Trafford Borough Council Meeting Minutes
November 7th, 2023

1. Call to Order- **meeting called to order at 7:00pm**

2. Moment of Silence & Pledge of Allegiance

3. Roll Call **done by Nina Mulnix**

Council present: Councilmember Bayko, Councilmember Cardiff, Councilmember Corrales, Councilmember Dapra, Councilmember Perovich, Councilmember Shoub

Council not present: Councilmember Cole

Other Staff present: Mayor Llewellyn, Solicitor Craig Alexander, Borough Manager Jaime Peticca, Borough Secretary Nina Mulnix, Engineer Don Glenn.

4. Notice of Executive Session held November 7th, 2023, for matters of personnel and litigation.

5. Approve the October 3rd, 2023, Regular Council Meeting minutes.
    a. Motion: Councilmember Perovich
    b. Second: Councilmember Shoub
    c. Discussion: No discussion
    d. Vote: 6, 0, 1 (Absent)

6. Approve the October 2023 expense voucher list.
    a. Motion: Councilmember Bayko
    b. Second: Councilmember Dapra
    c. Discussion: No discussion
    d. Vote: 6, 0, 1 (Absent)

7. Public Comment
    a. Public Comment for all matters which the public has concern. No public comment or questions on agenda items will be received after this point.
    b. Public comment for motions not listed on the agenda will be received when called for.
    c. Borough Response

    Clarification: There was a meeting prior to the start of this meeting and there were names listed on the sign in sheet for public comment that were meant for attendance for the previous meeting.

    Owen Anderson (boy scout troop) wanted to thank all of the council for their support during the completion of the project on Duquesne Ave. A nice thank you was also extended to Larry George from Erie Insurance,

and Fire Chief Brian Lindbloom. Owen Anderson said he is looking forward to completing more projects in the borough.

Borough Response:

Councilmember Cardiff mentioned that Owen Anderson did a tremendous job of the ramp project.

Tom Zigarovich (109 Ardennes Court) asked about a piece of property in the neighborhood that is next to Belleau wood and Shadow Wood, what type of work or development is being conducted on that property.

Borough Response:

Manager Peticca- stated that the borough has not received any developmental plans from that parcel owner, however the borough did receive an application for excavation to relocate the driveway.

Solicitor Alexander- stated that when there is any type of development established on that parcel the property owner will need to present said plans to the borough, and notice will be given to the public if something is placed on the agenda.

Councilmember Perovich- asked Mr. Zigarovich if he has noticed anything other than the driveway occurring at the top of the Urban property.

Mr. Zigarovich- replied and stated there has been a lot of equipment going to that property and there has been tree removal happening.

Councilmember Cardiff- asked Ms. Austin if her concerns were answered in the above conversation.

Judy Austin (230 Timber Drive) spoke about concerns of a neighboring property in Shadow wood. The biggest concern is the excavating that is taking place. The property owner was performing work that caused a disturbance in the neighborhood. There are concerns regarding the moving of dirt, erosion, damage to the foundations of the homes in the area, and the saturation of the ground. This property has created damage to multiple Shadow wood properties in the past. Ms. Austin asked what is being built on that property, and why hasn't an official from the borough made a visit to the property to inspect what work is being done and why wasn't' anyone in our neighborhood notified.

Borough Response:

Councilmember Cardiff- asked Ms. Austin if her concerns were answered in the above conversation.

Ms. Austin- replied to council with a question about the basis of the excavation permit- if it was for a driveway only why has there been tree removal allowed?

Councilmember Cardiff and Solicitor Alexander- stated that code enforcement can investigate those concerns.

Lynwood Leeman (334 4th Street) Who is responsible for the curb in Trafford, 5th Street, Fairmont and Edgewood, there is a curb that needs to be repaired. There are pieces of the curb missing. Mr. Leeman asked if someone from the borough could fix the curb issue.

Borough Response:

Manager Peticca- asked Mr. Leeman to provide an exact address for the curb issue. We will look for the curb to address the issue with the address information provided.

