

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

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

COUNCIL MEMBERS

Phil Hynes
Karen Allgeier
David Ferring
Bill Kutz
Steve Hoak
Clarinda R. Darr

STAFF

Manager Dana Shick
Director of Public Works -
Dave Vallosio
Mayor Richard Beck
Police Chief Jason Brown
Fire Chief Jim Lipuma
Solicitor Jim Dennison
Zoning/Code/Health Officer -
Emerson Turnbull
Recorder Christine Gunning

VISITOR/MEDIA

Judi Anthony
Matt Triponey
John Pozza
Bob Receski
Barbara Receski
Cris Dush
Brad Lashinsky
Steve Berfield
Walt Neal
Barry Rossey
Jesse Haight

CALL TO ORDER:

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

CORRECTIONS/APPROVAL OF MINUTES (March 17, 2015)

Member Darr made one correction to the minutes; under 'Public Comment', number one, Member Darr wanted to add that 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. President Pro-Tem Allgeier moved to approve the minutes as amended; seconded by Member Kutz. Motion carried 6-0.

FINANCIAL REPORTS:

- 1. Approval of Expenditures** – The current bills were presented for approval. Manager Shick reported there are two additions:
 - a.** Tiger Corps - \$92,539.01 – for a mower
 - b.** Clarion Ford - \$32,795.03 – for a new police cruiserPresident Pro-Tem Allgeier moved to approve the bills as amended, seconded by Member Hoak. Motion carried 6-0.
- 2. Fund Level Financial Statements** – Vice-President Hynes stated the Finance Committee is available to answer any questions regarding the Fund Level Financial Statements.

PUBLIC COMMENT:

1. **Representative Cris Dush - Citations** – Representative Cris Dush presented former Borough Superintendent Robert V. Receski with a citation for contributing so much to the community in his 25 years of dedicated service to the Borough. Representative Dush stated the House of Representatives offers Mr. Receski best wishes for a happy and fulfilling future. Vice-President Hynes welcomed Public Works Director Dave Vallosio, former Superintendent Receski's replacement, to his first Borough Council meeting.
2. **Brookville's Best – Brad Lashinsky – Industrial Park** – Brad Lashinsky, Director of Economic Development for Jefferson County, reported work at the Industrial Park is progressing. Mr. Lashinsky stated they expect construction to start soon, once the infrastructure project is complete. Mr. Lashinsky stated one third of the Industrial Park will be used for commercial growth, and two thirds of the park will be used for manufacturing. Mr. Lashinsky stated the Industrial Park will help create jobs. Mr. Lashinsky reported they are planning to have a hotel and restaurants at the site. Mr. Lashinsky stated they are trying to drive foreign investment into the county with two foreign based companies from China and Japan. Mr. Lashinsky stated the front of the Industrial Park will be used for commercial growth. Mr. Lashinsky reported there has been a dramatic increase in vehicle traffic at that exit, and they hope to draw those people into Brookville.
3. **Brookville's Best – Steve Berfield – Jefferson-Clarion Head Start, Inc.** – Steve Berfield, Executive Director of Jefferson-Clarion Head Start, reported they have early childhood and family development programs including; Head Start, Early Head Start, Family Literacy, and Pre-K Counts. Mr. Berfield stated their administrative offices are located in the Borough Complex. Mr. Berfield reported Jefferson-Clarion Head Start brings in about \$4.3 million dollars per year to the area, provides services to over 600 low income families in Clarion and Jefferson Counties each year, and employs about 140 individuals. Mr. Berfield explained the five cornerstones of their programs:
 - a. **Comprehensive Services to Children and Families** – Mr. Berfield reported in a majority of the programs they operate, they provide education, health, nutrition, mental health, parent involvement, and social services. Mr. Berfield stated those comprehensive services set them apart from a lot of other services available to low income families.
 - b. **Children's Development** – Mr. Berfield stated they try to provide health services, develop children's social and emotional competence, and promote their cognitive and language development.
 - c. **Family Development** – Mr. Berfield reported they focus on family well-being, positive parent-child relationships, and encouraging family connection with their peers and community.
 - d. **Staff Development** – Mr. Berfield stated they emphasize professionalism and a passion to provide high quality services for children and families.
 - e. **Establishing Effective Community Partnerships** – Mr. Berfield stated they recognize they are a part of community services, and try to work closely with other community services providers, school districts, and other child care agencies.

