

Waterford Borough

Meeting Minutes: August 7th, 2015

Opening:

President Judy Cline called the regular meeting of the Waterford Borough to order at 6:00 p.m. on August 7th, 2015 at the Waterford Borough Building followed by the Pledge of Allegiance, the Lord's Prayer, and a moment of silence.

Council Members Present: Marian Burge, Jason, Jack, Kevin Gardner, Judy Cline, Karen Molitor, Stephen Laskowski, and Borough Solicitor Ed Betza.

Visitors Present: Doris Becker, Stephanie Cox, Cindy Gray, Craig Gray, Scott Alexander, Amy Alexander, and Ron Jagta.

Public Comment: None

Guest Speakers:

1. Dale Robinson - Emergency Management Coordinator - Erie County Department of Public Safety

Dale Robinson attended the regular meeting of August to briefly discuss the borough's obligations to Emergency Management. Pennsylvania is governed by Title 35, which is a law that governs emergency management. It states that every municipality needs and emergency management program, with a coordinator, a plan, a center, and other obligations. Dale stated that municipalities can cooperate/regionalize with neighboring communities regarding emergency management plans. Dale told council that the Waterford Borough has an intergovernmental cooperation agreement with Waterford Township, and that Waterford Borough has adopted the County Plan. He did not give specifics into the County Plan. President Judy Cline asked if that is legally what we need. Dale responded that what we have is legal, but wanted Council to realize the effectiveness and efficiency of the borough's responsibilities in the event of an emergency.

Dale talked about having a basic plan, an Emergency Operations Center (EOC) Checklist, and a Notification of Resource. The EOC is the location from which a jurisdiction of an emergency is performed. Some functions would be to receive and disseminate warnings; coordinate emergency operations between agencies and organizations; prioritize and allocate resources; and the allocation of aid.

Dale stressed the need for individuals in a community to come together and coordinate through a disaster, and that disaster preparedness starts within the community; and that no one person can be in charge of a disaster, but it truly must be a community effort. Currently, Harry Latta is the Borough's Emergency Management Coordinator, and Council President Judy Cline would be the only person to authorize payment of supplies in the event of an emergency.

Dale mentioned that training is available for Council members wanting to get involved, in which 2 levels of certification are mandatory, and the third level is optional. He mentioned it would be a good idea for more than one council member to receive training. Also available is the National Incident Management System (NIMS), an online series of courses and certifications that give knowledge of managing emergency situations. This is a free certification and can be done at home.

Karen Molitor asked if there are any names on our emergency management plan? Dale responded that the township and borough each appoints an emergency management coordinator (EMC), and in the event of an emergency in the borough, the township EMC would be the deputy coordinator, and vice versa. Karen requested a copy of the plan to have on file, and Dale agreed to provide a copy to council by the next regular meeting in September.

Dale again noted that disaster recovery falls on council and the community. He stated disaster recovery couldn't be in practice without any money set aside in a budget. He also noted that regionalizing is an option to help smaller communities pay for disaster recovery. He expressed the importance of having a checklist of suppliers and having a list of contacts available at any given time. A system called "Knowledge Center" can help with standardized checklists, and requires a username and password with some training.

2. Matt Jonas – Urban Engineers

South Hazel Street Bridge:

Received a response from U.S. Fish and Wildlife: There are no additional restrictions for the timing of the bridge construction. Urban Engineers are still waiting on DEP approval. Urban Engineers did receive a notification that the permit was administratively complete, but are waiting for review and approval. Matt Jonas emailed DEP to find out when it would be approved because of time restrictions. He believes the plans should be ready and out to bid next week to early the following week.

A motion was made to authorize the advertisement of bidding for the South Hazel Street Bridge project by Karen Molitor and seconded by Marian Burge. All council members were in favor. Motion carried.

Walnut Street

The paving specs are ready, and Urban Engineers plans on starting the bidding process on Monday, August 10th, 2015. It will be scheduled for August 28th at 2:00 p.m. at Attorney Edward Betza's office. The borough is interested in keeping the extra millings from this project, but the millings were not included in the specs. Matt Jonas replied we can issue an addendum that includes keeping the millings, but warns it could cause a change in price, and isn't sure on what the price change could be.

