

**Borough of New Stanton**  
**Borough Council**  
**New Stanton Council Chambers**  
**February 1, 2022, 6 PM**  
**Minutes of Meeting**

**Attendance**

Council members: Todd Bartlow, Alex Brown, George Miller, and Edwina Zack. Mayor Tom Smith. Absent: Linda Echard, Ray Strosko and Tom Theis.

Also in attendance: Borough Solicitor John Campfield, Borough Engineer Steve Eby and Borough Manager Jeffrey McLaughlin. Rob Cammarata and David Hauger from the New Stanton Volunteer Fire Department.

**Pledge of Allegiance**

The Pledge was recited.

**Prayer**

Jeff recited a prayer.

**Approval of Bills**

Edwina made a motion seconded by Todd to approve the bills in the amount of \$170,665.20. Motion passed unanimously.

**Approval of Minutes of the January 3, 2022 Meeting**

Edwina made a motion seconded by Todd to approve the minutes of the January 3, 2022 meeting. Motion passed unanimously.

**Guests: Rob Cammarata & Dave Hauger, New Stanton Vol. Fire Dept.**

Rob reviewed the monthly Chief's Report, a copy of which was provided to council. Rob then reviewed the steps the department and the borough have been taking to update the fire truck fleet. He said that they want to get all of the trucks on a twenty-year replacement schedule. He said that they would also like to replace the fire station, which has been having a lot of problems including a sinking floor in the garage bays which has often resulted in flooding. The fire department has hired an architect and a civil engineer at a to-date cost of \$19,000 to develop a plan to replace the building. Rob and Dave presented an elevation and floor plan to council and Rob stated that in order for this project to come about they will need the help of the borough and he asked council to begin to think about how they could help. Rob said that the state has put the responsibility of local fire service in the hands of local municipalities. The fire department does have the fish fry and the gun bash but most of that money goes to pay utility bills which amount

to approximately \$1,500 a month. He said that they are an open book financially, having an annual audit of the financial records.

The new station would feature 3 bunk rooms, in anticipation of a lack of volunteers in the future. The fire department averages 5 guys per call and they are in their 50's and 60's. He said that they do occasionally get interest from junior fireman, but when they go to college they never come back.

Dave Hauger began his remarks complimenting the borough road crew on the recent cleanup from the snowstorm. He then gave a little background on himself, pointing out that he has been the Emergency Services Coordinator at Westmoreland Community College for 38 years.

He stated that the old fire station was built in phases, with the first part being built in 1952 with a \$6,000 loan from Tom Theis' grandfather. In 1957, an additional bay was added, being constructed with leftover concrete from I-70. In the 1960's the hall and attic were added and the building was reskinned in 1985. He said that the building was built before modern building codes and requirements were enacted.

The new building would feature a 60-person meeting room, 4 truck bays, offices and 3 bunk rooms and would total 11,248 square feet. The cost would be \$244 a square foot totaling approximately \$2.750 million, this includes the cost to demolish the existing building. Dave said that this number reflects the construction workers being paid a prevailing wage which is required for public projects. He said that Rob would be willing to donate all of the cut face stone on the front of the building. The building would be located on the current building's footprint. Dave said that they decided to go with SGS Architects of Carlisle because they have a great deal of experience in designing fire stations. He stated that they would like to have the architect attend the next meeting to explain the project in more detail.

He said that he sent the drawings to PA Senator Kim Ward for possible funding under RACP (i.e., the Redevelopment Assistance Capital Program).

### **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. Discussion and/or Deliberation and/or Official Action on Glenn Fox New Stanton, LLC (i.e., SunCap) Developer's Agreement**

Alex stated that he met with John, Jeff and Steve to review the developer's agreement and he also participated in a meeting at the borough building with the SunCap representatives to get the agreement ironed out.

