

MINUTES

WASHINGTON CITY COUNCIL
THURSDAY, JANUARY 7, 2016 – 7PM

A meeting of Washington City Council was held Thursday, January 7, 2016 at 7:00 PM in Council Chambers, 55 West Maiden Street, Washington, Pennsylvania. Mayor Scott Putnam, presiding opened the meeting.

ROLL CALL: Councilwoman Monda Williams - Absent
Councilwoman Tracie Graham - Present
Councilman Kenneth Westcott - Present
Councilman Joseph Manning - Present
Mayor Scott Putnam - Present

SOLICITOR: Jack Cambest, Esquire

Moment of Silence

Pledge of Allegiance to the Flag.

Mayor Putnam announced that Mayor & Council held an Executive Session before and after the agenda meeting on Monday, January 4, 2016. Discussion included personnel and land acquisition.

A motion was made by Councilman Manning, Seconded by Councilman Westcott and unanimously carried to approve the minutes of the December 10, 2015 regular meeting of Washington City Council.

A motion was made by Councilman Westcott, Seconded by Councilman Manning and unanimously carried to approve the minutes of the January 4, 2016 Reorganization Meeting of Washington City Council.

PUBLIC PARTICIPATION: Individuals or group representatives who have signed in prior to the meeting, will have 5 minutes of microphone time to address Council during the public participation portion of the meeting. We prefer if there is a group, a representative be chosen to speak. Audience comments will not be permitted following the public participation portion of the meeting; therefore, we ask that you please review the agenda for any item(s) you may wish to discuss. We have, in the past, had individuals direct comments to Mayor and Council that were not correct or could not be documented. For that reason, we ask that your information be to the point and factual. Although we may not be able to answer your question at this meeting, we will refer your request or recommendation to the proper department for any necessary action.

Neal Isiminger presented a donation check to the City of Washington Police Department and the City of Washington Fire Department for \$500.00 each.

Chief Wilson thanked Isimingers for always supporting the police department. Chief Wilson then gave the 2015 Police Report for December.

Joseph Thomas of the Parking Dept/Transit Center wanted to update us about the usage of the new facility. He feels it's been a positive for Transit and a positive for our rider-ship and a positive for our city. He says they are going to try to start keeping a tally of the actual usage. He has also seen an increase in our local "hopper route" usage over the past few months also. Mr. Thomas also wanted to share on the parking front for 2015 for the second year in a row the Parking Authority was able to cover all of the expenses including the debt service on the parking garage without the need for any funding from the city. He has only been doing parking for 2 years now and he realizes that in the past the city would have to make some contribution towards the debt service because there weren't sufficient revenues from the garage itself to cover these costs along with the debt service. We've been fortunate over these last two years to hold the line on

our expenses and also have tried to boost the awareness of the garage by putting up signs and making people aware that it is a public garage and not just for the Crossroads Building.

A motion was made by Councilman Westcott, seconded by Councilman Manning and unanimously carried to remove Police Officer Jack Hancock from Heart & Lung Disability Benefits for the injuries sustained while in the performance of his duties, and return him to full duty status on January 1, 2015.

A motion was made by Councilman Manning, seconded by Councilman Westcott, and unanimously carried to approve the following (10) payments:

