

Borough of New Stanton
Borough Council
November 12, 2019
Minutes of Meeting

Attendance

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

Call to Order

President Raymond Strosko called the meeting to order at 5:35 PM.

Invocation

Linda recited a prayer.

Pledge of Allegiance

The Pledge was recited.

Suspension of Meeting

Ray asked to suspend the meeting for continuance of the Eat'n Park Conditional Use Hearing.

Conditional Use Hearing

The Conditional Use hearing was resumed.

After testimony, Scott made a motion seconded by Linda to close the hearing. Motion passed unanimously.

Resumption of the Meeting / Enter Executive Session

At the conclusion of the hearing the council meeting was resumed.

Upon resumption, Todd made a motion seconded by Linda to go into Executive Session at 6:21 PM. Motion passed unanimously.

Exit Executive Session/ Resumption of Meeting

Todd made a motion seconded by Tom T. to come out of Executive Session at 7:16 PM and to resume the council meeting. Motion passed unanimously.

M/V on Eat'n Park Conditional Use

Todd made a motion seconded by Tom S. approving the Conditional Use decision that the electronic message board can be mounted on the existing sign frame in place of the changeable letter message board. Motion passed unanimously.

M/V on Eat'n Park Land Development Plan

Todd made a motion seconded by Tom S. that the revised land development plan submitted by Eat'n Park be approved contingent upon the developer meeting all of the requirements outlined in the Borough Engineer's comment letter and the Planning Commission's requirements by November 15, 2019. Motion passed unanimously.

Bills

Tom T. made a motion seconded by Todd approving the bills in the amount of \$55,185.67. Motion passed unanimously.

Approval of Minutes

October 1, 2019 Meeting

Tom T. made a motion seconded by Todd to approve the minutes of the October 1, 2019 meeting. Motion passed unanimously.

October 29, 2019 Meeting

Tom T. made a motion seconded by Todd to approve the minutes of the October 29, 2019 meeting. Motion passed with Todd, Linda, Tom T. and Ray voting *Yes* and Scott and Tom S. abstaining.

Guests

No one presented themselves as a guest.

Opportunity for Public Comment – Items not on the Agenda

There were no comments regarding items not on the agenda.

Council Additions to Agenda

Todd asked that *Christmas lighting* be added to the agenda.

Opportunity for Public Comment -- on Agenda Items Only

Ryan Wotus, attorney for Sheetz stated that he was available to answer any questions that council had on the Condition Use decision before them.

Agenda

1. M/V on Sheetz Conditional Use

Linda made a motion seconded by Tom T. to conditionally approve the proposed Conditional Use, subject to contingencies, safeguards and conditions as set forth in the written decision. As further, part of the motion, the plan attached to the Conditional Use Application is not approved, and instead if Sheetz's Land Development Plan, is approved

by the borough, that Plan shall constitute the plan for purposes of this Conditional Use approval. Motion passed unanimously.

2. M/V to Hire Henninger Accounting Services at a Cost of \$4,800 to Perform Borough and Tax Collector Audits

Scott made a motion seconded by Linda to hire Henninger Accounting Services at a cost of \$8,00 to perform the borough and tax collector audits for 2019. Motion passed unanimously.

3. M/V to Adopt Tentative Budget of \$1,157,250 and Advertise the Proposed Budget

Scott made a motion seconded by Todd to adopt a tentative 2020 budget in the amount of \$1,157,250 and to advertise the proposed budget. Motion passed with Todd, Linda, Scott, and Ray voting *Yes*. Tom S. voted *No* and Tom T. *Abstained*.

Jeff and John pointed out that we will not be able to vote on the budget until the December 17, 2019 council meeting because a 30-positin period is required.

4. M/V to Transfer \$253,771.73 from the LST Account to Reimburse the General Fund

Scott made a motion seconded by Todd to transfer \$253,771.73 from the LST Account to reimburse the General Account for LST-eligible expenses. Motion passed unanimously.

5. M/V to Increase the Benefit Ratio on Borough Pensions from 1% to 1.25%

Jeff stated that the Finance Committee is recommending that council increase the benefit ratio from 1% to 1.25% as of January 1, 2017, which is approximately the date the last full-time employee was hired. The annual cost to the borough after taking into account the state pension reimbursement would equal increase from less than \$100 to approximately \$2,800 a year. Todd said that they committee reviewed several different scenarios.

Linda made a motion seconded by Scott to increase the benefit ratio on borough pensions from 1% to 1.25% effective January 1, 2017. Motion passed unanimously.

6. M/V to Raise No-Lien Letter Fee from \$10 to \$25

Todd made a motion seconded by Linda raise the no-lien letter fee from \$10 to \$25. Motion passed unanimously.

7. M/V to Renew Membership in Central Westmoreland COG

Jeff reported that he checked with a representative of the CWCOG. They are still in a position to serve as the borough's UCC Appeals Board.

Scott made a motion seconded by Todd renewing membership in the Central Westmoreland COG for 2020. Motion passed unanimously.

8. M/V to Renew Westmoreland Cleanways Membership at \$25

Linda made a motion seconded by Tom T. renewing membership in the Westmoreland Cleanways 2020. Motion passed unanimously.

9. M/V to Donate to Youngwood Volunteer Hose Company #1

Tom S. made a motion seconded by Linda to donate \$500 to the Youngwood Volunteer Hose Company #1. Motion passed unanimously.

10. M/V to Donate to the Second Annual Stanwood North Pole Spectacular

No motion was made.

11. M/V to Donate to the American Legion District 31 DAV Van Fund

Scott made a motion seconded by Linda to donate \$500 to the American Legion District 31 DAV Can Fund. Motion passed unanimously.

