

**MINUTES**  
**BROOKVILLE BOROUGH COUNCIL MEETING**  
**Tuesday, January 20, 2015 @ 7:00 P.M.**

The Brookville Borough Council met in the large conference room on Tuesday, January 20, 2015 at 7:00 P.M. with the following in attendance:

**COUNCIL MEMBERS**

John Blazosky  
Phil Hynes  
Karen Allgeier  
David Ferringier  
Bill Kutz  
Steve Hoak  
Clarinda R. Darr  
Junior Council Member-  
Tyler Peters

**STAFF**

Manager Dana Shick  
Superintendent Bob Receski  
Police Chief Jason Brown  
Solicitor Jim Dennison  
Zoning/Code/Health Officer  
Emerson Turnbull  
Recorder Christine Gunning

**VISITOR/MEDIA**

Judi Anthony  
Matt Triponey  
John Pozza  
Tonya Norris  
Robin Fillman  
Roy Darrin

**CALL TO ORDER:**

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

**CORRECTIONS/APPROVAL OF MINUTES (January 6<sup>th</sup>)**

Member Darr made four corrections to the minutes of the January 6<sup>th</sup> Borough Council meeting:

1. At the bottom of page 3, the word 'removed' in 'President Pro-Tem Allgeier removed the motion', should be changed to 'withdrew'.
2. On page 4, in section B under item number 1, the word 'a' in 'applying for a being awarded' should be changed to 'and'.
3. On page 4, in section B under item number 2, the words 'Phase Two completion, and the Scripture Rocks Park opening' should be added to the end of the last sentence.
4. Under 'Elected Official Comments', item B, the Brookville Volunteer Fire Company should also be thanked in the last sentence.

Member Hoak moved to approve the minutes as amended; seconded by President Pro-Tem Allgeier. Motion carried 7-0.

**FINANCIAL REPORTS:**

1. **Approval of Expenditures** – The current bills were presented for approval. President Pro-Tem Allgeier moved to approve the bills as submitted, seconded by Member Hoak. Motion carried 7-0.
2. **Fund Level Financial Statements** – President Blazosky stated that Manager Shick and Vice-President Hynes are available to answer any questions regarding the Fund Level Financial Statements.

## **PUBLIC COMMENT:**

1. **Brookville's Best - Dr. Robin Fillman – Brookville Area Schools** – Superintendent Dr. Robin Fillman stated the school wants to reach out to the community and help in any way they can. Dr. Fillman stated the Brookville School District wants to focus on students and student achievement. Dr. Fillman stated the vision statement of the District is 'Educating now for the future.' Dr. Fillman reported the Brookville Area School District's Principal's goals are to have a coherent curriculum, sound lesson design, and authentic literacy. Dr. Fillman stated the Superintendent's goals are; curriculum, effective leadership, effective teaching, effective communication, and safety and security. Dr. Fillman stated they are committed to improving our schools. Member Hoak personally thanked Dr. Fillman for attending, stated he looks to the future of Brookville which is our youth, and stated if we work together the possibilities are endless.
2. **Tonya Norris – Storm Drain Grants** – Tonya Norris stated she would like to remind everybody about looking into storm drain grants. Ms. Norris stated Manager Shick had previously stated storm drain grants were tabled until the first of the year, and it is now the first of the year. President Pro-Tem Allgeier stated Council put money in the budget for stormwater issues.

## **REPORTS:**

### **Chief of Police**

1. **Narcan** – Chief Jason Brown stated the officers in our department, in cooperation with the Jefferson County E.M.S., will soon be carrying narcan in every police car, made possible from a grant from the Department of Public Health. Chief Brown stated narcan is a nasal atomizer that counteracts an opiate overdose.
2. **Jeff Tech Refurbishing Explorer** – Chief Brown stated they took the department's Explorer to Jeff Tech so they can refurbish its exterior.

