

**BOROUGH OF CRAFTON  
COUNCIL MEETING  
Minutes of April 23, 2018**

**CALL TO ORDER**

President Levasseur called to order the Regular Meeting of Crafton Borough Council of April 23, 2018 at 7:20 pm, in the Council Chambers of the Community Center of the Municipal Building. The Flag Salute was led by Ms. Perry.

ROLL CALL, by Mr. Kaczorowski, recorded Seven (7) Members of Council present as follows: Mr. Amendola, Mr. Crouse, Ms. Glaser (via Skype), Ms. Perry, Ms. Damits, Mr. Rosario and Mr. Levasseur. Also present were Solicitor Korbel and Engineer Minsterman. Absent was Mayor Bloom.

**BILL LIST APPROVAL:**

**MOTION:** It was moved and seconded (*Perry/Crouse*) to approve the Bill List dated April 23, 2018 as presented.

MOTION #1 was moved and seconded by Unanimous Vote (7-0).

**ACCEPTANCE/APPROVAL OF MINUTES:**

**MOTION:** It was moved and seconded (*Rosario/Crouse*) to approve the Minutes for the April 9, 2018 as presented.

MOTION #2 was moved and seconded by Unanimous Vote (7-0).

**CITIZEN'S PRESENT TO ADDRESS COUNCIL/Agenda Items Only:**

*Mr. Levasseur noted that no Citizens wished to speak before Council.*

**ACKNOWLEDGE RECEIPT OF WRITTEN REPORTS**

Mr. Levasseur acknowledged receipt of the following written reports for March 2018; Treasurers Report, Financial Report, Act 511, Trash Collection, Property Tax, Police Report, EMS Report, Ordinance Officer's Report, Building Inspection Report, Public Works Report and Library Report.

Ms. Levasseur noted that the Fire Department will submit a report for the next meeting.

**MAYOR'S REPORT**

Mr. Kaczorowski noted that the Mayor was unable to attend the meeting and had nothing to report for the meeting.

**ENGINEER'S REPORT**

Engineer Minsterman noted the monthly Engineer's Report has been submitted to Council for review regarding updates on various projects going on within the Borough.

Mr. Minsterman stated that regarding the 2018 Road Program 6 bids were received. The lowest bidder was Independent Enterprise, \$372,000 with an alternate bid around \$77,000 and a second alternate around \$64,000. The preferred combination is base bid plus Alternate bid #1.

Mr. Minsterman discussed the potential re-opening of Ewing Road by granting one-way access; there are still steps needed to take and more information will follow.

Green Light Grow Grant is a PENNDOT Grant program relating to traffic lights within the Borough. The Borough should receive more information regarding the amount that may be granted in June.

Mr. Minsterman spoke about the Splash Pad which has various items on a punch list for the Contractor to complete. Gateway will provide proper inspections to ensure that all the work is complete and adheres to the plans and specifications within the contract.

The last update provided by Mr. Minsterman was with regards to the Crafton Park Rain Garden; the planting will be completed in May.

Mr. Kaczorowski touched based on a few of the topics within the Engineer's Report.

Mr. Levasseur noted that he and Mr. Crouse attended a CONNECT event and learned about new a program through 811, called Coordinate PA. This will allow more coordination between municipalities and utility companies. Information can be uploaded into the 811 GIS system regarding the Road Program, allowing utility companies and municipalities to synchronize jobs and possibly share the cost.

**SOLICITOR'S REPORT**

Solicitor Korbel noted that an Executive Session was held prior to the meeting regarding a personnel matter, no action was taken.

**BUSINESS AGENDA*****CALENDARS AND EVENT NOTIFICATIONS***

**MOTION:** It was moved and seconded (*Damits/Crouse*) to authorize a 1-year contract with Savvy Citizen, an interactive community events calendar and notification system.

