

Borough of New Stanton Council meeting
January 6, 2011

Council President Scott C. Sistek called the January 6, 2011 Council meeting to order at 7:00 p.m. The meeting was held at the Municipal Building, 451 North Center Avenue, New Stanton, Pennsylvania. A Prayer and the Pledge of Allegiance were recited.

Council members present were Scott C. Sistek, Wilbur Bussard, Todd Bartlow, Sue Hood, Thomas Smith and Linda Echard. Also present Mayor Denise Smyda, Borough Solicitor John Campfield, Borough Engineer Emil Bove, Code Enforcement Officer Melvin F. Steele, Jr. and Junior Councilperson James Trout. Council members absent were Brandon Clawson, and Junior Councilperson Natalie Lucas.

Approval of bills

A motion was made by Sue Hood second by Wilbur Bussard to pay bills in the amount of \$20,321.62. The motion carried.

Approval of minutes

A motion was made by Thomas Smith second by Sue Hood to approve the minutes from the December 2, 2010 meeting. The motion carried.

A motion was made by Wilbur Bussard second by Thomas Smith to approve the minutes from the December 16, 2010 meeting. The motion carried with Sue Hood abstaining.

Council Additions to Agenda

Councilman Wilbur Bussard stated that the oldest resident of New Stanton, Azie Stoner passed away this week at the age of 102.

Public Comment

Mr. Pete Hawley addressed Council about the corner of his yard that all the tractor trailers keep running over and making a muddy mess.

Anita Hoffman addressed Council about purchasing a new dictation machine.

A motion was made by Wilbur Bussard second by Todd Bartlow to appoint John Campfield as Solicitor for the Borough of New Stanton. The motion carried.

A motion was made by Todd Bartlow second by Sue Hood to appoint Bove Engineering as the Engineer for the Borough of New Stanton. The motion carried.

Reports

Administrative

Code Enforcement Officer

Melvin F. Steele, Jr.

Mr. Steele stated that there were a total of four (4) permits in December amounting in fees of \$1,539.20.

Mr. Steele stated that Mr. Fry agreed to pay for the pipe and we will replace it.

Mr. Steele stated that it has been brought to his attention about some shrubs that are blocking the sight vision on Pennsylvania Avenue and I will also remind Mr. May about the over growth behind the office.

Solicitor

John Campfield

Mr. Campfield brought Council up to date on the Trotwood Manor Tax Appeal.

Mr. Campfield brought Council up to date on the Flood Plain Ordinance.

A motion was made by Sue Hood second by Todd Bartlow designating the Zoning Officer as the Flood Plain Administrator, take the Flood Plain Ordinance out of the Zoning Ordinance making the Flood Plain Ordinance a stand alone Ordinance to be presented at a Public Hearing on February 17, 2011 at 6:30 p.m. for adoption. The motion carried.

Engineer

**Bove Engineering
Emil Bove**

Mr. Bove showed the Flood Plain Map to Council and explained a little bit about it and that a letter will be mailed to everyone who is in the flood zone.

Mr. Bove also stated that the Borough does own a small portion of the Chanticleer Circle which is fifteen hundreds of a mile.

Council Committees

Finance

Scott C. Sistek

Council President Scott C. Sistek read the following financial report for December 2010.

Checkbook	\$247,531.19
Savings	\$223,038.75
Taxes remitted	\$ 70,140.32

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Public Works

Wilbur Bussard

Councilman Bussard stated that we had a light installed on the back of the new shed; we had a heating element installed on the backhoe; and we are have some problems with the Chevy and the strobe light on the 2001 truck needs replaced.

Councilman Bussard stated that I don't think that anyone knows the length of streets in the Borough. Emil is going to do maps with the street names and length.

Mayor Smyda stated that the Emergency Management Equipment needs to be moved out of the Fire Hall, and I would like to have an inventory done and if it is junk it needs to go.

