

BOROUGH OF CONWAY COUNCIL
REGULAR MEETING MINUTES
Council Chambers, 801 First Avenue, Conway, Pennsylvania
November 19, 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, Mayor Debbie Rose, Borough Secretary Margie Nelko, Borough Solicitor Mr. Richard Monti, Mr. Larry Lennon, Jr. and Mr. Eric Fritz.

ABSENT: Mr. Tim Antoline, Mr. John Antoline

PLEDGE OF ALLEGIANCE

RECOGNITION OF VISITORS:

Kevin Atsidis of 1057 Catherine Drive
Dennis Levenson of 1425 Chaplin Street
John Kirst of 1104 Sampson Street
Olivia Hawk
Michele Seneca

PUBLIC COMMENT (Agenda Items): None

MINUTES of the Regular Meeting held on June 18, 2025, were presented to Council. Mrs. Hertneky presented Council with an amendment to page 01, item number 6 of the Finance & Administration Committee Report section of the minutes to correct the dates for employee paid time off. **After some review, the motion of Mrs. Hertneky, seconded by Mrs. Then to approve the Regular Meeting Minutes of June 18, 2025, as amended was unanimously carried.**

MINUTES of the Regular Meeting held on July 16, 2025, were presented to Council. **After some review, the motion of Mrs. Hertneky, seconded by Mrs. Then to approve the Regular Meeting Minutes of July 16, 2025, as presented was unanimously carried.**

MINUTES of the Regular Meeting held on August 20, 2025, were presented to Council. **After some review, the motion of Mrs. Hertneky, seconded by Mrs. Then to approve the Regular Meeting Minutes of August 20, 2025, as presented was unanimously carried.**

MINUTES of the Regular Meeting held on September 17, 2025, were presented to Council. **After some review, the motion of Mrs. Hertneky, seconded by Mrs. Then to approve the Regular Meeting Minutes of September 17, 2025, as presented was unanimously carried.**

MAINTENANCE SUPERVISOR'S REPORT: The Public Works Supervisor was 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 presented a background of discussion revolving around a possible merger with Freedom Fire Department. It was recommended to have a meeting with everyone to go over everything that is/could be involved with this type of transaction.

EMA COORDINATOR'S REPORT: This report, which was part of the Fire Chief's Report, was ordered received and filed. It was noted that the EOC will be updated, some grants are available for certain matters and a request to advertise for an assistant would be helpful.

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 October 16, 2025, through November 19, 2025, in the total amount of \$240,855.64 from the General Fund, expenditures in the amount of \$3,716.42 from the Liquid Fuels Fund and expenditures in the amount of \$26,187.98 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 Lists of Bills as presented and to approve payment of bills that would need paid before the next meeting was unanimously carried.**
2. Budget Reports – This report were ordered received and filed.
3. Treasurer Report – This report was ordered received and filed.
4. 2026 Tax Assessment Valuation – A letter, dated November 12, 2025, was received from the Beaver County Assessment Office providing the Borough with a value of \$171,714,580 beginning January 2026 for all of the taxable properties.
5. 2026 Solicitor Rate Discussion – This matter will be discussed in executive session.
6. 2026 Budget/Advertise Approval – There was some review and discussion regarding the proposed 2026 Budget, the proposed millage increase and the requirements for advertising prior to adoption. **After some review, the motion of Mrs. Then, seconded by Mr. Hertneky to approve advertising of the 2026 Budget was unanimously carried.**
7. 2026 Tax Anticipation Note (TAN) Discussion – The Borough Secretary presented an email regarding a proposed 2026 TAN in the amount of \$100,000.00 with an interest rate of 5.24%. **After some review and discussion, the motion of Mr. Bohach, seconded by Mrs. Then to approve moving forward with the 2026 TAN paperwork preparation was unanimously carried.**
8. Postage Meter Approval – The Borough Secretary presented two (2) quotes from Precision Copy Products for postage meter services. There was some discussion regarding the difference in S3 and S5 options. **After some review and discussion, the motion of Mrs. Then, seconded by Mrs. Hertneky to approve the 60-month lease for the S5 FP PostBase Fusion Model at a rate of \$1,440.00 per year was unanimously carried.**

COMMUNITY DEVELOPMENT COMMITTEE REPORT:

1. Borough Sign-Council Chambers – Mrs. Then reviewed the discussions regarding the placement of a sign which is like the sign along Rt 65 and the website. The proposed cost of the sign is \$896.00 with the installation being done by the Public Works Department. Mrs. Then stated that there is a contribution of \$300.00 towards the sign which would bring the cost down to \$596.00 to the Borough. **After some discussion, the motion of Mrs. Then, seconded by Mrs. Hertneky to approve the installation of a sign made by Signs Made Fast at the cost of \$596.00 was unanimously carried.**
2. Building Cleaning Service Discussion – The Borough Secretary presented Council with a quote from Coverall for cleaning services in the Borough Building and police department area. **After some review and discussion, the motion of Mr. Bohach, seconded by Mrs. Then to approve the quote, in the amount of \$544.00 per month from Coverall for cleaning services effective January 1, 2026, was unanimously carried.**

