

**BOROUGH OF EDGEWOOD  
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JULY 2, 2007**

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**BOROUGH OF EDGEWOOD  
MINUTES OF THE MEETING OF COUNCIL HELD  
JULY 2, 2007**

Council President Schaefer called the Meeting of the Council of the Borough of Edgewood to order on Monday, July 2, 2007 at 7:34 P.M. in the Municipal Building.

**ROLL CALL**

Borough Manager Kurt Ferguson called the roll and the following responded: Ms. McDonald, Mr. Cook, Mr. Szefi, Mr. McNally, Mr. Hellett, Ms. Schaefer.

Ms. Nogrady was absent.

Mayor Jean O. Davin and Solicitor W. Timothy Barry were also in attendance.

Ms. Schaefer spoke of the 231<sup>st</sup> celebration of the United States of America and the men and women who are currently away at war to ensure that the tenets of the Declaration of Independence are kept in place. She then read several paragraphs from the document.

The Pledge of Allegiance was then recited.

**ITEMS FROM THE FLOOR**

None.

Ms. Schaefer stated that there would be an Executive Session regarding litigation, but no action would be taken.

**AUTHORIZATION TO PAY BILLS**

M-1 Mr. McNally moved to authorize the payment of bills, for goods and services received by the Borough, having been reviewed and approved by the General Government Committee in the amount of \$36,362.75. Second by Mr. Cook.

DISCUSSION: Mayor Davin asked for clarification of an Emery Tree Service bill and Mr. Ferguson indicated that this was for mulch for Recreation.

Upon roll call vote, the following was recorded: Ms. McDonald, Mr. Cook, Mr. Szefi, Mr. McNally, Mr. Hellett, Ms. Schaefer voted yes. Motion carried.

**COMMITTEE ACTION**

M-2 Mr. McNally moved to authorize the payment of property tax refunds in the gross amount of \$4,427.78, as reviewed by the Tax Collector, to the property owners and in the amounts designated by the Tax Collector, which owners and amounts are listed in the minutes of this meeting. Second by Mr. Cook.

NAME	FOR/AT	AMOUNT
James & Kristin Richards	320 Maple Avenue	\$185.39
Christopher Jackson	175 Gordon Street	\$349.23
Joseph Leonello & Roseann Scolieri	826 Walnut St.	\$ 39.16
David Myers	1220 East End Avenue	\$518.96
Kerry Caperell	213 Oakview Avenue	\$127.95
Joshua Hammerstein	546 Greendale Avenue	\$ 74.42
William Z. Friedlander	170 Rockwell Lane	\$483.05
Jay Steinitz & Shauna Tallentire	147 Oakview Avenue	\$153.40
Mark & Christine Kush	125 Beech Street	\$468.04
Gary Craig	1215 S. Braddock Avenue	\$635.81
YM Homes, Inc.	513 Edgewood Avenue	\$188.00
YM Homes, Inc.	519 Edgewood Avenue	\$139.04
Michael Jones	420 West Hutchinson Avenue	\$ 84.85
Alan & Anna Marie Caulkins	217 Beech Street	\$570.53
Martin Gass & Aimee Miller	200 Dewey Street	\$409.95

DISCUSSION: None.

Upon roll call vote, the following was recorded: Ms. McDonald, Mr. Cook, Mr. Szefi, Mr. McNally, Mr. Hellett, Ms. Schaefer voted yes. Motion carries.

M-3 Mr. Hellett read Resolution 2007-23 and asked for its immediate adoption. Second by Mr. Cook.

**BOROUGH OF EDGEWOOD**

**RESOLUTION 2007-23**

**WHEREAS**, the Edgewood Borough Council adopted a Personnel Policy Manual on January 6, 2003; and,

**WHEREAS**, the Borough of Edgewood provides job descriptions in Section 12 as part of the Personnel Policy Manual; and,

**WHEREAS**, the Borough of Edgewood Recreation Department administers programs and special events that have become very popular with residents as well as important to youth within our region.

**NOW, THEREFORE, BE IT RESOLVED** by the Edgewood Borough Council to create the position of Recreation Coordinator and add the job description, as attached, to the Edgewood Borough Personnel Policy Manual.

**ADOPTED THIS THE** 2<sup>nd</sup> day of July 2007 by the Council of the Borough of Edgewood.

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Kurt M. Ferguson

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Patricia M. Schaefer

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Jean O. Davin

## RECREATION COORDINATOR

### **Recreation Coordinator Job Description**

The Recreation Coordinator reports directly to the Borough Manager. The position requires attention to the details surrounding the annual sports programs and events sponsored by the Borough of Edgewood Department of Recreation. Knowledge of athletics is helpful, but the ability to proactively anticipate the needs of sports programs and annual events is essential.

