

WILKINSBURG BOROUGH COUNCIL MEETING
Capital Planning Work Session
March 2, 2016

CALL TO ORDER

President Shattuck called the meeting to order at approximately 7:05 pm in Council Chambers, second floor of the Municipal Building, 605 Ross Avenue, Wilkinsburg, PA 15221.

ROLL CALL

The roll was called to establish a quorum. Present were Ms. Garrett, Ms. Grannemann, Ms. Macklin, Ms. McCarthy-Johnson, Mr. Rose, Mr. Taiani, Ms. Trice, President Shattuck and Amanda J. Ford, Assistant Borough Manager. Absent – Mr. Lefebvre and Mayor John Thompson. A quorum was established.

Announcement:

- President Shattuck announced late start of meeting due to executive session held for purposes of personnel and litigation matters.
- Executive Session – Start time at 6:00 p.m.; End time at 6:56 p.m.

PLEDGE OF ALLEGIANCE

Following the Pledge of Allegiance led by President Shattuck, a moment of silence for victims of violent crimes.

PUBLIC COMMENT

None.

POLICE DEPARTMENT ANNUAL REPORT

- Presented by Chief Coleman and Lt. Krempasky
 - Statistics of crimes from 2010 to current year.
 - Block-Watch Groups credited for decrease of burglaries.
 - New Police Officers Introduction Photos.
 - Police Public Safety Forum starting up this year.
 - Partnering with the School of Deaf for the Police Academy for a one-week power program.

CAPITAL PLANNING

Mr. Shattuck – Chairman

- A Capital Planning meeting was held last week and ran it concurrently with our first Blight Committee meeting to address blight.
- Cassandra Collins representative from the Allegheny Vacant Property Recovery Program met with the Blight Committee and provided information on how to partner with the County to gain control to fight blighted property.
- Update on conservatorship property activity. (Part of Act 90)
- Update on Allegheny County and Hosanna House has partnered to provide funds to demolition of properties.
- Coro-Fellow Intern worked together with the Capital Planning Committee to design a data base mapping Borough-owned property to gauge opportunities for disposition..
- Update on Decorative Lights; further updated information will be described in the Engineer's Report.
- Update with Duquesne Light regarding the Pilot Program for Led Lighting.
- Update on the Ardmore Blvd demolition project.
- Capital Improvement projects were discuss and would like to seek consensus from all Council to moving forward with a few projects covered under the Capital Bond:
 - ✓ Rebid Construction of Salt Storage Shed
 - ✓ Park Improvements (Whitney Park)
 - ✓ Studies for re-design of Municipal Bldg – 1st Floor corridor, lobby and Administrative Office for user friendly space. Schematic lay-out prepared by Susan Lami-Grubb Architect
 - ✓ Upgrade of Parking Meters and Parking Enforcement
 - ✓ Engineer's Report and compliance with storm water clean-out
 - ✓ Vice-President Garrett submitted an application for a LGA summer intern to be supervised by Capital Planning Committee – working on public outreach projects
 - ✓ TRID Study completion of application and support letter for submission
- President Shattuck requested a consensus from all Council to move forward; and a consensus was granted.

AGENDA ITEMS

1. Discussion regarding PIB Loan

- President Shattuck explains what the Pennsylvania Infrastructure Bank, low interest loan at 1.625%. for paving and transportation projects.
- Borough Engineer – Dave Gililand - Paving project involves 59 streets throughout the Borough estimated cost of 2 million dollars.
- Ms. Macklin – Question, the understanding is that we can draw down funds as we need.

- Finance Director – Dave Egler – Presented a message from the Finance Chair regarding the budget spending; and an \$800,000.00 hole for this year. No money in the budget for this loan. It was clarified that any repayments would begin in 2017 and it was noted that without additional revenue generated, annual payments on this loan would amount to an increase of 2/3 mil.
2. Discussion regarding the Turtle Creek Valley Council of Governments TCVCOG Vector Opt-In Agreement.
- Assistant Borough Manager – Explains what the Vector Machine is and the purpose and use of the Vector.
 - Further discussion followed
 - Council instructed DPW Director and the Engineer to seek quotes from various vendors and submit a recommendation for annual cleaning of storm catch basins.
 - Engineer will seek an intern (an individual who is a resident of the Borough) to evaluate the catch-basins (1075) in total to determine the status condition for cleaning and repairs if necessary.
 - Ms. Macklin – Question whether or not if the catch-basins are GIS Mapped throughout the Borough.
 - Engineer – Reply was yes.
 - Ms. Grannemann – Raised the comment that a consensus from Council to have Glenn Engineering to complete the task of catch-basins evaluations and to get the Borough to compliance regarding the DEP/EPA Consent Decree storm water maintenance. A full consensus was agreed by Council.
3. Discussion regarding approval of an Offering Condition of employment to Mario Johnson as DPW Laborer.
- President Shattuck - #3 does not need any in depth discussion, this item can be placed on the agenda for next week for approval.
4. Discussion regarding the approval of a one year Rental Lease Agreement between the Borough of Wilkinsburg and Eastern Area Pre-hospital Services.
- Further discussion followed regarding maintenance agreement.
 - New lease and a base walk-through the facility
5. Council Committee Reports:
- Administrative Committee – Full Council scheduled to meet April 20, 2016.
 - Blight Committee and Capital Planning Committee – Patrick Shattuck, Chair – Discussion previously during the start of this meeting.
 - Budget and Finance Committee – Mr. Egler – No report.
 - Constituent and Community Relations Committee – Pamela Macklin, Chair –

