

BOROUGH OF CONWAY COUNCIL  
WORKSHOP MEETING MINUTES  
Council Chambers, 801 First Avenue, Conway, Pennsylvania  
March 3, 2021

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**MEETING** was called to order at 7:00 p.m. with Mr. Falk presiding. The following members of Council and officials of the Borough were present: Mr. Doug Falk, Mr. John Antoline, Mr. Joe Bohach, Mr. Kris Hall, Mr. Scott Levenson, Mrs. Patty Then, Mayor Debbie Rose and Borough Secretary Margie Nelko.

**ABSENT:** Mr. Tim Antoline

**PLEDGE OF ALLEGIANCE**

**MAINTENANCE SUPERVISOR'S REPORT:** The Public Works Supervisor Report for the month of February 2021 was presented to Council for review. This report was ordered received and filed.

**FIRE CHIEF'S REPORT:** The Fire Chief's Report for the month of February 2021 was presented to Council for review. This report was ordered received and filed.

**EMA COORDINATOR'S REPORT:** No Report

**COMMUNICATIONS, PUBLIC RELATIONS, GRANTS & WEBSITE COMMITTEE REPORT:** Mr. Levenson, Chairperson of the Communications, Public Relations, Grants & Website Committee, presented Council with updates regarding the new website.

**FINANCE & ADMINISTRATION COMMITTEE REPORT:** Mrs. Then, Chairperson of the Finance and Administration Committee, presented Council with updates regarding the following issue(s).

1. List of Bills - A list of expenditures for the time period of February 18, 2021 through March 03, 2021, in the amount of \$7,916.05 from the General Fund, expenditures in the amount of \$8,096.32 from the Highway Aid Fund, and expenditures in the amount of \$23,489.36 from the Water & Sewer Fund were presented to Council for review. **After some review, the motion of Mrs. Then, seconded by Mr. Levenson to approve the List of Bills as presented was unanimously carried.**
2. Mockenhaupt Police Pension Invoice 2020-01590 – There was some discussion regarding these services continuously being paid directly from the pension fund with a notation to Council of the same. **After some review, the motion of Mrs. Then, seconded by Mr. Levenson to approve payment for Invoice 2020-01590 in the amount of \$250.00 directly from the pension fund.**

**PARKS & RECREATION COMMITTEE REPORT:** No Report.

There was discussion regarding Mr. Mott's setting up a meeting to discuss a community service program(s), the playground grant coming to a close, the gym possibly being used for street hockey.

There was discussion regarding the need to add mulch the playground areas this year. Mr. Hall will acquire quotes and availability.

**PLANNING, ZONING & ORDINANCE COMMITTEE:** Mr. Hall, Chairperson of the Planning, Zoning & Ordinance Committee, presented Council with updates regarding the following issue(s).

1. Code Enforcement Officer/Building Permit Inspector Appointment – The committee is scheduled to meet after the Council Meeting if there is time; if not then another meeting time will be scheduled.

2. Naugle Lot Consolidation – There was discussion regarding the next steps that should be taken. The Borough Secretary was instructed to forward a letter outlining the discussion with a disclaimer that this does not constitute any approvals or legal advice.
3. Water and Sewage Ordinance – This matter was not addressed.
4. Water and Sewage Fee schedule – The Borough Secretary will prepare a Resolution for the next regular scheduled meeting of Council.

**PUBLIC SAFETY COMMITTEE REPORT:** – No Report.

**PUBLIC WORKS COMMITTEE REPORT:** Mr. Falk stated that the Part-time Laborer Pay will be discussed in executive session.

**MAYOR'S REPORT:** Mayor Rose presented Council with updates regarding the following issue(s):

1. Detective Job Description Approval for the Borough of Conway Police Department Operations Manual - After some review, the motion of Mr. Levenson, seconded by Mr. Bohach to approve the Detective Job Description and to include it in the Borough of Conway Police Department Operations Manual was unanimously carried.
2. Beaver County Emergency Services Unit (ESU) and Anti-Drug Task Force (ADTF) Mutual Agreement – There was discussion regarding an invoice received from the Beaver County District Attorney's office in the amount of \$400.00 per participating officer to help with the cost of liability and workers compensation insurances. **After some review and discussion, the motion of Mr. Hall, seconded by Mr. Bohach to approve the payment of \$400.00 to enable our officer to participate in the ESU and ADTF programs was unanimously carried.**

The Police Reports for January 2021, February 3, 2021 – March 2, 2021 and a report for January – March 2, 2021 were submitted to Council for review.