- a) Payment to Traffic Control Equipment & Supplies Co., Inc. in the amount of \$125.00 for Pushbutton, ADA w/LED (Jefferson and Chestnut).
CHARGE 03.00/433-378 (Liquid Fuels Fund – Traffic Signal Maintenance)
- b) Payment to PhDesigned LLC in the amount of \$4,740.00 for the annual website maintenance contract. CHARGE 21.00/489.000 (Recycle Performance Grant).
- c) Payment to Slusarczyk Excavating in the amount of \$12,901.05 – Final payment for the Highland Avenue and College Street Project. CHARGE 01.42/438-210
- d) Payment to Travelers – Engle-Hambright & Davis in the amount of \$561.00 for Employees Crimes Coverage – (Change of Policy Expiration Date) CHARGE 01.60/486-350 (Insurance)
- e) Payment to Widmer Engineering in the amount of \$1,395.00 for November Items CHARGE 01.43/430-313
- f) Payment to Widmer Engineering in the amount of \$720.00 for Burton Avenue Phase I – CHARGE 01.43/430-313
- g) Payment to Widmer Engineering in the amount of \$1,580.00 for Tennis Court Engineering to be paid by the RACP loan from the Washington County Redevelopment Authority.
- h) Payment to FiNet in the amount of \$295.00 for the Solid Waste Credit Card Terminal CHARGE 20.00/427-240 (Solid Waste Operating Expenses)
- i) Payment to El Grande Industries in the amount of \$4,356.70 for Change order #1 – Dunn Avenue Sidewalk Project (to be paid by DCED)
- j) Payment to El Grande Industries in the amount of \$52,778.07 Payment #1 – Dunn Avenue Sidewalk Project (to be paid by DCED)

A motion was made by Councilman Manning, seconded by Councilman Westcott, and unanimously carried to accept Letter of Resignation for City Clerk, Christy S. Thomas effective December 31, 2015, pay all monies due, and amend the Salary Ordinance accordingly.

A motion was made by Councilman Manning, seconded by Mayor Putnam and unanimously carried to approve the Memorandum of Understanding appointing Susan Koehler as interim City Clerk effective as of 1/4/16 at 9:00 am and to be in effect until a city clerk is appointed.

A motion was made by Councilman Manning, seconded by Councilman Westcott, and unanimously carried to appoint Cynthia Griffin, City Clerk effective immediately upon union position posting and amend the salary ordinance accordingly. Mayor Putnam mentioned that Cindy will be moving from the Tax Collection Office to the City Clerks position and we are working with the treasurer's department to make this as smooth of a transition as possible and Susie has stepped in to help us out. Mayor Putnam thanked Susie and said that he looks forward to working with Cindy in the future.

A motion was made by Councilman Westcott, seconded by Councilman Manning and unanimously carried to approve the following Memorandum of Understanding (MOU): Approve to advertise the following two advertisements to be placed in the Observer Reporter:

The City of Washington will hold a
REORGANIZATION MEETING
on Monday, January 4, 2016 at 11 am
at City Hall in Council Chambers.

Subsequent to the Reorganizational Meeting – the SWEARING IN Of Elected Officials will then occur.

Thereafter the first AGENDA MEETING of 2016 Will be held at City Hall in Council Chambers. The City of Washington will hold its first regular Council Meeting of 2016 at City Hall
In Council Chambers
On Thursday, January 7, 2016 at 7PM

A motion was made by Councilman Westcott, seconded by Councilwoman Graham and carried to reinstate the Business District Authority (BDA) for a five year team. Mayor Putnam wanted to say that we've discussed this and think that the Business District has a need in the city. It fills a hole but we would like to see Mayor and Council have a little more input into that organization.

Roll Call: Councilwoman Graham – YES
Councilman Westcott - YES
Councilman Manning - NO
Mayor Putnam - YES

A motion was made by Councilman Manning, Seconded by Councilman Westcott, and unanimously carried to authorize the sale of the 1991 Stuphen Pumper Engine 8 - of the City of Washington Fire Department) in the amount of \$5,000.00 to the City of Wheeling.

A motion was made by Councilman Manning, seconded by Councilwoman Graham, and unanimously carried to appoint Councilman Kenneth Westcott to the Citywide Development Corporation (CDC) board.

A motion was made by Councilwoman Graham, seconded by Councilman Westcott, and unanimously carried to award the Washington Park Tennis Court Project to McElroy Paving Company for the following amounts: Base: \$198,331.85; Alternative 1: \$87,200.00; Alternative 2: \$12,135.00.

