

**Borough of New Stanton**  
**Borough Council**  
**Via Teleconference**  
**August 4, 2020**  
**Minutes of Meeting**

**Attendance**

Council members: Todd Bartlow, Joshua Bennett, Linda Echard, Tom Theis, Edwina Zack and Mayor Ronald Echard. Also: Borough Engineer Emil Bove and Borough Manager Jeffrey McLaughlin. Absent: Councilmembers Scott Sistek and Ray Strosko. Guests: Royce Coughenour.

**Call to Order**

Vice President Linda Echard called the meeting to order at 5:30 PM.

**Prayer**

Jeff recited a prayer.

**Pledge of Allegiance**

The Pledge was recited.

**Approval of Bills**

Josh made a motion seconded by Todd approving the bills in the amount of \$35,802.57. Motion passed unanimously.

**Approval of Minutes**

Todd stated that in the July 21, 2020 minutes Josh was listed as making the motion as well as seconding the motion to approve the minutes of the previous meeting.

Josh made a motion seconded by Todd to approve the July 21, 2020 meeting minutes contingent upon the correction of the motion approving the minutes. Motion passed unanimously.

**Guest**

Linda introduced Royce Coughenour from Coughenour Engineering, representing the PA Turnpike Commission which is interested in constructing a 40' x 60' building to house salt near the New Stanton Interchange Toll Booths. At present, turnpike salt trucks have to go to Donegal or Irwin to load up with salt. Emil stated that the stormwater plan calls for underground water storage and the plan meets borough requirements. Emil stated that some trees would be removed new trees would be planted and that the landscaping plan meets the borough's requirements.

Jeff reported that the Planning Commission reviewed the drawings and recommended approval contingent upon approval from the Westmoreland Conservation District. Ross said that since it is owned by the turnpike commission they would secure their building permit from the state Department of Labor and Industry.

Todd made a motion seconded by Josh approving the land development plan for the PA Turnpike Commission's salt building contingent upon receipt of the Westmoreland Conservation District permit. Motion passed unanimously.

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

There was no public comment.

Mr. Coughenour logged off.

### **Council Additions to Agenda**

Council added *Discussion Regarding Christmas Lights* as item 8.

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

There were no comments.

### **Agenda**

#### **1. M/V to COVID-19 Emergency Declaration**

Josh made a motion seconded by Todd to continue the COVID-189 Emergency Declaration until September 2, 2020 at 8 AM. Motion passed unanimously.

#### **2. M/V to Advertise for Bids for the Construction of the Shrader Hollow Culvert**

Emil stated that he is working on some revisions to the design based on input from the Westmoreland Conservation District. Given that the first meeting of the month is September 1<sup>st</sup> he expressed concern about getting the design done and the advertisement in the paper in time to secure bids for that meeting. He asked if council would be willing to have the bids due for the second meeting in September. He was concerned about waiting until October because, depending upon the weather, it could affect the ability to complete the paving that will be part of the project.

Todd made a motion seconded by Josh to advertise for proposals for the construction of the Shrader Hollow Road Culvert with a bid opening of September 15, 2020. Motion passed unanimously.

#### **3. M/V to have Internet Installed at Park**

Jeff stated that Comcast relooked at the park and lowered the installation cost to \$458.78, after taking into account a \$7,500 Comcast write-down. The monthly cost would be \$126.89. This price is dependent upon the borough Public Works crew trenching along Thermo

Village Road so Comcast can install the cable. This will save the cost of having to install a pole. The purpose of the write down is to connect harder to reach customers since the market for internet is basically saturated. The write-down does not have anything to do with being a loyal customer. Todd asked about the speed. Jeff stated that it would be 200 Mbps. Jeff also reported that the router, to be located in the concession stand building, should be powerful enough to allow people outside to access the internet. However, it is not known whether the entire park would be covered. If it is not, the borough could have a booster antenna installed, but there would be an additional monthly fee. Josh asked about needing a password. Jeff stated that the borough building actually has a secure access as well as a public access, so the cameras at the park should be able to be able to be password protected while public access would not need a password.

Josh made a motion seconded by Todd to have the Internet installed at the park. Motion passed all voting in favor with the exception of Tom who voted no.

