

BOROUGH OF CONWAY COUNCIL  
REGULAR MEETING MINUTES  
Council Chambers, 801 First Avenue, Conway, Pennsylvania  
November 17, 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. Scott Levenson, Mrs. Patty Then, Borough Secretary Margie Nelko, Borough Solicitor Kate Diersen and Borough Engineer Emile Ketterer.

**PLEDGE OF ALLEGIANCE**

**ABSENT:** Mr. Joe Bohach  
Mr. Kris Hall  
Mayor Debbie Rose

**RECOGNITION OF VISITORS:**

Aaron Patrick of 359 11<sup>th</sup> Street  
Kelly Staschak of 1421 Chaplin Street

**PUBLIC COMMENT (Agenda Items):** None

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

1. 2022 Refuse/Recycling Collections Resident Letter – A drafted letter was presented to Council for review outlining the upcoming change in Refuse and Recycling Collections for the residents. **After some discussion, it was the consensus of Council to print the letter and request the Public Works Department to hand deliver to all residents.**

**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 November 4, 2021 through November 17, 2021, in the amount of \$29,539.10 from the General Fund, and in the amount of \$7,543.14 from the Water & Sewer Fund were presented to Council for review. **After some review, the motion by Mrs. Then, seconded by Mr. Levenson to approve the List of Bills as presented was unanimously carried.** There was some discussion regarding brakes for the 2022 Durango Police Interceptor.
2. Budget Reports – These reports were received and filed.
3. Pavilion Rental Fees – There was some discussion regarding an increase to the pavilion rental fees which will help with increasing expenses. **After some review, the motion of Mrs. Then, seconded by Mr. J. Antoline to increase the pavilion rental fees effective January 1, 2022 was unanimously carried.**
4. Traffic Camera Yearly Maintenance Fees – This matter was tabled.
5. 2022 Budget Preparations – No update at this time.
6. Letters of Intent Purchase Borough Property – There was discussion regarding whether to sell the parcel(s), that there are now two (2) interested parties and that the Borough Solicitor would

handle any advertising documents and deed documentation if needed. **After some review and discussion, the motion of Mr. Levenson, seconded by Mrs. Then to sell the two (2) parcels as a group to the highest bidder subject to the lowest minimum price of \$7,100.00 is met.** A roll call vote was requested. A roll call vote was taken of the members of Council present. The motion passed after receiving four (4) affirmative votes and one (1) negative votes of all members of Council present.

Mr. J. Antoline – No  
Mr. Levenson – Yes

Mr. T. Antoline – Yes  
Mrs. Then - Yes

Mr. Falk – Yes

3. Park Tables/Benches – Mrs. Then presented Council with updates regarding this matter.

**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 – An update regarding this matter was presented Council.
2. Food Trucks for 2022 – There was some discussion regarding the location being moved to Gratty Park and that it seemed to be a well-received event this year. **After some discussion, it was the consensus of Council to authorize the Food Truck events for 2022.**

Mr. J. Antoline stated that Fire Chief Bryne reached out to him regarding the thermostat in the truck bay area isn't working. The fire department is requesting permission for Albert's Hearing & A/C to inspect the thermostat. There was discussion regarding which building the bay is in, that the truck should be removed from the 1208 3<sup>rd</sup> Avenue location, and utilities are continuously going up. **After some discussion, it was the consensus of Council to deny the request due to the fire department is over budget.**

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

**PUBLIC SAFETY COMMITTEE REPORT:**

1. Tree Issue (5<sup>th</sup> & 11<sup>th</sup>) – No update at this time.

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

1. Sewage Pump – One pump was replaced and the second pump is bad. Kappy Associates, Inc. has quoted a 10HP Keen Pump, Model KG10 for the price of \$4,500.00 due to it was a re-stocked item. **After some discussion, the motion of Mr. T. Antoline, seconded by Mr. Levenson to authorize the purchase of the pump as quoted was unanimously carried.**
2. Pay Rate Increase – Bryne, D. – **After some review and discussion, the motion of Mr. T. Antoline, seconded by Mr. J. Antoline to approve a three percent (3%) pay increase to Mr. D. Byrne effective November 2022 was unanimously carried.**
3. Salt Spreader – Meiters, Inc. submitted two (2) quotes for salt spreaders for the truck(s). First quote is for a 9" Auger w/installation at a price of \$6,277.00 and the second quote is for a 6" Auger w/installation at a price of \$5,645.00. **After some review and discussion, the motion of Mr. T. Antoline, seconded by Mr. Levenson to accept the quote of \$6,277.00 for the 9" Auger w/installation was unanimously carried.**
4. 11<sup>th</sup> Street Water Line – The Borough Engineer presented Council with an update regarding this matter and stated that there is the possibility of other grants becoming available for smaller projects.

