

**BOROUGH OF SEWICKLEY**  
**COMMITTEE OF THE WHOLE MINUTES**  
**TUESDAY, JANUARY 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, Charles Driscoll, Jeff Neff, Todd Renner, Larry Rice, and Peter Theis. The others in attendance were Alex Lancianese of Explore Sewickley, Mayor Brian Jeffe, Solicitor Richard Tucker, and Borough Manager Kevin M. Flannery.

**COMMENTS FROM THE PUBLIC**

Alex Lancianese, of Explore Sewickley, provided an update to Council on new businesses and ribbon cuttings in January and February. In addition, she provided a recap on 2015 performance measurements, and their social media statistics for the year.

Mrs. Lancianese also provided Council a schematic sheet, detailing potential advertising and events for 2016. Explore Sewickley is preparing a final report on Yuletide in the Village in 2015. In addition, Gypsy Souls Photography Studio Ribbon Cutting Ceremony is scheduled for Friday, January 29<sup>th</sup>.

**COMMENTS FROM THE PRESIDENT/MEMBERS/MAYOR**

Mayor Brian Jeffe indicated that the full-time police officer testing will be handled in conjunction with the Civil Service Commission on January 14<sup>th</sup> for physical agility and the written test. Oral interviews are scheduled for January 20<sup>th</sup>. The Civil Service Commission will then prepare a Police Officer Eligibility List. It is anticipated that the Civil Service Commission will forward the Police Officer Eligibility List to Council for approval by Council at the February 9<sup>th</sup> Committee of the Whole Meeting.

Council President Susan Aleshire announced that there will be an Executive Session at the conclusion of the Committee of the Whole Meeting for the Solicitor Evaluation.

Council President Aleshire announced that Larry Rice submitted a resignation from the Tree Commission. On motion of Mr. Neff, seconded by Mr. DeFazio, the resignation of Larry Rice was accepted by a vote of 9-0. The Borough Manager indicated that a resident has expressed an interest in being on the Tree Commission. The resident has been provided an application, and if the completed application is forwarded to the Borough Office by Thursday, an interview will be scheduled before the Council Meeting on Monday in order that Council, if inclined, can approve the appointment. The appointment would continue until December 31, 2016.

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**COMMENTS FROM THE PRESIDENT/MEMBERS/MAYOR (CONTINUED)**

Mr. Cornman commented about the star in the cupola at the top of the municipal building. The star is provided by Cochran Hose Company. He indicated that for several days it did not appear to be lit. The Borough Manager indicated a discussion was held with Cochran Hose representatives and that a new plug with a photocell light will be installed.

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

The Borough Manager indicated that all of the departments have been asked to redesign their reports, to be no more than 2 to 3 pages, providing statistics and an executive summary of activities for that particular month.

Council reviewed the Building Inspector's Report, indicating that 5 permits were issued, with fees of \$2,982.00 collected on \$221,406.00 worth of construction. There were 31 building inspections performed. The Code Enforcement Officer Nancy Watts also provided a 2015 recap of permits issued, indicating that 95 Building Permits were issued in 2015, with significance of 20 new single family dwelling permits, 18 commercial permits, and 30 residential permits, representing improvements of homes.

Council reviewed the Public Works Report for December, highlighting the installation of signs on Centennial Avenue and Cochran Street, working on the MS4 update, repair of cribbing at War Memorial Park, and assistance with the Yuletide in Sewickley activities.

Council reviewed the Wastewater Treatment Plant Report for December, indicating that 22.486 million gallons of sewage were treated. In addition, 386,391 cubic feet of digester gas was used. Wastewater Treatment Plant personnel worked on the primary pump room, and worked with the engineer and Westech on the digester pressure and the membrane expansion laser equipment.

Council reviewed the Consulting Engineers Report, indicating that Reno Brothers completed the digester gas piping improvements.