A motion was made by Councilman Manning, seconded by Councilwoman Graham, and unanimously carried to to advertise Washington Park Stormwater Project – Colt Field.

A motion was made by Councilman Westcott, seconded by Councilman Manning and unanimously carried to ratify the contract with the FOP Lodge #95 retroactive to 1/1/15 and amend the salary ordinance accordingly. Councilman Westcott thanked the union and also former Councilman Terry Faust for putting a lot of effort into these negotiations and came up with a contract that was not only fair to the union but fair to the City of Washington.

A motion was made by Councilman Manning, seconded by Councilman Westcott, and unanimously carried to approve Stahl Sheaffer Engineering for Construction Inspection Services for Phase III streetscape project – South Main.

A motion was made by Councilman Westcott, seconded by Councilman Manning, and unanimously carried to approve the following two electrical change orders for the Washington Intermodal Transit Facility Project:

- 1) EC-03 to supply and install ten (10) horn strobes per the City's Building Inspector, at a cost of \$5,300.00; and
- 2) EC-04 to provide and install an ADA wireless push button for main entry door, at a cost of \$2,170.00.

A motion was made by Councilman Manning, seconded by Councilwoman Graham, and unanimously carried to approve the following meeting schedule for 2016:

2016 AGENDA AND COUNCIL MEETING DATES

AGENDA MEETINGS – *

January 4, 2016 – 11 AM
February 1, 2016 -1 PM
March 7, 2016
April 4, 2016
May 2, 2016 -1 PM
June 6, 2016
July 11, 2016
August 1, 2016 -1 PM
September 12, 2016
October 3, 2016
November 7, 2016 -1 PM
December 5, 2016

COUNCIL MEETINGS – **

January 7, 2016
February 4, 2016 -1 PM
March 10, 2016
April 7, 2016
May 5, 2016-1 PM
June 9, 2016
July 14, 2016
August 4, 2016 -1 PM
September 15, 2016
October 6, 2016
November 10, 2016 -1 PM
December 8, 2016

- * All Agenda Meetings will be held at 6 PM unless otherwise noted.
- ** All Council Meetings will be held at 7 PM.

General Work Sessions may be held Mondays and Thursdays between the hours of 8:30 AM and 6 PM.

All Meetings will be held in Council Chambers, 55 West Maiden Street, Washington, PA, unless otherwise noted.

Mayor Putnam mentioned that as you can see from the schedule, we are moving one meeting per quarter to daytime hours to realize some cost savings to the city because our Clerk, Police Chief, Fire Chief, Code Officer are already on duty that time. It also allows other members of the public and our business owners in town during that time to attend meetings also and have their voices heard.

A motion was made by Councilman Westcott, seconded by Councilman Manning, and unanimously carried to authorize the Civil Service Board to administer tests for Corporal and Captain in the Police Department.

A motion was made by Mayor Putnam, seconded by Councilman Manning, and unanimously carried to transfer Chris Luppino to the position of Sergeant effective 1/4/16 and amend the salary ordinance accordingly.

A motion was made by Councilman Manning, seconded by Councilman Westcott, and unanimously carried to recognize Robert Wilson as Chief of Police effective 1/4/16 and amends the salary ordinance accordingly.

A motion was made by Councilman Manning, seconded by Councilman Westcott, and unanimously carried to enter into an Agreement of Sale with the Pennsylvania Department of Transportation for the property Required by PennDOT for the I-70 Project as per PennDOT claim #6200555000 for the sum of \$25,000.

A motion was made by Councilman Manning, seconded by Councilwoman Graham, and unanimously carried to enter into a Cooperation Agreement with the Washington County Redevelopment Authority to manage LSA funds for the Washington Park Storm Water Improvements Project NO. LS15-13.

A motion was made by Councilman Manning, seconded by Councilwoman Graham, and unanimously carried to enter into a contract with ARC human services for abandoned property clean up subject to final approval by Mayor and Council.

