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BOROUGH OF EDGEWOOD MINUTES OF MEETING HELD SEPTEMBER 6, 2011

Council President Schaefer called the Meeting of the Borough of Edgewood to order on Tuesday, September 6, 2011 at 7:35 PM in the Municipal Building.

ROLL CALL

Borough Manager Warren Cecconi called the roll and the following responded: Mr. Bright, Mr. Bowers, Ms. Waldock, Mr. Wilson, Ms. Gleba, Mr. Fuller, Ms. Schaefer.

Mayor Hellett and Solicitor Barry were also present.

MOMENT OF SILENCE

A moment of silence was observed in remembrance of those who lost their lives during the terrorist attacks on 9/11, and for those who gave their lives in service on that day.

PLEDGE

The Pledge of Allegiance was recited.

ITEMS FROM THE FLOOR

None

Giant Eagle Renovations

Ms. Amy Whitacre, representing the Edgewood Town Centre Giant Eagle, gave a presentation regarding the store's expansion plans. She stated that the store planned to expand its pharmacy into adjacent vacant storefronts and add a semi-protruding entrance. She stated that this new entrance would be shifted 14-20 feet from the placement of the current entrance. Ms. Whitacre stated that, in accordance with the suggestion of the Edgewood Borough planning commission, the store would not place a Red Box video rental adjacent to the outside entrance. She stated that the existing curb cuts at the entrance would stay, as would the handicap parking spaces. She stated that the customer service desk and dry cleaning area of the store would also move into the vacant store fronts now leased by Giant Eagle.

Ms. Waldock stated that most of the concerns discussed by the planning commission had been addressed in this proposal, and that the planning commission had given the renovations a favorable recommendation. She stated that the planning commission was concerned about having a Red Box movie rental and recycling receptacle outside of the store.

Ms. Whitacre stated that Giant Eagle would still like to offer recycling outside of its store, as this service is used by more than just Giant Eagle customers. She stated that the container would be

changed to blend in more with the brick of the building, and that Giant Eagle has agreed to have staff members specifically assigned to emptying the recycling container.

Ms. Waldock stated that the planning commission was also concerned with keeping the character of Edgewood Town Centre and keeping a similar concept among all the storefronts. Ms. Waldock stated that other store front renovations have occurred that did not try to keep things consistent, and so the character is lost by now.

Ms. Whitacre stated that the opaque front windows in Giant Eagle's renovation plans were used in other store fronts in Edgewood Town Centre.

Ms. Waldock stated the opaque windows were discussed by the planning commission because obscuring the windows so the inside of the store couldn't be seen might make people believe the store was not open. She stated that the planning commission for the most part was fine with the renovations and had no real reason not to give its approval.

President Schaefer asked Solicitor Barry if Council needed to pass a motion.

Solicitor Barry asked exactly what the planning commission had done.

Manager Cecconi stated that the Giant Eagle is located in a D-7 zone, and that any renovations in that district must be presented to Council.

President Schaefer explained that Council was waiting for a recommendation from the planning commission before they viewed the Giant Eagle presentation. She stated that Council did receive a favorable recommendation from the planning commission, and that's why they wanted to proceed tonight.

Solicitor Barry stated that he thought there were a number of issues with the planning commission meeting minutes. He stated that he believed the planning commission gave conditional approval based on certain promises made by Giant Eagle, as detailed in the bullet points on the planning commission meeting minutes. Solicitor Barry stated that if the plan presented to Council included all of these conditions, then Council could proceed.

President Schaefer explained that the bullet points were responses to the concerns of the previous planning commission meeting, and that all the points raised at the beginning of the minutes were simply reiterated from the previous meeting.

Ms. Whitacre stated that, in her mind, every issue was resolved, and that any lingering questions from the planning commission, such as the Red Box movie rental and recycling, were addressed tonight.

Ms. Waldock clarified that the bullet points in the minutes were not conditions, but rather issues that were discussed at the meeting.

Solicitor Barry stated that if everyone agreed they were clear on what the minutes said, Council could give approval based upon the planning commission recommendation.

President Schaefer asked if the motion would be to accept the favorable planning commission recommendation.

Solicitor Barry stated that the motion would be to approve the Giant Eagle remodeling based upon the planning commission's recommendation, in accordance with borough ordinances and the Municipalities Planning Code.

