

MINUTES
BROOKVILLE BOROUGH COUNCIL MEETING
Tuesday, September 15, 2015 @ 7:00 P.M.

The Brookville Borough Council met in the large conference room on Tuesday, September 15, 2015 at 7:00 P.M. with the following in attendance:

COUNCIL MEMBERS

John Blazosky
Phil Hynes
Karen Allgeier
Dave Ferringer
Bill Kutz
Steve Hoak
Clarinda R. Darr

STAFF

Manager Dana Shick
Mayor Richard Beck
Director of Public Works -
Dave Vallosio
Zoning/Code/Health
Officer – Emerson Turnbull
Solicitor James Dennison
Recorder Christine Gunning

VISITOR/MEDIA

Randy Bartley
Matt Triponey
Jill Martin Rend
Ruthanne Barbazzeni
Jim ‘Moon’ VanSteenberg
Barbie VanSteenberg
Danielle VanSteenberg
Levi Roseman
Marilyn Himes
Kevin Himes
Linda Slater

CALL TO ORDER:

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

SWEARING IN JUNIOR COUNCIL PERSON:

- A. Mayor Richard Beck swore in Brookville resident and Brookville High School Senior Danielle VanSteenberg as a Brookville Borough Junior Council Member. Mayor Beck stated as a Junior Council Member Danielle VanSteenberg is not able to vote on any issues or attend any executive sessions. President John Blazosky welcomed Levi Roseman, a Junior at the Brookville Area Junior/Senior High School, who will act as Danielle VanSteenberg’s alternate this year, and will serve as Junior Council Member next year.

CORRECTIONS/APPROVAL OF MINUTES (September 1, 2015)

Member Steve Hoak moved to approve the minutes of the September 1st meeting as submitted; seconded by President Pro-Tem Karen Allgeier. Motion carried 7-0.

FINANCIAL REPORTS:

- A. **Approval of Expenditures** – The current bills were presented for approval. Manager Dana D. Shick stated there was one addition:
1. Erie Family Life Insurance - \$260.00
President Pro-Tem Karen Allgeier moved to approve the bills as amended, seconded by Member Steve Hoak. Motion carried 7-0.

- B. Fund Level Financial Statements** – President John Blazosky stated Vice-President Phil Hynes and Manager Dana D. Shick are here to respond to any questions regarding the Fund Level Financial Statements.

PUBLIC COMMENT:

- A. Brookville's Best – Jill Martin Rend – Director of BC3** – Jill Martin Rend, Director of Butler County Community College (BC3), stated she has worked at BC3 for 5 years. Director Rend reported they have six locations including their main campus in Butler, Cranberry, Armstrong, Lawrence Crossing, LindenPointe, and Brockway. Director Rend stated they offer face-to-face, online and hybrid courses. Director Jill Martin Rend stated students are only required to have a high school degree or GED; no SAT scores are required. Director Rend stated they have six Associate Degree Programs, including Business Management, Early Childhood Education (Pre K-4), General Studies, Pre-Nursing, Psychology, and Social Work. Director Jill Martin Rend stated Business Management and General Studies are the most popular. Director Rend stated the BC3 is the only community college north of Interstate 80. Director Jill Martin Rend reported their tuition rates are lower than those of other colleges at just \$241.00 per credit in the classroom and \$266.00 per credit online. Director Rend reported credits earned at BC3 can be transferred to most four-year colleges and universities, and students can also transfer credits in. Director Jill Martin Rend stated they have fall, spring and summer semesters, and students can attend full or part-time. Director Jill Martin Rend stated they offer quality education fully accredited by the Middle State Commission on Higher Education. Director Jill Martin Rend invited everyone to attend an Open House at BC3 in Brockway on Tuesday, October 27th from 5:30 p.m. to 7:00 p.m.
- B. Ruthanne Barbazzeni/Brookville High School Homecoming** – Ruthanne Barbazzeni, Brookville Junior/Senior High School Principal, stated they are pumping up this year's Brookville High School Homecoming September 25th with a tailgate activity, competitions to win an ideal parking spot, a dunking booth, and an Alumni Social in the evening. Principal Barbazzeni stated they feel this is a great way to bring the community and past graduates to the event. Principal Barbazzeni gave Council a completed Special Event Permit, and asked their permission to have a mini-parade from Cemetery Road into the football field that would take about ten minutes. Member Steve Hoak moved to approve a mini-parade for the Brookville High School Homecoming, from Cemetery Road into the football field, pending Police Chief Jason Brown's approval; seconded by President Pro-Tem Karen Allgeier. Motion carried 7-0. Principal Ruthanne Barbazzeni also asked Council's permission to tie ribbons and balloons around parking meters in town Thursday night and Friday to decorate for Homecoming. President Pro-Tem Karen Allgeier moved approval of the parking meter decorations for Homecoming; seconded by Member Bill Kutz. Motion carried 7-0.

