

Canonsburg Borough Council Virtual Voting Meeting
Monday, December 14th, 2020
6:30 PM

CALL TO ORDER:

The meeting was called to order by Mr. Bell at 6:34 pm.

Moment of Silence called by Mr. Bell.

Pledge of Allegiance

Roll Call:

Mr. Eric Chandler - Present

Mr. John Severine - Present

Mrs. Tina Bails - Present

Mr. Edward P. Yorke- Present

Mr. Richard Russo- Present

Mr. Harold Bowman - Present

Mr. Richard Bell, President - Present

Others Present: Borough Manager Denise Lesnock, Mayor David Rhome, KLH Engineer Veronica Mowry, Solicitor Joseph Dalfonso, Public Works Director Tom Lawrence, Police Chief Alex Coghill, Economic Development Director Lisa Scarmazzi

Absent: None.

GUESTS:

Mr. Harold Close, owner of 26 North Jefferson Avenue, is asking for a subdivision of his lots.

Mr. Close explained that he has attempted to go before the planning commission 3 times for this project: one meeting did not have a quorum, one meeting the motion was tabled and the third was not scheduled after being tabled. Mr. Close explained that he is trying to subdivide a gravel lot behind his business, The Bar Association, located at 26 North Jefferson Avenue, and the lot has enough square footage to be approved for a minor subdivision but the Borough Engineer has

concerns regarding the public right of way. Mr. Close explained that his engineer's have been in touch with KLH Engineers and has provided a copy of the deed that shows a 10' alley/easement to Jefferson Avenue. He then went on to explain that he has an interested buyer for the property who would use it to store building supplies for restoration jobs being done in the area, the potential buyer would have access to the 10' foot right of way to reach the parcel.

Mr. Russo stated that the zoning ordinance states that storage buildings, garages and sheds cannot be built on a parcel without a primary structure and inquired why Mr. Close is selling property that can be used as parking for his business. Mr. Close replied that his customers do not use that area to park and instead park in the lot across the street. Mr. Russo asked why he wouldn't want to provide customers with free parking because the lot across the street is metered. Mr. Close explained that as per the zoning ordinance as it stands, he could build a garage or shed on his property right now being that there is a primary structure with a building permit from the Borough without going to the planning commission. He also explained that he will be retaining part of the lot for employee parking at his business and that metered parking is free and unmonitored after 4:00 PM in Canonsburg.

Mr. Bell asked if a parking module was done when Mr. Close opened his business and explained that the lot across the street is not free parking and cars can be tagged at any time of day, Mr. Close replied that he did not have to submit a parking module and is aware that overnight parking is not permitted. Mr. Bell asked Mr. Dalfonso was the time frame was to either accept or deny the petition, Mr. Dalfonso explained that it has been nearly 90 days since the date of the application so a decision needs to be made by council or it's an automatic approval.

Mrs. Mowry explained that the biggest issue with this subdivision is the right of way and quoted required conditions from the SALDO ordinance and explained that this lot does not meet all of those conditions. Mrs. Mowry recommends that council does not approve the petition tonight.

Motion to deny the application of Harold Close Jr. for minor subdivision for a separation of parcels at 26 North Jefferson Avenue (Voting Item #10).

Mr. Russo made a motion to deny the application of Harold Close Jr. for minor subdivision for a separation of parcels at 26 North Jefferson Avenue. Seconded by Mrs. Bails.

Roll Call:

Mr. Bowman - Yes

Mr. Yorke - Yes

Mr. Russo - Yes

Mrs. Bails - Yes

Mr. Severine - Yes

Mr. Chandler - Yes

Mr. Bell - Yes

7 Yes. 0 No. 0 Absent. Motion Carries.

PUBLIC COMMENTS:

None.

PRESIDENT'S COMMENTS:

None at this time.

MAYOR'S REPORT:

Mayor Rhome reported on the following:

1. Requests an executive session regarding personnel.
2. New parking kiosks have been installed and need to fix one issue before they are operational, working with Ms. Lesnock to resolve.
3. Meeting is scheduled on Thursday with representative Tim O'Neill's office.
4. Continuing conversation regarding head-in parking in municipal parking lots.
5. Put a call into the Canonsburg Post Office regarding parking behind the building and

possibly installed a postal drop box in the UP Church parking lot.

