

**BOROUGH OF CRAFTON**  
**November 30, 2023**  
**@ 6:30 PM Budget Workshop**  
**@ 7:15 PM Council Meeting**

**AGENDA**

(The meeting is being held in person and remotely using ZOOM at:  
[https://us02web.zoom.us/webinar/register/WN\\_PiXV6BgwQpOoh0f2llBoGg](https://us02web.zoom.us/webinar/register/WN_PiXV6BgwQpOoh0f2llBoGg))

**1) CALL TO ORDER**

**2) FLAG SALUTE**

**3) ROLL CALL**

**4) CONSENT AGENDA**

- a. Approval of Council Meeting Minutes – November 9, 2023
- b. Bill List – November 30, 2023 and November 9, 2023, Babst Calland & Gateway bills
- c. October Reports – October Managers Report, Budget v Actual thru October 2023, Updated Bond Sheet, Treasurers report July, August, September, and October 2023, JTS Tax Collection Reports, Crafton Police Report, Northwest EMS, Engineers Report November, Code Enforcement Report September, October, and November, Building Inspection Report September, and October.

**MOTION: to approve the November 30, 2023, Consent Agenda.**

**5) PUBLIC COMMENTS ON AGENDA ITEMS**

*At this time, citizens may address the Crafton Borough Council on any issue appearing on today's agenda. Only residents and taxpayers of the Borough of Crafton will be permitted to address the Council. Comments on non-agenda items will be taken at the end of tonight's meeting. Speakers will be permitted to speak for a maximum of 3 minutes. Groups of people will be required to designate a spokesperson to represent them before the Council who may speak for a maximum of 5 minutes. Please state your name and physical address for the record.*

**6) PRESIDENT'S REPORT**

**7) MAYOR'S REPORT**

**8) SOLICITOR'S REPORT**

- a. Executive Session
- b. Sunshine Act – Agenda Amendments

**9) MANAGER'S REPORT**

- a. Schedule for Budget Process
  - i. December 14 – Final Council Budget Workshop – 6:30 pm

## **10) STANDING COMMITTEES REPORT**

- a. Finance and Administration – Ms. Perry
  - i. 2024 Budget Resolutions – Review
    - a. 2024 Fee Schedule
    - b. 2024 Wage Rates
    - c. 2024 Millage Rate – proposing no change.
  - iii. 2024 Budget and related Resolutions will be voted on at the December 14th, 2023, Council Meeting. The budget is posted on the website and was posted today via Savvy Citizen.
- b. Community Services and Infrastructure – Ms. Compitello
  - i. Broadhead Project – No update.
  - ii. Multi Municipal Zoning Project Update –The Steering Committee has completed its input on the calibration table and the draft map. The Planning Commission reviewed the information on Tuesday, and we are planning a public outreach session for January.
  - iii. Pool Bathhouse – demolition is complete, and the plumbing and electrical components that need to be installed under the concrete floor, have largely been installed.
  - iv. Public Works Building – We are reassessing the remaining plans and work needed to complete the public works building to determine the best path forward. We should have updates by January.
  - v. Stairs Project – We are working to schedule the preconstruction meeting with the County, and the contractor for the Belvidere work. The rest of the stairs were reassessed and redesigned at the Engineer’s expense and will be sent out to bid by the end of the year.
  - vi. Trail Planning Grant – We will set up a steering committee for this planning effort, so residents should email Larry Keenan if they are interested in trails and helping to guide this effort. This work will begin in 2024.
  - vii. Consent Order Agreement (COA) next steps – Our Consent Order states that Crafton is required to provide preliminary plans for the final projects we needed to ensure Crafton’s compliance with our consent decree. The borough engineer and the engineering committee will be working to recommend the best options based on cost, volume of stormwater captured, and related opportunity costs. Those options will be presented to Council in 2024.

- c. Communication, Recreation, and Community Events – Ms. Bollenbacher
  - i. Upcoming Community Events
  - ii. Newsletter hit mailboxes Monday, November 27<sup>th</sup>
    - 1. Considering Newsletter change in 2024.
  - iii. Crafton Logo – Working with designer to create a few options for the Crafton Logo.
  - iv. Community Digital Sign
    - 1. Draft Policy
- d. Commissions Vacancy – Mr. Chandler

**MOTION: To re-appoint Mary Luxbacher to the Recreation Board for a (4) year term starting on January 1, 2024, and expiring on December 31, 2027.**

**MOTION: To re-appoint Pam Pulkownik to the Recreation Board for a (4) year term starting on January 1, 2024 and expiring on December 31, 2027.**

**MOTION: To appoint Tracy Colussy to the Recreation Board for a (4) year term starting on January 1, 2024, and expiring on December 31, 2027.**

- i. Current Open Positions (apply at [craftonborough.com/commissions](http://craftonborough.com/commissions))
  - 1. Civil Service (1 alternate)
  - 2. Zoning Hearing Board (1 alternate)
  - 3. Upcoming
    - a. Recreation Board (12/31/23)
    - b. Recreation Board (12/31/23)
    - c. Recreation Board (12/31/23)

- e. Council of Governments (COG) – Ms. Bollenbacher

## **11) COMMUNITY ANNOUNCEMENTS**

- a. **Upcoming Council Meeting** – Thursday, December 14, 2023, the final budget workshop will start at 6:30 pm and the regular Council Meeting will start at 7:15 pm
- b. **Celebration of Lights** – Join the Rec Board for Holiday Festivities on Saturday, December 2<sup>nd</sup>, 2023 from 4:30 pm to 6:30 pm in Crafton Park as the Recreation Board illuminates Crafton and welcomes the Holiday season in style. There will be crafts for kids, pictures with Santa and other holiday visitors, non-profit booths, holiday music, and a special letter to Santa station where you can send a letter directly to the North Pole! There will also be a Holiday Food drive for the Crafton-Ingram Food Pantry taking donations of food or cash.
- c. **Holiday House Tour** – Sunday, December 10, 1 PM – 6 PM. \$20 advance tix, or \$25 day of. You can buy tickets online (with a credit card) at [craftonborough.com/Christmas-house-tour](http://craftonborough.com/Christmas-house-tour) or you can stop at the Crafton Borough Library or the Blue Snail Giftshop to buy tickets with cash and/or to pick up your tour booklet. At your own pace, you will tour Crafton’s beautifully decorated homes.

- d. **Santa Comes to Crafton by Fire Truck** – Saturday, December 16. Beginning at 9:00 AM, Santa, Mrs. Claus, and the Crafton Volunteer Firefighters will work their way through the streets of Crafton by Fire Truck and then visit Thornburg and Rosslyn Farms. Listen for the sirens and enjoy one of Crafton’s oldest traditions.

## **12) PUBLIC COMMENT**

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## **13) ADJOURNMENT**