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

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**SOLICITOR'S REPORT**

Council reviewed the Solicitor's Report for the month of December, highlighting a Right-to-Know Request, a Waterworks Park real estate tax bill issue, liens filed on demolition projects, the Norfolk Southern Agreement, and the Tree Ordinance.

Council reviewed the Solicitor's Invoice in the amount of \$4,783.57.

Council reviewed the Jordan Delinquent Real Estate Tax and Municipal Lien Claim Report of December 21, 2015, in the amount of \$1,610.86.

Solicitor Tucker reviewed a letter regarding Business Privilege Tax, indicating that no increase in Business Tax can be initiated by the Borough of Sewickley due to the Local Tax Reform Act of 1988.

Council reviewed a Sheriff's Sale, scheduled for February 1<sup>st</sup>, regarding 900 Crescent Avenue.

Council reviewed three real estate tax assessment appeals.

Council reviewed communication on three conciliations on real estate tax appeals.

Solicitor Tucker acknowledged that the Sewickley Presbyterian Church has filed a tax exempt application for the property known as the Pink House.

The Solicitor's Report was received and filed.

**BOROUGH MANAGER'S REPORT**

The Borough Manager advised that the 2015 Road Project has been completed. The final walkthrough is scheduled for January 13<sup>th</sup>. Upon acceptance of the walkthrough, the maintenance bond will go into effect. The Borough Manager reported that Duquesne Light is anticipating completing the replacement project within the next week or two. In addition, the Borough Manager advised that a meeting is scheduled with Duquesne Light to discuss the removal of replaced telephone poles throughout the Borough of Sewickley.

The 2016 Road Project Residents Meeting is scheduled for February 2<sup>nd</sup>, beginning at 5:30 p.m. All property owners and residents on all streets associated with the 2016 Road Project will receive an invitation to attend. At the January 11<sup>th</sup> Tree Commission Meeting, the Tree Commission presented the proposed Tree Removal List. This will also be communicated to the residents.

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**BOROUGH MANAGER'S REPORT (CONTINUED)**

It is our intention to bid out the Road Project in February, with the bid opening the first week of March, and a tentative award by Council at the March 15<sup>th</sup> Committee of the Whole Meeting.

The Borough Manager reviewed the 2015 Municipal Lien Report, indicating that 137 lien letters were requested and processed by the Borough of Sewickley.

Council reviewed the Waste Management Bond Continuation Certificate in the amount of \$125,994.00. In addition, Council reviewed the 2016 Schedule for Garbage and Recycling Pick Up in the Borough of Sewickley. In addition, the Borough Manager indicated that the Quaker Valley Council of Governments Managers Group will be preparing bid specifications for garbage and recycling services. It is the intention of the Managers Group to have the bids ready for the COG Board by May in order that the approval process can occur between June and September, with final award to the successful bidder by the Quaker Valley Council of Governments in October. It is anticipated that it will be a five-year agreement.

The Borough Manager reviewed an auditing services request for proposal, and Council was in agreement to solicit proposals for auditing services with the bid opening on March 15<sup>th</sup>, and possible award at the March 21, 2016 Council Meeting.

The Borough Manager advised that Mr. Yasko has appealed all eight of the Right-to-Know Requests, with no specific reason provided regarding each appeal; he did a blanket appeal on each of them. On December 22, 2015, the Office of Open Records in Harrisburg asked if we would be willing to participate in the Office of Open Records Management Mediation Program. The Borough submitted the necessary forms, and as of January 8<sup>th</sup>, Mr. Yasko has agreed to the process. The mediation will occur on Tuesday, January 26, 2016.

Council reviewed information from Columbia Gas, reminding municipalities about emergency procedures.

The Borough Manager advised that the owners of Lot 3 of Hoey's Run Plan of Lots (which is approximately 526 Locust Place) have indicated that they will be doing remediation of soil. There appears to be some drippings of diesel fuel and gas in the soil from the days when Wise Construction occupied the land.

