

MINUTES
BROOKVILLE BOROUGH COUNCIL MEETING
Tuesday, March 17, 2015 @ 7:00 P.M.

The Brookville Borough Council met in the large conference room on Tuesday, March 17, 2015 at 7:00 P.M. with the following in attendance:

COUNCIL MEMBERS

John Blazosky
Phil Hynes
Karen Allgeier
David Ferringer
Bill Kutz
Clarinda R. Darr

STAFF

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

VISITOR/MEDIA

Judi Anthony
Matt Triponey
John Pozza
Ginger Verdill
Cathy Steiner
Stephanie Ishman
Frank Rossman
Tina Householder
Jack DeMotte
Margo Stefanic
Andrea Blair
Debbie McAndrew
Robert Smith
Sandy Yenosky
Annoria Isaac
Bobbi Reitz
Janet Tice

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 (February 17, 2015)

President Pro-Tem Allgeier moved to approve the minutes as submitted; seconded by Member Kutz. Motion carried 6-0.

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 Vice-President Hynes. Motion carried 6-0.
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/ DuBois Business College – Cathy Steiner, Stephanie

Ishman & Frank Rossman – Cathy Steiner stated she has been a resident of Brookville for 28 years, and that she has been an employee at DuBois Business College for even longer. Ms. Steiner reported she is a DuBois Business School graduate. Ms. Steiner stated DuBois Business College was incorporated in 1885 and they are celebrating 130 years of continuous business education. Ms. Steiner reported the main facility is on Beaver Drive in DuBois, but they have locations in Huntingdon, Oil City, and Philipsburg. Ms. Steiner stated the DuBois Business College is revamping their courses that they are offering, which they checked with the area employers to see what they would be requiring of their future employees, and to keep current in their 130 year history. Ms. Steiner introduced Frank Rossman and Stephanie Ishman. Frank Rossman stated he will graduate from DuBois Business College next week in Multi-Media Arts, and is employed as a graphics designer for a company in Punxsutawney. Stephanie Ishman stated she graduated in March of last year from DuBois Business College, and she works as a Clinical Medical Assistant at Brookville Penn Highlands.

2. YMCA – Jack DeMotte, Tina Householder, and Bobbi Reitz – Jack DeMotte

stated the YMCA would like to lease the Administration building on Barnett Street from the Borough, and renovate it to be used as a learning center. Mr. DeMotte stated they would like a ten-year lease with two five-year renewals. Mr. DeMotte reported the Department of Human Services stipulated there can't be any flaking paint that could come in contact with the children. Mr. DeMotte reported there is currently flaking paint on the outside of the building and inside the building. Mr. DeMotte reported volunteers from Clarion University can scrape the building for free on April 11, 2015. Member Clarinda R. Darr asked about insurance, taxes, and bringing the building up to fire code. Mr. DeMotte stated they are prepared to provide a certificate of insurance for liability and negligence. Tina Householder, Executive Director of the YMCA, stated everything inside the building will be insured by the YMCA, and they have insurance to cover anyone tripping or falling. Member Bill Kutz asked if their insurance included fire. Mr. DeMotte said it did not, but if the fire was caused by negligence, it would be the YMCA's responsibility. Solicitor Dennison stated the YMCA is not on the tax rolls, and he thinks they would probably be tax free. Mr. DeMotte stated if there is a necessity for the YMCA to pay taxes, the YMCA is prepared to pay them. Tina Householder stated the YMCA is responsible for bringing the building up to the fire code, and the children won't be allowed to go upstairs. President Pro-Tem Allgeier moved to tentatively approve their request seeing that they comply with all the regulations they need, and find the lease prepared by Solicitor Dennison acceptable to both the Council and YMCA's Board. President Blazosky asked if Council wanted to have more discussion regarding this. Vice-President Hynes asked Solicitor Dennison if the lease spelled out maintenance responsibilities for sidewalks, and Solicitor Dennison said it would. Mr. DeMotte asked that the Borough continue to maintain the parking area and the shoveling around there, because the YMCA would not have the employees or facilities to do that. Mr. DeMotte also asked that the Borough

