

BOROUGH OF CONWAY COUNCIL
REGULAR MEETING MINUTES
Council Chambers, 801 First Avenue, Conway, Pennsylvania
April 21, 2021

MEETING was called to order at 7:02 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. Tim Antoline, Mr. Joe Bohach, Mr. Scott Levenson, Mrs. Patty Then, Mayor Debbie Rose, Borough Secretary Margie Nelko, Borough Solicitor Kate Diersen and Borough Engineer Emile Ketterer.

PLEDGE OF ALLEGIANCE

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

Mr. Kris Hall entered the meeting at this time (7:06 p.m.)

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

1. Payment from sale of old fire truck and Keystone Fire Apparatus, Inc. Invoice No. 212026 – The Fire Department submitted check number 1789 in the amount of \$1,328.00 to the Borough. This check will pay the remaining balance of the Keystone Fire Apparatus, Inc. invoice number 212026 in the amount of \$4,028.00.

The Fire Chief reported on the following:

- Engine 491 is going out for inspection at a cost of approximately \$1,200.00 and if the expense goes over the Fire Department will discuss with Council.
- The Memorial Day Parade is scheduled to have seven (7) fire departments attending.
- Reached out to J.B. Concrete for a quote but have not heard back from them.
- Requesting permission to park Engine 491 back downtown at the old Borough Building due to better response time. There was discussion regarding the roof of the building leaking, whether it is the best place for the truck, and how both Engines are used for different call-outs. It was determined that the roof will require an inspection, as well as, more discussion is needed before this is addressed.
- Should the Fire Department place 2B gravel in front of the office door could the Public Works Department help with digging out the area for the truck at the fire hall and the Fire Department will pay for the gravel. There was discussion regarding the thoughts of using millings and that the Fire Department will let Council know which material they decide to use for the front area of the building. **After some review, it was the consensus of Council to permit the Public Works Department to help dig out the area if needed.**
- There are parking issues at the ballfields with softball participants parking 10-15 feet into the grassy areas where "No Parking signs were erected. The last time the Public Works Department mowed, there were burnout marks in these grassy areas. It was determined that chains need draped in this area with a sign (if needed) to prevent the parking.

- There was discussion regarding the number of eligible drivers for the fire trucks.
- There was some discussion regarding regionalization with fire departments.

EMA COORDINATOR'S REPORT: No Report

MINUTES: - None at this time.

RECOGNITION OF VISITORS:

Dan & Doreen Byrne of 1201 15th Street
 David Martsof, Jr. (writing hard to read)
 Mark & Johonna Stauber of 1504 Sampson Street

PUBLIC COMMENT (Agenda Items): None

COMMUNICATIONS, PUBLIC RELATIONS, GRANTS & WEBSITE COMMITTEE REPORT: Mr.

Levenson, Chairperson of the Communications, Public Relations, Grants & Website Committee, stated that the new website is up and running. The Committee is requesting Council to review the website and forward any comments and/or amendments they feel should be completed. Tweaking will be needed due to it was a copy and paste from the old site due to 1 & 1 shutting down the old website. The emails are all still going through 1 & 1 at this time.

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 March 18, 2021 through April 21, 2021, in the amount of \$63,959.57 from the General Fund, and in the amount of \$45,664.89 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.**

PARKS & RECREATION COMMITTEE REPORT: No Report. Mr. Jason Hoover has not submitted any further information as of yet.

The following items were discussed:

- Softball Tournament next weekend and would like the Public Works Department to mow the grassy areas on April 28th or 29th.
- Gratty Park basketball and skate areas have large cracks and poses a safety issue. A bid was received to reseal the cracks of the basketball court, skate park and the walkway is \$1,400.00 and to the parking lot was \$1,100.00. There was some discussion regarding if the crack(s) are over an inch wide then resealing it may not work. The Borough Engineer suggested inquiring what materials are being used and if it would last through the summer.
- YMCA Program has had a change of personnel but they are moving forward with the program and should be reaching out to Mr. J. Antoline to review.
- Valley Rage would like to clean up the ballfield that is overgrown to use as infield practice, permission was granted. They will also be replacing some boards in the bleachers and painting the dug-outs. The concession stand lock (by the second field) will be changed and new keys will be distributed.
- Possibility of having the playground area mulched before Memorial Day.

- Discussion on acquiring quotes to mulch Butterfield Park and Catherine Park.
- The Recreation Board is meeting on Monday, April 26th at 7 p.m. should anyone from Council wish to attend.

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 Inspector – Mr. J. Battaglia is taking the UCC class in June and there is one amendment to the draft agreement.
2. Naugle Lot Consolidation – A revised lot consolidation plan has been submitted for Planning & Zoning Commissions review. There was some discussion regarding vacating the entire length of 6th Alley to help enable the owner to sell the lots on the other side of Hiland Avenue. The owner(s) are agreeing to pay for their portion of the costs to vacate 6th Alley.
3. Water and Sewage Ordinance – An ordinance amending the Water and Sewage Ordinance was presented to Council for approval to advertise. **After some review, the motion of Mr. J. Antoline, seconded by Mr. Hall to authorize the advertising and adopt Ordinance No. 563 as presented was unanimously carried.**

PUBLIC SAFETY COMMITTEE REPORT: – No Report.

