Meeting Minutes for Trafford Borough Council Meeting
November 6th, 2024

1. Call to Order – **Meeting called to order by Councilmember Cardiff at 7:02 pm.**

2. Moment of Silence & Pledge of Allegiance

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

Councilmembers present: Councilmember Cardiff, Councilmember Deabner, Councilmember Perovich, Councilmember Schopp, Councilmember Shoub

Councilmembers not present: Councilmember Bayko, Councilmember Dapra

Other staff present: Mayor Llewellyn, Solicitor Alexander, Manager Peticca, Secretary Mulnix, Code Enforcement Hamill, Penn E& R Amber Yon.

4. Notice of Executive Session held November 6th, 2024, for matters of personnel and litigation.

5. Approve the October 1st, 2024, Regular Council Meeting minutes.
    a. Motion: Councilmember Perovich
    b. Second: Councilmember Schopp
    c. Discussion: No discussion
    d. Vote: 5, 0, 2 (Absent)

6. Approve the September 17th, 2024, Discussion Meeting Minutes.
    a. Motion: Councilmember Perovich
    b. Second: Councilmember Deabner
    c. Discussion: No discussion
    d. Vote: 5, 0, 2 (Absent)

7. Approve the October 2024 expense voucher lists.
    a. Motion: Councilmember Shoub
    b. Second: Councilmember Perovich
    c. Discussion: No discussion
    d. Vote: 5, 0, 2 (Absent)

8. 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

Larry Irr (114 Coventry Court) came to request an emergency evacuation plan for Trafford residents within one mile or more of the Apex Drakulic unconventional wells. Mr. Irr expressed some concerns in the event of a well blowout and wanted to ensure there are plans in place for evacuation and safety.

Borough Response:

Manager Peticca stated that she will include our Emergency Management Coordinator in on this concern and would advise Mr. Irr of his response and any additional information.

9. Report from Borough Engineer, Penn E&R
    a. Report submitted. Amber Yon provided some comments on her submitted report.

- ***Trafford Borough Parking Lot Paving Project-*** **Penn E&R has obtained signed contract documents and bonds**. **Tresco is to begin work the week of November 11th. Items of construction will consist of excavation, installation of drainage features, retaining wall, and flowable fill. Final pavement will be completed in the spring**.
- ***Bluff Street Stormwater Ponding-*** **Penn E&R performed deed research to determine the presence of drainage easements and Borough right-of-way limits.**
- ***Boundary Survey of Parcel 36-03-03-0-011-*** **Penn E&R is to prepare a conceptual drawing of a proposed parking lot layout. The borough may use that information to determine future use of that parcel.**
- ***Hird Road Drainage and Pavement Improvements-*** **Penn E&R submitted preliminary design plans, easement exhibits, and construction cost estimate to the borough for the borough's use in pursuing grant funding for this project.**

    b. Public comment on Penn E&R's report – **Councilmember Shoub asked if Tresco needs a staging area and what is the time frame for completion of the project?** Amber Yon responded that Tresco will not need a staging area, and the time frame given for completion was 45 days. Amber Yon stated that she would anticipate a month for completion.

10. Mayor's Report – **Mayor Llewellyn read the October Police report to Councilmembers and the public. The mayor also stated that there have been 3 to 4 individuals breaking into vehicles at night. It was recommended that everyone be sure to lock their cars at night.**

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

Councilmember Perovich reminded residents that the American Legion will host a Veterans Day Program on Monday November 11th. The event will start at 10:45am to 11:30am with lunch to follow.

    b. General Government & Finance (Chair Pat Bayko/Co-chair Rose Schopp)

Councilmember Bayko was absent – there was nothing to report.

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

Councilmember Perovich mention that the Halloween Parade/Event hosted by the Recreation board was a success. Councilmember Perovich also mentioned that the TECDC held its 1st Chili cookoff event on Saturday November 2nd, and it was a nice start to provide the community with activities to attend.

