

Waterford Borough

Meeting Minutes

April 10, 2015

Opening

The regular meeting of the Waterford Borough was called to order by President Judy Cline at 6:00 pm on April 10, 2015 at the Waterford Borough Municipal Building.

Present

Justin Blose, Karen Molitor, Steve Laskowski, Ed Betza, Judy Cline, Jason Jack, Marian Burge, Kevin Gardner (arrived 20 minutes late) and Barry Pugh. Absent: Wendy Yow

Approval of Minutes

The minutes of the previous meeting were tabled until the next meeting on May 1, 2015.

Guest Speakers:

Melinda Myers – Preservation Erie

Preservation Erie is a non-profit organization that was contacted by members of borough council as well as members of the Ft. LeBoeuf Historical Society regarding historic preservation. Preservation Erie recently committed \$50,000 to a county wide historic resource inventory. Consultants were hired from Chester Springs, PA that surveyed around 31,000 historic properties within Erie County and classified them Class 1 through Class 5. Class 1 being the most significant historical and architectural value. These are properties on the list of National Register of Historic Places or are eligible to be on the National Register of Historic Places. To get these building on the register they must be approved at the representation on the local level and state needs to sign off and then approved by the National Park Service to be included on the National Register. The properties inventories were pre 1940. Information is available on the website, www.eriebuildings.info. Waterford Borough has more than 40 properties on the National Register of historic places but not on a locally designated historic district. Council would have to pass legislative to be a locally designated historic district which would represent 100 years of Waterford history.

Matt Jonas – Urban Engineers

Update on South Hazel Street Bridge; completed survey on the site, base map completed and geotechnical investigation and provided borough with the report. Met with Borough Council to discuss.

Over excavate the bad fill out and replace with engineered filled where the foundations will be built. Bridge may subside due to the organic matter in the soil but will be proceeding with over excavating and standard foundations.

Will be sending out general permits; GP3 for stream bank stabilization. This is for the area immediately upstream where no concrete blocks and scour pocket. Discussed with borough to take the lead to stabilization of stream bank. Discussion about dumping rift raft as a means to stabilize the stream bank.

GP11 permit to replace the bridge, since the weather has not permitted they will proceed to get permits out. Wendy Yow will be the contact person for the DEP permits.

Permits are 90% completed, certification permits need to be signed by borough council to do creek bed stabilization and to replace the bridge.

No work will be done between April 1, 2015 – August 15, 2015. Permit should be out by the end of April 2015. There will be a three month review with DEP. As that is going through; structural designs, plan inspects and then get the bid out. Award bid prior to August 15, 2015.

Instream work to be done relatively quickly. Ramps, fencing and other parts of the project can be done at a later date.

Matt will give 90 day time frame to complete work. Bulk of work will be in the foundation.

New bridge will be single span, still be in the flood plain, ADA accessible, a foot higher than original bridge and be 8ft wide.

Frost left the street about a week ago, looking at next week or week after to look at the streets to prepare a scope of what work will need to be done within the budget that was given. Meeting to discuss what the project will intel and how council would like to proceed.

Move on with the plan and specs and move to bid. Keep with the plans that were done last year. Will look at repairing or replacing catch basins as they do the streets.

Karen Molitor mentioned the 4th and 6th street sidewalks, were granted a one year extension to complete. Extension will end when constructions season ends to complete sidewalk repair. Matt Jonas will help with the HOP process and get the permits and drawings. Will have to provide PennDot with schematic drawings on what we would like to do. Have contractor come up with the design they want to use; that would be the most

cost effective way. Being that it is a PennDot project, it must be submitted to PennDot as well; PennDot has specifications tailored just for that.

Put out for bid.

Jason Motioned to move forward with the plans for the 4th and 6th street corridors and process of updating and adding together. ?? Seconded. All in favor

Steve Laskowski motioned to have Judy Cline sign the permits for the South Hazel Street Bridge project requested by Matt Jonas. Jason Jack seconded. All in favor.

Mayor's Report:

Enforcement Officer Report; Wendy Yow is sending ordinance violations to Brian McGowan. Wendy will start running a report starting at the May 2015 meeting. Public comment regarding excessive parting on High Street, Don Spence has ticketed a few.

Ed Betza is working on a letter to submit to Lauren with Slide the City. All third party vendors need approval by council and issued a transient permit. On Tuesday, April 7, 2015 Justin, Karen and Wendy met with Lauren from Slide the City and showed her the site where the 1,000 foot water slide will be. The site will be on Cherry Street to 7th Street. Slide the City teams up with local charities and organizations. Lauren also met with Bruce Coffin and will put in a meter and charge Slide the City a bulk rate for the water used. All insurance and liability issues are met with Slide the City.

