

**MINUTES**  
**BROOKVILLE BOROUGH COUNCIL MEETING**  
**Tuesday, December 1, 2015 @ 7:00 P.M.**

The Brookville Borough Council met in the large conference room on Tuesday, December 1, 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  
Danielle VanSteenberg

**STAFF**

Manager Dana D. Shick  
Mayor Richard Beck  
Police Chief Jason Brown  
Fire Chief Jim Lipuma  
Director of Public Works -  
Dave Vallosio  
Solicitor Jim Dennison  
Recorder Christine Gunning

**VISITOR/MEDIA**

Randy Bartley  
Matt Triponey  
John Pozza  
Claire Orner  
Barbara VanSteenberg

**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 17, 2015)**

Member Steve Hoak moved to approve the minutes of the November 17<sup>th</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.

Manager Dana D. Shick stated there were three additions:

1. \$269.11 – Brookville Municipal Authority Water Bill
2. \$400.00 – Two Month Retainer for Solicitor Jim Dennison
3. \$4,131.00 – Solicitor Jim Dennison – General Borough Invoice

President Pro-Tem Karen Allgeier moved to approve the bills as amended, seconded by Member Bill Kutz. 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 – Quiet Creek Herb Farm – Claire Orner** – Claire Orner, a Steward of Quiet Creek, thanked Member Clarinda R. Darr for inviting her to speak at tonight's meeting. Claire Orner stated Quiet Creek Herb Farm has been a 501C3 since 2003, and it is a part of the Brookville community. Claire Orner stated their job as a community servant is to help the community conserve natural resources and sustain healthful lives. Claire Orner stated Quiet Creek is made up of the Orner family, many members of the community, and a Board of Directors.

Claire Orner stated Quiet Creek Herb Farm received the Pennsylvania Sustainable Agriculture Business Leader Award in 2015. Claire Orner stated they use herbs for medicine, culinary use, and to make soap. Claire Orner stated a lot of their classes involve working with the earth. Claire Orner reported mushrooms are a big part of the farm, and her husband Rusty Orner wrote a book about them. Claire Orner stated they help the North Fork Watershed Association with Watershed Camps. Claire Orner stated they have a community garden, and give food to the food bank. Claire Orner stated Quiet Creek Herb Farm is open to the public from 9:00 a.m. to 5:00 p.m. on Friday and Saturday. Member Bill Kutz thanked Claire Orner for coming to the meeting, and stated her presentation was very informative. Claire Orner stated Quiet Creek Herm Farm is funded through the EITC Fund and donations. Claire Orner stated they like to be a global thinker, and offer their services here and around the world.

## **REPORTS:**

### **Chief of Police**

- A. Statistics for the Month of November** - Police Chief Jason Brown reported the Brookville Police Department logged 1,526 calls, wrote 89 reports, made 55 traffic stops, 5 felony arrests, 34 misdemeanor arrests, and 20 summary arrests.
- B. Thanks for Assistance** - Police Chief Brown thanked and commended the Brookville Volunteer Fire Company and the Track and Field Search and Rescue Organization for their assistance in searching for a mentally ill citizen who walked away from their home over the past weekend. Police Chief Jason Brown thanked the Brookville Volunteer Fire Company for their assistance in an incident that happened at Hickory Grove Elementary School last week.
- C. Part-time Police Officer** – Police Chief Jason Brown stated on November 24<sup>th</sup> and 25<sup>th</sup> he conducted interviews for the top candidates for the position of part-time Police Officer. Police Chief Jason Brown stated he plans to hire four of the candidates.

### **Fire Chief**

- A. October Statistics** – Fire Chief Jim Lipuma reported the Brookville Volunteer Fire Company responded to 21 alarms during the month of October, averaging 11 firefighters per call, investing 212 man hours for the emergency calls only, and averaging 18 members per drill night. Fire Chief Lipuma stated their average response time in Brookville was 5:37 seconds.
- B. Summary of Calls** – Fire Chief Jim Lipuma reported there were 4 automatic fire alarms, 1 bomb threat, 2 QRS, 1 power line down, 1 medical alarm, 4 motor vehicle accidents, 1 natural gas incident, 1 commercial refrigerant leak, 2 search details, 3 structure fires, and 1 vehicle fire.
- C. Services Performed/Events Attended** – Fire Chief Jim Lipuma reported on November 1<sup>st</sup> the Brookville Volunteer Fire Company kept the streets blocked and those involved with the Pumpkin Roll safe again this year. Fire Chief Jim Lipuma reported he attended Veterans Day Ceremonies at the Hickory Grove School on November 6<sup>th</sup>, and the Brookville High School on November 11<sup>th</sup>. Fire Chief Jim Lipuma reported the fire company started installing Christmas

