

**BOROUGH OF CRAFTON  
COUNCIL MEETING  
Minutes of April 9, 2018**

**CALL TO ORDER**

President Levasseur called to order the Discussion Meeting of Crafton Borough Council of April 9, 2018 at 7:20 pm, in the Community Center of the Municipal Building. The Flag Salute was led by Mr. Crouse.

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

**BILL LIST APPROVAL**

**MOTION:** It was moved and seconded (*Perry/Crouse*) to approve the Bill List dated April 9, 2018 as presented.

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

**ACCEPTANCE/APPROVAL OF MINUTES:**

**MOTION:** It was moved and seconded (*Crouse/Rosario*) to approve the Minutes for the March 26, 2018 Meeting as presented.

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

Ms. Glaser noted that the minutes did not acknowledge that she was absent at the previous meeting, the minutes have been revised including Ms. Glaser as not in attendance.

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

Mr. Levasseur noted that no citizens signed up to address Council.

**SOLICITOR'S REPORT**

Solicitor Korbel discussed finalizing the Employment Separation Agreement with Manager Ann Scott. He noted that there was an Executive Session held, where the specifics were discussed and encouraged the Council to make a motion to finalize the agreement.

**MOTION:** It was moved and seconded (*Crouse/Levasseur*) to approve the Employment Separation and Mutual Release of Manager Ann Scott.

ROLL CALL VOTE: *Mr. Amendola (NO), Mr. Crouse (YES), Ms. Perry (YES), Ms. Glaser (NO), Ms. Damits (NO), Mr. Rosario (YES), Mr. Levasseur (YES).*

MOTION #3 was moved and seconded by Roll Call Vote (4-3).

Solicitor Korbelt noted that a letter has been prepared for the Notice of Demolition regarding 1508 Barr Avenue and an update on the progress may be available by the next Council meeting.

### **MAYOR'S REPORT**

Mayor Bloom noted at the Sevens Springs ALOM Conference, the Crafton Police Department won a drone in a raffle from the District Attorney's Office. He noted that the Police Department will receive the proper training and guidance pertaining to the use of the drone.

### **BUSINESS AGENDA**

#### ***PERSONNEL***

**MOTION:** It was moved and seconded (*Rosario/Levasseur*) to approve the Preliminary Summer Employment List, dated April 9, 2018.

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

A brief discussion took place regarding the number of employees and their various positions. Mr. Kaczorowski clarified the individual positions and the number of applicants per position i.e. lifeguards, attendants, concession, cashiers and public works.

**MOTION:** It was moved and seconded (*Rosario/Perry*) to approve the hiring of Season Ciechanowski as Part-Time School Crossing Guard.

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

#### ***ADMINISTRATION***

**MOTION:** It was moved and seconded (*Perry/Crouse*) to accept and approve the 2017 Financial Audit as submitted by MAHER Duessel, CPA.

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

Ms. Perry noted that there were no findings within the audit. Mr. Levasseur stated that their only suggestion was regarding the separation of duties among the Administrative Office but due to the size of office personnel, the staff is cross trained to be able to cover all areas.

**MOTION:** It was moved and seconded (*Perry/Crouse*) to authorize DEP Technologies to migrate the Crafton Borough Police Department, Crafton Borough Staff, and Crafton Borough Council email systems to a Microsoft Exchange Server and to provide Microsoft Office 365 Business Premium to Crafton Borough employees and to provide Microsoft Office 365 Business Essentials to Crafton Borough Council. In addition, to authorize DEP Technologies to migrate Crafton Borough Council emails to the domain craftonborough.com from crafton.org. Therefore, standardizing the domain with the Crafton Borough staff's domain of craftonborough.com. The Crafton Borough Police Department's domain shall remain the same.

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

### ***PUBLIC WORKS***

Mr. Kaczorowski noted that the bids for 2018 Road Program are due April 10, 2018, more information to follow at the next Council meeting.

### ***FINANCE***

Mark Schuster from Turnkey Taxes presented information about his business which is a web based tax database that monitors property, individual and businesses within local municipalities. This database ensures that the correct EIT/Business taxes are collected within the Borough from current resident's employers, local businesses and rental properties (referring to change in tenants). He suggested that the name of the Tax Collector, for the Borough, Jordan Tax Service and their contact information should be displayed on the front page of the website along with the local PSD code, to reassure that new residents have the correct information. Mr. Schuster explained that the Turnkey Taxes web app allows local governments to increase revenue without raising taxes. This database will create a system that will provide more accurate information pertaining to individual and business taxes. Turnkey Taxes will work with the current Tax Collector to ensure all the information is cross referenced and verified. Overall, this system will help the Borough retrieve taxes owed by landlords, businesses and individuals.

Mr. Levasseur noted that the Borough received a check in the amount of \$46,016.90 for the 2018 dividends from Municipal Risk Management (MRM) Worker's Compensation. The net cost for Worker's Compensation for the Borough is \$17,468.98.

**DISCUSSION ITEMS**

Ms. Perry discussed the need for searchable PDF documents. A proposal was given by the current company that manages the printers for the Borough, AMCOM. They provided a bid which included updated printers/copiers and the use of NUANCE which is a software program that creates searchable PDF documents. This type of software makes it easier to find information within Google Drive and other areas on the computer. Ms. Perry noted that the Borough will also accept proposals from other companies that offer the same type of PDF software and printers/copiers.

**ANNOUNCEMENTS**

Mr. Levasseur made the following announcements:

- **SHRED EVENT-** Saturday April 14, 2018 9:00 am to Noon-Sponsored by State Representative Dan Deasy and State Senator Wayne Fontana
- **SENIOR DINNER-** Saturday April 21, 2018 Doors open at 5:00 pm
- **NIGHT AT THE RACES-** CVFD Saturday April 21, 2018 6pm, \$20 per person or \$35 per couple. *Horse purchase is optional, if you want to purchase a horse the cost is \$10.*
- **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

- ***JORDAN TAX SERVICE***-Real Estate Tax Collection-Community Center  
April 26, 2018- 1pm-4pm  
April 30, 2018- 9am-Noon

***CITIZEN COMMENTS***

Mr. Levasseur noted that no one signed up to speak on any other matters before Council.

***ADJOURNMENT***

The meeting was adjourned at 8:20pm.

Respectfully submitted,  
Catherine Forgenie, Administrative Clerk