Workplace Safety

Linda Echard

Councilwoman Echard stated that we are now a certified committee by Labor & Industry and have been invited to attend a networking group that would be basically a contact list of individuals who have already established their Workplace Safety Committee and maybe could network with others and be of service or exchange ideas with other Municipalities who have that committee in place. One of the things that we learned from our training is that we should have a mission statement. We have come up with a statement which Mary Ann will put in presentable format for the future.

Councilwoman Echard stated that the Governor's Center for Local Services is presenting a series of workshops throughout the state and the closest is Butler; there is no fee involved, just requires pre-registration and it takes place on Wednesday, February 2, 2011. We would like to recommend that Mel attend this training.

A motion was made by Linda Echard second by Wilbur Bussard to send Mel to the training in Butler on February 2, 2011. The motion carried.

Parks & Recreation

Sue Hood

Councilwoman Hood stated that there was some discussion about tables at the grills. I talked to Mel and Wilbur and we can put shelves beside the grills for \$52.00 each. Mr. Steele stated that he priced the material for the tables that he and Tom talked about and it is going to cost about \$100.00 per table.

A motion was made by Sue Hood second by Thomas Smith to purchase nine (9) shelves to attach to the side of the grills at the Park. The motion carried.

Councilwoman Hood stated that the person who took care of the Park last year is interested in doing it this year. Council President stated as you will see in the pay

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resolutions, we have restructured the Park Maintenance position to be slightly different than what has been done in the past.

Councilwoman Hood stated that she would like information for the newsletter in her mailbox and we will try and get it together by the end of February.

Fire Department

Thomas Smith

Councilman Smith stated that the Fire Department meeting was January 3, 2011 where the Officers were sworn in by the Mayor. In the chiefs report there were 32 calls, 5 men per call for a total of 108 man hours. Total calls for 2010 were 298. They have a ticket going off March 11, 2011; it is a \$2.00 ticket for 30 cases of beer or \$600.00 cash. The first fish fry is March 11, 2011. There will be a gun bash on March 12, 2011, tickets are \$20.00. I also have cards for the cash cow at Hoss's which can be used for gift cards. The Ladies Auxiliary is looking into purchasing a sign for the Fire Department like the one Youngwood has. I told them I would check with Council and see if Council would be interested in maybe going in on the purchase. They did not have a price at this time but I will check further.

Recreation

Thomas Smith

Councilman Smith stated that the trophies that are left, the Recreation Board will hand out at sign ups. Also they are short four people. The Night at the Races will be January 15, 2011 at the Fire Hall, doors open at 5:30 p.m.; tickets are \$10.00 with a horse or \$5.00 at the door without a horse. The Recreation Board had a discussion about the coaches being trained in CPR and First Aid and will the Borough be willing to pay for it. The next meeting will be January 27, 2011, 7:00 p.m. either at the Fire Hall or the Borough building and that date is subject to change.

Executive Reports

Council President

Scott C. Sistek

Council President stated that Council has had some time to look at the information on the transcriber. There was a brief discussion.

A motion was made by Wilbur Bussard second by Thomas Smith to set a \$500 budget for the purchase of a new transcriber. The motion carried.

A motion was made by Sue Hood second by Wilbur Bussard to spend \$40.00 to have the Borough's information put in the Who's Who Yearbook. The motion carried.

Council President stated that everyone has received a State Ethics form; they must be completed and returned to the office by May 1, 2011.

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Mayor

Denise Smyda

Mayor Smyda stated that she had a meeting with Dan Stevens of Westmoreland County Public Safety to talk about Emergency Management. I contacted Mr. Coletta and John Storey to discuss the possibility of him becoming our Emergency Management Manager. Mr. Coletta agreed to be our Emergency Management Coordinator with John Storey as his deputy; from there we would be looking at getting into talks about an Inter Government agreement between Hunker, Youngwood and New Stanton so all of us would be under the same Emergency Manager.