maintain the lawn. Mr. DeMotte stated the YMCA crew will scrape and paint the Administration building. Mr. DeMotte asked if the Borough would supply the paint, and possibly help pay for the labor to paint the building. Mr. DeMotte stated the YMCA will do all the maintenance on the heating system and the roof. Mr. DeMotte asked if capital improvements are required, in particular with the heating system or the roof, in conjunction with the Borough, that would be the responsibility of the land owner, and we would work something out. President Blazosky stated there is a motion on the table. Member Kutz seconded the motion. The motion carried 6-0.

3. **HBI – Town Square Project – Jack DeMotte** – Jack DeMotte reported they were approved for a \$150,000.00 art grant, and they are hoping to get the project out to bid in around 35 days, with construction beginning in July or August of this year. Mr. DeMotte stated they need Council to close the alley to vehicular traffic. Mr. DeMotte reported the alley will stay intact for emergency vehicles. Mr. DeMotte stated an additional agreement will be required regarding the maintenance during the construction period. Solicitor Dennison stated it is a Borough street. Solicitor Dennison reported he will bring back an agreement and an ordinance for Council at one of the next Council meetings.
4. **Bills Barn Cats – Feral Cats – Ginger Verdill** – Ginger Verdill, founder of Bills Barn Cats, reported a TNR Program is the best solution for the feral cat problem. TNR stands for trap, neuter, and return. The feral cats are trapped, then neutered, and returned to their colony. Ms. Verdill reported a TNR Program would decrease the feral cat population. Ms. Verdill recommended starting a TNR Program.
5. **Willow Run Sanctuary – Feral Cats – Margo Stefanic** – Margo Stefanic from Willow Run Sanctuary stated they would like to implement the TNR Program, but they want to make sure Willow Run Sanctuary's involvement won't extinguish any financial help the Borough may give Bills Barn Cats. Ms. Stefanic reported Willow Run Sanctuary would like to spay and neuter cats, and donate shelters to lure cats away from 'the human hand'. Ms. Stefanic stated Willow Run Sanctuary's mission is to prevent over-population. President Pro-Tem Allgeier stated she was inundated with e-mails regarding the feral cat issue. President Pro-Tem Allgeier stated the Brookville Borough budget is tied up with potholes and other expenses, and the Borough would not be able to provide any kind of funding to help with this issue. Solicitor Dennison stated the Borough would have to adopt an ordinance. President Blazosky stated Solicitor Dennison will look at ordinances and look into this issue further. Ms. Stefanic asked if Willow Run Sanctuary would be allowed to trap the feral cats. Solicitor Dennison stated don't ask, don't tell as far as they are concerned.
6. **Alley by 72 Evans Street/Borough Maintained? – Robert Smith** – Robert Smith reported there is an alley that leads up to his house at 72 Evans Street that isn't named, and he thinks it is part of Erma Circle. Robert Smith stated the Borough has plowed and maintained the alley for years, but not this last year. Robert Smith stated he called the Borough office and was told the Borough didn't think that was their property to plow. Robert Smith stated he needs to know who maintains that alleyway, and he needs a letter from the Borough stating such in

order to sell his house. Mr. Smith stated he wants to sell his house to move closer to his job. President Blazosky asked the Public Works Committee to look into this further. Superintendent Receski stated he and Manager Shick looked at this alley, and Superintendent Receski thinks the alley is just a rite-of-way.

REPORTS:

Chief of Police

1. **Shipment of Narcan** – Chief Jason Brown reported the Police Department received their shipment of narcan through Jefferson County E.M.S. Chief Brown reported currently he is going through training with our police officers and the representatives from Jefferson County E.M.S., and they are working on an operating policy for the administration for the opiate reversal drug. Chief Brown stated that soon every officer should have their own kit to administer if need be.
2. **Humvee** – Chief Jason Brown reported the Humvee is currently getting painted at Jeff Tech by their auto body program. Chief Brown stated that P.P.G., a paint company, has donated the paint for the vehicle. Chief Brown stated the lettering will be done by the graphics art program at Jeff Tech.
3. **New Explorer** – Chief Jason Brown reported he was at Clarion Ford on Monday and the new Explorer is here. Chief Brown stated the Explorer is at Mobilcom in Clarion for the additional equipment installations that need to be done.
4. **Meth Lab** – Chief Jason Brown reported our officers, along with members of the Jefferson County Drug Task Force, and the Pennsylvania State Police Meth Lab Team took down another Meth Lab on Sunday on South White Street in Brookville.

