

BOROUGH OF CONWAY COUNCIL  
REGULAR MEETING MINUTES  
Council Chambers, 801 First Avenue, Conway, Pennsylvania  
December 18, 2024

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**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. Joe Bohach, Mrs. Jocelyn Hertneky, Mr. Mark Hertneky, Mrs. Patty Then, Mayor Debbie Rose, Borough Secretary Margie Nelko, Borough Solicitor Mr. Richard Monti, and Borough Engineer Emile Ketterer.

**ABSENT:** Mr. John Antoline  
Mr. Tim Antoline

**PLEDGE OF ALLEGIANCE**

**RECOGNITION OF VISITORS:**

Michael Crispeno of 110 10<sup>th</sup> Street  
Robert Skocich of 1028 Dewey Street  
Bob Charlovich of 1000 2<sup>nd</sup> Avenue

**PUBLIC COMMENT (Agenda Items):**

Mr. Charlovich was present to discuss fire department funding. There was discussion regarding the Borough budgeting for utilities, insurance(s) and building maintenance. The 2025 Fire Department Budget is significantly higher than in 2024 and that approval for expenses has been temporarily put on hold. There was also discussion regarding the steps being taken to deal with the most recent event(s) within the fire department and the request to set up a meeting with a committee of Council and the fire department. The Borough Solicitor highly recommended conducting an investigation for the recent event(s).

Mr. Charlovich invited Council to the annual Christmas Eve Breakfast.

**MINUTES** of the Regular Meeting held on September 19, 2024, were presented to Council. **After some review, the motion of Mrs. Then, seconded by Mr. Hertneky to approve the Regular Meeting Minutes of September 19, 2024, as presented was unanimously carried.**

**MAINTENANCE SUPERVISOR'S REPORT:** The Public Works Supervisor 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 submitted a report, dated 12/18/2024, outlining some of the items that Council has requested. A newly updated Officers List and a Firefighters List was presented to Council for review. It was noted that this is the first that Council has been notified of newly elected Officers. There is a need for better communication.

The Fire Chief requested approval from Council for the fire department to retain the fuel card for the trucks. **After some discussion, the motion of Mr. Bohach, seconded by Mrs. Hertneky to authorize the fire department the continued use of the fuel card for the two (2) large trucks and nothing else was unanimously carried.**

**EMA COORDINATOR'S REPORT:** No Report.

There was some discussion regarding the possible need of a replacement for the EMA Coordinator because Mr. Charlovich is now the CVFD Fire Chief. Mayor Rose recommended keeping Mr. Charlovich as the EMA Coordinator for the time being and possibly appointing an Assistant EMA Coordinator.

**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 November 21, 2024, through December 18, 2024, in the amount of \$24,960.96 from the General Fund, expenditures in the amount of \$4,325.68 from the Liquid Fuels Fund and expenditures in the amount of \$60,259.09 from the Water & Sewer Fund were presented to Council for review. **After some review, the motion of Mrs. Then, seconded by Mr. 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.

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

1. Fee Schedule Update Draft – After some research, it was determined that the fees can be amended by a Resolution. There was discussion regarding the possibility of increasing the peddling/solicitation fees and whether an amendment would be an Ordinance or Resolution.

**PARKS & RECREATION COMMITTEE REPORT:** No Report.

**PUBLIC SAFETY & CODE ENFORCEMENT COMMITTEE REPORT:** No Report.

Mr. Levenson stated that he is considering making modifications to the Committees at the beginning of the year.

**PUBLIC WORKS COMMITTEE REPORT:**

1. Part-time Public Works Laborer Discussion – There was some discussion regarding the pro's and con's of hiring a part-time laborer. There was also a discussion regarding 2025 3<sup>rd</sup> party grass cutting services. These matters were postponed.

**SEWER PROJECT MANAGEMENT COMMITTEE REPORT** – No Report.

**MAYOR'S REPORT:**

Mayor Rose stated that she was going to provide poinsettias for the Holiday Party decorations and the response letters/gifts for the Letters to Santa submittals..

**BVRPD REPORTS:** Mr. Levenson, Chairperson of the BVRPD Board, presented Council with updates regarding the following issue(s).

Mr. Levenson presented updates on the position of Police Chief, the Rochester School District SRO Services, the beginning of K9 training and the hiring of a part-time secretary.

**ENGINEER'S REPORT:**

1. Columbia Gas Line Replacement Update – The base repairs should be completed today, W.D. Wright Contracting has completed the concrete portion of the project and final paving will begin Spring 2025.

2. 10<sup>th</sup> Street and 3<sup>rd</sup> Avenue Waterline Replacement Project Update – A partial payment request in the amount of \$111,403.65 was submitted to Council for review and approval. The partial payment includes a retained five percent (5%) for final pavement restorations that have not been completed. **After some review and discussion, the motion of Mr. Bohach, seconded by Mrs. Then to authorize payment in the amount of \$111,403.65 to Mortimers Excavating, Inc for the 10<sup>th</sup> Street and 3<sup>rd</sup> Avenue Waterline Project and to submit the billing for reimbursement from the grant received was unanimously carried.**
3. Service Line Inventory (SLI) Lead Waterline Discussion – The collected data was submitted to DEP and no further action is required by the Borough at this time. The Borough Engineer will draft a letter to homeowners who were not part of the data collected (3 galvanized, 0 lead, 164 not lead) to request their response on the lines within their residence.