A motion was made by Linda Echard second by Thomas Smith to recommend Mr. Coletta as Emergency Management Coordinator for New Stanton Borough, along with John Storey as his deputy with the recommendation being sent to the Governor. The motion carried.

Mayor Smyda stated that I did attend the meeting with Tom at the Fire Department and we did discuss the Emergency Manager along with everything that Tom stated that was discussed.

Agenda

Office Cleaning

Council President opened the two quotes that were received for office cleaning.

Theresa and Melvin Steele submitted a quote of \$180.00 per month.
Jennifer Gregory submitted a quote of \$40.00 a week.

A motion was made by Thomas Smith second by Todd Bartlow to hire Jennifer Gregory to clean the Borough office at a quote of \$40.00 a week. The motion carried.

A motion was made by Todd Bartlow second by Wilbur Bussard to purchase a Fender portable PA system for \$449.99. The motion carried.

A motion was made by Sue Hood second by Thomas Smith to appoint Henninger Accounting Services as Auditor for the Borough. The motion carried.

A motion was made by Wilbur Bussard second by Todd Bartlow to appoint Emil Bove as Sewage Enforcement Officer for the Borough. The motion carried.

A motion was made by Thomas Smith second by Todd Bartlow to appoint Dallas Leonard as Alternate Sewage Enforcement Officer for the Borough. The motion carried.

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A motion was made by Wilbur Bussard second by Todd Bartlow to approve pay resolution 2011-707 for the Borough Secretary Treasurer. The motion carried.

A motion was made by Linda Echard second by Wilbur Bussard to approve pay resolution 2011-708 for the Assistant Secretary. The motion carried.

A motion was made by Todd Bartlow second by Thomas Smith to approve pay resolution 2011-709 for 1st Class Laborer. The motion carried.

A motion was made by Wilbur Bussard second by Todd Bartlow to approve pay resolution 2011-710 for 2nd Class Laborer. The motion carried.

A motion was made by Sue Hood second by Todd Bartlow to approve pay resolution 2011-711 for Public Works Supervisor/Code Enforcement Officer. The motion carried.

A motion was made by Sue Hood second by Todd Bartlow to approve pay resolution 2011-712 for the Building Code Official. The motion carried.

A motion was made by Todd Bartlow second by Wilbur Bussard to approve pay resolution 2011-713 for Part-Time Seasonal Park Maintenance. The motion carried.

A motion was made by Sue Hood second by Todd Bartlow to approve resolution 2011-714 on the appointment of Hoffman Kennels as Animal Control Officer for the Borough. The motion carried.

A motion was made by Wilbur Bussard second by Thomas Smith to approve resolution 2011-715 re-appointing Michael Arthurs to the Planning Commission. The motion carried.

A motion was made by Thomas Smith second by Sue Hood to approve resolution 2011-719 on re-appointing Philip Keilbach to the Zoning Hearing Board. The motion carried with Wilbur Bussard and Todd Bartlow voting no.

A motion was made by Sue Hood second by Thomas Smith to have the Park open in April and close at the end of September for 2011. The motion carried.

A motion was made by Wilbur Bussard second by Todd Bartlow to fill out the Contract for Sodium Chloride with Costars for the 2011-2012 Winter Season. The motion carried.

Announcements

- 1. Recreation Board – Night at the Races January 15, 2011.**
- 2. PSAB 100th Anniversary Annual Conference April 10 – 13.**

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Executive Session

Personnel – Public Works & Zoning Hearing Board

A motion was made by Todd Bartlow to go into executive session at 8:50 p.m.

A motion was made by Thomas Smith to come out of executive session at 9:32 p.m.

A motion was made by Linda Echard second by Thomas Smith to hire Mr. Lilley as the 2nd Class Laborer for the Borough of New Stanton. The motion carried.

A motion was made by Wilbur Bussard to adjourn the meeting at 9:33 p.m.

Respectfully submitted,

Mary Ann Roll

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Secretary