Manager Cecconi noted that Giant Eagle's D-7 district is different than anywhere else in the Borough, and that the issue was only brought before Council because it was in a D-7 district. He stated that Council was reviewing the plans only to ensure it fit with D-7 guidelines. He said that since the remodel is in the confines of Giant Eagle's current footprint, the changes would not be before Council if it were anywhere else besides a planned commercial district.

Solicitor Barry agreed that changes in a D-7 district requires review by the planning commission and approval by Council since it is a planned commercial development for Edgewood Town Centre. He stated that Council just needs to make a motion approving the proposed remodeling pursuant to the changes of the planning commission. Solicitor Barry stated that he wanted to be clear that Giant Eagle understands what they are agreeing to.

M-1 Ms. Gleba moved to approve the modifications proposed by Giant Eagle to its store in the Edgewood Town Centre as recommended by the Planning Commission as provided in the Borough Zoning Code for a D-7 designed development, Second by Mr. Fuller.

DISCUSSION: Ms. Whitacre asked if the motion needs to state that Council approves of Giant Eagle placing a recycling container outside the store's entrance.

Ms. Waldock stated that it did not, that the planning commission wasn't happy with the recycling outside but since the Red Box movie rental will not be, Council agreed to compromise.

Upon roll call vote, the following was recorded: Mr. Bright, Mr. Bowers, Ms. Waldock, Ms. Gleba, Mr. Wilson, Mr. Fuller, Ms. Schaefer voted yes. **Motion carries.**

AUTHORIZATION TO PAY BILLS

Ms. Gleba 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 \$47,828.53 from the General Fund and \$6,005.50 from the Sewer Fund for a total of \$53,834.03, Second by Mr. Wilson.

DISCUSSION: None.

Upon roll call vote, the following was recorded: Mr. Bright, Mr. Bowers, Ms. Waldock, Ms. Gleba, Mr. Wilson, Mr. Fuller, Ms. Schaefer voted yes. **Motion carries.**

COMMITTEE ACTION

Mr. Fuller moved to enter into a three year agreement with WPJWA for the billing and collection of waste water per the terms of the agreement dated September 6, 2011, Second by Mr. Bowers.

DISCUSSION: Ms. Waldock stated that she was startled by this agreement because she did not know how it compared to the Borough's current agreement. She stated that several sections were worrisome, and noted that partial payments would be split between WPJWA and the Borough based upon age, meaning WPJWA would collect payments first.

Mr. Fuller stated that with water and sewer collected together, the Borough receives payment based upon a percentage.

Ms. Gleba stated that the payments are prorated.

Ms. Waldock stated this was different from the current contract where the Borough receives all the payment, and that she just wanted to point out the differences. She stated that on page five, the contract states that uncollected accounts would be sent to a collection agency and the Borough would have to pay the fees without knowing the fees ahead of time or who the collection agency would be. It also stated residents would pay three percent, and she wondered if that was the same percentage as currently charged with PAMS.

Manager Cecconi stated that currently, PAMS charges 2.5% plus postage and a cost for billing.

Ms. Gleba stated that the billing formula was in the August newsletter.

Ms. Waldock said that she is not comfortable flipping over to a new contract without further consideration.

Ms. Gleba stated that it would be a good idea to look at comparables. She stated that residents would be paying \$1.50 per bill per quarter, and one half percent more, less the 44 cent postage.

Ms. Waldock stated that the contract talks about a fee booklet that Council has not seen, and that she is not sure this agreement would be good for Edgewood residents.

Solicitor Barry stated that he had a couple of questions about the agreement, and most of them were addressed by Ms. Waldock. In reference to the fees and to the extent that residents are charged three percent, Solicitor Barry asked if the Borough had legislation that authorized that fee schedule, and suggested that Council review the Borough's fee resolution. Solicitor Barry stated that he believes a presentation to Council and comparison to the current agreement would help Council be aware of what the changes are and understand how the contract works.

President Schaefer asked Manager Cecconi to provide Council with a copy of the current PAMS agreement and the Borough's fee resolution, and asked what the time frame for passing the motion was.

Manager Cecconi state that Council had a 90 day window with PAMS, and would have to pass the motion by the end of the month.

