

Special Meeting of California Borough Council, July 23, 2015, 6:00 pm

President Alfano called the meeting to order at 6:00 pm.

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

ABSENT: Mr. Difilippo and Mr. Mariscotti

ADDITIONS OR CHANGES TO AGENDA

Solicitor added – Pennatronics tap in fee

Solicitor added – Sam Sulkosky severance pay

PUBLIC COMMENT

Mr. Maddiex asked about the Eagle Scout Project at the Library

PRESIDENT’S REPORT –MR. ALFANO

PIRMA LIABILITY & PROPERTY INSURANCE RENEWAL

Mr. Alfano stated we have to renew our insurance policy through PIRMA at a cost of \$152,980.00.

Motion by Encapera/Bittner to renew the policy and pay PIRMA \$152,980.00 duly carried on a roll call vote with all members present voting yes.

WORKER’S COMP INSURANCE THROUGH SWIF-ADDITIONAL PREMIUM

Mr. Alfano stated we also have a bill from SWIF for an additional premium of \$10,885.00 due to our loss ratio history.

Motion by Encapera/Glab to approve payment to SWIF in the amount of \$10,885.00 duly carried on a roll call vote with all members present voting yes.

Mr. Difilippo entered the meeting at 6:10 pm

EAGLE SCOUT PROJECT – ELEK BUDAY

Mr. Alfano stated at our committee meeting Elek Buday presented his Eagle Scout project and needs council’s approval.

Motion by Bittner/Glab to authorize Elek Buday to move forward with his Eagle Scout Project at the California Public Library duly carried on a roll call vote with all members present voting yes.

ADVERTISE FLOODPLAIN ORDINANCE

Mr. Alfano stated we need to advertise the flood plain ordinance for adoption. Mr. Bittner thanked John Petro for picking this up and taking care of it or it would have slipped through the cracks.

Motion by Difilippo/Encapera to authorize the Solicitor to advertise the Flood Plain Ordinance duly carried on a roll call vote with all members present voting yes.

PUBLIC HOUSING – MR. GLAB

Nothing to report

PUBLIC WORKS – MR. MARISCOTTI

Nothing on his report

PUBLIC SAFETY – MR. BITTNER

SPRINT – HOTSPOTS

Mr. Bittner stated this was started when Buchanan was here and then Sam took it over and we need to update our current system so it will work down the road with our future plans.

Chief Encapera worked with Sam and Jeff Henzler and he was able to secure credits which would be our cost lower than what we are paying now but the credits expire on July 31st.

We will then be ready for any tech improvements that we may plan. Mr. Bittner stated our cost will be \$151.96 monthly and these are for the laptops in the vehicles.

Motion by Bittner/Glab to enter into the wireless service with Sprint at a cost of \$151.96 per month duly carried on a roll call vote with all member present voting yes.

FINANCE -MRS. GUTOSKY

Nothing to report

PUBLIC HEALTH -MR. DIFILIPPO

Mr. Difilippo stated he received an email from Doug the other day and it states that we need an influent flow meter not an effluent flow meter. He told Doug to show the report to Widmer and get a price on the influent flow meter and provide that to council.

PERSONNEL – MR. MARISCOTTI & MR. ENCAPERA

MAYOR’S REPORT – MR. WELD

ENGINEERS REPORT

Nothing on his to report

SOLICITOR’S REPORT – MR. AGRAFIOTIS

GRIEVANCE

Mr. Agrafiotis stated he’s assuming everyone read the grievance that was received and that will need to be acted on at the next regular council meeting.

PENNATRONICS

Mr. Agrafiotis asked council if everyone saw the email about Pennatronics. Council responded yes and Mr. Agrafiotis stated he talked to Vaughn initially about it and Mr. Petro felt it needed to be looked into further so he and Mr. Melenzyer called today and Mr. Petro can give an update on that.