lights and banners on November 16<sup>th</sup>. Fire Chief Lipuma stated he attended the Local Emergency Planning Committee meeting on November 17<sup>th</sup>, and on November 18<sup>th</sup> members of the fire company discussed fire safety with the parents and students of the area Head Start program. Fire Chief Jim Lipuma stated he attended a meeting at the Jefferson County 911 on November 19<sup>th</sup> where after years of discussions, Director Tracy Zents in conjunction with PEMA made Jefferson County fire companies who respond to I-80 calls a pilot program that offers hand-held radios valued at \$4,000.00 each that the incident commander can use to communicate with PennDot and PSP via a county Talk Group. Fire Chief Lipuma stated, if this pilot program is successful, the next step would be for all first responders that respond on I-80 to get the same opportunity. Fire Chief Jim Lipuma stated this pilot program includes Corsica, Brookville, Pinecreek, and Falls Creek fire organizations. Fire Chief Lipuma commended Director Tracy Zents for getting this started, and stated this is a really big step in the right direction. Fire Chief Jim Lipuma stated he attended a meeting at the Highlands DuBois Hospital on November 23<sup>rd</sup> in reference to training, carrying, and administering Narcan, a drug that counter acts an opiate overdose. Fire Chief Lipuma stated the Brookville Volunteer Fire Company's members are now training and will be certified before this service is implemented. Fire Chief Lipuma stated the Brookville Volunteer Fire Company had the pleasure to kick off the Christmas Season in Brookville by hosting the 'Light Up Brookville' night and parade. Fire Chief Jim Lipuma stated the fire company had the honor to bring Santa to town atop the Brookville Tower Truck, and the event was a huge success that was enjoyed by all who attended. Fire Chief Lipuma thanked Clarinda R. Darr for all of her hard work preparing for this event. President John Blazosky stated Light Up Brookville was awesome. Fire Chief Jim Lipuma asked everyone to take a minute and thank fire fighters for their service when they see them out and about during the holiday season.

**Director of Public Works** – Public Works Director Dave Vallosio reported leaf pickup was completed today in the Borough. Public Works Director Dave Vallosio stated weather permitting they will be working on the banks of the flood control removing vegetation from the bank that cannot be reached with the new boom mower.

## **Committee Reports**

### **A. Finance Committee**

1. **Budget Adjustments** – Finance Committee Chairman Phil Hynes reported the Committee recommends making transfers regarding sixteen different line items in the budget. Finance Committee Chairman Phil Hynes stated, in the interest of time, he is making a motion coming from the Finance Committee to approve the line item transfers within the budget of this year at the amounts previously emailed to Council. 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 the Finance Committee sent Council Members a proposal with a balanced

budget, received feedback on it, and passed around a revised budget with these changes; administrative salaries, carport for the Police Department, and Fire Tax Fund of .4%. Finance Committee Chairman Phil Hynes stated Member Steve Hoak would like to speak about this. Member Steve Hoak stated their court case has been resolved, and the Brookville Volunteer Fire Company said we could drop back to 1.1 mils. Finance Committee Chairman Phil Hynes stated the Committee is proposing the budget that is before Council, and it is open to discussion or a vote. Member Clarinda R. Darr asked for clarification on the Union contract. President Pro-Tem Karen Allgeier stated the Union contract is good through the end of next year. Finance Committee Chairman Phil Hynes stated the Borough has a lot of capital expenditures in 2016. Manager Dana D. Shick stated 2016 seems to be the Borough's last year of playing catch up, and 2017 will be the Borough's first year where we can sit back and start to accumulate our money. Member David Ferringer asked Manager Dana D. Shick if the Borough is going to try to put together a three or five year plan. Manager Dana D. Shick stated yes, and that she and Public Works Director Dave Vallosio are already doing that with some of the equipment. Finance Committee Chairman Phil Hynes reported the Borough is still short \$100,000.00 per year of CDBG funds. Finance Committee Chairman Phil Hynes stated the Borough is not using reserves like it had been doing. Finance Committee Chairman Phil Hynes moved to have a preliminary vote on this budget and to advertise it for passage at the next meeting. This motion coming from Committee was approved unanimously 7-0. Finance Committee Chairman Phil Hynes stated the total budget expenditures are \$2,407,605.00 and that is offset by an equal amount of revenue. Finance Committee Chairman Phil Hynes reported there is a 1 mil tax increase. Finance Committee Chairman Phil Hynes stated we eliminated the .4 fire adjustment to the fire tax we had last year, and it washes out to .6. Finance Committee Chairman Phil Hynes stated major expenditures include a snow plow, employee retirement issues, a new roof for the Borough Maintenance Building, addressing the heating problem in the Maintenance Building, and re-doing the elevator in the Borough Complex. Manager Dana D. Shick stated what this equates to for taxpayers is, you have a 1 mil increase on the general tax, they are taking away the .4 on the fire, it turns out to be about a .6 increase. Manager Dana D. Shick stated on a \$50,000.00 property it would be \$30.00 a year, which would equate to \$2.50 per month. Member Bill Kutz thanked Finance Committee Chairman Phil Hynes and the Committee for their hard work.

