

BOROUGH OF VANDERGRIFT

MINUTES OF THE VANDERGRIFT COUNCIL MEETING

JUNE 5, 2023

The Council of the Borough met in the Council Chambers of the Municipal Building at 7:00 pm, with Vice President Holmes presiding. The Pledge of Allegiance to the Flag was recited.

MEMBERS PRESENT:

Jody Sarno	Thomas Holmes
Daisha Clayton	Marilee Kessler
John Uskuraitis	Christine Wilson

OTHER OFFICIALS:

Stephen DelleDonne, Secretary	
Shae Kraft, Solicitor	Theresa Geltz, Asst. Secretary
Lucian Bove, Engineer	Joseph Caporali, Police Chief

MINUTES:

The Minutes of the May 1, 2023 meeting were approved by motion of Mrs. Wilson , second by Ms. Clayton. Motion carried.

VISITORS:

A motion was made by Mr. Uskuraitis, second by Ms. Clayton , to hear from visitors at this time. Motion carried.

Linda Ringle, 121 Virginia Avenue, addressed Council in regards the damage being done to Arizona Avenue by a resident who continues to traverse this street with his large truck. She also stated that the resident allows his dog to do its business in adjoining yards.

Chief Caporali stated that this person was cited and was found not guilty at the magistrate's office. He also stated that the Borough Solicitor is recommending to refile a another citation.

Don Detar, 213 Lowell Street, addressed Council in regards to a vehicle parking on the curb at the end of Beech Street.

Chief Caporali requested that Mr. Detar call 911 when he observes this matter.

Katy Vance, 130 California Avenue, addressed Council in regards to a drainage problem effecting the property of Michele Stefanik at 141 California Avenue.

Mrs. Wilson stated that she will be discussing this drainage problem under her report.

Jessie Vance, 130 California Avenue, thanked the police for their response to 135 California Avenue and questioned what is being done to the owner.

Chief Caporali requested that Mr. Vance provide his phone number and that he would look into this matter.

Jim Williams, 126 Oregon Avenue, recommended that Mrs. Wilson contact PennDot to post road closed signs on LaBellvue Road. He also stated that vehicles are speeding on Pennsylvania and Delaware Avenues due to the closing of part of LaBellvue Road.

Mr. Williams questioned why Carl Petrarca's son, at Pennsylvania Avenue, is permitted to repair and sell quads, and is this a business activity. He also stated that the trash at the Petrarca's residence is blowing around the area due the trash lids not being placed correctly.

Mr. Williams questioned why the police have not cited the vehicle on the 200 block of Grant for being out of inspection. He also stated that a state trouper issued numerous violations regarding this matter.

A motion was made by Mr. Uskuraitis, second by Mr. Clayton, to return to the regular order of business. Motion carried.

#### OPENING OF BIDS:

At time, the Secretary opened and read aloud the following bids received regarding the 2023 Street Reconstruction Project using CDBG Funds. See bid tabulation sheet (page 2-A).

Following the opening of bids, a motion was made by Mrs. Wilson, second by Ms. Clayton, to award the aforementioned street project to the Nagy Construction & Asphalt Paving, the low bid, at \$126,556.65, contingent upon approval of the Westmoreland County Department of Planning. Motion carried.

#### MAYOR'S REPORT:

No Report

**BOROUGH OF VANDERGRIFT  
2023  
STREET RECONSTRUCTION PROJECT  
USING CDBG FUNDS  
BID TABULATION**

Bid Opening: June 5, 2023 - 7:00 p.m.

