

MINUTES
BROOKVILLE BOROUGH COUNCIL MEETING
Tuesday, July 16, 2013 @ 7:00 P.M.

The Brookville Borough Council met in Council Chambers on Tuesday, July 16, 2013 at 7:00 P.M. with the following in attendance:

COUNCIL MEMBERS

John Blazosky
David Ferring
William Kutz
Steve Hoak
Phil Hynes
James Sarvey

STAFF

Manager Charles Gable
Superintendent Bob Receski
Solicitor Jim Dennison
Mayor Chip Wonderling
Police Chief Ken Dworek
Code Enforcement Officer-
Matt Hasselback
Accountant Kerry Swineford

VISITOR/MEDIA

Judi Anthony
Matthew Triponey
John Pozza
Charlie Schrecengost
Ginger Bish
Paula Hanna
Michelle Ragsdale
Jack DeMotte
Kathy Lynch

CALL TO ORDER:

President Blazosky called the meeting to order and led the group in the Pledge of Allegiance to the American Flag.

FINANCIAL REPORTS:

1. Approval of Expenditures – The current bills were presented for approval. Manager Gable stated there was one addition:

A. Solicitor Dennison's share of Borough expenses - \$3,207.90

Member Sarvey moved to approve the bills as amended; seconded by Member Hoak. Motion carried 6-0.

2. Financial Report – President Blazosky stated that if anyone had questions regarding the Financial Report, Manager Gable and Member Hynes would be happy to answer them.

PUBLIC COMMENT:

1. **Kathy Lynch – Historic Brookville, Inc.** – Kathy Lynch of Historic Brookville, Inc. thanked Council for asking their opinion about the new proposed street lights.
2. **Jack DeMotte –Victorian Christmas Committee** – Jack DeMotte requested that Council close Main Street for 45 minutes for the live nativity Friday night during Victorian Christmas. Manager Gable stated that PennDOT will need to be notified of the event. Member Sarvey moved to approve closing Main Street for 45 minutes for the live nativity Friday night during Victorian Christmas; seconded by Member Hoak. Motion carried 6-0 pending PennDOT's approval.

3. **Kids 'N Us Daycare** – Paula Hanna, Ginger Bish, and Michelle Ragsdale from Kids 'N Us Daycare are interested in renting a 3000 square foot daycare center in the Borough Complex and having it renovated. Michelle Ragsdale stated there is a trucking company near their current location that makes playtime hazardous for the kids. She also stated their current building has not been repaired. Michelle Ragsdale stated Kids 'N Us Daycare is considering extending their hours on week nights and being open on weekends. Member Hoak asked what renovations need to be made. Michelle Ragsdale stated that the Department of Public Welfare (DPW) needs to come in, look at the space, and tell us what needs to be done to meet current guidelines. Ms. Ragsdale stated that Kids 'N Us Daycare is having a fund raiser to help cover renovation costs. Police Chief Dworek stated that with approximately 60 more cars coming in and out of the daycare center, traffic issues should be considered at the Borough Complex. Member Hynes stated that the former Brookville Area School District business office on Barnett Street might be another possible location for the daycare center. President Blazosky stated that the Department of Public Welfare should look at both locations and state what renovations need to be made. He also stated that Kids 'N Us Daycare should look at the former Brookville Area School District business office to see if it would suit their needs. President Blazosky stated that the Property Committee will help Kids 'N Us Daycare in any way they can.
4. **Steven A. McNeil – Lerta Application for Penn Separator** – Member Kutz made a motion that the Borough agrees with the application of property tax abatement pending the approval of the Solicitor; seconded by Member Hoak. Motion carried 6-0.
5. **Charlie Schrecengost - Property Demolition** – Charlie Schrecengost was present to discuss the status of the demolition of his condemned property on the corner of Race Street and Forest Alley. Mr. Schrecengost stated that he has the necessary permits from the Department of Environmental Protection. He also stated that he is waiting for the gas company to remove the lines from the building. Zoning and Code Enforcement Officer Matt Hasselback stated that Mr. Schrecengost needs to get a demolition permit from the Borough. Solicitor Dennison stated that Zoning and Code Enforcement Officer Matt Hasselback will work with Mr. Schrecengost. Zoning and Code Enforcement Officer Matt Hasselback asked Charlie Schrecengost to call him tomorrow.

REPORTS:

Police Chief- Chief Dworek stated there are five parking spaces in front of the future site of the park on Main Street that are not metered. Businesses are complaining that people are parking there all day for free. Superintendent Receski suggested putting permit parking there. President Blazosky stated that the Street Committee will review this problem with Chief Dworek and try to find a resolution for the next Borough Council meeting on August 6, 2013.

Superintendent's Report -

Superintendent Receski said if anyone had questions regarding his written Superintendent's report, he would be glad to answer them.

Code Enforcement -

Code Enforcement Officer Matt Hasselback stated there has been some discussion on establishing a fine schedule for issuing citations. Code Enforcement Officer Hasselback stated that some of the fines he issued were considered excessive, but the people who are fined can plead their case to the Magistrate to get their fine reduced. Manager Gable stated he had thought there should be a fee schedule to avoid subjectivity and personality conflicts between individuals, but has found this hasn't been an issue. Council agreed that changes do not need to be made to the way Code Enforcement Officer Hasselback issues citations.

Committee Reports –

A. Ad Hoc Committee

1. **HBI/Borough Lease Agreement – Leasing of the Park** – Member Sarvey stated that this issue is tabled.

B. Property Committee

1. **3-Year Carpeting Plan for Borough Complex** – After some discussion, President Blazosky stated this issue will be tabled until the next Borough Council meeting on August 6, 2013.