Mr. Petro stated we had Vaughn look at it to determine the sewer tap in fee for their addition and he was proposing an amount up to \$9,000.00 which encompasses 6 tap in fees. He was basing it on water usage. Their maximum is 35,000 gallons per month. Ms. Evans stated that was the highest usage. Mr. Agrafiotis stated he felt that would protect everyone if he goes with the highest usage amount which is 11,000 gallons over their average monthly usage of 19,000 gallons. So if you divide that 35,000 gallons with the maximum allowable monthly usage of 5,000 gallons which would be 7 tap in fees. They paid their initial tap in fee back in 2000 so you would deduct that from the 7 and they would owe 6 at a cost of \$1,500.00 which makes it \$9,000.00. Now based on his thoughts when they paid the initial tap in fee back in 2000 the tap in fee was \$1,500.00 flat out and it wasn’t based on EDU’s. So their present water usage should be covered under their initial tap in fee. You shouldn’t be able to go after them for the past amount. It wasn’t like they paid for three taps and are using much more than that. This resolution didn’t come out until 2008. Ms. Evans asked him what he is proposing. Mr. Petro stated he is recommending to charge them one tap in fee for \$1,500.00 but there is a provision in here that all users of the borough’s sanitary system must supply estimates of equivalent dwelling unit usage for review by the borough. That would be something for new construction to estimate usage so you can charge a tap in fee. Under subsection C it states that the borough has a right to review water and sewage records for all users for 12 months after they have been connected to the sanitary sewer system to verify the estimated usage. What he is thinking is when Pennatronics applied for their special exception and went before the Planning Commission and Council for their site plan review there were no plans to add additional employees. The 25,000 sq. ft. addition was mainly for warehouse space and a conference room and there were two restrooms being added which may add to their consumption just a little bit and may even be negligible. His initial thought was to charge them one tap in fee of \$1,500.00 but after reading the subsection he is proposing we have their usage for the past 12 months and that portion of the building is occupied we will record the previous 12 months usage and average that out to a rate. The next twelve months we will monitor their water usage to see if there is any increase and if there is more after the addition we can establish if we should charge them an EDU. Ms. Evans stated she’s okay with that but their first three years their average consumption was 11,000 gallons

since Dec. 2013 they average between 25,000 and 35,000 gallons of water so it has already increased. Mr. Petro stated they probably added employees. Mr. Alfano asked if they indicated in the future how many future hires they were expecting to get. Mr. Petro stated they were expecting to get any new hires they are just going to shift work. Ms. Evans stated so there will be people in the building using the facilities around the clock now. Mr. Petro stated he thinks we should send them a letter indicating their usage averages and charge them after a year of usage once the addition is done. Ms. Evans asked who will be responsible for remembering to do this. Mr. Agrafiotis asked if that is what Mr. Melenzyer wanted. Mr. Petro stated he didn't tell him this part. Mr. Agrafiotis stated he believes Mr. Melenzyer stated to charge them one additional. Mr. Petro stated that was they discussed on the phone this afternoon. Mr. Petro stated it is up to council. Ms. Evans asked if this will hold true for everyone else up there also. Mr. Petro stated that is the way it is written. Mr. Glab stated if you set the precedent you really don't have much choice. Mr. Petro stated the way the tap in fee reads is that tap in fees shall be \$1,500.00 for equivalent dwelling unit for all building previously connected to the sewer system to which renovations, modifications, and or additions are made which result in increased water consumption in excess of 1 EDU, standard equivalent dwelling unit, attributable to such renovations, modifications, and or additions which enable increase occupancy. Mr. Petro stated they may not exceed that one EDU at which point you wouldn't charge them a tap in fee but if they exceed the 5,000 gallons then you would. Ms. Evans stated they are already over the 5,000 gallons a month now they are up to appx. 25,000 gallons of water now. Mr. Petro stated that would be the starting point we would work from next year. Mr. Petro stated when they get their occupancy permit you would go back twelve months record their average per month. Then you take the next twelve months that they are there and see what their water consumption is and if the difference exceeds 5,000 gallons then you charge them an EDU if it is 10,000 gallons then you charge them two EDU's. Mr. Agrafiotis asked when this has to be done by because council may want to think about it a while and decide at the next meeting. Mr. Petro stated he already sent them the approval of their site plan and storm water management plan contingent that they agree to pay these fees. Mr. Difilippo stated we just need to do what we are supposed to do and stay the same for everyone up there. Mr. Bittner asked what happened with Timberline and Rose when they expanded. Mr. Petro stated they paid the tap in fee didn't they. Ms. Evans stated if they did Art Brower would have figured the fee out. Mr. Bittner stated well we already have a precedent set up there. Mr. Bittner stated we should check some past history on some of those other ones. Mr. Glab asked how many EDU's were charged for the hotel. Ms. Evans stated she doesn't recall off hand. Mr. Difilippo stated let's look into this little further and try and do this correctly.