**Fire Chief's Report:** No Report

### **Superintendent's Report**

1. **Superintendent's Report** - Superintendent Receski said if anyone had questions regarding his written Superintendent's report, he would be glad to answer them.
2. **Light Poles** - Member Hoak reported another light pole was knocked down this weekend, so we are now in need of two light poles. Superintendent Receski stated we have no poles, and the broken poles can't be welded. Superintendent Receski stated we can get four similar poles for about \$16,000.00 from Dave Caylor. Superintendent Receski stated we should look at new poles completely. President Blazosky turned this issue over to the Street Committee.
3. **Crosswalk Light at S&T Bank** – Roy Darrin asked Superintendent Receski what happened to the crosswalk light at Savings and Trust Bank. Superintendent Receski stated we can replace it, but right now we don't have any in stock.

## **Zoning and Code Enforcement Officer –**

1. **Written Report** - Zoning and Code Enforcement Officer Emerson Turnbull stated Council has his written report, and he would be glad to answer any questions about it.
2. **Clearing Sidewalks of Snow** – Member Hoak asked Zoning and Code Enforcement Officer Turnbull how long Borough residents have to clear their sidewalks after a snowstorm. Zoning and Code Enforcement Officer Turnbull stated Borough residents have 18 hours after the most recent snowstorm to clear sidewalks of snow and ice. Zoning and Code Enforcement Officer Turnbull stated first he hangs a warning on the door, then if it is not taken care of he issues a citation.
3. **Universal Building Code** – Roy Darrin asked Zoning and Code Enforcement Officer Emerson Turnbull about the Universal Building Code and roofs of buildings in the Borough that need repaired. Roy Darrin asked if the public should tell the Borough about buildings that need attention. Solicitor Dennison stated that wasn't necessary, and that when Zoning and Code Enforcement Officer Turnbull sees a problem, he will look into it.
4. **Zoning** - Solicitor Dennison stated when they made the zoning map in 2007, they re-zoned the Municipal Buildings on South White Street as LDR (low density residential), so if a business wants to add on, they need a variance. Solicitor Dennison stated we need to do some re-zoning and have the Planning Commission figure out which lots should be re-zoned because it hurts our local businesses when they try to expand.

## **Solicitor – No Report**

## **Committee Reports**

### **A. Personnel Committee**

1. **Public Works Job Description** – Personnel Committee Chair Karen Allgeier stated everyone got a copy of the updated Public Works Director job description. Personnel Committee Chair Allgeier made a motion coming from Committee to allow Manager Shick to send out the job description and start getting resumes. President Blazosky asked if the issue discussed before concerning a working supervisor versus a supervisor had been settled. Personnel Committee Chair Allgeier reported three things were removed from the description so it is for a Director of Public Works instead of a Working Foreman, and that they are looking for a supervisor. President Blazosky asked if everyone was in favor of this motion coming from Committee; the motion was approved unanimously 7-0.
2. **Employee Handbook** – Personnel Committee Chair Allgeier reported the Employee Handbook is currently under revision. Personnel Committee Chair Allgeier stated after it is revised, she will e-mail the handbook to Manager Shick who will send it to everyone for review.

3. **Executive Session** – Personnel Committee Chair Allgeier requested an executive session at the end of the meeting for a personnel matter with no action expected.

**B. Public Safety Committee**

1. **Promulgation & Resolution** – Member Hoak tabled this topic until the next Borough Council meeting on Tuesday, February 3<sup>rd</sup> so he and Manager Shick can review it. Member Hoak stated this is simply an annual review of our Emergency Operations Plan and a resolution to adopt it.

