

## **Regular Meeting of California Borough Council, April 9, 2015, 6:30 pm**

President Alfano called the meeting to order at 6:30 pm.

**ATTENDANCE:** Mr. Alfano, Mr. Bittner, Mr. Difilippo, Mr. Encapera, Mr. Glab, Mrs. Gutosky, Mr. Mariscotti, and Mayor Weld

### **PLEDGE OF ALLEGIANCE**

### **ADDITIONS OR CHANGES TO AGENDA**

Mr. Bittner added Borough Manager and two bills for payment

Mr. Alfano added EP & D invoice

Motion by Difilippo/Glab to approve the agenda as printed and amended duly carried with all members present stating aye.

### **PUBLIC COMMENT**

No public comment

### **PRESENTATION OF AWARDS TO CAL LADY VULCANS**

Mayor Weld presented recognition awards to the Cal Lady Vulcans Basketball Team for winning the National Champions

### **KIRSTEN MARCY – CANDIDATE FOR CLERK OF COURTS**

Ms. Marcy introduced herself and spoke about her experience in the Court system.

### **MRS. RANKO- CANDIDATE FOR PROTHONOTARY**

Mrs. Ranko introduced herself and spoke about her experience for running for Prothonotary.

### **EXECUTIVE SESSION**

Mr. Alfano stated council is going into executive session to discuss a legal matter and will return shortly. Council went into executive at 6:40 pm and reconvened at 8:10 pm. Mr. Alfano stated they talked about potential litigation and a personnel issue.

### **MINUTES**

Motion by Bittner/Mariscotti to approve the minutes of the Special Meeting of March 5, 2015 duly carried with all members present stating aye.

Motion by Difilippo/Mariscotti to approve the minutes of the Regular Meeting of March 12, 2015 duly carried with all members present stating aye.

### **SECRETARY'S REPORT – MS. EVANS**

Ms. Evans reads the accounts payable and account balances as of March 31, 2015.

Motion by Difilippo/Mariscotti to approve the Treasurers report duly carried on with all members present stating aye.

### **JUNIOR COUNCIL MEMBER'S REPORT – ANGEL FUNK**

Nothing to report

### **PRESIDENT'S REPORT –MR. ALFANO**

Mr. Alfano stated we need a motion to pay Mackin Engineering's invoice #42763 in the amount of \$4,679.13 for work performed on the Comprehensive plan and zoning overlay district.

Motion by Bittner/Difilippo to pay Mackin Engineering's invoice #42763 in the amount of \$4,679.13 duly carried on a roll call vote with all members present voting yes.

Mr. Alfano stated he'd like the Cooperative Police Service agreement draft dated March 13, 2015 on the agenda for May's meeting.

### **CM SERVICE INVOICE-TRANSFER FROM BOND PROCEEDS TO GENERAL FUND**

Mr. Alfano stated we need to transfer \$2,993.59 from the Bond Proceeds account to the General fund account to pay CM Service's invoice #15-037 in the amount of \$2,993.59.

Motion by Mariscotti/Glab to transfer \$2,993.59 from the Bond Proceeds account to the General fund to pay CM Service Invoice #15-037 in the amount of \$2,993.59 duly carried on a roll call vote with all members present voting yes.

#### **EP & D INVOICE FOR MARCH**

Mr. Alfano stated he has received an invoice from EP & D late today for work they've completed on the Wharf project for the time frame of March 1, 2015 through March 31, 2015 in the amount of \$5,219.73 to be paid out of Grant match fund.

Motion by Mariscotti/Glab to pay EP & D invoice for services throughout March in the amount of \$5,219.73 from the Matching funds for the DCNR Wharf project duly carried on a roll call vote with all members present voting yes.

#### **PUBLIC HOUSING – MR. GLAB**

Mr. Glab stated we have the normal day to day operations going on in the Code enforcement/zoning office.

#### **GRASS CUTTING REMINDER**

Mr. Glab reminded everyone that since we are coming into the spring season that the Borough has ordinances requiring you to maintain your property and keep your grass cut. If anyone has any questions on specifics please call the zoning office.

#### **CHANGE MAY'S COMMITTEE MEETING**

Mr. Glab stated council has received an invitation for a scheduled get together with PAWC which conflicts with our committee meeting date. Therefore he is requesting we change the committee meeting date to the Wednesday before being May 6, 2015 at 6:30.

Motion by Glab/Difilippo to authorize advertising the change of the committee meeting in May from May 7<sup>th</sup> to May 6, 2015 at 6:30 pm duly carried on a roll call vote with all members present voting yes.