EXECUTIVE SESSION

Motion by Bittner/Difilippo to go into executive session carried with all members present stating aye.

Council went into executive session at 6:40 pm

Council reconvened at 6:55 pm

NEW BUSINESS

QUICKBOOKS FOR PAYROLL

Mr. Alfano stated Ms. Evans has put in everyone's packet a cost of quick books payroll. Mr. Alfano stated one advantage of it will do the payroll right from our current software and you won't have to buy special checks and hand type them. It will do the direct deposits you can look at your pay stubs on line instead of printing them putting the in envelopes and handing them out. Mr. Alfano stated the cost is \$273.0 for the year and \$2.00 per employee per month. So for the year it would be \$1,161.09. Ms. Evans stated the current program we use now is so out dated and hasn't been updated since 2013 and it was 750.00 that didn't include the support which cost a couple more hundred dollars so when you need support it is \$50.00 just to get the phone call to go through. It is horrible. Mr. Bittner asked if we will still give out pay stubs. Ms. Evans stated we can still print them or we can say no. Mr. Bittner stated do we need a policy on that like we did with direct deposit. Ms. Evans stated maybe down the line but she wants to get familiar with the program. It won't give you the free months trial until you buy the year. She stated she's not sure what she can and can't do with it yet so she's not comfortable changing any policies just yet she wants to run both for a month or so and make sure all the numbers are jiving before she stops the old and just uses the new. Mr. Glab asked if the cost includes any training. Ms. Evans stated no but it does include unlimited 24 hour support. Mr. Bittner stated we need to make all personnel familiar with this. Ms. Evans stated absolutely in the event she is not here someone

needs to be able to just know it and do it. Mrs. Gutosky asked if it will generate W2s. Ms. Evans stated yes it will do the W2's, 941's, state reports pretty much all of the tax reporting. Mr. Glab asked what if the federal government changes something. Ms. Evans stated you log in prior to each payroll and it automatically updates all that information. Mr. Glab asked if our computers are capable of handling this software. Ms. Evans stated yes the software, QuickBooks, is already installed on the computers this is just an add on that we download into the existing program. Mr. Alfano stated reconciliation of bank account is easier. Ms. Evans stated yes it is other than the initial reconciliation when she first started reconciling the first one was almost 180 pages because no one prior to her had used quick books to reconcile bank statements.

Motion by Difilippo/Encapera to purchase quick books payroll duly carried on a roll call vote with all members present voting yes.

AUTHORIZE WIDMER TO ADVERTISE FOR BIDS FOR MAIN PUMP STATION

Mr. Alfano stated we need to authorize Widmer to advertise for bids for the main pump station upgrade.

Motion by Difilippo/Glab to authorize Widmer to advertise for the Main Pump Station upgrades duly carried on a roll call vote with all members present voting yes.

SULKOSKY'S FINAL PAYMENT

Mr. Alfano stated we have to pay Mr. Sulkosky and we will need four motions for four individual checks.

Motion by Difilippo/Bittner to pay Samuel Sulkosky 65.25 hours of flex time at a gross of \$2,039.06 and the net of \$1,538.65 duly carried on a roll call vote with all members present voting yes except Mr. Encapera who voted no.

