

BOROUGH OF CONWAY COUNCIL
WORKSHOP MEETING MINUTES
Council Chambers, 801 First Avenue, Conway, Pennsylvania
July 6, 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. Scott Levenson, Mr. Aaron Patrick, Mrs. Patty Then, Mayor Debbie Rose and Borough Secretary Margie Nelko.

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.

There was discussion regarding the fire department placing things on social media again and not coming to Council to discuss. The fire department should review their code of conduct again as a refresher course. There was also discussion regarding two (2) members of the fire department from Freedom needing included on the insurance. The Borough Secretary was asked to acquire an updated list of drivers from the Fire Chief.

EMA COORDINATOR'S REPORT: No Report.

Mr. Chris Then stated that the SCBA Pack is located at the old borough building and requested permission to take and have it tested.

MINUTES of the Workshop Meeting held on September 1, 2021, were presented to Council. **After some review, the motion of Mr. Levenson, seconded by Mrs. Then to approve the Workshop Meeting Minutes of September 1, 2021, as presented was unanimously carried.**

MINUTES of the Regular Meeting held on September 15, 2021, were presented to Council. **After some review, the motion of Mr. Levenson, seconded by Mrs. Then to approve the Regular Meeting Minutes of September 15, 2021, as presented was unanimously carried.**

MINUTES of the Workshop Meeting held on October 6, 2021, were presented to Council. **After some review, the motion of Mr. Levenson, seconded by Mrs. Then to approve the Workshop Meeting Minutes of October 6, 2021, as presented was unanimously carried.**

MINUTES of the Regular Meeting held on October 20, 2021, were presented to Council. **After some review, the motion of Mr. Levenson, seconded by Mrs. Then to approve the Regular Meeting Minutes of October 20, 2021, as presented was unanimously carried.**

MINUTES of the Workshop Meeting held on November 3, 2021, were presented to Council. **After some review, the motion of Mr. Levenson, seconded by Mrs. Then to approve the Workshop Meeting Minutes of November 3, 2021, as presented was unanimously carried.**

MINUTES of the Regular Meeting held on November 17, 2021, were presented to Council. **After some review, the motion of Mr. Levenson, seconded by Mrs. Then to approve the Regular Meeting Minutes of November 17, 2021, as presented was unanimously carried.**

MINUTES of the Workshop Meeting held on December 1, 2021, were presented to Council. **After some review, the motion of Mr. Levenson, seconded by Mrs. Then to approve the Workshop Meeting Minutes of December 1, 2021, as presented was unanimously carried.**

MINUTES of the Regular Meeting held on December 15, 2021, were presented to Council. **After some review, the motion of Mr. Levenson, seconded by Mrs. Then to approve the Regular Meeting Minutes of December 15, 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 June 16, 2022 through July 6, 2022, in the amount of \$24,966.68 from the General Fund, and expenditures in the amount of \$45,818.66 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. Treasurer's Report – This report was ordered received and filed.
3. State Workers' Insurance (SWIF)-Fire Department WC 2022-2023 Rates - **After some review, the motion of Mrs. Then, seconded by Mr. Levenson to accept the SWIF WC Rates as presented was unanimously carried.**
4. Knoechel Heating Co. – Police A/C Maintenance Renewal - **After some review, the motion of Mrs. Then, seconded by Mr. J. Antoline to renew the Knoechel Heating Co. A/C Maintenance Agreement as presented was unanimously carried.**
5. 2009 Chevrolet Impala – Letter of Interest to Purchase – A letter of interest for the purchase of the 2009 Chevrolet Impala for the price of \$1,000.00, sold as is, was received and presented to Council for review. **After some review, the motion of Mr. Patrick, seconded by Mr. Levenson to approve the sale of the 2009 Chevrolet Impala for \$1,000.00 was unanimously carried.**
6. Gratty ark Pavilion Rental Refund – Hawk, L. – There was some discussion regarding a recommendation of refunding the rental fees for the pavilion due to Ms. Hawk power washed the entire pavilion and picnic tables. **After some review and discussion, the motion of Mrs. Then, seconded by Mr. Patrick to refund Ms. Hawk the \$50.00 pavilion rental fee was made.** A roll call vote was requested. A roll call vote was taken of the members of Council present. **The motion passed after receiving five (5) affirmative votes and one (1) negative votes of all members of Council present.**

Mr. J. Antoline – Yes
Mr. Levenson – Yes

Mr. T. Antoline – Yes
Mr. Patrick – Yes

Mr. Bohach – No
Mrs. Then – Yes

Mr. J. Antoline stated that the PW Department needs to make sure all parks are cleaned at the beginning of spring every year.

PARKS & RECREATION COMMITTEE REPORT: No Report.

PLANNING, ZONING & ORDINANCE COMMITTEE: No Report.

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

1. Police Regionalization – An update was presented to Council regarding budgeting, number of officers and patrolling teams.
2. Conway Facebook – There was discussion regarding the possibility of privatizing and not allowing public posting.

Mr. T. Antoline thanked Officer Shillingburg for his assistance with a horse trailer that broke down on Route 65.

PUBLIC SAFETY COMMITTEE REPORT: No Report.