Item	Description	Qty.	Units	1st		2nd		3rd		4th	
				Unit Price	Cost	Unit Price	Cost	Unit Price	Cost	Unit Price	Cost
	Bidder Name:			Nagy Construction & Asphalt Paving		Derry Construction Company, Inc.		Dun Rite Construction & Paving, LLC		Holbein, Inc.	
	Bid Bond:			Yes		Yes		Yes		Yes	
	References:			Yes		Yes		Yes		Yes	
	Public Works Verification Form:			Yes		Yes		Yes		Yes	
	Non-Collusion Affidavit:			Yes		Yes		Yes		Yes	
	County Section 3 Forms:			Yes		Yes		Yes		Yes	
1	Rotomill	7,323	SY	\$2.85	\$20,870.55	\$2.75	\$20,138.25	\$3.04	\$22,261.92	\$5.40	\$39,544.20
2	Base / Soft Area Repair	182	SY	\$38.00	\$6,916.00	\$67.00	\$12,194.00	\$54.80	\$9,973.60	\$91.00	\$16,562.00
3a	Lamphole Adjustment Riser Rings	1	EA	\$100.00	\$100.00	\$500.00	\$500.00	\$175.00	\$175.00	\$925.00	\$925.00
3b	Manhole Adjustment Riser Rings	6	EA	\$300.00	\$1,800.00	\$350.00	\$2,100.00	\$350.00	\$2,100.00	\$925.00	\$925.00
4	½" Scatch / Leveling Course	199	TN	\$110.00	\$21,990.00	\$109.00	\$21,691.00	\$154.00	\$30,646.00	\$195.00	\$38,805.00
5	1½" Wearing Course	652	TN	\$115.00	\$74,980.00	\$109.00	\$71,068.00	\$125.25	\$81,663.00	\$136.25	\$88,835.00
	<b>TOTAL COST OF PROJECT:</b>				\$126,556.55		\$127,691.25		\$146,819.52		\$188,121.20

No Bid was received from Shields's Asphalt Paving.

SECRETARY'S REPORT:

The Secretary reported that Kyle Harris, Kiski Valley Lancers, is requesting use of Kennedy Park for their practice activities.

A motion was made by Mr. Uskuaritis, second by Mrs. Kessler, to approve the aforementioned request. Motion carried.

The Secretary stated that Solicitor Kraft has prepared a renewed lease agreement for Davis Field between the Borough of Vandergrift and the Kiski Valley Lancers commencing July 1, 2023 and expiring June 30, 2024.

A motion was made by Mr. Uskuraitis, second by Ms. Clayton, to execute the aforementioned Davis Field Lease Agreement. Motion carried.

A motion was made by Mr. Uskuraitis, second by Ms. Clayton, to accept the Secretary's Report. Motion carried.

CODE OFFICER'S REPORT:

The Secretary reported that the Code Officer issued 32 notice violation and 2 citations in May.

A motion was made by Ms. Clayton, second by Mrs. Kessler, to accept the Code Officer's Report. Motion carried.

COMMUNICATIONS & CORRESPONDENCE:

Exhibit 1-A: Richard & Michele Stefanik letter regarding drainage problem to be discussed under the Street & Sanitation Report.

The Secretary stated that an anonymous letter was received, but will not be read due to the Borough does not acknowledge any anonymous correspondence.

REGULAR & STATED BILLS:

A motion was made by Mr. Uskuaritis, second by Mrs. Kessler, to pay all stated and approved bills. Motion carried.

May 11, 2023

Dear Vandergrift Borough Council,

We're writing you for your consideration to put a permanent fix in place for the borough road water drainage issue at the end of California Avenue.

The last time the street was paved, a basin was not installed at the end of the street. Instead the road was raised to push the water 200 feet up the street into a basin. We questioned the plan at that time and were told this was the proper solution for drainage. This solution did not last more than a couple of years as *the road sank*.

Over the years, we've spent countless hours and our own money to dig French drains around our two properties to divert borough street water. We even have double French drains in place. Our two properties have taken on water on several occasions because the borough never put a permanent solution in place to collect the road water. Our neighbors have also taken on water because the road sunk on the sides causing the water to rise above the curbs into properties instead of into the basins.

We're thankful that the borough did work with us last year to put our small temporary drains in to catch and divert the road water until a permanent solution was put in place by the borough. These small drains cannot handle water from heavy rains and nor can they handle the weight of trucks that turn around at the end of the street. Now that the road is slated to be paved the borough needs to put a permanent plan in place to control the street water. This should not continue to be a taxpayers concern.

A basin needs to be properly installed by the borough to contain the street water. Simply raising the road again for it to sink one more time isn't the solution for the taxpayers in the community. Oregon Avenue has a great containment system in place and we'd like to see the borough take the same type of approach at the end of our street. California Avenue needs curbs all the way around including the end of the street for the water to be diverted into a borough drain or culvert.