- ✓ PittServe Students will be working in the community next week.
 - ✓ Clean-Up of abandoned properties.
- Personnel Committee – Paige Trice, Chair – Committee met on February 18th and reviewed the personnel manual to provided updated copies to the employees.
 - ✓ Implement a media policy defining who would be authorized to speak to the news media.
 - ✓ Work Place Violence - Zero Tolerance Violence Policy to be executed by each employee to follow
 - ✓ Implementation of employee badges to be worn at all times.
 - ✓ Orientation Employment packet
 - ✓ Staffing issues in DPW
 - ✓ Attended COG Meeting and Jack Exler was there to inform the group that funding for demolition has come to an end and there will be no further funding for demolitions.
 - ✓ Next meeting is March 3rd 2016.
 - Policy and Procedure Committee – Pamela Macklin, Chair –
 - ✓ Met with Assistant Borough Manager
 - ✓ Requested Standard Operation Guidelines (SOG) procedures for the staff individual job task duties performed.
 - ✓ Department Heads were ask to provide the same from other departments.
 - Public Safety Committee – Kate Grannemann, Chair –
 - ✓ No meeting in February
 - ✓ March 14th 2016 is the next meeting; a representative will present Parking Meter Upgrade and Ticket Payment software system.
 - ✓ Employee Safety Committee is back in action.
 - Social Media and Promotion Committee – Marita Garrett, Chair –
 - ✓ We have not met yet, meeting dates needed to be revised to accommodate other members' schedule.
 - ✓ Next meeting March 3rd at 1:00 p.m.
 - ✓ 2nd Tuesday of each month
 - Special Events Committee – Vanessa McCarthy-Johnson, Chair –
 - ✓ Committee has not met yet. Next meeting March 3rd at 6:00 pm.
 - ✓ 4th Thursday of each month at 6:30 pm.
 - ✓ June 15th the start of Arts in the Park.

Public Comment

- 1) Jody Guy – 211 Bevington Road
 - ✓ Announced that she is stepping down as chairperson for the Arts and Civic Designs Committee.
 - ✓ Brandon Bohn and Doug Duffus will share the Chair responsibilities
 - ✓ Internship Alex Sandoval has expired.

- ✓ \$2,000 dollars remaining in the escrow account for a Public Art project.
 - ✓ Two Talent Bank applications for consideration – Already approved.
 - Ms. Trice – Questioned what the status on the Welcome to Wilkesburg sign was. There is \$13,000 dollars left in the account for the sign.
- 2) Kareem Scott – 1409 Mills Street - Complained of abandon property (1411) roof falling in. Abandon house on Mill Street – roof was demolished by the Borough on Glenn Street. A tree was left on the vacant lot and has fallen onto her home.
- 1472 Mills Street in open and kids are going back and forth into the property.
 - President Shattuck – We will have DPW look at the tree that fell onto your property and secure 1472.
- 3) Sharon LittleJohn – 516 Rebecca Avenue – Followed up on the businesses on Penn Avenue regarding scattered rubbish. Advised the store owners that the Borough will be citing every store owner for trash in front of business.
- Save -A- Lot Shopping Store – Joe Manager trying to get a hold of the Borough for help. Theft and parking issues.
 - Decorative Light on Wood Street near the Dry Cleaners needs attention globe hanging by the wires.
 - President Shattuck requested to have DPW place a trash can along the walk way at Save-A-Lot.
- 4) Joe Iorii – 900 West Street – Four comments:
- Sewer Inspection pays by the report and not the hour.
 - Asphalt paving water does not run up hill. Drain cover-up with asphalt.
 - Garbage bill has gone up and has the wrong due date.
 - Welcome sign, just get a brick layer to replace the sign.
 - Water Company complaint about the billing process. Owner of property should not be held responsible for a delinquent bill from a runaway tenant.

Old Business

- Mr. Taiani – Alley at Kelly Avenue and Rebecca Avenue is blocked by parked vehicles. I requested that this matter be addressed at the last Council meeting.
- President Shattuck – Yes, Code Director is looking into this issue, however, he has been out of the office due to illness. He will address this matter upon his return.
- Amanda Ford – Duquesne Light update on the light pole near the old Welcome Sign.
- LED lights will be installed soon.
- Ms. Macklin – 800 block of Penn Avenue @ Ross Street removal of debris blocking the lane is necessary. Illegal dumping occurring in Stoner Way.
- Mr. Taiani – Complains about abandon vehicles parked in vacant lot near Braverman’s
- President Shattuck – You Pull and Pay – Brief Council on the Penn Hills Planning Commission to approve the Conditional Use. March 21st is the next meeting at 7:00 p.m.

New Business

- Ms. Garrett – Brief announcements
 - ✓ Community Cleaning 6-8 p.m. at the PHLF meeting room for the Vacant Homes Tours
 - ✓ Free Store has partnered with the Greater Pittsburgh Food Bank, Thursday March 10th 2016 for food access.
 - ✓ Ed Donovan Mandatory public hearing scheduled for March 7th 2016 at 7:00 pm. Discussion of school closing.
- Ms. Macklin – Recycling status and how much is actually being collected.
- Ms. McCarthy-Johnson – Dumping issues at Franklin Avenue @ Center Street – Tires dumped in area. Also, Kelly Street garbage.

Adjournment

Time: 9:03 p.m.

Executive session start time: 9:14 p.m.

Executive session end time: 9:35 p.m. (No action taken during Executive Session)

Patrick Shattuck
President Council