

**OCTOBER COUNCIL MEETING**

October 3, 2017

The monthly meeting of the St. Clair Borough Council was held on Tuesday, October 3, 2017, in Council Chambers, St. Clair Municipal Building, 16 S. Third Street, St. Clair. The meeting began at 7:00 pm.

Answering the roll call were council persons: Joann Brennan, John Burke, Thomas Dempsey, William Dempsey, John Houseknecht, Michael Petrozino, James Larish and Mayor Richard Tomko.

Also present included Engineer Brian Baldwin, Fire Chief Frank Uhrin, Solicitor Edward Brennan, and Joe Haffey.

**Pledge of Allegiance**

Councilmember Joann Brennan led council in a prayer.

Copies of the minutes of the previous council meetings have been given to borough council members and Mayor Tomko, are there any errors or corrections? The minutes stand approved.

**Public Comment**

No public comment

**MAYOR'S REPORT**

Mayor Tomko reported the Bishop visit yesterday was a success.

Last Thursday's meeting, as prescribed by law, the Minimum Municipal Obligations were presented to council.

Mayor Tomko will work with Fire Chief Uhrin in creating a junior firefighters association.

On a motion made by Petrozino, seconded by W. Dempsey, to accept the report; approved.

**BOROUGH SOLICITOR'S REPORT**

Solicitor Edward Brennan reported Mr. Michael Donaldson is now the owner of the McGinley property. He has one year to demolish the structure.

Several other properties are pending to be placed on the conservership list. Title searches are being conducted to determine all the lien holders.

**Solicitor Brennan requested an executive session to discuss several personnel issues.**

**There is nothing new to report on the Litwak case or the Service Electric Cable Franchise Agreement situation.**

**The solicitor was unaware if East Norwegian Township signed the Police Protection Agreement.**

**The Memorandum of Understanding in regard to the police negotiations will be reviewed for accuracy.**

**On a motion made by Burke, seconded by Houseknecht, to accept the report; approved.**

#### **ENGINEER'S REPORT**

**On a motion made by W. Dempsey, seconded by Burke, to accept the report; approved.**

**Council discussed the replacement cost of the Russell Street Pole, Solicitor Brennan gave his opinion that the repairs to the damaged utility pole located at Second and Russell Streets, need to be put out on bid if the proposed cost exceed the bidding threshold.**

**Councilman Burke inquired, in reference to the three posted parking spaces on Second Street, if the number could be reduced by one. Neighbors in the area submitted a petition requesting this action. Engineer Baldwin stated on Second Street, where the white stop bar is painted on the highway, is the area where "No Parking" should begin.**

**In regard to the Street Sealing Project, the borough crew would seal the curb lines.**

**In regard to the Woodland Terrace Development, the project is substantially completed with only punch list items to be addressed. Zoning permits can be issued. Building permits, as long as the applicant is well aware, that they would not receive the certificate of occupancy until all utilities have been turned over to the proper authority or agency. This all should be done before the house is ready to be occupied. Solicitor Brennan agreed with Engineer Baldwin. The only tie up, and it is not the borough, it is the water authority and the sewer authority. Secretary Price would inform any applicant that is the collective opinion of the borough solicitor and the engineer that a permit can be issued, as long as they understand, it is a condition upon the sewer and water be available for hookup.**

## DEPARTMENTAL REPORTS

### STREET DEPARTMENT REPORT

On a motion made by W. Dempsey, seconded by Houseknecht, Borough council unanimously approved the report and it was made part of the minutes by reference

### ELECTRIC LIGHT DEPARTMENT REPORT

On a motion made by W. Dempsey, seconded by Petrozino, Borough council unanimously approved the report and it was made part of the minutes by reference.

### TREASURER'S REPORT

On a motion made by Petrozino, seconded by W. Dempsey, borough council unanimously approved the report and it was made part of the minutes by reference.

### TAX COLLECTOR'S REPORT

On a motion made by Houseknecht, seconded by W. Dempsey, borough council unanimously approved the report and it was made part of the minutes by reference.

### POLICE DEPARTMENT-No report

### ZONING DEPARTMENT REPORT

On a motion made by W. Dempsey, seconded by Petrozino, borough council unanimously approved the report and it was made part of the minutes by reference

### FIRE DEPARTMENT REPORT

On a motion made by W. Dempsey, seconded by Houseknecht, the report was unanimously approved by Borough Council and it was made part of the minutes by reference.

Fire Chief Uhrin inquired if the fire hydrant reimbursement was made by the bank in regard to the Woodland Terrace Development. The reply was not as of this date.