6. Monthly reports for the Police Department and Parking Enforcement were in the packets.

Mr. Bell agreed to the idea of adding a drop box in the UP Church parking lot.

Mr. Lawrence stated that signage was installed in the parking lots.

ENGINEER'S REPORT:

Mrs. Mowry reported on the following:

1. There will be a few voting items later on the meeting for engineering projects.
2. Bids were opened for demolition of the Eagles building on North Central Avenue, there were 13 bids in total and the lowest bid came in at \$22,750.00 from Stash Contracting. The qualifications of the contractor were gathered, reviewed the insurance and bonding and everything was in order. KLH recommends awarding the bid to Stash Contracting and once approved, the contracts can be signed and the project can move forward.
3. The Crosbie/Pitt stormwater issue involving a collapsed pipe in a property owner's driveway - quotes were received for the work and the low estimate was \$9,100 from Stewart Contracting. KLH has reviewed the quote and recommends accepting the bid.
4. Two projects need authorization to be advertised for bids: 2020 I&I Project and Ridge Avenue Curb Replacement Project. Mrs. Mowry expects both projects to start in the spring of 2021.
5. Requests an executive session.

Mr. Severine inquired about an excessive amount of tri-axle trucks driving on Gladden Road and McEwen Avenue and possibly ruining the roads. Mr. Lawrence explained that there was an influx of tri-axle trucks at a time due to a home being built on Forest Drive and excess dirt was being removed from the property through Alto Piano. Mr. Lawrence stated that there are currently no weight restrictions preventing this. Mrs. Mowry explained that a traffic study would have to be completed to set a weight limit to

Borough roads and what all is entailed in the process. Mrs. Mowry stated that an ordinance limiting certain types of vehicles on Borough roads could be an option, Mr. Dalfonso said he would look into that. Mr. Chandler thanked Mr. Severine and Mr. Lawrence for their diligence. Mayor Rhome explained he would have the Weights and Measures officer patrol the area more frequently.

SOLICITOR'S REPORT:

Mr. Dalfonso reported on the following:

1. The Frank Sarris Library was granted a subdivision in 2013 through the Planning Commission and Borough Council but the two parcels were not put into the library's name and would like approval from Council to move forward with the process. A vote will be held later in the evening.
2. Requests an executive session.

ECONOMIC DEVELOPMENT DIRECTOR'S REPORT

Mrs. Scarmazzi reported on the following:

1. Asked Mrs. Mowry if the surveyors had been out to the Eagles property yet, Mrs. Mowry stated that she believes that that has been started.
2. The facade improvement grant has 8 local business owners on board and renovations will begin in spring of 2021.
3. Waiting to hear back about the LSA Grant.
4. The bookstore has been sold and Mrs. Scarmazzi is in contact with the new property owner. The property owner is in the process of getting the electricity turned back on.
5. Another property has been sold on Pike Street, the new owners are gutting the property and will have two apartment units on the second floor and retail on the first floor.
6. Working with three investors to provide them with unlisted property that may be

available in the Borough.

7. Actively pursuing restaurants and retail for the spaces that will be renovated, any interested parties can contact Mrs. Scarmazzi directly.
8. Working with Mike Malone to rebrand the logos, colors and fonts of the Borough and redoing the Borough website.
9. Held a meeting with the Washington County Redevelopment Authority and walked the area. They will be investing money into small towns in 2021 and Canonsburg will be on their list of possible locations.

Mr. Chandler and Mr. Bell thanked Mrs. Scarmazzi for her hard work.

COMMITTEE REPORTS:

1. **Administration and Finance:** Mr. Yorke stated that he and Mrs. Bails met with Ms. Lesnock and reviewed the bills and that everything was routine business and was in order.

Motion to approve Canonsburg Borough bills.

