

Borough of New Stanton
Borough Council
Via Teleconference
April 7, 2020
Minutes of Meeting

Attendance

Council members: Todd Bartlow, Joshua Bennett, Art Cicero, Linda Echard, Scott Sistik, Ray Strosko, and Mayor Ronald Echard. Also: Borough Solicitor John Campfield, Borough Engineer Emil Bove and Borough Manager Jeffrey McLaughlin. Absent: Councilmember Tom Theis.

Call to Order

President Raymond Strosko called the meeting to order at 5:30 PM.

Prayer

Linda recited a prayer.

Pledge of Allegiance

The Pledge was recited.

Approval of Bills

Josh made a motion seconded by Scott approving the bills in the amount of \$38,846.19. Motion passed unanimously.

Approval of Minutes

March 3, 2020 Minutes

Linda made a motion seconded by Josh to approve the minutes of the March 3, 2020 meeting. Motion passed with all voting in favor with the exception of Todd who abstained.

March 17, 2020 Minutes

Josh made a motion seconded by Todd to approve the minutes of the March 17, 2020 meeting. Motion passed with all voting in favor with the exception of Art and Scott who abstained.

Opportunity for Public Comment -- Items Not on the Agenda

John Barnes thanked council for the actions that they had taken at the last meeting to protect the staff from the COVID-19 virus and encouraged them to continue in that direction until the peak of the pandemic passes.

Council Additions to Agenda

There were no additions to the agenda.

Opportunity for Public Comment -- on Agenda Items Only

There were no public comments.

Agenda

1. M/V to Extend Council's Declaration of Emergency through May 6, 2020 (Next Council Meeting is May 5, 2020)

Scott made a motion seconded by Josh extending council's Declaration of Emergency through May 6, 2020. Motion passed unanimously.

2. Discussion and M/V on Status of Staff

Todd made a motion seconded by Josh to furlough the Public Works staff and Anita as of 12:01 AM April 8, 2020; Jeff is to continue to work full time coming into the office only as necessary; furloughed staff members will still receive benefits, can apply for unemployment, can be called-in by Jeff to address needed/emergency work for up to 30% of normal hours without effecting unemployment; two employees working at once will be very minimal only when necessary and employees will need to practice safe distancing including driving in separate vehicles with masks and gloves being worn; under the emergency declaration Jeff will have the power to call employees back if the situation improves. Jeff stated he would only do that in consultation with council and the mayor. Motion passed unanimously.

Todd made a motion seconded by Linda to apply for a Small Business Administration loan to recoup expenses incurred due to the pandemic. Motion passed unanimously.

3. M/V on Borough's COVID-19 Emergency Response Plan

Scott made a motion seconded by Josh adopting the Borough's COVID-19 Emergency Response Plan. Motion passed unanimously.

4. M/V on Trumbull Land Development Plan

Emil reviewed the project which includes a double-wide and triple-wide trailer along with an area for parking. The site will serve as the project management area for PennDOT and Trumbull as part of the I-70 Madison interchange project. The parking area will be all gravel. No stormwater plan is required. The site will be temporary, restored after the project is completed. Holding tanks will be used for sewage. That permit still needs to be issued.

Pat Daley, representing Trumbull stated that the project was to be completed in September 2023. The COVID-19 pandemic has delayed that by a month so far and will delay it on a day-by-day basis. He stated that the number of heavy vehicles on the road will be minimal, but they did still go ahead and bond the road.

Todd made a motion seconded by Josh approving the Trumbull Land Development Plan. Motion passed unanimously.

5. M/V to Table Consideration of Sheetz Land Development Plan

Todd made a motion seconded by Art to table consideration of the Sheetz land development plan until the May 5, 2020 meeting. Motion passed unanimously.

6. M/V to Accept Sheetz Traffic Study Scoping Checklist and Authorize the Borough Manager to Sign

Emil stated that the scoping application was submitted to PennDOT after the scoping meeting and after a month of back and forth between Sheetz, Wooster Engineering (Sheetz traffic engineer), Jim French (borough traffic engineer), PennDOT and himself. The scoping checklist is essentially a scope of work which the borough, PennDOT and Sheetz would all need to sign off on to get the traffic study started.

Todd made a motion seconded by Linda to accept the Sheetz Traffic Study Scoping Checklist and authorize the Borough Manager to sign. Motion passed with all voting in favor with the exception of Josh who voted no.

Pat Daley asked if there was a formal notification that they should look for as far as the Trumbull land development plan. Jeff stated that he would send them something. Pat also asked that he and the other Trumbull representative be excused from the meeting.

7. M/V to Authorize Title Search of 159 Wentsler

John reported that he received a survey of the property from the owner's accountant who will be handling the donation. John stated in addition to the storm sewer easement, the Turnpike Commission has an easement at the rear of the property. John said we would need the Turnpike's permission to work on the stream.

Emil said he did not believe that the Turnpike Commission would have an issue with giving us permission. John stated that we would need to place a provision in the proposed agreement to have the ability to be able to work with and access the right-away so that may delay the actual conveyance to the borough from the owner. John also stated that the owner did not have a title search. He stated that it behooves the borough to have one done. He thought that the cost should be minimal, but getting it done during the pandemic could be an issue.

Art made a motion seconded by Josh to authorize a title search to be completed for 159 Wentsler Road. Motion passed unanimously.

There was a discussion about getting Ray, as President, and Scott Herrod, as Code Enforcement Officer, laptop computers.