#### **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. President Pro-Tem Karen Allgeier moved to approve Ordinance 1092 as submitted by Solicitor Dennison; seconded by Member Steve Hoak. 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. President Pro-Tem Karen Allgeier moved approval of Ordinance 1093 as submitted by Solicitor Dennison; seconded by Member Steve Hoak. 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 a guarantee is needed from the Borough for the interim loan. President Pro-Tem Karen Allgeier moved to approve Ordinance 1094 as submitted by Solicitor Dennison for interim financing on the sewage treatment plant and the system; seconded by Member Bill Kutz. Motion carried 7-0.

#### **Borough Manager**

- A. Resolution 518-15 – Council Member Participation by Telecommunication Device** – Manager Dana D. Shick stated Resolution 518-15 would allow a Council Member's participation in a council meeting by a telecommunication device when they are out of town. Manager Dana D. Shick stated Council needs to have a quorum physically in the room before you can count the person on the phone, and the person on the phone does not count as a quorum. President Pro-Tem Karen Allgeier moved to approve Resolution 518-15; seconded by Member Steve Hoak. Motion carried 7-0.
- B. 2016 Meeting Advertisement** – Manager Dana D. Shick stated she will hold the 2016 Meeting Advertisement until the restructuring meeting.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

#### **ELECTED OFFICIAL COMMENTS:**

- A. Junior Council Member Danielle VanSteenberg** – Junior Council Member Danielle VanSteenberg stated the Art Club at the Brookville High School got permission to take the ceiling tiles from all around the school and decorate them after they are approved by the Superintendent and they will remain there infinitely or until they are damaged or need replaced. Junior Council Member Danielle VanSteenberg stated the Holiday Concert for all the Junior through Senior High music groups is scheduled for this Thursday at 7:00 p.m.

- B. Mayor Richard Beck** – Mayor Richard Beck stated Light Up Brookville went over well, and congratulated Member Clarinda R. Darr. Mayor Richard Beck stated Claire Orner's presentation was very interesting.
- C. Member Clarinda R. Darr** – Member Clarinda R. Darr stated winter sports are getting ready to start, and in less than a week we will be able to watch wrestling and basketball. Member Clarinda R. Darr stated the choral department did a wonderful job, and thanked Junior Council Member Danielle VanSteenberg. Member Clarinda R. Darr reminded everyone to get out and take part in Victorian Christmas activities. Member Clarinda R. Darr stated Small Business Saturday seemed to be successful and it brought a lot of people into our town. Member Clarinda R. Darr thanked the Civic Club for the meter bags. Member Clarinda R. Darr thanked everyone who helped with Light Up Brookville, and thanked the Finance Committee for their hard work on the budget.
- D. Member David Ferringer** – Member David Ferringer gave kudos to the Finance Committee for their hard work, and stated Light Up Brookville went very well.
- E. Member Steve Hoak** – Member Steve Hoak gave kudos to everyone for making downtown Brookville look festive. Member Steve Hoak stated Light Up Brookville was a huge success, and congratulated Member Clarinda R. Darr and Fire Chief Jim Lipuma for doing an awesome job. Member Steve Hoak stated people are not volunteering how they used to, and the ones that volunteer are then asked to give more of their time for fundraising. Member Steve Hoak gave kudos to those Officers in the Fire Company for their hard work.
- F. Member Bill Kutz** – Member Bill Kutz stated Public Works Director Dave Vallosio is doing a great job. Member Bill Kutz congratulated Fire Chief Jim Lipuma on getting the new devices, and stated he hopes they work well.
- G. President Pro-Tem Karen Allgeier** – President Pro-Tem Karen Allgeier gave kudos to Light Up Brookville, and thanked Member Clarinda R. Darr, Fire Chief Jim Lipuma, and the Brookville Volunteer Fire Company for their hard work. President Pro-Tem Karen Allgeier thanked Police Chief Jason Brown and the Brookville Police Department for keeping everything safe around town. President Pro-Tem Karen Allgeier thanked the other members of the Finance Committee for all that they did, especially Manager Dana Shick. President Pro-Tem Karen Allgeier thanked Council for letting her telecommunicate during the previous Borough Council meeting.
- H. Vice-President Phil Hynes** – Vice-President Phil Hynes thanked all Council Members for cooperating in getting the budget passed. Vice-President Phil Hynes thanked the Brookville Volunteer Fire Company for voluntarily giving back on that because that certainly helped the process. Vice-President Phil Hynes reported his black eye is not a result of the budget process. Vice-President Phil Hynes stated he tripped over the new handicapped curb downtown and had to get three stitches.

- I. **President John Blazosky** – President John Blazosky commended the Finance Committee for their work on the budget. President John Blazosky asked the media if they had any questions, and they did not have any.

**ADJOURNMENT:**

Member Bill Kutz moved to adjourn; seconded by President Pro-Tem Karen Allgeier.  
Motion carried 7-0 at 7:45 p.m.

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Borough Manager