

Canonsburg Borough Council Virtual Voting Meeting
Monday, April 13th, 2020
6:30 PM

CALL TO ORDER:

The meeting was called to order by Mr. Bell at 6:37 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 Bennett, Solicitor Joseph Dalfonso, Public Works Director Tom Lawrence and Police

Chief Alex Coghill

Absent: None.

GUESTS:

None.

PUBLIC COMMENTS:

None.

PRESIDENT'S COMMENTS:

Mr. Bell reported that everything is moving along nicely, thanked Council members for their participation and that employees will be asked to for voluntary furloughs. Mr. Bell reported that a Reverse 911 call was sent out to explain the temporary garbage and recycling collection procedures set by County Hauling during the COVID-19 pandemic.

MAYOR'S REPORT:

Mayor Rhome presented the March 2020 Police and Parking Enforcement Reports stating that there were 573 issues and that everything was financially sound in the parking enforcement department. Mayor Rhome also explained that Priscilla has since retired as the parking enforcement officer and the interview process had just begun when the lockdown happened so it has now been put on hold with Officer Fetcko taking over for now.

The Emergency Membership team have had weekly meetings to keep one another updated. As of now, everything has been going well and stated that anyone calling in to council members about Coronavirus lockdown violations, such as large assemblies, should be told to call 911. Chief Coghill explained that many calls that have come in have been unfounded and would like people to call in to 911 for accountability purposes. Chief Coghill also stated that he did a call volume analysis to gauge the amount of calls the police have received this year and it was found it had a difference of 6 less calls than last year. Chief Coghill gave an update about the police vehicles damaged in a crash and explained that a new police vehicle has been on hold at a dealership and asked for guidance on the purchase. Chief Coghill stated that the department has received grants for cameras and ballistic shields that will save the borough \$9,000-\$10,000. Discussion was held on vehicle maintenance and the process of rotating vehicles to other departments and selling the vehicle the Borough Mechanic deems unneeded.

Motion to authorize the Borough Manager to advertise the sale of the vehicle that the Borough Mechanic deems unneeded.

Mr. Severine made a motion to authorize the Borough Manager to advertise the sale of the

vehicle the Borough Mechanic deems unneeded. 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. All in favor. Motion carries.

ENGINEER'S REPORT:

Ms. Bennett reported on the following:

1. Ordinance updates are still being worked on and that Mr. Dalfonso sent out the updated Sewer Tap Ordinance to council members. Ms. Bennett explained that when someone wants to tie into the main, KLH Engineers will now have to approve the contractor doing the work. A meeting will be set up with Independent Enterprises to discuss repairs for the UP Church parking lot issues. An estimate was done for paving the municipal lots now owned by the Borough between Central Avenue and Greenside Avenue.
2. Josh from KLH Engineers met with Mr. Lawrence about the milling and resurfacing project to pick the streets to fit into the budget of \$325,000.
3. Pool house quote came in much higher than originally expected and will be looking into ways to lower the price including the idea of eliminating the party room which would save about \$200,000 bringing the cost to around \$800,000-\$850,000.
4. A list is being compiled of repairs that can be done to the sanitary sewer system due to the CCTV project including the flooding issue on North Jefferson Avenue.

5. Ridge Avenue Curb replacement is still being worked on, Columbia Gas will not provide an estimate for repairs but wants the Borough to go out for bid on the project and they will pay for their responsibility (2/3) but will not commit the money until bids come in. Mr. Russo asked if Columbia Gas will at the very least accept $\frac{2}{3}$ of the responsibility, Ms Bennett stated she will get in touch with her contact and ask.

Motion to advertise for bids for the North Jefferson Avenue curb replacement project.

Mrs. Bails made a motion to advertise for bids for the North Jefferson Avenue curb replacement project. 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. All in favor. Motion carries.

Mr. Severine asked Ms. Bennett for updates regarding the grate issue at Guntown Beer, Ms.

Bennett explained PennDot will not take any responsibility and suspects that the former property owner built something there that is causing the issue now but believes it can be repaired with a new inlet and grate. Ms. Bennett stated that if the Borough Public Works department did the work, the cost would be around \$2,000. Mr. Russo and Mr. Yorke discussed the issue and how long it's been an issue. Mr. Bell asked Mr. Lawrence for his opinion on the project, Mr.

Lawrence stated that he could fix the issue as soon as possible if Ms. Bennett agrees it is feasible.

Mr. Severine asked about a concrete slab/bridge that is affecting a pipe located on McBurney Road, Ms. Bennett stated that DEP sent a violation to the homeowner and she will check in on the status of violation and explained that the state would have jurisdiction on this issue but that the Borough could enforce it as a safety issue. Discussion held about construction work being done during the COVID-19 emergency.