8. Report from Borough Engineer, Glenn Engineering
    a. Report submitted.

Don Glenn commented on the concerns about the parcel owned by Urban Properties, there was a letter requested for sanitary availability by Mr. Urban. Glenn Engineering cannot complete this letter without more information on development or site plans. The next item discussed was the scope of work and cost estimates for the grant application for a sewer project on Bluff, Sycamore, Hayden, and Maple Street. Don Glenn's report also covered information on the interceptor that has been monitored for a year, the borough should be in a place to request that be removed. There will be an upcoming meeting with Three Rivers Wet Weather to discuss the data reports and the recommended action. The final item on Don Glenns report was a letter that was read to council and the public regarding the service Glenn Engineering provides to the borough. Considering recent RFP's that have been placed out to other engineering firms for comparative services and rate quotes, Don Glenn stated that his office will refrain from submitting an RFP and hopes to continue to serve the borough as they have for the last 20 years.

    b. Public comment on Mr. Glenn's report- **There were no comments or questions for Don Glenn**.
    c. Glenn Engineering dismissed from meeting.

9. Mayor's Report- **Mayor Llewellyn read the police report for the month of October. The mayor mentioned and invited anyone interested in attending the next discussion meeting. The meeting sometimes has guest speakers and is held in a different manner than a council meeting, and it gives residents a chance to speak and discuss concerns about the borough. An item that was discussed at the last discussion meeting was speeding concerns on First Street and Westmoreland Road and a separate concern on Sixth Street. The police monitored those areas for three weeks and issued 5 citations and 22 warnings. The discussion meeting would be the type of setting to address concerns just like the speeding example. The next discussion meeting is November 21st, 2023.**

10. Committee Reports
    a. Community & Economic Development (Chair Steve Perovich/Co-chair Jesse Dapra)

Councilmember Perovich reported on the new coffee shop that opened by the creamery. This Saturday November 11th the Legion is sponsoring a Veterans Day program at 10:45am.

    b. General Government & Finance (Chair Pat Bayko/Co-chair Chris Corrales)

Councilmember Bayko- reported on the 2024 budget: The budget is almost complete and ready for approval. The budget will be a topic of discussion at the discussion meeting.

    c. Parks & Recreation (Chair Jesse Dapra/Co-chair Steve Perovich)

Councilmember Dapra- stated there was nothing to report.

    d. Planning, Property, & Ordinances (Chair Casey Shoub/Co-chair Zack Cole)

Councilmember Shoub- read the September and October report from Code Enforcement.

e. Public Safety (Chair Chris Corrales/Co-chair Pat Bayko)/Emergency Management- Chuck Miller

EM Miller- spoke about the online NIMS (National Incident Management System) training needed for certification by elected/appointed officials. The certification is recommended for state and local governments to comply to receive federal aid from FEMA. Also mentioned was that the EMA meetings will organize again quarterly in 2024 and will be extended to Fire and Police Departments, EMS providers, Council public safety liaisons, and borough managers to attend. The final item mentioned was the update of the EOP (Emergency Operations Plan) happening in 2024 and there will be new features added to NRM (Notification Resource Manual).

Councilmember Corrales- stated he wanted to thank the Police and Fire Department for their help keeping the streets safe during Halloween.

f. Public Works & Sanitation (Chair Zack Cole/Co-chair Casey Shoub)

Councilmember Shoub- welcomed Tony Gockel as the new Foreman for the Public Works Dept.

g. Junior Council Person (JCP) Report-

JCP member Greg provided a summary of the October JCP rotation and activities that took place at the County Courthouse. Greg mentioned that the rotation for November will be held at the Borough office for an overview of borough administration.

h. President Kris Cardiff

Councilmember Cardiff- spoke about the October JCP rotation that included Irwin Borough's JCP members at the County Courthouse. It was a successful rotation and is a welcome idea for next year. The JCP members were able to participate in the commissioners meeting, and they met some staff from within the courthouse. The JCP members joined the Irwin JCP members in their holiday parade and both JCP groups will be participating in the Trafford holiday parade.

