

BOROUGH OF SEWICKLEY
COMMITTEE OF THE WHOLE MINUTES
APRIL 12, 2016

President Susan Aleshire called the Committee of the Whole Meeting to order at 7:30 p.m. Members in attendance were Bill Cornman, Mark Davidson, Tom DeFazio, Jeff Neff, Todd Renner, Larry Rice, and Peter Theis. Charles Driscoll was absent due to work. The others in attendance were Jennifer Markus and Alex Lancianese of Explore Sewickley, Fred Jezi, Mark Turnley, CPA, Mayor Brian Jeffe, Solicitor Richard Tucker, and Borough Manager Kevin M. Flannery.

COMMENTS FROM THE PUBLIC

Jennifer Markus, of Explore Sewickley, indicated that the Main Street Designation has been approved by Pennsylvania Downtown Center and the Department of Community and Economic Development. There are only three first floor vacancies in the Business District. The Gallery Walk is scheduled for Friday, April 15th and Saturday, April 16th. There are 15 stops for the Gallery Walk and 30 Adirondack chairs will be auctioned off this weekend. Explore Sewickley will have their touch screen monitor up and running in their vestibule this weekend. They are participating in a Main Street Contest called *Independent We Stand*. Sewickley Unleashed is on Saturday, May 21st.

Mayor Brian Jeffe indicated that May Mart is on Saturday, May 7th, from 9:00 am to 1:00 pm; the Child Health House Tour is on Friday, May 13th and Saturday, May 14th. The Sewickley Unleashed 5K and Pet Parade are on Saturday, May 21st. The Country Brew and Barbecue is on Wednesday, May 25th, from 6:00 pm to 9:00 pm; and the Flag Retirement Ceremony and Celebration of Service Fireworks are on Friday May 27th, at 7:00 p.m. On Saturday, May 28th, there will be a service at the Coast Guard Station. On Sunday, May 29th, there will be a service at the Sewickley United Methodist Church, and on Monday, May 30th, beginning at 10:00 am, will be the 125th annual Sewickley Memorial Day Parade.

Bill Cornman indicated that the Spring Tree Planting will be on Saturday, April 23rd, beginning at 9:00 am.

President Susan Aleshire indicated that the MS4 Municipal Separate Storm Sewer System Education Session Update will be on Monday, April 18th, at 6:45 pm. President Aleshire announced that Sewickley, for the 4th year in a row, has been named a Banner Community by the Allegheny League of Municipalities.

**COMMITTEE OF THE WHOLE MINUTES
APRIL 12, 2016
PAGE TWO**

COMMENTS FROM THE PRESIDENT/MEMBERS/MAYOR (CONTINUED)

President Aleshire introduced Mark Turnley, CPA to review the 2015 Audit.

Mr. Turnley reviewed the 2015 Audit and the Management Letter of Recommendations to Council, indicating that while the Borough has reserve funds, it should consider the establishment and funding of a specific General Fund Reserve for the Borough. He recommended that a minimum of two months operating cash be the reserve target. Mr. Turnley further indicated that the Borough has been very good at saving money, but also has spent money on necessary and various capital projects over the years. Mr. Turnley further complimented Borough staff for their accounting practices, segregation of duties, and well maintained documentation for the financial records.

REPORT ON BUILDING INSPECTION, ZONING, PUBLIC WORKS AND WASTEWATER TREATMENT PLANT

Council reviewed the Building Inspector's Report, indicating that 8 permits were issued, with fees of \$7,986.00 collected on \$203,606.00 worth of construction. There were 31 building inspections performed.

Council reviewed the Public Works Report for March, highlighting the preparation of parks and recreational areas for use, assistance with the 5K Race on March 5th, and continued work on the MS4 compliance issues.

Council reviewed the Wastewater Treatment Plant Report for March, indicating that 24.733 million gallons of sewage were treated. In addition, 59,005 cubic feet of digester gas was used. It should be noted that there were several repairs to the digester gas lines, which affected the amount of digester gas used for the month.

Council reviewed the Consulting Engineers Report, indicating that the Wastewater Treatment Plant odor sampling has been completed and the engineers are working to prepare a specification and cost estimates for odor specific upgrades to the Wastewater Treatment Plant.

The Building Inspector's Report, the Public Works Report, the Wastewater Treatment Plant Report, and the Consulting Engineers Report were received and filed.

**COMMITTEE OF THE WHOLE MINUTES
APRIL 12, 2016
PAGE THREE**

SOLICITOR'S REPORT

Council reviewed the Solicitor's Report for the month of March, highlighting the completion of the Yasko Right-to-Know Requests, the filing of tax-exempt status on three of the Borough of Sewickley real estate properties, Department of Environmental Protection claims, and a response to the Auditor's annual request on litigation matters for the audit. Council reviewed the Solicitor's Invoice in the amount of \$3,124.75.

Solicitor Tucker indicated that a lawsuit has been filed by a youngster vs. the Borough of Sewickley, Avonworth Athletic Association, and Quaker Valley Recreation Association, Case GD-16-447. The Borough's insurance carrier is working to have the Borough of Sewickley removed as a defendant as it would be a requirement of Quaker Valley Recreation Association to defend the Borough of Sewickley in the use of the Chadwick Street Field.

Council reviewed the Jordan Delinquent Real Estate Tax and Municipal Lien Claim Report of March 29, 2016, in the amount of \$1,391.87.

Council reviewed a real estate tax petition of Allegheny Land Trust for the property that the Land Trust purchased from the Borough.

