

# Trafford Borough Meeting Minutes February 7, 2017 7:00pm

## 1. Call to Order

Council President Kris Cardiff called the regular meeting to order at 7:00 pm on February 7, 2017 in the council chambers.

## 2. Moment of Silence & Pledge of Allegiance

The group participated in a Moment of Silence and The Pledge of Allegiance.

## 3. Roll Call

Sewage Clerk Kathi Adams took roll, Members in attendance were; Council President Kris Cardiff, Council Vice-President Pete Ledwich, Councilman Dennis Hockenberry, Councilwoman Carol Morrow, Councilwoman Cheryl Petersen, and Councilman Casey Shoub. Councilman Michael Mellon was absent. Other members in attendance were Borough Manager Richard Sahar, Borough Engineer Donald Glenn, and Borough Solicitor Chelsea Dice.

## 4. Notice of executive Sessions held February 7, 2017 for matters of personnel and litigation and will continue after this meeting.

## 5. Approval of the Minutes of the Regular Meeting of January 3, 2017.

Motion to Accept Minutes: Councilwoman Morrow

Second: Councilman Hockenberry

MC 6-0

## 6. Payment of Bills – Approval of Expense Voucher List Dated February 7, 2017

Motion to Approve Expense Voucher List: Councilman Hockenberry

Second: Councilwoman Shoub

MC 6-0

## 7. Report from Borough Engineer, Glenn Engineering

### a. Report Submitted

b. The borough is, as previously stated at the last meeting, pursuing a GROW Greener Grant through ALCOSAN.

c. Consideration of Bid Award, using CBDG funds, for the removal of handicapped barriers and the wall repair at the corner of 5<sup>th</sup> Street and Duquesne Avenue. Bids were received from 7 bidders on January 30, 2017. The recommendation is to award the contract to Satira Construction, the lowest responsible bidder, in the amount of \$24,920.00 with the contingency that the contract is approved by the Westmoreland County Department of Planning and Development.

**Motion:** To award a contract to Satira Construction, in the amount of \$24,920.00, subject to the approval of the Westmoreland County Department of Planning and Development, to perform the work detailed in the project books to remove barriers and restore a retaining wall at 5<sup>th</sup> Street and Duquesne Avenue.

Motion: Councilman Shoub

Second: Councilwoman Morrow

MC 6-0

## 8. Public Comment

*Danette Davis of 102 Belleau Wood Blvd.* spoke about problems with her driveway resulting from sewer repairs. She did not feel the repairs were done in a satisfactory manner. Mr. Glenn and Mr. Monzo visited site and offered to do repairs if she would sign a waiver against future problems. Borough Solicitor Chelsea Dice responded and offered to meet with Mrs. Davis after the council meeting. Mrs. Davis declined the offer.

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*Carol Richardson of 225 First Street* reporting for TECDC. Hosting fundraiser bingo on April 1, 2017 for community sign. May 6, 2017 at 9 AM will be organizing a community clean-up project as part of borough clean up days. Looking for volunteers. *Council President Cardiff* stated that the TECDC will be put on the agenda for future meetings under Administrative Reports.

*Albert DiBucci of 160 East Gilmore Avenue* stated that some street lights were removed on his street and he is concerned about safety because of the level of darkness and would like the borough to consider putting a light back.

**Mr. Glenn dismissed from meeting.**

## 9. Presentation of 3-D Seismic Imaging Project

**Mr. Carpenter of Geo Kinetics representing Huntley & Huntley, came forward and addressed council.** He described in detail the project parameters, equipment to be used, how data will be collected, and what the data will be used for. Questions by council members and public about the possibility of drilling in Trafford and questions by Chief Lindbloom about the possibility of blasting in Trafford. Questions answered by Mr. Carpenter and Borough Manager Rich Sahar.

## 10. Consideration of the Trafford Borough Fee Schedule for 2017

### **Move to adopt the proposed changes to the Trafford Borough Fee Schedule for 2017**

Motion: Councilman Hockenberry

Second: Councilman Ledwich

Discussion: Questions and concerns from Councilwoman Petersen, Councilman Hockenberry, and President Cardiff and Mayor Llewellyn about the cost of some fees including sidewalks, swimming pools, use and maintenance of the South Trafford Ball Fields and Trafford's fee schedule in comparison to neighboring communities. Questions answered by Solicitor Dice, Borough Manager Sahar and Vice President Ledwich.