11. Managers' Report – **Manager Peticca mentioned the borough is accepting applications for a Laborer 2 position for the Public Works department, and the borough is still looking to hire a part time police officer. The next item on the managers' report was regarding a news article published in the Penn Franklin News that referenced the borough and Trafford's Recreation Board. Manager Peticca wanted to go on record to explain some miscommunicated information. There was an issue when the board went to purchase items on the credit card, the card was limited to $500.00, and that limit was exceeded. The attempted purchases took place on a Saturday and into Sunday, NO one from the borough was notified of the issue until after the event. Another part of the article referenced how the borough gave no insight or assistance for volunteerism. Manager Peticca stated there was an email sent to the individual requesting the information, and a response was never communicated back with any additional questions to the link and information that was provided. There are different capacities that a volunteer could assist in, with or without the proper clearances and without having knowledge of what their role was to be the borough could not advise the proper procedure. It was mentioned that a link was provided to the individual from Human Services to reference any questions they had about clearances and volunteering. Manager Peticca stated the borough office did everything they could to assist the person and recreation board to make their Halloween event a success.**

12. Motion to approve the Discussion Meeting minutes on September 19th, 2023.
    a. Motion: Councilmember Shoub
    b. Second: Councilmember Perovich
    c. Discussion: No discussion
    d. Vote: 6, 0, 1 (Absent)

13. Motion to approve to have the Westmoreland Heritage Trail Annual Festival at the B-Y Park on June 1st, 2024.
    a. Motion: Councilmember Dapra
    b. Second: Councilmember Corrales
    c. Discussion: **Councilmember Perovich asked if this will be the same event as last year? Manager Peticca replied yes, and stated the WHT trail is very happy with the success they've been having with the event here in Trafford and they look forward to keeping it here at the BY park. Councilmember Cardiff stated that this is an event that started a few years ago and the WHT would set up for a few hours here and then move on to other parts of the trail throughout the day. Last year WHT created this to be an all-day event and then going forward the plan was to alternate and come back to Trafford every other year. The borough did not anticipate them coming back for this event next year, but they are.**
    d. Vote: 6, 0, 1 (Absent)

14. Motion to approve the TECDC to hold the Holiday Parade and Santa in Manchester Room from 6-8 pm and the parade route from 5th Street to the borough building on Brinton Avenue.
    a. Motion: Councilmember Shoub
    b. Second: Councilmember Dapra
    c. Discussion: **Councilmember Cardiff added this is bringing back the old Holiday Happenings. This is an event that we are having for the community to attend and enjoy. Mayor Llewellyn- asked for communication if any police are needed or requested**. **Councilmember Bayko- asked if this will start in the Shop N Save plaza? Councilmember Cardiff replied Yes, and added if anyone is interested in participating or volunteering in the parade to let any councilmember know or contact Jeff Contillo**.
    d. Vote: 6, 0, 1 (Absent)

15. Motion to approve Ordinance for the First Street Railroad Bridge to a height clearance requirement of 12'6"
    a. Motion: Councilmember Corrales
    b. Second: Councilmember Shoub
    c. Discussion: **Councilmember Bayko-asked what this was about, who is responsible for raising it?**
    Councilmembers advised this is to lower the clearance from 12'8" to 12'6".
    d. Vote: 6, 0, 1 (Absent)

16. Motion to ratify the hiring of Tony Gockel as public works foreman effective October 18th, 2023,
    a. Motion: Councilmember Shoub
    b. Second: Councilmember Bayko
    c. Discussion: **Councilmembers Congratulated Tony.**
    d. Vote: 6, 0, 1 (Absent)

17. Motion to advertise the 2024 tentative Borough Budget
    a. Motion: Councilmember Perovich
    b. Second: Councilmember Corrales

c. Discussion: **Solicitor Alexander stated the borough is required to advertise the preliminary budget for 10 days. It is recommended that this be placed in the local newspaper by Monday November 13th, and it can be placed on the agenda for the December meeting. Councilmember Cardiff- mentioned the budget will also be discussed at our next discussion meeting on November 21st.**
d. Vote: 6, 0, 1 (Absent).

