

**Borough of New Stanton**  
**Borough Council**  
**Via Teleconference**  
**September 1, 2020**  
**Minutes of Meeting**

**Attendance**

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

**Call to Order**

President Ray 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**

Todd made a motion seconded by Edwina approving the bills in the amount of \$21,975.62. Motion passed unanimously.

**Approval of Minutes**

*August 4, 2020 Meeting*

Linda made a motion seconded by Edwina to approve the August 4, 2020 meeting minutes taking into account a correction to agenda item 6, eliminating the duplicate phrase *want the*. Motion passed unanimously.

*August 27, 2020 Meeting*

Linda made a motion seconded by Todd to approve the August 27, 2020 meeting minutes contingent upon the correction of the motion approving the minutes. Motion passed unanimously.

**Guest**

Fire Chief Rob Cammarata reviewed his monthly report which had been e-mailed to the council members.

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

There was no public comment.

## **Council Additions to Agenda**

Jeff asked to add *Discussion Regarding Sale of Old Fire Truck* and *Motion and Vote Regarding Emergency Declaration*.

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

There were no comments.

## **Agenda**

### **1. Opening of Fire Truck Proposals**

Jeff stated that he contacted three lending institutions inviting them to finance the purchase of the new fire truck. He stated that S&T Bank and First Commonwealth submitted proposals while the third institution declined to do so. Jeff opened the sealed proposals and reviewed them.

John reviewed the checklist of items that he sent to Jeff that need to be completed in order to secure permission as per the Local Government Unit Debt Act (LGUDA) from the PA Department of Community and Economic Development to increase the indebtedness of the borough. He stated that the next step is to prepare the Debt Statement and Borrowing Base Certificate. He stated that this is pretty involved and that the borough may need the help of the auditor to complete.

Edwina made a motion seconded by Tom to have the auditors help fill out the Debt Statement and Borrowing Base Certificate. Motion passed unanimously.

### **2. Discussion Regarding Sale of Old Fire Truck**

Jeff and Rob reviewed the idea of using [www.firelineequipment.com](http://www.firelineequipment.com) to market the fire rescue truck. Jeff stated that he spoke to a representative of the company who said that they would be willing to market the fire rescue vehicle and have it go through the required sealed bid process. After procuring a serious bidder, the Borough would then advertise for bids as per the borough code. Fire Line Equipment understands that they will receive the 5% Commission only if their bidder ends up purchasing the vehicle.

Todd made a motion seconded by Tom to list the rescue truck at a price of \$85,000 with [www.firelineequipment.com](http://www.firelineequipment.com). Motion passed unanimously

### **3. Update on Message Board Sign**

Jeff updated council on possible locations for the message board sign. One site council suggested was the park-and-ride lot on Bair and Center Avenue. He stated that Emil provided him with a site plan of the area which showed that the PennDOT right-of-way included the entire park-and-ride lot. He contacted a representative of PennDOT who stated signs are not allowed in the right of way. A second site that council was considering was the

Pizza Hut property. He contacted a representative of the owners who stated that they would be open to putting the sign there but needed more information. They would also have to get permission from the corporate office since they are a franchisee. Jeff stated that Emil had suggested a third site, in the right of way along Highland Avenue. There was discussion about installing a plywood sign and seeing how visible it was from the road. Emil said it would not be able to face Bair but would have to face Center. It was decided to continue to consider both the Highland right-of-way and the Pizza Hut sites.

#### **4. Update on Christmas Lights**

Linda made a motion seconded by Todd to hire a contractor to install the Christmas lights along Center Avenue at a cost not to exceed \$19,000. Motion passed unanimously

#### **5. Update on Cable Installation at Park**

Jeff stated that the Public Works crew was able to dig approximately 300' and cut across Thermo Village Road in preparation for the installation of internet cable by Comcast. He stated that a different Comcast crew has to install the overhead cable from the pole at the entrance of the park to the concession stand.

#### **6. Discussion Regarding Paving/Patching Woodmere and Cortland**

Emil presented his cost estimates to patch Woodmere and Cortland. It was decided that, because the balance of Cortland is in good shape, to have Emil develop specifications and secure quotations to patch the area that was disturbed by the catch basin work. On the other hand, because Woodmere is not in as good of shape, it was decided to repave the entire road next year.

