Trafford Borough Council Meeting Minutes
October 07, 2025

1. Call to Order – **Councilmember Cardiff called the meeting to order at 7:04pm**.

2. Moment of Silence & Pledge of Allegiance

3. Roll Call **completed by Secretary Nina Mulnix**

Councilmembers present: Councilmember Bayko, Councilmember Cardiff, Councilmember Perovich, Councilmember Shoub.

Councilmembers not present: Councilmember Dapra, Councilmember Deabner, Councilmember Schopp

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

4. Notice of Executive Session held October 7th, 2025, for matters of personnel, litigation, and property.

5. Approve the September 2nd, 2025, Council Meeting minutes.
    a. Motion: Councilmember Perovich
    b. Second: Councilmember Bayko
    c. Discussion: **No discussion**
    d. Vote: 4, 0, 3 (Absent)

6. Approve the September 16th, 2025, Special/Discussion Meeting minutes.
    a. Motion: Councilmember Perovich
    b. Second: Councilmember Bayko
    c. Discussion: **No discussion**
    d. Vote: 4, 0, 3 (Absent)

7. Approve the September 2025 expense voucher lists.
    a. Motion: Councilmember Bayko
    b. Second: Councilmember Shoub
    c. Discussion: **No discussion**
    d. Vote: 4, 0, 3 (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

Joan Monroe – (513 Zone St) was asking council for a status update on the following items that surround the Business District on Cavitt Avenue. The sidewalk repair that has been in litigation, the abandoned building at 438 Cavitt Avenue, and the road work for the sink hole on Cavitt Avenue.

Borough Response:

Solicitor Alexander stated that the sidewalk issue is being resolved, the sidewalk should be constructed by the November council meeting. The sidewalk will look like the neighboring sidewalk that was recently constructed.

Councilmember Cardiff stated the other items of concern will be addressed in the borough engineers and Borough Manager's reports.

Donna Morrocco (410 Edgewood Ave) was asking council for a status update on her request to connect water and electricity from the Gazebo at Veterans Park to the area where the steps were recently constructed.

Borough Response:

Councilmember Cardiff stated the borough had no update to provide about the requested water and electricity connection.

Lynwood Leeman – deferred his public comment.

Logan Irdi (234 E Fairmont Ave) was asking council for a status update on the 4th and Cavitt Ave repair, along with any additional collapsing sewers and potential sinkholes around the borough. Secondly Mr. Irdi inquired about planting community gardens in the borough.

Borough Response:

Councilmember Cardiff stated that the repair work on Cavitt will be addressed in the borough engineers report. It was also mentioned for Mr. Irdi to reach out to Jeff Contillo from TECDC to volunteer for community projects such as community gardens.

9. Report from Borough Engineer, Penn E&R
    a. Report submitted.
    b. Public comment on Penn E&R's report – **Councilmember Perovich asked if the sewer repair on Cavitt includes Duquesne Avenue and Brinton Avenue. Amber Yon replied and stated that the repair work does not have to go the entire length of Duquesne Avenue. The sanitary line at 4th and Cavitt Ave is a 4-way line, and it will be replaced at every part of that four-way intersection.**

10. Mayor's Report-
    - **Mayor Llewellyn read the August and September Police Reports.**
    - **Mayor Llewellyn mentioned that there are car thefts in surrounding areas, and alerted residents to lock their vehicles and be on the lookout for suspicious activity.**

11. Committee Reports
    a. Community & Economic Development (Chair Steve Perovich/Co-chair Jesse Dapra)
        - **The committee reported that the PRT bus line has been given funding for the bus service to continue into Trafford and surrounding areas.**
        - **The TECDC has started discussions and planning for the Holiday Happening event.**
        - **The Recreation Board is planning the Halloween event in the Manchester Room.**
        - **TECDC (separate organization) provided an update on some borough events and activities.**
            - *Oktober Fest was a fun successful event.*
            - *TECDC is planning Holiday Happenings for December 6th.*
            - *TECDC is overhauling their website, and a new design is coming.*