North Park Row

The Curb ramp was approved from PennDot for North Park Row. Council is waiting to hear back about curb ramp on 6th street. Matt Jonas doesn't see any problems with that approval. Judy Cline asked if we received approval for 4th Street's curb ramps: Matt Jonas replied that 4th Street's curb ramps were lumped with 6th Street's.

Minutes to be approved:

Regular Meeting on July 20th, 2015:

A motion was made by Kevin Gardner to approve the regular meeting minutes on July 20th, 2015, and seconded by Stephen Laskowski. All council members were in favor. Motion carried.

Payment of Bills:

Payment of bills will be accepted at the next regular meeting. Waterford Borough's interim-secretary was absent to prepare statement, although Council assured bills were paid.

Streets Report:

President Judy Cline introduced Craig Gray and Scott Greggs as the boroughs full-time streets personnel, although Scott Greggs was absent from the meeting.

Karen Molitor addressed the following topics:

1. Millings could be used to fill potholes on borough streets and fix alleys. Our current millings pile is small and contains large clumps. A machine could be rented for \$2700 per day to break up millings, which is less expensive than buying and hauling millings considering Council's quotes. Waterford Borough has an opportunity to get 120 tons of millings for \$2000, which has the ability to patch 3 to 5 alleys. This would be the cheapest option the Borough has found and could fix the worst of areas.

A motion was made by Marian Burge to approve up to \$2000 dollars for millings to fill alleys and some street potholes. Motion seconded by Jason Jack. All council members were in favor. Motion carried.

2. The Borough is still looking to seal streets. Marvin Cross said it's a better time in September due to the heat.

3. Craig and Scott have been working on the compost yard. They have burned excess woody and leafy debris, and graded the yard. Garbage and undesirable/inappropriate material are still being dumped illegally in the compost yard. A fence for the compost yard, which was looked into before, would be too expensive for the Borough. A gate

with material from PennDOT could be an option to stop undesirable material from getting into the compost yard. Also, Craig fixed the clutch on chipper and got it working again.

4. The red truck may need replaced, as it is old and has undercarriage damage. Money may need to be assigned in next year's budget for a replacement.

5. The Borough buildings garage doors will need to be replaced. Originally there were 3 operational doors at the garage: currently only 1 garage door is working, and this door needs at least two people to safely open it. Also, it becomes a hassle to remove needed equipment with only 1 operational door. Marian noticed the bids from Plyler and Millers were different: Plyler's bid contained installment of the doors, whereas Miller's did not. Council would want to know if Miller's bid contained installment before voting on a bid.

6. Radios would benefit the Borough, and is necessary for communications between the two borough employees and the borough secretary. The radios would cost \$93/each, and 3 radios would be needed.

A motion was made by Karen Molitor to approve the spending of \$300 dollars for 3 radios total, one for each employee and one for the Borough secretary. Motion seconded by Stephen Laskowski. All council members were in favor. Motion carried.

7. The operators of the farmers market at the park have been driving their vehicles into the park to unload and load their vehicles, ruining the grass in the process. Possibly put up no parking signs and/or tape could help prevent the problem. It's going to cost the borough money to repair the grass.

Presidents Report:

1. Council has advertised 4 times in the Erie Times for a new borough secretary. Wendy is still helping with payroll and taxes, and willing to train a new individual, but this is not a permanent situation. Marian and Judy have interviewed some candidates: They would need to know QuickBooks and have accounting experience.

Mayor's Report:

No mayor's report: Justin Blose absent.

Zoning Report:

No zoning report: Harry Latta absent.

Old Business:

1. Semi-Trailer and Storage Container Ordinances –

There are two ordinances – One prohibits use of semi trailers for permanent and/or temporary storage and housing on the municipality; another is the regulation temporary storage containers. Residents can have temporary storage for 30 days if they register with the Borough. Residents can extend that time by re-registering for another 30 days, but cannot have a storage container registered for any longer then 60 days total. Residents cannot have a storage pod permanently in their yard.