In reviewing the developer's agreement, Edwina expressed concern regarding the timing of the second traffic impact study and the elimination of the language that it takes place *one full year* after the facility was fully operational. George read from the developer's agreement that the traffic study is to take-place after receipt of an occupancy permit by the Developer or Tenant; and full operation by the Tenant, as mutually determined by the Developer and the Borough, and when school is in session during the month of December. Alex pointed out that the borough would still have to be satisfied that the facility is in full operation before the study could be undertaken. There was additional discussion.

John then updated council on Exhibit C of the Developer's Agreement regarding the Stormwater Management Agreement. He said that he has been going back and forth with the Glenn Fox New Stanton LLC (i.e., SunCap) attorney regarding the agreement. He said that the most recent version is in the developer's hand for review. He also pointed out that Exhibit A -- the approved plan list -- needs added and that list has not yet been fully determined. Steve said that there are plans that the developer wants on the list that he has not yet received yet. Alex said that the developer cannot move ahead without the Stormwater Management Agreement being in place. George stated that the way he understood it, Exhibit C (i.e., the Stormwater Management Agreement) is part of the developer's agreement, but it is going to be finalized later. John said that yes, that was correct.

George made a motion seconded by Todd to approve the Developer's Agreement with Glenn Fox New Stanton LLC contingent upon inserting a listing of the full set of approved Plans under Exhibit A. Motion passed unanimously.

**2. Discussion and/or Deliberation and/or Official Action on Resolution 2022-997 Hiring Trevor Grace as a 1<sup>st</sup> Class Laborer at a Rate of \$18 an Hour**

Alex stated that the Personnel Committee, consisting of George and himself (Tom T. also a member of the committee was unavailable) along with John Barnes and Jeff interviewed candidates for the Public Works Laborer position. The committee is recommending Trevor Grace for the position. George felt that Trevor was grateful for the opportunity. Edwina stated that in the future the candidate's resume be provided to council.

Jeff stated that because the committee thought that Trevor was a good candidate they had him go through all of the pre-employment clearances. Mr. Grace passed them all and would be available to begin work the day after the meeting if council were in agreement with his hiring.

Edwina made a motion seconded by Todd adopting Resolution 2022-997 hiring Trevor Grace as a 1<sup>st</sup> Class Laborer at a rate of \$18 an hour. Motion passed unanimously.

**3. Discussion and/or Deliberation and/or Official Action to Allow Anthony Bilesimo to Use 4 Days of Personal Time in 2022 that He Earned in 2021**

Anthony's probationary period was over in mid-December, 2021. Jeff stated that employees are eligible for 4 personal days and 6 sick days at the end of their 90-day probationary period. Jeff said that he failed to notify Anthony of this and, while sick days carry over to a new

calendar year, personal days do not. He asked that Anthony be able to use the personal days he earned in 2021 in 2022.

Edwina made a motion seconded by George to allow Anthony Bilesimo to use the 4 days of personal time that he earned in 2021 in 2022. Motion passed unanimously.

**4. Discussion and/or Deliberation and/or Official Action to Amend the Personnel Handbook Allowing Employees to be Able to Use Sick Time Beginning on Their Start Date if They Don't Have a Doctor's Excuse**

George made a motion seconded by Todd to amend the personnel handbook allowing employees to be able to use sick time beginning on their start date if they have a doctor's excuse or the reason complies with the Family Medical Leave Act; however if they separate from employment during their probationary period they will be responsible to repay the sick time including by way of hold on their last paycheck. Motion passed unanimously.

**5. Discussion Edward Deliberation and/or Official Action to Amend the Personnel Handbook Rescinding the Ability for Employees to Take an Advance on Their Personal Time During Their Probationary Period**

Edwina made a motion seconded by Todd to amend the personnel handbook rescinding the ability for employees to take an advance on their personal time during their probationary period. Motion passed unanimously.

