

**MINUTES**  
**BROOKVILLE BOROUGH COUNCIL MEETING**  
**Tuesday, October 3, 2017 @ 7:00 P.M.**

The Brookville Borough Council met in the large conference room on Tuesday, October 3, 2017 at 7:00 P.M. with the following in attendance:

**COUNCIL MEMBERS**

John Blazosky  
Phil Hynes  
Bill Kutz  
Karen Allgeier  
Dave Ferringer  
Clarinda R. Darr  
Ken King  
Dalynn Park

**STAFF**

Manager Dana D. Shick  
Mayor Richard Beck  
Police Chief Jason Brown  
Public Works Director -  
Dave Vallosio  
Code Enforcement Officer -  
Donald Jonischek  
Recorder Christine Gunning  
Solicitor Jim Dennison

**VISITOR/MEDIA**

Randy Bartley  
Scott Shindledecker  
Rose James  
Nicole Cable – arrived  
@ 7:06 P.M.  
Sandy Snyder  
Melissa Burkett  
Mike Allgeier  
Brad Hice  
Rick Baughman

**CALL TO ORDER:**

President John Blazosky called the meeting to order at 7:00 P.M. and led the group in the Pledge of Allegiance to the American Flag.

**CORRECTIONS/APPROVAL OF MINUTES (September 19, 2017):**

President Pro-Tem Bill Kutz moved to approve the minutes of the September 19<sup>th</sup> meeting as submitted; seconded by Member Dave Ferringer. Motion carried 7-0.

**FINANCIAL REPORTS:**

- A. Approval of Expenditures** – The current bills were presented for approval. Vice-President Phil Hynes moved to approve the bills as submitted; seconded by President Pro-Tem Bill Kutz. Motion carried 7-0.
- B. Fund Level Financial Statements** – President John Blazosky stated if anyone has any questions regarding the Fund Level Financial Statements, they can ask Vice-President Phil Hynes or Manager Dana D. Shick.

**PUBLIC COMMENT:** None

**REPORTS:**

**Chief of Police –**

- A. Administrative Assistant Melissa Burkett** - Police Chief Jason Brown stated the Brookville Police Department's Administrative Assistant Melissa Burkett wanted to know if she could address council. President John Blazosky stated she could. Melissa Burkett thanked council for the positive influence they have had on her, and for their support. Melissa Burkett stated she learned a great deal from Police Chief Jason Brown. Melissa Burkett stated every officer at the Brookville Police

Department is working their heart out for you. Melissa Burkett stated Member Clarinda R. Darr has always been supportive and she was sorry to see Member Clarinda R. Darr go. Melissa Burkett stated she was leaving to move forward. Council thanked Melissa Burkett for her comments, and Melissa Burkett thanked council.

- B. Statistics** – Police Chief Jason Brown stated in the month of September officers at the Brookville Police Department responded to 1,239 calls for service, wrote 81 reports, made 92 traffic contacts, filed 2 felony charges, 32 misdemeanor charges, and 17 summary charges.
- C. Stop Sign at Pine Street and Rose Street/No Parking Sign on Short Street at Richards Street** – Police Chief Jason Brown stated he checked out the issue on Pine Street that was brought up at a previous meeting. Police Chief Jason Brown stated he thinks a stop sign would be beneficial at the intersection of Pine Street and Rose Street. Police Chief Jason Brown stated in regards to Short Street, the parking situation on Short Street at Richards Street he believes will be a continued problem. Police Chief Jason Brown stated most of the homeowners there have created their own improved surface off-street parking on their own properties, with the exception of the one that was mentioned in a previous meeting. Police Chief Jason Brown suggested the area be marked with some sort of signage to prohibit parking within the limits of the stop sign, such as a sign saying no parking from here to corner. After some discussion, Member Karen Allgeier moved to put the stop sign in at Pine Street and Rose Street temporarily for 90 days before done by ordinance and amended, at Police Chief Jason Brown's recommendation; seconded by Member Clarinda R. Darr. Motion carried 7-0. Member Karen Allgeier moved to allow Public Works Director Dave Vallosio at Police Chief Jason Brown's direction to add no parking signs on Short Street applicable to whatever the distance is as determined by Police Chief Jason Brown; seconded by Member Dave Ferringer. Motion carried 7-0.