C. Public Safety Committee

1. **Investigate Rental Housing Program/Ordinance** – Member Hoak stated that he has been doing some research on this issue. Member Hoak would like the Public Safety Committee to discuss this issue, and give their information to Solicitor Dennison to review. This topic will be discussed again at a future Borough Council meeting.
2. **Additional Summer Help to Augment Full-Time Employees** – Superintendent Receski stated that this is the first time in 22 years that the State has not provided 3 or 4 summer helpers for the Borough at the State's expense. Superintendent Receski was told the State's budget was cut and there was no money available to provide summer help. President Blazosky and Superintendent Receski agreed that the Borough will have to work with what they have.

Borough Manager's Report

- A. **Swimming at Walter Dick Park** – Manager Gable reported that the swimming at Walter Dick Memorial Park remains closed because we continue to fail the mandated fecal testing.
- B. **Status of Outside Landscaping Contractors to Service Negligent Borough Properties** – Manager Gable stated that he contacted five local landscaping contractors; two of them said no, one is considering, and he hasn't heard back from the other two.

- C. **Upcoming Events** – Manager Gable stated that everyone should get involved with the Jefferson County Fair going on now through July 20th, and the Brookville Volunteer Fire Company's Community Days taking place August 21st – 24th which coincides with the American Veteran Traveling Tribute.

UNFINISHED BUSINESS:

A. Electrical and Street Light Issues on Main Street

1. **Festival Connections** – Superintendent Receski reported he received a quote from David Caylor of \$9,700.00 to repair the wiring on the right side of Pickering Street (as you are looking up Pickering Street) from Main Street to Jefferson Street. Superintendent Receski stated the Borough would have to assume the cost of trenching. Superintendent Receski also stated that the sign in front of Howard Hanna Realty will have to be moved closer to the street so there is room to put in the panel box. President Blazosky stated there will be new receptacles put in, and vendors will have to make adjustments in order to use them. President Blazosky reported that all the work will be done according to code. Member Hynes stated he thought this project could be done within the existing budget. Member Sarvey moved to accept David Caylor's bid of \$9,700.00 to repair the wiring; seconded by Member Hoak. Motion carried 6-0.
2. **Street Lights Routinely Out** – Superintendent Receski stated he is getting a quote regarding this issue. President Blazosky stated Council will address this issue at a later date.

- B. **Hertel Property at 54 Marlin Street and Storm Water Issues** – Member Kutz stated that Mrs. Hertel was concerned about a curb the the Borough put in her yard. Mrs. Hertel wants her friends to be able to drive over the curb and park in her yard, which causes run-off into the neighbor's yard. The Street Committee, Solicitor Dennison and Superintendent Receski met at her property and found the curb in question is on the Borough rite of way. Council agreed that if Mrs. Hertel wanted them to, the Borough would put in grass and stones so her friends can drive over the curb without worrying about their mufflers.

NEW BUSINESS:

A. Borough/Authority Finance and Software Upgrades

1. **Harris vs. Freedom** – Manager Gable stated that employees are not happy with the Harris system, so he has been looking at other vendors to handle our payroll, budgeting, billing and land management needs. Manager Gable is gathering information on the Freedom system. Manager Gable stated that 97% of Freedom's business is in Pennsylvania. Manager Gable stated that he scheduled a site visit in Plum Borough outside of Pittsburgh, where they currently use the Freedom system, on July 27, 2013. Manager Gable will visit the Plum Borough office along with Accountant Kerry Swineford, Commissioner O'Neill, and Bob Radaker to observe their staff using the Freedom system. Manager Gable stated that depending on that outcome, he might eventually have a request for Council to consider switching from Harris to the Freedom system.

2. **Internal Financial Structure** – Accountant Kerry Swineford explained how we process an invoice to pay for something. Accountant Swineford stated that we currently make three checks (one from the Borough, one from the Authority water account, and one from the Authority sewer account) to pay one bill. Then Accountant Swineford explained how we currently process payroll for the Borough and Authority employees, which involves a similar antiquated process. Manager Gable stated that it would make things simpler if all the Authority and Borough bank accounts were at the same financial institution. Manager Gable stated that the three funds for water, sewer and general would funnel into a clearing account that the Borough would own. All the Borough and Authority bills would be paid out of the clearing account, and the Authority would reimburse it. Manager Gable stated that currently all Authority accounts are at S&T Bank, and all Borough accounts are at First Commonwealth Bank. Manager Gable asked Council permission to move all accounts from First Commonwealth Bank to S&T Bank. Member Hynes moved to consolidate the funds into S&T Bank for all future transactions; seconded by Member Kutz. Motion carried 6-0. Manager Gable stated this was an internal efficiency move.

ELECTED OFFICIAL COMMENTS:

- A. **Mayor Wonderling** – Mayor Wonderling stated that he will be attending the Pennsylvania State Mayors Association conference in Pittsburgh, PA July 18th-21st.
- B. **Member Hoak** – Member Hoak stated that the Nazarene Church would like to solicit funds on Main Street this Friday instead of next Friday as they had originally asked. Member Hoak made a motion to approve the Nazarene Church soliciting funds on Main Street this Friday instead of next Friday; seconded by Member Sarvey. Motion carried 6-0.
- C. **Executive Session** – Member Hoak requested a quick executive session with no action expected.

MEDIA QUESTIONS/COMMENTS:

- A. **Street Light Tax** – John Pozza asked what the Street Light tax that the Borough collects is used for. Manager Gable stated that most of it is used to pay the electric bill for the lights.

EXECUTIVE SESSION:

Council entered an Executive Session at 8:35 p.m. with no action expected. Executive Session ended at 8:43 p.m. with no action taken.

CALL FOR ADJOURNMENT:

Council Member Hoak moved to adjourn; seconded by Council Member Sarvey.

Motion carried 6-0 at 8:43 p.m.

Borough Manager