Fire Chief – Manager Shick stated Fire Chief Lipuma was unable to attend tonight's meeting because he was in Columbus Ohio attending a three day fire training session. Manager Shick read Fire Chief Lipuma's written report. Manager Shick stated they responded to 18 calls during the month of February, including one automatic fire alarm, one carbon monoxide incident, two flooding incidents, one natural gas leak, three QRS, one structure fire, eight vehicle accidents, and one vehicle fire. Manager Shick stated they averaged 13 firefighters per call. Manager Shick stated they averaged 18 members per drill night, and invested 303 man hours. Manager Shick reported their response time was 7:05 minutes from time of dispatch until the first truck responds. Manager Shick stated this included travel time for the firefighter to get to the station, get dressed in their turn out gear, get on the fire truck, and then respond as a team. Manager Shick reported this past weekend, they had five members complete the second module of the fire essentials class in Hawthorn. Manager Shick stated they had 3 members complete a vehicle rescue class in Brockway, and Fire Chief Lipuma thanks these dedicated members who attended both classes. Manager Shick reported the problem they were having with a Brookville Hotel that did not have their fire alarm monitored is now corrected and is being monitored. Manager Shick stated Fire Chief Lipuma wants to thank; the water authority for helping to keep fire hydrants shoveled out, the borough crews for keeping their entrance clean, for listening to their calls and offering assistance

when needed, and the public and businesses for helping to find and clean around fire hydrants during snow events.

Superintendent's Report - Superintendent Receski stated after 25 years, we know the routine, and if anyone had questions regarding his written Superintendent's report, he would be glad to answer them. Superintendent Receski reported the salt bins couldn't hold the weight of the snow and started to collapse, so they are fixing them.

Zoning and Code Enforcement Officer – Zoning and Code Enforcement Officer Emerson Turnbull stated he would be glad to answer any questions about his written report.

Solicitor –

1. **Resolution 509-15/Borough Engineer** - Solicitor Dennison stated they advertised for proposals for Borough Engineer, and received three proposals. Solicitor Dennison stated the Borough should have an Engineer at their meetings, and that Gwin, Dobson & Foreman probably would be beneficial because they could combine trips with Authority issues. President Pro-Tem Allgeier moved to hire Gwin, Dobson & Foreman as the Borough Engineer. Member Kutz asked Council if the Borough can afford Gwin, Dobson & Foreman. Superintendent Receski stated he was told by Water and Wastewater Commissioner Terry O'Neill that the Borough can't afford Gwin, Dobson & Foreman. President Pro-Tem Allgeier withdrew her motion. President Blazosky stated Council will look into this further and discuss this at a future Borough Council meeting.
2. **Rail - Trail** – Solicitor Dennison stated the Rail –Trail has been put out to bid, and the bids are due March 31st in the Borough office. Solicitor Dennison stated they are waiting on bids, they will tabulate them, and bring them to Council for review and approval.
3. **Auction for Pickering Street House** – Solicitor Dennison reported the auction for the house owned by the Borough at 73 South Pickering Street will be held on Friday, March 27th at 3:00 p.m. at the Borough Complex. Manager Shick stated the property will be available for viewing from 4:30 p.m. to 5:30 p.m. on March 24th, and from 1:30 p.m. to 2:30 p.m. on March 27th.
4. **Borough Loan** – Solicitor Dennison stated the Borough is doing a loan from S&T Bank that is of a size and term that has to be approved by the Commonwealth of Pennsylvania. Solicitor Dennison reported it will take about six weeks to get approval and the loan will be \$300,000.00 at a tax free rate of 3.1% fixed. Solicitor Dennison stated Council needs to approve advertising the ordinance regarding the loan from S&T Bank. President Pro-Tem Allgeier moved to allow Solicitor Dennison to public notice the ordinance regarding the loan from S&T Bank for \$300,000.00 in accordance with the terms provided by S&T Bank in a letter dated February 23rd 2015 addressed to the Borough Manager; seconded by Vice-President Hynes. Motion carried 6-0.