### **The duties of the Recreation Coordinator include, but are not limited to:**

- Supervising seasonal workers;
- Assisting and/or coordinating the processing of registrations for sports programs;
- Assisting and/or coordinating the equipment and uniform needs of the various Edgewood sports teams;
- Assisting and/or coordinating annual events in the Borough, such as the Haunted House, Community Day, Edgewood Day at PNC Park, the Easter Egg Hunt and Monday Night Movie Night;
- Oversight of the snack bar;
- Writing updates on Edgewood programs for the Edgewood Newsletter;
- Assisting with volunteers and volunteer coordination;
- Assisting with marketing activities for Edgewood programs.

The duties above will be split among all the Recreation Coordinators employed. Those duties will be assigned to each by the Borough Manager.

### **Requirements for the position of Recreation Coordinator**

The position requires individuals who are organized and are able to communicate with residents, seasonal workers and coaches. The position requires someone who focuses on the needs of the programs, communicates with coaches and takes care of programming and equipment needs prior to the respective sports seasons or programs beginning.

The position requires ongoing communication with the Borough Manager in anticipating the needs of the department and the ability to resolve potential conflicts with parents, coaches and residents. This position requires Pennsylvania child abuse history clearance as well as criminal record clearance.

DISCUSSION: Mr. McNally asked if the Recreation Director position existed.

Ms. Schaefer replied that this position has not been taken out of the Personnel Manual, but that this is an option to try in lieu of hiring a full-time Recreation Director.

Mr. McNally asked if the recommendation is to create this position and not fill the Director position until the management of the Recreation Director is determined. He then asked, after a suitable interval to decide on the experimental approach, that the Recreation Director position be deleted from the Personnel Manual.

Ms. Schaefer said that, with respect to the budget process, funds will be within this year's budget and will be called Recreation Coordinator with respect to the budget.

Upon roll call vote, the following was recorded: Ms. McDonald, Mr. Cook, Mr. Szefi, Mr. McNally, Mr. Hellett, Ms. Schaefer voted yes. Resolution carries.

M-4 Mr. Hellett read Resolution 2007-24 and asked for its immediate adoption. Second by Ms. McDonald.

**BOROUGH OF EDGEWOOD**

**RESOLUTION 2007-24**

**WHEREAS**, the Borough of Edgewood created the position of Recreation Coordinator with the passage of Resolution 2007-23; and,

**WHEREAS**, the Borough of Edgewood provides salary scales within the Edgewood Borough Personnel Policy Manual; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Edgewood Borough Council that the position of Recreation Coordinator will have a pay rate set at \$9.75 per hour.

**ADOPTED THIS THE 2<sup>nd</sup>** day of July 2007 by the Council of the Borough of Edgewood.

\_\_\_\_\_  
Kurt M. Ferguson

\_\_\_\_\_  
Patricia M. Schaefer

\_\_\_\_\_  
Jean O. Davin

DISCUSSION: None.

Upon roll call vote, the following was recorded: Ms. McDonald, Mr. Cook, Mr. Szefi, Mr. McNally, Mr. Hellett, Ms. Schaefer voted yes. Resolution carries.

- M-5 Mr. Hellett moved to advertise the hiring of up to five (5) Recreation Coordinators for the Borough's Department of Recreation. Second by Mr. Cook.

DISCUSSION: Mayor Davin asked if these positions would be hired together and Ms. Schaefer answered in the affirmative. Ms. Schaefer stated that each position would take care of a specific program, but would work together for events such as the Haunted House and Easter Egg Hunt.

Mr. Ferguson expressed his intent to have regular staff meetings for the group, as well as having them cross trained.

Mayor Davin expressed her concern about who would be in charge of events such as Community Day.

Ms. Schaefer stated that Mr. Ferguson will supervise staff and leaders will be assigned for particular projects. She also said that the process will continue to be evaluated.

Mr. Hellett reported that the Recreation Commission is excited about this and is hoping to prevent any other future problems that change-over in staff may have.

Mr. Ferguson said that he plans to have one of the people work solely on volunteer coordination as a primary responsibility.

Upon roll call vote, the following was recorded: Ms. McDonald, Mr. Cook, Mr. Szefi, Mr. McNally, Mr. Hellett, Ms. Schaefer voted yes. Resolution Passes.

- M-6 Ms. McDonald moved to authorize the Director of Public Works to spend up to \$6,000 to purchase a bucket truck at auction. Five thousand dollars (\$5,000) of this purchase is being provided by a grant from the Department of Community and Economic Development. Second by Mr. Cook.