Ms. Waldock asked if Council could receive more information. The WPJWA agreement stated that the Borough can receive one report, and then would be charged for more, and wanted to know the current agreement for reports.

Ms. Gleba asked what the WPJWA charge would be if the Borough changed rates.

Manager Cecconi stated that Mr. Russo would need to give a presentation to Council.

Solicitor Barry expressed concern over collection agencies. He stated that the contract said accounts delinquent for 129 days would be turned over to a collection agency. He stated Council needs to know what that means.

Manager Cecconi stated that WPJWA doesn't go after delinquent accounts in house, and that they use shutting off the water to a property as a deterrent.

Ms. Waldock stated that if an account is turned over to a collection agency, the Borough will be on the hook to pay the fees.

Mr. Fuller stated that all the charges associated with collection of delinquent accounts are added on to the collected total.

Ms. Waldock stated that if the bill isn't collected, the Borough is responsible for those fees.

Mr. Fuller stated that this followed the same principle as the collection of delinquent real estate taxes, and that if the bill is not collected the collection agency does not get paid.

Solicitor Barry stated that the agreement reads delinquents will be turned over to WPJWA's collection agency, and not the Borough's. He stated that the Borough did not know the collection fees. He stated that this is the same kind of agreement as with delinquent real estate taxes, and that the Borough should be consistent.

President Schaefer stated that Council needed to have the current PAMS agreement to compare to the WPJWA agreement as well as a presentation from Mr. Russo. She asked councilmembers to forward their questions to her so that she could get them to Mr. Russo and they could have a focused discussion.

Ms. Gleba stated that page eight of the agreement discusses a service charge to customers and a policy rate booklet. She stated that Council also needed a copy of this booklet.

Mr. Fuller stated that there are 15 communities in the WPJWA and that 13 currently have WPJWA collect payments. He stated that Edgewood is not an atypical community and that in Wilkinsburg, switching to WPJWA for collection saw an increase of 30% in collections just because they can turn off the water if customers do not pay.

Ms. Waldock stated that she is not saying the agreement is wrong, just that it needs to be addressed.

Manager Cecconi said the current billings are always a quarter behind, and the change would create real time bills. He also stated that with the change, in the first quarter of the year residents would receive two bills due to their delayed PAMS bill.

Mr. Fuller withdrew his motion. Mr. Bowers withdrew his second. The motion was tabled.

M-3 Second Reading of Ordinance 1037

Ms. Gleba read the following ordinance into the record:

ORDINANCE NO. 1037

AN ORDINANCE OF THE BOROUGH OF EDGEWOOD, ALLEGHENY COUNTY, PENNSYLVANIA, APPROVING AND ADOPTING A SCHEDULE OF ATTORNEY'S FEES IN CONNECTION WITH THE COLLECTION OF TAXES, TAX CLAIMS, TAX LIENS, MUNICIPAL CLAIMS, AND MUNICIPAL LIENS PURSUANT TO ACT 1 OF 1996 AND ACT 20 OF 2003 AND APPROVING AND ADOPTING A SCHEDULE OF CHARGES, EXPENSES AND FEES PURSUANT TO THE ACT OF MAY 16, 1923, AS AMENDED 53 P.S. §7101, §7103, AND §7106, WHICH ORDINANCE REPEALS ANY OTHER ORDINANCES OR RESOLUTIONS INCONSISTENT HEREWITH RELATING TO A SCHEDULE OF ATTORNEYS' FEES PURSUANT TO ACT 1 OF 1996.

Second by Ms. Waldock

Discussion: Ms. Waldock asked Solicitor Barry if this ordinance enabled the Borough to place liens against a property for work done by an outside company, such as cutting the grass or removal of tree branches.

Solicitor Barry stated that there is no question that if the Borough does work on a property they can put a municipal lien on that property. Solicitor Barry stated he would expand further in his solicitor's report.

Upon roll call vote, the following was recorded: Mr. Bright, Mr. Bowers, Ms. Waldock, Ms. Gleba, Mr. Wilson, Mr. Fuller, Ms. Schaefer voted yes. **Motion Carries**

President Schaefer asked if, since the reading of the ordinance was advertised, Council could also have the third reading at tonight's meeting.

