

**WILKINSBURG BOROUGH COUNCIL MEETING**  
**Capital Planning Session**  
**July 6, 2016**

**Call to Order**

President Shattuck called the meeting to order at approximately 7:20 p.m. in Council Chambers, second floor of the Municipal Building, 605 Ross Avenue, Wilkinsburg, PA 15221. An executive session was held at 6 PM just before the council meeting.

**Roll Call**

The roll was called to establish a quorum. Present were Ms. Garrett, Ms. Grannemann, Mr. Lefebvre, Ms. Macklin, Mr. Rose, Mr. Taiani, President Shattuck, Donn Henderson, Borough Manager and Amanda J. Ford, Assistant Borough Manager. Absent – Ms. McCarthy-Johnson, Ms. Trice, and Mayor John Thompson. A quorum was established.

**Pledge of Allegiance**

Following the Pledge of Allegiance led by President Shattuck, a moment of silence was observed in remembrance of victims of violent crimes.

**Public Comment**

- Kate Luxemburg – 432 Rebecca Ave – Regarding the purchase of borough owned lots. She doesn't think the borough should make these properties privately owned for the sole purpose of a slight tax increase.

**Agenda Items**

1. Approving Resolution No. 16-058 – Authorizing the purchase of a 2004 Freightliner Recycling Truck from the City of McKeesport in the amount of \$7,950.00.

***Motion: Mr. Lefebvre***

***Second: Ms. Grannemann***

***A vote 7 – 0; Motion carried.***

2. Approving Resolution No. 16-059 – Offering Condition of Employment to Donn Henderson as Borough Manager effective June 27, 2016 at a yearly salary of \$70,000.00.

***Motion: Mr. Lefebvre***

***Second: Vice-president Garrett***

***A vote 7 – 0; Motion carried.***

3. Approving Resolution No. 16-060 – Authorizing the Borough of Wilkinsburg to enter into a revocable license agreement with the RAAC, Wilkinsburg Community Development and Corporation and the Borough of Wilkinsburg concerning the former Wilkinsburg Train Station.

***Motion: Mr. Lefebvre***

***Second: Ms. Macklin***

***A vote 7 – 0; Motion carried.***

4. Approving Resolution No. 16-061 – Authorizing the Borough of Wilkinsburg to enter into negotiations with RAAC concerning the purchase of the former Wilkinsburg Train Station.

***Motion: Mr. Lefebvre***

***Second: Ms. Garrett***

***A vote 7 – 0; Motion carried.***

5. Approving Resolution No. 16-062 – Authorizing Creative Enterprises as the low bid proposal for the Wine Way Drainage Project in the amount of \$4,850.00.

***Motion: Ms. Macklin***

***Second: Ms. Grannemann***

***A vote 7 – 0; Motion carried.***

6. Approving Resolution No. 16-063 – Authorizing Creative Enterprises as the low bid proposal for Wylie Way Wall Project in the amount of \$7,500.00.

***Motion: Ms. Grannemann***

***Second: Mr. Lefebvre***

***A vote 7 – 0; Motion carried.***

7. Approving Resolution No. 16-064 - Street Closure for Rebecca Avenue for community fun event.

***Motion: Ms. Macklin***

***Second: Mr. Lefebvre***

***A vote 7 – 0; Motion carried.***

8. Discussion regarding air conditioning unit for the fire department; and amending the proposal to include finance and code departments.

- Consensus of council to direct the borough engineer to seek more quotes.

9. Discussion regarding Municipal Building 1<sup>st</sup> Floor renovation construction Options 1-3.

- Floor plans were reviewed for the 1<sup>st</sup> floor renovation. Council is leaning towards option 1. President Shattuck to take next steps with LGA Partners to discuss further.

10. Discussion regarding proposal for Cleaning Contracted Services.

- Ms. Ford advised that she reviewed the bids submitted for cleaning services for the Borough Building and recommended moving forward with Evergreen Cleaning.
- Motion to select the bid from Evergreen Cleaning.