#### **7. Need to Pass Model Stormwater Ordinance Before End of Year**

John said that the County has approved an integrated water resources plan which also has as part of it a model stormwater management plan. The County has developed two model stormwater management ordinances for municipalities to adopt by the end of this year.

John said that it will be a pretty involved process because the borough has extensive provisions regarding storm water in the zoning ordinance and SALDO as well as having an existing stormwater management ordinance that will all need to be reviewed. He said that it is important that all of the provisions are coordinated so that there are no conflicts.

He stated that the Planning Commission will need to be involved because of the changes to the SALDO and zoning ordinance. Emil said that he would bring it up at the next Planning Commission meeting.

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

John pointed out that the Governor extended the state's emergency declaration for 90 days.

After discussion, Todd made a motion seconded by Linda to extend the borough's Declaration of Emergency through November 30, 2020, which would include holding all meetings virtually. Motion passed unanimously.

## **Reports**

### **Administrative**

#### **Planning Commission**

Jeff stated that the UPS parking lot land development plan and Weiss lot consolidation would be on the agenda at the September 9th Planning Commission meeting. He stated that the Weiss family is seeking to consolidate two lots near Mutual Aid. The lots are in different zoning districts. He said that the Planning Commission can also start work on the model stormwater ordinance.

#### **Borough Manager**

Jeff stated that the new telephone system was ordered. He mentioned that John is trying to order the fence for the lot next to the Public Works garage, but it has been out of stock.

#### **Code Enforcement**

Jeff stated that the Code Enforcement report was e-mailed out to councilmembers. He asked if there were any questions.

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

John said that one minor point needs addressed in the Broadview Estates developer's agreement. The Sheetz developer's agreement is ready and has been sent to Sheetz..

#### **Engineer's Report**

Emil reported that:

- He is still waiting on word from the CWCTC as to whether the easement agreement for the Arona Road Culvert was approved by their board.
- The ad for the Shrader Hollow Culvert replacement project was in the paper. Bids will be due on September 15, 2020 and opened on the meeting that day.
- He is working to resolve the question regarding the bonding amount that is the final hold-up on the Broadview Estates developer's agreement.

#### **Fire Department Liaison**

Rob reviewed the report earlier in the meeting.

#### **Council President**

Ray reported that John Barnes is getting prices on grass cutting tractors. He said that John said that the existing tractors are at the end of their useful life.

**Mayor**

No report.

**Personnel/HR**

Linda stated that with the end of the year approaching staff evaluations will be held.

**Public Works/MS4 & Parks**

No report.

**Special Events**

Ray pointed out that Edwina has been appointed to the Special Events Committee. He said her name needs added to the agenda. Linda will review the focus of the Special Events Committee with Edwina.

**Building and Real Estate**

Jeff stated that he has to check the agreement with Commercial Choice Realty to see if it needs renewed. Linda said that we should get some feedback from Choice Realty. Jeff stated that he did hear from Mr. Reese a couple of weeks ago who told him that someone had expressed an interest in the property, but Jeff said that he has heard nothing since then.

Jeff stated he checked on the old borough building. It seems to be holding up well.

**Safety Committee**

Jeff stated that there will be a Safety Committee meeting on September 3, 2020.

**Financial Report**

Ray reviewed the financial report: As of August 25, 2020: the total balance of all checking accounts was \$521,137.45. The total of all savings accounts was \$1,749,939.05 and the amount of taxes remitted from July 28, 2020 through August 25, 2020 was \$69,946.21.

**Executive Session**

Todd made a motion seconded by Tom to go into Executive Session for matters of Litigation and Real Estate at 7:40 PM. There were no objections.

Todd made a motion seconded by Edwina to come out of Executive Session at 9:05 PM. There were no objections.

*Tom left the meeting during the executive session.*

Todd made a motion seconded by Linda to spend up to an additional \$1,000 to hire French Engineering. Motion passed unanimously.

**Additional Opportunities for Public Comment**

There were no additional comments.

### **Announcements**

There were no announcements.

### **Adjournment**

Todd made a motion seconded by Edwina to adjourn the meeting at 9:08 PM. There were no objections.

Respectfully submitted,

Jeffrey McLaughlin  
Secretary