- *TECDC is holding a digital marketing training course for local businesses and that will be held on October 28th, from 6:30pm to 8:30pm in the Manchester Room.*

b. General Government & Finance (Chair Pat Bayko/Co-chair Rose Schopp)
   - **The committee reported they are working on the budget and will have it prepared for the November discussion meeting.**

c. Parks & Recreation (Chair Jesse Dapra/Co-chair Steve Perovich)
   - **The committee stated the Recreation board are in discussions and planning for next year's events.**
   - **The committee also stated that the Trafford Borough Historical Society has recently constructed two new interpretive displays to commemorate the schools and the fire department.**

d. Planning, Property, & Ordinances (Chair Casey Shoub/Co-chair Ralph Deabner)
   - **The committee deferred to code enforcement to read the September code report.**

e. Public Safety (Chair Rose Schopp/Co-chair Pat Bayko)
   - **The committee had nothing to report.**

f. Public Works & Sanitation (Chair Ralph Deabner/Co-chair Casey Shoub)
   - **The committee had nothing to report.**

g. Junior Council Person (JCP) Report**.**
   - **The JCP had nothing to report.**

h. President Kris Cardiff
   - **President Cardiff stated that he and the borough admin staff had the opportunity to attend the PSAB Fall Conference at State College and gathered much information and networked with many valuable people and gained valuable resources.**
   - **President Cardiff stated he was given the honor to be a member of the PSAB Conference Committee, and to work with the PSAB to organize a session on developing JCP programs.**
   - **President Cardiff mentioned that Andrew Capets has been nominated for an award and is a recipient of the award on behalf of the Trafford Historical Society. It is a much appreciated and well-deserved award.**
   - **President Cardiff stated that Plus Public is aiding in a rebranding for Trafford Borough and there is an event being held for the public to attend and participate in on Tuesday October 14th from 6pm to 8pm in Council Chambers.**

12. Manager's Report –
   - **Manager Alberter thanked councilmembers and staff for their assistance with a seamless transition into the manager's position.**
   - **The boroughs Liquid Fuels audit had been completed with no finding or concerns.**
   - **Sewage bills will be generated around the middle of the month with a mid-November due date.**
   - **The draft budget is underway and will be ready for public comment and review at the November discussion meeting.**
   - **Plus Public will be in the borough for the rebranding event, all are encouraged to participate.**
   - **Volunteer of the year nominations are being accepted.**
   - **The lot across the street has been given a cost estimate for development into a parking lot and the borough has applied for grant funding in the amount of $30,000.00 for the project. The parking lot would house 14 total parking spaces, one being a handicap designated space.**
   - **An end-of-the-month report was given on all borough bank accounts.**
   - **Waste Management will collect yard waste such leaves during regularly scheduled garbage collection.**

13. Motion to approve the Trafford VFD 100th Anniversary Proclamation
    a. Motion: Councilmember Perovich
    b. Second: Councilmember Shoub
    c. Discussion: **Councilmember Cardiff stated that it was important to recognize the strong history of the Volunteer Fire Department and how it's been a staple in the community for a century. Mayor Llewellyn presented Fire Chief Brian Lindbloom with the Proclamation.**
    d. Vote: 4, 0, 3 (Absent)

14. Motion to advertise an RFP for a new Police Pension Plan Manager
    a. Motion: Councilmember Bayko
    b. Second: Councilmember Perovich
    c. Discussion: **Manager Alberter confirmed this motion is necessary due to the current manager's retirement.**
    d. Vote: 4, 0, 3 (Absent)

15. Motion to advertise an RFP for a new MMO Provider.
    a. Motion: Councilmember Perovich
    b. Second: Councilmember Bayko
    c. Discussion: **Manager Alberter stated this is the Minimum Obligation towards the pension.**
    d. Vote: 4, 0, 3 (Absent)

16. Motion to authorize advertisement of postponed bid opening regarding the Cavitt Ave & 6th Avenue Playground project.
    a. Motion: Councilmember Shoub
    b. Second: Councilmember Perovich
    c. Discussion: **No discussion**
    d. Vote: 4, 0, 3 (Absent)

17. Motion to approve Borough Trick-or-Treat on Friday, October 31, 2025, from 6-8 PM.
    a. Motion: Councilmember Shoub
    b. Second: Councilmember Perovich
    c. Discussion: **Councilmember Cardiff stated this motion is to keep all safety personnel informed to plan and keep everyone safe during the event.**
    d. Vote: 4, 0, 3 (Absent)

