**BOROUGH OF ELIZABETH**

October 22, 2019

Regular Meeting of Council

**Members Present:** Paul Shaner, Chad Rager, Robin Payne-Main, Cynthia Morris and Andrew Miklos

**Absent:** Julius Brown and Gregory Huschak

**Also Attending:** Mayor Barry Boucher, Police Chief William Sombo, and Solicitor Krisha DiMascio

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 moment of silence was observed for Dino Bizzazzaro who recently passed away. President Shaner stated that, prior to the Council meeting, Council members met in an executive session to discuss personnel matters. Also, the meeting is being recorded for the purpose of minute-taking.

**VISITORS**

None.

**APPROVAL OF MINUTES**

A motion was made by C. Morris and seconded by A. Miklos to approve the Minutes of the September 24, 2019, regular meeting of Council. **All in favor, motion was carried.**

**PAYMENT OF BILLS**

Solicitor DiMascio said that the invoice from her law firm for legal services was for a 3-month time period. A. Miklos and Police Chief Sombo asked to see a copy of the Traffic Systems & Service invoice in the amount of $2,601.60 to review the individual charges. Police Chief Sombo stated that these charges were to repair a traffic signal and pole located at Market & 3rd Street that was hit by a truck. The identity of the responsible person is unknown. Mayor Boucher wanted to know if the incident was turned in to the Borough’s insurance carrier. The Borough Secretary said that the Borough has a $5,000 deductible. A motion was made by Vice President Rager and seconded to A. Miklos to approve the invoices on the Payables Report Dated 10/22/2019, for a total of $14,624.49. **All in favor, motion was carried.**

**REPORTS**

Treasurer’s Report

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **09/21/2019 to 10/18/2019** | | | | |
| **Bank Account** | **Bank Balance** | **Income** | **Expense** | **Ending Balance** |
| General Fund | 95,690.92 | 53,383.45 | 94,664.46 | 54,409.91 |
| Payroll | 297.03 | 25,160.00 | 25,143.99 | 313.04 |
| Special Projects | 97,496.89 | 2.31 | 83,582.52 | 13,916.68 |
| K-9 Fund | 1,068.14 | - | 20.09 | 1,048.05 |
| Liquid Fuels | 22,359.89 | 6.68 | 6,591.20 | 15,775.37 |
| Totals | 216,912.87 | 78,552.44 | 210,002.26 | 85,463.05 |
|  |  |  |  |  |
| **Loans** | **Maturity Date** | **Loan Amount** | **Principal Paid** | **Balance Owed** |
| FCB - TAN | 12/31/2019 | 75,000.00 | 75,000.00 | - |
| Farmer's Bank | 10/1/2029 | 350,000.00 | - | 350,000.00 |
| PNC - Mortgage | 3/31/2023 | 115,000.00 | 35,977.32 | 79,022.68 |
| PNC - K-9 Car Loan | 2/4/2021 | 55,431.52 | 32,281.28 | 23,150.24 |
| First Gov't Lease | 12/19/2024 | 170,000.00 | 70,000.00 | 100,000.00 |
| Totals | - | 765,431.52 | 213,258.60 | 552,172.92 |

A motion was made by A. Miklos and seconded by C. Morris to accept the Treasurer’s Report dated October 18, 2019. **All in favor, motion was carried.**

**Mayor Report**

Mayor Boucher reminded everybody that the Halloween Parade is on Monday, 10/28/19, at 7-PM.

Mayor Boucher said that Allegheny County DA Stephen Zappala contacted him to confirm that he will look into the matter concerning the documentation that we have sent to him.

**Solicitor**

Solicitor DiMascio said that Council needs to vote on the following two concurring resolutions to formally request CDBG funding for the following projects:

* Demolition of 507 S. 3rd Avenue, in the amount of $20,000; and
* Maple Avenue street reconstruction in the amount of $32,000.

A motion was made by Vice President Rager and seconded by A. Miklos to authorize the concurring resolutions to apply for CDBG funding for the demolition of 507 S. 3rd Avenue, in the amount of $20,000, and for Maple Avenue street reconstruction in the amount of $32,000. **All in favor, motion was carried.**

Solicitor DiMascio said that Council needs to vote to advertise the Quality of Life Program resolution. A motion was made by A. Miklos and seconded by R. Payne-Main to authorize the advertisement of the Quality of Life Program resolution. **All in favor, motion was carried.**

Solicitor DiMascio said that the remainder of her report was given to Council during the Executive Session prior to the meeting.

**Building Inspector Report**

President Shaner said that everybody should have received the September 2019, Building Inspector report. Any questions about the report should be directed to the Building Inspector through the Borough Secretary.

**Animal Control**

None.

**COMMITTEES**

**Finance and Budget**

None.