Committee Reports

A. Personnel Committee

1. **Employee Handbook** – Personnel Committee Chair Karen Allgeier stated the Personnel Committee brings forth a motion to adopt the Employee Handbook pending approval of the Unions. This motion was approved by Council. Motion carried 6-0.
2. **Executive Session** – Personnel Committee Chair Karen Allgeier requested an Executive Session for a personnel matter with action expected.

EXECUTIVE SESSION:

Council entered an Executive Session at 8:22 p.m. Executive Session ended at 8:38 p.m. with the following action taken:

3. **Director of Public Works** – Personnel Committee Chair Karen Allgeier stated the Personnel Committee interviewed four candidates for the position of Director of Public Works, which would be Superintendent Receski's replacement. Personnel Committee Chair Allgeier stated unanimously the Personnel Committee proposes to Council that we hire David Vallosio as the new Director of Public Works at a salary of \$50,000.00 with five weeks of vacation and all the other benefits the Borough provides, and it will be contained in an employment contract prepared by Solicitor Dennison. This motion coming from the Personnel Committee was approved by Council. Motion carried 6-0.

B. Property Committee

1. **73 South Pickering Street Auction Update** – Property Committee Chairman Dave Ferring reported they are moving forth with the auction, and they are having the sale on Friday, March 27th at 3:00 p.m. at the Borough Complex.

C. Community Resources Committee

1. **Town Hall Meeting** – Community Resources Committee Chair Clarinda R. Darr asked Council if they would like to reschedule the Town Hall meeting for April 7, 2015. After some discussion, Council agreed the Town Hall Meeting should be rescheduled for Tuesday, April 21st. Community Resources Committee Chair Darr asked the Press to inform the public about the meeting.

D. Finance Committee

1. **Transfer to Help Cash Flow** – Finance Committee Chairman Phil Hynes reported the Finance Committee recommends Council transfer \$3,000.00 from the Street Maintenance Department to the Liquid Fuels account temporarily to help cash flow. This motion coming from the Finance Committee was approved by Council. Motion carried 6-0.

Borough Manager –

1. **Municipal Administrators Training Course** – Manager Shick stated she would like to attend the Municipal Administrators Training Course being held April 10th and 11th. Manager Shick stated it would cost \$225.00 for her to

attend this training course, and the Municipal Authority would be willing to split this bill. This request was approved by Council 6-0.

