

BOROUGH OF CONWAY COUNCIL
REGULAR MEETING MINUTES
Council Chambers, 801 First Avenue, Conway, Pennsylvania
April 15, 2026

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. Kevin Atsidis, Mr. Joe Bohach, Mr. Chuck Darrah, Mrs. Joceyln Hertneky, Mr. Mark Hertneky, Mrs. Patty Then, Borough Secretary/Treasurer Margie Nelko, Borough Solicitor Mr. Richard Monti, Borough Engineers Mr. Larry Lennon, Jr. and Mr. Eric Fritz.

ABSENT: Mayor Debbie Rose

PLEDGE OF ALLEGIANCE

RECOGNITION OF VISITORS:

William Giska of 1013 2nd Avenue
Betty Kotula of 1309 3rd Avenue
Phoc Lam and Ms. Kristine Lam of 1104 13th Street
Dennis Levenson of 1425 Chaplin Street
Jim Happ of 1108 Hendrickson Lane

PUBLIC COMMENT (Agenda Items): None

Mr. Happ was present to express concerns regarding overgrown shrubs scratching vehicles when driving by and the condition of the lane to his residence. It was noted that the shrubs are on his neighbor's property and that cold patch could be added to the lane.

Mrs. Kotula was present to request a refund/credit to her water and sewer account because of a faulty water meter. As agreed upon by all parties, the Borough Secretary was asked to calculate the credit for this account.

Ms. Lam and Phoc, of LA Nails in Northern Lights Shopping Center, were present to express concerns regarding their recent water bills being extremely high and requested a refund. There was some discussion regarding the fact that no leaks were found, the meter was malfunctioning, and that the bills were paid in full. **After some review, the motion of Mrs. Hertneky, seconded by Mr. Atsidis to approve a reimbursement to LA Nails for overbilled water and sewer services was unanimously carried.** The Borough Secretary was asked to calculate the refund for this account. Council instructed the Borough Office to not collect billing payments in these instances until the matter is researched.

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

There was some discussion regarding the need to replace the fence at Buttermore Park. The Public Works Supervisor was asked to acquire quotes.

The Public Works Supervisor discussed the need for one or two trailers to transport mowers. The existing trailer needs a new gate.

FIRE CHIEF & EMA COORDINATOR'S REPORT: The Fire Chief/EMA Coordinator was not in attendance. This report was ordered received and filed. Mr. Jim Shields and Mr. Bill Giska were present on behalf of the Conway Volunteer Fire Department (CVFD).

There was discussion regarding quotes received from Pearce Electric to move the electric panel from the CVFD shed. One quote was to remove the electric panel, one quote was to move the electric panel to a unistrut structure, and the other quote was to move the electric panel to the CVFD garage. Mr. Giska noted that the CVFD is willing to do the work if the Borough would pay for the materials. **After some discussion, the motion of Mr. Hertneky, seconded by Mrs. Then to authorize the CVFD to mount the electric panel to a stand-alone pole and remove the existing shed subject to the cost not exceeding \$3,000.00 was unanimously approved.** The CVFD was instructed for submit an invoice for the materials for reimbursement. It was noted that the shed needs to be re-locked to prevent children from playing in it until it is removed.

There was some discussion regarding the NIMS still needing to be completed by Council. Mr. Giska offered to meet with Council to review the information for the test.

There was some discussion regarding the arrival of new members to the CVFD. Mr. Shields will provide the Borough Secretary with an updated roster.

There was some discussion regarding the possibility of the CVFD using a public works trailer to transport the quad that is currently being raffled off.

FINANCE & ADMINISTRATION COMMITTEE REPORT: Mrs. Hertneky, 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 March 19, 2026, through April 15, 2026, in the total amount of \$85,529.01 from the General Fund, expenditures in the amount of \$8,125.64 from the Liquid Fuels Fund and expenditures in the amount of \$162,651.24 from the Water & Sewer Fund were presented to Council for review. **After some review, the motion of Mrs. Hertneky, seconded by Mr. Atsidis to approve the List of Bills as presented was unanimously carried.**
2. **Budget Reports** – This report was ordered received and filed.
3. **Treasurer Report** – This report was ordered received and filed.
4. **GIS Mapping (PW Supervisor Laptop)** – A review of previous discussions regarding GIS software for the PW Supervisor laptop was discussed. The Borough Engineer recommended participating in a demo of the TRAISR software to see if it meets Borough needs.

Mr. Levenson stated that there was a meeting regarding the security cameras for Ed Gratty Park and that a quote was to be received for this meeting. The Borough Secretary stated that the quote has not been received.

