

BOROUGH OF CONWAY COUNCIL
WORKSHOP MEETING MINUTES
Council Chambers, 801 First Avenue, Conway, Pennsylvania
December 6, 2023

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 (late), Mrs. Jocelyn Hertneky, Mr. Mark Hertneky, Mr. Scott Levenson, and Mrs. Patty Then.

ABSENT: Mayor Debbie Rose
Borough Secretary Margie Nelko

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT: (Agenda Items) - None

RECOGNITION OF VISITORS:

Dan Byrne of 1201 15th Street

Mr. Joe Bohach entered the meeting at this time. (7:05 p.m.)

MINUTES of the Regular Meeting held on September 20, 2023, were presented to Council. Mr. Bohach presented an amendment to page 01, noting that he arrived late and was in attendance. **After some review, the motion of Mr. Levenson, seconded by Mrs. Then to approve the Regular Meeting Minutes of September 20, 2023, as amended was unanimously carried.**

MAINTENANCE SUPERVISOR'S REPORT: Mr. Badamo was not in attendance. This report was ordered received and filed.

FIRE CHIEF'S REPORT: The Fire Chief was in attendance. This report was ordered received and filed.

The Fire Chief stated that Freedom Volunteer Fire Department wants to merge with the Conway Volunteer Fire Department. A meeting will be held in January after the Officers have been set.

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. **Replacement of Conway Borough Sign** – There was discussion regarding the Conway Borough Sign being stolen from the Conway Borough and Economy Borough boundary line. **After some review, it was the consensus of Council to acquire quotes to replace the missing Conway Borough Sign with a smaller version and verify that the resident will approval the erection of the new sign on their property again.**
2. **Leaf Recycling Discussion for Recycling Grant** – There was some discussion regarding the need to have the majority of leaf collections taken to Brady's Run Recycling and to submit the recycling report annually in order to qualify for the recycling grants. In a pinch, the collections may be dumped at Catherine Drive Park.

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 November 16, 2023, through December 6, 2023, in the amount of \$8,127.65 from the General Fund, expenditures in the amount of \$4,707.34 from the Liquid Fuels Fund and expenditures in the amount of \$44,160.38 from the Water & Sewer Fund were presented to Council for review. **After some review, the motion of Mr. Levenson, seconded by Mr. Hertneky to approve the List of Bills as presented was unanimously carried.**
2. 2024 Budget Discussion – This matter was tabled at 7:23 p.m. and then revisited at 7:37 p.m. There was some review and discussion regarding the proposed 2024 Budget, the proposed millage and the property reassessments. **After some review, the motion of Mr. Levenson, seconded by Mrs. Then to approve advertising of the 2024 Budget was unanimously carried.**
3. Establishing the 2024 Water Rate: There was some discussion regarding the proposed Beaver Falls Municipal Authority rate increase and how it affects our rate. **After some review, the motion of Mr. J. Antoline, seconded by Mr. Levenson to approve a 3% increase to the 2024 Water Rate was unanimously carried.**
4. Establishing the 2024 Sewer Rate: There was some discussion regarding the proposed expenses related to the Conway-Baden Municipal Authority Sanitary Interconnect. **After some review, the motion of Mr. J. Antoline, seconded by Mr. Levenson to approve a 15% increase to the 2024 Sewer Rate was unanimously carried.**

There was some discussion regarding an informational letter being included with the next water bill explaining the increases and possible the waterline replacement options.

5. 2023 Non-Uniform MMO Payment Approval – **After some review and discussion, the motion of Mr. Levenson, seconded by Mr. Hertneky to approve payment of \$6,081.77 for the 2023 Non-Uniform Minimum Municipal Obligation was unanimously carried.**
6. 2023 Police Pension MMO Payment Approval – **After some review and discussion, the motion of Mr. Levenson, seconded by Mrs. Then to approve payment of \$85,374.80 for the 2023 Police Pension Minimum Municipal Obligation was unanimously carried.**
7. 2024 Property Assessment Valuation – A letter, dated November 15, 2023, was received from the Beaver County Assessment Office providing the Borough with a value of \$173,522,970 beginning January 2024 for all of the taxable properties.

PARKS & RECREATION COMMITTEE REPORT: No Report.

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

1. Rental Ordinance Update – The Borough Solicitor is working on the draft Rental Ordinance. There was some discussion regarding the possibility of individual water meters per rental unit.
2. Grass Cutting Quote Discussion – Two quotes were received for grass cutting of Borough owned properties for 2024, the possibility of the Public Works Department cutting smaller areas and if we legally have to accept the lowest quote. **After some review and discussion, the motion of Mr. J. Antoline, seconded by Mr. Bohach to approve the quote received from Hall Lawn Care minus the water tower, the triangle by Arby's, the War Memorial Park and Catherine Drive Park areas was unanimously carried.**

PUBLIC SAFETY & HEALTH COMMITTEE REPORT: No Report.

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

1. Snow Plowing Discussions – Part-time Help Authorization – This matter was postponed to the next regular scheduled meeting.
2. Holiday Discussion – There was some discussion regarding the holiday gifts to employees for 2023. This matter was postponed to the next regular scheduled meeting.

