

Canonsburg Borough Council Virtual Voting Meeting
Monday, February 8th, 2021
6:30 PM

CALL TO ORDER:

The meeting was called to order by Mr. Bell at 6:33 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

Absent: None.

GUESTS:

Rob Luksis from Canonsburg Houston Joint Sewer Authority discussed the issue of the sewer bills being sent out late to the residents, giving them only a few days until the bills were due to pay. The Sewer Authority spoke to Jordan Tax Service about the billing issues and how it would be fixed, Mr. Luksis was told by the owner of Jordan Tax Service that this is an issue with the Post Office not getting them sent out in a timely manner. Mr. Luksis explained that Jordan Tax Service has been notified to waive all late fees effective December 2020 until the issues are taken

care of. Mr. Luksis then explained that he also spoke to the owner of Jordan Tax Service regarding calls from residents that weren't being returned and representatives that were being rude to residents, he was told that that would be addressed. It was then noted that many residents had delinquencies and late fees prior to this billing issue in December of 2020, those will not be waived, only those affected by this late billing problem.

Mr. Severine asked why the Sewer Authority doesn't have a website where information like this can be posted for residents if there is ever an issue like this in the future, Mr. Luksis stated that he would look into getting one set up. Mr. Bell asked if it would help if the Borough put anything on it's website to explain what is occurring, Mr. Luksis answered that that would only add to the confusion and the next bill will include a note to explain the situation.

Mr. Chandler asked if anyone from the Sewer Authority reached out the the Post Office, Mr. Luksis explained that they hadn't because they pay Jordan to handle that but that our mail goes to a processing center in Cleveland, OH but that center had a COVID breakout so the mail sat there for 7-10 days and then discussed other issues surrounding the Post Office.

Mr. Russo asked if the note that is being sent with the next bill will mention options such as autopay and check by bank options, Mr. Luksis stated it is on the radar but hasn't been discussed with Jordan Tax Service at length.

Mr. Luksis then discussed the shut-off moratorium during the COVID-19 pandemic and the worry that delinquencies would increase, he explained that they have increased from an average of \$15,000 to \$52,000. Notice has been sent to customers stating that although there is a moratorium and that unpaid bills will be due at some point and shut offs will resume once it is lifted, which was about 10 days ago. Homes will be posted with shut-off notices soon but will work with customers who make an attempt to make payments.

Mr. Luksis stated that Phase 2 has begun at the Sewer Plant and things are moving forward.

PUBLIC COMMENTS:

None.

PRESIDENT'S COMMENTS:

Mr. Bell reported on the following:

1. The Redevelopment committee has been meeting on a weekly basis.
2. Held meetings with Borough staff.
3. Held a meeting with ARC.

MAYOR'S REPORT:

Mayor Rhome reported on the following:

1. Police Department and Parking Enforcement Reports have been submitted in packets.
2. The police department has been working with code enforcement to tag abandoned vehicles in the borough and will be working together further.

Mr. Russo asked Mayor Rhome to update council regarding the Post Office, Mayor Rhome explained that he and Chief Coghill reached out to the Post Master and an official from Pittsburgh to discuss putting a mail dropbox in the UP Church parking lot. Mr. Russo spoke to the representative at the Post Office regarding the parking behind the building and it was brought up to erect signage stating that there is parking behind the post office for customers. Mayor Rhome will have an update for the next meeting.

ENGINEER'S REPORT:

Mrs. Mowry first apologized to anyone who had a problem reaching her while she was sick and KLH updated their email system and asked if anyone didn't receive a reply to please contact her again.