Rollcall vote:

MC 5-1

## 10. Appointment to Boards

### **Move to make the following Board Appointments**

**To the Recreation Board, Rose Frollini and Leslie Peters for terms ending January 2020**

**To the Zoning Hearing Board, Steven Perovich, for a term ending January 2020**

**To the Civil Service Board, Donna Droznek, for a term ending January 2020**

**To the Vacancy Board Chair, Fay Batzel, for a term ending January 2018**

Motion: Vice President Ledwich

Second: Councilwoman Morrow

Call for vote:

MC 6-0

## 11. Consideration of Proposal from Morris Knowles regarding civil engineering, survey, and design services for the Fairmont Playground improvements.

The proposal details the services that Morris Knowles and Associates, Inc. will provide the Borough in regards to improvements of the Fairmont Playground.

**Move to conditionally accept the Proposal with the amendment that the Recreation Board will pay the \$9400 in professional service costs and that clarification is needed on the use of Pennsylvania Co-Stars contractor(s) for equipment/installation of the playground equipment and total project costs and the funding sources for the project.**

Motion: Vice President Ledwich

Second: Councilwoman Morrow

Call for Vote:

MC 6-0

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## 12. Administrative Reports

- a. Code Enforcement - Report was submitted for filing. Details complaints received, warnings and citations issued.
- b. Borough Manager – Report submitted for filing. Borough Manager Sahar reported on new sewage billing software and procedures. Bills went out to owners per borough code which is different from other communities. Reports are being made to government entities as are required annually. Working our way through new financial software. Received additional funding for community block development grant for upgrading of restrooms at BY to make them handicap accessible and installing handicap ramps along Cavitt Avenue. Working with CEA for additional plans for commercial inspections. Are to receive a proposal this month.
- c. Borough Solicitor – Nothing new to report.
- d. EMS – Meeting with Penn Township EMS on Thursday, February 9 to discuss self-treatment training with police and public works employees and to discuss administrative issues. Question from Vice President Ledwich to TEMS Chief Boonie about the possibility of allowing Penn Township to stage an ambulance in their bay. Boonie responded that TEMS had not met yet.
- e. Trafford VFD – Chief Lindbloom submitted a written report breaking down the call and response time statistics for 2016. He also reported that during a recent pop up storm the fire company put a truck outside so that Penn Township Ambulance could stage an ambulance in their garage. He reported an ongoing problem with the alarm panel in the fire station. Borough manager Sahar stated that it is a modem problem and is being addressed by Comcast. TVFD responded to 173 emergency calls through 911 dispatches in 2016.
- f. EMC – Not present. No report submitted.
- g. Recreation Board – The auction will be Saturday, February 25, 2017 at the Trafford Middle School starting at 9 AM with a preview at 8 AM. She listed some items available for bid.
- h. Mayor Report – *Mayor Llewellyn* gave the police report for the month of January totaling 105 calls, 10 criminal cases were made, 12 traffic citations and 14 non-traffic citations.

## 11. Committee Reports

General Government: Not present. No report.

Finance: No report. Community Development: No report

Community Development: Report given by Carol Richardson during Public Comment. Nothing to add.

Public Safety: *Councilman Hockenberry* requested that Emergency Management Coordinator Turoczy be contacted about the status of an emergency contact list for the borough. *President Cardiff* will reach out about the list and the ability of Mr. Turoczy to fulfill the requirements of the position. The issue will be revisited at the March meeting. *Councilman Hockenberry* also reported that the Borough's Civil Service rules are out of date and need to be brought current.

**Motion to hire Bill Gamble to update the Trafford Borough Civil Service Rules and Regulations at the cost of \$1100 by Councilman Hockenberry**

**Second:** Councilman Ledwich

**Discussion:** Councilman Shoub questioned where the money would come from to pay for this service and are the civil service rules individual to each borough. Answered by Councilman Hockenberry and Borough Solicitor Chelsea Dice.

**Roll Call Vote:**

**MC 4-2**

Public Works: No report.

Sewage: *Councilman Shoub* reported that Clean-up days will be May 5-6, 2017. He will contact Waste Management about dumpsters.

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Council President's Report: Nothing to report that had not already been discussed.

**12. New Business** –*Councilman Hockenberry* brought up the issue of geese at the BY Park. Borough Manager Sahar responded that there is a meeting scheduled with the Game Commission on March 9<sup>th</sup>. After that meeting a plan can be put in place that will follow the recommendations and time line of the Game Commission. Councilman Hockenberry brought up signage for parking for the Manchester Room. He feels there should be more prominent permanent signs for parking. He also brought up the fryers in the Manchester Room kitchen. He feels they should be removed, sold and replaced with another piece of equipment. Borough Manager Sahar addressed the issues as well as needs of the room in terms of maintenance, equipment and other needed item in the future.

### **13. Adjournment**

*Vice President Ledwich* made a motion to adjourn the meeting to executive session. Seconded by *Councilman Hockenberry*. **MC 6-0**

**Announce next meeting for March 7, 2017**

**Move to Adjourn**