12. Discussion Regarding Marketing Pavilions

Jeff stated that the Finance Committee noticed in preparing the 2020 budget that there was a downturn in pavilion rental income. Tom S. stated that the committee suggested putting a sign near the entrance of the park to market the pavilions. It was decided to take put the pavilion signs in place of the farmers market until June when the farmers markets signs will be put back up. There was agreement about the idea.

13. Christmas Lights

Todd said that the next step to run the wires for the Christmas lights is to set two poles centrally located, one on either side of the I-70 bridge, upon which we would install a meter socket. Jeff was directed to get permission from two property owners one around Highland or Westmore and Center and a second located in the vicinity of Shelton and Center. If the pole is located in the right-of-way we would need a permit from PennDOT.

Reports

Administrative

Planning Commission

Jeff stated that the Planning Commission meeting is scheduled for November 20th. The Sheetz Land Development Plan is on the agenda whoever it may be an advisory because Sheetz has indicated that they plan on withdrawing the variance request for mis-aligned driveways, which would require them to revise and resubmit the land development plan.

Borough Manager – Jeffrey McLaughlin

Jeff reported that:

- We received the draft codification to review.
- The continuation of the Zoning Hearing Board regarding Sheetz’s variance requests is to take place on November 19, 2019. He once again pointed out that Sheetz has indicated

that they plan on withdrawing the variance request for mis-aligned driveways. However, the borough has not received that change in writing.

- The Flood Workshop sponsored by Sen. Kim Ward is on November 20, 2019 at Westmoreland Community College at 6 PM, the same night as the Planning Commission meeting.
- Linda and he met with representatives from the Western Pennsylvania Conservancy (WPAC) on November 7, 2019 about beautifying the Rachel Drive Roundabout. The WPAC would reach out to PennDOT to get the necessary parameters for the design of the landscaping, they would also help with lining up sponsors for the project. Linda added that the borough agreed to mound the dirt and put in edging around the roundabout. The WPAC would coordinate the plantings and put in a sign. There was a discussion about the maintaining the roundabout. It was decided to revisit that in the spring.

Code Enforcement

Scott Herrod's written report was provided to council.

Solicitor's Report

John reported that he attended some status conferences on tax assessments for a few commercial properties in the borough. The school district is looking at increasing the assessments on the properties being discussed.

Engineer's Report

Emil handed out copies of sketches for the proposed right-of-way for rerouting the sanitary sewer around the Arona Road Bridge which will allow for a boxed culvert to be used in reconstructing the bridge. The next step would be to receive approval from the two property owners for the right-of-way. He stated that MAWC is in accord with the idea. The rerouting of the sewers would have to be paid for out of the Arona Road Bridge project. John stated that the right-of-way document would need to be drafted by the MAWC. Ray asked about Shrader Hollow Bridge. Jeff stated that it is in the budget for next year at \$125,000. Emil stated that a pipe design would be used.

Emil reported that he met with the owners about completion of the land development plan for the hotel and completing N. Rachel Drive. He reviewed several items. He stated that the owner does not want to complete the sidewalk on their property going toward Rachel Drive. They also do not want to regrade and reseed the back entrance like they had agreed to. Emil told them that they would have to come to council for approval of these changes. Emil also pointed out to the developer that they need to maintain N. Rachel Drive until the borough takes it over.

Business

Fire Department Liaison

Tom S. reviewed the report that was included in the agenda packet.

Special Events

Linda reported on the Halloween parade which was held in the fire hall because of the weather. She stated that the leftover treats will be given out at the Children's Christmas which will be held on December 15th at the fire hall from 1-3 PM. There was a discussion about who would play Santa.

Todd made a motion seconded by Tom T. to hire Greg Swiech for two hours at a cost of \$150 to play Santa. Motion passed unanimously.

Council President

Ray brought up the need to have the oil pan replaced on Matt's truck.

Linda reverted back to the Special Event Report to report on the Veterans Day event. She stated that it went very well. She thanked Chief Petty Officer Crouse, the Armbrust Veterans Association, the choir and Fr. McGuirk from Holy Cross Church, Rep. Nelson, Sen. Kim Ward and Tom T. who brought a wonderful display of memorabilia dating back to the Civil War. She stated that she thought the space worked very well and showcases the borough building. She thanked the borough employees for their efforts at organizing the event.

Mayor

Ron encouraged council members to help out with the Christmas party.

Personnel

Linda stated that she met with Jeff who evaluated the employees and worked with them to develop goals for 2020. She stated that she will review this information, present it to the Personnel Committee for their review and will then report back to council.

Public Works/MS4 & Parks

Ray reported that Public Works have prepared the trucks for winter.

Safety Committee

Jeff stated that the committee met on October 30th regarding driving safely in winter conditions. Linda stated that there are some safety topic ideas in this month's borough magazine.

Financial Report

Scott reviewed the financial report a copy of which was provided to council through October 31, 2019: check book balance \$360,185.39 and total of all savings accounts: \$1,906,902.97. Taxes remitted between August 29th and September 25, 2019: \$14,406.42.

Building and Real Estate

No report.

Additional Opportunities for Public Comment

There were no additional comments.

Upcoming Meeting Schedule

Ray reviewed the upcoming meeting calendar.

Announcements

Jeff reported that representatives from the fire department went to the KME factory for a pre-construction meeting regarding the fire truck.

Ray stated that he had Jeff research an electronic message board that could be installed listing community events occurring in the borough. There was discussion about where to place such a sign.

Adjournment

Todd made a motion seconded by Scott to adjourn at 9:06 PM. Motion passed unanimously.

Respectfully submitted,

Jeffrey McLaughlin
Secretary