Mr. Levasseur explained that this feature will allow for more communications among local Schools, various Committees and Boards. Each organization would be an authorized user and can upload their different events taking place i.e. meetings. Residents can choose which committees they would like to receive notifications from. Mr. Levasseur noted that the cost would be \$1000 for the first year and it would be up to the Borough to renew the contract for the following years. The overall vision of authorizing Savvy Citizen will promote organization with regards to event notification to keep residents informed.

Mr. Amendola asked how this program differs in relation to combining the email platforms as voted on in previous meetings. Mr. Levasseur explained that this is feature is a means of community outreach and will allow for open communications among various groups and organizations.

MOTION #3 was moved and seconded by Unanimous Vote (7-0).

***PERSONNEL***

**MOTION:** It was moved and seconded (*Damits/Rosario*) to hire Paige Lherbier and Jess Olkosky as the Co-Managers for the 2018 Pool Season.

Ms. Glaser inquired about qualifications of the applicants for the management team. Mr. Kaczorowski noted that the applicants were interviewed based on their experience. The pool has the potential of being open 80 hours a week so, Co-Managers is the best route to go this year for the Pool.

MOTION #4 was moved and seconded by Unanimous Vote (7-0).

**MOTION:** It was moved and seconded (*Rosario/Damits*) to hire Alexandria Wirginis as a Swim Coach for the Crafton Crocodiles 2018 Season.

MOTION #5 was moved and seconded by Unanimous Vote (7-0).

**MOTION:** It was moved and seconded (*Crouse/Damits*) to approve the internship position(s) for Planning & Zoning through the Carnegie Mellon University, H. John Heinz III College and the U.S. Department of Education.

Mr. Amendola inquired as whether or not this was the same intern program as LGA Program that the Borough was going to partake in with Ingram Borough. Mr. Levasseur explained that the funding provided through Carnegie Mellon and the U.S. Department of Education is more favorable for the Borough to use that as a resource.

MOTION #6 was moved and seconded by Unanimous Vote (7-0).

**MOTION:** It was moved and seconded (*Crouse/Damits*) to authorize to advertise for the position of Borough Manager.

MOTION #7 was moved and seconded by Unanimous Vote (7-0).

**MOTION:** It was moved and seconded (*Crouse/Rosario*) to authorize to advertise for the position of a Public Works Employee.

MOTION #8 was moved and seconded by Unanimous Vote (7-0).

### ***PLANNING AND ZONING***

**MOTION:** It was moved and seconded (*Perry/Damits*) to approve Resolution 2018-04 resolving that the Borough will consider, at a future meeting, an amendment to Chapter 225 of the Crafton Borough Code of ordinances, Zoning, as amended, to eliminate certain commercial uses which are permitted elsewhere in the Borough in the R-1 and R-2 zoning districts and to authorize the Borough Solicitor to advertise the same.

Mr. Amendola inquired more information regarding this Agenda Item. Solicitor Korbel stated that commercial businesses cannot go in to the R-1 or R-2 districts while this is being considered. The Planning Commission will consider this at their main meeting and then it will go to the County; Council will not consider this until August 13, 2018.

MOTION #9 was moved and seconded by a Voice Vote (6-1).

***TAX COLLECTION***

**MOTION:** It was moved and seconded (*Perry/Crouse*) to authorize turnKey TAXES, LLC., Professional Services Agreement as provided to the Borough of Crafton and reviewed by the Solicitor.

Mr. Amendola inquired how turnKey TAXES INC. compares to Jordan Tax Service, the Borough's current Tax Collector. Mr. Levasseur noted that for \$300/month turnKey offers different data sources than Jordan Tax and will use that data to collect delinquent taxes within the Borough. Mr. Kaczorowski noted that turnKey will also help with the Code Enforcement aspect of the municipality; a list can be generated from the data to ensure that taxes are being collected from landlords and tenants and in turn identify rental properties.

Ms. Perry noted that this service is being offered on a trial basis and no money will be paid to turnKey until they find missing revenue. Mr. Levasseur noted that this database will allow a more even structured way to retrieve additional revenue to the Borough.

