Turnpike Commission for the WRO Data Center. Motion passed unanimously.

**6. Discussion and/or Deliberation and/or Official Action to Adopt a General Fund and Liquid Fuels Budget in the Amount of 1,300,464.80**

As a point of information, Jeff stated the budget could legally be reopened by the new council after the first of the year if they so desire.

Alex made a motion seconded by Tom to adopt a General Fund and Liquid Fuels Budget in the amount of 1,300,464.80. Motion passed unanimously.

**7. Discussion and/or Deliberation and/or Official Action to Adopt Resolution 2021-983 Setting 2022 Real Estate Tax**

Alex made a motion seconded by Todd to adopt Resolution 2021-983 setting the 2022 Real Estate Tax Milage. Motion passed unanimously.

**8. Discussion Edward Deliberation and/or Official Action to Advertise and Adopt Official 2022 Borough Meeting Calendar**

Alex asked about the possibility of moving the council meeting start time to 7 PM. There was discussion about the long meetings and the late finish time. Edwina suggested 6 PM.

Tom made a motion seconded by Alex to adopt the 2022 Meeting Calendar presented in the agenda packet with the exception of changing the council meeting start time to 6 PM. Motion passed unanimously.

**9. Discussion and/or Deliberation and/or Official Action to Renew Workmen's Compensation Insurance with Simpson McCrady for 2022 in the Amount Of 14,017.00**

Jeff stated that this would be workmen's compensation insurance coverage for the borough as well as the fire department and the increase over 2021 would be \$463.

Alex made a motion seconded by Edwina to renew the workmen's compensation insurance with Simpson McCrady for 2022 in the amount of 14,017.00. Motion passed unanimously.

**10. Discussion and/or Deliberation and/or Official Action to Appoint The Hideaway Kennels as Animal Control Officer For 2022**

Jeff reported that all of the terms and conditions for animal control would remain the same.

Tom made a motion seconded by Edwina to contract with The Hideaway Kennels as Animal Control Officer For 2022. Motion passed unanimously.

**11. Discussion and/or Deliberation and/or Official Action to Pay Westmoreland County Transit Authority the 2021-2022 Local Share in the Amount of \$850.50**

There was a short discussion about the transit authority stops in New Stanton.

Todd made a motion seconded by Tom to pay the Westmoreland County Transit Authority 2021-2022 Local Share in the amount of \$850.50. Motion passed unanimously.

**12. Discussion and/or Deliberation and/or Official Action Accepting the Tax Collector Audit**

Todd made a motion seconded by Tom to accept the Tax Collector audit that was done with the resignation of Robert Bury as Tax Collector. Motion passed unanimously.

**13. Discussion and/or Deliberation and/or Official Action to Hire Henninger Accounting Services to Perform the 2021 Borough and Tax Collector Audits at a Cost Of \$4,850**

Tom made a motion seconded by Edwina to hire Henninger Accounting Services to perform the 2021 Borough and Tax Collector Audits at a Cost Of \$4,850. Motion passed unanimously.

**14. Discussion and/or Deliberation and/or Official Action to Appoint John Campfield, Campfield and Ferraro as Borough Solicitor for 2022**

Jeff stated that John is not requesting any rate increase.

Todd made a motion seconded by Tom appointing John Campfield, Campfield and Ferraro as Borough Solicitor for 2022. Motion passed unanimously.

**15. Discussion and/or Deliberation and/or Official Action to Appoint Steve Eby, Widmer Engineering for 2022**

Jeff stated that Steve is not requesting any rate increase.

Alex made a motion seconded by Todd to appoint Steve Eby, Widmer Engineering for 2022. Motion passed unanimously.

**16. Discussion and/or Deliberation and/or Official Action on 2022 Pay Resolutions**  
**a) Assistant Secretary Pay Resolution 2021-984**

- b) Public Works Team Leader Resolution 2021-985**
- c) First Class Labor Resolution 2021-986**
- d) Borough Manager Resolution 2021- 987**
- e) UCC Inspecting Resolution 2021-988**
- f) Part Time Public Works Usually Park Resolution 2021-989**
- g) Part Time Casual Snow-Plow Operator Resolution 2021-990**

Ray suggested that a wage of \$15 an hour be considered for the Casual Snow-Plow Operator. John Crivella who was hired for the position previously was brought in recently for a few hours to give him a refresher on the snow routes. Ray pointed out that with only two full-time public works employees currently, this position is definitely needed. Jeff stated that a new ad has been placed for a third public works employee.

There was a general agreement to consider all the resolutions via one vote.

Todd made a motion seconded by Edwina to approve resolutions 2021-984 through 2021-990. Motion passed unanimously.

**17. Discussion and/or Deliberation and/or Official Action Regarding Borough Holiday Hours**

Edwina made a motion seconded by Alex to close the office at Noon on December 23<sup>rd</sup> for the Christmas Holiday. Motion passed unanimously.

**18. Discussion and/or Deliberation and/or Official Action to Amend Handbook to Provide Vacation Time at the Beginning of The Calendar Year as Opposed To Earning As You Go**

There was a small discussion. It was decided to send this to the Personnel Committee for review. Ray pointed out that a new employee would have to spend a year earning their first week of vacation.

Alex made a motion seconded by Todd to table amending the Handbook to provide vacation time at the beginning of the calendar year. Motion passed unanimously.

**19. Discussion and/or Deliberation and/or Official Action to Amend/Clarify Handbook to Paying Employees for Unused Vacation Personal and Sick Time at the End of Employment**

Alex made a motion seconded by Edwina to table amending/clarifying the Handbook to pay employees for unused vacation personal and sick time at the end of employment. Motion passed unanimously.