**Public Safety**

Police Chief Sombo presented the September/October 2019 Chief’s Report, from September 25, 2019, through October 22, 2019. There were a total of 164 calls for service, 12 criminal arrests, 52 traffic stops, 16 traffic citations, 36 traffic warnings, and 1 drug arrest.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Monthly Complaint Report 09/25/19 thru 10/22/19** | | | | | | | | | | |
| Alarms | 8 |  | Animal Complaint | 3 |  | Assault | 3 |  | Assist EMS | 11 |
| Assist police | 4 |  | Assist fire | 3 |  | Assist citizen | 2 |  | Burglary | 0 |
| Civil Complaint | 2 |  | Criminal mischief | 0 |  | Dispute | 1 |  | Disorderly Conduct | 2 |
| Disabled vehicle | 2 |  | Details | 2 |  | Disturbances | 0 |  | Domestic | 7 |
| DUI | 5 |  | Harassment | 2 |  | Hazardous conditions | 0 |  | Local ordinance | 0 |
| Meetings | 0 |  | Missing person | 2 |  | Motor vehicle crash | 9 |  | Ordinances | 4 |
| Other | 4 |  | Narcotics | 2 |  | Patrol | 1 |  | Property | 1 |
| Public drunkenness | 3 |  | Suspicious person | 11 |  | Thefts | 1 |  | Traffic complaints | 8 |
| Traffic stops | 52 |  | Utility complaint | 3 |  | Warrants | 1 |  | Weapons calls | 0 |
| Welfare check | 2 |  | Suspicious vehicle | 2 |  | PFA | 1 |  | **TOTAL:** | 164 |

Police Chief Sombo stated that Rite Aid is donating a prescription drug recovery box to the Elizabeth Borough Police Department. The box will be adorned with an EBPD logo, and it will be secured to the floor, so that residents may safely dispose of prescription drugs that they no longer need.

Police Chief Sombo stated that the Police Department was awarded a grant from McKeesport Hospital for two AEDs, one for each police car.

Police Chief Sombo said that he sold the K-9 insert from the 2016 Ford to the New Florence Police Department for $2,000. The former K-9 vehicle is now a regular patrol car. Payment has already been received and has been deposited into the General Fund, per Council’s instructions.

Police Chief Sombo said that he was notified by Greene County that they are prepared to take the next step for the purchase of the police cars.

Police Chief Sombo said that 1st, 2nd and 3rd Avenues have been marked for speed monitoring. Enforcement will begin soon. The next streets to be marked will be Center Avenue, Bayard, and McKeesport Road. He told Council to let him know if there are any other streets that they would like to have monitored.

Police Chief Sombo said that he and Andy Miklos collected and deposited the parking meter money yesterday.

Police Chief Sombo said that he would like to use the $2,000 income from the sale of the K-9 car insert to complete the updates to the computer system at the police station. He needs to purchase two additional personal computers to complete the process. He has a quote for two computers along with the installation of the software in the amount of $2,225.58. A motion was made by Vice President Rager and seconded by C. Morris to authorize the purchase of two computers, including the software and installation, to complete the updates to the computer system at the police station. **All in favor, motion was carried.**

Police Chief Sombo said that he would like for Council to authorize him to contact Representative Puskaric or Senator Brewster about possible grants for the purchase of a digital speed indicator. The cost is $5,940, but they are mobile and can be used where they are needed. The digital speed monitor system provides monthly reports showing the number of cars that were on a particular street, and the number of cars that were traveling over the posted speed limit. A motion was made by C. Morris and seconded by A. Miklos to authorize Police Chief Sombo to contact Representative Puskaric or Senator Brewster about possible grants for the purchase of a digital speed indicator. **All in favor, motion was carried.**

Police Chief Sombo said that he will soon be losing Officer Tomosky, Officer Johnson, and Officer Malone to full-time positions elsewhere.

**Public Works**

A. Miklos distributed copies of photographs of the current damaged plow that is in use, and he said that the old plow is not going to make it through the winter. He has a quote for a complete new plow unit for the truck, including new hydraulics and electrical controls, in the amount $6,616. He also has a quote to replace just the backboard, which means that there will be both old parts and new parts on the plow unit. Although this may extend the life of the current plow, it will be only a temporary fix for an unknown amount of time. A. Miklos said that he is recommending the purchase of a brand new unit. Vice President Rager said that Council may want to wait on purchasing a new plow until Costars is able to locate a suitable replacement truck. A. Miklos said that the new plow can be attached to the old truck and then later be removed and installed on the new truck. He added that the need for the new plow is urgent and should not be contingent upon the purchase of a new truck. President Shaner said that he agreed. A motion was made by A. Miklos and seconded by C. Morris to authorize the purchase of a new plow unit for the Public Works Department. **All in favor, motion was carried.**

