

MINUTES
BROOKVILLE BOROUGH COUNCIL MEETING
Tuesday, July 5, 2016 @ 7:00 P.M.

The Brookville Borough Council met in the large conference room on Tuesday, July 5, 2016 at 7:00 P.M. with the following in attendance:

COUNCIL MEMBERS

John Blazosky
Phil Hynes
Karen Allgeier
Steve Hoak
Dave Ferringier
Clarinda R. Darr

STAFF

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

VISITOR/MEDIA

Matt Triponey
Randy Bartley

CALL TO ORDER:

President John Blazosky called the meeting to order at 7:00 P.M. and led the group in the Pledge of Allegiance to the American Flag.

CORRECTIONS/APPROVAL OF MINUTES (June 21, 2016):

Member Karen Allgeier moved to approve the minutes of the June 21st meeting as submitted; seconded by Member Dave Ferringier. Motion carried 6-0.

FINANCIAL REPORTS:

- A. Approval of Expenditures** – The current bills were presented for approval. Manager Dana D. Shick stated two invoices for the Depot Street grant will need a separate motion. Member Karen Allgeier moved to approve the first check register as submitted; seconded by Member Steve Hoak. Motion carried 6-0.
- B. Bills to be Reimbursed by Depot Street Grant** – Member Steve Hoak moved to approve the following bills that the Borough will be reimbursed for paying by the Depot Street Grant:
1. Cypress Clocks & Gift Shop - \$394.00 – handicapped picnic bench and three benches
 2. Pannier - \$3,326.00 - a kiosk
- This motion was seconded by Member Karen Allgeier. Motion carried 6-0.
- C. Fund Level Financial Statements** – President John Blazosky stated if anyone has any questions regarding the Fund Level Financial Statements, they can ask Vice-President Phil Hynes or Manager Dana D. Shick.

PUBLIC COMMENT: None

REPORTS:

Chief of Police

- A. Activity Statistics** – Police Chief Jason Brown reported the statistics for the Brookville Police Department for the month of June included 1152 calls for service. Police Chief Jason Brown reported there were 58 complaints written, 44 traffic contacts, 1 felony arrest, 22 misdemeanor arrests, and 28 summary offenses.
- B. Source Water Meeting** – Police Chief Jason Brown stated on June 23rd he attended the final source water meeting for the year with Manager Dana D. Shick.
- C. Administrative Assistant Position** – Police Chief Jason Brown stated he and Manager Dana D. Shick completed the interviews for the Administrative Assistant position, and compiled the top three applicants. Police Chief Jason Brown stated he discussed these candidates with Mayor Beck, and he is in agreement with all three.
- D. Executive Session** – Police Chief Jason Brown requested an Executive Session for personnel matters with possible outcome expected.

Fire Company – Member Steve Hoak read the July 2016 Fire Chief's Report (attached).

Director of Public Works – Public Works Director Dave Vallosio stated the first round of paving has been completed in the Borough. Public Works Director Dave Vallosio stated H.R.I. came into town Tuesday, June 28th and finished Thursday, June 30th. Public Works Director Dave Vallosio stated they subcontracted the tar and chipping out to Jefferson Paving, which has been completed. Public Works Director Dave Vallosio reported the high grass at the North Fork Science Center has been cut, and they are waiting for further orders on what to do down there. Public Works Director Dave Vallosio stated Rod Osborne has a key to the place. President John Blazosky stated we talked to John MacBeth from the school and he said they are done with it, and they will not be needing it. President John Blazosky asked Public Works Director Dave Vallosio to get the key off of Rod Osborne, and make an internal inspection. Public Works Director Dave Vallosio stated all work orders are current, and the paving went smoothly.

Zoning/Code/Health Officer – No Report

Engineer's Report – Report Attached

Committee Reports – No Reports

Solicitor – Solicitor Jim Dennison stated he is working with Zoning and Code Enforcement Officer Emerson Turnbull on some issues, but he is on vacation. Solicitor Jim Dennison stated he does not have anything else.

Borough Manager

- A. Special Event Permit – Meet and Greet** – Manager Dana D. Shick stated Council needs to approve a Special Event Permit for the Brookville

Y.M.C.A.'s Meet and Greet with the characters from the Frozen movie in the Administration Building on August 4th. Manager Dana D. Shick stated the Special Event Permit is in case they oversell tickets and need to overflow into the park next to the Administration Building. Manager Dana D. Shick reported all other signees except for Borough Council have signed off approval on this. Member Karen Allgeier moved to approve the Special Event Permit for the Brookville Y.M.C.A.'s Meet and Greet; seconded by Member Steve Hoak. Motion carried 6-0. Manager Dana D. Shick stated the YMCA has tickets available if anyone is interested.