#### **RESTRUCTURE ZONING/CODE OFFICE**

Mr. Glab stated he is proposing restructuring the planning/zoning/code enforcement office. Basically the office will entail and do all of the functions it normally does and this is just a more definitive line of the chain of command. Mr. Glab stated he would like to have the zoning and planning placed in the hands of John Petro and make him the zoning and planning officer and the assistant code enforcement officer. If we so choose to hire another individual in that office he would like to make that gentleman the code enforcement officer and have him be the assistant planning and zoning officer. The third person in that office would be Lori Clancy and her duties will remain the same except she will acquire the title of Assistant Zoning/Planning/ and Code Enforcement Officer and he makes this in the form of a motion.

Motion was made by Glab/Bittner to approve the restructuring of the Zoning/code enforcement office. Under discussion Mr. Alfano asked who would be in charge of the office and the go to person. Mr. Glab stated the go to person in any office is the Secretary. She is the one everyone would go to. Mr. Alfano stated who will be making the decisions. Mr. Glab stated if it is a planning /zoning inspection it would be John and if it is Code Enforcement it would be the individual who is hired into that position. Mr. Glab stated that new hire will have to lean heavily on John and Lori.

Mr. Alfano stated someone needs to oversee the function of the whole office in general. Mr. Glab stated what he thinks this will do is free up the code enforcement officer to be out on the street looking for those violations and trying to keep compliance with properties and property maintenance codes and those issues. We were shorthanded in there since Thanksgiving and he thinks this will lead to more efficiency by putting the code enforcement officer out there on the streets. Mr. Glab stated we don't want to fine everyone we just need compliance with our ordinances. Unfortunately the fine is the necessary evil if they fail to comply. Mr. Sulkosky requested that council table this issue since he is recommending hiring a code enforcement/zoning officer this evening. These people answered and interviewed for the job of zoning/code enforcement officer. Once you get that person in place it can be discussed to restructure but he feels that person should have some input on how things will run. Mr. Glab

stated when you get recruited in the army you're not telling the sergeant and the captain or corporal what to do you are listening and with a new hire he thinks that is what he should do , he needs to listen. Mr. Glab stated we interviewed people with experience primarily in code enforcement. Anyone who wants the job needs to know this is how it works and that should apply to all borough employees.

Motion by Glab/Bittner to approve the restructuring of the zoning/code enforcement office duly carried on a roll call vote with Mr. Glab, Mrs. Gutosky, Mr. Mariscotti, Mr. Bittner, Mr. Difilippo, and Mr. Encapera voting yes and Mr. Alfano voting no.

#### **HIRING ZONING/CODE ENFORCEMENT OFFICER –MICHAEL GARLOWICH**

Mr. Glab stated we haven't really discussed this in much length but does council feel we are ready to hire this individual. Mr. Alfano stated with inspections coming up we are going to be under the gun if we don't get someone hired.

Motion by Glab/Difilippo to hire Michael Garlowich as the Code Enforcement officer and the Assistant Planning/Zoning officer effective April 24, 2015 at the annual salary of \$40,000.00 per year with benefits as soon as possible no later than 90 days with a probationary period of 180 days and successfully passing his physical duly carried on a roll call vote with all members present voting yes.

Mr. Sulkosky also stated that Mr. Garlowich has already scheduled his vacation in June. Mr. Mariscotti stated what will happen when he goes on vacation. Mr. Bittner stated his vacation and personal days won't take effect until after one year. Mr. Glab stated if he is hired he would like him to be trained by John Petro and or Lori. Mr. Alfano asked Mr. Sulkosky to contact him and let him know.

#### **PUBLIC WORKS – MR. MARISCOTTI**

Mr. Mariscotti stated the Street Department is finishing up all their winter maintenance and they are patching potholes and the street sweeper has been out on a regular basis. They have begun relocating from the old shop to the new shop.

#### **SNOW PLOW INVOICE- JEFF TUDAY**

Mr. Agrafiotis stated from what he understands this was an emergency situation where we needed a truck and Mr. Tuday provided his personal truck. In this situation if we would have tried to rent a similar truck we would not have been able to get one or possibly pay more so he did submit an invoice for the wear and tear on his truck for 4.75 hours at \$85.00 per hour for a total of \$403.75. In the emergency situation Mr. Mariscotti was the head of that department and authorized him to do this so he feels it is appropriate to make a motion approving the invoice.

Motion by Mariscotti/Bittner to pay Jeff Tuday's invoice in the amount of \$403.75 duly carried on a roll call vote with all members present voting yes.

Under discussion Mr. Mariscotti clarified that the invoice was for equipment only and no wages. Mr. Encapera asked if this comes up in the future how are we going to address it. Mr. Sulkosky stated the human resource policy which is being developed now has that type of provision in it.

