**BOROUGH OF ELIZABETH**

August 28, 2018

Regular Meeting of Council

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

**Absent:** Julius Brown

**Also Attending:** Solicitor Krisha DiMascio, Police Chief Timothy Butler, and Mayor Barry Boucher

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 U.S. Senator John McCain. 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**

**Will Prince** spoke to Council on behalf of the Plum Street Committee which is seeking Council’s approval to close Plum Street to all traffic in 2019 from June 1st through August 31st. In 2020, they would like this closure to be permanent. Since some members expressed concerns about emergency vehicle access, President Shaner said that Council can discuss this at its next workshop meeting on September 20th. Lori Kolodziej asked for Council to select somebody to act as a liaison between Council and the Plum Street Committee. Cynthia Morris volunteered to do so. Solicitor DiMascio said that Council will need to check the Plum Street grant to make sure that there is no language within the document stating that Plum Street must be maintained as a public road.

**Jonathan Nowak** brought in plans and engineering drawings for the properties at 3rd and Market Street. He stated that he gave two sets of these drawings to the Building Inspector, Mark Reis.

**Jerry LaFrankie** said that, last month, Council told him that that the Public Works Department will be patching potholes on streets around his neighborhood. This has not happened. A. Miklos responded that, on the day that Matt Styche went to pick up the hot patch, there was none available. Vice President Rager stated that there is a paving project scheduled to begin shortly on Cemetery Street. Matt will be able to get some hot patch from this construction project to use for pothole patching.

**Jerry LaFrankie** said that he is in the process of selling his home. Because of the poor condition of the properties in his neighborhood, the value of his home has decreased by approximately $30,000. He showed Council members photographs of some of the surrounding properties. Vice President Rager said that he and A. Miklos will drive around the Borough tomorrow and take notes on the properties that need to be cleaned up.

Mr. LaFrankie said that, in the past, the Police Department handled property maintenance citations. Solicitor DiMascio said that the Borough hired a part-time building inspector to handle these matters. With only one officer on duty during a shift, Council concluded that having a police officer to enforce property maintenance violations is not an effective method for handling these matters, nor is it the best use of a police officer’s time. Solicitor DiMascio added that Mr. LaFrankie should complete a written complaint form from the Borough whenever he has a complaint because Judge Mills is requiring the Borough to obtain a written complaint from a resident before citing a property owner for property maintenance violations.

**APPROVAL OF MINUTES**

A motion was made by C. Morris and seconded by A. Miklos to approve the Minutes of the July 24, 2018, regular meeting of Council. **All in favor, motion was carried.**

**PAYMENT OF BILLS**

A motion was made by A. Miklos and seconded by C. Morris to authorize the payment of the invoices on the Payables Report dated August 24, 2018. **All in favor, motion was carried.**

A motion was made by Vice President Rager and seconded by R. Payne-Main to authorize paying off the Tax Anticipation Note. The Borough Secretary said that she will call the bank tomorrow to get a payoff amount – including the interest. **All in favor, motion was carried.**

**REPORTS**

**Mayor Report**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Monthly Complaint Report - July 2018** | | | | | | | | | | |
| Alarm | 8 |  | Animal complaint | 4 |  | Assault | 7 |  | Assist citizen | 3 |
| Assist EMS | 17 |  | Assist fire | 5 |  | Assist police | 13 |  | Burglary | 1 |
| Civil complaint | 1 |  | Criminal mischief | 3 |  | Detail | 3 |  | Disabled vehicle | 10 |
| Disorderly conduct | 2 |  | Dispute | 5 |  | Disturbance | 4 |  | Domestic | 3 |
| DUI | 6 |  | Fraud | 1 |  | Harassment | 12 |  | Hazardous conditions | 3 |
| Local ordinance | 4 |  | Missing person +18 | 1 |  | Motor vehicle crash | 13 |  | Motor vehicle theft | 1 |
| Narcotics | 3 |  | Other | 8 |  | PFA | 1 |  | Pursuit | 2 |
| Suspicious person | 5 |  | Theft | 1 |  | Traffic complaint | 6 |  | Utility complaint | 1 |
| Warrant | 4 |  | Weapons | 4 |  | Welfare check | 9 |  | Subject stop | 3 |
| K-9 | 7 |  |  |  |  |  |  |  | **Total:** | **184** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Citations - Non traffic** | |  | **Citations - Traffic** | |
| Disorderly conduct | 2 |  | Traffic complaint | 58 |
| Public intoxication | 2 |  | Speeding | 33 |
|  |  |  | Traffic control devices | 6 |
| **Criminal Complaints** | |  | Red light | 1 |
| DUI | 2 |  | STOP sign | 3 |
| DUI / Possession | 1 |  | Suspended driver | 3 |
| Possession with intent | 1 |  | Expired registration | 3 |
| Aggravated assault | 1 |  | Too fast for conditions | 2 |
| Simple assault | 2 |  | Inspection | 3 |
|  |  |  | Following too close | 1 |
| **West Elizabeth** | |  | Careless driving | 2 |
| Traffic citations | 31 |  | Seat belts | 1 |
| Non-traffic citations | 0 |  |  |  |
| Criminal arrests | 3 |  |  |  |