MOTION #10 was moved and seconded by a Voice Vote (6-1).

***DISCUSSION ITEMS:******ADMINISTRATION***

Mr. Kaczorowski provided an update regarding the key fob system for the Community Center; the project is all most complete, a list of names for who will have access will be provided to North Hills Lock and Safe so they can activate the fobs.

***COMMERCIAL FIRE CODE & SAFETY INSTRUCTIONS***

Mr. Levasseur introduced a proposed Ordinance requiring all commercial properties to have yearly Fire Code and Safety Inspections. Mr. Crown, the Fire Chief, noted that the Fire Department should complete 2 Commercial property inspections a year but, due to the man power and the existing Ordinance these inspections are not completed. Mr. Crown suggested that each Commercial Building should have a Knox box system in place to give the Fire Department access to buildings in case of an emergency. He also noted that there would be a fee to cover the cost of inspection done by the Fire Marshal; the initial inspection includes collecting data, taking pictures and a re-inspection follows to check up on the buildings.

Mr. Levasseur noted the need for this Ordinance is to prevent tragedies from happening within the Community. Ms. Perry inquired how to proceed with this Ordinance and the steps are to ensure that it happens. Mr. Crown noted that they would like Council to decide and make a decision by September 1, 2018. In the meantime, several Fire Department members will go to training so they are certified by the FPA Code in Fire Inspections.

## **ANNOUNCEMENTS**

- **ROAD CONSTRUCTION-** Folino Construction will begin road work on State Route 60 beginning in the West End, from Crafton Boulevard to Dinsmore Avenue to Noble Avenue starting April 23, 2018.
- **JORDAN TAX SERVICE-** Real Estate Tax Collection-Community Center  
April 26- 1pm-4pm  
April 30- 9am-Noon
- **CLEAN-UP DAY-** Saturday April 28, 2018 9:00 am to Noon

### **Items Collected:**

- Building Materials
- Bulk items
- Household Clutter
- Yard Debris
- Small Appliances

### **Items not collected:**

- Tires or rims
- Auto-parts
- Refrigerators or AC units
- Paint
- Electronic Waste (EW Waste Special Collection offered through Waste Management, 1.800.449.7587; part of the Borough Trash Collection contract)

- **SHADE TREE COMMISSION-** Saturday, April 28, 2018 8am to Noon, in conjunction with Clean-Up Day there will be an Arbor Day celebration at the park including a tree dedication, along with park clean-up and roadway/site clean-up
- **PLANNING COMMISSION-** Letters of Interest are being accepted from any resident interested in serving as a Member of the Crafton Planning Commission. Letters due by April 30, 2018.
- **POOL PASSES-** Beginning May 1, 2018, Pool Passes will be sold in the Borough Administrative Office, Monday through Friday 9AM-4PM. More information to follow.

***CITIZEN COMMENTS***

*Matt Greiner, N. Emily Street*, inquired about more information regarding the Savvy Citizen app. He expressed his excitement to have more open communication among boards, committees and the local school district.

Mr. Greiner inquired as to whether or not there is any sort of grant or discount that could be offered to local businesses to help offset the cost of a Knox box. Mr. Levasseur said that Council will look into it and maybe it can be some sort of tax credit.

Mr. Greiner expressed his interest in regards to allowing beer at Crafton Celebrates. He would like Carlynton High School Football Team to utilize their Booth as a Beer Garden to raise money for their boosters. He feels that this would be beneficial to all parties involved if it is handled properly and it would encourage more adults to attend. Mr. Levasseur noted that he is unsure if the time frame will allow for this to take place this year and more information will need to be researched regarding the cost and the benefit of it; this is something that will have to be voted on by Council.

***ADJOURNMENT***

**MOTION:** It was moved and seconded (*Damits/Crouse*) to adjourn the meeting at 9:20 PM.

MOTION #11 was moved and carried by Unanimous Voice vote (7-0).

Respectfully submitted,  
Catherine Forgenie, Administrative Clerk