If needed, we are more than willing to grant a right of way near our property line for a culvert to be placed at the end of the street to move the water over the hill rather than onto our property and into our homes.

Hopefully you will approve using dollars from the sewage recovery fund to put a permanent solution in place. It will cost the borough less money to fix this issue now than it will later in time.

We're also requesting that a FULL sized no outlet sign be placed at the top of the street.

Thank you for your time and consideration.

Richard and Michele Stefanik  
141 California Avenue  
Vandergrift, PA 15690

STREET & SANITATION REPORT:

Chairperson Wilson reported that the repairs to the backhoe will cost approximately \$18,000. She stated that some planned work will need to wait until the backhoe is fixed.

Mrs. Wilson reported that she has begun painting parking marking spaces on Holland Street, Franklin Avenue and part of Sherman Avenue. She also stated that the Department will start painted crosswalks.

Mrs. Wilson reported that the Department has been trimming low hanging tree limbs on various streets.

Due to a drainage problem in the rear of the YMCA on Pennsylvania, Mrs. Wilson stated that she intends to correct the problem with installation of a small 2 x 2 catch basin at a cost of \$396.00, work to be done in-house.

In regards to letter received from Michele Stefanik, Mrs. Wilson recommended that this situation be resolved with installation of a trench boxes, work to be done in house.

A motion was made by Mrs. Wilson, second by Mrs. Kessler, to approve work on the aforementioned matter to be funded with sewer recovery funds. Motion carried.

A motion was made by Ms. Clayton, second by Mrs. Kessler, to accept the Street & Sanitation Report. Motion carried

ENGINEER'S REPORT:

Engineer Bove stated that he will be holding a preconstruction meeting with the contractor awarded the bid on the 2023 Paving & Patching Liquid Fuels Project.

Engineer Bove reported on the on going work at the Vandergrift Pool. He stated that the contractor, KGD, started work on May 25<sup>th</sup> and has 30 days to complete the work. He also stated that the pool liner company, Renosys, has acknowledge that they will be in on June 26<sup>th</sup> to re-attach the liner. He anticipated the opening of pool by the first of week of July.

Engineer Bove stated that a hearing will be held on June 1<sup>st</sup> regarding an unsafe structures at 704/706 Holland Street.

Engineer Bove reported that the Columbia Parking Lot Stormwater Mitigation Project agreement has been signed and that a go ahead from PennDot to proceed. He also stated that he working with the Westmoreland Conservation District on the design for a DEP permit.

Engineer Bove questioned whether Council is willing to participate in a County Water & Sewer Grant with a 25% match.

Mr. Holmes stated that Council would only be interested if there was no match requirement by the Borough

Engineer Bove stated that he is awaiting for the grant contract from DCED regarding the Casino & Library Building Project.

Engineer Bove questioned whether Council would like him to file for a waiver regarding the MS4 Storm Water Management Act. He explained that the previous waiver has expired.

A motion was made by Mr. Uskuraitis, second by Mrs. Kessler, to authorize the Engineer to apply for another waiver regarding the aforementioned matter. Motion carried.

Engineer Bove reported that he is working on a DCED Multimodal Grant Application. He stated that he will need a commitment letter from the Borough and a copy of the 2022 Financial Audit of the Borough.

Engineer Bove reported that the Project 70 Tree Harvest as been completed.

A motion was made by Mrs. Wilson, second by Mr. Uskuraitis, to accept the Engineer's Report. Motion carried.

#### BUDGET & FINANCE REPORT:

Chairperson Clayton stated that each member of Council has received copies of the General Fund, Pool Fund, and State Aid Fund budgets.

A motion was made by Mrs. Wilson, second by Mr. Uskuraitis, to accept the Budget & Finance Report. Motion carried.

#### POLICE & PUBLIC SAFETY REPORT:

Chairperson Holmes provided an update on the parking meters in town. He stated that of the over 200 meters tested, those that failed were result of giving too much time. Therefore, the customers were not being cheated. He also stated that only 1 failed due to a mechanic problem.