A motion was made by Karen Molitor to advertise the semi-trailer and storage container zoning and ordinance change. Motion seconded by Marian Burge. All council members were in favor. Motion carried.

2. Livestock Ordinance:

Currently there is no ordinance on livestock permitted or not permitted within limits of the Borough. There is currently, to no council member or Attorney Ed Betza's knowledge of property-zoned agriculture in the borough. Council discussed opinions on how to implement an ordinance. Karen Molitor proposes having a committee that would hear the resident wanting livestock, involving neighbors of said person, to hear neighbor's opinions and base each situation accordingly. Attorney Ed Betza suggests we still need minimum criteria, but will construct an ordinance for council to vote on.

3. Burning Trash in the Borough:

Residents have been complaining regarding the burning of un-allowed material in the borough, and burning during days they are not supposed to. Judy Cline presented council with numerous papers detailing the harmfulness of burning in general. Judy Cline wants a total ban on burning in the borough. Karen Molitor and Attorney Ed Betza noted that enforcement on burning is actually the problem. Ed mentioned that burning is already restricted to 2 days a week and only during specified hours. He also noted that smoldering fires are considered burning. No motion was made on changing the burning ordinance.

Karen Molitor suggested making Scott Greggs and Craig Gray co-zoning and ordinance enforcers because they already work in the borough 40 hours/week, and council agrees. This was the intention when hiring the new borough employees because of their availability during the week. Council would also keep Don Schmidt on staff for after 5:00 p.m. hours. Council would give a notice to Harry Latta affective after September 1st, 2015. Jason Jacks asked if the borough could legally have two zoning and ordinance enforcers. Attorney Ed Betza said it is legal, and code enforcement would be no problem. Zoning could present a problem if the enforcers contradict the other's decision.

A motion was made by Marian Burge to make Scott Greggs and Craig Gray co-zoning and co-ordinance enforcers, giving each \$1.00 more per hour for each person and each position. Seconded by Karen Molitor. All council members were in favor. Motion carried.

4. Fire Hydrant Upgrade:

Council has not heard anything from Waterford Township or Waterford Municipal Authority on fire hydrant upgrades.

5. Joe's Auto Parts; Mill's Property; and E. First Street Alley Trailer Property:

No update was given due to Mayor Justin Blose's absence.

New Business:

1. Councilman Jason Jack was accepted and will be attending law school in Minnesota, and is turning in a letter of resignation from council effective after this meeting. Council congratulated Jason Jack, thanked him for his service, and wished him best in the future.

A motion was made by Stephen Laskowski to accept the resignation Jason Jack effective after this meeting. Seconded by Karen Molitor. All council members were in favor. Motion carried.

2. Jason Jacks is currently a signer of checks, along with Judy Cline and interim secretary Wendy Yow.

A motion was made by Marian Burge nominating Karen Molitor to be an additional signer of checks. Seconded by Stephen Laskowski. All council members were in favor. Motion carried.

Public comment:

1. Resident Doris Becker inquired if council was looking for a full-time borough secretary. Council is looking, and for 20 hours per week at no more than \$15.00/hour. Candidate would have to know QuickBooks, have accounting knowledge, and know federal filings. Mrs. Becker possibly knows a person and will let them know.

2. Ron Jatga inquired about workers compensation insurance of firefighters working in different boroughs, and wanted to know if we have heard back from the insurance company. Firefighters are covered under their own municipality regardless of where they are fighting fires. Ed questioned if there is a mutual aid agreement. If not mutual aid agreement, firefighters may not be covered. Ron Jatga has the contact, but is waiting to hear a response from the insurance company.

A motion was made by Kevin Gardner to adjourn. Seconded by Marian Burge. All council members were in favor. Motion carried.

Meeting was adjourned at 8:32 p.m.
Respectively taken and submitted by Stephen Laskowski, Councilperson.