Mr. Berfield reported Head Start and Early Head Start are federally funded, and Family Literacy and Pre-K Counts are state funded. Mr. Berfield stated 80 to 90% of what we learn in life is learned before you walk into a kindergarten classroom. Mr. Berfield stated Head Start can be summed up by the statement; 'It's investing in the lives of children and families.'

4. **Walt Neal and Barry Rossey – Doe Drive** – Walt Neal, a home owner on Doe Drive, stated Doe Drive became an ordained street by Ordinance 1046, according to a letter he received from the Borough back in 2006. Solicitor Dennison stated he wasn't sure Ordinance 1046 was ever adopted. Barry Rossey, another home owner on Doe Drive, stated he has lived there since 1976, and has been paying taxes for a corner property all these years, which is higher taxes than he should be paying if Doe Drive isn't an ordained street. Mr. Rossey stated there is a storm water runoff problem coming from the truck stop at the top of the hill, and that the basements of two of his neighbors flooded. Mr. Rossey stated he believes it's the Borough's responsibility to take care of the water issue, and we should take care of it before we spend any money on the street. Member Kutz asked former Superintendent Receski about the legislation. Former Superintendent Receski stated it has never been a Borough street because they could not get the site distance cleared with liquid fuels. Mr. Rossey stated the water problem is getting quite serious and shouldn't be neglected. Vice-President Hynes thanked Mr. Neal and Mr. Rossey for their comments tonight and turned this issue over to the Public Works Committee. Public Works Committee Chairman Bill Kutz reported this issue was turned over to the Public Works Committee last year, and he looked at the area with President Blazosky. Public Works Chairman Kutz reported the way the street is paved, the water runs onto people's property. Vice-President Hynes stated the Borough has multiple storm water problems to deal with. Mr. Rossey stated he would like a promise that something will be done. President Pro-Tem Allgeier asked Mr. Rossey if he contacted the property owner. Mr. Rossey stated, according to the ordinance, it is the Borough's or state's responsibility. Solicitor Dennison asked Mr. Rossey not to get into what's legal, not in this forum. Mr. Rossey asked what forum they could discuss this issue in. Public Works Committee Chairman Kutz stated he wants to see if Ordinance 1046 is legitimate. Vice-President Hynes thanked Mr. Rossey and Mr. Neal for their time, and stated the Borough will take another look at these issues. Public Works Committee Chairman Kutz stated he will be up to Doe Drive to look at it with Public Works Director Dave Vallosio.

REPORTS:

Chief of Police

1. **PEMA Hazard Training** – Chief Jason Brown reported he attended a three day PEMA hazard training module for multi-hazard training for schools at the IU in Clarion with Fire Chief Jim Lipuma, Tracy Zents, and members of the Brookville Area School District Administration.
2. **New Vehicle** – Chief Jason Brown stated the new vehicle is at Mobilecom in Clarion. Chief Jason Brown said they are doing some wiring, and it should be done in the next week or two.

3. **Installation of New Cameras/Computer Brackets** – Chief Jason Brown stated the new video cameras and computer brackets have been installed in the two cars that are currently in use. Chief Brown reported, once the computers are online, they also will be installed.
4. **Reflex Sites** - Chief Jason Brown reported the Police Department received six Reflex Sites from the federal government through the 1033 Program, and they are in the process of being inspected. Chief Brown stated once they are inspected, they will be installed on our departmental weapons.
5. **Crown Victoria Vehicles/Auction** – Chief Jason Brown stated the Police Department's two Crown Victoria's will be placed out for auction.