**4. M/V on Whether to Cancel or to Hold Yard Sale on September 19th**

Given the pandemic, there was a discussion about canceling the yard sale. Todd pointed out that the borough's canceling would not disallow residents from having their own yard sale.

Edwina made a motion seconded by Josh to cancel the Community Yard Sale for 2020. Motion passed unanimously.

**5. M/V on Whether to Cancel or to Hold the Veteran's Day Event**

Again because of the pandemic, after discussion, Josh made a motion seconded by Todd to cancel the veteran's day event. Motion passed unanimously.

**6. Discussion Regarding Location of Event Sign**

Edwina asked about the size of the sign. Jeff said it would probably 3' x 4' or 4' x 5', depending upon cost. Linda said one possible location would be the park and ride lot. Josh mentioned the old borough building as a possible location. Linda said that those purchasing the building may not want the sign there. Jeff said that he looked into the property near the retention pond across from Exxon and black barbecue grill; however, the right-of-way there is very wide and PennDOT will not allow the sign to be located in the right-of-way. Linda said that there is no traffic signal there so it would probably be better to locate it at an intersection with a traffic signal so people waiting at a red light will get a chance to read the sign.

Council directed Jeff to contact the WCTA regarding the park and ride lot and the owners of Pizza Hut to see if they would be okay with the sign being on their property.

**7. UPS has Submitted a Special Exception in Various Requests to the Zoning Hearing Board**

Jeff reviewed the UPS Zoning Hearing Board application. UPS is asking for a Special Exception to put a 411-space stand-alone parking lot on a piece of property along Broadview Road that abuts the property where the UPS building sits as well as the Damaska and Fox

properties. UPS could consolidate the two properties which would eliminate the need for the Special Exception; however, for tax reasons they prefer to keep the two properties, owned by two different UPS subsidiaries, separate and to seek a Special Exception. They are also seeking two variances regarding the parking spaces. The parking lot would be tied into an existing parking lot on the neighboring UPS property and would also have a driveway to Broadview Road. The Planning Commission reviewed UPS' Land Development Plan at its April 15<sup>th</sup> meeting. They did not make a decision because UPS needed to undertake a traffic impact study which it recently finished. The Land Development Plan will need to go back to Planning now that the traffic study completed and then come to council.

Todd made a motion seconded Josh to send John Campfield to the Zoning Hearing Board meeting to represent the borough. Motion passed unanimously.

## **8. Discussion Regarding Christmas Lights**

Linda said that the goal was to get the lights up by November.

Because of the size of the project, Jeff was directed to contact at least 3 electrical contractors that would be interested in submitting quotes for the installation of poles, meters, wiring and the fixtures. Todd said that instead of paying someone to draw-up specifications, he would be willing to meet with the bidders and make sure that they are providing apples-to-apples quotes.

Jeff stated that the PW crew reviewed the fixtures purchased from Mt. Pleasant. 14 of the 25 aluminum hanging brackets are missing. Council directed Jeff to check with Mt. Pleasant to see if they still have remaining brackets, to look into the borough making them or having them made.

Todd made a motion seconded by Josh to purchase new LED lights and the remaining brackets needed for the Christmas fixtures purchased from Mt. Pleasant Borough. Motion passed unanimously.

## **Reports**

### **Administrative**

#### **Planning Commission**

Jeff stated that beside the UPS Parking Lot and the Turnpike Salt Dome there was nothing new to report from the Planning Commission.

#### **Borough Manager**

Jeff reported that after a discussion with Ray, John B. got a quote for the repair of the water line in the garage extending it over to secondary garage door and running an air compressor line to the vehicle lift crew. The quote for the work was \$1,675. After discussion Jeff was to check with the Public Works crew about them doing the work.

Jeff reported that the Spartan Central baseball team is interested in using the field for next year's trial outs on August 22nd from 3 to 6 PM. Jeff also reminded council that the Spartans Central would like to sign a multi-year lease. However he did point out that with next year being an election year, council may not want to tie the 2022 council, which could have some new members, to a lease.

Todd made a motion seconded by Josh to allow the Spartan Central baseball team to use the field on August 22nd from 3 until 6 and to enter into a one year lease in the amount of \$1,000 for 2021 with the Spartan Central team with the same terms and conditions as the 2020 lease. Motion passed unanimously.

