

BOROUGH OF CONWAY COUNCIL
REGULAR MEETING MINUTES
Council Chambers, 801 First Avenue, Conway, Pennsylvania
November 15, 2023

MEETING was called to order at 7:00 p.m. with Mr. Scott Levenson presiding. The following members of Council and officials of the Borough were present: Mr. Scott Levenson, Mr. John Antoline, Mr. Joe Bohach (late), Mrs. Jocelyn Hertneky, Mr. Mark Hertneky, Mrs. Patty Then, Mayor Debbie Rose, Borough Secretary Margie Nelko, representing the Borough Solicitor Mr. Richard Monti and Borough Engineer Emile Ketterer.

ABSENT: Mr. Tim Antoline

PLEDGE OF ALLEGIANCE

RECOGNITION OF VISITORS:

Mr. Nick Vular of 1204 2nd Avenue

PUBLIC COMMENT (Agenda Items): None

Mr. Joe Bohach entered the meeting at this time. (7:02 p.m.)

MINUTES of the Workshop Meeting held on July 5, 2023, were presented to Council. **After some review, the motion of Mr. J. Antoline, seconded by Mrs. Then to approve the Workshop Meeting Minutes of July 5, 2023, as presented was unanimously carried.**

MINUTES of the Regular Meeting held on July 19, 2023, were presented to Council. **After some review, the motion of Mr. J. Antoline, seconded by Mrs. Then to approve the Regular Meeting Minutes of July 19, 2023, as presented was unanimously carried.**

MINUTES of the Workshop Meeting held on August 2, 2023, were presented to Council. Mr. Levenson presented an amendment to page 01, proclaiming that he was absent from this meeting. Mr. J. Antoline presented an amendment to page 01, New Business section, Item 01, confirming his affirmative roll call vote accepting B. Giles Resignation Letter. **After some review and discussion, the motion of Mr. J. Antoline, seconded by Mrs. Then to approve the Workshop Meeting Minutes of August 2, 2023, as amended was unanimously carried.**

MINUTES of the Regular Meeting held on August 16, 2023, were presented to Council. **After some review, the motion of Mr. J. Antoline, seconded by Mrs. Then to approve the Regular Meeting Minutes of August 16, 2023, as presented was unanimously carried.**

MINUTES of the Workshop Meeting held on September 6, 2023, were presented to Council. **After some review, the motion of Mr. J. Antoline, seconded by Mrs. Then to approve the Workshop Meeting Minutes of September 6, 2023, as presented was unanimously carried.**

MAINTENANCE SUPERVISOR'S REPORT: Mr. J. Antoline, Chairperson of the Public Works Committee, presented Council with an overview of items handled by the department and the 10th Street sewer clog by Robinson Pipe Cleaning.

Mayor Rose expressed concerns regarding the need for more direction/help with the new hire and that one of the Council Members should step up to do weekly-monthly supervisory items due to not having a supervisor. There was some discussion on the lack of time to watch the department, and recent contact with the union. This matter was tabled for further discussion in Executive Session.

FIRE CHIEF’S REPORT: The Fire Chief was not in attendance. This report was ordered received and filed.

EMA COORDINATOR’S REPORT: No Report.

ADMINISTRATION & PUBLIC RELATIONS COMMITTEE REPORT: Mrs. Then, Chairperson of the Administration & Public Relations Committee, presented Council with updates regarding the following issue(s).

1. Facebook Discussion – There was discussion regarding the issues of people who reside out of the country and some pornographic content requesting permission to join or post on the current group page. It was recommended that a new informational only page for the Borough be created and then remove/deactivate the old group page. **After some discussion, it was the consensus of Council to approve the changing of the Borough Facebook group page as recommended.**

FINANCE & GRANTS COMMITTEE REPORT: Mr. Levenson, Chairperson of the Finance and Grants Committee, presented Council with updates regarding the following issue(s).