Mr. Yorke made a motion to approve Canonsburg Borough bills. Seconded by Mrs. Bails

Roll Call:

Mr. Bowman-Yes

Mr. Yorke - Yes

Mr. Russo - Yes

Mrs. Bails - Yes

Mr. Severine - Yes

Mr. Chandler - Yes

Mr. Bell - Yes

7 Yes. 0 No. 0 Absent. Motion Carries.

2. **Code** - Stated that there will be a vote later in the evening to advertise an ordinance regulating vendor licenses. Mr. Bell stated that the code committee has been working to get all the codes in

order.

3. **Public Works** - Mr. Bowman presented the November 2020 Public Works Report.

4. **Public Safety**- Mr. Bowman presented the November 2020 Fire Department Report.

5. **Facilities** - Mr. Russo stated that there was a need for a new Public Works building and would like to work with Mrs. Mowry, Mr. Lawrence and Mr. Bell to meet at their current building and come up with some preliminary plans to improve their space. Mr. Lawrence thanked council for everything that council has done for him and his crew.

6. **Parks and Recreation** - Mrs. Bails reported on the following:

1. There is a new Softball President, Dave Markle.
2. The signage has been changed at the Woodland Road entrance.
3. Mr. Russo will speak to Chief Coghill about installing signs in the park warning that it is under video surveillance. A new camera has been installed at the skateboard park.
4. Comcast is working on getting internet to the East End Playground and Yoney Pavilion to install cameras at those locations. Mr. Russo stated the camera at the East End playground is up and running.
5. The 100th year of Town Park is coming up in two years, the Park Board would like to get a committee together with the Park Board, Friends of the Park, Chamber of Commerce and Council to work together in 2021 to begin to plan a celebration.
6. Discussion about renovating the Woodland Road playground near the new pavilion.

Mr. Lawrence asked that if there is an opportunity for grant money, he would like to have the mulch at the playgrounds replaced with something more substantial. Mrs. Bails stated that has been discussed and will hopefully be taken care of in 2021.

Mr. Chandler asked if a solidified plan and cost has been decided on the pathways and trails grant, Mr. Russo answered that they have not received an estimate but that preliminary engineering and costs have been completed as part of the last LSA grant, the Park Board will initiate financing through the park tax to rehabilitate the pathways that

currently exist which would be around \$100,000. If the new pathways were also included as stated in the grant, it would be about \$200,000 but are having a hard time funding that through grants.

7. Re-Development - Mr. Chandler reported on the following:

1. Mrs. Scarmazzi covered most of the report.
2. Had a meeting with Mr. Smith, Ms. Lesnock and Tom Hardy from The Palo Alto who is a consultant who helps municipalities with a blight program. Mr. Hardy suggested a rental property registration, Mr. Chandler inquired whether or not the Borough already has an ordinance in place requiring that.

Mr. Russo stated that he believes there is a tenant reporting ordinance, Mr. Severine agreed and added that it hasn't been enforced in the past. Discussion was held about the influx of unregistered rental properties in the Borough.

Mr. Russo asked Mr. Chandler about a hearing regarding a vacant property in the 300 block of Belmont Avenue, Mr. Chandler replied that there was a judgement that the owner had to pay but the judgement was reduced in half based on the judge's recommendations. Mr. Severine asked if the owner still had to follow through with repairing the property, Mr. Chandler replied that the owner will have to repair the property and continue making payments towards the judgement and if they do not, there will be consequences and that Mr. Smith will be following up.

Mr. Severine asked Mr. Chandler about a property listed on the Land Bank.

8. Sewer Authority: Mr. Yorke reported on the following:

1. The CHJSA meeting minutes were provided in the meeting packets.

VOTING ITEMS:

- 1. Motion to approve November 9th, 2020 Borough Council Meeting Minutes of Canonsburg Borough Council.**

Mrs. Bails made a motion to approve November 9th, 2020 Borough Council Meeting Minutes of Canonsburg Borough Council. Seconded by Mr. Yorke.

No questions on the motion.

7 Yes. 0 No. 0 Absent. Motion Carries.

2. Motion to award Contract 2020-03 (Structure Demolition at 122 N. Central) to Stash Contracting in the amount of \$22,750.00.