Ms. Lesnock asked Ms. Bennett about the range of costs was for the CCTV sanitary sewer project on North Jefferson Avenue, Ms. Bennett replied that the price for straight televising was \$1.50/foot and cleaning was \$3.00/foot, which were the same prices from the prior contract, the total price for all the projects could be around \$12,000. Further discussion was held about the sanitary sewer issues on North Jefferson Avenue.

Motion to proceed with the CCTV and sanitary sewer cleaning project.

Mr. Severine made a motion to proceed with the CCTV and sanitary sewer cleaning project.

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. All in favor. Motion carries.

SOLICITOR'S REPORT:

Mr. Dalfonso reported on the following:

1. As discussed before, the sewer tap ordinance will be ready when things are operational

again.

2. Phone conference with Jordan Tax Service regarding delinquent garbage accounts, it was found that the account delinquency may not be account delinquencies but the 15% senior discount, bill forgiveness for those who live out of the state for part of the year and vacancies that aren't being charged for garbage but the borough being billed for by County Hauling. Waiting for further information.
3. The Borough will have to file a petition for a waiver to be exempt from the liquor control enforcement's rules regarding noise. Council will have to choose portions of the Borough that will be exempt from LDB enforcement and that would follow a Borough ordinance instead and provide the Board a map of those areas along with the petition. This ordinance would tie into the zoning ordinance.
4. A meeting is to be held with the Mayor and Police regarding the special events ordinance. Mr. Chandler asked Mr. Dalfonso to confirm information about the noise ordinance.

COMMITTEE REPORTS:

1. **Administration and Finance:** Mrs. Bails stated that she and Mr. Yorke reviewed the bills and invoices with Ms. Lesnock, they found that everything was in order and approved paying the bills. Mr. Yorke agreed that everything was in order and that he and Mrs. Bails will be conducting a performance audit.

Motion to approve Canonsburg Borough bills.

Mrs. Bails made a motion to pay the bills. 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.

2. **Code** - Mr. Severine stated he had nothing new to report. Mr. Chandler asked Ms. Lesnock if there has been an update from General Code regarding the codification of ordinances, Ms. Lesnock stated that she would ask the code officer if he received any updates. Mr. Chandler explained that he saw on the warrant list that there was an invoice from General Code to be paid, Ms. Lesnock replied that it was work that was done previously. Mr. Chandler suggested holding the payment until proof of continued work has been presented.

3. **Public Works** - Mr. Bowman presented the March 2020 Public Works report.

4. **Public Safety**- Mr. Bowman reported the following:

The Canonsburg Volunteer Fire Department in the month of March 2020 responded to 15 calls consisting of:

1 Fire Calls

2 Hazardous Condition Calls

0 Good Intent Calls

5 Service Calls

3 False Alarms

4 Rescue Calls

0 Special Incident Call

0 Alarm Calls

Average 11 firefighters per call, 51 minutes per call. \$25,000 in damage.

Due to the COVID-19 situation, there has been limited activity at the station consisting of fire calls only.

Mr. Lawrence stated he had a few things to report under Public Works including a collapsed storm line on Crosbie Drive, the storm line runs through a driveway and he was unable to send a

camera into the line. Due to the depth of the pipe, the public works department is unable to do the work but that a temporary fix was done and hopefully a permanent fix can be discovered when State Pipe comes in to camera for the other sanitary sewer work, there is a possibility to reroute the pipe. Mr. Lawrence then announced that some vehicles posted for sale on Municibid were sold including the 2010 Ford Explorer for \$3,700, the Case IH Tractor for \$8,957 and the Crown Vic for \$1,650, however the bid for the Crown Vic was pulled after it was won so the next highest bidder (for \$1,500) will be contacted. A gas welder was also sold for \$320. The Chevy Dump Truck has not yet been sold.

5. **Facilities** - Mr. Bell stated that estimates were received for the disinfection of the Borough building, estimates were \$3,200, \$4,000 and another larger number but that the Fire Department would be able to disinfect the vehicles and the borough building with their equipment. Chief Coghill suggested that the Borough also get an estimate from ServiceMaster.

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

1. Removal of trees that obstruct the view of the playground from the Yoney Pavilion
2. Removal of limb laying on Crosbie House
3. New signs and banners at entrance of the park and near the Crosbie House
4. Police have been monitoring the Park
5. Applying for an LSA grant to do the pathways
6. Quintin Areford has been advised to replace wood on the picnic tables
7. Within budget with all of the projects
8. Leah Drain has had many people request their money back for Camp Splash, it's possible that the program will be cancelled this year.
9. The pool manager hopes to have a few employees go to the pool to clean.