**C. Community Resources Committee**

1. **TreeVitalize Grant Program** – Community Resources Committee Chair Clarinda R. Darr stated if anyone is interested in getting more information about the TreeVitalize Grant Program or Tree Tending Training they should contact her. Community Resources Chair Darr stated information in these programs can be used to complete the trails or revitalize the Walter Dick Memorial Park. Clarinda R. Darr stated she also has information about the Champion of Pennsylvania Wilds Award. Community Resources Committee Chair Darr reported the Pennsylvania Wilds is a twelve-and-a-half county area that includes Jefferson County. Community Resources Committee Chair Darr stated they are looking for individuals, groups, or businesses that did outstanding work to develop the outdoor recreation economy.
2. **Message from Cris Dush** – Community Resources Committee Chair Darr reported Representative Cris Dush is establishing a few panels to help him brainstorm, and that Dush would like to start a panel for School Board Officials.
3. **Shade Tree Commission** – President Blazosky reported Council received a letter from Ken Dworek in which he resigned from his position as Chairman of the Shade Tree Commission. Member Ferringer nominated President Pro-Tem Allgeier to take Ken Dworek's place on the Shade Tree Commission. President Blazosky asked if everyone was in favor of this motion. This motion was approved unanimously 7-0. President Blazosky thanked Ken Dworek for all the years he served as Chairman of the Shade Tree Commission.

**Borough Manager –**

1. **Jefferson County Tax Collection Committee** – Manager Shick stated the Jefferson County Tax Collection Committee sent out their annual letter, and their budget. Manager Shick stated they have a balanced budget of \$10,000.00. Manager Shick stated each taxing authority must sign off on the resolution saying they reviewed their budget, and must count the member votes and who voted yes or no. Manager Shick stated she can send this information to Council Members for review so they can vote on it at the next Borough Council meeting. President Pro-Tem Allgeier asked Manager Shick if she was on the Jefferson County Tax Collection Committee, and Manager Shick said she was. President Pro-Tem Allgeier moved to accept the Jefferson

County Tax Collection Committee budget reconciliation; seconded by Vice-President Hynes. Motion carried 7-0.

2. **Mower and Snow Plow Purchase** – Manager Shick asked Council to approve the mower and snow plow purchase that was included in the budget so the mower and snow plow can be ordered. President Pro-Tem Allgeier moved to allow Manager Shick to order the mower and snow plow as pursuant to the budget; seconded by Member Ferringer. Motion carried 7-0.
3. **State Ethics Commission** – Manager Shick stated Council Members need to complete and sign the State Ethics Commission Statement of Financial Interest forms and return them to her.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**ELECTED OFFICIAL COMMENTS:**

- A. **Member Darr** – Member Darr urged everyone to participate in either Mardi Gras, the Super Bowl, or Groundhog Day. Member Darr thanked Dr. Fillman, Tonya Norris, and Roy Darrin for attending tonight's meeting.
- B. **Member Ferringer** – Member Ferringer stated he hopes in 2015 that Council looks to free space in the Borough so new houses can be built to bring some families in.
- C. **Member Hoak** – Member Hoak stated exciting stuff is being done at the old exit 14.
- D. **Member Kutz** – Member Kutz thanked Dr. Fillman for attending tonight's meeting.
- E. **President Pro-Tem Allgeier** – President Pro-Tem Allgeier thanked Tyler Peters for becoming a part of their group. President Pro-Tem Allgeier thanked Dr. Fillman, Tonya Norris, and Roy Darrin for coming to tonight's meeting. President Pro-Tem Allgeier asked for input on items that are important to the Borough so she can contact the P.S.A.B. and they can formulate resolutions for them. President Pro-Tem Allgeier reported the Brookville Area Soup Kitchen will be open the third Thursday of every month at the Episcopal Church community room, and she urged everyone to volunteer.
- F. **Vice-President Hynes** – Vice-President Hynes welcomed Tyler Peters as a Junior Council Member, and thanked Dr. Fillman for attending tonight's meeting.
- G. **Tyler Peters** – Junior Council Member Tyler Peters stated he is loving being a Junior Council Member so far. Junior Council Member Peters also stated he has no questions so far.
- H. **President Blazosky** – President Blazosky thanked Dr. Fillman and Tonya Norris for attending tonight's meeting, and welcomed Tyler Peters as a Junior Council Member.

**EXECUTIVE SESSION:**

Council entered an Executive Session at 8:05 p.m. to discuss a personnel matter with no action expected. Executive Session ended at 8:25 p.m. with no action taken.

**ADJOURNMENT:**

President Pro-Tem Allgeier moved to adjourn; seconded by Member Hoak. Motion carried 7-0 at 8:25 p.m.

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Borough Manager