Trafford Borough Council Meeting Minutes
September 2, 2025

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

2. Moment of Silence & Pledge of Allegiance

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

Councilmembers present: Councilmember Bayko, Councilmember Cardiff, Councilmember Deabner, Councilmember Perovich, Councilmember Schopp.

Councilmembers not present: Councilmember Dapra, Councilmember Shoub

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

4. Notice of Executive Session held August 12, 2025, August 26, 2025, & September 2, 2025, for matters of personnel, litigation, & property.

5. Approve the August 5, 2025, Council meeting minutes.
    a. Motion: Councilmember Perovich
    b. Second: Councilmember Deabner
    c. Discussion: **No discussion**
    d. Vote: 5, 0, 2 (Absent)

6. Approve the August 2025 expense voucher lists.
    a. Motion: Councilmember Bayko
    b. Second: Councilmember Perovich
    c. Discussion: **No discussion**
    d. Vote: 5, 0, 2 (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

Cheryl Clawson (508 Zone Street)- came to the meeting for an update about the sewer line that caused a sewage back-up in her basement. Ms. Clawson stated that she was waiting for the borough to provide an answer after the camera line footage was reviewed, there had been no updates provided. Mrs. Clawson stated she was advised to consult with an attorney.

Borough Response:

Solicitor Alexander stated that these concerns were discussed among council, but since the property owner stated she was seeking an attorney that would prevent the borough from commenting publicly on this matter. The borough had no involvement in the sewage back-up, but the borough continues to investigate.

Tom Cunningham (537 Brinton Avenue) has concerns about the abandoned property neighboring his property. Mr. Cunningham stated there are overgrown shrubs, grass and a dilapidated fence encroaching on his property. In addition, there are problems with clogged gutters and downspouts causing water to drain into his property. Mr. Cunningham was asking what can be done about these violations.

Borough Response:

Councilmember Cardiff asked code enforcement to address Mr. Cunningham's concerns after the meeting.

8. Report from Borough Engineer, Penn E&R
    a. Report submitted.
    b. Public comment on Penn E&R's report –

Cheryl Clawson asked Penn E&R for a status update on the Homewood Avenue repair work, and the results of the camera footage of the televised sewer lines.

Amber Yon replied that her firm has put together packets for potential contractors to bid on the project. The sanitary sewer will be replaced via Zone and Sixth Street along Homewood Avenue. Amber also replied that it was uncovered that there were roots in the line and the situation was immediately remedied, and the line is clear.

Solicitor Alexander stated that any additional comments or questions on Penn E&R's report could be discussed after the conclusion of the council meeting.

9. Mayor's Report-
    - **Mayor Llewellyn stated that there was no report to give, the chief is completing budget preparations.**
    - **Mayor Llewellyn mentioned that there are two officers testing for the Sergeant position on Thursday September 4th at 9am.**

10. Committee Reports
    a. Community & Economic Development (Chair Steve Perovich/Co-chair Jesse Dapra)
        - **The committee mentioned the upcoming TECDC event Oktoberfest on Saturday September 6th and a memorial dedication for those being honored for their efforts with The Heritage Trail.**
        - **The committee also mentioned the steps that are being renovated by Veterans Park are almost completed.**
    b. General Government & Finance (Chair Pat Bayko/Co-chair Rose Schopp)
        - **The committee welcomed the new borough manager.**
        - **The committee stated that budget preparations are underway.**
    c. Parks & Recreation (Chair Jesse Dapra/Co-chair Steve Perovich)
        - **The committee stated that the Recreation board is looking to recruit new members.**
        - **The committee stated that PTARC with Penn Twp has now dissolved, and the borough and recreation board will continue a working relationship with the new Penn Twp recreation**.
        - **TECDC (separate organization) provided an update on some borough events and activities**.
            - *Mr. Contillo stated that Oktoberfest is at BY Park this Saturday September 6th.*
            - *TECDC is putting together training for local businesses on social media marketing.*
            - *TECDC has Holiday Happenings planned for December 6th.*

d. Planning, Property, & Ordinances (Chair Casey Shoub/Co-chair Ralph Deabner)
   - **The committee deferred to code enforcement to read the August 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
   - **JCP member Claypool stated that school is back in session, and recruitment will be underway.**
h. President Kris Cardiff
   - **President Cardiff welcomed the new Borough Manager Diana Alberter to Trafford Borough.**