#### **WASHINGTON COUNTY JOINT PURCHASING – SUMMER BIDS**

Mr. Mariscotti read the results of the Washington County Purchasing program summer bid items as attached to these minutes.

Motion by Mariscotti/Difilippo to approve Hanson Aggregates contract through the WCJP program in the amount of \$65,447.00 duly carried on a roll call vote with all members present voting yes.

Motion by Mariscotti/Bittner to approve Del Sir's contract through the WCJP program in the amount of \$2,375.00 duly carried on a roll call vote with all members present voting yes.

Motion by Mariscotti/Difilippo to approve Advanced Drainage contract through the WCJP program in the amount of \$3,664.00 duly carried on a roll call vote with all members present voting yes

## **ADVERTISE THE 2015 PAVING PROJECT AND SEAL COAT PROJECT**

### **PAIVNG PROJECT**

Mr. Mariscotti stated the paving project would include Liberty Street (Seventh to Fourth St.), Third Street (SR 88 to East alley), McCrory Lane (Dead end to Skyline), Quarry Lane (McCrory Lane to McCrory lane), and Green St. (Dead end to Pennsylvania Ave.). The estimated cost on this project is \$92,900.00

Motion by Mariscotti/Gutosky to authorize advertising for bids for the 2015 paving project duly carried on a roll call vote with all members present voting yes.

### **SEAL COAT PROJECT**

Mr. Mariscotti stated this project includes Second St. (Mechanic St. to Beazell St.), Chestnut St. (dead end to boro line), North California Dr. (Cross Ridge to Kaukonen Dr.), Wood St. (Third St. to First St.), and Pennsylvania Ave. (dead-end to dead-end). The estimated cost of this project is \$109,197.00.

Motion by Mariscotti/Difilippo to authorize advertising for bids the 2015 Seal Coat project with an estimate cost of \$103,197.00 duly carried on a roll call vote with all members present voting yes.

### **ESM TRAINING**

Motion by Mariscotti/Difilippo to send Dan Fowkes to ESM Training at no cost just their days wages duly carried on a roll call vote with all members present voting yes.

Mr. Fowkes asked where the seminar is at. Mr. Mariscotti stated he was unsure but Tудay is away this week at a class and suggested Mr. Fowkes goes.

### **REIMBURSE JEFF TUDAY FOR HOTEL COSTS**

Mr. Mariscotti stated Jeff is going to a class from May 4<sup>th</sup> through May 8<sup>th</sup> and his hotel cost will be \$446.35 and that will be at the Glass House Inn in Erie, PA which he's paid for and needs reimbursed.

Motion by Mariscotti/Bittner to reimburse Mr. Tудay \$446.35 for hotel costs duly carried on a roll call vote with all members present voting yes.

### **PUBLIC SAFETY – MR. BITTNER**

#### **TRI COUNTY BOROUGH ASSOCIATION AD**

Motion by Bittner/Glab to place a full page ad in the Tri County Borough Association program booklet at a cost of \$75.00 duly carried on a roll call vote with all members present voting yes.

#### **STREET LIGHTS**

Mr. Bittner stated he talked to the Borough Manager today and he said he is looking into that and going to check it out for us. Mr. Weld stated he called after the committee meeting and since Monday he's seen about six of them changed out.

#### **APP ARREST PROGRAM ANNUAL FEE**

Mr. Bittner stated the app arrest program that we started last year and the former borough manager stated he would make this annual fee part of the original motion and that evidently got passed over. That annual fee is \$990.00.

Motion by Bittner/Difilippo to pay the annual fee to App Arrest in the amount of \$990.00 duly carried on a roll call vote with all members present voting yes.

#### **BUBNASH SERVICE INVOICES**

Mr. Bittner stated these are for tires for the police vehicle.

Motion by Bittner/Difilippo to pay Bubnash for (8) eight tires at a total cost of \$953.84 duly carried on a roll call vote with all members present voting yes.

Motion by Bittner/Mariscotti to pay Bubnash for install and computer balance of (8) tires - \$120.00 and replaced front brakes lining for \$89.00 for a total cost of \$227.00 duly carried on a roll call vote with all members present voting yes.

#### **FINANCE – MRS. GUTOSKY**

Motion by Gutosky/Glab to pay the monthly bills as presented duly carried on a roll call vote with all members present voting yes.

#### **PUBLIC HEALTH – MR. DIFILIPPO**

##### **ADVENT SERVICE AGREEMENT**

Mr. Difilippo stated he has Advent Service Agreement under his agenda but is not sure what this is. Mr. Alfano stated this was given to us about a month or so ago when they installed the phones in the new plant so this is a special price they were giving us. Mr. Difilippo stated he doesn't have any paperwork on this so he's doing nothing. Mr. Alfano stated it was tabled so we have to act on it. Mr. Alfano stated it was some of council's opinion that it wasn't necessary.