**Treasurer’s Report**

President Shaner read the following Treasurer’s Report:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Treasurer's Report** | | | | |
| **7/21/18 - 08/24/18** | | | | |
| **Bank Account** | **Bank Balance** | **Income** | **Expense** | **Ending Balance** |
| General Fund | 176,243.21 | 43,693.45 | 118,845.27 | 101,091.39 |
| Payroll | 75.36 | 44,480.00 | 44,384.47 | 170.89 |
| Special Projects | 621.74 | - | - | 621.74 |
| K-9 Fund | 8,402.70 | 2,369.50 | 5,901.89 | 4,870.31 |
| Liquid Fuels | 48,209.14 | 10.24 | - | 48,219.38 |
| Money Market | 5,008.75 | 0.22 | - | 5,008.97 |
| Totals | 238,560.90 | 90,553.41 | 169,131.63 | 159,982.68 |
|  |  |  |  |  |
|  |  |  |  |  |
| **Loans** | **Maturity Date** | **Loan Amount** | **Principal Paid** | **Balance Owed** |
| FCB - TAN | 12/31/2018 | 75,000.00 | 50,597.00 | 24,403.00 |
| FCB - Car Loan | 9/6/2018 | 38,000.00 | 37,304.77 | 695.23 |
| PNC - Car Loan | 5/1/2019 | 39,500.00 | 33,118.52 | 6,381.48 |
| PNC - Mortgage | 3/31/2023 | 115,000.00 | 23,513.31 | 91,486.69 |
| PNC - K-9 Car Loan | 2/4/2021 | 55,431.52 | 21,196.22 | 34,235.30 |
| Totals | - | 322,931.52 | 165,732.15 | 157,199.37 |

A motion was made by A. Miklos and seconded by R. Payne-Main to accept the Treasurer’s Report dated August 24, 2018. **All in favor, motion was carried.**

**Solicitor**

Solicitor DiMascio said that, prior to the meeting, Council met to hear a presentation about obtaining a loan in order to fund some paving projects.

President Shaner said that he is going to schedule a workshop meeting on September 20th at 6-PM, for the purpose of discussing whether Council should pursue this loan for next year. Solicitor DiMascio said that Council should also begin discussing the 2019 budget at this workshop meeting.

**Building Inspector Report**

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

**Animal Control**

Police Chief Butler said that the Borough is going to have to look for another Animal Control Officer because Sable Kennels is no longer licensed to board stray dogs. He is working with an Animal Control Officer out of Bentleyville to see if he can assist the Borough until a new Animal Control Officer is found. Solicitor DiMascio recommended that the Borough send the current Animal Control Officer a letter to notify her that the Borough is terminating her contract.

**COMMITTEES**

**Finance and Budget**

No report.

**Public Safety**

Police Chief Butler said that PennDOT announced a long-term closure of the northbound Route 51 ramp from the Elizabeth Bridge to northbound Route 837 in West Elizabeth, beginning August 29th. The closure will remain in place through late October. He added that, around Thanksgiving, PennDOT is temporarily stopping work on the bridge until March 2019.

Police Chief Butler said that M&M Uniform is closing their store this Friday. They will still operate out of their Bridgeville store.

Police Chief Butler said that he received a letter from Derek Spencer, the owner of Beer D Spencer, saying that the entrance to his business and access to both of his garages are located on Mill Street. This is a very short and congested street, so when vehicles are parked on this street for long periods of time, it makes it difficult for his customers to get in and out, and it makes it almost impossible for loading and unloading. He is requesting that Mill Street, between 1st and 2nd Avenues, be posted as 15-minute parking for loading and unloading. A. Miklos said that Mr. Spencer is willing to pay for the signs and to post these signs on his buildings, and he wants to do this as soon as possible. Solicitor DiMascio said that, with Council’s authorization, she will draft an ordinance to this effect, and send the draft to everybody for review. After everybody has reviewed it, they can notify the Borough Secretary that they are in agreement with a motion to advertise the ordinance. Solicitor DiMascio said that once Council is in agreement to advertise it, they can ratify the motion to advertise at the September meeting, as well as approve the ordinance at the September meeting. She added that she will cite the emergency nature of the construction zone as the reason for this action. There were no objections.