Mrs. Mowry then reported on the following:

1. There was a bid opening for the Ridge Avenue Curb Replacement Project, the bids came

in higher than expected (\$35-\$40 per linear foot), the high bid came in at \$133,000 and the low bid was \$89,655. Mrs. Mowry reached out to Columbia Gas to ask for the amount that they are willing to commit to the project, they have not yet given an amount for their share. It was discussed that Columbia Gas would pay a $\frac{2}{3}$ share. Mrs. Mowry explained that if Columbia Gas agrees with the amount, the Borough can award the bid, there can be a conditional award based on Columbia Gas's share or take no action at all. Mrs. Mowry does not suggest rejecting the bids and going out for a rebid as the prices may get higher. It was agreed to see what Columbia Gas agrees to and vote at the March meeting.

2. The Eagles Building demolition has begun, Mrs. Mowry has visited the site and reported that everything is neat and things have been left clean. No major complaints have been filed and the contractor has kept up with everything asked of them.
3. The storm pipe at Crosbie and Pitt has been replaced, the contractor did extra work as requested by Mr. Lawrence while the street was open. The original quote for the job was \$9,100 and the extra work was \$3,400 which brought the total to \$12,500. The invoice is set to be voted on later in the meeting.
4. Mrs. Mowry spoke to Nick from KLH Engineers regarding the new Public Works building, Nick met with Mr. Russo on site and they came up with a game plan for the building. Mrs. Mowry asked if there was a budget amount for the project, Mr. Russo stated that they are simply looking for options at the moment and that Nick will be coming up with some ideas and presenting those, he believes that \$250/sq ft was mentioned.
5. The I&I/Sanitary Repair Project got delayed with the bid documents so the bid opening will be at the end of the month and will have the results for the March meeting.

Mr. Severine inquired about the weight limits on Borough roads, specifically on Gladden Road, with large trucks coming from Southpointe. Mrs. Mowry explained that it was discussed

previously that instead of doing a weight study, enacting an ordinance that would regulate that type of truck traffic in residential areas. Mr. Dalfonso stated that he looked into the issue and that there would have to be a safety study including site lines and intersection widths, there needs to be something to justify the ordinance in case it were to be challenged. Mr. Bell asked Mrs. Mowry to work with Mr. Lawrence and Mr. Dalfonso to figure out options and costs.

SOLICITOR'S REPORT:

Mr. Dalfonso reported on the following:

1. There was one bid submitted for the Greenside property but due to a stipulation in the RFP (required by the PA Borough Code) states that the winning bidder must be able to close and make payment in full within 60 days, the bidder had a closing period of 90 days making it a defective bid. Mr. Dalfonso recommends that council reject the bid and advertise for rebidding. That was the only issue in the bid, everything else followed the specifications. Mr. Dalfonso spoke to the bidder and explained, adding that most private companies do have a 90 day due diligence period but that does not work with a municipality.

Mr. Chandler asked that since council will be rejecting the bid, can council then vote to re-advertise the bid tonight, Mr. Dalfonso stated that they could.

2. Met with the code committee last week regarding the fee resolution, there are a couple ordinances that need cleaned up and updated including an ordinance pertaining to permits for fire and security alarms. The Borough no longer has it's own 911 dispatch service, as everything goes through the county, and some language needs to be corrected. Will send over drafts of a vacant property registration and rental registration ordinances.
3. Worked with Ms. Lesnock about the Town Park bathroom, there is no specific bidding requirements for Act 13 however since the Borough will be contributing a majority of the funds, it will be a Borough project and can be purchased through Costars, but if not it

would have to be put through a public bid.

4. Two items for executive session, one deals with personnel and one with litigation.

Mr. Russo asked for clarification on the Town Park bathroom bidding process, stating that they have always followed the assumption that “low bid prevails” and has heard recently that it is the County uses the lowest three bids, Mr. Dalfonso replied that it is the lowest, most responsible bid. Mr. Severine explained that Washington County requires three bids for their home rehab projects.