Fire Chief – Fire Chief Jim Lipuma reported they responded to 30 calls during the month of March, averaging 12 firefighters per call, and investing 386 man hours. Fire Chief Lipuma reported they averaged 18 members per drill night. Fire Chief Jim Lipuma reported there were 4 automatic fire alarm incidents, 1 brush fire, 1 entrapment incident, 2 flooding calls, 1 fuel spill, 5 QRS, 4 structure fires, 1 tree down, 10 vehicle accidents, and 1 vehicle fire. Fire Chief Lipuma stated he attended a three day class in Columbus, Ohio with Tracy Zents and Michael Battaglia, on being a better Fire Company officer. Fire Chief Lipuma thanked Mr. Zents and Mr. Battaglia for taking time away from their jobs to attend this class. Fire Chief Lipuma reported on Saturday, April 25th, the fire company will be involved in an 8 hour training session in Brookville with multiple scenarios involved. Fire Chief Lipuma stated he did a fire inspection of the Brookville Hospital and submitted a report to the Pennsylvania Health Department. Fire Chief Lipuma stated the fire company hosted their annual gun bash last month, and they thank the public for their wonderful support. Fire Chief Lipuma reported four members attended and completed Forest Fire Warden training presented by DCNR. Fire Chief Jim Lipuma stated he attended fallen firefighter Jeff Buck's funeral last month.

Public Works Director's Report - Dave Vallosio, Director of Public Works, reported they have been busy rebuilding the salt and anti-skid bins. Director Vallosio stated street sweeping has begun along with clean-up of Borough properties. Director of Public Works Vallosio stated all work orders are current. Director Vallosio stated repair work has begun on the playground equipment.

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. Member Kutz asked Zoning and Code Enforcement Officer Turnbull what was happening at the Travel Lodge. Zoning and Code Enforcement Officer Turnbull stated police officers found lights on, and footsteps around the pool. Zoning and Code Enforcement Officer Turnbull stated he contacted the owner and asked him to secure the building.

Solicitor –

1. **Ordinance 1090 - Loan** - Solicitor Dennison stated the loan is at 3.1%, and the Borough probably won't take out the loan until mid-May. President Pro-Tem Allgeier moved to approve Ordinance 1090 regarding the loan from S&T Bank; seconded by Member Hoak. Motion carried 6-0.
2. **Resolution 509-15 – Borough Engineer** – Solicitor Dennison stated this resolution was tabled at the last Borough Council meeting. Manager Shick reported we received proposals from three engineering firms; Young and Associates, Gwin, Dobson, and Foreman, and Nichols and Slagle Engineering. Member Kutz stated he was concerned about the cost of an engineer coming to every meeting, or even once a month. Member Kutz stated if we need the engineering firm, we should call them. Manager Shick stated she recommended the Borough hire Gwin, Dobson, and Foreman. Member Kutz stated Gwin, Dobson, and Foreman was more expensive. Member Darr moved to hire Gwin, Dobson, and Foreman as the Borough Engineer; President Pro-Tem Allgeier seconded the motion stating she chose them because the Borough is looking at piggy-backing the work of the Municipal Authority. Member Kutz asked former Superintendent Robert Receski what he thought. Former Superintendent Receski stated he thinks Dan Slagle would do what is in the Borough's best interest. Member Darr stated Young and Associates would be her second choice, and that no one from Nichols and Slagle Engineering has published anything. Member Darr stated Gwin, Dobson, and Foreman is an up and coming firm, and they have been involved with teaching and writing ordinances. Vice-President Hynes asked Council to respond to the motion on the table. Motion carried 5-1 with Member Kutz dissenting.
3. **Employment Agreement with Dave Vallosio** – President Pro-Tem Allgeier moved to approve the employment agreement between the Borough and David Vallosio for the position of Director of Public Works; seconded by Member Hoak. Motion carried 6-0.
4. **Evans Street/Mr. Robert Smith** – Solicitor Dennison stated Evans Street was never ordained as an alley. Former Superintendent Robert Receski stated the Borough only plowed snow there as a favor once in a while. Public Works Director Dave Vallosio stated the Borough plowed the snow there as needed, but no tarring or gravel work was done. Member Hoak moved to approve Solicitor Dennison write a letter to address the letters Council received from the property owners regarding the alley, and the fact that it is not an ordained street; seconded by President Pro-Tem Allgeier. Motion carried 6-0.
5. **YMCA Agreement – Admin. Building** – Solicitor Dennison stated he sent the YMCA Agreement to Council Members and made a few corrections to it. Solicitor Dennison stated he didn't think the Borough should shovel the sidewalks or mow the lawn. President Pro-Tem Allgeier stated the lessee should shovel the sidewalks. Solicitor Dennison stated the YMCA has a volunteer group lined up on Saturday to make repairs to the exterior of the building. Solicitor Dennison stated the Borough would pay for half of the materials and the paint, etc. and the YMCA would supply all the labor. President Pro-Tem Allgeier stated Council needs to see the cost estimates for