REPORTS:

Director of Public Works - Dave Vallosio, Director of Public Works, reported Ash tree removal from North Side Park has been completed, the stumps have been ground, and grass has been planted. Public Works Director Dave Vallosio reported R&R Roofing returned last week to repair the roof over the shop area of the Maintenance Building. Public Works Director Vallosio stated, due to a significant increase in the water bill at the Borough Complex, toilets and faucets were tested throughout the complex, and defective ones were repaired or replaced. Public Works Director Vallosio stated all Borough Complex work orders are current. Member Clarinda R. Darr asked Public Works Director Vallosio if he could tell Council more about what happened to a pole that was damaged in front of the Union Hotel on Main Street. Public Works Director Dave Vallosio stated a wide load knocked that pole off, the Street Department secured it to the light post, and it is functional. Public Works Director Vallosio stated the pole will be repaired or replaced at no cost to the Borough, and the mishap was not due to the construction. Member Clarinda R. Darr asked Public Works Director Dave Vallosio for an update on Route 322, and Public Works Director Vallosio stated the contractor is currently repairing storm inlets, and should continue paving in a week or so.

Zoning/Code/Health Officer – Zoning and Code Enforcement Officer Emerson Turnbull stated he had nothing to report.

Committee Reports

A. Personnel Committee

1. **Executive Session** – Personnel Committee Chair Karen Allgeier requested an Executive Session with action expected.

EXECUTIVE SESSION:

Council Members entered an Executive Session at 7:29 p.m. with action expected. Executive Session ended at 7:43 p.m. with the following action taken:

Hiring of Equipment Operator - President Pro-Tem Karen Allgeier made a motion coming from the Personnel Committee to hire an Equipment Operator for the Public Works Department, at this time the name of this person will not be given out until he has been notified and accepts the position. President Pro-Tem Allgeier stated he will come in at the starting rate of pay pursuant to the Public Works contract, and will have a 90-day probationary period. This motion coming from the Personnel Committee was approved unanimously. Motion carried 7-0.

B. Finance Committee

1. **Account Transfers** – Finance Committee Chairman Phil Hynes reported the Finance Committee met with the Borough's auditors. Finance Committee Chairman Hynes reported the budget is in good shape. Finance Committee Chairman Hynes stated transfers that were made from the Harris System to the Freedom System in 2014 were never officially approved, and the auditors recommend retroactively approving those transfers. Finance Committee Chairman Phil Hynes made a motion coming from the Finance Committee to retroactively approve all transfers

that were made in 2014. This motion coming from the Finance Committee was approved unanimously. Motion carried 7-0.

C. Stormwater Committee

1. **Committee Update** – Stormwater Committee Chairman Dave Ferringer reported the Committee met last Thursday at a site of concern, and the Committee recommends that the engineer look at this site the next time he is in the area. Stormwater Committee Chairman Dave Ferringer reported it is something that has been ongoing for years. Stormwater Committee Chairman Ferringer reported the Stormwater Committee will not meet in October, but they will meet on the first Thursday in November.
2. **Planning Commission Update** – Planning Commission Chairman Bill Kutz reported a resident wants to do a subdivision, another resident wants to bring some properties together, and Scott Seeley would like to be a member of the Zoning Hearing Board. Planning Commission Chairman Bill Kutz stated Scott Seeley lives within the Borough limits. President Pro-Tem Karen Allgeier moved to appoint Mr. Scott Seeley to the Zoning Hearing Board; seconded by Member Steve Hoak. Motion carried 7-0.