A motion was made by Councilman Manning, seconded by Councilman Westcott, and unanimously carried to remove Ken Westcott from the Transit Authority Board and to appoint Mayor Scott Putnam.

A motion was made by Councilman Manning, seconded by Councilman Westcott, and unanimously carried to transfer the Electrical / Safety Department to the Department of Public Works and amend the budget accordingly.

A motion was made by Councilman Manning, seconded by Councilman Westcott, and unanimously carried to approve payment to Dodaro, Matta, Cambest, P.C. in the amount of \$9,864.25. Charge 01.13/404-310 (Legal services & costs).

A motion was made by Councilman Manning, seconded by Councilman Westcott, and unanimously carried to purchase from Hunter Truck Sales & Service, Inc a 2016 International 7400 Dumb Truck in the amount of \$139,997.00. Charge: 77.00/430-700 (Capital Improvement- Public Works) \$60,000 will be reimbursed to the Capital Improvement Fund once funds are secured from the DEP Dropoff Grant Phase II.

Mayor Putnam announced that he had two items that needed to be added to the agenda:

A motion was made by Mayor Putnam, seconded by Councilman Manning and unanimously carried to appoint Steve Robertson to the position of Captain until such time as the Civil Service Board provides an updated list for promotion.

Mayor Putnam stated that it came to his attention this week that Eric and Kelly Fergus have applied to the planning commission for a subdivision of property owned by the Fergus family for a single family home. There was not a quorum for the planning commission in December and by law after 60 days it is deemed approved. We've looked into it and our engineer has reviewed it and has a list of comments. Mayor Putnam made a motion to approve the subdivision plan contingent on the applicant meeting the requirements of the engineer, seconded by Councilman Westcott, and unanimously carried.

ELECTED OFFICIALS:

Councilwoman Tracie Graham had no report from her department at this time.

Councilman Ken Westcott had a few housekeeping things:

A motion was made by Councilman Westcott, seconded by Councilman Manning and unanimously carried to transfer \$27,672.78 from 01.00/290-000 (prior year end balance) to 01.42/438-210 (Road Maintenance & Reparts. Councilman Westcott mentioned that this money was received to fix the roads last year by Columbia Gas and we went back and paved the streets so now we are going to transfer the money from last year and put it into this years budget since the expenses will be paid this year.

A motion was made by Councilman Westcott, seconded by Councilman Manning and unanimously carried to approve payment to Leigh Hanson in the amount of \$27,672.78 for asphalt on Dunn Avenue, Charge: 01.42/438-210 (Road maintenance and Repairs). Councilman Westcott stated that this is to pay the asphalt bill that we were reimbursed for.

Councilman Manning wanted to join Chief Wilson in thanking Isiminger's for their donation to the City Police Department and City Fire Department. He stated that they are a great city business and they always support us and we are very thankful for that. Councilman Manning also congratulated Chief Wilson on his promotion and wished him the best of luck.

Mayor Putnam's only comment (echoing from Monday's agenda meeting and the Swearing In Ceremony) was once again thanking the voters of The City of Washington for putting their trust in him. He is looking forward to the next four years of leading the City of Washington and looking forward to the PRIDE to be restored to the city.

Mayor Putnam stated that City Hall will be closed on Monday, January 18, 2016 in observance of The Martin Luther King Jr. holiday. Regular office hours will resume on Tuesday, January 19, 2016 at 8:30 a.m. The next regular meeting of Washington City Council

will be held on Thursday, February 4, 2016 at 1:00 pm in council chambers. The Agenda Meeting will be held on Monday, February 1, 2016 at 1 pm, also in council chambers.

Mayor and Council then had a brief executive to discuss real estate and personnel issues. Upon their return, a motion was made by Councilman Westcott, seconded by Councilman Manning and unanimously carried to adjourn the meeting.



Susan Koehler, Acting City Clerk



Scott Putnam, Mayor