Mr. Holmes stated that he would like to extend a conditional offer of employment, to a part-time police officer, to Joel Aston. He stated that this offer is contingent upon him successfully attaining certification through the Pennsylvania Municipal Police Officers Training and Education Commission, along with a satisfactory background check and a personal interview.

A motion was made by Mr. Holmes, second by Mrs. Wilson, to approve the aforementioned matter. Motion carried.

Chief Caporali provided the following activity report for the month of May:

1. Responded to 399 calls -911
2. Issued 6 non-traffic citations.
3. Issued 36 traffic citations.
4. 7 criminal offense arrests.
5. Issure 7 illegal parking tickets.

A motion was made by Mr. Uskuraitis, second by Ms. Clayton, to accept the Police & Public Safety Report. Motion carried.

#### BUILDING & GROUNDS REPORT:

Ms. Clayton stated that Mr. Sarno will have the step repaired at the side entrance to Police Department.

Ms. Clayton stated that Mr. Sarno wished to thank Don Detar for his assistance in hanging the American Flags.

A motion was made by Mr. Uskuraitis, second by Mrs. Kessler, to accept the Building & Grounds Report. Motion carried.

#### TREE & LIGHT REPORT:

No Report

#### RECREATION REPORT:

Chairperson Uskuraitis reported that roof repairs were made to the middle section of the main building at the pool.

Mr.Uskuraitis reported that cameras were installed at the basketball courts, along with the appropriate notice signs.

Mr. Uskuraitis reported that he has removed 95% of the trees and vegetation behind the Grand Stand at Davis Field. He also stated that the structure on the upper side Linden Street has been demolished.

Mr. Uskraitis stated the carnival will be in town this week. He also stated that there will be a "Battle of the Barrells" and a "Touch a Truck" activities.

A motion was made by Ms. Clayton, second by Mrs. Kessler, to accept the Recreation Report. Motion carried.



SOLICITOR’S REPORT:

Solicitor Kraft presented for adoption Resolution No. 5-2023, whereby approval is given for a subdivision located at 101 Columbia and 174 Sherman Avenue. He stated that the Vandergrift Planning Commission has approved said subdivision. (See page 7-A)

A motion was made by Mr.Uskuraitis, second by Ms. Clayton, to adopt Resolution No. 5-2016. Motion carried.

Solicitor Kraft presented for adoption Resolution No. 6-2023, which sets forth in the Municipal Records Manual , the distruction of certain Borough records. (See page 7-B & 7-C)

A motion was made by Mrs. Wilson, second by Mr. Uskuraitis, to adopt Resolution No. 6-2023. Motion carried.

Solicitor Kraft presented for adoption Resolution No.7-2023, which sets forth in the Muniapi Records Manual, the distruction of certain Borough records. (See page 7D & 7E)

A motion was made by Mr. Uskuraitis, second by Ms. Clayton, to adopt Resolution No. 7-2023. Motion carried.

A motion was made by Mrs. Wilson, second by Mr.Uskuraitis, to accept the Solicitor’s Report. Motion carried.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Mrs. Kessler requested that members read and review the attachment for regional participation regarding the blight inventory and to discuss what action to take.

ADJOURNMENT:

A motion was made by Mr. Uskuraitis, second by Ms. Clayton, to adjourn the meeting. Motion carried.

The meeting was adjourned at 8:00 pm.

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**BOROUGH OF VANDERGRIFT  
RESOLUTION 5 OF 2023**

**A RESOLUTION OF THE BOROUGH OF VANDERGRIFT, COUNTY OF WESTMORELAND AND COMMONWEALTH OF PENNSYLVANIA APPROVING A SUBDIVISION APPLICATION FOR VICTORIAN VANDERGRIFT MUSEUM AND HISTORICAL SOCIETY RELATING TO PROPERTY LOCATED AT 101 COLUMBIA AVENUE AND 174 SHERMAN AVENUE IN THE BOROUGH OF VANDERGRIFT.**

**WHEREAS**, the Planning Commission of the Borough of Vandergrift held a public meeting on Monday, May 8, 2023, to hear a Subdivision Application request of Victorian Vandergrift Museum and Historical Society regarding the property owned by the applicant at 101 Columbia Avenue and 174 Sherman Avenue, Borough of Vandergrift. Property is situate in the Residential District.

