**BOROUGH OF ELIZABETH**

October 23, 2018

Regular Meeting of Council

**Members Present:** Paul Shaner, Chad Rager, Julius Brown, Gregory Huschak, Cynthia Morris and Andrew Miklos

**Absent:** Robin Payne-Main

**Also Attending:** Solicitor Krisha DiMascio and Police Chief Timothy Butler

R**ecorded by:** Pamela Sharp, Secretary

**Order/Pledge of Allegiance**

The regular meeting of Council was called to order at 7:00-PM by Council President Paul Shaner. The Pledge of Allegiance was recited. A. Miklos asked for a moment of silence in honor of Barry Johnson, a former member of council, who recently passed away. President Shaner stated that, prior to the Council meeting, Council members met in an executive session to discuss personnel matters. In addition, the meeting is being recorded for the purpose of minute-taking.

**VISITORS**

**Gabe Nowak** asked for an update on the zoning change for his commercial property. C. Morris said that, after careful consideration, the Planning Commission has finalized a list of zoning map changes, including the zoning for Mr. Nowak’s property. This list will be voted on at next month’s Planning Commission meeting. If approved, which is likely, the zoning map changes will be brought before Council to vote on at the November meeting. Solicitor DiMascio said that, after Council has approved the changes, they will go to the County for a 30-day comment period. However, before the changes can be sent to the County, the Planning Commission will need to get a quote from Mackin Engineers for the cost to update the zoning map.

**Gabe Nowak** said that he may be interested in the Borough’s old pump house property down on the river. It is situated in a prime location in the Borough, and he has some ideas for developing this property.

**Don Hill** said that he has heard that the Plum Street Committee is asking Council to close down Plum Street in 2019 for three months. Mr. Hill said that he is not in favor of this, and he cannot find any resident or business owner in the vicinity of Plum Street who is in favor of this. Vice President Rager responded that Council has not yet made a decision about this. It will need to hold a public hearing before making any decision.

**Don Hill** said that the proprietors of the Teal Lotus shop are constantly cluttering the sidewalk in front of their shop, making it impassable. Police Chief Butler said that he will take care of this. He added that he has already warned Teal Lotus about this.

**APPROVAL OF MINUTES**

A motion was made by A. Miklos and seconded by G. Huschak to approve the Minutes of the September 25, 2018, regular meeting of Council. **All in favor, motion was carried.**

**PAYMENT OF BILLS**

A motion was made by A. Miklos and seconded by Vice President Rager to authorize the payment of the invoices on the Payables Report dated October 19, 2018. **All in favor, motion was carried.**

**REPORTS**

**Mayor Report**

Tim Butler read the following report**:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Monthly Complaint Report - September 2018** | | | | | | | | | | |
| Alarm | 4 |  | Animal complaint | 1 |  | Arson/Bomb | 2 |  | Assault | 6 |
| Assist Citizen | 4 |  | Assist EMS | 16 |  | Assist fire | 9 |  | Assist police | 2 |
| Burglary | 2 |  | Civil Complaint | 1 |  | Criminal mischief | 2 |  | Detail | 2 |
| Disabled vehicle | 10 |  | Disorderly conduct | 3 |  | Dispute | 1 |  | Disturbance | 3 |
| Domestic | 2 |  | DUI | 3 |  | Fraud | 3 |  | Harassment | 5 |
| Hazardous conditions | 8 |  | Local Ordinance | 3 |  | Missing person +18 | 1 |  | Motor vehicle crash | 15 |
| Narcotics | 4 |  | Offense against family | 1 |  | Other | 7 |  | Patrol related | 3 |
| PFA | 3 |  | Pursuit | 1 |  | Suspicious person | 6 |  | Theft | 2 |
| Traffic complaint | 11 |  | Utility complaint | 2 |  | Warrant | 3 |  | Weapons | 3 |
| Welfare check | 6 |  | Subject stop | 2 |  | Expose | 1 |  | K-9 apprehension | 1 |
|  |  |  |  |  |  |  |  |  | **Total:** | **164** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Citations - Non traffic** | |  | **Citations - Traffic** | |
| Disorderly conduct | 3 |  | Speed violation | 11 |
| Underage drinking | 2 |  | STOP sign | 5 |
| Retail theft | 2 |  | Traffic control devices | 22 |
|  |  |  | Driving without a license | 2 |
| **Criminal Complaints** | |  | Unsafe speed | 2 |
| DUI arrests | 4 |  | Inspection | 2 |
| Possession | 2 |  | Careless driving | 1 |
| Retail theft | 1 |  | Suspended driver | 5 |
| Resisting arrest | 2 |  | Red light | 3 |
| Assault | 3 |  | Equipment violation | 2 |
| Burglary | 5 |  | Seat belts | 2 |
|  |  |  | Open container | 1 |
| **West Elizabeth** | |  |  |  |
| Traffic citations | 27 |  |  |  |
| Non-traffic citations | 5 |  |  |  |
| Criminal arrests | 4 |  |  |  |