Manager Cecconi stated that it could not, since the advertisement ran less than ten days prior to the meeting.

Mr. Wilson move to lift the ban of alcoholic beverages at Koenig field for Sunday September 25, 2011 in support of the Foundations Fund Raiser-Oktoberfest, Second by Mr. Fuller.

DISCUSSION: None.

Upon roll call vote, the following was recorded: Mr. Bright, Mr. Bowers, Ms. Waldock, Ms. Gleba, Mr. Wilson, Mr. Fuller, Ms. Schaefer voted yes. **Motion carries.**

BUSINESS MEETING

VOLUNTEER FIRE DEPARTMENT-

Manager Cecconi stated that the Volunteer Fire Department was moving forward on the issues Mr. Halle had discussed previously with council, including pursuing grants.

RECREATION REPORT

Manager Cecconi stated that youth soccer had begun to practice and that in October basketball registration would begin. Manager Cecconi stated that last year, the basketball program used the gym at the Western Pennsylvania School for the Deaf, which lead to significant cost savings for the program. Manager Cecconi stated that he had sent a letter to the school asking for permission to use the gym again this year. Manager Cecconi said he would be meeting September 7th with the designer for the baseball field grant the Borough received. He stated that the guidelines from the grant were very strict, and they will tell the Borough exactly what the money will be spent on. Manager Cecconi stated that the money was only for the baseball field, and could not be used on a running track, scoreboard or concession stand.

Ms. Waldock asked if the designer would be looking at the entire field and the playground.

Manager Cecconi stated that the grant was for the baseball field only and nothing else.

Mr. Wilson asked if the grant money was from Scot.

Manager Cecconi said the money was from Scot, Chevy and Major League Baseball, and that he would have more to report after their meeting on September 7th.

President Schaefer stated that she believed another local municipality received this grant and were pleased with the result. She stated that the grant saves the municipality manpower, money and time. She asked if a councilmember would be available to join Mr. Cecconi in the meeting with the designer. Mr. Wilson and Ms. Gleba said they would attend.

WATER AUTHORITY REPORT

Mr. Fuller reported that the water authority website is now accepting credit card payments.

Mr. Wilson asked if there was a fee for paying with a credit card.

Mr. Fuller said he was not sure. He also stated that monthly billing might be coming soon. Mr. Fuller stated that before monthly billing, new meters need to be installed. Mr. Fuller also reported that there was movement on the union contract and that negotiations were ongoing, and they should have a contract by November.

President Schaefer explained to Solicitor Barry that her son worked as summer help at the water authority. She asked the solicitor if she should disclose this information, or abstain from voting.

Solicitor Barry stated that since President Schaefer's son no longer works at the water authority, there is no existing situation. He stated that she might want to disclose that her son used to work there, and while he finds the information immaterial himself, someone else might not. He said that the law states if you or someone from your family would benefit, you should abstain from voting. Solicitor Barry stated that if her son does not work there anymore she cannot benefit from a motion involving the water authority, and could vote.

PLANNING COMMISSION

Ms. Waldock stated that the planning commission met, and the minutes were distributed to Council. She stated that during the time the planning commission was defunct, a lot happened at Edgewood Town Centre that wasn't approved. She stated that, hopefully, the planning commission will now get a handle on things. Ms. Waldock stated that Council is not aware of many of the things that happen in the Borough, since they go through the code enforcement officer. She stated that any conditional use property is supposed to go through the planning commission for changes.

Ms. Gleba asked how Council could get the word out that residents need to contact the Borough and not just do things on their own.

Ms. Waldock stated that the code enforcement officer is supposed to take care of this, and that the reports he provides to Council are pretty slim.

Manager Cecconi stated that if a plan comes to the enforcement officer and it is a permitted use, he approves it. If not, it typically goes to the zoning hearing board for a decision. If the homeowner disagrees with a decision, they file an appeal downtown. Manager Cecconi agreed that all conditional use plans must go to the planning commission.

Ms. Waldock stated that Council needs to decide how much it wants to be informed on code enforcement matters. She said that if they are not involved, residents need to be aware that the Council members are not the ones making the decisions.

Mr. Fuller stated the Borough ordinances do not allow for outdoor seating, yet several establishments in the Borough have outdoor seating.