**20. Discussion and/or Deliberation and/or Official Action to Pay \$125 Per Person Registration Fees for Borough Officials Interested in Attending PSAP Boot Camp**

Todd made a motion seconded by Alex to pay the \$125 per person registration fees for borough officials interested in attending PSAP Boot Camp. Motion passed unanimously.

## **Reports**

### **Administrative**

#### **Planning Commission**

Jeff said that the only item on the Planning Commission agenda was the PA Turnpike Commission WRO Data Center which had been addressed earlier in the meeting.

#### **Borough Manager**

Jeff reported that:

- West Penn Power has installed the new dusk-to-dawn sensors for the Christmas lights and they appear to all be working.
- John Gomolak's and Tim Seale's terms are ending on the Planning Commission. Denise Smyda has submitted her resignation. Decisions on appointments will be on the Organization Meeting agenda on January 3, 2021.
- Phil Keilbach term as a regular member of the Zoning Hearing Board and Dean Clark's term as an alternate are ending at the end of the year. The decisions on who are to be appointed will be on the Organization Meeting agenda on January 3, 2021.
- The position of 2<sup>nd</sup> Class/1<sup>st</sup> Class Laborer has been readvertised. The position that will be filled will depend upon the qualifications of the candidate and the decision of council.

#### **Code Enforcement Report**

Jeff reported that:

- The neighbor making the complaint regarding new lighting at a neighboring apartment complex, stated that he would have a light study done to see if more light is leaving the property than is permitted under the borough's zoning codification. He would then submit the results to the borough.
- He has filed charges on a property on Arona Road regarding unregistered vehicles, debris and a dilapidated deck. He is currently awaiting a court date.
- He received a complaint about junk vehicles and a dilapidated home on another property. He visited the site and spoke to a relative of a homeowner. The gentleman informed him that his nephew recently took ownership of the property and was cleaning up the property. Jeff told him that as long as enough progress is being made he will hold off on issuing a violation. He also told him to contact the Building Inspector before they begin to work on the house.

#### **Solicitor's Report**

John said that there are items in the SunCap developer's agreement that need reviewed and it could take time to get everything where both parties are in agreement. He encouraged council to review the agreement and said if any of them had any questions, not to hesitate to contact him.

### **Engineer's Report**

Steve said that eventually there will need to be a discussion on how/when to proceed with the bidding of the Arona Road Culvert. He stated that the borough is awaiting a response from DEP on the permit application. He said that he is also awaiting a response from MAWC regarding water line and sewer line relocation. He said that the project will definitely be over budget and suggested that the bridge and the paving of Arona Road be done separately.

### **Fire Department Liaison**

Rob Cammarata gave his monthly report that was included in the agenda packet.

Rob also reported on the condition of the fire station building. He said that the building was built in the 1950's and the exterior was reskinned in the 1980's. He said that there have been a lot of problems with the station including flooding when it rains and the floors are sinking.

He reported that they have brought in an architect and have met with them four times to develop a plan and bid specifications to present to council to see how the borough could help build a new fire station. He said that since Covid, the rental of the fire hall has really fallen and it is a big expense to operate and maintain so they are looking at replacing it with a small hall that would include a kitchen and would accommodate approximately 70 people for small events like baby showers. He stated that the facility would also serve as the borough's emergency shelter in the event of a natural disaster. In designing the new building, he said that one of the things that they are looking to include are sleeping accommodations. Right now the fire department averages 4-5 volunteers responding to calls.

He stated that they had to have a Phase I Environmental and a land survey done. He said that they had been working with a New Stanton engineering firm on the survey but the firm was recently bought out and now they would like to use Bove Engineering because they submitted a good price to complete the work. Council had no objections.

Rob stated that they are thinking that they would have a plan with cost estimates to present to council in February. He reminded council that there is not a mortgage on the building, that the fire department owns the property.

### **Council President**

#### **Mayor**

No report.

#### **Personnel/HR**

No report.

#### **Public Works/MS4 & Parks**

No report.

### **Special Events**

Edwina stated that Santa will be riding through town on a fire truck on Sunday, December 19, 2021.

### **Building and Real Estate**

No report.

### **Safety Committee**

Jeff stated that the committee participated in the Department of Labor and Industry's webinar on *Sprain and Strains*.

### **Finance Report**

Todd then reviewed the financial report: as of December 6, 2021, there was a checking balance of \$686,068.69; the total of all savings accounts was \$1,671,862.19 and the taxes remitted from November 1, 2021 through December 6, 2021 \$77,063.39.

### **Public Comment**

Todd asked that Jeff contact representatives at the City of Jeannette about their Christmas light sponsor program.

Renee Shipley from Greenridge Waste Services LLC thanked council for awarding the municipal waste contract to them. She stated that the specifications called for recycling to be the first and third Mondays of every month. She stated that they would be willing to collect recycling every other Monday at no charge. She stated that she thought it would be easier for customers to remember.

Edwina made a motion seconded by Todd to accept the offer and to amend the solid waste contract to reflect recycling every other week at no additional charge to the borough. Motion passed unanimously.

### **Announcements**

Ray stated that the next meeting would be on Monday, January 3, 2022 at 6 PM.

### **Adjournment**

Todd made a motion seconded by Edwina to adjourn the meeting at 7:38 PM. There were no objections.

Respectfully submitted,

Jeffrey McLaughlin  
Secretary