Another fire call occurred at the Delenick's Dump this morning. The police were summoned because of suspicious activity at the site.

### CODE OFFICIAL REPORT

On a motion made by W. Dempsey, seconded by Petrozino, the report was unanimously approved by Borough Council and it was made part of the minutes by reference.

## **COMMUNICATIONS**

**No communications**

### **OLD BUSINESS**

**After discussion, council decided that Council President James Larish would have the authority to decide if additional sealant is to be purchased to complete the street sealing project. The original proposal approved was 1,500 gallons of sealant.**

**Councilman Petrozino asked Solicitor Brennan if he had chance to review the sample Quality of Life Ordinance enacted by the City of Wilkes Barre for possible adoption by St. Clair. Solicitor Brennan will have a response by the next meeting.**

### **NEW BUSINESS**

**On a motion made by W. Dempsey, seconded by Burke, to authorize Fire Chief Frank Uhrin to purchase \$500.00 worth of material for Fire Prevention Week; approved.**

**On a motion made by Petrozino, seconded by Larish, to authorize the purchase of a new motor for the fork lift in the amount of \$3,500 from Wentz Automotive. A ROLL CALL VOTE WAS TAKEN WITH THE FOLLOWING RESULT: BRENNAN-YES, BURKE- YES, T. DEMPSEY-NO, W. DEMPSEY-YES, HOUSEKNECHT-NO, PETROZINO – YES, AND LARISH-YES. The motion was approved.**

**On a motion made by Burke, seconded by Petrozino, to authorize Utility Engineers to prepare request for proposals for the replacement of the damaged Russell Street pole; approved.**

**Council tabled taking action to proceed with the Green Light Go 2017 grant application for improving the traffic signals on Second Street for further study.**

**On a motion made by Burke, seconded by Brennan, to authorize the Borough Secretary to purchase the Third Street Playground equipment from U.S. Communities: approved.**

**Council President James Larish called an executive session at 8:25 pm to discuss personnel issues-**

**The executive session adjourned at 8:29 pm.**

**On a motion made by W. Dempsey, seconded by Houseknecht, to pay all bills and claims properly approved by borough council; approved.**

**On a motion made by Houseknecht, seconded by W. Dempsey, to adjourn the meeting at 8:29 pm, council approved the motion.**

**Roland Price, Jr.  
Borough Secretary**



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October 3, 2017

Mr. James Larish  
Council President  
St. Clair Borough Council  
16 S Third Street  
St. Clair, PA 17970

**Subject: Consulting Engineer's Report (CER)  
Project No. 30839.02**

Dear Mr. Larish:

The following is the status of engineering services performed by our firm as of this date:

**30839.02, Task 3 – Miscellaneous Consultations/Correspondence**

**Second & Russel Utility Pole**

On September 22, 2017, the Borough utility pole located at the southwest corner of the Second Street and Russel Street intersection was again impacted by a tractor-trailer truck making the right turn from Russel Street eastbound onto Second Street southbound. The impact was severe enough that the steel pole fractured at its baseplate and became displaced. An emergency repair has since been performed. However, relocating the pole approximately 5' to the west should reduce the probability of future impacts. Doing so would also require a new pole foundation as well as offset arms to maintain the line of the existing overhead configurations. If the Borough wishes to pursue the relocation, our office can assist with specification preparation if requested.

**30839.02, Task 9 – Pavement Crack Sealing**

Bids for the crack sealing project were received on September 5, 2017, and at the Council Meeting later that evening, Council awarded the project to Midland Asphalt Materials, Inc for the amount of \$21,225.00. A Pre-Construction Meeting was held yesterday, October 2, 2017, and a Notice-to-Proceed was issued effective tomorrow, October 4, 2017. The Contractor will be working closely with the Borough Superintendent to post streets for no-parking the day before planned work. It is anticipated that the work will be completed over four construction days with the first day being tomorrow. Since the project will be complete prior to the next Council Meeting, Council should consider appointing an official who would have authority to authorize additional quantities if the planned quantities prove insufficient.

**CONSTRUCTION PROJECTS**

**30732.20, Task 1 – Third Street Playground – Engineering Survey/Design**

At this point in time, we recommend advertising for bid over the winter with construction in the spring. This is typically the best time to advertise for construction projects and will provide a fresh project for the start of playground season. We also recommend the Borough consider pre-purchasing the equipment through the US Communities program. However, the Borough may need to store the equipment for an extended period of time.