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

1. **Firehall Electric Box Mount at Shed Quotes** – This matter was discussed during the Fire Chief & EMA Coordinator's Report.

Mrs. Then noted that Northern Lights Shopping Center has restricted parking in their lot near 9th Street. The Borough Secretary noted that Melton Law Firm and the Association of the Blind have both reached out regarding permitting for proposed parking lots.

2. **Rental Inspection Update** – Mrs. Hertneky presented Council with an update regarding the ongoing Rental Inspections and inquired if the fee for 2026 should be collected. The Borough Solicitor reviewed a case in the Supreme Court that may require an amendment to our ordinance.
3. **Emergency Operations Plan (EOP) Signatory Reminder** – The Borough Secretary forwarded Council a copy of the EOP for review. There was discussion regarding Council taking the time to read the document submitted in order to qualify for adoption in May 2026.

The Public Works Supervisor stated that the cage used for installing/removing of the flags does not fit the new backhoe and it may need replaced.

PUBLIC SAFETY COMMITTEE REPORT:

1. CVFD Hall Water Damage Claim Letter - Dated 04/01/2026 – An overview of the letter was presented and discussed. The Borough Secretary was instructed to declare the TV as the only personal belongings damaged.
2. CVFD Hall Water Damage Quotes Received (3) – There was some discussion regarding the quotes received and the differences between each of the quotes. It was noted that the Conway Volunteer Fire Department Trustees were unaware of all of the quotes received. **After some review, the motion of Mr. Hertneky, seconded by Mr. Hertneky to approve one of the quotes to repair the CVFD Hall water damage subject to not exceeding \$37,100.62 was unanimously carried.** The CVFD Trustees were asked to decide on a quote and provide the information to the Borough Secretary.
3. Error & Omissions Insurance (CVFD) – There was some discussion regarding the CVFD having Error & Omissions Insurance. The Borough Solicitor will review this matter and report back to Council and the CVFD.

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

1. BCR COG 2026 Summer & Winter Commodities Bid – There was some review regarding the commodities bids that were submitted by the Borough Secretary. **After some discussion, the motion of Mr. Hertneky, seconded by Mr. Bohach to approve the 2026 BCRCOG Summer and Winter Commodities Bid(s) as submitted with no changes.**
2. Road Mirror(s) & Do Not Dump Signage Quotes – There was some discussion regarding a quote received from Muni Signs for (3) 36” Convex Mirror(s) and (4) 12x18 Do Not Dump Signs for a total of \$1,007.00 without shipping. **After some review, the motion of Mr. Bohach, seconded by Mrs. Then to approve purchase of the mirrors and signs as quoted was unanimously carried.**
3. Waterline Update–708 Center Street – The Public Works Supervisor estimated the main waterline was replaced approximately ten (10) years ago. It has been determined that the main waterline is not the problem for this location. The ground has shifted causing the resident’s waterline to be crooked.

Mr. Hertneky requested approval to purchase one hundred (100) more LED Light Bulbs to complete the basement/police gym area to avoid installing motion detection switches. The installation of light bulbs will help with the electric bills for the Borough Building when the lights are left on. **After some review, the motion of Mr. Hertneky, seconded by Mr. Bohach to approve the purchase of LED Light Bulbs was unanimously carried.**

MAYOR’S REPORT: No Report.

BVRPD REPORT: No Report.

Mr. Levenson presented Council with updates regarding a new hire, a deposit to the revenue fund, recent towing agreements, the police fuel tank, license plate readers in Freedom Borough area, the police station renovations, our K9’s recent work performance and liability concerns with offices being members of the SWAT Team and Drug Task Force.

There was some discussion regarding a generator quote and the possibility of getting grant/donation funding to install a generator for the 1st Floor/Gym area.

ENGINEER'S REPORT:

1. Monthly Report – After the Borough Engineer's review of the items listed on March 2026 Monthly Report, this report was ordered received and filed.
2. 2026 Roadway Improvement Project Discussion – There was discussion regarding cost estimates provided to Council for review, and the roads that would be put out for bid. **After some review and discussion, the motion of Mr. Bohach, seconded by Mrs. Then to authorize the advertisement for a bid opening on May 14, 2026 was unanimously carried.**
3. Sewage Facilities Project Response Letter-Dated 03/26/2026 (Mun. Auth. of Borough of Baden) – This matter was discussed during the Borough Engineer's Monthly Report.

SOLICITOR'S REPORT: No Report.