##### **SHUT OFFS**

Mr. Difilippo stated spring is here and that means shut off will be occurring for anyone that does not pay their sewer bills. Sewage plant runs all year and sewer bills need to pay all year. Mr. Difilippo stated termination letters will be going out on Monday and bills must be paid in full no payment arrangements.

#### **PERSONNEL REPORT – MR. MARISCOTTI & MR. ENCAPERA**

Mr. Encapera stated he does not formally have anything for tonight. He likes what we did tonight with the Zoning/Code Enforcement/Planning office. He thinks it was a good thing. Mr. Encapera stated he thinks it was really nice to have the Cal Lady Vulcans Basketball team here tonight and appreciated them being here.

#### **MAYOR'S REPORT – MR. WELD**

##### **TRANSIENT BUSINESS LICENSE APPLICATION**

Mr. Weld stated he has an application for a transient business license from BBQ on the move. He filled out the application and paid by check but Mr. Weld stated he thinks council needs to review this one. Mr. Alfano asked Chief Encapera if he knows what kind of vehicle this is. Chief Encapera stated he just received this yesterday and hasn't had time to call. Mr. Petro stated he was in Jefferson Township the other day and drove by this guy. He stated it is a UPS type truck and is self-contained. Mr. Petro stated when that guy came in here to get the application he asked him if that was him and he responded yes. Mr. Petro stated they can't park in a borough street they have to be on private property he believes the ordinance prohibits them parking on a public street. Mr. Difilippo stated so where he is going to be on private property is that an area where you are allowed to sell. Mr. Petro stated he doesn't know where this guy plans on setting up. Mr. Difilippo stated we need to find this out first. Mr. Petro stated those licenses go through the police department. Mr. Glab stated we need to make sure he has all of the other required licenses. Mr. Petro stated that is required in the ordinance.

##### **HOAGIE SALE – K9 FUNDRAISER**

Mr. Weld stated on April 17<sup>th</sup> there will be another K9 fundraiser. They will be selling hoagies for the K9. Mr. Alfano stated are we selling them here at the borough building. Mr. Weld stated no we will have people selling them at the red light. This won't be quite as big as the spaghetti dinner because we have limited supplies.

Mr. Weld stated the spaghetti dinner was a huge success and he thanked everyone who contributed.

#### **ENGINEER'S REPORT – STEVE EBY/ VAUGHN LEER**

##### **MELE & MELE CHANGE ORDER #10**

Mr. Leer stated as council is aware they have been doing some investigation into the new pump stations and there are four valve vaults that contain crosses that we replaced one already and we have proposals here for council to consider tonight with three different options. Widmer is recommending council select option #2 for a cost of \$7,449.11 which would serve to remove those reducers and 12" crosses.

Motion by Difilippo/Gutosky to approve Mele & Mele's Change Order #10 Option #2 in the amount of \$7,449.11 duly carried on a roll call vote with all members present voting yes.

#### **MELE & MELE CHANGE ORDER #11**

Mr. Leer stated we have another quote for additional concrete block along the sidewalk outside the bar screen which the original construction in that area called for a grassy area and filled with river stone. He stated it is creating some operational issues for the staff at the plant and they suggested to just pour concrete sidewalk there or sloped wall essentially costing \$1,633.10.

Motion by Difilippo/Mariscotti to approve Mele & Mele Change Order #11 in the amount of \$1,633.10 duly carried on a roll call vote with all members present voting yes.

#### **MELE & MELE CHANGE ORDER #12**

Mr. Leer stated another change order requested by Sewer dept. staff is from complications associated with the bar screen and roll off dumpster that accumulates the debris that is collected by the screen. The change order is for excavating and pouring a 4" wide trough between the bar screen and the plant to allow water to drain off from the dumpster because the screen isn't dewatering and water is accumulating not allowing drying of the debris.

Motion by Difilippo/Mariscotti to approve Mele & Mele's Change Order #12 in the amount of \$2,641.85 duly carried on a roll call vote with all members present voting yes.