paint. Vice-President Hynes stated Council should go back to the YMCA to get cost estimates before we vote. Vice-President Hynes stated this topic should be put on the next Borough Council agenda.

Committee Reports

A. Personnel Committee

1. **Employee Handbook** – Personnel Committee Chair Karen Allgeier stated Manager Shick is page numbering the Employee Handbook, then the handbook will be sent to the Unions for approval.

B. Finance Committee

1. **Line Item Transfers** – President Pro-Tem Allgeier stated the Finance Committee has met and discussed the proposals from Director Vallosio and Manager Shick with regard to the Public Works Budget. President Pro-Tem Allgeier made a motion coming from the Finance Committee to move \$500.00 from the 'Building Supplies' line item to the 'Maintenance Services' line item in the Public Works Budget, and to move \$2,000.00 from the 'Part Time Staff' line item to the 'Maintenance Services and Building' line item. Motion carried unanimously 6-0.

C. Property Committee

1. **Resolution 510-15/73 South Pickering Street Auction** – Property Committee Chairman Dave Ferringer reported there was one bidder, Dan Conti, for the house on 73 South Pickering Street, and they sold the property to him for \$10,000.00 on March 27, 2015. President Pro-Tem Allgeier moved to approve Resolution 510-15 to consummate the sale of the house at 73 South Pickering Street that was sold at auction to Mr. Dan Conti for \$10,000.00; seconded by Member Hoak. Motion carried 6-0.

D. Community Resources Committee

1. **Marketing Seal** – Community Resources Committee Chair Clarinda R. Darr stated we are coming along with the criteria to be set up for the marketing seal for the Borough of Brookville. Community Resources Committee Chair Darr reported she will be meeting with three people at a Lancaster conference at the end of this month to discuss this further.
2. **Thank You Note** – Community Resources Committee Chair Darr reported she received a thank you note from Cathy Steiner at the DuBois Business College thanking Council for inviting them to the last Borough Council meeting to help showcase area businesses as one of 'Brookville's Best'.

E. Safety Committee

1. **Parking/Ticket Fees** – Safety Committee Chairman Steve Hoak stated the Safety Committee recommends the following new fees for tickets; parking meters 1st – 3rd day \$10.00, after 14 days - \$50.00, after 30 days - \$100.00 and a citation is issued. Safety Committee Chairman Hoak stated the fee for exceeding the two hour parking limit would be \$5.00, not parking within the lines - \$10.00, parking prohibited certain times - \$10.00, parking prohibited at all times - \$50.00, and no parking areas - \$25.00. Member Hoak asked if there was a state standard fee for illegal handicap parking, and stated we want to match any other laws governing a fee for this.

President Pro-Tem Allgeier stated it is a \$250.00 fine. Vice-President Hynes requested that Council look at this further.

