**BOROUGH OF ELIZABETH**

December 18, 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 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**

**Rosalia Poisel** said that people are parking on both sides of the street near the apartment building up on the hill on 5th Avenue, and since many apartment dwellers are not taking advantage of the apartment building parking lot, the street is extremely congested with parked cars. This makes it very difficult for the trash hauler and the UPS truck to access the road. She added that the signage on this street is poorly marked, and the “one-way street” sign is facing only one direction. President Shaner said that the Borough had some trouble on this road in 2010, during the snow storm. There was not enough room on the street for the snow plow to get through and clear the road. He added that there is no way that a fire truck could make it up the hill and around this bend. Vice President Rager agreed. President Shaner asked Vice President Rager to take take a look at this to see about allowing parking on only one side of the street. He said that he will check to see if the new owner of the apartment building is charging a fee for the use of the parking lot by tenants.

**Gabe Nowak** asked for an update on the zoning map changes. Solicitor DiMascio said that Council will be voting this evening to authorize the hiring of Mackin Engineering to update the zoning map per the recommendations of the Planning Committee. Once this has been done, the zoning map changes will go to the County for a 30-day comment period. After the comment period, 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 end of March 2019.

**APPROVAL OF MINUTES**

A motion was made by J. Brown and seconded by C. Morris to approve the Minutes of the November 20, 2018, regular meeting of Council. **Those in favor: Vice President Rager, G. Huschak, J. Brown, C. Morris, and President Shaner. Those opposed: None. Those not voting: A. Miklos abstained because he was not in attendance at the last regular meeting of Council. Motion was carried 5 to 0.**

**PAYMENT OF BILLS**

The Borough Secretary said that she needs to issue a payment to Cusumano Insurance Agency in the amount of $7,515.35, and State Workers Insurance in the amount of $9701, as down-payments on the Borough’s renewal insurance policies. Payment must be made before the end of the year. She asked Council to consider allowing her to pay the salt invoice from RiverLift Industries in the amount of $8,331.96 from the Liquid Fuels account. Unless Council objects, she will use her discretion to pay some of the invoices on the Payables Report as income becomes available. A motion was made by C. Morris and seconded by G. Huschak to approve the payments to Cusumano Insurance Agency in the amount of $7,515.35, and State Workers Insurance in the amount of $9701, as down-payments on the Borough’s insurance renewal policies, and to authorize the payment of the salt invoice from RiverLift Industries in the amount of $8,331.96 from the Liquid Fuels account. Payment of the remainder of the invoices on the Payables Report dated 12/14/18, can be paid as funds become available. **Those in favor: G. Huschak, Vice President Rager, J. Brown, C. Morris, A. Miklos and President Shaner. Those opposed: None. All in favor - motion was carried.**

A. Miklos said that he wanted the Borough Secretary to correct the expense description on the invoice from Groff Tractor & Equipment in the amount of $430.69. This invoice was not for the plow, as shown on the Payables Report, but it was for the front loader.

**REPORTS**

**Mayor Report**

Mayor Boucher said that he had nothing new to report at this time.

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| **Monthly Complaint Report - November 2018** | | | | | | | | | | |
| Alarm | 2 |  | Animal Complaint | 2 |  | Assault | 1 |  | Assist citizen | 3 |
| Assist EMS | 12 |  | Assist fire | 2 |  | Assist police | 13 |  | Burglary | 1 |
| Criminal mischief | 2 |  | Disabled vehicle | 4 |  | Disputes | 2 |  | Disturbance | 1 |
| DUI | 2 |  | Fraud | 1 |  | Harassment | 3 |  | Hazardous condit. | 2 |
| K-9 usage | 16 |  | Ordinance complaints | 4 |  | Motor vehicle crash | 17 |  | Motor vehicle theft | 1 |
| Other | 4 |  | Patrol related | 1 |  | PFA violations | 1 |  | Possession | 3 |
| Property issues | 2 |  | Prostitution | 1 |  | Public Drunkenness | 1 |  | Robbery | 1 |
| Suspicious person | 2 |  | Traffic complaints | 9 |  | Traffic control devices | 9 |  | Traffic stops | 156 |
| Warrants served | 2 |  | Weapons calls | 2 |  | Welfare check | 2 |  | **TOTAL:** | 296 |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Traffic & Non-Traffic Citations** | | | |  |  | **Criminal** | |
| **Traffic Stops** |  |  | **Citations Issued** |  |  | **Criminal Arrests** |  |
| Driving w/o insurance | 4 |  | Registration obstruction | 1 |  | Assault | 1 |
| Driving w/o a license | 1 |  | Registration violations | 8 |  | DUI | 2 |
| Driving w/ suspended license | 8 |  | Restrictions on Hwy/Bridge | 2 |  | Harassment | 1 |
| Driving at unsafe speed | 1 |  | Required lights | 1 |  | Public drunkenness | 1 |
| Emissions violations | 1 |  | Speeding | 9 |  | Possession | 3 |
| Inspection violations | 3 |  | Stop signs | 1 |  | Prostitution | 1 |
| Obedience to traffic control | 9 |  | Suspended registration | 3 |  | Resisting arrest | 2 |
| Permitting violations | 1 |  | Non-traffic / Pub Intox | 1 |  | Warrant arrest | 1 |