**Treasurer’s Report**

President Shaner read the following Treasurer’s Report:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **9/22/18 - 10/19/18** | | | | |
| **Bank Account** | **Bank Balance** | **Income** | **Expense** | **Ending Balance** |
| General Fund | 77,610.76 | 29,943.27 | 81,112.44 | 26,441.59 |
| Payroll | 175.53 | 28,430.00 | 28,427.28 | 178.25 |
| Special Projects | 621.74 | - | - | 621.74 |
| K-9 Fund | 4,973.76 | 1,350.00 | 3,737.25 | 2,586.51 |
| Liquid Fuels | 48,229.62 | 9.91 | - | 48,239.53 |
| Money Market | 5,009.19 | 0.19 | - | 5,009.38 |
| Totals | 136,620.60 | 59,733.37 | 113,276.97 | 83,077.00 |
|  |  |  |  |  |
|  |  |  |  |  |
| **Loans** | **Maturity Date** | **Loan Amount** | **Principal Paid** | **Balance Owed** |
| FCB - TAN | 12/31/2018 | 75,000.00 | 75,000.00 | - |
| FCB - Car Loan | 9/6/2018 | 38,000.00 | 38,000.00 | - |
| PNC - Car Loan | 5/1/2019 | 39,500.00 | 34,521.94 | 4,978.06 |
| PNC - Mortgage | 3/31/2023 | 115,000.00 | 25,255.05 | 89,744.95 |
| PNC - K-9 Car Loan | 2/4/2021 | 55,431.52 | 21,196.22 | 34,235.30 |
| Totals | - | 322,931.52 | 193,973.21 | 128,958.31 |

A motion was made by G. Huschak and seconded by J. Brown to accept the Treasurer’s Report dated October 19, 2018. **All in favor, motion was carried.**

**Solicitor**

Solicitor DiMascio said that Council needs to vote on the following ordinance:

Ordinance No. 2018-004, *An ordinance of the Council of the Borough of Elizabeth, Allegheny County, Pennsylvania, prohibiting parking at all times on the North side of Mill Street and fifteen minutes parking at all times on the South side of Mill Street in the Borough of Elizabeth.*

A motion was made by A. Miklos and seconded by C. Morris to approve Ordinance No. 2018-004, *An ordinance of the Council of the Borough of Elizabeth, Allegheny County, Pennsylvania, prohibiting parking at all times on the North side of Mill Street and fifteen minutes parking at all times on the South side of Mill Street in the Borough of Elizabeth.* **All in favor, motion was carried**.

Solicitor DiMascio said that the 3-year delinquent tax collection agreement with Patricia McGrail will be expiring soon. She wanted to make Council aware that they may want to look into an alternative vendor to perform this function, or renegotiate the McGrail contract.

**Building Inspector Report**

President Shaner said that everybody should have received the September Building Inspector report. Any questions about the report should be directed to the Building Inspector through the Borough Secretary.

**Animal Control**

President Shaner asked Police Chief Butler if there has been any change in the status of the Borough’s current Animal Control Officer. Police Chief Butler said that nothing has changed. He added that he did receive a telephone call from the former Animal Control Officer, and she told him that all of her certifications are now current for Allegheny County. President Shaner asked Police Chief Butler to reach out to her to see what types of services she can offer.

**COMMITTEES**

**Finance and Budget**

Solicitor DiMascio stated that the proposed 2019 budget will be presented to Council on Tuesday, 11/20/18. The Borough Secretary will have to advertise the budget on 11/21/18. There will then be a special budget meeting on Friday, 12/21/18, at 9:00-AM to approve the 2019 budget. President Shaner added that there will be a budget workshop meeting on November 15th.

**Public Safety**

Vice President Rager stated that, last evening, the West Elizabeth Council voted unanimously to merge the Elizabeth Borough Volunteer Fire Company (EBVFC) with its fire department. Eventually, the EBVFC will absorb the members of the West Elizabeth Fire Department. Vice President Rager added that the EBVFC will be eligible to receive West Elizabeth’s annual State Fire Relief money for ten years. A motion was made by Vice President Rager and seconded by C. Morris to support the merger between the Elizabeth Borough Volunteer Fire Company and the West Elizabeth Fire Department. **All in favor, motion was carried**.

**Public Works**

A motion was made by Vice President Rager and seconded by G. Huschak to create access to the gas valves at the Masonic building at a cost not-to-exceed $800. **All in favor, motion was carried**.

**Parks and Recreation**

J. Brown said that Movie Night was canceled this year because of bad weather on both selected event dates. Vice President Rager said that it would have been better if the Fire Department’s social hall had been available for her use in the event of bad weather, but the hall was not available on either of the dates.