Todd made a motion seconded by Josh to spend up to \$2,000 to purchase two computers for key members of council and employees. Motion passed unanimously.

Reports **Administrative** **Borough Manager**

Jeff also reported that:

- He included in the agenda packet a copy of an engagement letter for the liquid fuels audit by the Attorney General. The audit was done remotely with the auditor e-mailing and calling for information. Everything appears to be in order.
- The Westmoreland County Boroughs Association dinner has been moved to June 26th. Ray encouraged everyone to attend.
- The PSAB Conference is still scheduled for June 7th - 10th. Scott said that he had called PSAB to verify to see if it was still on but did not get a response. Jeff said that the early-bird deadline to register is May 5th. Scott did not think that they would hold to that.
- The date for the Zoning Hearing Board meeting date regarding the Special Exception request for the former beer distributor building has still not been finalized. He stated that he spoke to John Sweeney but there was a concern about logistics of telecommuting. Jeff said that Mr. Sweeney stated that we still have until the beginning part of May to hold the meeting.

Planning Commission

Jeff stated that the Planning Commission is scheduled to meet on April 15th. On the agenda is a land development application from UPS who wants to put in a large employee parking lot. The meeting would be via tele-conference.

Code Enforcement

Jeff reported that Scott has a hearing date scheduled with the Magistrate for a property on Arona Road. The site has a lot of junk on it as well as a junk vehicle.

Jeff stated that the continuance of the Econo-Lodge hearing was moved to June 30th because of the pandemic. Jeff stated that West Penn Power installed smaller size cobra lights in place of the floodlights at the site. He stated that he asked the main complainant if he was satisfied and wanted the borough to drop charges, but he had not heard back from them. Jeff stated that he would follow-up with the complainant.

Solicitor's Report

John stated the emergency declaration allows for not only the borough council meetings but the Planning Commission and Zoning Hearing Board to teleconference as well.

John also reported on what needed to be done with Broadview Estates in order for them to move ahead. One of the items needed is the declaration and covenants.

John reported that the Westmoreland County Conservation District (WCD) has finalized the Integrated Water Resource Plan which has been adopted by DEP. The WCD is holding public meetings to let people know what is in the plan. John stated that the plan can be found at westmorelandstormwater.org. He said that the borough will have to adopt a new Stormwater Ordinance to comply. He stated that the Bar Association will also be holding a workshop on the ordinance.

John said that we would need Emil's input on the Sheetz stormwater management agreement.

Engineer's Report

Emil reported that:

- He is still waiting on Broadview Estates to submit their revised stormwater management plan.
- He submitted the drawings for the Rachel Drive plantings to PennDOT but they have not yet responded. Jeff stated that this approval would be needed for the Western Pennsylvania Conservancy to do the plantings.
- He only has two more pins to set at the park in order to have the park survey finished. He said that the dimensions that we thought were correct are pretty close.
- He submitted sewer line drawings to MAWC for their review for the Arona Road Bridge, but he has not heard back yet. He said that he will be resubmitting the culvert plan to the DEP for approval.
- For the Shrader Hollow Road culvert, we do not need DEP approval, only Westmoreland Conservation District's, but DEP is not allowing them to look at new projects, only those currently underway.
- The pandemic has not really affected the seal coating project yet, because Russell Standard has to wait on temperatures to warm up before starting. They are still looking at the end of May or beginning of June.
- He wasn't sure if anyone had any ideas about a paving project for this year. Ray mentioned the patches that will be needed on Cortland after Public Works is finished installing the new catch basins.

Fire Department Liaison

Ray stated that the written report was provided to council.

Council President

Ray did not have a report.

Mayor

Ron did not have a report but encouraged everyone to stay safe so that we can get through the pandemic as best as we can.

Personnel

Linda stated that if staff is needed to be called in they will be required to take their temperatures prior to reporting for work and text the readings to her along with whether they have any symptoms and she will keep a record of all of that information. If they do have a high temperature or symptoms, they will be required to stay home.

Public Works/MS4 & Parks

Ray stated that he told the Public Works crew that they will have to get down to the park when the weather breaks to prepare the fields.

Special Events

Josh stated that the Easter Egg Hunt was canceled

Building and Real Estate

Linda said that is the worst time to show real estate. She said that there was nothing new to report.

Safety Committee

Art reported on the March Safety Committee meeting which was a webinar on recognizing and limiting exposure to ticks and tick-borne diseases. Jeff reported that he received an e-mail from the PA Department of Labor and Industry stating that the requirement for monthly safety committee meetings are being waived during the pandemic. However, he reported that at John Campfield's advice staff participated from home in a couple of webinars about COVID-19 held by Labor and Industry.

Josh stated that he would be available for remote safety committee meetings.

Financial Report

Scott reported that as of March 31st, the total balance of all checking accounts was \$526,553.57. The total of all savings accounts was \$1,802,188.79 and the amount of taxes remitted from February 25, 2020 through March 31st was \$32,286.92.

Additional Opportunities for Public Comment

There were no additional public comments.

Announcements

Ray encouraged everyone to participate in the Westmoreland County Borough's Association dinner. June 17, 2020 last day to RSVP.

Ray reported that the next meeting would be May 5, 2020 unless there would was a need to meet before that which would be on the advertised date of April 21, 2020.

There was a discussion about using Zoom. John stated that he will forward an article regarding Zoom to Jeff to give to some of the interested council members.

Adjournment

Todd made a motion seconded by Art to adjourn the meeting at 6:50 PM. There were no objections.

Respectfully submitted,

Jeffrey McLaughlin
Secretary