**6. Discussion and/or Deliberation and/or Official Action to Amend the Personnel Handbook to Reflect that Borough Employees are Paid Every Week as Opposed to Every Other Week as it is Currently Stated**

Edwina made a motion seconded by Todd to amend the personnel handbook to reflect that borough employees are paid every week as they are currently, as opposed to every other week as it is stated in the handbook. Motion passed unanimously.

**7. Discussion and/or Deliberation and/or Official Action on Resolution 2022-998 to Sell the 1974 Case W18 Wheel Loader to Randy Karschner at a Price of \$14,800**

Todd made a motion seconded by Edwina on Resolution 2022-998 to sell the 1974 Case W18 Wheel Loader to Randy Karschner at a price of \$14,800. Motion passed unanimously.

**8. Discussion and/or Deliberation and/or Official Action to Advertise for Bids for the Arona Road Culvert**

Steve stated that he is trying to pull items out of the bid to lower the cost to the borough. He stated that: John Barnes has agreed to have Public Works install a new catch basin near the culvert as a way to cut costs; the paving would be bid out separately to lower costs; and that the project would be bid as a design/build to lower costs. He was planning on having bids due and opened on March 11, 2022. He asked that council hold the second meeting on March 15, 2022 to possibly award the contract. Council was in agreement.

Todd made a motion seconded by Edwina to advertise for bids for the Arona Road Culvert. Motion passed unanimously.

**9. Discussion and/or Deliberation and/or Official Action to Adopt Resolution 2022-999 Accepting Denise Smyda’s Resignation from the Planning Commission and Appointing Charles Humes**

Todd made a motion seconded by George to adopt Resolution 2022-999 accepting Denise Smyda’s resignation from the Planning Commission and appointing Charles Humes for the balance of Denise’s term. Motion passed unanimously.

**10. Discussion and/or Deliberation and/or Official Action to Appoint Purchase the New UCC Building Code**

Edwina made a motion seconded by George to purchase the new UCC Building Code. Motion passed unanimously.

**11. Discussion and/or Deliberation and/or Official Action to Purchase Decals from JL Signs**

Jeff stated that he received a quote from JL signs for several decals including changing the tax collector hours on the front door, affixing a decal to the borough mailbox to let people know it is not for tax payment drop-off and to affix the borough logo to the borough’s heavy construction equipment.

There was general agreement that in the future, the borough should approach the Central Westmoreland Career and Technical Center about decals, but since JL Signs had already put some design work into the project it was decided to award the contract to them.

Edwina made a motion seconded by Todd to purchase decals from JL Signs. Motion passed unanimously.

**12. Discussion and/or Deliberation and/or Official Action to Purchase 21 Christmas Lights from Rileigh’s Holiday Décor in the Amount of \$11,064.00 Plus Shipping of \$650 and Possible Sale of Existing Lights**

Jeff stated that the committee is recommending that council purchase 7 different designs of lights; 3 of each design for a total of 21 lights.

Todd made a motion seconded by George to purchase the 21 Christmas lights recommending the Christmas Light Committee from Rileigh’s Holiday Décor in the amount of \$11,064.00 plus shipping of \$650 and to also accept quotes for the sale of existing lights. Motion passed unanimously.

**Reports**

**Administrative**

**Planning Commission**

George reported that the commission has not met since the last council meeting.

**Borough Manager**

Jeff reported Heather Clawson has taken on the duties of tax collector and has set office hours for Thursdays 5:30 PM – 8 PM.

Jeff expressed his appreciation for Anita and John Barnes contacting the borough's salt provider about salt that was exposed to moisture and was very lumpy. The company replaced the salt with a good batch at no cost to the borough.

Jeff reported that he, Alex and Tom S. attended the first of the Central Planning District meetings set up by the Westmoreland County Planning Department as part of the county comprehensive plan process. The idea is to share information and possibly equipment amongst the municipalities located in the central part of Westmoreland County. The planning department is setting up several different geographics districts comprised of adjacent municipalities. Alex said that this is one of the ways the county is looking to respond to the loss of population. Alex said it is a good way to network and to increase the efficiency of area municipalities.