**Ordinance**

A. Miklos asked for the status on removing the parked boat from the street. Solicitor DiMascio said that, if this is a zoning issue, then the Borough needs to have a written resident complaint before a citation may be issued against the boat owner – according to Magistrate Mills. The Borough Secretary volunteered that she has not received any such complaint in writing by any resident.

**Personnel**

Police Chief Butler said that he has three part-time police officers ready to be hired: Ian Malone, Mark Wroblewski, and Dion Tallie. A motion was made by G. Huschak and seconded by A. Miklos to hire Ian Malone, Mark Wroblewski and Dion Tallie as part-time police officers. **All in favor, motion was carried**.

President Shaner said that he regrets having to accept the resignation of Matt Styche. He said that it has been a privilege having Matt around, and that Matt has provided a great service to the community. He added that he really appreciated everything that Matt did for the Borough. Matt Styche thanked Council for the experience and the opportunity to work here during the past four years. A motion was made by G. Huschak and seconded by J. Brown to accept the resignation of Matthew Styche. **All in favor, motion was carried**.

A motion was made by A. Miklos and seconded by G. Huschak to place an employment ad for the position of Full-Time Street Department Lead Person, with a rate of pay to be determined. A CDL license is preferred. The deadline for applications will be 11/14/18. **All in favor, motion was carried**.

**Economic Development**

No report.

**Planning**

No report.

**OLD BUSINESS**

Police Chief Butler said that the Community Thanksgiving Dinner has been scheduled for Thanksgiving Day from Noon until 6:00-PM, at the Fire Department’s social hall. All members of the local community are welcome. He estimates that they will be serving between 150 to 200 people. J. Brown said that they have received donations from Mr. Percy, Olive Garden, Rite Aid, and many other organizations. He added that there is a need for volunteers from the Fire Department, the Police Department, and Council to make this event a success. Police Chief Butler said that they will also deliver meals to shut-ins.

Police Chief Butler said that the Police Department has received a large quantity of donations from good Samaritans who responded to a news story about Police Officer Malone who lost all of his possessions in a house fire. Officer Malone has a wife and an infant child, and donations of clothing, furniture, kitchen items, baby diapers and money have been received. The Malone family is going to go through the donations and take the items that they need. All leftover items will be brought to the Thanksgiving Dinner for people in the community who may need them.

**NEW BUSINESS**

**Handicapped space for Masonic Hall**

President Shaner said that the Borough received a request from the owners of the Masonic Hall for a handicapped parking space in front of the building. After some initial discussion about the proximity of other handicapped parking spaces on or near Plum Street, it was agreed that additional information will be required in order for Council to make a determination.

**Spaghetti dinner fundraiser for Glenn Wagner**

Vice President Rager said that the Fire Department and the Police Department are planning a spaghetti dinner to raise funds for Glenn Wagner, the owner of Wagner’s Restaurant. Mr. Wagner was diagnosed with an aggressive form of cancer, and he is currently in the hospital.

**Grant Funding for Riverfront project**

Vice President Rager said that he received a letter from Steel Rivers COG dated October 1, 2018, stating that the Borough of Elizabeth has been awarded $167,000 in GEDF funding for the Riverfront Project. A motion was made by Vice President Rager and seconded by J. Brown to accept the GEDF grant award in the amount of $167,000. This money will be used for the Riverfront Project. **All in favor, motion was carried**.

**Grant Bid for Riverfront project**

Vice President Rager said that, concerning the Plum Street/Riverfront Project grant for $87,000, the low bid for this project was $104,450, which exceeds the amount of the grant. Our engineer, David Gilliland, recommends that the Borough reject all bids and re-advertise with a slightly smaller scope of work. Vice President Rager said that we have already been awarded $167,000 for this project from a different grant, so there will be $254,000 in grant money for the Riverfront project. A motion was made by Vice President Rager and seconded by G. Huschak to reject all bids, and to re-advertise after both grants are scoped and ready to go. **All in favor, motion was carried.**

**PUBLIC COMMENTS**

None.

**GOOD OF THE ORDER**

President Shaner said that the next workshop meeting is on November 15, 2018, for the purpose of discussing the 2019 budget. The next regular meeting of Council is on November 20, 2018. The December regular meeting of Council will be on December 18, 2018. There will be a special meeting on December 21, 2018, at 9:00-AM, for Council to vote on the 2019 budget.

A. Miklos said that last week he discovered that the texts that he has been sending to Council members from his cell phone were not reaching all intended members. Somehow, he had accidentally blocked the cell phone numbers of a few Council members. He wanted to apologize to those members and let them know that he was not intentionally leaving them out of the loop. He added that this issue with his cell phone has been remedied.

**ADJOURNMENT**

With no other business before this Council, a motion was made by G. Huschak and seconded by C. Morris that the meeting be adjourned at 7:57-PM. **All in favor, motion was carried.**

**I enter these Minutes into the public record having been duly recorded and accepted at a public meeting.**

**Respectfully submitted,**

**Pamela J. Sharp, Secretary**