#### **DEMOLITION OF FORMER WASTE WATER TREATMENT PLANT**

Mr. Leer stated he solicited prices from the two contractors in town and quotes were provided by R & B, Peach alley project contractor in the amount of \$65,000.00 and Mele & Mele, WWTP project contractor in the amount of \$64,205.59. Mr. Alfano stated this is for demolition of the old processing tanks which is everything but the block building. Mr. Leer stated this includes the fill also since we've been hauling the fill from the Peach alley and Borough Bldg. renovation projects here to use. He stated they will cut the tanks off approximately 3' below grade and back fill those, and then seed and mulch. Mr. Agrafiotis stated that these amounts exceed the bidding threshold. Mr. Leer stated yes it does that is why we approached both contractors for prices. He stated if council wishes they can put a bid package together and put it out for bid. Mr. Alfano stated we'll never get bids this low if we have to bid it out. Mr. Leer stated Mele & Mele are already mobilized in town so you are talking minimal mobilization cost. Mr. Alfano stated if we bid it they aren't even going to come close to these prices. Mr. Alfano asked council what their pleasure is. Mr. Agrafiotis stated it has to be bid out.

Motion by Mariscotti/Difilippo to authorize Widmer Engineering to prepare a bid spec. package and advertise for bids for the demolition of the SBR tanks at a cost not to exceed \$7,500.00 duly carried on a roll call vote with all members present voting yes except Mr. Encapera who voted no.

Mr. Leer stated we can put a bid package together in two weeks then advertise it but typically we like 30 days for the contractor to receive the bid specs and review the work so it is going to take until next month's meeting anyway.

#### **PEACH ALLEY 2.0**

Mr. Leer stated we have payment request #1 from R & B contracting in the amount of \$112,585.50.

Mr. Leer stated the excavation work is complete and we have some restoration to do and we'll discuss that. Mr. Leer stated we didn't have to remove the pavement near the liquor store which should result in a savings of approximately \$13,000.00.

Mr. Leer stated we didn't have to remove the storm sewer alongside the liquor store which should result in a savings of approximately \$13,000.00.

Mr. Leer stated we had the Temperance Way issue so we brought the property on the corner of Temperance and Peach out to Second St. which will save about \$14,000.00. We do have the addition of two ADA ramps for the sidewalk at Second & Peach totally \$600.00. Up here at

Peach & Monroe they found that the lateral pipe leading to the old Sheehan Market was broken so they piped that line from the new main to Peach alley.

Mr. Leer stated they were trying to close the Penndot permit out and when Penndot came out it was realized that the contractor paved over the manholes and Penndot wants them raised. He stated he is waiting for contractor on Peach Alley 2.0, R & B, to get a cost to fix this.

### **R & B PAYMENT REQUEST**

Motion by Glab/Mariscotti to pay R & B Payment request #1 in the amount of \$112,585.50 duly carried on a roll call vote with all members present voting yes except Mr. Encapera who voted no.

Mr. Leer stated sticking with Peach Alley they have some questions for council. Mr. Leer asked council how they want the streets repaved. R & B is trying to get quotes from their paving consultants and need to start paving after the 30 day trench settlement period occurs. We have a couple of option. We can do just the trenches per the contract or we can do in certain area an overlay where they will actually excavate the existing material out and overlay them. Mr. Leer stated if council chooses to change to the overlay we can bring that change order to the next meeting along with the prices. Mr. Leers stated he would suggest that Liberty Street and Second Street you would do trench only but the alley, especially Peach and Temperance you need to overlay. He stated R & B will provide the cost on both options and council can choose then.

### **PUMP ASSOCIATED WITH CENTRIFUGE**

Mr. Leer stated as you are aware the pump got damaged by a back-up of water. To replace the motor we've gotten one quote so far and it is \$1,600.00 new and installed. They are trying to get two more quotes from other vendors on replacing and installing. He suggests council authorize the purchase not to exceed \$1,600.00.

Motion by Difilippo/Glab to replace pump at a cost not to exceed \$1,600.00 duly carried on a roll call vote with all members present voting yes except Mr. Encapera who voted no.

Mr. Sulkosky asked if there was a warranty on this pump. Mr. Leer stated no because it was of no fault of the manufacture it was caused by a sewage back-up.

Mr. Leer stated they are looking for an automated way to tie in the operation of the UV system to the scada system so staff doesn't have to come out on weekends and look into that.

### **EVALUATION OF MAIN PUMP STATION**

Mr. Leer stated they have delivered to council their evaluation of the main pump station and they have also provided a proposal to implement the corrective actions that council desires.

Mr. Difilippo asked where we are at with the GIS Project. Mr. Leer stated that was a project from his former employer, however when he came out he installed it at the new treatment plant. Mr. Leer stated we can set up a meeting and he can do a presentation, as per the former engineer's contract, to explain its capabilities and functions. Mr. Leer stated the GIS program is currently installed on Shannon's old laptop, Jeff's laptop, and the sewer dept. computers.

### **SOLICITOR'S REPORT – MR. AGRAFIOTIS**

#### **ORDINANCE 549 – REQUIRING DYE TESTING**

Mr. Agrafiotis stated this required a dye test for properties which are transferring. This was advertised and is ready for adoption.

