

BOROUGH OF CONWAY COUNCIL  
WORKSHOP MEETING MINUTES  
Council Chambers, 801 First Avenue, Conway, Pennsylvania  
March 02, 2022

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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. Tim Antoline, Mr. Joe Bohach, Mr. Scott Levenson, Mr. Aaron Patrick, Mrs. Patty Then, and Borough Secretary Margie Nelko.

**ABSENT:** Mayor Debbie Rose

**PLEDGE OF ALLEGIANCE**

**MAINTENANCE SUPERVISOR'S REPORT:** This report was ordered received and filed.

**FIRE CHIEF'S REPORT:** This report was ordered received and filed.

**EMA COORDINATOR'S REPORT:** Mr. Chris Then reported that the EOP was completed.

**MINUTES** of the Workshop Meeting held on August 4, 2021, were presented to Council. **After some review, the motion of Mr. Levenson, seconded by Mr. J. Antoline to approve the Workshop Meeting Minutes of August 4, 2021, as presented was unanimously carried.**

**MINUTES** of the Regular Meeting held on August 18, 2021, were presented to Council. **After some review, the motion of Mr. Levenson, seconded by Mr. J. Antoline to approve the Workshop Meeting Minutes of August 18, 2021, as presented was unanimously carried.**

**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 17, 2022 through March 2, 2022, in the amount of \$17,738.32 from the General Fund, and expenditures in the amount of \$38,485.11 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. **Budget Report** – No Report.
3. **Treasurer's Report** – No Report.

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

There was discussion regarding Skybacher Ministries, Inc. using the gym on June 6<sup>th</sup> – June 9<sup>th</sup> from 8 a.m. to Noon.

There was discussion regarding Valley Rage using the fields again and emails with Mr. J. Antoline regarding the tournament(s).

There was discussion regarding playground mulch being bad and the possibility of replacing it with rubber mulch.

**PLANNING, ZONING & ORDINANCE COMMITTEE:** No Report.

**PUBLIC RELATIONS REPORT:** – Mr. Levenson, Chairperson of the Public Relations Committee, presented Council with updates regarding the following issue(s).

1. Local Share Account (LSA) Grant – There was discussion regarding the background of the available grant funding, the type of eligible projects, what is required to submit an application and the costs. Mrs. Then will be donating her Council pay towards the application fees. **After some review and discussion, the motion of Mr. Mr. Levenson, seconded by Mrs. Then to approve the adoption of the official LSA Grant Resolutions required at the meeting of March 16, 2022.**

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

**PUBLIC WORKS COMMITTEE REPORT:** Mr. T. Antoline, Chairperson of the Public Works Committee, presented Council with updates regarding the following issue(s).

1. Repair Estimate – 2008 Ford F450 Super Duty – There was discussion regarding an estimate in the amount of \$2,372.79 received from Cercone Sales & Service to repair the radiator, fan assembly and clutch assembly with OEM parts. **After some review and discussion, the motion of Mr. T. Antoline, seconded by Mr. Bohach to approve the estimate received to repair the 2008 F450 Super Duty as submitted was unanimously carried.**
2. Vacant Part-time Public Works Position – There was discussion regarding one application received, moving forward with the required drug testing. There was also discussion regarding the possibility of subcontracting out the grass cutting of various areas in the Borough.

Mayor Rose entered the meeting at this time (7:28 p.m.)

There were discussions regarding hydrant replacements, cold patching, line jetting and line breaks.

**MAYOR'S REPORT:** No Report.

**CORRESPONDENCE:**

1. Norfolk Southern Railyard Co. System Discharge Volumes (02/04/22) – was received and filed.
2. Curb Inquiry (4<sup>th</sup> Ave and 11<sup>th</sup> Street) – Razzano, M. – An email was received regarding his concerns of flooding resulting from the deterioration of curbing along his property. The Borough's policy regarding curbing is that it is done along in conjunction with road paving, asphalt curbing doesn't last and that this request will be considered at the time the roadway is repaved.
3. Repository Sale – 300 15<sup>th</sup> Street (Informative Only) – This matter will be discussed with the Borough Solicitor.

**OLD BUSINESS:**

1. MuniLink Update – The Borough Secretary presented Council with an update regarding the software and reports available.
2. Ground Lease w/Conway Volunteer Fire Department – There was discussion regarding a requested meeting, the receipt of a proposal from the fire department (out of the blue and not having an equivalent comparison. A meeting was scheduled to discuss this matter further.

**NEW BUSINESS:**

1. Beaver County American Rescue Plan Act Municipal Infrastructure Funding (ARPA) – There was discussion regarding a letter, dated February 9, 2022, from the Beaver County Commissioners requesting a signed agreement, the project's Request for Proposal (RFP), and the contract including when it was entered into for the project. The Borough Engineer will be reviewing the documentation first.

2. Beaver County Regional COG 2022 Summer & Winter Commodities – The Borough Secretary will begin the bid preparations and submit it for Council’s review.
3. Insurance Claim – Fire Department Hall Awning – The Fire Chief stated that the guilty party has filed a claim to have the awning repaired.

**OTHER BUSINESS:**

Heather Lynn Blanchard, interested party regarding the Repository Sale, inquired if she needs to be present at the next meeting and asked about the process for the cul-de-sac being closed for building equipment access. Ms. Blanchard was informed that there would not be any further information until after the Borough Solicitor has reviewed the documentation submitted. The Borough Engineer and Borough Solicitor will be reviewing the cul-de-sac and roadway concerns.

**EXECUTIVE SESSION:** Mr. Falk requested Council go into Executive Session regarding a potential litigation matter at 8:07 p.m., as per the motion of Mr. Patrick, seconded by Mr. J. Antoline.

On the motion of Mr. J. Antoline, seconded by Mr. Levenson to reconvene at 9:18 p.m. was unanimously carried.

There being no further business, the motion of Mr. J. Antoline, seconded by Mr. Patrick to adjourn the meeting at 9:19 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 Minutes of August 4, 2021 and August 16, 2021.
2. Approve the List of Bills.
3. Approve the adoption of the official LSA Grant resolutions at the March 16, 2022 meeting.
4. Approve the estimate received for repairs to the 2008 F450 Super Duty.