Solicitor

- A. **Planning Commission Meeting/Verizon Tower Upgrade** – Solicitor James Dennison reported it was stated at last night's Planning Commission meeting that Verizon is upgrading their tower in town.
- B. **Parking Meter Ordinance** – Solicitor James Dennison reported he has been working on the Parking Meter Ordinance. Solicitor Dennison stated he would have to re-write a whole section for fire lanes. Solicitor Dennison stated he will do the update on the parking by itself. Solicitor James Dennison reported there is no mention of fire lanes in the ordinance now.
- C. **Depot Street Trail/Signage** – Member Clarinda R. Darr asked if signage was put up indicating that no motorized vehicles are permitted on the Depot Street Trail, and Vice-President Phil Hynes stated signage was put up.

Borough Manager

- A. **Municipal Winter Traffic Services Agreement** – Manager Dana D. Shick stated the Municipal Winter Traffic Services Agreement will last until 2020, and it enables us to get money back from the state when the Borough helps maintain state streets within the Borough. President Pro-Tem Karen Allgeier moved to approve Resolution # 513-15 authorizing President John Blazosky and Manager Dana D. Shick to sign the Municipal Winter Traffic Services Agreement with the state on behalf of Brookville Borough; seconded by Member Dave Ferringer. Motion carried 7-0.
- B. **2016 MMO (Minimum Municipal Obligation)** – Manager Dana D. Shick stated she needs a motion from Council to sign the 2016 MMO (Minimum Municipal Obligation) for the Brookville Borough Pension Plan for 2016. President Pro-Tem Karen Allgeier moved to authorize Manager Dana D. Shick to sign the 2016 MMO, the Minimum Municipal Obligation, for the Brookville Borough Pension Plan for 2016; seconded by Member Dave Ferringer. Motion carried 7-0.

- C. **Part-time Police Officer Advertisement** – Manager Dana D. Shick stated Police Chief Jason Brown would like to hire a few part-time police officers to cover other officers taking off for vacations. President Pro-Tem Karen Allgeier moved to advertise the part-time police officer position pursuant to the press release provided by Chief Brown; seconded by Member Bill Kutz. Motion carried 7-0.
- D. **Pennsylvania Tax Collector's Convention** – Manager Dana D. Shick stated Tax Collector Vickie Storey is asking the Borough to cover \$300.00 of the cost for Mrs. Storey to attend the annual Pennsylvania Tax Collector's Convention being held in York on October 16th and 17th. President Pro-Tem Karen Allgeier moved to give Tax Collector Vickie Storey \$300.00 to attend the Pennsylvania Tax Collector's Convention in York, Pennsylvania on October 16th and 17th; seconded by Member Bill Kutz. Motion carried 7-0.
- E. **Employee Handbook** – Manager Dana D. Shick stated she sent the Employee Handbook to the Union to review it. Manager Dana D. Shick reported she heard back that while the Union appreciates that we forwarded the Employee Handbook for their review, they do not recognize the policy handbook as a means for negotiations, and it is strictly the Collective Bargaining Agreement that they use for a guideline. President Pro-Tem Karen Allgeier stated in other words all the footnotes they put in the Employee Handbook that say 'the Union's contract can supersede this' is fine with them? Manager Shick stated the Union is good with what we have.
- F. **YMCA/Cement Sidewalk** – Manager Dana D. Shick stated Tina from the YMCA asked if they would be able to install a cement sidewalk leading from their back parking lot at the Admin. Building to the back doors. Manager Shick stated the sidewalk would be installed strictly at the YMCA's expense. Manager Dana D. Shick stated the YMCA would maintain it in the winters. Member Steve Hoak moved to approve the installation of a concrete sidewalk at the expense of the YMCA, under the supervision of Dave Vallosio and the Street Department, to be maintained by the YMCA during the length of their lease on the building; seconded by President Pro-Tem Karen Allgeier. Motion carried 7-0.
- G. **Calvary Church of the Nazarene/Candy Baskets** – Manager Dana D. Shick stated the candy baskets that were placed on the tables in front of Council Members tonight were provided by Tonya Norris and the Calvary Church of the Nazarene in memory of 9-11.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- A. **Depot Street/Port-A-Johns** – Vice-President Phil Hynes stated in September the contract to have port-a-johns at Walter Dick Park expires, and asked Council if one port-a-john could be moved to Depot Street for October and November. Vice-President Hynes stated there would be a minimal cost of around \$35.00 a month involved, and this expense was not included in the budget because they were not expecting the trail at Depot Street to be done so