Solicitor Barry stated that the code officer is an agent of the Borough and that if a project comes before him that meets all of the Borough's requirements, then it is approved by the code officer. Solicitor Barry stated that as the Borough's agent, the Borough is bound by the officer's decisions. Solicitor Barry stated that as far as the outdoor seating, if someone gave approval for the seating then it creates a vested property. If the use was not approved and no one gave permission, then it is a noncomforming property. Solicitor Barry stated that generally speaking, Council should receive reports on the actions of the code enforcement officer.

Manager Cecconi stated that the reports given to Council are 30 days late, as they are for the previous month. He also stated that he meets regularly with the code enforcement officer.

Ms. Waldock asked if Council wanted a timeline on more detailed reports.

Manager Cecconi stated that the issue would be addressed through the budget process, as they would be looking about how much work was done by the code enforcement officer.

Ms. Waldock asked if Council should consider a different third party for inspections and code enforcement.

Manager Cecconi stated that the current contract was good for the Borough financially. He said he would be willing to look at it again, but knows the services are very cheap. He stated that many local governments use third party inspectors so that they are BOCA certified, which would cost the Borough 30-40 thousand dollars to have an employee certified. Manager Cecconi stated that he does receive more detailed reports on properties that he would be happy to share with Council, depending on the amount of paperwork they wish to receive.

Ms. Gleba stated that in the community survey results, many residents mentioned sidewalks as an area that needed improvement. She stated that the Borough should set manageable goals for correcting these problems.

Ms. Waldock stated that on LaCrosse Street, someone replaced a broken sidewalk with red concrete, and that the zoning ordinance states only grey concrete can be used.

Manager Cecconi stated that the zoning ordinance does not state a specific color concrete.

COG REPORT

Mr. Wilson stated that COG meetings would resume this month.

President Schaefer stated that the COG was sponsoring a healthcare discussion about Forbes Regional, which is located in the COG, on September 13th.

LIBRARY REPORT

Ms. Waldock stated that the library board would meet on September 15th, and that they have not had much communication over the summer.

President Schaefer asked if Ms. Waldock had heard anything about who is represented on the library board.

Ms. Waldock stated that she had not heard anything. She stated that C.C. Mellor would be an agency with the Pittsburgh Day of Giving, where donations to nonprofits are matched. She also stated that on the community survey, many respondents mentioned the importance of the library.

SOLICITOR'S REPORT

Solicitor Barry stated that in regards to Ms. Waldock's earlier question, the ordinance would apply to any municipal claim including those where the Borough uses a third party. Solicitor Barry stated that he had a number of matters to discuss in executive session. Solicitor Barry stated that in response to the WPJWA agreement, he sees no problems from a legal point of view. He stressed the importance of providing WPJWA with accurate resident information, because if it's wrong they can indemnify the Borough, leaving the Borough responsible for the fees.

BOROUGH MANAGER'S REPORT

Manager Cecconi stated that proposals for work on the Borough Building's windows were being formulated, as well as work on the heating system. He stated that the heating work would not disrupt heat to the whole building. Manager Cecconi stated that work on retrofitting the Building's lighting would begin this month.

NEW BUSINESS

Mayor Hellett stated that Trick or Treating would take place on October 31st from 6-8 pm. He stated that Chief Payne has six candidates for part time police officers, and that the addition of part time officers will be necessary, as Officer Crow is retiring, and Officer White will most likely be leaving.

Chief Payne stated that he has been filtering the candidates and that they are all very good. He stated that he will need to set up a time to meet with the public safety committee to interview the candidates. Monday September 12 at 6:00 PM was agreed upon.

Mayor Hellett stated that Officer Crow might be able to give a little more time to the Borough.

Chief Payne said Officer Crow might be able to give one day a week. He also stated that there is one candidate for a substitute crossing guard.

Mayor Hellett stated that there would be a COG meeting tomorrow as well as a meeting with the Regent Square Civic Association in Wilkinsburg.

Ms. Waldock asked what the Civic Association asked the Chief to speak about at the meeting.

Chief Payne stated that he believed he would be addressing public safety in general. He also stated the Woodland Hills School District wants to reestablish monthly meetings for public safety with school administrators and municipal public safety officers. Chief Payne stated that he will be attending and believes these meetings are a good thing.