DISCUSSION: Solicitor Barry asked Mr. Ferguson to address the issue of attempting to find an estimate for similar bucket trucks to satisfy the Borough code requirements.

Mr. Ferguson stated that the utility companies were contacted and they do not sell them outright, but take them directly to auction. These companies include Duquesne Light, Verizon and Dominion Peoples Gas.

Upon roll call vote, the following was recorded: Ms. McDonald, Mr. Cook, Mr. Szefi, Mr. McNally, Mr. Hellett, Ms. Schaefer voted yes. Motion carries.

- M-7 Ms. McDonald offered Ordinance 1019 on First Reading and asked for its immediate adoption. Second by Mr. Cook.

**BOROUGH OF EDGEWOOD**

**ORDINANCE 1019**

**AN ORDINANCE OF THE BOROUGH OF EDGEWOOD, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA CREATING A NO PARKING ZONE ON THE EASTERN SIDE OF GREENDALE AVENUE, ACROSS THE STREET FROM 528 GREENDALE AVENUE, BEGINNING AT THE EDGE OF THE PARKWAY RAMP AND CONTINUING IN A NORTHEASTERLY DIRECTION 64 FEET TO THE FIRST DRIVEWAY ON THE EAST SIDE OF GREENDALE AVENUE**

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED** by the Council for the Borough of Edgewood, and it is hereby ordained and enacted by the authority of same as follows:

**SECTION 1:** One no parking zone is hereby established on the eastern side of Greendale Avenue, across the street from 528 Greendale Avenue, beginning at the edge of the parkway ramp and continuing in a northeasterly direction 64 feet to the first driveway on the east side of the street.

**SECTION 2:** The above no parking zone will be designated by a yellow curb with appropriate signage.

**SECTION 3:** Any ordinance, or any part of any ordinance, in conflict herewith is hereby repealed to the extent of such conflict.

**SECTION 4:** It is the intention of Borough Council that the provisions of this ordinance shall become part of the codification of ordinances of the Borough of Edgewood and that said codification shall be amended and supplemented accordingly.

**ORDAINED AND ENACTED** this 2<sup>nd</sup> day of July 2007.

ATTEST

\_\_\_\_\_  
Kurt M. Ferguson

\_\_\_\_\_  
Patricia M. Schaefer

**EXAMINED AND APPROVED** by me this 2<sup>nd</sup> day of July 2007.

\_\_\_\_\_  
Jean O. Davin

DISCUSSION: Mr. Cook asked how many parking spaces were involved and Mr. Ferguson replied that approximately two to three legal spaces were affected. Mr. Ferguson continued by stating that the problem is that Greendale Avenue is a two-way street and has no sight line coming into one lane of traffic.

According to Mr. Ferguson, the Traffic Safety Committee talked about extending the no-parking area, but residents did not want to go that far.

Mr. Cook then asked if there is adequate parking for residents who are displaced and Mr. Ferguson answered in the affirmative. Mr. Ferguson stated that where it becomes problematic is when there are sporting events going on at the Field. He stated that on a normal basis, there is enough room to park, as many residents have driveways.

Chief Wood, Public Works Director Guerriero and Mr. Ferguson simulated the problematic traffic condition and determined it was a clear hazard.

Ms. Schaefer stated that, with respect to residents who know that parking is prime, parking is available on Washington Street. This would allow the visitors to park on Race and would make the residents good stewards of the community.

Upon roll call vote, the following was recorded: Ms. McDonald, Mr. Cook, Mr. Szefi, Mr. McNally, Mr. Hellett, Ms. Schaefer voted yes. First Reading Passes.

M-8 Ms. McDonald offered Ordinance 1019 on Second Reading and asked for its immediate adoption. Second by Mr. Cook.

## **BOROUGH OF EDGEWOOD**

### **ORDINANCE 1019**

**AN ORDINANCE OF THE BOROUGH OF EDGEWOOD, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA CREATING A NO PARKING ZONE ON THE EASTERN SIDE OF GREENDALE AVENUE, ACROSS THE STREET FROM 528 GREENDALE AVENUE, BEGINNING AT THE EDGE OF THE PARKWAY RAMP AND CONTINUING IN A NORTHEASTERLY DIRECTION 64 FEET TO THE FIRST DRIVEWAY ON THE EAST SIDE OF GREENDALE AVENUE**

DISCUSSION: None

Upon roll call vote, the following was recorded: Ms. McDonald, Mr. Cook, Mr. Szefi, Mr. McNally, Mr. Hellett, Ms. Schaefer voted yes. Second Reading Passes.