Mr. T. Antoline presented Council with the recommendation to hire Mr. Thomas Lococo as a part-time police officer effective July 20, 2022. **After some review and discussion, the motion of Mr. Bohach, seconded by Mr. J. Antoline to approve hiring Mr. Thomas Lococo effective July 20, 2022 was unanimously carried.**

PUBLIC WORKS COMMITTEE REPORT: No Report.

MAYOR'S REPORT: No Report.

CORRESPONDENCE:

1. Norfolk Southern Railyard Sample Analysis Report (Dated 06/20/2022) – This document was ordered received and filed.
2. Geosyntec Norfolk Southern Railway Co. Downstream Notification Letter (Dated 06/21/2022) – This document was ordered received and filed.
3. Freedom Lil Bulldogs Football Mothers Association Letter – This document was ordered received.

OLD BUSINESS:

1. Conway/Baden Municipal Authority Sanitary Sewage Interconnect – A letter, dated June 15th, 2022, was received from Mr. David P. Trzcianka, Chairman of the Baden Municipal Authority regarding the lack of payments and a review of our obligations. This matter will be addressed with the Borough Engineer to validate our obligations, what payments have been made and if we have received the documentation needed to justify a payment.
2. Borough Copiers – No Update
3. Ground Lease w/Conway Volunteer Fire Department (CVFD) – As discussed in the prior meeting, this matter will be referred to the Borough Solicitor so that a letter can be sent.
4. T-Mobile Grant (\$50,000) – The grant has been applied for by the July 1, 2022, deadline. There was some discussion regarding having someone help the Borough do grants. Mr. Kris Hall knows someone and Ms. Kathy Baker (Campbell) has volunteered.
5. Sale of Equipment – There was discussion regarding the equipment never being listed on Municibid. The Borough Secretary can do this but will need help with equipment information and descriptions. The PW Supervisor will be directed to help get this done.

NEW BUSINESS:

1. Council Resignation Letter – Falk, D. – A resignation letter was received from Mr. Doug Falk effective July 5, 2022. **After some review, the motion of Mr. J. Antoline, seconded by Mr. Bohach to accept Mr. Doug Falk's resignation was unanimously carried.**
2. Appointing of a new President of Council - Nominations were in order for the office of President of Council. Mr. J. Antoline nominated Mr. T. Antoline. Mr. T. Antoline accepted. **On a motion of Mr. T. Antoline, seconded by Mr. Bohach, to appoint Mr. T. Antoline as President of Council was made.** A roll call vote was requested. A roll call vote was taken of the members of Council present. **The motion passed after receiving six (6) affirmative votes of all members of Council present.**

Mr. J. Antoline – Yes
Mr. Levenson – Yes

Mr. T. Antoline – Yes
Mr. Patrick – Yes

Mr. Bohach – Yes
Mrs. Then – Yes

3. Appointing a new Signatory – After some review and discussion, the motion of Mr. J. Antoline, seconded by Mr. Bohach to remove Mr. Doug Falk as a signatory and add Mr. T. Antoline as the new signatory was unanimously carried.
4. Professional Liability Insurance (Police Department) – An email, dated July 5, 2022, was received from HUB requesting verification on the amount the Borough is comfortable with for the Professional Liability Insurance policy. The Borough Secretary was asked to contact Baden Borough and Harmony Township to ask what their policy is for and to ask HUB for a breakdown of the \$3,000,000.00, which seems to be the normal standard amount.
5. Duquesne Light Grant – The grant application was not submitted.
6. Closing of the Borough Office One (1) Day a Week – There was discussion regarding the possibility of closing the office for one day a week for a trial period to enable the secretaries time to catch up on items that have been getting pushed to the end of the things to do list. Mayor Rose stated that she felt it was not needed. After some discussion, it was the consensus to not close the office but install an A/C Unit in the Borough Secretary's office window and follow up at the next workshop.

OTHER BUSINESS:

There was discussion regarding the need to advertise for the vacant Council seat by posting it to the Borough Website, Facebook Page. The candidate would be filling the vacancy until its term period is complete.

EXECUTIVE SESSION: Mr. T. Antoine requested Council go into Executive Session regarding a contractual matter at 8:29 p.m., as per the motion of Mr. J. Antoline, seconded by Mr. Patrick.

On the motion of Mr. J. Antoline, seconded by Mr. Levenson to reconvene at 9:10 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 9:11 p.m. was unanimously carried.

Margie L. Nelko
Borough Secretary

Timothy Antoline
President of Council

Motion(s) made and/or Council consensus decision(s):

1. Approval of Minutes for September 1st, September 15th, October 6th, October 20th, November 3rd, November 17th, December 1st, and December 15th
2. Approve the List of Bills.
3. Accept the 2022-2023 SWIF Rates
4. Approve renewal of Knoechel Heating Co. A/C Maintenance Agreement
5. Approve sale of the 2009 Chevrolet Impala
6. Approve Gratty Park Pavilion Rental Fee Refund (includes roll call vote)
7. Approve hiring of Mr. Thomas Lococo
8. Accept the resignation of Mr. Doug Falk as a Council Member
9. Appointing of President of Council (includes roll call vote)
10. Appointing of Signatory
11. Consensus to not close the office but install an A/C Unit for the Borough Secretary and revisit the matter