A motion was made by Vice President Rager and seconded by A. Miklos to accept the resignation of Officer Timothy Huschak dated July 5, 2018. **All in favor, motion was carried.**

President Shaner said that everybody should have received a copy of a letter from Stephen Zapalla in their meeting packets. The letter states that a Warrant Office is currently being constructed in the City of McKeesport.

Vice President Rager said that the Fire Department was recently awarded a $4,400 FEMA grant for training.

Vice President Rager said that there is still no news from West Elizabeth with regard to a possible merger with the West Elizabeth Volunteer Fire Company.

Vice President Rager said that the Fire Department recently held a pep rally for the Elizabeth Forward football team. He said that everybody had a blast. The Fire Department also had a cookout for the football team during their last practice before school started. They cooked burgers and hot dogs for everybody. There were approximately 40 kids at the cookout. Vice President Rager said that the Fire Department is trying to have a greater presence in the community.

**Public Works**

Vice President Rager said that they will be doing some road patching sometime over the next couple of weeks.

President Shaner said that he and Vice President Rager were supposed to meet today with the engineer about the Riverfront project, but the engineer was not able to make it. There is an area of disagreement with regard to lookouts. Vice President Rager said that Rick Saccone’s office is currently working to get a $150,000 grant for the Borough’s Riverfront project.

Police Chief Butler stated that a sinkhole was forming in the front yard of the Borough building. He had somebody come out to dig up the yard to find out the cause. Thankfully, the sinkhole was caused from the dirt settling after the removal of a large tree several years ago.

Vice President Rager said that he wanted to discuss the matter of fishing dock access. President Shaner said that, in the past, parking a vehicle on the fishing dock was designated for handicapped people only. People would get handicapped fishing permits at the Borough office so that they could drive their car down to the fishing area and leave their car on the dock. Now, everybody, not just people with handicapped placards, is parking down on the fishing dock. A. Miklos said that the Borough should allow all people to drive down to the fishing dock for the purpose of loading and unloading their vehicles. Only people with handicapped placards can leave their vehicles on the dock. Everybody agreed that this sounded like a good solution to the problem.

**Parks and Recreation**

R. Payne-Main said that “Movie Night” will be on Saturday, September 15th, starting at dusk, on the Riverfront. There will be soft drinks, chips and hot dogs. Vice President Rager said that she is welcome to use the Fire Department’s popcorn machine. R. Payne-Main added that she will need some help setting up the movie equipment. G. Huschak said that he will be able to help her with this. R. Payne-Main said that Port Vue is loaning her its movie equipment, and she asked Vice President Rager to have Matt Styche pick up the equipment for her. She said that the Borough will have to pay for a license to show the movie. Solicitor DiMascio said that she will be happy to pay for license.

R. Payne-Main said that Julius Brown asked her to remind everybody that the 2nd Annual Basketball Tournament will take place on September 22nd and 23rd, at Jacob Bendel Memorial Park. Many groups have already signed up for the event.

**Ordinance**

No report.

**Personnel**

No report.

**Economic Development**

No report.

**Planning**

C. Morris stated that the Planning Commission met on August 9, 2018. They walked around the Central Business District to get an idea of what types of businesses are in the area. Solicitor DiMascio reminded her that the Planning Commission should not be changing the zoning map for one specific case. When the Planning Commission is ready, they will need to present their recommended zoning map changes to Council. After Council approves the changes, they will submit them to the County for a 30-day comment period. After this, Council needs to advertise a public hearing concerning the proposed zoning map changes. Once the hearing has taken place, Council will vote on the zoning map changes. The whole process could take as long as three months.

C. Morris said that the Borough Secretary gave her a list of the people who are on the Zoning Hearing Board, but she did not provide their terms. The Borough Secretary said that she was unable to find any document that showed the term limits of the Board members. President Shaner asked the Borough Secretary to provide him with the list of Zoning Hearing Board members, and he will contact them.

**OLD BUSINESS**

President Shaner asked Vice President Rager if he had obtained estimates to remove the large, dead tree on the hillside at the riverfront. Vice President Rager said that he had received two quotes. One quote was for over $2,200. The other quote was from Barkbuster Tree Service in the amount of $1,465. A motion was made by Vice President Rager and seconded by G. Huschak to accept the quote from Barkbuster Tree Service to cut down and remove the large, dead tree on the riverfront hillside at an amount not-to-exceed $1,500. **All in favor, motion was carried.**

**NEW BUSINESS**

None.

**PUBLIC COMMENTS**

Lori Kolodziej asked for the status of the sinkhole on Plum Street. Vice President Rager said that the gas company told Matt Styche that they will be out to fix it soon. He said that he will ask Matt to contact the gas company tomorrow for a status.

**GOOD OF THE ORDER**

None.

**ADJOURNMENT**

With no other business before this Council, a motion was made by Vice President Rager and seconded by G. Huschak that the meeting be adjourned at 8:48-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**