**BOROUGH OF ELIZABETH**

September 25, 2018

Regular Meeting of Council

**Members Present:** Paul Shaner, Robin Payne-Main, Julius Brown, and Andrew Miklos

**Absent:** Chad Rager, Gregory Huschak, and Cynthia Morris,

**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. 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** said that Mark Reis, the Code Enforcement Officer, told him that he could not process his building permit at this time due to an unresolved zoning issue. Solicitor DiMascio responded that Mark Reis had asked her about this matter, but she had not yet responded to him. She immediately sent a text to Mark Reis advising him that he may issue the building permit; however, he cannot issue an occupancy permit until the zoning map has been updated. She stated that members of the Planning Committee are prepared to present their zoning map update recommendations to the Committee at their next meeting. Once the Planning Committee has agreed to the zoning map changes, these changes will be presented to Council for its review and authorization. This could happen as soon as the end of October. After Council approves the changes, they will submit them to the County for a 30-day comment period. After this, Council will need 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. If all goes well, the zoning map changes could be officially updated at the January 2019 regular meeting of Council.

**APPROVAL OF MINUTES**

A motion was made by R. Payne-Main and seconded by A. Miklos to approve the Minutes of the August 28, 2018, regular meeting of Council. **All in favor, motion was carried.**

**PAYMENT OF BILLS**

The Borough Secretary said that the State electronically deposited the 2018 Volunteer Fire Relief Allocation into the General Fund in the amount of $5,664.84. The Borough must issue a check for the same amount made payable to the Volunteer Fire Company. Once the check has been issued, she will complete the required report and send it to the Auditor General to verify that the Borough received the funds, and to provide proof that the Borough has given these funds to its volunteer fire company.

The Borough Secretary said that the State electronically deposited the General Municipal Pension System State Aid funds in the amount of $18,737.55 into the Borough’s General Fund. The money is to be used to help the Borough meet its 2018 Minimum Municipal Obligation in the amount of $24,377.

A motion was made by R. Payne-Main and seconded by A. Miklos to authorize the payment of the invoices on the Payables Report dated September 21, 2018. **All in favor, motion was carried.**

**REPORTS**

**Mayor Report**

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| **Monthly Complaint Report - August 2018** |
| Alarm | 8 |   | Animal complaint | 5 |   | Assault | 9 |   | Assist citizen | 3 |
| Assist EMS | 23 |   | Assist fire | 2 |   | Assist police | 11 |   | Burglary | 3 |
| Criminal mischief | 1 |   | Detail | 2 |   | Disabled vehicle | 6 |   | Disorderly conduct | 1 |
| Dispute | 3 |   | Disturbance | 3 |   | Domestic | 5 |   | DUI | 5 |
| Fraud | 1 |   | Harassment | 5 |   | Local ordinance | 4 |   | Motor vehicle crash | 14 |
| Narcotics | 1 |   | Other | 7 |   | Patrol related | 3 |   | PFA | 6 |
| Robbery | 1 |   | Runaway | 1 |   | Suspicious person | 6 |   | Suspicious vehicle | 1 |
| Subject stop | 4 |   | Theft | 8 |   | Traffic complaint | 6 |   | Utility complaint | 1 |
| Warrant | 5 |   | Weapons | 1 |   | Welfare check | 13 |   | 911 Trace | 1 |
|   |   |   |   |   |   |   |   |   | **Total:** | **179** |

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| --- | --- | --- |
| **Citations - Non traffic** |   | **Citations - Traffic** |
| Disorderly conduct | 3 |   |  Traffic complaint | 56 |
|   |   |   |  Traffic control devices | 24 |
| **Criminal Complaints** |   |  Speeding | 16 |
| DUI | 3 |   |  STOP sign | 7 |
| Possession | 1 |   |  Driving without license | 3 |
| Aggravated assault | 2 |   |  Suspended driver | 3 |
| Theft | 2 |   |  Inspection | 3 |
|   |   |   |  Too fast for conditions | 2 |
| **West Elizabeth** |   |  Careless driving | 2 |
| Traffic citations | 25 |   |  Unsafe speed | 1 |
| Non-traffic citations | 3 |   |  Following too close | 1 |
| Criminal arrests | 3 |   |  Seat belts | 1 |

Mayor Boucher said that PennDOT has notified the Borough that the bridge replacement on McKeesport Road over Fallen Timber Run is scheduled to begin on June 22, 2020. While pedestrian movements will be maintained during the duration of the construction project, vehicular traffic will be detoured since a full closure will be required to remove the existing superstructure and to install the pre-cast box culvert segments. There were no specific details about the detour.

**Treasurer’s Report**

President Shaner read the following Treasurer’s Report:

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| **Treasurer's Report** |
| **8/25/18 - 09/21/18** |
| **Bank Account** | **Bank Balance** | **Income** | **Expense** | **Ending Balance** |
| General Fund |  101,091.39  |  75,933.03  |  99,413.66  |  77,610.76  |
| Payroll |  170.89  |  28,030.00  |  28,025.36  |  175.53  |
| Special Projects  |  621.74  |  -  |  -  |  621.74  |
| K-9 Fund |  4,870.31  |  740.00  |  636.55  |  4,973.76  |
| Liquid Fuels |  48,219.38  |  10.24  |  -  |  48,229.62  |
| Money Market |  5,008.97  |  0.22  |  -  |  5,009.19  |
| Totals |  159,982.68  |  104,713.49  |  128,075.57  |  136,620.60  |
|  |  |  |  |  |
|  |  |  |  |  |
| **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  |  33,816.14  |  5,683.86  |
| PNC - Mortgage | 3/31/2023 |  115,000.00  |  24,382.96  |  90,617.04  |
| PNC - K-9 Car Loan | 2/4/2021 |  55,431.52  |  21,196.22  |  34,235.30  |
| Totals |  -  |  322,931.52  |  192,395.32  |  130,536.20  |

A motion was made by R. Payne-Main and seconded by J. Brown to accept the Treasurer’s Report dated September 21, 2018. **All in favor, motion was carried.**

**Solicitor**

Solicitor DiMascio said that she prepared 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 R. Payne-Main and seconded by J. Brown to approve the advertisement of 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**.