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| --- | --- |
| **West Elizabeth** | |
| Traffic citations | 24 |
| Non-traffic citations | 1 |
| Criminal arrests | 2 |

Treasurer’s Report:

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| --- | --- | --- | --- | --- |
| **11/17/18 - 12/14/18** | | | | |
| **Bank Account** | **Bank Balance** | **Income** | **Expense** | **Ending Balance** |
| General Fund | 13,770.27 | 67,029.15 | 34,747.42 | 46,052.00 |
| Payroll | 187.05 | 28,535.00 | 28,535.68 | 186.37 |
| Special Projects | 621.74 | - | - | 621.74 |
| K-9 Fund | 13,667.07 | 245.00 | 1,004.71 | 12,907.36 |
| Liquid Fuels | 48,249.77 | 9.31 | 23,713.27 | 24,545.81 |
| Totals | 76,495.90 | 95,818.46 | 88,001.08 | 84,313.28 |
|  |  |  |  |  |
|  |  |  |  |  |
| **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 | 35,929.54 | 3,570.46 |
| PNC - Mortgage | 3/31/2023 | 115,000.00 | 27,022.94 | 87,977.06 |
| PNC - K-9 Car Loan | 2/4/2021 | 55,431.52 | 21,196.22 | 34,235.30 |
| Totals | - | 322,931.52 | 197,148.70 | 125,782.82 |

A motion was made by J. Brown and seconded by A. Miklos to accept the Treasurer’s Report dated December 14, 2018. **All in favor, motion was carried.**

**Solicitor**

Solicitor DiMascio said that Council needs to vote to approve the 2019 Tax Anticipation Note (TAN) Resolution in the amount of $75,000. A motion was made by Vice President Rager and seconded by A. Miklos to approve the 2019 TAN Resolution in the amount of $75,000. **Those in favor: G. Huschak, Vice President Rager, J. Brown, C. Morris, A. Miklos and President Shaner. Those opposed: None. All in favor - motion was carried.**

Solicitor DiMascio stated that she strongly urges Council to authorize the hiring of Mackin Engineering to update the Borough’s zoning map. Such a motion will be proposed later in the meeting.

A motion was made by Vice President Rager 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 November 2018 Building Inspector report. Any questions about the report should be directed to the Building Inspector through the Borough Secretary. A motion was made by C. Morris and seconded by A. Miklos to accept the November 2018 Building Inspector report. **All in favor - motion was carried.**

**Animal Control**

President Shaner said that everybody should have received the November Animal Control report in their meeting packet. There was one animal control event in November.

**COMMITTEES**

**Finance and Budget**

J. Brown reminded everybody that a special meeting will be held on Friday, December 21st at 9:00-AM to approve the 2019 budget.

**Public Safety**

A motion was made by G. Huschak and seconded by C. Morris to accept the resignation of Police Chief Butler, effective immediately. **Those in favor: G. Huschak, Vice President Rager, J. Brown, C. Morris, A. Miklos and President Shaner. Those opposed: None. All in favor - motion was carried.**

A motion was made by G. Huschak and seconded by Vice President Rager to advertise for the position of Chief of Police. Solicitor DiMascio said that the pay rate will be commensurate with experience. **All in favor - motion was carried.**

President Shaner thanked Sgt. Kimmell and all of the police officers for pulling together and moving the Borough in the proper direction. Sgt. Kimmell has spoken with West Elizabeth about this matter since our Police Department also polices West Elizabeth. Solicitor DiMascio said that any questions or comments about the former Police Chief should be directed to the Allegheny County District Attorney’s office.

**Public Works**

No report.

**Parks and Recreation**

President Shaner said that R. Payne-Main has scheduled Movie Night for Friday, January 18, 2019.

J. Brown said that the Community Thanksgiving Day was a big success, and he wanted to thank everybody involved with this event. He hopes that this community dinner will be even bigger in 2019.

**Ordinance**

No report.

**Personnel**

No report.

**Economic Development**

No report.