ECONOMIC DEVELOPMENT DIRECTOR’S REPORT:

Mrs. Scarmazzi reported on the following:

1. Awarded LSA grant in the amount of \$62,500 for a facade improvement program. Mrs. Scarmazzi has talked to building owners who are interested in participating and will keep them updated.
2. Held a preliminary meeting with Malone Advertising to discuss the branding campaign and will be working further to narrow down choices. Once narrowed down, Mrs. Scarmazzi will present the preliminary options with council.
3. Meeting with investors to do a walkthrough of town to inform them of progress and identify possible spaces.
4. Meeting with contractors and getting bids to get steps constructed between Vocelli’s Pizza and the Mark’s buildings. This will give those customers parking in the former PNC lot better access to the businesses on Pike Street.
5. Working to find better parking solutions.

Mr. Severine asked if the drawings that he provided from HMT regarding the stairs were of any help, Mrs. Scarmazzi replied that she had forwarded those along to the contractors.

COMMITTEE REPORTS:

1. **Administration and Finance:** Mrs. Bails stated that she and Mr. Yorke met with Ms. Lesnock to review the bills and that everything was routine business and was in order. There were two bills that came in late from the Engineer that were not on the Warrant List, one for Stewart Contracting for \$12,500.

Mr. Yorke stated that he met with Ms. Lesnock regarding finance and responsibilities and also had a positive conversation with Ms. Munch, he thanked both for their input and dedication to the Borough. Mr. Yorke stated that he received a phone call from a resident thanking Mr. Lawrence and the Public Works department with their help with a crushed storm pipe.

Motion to approve Canonsburg Borough bills.

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

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** - Mr. Severine reported on the following:

1. Code Enforcement tagged 30 abandoned/junk vehicles with the help of the Police Department.
2. Mr. Smith is up to date with ongoing construction in the area and checking permits.

Mr. Bowman asked if Mr. Smith found out anything about a beauty shop on Euclid Avenue that takes up all the on-street parking. Mr. Severine stated that has been turned in and that Mr. Smith went to the property and no one answered the door. Mr.

Bowman replied that the owners were there all weekend and took up all the parking. Mr. Bell stated that Mr. Smith will have to catch the owner during the week or send them letters. Mr. Severine asked Ms. Lesnock to have Code send the property owner a letter.

3. Public Works - Mr. Bowman presented the January 2021 Public Works Report.

Mr. Lawrence reported that earlier in the day there was an issue at the corner of Canyon and Woodland where there was a pretty bad backup into 2 to 3 homes, Robinson Pipe opened the line, ran a camera, got 5 feet from the manhole and saw a crushed sanitary line. Mr. Lawrence contacted Mike Stewart and he will come in tomorrow to do an emergency dig and that there is a buried manhole that will also need fixed. Mr. Bell asked is this would be covered under I&I, Mr. Lawrence affirmed.

4. Public Safety - Mr. Bowman presented the January 2021 Fire Department Report.

5. Facilities - Mr. Russo reported on the following:

1. Hopes to move back to in-person council meetings in March, broadcasting the meetings live to the public on Youtube. Mr Bell asked Ms. Lesnock what other municipalities are doing about their meetings, Ms. Lesnock stated that she spoke to Mr. Dalfonso and he said that occupancy is still at only 10% (14 people) so we cannot have the public in the meetings yet. Mr. Chandler agrees that it would be smart to stream the meetings on Youtube.

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

1. There was a Park Board meeting and an increase in pool pass and pavilion prices was discussed and unanimously agreed upon.
2. The original plan for the bathroom at the new pavilion may not work due to the lack of water and sewage facilities in the area, the next best option would be \$10,000 less.
3. Received information from County Hauling about the possibility of a \$10,000 grant that the Park may be qualified for. Mrs. Bails reported that the board considered using that money to replace the two existing diving boards in the pool which are both in disrepair or

power-washing the facility before it opens for the season.