PARKS & RECREATION COMMITTEE REPORT:

1. Compost/Recycling Yard Waste Site Discussion – This matter was postponed.

PUBLIC SAFETY & CODE ENFORCEMENT COMMITTEE REPORT:

1. Resident Complaints Discussion-1701 Sampson Street – There was discussion regarding several complaints received from residents within the Borough regarding constant burning, flying debris, chemical smells. The Fire Chief reported that this residence has a Burning Permit that expires at the end of November and that he never witnessed anything but wood/leaves burning on the walk throughs, but he would be sterner for all future permits. There was further discussion regarding over clearing which would cause excessive water run off/mudslides and that the Ordinance may need updated granting the fire department more control with permitting. All remaining complaints will be discussed in executive.

The Fire Chief presented Council with an update regarding the scrap yard conducting open burning without any contact with the appropriate people. There have been five (5) fires already that have required the fire department(s) to be called out. There will not be a Burning Permit given to this location due to the facility not being permitted to burn at all.

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

1. 2nd Avenue Waterline Leak Discussion – There was some discussion regarding a water leak that was discovered beneath 2nd Avenue by Pa Rural. It was recommended to have Pa Rural perform leak detection services throughout the entire Borough. The Borough will be reaching out to Pa Rural to begin this service as soon as possible.
2. Zero Turn Mower – Quotes are being requested for the purchase of a zero-turn mower in 2025.
3. Equipment Discussion – This matter was postponed.
4. Sewer Jetter Discussion – This matter was postponed.

SEWER PROJECT MANAGEMENT COMMITTEE REPORT – No Report.

MAYOR’S REPORT: No Report.

BVRPD REPORTS: No Report.

ENGINEER’S REPORT:

1. 2025 Roadway Program Payment Request No. 02 – Fryer Excavating, LLC – LSSE Civil Engineering presented a final payment letter request for Fryer Excavating, LLC. The recommended final payment in the amount of \$11,078.40 which includes the additional 1432 Chaplin Street driveway transition services in the amount of \$2,133.00. **After some review and discussion, the motion of Mrs. Then, seconded by Mrs. Hertneky to authorize payment to Fryer Excavating, LLC in the amount of \$11,078.40 for the 2025 Roadway Program and the 1432 Chaplin Street Driveway Transition was unanimously carried.**
2. Monthly Report – November 2025 – After the Borough Engineer’s review of the report, this report was ordered received and filed.

SOLICITOR’S REPORT: No Report.

CORRESPONDENCE:

1. Harshman CE Group, LLC Monthly Reports - Dated 11/05/2025 - This document was ordered received and filed. It was noted that the dates on the agenda were included in error.
2. Norfolk Southern Railyard Co. Sample Analysis Reports – Dated 11/14/2025 - This document was ordered received and filed.
3. General Code Codification Email – The Borough Secretary noted that there are three (3) Ordinances that waiting to be codified and there should be more for 2026. There was some discussion regarding the possibility of getting a quote for six (6) Ordinances.
4. MRM Property & Liability Bylaws and Trust Agreement Updates – This document was ordered received and filed.
5. Real Estate Tax Assessment Appeal Notification(s)/Result(s) – This document was ordered received and filed.
6. Beaver County Court of Common Pleas-901 Chaplin Street Assessment Appeal - This document was ordered received and filed.
7. Beaver County Court of Common Pleas-1501 3rd Avenue Street Assessment Appeal - This document was ordered received and filed.
8. Benefit 5K Race Discussion – Mayor Rose provided the background on the sponsored family. There was discussion regarding the need for more information and the possibility of inviting her to a meeting to discuss in detail.

OLD BUSINESS:

1. Pension Plan Investment Management Discussion – The Borough Secretary provided Council with an update regarding this matter and stated that she was working to get more information for distributing the RFP.
2. Conway Water System Consolidation Update – No update at this time.
3. Conway-Baden Municipal Authority Sanitary Interconnect – No update at this time. The Borough Engineer will be moving forward with this matter.
4. Mapping of Borough Streets – The Borough Engineer and Public Works Supervisor will be working on the matter.
5. Mid Atlantic Storage Sys Inc.-Improvements/Repairs-Glass Coated Water Storage Tank Quote – No update at this time.
6. Water Shut Off Valves for Rental Units – No update at this time.
7. Economy Borough regarding Center Street and East Ridge Avenue – No update at this time.
8. Re-Zoning Discussion-Various Portions of Conway – No update at this time.