Motion by Difilippo/Glab to pay Samuel Sulkosky 24 hours for personal days at a gross of \$750.00 gross and \$624.00 net duly carried on a roll call vote with all members present voting yes.

Motion by Difilippo/Gutosky to pay Samuel Sulkosky 168 hrs. for 21 working days at a gross of \$5,250.00 and a net of \$3,607.93 duly carried on a roll call vote with all members present voting yes.

Motion by Difilippo/Encapera to pay Samuel Sulkosky 40 hrs. for his last week worked, Monday through Thursday, at a gross of \$1,250.00 and net of \$1,008.38 duly carried on a roll call vote with all members present voting yes.

Mr. Agrafiotis stated Mrs. Gutosky wanted her and I do be present when he receives these checks. Mrs. Gutosky stated how is he going to receive these. Ms. Evans stated he will probably be calling first thing in the morning because no direct deposit will hit his account tomorrow. Mrs. Gutosky stated she won't be around tomorrow. Mr. Bittner stated turn the checks over to Mrs. Gutosky and when we can set up a date and time for a meeting when Tom can be there then all three of us will meet with him and give him these checks at that time. Mrs. Gutosky stated she won't be around tomorrow and she is going away Mon., Tues, and Wed. of next week and she won't be back until Thursday. Mr. Alfano stated he has to sign them anyway so he and Jon and Mr. Agrafiotis can meet with him.

OLD BUSINESS

NATIONWIDE INSURANCE – POLE AT MALDEN & THRID ST. EXT.

Ms. Evans stated Nationwide Insurance called and they cannot pay full replacement value for the telephone pole so he depreciated it and deducted \$1,371.00 off of the quote but everything else will be paid as quoted. Mr. Vitchoff stated why don't you just replace it with a wooden pole. There are wooden poles all through there already. What does council want me to tell him. Council stated just get the check and we'll figure it out from there.

WEST PENN POWER

Ms. Evans stated West Penn Power called and they were processing our work order but they were unclear of the date that our work order was submitted which was Oct. 2014. Ms. Evans

stated yes that is when it was first submitted. She was calling to confirm that and those lights should be removed within two weeks. Mr. Bittner stated what was dropped in the conversation was to our former borough manager that Jeff had locations for some of those lights to be relocated. That part got lost in the conversation so all he thinks they are doing is removing those lights. Mr. Tудay had a couple places we needed those lights relocated to. Mr. Bittner stated we can talk to Jeff about that in the morning.

STREET LIGHTS

Mr. Alfano stated for informational purposes only the street lights from the liquor store around the corner and down Wood St. to the Dollar General are not working. He stated Jeff Tудay is working on resolving the issue there. Mrs. Gutosky stated the streetlight at the corner of Wood and Pennsylvania is not working either. Mr. Bittner stated you have to get the pole number and call it into Joyce and she will submit the form to the power company. Mr. Glab stated the new lights installed along Third Street were discussed and someone needs to contact Kerry Fox on those issues.

AUDITORS REPORT

Ms. Evans stated when she reviewed the auditor's power point presentation and the minutes of the July meeting there was concern about Escrow accounts not being combined. Mr. Bittner asked if had previously combined those. Ms. Evans stated yes we have combined all the heavy hauling account, however we did not combine the fire escrow accounts because the ordinance states they must be separate and earn interest. Mr. Glab asked if there is a time frame for repairs under that fire escrow ordinance. Mr. Agrafiotis stated he look into it. Ms. Evans stated there is an escrow account for Lalliers which also needs looked into.

RECOGNITION OF CITIZENS

Mr. Maddiex stated on the old borough building we put those half- moon things on the roof to alleviate snow falls and are they going to be on the new building. The dumpster at the Library keeps moving over toward the one metered parking space. Mr. Maddiex asked if the Planning Commission will be able to meet at the borough building. Mr. Alfano stated you can use the room. Ms. Evans stated yes you can use the room.

ADJOURNMENT

Motion by Difilippo/Bittner to adjourn at 7:15 duly carried on a roll call vote with all members present stating aye.