4. Mr. Manion will be returning as the Pool Manager.
5. Leah Drain has been in touch with Ms. Lesnock and Mr. Dalfonso about Camp Splash, Mr. Dalfonso was informed and stated that there are a couple issues that need to be addressed. First, the CDC requires that Camp Splash has their own COVID plan based on the CDC guidelines for day camps. Second, that the attendance at the pool never goes over the max capacity allowed. Mr. Dalfonso stated that the restrictions may or may not loosen by the summer.
6. Winter Projects - Installed posts at the basketball court to keep vehicles from driving onto it, and an electric pole was removed. Spoke about improving the outside of the pool building, removing an overhang and columns and having a contest to have someone paint a mural on a blank wall.
7. Looking into other possible grants.
8. Possibly independently financing the pathways project.

Mr. Russo inquired about accepting credit cards at the pool this summer, Ms.

Lesnock stated that she was meeting with Mr. Manion and will discuss it with him.

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

1. Working with Tom Hardy regarding blighted property and tax delinquencies, created a map that will be provided to council.

Mr. Russo stated that Kerry Fox said the CDBG road project on East College Street is good to go for next summer.

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

1. Mr. Luksis spoke earlier in the meeting regarding late sewage bills.
2. Minutes have been submitted to council.

VOTING ITEMS:

1. Motion to approve January 11, 2021 meeting minutes of Canonsburg Borough Council with the following correction (move Denise Lesnock from others present to absent and insert Kim Cecchine in others present).

Mr. Chandler made a motion to approve January 11, 2021 meeting minutes of Canonsburg Borough Council with the following correction (move Denise Lesnock from others present to absent and insert Kim Cecchine in others present). Seconded by Mrs. Bails.

No questions on the motion.

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

2. Motion to approve ordinance #1353 an ordinance recognizing and authorizing the authority of emergency service providers serving the Borough to seek reimbursement of reasonable costs relating to response to emergency incidents.

Mrs. Bails made a motion to approve ordinance #1353 an ordinance recognizing and authorizing the authority of emergency service providers serving the Borough to seek reimbursement of reasonable costs relating to response to emergency incidents. 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.

3. Motion to table Contract #2021-02 Ridge Ave. Curb Replacement.

Mr. Yorke made a motion to table Contract #2021-02 Ridge Avenue Curb Replacement. 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.

4. Motion to authorize the Chief of Police to proceed to the Canonsburg Civil Service Commission to develop the selection and testing procedure for a Deputy/Assistant Chief of Police to be promoted from within the Canonsburg Police Department.

Mr. Bowman made a motion to authorize the Chief of Police to proceed to the Canonsburg Civil Service Commission to develop the selection and testing procedure for a Deputy/Assistant Chief of Police to be promoted from within the Canonsburg Police Department. Seconded by Mr. Russo.

No questions on the motion.

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

5. Motion to reappoint Carmina Vitullo to the Zoning Hearing Board for a 3-year term ending on 12/31/2023.

Mr. Chandler made a motion to reappoint Carmina Vitullo to the Zoning Hearing Board for a 3-year

term ending on 12/31/2023. Seconded by Mrs. Bails.

No questions on the motion.

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

6. Motion to reappoint Tim Bilsky to the Planning Commission for a 3-year term ending on 12/31/2023.

Mrs. Bails made a motion to reappoint Tim Bilsky to the Planning Commission for a 3-year term ending on 12/31/2023. Seconded by Mr. Chandler.

No questions on the motion.

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

7. Motion to reappoint Pat Briner to the Planning Commission for a 3-year term ending on 12/31/2023.

Mrs. Bails made a motion to reappoint Pat Briner to the Planning Commission for a 3-year term ending on 12/31/2023. Seconded by Mr. Bowman.

No questions on the motion.

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

8. Motion to reappoint Tina Bails to the Park Board for a 5-year term ending on 12/31/2025.

Mr. Yorke made a motion to reappoint Tina Bails to the Park Board for a 5-year term ending on 12/31/2025. Seconded by Mr. Severine.