#### **PUBLIC COMMENT:**

- A. Nicole Cable – Cornstalks on Main Street** – Nicole Cable apologized for arriving late to the meeting, and stated she was here on behalf of the Brookville Civic Club to ask permission to put cornstalks on Main Street on October 26<sup>th</sup> and take them down on November 24<sup>th</sup>. Member Karen Allgeier moved to allow the Brookville Civic Club to put cornstalks on Main Street on October 26<sup>th</sup> and take them down on November 24<sup>th</sup>; seconded by Member Dave Ferringer. Motion carried 7-0.

#### **REPORTS CONTINUED:**

##### **Fire Company –**

- A. Statistics for September** – Brad Hice, President of the Brookville Volunteer Fire Company, stated in the month of September the Brookville Volunteer Fire Company had 12 runs, 5 structure fires, 2 fire alarms, 2 M.V.A.'s, and 1 fuel spill.
- B. Bay Doors and Man Doors** – Brad Hice, President of the Brookville Volunteer Fire Company, stated they had all the bay doors and man doors painted on the front of the fire station.

- C. **Pumps Class** – Brad Hice stated they will have a pumps class on October 7<sup>th</sup> and 8<sup>th</sup> and there will be fire apparatus operating probably around the ramp at Plyler's At Your Service.
- D. **Halloween Parade** – Brad Hice, President of the Brookville Volunteer Fire Company, asked Mayor Richard Beck when Halloween will take place this year. Mayor Richard Beck stated Halloween will take place on Halloween starting with the parade, and followed by trick or treating until 8:00 P.M. Brad Hice stated the parade will start at 5:30 P.M.
- E. **Fire Prevention Month** – Brad Hice, President of the Brookville Volunteer Fire Company, stated October is Fire Prevention Month. Brad Hice stated the Brookville Volunteer Fire Company has partnered up with Pinecreek and they will be going to various locations including schools and daycare facilities talking about fire prevention. Brad Hice asked everyone to change the batteries in their smoke detectors and to be safe.

**Director of Public Works** – Public Works Director Dave Vallosio stated flood control mowing is completed this year. Public Works Director Dave Vallosio stated Madison Avenue storm drain replacement is complete except for the landscaping. Public Works Director Dave Vallosio stated all work orders are current.

**Zoning/Health Officer** – No Report

**Code Enforcement Officer** – Code Enforcement Officer Donald Jonischek stated he has six letters for repeat offenders, and if they do not respond to them there will be fines.

**Committee Reports –**

**A. Personnel Committee**

- 1. **Police Contract** – Personnel Committee Chair Karen Allgeier stated the committee has been in contract negotiations with the Brookville Police Department, and we came to an amicable agreement between our officers and the borough. Personnel Committee Chair Karen Allgeier stated there have been some changes to the amounts of leave of absence for new hires. Personnel Committee Chair Karen Allgeier stated the increase in pay for current officers is two percent annually over the life of the contract. Personnel Committee Chair Karen Allgeier thanked Rich Miller for everything he did to get this contract approved. Personnel Committee Chair Karen Allgeier stated all of council will be provided a copy of this agreement for their review and hopefully we will have the final agreement ready for vote and signature on October 17<sup>th</sup>. Manager Dana D. Shick stated she needs preliminary approval of the Global Tentative Agreement with the police department. Member Karen Allgeier stated the Personnel Committee has reviewed this and agreed to it, and she made a motion coming out of committee that borough council vote positively on this Global Tentative Agreement so that Mr. Miller can come forward with the final document. President John Blazosky asked all council members in favor of the motion as presented to say 'aye'. Motion carried 7-0.

**Solicitor – No Report**

**Borough Manager**

- A. **Special Event Permit – YMCA Race** – Manager Dana D. Shick stated we have a special event permit for a YMCA race which primarily takes place on rails to trails on Depot Street on October 28<sup>th</sup> from 9:00 A.M. to 12:30 P.M. Member Karen Allgeier moved to approve the special event permit for the YMCA race as presented; seconded by President Pro-Tem Bill Kutz. Motion carried 7-0.
- B. **Special Event Permit – Pumpkin Roll** – Manager Dana D. Shick stated we have a special event permit for the Pumpkin Roll sponsored by the Brookville Civic Club and Brookville Community Theatre on November 5<sup>th</sup> from 1:00 P.M. to 3:00 P.M. on North Pickering Street at the intersection with Church Street. Member Karen Allgeier moved to approve the special event permit for the Pumpkin Roll being sponsored by the Brookville Civic Club and Brookville Community Theatre as presented; seconded by President Pro-Tem Bill Kutz. Motion carried 7-0.
- C. **Police Department – Administrative Assistant Advertisement** – Manager Dana D. Shick stated she needs approval for the Brookville Police Department advertising for a new administrative assistant. Manager Dana D. Shick stated this would be for a full-time position with competitive pay and benefits. Member Karen Allgeier moved to approve the Brookville Police Department advertising for a new administrative assistant as presented. Member Dave Ferringier asked for an executive session first. Manager Dana D. Shick stated she would like to make clarification. Manager Dana D. Shick stated the advertisement is mandatory by law. Member Dave Ferringier asked for an executive session again, and stated there may be action.

