

BOROUGH OF CONWAY COUNCIL
WORKSHOP MEETING MINUTES
Council Chambers, 801 First Avenue, Conway, Pennsylvania
June 1, 2022

MEETING was called to order at 7:00 p.m. with Mr. Timothy Antoline presiding. The following members of Council and officials of the Borough were present: Mr. Tim Antoline, Mr. John Antoline, Mr. Joe Bohach, , Mr. Aaron Patrick, Mrs. Patty Then, Mayor Debbie Rose and Borough Secretary Margie Nelko.

ABSENT: Mr. Scott Levenson

PLEDGE OF ALLEGIANCE

MAINTENANCE SUPERVISOR'S REPORT: This report was ordered received and filed. There was discussion regarding fire hydrants.

Mr. Doug Falk entered the meeting at this time (7:11 p.m.)

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

There was discussion regarding the fire department no longer filling swimming pools due to the lack of personnel.

EMA COORDINATOR'S 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 May 19, 2022 through June 1, 2022, in the amount of \$27,397.13 from the General Fund, and expenditures in the amount of \$39,825.72 from the Water & Sewer Fund were presented to Council for review. **After some review, the motion of Mrs. Then, seconded by Mr. T. Antoline to approve the List of Bills as presented was unanimously carried.**
2. Recreational Grants – There was discussion regarding the playground proposal received, the need for additional space for swings. T-Mobile and Duquesne Light are both offering grants for playground. **After some review, it was the consensus to apply for the T-Mobile Grant.**

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

1. Freedom Lil Bulldogs Cheerleading (Park Use) – There was a request to use the field on Tuesday/Thursdays from 6-8 p.m. until July 14, 2022. **After some discussion, the motion of Mr. Bohach, seconded by Mr. Patrick to approve the use of the park field by the Freedom Lil Bulldogs Cheerleaders was unanimously carried.**

A complaint was received regarding dead trees at the ballfield and near Birchwood Falls. Council will investigate and make a decision.

PLANNING, ZONING & ORDINANCE COMMITTEE:

1. Overgrown Grass – There was discussion regarding overgrown grass at various residences within the Borough. The Borough Secretary has sent Violation Letter by certified mail.

There was discussion speeding throughout the Borough.

PUBLIC RELATIONS REPORT: – No Report.

PUBLIC SAFETY COMMITTEE REPORT:

1. Street Lights – There was discussion regarding whether the street lighting program(s) were still available and that when the lights are bad then they are changed to LED.

Mr. T. Antoline presented Council with two (2) police department resignations. Mr. Ben Fenchak resigned as of April 16, 2022 and Mr. Chris Stitt resigned as of May 13, 2022. **After some review and discussion, the motion of Mr. T. Antoline, seconded by Mr. J. Antoline to accept the resignations of Mr. Ben Fenchak and Mr. Chris Stitt as of the above effective dates was unanimously carried.**

Mr. T. Antoline presented Council with the recommendation to hire Mr. Cameron Smith as a part-time police officer effective July 1, 2022. **After some review and discussion, the motion of Mr. T. Antoline, seconded by Mr. J. Antoline to approve hiring Mr. Cameron Smith effective July 1, 2022 was unanimously carried.**

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

1. Water Treatment Plant Issues – There was discussion regarding the need for handrails and repairs need done for a secondary clarifier gear. **After some review and discussion, the motion of Mr. T. Antoline, seconded by Mr. J. Antoline to approve replacing the handrail(s) subject to the costs not exceeding \$4,500.00 was unanimously carried. After some review and discussion, the motion of Mr. T. Antoline, seconded by Mr. Bohach to approve the repair to the front sprocket of the secondary clarifier gear subject to the costs not exceeding \$2,500.00 was unanimously carried.**

MAYOR'S REPORT: No Report.

Mayor Rose reviewed updates regarding Memorial Day and Community Day. She also discussed a police grant.

CORRESPONDENCE:

1. Refuse Exemption – 1325 4th Avenue – **After some review and discussion, it was the consensus to not grant refuse exemptions.** The Ordinance states that if the water service is active then the resident pays for refuse service.
2. Playground Use – Church of the Redeemed – **After some review and discussion, it was the consensus to grant use of the playground to the Church of the Redeemed with the understanding that Hope Learning Center has priority use was unanimously carried.**
3. PSAB Proposed Constitution Amendment (Article VI Amendments) – This notice was received and filed.

OLD BUSINESS:

1. Building Permit/Code Enforcement Service – Harshman CE Group, LLC – **After some review and discussion, the motion of Mr. Patrick, seconded by Mr. J. Antoline to approve hiring Harshman CE Group, LLC as the Building Permit/Code Enforcement services was unanimously carried.**
2. Borough Copiers – No Update
3. Ground Lease w/Conway Volunteer Fire Department (CVFD) – There was discussion regarding the fire department not interested in helping with the utilities, a fire tax including what that entails and that the original lease is still binding. The Borough Solicitor will send a letter requesting the CVFD to choose one lease or the other.

NEW BUSINESS:

1. Retention Schedule Discussion – There was some discussion regarding adopting a current retention schedule. **After some review, the motion of Mr. Patrick, seconded by Mrs. Then to adopt the Municipal Records Manual 2018 Edition was unanimously carried.**

OTHER BUSINESS:

There was discussion regarding the need to move files and documents from the old borough building to the municipal building for storage. These files will need to be sorted/cleaned out and old files destroyed as per the retention schedule.

There was discussion regarding the next steps in the process for vacating the streets regarding the Naugle property.

ADJOURNMENT: There being no further business, the motion of Mr. J. Antoline, seconded by Mr. Patrick 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. Approve the List of Bills.
2. Consensus to apply for T-Mobil Grant.
3. Approve use of park field by Freedom Lil Bulldogs Cheerleaders.
4. Accept the resignations of Mr. B. Fenchak and Mr. C. Stitt.
5. Approval to hire Cameron Smith.
6. Approve replacement of handrail(s).
7. Approve repairing of secondary clarifier gear.
8. Consensus to not grant refuse exemptions.
9. Consensus to grant use of the playground to the Church of the Redeemed.
10. Approve hiring of Harshman CE Group, LLC.
11. Adopt the Municipal Records Manual 2018 Edition