Jeff reported that they received prices for IP phone installation from Comcast as per council's request at the last meeting. Jeff stated that the operating costs were essentially the same as those quoted by Major Solutions who would install a Vonage IP phone system. Jeff stated that there will be a small upfront cost for Major Solutions to install the system and to tie it into the borough computer system. He stated Major Solutions is the borough's IT provider and they are familiar with the borough's computer setup. He said that they have been very responsive when any issues arise with the computers and he felt that they would do a good job with the telephones.

Edwina mentioned that going with a smaller company would probably work out better, because, they are typically more responsive to the borough's needs.

Edwina made a motion seconded by Josh to go ahead with the Vonage IP phone installation by Major Solutions. Motion passed unanimously

### **Code Enforcement**

Linda said the report was e-mailed out to council and asked if anybody had any questions or concerns. Jeff stated that one of the items in Scott's report referenced burning. He stated that he did not think we allowed any burning. Todd also said he thought the borough does not allow burning because of its effect on the environment. There was a question regarding firepits and Jeff was asked to review the code regarding fire pits. Linda suggested that whatever is found be put on the website to make sure people are aware of the borough's policy.

### **Solicitor's Report**

No report.

### **Engineer's Report**

Emil reported that:

- He met with two building and grounds representatives from the CWCTC regarding the proposed easement for the Arona Rd Culvert. He stated that the CWCTC board meeting is in two weeks and he will have the drawing and agreement ready for their consideration.

- He met with the owners of the property adjacent to the proposed Shrader Hollow Culvert project regarding an additional easement for the new structure and also a maintenance agreement for the stone riprap. He said that the Westmoreland Conservation District wants an area created for the storage of topsoil during the project and for a concrete washout.
- He is almost finished reviewing the Broadview Estates Developer's and Stormwater Management Agreements that John Campfield drafted.
- He is also reviewing the Developers Agreement for Sheetz.
- He is completing the survey of the former First Commonwealth Bank for the location of the meter pole for the Christmas lights on N. Center and is reviewing the other proposed site, the former beer distributorship, for the location of the meter pole for the Christmas lights on S. Center.

### **Fire Department Liaison**

Linda stated that council received a copy of the Fire Department's monthly report.

### **Council President**

No report.

### **Mayor**

The mayor reported that he participated in the PA Association of Mayors virtual 3-day conference which featured eight different speakers. Much of the focus was on Emergency Management and COVID-19. The Association voted to support state legislation requiring PennDOT to maintain storm sewers on state roads as well as requiring PennDOT to actively maintain its roads in municipalities.

### **Personnel/HR**

No report.

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

Jeff reported that the Cortland catch basin project is completed with the exception of final paving.

There was a discussion about the continued problem of flooding on lower Shelton and possible solution.

Todd made a motion seconded by Josh to have Jeff and Emil collaborate and approach a property owner off Shelton regarding the disposition of their property. Motion passed unanimously.

Tom asked about the status of the property on Wentsler Avenue. Jeff stated that he contacted the Turnpike Commission since they have an easement along the creek. They expressed an interest

in working with borough to do remediation on the creek since they also have to comply with MS-4 requirements. Emil said that he is going to meet the local Turnpike officials that are involved in the salt dome project out at the Wentsler property.

### **Special Events**

Josh said with the Veteran's Day event being canceled, the next event will be Halloween.

### **Building and Real Estate**

Linda asked if Jeff had heard from David Reese. Jeff said no and that he would reach out to him.

### **Safety Committee**

Jeff said that on a day that John was off, Matt and Charlie participated in a PennDOT webinar entitled *Roadside Safety Features*. Jeff stated that the state is still not requiring meetings, but it would probably be a good idea to get back to the meetings.

### **Financial Report**

Todd reviewed the financial report: As of July 28, 2020: the total balance of all checking accounts was \$520,323.77. The total of all savings accounts was \$1,710,030.30 and the amount of taxes remitted from June 28<sup>th</sup> through July 28, 2020 was \$11,036.48.

### **Additional Opportunities for Public Comment**

There were no additional comments.

### **Announcements**

Linda announced that the next meeting will be held on September 1, 2020.

### **Adjournment**

Josh made a motion seconded by Todd to adjourn the meeting at 7:35 PM. There were no objections.

Respectfully submitted,

Jeffrey McLaughlin  
Secretary