No questions on the motion

7 Yes, 0 No, 0 Absent, 1 Abstain. Motion carries.

9. Motion to reappoint Rich Russo to the Park Board for a 5-year term ending on 12/31/2025.

Mr. Yorke made a motion to reappoint Rich Russo to the Park Board for a 5-year term ending on

12/31/2025. Seconded by Mr. Severine.

No questions on the motion

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

10. Motion to reject bid for 119 Greenside Avenue property to Scarmazzi Homes in the amount of \$250,000.

Mr. Chandler made a motion to reject bid for 119 Greenside Avenue property to Scarmazzi Homes in the amount of \$250,000. 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.

Motion to advertise for re-bid the property at 119 Greenside Avenue.

Mr. Bails made a motion to advertise for re-bid the property at 119 Greenside Avenue. 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.

11. Motion to accept the recommendation of the pension committee to award pension actuarial services to Girard Pension Services.

Mrs. Bails made a motion to accept the recommendation of the pension committee to award pension actuarial services to Girard Pension Services. 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.

12. Motion to use \$30,000 from Act 13 Funds for a new restroom at Town Park.

Mr. Russo made a motion to use \$30,000 from Act 13 Funds for a new restroom at Town Park.

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.

13. Motion to allow an Autism Walk in Town Park on September 25th, 2021.

Mr. Chandler made a motion to allow an Austim Walk in Town Park on September 25th, 2021.

Seconded by Mrs. Bails.

No questions on the motion.

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

14. Motion to purchase a 2010 John Deere wheel loader from North Strabane Township for the price of \$50,000.

Mr. Yorke made a motion to purchase a 2010 John Deere wheel loader from North Strabane Township for the price of \$50,000. 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.

15. Motion to approve the new Park and Pool Fees.

Mrs. Bails made a motion to approve the new Park and Pool Fees. 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.

16. Motion to approve the Borough Manager's request to utilize remaining vacation time in the amount from three (3) weeks from the calendar year 2020 due to job obligations as a consequence of maintaining Borough operations necessary because of the COVID-19 pandemic. These vacation days must be used before June 2021.

Mr. Chandler made a motion to approve the Borough Manager's request to utilize remaining vacation time in the amount from three (3) weeks from the calendar year 2020 due to job obligations as a consequence of maintaining Borough operations necessary because of the COVID-19 pandemic. These vacation days must be used before June 2021. Seconded by Mr. Bowman.

Mrs. Bails asked if there is a stipulation that Ms. Lesnock would have to use the 3 weeks vacation by June 2021 as discussed previously. The stipulation was added to the motion.

Mr. Severine asked how Ms. Lesnock will be able to use nine weeks (unused three weeks in addition to six weeks she received in 2021) when she wasn't able to use those three weeks in 2020. Mr. Bell explained that she will have to use the three weeks by June and will have to fit the other weeks in the remainder of the year.

Roll Call:

Mr. Bowman-Yes

Mr. Yorke - Yes

Mr. Russo - No

Mrs. Bails - Yes

Mr. Severine - No

Mr. Chandler - Yes

Mr. Bell - Yes

5 Yes, 2 No, 0 Absent. Motion carries.

UNFINISHED BUSINESS:

1. Zoning Map (KLH) - Mr. Smith is setting up a meeting for Friday.
2. 2020 I&I Project (KLH) - Mrs. Mowry discussed earlier in the meeting that it would be pushed back to the March meeting.
3. Hiring a Finance Officer - Will be discussed in Executive Session.

NEW BUSINESS:

Mr. Severine asked if County Hauling will be sending out recycling calendars, Mr. Russo answered it was already released.

Mr. Severine asked that the possibility of time clocks could be discussed at the next meeting.

EXECUTIVE SESSION:

Executive session held at 8:21 PM. No action will be taken.

ADJOURNMENT:

Motion by Mr. Yorke to adjourn the meeting at 8:21 PM for an executive session. Seconded by Mrs. Bails. All in favor.

Meeting adjourned at 8:21 PM for an executive session.

Submitted by:

Callie Munch