Mr. Severine made a motion to award Contract 2020-03 (Structure Demolition at 122 N. Central) to Stash Contracting in the amount of \$22,750.00. Seconded by Mrs. Bails.

No questions on the motion.

Roll Call:

Mr. Bowman-Yes

Mr. Yorke - Yes

Mr. Russo - Yes

Mrs. Bails - Yes

Mr. Severine - Yes

Mr. Chandler - Yes

Mr. Bell - Yes

7 Yes. 0 No. 0 Absent. Motion Carries.

3. Motion to approve 2021 Tax Ordinance #1349.

Mrs. Bails made a motion to approve 2021 Tax Ordinance #1349. Seconded by Mr. Severine.

No questions on the motion.

Roll Call:

Mr. Bowman-Yes

Mr. Yorke - Yes

Mr. Russo - Yes

Mrs. Bails - Yes

Mr. Severine - Yes

Mr. Chandler - Yes

Mr. Bell - Yes

7 Yes. 0 No. 0 Absent. Motion Carries.

4. Motion to approve 2021 Salary Ordinance #1350.

Mr. Severine made a motion to approve 2021 Salary Ordinance #1350. Seconded by Mr. Yorke.

No questions on the motion.

Roll Call:

Mr. Bowman-Yes

Mr. Yorke - Yes

Mr. Russo - Yes

Mrs. Bails - Yes

Mr. Severine - Yes

Mr. Chandler - Yes

Mr. Bell - Yes

7 Yes, 0 No. 0 Absent. All in favor. Motion carries.

5. Motion to approve advertising an ordinance adopting regulations and procedures concerning the licensing and operation of vendors within the Borough.

Mr. Severine made a motion to approve advertising an ordinance adopting regulations and procedures concerning the licensing and operation of vendors within the Borough. Seconded by Mrs. Bails.

No questions on the motion.

7 Yes, 0 No, 0 Absent. Motion carries.

6. Motion to approve advertising an ordinance creating residential handicap parking and procedures and violation thereof.

Mrs. Bails made a motion to approve advertising an ordinance creating residential handicap parking and procedures and violation thereof. Seconded by Mr. Bowman.

No questions on the motion.

7 Yes, 0 No, 0 Absent. Motion carries.

7. Motion to approve advertising the 2020 I&I Project.

Mrs. Bails made a motion to approve advertising the 2020 I&I Project. Seconded by Mr. Bowman.

No questions on the motion.

Roll Call:

Mr. Bowman-Yes

Mr. Yorke - Yes

Mr. Russo - Yes

Mrs. Bails - Yes

Mr. Severine - Yes

Mr. Chandler - Yes

Mr. Bell - Yes

7 Yes, 0 No, 0 Absent. Motion carries.

8. Motion to approve advertising the Ridge Avenue Curb Replacement Project.

Mrs. Bails made a motion to approve advertising the Ridge Avenue Curb Replacement Project. Seconded by Mr. Chandler.

No questions on the motion

Roll Call:

Mr. Bowman-Yes

Mr. Yorke - Yes

Mr. Russo - Yes

Mrs. Bails - Yes

Mr. Severine - Yes

Mr. Chandler - Yes

Mr. Bell - Yes

7 Yes, 0 No, 0 Absent. Motion carries.

9. Motion to approve the 2021 Final Budget.

Mrs. Bails made a motion to approve the 2021 Final Budget. Seconded by Mr. Bowman.

No questions on the motion

Roll Call:

Mr. Bowman-Yes

Mr. Yorke - Yes

Mr. Russo - Yes

Mrs. Bails - Yes

Mr. Severine - Yes

Mr. Chandler - Yes

Mr. Bell - Yes

7 Yes, 0 No, 0 Absent. Motion carries.

10. Motion to approve/disapprove Harold Close Jr's application for minor subdivision for a separation of parcels at 26 North Jefferson Avenue.

This motion was voted on at the beginning of tonight's meeting, found in the minutes above.