PUBLIC WORKS COMMITTEE REPORT: – No Report.

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

1. Monthly Police Report – After some review, this report was ordered received and filed.
2. Crime Scene Investigation Training Approval – Priolo, M. – The training will be conducted at the Beaver County Emergency Services Center (911) in Ambridge on May 3-7, 2021 at a cost of \$295.00. There was some discussion on how his shift will be filled. **After some discussion, the motion of Mr. J. Antoline, seconded by Mr. Bohach to authorize Officer M. Priolo to attend the Crime Scene Investigation Training.**
3. Beaver County Hazard Mitigation Plans Update – The updated plans have been forwarded to Council for any comments or amendments.

There was discussion regarding possible grants for generators (1 for the Borough Building/1 for the Fire Department) and for bullet proof vests for the police department.

There was discussion regarding the COVID ARPA Funding that will be distributed in 2021 and 2022.

ENGINEER’S REPORT: The Borough Engineer reviewed the Engineer of Record Report for April 21, 2021.

SOLICITOR’S REPORT: No Report.

There was discussion regarding the latest Water & Sewage Ordinance draft edition including the schedule of billing being done by a Resolution to avoid the need to amend the Ordinance should there be changes. **After some review, it was the consensus of Council to authorize the Borough Solicitor to draft a Resolution for review and adoption.**

The Borough Solicitor stated that executive session is needed to review a conversation with Mr. Dan Byrnes of the Fire Department with Council.

CORRESPONDENCE:

1. Pa Department of Health Funding Opportunity Announcement – The purpose of this program is to improve bicycle and pedestrian trails and to help with public transportation projects.
2. Norfolk Southern Railroad Sample Analysis Report (04/07/2021) – was received and filed.

OLD BUSINESS:

1. BIU Property Maintenance Violation Notice – 1298 2nd Avenue (Palak, D.) – The owner has not responded and the first violation notice has expired. This is a rental unit located in a C1 Zoning District. The BIU Code Enforcement Officer is inquiring if Council wishes to pursue the next step to the District Magistrate. **After some discussion, it was the consensus of Council to authorize the BIU Code Enforcement Officer to move forward to the District Magistrate.**
2. Elevator Maintenance Service Agreement Bids – The Borough Secretary reviewed the elevator service bids received and the differences between them. **After some review and discussion, the motion of Mr. J. Antoline, seconded by Mr. T. Antoline to approve the Hadfield Elevator, LLC was unanimously carried.**

NEW BUSINESS:

1. 2019 DCED Municipal Audit Report – The DCED approved 2019 Municipal Audit Report was presented to Council for review. This report was received and filed.

OTHER BUSINESS:

1. Rental Program Violators – There are some landlords who have not responded to calls or door hangers. There are also some landlords not registering for inspections who should receive 2nd and 3rd violation notices. Then if there still isn't a response, the next step would be filing with the District Magistrate. **After some review it was the consensus of Council to authorize the BIU COE to move forward with the rental violation notices as needed.**
2. Drive-up Request – Gratty Park Reservation (for disabled attendee) – There was some discussion regarding the request to drive-up to the pavilion to drop-off and pickup a disabled attendee for a park reservation. **After some discussion, it was the consensus of Council to approve the request subject to dry conditions and there being no destruction to the property.**
3. Policy/Procedures for Overpayment Refund Requests – There have been several cases of residents unintentionally making double payments either online or by check and requesting refunds. It was determined that the overpayments are generally kept and placed as a credit to the account. **After some discussion, it was the consensus of Council to authorize the Borough Secretary to make a decision to resolve the issues moving forward.**

There was discussion regarding business ad signage popping up around the Borough, whether the Public Works Department can remove them from the right-of-ways and poles and/or whether to contact the owners for removal.

Mayor Rose presented Council with an invitation to participate in the Tri-County Meet and Greet your Candidates scheduled for Tuesday, May 4, 2021, at the Conway Fire Hall from 6 – 8 p.m.

PUBLIC COMMENT: None

EXECUTIVE SESSION: Mr. Falk requested Council go into Executive Session regarding a potential litigation matter at 9:06 p.m., as per the motion of Mr. J. Antoline, seconded by Mr. T. Antoline.

On the motion of Mr. Bohach, seconded by Mr. T. Hall to reconvene at 9:31 p.m. was unanimously carried.

There being no further business, the motion of Mr. Levenson, seconded by Mr. J. Antoline to adjourn the meeting at 9:32 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. Consensus to permit the Public Works Dept. to help dig out the area in front of the Fire Dept.
2. Approve the List of Bills.
3. Authorize the advertising of Ordinance No. 563.
4. Authorize Officer M. Priolo to attend the Crime Scene Investigation Training.
5. Consensus to authorize the Borough Solicitor to draft the Water & Sewer Schedule Billing Resolution.
6. Consensus to authorize the BIU CEO to move forward with the Property Maintenance Violation.
7. Approve the Hadfield Elevator, LLC contract.
8. Consensus to authorize BIU CEO to move forward with the Rental Violation Notice(s).
9. Consensus to approve the drive-up request for the disabled Gratty Park attendee.
10. Authorize the Borough Secretary to make decisions regarding Overpayment Refunds.