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

Councilmember Shoub deferred to Code Enforcement: Matt Hamill read the October Code report to councilmembers and the public.

    e. Public Safety (Chair Rose Schopp/Co-chair Pat Bayko)

Councilmember Schopp stated there was nothing to report.

    f. Public Works & Sanitation (Chair Ralph Deabner/Co-chair Casey Shoub)

Councilmember Deabner stated there was nothing to report.

    g. Junior Council Person (JCP) Report

JCP member Claypool spoke about the October rotation that took place in the borough building focusing on the administrative roles. The members learned about daily, monthly and yearly operations at the borough office. Some topics covered were finance, budget preparations, ordinances, meeting minutes.

    h. President Kris Cardiff

Councilmember Cardiff- thanked JCP member Claypool for attending the meeting and providing a JCP recap.

Councilmember Cardiff also deferred to Jeff Contillo to give a TECDC report. Jeff Contillo stated the Chili cookoff was a nice turnout and he was happy to have had the event. Jeff Contillo announced some exciting things happening with Holiday Happenings this year on Saturday December 7th. There will be a craft vendor show at the American Legion from 12pm to 4pm. There will also be food trucks present for the event this year from 4pm to 8:30pm in the Manchester Room parking lot and on Cavitt Ave. The parade will start at 6pm, following a visit with Santa from 6:30 to 8pm. Councilmember Cardiff anyone wanting to volunteer for the event is welcome.

12. Manager's Report – **Manager Peticca wanted to thank Annette Costlow for the recent landscaping and beautification of the areas that she currently oversees, the work is much appreciated. Manger Peticca stated the borough is still working on putting together an injection well ordinance, that should be forthcoming for a vote at a future meeting. The borough was recently made aware of a proposed route change to the Pittsburgh Public Transit that runs through Trafford Borough. The proposal would stop the service at Haymaker Village. To voice any opinions or concerns, listed are the ways to do so:1. Attending a meeting in Allegheny County. 2. Email:** buslineredesign@rideprt.org. **3. Call customer service. 4. Or post a comment directly on their map listed on their website**. **Manager Peticca ended her report stating that representatives from Keystone Collections group will be the guest speaker at the discussion meeting on November 19th.**

13. Motion to tentatively approve the 2025 General Fund and 2025 Sewage Fund Budgets
    a. Motion: Councilmember Shoub
    b. Second: Councilmember Perovich
    c. Discussion: **Councilmember Cardiff stated this is to tentatively approve, and this will be discussed at the discussion meeting. Solicitor Alexander stated the budget will be available at the borough office for public display for ten days.**
    d. Vote: 5, 0, 2 (Absent)

14. Motion to approve the EPA's Brownfields Assessment Coalition MOU for Westmoreland County Land Bank to apply for grant funding
    a. Motion: Councilmember Shoub
    b. Second: Councilmember Deabner
    c. Discussion: **Manager Peticca stated she spoke with a representative from Westmoreland County redevelopment agency and discussed the benefits for Trafford to joining the coalition for grant opportunities. The borough has worked with these organizations in the past. Manager Peticca stated this would be a good partnership with the property known as Liberty Properties in mind.**
    d. Vote: 5, 0, 2 (Absent)

15. Motion to advertise to adopt the 2021 IPMC
    a. Motion: Councilmember Perovich
    b. Second: Councilmember Shoub
    c. Discussion**: Solicitor Alexander gave the definition for IPMC: Internation Property Maintenance Code, and confirmed the borough currently uses the 2018 version. This motion is to bring the borough up to date with the most current version.**
    d. Vote: 5, 0, 2 (Absent)

16. Motion to appoint Feaster as pension consultant for 2025 for the police pension fund in the amount of $1,200.00
    a. Motion: Councilmember Deabner
    b. Second: Councilmember Shoub

c. Discussion: **Manager Peticca stated that Feaster is who the borough has used through the years.**
d. Vote: 5, 0, 2 (Absent)