A. Miklos said that the parking meters in the Borough need to be calibrated and refurbished, and all parking meters should be designed to accept quarters only. He added that he is not including the electronic meters in this discussion. He said that he spoke with a gentleman who worked on the Borough’s meters in the past, and he estimates that the cost per 2-hour meter will be $25 to $35, plus the cost of parts, or approximately $50 to $60 per meter. A. Miklos added that his preference is to make all parking meters two-hour meters - except for the meters in the 2nd Avenue parking lot which he believes, are 8-hour meters. If a parking meter requires a new timer, the cost will be approximately $40. A. Miklos said that the parking meters are supposed to be recalibrated and certified periodically, and he cannot remember when the meters were last calibrated. The Borough Secretary said that all of the Borough’s parking meters were recalibrated by a company called Parking Meters and Related Accessories in 2016. A. Miklos said that there are around ten meters being stored at the Borough garage. He would like to have them rebuilt and recalibrated. Once they have been updated, they should be swapped out with ten other meters that are currently in service. The process will be repeated until all of the parking meters have been fixed. There are approximately between 114 and 121 parking meters in the downtown area. The cost to update ten meters at a time will be approximately $500. He asked for a motion to proceed with the first ten parking meters to see how it goes. A motion was made by Vice President Rager and seconded by C. Morris to authorize the updating of ten Borough mechanical parking meters, initially, by having them serviced, recalibrated, and designed to accept quarters only. **All in favor, motion was carried.**

A. Miklos said that there are 13 lights on Plum Street, and 8 of them do not work. His plan is to install digital light bulbs in these light fixtures. He is looking into getting new shades and new tops for them. If new tops cannot be located, they can create new tops by cutting thin round pieces of galvanized steel and putting them on top of the light fixture. The lenses can be hand-cleaned to make them look nicer.

A. Miklos said that the Christmas lights and the holiday wreathes, which are stored at the Borough garage, need to be replaced. There are no other holiday decorations in storage. He said that Council may want to discuss whether they want to put up holiday decorations this year, or just plan to purchase holiday decorations and /or banners for next year. Mayor Boucher asked Stephanie from the EADC, who was in the audience, if she had any ideas. Stephanie said that they have been fundraising for the upcoming Light-up Night event, and they may be able to contribute some money for purchasing Christmas decorations. A motion was made by R. Payne-Main and seconded by A. Miklos to purchase Christmas decorations for the Borough at an amount not-to-exceed $1,000. **All in favor, motion was carried.**

A. Miklos said that he was given two dates in November on which Council members can meet with the Representative Puskaric to discuss the issue of bump-outs with PennDOT through the agility program. Several members of Council stated that November 13th will work best with them. A. Miklos said that he will make the appointment for the 13th and get back to everybody with a time.

A. Miklos said that the Public Works Department keeps a log showing all of the things that the Public Works Department has worked on over the past weeks. He said that everybody is welcome to see the log book if they are interested. He added that he is very pleased with the work that they are doing.

**Parks and Recreation**

Concerning the park project down at the gazebo, Vice President Rager said that the bids will be opened on October 29, 2019. The gazebo will be removed from the site, and he asked if anybody had suggestions for its relocation. Vice President Rager said that once the bids have been tabulated, he would like to sit down with all members of Council to get their input for this portion of the project.

**Ordinance**

None.

**Personnel**

None.

**Economic Development**

None.

**Planning Commission**

President Shaner asked if a motion was needed to re-appoint Cindy Morris to the Planning Commission. Solicitor DiMascio responded that this should be done at Council’s reorganization meeting in January. She would like to see a list of all committee and board members so that Council may reappoint them at the reorganization meeting. Mayor Boucher said that he wants to see the reappointment of the board and committee members of the Zoning Committee, the Planning Commission, and the Municipal Authority Board on the January agenda so that it will not be overlooked.

C. Morris said that she recently completed a three-day course in Community Planning.

**OLD BUSINESS**

None.

**NEW BUSINESS**

A. Miklos said that the Borough does not have a Flood Plain Administrator. He talked to somebody from FEMA who told him that the Borough Flood Plain Administrator is Glenn Engineering. A. Miklos said that he contacted Glenn Engineering who told him that they know nothing about this, but if Council wants to hire Glenn Engineering to be its Flood Plain Administrator, that they will be happy to do this. Mayor Boucher said that somebody on Council is going to have to notify Glenn Engineering that the Borough needs them to be its Flood Plain Administrator.

**PUBLIC COMMENTS**

None.

**GOOD OF THE ORDER**

None.

**ADJOURNMENT**

With no other business before this Council, a motion was made by Vice President Rager and seconded by C. Morris that the meeting be adjourned at 8:05-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**