18. Motion to approve the Handicap Parking Spot for Carol Richardson of 425 Homewood Avenue.
    a. Motion: Councilmember Shoub
    b. Second: Councilmember Bayko
    c. Discussion: **Councilmember Cardiff asked if there is a running list of applicants that is reviewed annually. Manager Alberter confirmed that there is a list and it is reviewed.**
    d. Vote: 4, 0, 3 (Absent)

19. Motion to approve the final payment for the 2023 Dodge Charger Pursuit for the Police Department in the amount of $52,242.00.
    a. Motion: Councilmember Shoub
    b. Second: Councilmember Perovich
    c. Discussion: **Councilmember Cardiff stated this purchase was funded by the Local Shares Grant.**
    d. Vote: 4, 0, 3 (Absent)

20. Motion to approve Resolution No. 10-2025-01 Berkheimer Confidential Tax Information Sharing
    a. Motion: Councilmember Shoub
    b. Second: Councilmember Perovich
    c. Discussion: **Manager Alberter stated that Berkheimer requested that a resolution be passed before they can release information.**
    d. Vote: 4, 0, 3 (Absent)

21. Motion to approve Opst & Associates, LLC 2026 Engagement Letter in the amount of $8,000 for the Purpose of Completing the 2025 Audit of Borough Financials.
    a. Motion: Councilmember Perovich
    b. Second: Councilmember Bayko
    c. Discussion: **Councilmember Cardiff stated that Opst & Associates have been the borough's auditors for several years.**
    d. Vote: 4, 0, 3 (Absent)

22. New Business

A. Cavitt & 4th Estimates and Action

- **Council members were given the quotes, and the lowest quote was approx. $264,000.00 a decision needs to be made for work to begin. With it being an emergency a formal bid was not necessary.**
- **Penn E& R recommended that the borough accept the quote from Cautela Enterprises/Fisher Construction**

A motion is on the floor to accept the quote from Cautela Enterprises in the amount of $264,517.00 for the repairs of Cavitt Avenue and Fourth Street.

a. Motion: Councilmember Shoub
b. Second: Councilmember Perovich
c. Discussion: **No discussion**
d. Vote: 4, 0, 3 (Absent)

B. E. Edgewood Paving Estimates and Action

- **Councilmember Cardiff stated the quote to asphalt E Edgewood Avenue is $273,247.00, and the borough would apply for a grant to cover the cost of the work. This would save the borough from having to utilize liquid fuels funds.**
- **Discussions about additional projects were mentioned (sprinkler system for the Public Works Building), and it was noted that the borough can submit more than one grant application for additional requests.**

C. LSA Statewide Grant Project Recommendations

- **It was stated that no action was needed as the grant application deadline is at the end of November, any additional projects that are requested can be discussed before grant submittal.**

D. Cirtec Stump Removal in Veterans Memorial Park

- **Manager Alberter stated this request came into the office by Tom Ross, and he is donating his time and resources to remove the stump around where the recently constructed steps are located. The stump is on borough property and Mr. Ross is asking for permission.**

A motion is on the floor to authorize Cirtec to remove the stump in Veterans Memorial Park as requested to the borough office at no charge to the borough.

a. Motion: Councilmember Shoub
b. Second: Councilmember Perovich
c. Discussion: **No discussion**
d. Vote: 4, 0, 3 (Absent)

E. Christmas Tree Donation for Holiday Season

- **Councilmember Cardiff stated that there has been a request from an individual who is removing a tree and asked the borough if they want to accept the donation of the tree for the Holiday Season.**
- **In the event the tree is accepted borough council expressed that the owner is responsible for removing the tree.**
- **It was recommended that Public Works reach out to the individual to access the tree.**

22. Old Business

a. Borough Manager Ordinance Update

- **Councilmember Cardiff stated that not everyone has had a chance to review the edits or changes, so more time is needed to review.**

Adjournment

a. Announce the next Regular Council Meeting on Wednesday, November 5th at 7:00 pm in Council Chambers.
b. Move to adjourn: Councilmember Perovich
c. Second: Councilmember Shoub
d. Discussion: **No discussion.**
e. Vote: 4, 0, 3 (Absent)

Respectfully Submitted,

Nina Mulnix
Borough Secretary