11. Manager's Report –
    - **Manager Alberter introduced herself and stated she is looking forward to bringing knowledge to the position and focusing on smooth operations and strong communication with all.**

12. Motion to ratify the hiring of Diana Alberter for the Borough Manager position at a beginning salary of $70,500.00.
    a. Motion: Councilmember Bayko
    b. Second: Councilmember Schopp
    c. Discussion: **No discussion.**
    d. Vote: 5, 0, 2 (Absent)

13. Motion to approve the Trafford Recreation Board to use the Manchester Room for their Halloween event on Sunday, October 26, 2025, from 1pm to 4pm.
    a. Motion: Councilmember Perovich
    b. Second: Councilmember Deabner
    c. Discussion: **No discussion.**
    d. Vote: 5, 0, 2 (Absent)

14. Motion to accept nominations for the 2025 Volunteer of the Year award with a deadline of Friday, October 31, 2025.
    a. Motion: Councilmember Bayko
    b. Second: Councilmember Deabner
    c. Discussion: **Councilmember Cardiff stated that this award is a way for the borough to say Thanks to individuals that volunteer their time to the community.**
    d. Vote: 5, 0, 2 (Absent)

15. Motion to approve the Police Pension Plan MMO in the amount of $ 89,943.00 for the 2026 fiscal year.
    a. Motion: Councilmember Bayko
    b. Second: Councilmember Perovich
    c. Discussion: **Councilmember Cardiff stated this is an annual approval for the pension amount.**
    d. Vote: 5, 0, 2 (Absent)

16. Motion to accept the Non-Uniform pension MMO for the 2026 fiscal year in the amount of $35,300.00.
    a. Motion: Councilmember Bayko
    b. Second: Councilmember Schopp
    c. Discussion: **No discussion.**

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

17. New Business

a. LSA Local Share grant application is open until Sept 30th, 2025, discussion and possible action on a particular project.

Councilmember Cardiff stated that previous discussions narrowed down two grant items to fund. The fire suppression system and the public works department.

Councilmembers decided to change the upcoming discussion meeting to a voting meeting to allow some time to gather additional information to decide on the grant application.

A motion is on the floor to have September 16th, discussion meeting as a voting meeting for the LSA Grant application.

a. Motion: Councilmember Deabner
b. Second: Councilmember Perovich
c. Discussion: **Councilmember Cardiff added, and other business as needed language in the motion/advertisement.**
d. Vote: 5, 0, 2 (Absent)

b. LSA Statewide Grant is open on Sept 1st through Nov 30th discussion and possible action on any infrastructure projects.

Councilmembers decided not to take any action and place this topic on the agenda for discussion at the September 16th meeting.

c. Westmoreland County 2026 Community Development Block Grant (CDBG) is open until September 30th, 2025, discussion and possible action on a particular project.

Councilmember Cardiff stated this grant is very specific to public improvement.
Councilmembers decided not to take any action and place this topic on the agenda for discussion at the September 16th meeting.

d. Updated Borough Manager Ordinance and possible action.

It was decided that further review was needed by everyone. It was decided that this topic will also be placed on the agenda to discuss at the September 16th meeting.

18. Old Business

There was no old business to discuss.

Adjournment

a. Announce the next Council Discussion Meeting on September 16, 2025, at 6:30 pm in the Manchester Room.
b. Move to adjourn: Councilmember Perovich
c. Second: Councilmember Schopp
d. Discussion: **No discussion.**
e. Vote: 5, 0, 2 (Absent)