

BOROUGH OF CONWAY COUNCIL
REGULAR MEETING MINUTES
Council Chambers, 801 First Avenue, Conway, Pennsylvania
May 21, 2025

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, Borough Secretary Margie Nelko, Borough Solicitor Mr. Richard Monti, and Borough Engineer Emile Ketterer.

ABSENT: Mr. Tim Antoline
Mr. John Antoline
Mayor Debbie Rose

PLEDGE OF ALLEGIANCE

RECOGNITION OF VISITORS:

Kevin Atsidis of 1057 Catherine Drive

PUBLIC COMMENT (Agenda Items): None

MINUTES of the Regular Meeting held on October 16, 2024, were presented to Council. **After some review, the motion of Mrs. Hertneky, seconded by Mrs. Then to approve the Regular Meeting Minutes of October 16, 2024, as presented was unanimously carried.**

MINUTES of the Regular Meeting held on November 20, 2024, were presented to Council. Mrs. Hertneky presented Council with an amendment to page 03, sentence 3 (Community Development Committee Report) section of the minutes to reflect that she was not in attendance. The minutes were amended from “Mrs. Hertneky, Chairperson” to “A member.” **After some review, the motion of Mrs. Hertneky, seconded by Mrs. Then to approve the Regular Meeting Minutes of November 20, 2024, as amended, was unanimously carried.**

MINUTES of the Workshop Meeting held on December 04, 2024, were presented to Council. **After some review, the motion of Mrs. Hertneky, seconded by Mrs. Then to approve the Workshop Meeting Minutes of December 04, 2024, as presented was unanimously carried.**

MINUTES of the Regular Meeting held on December 18, 2024, were presented to Council. **After some review, the motion of Mrs. Hertneky, seconded by Mrs. Then to approve the Regular Meeting Minutes of December 18, 2024, as presented was unanimously carried.**

MINUTES of the Regular Meeting held on January 15, 2025, were presented to Council. **After some review, the motion of Mrs. Hertneky, seconded by Mrs. Then to approve the Regular Meeting Minutes of January 15, 2025, as presented was unanimously carried.**

MINUTES of the Workshop Meeting held on February 05, 2025, were presented to Council. **After some review, the motion of Mrs. Hertneky, seconded by Mrs. Then to approve the Workshop Meeting Minutes of February 05, 2025, as presented was unanimously carried.**

MAINTENANCE SUPERVISOR’S REPORT: The Public Works Supervisor was in attendance. This report was ordered received and filed.

Mr. Bohach entered the meeting at this time (7:03 p.m.).

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

EMA COORDINATOR'S REPORT: No Report. There was some discussion regarding moving the EMA equipment to the old kitchen area in the gymnasium.

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 April 16, 2025, through May 21, 2025, in the total amount of \$73,031.42 from the General Fund, expenditures in the amount of \$7,467.76 from the Liquid Fuels Fund and expenditures in the amount of \$85,344.52 from the Water & Sewer Fund were presented to Council for review. The Borough Secretary reviewed the Traffic Systems & Service Invoice No. SR-32078. **After some review, the motion of Mrs. Then, seconded by Mr. Hertneky to approve the Lists of Bills as presented was unanimously carried.**
2. Budget Report – This report were ordered received and filed.
3. Treasurer Report – This report was ordered received and filed. There was some discussion regarding the 6 Month CD Renewal.

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

1. Office Closures – There was some discussion regarding the proposed office closure dates of June 6th, June 13th, and June 20th for Administration Days. These closures would permit the office staff the ability to perform maintenance on the files in the office. **After some review and discussion, the motion of Mrs. Hertneky, seconded by Mr. Hertneky to approve the office closure dates as presented was unanimously carried.** The Borough Engineer offered to scan any large old maps for the Borough.

PARKS & RECREATION COMMITTEE REPORT: No Report.

PUBLIC SAFETY & CODE ENFORCEMENT COMMITTEE REPORT:

1. Relocating Paper Recycling Dumpster at the Ballfield(s) Discussion – There was some discussion regarding options that may help with preventing spillage and providing notification to the Borough Office for cleanup(s) when necessary.

