

**WILKINSBURG BOROUGH COUNCIL MEETING**  
**Capital Planning Work Session**  
**July 5, 2017**  
**Minutes**

**Call to Order**

President Shattuck called the meeting to order at approximately 7:00 P.M. 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, Mr. Lefebvre, Ms. Macklin, Ms. McCarthy Johnson, Mr. Rose, Mr. Taiani, Ms. Trice, President Shattuck, Donn Henderson – Borough Manager and Amanda J. Ford – Assistant Borough Manager. Absent was Mr. Diamond. A quorum was established.

**Pledge of Allegiance**

Following the Pledge of Allegiance led by President Shattuck, a moment of silence was observed in remembrance of victims of violent crimes.

**Public Comment**

1. Renee Aldrich – 613 Wood Street
  - a. Regarding Item #6 on the Agenda.
  - b. Comments made in favor of moving forward with the item.

**Presentation**

1. Justice Works – Jerome Taylor
  - a. Presentation on the Justice Works Program and their goals and accomplishments.
  - b. Presented literature about the program to council and explained what their vision is.

**Agenda Items**

1. **Resolution No. 17-056** – Amending Conditional Offer of Employment to Amanda J. Ford effective November 5, 2015 at a salary of \$62,000 annually.

***Motion: Mr. Lefebvre***

***Second: Vice President Garrett***

***A vote 8 – 0; Motion carried.***

2. **Resolution No. 17-057** – Approving Conditional Offer of Employment to Kathleen Rawlins effective July 17, 2017 at a salary of \$42,000

***Motion: Vice President Garrett***

***Second: Ms. McCarthy-Johnson***

***A vote 8 – 0; Motion carried.***

3. **Resolution No. 17-058** – Appointing Mattie Woods - Wilkinsburg Municipal Authority

***Motion: Ms. Macklin***

***Second: Mr. Lefebvre***

***A vote 8 – 0; Motion carried.***

4. **Resolution No. 17-059** – Appointing John Irwin – Wilkinsburg Municipal Authority

***Motion: Ms. Macklin***

***Second: Mr. Lefebvre***

***A vote 8 – 0; Motion carried.***

5. **Resolution No. 17-060** – Approving Street closure for St. Mark A.M.E. Zion Church for 7<sup>th</sup> annual community day.

***Motion: Ms. Macklin***

***Second: Mr. Lefebvre***

***A vote 8 – 0; Motion carried.***

6. **Resolution No. 17-061** – Conditional Use for 613 Wood Street
  - a. Vice President Garrett abstains due to a previous interest in the building.

***Motion: Mr. Lefebvre***

***Second: Ms. Macklin***

***A vote 7 – 1 abstain (Vice Pres. Garrett); Motion carried.***

7. **Resolution No. 17-062** – Authorizing Borough Manager to submit GROW Program application for Green Revitalization of Waterways with a \$5,000.00 borough financial project commitment.

***Motion: Ms. Macklin***

***Second: Mr. Lefebvre***

***A vote 8 – 0; Motion carried.***

8. Accepting Elaine Daley (part-time Library employee) letter of resignation effective June 8, 2017.

***Motion: Mr. Lefebvre***

***Second: Vice President Garrett***

*A vote 8 – 0; Motion carried.*

9. Accepting Marsha Robinson letter of resignation effective September 28, 2017.

*Motion: Mr. Lefebvre*

*Second: Vice President Garrett*

*A vote 8 – 0; Motion carried.*

10. Discussion regarding Phase II road paving project.
  - a. Due to excess funds, additional streets can be added to the paving project.
  - b. Additional streets need to be submitted and reviewed as soon as possible in order to add on to the current project.
  - c. DPW to submit streets to the Borough Manager for review.
  - d. Extra streets need to be submitted to Borough Manager for review by the engineer.
11. Council Committee Reports:
  - a. Administration Committee – Full Council
    - i. Nothing to report
  - b. Blight Committee – Patrick Shattuck, Chair
    - i. Nothing to report
  - c. Budget and Finance Committee – Michael Lefebvre, Chair
    - i. Reviewed May financial reports.
    - ii. Discussed moving DPW Administrative Assistant from part time to full time.
    - iii. Discussed Intern Budget which may be slightly over budget.
    - iv. Discussed issuing an RFP for the auditors.
  - d. Capital Planning Committee – Patrick Shattuck, Chair
    - i. Presentation was held in Park Avenue Park about the upgrades coming soon.
    - ii. Borough Engineer is working with Penn DOT in regards to road closing concerns for the Ardmore wall project.
  - e. Consituent and Community Relations Committee – Pamela Macklin, Chair
    - i. Youthworks programming has went to Learn & Earn.
    - ii. New Park It! Program is going well.
    - iii. Met with the Sierra Club in regards to a Pollinating Garden for Bees and Butterflies.
  - f. Personnel Committee – Paige Trice, Chair
    - i. Discussed the Civil Service progress and hope to have information completed for new police applicants by the end of July.
  - g. Policy and Procedure Committee – Pamela Macklin, Chair
    - i. Nothing to report
  - h. Public Safety Committee – Michael Rose, Chair
    - i. Improving safety around Wood Street, better lighting around the gazebo.
    - ii. Discussed possibility of a curfew at the Gazebo on Wood Street.
    - iii. Painting double yellow lines at intersection of Penn & Coal in hopes of reducing accidents.
  - i. Social Media and Promotions Committee – Marita Garrett, Chair

- i. Increasing our social media followers.
  - ii. Small-Biz Monday to come back soon. Ideas are welcomed.
  - iii. Future plans for the YouTube page to include departmental PSAs and employee interviews.
  - iv. May be possible to acquire interns for assistance with social media.
  - v. Email newsletter has been going well, being handled by the Borough Manager.
- j. Special Events Committee
  - i. The meeting in July will be held at the Parklet on Penn Avenue.
  - ii. Looking into organizing a community day.
- k. Manager's Report, Donn Henderson
  - i. Civil service review, new Police Officer candidates are almost done with testing.
  - ii. Demolitions that were held up are now progressing.
  - iii. RFP for the TRID is due on July 21<sup>st</sup>.
  - iv. 2-way street conversion for Wood is likely going to be delayed into next year.
  - v. Benefit changes have saved approximately \$150,000 in healthcare expenses.
  - vi. Borough renovation layouts are almost finished and LGA Partners would like to proceed.
  - vii. PA Transit meeting regarding their Rapid Bus Transit plan is occurring next week.
  - viii. 3 firms are coming in to evaluate our computer systems to avoid extended outages like the one that happened recently.

**Public Comment**

- 1. Alan Holland – 1152 East Street
  - a. Commends Borough/DPW for cleaning up Princeton Blvd.
  - b. Complaint about parking on North Avenue, next to the new Family Dollar. Causing narrow passage for the rest of traffic. Would like “No Parking” for that intersection of North Avenue & E. Swissvale.

**Old Business**

- 1. N/A

**New Business**

- 1. Mr. Taiani brought up the possibility of driving a Golf Carts on our streets. More research to be conducted.
- 2. Vice-President Garrett brought up the Libra Law and ordinances concerning animals, tethering, sheltering, selling, etc...

3. Mr. Taiani brought up that he noticed people were having alcoholic beverages in the GetGo Gas Station at the corner of West Street and Penn Avenue. Mr. Parrish advised that this was in the confines of the license.

**Adjournment**

Meeting Adjourned at 8:36 p.m.

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Patrick M. Shattuck  
President Council