17. Motion to approve Ordinance 6-2024 Wallace and Westmoreland No Parking regulations.
    a. Motion: Councilmember Deabner
    b. Second: Councilmember Schopp
    c. Discussion: **Mayor Llewellyn asked if the motion passes will there be signs posted? Manager Peticca replied yes, and confirmed the signs will be posted as soon as they are ordered and delivered.**
    d. Vote: 5, 0, 2 (Absent)

18. Motion to apply for the Main Streets façade improvement grant through the DCED in amount of $20,000.
    a. Motion: Councilmember Perovich
    b. Second: Councilmember Deabner
    c. Discussion: **Manager Peticca stated this will be a grant implantation to assist local business owners to improve their buildings to enhance the look of our downtown business district. Eligible types of improvements that would be considered are updates to the façade, lighting, awning, windows, and others listed in the grant application process. There will be stipulations as to what eligible funds can be used for. If funding is approved of the grant the borough will start an application process. This would require matching funds, and the amount would be determined based on the number of qualified applicants.**
    d. Vote: 5, 0, 2 (Absent)

19. Motion to remove the dead tree in B-Y Park by Harper Tree Service in amount of $2,500.00
    a. Motion: Councilmember Deabner
    b. Second: Councilmember Shoub
    c. Discussion: **Councilmember Cardiff confirmed this is the tree over by the pavilions.**
    d. Vote: 5, 0, 2 (Absent)

20. Motion to approve Memorandum of Understanding with Kendall Realty for (7) seven parking spaces from October 1st, 2024, to lease term ending Sept. 30th, 2025.
    a. Motion: Councilmember Deabner
    b. Second: Councilmember Perovich
    c. Discussion: **Councilmember Perovich asked if this was for the formally known parking lot at Dom's Pizzeria. Manager Peticca confirmed that this correct and the MOU is for less parking spaces than the previous agreement**.
    d. Vote: 5, 0, 2 (Absent)

21. Motion to approve the updates to the Zoning Map to reflect the current Zoning Ordinance 3-2024
    a. Motion: Councilmember Shoub
    b. Second: Councilmember Deabner
    c. Discussion: **No discussion.**
    d. Vote: 5, 0, 2 (Absent)

22. Motion to apply to the Statewide LSA grant for an Elgin Regen X Street sweeper, leaf collector, and catch basin cleaner in the amount of $330,169.08 as quoted from A&H Equipment.
    a. Motion: Councilmember Deabner
    b. Second: Councilmember Shoub
    c. Discussion: **Councilmember Perovich asked how much is the grant for? Manager Peticca stated it is for the full amount of $330,169.08**.

d. Vote: 5, 0, 2 (Absent)

23. Motion to accept the Penn Township Ambulance yearly cost of $10,200.00 for the 2025 fiscal year.
    a. Motion: Councilmember Perovich
    b. Second: Councilmember Deabner
    c. Discussion: **No discussion.**
    d. Vote: 5, 0, 2 (Absent)

24. Motion to pay the final Invoice #3 to S&E Utility in the amount of $16,631.21 for the 2024 South Trafford Sewage project pending approval from Glenn Engineering.
    a. Motion: Councilmember Shoub
    b. Second: Councilmember Deabner
    c. Discussion: **Councilmember Deabner asked if everything associated with the project had been completed. Manager Peticca confirmed that the project had been completed with the exception to the PUC report and final billing invoice**.
    d. Vote: 5, 0, 2 (Absent)

25. Motion to adopt the IFC
    a. Motion:
    b. Second:
    c. Discussion: **A meeting needs to be held for further discussion.**

**** A new motion is on the floor to table the motion to adopt the IFC. ****

a. Motion: Councilmember Deabner
b. Second: Councilmember Shoub
c. Discussion: **Solicitor Alexander clarified that IFC stands for International Fire Code.**
d. Vote: 5, 0, 2 (Absent)

26. New Business

- Volunteer of the Year nomination- Andrew Capets.