Mr. Severine asked if park, pool and camp splash employees would be paid if it's all closed, Mrs. Bails explained that although the income made by those departments cover wages, if they are closed and the employees are not working, they would not be paid. Mr. Bell asked Mr. Russo about the Park Board minutes, the minutes state that \$40,000 of the \$54,000 park budget has

been spent, Mr. Russo explained the figure is the amount that has already been allocated to ongoing projects but has not been spent.

Mr. Lawrence inquired about the swings at the East End Playground, stating that he does not believe that have been updated for many years and that it may come at a cost of \$2,700.

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

1. The committee has been holding meetings and a call was held with the tax collector to discuss mercantile and business privilege taxes, a workshop will be scheduled in the future to explain to those interested what those two taxes are.
2. The hiring of the new Economic Development Coordinator position has been put on hold but discussions are still being held to solidify duties of the position. Mr. Russo stated that he spoke to Ms. Lesnock about putting together an analysis of the accounts to make sure there was adequate money to hire for this position but would like to push the process forward as the committee believes that they have found a good candidate even if it's at a part time basis for now at an expense of \$50,000 a year. Mr. Yorke stated the position has been discussed and it was decided that the timing is wrong. Mr. Russo asked if the position started on June 1st, 2020 with a salary of \$25,000 for the year and then \$50,000 the following year. Mrs. Bails stated that she was concerned with the tax revenue that is not coming in due to the COVID-19 pandemic, Mr. Russo brought up funds in accounts other than the general fund account. Mr. Bell stated a lot of work has been done to create this position and asked that the position be considered when the pandemic is over. Ms. Lesnock stated that the cost of the position was not budgeted for 2020, the cost would come from the Capital Projects account. Discussion was held about the uses of the different Borough accounts. Mrs. Bails brought up the issue of the COVID-19 lockdown being prolonged further and the financial impact it would make on the Borough, Mr. Russo replied that employee layoffs and budget cuts would occur. Mr. Bell asked that the position be considered in the future. Mayor Rhome asked that council keep an open mind but was told by the experts that if they find a good candidate, they should move on the

hiring process and the committee believes they found one, Mr. Yorke explained that he would feel comfortable discussing it in June. Mr. Chandler stated that the committee is not looking for a vote tonight but are looking to see how council feels about the position.

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

1. Water will not be shut off due to delinquent sewage bills.

Mr. Russo asked if the Sewer Authority audit had been complete to which Mr. Yorke stated that it had not. Ms. Lesnock explained that the Borough had just finished a large Right to Know request and turned in, which could have been holding up the audit. Mr. Russo asked Mr. Dalfonso what the intent of the audit was, Mr. Dalfonso explained it was a forensic audit regarding litigation. Discussion was held about the litigation.

VOTING ITEMS:

1. Motion to approve March 9th, 2020 Borough Council Meeting Minutes of Canonsburg Borough Council.

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

No questions on the motion.

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

2. Motion to approve March 16th, 2020 Emergency meeting minutes of Canonsburg Borough Council.

Mrs. Bails made a motion to approve March 16th, 2020 Emergency meeting minutes of Canonsburg Borough Council. Seconded by Mr. Severine.

No questions on the motion.

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

UNFINISHED BUSINESS:

1. Town Park Pool House - Discussed earlier in meeting
2. Zoning Map Revisions - Discussed earlier in meeting

Mr. Severine asked when the next conference would be for the Zoning map revisions, Ms.

Bennett asked that council review the email to make notes for the next meeting, Mr. Chandler stated that he has made some notes.

NEW BUSINESS:

Mrs. Bails asked that Council consider installing time clocks to hinder any accusations made about employees not working the proper amount of time, this would be for all departments.

Mrs. Bails and Ms. Lesnock explained that PC Whip will be installing a new firewall to the Borough computers for better security.

Mr. Yorke mentioned implementing a simple audit system for the financials.

Mr. Russo asked about a motion regarding the voluntary employee furloughs and he believes it should be held off for Public Works employees since construction is beginning to open up. Mr. Dalfonso stated jobs should be considered on a case by case basis, with essential tasks taking precedence for the safety of the employees. Mr. Lawrence said his Public Works employees have been very busy and they would like to come back to work. Mr. Bell asked Department Heads to discuss voluntary furloughs with their employees.

EXECUTIVE SESSION:

Will be held on Monday, April 20th to discuss the COVID-19 Emergency Response updates.

ADJOURNMENT:

Motion by Mr. Chandler to adjourn the meeting at 8:38 PM. Seconded by Mr. Russo.

All in favor. Meeting adjourned at 8:38 PM.

Submitted by:

Callie Munch