Motion by Difilippo/Bittner to adopt Ordinance 549 duly carried on a roll call vote with all members present voting yes.

Mr. Agrafiotis stated we need to do a resolution setting the fees for the dye testing ordinance and it can always be changed by subsequent resolutions instead of redoing the whole ordinance. Charleroi charged \$100.00 for their application. Washington County Sewage Council is charging \$150.00 and Peters Township charges \$200.00 and that would be for the initial application for the dye test. Washington County also charges \$125.00 for each additional visit so if it fails the first time and they have to come back the second time the charge is \$125.00. There are provisions that if you cancel the test the day before it is scheduled there is a \$50.00 and if you

cancel the day of the scheduled test it is \$75.00 so his personnel opinion is we should have the same charges as the Washington County Sewage Council. If council wants to make a motion they can do that now and he can draw the resolution up.

Motion by Mariscotti/Difilippo to authorize the solicitor to draw up resolution 15-004 establishing fees for the dye test ordinance duly carried on a roll call vote with all members present voting yes.

#### **FINANCE MANAGER JOB DESCRIPTION**

Mr. Agrafiotis stated that the Borough Manager is still working with council on finalizing the Finance Manger job description so once that is finalized we can put that in the form of an ordinance.

#### **EXPERT ENGINEER RETAINER**

Mr. Agrafiotis stated he has provided council with the resume and fee schedule of Lawrence J. Lennon of Lennon, Smith, Solar Engineering for him to take a look at some of our prior sewage projects. He comes highly recommended. Mr. Agrafiotis suggests to hire him at \$1,500.000 initial retainer for engineering services

Motion by Mariscotti/Gutosky to approve retaining Lawrence J. Lennon of Lennon, Smith, and Solar Engineers at a cost up to \$1,500.00 initial retainer duly carried on a roll call vote with all members present voting yes.

#### **SAI**

Mr. Agrafiotis stated after last week's committee meeting he received a letter from John J. Higgee an attorney for Peacock Keller on behalf of SAI asking for the Borough to consider rezoning the SAI Farm Property, formerly known as the Harris farm to an Institutional zone. Mr. Glab asked if that would be considered spot zoning and to the best of his knowledge that is illegal. Mr. Agrafiotis stated that is correct. Mr. Agrafiotis asked council is if it is by any other institutional zone. Mr. Mariscotti stated it's across from the college farm and what is that zoned. Mr. Petro stated that can be looked at with the amendment to the zoning ordinance. Mr. Agrafiotis stated there is no formal request yet but he's just making council aware that it may be coming.

#### **BOROUGH MANAGERS REPORT – MR. SULKOSKY**

##### **PSAB VOTING DELEGATES**

Mr. Sulkosky stated he is asking for a motion to appoint Jon Bittner as the voting delegate for the PSAB conference and then he would be the alternate delegate.

Motion by Mariscotti/Difilippo to appoint Mr. Bittner as the voting delegate at the PSAB Spring conference carried with all members present stating aye.

Motion by Mariscotti/Difilippo to appoint Mr. Sulkosky as the alternate voting delegating at the PSAB Spring conference carried with all members present stating aye.

##### **HOTEL COSTS – PSAB CONFERENCE**

Mr. Sulkosky stated he would like to council to pay the hotel costs for the Borough Manager to attend the PSAB spring conference.

Motion by Mariscotti/Difilippo to pay the hotel costs for the Borough Manager to attend the PSAB Spring conference at a cost not to exceed \$700.00 failed with Mr. Alfano, Mr. Difilippo, and Mr. Mariscotti voting yes and Mr. Bittner, Mr. Encapera, Mr. Glab and Mrs. Gutosky voting no.

##### **COMBINED SEWER/STREET FACILITY**

Mr. Sulkosky stated we need to discuss at some point how to divvy up the expensed for that building. We're talking about utility expenses. Mr. Mariscotti asked if we could do that on a percentage basis. The majority is obviously used by the sewer plant so we could probably go with 90% to 10%. So we'll have to look at those expenses and come up with a number and that of course can be adjusted from time to time.



## **POLICIES**

Mr. Sulkosky stated just for informational purposes he's still working on the human resource policy. Mr. Sulkosky stated he has met with PIRMA, our insurance carrier, and they recommend having a human resource/employee policy and a policy procedure policy in place.