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**BOROUGH MANAGER'S REPORT (CONTINUED)**

The Borough Manager indicated that the Council Retreat Meeting is scheduled for Monday, January 25, beginning at 6:00 p.m., at the Edgeworth Club. This year, the meeting will include Council Members, Mayor Jeffe, Solicitor Tucker, and the Borough Manager. There will be no Department Heads. There will be a brief update on items from the Borough Solicitor and the Borough Manager. Each Councilperson will be asked to prepare an elevator type speech, addressing a short term goal and a long term goal. The Borough Manager provided a 2014 and 2015 composite of comments in order to assist Council in their preparation.

The Borough Manager indicated that the Police Department Orientation is scheduled for Monday, January 18<sup>th</sup>, at 6:30 p.m., and the Cochran Hose Fire Company Orientation is scheduled for Monday, February 15<sup>th</sup>, at 6:30 p.m. In addition, the Borough Manager will need to meet with the two new Members of Council regarding Administrative, Public Works and Wastewater Treatment Plant items.

The Borough Manager advised that a Contact Information Sheet will be provided in order that Council may update the information that they want made available. In addition, if Council Members wish, they may have name cards.

The Borough Manager advised that the Borough has again submitted its application for the Allegheny League of Municipalities Banner Community Program. The Borough is planning on participating and becoming certified as a Sustainability Community Essential Certification Program.

The Borough Manager advised that the street sweeper will be out of service in order that all warranty reviews can be done on the sweeper.

The Borough Manager advised that the Borough is picking up Christmas trees, they are being mulched, and the mulch is being placed around the railroad tracks by the Chadwick Street Park and Riverfront Park areas. Christmas trees will be collected until January 29<sup>th</sup>.

The Borough Manager indicated that Mr. John Orndorff will be in attendance at the Council Meeting on January 18<sup>th</sup> to talk about the Ohio River Greenway Trail North Shore Connector Bicycle Feasibility Study. Of particular note, the Borough Manager indicated that in July, the Borough approved the recommended route of Grant Street to Chadwick Street to River Avenue to the Sewickley Bridge, and the Sewickley Bridge to Kramer Street to Chadwick Street to Grant Street to Ferry Street to left on Beaver Street. It was recommended not to place road edge lines on either side of Beaver Street, and not to place "Share the Road" signage through the Beaver Street Business District, on Broad Street or on Route 65.

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**BOROUGH MANAGER'S REPORT (CONTINUED)**

Council reviewed the Verizon Small Cell Technology Lease Agreement. Council had asked previously about the dimensions of the cabinets. A spec sheet was provided. Councilman Jeff Neff asked if Verizon could be contacted to relocate the cabinets on one pole over from Broad Street. The Borough Manager will review with Verizon.

The Borough Manager reported that the Shade Tree Commission Ordinance was recommended by unanimous vote at the Tree Commission Meeting on January 11<sup>th</sup>. The Borough Manager requested, and Council was in agreement, to place a motion on the January 18<sup>th</sup> Council Meeting Agenda to advertise the Shade Tree Ordinance for adoption at the February 15<sup>th</sup> Council Meeting. Mr. Rice stated to Council that in particular, Section 108.4 will indicate that there is no relief to the property owners regarding curbs and sidewalks affected by trees, and that the duty to replace the curbs and sidewalks will remain with the property owners; the Borough no longer provides any financial assistance for that. The only exception would be at any time that the Borough chooses to do a particular Road Project that may include new curbs and sidewalks.

The Borough Manager's Report was received and filed.

**EXECUTIVE SESSION**

Council went into Executive Session at 8:56 p.m. to review the Evaluation of the Borough Solicitor. The Executive Session ended at 9:05 p.m.

**ADJOURNMENT**

On motion of Mr. Renner, the Committee of the Whole Meeting was adjourned at 9:07 p.m.

Respectfully submitted,

Kevin M. Flannery  
Borough Manager/Secretary

KMF:pmf