

**WILKINSBURG BOROUGH COUNCIL MEETING**  
**Capital Planning Work Session**  
**September 6, 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 Mr. Diamond, Ms. Garrett, Ms. Macklin, Mr. Rose, Ms. Trice, President Shattuck, Donn Henderson – Borough Manager and Amanda J. Ford – Assistant Borough Manager. Absent was Mr. Lefebvre, Ms. McCarthy-Johnson Mr. Taiani and Mayor John Thompson. 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.

**Proclamation**

- A proclamation was presented to Mr. Charles Wiggins, Wilkinsburg Resident, as he turns 100 years old:

**Whereas: Charles Sterling Wiggins was born on September 8, 1917 as the 6<sup>th</sup> child of Nancy Lewis Wiggins and Graff Wiggins in Inverness County, Alabama and Whereas:**

**Charles and his family moved from Alabama to Pittsburgh in 1928 at the age of 11 where he later graduated from Schenley Park and married the love of his life, Martha Scott in 1939 which together they gave life to their son, Charles Graff Wiggins in 1941 and Whereas:**

**Charles Sterling Wiggins was called to serve his country in 1945 and served in the United States Navy with honor until 1947 and Whereas:**

**Mr. Wiggins has worked in many capacities in the area having faced many challenges including 35 years with the United States Postal Service and Whereas:**

**Charles has been an active member of the community by serving as a member of Jericho Lodge #20 F & AM, Fishing and Hunting Sportsmen’s Club, AARP, Postal Service Retiree’s Association and the Holy Cross Episcopalian Church and Whereas;**

**Mr. Wiggins is a resident of Fairmont Street in the Borough of Wilkinsburg upon the celebration of his 100<sup>th</sup> birthday on September 8, 2017 and;**

NOW THEREFORE WE, the Borough of Wilkinsburg Council, on this day do pause in our deliberations of regular business to honor Charles Sterling Wiggins by Proclaiming September 8, 2017 as Charles Sterling Wiggins Day in the Borough of Wilkinsburg to honor his 100th birthday.

### **Presentation**

- HRG – Rob Arnold
  - Presented plans for renovations/improvements to Park Avenue Playground.
  - Feedback from the previous meeting at the park has been taken into consideration and will be implemented as best they can.
  - Ms. Trice suggested holding another meeting/presentation with the local residents to obtain more feedback regarding this project.
  - Ms. Trice and Mr. Rose to work together on organizing a meeting for the local residents surrounding the park.
  - The fence height hasn't been decided and is still up for discussion.
  - Whitney Park entrances will undergo a few renovations as well.
  - The Ardmore Wall is still under planning for renovation.
  - Improvements to the railing will be installed next to the walkway.
  - Decorative lighting will be added.

### **Public Comment**

1. George Logan – 718 Hill Avenue
  - a. Regarding 1205 Singer Place, he's glad something seems to be getting done about it.
  - b. Interested in purchasing a borough owned lot at 720 Hill Ave and another property that is privately owned.
  - c. Motion was made to proceed with an appraisal of the vacant lot upon receipt of a letter of intent from Mr. Logan.

*Motion: Ms. Garrett*

*Second: Mr. Rose*

*A vote 6 – 0; Motion carried.*

### **Finance – Budget Review for 2018**

1. Dave Egler, Finance Director giving overview.
  - a. General Fund revenue review
  - b. Just over \$100,000 less than last year.
    - i. Real estate revenue tax is down from 2017.
  - c. Act 511 taxes are normal.
    - i. Business privilege taxes are slightly down.
  - d. Licenses & Permits
    - i. TV Franchise fee is about the same
  - e. Fines are about the same.
  - f. Interests & Rents are slightly up.

- g. Payment in Lieu of taxes comes in little by little.
- h. Meters and Permit parking income is normal.
- i. MSF Fees will remain at \$200 per unit for \$2018
- j. MBM collection efforts have been picked up.
- k. Grant income was discussed.

**Agenda Items**

1. **Resolution No. 17-075** – VPRP Application for 1317 Swissvale Avenue.

*Motion: Ms. Trice*

*Second: Ms. Macklin*

*A vote 6 – 0; Motion carried.*

2. **Resolution No. 17-076** – VPRP Application for 1304 Coal Street.

*Motion: Ms. Trice*

*Second: Ms. Macklin*

*A vote 6 – 0; Motion carried.*

3. **Resolution No. 17-077** – VPRP Application for 1512 Coal Street.

*Motion: Ms. Trice*

*Second: Ms. Macklin*

*A vote 6 – 0; Motion carried.*

4. **Resolution No. 17-078** – VPRP Application for 1514 Coal Street.

*Motion: Ms. Trice*

*Second: Ms. Macklin*

*A vote 6 – 0; Motion carried.*

5. **Resolution No. 17-079** – VPRP Application for 1516 Coal Street.

*Motion: Ms. Trice*

*Second: Ms. Macklin*

*A vote 6 – 0; Motion carried.*

6. **Resolution No. 17-080** – VPRP Application for 1205 Singer Place.

*Motion: Ms. Garrett*

*Second: Mr. Rose*

*A vote 6 – 0; Motion carried.*

7. **Resolution No. 17-081** – VPRP Application for 839 Holland Avenue

*Motion: Ms. Macklin*

*Second: Mr. Rose*

*A vote 6 – 0; Motion carried.*

8. **Resolution No. 17-082** – VPRP Application for 1451 Franklin Avenue.