Mayor Hellett asked Chief Payne to discuss the checkpoint authorization.

Chief Payne stated that the District Attorney's office had authorized a checkpoint for Edgewood and Swissvale Police. Chief Payne stated that during the last checkpoint, they stopped over 600 cars, and this would be fully funded by the District Attorney's office.

President Schaefer stated that she had received an email from the Edgewood Foundation about security at their Oktoberfest event at Koenig Field.

Chief Payne stated that he had been in touch with the Edgewood Foundation, and told them he believed it would be a good idea to have an off duty officer present at the event.

President Schaefer asked what the Borough's liability was in this situation.

Chief Payne stated that it would be no different than when officers patrolled Giant Eagle or PennDOT.

Ms. Waldock asked if Chief Payne would choose the officers to patrol based on seniority.

Chief Payne said that seniority isn't a concern in these situations, as only officers not scheduled during those shifts are available, and not all of the officers are interested in doing it.

Solicitor Barry stated that from the Borough's perspective, off duty means an on duty, overtime, worker's comp covered officer. He stated that the Borough is lifting the ban on alcohol with the understanding that the law will not be violated, and putting an officer there to ensure it's not.

President Schaefer stated that the Borough Council would hold Committee of the Whole Meetings on: September 26, October 24 and November 28 at 7:00 PM. A budget workshop would be held on November 12 from 8 am – 1 pm.

Mr. Bright stated that a pension meeting would be held sometime in September.

EXECUTIVE SESSION

Executive Session was called at 9:28 PM to discuss personnel matters. The session ended at 12:10 PM.

Mr. Bowers then read Resolution # 2011- 15 into the record.

RESOLUTION 2011-15

WHEREAS, on July 18, 2011, the Borough created the position of Part-Time bookkeeper and offered that position to an employee of the Borough, who did not accept the position of part-time bookkeeper and resigned from his employment; and

WHEREAS, the position of part-time bookkeeper remains vacant and the Borough needs someone to perform those duties as it prepares its 2012 Budget; and

WHEREAS, Borough Manager Warren Cecconi has expressed his desire to retire from his position in the next several years and has recommended to Borough Council that the Borough hire an Assistant Borough Manager to train with him and ultimately replace him; and

WHEREAS, an Assistant Borough Manager would also perform the duties of the part-time bookkeeper position; and

WHEREAS, Julie Bastianini, who received her Master's degree in Public Administration from the University of Pittsburgh in April, 2011, has worked for the Borough in a temporary capacity and has exhibited the qualifications, skill and ability to perform the duties of the part-time bookkeeper and the education and ability to serve as an Assistant Borough Manager, for possible consideration at the discretion of Borough Council as the future Borough Manager;

NOW THEREFORE BE IT RESOLVED to 1) Abolish the position of part-time bookkeeper 2) Create the Position of Assistant Borough Manager pursuant to the attached job description 3) Hire Julie Bastianini as the Assistant Borough Manager at a salary of \$43,000 per year, plus benefits as described in the Personnel Manual, with an employee contribution to health insurance of 5.75%, effective September 6, 2011.

ADOPTED THIS THE 19th day of September 2011 by the Council of the Borough of Edgewood.

It was moved by Mr. Bowers to adopt Resolution 2011-15 and to hire Julie Bastianini as the new Borough Assistant Manager at an annual salary of \$43,00.00 plus all benefits as outlined in the Borough Personnel Manual, Seconded by Mr. Fuller

DISCUSSION: None.

Upon roll call vote, the following was recorded: Mr. Bright, Mr. Bowers, Ms. Waldock, Ms. Gleba, Mr. Wilson, Mr. Fuller, Ms. Schaefer voted yes. **Motion carries.**

ADJOURNMENT

M-6 It was moved by Mr. Fuller and seconded by Ms. Gleba to adjourn at 12:15 am.

DISCUSSION: None.

Upon roll call vote, the following was recorded: Mr. Bright, Mr. Bowers, Ms. Waldock, Ms. Gleba, Mr. Wilson, Mr. Fuller, Ms. Schaefer voted yes. **Motion carries.**

Warren Cecconi

Borough Manager