A motion is on the floor to award the 2024 Volunteer of the Year to Andrew Capets.

a. Motion: Councilmember Perovich
b. Second: Councilmember Shoub
c. Discussion: **Councilmember Perovich stated Mr. Capets is the driving force behind the Historical Society, and he orchestrated the interpretive sign by the bridge. This is a well-deserved nomination. Mayor Llewellyn also stated that Mr. Capets was interviewed on a show called Fried Jumbo as a guest, and it is worth watching. Councilmember Perovich stated he will advise Mr. Capets of the award. Councilmember Cardiff stated the award will be given in January.**
d. Vote: 5, 0, 2 (Absent)

- All American MOU for South Trafford baseball field usage and possible action

Manager Peticca stated that All American had reached to the borough office to request usage of the South Trafford ballfields for the 2025 season. They approached the borough about giving an in-kind donation to prepare the infields with more dirt, windscreen in the back of the fields and any additional upgrades. It was mentioned that during the month of October All American had the fields reserved and they left the restrooms unlocked all weekend after given specific information to lock them up and keys were provided to do so. The borough feels that some concerns were raised after these rentals and that an MOU will address those concerns and protect borough property.

Councilmember Perovich also addressed the parking concerns with the amount of people coming into town for All American. There tends to be trash left often around Westmoreland Road during the ball season.

Councilmember Cardiff expressed concerns that residents on Wallace Avenue often experience significant traffic in the area when All American rents the fields., and the borough can post speed limit signs, and it still remains in issue to enforce.

Councilmember Schopp expressed her concerns that the patrons of the fields near Westmoreland Avenue do not follow traffic signs and have no regard for parking in front of resident driveways.

Councilmember Cardiff stated that many of these concerns have been communicated to All American Baseball and stated that it seems like a disregard for the taxpayers' facilities.

Mayor Llewellyn stated that All American does not remove their pitching mounds, and it has an impact on how girls' softball can play on the fields.

Solicitor Alexander stated that if no motion is made it dies for lack of a motion.

**** There was no motion made ****

- Chapter 46 Salaries and Compensation; Ordinance 10-3-1989 Article I and Article II and possible action

Councilmember Perovich clarified that this item is something that was never formally approved and action is needed to protect the borough, so no former councilmember can come forth to request any type of backpay.

Solicitor Alexander stated that a few years ago council members elected to no longer accept the payment in the amount of $50.00 that was paid to them for serving on council. There was never an official motion passed to update and change the ordinance. Manager Peticca recently noticed that, and we are bringing closure to the item.

Manager Peticca stated the recommendation would be as follows: To keep Chapter 46 the same a budget would need to be created, or if council members decide to strike the ordinance, we can make a motion to remove.

A motion is on the floor to advertise to strike Chapter 46 Salaries and Compensation: Ordinance 10-3-1989 Article I and Article II of the borough code.

a. Motion: Councilmember Perovich
b. Second: Councilmember Schopp
c. Discussion: **No discussion.**
d. Vote: 5, 0, 2 (Absent)

27. Old Business
    - Vacancy Fees; Discussion and possible action

Manager Peticca stated this was discussed at the last council meeting, and some clarification was needed to define what is considered vacant. The borough currently charges $150.00 annually for any structure that is deemed vacant (Vacant does not mean items being stored in a building). The borough has regulations on storage in commercial buildings. In comparison to other municipalities our fee is on the

low side, and we have a lot of vacant buildings. Manager Peticca listed the proposed fee schedule changes: Starting January 01, 2025, the vacancy fee would be $150.00 and then if the building is still vacant July 01st, another fee of $150.00 would apply. The possible action would be to advertise the increase in fees to the borough code.

A motion is on the floor to Advertise an increase in the vacancy fees for the borough code.

a. Motion: Councilmember Shoub
b. Second: Councilmember Deabner
c. Discussion: **No discussion.**
d. Vote: 5, 0, 2 (Absent)

Adjournment

a. Announce the next Discussion Meeting on November 19th, 2024, at 6:30 pm in the Manchester Room.
b. Move to adjourn: Councilmember Deabner
c. Second: Councilmember Perovich
d. Discussion:
e. Vote: 5, 0, 2 (Absent)

Respectfully submitted,

Nina Mulnix
Borough Secretary