2. **PSAB Voting Delegation Form** – Manager Shick reported she is attending the PSAB Conference at the end of April with President Pro-Tem Allgeier and Member Darr. Manager Shick stated Council needs to select a PSAB voting delegate for this year's PSAB Conference. Vice-President Hynes moved for President Pro-Tem Allgeier to be the PSAB Voting Delegate; seconded by Member Ferringer. Motion carried 6-0.
3. **Special Event Permits** – Manager Shick stated there are two Special Event Permits for Council to approve.
 - a. **Western Pennsylvania's Laurel Festival** – Manager Shick stated Council needed to approve a Special Event Permit for Western Pennsylvania's Laurel Festival. Manager Shick reported the Food Court set-up is scheduled for June 16th, the Pageant is June 17th, and events will be held June 18th through the 21st. President Pro-Tem Allgeier moved to approve the Special Event Permit for the Laurel Festival as submitted with the caveat that they will be paying the wages of the extra police officers that will be required to be on duty on the scene on Thursday, Friday, Saturday, and Sunday; seconded by Member Ferringer. Motion carried 6-0.
 - b. **WRC's Fun Run/Walk** – Manager Shick reported there is a Special Event Permit for WRC's Senior Services. Manager Shick stated they are planning to do a 5K and a one mile Fun Walk on July 25th starting at Laurelbrooke. President Pro-Tem Allgeier moved approval of WRC's request for their Fun Run/Walk on July 25th; seconded by Member Darr. Motion carried 6-0.
4. **Brookville Chamber's Annual Luncheon** – Manager Shick reported Council is invited to attend the Annual Luncheon of the Brookville Chamber of Commerce. Manager Shick stated the luncheon costs \$25.00 per person.
5. **Firemen's Audit** – Manager Dana D. Shick stated Council gets to pick who performs the Firemen's Audit. Vice-President Hynes stated Council needs to get the parameters of the audit. President Blazosky asked the Finance Committee to get quotes of qualified auditors and report back to Council.
6. **CDBG Funds for Non-Entitlement Communities** – Manager Shick reported she received a letter from the County stating CDBG funds for non-entitlement communities is up, if we have any projects for CDBG funding. Manager Shick stated there is a meeting scheduled on April 7th at 3:30 p.m. on the second floor of the Jefferson Place. Manager Shick reported the due date for all projects is May 22, 2015.
7. **DCNR Grant Conference Call** – Manager Shick reported they had a DCNR Grant conference call yesterday regarding a possible parks project. Manager Shick stated the feasibility study is locked in on the Walter Dick Memorial Park area, but does not have to be specifically for a splash park. Manager Shick stated a third-party consultant will determine what would be best for Brookville and the surrounding areas to go into that location.

8. **Request for Handicapped Parking Spot** – Manager Shick reported a disabled veteran on Madison Avenue is requesting a handicapped parking spot on Madison Avenue closer to their residence. President Blazosky asked the Public Works Committee to look into this further.

UNFINISHED BUSINESS: None

NEW BUSINESS:

1. **Rental Inspection** – President Pro-Tem Karen Allgeier asked that this issue be tabled until the next Borough Council meeting on Tuesday, April 7, 2015.
2. **Stormwater Committee** – President John Blazosky reported that President Pro-Tem Allgeier, Member Darr, and Member Ferringer will make up the Stormwater Committee, with Member Ferringer acting as Chairman.

ELECTED OFFICIAL COMMENTS:

- A. **Mayor Beck** – Mayor Beck thanked Superintendent Receski and his crew for finishing up their work downstairs.
- B. **Member Darr** – Member Darr wished everyone a Happy St. Patrick's Day, reminded everyone about the upcoming Town Hall meeting scheduled for Tuesday, April 21st, and said farewell but not goodbye to Superintendent Receski.
- C. **Member Ferringer** – Member Ferringer stated we need to get the people living at the former Days Inn registered as residents to increase our Census total. Code Enforcement Officer Emerson Turnbull stated the water was shut off there, and no one is living there. Member Ferringer thanked Superintendent Bob Receski for his 25 years of service.
- D. **Member Kutz** – Member Kutz told Chief Brown to keep up the good work.
- E. **President Pro-Tem Allgeier** – President Pro-Tem Allgeier stated there will be a soup kitchen Thursday, March 19th at the Episcopal Church in Brookville, and a Drama Club presentation at the high school at 6:30 p.m. that same day. President Pro-Tem Allgeier wished everyone a Happy Easter and Passover.
- F. **Vice-President Hynes** – Vice-President Hynes wished everyone a Happy St. Patrick's Day. Vice-President Hynes stated St. Patrick chased the snakes out of Ireland, and maybe he can chase the cats out of Brookville.
- G. **President Blazosky** – President Blazosky stated he appreciates everyone's input on Council.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION:

Reporter Judi Anthony asked Council to disclose Dave Vallosio's official start date. President Pro-Tem Allgeier stated Dave Vallosio's official start date is Saturday, March 28, 2015.

ADJOURNMENT:

President Pro-Tem Allgeier moved to adjourn; seconded by Member Kutz. Motion carried 6-0 at 9:04 p.m.

Borough Manager