Jeff mentioned that the staff is looking into correcting poor internet signal issues in the Public Works garage.

George asked if the borough had been receiving any complaints about garbage and recycling pickup. George said that he is very disappointed about how the collection has been occurring as of late. Edwina stated that she asked Jeff for Republic's contact information so as to reach out to them to voice her displeasure as a councilmember. Jeff stated that the borough has had several complaints and they have been passed along to Republic. The Republic representative has been citing weather, Covid and equipment issues as the cause for delays.

### **Code Enforcement Report**

Jeff reported that he was at the magistrate earlier in the day for a hearing on a property on Arona Road. The owner of the property did not show up and there was a question as to whether the notice was sent to the right address, so the Magistrate decided to reschedule the hearing for March 7, 2022.

### **Solicitor's Report**

John said that the SunCap project really seems to be ramping up. He stated that the subdivision has to be submitted to county planning for review. Alex said that if there is ever a need to hold a second council meeting of the month, to let him know. Jeff pointed out that the SunCap representatives are asking for a weekly teleconference call with the John, Steve and himself to address any remaining issues. There is supposed to be a teleconference on February 2<sup>nd</sup>.

### **Engineer's Report**

Steve stated that the project will be advertised twice and the bid package will be made available via his firm's web site. He said that as part of the Arona Road Bridge Culvert project, 2 additional easements are needed. These would be permanent easements that would allow access so the culvert could be periodically inspected. He said that he is hoping to have work begin on moving the water line in June. Steve said that the paving would be bid out separately. He also talked about other possible paving projects for 2022.

Alex stated that based on the federal government's final rules it appears that we should be able to spend the American Rescue funds on any project we desire because we received less than \$10 million.

### **Fire Department Liaison**

Rob gave the report earlier in the meeting.

George reported on a conversation that he had with Ligonier Township Manager Terry Carcella at the PSAB Boot Camp about incentivizing fire department membership and Mr. Carcella had several good ideas.

Alex said that he felt that Ray had a good relationship with the fire department and that is why he put him on as Fire Department Liaison.

### **Council President**

Alex touched upon the Westmoreland County Planning Department meeting and he also mentioned the PSAB Boot Camp that he and George attended. He said it was well worth attending. He said that he also spent time during the month with the Personnel Committee interviewing candidates and meeting with SunCap and reviewing the developer's agreement. He stated that for the coming year he wants to review the borough ordinances so as to better attract businesses. Alex said that he developed the committee list. He said that the list is not set in stone, that he wants to be flexible about committee assignments because of council members' commitments and responsibilities. He said changes certainly can be made. Edwina said that she would not be able to be the chair of the Safety Committee because of work.

### **Mayor**

Tom reported that he attended the fire department's annual dinner. He asked if any G-Conference meetings were scheduled. Jeff said that he had not heard from any G-Conference representatives regarding meetings. Tom also raised a concern about parking on Woodmere.

### **Personnel/HR**

This was handled earlier in the meeting.

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

No report.

### **Special Events**

No report.

### **Safety Committee**

Jeff reported that the committee met the day before the meeting. The topic was *Safe Driving in Inclement Weather*.

**Finance Report**

Todd then reviewed the financial report: as of January 24, 2022, there was a checking balance of \$388,801.07; the total of all savings accounts was \$1,673,832.97 and the taxes remitted from December 29, 2021 through January 24, 2022 was \$7,617.88.

**Public Comment**

There was no public comment.

**Announcements**

Alex said that the second meeting of the month is scheduled for February 15, 2022, if necessary.

**Adjournment**

Todd made a motion seconded by George to adjourn the meeting at 8:40 PM. There were no objections.

Respectfully submitted,

Jeffrey McLaughlin  
Secretary