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

1. Pavilion and Fence Quote – Buttermore Park – A quote in the amount of \$8,500.00 was received from John Elchin Roofing and Remodeling for the proposed work to Buttermore Park. . **After some review, the motion of Mr. Bohach, seconded by Mrs. Hertneky to approve the quote as presented was passed having received four (4) affirmative votes and one (1) opposing vote from all members of Council present.** Mrs. Then opposed the quote.
2. HotJet II Hot and Cold-Water Trailer Jetter Quote – A quote was received from HotJet USA for a sewer jetter. The quote was requested for grant application purposes. A vac machine would also be needed to work in conjunction with the sewer jetter. There was discussion regarding other projects or equipment that could be used for grant applications.
3. Overgrown Property Lawn Cutting Services and Liening of Properties Discussion – Council was presented with concerns regarding overgrown grass and weeds at various properties within the Borough. There was discussion in regard to hiring Hall Lawn Care to clean up the properties. The Borough would then lien said properties. **After some review, the motion of Mr. Hertneky, seconded by Mr. Bohach to approve**

a blanket policy for cleaning up overgrown properties within the Borough and then liening said properties was unanimously carried. The Borough Solicitor reviewed the type of Ordinance that would relate to this matter.

SEWER PROJECT MANAGEMENT COMMITTEE REPORT – No Report.

MAYOR’S REPORT: No Report.

Mrs. Then requested an update regarding the Memorial Day. Mayor Rose provided an update which included the road closure(s).

BVRPD REPORTS: No Report.

ENGINEER’S REPORT:

1. **2025 Roadway Program Discussion** – There was discussion regarding the cost estimates provided to Council for review, the 2025 Road Paving Budget for and the roads that would be put out for bid. **After some review and discussion, the motion of Mr. Hertneky, seconded by Mrs. Then to approve eleven (11) roads for the bidding process of the 2025 Roadway Program Project was unanimously carried.**

Mrs. Then asked which company would be doing the paving for the 10th Street and 3rd Avenue restoration. The Borough Engineer stated that the company is McConnel Paving.

Mr. Levenson requested an update regarding the incomplete punch list items from Jet Jack. The Borough Engineer presented Council with an overall update of the items that need completed.

SOLICITOR’S REPORT: The Borough Solicitor reported that eighteen (18) properties were liened for delinquent refuse bills on behalf of the Borough.

CORRESPONDENCE:

1. **Harshman CE Group, LLC Monthly Report-Dated 05/12/2025** - This document was ordered received and filed.
2. **Norfolk Southern Railyard Co. Sample Analysis Report-Dated 05/06/2025** - This document was ordered received and filed.
3. **Constellation Energy Corporation – PJM Change in Law** – This document was ordered received and filed.
4. **Water/Sewer Late Fee – 1408 Foote Street** – The Borough Secretary reviewed the background on the account associated with this address. An email was presented to Council regarding a conversation with the homeowner about his continuous issue of not receiving his electronic bills, how the Online Portal works, that the email used for enrollment was verified several times with Muni Link. The past practice of the Borough of Conway is a “No exoneration for failure to receive a bill” policy. **After some discussion, it was the consensus of Council that the water/sewer late fee(s) must be paid, or a lien would be placed on the property for the amount due and any incurred legal fees and court costs.**
5. **Conway Towers Letter – Date 05/02/2025** - A notification letter was received stating that they are offering affordable housing to low-income households was ordered received and filed.
6. **Geosyntec Consultants Norfolk Southern Railyard Co. Downstream Notification – Dated 04/30/2025** - This document was ordered received and filed.
7. **Private Industry Council of Head Start/Early Head Start of Beaver County Email – Dated 04/24/2025** - This document was ordered received and filed.

OLD BUSINESS:

1. Economy Borough regarding Center Street and East Ridge Avenue – There was some discussion about reaching out to the Economy Borough Council requesting consideration to join in on any decision to repave their roadway near Center Street and East Ridge Avenue. The Borough Secretary has been instructed to send Economy Borough a letter regarding this matter.
2. Porter Street Paving Issue – This matter was discussed during the Engineer’s Report portion of the meeting.
3. Vacating Paper Alley Discussion (1337 Sampson St. / Hiland Ave.) – This matter was postponed.
4. Traffic System/Service Repair Services (Crows Run/Rt 65) – This repair is partially completed.
5. Conway Water System Consolidation Update – No update at this time.
6. Conway-Baden Municipal Authority Sanitary Interconnect – Letter Dated 04/07/2025 – This matter will be discussed in Executive Session.
7. Re-Zoning Discussion-VariouS Portions of Conway – No update at this time. The Borough Solicitor will project an estimated cost for this matter for budgeting purposes.
8. 1825 Porter Drainage Discussion – No update at this time. There was a discussion regarding a different landscaping company doing work for the homeowner and that the plans do not show a designated detention pond only wetlands.
9. GIS Mapping Expense Discussion – No update at this time.
10. Fire Department Bay Concrete Work – The Borough Secretary reached out to Concrete Repair Systems for an updated quote but has not received a response.
11. Blight Discussion – There was some discussion regarding the type of structural condition that would be considered to be Blight. The Borough Engineer stated that the structure needs to be condemned before a municipality can file for Blight. There was some discussion on potential addresses within the Borough.

