

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

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

**COUNCIL MEMBERS**

John Blazosky  
Phil Hynes  
Karen Allgeier – via phone  
David Ferringer  
Bill Kutz  
Steve Hoak  
Clarinda R. Darr  
Danielle VanSteenberg

**STAFF**

Manager Dana D. Shick  
Police Chief Jason Brown  
Public Works Director -  
Dave Vallosio  
Zoning/Code/Health Officer -  
Emerson Turnbull  
Solicitor Jim Dennison  
Recorder Christine Gunning

**VISITOR/MEDIA**

Randy Bartley  
Matt Triponey  
Jeremy Shoffstall  
Gene Hoak  
Barbara VanSteenberg  
April Crance  
Sandy Snyder

**CALL TO ORDER:**

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

**CORRECTIONS/APPROVAL OF MINUTES (November 3, 2015)**

Member Steve Hoak moved to approve the minutes of the November 3<sup>rd</sup> 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. Member Steve Hoak asked what ‘Telvent’ referred to. Manager Dana D. Shick stated it is our weather station, and this should be our final payment because we have smartphones now. Member David Ferringer moved to approve the bills as submitted, seconded by Member Steve Hoak. Motion carried 7-0.
- B. Fund Level Financial Statements** – President John Blazosky stated anyone with questions regarding the Fund Level Financial Statements can ask Vice-President Phil Hynes or Manager Dana D. Shick.

**PUBLIC COMMENT:**

- A. Brookville’s Best – J’s Cleaning Service** – Jeremy Shoffstall, owner of J’s Custom Cleaning Service, LLC, stated he graduated from Brookville High School in 2005, went to the Marine Corp, and then got a Marketing Management Degree from Penn State DuBois. Mr. Shoffstall stated he started his own cleaning business called J’s Cleaning Service. Mr. Shoffstall stated they do residential cleaning including house cleaning, before and after party, move-ins, move-outs, holiday cleaning and seasonal cleaning. Mr. Shoffstall stated they do commercial cleaning including office cleaning, move-ins, and move-outs. Member Clarinda

R. Darr stated this would make a wonderful Christmas present for everyone's wife.

## **REPORTS:**

### **Chief of Police**

- A. Walk Through at Pinecreek Elementary** - Police Chief Jason Brown stated he attended a Table Top meeting and did a walk-through at Pinecreek Elementary regarding any emergency evacuations that they may have there.
- B. Lock Down Drills** – Police Chief Jason Brown stated he participated in two Lock Down Drills today, one at the Brookville High School and one at Hickory Grove Elementary.
- C. Veteran's Day Program** – Police Chief Jason Brown stated on Veteran's Day he attended the Veteran's Day program at the Brookville High School. Police Chief Brown thanked the Masonic Lodge for the nice lunch that followed.

**Director of Public Works** – Public Works Director Dave Vallosio reported leaf pickup continues in the Borough. Public Works Director Vallosio stated the new plow truck arrived yesterday. Member Clarinda R. Darr asked Public Works Director Vallosio if there was a leaf pickup schedule, and Public Works Director Vallosio stated the old schedule did not work, so they had two trucks starting at opposite ends of town and going street by street collecting any leaves that were raked to the curb.

**Zoning/Code/Health Officer** – Zoning and Code Enforcement Officer Emerson Turnbull stated he made an agenda for the November Planning Commission meeting and attended that meeting, handled 6 leaf burning complaints and site visits, handled 3 calls for zoning outside of the Borough, had 2 meetings regarding zoning denial and an application to the Zoning Hearing Board, handled a zoning permit for Sheetz, had 1 call and meeting regarding a landlord on Main Street, had 1 message about a carport in the Borough, did code review regarding fireworks sales in the Borough, had 1 call from Gwin, Dobson, and Foreman regarding permits for sewer, had 1 call regarding a Main Street permit for remodeling, had a meeting and some calls regarding the Hoak subdivision, and received a call from Mr. Pearsall regarding improvements on East Main Street. Member Clarinda R. Darr asked Zoning and Code Enforcement Officer Turnbull if there was some action going on at the old Holiday Inn. Zoning and Code Enforcement Officer Turnbull stated the owner is refinancing to get some improvements made on the property.

### **Committee Reports**

#### **A. Finance Committee**

- 1. Budget Adjustments** – Finance Committee Chairman Phil Hynes reported the Committee recommends making the following transfers in the budget; moving \$20.00 from Property Tax – BASD to Property Tax – Local, moving \$2,100.00 from Contracted IT Service (Freedom) to Employee Pension – State Aid, moving \$4,400.00 from Benefit – FICA to Insurance – Umbrella, moving \$400.00 from Other Compensation – Overtime to Audit Fees, and moving \$175.00 from Property Tax – County to Postage.