## **VOLUNTEER FIRE DEPARTMENT REPORT**

Mr. Laird reported that the Edgewood Volunteer Fire Department assisted Swissvale with a structure fire for nearly five hours.

The Department is working on a recruitment drive and signs are around the Borough inviting people to join, according to Mr. Laird and an attempt is being made to get people to go onto the website to assist all boroughs with their volunteer efforts.

Community Day preparations were a large part of the Department's meeting this past Thursday, according to Mr. Laird.

DISCUSSION: Mr. McNally asked about the status of a gas leak on Maple Avenue and was informed by Mr. Laird that this was left in the hands of the gas company. He indicated that the leak was near Dewey and that the gas company had caused some additional cracks in the line. Mr. Laird said the Fire Department was notified of the gas smell and notified the gas company twice.

Mr. Ferguson stated that the gas company will be out tomorrow. He went on to say that the leak was connected to the lateral at 451 Maple Avenue and when the area was opened, the gas company was concerned about other issues associated with the overall condition of the mainline, back to Dewey. Since the Borough is done paving, the gas company is able to move on it much sooner.

### **WATER AUTHORITY REPORT**

Mr. Fuller said that much of the last Wilkesburg Penn Joint Water Authority meeting dealt with an emergency replacement in Penn Hills of a 16" water line. During this event, the earth had started moving, according to Mr. Fuller. Also, he gave an update on the Swissvale Avenue work.

DISCUSSION: None.

### **RECREATION REPORT**

Mr. Ferguson reported that soccer will begin September 8, 2007 and that the registration forms will be online as of tomorrow. He reported on preparations for Community Day, which will be held August 18, 2007. Mr. Ferguson stated that there may be a special Friday night Movie Night in early August.

Mr. Ferguson thanked Ms. Conrad for the article which appeared in the Woodland Hills Progress regarding Recreation.

DISCUSSION: Mayor Davin thanked Mr. Ferguson for taking over Recreation and its coordination.

Mr. Hellett thanked Mr. Ferguson for his extra effort, stating that it is greatly appreciated. Mr. Hellett stated that even with Mr. Ferguson's hard work, t-ball had to be cancelled because of a lack of volunteers. A call for volunteers for the Recreation Department was then made by Mr. Hellett.

Ms. Schaefer felt that the high school seniors might be tapped for t-ball and that this might be an excellent project for them. As far as Community Day, Ms. Schaefer reminded Council that people were needed for the parade and Council members needed to give of their time for the event.

### **PLANNING COMMISSION REPORT**

Mr. Szefi stated that he believed there was a meeting scheduled for last week and the only item on the agenda was the update on the Train Station by Mr. Grubb. Mr. Szefi said he did not attend the meeting.

DISCUSSION: None.

### **COG REPORT**

Mr. Hellett was unable to attend the meeting, but reported on the CDBG program as having \$4,938,175 in grants available until July 28, 2007. He also reported on several other items available through various COG's including a crack sealing machine and an RFP for land use which is available to consultants. Mr. Hellett also reported that Verizon negotiations are still ongoing. The COG also has the EPA's Consent Decree available for viewing.

DISCUSSION: None.

### **SOLICITOR'S REPORT**

Mr. Barry reported that Assistant Solicitor Worner attended a meeting concerning the Alcosan Consent Decree and had a copy available. Mr. Barry stated that this would be a long process over the next 20 years as this is a significant event for other communities, similar to what Edgewood has already gone through.

DISCUSSION: None.

### **BOROUGH MANAGER'S REPORT**

Mr. Ferguson reported that he had received the Consent Decree also. He also reported that the paper recycling program originally started through a non-profit group in Westmoreland County, who had negotiated a deal for other communities. The contract with Abitibi ended in December last year and the non-profit had not negotiated a new one. Mr. Ferguson said that he went out on his own and negotiated a new agreement which will garner \$300-\$425 a month simply to have the dumpsters on site. One hundred fifty tons of recycling is anticipated for this year.

DISCUSSION: Mayor Davin asked about return on plastics and Mr. Ferguson responded in the negative. He stated that he is looking at having a company pick plastics up and not charge the Borough for it.

### **NEW BUSINESS**

Ms. McDonald noted that Mr. Ferguson and Mr. Hellett needed to begin the Junior Councilperson interview process.

Mr. Hellett scheduled a Community Services meeting for Tuesday, July 10, 2007 at 7:30 PM.

**ADJOURNMENT**

M-9 Following an Executive Session which lasted from 8:28 PM to 9:31 PM, it was moved by Mr. Cook and seconded by Ms. McDonald to adjourn this meeting at 9:32 PM.

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Kurt M. Ferguson  
Borough Manager