

Trafford Borough
Monthly Business Meeting Minutes- February 5, 2019

The Trafford Borough Council held its monthly business meeting on Tuesday, February 5, 2019, at 7:00 p.m., in the Council Chambers.

Council President, Kris Cardiff, called the meeting to order and led the Pledge of Allegiance and Moment of Silence.

Roll Call of Attendance by Borough Secretary, Nina Solivan:

(Present)	Kris Cardiff, Council President	Craig Alexander, Solicitor
	Casey Shoub, Council Vice-president	Don Glenn, Engineer
	Leslie Peters, Councilmember	Louis Corrales, Public Works Foreman
	Cheryl Petersen, Councilmember	Ed Grant, Penn Township EMS
	Joshua Sanders, Councilmember	Ed Llewellyn, Mayor

(Absent) John Eliyas, EMC and Brian Lindbloom, Fire Chief

Notice of Executive Sessions held January 22, 2019, for matters of personnel and on February 5, 2019, for matters of litigation.

Minutes: A motion “to accept the minutes of January 2, 2019, regular meeting” was made by Councilman Sanders and seconded by Councilman Perovich. The motion carried unanimously 6-0.

Payment of Bills: A motion “to approve the expense voucher list dated, February 5, 2019” was made by Councilman Sanders and seconded by Councilman Shoub. The motion carried unanimously 6-0.

Public Comment:

Delores Sutton 601 Brinton Avenue- Ms. Sutton inquired about the progress of the landslide at Seventh Street and Brinton Avenue. Ms. Sutton also inquired about the timeline for removal of debris under the Wallace Avenue Bridge and possible dredging. Ms. Sutton also questioned if there are any ordinances in place that allow the Code Enforcement Officer or Fire Chief to inspect vacancies to ensure all units have smoke detectors, fire extinguishers etc.

Borough response- Councilman Cardiff stated Don will address the landslide under his report. Councilman Shoub informed Ms. Sutton that he met with the Westmoreland County Conservation District on Monday and they will be sending us a report. The Conservation District did have a concern that the railroad bridge blockage could cause an illicit discharge and it is the opinion of the Conservation District the railroad is responsible for removing the blockage. Solicitor Alexander stated anytime a new tenant is due to move into a property an occupancy inspection is required. Councilwoman Peters stated the inspections are performed by the Code Enforcement Officer, not the Fire Chief.

Patricia Paola 74 First Street- Mrs. Paola questioned what transpired at the meeting on the AED’s.

Borough response- Mayor Llewellyn reported there was a meeting between Councilman Shoub, Larry George, the Police Chief, and the Mayor. At this time the police department will not accept the donation because it did not go through the proper channels. In order for the Police Department to accept donations, they must be approved by the Borough Manager and the Solicitor.

Don Glenn, Engineer:

Don requested approval for a change order relating to Murrysville Road, decreasing the number of quantities originally bid. This change order will save the borough \$13,365.40, the contract bid only provides an estimate of quantities. In this case, there was an overestimate.

A motion “to approve a change order to Victor Paving, saving the borough \$13,365.40” was made by Councilman Shoub and seconded by Councilman Sanders. The motion carried unanimously 6-0.

Don received a response letter from PennDOT stating they will take care of the drainage issues on Route 130.

Don reported the borough received a partial reimbursement for the grow grant in the amount of \$10,248.00. The Borough Secretary called and inquired where the additional funds were. Alcosan pays a portion and the final balance will be forthcoming.

Don reported BY Park restroom renovation project is virtually complete. Thanks to Public Works Foreman Lou Corrales we were able to obtain additional funding from the county. The additional funding will allow the contractor to paint the rafters and add concrete. The original contract amount for this project was \$31,350.00.

We have received two invoices from the contractor, one was submitted on December 31, 2018, in the amount of \$21,732.75 which leaves a remaining contract balance of \$9,617.75. The second invoice was submitted on January 17, 2019, in the amount of \$6,369.75. Don requests council approval of these invoices to allow the county to pay the contractor. This leaves a balance of \$3,247.50 which we are holding as retainage until the exterior is painted.

A motion "to approve both invoices" was made by Councilman Shoub and seconded by Councilman Sanders.

Councilwoman Peters questioned where the concrete work will be performed. Public Works Foreman Lou Corrales stated near the new entrance for the woman's restroom.

The motion carried unanimously 6-0.

Don reported Wilkinsburg Penn Joint is in the process in relocating their water line, they have made saw cuts into the road but were not working today. Once the water line has been relocated WPJWA has agreed to resurface the area from curb to curb.

Don asked Solicitor Alexander if item number sixteen on the agenda will require advertising being this project has been deemed an emergency. Solicitor Alexander stated if Don deems the situation an emergency then yes, we can continue under an emergency. Don stated he will seek RFP's for the wall repair.

A motion "to allow Don to research creek responsibilities" was made by Councilman Shoub and seconded by Councilwoman Peters. The motion carried unanimously 6-0.

Code Enforcement: Councilman Sanders reported there were eleven occupancy inspections filed, seven follow-up occupancy inspections completed, and four new occupancy permits issued. One zoning permit was issued. There was one trash ordinance violation, one property maintenance ordinance violation, one zoning ordinance violation, and one grass and weeds violation that will be sent to the magistrate. Code Enforcement also canvassed the entire town after the last snow event and placed a warning notice on all properties that had not removed snow from their sidewalks.

Solicitor: Solicitor Alexander stated there is a right of way in Bradford Square that was dedicated to the borough after Bradford Square phase I was completed. There is a 1/5th interest that is prohibiting the development of Bradford Square phase II. Solicitor Alexander requested a motion from council to condemn the 1/5th interest to allow the development of Bradford Square Phase II to move forward.