CORRESPONDENCE:

1. Harshman CE Group, LLC Monthly Report-Dated 04/13/2026 - This document was ordered received and filed.
2. Uniform Construction Code Audit Letter-Dated 03/20/2026 - This document was ordered received and filed.
3. Assessment Appeal-901 Chaplin Street (B. Gilbert) - This document was ordered received and filed.
4. Assessment Appeal-901 1st Avenue (Zeh Way LLC) - This document was ordered received and filed.
5. Assessment Appeal Granted-1501 3rd Avenue (A. Klimkowski) - This document was ordered received and filed.
6. Beaver County Conservation District West Nile Virus Season Letter-Dated 04/07/2026 - This document was ordered received and filed.
7. Norfolk Southern Railyard Co. Sample Analysis Reports-Dated 03/19/2025 - This document was ordered received and filed.
8. PennEnergy Resources, LLC – Water Source Notice for B11, 11H UD – This document was ordered received and filed.

OLD BUSINESS:

1. Land Development Discussion Continued – No update at this time.
2. Waterline Repair Work Agreement with AWA – The Borough Secretary presented an overview of a discussion with the AWA Manager regarding the AWA Board's continued research on this matter.
3. Pension Plan Investment Management RFP Discussion – The Borough Secretary stated she is waiting for a response back from her contact to discuss options.

4. Quick Books Enterprise Software Discussion – The Borough Secretary stated that our current software agreement expires in May 2026. The current version of software is being discontinued. A quote was presented for Quick Books Enterprise which is recommended by PSATS. **After some review, the motion of Mrs. Hertneky, seconded by Mrs. Then to approve switching to accounting software to Quick Books Enterprise was unanimously carried.**
5. Multi-Municipal Shared Services Discussion – Mrs. Hertneky reviewed the background of meetings regarding municipal shared services. An agreement will be needed for shared services which will then permit moving forward and the ability to apply for grants as a single unit. The Borough Solicitor stated that an Ordinance would also need passed. An example of an Intergovernmental Cooperation Agreement for Building, Zoning and Code Enforcement Officer was submitted for Council’s review.
6. Mapping of Borough Streets – No update at this time.
7. Water Shut Off Valves for Rental Units – No update at this time.

NEW BUSINESS:

1. Water Meter (Reading) Issues-1309 3rd Avenue (B. Kotula) – This matter was discussed during the Public Comment (Agenda Items Only) portion of the meeting.
2. Water Meter (Reading) Issues-1309 3rd Avenue (B. Kotula) – This matter was discussed during the Public Comment (Agenda Items Only) portion of the meeting.
3. Beaver County Conservation District Agricultural Complaint Inspection Follow-up Letter-Dated 03/25/2026-1701 Sampson Street - This document was ordered received and filed.
4. 2026 MRM Workers’ Compensation Annual Dividend Distribution Refund - This document was ordered received and filed.
5. 2026 MRM Property & Liability Trust Annual Dividend Distribution Refund - This document was ordered received and filed.
6. 2025 Municipal Annual Audit & Financial Report - The 2025 DCED Municipal Annual Audit was presented to Council for review and consideration. **After some discussion, the motion of Mrs. Hertneky, seconded by Mrs. Then to accept the 2025 DCED Municipal Annual Audit was unanimously carried.**

OTHER BUSINESS:

A letter of interest for the Conway Planning and Zoning Commission was received from Mr. Aaron Miller. **After some review and discussion, the motion of Mr. Bohach, seconded by Mr. Atsidis to accept Mr. Miller’s letter of interest for the Planning and Zoning Committee was unanimously carried.**

PUBLIC COMMENT:

Ms. Hamill presented Council with an update of their last meeting and requested that any paperwork submittals for the Planning and Zoning Commission be provided to the Commission well before the scheduled meeting(s).

EXECUTIVE SESSION: Mr. Levenson requested Council go into Executive Session regarding a potential litigation matter at 8:51 p.m., as per the motion of Mrs. Then, seconded by Mrs. Hertneky.

On a motion of Mr. Hertneky, seconded by Mr. Darrah to reconvene at 9:46 p.m. was unanimously carried.

There being no further business, the motion of Mr. Hertneky, seconded by Mrs. Then to adjourn the meeting at 9:47 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 Water & Sewer Reimbursement-LA Nails
2. Authorize CVFD to re-mount Electric Panel at Fire Hall
3. Approve the List of Bills
4. Approve a quote for Water Damage to CVFD Fire Hall
5. Approve 2026 BCR COG Commodities Bid
6. Approve LED Light Bulb Purchase
7. Authorize Advertising of 2026 Roadway Improvement Project
8. Approve Quick Books Enterprise Software
9. Accept 2025 DCED Municipal Annual Audit
10. Accept the Letter of Interest to the Planning/Zoning Commission – A. Miller