5. Public Works Vacancy – **After some review and discussion, the motion of Mr. T. Antoline, seconded by Mr. J. Antoline to hire Mr. Robert Redman to the position of Part-Time Public Works Laborer at a starting rate of \$13.00 per hour effective December 6, 2021, was unanimously carried.**
6. Public works Negotiations – An update was presented to Council regarding this matter.

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

1. Monthly Police Report – The Borough Secretary reviewed the police report for October 2021.
2. Freedom Borough Service MOU – Mr. Falk presented Council with an update regarding this matter and recommended approval of the proposed MOU due to both parties are in agreement. **After some discussion, the motion of Mr. T. Antoline, seconded by Mr. J. Antoline to approve the MOU regarding the Freedom Borough Service to the police contract was unanimously carried.**
3. Police Regionalization – No update at this time.

**ENGINEER’S REPORT:**

1. (ADA) Americans with Disabilities Curb Ramps – The Borough Engineer stated that work would begin after winter due to the temperatures for pouring concrete.

The Borough Engineer presented Council with updates regarding the Columbia Gas Line Project. There was discussion regarding the Zoning for the regulator station and that paving would begin once the asphalt plants open.

**SOLICITOR’S REPORT:** No Report.

**CORRESPONDENCE:**

1. Trash and Rubbish Issues – Downtown Area – Mrs. Then provided pictures regarding some of the areas that have a trash issue(s). There was discussion regarding the Code Enforcement Officer getting involved and the police knocking on the door(s) to get cleaned up.
2. Resident Complaint – Barriers installed along 1<sup>st</sup> Alley – A complaint form and pictures were received regarding the installation of concrete barrier blocks that is preventing the resident from using their garage. The barriers were installed to prevent neighboring tenants from parking on their property. Mr. Falk will reach out to the owner to discuss concerns.
3. Norfolk Southern Railyard Sample Analysis Report – Dated 11/03/2021 - was received and filed.
4. PCRB Filing No. 325-Act 108 of 2020 Amending the Worker’s Compensation Act (Fire Department) – was received and filed.
5. SBM Electronics- Audio and Video Meeting Recording Software – was received and filed.

**OLD BUSINESS:**

1. Ground Lease w/Conway Volunteer Fire Department – No update at this time.
2. Advertise Police Interceptor, Leaf Vac, Street Sweeper and Paving Machine on Municibid – There was some discussion regarding private individual(s) interested in the items for sale. **After some review, it was the consensus of Council to sell items to interested parties if a reasonable offer is provided.**
3. Sale of Trailer (Issue) – The Borough Secretary presented Council with an overview of the issue(s) that have arose in selling of the trailer.

4. 2022 Tan Anticipation Loan (TAN) – The Borough Secretary presented Council with an update regarding this matter.
5. 2022 Health Inspector Position and Fees – The Borough Secretary provided information to Council regarding the position. **After some review and discussion, it was the consensus of Council to acquire individual resumes for the position of Health Inspector.**

#### **NEW BUSINESS:**

1. Advertising of Ordinance No. 565 – A draft Ordinance to vacate a section of a Borough Road known as Third Alley was present to Council for review. A motion to advertise twice prior to the vacation and at least 10 days before scheduled meeting is required if approved. **After some review, the motion of Mr. J. Antoline, seconded by Mr. T. Antoline to advertise Ordinance No. 565 was unanimously carried.**

#### **OTHER BUSINESS:**

**PUBLIC COMMENT:** A resident, not signed in, presented Council with concerns regarding trailers being parked/stored at the corner of 13<sup>th</sup> Street and Miller Street.

**EXECUTIVE SESSION:** Mr. Falk requested Council go into Executive Session regarding a contractual matter at 8:20 p.m., as per the motion of Mr. J. Antoline, seconded by Mr. T. Antoline.

On the motion of Mr. J. Antoline, seconded by Mr. T. Antoline to reconvene at 8:40 p.m. was unanimously carried.

There being no further business, the motion of Mr. J. Antoline, seconded by Mr. T. Antoline to adjourn the meeting at 8:41 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 distribute Refuse/Recycling Collection Letters to Residents
2. Approve the List of Bills
3. Rate increase for Pavilion Rental Fees
4. Sell two (2) Borough owned parcels – roll call vote
5. Consensus to authorize the 2022 Food Truck Events
6. Consensus denying a thermostat inspection request
7. Authorize purchase of Sewage Pump
8. Approve 3% Pay Rate Increase-Byrne, D.
9. Accept Salt Spreader quote
10. Hire Redmond, Robert – Part-time Public Works Laborer
11. Approve Freedom Borough Service MOU (Police)
12. Consensus to sell Borough items to interested individuals
13. Consensus to acquire individual resumes for Health Inspector Position
14. Approve advertising for Ordinance No. 565