Question was asked if they advertise. Answer is yes, through social media and will advertise on a larger scale for our area. Will not conflict with any other activities. Slide the City will pay local children to work the event and are in discussion with fire department regarding security. The street will be closed from 4 am to 11 pm on June 20, 2015. Residents along Cherry Street will be asked to park in another area for that day.

President's Report – Judy Cline

Placed a help wanted ad in Sunday's and Thursday paper for the streets positions. Received several resumes and will start looking over and setting up interviews.

Street's Report – Steve Laskowski

Looking to hire one full time and two or three part time employees.

Email for Harry Latta regarding the storm drain on SW corner of 4th and High Street that is collapsing and one on the NW corner of W North Park and High Street that is filled

with debris and plugged. How should this be handled? Response from ? Tim Enterline is still an employee, ask to see if he could do something.

These are immediate needs that need to be addressed. Karen Molitor mentioned Urban Engineers will handle the larger projects. TC Paving to give council a bid on the worst spots. Bruce Coffin filled in 2nd street with stone. The borough will only be charged for the stone. East and Cherry by the school are in bad shape.

Justin Blose questioned about the southern part on Cherry Street by the soccer field has not be filled. Spot by the middle school driveway that has not been filled. Bruce Coffin discussed taking care of these spots at the Water Authority meeting last week. Justin suggested that it should be looked into.

Harry Latta was concerned with the 4th and 8th street drain that is collapsing. Will there be a priority put on that drain? Harry also mentioned that there is a collapsed drain line between 4th and W North Park Row along High Street. Karen Molitor was aware of that and it is part of the sidewalk project that has been taken care of in the past.

National Fuel was at the Borough building and wanted ok in the right away between 9th and in front of the high school were the was a water main break. National Fuel had to put in a couple hundred feet on few exposed gas lines and had suggested putting rift raft in.

Steve Laskowski will contact TC Paving and get estimates for cold patches in the really bad areas.

Secretary's Report:

Wendy Yow was absent, Karen Molitor went over missing Ethics forms that need to be completed by May 1, 2015.

Karen motioned to appoint Wendy Yow as Open Records Officer. Jason Jack seconded. All in favor

Karen motioned to make Wendy Yow Administrator of the Pension Plan. ? Seconded. All in favor.

Discussion regarding Monahan & Monahan with the 2014 payroll taxes. Wendy had to correct and refile all four quarters for 2014. Auditors should have caught the errors. Karen proposed to have Wendy look at hiring another auditing firm.

Karen motioned for approval of bills to be paid. Marian seconded – All in favor

Wendy will start sending out emails when packets for meeting are completed if anyone would like to pick up their packets before the regular meeting.

Harry Latta's Report for March 2015:

Have not heard back from RGS – let it go at that.

Fire Department on 20 West 4th Street and on High Street rented out two buildings. Herman & Herman on High Street and the old Height Building. One on High Street rented bottom half that is going to house Good Consulting for Family Services. The one on 20 West 4th Street will be state buying on the internet.

No report from BIU regarding the building violation.

Currently the zoning codes for the borough are bare minimum descriptions. Some municipalities are using pods and semis for storage. May want to look at the ordinance and define them a little bit better regarding structures.

Ed replied with some municipalities want/do not want to regulate what you can use for storage.

Barry Pugh questioned the ordinance about abandoned buildings? A home on Water and Hazel Street that is vacant. Forward to BIU? Ed Mills is the property owner.

Old Business:

Change health insurance to individual policy only (100% covered for employee only).

Karen Molitor motioned

Marian Burge seconded – All in favor. Barry Pugh opposed.

Karen suggested looking into a new time clock for the garage. (One that will show the date). Estimated cost will be around \$400.00. Wendy will look into the price and features and present it at the May meeting.

Timecards; mandatory lunch must be punched out. Justin questioned that if we can automatic deducted lunch if employee does not punch out? Ed Betza commented that employees should punch out for lunch. Timecards need to be enforced. Jason Jack suggested timecards need to be signed by the employee.

Clarify the accrued time in the handbook. Currently it is anniversary date to anniversary date. Karen Molitor will email council members different scenarios and will discuss at a later date.

Eliminate comp time from handbook

Public Comment:

Gary Brown stated the speed limit sign on West 3rd Street is posted wrong. West 3rd Street is a state road posted a 45mph and should be posted at 35mph.

Justin Blose is working on updating the website.

Ken asked about Jennifer Russell-Coon CDL license if the borough paid for it. Answer was no, Jennifer had to work here a year which was not the case.

Adjournment

Meeting was adjourned at 8:30 pm by President Judy Cline. The next general meeting will be at 6:00 pm on May 1, 2015, in Waterford Borough Building.

Respectfully taken and submitted by Wendy Yow.