A motion "to allow Solicitor Alexander to condemn the 1/5th interest of the right-of-way located in Bradford Square to allow the development of Bradford Square phase II to move forward" The motion carried unanimously 6-0.

EMS: Penn Township Ambulance Director Ed Grant presented the 2018 activity report. Trafford Borough accounts for Fifteen percent of their calls. The average response time to Trafford is nine minutes, with over four hundred calls answered for the year. Over 27,000 hours of staffing, the ambulance service is staffed twenty-four hours a day, seven days a week, and three hundred sixty-five days a year with over \$800,000.00 in operating expenses.

Mayor Llewellyn asked Ed Grant if a police officer responds to a medical emergency and are the first at the scene who is responsible to enter the premise? Mr. Grant stated under statute anytime someone calls 911, you are giving up the right to the property. All authorities have the right to enter the property to the extent of the emergency. Mayor Llewellyn questioned what personnel has permission to enter the premise? Mr. Grant stated any responder that has been summoned by the 911 center.

EMC: Councilwoman Peters stated she in coordination with John Eliyas Emergency Management Coordinator continuing to work on the county mandated emergency action plan as well as the hazard mitigation plan.

Rec Board: Rose Frolinni passed along copies of all Fairmont Playground grant documents to the borough. The grant has been closed out \$98,000.00 came from the state and \$42,000.00 came from the recreation fund. The project totaled \$140,000.00. The new terrace pavilion will not be located where the current pavilion is located. The new location will be parallel to East Edgewood Avenue with a handicap accessible entrance and additional concrete. There is a small barrier fence a few feet from the entrance which will need to be removed. The benefit of moving the pavilion is to avoid tree roots.

TECDC: The TECDC is partnering with the Friends of the Veterans Memorial Committee for a night at the races on March 23, 2019, in the Manchester Room.

WHT: Mayor Llewellyn reported the trail event will be held on June 1, 2019, in the Creamery parking lot.

Mayor's Report: Mayor Llewellyn reported for the month of January there were a total of one hundred twenty calls, eleven criminal cases filed with additional pending investigation, and thirty-one citations were issued. Mayor Llewellyn stated he will coordinate with Lou on the placement of the memorial bench for Renee Capetta.

Sanitation: Councilman Shoub announced clean-up days for May 3, 2019, and May 4, 2019.

Presidents Report- Councilman Cardiff stated he is still working on changing the committees. Councilman Cardiff reviewed last month's meeting public comment follow-up, the lighting in the parking lot needs a new ballast.

Second Payment to Victor Paving

A motion "to approve the second payment to Victor Paving in the amount of \$78,145.00" was made by Councilman Shoub and seconded by Councilman Sanders. The motion carried unanimously 6-0.

Handicap Parking Space

A motion "to approve a handicap sign at 533 Fifth Street Extension requested by Jennifer Brown" was made by Councilwoman Peters and seconded by Councilman Sanders. The motion carried unanimously 6-0.

Zoning Hearing Board Decision Approval

A motion "to approve the Zoning Hearing Boards decision for a special permit at 205 Brinton Avenue granting a commercial heating and cooling business in an R-2 zoning district" was made by Councilman Shoub and seconded by Councilman Sanders. The motion carried unanimously 6-0.

Appointment to Zoning Hearing Board

A motion "to appoint Dave Hykes to the Zoning Hearing Board with a term expiring on December 31, 2020," was made by Councilman Sanders and seconded by Councilman Shoub" The motion carried unanimously 6-0.

Appoint Project Manager for Terrace Pavilion

A motion "to appoint Linda Bires as Project Manager for the terrace pavilion project" was made by Councilman Shoub and seconded by Councilwoman Peters. The motion carried unanimously 6-0.

Approve Jumbo Block Wall 7th Street & Brinton Avenue

A motion "to approve the installation of a jumbo block wall at the intersection of Seventh Street and Brinton Avenue up to the amount of \$40,000.00" was made by Councilman Shoub and seconded by Councilman Sanders. The motion carried unanimously 6-0.

Approve Part-Time Police Officer

A motion "to hire Gerald Myers as a part-time police officer for the Borough of Trafford at the rate of \$15.00 per hour" was made by Councilman Sanders and seconded by Councilman Shoub. The motion carried unanimously 6-0.

New Business

Councilman Shoub reported Mr. Markosek will be unavailable to attend our April work session because he will be in session. Councilman Shoub questioned if council would be willing to move the next work session meeting to Thursday, April 18, 2019, instead of April 16, 2019, so he is able to attend. Councilman Cardiff stated we would have to re-advertise, let us reschedule from another time.

Councilman Shoub called for an executive session immediately preceding this meeting for personnel, no action will be taken.

Councilwoman Petersen suggested hiring an additional full-time police officer. She has spoken with the Chief and there is a lot of training involved with the part-timers, we hire one and then they leave for a full-time job.

Mayor Llewellyn also stated the part-timers are divided between different departments and they are going to pick up shifts wherever the higher rate of pay is.

Councilman Cardiff stated we just hired a part-time officer tonight. Councilman Shoub stated all that costs the borough is a uniform allowance. This would be for the future; the police department was looking to gather a list and a task when Ashley gets back to work the figures. This is the direction they would like to go in.

A motion "to have the Civil Service Commission to commence a civil service exam for new hires" was made by Councilwoman Petersen and seconded by Councilman Shoub.

Councilman Cardiff stated this motion is not to hire an officer but to gather a list.

The motion carried unanimously 6-0.

Adjournment

Councilman Cardiff announced the next regular meeting for Tuesday, March 5, 2019, at 7:00 p.m. in the Council Chambers.

A motion "to adjourn" was made by Councilman Sanders and seconded by Councilman Shoub. The motion carried unanimously 6-0.