These recommended budget adjustments coming from the Finance Committee were approved unanimously by Council 7-0.

2. **2016 Budget** – Finance Committee Chairman Phil Hynes stated Council Members were given a copy of the proposed 2016 budget at the last meeting, and he does not think Council will vote on the budget tonight. Finance Committee Chairman Phil Hynes asked Council to be prepared to vote on the budget at the next Borough Council meeting so they will not need to have a special meeting regarding this. Finance Committee Chairman Phil Hynes urged Council Members to ask the Finance Committee any questions they have regarding the budget so they can vote on it. Finance Committee Chairman Phil Hynes wanted to make it clear that voting on the budget does not mean Council is voting for every single line item; Council can vote on line items later in the year.

#### **Solicitor**

- A. **Ordinance 1092** – Solicitor Jim Dennison stated this Ordinance involves the easement with Historic Brookville, and this was approved by DCNR. Solicitor Jim Dennison stated basically this Ordinance says the Borough is maintaining the property, but cannot change the improvements without contacting H.B.I. Member Steve Hoak moved to approve advertising Ordinance 1092 regarding the easement between H.B.I., DCNR, and Brookville Borough; seconded by Member Clarinda R. Darr. Motion carried 7-0.
- B. **Ordinance 1093** – Solicitor Jim Dennison stated Ordinance 1093 involves extending the existence of the Brookville Municipal Authority an additional 50 years. Solicitor Jim Dennison stated this was last done in 1983 when they did the upgrades to the sewage plant. Solicitor Jim Dennison stated doing this is necessary now since the Brookville Municipal Authority is in the process of transferring assets from the Rose Township Municipal Authority to the Brookville Municipal Authority which is slated to take place January 1, 2016. Member Steve Hoak moved to advertise Ordinance 1093 extending the existence of the Municipal Authority for another fifty years; seconded by Vice-President Phil Hynes. Motion carried 7-0.
- C. **Ordinance 1094** – Solicitor Jim Dennison stated it was mentioned last summer the Brookville Municipal Authority would be coming to the Brookville Borough for a guarantee on an interim loan. Solicitor Jim Dennison stated the interim loan from S&T Bank is in the amount of \$9,742,000.00 which will be used to pay for the construction costs of the improvements to the sewage collection system and the wastewater treatment plant. Solicitor Jim Dennison stated they want a guarantee from the Borough for the interim loan. Solicitor Jim Dennison stated this will not affect the Borough's ability to borrow money for their own purposes. Member Steve Hoak moved to advertise Ordinance 1094; seconded by Vice-President Phil Hynes. Motion carried 7-0.

## **Borough Manager**

- A. Resolution 515-15 – JCTCC Budget** – Manager Dana D. Shick stated Resolution 515-15 deals with approving the JCTCC (Jefferson County Tax Collection Committee) 2016 Budget of \$10,000.00. Manager Dana D. Shick stated we approve this budget every year. Manager Dana D. Shick stated she sits on that Committee, they spend their money very wisely, and as a Borough we just need to pass Resolution 515-15. Vice-President Phil Hynes moved to approve Resolution 515-15; seconded by Member Steve Hoak. Motion carried 7-0.
- B. Resolution 516-15 – TCC Voting Delegate/Alternates** – Manager Dana D. Shick stated Resolution 516-15 deals with TCC (Tax Collection Committee) voting delegates and alternates. Manager Shick stated currently she is the primary voting delegate, Bonnie Parrett is the first alternate voting delegate, and Kerry Swineford is the second alternate voting delegate. Member Clarinda R. Darr moved to approve Resolution 516-15; seconded by Member Steve Hoak. Motion carried 7-0.
- C. Resolution 517-15 – Police Pension Contributions** – Manager Dana D. Shick reported Resolution 517-15 deals with Police pension contributions. Manager Dana D. Shick stated the Police pension contribution is 1.03% for the year 2016, as recommended by Thomas J. Anderson and Associates who handles the pension plan. Member Steve Hoak moved to approve Resolution 517-15, seconded by President Pro-Tem Karen Allgeier. Motion carried 7-0.
- D. Special Event Permit – Turkey Trot** – Manager Dana D. Shick stated the Y.M.C.A. is requesting a Special Event Permit for their Turkey Trot this Saturday, November 21<sup>st</sup>, and they anticipate around 25 participants. President John Blazosky asked if the participants will be running down the streets, and Manager Shick stated they will be. Member Bill Kutz asked if the Y.M.C.A. spoke with the police about this, and Police Chief Jason Brown stated they did not. Police Chief Jason Brown stated the only issue he has is that they will be running on Mabon Street, which is a narrow road on which two cars can barely pass, and the event is this Saturday. Police Chief Jason Brown stated the Police can help the participants in crossing Pickering Street, but he is concerned about the participants crossing back. Member Bill Kutz stated it makes sense to use the Rail-Trail. Police Chief Jason Brown stated he is concerned if we approve it and something happens; what is the Borough's liability? Member Steve Hoak stated he would like to see the participants run on the sidewalk. Solicitor Dennison stated he thinks more thought needs to go into this for next year. Member Steve Hoak moved to approve the Special Event Permit for the Y.M.C.A.'s Turkey Trot pending coordination with Police Chief Jason Brown on the safety concerns; seconded by Member Bill Kutz. Motion carried 5-2 with President Pro-Tem Karen Allgeier and Member Clarinda R. Darr dissenting.
- E. Special Event Permit - Annual Wine Walk** – Manager Dana D. Shick stated the Chamber of Commerce is having their Annual Wine Walk Saturday, November 5<sup>th</sup> at 1:00 p.m. Manager Dana D. Shick stated they want to close