**Planning**

C. Morris said that, after careful consideration and research, the Planning Committee proposed several zoning map changes, and made some zoning map corrections, with the intent of attracting new businesses to the area. The Committee has contacted Mackin Engineering, the original zoning ordinance engineer, about the zoning map updates, and they provided a quote of $1,500 to update the map, prepare the legal ad, and prepare the change notices. A motion was made by C. Morris and seconded by G. Huschak to authorize Mackin Engineering to proceed with the zoning map changes based on the Planning Committee recommendations. **All in favor - motion was carried.**

**OLD BUSINESS**

**Handicapped parking space for Masonic Hall**

This matter was tabled until next month.

**NEW BUSINESS**

**Re-occurring Expenses**

The Borough Secretary presented the following proposed list of re-occurring expenses for 2019:

* Utilities
  + Peoples Gas – Borough Building Gas
  + West Penn Power - Electric (Borough Building, and other accounts including Street Lights)
  + PA American Water - Water (Borough, Fire Hydrants, Duke Park)
  + Comcast – Phone and Building Internet
  + Sprint -Internet (including 4 wireless cards)
  + Elizabeth Borough Municipal Authority - Sewage bill for Borough Building
* Health Insurance
  + Teamsters Local 205 – Coverage for Tim and Garrett
  + UPMC – Coverage for Pam and Wayne
* Insurance Premiums
  + Package policy
  + Workers Comp
* PNC Bank
  + Police Car loans
  + Mortgage
* Other
  + All wage garnishments
  + American Legal Services
  + – Criminal & Civil Legal Defense Fund for police officers per Union contract (Article 19, Section 6).
  + Approved Toilet – Seasonal Port-o-johns
  + Governor’s Center for Local Government Services (quarterly UCC bldg. permit fees)
  + Guttman Energy (gasoline cards – electronically debited from GF once per week)
  + LEAF – Copier lease and maintenance agreement
  + Dean’s Water - Bottled water for Borough Building
  + Mon Valley Independent (legal ads)
  + Teamsters Local 205 – Union dues which are deducted from paychecks
  + S&D Calibration (calibrates & certifies police electronic equipment)

A motion was made by A. Miklos and seconded by J. Brown to approve the list of 2019 Re-occurring Expenses as presented. **All in favor - motion was carried.**

**Advanced Disposal Contract Extension**

A motion was made by C. Morris and seconded to G. Huschak to approve a three-year extension of the current trash hauling agreement with Advanced Disposal Systems, effective January 1, 2019, with the following rates per residential unit per month: Year 1 - $14.40; Year 2 - $14.83; Year 3 - $15.27. **Those in favor: G. Huschak, Vice President Rager, J. Brown, C. Morris, A. Miklos and President Shaner. Those opposed: None. All in favor - motion was carried.**

**Hot Water Tank Bid**

A. Miklos stated that the hot-water tank at the Borough building has been leaking for several months. He contacted Mitchell Plumbing to get a cost estimate to install a new water tank. Mitchell Plumbing provided him with an oral estimate that was higher than the written estimate from Pearson Metz. A motion was made by Vice President Rager and seconded by G. Huschak to approve the bid from Pearson Metz in the amount of $800 to supply and install a new 40-gallon electric water heater, and to supply and install a hose bib to the exterior wall by the stairwell. **All in favor, motion was carried.**

**Letter of Intent for Elizabeth Borough Volunteer Fire Company**

Vice President Rager said that he has been working with Sean Sanderson at the DCED, Department of Fire and Emergency Services, to finalize the merger between the Elizabeth Borough Volunteer Fire Company (EBVFC) and the West Elizabeth Volunteer Fire Department (WEVFD). The Borough needs to complete a letter of intent in order for the EBVFC to be eligible to receive WEVFD’s annual Firefighter’s relief money. A motion was made by A. Miklos and seconded by J. Brown to authorize the completion of the Letter of Intent by the Borough of Elizabeth to the Department of Community & Economic Development regarding the merger between the Elizabeth Borough Volunteer Fire Company and the West Elizabeth Volunteer Fire Department. **All in favor, motion was carried.**

**PUBLIC COMMENTS**

None.

**GOOD OF THE ORDER**

A. Miklos asked for the expiration date of the delinquent real estate tax collection contract between the Borough and Attorney Patricia McGrail. Solicitor DiMascio said that it expires in May 2019. The contract will automatically renew for an additional 3-year term unless and until either of the parties terminates the agreement as of the anniversary date by sending a written notice of termination at least 60 days prior to the anniversary date.

**ADJOURNMENT**

With no other business before this Council, a motion was made by C. Morris and seconded by Vice President Rager that the meeting be adjourned at 7:36-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**