**WHEREAS**, the applicant presented a request for a subdivision to subdivide property fronting on Columbia Avenue and fronting on Sherman Avenue which previously constituted one tract of land with multiple structures thereon.

**NOW THEREFORE**, the Borough of Vandergrift does hereby **RESOLVE** as follows:

**RESOLVED**, the Council of the Borough of Vandergrift grants the subdivision request of Victorian Vandergrift Museum and Historical Society associated with the property located at 101 Columbia and 174 Sherman Avenue, Vandergrift Pennsylvania, 15690, as requested.

**IT IS FURTHER RESOLVED**, that the Mayor of the Borough of Vandergrift, and the Borough Secretary of the Borough of Vandergrift and, if needed, the President of Council of the Borough of Vandergrift, are hereby authorized to execute any and all documents including but not limited to, the original mylar and related plan documents authorizing the minor subdivision.

**RESOLVED**, at Vandergrift Pennsylvania, the 5<sup>th</sup> day of June, 2023.

**BOROUGH OF VANDERGRIFT:**

\_\_\_\_\_  
**KATHLEEN CHVALA, Council President**

ATTEST:

\_\_\_\_\_  
**STEPHEN J. DELLEDONNE, Borough Secretary**

(SEAL)

RESOLUTION 6 OF 2023

A RESOLUTION OF THE BOROUGH OF VANDERGRIFT, COUNTY OF WESTMORELAND AND COMMONWEALTH OF PENNSYLVANIA THAT:

WHEREAS, by virtue of Resolution 6 of 2023, adopted on the 6th day of June, 2023, the Borough of Vandergrift has declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008 (as amended July 23, 2009); and,

WHEREAS, in accordance with the requirements of Act 428 of 1968, as amended, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW THEREFORE, be it RESOLVED that the Borough Council of the Borough of Vandergrift, Westmoreland County, Pennsylvania, in accordance with the above-cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

ITEMS TO BE DESTROYED ARE AS FOLLOWS:

I. ADMINISTRATIVE AND LEGAL RECORDS:

1.	Certificates of Election	to	January 1, 2022	.5 cubic feet
2.	Ethics Financial Statements	to	January 1, 2018	.5 cubic feet
3.	Insurance Policies	to	January 1, 2019	.1 cubic feet
4.	Oath of Municipal Officials	to	January 1, 2017	.5 cubic feet

II. PERSONNEL RECORDS:

1.	Application for Employment (Not Hired)	to	January 1, 2021	1 cubic feet
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III. PAYROLL RECORDS:

1.	Cancelled Payroll Checks	to	January 2, 2016	16.0 cubic feet
2.	Quarterly 941 Returns	to	January 1, 2019	1.5 cubic feet
3.	Time Cards	to	January 1, 2020	2.0 cubic feet
4.	Unemployment Compensation Records	to	January 1, 2019	2 cubic feet
5.	Wage of Tax Statements (W-2 forms)	to	January 1, 2019	1.5 cubic feet
6.	Payroll Earnings and Deductions Register	to	January 1, 2019	3 cubic feet

IV. GENERAL FINANCIAL/PURCHASING RECORDS:

1.	Accounts Payable-Files & Ledgers	to	January 1, 2016	2 cubic feet
2.	Annual Budget Reports (DCED)	to	January 1, 2018	3 cubic feet
3.	Balance Sheets	to	January 1, 2016	1 cubic feet
4.	Bank Statements & Reconciliation	to	January 1, 2016	16 cubic feet
5.	Cancelled Checks	to	January 1, 2016	16 cubic feet
6.	Deposit Slips	to	January 1, 2016	8 cubic feet
7.	General Ledger Analysis	to	January 1, 2016	2.5 cubic feet
8.	Invoices	to	January 1, 2016	16 cubic feet

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- 9. Utility & Paid Service Receipts to January 1, 2016 16 cubic feet
- 10. Liquid Fuels Tax Records to January 1, 2016 5 cubic feet
- 11. Accounts Receivable – Files & Ledgers to January 1, 2016 7 cubic feet

This Resolution being **ENACTED** and **APPROVED** this 6<sup>th</sup> day of June, 2023.

