

BOROUGH OF CONWAY COUNCIL
REGULAR MEETING MINUTES
Council Chambers, 801 First Avenue, Conway, Pennsylvania
March 20, 2024

MEETING was called to order at 7:01 p.m. with Mr. Scott Levenson presiding. The following members of Council and officials of the Borough were present: Mr. Scott Levenson, Mr. Joe Bohach, 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. John Antoline, Mr. Tim Antoline

PLEDGE OF ALLEGIANCE

RECOGNITION OF VISITORS: None

Michael Crispeno of 110 10th Street

PUBLIC COMMENT (Agenda Items-5 Minute Limit): None

MINUTES of the Workshop Meeting held on November 1, 2023, were presented to Council. The November 1, 2023 Workshop Meeting was cancelled due to a power outage. **After some review, the motion of Mrs. Then, seconded by Mrs. Hertneky to approve the Workshop Meeting Minutes of November 1, 2023, as presented was unanimously carried.**

MINUTES of the Regular Meeting held on November 15, 2023, were presented to Council. **After some review, the motion of Mrs. Then, seconded by Mrs. Hertneky to approve the Workshop Meeting Minutes of November 15, 2023, as presented was unanimously carried.**

MAINTENANCE SUPERVISOR'S REPORT: This report was ordered received and filed.

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

There was discussion regarding summer burning complaints received due to neighbor's windows being open and/or being in their yards. The Fire Chief explained that the burning is for fire drills. It was recommended that CVFD posts an intent to burn on Facebook and keep the pile covered until the drill is conducted.

The Fire Chief stated that CVFD would like to install two (2) permanent storage containers close to the garage at the back of the property. The containers will be fenced in, locked, and maintained to look nice. The containers would be used for classes not for storage. This matter will be placed on the next agenda for review.

There was discussion regarding a merger involving the CVFD and Freedom Fire Department. The Fire Chief explained that CVFD does not wish to merge and that a letter to Freedom Fire Department expressing this will be sent.

EMA COORDINATOR'S REPORT: No Report.

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

1. **List of Bills** - A list of expenditures for the time period of February 22, 2024, through March 20, 2024, in the amount of \$74,762.96 from the General Fund, expenditures in the amount of \$3,760.65 from the Liquid Fuels Fund and expenditures in the amount of \$55,038.13 from the Water & Sewer Fund were presented to Council for review. **After some review, the motion of Mrs. Then, seconded by Mrs. Hertneky 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. State Ethics Abstaining Form – Mrs. Then presented Council with an Abstention Memorandum Form for a conflict of interest regarding repairs to the 2013 GMC Sierra 1500 Truck. This form was ordered received and filed.
5. Sonic Wall Quote – A quote in the amount of \$1,200.00 to renew the Borough Office Sonic Wall Service was received from MGSoftnet. **After some review and discussion, the motion of Mrs. Then, seconded by Mr. Bohach to approve the Sonic Wall service quote received was unanimously carried.**
6. QuickBooks Software Update – The Borough Secretary presented an overview of the proposed options and costs for updating the QuickBooks accounting software. **After some review and discussion, the motion of Mrs. Then, seconded by Mr. Hertneky to approve the renewal of the QuickBooks Software for one user at a cost of \$649.00 was unanimously carried.**
7. Adobe Software – After some discussion, this matter was postponed.
8. Martin Yale P7500 Paper Folding Machine – There was discussion regarding the length of time it takes to fold the Water/Sewer Bills and Newsletters. A folding machine would help the office staff and volunteers by cutting the time it takes to process these items and others. Mayor Rose stated that we should research going back to post cards for the Water/Sewer Bills. This matter was postponed.

COMMUNITY DEVELOPMENT COMMITTEE REPORT: Mrs. Hertneky, Chairperson of the Community Development Committee, presented Council with updates regarding the following issue(s).