- B. Pickering Street Change Order Number Three** – Manager Dana D. Shick stated our Stormwater Project on Pickering Street has hit a couple snags along the way. Manager Dana D. Shick stated the original Change Order Number One was because we changed the Municipal Authority's project. Manager Dana D. Shick stated Change Order Number Two was to add pipe on to connect to the stormwater pipe by the bridge. Manager Dana D. Shick stated now we are at the top, near the Main Street intersection, and we are having the same issue. Manager Dana D. Shick stated where the piping was originally supposed to stop, it is not good pipe. Manager Dana D. Shick stated we really did not know what we were getting into until they dug it up. Manager Dana D. Shick stated we are asking for Change Order Number Three which would cost \$13,587.00 without the manhole. Public Works Director Dave Vallosio stated Brian Miller from Bison Construction said the manhole was not necessary. Member Steve Hoak asked if we will be cutting up Main Street to do this. Public Works Director Dave Vallosio stated they will be cutting just below the crosswalk on Main Street. Vice-President Phil Hynes asked if that area would be resurfaced. Manager Dana D. Shick stated resurfacing would be included in this. Vice-President Phil Hynes moved to approve the Pickering Street Change Order #3; seconded by Member Karen Allgeier. Motion carried 6-0.
- C. Street Lights** – Manager Dana D. Shick stated we have \$18,000.00 budgeted for street lights. Manager Dana D. Shick stated Dave Caylor can get the Borough street lights at the best prices. President John Blazosky asked if these street lights look like our other ones, and Manager Dana D. Shick stated they do. Manager Dana D. Shick stated we are asking permission to purchase four street lights to have on hand. Member Steve Hoak moved to approve purchasing four street lights; seconded by Member Dave Ferringer. Motion carried 6-0.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- A. Lease Old Food Pantry to Community Theater** – President John Blazosky stated Member Karen Allgeier brought a letter from the Brookville Community Theater, which she is associated with, requesting to lease the old Food Pantry building which is sitting empty at this time and use it for storage. Member Clarinda R. Darr asked if there is a timeline for this or is it into

perpetuity. President John Blazosky suggested using five year increments, and stated Solicitor Jim Dennison can probably draw that up. Vice-President Phil Hynes asked if anyone else was interested in using that building. Manager Dana D. Shick stated probably no one is aware it is available for lease, so we have not had any inquiries. Member Steve Hoak moved that Solicitor Jim Dennison draft a lease and have the Property Committee look over it, and bring it back to Council; seconded by Vice-President Phil Hynes. Motion carried 6-0.

- B. Raised Pedestrian Crosswalks on Sylvania Street near Little League Fields** – President John Blazosky stated Council received a letter from the Brookville Area Little League requesting signage and raised pedestrian crosswalks to slow the traffic down on Sylvania Street near the little league fields. President John Blazosky asked Solicitor Jim Dennison if the Borough maintains that area. Public Works Director Dave Vallosio stated the Borough maintains it as an alley, and it is not eligible for liquid fuels. Member Karen Allgeier stated they will be happy with whatever we can do to slow the traffic down. President John Blazosky stated let's start with the raised pedestrian crosswalks and go from there. Member Karen Allgeier asked if the Brookville Area Little League's request, that was also in the letter, for permission to renovate part of the tennis courts there for batting cage purposes could get referred to the Parks Committee. President John Blazosky stated the Parks Committee will look into that further.

ELECTED OFFICIAL COMMENTS:

- A. Member Clarinda R. Darr** – Member Clarinda R. Darr welcomed the Opera House Café to downtown Brookville. Member Clarinda R. Darr stated July 17th is the official opening of the new food pantry in their new location. Member Clarinda R. Darr stated she attended a few library meetings since she became the Borough's Library Board Representative. Member Clarinda R. Darr stated at a recent library meeting, architectural students from Chatham University presented three plans, and the library is going to seriously take a look at them and perhaps pursue one. Member Clarinda R. Darr stated the county fair is upcoming. Member Clarinda R. Darr stated we seem to be moving forward, and congratulated everyone.
- B. Member Steve Hoak** – Member Steve Hoak thanked everybody who was involved with putting that sign together for the recognition of the state champion wrestling teams. Member Steve Hoak stated there will be a V.I.P. visit to Brookville. Member Steve Hoak stated Senator Toomey and possibly another senator might be in Brookville on Tuesday, July 19th around 2:00 P.M.
- C. Member Karen Allgeier** – Member Karen Allgeier stated she hopes everyone had a good Fourth of July. Member Karen Allgeier stated the Shade Tree Commission will meet shortly, and the Stormwater Committee meets this Thursday at 1:00 P.M.
- D. Vice-President Phil Hynes** – Vice-President Phil Hynes thanked Public Works Director Dave Vallosio's crew and stated the Depot Street Project has

been moving along. Vice-President Phil Hynes stated they were able to open up the trail head over the holiday weekend, and on Saturday the lot was completely filled. Vice-President Phil Hynes stated they will be delivering a gazebo tomorrow morning, and they are putting finishing touches on some things, but it is being well used already. Vice-President Phil Hynes thanked Council for all their support.

- E. **President John Blazosky** – President John Blazosky stated he has nothing to offer, and asked the media if they had any questions.

MEDIA COMMENTS/QUESTIONS/CLARIFICATION:

- A. **Randy Bartley/Cost of Work Done on Pickering Street** – Reporter Randy Bartley asked Manager Dana D. Shick what the total cost is of the South Pickering Street Project. Manager Dana D. Shick stated the total cost is approximately \$107,000.00.

EXECUTIVE SESSION:

At 7:30 P.M. Brookville Borough Council entered an Executive Session for personnel matters with possible action expected. Executive Session ended at 7:43 P.M. with the following action taken:

Member Steve Hoak moved to approve the hiring of an Administrative Assistant for the Police Department with the starting wage of \$11.00 per hour, full time, with benefits starting immediately; seconded by Member Karen Allgeier. Motion carried 6-0.

ADJOURNMENT:

Member Karen Allgeier moved to adjourn; seconded by Member Dave Ferringier. Motion carried 6-0 at 7:44 P.M.

Borough Manager