**EXECUTIVE SESSION:**

Brookville Borough Council entered an executive session at 7:20 P.M. to discuss a personnel matter with action expected. Executive session ended at 7:42 P.M. with the following action taken:

Member Karen Allgeier moved that we advertise for the administrative assistant position for the Brookville Police Department as presented; seconded by Member Dave Ferringier. Motion carried 7-0.

- D. **Veterans Day Celebration** – Manager Dana D. Shick stated she would like to remind everybody that the school has invited council to their Veterans Day celebration. Manager Dana D. Shick stated it is on Friday, November 10<sup>th</sup>. Manager Dana D. Shick stated breakfast is at 8:30 A.M. followed by an elementary program from 9:00 A.M. to 9:30 A.M. Manager Dana D. Shick stated we must R.S.V.P. if anyone is attending.
- E. **Police Department – Administrative Assistant Advertisement Continued** - Brookville resident Sandy Snyder stated she had a question about the secretary position. Sandy Snyder stated the position has already been

advertised. Manager Dana D. Shick stated council approved it via email, but to make it formal, we have to go through a council meeting.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**ELECTED OFFICIAL COMMENTS:**

- A. **Junior Council Member Dalynn Park** – Junior Council Member Dalynn Park congratulated golf team member Dane Lyle who made it to the District Nine State Championships. Junior Council Member Dalynn Park stated Dane Lyle unfortunately did not make it to the next round, but he did place eighth in the district overall.
- B. **Mayor Richard Beck** – Mayor Richard Beck wished Melissa Burkett the best in her new job.
- C. **Member Clarinda R. Darr** – Member Clarinda R. Darr stated she wishes Melissa Burkett the best, she appreciates her time with us, and she looks forward to seeing Melissa somewhere down the line again. Member Clarinda R. Darr stated there will be a public reception at the Rebecca M. Arthur's Memorial Library on November 6<sup>th</sup> from 4:00 P.M. to 8:00 P.M. for Rosalee Pituch who is retiring after working at the library for 27 years. Member Clarinda R. Darr stated there will be a Jefferson County Development Council (JCDC) luncheon on Thursday at 11:30 A.M. at the country club.
- D. **Member Dave Ferringer** – Member Dave Ferringer thanked Melissa Burkett for her help and wished her the best.
- E. **Member Karen Allgeier** – Member Karen Allgeier stated she reiterated what was said regarding Melissa Burkett. Member Karen Allgeier stated the Pennsylvania State Association of Boroughs (PSAB) Conference will take place next week on October 13<sup>th</sup>, 14<sup>th</sup>, and 15<sup>th</sup>. Member Karen Allgeier stated Haunted Brookville is scheduled for October 27<sup>th</sup> and 28<sup>th</sup>, and there are lots of activities planned. Member Karen Allgeier stated Brookville Community Theatre is having a costume contest based on the Walking Dead. Member Karen Allgeier thanked Mayor Richard Beck for having Halloween on Halloween.
- F. **President Pro-Tem Bill Kutz** – President Pro-Tem Bill Kutz stated he is really excited about the Brookville Area High School football team and congratulated them. President Pro-Tem Bill Kutz thanked Melissa Burkett for her service.
- G. **Vice-President Phil Hynes** – Vice-President Phil Hynes stated he had nothing to add.
- H. **President John Blazosky** – President John Blazosky thanked Melissa Burkett for her service, and asked the media if they had any questions.

**MEDIA COMMENTS/QUESTIONS/CLARIFICATION:**

- A. **Randy Bartley** – Reporter Randy Bartley asked who Rich Miller is. Member Karen Allgeier stated Rich Miller is the borough's attorney.

**ADJOURNMENT:**

President Pro-Tem Bill Kutz moved to adjourn; seconded by Member Ken King.  
Motion carried 7-0 at 7:50 P.M.

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Borough Manager