11. Motion to approve Canonsburg Borough Police “Use of Force” policy.

Mrs. Bails made a motion to approve Canonsburg Borough Police “Use of Force” policy.

Seconded by Mr. Yorke.

7 Yes, 0 No, 0 Absent. Motion carries.

12. Motion to award Stewart Contracting in the amount of \$9,100 to complete repairs to storm pipe at Crosbie/Pitt.

Mr. Chandler made a motion to award Stewart Contracting in the amount of \$9,100 to complete repairs to storm pipe at Crosbie/Pitt. Seconded by Mr. Yorke.

No questions on the motion.

Roll Call:

Mr. Bowman-Yes

Mr. Yorke - Yes

Mr. Russo - Yes

Mrs. Bails - Yes

Mr. Severine - Yes

Mr. Chandler - Yes

Mr. Bell - Yes

7 Yes, 0 No, 0 Absent. Motion carries.

UNFINISHED BUSINESS:

1. Zoning Map - COVID-19 has interfered with setting up this next meeting, need to schedule soon.
2. Library Subdivision from 2013 - Brought up in Solicitor’s Report. The library is asking for a letter from the Borough to provide to the Washington County Tax Assessment office to verify that the subdivision was approved in 2013. Mr. Dalfonso recommends

that council take a vote on that motion.

13. Motion to approve the request from the Frank Sarris Library to send a letter to the Washington County Tax Assessment office verifying the 2013 lot consolidation.

Mr. Yorke made a motion to approve the request from the Frank Sarris Library to send a letter to the Washington County Tax Assessment office verifying the 2013 lot consolidation. Seconded by Mrs. Bails.

No questions on the motion.

7 Yes, 0 No, 0 Absent. Motion carries.

Mr. Dalfonso stated that Head-in Parking was mentioned earlier in the meeting and it was discussed to discontinue enforcing the head-in parking only policy for a trial period and if that is council's decision, a vote should be held tonight to do so.

14. Motion to direct the Chief of Police to not enforce the portion of the Canonsburg Parking Ordinance Chapter 162, requiring head-in parking, for a trial period of 90 days (ending March 14, 2021).

Mr. Severine made a motion to direct the Chief of Police to not enforce the portion of the Canonsburg Parking Ordinance Chapter 162, requiring head-in parking, for a trial period of 90 days (ending March 14, 2021). Seconded by Mr. Yorke.

No questions on the motion.

7 Yes, 0 No, 0 Absent. Motion carries.

Mr. Chandler asked Mrs. Mowry what else needed to be done to complete the new Zoning Ordinance, Mrs. Mowry replied that it needed to be finalized and will supply council members with a packet showing all the changes that were made.

Mrs. Scarmazzi asked if the head-in parking only signs would be removed during the trial period

and how will any progress be monitored. Mr. Bell explained that the Public Works department will handle the situation as they see fit. Mr. Lawrence stated that he was not in favor of allowing the backing in of vehicles due to all of the damage that has been done to meters in the past by drivers backing in and running into them. Mrs. Scarmazzi asked if meters were going to be removed in the future, Mr. Severine stated that that is the plan in the future but it may take some time to change over to parking kiosks completely. Mr. Bell suggested covering the signs for the 90 day trial.

NEW BUSINESS:

1. Sanitation and shutting down of park equipment - Mr. Lawrence explained that due to the weather, it is pointless to spray down park equipment with disinfectant and it would cause ice to form. Mr. Lawrence is looking for direction whether to shut down park equipment or put up signage stating visitors to use at their own risk and whether or not to shut down the skatepark like they have in previous years. Mr. Russo explained that during the pandemic, signs were put up instructing that equipment can be used at their own risk, so he believes that would be satisfactory to do now and to shut down the skatepark due to the cold weather, all of council was in agreement.

EXECUTIVE SESSION:

Executive session was held at 8:18 PM

No action will be taken after the executive session.

ADJOURNMENT:

Motion by Mr. Russo to adjourn the meeting at 8:18 PM for an executive session. Seconded by Mr. Chandler. All in favor.

Meeting adjourned at 8:18 PM for an executive session.

Submitted by:

Callie Munch