### **SOLICITOR'S REPORT:**

1. Solicitor Reappointment Letter (GRB Law) – A letter dated December 11, 2024, was received regarding the reappointment of the Borough Solicitor for the year 2025 with no increase to the rates. **After some review, it was the consensus of Council to approve the reappointment of the Borough Solicitor for the year 2025.**
2. Vacating Paper Alley Discussion-Sampson Street/Chaplin Street (Brown) – An agreement for payment of the costs to vacate the paper alley was presented to Council for review. **After some discussion, the motion of Mrs. Then, seconded by Mr. Hertneky to authorizing the Borough Secretary to forward the agreement and cover letter to the homeowner via email for their approval was unanimously carried.**

The Borough Solicitor thanked Council and the office staff for their time and help with the transmission this last month.

### **CORRESPONDENCE:**

1. Planning and Zoning Committee Minutes of 10/28/2024 – This document was ordered received and filed.
2. Harshman CE Group, LLC Monthly Report-Dated 12/09/2024 - This document was ordered received and filed.
3. MRM Workers' Compensation Trust Loss Report (October 1, 2021, to Present) – This document was ordered received and filed.
4. RE Tax Exempt Status Appeal (931 2<sup>nd</sup> Avenue) - This document was ordered received and filed.
5. RE Tax Exempt Status Appeal (400 9<sup>th</sup> Street) - This document was ordered received and filed.
6. Norfolk Southern Railyard Co. Sample Analysis Report-Dated 11/06/2024 - This document was ordered received and filed.
7. Norfolk Southern Railyard Co. Sample Analysis Report-Dated 12/05/2024 - This document was ordered received and filed.
8. LHT Downstream Notification (Coraopolis Terminals)-Dated 11/20/2024 - This document was ordered received and filed.
9. LHT Downstream Notification (Neville Island Terminals)-Dated 11/27/2024 - This document was ordered received and filed.

### OLD BUSINESS:

1. Cardboard/Paper Recycling Bins – This matter will be removed from the agenda(s) due to the cardboard is picked up weekly and the paper is picked up when the company is notified.
2. Fire Department Bay Concrete Replacement Discussion – This matter was postponed.
3. Conway Water System Consolidation Update – The BFMA Solicitor is still working to set up a meeting to resume discussions. RCAP is requesting more information to proceed with their analysis for grants and what the maximum costs the Borough can afford.
4. Conway-Baden Municipal Authority Sanitary Interconnect Update – The Borough Engineer is working to set up a meeting with DEP.

### NEW BUSINESS:

1. 2025 Budget Adoption – The Borough Secretary verified that the advertising and viewing availability requirements were completed as required. **After some review and discussion, the motion of Mr. Hertneky, seconded by Mrs. Then to adopt the 2025 Budget as presented was unanimously carried.**
2. 2024 Act 44 Disclosure-Municipal Retirement Trust (MRT) – The Act 44 mandates an annual disclosure of certain information by every entity that provides professional services under contract to one or more of the pension funds. This report was ordered received and filed.

### OTHER BUSINESS: None

### PUBLIC COMMENT:

Mr. Faulk (not signed in) inquired about the costs of pumping the sewage to Baden Municipal Authority. Mr. Levenson reviewed the information currently available to the Borough.

Mr. Skocich inquired about the amount of income the Borough would receive from one (1) mil of real estate taxes. Mr. Levenson reviewed previously discussed information on the millage for the year 2025.

Mr. Crispino inquired if the sewage plant would be dismantled. The Borough Engineer stated that the building footprint would remain, and modifications would be completed for pumping capabilities.

**EXECUTIVE SESSION:** Mr. Levenson requested Council go into Executive Session regarding personnel matters at 8:21 p.m., as per the motion of Mrs. Hertneky, seconded by Mrs. Then. The Borough Secretary was requested to attend.

On the motion of Mrs. Hertneky, seconded by Mr. Hertneky to reconvene at 8:59 p.m. was unanimously carried.

Upon re-entering the public meeting, the following item(s) were reviewed:

1. C. McCray (verbal) Request to Rollover Vacation Days – A request to rollover one (1) week of vacation pay from 2024 was requested by the employee due to not being able to use the time. **After some review, it was the consensus of Council to approve the extension of one (1) week vacation time until February 28, 2024.** Council is requesting a reasonable advance notice of scheduling of said vacation to avoid any overlap of scheduling. This is a one-time exception courtesy, and it does not include any other past or future vacation time.

There being no further business, the motion of Mr. Hertneky, seconded by Mr. Bohach to adjourn the meeting at 9:03 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 September 19, 2024
2. Authorize the CVFD continued use of fuel card(s)
3. Approve the List of Bills
4. Authorize 10<sup>th</sup> Street/3<sup>rd</sup> Avenue Waterline Replacement Project payment
5. Approved GRB Law Reappointment for 2025
6. Authorize distribution of the Vacating Paper Alley Agreement
7. Adopt 2025 Budget
8. Consensus to approve vacation rollover to 2025