Council reviewed a Historic Review Commission request for changes to the Ordinance. Council was in agreement to have the Solicitor review these changes, as well as reviewing all Pennsylvania laws regarding Historic Review Commissions in order that it is completely brought up to date.

Council reviewed the final decision from the Pennsylvania Office of Open Records, indicating that the Borough was correct in all 8 of its Right-to-Know Decisions and Appeals of David Yasko.

Solicitor Tucker advised that the Murrers have filed their brief with the Borough of Sewickley in Commonwealth Court, No. 41-CD-2016, regarding the demolition of property on Dickson Road. The Borough's insurance company is defending the Borough and will forward responses to the request.

The Solicitor's Report was received and filed.

**COMMITTEE OF THE WHOLE MINUTES
APRIL 12, 2016
PAGE FOUR**

BOROUGH MANAGER'S REPORT

The Borough Manager indicated that Columbia Gas is 60% complete with replacing the gas line on Hill Street, and that a Preconstruction Meeting is scheduled for the week of April 18th with the Road Engineers and Road Contractor A. Liberoni, of Plum, PA for the 2016 Project.

The Borough Manager reviewed the Chapter 94 Report which was provided to Glen Osborne and the Township of Aleppo, and the report indicates that the Borough of Sewickley's Wastewater Treatment Plant is not projected to be hydraulically or organically overloaded in the next five years.

Council reviewed a letter to the Township of Aleppo regarding the payment of the 4th installation of tap-in payments for June in the amount of \$100,000, and a letter requesting information provided by Aleppo Township for all 2015 sanitary sewer tap-ins to the system.

The Borough Manager reviewed a General Fund Policy that would establish a General Fund Reserve and Budget for specific dollar amounts or percentages to be included in the adoption of every budget. In addition, the Borough Manager proposed completing the goal of two full months of General Fund Operation funding as mentioned by the Borough auditors, with a plan to accomplish that goal on or before the adoption of the 2019 Budget. It will require the cooperation of Council and office staff and employees to obtain this goal. Over the next two months, the Borough Manager to present specific language for adoption by Council.

The Borough Manager indicated that a consultant for PennDOT visited Sewickley on Friday, April 1st and inspected the three traffic signals on Route 65. A copy of the Final Report will be provided to the Borough.

Council reviewed the auditing Services proposals provided by Holsinger, Maher Duessel and Mark Turnley CPA. Council was in agreement to place the approval of a three-year auditing proposal from Mark Turnley CPA on the agenda.

The Borough Manager indicated that in the Monday packet, Council will receive information for the two public hearings to be held by the Planning Commission on May 4th, with hearings before Council on Monday, May 16th. The two projects are the C-1 Front Yard Proposed Ordinance Changes and the Rezoning Request for 416 Ohio River Blvd.

The Borough Manager reviewed the Utility Pole Removal Project, and indicated that Duquesne Light was in the Borough office today to pick up "No Parking" signs in order to begin the removal of utility poles. Duquesne Light will prepare a monthly update of the progress of removing the poles that were on the list that was provided by the Borough.

**COMMITTEE OF THE WHOLE MINUTES
APRIL 12, 2016
PAGE FIVE**

BOROUGH MANAGER'S REPORT (CONTINUED)

Council reviewed a listing regarding the Statement of Financial Interest Forms that are to be submitted to the Borough Office by April 30, 2016.

The Borough Manager advised that an Eagle Scout Project will be conducted by Sam Perry, who intends to mark the upper path of War Memorial Park. For his high school project, Sam did the lower pathway at War Memorial Park.

The Borough Manager advised that the Historic District sign poles will be installed beginning the week of April 18th, and all locations have been marked. The Public Works crew will set the concrete poles, attach the breakaways and connect the poles. The Historic District signs will be brown and white.

The Borough Manager advised that he has engaged Jan Lopes, (the lady that had previously made the hanging baskets for the Business District for the last 5 years), to design and place plantings in the Broad Street Center Island and the Business District parking lot areas. The Borough is also removing 9 inches of soil and replacing it with nutrient soil in all planting areas of the Business District.

The Borough Manager advised that the Little Garden Club has volunteered to do a community service planting project in the planting areas on Walnut Street, from Beaver Street to Duquesne Way.

The Borough Manager advised that the Verizon Small Cell Contracts have been completed. The company has advised that the poles have been ordered and installation is expected to begin in mid-July. They will coordinate that with the Code Enforcement Office

Council reviewed a letter to the insurance company and owner of the vehicle that caused the February 12th wreck into a decorative street light pole which needed replacement. The letter requested recovery of Borough costs in the amount of \$16,596.

The Borough Manager's Report was received and filed.

COMMITTEE OF THE WHOLE MINUTES
APRIL 12, 2016
PAGE SIX

EXECUTIVE SESSION

Council went into Executive Session at 9:11 pm to discuss personnel matters and potential contract litigation. The Executive Session concluded at 9:44 pm.

On motion of Mr. DeFazio, seconded by Mr. Theis, Council voted, 7-0-1, with Mr. Renner abstaining because he has business relationship with one of the applicants for the position, to approve Dennis Yancheski to fulfill the remaining 9 month term on the Borough of Sewickley Parking Authority which ends on December 31, 2016.

ADJOURNMENT

On motion of Mr. Rice, the Committee of the Whole Meeting was adjourned at 9:46 p.m.

Respectfully submitted,

Kevin M. Flannery
Borough Manager/Secretary

KMF:pmf