***Motion: Ms. Macklin***

***Second: Ms. Garrett***

***A vote 7 – 0; Motion carried.***

11. Council Committee Reports:

- Blight Committee – Patrick Shattuck
  - Discussed the status of acquisition of the lots associated with the Ardmore demolition and the Hunter Park corridor. Under investigation.
  - 800 Block of Penn Avenue, 6 properties are being recovered under the vacant property recovery program.
  - Submitted emergency demolition request to the County for 15 properties (35 units) requesting \$485,000 for demolition. Was advised by the county to obtain bids.
  - Fire at 509 Hill Ave required an emergency demolition for \$6,500.
  - Stoner way cleanup was discussed and will have a schedule soon.
  - Foreclosed property registry has 88 properties on it
- Capital Planning Committee – Patrick Shattuck
  - Discussed the Train Station
  - Looking into L.E.D. conversion for the street lights
  - The demolitions set for Ardmore Blvd. are going out to bid next week hopefully.
  - Salt shed will be getting repaired.
  - Discussed park improvements and reducing the height of the fences.
  - Discussed renovations for the Administration Offices in the Borough Building.
  - Discussed a PIB Loan for paving and street infrastructure.
  - Fire Department Air Conditioning and the elevator for the borough.
- Finance Committee – Michael Lefebvre
  - Reviewed the auditors’ findings regarding the financial statements.
  - A few deficiencies were noted and will be reviewed at the next meeting.
  - Deficiencies overall have decreased by 60% over the past 4 years.
  - Received list of tax refunds from finance.

- Constituent and Community Relations – Pamela Macklin
  - Working with YouthPlaces to clean up the neighborhood and some abandoned properties.
- Policy & Procedure Committee – Pamela Macklin
  - New Borough Manager in place
- Public Safety Committee – Kate Grannemann
  - Spoke about the garage fires that have been happening on Hill Ave. Juveniles are involved, but no arrests have been made
  - Fire Chief Jones is now Wilkinsburg's Emergency Manager.
  - The borough provided some fire equipment that's not currently being used to Westinghouse High School for their public safety training program.
  - Chief Coleman requested an update on the borough's Solicitation and Vending ordinances. The Borough Manager will work with the Chief for a possible update to the ordinance.
- Social Media and Promotions Committee
  - Spoke with Imagebox about the website redesign and several updates.
  - Small Biz Mondays will be starting with James Floral & Gift Shoppe.
  - Social Media Committee will be on summer break, next meeting to occur in September.
- Special Events Committee – Patrick Shattuck
  - First successful Art in the Park was last Thursday.
  - This week, there will be an Art in the Park on Thursday and Friday due to the first week being rained out.
  - Godfrey McCray advised that YouthPlaces will be doing clean-up. They have a dance team that will perform. Some of their artists will present paintings.
  - Family festival held on July 2<sup>nd</sup> was a great event.

### **Public Comment**

N/A

### **Old Business**

- Stoner Way Cleanup
  - Donn Henderson – Working on obtaining cheaper fencing to put up after the Stoner Way cleanup is completed. Camera grant being worked on also to catch illegal dumping.
- Purchase request for Wilkinsburg Borough owned property Lot & Blocks of 3 parcels.
  - Will be discussed in further detail at the Capital Planning meeting.
- Scheduling of Council Retreat
  - Possible retreat date August 10<sup>th</sup>, 2016 3PM-8PM

## **New Business**

- Cohen Law Group will be in on July 13<sup>th</sup> to discuss cable franchise renewal.
- Borough Manager to setup an executive session to discuss legal issues.
- 10<sup>th</sup> annual Transform the Triangle cleanup day – August 6<sup>th</sup>, 9AM-3PM.
- Discussion regarding moving forward with Coro Fellow or Public Allies Fellow to obtain an intern.
- Pamela Macklin – Wants to meet with County Executor Rich Fitzgerald regarding Port Authority's jurisdiction in the borough.

## **Adjournment**

Meeting Adjourned at **9:02 p.m.**

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Patrick M. Shattuck  
President Council