1. List of Bills - A list of expenditures for the time period of October 19, 2023, through November 15, 2023, in the amount of \$83,348.47 from the General Fund, expenditures in the amount of \$3,487.64 from the Liquid Fuels Fund and expenditures in the amount of \$68,087.47 from the Water & Sewer Fund were presented to Council for review. **After some review, the motion of Mrs. Then, seconded by Mr. Bohach to approve the List of Bills as presented was unanimously carried.**
2. Budget Reports – These reports were ordered received and filed.
3. Treasurer Report – This report was ordered received and filed.
4. CD Rates –The current 6 Month CD will mature on November 16, 2023. The Borough Secretary presented Council with an overview of available CD rates. There was discussion regarding re-investing the matured CD amount for another 6 Month term with First National Bank. **After some review, the motion of Mrs. Hertneky, seconded by Mrs. Then to approve the re-investment of the final matured CD amount for another 6 Month term at a rate of 4.9 percent with First National Bank was unanimously carried.**
5. General Code Ordinance Codification – The Borough Secretary reviewed the quote received from General Code to codify Ordinance No. 537 through Ordinance No. 567 and splitting the fess into two (2) payments between the 2023 Budget and the 2024 Budget. There was discussion regarding the 2023 budgeted amount and that the remaining 2024 Budget amount should not exceed \$3,590.00. **After some discussion, the motion of Mr. J. Antoline, seconded by Mr. Hertneky to approve the quote and payment option for the Ordinance Codification was unanimously carried.**
6. UPMC Renewal Contract No. 018006 – There was discussion regarding the increase in rates, the number of participants and the difference between available policies. **After some discussion, the motion of Mr. J. Antoline, seconded by Mrs. Then to approve the UPMC Small Business Advantage-Premium Network-Gold policy was unanimously carried.**
7. 2024 Department of Labor Solvency Fee Notice – The Borough may pay the fee as an election for relief from unemployment compensation benefit charges. **After some review and discussion, it was the consensus of Council to not participate in the 2024 Department of Labor Solvency Fee.**

A Budget Meeting is scheduled for November 20, 2024, at 2 p.m. to work on the 2024 Draft Budget.

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

1. Flag Policy – There was discussion regarding the display duration time for the American flags. The American flags should be displayed before Memorial Day and taken down after Veterans Day.

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

1. Zoning Complaints Filed with the Borough Office Follow Up – There was discussion regarding the need to standardize a procedure to be used by everyone involved, the Borough Secretary's concerns and the need to keep the spreadsheet updated.
2. Next Step for Rental Properties – The draft Rental Ordinance was sent to the Borough Solicitor for review.

Mrs. Then stated that Mr. Chris Then was appointed as Chairperson of the Planning & Zoning Commission at their last regular meeting.

PUBLIC SAFETY & HEALTH COMMITTEE REPORT: No Report.

PUBLIC WORKS COMMITTEE REPORT: Mr. J. Antoline, Chairperson of the Planning, Zoning & Ordinance Committee, presented Council with updates regarding the following issue(s).

1. Leaf Pickup Extension – There was discussion regarding extending the leaf pickups as long as the weather permits.
2. Acting Public Works Supervisor – This matter will be discussed in Executive Session.
3. Purchase Property from Herr Voss Discussion – There was discussion regarding property owned by Herr Voss on 2nd Avenue possibly being purchased and used for staging for roadway and/or water-sewer line projects.

MAYOR'S REPORT: No Report.

Mayor Rose stated that the Letters to Santa Mailbox has received positive feedback and that there are thoughts of decorating the hall for pictures with Santa.

BVRPD REPORTS: No Report.

Mayor Rose stated that the Borough of Conway will need to appoint three (3) members and three (3) alternate members for the BVRPD Board at the Reorganization Meeting of Council in January 2024.

ENGINEER'S REPORT: No Report.

1. 11th Street Waterline Replacement Bid Award – The Borough Engineer presented Council with an overview of the bid opening results and some reasons why the bids are higher than anticipated even after the project was cut back as much as possible.
2. PA Small Water Grant Update – The next meeting of DCED for this topic is scheduled for November 21, 2024.

The Borough Engineer presented an update regarding the work done by Columbia Gas. The Borough Secretary stated that the office has not received a building permit resubmittal for the utility building.