1. Resolution No. 2024-03 –A Resolution supporting the Pennsylvania Commission for the United States Semi-quincentennial (America250PA) was presented to Council for review. This matter was postponed permitting the Borough Solicitor time to review the Resolution before a decision is made.
2. Rental Ordinance Update – This matter is still being worked on in hopes of having it ready for review in April 2024.

PARKS & RECREATION COMMITTEE REPORT: No Report.

PUBLIC SAFETY & CODE ENFORCEMENT COMMITTEE REPORT: No Report.

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

1. Beaver County Regional COG 2024 Summer/Winter Commodities – The Borough Secretary reviewed the proposed bid request for the 2024 Summer/Winter Commodities and the requirements to purchase a minimum of 60% of the salt tonnage requested. **After some discussion, the motion of Mr. Bohach, seconded by Mr. Hertneky to approve the 2024 Summer/Winter Commodities bid requests was unanimously approved.**
2. Water Shut-off Valve Issue (1809 Porter Street) – Mrs. Then presented the background of the water shut-off valve being removed and/or covered up making it undetectable. The owner admitted that the valve was moved. The Borough Engineer reviewed the policies and stated that the owner is not permitted to cover (bury) the valve(s). There was discussion regarding a problem if the stem was removed/cut. The Borough Engineer and Borough Solicitor will review this matter.

3. 2013 GMC Truck Repairs – An invoice for repairs completed on the sewer truck was submitted by Chris’ Automotive, which included items that were repaired/replaced free of charge and deductible being waived. After some discussion, the motion of Mr. Hertneky, seconded by Mr. Bohach to release payment to Chris’ Automotive was unanimously carried with the exception of Mrs. Then who abstained.
4. Playground Drainage Quote – A quote for materials that will be installed for drainage by the Public Works Department was presented to Council for review. **After some review, the motion of Mr. Hertneky, seconded by Mrs. Then to accept the quote as received was unanimously carried.**
5. Penn Fencing Quote – A quote was received from Penn Fencing for materials and labor on a double swing gate. The quote was ordered received and filed as it was too expensive for consideration.
6. Sink Hole Repair Quote (Ballfield) - A quote for materials to repair the storm water drain at the ballfields was presented to Council for review. This work will be completed by the Public Works Department **After some review, the motion of Mr. Bohach, seconded by Mr. Hertneky to accept the quote as received, with the understanding that if more pipe is required to secure connection it will increase the price, was unanimously carried.**
7. Sweet Gum Tree Removal (S. Gross) – A recommendation was made to remove the trees along the ballfields because they are not recommended for public areas due to the production of spiny balls. **After some review and discussion, the motion of Mr. Bohach, seconded by Mrs. Then to approve the tree removals and chipping for other uses within the Borough subject to not exceeding a cost of \$300.00 was unanimously carried.** Mayor Rose requested the yellow area be sprayed grey for parking purposes.

There was some discussion regarding the need to pull weeds and place clean topsoil in the flower beds of War Memorial Park.

There was discussion regarding sidewalk weed cleanup and curb painting throughout the Borough.

There was discussion regarding the start date of the concrete work for the entrance to the BVRPD Gym area.

SEWER PROJECT MANAGEMENT COMMITTEE REPORT – No Report.

MAYOR’S REPORT:

1. Community Day Fireworks – A contract in the amount of \$6,800.00 from Pyrotecnico was presented to Council for review. There was some discussion regarding the deposit of \$3,400.00 being paid by the General Fund to secure the date and reimbursement from the Community Day Fund after fund raising. **After some review and discussion, the motion of Mrs. Hertneky, seconded by Mr. Hertneky to approve the execution of the contract and pay the deposit out of the General Fund with the understanding that the deposit will be reimbursed after fundraising was unanimously carried.**

BVRPD REPORTS: No Report.