## **BOROUGH CREDIT CARD**

Mr. Sulkosky stated he recommends that council approve establish a borough credit card. It would simplify the purchasing process for examples if you have to go to a seminar and it costs a certain amount of money they normally need paid by credit card. He's asking council to approve a credit through PNC bank. It doesn't cost anything and there is no annual fee and the interest rate would only be 8.99%. It would be very helpful in the purchasing process. Mr. Bittner stated he would like to see a policy in place before he'd approve it. Mrs. Gutosky stated well how are these seminars done now you can put it on your own credit card and get reimbursed from the Borough. She doesn't think that it is a good idea to have a credit card floating around. Mr. Sulkosky stated it won't be floating around it will be strictly controlled. Mrs. Gutosky asked by whom. Mr. Sulkosky stated himself for one and he had one in his previous position and he used it a total of three times over a two year period. Mr. Bittner stated he wants a policy before we do anything else. It should say who it can be used by and all that stuff. Mr. Sulkosky stated his suggestion is that it may be used only by the Borough Manager and the Finance Manager. Mr. Bittner stated as soon as he sees it in writing he'll vote on it.

## **PURCHASING POLICY**

Mr. Sulkosky gave everyone a copy of the proposed purchasing policy. Mr. Bittner asked if this policy was used on the computer monitors that he bought. Mr. Sulkosky stated that was actually through the President of Council. Mr. Bittner stated that is interesting. Mr. Difilippo stated he doesn't have that. Ms. Evans stated it is right behind Ordinance #549 in your packets, it is a one page typed paper. Mr. Sulkosky stated this policy is based off the Borough Code. This just sort of stream lines the purchasing process. The Borough Manager Ordinance states the Borough Manager is the Chief Purchasing Officer of the Borough but there is no policy for purchasing so this just sets the guidelines. Mr. Sulkosky stated on the credit card policy council just wants to know who can purchase and who controls it with a purchasing limit is that correct. Mr. Mariscotti stated he believes so. Mr. Sulkosky stated he will put something together for councils review.

## **OLD BUSINESS**

Nothing under old business

## **NEW BUSINESS**

Mr. Glab stated we received correspondence from Ron Sisler concerning parking spaces for 512 Fourth Street. He would like this forwarded to the Planning Commission for their review. Mr. Glab stated he owns several parcels of property in that vicinity so why can't he access the parking lot of 320 Green Street of Green Street why does he need to access it from Fourth St. He thinks there is a way around having to give up a parking metered space.

## **CONDITIONAL USE HEARING**

Motion by Glab/Mariscotti to approve the Conditional Use hearing for B & B Rentals at 682 Park Street for Student Conversion Housing contingent on parking being paved by August 1<sup>st</sup> this year with a maximum occupancy of two (2), and to pass an initial inspection prior to any occupancy duly carried on a roll call vote with all members present voting yes except Mr. Alfano who abstained due to a conflict.

Council further discussed Mr. Sisler's request for a parking meter on Fourth St. and Mr. Petro stated he would prefer council either approve it or deny it tonight. Mr. Petro stated he originally was planning to take it out to Green Street which is why he went for the subdivision that council approved just recently. Mrs. Gutosky stated well the grade hasn't changed. Mr. Petro stated he thinks council should act on his request either negatively or positively. Mr. Glab stated why couldn't we get him to pay an annual fee for that spot. Mr. Mariscotti stated this man owns a lot of property in this town and he takes really good care of all of them and he pays how much money a year in tenant fees and rental licenses, not to mention taxes and we're going to hassle him over one parking spot for 5 days at 8 hours a day. Mr. Bittner stated those are prime meters up there. Mr. Petro will discuss possible easements with Mr. Sisler and get back to council. Mr.

Alfano stated he thinks he should go to Planning Commission. Mr. Petro asked if that is with the assumption that the borough would remove the meter. Mr. Alfano stated yes.

#### **ANNOUNCEMENT – ELECTRONIC RECYCLING**

Mr. Sulkosky stated electronic recycling is scheduled for May 8<sup>th</sup> .

#### **ROTARY PARK IMPROVEMENT PROJECT**

Mr. Sulkosky asked council if they had any comments on the Rotary Park Improvement project. Mr. Alfano stated that Mr. Taday had a question about the retaining wall. Mr. Sulkosky stated he forwarded that question to them already. Mr. Sulkosky asked council to share their comments with him and he will forward them on to the Redevelopment Authority.

Motion by Mariscotti/Glab to approve the Rotary Park Improvement Project duly carried on a roll call vote with all members present voting yes

#### **BEE GRAPHIX INVOICE**

Motion by Mariscotti/Encapera to approve payment of Bee Graphix invoice in the amount of \$289.00 for the plaques presented tonight duly carried on a roll call vote with all members present voting yes.

#### **SELLING OF OLD CHLORINATING MATERIALS**

Mr. Leer stated that Fayette City is willing to purchase some of the borough's old chlorinating equipment from the old sewer plant. They are prepared to offer \$300.00- 400.00 for the equipment.

