

BOROUGH OF CONWAY COUNCIL  
WORKSHOP MEETING MINUTES  
Council Chambers, 801 First Avenue, Conway, Pennsylvania  
June 2, 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. Tim Antoline, Mr. Joe Bohach, Mr. Scott Levenson, Mrs. Patty Then, Mayor Debbie Rose and Borough Secretary Margie Nelko.

**ABSENT:** Mr. Kris Hall

**PLEDGE OF ALLEGIANCE**

**MAINTENANCE SUPERVISOR'S REPORT:** The Public Works Supervisor Report for the month of May 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 May 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:** No Report

There was some discussion regarding information on the website. if the fire department could participate with the new website and adjusting the Borough Facebook page settings to prevent advertising.

**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 May 20, 2021 through June 02, 2021, in the amount of \$41,161.89 from the General Fund, expenditures in the amount of \$28,535.66 from the Water & Sewer Fund were presented to Council for review. There was a typographical error on check number 26544. **After some review, the motion of Mrs. Then, seconded by Mr. Levenson to approve the List of Bills as presented subject to the amendment for check number 26544 was unanimously carried.**
2. Budget Analysis & Income/Expense Reports – These reports were received and filed.
3. Knighthawk Alarm Services Invoice – An invoice was received from Knighthawk Alarm Services in the amount of \$894.00 for the fire department cellular monitoring fees and equipment regarding the building fire alarm system. Council would like to discuss this matter with the fire department member who spoke with Knighthawk Alarm Services regarding this matter. There was discussion regarding Council not being aware of this issue and that the keylocks were changed on the fire department building. Council requested notification (prior to an invoice being received) of the issue and its cost(s). The Borough Office needs the code for the new keylocks for emergency purposes.

**PARKS & RECREATION COMMITTEE REPORT:** Mr. J. Antoline, Chairperson of the Parks and Recreation Committee, presented Council with updates regarding the following issue(s).

1. Basketball Hoops – There was discussion regarding the need to look at replacing basketball nets and/or standstill backboards for the basketball courts. Mr. Antoline will begin getting quotes.

2. Concession Stand Keys – There was discussion regarding outside building keys for the adult league using the baseball field(s). It was determined that the Committee needs to reach out to Rage before giving out keys due to their equipment being stored in the buildings, a list of who the keys went to and that they would need returned to the Borough Office at the end of the season.

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

1. Naugle Lot Consolidation – The Borough Secretary stated that the plans and check were taken to the Beaver County Planning Commission in time for the meeting of May 28, 2021.

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

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

1. Backpack Blower Care and Maintenance – A backpack blower was purchased for the Public Works Department. The Public Works Supervisor is to reach out to Mr. Hall for instructions on the maintenance for the blower.

There was discussion regarding if any more curbs will be painted within the Borough, getting a list of people in need of community service and not painting the areas designated for ADA Curbs.

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

1. Emergency Management Coordinator (EMA) Appointment Acknowledgement – A letter, dated May 14, 2021, was received from the PA Emergency Management Agency (PEMA) acknowledging the appointment of Ms. Kelly Staschak as the EMA for Conway Borough.
2. Key Access to the Fire Department/Hall – There was discussion regarding the Borough Office and Council needing access to all Borough owned buildings, including the fire department/hall.

**CORRESPONDENCE:**

1. Letter Concerning Dupont Street – There was some discussion regarding points made in the letter received and that some of these points need enforced across the Borough, not just on Dupont Street.
2. Simon Hicks Investigations Notice – The Borough Secretary will research the Unclaimed Property with the Pennsylvania Treasury.

**OLD BUSINESS:**

1. 2021 Roadway Program Notice of Contract Award – A copy of a letter to Youngblood Paving, Inc. informing them that they were awarded the 2021 Roadway Program was presented to Council.

**NEW BUSINESS:**

1. Refuse Service Bidding Process – No update at this time.

**OTHER BUSINESS:**

There was discussion regarding Herr Voss requesting yellow curb painting along 15<sup>th</sup> Street to permit trailers easier access to their facility due to the excess parking along that area. The Public Works Supervisor was directed to paint the area yellow, along with the other areas that need it in the Borough.

**EXECUTIVE SESSION:** Mr. Falk requested Council go into Executive Session regarding a personnel and contractual matters at 7:58 p.m., as per the motion of Mr. J. Antoline, seconded by Mr. T. Antoline.

On the motion of Mr. Bohach, seconded by Mr. J. Antoline to reconvene at 8:37 p.m., was unanimously carried.

There being no further business, the motion of Mr. Bohach, seconded by Mr. J. Antoline to adjourn the meeting at 8:38 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 subject to an amendment to check number 26544.