**BOROUGH OF VANDERGRIFT**

By: \_\_\_\_\_  
**KATHLEEN CHVALA,**  
Council President

ATTEST:

\_\_\_\_\_(SEAL)  
**STEPHEN J. DELLEDONNE,**  
Borough Secretary

APPROVED:

\_\_\_\_\_  
**LENNY COLLINI, Mayor**

RESOLUTION 7 OF 2023

A RESOLUTION OF THE BOROUGH OF VANDERGRIFT, COUNTY OF WESTMORELAND AND COMMONWEALTH OF PENNSYLVANIA THAT:

WHEREAS, by virtue of Resolution 7 of 2023, adopted on the 6<sup>th</sup> day of June, 2023, the Borough of Vandergrift has declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008 (as amended July 23, 2009); and,

WHEREAS, in accordance with the requirements of Act 428 of 1968, as amended, each individual act of disposition shall be approved by resolution of the governing body of the municipality; and,

WHEREAS, the Police Department of the Borough of Vandergrift desires to dispose of municipal records relating to the Police Department of the Borough of Vandergrift;

NOW THEREFORE, be it RESOLVED that the Borough Council of the Borough of Vandergrift, Westmoreland County, Pennsylvania, in accordance with the above-cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

ITEMS TO BE DESTROYED ARE AS FOLLOWS:

- I. CITATIONS
  - Traffic January 1, 2001 to December 31, 2017 3 cubic feet
  - Non-Traffic January 1, 2001 to December 31, 2017 3 cubic feet
- II. ACCIDENT REPORTS January 1, 2000 to December 31, 2017 3 cubic feet
- III. ABANDONED VEHICLE FORMS January 1, 2003 to December 31, 2018 .250 cubic feet
- IV. LIFTED DRIVER'S LICENSE & VEHICLE REGISTRATION NOTICES January 1, 2002 to December 31, 2010 .020 cubic feet
- IV. TRAFFIC WARNING SLIPS January 1, 2002 to December 31, 2010 .065 cubic feet
- VI. HANDICAPPED PARKING APPLICATIONS & RENEWALS January 1, 2000 to December 31, 2019 1 cubic feet
- VII. ATTENDANCE & PAYROLL RECORDS (Including Task Force) January 1, 2004 to December 31, 2019 1 cubic feet
- VIII. DOMESTIC VIOLENCE NOTICE January 1, 2001 to December 31, 2005 .075 cubic feet
- IX. FIREARMS QUALIFICATIONS January 1, 2011 to December 31, 2019 .975 cubic feet

- X. DETENTION/CELL REPORTS January 1, 2001 to December 31, 2019 .375 cubic feet
- XI. DUMPSTER REPORTS January 1, 2012 to December 31, 2017 .125 cubic feet
- XII. SOLICITING PERMITS January 1, 2007 to December 31, 2017 .150 cubic feet
- XIII. SPEED TIMING CALIBRATIONS (Accuttract & Enradd) January 1, 1998 to December 31, 2014 .015 cubic feet
- XIV. LAST CHANGE AGREEMENT (William Moore) .005 cubic feet
- XV. INTERNAL AFFAIRS/USE OF FORCE January 1, 2001 to December 31, 2017 .115 cubic feet
- XVI. ARREST INFORMATION CARDS Pre-2004 9 cubic feet
- XVII. JUVENILE FILES January 1, 1993 to December 31, 2003 3 cubic feet
- XVIII. MASZGAY FILES January 1, 1988 to December 31, 1992 1.5 cubic feet

This Resolution being **ENACTED** and **APPROVED** this 6<sup>th</sup> day of June, 2023.

**BOROUGH OF VANDERGRIFT**

By: \_\_\_\_\_  
**KATHLEEN CHVALA,**  
Council President

ATTEST:

\_\_\_\_\_(SEAL)  
**STEPHEN J. DELLEDONNE,**  
Borough Secretary

APPROVED:

\_\_\_\_\_  
**LENNY COLLINI,** Mayor