NEW BUSINESS:

1. Resolution No. 2025-05 – Appointing Signatory for the Water Meter and Jetter LSA Grant Application - A Resolution designating the official(s) to execute all documents and agreements between the Borough of Conway and the Commonwealth Financing Authority was presented to Council for review. **After some discussion, the motion of Mrs. Then, seconded by Mrs. Hertneky to adopt Resolution No. 2025-05 was unanimously carried.**
2. 2026-2030 Public Works Agreement – There was some review of the proposed agreement between the Borough of Conway and the Public Works Department. It was noted that the Public Works Department has accepted the agreement. **After some review and discussion, the motion of Mr. Bohach, seconded by Mrs. Then to approve the 2026-2030 Public Works Agreement and authorize Mr. Levenson and Mr. Hertneky to sign on behalf of the Borough was unanimously carried.**
3. 2026 UPMC Healthcare Renewal Policy — There was discussion regarding the increase in rates, the number of participants and the difference between available policies. **After some discussion, the motion of Mrs. Hertneky, seconded by Mrs. Then to approve the UPMC 2026-NP042 Gold PPO policy was unanimously carried.**
4. Advertise the 2026 Meeting Dates – A draft of the advertisement for the 2026 Council and Committee Meeting Dates was presented Council for review. **After some review, a motion of Mrs. Then, seconded by Mrs. Hertneky to authorize the advertising of the 2026 Meeting Dates was unanimously carried.**
5. Advertise 2026 Tax Rate Increase Ordinance – There was some review and discussion regarding the proposed tax rate increase of 0.54 mills. **After some review and discussion, the motion of Mrs. Then, seconded by Mrs. Hertneky to approve the advertising of an Ordinance to increase the tax rate millage was unanimously carried.**
6. Real Estate Tax Exemption Request – 1001 3rd Avenue – The Borough Secretary reviewed the paperwork requesting an exemption for the 2025 real estate taxes for 1001 3rd Avenue due to it being used as a religious meeting area. **After some discussion, the motion of Mrs. Then, seconded by Mrs. Hertneky to approve the real estate exemption for 1001 3rd Avenue for 2025 was unanimously carried.** The Borough Secretary was instructed to write a letter to the Beaver County Assessment Office and the Borough RE Tax Collector granting the exemption.
7. 2026 UC Solvency Fee Notice/Explanation of Services – Mr. Levenson presented Council with a background of this service that includes the ability to 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 2026 UC Solvency Fee.**

OTHER BUSINESS: None

PUBLIC COMMENT: None

Mr. Kirst was present to express concerns regarding unexplained circumstances with water shut offs. Mr. Kirst reviewed a letter which was not provided to Council or the Borough Secretary for official record(s). The letter included complaints of the Borough employees and the excavating property (which was to fix the shut-off valve that had been buried and was not accessible by the Borough). The Borough Solicitor asked the Borough Secretary for an explanation of the water shut-off policy and procedures. The Borough Solicitor then asked Mr. Kirst if he had received a door hanger regarding the intent of shut off. Mr. Kirst stated that it was the Borough's responsibility to prove that he had received it. It was noted that Mr. Kirst paid his balance due (11/19/2025 online) and the water was not shut off at this time. The Borough Solicitor thanked Mr. Kirst for bringing his concerns to the attention of Council.

EXECUTIVE SESSION: Mr. Levenson requested Council go into Executive Session regarding personnel and potential litigation matters at 9:30 p.m., as per the motion of Mrs. Hertneky, seconded by Mrs. Then.

On the motion of Mrs. Then, seconded by Mrs. Hertneky to reconvene at 9:44 p.m. was unanimously carried.

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

1. **2026 Solicitor Rates – After some review, the motion of Mrs. Hertneky, seconded by Mrs. Then to approve the 2026 Solicitor Rates as presented was unanimously carried .**

There being no further business, the motion of Mr. Bohach, seconded by Mr. Hertneky to adjourn the meeting at 9:46 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 June 8, 2025, July 16, 2025, August 20, 2025, and September 17, 2025
2. Approve the List of Bills
3. Approval to advertise the 2026 Budget
4. Approval to move forward on 2026 TAN
5. Approve the Precision Copy Postage Meter Lease
6. Approve the Coverall Agreement
7. Authorize the 2025 Roadway Project Final Payment Request No. 02
8. Adopt Resolution No. 2025-05 – LSA Grant Signatories
9. Approve the 2026-2030 Public Works Agreement
10. Approve the UPMC Healthcare Renewal Policy
11. Authorize the advertising of the 2026 Meeting Dates
12. Authorize the advertising of the 2026 Tax Rate Ordinance
13. Approval of the RE Tax Exemption Request-1001 3rd Avenue
14. Consensus to not participate in the 2026 UC Solvency Fee
15. Approve the 2026 Solicitor Rates