SOLICITOR'S REPORT: No Report.

Mr. Richard Monti (representing the Borough Solicitor) presented Council with new legislation regarding matters requiring any action or a vote by Council must be on the agenda within a 24-hour time frame before the meeting. Other matters not on the agenda may only be discussed.

Mr. J. Antoline left the meeting at this time. (8:28 p.m.)

CORRESPONDENCE:

1. Valley Waste Service Inc. Household Hazardous Waste Renewal - This document was ordered received and filed.
2. Muni-Link Service Line Inspection Manager (SLIM) Module – The Borough Secretary presented Council with an overview of recent DEP Water Service Line Inspection Inventory requirements which are due by October 2024. Muni-Link’s module will help with this requirement and will not cost the Borough any additional funding. **After some review and discussion, the motion of Mr. Hertneky, seconded by Mrs. Then to approve the signing of the agreement with Muni-Link was unanimously approved.**
3. Grant Preparation Consultant Information - This document was ordered received and filed.
4. Norfolk Southern Railyard Co. Sample Analysis Report-Dated 11/01/2023 – This document was ordered received and filed.
5. Appeal from the Action of the Auxiliary Board-1404 4th Ave. (18-001-0636.000) – This document was ordered received and filed.
6. Tri-State River Products, Inc. – DEP Technical Deficiency Letter-Dated 11/07/2023 – This document was ordered received and filed.
7. Bankruptcy Court Documents – Rite Aid - This document was ordered received and filed.

OLD BUSINESS:

1. Conway Water System Consolidation – No update at this time.

NEW BUSINESS:

1. Sewage Officer Appointment – The Borough Secretary presented Council with concerns regarding the inability to reach the current SEO (Sewage Enforcement Officer) for the Borough after receiving a notice of complaint from the DEP. **After some discussion, the motion of Mr. Bohach, seconded by Mrs. Then to remove Mr. Jeff Winkle as the Borough SEO was unanimously carried.** The Borough Secretary presented an overview of the Sewage Enforcement Officer Service Agreement proposal received from A G-Squared Services, LLC. to serve as the Borough’s SEO. **After some review and discussion, the motion of Mrs. Then, seconded by Mr. Bohach to appoint A G-Squared Services, LLC as the SEO for the 2024 year was unanimously carried.** The Borough Secretary was asked to have Michael J. Groves, SEO of A G-Squared Services, LLC. review/inspect the sewage complaint received from DEP for 1016 Dewey Street.

OTHER BUSINESS:

Mr. Hertneky asked when the landscape bids should be completed and distributed to Council for review. It was determined that if Council received the document(s) by December 1, 2023, it would give ample time to review prior to the next meeting.

Mr. Hertneky requested clarification of grounds maintenance for the water tower area (inside/outside of the fence).

PUBLIC COMMENT: None

Mr. Bohach left the meeting at this time. (8:53 p.m.)

EXECUTIVE SESSION: Mr. Levenson requested Council go into Executive Session regarding personnel a matter at 8:58 p.m., as per the motion of Mrs. Hertneky, seconded by Mrs. Then.

On the motion of Mr. Hertneky, seconded by Mrs. Then to reconvene at 9:48 p.m. was unanimously carried.

There being no further business, the motion of Mrs. Hertneky, seconded by Mrs. Then to adjourn the meeting at 9:51 p.m. was unanimously carried.

Margie L. Nelko
Borough Secretary

Scott Levenson
Vice President of Council

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

1. Approve Minutes of July 5, 2023, July 19, 2023, August 2, 2023, August 16, 2023, and September 6, 2023
2. Consensus to changing the Borough Facebook Group Page
3. Approve the List of Bills
4. Approval to renew the 6-Month CD with First National Bank
5. Approve the General Code quote and payment option
6. Approve the renewal of UPMC Policy
7. Consensus to not participate in the 2024 Dept. of Labor Solvency Fee
8. Approve the Muni-Link SLIM Module Agreement
9. Motion to remove Mr. J. Winkle as the Sewage Enforcement Officer
10. Approve A G-Squared Services, LLC. as the Sewage Enforcement Officer