ENGINEER’S REPORT:

1. Water Service Line Inventory – A review of the DEP Service Line Inventory (SLI) requirements was presented to Council. The residents will receive information on how to acquire and complete the SLI Forms which will then be processed and submitted to DEP.
2. 11th Street Waterline Replacement Update – An update was presented to Council regarding shop drawings and the need for more information before the contractor begins. A pre-construction meeting has been requested.

SOLICITOR'S REPORT: No Report.

CORRESPONDENCE:

1. Harshman CE Group, LLC – Monthly Report - This document was ordered received and filed.
2. Annual Downstream Notification for Pittsburgh Air Reserve Station – This document was ordered received and filed.
3. Norfolk Southern Railyard Co. Sample Analysis Report-Dated 03/07/2024 – This document was ordered received and filed.
4. PennDOT Traffic Counting on Municipal Owned Roads - This document was ordered received and filed.

OLD BUSINESS:

1. Conway Water System Consolidation – No update at this time.
2. 11th Street Waterline Replacement Loan Discussion - No update at this time. Bid documents for 10th Street and 3rd Avenue Waterline Replacement Project are being worked on with the intent of a May 2024 bid award.
3. Cyber Liability and Electronic Insurance Coverage – There was some discussion regarding the need to determine what coverage the Borough would require before pricing can be available. The Borough Secretary was asked to reach out to our IT Department for VPN verification.

NEW BUSINESS:

1. MRM Workers' Compensation Pooled Trust Bylaws Update – A copy of the amended MRM Trust Bylaws and MRM Resolution No. 01 of 2024 was presented to Council for review. **After some discussion, a motion of Mrs. Then, seconded by Mr. Hertneky to accept the amended MRM Workers' Compensation Bylaws was unanimously carried.**
2. Crows Run Traffic Light billing matter with Duquesne Light – There was some discussion regarding reaching out to Duquesne Light again for a breakdown of the charges being proposed and copying Senator Vogel and Representative Matzie.
3. Truck Purchase Discussion – There was discussion regarding the quotes received for a new truck for the public works department. The Borough Secretary reviewed an email from the Liquid Fuels Department regarding the purchase of a truck using Liquid Fuels Funds and bidding requirements. **After some discussion, a motion of Mrs. Then, seconded by Mr. Hertneky to authorize using Liquid Fuels Funding to purchase a truck for the Public Works Department was unanimously carried.**
4. 5th Avenue and 11th Street Repair and Roadway Repair Discussions (Liq. Fuels) – Mrs. Then stated that two separate unsuccessful grants were applied for to repair the drainage issue from 5th Avenue onto 11th Street. There was some discussion regarding the possibility of using Liquid Fuels Funding for this project. The Borough Engineer will research the project again and help determine a valid fix to the drainage issue.

OTHER BUSINESS: None

PUBLIC COMMENT: None

EXECUTIVE SESSION: Mr. Levenson requested Council go into Executive Session regarding a personnel matter at 9:07 p.m., as per the motion of Mr. Hertneky, seconded by Mr. Bohach.

On the motion of Mr. Hertneky, seconded by Mrs. Then to reconvene at 9:26 p.m. was unanimously carried.

There being no further business, the motion of Mr. Bohach, seconded by Mr. Hertneky to adjourn the meeting at 9:27 p.m. was unanimously carried.

Margie L. Nelko
Borough Secretary

Scott Levenson
President of Council

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

1. Approve Minutes of November 1, 2023 and November 15, 2023
2. Approve the List of Bills
3. Approve Sonic Wall Quote
4. Approve QuickBooks Software Renewal
5. Approve 2024 Summer/Winter Commodities Bid Requests
6. Approve Playground Drainage Quote
7. Accept Sink Hole Repair Quote (Ballfields)
8. Approve Sweet Gum Tree Removals
9. Approve Community Day Fireworks Contract and Deposit Expense
10. Accept Amended MRM Workers' Compensation Pooled Trust Bylaws
11. Authorize Purchase of Public Works Truck using Liquid Fuels Funding