NEW BUSINESS:

1. Resignation Letter – A. Nelson – Dated 05/09/2025 – A letter, dated May 09, 2025, was received from Angel Nelson regarding her resignation with the Borough of Conway effective immediately. **After some discussion, the motion of Mr. Hertneky, seconded by Mrs. Then to accept Angel Nelson’s resignation was unanimously carried.**
2. Hiring of Assistant Borough Secretary – 05/19/2025 – **After some review and discussion, the motion of Mrs. Then, seconded by Mrs. Hertneky to approve hiring Sandy Yonlisky as the new Assistant Borough Secretary effective 05/19/2025 was unanimously carried.**
3. Muni-Link Training Approval – A proposal was received from Muni-Link regarding software training for the new Assistant Borough Secretary. **After some discussion, the motion of Mrs. Then, seconded by Mrs. Hertneky to approve the Muni-Link quote not to exceed \$500.00 for training sessions at the Borough Secretaries discretion was unanimously carried.**
4. DEP Violation Notice-NPDES No. PAS0036609 – Dated 05/07/2025 – This notice was ordered received and filed.

5. 2025 MRM Property & Liability PLT Annual Dividend Distribution - This document was ordered received and filed.
6. 2025 MRM Workers' Compensation Annual Dividend Distribution - This document was ordered received and filed.
7. Valley Waste Service Exemption Inquiry – 1220 2nd Avenue – The Borough Secretary presented Council with a brief background of the inquiry from Valley Waste. There was some discussion regarding Rick's Auto Body still being in business, the upstairs is living space and downstairs is used as storage and whether or not there should be an exception to paying for refuse service because of a dumpster on site for the business. This matter was postponed to permit time to research the ordinance.

OTHER BUSINESS:

The Borough Secretary expressed concerns regarding the fire engine repair invoices from Glick, Herzog and Waterway. These invoices cannot be paid until they are on an agenda and approved.

There was some discussion regarding the partially fallen tree behind Catherine Drive in the woods that could potentially damage residential property. It was determined that the tree needs to be removed, that it could possibly be owned by Walmart and that this would be considered an emergency expense. **After some discussion, the motion of Mr. Bohach, seconded by Mrs. Then to approve the removal of the partially fallen tree subject to not exceeding \$9,500.00 was unanimously carried.**

PUBLIC COMMENT:

Mr. Bohach presented Council with some complaints that he received regarding a truck owned by Mr. Keller parking on Dupont Street and that minibikes/golf carts are being driven on the roads illegally. Mrs. Then stated that there is a tilt bed parking on 5th Avenue as well.

Ms. Hamill expressed her gratitude to Council for all their services to the community.

EXECUTIVE SESSION: Mr. Levenson requested Council go into Executive Session regarding a personnel matter at 9:06 p.m., as per the motion of Mrs. Hertneky, seconded by Mrs. Then.

On the motion of Mrs. Hertneky, seconded by Mrs. Then to reconvene at 09:55 p.m. was unanimously carried.

There being no further business, the motion of Mrs. Then, seconded by Mr. Bohach to adjourn the meeting at 09:56 p.m. was unanimously carried.

Margie Nelko
Borough Secretary

Scott Levenson
President of Council

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

1. Approve Minutes of October 16, 2025, November 20, 2025, December 04, 2025, December 18, 2025, January 05, 2025, and February 05, 2025.
2. Approve the List of Bills

3. Approval of Borough Office Closures
4. Approve Buttermore Park Pavilion and Fence Quote
5. Approve a Policy for Cleaning Up Overgrown Locations within the Borough and Liening the Properties
6. Approval of Eleven (11) Roads to Bid for the 2025 Roadway Program
7. Consensus that the 1408 Foote Street Water/Sewer Late Fees should be paid, or a Lien will be placed
8. Acceptance of A. Nelson's resignation Letter
9. Approval to Hire S. Yonlisky as the Assistant Borough Secretary
10. Approval of Muni-Link Training Proposal
11. Approve Removal of Partially Fallen Tree