Motion by Glab/Mariscotti to sell chlorinating equipment to Fayette City and have them sign a hold harmless agreement while obtaining the equipment duly carried on a roll call vote with all members present voting yes.

#### **RECOGNITION OF CITIZENS**

##### **JIM MADDIEX**

Mr. Maddiex stated the Planning Commission will meet May 5<sup>th</sup>. Mr. Maddiex asked if the SAI Farm property was rezoning Institutional would that make them tax exempt.

##### **CRAIG BUTZINE**

Mr. Butzine thanked council for recognizing the Women's Basketball team. Mr. Butzine stated the program Partners for Fish and Wildlife at Cal U would like to come to council and show them a potential project which is restoration project in this area. They have a couple different options for different boroughs. He stated they would be ready to do that next month. Mr. Mariscotti asked them to do that at the agenda meeting May 6<sup>th</sup> .

#### **ADJOURNMENT**

Mr. Alfano stated that the meeting is adjourned at 10:30

Regular Meeting: 4/09/15

Summer Bids: 2015

Washington County Joint Municipal Purchasing

<u>ITEM</u>	<u>VENDOR</u>	<u>EST. QTY.</u>	<u>AMT</u>	<u>TOTAL</u>
1. SUPERPAVE 9.5MM FINE GRADED	Hanson Aggregates BMC, Inc 2200 Springfield Pike Connellsville, PA 15425 Phone: (724) 626-0080	200 TONS	\$62.00/Ton FOB PLANT	\$12,400.00
2. SUPERPAVE 9.5MM WEARING COURSE	Hanson Aggregates BMC, Inc	200 TONS	\$61.00/Ton FOB PLANT	\$12,200.00
3. NO BID SUPERPAVE 12.5MM WEAR COURSE		50 TONS		NO BID
4. SUPERPAVE 19.0MM WEARING COURSE	Hanson Aggregates BMC, Inc.	100 TONS	\$55.00/TON FOB PLANT	\$ 5,500.00
5. SUPERPAVE 19.0MM BINDER COURSE	Hanson Aggregates BMC, Inc.	100 TONS	\$55.00/TON FOB PLANT	\$ 5,500.00
6. SUPERPAVE 25.0MM BINDER COURSE	Hanson Aggregates BMC, Inc.	50 Ton	\$53.00/TON FOB PLANT	\$ 2,650.00
7. AASHTO #8	Hanson Aggregates BMC, Inc.	100 Ton	\$27.69/T DELIVERED	\$ 2,769.00
8. #2 A	Hanson Aggregates BMC, Inc.	600 Ton	18.19/TON DELIVERED	\$10,914.00
9. AASHTO #57	Hanson Aggregates BMC, Inc.	200 Ton	\$20.94/TON DELIVERED	\$ 4,188.00
10. AASHTO #67	Del-Sir Supply 660 West Pike St. Meadow Lands, PA 15347-0335 724-228-8911	100 Ton	23/75 TON DELIVERED	\$ 2,375.00
11. AASHTO #4	Hanson Aggregates BMC, Inc.	100 Ton	\$20.69/TON DELIVERED	\$ 2,069.00
12. R3 ROCK LINING (Rip Rap)	Hanson Aggregates BMC, Inc.	100 Ton	\$23.19/TON DELIVERED	\$ 2,319.00
13. R4 ROCK LINING (Rip Rap)	Hanson Aggregates BMC, Inc.	100 Ton	\$23.19 TON DELIVERED	\$ 2,319.00
14. R5 ROCK LINING (RIP Rap)	Hanson Aggregates BMC. Inc.	100	26.19/TON DELIVERED	\$ 2,619.00
15. 15" PLASTIC PIPE	Advanced Drainage Systems 4640 Truman Blvd. Hilliard, Ohio 43026 614-658-0050 6 listed vendors as authorized vendors: Chemung Supply Interstate Pipe & Supply, Pipelines, Inc., Frys Plastic Culvert's Inc. & L/B Water Service	300 Feet	\$6.26Ft. DELIVERED	\$ 1,878.00

16. 18" PLASTIC PIPE	<u>Advanced Drainage Systems</u>	200 Feet	<u>\$8.93/Ft. DELIVERED</u>	\$ 1,786.00
17. DIESEL	<u>NO BIDS</u>	5000 Gal.		NO BID
18. CALCIUM CHLORIDE PELLET	<u>NO BIDS</u>	1 TON		NO BID
Hanson	\$65,447.00		Total cost.....	\$71,486.00
Del Sir	\$ 2,375.00			
Advanced Drainage	\$ 3,664.00			
	<u>\$71,486.00</u>			