18. Motion to approve Resolution 6-2023: 2024 Tax Rate Fees
    a. Motion: Councilmember Shoub
    b. Second: Councilmember Corrales
    c. Discussion: **This motion was tabled until the December 5th meeting.**
    d. Vote: 6, 0, 1 (Absent)

19. Motion to approve the Sewage Collection System Operations & Maintenance Agreement that was executed on February 8th, 2018, for the Bradford Square Phase II Development plan.
    a. Motion: Councilmember Shoub
    b. Second: Councilmember Dapra
    c. Discussion: **Manager Peticca stated there was an agreement that was signed with the developer and the borough. This is just an official formality. Solicitor Alexander stated this is consistent with the covenants and declarations. The homeowners of that plan attended a previous meeting with a request for the borough to take responsibility of the Sewage system and it is now time for the borough to do so.**
    d. Vote: 6, 0, 1 (Absent)

20. Motion to advertise to authorize the Civil Service Commission to initiate Civil Service Exam.
    a. Motion: Councilmember Corrales
    b. Second: Councilmember Shoub
    c. Discussion: **Manager Peticca stated we have some potential employees coming up on retirement in the Police Department and us providing a list of the people who would be eligible to be hired.**
    d. Vote: 6, 0, 1 (Absent)

21. New Business
    - New Zoning Ordinance, Sign Ordinance, and LERTA Ordinance and possible action

Conversations from the Public Hearing applied to this topic on the agenda. It was asked what the next course of action would be. Solicitor Alexander asked if Councilmembers were prepared to make a motion on any or all the proposed changes at this current meeting or did the topics need further discussion. Most council members wanted to have further discussion on the Zoning and Sign Ordinance changes, it was suggested that all items be tabled, and possibly pass the LERTA at the December meeting.

- Resignation of Joyce Miller / Ashley Miller on Recreation Board

Manager Peticca stated we are waiting a formal letter of resignation from Ashley Miller; it was verbally communicated that she resigned.
Councilmember Cardiff asked if there was anyone interested in joining the recreation board now is a good opportunity.

There is a motion on the floor to accept Joyce Millers resignation from the Trafford Borough Recreation Board.

a. Motion: Councilmember Perovich
b. Councilmember Corrales
c. Discussion: No discussion
d. Vote: 6, 0, 1 (Absent)

- WHT Representative – need a new, active member.

Manager Peticca stated we have a person of interest to act as the representative. His name is Michael Bertonaschi, he is highly recommended by Mr. Rudge. Councilmember Perovich stated there is another person potentially interested in being the WHT representative. It was suggested that someone reach out to the individual to gauge his level of interest.

- Handicapped Parking space for Clara Piccuillo @ 109 Cavitt Avenue and possible action

Manager Peticca stated that this information has been reviewed by the Chief of Police. This item is up for discussion because there is already one handicap space allotted on the street, this would be for a second space. Manage Peticca clarified that a handicap parking space means that anyone with a Handicap placard can park in that designated spot, it's not an individually owned space for one person.

There is a motion on the floor to accept the Handicap Parking Space at 109 Cavitt Avenue.

a. Motion: Councilmember Corrales
b. Second: Councilmember Dapra
c. Discussion: **Councilmember Bayko asked if these requests are usually on our agenda? Councilmember Cardiff replied Yes.**
d. Vote: 6, 0, 1 (Absent)

22. Old Business- **No old business to discuss.**

Adjournment

a. Announce the Discussion Meeting on November 21st at 6:00 pm in the Manchester Room.
b. Move to adjourn: Councilmember Dapra.
c. Second: Councilmember Perovich
d. Discussion: **There is a misprint on the agenda for the meeting time, the time should have been 6:30pm.**
e. Vote: 6, 0, 1 (Absent)

Respectfully submitted.
Nina Mulnix
Borough Secretary.