**CORRESPONDENCE:**

1. War Memorial Fund Donations Honoring Ron Bozza – The donations were received and filed.
2. BIU Violation Notice – 1298 2<sup>nd</sup> Avenue (Palak, D.) – was received and filed. There was discussion regarding the Borough not picking and choosing which properties are subject to violation notices.
3. Southwestern Pennsylvania Commission (SPC) Funding Program (Winter 2021) - was received and filed.
4. Endeavor Prof. Services-PennEnergy Resources for PER B25 9V Well Permit Application - was received and filed.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

1. Section 125 – IRS Mandated Program – There was some discussion regarding the document and that it was less expensive to have our health care provider complete the document than to have ADP completing the form. **After some review, the motion of Mr. J. Antoline, seconded by Mrs. Then to approve the Section 125-Conway Borough Welfare Benefit Plan was unanimously carried.**
2. 2021-2022 Salt Bid Program – COSTARS and Beaver County Regional COG – The Borough Secretary presented an outline of the programs. **After some review and discussion, the motion of Mr. J. Antoline, seconded by Mrs. Then to approve submitting COSTARS 2021-2022 Salt Bid was unanimously**

**carried.** There was further discussion regarding the Beaver County Regional COG and it was determined that the Maintenance Supervisor and Mr. T. Antoline will review the proposed bid for any additional materials that maybe needed.

3. Elevator Maintenance Service Agreement – A draft letter discontinuing the current elevator contract and stating the intent to rebid the service was presented to Council. The Borough Secretary also reviewed the information received from other municipalities on the companies they use.

#### **OTHER BUSINESS:**

There were concerns regarding vehicles, a boat and trailers being parked on Borough owned property near the water tank. This was supposed to be limited usage and a temporary matter. **After some review, it was the consensus of Council to request the Borough Secretary to draft/mail a letter stating that the private owned vehicles, boat and trailer(s) need removed from Borough property by the end of March 2021.**

There was discussion regarding the delinquent water and sewage shut off notices being completed and door hangers being hung this week.

#### **PUBLIC COMMENT:**

Mr. Bill Calahan inquired if the Borough Secretary received the Planning Commission Minutes. Mr. Calahan then reviewed a proposed garage with an apartment above it and stated that the Planning Commission is looking for new members. The Borough Secretary stated that a letter was given to be mailed on behalf of the Planning Commission but did not remember receiving minutes.

Mr. Dan Byrne stated that the old fire truck should be gone tomorrow and that Engine 492 will be out of commission as of Monday, March 8, 2021. There was discussion regarding moving the dumpsters to another location, the possibility of items being thrown over the hill and that pickup companies would need notified of the move.

**EXECUTIVE SESSION:** Mr. Falk requested Council go into Executive Session regarding a personnel matter at 7:52 p.m., as per the motion of Mr. Hall, seconded by Mr. Bohach.

On the motion of Mr. Bohach, seconded by Mr. J. Antoline to reconvene at 8:23 p.m., was unanimously carried.

There being no further business, the motion of Mr. Hall, seconded by Mr. Levenson to adjourn the meeting at 8:24 p.m. was unanimously carried.

Margie L. Nelko  
Borough Secretary

Doug Falk  
President of Council

Motion(s) made and/or Council consensus decision(s):

1. Approve the List of Bills.
2. Approve the Mockenhaupt Invoice 2020-01590.
3. Approve the Detective job description and include it in the police manual.
4. Approve the ESU and ADTF Program Payment.
5. Approve Section 125 – IRS Mandated Program.
6. Approve the COSTARS Salt Bid submittal.
7. Consensus to mail a letter stating the private owned vehicles, boat and trailers need removed from Borough owned property.