

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

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

**ABSENT:** Mr. Doug Falk

**PLEDGE OF ALLEGIANCE**

**MAINTENANCE SUPERVISOR'S REPORT:** The Public Works Supervisor Report for the month of October 2021 was presented to Council for review. This report was ordered received and filed. There was some discussion regarding a bad leak in the ceiling of the 2<sup>nd</sup> floor that ran through to the 1<sup>st</sup> floor of the Borough Building.

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

**EMA COORDINATOR'S REPORT:** Ms. Kelly Staschak, EMA Coordinator, presented Council with updates regarding the following issue(s).

1. Appointment of EMA Coordinator Deputy – After some discussion, the motion of Mr. Levenson, seconded by Mr. Hall to appoint Mr. Christopher Then as the EMA Coordinator Deputy was unanimously carried.
2. 2021 Hazard Mitigation Plan and Resolution No. 2021-03 – The 2021 Hazard Mitigation Plan is now in the adoptive stage and a Resolution adopting the plan is required to qualify for any/all funding available to the Borough. After some review, the motion of Mr. Levenson, seconded by Mr. J. Antoline to adopt Resolution No. 2021-03 as presented was unanimously carried.

Mr. Bohach entered the meeting at this time (7:07 p.m.)

**COMMUNICATIONS, PUBLIC RELATIONS, GRANTS & WEBSITE COMMITTEE REPORT:** No Report.

**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 October 21, 2021 through November 03, 2021, in the amount of \$108,082.89 from the General Fund, expenditures in the amount of \$32,317.64 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 Reports – These reports were ordered received and filed.
3. 2022 Budget Preparations – A Budget Committee Meeting will be held on November 9, 2021 at 6:30 p.m.
4. Intent to Sell Borough Owned Properties – This matter was tabled.
5. Park Tables/Benches – The Borough Secretary stated that the Shell Plant would like to donate approximately 100 picnic tables to local municipalities. The request for the picnic tables was submitted for their review.

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

1. Fire Department Alarm System – There was some discussion regarding quotes received from Knighthawk Security and from MP Security Solutions. **After some review, the motion of Mr. J. Antoline, seconded by Mr. Levenson to accept the quote (contract) most monetarily feasible was unanimously carried.**

Mr. J. Antoline stated that he was contacted by a group who would like to fix up the ballfields and fence with a donation of \$5,000.00. Mr. J. Antoline was asked to request a proposal of work from the group for Council's review.

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

**PUBLIC SAFETY COMMITTEE REPORT:** –

1. Advertise Police Interceptor on Municibid – No Update.
2. Tree Issue (5<sup>th</sup> & 11<sup>th</sup>) – There was discussion regarding the possibility of the tree needing to be removed when the 11<sup>th</sup> Street Water Line is replaced.

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

1. Sale of Paving Machine and Trailer – **After some review and discussion, the motion of Mr. J. Antoline, seconded by Mr. Levenson to advertise the sale of the paving machine on Municibid was unanimously carried.** The Borough Secretary will reach out to Representative Matzie's office for title information regarding the trailer.
2. 11<sup>th</sup> Street Water Line – The ARPA Infrastructure Municipal Applications submitted by the Borough Engineer was reviewed and discussed.
3. Advertise Leaf Vac and Street Sweeper on Municibid – This matter is being worked on.
4. Public Works Vacancy Position – This matter will be discussed in Executive Session.
5. Public Works Agreement Negotiation – This matter will be discussed in Executive Session.

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

**CORRESPONDENCE:**

1. Norfolk Southern Railyard Sample Analysis Report (10/14/2021) – was received and filed.
2. PA DEP Abandoned Oil and Gas Wells – There are no abandoned Oil & Gas Wells within the boundaries of Conway Borough.
3. Freedom High School Parent Advisory Council Letter (10/26/2021) – was received and filed.

**OLD BUSINESS:**

1. Vacating Alley behind 1424 Porter Street Ordinance – The Borough Secretary stated that the draft Ordinance is not ready for review at this time.
2. Ground Lease w/Conway Volunteer Fire Department – This matter will be discussed in Executive Session.

3. 2022 Tax Anticipation Note (TAN) – The Borough Secretary stated that approval from Council is needed in order to move forward with the proposed 2022 TAN. **After some review and discussion, the motion of Mr. J. Antoline, seconded by Mr. Bohach to approve moving forward with the necessary paperwork for the 2022 TAN was unanimously carried.**

The Borough Secretary requested permission to pay the 2021 TAN off early. **After some review and discussion, the motion of Mr. Levenson, seconded by Mr. Bohach to approve the repayment of the 2021 TAN was unanimously carried.**

**NEW BUSINESS:**

1. State Required Elevator Inspection (3 yr.) – The Borough Secretary presented Council with an overview of the requirements for the three-year (3 yr.) inspection requirement and requested approval to sign the Hadfield Elevator Agreement to set up the inspection. **After some review, the motion of Mr. J. Antoline, seconded by Mr. Hall to authorize the Borough Secretary to sign the agreement and set up the inspection was unanimously carried.**
2. 2022 Health Inspector Position – The Borough Secretary presented Council an overview of process in hiring a new health inspector. **After some review and discussion, the motion of Mr. Levenson, seconded by Mr. Hall to approve advertising the position subject to the Borough Solicitor agreeing that it must be advertised was unanimously carried.**

**OTHER BUSINESS:** None

**EXECUTIVE SESSION:** Mr. T. Antoline requested Council go into Executive Session regarding a contractual matter at 7:53 p.m., as per the motion of Mr. J. Antoline, seconded by Mrs. Then.

On the motion of Mr. Levenson, seconded by Mr. J. Antoline to reconvene at 8:43 p.m. was unanimously carried.

There being no further business, the motion of Mr. J. Antoline, seconded by Mrs. Then to adjourn the meeting at 8:46 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. Appointing Mr. Christopher Then as the EMA Coordinator Deputy
2. Adopting Resolution No. 2021-03 – Hazard Mitigation Plan
3. Approve the List of Bills.
4. Accept the most Monetarily Feasible Fire Dept. Alarm Quote
5. Advertise the Paving Machine on Municibid
6. Approve moving forward with 2022 Tax Anticipation Note (TAN)
7. Approval to pay the 2021 Tax Anticipation Note (TAN)
8. Authorizing the signing the Hadfield Elevator Agreement and set up 3 Year Inspection
9. Advertise the 2022 Health Inspector Position subject to the Borough Solicitor's agreement