*Motion: Ms. Trice*

*Second: Ms. Macklin*

*A vote 6 – 0; Motion carried.*

9. **Resolution No. 17-083** – Conditional Offer of Employment for Library Position to Zachary Kimes at a salary of \$28,038.00

*Motion: Ms. Trice*

*Second: Ms. Macklin*

*A vote 6 – 0; Motion carried.*

10. **Resolution No. 17-084** – Conditional Offer of Employment for Library Position to Madeline Weiss at a salary of \$28,038.00.  
a. Ms. Macklin made note that both new applicants are residents of Wilkinsburg.

*Motion: Ms. Macklin*

*Second: Ms. Trice*

*A vote 6 – 0; Motion carried.*

11. **Resolution No. 17-085** – Park Permit Taylor Park – Rayden Sorock.

*Motion: Ms. Garrett*

*Second: Ms. Macklin*

*A vote 6 – 0; Motion carried.*

12. **Resolution No. 17-086** – Street Closure Block Party – Christiana Harms & Abe Regier.

*Motion: Ms. Garrett*

*Second: Ms. Macklin*

*A vote 6 – 0; Motion carried.*

13. **Resolution No. 17-087** – Street Closure – Wilkinsburg Train Station Gala Benefit – WCDC

*Motion: Mr. Rose*

*Second: Ms. Garrett*

*A vote 6 – 0; Motion carried.*

14. Resolution No. 17-088 – Permit Use for Public Property – South Avenue/UMC Lot - WCDC

***Motion: Ms. Garrett***

***Second: Mr. Rose***

***A vote 6 – 0; Motion carried.***

15. Resolution No. 17-089 – Street Closure Nine Mile Run Watershed Association – Mike Hiller.

***Motion: Ms. Garrett***

***Second: Mr. Rose***

***A vote 6 – 0; Motion carried.***

16. Discussion regarding proposed Ordinance 17-007 – Amending Chapter 112 – Animals.  
a. Motion to advertise amended ordinance.

***Motion: Ms. Garrett***

***Second: Ms. Macklin***

***A vote 6 – 0; Motion carried.***

17. Appointment of TRID Study Firm.  
a. Appointment of Delta Development

***Motion: Ms. Macklin***

***Second: Ms. Garrett***

***A vote 6 – 0; Motion carried.***

18. Council Committee Reports:

- a. Administration Committee – Full Council
  - i. Nothing to report
- b. Blight Committee – Patrick Shattuck, Chair
  - i. Additional 12 demolitions are in the works.
- c. Budget and Finance Committee – Michael Lefebvre, Chair
  - i. Reviewed July Finance report
  - ii. Online payments reviewed.
- d. Capital Planning Committee – Patrick Shattuck, Chair
  - i. HRG Engineering was present to review several borough projects.
- e. Constituent and Community Relations Committee – Pamela Macklin, Chair
  - i. Ms. Trice advises with the help of the Coro Fellow, Jad Hilal, they are in process of starting a program for the senior citizens in the area.
  - ii. Would also like to implement a heating/cooling center.
- f. Personnel Committee – Paige Trice, Chair
  - i. Presentation was given to the committee in efforts to implement a time clock system for employees.
  - ii. Reviewed civil service status on new officers.

- g. Policy and Procedure Committee – Pamela Macklin, Chair
  - i. Reviewing purchasing & payout processes
- h. Public Safety Committee – Michael Rose, Chair
  - i. Nothing to report
- i. Social Media & Promotions Committee – Marita Garrett, Chair
  - i. Reviewing the possibility of utilizing or Live Well designation from the Allegheny County and organizing a 5k for Wilkinsburg in 2018.
- j. Special Events Committee – Vanessa McCarthy-Johnson, Chair
  - i. Art in the park was a success.
  - ii. Movie nights in the park was a success.
- k. Borough Manager’s Report – Donn Henderson
  - i. Payroll companies are being reviewed and we’re hoping to implement a system before the year is over.
  - ii. Working on getting a quarterly collection started for E-Waste
  - iii. Leaf collection for DPW will be enhanced this season with the addition of a new leaf collection machine.
  - iv. Online payments for permits is being worked on.
  - v. Only a few streets remain for the paving project.
  - vi. Sewer repair on Hay Street will be starting soon.
  - vii. Website updates have been taking place periodically.
  - viii. Cameras have been placed in strategic places to catch people dumping.
  - ix. Working with CMU to do some market analysis.
  - x. Applying for grant to improve the elevator and remodel the auditorium.
  - xi. Storage building at the Penn Avenue Parklet is under construction.
  - xii. Employee cookout at the Sherwood Event Center was well attended.

**Public Comment**

- 1. Shirley Elston – 1726 Wright Street
  - a. Parking concern – the parking sign by her house says “No Parking on This Side of the Road” but Duquesne Light replaced the utility pole and didn’t replace the sign. Would like the signs replaced. Borough Manager & DPW to review and fix.

**Old Business**

- 1. Vice-President Garrett inquired about Weights and Measures training class. According to Ms. Trice, Weights and Measures training may or may not occur depending on if our borough is selected to attend the class when it is offered and that there is no waiting list.

**New Business**

- 1. Letter from Tammy Cohen regarding cable/wireless/broadband management. This would reduce local control over cell towers regarding usage and zoning. Mr. Rose advises that Mr. Cohen suggests preparing a letter that voices the council’s opposition to this bill.

2. Mr. Rose advises that East End Community Schools & Homewood Children's Village is having a welcome back block party on 9/9/2017 from 11AM-4PM at Westinghouse High School in Homewood.

### **Adjournment**

-Mr. Shattuck advises that there will be a brief executive session following tonight's meeting, no action will be taken.

-Meeting Adjourned at 9:00 p.m.

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Patrick M. Shattuck  
President Council