Borough Manager –

1. **Vickie Storey's Software System** – Manager Shick stated in the past, Vickie Storey has always turned in an invoice for her software, and the Borough has always reimbursed \$150.00 for that software. Member Hoak moved to approve \$150.00 for reimbursement of Vickie Storey's software; seconded by President Pro-Tem Allgeier. Motion carried 6-0.
2. **Walter Dick Park Swimming Hole** – Manager Shick stated she would like to run an ad for lifeguards for the summer for the Walter Dick Park swimming hole. President Pro-Tem Allgeier moved to allow Manager Shick to run an ad for lifeguards, in addition to that, she contacts all the previous lifeguards from last year and lets them know the ad will be coming out; seconded by Member Kutz. Motion carried 6-0.
3. **Special Event Permit** – Manager Shick stated Council is asked to approve a special event permit from the Brookville Area Chamber of Commerce for 'Antique Day' which will be a sidewalk sale on Main Street from Finders Keepers to Cash's Collectibles for antiques only on Saturday, June 13th from 9:00 a.m. to 5:00 p.m. Member Hoak moved to approve as submitted; seconded by President Pro-Tem Allgeier. Motion carried 6-0.

UNFINISHED BUSINESS:

1. **Depot Street Bids** – Vice-President Phil Hynes reported four firms bid on the Depot Street Pipe Replacement Project; Francis J. Palo in Clarion bid \$57,360.00, Rankin and Son Excavating in Fairmount City bid \$34,390.00, Bison Construction in Fairmount City bid \$29,434.00, and TR Excavating in Mayport bid \$29,040.00. Member Kutz moved to hire TR Excavating for the Depot Street Pipe Replacement Project. Member Darr stated she was aware that some people were concerned that the project went from a bridge to a pipe. Vice-President Hynes reported they hired an engineer that proposed a lower cost solution. After some discussion, Member Kutz moved to hire TR Excavating for the Depot Street Pipe Replacement Project; seconded by Member Ferringer. Motion carried 5-1 with Member Darr dissenting.

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 21, 2015. President Pro-Tem Allgeier asked Council to review the information she gave them. Member Hoak recommended this go to the Public Safety Committee, and Vice-President Hynes agreed. President Pro-Tem Allgeier stated Council members who are interested in attending a Rental Inspection class in May in Pittsburgh should contact Manager Shick.

ELECTED OFFICIAL COMMENTS:

- A. Member Darr** – Member Darr reminded everyone to attend the Town Hall meeting scheduled for April 21, 2015. Member Darr stated National Lineman Appreciation Day is April 13, 2015. Member Darr stated there will be a Scripture Rocks meeting at the Heritage House tomorrow night at 7 o'clock and it is free to the public. Member Darr thanked the firemen, the police, and Dave Vallosio. Solicitor Dennison stated Rose Siding Road is a Borough street, and it used to be called Breezemont.
- B. Member Ferringer** – Member Ferringer stated he was questioned on First Response. Member Ferringer asked Chief Brown if we were the first responders to an incident at the Rose Township building. Chief Brown stated we were the first on the scene, but we were there on a backup capacity to the State Police.
- C. Member Hoak** – Member Hoak congratulated former Superintendent Receski on his citation, and thanked Brad Lashinsky, Cris Dush, and Steve Berfield for their presentations tonight. Member Hoak asked Council for an Executive Session to discuss a personnel matter with no action expected.
- D. Member Kutz** – Member Kutz asked if someone could find out if Ordinance 1046 regarding Doe Run became a law. Manager Shick stated she would look into it.
- E. President Pro-Tem Allgeier** – President Pro-Tem Allgeier stated everyone was invited to attend dinner theatre this weekend for twenty dollars per person. President Pro-Tem Allgeier thanked the Brookville Volunteer Fire Company for doing a great job with the Easter Egg Hunt this past Saturday.
- F. Vice-President Hynes** – Vice-President Hynes asked Council to try to keep the meetings a little briefer.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION:

Reporter Judi Anthony asked Member Hoak what the suggested parking and ticket fees were. Manager Shick stated she would e-mail them to Mrs. Anthony.

EXECUTIVE SESSION:

Council entered an Executive Session at 9:12 p.m. to discuss a personnel issue with no action expected. Executive Session ended at 9:40 p.m. with no action taken.

ADJOURNMENT:

President Pro-Tem Allgeier moved to adjourn; seconded by Member Kutz. Motion carried 6-0 at 9:40 p.m.

Borough Manager