off one parking spot in front of each participating store so they can park a company vehicle from each winery there. Member Steve Hoak moved to approve the Chamber of Commerce's request to have their Annual Wine Walk as submitted; seconded by Member David Ferring. Motion carried 7-0.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**A. Planning Commission**

1. **Hoak's Plan** – Planning Commission Chairman Bill Kutz reported the Hoaks want to expand their house on Jefferson Street. Solicitor Jim Dennison stated the Hoaks want to combine three lots into one lot so they do not have setback issues. Solicitor Jim Dennison stated this was approved by the Planning Commission, and it needs to be approved by Council. Vice-President Phil Hynes moved to approve the recommendation of the Planning Commission; seconded by Member Bill Kutz. Motion carried 6-1, with Member Steve Hoak abstaining.

**ELECTED OFFICIAL COMMENTS:**

- A. **Junior Council Member Danielle VanSteenberg** – Junior Council Member Danielle VanSteenberg stated she was sorry she could not attend the last few meetings, but the musical she was in did go off very well. Junior Council Member Danielle VanSteenberg reported it was good to see the Veterans at the program for them at the high school, and the Art Class at the high school is working on creating blocked exits for the fire drills. Junior Council Member Danielle VanSteenberg stated the Holiday Concert is scheduled for December 3<sup>rd</sup> at 7:00 p.m.
- B. **Member Clarinda R. Darr** – Member Clarinda R. Darr reminded everyone that the Saturday after Light Up Brookville is Shop Small. Member Clarinda R. Darr stated 'How to Succeed in Business Without Really Trying' had a great run and congratulated everyone involved. Member Clarinda R. Darr stated the Veterans program went well, and our thoughts and prayers go out to the people in Paris. Member Clarinda R. Darr stated her 'no' vote tonight regarding the Special Event Permit for the Y.M.C.A.'s Turkey Trot was to make sure everyone is safe and sound.
- C. **Member Steve Hoak** – Member Steve Hoak thanked everyone who voted, and congratulated everyone who was elected to their positions. Member Steve Hoak reminded everyone there is free parking for the entire month of December, but the two hour rule is in effect. Member Steve Hoak stated the Borough is coming up on a time crunch on the budget, and hopefully it can be passed at the next meeting.
- D. **Member Bill Kutz** – Member Bill Kutz congratulated Junior Council Member Danielle VanSteenberg on being the star of the play.
- E. **President Pro-Tem Karen Allgeier** – President Pro-Tem Karen Allgeier stated she just wanted to say hello everybody.

- F. Vice-President Phil Hynes** – Vice-President Phil Hynes stated he had nothing further to add.
- G. President John Blazosky** – President John Blazosky stated he grudgingly voted yes for the Y.M.C.A.'s Turkey Trot, but Council needs more time to consider permit requests and the requests should be submitted sooner. President John Blazosky asked the media if they had any questions.

**MEDIA COMMENTS/QUESTIONS/CLARIFICATION:**

Reporter Matt Triponey asked what the Borough's contribution to the JCTCC Budget is, and Manager Dana D. Shick stated it is \$513.00.

**ADJOURNMENT:**

Member Bill Kutz moved to adjourn; seconded by President Pro-Tem Karen Allgeier. Motion carried 7-0 at 7:46 p.m.

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Borough Manager