

WILKINSBURG BOROUGH COUNCIL MEETING
Council Administrative Session
January 31, 2018

Call to Order

President Macklin called the meeting to order at approximately 7:05 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. Atkins, Ms. Edwards, Ms. Lee, Mr. Lefebvre, Ms. McCarthy-Johnson, Mr. Rose (7:20 arrival), Mr. Shattuck, Ms. Trice, President Macklin, Mayor Garrett, Donn Henderson – Borough Manager and Amanda J. Ford – Assistant Borough Manager.

Absent was Mr. Lefebvre. A quorum was established.

Pledge of Allegiance

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

Public Comment

President Macklin advised that she will allow this first public comment to be for items not on the agenda due to the anticipated length of the meeting.

1. George Logan – 720 Hill Avenue
 - a. Wants to acquire property (vacant lot) adjacent to his house for several years.
 - b. Borough Manager already working on obtaining an appraisal to get the process started.
2. Kate Luxemburg – 432 Rebecca Avenue
 - a. Spoke regarding goals and objectives.
3. Jody Guy
 - a. Spoke towards the restoration of the 1940 Mural in the stairway of the Borough Building.
 - b. The Lincoln Statue is deteriorating and should be brought indoors.
 - c. Will also seek funding and do some fundraising for the mural.
 - d. Development of the Wood Street Parklet is being looked into.

Agenda Items

1. CDC Update on 700 block of Penn Avenue and tentative findings of Parking Study.
 - a. Upgrading street furniture

- b. Possible façade grants for business owners
 - c. ‘Bump-outs’ are being considered as a possibility to be more pedestrian friendly and to assist with slowing down speeding cars.
 - d. Meeting will be set sometime in March to review what people are looking for in terms of parking within the business district.
 - e. Center for Community Progress has reached out because they received grant funding to do a Leadership Exchange.
2. Jody Guy updates on Wood Street Parklet and Mural project.
 - a. Ms. Guy spoke during the public comment segment. President Macklin skipped this agenda item.
 3. General Discussion by Council and Committee Chairs on establishing goals and objectives for 2018.
 - a. Ms. Trice advised of the 2018 goals for the Personnel Committee.
 - i. Review job descriptions for the positions within the borough.
 - ii. Employment letters for new hires (non-union)
 - iii. Producing a manual for the front office.
 - b. Ms. Edwards advised that Social Media goals will be reviewed at the next meeting.
 - c. Public Safety Committee
 - i. Meets on the 3rd Monday of every month at 9am
 - d. Constituent Service & Special Events Committee
 - i. Meets on the 2nd Thursdays of every month at 1pm.
 - e. Blight and Capital Planning Committee
 - i. Making sure grant funds are used accordingly and in a timely manner.
 - f. Budget and Finance Committee
 - i. Meets on the 2nd Mondays of every month at 4:30pm.
 - g. Joint Tax Committee
 - i. Speaking with the school board in regards to some changes within the committee.
 - ii. Meets on the last Mondays of every month at 5:30pm.
 4. Manager’s goals and objectives for 2018.
 - a. Document cleanup and I.T. Updates for Administration
 - b. Portable tablets, map cleanup, and staffing review for Code Enforcement
 - c. System updates, online bill pay, contract review, document purging countertop and Air Conditioning improvements in Finance.
 - d. Better park maintenance, improving mulching area and signage, cross-training, and facility cleanup.
 - e. Reviewing resident usage and staffing levels, expanding the programming for the Library
 5. Discussion on Internships for 2018.
 - a. 2 possible internships to apply for (office help, policies and procedure generation for departments, summer programming, grants, etc...)
 6. Discussion of CITF Funding application.
 - a. The deadline to apply is approaching.
 - b. One considered purpose of the grant money is for the restoration of Rosa Parks Park.
 7. Walk-Thru of municipal building for Council.

- a. President Macklin advised that the building walkthrough will not happen today. Possibly at a future meeting.

Public Comment

1. N/A

Old Business

1. N/A

New Business

1. China Lee mentioned possibly updating the committee descriptions on the website to further advise what each of their respective purposes are.

Adjournment

Meeting Adjourned at 9:20 p.m.

Pamela Macklin
President Council