A motion was made by A. Miklos and seconded by J. Brown to accept the Solicitor’s Report. **All in favor, motion was carried**.

**Building Inspector Report**

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

**Animal Control**

Dawn Weichler from Sable Kennel sent a letter to Council, dated September 4, 2018, requesting Council’s patience while she searches for a new facility in which to operate her kennel. Until then, she assured Council that other 48-hour stray-hold facilities are stepping up to plate to assist Sable Kennel. Police Chief Butler said that the Borough averages approximately three stray dog cases each year, so this should not be a problem. Most often, strays are brought into the holding cell inside of the police station until the owner can be located.

**COMMITTEES**

**Finance and Budget**

President Shaner said that Council has appointed Julius Brown to be the Chairperson of the Finance and Budget Committee.

**Public Safety**

Police Chief Butler said that, two weeks ago, there was an issue on the bridge where the Police Department responded to 29 flat tire incidents in a period of four hours. They discovered that the bridge contractor had accidentally left a large metal plate with a bolt protruding from it on the road in Jefferson Hills. After the bolt was discovered, the Jefferson Hills Police Department handled the remaining flat tire calls. Swank Construction handled all of the flat tire claims.

Police Chief Butler said that the FBI asset forfeiture money should be deposited into the Borough’s First Commonwealth Bank account shortly. They are waiting for the judge to sign off on the transfer of funds.

Police Chief Butler said that CSX shut down a section of 1st Avenue in order to work on the train tracks. The work should be completed tomorrow.

**Public Works**

President Shaner said that the Cemetery Hill paving project has been put on hold by the Municipal Authority because the water company is working up in that area now. The water company’s project may not be completed until the end of the year, so it appears that the Cemetery Hill paving project will have to be put on hold until next year. He said that he will check with Mike Zrenchak tomorrow.

**Parks and Recreation**

R. Payne-Main said that “Movie Night” has been rescheduled for October 6th because of the heavy rains that the area experienced two weeks ago. There will be chips and soft drinks, as well as hot dogs and buns that were donated by Mr. Percy. There will also be a bonfire.

Julius Brown said that the 2nd Annual Basketball Tournament is also being rescheduled. He is waiting for his T-shirts order to be fulfilled.

**Ordinance**

No report.

**Personnel**

Police Chief Butler said that he needs to hire more police officers. Officer Moore moved to South Carolina, and Officer Jandric recently resigned. There are two other officers who have not been available for work in the past several weeks. One of the recently-hired police officers is in the process of getting a full-time position at another police department. He would like to hire a minimum of three new officers. He said that he has been taking resumes for the past two weeks. President Shaner said that Police Chief Butler and Mayor Boucher should schedule some interviews and handle the hiring process. There were no objections.

**Economic Development**

President Shaner said that Vice President Rager’s sister will soon be opening up a new hair salon in the Borough. Police Chief Butler said that he heard that a brewery may also be moving into the Borough.

**Planning**

No report.

**OLD BUSINESS**

None.

**NEW BUSINESS**

A motion was made by A. Miklos and seconded by R. Payne-Main to approve the Handcrafted Harvest Special Event Application to be held on Plum Street on October 20, 2018, pending the revision of the application to reflect that the permit applicant is the EADC. **All in favor, motion was carried.**

A motion was made by A. Miklos and seconded by J. Brown to approve the Plum Street Committee Special Event Application for the Halloween Parade to be held on October 29, 2018, and Light-up Night/Small Business Saturday to be held on November 24, 2018. **All in favor, motion was carried.**

**PUBLIC COMMENTS**

None.

**GOOD OF THE ORDER**

R. Payne-Main said that she and J. Brown were discussing the possibility of having a Thanksgiving dinner on Thanksgiving Day at the fire hall for people in the community. Police Chief Butler said that he tried to organize a community dinner two years ago, without success, so he will be happy to help with this event. R. Payne-Main said that she would like to involve the Police Department as well as Council. J. Brown said that he is in the process of trying to get a few donated turkeys, and he would rather not advertise this event until he has secured this donation. He should have an answer later this week. Police Chief Butler suggested that police officers could deliver Thanksgiving meals to shut-ins.

President Shaner said that Council discussed the idea of sprucing up the front of the Borough building. A. Miklos said that he is going to donate top soil and grass seed to fix up the front lawn which had recently been excavated to determine the cause of a sinkhole. President Shaner said that his wife will be helping with the effort, and he will donate cash with which to purchase things such as autumn decorations, mums, and a wreath.

**ADJOURNMENT**

With no other business before this Council, a motion was made by R. Payne-Main and seconded by A. Miklos that the meeting be adjourned at 8:00-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**