soon. President Pro-Tem Karen Allgeier made a motion to move one port-a-john from Walter Dick Park to Depot Street for October and November; seconded by Member Bill Kutz. Motion carried 7-0. Member Dave Ferringer asked Council if all of the port-a-johns will be taken out of Walter Dick Park. Manager Dana D. Shick stated we usually remove the port-a-johns at the end of the season, which is determined every year by the weather. Manager Dana D. Shick stated all the port-a-johns are removed from all of the parks in the fall. Member Dave Ferringer stated he thinks one port-a-john should remain at Walter Dick Park until the weather really turns. Manager Dana D. Shick stated it is usually based on the weather.

ELECTED OFFICIAL COMMENTS:

- A. Junior Council Member Danielle VanSteenberg** – Junior Council Member Danielle VanSteenberg thanked Council Members for allowing her to join them on Council, and stated she looks forward to being here for this year.
- B. Mayor Richard Beck** – Mayor Richard Beck congratulated Danielle VanSteenberg on becoming Junior Council Member this year and Levi Roseman for serving as her alternate this year and serving as Junior Council Member next year.
- C. Member Clarinda R. Darr** – Member Clarinda R. Darr thanked all the schools and businesses who took time to salute 9-11. Member Clarinda R. Darr thanked the attendees, the parents, Jill Martin Rend and Ruthanne Barbazzeni from the school for attending the meeting. Member Clarinda R. Darr congratulated Danielle VanSteenberg on becoming Junior Council Member this year and Levi Roseman for serving as her alternate this year and serving as Junior Council Member next year. Member Clarinda R. Darr congratulated and saluted members of the Brookville Volunteer Fire Company and the Brookville Firemen's Club who have finally settled some differences.
- D. Member Dave Ferringer** – Member Dave Ferringer welcomed Junior Council Member Danielle VanSteenberg and Alternate Junior Council Member Levi Roseman, and wished them both the best.
- E. Member Steve Hoak** – Member Steve Hoak welcomed Junior Council Member Danielle VanSteenberg and Alternate Junior Council Member Levi Roseman, and encouraged them to participate. Member Steve Hoak stated their input is vital to the future of this town.
- F. Member Bill Kutz** – Member Bill Kutz stated he remembered Junior Council Member Danielle VanSteenberg and Alternate Junior Council Member Levi Roseman from school, and stated Council is lucky to have them.
- G. President Pro-Tem Karen Allgeier** – President Pro-Tem Karen Allgeier echoed Council Member's comments congratulating Junior Council Member Danielle VanSteenberg and Alternate Junior Council Member Levi Roseman. President Pro-Tem Karen Allgeier stated she worked with Junior Council Member Danielle VanSteenberg at school for a while and her family. President Pro-Tem Karen Allgeier reported the Shade Tree Commission will meet at the Borough Complex in Council Chambers on Wednesday, October 7th at 4:00 p.m., and asked people with Shade Tree issues to get them to the

Borough. President Pro-Tem Karen Allgeier thanked Council and her fellow members on the Personnel Committee for their hard work in regard to hiring their new employee. President Pro-Tem Karen Allgeier thanked Finance Committee Chairman Phil Hynes and Finance Committee Member Steve Hoak for their hard work on the budget, and Manager Dana D. Shick for her hard work on all the Committees, which will make it easier when we get down to the crunch time.

- H. Vice-President Phil Hynes** – Vice-President Phil Hynes stated it has all been said, and he has nothing to say.
- I. President John Blazosky** – President John Blazosky welcomed Junior Council Member Danielle VanSteenberg and Alternate Junior Council Member Levi Roseman, and stated there were years there there was no interest from the school. President John Blazosky asked the media if they had any questions, and they had none.

ADJOURNMENT:

Member Steve Hoak moved to adjourn; seconded by President Pro-Tem Karen Allgeier. Motion carried 7-0 at 8:10 p.m.

Borough Manager