There was some discussion regarding a catch basin schedule and getting pricing for sewer clean outs.

MAYOR’S REPORT: No Report.

BVRPD REPORT: Mr. Levenson, Chairperson of the BVRPD Board, presented Council with updates regarding the department.

CORRESPONDENCE:

1. First National Bank 6 Month CD Renewal – A renewal notification with a maturity date of May 22, 2024, was presented to Council. A course of action for this matter will be discussed closer to the maturity date.
2. GRB Law – Notice of Limited Items that Local Agencies May Add to Published Agendas – A memorandum was received providing a change to the Sunshine Law regarding action taken on non-agenda items during a meeting. In most instances a local agency may not take official action on any item not on the agenda at least 24 hours prior to the meeting. There are three (3) exceptions to this outlined in Section 712.1 (b-d) of the Sunshine Act.
3. District Attorney D. Lozier – Steel Valley Patriots Donation to CVFD – The CVFD received a \$200.00 donation from the Remember 9/11 Rally sponsored by The Steel Valley Patriots.
4. Harshman CE Group, LLC – Monthly Report – There was some discussion regarding the signage at 1329 1st Avenue. This document was ordered received and filed.
5. Food Drive Complaint – Church of the Redeemed – An email was received from Ms. Conley of 920 4th Avenue regarding parking concerns during food bank days. **After some review and discussion, it was the consensus of Council to request the Borough Secretary to send a letter to the Church of Redeemed addressing the parking concerns and to do a follow-up email to Ms. Conley.**
6. KLH Engineering, Inc. – Code/Zoning Enforcement – An email was received from Troy Gump of KLH Engineering, Inc. regarding the possibility of offering Code/Zoning Enforcement services to the Borough. After some discussion, it was determined to remain with Harshman CE Group, LLC.

OLD BUSINESS:

1. 11th Street Waterline Bid Discussion – Results from the November 10, 2023, bid opening for the 11th Street Waterline Replacement Project were submitted to Council for review. The Borough Engineer has recommended awarding the bid to Jet Jack Inc., who was the low responsible bidder, in the amount of \$474,805.00. **After some review and discussion, the motion of Mr. J. Antoline, seconded by Mr. Bohach to award 11th Street Waterline Replacement to Jet Jack, Inc. in the amount of \$474,805.00 and to utilize the county grant received was unanimously carried.** There was discussion regarding a tax-free loan with First National Bank at an interest rate of 5.9% for three (3) years regardless of the loan amount. **After some review and discussion, the motion of Mr. Levenson, seconded by Mr. Bohach to approve a tax-free loan with FNB at a rate of 5.9% for three (3) years was unanimously carried.**

NEW BUSINESS:

1. Resolution No. 2023-05 – A Resolution electing to secure a Tax Anticipation Note (TAN), in the amount of \$200,000.00 was presented to Council for consideration. **After some discussion, the motion of Mr. J. Antoline, seconded by Mr. Levenson to adopt Resolution No. 2023-05 was unanimously carried.**
2. Advertise the 2024 Budget – This matter was approved during the Finance Committee portion of the meeting.
3. Advertise the 2024 Tax Rate Ordinance – There was some review and discussion regarding the proposed tax rate increase of 3.96 mills. **After some review and discussion, the motion of Mr. J. Antoline, seconded by Mr. Levenson to approve the advertising of an Ordinance to increase the tax rate millage was unanimously carried.**
4. Advertise 2024 Meeting Dates – A draft of the advertisement for the 2024 Council and Committee Meeting Dates was presented Council for review. An amendment was proposed for Planning/Zoning Commission meeting dates. **After some review, a motion of Mr. J. Antoline, seconded by Mr. Bohach to approve the advertising of the 2024 Meeting Dates was unanimously carried.**
5. Teamster 250 Local Union Grievance - This matter will be discussed in Executive Session.

OTHER BUSINESS: None

PUBLIC COMMENT: None

EXECUTIVE SESSION: Mr. T. Antoline requested Council go into Executive Session regarding a personnel matter at 9:09 p.m., as per the motion of Mr. Levenson, seconded by Mr. J. Antoline.

On the motion of Mr. Levenson, seconded by Mr. J. Antoline to reconvene at 9:33 p.m. was unanimously carried.

There being no further business, the motion of Mr. Bohach, seconded by Mr. J. Antoline to adjourn the meeting at 9:34 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. Approve Minutes of September 20, 2023
2. Consensus to request a quote for replacing the Borough Sign
3. Approve List of Bills
4. Approve advertising of 2024 Budget
5. Approve 2024 Water Rate Increase
6. Approve 2024 Sewer Rate Increase
7. Approve 2023 Non-Uniform MMO Payment
8. Approve 2023 Police Pension MMO Payment
9. Approve Hall Lawn Care quote with Amendments

10. Consensus to send Church of Redeemed a letter regarding Food Bank parking
11. Award 11th Street Waterline Replacement Bid
12. Approve Tax-free Loan with FNB
13. Adopt Resolution No. 2023-05
14. Approve advertising of 2024 Tax Rate Ordinance
15. Approve advertising of 2024 Meeting Dates